



**2020/2021 MID-YEAR BUDGET ADJUSTMENT
REGISTER OF AMENDED AND REMOVED KEY PERFORMANCE INDICATORS**

Department	IDP Ref	SDBIP Ref	Original KPI	Annual Target	KPI Status (Amended/ Removed/ Added)	Revised KPI	Annual Target	POE	Reason for Amendment or Removal Of KPI
BUDGET AND TREASURY OFFICE	AMENDED OR REMOVED KPIS								
	MFVM 1	MFVM 2	Reduction of Irregular Expenditure to 0% of Total Operating Expenditure	0%	Amended	Reduction of Irregular Expenditure to 7% of Total Operating Expenditure.	7%	Irregular Expenditure register	Irregular Expenditure is only updated once the payment is made, existing deviations will be disclosed as irregular expenditure after payment is made.
	MFVM 4	MFVM 13	Percentage budget allocation to free basic services as per DORA	100%	Amended	Percentage Budget Expenditure on Free Basic Services	100%	Budget vs Actual Expenditure Report	KPI not smart (could not provide POE for it)
	MFVM 4	MFVM 25	Percentage Implementation of mSCOA Financial System	100%	Amended	Percentage Implementation of mSCOA Financial System	93%	mSCOA Project Report	Delays in the re-appointment of the service provider, CCG Systems, to complete the project due to Covid-19.
	MFVM 5	MFVM 26	Percentage of Meters Read - Urban	100%	Amended	N/A	85%	Meter Reading Report	THE FUNCTION HAS BEEN INSOURCED AND THERE ISN'T SUFFICIENT RESOURCES
	MFVM 5	MFVM 27	Percentage of Meters Read - Rural	100%	Amended	N/A	40%	Meter Reading Report	THE FUNCTION HAS BEEN INSOURCED AND THERE ISN'T SUFFICIENT RESOURCES

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	MTID 3	MTID 43	% of reduction of fuel usage in litres	20%	POE has been amended	N/A	20%	3 monthly fuel usage reports from FLEET section signed by Manager: Fleet and GMCS	The KPI evidence was not aligned to the timeframes for the reporting quarter
	ADJUSTMENTS TO BUDGET KPIS								
				ORIGINAL BUDGET			REVISED BUDGET		
	MFVM 4	MFVM 25	Percentage Implementation of mSCOA Financial System	R500 000			R300 000		



**2020/2021 OCTOBER BUDGET ADJUSTMENT
REGISTER OF AMENDED AND REMOVED KEY PERFORMANCE INDICATORS**

Department	IDP Ref	SDBI P Ref	Original KPI	Annual Target	KPI Status (Amended/ Removed/ Added)	Revised KPI	Annual Target	POE	Reason for Amendment or Removal Of KPI
CORPORATE SERVICES	AMENDED OR REMOVED KPIS								
	MTID 2	MTID 16	Date of review of organogram	30 June 2021	REMOVED	N/A	N/A	N/A	NO BUDGET FOR APPOINTMENTS
	GGPP 1	MTID 37	% Implementation of Fleet maintenance plan	100%	REMOVED	N/A	N/A	N/A	NO BUDGET TO REPLACE FLEET
	GGPP 1	MTID 40	% AVAILABILITY OF SERVICE DELIVERY VEHICLES	75%	AMENDED	% AVAILABILITY OF SERVICE DELIVERY VEHICLES	70%	Confirmation report signed by GMWS/SNR Manager WS	INSUFFICIENT BUDGET
	CCI 1	CCI 16	Number of reports of fire and rescue equipment purchased	2	REMOVED	N/A	N/A	N/A	NO BUDGET TO PURCHASE EQUIPMENT
	ADJUSTMENTS TO BUDGET KPIS								
				ORIGINAL BUDGET			REVISED BUDGET		
	MTID 3	MTID 1	Number of ICT Infrastructure resource projects implemented	R 1 800 000			R 2 200 000		
	MTID 3	MTID 13	Number of Workshops on Labour Relations and Code of Conduct with employees	R 100 000			R 240 000		

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	GGPP 1	MTID 24	Number of building maintenance reports submitted		R 2 600 000		R 5 600 000		



