



Name of department/entity

Annual Performance Plan

20XX-20XX

[XX = budget year – i.e. next financial year]

Name of province (where relevant)

Date of tabling

FOREWORD

Annual Performance Plans should be guided by the Strategic Plans, which reflect MTSF and subsequently political priorities. Executive authorities must take overall responsibility for developing the performance targets for the present budget year of the department within the political collective – either the national Cabinet or the provincial executive committee.

At the beginning of the Annual Performance Plan, the executive authority should set out clearly which priorities have guided development of the plan. The executive authority is responsible for ensuring that these priorities are in line with the Strategic Plan. The foreword should indicate the key steps the department will be implementing in the budget year to realise the objectives set out in the Strategic Plan.

The executive authority should also use this opportunity to endorse the Annual Performance Plan and indicate his or her commitment to supporting and ensuring its implementation.

XXXX (signature)
Executive Authority of (Department or Public Entity)

OFFICIAL SIGN-OFF

It is hereby certified that this Annual Performance Plan:

- Was developed by the management of **[name of department or public entity]** under the guidance of **[name of the executive authority]**
- Was prepared in line with the current Strategic Plan of **[name of department or public entity]**
- Accurately reflects the performance targets which **[name of department or public entity]** will endeavour to achieve given the resources made available in the budget for **[budget year]**.

[Fill in name]

Chief Financial Officer

Signature: _____

[Fill in name]

[Head Official responsible for Planning]

Signature: _____

[Fill in name]

Accounting Officer

Approved by:

Signature: _____

[Fill in name]

Executive Authority

Signature: _____

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PART A: STRATEGIC OVERVIEW

1 Updated situational analysis

Present updated information on the performance delivery and institutional environment, based on the information gathered during the annual performance-planning process.

The information presented should broadly correlate with what was presented in the Strategic Plan, but it should not be as detailed. The focus should be on noting any changes in the external and/or internal environments that might affect performance.

1.1 Performance delivery environment

Update the explanatory indicators presented in the Strategic Plan to reflect present demand for services and challenges that need to be addressed. Indicate clearly which information has been updated, relative to that presented in its Strategic Plan, and which the same remains. Where information has been updated, analyse the emerging trends to show how these affect performance objectives.

1.2 Organisational environment

Update this information if there have been any significant changes relative to the information presented in the Strategic Plan.

2 Revisions to legislative and other mandates

Notes in point form should be made of any significant revisions to the legislative and other mandates since the Strategic Plan was compiled. Any pending court cases that could have significant implications should be noted.

If there have not been any significant revisions to the legislative or other mandates, simply state: “There have been no significant changes to the [department’s or public entity’s] legislative and other mandates.”

3 Overview of 20XX budget and MTEF estimates

3.1 Expenditure estimates

– Table Y.1 [Name of department or public entity]

R thousand	Outcome			Main appropriation	Adjusted appropriation 2012/13	Revised estimate	Medium-term estimates		
	2009/10	2010/11	2011/12				2013/14	2014/15	2015/16
1. Administration									
2. (name)									
....									
x. (name)									
Total	-	-	-	-	-	-	-	-	-

Economic classification

R thousand	Outcome			Main appropriation	Adjusted appropriation 2012/13	Revised estimate	Medium-term estimates		
	2009/10	2010/11	2010/11				2013/14	2014/15	2015/16
Current payments									
Compensation of employees									
Goods and services									
of which:									
Communication									
Computer services									
Consultants, contractors & special programmes									
Inventory									
Maintenance repair									
Operating lease									
Travel & subsistence									
Specify									
Other									
Interest and rent on land									
Financial transactions in assets and liabilities									
Transfers and subsidies to:									
Provinces and municipalities									
Departmental agencies and accounts									
Universities and technikons									
Foreign governments and international organisations									
Public corporations and private enterprises									
Non-profit institutions									
Households									
Payments for capital assets									
Buildings and other fixed structures									
Machinery and equipment									
Cultivated assets									
Software and other intangible assets									
Land and sub-soil assets									
<i>of which: capitalised compensation</i>									
Total									

3.2 Relating expenditure trends to strategic goals

In point form, indicate how the above budget and MTEF allocations contribute to the realisation of the institution's strategic outcome oriented goals. Focus on any change in funding levels.

