



EDEN

DISTRICT MUNICIPALITY
UMASIPALA WESITHILI
DISTRIKSMUNISIPALITEIT

PERFORMANCE MANAGEMENT

SECTION 72 REPORT

2016/2017

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Overall

Purpose of the Report

KPI Monitoring -and Evaluation Graphs:

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MID-YEAR PERFORMANCE ASSESSMENT FOR EDEN DISTRICT MUNICIPALITY

Overall

Purpose of Report

To submit to the Executive Mayor an assessment report on the Municipality's Performance covering the period

1 July 2016 to 31 December 2017.

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 has been approved.

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 200) (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)-

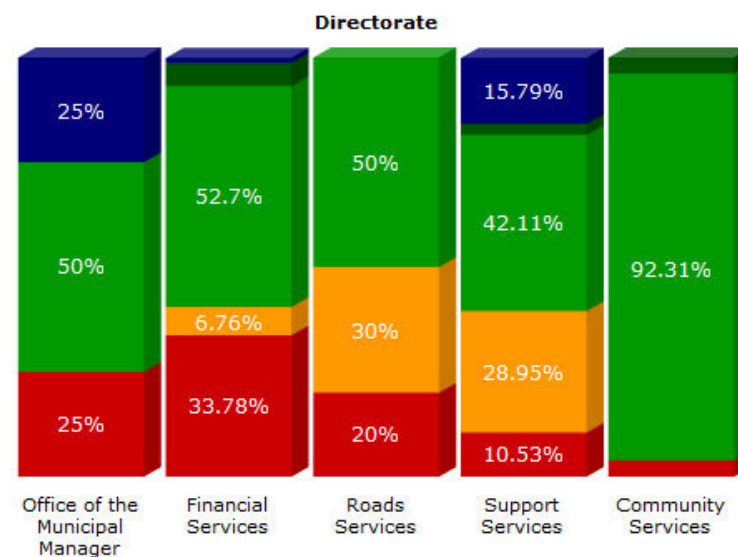
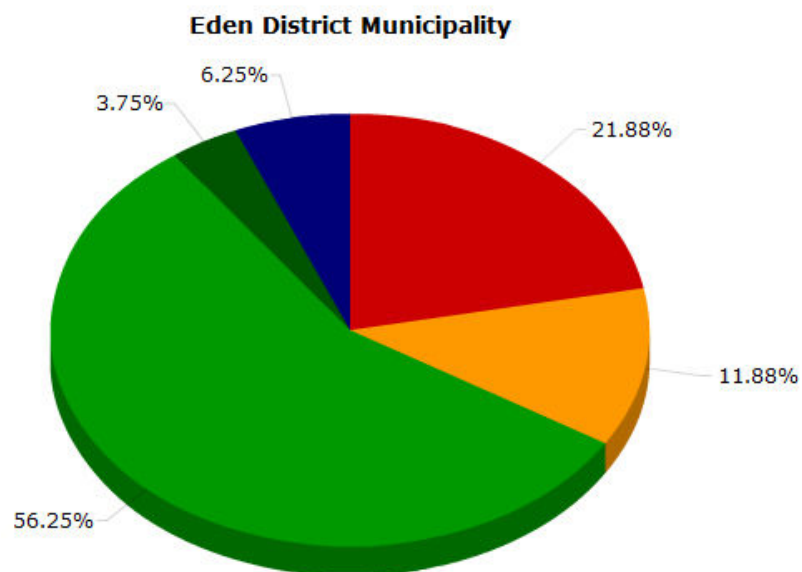
- (a) consider the report
- (b) check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;
- (c) consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that the revisions 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

2. Performance Graphs and Listed tables as from the Performance System;

KPI Monitoring - and Evaluation Graphs

Eden District Municipality

Report drawn on 19 January 2017 at 08:37
for the months of July 2016 to December 2016.

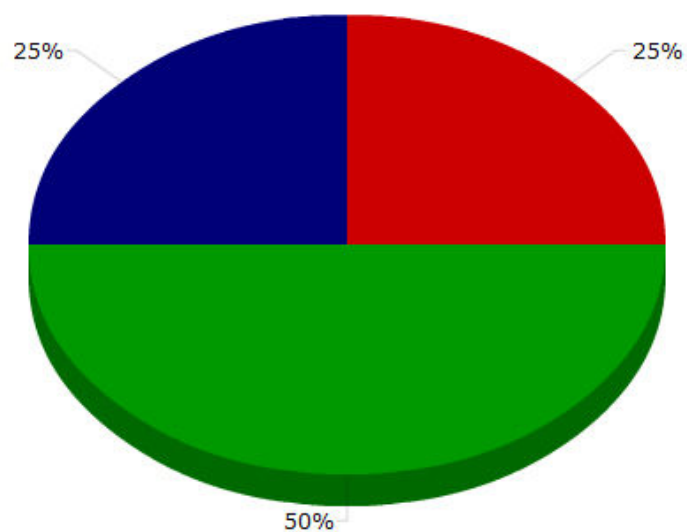


	Eden District Municipality	Directorate				
		Office of the Municipal Manager	Financial Services	Roads Services	Support Services	Community Services
■ KPI Not Met	35 (21.9%)	3 (25%)	25 (33.8%)	2 (20%)	4 (10.5%)	1 (3.8%)
■ KPI Almost Met	19 (11.9%)	-	5 (6.8%)	3 (30%)	11 (28.9%)	-
■ KPI Met	90 (56.3%)	6 (50%)	39 (52.7%)	5 (50%)	16 (42.1%)	24 (92.3%)
■ KPI Well Met	6 (3.8%)	-	4 (5.4%)	-	1 (2.6%)	1 (3.8%)
■ KPI Extremely Well Met	10 (6.3%)	3 (25%)	1 (1.4%)	-	6 (15.8%)	-
Total:	160	12	74	10	38	26

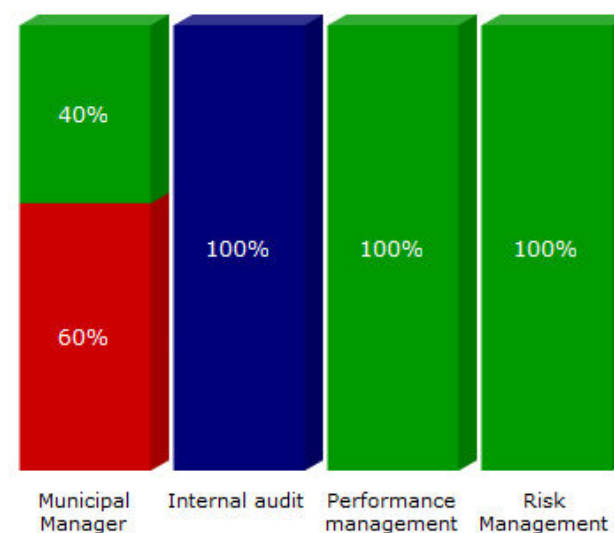
Office of the Municipal Manager

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for the months of July 2016 to December 2016.

Office of the Municipal Manager



Sub-Directorate

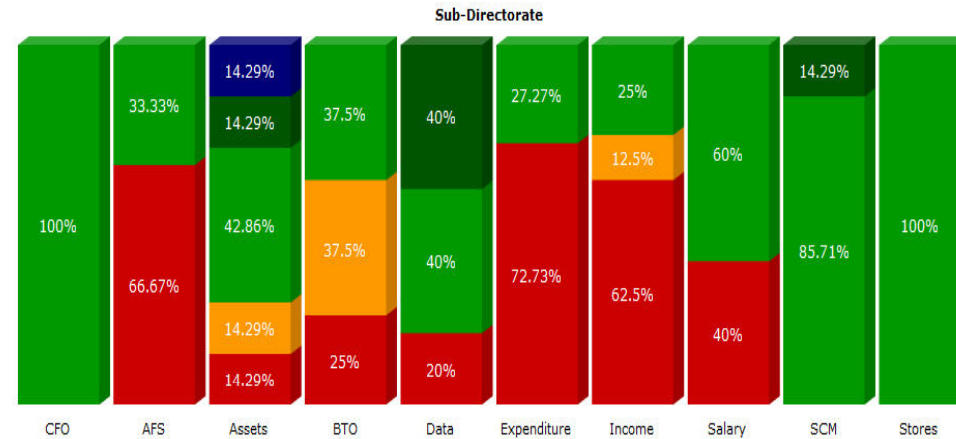
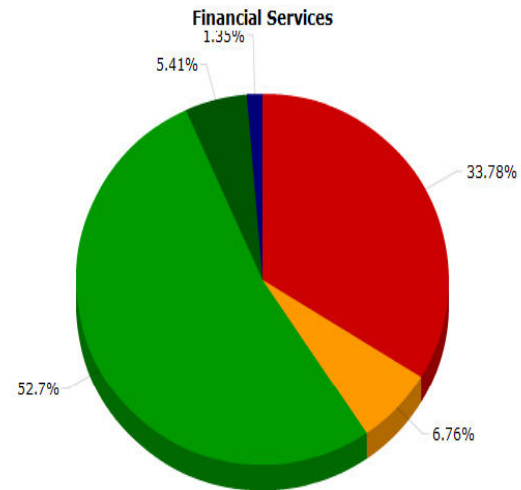


