

COMMUNITY SERVICES SDBIP 2016/2017

National KPA	Outcome 9	KZN PGDS KPA	IDP Strategic Objective	Strategy	IDP & SDBIP REF No.	Projects	Performance Indicator Ref No.	Unit of Measure / Indicator	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Budget for the Year	Source of Funding
										Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun		
										Target	Target	Target	Target		

GOVERNANCE AND REPORTING

Good Governance and Public Participation	Single Window of Co-ordination	Governance and Policy	To ensure excellence in governance and leadership	Increasing accountability and efficiency in the municipality; Improving reporting and oversight; ensuring compliance with legislation	GG&PP -01/16/17	Draft quarterly leave schedule for all staff members	1	Number of quarterly leave schedules for all staff members drafted and submitted	4-quarterly leave schedule for all staff members drafted and submitted by 30 June 2017	1-quarterly leave schedule for all staff members drafted and submitted	1-quarterly leave schedule for all staff members drafted and submitted	1-quarterly leave schedule for all staff members drafted and submitted	1-quarterly leave schedule for all staff members drafted and submitted	N/A	In-House
					GG&PP -01/16/17	Draft Quarterly Performance Reports	2	Number of Quartely Performance Reports Drafted and submitted	4- Quartely Performance Reports Drafted and submitted by 30 June 2017	1-Quarterly Performance Reports Drafted and submitted	1-Quarterly Performance Reports Drafted and submitted	1-Quarterly Performance Reports Drafted and submitted	1-Quarterly Performance Reports Drafted and submitted	N/A	In-House
					GG&PP -01/16/17	MID-Year Report	3	Number of MID-Year submitted	Number of MID-Year submitted by 30 June 2017	N/A	N/A	1 Mid-year report and 1 Annual Report by 25 January 2017	N/A	N/A	In-House
					GG&PP -01/16/17	Annual Report	4	Number of Annual Reports prepared and submitted	Number of Annual Reports prepared and submitted by 30 June 2017	1- Draft Annual Report prepared and submitted	N/A	1- Council Approved Annual Report prepared and submitted	N/A	N/A	In-House
					GG&PP -01/16/17	Community Services Portfolio Meetings	5	Number of Community Services Portfolio Meetings held	12-Community Services Portfolio Meetings held by 30 June 2017	3-Community Services Portfolio Meetings held	3-Community Services Portfolio Meetings held	3-Community Services Portfolio Meetings held	3-Community Services Portfolio Meetings held	N/A	In-House
					GG&PP -01/16/17	Departmental staff meetings	6	Number of departmental staff meetings	4- Departmental meetings held by 30 June 2017	1-Departmental meetings held by 30 June 2017	1-Departmental meetings held by 30 June 2017	1-Departmental meetings held by 30 June 2017	1-Departmental meetings held by 30 June 2017	N/A	In-House
					GG&PP -01/16/17	Performance Agreements of staff and performance plans	7	Number of staff performance agreements and work performance plans drafted and signedstaff performance agreements and work performance plans drafted and signed by 30 June 2017of staff performance agreements andwork performance plans drafted and signed by staff and supervisors	N/A	N/A	N/A	N/A	In-House
					GG&PP -01/16/17	Quarterly Performance Assessments/Reviews and Performance Reports for Staff	8	Number of Quarterly Performance Assessments Conducted and Reports submitted	1-Quarterly Performance Assessments for Staff conducted and reports submitted	1-Quarterly Performance Assessments for Staff conducted and reports submitted	1-Quarterly Performance Assessments for Staff conducted and reports submitted	1-Quarterly Performance Assessments for Staff conducted and reports submitted	1-Quarterly Performance Assessments for Staff conducted and reports submitted	N/A	In-House

