

COGHSTA

ANNUAL PERFORMANCE PLAN 2021/2022 TIDs

DATE OF TABLING
16 MARCH 2021



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

Part D: Technical Indicator Description (TID)

DETAILED STANDARD OPERATING PROCEDURES ARE DEVELOPED TO INDICATE PROCESSES OF REPORTING ON TID'S

Administration Technical Indicator Descriptions

Indicator Title	1.1.1. Compliance by Directorates to Batho Pele principles in provision of services
Definition	Employees comply to Batho Pele principles in provision of services
Source of data	Constitution of the Republic of South Africa (Sec. 195), National Developmental Plan (NDP), White Paper on Transformation of Public Service of 1995, White paper on Transformation of Public Service Delivery of 1997 (Batho Pele principles)
Method of Calculation/Assessment	Qualitative
Means of verification	Report with a framework encapsulating parameter to measure compliance with the Batho Pele principles
Assumptions	That employees comply to principles/ Batho Pele principles
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Quarterly
Desired Performance	Full compliance to Batho Pele principles by Employees
Indicator Responsibility	Director: Service Delivery Improvement and Batho Pele

Indicator Title	1.1.2. Percentage of resolved Service Delivery queries and complaints logged through Presidential, Premier and Departmental Hotline
Definition	Monitor resolution of queries and complaints to ensure principles of Batho Pele are complied with
Source of data	Software's used for the Hotlines
Method of Calculation/Assessment	Resolved received cases divided by the total number of cases X 100
Means of verification	System generated report
Assumptions	100% compliance to constitutional value and principles / Batho Pele principles in provision of services.
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Quarterly
Desired Performance	High
Indicator Responsibility	Director: Service Delivery Improvement and Batho Pele

Indicator Title	1.1.3. Number of employees appointed
Definition	To reduce vacancy rate
Source of data	Organisational Structure, Recruitment plan
Method of Calculation/Assessment	Number of appointments made Qualitative (Simple count)
Means of verification	Appointment letters Persal report
Assumptions	All posts will be filled

Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative Year-end
Reporting Cycle	Quarterly
Desired Performance	High
Indicator Responsibility	Chief Director: Strategic Human Resource Management

Indicator Title	1.1.4. Number of employees trained as per WSP
Definition	Number of employees trained in line with their personal development plans
Source of data	Workplace Skills Plan
Method of Calculation/Assessment	Total number of PDPs received – prioritized training in line with the budget = number of training sessions
Means of verification	Workplace Skills Plan (submitted annually in the 1 st quarter) Quarterly reports Attendance Registers Service Level Agreements
Assumptions	To train all officials in line with WSP
Disaggregation of Beneficiaries (where applicable)	Women: 50% Youth: 30% People with disabilities: 2%
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative Year-end
Reporting Cycle	Quarterly
Desired Performance	High
Indicator Responsibility	Chief Director: Strategic Human Resource Management

Indicator Title	1.1.5. Percentage of Employee Wellness cases attended
Definition	Percentage of Counselling and Injury on Duty Cases attended to
Source of data	Employee Wellness Case Registers
Method of Calculation/Assessment	Number of new cases attended to divided by the total number of cases received X 100
Means of verification	Employee Wellness Case Registers, Quarterly and annual reports
Assumptions	All Employee Wellness cases will be attended to
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Quarterly
Desired Performance	High
Indicator Responsibility	Chief Director: Strategic Human Resource Management

Indicator Title	1.1.6. Percentage of women in SMS represented
Definition	Number of designated groups represented in the Department
Source of data	Persal, Employment Equity Plan, Organizational Structure, Vulindlela
Method of Calculation/Assessment	43% Women of the total Establishment (Number of females / total number of employees on the staff establishment) X 100
Means of verification	Employee Equity Statistics
Assumptions	50% of women to be represented
Disaggregation of Beneficiaries (where applicable)	50% women
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative year to date
Reporting Cycle	Quarterly
Desired Performance	High
Indicator Responsibility	Chief Director: Strategic Human Resource Management

Indicator Title	1.1.7. Percentage of People with disabilities represented
Definition	Percentage of designated groups represented in the Department
Source of data	Persal, Employment Equity Plan, organizational Structure, Vulindlela
Method of Calculation/Assessment	2% Disability representation of the total Establishment (Percentage of people with disability / total number of employees on the staff establishment) 100
Means of verification	Employee Equity Statistics
Assumptions	2% of people with disability to be represented
Disaggregation of Beneficiaries (where applicable)	2% of people with disability
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative year to date
Reporting Cycle	Quarterly
Desired Performance	High
Indicator Responsibility	Chief Director: Strategic Human Resource Management

Indicator Title	1.1.8. Number of Anti-Fraud and Corruption awareness workshops conducted within the department
Definition	Monitor incidents of fraud and corruption as well as popularize the legislative framework
Source of data	Departmental reports
Method of Calculation/Assessment	Quantitative (Simple count)
Means of verification	Attendance registers and Minutes\reports
Assumptions	Employees understand Code of conduct
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative Year-end
Reporting Cycle	Quarterly
Desired Performance	High
Indicator Responsibility	Director: Security and Investigation Management

Indicator Title	1.2.1. Percentage of undisputed invoices paid within 30 days
Definition	<input type="checkbox"/> All legitimate invoices received are paid within 30 days. Invoice: claim of demand for payment by supplier for services rendered.
Source of data	<input type="checkbox"/> Generate the 30-day report from Vulindlela system <input type="checkbox"/> Download the report from Vulindlela
Method of calculation/Assessment	Number of paid invoices divided by the total number of undisputed invoices received X 100
Means of verification	Vulindlela signed report
Assumptions	The information as contained on the BAS is true in all material respects
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation type	Non-Cumulative
Reporting Cycle	Quarterly
Desired performance	High
Indicator Responsibility	Chief Director: Financial Management Services

