



EDEN

DISTRICT MUNICIPALITY
UMASIPALA WESITHILI
DISTRKSMUNISIPALITEIT

PERFORMANCE MANAGEMENT

SECTION 72 REPORT

2017/2018

MID-YEAR PERFORMANCE ASSESSMENT FOR EDEN DISTRICT MUNICIPALITY

General

Purpose of Report

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

1 July 2017 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 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

5. Performance Graphs and Listed tables as from the Performance System

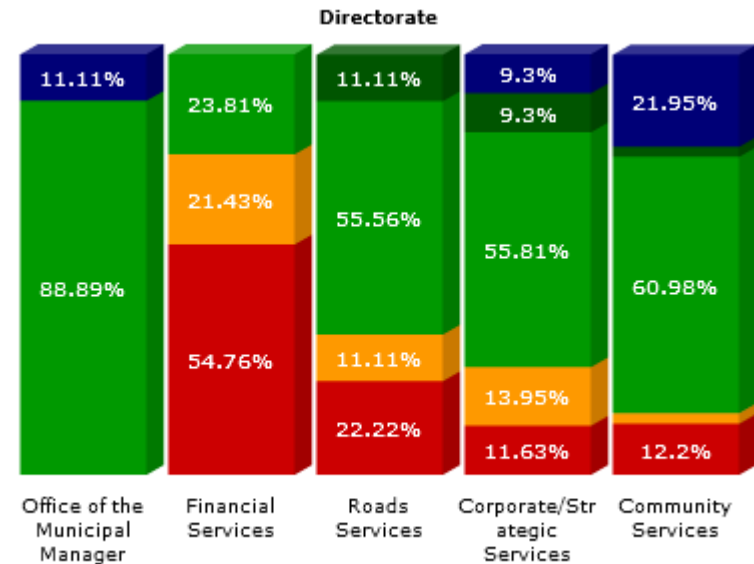
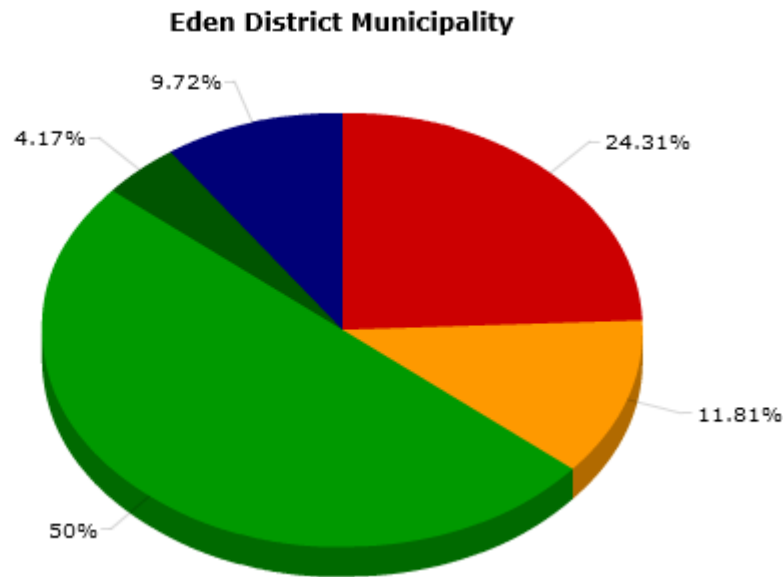
5.1 Graphs

5.2 Explanatory Information per Department

6. Recommendations

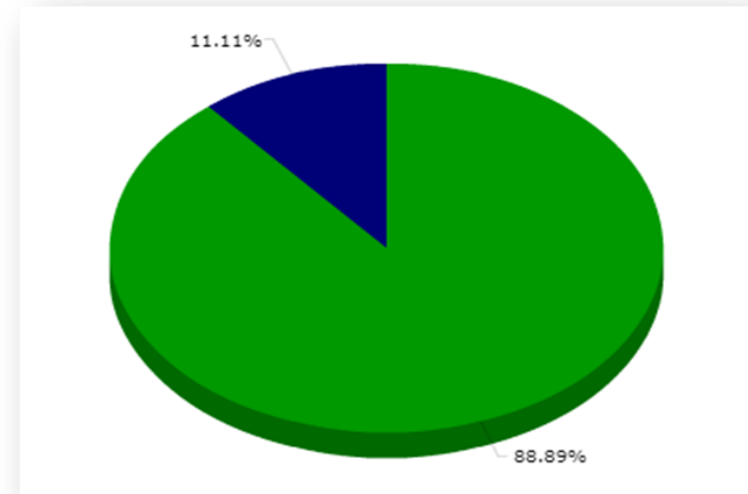
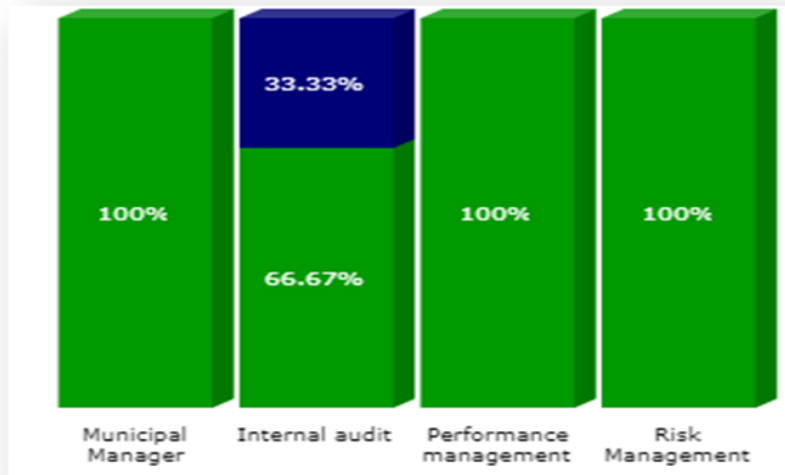
5. Performance Graphs and Listed tables as from the Performance System;

Eden District Municipality (Overall)



	Eden District Municipality	Directorate				
		Office of the Municipal Manager	Financial Services	Roads Services	Corporate/Strategic Services	Community Services
KPI Not Met	35 (24.3%)	-	23 (54.8%)	2 (22.2%)	5 (11.6%)	5 (12.2%)
KPI Almost Met	17 (11.8%)	-	9 (21.4%)	1 (11.1%)	6 (14%)	1 (2.4%)
KPI Met	72 (50%)	8 (88.9%)	10 (23.8%)	5 (55.6%)	24 (55.8%)	25 (61%)
KPI Well Met	6 (4.2%)	-	-	1 (11.1%)	4 (9.3%)	1 (2.4%)
KPI Extremely Well Met	14 (9.7%)	1 (11.1%)	-	-	4 (9.3%)	9 (22%)
Total:	144	9	42	9	43	41

Office of the Municipal Manager






	Office of the Municipal Manager	Sub-Directorate			
		Municipal Manager	Internal audit	Performance management	Risk Management
■ KPI Not Met	-	-	-	-	-
■ KPI Almost Met	-	-	-	-	-
■ KPI Met	<u>8 (88.9%)</u>	<u>1 (100%)</u>	<u>2 (66.7%)</u>	<u>3 (100%)</u>	<u>2 (100%)</u>
■ KPI Well Met	-	-	-	-	-
■ KPI Extremely Well Met	<u>1 (11.1%)</u>	-	<u>1 (33.3%)</u>	-	-
Total:	9	1	3	3	2

Office of the Municipal Manager: Explanatory Information

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
D1	Municipal Manager	Formally evaluate the performance of sec56 and sec57 employees to their performance agreements	Good Governance (GG)	Number of formal performance evaluations completed	Minutes of the Evaluation Panel	ACC	1	1	G
D2	Risk Management	Submit quarterly progress reports on the management of risks to the Risk Committee	GG	Number of progress reports submitted	Proof of submission and Minutes of risk committee meetings	ACC	2	2	G
D3	Risk Management	Facilitate the quarterly meeting of the Risk Committee	GG	Number of meetings held	Minutes of risk committee meetings	ACC	2	2	G
D4	Risk Management	100% compliance with all the legislative deliverables as measured per Eunomia iComply system	GG	% compliance	Reports drawn from the iComply system	Carry Over	0%	0%	N/A
D5	Internal audit	Arrange the meeting of the Audit Committee	GG	Number of meetings arranged	Minutes of the meetings held	ACC	2	3	B
D6	Internal audit	Submit Audit Reports (based on the RBAP), including OPCAR progress report to the Audit Committee on a quarterly basis	GG	Number of reports submitted	Minutes of audit committee/ Reports issued	ACC	2	2	G
D7	Internal audit	Report the audited results of the previous quarters KPIs of the Top-Layer SDBIP to the performance audit committee	GG	Number of reports submitted to the Performance Audit Committee	Minutes of audit committee/ Reports issued	ACC	2	2	G
D8	Internal audit	100% compliance with all the legislative deliverables as measured per Eunomia iComply system	GG	% compliance	Reports drawn from the iComply system	Carry Over	0%	0%	N/A
D9	Internal audit	Complete 80% of the audits in terms of the RBAP by 30 June 2018	GG	% of the audits completed	Excel progress register	Carry Over	0%	0%	N/A
D10	Performance management	Submit the Departmental SDBIP to the MM by 30 June	GG	Departmental SDBIP submitted to MM	Approved Departmental SDBIP	Carry Over	0	0	N/A
D11	Performance management	Submit quarterly performance reports to the Top layer SDBIP to the Council	GG	Number of performance reports submitted to Council	Proof of submission	ACC	2	2	G
D12	Performance management	Prepare the Mid-year performance part of the report in terms of s72 of the MFMA to submit to the Finance Department for	GG	Report drafted and submitted by the 25 January	Proof of submission to the finance department and CC email to the MM	Carry Over	0	0	N/A