MTUBATUBA SDBIP COMMUNITY SERVICES 2016/17-FIRE AND RESCUE SERVICES

Cross Cutting Interventions	Differentiated Approach to Municipal Financing, Planning and Support	Spatial Equity	To ensure integrity and quality of physical environment underpinned by a coherent spatial development pattern	To ensure compliance with all Environmental Management Legislations	CCI-01-16/17	Conduct Disaster Risk Reduction Management Awareness Campaigns	9	Number of Disaster Risk Reduction Awareness Campaigns conducted by 30 June 2017	2 Disaster Risk Reduction Awareness Campaigns conducted by 30 June 2017	1-Disaste Risk Awareness Campaign conducted	1-Disaste Risk Awareness Campaign conducted	N/A	N/A	N/A	In-House
					CCI-01-16/17	Disaster Relief Programme	10	No of disaster incidents responded to	12 Monthly diaster relief reports	3 Disaster Relief Reports submitted to the Community Portfolio	3 Disaster Relief Report submitted to the Community Portfolio	3 Disaster Relief Report submitted to the Community Portfolio	3 Disaster Relief Report submitted to the Community Portfolio	R850 000,00	In-House
					CCI-01-16/17	Conduct and Facilitate Fire and Ermegency Drills	11	No. of Fire Drills Conducted	06 Fire Drills Condccted in Municipal Buildings by 30 June 2017	Conduct 01 Fire Drill in Municipal Buildings	Conduct 02 Fire Drills in Municipal Buildings	Conduct 01 Fire Drill in Municipal Buildings	Conduct 02 Fire Drills in Municipal Buildings	N/A	In-House
					CCI-01-16/17		12	No of Ermegency Equipment acquired	12 Ermegency Equipment Acquired by 30 June 2017	3 Ermegancy and Rescue Reports	3 Ermegancy and Rescue Reports	3 Ermegancy and Rescue Reports	3 Ermegancy and Rescue Reports	R 200 000.00	In-House
					CCI-01-16/17		13	No. of fire and rescue inspections conducted in buildings	48 fire and rescue inspections conducted in buildings by 30 June 2017	12 fire and rescue inspections conducted in buildings	12 fire and rescue inspections conducted in buildings	12 fire and rescue inspections conducted in buildings	12 fire and rescue inspections conducted in buildings	N/A	In-House
					CCI-01-16/17	Conduct Safety Evaluation of Municipal Buildings and Offices	14	No. of OHS Reports on Evaluation of Municipal Buildings	4 OHS Reports on Evaluation of Municipal Buildings and Offices by 30 June 2017	Prepare 1 Report on Safety OHS Evaluation of Municipal Buildings and Offices	Prepare 1 Report on Safety OHS Evaluation of Municipal Buildings and Offices	Prepare 1 Report on Safety OHS Evaluation of Municipal Buildings and Offices	Prepare 1 Report on Safety OHS Evaluation of Municipal Buildings and Offices	N/A	In-House

ROADS SAFETY & PROTECTION SERVICES

					BSID-01-16/17	Conduct Road Blocks	15	No. of Vehicles Stopped and Checked	32000 Vehicles Stopped and Checked by 30 June 2017	Stop & Check 4500 Vehicles	Stop & Check 4500 Vehicles	Stop & Check 4500 Vehicles	Stop & Check 4500 Vehicles	N/A	In-House
					BSID-01-16/17	Drivers Screening for Alcohol	16	No. of Drivers Screened for Alcohol abuse	6000 Drivers Screened and Checked by June 2017	Driver Screening of 1500 vehicles for Alcohol abuse	Driver Screening of 1500 vehicles for Alcohol Usage	Driver Screening of 1500 vehicles for Alcohol Usage	Driver Screening of 1500 vehicles for Alcohol Usage	N/A	In-House