	Office of the Municipal Manager	Sub-Directorate			
		Municipal Manager	Internal audit	Performance management	Risk Management
■ KPI Not Met	3 (25%)	3 (60%)	-	-	-
■ KPI Almost Met	-	-	-	-	-
■ KPI Met	6 (50%)	2 (40%)	-	2 (100%)	2 (100%)
■ KPI Well Met	-	-	-	-	-
■ KPI Extremely Well Met	3 (25%)	-	3 (100%)	-	-
Total:	12	5	3	2	2

Ref	Sub-Directorate	KPI	Top Layer KPI Ref	Unit of Measurement	Source of Evidence	Annual Target	KPI Calculation Type	October 2016			November 2016			December 2016			Overall Performance		
								Target	Actual	R	Target	Actual	R	Target	Actual	R	Target	Actual	R
D1	Municipal Manager	Liaise with senior leadership team on a monthly basis to ensure good governance (MANCOM Meetings)		Number of meetings	Minutes of meetings	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D2	Municipal Manager	Formally evaluate the performance of sec56 and sec57 employees to their performance agreements		Number of formal performance evaluations completed	Minutes of the Evaluation Panel and score sheets	2	ACC	1	0	R	0	0	N/A	0	0	N/A	1	0	R
D3	Municipal Manager	Report quarterly on the progress made with the handling of all items older than 30 days on the Collab system		Number of reports submitted	Proof of submission on collab	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D4	Municipal Manager	Submit quarterly risk progress reports that includes the top 10 risk to the risk officer on the management of risks identified for the Directorate on a format prescribed by risk management		Number of risk progress reports submitted	Proof of submission on collab	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D5	Risk Management	Submit quarterly progress reports on the management of risks to the Risk Committee		Number of progress reports submitted	Proof of submission and Minutes of risk committee meetings	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D6	Risk Management	Facilitate the quarterly meeting of the risk Committee		Number of meetings held	Minutes of risk committee meetings	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D7	Risk Management	100% compliance with all the legislative deliverables as measured per Eunomia iComply system		% compliance	Reports drawn from the iComply system	100	CO	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
D8	Internal audit	Arrange the meeting of the Audit Committee		Number of meetings arranged	Minutes of the meetings held	4	ACC	0	0	N/A	0	1	B	1	1	G	1	2	B
D9	Internal audit	Submit Audit Reports, based on the RBAP to the Audit Committee on a quarterly basis		Number of reports submitted	Minutes of audit committee/ Reports issued	4	ACC	0	0	N/A	0	1	B	1	1	G	1	2	B
D10	Internal audit	Report the audited results of the previous quarter's KPI's of the Top-Layer SDBIP to		Number of reports submitted to the Performance Audit Committee	Minutes of audit committee/ Reports issued	4	ACC	0	0	N/A	0	1	B	1	1	G	1	2	B
D11	Internal audit	100% compliance with all the legislative deliverables as measured per Eunomia iComply system		% compliance	Reports drawn from the iComply system	100	CO	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
D12	Performance management	Submit the Departmental SDBIP to the MM by 30 June		Departmental SDBIP submitted to MM	Approved Departmental SDBIP	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D13	Performance management	Submit quarterly performance reports to the Top layer SDBIP to the Council		Number of performance reports submitted to Council	Minutes of council meeting	4	ACC	1	1	G	0	0	N/A	0	0	N/A	1	1	G
D14	Performance management	Prepare the Mid-year performance part of the report in terms of s72 of the MFMA to submit to the MM and Mayor by 25 January		Report drafted and submitted by the 25 January	Minutes of council meeting	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D15	Performance management	100% compliance with all the legislative deliverables as measured per Eunomia iComply system		% compliance	Reports drawn from the iComply system	100	CO	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
D16	Internal audit	Compile the Risk based audit plan (RBAP) for 2017/18 and submit to the Audit Committee for consideration by 30 June 2017	Compile the Risk based audit plan (RBAP) for 2017/18 and submit to the Audit Committee for consideration by 30 June 2017 [TL1]	RBAP for 2017/18 compiled and submitted to the Audit Committee by 30 June 2017	Proof of submission and Minutes of Audit Committee meeting during which RBAP was submitted	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D17	Risk Management	Submit the updated risk register to the risk management committee by 31 March 2017	Submit the updated risk register to the risk management committee by 31 March 2017 [TL2]	Updated risk register submitted to the risk management committee by 31 March 2017	Proof of submission and Minutes of Risk Management Committee meeting during which risk register was submitted	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D18	Risk Management	Review the risk management policy that includes the strategy and implementation plan and submit to risk management committee by 31 May 2017	Review the risk management policy that includes the strategy and implementation plan and submit to risk management committee by 31 May 2017 [TL3]	Reviewed risk management policy that includes the strategy and implementation plan submitted to risk management committee by 31 May 2017	Proof of submission and Minutes of Council	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D19	Performance management	Submit the Top layer SDBIP for the 2017/18 budget for approval by the Mayor within 14 days after the budget has been approved	Submit the Top layer SDBIP for the 2017/18 budget for approval by the Mayor within 14 days after the budget has been approved [TL4]	Top Layer SDBIP for the 2017/18 budget submitted to the Mayor within 14 days after the budget has been approved	Approved TL SDBIP	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D20	Performance management	Draft the annual performance report for 2015/16 and submit to the Auditor General by 31 August 2016	Draft the annual performance report for 2015/16 and submit to the Auditor General by 31 August 2016 [TL5]	Annual performance report for 2015/16 drafted and submitted to the Auditor General by 31 August 2016	Acknowledgement of receipt of the AG	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D21	Municipal Manager	Facilitate the meetings of the Municipal Public Account Committee (MPAC)	Facilitate the meetings of the Municipal Public Account Committee (MPAC) [TL6]	Number of Municipal Public Account Committee (MPAC) meetings held	Minutes of meetings	2	ACC	0	0	N/A	0	0	N/A	1	0	R	1	0	R

Financial Services

Report drawn on 19 January 2017 at 08:41
for the months of July 2016 to December 2016.



	Financial Services	Sub-Directorate									
		CFO	AFS	Assets	BTO	Data	Expenditure	Income	Salary	SCM	Stores
KPI Not Met	25 (33.8%)	-	4 (66.7%)	1 (14.3%)	2 (25%)	1 (20%)	8 (72.7%)	5 (62.5%)	4 (40%)	-	-
KPI Almost Met	5 (6.8%)	-	-	1 (14.3%)	3 (37.5%)	-	-	1 (12.5%)	-	-	-
KPI Met	39 (52.7%)	6 (100%)	2 (33.3%)	3 (42.9%)	3 (37.5%)	2 (40%)	3 (27.3%)	2 (25%)	6 (60%)	6 (85.7%)	6 (100%)
KPI Well Met	4 (5.4%)	-	-	1 (14.3%)	-	2 (40%)	-	-	-	1 (14.3%)	-
KPI Extremely Well Met	1 (1.4%)	-	-	1 (14.3%)	-	-	-	-	-	-	-
Total:	74	6	6	7	8	5	11	8	10	7	6

