

BITOU LOCAL MUNICIPALITY

25 October 2013

Addendum 1

MAYORAL COMMITTEE & ORDINARY COUNCIL AGENDA: 4 DECEMBER 2013

The Executive Mayor
Councillors
Municipal Manager & Heads of Department

ADDENDUM TO THE MAYORAL COMMITTEE & ORDINARY COUNCIL AGENDA: 4 DECEMBER 2013

Please note that the attached items as listed below have been added to the Mayoral Committee and Ordinary Council Agenda for consideration at the meeting scheduled for 4 December 2013.

SECTION 5: MUNICIPAL SERVICES AND INFRASTRUCTURE			
ITEM NO	SUBJECT	FILE REF	PAGE NO
C/5/41/12/13	FEASIBILITY STUDY OF THE REGIONAL INTEGRATION OF THE BULK WATER SUPPLY SYSTEM OF THE KNYSNA AND BITOU MUNICIPALITIES – PROGRESS PRESENTATION TO THE COUNCIL	10/1/7/4	Addendum 1 Page 1 - 4
SECTION 6: STRATEGIC SERVICES			
C/6/214/12/13	2013/2014 FIRST QUARTER PERFORMANCE REPORT	2/9	Addendum 1 Page 5 - 15

Yours faithfully



M Booyesen
The Executive Mayor

Section 5

**Department: Municipal Services &
Infrastructure Development**

Section 5: Municipal Services & Infrastructure Development

ITEM C/5/41/12/13

Mayoral Committee Meeting for recommendation to Council

FEASIBILITY STUDY OF THE REGIONAL INTEGRATION OF THE BULK WATER SUPPLY SYSTEM OF THE KNYSNA AND BITOU MUNICIPALITIES – PROGRESS PRESENTATION TO THE COUNCIL

Department: Municipal Services & Infrastructure Development **Demarcation:** All Wards

File Ref: 10/1/7/4

Attachment: Letter requesting to contact a presentation received from Eden District Municipality

Report from: Head Municipal Services & Infrastructure Development

Date: 29 November 2013

Purpose of the Report

A presentation to be done by Eden District Municipality of the Feasibility study of the Regional Integration of the Bulk Water System of the Knysna and Bitou Municipalities.

Background

The Eden Municipality team commenced the Feasibility Study of the Regional Integration of the Bulk Water Supply Systems of the Bitou and Knysna Municipalities during April 2013.

A detailed presentation by the team will be given to Council to elaborate on the progress made to date.

Financial Implication

Not applicable

Relevant Legislation

Not applicable

Section 5: Municipal Services & Infrastructure Development

Comments: Head: Municipal Services & Infrastructure Development

Contents of the progress of the presentation to be noted at the Council meeting.

Recommended by the Municipal Manager

That permission be granted to Eden District Municipality to make a presentation to the Municipal Council.

NAVRAE: Faan van der Merwe
ENQUIRIES:

KONTAKNR: 044 803 1300
CONTACT NO:

VERW: (E01/12-13)
REF:

KANTOOR: George
OFFICES:

DATUM: 26 November 2013
DATE:



*Kantoor van die Municipale Bestuurder
Office of the Municipal Manager*

The Municipal Manager
Knysna Local Municipality
PO Box 21
KNYSNA
6570

Madame

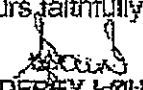
**FEASIBILITY STUDY OF THE REGIONAL INTEGRATION OF THE BULK WATER
SUPPLY SYSTEMS OF THE KNYSNA AND BITOU MUNICIPALITIES –
PROGRESS PRESENTATION TO THE KNYSNA MAYORAL COMMITTEE**

Significant progress has been made with the various technical investigations being undertaken for this study, notably in terms of the identification and evaluation of potential regional bulk water supply schemes.

This is an opportune time to inform the Knysna LM on progress made with the investigation, provide clarification and elicit comment, building on the previous presentation made. I hereby propose that such a presentation be made at the 5 December 2013 meeting of the Knysna Council. A presentation of 20 minutes plus time for questions and clarifications are proposed, say allowing for 30 minutes.

Please contact Mr Faan van der Merwe at tel no. 044-803 1409 or Mr Henry Geldenhuys at tel no 083 448 5441 for any further information or clarification.