Basic Service Delivery and Infrastructure Development	Improved Access to Basic Services	Strategic Infrastructure	Enhance safety and security	Ensure Effective Traffic Management Within the Municipality	BSID-01-16/17	Vehicle Speed Screening	17	No. of Vehicles Screened	16000 Vehicles Screened for Speed Timing by 30 June 2017	Speed Screening of 4000 Vehicles	Speed Screening of 4000 Vehicles	Speed Screening of 4000 Vehicles	Speed Screening of 4000 Vehicles	N/A	In-House	
					BSID-01-16/17	Conduct Multi Disciplinary Road Blocks	18	No. of Multi-Disciplinary Roadblocks	12 Multidisciplinary Road Block by 30 June 2017	Conduct 3 Multi Disciplinary Road Blocks	Conduct 3 Multi Disciplinary Road Blocks	Conduct 3 Multi Disciplinary Road Blocks	Conduct 3 Multi Disciplinary Road Blocks	Conduct 3 Multi Disciplinary Road Blocks	N/A	In-House
					BSID-01-16/17	Charge Drunken/Speed Drivers	19	No. of Direct Charge Drunken/Speed Driving	24 Direct Charge Drunken Driving/Speed by 30 June 2017	Charge 6 Drunken/Speed Drivers	Charge 6 Drunken/Speed Drivers	Charge 6 Drunken/Speed Drivers	Charge 6 Drunken/Speed Drivers	Charge 6 Drunken/Speed Drivers	N/A	In-House
					BSID-01-16/17	Suspend Unroadworthy Vehicles	20	No. of Unroadworthy Vehicles Suspended	60 Unroadworthy Vehicles Suspended by 30 June 2017	Suspend 15 Unroadworthy Vehicles	Suspend 15 Unroadworthy Vehicles	Suspend 15 Unroadworthy Vehicles	Suspend 15 Unroadworthy Vehicles	Suspend 15 Unroadworthy Vehicles	N/A	In-House
					BSID-01-16/17	Impounding of Vehicles	21	No. of Impounded Vehicles	24 impounded vehicles by 30 June 2017	Impounding of 6 Vehicles	Impounding of 6 Vehicles	Impounding of 6 Vehicles	Impounding of 6 Vehicles	Impounding of 6 Vehicles	N/A	In-House
					BSID-01-16/17	Issuing of Learner Drivers License	22	No. of Learners License Examined	7200 Learners Licence Examined by 30 June 2017	Issuing of 1800 Learner Drivers License	Issuing of 1800 Learner Drivers License	Issuing of 1800 Learner Drivers License	Issuing of 1800 Learner Drivers License	Issuing of 1800 Learner Drivers License	N/A	In-House
					BSID-01-16/17	Conduct Driving License Testing	23	No. of Applicants Tested	4800 Applicants Tested for Driving Licences by June 2017	Conduct 1200 Driving License Testing	Conduct 1200 Driving License Testing	Conduct 1200 Driving License Testing	Conduct 1200 Driving License Testing	Conduct 1200 Driving License Testing	N/A	In-House
					BSID-01-16/17	Issue Temporal Driving Licence	24	No. of Temporal Driving Licence Issued	3000 Temporal Driving Licence Issued by June 2017	Issue 750 Temporal Driving Licence	Issue 750 Temporal Driving Licence	Issue 750 Temporal Driving Licence	Issue 750 Temporal Driving Licence	Issue 750 Temporal Driving Licence	N/A	In-House
					BSID-01-16/17	Issuing of duplicate learners license	25	Number of Duplicate Learners Licence Issued	4800 duplicate learners issued by June 2017	Issuing of 18 Duplicate Learners License	Issuing of 18 Duplicate Learners License	Issuing of 18 Duplicate Learners License	Issuing of 18 Duplicate Learners License	Issuing of 18 Duplicate Learners License	N/A	In-House
					BSID-01-16/17	Assess Professional Driving Permit (PrDP)	26	Number of Applications for PrDP Assessed	3000 Applications for Professional Driving Permit (PrDP) by June 2017	Assess 750 Professional Driving Permit (PrDP)	Assess 750 Professional Driving Permit (PrDP)	Assess 750 Professional Driving Permit (PrDP)	Assess 750 Professional Driving Permit (PrDP)	Assess 750 Professional Driving Permit (PrDP)	N/A	In-House
					BSID-01-16/17	Renewal of Drivers License	27	No. of Drivers Licence Renewed	4800 Driving Licences Renewed by June 2017	Renewal of 1200 Drivers License	Renewal of 1200 Drivers License	Renewal of 1200 Drivers License	Renewal of 1200 Drivers License	Renewal of 1200 Drivers License	N/A	In-House
					BSID-01-16/17	Vehicle Testing	28	No. of Vehicle Tested	480 Vehicle Tested by June 2017	120 Vehicle Tested	120 Vehicle Tested	120 Vehicle Tested	120 Vehicle Tested	120 Vehicle Tested	N/A	In-House
