# PERFORMANCE MANAGEMENT

**REQUESTED CHANGES PER DEPARTMENT**

2013/14

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**Purpose of Report**

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**Linkages/Changes to the Top Level SDBIP:**

- Linkages within applicable Departments
- Document reflecting linkages – Draft Top Level SDBIP 2013/2014
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**Recommendation**

**PURPOSE OF REPORT**

To present all the requested changes on both Top Level and Departmental level of the Service Delivery and Budget Implementation Plan for the 2013/2014 financial year.

**CHANGES PER DEPARTMENT**

**1. Office of the Municipal Manager**

| MUNICIPAL MANAGER | | | | | |
|---|---|---|---|---|---|
| Ref | KPI | Unit of Measurement | Source of Evidence | Changes | Reason |
| D1 | Monitor the progress reports on the implementation of the action plan developed to address all the issues raised in the management letter of the Auditor General | Number of progress reports monitored | OPCAR of progress reports submitted | **KPI** Monitoring of the OPCAR by GRAP unit **Unit of Measurement** Number of action plans developed to address all the issues raised in the in the management letter of the AG **Target** 1 – 3rd Quarter 1 – 4th Quarter | The OPCAR is compiled by the Internal Unit and GRAP unit and only monitored by the Municipal Manager. The management letter of the AG is only received after the audit during the second quarter of the previous financial year is complete. |
| D4 | Submit the sec71 of the MFMA reports to the Council with the monthly monitoring of actual revenue and expenditure against the approved budget and to determine reasons for deviations and implement corrective measures | Number of reports | Minutes of Council meetings during which sec71 reports were discussed | **KPI** The word 'Council' must change to 'Financial Committee'. **POE** It must be the minutes of the Financial Committee and not Council Meetings Add: Proof of submission to the evidence | To ensure correct alignment and to establish a true reflection of reporting. |

| INTERNAL AUDIT | | | | | |
|---|---|---|---|---|---|
| Ref | KPI | Unit of Measurement | Source of Evidence | Changes | Reason |
| D11 | Update the risk profile of the municipality annually with a risk assessment by 30 September | Completed risk assessment by 30 September | Risk assessment report | **KPI**<br>Must move to the Accounting officer/Risk officer | This is the responsibility of the Accounting Officer/Risk Officer |
| PERFORMANCE MANAGEMENT | | | | | |
| Ref | KPI | Unit of Measurement | Source of Evidence | Changes | Reason |
| D17 | Prepare the performance reports for evaluation purposes by the MM, portfolio committees, performance audit committee and council to ensure legal compliance with the Municipal Systems act. | Number of SDBIP reports prepared and submitted | Reports submitted and minutes of meetings during which these reports were discussed | **TARGET**<br>The target must change to 2 for the financial year.<br>**UNIT OF MEASUREMENT**<br>The word 'SDBIP' must be replaced with 'Review'. | Only formal reviews are recorded and noted. Thus the reviews commencing during October for the previous financial year and the reviews commencing during February for the half yearly PMS review |

## 2. <u>Financial Services</u>

| Ref | Sub directorate | KPI - Current | KPI - New | Unit of Measurement | KPI Owner | Source of Evidence – Current | Source of Evidence - New | Reason |
|---|---|---|---|---|---|---|---|---|
| D26 | CFO | Submit quarterly reports on the addressing of issues as raised by the H&S committee | | Number of reports submitted | CFO | Minutes of the meetings | Minutes of the meetings and proof of submission | Inconsistency |
| D43 | AFS | 100% compliance with the deadlines for response as detailed in the audit queries | _ | % of queries responded to within the required timeframes | Deputy Manager: AFS | No complaints from the office of the AG and no outstanding issues mentioned | No complaints from the office of the AG and no outstanding issues mentioned in the draft management letter | Inconsistency |
| D73 | AFS | Financial Viability: Debt coverage (Total Operating Revenue - Operating Grants)/Debt service payments due within financial year) | _ | Ratio achieved | CFO | Annual Financial Statements | Annual Financial Statements / Section 52 report | Inconsistency |
| D74 | AFS | Financial Viability: Outstanding service debtors to Revenue: Total outstanding service debtors/annual revenue received for services | _ | % achieved | CFO | Annual Financial Statements | Annual Financial Statements / Section 52 report | Inconsistency |
| D75 | AFS | Financial Viability: Cost coverage (Available cash + Investments)/monthly fixed operational expenditure | _ | Ratio achieved | CFO | Annual Financial Statements | Annual Financial Statements / Section 52 report | Inconsistency |
| D79 | AFS | Submit the approved financial statements by the end of August to the Auditor-General | _ | Financial Statements submitted to the AG by the end of August | CFO | Acknowledgement of receipt from the Office of the AG | Acknowledgement of receipt from the Office of the AG to address submission | Inconsistency |