Yours faithfully


GODFREY LOUW
MUNICIPAL MANAGER

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NO attachment

Lauren Waring (Municipal Manager)

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From: Erina de Villiers <Erina@edendm.co.za>
To: "lwaring@knysna.gov.za" <lwaring@knysna.gov.za>, "apaulse@plett.gov.za" <apaulse@plett.gov.za>
CC: "Mashicilas@dwa.gov.za" <Mashicilas@dwa.gov.za>, "sihlanlin@dwa.gov.za" <sihlanlin@dwa.gov.za>, "Thompson@dwa.gov.za" <Thompson@dwa.gov.za>, "Faanivan der Merwe" <Faan@edendm.co.za>, "hgeldenhuys.plett@gmail.com" <hgeldenhuys.plett@gmail.com>, "phggumshe@plett.gov.za" <phggumshe@plett.gov.za>, "plombard@plett.gov.za" <plombard@plett.gov.za>, "apetersen@knysna.gov.za" <apetersen@knysna.gov.za>, "bemhardw@dbsa.org" <bemhardw@dbsa.org>, "ErikvanderBerg@arecongroup.com" <ErikvanderBerg@arecongroup.com>, "mike.shand@arecongroup.com" <mike.shand@arecongroup.com>, "Piet.Erasmus@arecongroup.com" <Piet.Erasmus@arecongroup.com>, "pmolo@knysna.gov.za" <pmolo@knysna.gov.za>

Date: 11/26/2013 9:40 AM

Subject: FEASIBILITY STUDY OF THE REGIONAL INTEGRATION OF THE BULK WATER SUPPLY SYSTEMS OF THE KNYSNA AND BITOU MUNICIPALITIES - PROGRESS PRESENTATION TO THE KNYSNA AND BITOU MAYORAL COMMITTEES

Please refer to the attached letter.

Erina de Villiers

Office of the Municipal Manager

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Eden District Municipality | Eden Distriksmunisipaliteit | Eden Umasisipala Westinini

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DISTRICT MUNICIPALITY
DISTRIKS MUNISIPALITEIT
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Section 6

Department: Strategic Services

ITEM C/6/214/12/13

Mayoral Committee Meeting for recommendation to Council

2013/ 2014 FIRST QUARTER PERFORMANCE REPORT

Department: Strategic Services **Demarcation:** All Wards
File Ref: 2/9
Attachments: 2013/ 2014 FIRST QUARTER PERFORMANCE REPORT
Report from: Manager: PMS, SDBIP & Compliance
Date: 4 December 2013

Purpose of the item

This item is brought to Council in terms of this provision of the Local Government: Municipal Systems Act, No. 32 of 2000, for consideration and approval.

Background

Section 41 states that –

A municipality must in terms of its performance management system and in accordance with any regulations and guidelines that may be prescribed –

(e) establish a process of regular reporting to –

(i) the council, other political structures, political office bearers and staff of the municipality;

This is further elaborated in terms of clause 8 (d) and 10 (1) of the Local Government: Municipal Performance Management Regulations of 2001.

Finally, the requirement for quarterly reporting are also articulated in the Service Delivery and Budget Implementation Plan, MFMA Circular No. 13, issued in terms of the Municipal Finance Management Act, No. 56 of 2003 in the SDBIP

Financial Implications

None

Relevant Legislation

Local Government: Municipal Systems Act, Act 32 of 2000 (MSA)
Local Government: Municipal Finance Management Act, Act 56 of 2003 (MFMA)
MFMA Circular No. 13: Service Delivery and Budget Implementation Plan

Section 6: Strategic Services

Comments: Chief Financial Officer

The recommendation by the Municipal Manager is supported.

Comments: Head: Corporate Services

The recommendation by the Municipal Manager is supported.

Comments: Head: Community Services

The recommendation by the Municipal Manager is supported.

Comments: Head: Municipal Services Infrastructure Development

The recommendation by the Municipal Manager is supported.

Comments: Head: Strategic Services

The recommendation by the Municipal Manager is supported.

Recommended by the Municipal Manager

1. That the 2013/2014 first quarter performance report of actual performance results achieved, as per the applicable and relevant legislation, regulations and guidelines, be approved.
2. That the report mentioned in 1 above be published and submitted to the relevant organs of state.

Bitou Municipality
SDBIP 2013/2014: Top Layer SDBIP Report: Quarter 1

Municipal Manager		KPI		Wards	KPI Owner	Annual Target	KPI Calculation	Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
Ref	Directorate	Unit of Measurement	KPI	Wards	KPI Owner	Annual Target	KPI Calculation	Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL63	Municipal Manager	Risk assessment submitted to the audit committee	Complete the annual risk assessment and submit to the audit committee by end September	All	Municipal Manager	1	Carry Over	1	0	R		
TL64	Municipal Manager	Completed RBAP submitted to the audit committee by end October	Compile and submit the Risk Based Audit Plan (RBAP) and submit to the Audit committee by end October	All	Municipal Manager	1	Carry Over	0	0	N/A		
TL65	Municipal Manager	% of audits completed	Complete the audits as scheduled in the RBAP (Actual audits completed divided by the audits scheduled for the year)	All	Municipal Manager	80%	Carry Over	0%	0%	N/A		

