

Overstrand Municipality

Departmental SDBIP Report - KPIs Not Met - 3rd Quarter (01 January 2014 to 31 March 2014)

Council & Municipal Manager

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Jan-14			Feb-14			Mar-14			Overall Performance for Jan 2014 to Mar 2014								
						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	Due to time constraints appraisals have been scheduled for 4 April 2014.	Formal performance appraisals have been scheduled for 4 April 2014.	6	0	R

Management Services

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Jan-14			Feb-14			Mar-14			Overall Performance for Jan 2014 to Mar 2014								
						Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R					
D56	Facilitate the convening of the Local Labour Forum meetings	Number of meetings	Senior Manager: Human Resources	9	9	0	0	N/A	Outside reporting period. First meeting be held on 12/02/14.		1	0	R	First meeting to be held on 11 February 2014. Meeting could not proceed due to the fact that the meeting wasn't a quorum.	Next meeting scheduled for 11 March 2014. Agenda items for February 2014 to be tabled as well as new items	1	1	G	LLF was held on 11 March 2014.		2	1	R
D61	Manage the functioning of the Training Committee meeting by the convening of meetings	Number of meetings supported	Senior Manager: Human Resources	9	Convene all meetings	0	0	N/A	Outside reporting period. First meeting scheduled for 12 February 2014.		1	0	R	First meeting to be held on 11 February 2014. Meeting could not proceed due to the fact that the meeting wasn't a quorum.	Next meeting scheduled for 11 March 2014. Agenda items for February 2014 to be tabled as well as new items	1	1	G	Meeting was held on 11 March 2014.		2	1	R
D63	Quarterly report in terms of the reporting requirements of the LGSETA	Number of reports to LGSETA	Senior Manager: Human Resources	4	Quarterly reports	0	0	N/A	Outside reporting period		0	0	N/A	Outside reporting period		1	0	R	Awaiting the finalisation of the quarterly report template by LGSETA	LGSETA to provide the template	1	0	R
D76	Scheduled functional ICT Disaster Recovery Plan testing of all systems during third financial quarter each year	Scheduled testing completed	Snr Business Analyst	1	Annual testing during the third quarter	0	0	N/A			0	0	N/A			1	0	R	The testing preparation has been finalised. When the testing date (due for 3rd quarter) was planned it was not known when the SAMRAS disaster recovery server will be finalised so that all processes can be tested in one project (important that all done in one project to ensure coordination is done across all business areas and integrated systems). The supplementary budget had to be approved for the procurement of the server and subsequently now this has been approved the procurement will be done. Once the server is in place the testing will be finalised. Target date is for the end of the financial year.	Once the server is in place the testing will be finalised. Target date is for the end of the financial year.	1	0	R
D79	Submit monthly progress reports on YTD expenditure of the MSIG grant to the Department of Cooperative Governance	Number of reports submitted	Snr Manager: Systems Development	12	Monthly reports submitted	1	0	R	The MSIG funding has been re-allocated to the procurement of the new Time and Attendance System. This project is of a longer term nature.	The specifications for the tender process is currently being finalised.	1	0	R	The MSIG funding has been re-allocated to the procurement of the new Time and Attendance System. This project is of a longer term nature.	The specifications for the tender process is currently being finalised.	1	0	R	This amount was allocated to be used for Time and Attendance, but that was not authorised via NT.	Need to find procedures and systems to implement using this Grant, but has to have a Financial aspect to the proposal.	3	0	R

D82	Manage and facilitate Class Room Based training sessions to capacitate employees to become ICT proficient in their respective areas of work	Minimum of one CBT session to be scheduled every month	Snr Manager: Systems Development	12	One session scheduled per month	1	0	R	Due to leave the timeframe to action this is too short	Will restart initiatives after January	1	0	R	Some ad-hoc training to use vote budget system and vote enquiry system. Consultant George Steyn was due to leave and we concentrated on the acquisition of knowledge on the Samras Finance system and starting to develop the GIS Front-end System	Need to raise the issue of training ownership to HR's attention, to collate and define training needs. To be done in last quarter of Fin Year	1	1	G	Gave preliminary training session to Roderick William's Management team, about the Web based Vote Lookup and reporting tool. To schedule individual sessions with managers	3	1	R	
D83	Quarterly review of ICT Architecture Framework	Number of reviews completed	Snr Manager: Systems Development	4	Quarterly review of Framework	0	0	N/A			1	0	R	Was not done, as Interim ICT Manager was engaged in budgets and planning prior to his end-of-contract tenure	Will need to arrange meetings with Technical team and Lateral dynamics to review architecture.	0	0	N/A		1	0	R	
D85	Initiate and complete process to adopt/repeal and to promulgate by-laws in less than 9 months	% progress in adoption or repeal and promulgation of by-law	Senior Manager: Legal Services	95%	Completion within 9 months	95%	40%	R	By-law relating to Parking in the process of being prepared public comments.	No corrective measures required	95%	45%	R	The Parking by-law is in the process of publication for public comments by 19 March 2014.	No corrective measures required	95%	95%	G	The parking by - law followed rules of order process publication for public comment 17 April 2014	95%	60%	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	No status report provided as a result of the holiday season.	Report to stand over to February 2014.	1	0	R	No written feedback provided. Informal discussions held.	No corrective measures required	1	1	G	Discussions held with the director regarding objectives of the department	2	1	R	
D91	Arrange risk assessment workshops with all Directorates to obtain their input	Number of workshops arranged	Risk Manager	New performance indicator for 2013/14	One workshop per directorate before completion of RBAP	6	0	R	Risk manager not yet appointed. Internal Audit unit is currently co-ordinating this function. Shared service of this function is currently being investigated.	Risk assessment workshops has been scheduled by the Internal Audit Unit for April 2014	0	0	N/A			0	0	N/A		6	0	R	
D114	Review the Performance Management Framework by the end of February	Framework reviewed	Director: Management Services	Existing approved framework	Achieve Toplayer indicator for 2013/14	0	0	N/A			1	0	R	Document in draft format, served at the HR technical working group on 17 February 2014 and no objections were received. The draft was circulated to the Mayco and Top Management on 28 Feb 2014 for perusal and comments. Draft will serve in the April Council Cycle. Final document to be in place by end June 2014.	Document in draft format, served at the HR technical working group on 17 February 2014 and no objections were received. The draft was circulated to the Mayco and Top Management on 28 Feb 2014 for perusal and comments. Draft will serve in the April Council Cycle. Final document to be in place by end June 2014.	0	0	N/A	Target set for end February was not reached yet, in progress. see corrective measure	Document in draft format, served at the HR technical working group on 17 February 2014 and no objections were received. The draft was circulated to the Mayco and Top Management on 28 Feb 2014 for perusal and comments. Draft will serve in the April Council Cycle. Final document to be in place by end June 2014	1	0	R