| Ref | Sub directorate | KPI - Current | KPI - New | Unit of Measurement - Current | Unit of Measurement - New | KPI Owner | Source of Evidence – Current | Source of Evidence - New | Reason |
|---|---|---|---|---|---|---|---|---|---|
| D32 | BTO | Submit reports monthly, quarterly and annually according to the MFMA checklist | - | Number of reports | Number of reports submitted | Deputy Manager: BTO, Exp, Inc | Checklist signed of by the Deputy Manager | | Inconsistency |
| D34 | BTO | Submit the monthly financial reports to the financial services portfolio committee | - | Number of reports | Number of reports submitted | Deputy Manager: BTO, Exp, Inc | Correspondence reference number from Collaborator indicating submission of the report for the Agenda | | Inconsistency |
| D36 | BTO | Compile a budget process plan that is aligned with the IDP process plan and submit to council for approval by the end of August | - | Plan submitted | | Deputy Manager: BTO, Exp, Inc | Minutes of council meeting during which process plan was approved | Minutes of council meeting during which process plan was submitted | Inconsistency |
| D38 | BTO | Prepare and submit the roll over budget to Council for approval by the 25th of August | - | Roll over budget submitted to Council | | Deputy Manager: BTO, Exp, Inc | Minutes of council meeting during which roll over budget was approved | Minutes of council meeting during which roll over budget was submitted | Inconsistency |
| D40 | BTO | Monthly bank reconciliation completed by the 10th working day of the next month | - | Number of reconciliations completed | | Deputy Manager: BTO Exp, Inc | Signed off bank reconciliation by the Deputy Manager | Signed off /completed bank reconciliation by the Deputy Manager | Inconsistency |
| D48 | Expenditure | Complete the creditor reconciliation by the 7th working day of every month | - | Number of reconciliations | Number of reconciliations completed and submitted | Deputy Manager: BTO Exp, Inc | Signed off and balanced reconciliations by the Deputy Manager | | Inconsistency |
| D49 | Expenditure | Submit reconciliations on a monthly basis of VAT and payment or claim from SARS by the 25th of every month | - | Number of reconciliations completed | Number of reconciliations completed and submitted | Deputy Manager: BTO Exp, Inc | Signed off and balanced reconciliations by the Deputy Manager | | Inconsistency |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| D50 | Salary | Complete a reconciliation of PAYDAY and payments as per ABACUS by the 7th working day of the next month | _ | Number of reconciliations submitted | Number of reconciliations completed and submitted | Deputy Manager: BTO Exp, Inc | Signed off and balanced reconciliations by the Deputy Manager | | Inconsistency |
| D51 | Salary | Monthly reconcile all control and suspense accounts by the 7th working day of the next month | _ | reconciliations completed and submitted | Number of reconciliations completed and submitted monthly | Deputy Manager: BTO Exp, Inc | Signed off and balanced reconciliations by the Deputy Manager | | Inconsistency |
| D52 | Salary | Submit the IRP5 reconciliation as per the date determined by SARS | 100%Submit the IRP5 reconciliation as per the date determined by SARS | Number of reconciliations completed and submitted | | Deputy Manager: BTO Exp, Inc | IRP5 records | | Inconsistency |
| D53 | Salary | Paid salary related third parties by the 7th of the next month | 100% Paid salary related third parties by the 7th of the next month | % Paid on time | | Deputy Manager: BTO Exp, Inc | E-filing document, bank payment vouchers | | Inconsistency |
| D54 | Salary | 100% Implement salary increases and changes to basic conditions of employment in the July payroll | | % Implemented | | Deputy Manager: BTO Exp, Inc | Audit report from PAYDAY | | Inconsistency |
| D55 | Income | Monthly reconcile all control and suspense accounts by the 7th working day of the next month | Monthly reconcile all control and suspense accounts by the 7th working day of the next month and submission | Number of reconciliations submitted | | Deputy Manager: BTO Exp, Inc | Signed off and balanced reconciliations by the Deputy Manager | | Inconsistency |
| D76 | BTO | Review required financial policies annually by the end of March | | Number of policies reviewed | Number of policies reviewed and submitted | Deputy Manager: BTO Exp, Inc | Minutes of Council meeting | Minutes of Council meeting /Proof of submission | Inconsistency |