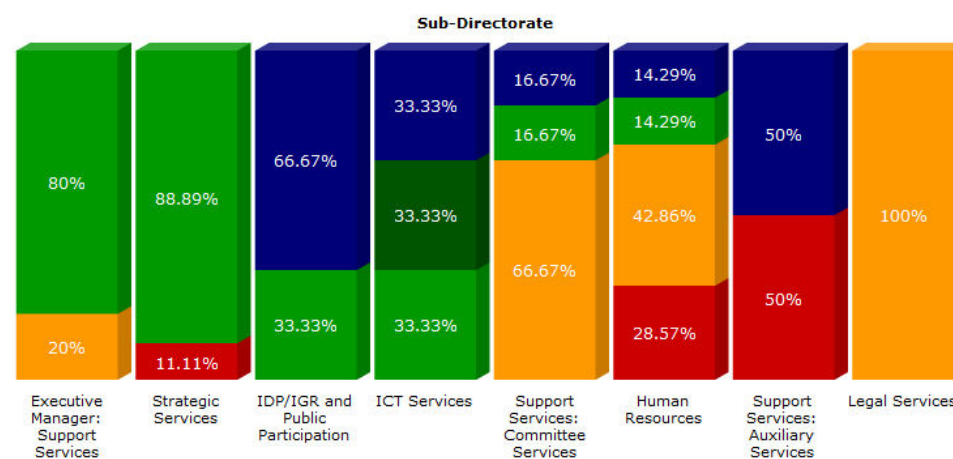
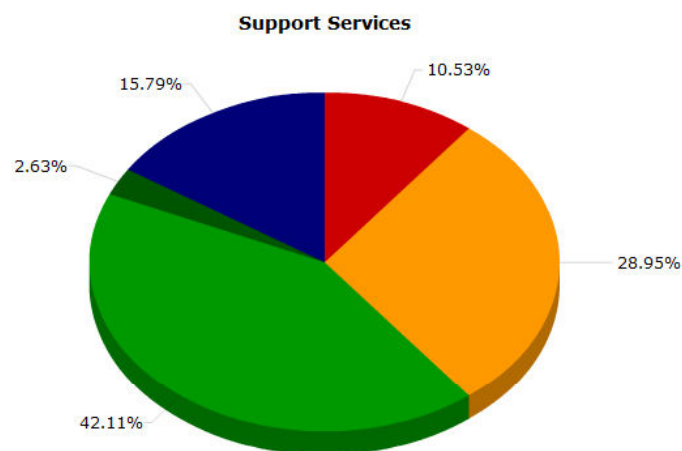
Ref	Sub-Directorate	KPI	Top Layer KPI Ref	Unit of Measurement	Source of Evidence	Annual Target	KPI Calculation Type	October 2016			November 2016			December 2016			Overall Performance		
								Target	Actual	R	Target	Actual	R	Target	Actual	R	Target	Actual	R
D52	CFO	Report on all grant funding spent during the financial year in accordance with the transfer payment agreement to Provincial Treasury		Number of reports	Proof of monthly reports submitted to Provincial Treasury	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D53	CFO	Develop an action plan to address all the issues raised in the management letter of the Auditor General and include it in the Annual Report submitted to Council by the 31 January		Approved action plan	Proof of submission to Communication Section	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D54	CFO	Submit quarterly risk progress reports that includes the top 10 risk to the risk officer on the management of risks identified for the Directorate on a format prescribed by risk management		Number of risk progress reports submitted	Proof of submission on collab	4	ACC	1	1	G	0	0	N/A	0	0	N/A	1	1	G
D55	CFO	Hold monthly meetings with line managers		Number of meetings held with line managers	Minutes of meetings	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D56	CFO	Report quarterly to the MM on progress made with the handling of all items older than 30 days on the Collab system		Number of reports submitted to MM	Proof of submission on collab	4	ACC	1	1	G	0	0	N/A	0	0	N/A	1	1	G
D57	CFO	Report quarterly to the MM on all meeting, conferences, training, etc that were attended that include feedback, what was learned and value that was added		Number of reports submitted to MM	Proof of submission on collab	4	ACC	1	1	G	0	0	N/A	0	0	N/A	1	1	G
D58	CFO	Review required financial policies annually by 31 May		Number of policies reviewed	Proof of submission to Communication Section	6	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D59	CFO	Submit the final main budget to Council by the 31 May		Final main budget submitted by 31 May	Proof of submission to Communication Section	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D60	CFO	Submit the adjustment budget to Council by 28 February		Adjustments budget submitted to council by 28 February	Proof of submission to Communication Section	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D61	AFS	Compile the audit file by 31 August		File compiled by 31 August	Signed completed Audit files	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D62	AFS	Update the OPCAR with corrective actions taken to address the items in the AG management letter after the end of the 3rd and 4th quarter		Number of updates completed	Minutes of the OPCAR meeting	2	ACC	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D63	AFS	Compile a monthly schedule of activities and submit to the CFO		Number of schedules submitted	Copy of the email as confirmation of submission	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D64	AFS	Monthly submit the financial statements to the CFO by the 10th working day by the end of every month		Number of reports submitted	Proof of submission to the CFO	12	ACC	1	0	R	1	1	G	1	1	G	3	2	R
D65	AFS	100% compliance with all the legislative deliverables as measured per Eonomia iComply system		% compliance	Report from and POE as loaded on the system	100	STD	100%	0%	R	100%	0%	R	100%	0%	R	100%	0%	R
D66	AFS	Hold monthly meetings with staff (except for December and January)		Number of meetings held with line managers	Minutes of meetings	10	ACC	1	1	G	1	1	G	0	0	N/A	2	2	G
D67	Assets	Maintain updated balanced asset register monthly by the 10th working day of every month		Number of updates	Signed off and balanced reconciliations by the Deputy Manager	12	ACC	1	1	G	1	1	G	1	0	R	3	2	R
D68	Assets	Annual asset count completed by 31 May		Annual count finalised by 31 May	Asset count lists/report signed off by the Deputy Manager	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D69	Assets	Report the annual asset count to the CFO by 31 May		Annual asset count report to CFO by 31 May	Proof of submission of report to CFO	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D70	Assets	Submit a report on insurance incidents and outstanding claims by the 10th working day of the month to be included in the report to the Community Services/Incident Investigation Team		Number of reports submitted	Proof of submission of reports to Community Services/Incident Team	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D71	Assets	Update the depreciation in the general ledger on a monthly basis before the month end and is processed on the financial system		Number of updates completed	Signed off monthly journal by the Deputy Manager	12	ACC	1	1	G	1	1	G	1	0	R	3	2	R
D72	Assets	Compile a monthly schedule of activities and submit to the CFO		Number of schedules submitted	Copy of the email as confirmation of submission	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D73	Assets	Monthly submit all applicable reconciliations to the department to the CFO by the 15th of every month		Number of reports submitted	Proof of submission to the CFO	12	ACC	1	1	G	1	12	B	1	0	R	3	13	B
D74	Assets	100% compliance with all the legislative deliverables as measured per Eonomia iComply system		% compliance	Report from and POE as loaded on the system	100	STD	100%	100%	G	100%	100%	G	100%	100%	G	100%	100%	G
D75	Assets	Hold monthly meetings with staff (except for December and January)		Number of meetings held with line managers	Minutes of meetings	10	ACC	1	1	G	1	1	G	0	1	B	2	3	B
D76	BTO	Submit the monthly financial reports to the financial services portfolio committee		Number of reports submitted	Correspondence reference number from Collaborator indicating submission of the report for the Agenda	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D77	BTO	Compile reconciliations on a monthly basis before the month end of the financial system to complete the balancing of the grants register		Number of reconciliations submitted	Signed off balanced and reconciled grant register by the Deputy Manager	12	ACC	1	0	R	1	0	R	1	0	R	3	0	R
D78	BTO	Monthly bank reconciliation completed by the 10th working day of the next month		Number of reconciliations completed	Signed off/completed bank reconciliation by the Deputy Manager	12	ACC	1	0	R	1	1	G	1	1	G	3	2	R
D79	BTO	Compile a monthly schedule of activities and submit to the CFO		Number of schedules submitted	Copy of the email as confirmation of submission	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D80	BTO	Monthly submit the bank reconciliation to the department to the CFO by the 15th of every month		Number of reports submitted	Proof of submission to the CFO	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G

Ref	Sub-Directorate	KPI	Top Layer KPI Ref	Unit of Measurement	Source of Evidence	Annual Target	KPI Calculation Type	October 2016			November 2016			December 2016			Overall Performance		
								Target	Actual	R	Target	Actual	R	Target	Actual	R	Target	Actual	R
D81	BTO	100% compliance with all the legislative deliverables as measured per Eonomia iComply system		% compliance	Report from and POE as loaded on the system	100	STD	100%	100%	G	100%	100%	G	100%	100%	G	100%	100%	G
D82	BTO	Update the actual results of the targets set on the SDBIP system on a monthly basis before the set closing data		Number of monthly updates	SDBIP system report	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D83	BTO	Review required financial policies annually by 31 May		Number of policies reviewed	Proof of submission to Communication Section	6	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D84	BTO	Hold monthly meetings with staff (except for December and January)		Number of meetings held with line managers	Minutes of meetings	10	ACC	1	1	G	1	1	G	0	0	N/A	2	2	G
D85	Data	Month-end reports completed on the ABACUS system within 4 working days after month-end except for June		Number of reports submitted monthly	ABACUS Trial balance	11	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D86	Data	Year end on ABACUS after 5 working days after 30 June or as determined by the CFO		Number of reports	ABACUS report	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D87	Data	Compile a monthly schedule of activities and submit to the CFO		Number of schedules submitted	Copy of the email as confirmation of submission	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D88	Data	100% compliance with all the legislative deliverables as measured per Eonomia iComply system		% compliance	Report from and POE as loaded on the system	100	STD	100%	0%	R	100%	0%	R	100%	0%	R	100%	0%	R
D89	Data	Hold monthly meetings with staff (except for December and January)		Number of meetings held with line managers	Minutes of meetings	10	ACC	1	1	G	1	1	G	0	1	B	2	3	B
D90	Expenditure	Update investments register balanced with the general ledger by the 10th working day of every month		Number of updates	Signed off balanced investments reconciliation by the Deputy Manager	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D91	Expenditure	Compile the monthly cash flow projections for the following month by the 5th working day of the current month		Number of months	Signed cash flow projection report by the Deputy Manager	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D92	Expenditure	Complete the individual creditor reconciliations between the creditor statement and the report of the payment run, before the payment run date		Number of reconciliations completed and submitted	Signed off reviewed creditor age analysis by the Deputy Manager and the Chief Accountant	12	ACC	1	0	R	1	0	R	1	0	R	3	0	R
D93	Expenditure	Complete the monthly creditor provision reconciliations within 5 working days after month-end		Number of reconciliations completed and submitted	Signed off and reviewed creditors provision reconciliations by the Deputy Manager	12	ACC	1	0	R	1	0	R	1	0	R	3	0	R
D94	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 and submitted	Signed off and balanced reconciliations by the Deputy Manager	12	ACC	1	0	R	1	1	G	1	1	G	3	2	R
D95	Expenditure	Approve the payment to SARS for VAT by the 25th of every month		Number of payments made	Proof of Payment	12	ACC	1	0	R	1	0	R	1	1	G	3	1	R
D96	Expenditure	Compile a monthly schedule of activities and submit to the CFO		Number of schedules submitted	Copy of the email as confirmation of submission	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D97	Expenditure	Monthly submit all applicable reconciliations to the department to the CFO by the 15th of every month		Number of reports submitted	Proof of submission to the CFO	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D98	Expenditure	100% compliance with all the legislative deliverables as measured per Eonomia iComply system		% compliance	Report from and POE as loaded on the system	100	STD	100%	0%	R	100%	0%	R	100%	0%	R	100%	0%	R
D99	Expenditure	Month-end reports completed on the ABACUS system within 2 working days after month-end except for June		Number of reports submitted monthly	ABACUS Trial balance	11	ACC	1	0	R	1	0	R	1	0	R	3	0	R
D100	Expenditure	Hold monthly meetings with staff (except for December and January)		Number of meetings held with line managers	Minutes of meetings	10	ACC	1	1	G	1	1	G	0	0	N/A	2	2	G
D101	Income	Monthly reconcile all control and suspense accounts by the 10th working day of the next month		Number of reconciliations submitted	Signed off and balanced reconciliations by the Deputy Manager	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D102	Income	Monthly review of irrecoverable debt and appropriate debt collection procedures initiated		Number of reviews completed	Proof of Report submitted to the CFO	12	ACC	1	0	R	1	0	R	1	0	R	3	0	R
D103	Income	Compile a monthly schedule of activities and submit to the CFO		Number of schedules submitted	Copy of the email as confirmation of submission	12	ACC	1	1	G	1	0	R	1	1	G	3	2	R
D104	Income	Monthly reconciliation of the deposits by the 10th working day of every month		Number of reconciliations submitted	Signed off and balanced reconciliations by the Deputy Manager	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D105	Income	Monthly submit all applicable reconciliations to the department to the CFO by the 15th of every month		Number of reports submitted	Proof of submission to the CFO	12	ACC	1	0	R	1	0	R	1	0	R	3	0	R
D106	Income	100% compliance with all the legislative deliverables as measured per Eonomia iComply system		% compliance	Report from and POE as loaded on the system	100	STD	100%	0%	R	100%	0%	R	100%	0%	R	100%	0%	R
D107	Income	Month-end reports completed on the ABACUS system within 2 working days after month-end except for June		Number of reports submitted monthly	ABACUS Trial balance	11	ACC	1	0	R	1	0	R	1	0	R	3	0	R
D108	Income	Hold monthly meetings with staff (except for December and January)		Number of meetings held with line managers	Minutes of meetings	10	ACC	1	1	G	1	1	G	0	0	N/A	2	2	G
D109	Salary	Complete a reconciliation of PAYDAY and ABACUS by the 10th working day of the month		Number of reconciliations completed and submitted	Signed off and balanced reconciliations by the Deputy Manager	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D110	Salary	Monthly reconcile all control and suspense accounts by the 10th working day of the next month		Number of reconciliations completed and submitted monthly	Signed off and balanced reconciliations by the Deputy Manager	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D111	Salary	Submit the IRPS reconciliation as per the date determined by SARS (31 October and 31 May)		Number of reconciliations completed and submitted	proof of submission of IRPS records	2	ACC	1	1	G	0	0	N/A	0	0	N/A	1	1	G
D112	Salary	100% Paid salary related third parties by the 7th of the next month		% Paid on time	E-filing document and Salary Bank Reconciliation	100	STD	100%	100%	G	100%	100%	G	100%	100%	G	100%	100%	G
D113	Salary	100% Implement salary increases and changes to basic conditions of employment in the July payroll by 31 July		% Implemented	Audit report from PAYDAY	100	LAST	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
D114	Salary	Compile a monthly schedule of activities and submit to the CFO		Number of schedules submitted	Copy of the email as confirmation of submission	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G