PART B: PROGRAMME AND SUBPROGRAMME PLANS

This section of the Annual Performance Plan is used to set performance targets for the upcoming budget year and over the MTEF for each strategic objective identified in Part B of the Strategic Plan. This is also where institutions must set out performance indicators that will facilitate the assessment of the overall performance of each programme, including issues of equity and value for money in relation to the use of resources.

In the case of departments, the specification of these programme performance indicators needs to be developed in consultation with the National Treasury prior to them being included in an institution's Annual Performance Plan. In the case of public entities, they need to be developed in consultation with the oversight department.

Programme	Sub-programme
<p>1. Administration</p>	<p>1.1. Office of the MEC 1.2. Corporate Management Services 1.3. District Management</p>
<p>2. Social Welfare Services</p>	<p>2.1. Professional and Administrative Support 2.2. Substance Abuse, Prevention and Rehabilitation 2.3. Care and Services to Older Persons 2.4. Crime Prevention and Support 2.5. Services to the Persons with Disabilities 2.6. Child Care and Protection Services 2.7. Victim Empowerment 2.8. HIV and AIDS 2.9. Social Relief 2.10 Care and Support Services to Families</p>
<p>3. Development and Research</p>	<p>3.1. Professional and Administrative Support 3.2. Youth Development 3.3. Sustainable Livelihood 3.4. Institutional Capacity Building and Support 3.5. Research and Demography 3.6. Population Capacity Development and Advocacy</p>

Note: Only approved programme structure can be indicated above. Any new structure proposal must be forwarded to sector specific meetings for discussion and approval before presented in the APP.

Programme - (insert name of programme)

Provide the programme purpose as stated in the budget documentation. Describe briefly any updates to the information presented in the Strategic Plan. The new information should be presented in largely the same format. If the budget programme structure has not changed, state that there are no changes.

4.1 Strategic objective annual targets for 20XX

Sub-Programme: (insert name of sub-programme)

List targets for the budget year and over the MTEF period for each strategic objective specified for this programme in the Strategic Plan. Refer to Annexure D for examples.

Strategic objective		Audited/Actual performance			Estimated performance 2012/13	Medium-term targets		
		2009/10	2010/11	2011/12		2013/14	2014/15	2015/16
1.1	Short name							
1.2	Short name							
1.3								
1.4								

Sub-Programme: (insert name of sub-programme)

4.2 Performance indicators and annual targets for 20XX

List the core programme performance indicators and any other chosen indicators. Refer to Annexure D for examples.

Programme performance indicator		Audited/Actual performance			Estimated performance 2012/13	Medium-term targets		
		2009/10	2010/11	2011/12		2013/14	2014/15	2015/16
1.1								
1.2								

For each indicator, complete a technical indicator definition (see Annexure E for examples), which must be posted on the department's website along with the Annual Performance Plan.

Indicate in point form how the allocations in the Budget and MTEF have affected performance targets, and what measures are being put in place to realise the strategic objectives set in the Strategic Plan.

4.3 Quarterly targets for 20XX

Set out quarterly targets for the programme performance indicators identified above.

The following table can be used for programme and subprogramme performance indicators

Performance indicator		Reporting period	Annual target 2013/14	Quarterly targets			
				1 st	2 nd	3 rd	4 th
1.1	Short name	Quarterly					
1.2	Short name	Biannual					
1.3		Annual					

4.4 Reconciling performance targets with the Budget and MTEF

Expenditure estimates

– Table Y.4 [Name of programme]

R thousand	Outcome			Main appropriation	Adjusted appropriation 2012/13	Revised estimate	Medium-term estimates		
	2009/10	2010/11	2011/12				2013/14	2014/15	2015/16
Sub-programme 1: MEC									
Sub-programme 2: (name)									
....									
Sub-programme xx: (name)									
Total	0	0	0	0	0	0	0	0	0
Change to 2005 budget estimate									
1 Payable as from 1 April 2005. Salary: R									
Car allowance: R									
2 Payable as from 1 April 2005. Salary: R									
Car allowance: R									

