



**AMATHOLE DISTRICT
MUNICIPALITY'S ANNUAL
PERFORMANCE REPORT
FOR THE 2013/2014 FINANCIAL
YEAR**

**SUBMITTED TO THE
AUDITOR GENERAL'S OFFICE
ON
29 AUGUST 2014**

INTRODUCTION

During the 2013/2014 year the overall ADM performance results reflects 81.6% success rate caused by mixed performance results of departments in implementing the SDBIP and Core Competency requirements of Directors. The 2013/14 performance is higher as compared to 2012/13 and 2011/12 financial years. The comparative analysis depicted in the tables below indicates that the performance results have improved in most KPAs. It is noted that there was significant improvement in the SDI, LED, and GGP clusters whilst there was a drop in MTI and MFV.

The e-perform system is now fully utilized and the scores depicted below for the Institution and departments reflect how the Institution has performed.

COMPARISON OF ADM'S CURRENT PERFORMANCE WITH PREVIOUS 2 FINANCIAL YEAR'S PERFORMANCE

ANNUAL PERFORMANCE OF ADM OVER 3 YEARS			
	2011/2012	2012/2013	2013/2014
Annual Overall Performance	71%	78%	81.6%
Key Performance Areas			
Municipal Transformation and Institutional Development	93%	94%	90%
Basic Service Delivery and Infrastructure Development	44%	60%	96%
Local Economic development	63%	88%	100%
Municipal Finance Viability and Management	87%	100%	71%
Good Governance and Public Participation	73%	79%	86%

Institutional Annual Performance % = 81.6%

CCR's (20%) + KPA's (80%) = 100%

18.6 + 62.9 = 81.6

Organisational Performance Results on SDBIP Targets						
KPI Performance Overview [2013/2014]						
Performance Results	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual	Annual %
Outstanding performance	15	24	23	33	28	19%
Performance significantly above expectations	7	7	11	13	12	8%
Fully effective	90	79	83	73	84	57%
Performance not fully effective	19	20	17	8	16	11%
Unacceptable performance	9	11	3	0	0	0%
N/A	9	8	10	20	7	4%
Total	149	149	147	147	147	100%

DEPARTMENTAL PERFORMANCE RESULTS OVER 3 YEARS BASED ON SDBIP TARGETS

Departments	Q1	Q2	Q3	Q4	Annual 13/14	Annual 12/13	Annual 11/12
Strategic Planning	65%	69%	71%	78%	75%	77%	92%
Corporate Services	72%	73%	78%	79%	82%	77%	83%
Community Services	78%	82%	76%	77%	77%	79%	88%
Budget & Treasury	77%	64%	71%	76%	75%	75%	79%
Land Human Settlement & Economic Development	72%	74%	71%	73%	73%	72%	50%
Engineering Department	78%	68%	67%	75%	70%	67%	37%
Legislative and Executive Support Services	66%	68%	74%	81%	80%	Included in Strategic Planning	-

The implementation of the electronic performance system, e-perform, has assisted the municipality in ensuring that program inputs, activities and results are evaluated on a system which assures the institution and its stakeholders of the integrity of the performance information. This led to obtaining a clean audit on performance information during 12/13 financial year.

There has been an outstanding improvement in the organizational performance during 2013/14, especially in the crafting of key performance indicators as well as timeous collation of portfolio of evidence. The institution will continue improving on its performance management system, particularly, in the application of the SMART principle.

**Detailed 13/14 Performance results presented per
Clusters/ KPA's**

KPI NO.	INDICATOR CODE	DEPARTMENT	STRATEGIC OBJECTIVE	STRATEGY	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL PERFORMANCE ON ANNUAL TARGETS 2013/2014	ACTUAL PERFORMANCE ON ANNUAL TARGETS 2012/2013	REMEDIAL ACTIONS
KPA:1 MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT									
1.	MTI 1:1	Corporate Services	Ensure ADM performs optimally in all its assigned powers and functions by 2017	Implementation of the outcomes of the Business Engineering Study	Finalised Organisational Structure and Re-Engineering Study submitted to Council	Finalised Organisational structure and Re-engineering study submitted to Council	A copy of the Close out report/ Re-engineering study dated 30 June 2014 and an approved Organogram which was approved by the Council on the 30 June 2014 is submitted	In 12/13 a Reviewed Establishment Plan was approved	N/A as the target has been achieved
2.	MTI 1:2	Strategic Planning		Increase and improve management of employee attendance	Implemented Biometrics system	Installed and Implemented Biometrics system	The system has been installed in the previous quarters and copies of system printouts reflecting names and dates of officials clocking in and out	Was not part of 12/13 SDBIP	N/A as the target has been achieved
3.	MTI 1:3	Corporate Services		Management of staff leaves	No. of staff leave reconciliation reports submitted to EMC	4 Staff leave reconciliation reports submitted to EMC	Insufficient evidence submitted as proof of submission of leave report for the month of August to the EMC is not availed	Was not part of 12/13 SDBIP	In the new financial year, the department will report about the entire quarter covering all 3 months to ensure there are no gaps. That has been approved by the MM.
4.	MTI 2:1	Corporate Services	To attract, retain, build capacity and maximise utilization of ADM human capital by 2017	Implementation of the Retention Strategy	No. of Implemented programs per retention strategy implementation plan	2 Retention Strategy program implemented	A signed consolidated report that talks to the programmes held in 2013/14 on the Retention Strategy is submitted, and as per the evidence that was submitted throughout the year only 2 programmes were implemented	A Retention Strategy with attached implementation plan is submitted, evidence of programs implemented as per the strategy is availed in all quarters	N/A as the target has been achieved
5.	MTI 2:2	Corporate Services	4 ADM's 2013/2014 ANNUAL PERFORMANCE REPORT	Development and Implementation of the Human Resources Plan	Human Resource Plan submitted to Council for approval	HR Strategy submitted to Council for approval	The target was achieved in Q3 , where the following documents were submitted: A copy of the HR Strategy together with the	In 2012/13 a Reviewed HRD Strategy was submitted to Council and was approved in	N/A as the target has been achieved

							Implementation plan, minutes of the Mayoral Committee meeting held on the 5/03/14, attendance register, Agenda for the Council meeting held on the 28/03/14 with attendance register, where the Strategy was submitted and system printouts on payments made are submitted	the Council meeting that was held on the 22 March 2013	
6.	MTI 2:3	Corporate Services	To attract, retain, build capacity and maximise utilization of ADM human capital by 2017	Implementation of the Workplace Skills Plan	% budget spent on implementing Workplace Skills Plan	100% spent on the WSP Budget allocated	Through recalculations, the percentage spent on the WSP Budget from the report submitted in the POE file the actual percentage spent is 100%	In 2012/13 we only monitored the implementation of the WSP through trainings held	N/A as the target has been achieved
7.	MTI 2:4	Corporate Services			No of training interventions conducted in line with the Workplace Skills Plan	25 Training interventions	7 trainings were done in Q1 (6 for officials and 1 for Councillors) in Q2, 9 trainings were done (8 for Officials and 1 for Councillors), in Q3 11 trainings were done, and in Q4 13 trainings (10 for officials and 3 for Councillors which then sum up to 40 trainings done in 2013/14 instead of 25 that was targeted, and evidence to support the trainings is available in the POE files	14 Officials have been trained in 12/13	N/A as the target has been achieved
8.	MTI 2:5	Corporate Services		Implementation of the Human Resources Development Strategy	No of programmes to be implemented as per Human Resources Development Strategy	2 Career exhibition programmes conducted	2 Career exhibitions /expo's were held in 4 areas Q1 (at Stutterheim 25/07/13 and in Peddie 23/07/13) in Q2 (at Mnyama 28/11/13 and in Mbashe on the 27/11/13) and supporting evidence is attached in the POE files	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
9.	MTI 2:6	Corporate Services		Implementation of the Employment	No. of programs implemented	1 EEP program (Women	A women empowerment workshops were held in Q2	Was not part of 2012/13 SDBIP	N/A as the target has been achieved

				Equity Plan	per Employment Equity Plan	empowerment) implemented	(12,20/11/13), Q3 (13,14,28/02/14 and 13,14/03/14) and in Q4 (27/5/14)		
10.	MTI 2:7	Corporate Services	To attract, retain, build capacity and maximise utilization of ADM human capital by 2017	Implementation of the Employment Equity Plan	% compliance with the Employment Equity Plan	36 % female representation in the whole institution	Evidence submitted throughout the quarters reflect that an increase of 2.4% has been attained which then puts the Institution at 36.4% above the target of 34%	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
11.	MTI 2:8	Corporate Services		Implementation of the Occupational Health, Safety Strategy	No. of programs implemented per Health and Safety Strategy	8 Health, and Safety Strategy programs implemented	Evidence submitted throughout the quarters reflect that the programmes conducted as per the Health & Safety Strategy are 12 as against 8 targeted for the year	In 2012/13 Occupational Health, Safety Strategy was being approved	N/A as the target has been achieved
12.	MTI 2:9	Corporate Services		Implementation of the Wellness Strategy	No. of programs implemented per Wellness Strategy	8 Wellness Strategy programs implemented	8 Wellness strategy programs have been implemented throughout the year (Q1 =1 +Q2 = 2 + Q3 = 3 ad Q4 = 2) = 8 in total and the evidence is submitted in the files to support the achievement	In 2012/13 Wellness Strategy was being approved	N/A as the target has been achieved
13.	MTI 2:10	Corporate Services		Development of the Labour Relations Strategy	Labour Relations Strategy submitted to Council for approval	Labour Relations Strategy submitted to Council for approval	Labour Relations Strategy was submitted to Council for approval in the meeting held on the 28 March 2014	In 2012/13 a Labour Relations Diagnosis report was developed	N/A as the target has been achieved
14.	MTI 2:11	Corporate Services		Improve the turnaround time in filling of vacant posts	% of funded vacant post filled within 3 months	80% Funded vacant posts filled within 3 months	85% of funded vacant post were filled as at 30 June 2014, as against 80% targeted which then means the target has been achieved	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
15.	MTI 3:1	Strategic Planning		Ensure integrated and responsive ICT function by 2017	Alignment of the ICT Strategy to ADM Business Strategies	No. of programs implemented as per ICT Master Plan	3 programs implemented as per ICT Master Plan	The 3 programmes were completed in Q2 & Q3 (Biometrics and CA service desk, installation of the network kit and wireless bridge pole to support	of year 1 targets, as per the implementation plan on the IT Master Plan

