



**MATATIELE**

LOCAL MUNICIPALITY

**2017/18 SERVICE DELIVERY AND BUDGET  
IMPLEMENTATION PLAN (SDBIP)**

**JUNE 2017**

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## MAYOR'S FOREWORD



Matatiele Local Municipality's 2017/18 Service Delivery and Budget Implementation Plan (SDBIP) marks the contract between the Matatiele Local municipality and the community of Matatiele. This contract (SDBIP), helps facilitate the process for holding management accountable for its performance. It is a management, implementation and monitoring tool that will assist the mayor, councilors, municipal manager, senior managers and community.

The SDBIP will enable the Mayor and Executive Committee to monitor and evaluate the performance of the Municipal Manager, enable the Municipal Manager to monitor the performance of senior managers, , and for the community to monitor the performance of the municipality. This enables the mayor and the municipal manager to be pro-active and take remedial steps in the event of poor performance in order to improve performance. This SDBIP aims to ensure that all managers are problem-solvers, who routinely look out for unanticipated risks and problems and resolve them as soon as possible.

The SDBIP should therefore determine (and be consistent with) the performance agreements between the mayor and the municipal manager; and the municipal manager and managers reporting directly to the Municipal Manager and Middle Managers at the start of every financial year and approved by the mayor. A properly formulated SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the execution of the budget, performance of both senior and middle management and achievement of the strategic objectives set by council; including the outputs and deadlines for which they will be held responsible. The in-year monitoring is designed to identify major problems from an early stage, and aimed at ensuring that the Mayor and Municipal Manager are taking corrective steps when any unanticipated problems arise.

The SDBIP serves a critical role to focus both the administration and council on outputs by providing clarity of service delivery expectations, expenditure and revenue requirements, service delivery targets and performance indicators. It is the output and goals made public in the SDBIP that will be used to measure performance on a quarterly basis during the financial year. Note that such in-year monitoring is meant to be a light form of monitoring. The council should reserve its oversight role over performance at the end of the financial year, when the mayor tables the annual report of the municipality.

Municipal managers are encouraged to develop the SDBIP concept further so that it is meaningful and useful to managers. Many municipal managers will have some form of management plan and the challenge is to develop such management plans as a SDBIP.

Whilst the budget is approved yearly, service delivery and budget targets (revenue and expenditure per vote), it is imperative that in-year mechanisms are able to measure performance and progress on a continuous basis. Hence, the end-of-year targets must be based on quarterly and monthly targets, and the municipal manager must ensure that the budget is built around quarterly and monthly information. Being a start-of-year planning and target tool, the SDBIP gives meaning to both in-year reporting in terms of section 71 (monthly reporting), section 72 (mid-year report) and Section 121 (end-of-year annual reports).

Therefore the Mayor Approves the Draft SDBIP in terms of Section 53 (1) (c) (ii) of Local Government: Municipal Finance Management Act 56 of 2003



**CLLR. M.M. MBEDLA**  
**HIS WORSHIP THE MAYOR**

**26 June 2017**

**DATE**

# 1. INTRODUCTION BY THE MUNICIPAL MANAGER

## 1.1. Vision & Mission

The development strategy for Matatiele Local Municipality seeks to contribute to the attainment of the Provincial and National development imperatives as outlined in the relevant policy documents. The municipality's development vision is as follows:

**“Where nature, agriculture, tourism are investments of choice”**

Matatiele Local Municipality's mission is:

**“To create awareness on nature conservation**

**To promote and support agricultural activities**

**To promote and market Local Tourism organizations and Small, Medium and Micro Enterprises**

**To create an environment conducive for investment”**

## 1.2. Legislative Mandates

The Municipal Finance Management Act (MFMA) of 2003 requires that municipalities prepare a Service Delivery and Budget Implementation Plan (SDBIP) as a strategic financial management tool to ensure that budgetary decisions that are adopted by municipalities for the financial year are aligned with their Integrated Development Plan.

Section 69(3) (a) of the Municipal Finance Management Act, Act 56 of 2003 (MFMA) requires the Accounting Officer to submit a draft Service Delivery and Budget Implementation Plan (SDBIP) to the Mayor:

- (i) no later than 14 days after the approval of the Budget and
- (ii) drafts of the performance agreements as required in terms of Section 57 (1) (b) of the Municipal Systems Act, Act 32 of 2000.
- (iii) The Mayor must subsequently approve the SDBIP no later than 28 days after the approval of the Budget in accordance with section 53(1) (c)(ii) of the MFMA.

Section 1 of the MFMA defines the SDBIP as:

*a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of services and the execution of its annual budget and which must include the following:*

- (a) Projections for each month
  - (i) Revenue to be collected by source; and
  - (ii) Operational and capital expenditure by vote
- (b) Service Delivery targets and performance indicators for each quarter; and
- (c) Any other matters that may be prescribed ,

and includes any revisions of such plan by the mayor in terms of section 54 (1)(c).

This Plan is therefore largely a one year detailed implementation plan which gives effect to the IDP and Budget of the Municipality.

It is a contract between the administration, Council and community expressing the goals and objectives set by Council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis of measuring the performance in service delivery against end year targets and implementing budget.

## 2. WARD INFORMATION

Matatiele is one of four local municipalities within the Alfred Nzo District, and is located on the northern part of the Eastern Cape. Matatiele has three towns, namely: Matatiele, Cedarville and Maluti. Matatiele consists of the following 26 wards:

### Population of Matatiele per Ward and the Number of Households:

Wards	Population size per ward	Number of households in a ward
1	6 434	1 330
2	13 574	3 069
3	7 811	1 880
4	8 324	2 006
5	8 474	2 037
6	7 399	1 968
7	7 611	1 684
8	9 747	1 207
9	6 605	1 659
10	8 864	2 155
11	11 421	2 815
12	6 626	1 643
13	8 241	1 672
14	6 586	1 678
15	6 715	1 855
16	6 405	1 652
17	8 509	2 200
18	7 253	1 921
19	4 124	1 378
20	11 816	3 548
21	7 142	1 625
22	6 288	1 752
23	6 344	1 553
24	5 570	1 378
25	7 067	1 659
26	8 894	2 202
<b>TOTAL</b>	<b>203 843</b>	<b>49 527</b>



### 3. MONTHLY PROJECTION OF REVENUE TO BE COLLECTED BY SOURCE

EC441 Matatiele - Supporting Table SA25 Consolidated budgeted monthly revenue and expenditure

Description	Ref	Budget Year 2017/18												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
<b>Revenue By Source</b>	-															
Property rates		4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	52,204	55,858	59,768
Service charges - electricity revenue		3,951	3,951	3,951	3,951	3,951	3,951	3,951	3,951	3,951	3,951	3,951	3,951	47,417	50,736	54,288
Service charges - water revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - sanitation revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue		707	707	707	707	707	707	707	707	707	707	707	707	8,482	9,076	9,711
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		64	64	64	64	64	64	64	64	64	64	64	64	774	828	886
Interest earned - external investments		467	467	467	467	467	467	467	467	467	467	467	467	5,600	5,992	6,412
Interest earned - outstanding debtors		577	577	577	577	577	577	577	577	577	577	577	577	6,928	7,413	7,931

EC441 Matatiele - Supporting Table SA25 Consolidated budgeted monthly revenue and expenditure

Description	Ref	Budget Year 2017/18												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,605	1,717
Licences and permits		233	233	233	233	233	233	233	233	233	233	233	233	2,800	2,996	3,206
Agency services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies		16,126	16,126	16,126	16,126	16,126	16,126	16,126	16,126	16,126	16,126	16,126	16,126	193,512	207,058	219,729
Other revenue		157	157	157	157	157	157	157	157	157	157	157	157	1,889	2,021	2,162
Gains on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue (excluding capital transfers and contributions)</b>		<b>26,759</b>	<b>26,759</b>	<b>26,759</b>	<b>26,759</b>	<b>26,759</b>	<b>26,759</b>	<b>26,759</b>	<b>26,759</b>	<b>26,759</b>	<b>26,759</b>	<b>26,759</b>	<b>26,759</b>	<b>321,106</b>	<b>343,584</b>	<b>365,811</b>
<b>Expenditure By Type</b>	-															
Employee related costs		8,294	8,294	8,294	8,294	8,294	8,294	8,294	8,294	8,294	8,294	8,294	8,294	99,526	106,493	113,947
Remuneration of councillors		1,453	1,453	1,453	1,453	1,453	1,453	1,453	1,453	1,453	1,453	1,453	1,453	17,439	18,660	19,966

**EC441 Matatiele - Supporting Table SA25 Consolidated budgeted monthly revenue and expenditure**

Description	Ref	Budget Year 2017/18												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
Debt impairment		417	417	417	417	417	417	417	417	417	417	417	417	5,000	15,053	5,725
Depreciation & asset impairment		1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	14,222	15,218	16,283
Finance charges		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Bulk purchases		3,584	3,584	3,584	3,584	3,584	3,584	3,584	3,584	3,584	3,584	3,584	43,010	46,021	49,242	
Other materials		1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,244	14,928	15,973	17,091	
Contracted services		2,806	2,806	2,806	2,806	2,806	2,806	2,806	2,806	2,806	2,806	2,806	33,668	36,025	38,546	
Transfers and subsidies		1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	18,580	19,901	21,244	
Other expenditure		6,225	6,225	6,225	6,225	6,225	6,225	6,225	6,225	6,225	6,225	6,225	74,703	70,209	85,556	
Loss on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–

**EC441 Matatiele - Supporting Table SA25 Consolidated budgeted monthly revenue and expenditure**

Description	Ref	Budget Year 2017/18												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
<b>Total Expenditure</b>		26,756	26,756	26,756	26,756	26,756	26,756	26,756	26,756	26,756	26,756	26,756	26,756	321,076	343,551	367,600
<b>Surplus/(Deficit)</b>		3	3	3	3	3	3	3	3	3	3	3	3	31	32	(1,789)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		45,257	—	200	—	46,629	—	—	—	45,057	—	—	—	137,144	146,744	143,040
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		2,797	2,797	2,797	2,797	2,797	2,797	2,797	2,797	2,797	2,797	2,797	2,797	33,565	35,914	38,428
Transfers and subsidies - capital (in-kind - all)		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		48,057	2,800	3,000	2,800	49,428	2,800	2,800	2,800	47,857	2,800	2,800	2,800	170,739	182,690	179,679
Taxation		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—

**EC441 Matatiele - Supporting Table SA25 Consolidated budgeted monthly revenue and expenditure**

Description	Ref	Budget Year 2017/18												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
Attributable to minorities Share of surplus/ (deficit) of associate													-	-	-	-
<b>Surplus/(Deficit)</b>	<b>1</b>	<b>48,057</b>	<b>2,800</b>	<b>3,000</b>	<b>2,800</b>	<b>49,428</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>	<b>47,857</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>	<b>170,739</b>	<b>182,690</b>	<b>179,679</b>

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance

#### 4. QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE

##### 4.1. BUDGET AND TREASURY OFFICE

##### 4.1.1. Budget planning and Investment Management

P REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal Financial Viability and Management	BTO: Budget Planning and Investments	All	Submission of monthly budget statements reports as per section 71 of MFMA.	Q1, Q2, Q3 & Q4: 3 Monthly reporting checklist, automated email from National Treasury, report from Provincial Treasury.	Monthly submission.	Number of Section 71 reports submitted by set date.	Number and date	N/A	N/A	N/A	N/A	N/A	Operational	Submission of monthly (section 71) reports to National Treasury, Provincial Treasury and mayor on the 10 <sup>th</sup> working day of every month	Submission of monthly reports to National Treasury, Provincial Treasury and mayor on the 10 <sup>th</sup> day of every month	Submission of monthly reports to National Treasury, Provincial Treasury and mayor on the 10 <sup>th</sup> of every month	Submission of monthly reports to National Treasury, Provincial Treasury and mayor on the 10 <sup>th</sup> of every month	Submission of monthly reports to National Treasury, Provincial Treasury and mayor on the 10 <sup>th</sup> of every month
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

P REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal Financial Viability and Management	BTO: Budget Planning and Investments	All	Submission of quarterly reports as per section 52 (d) of MFMA.	Q1, Q2, Q3 & Q4:1 Quarterly reporting checklist, automated email from National Treasury, report from Provincial Treasury.	Quarterly reports	Number of reports submitted by set date	Number by date	N/A	N/A	N/A	N/A	N/A	Operational	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 10 <sup>th</sup> working day of every quarter.	Submission of quarterly reports National Treasury, Provincial Treasury by 10 <sup>th</sup> working day of every quarter.	Submission of quarterly reports National Treasury, Provincial Treasury by 10 <sup>th</sup> working day of every quarter.	Submission of quarterly reports National Treasury, Provincial Treasury by 10 <sup>th</sup> working day of every quarter.
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial Viability and Management	BTO: Budget Planning and Investments	All	Submission of banking details as per section 8 of MFMA.	Q1: 1 Completed banking form. Q2: N/A Q3: N/A Q4: N/A	Bank account completed forms on an Annually basis	Number of report submitted by set date	Number and date	N/A	N/A	N/A	N/A	N/A	Operational	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	N/A	N/A
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

P REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal Financial Viability and Management	BTO: Budget Planning and Investments	All	Submission of quarterly reports as per section 52 (d) of MFMA.	Q1, Q2, Q3 & Q4: 1 Quarterly reporting checklist, automated email from National Treasury, report from Provincial Treasury.	4 Withdrawal report submitted on a Quarterly reports in 2016/2017 financial year.	Number of reports submitted by set date	Number and date	N/A	N/A	N/A	N/A	N/A	Operational	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 10 <sup>th</sup> of every quarter.	Submission of quarterly reports to National Treasury, Provincial Treasury by 10 <sup>th</sup> of every quarter.	Submission of quarterly reports to National Treasury, Provincial Treasury by 10 <sup>th</sup> of every quarter.	Submission of quarterly reports to National Treasury, Provincial Treasury by 10 <sup>th</sup> of every quarter.
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial Viability and Management	BTO: Budget Planning and Investments	All	Submission of mid-term reports in terms of section 72 of MFMA.	Q1: N/A Q2: N/A Q3: 1 Mid-term checklist. Q4: N/A	Mid-term report submitted by the 25 <sup>th</sup> January to National and Provincial Treasury.	Date of Submission of mid-term report set date.	Date	N/A	N/A	N/A	N/A	N/A	Operational	Mid – Term report to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial by the 25th January.	N/A	N/A	Mid – Term report to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial by the 25th January.	N/A



P REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial Viability and Management	BTO: Budget Planning and Investments	All	Submission of 3 monthly bank reconciliations.	Q1, Q2, Q3 & Q4: 3 monthly bank reconciliations summary.	Submitted Bank reconciliation monthly basis to National Treasury.	Number of submitted monthly reconciliation by set date	Number and date	N/A	N/A	N/A	N/A	N/A	Operational	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.	3 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.	3 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.	3 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.	3 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.
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

P REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal Financial Viability and Management	BTO: Budget Planning and Investments	All	Submission of 1 investment register on a monthly basis	Q1, Q2, Q3 & Q4: 3 proof of submission per quarter Submitted investment register.	Submitted Investment register to National Treasury on a monthly basis	Number of monthly investment registers submitted by set date	Number and date	N/A	N/A	N/A	N/A	N/A	Operational	12 monthly investment register to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10 <sup>th</sup> working day of the following month.	3 monthly investment register to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10 <sup>th</sup> working day of the following month.	3 monthly investment register to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10 <sup>th</sup> working day of the following month.	3 monthly investment register to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10 <sup>th</sup> working day of the following month.	3monthly investment register to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 10 <sup>th</sup> working day of the following month.
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial Viability and	BTO: Budget Planning and Investments	All	Review (6) budget related policies and Standard Operating Procedures	Q1: N/A Q2: N/A Q3: 1 Council resolution	Existing approved reviewed policies for 2016/17.	Number of reviewed policies by set date	Number date	N/A	N/A	N/A	N/A	N/A	Operational	Annual review of 6 policies and Standard Operating Procedures within	N/A	N/A	Draft annual review of 6 policies within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines	Approved annual review of 6 policies within the legislative prescripts of MFMA,

P REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
				on an annual basis	of draft policies. Q4: 1 Council resolution approval of policies and Mayors signing off.									the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 30 June 2018.			by 31 <sup>st</sup> March 2018.	MSA, MPRA and NT Guidelines by 30 June 2018	
														Quarterly cash flow	Nil	Nil	Nil	Nil	

P REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
	Municipal Financial Viability and Management	BTO: Budget Planning and Investments	All	Multi-year budget as per section 28 of the MFMA.	Q1: N/A Q2: N/A Q3: 1 Council resolution of the adjusted budget and locking certificate by the Municipal Manager. Q4: N/A	2016/17 approved Budget	Adjusted budget submitted to Management Team, Standing Committee, EXCO, and Council by set date	Approved adjusted budget Date	N/A	N/A	N/A	N/A	N/A	N/A	Prepare and Submit adjusted budget to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 28th February of each year	N/A	N/A	Prepare and Submit adjusted budget to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 28th February of each year	N/A	
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil	
	Municipal Financial Viability and Management	BTO: Budget Planning and Investments	All	Multi-year budget as per section 21 (b) of the MFMA.	Q1: 1 Council resolution and the approved budget process plan.	Submitted 2016/17 Time schedule to Management Team, EXCO, Standing Committee	Submitted Process Plan to Management team, Standing Committee, EXCO, Council and	Approved Budget Process plan Date	N/A	N/A	N/A	N/A	N/A	Operational	Budget Process Plan (One time schedule) submitted to Management Team, Standing	Budget process plan submitted to Management Team, Standing Committee, EXCO,	N/A	N/A	N/A	N/A

P REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q2: N/A Q3: N/A Q4: N/A	e, Council and National and Provincial Treasury.	National and Provincial Treasury by set date.							Committee, EXCO, Council and National and Provincial Treasury by for the next financial year 10 months before start of new financial year	Council and National and Provincial Treasury by for the next financial year 10 months before start of new financial year				
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	<b>Municipal Financial Viability and Management</b>	BTO: Budget Planning and Investments	All	Multi-year budget as per section 21 of MFMA.	Q1: N/A Q2: 1 budget return form submitted to management. Q3: 1 Council resolution and the	Submitted 2016/17 tabled budget to Management Team, Standing Committee, EXCO, Council and National and Provincial	Tabled and submitted draft budget to Management Team, Standing Committee, EXCO, Council, National and Provincia	Tabled draft budget  Date	N/A	N/A	N/A	N/A	N/A	operational	Submitted tabled draft budget that is aligned to the IDP 90 days before the start of a new financial year to Management	N/A	Submit Budget return forms to management team by 31 October 2017	Submit tabled budget 90 days before of the new financial year to Management Team, Standing Committee, EXCO, Council and National and	N/A

P REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
					tabled draft budget. Q4: N/A	Treasury on the	1 Treasury by set date.								ent Team, Standing Committee, EXCO, Council and National and Provincial Treasury.				Provincial Treasury.	
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil	
	Municipal Financial Viability and Management	BTO: Budget Planning and Investments	All	Multi-year budget as per section 21 of MFMA.	Q1: N/A Q2: N/A Q3: N/A Q4: 1 Council resolution and approved budget.	Submitted 2016/17 tabled budget to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury on the	Approved budget submitted to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by set date.	Approved budget  Date	N/A	N/A	N/A	N/A	N/A	Operational	Submit Approved budget that is aligned to the IDP to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by 30 June 2018.	N/A	N/A	N/A	Submit Approved budget that is aligned to the IDP to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by 30 June 2018.	

P REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial Viability and Management	BTO: Budget Planning and Investments	All	Multi-year budget as per section 23 of the MFMA.	Q1: N/A Q2: N/A Q3: 1 Allocations of teams. Q4: 1 consolidated report and attendance registers	Budget Community Outreach held on 11 – 15 April 2017	Budget Community Outreach conducted by set date	Budget Community Outreach date	N/A	N/A	R300 000.00	N/A	N/A	operational	To conduct a Budget Community Outreach by 30 April 2018	N/A	N/A	N/A	Budget Community Outreach held before 30 April 2018
									Quarterly cash flow						R300 000.00	Nil	Nil	Nil	R300 000.00
	Municipal Financial Viability and Management	BTO: Budget Planning and Investments	All	Budget Control.	Q1: 3 monthly reports. Q2: 3 monthly reports. Q3: 3 monthly reports. Q4: 3 monthly reports.	Submit the 12 monthly reports to Management Team.	Number of Monthly reports submitted to Management Team by set date	Number and date.	N/A	N/A	N/A	N/A	N/A	Operational	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.	Submit 3 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.	Submit 3 monthly reports to Management Team by the 10th working day of the following month.
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

P REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal Financial Viability and Management	BTO: Budget Planning and Investments	All	Compliance with mSCOA regulations	Q1: 1 quarterly report on mSCOA. Q2: 1 quarterly report on mSCOA. Q3: 1 quarterly report on mSCOA. Q4: 1 quarterly report on mSCOA.	mSCOA Steering Committee.	Number of meetings held by set date	Number Date	R1 900 000.00	R1 900 000.00					Hold 4 quarterly mSCOA steering committee meetings.  Ensure mSCOA is fully implemented by 30 June 2018	Steering Committee meeting	Steering Committee meeting	Steering Committee meeting	Steering Committee meeting
									Quarterly cash flow						R1 900 000	R475 000	R475 000	R475 000	R475 000
	Municipal Financial Viability and Management	BTO: Budget Planning and Investments	All	Training of unit staff within the unit.	Q1: N/A Q2: N/A Q3: one training of staff members Q4: N/A	Unit staff members	Number of trainings attended by set date	Number and date	R10 000.00	R10 000.00					One training to be attended by 31 <sup>st</sup> March 2018.	N/A	N/A	One training to be attended by 31 March 2018.	N/A
									Quarterly cash flow						R10 000.00	Nil	Nil	R10 000.00	Nil



4.1.2. Financial Reporting and Asset Management

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal Financial Viability and Management	BTO: financial reporting and asset management	All	Submission of mid-year report in terms of section 72 of the MFMA.	Q1: N/A Q2: N/A Q3: Report and proof of submission Q4: N/A	Mid-term report submitted by the 25 <sup>th</sup> January to Council, National and Provincial Treasury.	Mid-term report submitted by set date.	Mid-term report Date	N/A	N/A	N/A	N/A	N/A	operational	Mid – Term report to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial Treasury by the 25th January.	N/A	N/A	Mid – Term report to be submitted to Management Team, Standing Committee, EXCO, Council and National and Provincial by the 25th January.	N/A
	Municipal Financial Viability and Management	BTO: financial reporting and asset management	All	Completion of General Ledger control accounts reconciliations.	Q1,Q2, Q3 & Q4: Checklist, 3 Signed off General Ledger reconciliation and monthly interim financials.	General Ledger and trial balance of 2016/17. Mid-term financial statements of 31 December 2016.	Number of submitted monthly reconciliation by set date.	Number date	N/A	N/A	N/A	N/A	N/A	Operational	12 monthly reconciled general ledger control accounts as per checklist signed off by the CFO by 30 June 2018.	3 monthly reconciled general ledger control accounts as per checklist signed off.	3 monthly reconciled general ledger control accounts as per checklist signed off.	3 monthly reconciled general ledger control accounts as per checklist signed off.	3 monthly reconciled general ledger control accounts as per checklist signed off.
	Municipal Financial Viability and Management	BTO: financial reporting and asset management	All	Completion of cash flow projections on a monthly basis.	Q1, Q2, Q3 & Q4: 3 Monthly cash flow projection statements	Submitted Income and expenditures to Provincial and National Treasury on a monthly basis and feedback	Number of monthly cash flow projection analysis reports submitted by set date	Number and date.	N/A	N/A	N/A	N/A	N/A	Operational	12 monthly cash flow projections analysis reports to be submitted to Management Team, 10 <sup>th</sup> working day of	3 monthly cash flow projections analysis reports to be submitted to Management Team, 10 <sup>th</sup> working day	3 monthly cash flow projections analysis reports to be submitted to Management Team, 10 <sup>th</sup> working day	3 monthly cash flow projections analysis reports to be submitted to Management Team, 10 <sup>th</sup> working day	3 monthly cash flow projections analysis reports to be submitted to Management Team, 10 <sup>th</sup> working day of
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
						analysis report for 2016/2017.									the following month	of the following month	day of the following month	of the following month	the following month
Quarterly cash flow														Nil	Nil	Nil	Nil	Nil	
	Municipal Financial Viability and Management	BTO: financial reporting and asset management	All	Budget related management policies and SOP's.	Q1: N/A Q2: N/A Q3: Draft Policies and Council resolution. Q4: Approved Policies, Council resolution and signed policies and SOP's.	Existing approved reviewed policies for 2016/2017.  GRAP Framework Policy and Fixed Assets Management Policy	Number of reviewed policies and SOP's by set date	Number Date.	N/A	N/A	N/A	N/A	N/A	Operational	Annual review of two (2) Budget policies and SOP within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 30 June 2018.	N/A	N/A	Review of two (2) draft Budget policies and SOP within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 31 March 2018.	Approval of two (2) Budget policies and SOP within the legislative prescripts of MFMA, MSA, MPRA and NT Guidelines by 30 June 2018.
Quarterly cash flow														Nil	Nil	Nil	Nil	Nil	
	Municipal Financial Viability and Management	BTO: financial reporting and asset management	All	Completion of recons on a monthly basis and adherence to MFMA.	Q1, Q2, Q3 & Q4: 3 Monthly signed off National Treasury Return of loan repayments	Statement from the funder/financing institution	Number of reports on loan repayments submitted by set date.	Number and Date	N/A	N/A	N/A	N/A	N/A	Operational	12 reports on Repayments of loans taken and reported to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by the 10 <sup>th</sup> working of the following month.	3 monthly reports on Repayments of loans taken and reported to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by the 10 <sup>th</sup> working of the following month.	3 monthly reports on Repayments of loans taken and reported to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by the 10 <sup>th</sup> working of the following month.	3 monthly reports on Repayments of loans taken and reported to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by the 10 <sup>th</sup> working of the following month.	3 monthly reports on Repayments of loans taken and reported to Management Team, Standing Committee, EXCO, Council, National and Provincial Treasury by the 10 <sup>th</sup> working of the following month.



