

# Mid-Year Performance Report 2012/2013



**EDEN, A FUTURE EMPOWERED THROUGH EXCELLENCE**

# INDEX

## **Purpose of Report**

### **Dashboard:**

1. Entire Municipality
2. Office of the Municipal Manager
  - 2.1 Corrective Measures to be implemented
3. Financial Services
  - 3.1 Corrective Measures to be implemented
4. Support Services
  - 4.1 Corrective Measures to be implemented
5. Roads Services
  - 5.1 Corrective Measures to be implemented
6. Management Services
  - 6.1 Corrective Measures to be implemented

### **Excel Spreadsheet attachments:**

- A. SDBIP July 2012 - December 2012
- B. PMS Financials July 2012 - December 2012

## **Recommendation**

# MID-YEAR PERFORMANCE ASSESSMENT FOR EDEN DISTRICT MUNICIPALITY

## **Purpose of report**

To submit to the Executive Mayor an assessment report on the Municipality's Performance covering the period 1 July 2012 to 31 December 2012. Thus stretching for the 2012/2013 financial year.

### **1. Summary**

In terms of Section 72 (1) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the accounting officer of a municipality must, by 25 January of each financial year, assess the performance of the municipality during the first half of the financial year and submit a report on such an assessment to the Mayor of the municipality, the National Treasury and the relevant provincial treasury. The Mayor must in turn, comply with the provisions of Section 54, which includes submitting the report to Council by 31 January of each year.

### **2. Constitutional and Policy Implications**

The process is currently driven by legislation. A reviewed policy is being compiled for approval.

### **3. Legal Implications**

3.1 Section 72 (1), Local Government: Municipal Finance Management Act, 2003 (Act 55 of 2003), **referred to as the MFMA**

3.2 Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) (Chapter 6 and sections 16 and 26 of Chapters 4 and 5, respectively), as read with the Local Government: Municipal Systems Amendment Act, 2003 (Act 44 of 2003)

### **4. Background**

4.1 In terms of Section 72 (1) of the MFMA, the accounting officer of a Municipality must by 25 January of each year;

(a) assess the performance of the municipality during the first half of the financial year, taking into account-

- (i) the monthly statements referred to in section 71 for the first half of the financial year;
- (ii) the municipality's service delivery performance during the first half of the financial year, and the service delivery targets and the performance indicators set in the service delivery and budget implementation plan;
- (iii) the past year's annual report, and progress on resolving problems identified in the annual report; and
- (iv) the performance of every municipal entity under the sole and shared control of the municipality, taking into account report in terms of section 88 from any such entity; and

(b) submit a report on such assessment to-

- (i) the Mayor of the municipality
- (ii) the National Treasury; and
- (iii) the relevant Provincial Treasury

4.2 Thereafter, the mayor must, in terms of Section 54 (1)-

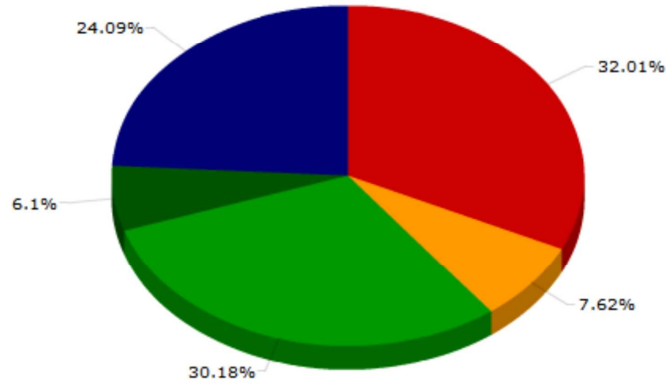
(a) consider the report

- (b) check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;
- (c) consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that the revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustment budget;
- (d) issue any appropriate instructions to the accounting officer to ensure-
  - (i) that the budget is implemented in accordance with the service delivery and budget implementation plan; and
  - (ii) that spending of funds and revenue collection proceed in accordance with the budget;
- (e) identify any financial problems facing the municipality, including any emerging or impending financial problems; and
- (f) submit the report to the council by 31 January of each year