							Whelan disaster room)		
16.	MTI 3:2	Strategic Planning	Ensure integrated and responsive ICT function by 2017	Implementation of enterprise wide business continuity plan	No. of departmental business continuity plans implemented	7 departmental business continuity plans implemented	7 departmental Business Continuity Plans have been implemented and implementation plan for STRAT department has been forwarded	Development of Business Continuity Plan was done in 2012/13	N/A as the target has been achieved
17.	MTI 3:3	Strategic Planning		Mainstreaming and integration of GIS with other information management systems	No. of programs implemented as per GIS Strategy	3 programmes implemented as per GIS Strategy	3 projects have been implemented as follows: Q2 Street address data capture, Q3 town planning schemes and Q4 land audit datasets	An Intergration of EDAMS data with the Corporate GIS was the project that was implemented in 7 LM's under GIS Strategy	N/A as the target has been achieved
18.	MTI 3:3	Strategic Planning		Development of an IT Governance Framework	IT Governance Framework submitted to Council for approval	IT Governance Framework developed and submitted to Council	Signed quarterly report, proof of submission to Council dated 23 May 2014, Governance and Management of ICT Framework dated 17 March compiled by Business Connexion and ADM Corporate Governance of ICT Policy together with the expenditure report	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
19.	MTI 4:1	Strategic Planning	To enhance institutional capacity to plan and implement services effectively and efficiently by 2017	Establishment of a fully-fledged Policy and Research Unit	Developed Policy & Research model submitted	Established Policy & Research Unit	A signed report on the establishment of the unit where it states the appointment of 3 officials within the unit, ADM policy development framework, the policy & research management model: ADM outlook, unit organogram reflecting the 3 filled posts together with the appointment letters have been provided	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
20.	MTI 5:1	Corporate services	To ensure ADM has a fully operational and effective Fleet Management function by 2017	Develop a cost effective approach to effective utilization of ADM fleet	% reduction on cost of fleet management	8% reduction on cost of fleet management	The target of 8% has been achieved as the actual percentage thus far is at 44.69% when looking at percentages achieved	In 2012/13 what was done was to monitor all instances of non-compliance and usage of fleet vehicles and then reported to user	N/A as the target has been achieved

								departments, where a report was prepared to that regard	
21.	MTI 6:1	Budget & Treasury Office	To ensure sound and sustainable management of Municipal finances	Payment of all Invoices within 30 days of receipt in line with S65 of the MFMA	% of Invoices paid within 30 days of receipt	100% payment on received Invoices within 30 days	On the total payments for the fourth quarter 99 % were paid within 30 days of receipt of invoices. Only 1% of invoices were not paid within 30 days as regulated.	Was not part of 2012/13 SDBIP	That all invoices are to be verified, stamped and signed within 3 working days of receipt by user departments and returned to BTO for payment. Failure to adhere to the above timeframe, an accumulated interest amount must be charged to the project manager or custodian of the payment. In instances where invoices submitted directly to the user department by the supplier, the invoice must be verified (vat, addresses etc.) stamped and signed to evidence date of receipt and to show satisfactory after which it must be sent immediately to BTO.

KPA: 2 BASIC SERVICE DELIVERY AND INFRASTRUCTURE INVESTMENT

KPI No	INDICATOR CODE	DEPARTMENT	STRATEGIC OBJECTIVE	STRATEGY	INDICATOR	ANNUAL TARGET	ACTUAL PERFORMANCE ON ANNUAL TARGETS 2013/2014	ACTUAL PERFORMANCE ON ANNUAL TARGETS 2012/2013	REMEDIAL ACTIONS
22.	SDI 1:1	Engineering	Provision of adequate, potable and sustainable water services infrastructure by 2018	Implement water resource plans as part of the Water Services Development Plan	Refurbished Adelaide Canal as per Design Report	Progress Report for Refurbishment of Adelaide Canal as per Design Report at the end of 2013/2014 financial year	A signed quarterly report on the refurbishment of the Adelaide Canal, together with a signed service providers(UWP consulting) progress report dated June 2014 on the progress on Phase 1 and Phase 2 of the Koonap Canal and photos of the upgraded canal Phases with the expenditure reports provided	The Adelaide Canal was not refurbished, refurbishment only started in 2013/14 and the canal has been partly refurbished	N/A as the target has been achieved
23.	SDI 1:2	Engineering		Eradicate water backlogs	No of household with new water connection	6026 Household with connection	Upon recalculations 12466 households have been connected to water supply system as Q1 =1200, Q2 = 1147, Q3 =1704 and Q4 = 8415 connections were conducted and a signed quarterly report is submitted	6 749 water connections were done in 2012/13 made up of Q1 = 3836 + Q2 = 0 + Q3 = 1684 + Q4 = 1299	N/A as the target has been achieved
24.	SDI 1:3	Engineering		Refurbishment of water infrastructure	Developed and Implemented Refurbishment Plan submitted to EMC for approval	EMC minutes dated 04/06/14, water and sanitation portfolio refurbishment plan dated June 2014 and the Q4 progress report on the implementation of the 13/14 refurbishment plan on Dutywa Dam and Butterworth pipe replacement.	Was not part of 2012/13 SDBIP	N/A as the target has been achieved	
25.	SDI 1:4	Engineering		Conduct Audit to comply with Blue Drop Standard	No of Water Treatment Works Audited (Process Audit)	Comprehensive Process Audit for 3 Water Treatment Works	A signed quarterly report on the implementation of water safety plans by conducting process audits in Stutterheim, Alice and Butterworth dated 30 June 2014, together with a	Was not part of 2012/13 SDBIP	N/A as the target has been achieved

			Engineering				process audit report for Stutterheim WTW dated March 2014, Alice WTW dated March 2014 and Butterworth WTW dated June 2014 together and the service providers final report on process audit dated 29/05/14 with expenditure report provided		
26.	SDI 1:5	Engineering		Rainwater harvesting	No of households with rain water tanks	535 House Holds with rain water tanks	Upon recalculations 2990 households have been supplied with rain water tanks as Q2 = 225, Q3 = 904 and Q4 = 1861	377 rainwater tanks were provided in 2012/13 , Q1 = 42 + Q2 =130 + Q3 = 105 + Q4 = 100	N/A as the target has been achieved
27.	SDI 1:6	Engineering		Establishment of a Laboratory	Feasibility study for a laboratory submitted to EMC for approval	Feasibility Study for ADM Laboratory submitted to EMC	Signed annual report, feasibility study dated June 2014 and the EMC minutes dated 04/07/14 are provided	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
28.	SDI 1:7	Budget & Treasury Office	Provision of adequate, potable and sustainable water and sanitation services to all by 2018	Registration of Indigent Consumers	No of registered indigent consumers receiving 6 kl free basic water service	2500 Registered Indigent Consumers receiving 6 kl	(Q1= 1308 + Q2 = 1558 + Q3=737+ Q4=963)=4 566 names of registered indigents that appears in the system, together with signed request of approval for indigents, and a list which has been approved by the MM dated 107/07/14 for the month of June together with the Venus printout are submitted	2 548 indigents have been registers in 12/13, Q1 = 513 +Q2 = 975 + Q3 = 530 + Q4 = 530	N/A as the target has been achieved
29.	SDI 2:1	Engineering	Provision of sustainable and environmentally friendly sanitation and services to all communities by 2018	Implement sanitation infrastructure as an alternative to the bucket systems where it still exists	No. of households with eradicated Bucket system and replaced with Flushing toilets	An Implementation plan to address the backlog of households still utilising buckets which are informal households	Target achieved in Q4: Project status quo report for Bhofolo and Newtown bucket eradication project phase 6 dated June 2014 compiled by service provider Aurecon, service provider(Worley Parsons) progress status report on Adelaide and Bedford bucket eradication dated June 2014 containing the implementation plan of	Was not part of 2012/13 SDBIP	N/A as the target has been achieved

							existing and new projects		
30.	SDI 2:2	Engineering		Eradicate sanitation backlogs utilizing service delivery fast tracking mechanisms	No. of household supplied with new VIP Toilets	14 400 HH supplied with new VIP Toilets	Upon recalculations 15574 households have been supplied with VIP toilets as Q1 = 2657 Q2 = 1883, Q3 = 4856 and Q4 = 6178 together with a signed quarterly report	11 063 VIP toilets were provided in 2012/13	N/A as the target has been achieved
31.	SDI 2:3	Engineering	Provision of adequate, potable and sustainable water services infrastructure by 2018	To develop Wastewater Sludge Management Plan to comply with Green Drop	ADM Wastewater Sludge Management Plan submitted to EMC	ADM Wastewater Sludge Management Plan submitted to EMC	Final report on Sludge(Waste) Management Plans for the ADM's Wastewater Treatment Plants dated 06/06/14, signed annual report on the development of the waste water sludge management plans, minutes of the EMC dated 01/07/14 together with the expenditure report are provided	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
32.	SDI 2:4	Engineering		Upgrading of sanitation infrastructure	Feasibility study to upgrade infrastructure within tourist areas submitted to EMC for approval	Feasibility study to upgrade the infrastructure within the tourist areas submitted to EMC for approval	Feasibility study: Sanitation infrastructure upgrade in ADM tourist areas dated June 2014 prepared by service provider(Royal Haskonong DHV)and the EMC minutes dated 04/07/14 are provided	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
33.	SDI 3:1	Community services		To ensure reduction of the prevalence of communicable diseases by 2017	Monitor drinking water and waste water quality compliance on monthly bases.	No. of drinking water and analysed samples taken to determine compliance with SANS 241	1488 drinking water samples tested and analysed	For the financial year 13/14, 2725 drinking water samples were tested and analysed. The evidence from: quarter 1 of 946 samples; quarter 2 of 602 samples; quarter 3 of 577 samples; quarter 4 of 600 samples is has been verified from quarterly reports.	1940 drinking water samples were tested in 2012/13, where only 1752 complied with SANS 241
34.	SDI 3:2	Community services			No. of waste water samples taken to determine compliance with		184 waste water samples tested	221 waste water samples were tested. The evidence from : Quarter 1 of 58 sample;	227 waste water samples were taken during 2012/13, where