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
		inclusion in the final s72 report. CC to the MM							
D13	Performance management	100% compliance with all the legislative deliverables as measured per Eunomia iComply system	GG	% compliance	Reports drawn from the iComply system	Carry Over	0%	0%	N/A
D20	Risk Management	Compile the Risk based audit plan (RBAP) for 2018/19 and submit to the Audit Committee for consideration by 30 June 2018 [15]	GG	RBAP for 2018/19 compiled and submitted to the Audit Committee by 30 June 2018	Proof of submission and Minutes of Audit Committee meeting during which RBAP was submitted	Carry Over	0	0	N/A
D21	Risk Management	Submit the updated risk register to the risk management committee by 31 March 2018 [16]	GG	Updated risk register submitted to the risk management committee by 31 March 2018	Proof of submission and Minutes of Risk Management Committee meeting during which risk register was submitted	Carry Over	0	0	N/A
D22	Risk Management	Review the risk management policy that includes the strategy and implementation plan and submit to Council by 31 May 2018 [17]	GG	Reviewed risk management policy that includes the strategy and implementation plan submitted to risk management committee by 31 May 2018	Agenda and minutes of RMC meeting where policy was reviewed. Proof of submission to RMC	Carry Over	0	0	N/A
D23	Performance management	Submit the Top layer SDBIP for the 2018/19 budget for approval by the Mayor within 14 days after the budget has been approved [18]	GG	Top Layer SDBIP for the 2018/19 budget submitted to the Mayor within 14 days after the budget has been approved	Approved TL SDBIP	Carry Over	0	0	N/A
D24	Performance management	Draft the annual performance report for 2016/17 and submit to the Auditor-General by 31 August 2017 [19]	GG	Annual performance report for 2016/17 drafted and submitted to the Auditor-General by 31 August 2017	Acknowledgement of receipt of the AG	Carry Over	1	1	G
D25	Performance management	Review the Performance Management Policy and submit to Council for approval by 31 December 2017 [20]	GG	Performance Management Policy reviewed and submitted to Council for approval	Agenda of the Council meeting	Carry Over	1	1	G

Summary of Results

	KPI Not Yet Measured
	KPI Not Met
	KPI Almost Met
	KPI Met
	KPI Well Met

KPIs with no targets or actuals in the selected period.

0% >= Actual/Target < 75%

75% >= Actual/Target < 100%

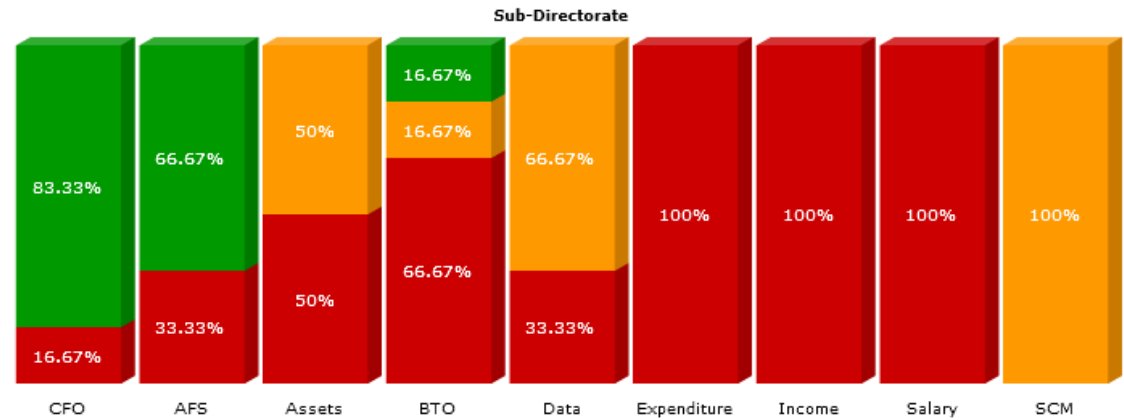
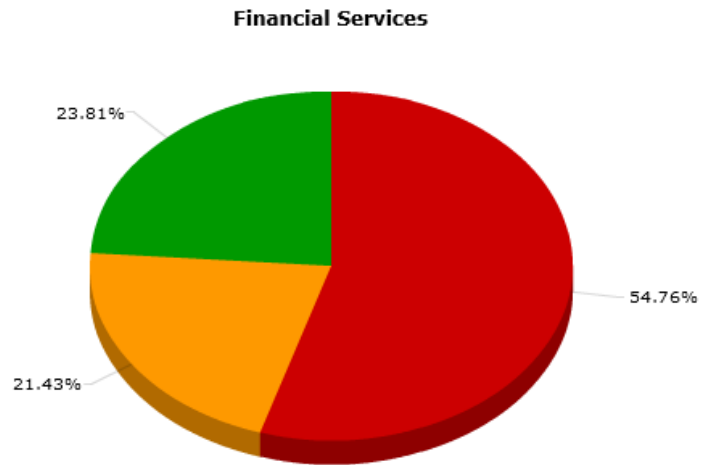
Actual/Target = 100%

100% > Actual/Target < 150%

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
		KPI Extremely Well Met				<i>Actual/Target >= 150%</i>			
Total KPIs									

Financial Services

Report drawn on 17 January 2018 at 10:00
for the months of July 2017 to December 2017.



Report drawn on 17 January 2018 at 10:00
for the months of July 2017 to December 2017.

	Financial Services	Sub-Directorate								
		CFO	AFS	Assets	BTO	Data	Expenditure	Income	Salary	SCM
■ KPI Not Met	24 (57.1%)	1 (16.7%)	1 (33.3%)	2 (50%)	5 (83.3%)	1 (33.3%)	3 (100%)	4 (100%)	6 (100%)	0
■ KPI Almost Met	10 (23.8%)	1 (16.7%)	1 (33.3%)	2 (50%)	0	2 (66.7%)	0	0	0	4 (100%)
■ KPI Met	8 (19%)	4 (66.7%)	1 (33.3%)	0	1 (16.7%)	0	0	0	0	0
■ KPI Well Met	0	0	0	0	0	0	0	0	0	0
■ KPI Extremely Well Met	0	0	0	0	0	0	0	0	0	0
Total:	42	6	3	4	6	3	3	4	6	4

Finance Department: Explanatory Information

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
D27	CFO	Achieve a clean audit report for the 2016/17 financial year by 31 December 2017	Good Governance	Clean audit report achieved for the 2016/17 financial year	Audit report received from the Auditor-General	Carry Over	1	0	R
D109	CFO	Report on all grant funding spent during the financial year in accordance with the transfer payment agreement to Provincial Treasury	Financial Viability	Number of reports	Proof of monthly reports submitted to Provincial Treasury	Accumulative	6	6	G
D110	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	Financial Viability	Approved action plan	Proof of submission. Extract of minutes of Council	Carry Over	0	0	N/A
D111	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	A Skilled Workforce and Communities	Number of risk progress reports submitted	Proof of submission on collab	Accumulative	6	6	G
D112	CFO	Hold monthly meetings with line managers	Good Governance	Number of meetings held with line managers	Minutes of meetings	Accumulative	2	2	G
D113	CFO	Report quarterly to the MM on progress made with the handling of all items older than 30 days on the Collab system	Good Governance	Number of reports submitted to MM	Proof of submission on Collab	Accumulative	2	2	G
D114	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	A Skilled Workforce and Communities	Number of reports submitted to MM	Proof of submission on collab	Accumulative	2	2	G
D115	BTO	Submit the final main budget to Council by the	Financial Viability	Final main budget submitted by 31 May	Proof of submission. Extract from Council	Carry Over	0	0	N/A

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
		31 May			minutes				
D116	BTO	Submit the adjustment budget to Council by 28 February	Financial Viability	Adjustments budget submitted to council by 28 February	Proof of submission. Extract from the Council minutes	Carry Over	0	0	N/A
D117	AFS	Compile the audit file by 31 August	Financial Viability	File compiled by 31 August	Signed completed Audit files	Carry Over	1	1	G
D118	AFS	100% compliance with all the legislative deliverables as measured per Eonomia iComply system	Financial Viability	% compliance	Report from and POE as loaded on the system	Stand-Alone	100%	100%	G
D119	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	Financial Viability	Number of updates completed	Minutes of the OPCAR meeting	Accumulative	1	0	R
D120	Assets	Maintain updated balanced asset register monthly by the 15th working day of every month (with exception of December and January)	Financial Viability	Number of updates	Signed off and balanced reconciliations by the Deputy Manager	Accumulative	5	1	R
D121	Assets	Annual asset count completed by 31 May	Financial Viability	Annual count finalised by 31 May	Asset count lists/report signed off by the Deputy Manager and the Senior Accountant: Assets	Carry Over	0	0	N/A
D122	Assets	Submit a report on insurance incidents and outstanding claims by the 15th working day of the month to be included in the report to the Community Services/Incident Investigation Team	Financial Viability	Number of reports submitted	Proof of submission of reports to Community Services/Incident Team	Accumulative	6	5	O
D123	Assets	Update the depreciation in the general ledger on a monthly basis before the	Financial Viability	Number of updates completed	Signed off monthly journal by the Deputy Manager and the Senior	Accumulative	6	2	R