					BSID-01-16/17	Community Road Safety Forums	29	No. of Community Road Safety Forums attended.	4 Community Road Safety Forums attended by 30 June 2017	Participate in 1 Community Road Safety Forum	Participate in 1 Community Road Safety Forum	Participate in 1 Community Road Safety Forum	Participate in 1 Community Road Safety Forum	Participate in 1 Community Road Safety Forum	N/A	In-House
					BSID-01-16/17	Community Safety Plan	30	Council Approved Community Safety Plan.	Council Approved Community Safety Plan by 30 June 2017	Establishment of Community Road Safety Forum and Launch	Draft TORs of Community Safety Plan, SCM Processes and appointment	Develop Draft Community Safety Plan and Workshop	Adoption of Final Draft Community Safety Plan		N/A	In-House
					BSID-01-16/17	Road Safety Awareness Programme	31	Number of reports on Accidents reduced next to schools	4 reports on Accidents reduced next to schools by 30 June 2014	1-reports on Accidents reduced next to schools	1-reports on Accidents reduced next to schools	1-reports on Accidents reduced next to schools	1-reports on Accidents reduced next to schools	1-reports on Accidents reduced next to schools	70 000.00	In-House
BSID-01-16/17	Co-ordination of construction of Drivers Licence Testing Centre	32	Number of meetings held and number of reports on co-ordination of construction of Drivers Licence Testing Centre	4 meetings held and 4 reports on co-ordination of construction of Drivers Licence Testing Centre by 30 June 2017	1 meeting held and 1-report on co-ordination of construction of Drivers Licence Testing Centre	1 meeting held and 1-report on co-ordination of construction of Drivers Licence Testing Centre	1 meeting held and 1-report on co-ordination of construction of Drivers Licence Testing Centre	1 meeting held and 1-report on co-ordination of construction of Drivers Licence Testing Centre	1 meeting held and 1-report on co-ordination of construction of Drivers Licence Testing Centre	N/A	In-House					
BSID-01-16/17	Impounding Services	33	No. of monthly reports on Impounded Vehicles	12 monthly reports on impounded vehicles by 30 June 2016	3 reports on Impounding on Vehicles	4 reports on Impounding on Vehicles	5 reports on Impounding on Vehicles submitted	6 reports on Impounding on Vehicles submitted		N/A	In-House					
BSID-01-16/17	Pounding Services	34	Number of quarterly reports on Pounding of Astray Animals; Council approved Pounding Bylaw/Policy & Council Resolution	4 Quarterly reports on impounded astray animals submitted by 30 June 2017; Council Approved Pounding Bylaw/Policy and Council Resolution	Development of a Pound Bylaw/Policy and 1 quarterly report	Draft bylaw/policy on pounding services, conduct 1-workshop and 1 quarterly report	1-Quarterly report submitted	Pounding bylaw/policy submitted to Council for approval; 1-quarterly report submitted		N/A	N/A					
SECURITY SERVICES																
Delivery and Infrastructure Development	Access to Basic Services	Strategic Infrastructure	To provide high quality infrastructure network to support improved quality of life and	Maintain existing infrastructure	BSDID-02-16/17	Ammunition, Protective Clothing and Uniform (Security and Traffic)	35	Delivery Notes on ammunition, protective and uniform procured	Delivery Notes on ammunition, protective and uniform procured by 30 June 2017	SCM Processes and Appointment	Ammunition, Protective Clothing and Uniform (Security and Traffic) procured and delivered	N/A	N/A	N/A	Own Revenue	
					BSDID-02-16/17	Protection of Municipal Properties	36	Number of Reports on municipal properties protected	12 Monthly Reports on protection of municipal properties protected by 30 June 2017	3 Monthly Reports on protection of municipal properties protected	3 Monthly Reports on protection of municipal properties protected	3 Monthly Reports on protection of municipal properties protected	3 Monthly Reports on protection of municipal properties protected	N/A	In-House	