Summary of Results: Municipal Manager

KPI Not Yet Measured 2
KPI Not Met 1
KPI Almost Met 0
KPI Met 0
KPI Well Met 0
KPI Extremely Well Met 0
Total KPIs 3

Financial Services		KPI		Wards	KPI Owner	Annual Target	KPI Calculation	Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
Ref	Directorate	Unit of Measurement	KPI	Wards	KPI Owner	Annual Target	KPI Calculation	Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL71	Financial Services	Statements submitted	Submit financial statements by end August to the Auditor-General	All	Head: Finance	1	Carry Over	1	1	G	[0940] Manager: Budget and Treasury: Submitted to AG by 30/08/2013 (August 2013)	
TL72	Financial Services	Budget submitted	Prepare and submit the draft main budget to Council for approval by the end of March	All	Head: Finance	1	Carry Over	0	0	N/A		
TL73	Financial Services	Budget submitted	Prepare and submit the final main budget to Council for approval by the end of May	All	Head: Finance	1	Carry Over	0	0	N/A		
TL74	Financial Services	Number of policies reviewed and submitted to Council	Review all legislative required budget implementation policies and submit drafts to Council by end March annually	All	Head: Finance	7	Accumulative	0	0	N/A		
TL75	Financial Services	% achieved	Financial Viability measured in terms of the outstanding service debtors (Total outstanding service debtors/ revenue received for services)	All	Head: Finance	11.80%	Carry Over	0%	0%	N/A		
TL76	Financial Services	Ratio achieved	Financial Viability measured in terms of the available cash to cover fixed operating expenditure ((Available cash+ investments)/ Monthly fixed operating expenditure)	All	Head: Finance	1.8	Carry Over	0	0	N/A		
TL77	Financial Services	Target achieved	Financial Viability measured in terms of the municipality's ability to meet its service debt obligations ((Total operating revenue- operating grants received)/debt service payments due within the year)	All	Head: Finance	22.5	Carry Over	0	0	N/A		
TL78	Financial Services	Number of campaigns held	Hold one indigent campaign annually	All	Head: Finance	1	Accumulative	0	0	N/A		

Ref	Directorate	KPI	Unit of Measurement	Wards	KPI Owner	Annual Target	KPI Calculation	Target	Actual	R	Departmental SDBIR Comments	Departmental Corrective Measures
TL79	Financial Services	Achieve a payment percentage of 92%	Payment %	All	Head: Finance	92.50%	Carry Over	0%	105.19%	B	[D327] Manager: Income: Annual statements included and they are only payable at 30 September 2013 (July 2013) [D327] Manager: Income: annual levies payable end September 2013 (August 2013) [D327] Manager: Income: percentage high (September 2013)	[D327] Manager: Income: Credit control measurements will be taken after due date of 30 September 2013 (July 2013) [D327] Manager: Income: annual levies payable end September 2013 (August 2013) [D327] Manager: Income: none (September 2013)
TL80	Financial Services	Compile Plan to address audit findings by end January	Plan completed	All	Head: Finance	1	Carry Over	0	0	N/A		
TL81	Financial Services	Establish Indigent Committee to assist with the verification of indigent applications	Committee established	All	Head: Finance	1	Carry Over	0	2,805	B	[D325] Manager: Income: not applicable (July 2013) [D325] Manager: Income: not applicable (August 2013) [D325] Manager: Income: 2806 indigent applications received (September 2013) [D326] Manager: Income: not applicable (July 2013) [D326] Manager: Income: not applicable (August 2013) [D326] Manager: Income: Await report from IT section (September 2013)	[D325] Manager: Income: not applicable (July 2013) [D325] Manager: Income: not applicable (August 2013) [D325] Manager: Income: none (September 2013) [D326] Manager: Income: not applicable (July 2013) [D326] Manager: Income: not applicable (August 2013) [D326] Manager: Income: none (September 2013)
TL82	Financial Services	Upgrade meter reading system and devices	Project completed	All	Head: Finance	1	Carry Over	0	0	N/A		
TL83	Financial Services	Upgrade server room	Project completed	All	Head: Finance	1	Carry Over	0	0	N/A		
TL84	Financial Services	Review the Master Systems Plan by the end of June	Plan reviewed	All	Head: Finance	1	Carry Over	0	0	N/A		

Summary of Results: Financial Services

KPI Not Yet Measured	11
KPI Not Met	0
KPI Almost Met	0
KPI Met	1
KPI Well Met	0
KPI Extremely Well Met	2
Total KPIs	14