Indicator Title	1.2.2. Percentage of bids awarded to pre-qualified designated groups
Definition	<input type="checkbox"/> Percentage of bids granted for the sole benefit of the specified categories. <input type="checkbox"/> Previously disadvantaged group ages below 35 years <input type="checkbox"/> Black-owned: 51% ownership by blacks as defined under DTI codes <input type="checkbox"/> Youth owned: age below the 35 years <input type="checkbox"/> Women owned: female <input type="checkbox"/> SMME: Small Medium Micro enterprises
Source of data	<input type="checkbox"/> Central Supplier database <input type="checkbox"/> Extract information from CSD
Method of calculation/Assessment	Quantitative (Total number of tenders awarded to designated groups divided by Total tenders awarded X 100)
Means of verification	<input type="checkbox"/> Report with Signed contracts; <input type="checkbox"/> Orders Issued;
Assumptions	The information as contained on CSD is true in all material respects
Disaggregation of Beneficiaries	Women: 30% Youth: 30% People with Disabilities: 2%
Spatial Transformation	N/A
Calculation type	Non-Cumulative
Reporting Cycle	Quarterly
Desired Performance	High
Indicator Responsibility	Chief Director SCM

Indicator Title	1.2.3. Percentage of allocated budget spent
Definition	<input type="checkbox"/> The extent of spending against the allocated budget <input type="checkbox"/> Budget: estimated expenditure and revenue.
Source of data	<input type="checkbox"/> BAS <input type="checkbox"/> Reports downloaded from BAS
Method of calculation/Assessment	Quantitative (Budget spent divided by total budget allocated X 100)
Means of Verification	BAS Report
Assumptions	The information as contained on the BAS is true in all material respects
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation Type	Cumulative Year to Date
Reporting Cycle	Quarterly
Desired performance	High
Indicator Responsibility	Chief Director: Financial Management Services

Indicator Title	1.2.4. Type of Audit Opinion achieved
Definition	Audit opinion is an expression by the Auditor General on the Annual Financial Statements
Source of data	<input type="checkbox"/> Audit reports from Auditor General <input type="checkbox"/> Annual report
Method of calculation/Assessment	Qualitative

Means of Verification	Annual Report
Assumptions	The information as disclosed in the audit report is true in all material respects
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired Performance	Unqualified audit opinion without matters of emphasis
Indicator Responsibility	CFO

Human Settlements Technical Indicator Descriptions

Indicator Title	2.1.1. Multiyear Human Settlements Development Plan developed
Definition	5-year human settlements plan incorporating the housing backlogs in the province
Source of data	MYHDP Framework and housing sector plans
Method of Calculation/Assessment	Qualitative
Means of verification	<input type="checkbox"/> Approved MYHDP, Minutes of meeting with stakeholders <input type="checkbox"/> Approved memorandum by HOD
Assumptions	<input type="checkbox"/> Credible IDP Housing sector plans <input type="checkbox"/> Full participation by stakeholders
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired Performance	Approved Multi Year Housing Development Plan
Indicator Responsibility	DDG: ISHS

Indicator Title	2.2.1. Number of projects approved for human settlements
Definition	Approved projects which are ready for implementation in line with the readiness matrix to reduce the housing backlog.
Source of data	MYHDP, list of projects from the municipalities
Method of Calculation/Assessment	Simple counting
Means of verification	Memorandum project(s) approved by the HOD; memorandum of development areas approved by the MEC
Assumptions	Credible IDP Housing sector plans Full participation by stakeholders
Disaggregation of Beneficiaries	N/A
Spatial Transformation	All projects spatially referenced
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired Performance	High
Indicator Responsibility	DDG: ISHS

Indicator Title	2.2.2. Number of municipalities assessed for human settlements accreditation
Definition	<input type="checkbox"/> Accreditation means empowering municipality to perform certain limited housing functions <input type="checkbox"/> Accredited municipality is delegated certain housing functions
Source of data	Municipality request documents, council resolution, good quality opinion, approved housing sector plan.
Method of Calculation/Assessment	Simple count
Means of verification	Approved assessment report compiled by independent assessment panel minutes
Assumptions	Credible accreditation Business plans from the Municipalities
Disaggregation of Beneficiaries	N/A
Spatial Transformation	Approved municipalities spatially referenced
Calculation Type	Non-Cumulative
Reporting Cycle	Annually

Desired Performance	High
Indicator Responsibility	DDG: ISHS

Indicator Title	2.2.3. Hectares of Land Acquired
Definition	Process of identification, release, and acquisition of suitably located land for human settlements
Source of data	List of prospective parcels or land earmarked for possible acquisition or purchase
Method of Calculation/Assessment	Simple count
Means of verification	Deed of sale
Assumptions	<input type="checkbox"/> Availability of suitable land for human settlements <input type="checkbox"/> Agreement on market related price
Disaggregation of Beneficiaries	Previously disadvantaged, Women and Children
Spatial Transformation	Spatially referenced
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired Performance	High
Indicator Responsibility	DDG: ISHS

Indicator Title	2.2.4. Number of informal settlements with approved layouts
Definition	<input type="checkbox"/> The formalization of the informal settlements means the provisions of the Surveying and the town planning activities on farmland portion in order to structure the layout of household and bulk services is designed. <input type="checkbox"/> The process results in an approved layout plan and general plan developed as final output in peri-urban areas.
Source of data	<input type="checkbox"/> Municipalities application letter with council resolution <input type="checkbox"/> Informal settlements implementation plan
Method of Calculation/Assessment	Simple count
Means of verification	<input type="checkbox"/> Approved layout plan <input type="checkbox"/> Approved general plan <input type="checkbox"/> Minutes of the stakeholder's meetings
Assumptions	Many settlements not properly formalized
Disaggregation of Beneficiaries	N/A
Spatial Transformation	Spatially referenced
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired performance	High
Indicator Responsibility	Chief Director: Human Settlements Sector Performance and Municipal Support

