

Bergrivier Municipality
SDBIP 2017/2018: Top Layer SDBIP Report

Office of the Municipal Manager

Ref	KPI	Unit of Measurement	KPI Owner	Source of Evidence	Annual Target	Revised Target	Sep-17	Dec-17	Mar-18	Jun-18	Annual target	Comment
							Target	Target	Target	Target	Target	
TL14	The percentage of the municipal capital budget actually spent on capital projects as at 30 June 2018 (Actual amount spent on capital projects/ Total amount budgeted for capital projects) X 100	% of Capital budget spent as at 30 June 2018 [(Actual amount spent on capital projects/Total amount budgeted for capital projects) X100]	Municipal Manager	AFS and Section 71 In-Year Monthly & Quarterly Budget Statement	95%	95%	0%	10%	40%	95%	95%	
TL15	100% compliance with Selection & Recruitment Policy when vacant posts within the 3 highest levels of management are filled subject to suitably qualified candidates	% compliance with the selection and recruitment policy	Municipal Manager	Minutes of Council meeting for appointment of top 2 levels & appointment letter and signed service contract for level 3	100%	100%	100%	100%	100%	100%	100%	As per System description
TL16	Improve staff productivity & responsiveness through quarterly leadership development meetings and/or initiatives	Number of Leadership Forum Meetings and/or other leadership initiatives	Municipal Manager	Attendance registers of leadership forums held and/or copies of Power-Point presentation made during sessions and/ or approved programme of strategic session held.	4	4	1	1	1	1	4	
TL17	MFMA Section 131(1): Ensure that any issues raised by the Auditor General in an Audit Report are addressed	% of issues raised by the Auditor General in an audit report addressed.	Municipal Manager	Final Audit Report of Auditor-General issued after auditing financial statements & PDO' s for 2016/17 financial year	100%	100%	0%	0%	0%	100%	100%	
TL18	Develop a risk based audit plan with an internal audit plan (RBAP) (MFMA - Section 165(2)(a)) & submit to Audit Committee by 30 June 2018	RBAP with internal audit programme submitted to the Audit Committee by 30 June 2018	Municipal Manager	Audit Committee minutes	1	1	0	0	0	1	1	
TL19	Convene a Councillor & Senior Management strategic planning session for IDP & budget process by 30 Nov 2017	Strategic planning session held by 30 November 2017	Municipal Manager	Minutes of and/or presentation at the strategic planning and/or team building session	1	1	0	1	0	0	1	As per System description
TL20	Communicate with the public on a quarterly basis through printed media	Number of editions and/ or communications	Municipal Manager	Articles publish in printed media and/or press statements released, including internal and/or external newsletters	8	8	2	2	2	2	8	
TL21	Regular ward committee meetings and/or engagements	Number of meetings and/ or engagements per frequency	Municipal Manager	Minutes of ward committee meetings and/or separate attendance register of engagement	28	28	7	7	7	7	28	POE is adjusted to make provision for when ward committees have combined meetings
TL22	Facilitate the LED Strategy by co-ordinating at least 2 projects identified by BEDF working committees and/or Working Committees in Porterville by June 2018	Facilitate at least 2 projects by June 2018	Municipal Manager	Minutes of BEDF Working Committees and/or minutes of Porterville working committees	2	2	0	0	0	2	2	Strategic Services is not responsible to implement projects, but to facilitate a process for projects to be unfolded

TL23	Develop a well-functioning communications department by filling the position by 30 December 2017 subject to approval of funding	Fill position by 30 December 2017	Municipal Manager	Signed Appointment letter or signed contract	1	1	0	1	0	0	1	
TL24	Establish at least 1 Local Drug Action Committee per quarter	Number of Local Drug Action Committee established per quarter	Municipal Manager	Minutes of Local Drug Action Committees	8	4	1	1	1	1	4	Annual target is adjusted as there is no control over the attendance of stakeholders to establish a LDAC committee
TL25	Establish a Youth Café in Ward 6 and/or 7 by 31 December 2017	Youth Café established in Ward 6 and/or 7 by 31 December 2017	Municipal Manager	Minutes of steering committee of Youth Café and/or signed rental agreement	1	1	0	1	0	0	1	
TL26	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of transgressions of the MFMA .	% of disciplinary hearings completed in terms of the Anti-Fraud and Corruption Policy	Municipal Manager	Monthly reports to Portfolio Committee or EMC when applicable	100%	100%	100%	100%	100%	100%	100%	

