

UGU DISTRICT MUNICIPALITY 2016 / 2017 ANNUAL PERFORMANCE REPORT													
IDP NO.	NATIONAL KEY PERFORMANCE AREAS	OBJECTIVE (AS PER IDP)	PROJECT / PROGRAMME (AS PER IDP)	SDBIP REF.NO	INDICATORS	COMPARISON WITH PREVIOUS YEAR		CURRENT YEAR			STATUS (Achieved / Not Achieved)	MEASURES TAKEN TO IMPROVE PERFORMANCE	PORTFOLIO OF EVIDENCE
						2015/2016 (TARGET)	2015/2016 (ACTUAL)	BASELINE	BACKLOG	2016/2017 (TARGET)			
MFVM 8				TREA 70	Frequency of Employee deductions payments	Monthly	Monthly	Monthly	N/A	Monthly	Monthly	N/A	Proof of payment and Reconciliation
MFVM 8				TREA 71	Frequency of payment of Salaries	Monthly	Monthly	Monthly	N/A	Monthly	Monthly	N/A	Proof of transfer of salaries and Salaries Reconciliation
MFVM 8				TREA 72	Controlled Fruitless and Wasteful Expenditure as a percentage of Total Actual Expenditure	1%	0%	0%	N/A	0.50%	0.02%	N/A	Register of Fruitless and Wasteful Expenditure and Calculations
MFVM 8				TREA 73	Percentage compliance to submission of invoices within 7 days of receipt of invoice	100	100%	100%	N/A	100%	100%	N/A	Monthly Departmental control sheet
MFVM 8				TREA 74	Percentage submission of invoices within 10 days of receipt to Treasury Office	100	100%	100%	N/A	100%	100%	N/A	Register for invoices submitted late to creditors section
MFVM 8				TREA 75	Percentage Reduction of Unspent Conditional Grants withheld	N/A	N/A	N/A	N/A	0	1.22%	Implement monitoring and evaluation systems, effective 1 July 2017	Departmental DORA payment schedule
MFVM 8				IED 60	Percentage compliance to submission of invoices within 10 days of receipt of invoice	100	100%	100%	N/A	100%	100%	N/A	Monthly Departmental control sheet
MFVM 8				WS 26	Percentage compliance to submission of invoices within 10 days of receipt of invoice	100	100%	100%	N/A	100%	100%	N/A	Monthly Departmental control sheet
MFVM 8				WS 27	Percentage Expenditure of MIG capital budget	100	100%	100%	N/A	100%	100%	N/A	Certificate of Expenditure from COGTA
MFVM 8				WS 28	Percentage Expenditure of MMW/G capital budget	100	100%	100%	N/A	100%	100%	N/A	Certificate of Expenditure from UGU treasury department
MFVM 8				WS 29	Percentage Expenditure of RBIG capital budget	100	100%	100%	N/A	100%	100%	N/A	Certificate of Expenditure from UGU treasury department

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						2015/2016 (TARGET)	2015/2016 (ACTUAL)	BASELINE	BACKLOG	2016/2017 (TARGET)			
MFVM9			Systems Management	TREA 76	Percentage Implementation of mSCOA Compliant Financial System	N/A	N/A	N/A	N/A	100%	88%	Consultant has added more resources. Approval of special overtime for staff working extra hours	Project Progress Report
MFVM9				TREA 77	Percentage Revenue Data Cleansing and migration to new system	N/A	N/A	N/A	N/A	100%			Project Progress Report
MFVM9				TREA 78	Percentage Implementation of mSCOA Framework	N/A	N/A	N/A	N/A	100%			Project Progress Report
MFVM9				TREA 79	Percentage Service and Licence Agreements Management to Financial Systems (SLAs)	N/A	N/A	N/A	N/A	100%			Register of Licences
MFVM9				TREA 80	Number Quarterly Review of Financial Systems' User and Admin Access	N/A	N/A	N/A	N/A	4	4		User and Admin Access Review Reports
CCS11				CROSS CUTTING INTERVENTIONS	To develop and promote an integrated sustainable environment	Ensuring legal compliance and fulfilment of constitutional obligation Spatial Equity	OMM 151	Reviewed Spatial Development Framework Adopted	30-Jun-16	Not achieved	N/A	N/A	30-Jun-17
CCI 2	IED 24	Number of River Water Samples taken, and analysed	400				407	N/A	400	493	N/A	laboratory reports	
CCI 2	IED 25	Number of WWTW / final effluent Water Samples taken, and analysed	276				291	N/A	228	300	N/A	laboratory reports	
CCI 2	IED 26	Number of Standpipe Water Samples taken, and analysed	240				259	N/A	240	297	N/A	laboratory reports	
CCI 2	IED 27	Number of Borehole Water Samples taken, and analysed	100				112	N/A	100	136	N/A	laboratory reports	

