

**REPORT: SECTION 72 MID-YEAR BUDGET AND PERFORMANCE
ASSESSMENT 31 DECEMBER 2016 / VERSLAG: ARTIKEL 72
HALFJAARLIKSE BEGROTING EN PRESTASIE ASSESSERING: 31
DESEMBER 2016**

(6/18/7)

13 January 2017

REPORT FROM THE ACCOUNTING OFFICER (GW LOUW)

PURPOSE OF THE REPORT

The report is tabled to council in terms of section 72 as required in terms of the Municipal Finance Management Act 56 of 2003

BACKGROUND

Municipal Finance Management Act 56 of 2003

Section 72 (1) *The accounting officer of a municipality must submit the report by the 25th of January each year –*

(a) *Assess the performance of the municipality during the first half of the financial year taking into account –*

- i. The monthly financial statements referred to in section 71 for the first half of the financial year;*
- ii. The municipal service delivery performance during the first half of the financial year and the service delivery targets as well as performance indicators set in the service delivery and budget implementation plan;*
- iii. The previous year annual report and the progress on resolving problems identified in the annual report; and*

(b) *Submit a report on such assessment to*

- i. The mayor of the municipality*
- ii. The National Treasury*

iii. The relevant provincial treasury

(2) The statement referred to in section 71(1) for the sixth month of a financial year must be incorporated into the report referred to in subsection 1(b) of the section.

(3) The accounting officer must, as part of the review –

- a) Make recommendations as to whether an adjustment budget is necessary; and*
- b) Recommend revised projections for revenue and expenditure to the extent that this may be necessary.*

After my review performed, it is recommended that an adjustment budget is needed. Refer to the adjustment budget report with the details regarding the proposed changes to the budget.

FINANCIAL IMPLICATIONS

To be addressed in 2016/17 Adjustment Budget report.

RELEVANT LEGISLATION

Municipal Finance Management Act, No 56 of 2003

Municipal Budget and Reporting Regulations, 17 April 2009

UITVOERENDE OPSOMMING

Die rekenpligtige beampte van die munisipaliteit moet die half jaarlike prestasie verslag aan die munisipaliteit voorlê, die prestasie van die munisipaliteit ontleed, asook enige voorstelle maak aan veranderings aan die inkomste en uitgawes van die begroting wat in die aangepaste begroting aangespreek moet word.

RECOMMENDATION

It is recommended that:

- i.** Council takes note of the mid-year budget and performance report in terms of Section 72 of the Municipal Finance Management Act;
- ii.** Council takes note of the SDBIP performance report for the six months ending 31 December 2016.
- iii.** Council takes note that an adjustment budget will be tabled for consideration.

AANBEVELING

Dit word aanbeveel dat:

- i. Die Raad kennis neem van die halfjaarlikse Prestasieverslag voorgelê in terme van Artikel 72 van die Munisipale Finansiële Bestuurswet, en*
- ii. Die Raad kennis neem van die SDBIP Prestasieverslag vir die eerste ses maande van die jaar geëindig 31 Desember 2016.*
- iii. Die Raad kennis neem dat 'n aangepaste begroting voorgelê gaan word vir oorweging.*

ANNEXURES

Section 72 Mid-year Budget and Performance Report for the period ending 31 December 2016



EDEN DISTRICT MUNICIPALITY

FINANCIAL YEAR 2016 - 2017

**SECTION 72 - MID YEAR BUDGET
AND PERFORMANCE REPORT**

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Glossary

Annual Budget – Prescribed in section 16 of the MFMA - the formal means by which a Municipality approve official budget for the next three years.

Adjustment Budget – Prescribed in section 28 of the MFMA – the formal means by which a Municipality may revise its annual budget during the year.

Allocations (Transfers – see DORA) – Money received from Provincial or National Government.

Budget Related Policy (ies) – Policies of a Municipality affecting or affected by the budget, examples include Tariff Policy, Rates Policy, Credit Control and Debt Collection Policies.

Capital Expenditure - Spending on assets such as land, buildings and machinery. Any capital expenditure must be reflected as an asset on the Municipality's balance sheet and must be included in the asset register.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality. Payments do not always coincide with budgeted expenditure timings - for example, when an invoice is received by the Municipality it is shown as expenditure in the month it is received, even though it may not be paid in the same period.

DORA – Division of Revenue Act. Annual legislation that shows the total allocations made by national to provincial and local government (see Allocations / Transfers).

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to help with free basic services and to compensate for the loss of RSC levies.

Fruitless and Wasteful Expenditure – Expenditure that was made in vain and would/should have been avoided had reasonable care been exercised.

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates like for like comparison between municipalities.

GRAP – Generally Recognised Accounting Practice. The new standard for municipal accounting.

IDP – Integrated Development Plan. The main strategic planning document of the Municipality

MBRR – Local Government: Municipal Finance Management Act (56/2003): Municipal Budget and Reporting Regulations dated April 2009.

MFMA – The Municipal Finance Management Act – Act No. 56 of 2003. The principle piece of legislation relating to municipal financial management.

MTREF – Medium Term Revenue and Expenditure Framework. A medium term financial plan, usually 3 years, based on a fixed first year and indicative further two years' budget allocations. Also includes details of the previous and current years' financial position.

Operating Expenditure –The day to day expenses of the Municipality such as salaries and wages.

Rates – Local Government tax based on the assessed value of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the Rand.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budgeted estimates.

Strategic Objectives – The main priorities of the Municipality as set out in the IDP. Budgeted spending must contribute towards the achievement of the strategic objectives.

Unauthorised Expenditure – Generally, spending without, or in excess of, an Approved Budget.

Virement – A transfer of funds.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided. In Eden District this means the different GFS classification the budget is divided.

Legislative Framework

This report has been prepared in terms of the following enabling legislation:

The Municipal Finance Management Act – Act No. 56 of 2003

Section 71: Monthly budget statements

Local Government: Municipal Finance Management Act (56/2003): Municipal budget and reporting regulations

PART 1 – IN-YEAR REPORT

SECTION 1 – MAYORAL SPEECH

Honourable Speaker, leaders of the Opposition, honourable members of the Eden District Council on both sides of the house, The Municipal Manager and his Executive Management Team, the Members of the Media, interest groups and the citizens of the Eden District Municipality. I would like to express a hearty warm welcome to you all and express my warm wishes to you and your families for 2017. We trust that 2017 will be a great year for us all and especially for the Council and the citizens of the region.

I trust that the festive season was a pleasant time spent with loved ones and family; as we start the New Year all of us have come back and none have fallen victim to the carnage of the many senseless road deaths on our national roads. It is a warm feeling to be able to see the many faces around me and to know that we can continue to walk together this path.

I would also like to take time to congratulate the matriculants, the class of 2016 for having done extremely well in their Matric exams, and we trust that the doors of Higher Learning will be opened to allow them to shape their destiny. Those that have not done well, we wish to encourage them to take on the year with more vigour and excitement; they must know that they still have an opportunity to learn and improve their lives and those of their communities.

Although this is a new year, 2017, and feels like a new beginning, in terms of our fiscal year we are half way through the 2016/17 financial year already; therefore, like any House that has intentions to prosper we need to do some introspections on the 6 months gone to ensure that we can rectify the errors of the past and improve on the success we have achieved thus far.

The municipality is in the process of addressing the findings of the Auditor General and regular reporting to council and the governing bodies will ensure that council is informed of the progress to solve these issues and improve the operational aspects of council.

Various other revenue and expenditure adjustments were required to ensure optimal use of the municipal resources and the execution of the mandate of council to enhance operational activities and an adjustment budget will be tabled today before council for approval.

This process is part of the overall Turnaround Strategy (TAS) that will seek to put council in a position to be able to realise the objectives of the Integrated Development Plan (IDP).

Revenue by source

The total revenue budget for 2016/17 year totals R182,908,098. Performance for the mid-year ending 31 December 2016 totals R115,658,508. This represents a total of 63.2% of the revenue budgeted. The majority of revenue is from the Equitable Share allocation received to date of R91,548,000. Operating revenue totals R38,760,036 for the month ending 31 December 2016.

RSC Replacement grant received to the amount of R32,343,000 in December, was reduced with the following amounts: (Applications for rollover grants not approved and deducted from EQS)

Rural Roads Assets Management Systems (RAMS)	R2,276,721
Disaster Recovery Grant	R7,367,185
Electricity Demand Side Management Grant (EDM)	R5,367,955

The fact that the applications for rollover grants were not approved added to the necessity to perform an adjustment budget for 2016/17.

Interest on external investments received was R6,034,849 against a budget of R7,973,000 by the end of December 2016. Excess funds not needed immediately for daily operations were invested and resulted in the increase in income. Due to 75.7% of the budget received, it was proposed that the budget for interest on external investments increase by R2,800,000.

Operating expenditure

Operational performance in terms of spending totals R75 083 686 of the mid-year ending 31 December 2016 against the budgeted amount of R177 474 994. This represents a 42.3% spending based on the budgeted amounts. The majority of these expenditure totals include Employee and Councillor related cost of R56,245,174, Contracted Services of R6,425,095 and General Expenses of R9,059,659.

Capital Budget performance

Council approved a capital budget of R5 415 495 during the May budget process. Spending levels of the existing capital budget totals R652 200 which represents 12%. Various adjustments to the capital budget were requested during the January 2017 adjustment budget process to ensure that more service delivery projects can be implemented. Main reason for underspending is due to upgrading of building/ council chambers to the amount of R2.45m which will only commence in the second half of the year.

SDBIP:

Highlights

The Top Level SDBIP was approved by the Mayor within the legislative required timeframe, thus being the 20th of June 2016. The Departmental SDBIP was approved by the Municipal Manager also within legislative required timeframe, thus being 30th June 2016.

