

EXPENDITURE OF THE 2013/2014 BUDGET MEASURED BY THE TOP LEVEL SDBIPS FOR THE FIRST QUARTER (5/1/3) (DIRECTOR: STRATEGY & SOCIAL DEVELOPMENT)

Purpose of the report

To submit a report to Council regarding the expenditure of the 2013/2014 Budget for the first quarter as measured by the approved Departmental SDBIPS.

Background

Section 52(d) of the Municipal Finance Management Act, 56 of 2003, requires that a mayor must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality.

This report informs Council on a quarterly basis about the expenditures and performance in the Budget.

Comments

The relevant documentation **is attached to this report**

Recommendation / Aanbeveling

That Council notes the contents of the report.

Dat die Raad kennis neem van die inhoud van die verslag.

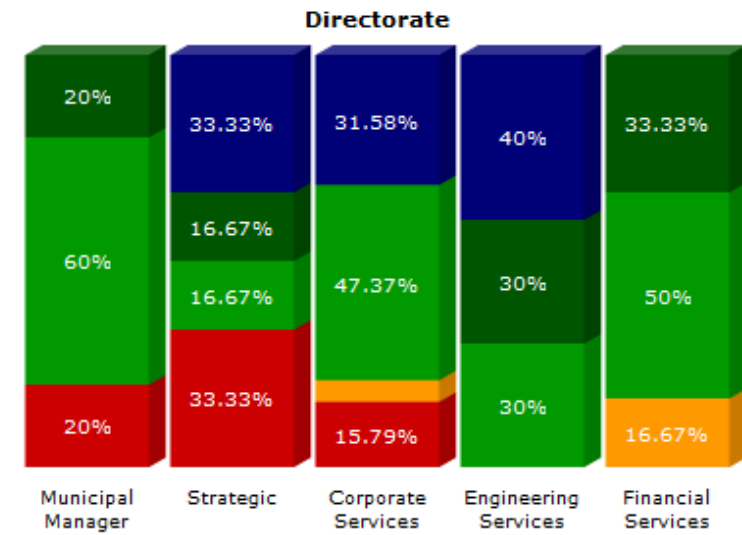
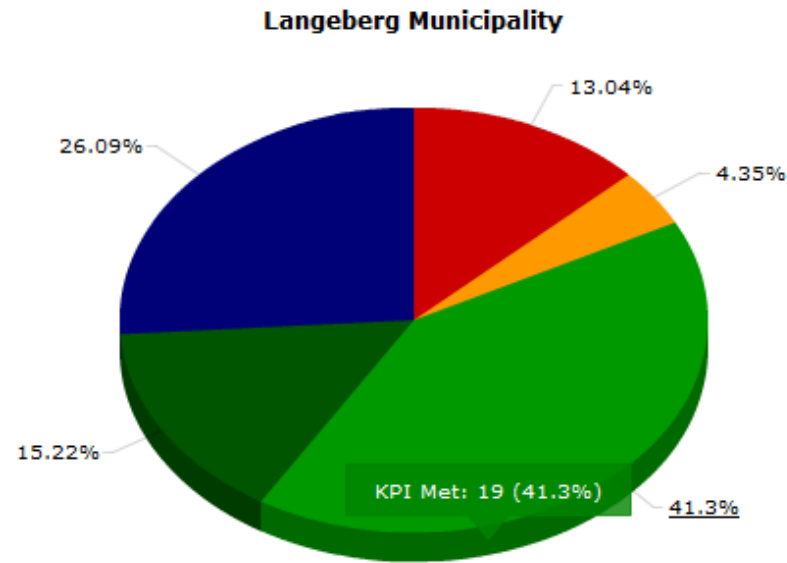
Hierdie verslag het voor die Raad gedien op 17 Oktober 2013

This item served before Council on 17 October 2013

Eenparig Besluit / Unanimously Resolved

That Council notes the contents of the report.

Dat die Raad kennis neem van die inhoud van die verslag.



| | Langeberg Municipality | Directorate | | | | |
|------------------------|------------------------|-------------------|--------------------------------|--------------------|----------------------|--------------------|
| | | Municipal Manager | Strategic & Social Development | Corporate Services | Engineering Services | Financial Services |
| KPI Not Met | <u>6 (13%)</u> | <u>1 (20%)</u> | <u>2 (33.3%)</u> | <u>3 (15.8%)</u> | - | - |
| KPI Almost Met | <u>2 (4.3%)</u> | - | - | <u>1 (5.3%)</u> | - | <u>1 (16.7%)</u> |
| KPI Met | <u>19 (41.3%)</u> | <u>3 (60%)</u> | <u>1 (16.7%)</u> | <u>9 (47.4%)</u> | <u>3 (30%)</u> | <u>3 (50%)</u> |
| KPI Well Met | <u>7 (15.2%)</u> | <u>1 (20%)</u> | <u>1 (16.7%)</u> | - | <u>3 (30%)</u> | <u>2 (33.3%)</u> |
| KPI Extremely Well Met | <u>12 (26.1%)</u> | - | <u>2 (33.3%)</u> | <u>6 (31.6%)</u> | <u>4 (40%)</u> | - |
| Total: | 46 | 5 | 6 | 19 | 10 | 6 |

