



**SERVICE DELIVERY BUDGET
IMPLEMENTATION PLAN:
EVALUATION FOR THE
PERIOD 1 JULY
TO
30 SEPTEMBER 2016**

TABLE OF CONTENTS

Table of Contents.....	2
1. Purpose of the report.....	3
2. Legislative requirements.....	3
3. Background to the format and monitoring of the SDBIP.....	3
3.1 Format.....	3
3.2 Monitoring.....	3
4. Strategic performance analysis.....	4
4.1. Overall strategic performance for the period 1 July to 30 September 2016.....	4
4.2. Detail actual performance per KPI for the period with performance comments and corrective measures grouped per strategic objective.....	6
a) Communication and liaison.....	6
b) Financial reporting.....	6
c) Financial statements and system.....	7
d) Governance.....	7
e) Grant funding.....	8
f) Health and HIV/AIDS.....	8
g) Job creation.....	8
h) Municipal health.....	9
i) Operation and maintenance.....	10
j) Outreach programme to vulnerable groups.....	11
k) Senior management meetings.....	11
5. Summary and challenges.....	11
6. Recommendations.....	11

1. PURPOSE OF THE REPORT

The purpose of this summarised report is to inform Council regarding the progress made with the achievement of key performance indicators, development priorities and objectives as determined in the Top Layer Service Delivery Budget Implementation Plan (SDBIP) for the first quarter, 1 July to 31 September 2016.

2. LEGISLATIVE REQUIREMENTS

Performance management is prescribed by chapter 6 of the Municipal Systems Act (MSA), Act 32 of 2000 and the Municipal Planning and Performance Management Regulations, 796 of August 2001. In terms of Section 41(1)(e) of the MSA the municipality must establish a process of regular reporting to Council to act as an early warning indicator of under-performance.

3. BACKGROUND TO THE FORMAT AND MONITORING OF THE SDBIP

3.1 FORMAT

The SDBIP is defined in Section 1 of the Municipal Finance Management Act (MFMA) and the format of the SDBIP is prescribed in MFMA Circular 13.

The SDBIP consists of a Top Layer and a departmental plan for each department.

The Top Layer measure the achievement of performance indicators with regards to the provision of basic services as prescribed in Section 10 of the Local Government: Municipal Planning and Performance Regulations of 2001, National Key Performance Areas and strategic objectives as detailed in the Integrated Development Plan (IDP). The Top Layer was approved by the Mayor and any adjustments required to the targets, if necessary, must be submitted to Council for the necessary approval with the adjustment budget.

The departmental SDBIP's measure the achievement of performance indicators that have been determined with regards to operational service delivery within each department and have been aligned with the Top Layer. The departmental plans have been approved by the Municipal Manager and any adjustments required are approved by the Municipal Manager.

3.2 MONITORING

The municipality utilises an electronic web-based system that is updated monthly with actual performance by the responsible individuals (key performance indicator owner).

The system provides management information in graphs and indicates actual performance against targets. The graphs provide a good indication of performance progress and where corrective action is required.

The system requires key performance indicator owners to update performance comments for each actual captured, which provides a clear indication of how the actual was calculated and serves as part of the portfolio of evidence for audit purposes.

In terms of Section 46(1)(a)(iii) of the MSA the municipality must reflect annually in the annual performance report on measures taken to improve performance, in other words targets not achieved. The system, furthermore, requires corrective actions to be captured for targets not achieved that can be consistently reflected in the aforementioned annual performance report.