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CORPORATE SERVICES	AMENDED OR REMOVED KPIS								
	GGPP 1	MTID 29	Number of security forum Meetings Held	4	Remove				Duplicate
		MTID 11	% overall compliance to the employment equity targets at a Management level 0-6	N/A	POE Amended	% overall compliance to the employment equity targets at a Management level 0-6	N/A	Progress Report to Ext-MANCO / MANCO / CS Portfolio Minutes	POE Amended to ensure compliance
	MTID 2	MTID 14	Number of training conducted implementing the workplace skills plan.	N/A	POE Amended	Number of training conducted implementing the workplace skills plan.	N/A	"Training Report to CS Portfolio Committee / Ext MANCO / MANCO & Number of Training Programs implement Minutes	

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								Attendance Registers of training"	
	MTID 3	MTID 18	% Dept Compliance with leave and sick leave management	N/A	POE Amended	% Dept Compliance with leave and sick leave management	N/A	Report on Leave Compliance Analysis to CS Port Folio/Manco/Extended MANCO Minutes " h leave and sick leave management	POE Amended to ensure compliance
		MTID 19	% Compliance on Departmental Overtime	N/A	POE Amended	% Compliance on Departmental Overtime	N/A	System Report with analysis signed by Manager/HOD	
		MTID 20	% Compliance with OHS Act as per checklist	N/A	POE Amended	% Compliance with OHS Act as per checklist	N/A	Check list Compliance report to CS Portfolio/ Committee/ MANCO / Ext MANCO Minutes.	
		MTID 24	Number of building maintenance reports submitted.	N/A	POE Amended	Number of building maintenance reports submitted.	N/A	Building Maintenance Plan Progress report on implementation to MANCO/Extended MANCO / CS Portfolio Comm Minutes	
	GGPP1	MTID 25	Number of building maintenance meetings held	N/A	POE Amended	Number of building maintenance meetings held	N/A	Progress report to MANCO/CS Portfolio Comm	

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		MTID 26	Number of contract management reports submitted to Extended MANCO	N/A	POE Amended	Number of contract management reports submitted to Extended MANCO/ CS Portfolio	N/A	Number of contract management reports submitted to Extended MANCO/ CS Portfolio Comm	
	GGPP1	MTID 28	Number of reports on security sites inspections conducted	N/A	POE Amended	Number of reports on security sites inspections conducted	N/A	Security sites inspection report to CS Portfolio/MANCO	POE Amended to ensure compliance to SMARTNESS
		MTID 30	Number of security reports submitted.	N/A	POE Amended	Number of security reports submitted.	N/A	Analysis Report to MANCO / Ext MANCO / CS Portfolio Comm Signed Extract	
		MTID 31	Number of documents submitted in complying with the Records management policy, file plan and EDMS.	N/A	POE Amended	Number of documents submitted in complying with the Records management policy, file plan and EDMS	N/A	Progress Report to Manco/Extended MANCO / Portfolio Minutes	
		MTID 35	% Implementation of Fleet maintenance plan	N/A	POE Amended	% Implementation of Fleet maintenance plan	N/A	Progress report on implementation plan to CS Portfolio/MANCO	
		MTID 39	% Implementation of Fleet Vehicle Licensing Plan	N/A	POE Amended	% Implementation of Fleet Vehicle Licensing Plan	N/A	Progress report on Licencing Plan to Manco / Ext Minutes/ CS Portfolio	
		MTID 42	Number of Fleet Management committee held	N/A	POE Amended	Number of Fleet Management committee held	N/A	Resolutions register noted by CS Portfolio/ MANCO/ Extended MANCO	

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		MTID 43	% of reduction of fuel usage in litres	N/A	POE Amended	% of reduction of fuel usage in litres	N/A	3 monthly fuel usage Report from Fleet Section signed by Manager Fleet and GM CS	
		GGPP 76	% Compliance by departments with the Secretariat Procedure Manual on the timeous submission of reports	N/A	POE Amended	% Compliance by departments with the Secretariat Procedure Manual on the timeous submission of reports	N/A	Analysis Report to MANCO / Ext MANCO / CS Port Folio Signed Extract	
	CCI 3	CCI 7	Number of HH Inspection for Rural Fire Prevention Program	2000	Amended	Number of HH Inspection for Rural Fire Prevention Program	1500	Progress Report to CS Portfolio / DMAF	Minimise Contacts due COVID -19
	CCI 3	CCI10	Community Awareness Program	24	Amended	Community Awareness Program	30	Signed Letter by Head/Owner of facility	Minimise Contacts due COVID -19
	CCI 1	CCI 12	Turnaround Time to respond to Disaster.	24 hours	Amended	Turnaround Time to respond to Disaster.	12 hours	Assessment Forms / Monthly Incident Report	To Improve Response Time to reported incidents.
	CCI 1	CCI 1	Disaster Management Framework to be finalised by 2021/03/31.	31/03/2021	Target Amended	Final Disaster Management Plan by 2021/03/31	2021/03/31	Council resolution	Framework will only be reviewed immediately after the Provincial review to ensure alignment purposes