Ref	Sub-Directorate	KPI	Top Layer KPI Ref	Unit of Measurement	Source of Evidence	Annual Target	KPI Calculation Type	October 2016			November 2016			December 2016			Overall Performance		
								Target	Actual	R	Target	Actual	R	Target	Actual	R	Target	Actual	R
D114	Salary	Compile a monthly schedule of activities and submit to the CFO		Number of schedules submitted	Copy of the email as confirmation of submission	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D115	Salary	Review all changes on PAYDAY before the 20th of every month		Number of reviews completed	Reviewed and signed-off report from PAYDAY by the Deputy Manager	12	ACC	1	0	R	1	0	R	1	1	G	3	1	R
D116	Salary	Monthly submit all applicable reconciliations to the department to the CFO by the 15th of every month		Number of reports submitted	Proof of submission to the CFO	12	ACC	1	0	R	1	0	R	1	0	R	3	0	R
D117	Salary	100% compliance with all the legislative deliverables as measured per Eunomia iComply system		% compliance	Report from and POE as loaded on the system	100	STD	100%	0%	R	100%	0%	R	100%	0%	R	100%	0%	R
D118	Salary	Hold monthly meetings with staff (except for December and January)		Number of meetings held with line managers	Minutes of meetings	10	ACC	1	1	G	1	1	G	0	0	N/A	2	2	G
D119	SCM	Submit the monthly financial reports to the financial services portfolio committee by the 10th working day		Number of reports	Proof of submission to Portfolio Committee	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D120	SCM	Upload the information on Collaborator for all tenders awarded to initiate the SLA process		% of workflow on Collaborator	Workflow history from Collaborator and the agenda of the BAC Committee	100	STD	100%	100%	G	100%	100%	G	100%	100%	G	100%	100%	G
D121	SCM	Ensure that all formal tenders recommended by the Bid Evaluation Committee is tabled at the next Adjudication Committee meeting		% of all tenders recommended	Index of the Agenda from the BEC and supporting recommendation in the index of the BAC	100	STD	100%	100%	G	100%	100%	G	100%	100%	G	100%	100%	G
D122	SCM	Compile a monthly schedule of activities and submit to the CFO		Number of schedules submitted	Copy of the email as confirmation of submission	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D123	SCM	Ensure that all tenders are included in the BEC agenda within 45 days after closing date of tender		% of tenders included	Tender register	100	STD	100%	100%	G	100%	100%	G	100%	100%	G	100%	100%	G
D124	SCM	100% compliance with all the legislative deliverables as measured per Eunomia iComply system		% compliance	Report from and POE as loaded on the system	100	STD	100%	100%	G	100%	100%	G	100%	100%	G	100%	100%	G
D125	SCM	Hold monthly meetings with staff (except for December and January)		Number of meetings held with line managers	Minutes of meetings	10	ACC	1	1	G	1	1	G	0	1	B	2	3	B
D126	Stores	Complete the annual stock take to ensure that all inventory is accounted by 30 June		Annual stock take completed by 30 June	Approved stock take report	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D127	Stores	Report monthly on the difference between stores records of stock and actual stock for the applicable store sample		Number of reports submitted	Monthly stock report signed off by the Deputy Manager	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D128	Stores	Monthly stock reconciliations by the 10th working day of the next month to ensure that all stock is accounted for		Number of reconciliations completed	Signed off balanced reconciliations	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D129	Stores	Compile a monthly schedule of activities and submit to the CFO		Number of schedules submitted	Copy of the email as confirmation of submission	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D130	Stores	Monthly submit all applicable reconciliations to the department to the CFO by the 15th of every month		Number of reports submitted	Proof of submission to the CFO	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D131	Stores	100% compliance with all the legislative deliverables as measured per Eunomia iComply system		% compliance	Report from and POE as loaded on the system	100	STD	100%	100%	G	100%	100%	G	100%	100%	G	100%	100%	G
D132	Stores	Month-end reports completed on the ABACUS system within 2 working days after month-end except for June		Number of reports submitted monthly	ABACUS Trial balance	11	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D133	CFO	The percentage of the municipal capital budget spent on capital projects by 30 June 2017 (Actual amount spent on capital projects / Total amount budgeted for capital projects) [TL23]	The percentage of the municipal capital budget spent on capital projects by 30 June 2017 (Actual amount spent on capital projects / Total amount budgeted for capital projects)	% of capital budget spent by 30 June 2017	Draft Annual Financial Statements	90	LAST	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
D134	CFO	Financial viability measured in terms of the municipality's ability to meet its service debt obligations by 30 June 2017 ((Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grants) [TL24]	Financial viability measured in terms of the municipality's ability to meet its service debt obligations by 30 June 2017 ((Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grants)	% of debt coverage	Draft Annual Financial Statements	30	LASTREV	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
D135	CFO	Financial viability measured in terms of the available cash to cover fixed operating expenditure by 30 June 2017 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets)	Financial viability measured in terms of the available cash to cover fixed operating expenditure by 30 June 2017 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets)	Number of months it takes to cover fixed operating expenditure with available cash	Draft Annual Financial Statements	5.2	LAST	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D136	CFO	Submit the annual financial statement of 2015/16 to the Auditor-General by 31 August 2016	Submit the annual financial statement of 2015/16 to the auditor-General by 31 August 2016 [TL26]	Annual financial statements of 2015/16 submitted by 31 August 2016	Proof of submission to the AG	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D137	CFO	Achieve a current ratio of 1 (Current assets : Current liabilities)	Achieve a current ratio of 1 (Current assets : Current liabilities) [TL27]	Number of times the municipality can pay back its short-term liabilities with its short-term assets	Draft Annual Financial Statements	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A

Corporate-/Strategic Services

Report drawn on 19 January 2017 at 08:42
for the months of July 2016 to December 2016.