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						2015/2016 (TARGET)	2015/2016 (ACTUAL)	BASELINE	BACKLOG	2016/2017 (TARGET)				2016/2017 (ACTUAL)	
CCI 2				IED 28	Number of Water tankers & water tanks/Jojo tanks Samples taken, and analysed	200	291	291	N/A	190	270	Achieved	N/A	laboratory reports	
				IED 29	Percentage Investigations, monitoring & control of effluent discharges	100%	100%	100%	N/A	100%				N/A	monitoring reports
CCI 3				IED 30	Number of Food Handlers /Event Caterers Awareness sessions held	8	10	10	N/A	40	55	Achieved	N/A	Report / Attendance registers	
CCI 3				IED 31	Number of Communicable Disease Sessions Held	100%	100%	100%	N/A	300	365	Achieved	N/A	Report on Sessions held	
CCI 3				IED 32	Number of Chemical Safety Sessions held	120	140	140	N/A	120	137	Achieved	N/A	Report on Sessions held	
CCI 3				IED 33	Number of PHAST Sessions Held	60	76	76	N/A	60	94	Achieved	N/A	Report on Sessions held	
CCI 3				IED 34	Number of Water & Sanitation awarenesses conducted	300	321	321	N/A	300	369	Achieved	N/A	Report on Sessions held	
CCI 3				IED 35	Date by when Public Health By-laws gazetted	N/A	N/A	N/A	N/A	31 June 2017	29-Jun-17	Achieved	N/A	Council Resolution	
CCI 4				Food Control	IED 36	Number of Microbial samples conducted	100	0	0	N/A	100	114	Achieved	N/A	sampling reports
CCI 4					IED 37	Number of Inspections and actions taken	700	717	717	N/A	700	765	Achieved	N/A	Inspection reports,
CCI 5					IED 38	Percentage Qualifying paupers buried	100%	100%	100%	N/A	100%	100%	Achieved	N/A	Invoice if requests received for pauper burial
CCI 6				Premises surveillance	IED 39	Percentage Building Plans scrutinised	100%	100%	100%	N/A	100%	100%	Achieved	N/A	Plans register per LM done, with an EH stamp.
CCI 6	IED 40	Number of Inspections conducted for health compliance	320		350	350	N/A	320	357	Achieved	N/A	Inspection reports,			
CCI 7	Communicable Disease Control (CDC)	IED 41	Percentage Investigation and reporting of Communicable Diseases investigated	100%	100%	100%	N/A	100%	100%	Achieved	N/A	Reports/notification			
CCI 7		IED 42	Number of WWTPs 1Inspected	184	236	236	N/A	268	275	Achieved	N/A	Inspection report			

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						2015/2016 (TARGET)	2015/2016 (ACTUAL)	BASELINE	BACKLOG	2016/2017 (TARGET)				2016/2017 (ACTUAL)
CCI 8			Air Quality Management Plan Implementation	IED 43	Percentage AELs considered for decision as per applications received	100	100%	100%	N/A	100%	100%	Achieved	N/A	Samples of copies of applications; Copies of AELs (if issued); Correspondences and info required
CCI 8				IED 44	Number of Atmospheric Emission licences monitored (maintained)	9	9	9	N/A	10	10	Achieved	N/A	1 Annual report on the state of compliance of all facilities
CCI 8				IED 45	Number of AQM forums workshops/year facilitated	2	3	3	N/A	2	2	Achieved	N/A	Forum minutes; Attendance register, agenda
CCI 10				IED 47	Date Draft Climate Change Vulnerability Survey and Response Strategy developed	30-Jun-16	31-May-16	31-May-16	N/A	30-Dec-16	June 2017	Achieved	N/A	Draft report
CCI 11			Climate Response	IED 48	Number of Projects/cases of compliance (non)	16	19	19	N/A	16	16	Achieved	N/A	Annual compliance report
CCI 11				IED 49	Date Biodiversity/Env Management Framework Initiated	N/A	N/A	N/A	N/A	30 June 2017	30 June 2017	Achieved	N/A	Draft Biodiversity/Env. Management Programme
CCI 11				IED 50	Number of Problem (bush pigs) animals management projects implemented	1	1	1	N/A	2	3	Achieved	N/A	Progress report
CCI 11				IED 51	Date pilot co-management initiative with 1 civic organisation	N/A	N/A	N/A	N/A	30-Jun-17	Draft agreement with comments from the affected parties	Not Achieved	Finalise the additional inputs	Report on the Final plan/Agreement
CCI 12			Integrated Coastal Management	IED 53	Number of Coastal management stakeholder forum workshops facilitated	2	2	2	N/A	4	4	Achieved	N/A	Forum minutes; attendance register
CCI 13				IED 54	Number of Invasive Alien Species (IASP) stakeholder forum workshops facilitated	2	3	3	N/A	2	4	Achieved	N/A	Forum minutes; attendance registers
CCI 13				IED 55	Number of External Public campaigns organised	5	11	11	N/A	5	15	Achieved	N/A	Campaign programme; e-mail correspondences; attendance register
CCI 13				IED 56	Number of International Environmental calendar days	4	4	4	N/A	4	5	Achieved	N/A	Campaign programme/Agenda; e-mail correspondences; attendance register