Indicator Title	2.2.5. Number of houses delivered through programmes in the housing code
Definition	Construction of houses. A house is delivered when it has reached practical completion and an occupation certificate (Happy letter) is signed off by all relevant parties
Source of data	HSS
Method of Calculation/Assessment	Simple count
Means of verification	<input type="checkbox"/> Happy letter <input type="checkbox"/> Specific consolidated list of houses completed
Assumptions	The houses are built in accordance with relevant regulations
Disaggregation of Beneficiaries	N/A
Spatial Transformation	House to be spatially referenced
Calculation Type	Cumulative Year end
Reporting Cycle	Quarterly
Desired performance	High
Indicator Responsibility	Chief Directors: Human Settlements Development

Indicator Title	2.2.6. Number of sites serviced
Definition	<input type="checkbox"/> Sites are considered as serviced when they have access to basic services (water, sewer and roads) <input type="checkbox"/> A connection point will be available for each site.
Source of data	Register?? /individual certificate per site??/Monthly reports

Method of Calculation/Assessment	Simple count
Means of verification	Layout plans that reflect progress and monthly reports
Assumptions	The serviced areas are connected to bulk
Disaggregation of Beneficiaries	N/A
Spatial Transformation	Sites to be spatially referenced
Calculation Type	Cumulative Year-end
Reporting Cycle	Quarterly
Desired Performance	High
Indicator Responsibility	Chief Directors: Human Settlements Development

Indicator Title	2.2.7. Number of rental units completed
Definition	A new community residential unit reaches practical completion when it is roofed, and occupation certificate issued by the Municipality.
Source of data	When a community residential unit is complete, a joint inspection by all stakeholders is conducted
Method of Calculation/Assessment	Simple count
Means of verification	<input type="checkbox"/> Occupation certificates <input type="checkbox"/> Monthly reports
Assumptions	The beneficiary will utilize the community residential unit fruitfully without contravening housing policy relating to rental criteria
Disaggregation of Beneficiaries	N/A
Spatial Transformation	Social housing to be spatially referenced
Calculation Type	Cumulative Year-end
Reporting Cycle	Bi-annually
Desired performance	High
Indicator Responsibility	Chief Directors: Human Settlements Development

Indicator Title	2.2.8. Number of job opportunities created through construction of houses and servicing of sites
Definition	A job opportunity refers to paid work for an individual on departmentally contracted housing projects or directly contracted to the Department in terms of EPWP guidelines
Source of data	EPWP reports
Method of Calculation/Assessment	Simple count
Means of verification	Signed contracts, attendance registered to work site, ID number of beneficiaries
Assumptions	Information provided is accurate
Disaggregation of Beneficiaries	N/A
Spatial Transformation	Spatially referenced
Calculation Type	Cumulative Year-end
Reporting Cycle	Bi-annually
Desired Performance	High
Indicator Responsibility	Chief Directors: Human Settlements Development

Indicator Title	2.3.1. Number of Title Deeds issued to approved beneficiaries
Definition	Title deeds transferred and endorsed to the approved beneficiaries in accordance with Housing Code
Source of data	Deeds Office sourced reports
Method of Calculation/Assessment	Simple count
Means of verification	Consolidated list of transfers (Title deeds copies) and title deeds
Assumptions	Proclaimed townships, legally occupied houses
Disaggregation of Beneficiaries	N/A
Spatial Transformation	Title deeds Spatially referenced
Calculation Type	Cumulative Year-end
Reporting Cycle	Quarterly
Desired Performance	High
Indicator Responsibility	Chief Directors: Human Settlements Subsidy Administration and Property Management

Indicator Title	2.3.2. Number of beneficiaries issued with title deeds through the EEDBS (Enhanced Expanded Discount Benefit Scheme)
Definition	The EEDBS programme to facilitate and stimulate the transfer of public housing stock to the qualifying occupants by using subsidization prevailing in
Source of data	ISHS database, Title Deeds and proof of registration from the deeds search
Method of Calculation/Assessment	Simple counting
Means of verification	Consolidated List and copies of issued title deeds
Assumptions	Legally occupied houses
Disaggregation of Beneficiaries	N/A
Spatial Transformation	Title deeds spatially referenced
Calculation Type	Cumulative Year-end
Reporting Cycle	Quarterly
Desired Performance	High
Indicator Responsibility	Chief Directors: Human Settlements Subsidy Administration and Property Management

Indicator Title	2.3.3. Number of reports compiled by Rental Disputes Tribunal and Housing Advisory Panel
Definition	<input type="checkbox"/> Rental dispute that indicate number of cases processed and resolved <input type="checkbox"/> Report developed by the advisory panel
Source of data	Case register and annual reports
Method of Calculation/Assessment	Simple count
Means of verification	Case register Annual report Mediation/tribunal rulings
Assumptions	The statutory bodies are established
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired Performance	High
Indicator Responsibility	Chief Directors: Human Settlements Subsidy Administration and Property Management