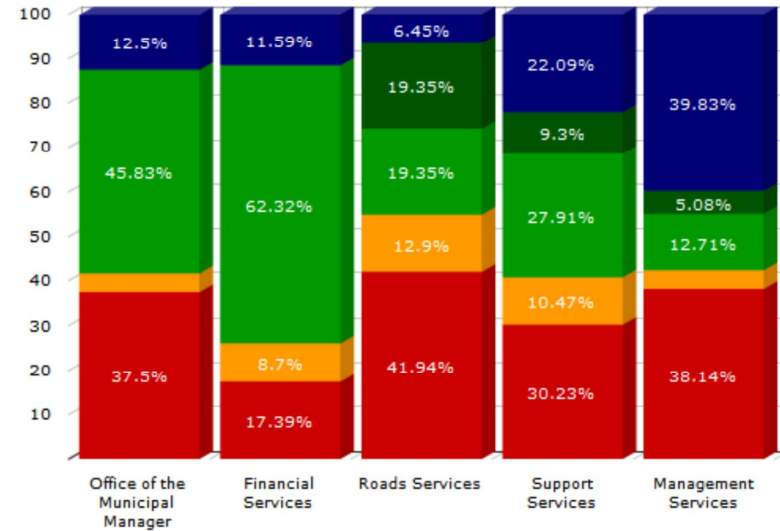
# Entire Municipality

Report drawn on 18 January 2013 at 09:47  
for the months of July 2012 to December 2012.

## Eden District Municipality



## Directorate

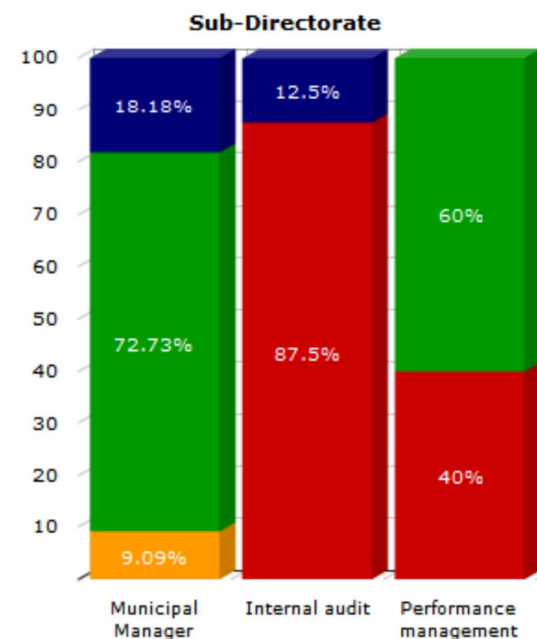
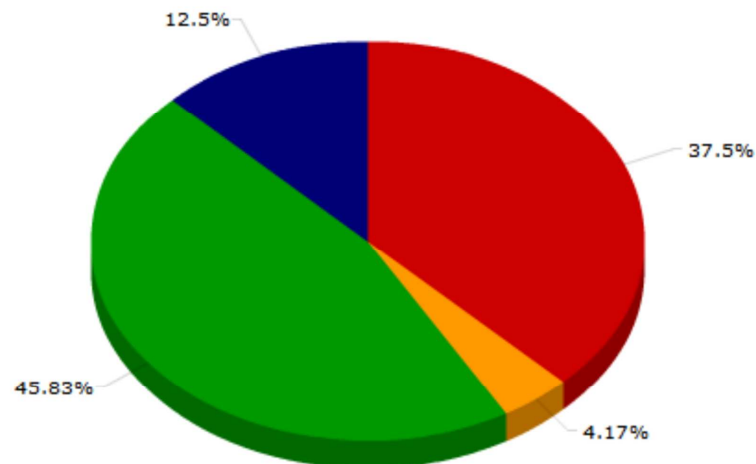


	Eden District Municipality	Directorate				
		Office of the Municipal Manager	Financial Services	Roads Services	Support Services	Management Services
<span style="color: red;">■</span> KPI Not Met	<a href="#">105 (32%)</a>	<a href="#">9 (37.5%)</a>	<a href="#">12 (17.4%)</a>	<a href="#">13 (41.9%)</a>	<a href="#">26 (30.2%)</a>	<a href="#">45 (38.1%)</a>
<span style="color: orange;">■</span> KPI Almost Met	<a href="#">25 (7.6%)</a>	<a href="#">1 (4.2%)</a>	<a href="#">6 (8.7%)</a>	<a href="#">4 (12.9%)</a>	<a href="#">9 (10.5%)</a>	<a href="#">5 (4.2%)</a>
<span style="color: green;">■</span> KPI Met	<a href="#">99 (30.2%)</a>	<a href="#">11 (45.8%)</a>	<a href="#">43 (62.3%)</a>	<a href="#">6 (19.4%)</a>	<a href="#">24 (27.9%)</a>	<a href="#">15 (12.7%)</a>
<span style="color: darkgreen;">■</span> KPI Well Met	<a href="#">20 (6.1%)</a>	-	-	<a href="#">6 (19.4%)</a>	<a href="#">8 (9.3%)</a>	<a href="#">6 (5.1%)</a>
<span style="color: blue;">■</span> KPI Extremely Well Met	<a href="#">79 (24.1%)</a>	<a href="#">3 (12.5%)</a>	<a href="#">8 (11.6%)</a>	<a href="#">2 (6.5%)</a>	<a href="#">19 (22.1%)</a>	<a href="#">47 (39.8%)</a>
<b>Total:</b>	<b>328</b>	<b>24</b>	<b>69</b>	<b>31</b>	<b>86</b>	<b>118</b>

# Office of the Municipal Manager

Report drawn on 18 January 2013 at 09:53  
for the months of July 2012 to December 2012.