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
		month end is processed on the financial system			Accountant: Assets				R
D124	Assets	100% compliance with all the legislative deliverables as measured per Eunomia iComply system	Financial Viability	% compliance	Report from and POE as loaded on the system	Stand-Alone	100%	83.33%	O
D125	BTO	Submit the monthly financial reports to the financial services portfolio committee by the 15th working day	Financial Viability	Number of reports submitted	Correspondence reference number from Collaborator indicating submission of the report for the Agenda	Accumulative	6	2	R
D126	BTO	Compile the reconciliation on an annual basis before the 31st of July to complete the balancing of the grants register	Financial Viability	Number of reconciliations submitted	Signed off balanced and reconciled grant register by the Deputy Manager	Accumulative	1	0	R
D127	BTO	Monthly bank reconciliation completed by the 10th working day of the next month	Financial Viability	Number of reconciliations completed	Signed off /completed bank reconciliation by the Deputy Manager	Accumulative	6	3	R
D128	BTO	100% compliance with all the legislative deliverables as measured per Eunomia iComply system	Financial Viability	% compliance	Report from and POE as loaded on the system	Stand-Alone	100%	91%	O
D129	BTO	Review the applicable financial policies annually by 31 March	Financial Viability	% of policies reviewed	Budget report to Council	Stand-Alone	0%	0%	N/A
D130	BTO	Submit monthly OPEX and CAPEX reports to the user departments within 2 working days of closure of the general ledger	Financial Viability	Number of reports submitted	Proof of submission	Accumulative	6	0	R
D131	Data	Month-end reports completed on the ABACUS system within 5 working days subject to completion of all other processes (except for June and January)	Financial Viability	Number of reports submitted monthly	ABACUS Trial balance	Accumulative	6	0	R
D132	Data	Year end on ABACUS after	Financial Viability	Number of reports	ABACUS report	Carry Over	0	0	N/A







Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
		10 working days after 30 June subject to all other user departments activities completed							
D133	Data	Monthly updates of SCM database	Financial Viability	Number of updates	Listing of all updated SCM database	Accumulative	6	5	O
D134	Data	Sign off monthly of master file amendments on creditors banking details	Financial Viability	Number of sign-offs	Signed off master file report	Accumulative	6	5	O
D135	Expenditure	Update investments register balanced with the general ledger by the 10th working day of every month	Financial Viability	Number of updates	Signed off balanced investments reconciliation by the Deputy Manager	Accumulative	6	0	R
D136	Expenditure	Submit reconciliations on a monthly basis of VAT and payment or claim from SARS by the last working day of the month	Financial Viability	Number of reconciliations completed and submitted	Proof of submission to SARS	Accumulative	6	0	R
D137	Expenditure	Submit an exception report on the payment of creditors overdue more than 30 days to the Deputy Manager	Financial Viability	Number of exception reports submitted	Proof of submission	Accumulative	6	0	R
D138	Income	Monthly reconcile all control and suspense accounts by the 10th working day of the next month	Financial Viability	Number of reconciliations submitted	Signed off and balanced reconciliations by the Deputy Manager	Accumulative	6	0	R
D139	Income	Monthly review of irrecoverable debt and appropriate debt collection procedures initiated	Financial Viability	Number of reviews completed	Proof of Report submitted to the Deputy Manager	Accumulative	6	0	R
D140	Income	Monthly reconciliation of the resorts deposits by the 10th working day of every month	Financial Viability	Number of reconciliations submitted	Signed off and balanced reconciliations by the Deputy Manager	Accumulative	6	0	R
D141	Income	Submit a report on the interest raised monthly to the Deputy Manager	Financial Viability	Number of reports submitted	Proof of submission	Accumulative	6	0	R

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
D142	Salary	Complete a reconciliation of PAYDAY and ABACUS by the 10th working day of the month	Financial Viability	Number of reconciliations completed and submitted	Signed off and balanced reconciliations by the Deputy Manager	Accumulative	6	0	R
D143	Salary	Monthly reconcile all control and suspense accounts by the 10th working day of the next month	Financial Viability	Number of reconciliations completed and submitted monthly	Signed off and balanced reconciliations by the Deputy Manager	Accumulative	6	0	R
D144	Salary	Submit the IRP5 reconciliation as per the date determined by SARS (31 October and 31 May)	Financial Viability	Number of reconciliations completed and submitted	proof of submission of IRP5 records	Accumulative	1	0	R
D145	Salary	100% Paid salary related third parties by the 7th of the next month	Financial Viability	% Paid on time	E-filing document and Salary Bank Reconciliation	Stand-Alone	100%	0%	R
D146	Salary	100% Implement salary increases and changes to basic conditions of employment in the July payroll by 31 July	Financial Viability	% Implemented	Audit report from PAYDAY	Last Value	100%	0%	R
D147	Salary	Review all changes on the Master File before the 20th of every month	Financial Viability	Number of reviews completed	Reviewed and signed-off report from PAYDAY by the Deputy Manager	Accumulative	6	0	R
D148	SCM	Submit the monthly financial reports to the financial services portfolio committee by the 10th working day	Financial Viability	Number of reports	Proof of submission to Portfolio Committee	Accumulative	6	5	O
D149	SCM	Upload the information on Collaborator for all tenders awarded to initiate the SLA process	Financial Viability	% of workflow on Collaborator	Workflow history from Collaborator and the agenda of the BAC Committee	Stand-Alone	100%	78.33%	O
D150	SCM	Ensure that all tenders are awarded within 90 days after closing date of tender	Financial Viability	% of tenders awarded	Tender register	Stand-Alone	65%	56.67%	O
D151	SCM	100% compliance with all the legislative deliverables as measured per Economia iComply system	Financial Viability	% compliance	Report from and POE as loaded on the system	Stand-Alone	100%	83.33%	O

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
D152	Stores	Complete the annual stock take to ensure that all inventory is accounted by 30 June	Financial Viability	Annual stock take completed by 30 June	Approved stock take report	Carry Over	0	0	N/A
D153	Stores	Monthly stock reconciliations by the 10th working day of the next month to ensure that all stock is accounted for (except for December and January)	Financial Viability	Number of reconciliations completed	Signed off balanced reconciliations	Accumulative	5	0	R
D154	Stores	Submit a report on outstanding requisitions longer than 10 days to the Deputy Manager	Financial Viability	Number of reports submitted	Proof of submission	Accumulative	6	6	G
D155	Stores	Submit a bi-annual report on slow moving, obsolete and missing stock to the Deputy Manager	Financial Viability	Number of reports submitted	Proof of submission	Accumulative	1	1	G
D156	BTO	The percentage of the municipal capital budget spent on capital projects by 30 June 2018 (Actual amount spent on capital projects / Total amount budgeted for capital projects) [9]	Bulk Infrastructure Co-ordination	% of capital budget spent by 30 June 2018	Expenditure captured in Abakus on Capital Projects Votes - Abakus report to include actuals and budgeted amount per capital vote (Report provided by the CFO)	Last Value	0%	0%	N/A
D157	BTO	Financial viability measured in terms of the municipality's ability to meet it's service debt obligations by 30 June 2018 ((Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant) [10]	Financial Viability	% of debt coverage	Annual Financial Statements submitted to AG for auditing as compiled from actuals captured in Abakus	Reverse Last Value	0%	0%	N/A
D158	BTO	Financial viability measured in terms of the available cash to cover fixed operating expenditure by 30 June	Financial Viability	Number of months that available cash is sufficient to cover the monthly operating expenditure	Annual Financial Statements submitted to AG for auditing as compiled from actuals captured in Abakus	Last Value	0	0	N/A

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
		2018 ((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)) [11]							
D159	BTO	Submit the annual financial statement of 2016/17 to the auditor-General by 31 August 2017 [12]	Financial Viability	Annual financial statements of 2016/17 submitted by 31 August 2017	Proof of submission to the AG	Carry Over	1	1	G
D160	BTO	Achieve a current ratio of 1 (Current assets : Current liabilities) [13]	Financial Viability	Number of times the municipality can pay back its short term-liabilities with its short-term assets	Annual Financial Statements submitted to the AG for auditing as compiled from actuals captured in Abakus	Carry Over	0	0	N/A