					General Authorisation Standards		quarter 2 of 51 samples; quarter 3 of 52 samples; quarter 4 of 50 samples is has been verified from quarterly reports.	only 119 complied	
35.	SDI 4:1	Community services	Enhance the provision and standardisation of fire services by 2017	Construct and operationalize legally compliant fire stations in identified areas	No of Fire Satellite Stations constructed	Construction of Hamburg Fire Satellite Station	A Consultant's report on completion of Construction of Hamburg Fire Satellite Station is submitted ,Venus report , Certificate of Completion dated 23 June 2014 and a Signed project Manager's report is submitted with the details of Hamburg Fire Station that is now completed	An Appointment of a Contractor was done in 2012/13 where the construction only started in 2013/14	N/A as the target has been achieved
36.	SDI 5:1	Community services	Facilitate Sustainable coordination of disaster relief and response by 2017	Rehabilitation of disaster damages as per Disaster Management Framework	No of LMs provided with disaster relief material to address Backlog	Disaster relief material distributed to 3 LM's (Ngqushwa, Mnquma and Nkonkobe)	Disaster relief material is distributed to 3 LM's (Ngqushwa, Mnquma and Nkonkobe) to address the backlog, Supporting evidence is submitted during quarter 2 and quarter 4. Also acceptance letters for beneficiaries of relief material are submitted.	Relief Materials were distributed throughout the quarters at Nkonkobe, Mnquma and Ngqushwa LM's in Q3 and Q4	N/A as the target has been achieved
37.	SDI 5:2	Community services			No of awareness campaigns conducted in 7 LMs	56 awareness campaigns conducted in 7 LMs	Annual reports on 64 awareness campaigns were conducted in 7 LMs during the year. The evidence for : quarter 1 of 20 awareness's; quarter 2 of 19 awareness's; quarter 3 of 13 awareness's and quarter 4 of 12 awareness's has been verified	63 awareness campaigns were held throughout the quarters i.e. Q1 = 16 + Q2 = 12 + Q3 = 20 + Q4 = 15	N/A as the target has been achieved
38.	SDI 6:1	Engineering	Ensure that solid waste is managed in an integrated, environmentally	Implementation of the Integrated Waste Management	No. of solid waste transfer station built	Phase 1 of the Solid Waste Transfer Station built in Mbhashe (Dutywa)	A Quarterly report on the projects implemented by the solid waste unit stating the completion of phase 1 earth	It was only the appointment of a contractor that was done in 2012/13,	N/A as the target has been achieved

			friendly and sustainable manner throughout ADM by 2017	Plan			works in Mbashe, service provider progress report(Iqhawe consulting) on provision of structural engineering services for Idutywa Transfer station together with the sample picture, certificate of practical completion dated 30 June 2014 and the expenditure report are provided	construction did not occur	
39.	SDI 6:2	Engineering	Ensure that solid waste is managed in an integrated, environmentally friendly and sustainable manner throughout ADM by 2017	Review of the Feasibility Study for the Western Regional Solid Waste Site	Reviewed Feasibility Study for the Western Regional Solid Waste Site submitted to EMC for approval	Reviewed Feasibility Study for the Western Regional Solid Waste Site submitted to EMC for approval	Signed report on the review of the feasibility study which reflects the previous findings and the current findings, Feasibility study dated June 2014 prepared by (GIBB engineering & science), EMC minutes dated 20/05/14 are provided	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
40.	SDI 7:1	Engineering	All households to have access to public transport facilities, within 2km walking distance by 2022	Implementation of the Integrated Transport Plan	No of Integrated Transport Plan programs implemented	1 ITP programme (Butterworth) implemented	Target achieved in Q4: Signed quarterly report on the progress on projects implemented by Transport section together with a progress report on Willowvale PTF prepared by Maisha Development Engineers dated 30 June 2014, and certificate of completion of Butterworth PTF from service provider PDNA dated 30 June 2014 and the expenditure reports are provided.	Progress on the Construction of Elliotdale public Transport in 2012/13	N/A as the target has been achieved
41.	SDI 7:2	Engineering			Developed database Road Assessment Management System (RAMS)	Developed database Road Assessment Management System (RAMS)	Signed Q4 quarterly report where it states the progress of the project and a CD with the developed database road assessment management system are provided	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
42.	SDI	Engineering	All households to have	Implementation	Feasibility Study	Feasibility Study	Feasibility study dated 30	Was not part of	N/A as the target

	7:3		access to public transport facilities, within 2km walking distance by 2022	of the Integrated Transport Plan	into the management of Public Transport Facilities submitted to EMC for approval	into the management of Public Transport Facilities submitted to EMC for approval	June 2014, EMC minutes dated 20/05/14 are provided	2012/13 SDBIP	has been achieved
43.	SDI 8:1	Engineering	Facilitate development of sustainable and viable settlements by 2014	Provision of engineering services to land reform settlements	No. of detail design reports developed	5 Detailed Design Report	A signed quarterly report on provision of engineering services to land reform settlements, expenditure reports together with 6 detailed design/technical service provider reports dated June 2014(Ndlovini Settlement phase 2 design report, Mboya Settlement Willovale design report, Lewis Settlement design report, Maxelegwini Settlement design report, Victoria Post project design report and Hertzog Settlement design report)	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
44.	SDI 8:2	Land Human Settlement & Economic Development	Facilitate development of sustainable and viable settlements by 2014	Implementation of the Land Reform and settlement plan	No of LRSP projects implemented	7 LRSP Projects implemented	Summation report for 6 LRSP projects is submitted (see annexures per KPI) the 7th KPI Wesley was removed see amended SDBIP, and evidence to support the achievement of the 6 projects is available in the POE files	An annual report on the progress made in the Implementation of 4 LRSP projects was submitted indicating that 3 projects have not been implemented fully which is project i. The bidders did not meet the requirements so the zone plans were not completed ii. Individual Title deeds - Awaiting for Title deeds from the Deeds Office and iii. Transfer of Title deeds- Awaiting for new EIA certificate as	N/A as the target has been achieved

								the existing one is expired	
45.	SDI 8:3	Land Human Settlement & Economic Development		Implementation of the housing strategy	No of Housing Strategy projects implemented	4 Housing Strategy Projects implemented	Signed quarterly reports on the implementation of the 4 Housing projects with supporting evidence is submitted except for 45.4 which requires Approval of Accreditation by Province as Annual target, where the department declared non approval by the MEC in the assessment report submitted, also Venus expenditure report/DIMS submitted	2 Housing projects implemented during the year, which summarises the workshops held in Q3 and Q4 and the Housing Risk Plan and Fraud Plan	The target should have been the assessment Report from the Provincial Department of Human Settlement. Therefore a letter of assessment will be sourced in the first quarter assessing the application submitted
46.	SDI 9:1	Land Human Settlement & Economic Development	Develop, conserve and maintain heritage sites by 2017	Implementation of the Heritage Resource Management Strategy	No. of Heritage resource management strategy projects implemented - Infrastructure projects	4 Heritage resource management strategy projects implemented	A summation report on 4 Heritage resource management strategy projects implemented is submitted with supporting evidence on: - Feasibility study on Ntaba kaNdoda Local Economic Development - Conservation of 10 heritage sites (caves) - Development of 1 heritage site (Heritage Route Development) - Development of 1 heritage site (Wars of land dispossession)	7 Heritage Resources projects were implemented in 2012/13	N/A as the target has been achieved
47.	SDI 10:1	Budget & Treasury Office	Ensure efficient and effective procurement of goods and services by 2017	Monitoring and reporting on contractual commitments and performance of service providers	No of Reports submitted to Council on contractual commitments and performance of service providers	4 Reports to Council on contractual commitments and performance of service providers	4 Contracts registers on awarded contracts, 4 Council agendas dated 30/08/14, 13/12/13, 28/03/14 and 23/05/14, and 4 signed quarterly reports on the performance of the Service provider on tenders awarded	Q1-Q4 reports on the performance by Service providers, EMC minutes and Agendas are submitted as proof that the performance of SP has been	N/A as the target has been achieved

							at SCM dated 30/06/13, 30/09/13, 31/12/13 and 31/03/14 respectively.	discussed in each quarter and a Consolidated Annual report	
48.	SDI 10:2	Budget & Treasury Office		Enhance the capacity of emerging contractors to deliver on contracts	No of Interventions to improve emerging contractors performance	1 Training Intervention with emerging contractors	1 training intervention (Supplier Development workshop) was conducted in 4 LM's on the 25/06/14; 25/04/14; 16/05/14 and on the 23/05/14, a report on training intervention undertaken, together with supporting evidence such as programmes and attendance registers are submitted and are available in the POE files	A supplier/contract workshop was held on the 19 April 2013 and supporting documents are attached	N/A as the target has been achieved

KPA: 3. LOCAL ECONOMIC DEVELOPMENT

KPI No	INDICATOR CODE	DEPARTMENT	STRATEGIC OBJECTIVE	STRATEGY	INDICATOR	ANNUAL TARGET	ACTUAL PERFORMANCE ON ANNUAL TARGETS 2013/2014	ACTUAL PERFORMANCE ON ANNUAL TARGETS 2012/2013	REMEDIAL ACTIONS
50.	LED 1:1	Land Human Settlement & Economic Development	To promote holistic sustainable regional economic development by 2030	Implementation of the Tourism Master Plan	No. of Tourism master plan projects implemented	4 Tourism master plan projects implemented	Summation report on the implementation of the 5 Tourism projects - Impact Assessment Report on all Tourism supported projects. - Tourism Marketing and Promotion Report with supporting evidence is submitted - Tourist Guide Report - Craft Development Support Report - Final STP and Venus expenditure report/DIMS	8 Tourism Master Plan projects were implemented in 2012/13	N/A as the target has been achieved
51.	LED 1:2	Land Human Settlement & Economic Development		No. Of Film Industry development Strategy projects implemented	Implementation of 1 Film and creative Industry projects	1 Film Industry development Strategy projects implemented	An annual report on Film Industry development Strategy is submitted where 3 projects have been implemented with evidence of 3 extra workshops and 1	Film Industry Development initiatives were implemented in 2012/13	N/A as the target has been achieved

							extra training as per the submitted evidence		
52.	LED 1:3	Land Human Settlement & Economic Development	To promote holistic sustainable regional economic development by 2030	Implementation of the Heritage Management Plan	No of Heritage management plan projects implemented - Programmes	5 Heritage management Strategy projects implemented	A summation report on 5 Heritage management Strategy projects implemented is submitted with supporting evidence available in the POE files	4 Heritage projects with quarterly reports on the activities done during the 2012/13 was submitted	N/A as the target has been achieved
53.	LED 1:4	Land Human Settlement & Economic Development		No. of Agricultural development plan projects implemented	Implementation of 3 Agricultural development Plan projects (Livestock improvement, Mechanisation and Input supply, Food security)	3 Agricultural development plan projects implemented	An annual report on 3 Agricultural development plan projects implemented is submitted supporting evidence : - Livestock Improvement project implemented - Mechanisation and Input Supply project implemented - Food Security project implemented and Venus expenditure report/DIMS	Evidence on the 2 Agricultural projects implemented is submitted where delivery of Food parcel was done in Q4 and the hosting of Agricultural Expo was held on 7-9 Nov 2012	N/A as the target has been achieved
54.	LED 1:5	Land Human Settlement & Economic Development		Implementation of the Integrated Environmental Management Plan	No. of Environmental management plan projects implemented	5 Environmental management plan projects implemented	A consolidated report on 5 Environmental management plan projects implemented is submitted with supporting evidence on: - Climate Change and Renewable Energy Symposium Held - Hamburg Ablution Facility Renovation, Water Quality Sampling and Life Guards Training - Amathole Mountain Biosphere Public Participation Report - Hosting of 4 Environmental Awareness Days - Ambient Air Quality Assessment	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
55.	LED 1:6	Land Human Settlement & Economic		To promote holistic sustainable regional	Implementation of Enterprise development	No. of Enterprise development strategy projects	6 Enterprise development strategy projects	An annual consolidated report on 6 Enterprise development strategy	4 Enterprise development Projects were implemented in