## Office of the Municipal Manager



	Office of the Municipal Manager	Sub-Directorate		
		<i>Municipal Manager</i>	<i>Internal audit</i>	<i>Performance management</i>
<span style="color: red;">■</span> KPI Not Met	<u>9 (37.5%)</u>	-	<u>7 (87.5%)</u>	<u>2 (40%)</u>
<span style="color: orange;">■</span> KPI Almost Met	<u>1 (4.2%)</u>	<u>1 (9.1%)</u>	-	-
<span style="color: green;">■</span> KPI Met	<u>11 (45.8%)</u>	<u>8 (72.7%)</u>	-	<u>3 (60%)</u>
<span style="color: darkgreen;">■</span> KPI Well Met	-	-	-	-
<span style="color: blue;">■</span> KPI Extremely Well Met	<u>3 (12.5%)</u>	<u>2 (18.2%)</u>	<u>1 (12.5%)</u>	-
<b>Total:</b>	<b>24</b>	<b>11</b>	<b>8</b>	<b>5</b>

## **Corrective Measures to be implemented with regards to the SDBIP (attached document)**

### **Per Department:**

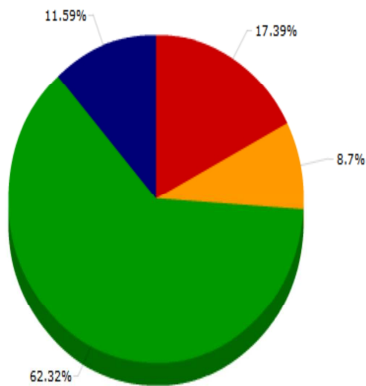
#### **1. Office of the Municipal Manager**

- D1:** Move to SCM | 75% achieved three months ahead | Policy approved, not submitted
- D2:** Stipulate correct date for the deadline for the submission of the report | Target must change to 4 sessions
- D3:** System must change to register
- D8:** Target must change to 100%
- D10:** The Annual Target must change to 12 not 1
- D11:** KPI must read '25 January 2013' not '31 January 2013'
- D13:** The draft must be submitted beforehand | Add another section to the KPI/ + one KPI
- D14:** Delete the section on 'ensure implementation' | Two different KPI's
- D15:** Target and unit of measurement to be revised
- D16:** Add to KPI: 'Review insurance portfolio to ensure' | POE: indicate who receives the information and change to minutes of meeting
- D17:** *Change to e.g. 'replacement of...' | POE: Documentation for the above*
- D18:** Pre – Objective: Cascading PMS to level 3 | Unit of measurement: Number of agreements completed | Annual Target incorrect – must be up to level 3 | Baseline incorrect
- D19:** Pre-objective incorrect | Target must be x2 per person
- D20:** Annual target of '18' needs to be revised | KPI needs to move to correct section, not PMS
- D21:** KPI not correctly assigned | POE: Document
- D22:** POE: Minutes of ManCom meetings | KPI not correctly assigned
- D23:** KPI not correctly assigned | Correction: Number of ... meetings (Xavier)
- D26:** Target must change to '4'
- D27:** Target must be moved | Not set for July but for the new financial year
- D28:** Report on corrective measures implemented after Internal Audit discussion with line manager | Report submitted to Audit Committee | Target set for '16'
- D29:** Submitted to the Municipal Manager and the Audit Committee
- D30:** Progress Report submitted to the Audit Committee (POE) | Unit of measurement – Number of reports submitted | Target change to '4'
- D31:** Reports to be submitted
- D37:** Report submitted to the Audit Committee