Economic classification

R thousand	Outcome			Main appropriation	Adjusted appropriation 2012/13	Revised estimate	Medium-term estimates		
	2009/10	2010/11	2011/12				2013/14	2014/15	2015/16
Current payments									
Compensation of employees									
Goods and services									
of which:									
Communication									
Computer services									
Consultants, contractors & special services									
Inventory									
Maintenance repair									
Operating lease									
Travel & subsistence									
Specify									
Other									
Interest and rent on land									
Financial transactions in assets & liabilities									
Transfers and subsidies to:									
Provinces and municipalities									
Departmental agencies and accounts									
Universities and technikons									
Public corporations and private enterprises									
Foreign governments and international organisation									
Non-profit institutions									
Households									
Payments for capital assets									
Buildings and other fixed structures									
Machinery and equipment									
Cultivated assets									
Software and other intangible assets									
Land and sub-soil assets									
of which: Capitalised compensation									
Total									

Performance and expenditure trends

Indicate in point form how budget allocations impacted on performance targets and measures that will be put in place to ensure that the strategic objectives continue to be realised. This must be applied to all other programmes within the department /entity.

PART C: LINKS TO OTHER PLANS

5 Links to the long-term infrastructure and other capital plans

This section must reconcile the budget and MTEF with the infrastructure and other capital projects set out in the Strategic Plan. Discuss in point form any relevant factors influencing the institution's ability to deliver on its infrastructure/capital plan.

Table Y.5: Links to Long-term infrastructure plans

No	Project Name (R thousand)	Programme	Municipality	Outputs	Outcome			Main appropriation	Adjusted appropriation	Revised Estimate	Medium-term estimates		
					2009/10	2010/11	2011/12				2012/13		
1. New and replacement assets													
Total new and replacement assets													
2. Maintenance and repairs													
Total maintenance and repairs													
3. Upgrades and additions													
Total upgrades and additions													
4. Rehabilitation, renovations and refurbishments													
Total rehabilitation, renovations and refurbishments													
5. Infrastructure Transfer													
Total infrastructure transfer													
Total Infrastructure													

6 Conditional grants

The section applies to departments only. Provide specific information on any significant changes to the status quo relating to the relevant conditional grants. Pay specific attention to plans to introduce or end a particular grant and the plans in place to manage the process. Also outline outputs to be achieved through a conditional grant.

Name of grant	
Purpose	
Performance indicator	
Continuation	
Motivation	

Table xx: Departmental Conditional Grant Payments by Economic Classification

R thousand	Outcome			Main appropriation	Adjusted appropriation	Estimated Actual	Medium-term estimates		
	2009/10	2010/11	2011/12				2012/13	2013/14	2014/15
Current payments									
Compensation of employees									
Goods and services									
Of which:									
Communication									
Computer services									
Others									
Transfer payments									
Province and Municipalities									
Departmental agencies and accounts									
Universities & technikons									
Public corporations & Private enterprises									
Non-profit institutions									
Households									
Capital payments									
Building and other fixed structures									
Machinery and equipment									
Cultivated assets									
Software and other intangible assets									
Land and subsoil assets									
Of which: Capitalised compensation									
Total									

Performance indicators and annual targets

Grant: (Name of the grant)

List targets for the budget year and over the MTEF period for each strategic objective specified for this programme in the Strategic Plan. Refer to Annexure D for examples.

Strategic objective	Audited/Actual performance			Estimated performance 20XX-1	Medium-term targets		
	20XX-4	20XX-3	20XX-2		20XX	20YY	20ZZ
1.1	Short name						
1.2	Short name						
1.3							
1.4							

Grant: (Name of the grant)

Performance indicators and annual targets for 20XX

List the core programme performance indicators and any other chosen indicators. Refer to Annexure D for examples.

Programme performance indicator	Audited/Actual performance			Estimated performance 20XX-1	Medium-term targets		
	20XX-4	20XX-3	20XX-2		20XX	20YY	20ZZ
1.1	Short name						
1.2	Short name						

7 Public entities

The section applies to departments only. Provide specific information on any significant changes to the status quo relating to public entities overseen by the department. Pay specific attention to plans to evaluate public entities.

8 Public-private partnerships

The section applies to departments only. Indicate which public-private partnerships will be ending during the five-year period, and briefly outline the steps being put in place to ensure a smooth transfer of responsibilities in the case of agreements that will expire. Also outline outputs to be achieved through public private partnership projects.

Annexure

Add any sections to deal with issues of a strategic nature that should be tackled in their Annual Performance Plan. Changes to the Strategic Plan may be included here as well.

EXAMPLES – ANNEXURE D & ANNEXURE E

Refer to the Framework for **Strategic Plans and Annual Performance Plans** which is available on www.treasury.gov.za