

Performance Management System
Progress Report

Siyanda District Municipality Performance Management System 29 April 2010

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Attendance Register

- C Jonker PricewaterhouseCoopers
- R Benjamin PricewaterhouseCoopers
- G Lategan Director Municipal Support/Corporate Services
- DJ van Zyl Deputy Director Corporate Services
- MD Lekanyane Assistant Director Compliance
- L Willemse Assistant Director Human Resources



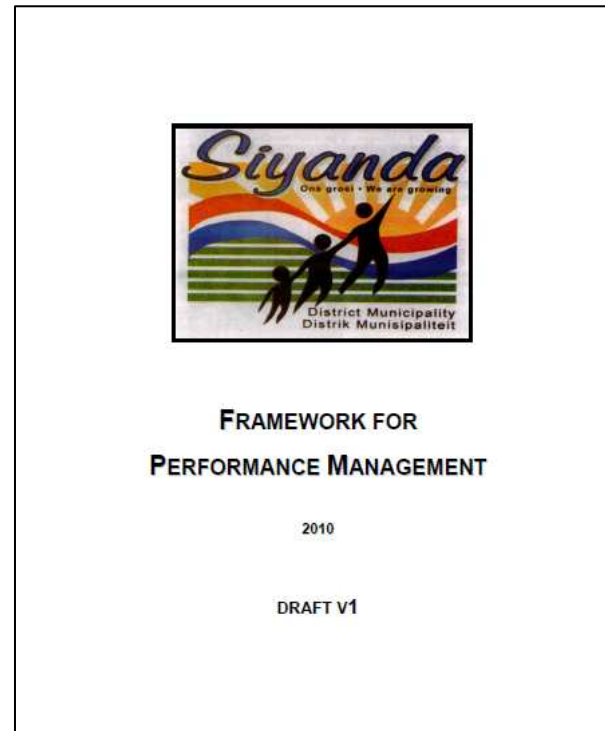
Project Scope and Objectives

- Development of Performance Management Framework/Policy
- Analysis of functional framework and performance management arrangements
- Development of SDBIP
- Development of Performance Plans for S57 and selected S66 staff
- Implementation of ePerform software, including training
- First round measurement of SDBIP and individual performance plans

PMS Framework

Progress to date

- Current arrangements and PMS processes determined
- Draft framework document compiled and submitted for review



Planned activities

- Workshop Framework

Target Date

17 May 2010

SDBIP Framework

Progress to date

- KPI's developed from functional analysis, IDP, Budget
- Draft SDBIP submitted for review

Quarterly Projection for Service Delivery Targets and other Performance Indicators: SDBIP 2008/09												
DEPARTMENT : CORPORATE SERVICES												
Line	OPERATIONAL UNIT/ INDICATOR	KPI - MEASURES	Baseline	Annual Target	Target Date	SEPT	DEC	MAR	JUN	WARD	FUNCTION	VOTE
Main (Level 1)	Summarize Indicators (Level 2)	Detailed Indicators (Level 3)				Target	Target	Target	Target			
A	1	CORPORATE SERVICES OFFICE										
B	2	Financial Administrative control of departmental	4 - Municipal Financial Viability and								Executive & Council	Executive & Council
C	3	Continuous monitoring of departmental expenditure against	Monthly report on expenditure		12 x Report	Monthly	100%	100%	100%	ALL		
C	4	Complying to budget objectives of capital spending	Monthly report on capital spending		12 x Report	Monthly	100%	100%	100%	ALL		
C	5	Attention to internal audit queries	% of queries resolved within due date				100%	100%	100%	ALL		
C	6	Attention to external audit queries	% of queries resolved within due date				100%	100%	100%	ALL		
B	7	Communication and administrative duties	2 - Municipal Institutional Development and								Executive & Council	Executive & Council
C	8	Effective departmental communication - attendance of meetings, training and seminars	Quarterly report on communication		4 x Report	Quarterly	100%	100%	100%	ALL		
C	9	Inform staff of council meeting resolutions	Minutes of department meetings				100%	100%	100%	ALL		
B	10	Spatial Development	1 - Basic Services and								Executive & Council	Executive & Council
C	11	Spatial Development Framework (SDF) compiled	Completed Spatial Development Framework		1 x SDF	Jun-10	100%	100%	100%	ALL		
C	12	Spatial Development Framework fully approved by all rate classes	Minutes of approval meeting		1 x Minutes	Jun-10	100%	100%	100%	ALL		
C	13	Spatial Implementation Strategy in place in respect of the preparatory and strategies as contained in the S.D.F.	1 x Spatial Implementation Strategy		1 x Strategy	Jun-10	100%	100%	100%	ALL		
C	14	100% of all Land Use applications finalised monthly	Monthly report on applications finalised monthly		12 x Report	Monthly	100%	100%	100%	ALL		
C	15	100% of all zoning certificates issued within a period of 5 working days after an application is received	Monthly report on certificates issued		12 x Report	Monthly	100%	100%	100%	ALL		