Langeberg Municipality
SDBIP 2013/2014: Top Layer SDBIP Report

Municipal Manager

| Ref | KPI | Unit of Measurement | Annual Target | KPI Calculation Type | Sep-13 | | | | | Departmental SDBIP Comments | Departmental Corrective Measures |
|------|--|---|---------------|----------------------|--------|--------|-----|--|---|-----------------------------|----------------------------------|
| | | | | | Target | Actual | R | | | | |
| TL1 | Development of a Risk based Audit Plan | Plan approved | 1 | Carry Over | 0 | 0 | N/A | | | | |
| TL2 | Quarterly Report on progress made with the implementation of the Risk Based Audit Plan (RBAP) | Number of reports submitted to Audit Committee | 4 | Accumulative | 1 | 0 | R | [D13] Municipal Manager: The first quarter's report can only be submitted in October 2013 (<i>September 2013</i>) | [D13] Municipal Manager: The first quarter's report can only be submitted in October 2013 (<i>September 2013</i>) | | |
| TL3 | Attending IGR meetings and forums | % Attendance of MinMay Tech / MinMay / DCF / DCF Tech / WCMMF | 80% | Carry Over | 80% | 100% | G2 | [D14] Municipal Manager: SALGA PEC Engagement Meeting - 25 July 2013 (<i>July 2013</i>) [D14] Municipal Manager: MM Forum attended 7 August 2013 (<i>August 2013</i>) [D14] Municipal Manager: Mrs Matthys attended the MinMay Tech Meeting on 16 September 2013 (<i>September 2013</i>) | | | |
| TL4 | Ensure that Council Meetings are procedurally correct and decisions taken are legally compliant | Compliance to laws and regulations | 0 | Zero | 0 | 0 | G | | | | |
| TL5 | Ensuring the formal evaluation of directors in terms of their signed agreements | No of formal evaluations completed | 2 | Accumulative | 1 | 0 | R | [D16] Municipal Manager: Formal evaluations scheduled for 23 October and 11 November 2013 (<i>September 2013</i>) | [D16] Municipal Manager: Formal evaluations scheduled for 23 October and 11 November 2013 (<i>September 2013</i>) | | |
| TL6 | Review of the system of delegations | Submit report to Council for the adoption of the system of delegation | 1 | Carry Over | 0 | 0 | N/A | | | | |
| TL7 | Oversee the compilation of the IDP and the submission to Council for approval | IDP submitted to Council | 1 | Carry Over | 0 | 0 | N/A | | | | |
| TL8 | Oversee the compilation of the annual budget to Council for approval | Budget submitted to council for approval | 1 | Carry Over | 0 | 0 | N/A | | | | |
| TL9 | Oversee the submission of monthly Sect 71 of the MFMA | No of Sect 71 reports submitted | 12 | Accumulative | 3 | 3 | G | [D20] Municipal Manager: Submitted to Council on 30 July 2013 (<i>July 2013</i>) [D20] Municipal Manager: Sect 71 report submitted (<i>August 2013</i>) [D20] Municipal Manager: Section 71 report submitted (<i>September 2013</i>) | | | |
| TL10 | Oversee the submission of the Mid-Year Performance Report in terms of Sect 72 of the MFMA to Council | Mid-Year report submitted to Council | 1 | Carry Over | 0 | 0 | N/A | | | | |
| TL11 | Oversee the submission of the Annual and Oversight Report to Council | Annual report and Oversight Report submitted to Council | 1 | Carry Over | 0 | 0 | N/A | | | | |
| TL12 | Submit the Top Layer SDBIP to the Mayor for approval to approve the KPI's and targets to ensure the implementation of the municipal budget | Top Layer SDBIP submitted to the Mayor | 1 | Carry Over | 0 | 0 | N/A | | | | |
| TL13 | The development of MGRO on response of the Audit Management Letter | Management Action Plan | 1 | Carry Over | 0 | 0 | N/A | | | | |

Summary of Results: Municipal Manager

| | |
|------------------------|-----------|
| KPI Not Yet Measured | 8 |
| KPI Not Met | 1 |
| KPI Almost Met | 0 |
| KPI Met | 3 |
| KPI Well Met | 1 |
| KPI Extremely Well Met | 0 |
| Total KPIs | 13 |