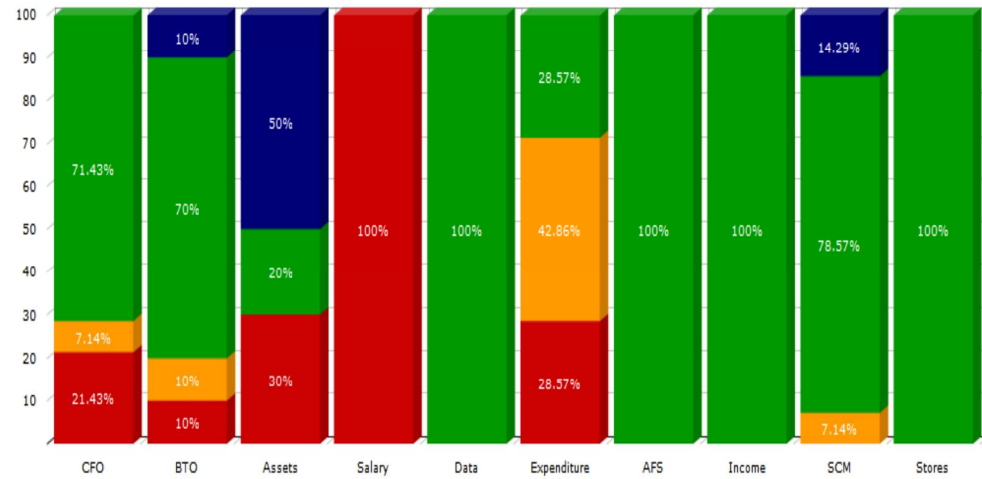
## Financial Services

Report drawn on 18 January 2013 at 09:57  
for the months of July 2012 to December 2012.

Financial Services



Sub-Directorate



	Financial Services	Sub-Directorate									
		CFO	BTO	Assets	Salary	Data	Expenditure	AFS	Income	SCM	Stores
KPI Not Met	12 (17.4%)	3 (21.4%)	1 (10%)	3 (30%)	3 (100%)	-	2 (28.6%)	-	-	-	-
KPI Almost Met	6 (8.7%)	1 (7.1%)	1 (10%)	-	-	-	3 (42.9%)	-	-	1 (7.1%)	-
KPI Met	43 (62.3%)	10 (71.4%)	7 (70%)	2 (20%)	-	2 (100%)	2 (28.6%)	5 (100%)	3 (100%)	11 (78.6%)	1 (100%)
KPI Well Met	-	-	-	-	-	-	-	-	-	-	-
KPI Extremely Well Met	8 (11.6%)	-	1 (10%)	5 (50%)	-	-	-	-	-	2 (14.3%)	-
Total:	69	14	10	10	3	2	7	5	3	14	1

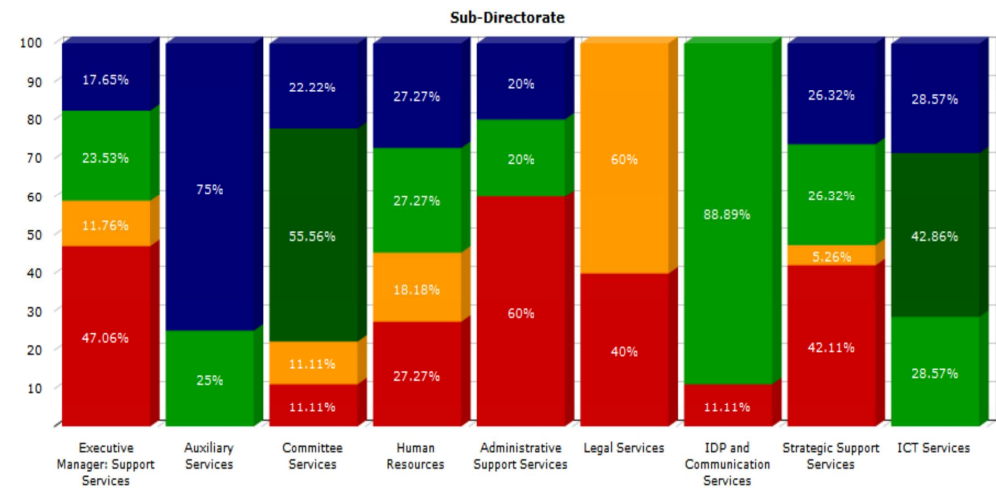
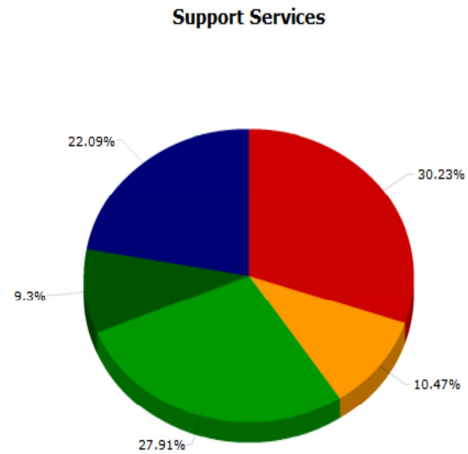