Indicator Title	2.3.4. Number of subsidies approved and disbursed through Finance Linked Individual Subsidy Programme
Definition	<input type="checkbox"/> The FLISP is a programme to assist households with income of between (R 7 500- R22 000) who are regarded as gap market /middle income earners. <input type="checkbox"/> The department offers once off subsidy to first time homeowners, whereby subsidy amount depends on the salary income and the qualification per subsidy scale, the amount is paid out for the purchase of the property
Source of data	<input type="checkbox"/> HSS status reports <input type="checkbox"/> FLISP application forms
Method of Calculation/Assessment	Quantitative
Means of verification	<input type="checkbox"/> FLISP application forms <input type="checkbox"/> HSS status reports <input type="checkbox"/> Disbursement schedule
Assumptions	Beneficiaries qualify with National Credit Act
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired performance	High
Indicator Responsibility	Chief Directors: Human Settlements Subsidy Administration and Property Management

Indicator Title	2.3.5. Number of Housing Subsidy Applications approved through Housing Subsidy System
Definition	Approval of beneficiaries on HSS entails the verification and capturing on the system and send for external searches through other government system like GEPP, Home Affairs, Persal, UIF, NHDBS before approval
Source of data	Subsidy application forms
Method of Calculation/Assessment	Simple count

Means of verification	HSS system status report
Assumptions	Applicant submit accurate information
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation Type	Cumulative Year-end
Reporting Cycle	Annually
Desired Performance	High
Indicator Responsibility	Chief Directors: Human Settlements Subsidy Administration and Property Management

Cooperative Governance and Traditional Affairs

Indicator Title	3.1.1. Number of reports on additional households provided with basic services
Definition	<ul style="list-style-type: none"> Number of reports providing information on additional households reached with basic services funded by the Municipal Infrastructure Grant and Integrated National Electrification Programme for the following services: water, sanitation, refuse removal and electrification. Number of additional km's of municipal roads surfaced to improve vehicle access.
Source of data	<ul style="list-style-type: none"> Municipal MIG annual report – municipalities submit MIG annual reports on or before end of August each year ESKOM INEP (Integrated National Electrification Program) progress report Municipal INEP annual reports <p>Process:</p> <ul style="list-style-type: none"> Receive annual Municipal Infrastructure Grant funded project implementation reports from all 26 municipalities. Consolidate information on additional households reached for each service: water, sanitation, refuse removal and household electrification as well as number of km of roads surfaced. <p>Monitor in-year project implementation by:</p> <ul style="list-style-type: none"> Convening monthly progress meetings District project progress reporting meetings Receive projects proposal, arrange visit to site, arrange project approval meeting and issue project approval letters Arrange one-on-one intervention meetings for municipalities failing to spend the conditional grant (MIG)
Method of Calculation/Assessment	Quantitative – number of additional households served and additional KMs of roads constructed.
Means of verification	Municipal annual reports ESKOM INEP implementation report Consolidated COGHSTA report.
Assumptions	Submission of municipal reports in time
Disaggregation of Beneficiaries	N/A
Spatial Transformation	Access to basics services spatially referenced
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired Performance	High
Indicator Responsibility	Chief Director: MID

Indicator Title	3.1.2. Number of municipalities monitored on the implementation of indigent policies
Definition	Monitor municipalities on the implementation of indigent policies through district forums
Source of data	Minutes and attendance registers
Method of Calculation/Assessment	Quantitative
Means of verification	Report on municipalities monitored on the implementation of indigent policies
Assumptions	All municipalities have existing indigent policies
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation Type	Cumulative

Reporting Cycle	Annually
Desired Performance	Increased provision and access to Free Basic Services by municipalities to indigent households
Indicator Responsibility	Chief Director: MID

Indicator title	3.1.3. Number of municipalities monitored on the implementation of infrastructure delivery programmes (Outcome 9, Sub-outcome 1) (B2B Pillar 5)
Definition	Monitor compliance of infrastructure delivery programmes in collaboration with sector departments
Source of data	Municipal service delivery reports, Sector departments, CoGTA and entities
Method of calculation	Quantitative: Manual count of number of municipalities monitored
Means of verification	MIG DoRA reports, site visit reports and report on progressive access to basic services
Assumptions	Limitation of information due to lack or inaccurate data
Disaggregation of Beneficiaries (where applicable)	See Annexure D: District Development Model
Spatial Transformation (where applicable)	<ul style="list-style-type: none"> Contribution to Spatial Transformation priorities: As per District Development Model Spatial impact area: As per District Development Model
Calculation type	Non-Cumulative
Reporting cycle	Quarterly
Desired performance	Improved access to basic service delivery and livelihoods
Indicator responsibility	Head of Municipal Infrastructure

Indicator title	3.1.4. Number of Districts monitored on the spending of National Grants
Definition	<p>This refers to monitoring the districts on the utilization of their National Conditional Grants.</p> <p>The monitoring will include monitoring the expenditure of municipalities on water services, electrification and municipal infrastructure grants (MIG, WSIG, RBIG and INEP)</p> <p>Support is provided i.r.o MIG.</p>
Source of data	Monthly and / or quarterly expenditure data Schedule of Districts National Grants with amounts
Method of calculation	Count the number of districts monitored on the spending of National grants
Means of verification	<p>Signed Districts Reports on expenditure of on National Grants</p> <p>Consolidated Status Reports on the districts spending on National Grants</p> <p>Updated Schedule of Districts National Grants with amounts</p>
Assumptions	All municipalities will be responsive and diligently provide quarterly reports
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	<p>Each province to specify the number of Districts. For example:</p> <p>Ten Districts</p>
Calculation type	Non-Cumulative
Reporting cycle	Annually
Desired performance	10 Districts supported to improve spending on National Grants
Indicator responsibility	Head of Municipal Infrastructure

