

CEDERBERG MUNICIPALITY

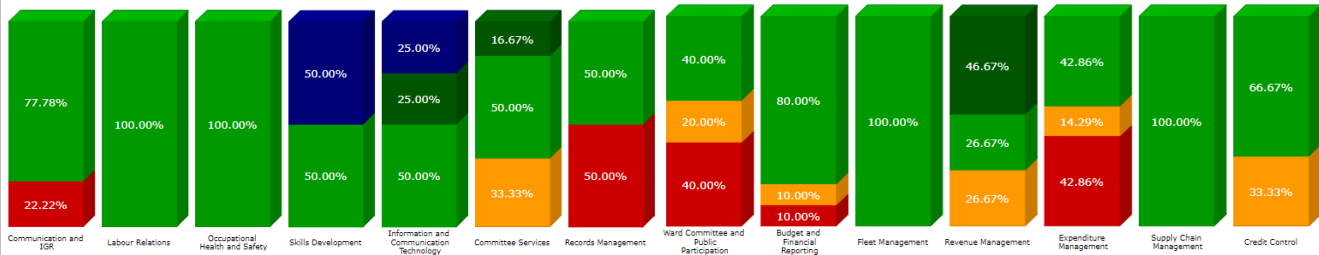
PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: Elrico Alfred
Period: Midyear 2018/19
Panel Members: Municipal Manager
 Mayor
 Other
 Other
Date of evaluation: 27 February 2019

PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	32.40	54.00	80.00%	48.00%
Core Competency Requirements	18.37	20.04	20.00%	18.33%
Final Score	50.77	74.04	100.00%	66.33%

OVERALL PERFORMANCE



PERFORMANCE COMMENTS

Signed by panel members:

 Municipal Manager _____

 Mayor _____

 Other _____

 Other _____

Signed by employee: Elrico Alfred _____ Date: _____

Comments:

OPERATIONAL KPI'S

PMS REF	Ref No	National KPA	Key Performance Indicator (KPI)	Unit of measurement	Targets				Weight	Own Score	Score	Final score	Performance Comment & Corrective Measures	Target	Actual	R
					Q1	Q2	Q3	Q4								
1	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Budget & Financial Reporting	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	3	3	0.6	Refer to graph			
2	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Credit Control	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	3	3	0.6	Refer to graph			
3	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Expenditure Management	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	2	3	0.6	Refer to graph			
4	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Revenue Management	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	3	3	0.6	Refer to graph			
5	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Supply Chain Management	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	3	3	0.6	Refer to graph			
6	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Fleet Management	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	4	3	0.6	Refer to graph			
7	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Ward Committee & Public Participation	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	2	3	0.6	Refer to graph			
8	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Committee Services	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	3	3	0.6	Refer to graph			
9	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Records Management	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	2	3	0.6	Refer to graph			
10	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Recruitment & Selection	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	No KPI's applicable for th perriod						
11	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Labour Relations	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	3	3	0.6	Refer to graph			
12	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Communication and IGR	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	3	3	0.6	Refer to graph			

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					Q1	Q2	Q3	Q4								
13	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Occupational Health & Safety	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	3	3	0.6	Refer to graph			
14	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Skills Development	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	5	3	0.6	Refer to graph			
15	SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Information & Communication Technology	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	90%	90%	90%	1	5	3	0.6	Refer to graph			
16	T1	Municipal Transformation and Institutional Development	The number of people from employment equity target groups employed in the three highest levels of management in compliance with the equity plan as at 30 June 2019	Number of people employed	0	0	0	1	1	Not applicable for the period						
17	T2	Municipal Transformation and Institutional Development	The percentage of the municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2019 [(Actual amount spent on training/total operational budget)x100]	% of the municipality's personnel budget on training by 30 June 2019 (Actual amount spent on training/total personnel budget)x100	0	0	0	0.50%	1	Not applicable for the period						
18	T4	Municipal Transformation and Institutional Development	Review the Standing Rules of Order and submit to Council for approval by 30 September 2018	Reviewed Standing Rules of Order submitted to Council for approval	1	0	0	0	1	3	3	0.6		1	1	G
19	T5	Municipal Transformation and Institutional Development	Review the Performance Management Framework and submit to Council for approval by 31 May 2019	Performance Management Framework developed and submitted to Council	0	0	0	1	1	Not applicable for the period						
20	T6	Municipal Transformation and Institutional Development	Fill 90% of budgeted vacancies by 30 June 2019 (Total budget vacancies filled/Total budgeted vacancies) x 100	Percentage of budgeted vacancies filled	0	0	0	90%	1	Not applicable for the period						
21	T7	Municipal Transformation and Institutional Development	Review the Organogram and submit to Council by 31 March 2019	Organogram submitted to Council	0	0	1	0	1	Not applicable for the period						