Adhering to all legislative requirements as stipulated below:

- Approval of the Top Level SDBIP
- Publication of the Top Level - website

- Approval of the Departmental SDBIP
- All sec 56/57 contracts entered into and signed within the required timeframes
- Submission of the Section 72 and the adjusted Top Level SDBIP
- Started with the basis for the compilation of System Descriptions for the SDBIP
- Phase 1 (Task grade 15 – 9) has been implemented
- Phase 2 (Task grade 14 – 8) will be implemented next

Challenges

- Individual performance management not yet implemented due to the following:
 - Budget constraints
 - Shortage of delegated employees within the PMS Unit to enforce the process results in appointing a service provider.

I wish you a great 2017 and trust that the second half of the Fiscal year will be nothing short of success.

I would therefore like to recommend to council the following:

It is recommended that:

- i. Council takes note of the mid-year budget and performance report in terms of Section 72 of the Municipal Finance Management Act;
- ii. Council takes note of the SDBIP performance report for the six months ending 31 December 2016.
- iii. Council takes note that an adjustment budget will be tabled for consideration.

SECTION 2 – RESOLUTIONS

SECTION 72 – MID YEAR BUDGET & PERFORMANCE ASSESSMENT REPORT

These are the resolutions being presented to Council in the mid-year report on the implementation of the budget and the financial state of affairs of the municipality as required in terms of section 72 of the Municipal Finance Management Act, Act 56 of 2003.

RECOMMENDATION:

It is recommended that:

- i. Council takes note of the mid-year budget and performance report in terms of Section 72 of the Municipal Finance Management Act;
- ii. Council takes note of the SDBIP performance report for the six months ending 31 December 2016.
- iii. Council takes note that an adjustment budget will be tabled for consideration.

SECTION 3 – EXECUTIVE SUMMARY

3.1 Introduction

These figures are presented in terms of section 72 of the MFMA. The information is presented for the mid-year ending 31 December 2016.

3.2 Consolidated Performance

3.2.1 Against Annual Budget (original)

Revenue by source

The total revenue received for the 6-month period to December 2016 amounts to **R115,658,508**, in comparison to a budgeted figure of **R182,908,098** (excluding Roads budget) representing **63.2%** of annual revenue.

Operating Expenditure by type

Operating expenditure for the 6-month period ending December 2016 amounts to **R75,083,686**, which is reported against a budget of **R177 474 994** (excluding Roads budget), representing **42.3%** of annual expenditure. Spending will increase as the year progresses.

Capital Expenditure

The capital expenditure budgeted for the financial year amounts to **R5,415,495**. The year-to-date expenditure in respect of the capital programme amounts to **R 652,200**, representing **12%** of total budget.

See attached capital expenditure progress report on page 16.

3.3 Material variances from SDBIP (Service Delivery and Budget Implementation Plan)

Variances and deficiencies will be explained in terms of the SDBIP and will be reported on by the Performance Management Unit, situated in the Office of the Municipal Manager. The Service Delivery and Budget Implementation Plan (SDBIP) performance of the municipality is attached as Part 3 to this report. This report reflects the municipal performance on the non-financial information for the period 1 July 2016 to 31 December 2016.

3.5 Annual Report

The Annual Report 2015/2016 is finalised and will be tabled at the council meeting on 30 January 2017.

3.6 Long-term financial sustainability

The long term financial plan was approved and finalised by council. Part of the long term financial sustainability plan, was the revising of the organogram to align the personnel to their specific functions. The Excellent Enhancement Initiative Task Team (*EEITT*) is a project run by the Office of the Municipal Manager in collaboration with a tertiary institution and the aim is to improve the service delivery potential of the municipality. This project will also contribute to the enhancement and improvement of the long-term financial sustainability of the municipality.

Various policies as required by the Municipal Budget and Reporting Regulations will be reviewed and amended and this should enhance long term financial sustainability when implemented. However the grant dependency and no/limited own revenue sources will remain a challenge until this has been resolved by National Treasury.

3.7 Remedial or corrective steps

Remedial actions and corrections will be instituted and changes recommend by the Performance Management Unit.

This will be dealt with during the adjustment budget process in January 2017. Detailed explanations of the remedial or corrective steps will be provided as part of the budget report to Council.

A report will be tabled with the adjustments required to the Service Delivery and Budget Implementation Plan (SDBIP). As explained above, the adjustments to the Operational Revenue and Expenditure budgets will be dealt with in the budget report.

3.8 Conclusion

Detailed analysis of the municipal performance for the year to date ending 31 December 2016 will be presented under the different sections of the report.

The municipality implemented various cost saving measures and other activities to ensure that the municipal budget is implemented according to the mandate of Council.

Section 4 – In-year budget statement tables

4.1 Monthly budget statements

4.1.1 Table C1: S71 Monthly Budget Statement Summary

DC4 Eden - Table C1 Monthly Budget Statement Summary - M06 December

Description	2015/16	Budget Year 2016/17							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	-	-	-	-	-	-	-	-	-
Service charges	-	-	-	-	-	-	-	-	-
Investment revenue	6,621	7,974	-	1,735	6,035	3,987	2,048	51%	7,974
Transfers recognised - operational	186,119	146,708	-	33,407	95,862	73,354	22,508	31%	146,708
Other own revenue	183,046	160,226	-	3,618	13,762	80,113	(66,351)	-83%	160,226
Total Revenue (excluding capital transfers and contributions)	375,786	314,908	-	38,760	115,659	157,454	(41,795)	-27%	314,908
Employee costs	105,788	105,720	-	8,242	52,679	52,860	(181)	-0%	105,720
Remuneration of Councillors	8,296	8,448	-	649	3,567	4,224	(657)	-16%	8,448
Depreciation & asset impairment	3,800	4,087	-	244	1,227	2,044	(816)	-40%	4,087
Finance charges	69	-	-	-	-	-	-	-	-
Materials and bulk purchases	-	-	-	-	-	-	-	-	-
Transfers and grants	-	-	-	-	-	-	-	-	-
Other expenditure	249,931	191,220	-	3,826	17,611	95,610	(77,999)	-82%	191,220
Total Expenditure	367,884	309,475	-	12,961	75,084	154,738	(79,654)	-51%	309,475
Surplus/(Deficit)	7,902	5,433	-	25,799	40,575	2,717	37,858	1394%	5,433
Transfers recognised - capital	-	-	-	-	-	-	-	-	-
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	7,902	5,433	-	25,799	40,575	2,717	37,858	1394%	5,433
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	7,902	5,433	-	25,799	40,575	2,717	37,858	1394%	5,433
Capital expenditure & funds sources									
Capital expenditure	2,291	5,415	-	4	652	2,708	(2,055)	-76%	5,415
Capital transfers recognised	-	-	-	-	-	-	-	-	-
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	-	-	-	-	-	-	-	-
Internally generated funds	2,291	5,415	-	4	652	2,708	(2,055)	-76%	5,415
Total sources of capital funds	2,291	5,415	-	4	652	2,708	(2,055)	-76%	5,415
Financial position									
Total current assets	175,537	175,537	-	-	189,053	-	-	-	175,537
Total non current assets	285,987	285,987	-	-	227,173	-	-	-	285,987
Total current liabilities	38,215	38,215	-	-	37,653	-	-	-	38,215
Total non current liabilities	133,206	133,206	-	-	81,841	-	-	-	133,206
Community wealth/Equity	290,103	290,103	-	-	296,732	-	-	-	290,103
Cash flows									
Net cash from (used) operating	7,674	5,433	-	25,799	40,575	2,717	(37,858)	-1394%	5,433
Net cash from (used) investing	(1,765)	(5,415)	-	(45,962)	(46,610)	(2,708)	43,903	-1622%	(5,415)
Net cash from (used) financing	(664)	-	-	-	-	-	-	-	-
Cash/cash equivalents at the month/year end	148,539	148,557	-	-	11,401	148,548	137,147	92%	17,455
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	231	89	80	-	-	-	-	14,060	14,459
Creditors Age Analysis									
Total Creditors	3,280	-	-	-	-	-	-	-	3,280