## **2. Financial Services**

- D39:** Change Target to 100% per month
- D40:** Number of exception report on unauthorized expenditure | Target set for '4' per year | Report also to the Audit Committee
- D42:** Remove KPI
- D43:** Remove KPI
- D44:** Report on issues raised and corrective measures | Must be rectified by all sections within Department | Target set quarterly | Report submitted to the Audit Committee
- D45:** More in detail explanation is required
- D48:** Target must change to x 2 per person
- D49:** Target set for '1' per quarter | POE: Collaboration report to the Municipal Manager | Exception report, documentation not dealt with in 10 days
- D53:** Check on update, incorrect
- D54:** Implementation of cost saving must be identified | POE: Report on above
- D55:** Change target to '4' | Must be 1 per quarter | X 4 Reports per year
- D56:** Target must change to end of January | Report submitted to the Audit Committee | Not currently practical
- D57:** Copy be sent to the Audit Committee
- D58:** Copy sent to the Audit Committee
- D60:** Target change to 'quarterly'
- D61:** Report submitted to the Audit Committee
- D66:** POE: must change | Carefully consider the required documentation according to the requirements of legislation
- D67:** More detailed explanation is required for 'virements'
- D69:** Performance Standard: Approved by Council by 25 August then July for effectiveness
- D70:** Number of reports must change to: Report submitted
- D72:** Number of policies required | Target must change to a specific number
- D74:** Follow up report on action plans must be submitted | Quarterly report submitted to the Audit Committee as well | Target change from 100% to '4'
- D75:** Exception report on the compliance of accounting policies and procedures | Unit of measurement: 1 per quarter | Report also submitted to the Audit Committee
- D78:** Change to: Financial Statements to the Auditor General
- D81:** Unit of measurement: Report on investments
- D85:** Unit of measurement: Monthly age analysis report | Baseline: change to 12 (1 per month)
- D86:** Duplication within the departmental, rectify
- D96- D100:** Repetition of KPI (outcome)
- D11:** Update is incorrect
- D122:** Source of evidence is incorrect | Not the SDBIP report | Update is incorrect
- D123:** Actual documentation according to legislation is required
- D124:** Unit of measurement: Exception Report
- D125:** Monthly updates | POE: 1 per month, 12 per year
- D126:** Number of reports | Unit of measurement: Target 12

## Support Services

Report drawn on 18 January 2013 at 10:01  
for the months of July 2012 to December 2012.



	Support Services	Sub-Directorate								
		Executive Manager: Support Services	Auxiliary Services	Committee Services	Human Resources	Administrative Support Services	Legal Services	IDP and Communication Services	Strategic Support Services	ICT Services
KPI Not Met	26 (30.2%)	8 (47.1%)	-	1 (11.1%)	3 (27.3%)	3 (60%)	2 (40%)	1 (11.1%)	8 (42.1%)	-
KPI Almost Met	9 (10.5%)	2 (11.8%)	-	1 (11.1%)	2 (18.2%)	-	3 (60%)	-	1 (5.3%)	-
KPI Met	24 (27.9%)	4 (23.5%)	1 (25%)	-	3 (27.3%)	1 (20%)	-	8 (88.9%)	5 (26.3%)	2 (28.6%)
KPI Well Met	8 (9.3%)	-	-	5 (55.6%)	-	-	-	-	-	3 (42.9%)
KPI Extremely Well Met	19 (22.1%)	3 (17.6%)	3 (75%)	2 (22.2%)	3 (27.3%)	1 (20%)	-	-	5 (26.3%)	2 (28.6%)
Total:	86	17	4	9	11	5	5	9	19	7