Corporate Services

Ref	Directorate	KPI	Unit of Measurement	Wards	KPI Owner	Annual Target	KPI Calculation	Sep-13		Departmental/Corrective Measures
								Target	Actual	
Ref	Directorate	KPI	Unit of Measurement	Wards	KPI Owner	Annual Target	KPI Calculation	Target	Actual	Departmental/Corrective Measures
TL52	Corporate Services	Conduct annually a Customer Care Survey by the end of June	Survey conducted	All	Head: Corporate Services	1	Carry Over	0	0	N/A
TL53	Corporate Services	Regular ward committees held in all wards per quarter	Number of meetings	All	Head: Corporate Services	28	Accumulative	7	7	[D269] Manager: Records & Customer Care: Meetings of the all ward committees held and a Ward Committee Summit on 5 - 6 September 2013 (September 2013)
TL54	Corporate Services	Compile a Public Participation Policy by the end of June	Policy compiled	All	Head: Corporate Services	1	Carry Over	0	0	N/A
TL55	Corporate Services	Compile a Communication Strategy by the end of June	Strategy completed	All	Head: Corporate Services	1	Carry Over	0	0	[D271] Manager: Records & Customer Care: Draft compiled and submitted to HOD for perusal. Intention to table in Council by 26 September for approval of the draft and then to follow the route to source public comments (July 2013)
TL66	Corporate Services	Annual review of the Workplace Skills Plan by the end of June	Plan completed	All	Head: Corporate Services	1	Carry Over	0	100	[D247] Manager: Human Resources: no council meeting was scheduled and took place in July. ordinary council meetings are scheduled for 1. pper quarter. first meeting is scheduled for 26 September 2013 (July 2013)
TL67	Corporate Services	Advertise and fill critical posts identified on the new organizational structure (90% of funded only calculated as actual filled divided by approved funded posts)	% funded posts filled	All	Head: Corporate Services	90%	Stand-Alone	90%	90%	[D248] Manager: Human Resources: Critical positions are advertised as per the request to advertise. (July 2013) [D248] Manager: Human Resources: Critical Positions are advertised and filled once HR received the request for advertisement and fill of vacant positions were signed by teh Municipal Manager. (August 2013) [D248] Manager: Human Resources: All critical positions are advertised and filled once the request to advertise and fill vacant positions are signed off by teh Municipal Manager (September 2013)
TL68	Corporate Services	Develop a Legal Policy by the end of June	Policy developed	All	Head: Corporate Services	1	Carry Over	0	100	[D268] Manager: Legal Services: Policy developed and circulated for comment. (July 2013) [D268] Manager: Legal Services: Due to lack of capacity. Only one person appointed to the section it was not possible to complete the task as requested. (August 2013) [D268] Manager: Legal Services: Policy Developed and accepted by Council on 26 September 2013 (September 2013)
TL69	Corporate Services	Review of Occupational Health & Safety Policy by the end of February	Policy reviewed	All	Head: Corporate Services	1	Carry Over	0	0	N/A

Summary of Results: Corporate Services

KPI Not Yet Measured	4
KPI Not Met	0
KPI Almost Met	0
KPI Met	2

Ref	Directorate	KPI	Unit of Measurement	Wards	KPI Owner	Annual Target	KPI Calculation	Target	Actual	R	Departmental SBIP Comments	Departmental Corrective Measures
		KPI Well Met				0						
		KPI Extremely Well Met				2						
		Total KPIs				8						