Strategic & Social Development

| Ref | KPI | Unit of Measurement | Annual Target | KPI Calculation Type | Sep-13 | | | | Departmental SDBIP Comments | Departmental Corrective Measures |
|------|--|---|---------------|----------------------|--------|--------|-----|--|--|----------------------------------|
| | | | | | Target | Actual | R | | | |
| TL14 | Develop an IT Disaster Recovery Site | IT Disaster Recovery Site | 50% | Carry Over | 0% | 0% | N/A | | | |
| TL15 | Development of a LED Strategy | LED Strategy approved | | 1 Carry Over | 0 | 0 | N/A | [D96] Manager: SMME Development: Due date of kpi further in the year (July 2013) [D96] Manager: SMME Development: Strategy will be presented to council in October (August 2013) [D96] Manager: SMME Development: not met (September 2013) | [D96] Manager: SMME Development: the report will be submitted in next council sitting (September 2013) | |
| TL16 | Establishment of a Langeberg Economic Development Agency by March 2014 | Agency established | | 1 Carry Over | 0 | 0 | N/A | [D97] Manager: SMME Development: This kpi resorts with another manager (July 2013) [D97] Manager: SMME Development: tThis KPI resorts with Mr De Jong (August 2013) [D97] Manager: SMME Development: this kpi resorts under economic development (September 2013) | | |
| TL17 | Implementation of Enterprise Development Programme | Quarterly Reports submitted to Council | | 4 Accumulative | 1 | 1 | G | [D93] Manager: SMME Development: First is due end of September (July 2013) [D93] Manager: SMME Development: First report to be submitted end of September (August 2013) [D93] Manager: SMME Development: report will be submitted in next council sitting (September 2013) | | |
| TL18 | Implementation of expanded public works programme | Number of temporary job opportunities created | 220 | Accumulative | 60 | 128 | B | [D94] Manager: SMME Development: These are indirect jobs created by subcontractor on the upgrading of Muskadel road in Montagu (July 2013) [D94] Manager: SMME Development: the temporary jobs reported are indirect (August 2013) [D94] Manager: SMME Development: These are direct jobs (September 2013) | [D94] Manager: SMME Development: n/a (July 2013) | |
| TL19 | Development of a Tourism Strategy by June 2014 | Tourism Strategy approved by Council | | 1 Carry Over | 0 | 0 | N/A | | | |

| Ref | KPI | Unit of Measurement | Annual Target | KPI Calculation Type | Sep-13 | | | | | |
|------|--|--|---------------|----------------------|--------|--------|-----|--|--|--|
| | | | | | Target | Actual | R | Departmental SDBIP Comments | Departmental Corrective Measures | |
| TL20 | Implementation of social development programmes in rural areas | Number of programmes | 17 | Accumulative | 7 | 8 | G2 | <p>[D105] Manager: Social Development: Holiday programmes facilitated from 1 to 4 July 2013 at Wardia, Fransie du Toit and AF Kriel Primary schools, Montagu</p> <p>Civil Law Training giving to 90 farm workers by the Department: Labour on the 20 July 2013. (July 2013)</p> <p>[D105] Manager: Social Development: 1)Womens Day Event held on the 17 August 2013</p> <p>2)Seed and fertiliser distributed to farm schools</p> <p>3)ECD Training on the 28 and 29 August 2013 for 25 creche staff (August 2013)</p> <p>[D105] Manager: Social Development: 1) Farm Worker of the Tear event took place on the 5 September 2013</p> <p>2)Life Skills Programmes were presented on the 24 September 2013 in Vinkrivier, 25 in Merwespont and 26 in Scheepersrust</p> <p>3)Seedlings (tomatoes, cabbage, green pepper and broccoli) were distributed to 10 vegetable gardens (September 2013)</p> | [D105] Manager: Social Development: This was a programme implemented by the Department: Social Development with the support of Langeberg Municipality (August 2013) | |
| TL21 | Development of a Rural Development Strategy | Strategy approved by Council | 1 | Carry Over | 0 | 0 | N/A | | | |
| TL22 | Establishment of a Youth Council by April 2014 | Youth Council established | 1 | Carry Over | 0 | 0 | N/A | | | |
| TL23 | Implement an individual performance management system up to supervisor level | Implementation up to Superintendent level | 30 | Accumulative | 0 | 0 | N/A | [D51] Director: Strategy & Development: The individual performance plans have not been completed. The PMO was only appointed on 1 September 2013. (September 2013) | [D51] Director: Strategy & Development: Individual performance plans will be implemented (September 2013) | |
| TL24 | Annual review and submission of the Disaster Management Plan for assessment by the District by end May | Plan reviewed | 1 | Carry Over | 0 | 1 | B | <p>[D139] Manager: Fire and Disaster Management: Busy with compilation of DM plan in terms of the proposed template from Province (July 2013)</p> <p>[D139] Manager: Fire and Disaster Management: DM Plan compiled - awaiting IT input for inclusion in report (August 2013)</p> <p>[D139] Manager: Fire and Disaster Management: Disaster Management Plan and core document completed and submitted (September 2013)</p> | | |
| TL25 | Review the performance of the municipality to identify early warning signs and implement corrective measures | Number of quarterly reports submitted to Council | 4 | Accumulative | 1 | 0 | R | [D52] Director: Strategy & Development: The August performance was sent to Portfolio Committee and the Mayco. (September 2013) | [D52] Director: Strategy & Development: First Quarter Report will be submitted to Council in October 2013 (September 2013) | |
| TL26 | Implementation of an internal communication system - intranet | Fully functional intranet system | 1 | Carry Over | 0 | 0 | N/A | | | |
| TL27 | Compile an operational manual for sporting facilities | Operational manual approved by MM | 1 | Accumulative | 0 | 0 | N/A | [D127] Manager: Parks & Amenities: Information collection (July 2013) | | |
| TL28 | Development of a Management Plan for the proclaimed nature reserves | Management Plan submitted to Council | 1 | Accumulative | 0 | 0 | N/A | [D117] Manager: Parks & Amenities: Advisory Committee-background information collection (July 2013) | | |