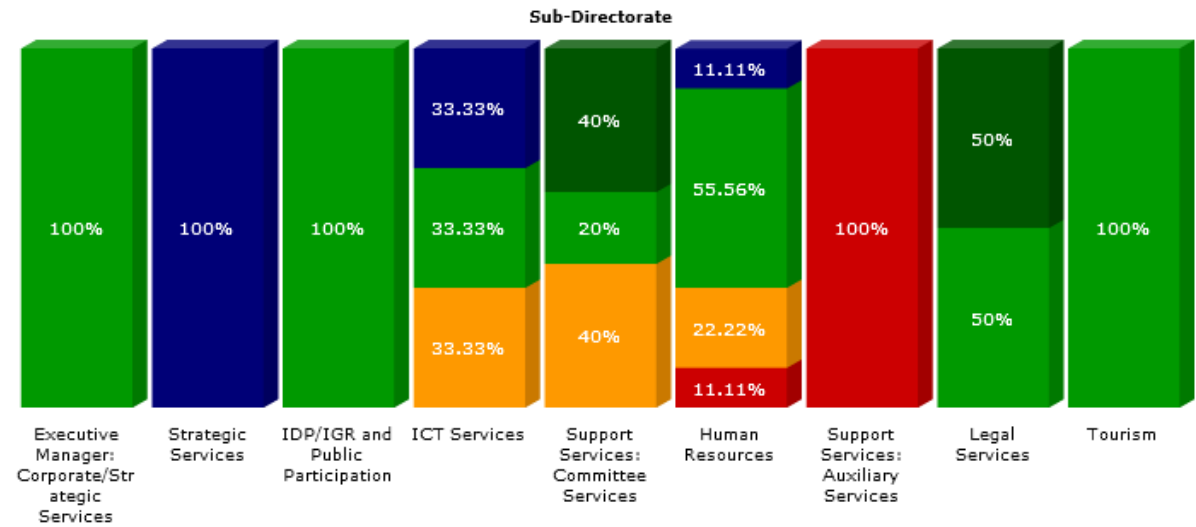
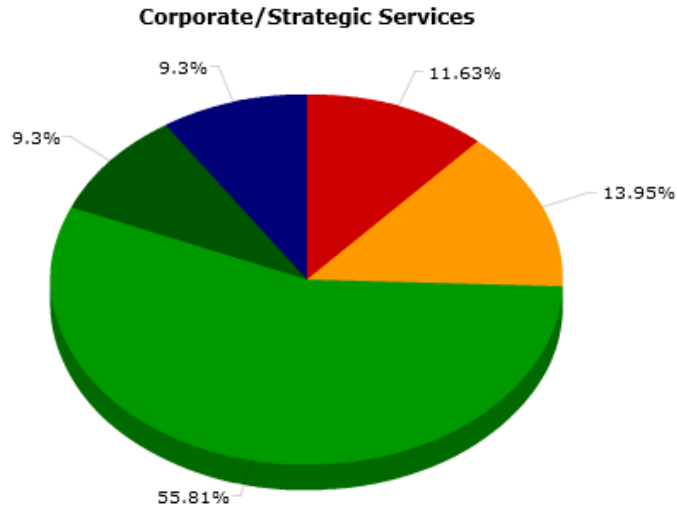
Summary of Results

	KPI Not Yet Measured	<i>KPIs with no targets or actuals in the selected period.</i>
	KPI Not Met	<i>0% >= Actual/Target < 75%</i>
	KPI Almost Met	<i>75% >= Actual/Target < 100%</i>
	KPI Met	<i>Actual/Target = 100%</i>
	KPI Well Met	<i>100% > Actual/Target < 150%</i>
	KPI Extremely Well Met	<i>Actual/Target >= 150%</i>

Total KPIs

Report generated on 15 January 2018 at 10:55.

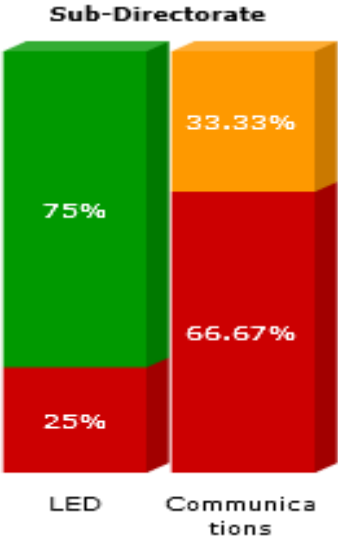
Corporate/Strategic Services (a)



	Corporate/Strategic Services	Sub-Directorate								
		Executive Manager: Corporate/Strategic Services	Strategic Services	IDP/IGR and Public Participation	ICT Services	Support Services: Committee Services	Human Resources	Support Services: Auxiliary Services	Legal Services	Tourism
■ KPI Not Met	5 (11.6%)	-	-	-	-	-	1 (11.1%)	1 (100%)	-	-
■ KPI Almost Met	6 (14%)	-	-	-	1 (33.3%)	2 (40%)	2 (22.2%)	-	-	-
■ KPI Met	24 (55.8%)	6 (100%)	-	5 (100%)	1 (33.3%)	1 (20%)	5 (55.6%)	-	2 (50%)	1 (100%)
■ KPI Well Met	4 (9.3%)	-	-	-	-	2 (40%)	-	-	2 (50%)	-
■ KPI Extremely Well Met	4 (9.3%)	-	2 (100%)	-	1 (33.3%)	-	1 (11.1%)	-	-	-
Total:	43	6	2	5	3	5	9	1	4	1

Corporate/Strategic Services (b)

	Sub-Directorate	
	LED	Communications
■ KPI Not Met	<u>1 (25%)</u>	<u>2 (66.7%)</u>
■ KPI Almost Met	-	<u>1 (33.3%)</u>
■ KPI Met	<u>3 (75%)</u>	-
■ KPI Well Met	-	-
■ KPI Extremely Well Met	-	-
Total:	4	3



Corporate/Strategic Services: Explanatory Information

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
D26	Executive Manager: Corporate/Strategic Services	Facilitate the meetings of the Municipal Public Account Committee (MPAC) [21]	Good Governance	Number of Municipal Public Account Committee (MPAC) meetings held	Minutes of meetings	Accumulative	1	1	G
D29	Executive Manager: Corporate/Strategic Services	Respond to issues raised by the Occupational Health and Safety Committee within 30 working days	A Skilled Workforce and Communities	Number of OHS issues raised responded to within 30 working days	Emails, correspondence, memorandums, reports responding to the OHS issues	Stand-Alone	80%	80%	G
D30	Executive Manager: Corporate/Strategic 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	Good Governance	Number of risk progress reports submitted	Proof of submission on collab	Accumulative	2	2	G
D31	Executive Manager: Corporate/Strategic Services	Hold monthly meetings (except December and January) with line managers	Good Governance	Number of meetings held with line managers	Minutes of meetings	Accumulative	5	5	G
D32	Executive Manager: Corporate/Strategic Services	Report quarterly to the MM on progress made with the handling of all items older than 30 days on the Collab system	Good Governance	Number of reports submitted to MM	Proof of submission on collab	Accumulative	2	2	G
D33	Executive Manager: Corporate/Strategic 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	A Skilled Workforce and Communities	Number of reports submitted to MM	Proof of submission on collab	Accumulative	2	2	G
D34	Executive Manager: Corporate/Strategic Services	100% compliance with all the legislative deliverables as measured per Economia iComply system	Good Governance	% compliance	Reports drawn from the iComply system	Carry Over	0%	0%	N/A
D35	Tourism	Organize and facilitate quarterly district tourism work sessions	Growing an Inclusive District Economy	Number of district tourism meetings coordinated	Notice of meetings; Agenda of meeting; Minutes of meetings	Accumulative	2	2	G
D36	Tourism	Facilitate and/or attend tourism marketing initiatives/platforms (domestic and international) to market the destination	Growing an Inclusive District Economy	Number of tourism initiatives facilitated and/or attended (WTM, Die Beeld, Indaba, Mossel Bay Travel Fest)	Attendance register	Accumulative	0	0	N/A
D37	LED	Organize and facilitate quarterly meetings of the district economic	Growing an Inclusive District Economy	Number of meetings for the district economic development forum	Notice and agenda of the meeting; Minutes of meeting	Accumulative	2	2	G

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
		development forum		coordinated					
D38	Strategic Services	Conduct bi-annual District Communicator Forum Meetings	Growing an Inclusive District Economy	Number of meetings conducted	Attendance register	Accumulative	1	2	B
D39	Communications	Compile quarterly external newsletters	Good Governance	Number of external newsletters compiled	Printers proof approval	Accumulative	2	1	R
D40	Communications	Update and upload information/documentation to the municipal website within 3 working days after request received	Good Governance	% of requests received updated/uploaded within 3 working days	Proof of requests received and proof of website upload log	Stand-Alone	100%	83.33%	O
D41	Communications	Compile a quarterly internal municipal newsletter	Good Governance	Number of internal newsletters compiled	Approved printers proof	Accumulative	2	1	R
D42	Communications	Compile the first draft of the Annual Report and submit to Council by 31 January 2018	Good Governance	First draft of the Annual Report compiled and submit to Council by 31 January 2017	Proof of submission to Council	Carry Over	0	0	N/A
D43	Communications	Review District Municipal Communication Policy and submit to the Portfolio Committee by 28 February 2018	Good Governance	Communication Policy reviewed	Proof of submission	Carry Over	0	0	N/A
D44	Strategic Services	100% compliance with all the legislative deliverables as measured per Eunomia iComply system	Good Governance	% compliance	Reports drawn from the iComply system	Carry Over	0%	100%	B
D45	LED	Sign an agreement with the South Cape Economic Partnership by 31 December 2017	Growing an Inclusive District Economy	Agreement signed by 31 December 2017	Signed agreement	Carry Over	1	1	G
D46	LED	Sign an agreement with the Provincial Department of Agriculture regarding the establishment of emerging farmers on Eden DM property by 30 November 2017	Growing an Inclusive District Economy	Agreement signed by by 30 November 2017	Signed agreement	Accumulative	1	0	R
D47	LED	Sign an agreement with the Francois Ferreira Academy by 30 November 2017	Growing an Inclusive District Economy	Agreement signed by by 30 November 2017	Signed agreement	Carry Over	1	1	G
D48	IDP/IGR and Public Participation	Coordinate at least 3 Municipal Manager Forum meetings by 30 June	Good Governance	Number of MMF meetings coordinated by 30 June	Minutes of meetings	Accumulative	1	1	G
D49	IDP/IGR and Public Participation	Advertise and distribute the draft IDP to obtain public comment within 14	Good Governance	Draft IDP advertised with 14 days after consideration of Council	Copy of placed advert	Carry Over	0	0	N/A







Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
		days after consideration of Council							
D50	IDP/IGR and Public Participation	Review the District Integrated Development Plan (IDP) annually and submit to Council by 31 May	Good Governance	District Integrated Development Plan (IDP) reviewed and submitted to Council by 31 May	Proof of submission	Carry Over	0	0	N/A
D51	IDP/IGR and Public Participation	Compile annual meeting schedule for established IGR forums and submit to Council by 31 May	Good Governance	IGR schedule compiled and submitted to Council by 31 May	Proof of submission	Carry Over	0	0	N/A
D52	IDP/IGR and Public Participation	Compile and submit the IDP/Budget Process Plan to Council by the 31 August 2017	Good Governance	IDP/Budget Process Plan submitted by the end of August 2017	Proof of submission	Carry Over	1	1	G
D53	IDP/IGR and Public Participation	Coordinate District Public Participation and Communicators Forum meetings	Good Governance	Number of District Public Participation Forum meetings coordinated	Agenda & Minutes of meetings	Accumulative	1	1	G
D54	IDP/IGR and Public Participation	100% compliance with all the legislative deliverables as measured per Eonomia iComply system	Good Governance	% compliance	Reports drawn from the iComply system	Carry Over	0%	0%	N/A
D55	ICT Services	Limit downtime to less than 5%	Good Governance	Downtime limited to less than 5%	System report	Reverse Stand-Alone	5%	0.12%	B
D56	ICT Services	Respond to helpdesk request within 7 working days	Good Governance	% of helpdesk request responded to within 7 working days	Helpdesk report	Stand-Alone	80%	87.92%	G2
D57	ICT Services	Conduct a bi-annual (2 per year) IT security tests	Good Governance	Number of IT security tests conducted	System report	Accumulative	1	1	G
D58	Support Services: Committee Services	Compile and distribute agenda's for Executive Mayoral Committee and Council meetings 3 working days before the meeting	Good Governance	% distributed 3 working days before the meeting	Signed distribution list	Stand-Alone	90%	93.33%	G2
D59	Support Services: Committee Services	Distribute draft minutes of Executive Mayoral Committee and Council meetings to the HOD within 7 working days	Good Governance	% distributed within 7 working days	E-mail correspondence HOD	Stand-Alone	100%	100%	G
D60	Support Services: Committee Services	Distribute resolutions of Council and Mayoral Committee meetings within 10 working days after meetings to managers for execution of resolutions	Good Governance	% distributed within 10 working days	Collaborator report	Stand-Alone	100%	81.67%	O
D61	Support Services: Committee Services	Compile and distribute agenda's for Sec 80 & 79 committees 3 working days prior to meeting	Good Governance	% distributed 3 working days before then meeting	Signed distribution list	Stand-Alone	90%	93.33%	G2

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
D62	Support Services: Committee Services	Compile & distribute draft minutes of Sec 80 & 79 committees within 10 working days after meeting	Good Governance	% distributed within 10 working days	Email correspondence from Committee Officers	Stand-Alone	100%	93.33%	O
D63	Support Services: Committee Services	Compile Official Council and Committee meeting schedule and submit to Council by 31 March 2018	Good Governance	Meeting schedule submitted to Council by 31 March	Proof of submission	Carry Over	0	0	N/A
D64	Support Services: Auxiliary Services	Review the implementation plan of the Support Services Master Plan and submit to the MANCOM by 31 May 2018	Good Governance	Implementation Plan reviewed and submitted to the MANCOM	Proof of submission to MANCOM	Carry Over	0	0	N/A
D65	Support Services: Auxiliary Services	Arrange meetings to manage the collaborator shared services system within the municipality	Good Governance	Number of meetings arranged to manage the collaborator shared services system within the municipality	Minutes of user group meetings	Accumulative	4	0	R
D66	Support Services: Auxiliary Services	100% compliance with all the legislative deliverables as measured per Eunomia iComply system	Good Governance	% compliance	Reports drawn from the iComply system	Carry Over	0%	0%	N/A
D67	Human Resources	Quarterly facilitate Occupational Health & Safety Committee meetings	A Skilled Workforce and Communities	Number of Occupational Health & Safety Committee meetings facilitated	Minutes of OH&S committee meetings	Accumulative	2	2	G
D68	Human Resources	Report monthly (excluding July/December and January) on disciplinary procedures and submit to the Director	A Skilled Workforce and Communities	Number of reports submitted to the Executive Manager	Proof of submission	Accumulative	4	4	G
D69	Human Resources	Compile the Workplace Skills Plan and submit to the Training Committee by 30 April 2018	A Skilled Workforce and Communities	Workplace Skills Plan compiled and submitted	Proof of submission	Carry Over	0	0	N/A
D70	Human Resources	Conduct medical surveillance tests for employees	Good Governance	Number of employees for which medical surveillance tests were conducted	Medical reports received from Occupational Medical Practitioner	Accumulative	0	0	N/A
D71	Human Resources	Create employment opportunities for undergraduate youth	Good Governance	Number of employment opportunities created for undergraduate youth	Signed appointment report	Carry Over	0	0	N/A
D72	Human Resources	Update the Employment Equity statistics quarterly and submit to the Employment Equity Committee	Good Governance	Number of updates of EE statistics	Proof of submission	Accumulative	2	2	G
D73	Human Resources	Conduct a monthly of job evaluation	Good Governance	Number of sessions conducted	Agenda/Minutes/Job Evaluation Reports	Accumulative	4	3	O

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
		session							
D74	Human Resources	Submit monthly results of evaluation session to the Provincial Audit Committee	Good Governance	Number of results submitted	Proof of submission	Accumulative	4	4	G
D75	Human Resources	Distribute the Final Outcomes Report (audited results) to participating municipalities within 3 working days after approval of the MM	Good Governance	Within 3 working days after receiving the results from the MM	Final Outcomes Reports	Stand-Alone	100%	83.33%	O
D76	Legal Services	Review contracts (first review) within 5 working days form date received	Good Governance	% of contracts reviewed within 5 working days	Collaborator report	Stand-Alone	80%	81.67%	G2
D77	Legal Services	Review contracts (final review) within 3 working days from date received	Good Governance	% of contracts reviewed within 3 working days	Collaborator report	Stand-Alone	80%	83.33%	G2
D78	Legal Services	Respond to all Collaborator and email requests for legal opinions within 5 working days from date received	Good Governance	% of request for legal opinions responded to within 5 working days	Collaborator report	Stand-Alone	80%	80%	G
D79	Legal Services	Conduct a quarterly update of the policy register and submit the updated register to the MANCOM	Good Governance	Number of updated registers submitted	Proof of submission	Accumulative	2	2	G
D80	Human Resources	Submit the Employee Assistance Programme (EAP)Policy to Council by 31 January 2018	Good Governance	Employee Assistance Programme (EAP)Policy submitted to Council	Proof of submission	Carry Over	0	0	N/A
D81	Human Resources	Submit the EAP events calendar to the Mancom by 31 July 2017	Good Governance	EAP events calendar submitted	Proof of submission	Carry Over	1	1	G
D82	Human Resources	Establish the internal EAP Advisory Committee 31 August 2017	Good Governance	Internal EAP Advisory Committee established	Minutes of meeting	Carry Over	1	0	R
D83	Human Resources	Conduct the annual workforce planning session by 28 February 2018	Good Governance	Workforce planning session conducted	Attendnace register	Carry Over	0	0	N/A
D84	Human Resources	Review the Remuneration Policy and submit to Council by 31 March 2018	Good Governance	Remuneration Policy submitted to Council	Proof of submission	Carry Over	0	0	N/A
D85	IDP/IGR and Public Participation	Compile and submit the District Sec 27 Framework to Council by the 31 August 2017	Good Governance	District Sec 27 Framework submitted to Council	Proof of submission	Carry Over	1	1	G
D86	IDP/IGR and Public Participation	Coordinate District IDP Manager Forum meetings	Good Governance	Number of meetings coordinated	Agenda & Minutes of meetings	Accumulative	1	1	G

