

Overstrand Municipality

SDBIP 2013/2014: Departmental Report - KPI's Not Met - 1st Quarter 2013/2014

Council & Municipal Manager

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Jul-13					Aug-13					Sep-13					Overall Performance for Jul 2013 to Sep 2013		
						Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R
D2	Bi-annual formal performance appraisal by March and September for the financial year	Number of appraisals	Municipal Manager	12	2 formal performance appraisals	0	0	N/A			0	0	N/A			6	0	R	Appraisals are scheduled for 14 Oct 2013.	Appraisals were scheduled for 30/9/2013, but had to be rescheduled for 14/10/2013 due to visiting Municipal Manager's cancellation on short notice.	6	0	R
D8	Conduct reviews in accordance with the approved Risk Based Audit Plan	Complete all the reviews as per the Audit Plan by 30 June	Internal auditor	90%	By June	0%	0%	N/A			0%	0%	N/A			20%	5%	R	Only 2 Reviews were finalised/ issued during this quarter, namely 1) Predetermined Objectives 4th Quarter (2012/2013) and 2) Key Control Assessment 4th Quarter (2012/2013), while 5 Reviews are in different stages in the planning, execution and reporting phase.	The target of 20% completion was not met due to the finalisation/ approval of the Operational Risk-Based Audit Plan and Internal Audit Program for the financial period 2013/2014 that was done during the meeting held on 12 September 2013.	20%	5%	R
D13	Quarterly report to the Audit Committee on progress with implementation of key controls as identified in key control deficiencies	Quarterly reports submitted on achievement of committed dates	Municipal Manager	2	Achieve Toplayer indicator for 2013/14	0	0	N/A			0	0	N/A			1	0	R	During the 1st Quarter only two Special Audit Committee meetings were held during which discussions took place regarding the unaudited AFS (27 August 2013) and the revised 2012/2013 Audit Strategy (12 September 2013). During these meetings no standing items were tabled for cognizance/ discussion.	The key control assessments for the 4th Quarter 2012/2013 and the 1st Quarter 2013/2014 will be tabled to the Audit Committee during the next scheduled Audit Committee Meeting once the date is set.	1	0	R

Management Services

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Jul-13					Aug-13					Sep-13					Overall Performance for Jul 2013 to Sep 2013		
						Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R
D37	Revision of the communication strategy by August	Reviewed strategy submitted to Council	Manager: Communications	1	Reviewed strategy by August	0	0	N/A	Working document was prepared, but Mayor indicated that external input may also be sought.		1	0	R	Revision of the strategy could not be done at the end of August due the former Communication	The target date will be revised and amended accordingly.	0	0	N/A			1	0	R
D50	Monitor and report on the achievement of employment equity targets	Number of reports to the employment equity committee	Senior Manager: Human Resources	2	2 reports submitted	0	0	N/A	Outside reporting period.		0	0	N/A	Outside reporting period.		1	0	R	Meeting scheduled for October due to availability of committee members	Meeting scheduled for October due to availability of committee members	1	0	R
D90	Monthly submit a report to the Director on the key functional objectives of the department by the last week of the previous month	Number of reports	Senior Manager: Legal Services	9	Monthly report submitted	0	0	N/A	Council in recess. No meeting of EMT to consider any report.	No corrective measures required	1	0	R	No report supplied	Report prepared for next month	1	1	G	One report supplied to the Director: Management Services relating to the needs and objectives of the legal department	No corrective measures required	2	1	R
D96	Develop and submit and Early Childhood Development policy by the end of September	Policy completed	Manager: Development	1	Program in every area	0	0	N/A			0	0	N/A			1	0	R	Policy not yet complete. Can only complete once Strategy is done. Strategy is being finalised.	Policy to be completed by January 2014	1	0	R

Finance

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Jul-13					Aug-13					Sep-13					Overall Performance for Jul 2013 to Sep 2013		
						Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R

Protection Services

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Jul-13					Aug-13					Sep-13					Overall Performance for Jul 2013 to Sep 2013		
						Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R
D184	Daily compliance to registry requirements and response on own queries within 14 days	95% completed within 14 days	Director: Protection Services	95%	within 14 days	95%	50%	R	Two enquiries received of which one could not be dealt with in 14 days	Enquiries will be dealt with in 14 days	95%	100%	G2	All correspondence responded to		95%	50%	R	Two enquiries received. Only one could be dealt with in 14 days	One enquiry could not be dealt with in 14 days	95%	66.67%	R

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						Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R
D192	90% of the total approved capital budget spent (Actual expenditure divided by the total approved capital budget)	% of the capital budget spent	Director: Protection Services	90%	Spend capital budget as per cashflow forecasts	0%	0%	N/A			0%	0%	N/A			20%	0%	R	No Capital Budget for Protection Services. Minor Asset Vote: No expenditure - Tender for Soft Body Armour to be Evaluated. Minor Asset request sent to Finance Department	Minor Asset Vote: No expenditure - Tender for Soft Body Armour to be Evaluated. Minor Asset request sent to Finance Department	20%	0%	R

