



**SERVICE DELIVERY BUDGET
IMPLEMENTATION PLAN:
EVALUATION FOR THE
PERIOD 1 JULY 2016
TO
31 MARCH 2017**

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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 third quarter, 1 July 2016 to 31 March 2017.

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 2016 TO 31 MARCH 2017

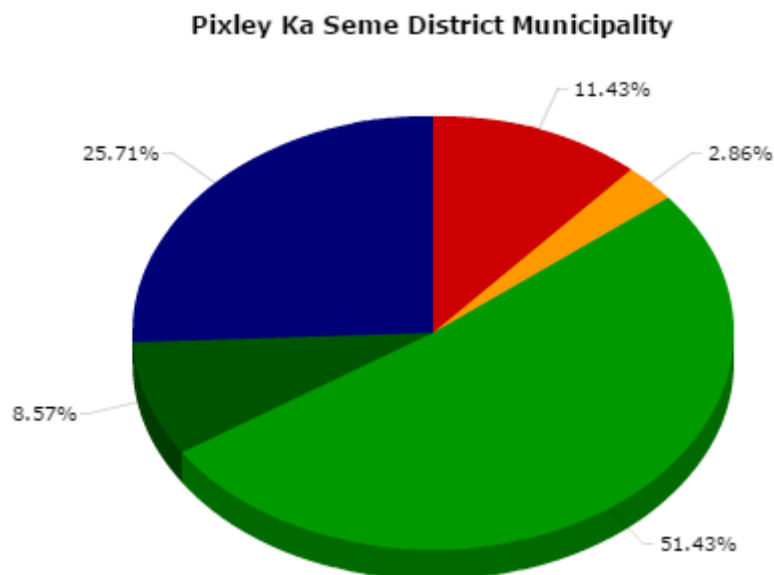
The purpose of strategic performance reporting is to report specifically on the implementation and achievement of IDP outcomes. This section provides an overview on the strategic achievement of a municipality in terms of the strategic intent and deliverables achieved as stated in the IDP. The Top Layer (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 35 KPI's for this period**. The remainder of the KPI's (21) 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.

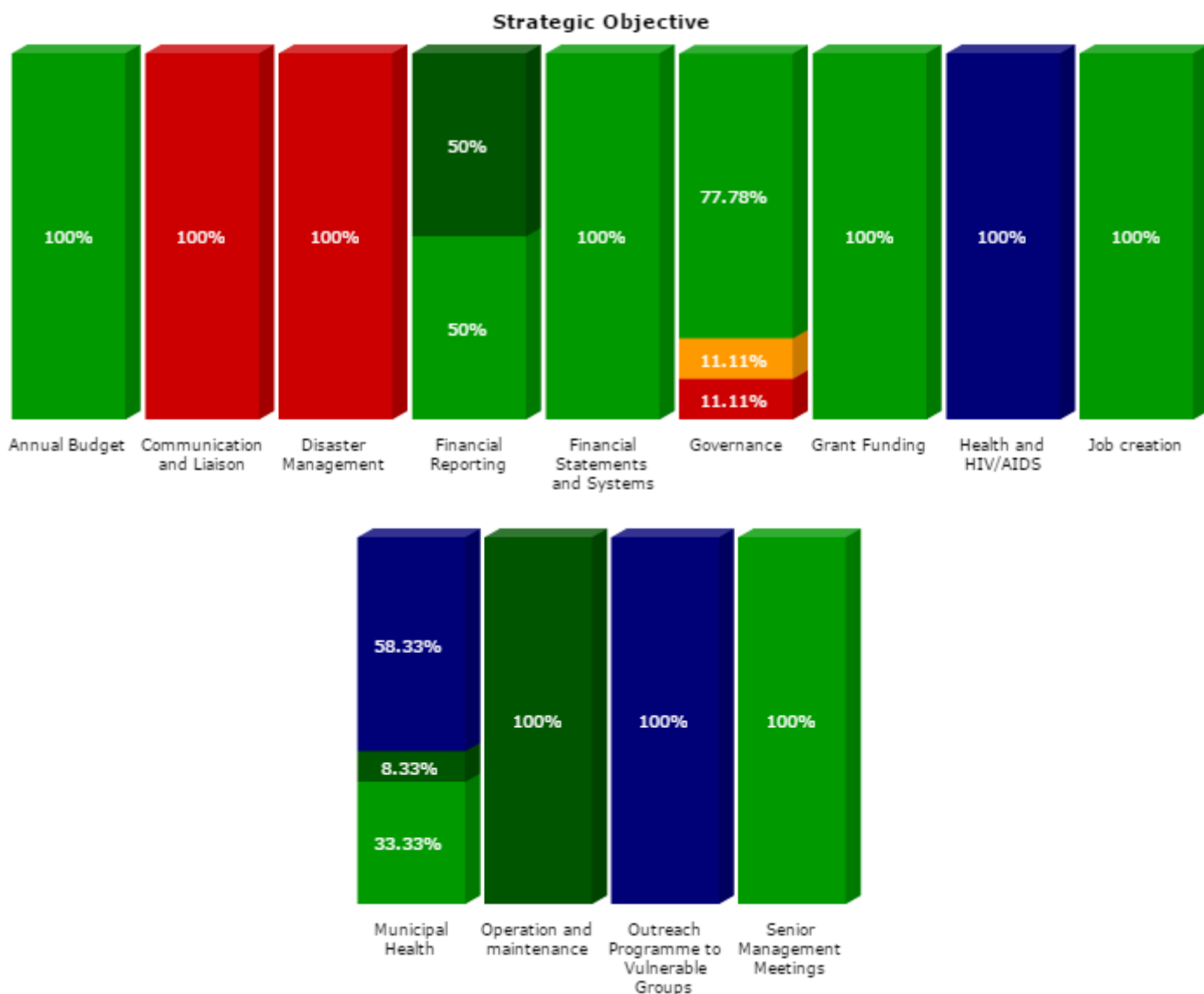
The following table explains the method by which the overall assessment of actual performance against targets set for the key performance indicators (KPI's) of the SDBIP is measured on the system:

Category	Colour	Explanation
KPI's Not Met	R	0% \geq Actual/Target < 75%
KPI's Almost Met	O	75% \geq 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 \geq 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 35 KPI's for the period are indicated in the graphs below:



SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP): EVALUATION FOR THE PERIOD 1 JULY 2016 TO 31 MARCH 2017



Strategic Objective	Measurement Category					Total
	KPI Not Met	KPI Almost Met	KPI Met	KPI Well Met	KPI Extremely Well Met	
Annual Budget	-	-	2 (100%)	-	-	2
Communication and Liaison	1 (100%)	-	-	-	-	1
Disaster Management	2 (100%)	-	-	-	-	2
Financial Reporting	-	-	1 (50%)	1 (50%)	-	2
Financial Statements and Systems	-	-	1 (100%)	-	-	1
Governance	1 (11.1%)	1 (11.1%)	7 (77.8%)	-	-	9
Grant Funding	-	-	1 (100%)	-	-	1
Health and HIV/AIDS	-	-	-	-	1 (100%)	1
Job Creation	-	-	1 (100%)	-	-	1

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Strategic Objective	Measurement Category					Total
	KPI Not Met	KPI Almost Met	KPI Met	KPI Well Met	KPI Extremely Well Met	
Municipal Health	-	-	4 (33.3%)	1 (8.3%)	7 (58.3%)	12
Operation and maintenance	-	-	-	1 (100%)	-	1
Outreach Programme to Vulnerable Groups	-	-	-	-	1 (100%)	1
Senior Management Meetings	-	-	1 (100%)	-	-	1
Total	4	1	18	3	9	35

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

A) ANNUAL BUDGET

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target				Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q2	Q3	Total Q3	Q3	Q3	
TL36	Prepare and submit the adjustments budget to Council by the 28 February 2017	Adjustments budget submitted by 28 February 2017	Chief financial Officer	1	0	0	1	1	1	G	N/A
TL37	Prepare and submit the draft budget to Council by 31 March 2017	Draft budget submitted by 31 March 2017	Chief financial Officer	1	0	0	1	1	1	G	N/A

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B) 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	Q2	Q3	Total Q3	Q3	Q3	
TL49	Facilitate the meeting of the District Communication Forum	Number of meetings held	Manager in Office of Executive Mayor	4	1	1	1	3	2	R	No meeting held in December. Forum meeting held 27/28 February 2017

C) DISASTER MANAGEMENT

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target				Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q2	Q3	Total Q3	Q3	Q3	
TL5	Review the Disaster Management Plan and submit to council by 31 March 2017	Disaster Management Plan reviewed and submitted to Council by 31 March 2017	Director: Corporate Services	1	0	0	1	1	0	R	Still in process of reviewing plan. Will be submitted to April meeting of Mayoral Committee and May 2017 council meeting
TL6	Train volunteers to Disaster Management by 30 June 2017	Number of volunteers trained	Director: Corporate Services	20	0	10	0	10	0	R	Training of volunteers scheduled for 2nd half of financial year

D) FINANCIAL REPORTING

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target				Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q2	Q3	Total Q3	Q3	Q3	
TL39	Submit the sec 71 of the MFMA reports to the Provincial Treasury within 10	Number of section 71 reports submitted	Chief financial Officer	12	3	3	3	3	9	G	N/A

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Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target				Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q2	Q3	Total Q3	Q3	Q3	
	working days after the start of the month										
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	1	1	1	3	4	G2	N/A

E) 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	Q2	Q3	Total Q3	Q3	Q3	
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	0	0	1	1	G	N/A