| Ref | Sub directorate | KPI - Current | KPI - New | Unit of Measurement - Current | Unit of Measurement - New | KPI Owner | Source of Evidence – Current | Source of Evidence - New | Reason |
|---|---|---|---|---|---|---|---|---|---|
| D77 | BTO | Submit the final main budget to Council by the end of May | - | Final main budget submitted by the end of May | | Deputy Manager: BTO Exp, Inc | Minutes of Council meeting | Minutes of Council meeting /Proof of submission | Inconsistency |
| D78 | BTO | Submit the adjustment budget to Council by the end of February | - | Adjustments budget submitted to council by the end of February | | Deputy Manager: BTO Exp, Inc | Minutes of Council meeting | Minutes of Council meeting /Proof of submission | Inconsistency |
| Ref | Sub directorate | KPI - Current | KPI - New | Unit of Measurement - Current | Unit of Measurement - New | KPI Owner | Source of Evidence – Current | Source of Evidence - New | Reason |
| D59 | Assets | Report the annual asset count to the MM by the end of June | Report the annual asset count to the CFO by the end of June | Annual asset count report to MM by the end of June | Annual asset count report to CFO by the end of June | Deputy Manager: Assets, SCM, Data, Stores | Report submitted to MM | Report submitted to CFO | Inconsistency |
| D60 | Assets | Submit a report on outstanding insurance claims by the 7th working day to be included in the report to the MM/Risk committee | - | Number of reports | Number of reports submitted | Deputy Manager: Assets, SCM, Data, Stores | Reports submitted to Risk committee | | Inconsistency |
| D64 | Stores | Report quarterly on the difference between stores records of stock and actual stock | | Number reports | Number of reports | Deputy Manager: Assets, SCM, Data, Stores | Quarterly stock report signed off by the Deputy Manager | | Inconsistency |
| D66 | SCM | Submit the monthly financial reports to the financial services portfolio committee | | Number of reports | | Deputy Manager: Assets, SCM, Data, Stores | Agenda of the Portfolio Committee | Minutes of meeting and submission | Inconsistency |
| D68 | SCM | Arrange all bid and adjudication committee meetings within 10 working days from bid evaluation | | % of bid and adjudication committee meetings arranged within 10 working days | | Deputy Manager: Assets, SCM, Data, Stores | Agenda and minutes of committees and meeting | Arrangements of meetings | Inconsistency |
| D70 | SCM | Submit reports monthly, quarterly and annually | Submit reports monthly, | Number of reports | Number of reports submitted | Deputy Manager: Assets, SCM, | Checklist signed of by the Deputy Manager | | Inconsistency |

| | | according to the MFMA checklist | quarterly and annually according to the MFMA | | | Data, Stores | | | |
|---|---|---|---|---|---|---|---|---|---|
| D71 | Data | Month end on ABACUS after 3 working days after month end | | Number of reports | Number of reports submitted monthly | Deputy Manager: Assets, SCM, Data, Stores | ABACUS report | ABACUS report / Trail balance | Inconsistency |