Municipal Services and Infrastructure Development

Ref	Directorate	KPI	Unit of Measurement	Wards	KPI Owner	Annual Target	KPI Calculation	Target	Actual	R	Departmental SBIP Comments	Departmental Corrective Measures	
TL1	Municipal Services and Infrastructure Development	Upgrade sewer pump stations and network replacements (Refurbish Pump station 23, 2, 3 - Kwano) by the end of June	Number of projects	4, 5, 6	Head: Municipal Services & Infrastructure Development	3	Accumulative	0	0	N/A			
TL2	Municipal Services and Infrastructure Development	Relocation of pump station Poorjias by the end of June	Project completed	1	Head: Municipal Services & Infrastructure Development	1	Carry Over	0	0	N/A			
TL3	Municipal Services and Infrastructure Development	Upgrade Inlet works for the Kurland Treatment Works by the end of June	Project completed	1	Head: Municipal Services & Infrastructure Development	1	Carry Over	0	0	N/A			
TL4	Municipal Services and Infrastructure Development	Development of a Stormwater Master Plan by the end of June	Plan completed	All	Head: Municipal Services & Infrastructure Development	1	Carry Over	0	0	N/A			
TL5	Municipal Services and Infrastructure Development	New substation for Kwano (Phase 1, civil works) by the end of June	Phase completed	4	Head: Municipal Services & Infrastructure Development	1	Carry Over	0	0	N/A	[D189] Manager: Electrical & Mechanical Service: Project not actioned for 2013 / 2014 (July 2013) [D189] Manager: Electrical & Mechanical Service: No project (September 2013)	[D189] Manager: Electrical & Mechanical Service: Project not actioned for 2013 / 2014 (July 2013)	
TL6	Municipal Services and Infrastructure Development	Limit unaccounted electricity/losses to not more than 10%	% Loss	All	Head: Municipal Services & Infrastructure Development	10%	Reverse Stand-Alone	0%	17.33%	R		[D190] Manager: Electrical & Mechanical Service: All loss data obtained and where no data found estimated (July 2013) [D190] Manager: Electrical & Mechanical Service: Losses calculated on actual and estimated values. (August 2013) [D190] Manager: Electrical & Mechanical Service: Losses less than 10% (September 2013)	[D190] Manager: Electrical & Mechanical Service: All loss data obtained and where no data found estimated (July 2013) [D190] Manager: Electrical & Mechanical Service: Losses within 10%. (August 2013) [D190] Manager: Electrical & Mechanical Service: Within limit (September 2013)
TL7	Municipal Services and Infrastructure Development	90% of the electricity maintenance budget spent (Actual expenditure divided by the total approved budget)	% of budget spent	All	Head: Municipal Services & Infrastructure Development	90%	Carry Over	10%	23.76%	B		[D191] Manager: Electrical & Mechanical Service: Expenditure on operational budget excludes revenue (July 2013) [D191] Manager: Electrical & Mechanical Service: Awaiting tender adjudication for maintenance works. (August 2013) [D191] Manager: Electrical & Mechanical Service: Budget spent within limits (September 2013)	[D191] Manager: Electrical & Mechanical Service: Expenditure on operational budget excludes revenue (July 2013) [D191] Manager: Electrical & Mechanical Service: Awaiting tender adjudication for maintenance works. (August 2013) [D191] Manager: Electrical & Mechanical Service: Budget spent within limits (September 2013)
TL8	Municipal Services and Infrastructure Development	90% of the water maintenance budget spent (Actual expenditure divided by the total approved budget)	% of budget spent	All	Head: Municipal Services & Infrastructure Development	50%	Carry Over	10%	13%	G2		[D212] Manager: Water & Quality Control: water maintenance budget spent (September 2013)	[D212] Manager: Water & Quality Control: water maintenance budget spent (September 2013)

Ref	Directorate	KPI	Unit of Measurement	Wards	KPI Owner	Annual Target	KPI Calculation	Target	Actual	R	Departmental/SDBP Comments	Departmental Corrective Measures
TL9	Municipal Services and Infrastructure Development	90% of the sewerage maintenance budget spent (Actual expenditure divided by the total approved budget)	% of budget spent	All	Head: Municipal Services & Infrastructure Development	90%	Carry Over	10%	0%	R		
TL10	Municipal Services and Infrastructure Development	90% of the roads and stormwater maintenance budget spent (Actual expenditure divided by the total approved budget)	% of budget spent	All	Head: Municipal Services & Infrastructure Development	90%	Carry Over	10%	0%	R		
TL11	Municipal Services and Infrastructure Development	Complete Phase 3 of the upgrade of the water supply and abstraction system in Keunbooms river (install surge tank) by the end of June	Project completed	2	Head: Municipal Services & Infrastructure Development	1	Carry Over	0	0	N/A		
TL12	Municipal Services and Infrastructure Development	Complete Phase 1 and 2 for the construction of the new Kwarokuthula rising main to 3.5 Mega litre reservoir by the end of June	Number of phases completed	4; 5; 6	Head: Municipal Services & Infrastructure Development	2	Carry Over	0	0	N/A		
TL13	Municipal Services and Infrastructure Development	Upgrade Oxi to ozone generators by the end of June	Project completed	All	Head: Municipal Services & Infrastructure Development	1	Carry Over	0	0	N/A		
TL14	Municipal Services and Infrastructure Development	Limit technical losses to not more than 15%	% Loss	All	Head: Municipal Services & Infrastructure Development	15%	Reverse Stand-Alone	0%	0%	N/A		
TL15	Municipal Services and Infrastructure Development	Assessment received for Blue Drop status	% compliance	All	Head: Municipal Services & Infrastructure Development	95%	Carry Over	0%	0%	N/A		
TL16	Municipal Services and Infrastructure Development	Reseal existing roads	Kilometres of roads	5; 6; 7; 1	Head: Municipal Services & Infrastructure Development	1.3	Accumulative	0	0	N/A		
TL17	Municipal Services and Infrastructure Development	Construction of a new taxi route by the end of June	Kilometres of road	3	Head: Municipal Services & Infrastructure Development	0.5	Accumulative	0	0	N/A		
TL18	Municipal Services and Infrastructure Development	Review of the Pavement Management System by the end of June	Review completed	All	Head: Municipal Services & Infrastructure Development	1	Carry Over	0	0	N/A		
TL19	Municipal Services and Infrastructure Development	Creation of temporary jobs (FTE's 250hrs)	Number of temp jobs created	All	Head: Municipal Services & Infrastructure Development	53	Accumulative	0	0	N/A		
TL20	Municipal Services and Infrastructure Development	Maintain existing stormwater infrastructure in all wards	Number of wards maintained	All	Head: Municipal Services & Infrastructure Development	7	Accumulative	0	0	N/A		