| Ref | KPI | Unit of Measurement | Annual Target | KPI Calculation Type | Sep-13 | | | | |
|------|---------------------------|---|---------------|----------------------|--------|--------|---|--|--|
| | | | | | Target | Actual | R | Departmental SDBIP Comments | Departmental Corrective Measures |
| TL29 | Upgrading of sport fields | Sport field upgraded: Zolani, Happy Valley, Ashton and Nkqubela | 100% | Carry Over | 25% | 18.06% | R | [D134] Manager: Parks & Amenities: Happy Valley - 3.95% Ashton - 2.32% Nkqubela - 34% Zolani - 0% <i>(July 2013)</i> [D134] Manager: Parks & Amenities: Happy Valley - 3.95% Ashton - 10.52% Nkqubela - 34% Zolani - 3.43% <i>(August 2013)</i> [D134] Manager: Parks & Amenities: Happy Valley - 3.95% Ashton - 12.95% Nkqubela - 34% Zolani - 3.43% <i>(September 2013)</i> | [D134] Manager: Parks & Amenities: On finalization of procurement processes expenditure will balance. <i>(August 2013)</i> [D134] Manager: Parks & Amenities: On finalization of procurement processes expenditure will balance <i>(September 2013)</i> |

Summary of Results: Strategic & Social Development

| | |
|------------------------|-----------|
| KPI Not Yet Measured | 10 |
| KPI Not Met | 2 |
| KPI Almost Met | 0 |
| KPI Met | 1 |
| KPI Well Met | 1 |
| KPI Extremely Well Met | 2 |
| Total KPIs | 16 |

Corporate Services

| Ref | KPI | Unit of Measurement | Annual Target | KPI Calculation Type | Sep-13 | | | | | | Departmental SDBIP Comments | Departmental Corrective Measures |
|------|---|---|---------------|----------------------|--------|--------|---|--|--|--|---|---|
| | | | | | Target | Actual | R | | | | | |
| TL30 | Skills Development | % Of personnel budget used for skills development | 2% | Carry Over | 0% | 26% | B | | | | [D176] Manager: Human Resources: No comments <i>(July 2013)</i> [D176] Manager: Human Resources: R27 710 is paid, although R 244 580. is already committed <i>(August 2013)</i> [D176] Manager: Human Resources: The amount of R 154 260.00 has actual been spend <i>(September 2013)</i> | |
| TL31 | Review of HR Policies | Number of policies reviewed | 2 | Accumulative | 0 | 2 | B | | | | [D177] Manager: Human Resources: No policies for the month of July 2013 <i>(July 2013)</i> [D177] Manager: Human Resources: Currently busy with two policies <i>(August 2013)</i> [D177] Manager: Human Resources: The policies that we are busy with was mentioned in the previous month <i>(September 2013)</i> | |
| TL32 | Wellness Programme | Quarterly Sessions | 4 | Accumulative | 1 | 2 | B | | | | [D175] Manager: Human Resources: Forty male employees attended a health promotion talk on circumcision <i>(July 2013)</i> [D175] Manager: Human Resources: Another session to be done in the next quarter <i>(August 2013)</i> [D175] Manager: Human Resources: 49 Employees attended a sseion on circumcision <i>(September 2013)</i> | |
| TL33 | Upgrade the community hall facilities | % Completed | 100% | Carry Over | 25% | 22.65% | O | | | | [D224] Manager: Community Facilities: Do reparation works <i>(July 2013)</i> [D224] Manager: Community Facilities: Tiling works at Robertson Civic. Start with the Kitchen facilities at Montagu [D224] Manager: Community Facilities: Purchase electrical equipment and tiles <i>(August 2013)</i> [D224] Manager: Community Facilities: Start with Tiling works at Happy Valley Hall <i>(September 2013)</i> | [D224] Manager: Community Facilities: Procurement processes to follow <i>(July 2013)</i> [D224] Manager: Community Facilities: Procurement in process to purchase chairs,tables and trestles <i>(September 2013)</i> |
| TL34 | Road safety awareness education for the community | Number of campaigns | 10 | Accumulative | 3 | 5 | B | | | | [D217] Manager: Traffic Services: Concordia School was visited <i>(July 2013)</i> [D217] Manager: Traffic Services: Reflects on the schools monthly report <i>(August 2013)</i> [D217] Manager: Traffic Services: No schools were visited due to exams and school closure <i>(September 2013)</i> | [D217] Manager: Traffic Services: Concordia School was visited <i>(July 2013)</i> [D217] Manager: Traffic Services: Schoole will be visited October Month <i>(September 2013)</i> |