## Support Services

- D128, D132:** Change with reference to other departmental changes  
**D129:** Exception report to be submitted  
**D130:** Number: 4 evaluations  
**D141:** Unit of measurement: Combined Report  
**D142:** Person responsible must change | Update and responsibility- another department  
**D143:** Quarterly report to be submitted  
**D145:** Tourism Marketing plan is required  
**D146:** KPI incorrect, rectified  
**D147:** Unit of measurement change to: Marketing Plan | Monthly target set for % | POE: Plan | KPI's for Tourism need to be restructured in conjunction with requirements and the Job Description  
**D148:** Quarterly targets | Leads to 4 reports per year | POE: Attendance registers is required  
**D149:** Update incorrect | Report to the Audit Committee  
**D150:** Target is incorrect | Monthly reporting must be done  
**D151:** Strategy must be finished by the end of October | Needs to be rectified | Rest of months for implementation and POE changed  
**D152:** Change to 'Number of' | Target must be: 6 per year  
**D153:** Target is incorrect | Must change to '7'  
**D154:** A more detailed explanation is required by the Audit Committee  
**D155:** Copy of plan to be submitted to the Audit Committee  
**D157:** An official plan is required as part of the POE for the initiatives  
**D158:** Target is incorrect | KPI and unit of measurement needs to be rectified | Facilitate the implementation and engagements set at 2  
**D159:** Unit of measurement need to change to '1 Plan'  
**D161:** Unit of measurement: Report on completion submitted every quarter | 1 Report per quarter  
**D162:** No updates  
**D163:** No updates  
**D164:** Target must be set for October not yearly  
**D165, D167:** No updates | No reports | Must be rectified  
**D169, D170,**  
**D176:** Strategy to be developed by the end of October | Target to be reset to October  
**D173:** Quarterly updates | Target must not be measured in % | Change wording, not maintain  
**D175:** Target set for '1' not % | POE: Advert  
**D178:** Target set for end of October | POE: 1 Report | Development monthly – 1 per month  
**D181:** Target must be '3' per year  
**D182:** Set for '1' add not for %  
**D183:** Unit of measurement must be: approved documentation  
**D184:** Unit of measurement: IDP Plan | Target must be set for 'May' not 'June'  
**D186:** Target must be set for 'January' not 'March'  
**D187:** Unit of measurement: Monthly Updates | Target: 1 Per month  
**D188:** Unit of measurement: Daily updates | Target not set for 100%  
**D189:** Unit of measurement: Monthly report | 12 Per year  
**D191:** Unit of measurement: Monthly reports | Target set for '12'  
**D192:** KPI: Add for instance; '*buying off*' for more clarity and specification  
**D194:** Target: reset at 100%

**Support Services continues:**

- D195:** Target: reset at 100%
- D196:** Clarity is required | Otherwise; deleted
- D197:** Unit of measurement: Number of adds
- D210, D213:** Unit of measurement: Training initiatives | Target: Monthly report is required | POE: Monthly reports
- D214:** Unit of measurement: have a re-look at 'June' | In conjunction with the Audit Committee
- D219, D200:** Re - discussion is required | Possible combination of the KPI's
- D220:** Target change to 100% per month
- D222:** Target set for '1' not for 100%
- D224, D225:** Collaborator report as part of the POE
- D226:** KPI incorrect | POE: documentation at records
- D227, D228:** Monthly report | Submitted to the Audit Committee | Risk does not belong within this Department.
- D249, D253,**
- D255:** Re-allocate the person responsible | Move to a different section

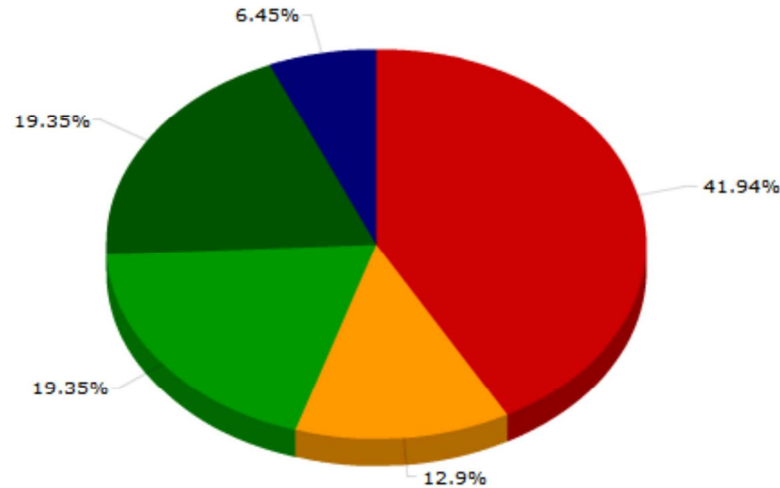
The above required changes also include those requested by the Departments on the following dates:

- 8 October 2012
- 27 November 2012
- 29 November 2012

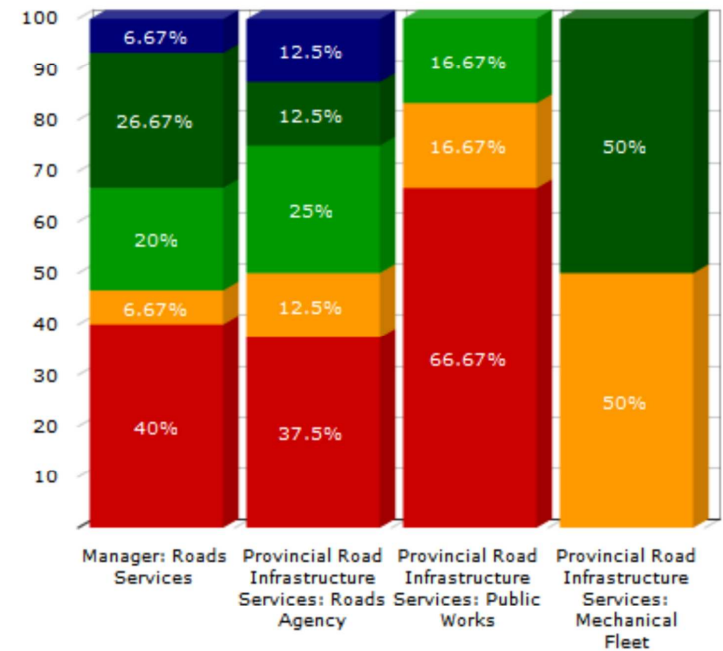
# Roads Services

Report drawn on 18 January 2013 at 09:59  
for the months of July 2012 to December 2012.

**Roads Services**



**Sub-Directorate**



	Roads Services	Sub-Directorate			
		Manager: Roads Services	Provincial Road Infrastructure Services: Roads Agency	Provincial Road Infrastructure Services: Public Works	Provincial Road Infrastructure Services: Mechanical Fleet Maintenance
<span style="color: red;">■</span> KPI Not Met	<a href="#">13 (41.9%)</a>	<a href="#">6 (40%)</a>	<a href="#">3 (37.5%)</a>	<a href="#">4 (66.7%)</a>	-
<span style="color: orange;">■</span> KPI Almost Met	<a href="#">4 (12.9%)</a>	<a href="#">1 (6.7%)</a>	<a href="#">1 (12.5%)</a>	<a href="#">1 (16.7%)</a>	<a href="#">1 (50%)</a>
<span style="color: green;">■</span> KPI Met	<a href="#">6 (19.4%)</a>	<a href="#">3 (20%)</a>	<a href="#">2 (25%)</a>	<a href="#">1 (16.7%)</a>	-
<span style="color: darkgreen;">■</span> KPI Well Met	<a href="#">6 (19.4%)</a>	<a href="#">4 (26.7%)</a>	<a href="#">1 (12.5%)</a>	-	<a href="#">1 (50%)</a>
<span style="color: blue;">■</span> KPI Extremely Well Met	<a href="#">2 (6.5%)</a>	<a href="#">1 (6.7%)</a>	<a href="#">1 (12.5%)</a>	-	-
<b>Total:</b>	<b>31</b>	<b>15</b>	<b>8</b>	<b>6</b>	<b>2</b>

### 3. Roads Services

**D366:** Copy of report must be submitted to the Audit Committee

**D367:** Report must be submitted as part of the POE

**D369:** POE: Report on the Grant Funding

**D371:** Update is incorrect

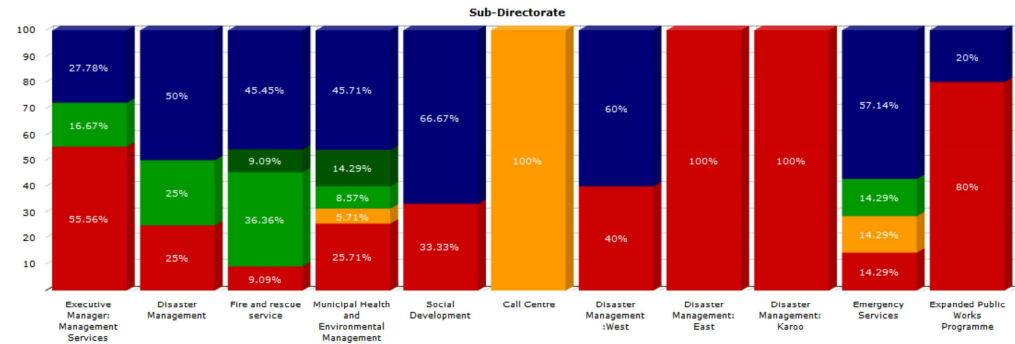
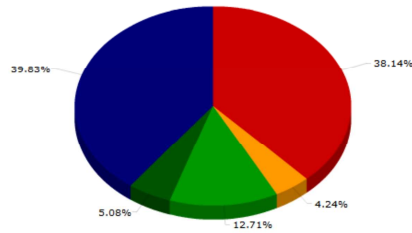
Changes submitted separately by the department must also be implemented with correction as from 1 February 2013, backdated update and submission of the POE as from 1 January 2013.

The above in conjunction with Memorandum dated 29 October 2012, reference number 1/11/2011.