4. STRATEGIC PERFORMANCE ANALYSIS

4.1. OVERALL STRATEGIC PERFORMANCE FOR THE PERIOD 1 JULY TO 30 SEPTEMBER 2016

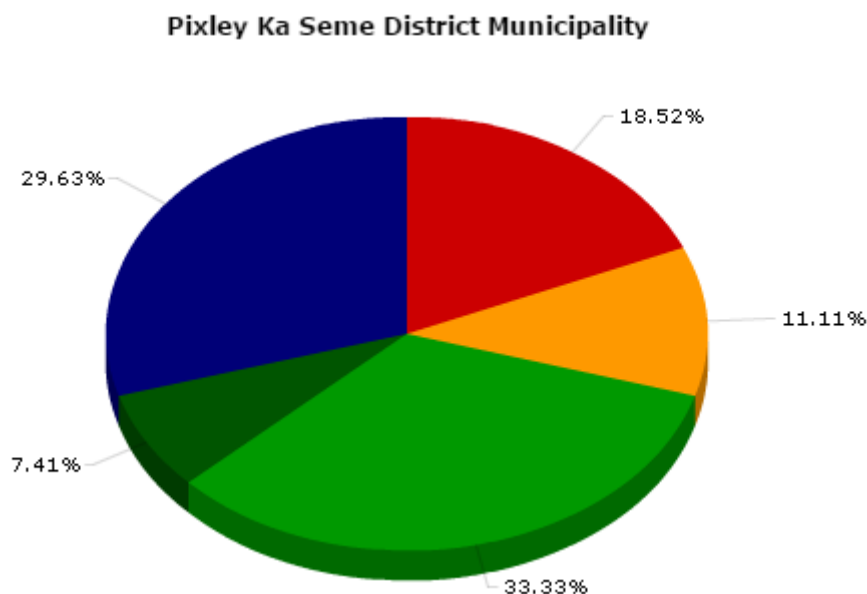
The purpose of strategic performance reporting is to report specifically on the implementation and achievement of IDP outcomes. This section provides an overview on the strategic achievement of a municipality in terms of the strategic intent and deliverables achieved as stated in the IDP. The Top Layer (strategic) SDBIP is the municipality's strategic plan and shows the strategic alignment between the different documents. (IDP, budget and performance agreements)

In the paragraphs below the performance achieved is illustrated against the Top Layer SDBIP according to IDP (strategic) objectives for the **applicable 27 KPI's for this period**. The remainder of the KPI's (29) on the Top Layer SDBIP out of the total number of 56 KPI's do not have targets for this period and will be reported on in future quarters when they are due.

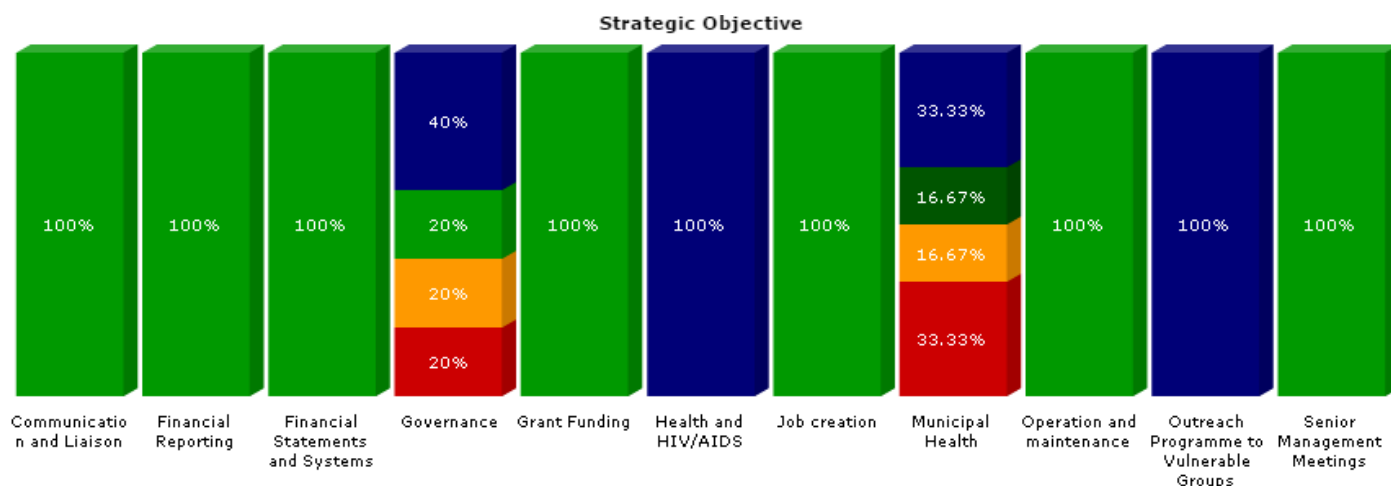
The following table explains the method by which the overall assessment of actual performance against targets set for the key performance indicators (KPI's) of the SDBIP is measured on the system:

Category	Colour	Explanation
KPI's Not Met	R	0% >= Actual/Target < 75%
KPI's Almost Met	O	75% >= Actual/Target < 100%
KPI's Met	G	Actual/Target = 100%
KPI's Well Met	G2	100% > Actual/Target < 150%
KPI's Extremely Well Met	B	Actual/Target >= 150%

The overall performance results achieved by the municipality in terms of the Top Layer SDBIP per Directorate and per Strategic Objective for the applicable 27 KPI's for the period are indicated in the graphs below:



**SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP): EVALUATION FOR THE PERIOD 1
JULY TO 30 SEPTEMBER 2016**



Strategic Objective	Measurement Category					Total
	KPI Not Met	KPI Almost Met	KPI Met	KPI Well Met	KPI Extremely Well Met	
Communication and Liaison	-	-	1 (100%)	-	-	1
Financial Reporting	-	-	2 (100%)	-	-	2
Financial Statements and Systems	-	-	1 (100%)	-	-	1
Governance	1 (20%)	1 (20%)	1 (20%)	-	2 (40%)	5
Grant Funding	-	-	1 (100%)	-	-	1
Health and HIV/AIDS	-	-	-	-	1 (100%)	1
Job Creation	-	-	1 (100%)	-	-	1
Municipal Health	4 (33.3%)	2 (16.7%)	-	2 (16.7%)	4 (33.3%)	12
Operation and maintenance	-	-	1 (100%)	-	-	1
Outreach Programme to Vulnerable Groups	-	-	-	-	1 (100%)	1
Senior Management Meetings	-	-	1 (100%)	-	-	1
Total	5	3	9	2	8	27

4.2. DETAIL ACTUAL PERFORMANCE PER KPI FOR THE PERIOD WITH PERFORMANCE COMMENTS AND CORRECTIVE MEASURES GROUPED PER STRATEGIC OBJECTIVE

A) COMMUNICATION AND LIAISON

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target	Actual	Performance Comments (Exactly as indicated on system by KPI owner)	
					Q1	Q1		
TL49	Facilitate the meeting of the District Communication Forum	Number of meetings held	Manager in Office of Executive Mayor	4	I	I	G	The meeting was convened on the 28th of September 2016

B) FINANCIAL REPORTING

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target	Actual	Performance Comments (Exactly as indicated on system by KPI owner)	
					Q1	Q1		
TL39	Submit the sec 71 of the MFMA reports to the Provincial Treasury within 10 working days after the start of the month	Number of section 71 reports submitted	Chief financial Officer	12	3	3	G	Section 71 reports submitted on time to Provincial Treasury
TL40	Submit a quarterly report on the non-payment of shared services to the District MM/CFO Forum	Number of reports submitted	Chief financial Officer	4	I	I	G	Non-payment report forms part of monthly reports to Council and Management

SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP): EVALUATION FOR THE PERIOD 1
JULY TO 30 SEPTEMBER 2016

C) FINANCIAL STATEMENTS AND SYSTEM

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target	Actual	Performance Comments (Exactly as indicated on system by KPI owner)	
					Q1	Q1		
TL35	Submit the annual financial statements to the Auditor-General by 31 August 2016	Statements submitted to the AG by 31 August 2016	Chief financial Officer	1	1	1	G	2015/2016 Annual financial statements submitted end August 2016 to The Auditor-General

D) GOVERNANCE

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target	Actual	Performance Comments (Exactly as indicated on system by KPI owner)	
					Q1	Q1		
TL3	Arrange a strategic session for the newly elected council by 31 October 2016	Strategic session held by 31 October 2016	Director: Corporate Services	1	0	1	B	Strategic Planning session held 27 & 28 September 2016
TL9	Hold an induction workshop for newly elected Councillors by 31 December 2016 on municipal policy's, etc	Workshop held by 31 December 2016	Director: Corporate Services	1	0	1	B	Induction workshop for Councillors took place on 13 September 2016
TL42	Submit quarterly internal audit reports to the local municipalities in terms of the Service Level Agreements	Number of reports submitted	Manager: Internal Audit	32	8	6	O	Services were terminated to Ubuntu and Renosterberg Municipalities
TL46	Facilitate the meeting of the District Intergovernmental Forum (Technical)	Number of meetings held	Municipal Manager	4	1	0	R	Meeting postponed due to local municipalities not submitting their reports. Still needs to decide on new date for meeting
TL47	Sign 57 performance agreements with all directors by 31 July 2016	Number of agreements signed by 31 July 2016	Municipal Manager	4	4	4	G	Agreements were signed during July 2016

SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP): EVALUATION FOR THE PERIOD 1
JULY TO 30 SEPTEMBER 2016

E) GRANT FUNDING

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target	Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q1	Q1	
TL29	Submit quarterly progress reports that include expenditure on all MIG projects in the district to the portfolio committee	Number of reports submitted	Director: Infrastructure, Housing, Planning & Development	4	I	I	G	Expenditure report included in quarter report

F) HEALTH AND HIV/AIDS

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target	Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q1	Q1	
TL56	Facilitate the meeting of the District HIV/AIDS council	Number of meetings held	Manager in Office of Executive Mayor	4	0	I	B	District Aids Council meeting was convened on the 26th of September 2016

