

3. NON- FINANCIAL PERFORMANCE

3.1 Office of the Municipal Manager

Ref	Directorate	IDP Objective	KPA	KPI	Unit of measurement	Overall Performance			
						Mid- Year Target	Actual	Reason for Deviation	Corrective Measure
Office of the Municipal Manager									
D1	Municipal Manager	To provide open transparent corruption free governance	MT&ID	Implementation anti-fraud and anti-corruption and risk prevention initiatives	No of initiatives implemented to create awareness amongst Councillors and Staff	1	0	Initiatives could not be implement because the municipality was undergoing audit	Initiatives will be implemented in the 3rd quarter
D2	Municipal Manager	To provide open transparent corruption free governance	MT&ID	Review the antifraud and corruption policy by 30 March 2015	No of approved policy revisions	-	-	-	-
D3	Municipal Manager	To create an efficient, effective and accountable administration	MT&ID	Advise the accounting officer and report to the audit committee on the implementation of the internal audit plan and related matters (MFMA, Act 56 of 2003, Section	No of quarterly reports prepared for Audit Committee	2	11	This is due to reports that overlapped to the new financial year.	-

				165(2)(b).					
D4	Municipal Manager	To create an efficient, effective and accountable administration	MT&ID	Development of a risk based audit plan (MFMA, Act 56 of 2003, Section 165(2)(a)) by 31 August 2014.	No of approved risk based audit plans with internal audit programme	1	1	-	-
D5	Municipal Manager	To create an efficient, effective and accountable administration	MT&ID	Implementation of approved internal audit program	% Completion of plan	50%	50%	-	-
D6	Municipal Manager	To create an efficient, effective and accountable administration	MT&ID	Functional Internal Audit Unit (MFMA 62(1))	Risk based audit plan approved by Audit Committee by 31 August 2014	31-Aug-14	25-Aug-14	-	-
D7	Municipal Manager	To create an efficient, effective and accountable administration	MT&ID	Functional Performance Audit Committee (Reg 796 (14))	No of meetings of the Performance Committee	2	2	-	-
D8	Municipal Manager	To create an efficient, effective and accountable administration	MT&ID	Functional Audit Committee (MFMA 166)	No of meetings of the Audit Committee	2	2	-	-

D9	Municipal Manager	To implement effective performance management system by July 2015	MT&ID	Compile draft Annual Report for submission to Council by 31 January 2015	No of Draft Annual Reports approved	-	-	-	-
D10	Municipal Manager	To implement effective performance management system by July 2015	MT&ID	Compile Oversight Report on Annual Report and submit to Council by 31 March 2015 (MFMA 129(1) and MSA 46(2))	No of Oversight Reports adopted	31-Mar-15	-	-	-
D11	Municipal Manager	To implement effective performance management system by July 2015	MT&ID	Compile the Mid-Year budget and Performance Report by 25 January 2014 (MFMA S72)	No of Mid-year report submissions (Mayor, Provincial and National Treasury) by 25 January 2014	25-Jan-15	-	-	-
D12	Municipal Manager	To create an efficient, effective and accountable administration	GGPP	Implement Council Resolutions within prescribed timeframe stipulated on system	% resolutions implemented within timeframe	95%	100%	-	-
D13	Municipal Manager	To create an efficient, effective and accountable administration	GGPP	Implement audit related matters (queries, etc) within prescribed timeframe stipulated	% audit matters attended to within timeframe	50%	50%	-	-

D14	Municipal Manager	To create an efficient, effective and accountable administration	MT&ID	To institute legal action against debtors who defaulted on payments	% of defaulting debtors legal action taken against	95%	0%	-	-
D15	Municipal Manager	To create an efficient, effective and accountable administration	MT&ID	To report on debtors handed over by Revenue unit and action taken.	No of monthly reports submitted to the MM and CFO	6	0	There were no reports presented to the MM and CFO regarding debtors	Manager: Legal Services to consult with the finance department for the compilation of these reports.
D68	Municipal Manager	To create an efficient, effective and accountable administration	BSD	To ensure access to services delivery across the Municipal area in order to improve the livelihood of communities	No of municipal disaster management advisory forum meetings held (section 51 of the Disaster Management Act 2002)	2	2	-	-
D69	Municipal Manager	To create an efficient, effective and accountable administration	BSD	To ensure access to services delivery across the Municipal area in order to improve the livelihood of communities	No of disaster management progress reports submitted to management/Council	2	1	Reports tabled to Management/Council were only final reports	Progress reports will be tabled to Council if there is any