	Support Services	Sub-Directorate							
		Executive Manager: Support Services	Strategic Services	IDP/IGR and Public Participation	ICT Services	Support Services: Committee Services	Human Resources	Support Services: Auxiliary Services	Legal Services
KPI Not Met	4 (10.5%)	-	1 (11.1%)	-	-	-	2 (28.6%)	1 (50%)	-
KPI Almost Met	11 (28.9%)	1 (20%)	-	-	-	4 (66.7%)	3 (42.9%)	-	3 (100%)
KPI Met	16 (42.1%)	4 (80%)	8 (88.9%)	1 (33.3%)	1 (33.3%)	1 (16.7%)	1 (14.3%)	-	-
KPI Well Met	1 (2.6%)	-	-	-	1 (33.3%)	-	-	-	-
KPI Extremely Well Met	6 (15.8%)	-	-	2 (66.7%)	1 (33.3%)	1 (16.7%)	1 (14.3%)	1 (50%)	-
Total:	38	5	9	3	3	6	7	2	3

Ref	Sub-Directorate	KPI	Top Layer KPI Ref	Unit of Measurement	Source of Evidence	Annual Target	KPI Calculation Type	October 2016			November 2016			December 2016			Overall Performance		
								Target	Actual	R	Target	Actual	R	Target	Actual	R	Target	Actual	R
D138	Executive Manager: Support Services	Respond to issues raised by the Occupational Health and Safety Committee within 30 working days		Percentage of issues responded to within 30 working days	Minutes of OH&S committee meetings and responses	80	STD	80%	80%	G	80%	50%	R	80%	0%	R	80%	43.33%	R
D139	Executive Manager: Support Services	Submit quarterly risk progress reports that includes the top 10 risk to the risk officer on the management of risks identified for the Directorate on a format prescribed by risk management		Number of risk progress reports submitted	Proof of submission on collab	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D140	Executive Manager: Support Services	Hold monthly meetings (except December and January) with line managers		Number of meetings held with line managers	Minutes of meetings	10	ACC	1	1	G	1	1	G	0	0	N/A	2	2	G
D141	Executive Manager: Support Services	Report quarterly to the MM on progress made with the handling of all items older than 30 days on the Collab system		Number of reports submitted to MM	Proof of submission on collab	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D142	Executive Manager: Support Services	Report quarterly to the MM on all meetings, conferences, training, etc that were attended that include feedback, what was learned and value that was added		Number of reports submitted to MM	Proof of submission on collab	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D143	Executive Manager: Support Services	100% compliance with all the legislative deliverables as measured per Enumia iComply system		% compliance	Reports drawn from the iComply system	100	CO	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
D144	Strategic Services	Organize and facilitate quarterly district tourism meetings		Number of district tourism meetings coordinated	Notice of meetings; Agenda of meeting; Minutes of meetings	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D145	Strategic Services	Facilitate and/or attend tourism marketing initiatives/platforms (domestic and international) to market the destination		Number of tourism initiatives facilitated and/or attended (WTM, Die Beeld, Indaba, Mossel Bay Travel Fest)	Proof of submission of report to Portfolio Committee	4	ACC	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D146	Strategic Services	Organize and facilitate quarterly meetings of the district economic development forum		Number of meetings for the district economic development forum coordinated	Notice and agenda of the meeting; Minutes of meeting	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D147	Strategic Services	Review the District Economic Development Implementation Plan and submit draft document to the Mancom by 31 March		District Economic Development Implementation Plan reviewed and submitted to the Portfolio Committee by 31 March	Agenda of Mancom; Prove of Submission of report	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D149	Strategic Services	Compile quarterly external newsletters		Number of external newsletters compiled	Printers proof approval	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D151	Strategic Services	Update and upload information/documentation to the municipal website within 3 working days after request received		%r of requests received updated/uploaded within 3 working days	Proof of requests received and proof of website upload log	100	STD	100%	100%	G	100%	100%	G	100%	100%	G	100%	100%	G
D152	Strategic Services	Compile quarterly internal municipal newsletter		Number of internal newsletters compiled	Approved printers proof	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D153	Strategic Services	Compile the first draft of the Annual Report and submit to Council by 31 January 2017		First draft of the Annual Report compiled and submitted to Council by 31 January 2017	Proof of submission to Council and minutes of Council meeting	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D155	Strategic Services	Compile an implementation plan for the District Municipal Communication Policy and submit to Mancom by 31 October 2016		Implementation plan submitted to the Mancom by 31 October 2016	Proof of submission of document to Mancom; Minutes of Mancom	1	CO	1	1	G	0	0	N/A	0	0	N/A	1	1	G
D156	Strategic Services	Update the policy register by 30 June		Policy register updated by 30 June	Updated Policy register	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D157	Strategic Services	100% compliance with all the legislative deliverables as measured per Enumia iComply system		% compliance	Reports drawn from the iComply system	100	CO	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
D158	Strategic Services	Develop 1 uniform Slide deck publication for investment promotion for the region and submit to MANCOM by 28 February		Slide deck publication submitted to Mancom by 28 February	Proof of submission to MANCOM	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D159	Strategic Services	Host training sessions for Film Industry Development		Number of trading sessions hosted	Approved programmes & attendance registers	2	ACC	0	0	N/A	0	0	N/A	1	0	R	1	0	R
D160	Strategic Services	Sign an agreement with the South Cape Economic Partnership by 30 November		Agreement signed by 30 November	Signed agreement	1	CO	0	0	N/A	1	1	G	0	0	N/A	1	1	G
D161	Strategic Services	Host trading sessions for waste management SMME development to the LED strategy implementation		Number of training sessions hosted	Approved programmes & attendance registers	2	ACC	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D162	Strategic Services	Sign an agreement with the Eden School of Culinary Art by 31 October		Agreement signed by 31 October	Signed agreement	1	CO	1	1	G	0	0	N/A	0	0	N/A	1	1	G
D163	Strategic Services	Organise the Welcome Campaign by 28 February		Campaign organised by 28 February	Approved programme by HOD and photos taken	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D164	Strategic Services	Organise a Media Engagement/Goodwill session with media by 31 March		Session organised by 31 March	Approved programme and attendance register	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D165	IDP/IGR and Public Participation	Coordinate at least 3 Municipal Manager Forum meetings by 30 June		Number of MMF meetings coordinated by 30 June	Minutes of meetings	3	ACC	0	1	B	0	0	N/A	0	0	N/A	0	1	B
D166	IDP/IGR and Public Participation	Advertise and distribute the draft IDP to obtain public comment within 14 days after consideration of Council		Draft IDP advertised with 14 days after consideration of Council	Copy of placed advert	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D167	IDP/IGR and Public Participation	Review the District Integrated Development Plan (IDP) annually and submit to Council by 31 May		District Integrated Development Plan (IDP) reviewed and submitted to Council by 31 May	Minutes of Council meeting	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D168	IDP/IGR and Public Participation	Compile annual meeting schedule for established IGR forums and submit to Council by 31 March		IGR schedule compiled and submitted to Council by 31 March	Minutes of Council meeting	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D169	IDP/IGR and Public Participation	Compile and submit the IDP/Budget Process Plan to Council by the end of August		IDP/Budget Process Plan submitted by the end of August	Agenda & Minutes of meetings	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D170	IDP/IGR and Public Participation	Coordinate District Public Participation and Communicators Forum meetings		Number of District Public Participation and Communicators Forum meetings coordinated	Agenda & Minutes of meetings	3	ACC	0	0	N/A	0	1	B	0	0	N/A	0	1	B