4.1.2 Table C2: Monthly Budget Statement - Financial Performance (standard classification)

DC4 Eden - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M06 December

Description	Ref	2015/16	Budget Year 2016/17							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Revenue - Standard										
<i>Governance and administration</i>		224,683	176,268	-	36,635	111,448	88,134	23,314	26%	176,268
Executive and council		224,683	175,765	-	36,577	111,246	87,883	23,364	27%	175,765
Budget and treasury office		-	-	-	-	(17)	-	(17)	#DIV/0!	-
Corporate services		-	503	-	58	219	252	(32)	-13%	503
<i>Community and public safety</i>		6,251	6,485	-	2,125	4,120	3,243	877	27%	6,485
Community and social services		-	-	-	-	-	-	-	-	-
Sport and recreation		6,065	6,288	-	2,107	3,995	3,144	851	27%	6,288
Public safety		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Health		186	197	-	17	125	99	26	27%	197
<i>Economic and environmental services</i>		143,435	132,155	-	-	90	66,078	(65,987)	-100%	132,155
Planning and development		-	-	-	-	-	-	-	-	-
Road transport		143,180	132,000	-	-	-	66,000	(66,000)	-100%	132,000
Environmental protection		255	155	-	-	90	78	13	16%	155
<i>Trading services</i>		1,417	-	-	-	-	-	-	-	-
Electricity		-	-	-	-	-	-	-	-	-
Water		-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		1,417	-	-	-	-	-	-	-	-
<i>Other</i>	4	-	-	-	-	-	-	-	-	-
Total Revenue - Standard	2	375,786	314,908	-	38,760	115,659	157,454	(41,795)	-27%	314,908
Expenditure - Standard										
<i>Governance and administration</i>		95,399	93,648	-	6,327	37,151	46,824	(9,673)	-21%	93,648
Executive and council		42,631	38,229	-	2,893	14,216	19,115	(4,898)	-26%	38,229
Budget and treasury office		22,226	22,124	-	1,463	9,589	11,062	(1,473)	-13%	22,124
Corporate services		30,542	33,295	-	1,970	13,346	16,648	(3,302)	-20%	33,295
<i>Community and public safety</i>		86,809	66,080	-	4,767	30,414	33,040	(2,626)	-8%	66,080
Community and social services		-	-	-	-	-	-	-	-	-
Sport and recreation		10,616	12,731	-	888	4,806	6,366	(1,559)	-24%	12,731
Public safety		45,889	25,501	-	1,706	12,390	12,751	(361)	-3%	25,501
Housing		-	-	-	-	-	-	-	-	-
Health		30,304	27,848	-	2,173	13,218	13,924	(706)	-5%	27,848
<i>Economic and environmental services</i>		161,620	147,012	-	1,744	6,313	73,506	(67,193)	-91%	147,012
Planning and development		11,559	10,787	-	1,295	5,002	5,394	(391)	-7%	10,787
Road transport		147,263	134,364	-	319	522	67,182	(66,660)	-99%	134,364
Environmental protection		2,798	1,861	-	129	789	931	(142)	-15%	1,861
<i>Trading services</i>		24,056	2,734	-	124	1,206	1,367	(161)	-12%	2,734
Electricity		-	-	-	-	-	-	-	-	-
Water		20,812	850	-	-	368	425	(57)	-13%	850
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		3,244	1,884	-	124	837	942	(105)	-11%	1,884
<i>Other</i>		-	-	-	-	-	-	-	-	-
Total Expenditure - Standard	3	367,884	309,474	-	12,961	75,084	154,737	(79,653)	-51%	309,474
Surplus/ (Deficit) for the year		7,902	5,434	-	25,799	40,575	2,717	37,858	1393%	5,434

This table reflects the operating budget (Financial Performance) in the standard classifications format which is the Government Finance Statistics Functions and Sub-function.

These are used by National Treasury to assist in the compilation of national and international accounts for comparison purposes, regardless of the unique organisational structures being used by the different institutions.

The main functions are Governance and Administration, Community and Public Safety, Economic and Environmental Services and Trading services.

It is for this reason that Financial Performance is reported in standard classification, Table C2, and by municipal vote, Table C3.

Operating Revenue:

Table C2 reflects the financial performance per Standard Classification and shows that most of the municipal funds are received under the Executive and Council classification. This is because the municipality budgets most of its income under the Governance and administration function of the Government Financial Statistics (GFS) classification.

The municipality reported a 63.2% performance for Revenue for the 6 months ending 31 December 2016. This is mainly due to the Equitable share allocation that represents a total of 79.1% or R91 548 000 of the total income to date of R115 658 508.

The municipality as part of the National DORA (Division of Revenue Act 2015) also received the Financial Management grant of R1, 250,000, and Extended Public Works Project grant of R250,000 were received during August 2016. During November 2016 the second tranche for the Extended Public Works Project grant of R 450,000 were received. The Municipality received during September 2016 for the Rural Roads Asset Management Systems Grant an amount of R1,300,000 and R1,064,000 during December 2016.

Other revenue reflects a performance of 48.6% or R13.7m based on a budget of R28.2m.

Operating Expenditure

Own funded expenditure for the financial year totals R177 474 994. This totals excludes the Roads Agency function of R132 000 000 (only consolidated with the compilation of the financial statements at year end) approved during the May council budget. Performance based on these expenditure reflects a 42.3% or R75 083 687 for the period ending 31 December 2016. Non-cash items budgeted for are only accounted for at the end of the financial year. This includes the following:

- Provision for Bad Debts
- Actuarial Loss
- Contributions to provisions.

Adjustments to the budget will be tabled to council in order to improve performance and enhance service delivery.

More details in respect of operational expenditure are shown below.

4.1.3 Table C3: Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote)

DC4 Eden - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M06 December

Vote Description	Ref	Budget Year 2016/17								
		2015/16 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue by Vote										
Vote 1 - Executive and Council	1	224,683	175,765	-	36,577	111,246	87,883	23,364	26.6%	175,765
Vote 2 - Budget and Treasury Office		-	-	-	-	(17)	-	(17)	#DIV/0!	-
Vote 3 - Corporate Services		-	503	-	58	219	252	(32)	-12.8%	503
Vote 4 - Planning and Development		-	-	-	-	-	-	-	-	-
Vote 5 - Public Safety		-	-	-	-	-	-	-	-	-
Vote 6 - Health		186	197	-	17	125	99	26	26.5%	197
Vote 7 - Sport and Recreation		6,065	6,288	-	2,107	3,995	3,144	851	27.1%	6,288
Vote 8 - Waste Management		1,417	-	-	-	-	-	-	-	-
Vote 9 - Road Transport		-	-	-	-	-	-	-	-	-
Vote 10 - Water		-	-	-	-	-	-	-	-	-
Vote 11 - Environmental Protection		255	155	-	-	90	78	13	16.5%	155
Vote 12 - Roads Agency Function		143,180	132,000	-	-	-	66,000	(66,000)	-100.0%	132,000
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	375,786	314,908	-	38,760	115,659	157,454	(41,795)	-26.5%	314,908
Expenditure by Vote										
Vote 1 - Executive and Council	1	42,631	38,229	-	2,893	14,216	19,115	(4,898)	-25.6%	38,229
Vote 2 - Budget and Treasury Office		22,226	22,123	-	1,463	9,589	11,062	(1,472)	-13.3%	22,123
Vote 3 - Corporate Services		30,542	33,295	-	1,970	13,346	16,648	(3,302)	-19.8%	33,295
Vote 4 - Planning and Development		11,559	10,788	-	1,295	5,002	5,394	(392)	-7.3%	10,788
Vote 5 - Public Safety		45,889	25,501	-	1,706	12,390	12,751	(361)	-2.8%	25,501
Vote 6 - Health		31,304	27,848	-	2,173	13,218	13,924	(706)	-5.1%	27,848
Vote 7 - Sport and Recreation		21,117	12,732	-	888	4,806	6,366	(1,560)	-24.5%	12,732
Vote 8 - Waste Management		3,244	1,884	-	124	837	942	(105)	-11.1%	1,884
Vote 9 - Road Transport		4,083	2,364	-	319	522	1,182	(660)	-55.9%	2,364
Vote 10 - Water		20,812	850	-	-	368	425	(57)	-13.3%	850
Vote 11 - Environmental Protection		2,797	1,861	-	129	789	931	(142)	-15.2%	1,861
Vote 12 - Roads Agency Function		143,180	132,000	-	-	-	66,000	(66,000)	-100.0%	132,000
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	379,384	309,475	-	12,961	75,084	154,738	(79,654)	-51.5%	309,475
Surplus/ (Deficit) for the year	2	(3,598)	5,433	-	25,799	40,575	2,717	37,858	1393.6%	5,433

Revenue and expenditure reflects the operating performance per municipal vote. This is in accordance with the Government Financial Statistics (GFS) classification of the National Treasury.

Most of the municipal income is budgeted under the Executive and Council functions. Sport and Recreation (Resorts) is the other main municipal function where income budgeting is recorded.

Expenditure per municipal vote is distributed to ensure that the municipal expenditure reflects the functions where expenditure is allocated. This is done to ensure implementation of the Integrated Development Plan (IDP) and for Annual Reporting.

The consolidation of the Roads Agency function into the budget of Eden DM reflects under the Roads Transport municipal function.

No reporting on the operations in terms of the Roads Agency function is included in the report, as this is only consolidated at year end with the compilation of the financial statements.

4.1.4 Table C4: Monthly Budget Statement - Financial Performance (revenue and expenditure)

DC4 Eden - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M06 December

Description	Ref	2015/16	Budget Year 2016/17							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue By Source										
Property rates								-		
Property rates - penalties & collection charges								-		
Service charges - electricity revenue								-		
Service charges - water revenue								-		
Service charges - sanitation revenue								-		
Service charges - refuse revenue								-		
Service charges - other								-		
Rental of facilities and equipment		1,345	1,424		104	837	712	125	18%	1,424
Interest earned - external investments		6,621	7,974		1,735	6,035	3,987	2,048	51%	7,974
Interest earned - outstanding debtors		754	799		105	625	400	225	56%	799
Dividends received								-		
Fines								-		
Licences and permits								-		
Agency services		15,692	14,500		1,204	7,224	7,250	(26)	0%	14,500
Transfers recognised - operational		186,119	146,708		33,407	95,862	73,354	22,508	31%	146,708
Other revenue		165,255	143,503		2,204	5,075	71,752	(66,676)	-93%	143,503
Gains on disposal of PPE								-		
Total Revenue (excluding capital transfers and contributions)		375,786	314,908	-	38,760	115,659	157,454	(41,795)	-27%	314,908
Expenditure By Type										
Employee related costs		105,788	105,720		8,242	52,679	52,860	(181)	0%	105,720
Remuneration of councillors		8,296	8,448		649	3,567	4,224	(657)	-16%	8,448
Debt impairment		1,000	1,060		-	-	530	(530)	-100%	1,060
Depreciation & asset impairment		3,800	4,087		244	1,227	2,044	(816)	-40%	4,087
Finance charges		69	-					-		
Bulk purchases								-		
Other materials								-		
Contracted services		61,905	11,214		1,065	6,425	5,607	818	15%	11,214
Transfers and grants								-		
Other expenditure		187,026	178,946		2,761	11,186	89,473	(78,287)	-87%	178,946
Loss on disposal of PPE								-		
Total Expenditure		367,884	309,475	-	12,961	75,084	154,738	(79,654)	-51%	309,475
Surplus/(Deficit)		7,902	5,433	-	25,799	40,575	2,717	37,858	0	5,433
Transfers recognised - capital								-		
Contributions recognised - capital								-		
Contributed assets								-		
Surplus/(Deficit) after capital transfers & contributions		7,902	5,433	-	25,799	40,575	2,717			5,433
Taxation								-		
Surplus/(Deficit) after taxation		7,902	5,433	-	25,799	40,575	2,717			5,433
Attributable to minorities										
Surplus/(Deficit) attributable to municipality		7,902	5,433	-	25,799	40,575	2,717			5,433
Share of surplus/ (deficit) of associate										
Surplus/ (Deficit) for the year		7,902	5,433	-	25,799	40,575	2,717			5,433

Revenue by Source

Revenue by source explains the types of income budgeted for and the performance of these items individually.