D70	Municipal Manager	To create an efficient, effective and accountable administration	BSD	To ensure access to services delivery across the Municipal area in order to improve the livelihood of communities	No of Disaster Management awareness sessions held in the District	2	1	This is due to budget constraints	Awareness sessions will be conducted after the adjustments budget
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3.2 Directorate: Financial Services

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Mid- Year Target	Overall Performance		
							Actual	Reason for Deviation	Corrective Measure
Directorate Financial Services								Reason for Deviation	Corrective Measure
D16	Financial Services	To improve financial viability of the municipality	MFV&M	Production of annual Audit file by mid August	No of Audit files produced	1	1	-	-
D17	Financial Services	To improve financial viability of the municipality	MFV&M	Closing of all municipal financial accounts at the end of each month i.t.o sec 65 of the MFMA	No of monthly reports	6	6	-	-
D18	Financial Services	To improve financial viability of the municipality	MFV&M	No of creditors reconciliations done monthly (60 days)	No of creditors reconciliation reports submitted	6	6	-	-
D19	Financial Services	To improve financial viability of the municipality	MFV&M	Financial Viability: Cost coverage (Reg 796)	Cost coverage ((Available cash+ investments)/ Monthly fixed operating expenditure (SA8)	>1	0.34	The available cash and investments were not sufficient to cover operational expenditure	Reduce unauthorised expenditure

D20	Financial Services	To improve financial viability of the municipality	MFV&M	Financial Viability: Debt coverage (Reg 796)	Debt coverage ((Total operating revenue-operating grants received)/debt service payments due within the year) (SA8)	>1	23.41	-	-
D21	Financial Services	To improve financial viability of the municipality	MFV&M	Monthly notification of awards over R 100 000	List of awards	6	4	There were no awards for the month of November and December 2014	-
D22	Financial Services	To improve financial viability of the municipality	GGPP	Annual advertisement for updating supplier data base by 30 December	Advertisement placed in local newspaper	1	0	Legislation requires annual advertisement	The advertisement will be placed on a local newspaper by the end of February 2015
D23	Financial Services	To improve financial viability of the municipality	MFV&M	Effective management of payroll by providing the section 66 payroll report on a monthly basis	Monthly reports to management it o sec 66 of the MFMA	6	6	-	-
D24	Financial Services	To improve financial viability of the municipality	MFV&M	Ensure the submission of IRP5's	IRP5's submitted not later than 30 May 2015 to SARS	30-May-15	-	-	-
D25	Financial Services	To improve financial viability of the municipality	MFV&M	Monthly salary reconciliations	No of reconciliations done	6	6	-	-

D26	Financial Services	To improve financial viability of the municipality	GGPP	Implement / address recommendations as contained in the Oversight Committee Report by due date.	No of implementable recommendations addressed as determined at Directors meeting (February 2015)	28-Feb-15	-	-	-
D27	Financial Services	To improve financial viability of the municipality	GGPP	Implement Mayoral Committee and Council Resolutions within prescribed timeframe stipulated on system	% resolutions implemented within timeframe	95%	100%	All resolutions referred to the department are all implemented	-
D28	Financial Services	To improve financial viability of the municipality	MFV&M	Implement audit related matters (queries, OPCAR and oversight matters) within prescribed timeframe stipulated on system	% audit matters attended to within timeframe	95%	100%	All audit matters were attended to	-
D29	Financial Services	To improve financial viability of the municipality	MFV&M	Evaluate the performance of all service providers with contracts of 12 months or longer	% service providers performance evaluated	95%	0%	The department does not have contracts beyond 12 months for the quarter in question	-