Corporate Services

Ref	KPI	Unit of Measurement	KPI Owner	Source of Evidence	Annual Target	Revised Target	Sep-17	Dec-17	Mar-18	Jun-18	Annual target	Comment
							Target	Target	Target	Target	Target	
TL27	The percentage of the Corporate Services-capital budget excl grant funding actually spent on capital projects as at 30 June 2018 (Actual amount spent on capital projects/ Total amount budgeted for capital projects) X100	% of Capital budget excl grant funding spent as at 30 June 2018 [(Actual amount spent on capital projects/ Total amount budgeted for capital projects) X 100]	Director Corporate Services	AFS and Section 71 In-Year Monthly & Quarterly Budget Statement	95%	95%	0%	10%	40%	95%	95%	As per System Description
TL28	The development and approval of at least 1 SOP's per quarter for Human Resources	Number of SOP's for Human Resources developed and approved by the Director: Corporate Services	Director Corporate Services	Approved and signed-off SOP's by the Director: Corporate Services	4	4	1	1	1	1	4	As per System Description
TL29	Compile a new 5-year SDF (Spatial Development Framework) and present first draft of SDF to Intergovernmental Steering Committee (IGSC) by 30 June 2018	First draft of 5-year SDF presented to IGSC by 30 June 2018	Director Corporate Services	Minutes of IGSC	1	1	0	0	0	1	1	As per System Description
TL30	Develop the RSEP project plan for Piketberg within the approved budget and submit to EMC by 30 June 2018	RSEP project plan developed for Piketberg and submitted to EMC by 30 June 2018	Director Corporate Services	Agenda of EMC meeting	1	1	0	0	0	1	1	To be revised - comment on System Description
TL31	Apply for Heritage Site status of Bokkom lane, Velddrif by 30 June 2018	Application submitted by 30 June 2018	Director Corporate Services	Proof of submission of an application submitted to Heritage Council by email	1	1	0	0	0	1	1	As per System Description
TL32	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of transgressions of the MFMA.	% of disciplinary hearings completed in terms of the Anti-Fraud and Corruption Policy	Director Corporate Services	Monthly reports to Portfolio Committee	100%	100%	100%	100%	100%	100%	100%	As per System Description

TL33	Undertake an annual Customer Service evaluation & submit report with recommendation on customer service to EMC by 30 June 2018	Customer service evaluations completed and report with recommendations submitted to the EMC by 30 June 2018	Director Corporate Services	Agenda of EMC meeting	1	1	0	0	0	1	1	To be revised - comment on System description
TL34	Monitor the process to enable interfacing between the Vesta Financial System and sub-systems on a quarterly basis to ensure all requirements are met in accordance with the ITC policy	At least 4 reports submitted to Portfolio Committee	Director Corporate Services	At least 4 reports submitted to Portfolio Committee	4	4					4	Calculation type needs to change