Rental of facilities and equipment:

The income for rental of facilities and equipment for the first 6 months' amounts to R837 301 in comparison to a budgeted amount of R1 424 332 which gives a percentage earned of 58.8% for the mid-year ending 31 December 2016.

Interest earned – External Investments:

Interest earned for the 6 months' totals R6,034,849 with a budgeted amount of R7,973,700 give a percentage earned of 75.6% for the mid-year ending 31 December 2016.

We recommend that adjustments are needed to ensure that the interest income levels represent a more complete picture as per council approved policy and this will be addressed with the Adjustment Budget for 2016/17. Access funds are invested on short-term investments with the major banks to ensure that council optimise funds not required for operations.

Interest raised – Outstanding debtors

The interest raised on outstanding debtors amounts to R624 997 for the first 6 months with a budgeted amount of R799 484 which gives a percentage earned of 78.2% for the mid-year ending 31 December 2016. Awaiting outcome with regards to the councillors' debt for travel claims. Firefighting section is addressing the disputes received with regards to final letter of demand send for firefighting debtor accounts.

Agency services

The municipality performs an agency function on behalf of the Department of Transport – Roads department. Monthly agency fees are collected from the department - 12% Admin fee on the original allocation and 3% on the cost of additional reseal projects. Revenue in respect of the Agency Services for the period July 2016 till December 2016 amounts to R7 224 447. An additional R12m was approved to be distributed to Eden, administration fee will increase with the additional allocation and will be reflected in the adjustment budget.

Transfers recognised – operational

Transfers recognised consist of the funds allocated to the municipality in terms of the National and Provincial Division of Revenue Acts yearly. The municipality was allocated a total of

- Equitable Share RSC Replacements - R91,548,000
- Other grants R 4,314,000

Income levels received year to date totals R91,5m for equitable share and R4,3m for other grants.

Other revenue / Sundry income

Other revenue totals R5.0m for the period ending 31 December 2016. Various amendments and corrections were processed to this category to ensure achievement of the collection of the budgeted amounts.

Included in other revenue are the following:

- Agency Fees
- Fire fighting income
- Rental income / Sundry income.

Expenditure by Type

Expenditure by type reflects the operational budget per main type/category of expenditure.

Employee Related cost / Remuneration of councillors

See explanation under section 8 of the document.

Debt Impairment / Depreciation and asset impairment

These items account for non-cash budgeted items. The depreciation amounts to R1 227 099 for the first half of the financial year July 2016 till December 2016. At year end detailed review of useful lives are performed which effects the depreciation amount.

Finance charges

No spending on finance charges as no loans were taken up during the current financial year and it's envisioned that no new loans will be taken up in the future.

Contracted services

Year to date performance for contracted services totals R6 425 095 of a total budget of R11 214 624 which represents a total spending of 57.3% for the mid-year ending 31 December 2016. An increase in contracted services with regards to aerial support is expected for quarter 3 as January – March is high fire season months.

Transfers recognised – operational

The transfers recognised represents the allocations as promulgated in the National and Provincial Division of Revenues Act's respectively.

Financial Management Grant of R1, 250,000, EPWP Incentive Grant of R1 000,000, Rural Roads Asset Management Grant of R2,364,000. All the above conditional grants are to be reported on monthly and the expenditure for the mid-year ending 31 December 2016 is R1,346,967.

Other expenditure

Amendments to other expenditure are proposed in order to ensure the budget is responsive and the implementation will be achieved by 30 June 2017. This detail will be presented in the budget report that will be tabled 30 January 2017 to council. Performance for the six months ending 31 December 2016 reflects a spending of R89.473m of a total budget of R178.946m.

4.1.5 Table C5: Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding)

DC4 Eden - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M06 December

Vote Description	Ref	2015/16	Budget Year 2016/17							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - Executive and Council		7	1,690	-	-	-	845	(845)	-100%	1,690
Vote 2 - Budget and Treasury Office		140	-	-	-	15	-	15	#DIV/0!	-
Vote 3 - Corporate Services		1,126	405	-	2	20	203	(182)	-90%	405
Vote 4 - Planning and Development		-	-	-	-	-	-	-	-	-
Vote 5 - Public Safety		775	970	-	-	14	485	(471)	-97%	970
Vote 6 - Health		11	-	-	2	22	-	22	#DIV/0!	-
Vote 7 - Sport and Recreation		217	1,870	-	-	178	935	(757)	-81%	1,870
Vote 8 - Waste Management		-	-	-	-	-	-	-	-	-
Vote 9 - Road Transport		-	-	-	-	-	-	-	-	-
Vote 10 - Water		-	-	-	-	-	-	-	-	-
Vote 11 - Environmental Protection		15	480	-	-	404	240	164	68%	480
Vote 12 - Roads Agency Function		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Capital Multi-year expenditure	4,7	2,291	5,415	-	4	652	2,708	(2,055)	-76%	5,415
Single Year expenditure appropriation	2									
Vote 1 - Executive and Council		-	-	-	-	-	-	-	-	-
Vote 2 - Budget and Treasury Office		-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		-	-	-	-	-	-	-	-	-
Vote 4 - Planning and Development		-	-	-	-	-	-	-	-	-
Vote 5 - Public Safety		-	-	-	-	-	-	-	-	-
Vote 6 - Health		-	-	-	-	-	-	-	-	-
Vote 7 - Sport and Recreation		-	-	-	-	-	-	-	-	-
Vote 8 - Waste Management		-	-	-	-	-	-	-	-	-
Vote 9 - Road Transport		-	-	-	-	-	-	-	-	-
Vote 10 - Water		-	-	-	-	-	-	-	-	-
Vote 11 - Environmental Protection		-	-	-	-	-	-	-	-	-
Vote 12 - Roads Agency Function		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Capital single-year expenditure	4	-	-	-	-	-	-	-	-	-
Total Capital Expenditure		2,291	5,415	-	4	652	2,708	(2,055)	-76%	5,415

Variances explained in Supporting Table C5

The municipality records a capital spending of 12% of a budget of **R5,415,494**. Capital spending totals **R652,200**.

The capital budget of R5,415,494 consists mainly of the Swartvlei Septic Tank Project of R120,000, Pool Vehicle of R155,000, Fire Fighting - Various Equipment R200,000, IT Equipment R250,000, Finger Scanner R50,000, Smoke Detector R40,000, Steel Cabinets R25,000, and Steel Shelves R40,000, Radio Transmitter R400,000, MIA (Major Incident Alert) SMS System R215,000, Aeroquille Mobile Analyzer R430,000, Weather Station R50,000, Council Chambers R700,000, Upgrading of Buildings / Resorts R1,750,000, Upgrading of Security System (HO) R180,000, Other Capital Items R810,494,71.

Provincial treasury required the municipality to provide more information in terms of the commitments of capital items on the budget. Below table explains the detailed capital budget of council with all approved virements processed against the capital budget. This table should provide more accurate information as to “what” the capital budget is spend on and ensure adherence to the request. This should also assist council in analysing the capital budget spending.

4.1.6 Table C6: Monthly Budget Statement - Financial Position

DC4 Eden - Table C6 Monthly Budget Statement - Financial Position - M06 December

Description	Ref	2015/16	Budget Year 2016/17			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands	1					
ASSETS						
Current assets						
Cash		148,539	148,539		181,300	148,539
Call investment deposits						-
Consumer debtors		14,946	14,946		3,309	14,946
Other debtors		5,016	5,016		495	5,016
Current portion of long-term receivables		2,757	2,757			2,757
Inventory		4,279	4,279		3,949	4,279
Total current assets		175,537	175,537	-	189,053	175,537
Non current assets						
Long-term receivables		57,679	57,679			57,679
Investments		26	26		26	26
Investment property		85,712	85,712		85,598	85,712
Investments in Associate						
Property, plant and equipment		140,469	140,469		139,859	140,469
Agricultural						
Biological assets						
Intangible assets		2,101	2,101		1,690	2,101
Other non-current assets						
Total non current assets		285,987	285,987	-	227,173	285,987
TOTAL ASSETS		461,524	461,524	-	416,226	461,524
LIABILITIES						
Current liabilities						
Bank overdraft						
Borrowing						
Consumer deposits						
Trade and other payables		35,502	35,502		31,224	35,502
Provisions		2,713	2,713		6,429	2,713
Total current liabilities		38,215	38,215	-	37,653	38,215
Non current liabilities						
Borrowing						
Provisions		133,206	133,206		81,841	133,206
Total non current liabilities		133,206	133,206	-	81,841	133,206
TOTAL LIABILITIES		171,421	171,421	-	119,494	171,421
NET ASSETS	2	290,103	290,103	-	296,732	290,103
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		264,933	264,933		272,056	264,933
Reserves		25,170	25,170		24,676	25,170
TOTAL COMMUNITY WEALTH/EQUITY	2	290,103	290,103	-	296,732	290,103

Table C6 reflects the effect of the combination of the capital and operating implementation of the budget on council's Financial Position.

This table excludes the actual figures for Roads department.