G) JOB CREATION

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target	Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q1	Q1	
TL27	Arrange and convene a quarterly LED forum meeting	Number of meetings arranged	Director: Infrastructure, Housing, Planning & Development	4	I	I	G	LED forum meeting was held 21 September 2016

SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP): EVALUATION FOR THE PERIOD 1
JULY TO 30 SEPTEMBER 2016

H) MUNICIPAL HEALTH

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target		Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q1	Q1	Q1	
TL11	Submit quarterly progress reports to council on the development of a By-Law on municipal Health Services	Number of reports submitted	Director: Corporate Services	4	I	0	R		Progress report not submitted, due to Standing Committee meetings not taking place. Draft by-law however compiled. Report will be submitted to next Council meeting
TL12	Submit quarterly progress reports to council on the development of a Law Enforcement System	Number of reports submitted	Director: Corporate Services	4	I	0	R		Progress not submitted to Council. Draft Law Enforcement System with Legal Advisor. Report will be submitted to next Council meeting
TL13	Submit quarterly reports to council on water samples taken and analysis	Number of reports submitted	Director: Corporate Services	4	I	0	R		Report not submitted to Council. Will be submitted to next Council meeting
TL14	Take samples of potable water within in the district to monitor bacterial levels	Number of samples taken and monitored	Director: Corporate Services	1 236	309	280	O		Target not met. 22 Samples scheduled for Q2 & Q3 for Cholera Analysis & Swimming pools
TL15	Submit quarterly reports to council on food safety training	Number of reports submitted	Director: Corporate Services	4	I	0	R		Report submitted to Management but not Council. Will be submitted to next Council meeting
TL16	Take samples of waste water within in the district	Number of samples taken and monitored	Director: Corporate Services	162	40	69	B		Target met
TL17	Inspect government premises and private entities	Number of government premises and private entities inspected	Director: Corporate Services	461	115	162	G2		Target met

SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP): EVALUATION FOR THE PERIOD 1
JULY TO 30 SEPTEMBER 2016

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target		Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q1	Q1	Q1	
TL18	Conduct Health safety & hygiene promotions campaigns	Number of Health safety & hygiene promotions campaigns conducted	Director: Corporate Services	125	31	25		O	Not on track. More hygiene promotion to be conducted Q3 new school term
TL19	Inspect funeral undertakers	Number of funeral undertakers inspected	Director: Corporate Services	42	10	21		B	Target met
TL20	Inspect landfill sites	Number of landfill sites inspected	Director: Corporate Services	24	6	13		B	Target met
TL21	Inspect premises for vectors control	Number of premises inspected	Director: Corporate Services	1 076	269	373		G2	Target met
TL22	Inspect food outlets and premises	Number of food outlets and premises inspected	Director: Corporate Services	573	143	301		B	Target met

i) OPERATION AND MAINTENANCE

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target		Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q1	Q1	Q1	
TL31	Arrange and convene quarterly Infrastructure Forum meetings	Number of meetings arranged	Director: Infrastructure, Housing, Planning & Development	4	1	1		G	Meeting held in August 2016. Next meeting will be held in November 2016

SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP): EVALUATION FOR THE PERIOD 1
JULY TO 30 SEPTEMBER 2016

J) OUTREACH PROGRAMME TO VULNERABLE GROUPS

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target	Actual	Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q1	
TL54	Host commemorative days as per the approved list by the Municipal Manager and Mayor by 30 June 2017	Number of commemorative days hosted	Manager in Office of Executive Mayor	5	0	I B	Heritage Day event was commemorated on the 23rd of Sep 2016

K) SENIOR MANAGEMENT MEETINGS

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target	Actual	Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q1	
TL32	Co-ordinate the District MM/CFO forums on a quarterly basis	Number of meetings coordinated	Chief financial Officer	4	I	I G	CFO forum took place on 13 September 2016 where MSCOA issues was addressed

5. SUMMARY AND CHALLENGES

Early indications are that the performance against the output and goals of the SDBIP are on track, however, a few projects/items are lagging for various reasons as indicated in the various tables in Section 4.2

Notwithstanding, the municipality met 33% (9 of 27 KPI's) well and well met 7% (2 of 27 KPI's) of the applicable Top Layer KPI's for the period under review. In total 70% (19 of 27 KPI's) were met.

The external audit of the 2015/16 year is currently in process and any findings are awaited and will be implemented as part of our corrective actions.

6. RECOMMENDATIONS

6.1 Council should take note of the contents of the report.