Technical Services

Ref	KPI	Unit of Measurement	KPI Owner	Source of Evidence	Annual Target	Revised Target	Sep-17	Dec-17	Mar-18	Jun-18	Annual target	Comment
							Target	Target	Target	Target	Target	
TL40	Limit unaccounted for water to 10% by 30 June 2018 $\{(Number\ of\ Kilolitres\ Water\ Purchased\ or\ Purified\ minus\ Number\ of\ Kilolitres\ Water\ Sold\ (incl\ free\ basic\ water) / Number\ of\ Kilolitres\ Water\ Purchased\ or\ Purified\ \times\ 100)\}$	% unaccounted water by 30 June 2018 $\{(Number\ of\ Kilolitres\ Water\ Purchased\ or\ Purified\ minus\ Number\ of\ Kilolitres\ Water\ Sold\ (including\ Free\ basic\ water) / Number\ of\ Kilolitres\ Water\ Purchased\ or\ Purified\ \times\ 100)\}$	Director: Technical Services	Relevant note in Annual Financial Statements for the year ended 30 June 2018	10%	10%	0%	0%	0%	10%	10%	As per System Description
TL41	95% of MIG funding allocated for the financial year to build a new waste water treatment works in Porterville by 30 June 2018 $[(Total\ amount\ spent / Total\ amount\ allocated) \times 100]$	% of MIG funding allocated for the financial year to build a new waste water treatment works in Porterville by 30 June 2018	Director: Technical Services	Detailed Excel Capital Report	95%	95%	0%	0%	10%	95%	95%	As per System Description
TL42	Limit unaccounted for electricity to 10% by 30 June 2018 $\{(Number\ of\ Electricity\ Units\ Purchased\ and/or\ Generated - Number\ of\ Electricity\ Units\ Sold\ (incl\ Free\ basic\ electricity)) / Number\ of\ Electricity\ Units\ Purchased\ and/or\ Generated\ \times\ 100\}$	% unaccounted electricity by 30 June 2018 $\{(Number\ of\ Electricity\ Units\ Purchased\ and/or\ Generated - Number\ of\ Electricity\ Units\ Sold\ (incl.\ Free\ basic\ electricity)) / Number\ of\ Electricity\ Units\ Purchased\ and/or\ Generated\ \times\ 100\}$	Director: Technical Services	Relevant note in Annual Financial Statements for the year ended 30 June 2018	10%	10%	0%	0%	0%	10%	10%	As per System Description
TL43	95% of the MIG conditional grant spent by 30 June 2018 to upgrade infrastructure $[(Total\ amount\ spent / Total\ allocation\ received) \times 100]$	% of MIG conditional grant spent by 30 June 2018	Director: Technical Services	Monthly Budget Statement-transfers & grant expenditure (Table C7) of Section 71 In-Year Monthly & Quarterly Budget Statement	95%	95%	0%	0%	15%	95%	95%	
TL44	95% of conditional road maintenance operational grant spent by 30 June 2018 $[(Total\ amount\ spent / Total\ allocation\ received) \times 100]$	% of conditional road maintenance operational grant spent by 30 June 2018	Director: Technical Services	Monthly Budget Statement-transfers & grant expenditure (Table C7) of Section 71 In-Year Monthly & Quarterly Budget Statement	95%	95%	0%	0%	70%	95%	95%	
TL45	Raise public awareness on recycling to reduce household waste with awareness initiatives	Number of awareness initiatives	Director: Technical Services	Pamphlets & notices distributed	2	2	0	1	0	1	2	