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017//18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal Financial Viability and Management	BTO: financial reporting and asset management	All	Submission of Monthly Reports to Management Team Meeting, Adherence to municipal council policy and MFMA	<b>Q1, Q2, Q3 &amp; Q4:</b> Reports and proof of submission	Submitted the 12 monthly reports to Management Team for 2016/2017.	Number of Monthly statement of financial performance reports submitted to Management Team by set date.	Number Date	N/A	N/A	N/A	N/A	N/A	Operational	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.	Submit 3 monthly reports to Management Team, STANCO, EXCO AND Council.	Submit 3 monthly reports to Management Team, STANCO, EXCO AND Council.
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial Viability and Management	BTO: financial reporting and asset management	All	Preparation of Annual Financial Statements with no material misstatements.	<b>Q1:</b> Submitted Annual Financial Statements by 31 August <b>Q2:</b> N/A <b>Q3:</b> N/A <b>Q4:</b> N/A	30 June 2016 Audited Annual Financial Statements	Submitted GRAP Compliant Annual Financial Statements by set date.	Date	R1 708 200.00	R1 708 200.00		N/A	N/A	Operational	Submit GRAP compliant Annual Financial Statements to Management Team, Audit Committee, Auditor-General, National and Provincial Treasury by the 31 <sup>st</sup> August.	Submit GRAP compliant Annual Financial Statements to Management Team, Audit Committee, Auditor-General, National and Provincial Treasury by the 31 <sup>st</sup> August.	N/A	N/A	N/A
									Quarterly cash flow						R1 708 200.00	R1 708 200.00	Nil	Nil	Nil
	Municipal Financial Viability	BTO: financial reporting and asset		Unqualified Audit Opinion.	<b>Q1:</b> N/A <b>Q2:</b> Signed Audit Report <b>Q3:</b> N/A <b>Q4:</b> N/A	Unqualified Audit opinion with no material misstatement for 30 June 2016.	Signed Auditor General Report by set date	Audit Report date	R4 240 000.00	R4 240 000.00		N/A	N/A	Operational	Achieve an Unqualified Audit Opinion with no material misstatements issued by the	N/A	Achieve an Unqualified Audit Opinion with no material misstatemen	N/A	N/A



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017//18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal Financial Viability and Management	BTO: financial reporting and asset management	All	Infrastructure assets update	Q1: N/A Q2: GRAP compliant Fixed Assets Register Q3: N/A Q4: GRAP compliant Fixed Assets Register	Audited Fixed assets register of 30 June 2016	Updated Fixed Assets Register by set date.	Date and number.	R600 000.00	R600 000.00		N/A	N/A	Operational	GRAP compliant Fixed Asset Register updated by 30 June 2018.	N/A	Update and verify infrastructure assets	N/A	Update and verify infrastructure assets
									Quarterly cash flow						R600 000.00	Nil	R600 000.00	Nil	Nil

4.1.3. Supply Chain Management Unit

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY	SCM	N/A	One approved Procurement Plan.	Q1: Approved Procurement Plan	Approved Procurement Plan – 2016/2017	Approved Procurement Plan by set date	Date	N/A	N/A	N/A	N/A	N/A	Operational	Approval of Procurement Plan by 31 July 2017	Approval of procurement plan by the Accounting Officer.	N/A	N/A	N/A
									Quarterly Cash flow						Nil	Nil	Nil	Nil	Nil
	BASIC SERVICE DELIVERY	SCM	N/A	Implementation of procurement plan.	Q1, Q2, Q3 & Q4: Monthly communication with departments . Approved specification reports , bid invitations, Monthly progress report to Management committee and quarterly report to council  Council Resolution	Approved procurement plan-2016/17	Percentage of implemented procurement plan by set date.	Percentage date	N/A	N/A	N/A	N/A	N/A	Operational	100% Implementation of the approved procurement Plan by 30 June 2018	25% Implementation of approved procurement plan	25% Implementation of approved procurement plan	25% Implementation of approved procurement plan	25% Implementation of the approved procurements
									Quarterly Cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial	SCM	N/A	One Demand Management	Q1: Proof of invitation	All service providers are on CSD	Invitation Notice issued by set	Notice and Date	R20 000.00	R20 000.00	05/20/25/5190/000	N/A	N/A	Operational	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	N/A	N/A	N/A



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
									Quarterly Cash flow						R20 000.00	R20 000.00	Nil	Nil	Nil
	Local Economic Development	SCM	NA	Demand Management	Invitation and Attendance Register and presentation	Planned SMME workshop	Supplier day hosted by set date	Number and Date	N/A	N/A	N/A	N/A	N/A	N/A	To host one supplier day through SMME workshop by 30 June 2018.	N/A	N/A	To host one supplier day through SMME workshop	N/A
									Quarterly Cash flow						Nil	Nil	Nil	Nil	Nil
	Local Economic Development	SCM	N/A	One Acquisition Management (1)	Q1, Q2, Q3 & Q4: Appointment letters, Quotation register	(55%) Awarded quotation procured Locally - 31st December 2016	Percentage of procurements between R30 000.00 and R200 000.00 procured locally by set date	Percentage date	N/A	N/A	N/A	N/A	N/A	N/A	55% of Procurement between R30 000 – R200 000 procured locally by 30 June 2018	55% of Procurement between R30 000 – R200 000 procured locally	55% of Procurement between R30 000 – R200 000 procured locally	55% of Procurement between R30 000 – R200 000 procured locally	55% of Procurement between R30 000 – R200 000 procured locally
				One Acquisition Management (2)	Q1, Q2, Q3 & Q4: 3 Awarded bids Register, Appointment Letters	(33%) Awarded bids procured Locally - 31st December 2016	Percentage of procurements above R200 000.00 procured locally by set date	Percentage date	N/A	N/A	N/A	N/A	N/A	N/A	25% of procurement above R200 000 procured locally by 30 June 2018	25% of procurement above R200 000 procured locally	25% of procurement above R200 000 procured locally	25% of procurement above R200 000 procured locally	25% of procurement above R200 000 procured locally
	Municipal Financial Viability and Management	SCM	N/A	One Acquisition Management (3)	Q1, Q2, Q3 & Q4: 3 Awarded bids, Deviation Register, Reports on Regulation 32 bids,	Awarded bids, Deviation Register, Reports on Regulation 32 bids for 2016/17 FY	Percentage of bids done through competitive bidding by set date	Percentage date							60% of bids done through competitive bidding by 30 June 2018	60% of bids done through competitive bidding	60% of bids done through competitive bidding	60% of bids done through competitive bidding	60% of bids done through competitive bidding



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
									Quarterly Cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial Viability and	SCM	N/A	One Acquisition Management (4)	Q1: Appointment letters, Register for training	2016/17 Bid Committee	Established bid committee by set date	Established bid committee Date	N/A	N/A	N/A	N/A	N/A	N/A	Establishment of Bid Committee by 30 June 2018	Establishment of Bid Committee	N/A	N/A	N/A
									Quarterly Cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial Viability and Management	SCM	N/A	One Acquisition Management (5)	Q1, Q2, Q3 & Q4: Closing Registers, intention letter	Awarded bids, Deviation Register, Reports on Regulation 32 bids for 2016/17 FY,	Number of days for awarding of bids	Number and Date	N/A	N/A	N/A	N/A	N/A	N/A	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	Ensure 80 days turnaround time from closing date for the awarding of bids	Ensure 80 days turnaround time from closing date for the awarding of bids	Ensure 80 days turnaround time from closing date for the awarding of bids
									Quarterly Cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial Viability and Management	SCM	N/A	3 Acquisition Management reports(6)	Q1, Q2, Q3 & Q4: Reports and a proof of submission	Submitted of 12 Monthly reports	Number of monthly reports on Irregular expenditure submitted to Management Team Meeting (MTM)	Number and Date	N/A	N/A	N/A	N/A	N/A	N/A	To have 12 monthly reports on Irregular expenditure submitted to Management Team Meeting (MTM), by 30 June 2018	3 Monthly Report to Management Team Meeting (MTM) on irregular expenditure	3 Monthly Report to Management Team Meeting (MTM) on irregular expenditure	3 Monthly Report to Management Team Meeting (MTM) on irregular expenditure	3 Monthly Report to Management Team Meeting (MTM) on irregular expenditure
				Submission of monthly report	Q1, Q2, Q3 & Q4: quarterly Report and a proof of submission		Number of quarterly reports submitted by set date.	Number and Date	N/A	N/A	N/A	N/A	N/A	N/A	4 Quarterly reports on irregular expenditure to be submitted to STANCO, EXCO and the Council by 30 June 2018	1 Quarterly report on irregular expenditure to be submitted to STANCO, EXCO and the Council.	1 Quarterly report on irregular expenditure to be submitted to STANCO, EXCO and the Council.	1 Quarterly report on irregular expenditure to be submitted to STANCO, EXCO and the Council.	1 Quarterly report on irregular expenditure to be submitted to STANCO, EXCO and the Council.

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
									Quarterly Cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial Viability and Management	SCM	N/A	Stores management	Q1, Q2, Q3 & Q4: 1 Quarterly stock count Recon on stock counts Re-order levels report	Stores management procedures in place	Number of stock counts, reconciliations, Investigations, report by set date	Number and Date	N/A	N/A	N/A	N/A	N/A	N/A	Quarterly Stock counts, Reconciliation of stock counts to General Ledger, Investigate and report on discrepancies  Perform annual stock take by 30 June 2018	1 Stock counts, 1 Reconciliation of stock counts to General Ledger, 1 Investigate and report on discrepancies	1 Stock counts, 1 Reconciliation of stock counts to General Ledger, 1 Investigate and report on discrepancies	1 Stock counts, 1 Reconciliation of stock counts to General Ledger, 1 Investigate and report on discrepancies	Perform Annual Stock count by 30 June 2016 1 Reconciliation of stock counts to General Ledger, 1 Investigate and report on discrepancies
									Quarterly Cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial Viability and Management	SCM	N/A	Maintenance of Service Providers contract (1)	Q1, Q2, Q3 & Q4: Appointment Letter, Signed Service Level Agreement/ Contracts	Contract register is in place	Number of days in which Contracts/service level agreements are signed after a bid is awarded by set date.	Number and Date	N/A	N/A	N/A	N/A	N/A	Operational	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	Ensure contracts/ service level agreements signed within 30 days from the date of appointment	Ensure contracts/ service level agreements signed within 30 days from the date of appointment	Ensure contracts/ service level agreements signed within 30 days from the date of appointment
				Maintenance of Service Providers contract (2)	Q1, Q2, Q3 & Q4: 3 Proof of submission, Monthly updated contract register	Contract register is in place	Number of days in which reports on awarded bids were submitted to National treasury and number of Updated contract register by set date	Number and Date	N/A	N/A	N/A	N/A	N/A	Operational	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	Submission of 3 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	Submission of 3 monthly reports on Awarded bids to National treasury within 10 days after Month end and Monthly Updated contract register

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
									Quarterly Cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial Viability and Management	SCM	N/A	Fleet management	Q1, Q2, Q3 & Q4: 3 reports and proof of submission to MTM.	Fleet management procedures 2015/16 accidents reported 2015/16 fleet abuse cases	Number of fleet abuse cases and accidents reports submitted by set date	Number and Date	R650000.00	R480000.00	05/20/25/4910/000	N/A	N/A	Operational	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	Submission of 3 monthly report on fleet abuse cases and accidents	Submission of 3 monthly report on fleet abuse cases and accidents	Submission of 3 monthly report on fleet abuse cases and accidents
					Q1, Q2, Q3 & Q4: Vehicle License, Vehicle service orders		Percentage of municipal fleet licensed by set date.	Percentage Date						Operational	Ensure 100% Licensing municipal fleet by 30 June 2017	Ensure 100% Licensing municipal fleet	Ensure 100% Licensing municipal fleet	Ensure 100% Licensing municipal fleet	Ensure 100% Licensing municipal fleet
									Quarterly Cash flow						R480000.00	R120 000.00	R120 000.00	R120 000.00	R120 000.00
	Municipal Financial Viability and Management	SCM	N/A	SCM policy and Fleet Management policy and Infrastructure procurement policy and SOPs	Q1: N/A Q2: N/A Q3: Draft policies and Council Resolutions Q4: Approved policies and Council Resolutions	Approved existing SCM Policy, Fleet Management Policy and Infrastructure procurement policy and SOPs for 2016/2017	Number of reviewed and approved policies by the set date	Number date	N/A	N/A	N/A	N/A	N/A	Operational	Review Fleet Management Policy and SCM Policy and Infrastructure Procurement Policy and SOPs by 31 May 2017	N/A	N/A	Draft review policy and SOPs for comments and suggestions	Approval of reviewed policy by council on 31 May 2017

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
									Quarterly Cash flow						Nil	Nil	Nil	Nil	Nil

4.1.4. Revenue and Expenditure Management Unit

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
	Municipal Financial Viability and Management	BTO- Revenue And Expenditure		Debt Collection & Reduction	Q1, Q2, Q3 & Q4: 12 Monthly Debtors age analysis & debt collection letters issued	R 84,5 M as at 31 Dec 2016 <b>Normal debt:</b> R35 944 750 <b>Government debt:</b> R48 646 137	Amount of debt reduced by set date	Amount Date								Reduction of normal debt by R1 500 000 by 30 June 2018.	Reduce normal debt by R375 000.00	Reduce normal debt by R375 000.00	Reduce normal debt by R375 000.00	Reduce normal debt by R375 000.00
							Amount of debt reduced by set date	Amount Date	N/A	R1000 000.00	05/20/20/4910/000	N/A	N/A	Operational	Reduction of Government debt by R1 500 000 by 30 June 2018	Reduce Government debt by R375 000	Reduce Government debt by R375 000	Reduce Government debt by R375 000	Reduce Government debt by R375 000	
									Quarterly cash flow						R1000 000.00	R250 000.00	R250 000.00	R250 000.00	R250 000.00	
	Municipal Financial Viability and Management	BTO- Revenue And Expenditure		General Valuation roll	Q1: Appointment letter Q2: Q3:Draft valuation roll Q4:Certified valuation roll	Certified valuation roll for 2015/16	General evaluation roll produced by set date.	Date Objections/ appeals Final Valuation roll							To produce a general valuation roll for implementation in 2017/18 financial year	Appointment of the municipal valuer by 31 July 2017	N/A	Produce a draft valuation roll for submission in 31 January 2018 Attending to the objections together with the municipal valuer	Production of a final valuation roll	
									R1500 000.00	05/20/20/4910/000	N/A	N/A	Operational							
									Quarterly cash flow						R1500 000.00	R375 000	R375 000	R375 000	R375 000	
	Municipal Financial Viability	BTO- Revenue And		Debtors Reconciliations	Q1, Q2, Q3 & Q4: Monthly signed Debtors reconciliations	Monthly Reconciliations are done monthly.	Number of monthly debtor's reconciliations	Number date	N/A	N/A	N/A	N/A	N/A	N/A	Submission of 12 Monthly reconciliations to MTM	3 Monthly debtors reconciliation from the billing	3 Monthly debtors reconciliation from the billing	3 Monthly debtors reconciliation from the billing	3 Monthly debtors reconciliation from the billing	

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					and proof of submission.		submitted by set date.								by 30 June 2018.	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	system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 13 November 2017 14 December 2017 19 January 2018	system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 14 February 2018 14 March 2018 13 April 2018	system to the General Ledger and signed off by the Chief Financial Officer by the following dates: 15 May 2018 16 June 2018 13 July 2018
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial Viability and Management	BTO- Revenue And Expenditure		Indigent support	Q1, Q2, Q3 & Q4: 12 monthly Indigent status reports	20542 beneficiaries currently receiving support	Number of indigent beneficiaries provided with services by set date.	Number Date	N/A	R14 000 000.00	05/40/40/4970/000 05/30/35/4975/000	N/A	N/A	Operational	Provide services to 20542 indigent beneficiaries as follows: Electricity, Refuse and rates, Gel and oil, Solar	Provide services to indigent beneficiaries on monthly basis as follows: Electricity Refuse and Rates: Alternative energy: Gel and oil Solar	Provide services to indigent beneficiaries on monthly basis as follows: Electricity Refuse and Rates: Alternative energy: Gel and oil Solar	Provide services to indigent beneficiaries on monthly basis as follows: Electricity Refuse and Rates: Alternative energy: Gel and oil Solar	Provide services to indigent beneficiaries on monthly basis as follows: Electricity Refuse and Rates: Alternative energy: Gel and oil Solar
									Quarterly cash flow						R14 000 000.00	R3500 000	R3500 000	R3500 000	R3500 000

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal Financial Viability and Management	BTO- Revenue And Expenditure		Charging of Interest on arrear accounts	Q1, Q2, Q3 & Q4:monthly Interest reports	Interest is charged on arrear accounts	Amount of interest levied on outstanding debt monthly by set date	Amount Date	N/A	N/A	N/A	N/A	N/A	Operational	Levying of Interest on outstanding debtors at an annual rate of 18% by 30 June 2018	Monthly charge of interest on outstanding debt.	Monthly charge of interest on outstanding debt.	Monthly charge of interest on outstanding debt.	Monthly charge of interest on outstanding debt.
									Quarterly cash flow					Nil	Nil	Nil	Nil	Nil	
	Municipal Financial Viability and Management	BTO- Revenue And Expenditure		Smart metering	Q1, Q2, Q3 & Q4: Signed progress reports	Non Smart Meters installed in the Matatiele area where electricity is supplied by the municipality.	Number of meters installed by set date.	Number Date	N/A	R2 143 680.00	05/20/20/4910/000	N/A	N/A	Operational	Replacement of 2000 non-smart meters to smart – grid meters by 30 June 2018.	Replacement of non-smart gird meters by 500 smart meters	Replacement of non-smart gird meters by 500 smart meters	Replacement of non-smart gird meters by 500 smart meters	Replacement of non-smart gird meters by 500 smart meters
									Quarterly cash flow					R2 143 680.00	R535 920	R535 920	R535 920	R535 920	
	Municipal Financial Viability and Management	BTO- Revenue And Expenditure		Billing of Accounts	Q1, Q2, Q3 & Q4 : Monthly billing statements	7000 accounts	Number of accounts billed and posting done by set date	Number and Date	N/A	R111,707.61	05/20/20/5380/000	N/A	N/A	Operational	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 15 <sup>th</sup> of each month	Billing done by end of the month and Posting of accounts by the 15 <sup>th</sup> of each month	Billing done by end of the month and Posting of accounts by the 15 <sup>th</sup> of each month	Billing done by end of the month and Posting of accounts by the 15 <sup>th</sup> of each month



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
									Quarterly cash flow						R111,707.61	R27 926.9	R27 926.9	R27 926.9	R27 926.9
	Municipal Financial Viability and Management	BTO- Revenue And Expenditure		Payment of creditors	Q1, Q2, Q3 & Q4 : Monthly Payment registers	% compliance with MFMA requirements	Percentage of received invoices per month against number of payments made within 30 days.	% Number Date	N/A	N/A	N/A	N/A	N/A	Operational	80% Payments done within 30 days on receipt of invoice by 30 June 2018.	80% Payments done within 30 days on receipt of invoice	80% Payments done within 30 days on receipt of invoice	80% Payments done within 30 days on receipt of invoice	80% Payments done within 30 days on receipt of invoice
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Transformation and Institutional	BTO- Revenue And Expenditure		Payroll Administration	Q1, Q2, Q3 & Q4 : Monthly payroll reports	Monthly payments of salaries and benefits	Monthly payment of salaries by the set date.	Date on which salaries are paid	N/A	N/A	N/A	N/A	N/A	Operational	12 Monthly Salary Payments to be made by 25 of each month	Monthly payment of salaries.	Monthly payment of salaries.	Monthly payment of salaries.	Monthly payment of salaries.
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	Municipal Financial Viability and Management	BTO- Revenue And Expenditure		Attendance of training by staff	Q2: Invitations to attend trainings and attendance register	2016/17 training attended	Training attended	Date	N/A	R20 000.00	05/20/20/5210/000	N/A	N/A	Operational	Training attended by staff by 31 December 2017	N/A	Attend NERSA training	N/A	N/A
									Quarterly cash flow						R20 000.00	Nil	R20 000.00	Nil	Nil
	Municipal Financial Viability and Management	BTO- Revenue And Expenditure		Budget related management policies	Q4: Council resolution and signed policies by the Mayor	Existing approved policies for 2016/17	Number of reviewed policies by set date	Number Approval date	N/A	N/A	N/A	N/A	N/A	Operational	Annual review of 10 budget related policies within the legislative prescripts of MFMA;	N/A	N/A	N/A	Review of 10 budget related policies as required.



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
															MSA; MPRA and NT guidelines by 30 June 2018					
															Quarterly cash flow	Nil	Nil	Nil	Nil	Nil

4.2. COMMUNITY SERVICES DEPARTMENT

4.2.1. Environment and Waste Management Unit

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	Environment & Waste Management		Identification and provision of sufficient burial land for all religious groups	Q1: N/A Q2: Letter on the extent of land and locality. Q3: Proof of submission Q4: N/A	existing cemetery	Land Identified for Burial sites and request sub	Identified land and council approval by set date.	N/A	N/A	N/A	N/A	N/A	N/A	Identification and provision of sufficient burial land for all religious groups by 30 June 2018	N/A	Identification of suitable land for cemetery.	Submission of rezoning application to town planning.	N/A
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	Environment & Waste Management		Fencing of cemeteries	Q1: TOR and appointment letter. Q2: Proof of payment and delivery note and pictures Q3: N/A Q4: N/A	existing cemeteries	Number of meters fenced in Matatiele, Cedarville and Maluti Cemeteries by set date.	Meters date	R700 000.00	R500 000.00					Fencing of 100 meters of cemeteries in Matatiele, Cedarville and Maluti Cemeteries by 30 June 2018	Drafting of TOR and appointment of the service provider.	Procurement and installation of fence and gates for cemeteries in Matatiele, Maluti and Cedarville	N/A	N/A
									Quarterly cash flow						R500 000.00	Nil	R300 000.00	R200 000.00	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	Environment & Waste Management		Cemetery maintenance	Q1: monthly reports Q2: monthly reports Q3: monthly reports Q4: monthly reports	Existing cemeteries	Number of monthly reports submitted to MTM by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	12 Monthly reports on maintenance of the existing Cemeteries in Wards 1,19 &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.	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.
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	Environment & Waste Management		Maintenance of Parks & Gardens	Q1: Pictures and monthly reports Q2: Pictures and monthly reports Q3: Pictures and monthly reports Q4: Pictures and monthly reports	Existing Parks and Gardens in Matatiele	Number of monthly reports submitted to MTM by set date	Number	R90 000.00	R30 000.00					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	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
									Quarterly cash flow						R30 000.00	R7 500.00	R7 500.00	R7 500.00	R7 500.00
	BASIC SERVICE DELIVERY	Environment & Waste		30 KM fire breaks Establishment	Q1: Pictures and monthly reports	Established firebreaks in 2016/17	Number of KM established by set date	Kilometers	R113 886.60	R113 886.60					Establishment of a 30 KM fire breaks in the nature reserves by 30 June 2018	Establishment of 30 km fire breaks establishment	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
									Quarterly cash flow						R113 886.00	R113 886.00	Nil	Nil	Nil
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	Environment & Waste Management		Fencing & Maintenance of commonage	Q1: TOR Q2: Purchase and delivery note Q3: Pictures and reports Q4: Pictures and reports	Cedarville and Matatiele Commonage	Number of Kilometres fenced by set date	Kilometers	R700 000.00	R200 000.00					Fencing of 3km in Cedarville Commonage by 30 June 2018	Drafting of TOR for procurement of fence.	Fencing of commonage	Ongoing maintenance of commonage fence	Ongoing maintenance of commonage fence
									Quarterly cash flow						R200 000.00	Nil	R200 000.00	Nil	Nil
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	Environment & Waste Management		Identification of the extent of land degradation in all 26 wards.	Q1: report on the land degradation in 13 wards Q2: report on the land degradation in 13 wards Q3: Consolidated reports for all wards Q4: N/A	Environmental Management	Identified degraded land in 26 wards by set date	Reports	N/A	N/A	N/A	N/A	N/A	N/A	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	Compilation of reports & drafting of plan for rehabilitation	N/A
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	Environment & Waste Management	19	Donga rehabilitation	Q1: Drafted TOR Q2: Proof of payment and delivery note Q3: Report Q4: Report	Rehabilitated dongas in nature reserve	Dongas rehabilitated in nature reserve by set date	Number of meters rehabilitated	R300 000.00	R150 000.00					100 Meters of Donga Rehabilitation in the nature Reserves by 30 June 2018	Drafting of TOR & submission to spec committee	Purchase of material for donga rehabilitation	Donga rehabilitation in nature reserve	Donga rehabilitation in nature reserve
									Quarterly cash flow						R150 000.00	Nil	R150 000.00	Nil	Nil
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	Environment & Waste Management		Cutting grass, opening of drains and pruning of trees.	Q2: 3 monthly reports Q3: 3 monthly reports		Meters cut, trees pruned and number of drains opened by date	Number of meters	R11 319 000.00	R2 500 000.00					Cut grass, open drains and prune trees monthly in Wards 1, 19, 20 and 26 by 30 June 2018	N/A	Cut grass, open drains and prune trees monthly in Wards 1, 19, 20 and 26	Cut grass, open drains and prune trees monthly in Wards 1, 19, 20 and 26	N/A
									Quarterly cash flow						R2 500 000.00	Nil	R1 250 000.00	R1 250 000.00	Nil
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	Environment & Waste Management		Procurement of skip loader truck & skip bins.	Q1: Drafted TOR and appointment letter. Q2: Invoice, delivery note and pictures	Existing Truck and skip bins	Skip loader Truck and skip bins procured by set date.	Procured truck and bins.	R2 000 000.00	R2 000 000.00					Procurement of skip loader truck and skip loader bins by 30 June 2018	Drafting of TOR and appointment of the service provider.	Procurement of skip loader truck & skip bins	N/A	N/A
									Quarterly cash flow						R2 000 000.00	Nil	R2 000 000.00	Nil	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	Environment & Waste Management		Waste removal in residential areas.	Q1: Schedule and weekly reports Q2: Weekly reports Q3: Weekly reports Q4: Weekly reports	1,19,20,26	Cleaning and waste removed in prescribed days per week by set date	Number of days	R11 3 19 000.00	R5 659 000.00					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 residential area, Wards 1, 19, 20 and 26	Cleaning and removing of Waste twice a week in Wards 1, 19, 20 and 26	Cleaning and removing of Waste twice a week in residential area, Wards 1, 19, 20 and 26
														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	Daily cleaning and removal of waste in CBD	Daily cleaning and removal of waste in CBD	
									Quarterly cash flow						R5 659 000.00	R1 414 750.00	R1 414 750.00	R1 414 750.00	R1 414 750.00
	BASIC SERVICE DELIVERY AND	Environment & Waste Management		Procurement of refuse bags	Q1: N/A Q2: TOR Q3: Delivery note and proof of payment Q4: N/A	Procured refuse bags 2016/17	Refuse bags procured by set date.	Procured refuse bags	R400 000.00	R400 000.00					Procurement of refuse bags by 30 June 2018.	N/A	Drafting of TOR and appointment of the service provider	Procurement of refuse bags.	N/A
														Quarterly cash flow	R400 000.00	Nil	Nil	R400 000.00	Nil
	BASIC SERVICE DELIVERY AND	Environment & Waste Management		Landfill Audit	Q1: TOR Q2: Audit report Q3: N/A Q4: N/A	Existing Landfill site	Landfill audit done by set date	Audit report	R60 000.00	R60 000.00					To conduct Landfill audit by 30 June 2018	Drafting of TOR and appointment of the service provider	To conduct Landfill audit.	N/A	N/A
														Quarterly cash flow	R60 000.00	Nil	R60 000.00	Nil	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
									Quarterly cash flow										
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	Environment & Waste Management		Operation and management of landfill site	Q1: 3 Monthly reports Q2: 3 Monthly reports Q3: 3 Monthly reports Q4: 3 Monthly reports	Existing Landfill site	Number of reports on operation and management of landfill site by set date	Landfill management reports	R11 319 000.00	R3 160 000.00					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	3 reports on Operation and management of landfill	3 reports on Operation and management of landfill
									Quarterly cash flow						R3 160 000.00	R790 000.00	R790 000.00	R790 000.00	R790 000.00

4.2.2. Public Participation

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	PUBLIC PARTICIPATION SERVICES		Capacity building of Ward Governance Structures	Q1: Manual, Concept document attendance registers Q2: Manual, Concept document attendance registers Q3: Manual, Concept document attendance registers Q4: Manual, Concept document attendance registers	Ward Governance Structures	Number of Capacity building workshops for Ward Governance Structures by set date	Number Date	R50 000.00	R50 000.00						To conduct 4 Capacity building workshops of Ward governance Structures by 30 June 2018.	Workshop Ward Support Assistants and Ward Committees	Workshop Ward Committees per portfolio for 4 portfolios.	Workshop Ward Committees per portfolio for 5 portfolios	Workshop Traditional Councils' secretaries & 1 Ward Committees per portfolio on the collaboration of Ward Governance Structures and Traditional Leadership
									Quarterly cash flow						R50 000.00	R10 000.00	R10 000.00	R10 000.00	R20 000.00	



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	PUBLIC PARTICIPATION SERVICES		Monitoring the functionality of War Rooms and Ward Committees	Q1:Monitoring tool, reports & attendance registers Q2: Reports & attendance registers Q3: Reports & attendance registers Q4:Reports & attendance registers	Established War Rooms and Ward Committees..	Number of reports submitted to MTM by set date	Number	R200 000.00	R100 000.00						12 monthly reports on monitoring of 26 Ward War Rooms and Ward Committees submitted to MTM by 30 June 2018.	3 monthly reports on monitoring of 26 Ward War Rooms and Ward Committees submitted to MTM	3 monthly reports on monitoring of 26 Ward War Rooms and Ward Committees submitted to MTM	3 monthly reports on monitoring of 26 Ward War Rooms and Ward Committees submitted to MTM	3monthly reports on monitoring of 26 Ward War Rooms and Ward Committees submitted to MTM
									Quarterly cash flow						R100 000.00	R25 000	R25 000	R25 000	R25 000	
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	PUBLIC PARTICIPATION SERVICES		Coordination and facilitation of public education programs	Q1: Community Based Planning concept document & manual, attendance registers. Environmental scan Invitations of other Units to the public	Public participation and Education policy	Number of Public Education sessions promoted by set date.	Number							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	Public Education sessions on the IDP and Budget in 7 Wards	Public Education sessions on how to access different social grants in 6 Wards	Public Education sessions on Safety precaution during fire season in 7 Wards	

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
				education sessions. Attendance registers Q2: Attendance registers Q3: Attendance registers Q4: Attendance registers					R100 000.00	R100 000.00										
									Quarterly cash flow			R100 000.00	R25 000	R25 000	R25 000	R25 000				
GOOD GOVERNANCE AND PUBLIC PARTICIPATION	PUBLIC PARTICIPATION SERVICES		Management of petitions and march applications	Q1, Q2, Q3 & Q4: Petitions register	3 Petitions received in 2016/17	Percentage of Petitions managed by set date	Percentage	Date	N/A	N/A	N/A	N/A	N/A	N/A	100% Management of petitions by 30 June 2018.	100% Management of petitions and March Applications	100% Management of petitions and March Applications	100% Management of petitions and March Applications	100% Management of petitions and March Applications	
				Q1, Q2, Q3 & Q4: Minutes of section 4 meetings held	4 march applications received in 2016/17	Percentage of march applications managed by set date	Percentage	Date	N/A	N/A	N/A	N/A	N/A	N/A	100% Management of march applications by 30 June 2018	100% Management of march applications	100% Management of march applications	100% Management of march applications	100% Management of march applications	
										Quarterly cash flow			Nil	Nil	Nil	Nil	Nil			

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	PUBLIC PARTICIPATION SERVICES		Development of a new policy on the operations of CDWs	Q1: Draft policy Q2: Adopted policy and council resolution	Signed MOU by COGTA and Matatiele Local Municipality	Adopted policy on the operations of Community Development Workers by set date.	Adopted policy	N/A	N/A	N/A	N/A	N/A	N/A	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	Adoption of the policy by council.	N/A	N/A
			Monitoring of CDWs and Ward Support Assistants operations	Q1, Q2, Q3 & Q4: Reports	Signed MOU by COGTA and Matatiele Local Municipality	Number of reports submitted to MTN	Number	N/A	N/A	N/A	N/A	N/A	N/A	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	3 monthly reports on monitoring of the CDWs and Ward Support assistants operations submitted to MTN	3 monthly reports on monitoring of the CDWs and Ward Support assistants operations submitted to MTN	3 monthly reports on monitoring of the CDWs and Ward Support assistants operations submitted to MTN	
Quarterly cash flow									Nil	Nil	Nil	Nil	Nil						
	LOCAL ECONOMIC DEVELOPMENT	PUBLIC PARTICIPATION SERVICES		Public Employment Programme	Q1: Signed contracts, orientation manual.	390 Beneficiaries employed in 2016/17	Number of employment opportunities created by set date.	Number & date	R 5 680 000.00	R 5 680 000.00					To create 390 Job opportunities by 30 June 2018.	Contracting and orientation of beneficiaries.	N/A	N/A	N/A



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
	BASIC SERVICE DELIVERY	LIBRARY SERVICES		South African Library week.	Q1: Q2: Q3: Invitations, programme, attendance register & report. Q4:	One SA Library week hosted in 2016/17 financial year.	SA Library week hosted by set date.	Date	R 1 103 570.00	R 66 429.00						To host one SA Library week by 30 June 2018.	N/A	N/A	Host one SA Library week	N/A
									Quarterly cash flow						R 66 429.00	Nil	Nil	R 66 429.00	Nil	
	BASIC SERVICE DELIVERY	LIBRARY SERVICES		World book and copy right day	Q1: Q2: Q3: Q4: Invitations, programme, attendance register & report	One World book and copy right day hosted in 2016/17 financial year	World book and copy right day hosted by set date.	Date	R 1 103 570.00	R 66 429.00						To host one World book and copy right day by 30 June 2018.	N/A	N/A	N/A	Host one World book and copy right day
									Quarterly cash flow						R 66 429.00	Nil	Nil	Nil	R 66 429.00	
	BASIC SERVICE DELIVERY	LIBRARY SERVICES		National week book.	Q1: Invitations, programme, attendance register & report Q2: Q3: Q4:	One national book week hosted in 2016/17 financial year.	National week book hosted by set date.	Date	R 1 103 570.00	R 66 429.00						To host one national book week by 30 June 2018.	Host one National book week	N/A	N/A	N/A
									Quarterly cash flow						R 66 429.00	R 66 429.00	Nil	Nil	Nil	
	BASIC SERVICE DELIVERY	LIBRARY SERVICES		International Literacy day	Q1: Invitations, programme, attendance	One International Literacy Day hosted in	International Literacy Day hosted by set date.	Date	R 1 103 570.00	R 66 429.00						To host one International Literacy Day 30 June 2018.	Host one International Literacy Day	N/A	N/A	N/A