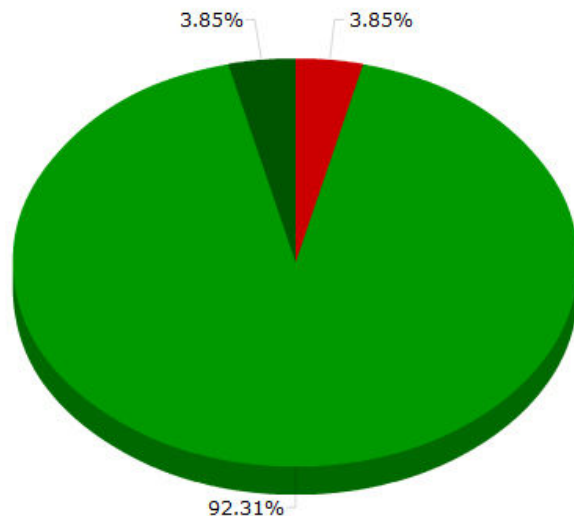
Ref	Sub-Directorate	KPI	Top Layer KPI Ref	Unit of Measurement	Source of Evidence	Annual Target	KPI Calculation Type	October 2016			November 2016			December 2016			Overall Performance		
								Target	Actual	R	Target	Actual	R	Target	Actual	R	Target	Actual	R
D171	IDP/IGR and Public Participation	100% compliance with all the legislative deliverables as measured per Economia iComply system		% compliance	Reports drawn from the iComply system	100	CO	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
D172	ICT Services	Limit downtime to less than 5%		Downtime limited to less than 5%	System report	5	REV	5%	0.06%	B	5%	0.05%	B	5%	0.01%	B	5%	0.04%	B
D173	ICT Services	Respond to helpdesk request within 7 working days		% of helpdesk request responded to within 7 working days	Helpdesk report	80	STD	80%	95%	G2	80%	93%	G2	80%	94%	G2	80%	94%	G2
D174	ICT Services	Conduct a bi-annual (2 per year) IT security test		Number of IT security tests conducted	Report system	2	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D175	Support Services: Committee Services	Compile and distribute agenda's for Executive Mayoral Committee and Council meetings 3 days before the meeting		% distributed 3 days before the meeting	Signed distribution list	90	STD	90%	90%	G	90%	90%	G	90%	90%	G	90%	90%	G
D176	Support Services: Committee Services	Distribute draft minutes of Executive Mayoral Committee and Council meetings to the MM and HOD within 7 working days		% distributed within 7 working days	E-mail correspondence Director and MM	100	STD	100%	90%	O	100%	90%	O	100%	90%	O	100%	90%	O
D177	Support Services: Committee Services	Distribute resolutions of Council and Mayoral Committee meetings within 10 working days after meetings to managers for execution of resolutions		% distributed within 10 working days	Collaborator report	100	STD	100%	90%	O	100%	90%	O	100%	90%	O	100%	90%	O
D178	Support Services: Committee Services	Compile and distribute agenda's for Sec 80 & 79 committees 3 days prior to meeting		% distributed 3 days before then meeting	Signed distribution list	90	STD	90%	90%	G	90%	90%	G	90%	90%	G	90%	90%	G
D179	Support Services: Committee Services	Compile & distribute draft minutes of Sec 80 & 79 committees within 10 working days after meeting		% distributed within 10 working days	Email correspondence from Committee Officers	100	STD	100%	90%	O	100%	90%	O	100%	90%	O	100%	90%	O
D180	Support Services: Committee Services	Compile Official Council and Committee meeting schedule and submit to Council by 31 March		Meeting schedule submitted to Council by 31 March	Minutes of Council meeting	1	CO	0	80	B	0	80	B	0	80	B	0	80	B
D181	Support Services: Auxiliary Services	Review the implementation plan of the Support Services Master Plan and submit to the MANCOM by 31 March		Implementation Plan reviewed and submitted to the MANCOM by 31 March	Proof of submission to MANCOM	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D182	Support Services: Auxiliary Services	Arrange meetings to manage the collaborator shared services system within the municipality		Number of meetings arranged to manage the collaborator shared services system within the municipality	Minutes of user group meetings	8	ACC	0	0	N/A	0	0	N/A	2	0	R	2	0	R
D183	Support Services: Auxiliary Services	100% compliance with all the legislative deliverables as measured per Economia iComply system		% compliance	Reports drawn from the iComply system	100	CO	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
D184	Human Resources	Quarterly facilitate Occupational Health & Safety Committee meetings		Number of Occupational Health & Safety Committee meetings facilitated	Minutes of OH&S committee meetings	4	ACC	0	0	N/A	0	0	N/A	1	0	R	1	0	R
D185	Human Resources	Report monthly (excluding July/December and January) on disciplinary procedures and submit to the Director		Number of reports submitted to the Director	Proof of submission	9	ACC	1	1	G	1	1	G	0	0	N/A	2	2	G
D186	Human Resources	Review the HR Master plan and submit to the HOD by 31 March		OH&S Plan submitted to the HOD by 31 March	Minutes of Portfolio Meetings, Submission of report	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D187	Human Resources	Compile the Workplace Skills Plan and submit to the training committee by 31 March		Workplace Skills Plan compiled and submitted to training committee by 31 March	Minutes of Training Committee	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D188	Human Resources	Conduct medical surveillance tests for employees		Number of medical surveillance tests for employees conducted	Medical reports received from Occupational Medical Practitioner	30	ACC	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D189	Human Resources	Create employment opportunities for undergraduate youth		Number of employment opportunities created for undergraduate youth	Signed appointment report	10	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D190	Human Resources	Update the Employment Equity statistics quarterly and submit to the Employment Equity Committee		Number of updates of EE statistics	Minutes of EE Committee	4	ACC	1	1	G	0	1	B	0	0	N/A	1	2	B
D191	Human Resources	Administration of Job Evaluation on the Web Based System		Number of sessions	Agenda/Minutes/Job Evaluation Reports	12	ACC	1	0	R	1	1	G	1	1	G	3	2	R
D192	Human Resources	Submission of evaluated results to the Provincial Audit Committee.		Within 2 working days after evaluation session	Audit Lists of Evaluated Posts	100	STD	100%	0%	R	100%	100%	G	100%	100%	G	100%	66.67%	R
D193	Human Resources	Provide participating municipalities with Final Outcomes Report (audited results) of audited jobs.		Within 3 working days after receiving the results from the Provincial Audit Committee	Final Outcomes Reports	100	STD	100%	0%	R	100%	100%	G	100%	100%	G	100%	66.67%	R
D194	Legal Services	Review contracts (first review) within 5 working days from date received		% of contracts reviewed within 5 working days	Collaborator report	80	STD	80%	80%	G	80%	0%	R	80%	80%	G	80%	53.33%	R
D195	Legal Services	Review contracts (final review) within 3 working days from date received		% of contracts reviewed within 3 working days	Collaborator report	80	STD	80%	80%	G	80%	0%	R	80%	80%	G	80%	53.33%	R
D196	Legal Services	Respond to all Collaborator and email requests for legal opinions within 5 working days from date received		% of request for legal opinions responded to within 5 working days	Collaborator report	80	STD	80%	80%	G	80%	0%	R	80%	80%	G	80%	53.33%	R

Ref	Sub-Directorate	KPI	Top Layer KPI Ref	Unit of Measurement	Source of Evidence	Annual Target	KPI Calculation Type	October 2016			November 2016			December 2016			Overall Performance		
								Target	Actual	R	Target	Actual	R	Target	Actual	R	Target	Actual	R
D197	Executive Manager: Support Services	Number of people from employment equity target groups that will be appointed in the three highest levels of management during the 2016/17 financial year in compliance with the municipality's approved employment equity plan	Number of people from employment equity target groups that will be appointed in the three highest levels of management during the 2016/17 financial year in compliance with the municipality's approved employment equity plan [TL28]	Number of people that will be appointed in the three highest levels of management in compliance with a municipality's approved employment equity plan	Approved Employment Equity quarterly progress report of 30 June 2017	0	<u>ACC</u>	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D198	Human Resources	Spent 0.5% of personnel budget on training by 30 June 2017 (Actual total training expenditure divided by total personnel budget)	Spent 0.5% of personnel budget on training by 30 June 2017 (Actual total training expenditure divided by total personnel budget) [TL29]	% of the personnel budget spent	Abacus financial system V525- consolidated statement for item (Vote number) / Section 7.1 In-Year Monthly & Quarterly Budget Statement	0.5	<u>CO</u>	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
D199	Human Resources	Limit vacancy rate to 10% of budgeted post by 30 June 2017 (Number of funded posts vacant divided by number of budgeted funded posts)	Limit vacancy rate to 10% of budgeted post by 30 June 2017 (Number of funded posts vacant divided by number of budgeted funded posts) [TL30]	% vacancy rate	Excel spread sheet (Vacancy list)	10	<u>LASTREV</u>	0%	0%	N/A	0%	0%	N/A	10%	10.87%	R	10%	10.87%	R
D200	Executive Manager: Support Services	Review the organisational structure and submit to Council by 30 June 2017	Review the organisational structure and submit to Council by 30 June 2017 [TL31]	Organisational structure reviewed and submitted to Council by 30 June 2017	Agenda for the Council meeting	1	<u>CO</u>	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D201	Executive Manager: Support Services	Award 2 external bursaries to qualifying candidates by 31 March 2017	Award 2 external bursaries to qualifying candidates by 31 March 2017 [TL32]	Number of external bursaries awarded	Signed bursary agreement	2	<u>CO</u>	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D202	Executive Manager: Support Services	Compile and submit the final annual report and oversight report for 2015/16 to Council by 31 March 2017	Compile and submit the final annual report and oversight report for 2015/16 to Council by 31 March 2017 [TL33]	Final annual report and oversight report for 2015/16 submitted to Council	Minutes of Council meeting	1	<u>CO</u>	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A

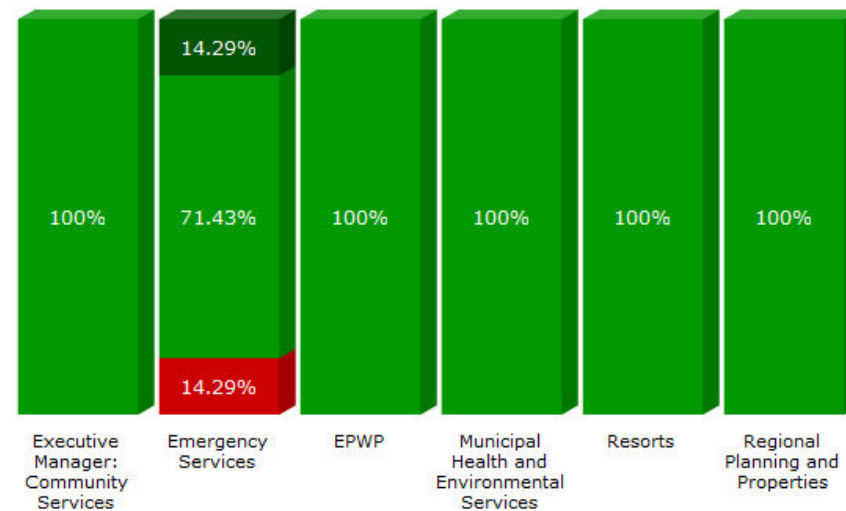
Community Services

Report drawn on 19 January 2017 at 08:43
for the months of July 2016 to December 2016.