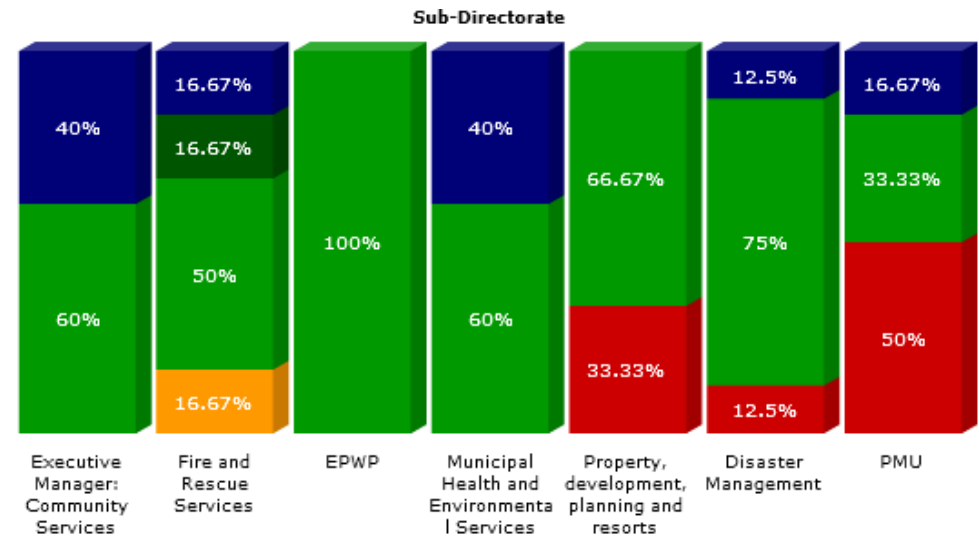
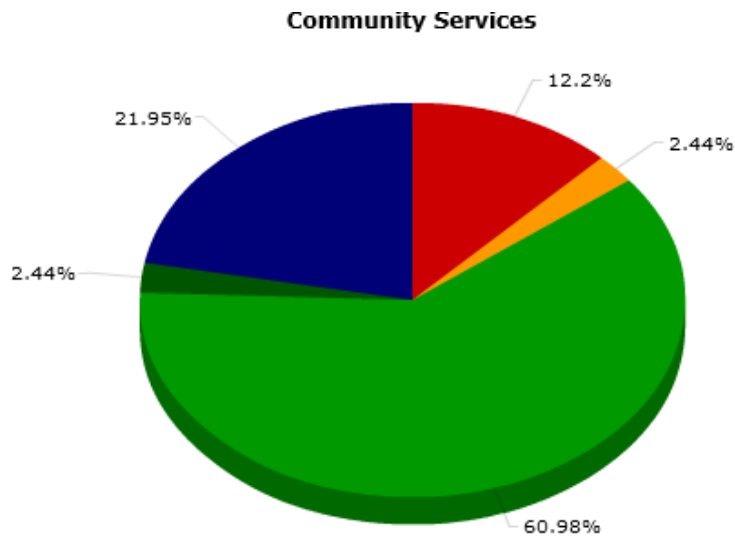
Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
D87	Support Services: Auxiliary Services	Review the implementation plan of the Support Services Master Plan and submit to the MANCOM by 31 May	Good Governance	Implementation Plan reviewed and submitted to the MANCOM	Proof of submission to MANCOM	Carry Over	0	0	N/A
D88	Support Services: Auxiliary Services	Compile the disposal authority register of record to be disposed of annually by 30 June 2018	Good Governance	Number registers compiled	Signed register	Carry Over	0	0	N/A
D89	Human Resources	Number of people from employment equity target groups that will be appointed in the three highest levels of management during the 2017/18 financial year in compliance with the municipality's approved employment equity plan [1]	A Skilled Workforce and Communities	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	Accumulative	0	0	N/A
D90	Human Resources	Spent 0.5% of personnel budget on training by 30 June 2018 (Actual total training expenditure divided by total personnel budget) [2]	A Skilled Workforce and Communities	% of the personnel budget spent on training	Abacus financial system V525- consolidated statement for item (Vote number) / Section 71 In-Year Monthly & Quarterly Budget Statement for training	Carry Over	0%	0%	N/A
D91	Human Resources	Limit vacancy rate to 10% of budgeted post by 30 June 2018 (Number of funded posts vacant divided by number of budgeted funded posts) [3]	A Skilled Workforce and Communities	% vacancy rate	Signed quarterly vacancy/calculation reconciliation	Reverse Last Value	10%	8.87%	B
D92	Human Resources	Review the organisational structure and submit to Council by 31 May 2018 [4]	A Skilled Workforce and Communities	Organisational structure reviewed and submitted to Council by 31 May 2018	Proof of submission	Carry Over	0	0	N/A
D93	Human Resources	Award 2 external bursaries to qualifying candidates by 31 March 2018 [5]	A Skilled Workforce and Communities	Number of external bursaries awarded	Signed bursary minutes	Carry Over	0	0	N/A
D94	Strategic Services	Compile and submit the final annual report and oversight report for 2016/17 to Council by 31 March 2018 [6]	Good Governance	Final annual report and oversight report for 2016/17 submitted to Council	Proof of submission	Carry Over	0	0	N/A
D95	LED	Develop a 5 year District Economic Development Strategy and submit to Council by 31 March 2018 [7]	Good Governance	District Economic Development Strategy submitted to Council	Proof of submission	Carry Over	0	0	N/A
D96	LED	Develop a 5 year District Tourism Marketing and Development Strategy and submit to Council by 31 March 2018 [8]	Good Governance	District Tourism Marketing and Development Strategy submitted to Council	Proof of submission	Carry Over	0	0	N/A

Summary of Results

	KPI Not Yet Measured	<i>KPIs with no targets or actuals in the selected period.</i>	34
	KPI Not Met	<i>0% >= Actual/Target < 75%</i>	25
	KPI Almost Met	<i>75% >= Actual/Target < 100%</i>	2
	KPI Met	<i>Actual/Target = 100%</i>	6
	KPI Well Met	<i>100% > Actual/Target < 150%</i>	0
	KPI Extremely Well Met	<i>Actual/Target >= 150%</i>	2
<hr/>			
Total KPIs			69

Report generated on 15 January 2018 at 10:57.

Community Services



	Community Services	Sub-Directorate						
		Executive Manager: Community Services	Fire and Rescue Services	EPWP	Municipal Health and Environmental Services	Property, development, planning and resorts	Disaster Management	PMU
KPI Not Met	5 (12.2%)	-	-	-	-	1 (33.3%)	1 (12.5%)	3 (50%)
KPI Almost Met	1 (2.4%)	-	1 (16.7%)	-	-	-	-	-
KPI Met	25 (61%)	3 (60%)	3 (50%)	3 (100%)	6 (60%)	2 (66.7%)	6 (75%)	2 (33.3%)
KPI Well Met	1 (2.4%)	-	1 (16.7%)	-	-	-	-	-
KPI Extremely Well Met	9 (22%)	2 (40%)	1 (16.7%)	-	4 (40%)	-	1 (12.5%)	1 (16.7%)
Total:	41	5	6	3	10	3	8	6

Community Services: Explanatory Information

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
D14	PMU	Submit 4 applications for external funding / resources by 30 June 2018	Growing an Inclusive District Economy	Number of applications submitted	Proof of submission	Accumulative	2	3	B
D15	PMU	Chair bi-monthly Eden District Infrastructure Forum meetings	Growing an Inclusive District Economy	Number of meetings held	Attendance register and minutes of the meetings held	Accumulative	3	3	G
D16	PMU	Attend bi-monthly Southern Cape Planners Forum meetings	Growing an Inclusive District Economy	Number of meetings attended	Attendance register and minutes of the meetings held	Accumulative	3	2	R
D17	PMU	Attend bi-monthly Eden DM Revenue Enhancement Task Team meetings held	Growing an Inclusive District Economy	Number of meetings attended	Attendance register and minutes of the meetings held	Accumulative	3	1	R
D18	PMU	Attend monthly meetings regarding the Eden Investment Summit to be held before 31 December 2017	Growing an Inclusive District Economy	Number of meetings attended	Invitations/summit planning feedback	Accumulative	5	2	R
D19	PMU	Submit a monthly report to the MM on operational activities by the 15th of every month	Growing an Inclusive District Economy	Number of reports submitted	Proof of submission of the report	Accumulative	6	6	G
D28	Executive Manager: Community Services	Develop the Growth and Development Strategy for the District and submit to Council for approval by 30 June 2018 [23]	Growing an Inclusive District Economy	Growth and Development Strategy developed and submitted to Council for approval	Agenda of the Council meeting	Carry Over	0	0	N/A
D161	Executive Manager: Community Services	Submit quarterly reports on the addressing of issues as raised by the H&S committee	A Skilled Workforce and Communities	Number of reports submitted	Minutes of the meetings	Accumulative	2	3	B
D162	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	Good Governance	Number of risk progress reports submitted	Proof of submission on Collab	Accumulative	2	2	G

