



SYSTEM DESCRIPTION

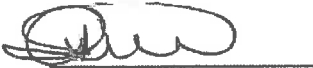
Quarterly Performance Reporting Processes


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Ms. RK Williams **Date**

Approved by the Head of Department  **3 April 2023**
Approval by Head of Department **Date**
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PROGRAMME PERFORMANCE INFORMATION AND PORTFOLIO OF EVIDENCE

1. Each Provincial Programme Manager must quality assure and verify performance information. This includes a review of every section of the portfolio of evidence and signing off per indicator that the key controls mentioned below functioned for the period and that portfolio of evidence for each indicator adheres to the criteria mentioned below.
2. Sub-Programmes present performance information to Strategic Management, Organisational Development and Institutional Performance Directorate in accordance to an annual fixed schedule.
3. The Technical Indicator Description for Indicators is used to identify the source of evidence for departmental indicators. The TID should be detailed to ensure that portfolio of evidence satisfies the reporting criteria related to reliability:
 - a. Validity – occurred and relate to the institution
 - b. Accuracy – amounts, numbers and data have been recorded accurately and reported correctly
 - c. Completeness – all actual performance that should have been reported was included.
4. Due to the nature or extent of supporting evidence the primary source documents, that support reported performance information, may be too large in volume or located at different locations. In such instances registers or lists in the POE should include clear references to files, locations or systems where the primary source is located. Primary source documents are the individual transactions, letters, attendance registers, permits where the reported performance took place on an individual basis.
5. Key controls should be identified per indicator that will ensure reported information is valid, accurate and complete. Validity examples are that documents are officially signed off, accuracy examples are that numbers or calculations are checked for accuracy and completeness examples are reconciliations of reported information to secondary information, sequential checks or third-party confirmations.

6. Each Programme creates a portfolio of evidence per key performance indicator of programmes. This portfolio of evidence should ensure that the criteria of reliability is satisfied and that the key controls developed to ensure validity, accuracy and completeness were functioning for the quarter. **See annexure for details of criteria.**
7. Reasons for deviation from planned performance should be specific and include sufficient detail to ensure reasons speak to the deviation root cause.
8. Measures identified to correct performance should be specific and include clear timeframes and responsibilities.
9. Portfolio of evidence should be stored in an electronic format and indexing should align to indicator numbers as included in the APP.
10. Programme Managers must submit a signed memo to Strategic Management, Organisational Development and Institutional Performance Directorate identifying evidence of indicator.

DRAFTING OF THE QUARTERLY PERFORMANCE REPORT

The Department of Transport, Safety and Liaison is obliged to produce accountability documents in relation to reporting, monitoring and evaluation. Quarterly Performance Reports provide progress updates on the implementation of the Department's Annual Performance Plan, with particular reference to monitoring delivery against quarterly performance targets. This is done through the compilation of the quarterly performance reports, with the process unfolding as follows:

1. The Strategic Management, Organisational Development and Institutional Performance Directorate requests through a memo, the data Quarterly Performance Reports; fifteen (15) days before the end of the quarter from the programme managers.
2. After programme managers have submitted their signed reports, Strategic Management, Organisational Development and Institutional Performance Directorate then compiles a Departmental Quarterly Performance Report.

3. The Institutional Performance Sub-Directorate within the Strategic Management, Organisational Development and Institutional Performance Directorate will, after the Quarterly Performance Report has been compiled, conduct an analysis of performance and recommend corrective action to be taken to remedy the situation.
4. The Quarterly Performance Report is then captured on the EQPRS on a date as determined by the Department of Planning, Monitoring and Evaluation by the compiler and forwarded to the Senior Manager, Strategic Management, Organisational Development and Institutional Performance Directorate to verify.
5. The narrative is submitted to Office of the Premier on a date as determined by the Department of Planning, Monitoring and Evaluation.
6. Office of the Premier then assesses the Narrative and forwards to the department to update narrative according to the assessment outcomes.
7. The EQPRS is also updated by the Senior Manager, Strategic Management, Organisational Development and Institutional Performance Directorate and forwarded to the Accounting Officer who signs off the report as a true reflection of the performance of the Department and approves on the EQPRS System.
8. The narrative is then tabled at the Management Meeting as well as to Member of the Executive Council (MEC) on a date as determined by The Accounting Officer and MEC.
9. The approved Quarterly Performance Report together with a presentation is submitted to the Provincial Legislature for tabling to the Portfolio Committee on a date provided by the Legislature.
10. The approved Quarterly Performance Report is also further disseminated to the following:
 - National Department of Transport
 - National Secretariat for Police
 - Provincial Treasury
 - Office of the Speaker (Provincial Legislature)
 - The Internal Audit
 - Programme Managers

ANNUAL REPORT

1. Every financial year the Department utilizes the guide as determined by National Treasury for the preparation of the annual report. The purpose of the guide is to provide the minimum requirements of information that must be included in the Department's Annual Report.
2. The Annual Report is expected to cover the Department's performance relative to the targets set in the Annual Performance Plan and provides the audited annual financial statements.
3. A request is submitted to programme managers fifteen (15) days before the end of the financial year to submit programme performance with a submission date.
4. The Pre-audited information is then captured on the EQPRS System.
5. The Strategic Management, Organisational Development and Institutional Performance Directorate through consultation with the relevant stakeholders, then compiles a Departmental Annual Report, that is submitted to the Auditor General South Africa (AGSA) by the 31st May of each year.
6. The AGSA after auditing the department compiles a Management Report, which is due by the 31st July of each year that highlights areas of improvements.
7. The Departmental Annual Report must include the following:
 - Performance Information, which will include Human Resource Oversight
 - Audit Committee Report
 - Accounting Officer's Report
 - Annual Financial Statements
8. Once the Audited Report is finalised by AGSA the actual-audited information is captured on the EQPRS.
9. The Department must be able to table the Annual Report to the Provincial Legislature by the 30th September of each year. It is further presented to the designated committees of the Provincial Legislature on a date provided by the Secretary of the Legislature.
10. After the Departmental Annual Report has been tabled, the committees will debate the Annual Report with the Accounting Officer and Executive Authority leading the discussions
11. All Departmental Stakeholders receive copies of the Annual Report for information sharing.

REVIEW AND DISTRIBUTION

1. This System Description will be reviewed no sooner than 12 months and no later than 18 months after the publishing date.
2. The Director for Strategic Management, Organisational Development and Institutional Performance will distribute updated versions to:
 - Member of the Executive Council for Transport, Safety and Liaison
 - Head of Department of Transport, Safety and Liaison
 - All Senior Managers

Main criteria relevant to performance information:

Main criteria	Sub-criteria	Explanation of audit criteria
	Timeliness	Performance information must be reported within two months after year end
Usefulness	Presentation	Performance against objectives is reported using the relevant principles. Material differences between actual and planned performance must be explained.
	Measurability	Objectives must be made measurable by means of indicators and targets. Indicators should be well-defined and verifiable. Targets should be specific, measurable and time-bound.
	Relevance	The indicators/measures must relate logically and directly to an aspect of the 15 institution's mandate, and the realization of strategic goals and objectives.
	Consistency	Objectives, indicators and targets must be consistent between planning and reporting documents
Reliability	Validity	Reported performance has occurred and relates to the institution.
	Accuracy	Amounts, numbers and other data relating to reported performance have been recorded and reported correctly
	Completeness	All actual performance that should have been recorded has been included in the reported performance information