Community Services

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Jul-13					Aug-13					Sep-13					Overall Performance for Jul 2013 to Sep 2013		
						Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R
D244	90% of the total approved capital budget spent (Actual expenditure divided by the total approved capital budget)	% of the capital budget spent	Director: Community Services	90%	Spend capital budget as per cashflow forecasts	0%	0%	N/A			0%	0%	N/A			5%	2.40%	R	* TENDER FOR PROVISION OF SMALL WORKS CANCELLED. * NO PROCUREMENT OF MINOR ASSETS BY TREASURY.	* TO RE-ADVERTISE FOR SERVICE PROVIDERS. * PROCUREMENT OF MINOR ASSETS TO BE COMPLETED.	5%	2.40%	R
D246	98% of the approved capital project budget spent (Actual expenditure divided by the approved capital budget)	% of the budget spent	Area manager: Gansbaai	98%	98% of budget spend	0%	0%	N/A	Not applicable		0%	0%	N/A	Not applicable		20%	5%	R	75% of the budget is dependant on the tender process. The progress is below target due to the fact that the tender for road maintenance was rejected by the Adjudication Committee during September 2013.	The road maintenance projects in Wards 1 & 11 will have to go through a new tender process and the tender for the irrigation of the bowling & golf club will be finished in the 2nd quarter.	20%	5%	R
D261	98% of the approved ward project budget spent (Actual expenditure divided by the approved budget)	% of budget spend	Area manager: Hangklip/Kleinmond	98%	98% Spend	0%	0%	N/A			0%	0%	N/A			20%	8.90%	R	8.9 % spending. Projects was on hold until classification of projects into Capex or Opex was sorted.	Requisitions was submitted, awaiting order from SCM department.	20%	8.90%	R
D277	98% of the approved ward project budget spent (Actual expenditure divided by the approved budget)	% of budget spend	Area manager: Hermanus	98%	98% Spend	0%	0%	N/A			0%	0%	N/A			20%	4%	R	Main tender for roads, sidewalks etc was delayed then cancelled	The tender to be readvertised	20%	4%	R
D283	98% of the total approved operational budget spent for caravan parks, excluding capital charges and depreciation.	% of budget spend	Deputy Area Manager: Hermanus	98%	98% Spend	0%	0%	N/A			0%	0%	N/A			20%	11.30%	R	Maintenance	Maintenance to be stepped up before season	20%	11.30%	R
D284	98% of the approved ward project budget spent (Actual expenditure divided by the approved budget)	% of budget spend	Deputy Area Manager: Hermanus	98%	98% Spend	0%	0%	N/A			0%	0%	N/A			20%	1%	R	Main tender for roads, sidewalks etc delayed the cancelled	Tender to be readvertised soon	20%	1%	R
D286	98% of the total approved operational budget for the 2 swimming pools spent, excluding capital charges and depreciation.	% of budget spend	Deputy Area Manager: Hermanus	98%	98% Spend	0%	0%	N/A			0%	0%	N/A			20%	14%	R	Maintenance under way	Maintenance to be stepped up before season	20%	14%	R
D311	98% of the approved ward project budget spent (Actual expenditure divided by the approved budget)	% of budget spend	Operational manager: Gansbaai	98%	98% Spend	0%	0%	N/A	Awaiting on tenders	Awaiting on tenders	0%	0%	N/A	Awaiting on tenders	Awaiting on tenders	20%	0%	R	Awaiting on tenders	Awaiting on tenders	20%	0%	R
D320	98% of the approved ward project budget spent (Actual expenditure divided by the approved budget)	% of budget spend	Operational manager: Hangklip/Kleinmond	98%	98% Spend	0%	0%	N/A	No spending yet		0%	0%	N/A	Comply with target		20%	10%	R	Did not comply with target. Tender for small engineering infrastructure projects was cancelled.	Will have to go out on tender again to implement projects.	20%	10%	R

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D338	98% of the approved ward project budget spent (Actual expenditure divided by the approved budget)	% of budget spend	Operational manager: Stanford	98%	98% Spend	0%	0%	N/A	Complied		0%	0%	N/A	Complied		20%	0%	R	Awaiting tenders.	Cannot shorten supply chain processes.	20%	0%	R
D354	m² of roads resealed according to approved Paveman Management System within available budget	m² of roads resealed	Director: Community Services	25005	Achieve Toplayer indicator for 2013/14	0	0	N/A	Not applicable		0	0	N/A			10,000	3,295.68	R	Total square meters resealed as per tender for the 1st quarter	Only preparation for reseat done in 1st Quarter. Reseal will commence in second quarter	10,000	3,295.68	R

Infrastructure and Planning

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Jul-13					Aug-13					Sep-13					Overall Performance for Jul 2013 to Sep 2013		
						Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R
D406	Achieve two Green Drop awards	Number of awards	Director: Infrastructure and Planning	2	Achieve Toplayer indicator for 2013/14	0	0	N/A			0	0	N/A			2	0	R	The Minister of Water and Environmental Affairs delayed the release of the Green Drop Report until further notice	All stakeholders/municipalities are awaiting further announcements from DWA and its Minister	2	0	R

Economic Development

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Jul-13					Aug-13					Sep-13					Overall Performance for Jul 2013 to Sep		
						Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R
D432	Report monthly on the outcomes of the electronic tourism survey	Number of reports submitted	Manager: Tourism	2	Per annum	1	0	R	Electronic format not ready to be launched.	Following discussion with WESGRO and their statistics available, we are re-thinking the sample group that we need to target. Might request the information from shark diving industry and only send the survey to this industry.	1	0	R	Electronic survey will not be executed, due to resources required, and the sample size that will be too small.	It was proposed that discussions will be held with the shark cage industry or whale watching industry to collate information/statistics from operators.	1	0	R	Electronic survey will not be executed, due to resources required, and the sample size that will be too small.	It was proposed that discussions will be held with the shark cage industry or whale watching industry to collate information/statistics from operators.	3	0	R
D442	Improve the LED maturity assessment position by 2 points	Points improved	Director: Economic Development	12th position in the Western Cape	Achieve Toplayer indicator for 2013/14	0	0	N/A			0	0	N/A			1	0	R	Maturity assessment conducted by Province half yearly.	We are still waiting for the dates of the assessment.	1	0	R

Summary of Results

KPI Not Met	23
Total KPIs	443