		Development	economic development by 2030	strategy	implemented	implemented	projects implemented is submitted with supporting evidence on: - Capacity building programmes conducted - Report on Networking Platforms - Number of cooperatives supported - Informal trade supported - SMME's Supported Report - Report on Functioning of the CDC	2012/13	
56.	LED 1:7	Land Human Settlement & Economic Development		Implementation of EPWP Policy	No. of jobs created through EPWP	1200 EPWP Jobs created	A annual consolidated report on EPWP Jobs created in the 2013/14 is submitted with a breakdown of 1896 beneficiaries in jobs that were created as per the report	A system printout generated in April 2013 reflecting the number of projects under ADM was submitted	N/A as the target has been achieved
57.	LED 1:8	Engineering		No. of jobs created through EPWP	No of jobs created through Capital projects	EPWP Compliance Report on complying projects	Annual report that talks to EPWP projects with the number of projects, job opportunities created, person days and EFT's created have been provided		N/A as the target has been achieved
58.	LED 1:9	Corporate Services		To promote holistic sustainable regional economic development by 2030.	Implementation of EPWP Policy	No. of candidates participating in the learnerships program created through HRD strategy	10 Candidates participating in the HRD Learnership program	20 candidates have been participating in the Learnership program since Q2 and the evidence is attached in the POE files	Implemented 1 approved and budgeted program per HRD Strategy implementation Plan
59.	LED 1:10	Land Human Settlement & Economic Development	Implementation of Amathole Regional Economic Development Strategy		No. of AREDS projects implemented	3 AREDS projects implemented	A Signed quarterly progress report on the implementation of 3 AREDS projects is submitted with supporting evidence on: - Economic Intelligence. - Support for LM Strategy development - Implementation of the Investor Conference Action	3 AREDS projects were implemented, where the Economic development plans for Great Kei and Nxuba which were developed were submitted in the 4th quarter and the supporting evidence for the training that	N/A as the target has been achieved

							Plan and Venus expenditure report/DIMS submitted	was done for LED practitioners was also submitted	
60.	LED 5:1	Community services	To ensure compliance with the Municipal Health Legislation within ADM by 2017	Implementation of Municipal Health Regulations and By-Laws	No of quarterly reports reflecting inspected food handling premises	4 Quarterly reports reflecting complying /non complying premises	An annual signed quality report that reflects complying and non-complying premises this quarter with Certificates of Acceptability issued to complying premises and Inspection sheets for quarter 4 are submitted	4 Quarterly reports on the number of Food Handling premises inspected throughout the year are submitted.	N/A as the target has been achieved
61.	LED 5:2	Community services			No of waste management promotion project conducted in local municipalities	1 waste management promotion project in Nkonkobe	A waste management promotion project in Nkonkobe, Attendance register for project steering committee on waste management, Expenditure report and Evaluation reports dated 11 June 2014 are submitted	Was not part of 2012/13 SDBIP	N/A as the target has been achieved

KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

KPI No	INDICATOR CODE	DEPARTMENT	STRATEGIC OBJECTIVE	STRATEGY	INDICATOR	ANNUAL TARGET	ACTUAL PERFORMANCE ON ANNUAL TARGETS 2013/2014	ACTUAL PERFORMANCE ON ANNUAL TARGETS 2012/2013	REMEDIAL ACTIONS
62.	MFV 1:1	Budget & Treasury Office	To ensure 43% recovery of costs incurred to provide water and sanitation services by 2017	Implement a costing model for ADM services.	Reviewed tariffs submitted to Council for approval	Reviewed tariffs for 4 services (Water, Sanitation, Fire & Disaster, Municipal Health) submitted to Council for approval	Council agenda dated the 23/05/14 and approved tariff schedule for 14/15 have been provided	A signed report on approved tariffs is submitted together with a CD showing council resolutions on approved Tariffs, approved tariff policy and tariffs applicable for 13/14 are submitted the tariffs were approved on the 22 March 2013	N/A as the target has been achieved
63.	MFV: 1.2	Budget & Treasury Office	To ensure 43% recovery of costs incurred to provide water and sanitation services by 2017	Implement a costing model for ADM services.	Report on the Total cost of providing free basic services per annum excluding	Report on the total cost of providing free basic services excluding losses per annual	Signed quarterly report on the cost of providing water and sanitation services reflecting total cost, CD and an email when the item was	Was not part of 2012/13 SDBIP	N/A as the target has been achieved

					losses		submitted to council support for EMC and the spreadsheet on the cost providing free basic water and sanitation services to the households and rural areas		
64.	MFV: 1.3	Budget & Treasury Office		Expansion of billable water consumers to all households in the district	% billing of metered households	98% billed of read of metered households	Confirmed through recalculation that 99% has been read on metered households and a CD attached for detailed information	97.5% was read on total active meters in 2012/13	N/A as the target has been achieved
65.	MFV: 1.4	Budget & Treasury Office		Implementation of the credit control and indigent policies	% Increase in billing	16% increase in billing	Billing has only increased by 5.8 % for the year 2013/14 as against 16% targeted, made up of (Q1 = 0.8% + Q2 = - 4.5% + Q3 = 1% + Q4 = 4%)	An annual increase in Billing was at 93.5% in 2012/13	The implementation of the Service Coverage Data on the system will result on the expansion of our revenue base. The Lead Consultant and 2 X Sub-Contractors are already appointed and submitting the reports.
66.	MFV 1:5	Corporate Services		Management of telephone costs	% Reduction in telephone expenditure	15 % reduction in telephone expenditure	N/A as the target has been approved not to report on it (An approved Memo is attached)	Was not part of 2012/13 SDBIP	N/A
67.	MFV 1:6	Engineering		Pilot household yard connections in rural water schemes that have sufficient water capacity	No of villages in 2 Municipalities piloted with yard connections	Pilot 2 villages in Ngqushwa and Amahlathi yard connections to illegal connected HH	A signed quarterly report from UWP Service provider reflecting that 215 meters were installed in the villages this quarter is submitted	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
68.	MFV: 2:1	Budget & Treasury Office	To ensure 100% utilization of budget by 2017	Implementation of an Accelerated plan for service delivery projects	Reduced turnaround time in awarding contracts after closing date of tender	Improved turnaround time to 70 days on the awarding of tenders after closing date of tender	Report on the implementation of the best practice model to improve the turnaround time for the evaluation and adjudication of tenders stating average turnaround as 41.31 days	Was not part of 2012/13 SDBIP	N/A as the target has been achieved

69.	MFV 2:2	Legislative & Executive Support Services	To ensure 100% utilization of budget by 2017	Monitoring of variance on actual against projected budget project expenditure	Spending not less than 90% of departmental Internally projected budget	90% expenditure of departmental internally projected budget	Expenditure on departmental internally projected budget is more than 90%. It is 100%.	N/A	N/A as the target has been achieved
		Strategic Planning and Management					Upon recalculations this department has managed to spend 96% on Internally funded projects	The department has spend 197% against its projections on Internally funded projects	N/A as the target has been achieved
		Land Human Settlement and Economic Development					Expenditure on departmental internally projected budget is at 98% as per the system printout submitted	Departmental Projection against actual expenditure for the 4th quarter is above 80% on both Internally and Externally funding, they have spent 201%	N/A as the target has been achieved
		Engineering					A system printout from BTO reflects that the department obtained 79% on Internally funded projects	Submitted expenditure report on Internally funded projects reflects that the department has spent 88% against its projections on Internally	While every effort was made to spend 100% of internally funded projects budgets, there were some delays experienced during the planning stages which then ultimately delayed the final achievement of certain project deliverables. The projects affected are mostly multi-year projects which will continue in the 14/15 FY.
		Corporate Services					A system printout submitted reflects that the department spent 98% of its Internally budget in the 2013/14	100% has been spent against projections	N/A as the target has been achieved

							financial year which is above the target of 90%		
		Budget & Treasury Office					Upon recalculations this department has managed to spend 98% on Internally funded projects	92% has been spent against projections	N/A as the target has been achieved
		Community Services					Expenditure on departmental internally projected budget is less than 90%. It is 67%.	The department has spent more than 90% on both Internally and externally funding this year	Expenditure on projections will be monitored so that savings will be declared early.
70.	MFV 2:3	Corporate Services	To ensure 100% utilization of budget by 2017	Monitoring of variance on actual against projected budget expenditure	Spending not less than 90% of projected operational budget	90% expenditure of departmental projected budget	The department is at 98% in terms of spending on its operational budget as per the system printout submitted	Was not part of the 2012/13 SDBIP	N/A as the target has been achieved
		Land Human Settlement and Economic Development					Expenditure on departmental operational projected is at 101% as per the system printout submitted		N/A as the target has been achieved
		Legislative & Executive Support Services					97% Expenditure on departmental operational projected budget is obtained		N/A as the target has been achieved
		Community Services					Expenditure on departmental operational projected budget is at 92 %.		N/A as the target has been achieved
		Engineering					Upon recalculations this department has managed to spend 84% on operational funded projects		
		Budget & Treasury Office					Upon recalculations this department has managed to spend 87% on operationally funded projects		Closer monitoring of operating expenditure during the year is required to ensure all costs are reflected and that any possible savings be then declared as savings if it becomes evident that