4.1.7 Table C7: Monthly Budget Statement - Cash Flow

DC4 Eden - Table C7 Monthly Budget Statement - Cash Flow - M06 December

Description	Ref	Budget Year 2016/17								
		2015/16 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates, penalties & collection charges							-			
Service charges							-			
Other revenue		182,933	159,427		3,618	13,762	79,714	(65,951)	-83%	159,427
Government - operating		186,119	146,708		33,407	95,862	73,354	22,508	31%	146,708
Government - capital								-		
Interest		6,621	8,773		1,735	6,035	4,387	1,648	38%	8,773
Dividends			-					-		
Payments										
Suppliers and employees		(320,713)	(309,475)		(12,961)	(75,084)	(154,738)	(79,654)	51%	(309,475)
Finance charges		(69)						-		-
Transfers and Grants		(47,217)						-		-
NET CASH FROM/(USED) OPERATING ACTIVITIES		7,674	5,433	-	25,799	40,575	2,717	(37,858)	-1394%	5,433
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE								-		
Decrease (Increase) in non-current debtors								-		
Decrease (increase) other non-current receivables								-		
Decrease (increase) in non-current investments		26			(45,958)	(45,958)		(45,958)	#DIV/0!	
Payments										
Capital assets		(1,791)	(5,415)		(4)	(652)	(2,708)	(2,055)	76%	(5,415)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(1,765)	(5,415)	-	(45,962)	(46,610)	(2,708)	43,903	-1622%	(5,415)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans								-		
Borrowing long term/refinancing								-		
Increase (decrease) in consumer deposits								-		
Payments										
Repayment of borrowing		(664)						-		
NET CASH FROM/(USED) FINANCING ACTIVITIES		(664)	-	-	-	-	-	-		-
NET INCREASE/ (DECREASE) IN CASH HELD		5,245	18	-	(20,163)	(6,035)	9			18
Cash/cash equivalents at beginning:		143,294	148,539			17,437	148,539			17,437
Cash/cash equivalents at month/year end:		148,539	148,557			11,401	148,548			17,455

Municipal cash flow position totalled R11.401m for the period ending 31 December 2016. Finance is continuously improving the cash flow reporting to ensure more detailed and accurate figures are presented. The cash flow balance represents the actual bank balance at 31 December 2016 as well as all investments.

More information regarding this is reported under section 7 below.

REPORTING MONTH: 31 DECEMBER 2016**Commitments against Cash & Cash Equivalents**

ITEM	Previous Month R'000	Current Month R'000
Cash & Cash Equivalents	157,555,036.00	181,299,565.00
LESS:	90,996,008.02	111,617,250.82
Unspent Conditional Grants	19,581,675.40	5,198,458.14
Provision for staff leave	6,824,625.28	6,782,158.00
Provision for staff shift allowance	1,082,500.00	1,082,500.00
Post Retirement Benefits	33,928,872.00	33,928,872.00
Current Portion: Alien Vegetation	6,179,203.00	5,399,178.00
Performance Bonus	515,015.00	515,015.00
Grant received in advance	-	35,516,145.75
Trade Payables	5,566,815.00	3,281,543.00
Unspent Capital budget 6 month	1,608,598.64	2,055,546.92
Unspent Operational budget 6 months	11,278,535.31	13,427,665.61
Electricity Demand Side Management - own funded	4,430,168.40	4,430,168.40
Sub total	66,559,027.98	69,682,314.19
PLUS:	1,597,042.94	1,672,226.03
VAT Receivable	-	-
Receivable Exchange	1,597,042.94	1,672,226.03
	68,156,070.92	71,354,540.21
LESS OTHER MATTERS:		
Capital Replacement Reserve	28,762,416.48	28,762,416.48
Sub Total	39,393,654.44	42,592,123.73
LESS: CONTIGENT LIABILITIES	20,782,569.00	20,128,360.20
Theunis Barnard	38,231.00	38,231.00
F du Toit (Vicbay Theft)	376,750.00	376,750.00
Claim from Lefatshe Computer Systems	9,329,213.00	9,329,213.00
Hoogbaard	600,000.00	600,000.00
I Gerber	21,840.00	21,840.00
Claim from Department of Public Works (Correctional Services Uniondale)	8,323,662.00	8,323,662.00
Keyser, Doordrift Farm	839,201.00	839,201.00
K Langeveld	374,672.00	400,000.00
V Gouws/Mc Master/Taylor	879,000.00	199,463.20
Surplus / (Deficit)	18,611,085.44	22,463,763.53

PART 2 – SUPPORTING DOCUMENTATION

Section 5 – Debtors' analysis

Supporting Table SC3

DC4 Eden - Supporting Table SC3 Monthly Budget Statement - aged debtors - M06 December

Description	NT Code	Budget Year 2016/17								Total	Total over 90 days	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy	
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr					
R thousands														
Debtors Age Analysis By Income Source														
Trade and Other Receivables from Exchange Transactions - Water	1200										-	-		
Trade and Other Receivables from Exchange Transactions - Electricity	1300										-	-		
Receivables from Non-ex change Transactions - Property Rates	1400										-	-		
Receivables from Exchange Transactions - Waste Water Management	1500										-	-		
Receivables from Exchange Transactions - Waste Management	1600										-	-		
Receivables from Exchange Transactions - Property Rental Debtors	1700	107	69	67					1,801	2,043	1,801			
Interest on Arrear Debtor Accounts	1810										-	-		
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820										-	-		
Other	1900	124	20	13					12,259	12,416	12,259			
Total By Income Source	2000	231	89	80	-	-	-	-	14,060	14,459	14,060	-	-	
2015/16 - totals only														
Debtors Age Analysis By Customer Group														
Organs of State	2200										-	-		
Commercial	2300										-	-		
Households	2400	132	63	58					4,143	4,396	4,143			
Other	2500	99	26	22					9,917	10,063	9,917			
Total By Customer Group	2600	231	89	80	-	-	-	-	14,060	14,459	14,060	-	-	

Outstanding debtor balance at the end of 31 December 2016 totals R14.0m. This total mostly represents outstanding accounts for longer than 365 days. The majority of these debtors outstanding longer than 365 days are with regards to councillors' debt for travel claims. Awaiting the outcome regarding the legal interpretation of what is considered to be the place of work, Eden Headquarters or the respective B-municipal area. Different legal opinions have been obtained and this matter was referred to the MEC.

Section 6 – Creditors' analysis

Supporting Table C4

DC4 Eden - Supporting Table SC4 Monthly Budget Statement - aged creditors - M06 December

Description	NT Code	Budget Year 2016/17									Prior year totals for chart (same period)	
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total		
R thousands												
Creditors Age Analysis By Customer Type												
Bulk Electricity	0100											-
Bulk Water	0200											-
PAYE deductions	0300	1,248										1,248
VAT (output less input)	0400											-
Pensions / Retirement deductions	0500	1,267										1,267
Loan repayments	0600											-
Trade Creditors	0700											-
Auditor General	0800	765										765
Other	0900											-
Total By Customer Type	1000	3,280	-	-	-	-	-	-	-	-	3,280	-

The creditors system needs attention to ensure that more accurate reporting can be done in respect of outstanding overdue accounts. All systems changes have been placed on hold until council has taken a decision with regards to the MSCOA financial system. Any expenditure incurred on system changes and that system is not MSCOA compliant is regarded as fruitless and wasteful expenditure.

Section 7 – Investment portfolio analysis

7.1 Investment monitoring information

	01 Dec 2016	Movements for the month		Balance as at 31 Dec 2016	Interest earned	
		matured	made		Month	Year to date
Eden district municipality						
<i>Interest Received YTD</i>				-		
<i>Standard Bank</i>	40,000,000.00	-40,000,000.00	-50,000,000.00	50,000,000.00	511,397.26	1,345,479.45
<i>FNB</i>	-		-	-	-	283,587.25
<i>ABSA</i>	40,000,000.00	-40,000,000.00	-	-	506,049.32	1,321,338.09
<i>Nedbank</i>	40,000,000.00	-40,000,000.00	-50,000,000.00	50,000,000.00	519,753.42	1,357,862.73
<i>Investec Bank</i>			-50,000,000.00	50,000,000.00	-	-
<i>Standard Bank - Bank Guarantee investment</i>	137,308.56			138,054.92	746.36	4,371.43
BANK DEPOSITS	120,137,308.56	-120,000,000.00	-150,000,000.00	150,138,054.92	1,537,946.36	4,312,638.95

Total invested funds at the end of 31 December 2016 totals R150 000 000 as reflected above. The municipality also approved the Investment of the bank guarantee funds into a separate bank account as requested by the third party.

Municipal practice is to invest only with the 5 major banks in South Africa and no more than 33.3% of funds are invested at any institution as per approved Cash Management and Investment Policy by council.

Section 8 – Allocation and grant receipts and expenditure

8.1 Supporting Table C6

DC4 Eden - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M06 December

Description	Ref	2015/16	Budget Year 2016/17							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		182,936	144,344	-	32,343	93,498	72,172	20,501	28.4%	144,344
Local Government Equitable Share		138,902	142,094		32,343	91,548	71,047	20,501	28.9%	142,094
Finance Management		1,250	1,250			1,250	625			1,250
Municipal Systems Improvement		930	-							-
EPWP Incentive		1,005	1,000			700	500			1,000
	3	20,849	-							-
		20,000	-							-
Other transfers and grants [insert description]										
Provincial Government:		3,183	2,364	-	1,064	2,364	1,182	1,182	100.0%	2,364
Integrated Transport Planning		900	-			-	-			-
Rural Roads Asset Management Grant	4	2,283	2,364		1,064	2,364	1,182	1,182	100.0%	2,364
Other transfers and grants [insert description]										
District Municipality:		-	-	-	-	-	-	-		-
[insert description]										
Other grant providers:		-	-	-	-	-	-	-		-
[insert description]										
Total Operating Transfers and Grants	5	186,119	146,708	-	33,407	95,862	73,354	21,683	29.6%	146,708

Performance reporting on grants will be enhanced to ensure compliance with the Division of Revenue Act.

