

HIBISCUS COAST MUNICIPALITY		SELECT THE YEAR TICK THE APPROPRIATE BOX		1	2	3	4	5																
		SELECT THE QUARTER TICK THE APPROPRIATE BOX		1	2	3	4	5																
				1	2	3	4	5																
IDP NO.	National KPA	Strategic Objective	No.	Measurable Objective/Output	Performance Measure/Indicator (Unit of Measure)	Demand	Baseline (Previous Year Actuals)	Backlog	2014/2015 Targets								Responsible Section	Responsible Department	Financial Implication	Vote No.	Wards	Portfolio of evidence	Challenges	Corrective measures
Pgs 122 - 133	Municipal financial viability and Management	To uphold treasury norms and standards in terms of budgeting and reporting requirments	E (ii)	To ensure effective administration of the budgeting process and finalising preparation of the budget within legislated timeframes	Date the budget schedule of key deadlines for 2014-15 submitted to council		31-Aug-13	N/A	31-Aug-14	N/A	N/A	N/A				Budget and Reporting	Treasury	Not applicable	N/A	Internal	Council minutes			
				Draft Budget submitted to council		25-Mar-14	N/A	N/A	N/A	31-Mar-15	N/A			Budget and Reporting	Treasury	Not applicable	N/A	Internal	Draft budget & Council minutes					
					Final Budget approved by council		27-May-14	N/A	N/A	N/A	N/A	28-May-15			Budget and Reporting	Treasury	Not applicable	N/A	Internal	Final budget & Council minutes				
				To ensure that budget related policies (i.e. Rates, Indingent, Tarrifs & budget policies) are	Date draft budget related policies submitted		March and May 2014	N/A	N/A	N/A	31-Mar-15	N/A			Budget and Reporting	Treasury	Not applicable	N/A	Internal	Council minutes				
					Date final budget related policies submitted		March and May 2014	N/A	N/A	N/A	N/A	28-May-15			Budget and Reporting	Treasury	Not applicable	N/A	Internal	Council minutes				
				To ensure effective administration of the budgeting process and reporting within legislated framework	Date Mid-Year-Budget and Performance Assessments Review for the 2013/14 Budget submitted		25 Janaury 2014	N/A	N/A	N/A	25-Jan-15	N/A			Budget and Reporting	Treasury	Not applicable	N/A	Internal	Copy of mid-year assessment, proof of acceptance by mayor and submission to NT & Council minutes				
					No. of monthly budget statements (s71 reports) submitted to the Finance Portfolio, National Treasury		12	N/A	3	3	3	3			Budget and Reporting	Treasury	Not applicable	N/A	Internal	National treasury proof of receipts and and aknowledgement of receipt by the Mayor				
				No. of reports on monthly departmental expenditure by vote submitted to HODs		N/A	N/A	3	3	3	3			Budget and Reporting	Treasury	Not applicable	N/A	Internal	emails to HOD					
Pgs 122 - 133	Municipal financial viability and Management	To uphold treasury norms and standards in terms of budgeting and reporting requirments	E (ii)	To ensure that AFS for 30 June 2013 are prepared & submitted to the Auditor-General in line with MFMA	Date AFS submitted to AG		31/08/13	N/A	31-Aug-14	N/A	N/A	N/A			Budget and Reporting	Treasury	Not applicable	N/A	Internal	Aknowledgement of receipts by the Auditor-General				
					Date consolidated AFS submitted to AG		30-Sep-13	N/A	30-Sep-14	N/A	N/A	N/A			Budget and Reporting	Treasury	Not applicable	N/A	Internal	Aknowledgement of receipts by the Auditor-General				
				To ensure that adequate processes are introduced to address issues raised by the Auditor General	Date corrective action plan developed		28-Jan-14	N/A	N/A	N/A	31-Jan-15	N/A			Budget and Reporting	Treasury	Not applicable	N/A	Internal	Council & Finance Portfolio Resolution				
					No. of Reports submitted to Council/Finance portfolio on the implementation of the corrective Action Plan		6	N/A	N/A	N/A	3	3			Budget and Reporting	Treasury	Not applicable	N/A	Internal	Council & Finance Portfolio minutes				
Pgs 122 - 133	Municipal financial viability and Management	To uphold treasury norms and standards in terms of budgeting and reporting requirments	E (ii)	To ensure effective management of grants	No. of reports based on the updated grants register submitted		12 Monthly Reports	N/A	3	3	3	3			Budget and Reporting	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio				