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CCI 13				IED 57	Number of Eco- /Green office initiatives (Internal education) implemented	3	3	3	N/A	2	4	Achieved	N/A	Report
CCI 13				IED 58	Number of Schools enrolled for SEEPRO	100%	100%	100%	N/A	20	20	Achieved	N/A	Annual Report, attendance register of Award Ceremony/Summit
CCI 15				CS 96	Number of Co-ordinated Forums for Disaster Risk Management DDMAF	4	4	4	N/A	4	4	ACHIEVED	N/A	Attendance Register Programme
CCI 15				CS 97	Number of Co-ordinated Forums for Disaster Risk Management District Practitioners	6	6	6	N/A	6	6	ACHIEVED	N/A	Attendance Register Programme
CCI 15				CS 98	Number of Ward Based disaster management Structures/ Committee established	12	30	16	4	16	16	ACHIEVED	N/A	Attendance Register Agenda Minutes
CCI 15				CS 99	Number of co-ordinated Fire Protection Association Meetings held	N/A	N/A	4	N/A	4	4	ACHIEVED	N/A	Attendance Register Agenda Minutes
CCI 16				CS 100	Number of Disaster Risk Assessments conducted	6	13	4	N/A	4	4	ACHIEVED	N/A	Assessment Report to MANCO/Extended Extract of Minutes MANCO/Extended
CCI 16				CS 101	Number of Risk areas Mapped (GIS) - maps	4	4	4	N/A	4	4	ACHIEVED	N/A	Reviewed / Signed off by GMCS risk map
CCI 17				CS 102	Number of Disaster Risk Reduction Plans (Summer, Winter seasonal Plans, Events Contingency Plans	8	12	8	N/A	8	8	ACHIEVED	N/A	Plan and Disaster Management Advisory Forum Resolution
CCI 17				CS 103	Number of Co-ordinated DM Plans and Framework in line with IDP	6	6	4	N/A	4	4	ACHIEVED	N/A	1 DM Plan and MANCO Resolution
CCI 18				CS 104	Percentage Implementation of Disaster Risk Management response, recovery,	100%	100%	100%	N/A	100	100%	ACHIEVED	N/A	Monthly progress report to MANCO/Extended Extract of Minutes MANCO/Extended

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						2015/2016 (TARGET)	2015/2016 (ACTUAL)	BASELINE	BACKLOG	2016/2017 (TARGET)			
					relief and rehabilitation strategy								
CCI 18				CS 105	Turn around time to respond to reported incidents	24 Hours	24 Hours	24 Hours	N/A	24 hours	ACHIEVED	N/A	Systems Report Assessment Forms
CCI 18				CS 106	Date Review of district wide fire and rescue services Strategy done	N/A	N/A	30-Jun-17	N/A	30-Jun-17	ACHIEVED	N/A	Resolution of DIMAF / Portfolio
CCI 18				CS 107	Date by when fire fighting vehicle purchased to assist Local Municipalities	30-Dec-15	14-Jun-16	30-Jun-17	N/A	30-Jun-17	ACHIEVED	N/A	Delivery Note / Invoice
CCI 18			Response and Recovery	CS 108	Number of Awareness campaigns on Enforcement of Bylaws conducted	12	12	12	N/A	12	ACHIEVED	N/A	Attendance Register Programme
CCI 18				CS 110	Percentage allocation of Emergency Relief Stock to Local Municipalities	Date 31 Dec 2015	15-Oct-15	60%	N/A	60	ACHIEVED	N/A	Acknowledgement of Receipt by LM's
CCI 18				CS 111	Frequency of Post Disaster Committee meetings held	Date- 30 Jun 2016	04-Sep-15	Quarterly	N/A	Quarterly	ACHIEVED	N/A	Report to the Disaster Management Forum Extract of Minutes
CCI 19				CS 112	Number of Disaster Management Workshops conducted	6	14	6	N/A	6	ACHIEVED	N/A	Attendance Register Programme
CCI 19			Disaster Management Capacity Building	CS 113	Number of trainings conducted on Disaster Management conducted	4	10	4	N/A	4	ACHIEVED	N/A	Attendance Register Programme
CCI 19				CS 114	Number of community awareness campaigns conducted to mitigate the risk of fatalities	12	24	24	N/A	24	ACHIEVED	N/A	Attendance Register Programme (3) Quarterly report on fatalities to MANCO/Extended
CCI 20			Disaster Management Information	CS 115	Number of Disaster Management and Fire Rescue Services Newsletters compiled	N/A	N/A	3	N/A	3	ACHIEVED	N/A	Extract of Minutes copy of newsletter