									spending targets will not be met
		Strategic Planning and Management					Upon recalculations this department has managed to spend 82% on Internally funded projects		It is noted that within the departmental budget, other items are not in control of the department hence underspent like Depreciation of Assets. During 2014/2015, all such items will be followed up by the office of the director to ensure spending. Monthly, the Directors office will do a reconciliation of what is spent and projected.
71.	MFV 2:4	Corporate Services	To ensure 100% utilization of budget by 2017	Monitoring of variance on actual against projected budget project expenditure	Spending not less than 70% of departmental projected externally funded budget	70% expenditure of departmental projected externally funded budget	85% on Externally funding has been spent by the department as per the system printout submitted	100% has been spent against projections	N/A as the target has been achieved
		Strategic Planning and Management					Upon recalculations this department has managed to spend 81% on Internally funded projects	On externally 91% was spent	N/A as the target has been achieved
		Budget & Treasury Office					Upon recalculations this department has managed to spend 100% on externally funded projects	92% has been spent against projections	N/A as the target has been achieved
		Engineering					Upon recalculations this department has managed to spend 99% on externally funded projects	For externally funding they have spent 95%	N/A as the target has been achieved
		Community Services					Expenditure on departmental externally projected budget is	The department has spent more than 90%	N/A as the target has been achieved

							more than 90%. It is 100 %.	on externally funding this year	
		Land Human Settlement and Economic Development					Expenditure on departmental externally projected budget is less than 70 %. It is 58%	Externally funding, they have spent 201%	The total expenditure has been calculated on multi-year (3-5 year projections). However, accurate cashflow projections depicting the exact figures in the multiyear projects will be resubmitted so as to avoid the recurrence of this matter.
		Legislative & Executive Support Services					N/A as the department does not have externally funded projects	N/A	N/A as the department does not have externally funded projects
72.	MFV 2:5	Strategic Planning	To ensure 100% utilization of budget by 2017	Improve project monitoring and evaluation of projects	No of project management reports submitted to EMC	4 quarterly project management reports submitted to EMC	A signed Memo by MM condoning to accept that the 4 quarterly reports were to be submitted to Project Steering Committee rather than the EMC has been submitted and the reports are in the POE files i.e. Q1 – Q4	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
73.	MFV 3:1	Budget & Treasury Office	To ensure 80% collection rate on all billable services by 2017	Implementation of Credit Control and Indigent Policies	% total collected on outstanding debts	45% of the total outstanding debt less the total provision for doubtful debts	120% total collection rate on the outstanding debt for the 13/4 financial year	Four council items submitted to write offs of irrecoverable debts	N/A as the target has been achieved
74.	MFV 3:2	Corporate Services	To ensure 80% collection rate on all billable services by 2017	Management of Calgary Conference Centre tariffs	% increase on amount generated from Hiring of Calgary Conference Centre	10% Increase on the amount generated from hiring of Calgary Conference centre	A system report attached dated 25 June 2014 reflect that the department has generated and amount of R160 089.38, looking at a baseline of R110 924 which then gives a 144.32%	Was not part of 2012/13 SDBIP	N/A as the target has been achieved

							increase		
75.	MFV 4:1	Budget & Treasury Office	To ensure ADM Assets are adequately managed and monitored by 2017	Implementation of an Integrated Asset Management Information System	Automated Asset Register	Automated Asset Register	ADM asset management system printout with the list of uploaded assets, illustrating its functionality and reflecting the official who logged in, financial year, category, group, asset and component type etc	Was not part of 2012/13 SDBIP	N/A as the target has been achieved
76.	MFV 4:2	Budget & Treasury Office		Tracking of infrastructure assets component	% Tagged infrastructure components with allocated asset register codes	100% of the tagged infrastructure assets recorded in the infrastructure asset register	Evidence submitted in Q1-Q4 reflects that 100% of all tagged assets were recorded in the infrastructure asset register	A signed list of assets barcoded from the SP, a CD with the assets that have been tagged and a signed Annual report	N/A as the target has been achieved

KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPI No	INDICATOR CODE	DEPARTMENT	STRATEGIC OBJECTIVE	STRATEGY	INDICATOR	ANNUAL TARGET	ACTUAL PERFORMANCE ON ANNUAL TARGETS 2013/2014	ACTUAL PERFORMANCE ON ANNUAL TARGETS 2012/2013	REMEDIAL ACTIONS
77.	GGP 1:1	Strategic Planning	To ensure clean and accountable governance in the district by 2017	Provide assurance and consulting services on matters relating to Governance processes, Risk Management and Internal Controls	No of Audit reports produced as per approved Audit Plan submitted to the Audit Committee	20 Internal Audit reports and 4 Internal Audit Activity reports as per the Audit Plan submitted to the Audit Committee	33 audit reports, 3 audit and risk committee agendas dated 19/11/13, 25/11/13, 24/04/14 and 23/07/14, 3 performance audit committee agendas dated 22/08/13, 19/11/13, 17/02/14 and 15/05/14 and 4 audit activity reports dated 25/11/13, 16/01/14, 24/04/14 and 22/07/14 are submitted	An approved Internal Audit Plan was approved and submitted, and has been implemented throughout the quarters	N/A as the target has been achieved
78.	GGP 1:2	Corporate Services	To ensure clean and accountable governance in the district by 2017	Provide assurance and consulting services on matters relating to Governance processes, Risk Management and Internal Controls	No of Updated Management responses submitted to EMC	4 quarterly updated management responses submitted to EMC Reports	4 quarterly EMC minutes reflecting the updated Management Action plan item as an item that was discussed	An annual report on the EMC minutes where it sat and the Management letter Action Plan was discussed	N/A as the target has been achieved
		Budget & Treasury Office					Copy of the EMC minutes dated 9/09/13, 25/03/14 and 04/06/14 with the copy of the Management responses and time bound action plans	12 Audit Action plans are submitted	N/A as the target has been achieved

		Legislative & Executive Support Services					are submitted.		
		Community Services					N/A as there were no issues raised by AG for this department	N/A as there were no issues that were raised by AG in this department	N/A as there were no issues that were raised by AG in this department
		Strategic Planning					N/A as there were no issues raised by AG for this department	There were no findings raised by AG for this department	N/A as there were no issues raised by AG for this department
		Land Human Settlement and Economic Development					N/A as there were no issues raised by A.G for the department in 13/14	Copies of Management letters Action plans are submitted	N/A as there were no issues raised by A.G for the department in 13/14
		Engineering					N/A as the issues raised were addressed by this department	Proof of submission of the management letter, a copy of the Management letter and minutes of the EMC dated 21 May 13 are submitted	N/A as the issues raised were addressed by this department
							2 quarterly updated management responses have been submitted to the EMC for the 12/13 financial year as Q2 and Q3 were not applicable since there were no issue to be addressed	Management responses and time bound Action Plans that were due in the 4th quarter were submitted to EMC, together with proof of submission of all 3 quarters are in the evidence files	N/A as the target has been achieved
79.	GGP 1:3	Budget & Treasury Office	To ensure clean and accountable governance in the district by 2017	Provide assurance and consulting services on matters relating to Governance processes, Risk Management and Internal Controls	Financial statements compliant with MFMA and GRAP submitted to Auditor-General by 31st August annually	12/13 Annual Financial Statements	Proof of submission to PT, AG dated 30/09/13, 30/08/13, 30/08/13 and 30/09/13 respectively and the softcopy of the 12/13 financial statements financial year	A signed copy of the distribution list for the submission of Annual Financial Statements, Copy of the AFS are submitted	N/A as the target has been achieved
80.	GGP 1:4	Budget & Treasury Office			Monthly budget statement and Mid year Budget	Monthly budget statement and Mid year Budget	MM's quality certificate dated the 15/08/13, 16/09/13, 16/10/13, 15/11/13,	Was not part of the 2012/13	N/A as the target has been achieved

					assessment reports submitted to Mayor, Provincial & National Treasuries	assessment reports submitted to Mayor, Provincial & National Treasuries	13/12/2013, 15/01/14, 13/02/14,13/03/14, 23/04/14, 19/05/14, 13/06/14 , 15/07/2014 monthly budget statement for July, Aug, Sept, Oct, March, April, May , age analysis of creditors dated 14/08/13 10/09/13, 14/10/13, 11/12/13, 15/01/14, 12.02.14, 11/03/14, 10/04/14, 11/05/14, 14/05/14 and 11/06/14 and proof of electronic submission to National and Provincial Treasury and the Mayor		
81.	GGP 1:5	Budget & Treasury Office	To ensure clean and accountable governance in the district by 2017	Provide assurance and consulting services on matters relating to Governance processes, Risk Management and Internal Controls	No of SCM reports submitted to Council for noting.	5 SCM reports submitted to Council for noting (4 quarterly and 1 annual reports)	Council agendas dated 30/08/13, 13/12/13, 28/03/14 and 23/05/14, 4 departmental bids adjudicated spreadsheet together with the 1st, 2nd, 3rd and 4th quarter SCM reports and the 12/13 financial year annual report are submitted	Was not part of the 2012/13	N/A as the target has been achieved
82.	GGP 1:6	Legislative & Executive Support Services		Coordinate functioning of Council oversight structures	No. of MPAC programmes conducted per financial year	5 MPAC programmes	An annual report on 5 MPAC programmes is submitted with supporting evidence of minutes and registers of the following dates: 1. Meeting held on 16/05/2014 in Caxton House (Municipal Manager`s boardroom) 2. Meeting held on 08/08/2014 in Caxton House (Municipal Manager`s boardroom) 3. Meeting held on 22/11/2014 in Regent hotel .	MPAC visits to projects was done in Q1 and a list of dates is attached, a Council open day and SODA took place in Q4	N/A as the target has been achieved