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q4:														
	BASIC SERVICE DELIVERY	LIBRARY SERVICES		Renovation of Cedarville Library	Q1: TOR & Appointment letter Q2: invoices, pictures Q3: Q4:		Cedarville library renovated by set date.	Date	R 1 103 570.00	R 200 000.00					To renovate Cedarville library by 30 June 2018.	Draft the TOF and appoint the service provider.	Renovate Cedarville library	N/A	N/A
									Quarterly cash flow						R 200 000.00	Nil	R 200 000.00	Nil	Nil
	BASIC SERVICE DELIVERY	LIBRARY SERVICES		Installation of air conditioner in Matatiele, Cedarville and Maluti libraries.	Q1: Q2: TOR & Appointment letter Q3: invoices, pictures Q4:		Installed air conditioner by set date.	installed air conditioners date	R 1 103 570.00	R 200 000.00					To install air conditioners in Matatiele, Cedarville and Maluti libraries by 30 June 2018.	N/A	Draft the TOF and appoint the service provider.	Install air conditioners in Matatiele, Cedarville and Maluti libraries	N/A
									Quarterly cash flow						R 200 000.00	Nil	Nil	R 200 000.00	Nil
	BASIC SERVICE DELIVERY	LIBRARY SERVICES		Procurement of a faxing machine.	Q1: Q2: Invoices Q3: Q4:	No faxing machine at the library	Procured faxing machine by set date	Faxing machine date	R 1 103 570.00	R 10 000.00					To procure a faxing machine by 30 June 2018.	N/A	Procure a faxing machine	N/A	N/A
									Quarterly cash flow						R 10 000.00	Nil	R 10 000.00	Nil	Nil
	BASIC SERVICE	LIBRARY SERVICES		Procurement of academics books	Q1: Q2: TOR & Appointment letter		Procured academic books by set date	date	R 1 103 570.00	R 10 000.00					To procure academic books by 30 June 2018.	N/A	Draft the TOF and appoint the service provider.	procure academic books	N/A



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q3: Q4:				Quarterly cash flow						R 100 000.00	Nil	Nil	R 100 000.00	Nil
	BASIC SERVICE DELIVERY	LIBRARY SERVICES		Submission of quarterly reports to MTM	Q1, Q2, Q3 & Q4: proof of submission and reports		4 Quarterly reports submitted to MTM by set date	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	Submission of 4 quarterly reports to MTM by 30 June 2018.	Submission of 1 quarterly report to MTM	Submission of 1 quarterly report to MTM	Submission of 1 quarterly report to MTM	Submission of 1 quarterly report to MTM
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	BASIC SERVICE DELIVERY	LIBRARY SERVICES		Submission of monthly reports on maintenance and management of Matatiele, Cedarville and Maluti libraries to MTM	Q1, Q2, Q3 & Q4: proof of submission and reports		Monthly reports submitted to MTM by set date	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	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	Submission of 3 monthly reports on maintenance and management of Matatiele, Cedarville and Maluti libraries	Submission of 3 monthly reports on maintenance and management of Matatiele, Cedarville and Maluti libraries	Submission of 3 monthly reports on maintenance and management of Matatiele, Cedarville and Maluti libraries
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil



4.2.3. Public Safety Unit

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PUBLIC SAFETY UNIT		Traffic Law Enforcement	Q1, Q2, Q3 & Q4 :Traffic Law enforcement monthly reports	Traffic Law offenders are prosecuted daily	Number of traffic law contravention cases prosecuted by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	13800 traffic law contravention cases prosecuted by 30 June 2018	3633 traffic law contravention cases prosecuted	2900 traffic law contravention cases prosecuted	3633 traffic law contravention cases prosecuted	3633 traffic law contravention cases prosecuted
Quarterly cash flow									Nil	Nil	Nil	Nil	Nil						
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PUBLIC SAFETY UNIT		By-Law Enforcement	Q1: By-law enforcement report Q2: By-law enforcement report Q3: By-law enforcement report Q4: By-law enforcement report	MLM By-Laws	Percentage of law enforcement cases inspected by set date.	Percentage	N/A	N/A	N/A	N/A	N/A	N/A	Inspect 100% of business and street trading licences by 30 June 2018.	100% of business and street trading licences inspected	100% of business and street trading licences inspected	100% of business and street trading licences inspected	100% of business and street trading licences inspected
Quarterly cash flow									Nil	Nil	Nil	Nil	Nil						
Quarterly cash flow									Nil	Nil	Nil	Nil	Nil						

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PUBLIC SAFETY UNIT		Fire Prevention Services	Q1: Fire Belts report and awareness campaign attendance registers Q2: awareness campaign attendance registers Q3: awareness campaign attendance registers Q4: Fire Belts report and awareness campaign attendance registers	Fire Season plan	Number of km established by set date.	km	N/A	N/A	N/A	N/A	N/A	N/A	Establishment of 21 km of fire belts in municipal commonage by 30 June 2018.	Establish 6 kilometres of fire belts.	N/A	N/A	Establish 15 kilometres of fire belts
							Number of awareness campaigns conducted by set date.	Number	N/A	N/A	N/A	N/A	N/A	N/A	To conduct 26 fire awareness campaigns in all wards by 30 June 2018.	N/A	Conduct 10 fire awareness campaigns	Conduct 11 fire awareness campaigns	Conduct 5 awareness campaigns
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PUBLIC SAFETY UNIT		Fire Fighting & Rescue Services	Q1: Fire and rescue incidents register Q2: Fire and rescue incidents register Q3: Fire and rescue incidents register Q4: Fire and rescue incidents register	Firefighting rescue services are provided daily	Percentage of fire and rescue incidents responded to by set date.	percentage	N/A	N/A	N/A	N/A	N/A	N/A	Respond to 100% of fire incidents reported by 30 June 2018.	Respond to 100% of fire incidents reported	Respond to 100% of fire incidents reported	Respond to 100% of fire incidents reported	Respond to 100% of fire incidents reported
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PUBLIC SAFETY UNIT		Relocation of the animal pound	Q1. Council resolution & Erf No. Q2: Registration certificate Q3: N/A Q4: N/A	Keeping of animals, etc. By-Law	New Registered and Functional animal pound by set date.	Pound structure	R180 000.00	R180 000.00					Relocate the animal pound by 30 June 2018.	Site Identification and rezoning.	Fencing and construction of pens	N/A	N/A
									Quarterly cash flow						R180 000.00	Nil	R180 000.00	Nil	Nil
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PUBLIC SAFETY UNIT		Pound Management	Q1: Pound register Q2: Pound Register Q3; Pound register	Keeping of animals, etc. By-Law	Number of impounded animals by set date.	Number of impounded animals	R150 000.00	R150 000.00					Impound 100% of reported stray animals	100% of reported stray animals impounded	100% of reported stray animals impounded	100% of reported stray animals impounded	100% of reported stray animals impounded

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q4: Pound register				Quarterly cash flow						R150 000.00	R50 000.00	Nil	R100 000.00	Nil
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PUBLIC SAFETY UNIT		Driving Licence Testing Centre (DLTC)	Q1: eNaTIS R721 & R763 reports respectively Q2: eNaTIS R721 & R763 reports respectively Q3: eNaTIS R721 & R763 reports respectively Q4: eNaTIS R721 & R763 reports respectively	National Road Traffic Act. Applicants are tested daily	Percentage of Learners and drivers applicants tested by set date	Percentage of learners & driving tests applicants tested	N/A	N/A	N/A	N/A	N/A	N/A	To Test 100% of Learners and Drivers licence applicants by 30 June 2018	Test 100% of learners and driving tests application received	Test 100% of learners and driving tests application received	Test 100% of learners and driving tests application received	Test 100% of learners and driving tests application received
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PUBLIC SAFETY UNIT		Vehicle Testing Station (VTS)	Q1: eNaTIS RD323 report Q2: eNaTIS RD323 report Q3: eNaTIS RD323 report Q4: eNaTIS RD323 report	National Road Traffic Act	Percentage of vehicles tested by set date	Percentage of vehicle tested	N/A	N/A	N/A	N/A	N/A	N/A	To test 100% of vehicles for roadworthy by 30 June 2018	100% of vehicles tested	100% of vehicles tested	100% of vehicles tested	100% of vehicles tested
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PUBLIC SAFETY UNIT		Vehicle registering and Licensing Authority (RA)	Q1: Enatis printout. Q2: Enatis printout. Q3: Enatis printout. Q4: Enatis printout.	National Road Traffic Act. Matatiele has 8228 registered of eNaTIS.	Number of vehicles registered and Licensed by set date	Number of M/V Registered and Licenced	N/A	N/A	N/A	N/A	N/A	N/A	8228 vehicles registered and/or Licenced by 30 June 2018	2057 vehicles registered and/or licenced	2057 vehicles registered and/or licenced	2057 vehicles registered and/or licenced	2057 vehicles registered and/or licenced
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	BASIC SERVICE DELIVERY AND	PUBLIC SAFETY UNIT		Disaster Risk Management Plan	Q1: Disaster Risk management Plan Q2: Council resolution Q3: N/A	Disaster Management Act	Adopted Disaster Risk management Plan by set date	Adopted Plan	N/A	N/A	N/A	N/A	N/A	N/A	Adoption of Disaster Risk Management Plan by 30 June 2018	Develop an Disaster Risk management Plan	Adoption of the DRMP by council	N/A	N/A
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q4: N/A														
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PUBLIC SAFETY UNIT		Services and maintenance of fire extinguishers	Q1: Number of Fire Extinguishers serviced Q2: N/A Q3: N/A Q4: N/A	Fire Extinguishers are serviced annually	Number of fire extinguishers serviced and maintained by set dates	Number of fire extinguishers annually	R100 000.00	R100 000.00					Maintenance and Services of 60 fire extinguishers in Matatiele, Maluti and Cedarville by 30 June 2018	Drafting of TOR, advertise, appoint service provider.	N/A	N/A	N/A
									Quarterly cash flow						R100 000.00	R100 000.00	Nil	Nil	Nil
	MUNICIPAL TRANSFORMATION AND INSTITUTIONAL	PUBLIC SAFETY UNIT		Procurement of a Traffic Management System	Q1: Service provider appointment letter Q2: Completion certificate and TMS report Q3: N/A Q4: N/A	No Traffic Management System	Procured Traffic Management System (TMS) by set date	Traffic Management System	R200 000.00	R200 000.00					Procurement of Traffic Management System by 30 June 2018	Drafting of TOR and appointment of the service provider.	Installation and commissioning.	N/A	N/A
									Quarterly cash flow						R200 000.00	Nil	R200 000.00	Nil	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	PUBLIC SAFETY UNIT		Community Safety Forum	Q1: Attendance registers Q2: N/A Q3: Attendance registers Q4: N/A	Existing Local Community Safety Forum	Number of Community Safety Forum meetings conducted by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	To conduct 2 Community Safety Forum meetings by 30 June 2018	Conduct one Community Safety Forum meeting	N/A	Conduct one Community Safety Forum meeting and one	N/A
						Quarterly cash flow						Nil	Nil	Nil	Nil	Nil			
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	PUBLIC SAFETY UNIT		Q1: Local Transport Forum	Q1: Attendance registers Q2: N/A Q3: Attendance registers Q4: N/A	Local Transport Forum	Number of Local Transport Forum meeting by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	To conduct 2 local transport forum meetings by 30 June 2018	Conduct one Local Transport Forum meeting	N/A	Conduct one Local Transport Forum meeting	N/A
						Quarterly cash flow						Nil	Nil	Nil	Nil	Nil			



4.3. CORPORATE SERVICES DEPARTMENT

4.3.1. Administrative Support

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
Good Governance and public participation	Administrative Support	ALL	Municipal annual calendar of meetings	Q1: N/A	2017/2018 Annual calendar approved on the 28 April 2017	2018/2019 Annual calendar approved by set date	Date	N/A	N/A	N/A	N/A	N/A	N/A	Development and approval of 2018/2019 annual municipal calendar of meetings by 30 June 2018	N/A	N/A	Draft Calendar and obtain input from municipal departments	Present Calendar to Council for approval	
				Q2: N/A															
				Q3: Draft Calendar															
				Q4: Council resolution Extract															
								Quarterly Cash flow						N/A	N/A	N/A	N/A	N/A	
Good Governance and public participation	Administrative Support	ALL	Publishing of council meetings	Q1: Copy of Adverts Publicised	Rules and Orders of Council and Annual Calendar of meetings	Council meetings publicised within the prescribed timeframe.	Date	N/A	N/A	N/A	N/A	N/A	N/A	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	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		
				Q2: Copy of Adverts Publicised															
				Q3: Copy of Adverts Publicised															
				Q4: Copy of Adverts Publicised															
								Quarterly Cash flow						N/A	N/A	N/A	NA	N/A	
Good Governance and public participation	Administrative Support	ALL	Production of minutes of meetings	Q1: Proof of Emails of draft minutes sent to Chairpersons; copies of minutes	Rules and Orders of Council and Annual Calendar of meetings	Minutes of meetings produced and submitted to the chairperson of the meeting within the prescribed timeframe.	Date	N/A	N/A	N/A	N/A	N/A	N/A	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	Production and submission of minutes to the Chairperson of the meeting within 2 weeks after each meeting	Production and submission of minutes to the Chairperson of the meeting within 2 weeks after each meeting		
				Q2: Proof of Emails of draft minutes sent to Chairpersons; copies of minutes															
				Q3: Proof of Emails of draft minutes sent to Chairpersons; copies of minutes															



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Good Governance and public participation	Administrative Support	ALL	Production of monthly reports on sitting of governance meetings	<p><b>Q1:</b> 3 x Monthly reports on the sittings of governance meetings</p> <p><b>Q2:</b> 3 x Monthly reports on the sittings of governance meetings</p> <p><b>Q3:</b> 3 x Monthly reports on the sittings of governance meetings</p> <p><b>Q4:</b> 3 x Monthly reports on the sittings of governance meetings</p>	12 report on the setting governance meetings for 2017/18 FY	Monthly reports produced by set date	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	12 Monthly reports on sitting of governance meetings by 30 June 2018	3 Monthly reports on sitting of governance meetings	3 Monthly reports on sitting of governance meetings	3 Monthly reports on sitting of governance meetings	3 Monthly reports on sitting of governance meetings
									Quarterly Cash flow						N/A	N/A	N/A	NA	N/A
	Good Governance and public participation	Administrative Support	ALL	Facilitation of sitting monthly MTM	<p><b>Q1:</b> Coretalk Printouts</p> <p><b>Q2:</b> Coretalk Printouts</p> <p><b>Q3:</b> Coretalk Printouts</p> <p><b>Q4:</b> Coretalk Printouts</p>	Annual Calendar of meetings in place for 2017/18 FY	Number of notices issues to Management team within the prescribed timeframe before sitting of MTM	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	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	Issuing of 3 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), 5 working days before the scheduled meeting	Issuing of 3 notices of the Management Team Meeting (MTM), at least 5 working days before the scheduled day of the meeting
									Quarterly Cash flow						N/A	N/A	N/A	NA	N/A
	Good Governance and public participation	Administrative Support	ALL	Facilitation of sitting monthly MTM	<p><b>Q1:</b> 3 x copies of MTM Agenda</p> <p><b>Q2:</b> 3 x copies of MTM Agenda</p> <p><b>Q3:</b> 3 x copies of MTM Agenda</p> <p><b>Q4:</b> 3 x copies of MTM Agenda</p>	Annual Calendar of meetings	Number of agendas prepared and consolidated for the setting of MTM meetings	Number						Prepare and consolidate 12 MTM agendas for the Sitting of Monthly management meeting by 30 June 2018	Preparation and consolidation of 3 MTM Agenda	Preparation and consolidation of 3 MTM Agenda	Preparation and consolidation of 3 MTM Agenda	Preparation and consolidation of 3 MTM Agenda	
									Quarterly Cash flow						N/A	N/A	N/A	NAF	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal Institutional Development & Transformation	Administrative Support	1, 19, 26	Management of provision of Security Services	Q1: 1 x Minutes of quarterly meeting and 3 x security services monthly reports Q2: 1 x Minutes of quarterly meeting and 3 x security services monthly reports Q3: 1 x Minutes of quarterly meeting and 3 x security services monthly reports Q4: 1 x Minutes of quarterly meeting and 3 x security services monthly reports	Service provider appointed	Number of meetings and monthly reports on the monitoring of provision of security services on key municipal premises by set date	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	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	Holding of 1 quarterly meeting and compilation of 3 reports by the service provider by 31/12/17	Holding of 1 quarterly meeting and compilation of 3 reports by the service provider by 31/03/18	Holding of 1 quarterly meeting and compilation of 3 by the service provider reports by 30/06/18
									Quarterly Cash flow						N/A	N/A	N/A	NA	N/A
	Municipal; Institutional Development & Transformation	Administrative Support	1, 19, 26	Provision of Auxiliary Services in all municipal premises	Q1: 1 report on Rendering of auxiliary services Q2: 1 report on Rendering of auxiliary services Q3: 1 report on Rendering of auxiliary services Q4: 1 report on Rendering of auxiliary services	Arrangement for rendering Auxiliary services to all premises is in place	Number of quarterly reports on the Rendering of auxiliary services to all Municipal premises produced by set date	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	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 31/12/17	1 quarterly report on Cleaning Services and Messenger/Driver Services plus Minutes of 1 meeting by 31/03/18	1 quarterly report on Cleaning Services and Messenger/Driver Services plus Minutes of 1 meeting by 30/06/18
									Quarterly Cash flow						N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal Institutional Development & Transformation	Administrative Support	1, 19, 26	Acquisition of protective clothing for Admin support staff	Q1: Specifications for Protective Clothing Q2: Advertisement Q3: Appointment letter Q4: Delivery note of protective clothing	Protective clothing is provided to staff annually	Number of staff provided with protective clothing by set date	Number Date	R200,000.00	R200,000.00	052530 5521	N/A	N/A	N/A	17 staff members to be provided with necessary protective clothing by 30 June 2018	Preparation of specifications and advertisement for Protective Clothing	Advertisement of the bid and appointment of the service provider	Service Provider appointed and SLA signed.	Delivery of protective clothing.
									Quarterly Cash flow						N/A	N/A	N/A	NA	R200,000.00

4.3.2. Information and Communication Technology

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Good Governance and Public Participation	ICT		Review of policies, plans and SOPs	Q1: N/A Q2: N/A Q3: <b>Approved Agendas, minutes and attendance register</b> Q4: <b>Approved Documents and Council Resolution</b>	Approved policies, Plans, Standard Operating Procedures are in Place	Number of approved Policies, plans and Standard Operating Procedure		N/A	N/A	N/A	N/A	N/A	N/A	Review of 9 policies, 4 Plans, and 06 Standard Operating Procedures approved by council by 30 June 2018	N/A	N/A	Presentation of 9 Polices and 4 Plans and 06 SOPs to ICT Steering Committee, Departmental Strategic Plan and Council Strategic Plan	Submitting of 9 Polices and 4 Plans and 06 SOPs to governance structure meetings and approved by council
									Quarterly Cash flow						N/A	N/A	N/A	N/A	N/A
	Good governance and public participation	ICT		<i>Facilitating and ensuring sitting of ICT Steering Committee</i>	Q1: Invitations, signed minutes and attendance register Q2: Invitations, signed minutes and attendance register Q3: Invitations, signed minutes and attendance register Q4: Invitations, signed minutes and attendance register	The ICT Steering Committee is established	Number of ICT Steering Committee Meeting	Number	N/A	N/A	N/A	N/A	N/A	N/A	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	Facilitate and hold one ICT Steering Committee Meeting	Facilitate and hold one ICT Steering Committee Meeting
									Quarterly Cash flow						N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Good governance and public participation	ICT		<i>Renew and acquire licenses for systems</i>	Q1: signed renewal form  Q2: Copy of proof of payment for MS License for 2017/18 FY	Provision of Licensed Software by Microsoft	Procured Microsoft license system software by set date	Date	R1 203 000	R1 080 000	Subscriptions	N/A	N/A	CRR	Procure Microsoft license system software for by 31 December 2017	Facilitation of license renewal	Microsoft license procured	N/A	N/A
									Quarterly Cash flow						R1 080 000	N/A	R1 080 000	N/A	N/A
	Good governance and public participation	ICT		<i>Facilitating workshop for ICT Steering Committee members</i>	Q2: Invitations, workshop material, Attendance register	Established ICT Steering Committee	Number of workshops held for ICT Steering Committee members by set date	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	Facilitate for one workshop for ICT Steering Committee Members by 31 December 2017	N/A	Facilitating and holding of one workshop for members of ICT Steering Committee	N/A	N/A
									Quarterly Cash Flow						N/A	N/A	N/A	N/A	N/A
	Good governance and public participation	ICT		<i>Application for disposal of records and disposal of records</i>	Q1: 3 reports on Application for Disposal of records and Disposal of Records  Q2: : 3 reports on Application for Disposal of records and Disposal of Records  Q3: 3 reports on Application for Disposal of records and Disposal of Records	Records due for disposal	Number of reports on Application for Disposal of records and Disposal of Records by set date	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	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 05 <sup>th</sup> day of the succeeding month	Preparation and presentation of 3 monthly reports on Application and Disposal of Records by 05 <sup>th</sup> day of the succeeding month	Preparation and presentation of 3 monthly reports on Application and Disposal of Records by 05 <sup>th</sup> day of the succeeding month	Preparation and presentation of 3 monthly reports on Application and Disposal of Records by 05 <sup>th</sup> day of the succeeding month
									Quarterly Cash Flow						N/A	N/A	N/A	N/A	N/A



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q4: 3 reports on Application for Disposal of records and Disposal of Records														
	Good governance and public participation	ICT		Facilitation of ICT Training of Administrators and Users	Q1: Proof of attendance Q2: Proof of attendance Q3: Proof of attendance Q4: N/A	Identified ICT Skill shortages – 2016/17	Number of training days of ICT Administrators and users by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	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	Utilization of 10 training day voucher by sending administrators and users for Training	N/A
									Quarterly Cash Flow						N/A	N/A	N/A	N/A	N/A
	Good governance and public participation	ICT		Facilitation and attendance of Annual Government Technology Conference by relevant departmental delegates	Q1: Proof of Registration for GovTech Q2: Proof of attendance of GovTech 2017 Q3: N/A Q4: N/A	Attendance to GovTech 2016	Number of delegates who attended the Government Information Technology Conference by set date	Number Date	R50 000	R50 000	Conference	N/A	N/A	N/A	Facilitate attendance of the annual Government Information Technology Conference by four (4) relevant departmental officials by 31 December 2017	To facilitate registration of four (4) ICT Staff members for GovTech 2017	To send four (4) ICT Staff members to GovTech 2017	N/A	N/A
									Quarterly Cash Flow						R50 000	R50 000	N/A	N/A	N/A



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
	Good governance and public participation	ICT		Systems Backup and Business Continuity	<p>Q1: 03 Monthly reports on backup performed on AD,VIP, MunSoft and EDMS</p> <p>Q2: 03 Monthly reports on backup performed on AD,VIP, MunSoft and EDMS</p> <p>Q3: 03 Monthly reports on backup performed on AD,VIP, MunSoft and EDMS</p> <p>Signed Report on Simulation Restoring of Backup</p> <p>Q4: 03 Monthly reports on backup performed on AD,VIP, MunSoft and EDMS</p>	None	Number of reports on Backup of critical application by set date	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	Preparation and presentation of 12 monthly reports on backup performed on AD,VIP, MunSoft and EDMS by 30 June 2018	Preparation of 3 monthly reports on backup performed on AD,VIP, MunSoft and EDMS by 05th day of the preceding month	Preparation of 3 monthly reports on backup performed on AD,VIP, MunSoft and EDMS by 05th day of the preceding month	Preparation of 3 monthly reports on backup performed on AD,VIP, MunSoft and EDMS by 05th day of the preceding month	Preparation of 3 monthly reports on backup performed on AD,VIP, MunSoft and EDMS by 05th day of the preceding month	Preparation of 3 monthly reports on backup performed on AD,VIP, MunSoft and EDMS by 05th day of the preceding month
														N/A	N/A	N/A	N/A	N/A	N/A	

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal institutional arrangement and development	ICT		Reestablishment and Implementation of Electronic Document Management System	Q1: Agenda of BSC Attendance Register; TOR Q2: Appointment letter Q3: Closeout report Completion Certificate	DataStor Electronic Document management system is in place	Established and implemented Electronic Document Management System by set date	Date	R200 000	R200 000	N/A	Electronic Document System		CRR Institutional	re-establish and implementation of Electronic Document Management System by 30 June 2018	Presentation of Terms of Reference to BSC Bid Advertisement	Appointment of implementer	Re-establishing and implementing the Electronic Document Management System	N/A
Quarterly Cash flow															R200 000	N/A	N/A	R200 000	N/A
	Municipal institutional arrangement and development	ICT		<i>Management of municipal Website</i>	Q1:3 signed monthly System generated reports Q2: signed monthly System generated reports Q3: signed monthly System generated reports Q4: signed monthly System generated reports	Service Level Agreement with Maxitech until January 2019	Number of monthly reports on management of municipality website	Number Date	R2 096 000	R120 000	Contracted Services	N/A	N/A	N/A	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 05 <sup>th</sup> of succeeding month	Prepare and present 03 monthly system generated accessibility reports by 05 <sup>th</sup> of succeeding month	Prepare and present 03 monthly system generated accessibility reports by 05 <sup>th</sup> of succeeding month	Prepare and present 03 monthly system generated accessibility reports by 05 <sup>th</sup> of succeeding month
Quarterly Cash flow															R120 000	R30 000	R30 000	R30 000	R30 000

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal institutional arrangement and development			<i>user access management</i>	Q1: 03 signed access review for AD, VIP and Munsoft Q2: 03 signed access review for AD, VIP and Munsoft Q3: 03 signed access review for AD, VIP and Munsoft Q4: 03 signed access review for AD, VIP and Munsoft	Domain Controller already in place	Number of report on user access review on three critical systems: AD, VIP and MunSoft)	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	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 05 <sup>th</sup> of the succeeding month	Prepare and present of 03 user access reviews on AD, VIP and MunSoft by 05 <sup>th</sup> of the succeeding month	Prepare and present of 03 user access reviews on AD, VIP and MunSoft by 05 <sup>th</sup> of the succeeding month	Prepare and present of 03 user access reviews on AD, VIP and MunSoft by 05 <sup>th</sup> of the succeeding month
									Quarterly Cash flow						N/A	N/A	N/A	N/A	N/A
	Municipal institutional arrangement and development	ICT		<i>Management of email continuity system</i>	Q1:03 signed reports Q2: 03 signed reports Q3: 03 signed reports Q4: 03 signed reports	SLA with Dimension Data until August 2019	Number of Monthly report on email management continuity systems by set date	Number	R360 000	R360 000	Contracted Services	N/A	N/A	CRR	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 05 <sup>th</sup> day of the succeeding month	Prepare and present of 3 system generated reports on email availability and continuity by 05 <sup>th</sup> day of the succeeding month	Prepare and present of 3 system generated reports on email availability and continuity by 05 <sup>th</sup> day of the succeeding month	Prepare and present of 3 system generated reports on email availability and continuity by 05 <sup>th</sup> day of the succeeding month
									Quarterly Cash flow						R360 000	R90 000	R90 000	R90 000	R90 000
	Municipal institutional	ICT		<i>Replace, install and configure indoor surveillance Cameras</i>	Q1: BSC Agenda, attendance register; TOR, Appointment letter Q2: Closeout report and Completion Certificate Q3: N/A Q4: N/A	There are non-recording and blur visual indoor cameras installed	Replaced , installed and configured indoor surveillance cameras set date	Date		R100 000.00	N/A	Intalation of Cameras	N/A	CRR	Replaced, installed and configured indoor surveillance cameras by 30 June 2018	Presentation of Specifications in BSC Advertisement of the Bid Appointment of the Implementer	Replace, Install and Configure Indoor Cameras	N/A	N/A
									Quarterly Cash flow						R100 000	N/A	R100 000	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal institutional arrangement and			<i>Unified network at Maluti, Cedarville offices</i>	Q1: N/A Q2: N/A Q3: Agenda for BSC; TOR and attendance register Q4: appointment letter and completion certificate	Non-functional cameras at 102 Main Street	Established Unified network in Maluti and Cedarville offices by set date	Date	R180 000	R180 000	N/A	Installation of Access Points		CRR	Establishment of Unified network in Maluti and Cedarville offices through Access Points by 31 March 2018	N/A	N/A	Presentation of ToR to the Bid Specification Committee	Appointment of Implementer Installation of Wireless Access Points Configuration, Testing
									Quarterly Cash flow				R180 000	N/A	N/A	N/A	R180 000		
	Municipal institutional arrangement and	ICT		<i>Report and review of firewall logs</i>	Q1: 3 signed firewall review report Q2: 3 signed firewall review report Q3: 3 signed firewall review report Q4: 3 signed firewall review report	There is firewall in place	Number of monthly reviewed Firewall logs by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	Preparation and presentation of 12 firewall logs review by 30 June 2018	Prepare and present 03 firewall logs review by 05 <sup>th</sup> day of the succeeding month	Prepare and present 03 firewall logs review by 05 <sup>th</sup> day of the succeeding month	Prepare and present 03 firewall logs review by 05 <sup>th</sup> day of the succeeding month	Prepare and present 03 firewall logs review by 05 <sup>th</sup> day of the succeeding month
									Quarterly Cash flow				N/A	N/A	N/A	N/A	N/A		
	Municipal institutional	ICT		<i>Provision shared documents through SharePoint</i>	Q1: 03 reports of User access levels log Shared files root directory Q2: 03 reports of User access levels log Shared files root directory Q3: 03 reports of User access levels log Shared files root directory Q4: 03 reports of User access levels log Shared files	The Microsoft SharePoint is in already in place	Number of reports on user access levels and shared files root directory by set date	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	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	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