SDBIP Framework

Planned activities

- Confirm SDBIP content
- SDBIP data on ePerform

Target Date

5 May 2010

14 May 2010

Performance Plans and Performance Contracts

Progress to date

- Performance Plans from SDBIP for section 57 employees developed
- Performance Plans from questionnaire developed for selected section 66 employees
- Staff data and performance plans captured on ePerform (in progress)

The screenshot shows the ePerform dashboard for the Municipality of Siyanda District. The user is Chris Jonker, and the financial period is 2009/2010. The dashboard includes a 'General Information' section with fields for Municipality, User, and Financial Period. A 'To Do List' section is empty. A 'Schedule for the next 2 months' section shows a date of Thursday, 29 April 2010 at 9:44:00. A 'Tools' section lists Adobe Acrobat Reader and PDF Creator. A 'Templates' section lists Budget Circular 2 Final.xls and ePerform Manual v1.4.doc. A 'Birthdays in the next 14 days' section lists JK WILLEMSE (6/6). A 'Statistics' section shows Accepted Projects: 0 and Started Projects: 0. A 'Vision' section on the right contains the text 'Basic services for all'.

The screenshot shows the 'Performance Plan Details' page for an Assistant Accountant. The user is Chris Jonker, and the financial period is 2009/2010. The page displays the following information:

- Period:** 2009/2010
- Post:** Assistant Accountant [AA SWARTBOOI]
- Name:** AA
- Surname:** SWARTBOOI
- Employee No.:** 300108
- Post Name:** Assistant Accountant
- Job Purpose:** Co-ordinates and controls the application of accounting procedures within the Branch by attending to the verification, reporting, processing and reconciliation of expenditure accounts, guiding and developing personnel on the processing sequences and controlling the effective implementation record-keeping and data management procedures to facilitate recovery/ retrieval of accounting information.
- Key Responsibilities:**
 - Co-ordinates and controls sequences associated with the verification and provision of information related to Expenditure.
 - Controls the key performance areas and critical outputs of personnel within the Expenditure office in order to ensure acceptable performance levels are sustained and adequate direction provided enabling the division to accomplish laid down objectives.
 - Co-ordinating the recording and processing procedures of Expenditure transactions in order to ensure the processing of transactions are completed accurately in accordance with laid down accounting procedures and practices.
 - Performs specific sequences associated with maintaining electronically based information/data and files/records, in order to ensure records are up to date, reflective of the activities of the division and made available to support transactional sequences and applications. Review cheque/ acb batches of payments to ensure correct budget allocations.
 - Budget allocations

Performance Plans and Performance Contracts

Planned activities

- Complete staff data on ePerform
- Develop Performance contracts





































Target Date

14 May 2010
31 May 2010

ePerform

Progress to date

- ePerform database activated
- Data capturing in progress

Users							Add 	
Pages : 1 2 3 Next Page								
Surname	Name	Employee #	Post (Sub-Section) / Party (Ward)			Personnel Councillor	User Active	
 	BEKEBEKE	A	300106	Development Officer [] (Municipal Support / Office of the Executive Mayor / Development)				
 	BEUKES	C	300502	N/A (N/A)				
 	BEUKES	P	200501	Chief Financial Officer [] (Financial Services / CFO Office / Office)				
 	Block	S		Senior Administrator:Reporting [] (Financial Services / Deputy Finance / Budget & Treasury)				
 	COETZEE	JA	500107	Housing Specialist [] (Technical Services / Housing Unit / Building Inspector)				
 	FERIS	PB	200105	Manager Tourism Marketing [] (Municipal Support / Planning & Spatial Development / Tourism)				
 	GUBULA	LL	200306	Council Secretariat [] (Corporate Services / Administration / Council Services)				
 	GUBULA	M	200219	LED Officer [] (Municipal Support / Planning & Spatial Development / Local Economic Development)				
 	JOB	T	200204	Senior Personnel Officer [] (Corporate Services / Human Resources / Personnel Office)				

ePerform

Planned activities

- Complete data transfer
- Installation of ePerform
- Provide system training

Target Date

14 May 2010

20 May 2010

17-20 May 2010

REST ASSURED

EVALUATION AND MONITORING
WILL BE DONE AT THE END OF
THIS CURRENT FINANCIAL YEAR

“ WE WILL COMPLY ”