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		GGPP 2	Percentage of risks mitigation recommendations implemented.	80%	REMOVED	N/A	N/A	N/A	The risk register was not adopted, hence future quarterly targets are not achievable
	ADJUSTMENTS TO BUDGET KPIS								
	MTID 2.1	MTID 14	PERCENTAGE SPENT ON WSP	VOTE CODE: 01222-1/IE00584/F0045/X046/R0394/001/C The legislated KPI is implemented via work programmes due to the financial challenges within the municipality					



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EDES									
	AMENDED OR REMOVED KPIS								
	CCI 2	CCI 40	Number of Eco (Green) office sessions/workshops (internal education) conducted.	4	N/A	N/A	4	Mailing List, Awareness Material	The workshop will be conducted online due to COVID-19 restrictions
	CCI 4	CCI 44	Number of pollution management reports submitted	4	Amended	N/A	4	1 report from env management	Duplication of POE
	MTID 3	MTID 43	% of reduction of fuel usage in litres	20%	POE has been amended	N/A	20%	3 monthly fuel usage reports from FLEET section signed by Manager: Fleet and GMCS	The KPI evidence was not aligned to the timeframes for the reporting quarter
	ADJUSTMENTS TO BUDGET KPIS								
				ORIGINAL BUDGET			REVISED BUDGET		



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OFFICE OF THE MUNICIPAL MANAGER	AMENDED OR REMOVED KPIS								
	GGPP 3.3	GGPP 21	Number of radio slots implemented by the Mayor	4	POE has been amended	N/A	4	Copy of the Script plus confirmation letter	Invoice and proof of payment has been removed due to not being available on time
	MTID 3	MTID 43	% of reduction of fuel usage in litres	20%	POE has been amended	N/A	20%	3 monthly fuel usage reports from FLEET section signed by Manager: Fleet and GMCS	The KPI evidence was not aligned to the timeframes for the reporting quarter
	CCI 4	CCI 48	Date of Adoption of Ugu Investment Register	31-Mar-21	Target date has been amended	N/A	30 June 2021	Council Resolution	Audit has not been finalised and MEC letters have not been dispatched as yet, the KPI will be more realistically achieved by 30 June 2021
	MTID 3	MTID 45	Date of adoption of the 2019/2020 Annual and Oversight report	31-Mar-21	Target date has been amended	N/A	30 June 2021	Council Resolution	The target date for the tabling of the Annual report has been extended and therefore the target date for the adoption of

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									the AR and oversight report will be applicable in Q4



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OFFICE OF THE MUNICIPAL									
	AMENDED OR REMOVED KPIS								
	GGPP3.4	GGPP 15	Number of unannounced service delivery visits conducted	4	Target Amended	N/A	2	Report to MANCO	Restricted movement/COVID regulations
		GGPP 17	Number of Batho Pele District Forum meetings	4	Target Amended	N/A	2	Copy of DBF minutes	Restricted contact. Some members do not have access to Online Teams

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OFFICE OF THE MUNICIPAL MANAGER	AMENDED OR REMOVED KPIS								
		GGPP 30	Date 2019 / 2020 Management Audit Corrective Action Plan Developed	31-JAN-21	Date has been changed	N/A	31-Mar-21	Council Resolution adopting the plan	Date has been aligned as per AG engagement letter and MFMA compliance Exemptions
		GGPP 39	Percentage Implementation of internal Audit Plan - USCT	100%	Target removed	N/A	100%	Status report on the implementation of the IA Plan	The appropriate location and ownership of this target is USCT. KPI to be reported under USCT
		GGPP 49	Percentage of Risk mitigation recommendations Followed up - USCT	100%	Target removed	N/A	100%	Minutes from RMC indicating number of Action plans due and followed up	The appropriate location and ownership of this target is USCT. KPI to be reported under USCT
		GGPP 50	Percentage of Risk mitigation recommendations followed up - USCT	100%	Target removed	N/A	100%	Minutes from RMC indicating number of Action plans due and followed up	The appropriate location and ownership of this target is USCT. KPI to be reported under USCT
		GGPP 52	Percentage of Fraud Risk Mitigation recommendation Followed up - USCT	100%	Target removed	N/A	100%	Minutes from RMC indicating number of Action plans due and followed up	The appropriate location and ownership of this target is USCT. KPI to be reported under USCT