							4. Meeting held on 05/02/2014 in Caxton House (Executive Mayor`s Board Room) 5. Meeting held on 06/03/2014 in Caxton House (Municipal Manager`s boardroom)		
83.	GGP 1:7	Legislative & Executive Support Services			No of capacity building programmes conducted for (Committees of Council (79 Committees)	4 Capacity building programmes for Speakers'; Whips, Chairpersons of Section 79	Evidence on the 4 Capacity building programmes for Speakers'; Whips, Chairpersons of Section 79 is submitted and were held on the following dates: - MPAC meeting on the 8/08/13 - MPAC training On the 19-22 /11/ 2013 - Training of district speakers on 26-27/02/14 - Whippery training held on the 13-14/03/14 - Women caucus on the 10-11/03/14. And Venus expenditure report is also submitted	Was not part of the 2012/13	N/A as the target has been achieved
84.	GGP 1:8	Legislative & Executive Support Services	To ensure clean and accountable governance in the district by 2017	Provide assurance and consulting services on matters relating to Governance processes, Risk Management and Internal Controls	Annual evaluation report on the impact of council structures submitted to Council	Annual evaluation report on the impact of council structures submitted to Council	Annual evaluation report on the impact of council structures submitted to Council is submitted as evidence and is dated 01/07/2014	An annual report on the functionality of S80 Committees and the number or sittings that took place during the year under Review	N/A as the target has been achieved
85.	GGP 1:9	Legislative & Executive Support Services			No. Of Council resolutions submitted to 7 LMs	4 quarterly Council resolutions submitted to 7 LMs.	4 quarterly Council resolutions were submitted to 7 LMs. Evidence of quarterly reports and signed proof of submission during 2013/14 financial year is submitted.	Was not part of the 2012/13	N/A as the target has been achieved
86.	GGP 1:6	Strategic Planning			Implementation of the Risk Master Plan	No. of programs implemented as per Risk Master Plan	Year 1 programs implemented as per Risk Master Plan	Signed annual report on the implementation of risk activities as per master plan, signed quarterly reports, year	A Risk Management Plan was developed and submitted in the 4th quarter and has

							1 programmes master plans reflecting activities to be implemented together with the supporting evidence are provided.	been implemented throughout the quarters	
87.	GGP 1:7	Strategic Planning		Develop and Conduct legal compliance audits	Developed legal compliance registers for Task Grade 14 -19 submitted to EMC for approval	Developed legal compliance registers for Task Grade 17 - 20 managers submitted to EMC for approval	A signed quarterly report, correspondence for submission to EMC, legal registers for BTO, Engineering, Corporate Services, LHSED, MM's office, Strat office, Community Services, proof of submission of TG 14-19 submitted	Copies of draft legal registers for 7 HOD's and 3 for Senior Managers reporting to MM were submitted in Q4	N/A as the target has been achieved
88.	GGP 1:14	Corporate Services	To ensure clean and accountable governance in the district by 2017	Implementation of the Labour Relations Strategy	Turnaround time for scheduling disciplinary hearings	3 months Turnaround time for conducting disciplinary hearings	An annual report on the disciplinary hearings conducted in year 2013/14 with the outcomes for each case and the time taken for conducting the hearings which is within 3 months	Was not part of the 2012/13	N/A as the target has been achieved
89.	GGP 2:1	Strategic Planning	To facilitate coordination, co-operation and joint planning between the spheres of government by 2017	Strengthen IGR structures within Amathole area of jurisdiction	No. of Municipalities with functional IGR structures	2 LM's (Amahlathi & Ngqushwa) with Functional IGR structures	Annual report stipulating LM's with functioning IGR(Amahlathi, Mnquma and Ngqushwa	In 2012/13 only 3 IGR and DIMAFO Meeting sat in the year	N/A as the target has been achieved
90.	GGP 3:1	Strategic Planning	To promote learning and sharing both domestically and internationally by 2017	Establishment and resuscitation of Memorandum of Understandings	No of quarterly reports on the status of developed and resuscitated MOU's	4 quarterly reports on developed and resuscitated MOU's	4 quarterly reports on the resuscitation and development of the MOU's: Q1, Q2,Q3, Q4 reports and Annual reports is submitted summarising all the work done and MOU's resuscitated throughout the year	4 consultative meetings with sister organisations, were planned in 2012/13 where 3 Consultative meeting with sister organisations were held in Q2 with (Fort Cox college and Nkangala) and in Q4 with Sedibeng and one meeting was organised with UFH but did not take place after all the	N/A as the target has been achieved

								preparations were done	
91.	GGP 4:1	Legislative & Executive Support Services	Mainstreaming of Special programmes into ADM programmes by 2017	Implementation of programmes as per approved SPU Strategy	No of implemented programs as per Special Programs Strategy	8 programs implemented as a per the Special Programmes Strategy	11 programs were implemented during the year 2013/14 as per the Special Programmes Strategy. Evidence of quarterly reports and signed proof of submission during 2013/14 financial year is submitted.	Evidence on the 6 SPU programmes implemented throughout the year is submitted, and also evidence for the quarterly implementation is available in each quarter	N/A as the target has been achieved
92.	GGP 4:2	Legislative & Executive Support Services	Mainstreaming of Special programmes into ADM programmes by 2017	Implementation of programmes as per approved SPU Strategy	No of implemented programs as per the District Sport development Strategy	4 programs implemented as per the District Sport Strategy	4 programs were implemented as per the District Sport Strategy. Supportive evidence was submitted as attendance registers and minutes of the meetings held for all quarters of the year 2013/14: - Meeting held on the 4/08/13 - SAIMSA Games held on the 21-28/09/13 - SALGA EC Games dated, 27-30/11/2013 - Sport Development Program (Golf day) , dated 31/01/2014 - Mayor`s cup, dated 21 /05/2014	4 Sport programmes were implemented during the year over quarters in 2012/13	N/A as the target has been achieved
93.	GGP 4:3	Legislative & Executive Support Services		Institutionalization of Special Programs in all departments	No of Departmental road-shows conducted on mainstreaming of special programs	6 Departmental road-shows conducted on mainstreaming of special programs	8 Departmental road-shows were conducted on mainstreaming of special programs as follows: 4 in Q2 , 2 in Q3 and 2 in Q4 . Attendance registers for programmes attended were submitted in for each quarter of 2013/14 financial year.	Was not part of the 2012/13	N/A as the target has been achieved
94.	GGP 5:1	Strategic Planning	To ensure a district-wide coordination of	Coordinate development and	Integrated Development Plan	14/15 IDP submitted to Council	Minutes of the Council meeting held on the 23 May	A reviewed Integrated development plan	N/A as the target has been achieved

			integrated planning, implementation, monitoring and evaluation by 2017	alignment of the IDP, SDBIP and budget integration	submitted to Council for approval	for approval	2014, acknowledgement of receipt by Local Government dated the 27 May 2014, 2014/2015 IDP and acknowledgement of submission of the draft SDBIP to the Mayor dated the 06 June 2014	dated 2013 -2014 is submitted and was approved by the Council in May 2013	
95.	GGP 5:2	Budget & Treasury Office	To ensure a district-wide coordination of integrated planning, implementation, monitoring and evaluation by 2017	Coordinate development and alignment of the IDP, SDBIP and budget integration	Budget & Adjustment budget submitted to Council for approval	14/15 Budget submitted to Council for approval	Council agenda dated 23/05/14, MM's quality certificate signed by the Strat with the acting letter attached, process followed in developing the budget and link to view the budget	A Final Budget was submitted to Council and was approved	N/A as the target has been achieved
96.	GGP 5:3	Strategic Planning		Coordinate performance reporting, monitoring and evaluation	No of Quarterly organisational performance assessment reports	4 Organisational performance assessment reports	4th, Q1, 2nd and 3rd quarter Performance Information reports are provided refer to the quarterly files	4 Quarterly reports for the Performance reviews conducted in all quarters of 11/12 - 12/13 are submitted	N/A as the target has been achieved
97.	GGP 5:4	Corporate Services	To ensure a district-wide coordination of integrated planning, implementation, monitoring and evaluation by 2017	Coordinate performance reporting, monitoring and evaluation	% performance achievement in each key performance area in all 4 quarters	70% achievement in each KPA	All KPA's are above 70% and have been achieved as follows: MTI = 93%, LED = 100%, MFV = 75% and GGP = 100%	The department did not achieve 70% in all KPA's in all 4 quarters (in Q1 and Q2 the target was not achieved)	N/A as the target has been achieved
		Legislative & Executive Support Services					All KPA's are above 70% as MFV is 100%, and GGP = 100%	N/A as targets for this department were under Strategic Planning	N/A as the target has been achieved
		Strategic Planning					All KPI's are above 70%, MFV = 75% , MTI = 100%, and GGP = 100%.	The department did not achieve 70% in all KPA's in all 4 quarters (Q2 and Q4 the KPA indicator was not achieved)	N/A as the target has been achieved
		Land Human Settlement and Economic Development					70% achievement in each KPA has not been attained as SDI = 67%, MFV= 67% and GGP = 50% and other KPA's have been achieved as follows LED =89%	The department did not achieve 70% in all KPA's in all 4 quarters	This target has been affected by KPI 45 and 71, once the Remedial Actions are implemented this

								target will be sorted
		Budget & Treasury Office				Not all KPI's are above 70%, MTI= 0% GGP = 57% and other KPA's are achieved as follows: MFV = 73%, SDI = 100%	The department did not achieve 70% in all KPA's in all 4 quarters (Q3 did not achieve this indicator)	Sessions will be held with various Managers who are custodians of the targets on the SDBIP, at the beginning of each quarter, to discuss ways of ensuring that targets are met, and early interventions thereof.
		Engineering				Not all KPI's are above 70%, GGP = 67% MFV = 50% but the following have achieved more than 70% i.e. SDI = 100%, and LED = 100%	The department did not achieve 70% in all KPA's in all 4 quarters	This is due to KPA's that do not make 70% on achieved targets as planned. The department will identify those and put further effort in order to achieve the required percentage
		Community Services				Not all KPA's are above 70% as MFV = 67% and other KPA's are achieved as follows SDI = 100%, LED = 100%, GGP= 67%	The department obtained 100% in all its KPA in Q4	Performance on Municipal Finance Viability KPA will be improved in order for all KPAs not to be less than 70%.
98.	GGP 5:5	Strategic Planning		No of Quarterly Individual performance assessment reports	4 Individual performance assessment reports	4 individual performance assessment reports signed by the Director Strategic Management have been provided	Was not part of the 2012/13	N/A as the target has been achieved