3.3 Directorate: Corporate Services

Ref	Directorate	IDP Objective	KPA	KPI	Unit of measurement	Overall Performance			
						Mid- Year Target	Actual	Reason for Deviation	Corrective Measure
	Directorate Corporate Services							Reason for Deviation	Corrective Measure
D30	Corporate Services	To implement effective performance management system by July 2015	MT&ID	Draw quarterly resolution execution report for all directorates	No of reports	2	2	-	-
D31	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Monitor the performance of all long term service providers and take the necessary actions to improve performance on a quarterly basis	% service providers performance evaluated	95%	0%	An assessment has not yet been conducted on all service providers	An assessment will be done after the completion of projects
D32	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Implement Mayoral Committee and Council resolutions within required timeframe	% of Council resolutions implementation within required timeframe	95%	55%	This is due to matters that are in progress	Follow up on all outstanding matters and update resolution register
D33	Corporate Services	To create an efficient, effective and accountable	MT&ID	Distribute agendas for all scheduled meetings to all relevant Councillors	% of Agenda's for the scheduled	95%	100%	All agendas of Council were delivered within 2 days before the	-

		administration		and officials	meetings distributed at least 2 days before the meeting			meeting	
D34	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Distribute Mayoral Committee / Council resolutions within 7 working days of each meeting	% Resolutions distributed within prescribed timeframe (7 working days)	95%	0%	Resolutions were not all delivered in 7 working days due to ill health of employees in the administration unit	Execution list has been distributed to all departments for update
D35	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Manage and update policy register on a monthly basis	Compile policy register of all policies applicable to the municipality on or before 30 November 2014	30-Nov-14	30-Oct-14	Target was achieved earlier due to cooperation of all XDM departments	-
D36	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Place documents on website within prescribed timeframe. (5 days after receipt of website upload form)	% of approved policies / policy amendments placed on website within 5 days of receipt of website upload instruction	95%	0%	There was not any request from any department for uploading of documents on the municipal website	-
D37	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Obtain approval for amendments and new files on the filling system	Annual request submitted in writing to Free State Archives before end	14-Nov-14	0	No request was sent to Free State archives for amendments and new files on the filling system	

					November 2014				
D38	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Training and development of personnel	% achievement of work place skills plan targets	50%	10.67%	This is due to budget constraints	Training and development will take place when the financial position of the municipality improves
D39	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Training and development of personnel	Total number of training courses attended	5	2	This is due to budget constraints	Training and development will take place when the financial position of the municipality improves
D40	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Training and development of personnel	% of courses resulting in competency certificates	95%	100%	All courses planned are resulting in competency certificates	-
D41	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Training and development of personnel	Total number of employees attending training courses	-	-	-	-
D42	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Training and development of personnel	R expenditure of the training budget	R50 000	R14 880	This is due to budget constraints	Training and development will take place when the financial position of the municipality improves

D43	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Training and development of personnel	No of employees enrolled in ABET programmes	1	0	The closing date for the enrollment for ABET is 31-Jan-15	A follow up will be made with the targeted incumbent to see to it that he/she enrolls for the ABET programme.
D44	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Training and development of personnel	% employees completing ABET programme successfully	-	-	-	-
D45	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Training and development of personnel	WSP approved by the LLF and submitted to the LGSETA	31-Mar-15	-	-	-
D46	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Training and development of personnel	% of employees from the designated groups	95%	98%	This is due to the increase in number of employees(new appointments)	-
D47	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Training and development of personnel	% of female employees employed in supervisory positions.	14.12%	13.45%	This is due to the resignation of one of the female supervisory employee	The municipality has filled the vacancy
D48	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Improve labour relations	No of LLF meetings held as planned	2	1	LLF did not sit in the second quarter due number of outstanding resolutions that were to be implemented by Management	LLF will sit as per the schedule