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					root directory				Quarterly Cash flow						N/A	N/A	N/A	N/A	N/A
	Municipal institutional arrangement and development	ICT		Management of Provision of Laptops and desktops to the user	Q1: 3 Monthly reports on Incident and cost reports Q2: 3 Monthly reports on Incident and cost reports Q3: 3 Monthly reports on Incident and cost reports Q4: 3 Monthly reports on Incident and cost reports	Existing laptops, desktops	Number of monthly reports on incidents and maintenance of laptops and desktops by set date	Number Date	R330 000	R100 000	Provision of maintenance of laptops and desktops	N/A	N/A	CRR	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 05 <sup>th</sup> day of the preceding month	Preparation and presentation 3 monthly reports on incidents and maintenance of laptops and desktops by 05 <sup>th</sup> day of the preceding month	Preparation and presentation 3 monthly reports on incidents and maintenance of laptops and desktops by 05 <sup>th</sup> day of the preceding month	Preparation and presentation 3 monthly reports on incidents and maintenance of laptops and desktops by 05 <sup>th</sup> day of the preceding month
									Quarterly Cash Flow						R100 000	R25 000	R25 000	R25 000	R25 000

4.3.3. Human Resource Management

IDP REF.	NATIONAL KPA	DEPARTMENTA	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 REV	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal; Institutional Development & Transformation	HUMAN RESOURCE MANAGEMENT	N/A	Staff Establishment review & development	Q1: Schedule of the identified displaced staff. Minutes/Report of the Placement Committee. Q3: Draft staff establishment. Q4: Reviewed staff establishment Council resolution on adoption of the reviewed staff establishment.	2016/17 approved Staff Establishment	Approved staff Establishment by set date	Staff Establishment Date	None.	None.	N/A	N/A	None	None	Approval of a Staff Establishment by 30 June 2018.	Placement of the identified displaced staff by 30 September 2017.	N/A.	Initiation of staff establishment review by the departments. Presentation of Staff establishment proposals at Annual Municipal Strategic Planning Session by departments.	Consultation on the consolidated draft staff establishment. Presentation of staff establishment for adoption at governance levels.
									Quarterly Cash flow						N/A.	Nil.	Nil.	Nil.	Nil.
	Municipal; Institutional Development & Transformation	HUMAN RESOURCE MANAGEMENT	N/A	Filling of budgeted and approved vacant posts	Q1: Advertisements, Schedule of the appointed staff members. Q2: Advertisements, Schedule of the appointed staff members. Q3: Advertisements, Schedule of the appointed staff members. Q4: Advertisements, Schedule of the appointed staff members.	Budgeted posts on the staff establishment	Number of identified and approved vacant posts to be filled by 30 June 2018.	Number Date	As per various units budgets	None	Salaries and benefits	None	None	Own revenue	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.	Conducting a recruitment process for 05 vacant posts to be filled.	N/A.
									Quarterly Cash flow						R20 000	R 6 668	R 6 666	R 6 668	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTA	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
	Municipal; Institutional Development & Transformation	HUMAN RESOURCE MANAGEMENT	N/A	Employee induction	Q1: Invites for the newly appointed staff. Attendance register. Q2: Invites for the newly appointed staff. Attendance register. Q3: Invites for the newly appointed staff. Attendance register. Q4: Invites for the newly appointed staff. Attendance register.	Induction sessions are held. Induction policy/manual in place.	Percentage of newly appointed staff that undergo an induction program within three months of appointment	Percentage Date	None.	None.	N/A	None	None	None	None	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.	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.
									Quarterly Cash flow						N/A.	Nil.	Nil.	Nil.	Nil.	
	Municipal; Institutional	HUMAN RESOURCE	N/A	Training intervention for municipal employees	Q1 – Q4: Training attendance registers. Quarterly training plan.	Twenty three (23) training programs done in 16/17	Number of training interventions conducted as per WSP by set date	Number Date	R1 000 000.00	R1 000 000.00	Skills Development	None	None	Own revenue	Twenty (20) training programmes implemented by 30 June 2018.	Five (5) Training Programmes implemented	Seven (7) Training Programmes implemented	Six (6) Training Programmes implemented	Two (2) Training Programmes implemented	
									Quarterly Cash flow						R1 000 000	R 250 000	R350 000	R300 000	R100 000	
	Municipal; Institutional Development & Transformation	HUMAN RESOURCE	N/A	Councillor's capacity building programme	Q1: Submission on training requests received from Cllrs. Training attendance register/s Q2: Training attendance register/s. Q3: N/A. Q4:N/A	Two (02) Capacity building sessions coordinated for Councillors.	Number of Capacity building sessions held for Councillors by set date.	Number Date	R 500 000.00	R5 000 000	Skills Development	None.	None.	Own revenue	One (01) Capacity building programme held for Councillors.	One (1) training/ Capacity building programme coordinated for Councillors.	Implementation of the training/ Capacity building programme coordinated for Councillors.	N/A	N/A.	
									Quarterly Cash flow						R 500 000	R 500 000.	Nil.	Nil.	Nil.	



IDP REF.	NATIONAL KPA	DEPARTMENTA	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal; Institutional Development & Transformation	HUMAN RESOURCE MANAGEMENT	N/A	Financial study assistance for approved study programs.	Q1: Master list; schedule of approved applications for Study Grant/Financial Assistance. Q2: Internal Advert for Study Grant/ Financial Assistance. Q3: Master list; schedule of approved applications for Study Grant/Financial Assistance. Q4: Internal Advert for Study Grant/Financial Assistance.	Study financial assistance awarded to 10 municipal employees in 2016/17	Number of Payment made for approved study programs by set date	Number Date	R 300 000	R 300 000	Skills Development	None.	None.	Own revenue	Ten (10) employees study financial assistance by 30 June 2018.	Two (2) employees awarded with study or financial assistance by 30 December 2017.	N/A	Eight (8) employees with study or financial assistance by 30 March 2018.	N/A
									Quarterly Cash flow						R 300 000	R50 000		R250 000	Nil.



IDP REF.	NATIONAL KPA	DEPARTMENTA	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal; Institutional Development & Transformation	HUMAN RESOURCE MANAGEMENT	N/A	Internship Programme	Q1, Q2, Q3, &Q4 – Submission for approval of Interns per Department. Schedule of the involved and placed Interns. Quarterly reports on the in – service training programme.	The municipality offers the experiential training programme	Number of young graduates provided with Internship programme	Number	R 500 000	R500 000	Skills Development	None	None	Own revenue	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.	Monitoring & reporting on the internship programme involving ten (10) young graduates by & within the municipality.	Monitoring & reporting on the internship programme involving ten (10) young graduates by & within the municipality.	Monitoring & reporting on the internship programme involving ten (10) young graduates by & within the municipality.
									Quarterly Cash flow						R500 000	R 125 000	R 125 000	R 125 000	R 125 000
	Municipal; Institutional Development & Transformation	HUMAN RESOURCE MANAGEMENT	N/A	In – Service Training Programme	Q1, Q2, Q3 & Q4: Submission for approval of in – service trainees per Department. Schedule for the appointed and allocated in – service trainees. Quarterly reports on the in –service training programme.	The municipality offers the experiential training through in – services training.	Number of students provided with In – Service training by set date.	Number	R 300 000	R300 000	Skills Development	None	None	Own revenue	Intake of twelve (12) students for In – 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.	Identification and placement of four (04) learners from the respective higher Education Institutions within the municipality by 30 Dec 2017. Monitoring & reporting on the In – Service	Identification and placement of four (04) learners from the respective higher Education Institutions within the municipality by 30 March 2018. Monitoring & reporting on the In – Service training	Monitoring & reporting on the In – Service training programme with an intake of twelve (12) learners from the respective higher Education Institutions within the municipality.



IDP REF.	NATIONAL KPA	DEPARTMENTA	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
	Municipal; Institutional Development & Transformation	HUMAN RESOURCE MANAGEMENT	N/A	Educational awareness sessions on safety & wellness	Q1: Attendance Register & Internal memo/invitations Q2: Attendance Register & Internal memo/invitations Copy of Spec developed and Email proof sent to SCM. Q3: Attendance Register & Internal memo/invitations Q4: Attendance Register & Internal memo/invitations	Employee health and safety, workplace HIV/AIDS and EAWP policies in place	Number of health, safety and wellness programmes rolled out annually	Number Date	R110 000.00	R110 000.00	EAWP Contracted services	None	None	Own revenue	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 (prevention of injuries month and world Aids day) for employees held by 30 Dec 2017. Facilitation of procurement of legislation requirement information posters for 12 stations within the municipality by 30 Dec 2017.	One educational awareness session on Health, Safety and Wellness (Cancer, TB & STI/Condom) for employees held by 31 March 2018.	One educational awareness session on Health, Safety and Wellness (Anti-Tobacco Campaign) for employees held by 30 June 2018.	
															<b>Quarterly Cash flow</b>	<b>R 110 000</b>	<b>R60 000</b>	<b>R30 000</b>	<b>R20 000</b>	<b>Nil.</b>

IDP REF.	NATIONAL KPA	DEPARTMENTA	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Municipal; Institutional Development & Transformation	HUMAN RESOURCE MANAGEMENT	N/A	OHS programme	Q1: Invitation sent to OHS members. Attendance Register. Q2: Invitation sent to OHS members. Attendance Register. Inspection report circulated to Management. Q3: Invitation sent to OHS members. Attendance Register Q4: Invitation sent to OHS members. Attendance Register. Inspection report circulated to Management.	Existing committee and Reps appointed	Number of Health & Safety committee meetings held. Number of Health & Safety inspections conducted	Number Date	R 30 000.	R 30 000	Contracted services Stores & Material	None	None	Own revenue	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 Dec 2017.	One (1) OHS Committee meeting held by 31 March 2018. Facilitation of procurement of first aid kits for 12 stations by 30 March 2018.	One (1) OHS Committee meeting held by 30 June 2018. One (1) Workplace inspection conducted by 30 June 2018.
									Quarterly Cash flow						R30 000.	N/A.	R 5 000	R 20 000	R 5 000
	Municipal; Institutional Development & Transformation	HUMAN RESOURCE	N/A	Wellness programmes events	Q1: Invitations, Programme, & Attendance Register/s. Q2: N/A. Q3: Invitations, Programme, & Attendance Register/s Q4: N/A.	Employee health and safety, workplace HIV/AIDS and EAWP policies in place	Number of events conducted annually	Number	R 300 000.00	R 300 000.00	Mayoral Projects Wellness programmes	None	None	Own revenue	Two (2) wellness & Fitness Programmes Events conducted by 30 June 2018	N/A.	One (1) wellness & fitness programme event conducted by 30 December 2017.	One (1) wellness programme & fitness event conducted by 30 March 2018.	N/A.
									Quarterly Cash flow						R 300 000	Nil.	R150 000.	R 150 000.	N/A.

IDP REF.	NATIONAL KPA	DEPARTMENTA	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
	Municipal; Institutional Development & Transformation	HUMAN RESOURCE	N/A	Employee Assistance Programme (EAP)	Q1: TORs developed & presented to SCM. Q2: Project Plan. Q3: Quarterly reports. Q4: Quarterly reports.	EAWP contracted services contract expires on 30 June 2017.	Percentage of all EAP cases referred annually		R300 000.00	R300 000.00	Contracted Services.	None	None	None	Own revenue	Facilitation of acquisition of the EAWP contracted services. 100% of all EAWP cases referred, as & when received.	Development & presentation of TORs to BSC.	Upon appointment of the service provider, facilitation of implementation of EAWP.	100% EAWP cases referred, as & when received.	100% EAWP cases referred, as & when received
<b>Quarterly Cash flow</b>																<b>R300 000</b>	<b>Nil.</b>	<b>R50 000</b>	<b>R 150 000</b>	<b>R100 000</b>
	Municipal; Institutional Development & Transformation	HUMAN RESOURCE	N/A	Signed Individual Performance Plans	Q1: Schedule with details of employees signed the performance plans during Q1. Q2: Schedule with details of employees signed the performance plans during Q2. Q3: N/A. Q4: N/A.	Employees on Task Grade 14-07 Plans signed in 2016/17 FY.	Percentage of Employees on Task Grade 14-07 signed Performance Plans for the year 2017/2018 FY.	Percentage Date	None.	None.	N/A.	None	None	None	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.	N/A.	
<b>Quarterly Cash flow</b>																<b>N/A.</b>	<b>Nil.</b>	<b>Nil.</b>	<b>Nil.</b>	<b>Nil.</b>
	Municipal; Institutional Development & Transformation	HUMAN RESOURCE	N/A	Individual Quarterly performance reviews for non - management employees by 30 June 2018.	Q1 & Q2: Schedule/Notice of assessments. Attendance register/s Minutes of assessments conducted. Q3: Schedule/Notice of assessments. Attendance register/s	Quarterly performance Review for Task Grade 14 – 07 Employees	Number of quarterly performance reports reviewed annually	Number Date	None.	None.	N/A.	None	None	None	Bi – Annually performance Review for Task Grade 14 – 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 October 2017.	2017/18 mid - term Performance reviews for Task Grade 14-07 employees facilitated and conducted by 30 March 2018.	N/A.	

IDP REF.	NATIONAL KPA	DEPARTMENTA	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Minutes of assessments conducted.				Quarterly Cash flow						N/A.	Nil.	Nil.	Nil.	Nil.
	Good Governance and Public Participation	HUMAN RESOURCE MANAGEMENT	N/A	Employment Equity (EE) Reporting to Department of Labour (DoL)	Q1: Invitation sent to EE Committee members. Attendance Register. Q2: Invitation sent to EE Committee members. Attendance Register. Draft EE report tabled to EE Committee. Q3: Invitation sent to EE Committee members. Copy of the approved EE report and the acknowledgement letter for the receipt of the EE Report from DoL Attendance Register	Employment Equity report submitted for the previous years. Three year EE Plan in place.	Employment Equity report submitted.	Number Date	None.	None.	N/A.	None	None	None	Four (4) Employment Equity Committee meetings by 30 June 2018. Online Employment Equity Report submitted to DoL By 15 January 2018.	One (1) Employment Equity Committee Meeting held by 30 Sep 2017.	One (1) Employment Equity Committee Meeting held by 30 Dec 2017 Collection of information in respect of EE report for 2017/2018 period.	One (1) Employment Equity Committee Meeting held by 30 March 2018. Submission of Employment Equity Report to the Department of Labour by 15 January 2018.	One (1) Employment Equity Committee Meeting held by 30 June 2018.
									Quarterly Cash flow						N/A.	Nil.	Nil.	Nil.	Nil.



IDP REF.	NATIONAL KPA	DEPARTMENTA	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
					Q4: Invitation sent to EE Committee members. Attendance Register															
	Good Governance and Public Participation	HUMAN RESOURCE	N/A	Review of policies, plans and SOPs	Q1 & Q2: Invitation sent to employees. Attendance register. Q3: Programme. Q4: Copy of Council resolution.	27 Approved HR policies, One Plan, & 11 Standard Operating Procedures are in Place	Number of approved Policies, plans and Standard Operating Procedure	Number Date	None.	None.	N/A.	None	None	None	None	Review of HR policies, Plans, & Standard Operating Procedures by 30 June 2018.	Conduct information sharing on the reviewed HR policies, Plans to employees.	Conduct information sharing on the reviewed HR policies, Plans to employees	Presentations of the reviewed HR policies, Plans, & Standard Operating Procedures at the Annual Strategic Planning workshop.	Presentations of the reviewed HR policies, Plans, & Standard Operating Procedures to the municipal governance structures.
									Quarterly Cash flow						N/A.	Nil.	Nil.	Nil.	Nil.	
	Financial Management & Viability	HUMAN RESOURCE	N/A	Leave management	Q1 – Q4: Email proof of Leave reconciliation circulated.	Monthly leave management reports tabled at MTMs. Quarterly Leave Reconciliations circulated in 2016/17.	Number of Leave Reconciliations completed & circulated Quarterly.	Number Date	None.	None.	N/A.	None	None	None	None	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 Q1 of 2017/18 FY Developed by 30 Dec 2017.	One (1) leave reconciliation for Q2 of 2017/18 FY Developed by 30 March 2018.	One (1) leave reconciliation for Q1 of 2017/18 FY Developed by 30 June 2018.
									Quarterly Cash flow						N/A.	Nil.	Nil.	Nil.	Nil.	
	Financial Management & Viability	HUMAN RESOURCE	N/A	Payroll input administration	Q1: Monthly payroll input registers. Q2: Monthly payroll input registers. Q3: Monthly payroll input registers.	Remuneration Policy & Payroll Management SOP.	Number of monthly payroll input submissions by the 10 <sup>th</sup> day of every month.	Number Date	None.	None.	N/A.	None	None	None	None	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 December 2017.	Three (3) Payroll input submission to BTO by 30 March 2018.	Three (3) Payroll input submission to BTO by 30 June 2018.
									Quarterly Cash flow						N/A.	Nil.	Nil.	Nil.	Nil.	

IDP REF.	NATIONAL KPA	DEPARTMENTA	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q4: Monthly payroll input registers.														
	Local Economic Development	HUMAN RESOURCE MANAGEMENT	N/A	Capacity building of unemployed youth	Attendance registers of the learners	Learnership agreements signed with 95 learners under two learnership programmes commenced in April 2017. Training and Development Policy and WSP	Number of learners in the learnership programme supported	Number Date	None.	None.	N/A.	None	None	None	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.	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.
									Quarterly Cash flow						<b>R300 000</b>	<b>R75,000.00</b>	<b>R75,000.00</b>	<b>R75,000.00</b>	<b>R75,000.00</b>



4.4. ECONOMIC DEVELOPMENT AND PLANNING

4.4.1. Development Planning

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2016/17 FV	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
P4G7O52.01	Spatial Considerations	EDP: Development Planning	26 and 19	Planning & Survey - Cedarville and Matatiele Middle Income townships	Q1: Draft SG Diagram Q2: Approved Consent Q4: Approved Diagram	Identified areas for Middle income development on the 2014 SDF, Service provider appointed	Approved middle income township establishments by set date.	Date	R125 000.00						Approval of Cedarville and Matatiele Middle Income township establishments by 30 June 2018	Draft SG Diagrams and submission to Municipal Planning Tribunal (MPT)	Facilitate Approval of Consent for subdivision applications by MPT	N/A	Approved SG Diagram
															R125 000.00	R125 000.00			
P4G7O52.02	Spatial Considerations	EDP: Development Planning	26	Cedarville middle income township	Q1: Draft SG Diagram Q2: Approved Consent Q4: Approved Diagram	Draft SG diagrams available, Service provider appointed	Approved middle income township establishments by set date.	date	Operational					Approval of Cedarville Middle Income township establishment 30 June 2018	Draft SG Diagrams and submission to Municipal Planning Tribunal (MPT)	Facilitate Approval of Consent for subdivision applications by MPT	N/A	Approved SG Diagram	
															N/A				
P4G7O53.01	Spatial Considerations	EDP: Development Planning	1,19,26	Planning & Survey – Matatiele, Cedarville & Maluti Commercial development	Q1: Draft SG Diagram Q2: Approved Consent Q4: Approved Diagram	Identified areas for Middle income development on the 2014 SDF, Service provider appointed	Approved commercial development establishment by set date.	Date	R125 000					Approval of Matatiele, Cedarville & Maluti Commercial Development establishments. by 30 June 2018	Draft SG Diagrams and submission to Municipal Planning Tribunal (MPT)	Approval of Consent for subdivision applications by MPT	N/A	Approval of SG Diagram	
															R125 000	R125 000			

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2016/17 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
P4G7O51.01	Spatial Considerations	EDP: Development Planning	26&19,20	Surveying 50 Municipal land Parcels for disposal	Q1: Approved SG Diagrams and surveying certificates	Service provider appointed in16/17 FY for survey of 50 parcels , Diagrams available	Number of land parcels surveyed by set date	Number	R138 000.00							Survey of 50 municipal land parcels for disposal by 30 June 2018	Approval of SG Diagrams	n/a	n/a	n/a
															R138 000					
P4G7O51.02	Spatial Considerations	EDP: Development Planning	26&19,20	Valuation of 20 municipal land parcels for disposal	Q2: TOR's and Appointment letter Q3: Valuation report Q4: advert for disposal	Service provider appointed in16/17 FY for survey of 50 parcels	Number of land parcels valued by set date	Number	R155 000.00							Valuation of 20 of municipal land parcels for disposal by 30 June 2018	n/a	Development of terms of reference and appointment of service provider	valuation of land parcels	Disposal of 20 land parcels
															R155 000.00					R155 000.00
P6G12O77.28	Good Governance and Public participation	EDP: Development Planning	All wards	Development of policy	Q1: reports, attendance registers Q2 attendance registers Q3:draft Policy Q4 approved policy and council resolution	Available sites and facilities on asset register and the SDF	Revitalization policy adopted by set date	date	Operational							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	stakeholder consultations	Drafting of Revitalization policy	Submission of policy to council for approval
									Quarterly cash flows											
P4G8O55.01	Spatial Considerati	EDP: Developme	N/A	Procurement of GIS equipment	Q1: delivery notes	GIS computer, system and Printer	GIS Equipment procured by set	date	R100 000						Procurement of GIS Equipment(1 Laptop, 1GPS, 1 camera and	Procurement of GIS Equipment of GPS, Laptop. Soft	N/A	N/A	N/A	

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2016/17 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
						available									software) by 30 June 2018	Ware And Camera			
									Quarterly Cash flow						R100 000	R100 000	N/A	N/A	N/A
P4G8O55.02	Spatial Considerations	EDP: Development Planning	All wards	GIS updates	Q1 –Q4: Reports	GIS system installed in 16/17 FY	Number of GIS reports produced by set date	Number Date	operational						Produce 4 Quarterly reports on GIS data sets updates and management data sets by 30 June 2017	1 reports on GIS data sets updates and management	1 reports on GIS data sets updates and management	1 reports on GIS data sets updates and management	1 reports on GIS data sets updates and management
									Quarterly Cash flow						operational				
P4G8O55.03	Spatial Considerations	EDP: Development Planning	19,20, 20, 1	Approved Spatial Development Framework	Q1: appointment letters, ToR's Q2:draft SDF review Q3: Council Resolution	2014 SDF	Spatial Development Framework review approved by set date	Date	R150 000						Review of the 2014 Spatial Development Framework by 30 June 2018	Development of terms of reference and Appointment of service provider	Draft SDF review	Adoption of SDF review by Council	N/A
									Quarterly Cash flow						R150 000			R150 000	
P6G12O77.10	Good Governance and Public participation	EDP: Development Planning	19,20, 20, 1	Processing of rezoning applications within 60 days of receipt	Q1, Q2, Q3 and Q4: approval or declined letter	2013 Land Use Schemes, 2014 Matatiele Town Planning Scheme	Percentage of rezoning applications processed within the prescribed period	Percentage	Operational						100% processing of rezoning applications within 60 days of receipt	Processing of rezoning, applications within 60 days	Processing of rezoning, applications within 60 days	Processing of rezoning, applications within 60 days	Processing of rezoning, applications within 60 days
									Quarterly Cash flow						Operational	Operational	Operational	Operational	Operational
P6G12O77.11	Good Governance	EDP: Development	19,20, 20, 1	Processing of subdivision applications within 60 days of	Q1, Q2, Q3 and Q4: approval or declined letter	2 Applications Received In 16/17 FY	Percentage of subdivision applications Processed within the	Percentage	Operational						100% processing of subdivision applications within 60 days of receipt	Processing of subdivision applications within 60 days	Processing of subdivision applications within 60 days	Processing of subdivision applications within 60 days	Processing of subdivision applications within 60 days

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2016/17 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
				receipt			prescribed period		Quarterly Cash flow						Operational	Operational	Operational	Operational	Operational	
P6G12077.12	Good Governance and Public	EDP: Development Planning	19,20, 20, 1	Processing of consent use applications within 60 days of receipt	Q1, Q2, Q3 and Q4: approval or declined letter	5 applications received in 16/17	Percentage of consent use applications processed within the prescribed period	Percentage	Operational							100% processing of consent use applications within 60 days of receipt	Processing of special consent use applications within 60 days	Processing of special consent use applications within 60 days	Processing of special consent use applications within 60 days	Processing of special consent use applications within 60 days
									Quarterly Cash flow						Operational	Operational	Operational	Operational	Operational	
P6G12077.09	Good Governance And Public Participation	EDP: Development Planning	19,20, 20, 1	Compliance notices served within one week of identification	Q1, Q2, Q3 and Q4 Letters Issued	39 notices issued in 16/17 FY	Percentage of compliance notices served within the prescribed period.	Percentage	Operational						100% Serving of Compliance notices within one week of identification	Compliance notices served within one week of identification	Compliance notices served within one week of identification	Compliance notices served within one week of identification	Compliance notices served within one week of identification	
									Quarterly Cash flow						Operational	Operational	Operational	Operational	Operational	
P6G12077.24	Good Governance And Public Participation	EDP: Development Planning	19,20, 20, 1	Processing Outdoor advertising and Signage applications within 60 days of receipt	Q1, Q2, Q3 and Q4: approval or declined letter	Outdoor advertising and Signage By Law	Percentage of advertising and Signage applications Processed within prescribed period	Percentage Timeframe	Operational						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 within 60 days	Processing of outdoor advertising Applications within 60 days	Processing of outdoor advertising Applications within 60 days	
									Quarterly Cash flow						Operational	Operational	Operational	Operational	Operational	
P6G12077.13	Good Governance And Public Participation	EDP: Development Planning	19,20, 20, 1	Processing Municipal land disposal applications within 60 days of receipt	Q1 - Q4: approval or declined letter	MFMA and Land and Lease Disposal Policy and Supply Chain Policy	Percentage of Municipal land disposal applications Processed within prescribed Period	Percentage Timeframe	Operational						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 disposal applications within 60 days	Processing of municipal land disposal applications within 60 days	Processing of municipal land disposal applications within 60 days	

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2016/17 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
P6G12077.25	Good Governance And Public	EDP: Development Planning	19,20, 20, 1	Processing Municipal land disposal applications within 60 days of receipt	Q1 – Q3: approval plans	15 applications made in 16/17	Number of rezoned and public open space closed applications processed by set date	Number Date	Operational						Processing of 15 rezoning & public open space disclosure applications by 30 June 2018	draft TOR appointment of service provider	submission of applications to MPT	submission to SG	n/a
									Quarterly Cash flow						Operational	Operational	Operational	Operational	Operational
P6G12077.27	Governance And Public	EDP: Development Planning	1	Maluti Land Tenure Upgrading – Land Donation	Q1: Correspondences with the relevant department, Appointment letters of committee members, 3 reports Q2: Invitations, Agenda, attendance register, Minutes of meeting and 3 reports Q3: Invitations, Agenda, attendance register, Minutes of meeting, Correspondences with the relevant department and 3 reports Q4: Correspondence	Land donation processes on progress	Number of Reports Maluti Land Donation processes monitored by set date	Number Date	R1000					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	Progress meetings with stakeholders 3 monthly reports on the progress for Maluti land donation	Community meeting update Monitoring Maluti land donation to province 3 monthly reports on the progress for Maluti land donation	Monitoring Maluti Land Donation process to Province 3 monthly reports on the progress for Maluti land donation	
									Quarterly Cash flow						R1000		R1000		

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2016/17 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					nces with the relevant department, 3 reports														
P6G12077.14	Governance And Public	EDP: Development Planning	19	Development of Densification Policy	Q1: Attendance Registers Q2: Draft Policy Q4: Council Resolution	There is no densification policy in the municipality	Densification Policy Adopted by set date	Date	R5000						Development of Densification Policy by 30 June 2018	Stakeholders consultation	Draft Densification Policy	Adoption of Densification Policy by Council	NA
									Quarterly Cash flow						R5000	R5000			
P6G12077.26	Governance And Public	EDP: Development	19	Matatiele Planning Tribunal	Q1 –Q4: Attendance register and minutes	MPT Established	Number of meetings held by set date	Number & Date	R20 000.00					Facilitate the Sitting of 4 MPT Quarterly meetings by 30 June 2018	1 MPT meeting	1 MPT meeting	1 MPT meeting	1 MPT meeting	
									Quarterly Cash flow						R20000	R5000	R5000	R5000	R5000



4.4.2. Integrated Development Planning

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
P6G12084.01	GOOD GOVERNANCE AND PUBLIC	EDP: IDP	N/A	IDP/Budget Process Plan	Q1: advert and council Resolution	2017/2022 IDP/Budget Process Plan Adopted on 01 Aug 2017	Adopted 2017/2018 IDP/Budget Process Plan by set date	date	Operational						Development of 2017/2018 IDP/Budget Process Plan by 31 July 2017	Preparation of 2017/2018 IDP/Budget process plan, for adoption by council	N/A	N/A	N/A
									Quarterly cash flow						Operational	operational			
P3G12084.02	GOOD GOVERNANCE AND PUBLIC	EDP: IDP	N/A	IDP Steering Committee and Rep Forum meetings	Q1,Q2,Q3 & Q4: public notice, attendance register and minutes	3 Annual Meetings in 16/17	Number of meetings held by set date	Number and date	R20 000					Conduct 4 IDP Steering Committee and Representative Forum Meetings by 30 June 2018	Conduct 1 <sup>st</sup> Rep-Forum and steering committee meeting	Conduct 2 <sup>nd</sup> Rep-Forum and steering committee meeting	Conduct 3 <sup>rd</sup> Rep-Forum and steering committee meeting	Conduct 4 <sup>th</sup> Rep-Forum and steering committee meeting	
									Quarterly cash flow						R20 000	R5000	R5000	R5000	R5000
P6G12084.03	GOOD GOVERNANCE	EDP: IDP	1-26	Review of ward based plans	Q1: profiles for all 26 wards	26 Community Ward Based Plans developed in 2014	Number of plans developed by set date	number	R100 000					Review of 26 ward based plans by 31 December 2017	Review of 26 ward based plans	N/A	N/A	N/A	
									Quarterly cash flow						R100 000	R100 000			
P6G12084.04	GOOD GOVERNANCE AND	EDP: IDP	1-26	CBP for Collecting of Needs and Priorities	Q1: Public Notice, CBP Report Q2	IDP Outreach conducted on the 21-25 Nov 2017	CBP Conducted by set date	Date	R250 000					Conduct Community Based Planning programme (CBP) by 31 October 2017	Conduct Community Base Plan programme		N/A	N/A	
									Quarterly cash flow						R250 000	R250 000			

