

REVISED KEY PERFORMANCE INDICATORS

MR C F HOFFMANN

CHIEF FINANCIAL OFFICER

2019/2020



REVISED KEY PERFORMANCE INDICATORS

The following Key Performance Indicators (KPI's) provide the details of the evidence that must be provided to show that a key objective has been obtained. The weightings show the relative importance of the key objectives to each other and should add up to 80% of the total assessment score.


No.	SDBIP KPI No.	National/KPA	STRATEGIC/Objective	KPI	Unit of Measurement	Baseline	Target Q1	Target Q2	Target Q3	Target Q4	Weight	SOE
1	TL	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Measured financial viability in terms of the municipality's ability to meet its service debt obligations by 30 June 2020 (Debt coverage) (Reg)	The number of times the municipality was able to meet its Debt obligation ((Total operating revenue received - operating grants)/debt service payments))	14.24				8	2	Annual Financial Statements
2	TL	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Measured financial viability in terms of the available cash to cover fixed operating expenditure by 30 June 2020 (Cost coverage) (Reg)	Number of months Cash were available to cover fixed operating expenditure (All available cash at a particular time + investments)/monthly fixed operating expenditure)	2.37months				2	2	Annual Financial Statements
3	TL	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Measured financial viability in terms of percentage outstanding service debtors by 30 June 2020 (Service Debtors) (Reg)	% Outstanding service debtors per annum (Total outstanding service debtors/annual revenue received for services)	11.75%				10%	2	Annual Financial Statements
4	TL	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Report on Percentage Capital budget actually spend on capital projects by 30 June 2020 (Reg)	% of capital budget actually spent on capital projects for the annum (Actual spent on capital projects/Total capital budget)	88%				95%	4	Capital Project Report on Financial and System and Project Budget

5	TL	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Compile and submit Annual Financial Statements to the Auditor-General by 31 August 2019	Annual Financial Statements submitted to the Auditor-General	August	1				4	Confirmation on submission
6	TL	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Report bi-annually to Council on the performance of service providers for quotations and tenders above R300000	Number of reports submitted to Council per annum	2 per annum	1				2	Minutes of Council meetings where reports were tabled
7	TL	Local Economic Development	To promote regional economic development by supporting initiatives in the District for the development of a sustainable district economy	Invite service providers to register on the supplier's database by 30 June 2020	Invitation placed in local media	Annually					2	Proof of advert place in media
8		Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Hold an auction for all the redundant items	Auction held	New KPI					2	Actioners list
19		Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Compilation Annual Financial Statement inhouse	Financial Statement inhouse compiled	New KPI					4	Declaration by Head Financial Services
10		Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Monitor quarterly the recovery of charges Iro Karwyderskraal	Number of reports signed-off per annum	New KPI	3	3	3	3	2	Monthly reports signed-off

11	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Monitor quarterly accounts issued vs fire call outs	Number of monitoring executed	New KPI		1	1	1	2	Fire Report and billing report
12	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Monitor quarterly the procurement plan to ensure that Capital project being executed	Number of quarterly monitorings executed	New KPI		1	1	3	Quarterly signed off	
13	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Address external Audit findings by 30 June 2020 (OPCAR)	% findings addressed	100			100	4	Results on OPCAR	
14	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Receive an unqualified audit report on the financial affairs of the municipality	Unqualified audit received	Clean Audit		1		6	Auditor-General Report	
15	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Review quarterly the Directorate risk register at a Line Management meeting	Number of reviews executed per annum	4 per annum		1	1	4	Minutes of the line management meeting where risk register was reviewed	
16	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Promote proper procurement processes to ensure that no successful appeals are achieved regarding the awarding of tenders	Number of appeals received per annum	Zero appeals per annum		0	0	4	Monthly SCM report	


17	D	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through IGR Structures	Percentage of compliance with all legislative deliverables as measured per compliance assets by 30 June 2020	% Compliance with legislative deliverables	100%	100	100	100%	4	Report from Compliance system model
18	D	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through IGR Structures	Execute Council Resolutions within three months after approval	% of Council resolutions executed per annum (Total executed/total taken on a specific period)	100%	100	100	100	3	Council resolution register
19	D	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through IGR Structures	Hold monthly line management meetings to ensure effective, efficient and economical use of resources in the department	Number of meetings held per annum	9 per annum	2	2	3	3	Minutes of meetings held
20	D	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Report quarterly to the Finance Portfolio Committee on the liquidity of the municipality	Number of reports submitted per annum	4 per annum	1	1	1	3	Minutes of the Finance Portfolio Committee where reports were tabled
21	D	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Conduct bi-annually performance assessments with all staff with performance agreements	Number Performance assessments conducted per annum	2 per annum	1	1	3	Performance evaluations	
22	D	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Sign Performance Agreements with Sub-ordinates by October 2019	% Performance Agreements signed	100%	1	1	3	Signed Performance Contracts	

23	D	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Complete outstanding MMC modules by June 2020	Outstanding MMC modules completed	3 Unit standards				3	3	Proof of completion	
24	D	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through IGR Structures	Effective directing and supervision of the Department Financial Services	90% of the KPI's of the Department have been met (Total KPI's/ total met on year-to-date)	90%	90%	90%	90%	3	3	SDBIP Report	
25	D	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through IGR Structures	Effective directing and supervision of the Department Revenue and Expenditure Management	90% of the KPI's of the Department have been met (Total KPI's/ total met on year-to-date)	90%	90%	90%	90%	3	3	SDBIP Report	
26	D	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through IGR Structures	Effective directing and supervision of the Department Supply Chain Management	90% of the KPI's of the Department have been met (Total KPI's/ total met on year-to-date)	90%	90%	90%	90%	3	3	SDBIP Report	
											Total	80	


 Signed and accepted by the Employee

6/3/2020

 Date


 Signed and accepted by the Municipal Manager

9.3.2020

 Date