Basic Service Delivery	Improved Access	Strategic	Quality of life and economic growth		BSDID-02-16/17	Report on Participation of municipal security services unit at Community Safety Forums	37	Number of reports on Participation of municipal security services unit at Community Safety Forums submitted	12 monthly reports on Participation of municipal security services unit at Community Safety Forums submitted by 30 June 2017	3 monthly reports on Participation of municipal security services unit at Community Safety Forums submitted	3 monthly reports on Participation of municipal security services unit at Community Safety Forums submitted	3 monthly reports on Participation of municipal security services unit at Community Safety Forums submitted	3 monthly reports on Participation of municipal security services unit at Community Safety Forums submitted	N/A	In-House	
LIBRARY SERVICES																
Basic Service Delivery and Infrastructure Development	Improved Access to Basic Services	Strategic Infrastructure	To provide high quality infrastructure network to support improved quality of life and economic growth	Elimination of Infrastructure Backlogs	BSDID-03-16/17	Promotion of Library Services	38	Number of Promotions Conducted	02 promotions conducted by 30 June 2017	Conduct 01 Promotion of Library Services	N/A	Conduct 01 Promotion of Library Services	N/A	N/A	In-House	
					BSDID-03-16/17	Circulation of audio visuals	39	Number of reports on audio visuals circulated	4 Quarterly reports on audio visuals circulated by 30 June 2017	1- reports on audio visuals circulated	1- reports on audio visuals circulated	1- reports on audio visuals circulated	1- reports on audio visuals circulated	N/A	In-House	
					BSDID-03-16/17	Circulation of books	40	Number of quarterly reports on books circulated	4- quarterly reports on books circulated by 30 June 2017	1- quarterly report on books circulated	1- quarterly report on books circulated	1- quarterly report on books circulated	1- quarterly report on books circulated	N/A	In-House	
					BSDID-03-16/17	Promotion of access to internet	41	Number of reports on users who have access to internet	12 monthly reports on users who have access to internet by 30 June 2017	3- monthly reports on users who have access	3- monthly reports on users who have access	3- monthly reports on users who have access	3- monthly reports on users who have access	N/A	In-House	
					BSDID-03-16/17	Books exchange	42	Number of books exchange	4 books exchanged by June 2017	Exchange 1 Book	Exchange 1 Book	Exchange 1 Book	Exchange 1 Book	N/A	In-House	
					BSDID-03-16/17	Gaming and Toy-Usage	43	Number of reports on youth participated in gaming and toy usage	4- reports on youth participated in gaming and toy usage by 30 June 2017	1- report on youth participated in gaming and toy usage	1- report on youth participated in gaming and toy usage	1- report on youth participated in gaming and toy usage	1- report on youth participated in gaming and toy usage	N/A	In-House	
					BSDID-03-16/17	Mobile Libraries	44	No. of Reports on Mobile Library procured and operation report	1- Reports on Mobile Library procured and operation report by 30 June 2017	SCM Processes and appointment	Mobile Library procured and operation report	1-Report on operation of mobile library	1-Report on operation of mobile library	R 300 000.00	Own Revenue	
					BSDID-03-16/17	Computer Skills training	45	Number of reports on people trained on computer skills	12-reports on people trained on computer skills by 30 June 2017	3-reports on people trained on computer skills	3-reports on people trained on computer skills	3-reports on people trained on computer skills	3-reports on people trained on computer skills	N/A	In-House	
					BSDID-03-16/17	Library Stakeholders Meeting	46	Number of report on Stakeholders meeting held	4 reports on Stakeholders meeting held	1-reports on Stakeholders meeting held	1-reports on Stakeholders meeting held	1-reports on Stakeholders meeting held	1-reports on Stakeholders meeting held	N/A	In-House	
SPORTS FACILITIES																
Basic Service Delivery and Infrastructure	Improved Access to Basic Services	Strategic infrastructure	To provide high quality infrastructure network to support improved quality of life and economic growth	Maintain existing infrastructure	BSDID-07-14/15	Co-ordination and participation of meetings: Fencing of Nordale Sportsfield	47	Number of quarterly meetings co-ordinated and participated in and number of reports submitted	4 quarterly meetings co-ordinated and participated in and 4 reports submitted by 30 June 2017	1-quarterly meeting co-ordinated and participated in and 1 report submitted	1-quarterly meeting co-ordinated and participated in and 1 report submitted	1-quarterly meeting co-ordinated and participated in and 1 report submitted	1-quarterly meeting co-ordinated and participated in and 1 report submitted	N/A	In-House	
PARKS AND GARDENS																
Basic Service Delivery and Infrastructure	Improved Access to Basic Services	Strategic infrastructure	To provide high quality infrastructure network to support improved quality of life and economic growth	Maintain existing infrastructure	BSDID-07-14/15	CBD Beautification Project	48	Number of reports on beautification project submitted	4 quarterly reports on beautification project submitted by 30 June 2017	1-report on beautification project submitted	1-report on beautification project submitted	1-report on beautification project submitted	1-report on beautification project submitted	N/A	N/A	
					BSDID-07-14/16	Verge Clearing	49	Number of reports on verge clearing project submitted	12 monthly reports on verge clearing submitted by 30 June 2017	3 monthly reports on verge clearing submitted	3 monthly reports on verge clearing submitted	3 monthly reports on verge clearing submitted	3 monthly reports on verge clearing submitted	N/A	N/A	
					BSDID-07-16/19	Procurement of Tractor	50	Delivery Note for a tractor procured	Delivery Note for a tractor by June 2017	SCM Processes and appointment	N/A	N/A	N/A	N/A	Own Revenue	
					BSDID-07-16/20	Procurement of Parks and Garden Tools and implants	51	Delivery Note for Parks and Garden Tools and implants procured	Delivery Note for Parks and Garden Tools and implants procured by 30 June 2017	SCM Processes and appointment	N/A	N/A	N/A	N/A	Own Revenue	
WASTE MANAGEMENT																
					BSDID-07-14/15	Operational, Maintenance and Transportation of Waste from Nordale Waste Disposal Site to Uthungulu	52	Number of Tonnage Certificates received from Uthungulu	144 Tonnage certificates obtained from Uthungulu Regional Landfill Site by 30 June 2017; 4 Quarterly Reports on Operations and Maintenance (volume and classification of waste)	36 Tonnage certificates obtained; 1 Quarterly Reports on Operations and Maintenance (volume and classification of waste)	36 Tonnage certificates obtained; 1 Quarterly Reports on Operations and Maintenance (volume and classification of waste)	36 Tonnage certificates obtained; 1 Quarterly Reports on Operations and Maintenance (volume and classification of waste)	36 Tonnage certificates obtained; 1 Quarterly Reports on Operations and Maintenance (volume and classification of waste)	R3,600 000.00	Operational	