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F) GOVERNANCE

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target				Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q2	Q3	Total Q3	Q3	Q3	
TL3	Arrange a strategic session for the newly elected council by 31 October 2016	Strategic session held by 31 October 2016	Director: Corporate Services	I	0	I	0	I	I	G	N/A
TL4	Submit the draft Annual Report to Council by 31 January 2017	Draft Annual Report submitted to Council by 31 January 2017	Director: Corporate Services	I	0	0	I	I	I	G	N/A
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	I	0	I	0	I	I	G	N/A
TL41	Submit a Quality Assurance Plan to the Audit Committee by 30 November 2016	Number of reports submitted	Manager: Internal Audit	I	0	I	0	I	I	G	N/A
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	8	8	24	20	O	Submitted to all locals except Ubuntu and Renosterberg Municipality, services were terminated at these two Municipalities
TL43	Compile the Risk based audit plan (RBAP) for 2016/17 and submit to the Audit Committee for consideration by 30 November 2016	RBAP for 2017/18 compiled and submitted to the Audit Committee by 30 November 2016	Manager: Internal Audit	I	0	I	0	I	I	G	N/A
TL45	Compile the 3 year Strategic Audit Plan and submit to the Audit Committee by 30 November 2016	Number of reports submitted	Manager: Internal Audit	I	0	I	0	I	I	G	N/A

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Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target				Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q2	Q3	Total Q3	Q3	Q3	
TL46	Facilitate the meeting of the District Intergovernmental Forum (Technical)	Number of meetings held	Municipal Manager	4	1	1	1	3	2	R	First quarter meeting postponed due to local municipalities not submitting their reports
TL47	Sign 57 performance agreements with all directors by 31 July 2016	Number of agreements signed by 31 July 2016	Municipal Manager	4	4	0	0	4	4	G	N/A

G) GRANT FUNDING

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target				Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q2	Q3	Total Q3	Q3	Q3	
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	1	1	1	3	3	G	N/A

H) 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	Q2	Q3	Total Q3	Q3	Q3	
TL56	Facilitate the meeting of the District HIV/AIDS council	Number of meetings held	Manager in Office of Executive Mayor	4	0	0	0	0	1	B	N/A

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I) JOB CREATION

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target				Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q2	Q3	Total Q3	Q3	Q3	
TL27	Arrange and convene a quarterly LED forum meeting	Number of meetings arranged	Director: Infrastructure, Housing, Planning & Development	4	1	1	1	3	3	G	N/A

J) MUNICIPAL HEALTH

Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target				Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q2	Q3	Total Q3	Q3	Q3	
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	1	1	1	3	3	G	N/A
TL12	Submit quarterly progress reports to council on the development of a Law Enforcement System	Number of reports submitted	Director: Corporate Services	4	1	1	1	3	3	G	N/A
TL13	Submit quarterly reports to council on water samples taken and analysis	Number of reports submitted	Director: Corporate Services	4	1	1	1	3	3	G	N/A

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Ref	KPI	Unit of Measurement	KPI Owner	Annual target	Target				Actual		Performance Comments (Exactly as indicated on system by KPI owner)
					Q1	Q2	Q3	Total Q3	Q3		
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	309	309	927	1328	G2	N/A
TL15	Submit quarterly reports to council on food safety training	Number of reports submitted	Director: Corporate Services	4	1	1	1	3	3	G	N/A
TL16	Take samples of waste water within in the district	Number of samples taken and monitored	Director: Corporate Services	162	40	40	41	121	264	B	N/A
TL17	Inspect government premises and private entities	Number of government premises and private entities inspected	Director: Corporate Services	461	115	115	115	345	626	B	N/A
TL18	Conduct Health safety & hygiene promotions campaigns	Number of Health safety & hygiene promotions campaigns conducted	Director: Corporate Services	125	31	31	31	93	156	B	N/A
TL19	Inspect funeral undertakers	Number of funeral undertakers inspected	Director: Corporate Services	42	10	10	11	31	60	B	N/A
TL20	Inspect landfill sites	Number of landfill sites inspected	Director: Corporate Services	24	6	6	6	18	100	B	N/A
TL21	Inspect premises for vectors control	Number of premises inspected	Director: Corporate Services	1 076	269	269	269	807	1713	B	N/A
TL22	Inspect food outlets and premises	Number of food outlets and premises inspected	Director: Corporate Services	573	143	143	143	429	1230	B	N/A

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K) 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	Q2	Q3	Total Q3	Q3		
TL31	Arrange and convene quarterly Infrastructure Forum meetings	Number of meetings arranged	Director: Infrastructure, Housing, Planning & Development	4	1	1	1	3	4	G2	N/A

L) 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	Q2	Q3	Total Q3	Q3		
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	2	0	2	3	B	N/A

M) 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	Q2	Q3	Total Q3	Q3		
TL32	Co-ordinate the District MM/CFO forums on a quarterly basis	Number of meetings coordinated	Chief financial Officer	4	1	1	1	3	3	G	N/A

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 8.6% (3 of 35 KPI's) well and well met 25.7% (9 of 35 KPI's) of the applicable Top Layer KPI's for the period under review. In total 85.7% (30 of 35 KPI's) were met.

6. RECOMMENDATIONS

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