99.	GGP 5:6	Community Services	To ensure a district-wide coordination of integrated planning, implementation, monitoring and evaluation by 2017	Coordinate performance reporting, monitoring and evaluation	No of departmental Individual performance evaluation reports submitted to Strategic Planning	4 departmental Individual performance evaluation reports submitted to Strategic Planning	Consolidated 4 departmental Individual performance evaluation reports were submitted to Strategic Planning at the end of each quarter during financial year 2013/14	Was not part of the 2012/13	N/A as the target has been achieved
		Engineering					4 departmental individual performance evaluation reports submitted to the Strategic Planning dated 30/08/13, 30/08/13 , 28/03/14 and 02/05/14	Was not part of the 2012/13	N/A as the target has been achieved
		Corporate Services					4 quarterly signed departmental Individual performance reports have been submitted and the reports confirm that they were submitted Strategic department by the signature reflected on them	Was not part of the 2012/13	N/A as the target has been achieved
		Land Human Settlement and Economic Development					4 departmental Individual performance evaluation reports submitted to Strategic Planning during 4 quarters of 13/14 financial year	Was not part of the 2012/13	N/A as the target has been achieved
		Strategic Planning					4 departmental individual performance evaluation reports signed by Strategic planning officials	Was not part of the 2012/13	N/A as the target has been achieved
		Legislative & Executive Support Services					4 departmental Individual performance evaluation reports were submitted to Strategic Planning from quarter 1 to quarter 4.	Was not part of the 2012/13	N/A as the target has been achieved
		Budget & Treasury Office					only 3 departmental individual performance evaluation reports(Q2, Q3, & Q4) have been submitted to the Strategic department in	Was not part of the 2012/13	In the next quarter, evaluation reports will be submitted for all officials.

							the year 2013/14		
100.	GGP 5:7	Strategic Planning	To ensure a district-wide coordination of integrated planning, implementation, monitoring and evaluation by 2017	Coordinate performance reporting, monitoring and evaluation	Annual report submitted to Council	12/13 Annual report	Annual report, oversight report on the annual report for ADM, Council minutes dated 28 March 2014 and attendance register	A copy of the Annual report dated 2011/2012 is submitted	N/A as the target has been achieved
101.	GGP 5:8	Strategic Planning		Review of the Performance Management Framework	Reviewed PM Framework submitted to Council for approval	Reviewed PM Framework submitted to Council for approval	A copy of the PM Framework, Council agenda, minutes and attendance register dated 28 March 2014 have been submitted	Was not part of the 2012/13 SDBIP	N/A as the target has been achieved
102.	GGP 6:1	Strategic Planning	To ensure that Local Municipalities are empowered to render services that are within their powers and functions by 2017	Implement Municipal Support Empowerment and Capacity Building Programs to Local Municipalities	No of Finance support initiatives implemented	2 Finance support initiatives implemented	4 initiatives have been conducted i.e. bid rigging workshop, bid committee workshop, contract management training and suppliers day initiatives were conducted	A copy of the Final GRAP Fixed Asset register was submitted in Q3	N/A as the target has been achieved
								A signed Close out report for the support rendered to Mbashe was submitted in Q4	
								12 Trainings were attended in Q2 = 5 + Q3 = 3 + Q4 = 4 and supporting evidence has been submitted throughout the year	
103.	GGP 6:2	Strategic Planning			No of Land and Human Settlements support initiatives implemented	7 LHS support initiatives implemented	All projects in the financial year have been achieved: 1. Review of the Fort Beaufort Zoning Scheme 2. Development of the Alice, Middledrift and Seymour Zoning schemes 3. Planning of the Adelaide and Bedford settlements 4. Feasibility study and conduct environmental impact assessment for new German settlements 5. Rectification of the Ndlovini general plan 6. Survey of the Adelaide and Bedford settlements 7. Feasibility study and conduct	3 Final Strategies were submitted in the 4th quarter together with the Service providers reports, and A copy of the Reviewed Nkonkobe SDF was submitted in Q4	N/A as the target has been achieved

							environmental impact assessment for the Kologha settlement		
104.	GGP 6:3	Strategic Planning	To ensure that Local Municipalities are empowered to render services that are within their powers and functions by 2017	Implement Municipal Support Empowerment and Capacity Building Programs to Local Municipalities	No of LM's with improved ICT infrastructure and applications	7 LM's with Improved and secured ICT Infrastructure	Annual report reflecting the projects(Cibecs data backup and revamp of server rooms) conducted in 7 LM's: Mmquma, Nkonkobe, Nxuba, Ngqushwa, Amahlathi ,Mmquma and Great kei indicating the implemented projects	A signed annual report on the IT support Shared services to LM's contributing toward the Shared Model that is being established	N/A as the target has been achieved
105.	GGP 6:4	Strategic Planning			No of engineering support initiatives implemented in local municipalities	10 Engineering support initiatives in 7 LMs	All 10 support initiatives in the 7LM's (Nxuba, Mmquma, Nkonkobe, Mbhashe, Amahlathi, Great Kei and Ngqushwa)have been implemented: 1. Advanced project management training 2. Advanced training of plant operators 3. Supply and delivery of cold asphalt for GKM 4. Development of road management plan for GKM 5. The study tour consisting of the identified municipality 6. Supervisory training for LM's 7. Electrical trade training for LM's 8. Labour intensive construction NQF level 5&7 9. Mentoring programmes for engineering officials and 10. Training and purchase of civil designer 11. Closure of Fort Beaufort Waste Disposal landfill, acknowledgement of receipt by DEDEAT has been received 10/02/2014	Not all 9 Engineering projects were implemented in 2012/2013 only 8 were implemented i.e. 1 project has not been Finalised (Closure of Fort Beaufort Waste Disposal landfill	N/A as the target has been achieved
106.	GGP	Strategic Planning	To ensure that Local Municipalities are empowered to render	Implement Municipal Support	No of Corporate Services support initiatives	6 Corporate Services support initiatives	All 6 support initiatives for the year under review have been achieved: 1.	A signed Annual report on Corporate Services support	N/A as the target has been achieved

	6:5		services that are within their powers and functions by 2017	Empowerment and Capacity Building Programs to Local Municipalities	implemented		Promulgation of By-Lwas 2. Development of HR plans in Mbhashe, Mquma and Ngqushwa and 3. 4 HR training initiatives for the LM's(Conflict management, records management, training of training committees and training of safety representatives)	provided through trainings for LM's during 2012/13 throughout the quarters which are 6 is submitted and Copies of 4 Reviewed HR Strategies for 4 LM and Reviewed Policies for 2 LMS have been submitted in Q4	
107.	GGP 6:6	Community Services			No of Community Safety Capacity building programs	6 Capacity building programs conducted	Annual report on 7 Capacity building programs were conducted as follows: 2 in quarter 1, 1 in quarter 2, 2 in quarter 3 and 2 in quarter 4. Supporting evidence was submitted during quarterly targets of 2013/14	7 community safety capacity buildings held this year, Q1 =2, Q2 = 2, Q3 =1, Q4 = 2 = 7	N/A as the target has been achieved
108.	GGP 7:1	Strategic Planning		Implementation and management of customer queries	% of Customer complaints resolved within 20 working days	80% of all complaints resolved within 20 working days	A signed quarterly report dated (11/07/14)reflecting that 94% of complaints were resolved within 20 working days, and copies of queries for April, May and June together with emails acknowledging the received complaints	Was not part of the 2012/13	N/A as the target has been achieved
109.	GGP 7:2	Strategic Planning	To promote effective communication of ADM's business to its stakeholders by 2017	Implementation of Communication Strategy	No. Of programs implemented as per the Communication Strategy	3 programs implemented as per the Communication Strategy	A signed quarterly report on activities undertaken by ADM communication unit which is dated beyond quarter under review(11/07/14), CD's for the launch of the war of Ngcayechibi exhibition and SODA 2014, expenditure reports, frontier market network newsletter, eastern cape youth on the move magazine for June-July 2014, Idikelethu news for 15 May to June 2014, voice of hope	12 Advertorials have been submitted and Magazines are attached in the evidence file	N/A as the target has been achieved

							newsletter dated 28 May - 13 June 2014, Gqaba-Gqaba internal newsletter dated April, May and June 2014 and the Amathole community newsletter		
110.	GGP 8:1	Legislative & Executive Support Services	To deepen local democracy through community participation by 2017	Develop a petitions management system	Developed Petition management system submitted to Council	Developed Petition Management System submitted to Council	N/A - A memo signed by the Municipal Manager confirming the withdrawal of Petition Management System as a target for quarter 4 is submitted, hence the target is not applicable.	Was not part of the 2012/13	N/A - A memo signed by the Municipal Manager confirming that Petition Management System was deferred in the Council workshop, which makes the target not applicable for quarter 4 and annual
111.	GGP 8:2	Legislative & Executive Support Services		To deepen local democracy through community participation by 2017	No of programmes implemented as per Public Participation Strategy	15 programmes implemented as per Public Participation Strategy	23 programmes were implemented as per Public Participation Strategy as follows: 4 in Q 1 ; 7 in Q2 ; 7 in Q 3 ; 5 in Q 4	Was not part of the 2012/13	N/A as the target has been achieved

SECTION 3

REGISTER FOR KPIS REMOVED/ AMENDED ON THE 2013/114 SCORECARD

NO	DEPARTMENT	KPI NO	DESCRIPTION OF A KPI	AMENDMENT	APPROVED/ NOT APPROVED	DATE OF APPROVAL	Applicable Quarter	Comment
1.	CORPORATE SERVICES	1	The department's activity is Designing new structure and re-engineering of HR, fleet management, finance and SCM processes and development of operating processes in line with new procedures	KPI TO BE REVISED AS FOLLOWS: Q3 Deliverable Target Finalised competency assessment & developed Job descriptions Q4 Deliverable Target Approval of the final Business Re-engineering study. Final payment to be made in Q4	Yes	17/01/2014 by the Executive Mayor	Q3 and Q4	Refer to the Approved Memo
2.		12	The department's activity is Implementation of Wellness Strategy	Quarterly targets to be amended as follows: Q 3 Deliverable Target Implement 3 programmes Q4 Deliverable Target Implement 2 programmes Annual: – 8 Wellness Strategy programs implemented	Yes	17/01/2014 by the Executive Mayor	Q3 and Q4	Refer to the Approved Memo
3.	LEGISLATIVE & EXECUTIVE SUPPORT SERVICES	19	The department's activity is Establishment of the Unit	To Transfer the target to the Office of the Municipal Manager – (The function has been transferred to the Office of the Municipal Manager)	Yes	17/01/2014 by the Executive Mayor	Quarter 1,2,3,4 and Annual	Refer to the Approved Memo
4.	LAND HUMAN SETTLEMENTS & ECONOMIC DEVELOPMENT	44	The department's activity is Facilitation of implementation of 7 LRSP Projects - Elliotdale zone	Facilitation and Implementation of 6 LRSP Projects		17/01/2014 by the Executive Mayor	Quarter 1,2,3,4 & Annual	Refer to the Approved Memo
5.		44		Q3 – Terms of Reference for Land	Yes	17/01/2014 by	Quarter 1,2,3,4	Refer to the