Community Services



Sub-Directorate



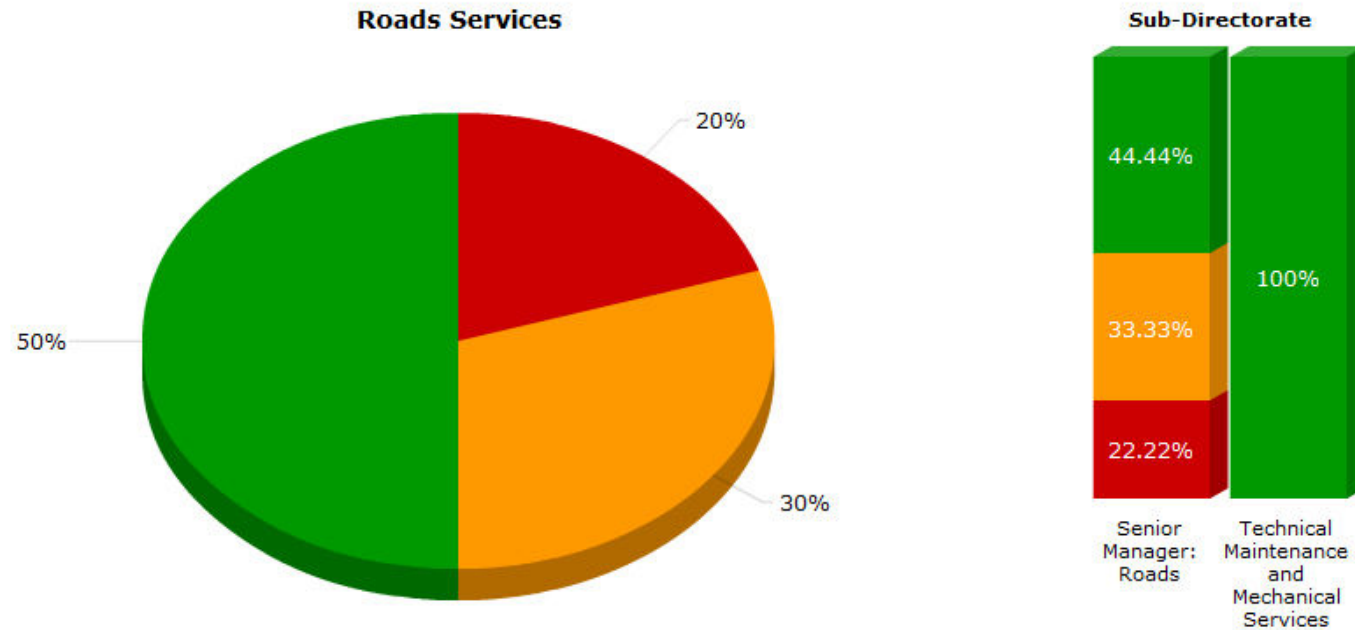
	Community Services	Sub-Directorate					
		Executive Manager: Community Services	Emergency Services	EPWP	Municipal Health and Environmental Services	Resorts	Regional Planning and Properties
KPI Not Met	1 (3.8%)	-	1 (14.3%)	-	-	-	-
KPI Almost Met	-	-	-	-	-	-	-
KPI Met	24 (92.3%)	5 (100%)	5 (71.4%)	2 (100%)	10 (100%)	1 (100%)	1 (100%)
KPI Well Met	1 (3.8%)	-	1 (14.3%)	-	-	-	-
KPI Extremely Well Met	-	-	-	-	-	-	-
Total:	26	5	7	2	10	1	1

Ref	Sub-Directorate	KPI	Top Layer KPI Ref	Unit of Measurement	Source of Evidence	Annual Target	KPI Calculation Type	October 2016			November 2016			December 2016			Overall Performance		
								Target	Actual	R	Target	Actual	R	Target	Actual	R	Target	Actual	R
D22	Executive Manager: Community Services	Submit quarterly reports on the addressing of issues as raised by the H&S committee		Number of reports submitted	Minutes of the meetings	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D23	Executive Manager: Community Services	Submit quarterly risk progress reports that includes the top 10 risk to the risk officer on the management of risks identified for the Directorate on a format prescribed by risk management		Number of risk progress reports submitted	Proof of submission on collab	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D24	Executive Manager: Community Services	Hold monthly meetings with line managers		Number of meetings held with line managers	Minutes of meetings	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D25	Executive Manager: Community Services	Report quarterly to the MM on progress made with the handling of all items older than 30 days on the Collab system		Number of reports submitted to MM	Proof of submission on collab	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D26	Executive Manager: Community Services	Report quarterly to the MM on all meeting, conferences, training, etc that were attended that include feedback, what was learned and value that was added		Number of reports submitted to MM	Proof of submission on collab	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D27	Emergency Services	Monthly submit Emergency services (Call centre, emergency services, disaster management and fire) report to the Executive Manager by the 10th of every month		Number of reports submitted	Copy of the email confirming submission of the report	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D28	Emergency Services	Disseminate extreme weather and disaster related warnings received within the hour after receipt		% of warnings disseminated within 1 hour after received	Proof of correspondence sent	100	STD	100%	0%	R	100%	0%	R	100%	0%	R	100%	0%	R
D29	Emergency Services	100% compliance with all the legislative deliverables as measured per Economia iComply system		% compliance	Reports drawn from the iComply system	100	CO	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
D30	EPWP	Quarterly EPWP Internal Steering Committee meetings held		Number of quarterly meetings held	Minutes of meeting	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D31	EPWP	Quarterly submit EPWP report to the Executive Manager by the within 10 days after the end of the quarter		Number of reports submitted	Copy of the email confirming submission of the report	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D32	EPWP	Submit the yearly EPWP business plan to the National Minister of Public Works for all internal projects by the end of June		Business plan submitted	Confirmation of the business plan submitted	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D33	Municipal Health and Environmental Services	Monthly submit municipal health and environmental services report to the Executive Manager by the 10th of every month		Number of reports submitted	Copy of the email confirming submission of the report	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D34	Municipal Health and Environmental Services	Report monthly by the 15th of every month to the National Department of Health (Sinjani)		Number of reports submitted	Letter from Provincial Department of Health confirming receipt of Sinjani Monthly report	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D35	Resorts	Submit monthly reports on Resorts and camp sites operations and activities as per template to Executive Manager Community Services		Number of reports submitted	Copy of the email confirming submission of the report	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D36	Regional Planning and Properties	Quarterly submit regional planning and properties report to the Executive Manager by the within 10 days after the end of the quarter		Number of reports submitted	Copy of the email confirming submission of the report	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D37	EPWP	Submit the EPWP business plan to the National Minister of Public Works for all internal projects by 30 June 2017	Submit the EPWP business plan to the National Minister of Public Works for all internal projects by 30 June 2017 [TL7]	EPWP business plan submitted to the National Minister of Public Works by 30 June 2017	Copy of plan signed by MM and the weigh bill as proof of submission	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D38	Emergency Services	Record and refer 85% of all calls received in 2016/17 in the Call Centre (% calculated by the system)	Record and refer 85% of all calls received in 2016/17 in the Call Centre (% calculated by the system) [TL8]	% of calls recorded and referred in 2016/17	Monthly Split Skill Summary Report generated from the CAD system	85	STD	85%	86.76%	G2	85%	89.41%	G2	85%	90.79%	G2	85%	88.99%	G2
D39	Emergency Services	Hold quarterly meetings with applicable stakeholders to discuss regional disaster management issues	Hold quarterly meetings with applicable stakeholders to discuss regional disaster management issues [TL9]	Number of quarterly meetings held	Minutes of meetings	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D40	Emergency Services	Hold quarterly meetings with the Chief Fire Officers in the district	Hold quarterly meetings with the Chief Fire Officers in the district [TL10]	Number of quarterly meetings held	Minutes of meetings	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D41	Emergency Services	Execute 2 emergency preparedness exercises by 30 June 2017	Execute 2 emergency preparedness exercises by 30 June 2017 [TL11]	Number of emergency preparedness exercises executed by 30 June 2017	Copy of approved emergency exercise programme and minutes of the debriefing	2	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D42	Municipal Health and Environmental Services	Implement 4 emission testing (air quality) initiatives by 30 June 2017	Implement 4 emission testing (air quality) initiatives by 30 June 2017 [TL12]	Number of emission testing (air quality) initiatives implemented by 30 June 2017	Results and/or test reports	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D43	Municipal Health and Environmental Services	Hold quarterly meetings with the Eden Air Quality stakeholders forum	Hold quarterly meetings with the Eden Air Quality stakeholders forum [TL13]	Number of quarterly meetings held	Minutes of meetings and attendance registers	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D44	Municipal Health and Environmental Services	Raise environmental awareness through 4 awareness sessions with the community by 30 June 2017	Raise environmental awareness through 4 awareness sessions with the community by 30 June 2017 [TL14]	Number of sessions held by 30 June 2017	Approved programme and attendance registers	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D45	Municipal Health and Environmental Services	Raise Public Health awareness through 4 sessions with the community by 30 June 2017	Raise Public Health awareness through 4 sessions with the community by 30 June 2017 [TL15]	Number of session held by 30 June 2017	Approved programme and attendance registers	8	ACC	0	0	N/A	0	0	N/A	2	2	G	2	2	G