| Ref | KPI | Unit of Measurement | Annual Target | KPI Calculation Type | Sep-13 | | | | | | |
|------|--|-----------------------------------|---------------|----------------------|--------|--------|-----|--|--|--|--|
| | | | | | Target | Actual | R | Departmental SDBIP Comments | Departmental Corrective Measures | | |
| TL35 | Law enforcement initiative and safely home programmes to decrease incidents affecting traffic safety | Number of initiatives | 12 | Accumulative | 3 | 13 | B | <p>[D218] Manager: Traffic Services: 5 operations were done in the Langeberg area (July 2013)</p> <p>[D218] Manager: Traffic Services: Reflects on the operations monthly report (August 2013)</p> <p>[D218] Manager: Traffic Services: Law Enforcement initiative attached (September 2013)</p> | | | |
| TL36 | Alterations / Upgrading of municipal offices | % Completed | 100% | Carry Over | 25% | 11.47% | R | <p>[D203] Manager: Administrative Support: Waiting for several quotations to be finalized (July 2013)</p> <p>[D203] Manager: Administrative Support: Alterations to municipal buildings (August 2013)</p> <p>[D203] Manager: Administrative Support: quotation for roof construction at Thusong Centre close 11 October 2013. (September 2013)</p> | <p>[D203] Manager: Administrative Support: Waiting for several quotations to be finalized (July 2013)</p> <p>[D203] Manager: Administrative Support: waiting for order numbers to be issued (August 2013)</p> <p>[D203] Manager: Administrative Support: quotation for roof construction at Thusong Centre close 11 October 2013. (September 2013)</p> | | |
| TL37 | Purchasing of vehicles | % of capital budget spent | 100% | Carry Over | 25% | 5% | R | <p>[D160] Director: Corporate Services: New vehicles received beginning of July, will proceed with further purchases in September 2013 (July 2013)</p> <p>[D160] Director: Corporate Services: New tenders to be invited October 2013 (August 2013)</p> <p>[D160] Director: Corporate Services: The specification committee was appointed by the MM. Tender documents are being finalized to be advertised October 2013 (September 2013)</p> | <p>[D160] Director: Corporate Services: New vehicles can only be purchased after approval to proceed with present tender, or new tenders were received (July 2013)</p> <p>[D160] Director: Corporate Services: Tenders to be invited October 2013 (August 2013)</p> <p>[D160] Director: Corporate Services: Tenders will be invited during October 2013 (September 2013)</p> | | |
| TL38 | Acquisition of Land Stockwell | Land purchased | 1 | Carry Over | 0 | 0 | N/A | <p>[D161] Director: Corporate Services: Adisicion was taken not to proceed with the purchase at this stage (July 2013)</p> <p>[D161] Director: Corporate Services: A decision was taken during August 2013 not to proceed with the purchase of the farm (August 2013)</p> <p>[D161] Director: Corporate Services: In terms of a decision this purchase has been stopped (September 2013)</p> | | | |
| TL39 | Operational Manual for the community facilities | Operational manual approved by MM | 1 | Carry Over | 0 | 0 | N/A | <p>[D225] Manager: Community Facilities: To be done before June 2014 (July 2013)</p> <p>[D225] Manager: Community Facilities: Operational manual to be compiled (August 2013)</p> <p>[D225] Manager: Community Facilities: Will be compiled (September 2013)</p> | | | |

| Ref | KPI | Unit of Measurement | Annual Target | KPI Calculation Type | Sep-13 | | | | | |
|------|--|---|---------------|----------------------|--------|--------|-----|--|--|--|
| | | | | | Target | Actual | R | Departmental SDBIP Comments | Departmental Corrective Measures | |
| TL40 | Ensuring sound labour relations in the workplace | Number of LLF Meetings | 4 | Accumulative | 1 | 0 | R | [D188] Manager: Labour Relations: No LLF meetings was held during July 2013 (July 2013) [D188] Manager: Labour Relations: There was no LLF meeting during August 2013 (August 2013) [D188] Manager: Labour Relations: On agreement by the parties was an LLF meeting not held (September 2013) | [D188] Manager: Labour Relations: There were no matters to justify a meeting and was it agreed as such by the parties (September 2013) | |
| TL41 | Filling of vacancies | 80% of vacancies filled within 60 days of approval by the MM | 80% | Carry Over | 0% | 0% | N/A | [D178] Manager: Human Resources: All appointments are done within 60 days after interviews (July 2013) [D178] Manager: Human Resources: Process to fill vacancies done in terms of guidelines (August 2013) [D178] Manager: Human Resources: Where possible following the interviews, all vacancies are filled in the time prescribed (September 2013) | | |
| TL42 | Functional Council and Portfolio Committee Meetings | Approved calendar of meetings | 1 | Carry Over | 0 | 1 | B | [D205] Manager: Administrative Support: The calander is submitted and approved at the end of the year (July 2013) [D205] Manager: Administrative Support: New program with dates for 2014 to be submitted to portfolio committee during September 2013 (August 2013) [D205] Manager: Administrative Support: Program has been submitted to Corporate Services Portfolio Committee on 19/09/2013 (September 2013) | | |
| TL43 | All correspondence loaded on Collaborator | All correspondence loaded on Collaborator within 2 working days | 100% | Carry Over | 100% | 100% | G | [D206] Manager: Administrative Support: All correspondance loaded onto the system (July 2013) [D206] Manager: Administrative Support: New correspondence is uploaded (August 2013) [D206] Manager: Administrative Support: Documents are loaded within timeframe (September 2013) | | |
| TL44 | Ensuring that all property contracts are properly executed | Compliance with the terms and conditions of the contract | 4 | Accumulative | 1 | 1 | G | [D207] Manager: Administrative Support: Report to be submitted October 2013 (July 2013) [D207] Manager: Administrative Support: All property are dealt with in terms of agreements (August 2013) [D207] Manager: Administrative Support: Is included in the monthly report of the directorate (September 2013) | | |