Indicator Title	3.2.1. Number of Section 47 reports compiled as prescribed by the MSA (Linked to MTSF 2019 – 2024, Priority 1) (B2B Pillar 5)
Definition	The signed-off consolidated annual (provincial) municipal performance report is a legal requirement in Section 47 of the Municipal Systems Act, which requires the MEC for local government to compile and submit to provincial legislature and Minister for Local Government.
Source of data	Annual Municipal Performance Reports (section 46) and secondary data from sector departments
Method of calculation/ Assessment	Manual count of reports compiled
Means of verification	Signed-off Section 47 Report
Assumptions	Municipalities have performance management systems that are responsive to their needs
Disaggregation of Beneficiaries (where applicable)	N/A

Spatial Transformation (where applicable)	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired performance	All municipalities implementing PMS in accordance with Chapter 6 of the MSA
Indicator responsibility	Chief Director: Cooperative Governance

Indicator Title	3.2.2. Number of Reports on the implementation of Back to Basics action plans by municipalities
Definition	<ul style="list-style-type: none"> Coordinate all stakeholder's commitments, support interventions within the Back to Basics action plans and reports Departmental signed-off reports reflecting the extent to which municipalities are implementing B2B action plans, with relevant meeting documentation if and where meetings were held and workshops conducted
Source of data	Quarterly B2B progress reports from municipalities, sector departments and other key stakeholders
Method of Calculation/Assessment	Manual count of reports prepared and submitted
Means of verification	Consolidated B2B Report
Assumptions	Report reflecting progress on implementation of Back to Basics actions and requires intervention to improve service delivery
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation Type	Cumulative Year-end
Reporting Cycle	Quarterly
Indicator Responsibility	Chief Director: Cooperative Governance

Indicator Title	3.2.3. Number of municipalities guided to comply with the MPRA (Linked to MTSF 2019 – 2024, Priority 1) (B2B Pillar 4)
Definition	Guide municipalities towards improving the extent to which municipalities comply with the Municipal Property Rates Act (MPRA).
Source of data	Rates policies, by-laws, tariffs, valuation / supplementary rolls from municipalities.
Method of calculation/ Assessment	Manual count of number of municipalities supported
Means of verification	Consolidated quarterly status report on the extent to which municipalities comply with the MPRA and/or compliance schedules
Assumptions	All municipalities comply with MPRA
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Quarterly
Desired performance	All local municipalities comply with the MPRA in order to provide nationwide uniformity, simplicity and certainty as well as to take into account the historical imbalances and rates burden on the poor.
Indicator responsibility	Head of Municipal Finance

Indicator Title	3.2.4. Number of municipalities supported with compilation of annual financial statements for submission to Office of the Auditor-General
Definition	<p>Monitor and support municipalities to comply with provisions of the Municipal Finance Management Act.</p> <ul style="list-style-type: none"> Review state of readiness on compilation of annual financial statements Draft annual financial statements assessed for submission to Auditor-General Deploy teams to municipalities with challenges on compliance Monitor the sittings of audit committees on review of draft annual financial statements Assessment of audit remedial plans and provide feedback to municipalities
Source of data	Audit remedial/action plans Audit report and Management letters
Method of Calculation/Assessment	All (27) municipalities must compile and timeously submit annual financial statement for audit
Means of verification	Audit remedial/action report , Audit report/Management letters and Annual Financial Statements readiness template
Assumptions	Improved annual financial statements by municipalities on the regulated date

Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Quarterly
Desired Performance	Improve performance
Indicator Responsibility	Chief Director: Cooperative Governance

Indicator Title	3.2.5. Number of capacity building interventions conducted in municipalities (Linked to MTSF 2019 – 2024, Priority 1) (B2B Pillar 5)
Definition	Monitor and coordinate capacity building programmes and external stakeholders initiatives in municipalities
Source of data	Municipal audit reports, annual reports, oversight reports, B2B Assessment Reports.
Method of calculation/ Assessment	Manual count of number of capacity building interventions
Means of verification	Quarterly report on capacity building Agenda, invitations, attendance registers and presentations
Assumptions	Municipalities are implementing capacity building strategy
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Quarterly
Desired performance	To strengthen the capability and ability of officials and councillors to accomplish their governance responsibilities
Indicator responsibility	Chief Director: Cooperative Governance

Indicator title	3.2.6. Number of municipalities supported to comply with MSA Regulations on the appointment of senior managers (Linked to MTSF 2019 – 2024, Priority 1)
Definition	The indicator seeks to monitor and support municipalities to comply with MSA regulations on the appointment of senior managers. It tracks municipalities assisted with the recruitment and selection processes of senior managers in terms of MSA and related regulations through prescribed instruments Nature of Support. It aims to contribute to building of a capable state which requires effectively coordinated state institutions with skilled public servants who are committed to the public good and capable of delivering consistently high-quality services, while prioritizing the people in the achievement of the nation's developmental objectives
Source of data	<ul style="list-style-type: none"> Municipal strategies Municipal reports on compliance in terms of Regulation 2014
Method of calculation	Quantitative
Means of verification	Departmental signed-off reports detailing the municipalities supported and the type of support provided, together with relevant meeting documentation if and where meetings were held and/or workshops conducted
Assumptions	Municipalities understand their obligations in terms of compliance with MSA
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation type	Cumulative year to end
Reporting cycle	Quarterly
Desired performance	All municipalities appointing competent senior managers in line with the competency requirements in the MSA Regulation
Indicator responsibility	Chief Director: Cooperative Governance

Indicator Title	3.2.7. Number of municipalities supported to institutionalize the performance management system (PMS) (Linked to MTSF 2019 - 2024, Priority 1)
Definition	The indicator measures support provided to municipalities to develop and implement PMS core elements to manage institutional performance as per Chapter 6 of the MSA.
Source of data	PMS assessment report. Reports from municipalities, PMS audit reports, PMS assessment tool
Method of calculation/ Assessment	Manual count of number of municipalities supported
Means of verification	A report detailing the municipalities supported and the type of support provided, together with meeting documentation