## 3. Support Services

| EXECUTIVE MANAGER | | | | | |
|---|---|---|---|---|---|
| Ref | KPI | Unit of Measurement | Source of Evidence | Changes | Reason |
| D 158 | Implement Council resolutions within the required timeframes | % of Council resolutions implemented | Council resolution register | **Source of Evidence** Council resolution register/Proof of implementation | **Add to** Clarify source of evidence |
| D 159 | Submit quarterly reports on the addressing of issues as raised by the H&S Committee | Number of reports submitted | Minutes of meetings | **Source of Evidence** Proof of submission | Making sure that the target is met whether the meeting takes place or not |
| D160 | Submit risk progress reports to the risk management committee on the management of risks identified within the Directorate | Number of reports submitted | Copies of reports submitted | **Source of Evidence** Proof of submission | Making sure that the target is met whether the meeting takes place or not |
| D161 | Hold monthly meetings with line managers | Number of meetings held with line managers | Minutes of meetings | **Target** Must be changed from **12** meetings per year to **9** | Section heads are on leave during the December – January holiday period. Also on leave during the month of July |
| D162 | Update the actual results of the targets set on the SDBIP system on a monthly basis before the set closing date | Number of monthly updates | SDBIP system | **Source of Evidence** SDBIP system report | Report on SDBIP is more detailed |

**Support Services**

| COMMITTEE SERVICES | | | | | |
|---|---|---|---|---|---|
| **Ref** | **KPI** | **Unit of Measurement** | **Source of Evidence** | **Changes** | **Reason** |
| D38 | Report on funding mobilization initiative between Eden and B Municipalities and submit to Portfolio Committee | Number of reports submitted to Portfolio Committees | Minutes of Portfolio Meetings | Must be removed from the committee services section within the SDBIP | Not part of the Department's function |
| **ICT** | | | | | |
| **Ref** | **KPI** | **Unit of Measurement** | **Source of Evidence** | **Changes** | **Reason** |
| D225 | Compile ICT Masterplan and submit to Council by 31 January | Number of plans submitted to Council | Minutes of Council meeting | **KPI** Compile ICT Masterplan and submit to Council by 31 March 2014  **Source of Evidence** Proof of submission Minutes of Council meeting | The MSP is an operational document and therefore does not need to be approved by Council, rather the MM. The MSP also should contain implementation plans and not high level discussions. This process will be more time consuming as other Municipalities in the Region will also have to participate in this process. More explanation for changes is available within the documented memorandum available on Collaborator nr. 396001 |

| STRATEGIC SUPPORT: LED (CHANGES REQUESTED) | | | | | |
|---|---|---|---|---|---|
| REF | KPI | Unit of Measurement | Source of Evidence | Target | Reason |
| D171 | Coordinate business retention and expansion of SMME and Skills development initiatives in the region | Number of initiatives coordinated | Agenda and minutes of portfolio committee meeting | 4 Initiatives by 30 June 2014 | To rule out the risk of non-performance due to committee meetings not taking place |
| D172 | Facilitate investment recruitment linkages | | Engagement reports: Agenda and Minutes of Portfolio Committee Meeting | 2 Linkages facilitated by 30 June 2014 | To rule out the risk of non-performance due to committee meetings not taking place |
| D173 | Report on the facilitation of Provincial and National initiatives to be rolled out with B municipalities and submit to Portfolio Committee | Number of reports on initiatives | Agenda and Minutes of Portfolio Committee Meeting | 3 initiatives facilitated by 30 June 2014 | To rule out the risk of non-performance due to committee meetings not taking place |
| D174 | Coordinate regional economic development forum meetings | | Agenda, Minutes, Meeting notification sent, attendance registers | 6 meetings held by 30 June 2014 | To better be able to prove that the coordination function was performed |
| D229(link to TL 44) | Compile process plan and submit to council;  review LED strategy and submit to council | | Process plan and council resolution | 1 process plan by 31 October 2013; 1 Reviewed document: Draft – March 31 2014; Final 31 May 2014 | |

| KPI number | Current KPI | Unit of measurement | Source of evidence | Changes | Motivation |
|---|---|---|---|---|---|
| D205 | Report monthly on the distribution of records and submit to the Portfolio Committee | Number of reports submitted to the Portfolio Committee | Minutes and Agenda of Portfolio Committee | **Source of evidence** Minutes and Agenda of Portfolio Committee Proof of submission | No control if a meeting occurs or not. |
| D206 | Report monthly on the management of collaborator system and submit to the Management Committee | Number of reports submitted to Management Committee | Minutes of the Management Committee | **Source of evidence** Minutes of meeting Proof of submission | No control if a meeting occurs or not. |
| D207 | Report monthly on the user age analysis and submit to the Management Committee | Number of reports submitted to Management Committee | Minutes of the Management Committee | **Target** The target must change to quarterly, not monthly. This request comes from the Municipal Manager and is available in minutes for proof **Source of evidence** Add proof of submission | Instruction from the Municipal Manager (chair of the Management Committee) No control if a meeting occurs or not |
| D226 | Compile an Auxiliary Services master plan and submit to the LLF by 31 January | Number of plans submitted to the LLF | Minutes of Council Meeting | **Source of evidence** Minutes of LLF meeting Proof of submission | To establish consistency |

