

## Overstrand Municipality

### SDBIP 2013/2014: Departmental SDBIP Report - KPI's Not Met - 2nd Quarter 2013/2014

#### Council & Municipal Manager

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Oct-13					Nov-13					Dec-13					Overall Performance for Oct 2013 to Dec 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
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			40%	19%	R	5 reviews were finalised /issued during this quarter, namely: 1. Social Development 2. Contractor Development 3. Management of Alien Vegetation Invasion 4. Predetermined Objectives 1st Quarter (2013/2014) 5. Key Control Assessment 1st Quarter (2013/2014) Seven reviews are currently in different stages in the planning, execution and reporting stage.	The reviews that are currently in work-in-progress will be finalised within the coming month and new reviews will be started as planned.	40%	19%	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 2nd Quarter only one Special Audit Committee meeting were held to discuss the legal opinion with regards to the validity of Tender SC 1245/2012 for Professional Services. During this meeting no standing items were tabled for cognizance/ discussion.	The key control assessment for the 2nd 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	Oct-13					Nov-13					Dec-13					Overall Performance for Oct 2013 to Dec 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
D68	Monthly project progress review meetings held with all stakeholders to ensure continued alignment between ICT migration strategies and business requirements	Number of meetings held	Manager: Information Technology	12	Monthly meetings held	1	1	G	Meetings held for projects across all directorates to give feedback on all business requirements under investigation (projects in progress) and to determine new requirements (if applicable). This is also done on a quarterly basis with each Director.		1	1	G	Submitted monthly report with feedback updated on status of all initiatives.		1	0	R	On December leave starting 5 December 2013. No report done. Time was used before leave to finalise all urgent business requirements and to close off before the December holidays, specifically the finalisation of the evaluation of the Web hosting tender and the adjudication there-of during December 2013.	Report will be done as every month again in January 2014.	3	2	R
D85	Initiate and complete process to adopt/repel 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%	100%	G	By-law relating to Rules of Order promulgated on 18 October 2013	No corrective measures required	95%	25%	R	A by-law relating to parking is currently under discussion for adoption in May 2014	No corrective measures required	95%	25%	R	Parking by-law still in discussion stages	Parking by-law still in discussion stages	95%	50%	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	1	0	R	Risk Manager not yet appointed.	Position to be re-advertised.	0	0	N/A			0	0	N/A			1	0	R
D93	Quarterly report on monitor and evaluation of the risk system and maintain an updated risk progress register	Number of reports submitted	Risk Manager	3	4 Per annum	0	0	N/A			0	0	N/A			1	0	R	Risk Manager not yet appointed.	Position to be re-advertised.	1	0	R
D94	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	Risk Manager	8	Monthly report submitted	1	0	R	Risk Manager not yet appointed.	Position to be re-advertised.	1	0	R	Risk Manager not yet appointed.	Position to be re-advertised.	0	0	N/A			2	0	R

D95	Education programme on social grants presented to woman in every service delivery area in November	Number of service delivery areas	Manager: Development	4	Program in every area	0	0	N/A		4	0	R	Delivery mechanism and material not currently in place. Complete project before the end of the financial year..	Delivery mechanism and material not currently in place. Complete project before the end of the financial year.	0	0	N/A		4	0	R	
D109	Regular meeting of the OMAF IDP Forum to obtain input and support from the various role-players	Number of meetings held	Senior Manager: Strategic Services	2	December and April	0	0	N/A		0	0	N/A			1	0	R	No OMAF held in December 2013	Mayor and Finance Portfolio councillor agreed that the December OMAF be postponed to February 2014 in order to present a holistic budget to the representatives. The budget compilation for 2014/15 is currently in progress.	1	0	R
D117	Review identified HR policies by the end of June	Number of policies reviewed	Director: Management Services	Review existing approved policies	Achieve Toplayer indicator for 2013/14	0	0	N/A	Outside reporting period	0	0	N/A	First HR Technical Working Group meeting was held on 5 November 2013 in order to appoint a Chairperson and Vic-Chairperson. Also to determine the terms of reference of the Working Group. First policies to be discussed during January 2014.		1	0	R	First HR Technical Working Group meeting was held on 5 November 2013. The next meeting is scheduled for 30 January 2014 to discuss first policies for review	The next meeting is scheduled for 30 January 2014 to discuss first policies for review	1	0	R

### Finance

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Oct-13					Nov-13					Dec-13					Overall Performance for Oct 2013 to Dec 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
D127	90% of the total approved capital budget spent (Actual expenditure divided by the total approved capital budget)	% of the capital budget spent	Director: Finance	90%	Spend capital budget as per cashflow forecasts	0%	0%	N/A			0%	0%	N/A			40%	29%	R	Target Not Achieved	Minor Assets Tender for Furniture only awarded End Dec 2013.  Reason for delay was the consolidation with the new furniture for the Preekstoel office	40%	29%	R

### Protection Services

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Oct-13					Nov-13					Dec-13					Overall Performance for Oct 2013 to Dec 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%	98%	G2	98% of correspondence responded to within 14 days		95%	100%	G2	All correspondence for Director dealt within 14 days		95%	0%	R	Two tasks which could not be dealt with in the time frame	Two tasks could not be dealt with in the time frame	95%	66%	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			40%	9%	R	R250 000 for Bullet Proofs to be spent - procurement process ongoing	Bullet proofs to be obtained	40%	9%	R