Assumptions	Municipalities have performance management systems that are responsive to their needs
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Quarterly
Desired performance	All municipalities implementing PMS in accordance with Chapter 6 of the MSA
Indicator responsibility	Chief Director: Cooperative Governance

Indicator Title	3.2.8. Number of municipalities supported to reduce Unauthorised, Irregular, Wasteful and Fruitless expenditure (Linked to MTSF 2019 – 2024, Priority 1)
Definition	Support aimed at targeted municipalities to improve and strengthen internal controls to reduce Unauthorised, Irregular, Wasteful and Fruitless expenditure.
Source of data	Audit reports, management letters, audit action plans and UIF&W register registers with progress.
Method of calculation/ Assessment	Simple count of municipalities supported
Means of verification	UIF&W expenditure Registers, Monthly and Quarterly Progress Reports
Assumptions	Municipalities are implementing Post Audit Action Plans and other internal control measures
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired performance	Improvement and reduction of UIF&W expenditure
Indicator responsibility	Chief Director: Cooperative Governance

Indicator title	3.2.9. Number of municipalities monitored on the extent to which anti-corruption measures are implemented (Linked to MTSF 2019 – 2024, Priority 1)
Definition	Monitor regularly and report on the extent to which municipalities implement anti-corruption measures towards promoting good governance and build an ethical state which is driven by the constitutional values and principles of public administration and the rule of law, focused on the progressive realization of socio-economic rights and social justice as outlined in the Bill of Rights. The anti-corruption measures are inter alia policies or strategies (anti-fraud, whistle blowing, investigation), structures (Committees) and awareness / training.
Source of data	Municipal reports and/or data on the extent to which municipalities implement anti-corruption measures
Method of calculation	Manual count of municipalities monitored
Means of verification	Signed-off departmental report reflecting the extent to which municipalities comply with the implementation of anti-corruption measures, inclusive of recommendations to address gaps
Assumptions	National Anti-Corruption Strategy implemented is by municipalities
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation type	Cumulative year end
Reporting cycle	Quarterly
Desired performance	All municipalities are curbing fraud and corruption
Indicator responsibility	Chief Director: Cooperative Governance

Indicator Title	3.3.1. Number of reports compiled on the functionality of District IGR structures
Definition	- Support 5 district municipalities to maintain intergovernmental relations. - Attend district imbizo and monitoring implementation of resolutions during imbizo
Source of data	- Reports from local and district municipalities

Method of Calculation/Assessment	Qualitative: Simple count
Means of verification	Reports, minutes and resolutions
Assumptions	Functional IGR structures in 5 District municipalities
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation Type	Cumulative year end
Reporting Cycle	Quarterly
Desired Performance	Promote Intergovernmental programmes to maximize impact
Indicator Responsibility	Chief Director: Democratic Governance and Disaster Management

Indicator Title	3.3.2. Number of municipalities supported to maintain functional Disaster Management Centres
Definition	This refers to supporting municipalities to maintain functional Disaster Management Centres. Support entails: supporting municipal institutional arrangements, deployment of officials to assist with assessments on disaster incidents and site visits
Source of data	Disaster Management Act Support Plan to maintain functional Disaster Management Centres Municipal quarterly reports
Method of calculation/ Assessment	Count the number of municipalities supported to maintain functional Disaster Management Centres
Means of verification	Signed Report on the support provided on maintaining functional Disaster Management Centres based on the support plan Attendance register and technical reports
Assumptions	Increasing number of Incidents and non-compliance from stakeholders
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non - Cumulative
Reporting Cycle	Quarterly
Desired performance	All disaster management centers functional
Indicator responsibility	Head of Disaster Management

Indicator Title	3.3.3. Number of municipalities supported to maintain functional ward committees (MTSF 2019 – 2024, Priority 1)
Definition	Promote the attainment of the Back to Basics Pillar 1 namely: putting people first (positive community experiences) through promoting the functionality of ward committees by implementation of ward operational plans, monitoring the payments on the Out of Pockets Expenses, monitoring the convening of Community meetings, monitoring the convening of ward committees' meetings.
Source of data	Reports from municipalities supported to maintain functional ward committees
Method of calculation/ Assessment	Manual count of the number of municipalities supported to maintain functional ward committees
Means of verification	Generic management tools on the functionality criteria of ward committees; • Assessment and monitoring reports; • Consolidated quarterly reports
Assumptions	Availability/functionality of electronic systems and data connectivity. Dedicated capacity in municipalities to provide required information
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-cumulative
Reporting Cycle	Quarterly

Desired performance	All municipalities maintaining functional ward committees to promote the deepening of participatory democracy at local level
Indicator responsibility	Chief Director: Democratic Governance and Disaster Management

Indicator Title	3.3.4. Number of reports compiled on functionality of disaster management advisory forum
Definition	Convene disaster management advisory for a and compile minutes of such
Source of data	Departmental reports
Method of Calculation/Assessment	Single count of meetings held
Means of verification	Minutes, copies of invites and attendance registers
Assumptions	Functional and effective advisory fora
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation Type	Cumulative Year-end
Reporting Cycle	Quarterly
Desired Performance	High
Indicator Responsibility	Chief Director: Democratic Governance and Disaster Management