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					Q1	Q2	Q3	Q4								
22	T8	Municipal Transformation and Institutional Development	Procure an electronic Record Management System by 31 December 2018	Record Management System procured	0	1	0	0	1	1	3	0.6	Not enough funds budgeted for the procurement of the electronic records management system. Shortfall to be funded with the Adjustment Budget of March 2019	1	0	R
23	T9	Municipal Transformation and Institutional Development	Procure an electronic system for the maintenance of the Organisational Structure by 30 June 2019	Electronic system for the Organisational Structure procured	0	0	0	1	1	Not applicable for the period						
24	T10	Municipal Transformation and Institutional Development	Spend 90% of the approved budget for the upgrade of the ICT network infrastructure by 30 June 2019 [(Total expenditure on project/ Approved budget for the project)x100]	Percentage budget spent	0	0	0	90%	1	Not applicable for the period						
25	T11	Municipal Transformation and Institutional Development	Upgrade the telephone system by 30 June 2019	Telephone system upgraded	0	0	0	1	1	Not applicable for the period						
26	T12	Municipal Transformation and Institutional Development	Develop a 5 year ICT Strategic Plan and submit to Council by 31 March 2019	5 year ICT Strategic Plan submitted to Council	0	0	1	0	1	Not applicable for the period						
27	T13	Good Governance and Public Participation	Spend 90% of approved maintenance budget for municipal buildings by 30 June 2019	Percentage budget spent	0	40%	70%	90%	1	2	3	0.6	Officials are requested to spend the capital budget as per the target dates set out in their Procurement Plans submitted to SCM.	40%	38.15%	O
28	T14	Good Governance and Public Participation	Address 100% of ICT Audit finding by 30 June 2019	Percentage of Audit finding addressed	0	0	0	100%	1	Not applicable for the period						
29	T15	Basic Service Delivery	Register emerging farmers of Graafwater on the financial billing system by 30 September 2018	Number of users registered	7	0	0	0	1	1	3	0.6	Application forms were submitted to the Chairperson (Commonage Land), but the farmers requested water meters are installed for each farmer. A meeting is scheduled between the Finance, Technical Department and the Social and LED Officer to discuss the matter and the way forward.	7	0	R

PMS REF	Ref No	National KPA	Key Performance Indicator (KPI)	Unit of measurement	Targets				Weight	Own Score	Score	Final score	Performance Comment & Corrective Measures	Target	Actual	R
					Q1	Q2	Q3	Q4								
30	T16	Municipal Financial Viability and Management	The percentage of the municipal capital budget actually spent on capital projects by 30 June 2019[(Amount actually spent on capital projects/ Amount budgeted for capital projects)x100]	% of capital budget spent on capital projects by 30 June 2019	20%	40%	70%	90%	2	1	3	1.2	Officials are requested to spend the capital budget as per the targets set out in their procurement plans submitted to SCM.	40%	20%	R
31	T17	Municipal Financial Viability and Management	Financial viability measured in terms of the municipality's ability to meet it's service debt obligations as at 30 June 2019 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	% of debt coverage	0	0	0	45%	3	Not applicable for the period						
32	T18	Municipal Financial Viability and Management	Financial viability measured in terms of the outstanding service debtors as at 30 June 2019 (Total outstanding service debtors/ revenue received for services)	% of outstanding service debtors	0	0	0	30%	2	Not applicable for the period						
33	T19	Municipal Financial Viability and Management	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2019 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	Number of months it takes to cover fix operating expenditure with available cash	0	0	0	1	2	Not applicable for the period						