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		GGPP 53	Percentage of Fraud Risk Mitigation recommendation Followed up - USFDA	100%	Target removed	N/A	100%	Minutes from RMC indicating number of Action plans due and followed up	The appropriate location and ownership of this target is USFDA. KPI to be reported under USFDA
	ADJUSTMENTS TO BUDGET KPIS								
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OFFICE OF THE MUNICIPAL	AMENDED OR REMOVED KPIS								
	MTID 3	MTID 32	Number of Customer Surveys Conducted	1	KPI Removed and will be considered in 2021/22FY	N/A	NA	N/A	Due to COVID-19 the collection of data could not be conducted which is usually done at the Mayoral Izimbizo

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	GGPP 1	GGPP 6	Number of Policy Guides Developed	1	POE Amended	N/A	(Q4) 1	Copy of Policy Guide Developed and Uploaded on the Municipal Intranet	The Policy Guide is developed to create awareness on the importance of policies in the organisation. The uploading on the Intranet will ensure access and promote awareness of staff.
	GGPP 1	GGPP 8	Number of COVID-19 Municipal Evaluation Surveys Conducted	2	KPI and POE Amended	Number of COVID-19 Surveys/studies circulated/uploaded	(Q4) 1	Copy of COVID-19 Surveys/studies Circulated/Uploaded on Municipal Electronic Platforms	Due to budget constraints the Survey/study will be a challenge to conduct internally. We will then source surveys/studies done by strategic partners and circulate/upload on Intranet for information purposes.
		GGPP 58	Percentage compliance with policy adherence and compliance	100%	KPI Amended	50% Policies Reviewed on the Manco Approved Policy Register	(Q4) 50%	Council Extracts of all reviewed policies and updated Policy Register	Not all policies on the Policy Register require annual review (as per the Policy Management Policy and Procedure)



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WATER SERVICES	AMENDED OR REMOVED KPIS								
	CCI44	CCI4	Number of Pollution Management Reports Submitted	8	Target Amended	A joint report between WS and Environmental Management	4	The POE should be 1 jointly prepared report between WS and Environmental Management to WS Portfolio	To include both departments.
	BSD3	BSD 3	Percentage of Budget spent in completion of M&E aging infrastructure replacement – sanitation	100%	Removed	N/A	N/A	N/A	Remove KPI. Budget was cut to zero
	BSD4	BSD 4	Percentage completion of the Scottburgh WWTW PST bridge replacement completed	100%	Removed	N/A	N/A	N/A	Remove KPI. Budget was cut to zero
	BSD6	BSD 6	Percentage of Budget spent in completion of M&E aging infrastructure replacement – sanitation	100%	Removed	N/A	N/A	N/A	DUPLICATE OF BSD 3

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	BSD19	BSD 19	Percentage Bhobhoyi WTW Clarifier No.1 bridge refurbishment completed; Umthavuna WTW Clarifier No.1 surface screeding completed Clarifier No.1 bridge refurbishment completed	100	Removed	N/A	N/A	N/A	Remove KPI. Budget was cut to zero
WATER SERVICES	GGPP 1	GGPP 57	Number of vendor performance reports submitted to SCM	4	POE AMENDED	N/A	N/A	Email showing Vendor performance reports submission to SCM	SMART POE
		GGPP 2	Percentage of risks mitigation recommendations implemented.	80%	REMOVED	N/A	N/A	N/A	The risk register was not adopted, hence future quarterly targets are not achievable
	BSD 1	BSD 27	N/A	N/A	ADDED	The percentage of households with access to basic level of WATER as per the municipality's current projects	100%	Tally of households with water access from projects implemented signed by GM:WS	NEW LEGISLATED KPI ADDED FOR COMPLIANCE TO REG.10

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	BSD 1	BSD 28	N/A	N/A	ADDED	The percentage of households with access to basic level of SANITATION as per the municipality's current projects	100%	Tally of households with sanitation access from projects implemented signed by GM:WS	NEW LEGISLATED KPI ADDED FOR COMPLIANCE TO REG.10