All other unspent balances were addressed during the roll-over application process of National Treasury and Provincial Treasury.

The report reflects the allocation of grant received as legislated in the yearly Division of Revenue Act.

Currently the municipality received funds in terms of the following grants:

- RSC Replacement of levy EQS
- Finance Management grant (FMG)
- Expanded Public Works Programme (EPWP)
- Rural Roads Assets Management System (RAMS)

- 8.2 Supporting Table C7

DC4 Eden - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M06 December

Description	Ref	2015/16	Budget Year 2016/17							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		182,936	144,344	-	116	825	72,172	(71,347)	-98.9%	144,344
Local Government Equitable Share		138,902	142,094				71,047	(71,047)	-100.0%	142,094
Finance Management		1,250	1,250		44	347	625	(278)	-44.4%	1,250
Municipal Systems Improvement		930	-				-	-		-
EPWP Incentive		1,005	1,000		72	478	500	(22)	-4.4%	1,000
		20,849	-				-	-		-
		20,000	-				-	-		-
Other transfers and grants [insert description]							-	-		-
Provincial Government:		3,183	2,364	-	319	522	1,182	(660)	-55.9%	2,364
Integrated Transport Planning		900	-				-	-		-
Rural Roads Asset Management Grant		2,283	2,364		319	522	1,182	(660)	-55.9%	2,364
Other transfers and grants [insert description]							-	-		-
District Municipality:		-	-	-	-	-	-	-		-
[insert description]							-	-		-
Other grant providers:		-	-	-	-	-	-	-		-
[insert description]							-	-		-
Total operating expenditure of Transfers and Grants:		186,119	146,708	-	435	1,347	73,354	(72,007)	-98.2%	146,708

This report reflects the operational expenditure on these grants. The municipality also reports on these grants individually to National and Provincial Treasury.

Finance is in the process of enhancing the Division of Revenue Act (DORA) reporting with the compilation of a comprehensive report to strengthen the oversight role of council.

Section 9 – Expenditure on councillor and board members allowances and employee benefits

Supporting Table C8

DC4 Eden - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M06 December

Summary of Employee and Councillor remuneration	Ref	2015/16	Budget Year 2016/17							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands		A	B	C						D
Councillors (Political Office Bearers plus Other)										
Basic Salaries and Wages		5,901	5,950		533	2,927	2,479	448	18%	5,950
Pension and UIF Contributions		146	171		10	47	71	(24)	-34%	171
Medical Aid Contributions		214	273		5	44	114	(70)	-62%	273
Motor Vehicle Allowance		1,667	1,240		76	404	517	(112)	-22%	1,240
Cellphone Allowance		368	315		24	144	131	13	10%	315
Housing Allowances										
Other benefits and allowances			500				208	(208)	-100%	500
Sub Total - Councillors		8,296	8,449	-	649	3,567	3,520	46	1%	8,449
% increase	4		1.8%							1.8%
Senior Managers of the Municipality										
Basic Salaries and Wages		3,554	3,716		307	1,881	1,548	333	21%	3,716
Pension and UIF Contributions		652	687		48	338	286	52	18%	687
Medical Aid Contributions		57	63		8	49	26	23	88%	63
Overtime										
Performance Bonus		546	554		7	0	231	(230)	-100%	554
Motor Vehicle Allowance		572	507		43	257	211	46	22%	507
Cellphone Allowance		33	33		2	12	14	(2)	-15%	33
Housing Allowances		84	84		7	42	35	7	20%	84
Other benefits and allowances			200							
Payments in lieu of leave			62			63	26	37	144%	
Long service awards										
Post-retirement benefit obligations										
Sub Total - Senior Managers of Municipality		5,498	5,906	-	421	2,643	2,378	265	11%	5,644
% increase	4		7.4%							2.7%
Other Municipal Staff										
Basic Salaries and Wages		59,872	62,094		5,075	31,121	25,873	5,248	20%	62,094
Pension and UIF Contributions		12,451	14,001		956	5,753	5,834	(81)	-1%	14,001
Medical Aid Contributions		8,395	9,381		723	4,345	3,909	437	11%	9,381
Overtime		1,263	1,255		105	983	523	460	88%	1,255
Performance Bonus										
Motor Vehicle Allowance		6,098	5,050		471	2,831	2,104	727	35%	
Cellphone Allowance		132	358		1	2	149	(147)	-98%	358
Housing Allowances		726	884		59	352	368	(17)	-5%	884
Other benefits and allowances		1,342	1,522		59	332	634	(303)	-48%	1,522
Payments in lieu of leave		4,430	4,892		372	4,318	2,038	2,280	112%	4,892
Long service awards			377							377
Post-retirement benefit obligations		5,582								
Sub Total - Other Municipal Staff		100,291	99,814	-	7,820	50,036	41,432	8,604	21%	94,764
% increase	4		-0.5%							-5.5%
Total Parent Municipality		114,085	114,169	-	8,890	56,246	47,330	8,916	19%	108,857

Salary and remuneration of councillor's expenditure totals 49.27% of all operational expenditures for the period ending 31 December 2016. The municipality budgeted for various vacancies during the May budget process. This list of vacancies will be amended during the January adjustment budget process with the latest outstanding vacancies.

Section 10 – Material variances to the service delivery and budget implementation plan

The measurement of the performance of the municipality in terms of the implementation of the Service Delivery and Budget Implementation plan are dealt with separately. A separate report will be tabled with regards to the SDBIP.

Information regarding this is not dealt with under this section of the report.

The IDP manager developed a IDP template which addresses the alignment of the IDP, Budget and Performance Management Systems which are implemented.

Section 11 – Capital programme performance

Capital expenditure for the mid-year ending 31 December 2016 amounts to R652 200 which is 12% of the total capital budget of R5 415 495.

Amendments to the capital budget will be requested during the January 2017 adjustment budget process.

Section 12 – Municipal manager’s quality certification

NAVRAE: L Hoek
ENQUIRIES:
KONTAKNR: 044 803 1449
CONTACT NO
VERW: 6/18/7/2016-2017
REF:
KANTOOR: George
OFFICES:
DATUM: 13 January 2017
DATE



QUALITY CERTIFICATE

I, G W Louw, the accounting officer of **EDEN DISTRICT MUNICIPALITY (DC4)**, hereby certify that the—

(mark as appropriate)

- The monthly budget statement
- Quarterly report on the implementation of the budget and financial state affairs of the municipality
- Mid- year budget and performance assessment**

For the period **1 JULY 2016 to 31 December 2016**, has been prepared in accordance with the Municipal Finance Management Act (Act 56 of 2003) and regulations made under the Act.

Print Name ----- *G.W Louw* -----

Acting Accounting Officer of **EDEN DISTRICT MUNICIPALITY (DC4)**.

Signature ----- *[Handwritten Signature]* -----
Date ----- *18/01/17* -----



EDEN

DISTRICT MUNICIPALITY
UMASIPALA WESITHILI
DISTRKSMUNISIPALITEIT

PERFORMANCE MANAGEMENT

SECTION 72 REPORT

2016/2017

INDEX

Overall

Purpose of the Report

KPI Monitoring -and Evaluation Graphs:

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

- Entire Municipality
- Office of the Municipal Manager
- Financial Services
- Corporate Services
- Community Services
- Roads Services

3. Performance on KPI's

4. Final Recommendation

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)-

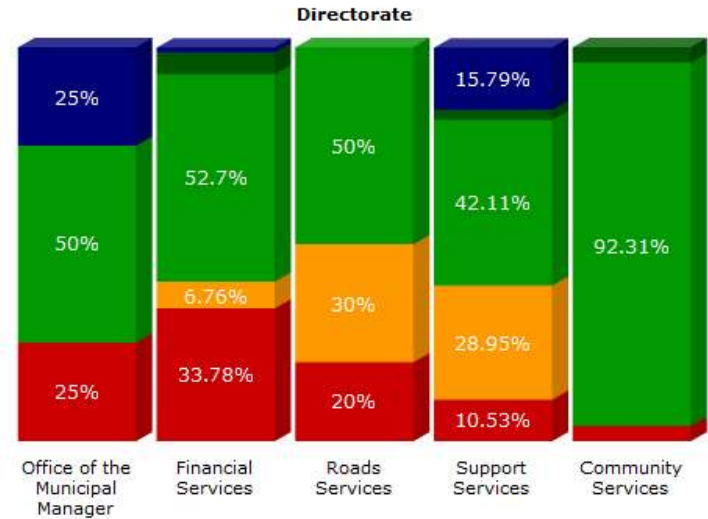
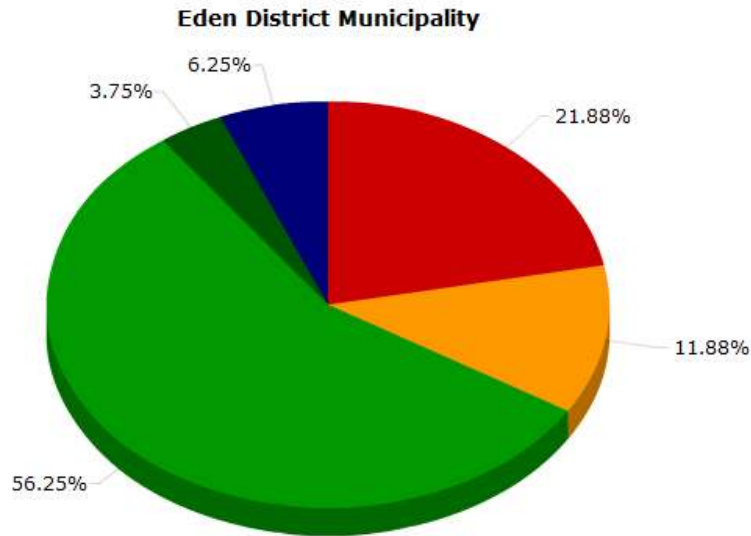
- (a) consider the report
- (b) check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;
- (c) consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that the revisions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