PMS REF	Ref No	National KPA	Key Performance Indicator (KPI)	Unit of measurement	Targets				Weight	Own Score	Score	Final score	Performance Comment & Corrective Measures	Target	Actual	R
					Q1	Q2	Q3	Q4								
34	T20	Municipal Financial Viability and Management	Spent 90% of the Financial Management Grant by 30 June 2019 [(Total actual grant expenditure/Total grant allocation received)x100]	% of FMG grant spent	20%	40%	70%	90%	2	2	3	1.2	Spending in line with budget. Awaits outstanding invoice for minimum competency training of financial officials.	40%	38%	O
35	T21	Municipal Financial Viability and Management	Submit financial statements to the Auditor-General by 31 August 2018	Approved financial statements submitted to the Auditor-General	1	0	0	0	3	3	3	1.8		1	1	G
36	T22	Municipal Financial Viability and Management	Achievement of a payment percentage of 85% quarterly ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100	Payment % achieved	85%	85%	85%	85%	2	4	3	1.2		85%	92.50%	G2
37	T23	Municipal Financial Viability and Management	Achieve an unqualified audit opinion by 31 March 2019 for the 2017/18 financial year	Unqualified Audit opinion received	0	0	1	0	2	Not applicable for the period						
38	T24	Municipal Financial Viability and Management	Submit the draft main budget to Council for approval by 31 March 2019	Draft main budget submitted to Council for approval	0	0	1	0	2	Not applicable for the period						
39	T25	Municipal Financial Viability and Management	Submit the adjustments budget to Council for approval by 28 February 2019	Adjustment budget submitted to Council for approval	0	0	1	0	2	Not applicable for the period						
40	T26	Basic Service Delivery	Number of formal residential properties that receive piped water (credit and prepaid water) that is connected to the municipal water infrastructure network and billed for the service as at 30 June 2019	Number of residential properties which are billed for water or have pre paid meters	4950	4950	4950	4950	1	4	3	0.6		4,950	5,609.50	G2
41	T27	Basic Service Delivery	Number of formal residential properties connected to the municipal electrical infrastructure network (credit and prepaid electrical metering)(Excluding Eskom areas) and billed for the service as at 30 June 2019	Number of residential properties which are billed for electricity or have pre paid meters (Excluding Eskom areas)	7615	7615	7615	7615	1	4	3	0.6		7,615	7,758.50	G2

PMS REF	Ref No	National KPA	Key Performance Indicator (KPI)	Unit of measurement	Targets				Weight	Own Score	Score	Final score	Performance Comment & Corrective Measures	Target	Actual	R
					Q1	Q2	Q3	Q4								
42	T28	Basic Service Delivery	Number of formal residential properties connected to the municipal waste water sanitation/sewerage network for sewerage service, irrespective of the number of water closets (toilets) and billed for the service as at 30 June 2019	Number of residential properties which are billed for sewerage	4315	4315	4315	4315	1	4	3	0.6		4,315	4,649.50	G2
43	T29	Basic Service Delivery	Number of formal residential properties for which refuse is removed once per week and billed for the service as at 30 June 2019	Number of residential properties which are billed for refuse removal	4950	4950	4950	4950	1	4	3	0.6		4,950	5,711.50	G2
44	T30	Basic Service Delivery	Provide free basic water to indigent households as per the requirements in the indigent policy as at 30 June 2019	Number of households receiving free basic water	2000	2000	2000	2000	1	4	3	0.6		2,000	2,036.50	G2
45	T31	Basic Service Delivery	Provide free basic electricity to indigent households as per the requirements in the indigent policy as at 30 June 2019	Number of households receiving free basic electricity	1950	1950	1950	1950	1	2	3	0.6	Target to be adjusted during the SDBIP Mid-year Review and Budget to be adjusted accordingly	1,950	1,872.50	O
46	T32	Basic Service Delivery	Provide free basic sanitation to indigent households as per the requirements in the indigent policy as at 30 June 2019	Number of households receiving free basic sanitation services	1900	1900	1900	1900	1	4	3	0.6		1,900	2,015.50	G2
47	T33	Basic Service Delivery	Provide free basic refuse removal to indigent households as per the requirements in the indigent policy as at 30 June 2019	Number of households receiving free basic refuse removal	2000	2000	2000	2000	1	4	3	0.6		2,000	2,044.50	G2
48	T34	Good Governance and Public Participation	Develop a Drought Communication Strategy and submit to Council by 31 July 2018	Drought Communication Strategy submitted to Council	1	0	0	0	1	3	3	0.6		1	1	G