Basic Service Delivery and Infrastructure	Improved Access to Basic Services	Strategic infrastructure	To provide high quality infrastructure network to support improved quality of life and economic growth	Maintain existing infrastructure	BSDID-07-14/15	Township Cleaning Services KwaMsane, Nordale and St Lucia)	53	Number of Reports on Township Cleaning Services KwaMsane, Nordale and St Lucia) and monitoring report submitted	12 Reports on Township Cleaning Services KwaMsane, Nordale and St Lucia) submitted and 12 monitoring report submitted by 30 June 2017	SCM Processes and appointments; 3 Reports on Township Cleaning Services KwaMsane, Nordale and St Lucia) submitted and monitoring report submitted	3 Reports on Township Cleaning Services KwaMsane, Nordale and St Lucia) submitted and monitoring report submitted	3 Reports on Township Cleaning Services KwaMsane, Nordale and St Lucia) submitted and monitoring report submitted	N/A	Operational	
					BSDID-07-16/17	Refuse Collection	54	Number of Reports on Refuse Removal submitted. CBD (5 X per week) , business premises (2 x per week) and Household (1 X per week)	12 Reports on Refuse Removal submitted. CBD (5 X per week) , business premises (2 x per week) and Household (1 X per week) by 30 June 2017	3-Reports on Refuse Removal submitted. CBD (5 X per week) , business premises (2 x per week) and Household (1 X per week)	3-Reports on Refuse Removal submitted. CBD (5 X per week) , business premises (2 x per week) and Household (1 X per week)	3-Reports on Refuse Removal submitted. CBD (5 X per week) , business premises (2 x per week) and Household (1 X per week)	3-Reports on Refuse Removal submitted. CBD (5 X per week) , business premises (2 x per week) and Household (1 X per week)	N/A	Own Revenue
					BSDID-07-16/17	Refuse Bags	55	Number of Quarterly Delivery Notes on Refuse Bags	4 Quarterly Delivery Notes on Refuse Bags submitted by 30 June 2017	SCM Processes, appointment and refuse removal delivery note	refuse removal delivery note	refuse removal delivery note	refuse removal delivery note	N/A	Own Revenue
					BSDID-07-16/17	Decommissioning and Rehabilitation of Waste Disposal Site (St Lucia)	56	Certificate of completion	Certificate of completion issued by 30 June 2017	Draft Terms of Reference and establishment of steering committee	Appointment of consultant	Draft Reports	Competent authority approval	N/A	Own Revenue
					BSDID-07-16/17	Waste Disposal Weigh Bridge	57	Delivery Note for Waste Disposal Weigh Bridge procured	Waste Disposal Weigh Bridge procured by 30 June 2017	SCM Processes and appointment	Procurement & Installation	N/A	N/A	N/A	Own Revenue
					BSDID-07-14/17	Maintenance of Municipal properties	63	No of Maintenance Reports produced.	12 Monthly Reports submitted by 30 June 2017	03 Monthly Reports	03 Monthly Reports	03 Monthly Reports	03 Monthly Reports	R 3 428 000.00	In-House