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						2015/2016 (TARGET)	2015/2016 (ACTUAL)	BASELINE	BACKLOG	2016/2017 (TARGET)				2016/2017 (ACTUAL)
CCI 20			Management and Communication	CS 116	Percentage resolution of incidents logged on the District Disaster Management Control Centre System	N/A	N/A	90%	N/A	90	90%	ACHIEVED	N/A	Quarterly Report - City Call system Report



COMPONENT A: INTRODUCTION TO THE PERSONNE

4.1 EMPLOYEE TOTALS, TURNOVER AND VACANCIES

Employees					
Description	2015/2016	2016/2017			
	Employees	Approved Posts	Employees	Vacancies	Vacancies
	No.	No.	No.	No.	%
CORPORATE SERVICES	84	84	81	3	3.57
IED	35	35	32	3	8.57
OFFICE OF MUNICIPAL MANAGER	66	74	74	0	0
TREASURY	93	101	101	0	0
WATER SERVICES	618	626	614	12	1.91
Totals	896	920	902		14.05

Table 4.1.1

Vacancy Rate: 2016/2017			
Designations	*Total Approved Posts	*Vacancies (Total time that vacancies exist using fulltime equivalents)	*Vacancies (as a proportion of total posts in each category)
	No.	No.	%
Municipal Manager	01	00	00
CFO	01	00	00
Other S57 Managers (excluding Finance Posts)	03	00	00
Other S57 Managers (Finance posts)	01	00	00
Senior management: Levels 3-5 (excluding Finance Posts)	26	00	00
Senior management: Levels 3-5 (Finance posts)	06	01	16.6
Highly skilled supervision: levels 9-12 (excluding Finance posts)	92	00	00
Highly skilled supervision: levels 9-12 (Finance posts)	17	00	00
Total	147	01	16.6

Table 4.1.2

COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

INTRODUCTION TO MUNICIPAL WORKFORCE MANAGEMENT

Every Manager in the Municipality must ensure Workforce management in their Sections. To guarantee sensible normalisation and uniformity in the management of the employees, staff policies, procedures and conditions of service are developed at central level and are then implemented by line management. The Minister of Cooperative Governance is responsible for promulgation and regulation of Conditions of service for Senior Management, and are further approved by Council. Conditions of staff below senior management level are negotiated at central level by the National and Provincial divisions of the South African Local Bargaining Council (SALGBC) and, where relevant, at a local level between management and the representative unions SAMWU and IMATU. A wide range of policies, procedures and directives are approved by relevant approval authorities after due consultation with stakeholders such as Council, Local Labour Forum and Management. These policies, procedures and directives are then circulated to all staff for implementation and compliance. Policies, procedures and directives are revised as the need arises.

4.2 POLICIES

	Name of Policy	Date adopted by council or comment on failure to adopt
1	Recruitment and Selection Policy	30 MAY 2013
2	Acting and Acting Allowance Policy	30 MAY 2013
3	Leave Regulations Policy	30 MAY 2013
4	Bonus Policy	13 MAY 2013
5	Car Allowance Policy	29 OCTOBER 2015
6	Employment Equity Policy	24 MARCH 2013
7	Bursary Policy	27 FEBRUARY 2014
8	Internship Policy	29 OCTOBER 2015
9	Disciplinary Procedure and Code	1 APRIL 2003
10	Gifts, favours and rewards Policy	22 JULY 2004
11	In service training policy	12 OCTOBER 2013
12	S & T Policy	29 MAY 2014

	Name of Policy	Date adopted by council or comment on failure to adopt
13	Human Resource Policy and Procedures Manual: - Human Resources Framework - Organisational Design - Recruitment, Selection, Appointment, Promotion, Transfer, Secondment - Employment Remuneration - Allowances - Hours of work and attendance - Leave Management - Relocation Expenses for newly appointed staff - Occupational Health & Safety and Employment Wellness - Legal Aid to Employment - Conditions of permission to private work - Human Resource Development - Staff Retention, succession planning and Performance Management - Labour Relations	23 APRIL 2014
14	Human Resource Plan	22 NOVEMBER 2016
15	Hours of Work Policy	22 November 2016

Table 4.2.1

COMMENT ON WORKFORCE POLICY DEVELOPMENT:

The Municipality has adopted the Human Resources Plan that is aimed at ensuring that all the Human Resources Functions are well managed and that adherence to same is recognised by every employee in the Municipality. The Human Resources Policies and Procedures Manual that is in use, closes a major gap which exists in the organisation, where there are no clear procedures to follow.