| HUMAN RESOURCES | | | | | | | |
|---|---|---|---|---|---|---|---|
| KPI number | Current KPI | Proposed KPI | Current POE | Proposed POE | Current unit of measurement | Proposed unit of measurement | Motivation |
| D196 | Compile and submit the EE plan to Department of Labour by 15 January 2014 | Compile and submit the EE Report to Department of Labour by 15 January 2014 | Copy of Submitted EE Report | | Number of plans submitted | | EE-Plan is in-house and must only be reported |
| D199 | Limit vacancy rate to less than 15% of budgeted post (Number of funded posts vacant divided by budgeted funded posts) | Limit vacancy rate to less than 15% of budgeted posts on the organogram (Number of funded posts on organogram vacant divided by budgeted posts) | HR Organogram Statistics | | % Vacancy level | Number of budgeted posts on the organogram | This determine the parameters for the calculation |
| D217 | Spent 0.5% of operational budget on training (Actual total training expenditure divided by total operational budget) | | Financial Statements | Monthly Expenditure reports on training to HOD / Training Committee | Number of plans submitted to council | | The current POE must be changed to give ongoing feedback on training / spending. |

| RESORTS | | | | | |
|---|---|---|---|---|---|
| **Ref** | **KPI** | **Unit of Measurement** | **Source of Evidence** | **Changes** | **Reason for change** |
| D213 | Report monthly on resort operations and submit to the Portfolio Committee | Number of reports submitted to Portfolio Committee | Minutes of Portfolio Committee | **Source of Evidence**<br>Minutes and proof of submission | To clarify source of evidence |
| D214 | Develop maintenance plans for Municipal resorts and submit to Council by 31 January 2014 | Number of plans submitted | Minutes of Council Meeting | **KPI**<br>Develop maintenance plans for Municipal resorts and submit to Council by 31 May 2014<br>**Source of Evidence**<br>Minutes and proof of submission<br>**Target**<br>1 for May 2014 | To clarify source of evidence |
| D215 | Investigate a new hospitality management system and report findings to Councils by 31 January 2014 | Number of investigations done. | Minutes of Meetings | **KPI**<br>Submit an investigative report on a new Hospitality System and report findings to Council by 31 January 2014.<br>**Unit of Measurement**<br>Number of reports submitted.<br>**Source of Evidence**<br>Minutes and proof of submission. | To clarify source of evidence |
| D220 | Review the Municipal Resorts Strategy and submit for Council by 31 January 2014 | Number of plans submitted to Council | Minutes of Council Meeting | **KPI**<br>Review the Municipal Resorts Strategy Plan and submit to Council by 31 May 2014<br>**Source of Evidence**<br>Minutes and proof of submission. | To outline process in detail and to clarify source of evidence. |

| LEGAL SERVICES | | | | | | |
|---|---|---|---|---|---|---|
| REF | KPI | Unit of Measurement | Target | POE | Changes | Reason |
| D208 | Review contracts received within 10 working days as required in terms of the contract management system | % reviewed within 10 working days | 85% | Collaborator report | **Unit of measurement**: Number of contracts reviewed within 10 working days **Target:** 9 reports per annum **POE** Proof of submission to Portfolio Committee / Minutes of Meeting | To establish consistency |
| D209 | Acknowledge requests for legal opinions and input on policies, contracts, agreements, legislations, by-laws and authorities within 5 working days | % acknowledged | 95% | Collaborator report | **Unit of measurement** Number of requests acknowledged within 5 working days **Target** 9 reports per annum **POE** Proof of submission to Portfolio Committee / Minutes of Meeting | To establish consistency |
| D210 | Review new legislation and proclamations to inform registration for distribution to relevant departments | % new legislation and proclamations reviewed within 10 working days | 95% | Documentation at records | **Unit of measurement**: Number of legislation and proclamations reviewed within 10 working days **Target** 9 reports per annum **POE** Proof of submission to Portfolio Committee / Minutes of Meeting | To establish consistency |

| LEGAL SERVICES | | | | | |
|---|---|---|---|---|---|
| D211 | Report monthly on Anti Fraud / corruption cases as referred and submit to the Portfolio Committee | Number of reports submitted to Portfolio Committee | 9 | Minutes of Portfolio Committee | **POE** Proof of submission to Portfolio Committee / Minutes of Meeting | To establish consistency |