		(44.1)	Plans; Cenyulands Consolidation of land; Wesley township register; Gasela township register; Maclean town Commonage transfer; Cefane Planning and LRSP Implementation: land transfers	Survey Q4 Tachey Survey submitted SG		the Executive Mayor	& Annual	Approved Memo
6.	ENGINEERING	22	The department's activity is Adelaide Canal	Amendments to as follows: Q4 Deliverable Target Progress Report: 2013/14 Refurbishment of Adelaide Canal as per Design Report Annual: Progress Report for Refurbishment of Adelaide Canal as per Design Report at the end of 2013/2014 financial year.	Yes	17/01/2014 by the Executive Mayor	Q4 and Annual	Refer to the Approved Memo
7.		24	The department's activity is The development and the implementation of the Refurbishment Plan	Q4 Deliverable Target Progress report on Pipe Replacement in 1 town/ Progress on Dutywa dam refurbishment/ Comprehensive Refurbishment Plan submitted to EMC Annual: Implement refurbishment plan for 2013/2014 (Idutywa Dam and Butterworth pipe replacement) and the 2014/2015 Refurbishment plan submitted to EMC	Yes	17/01/2014 by the Executive Mayor	Q4 and Annual	Refer to the Approved Memo
8.		26	The department's activity is Interim safe drinking water through rain water harvesting programme	Q3 Deliverable Target Provision of rain water tanks to 260 HH Q3 Financial target R 895 000. Q4 Deliverable Target Provision of rain water tanks to 225 HH Annual: 535 House Holds with rain water tanks	Yes	17/01/2014 by the Executive Mayor	Q3,Q4 and Annual	Refer to the Approved Memo
9.		29	The department's activity is Bucket eradication project	Q3 Deliverable Target Progress report on status of formalisation of informal households still utilising the bucket system	Yes	17/01/2014 by the Executive Mayor	Q3,Q4 and Annual	Refer to the Approved Memo

				<p>Q3 Financial target R 500 000.</p> <p>Q4 Deliverable Target Implementation plan for the remaining households in informal areas still utilising buckets.</p> <p>Q4 Financial target R 500 000.</p> <p>Annual: An implementation plan to address the backlog of households still utilising buckets which are in informal households</p>				
10.	ENGINEERING	38	The department's activity is Construction of Transfer Station at Mbhashe	<p>Q3 Deliverable Target Phase 1 Construction started</p> <p>Q4 Deliverable Target Phase 1 Construction completed.</p> <p>Annual: Phase 1 of the Solid Waste Transfer Station built in Mbhashe (Dutywa)</p>	Yes	17/01/2014 by the Executive Mayor	Q3,Q4 and Annual	Refer to the Approved Memo
11.		40	The department's activity is Public Transport Facilities and infrastructure upgrade in Willowvalle and Butterworth	<p>Q3 Deliverable Target Appoint contractor for Willowvale Public Transport Facility and Progress Report for Butterworth Public Transport Facility.</p> <p>Q3 Financial target R 500 000</p> <p>Q4 Deliverable Target Progress report for Willowvale Public Transport Facility and Butterworth Public Transport Facility Completed</p> <p>Q4 Financial target R 4 000 000</p> <p>Annual: 1 ITP programme (Butterworth) implemented</p>	Yes	17/01/2014 by the Executive Mayor	Q3,Q4 and Annual	Refer to the Approved Memo
12.	STRATEGIC PLANNING	72	The department's activity is Conducting of project monitoring sessions	<p>Q3 Deliverable Target Submission of 3 monthly institutional project management report to the MM</p> <p>Q3 Evidence</p> <ol style="list-style-type: none"> i. Minutes (with action plans) of Institutional Projects Steering Committee Meetings ii. Attendance registers iii. Consolidated project performance report with Variance reports <p>Q4 Deliverable Target</p>	Yes	17/01/2014 by the Executive Mayor	Q3 and Q4	Refer to the Approved Memo

				Submission of 3 monthly institutional project management report to the MM Q4 Evidence i. Minutes (with action plans) of Institutional Projects Steering Committee Meetings ii. Attendance registers Consolidated project performance report with Variance reports				
13.	STRATEGIC PLANNING	87	The department's activity is Performing legal compliance audits	Withdrawal of this KPI from the 13/14 SDBIP and continue implementation in 14/15 Financial year	Yes	17/01/2014 by the Executive Mayor	Q3,Q4 and Annual	Refer to the Approved Memo
14.		88	The department's activity is Drafting of legal registers	Annual: Developed legal compliance registers for Task Grade 17 -20 managers submitted to EMC for approval	Yes	17/01/2014 by the Executive Mayor	Annual	Refer to the Approved Memo
15.		89	The department's activity is Setting up of a by-law enforcement Unit	Withdrawal of this KPI from the 13/14 SDBIP and continue implementation in 14/15 Financial year	Yes	17/01/2014 by the Executive Mayor	Q3,Q4 and Annual	Refer to the Approved Memo
16.		105	The department's activity is Facilitate the implementation of 7 Land and Human Settlements Projects	Activity/Project: Facilitate the implementation of 7 Land and Human Settlements Projects Budget: R1 078 658.40 Q2 – R412 290.40 Q3 – R227 950.88 Q4 – R438 479.72	Yes	17/01/2014 by the Executive Mayor	Q3 and Q4	Refer to the Approved Memo
17.		49	The department's activity is Desktop support using service desk system	Withdrawal of this KPI from the 13/14 SDBIP	Yes	6/02/2014 by MM	Q3 and Q4	Refer to the Approved Memo
18.		BUDGET & TREASURY OFFICE	73	The department's activity is Debt Collection	Q4 - 15% of the total outstanding debt less the total provision for doubtful debts Annual - 45% of the total outstanding debt less the total provision for doubtful debts	Yes	17/01/2014 by the Executive Mayor	Q4 and Annual
19.	75		The department's activity is Computerised Asset Management System	Q3 – Review of the current asset management system Q4 – Appointment of a Service Provider	Yes	17/01/2014 by the Executive Mayor	Q4 and Annual	Refer to the Approved Memo
20.	76		The department's activity is Monitoring and management of ADM	Reword the deliverable to read "25% of the tagged infrastructure assets recorded in the infrastructure asset register	Yes	17/01/2014 by the Executive Mayor	Q4 and Annual	Refer to the Approved Memo

			infrastructure assets					
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LEGENDS

DT: Deliverable Target

FT: Financial Target

Q: Quarter

KPI: Key Performance Indicator

SECTION 4

PERFORMANCE OF SERVICE PROVIDERS DURING THE 2013/2014 FINANCIAL YEAR FOR THE PERIOD ENDING 30 JUNE 2013

INTRODUCTION

The ADM's reviewed SCM policy requires the performance of suppliers/service providers to be undertaken on a quarterly basis.

REASONING

Project Managers were requested to rate the performance of the Service Providers appointed by Council on the various projects. Service Providers and Contractors are rated in terms of the following:

Below Standard - The Contractor/Service Provider did not meet the basic requirements as spelt out in the tender or contract. This may result in the contract being cancelled and/or the retention fee being withheld from the contractor. The Contractor may be asked to rectify the problem or the contract may be cancelled and another Contractor/Service Provider may be appointed to complete the contract/project.

Acceptable - The Contractor/Service Provider completed the project and met the basic requirements of the tender/contract. The standard of work was good enough, passable or adequate in terms of the requirements by the ADM.

Excellent - The Contractor/Service Provider completed the work above the standard required. The requirements of the tender were achieved above the expectation of the ADM. There is a high quality of work and outstanding results were achieved.

ANALYSIS OF THE SUPPLY CHAIN MANAGEMENT BID PROCESS WITHIN ADM

Number of Bids on Contract Register	Number of Awards made	Number of Bids in Tendering Process	Cancelled Projects
361	289	63	9

The purpose of this analysis is to determine the percentage of bids awarded as at the end of the fourth quarter. This is a good indicator of the effectiveness of the ADM Supply Chain processes.

The percentage of bids awarded through the SCM processes of the ADM by the end of the fourth quarter is **80,06%** this is an acceptable percentage as some bid numbers were issued in the previous quarter and the tenders must still follow the normal tender process.

2013/2014 PERFORMANCE REPORT AS AT 30 JUNE 2014

All the projects were quantified in terms of the rating given by the Project Managers.

The following performance levels were used:

1. Below Standard.
2. Acceptable.
3. Excellent.

PERFORMANCE OF SERVICE PROVIDERS FOR THE 2013/2014 FINANCIAL YEAR FOR THE PERIOD ENDING 30 JUNE 2014

BELOW STANDARD – 0,70 %

Of all the projects awarded, as at **30 June 2014** in terms of performance levels the following summary reflects the number of projects rated as below standard.

ACCEPTABLE – 87,54 %

Of all the projects awarded as at **30 June 2014** in terms of performance levels the following summary reflects the number of projects rated as acceptable.

EXCELLENT – 11,76 %

Of all the projects awarded, as at **30 June 2014** in terms of performance levels the following summary reflects the number of projects rated as excellent.

CONCLUSION

The following table reflects performance of the service providers during previous financial years:

Financial Year	% Acceptable	% Excellent	% Below Standard
2013/2014	87.54%	11.76	0.70%
2012/2013	62.01%	37.99%	0%
2011/2012	83.93%	16.07%	0%
2010/2011	94.70%	4.51%	0.79%
2009/2010	98.01%	1.34%	0.65%
2008/2009	89.92%	10.08%	0%
2007/2008	92%	7.20%	0.8%

The above performance table will be amended quarterly when contracts awarded during previous financial are terminated in the current financial year.

A copy of the Contract Register for the 2013/2014 financial year is attached hereto as **Annexure “A”** and a copy of the Awarded Projects for the 2013/2014 financial year is attached hereto as **Annexure “B”**.