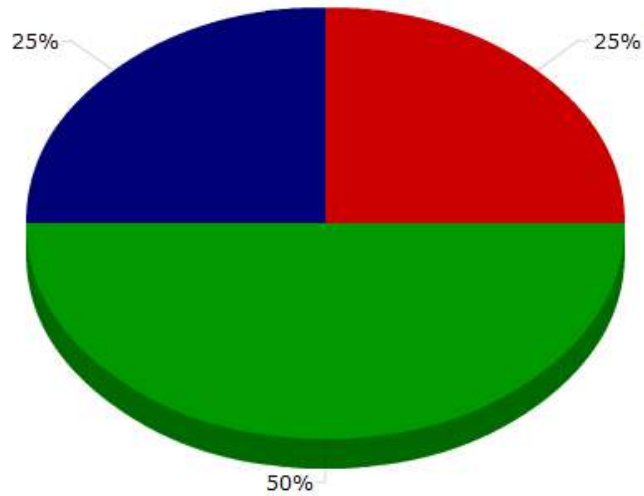


	Eden District Municipality	Directorate				
		Office of the Municipal Manager	Financial Services	Roads Services	Support Services	Community Services
■ KPI Not Met	35 (21.9%)	3 (25%)	25 (33.8%)	2 (20%)	4 (10.5%)	1 (3.8%)
■ KPI Almost Met	19 (11.9%)	-	5 (6.8%)	3 (30%)	11 (28.9%)	-
■ KPI Met	90 (56.3%)	6 (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

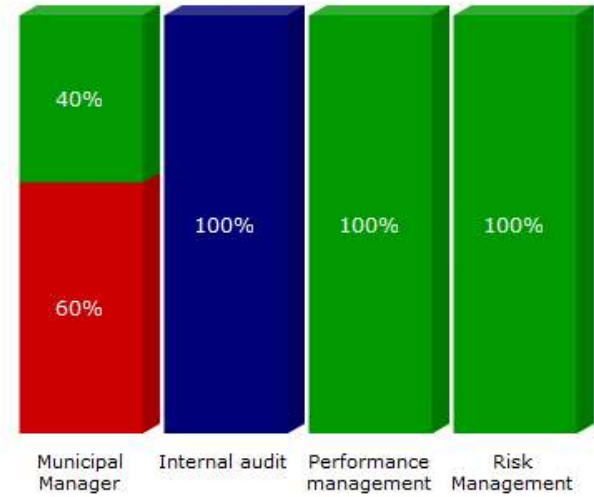
Office of the Municipal Manager

Report drawn on 19 January 2017 at 08:39
for the months of July 2016 to December 2016.

Office of the Municipal Manager



Sub-Directorate

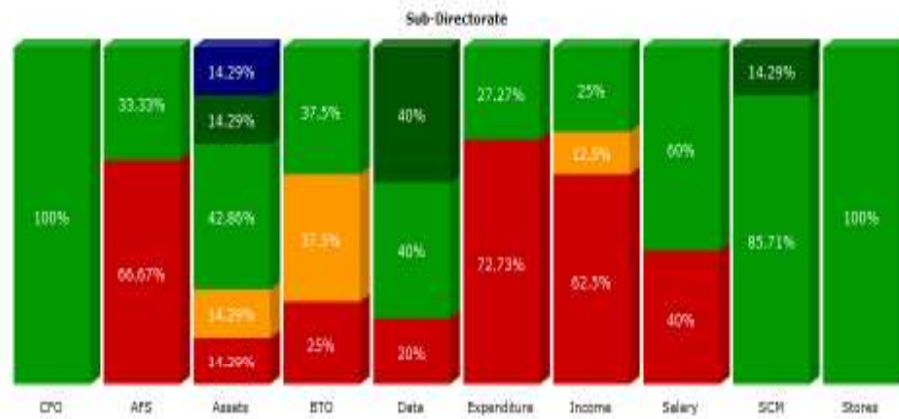
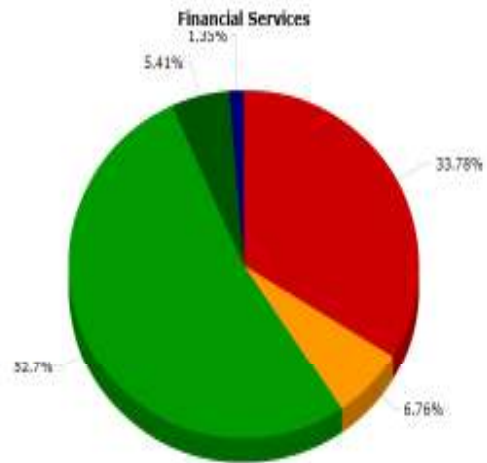


	Office of the Municipal Manager	Sub-Directorate			
		Municipal Manager	Internal audit	Performance management	Risk Management
KPI Not Met	3 (25%)	3 (60%)	-	-	-
KPI Almost Met	-	-	-	-	-
KPI Met	6 (50%)	2 (40%)	-	2 (100%)	2 (100%)
KPI Well Met	-	-	-	-	-
KPI Extremely Well Met	3 (25%)	-	3 (100%)	-	-
Total:	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	Use with senior leadership team on a monthly basis to ensure good governance (MNAOC 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 each and every employee 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 provided 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 (Comply 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 (Comply 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 (Comply 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 09:41
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 (53.8%)	-	4 (66.7%)	1 (14.3%)	2 (28%)	1 (20%)	8 (72.7%)	5 (62.5%)	4 (40%)	-	-
KPI Almost Met	5 (6.4%)	-	-	1 (14.3%)	2 (27.3%)	-	-	1 (12.5%)	-	-	-
KPI Met	29 (52.7%)	6 (100%)	2 (33.3%)	3 (42.9%)	2 (27.5%)	2 (40%)	2 (22.2%)	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

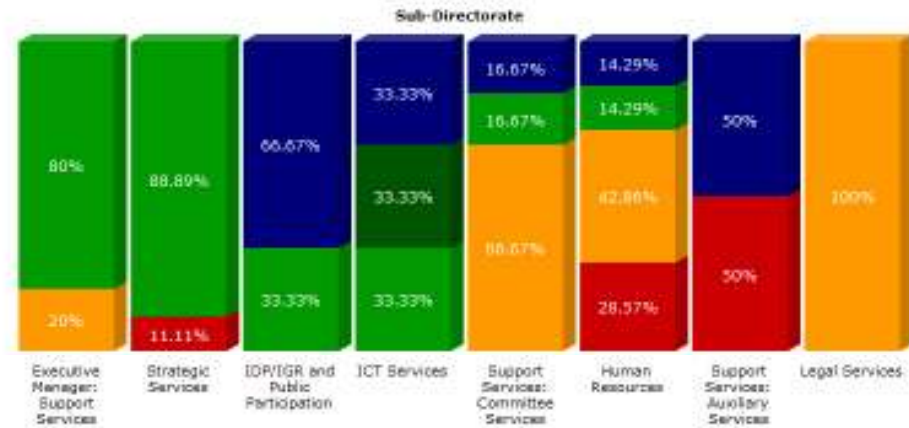
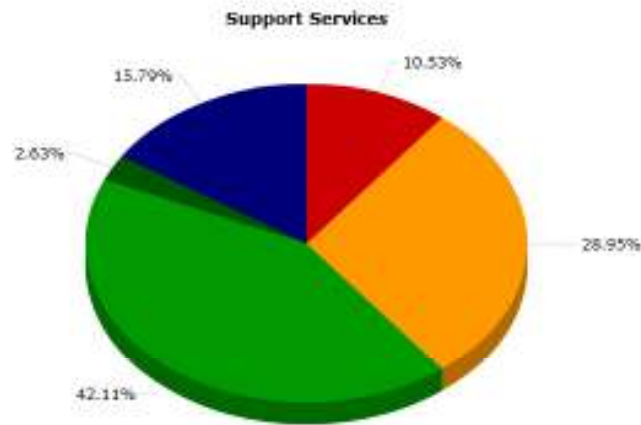
Ref	Sub-Directorate	KPI	Top Layer KPI Ref	Unit of Measurement	Source of Evidence	Annual Target	KPI Calculation Type	October 2016			November 2016			December 2016			Overall Performance		
								Target	Actual	R	Target	Actual	R	Target	Actual	R	Target	Actual	R
D52	CFO	Report on all grant funding spent during 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	Devise 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 by 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 headline of all items older than 30 days on the CoLab 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 meetings, conferences, trainings, 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 OPCR 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 OPCR 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 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 Patricia Camacho 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 reports 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 10th 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 Patricia Camacho 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	Complete reconciliations on a monthly basis before the month end of the financial system to complete the balances 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 every 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 10th 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 Estonia Company 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 SOBIP system on a monthly basis before the set closing date		Number of monthly updates	SOBIP 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 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 CEO		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 Estonia Company 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	0	N/A	2	2	G
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	Complete the monthly cash flow projections for the following month by the 20th 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 statements and the report of the payment no. before the payment no 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 as a monthly basis of VAT and payment or claim from SARS by the 20th 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 20th 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 CEO		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 Estonia Company 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 CEO		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 Estonia Company 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% Pay 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 positions 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 CEO		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 CEO		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 CEO 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 Estemio (Camalu 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 BVA 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 Bid Evaluation Committee meeting		% of all tenders recommended	Index of the Agenda from the BEC and supporting recommendation is 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 CEO		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 48 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 Estemio (Camalu 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 estate		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 CEO		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 CEO 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 Estemio (Camalu 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]		% 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 it's 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 Grant) [TL24]		% 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) [TL25]		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		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) [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 (10.2%)	-	1 (11.1%)	-	-	-	1 (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 OHS 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 include the top 10 risk to the risk officer on the management of risks identified by the Directorate as 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 as 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 Electronic 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	Organise 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 (WTA, Die Beld, Indaba, Nossal 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	Organise 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 submit 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		Nr 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 submit 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 Electronic 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 a 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 training 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 Coast 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 training sessions for waste management SHME development in 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 Calnan 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 2 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