| Ref | KPI | Unit of Measurement | Annual Target | KPI Calculation Type | Sep-13 | | | | | |
|------|--|---|---------------|----------------------|--------|--------|---|---|----------------------------------|--|
| | | | | | Target | Actual | R | Departmental SDBIP Comments | Departmental Corrective Measures | |
| TL45 | Management of the Thusong Centre | Number of quarterly reports on the general activities of the Thusong Centre | 4 | Accumulative | 1 | 1 | G | [D208] Manager: Administrative Support: Report to be submitted October 2013 (July 2013) [D208] Manager: Administrative Support: Is reported in monthly report (August 2013) [D208] Manager: Administrative Support: Is included in the monthly report of the directorate (September 2013) | | |
| TL46 | Ensuring functional ward committee system | Number of monthly ward committee meetings | 10 | Accumulative | 3 | 3 | G | [D167] Manager: Governance Support: All the wards had meetings (July 2013) [D167] Manager: Governance Support: Meetings were held in all 12 wards (August 2013) [D167] Manager: Governance Support: Meetings were held in all wards (September 2013) | | |
| TL47 | Effective Management of the Call Centre | Processing of complaints within 1 working day and providing feedback to complainant | 12 | Accumulative | 3 | 3 | G | [D168] Manager: Governance Support: The report is available (July 2013) [D168] Manager: Governance Support: The complaint is processed and sent to the relevant department, feedback given when reply is received from the line department (August 2013) [D168] Manager: Governance Support: Complaints are dealt with as they come in (September 2013) | | |
| TL48 | Effective Management of the Community Halls | Clean community halls at all times | 12 | Accumulative | 3 | 3 | G | [D226] Manager: Community Facilities: Monthly inspection sheets are provided. No complaints received (July 2013) [D226] Manager: Community Facilities: Weekly inspections are done (August 2013) [D226] Manager: Community Facilities: Weekly inspections are done at the halls (September 2013) | | |
| TL49 | Monitor the allocation of free use of community halls | Compliance with Council Policy | 4 | Accumulative | 1 | 1 | G | [D227] Manager: Community Facilities: Is properly monitored and report to be submitted October 2013 (July 2013) [D227] Manager: Community Facilities: Free use is monitored on an ongoing basis (August 2013) [D227] Manager: Community Facilities: All approvals are done within policy guidelines (September 2013) | | |
| TL50 | Commenting on legislation relevant to Local Government | Submission of report to Mayco | 4 | Accumulative | 1 | 1 | G | [D157] Director: Corporate Services: There was no formal comment on legislation (July 2013) [D157] Director: Corporate Services: To be done October 2013 (August 2013) [D157] Director: Corporate Services: There were no legislation by this directorate to have commented on (September 2013) | | |

| Ref | KPI | Unit of Measurement | Annual Target | KPI Calculation Type | Sep-13 | | | | |
|------|---|--------------------------------------|---------------|----------------------|--------|--------|---|--|----------------------------------|
| | | | | | Target | Actual | R | Departmental SDBIP Comments | Departmental Corrective Measures |
| TL51 | Report to Mayoral Committee on all litigation | Quarterly reports submitted to Mayco | | 4 Accumulative | 1 | 1 | G | [D158] Director: Corporate Services: Report to be done October 2013 (July 2013) [D158] Director: Corporate Services: To be done October 2013 (August 2013) [D158] Director: Corporate Services: Litigation matters are reported (September 2013) | |

| | | |
|--|----|--|
| Summary of Results: Corporate Services | | |
| KPI Not Yet Measured | 3 | |
| KPI Not Met | 3 | |
| KPI Almost Met | 1 | |
| KPI Met | 9 | |
| KPI Well Met | 0 | |
| KPI Extremely Well Met | 6 | |
| Total KPIs | 22 | |