## 5. Management Services

| NATURAL RESOURCE MANAGEMENT: WORK FOR WATER | | | | | |
|---|---|---|---|---|---|
| REF | KPI | Unit of Measurement | Source of Evidence | Changes | Reason |
| D136 | Awarding Contract/Tenders to SMME's as part of Working for Water on EPWP Principles | Number of Tender/Contracts awarded | SLA and Appointment letters | **TARGET** Must change from 84 to 63 **POE** SLA/Tenders/Contract of Tender | Better alignment of the POE with the Unit of measurement. The Working for Water program close on 31 March 2014, therefore all Targets need to be adjusted. There will be no Performance measurement/updates on the following months: April, May and June 2014. |
| D137 | Implement training days for SMME's by end of June 2014 | Number of Training days | Attendance registers | **TARGET** Must change from 596 to 446 **KPI** The month of June 2014 must be changes to March 2014 | The Working for Water program close on 31 March 2014, therefore all Targets need to be adjusted. There will be no Performance measurement/updates on the following months: April, May and June 2014. |

| D138 | Hold monthly project managers meetings | Number of meetings held | Minutes of meetings | **TARGET**<br>Must change from 10 to 9 | The Working for Water program close on 31 March 2014, therefore all Targets need to be adjusted. There will be no Performance measurement/updates on the following months: April, May and June 2014. |
|------|------|------|------|------|------|
| D139 | Hold Health and Safety contractor meetings | Number of meetings | Minutes of meetings | **TARGET**<br>Must change from 30 to 23 | The Working for Water program close on 31 March 2014, therefore all Targets need to be adjusted. There will be no Performance measurement/updates on the following months: April, May and June 2014. |
| D140 | Job creation through Alien eradication projects | Number of person days | Timesheets received from contractors | **TARGET**<br>Must change from 14660 to 9770 | The Working for Water program close on 31 March 2014, therefore all Targets need to be adjusted. There will be no Performance measurement/updates on the following months: April, May and June 2014. |
| D141 | Total hectares of alien clearing | Number of hectares | Final inspection report | **TARGET**<br>Must change from 4152 to 2076 | The Working for Water program close on 31 March 2014, therefore all Targets need to be adjusted. There will be no Performance measurement/updates on the following months: April, May and June 2014. |

**PROPERTIES**

| REF | KPI | Unit of Measurement | Source of Evidence | Changes | Reason |
|---|---|---|---|---|---|
| D115 | Compile a maintenance schedule for municipal buildings and submit to the Executive Manager for approval by the end of September | Schedule submitted and approved | Approved maintenance schedule | **KPI**<br>Compile a process plan in respect of the schedule for municipal buildings and submit to the Executive Manager for approval by the end of April 2014<br>**POE**<br>Submission of the process and approved plan | "Maintenance plan" should be removed from the SDBIP 2013/2014. Once the plan is set up, no further progress on the plan given to it (the plan is already set up as in the case of the property policy). Tender processes must still be concluded and the implementation can only be done successfully in the 2014/2015 financial year. Further explanation is available via email |