Indicator title	3.3.5. Number of municipalities supported to respond to community concerns (Outcome-9: Sub-Outcome 2) (B2B Pillar 1)
Definition	Support municipalities through contact or electronic workshops or working sessions to develop sample draft registers of community concerns; to enable municipalities themselves to develop responsive improvement plans to address such concerns including developing a tracking system to monitor implementation of remedial actions in line with their customer care systems (e.g. Batho Pele policies).
Source of data	Reports from municipalities supported to respond to community concerns
Method of calculation /Assessment	Quantitative
Means of verification	Generic management tools circulated (Process plans, spreadsheet analyses tools, functionality criteria); <ul style="list-style-type: none"> • Template of draft registers of community concerns, • Meeting programmes, attendance registers or proof of electronic meeting/engagement; • Assessment and monitoring reports; • Municipal proof/notice of cancellation/postponement of meetings; • Consolidated quarterly reports.
Assumptions	Availability/functionality of electronic systems and data connectivity. Dedicated capacity in municipalities to provide required information
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation type	Non- Cumulative
Reporting cycle	Quarterly
Desired performance	All municipalities capable of recording, reviewing, responding to community concerns and reporting
Indicator responsibility	Chief Director: Democratic Governance and Disaster Management

Indicator Title	3.4.1. Number of LED initiatives / interventions implemented in municipalities
Definition	Support municipalities in creating an enabling environment for Local Economic Development through facilitation of LED initiatives / interventions / projects.
Source of data	Guidelines for the Review and Development of LED Strategies in municipalities;
Method of Calculation/Assessment	Non-cumulative
Means of verification	Minutes, Reports, Agendas and Invitations
Assumptions	LED Strategies, municipal infrastructure project support LED initiatives
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation Type	Cumulative Year-end
Reporting Cycle	Quarterly
Desired Performance	High
Indicator Responsibility	Chief Director: Development Planning

Indicator Title	3.4.2. Number of municipalities with legally compliant IDPs
Definition	Support and monitor the extent to which municipal IDPs are compliant with legislative requirements, respond to service delivery and development challenges, community priorities and mainstream gender
Source of data	IDP assessment and analysis reports
Method of calculation/ Assessment	Quantitative: Manual count of number of municipalities supported
Means of verification	Report on support provided and on the status of the IDPs, invitations, agenda, attendance registers, signed-off report indicating the municipalities supported to develop responsive and legally compliant IDPs.
Assumptions	All municipal IDPs are compliant and respond to service delivery, development challenges and needs of communities
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	Through the whole province in 17 local municipalities supported by three district municipalities
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired performance	All municipalities have IDPs which are addressing key service delivery priorities and development needs
Indicator responsibility	Chief Director: Development Planning

Title	3.4.3. Number of municipalities supported with implementation of SDFs in line with SPLUMA
Definition	Provide training to municipalities towards the implementation of SDFs in terms of the guidelines Development of terms of reference for development or review of SDFs Participate in the steering committee meetings Provide technical inputs on the establishment of a GIS system Assess the Layout plans for compliance
Source of data	Training manuals
Method of calculation/Assessment	Quantitative
Means of verification	Agendas/Invitations, minutes of meetings/assessment reports and maps
Assumptions	Municipalities complying 100% with the SDF guidelines
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation type	Cumulative Year-end
Reporting Cycle	Annually
Desired Performance	High
Indicator Responsibility	Chief Director: Development Planning

Title	3.4.4. Number of municipalities supported with demarcation of sites
Definition	The Number of sites demarcated in order to enable municipalities to orderly plan their area to avoid mushrooming of illegal settlements
Source of data	Municipalities submit request for assistance in terms of demarcation of sites
Method of calculation/Assessment	Quantitative
Means of verification	Site inspection Reports/Assessment Reports/Minutes, General Plans/Diagrams
Assumptions	Realization of properly planned new human settlements in the province
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation type	Cumulative Year-end
Reporting Cycle	Annually
Desired Performance	High
Indicator Responsibility	Chief Director: Development Planning

Title	3.4.5. Number of municipalities supported with implementation of LUS
Definition	Supporting municipalities in terms of section 24 of Spatial planning and Land Use Management Act and regulation to develop and implement Land Use Schemes. Development of terms of reference for development or review of SDFs Land Use Schemes (LUS) Participate in the steering committee meetings Assess and provide inputs into the draft LUS Review the LUS Assess decisions on land development applications Workshops and training

Source of data	Land Use Scheme guidelines
Method of calculation/Assessment	Qualitative
Means of verification	Agendas, minutes/reports of the meetings/workshops
Assumptions	Compliant land use schemes developed in terms of the guideline
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation type	Cumulative Year-end
Reporting Cycle	Annually
Desired Performance	High
Indicator Responsibility	Chief Director: Development Planning

Title	3.4.6. Number of municipalities supported with Implementation of SPLUMA
Definition	Monitor and capacitate Municipalities to effectively implement SPLUMA
Source of data	SPLUMA and its regulation and SPLUMA training manuals
Method of calculation/Assessment	Qualitative
Means of verification	Agendas, minutes/reports of the meetings/workshops and forums
Assumptions	Municipalities complying with SPLUMA requirements
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation type	Cumulative Year-end
Reporting Cycle	Annually
Desired Performance	Full compliance and implementation
Indicator Responsibility	Chief Director: Development Planning

Indicator Title	3.4.7. Number of District/Metro supported to develop One Plans (MTSF 2019 – 2024, Priority 5: Spatial integration, human settlements and local government)
Definition	This refers to supporting District municipality through participation in District Planning Forum to ensure development of One Plan for the Waterberg District in line with the requirements of the District Development Model and informed by the DDM socio-economic profile of the district
Source of data	District Development Model District Profiles DGDPs Municipal IDPs Sector Plans/ Spatial Development Frameworks
Method of calculation/ Assessment	Count the number of District One Plans developed
Means of Verification	Approved District One Plan Populated assessment templates
Assumptions	Alignment by sector departments to DDM and IDP formulation and implementation
Disaggregation of Beneficiaries (where applicable)	Target audience will include all groups within municipalities (stakeholders of IDP rep forum)
Spatial Transformation (where applicable)	All targeted districts
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired performance	Approved District Plans District Development Plans implemented in line with SDF proposals
Indicator responsibility	Chief Director: Development Planning

Indicator Title	3.4.8. Number of work opportunities reported through Community Works Programme (CWP)
Definition	CWP: Providing an employment safety net to eligible members of targeted communities by offering them a minimum number of regular days of work each month. Purpose: To provide an employment safety net. The CWP recognises that sustainable employment solutions will take time, particularly in reaching marginal economic areas. To contribute to the development of public assets and services in poor communities. To strengthen community development approaches.