PMS REF	Ref No	National KPA	Key Performance Indicator (KPI)	Unit of measurement	Targets				Weight	Own Score	Score	Final score	Performance Comment & Corrective Measures	Target	Actual	R
					Q1	Q2	Q3	Q4								
49	D158	Good Governance and Public Participation	Report quarterly to SCM in compliance with Section 116(2)(d) on the management of the contract or agreement and the performance of the contractor where an external service provider has been appointed	% of correspondence & complaints responded to within 10 working days	80%	80%	80%	80%	1	3	3	0.6		80%	80%	G
50	D159	Good Governance and Public Participation	Report quarterly to the MM on progress made with the handling of all items older than 30 days on the Quidity system	Number of reports submitted to the MM	1	1	1	1	1	3	3	0.6		2	2	G
51	D160	Good Governance and Public Participation	Hold monthly meetings with management and submit minutes of the meeting to the MM	Number of meetings with management	3	3	3	3	1	3	3	0.6		6	6	G
52	D161	Good Governance and Public Participation	Hold bi-annual meetings with all staff of the department	Number of meetings held	0	1	0	1	1	1	3	0.6	Meeting could not take place due to audit and leave taken from early December 2018.	1	0	R
53	D162	Good Governance and Public Participation	Submit quarterly progress report on risks to the Manager Legal Services	Number of reports submitted	1	1	1	1	1	3	3	0.6		2	2	G
54	D163	Good Governance and Public Participation	90% of capital budget for the directorate spent by 30 June	% of capital budget spent by 30 June	20%	40%	60%	90%	2	1	3	1.2	Officials are requested to spent the capital budget as per the target dates set out in their Procurement Plans submitted to SCM.	40%	5.69%	R
55	D164	Good Governance and Public Participation	Report quarterly to SCM on Service Level Agreements (SLA's) with service providers in line with Section 116 of the MFMA	Number of forms submitted	1	1	1	1	1	3	3	0.6		2	2	G
56	D165	Good Governance and Public Participation	Monitor monthly that overtime taken adhere to the requirements of the Basic conditions of Employment Act and submit verification to this extend to the MM	Number of Pre-approvals submitted	3	3	3	3	1	3	3	0.6		6	6	G
57	D166	Good Governance and Public Participation	Submit a monthly report to the MM on the monitoring of the usage trends of vehicles applicable to the Directorate	Number of reports submitted	3	3	3	3	1	3	3	0.6		6	6	G

PMS REF	Ref No	National KPA	Key Performance Indicator (KPI)	Unit of measurement	Targets				Weight	Own Score	Score	Final score	Performance Comment & Corrective Measures	Target	Actual	R
					Q1	Q2	Q3	Q4								
58	D167	Good Governance and Public Participation	100% compliance in accordance with Eunomia iComply system	% compliance	100%	100%	100%	100%	1	3	3	0.6		100%	100%	G
59	D168	Good Governance and Public Participation	Update the SDBIP monthly by the 20th of each month	Number of updates	3	3	3	3	1	3	3	0.6		6	6	G
60	D169	Good Governance and Public Participation	Submit reviewed by-laws /policies/standard operating procedures annually by 30 June 2019	% of by-laws /policies/standard operating procedures reviewed	0	0	0	100%	1	Not applicable for the period						
61	D170	Good Governance and Public Participation	Conduct quarterly meetings of PAF / OPCAR Committee	Number of meetings conducted	1	1	1	1	1	3	3	0.6		2	2	G
62	D171	Municipal Financial Viability and Management	Development of an action plan by 31 January 2019 to address all the issues raised in the management letter of the Auditor General	Approved action plan	0	1	0	0	2	3	3	1.2		1	1	G
63	D172	Municipal Financial Viability and Management	Conduct quarterly budget meetings with all the directorates	Number of meetings conducted	1	1	1	1	1	3	3	0.6		2	2	G
64	D173	Municipal Financial Viability and Management	Submit the sec 71 of the MFMA reports to the Mayor/MM with the monthly monitoring of actual revenue and expenditure against the approved budget	Number of section 71 reports submitted	3	3	3	3	1	3	3	0.6		6	6	G
65	D174	Municipal Financial Viability and Management	Conduct quarterly mSCOA Steering and Project Committee meetings	Number of mSCOA Steering and Project Committee meetings	1	1	1	1	1	3	3	0.6		2	2	G
66	D175	Good Governance and Public Participation	Develop an IGR Framework and Policy and submit to Council for approval by 31 March 2019	Framework and policy developed and submitted to Council	0	0	1	0	1	Not applicable for the period						
Total									80			32.4				
Applicable weight for the period									54							