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
D163	Executive Manager: Community Services	Hold monthly meetings with line managers	Good Governance	Number of meetings held with line managers	Minutes of meetings	Accumulative	6	9	B
D164	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	Good Governance	Number of reports submitted to MM	Proof of submission on Collab	Accumulative	2	2	G
D165	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	A Skilled Workforce and Communities	Number of reports submitted to MM	Proof of submission on Collab	Accumulative	2	2	G
D166	Disaster Management	Monthly submit disaster management (Call centre, emergency services, disaster management) report to the Executive Manager by the 15th of every month	Sustainable Environmental Management and Public Safety	Number of reports submitted	Copy of the email confirming submission of the report	Accumulative	6	6	G
D167	Disaster Management	Hold annual Disaster Management Meeting with all IDP Managers of the local B municipalities in the district by 31 January 2018	Sustainable Environmental Management and Public Safety	Annual meeting held	Attendance register and agenda of the meeting	Carry Over	0	0	N/A
D168	Disaster Management	Submit an annual report on the status of disaster risk assessments to Council by 31 January 2018	Sustainable Environmental Management and Public Safety	Report submitted	Agenda of the Council meeting	Carry Over	0	0	N/A
D169	Disaster Management	Report quarterly to the Community Services Portfolio Committee on the progress of expenditure of Disaster Rehabilitation and Construction funding	Sustainable Environmental Management and Public Safety	Report submitted	Agenda of the Portfolio meeting	Accumulative	2	1	R
D170	Disaster Management	Submit bi-annual research proposals to the Community Services Portfolio Committee	Sustainable Environmental Management and Public Safety	Number of proposals submitted	Agenda of the Portfolio meeting	Accumulative	2	2	G

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
D171	Disaster Management	Submit Annual Disaster Management Centre Report to the National Disaster Management Centre, Provincial Disaster Management Centre, Council and all local municipalities by 30 September 2017	Sustainable Environmental Management and Public Safety	Report submitted	Proof of submission of the report	Carry Over	1	1	G
D172	EPWP	Quarterly EPWP Internal Steering Committee meetings held	Growing an Inclusive District Economy	Number of quarterly meetings held	Minutes of meeting	Accumulative	2	2	G
D173	EPWP	Quarterly submit EPWP report to the Executive Manager by the within 10 days after the end of the quarter	Growing an Inclusive District Economy	Number of reports submitted	Copy of the email confirming submission of the report	Accumulative	2	2	G
D174	EPWP	Monthly inspect EPWP projects (as randomly selected) and submit minutes of the site meeting to the Executive Manager	Growing an Inclusive District Economy	Number of inspections	Copy of the minutes submitted	Accumulative	6	6	G
D175	Municipal Health and Environmental Services	Monthly submit municipal health and environmental services report to the Executive Manager by the 15th of every month	Healthy and Socially Stable Communities	Number of reports submitted	Proof of submission. Report	Accumulative	6	6	G
D176	Municipal Health and Environmental Services	Report monthly by the 15th of every month to the National Department of Health (Sinjani)	Healthy and Socially Stable Communities	Number of reports submitted	Letter from Provincial Department of Health confirming receipt of Sinjani Monthly report	Accumulative	6	6	G
D177	Property, development, planning and resorts	Submit monthly reports on Resorts and camp sites operations and activities to Executive Manager Community Services	Healthy and Socially Stable Communities	Number of reports submitted	Copy of the email confirming submission of the report	Accumulative	6	6	G
D178	Property, development, planning and resorts	Quarterly submit regional planning and properties report to the Executive Manager within 15 days after the end of	Good Governance	Number of reports submitted	Copy of the email confirming submission of the report	Accumulative	2	2	G







Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
		the quarter							
D179	Property, development, planning and resorts	Review the maintenance plan for all buildings and submit to the Executive Manager by 30 June 2018	Good Governance	Maintenance plan reviewed and submitted	Proof of submission of the plan	Carry Over	0	0	N/A
D180	Property, development, planning and resorts	Quarterly submit a status report of all leases to the Property Portfolio Committee	Good Governance	Number of reports submitted	Proof of submission of the report	Accumulative	2	1	R
D181	Fire and Rescue Services	Attend Provincial coordinating meetings	Sustainable Environmental Management and Public Safety	Number of meetings attended	Attendance register and agenda of the meeting	Accumulative	2	2	G
D182	Fire and Rescue Services	Monthly report by the 15th of every month on the status of emergency services fleet to the Executive Manager	Sustainable Environmental Management and Public Safety	Number of reports submitted	Proof of submission of the report	Accumulative	6	6	G
D183	EPWP	Submit the EPWP business plan to the National Minister of Public Works for all internal projects by 30 June 2018 [24]	Growing an Inclusive District Economy	EPWP business plan submitted to the National Minister of Public Works by 30 June 2018	Copy of plan signed by MM and the weigh bill as proof of submission	Carry Over	0	0	N/A
D184	Fire and Rescue Services	Record and refer 85% of all calls received in 2017/18 in the Call Centre (% calculated by the system) [25]	Sustainable Environmental Management and Public Safety	% of calls recorded and referred in 2017/18	Monthly Split Skill Summary Report generated from the CAD system	Stand-Alone	85%	87.34%	G2
D185	Disaster Management	Hold quarterly meetings with disaster management role players as listed in Section 51(1)(d) of the Disaster Management Act, Act 57 of 2002, as amended, to discuss regional disaster management issues [26]	Sustainable Environmental Management and Public Safety	Number of quarterly meetings held	Minutes of meetings	Accumulative	2	2	G
D186	Fire and Rescue Services	Hold quarterly meetings with the Fire Officers in the district [27]	Sustainable Environmental Management and Public Safety	Number of quarterly meetings held	Minutes of meetings	Accumulative	2	2	G

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
D187	Fire and Rescue Services	Respond from the station to all fire calls within 4 minutes from when the call is received {(Number of calls responded to within 4 minutes/Number of calls received)X100} [28]	Sustainable Environmental Management and Public Safety	% of fire calls attended to	Occurrence register	Stand-Alone	90%	73.50%	O
D188	Disaster Management	Execute 2 emergency preparedness exercises by 30 June 2018 [29]	Sustainable Environmental Management and Public Safety	Number of emergency preparedness exercises executed by 30 June 2018	Copy of approved emergency exercise programme and minutes of the debriefing	Accumulative	1	0	G
D189	Disaster Management	Submit bi-annual status reports from the electronic disaster management tool maintained to the Municipal Managers Forum [30]	Sustainable Environmental Management and Public Safety	Number of status reports submitted	Agenda of the MMF meeting	Accumulative	1	1	G
D190	Municipal Health and Environmental Services	Implement 4 emission testing (air quality) initiatives by 30 June 2018 [31]	Sustainable Environmental Management and Public Safety	Number of emission testing (air quality) initiatives implemented by 30 June 2018	Results and/or test reports	Accumulative	2	3	B
D191	Municipal Health and Environmental Services	Hold quarterly meetings with the Eden Air Quality stakeholders forum [32]	Healthy and Socially Stable Communities	Number of quarterly meetings held	Minutes of meetings and attendance registers	Accumulative	2	2	G
D192	Municipal Health and Environmental Services	Raise environmental awareness through 4 awareness sessions with the community by 30 June 2018 [33]	Sustainable Environmental Management and Public Safety	Number of sessions held by 30 June 2018	Approved programme and attendance registers	Accumulative	2	2	G
D193	Municipal Health and Environmental Services	Raise Public Health awareness through 8 sessions with the community by 30 June 2018 [34]	Healthy and Socially Stable Communities	Number of session held by 30 June 2018	Approved programme and attendance registers	Accumulative	4	8	B
D194	Municipal Health and Environmental Services	Compile and submit a Municipal Health By-Law for Council approval by 30 June 2018 [35]	Healthy and Socially Stable Communities	By-law submitted to Council for approval	Agenda of Council meeting	Carry Over	0	0	N/A
D195	Municipal Health and Environmental Services	Compile and submit a Municipal Health Plan for Council approval by 30 June 2018 [36]	Healthy and Socially Stable Communities	Municipal Health Plan submitted to Council for approval	Agenda of Council meeting	Carry Over	0	0	N/A
D196	Municipal Health and Environmental Services	Publish 8 articles on municipal health and environmental services in the media by 30 June	Healthy and Socially Stable Communities	Number of articles published in the media by 30 June 2018	Copies of Published Articles	Accumulative	4	6	B

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
		2018 [37]							
D197	Disaster Management	Publish 4 articles on disaster management in the media by 30 June 2018 [38]	Healthy and Socially Stable Communities	Number of articles published in the media by 30 June 2018	Copies of Published Articles	Accumulative	2	13	B
D198	Fire and Rescue Services	Provide 8 recruitment of volunteers and first aid training sessions by 30 June 2018 [39]	Sustainable Environmental Management and Public Safety	Number of first aid training sessions provided by 30 June 2018	Attendance registers	Accumulative	4	9	B
D199	Municipal Health and Environmental Services	Provide 8 food safety training sessions to the community by 30 June 2018 [40]	Healthy and Socially Stable Communities	Number of food safety training sessions provided by 30 June 2018	Attendance registers	Accumulative	4	7	B
D200	EPWP	Create job opportunities through the Expanded Public Works Programme (EPWP) by 30 June 2018 [41]	Growing an Inclusive District Economy	Number of Job opportunities created through the Expanded Public Works Programme (EPWP) by 30 June 2018	Signed contracts of employment on EPWP projects with a start between (and including) 1 July 2017 to 30 June 2018	Accumulative	0	0	N/A
D201	Municipal Health and Environmental Services	Hold quarterly Climate Change meetings [42]	Sustainable Environmental Management and Public Safety	Number of quarterly meetings held	Attendance registers and agenda of the meeting	Accumulative	2	2	G
D202	Municipal Health and Environmental Services	Develop and submit a Climate Change Response Plan to Council for approval by 30 June 2018 [43]	Sustainable Environmental Management and Public Safety	Climate Change Response Plan developed and submitted	Agenda of the Council meeting	Carry Over	0	0	N/A
D203	Municipal Health and Environmental Services	Hold quarterly District Waste Management Forum meetings [44]	Sustainable Environmental Management and Public Safety	Number of quarterly meetings held	Attendance registers and agenda of the meeting	Accumulative	2	2	G
D204	Municipal Health and Environmental Services	Appoint a service provider for the building, operating and construction of a regional landfill site by 30 June 2018 [45]	Sustainable Environmental Management and Public Safety	Service provider appointed	Minutes of the Bid Adjudication Committee	Carry Over	0	0	N/A
D205	Property, development, planning and resorts	Develop a Turnaround Strategy for the De Hoek Mountain Resort and the Calitzdorp Spa and submit to Council for approval by 30 June 2018 [46]	Sustainable Environmental Management and Public Safety	Turnaround Strategy developed and submitted to Council for approval	Agenda of the Council meeting	Carry Over	0	0	N/A