				To ensure full Compliance with MFMA Returns requirements	No. of MFMA Returns submitted		Monthly Returns Report	N/A	3	3	3	3			Budget and Reporting	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio				

HIBISCUS COAST MUNICIPALITY		SELECT THE YEAR TICK THE APPROPRIATE BOX		1	2	3	4	5																
		SELECT THE QUARTER TICK THE APPROPRIATE BOX		1	2	3	4	5																
IDP NO.	National KPA	Strategic Objective	No.	Measurable Objective/Output	Performance Measure/Indicator (Unit of Measure)	Demand	Baseline (Previous Year Actuals)	Backlog	2014/2015 Targets						Responsible Section	Responsible Department	Financial Implication	Vote No.	Wards	Portfolio of evidence	Challenges	Corrective measures		
									Q1	Actual	Q2	Actual	Q3	Actual	Q4	Actual								
Pgs 134 - 145	Good governance and Public Participation	To promote and uphold principles of good governance and legal compliance	D (vi)	To obtain positive audit opinion for the municipality	Unqualified report achieved		Unqualified Report with other matters	N/A	N/A		5-Dec-14		N/A		N/A		Budgeting and Reporting	Treasury	Not applicable	N/A	Internal	AG audit Report		
Pgs 60 - 67	Municipal Transformation & Organisational Development	To improve operational productivity in service delivery	A (iii)	To ensure that an efficient delegations process exists within the department	Date the delegations register is developed		Not applicable	N/A	31-Jul-14		N/A		N/A		N/A		Budgeting and Reporting	Treasury	Not applicable	N/A	Internal	Delegations Register		
Pgs 122 - 133	Municipal financial viability and Management	To uphold Treasury norms and standards in terms of budgeting and reporting requirements	E (ii)	To manage council investments and maintain an updated investment register	No of reports on updated investment register submitted		12 Reports	N/A	3		3		3		3		Asset Management	Treasury	Not applicable	N/A	Internal	Investment Register and Portfolio minutes		
				To effectively manage council bank records	No of Bank Reconciliations performed & submitted		12 Reports	N/A	3		3		3		3		Asset Management	Treasury	Not applicable	N/A	Internal	Monthly reconciliations & Portfolio minutes		
				To ensure that council asset register is updated & compliant	No of updated assets register reports submitted		12 Reports	N/A	3		3		3		3		Asset Management	Treasury	Not applicable	N/A	Internal	Asset Register and Portfolio minutes		
				To manage and report appropriately on insurance matters	No of reports on insurance claims submitted		12 Reports	N/A	3		3		3		3		Asset Management	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio		
Pgs 68 - 89	Basic Service Delivery	To improve infrastructure project and interventions delivery and ensure value is derived	B (i)	To account for all council assets	No of physical verifications performed on council assets		2 Reports on Verification	N/A	N/A		1		N/A		1		Asset Management	Treasury	R1,800,000	532-260-305	Internal	Updated asset register Report to Portfolio		
	Good Governance and Public Participation	To have reviewed and have up to date organisational policies in line with national & provincial agenda	D (iv)	To ensure policies & manuals are formulated and implemented	Date reviewed Asset Management Policy adopted		30-Jun-14	N/A	N/A		N/A		N/A		30-Jun-15		Asset Management	Treasury	Not applicable	N/A	Internal	Reviewed Asset Management policy & Council Resolution		
	Good Governance and Public Participation	To have reviewed and have up to date organisational policies in line with national & provincial agenda	D (iv)		Date reviewed Asset Management Procedure Manual adopted		30-Jun-14	N/A	N/A		N/A		N/A		30-Jun-15		Asset Management	Treasury	Not applicable	N/A	Internal	Reviewed Asset Management Procedure Manual & Council Resolution		
					Date reviewed Investment Management Policy adopted		30-Jun-14	N/A	N/A		N/A		N/A		30-Jun-15		Asset Management	Treasury	Not applicable	N/A	Internal	Reviewed Investment Management policy & Council Resolution		