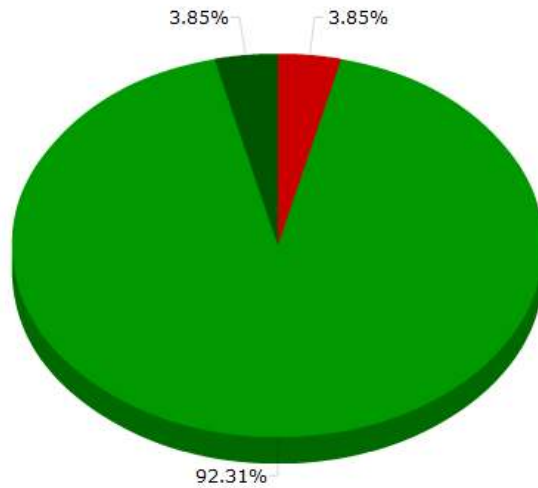
Ref	Sub-Directorate	KPI	Top Layer KPI Ref	Unit of Measurement	Source of Evidence	Annual Target	KPI Calculation Type	October 2016			November 2016			December 2016			Overall Performance		
								Target	Actual	R	Target	Actual	R	Target	Actual	R	Target	Actual	R
D171	IDP/IGR and Public Participation	100% compliance with all the legislative defensible as measured per Section 1, Cap 61, Act 10		% 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	Constitute 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 meeting 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	Constitute 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	Constitute & 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	Constitute 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 defensible as measured per Section 1, Cap 61, Act 10		% 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 including 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	Constitute 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 Report statistics quarterly and submit to the Employment Report 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 as 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 participation municipalities with Final Outcomes Report (audit results) at audited jobs		within 2 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 (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
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 3 working days from date received		% of request for legal opinions responded to within 3 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	ACC	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
O198	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 12-Year Monthly & Quarterly Budget Statement	0.5	CO	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
O199	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	LASTREV	0%	0%	N/A	0%	0%	N/A	10%	10.87%	R	10%	10.87%	R
O200	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	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
O201	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	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
O202	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	CO	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A

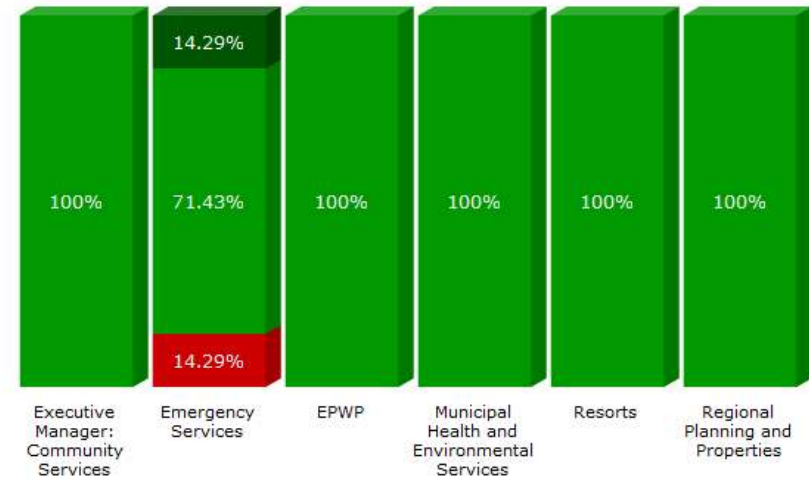
Community Services

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

Community Services



Sub-Directorate



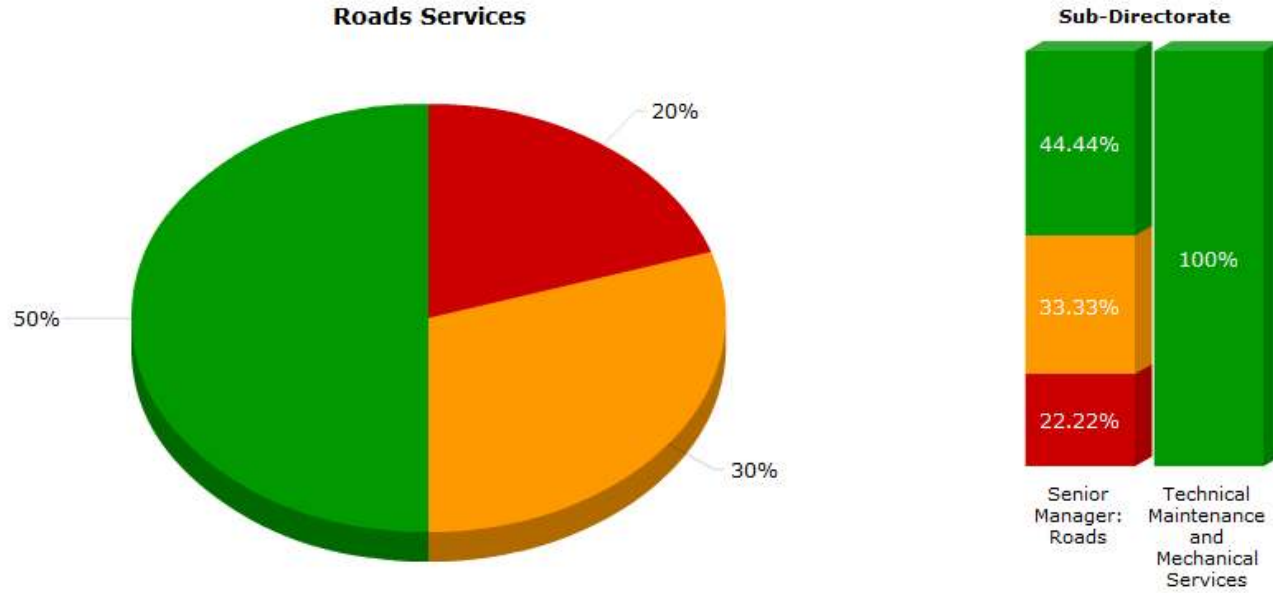
	Community Services	Sub-Directorate					
		Executive Manager: Community Services	Emergency Services	EPWP	Municipal Health and Environmental Services	Resorts	Regional Planning and Properties
KPI Not Met	<u>1 (3.8%)</u>	-	<u>1 (14.3%)</u>	-	-	-	-
KPI Almost Met	-	-	-	-	-	-	-
KPI Met	<u>24 (92.3%)</u>	<u>5 (100%)</u>	<u>5 (71.4%)</u>	<u>2 (100%)</u>	<u>10 (100%)</u>	<u>1 (100%)</u>	<u>1 (100%)</u>
KPI Well Met	<u>1 (3.8%)</u>	-	<u>1 (14.3%)</u>	-	-	-	-
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
D02	Executive Manager: Community Services	Submit quarterly reports on the addressing of issues as raised by the HMC committees		Number of reports submitted	Minutes of the meetings	4	ACC	0	0	N/A	0	0	N/A	1	1	G	1	1	G
D03	Executive Manager: Community Services	Submit quarterly risk progress reports that includes the top 10 risk to the sub-office on the management of risks identified for the Directorate as 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
D04	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
D05	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
D06	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
D07	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
D08	Emergency Services	Disseminate extreme weather and disaster related warnings received within 1 hour after received		% of warnings disseminated within 1 hour after received	Proof of correspondence sent	100	STR	100%	0%	R	100%	0%	R	100%	0%	R	100%	0%	R
D09	Emergency Services	100% compliance with all the legislative requirements as measured per Eurostar iComply system		% compliance	Reports drawn from the iComply system	100	CQ	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
D00	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
D01	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
D02	EPWP	Submit the quarterly 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
D03	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
D04	Municipal Health and Environmental Services	Report monthly by the 10th of every month to the National Department of Health (Stress)		Number of reports submitted	Letter from Provincial Department of Health confirming receipt of District Monthly report	12	ACC	1	1	G	1	1	G	1	1	G	3	3	G
D05	Resorts	Submit monthly reports on events and camp site operations and activities at resorts to the 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
D06	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
D07	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
D08	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	STR	85%	86.76%	G2	85%	89.41%	G2	85%	90.79%	G2	85%	88.99%	G2
D09	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 Good Air Quality stakeholders forum	Hold quarterly meetings with the Good 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 in Colaborator	100	ACC	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D50	Municipal Health and Environmental Services	Held quarterly Internal Climate Change Task Team meetings	Held 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	Held quarterly District Waste Management Forum meetings	Held 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	<u>2 (20%)</u>	<u>2 (22.2%)</u>	-
■ KPI Almost Met	<u>3 (30%)</u>	<u>3 (33.3%)</u>	-
■ KPI Met	<u>5 (50%)</u>	<u>4 (44.4%)</u>	<u>1 (100%)</u>
■ 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 MH on issues as raised by the H&S Officer		Number of reports submitted as 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 include the top 10 risks to the risk officer as 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 MH on progress made with the handling of all items older than 30 days on the Collab system		Number of reports submitted to MH	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 MH 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 MH	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 ORE 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 21 March		Re-gravel plan submitted to the District Roads Engineer by the 21 March	Printout of PGWC RPH programme	1	CC	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
D212	Technical Maintenance and Mechanical Services	Complete an annual vehicle replacement and new purchase register by 31 March		Vehicle replacement and new purchase register completed by 31 March	Signed-off register	1	CC	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	Spend 95% of the roads maintenance budget allocated by 30 June 2017. (Actual expenditure divided by approved allocation received)	Spent 95% of the roads maintenance budget allocated 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	CC	0%	0%	N/A	0%	0%	N/A	40%	0%	R	40%	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 reschedules 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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