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
D206	Property, development, planning and resorts	Develop a Turnaround Strategy for prioritised investment property and submit to Council for approval by 30 June 2018 [47]	Sustainable Environmental Management and Public Safety	Turnaround Strategy developed and submitted to Council for approval	Agenda of the Council meeting	Carry Over	0	0	N/A
D207	Property, development, planning and resorts	Review the SDF and submit to Council for approval by 31 January 2018 [48]	Sustainable Environmental Management and Public Safety	SDF reviewed and submitted to Council for approval	Agenda of the Council meeting	Carry Over	0	0	N/A

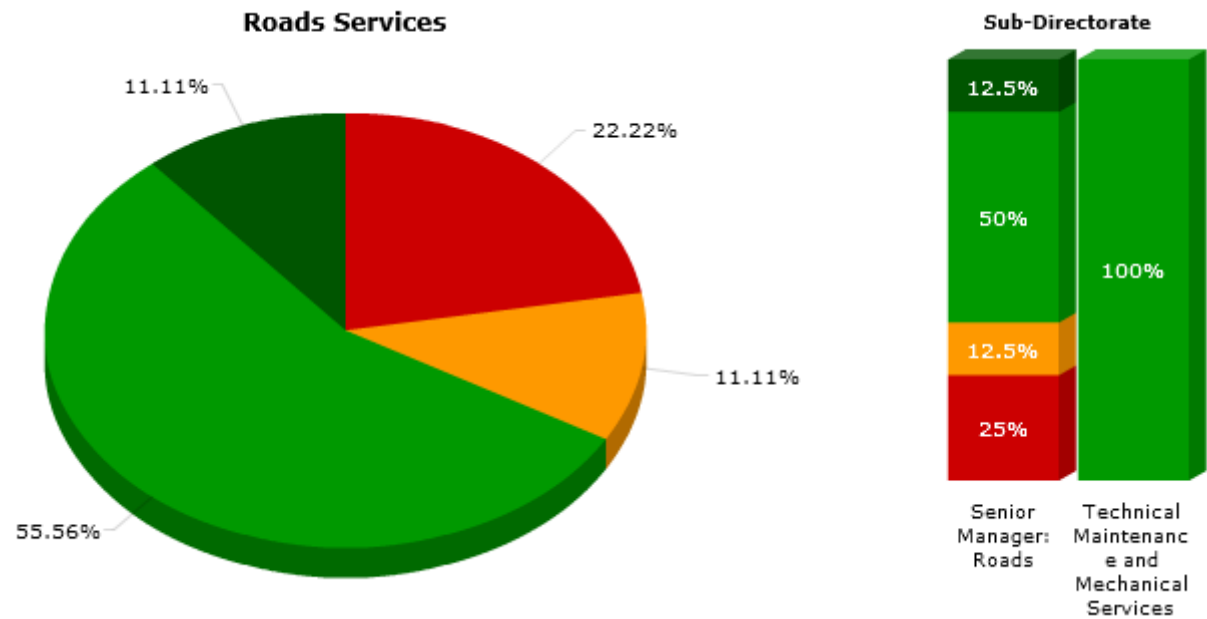
Summary of Results

	KPI Not Yet Measured
	KPI Not Met
	KPI Almost Met
	KPI Met
	KPI Well Met
	KPI Extremely Well Met

Total KPIs

Report generated on 15 January 2018 at 10:58.

Roads Services









	Roads Services	Sub-Directorate	
		Senior Manager: Roads	Technical Maintenance and Mechanical Services
■ KPI Not Met	<u>2 (22.2%)</u>	<u>2 (25%)</u>	-
■ KPI Almost Met	<u>1 (11.1%)</u>	<u>1 (12.5%)</u>	-
■ KPI Met	<u>5 (55.6%)</u>	<u>4 (50%)</u>	<u>1 (100%)</u>
■ KPI Well Met	<u>1 (11.1%)</u>	<u>1 (12.5%)</u>	-
■ KPI Extremely Well Met	-	-	-
Total:	9	8	1

Roads Services: Explanatory Information

Ref	Sub-Directorate	KPI	Strategic Objective	Unit of Measurement	Source of Evidence	KPI Calculation Type	Overall Performance		
							Target	Actual	R
D97	Senior Manager: Roads	Submit quarterly reports to the MM on issues as raised by the H&S Officer	A Skilled Workforce and Communities	Number of reports submitted on issues as raised by the H&S Officer	Proof of submission on collab	Accumulative	2	2	G
D98	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	Good Governance	Number of risk progress reports submitted	Proof of submission on collab	Accumulative	2	2	G
D99	Senior Manager: Roads	Hold monthly meetings with line managers	Good Governance	Number of meetings held with line managers	Minutes of meetings	Accumulative	6	5	O
D100	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	Good Governance	Number of reports submitted to MM	Proof of submission on collab	Accumulative	2	1	R
D101	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	A Skilled Workforce and Communities	Number of reports submitted to MM	Proof of submission on collab	Accumulative	2	2	G
D102	Senior Manager: Roads	Attend monthly meetings as scheduled by the District Roads Engineer	Bulk Infrastructure Co-ordination	Number of meetings attended	Minutes of the DRE meeting	Accumulative	5	3	R
D103	Senior Manager: Roads	Submit a report on the Road Services to the Portfolio Committee	Bulk Infrastructure Co-ordination	Number of reports on the road services submitted to the Portfolio Committee	Proof of report submitted on Collaborator	Accumulative	3	4	G2
D104	Senior Manager: Roads	Attend Central Health and Safety Committee	Bulk Infrastructure Co-ordination	Number of Health and Safety Committee meetings attended	Minutes of meetings held	Accumulative	1	1	G

		meetings							
D105	Technical Maintenance and Mechanical Services	Submit annual re-gravel plan to the District Roads Engineer by 31 March	Bulk Infrastructure Co-ordination	Re-gravel plan submitted to the District Roads Engineer by 31 March	Proof of submission	Carry Over	0	0	N/A
D106	Technical Maintenance and Mechanical Services	Compile an annual vehicle replacement and new purchase register by 31 March	Bulk Infrastructure Co-ordination	Vehicle replacement and new purchase register compiled by 31 March	Minutes of Vehicle replacement meeting	Carry Over	0	0	N/A
D107	Technical Maintenance and Mechanical Services	Attend Regional Health and Safety meetings as scheduled with PGWC	Bulk Infrastructure Co-ordination	Number of Regional Health and Safety meetings attended	Minutes of meetings	Accumulative	2	2	G
D108	Senior Manager: Roads	Spent 95% of the roads maintenance budget allocation by 30 June 2018 (Actual expenditure divided by approved allocation received) [14]	Bulk Infrastructure Co-ordination	% of the roads maintenance budget spent by 30 June 2018	Roads maintenance expenditure as captured on Abacus in the Roads Ledger. Monthly cash flows derived from MOA plus addendums between Eden DM and Provincial Department of Transport.	Last Value	0%	0%	N/A

Summary of Results

	KPI Not Yet Measured
	KPI Not Met
	KPI Almost Met
	KPI Met
	KPI Well Met
	KPI Extremely Well Met

Total KPIs

Report generated on 15 January 2018 at 10:56.

6. Recommendations

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

Service Delivery and Budget Implementation Plan (SDBIP)

- The Departmental SDBIP be revised/adjusted
- The Top Level SDBIP be revised/adjusted
- The Top Level SDBIP is submitted to the Executive Mayor for approval
- The Departmental SDBIP is submitted to the Municipal Manager for approval

The content of this report be filtered to the SDBIP in conjunction with the approved request for changes that will be submitted during the adjustment period

Electronic System for Performance Management (Ignite)

The following changes have to be implemented and monitored during the period ahead;

- Linkages on the system with regards to KPI's on Health have to be rectified
- The 'Assurance' porthole have to be utilised on a monthly basis by the identified user department
- All movements on KPI's must be done as part of the adjustment period

Portfolio of Evidence (source of evidence/POE)

The following recommendations have to be made going forward;

- All POE's for updated KPI's must be submitted to the performance office by the 17th of each month for the month prior
- Noted feedback will be communicated to the user departments in order to assist in preparing the final POE for the quarterly submission to the Internal Audit unit

Updates

Updates on the Performance Management System will be monitored, evaluated and reported on, on a monthly basis in order to assist the user departments.

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