Pgs 134 - 145																								
				To improve collection rate	% collection rate achieved		90%	10%	70%		80%		87%		90%		Revenue Management	Treasury	Not Applicable	N/A	Internal	Minutes of finance portfolio		
				To reduce prior debtors balance	% of prior years debtors balance reduction		N/A	N/A	N/A		N/A		N/A		10%		Revenue Management	Treasury	Not Applicable	N/A	Internal	Minutes of finance portfolio		
				To ensure effective Implementation of the Revenue Enhancement Strategy	No of Reports on the implementation of the Strategy submitted		12 Reports	N/A	3		3		3		3		Revenue Management	Treasury	Not applicable	N/A	Internal	Finance Portfolio Resolution		





HIBISCUS COAST MUNICIPALITY		SELECT THE YEAR TICK THE APPROPRIATE BOX		1	2	3	4	5																
		SELECT THE QUARTER TICK THE APPROPRIATE BOX		1	2	3	4	5																
IDP NO.	National KPA	Strategic Objective	No.	Measurable Objective/Output	Performance Measure/Indicator (Unit of Measure)	Demand	Baseline (Previous Year Actuals)	Backlog	2014/2015 Targets								Responsible Section	Responsible Department	Financial Implication	Vote No.	Wards	Portfolio of evidence	Challenges	Corrective measures
									Q1	Actual	Q2	Actual	Q3	Actual	Q4	Actual								
		Requirements		To have developed the Procurement Plan	Date department's procurement plan finalised		30-Jul-13	N/A	30-Jul-14		N/A		N/A		N/A		Supply Chain Management & CFO	Treasury	Not applicable	N/A	Internal	Procurement plan		
			Date consolidated procurement plan submitted to CORP MANCO			12-Aug-13	N/A	18-Aug-14		N/A		N/A		N/A		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Corporate Management minutes			
			To implement effective contract management processes	No of times updated contracts register submitted to management		12 Updates	N/A	3		3		3		3		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Emails to Management & Contract Register			
			To implement control mechanisms that ensure that irregular expenditure is reduced	Number of reports on Irregular Expenditure monitoring submitted		N/A	N/A	3		3		3		3		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Council minutes			
			To account appropriately for council Stock	No of Stock taking reports submitted		3 Stock Taking Reports for every 4 months	N/A	N/A		1		1		1		Supply Chain Management	Treasury	Not applicable	N/A	Internal	Stock take reports			
	Municipal financial viability and Management	To improve debt and revenue management	E (iii)	To ensure all expenditure are paid within 30 days	No of Reports on creditors payments		12 Reports	N/A	3		3		3		3		Expenditure Management	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio		
				To effectively manage expenditure of fuel and repairs on municipal fleet	No of Reports submitted on fleet expenditure		12 Reports	N/A	3		3		3		3		Expenditure Management	Treasury	Not applicable	N/A	Internal	Corporate Management minutes		
Pgs 122 - 133	Municipal financial viability and Management	To ensure efficient and effective management of leases and disposal of Municipal owned properties	E (i)	To effectively manage & monitor maintenance of council fleet	No. of reports submitted on maintenance of fleet		12	N/A	3		3		3		3		Expenditure Management	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio		
		To uphold Treasury norms and standards in terms of budgeting and reporting requirements	E (ii)	To monitor how effectively HCM is managing its creditors	No. of reports submitted on Creditors Age Analysis		12 Reports	N/A	3		3		3		3		Expenditure Management	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio		
				To effectively pay Salaries and Allowances	No of reports on Salaries and Allowances submitted		12 Reports	N/A	3		3		3		3		Expenditure Management	Treasury	Not applicable	N/A	Internal	Corporate Management minutes		
		To improve debt and revenue management	E (iii)	To effectively manage Loans	No of Reports on loans submitted		12 Reports	N/A	3		3		3		3		Expenditure Management	Treasury	Not applicable	N/A	Internal	Minutes of finance portfolio		