	To improve the quality of life for people in marginalised economic areas by providing work experience, enhancing dignity and promoting social and economic inclusion.
Source of data	Monthly IA monitoring reports Quarterly report consolidating monthly IA monitoring reports M&E reports from DCoG
Method of calculation/ Assessment	Manual count of the number of work opportunities created
Means of verification	Departmental report on the analysis of IA reports, reports from regional offices and the M&E reports from DCoG national discussed at our quarterly M&E Forum
Assumptions	All local municipalities have CWP sites Local CWP Reference Committees are operational Useful work for CWP participants has been identified Useful work opportunities are linked to the implementation of the IDP at local municipal level
Disaggregation of Beneficiaries (where applicable)	Women Youth Persons living with a Disability To be determined by Province in collaboration with relevant stakeholders
Spatial Transformation (where applicable)	To be determined by Province in collaboration with relevant stakeholders
Calculation Type	Non-Cumulative
Reporting Cycle	Quarterly
Desired performance	Sufficient work opportunities created for the vulnerable people in all municipalities
Indicator responsibility	Chief Director: Development Planning

Indicator Title	4.1.1. Number of Traditional Councils supported to perform their functions.
Definition	The department will provide financial and non-financial support to the Traditional Councils so they can perform their functions: Financial management support: Recording and accounting of finances of each traditional council. Non-financial support: Differentiated support as determined by each Province according to their checklist, may also include Capacity building workshop session on issues that will enhance the effective functioning of the Councils. These can be conducted by the Departmental officials/other public and private sector institution.
Source of data	Financial support: Order and requisition Non-financial: Attendance register and report of training workshop, Inspection/Performance reports
Method of Calculation / Assessment	Manual count of Traditional Leadership structures supported to perform their functions.
Means of verification	Attendance register and/or progress report
Assumptions	If institutions of traditional leadership are adequately supported, then they will be effective in fulfilling their functions and there will be stability and development in areas of traditional leadership
Disaggregation of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	Traditional communities
Calculation Type	Non-cumulative
Reporting Cycle	Annually
Desired performance	Functional institution of traditional leadership
Indicator Responsibility	Programme Manager

Indicator Title	4.1.2. Number of reports for the sittings of the Provincial House of Traditional Leaders.
Definition	Sittings of the provincial House as required by TLGFA (Traditional Leaders Governance Framework Act)
Source of data	Departmental reports
Method of Calculation/Assessment	Simple count
Means of verification	Minutes and Agendas
Assumptions	The members of the House are appointed
Disaggregation of Beneficiaries	N/A
Spatial Transformation	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Bi-annually

Desired Performance	High
Indicator Responsibility	Chief Director: Traditional Affairs

Indicator Title	4.1.3. Percentage of Traditional Leadership succession claims/ disputes received and processed
Definition	Measures the total number of succession disputes and claims processed against the total number received Process: Acknowledgment, registration, investigations of all outstanding succession claims/disputes, communication of the outcome of the investigation to the claimants or disputants
Source of data	Signed off reports on succession claims and disputes
Method of Calculation / Assessment	Count the number of succession disputes and claims processed divided by the total number of succession claims and disputes registered, multiply by hundred
Means of verification	Monitoring reports: (Listing the names of the disputants and claimants)
Assumptions	The Royal family will assist in identifying the rightful heir and assisting in updating genealogy
Disaggregation of Beneficiaries (where applicable)	Reports will reflect disaggregation data into number women, youth and people with disability claiming or disputing succession.
Spatial Transformation (where applicable)	Traditional communities
Calculation Type	Non-Cumulative
Reporting Cycle	Quarterly
Desired performance	All succession claims and disputes are received and processed
Indicator Responsibility	Head of Traditional Institution Management

Indicator title	4.1.4. Number of Anti GBVF Intervention/campaigns for traditional leadership (Pillar 2: Prevention and Restoration of Social Fabric of the NSP)
Definition	The indicator aims to increase awareness on Gender Based Violence and Femicide through Anti-GBVF campaigns for traditional leaders so that they can play a role in curbing gender-based violence in their communities
Source of data	Project plan on campaigns aimed to increase awareness on GBVF Information sessions
Method of calculation	Manual count of interventions/campaigns conducted
Means of verification	Attendance registers and/or Progress reports on GBVF intervention/campaigns
Assumptions	All traditional leaders participate fully and actively in Anti-GBVF structures Availability and commitment of strategic partners or/and development partners
Disaggregation of Beneficiaries (where applicable)	Data will be disaggregated in terms of the following vulnerable groups: Women, Unemployed youth, Girl child, Boy child, Men & All vulnerable groups
Spatial Transformation (where applicable)	N/A
Calculation type	Cumulative year end
Reporting cycle	Quarterly
Desired performance	Increased awareness on GBVF amongst traditional leadership communities
Indicator responsibility	Chief Director: Traditional Affairs