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
P6G12084.05	GOOD GOVERNANCE	EDP: IDP	1-26	IDP & Budget Outreach	Q4:, Public Notice, Outreach Report	IDP/Budget Outreach conducted on 10-13 April 2017	IDP& Budget Outreach Conducted by set date	Date	(Budget allocated at							Conduct IDP/ Budget Outreach by 30 April 2018	N/A	N/A	N/A	Conduct IDP & Budget Outreach
									Quarterly cash flow											
P6G12084.06	GOOD GOVERNANCE AND PUBLIC	EDP: IDP	All wards	Status Quo Report	Q2: Status Quo Report, Council Resolution	2017/2022 Situational Analysis	Status Quo Report tabled to council by set date	Date	Operational						Tabling of Status Quo Report to Council by 31 December 2017	N/A	Situational Analysis report presented to council for noting	N/A	N/A	
									Quarterly cash flow						Operational		Operational			
P6G12084.07	GOOD GOVERNANCE AND PUBLIC	EDP: IDP	N/A	Strategic Planning Session	Q3: strategic planning session report, attendance registers	Strategic Planning Session held on the 05-09 Feb 2017	Strategic Planning Session Held by set date	date	R900 000.00						Hold Strategic Planning Session by 28 February 2018	N/A	N/A	Conduct Council Strategic Planning session	N/A	
									Quarterly cash flow						R900 000.00			R900 000.00		
P6G12084.08	GOOD GOVERNANCE	EDP: IDP	N/A	Tabling of the IDP Document	Q3: draft IDP document, public notice, council resolution,	2017/2022 tabled to Council on the 24 March 2017	2017/18 Draft IDP Review tabled to Council by set date	date	R1000						Tabling of the 2017/18 Draft IDP Review Document by 31 March 2018	N/A	N/A	Table the 2017/2018 Draft IDP to Council	N/A	
									Quarterly cash flow						R1000.00			R1000.00		
P6G12084.09	GOOD GOVERNANCE	EDP: IDP	N/A	Adoption of the IDP Document	Q4: : draft IDP document, public notice, council resolution,	IDP 2017/2022 Adopted on the 29 May 2017	2017/18 IDP Review adopted by Council by set date	Date	R 10 000						Adoption of the 2017/2018 IDP Review Document by 30 May 2018	N/A	N/A	N/A	Tabling of draft 2017/2018 IDP Review for	



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER						
									ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4		
																				adoption by Council	
									Quarterly cash flow						R10 000						R10 000
P6G12084.10	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	EDP: IDP	All wards	Public notices	Q1: 4 Public notices Q2:1 public notice Q3: 2 public notices Q4: 2 public notices	7 Notices as per the process plan in 16/17	Number of Public Notices advertised by set date	Number and Date	R30 000						Advertisement of 9 Public Notices by 30 June 2018	Notice for the IDP/Budget process plan, Notice for 1 <sup>st</sup> IDP Rep-Forum meeting, Notice for the CBP	Notice : 2 <sup>nd</sup> IDP Rep-Forum & steering committee meeting,	Notice : 3 <sup>rd</sup> IDP Rep-Forum & Steering committee meeting, Notice :Draft IDP for comments	Notice 4 <sup>th</sup> Rep-Forum & steering committee meeting Notice : IDP/Budget outreach, Notice : Adoption of the IDP		
									Quarterly cash flow						R30 000	R10 000.00	R5000.00	R5 000.00		R100000	

4.4.3. Local Economic Development

IDP REF.	NATIONAL KPA	DEPARTMENTAL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
P3G4036.01	Local Economic Development	EDP: LED-SMME support	All wards	Skill Development for Co-operatives and SMMEs	Q2 and Q3: Attendance Register and training Manuals	40 SMME and Co-operatives trained in project management, financial management and business management 2016/2017 Financial year	Number of SMMEs and Cooperatives trained by set date	Number Date	R300 000.00						Support 52 SMME and Co-operatives through Skills Development Trainings on poultry management and sewing by 30 June 2018	N/A	Conduct training of 26 Cooperatives in Poultry Management	Conduct training of 26 Cooperatives in Sewing	N/A
									Quarterly Cash flow						R300 000.00	N/A	R150 000	R150 000	N/A
P3G4036.02	Local Economic Development	EDP: LED-SMME support	All wards	Skill Development for housing emerging Contractors	Q1 Attendance Register Q2 and Q3: Attendance Register And Training Manuals	50 Emerging Contractors trained through NHBRC 2016/2017 Financial year	Number of Emerging contractor trained by set date	Number	R 200 000.00					Support 52 Emerging contractors through skills development trainings on construction by 30 June 201	Conduct Workshop for emerging contractors on SCM and SABS N/A	Conduct training on construction for 26 women-lead cooperatives	Conduct training on construction for 26 emerging contractors cooperatives	N/A	
									Quarterly Cash flow						R200 000	R75 000.00	R75 000.00	R20 000.00	N/A
P3G4037.03	Local Economic Development	EDP: LED-SMME support	All wards	SMME/ Co-operative Funding Support	Q1 Terms of Reference, Advert. Project visit Attendance Register Q2 and Q3 funding letters, Monitoring reposts on funded projects, Q4 Monitoring reports on progress of	7 SMME and Co-operatives funded in 2016/2017 Financial year	Number of SMMEs and Co-operatives funded by set date	Number Date	R550 000.00					Assist 10 SMMEs and Co-operatives through funding by 30 June 2018	Terms of Reference Advert for proposals issued Conduct Project Visits	Evaluation and funding of five (5) SMMEs and Co-operatives Monitoring of funded SMMEs and Co-operatives	Funding support to five(5) SMMEs and Cooperatives Monitoring funded SMMEs and Co-operatives	Monitoring and evaluation of funded SMMEs and Co-operatives	
									Quarterly Cash flow						R 550 000.00		R300 000	R250 000	

IDP REF.	NATIONAL KPA	DEPARTMENTAL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					funded projects														
P3G4038.01	Local economic Development	EDP: LED-SMME support	19	Construction of Hawker Stalls	<b>Q1:</b> maps for the site identified <b>Q2:</b> research report <b>Q3:</b> draft business plan and council resolutions <b>Q4:</b> Proof of Correspondences for submission	6 Hawkers Stalls existing in Matatiele town	Business Plan for construction of Hawker stalls developed by set date	Date	N/A						Development of a Business Plan for the construction of hawker stalls by 30 June 2018	Facilitate the identification of Site	Conduct research and data analysis	Drafting of business plans and presenting to council for noting	Submission of business plan to identified funding Institutions
P3GA039.01	Local Economic Development	EDP: LED		LED Strategy review and development of an implementation plan	<b>Q1 :</b> Attendance Registers <b>Q2:</b> Attendance registers <b>Q3:</b> Draft LED Strategy <b>Q4:</b> Council Resolution and Adopted Strategy	5 year Local Economic Development Strategy in place	Reviewed LED Strategy Adopted by set date	Date	R 50 000.00					Facilitate the Review of the LED Strategy by 30 June 2018	Conduct 1 <sup>st</sup> Stakeholder consultation with relevant stakeholders	Conduct 2 <sup>nd</sup> Stakeholder consultation with relevant stakeholders	Drafting of LED Strategy	Adoption of reviewed LED Strategy by Council	
P6G12077.07	Local Economic Development	EDP: LED-	All wards	Review of relaxation policy	<b>Q1 and Q2:</b> Attendance Register, Minutes and Drafting of Policy <b>Q3:</b> Council Resolution <b>Q4:</b> Gazette document	Liquor trading and relaxation policy	reviewed policy adopted set date by set	Date	N/A					Facilitate the Review of Relaxation Policy for liquor trading hours by 30 June 2018	Stakeholders consultation	Stakeholders consultation and Drafting of Relaxation Policy	Council Adoption of Relaxation Policy	Relaxation Policy gazetted	
																			Quarterly Cash flow

IDP REF.	NATIONAL KPA	DEPARTMENTAL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
P3G4035.01	Local Economic	EDP: LED-SMME support	19	Sitting of for LAT meetings per financial year	Q1, Q2, Q3, and Q4: Attendance Register Minutes Invitations	4 Quarterly meeting sittings in 2016/2017 Financial year	Number of LAT meetings conducted by set date	Number Date	R20 000						Conduct four LAT meetings by 30 June 2018	1Local Action Team Meeting	1 Local Action Team Meeting	1 Local Action Team Meeting	1Local Action Team Meeting
									Quarterly Cash flow						R20 000	R5000	R5000	R5000	R5000
P6G13088.03	Good governance and public participation	EDP: LED-SMME support	All	SMMEs Awareness Campaigns	Q2 & Q4: Attendance Register	SMMEs Sector Plan	Number of awareness Campaigns conducted by set date	Number Date	R20 000					Conduct 2 Awareness Campaigns of info sharing on business opportunities and financial management for SMMEs and Co-operatives by 30 June 2018	N/A	Conduct 1 awareness Campaign on information Sharing Business Opportunities	N/A	Conduct 1 awareness Campaign on Information sharing: Financial Management	
									Quarterly Cash flow						R20 000		R10 000		R10 000
P6G12077.08	Good governance and public participation	EDP: LED-SMME support	All	Business Licensing	Q1, Q2, Q3 & Q4: Proof approved or declined letter	Existing data for operating businesses	Percentage of Business Licenses Issued within prescribed period	Percentage	R5000					Issue 100% of Business Licenses within 21 days of receipt	Awareness Programme on business license	Issuing of Business Licenses within 21 days of receipt	Issuing of Business Licenses within 21 days of receipt	Issuing of Business Licenses within 21 days of receipt	
									Quarterly Cash flow						R5000.00	R5000.00			
P3G5041.01	Local Economic Development	EDP: LED-Agriculture	All wards	Construction of poultry abattoir	Q1: Attendance Register and Minuets Q2: beneficiary register	Feasibility Study completed, funds transferred to LIMA, construction is underway	Number of beneficiaries identified in 26 wards by set date	Number Date	R5000.00					Facilitate the Identification of at least 1 Poultry Abattoir beneficiary per ward (26) by 30 June 2018	Stakeholders consultation in the wards	Identification of beneficiaries and register for beneficiaries	N/A	N/A	
									Quarterly Cash flow						R5000.00	R2500.00	N/A	N/A	N/A
P3G5041.02	Local Economic	EDP: LED-Agriculture	Ward 19	Grain storage facility	Q1: Terms of Reference and advert. Q2: adverts made	Silo Grain Facility phase 1 completed	Silo Agent Appointed by set date	Date	N/A					Facilitate the Appointment of Silo facility Agent by 30 June 2018	Development of Terms of Reference	Advert: Call for proposal	Appointment of agent to run Silo Facility	N/A	

IDP REF.	NATIONAL KPA	DEPARTMENTAL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
					Q3: Appointment Letter				Quarterly Cash flow						N/A					
P3G5041.03	Local Economic Development	EDP: LED-Agriculture	Ward 19	Matatiele Fresh Produce Market operation	Q2: Terms of Reference and advert Q3: Appointment Letter	Fresh Produce phase 2 in progress	Fresh Produce Market Agent Appointed by set date	Date	N/A							Facilitate the appointment of Fresh produce market Agent by 30 June 2018	N/A	Terms of Reference Appointment of Fresh Produce market Agent  Advert: call for proposals	Appointment of Fresh Produce Market Agent	N/A
									Quarterly Cash flow						N/A					
P3G5042.01	Local Economic Development	EDP: LED-Agriculture	All wards	Household food security programme	Q2 and Q3: Distribution lists and Attendance Register, report	300 household gardens supports in 2014/2015	Number of households assisted with seeds and seedlings by set date	Number Date	R 50 000.00							Supply 1040 households with seeds and seedlings for household gardens by 30 June 2018	N/A	Procumbent of seeds and seedling , and distribution to 520 Households	Procumbent of seeds and seedling , and distribution to 520 Households	N/A
									Quarterly Cash flow						R 50 000.00		R25 000.00	R25 000.00		
P3G5043.01	Local Economic Development	EDP: LED-Agriculture	WARD 8,9,14	Livestock Improvement	Q1: Drafting MOU and SLA between MLM & ERS	Existing programme on livestock Improvement through ERS and DRDAR	MOU and SLA between MLM & ERS Signed by set date	Date	N/A							Facilitate the Development of MoU between MLM & ERS on livestock improvement by 31 December 2018	N/A	Drafting of MoU between MLM & ERS, and signing of MOU	N/A	N/A
									Quarterly Cash flow						N/A	N/A				
P3G5041.04	Local Economic Development	EDP: LED-Agriculture	All wards	Agriculture strategy	Q1: Research report Q2: Draft Document Q3: adopted strategy and council resolution	No agriculture strategy I place , LED strategy is used	Adopted Agriculture strategy by set date	Date	N/A							Facilitate the development of Agriculture Strategy by 30 June 2018	Conduct Data analysis and research	Drafting of agriculture strategy	Draft Agriculture Strategy Presented to council	N/A
									Quarterly Cash flow						N/A					

IDP REF.	NATIONAL KPA	DEPARTMENTAL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
P3G4038.021	Local Economic Development	EDP: LED-Agriculture	19	Development of Industrial plan/ Strategy	Q1: attendance registers Q2: analysis report Q3: adopted strategy and council resolution	Existing industrial site in ward 19	Adopted industrial development plan by set date	Date	N/A							Facilitate the Development of industrial development plan 30 June 2018	Conduct Stakeholder consultation	Conduct data analysis	Drafting of Industrial development plan	industrial plan submitted to council for approval
									Quarterly Cash Flow						N/a	N/A	N/A	N/A	N/A	
P3G6050.01	Local economic Development	EDP: LED-Tourism	20	Managing mountain lake chalet	Q1-Q4: reports, Reservation register	6 bedded chalets In the nature reserve, mountain lake	Number of monthly reports produced by set date	Number Date	R60 000		mountain chalets					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	3 monthly reports on the day-day operations and management mountain lake chalets and fly fishing activities	3 monthly reports on the day-day operations and management mountain lake chalets and fly fishing activities	3 monthly reports on the day-day operations and management mountain lake chalets and fly fishing activities
									Quarterly Cash flow						60 000.00					
P3G6046.01	Local economic Development	EDP: LED-Tourism	all	Tourism Audit Study	Q1; Terms of reference and advert Q2: appointment letter. Q3: draft report Q4: study report and council resolution	Tourism sector plan	Tourist attraction audit study completed by set date	Date	R 100 000							Conduct Tourist Attraction Audit study by 30 June 2018	Develop terms of reference:  Issuing of Advert	Appointment of Service Provider	First draft tourist attraction audit study report	Tourism attraction study report presented to council for noting
									Quarterly Cash flow						R100 000.00				R100 000.00	
P3G6045.01	Local economic Development	EDP: LED-Tourism	All wards	Crafters Product Development and establishment of the Centre	Q1: MAP of location of facility Q2: picture of branded facility Q3 and Q4: monitoring reports	Data Base for Crafters	Craft trade and exhibition Centre established by set date	Date	N/A							Facilitate the establishment of a craft's Trade and exhibition Centre by 30 June 2018	Identification of craft site and facility	Branding of facility	Monitoring of activities in the Crafts Centre	Monitoring of activities in the Crafts Centre
									Quarterly Cash flow						N/A	N/A	N/A	N/A	N/A	



IDP REF.	NATIONAL KPA	DEPARTMENTAL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER															
									ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4											
P3G6047.01	Local economic development	EDP: LED-Tourism	19	Matatiele Music Festival Event	<b>Q1:</b> specifications, advert, appointment letters <b>Q2:</b> appointment letters for services providers <b>Q3:</b> N/A <b>Q4:</b> close out report	6th Matatiele Music Festival hosted in 2017	7 <sup>th</sup> integrated Matatiele Music Festival held set date	Date	R 2 000 000						host the 7th Matatiele Music Festival by 31 December 2018	Develop of specifications  Drafting an Advert for Service provider Application an liability insurance  Appointmen t of service provider	Marketing and procumbent of services  Hosting of the Music Festival	N/A	Close out report for the Matatiele Music festival											
																				Quarterly Cash flow						R 2 000 000		R 2 000 000		
P3G6047.02	Local economic development	EDP: LED-Tourism	19, 20	Tourism month celebration event	<b>Q1:</b> attendance register and pictures concept document, Concept document Procurements Reports  <b>Q4:</b> close out report	Four tourism months held Yearly	Tourism month celebration event held by set date	Date	R 150 000.00						host tourism month celebration event by 30 September 2018	sitting of PSC establishment committee  Developmen t of concept document  Hosting of the event	N/A	N/A	Close out report											
																				Quarterly Cash flow						R 150 000.00	R 150 000.00			

IDP REF.	NATIONAL KPA	DEPARTMENT AL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
P3G6047.03.1	Local economic development	EDP: LED-Tourism	19	Matat Fees	Q1: specifications, attendance registers of meetings, appointment letters. Q2: event pictures and register Q4: Close out report	6 <sup>th</sup> Annual event	Matat fees held set date	Date	R 500 000.00						support Matat fees event by 30 November 2018	Facilitate sitting of PSC meetings  Development Specifications, advertising, appointment of services providers	Attend Matat fees event	N/A	Close out report
P3G6047.03.3	Local economic development	EDP: LED-Tourism	13	Mehlodong heritage Event	Q1: specifications, attendance registers of meetings, appointment letters. event pictures and register Q4: Close out report	Annual event	Mehlodong Heritage Event held by set date	Date	R 150 000					support Mehlodong heritage Event 31 October 2018	Facilitate sitting of PSC meetings  Development Specifications, advertising, appointment of services providers  Attend Mehlodong Heritage event	N/A	N/A	Close out report	



IDP REF.	NATIONAL KPA	DEPARTMENTAL	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
P3G6047.03.4	Local economic development	EDP: LED-Tourism	All wards	Ced-Matat Heritage Race (Matat / Qasha Cross Border Marathon)	<p><b>Q1:</b> specifications, attendance registers of meetings, appointment letters.</p> <p><b>Q2:</b> event pictures and register</p> <p><b>Q4:</b> Close out report</p>	It was hosted as ced –matat heritage Race Annual event	Matat-Qacha Cross Border Marathon by set date	Date	R 500 000.00							support Matat/Qacha cross broader marathon event by June 2018	Facilitate sitting of PSC meetings and  Development Specifications, advertising, appointment of services providers	Attend Matat/Qacha cross boarder marathon event	N/A	Close out report

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER							
									ACTUAL BUDGET 2016/17 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4			
P3G6048.01	Local economic development	EDP: LED-Tourism	All wards	Market Matatiele through Exhibitions	Q1, Q3, Q4: Attendance Register, Pictures, Proof Payment made. Close out report	1 product owners attended Tourism indaba in 16/17 FY	Number of Tourism product owners attending the event	Number	R 120 000						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	N/A	1 product owner TO Attend Cape town gate away show	1 product owner to Attend tourism indaba	1 product owner to Attend Grahamstown festival	Close out reports	R 120 000
P3G6048.02	Local economic development	EDP: LED-Tourism	All wards	Tourism Branding Material	Q1: Develop terms of reference Q2: Appointment of the service provider Q3:report, Q4:video	No promo Video, An existing Tourism brochure is in use	Tourism Promo video produced by set date	Date	R 100 000.00						Facilitate the production of a tourism Promo video by 30 June 2018	Develop terms of reference	Appointment of the service provider	Data collection by service provider	Monitoring the progress	Tourism promo video produced		R100 000.00
P6G13088.02	Good governance and public participation	EDP: LED-Tourism	All wards	Tourism Awareness	Q2:Manual , attendance registers Q3: attendance registers	No campaigns held in 16/47 FY	Number of Awareness campaigns held by set date	Number & Date	R10 000						Conduct 1 tourism Awareness campaign for the establishment of tourism projects/businesses in ward 19 by 30 June 2018	N/A	Develop an awareness manual	Preparatory meeting	Conduct tourism Awareness campaign event			R10 000
									Quarterly Cash flows						R10 000		R10 000	R10 000				

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2016/17 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
P3G6049.01	Local economic development	EDP: LED-Tourism	Ward 19	Local Tourism Organization	Q1-Q4: attendance registers and minutes of meetings	4 Local Tourism Organization quarterly meeting for held 2016/2017 financial year	Number of meetings held by set date	Number & Date	R50 000.00						Facilitate sitting of Quarterly Local tourism organization meetings by 30 June 2018	1 LTO meeting	1 LTO meeting	1 LTO meeting	1 LTO meeting
									Quarterly Cash flows						R50 000.00	R10 000	R10 000	R10 000	R10 000
P3G6048.03	Local Economic Development	EDP: LED-Tourism	WARD 19, 26	Tourism publication	Q1: article in tourism magazine Q3: article in tourism magazine	Matatiele issue/advertise in the explore SA Magazine twice	Number of subscription and article contributed in 16/17 FY	Number	R 30 000					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	N/A	1 Subscription made and advert made for publication in explore SA Tourism magazine/MDTP magazine	N/A	
									Quarterly Cash flows						R60 000	R30 000		R30 000	

4.5. INFRASTRUCTURE SERVICES DEPARTMENT

4.5.1. Projects, Operations and Maintenance Management

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER										
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4					
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT	06	Butsula via Taung to Pre-School Access Road	<p><b>Q1:</b>Design report Tender document Tender advert</p> <p><b>Q2:</b>Appointment letter for contractor Site handover meeting minutes - Attendance register</p> <p><b>Q3:</b> Progress meeting minutes and attendance register. -Test results for roadbed -Project photos.</p> <p><b>Q4:</b> Progress meeting</p>	643.7km	Total number of kilometers of gravel roads constructed annually	Kilometers	1 450 591						To construct 80% completion of a 2,5km access road by 30 June 2018	<p><b>Stage 1 (10%)</b> Design completed</p> <p><b>Stage 2 (15%)</b> Tender document prepared and advertisement completed by 30 September 2017</p>	<p><b>Stage 3 (20%)</b> Appointment of contractor</p> <p><b>Stage 4 (40%)</b> Site establishment By 30 December 2017</p>	<p><b>Stage 5 (50%)</b> Clear and grub Roadbed preparation</p> <p><b>Stage 6 (60%)</b> Installation of pipes by 30 March 2018</p>	<p><b>Stage 7 (70%)</b> Casting of slabs</p> <p><b>Stage 8(80%)</b> Tipping of gravel Processing of gravel by 30 June 2018</p>					
									Quarterly cash flow					1 450 591	0.00	300 000	500 000	1 450 591						



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					-Test results for roadbed  -Project photos.														
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT	18	Nomgavu Access Road(Mnyamანი)	Q1: N/A Q2: Design report Q3: Tender document Tender advert Q4: Appointment letter for contractor	643.7km	Total number of kilometers of gravel roads constructed annually	Kilometers	200 000						To construct 20% completion of a 4km access road by 30 June 2018	N/A	<b>Stage 1 (10%)</b> Design Completed by 30 December 2017	<b>Stage 2 (15%)</b> Tender document prepared and advertisement completed by 30 March 2018	<b>Stage 3 (20%)</b> Appointment of contractor by 30 June 2018
									Quarterly cash flow					200 000	0.00	0.00	0.00	200 000	
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT	22	Epiphany Access Road	Q1: N/A Q2: Design report Q3: Tender document, Tender advert Q4: Appointment letter for contractor	643.7km	Total number of kilometers of gravel roads constructed annually	Kilometers	200 000						To construct 20% completion of an 8,6km access road by 30 June 2018	N/A	<b>Stage 1 (10%)</b> Design Completed by 30 December 2017	<b>Stage 2 (15%)</b> Tender document prepared and advertisement completed by 30 March 2018	<b>Stage 3 (20%)</b> Appointment of contractor by 30 June 2018

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER								
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4			
									Quarterly cash flow					200 000	0.00	0.00	0.00	200 000				
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT	21	Msukeni Access Road	Q1: N/A Q2: Design report Q3: Tender document, Tender advert Q4: Appointment letter for contractor	643.7km	Total number of kilometers of gravel roads constructed annually	Kilometers	200 000						To construct 20% completion of a 5.5km access road by 30 June 2018	N/A	<b>Stage 1 (10%)</b> Design completed by 30 December 2017	<b>Stage 2 (15%)</b> Tender and advertisement completed by 30 March 2018	<b>Stage 3 (20%)</b> Appointment of contractor by 30 June 2018			
									Quarterly cash flow					200 000	0.00	0.00	0.00	200 000				
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT	09	Gudlintaba Access Road	Q1: Design report Q2: Tender document Tender advert Q3: Appointment letter for contractor Q4: Site handover meeting minutes - Attendance register	643.7km	Total number of kilometers of gravel roads constructed annually	Kilometers	3 178 860						To construct 80% completion of a 3.2km access road by 30 June 2018	<b>Stage 1 (10%)</b> Design	<b>Stage 2 (15%)</b> Tender and advertisement completed by 30 September 2017	<b>Stage 3 (20%)</b> Appointment of contractor	<b>Stage 4 (40%)</b> Site establishment by 30 December 2017	<b>Stage 5 (50%)</b> Clear and grub Roadbed preparation	<b>Stage 6 (60%)</b> Installation of pipes by 30 March 2018	<b>Stage 7 (70%)</b> Casting of slabs  <b>Stage 8(80%)</b> Tipping of gravel Processing of gravel by June 2018
									Quarterly cash flow					3 178 860	0.00	400 000	800 000	3 178 860				







IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT	25	Khau Access Road	<p>Q1: Progress meetings minutes and attendance register</p> <p>Project photos</p> <p>Test results of wearing course</p> <p>Q2: Progress meetings minutes and attendance register</p> <p>Project photos</p> <p>Test results for concrete</p> <p>Practical completion certificate</p> <p>Q3:N/A</p> <p>Q4: Final completion certificate</p>	643.7km	Total number of kilometers of gravel roads constructed annually	Kilometers	949 464						To construct 100% completion of a 2.5km access road by 30 June 2018	<p><b>Stage 6 (60%)</b> Installation of pipes</p> <p><b>Stage 7 (70%)</b> Casting of slabs</p> <p><b>Stage 8(80%)</b> Tipping of gravel</p> <p>Processing of gravel by 30 September 2017</p>	<p><b>Stage 9 (90%)</b> Protection Works</p> <p>Installation of road signs</p> <p><b>Stage 10 (95 %)</b> Practical Completion certificate by 30 December 2017</p>	N/A	Final completion certificate by 30 June 2018
									Quarterly cash flow					949 464	600 000	812 664	812 664	136 800	

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER						
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4		
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT	14	Mangopeng Access Road and Bridge	<p>Q1: Progress meetings minutes and attendance register</p> <p>Project photos</p> <p>Q2: Progress meetings minutes and attendance register</p> <p>Project photos</p> <p>Test results for concrete</p> <p>Snag list.</p> <p>Practical completion certificate</p> <p>Q3:N/A</p> <p>Q4: Final completion certificate</p>	643.7km	Total number of kilometers of gravel roads constructed annually	Kilometers								<p>To construct 100% completion of a 2.7 km access road by 30 June 2018</p> <p>100% completion of a 22 m bridge constructed by 30 June 2017</p>	<p><b>Stage 6 (60%)</b> Installation of pipes</p> <p><b>Stage 7 (70%)</b> Casting of slabs</p> <p><b>Stage 8(80%)</b> Tipping of gravel</p> <p>Processing of gravel by 30 September 2017</p> <p><b>Stage 5 (70%)</b> Columns / pre-cast culverts</p> <p>Top slabs by 30 September 2017</p>	<p><b>Stage 9 (90%)</b> Protection Works</p> <p>Installation of road signs</p> <p><b>Stage 10 (95 %)</b> Practical Completion certificate by 30 December 2017</p> <p><b>Stage 6 (80%)</b> Wing walls</p> <p>Protection Works</p> <p>Road signs</p> <p><b>Stage 7 (95 %)</b> Practical Completion certificate by 30 December 2017</p>	N/A	Final completion certificate by 30 June 2018	Final completion certificate by 30 June 2018
Quarterly cash flow									2 000 000						2 000 000	500 000	1 737 800	1 737 800	2 000 000		

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT	07	Lagrange Pedestrian Bridge	Q1: Progress meetings minutes and attendance register Project photos Q2: Progress meetings minutes and attendance register Project photos Test results for concrete Q3: Photos, Minutes of site handover meeting. Snag list. Practical completion certificate Q4:N/A	53.08km	Total number of kilometers of surfaced roads constructed annually	Meters	1 515 950						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	Stage 6 (80%) Wing walls Protection Works Road signs by 30 December 2017	Stage 7 (95%) Practical Completion certificate by 30 March 2018	Stage 7 (95%) Practical Completion certificate by 30 June 2018
									Quarterly cash flow						1 515 950	450 000	750 000	1 515 950	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE	13	Tlakanelo Culvert Bridge	Q1: Practical completion certificate Q2: Final completion certificate Q3: N/A Q4: N/A	53.08km	Total number of kilometers of surfaced roads constructed annually	Meters	257 888						To construct 100% of a 12m bridge by 30 June 2018	<b>Stage 7 (95%)</b> Practical Completion certificate by 30 September 2017	<b>Stage 8 (100%)</b> Final Completion certificate by 30 December 2017	N/A	N/A
									Quarterly cash flow						257 888	0.00	257 888	N/A	N/A
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE	24	Soloane Access Road	Q1: Practical completion certificate Q2: Final completion certificate Q3: N/A Q4: N/A	53.08km	Total number of kilometers of surfaced roads constructed annually	Kilometers	458 074						To construct 100% completion of a 4.4km access road by 30 June 2018	95% completion-practical completion by 30 September 2017	<b>Stage 11 (100%)</b> Final completion certificate by 30 December 2017	N/A	N/A
									Quarterly cash flow						458 074	0.00	458 074	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT	03	Manase Access Road	Q1: Practical completion certificate Q2:Final completion certificate Q3: Q4:	53.08km	Total number of kilometers of surfaced roads constructed annually	Kilometers	220 042							To construct 100% completion a 2.4km access road by 30 June 2018	95% completion-practical completion by 30 September 2017	<b>Stage 11 (100%)</b> Final completion certificate by 30 December 2017	N/A	N/A
									Quarterly cash flow						220 042	0.00	220 042			
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT	26	Sandfontein Access Road	Q1: Practical completion certificate Q2:Final completion certificate Q3:N/A Q4:N/A	53.08km	Total number of kilometers of surfaced roads constructed annually	Kilometers	458 074							To construct 100% completion of a 5.8km access road by 30 June 2018	95% completion-practical completion by 30 September 2017	<b>Stage 11 (100%)</b> Final completion certificate by 30 December 2017	N/A	N/A
									Quarterly cash flow						458 074	0.00	458 074	N/A	N/A	
	BASIC SERVICE DELIVERY AND	PROJECTS, OPERATIONS AND	03	Kamorathaba-Tsepisong Access Road	Q1: Practical completion certificate Q2:Final completion certificate Q3:N/A	53.08km	Total number of kilometers of surfaced roads constructed annually	Kilometers	344 530							To construct 100% completion of a 3.8km access road by 30 June 2018	95% completion-practical completion by 30 September 2017	<b>Stage 11 (100%)</b> Final completion certificate by 30 December 2017	N/A	N/A









IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER						
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
					- Attendance register -Progress meeting minutes and attendance register. -Test results for roadbed -Project photos															
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT	19	Matatiele Sport Centre	<p><b>Q1:</b> Appointment letter for contractor</p> <p><b>Q2:</b> Site handover meeting minutes</p> <p><b>Q3:</b> - Progress meeting minutes and attendance register. Project photos</p> <p><b>Q4:</b> - Progress meeting minutes and</p>	6 existing fields. There is currently no existing sports centre	Percentage of completion of a Sport facility completed annually			5 662 452						To construct 65% completion of a sport center by 30 June 2020	(20%) Contractor appointment by 30 September 2017	Stage 4(40% ) Site handover to contractor by 30 December 2017	Stage 5 (65%) Earthworks By 30 March 2018	Stage 5 (65%) Earthworks by 30 June 2018
										Quarterly cash flow					5 662 452	500 000	1 500 000	3 500 000	5 662 452	

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					attendance register.  -Progress meeting minutes and attendance register.  -Project photos														
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT	15	Freystata Bridge	Q1: Appointment letter for consultant  Q2: feasibility study report  Q3: Business plan  Q4: Approval letter from COGTA	53.08km	Total number of kilometers of surfaced roads constructed annually	Date	370 000						To source funding for a 25m bridge by 30 June 2018	10% completion-consultant appointment by 30 September 2017	Feasibility study completed by 30 December 2017	Business plan completed by 30 March 2018	Funding approval by 30 June 2018
									Quarterly cash flow						370 000	0.00	110 000	210 000	370 000
	BASIC SERVICE DELIVERY AND	PROJECTS, OPERATIONS AND	23	Goodhope Bridge	Q1: Appointment letter for consultant	53.08km	Total number of kilometers of surfaced roads constructed annually	Date	370 000						To source funding for a 22m bridge by 30 June 2018	10% completion-consultant appointment by 30 September 2017	Feasibility study completed by 30 December 2017	Business plan completed by 30 March 2018	Funding approval by 30 June 2018

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER						
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4		
					Q2: feasibility study report Q3: Business plan Q4: Approval letter from COGTA				Quarterly cash flow						370 000	0.00	110 000	210 000	370 000		
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT	20	Mountain View Internal Streets in Ward 20.	Q1: Consultant appointment letter Q2: Tender document and advert Q3: Contractor appointment letter Q4: Site handover minutes and attendance register Progress meeting minutes and attendance register	53.08km	Total number of kilometres maintained annually	Kilometers	10 000 000							To construct 50% completion of a 2km surfaced road by 30 June 2018	<b>Stage 1 (10%)</b> Appointment of consultants <b>Stage 2 (15%)</b> Tender and advertisement completed by 30 September 2017	<b>Stage 3 (20%)</b> Appointment of contractor <b>Stage 4 (40%)</b> Site establishment by 30 December 2017	<b>Stage 5 (50%)</b> Mass earthworks <b>Stage 6 (60%)</b> Installation of pipes culverts by 30 March 2018	<b>Stage 7 (70%)</b> Pavement Layers Sealants <b>Stage 8 (90%)</b> Kerbing Asphalt Protection Works by 30 June 2018	
									Quarterly cash flow						10 000 000	350 000	900 000	1 500 000	10 000 000		

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE	01	Maluti Internal Streets-Phase 3	Q1: Practical completion certificate Q2:Final completion certificate Q3: Q4:	53.08km	Total number of kilometres maintained annually	Kilometers	1 000 000							To construct 100% completion of a 4km surfaced road by 30 June 2018	95% completion-Practical completion by 30 September 2017	100% completion -Final completion by 30 December 2017	N/A	N/A
									Quarterly cash flow						1 000 000	0.00	1 000 000			
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT	19	Matatiele Internal Streets CBD-Phase 2	Q1: Appointment letter for consultant Q2:feasibility study report Q3:Business plan Q4:Approval letter from COGTA:	53.08km	Total number of kilometers maintained annually	Date	260 000							To source funding for a 5km surfaced road by 30 June 2018	10% completion-consultant appointment by 30 September 2017	Feasibility study completed by 30 December 2017	Business plan completed by 30 March 2018	Funding approval by 30 June 2018
									Quarterly cash flow						260 000	100 000	140 000	210 000	260 000	

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT		Concrete stormwater installation in Matatiele, Cedarville and Maluti towns	<p><b>QUARTER 1:</b> Monthly report Photos Job cards</p> <p><b>QUARTER 2:</b> Monthly report Photos Job cards</p> <p><b>QUARTER 3:</b> Monthly report Photos Job cards</p> <p><b>QUARTER 4:</b> Monthly report Photos Job cards</p>	1590,3m	Total number of concrete stormwater pipes installed annually	Meters							To construct 300m of concrete stormwater by 30 June 2018	75m of storm water pipes installed by 30 September 2017.	150m of storm water pipes installed by 30 December 2017	225m of storm water pipes installed by 30 March 2018	300m of storm water pipes installed by 30 June 2018.
									Quarterly cash flow						0.00	0.00	0.00	0.00	0.00
	MUNICIPAL; INSTITUTION	PROJECTS, OPERATIONS		Acquisition of protective clothing for POMU staff	Q1: Terms of reference Q2:Advert	Protective clothing is to provided staff on annually	Number of staff provided with protective	Date							To provide 60 staff members with necessary protective	Present Terms of Reference to BSC completed by 30	Tender Advert completed by 30	Delivery of protective clothing by 30 March 2018	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q3:Delivery note Q4:		uniform by set date								uniform by 30 June 2018	September 2017	December 2017		
									Quarterly cash flow						500 000	N/A	N/A	500 000	N/A
	GOOD GOVERNANCE AND PUBLIC PROJECTS, OPERATIONS AND MAINTANANCE			Review of policies, plans and SOPs	Q1:N/A Q2:Council resolution Q3: Council resolution Q4: Council resolution	Approved policies, Plans, Standard Operating Procedures are in Place	Number of approved Policies , plans and Standard Operating Procedure	Number							Development and Review of 2 policies, 1 Plans, 2 Standard Operating Procedure by 30 June 2018	N/A	Review of project management policy by 30 December 2017	Develop road maintenance plan by 30 March 2018	Review Standard operating procedure by 30 June 2018
									Quarterly cash flow						N/A	N/A	N/A	N/A	N/A
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT			Pothole patching in Matatiele CBD, Maluti and Cedarville.	<b>QUARTER 1:</b> Monthly report Photos Job cards <b>QUARTER 2:</b> Monthly report Photos Job cards <b>QUARTER 3:</b> Monthly report	32805.7m <sup>2</sup>	Total number of square meters completed annually	Square meters	3 500 000	1 200 000					To patch 6000m <sup>2</sup> of potholes by 30 June 2018	1500m <sup>2</sup> by 30 September 2017	3000m <sup>2</sup> by 30 December 2017	4500m <sup>2</sup> by 30 March 2018	6000m <sup>2</sup> by 30 June 2018
									Quarterly cash flow						1 200 000	300 000	300 000	300 000	300 000

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER						
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
					Photos Job cards <b>QUARTER 4:</b> Monthly report Photos Job cards															
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT		Kerbing and channelling installation	<b>QUARTER 1:</b> Monthly report Photos Job cards <b>QUARTER 2:</b> Monthly report Photos Job cards <b>QUARTER 3:</b> Monthly report Photos Job cards <b>QUARTER 4:</b> Monthly report	11450m	Total number of meters of kerbing and channelling completed annually	Meters	N/A					Install 3000 m of kerbing and channeling by 30 June 2018.	1000m of kerbing and channeling installed by 30 September 2017.	1500m of kerbing and channeling installed by 30 December 2017.	2000m of kerbing and channeling installed by 30 March 2018	3000m of kerbing and channeling installed by 30 June 2018.		
									Quarterly cash flow					N/A	N/A	N/A	N/A	N/A		

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER						
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
					Photos Job cards															
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT		Drainage excavations in Maluti, Cedarville and Matatiele.	<p><b>QUARTER 1:</b> Monthly report Photos Job cards</p> <p><b>QUARTER 2:</b> Monthly report Photos Job cards</p> <p><b>QUARTER 3:</b> Monthly report Photos Job cards</p> <p><b>QUARTER 4:</b> Monthly report Photos Job cards</p>	27863.7m	Total number of meters of drains excavated annually	Meters							6000m of drains excavations by 30 June 2018	1500m of drains excavated by 30 September 2017	3000m of drains excavated by 30 December 2017	4500m of drains excavated by 30 March 2018	6000m of drains excavated by 30 June 2018	
									Quarterly cash flow					N/A	N/A	N/A	N/A	N/A		



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT		Verge tarring in Matatiele , Maluti and Cedarville towns.	<p><b>QUARTER 1:</b> Monthly report</p> <p>Photos</p> <p>Job cards</p> <p><b>QUARTER 2:</b> Monthly report</p> <p>Photos</p> <p>Job cards</p> <p><b>QUARTER 3:</b> Monthly report</p> <p>Photos</p> <p>Job cards</p> <p><b>QUARTER 4:</b> Monthly report</p> <p>Photos</p> <p>Job cards</p>	32805.7m <sup>2</sup>	Total number of square meters completed annually	Square meters							To patch 2000m <sup>2</sup> of verge tarring by 30 June 2018	500m <sup>2</sup> by 30 September 2017	1000m <sup>2</sup> by 30 December 2017	1500m <sup>2</sup> by 30 March 2018	2000m <sup>2</sup> by 30 June 2018
									Quarterly cash flow						N/A	N/A	N/A	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT		Acquisition of maintenance materials for Matatiele, Maluti and Cedarville towns	Q1: Delivery note Q2: Delivery note Q3: Delivery note Q4: Delivery note	Materials procured annually for maintenance activities	Total number of cubic meters of G5, crushed stone, crusher dust, sand, number of bags of cement, number of bags of tar fix, mmeters of kerbs, number of tar drums procured annually	Cubic meters	3 500 000	1 600 000					To procure materials for maintenance activities by 30 June 2018	Procure materials by 30 September 2018	Procure materials by 30 December 2017	Procure materials by 30 March 2018	Procure materials by 30 June 2018
									Quarterly cash flow					1 600 000	400 000	400 000	400 000	400 000	400 000
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	PROJECTS, OPERATIONS AND MAINTANANCE MANAGEMENT		Maintenance and rehabilitation of 40km of gravel roads in the following wards: 8,9,11,13,22,20,17,14	Q1: Monthly reports Completion certificates Q2: : Monthly reports Completion certificates Q3: : Monthly reports Completion certificates	927.53km	No of km rehabilitated and maintained by set date	Kilometers	1 050 000						40 Km of roads to be maintained and rehabilitated by 30 June 2017.	10km of road maintained and rehabilitated by 30 September 2017.	20km of road maintained and rehabilitated by 30 December 2017.	30km of road maintained and rehabilitated by 30 March 2018	40km of road maintained and rehabilitated by 30 June 2018
									Quarterly cash flow					1 050 000	262 500	525 000	787 500	1 050 000	



4.5.2. Electricity

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	ELECTRICITY UNIT	09	Rural Electrification Projects (Chibini A-E Phase 2)	Q1: Progress Reports (minutes of progress Meetings) Q2: Progress Reports (minutes of progress Meetings), Quality inspection sheet from Clerk of Works, minutes of the Outage planning meetings, Handover certificate from ESKOM	33980 Households electrified	No of households with access to a basic level of electricity by set date.	Number Date	R7 221 749.00	R7 221 749.00				INEP	Connection of 207 households in Chibini A – E Phase 2 by 30 June 2018	Excavation, Planting of poles & Stringing of conductor by 31 September 2017	Quality inspections, Outage bookings and energizing (Connection of 207 households in Chibini A-E) by 31 December 2017	N/A	N/A
									Quarterly cash flow						R7 221 749.00	R4 610 874.50	R2 610 874.50	Nil	Nil
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	ELECTRICITY UNIT	09	Rural Electrification Projects (Pamlaville)	Q1: Progress Reports (minutes of progress Meetings) Q2: Progress Reports (minutes of progress Meetings), Quality inspection sheet from Clerk of Works, minutes of the Outage planning meetings, Handover certificate from ESKOM	33980 Households electrified	No of households with access to a basic level of electricity by set date.	Number Date	R4 900 000.00	R4 900 000.00				INEP	Connection of 243 households in Pamlaville by 30 June 2018	Excavation, Planting of poles & Stringing of conductor by September 2017	Quality inspections, Outage bookings and energizing (Connection of 243 households in Pamlaville by 31 December 2017)	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
									Quarterly cashflow						R4 900 000.00	R3 477 158.00	R1 477 158.00	Nil	Nil
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	ELECTRICITY UNIT	04	Rural Electrification Projects (Zikhalini, & Maphokong )	Q1: Tender Reports and Contract Award letter Q2: Kickoff Meeting Minutes, Delivery note, Progress reports (minutes of Progress meetings) Q3: Progress Reports (minutes of progress Meetings) Q4: Progress Reports (minutes of progress Meetings), Quality inspection sheet from Clerk of Works, minutes of the Outage planning meetings, Handover certificate from ESKOM	33980 Households electrified	No of households with access to a basic level of electricity by set date.	Number Date	R10 538 839.33	R10 538 839.33				INEP	Connection of 505 households in Zikhalini, & Maphokong by 30 June 2018	Tender Awarded by 30 Sep 2017.	Site Establishment, delivery of material by 31 Dec 2017	Excavation, Planting of poles & Stringing of conductor by 30 March 2018	Quality inspections, Outage bookings and energizing (Connection of 505 households in Zikhalini, & Maphokong by 30 June 2018)
									Quarterly cash flow						R10 538 839.33	R3 161 651.80	R3 688 593.76	R3 000 000	688 593.76

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	ELECTRICITY UNIT	09	Rural Electrification Projects (Nkali A,B &C)	Q1: Tender Reports and Contract Award letter Q2: Kickoff Meeting Minutes, Delivery note, Progress reports (minutes of Progress meetings) Q3: Progress Reports (minutes of progress Meetings) Q4: Progress Reports (minutes of progress Meetings), Quality inspection sheet from Clerk of Works, minutes of the Outage planning meetings, Handover certificate from ESKOM	33980 Households electrified	No of households with access to a basic level of electricity by set date.	Number Date	R 7 604 195.32	R 7 604 195.32				INEP	Connection of 234 households in Nkali A, B & C by 30 June 2018.	Tender Awarded by 30 Sep 2017.	Site Establishment, delivery of material by 15 Dec 2017	Excavation, Planting of poles & Stringing of conductor by 30 March 2018	Quality inspections, Outage bookings and energizing (Connection of 234 households in Nkali A, B & C by 30 June 2018)
								Quarterly cash flow						R 7 604 195.32	R2 281 258.60	R2 661 468.36	R2 000 000.00	R661 468.36	
	BASIC SERVICE DELIVERY AND	ELECTRICITY UNIT	09	Rural Electrification Projects (Nuresh)	Q1: Tender Reports and Contract Award letter Q2: Kickoff Meeting Minutes, Delivery note, Progress reports	33980 Households electrified	No of households with access to a basic level of electricity by set date.	Number Date	R7 430 643.81	R7 430 643.81				INEP	Connection of 136 households in Nuresh by 30 June 2018.	Tender Awarded by 30 Sep 2017.	Site Establishment, delivery of material by 30 Dec 2017	Excavation, Planting of poles & Stringing of conductor by 30 March 2018	Quality inspections, Outage bookings and energizing (Connection of 136 households in Nuresh)

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					(minutes of Progress meetings) Q3: Progress Reports (minutes of progress Meetings) Q4: Progress Reports (minutes of progress Meetings), Quality inspection sheet from Clerk of Works, minutes of the Outage planning meetings, Handover certificate from ESKOM														by 30 June 2018
									Quarterly cash flow						R7 430 643.81	R2 229 193.14	R2 229 193.14	R2 000 000.00	R229 193.14
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	ELECTRICITY UNIT	13	Rural Electrification Projects (Mahareng Chere & Thotaneng)	Q2: Tender Reports and Contract Award letter Q3: Kickoff Meeting Minutes, Delivery note, Progress reports (minutes of Progress meetings) Q3: Progress Reports (minutes of progress Meetings)	33980 Households electrified	No of households with access to a basic level of electricity by set date.	Number Date	R17 500 000,00	R17 500 000,00				INEP	Connection of 700 households in Mahareng Chere & Thotaneng by 30 June 2018	Tender Awarded by 30 Sep 2017.	Site Establishment, delivery of material by 31 December 2017	Excavation, Planting of poles & Stringing of conductor by 31 March 2018	Quality inspections, Outage bookings and energizing (Connection of 700 households in Mahareng Chere & Thotaneng by 30 June 2018)
									Quarterly cash flow						R17 500 000	R500 000	R10 000 000	R6 000 000.00	R1 000 000.00



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	ELECTRICITY UNIT	5&7	Rural Electrification Projects (Kwa Matias A and Goxa)	Q1: N/A Q2: Tender Reports and Contract Award letter Q3: Kickoff Meeting Minutes, Delivery note, Progress reports (minutes of Progress meetings) Q4: Progress Reports (minutes of progress Meetings)	33980 Households electrified	No of households with access to a basic level of electricity by set date.	Number Date	R7 090 100,00	R7 090 100,00				INEP	Connection of 281 households in kwaMatias A & Goxa by 30 June 2018	Tender Awarded by 30 November 2017.	Site Establishment, delivery of material by 31 December 2017	Excavation, Planting of poles & Stringing of conductor by 31 March 2018	Quality inspections, Outage bookings and energizing (Connection of 281 households in kwaMatias A & Goxa by 30 June 2018)
									Quarterly cash flow						R7 090 100	R500 000	R4 254 060	R2 000 000	R336 040.00
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	ELECTRICITY UNIT	11	Rural Electrification Projects (KwaMadlangala)	Q1: Tender Reports and Contract Award letter Q2: Kickoff Meeting Minutes, Delivery note, Progress reports (minutes of Progress meetings) Q3: Progress Reports (minutes of progress Meetings) Q4: Progress Reports (minutes of progress Meetings), Quality inspection	33980 Households electrified	No of households with access to a basic level of electricity by set date.	Number Date	R9 300 000.00	R9 300 000.00				INEP	Connection of 481 households in KwaMadlangala by 30 June 2018	Tender Awarded by 30 Sep 2017.	Site Establishment, delivery of material by 31 December 2017	Excavation, Planting of poles & Stringing of conductor 31 March 2018	Quality inspections, Outage bookings and energizing (Connection of 481 households in KwaMadlangala by 30 June 2018)
									Quarterly cash flow						R9 300 000.00	R500 000.00	R2 500 000.00	R4 000 000.00	R2 300 000.00

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					sheet from Clerk of Works, minutes of the Outage planning meetings, Handover certificate from ESKOM														
	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	ELECTRICITY UNIT	09	Rural Electrification Projects (PS, Magayazidle, New House)	Q1: Tender Reports and Contract Award letter Q2: Kickoff Meeting Minutes, Delivery note, Progress reports (minutes of Progress meetings) Q3: Progress Reports (minutes of progress Meetings) Q4: Progress Reports (minutes of progress Meetings), Quality inspection sheet from Clerk of Works, minutes of the Outage planning meetings, Handover certificate from ESKOM	33980 Households electrified	No of households with access to a basic level of electricity by set date.	Number Date	R7 375 969.59	R7 375 969.59					Connection of 206 households in PS, Magayazidle, New House by 30 June 2018	Tender Awarded by 30 Sep 2017.	Site Establishment, delivery of material by 31 December 2017	Excavation, Planting of poles & Stringing of conductor 31 March 2018	Quality inspections, Outage bookings and energizing (Connection of 206 households in PS, Magayazidle, New House by 30 June 2018)
									Quarterly cash flow						R7 375 969.59	R2 212 790.88	R2 212 790.88	R2 000 000.00	R212 790.88

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
			09	Rural Electrification Projects (eDrayini)	Q1: Tender Reports and Contract Award letter Q2: Kickoff Meeting Minutes, Delivery note, Progress reports (minutes of Progress meetings) Q3: Progress Reports (minutes of progress Meetings) Q4: Progress Reports (minutes of progress Meetings), Quality inspection sheet from Clerk of Works, minutes of the Outage planning meetings, Handover certificate from ESKOM	33980 Households electrified	No of households with access to a basic level of electricity by set date.	Number Date	R6 218 150.27	R6 218 150.27					Connection of 212 households in Edrayini 30 June 2018	Tender Awarded by 30 Sep 2017.	Site Establishment, delivery of material by 31 December 2017	Excavation, Planting of poles & Stringing of conductor 31 March 2018	Quality inspections, Outage bookings and energizing (Connection of 212 households in Edrayini 30 June 2018)
									Quarterly cash flow						R6 218 150.27	R1 865 445.08	R1 865 445.08	R1 000 000.00	R865 445.08
	MUNICIPAL; INSTITUTIONAL	ELECTRICITY UNIT		Acquisition of protective clothing for Electricity staff	Q1: Terms of Reference, BSC report Q2: Notice of Advert Q3: Delivery note, Proof of Receipt Q4: N/A	Protective clothing is to provided staff on annually	Number of staff provided with protective uniform by set date	Number Date	R200 000.00	R200 000.00					To provide 22 staff with necessary protective uniform by 30 June 2018	Present TOR to BSC by 30 Sep 2017	Tender Advertised by 31 Dec 2017	Delivery of Protective clothing by 31 March 2018	N/A
									Quarterly cash flow						R200 000.00	Nil	Nil	R200 000.00	Nil
	GOOD GOVERNANCE	ELECTRICITY UNIT		Review of policies,	Q1: Adopted functional Process	Approved policies, Plans,	Number of approved Policies ,								Development and Review of	Review of Functional Process	Review of Maintenance policy for	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
				plans and SOPs	and procedure of the Electrical Unit Q2:Adopted maintenance policy for electrical equipment Q3:N/A Q4:N/A	Standard Operating Procedures are in Place	plans and Standard Operating Procedure								policies, Plans, Standard Operating Procedure by 30 June 2018	and procedure of the Electrical Unit by 30 September 2017	electrical equipment by 31 December 2017		
									Quarterly cash flow										

4.5.3. Building Control/Human Settlements

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
1	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	BUILDING CONTROL/HUMAN SETTLEMENTS	20	Completion of Council Chamber and Offices	Q1 Progress report Payment Certificate	Termination of contract and defaults work	Percentage of council chambers construction completed by set date	Percentage	R30 000 000.00	R65 048 896.68	N/A	N/A	CRR	Stage 5: (50% complete on construction of Council Chambers) by 30 June 2018	Demolition Rectification of defaults by 30 Sept 2017	Stage 4 (40%) • Site layout • Earthworks by 31 Dec 2017	Stage 5 (50%) • Foundation excavations • Concrete casting by 30 March 2018	Stage 5 (50%) • Foundation excavations • Concrete casting by 30 June 2018	
				Q2 Progress report Test results Payment Certificate	Q3 Progress report Test results Payment Certificate	Q4: Progress report Test results Payment Certificate	Quarterly cash flow →												R30 000 000
2	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	BUILDING CONTROL/HUMAN SETTLEMENTS	19	Fresh Produce Market	Q1 Progress report test results Occupation certificate	Fresh Produce Market Phase 2 in Progress in 2016/2017 Financial year	Percentage of Fresh Produce Market completed by set date	Percentage	R 800 000.00	R2 800 000.00	N/A	N/A	N/A	CRR	100% Final Completion of Fresh Produce Market by 30 June 2018	100% paving and Office completion by 30 Sept 2017	100% Landscaping Practical Completion by 31 Dec 2017	Retention Period	Final Completion Final Account

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
3			All		Q4: Final Completion certificate and Close up report				Quarterly cash flow →						<b>R800 000</b>	<b>R400 000</b>	<b>R800 000</b>	<b>N/A</b>	<b>R380 000</b>
				Maintenance of Assets	Q1: Assessment report Q2: ToR, Advertisement and Appointment Letters Q3: 3 halls Completion Certificate Q4: 2 halls Completion Certificate	39 Community halls	Number of community hall buildings maintained by set date.	Number	R 500 000	R 500 000	N/A	N/A	N/A	N/A	Routine maintenance of five (5) Community Halls by 30 June 2018	Conduct assessment to all wards 30 Sept 2017	Develop ToR and submit to SCM for appointment of Service Providers by 31 Dec 2017	3 halls completed by 28 March 2018	2 halls completed by 30 June 2018
									Quarterly cash flow →						<b>R500 000</b>	<b>N/A</b>	<b>N/A</b>	<b>R200 000</b>	<b>500 000</b>
4	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	BUILDING CONTROL/HUMAN SETTLEMENTS	All	Maintenance of Assets	Q1: TOR Q2 Appointment Letters Q3 & Q4: Progress report	53 Pre-schools	Number of pre-schools building maintained by set date.	Number	R 350 000	R350 000	N/A	N/A	N/A	N/A	Routine Maintenance of 5 Pre-schools by 30 June 2018	Conduct assessment to all wards by 30 Sept 2017	Develop ToR and submit to SCM for appointment of Service Providers by 31 Dec 2017	2 pre-schools completed by 28 March 2018	3 pre-schools completed by 30 June 2018
									Quarterly cash flow →						<b>R350 000</b>	<b>N/A</b>	<b>N/A</b>	<b>R150 000</b>	<b>R350 000</b>
5			01	Maintenance of Assets	Q1: Appointment letter Q2: ToR & advertisement	21 Buildings	Number of municipal offices maintained by set date.	Number Date	R 100 000	R100 000	N/A	N/A	N/A	N/A	Routine Maintenance of Maluti Municipal Offices in ward 01 by 30 June 2018	Appointment of service provider for Maluti office by 30 Sept 2017	Completion of Maluti Office maintenance by 31 Dec 2017	N/A	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q3: Appointment letter Q4: Progress Report Completion Certificate Electrical CoC				Quarterly cash flow →						R150 000	N/A	R150 000	N/A	N/A
6	BASIC SERVICE DELIVERY AND INFRASTRUCTURE	BUILDING CONTROL/HUMAN SETTLEMENTS	01,19,20 & 26	Review of policies, plans and SOPs	Q1: Draft Backyard Policy Q2: Council Resolution Q3: Amended Tariff Schedule	Approved policies, Plans, Standard Operating Procedures are in Place	Number of approved Policies , plans and Standard Operating Procedure by set date	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	Development and Review of 03 policies, 01 Plan, 04 Standard Operating Procedures by 30 June 2018	Draft Backyards Policy by 30 Sept 2017	Adoption of Backyards Policy by Council by 31 Dec 2017	Review of building control policies and SOP by 28 March 2018	03 policies, 01 Plan, 04 Standard Operating Procedures adopted by Council by 30 June 2018
									Quarterly cash flow →						N/A	N/A	N/A	N/A	N/A
7					01,19,20 & 26	Processing of Building Plans applications within 30 days of receipt	Q1, Q2, Q3 & Q4: Application & Scrutiny Form, Proof of payment, circulation form and Approval or Decline Letter	65 Building Plans processed in 2016/2017 Financial Year	Percentage of Building Plan applications processed within prescribed period	Percentage	N/A	N/A	N/A	N/A	N/A	N/A	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% building plan applications processed within 30 days of receipt
									Quarterly cash flow →						N/A	N/A	N/A	N/A	N/A
8			01,19,20 & 26	Processing of Minor works applications within 7 days of receipt	Q1, Q2, Q3 & Q4: Exemption Certificate, temporary Structure application and circulation form	30 Minor Works applications processed in 2016/2017 Financial Year	Percentage of Minor Works application processed within prescribed period	Percentage	N/A	N/A	N/A	N/A	N/A	N/A	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% minor works applications processed within 7 days of receipt	100% minor works applications processed within 7 days of receipt	100% minor works applications processed within 7 days of receipt
									Quarterly cash flow →						N/A	N/A	N/A	N/A	N/A



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
9	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	BUILDING CONTROL/HUMAN SETTLEMENTS	01,19,20 &26	Illegal Development identified and issued with notice within 7 days	Q1, Q2, Q3 & Q4: Identification Register Signed Notices	87 illegal Development Notices Issued in 2016/2017 Financial Year	Percentage of illegal Development Notices Issued within prescribed period	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	100% Illegal Development Notices issued within 7 days of identification by 30 June 2018	100% illegal Development Notices issued within 7 days of identification	100% illegal Development Notices issued within 7 days of identification	100% illegal Development Notices issued within 7 days of identification	100% illegal Development Notices issued within 7 days of identification
				Percentage of none compliance on illegal development notices submitted to the magistrate by set date	Quarterly cash flow →	N/A	N/A	N/A	N/A	N/A	N/A								
10	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	BUILDING CONTROL/HUMAN SETTLEMENTS	01,19,20 &26	Construction Inspections	Q1, Q2, Q3 & Q4: Inspection request Register & Signed Inspection forms	255 Inspections conducted in 2016/2017 Financial Year	Percentage of Scheduled construction inspection conducted by set date	Percentage Date	N/A	N/A	N/A	N/A	N/A	N/A	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 construction inspection conducted by 31 Dec 2017	100% Scheduled construction inspection conducted by 30 March 2018	100% Scheduled construction inspection conducted by 30 June 2018
				Quarterly cash flow →	N/A	N/A	N/A	N/A	N/A	N/A									