Ward	POE
N/A	Leave schedules
N/A	4 Quartely Performance Reports
N/A	Council Resolutions
N/A	Annual Report
All	Notices or attendance register and minutes
N/A	Attendance Register and minutes
N/A	Performance Agreements and Work Performance Plans
N/A	Performance Reports
All	Agenda and Attendance Registers
All	Disaster Relief Reports submitted to Council
1, 3, 4, 5 & 8	Quarterly Reports and Minutes
1, 3, 4, 5 & 8	12-Reports
All	Reports
1, 3, 4, 5 & 8	OHS Evaluation Report
All	Daily Crime Return
All	Register, Daily Crime Return and Quartely Reports

All	Register, Daily Crime Return and Quartely Reports
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All	Register, Daily Crime Return and Quartely Reports
All	Register, Daily Crime Return and Quartely Reports
All	Register, Daily Crime Return and Quartely Reports
All	Register, License-PRO Reports and Monthly Report
All	Register, quartely reports and council minutes
All	eNatis Report
All	eNatis Report and monthly report
All	eNatis Report and monthly report
All	eNatis Report and monthly report
All	eNatis Report and monthly report
All	Attendance Register
All	Copy of TORs, Attendance register and Copy of Council adopted Community Safety Plan
All	4-reports with Work Schedule and Accidents Statistics
All	4 Quarterly meetings; 4 reports and attendance registers
All	4-Reports
All	Quarterly Reports and Pounding Bylaw/Policy and Council resolution
N/A	Appointment letter and Delivery Note
All	Monthly Reports

All	Monthly Reports
All	Attendance Register
All	System Generated Report
All	System Generated Report
All	Daily signed register
All	List of books exchanged
All	Attendance Register
All	Copy of Advert, appointment letter, delivery note and operation reports
All	Daily signed register
All	Attendance Register
5	Copy of Advert, Copy of Appointment Letter and Engineers Works Completion Certificate
5	4 Reports
5	12 Reports
	Appointment letter, reports and delivery note
	Appointment letter, reports and delivery note
All	Tonage Certificates and 4 Quarterly Reports

1,5 & 4	
1, 6, 4 & 5	4 Reports on Refuse Removal
1,4 & 5	Delivery Notes on refuse removal
5	Delivery Note and Certificate
5	Monthly Reports