Summary of Results: Municipal Services and Infrastructure Development

KPI Not Yet Measured	15
KPI Not Met	3
KPI Almost Met	0
KPI Met	0
KPI Well Met	1
KPI Extremely Well Met	1

Ref	Directorate	KPI	Unit of Measurement	Wards	KPI Owner	Annual Target	KPI Calculation	Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
Total KPIs 20												
Community Services												
Ref	Directorate	KPI	Unit of Measurement	Wards	KPI Owner	Annual Target	KPI Calculation	Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL28	Community Services	Implement the Qolweni housing project	Number of sites serviced	3	Head: Community Services	333	Accumulative	0	0	N/A		
TL29	Community Services	Implement the Gap housing project at Shell (No Suggestions) Bay	Number of sites serviced	2	Head: Community Services	60	Accumulative	0	0	N/A		
TL30	Community Services	Implement the Kranshoek housing project	Number of top structures completed	7	Head: Community Services	326	Accumulative	0	0	N/A		
TL31	Community Services	Implement the Kurband housing project	Number of top structures completed	1	Head: Community Services	140	Accumulative	0	0	N/A		
TL32	Community Services	Implement the Qolweni housing project	Number of top structures completed	3	Head: Community Services	102	Accumulative	0	0	N/A		
TL33	Community Services	Implement the Kwanokuthula housing project	Number of top structures completed	5	Head: Community Services	127	Accumulative	0	0	N/A		
TL34	Community Services	Implement the Kwanokuthula housing project	Number of sites serviced	6	Head: Community Services	360	Accumulative	0	0	N/A		
TL35	Community Services	Purchase land (Ebenetzer) for housing development next to New Horizon	Land purchased	4	Head: Community Services	1	Carry Over	0	0	N/A		
TL36	Community Services	Provide new library service to the cowie library	Project completed	7	Head: Community Services	1	Carry Over	0	0	N/A		
TL37	Community Services	Install book detection system at identified libraries	Project completed	7	Head: Community Services	1	Carry Over	0	0	N/A		
TL38	Community Services	Install new and replace existing fire hydrants	Number of fire hydrants installed	All	Head: Community Services	10	Accumulative	0	0	N/A	[D51] Manager: Protection Services: awaiting info from GIS department on water supply specs as supply lines vary in diameter which effects the specifications to use to call for quotes. (July 2013)	
TL39	Community Services	Upgrade and replace equipment for the traffic department	Equipment bought	All	Head: Community Services	1	Carry Over	0	0	N/A		
TL40	Community Services	Complete the construction of the drivers license test centre	Planned phase completed within the approved budget	All	Head: Community Services	1	Carry Over	0	0	N/A		
TL41	Community Services	Complete the construction of the waste transfer station	Planned phase completed within the approved budget	All	Head: Community Services	1	Carry Over	0	0	N/A		
TL42	Community Services	Develop a Law Enforcement Strategy and action plan and submit to Council by end June	Strategy and action plan developed and submitted to council	All	Head: Community Services	1	Carry Over	0	1	6	[D76] Manager: Public Safety: Master plan was submitted jointly or as a department. (July 2013) [D76] Manager: Public Safety: Strategic plan was submitted to Council (August 2013)	[D76] Manager: Public Safety: N/A (July 2013) [D76] Manager: Public Safety: N/A (August 2013)
TL43	Community Services	Review identified By-laws and submit to council for approval	Number of by-laws reviewed	All	Head: Community Services	2	Accumulative	0	0	N/A		
TL48	Community Services	Upgrade the Kranshoek sport facility	Project completed	7	Head: Community Services	1	Carry Over	0	0	N/A		
TL49	Community Services	Completion of the upgrade of Kwanokuthula sport facilities.	Project completed	5	Head: Community Services	1	Carry Over	0	0	N/A		
TL50	Community Services	Construction of the new cemetery	Planned phase completed within the approved budget	All	Head: Community Services	1	Carry Over	0	0	N/A		
TL51	Community Services	Complete the abolition facilities at Natures Valley	Project completed	All	Head: Community Services	1	Carry Over	0	0	N/A		