Finance

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Jan-14					Feb-14					Mar-14					Overall Performance for Jan 2014 to Mar 2014		
						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	Jan-14					Feb-14					Mar-14					Overall Performance for Jan 2014 to Mar 2014		
						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	Tender for Bullet Proofs had to be re-advertised. To be adjudicated in April 2014. (Budget R250 000)		0%	0%	N/A	Tender for Bullet Proof Vests advertised. Will be adjudicated in April 2014		50%	15%	R	Tender for Bullet Proof Vests is in final evaluation process and will be adjudicated by end of April 2014	Adjudication process to be completed	50%	15%	R
D229	Annually review and submit Disaster Management Plan to the District by the end of March	Plan reviewed	Director: Protection Services	1	Achieve Toplayer indicator for 2013/14	0	0	N/A			0	0	N/A			1	0	R	Disaster Management Plan could not be submitted due to Training and other challenges faced by Fire Department	Plan will be reviewed and send to District Offices before end of April 2014	1	0	R

D232	Establishment of the Municipal Court by the end of June 2014 to enhance effective law enforcement (MOU signed, appoint staff, facilities)	Number of activities completed	Director: Protection Services	Establishment of court delayed due to external application process challenges	Achieve Toplayer indicator for 2013/14	0	0	N/A			0	0	N/A			2	0	R	Plans of Municipal court submitted to Justice. Awaiting final approval from Justice Dept. Meeting Scheduled for 5 May 2014 at Mossel Bay Municipal Court	Awaiting final approval form Justice Dept.	2	0	R
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Community Services

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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
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%	35%	B	No tenders were received on 10/12/2013 for the starting of a project with a value of 50% of the budget (R440 000).	New tenders were called for and it is expected that a contractor will be appointed within the 3rd quarter.	0%	46%	B	Projects were delayed because no tenders were received during December 2013. Three tenders were received and will be evaluated during March 2014.	The actual % of spending will increase to 98% once the tenders are awarded.	75%	48%	R	Tender for irrigation systems at a total value of R440000 was awarded on 20/03/14. Appeal period lapsed on 07/04/14 and order was issued on 09/04/14. Actual commitment of budget on 11/04/14 thus 99.71%.	None - Actual commitment of budget on 11/04/14 thus 99.71%.	75%	48%	R

Infrastructure and Planning

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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
D383	Develop a draft Bulk Infrastructure Contribution Policy by the end of March	Draft policy developed	Manager: Engineering Services	1	Public participated approved policy	0	0	N/A			0	0	N/A			1	0	R	In progress. Progress delayed due to new proposed bulk levy policy from province.	Follow up with province on progress.	1	0	R
D404	Complete the bulk water supply upgrade of Baardskeedersbos by the end of March 2014	Project completed	Director: Infrastructure and Planning	New capital project for 2013/14	Achieve Toplayer indicator for 2013/14	0	0	N/A			0	0	N/A			1	0	R	Due to some delays (heavy rains in November and January), commissioning of the plant is only scheduled for early April 2014.	Commissioning of the plant is scheduled for early April 2014, after which the 90 day trial operation period is scheduled to commence, until end June 2014.	1	0	R

Economic Development

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Jan-14				Feb-14				Mar-14				Overall Performance for Jan 2014 to Mar 2014					
						Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R	Performance comment	Corrective measures	Target	Actual	R
D422	Conduct a survey to evaluate the projects implemented	Survey conducted	Manager: LED	1	Evaluate projects implemented	0	0	N/A			0	0	N/A			1	0	R	Plans and budget for survey in place	Survey will be conducted in May 2014	1	0	R
D431	Improve skills of tourism frontline staff and managers	Number of sessions	Manager: Tourism	2	Capacity building	0	0	N/A			0	0	N/A			1	0	R	Training was held for staff in previous months.	Training sessions were held earlier in the financial year. Targets were met.	1	0	R
D438	The number of job opportunities created through the EPWP programme and as per set targets (grant agreement - 77 FTE's)	Number of temporary jobs created	Director: Economic Development	500	Achieve Toplayer indicator for 2013/14	0	0	N/A	Not applicable for this month.		0	0	N/A			125	1	R	March 2014: EPWP Admin Assistant - 1	The overall target has been reached.	125	1	R
D441	Review the LED strategy by the end of March 2014	Strategy reviewed	Director: Economic Development	New performance indicator	Achieve Toplayer indicator for 2013/14	0	0	N/A			0	0	N/A			1	0	R	The review of the LED strategy is still in progress	Currently extracting information from the Municipal Economic Review & Outlook 2013 (MERO).	1	0	R