TL46	100% spend of the approved budget (Jan 2017 - Dec 2017) for the implementation of the approved business plan on the waste programme by 30 June 2018 ((Total amount spent/Total approved budget) x 100) (subject to international funding)	% of approved budget (Jan 2017 - Dec 2017) spend by 30 June 2018	Director: Technical Services	Reports submitted to Belgium Federal Government	100%	100%	0%	30%	60%	100%	100%	POE changed
TL47	95% water quality level obtained as per SANS 241 physical & micro parameters as at 31 December 2017 and 30 June 2018	% water quality level as at 31 December 2017 and 30 June 2018	Director: Technical Services	Monthly Supply System Drinking Water Quality Performance Report & Excel Summary of Drinking Water Quality	95%	95%	0%	95%	0%	95%	95%	
TL48	Sign SLA's for each development to facilitate an environment conducive to infrastructure development in partnership with the developer and/or investors. Signed SLA's/total number of developments where SLA's are required)	% of developments with Signed SLA's with developers and/or investors	Director: Technical Services	Signed SLA's	100%	100%	100%	100%	100%	100%	100%	As per System Description
TL49	Research the development of a strategy for innovative methods to manage droughts and water supply and submit research paper to EMC by 30 June 2018	Research paper submitted to EMC by 30 June 2018	Director: Technical Services	Agenda of EMC	1	1	0	0	0	1	1	
TL50	Research the development of a strategy to develop innovative methods to manage energy supply and/or alternative means of energy and submit research paper to EMC by 30 June 2018	Research paper submitted to EMC by 30 June 2018	Director: Technical Services	Agenda of EMC	1	1	0	0	0	1	1	
TL51	Develop a Bergrivier Integrated Transport Plan aligned with the Integrated Transport Plan of West Coast District Municipality and submit to EMC by 30 June 2018	Integrated Transport Plan submitted to EMC by 30 June 2018	Director: Technical Services	Agenda of EMC	1	1	0	0	0	1	1	As per System Description
TL52	Develop a "problem building" by-law and submit to council by 30 June 2018	By-law submitted to council by 30 June 2018	Director: Technical Services	Agenda of Council meeting	1	1	0	0	0	1	1	
TL53	Do bi-annual inspections per major town for building transgressions and submit report to Portfolio Committee with findings and law enforcement actions instituted	Number of reports submitted to the Portfolio Committee	Director: Technical Services	Agenda of Technical Portfolio Committee	2	2	0	1	0	1	2	
TL54	Create full time equivalents (FTE's) in terms of the EPWP programme by 30 June 2018	Number of FTE's created by 30 June 2018	Director: Technical Services	EPWP Performance Report	36	36	0	0	0	36	36	As per System Description
TL55	Submit an application for funding to DTI or any other funding source for the Veldrif Precinct Plan by 30 June 2018	Business plan submitted to DTI or any other funding source by 30 June 2018	Director: Technical Services	Proof of submission of a business plan submitted to DTI or any other funding source either by email and/or hard copies	1	1	0	0	0	1	1	As per System Description

TL56	Submit an application for funding to DTI or any other funding source for the Porterville Precinct Plan by 30 June 2018	Business plan submitted to DTI or any other funding source by 30 June 2018	Director: Technical Services	Proof of submission of a business plan submitted to DTI or any other funding source either by email and/or hard copies	1	1	0	0	0	1	1	As per System Description
TL57	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of transgressions of the MFMA .	% of disciplinary hearings completed in terms of the Anti-Fraud and Corruption Policy	Director: Technical Services	Quarterly reports to Portfolio Committee	100%	100%	100%	100%	100%	100%	100%	As per System Description

Financial Services

Ref	KPI	Unit of Measurement	KPI Owner	Source of Evidence	Annual Target	Revised Target	Sep-17	Dec-17	Mar-18	Jun-18	Annual target	Comment
							Target	Target	Target	Target	Target	
TL58	Institute legal processes by 30 June 2018 against 95% of non-exchange debtors to improve credit control (Number of rates & availability charges debtors older than 90 days handed over for collection/ Total number of rates & availability chargers debtors older than 90 days)x100]	% of non-exchange debtors against whom legal action can be and was instituted by 30 June 2018	Director Finance	NT Age Analysis Report generated from the VESTA financial system	95%	95%	0%	50%	75%	95%	95%	
TL59	Develop a preferential procurement policy and methodology to stimulate local economic development, redistribute wealth and promote social justice and submit to Council by 30 June 2018	Policy and methodology developed and submitted by 30 June 2018	Director Finance	Agenda of Council	1	1	0	0	0	1	1	
TL60	Achieve a payment percentage of 96% as at 30 June 2018 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100)	Payment % as at 30 June 2018 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off) /Billed Revenue) x 100)	Director Finance	Monthly Debtors Report submitted to the Finance Portfolio Committee compiled from VESTA Financial System for each month	96%	96%	60%	96%	96%	96%	96%	
TL61	Complete the monthly bank reconciliations within 30 days after month end	Number of bank reconciliations completed monthly within 30 days after month end	Director Finance	Bank reconciliations signed-off by the Director Finance	12	12	3	3	3	3	12	
TL62	Submit monthly Section 71 Report to National Treasury i.t.o. MFMA before 10th working day of each month	Number of reports submitted	Director Finance	Section 71 report &-proof of submission to National Treasury	12	12	3	3	3	3	12	System Description needs to change
TL63	Submit monthly VAT 201 returns to SARS by 25th of each month	Number of VAT 201 returns submitted to SARS	Director Finance	VAT 201 return and proof of submission to SARS	12	12	3	3	3	3	12	System Description needs to change
TL64	100% of the FMG conditional grant spent by 30 June 2018 [(Total amount spent/ Total allocation received) x100]	% of FMG conditional grant spent by 30 June 2018	Director Finance	Table SC7(1) of the Monthly Section 71 report	100%	100%	25%	55%	80%	100%	100%	
TL65	Develop a cost-reflective tariff model for trading services to ensure future affordable tariffs and submit to council by 30 June 2018	Tariff model submitted to Council by 30 June 2018	Director Finance	Agenda of Council	1	1	0	0	0	1	1	