Summary of Results: Community Services

KPI Not Yet Measured 19

KPI Not Met 0

Ref	Directorate	KPI	Unit of Measurement	Wards	KPI Owner	Annual Target	Calculation	Target	Actual	R	Departmental SDBIP Comments	Sep-13	Departmental Corrective Measures
	Directorate	KPI Almost Met											
		KPI Met											
		KPI Well Met											
		KPI Extremely Well Met											
		Total KPIs	20										

Planning & Strategic Services

Ref	Directorate	KPI	Unit of Measurement	Wards	KPI Owner	Annual Target	Calculation	Target	Actual	R	Departmental SDBIP Comments	Sep-13	Departmental Corrective Measures
TL21	Planning & Strategic Services	Develop a policy on the leasing of municipal land and buildings and submit draft to Council by end March	Draft policy submitted to Council	All	Head: Planning & Strategic Services	1	Carry Over	0	0	N/A			
TL22	Planning & Strategic Services	Identify land for religious uses and ECD's and submit report with recommendations to Council by end June	Report submitted to Council	All	Head: Planning & Strategic Services	1	Carry Over	0	0	N/A			
TL23	Planning & Strategic Services	Submit SDF after receipt of the comments by Province as a draft by end September to Council for approval	Draft SDF submitted to Council	All	Head: Planning & Strategic Services	1	Carry Over	0	0	N/A			
TL24	Planning & Strategic Services	Establish a GIS system by the end of June	GIS established	All	Head: Planning & Strategic Services	1	Carry Over	0	0	N/A			
TL25	Planning & Strategic Services	Provide considerations (decisions) on land use applications within 180 days after receipt of all outstanding information (Actual applications approved/actual applications received)	% Of applications evaluated within 180 days	All	Head: Planning & Strategic Services	100%	Stand-Alone	100%	0%	R			
TL26	Planning & Strategic Services	Provide consideration (decisions) on building plans applications within 60 days after receipt of all outstanding information (Actual applications approved/actual applications received)	% Of building plans evaluated within 60 days	All	Head: Planning & Strategic Services	100%	Stand-Alone	100%	79%	O	[D114] Manager: Building Control : Building plan evaluated within 60 days timeframe (July 2013) [D114] Manager: Building Control : building plans evaluated within 60 days (August 2013) [D114] Manager: Building Control : building plans evaluated within 60 days (September 2013)		[D114] Manager: Building Control : None required (July 2013) [D114] Manager: Building Control : Not applicable (August 2013) [D114] Manager: Building Control : Not applicable (September 2013)
TL27	Planning & Strategic Services	Complete phase 1 (tender and research on status quo) for the development of an Environmental Management Framework	Phase completed	All	Head: Planning & Strategic Services	1	Carry Over	0	0	N/A			
TL44	Planning & Strategic Services	Call for proposals for the Central Beach Improvement	Proposals called	2	Head: Planning & Strategic Services	1	Carry Over	0	0	N/A			
TL45	Planning & Strategic Services	Develop a policy to facilitate development and submit to Council for approval by end June	Draft policy submitted to Council	All	Head: Planning & Strategic Services	1	Carry Over	0	0	N/A			
TL46	Planning & Strategic Services	Develop an action plan for the implementation of the LED strategy and submit to Council for approval by end June	Action plan submitted to Council	All	Head: Planning & Strategic Services	1	Carry Over	0	0	N/A	[D122] Manager: LED: LED Strategy Implementation plan on Sept agenda (August 2013)		[D122] Manager: LED: None required (August 2013)
TL47	Planning & Strategic Services	Develop an incentive policy for new business and the retention and expansion of existing businesses and submit draft to Council by end June	Draft policy submitted to Council	All	Head: Planning & Strategic Services	1	Carry Over	0	0	N/A	[D123] Manager: LED: Submitted draft policy for cognance to council in September (July 2013)		
TL56	Planning & Strategic Services	Prepare and submit quarterly reports to Council on the actual performance in terms of the top layer SDBIP	Number of reports submitted	All	Head: Planning & Strategic Services	4	Accumulative	1	0	R			