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
11			All wards	Consumer Education	Q1, Q2, Q3 & Q4: Attendance register	10 Programs completed in 2016/2017 Financial Year	Number of Consumer Education Programs on Human Settlement conducted by se date	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	Roll out 8 Consumer Education programs on Human Settlements by 30 June 2018	2 Consumer Education programs by 30 Sept 2017	2 Consumer Education programs by 31 Dec 2017	2 Consumer Education program by 30 March 2018	2 Consumer Education programs by 30 June 2018
									Quarterly cash flow →						N/A	N/A	N/A	N/A	N/A
12	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	01, 19, 20 & 26	Apply for service for mixed development Township establishment in Cedarville, Matatiele	Q1: Meeting with DoHS for the application Confirmation of bulk services by ANDM Q2: Council Resolution Submission of application to DoHS Q3 & Q4: N/A	The rise in demand of sustainable human settlements for farmworkers	Application for funding submitted to DoHs for Mixed Dev Township and Number of beneficiary applications submitted by set date	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	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	Council Resolution by 31 Dec 2017 200 beneficiaries register Submission of application to DoHS by 31 Dec 2017	N/A	N/A
									Quarterly cash flow →						N/A	N/A	N/A	N/A	N/A
13	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	All Wards	Capturing of Beneficiaries on NHNR	Q1, Q2, Q3 & Q4: Captured application forms.	812 captured beneficiaries in 2016/2017 Financial year	Number of beneficiaries captured on the NHNR by set date	Number Date	N/A	N/A	N/A	N/A	N/A	N/A	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	250 Beneficiaries Captured on the National Housing Needs Register (NHNR) by 31 Dec 2017	250 Beneficiaries Captured on the National Housing Needs Register (NHNR) by 30 March 2018	250 Beneficiaries Captured on the National Housing Needs Register (NHNR) by 30 June 2018
									Quarterly cash flow →						N/A	N/A	N/A	N/A	N/A

4.6. OFFICE OF THE MUNICIPAL MANAGER

4.6.1. Communications/SPU

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT	N/A	Conduct stakeholder engagements and communication workshop	Q1: Draft Comms strategy, STANCO Agenda Q2: Adopted strategy and Council Resolution	2016/17 Approved Communications Strategy	Reviewed Communication strategy by set date	Date	R457 000.00	R5 350.00		N/A	CRR	OWN	Conduct 2017 /18 communications strategy review adopted by council by 30 June 2018	Review Communications strategy/plan; Present Communications strategy to standing Committee	Adoption of Communication strategy by council	N/A	N/A
									Quarterly cash flow						R5 350.00	R2 675.00	R2 675.00	Nil	Nil
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT	N/A	Functional Local Communicator's Forum meetings	Q1: Invitations, Agenda, Attendance register, minutes Q2: Invitations, Agenda, Attendance register, minutes Q3: Invitations, Agenda, Attendance register, minutes Q4: Invitations, Agenda, Attendance	4 LCF meetings held in 2016/17 FY	Number of LCF meetings held by set date	Number	R457 000.00	R15 000.00		N/A	CRR	OWN	To hold 4 LCFs by June 2018	1 LCF Meeting	1 LCF Meeting	1 LCF Meeting	1 LCF Meeting
									Quarterly cash flow						R15 000.00	R3 750.00	R3 750.00	R3 750.00	R3 750.00

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					register, minutes														
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT	N/A	Functional Intergovernmental Relations forum meetings	Q1: Invitations, Agenda, Attendance register, minutes Q2: Invitations, Agenda, Attendance register, minutes Q3: Invitations, Agenda, Attendance register, minutes Q4: Invitations, Agenda, Attendance register, minutes	4 IGR Forum meetings held in 2016/17 FY	Number of IGR forum meetings held by set date	Number	R457 000.00	R32 000.00		N/A	CRR	OWN	Host 4 IGR meetings by June 2018	1 IGR Forum Meeting	1 IGR Forum Meeting	1 IGR Forum Meeting	1 IGR Forum Meeting
									Quarterly cash flow						R32 000.00	R8 000.00	R8 000.00	R8 000.00	R8 000.00
	GOOD GOVERNANCE & PUBLIC	COMMUNICATIONS AND SPECIAL	N/A	Establish media partnerships	Q1: 2 Media partnership agreements Q2: 2 Media partnership agreements	Media Policy	Number of Media engagements established by set date	Number	R570 000.00	R428 000.00		N/A	CRR	OWN	Establish 8 media partnerships by 30 June 2018	2 Media partnerships established	2 Media partnerships established	2 Media partnerships established	2 Media partnerships established
									Quarterly cash flow						R428 000.00	R53 500.00	R53 500.00	R53 500.00	R53 500.00

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q3: 2 Media partnership agreements Q4: 2 Media partnership agreements														
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT	N/A	Secure radio slots	Q1: Radio slot line-up/Recording Q2: Radio slot line-up/Recording Q3: Radio slot line-up/Recording Q4: Radio slot line-up/Recording	Media Policy	Number of radio slots secured by set date	Number	R570 000.00	R35 000.00		N/A	CRR	OWN	Secure 5 Radio slots by 30 June 2018	Secure 1 Radio slot	Secure 1 Radio slots	Secure 1 Radio slot	Secure 2 Radio slot
									Quarterly cash flow						R35 000.00	R8 750.00	R8 750.00	R8 750.00	R8 750.00
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT	N/A	Newsletter	Q1: draft newsletter Q2: PDF version of final newsletter; delivery note & distribution plan Q3: draft newsletter	Communications Strategy	Number of newsletter editions produced by set date	Number Date	R250 000.00	R150 000.00		N/A	CRR	OWN	2 Newsletter editions by June 2018	Compile stories	Print 1500 newsletter copies of 1 <sup>st</sup> edition for 2017/18 FY and showcase distribution plan	Compile stories	Print 1500 newsletter copies of 2 <sup>nd</sup> edition for 2017/18 FY and showcase distribution Plan
									Quarterly cash flow						R15 000.00	Nil	R7 500.00	Nil	R7 500.00

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q4: PDF version of final newsletter; delivery note & distribution plan														
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT	N/A	Service Delivery Infographics through New Media technologies	Q1: 5 Infographics PDFs Q2: 5 Infographics PDFs Q3: 5 Infographics PDFs Q4: 5 Infographics PDFs	None	Number of infographics/Fact Sheet produced by set date	Number	R600 000.00	R200 000.00		N/A	CRR	OWN	20 infographics/Fact sheet developed by June 2018	N/A	10 infographics/Fact Sheet developed	5 infographics/Fact Sheet developed	5 infographics/Fact Sheet developed
									Quarterly cash flow						R200 000.00	Nil	R100 000.00	R50 000.00	R50 000.00
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME	N/A	Newspaper Columns - all local newspapers	Q1: 11 Proof of publication in newspaper Q2: 13 Proof of publication in newspaper	Communications Strategy	Number of Newspaper columns produced by set date	Number Date	R570 000.00	R135 000.00		N/A	CRR	OWN	To produce 48 newspaper columns by 30 June 2018	11 newspaper columns	13 newspaper columns	11 newspaper columns	13 newspaper columns

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q3: 11 Proof of publication in newspaper Q4: 13 Proof of publication in newspaper				Quarterly cash flow						R135 000.00	R30 937.50	R36 562.50	R30 937.50	R36 562.50
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME	N/A	Develop Faces of Council poster	Q1: Draft poster Q2: final PDF copy of the Council poster; Delivery note	Communications Strategy	Number of Posters developed and printed by set date	Number	R250 000.00	R5 000.00		N/A	CRR	OWN	2000 Council Posters printed/distributed by 30 June 2018	Compilation	Print 2000 copies of Council posters by 30 Dec 2017	N/A	N/A
									Quarterly cash flow						R5 000.00	Nil	R5 000.00	Nil	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT	N/A	Development of New Media (NM) products - online & social media incl. Cell phones	Q1: 3 write-ups; Inserts on the SALGA Comms/Mas incokole and other platforms Q2: 5 new media products; 6 proof of submission to COGTA, 3 write-ups; Inserts on the SALGA Comms/Mas incokole and other platforms Q3 - 4: 5 new media products; 6 proof of submission to COGTA, 3 write-ups; Inserts on the SALGA Comms/Mas incokole and	None	Number of new media productions by set date	Number	R600 000.00	R200 000.00		N/A	CRR	OWN	15 New Media products by June 2018	N/A	5 New Media products	5 New Media products	5 New Media products



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
					other platforms											12 service delivery write-ups written by June 2018	3 service delivery write-ups written and distributed to SALGA Comms/Masincokole and other platforms	3 service delivery write-ups written and distributed to SALGA Comms/Masincokole and other platforms	3 service delivery write-ups written and distributed to SALGA Comms/Masincokole and other platforms	3 service delivery write-ups written and distributed to SALGA Comms/Masincokole and other platforms
									Quarterly cash flow						R200 000.00	Nil	R50 000.00	R50 000.00	R50 000.00	
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT	N/A	Conduct Public Participation Programmes (PPP)	Q1: Register and pictures Q2: Register and pictures Q3: Register and pictures Q4: Pictures, Promotion posters	Marketing Strategy	Number of Public Participation Programmes conducted by set date	Number	R457 000.00	R25 000.00		N/A	CRR	OWN	To conduct 4 Public Participation Programmes (PPP) by June 2018	1 mayoral road show/Imbizo Biz breakfast	1 project visit & a community engagement led by the leadership	1 project visit & a community engagement led by the leadership	Promotion of Soma (STATE OF THE MUNICIPALITY ADDRESS)	
									Quarterly cash flow						R25 000.00	R1 666.67	R1 666.67	R1 666.67	R20 000.00	
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT	N/A	Support key events that promote Matat brand	Q1: pictures and Promotional posters Q2: pictures and Promotional posters Q3: pictures and	Marketing Strategy	Number of Marketing events supported by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	Promotion of 4 Matatiele strategic events by June 2018	Support Ced-Matat Race & Matat Fees (motorbikes)	Leverage on Matatiele Music Festival	Support Human Rights month and related activities	Africa Day & State of the Municipality Address	
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil	

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Promotional posters Q4: pictures and Promotional posters														
	GOOD GOVERNANCE & PUBLIC PARTICIPATION COMMUNICATIONS AND SPECIAL PROGRAMME UNIT	N/A	Outdoor electronic billboards	Q1: tender notice, appointment letter Q2: Delivery notes/ pictures.	Marketing Strategy	Outdoor e-billboard and Audio Visual screen procured by set date	Date	R620 000.00	R380 000.00		N/A	CRR	OWN	Outdoor e-billboard procured by 30 June 2018	Procurement	Delivery of e-billboard	N/A	N/A	
R620 000.00								R200 000.00		N/A	CRR	OWN	Procure and Installation of Audio Visual screens by 30 June 2018	Submit TORs, advert and appointment	Delivery of e-billboard	N/A	N/A		
Quarterly cash flow								R580 000.00	Nil	R580 000.00	Nil	Nil							
	GOOD GOVERNANCE & PUBLIC PARTICIPATION COMMUNICATIONS AND SPECIAL PROGRAMME UNIT	N/A	customer satisfaction survey	Q1: Appointment letter Q2: Sample filled questionnaire Q3: Report for customer satisfaction survey	2016/17 customer satisfaction survey	Customer satisfaction survey conducted by set date	Survey Date	R200 000.00	R200 000.00		N/A	CRR	OWN	Conduct customer satisfaction survey by 30 June 2018	Appointment of Service Provider	Conduct annual customer satisfaction survey	Compile Report on customer satisfaction survey	N/A	
Quarterly cash flow								R200 000.00	Nil	Nil	R2000 000.00	Nil							
Quarterly cash flow								R200 000.00	Nil	Nil	R2000 000.00	Nil							
	GOOD GOVERNANCE & PUBLIC PARTICIPATION COMMUNICATIONS AND SPECIAL PROGRAMME UNIT	N/A	Migration dialogues	Q1 – Q4: Registers and Promotional leaflet	Customer care policy / migration policy	Number of community dialogues by set date	Number	R475 000.00	R20 000.00		N/A	CRR	OWN	8 migration dialogues by June 2018	2 migration dialogues	2 migration dialogues	2 migration dialogues	2 migration dialogues	

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
									Quarterly cash flow						R20 000.00	R5 000 .00	R5 000 .00	R5 000 .00	R5 000 .00
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT	N/A	Information Boards	Q1 - Q4: Picture of installed notice board, delivery notes.	Customer Care Policy	Number of notice boards Installed by set date	Number	R475 000.00	R30 000.00		N/A	CRR	OWN	Install 3 notice boards by June 2018	N/A	Install 1 notice board	Install 1 notice board	Install 1 notice board
									Quarterly cash flow						R30 000.00	Nil	R10 000.00	R10 000.00	R10 000.00
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME	N/A	Awareness campaigns	Q1 - Q4: Attendance Register & Report	Customer care policy / migration policy	Number of school visits for integration of foreign nationals and the local communities conducted by set date	Number	R475 000.00	20 000	20 000	N/A	CRR	OWN	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.	1 School visit for integration of foreign nationals and the local communities.	1 School visit for integration of foreign nationals and the local communities	2 School visits for integration of foreign nationals and the local communities.
									Quarterly cash flow						R20 000.00	R6 666.67	R3 333.33	R3 333.33	R6 666.67
	GOOD GOVERNANCE & PUBLIC COMMUNICATIONS AND SPECIAL		N/A	Migration Advisory Committee meetings	Q2 & Q4: Invitations, Agendas, Minutes & Attendance Register	Advisory committee Terms of references	Number of migration Advisory meetings held annually	Number	R475 000.00	R6 000.00		N/A	CRR	OWN	Two migration Advisory meetings by June 2018	N/A	Host 1 Advisory meeting	N/A	Host 1 advisory meeting
									Quarterly cash flow						R6 000.00	Nil	R3 000.00	Nil	R3 000.00
	GOOD GOVERNANCE & PUBLIC COMMUNICATIONS AND SPECIAL		N/A	Migration Panel meetings	Q1, & Q3: Invitations, Agendas,	Panel Terms of references	Number of Panel meeting held annually	Number	R475 000.00	R6 000.00		N/A	CRR	OWN	Two migration Panel meetings by June 2018	Host 1 Panel meeting	N/A	Host 1 Panel meeting	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Minutes & Attendance Register				Quarterly cash flow						R6 000.00	R3 000.00	Nil	R3 000.00	Nil
	GOOD GOVERNANCE & PUBLIC COMMUNICATIONS AND SPECIAL		N/A	Registration of foreign nationals	Q1, Q2, Q3, Q4: List of Registered Foreign Nationals	Migration policy	Percentage of foreign nationals registered annually	Percentage	N/A	N/A	N/A	N/A	N/A	N/A	100% registered foreign nationals by June 2018	100% registered foreign nationals	100% registered foreign nationals	100% registered foreign nationals	100% registered foreign nationals
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	GOOD GOVERNANCE & PUBLIC COMMUNICATIONS AND SPECIAL		N/A	Presidential hotline	Q1, Q2, Q3, Q4: System Complaints Report Sheet	Complaints management system	Percentage of managed complaints received through the presidential hotline by set date	Percentage	N/A	N/A	N/A	N/A	N/A	N/A	100% management of presidential hotline by 2018	100% complaints referrals	100% complaints referrals	100% complaints referrals	100% complaints referrals
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	GOOD GOVERNANCE & PUBLIC COMMUNICATIONS AND SPECIAL		N/A	Formal complaints/walk-ins	Q1, Q2, Q3, Q4: Complaints Report Sheet	Complaints management system	Percentage of complaints responded by set date	Percentage	N/A	N/A	N/A	N/A	N/A	N/A	100% complaints responded to by 30 June 2018	100% complaints responded (walk-in's & suggestion boxes)	100% complaints responded (walk-in's & suggestion boxes)	100% complaints responded (walk-in's & suggestion boxes)	100% complaints responded (walk-in's & suggestion boxes)
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	GOOD GOVERNANCE & PUBLIC COMMUNICATIONS AND SPECIAL		N/A	information sharing programme	Q1: Promotional leaflets, Pictures, Attendance register & Report Q2: Promotional	Youth development strategy	Number of information sharing sessions held by set date	Number	R875 000.00	R15 000.00		N/A	CRR	OWN	4 information sharing programmes on substance abuse, teenage pregnancy and career education covering 4 Wards by June 2018	Advertise & host 1 info sharing session	Advertise & host 1 info sharing session	Advertise & host 1 info sharing session	Advertise & host 1 info sharing session

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					leaflets, Pictures, Attendance register & Report  Q3: Promotional leaflets, Pictures, Attendance register & Report  Q4: Promotional leaflets, Pictures, Attendance register & Report				Quarterly cash flow						R15 000.00	R3 750.00	R3 750.00	R3 750.00	R3 750.00
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME	N/A	Sports, arts or cultural programmes (SPU Mayoral projects)	Q2, Q4: Pictures, Attendance register & Report	Annually Sports, arts and cultural programme	Number of events held by set date	Number Date	R875 000.00	R10 000.00		N/A	CRR	OWN	2 sport, arts or cultural programmes by 30 June 2018	N/A	Hold 1 sport, arts or cultural programme	N/A	Hold 1 sport, arts or cultural programme
									Quarterly cash flow						R10 000.00	Nil	R5 000.00	Nil	R1 000.00
	GOOD GOVERNANCE & PUBLIC COMMUNICATIONS AND SPECIAL PROGRAMME		N/A	Youth empowerment	Q1: TOR, Advert, Appointment Letter  Q2: Invoices/Delivery notes, Quotations	Annual matric award	Number of students awarded annually	Number	R875 000.00	R75 000.00		N/A	CRR	OWN	1 Matric Awards ceremony by June 2018	Develop TORs, advert and appointment of service provider	Prizes delivered	Prizes distributed	N/A

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4	
					and Invitations Q3: Distribution list and Event program												N/A	Preparation for Matrics Awards ceremony	Annual matric award ceremony	N/A
									Quarterly cash flow						R75 000.00	Nil	R60 000.00	R15 000.00	Nil	
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT			Q1: Invitations Q3: Event Program, Pictures	Annual matric award ceremony held	Annual matric award ceremony held	Number	R875 000.00	R70 000.00		N/A	CRR	OWN	Host Education Summit	Identify partners and stakeholder	N/A	Host Education summit	N/A	
									Quarterly cash flow						R70 000.00	Nil	Nil	R70 000.00	Nil	
	GOOD GOVERNANCE & PUBLIC COMMUNICATIONS AND SPECIAL			Youth Indaba	Q1: Invitations, Attendance register & Concept Document	Youth forum and council in place	Youth indaba held by set date	Number	R475 000.00	R30 000.00		N/A	CRR	OWN	Host youth Indaba by June 2018	Concept document and host Youth Indaba	N/A	N/A	N/A	
									Quarterly cash flow						R30 000.00	R30 000.00	Nil	Nil	Nil	



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT		Empowerment Programmes for children -children's camp -children's forum -ECDC support	Q1: Copy of draft concept document Q2: Attendance register Q3: Quotations Q4: Pictures, program & Report	4 empowerment programmes for children	Number of children Empowerment Programmes conducted annually	Number	R875 000.00	R80 000.00		N/A	CRR	OWN	4 empowerment programmes for children by 30 June 2018	Draft concept doc for children's Parliament/Forum	Establish Children's Forums	Preparations for Children's Parliament	Host Children's Parliament
									<b>Quarterly cash flow</b>						R80 000.00	Nil	R20 000.00	Nil	R60 000.00
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT		Information sharing programmes on women and elderly related issues	Q1-Q4, Promotional Leaflet, Program and pictures	Gender/Elderly strategy	Number of information sharing programmes on women and elderly related issues held annually	Number	R475 000.00	R20 000.00		N/A	CRR	OWN	Conduct 5 information sharing programmes on women/men and elderly related issues by 30 June 2018	Coordinate <b>women's month</b> commemoration	Coordinate <b>16 Days of Activism</b> against Women campaign	N/A	Hold Safety month campaign
									<b>Quarterly cash flow</b>						R20 000.00	R 8 000.00	R8 000.00	Nil	R 4000.00
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT		Gender programmes	Q1-Q4 Assessment Checklist, Pictures,	Gender/Elderly strategy	Number of Elderly led projects assisted	Number	R875 000.00	R150 000.00		N/A	CRR	OWN	Assess, assist and monitor 04 women/men/elderly	projects assessed	projects assessed	projects assessed	Projects assessed





IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18 FY	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT		HIV/AIDS response programmes -Condom Weeks -HCT -WAD -HIV awareness in schools, IHL & communities	Q, Q2, Q3, Q4: Pictures, Attendance Register and Report	LAC, PSP for HIV, Designated groups strategy	Number of HIV response programs carried out by set date	Number	R875 000.00	R45 000.00		N/A	CRR	OWN	Conduct 6 HIV/AIDS response programmes by 30 June 2018	Preparation and approval of MLM HIV Implementation Plan by LAC  Conduct 1 HCT campaign	World AIDS Day	Support one Condom week campaigns	Conduct candlelight memorial events  Coordinate 1 HIV awareness campaign (school or IHL)
									<b>Quarterly cash flow</b>						R45 000.00	R15 000.00	R7 500.00	R7 500.00	R15 000.00
	GOOD GOVERNANCE & PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT		LAC meetings	Q1, Q2, Q3, Q4 Minutes & attendance register.	Established LAC	Number of LAC meetings held by set date	Number	R457 000.00	R3 000.00		N/A	CRR	OWN	4 LAC Meetings by 30 June 2018	One LAC meeting	One LAC meeting	One LAC meeting	One LAC meeting
									<b>Quarterly cash flow</b>						R25 000.00	R 6 250.00	R 6 250.00	R 6 250.00	R 6 250.00
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	COMMUNICATIONS AND SPECIAL PROGRAMME UNIT		HIV Support Group Support	Q1, Q2, Q3, Q4: Photos, attendance register & report	PSP	Number of support groups supported by set date	Number	R875 000.00	R45 000.00		N/A	CRR	OWN	8 HIV Support group assisted with working tools & trainings by 30 June 2018	2 Support groups assisted with working tools.	2 support groups trained	2 Support groups assisted with working tools.	2 support groups trained
									<b>Quarterly cash flow</b>						R45 000.00	R11 250.00	R11 250.00	R11 250.00	R11 250.00

4.6.2. Compliance and Legal Services

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	Good Governance and Public Participation	Compliance and Legal Services		<b>Drafting and vetting of contracts.</b>	Q1: Drafted and Vetted Q2: Drafted and Vetted Q3: Drafted and Vetted Q4: Drafted and Vetted	Contracts and lease agreements and procurement plan are in place	Percentage of drafted and Vetted contracts by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	<b>100% drafted and vetted contracts by 30 June 2018</b>	100% drafted and vetted contracts	100% drafted and vetted contracts	100% drafted and vetted contracts	100% drafted and vetted contracts
									Quarterly cash flow										
	Good Governance and Public Participation	Compliance and Legal Services		<b>Reviewing and drafting of Bylaws.</b>	Q1: by-laws Q2: Council resolution Q3:Advert Q4:Council Resolution	Adopted By-laws in place	Number of By-laws drafted and reviewed by set date	Number and date	N/A	N/A	N/A	N/A	N/A	N/A	Drafted and reviewed 4 bylaws by 30 June 2018	Drafted and reviewed by-laws	Submission of reviewed and drafted by laws to MTM, EXCO and Council for pre-adoption (for noting).	Conduct public participation	Submit final drafts for adoption by Council
									Quarterly cash flow						Oil				
	Good Governance and Public Participation	Compliance and Legal Services		<b>Monthly Reports on Management of Litigation cases</b>	Q1: 3 MTM progress report Q2: 3 MTM progress report	External referral of litigation matters	Number of reports on cases against and instituted by the municipality by set date.	Number and date	2000 000	N/A	LEGAL FEES	N/A	N/A	N/A	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, EXCO and Council	Submit 3 legal matters progress reports to MTM, EXCO and Council	Submit 3 legal matters progress reports to MTM, EXCO and Council	Submit 3 legal matters progress reports to MTM, EXCO and Council

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q3: 3 MTM progress report  Q4: 3 MTM progress report				Quarterly cash flow										
	Good Governance and Public Participation	Compliance and Legal Services		<b>Appointment of Attorneys</b>	Q1: Terms of reference and advert Q2: Appointment letters Q3: N/A Q4: N/A	External referral of litigation matters	Appointed panel of Attorneys by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	Appointment of Municipal Panel of Attorneys by 30 June 2018	Prepare terms of reference, advertise and appointment	Appointment of the panel	N/A	N/A
									Quarterly cash flow										
	Good Governance and Public Participation	Compliance and Legal Services		<b>Obtain title Deeds for Municipal Properties</b>	Q1: List of title deeds not in possession of the municipality Q2: Application Q3: Progress report	Title deeds not in place	Number of Title Deeds obtained by set date	Number	1000 000	N/A	LEGAL FEES	N/A	N/A	N/A	To obtain title Deeds for Municipal Properties by 30 June 2018	Conduct verification of Municipal properties title deeds not in possession of the Municipality	Apply for title deeds at the deeds office	Submit Progress report to MTM	Obtain title deeds

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q4:tittle deeds				Quarterly cash flow										
	Good Governance and Public Participation	Compliance and Legal Services		Review of the Litigation Management Strategy	Q1: Reviewed litigation management strategy Q2: Council resolution Q3: Q4:	Litigation Management Strategy	Adopted Litigation Management Strategy by set date	date	N/A	N/A	N/A	N/A	N/A	N/A	Reviewed Litigation Management Strategy by 30 June 2018	Review litigation management strategy	N/A	N/A	
									Quarterly cash flow										
	Good Governance and Public Participation	Compliance and Legal Services		Provide legal opinion to the Municipality	Q1: Legal Opinion Q2: Legal Opinion Q3: Legal Opinion Q4: Legal Opinion	Defending the interests of the Municipality and compliance with Legal prescripts	Percentage of legal opinions provided	Number	N/A	N/A	N/A	N/A	N/A	N/A	100% Legal opinions provided by 30 June 2018	100% provided legal opinions	100% provided legal opinions	100% provided legal opinions	100% provided legal opinions
									Quarterly cash flow										

4.6.3. Internal Audit Services

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	INSTITUTIONAL TRANSFORMATION	INTERNAL AUDIT SERVICES		Mscosa compliance and implementation	Q1: Report Q2: Report Q3: Report Q4: Report	mSCOA	Quarterly reports monitored by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	mSCOA internal monitoring tool by 30 June 2018	Implementation and Compliance	Implementation and Compliance	Implementation and Compliance	Implementation and Compliance
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	GOOD GOVERNANCE	INTERNAL AUDIT		Information Technology (IT) Audits	Q1: Reports Q2: Reports Q3: Reports Q4: Reports	Annual Audit Plan	Quarterly reports by set date	Number	R 800 000	R 259 000	R 259 000	N/A	CRR	own	Carry out IT Audits by 30 June 2018	IT Application Controls review	Follow up reports	IT General Controls review	Follow up reports
									Quarterly cash flow						R 259 000	R 150 000	R 9 000.00	R 90 000.00	R 10 000.00
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	INTERNAL AUDIT SERVICES		Review of Policies	Q1: 1 Annual Audit Plan Q2: 2 Charters (Internal Audit and Audit Charter) Q3: 1 Internal Audit Strategy Q4: 1 Standard	Policies (charters, plans and standard operating procedure)	charters, Plan, Strategy and SOP reviewed by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	Review of 2 Charters, 1 Plan, 1 Strategy and 1 Standard Operating Procedure	1 Annual Audit Plan	2 Charters (Internal Audit Charter and Audit Committee Charter)	1 Internal Audit Strategy	1 Standard Operating Procedure
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Operating Procedure														
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	INTERNAL AUDIT SERVICES		Internal Controls	Q1: Report Q2: Report Q3: Report Q4: Report	Internal controls reports	Quarterly reports by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	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 to COGTA EC	Conduct internal controls and submit to COGTA EC	Conduct internal controls and submit to COGTA EC
Quarterly cash flow									Nil	Nil	Nil	Nil	Nil						
	GOOD GOVERNANCE AND INTERNAL AUDIT SERVICES			Audit Action Plan	Q1: Reports Q2: Reports Q3: Reports Q4: Reports	Annual Audit Action Plan	Audit Action Plan reviewed by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	Review of audit action plan by 30 June 2018	N/A	Compilation of an auditor general findings.	Audit action plan meeting and a report	Audit action plan meeting and a report
Quarterly cash flow									Nil	Nil	Nil	Nil	Nil						



IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	INTERNAL AUDIT SERVICES		Commitments register	Q1: Register Q2: Register Q3: Register Q4: Register	Commitments register	Quarterly reports by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	Quarterly reviews on governance commitments 30 June 2018	Monitoring of the commitments registers.	Monitoring of the commitments registers.	Monitoring of the commitments registers.	Monitoring of the commitments registers.
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	INTERNAL AUDIT SERVICES		Municipal Dashboard	Q1: Report Q2: Report Q3: Report Q4: Report	Dashboard reports	Quarterly reports by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	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	Quarterly municipal dashboard and internal control checklist	Quarterly municipal dashboard and internal control checklist
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	GOOD GOVERNANCE	INTERNAL AUDIT SERVICES		Audit committee sittings	Q1: Audit Package Q2: Audit Package	Audit committee meetings	Meetings held by set date	Number Minutes	R 800 000	R 200 000	R 200 000	N/A	CRR	own	Quarterly sitting of audit committee meetings by 30 June 2018	1 meeting per quarter	1 meeting per quarter	1 meeting per quarter	1 meeting per quarter