Ref	Sub-Directorate	KPI	Top Layer KPI Ref	Unit of Measurement	Source of Evidence	Annual Target	KPI Calculation Type	October 2016			November 2016			December 2016			Overall Performance		
								Target	Actual	R	Target	Actual	R	Target	Actual	R	Target	Actual	R
D46	Municipal Health and Environmental Services	Publish 4 articles on community services focus areas (municipal health, disaster management, environmental services, etc) in the media by 30 June 2017	Publish 4 articles on community services focus areas (municipal health, disaster management, environmental services, etc) in the media by 30 June 2017 [TL16]	Number of articles published in the media by 30 June 2017	Copies of Published Articles	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D47	Emergency Services	Provide 8 first aid training sessions by 30 June 2017	Provide 8 first aid training sessions by 30 June 2017 [TL17]	Number of first aid training sessions provided by 30 June 2017	Attendance registers	8	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D48	Municipal Health and Environmental Services	Provide 8 food safety training to the community by 30 June 2017	Provide 8 food safety training to the community by 30 June 2017 [TL18]	Number of food safety training sessions provided by 30 June 2017	Attendance registers	8	ACC	0	0	N/A	0	0	N/A	2	2	G	2	2	G
D49	EPWP	Create job opportunities through the Expanded Public Works Programme (EPWP) by 30 June 2017	Create job opportunities through the Expanded Public Works Programme (EPWP) by 30 June 2017 [TL19]	Number of Job opportunities created through the Expanded Public Works Programme (EPWP) by 30 June 2017	Contract concluded with the EPWP beneficiary as captured on Collaborator	100	ACC	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D50	Municipal Health and Environmental Services	Hold quarterly Internal Climate Change Task Team meetings	Hold quarterly Internal Climate Change Task Team meetings [TL20]	Number of quarterly meetings held	Minutes of meetings	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D51	Municipal Health and Environmental Services	Hold quarterly District Waste Management Forum meetings	Hold quarterly District Waste Management Forum meetings [TL21]	Number of quarterly meetings held	Minutes of meetings	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G

Roads Services

Report drawn on 19 January 2017 at 08:44
for the months of July 2016 to December 2016.



	Roads Services	Sub-Directorate	
		Senior Manager: Roads	Technical Maintenance and Mechanical Services
■ KPI Not Met	2 (20%)	2 (22.2%)	-
■ KPI Almost Met	3 (30%)	3 (33.3%)	-
■ KPI Met	5 (50%)	4 (44.4%)	1 (100%)
■ KPI Well Met	-	-	-
■ KPI Extremely Well Met	-	-	-
Total:	10	9	1

Ref	Sub-Directorate	KPI	Top Layer KPI Ref	Unit of Measurement	Source of Evidence	Annual Target	KPI Calculation Type	October 2016			November 2016			December 2016			Overall Performance		
								Target	Actual	R	Target	Actual	R	Target	Actual	R	Target	Actual	R
D203	Senior Manager: Roads	Submit quarterly reports to the MM on issues as raised by the H&S Officer		Number of reports submitted on issues as raised by the H&S Officer	Proof of submission on collab	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D204	Senior Manager: Roads	Submit quarterly risk progress reports that includes the top 10 risk to the risk officer on the management of risks identified for the Directorate on a format prescribed by risk management		Number of risk progress reports submitted	Proof of submission on collab	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D205	Senior Manager: Roads	Hold monthly meetings with line managers		Number of meetings held with line managers	Minutes of meetings	12	ACC	1	0	R	1	1	G	1	1	G	3	2	R
D206	Senior Manager: Roads	Report quarterly to the MM on progress made with the handling of all items older than 30 days on the Collab system		Number of reports submitted to MM	Proof of submission on collab	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D207	Senior Manager: Roads	Report quarterly to the MM on all meeting, conferences, training, etc that were attended that include feedback, what was learned and value that was added		Number of reports submitted to MM	Proof of submission on collab	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D208	Senior Manager: Roads	Attend monthly meetings as scheduled by the District Roads Engineer		Number of meetings attended	Minutes of the DRE meeting	10	ACC	1	0	R	1	1	G	0	0	N/A	2	1	R
D209	Senior Manager: Roads	Submit a monthly report on the Road Services to the Portfolio Committee		Number of reports on the road services submitted to the Portfolio Committee	Proof of report submitted on Collaborator	9	ACC	1	0	R	1	1	G	0	0	N/A	2	1	R
D210	Senior Manager: Roads	Attend Central Health and Safety Committee meetings		Number of Health and Safety Committee meetings attended	Minutes of meetings held	2	ACC	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D211	Technical Maintenance and Mechanical Services	Submit annual re-gravel plan to the District Roads Engineer by the 31 March		Re-gravel plan submitted to the District Roads Engineer by the 31 March	Printout of PGWC RPM programme	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D212	Technical Maintenance and Mechanical Services	Compile an annual vehicle replacement and new purchase register by 31 March		Vehicle replacement and new purchase register compiled by 31 March	Signed-off register	1	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D213	Technical Maintenance and Mechanical Services	Attend Regional Health and Safety meetings as scheduled with PGWC		Number of Regional Health and Safety meetings attended	Minutes of meetings	3	ACC	0	0	N/A	1	1	G	0	0	N/A	1	1	G
D214	Senior Manager: Roads	Spent 95% of the roads maintenance budget allocation by 30 June 2017 (Actual expenditure divided by approved allocation received)	Spent 95% of the roads maintenance budget allocation by 30 June 2017 (Actual expenditure divided by approved allocation received) [TL22]	% of the roads maintenance spent by 30 June 2017	Letter of actual expenditure to Chief Engineer compiled by the finance Department from a report from the Abacus system named "Statement of financial performance" for the "Roads ledger"	95	CO	0%	0%	N/A	0%	0%	N/A	48%	0%	R	48%	0%	R

3. Performance on KPI's

DEPARTMENT	KPI NOT MET	PERFORMANCE COMMENT AS PER DEPARTMENT	CORRECTIVE MEASURE AS PER DEPARTMENT	PERFORMANCE RECOMMENDATION
OFFICE OF THE MUNICIPAL MANAGER	D 2	Evaluation cannot commence due to: -New Council since August - intensive training wrt reviews are required. Memorandum available	Training will start in January 2017 before the reviews of 10 February 2017	AGREED
	D 21	All parties could not attend the meeting	Meeting is rescheduled for the first quarter in 2017	AGREED
FINANCIAL SERVICES	D 64	Submitted on 12 December. Focus was on the audit.	Proper planning will be done to ensure that reports will be submitted on time in the future. 2. Work load will be shared so that all the different functions of AFS will be adhered.	PERFORMANCE COMMENT TO BE REVISITED CORRECTIVE MEASURE AGREED
	D 65	Not applicable	Not applicable	NEEDS TO BE REVISITED
	D 67	Asset register updated however not timeously due to staff on leave being on their annual festive leave	KPI's for this period to be relooked especially this that are date specific	PERFORMANCE COMMENT TO BE REVISITED CORRECTIVE MEASURE AGREED
	D 71	Depreciation journal processed subsequent to month end due to annual festive break away and asset management staff being on leave	All KPI's for the December period, submission dates to be relooked	NEED TO BE REVISITED
	D 77	Not Completed	KPI to be removed	NEED TO BE REVISITED
	D 88	None applicable for DATA sections	None required as item is not applicable	AGREED, KPI TO BE REMOVED
	D 92	Not completed	Current System does not enable Creditors section to create complete the individual creditor reconciliations between the creditor statement	NEED TO BE REVISITED

DEPARTMENT	KPI NOT MET	PERFORMANCE COMMENT AS PER DEPARTMENT	CORRECTIVE MEASURE AS PER DEPARTMENT	PERFORMANCE RECOMMENDATION
	D 93	Not done	Will implement from January 2017	NEED TO BE REVISITED
	D 95	Completed	Due date is the 30 th and not the 25 th as per the KPI.	AGREED, NEEDS TO BE REVISITED
	D 98	Not applicable	Not applicable	NEED TO BE REVISITED
	D 99	Completed within 3 working days and not 2	Deadline date to be reviewed	NEED TO BE REVISITED
	D 102	Not completed	In progress	NEED TO BE REVISITED
	D 105	Completed	Completed	NEED TO BE REVISITED
	D 106	Not applicable	Not applicable	NEED TO BE REVISITED
CORPORATE/STRATEGIC SERVICES	D 138	Issues could not be responded to as we did not have any Health and Safety Meetings.	The issues previously raised by the H&S Committee are being looked at and responded to. The next H&S meeting will be scheduled for February/March 2017.	AGREED
	D 159	Target has not been achieved. Completed District draft film strategy with SCEP, all B-municipalities and private industry first, to enable us to prioritise in terms of training. Will complete training in collaboration with skills development office of Eden DM by June 2017.	Have requested the Eden Skills Development unit to assist to enable us to complete project by end of June 2017.	AGREED
	D 182	Function with ICT	Function with ICT	AGREED, TO BE AMENDED
COMMUNITY SERVICES	D 28	KPI must be amended	KPI must be amended	NEED TO BE REVISITED
ROADS SERVICES	D 214	Report to be submitted only after 30 June 2017	Report to be submitted only after 30 June 2017	NEED TO BE REVISITED

4. Final Recommendations

The following recommendations are made with regards to the performance management of Eden District Municipality:

1. The Departmental SDBIP be revised
2. The Top Level SDBIP be revised
3. All adjustments to the SDBIP commence after the adjustment budget has been approved and submitted as follows;
 - Top Level SDBIP – The Executive Mayor for approval
 - Departmental SDBIP – The Municipal Manager for approval
4. That the content of this report be filtered to the SDBIP in conjunction with the approved request for changes.

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