### Community Services

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Oct-13					Nov-13					Dec-13					Overall Performance for Oct 2013 to Dec 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
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%	5%	B	75% of budget is dependant on tender process. Progress is below target due to tender for road maintenance which was rejected by Adjudication Committee during Sept '13.	Road maintenance project in Ward 1, 2 & 11 will have to go through new tender process and tender for irrigation of bowl & golf club will be finished in 2nd quarter.	0%	8%	B	The tender for 85% of the projects in the budget closes on 13/12/2013 and the projects will commence in the third quarter.	The procurement process needs to be looked at.	50%	8%	R	Tenders were awaited as per SC1431/2013. No tenders received.	New invitations for quotations will be advertised in the third quarter.	50%	8%	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		50%	10%	R	Projects delayed due to the completion of tender process for the second time.	Tender was awarded during December 2013 and work to commence as from January 2014.	50%	10%	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		50%	37%	R	Vacant positions at the Campsite, not enough officials to perform duties	Vacancies were filled therefore more tasks will be completed at the campsite	50%	37%	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		50%	10%	R	Projects delayed due to the completion of tender process for the second time.	Tender was awarded during December 2013 and work to commence as from January 2014.	50%	10%	R		
D290	98% of the approved ward project budget spent (Actual expenditure divided by the approved budget)	% of budget spend	Deputy Area Manager: Stanford	98%	98% Spend	0%	23.75%	B	Waiting for engineer's report on Market Square irrigation.		0%	23.75%	B	Tender cancelled, new tender advertised.	Will start in the new year.	50%	19.82%	R	Projects delayed due to the completion of tender process for the second time.	Tender was awarded during December 2013 and work to commence as from January 2014	50%	23.75%	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 tender		0%	0%	N/A	AWAITING ON TENDER		50%	0%	R	Projects delayed due to the completion of tender process for the second time.	Tender was awarded during December 2013 and work to commence as from January 2014.	50%	0%	R
D312	98% of the total approved maintenance of graveyards operational budget spent, excluding capital charges and depreciation.	% of budget spend	Operational manager: Gansbaai	98%	98% of budget spend	0%	22%	B	Normal spending	Normal spending	0%	33.70%	B	NORMAL SPENDING		50%	35.27%	R	inadequate spending	spending to be increased / budget to be revised	50%	35.27%	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%	31.28%	B	Comply with target: Source GFS report		0%	6.58%	B	Source is for last month expenditure. Additional R22800 of expenditure should be added		50%	18.86%	R	Actual do not comply with target	Contractor appointed in late December 2013 to do infrastructure capital ward project	50%	31.28%	R
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%	23.75%	B	Complied		0%	23.75%	B	New tender advertised.	Will start in the new year.	50%	19.82%	R	Projects delayed due to the completion of tender process for the second time.	Tender was awarded during December 2013 and work to commence as from January 2014.	50%	23.75%	R
D354	m <sup>2</sup> of roads resealed according to approved Paveman Management System within available budget	m <sup>2</sup> of roads resealed	Director: Community Services	25005	Achieve Toplayer indicator for 2013/14	0	0	N/A			0	0	N/A			65,000	45,621	R	Total square meters resealed as per tender for the 2nd quarter	Delay because of excessive rains.	65,000	45,621	R

### Infrastructure and Planning

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Oct-13				Nov-13				Dec-13				Overall Performance for Oct 2013 to Dec 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
D380	Preparation and observation of the environmental related calendar events through public display of municipal commitment to the environment	Number of events	Manager: Environmental Services	3	Participate in events as indicated by the Department of Environmental Affairs	0	0	N/A	Displays at Whale Festival and Fernkloof Flower Show.	This was not previously captured in September	0	0	N/A			1	0	R	No environmental days were attended or held during this period.	Environmental Tender for education and implementation of environmental days have been submitted to supply chain for advertisement.	1	0	R
D390	90% of the total approved capital budget spent (Actual expenditure divided by the total approved capital budget)	% of the capital budget spent	Manager: Town planning, Spatial development & Property Administration	90%	Spend capital budget as per cashflow forecasts	0%	0%	N/A			0%	0%	N/A			20%	13%	R	Reconciliation Expenditure Report of the Capital Budget 2013 - 2016	Due to the fact that Province made a late payment on the Gansbaai 155 and the consultant is still busy with the asset register, as well as an account on Hawston 67 is investigated by the Director : Infrastructure & Planning, the target could not be met.	20%	13%	R
D405	Complete development of a new cell at Gansbaai landfill site by the end of December 2013	% completion of the project	Director: Infrastructure and Planning	60%	Achieve Toplayer indicator for 2013/14	0%	0%	N/A			0%	0%	N/A			100%	67.85%	R	The project was stopped for the rainy season, and work only recommenced during October 2013, for completion during February/March 2014.	Work is on schedule following planned delay to allow for rainy season.	100%	67.85%	R

**Economic Development**

Ref	KPI	Unit of Measurement	KPI Owner	Baseline	Performance Standard	Oct-13					Nov-13					Dec-13					Overall Performance for Oct 2013 to Dec 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
						D415	Quarterly report on the performance of all contracts for service providers in terms of the Municipal Systems Act and submit to SCM	Number of reports submitted	Director: Economic Development	4	At least quarterly	0	0	N/A			0	0	N/A			1	0
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			0	0	N/A			250	73	R	Jobs Created - Law Enforcement Dept: 20 - Traffic Dept: 10 - Fire Dept: 11 - Parking Management Service: 32	Target exceeded for the the 1st 6 months of the financial year. (July -150, August - 53, September 1, October 0, November 0, December 73.) Overall performance = 277	250	73	R