Engineering Services

| Ref | KPI | Unit of Measurement | Annual Target | KPI Calculation Type | Sep-13 | | | | Departmental SDBIP Comments | Departmental Corrective Measures |
|------|--|----------------------------------|---------------|----------------------|--------|--------|-----|--|---|---|
| | | | | | Target | Actual | R | | | |
| TL52 | Report quarterly on compliance with the National Waste Management Strategy | Number of reports | 4 | Accumulative | 1 | 1 | G | | [D307] Director: Engineering Services: Report submitted (September 2013) | |
| TL53 | Obtain waste license for Stockwell Landfill Site | Licence obtained | 1 | Carry Over | 0 | 0 | N/A | | | |
| TL54 | Capital spending on Solid Waste Projects | % of capital budget spent | 95% | Carry Over | 0% | 37% | B | | [D309] Manager: Solid Waste: No comment (September 2013) | |
| TL55 | Increase tonnage of domestic waste recycled | Tonnage | 780 | Accumulative | 190 | 195.7 | G2 | | [D310] Manager: Solid Waste: Weighbridge data at Ashton (July 2013) [D310] Manager: Solid Waste: As per weighbridge (August 2013) [D310] Manager: Solid Waste: No comment (September 2013) | |
| TL56 | Limit unaccounted electricity to 7.5% | % of electricity unaccounted for | 7.50% | Reverse Stand-Alone | 7.50% | 4.90% | B | | [D339] Manager: Electrical Engineering: Audit in progress. 0.01% can be ignore. (July 2013) [D339] Manager: Electrical Engineering: 7.2% limit unaccounted electricity. (August 2013) | [D339] Manager: Electrical Engineering: Audit in progress. 0.01% can be ignore. (July 2013) |
| TL57 | Compilation of an electricity master plan | % Completed | 50% | Carry Over | 0% | 0% | N/A | | [D340] Manager: Electrical Engineering: Funds approved. Project in progress. (July 2013) | [D340] Manager: Electrical Engineering: Funds approved. (July 2013) |
| TL58 | Achieve Blue Drop Status | Blue Drop Status achieved | 50% | Carry Over | 0% | 0% | N/A | | | |
| TL59 | Microbiological quality of water to comply with SANS standards | % of water quality | 90% | Carry Over | 90% | 90% | G | | [D313] Manager: Water & Sanitation: 90% compliance (July 2013) [D313] Manager: Water & Sanitation: As per lab results (August 2013) [D313] Manager: Water & Sanitation: 90% compliance (September 2013) | |
| TL60 | Review by-law of water provision on private owned land | Bylaw approved by Council | 1 | Carry Over | 0 | 0 | N/A | | | |
| TL61 | Capital Spending on Water and Sanitation Infrastructure | % of capital budget spent | 95% | Carry Over | 0% | 50% | B | | [D315] Director: Engineering Services: Good progress (September 2013) | |
| TL62 | Limit unaccounted water to 18% | % of water unaccounted for | 18% | Reverse Stand-Alone | 18% | 16% | B | | [D316] Manager: Solid Waste: Average of 12 months (July 2013) [D316] Manager: Solid Waste: As per water balance (August 2013) [D316] Manager: Solid Waste: Verliese binne perke (September 2013) | |
| TL63 | Quality of effluent in terms of SANS standards | % quality | 80% | Carry Over | 80% | 80% | G | | [D317] Manager: Water & Sanitation: As per lab results (July 2013) [D317] Manager: Water & Sanitation: As per lab results (August 2013) [D317] Manager: Water & Sanitation: % compliance (September 2013) | |
| TL64 | Achieve Green Drop Status | Green Drop Status achieved | 50% | Carry Over | 0% | 0% | N/A | | | |
| TL65 | Submission of an approved HSP after approval by DEAD & P and HSP | 1 Approved HSP | 1 | Stand-Alone | 0 | 0 | N/A | | | |
| TL66 | Installation of services after approval by DHS | % of Budget Spent | 100% | Carry Over | 0% | 0% | N/A | | | |
| TL67 | Oversee process for identifying an alternative Landfill Site | Report submitted to council | 1 | Carry Over | 0 | 0 | N/A | | | |
| TL68 | Management of Transfer of rental / RDP housing stock | Number of transfers | 500 | Accumulative | 100 | 112 | G2 | | [D322] Director: Engineering Services: No comment (September 2013) | |

| Ref | KPI | Unit of Measurement | Annual Target | KPI Calculation Type | Sep-13 | | | | |
|------|---|--|---------------|----------------------|--------|--------|-----|--|----------------------------------|
| | | | | | Target | Actual | R | Departmental SDBIP Comments | Departmental Corrective Measures |
| TL69 | Approval of building plans within 30 days for buildings less than 500m² and 60 days for buildings larger than 500m² after all information required is correctly submitted | % of building plans approved within timeframes | 90% | Carry Over | 90% | 100% | G2 | [D323] Director: Engineering Services: Building plan register (July 2013) [D323] Director: Engineering Services: As per building plan register (August 2013) [D323] Director: Engineering Services: 87 plans approved (September 2013) | |
| TL70 | Oversee the Review of the Spatial Development Framework | Framework submitted to Council | 1 | Carry Over | 0 | 0 | N/A | | |
| TL71 | Follow up on the status of zoning scheme regulations | Correspondence on follow up | 1 | Carry Over | 0 | 0 | N/A | | |