Ref	Directorate	KPI	Unit of Measurement	Wards	KPI Owner	Annual Target	KPI Calculation	Target	Actual	R	Departmental/SDBIP Comments	Departmental Corrective Measures
TL57	Planning & Strategic Services	Review the Performance management Framework and submit to Council by end September	Reviewed framework submitted to Council	All	Head: Planning & Strategic Services	1	Carry Over	1	1	G	[D150] Manager: Performance Management: Workshop was held on Monday, 29 July 2013 with all managers to discuss the draft amendments to the Performance Management Framework, circulated for comments. Item to be tabled in Council at its September meeting. (July 2013) [D150] Manager: Performance Management: Draft Amended Performance Management Framework tabled in Council on 26 September and approved. (September 2013)	[D150] Manager: Performance Management: None (July 2013) [D150] Manager: Performance Management: Workshop to be held with Council on the draft in liaison with the Speaker. Framework to be submitted to Council thereafter for final approval (September 2013)
TL58	Planning & Strategic Services	Implement individual performance management to the identified levels of staff as determined annually (Number of actual signed agreements/Number of staff identified for agreements)	% completed	All	Head: Planning & Strategic Services	100%	Carry Over	0%	50%	B	[D151] Manager: Performance Management: Support to activate performance agreements/ personal development plans ongoing (August 2013) [D151] Manager: Performance Management: Ongoing support offered to activate performance agreements/ personal development plans (September 2013)	[D151] Manager: Performance Management: None (August 2013) [D151] Manager: Performance Management: All performance agreements/ performance development plans for the identified managers and supervisors to be completed by October 2013. (September 2013)
TL59	Planning & Strategic Services	Prepare the draft IDP review and submit to Council before the end of March annually	Draft IDP review submitted to Council	All	Head: Planning & Strategic Services	1	Carry Over	0	0	N/A		
TL60	Planning & Strategic Services	Prepare the draft annual report and submit to Council before the end of January annually	Draft annual report submitted to Council	All	Head: Planning & Strategic Services	1	Carry Over	0	0	N/A	[D153] Manager: Performance Management: Draft Annual Performance Report templates and draft Annual Report templates submitted to departments for completion and updating. (July 2013) [D153] Manager: Performance Management: Annual Performance Report for 2012/2013 drafted and submitted to AG along with the financial statements. Draft Unaudited Annual Report compilation progressing (August 2013) [D153] Manager: Performance Management: Completion of draft unaudited Annual Report for 2012/2013 ongoing (September 2013)	[D153] Manager: Performance Management: None (July 2013) [D153] Manager: Performance Management: None (August 2013) [D153] Manager: Performance Management: Completion of report ongoing. Contact sessions to be held on 23 and 25 September to complete draft unaudited Annual Report (September 2013)
TL61	Planning & Strategic Services	Prepare the top layer SDBIP and submit to the Mayor within 28 days after the approval of the main budget	Top layer SDBIP submitted to the Mayor	All	Head: Planning & Strategic Services	1	Carry Over	0	1	B	[D154] Manager: Performance Management: Top-layer submitted to Mayor and approved. Copy sent to Provincial Treasury. Published in local media and on website (July 2013)	[D154] Manager: Performance Management: None (July 2013)

Ref	Directorate	KPI	Unit of Measurement	Wards	KPI Owner	Annual Target	KPI Calculation	Target	Actual	Sep-13 Departmental SD/BIP Comments	Departmental Corrective Measures
TL62	Planning & Strategic Services	Implement a compliance system by the end of June	System implemented	All	Head: Planning & Strategic Services	1	Carry Over	0	0	[D155] Managers Performance Management: Distributed templates to all departments to identify compliance champions per department or sections with departments. Deadline for completed templates: 20 September. Templates will be fully populated by service provider between 20 September and 1 October. (September 2013)	[D155] Manager: Performance Management: Workshop for management team on using the compliance module to be held on 2 October 2013, after which system will be activated (September 2013)
TL70	Planning & Strategic Services	Develop Standard Operating Procedures (SOP's) for all the planning functions within the Planning and Strategic Services Directorate (Number of SOP's completed/Number of SOP's identified for development)	SOP's completed	All	Head: Planning & Strategic Services	100%	Carry Over	0%	20%	[D103] Head: Planning & Strategic Services: SOP's from Managers in draft only (July 2013)	[D103] Head: Planning & Strategic Services: Managers requested to complete SOP's (July 2013)

Summary of Results: Planning & Strategic Services

KPI Not Yet Measured	12
KPI Not Met	2
KPI Almost Met	1
KPI Met	1
KPI Well Met	0
KPI Extremely Well Met	3
Total KPIs	19

Summary of Results

KPI Not Yet Measured	63
KPI Not Met	5
KPI Almost Met	1
KPI Met	4
KPI Well Met	1
KPI Extremely Well Met	9
Total KPIs	84

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