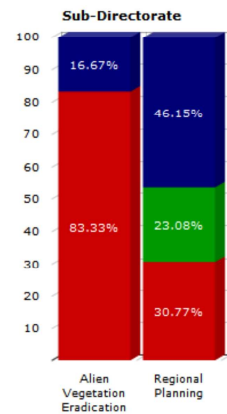
## Management Services

Report drawn on 18 January 2013 at 10:03  
for the months of July 2012 to December 2012.

Management Services



	Management Services	Sub-Directorate										
		Executive Manager: Management Services	Disaster Management	Fire and rescue service	Municipal Health and Environmental Management	Social Development	Call Centre	Disaster Management: West	Disaster Management: East	Disaster Management: Karoo	Emergency Services	Expanded Public Works Programme
KPI Not Met	45 (38.1%)	10 (55.6%)	1 (25%)	1 (9.1%)	9 (25.7%)	2 (33.3%)	-	2 (40%)	3 (100%)	3 (100%)	1 (14.3%)	4 (80%)
KPI Almost Met	5 (4.2%)	-	-	-	2 (5.7%)	-	2 (100%)	-	-	-	1 (14.3%)	-
KPI Met	15 (12.7%)	3 (16.7%)	1 (25%)	4 (36.4%)	3 (8.6%)	-	-	-	-	-	1 (14.3%)	-
KPI Well Met	6 (5.1%)	-	-	1 (9.1%)	5 (14.3%)	-	-	-	-	-	-	-
KPI Extremely Well Met	47 (39.8%)	5 (27.8%)	2 (50%)	5 (45.5%)	16 (45.7%)	4 (66.7%)	-	3 (60%)	-	-	4 (57.1%)	1 (20%)
Total:	118	18	4	11	35	6	2	5	3	3	7	5



	Sub-Directorate	
	Alien Vegetation Eradication	Regional Planning & Bulk Infrastructure/Properties
KPI Not Met	5 (83.3%)	4 (30.8%)
KPI Almost Met	-	-
KPI Met	-	3 (23.1%)
KPI Well Met	-	-
KPI Extremely Well Met	1 (16.7%)	6 (46.2%)
Total:	6	13

## **5. Management Services**

- D234:** Unit of measurement must change to: Number of...
- D237:** Grant funding report; the same as Technical Services
- D256:** ISM policy approved by end of June | POE: Approval CR
- D257:** Document approved by end of June
- D258:** Update incorrect
- D259:** Existing lease agreements, indicate how many there are currently
- D263:** '4' must change to '7'
- D268:** Unit of measurement: Number of projects
- D267:** Unit of measurement: Plan not completed
- D271:** Target must be number (7) not %
- D272, D273:** Target must be number not %
- D286:** POE: Registration of vehicle, documentation
- D287:** x 2 KPI's | Address unit for the first KPI | POE: Implementation plan
- D289:** Target must change to 7
- D290:** Indicate if Training forms part of the Skills Development Plan
- D293:** 1 document is required | Develop a guideline document
- D294:** Document is required
- D295:** Unit of measurement: Document...
- D299:** Unit of measurement: Document...
- D300:** Unit of measurement: Report...
- D301:** Plan approved by Council | POE: approval
- D303:** Monthly reporting
- D305:** POE: Monthly report
- D306 – D315:** Report must be provided to the Audit Committee
- D316:** Unit of measurement: Agreement
- D317:** Sessions, attention register
- D318, D319:** Report required to be submitted
- D320:** Approved plan
- D322, D324, D324, D332, D333, D334, D335, D336:**  
Report to be submitted as the POE
- D322:** KPI: By implementing phase 1-4 | POE: Council minutes
- D326:** Unit of measurement: B/Plan
- D327:** Unit of measurement: Strategy Plan | POE: Council Approval must form a part of
- D329:** Update incorrect
- D330, D331:** Adopted by Council, forms part of the Unit of measurement | POE: Adoption, Council Resolution
- D325, D326,**  
**D327:** Unit of measurement: Document...
- D329:** Update incorrect
- D330, D331:** Unit of measurement: Approval by Council end of June | POE: Approval included
- D339:** Unit of measurement: Programmes must form part of feedback report
- D345:** Unit of measurement: Approval by Council | POE: Approval
- D349:** Clarification is required regarding the following;  
a. Training days for people benefiting or,  
b. Training days for SMME's
- D352, D353:** Clarity is required regarding the monthly target and the reports submitted
- D355:** Clarity is required by the Audit Committee | POE: Report to be submitted
- D359:** Council Resolution | Target is incorrect

The above changes, should be READ in conjunction with the Service Delivery and Budget Implementation Plan.



## **Attachments**

- A. SDBIP July 2012 - December 2012
- B. PMS Financials July 2012 - December 2012

## **Recommendation**

That the contents of this report be noted by the Executive Mayor and forwarded to the relevant Government departments.