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
					Q3: Audit Package Q4: Audit Package				Quarterly cash flow						R 200 000	R 50 000	R 50 000	R 50 000	R 50 000
	GOOD GOVERNANCE AND PUBLIC INTERNAL AUDIT SERVICES	GOOD GOVERNANCE AND INTERNAL AUDIT SERVICES		Audit cycles	Q1: Reports Q2: Reports Q3: Reports Q4: Reports	14 audit cycles	Cycles conducted by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	Conduct 15 audit cycles by 30 June 2018	2 audit cycles	3 audit cycles	5 audit cycles	5 audit cycles
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	GOOD GOVERNANCE AND PUBLIC INTERNAL AUDIT SERVICES	GOOD GOVERNANCE AND PUBLIC INTERNAL AUDIT SERVICES		Audit cycles	Q1: Report Q2: Report Q3: Report Q4: Report	4 audit cycles on performance management	Cycles conducted by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	Conduct 5 audit cycles	1 performance management review and 1 annual performance review	1 performance management review	1 performance management review	1 performance management review
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	GOOD GOVERNANCE AND PUBLIC INTERNAL AUDIT SERVICES	GOOD GOVERNANCE AND PUBLIC INTERNAL AUDIT SERVICES		Spot Checks	Q1: Reports Q2: Reports Q3: Reports Q4: Reports	48 Spot checks are done annually	Quarterly spot check reviewed by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	Review of 50 spots checks 30 June 2018	13 spots check conducted quarterly	12 spots check conducted quarterly	13 spots check conducted quarterly	12 spots check conducted quarterly
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	GOOD GOVERNANCE AND PUBLIC INTERNAL AUDIT SERVICES			Records Management	Q1: Report Q2: Report Q3: Report Q4: Report	Records management reviews	Quarterly reviews by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	4 Reviews on records management by 30 June 2018	1 quarterly records management review	1 quarterly records management review	1 quarterly records management review	1 quarterly records management review
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION INTERNAL AUDIT SERVICES			SCM records review	Q1: Report Q2: Report Q3: Report Q4: Report	SCM records review	Quarterly reports reviewed by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	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)	Quarterly review on supply chain management projects (SCM)	Quarterly review on supply chain management projects (SCM)
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	GOOD GOVERNANCE AND PUBLIC INTERNAL AUDIT SERVICES			Internal audit monitoring tool	Q1: Report Q2: Report Q3: Report Q4: Report	Reviews on audit reports done quarterly	Quarterly reports reviewed by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	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	1 Quarterly review and monitoring of internal audit reports	1 Quarterly review and monitoring of internal audit reports
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	GOOD GOVERNANCE AND PUBLIC	INTERNAL AUDIT SERVICES		Interim Financial Statements	Q1: Reports Q2: Reports Q3: Reports Q4: Reports	Interim financial statements	1 review by set date	Number	R 800 000	R 170 500	R 170 500	N/A	CRR	own	Review of interim financial statements by 31 March 2018	N/A	N/A	Review of interim financial statements	N/A
									Quarterly cash flow						R 170 500	Nil	Nil	R 170 500	Nil
	GOOD GOVERNANCE AND PUBLIC	INTERNAL AUDIT SERVICES		Annual Financial Statements	Q1: Reports Q2: Reports Q3: Reports Q4: Reports	Annual financial statements	1 review by set date	Number	R 800 000	R 170 500	R 170 500	N/A	CRR	own	Review of annual financial statements by 30 September 2017	Review annual financial statements	N/A	N/A	N/A
									Quarterly cash flow						R 170 500	R 170 500	Nil	Nil	Nil
	GOOD GOVERNANCE AND	INTERNAL AUDIT SERVICES		Municipal Projects	Q1: Reports Q2: Reports Q3: Reports Q4: Reports	Consequence Management report	Quarterly reports by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	Monitoring of municipal projects by 30 June 20178	Quarterly reviews (NT Circular 68) and updates	Quarterly reviews and updates	Quarterly reviews and updates	Quarterly reviews and updates
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	GOOD GOVERNANCE AND PUBLIC INTERNAL AUDIT SERVICES			Municipal Litigation	Q1: Reports Q2: Reports Q3: Reports Q4: Reports	Consequence Management report	Quarterly reports by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	Monitoring of municipal litigation cases by 30 June 2018	Monitoring progress of municipal litigation cases (value adding)	Monitoring progress of municipal litigation cases (value adding)	Monitoring progress of municipal litigation cases (value adding)	Monitoring progress of municipal litigation cases (value adding)
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	GOOD GOVERNANCE AND PUBLIC INTERNAL AUDIT SERVICES			Labour Cases	Q1: Reports Q2: Reports Q3: Reports Q4: Reports	Consequence Management report	Quarterly reports by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	Monitoring of labour cases by 30 June 2018	Monitoring progress of labour cases (value adding)	Monitoring progress of labour cases (value adding)	Monitoring progress of labour cases (value adding)	Monitoring progress of labour cases (value adding)
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil
	GOOD GOVERNANCE AND PUBLIC INTERNAL AUDIT SERVICES			Fraud Cases	Q1: Reports Q2: Reports Q3: Reports Q4: Reports	Consequence Management report	Quarterly reports by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	Monitoring of fraud cases by 30 June 2018	Monitoring progress on fraud cases	Monitoring progress on fraud cases	Monitoring progress on fraud cases	Monitoring progress on fraud cases
									Quarterly cash flow						Nil	Nil	Nil	Nil	Nil

4.6.4. M&E/Risk Services

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	INSTITUTIONAL TRANSFORMATION AND DEVELOPMENT	M&E/RISK SERVICES		Capacity Building on PMS and Risk Management	Q1: Attendance Registers, Q2: Q3: Q4: Attendance Register, approved SDBIP approved by the Mayor and CR for the Risk Register	4 workshops conducted for Councillors and staff for 2016/17 FY.	Number of capacity building workshops conducted for councilors and staff by set date	Number and Date	1 900 000.00	500 000.00		N/A	N/A	Own Budget	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	N/A	N/A	1 Capacity Building workshops for Councillors and 1 Capacity building workshops for Staff on Performance Management System and Risk Management by 30 June 2018
									Quarterly cash flow						500 000	250 000.00			250 000.00
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	M&E/RISK SERVICES		Development of Performance Agreements and Plans for the MM, Section 56 managers and Middle Managers	Q1: Signed Plans and proof of submission to Cogta EC Q2: Q3: Q4:	Performance agreements signed annually	Signed Performance Agreements and Plans submitted by set date	Number and Date	N/A	N/A	N/A	N/A	N/A	N/A	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	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	N/A	N/A	N/A





IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	M&E/RISK SERVICES		Approval of Municipal SDBIP	Q1: Q2: Q3: CR No Q4:	SDBIP and Revised SDBIP approved by Mayor for 2016/17 & 2017/18 FYs	Approved SDBIP and Revised SDBIP by set date	Date	1 900 000.00	300 000.00	Yes	N/A	N/A	2017/18 Revised SDBIP Approved by 31 January 2018	N/A	N/A	Adoption of the Revised SDBIP	N/A	
													2018/19 SDBIP Approved by 30 June 2018	N/A	N/A	Development of the SDBIP Template and data collection	Adoption of the 2018/19 SDBIP		
								Quarterly cash flow											
	GOOD GOVERNANCE AND PUBLIC	M&E/RISK SERVICES		Compilation of Quarterly Reports	Q1: CR for Q4 Q2: CR for Q1 Q3: CR for Q2 Q4 CR for Q3:	4 quarterly reports adopted in 2016/17 FY	Number of quarterly reports adopted by set date	Number and Date	N/A	N/A	N/A	N/A	N/A	4 Quarterly reports adopted by council by 30 June 2018	2016/17 Quarter 4 Performance Report adopted by Council by 31/7/2017	2017/18 Quarter 1 Performance Report adopted by Council by 31/9/2017	2017/18 Quarter 2 Performance Report adopted by Council by 31/9/2018	2017/18 Quarter 3 Performance Report adopted by Council by 30/4/2018	
	GOOD GOVERNANCE	M&E/RISK SERVICES		Adoption of Mid-year Performance Report	Q1: Q2: Q3: CR No Q4:	2016/17 Mid-year Performance report adopted by council	Mid-year Performance report adopted by set date	Date	N/A	N/A	N/A	N/A	N/A	Mid-year Performance report adopted by council by 30 June 2018	N/A	Midterm Performance Assessment Workshop	Adoption of the Midterm Performance Assessment Report	N/A	
								Quarterly cash flow											

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	GOOD GOVERNANCE AND PUBLIC	M&E/RISK SERVICES		Adoption of Annual Performance Report	Q1: Acknowledgment from AG Q2: Q3: Q4:	2015/16 Annual Performance Report submitted to the Auditor General - SA	Submitted Annual Performance Report to AG by set date	Date	N/A	N/A	N/A	N/A	N/A	N/A	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	N/A	N/A	N/A
									Quarterly cash flow										
	GOOD GOVERNANCE	M&E/RISK SERVICES		Adoption of Annual Report	Q1: Q2: Q3: CR No Q4:	2015/16 Annual report adopted by council	Adopted Annual report by set date	Date			100 000.00	N/A	N/A	N/A	2016/17 Annual Report adopted by council by 31 August 2017	Submission of the 2016/17 AR to AG by 31/8/2017	Compilation of the AR	Adoption of the 2016/17 AR by Council by 31 March 2018	N/A
									Quarterly cash flow										
	GOOD GOVERNANCE AND PUBLIC	M&E/RISK SERVICES		Back to Basics	Proof of submission for all Quarters	12 Back to Basics Reports submitted to CoGTA-EC for 2016/17 FY	Number of Back to Basics Reports Submitted to CoGTA-EC by set date	Number and Date	N/A	N/A	N/A	N/A	N/A	N/A	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 by 31 Dec 2017	3 Back to Basics reports submitted to CoGTA-EC by 31 March 2018	3 Back to Basics reports submitted to CoGTA-EC by 30 June 2018
									Quarterly cash flow										
	GOOD GOVERNANCE	M&E/RISK SERVICES		Adoption of Risk Register	Q1: CR No Q2: Q3: Q4:	2016/17 Risk Register adopted by council	Adopted municipal risk register by set date	Date			100 000.00	N/A	N/A	N/A	Compilation and adoption of Municipal Risk Register by 30 June 2018	N/A	N/A	N/A	Development & Adoption of the 2018/19 Risk Register
									Quarterly cash flow										

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	M&E/RISK SERVICES		Risk Management Reports	CR No for all Quarters	4 quarterly risk management reports approved by council for 2016/17 FY	Number of risk management Reports approved by Council by set date	Number and Date	N/A	N/A	N/A	N/A	N/A	N/A	4 Quarterly Risk management reports approved by council by 30 June 2018	1 Quarterly Risk management reports approved by council by 30 Sept 2017	1 Quarterly Risk management reports approved by council by 31 Dec 2017	1 Quarterly Risk management reports approved by council by 31 March 2018	1 Quarterly Risk management reports approved by council by 30 June 2018
									Quarterly cash flow										
	GOOD GOVERNANCE AND PUBLIC	M&E/RISK SERVICES		Risk Management Committee	1 report per Quarter	Risk Management Committee in Place	Number of Risk management Committee reports submitted to the Audit Committee by set date	Number and Date	N/A	N/A	N/A	N/A	N/A	N/A	4 Risk Management Committee reports submitted to Audit Committee by 30 June 2018	1 Quarterly Risk Management Committee Report by 30 Sept 2017	1 Quarterly Risk Management Committee Report by 31 December 2017	1 Quarterly Risk Management Committee Report by 31 March 2018	1 Quarterly Risk Management Committee Report by 30 June 2018
									Quarterly cash flow										
	GOOD GOVERNANCE AND PUBLIC	M&E/RISK SERVICES		Monitoring of Information Security Controls	12 ICT & Security Reports	12 reports on Monitoring of Information Security Controls in 2016/17 FY	Number of monthly report on Information on Security Controls done by set date	Number and Date	N/A	N/A	N/A	N/A	N/A	N/A	Monitoring of Information Security Controls and 12 reports submitted to EXCO by 30 June 2018	3 ICT and Security reports by 31 Sept 2017	3 ICT and Security reports by 30 Dec 2017	3 ICT and Security reports by 31 March 2018	3 ICT and Security reports by 30 June 2018
									Quarterly cash flow										

IDP REF.	NATIONAL KPA	DEPARTMENTAL PROGRAMME	WARD	PROJECT DESCRIPTION	MEANS OF VERIFICATION	BASELINE	KPI	UNIT OF MEASURE	ANNUAL BUDGET INFORMATION						PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
									ACTUAL BUDGET 2017/18	PROJECT TOTAL COST	OPEX VOTE	CAPEX VOTE	REV.	SOURCE	ANNUAL TARGET	Q1	Q2	Q3	Q4
	GOOD GOVERNANCE	M&E/RISK SERVICES		Risk Spot Checks	12 Reports on Spot Checks	None	Number of spot checks done by set date	Number	N/A	N/A	N/A	N/A	N/A	N/A	12 Spot checks on Risks	3 Spot Check Reports quarterly	3 Spot Check Reports quarterly	3 Spot Check Reports quarterly	3 Spot Check Reports quarterly
									Quarterly cash flow										
	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	M&E/RISK SERVICES		Risk Maturity Model	Q1: Q2: 1 Report submitted to Cogta EC Q3: Q4: 1 Report submitted to Cogta	2 risk maturity models submitted to provincial and national treasury in 2016/17 FY	Number of risk maturity models submitted to Provincial and National Treasury by set date	Number and Date	N/A	N/A	N/A	N/A	N/A	N/A	Determination of risk maturity model biannually and submission to Provincial and Nation Treasury by 30 June 2018	N/A	Determination and submission of Risk Maturity Level by 31 Dec 2017	N/A	Determination and submission of Risk Maturity Level by 30 June 2018
									Quarterly cash flow										

## 5. MONTHLY PROJECTIONS OF OPERATING AND CAPITAL EXPENDITURE AND REVENUE FOR EACH VOTE 2012/2017

MONTHLY CASH FLOWS	Budget Year 2017/18												Medium Term Revenue and Expenditure Framework			
	R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
<b>Cash Receipts By Source</b>													1			
Property rates	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	52,204	55,858	59,768	
Service charges - electricity revenue	3,951	3,951	3,951	3,951	3,951	3,951	3,951	3,951	3,951	3,951	3,951	3,951	47,417	50,736	54,288	
Service charges - water revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Service charges - sanitation revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Service charges - refuse revenue	707	707	707	707	707	707	707	707	707	707	707	707	8,482	9,076	9,711	
Service charges - other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Rental of facilities and equipment	64	64	64	64	64	64	64	64	64	64	64	64	774	828	886	
Interest earned - external investments	467	467	467	467	467	467	467	467	467	467	467	467	5,600	5,992	6,412	
Interest earned - outstanding debtors	577	577	577	577	577	577	577	577	577	577	577	577	6,928	7,413	7,931	
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fines, penalties and forfeits	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,605	1,717	
Licences and permits	233	233	233	233	233	233	233	233	233	233	233	233	2,800	2,996	3,206	
Agency services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfer receipts - operational	16,133	16,133	16,133	16,133	16,133	16,133	16,133	16,133	16,133	16,133	16,133	16,133	193,592	207,144	221,644	
Other revenue	157	157	157	157	157	157	157	157	157	157	157	157	1,889	2,021	2,162	
<b>Cash Receipts by Source</b>	<b>26,766</b>	<b>26,766</b>	<b>26,766</b>	<b>26,766</b>	<b>26,766</b>	<b>26,766</b>	<b>26,766</b>	<b>26,766</b>	<b>26,766</b>	<b>26,766</b>	<b>26,766</b>	<b>26,766</b>	<b>321,186</b>	<b>343,669</b>	<b>367,726</b>	
<b>Other Cash Flows by Source</b>																
Transfer receipts - capital	2,797	2,797	2,797	2,797	2,797	2,797	2,797	2,797	2,797	2,797	2,797	106,376	137,144	140,241	143,040	
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions) & Transfers and subsidies - capital (in-kind - all)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Proceeds on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Short term loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Increase (decrease) in consumer deposits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Decrease (increase) other non-current receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Cash Receipts by Source</b>	<b>29,563</b>	<b>29,563</b>	<b>29,563</b>	<b>29,563</b>	<b>29,563</b>	<b>29,563</b>	<b>29,563</b>	<b>29,563</b>	<b>29,563</b>	<b>29,563</b>	<b>29,563</b>	<b>133,141</b>	<b>458,330</b>	<b>483,911</b>	<b>510,766</b>	
<b>Cash Payments by Type</b>																
Employee related costs	8,294	8,294	8,294	8,294	8,294	8,294	8,294	8,294	8,294	8,294	8,294	8,294	99,526	106,493	113,947	
Remuneration of councillors	1,453	1,453	1,453	1,453	1,453	1,453	1,453	1,453	1,453	1,453	1,453	1,453	17,439	18,660	19,966	
Finance charges	417	417	417	417	417	417	417	417	417	417	417	(4,583)	-	-	-	
Bulk purchases - Electricity	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	1,185	29,973	43,010	15,218	16,283	
Bulk purchases - Water & Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

MONTHLY CASH FLOWS	Budget Year 2017/18												Medium Term Revenue and Expenditure Framework		
	R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19
Other materials	1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,244	1,244	14,928	46,021	49,242
Contracted services													–	15,973	17,091
Transfers and grants - other municipalities													–	36,025	38,546
Transfers and grants - other	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	18,580	19,901	21,244
Other expenditure	6,225	6,225	6,225	6,225	6,225	6,225	6,225	6,225	6,225	6,225	6,225	6,225	74,703	–	–
<b>Cash Payments by Type</b>	<b>20,367</b>	<b>20,367</b>	<b>20,367</b>	<b>20,367</b>	<b>20,367</b>	<b>20,367</b>	<b>20,367</b>	<b>20,367</b>	<b>20,367</b>	<b>20,367</b>	<b>20,367</b>	<b>44,154</b>	<b>268,186</b>	<b>258,289</b>	<b>276,319</b>
<b>Other Cash Flows/Payments by Type</b>															
Capital assets	14,226	14,226	14,226	14,226	14,226	14,226	14,226	14,226	14,226	14,226	14,226	14,226	170,708	170,563	217,232
Repayment of borrowing													–		
Other Cash Flows/Payments													–		
<b>Total Cash Payments by Type</b>	<b>34,592</b>	<b>34,592</b>	<b>34,592</b>	<b>34,592</b>	<b>34,592</b>	<b>34,592</b>	<b>34,592</b>	<b>34,592</b>	<b>34,592</b>	<b>34,592</b>	<b>34,592</b>	<b>58,380</b>	<b>438,894</b>	<b>428,852</b>	<b>493,552</b>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>	<b>(5,030)</b>	<b>(5,030)</b>	<b>(5,030)</b>	<b>(5,030)</b>	<b>(5,030)</b>	<b>(5,030)</b>	<b>(5,030)</b>	<b>(5,030)</b>	<b>(5,030)</b>	<b>(5,030)</b>	<b>(5,030)</b>	<b>74,761</b>	<b>19,435</b>	<b>55,059</b>	<b>17,215</b>
Cash/cash equivalents at the month/year begin:	31,768	26,738	21,709	16,679	11,649	6,620	1,590	(3,439)	(8,469)	(13,499)	(18,528)	(23,558)	31,768	51,203	106,262
Cash/cash equivalents at the month/year end:	26,738	21,709	16,679	11,649	6,620	1,590	(3,439)	(8,469)	(13,499)	(18,528)	(23,558)	51,203	51,203	106,262	123,477

References

1. Note that this section of Table SA 30 is deliberately not linked to Table A4 because timing differences between the invoicing of clients and receiving the cash means that the cashflow will differ from budgeted revenue, and similarly for budgeted expenditure. However for the MTREF it is now directly linked to A7.

## 5. THREE-YEAR DETAILED CAPITAL WORKS PLAN 2017/2020

OBJECTIVE	ANNUAL TARGET	PROJECT NAME	WARD	BUDGET		
				2017/2018	2018/2019	2019/2020
<b>To improve accessibility in rural areas and road linkages between rural components by 125km by 2022</b>	To construct a 2,5km access road by 30 June 2018	Butsula via Taung to Pre-School Access Road	6	R 1 450 591	R 1 315 034	-
	To construct a 4km access road by 30 June 2018	Vikinduku Access Road	5	R1 417 421	R2 379 713	-
	To construct a 4km access road by 30 June 2018	Nomgavu Access Road(Mnyamaneni)	18	R200 000	R3 602 526	-
	To construct an 8,6km access road by 30 June 2018	Epiphany Access Road	22	R200 000	R7 478 373	-
	To construct a 5.5km access road by 30 June 2018	Msukeni Access Road	21	R200 000	R5 195 380	-
	To construct a 3.2km access road by 30 June 2018	Gudlintaba Access Road	9	R3 178 860	R327 843	-
	To construct a 6.5km access road by 30 June 2018	Zazingeni-Mazizini Access Road	4	R5 723 846		-
	To construct a km access road by 30 June 2018	Mabheleni Access Road	21	R 1 594 000	R399 419	-
	To construct a 2.5km access road by 30 June 2018	Khaue Access Road	25	R949 464	R228 049	-
	To construct a 2.7 km access road by 30 June 2018	Mangopeng Access Road and Bridge	14	R2 000 000	R460 000	-
	To construct a sport center by 30 June 2020	Matatiele Sport Centre	19	R5 662 452	R8 000 000	R8 000 000
	To construct a 3.2km access road by 30 June 2018	Lagrange Pedestrian Bridge	07	R1 515 950	R244 883	-
	To construct a 3.2km access road by 30 June 2018	Tlakanelo Culvert Bridge	13	R257 888	-	-
	To construct a 4.4km access road by 30 June 2018	Soloane Access Road	24	R458 074	-	-
	To construct a 2.4km access road by 30 June 2018	Manase Access Road	03	R220 042	-	-
	To construct a 5.8km access road by 30 June 2018	Sandfontein Access Road	26	R440 290	-	-
	To construct a 3.8km access road by 30 June 2018	Kamorathaba-Tsepisong Access Road	03	R344 530	-	-
	To construct a 6.5km access road by 30 June 2018	Sijoka Access Road	10	R3 632 252	R1 090 854	-
	To construct a 8.6km access road by 30 June 2018	Mehloloaneng Access Road and Bridge	16	R817 939	-	-
	To construct a grain storage facility by 30 June 2019	Silo Facility	19	R2 520 000	-	-
To construct a 2,5km access road by 30 June 2018	Ngwengane- Bomvini Access Road and Bridge	7	R2 000 000	R2 000 000	R2 000 000	
<b>To improve accessibility in rural areas and improve road linkages between rural components by 22m by 30 June 2017</b>	To construct a 25m bridge by 30 June 2018	Freystata Bridge	15	R0.00	R0.00	R0.00
	To construct a 22m bridge by 30 June 2018	Goodhope Bridge	23	R0.00	R0.00	R0.00
<b>To improve accessibility in urban areas by upgrading gravel roads to tarred roads for the purpose of attracting more investments by 30 June 2022</b>	To construct a 5km surfaced road by 30 June 2018	Mountain View Internal Streets in Ward 20.	20	R10 000 000	R7 875 000	R2 500 000
	To construct a 5km surfaced road by 30 June 2018	Maluti Internal Streets-Phase 3	1	R1 000 000	R0.00	R0.00
	To construct a 5km surfaced road by 30 June 2018	Matatiele Internal Streets CBD-Phase 2	19	R1 000 000	R5 000 000	R5 000 000
	To construct a 5km surfaced road by 30 June 2018	Cedarville Internal Streets –Phase 3	26	R0.00	R7 875 000	R2 500 000
	To construct a 5km surfaced road by 30 June 2019	Matatiele Area C Internal Streets –Phase 3	20	-	R7 875 000	R2 500 000



OBJECTIVE	ANNUAL TARGET	PROJECT NAME	WARD	BUDGET		
				2017/2018	2018/2019	2019/2020
	To construct a 2,5km access road by 30 June 2019	Hardenburg Bridge to grave site	2	-	2 000 000	
	To construct a 2,5km access road by 30 June 2019	Nkasela Sportsfield	4	-	2 000 000	
	To construct a 2,5km access road by 30 June 2019	Phephela AR	11	-	1 000 000	
	To construct a 2,5km access road by 30 June 2019	Mgubho-Mbizeni AR	17	-	1 000 000	
	To construct a 2,5km access road by 30 June 2020	Rhoyi Bridge	3	-	-	1 000 000
	To construct a 2,5km access road by 30 June 2020	Nchodu to Nkasela AR	8	-	-	1 000 000
	To construct a 2,5km access road by 30 June 2020	Magongqolweni AR	10	-	-	1 000 000
	To construct a 2,5km access road by 30 June 2020	Mafaesa AR	12	-	-	1 000 000
	To construct a 2,5km access road by 30 June 2020	Dikgabisong AR	13	-	-	1 000 000
	To construct a 2,5km access road by 30 June 2020	Mateleng to Sehlabeng AR	14	-	-	1 000 000
	To construct a 2,5km access road by 30 June 2020	Maqhatseng AR	24	-	-	1 000 000
	To construct a 2,5km access road by 30 June 2020	Nkosana Bridge	25	-	-	1 000 000
	To construct a 5km surfaced road by 30 June 2020	Cedarville Internal Streets-Phase 4	26	-	-	5 000 000
	To maintain 20km by 30 June 2020	Thaba-Bosiu AR	13	-	500 000	-
	To maintain 20km by 30 June 2020	Hlwahlweni AR	4	-	500 000	-
	To maintain 20km by 30 June 2020	Magonqolweni A/R	10	-	500 000	-
	To maintain 20km by 30 June 2020	Likhetlane A/R maintenance Project	16	-	500 000	-
	To maintain 20km by 30 June 2020	Maluti Internal Roads maintenance Project	01	-	500 000	-
	To maintain 20km by 30 June 2020	Cedarville Internal Roads maintenance Project	26	-	500 000	-

OBJECTIVE	ANNUAL TARGET	PROJECT NAME	WARD	BUDGET		
				2017/2018	2018/2019	2019/2020
To provide 10 000 households with basic electricity by 2022	Connection of 2000 households by June 2018	Zikhalini, Tsitsong & Maphokong	4	9 472 000.00	N/A	N/A
		Black Diamond & Lubaleko	26/5	1 776 000.00	-	-
		Afzondering, New Rest A, New Rest B, Kwambombo Dresini, Edrayini – CCC, Magayazidlele, New House & Mafeni NB35 from Ward 18 to Ward 22 (17 Km) Link Line	9	26 734 720.00	-	-
		Thotanang, Chere & Mahareng	13	595 840.00	-	-
		Kwa Matias A & B, Mngeni A and Goxa	7	8 477 440.00	-	-
		Nyaniso, Bubesi B, Nkalweni,	18	15 534 080.00	-	-
		Mzongwana Substation	05	8 645 239.50	-	-

OBJECTIVE	ANNUAL TARGET	PROJECT NAME	WARD	BUDGET		
				2017/2018	2018/2019	2019/2020
		Cedarville (Khorong Koali Park Ext)	26	N/A	80 000 000.00	
		Sihlabeng & Hlwahlweni	04	-	-	-
		Elukholweni , KwaPhalani,Epiphany Upper Mkhemane,Zitabile , Rholweni,Epiphany Substation	22	-	-	-
		Nkungwini, Qili, Myemaneni, Sidakeni, Khesa, Fiva & Mrwabo.	18	-	-	-
To provide 10 000 households with basic electricity by 2022	Connection of 2000 households by June 2018	<b>Boekana 01:</b> Fubani, Lower Mtumasi, Damane, Linotseng, Maqhatseng, Zingcuka, Zimpofu	23	N/A	N/A	80 000 000.00
		Tutaneng	8	-	-	-
		<b>Boekana 02:</b> Moriting,	24	-	-	-
		Mahlake	23	-	-	-
		Nkau,	12	-	-	-
		Mpharane	13	-	-	-
		<b>Boekana 10 SP:</b> Kwebung, Thabachicha, Mangopeng	14	-	-	-
		<b>Boekana 11 SP:</b> Mateleng, Likhatla, Likhalong	14	-	-	-
To provide 10 000 households with basic electricity by 2022	Upgrading of electrical infrastructure in Town, Area C and Itsokoleng by June 2018	<ul style="list-style-type: none"> <li>Install 9 high mast lights in Itsokolele and Area C</li> </ul>	19 & 20	-	1 500 000.00	1 500 000.00
		<ul style="list-style-type: none"> <li>To install 7 high mast lights in Maluti</li> </ul>	1	-	2 000 000.00	2 000 000.00
		<ul style="list-style-type: none"> <li>Replace Mini Substation( Sub 26,2,18,22,6,12 &amp; 16 in Ward 20 &amp;19</li> </ul>	19	-	500 000.00	500 000.00
		<ul style="list-style-type: none"> <li>Replace Ring Main Unit no 1,2 &amp; 6</li> </ul>	19	-	300 000.00	200 000.00
		<ul style="list-style-type: none"> <li>Replace MV &amp; LV stay wires in town</li> </ul>	19	-	200 000.00	200 000.00
		<ul style="list-style-type: none"> <li>Install Christmas Lights in Town</li> <li>Install new Street Lights in town</li> </ul>	19	300 000.00	n/a	n/a
		<ul style="list-style-type: none"> <li>Pole Change in High Street</li> </ul>	19	-	3 000 000.00	1 500 000.00
		<ul style="list-style-type: none"> <li>Upgrading of MV cabling between:- - Sub 1 to Sub 20 -Sub to Sub 21 -Sub 21 to Sub 26 -Municipality Main office to Jet Complex -Sub 2 to Sub 3</li> </ul>	19	-	200 000.00  2000 000.00	100 000.00  2000 000.00

OBJECTIVE	ANNUAL TARGET	PROJECT NAME	WARD	BUDGET		
				2017/2018	2018/2019	2019/2020
To improve lifespan of assets	Council Chamber and Offices		20	R30 000 000	R40 000 000	R10 000 000
To improve working environment and office space by 2021	Infrastructure Offices and workshop		20	Nil	Nil	R5 000 000
To improve lifespan of assets	Completion of Maintenance of Municipal Building Assets		All	R5 000 000	R 5 500 000	R6 000 000
To improve lifespan of assets	Matatiele Heritage Town Hall & Main Offices Upgrade		19	Nil	R15 000 000	R5 000 000
To improve access to infrastructure services through building		Completion of Two Community Centres	02 08	N/A	R2 900 000 R2 900 000	-
		Mangolong Community Centre Protea Community Centre	23 06	N/A	R3 000 000 R3 000 000	-
		Upper Mvenyane Community Centre Mengine Community Centre	21 26	N/A	-	R3 200 000 R3 200 000
OBJECTIVE	ANNUAL TARGET	PROJECT NAME	WARD	BUDGET		
				2017/2018	2018/2019	2019/2020
<b>SCM</b>						
Ensure safe keeping of municipal inventory	Completion of municipal store by March 2018	Completion of municipal stores	19	R300,000	-	-
Ensure proper record keeping of bid documents	Procurement of Bulk filling cabinet	Procurement of Bulk filling cabinet	N/A	R140,000	-	-
To ensure roadworthy vehicles	Reviewable of Municipal fleet	Municipal fleet	N/A	N/A	R 5 000 000	-
<b>LED</b>						
To support commercial and emerging farmers by 30 June 2022	Construction of Matatiele poultry Abattoir	CRR & Job funds	Ward 26	N/A	R 1 000 000	R 1 000 000
To increase access to Fresh Produce locally and in surrounding areas by June 2022	Construction of Matatiele grain storage facility	MIG	Ward 19	N/A	R 1 200 000	R1 000 000
	Equipment for the Fresh Produce Market	Equitable share	Ward 20	N/A	R 750 000	R 750 000

## **6. CONCLUSION**

The SDBIP is a key management, implementation and monitoring tool, which provides operational content to the end-of-year service delivery targets, set in the municipal budget and IDP.

Together with the OPMS it determines the performance agreements for the municipal manager, General Managers and Middle Managers and, whose performance can then be monitored through section 71 reports, and evaluated through the Midyear Performance Reports and the Annual Report (AR) process.