D49	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Improve labour relations	% disciplinary hearings completed within 90 days (from issuing of charge sheets to sanction)	95%	0%	There were no charge sheets issued out in the quarter in question	-
D50	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Improve recruitment, selection and HR Administration	% vacancy rate	5.70%	10.75%	This is due to budget constraints	More appointments will be made when the financial position of the municipality improves
D51	Corporate Services	To create an efficient, effective and accountable administration	MT&ID	Improve recruitment, selection and HR Administration	Annual turnover rate	>5%	11.50%	This is due to resignation of employees	Development of a retention strategy to keep scarce skills

3.4 Directorate: Planning and Social Development

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Mid- Year Target	Overall Performance		
							Actual	Reason for Deviation	Corrective Measure
Directorate Financial Services									
D53	Planning and Social Development	To create an efficient, effective and accountable administration	LED	To report on the EPWP progress, grant, staff and wages paid	No of monthly reports submitted to the MM and Council	6	4	This was due to the vacancy of the EPWP Manager	The position was filled on the 01st of the August 2014
D54	Planning and Social Development	To create an efficient, effective and accountable administration	LED	To Review the District EPWP Policy by the 30/06/2015	Review the District EPWP Policy by the 30/06/2015	30-Jun-15	-	-	-
D55	Planning and Social Development	To create an efficient, effective and accountable administration	LED	To report on the EPWP progress	No. of EPWP steering committee meetings held	6	4	This was due to the vacancy of the EPWP Manager	The position was filled on the 01st of the August 2014
D56	Planning and Social Development	To create an efficient, effective and accountable administration	GGPP	Draft IDP presented to all LM's for input by 30 April 2015	Number of public meetings where IDP was presented	-	-	-	-
D57	Planning and Social Development	To create an efficient, effective and accountable administration	GGPP	Compile IDP / Budget (Time schedule of key deadlines (Process Plan) by 30 August 2014 (MSA 28 / MFMA 21)	Approved IDP Process Plan on or before 31 Aug 2014	1	1	-	-

D58	Planning and Social Development	To create an efficient, effective and accountable administration	GGPP	Compile Draft IDP Review and submit to Council by 31 March 2015 (MSA 34)	No of approved Draft IDP Reviews approved on or before 31 March 2015	31-Mar-15	-	-	-
D59	Planning and Social Development	To create an efficient, effective and accountable administration	GGPP	Compile final IDP Review and submit to Council 31 May 2015 (MSA 34)	No of Final IDP Reviews approved	1-May-15	-	-	-
D60	Planning and Social Development	To create an efficient, effective and accountable administration	LED	Submit quarterly reports on the implementation of LED	No of reports submitted	2	5	Due to progress on initiatives that had to be reported	-
D61	Planning and Social Development	To create an efficient, effective and accountable administration	BSD	Improve service delivery to communities	No. of Health and Hygiene programmes conducted	6	17	Tthe number of awareness campagins had to be increased due increased number of out reaks	-
D62	Planning and Social Development	To create an efficient, effective and accountable administration	BSD	Improve service delivery to communities	No of quarterly water quality reports submitted to Council	2	2	-	-
D63	Planning and Social Development	To create an efficient, effective and accountable administration	BSD	Improve service delivery to communities	No of quarterly sanitation quality reports submitted to Council	2	2	-	-
D64	Planning and Social Development	To create an efficient, effective and accountable administration	BSD	To monitor and control acceptable food quality and safety	No of site inspections compliance and notices issued	100	106	Feeding scheme and dairy farms requested inspections	-

D65	Planning and Social Development	To create an efficient, effective and accountable administration	BSD	Improve service delivery to communities	No of waste disposal facilities inspected	10	5	All facilities were inspected and all findings were incorporated in one comprehensive report	-
D66	Planning and Social Development	To create an efficient, effective and accountable administration	BSD	Improve service delivery to communities	No of Environmental Health Projects undertaken	6	14	There are district projects and programmes that are planned and being done per EHP depending on the needs of the Local Municipalities. These programmes are needs dependant	-
D67	Planning and Social Development	To create an efficient, effective and accountable administration	BSD	Improve service delivery to communities	No of District Energy Forum Meetings held by 30 June 2015	2	2	-	-