TL66	Monitor the implementation of the VESTA system to ensure MScoa compliance and submit report/data strings to National Treasury	Number of reports/data strings submitted to National Treasury	Director Finance	Proof of Data strings submitted to National Treasury for validation by email	11	11	2	3	3	3	11	
TL67	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of transgressions of the MFMA .	% of disciplinary hearings completed in terms of the Anti-Fraud and Corruption Policy	Director Finance	Quarterly reports to Portfolio Committee	100%	400%	100%	100%	100%	100%	100%	As per System Description

Council

Ref	KPI	Unit of Measurement	KPI Owner	Source of Evidence	Annual Target	Revised Target	Sep-17	Dec-17	Mar-18	Jun-18	Annual target	Comment
							Target	Target	Target	Target	Target	
TL1	Number of formal households that receive piped water (credit & pre-paid water) that is connected to the municipal water infrastructure network as at 30 June 2018	Number of households which are billed for water or have prepaid meters as at 30 June 2018	Director Finance	Debtors Accrual Report extracted from VESTA Financial System	9 085	9 085	0	0	0	9 085	9 085	As per System Description
TL2	Number of formal households connected to the municipal electrical infrastructure network (credit & prepaid electrical metering) (Excl Eskom areas) at 30 June 2018	Number of households billed for electricity or have prepaid meters (Excl Eskom areas) at 30 June 2018 (Conlog + Active meters)	Director Finance	Debtors Accrual Report from VESTA Financial System & CONLOG pre-paid monthly electricity report (Conlog + Active meters)	9 484	9 484	0	0	0	9 484	9 484	As per System Description
TL3	Number of formal households connected to the municipal waste water sanitation/sewerage network for sewerage service, irrespective of number of water closets (toilets) at 30 June 2018	Number of households which are billed for sewerage at 30 June 2018	Director Finance	Debtors Accrual Report extracted from VESTA Financial System	7 318	7 318	0	0	0	7 318	7 318	As per System Description
TL4	Number of formal households for which refuse is removed once per week at 30 June 2018	Number of households which are billed for refuse removal at 30 June 2018	Director Finance	Debtors Accrual Report extracted from VESTA Financial System	9 568	9 568	0	0	0	9 568	9 568	As per System Description
TL5	Provide free basic water to indigent households	Number of households receiving free basic water	Director Finance	Indigent Report extracted from Vesta Financial System	1 880	1 880	0	0	0	1 880	1 880	As per System Description
TL6	Provide free basic electricity to indigent households	Number of households receiving free basic electricity	Director Finance	Indigent Report extracted from Vesta Financial System & CONLOG pre-paid monthly electricity report	1 700	1 700	0	0	0	1 700	1 700	As per System Description
TL7	Provide free basic sanitation to indigent households	Number of households receiving free basic sanitation	Director Finance	Indigent Report extracted from Vesta Financial System	1 701	1 701	0	0	0	1 701	1 701	As per System Description
TL8	Provide free basic refuse removal to indigent households	Number of households receiving free basic refuse removal	Director Finance	Indigent Report extracted from Vesta Financial System	1 880	1 880	0	0	0	1 880	1 880	As per System Description
TL9	The percentage of a municipality's personnel budget actually spent on implementing its workplace skills plan as at 30 June 2018 [(Total expenditure on training/total personnel budget)/100]	% of personnel budget spent on training [(Total expenditure on training/ total personnel budget) /100] as at 30 June 2018	Director Corporate Services	Section 71 In-Year Monthly & Quarterly Budget Statement	1%	1%	0%	0%	0%	1%	1%	As per System Description