Summary of Results: Engineering Services

| | |
|------------------------|-----------|
| KPI Not Yet Measured | 10 |
| KPI Not Met | 0 |
| KPI Almost Met | 0 |
| KPI Met | 3 |
| KPI Well Met | 3 |
| KPI Extremely Well Met | 4 |
| Total KPIs | 20 |

Financial Services

| Ref | KPI | Unit of Measurement | Annual Target | KPI Calculation Type | Sep-13 | | | | | Departmental SDBIP Comments | Departmental Corrective Measures |
|------|---|---|---------------|----------------------|--------|--------|-----|--|--|--|----------------------------------|
| | | | | | Target | Actual | R | | | | |
| TL72 | Timeous submission of financial statements | Timeous submission of financial statements | 100% | Carry Over | 100% | 100% | G | | | [D260] Manager: Budget and Support Services: Financial Statements submitted to AG on 30 August 2013. (August 2013) | |
| TL73 | Review all legislative required budget implementation policies | Number of policies | 7 | Carry Over | 0 | 0 | N/A | | | | |
| TL74 | Financial viability measured in terms of the available cash to cover fixed operating expenditure | Cost coverage ((Available cash+ investments)/ Monthly fixed operating expenditure | 2.2 | Carry Over | 0 | 0 | N/A | | | | |
| TL75 | Financial viability measured in terms of the municipality's ability to meet it's service debt obligations | Debt coverage ((Total operating revenue-operating grants received)/debt service payments due within the year) | 60 | Carry Over | 0 | 0 | N/A | | | | |
| TL76 | Financial viability measured in terms of the outstanding service debtors | Service debtors to revenue – (Total outstanding service debtors/ revenue received for services) | 12 | Carry Over | 0 | 0 | N/A | | | | |
| TL77 | Achievement of a payment percentage of at least 100% | Payment % | 100% | Carry Over | 75% | 78.70% | G2 | | | [D244] Manager: Revenue Services: Payments received by September 2013 (September 2013) | |
| TL78 | Valuation of farms per usage | Valuation roll of all farms | 1 | Carry Over | 0 | 0 | N/A | | | | |
| TL79 | Approved Budget for 2014/2015 | Budget approved | 1 | Carry Over | 0 | 0 | N/A | | | | |
| TL80 | Maintain the asset register in terms of GRAP | % of asset register maintained | 100% | Carry Over | 100% | 100% | G | | | [D246] Manager: Budget and Support Services: Asset Register maintained on monthly basis in terms of GRAP. (July 2013) [D246] Manager: Budget and Support Services: Asset Register is updated on monthly basis as capital expenditure is incurred. (August 2013) [D246] Manager: Budget and Support Services: Asset Register is maintained in terms of GRAP. (September 2013) | |
| TL81 | Complete Supplementary Valuation Roll | Complete Supplementary Valuation Roll | 1 | Carry Over | 0 | 0 | N/A | | | | |
| TL82 | Maintain a clean audit opinion | Audit Opinion | 1 | Carry Over | 0 | 0 | N/A | | | | |
| TL83 | Resolve all audit issues | % of audit queries for which an action plan was submitted within 10 working days | 90% | Carry Over | 90% | 100% | G2 | | | [D249] Director: Finance: Audit queries resolved within the required timeframe (July 2013) [D249] Director: Finance: No comafs received (August 2013) [D249] Director: Finance: No comafs received yet (September 2013) | |
| TL84 | Co-ordinate the processes for preparing the annual budget and budget-related policies | Council Resolution | 1 | Carry Over | 1 | 1 | G | | | [D250] Director: Finance: The Budget and IDP Process Plan served before Council on 29 August 2013. Hard copies was also provided to the relevant government departments (August 2013) | |
| TL85 | Compliance with the supply chain management policy | % compliance | 100% | Stand-Alone | 100% | 90% | O | | | [D251] SCM Practitioner: Comply with (July 2013) [D251] SCM Practitioner: Comply with (August 2013) [D251] SCM Practitioner: Comply with (September 2013) | |

Summary of Results: Financial Services

| | |
|------------------------|-----------|
| KPI Not Yet Measured | 8 |
| KPI Not Met | 0 |
| KPI Almost Met | 1 |
| KPI Met | 3 |
| KPI Well Met | 2 |
| KPI Extremely Well Met | 0 |
| Total KPIs | 14 |

Summary of Results

| | |
|------------------------|-----------|
| KPI Not Yet Measured | 39 |
| KPI Not Met | 6 |
| KPI Almost Met | 2 |
| KPI Met | 19 |
| KPI Well Met | 7 |
| KPI Extremely Well Met | 12 |
| Total KPIs | 85 |