**EMERGENCY SERVICES**

| KPI number | Current KPI | Proposed KPI | Unit of measurement | Current POE | Proposed POE | Motivation |
|---|---|---|---|---|---|---|
| D116 | <u>Number of local municipality Disaster Management Plans assessed (disaster readiness)</u> | <u>% of Disaster Management Plans assessed</u> | | Report to the Municipal Managers Forum | Report to Executive Manager | The Eden MDMC can only assess the LM plans if they submit plans. The MDMC assess Provincial plans as well. |
| D117 | Hold quarterly district disaster management advisory forum meetings | Hold quarterly meetings to discuss regional disaster management issues. | | Minutes of meetings held | Minutes of the meetings | The Eden Disaster Management advisory forum will only work once the local forums have been established.<br>For the interim regional disaster management issues is addressed on the Climate Change Adaptation as well as the Safety and Security |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | Cluster forum meetings held on a quarterly basis. Items the get referred to the Provincial Advisory Forum for further discussion |
| Please link this KPI to the Chief Fire Officer | | | | | | |
| D118 | Hold quarterly district Chief Fire Officer meetings | Hold quarterly meetings with Chief Fire Officers | | Minutes of meetings held | Minutes of meetings held | Most CFO issues discussed at Provincial CFO meeting as well as Fire work group meetings and SCFPA meetings |
| D119 | Hold monthly awareness campaigns on identified risks | Hold monthly awareness campaigns | | Monthly report to Executive Manager | Monthly report to Executive Manager | Awareness campaigns should include issues not identified as well, to prevent these issues to become high risks; |
| D120 | Review the corporate Disaster Management Plan by the end of March | Submit reviewed corporate Disaster Management Plan by end of March | Number of approved plans submitted | Minutes of the Council meeting | Proof of submission and minutes of the MANCOM meeting | |
| D151 | Sign MOUs to render fire services to B-municipalities on a shared services basis by the end of June [TL8] | Remove | | Signed MOUs | Remove | The incumbent cannot be held accountable to have a MOU or SLA signed if he does not have any control if the Local Authority would want the service or not. |

| MUNICIPAL HEALTH AND ENVIRONMENTAL SERVICES | | | | | |
|---|---|---|---|---|---|
| **KPI number** | **Current KPI** | **Proposed KPI** | **Current POE** | **Proposed POE** | **Motivation** |
| D129 | Report quarterly on the roll out of Coastal Management Plan | Report quarterly to Province of the roll out on the Coastal Management Plan | Quarterly report to Council | Quarterly Report submitted to Province and proof of submission. (e-mails etc.) | |
| **KPI number** | **Current KPI** | **Proposed KPI** | **Current Target** | **Proposed Target** | **Motivation** |
| D123 | Provide health education to the community in terms of health awareness training sessions (excluding informal food handlers) | Report submitted to Portfolio Committee w.r.t. health education provided. | 65 | 10 reports (monthly from February – November) | Proof of submission and Minutes of meeting |
| **KPI number** | **Current KPI** | **Proposed KPI** | **Current POE** | **Proposed POE** | **Motivation** |
| D126 | Report quarterly on air quality vehicle emissions test conducted | Nr. of reports submitted quarterly | Reports submitted to Portfolio Committee and proof of submission | | |
| D157 | Conduct monthly inspections on the maintenance and cleaning of the municipal office building (main building) | KPI must be moved to Support Services – Francois Goosen | Inspection sheets | KPI must be moved to Support Services – Francois Goosen | The KPI has been assigned to the Executive Manager. The office of the Executive Manager is at Mission road and this is an operational function. The Executive manager is not a qualified building inspector. |
| D152 | Conclude lease agreements by the end of October to expand the fleet | Nr of lease agreements by the end of October to expand fleet | Lease agreements concluded | Nr of Lease agreements | Move this target to End of June 2014 |

## Linkages within Applicable Departments

## Finances

| Reference on the Departmental SDBIP | Linkage to the Top Level SDBIP |
|---|---|
| D73 | TL: 9 |
| D74 | TL: 10 |
| D75 | TL: 11 |
| D79 | TL: 15 |

## Support Services

| Reference on the Departmental SDBIP | Linkage to the Top Level SDBIP |
|---|---|
| D217 | TL: 32 |
| D220 | TL: 35 |
| D225 | TL: 40 |
| D226 | TL: 41 |
| D229 | TL: 44 |

## Management Services

| Reference on the Departmental SDBIP | Linkage to the Top Level SDBIP |
|---|---|
| D151 | TL: 8 |
| D152 | TL: 16 |

## Document reflecting linkages on Top Level

*Attached*

## Draft Revised Top Level SDBIP 2013/2014

*Attached*

## Recommendation

(i)   *That the proposed amendments/improvements to the SDBIP be approved and*
(ii)  *That Senior Management be requested to ensure that each KPI be achieved, with the view to ensuring compliance*