TL10	95% of training budget spent by 30 June 2018 to implement the Work Place Skills Plan [(Total amount spent on training/ Total amount budgeted) x 100]	% of the training budget spent by 30 June 2018 to implement the Work Place Skills Plan	Director Corporate Services	Section 71 In-Year Monthly & Quarterly Budget Statement	95%	95%	0%	20%	50%	95%	95%	As per System Description & Shift to Director: Corporate Services
TL11	Financial viability measured into municipality's ability to meet its service debt obligations as at 30 June 2018 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue – Operating Conditional Grant)	Debt to Revenue as at 30 June 2018 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	Director Finance	Annual Financial Statements, supported by figures as per the VESTA financial system	2,54	2,54	0	0	0	2,54	2,54	
TL12	Financial viability measured in terms of outstanding service debtors as at 30 June 2018 (Total outstanding service debtors/ revenue received for services)	Service debtors to revenue as at 30 June 2018 – (Total outstanding service debtors/ revenue received for services)	Director Finance	Annual Financial Statements, supported by figures as per the VESTA financial system	33%	33%	0%	0%	0%	33%	33%	
TL13	Financial viability measured in terms of available cash to cover fixed operating expenditure as at 30 June 2018 ((Cash and Cash Equivalents – Unspent Conditional Grants – Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure exc (Depreciation, Amortisation, & Provision for Bad Debts, Impairment & Loss on Disposal of Assets))	Cost coverage as at 30 June 2018 ((Cash and Cash Equivalents - Unspent Conditional Grants – Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excl (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	Director Finance	Annual Financial Statements, supported by figures as per the VESTA financial system	2,5	2,5	0	0	0	2,5	2,5	As per System Description

Community Services

Ref	KPI	Unit of Measurement	KPI Owner	Source of Evidence	Annual Target	Revised Target	Sep-17	Dec-17	Mar-18	Jun-18	Annual target	Comment
							Target	Target	Target	Target	Target	
TL35	95% spent of library grant by 30 June 2018 i.t.o approved business plan [(Actual amount spent/Total allocation received)x100]	% of library grant spent by 30 June 2018	Director Community Services	Monthly Budget Statement transfers & grant expenditure (Table SC7) of Section 71 Budget Statement & Detailed Excel Capital Report & Trial Balance from VESTA	95%	95%	10%	25%	50%	95%	95%	
TL36	Collect 95% of budgeted income by 30 June 2018 for speeding fines (Excl budgeted debt provision) [(Actual amount collected/total amount budgeted) x 100]	% of budgeted income for speeding fines collected by 30 June 2018	Director Community Services	Monthly Budget Statement transfers & grant expenditure (Table SC7) of Section 71 Budget Statement & Balance in savings account	95%	95%	10%	25%	50%	95%	95%	As per System Description
TL37	Collect 95% of budgeted income by 30 June 2018 for resorts (Excl budgeted debt provision)[(Actual amount collected /total amount budgeted)x100]	% of budgeted income for resorts collected by 30 June 2018	Director Community Services	Monthly Budget Statement transfers & grant expenditure (Table SC7) of Section 71 Budget Statement & Detailed Excel Capital Report & Trial Balance from VESTA	95%	95%	10%	50%	70%	95%	95%	As per System Description

TL37	Develop a Sport Development Programme with an implementation plan and submit to Portfolio Committee by June 2018	Sport Development Programme and implementation plan submitted to Portfolio Committee by June 2018	Director Community Services	Minutes of Portfolio Committee Meeting	1	1	0	0	0	1	1	As per System Description
TL39	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of transgressions of the MFMA .	% of disciplinary hearings completed in terms of the Anti-Fraud and Corruption Policy	Director Community Services	Quarterly reports to Portfolio Committee	100%	100%	100%	100%	100%	100%	100%	As per System Description