



BERGRIVIER MUNICIPALITY

REPORT BY THE STRATEGIC MANAGER

REPORT TO: MAYORAL COMMITTEE COUNCIL 25 APRIL 2016

2015/16 QUARTERLY BUDGET AND PERFORMANCE REPORT FOR QUARTER 3: 1 JULY 2015 TO 31 MARCH 2016 SUBMITTED IN TERMS OF SECTION 52(d) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (ACT 56 OF 2003)

REF 4/7/6

1. INTRODUCTION

The purpose of this report is to present the quarterly performance report of the Municipality of the second quarter of the financial year (1 October 2015 to 31 December 2015).

2. LEGAL FRAMEWORK

- This performance report is submitted in compliance with;
- Section 52(d) of the Municipal Budget and Reporting Regulations, 2009 (GN 393), which prescribes the format of the Section 52(d) Report. This section furthermore requires that the report be submitted to the National Treasury within 5 days of it being tabled.
- Regulation 30 of the Municipal Budget and Reporting Regulations, 2001 (GN R796) which requires the Internal Auditor to audit the Municipality's performance and submit quarterly reports thereon to the Municipal Manager and the Performance Audit Committee.
- MFMA Circular 13 which requires the Municipality to report quarterly on its Service Delivery Budget Implementation Plan (SDBIP).

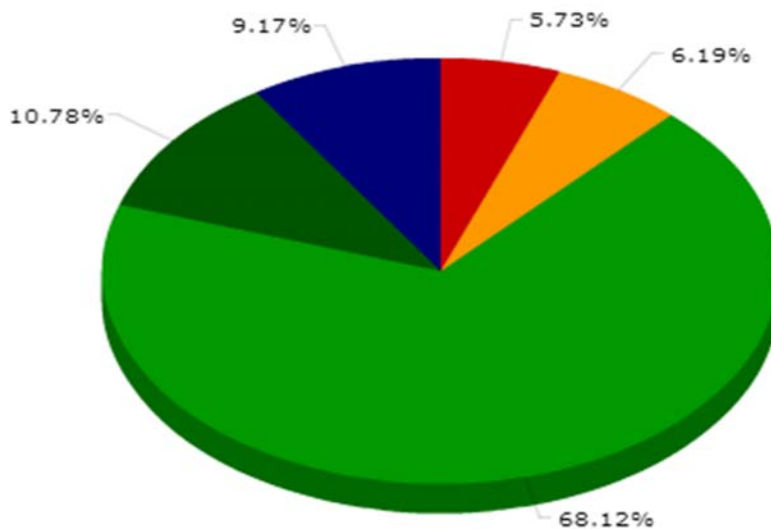
3. DISCUSSION

Performance Management is done in terms of the Municipality's Performance Management Policy which was approved on 26 June 2012 (BK3885). The Performance Management System is an internet based system that uses the approved Service Delivery Budget Implementation Plan (SDBIP) as its basis. The SDBIP is a layered plan comprising a Top Layer SDBIP and Department SDBIPs. The SDBIP comprises quarterly high level non-financial service delivery targets as well as financial projections for revenue collections (cash flow) as well as operational and capital expenditure.

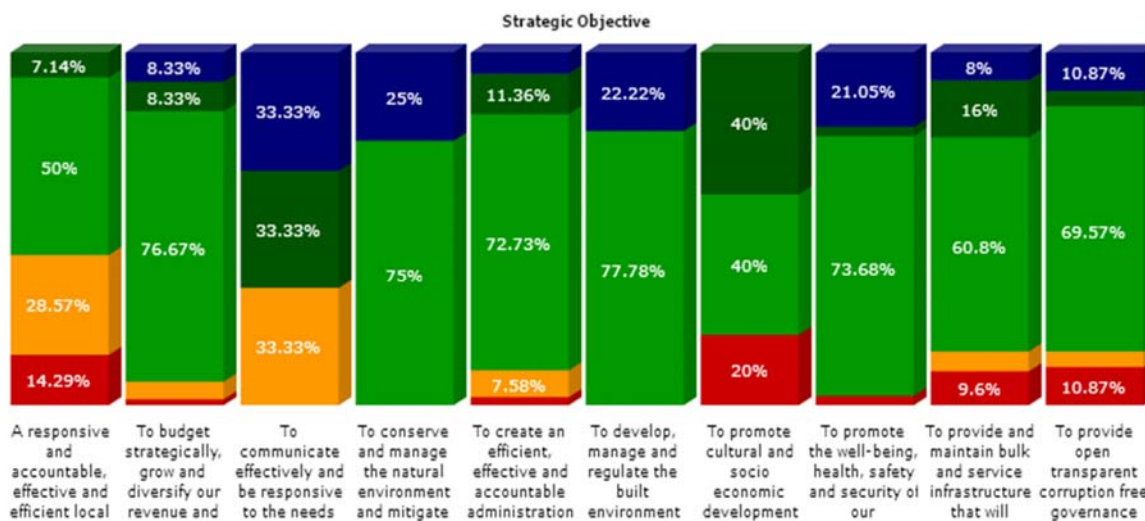
The SDBIP is a public document which was approved by the Executive Mayor on the 17 June 2015. Performance reporting on the top layer SDBIP is done to the Mayoral Committee and Council on a quarterly, half yearly (Mid-year Budget and Performance Assessment Report) and annual basis

(Annual Report). Any amendments to the Top Layer SDBIP was approved by the Council following the submission of the Mid-year Budget and Performance Assessment Report and the approval of the adjustment budget.

The following table provides a summary of the results of all the Top Layer Key Performance Indicators as at 31 March 2016.



Bergrivier Municipality	
■ KPI Not Met	25 (5.7%)
■ KPI Almost Met	27 (6.2%)
■ KPI Met	297 (68.1%)
■ KPI Well Met	47 (10.8%)
■ KPI Extremely Well Met	40 (9.2%)



This report is based on the Top Layer SDBIP and comprises the following;

- A non-financial performance report for the quarterly (**Annexure A**); and
- A financial performance report for the quarter which is a consolidation of the monthly reports submitted to the Mayor for the quarter in terms of Section 71 of the MFMA. (**Annexure B**).

4. RECOMMENDATION

That the non-financial performance report and the report on the implementation of the budget and the financial affairs of the Municipality for the third quarter (1 October 2015 to 31 March 2016) be noted in terms of Section 52(d) of the MFMA.

ANNEXURE A

Bergrivier Municipality

Ref	Directorate	KPI	Annual Target	Revised Target	Sep-15			Dec-15			Mar-16			Overall Performance for Sep 2015 to Mar 2016		
					Target	Actual	R	Target	Actual	R	Target	Actual	R	Target	Actual	R
TL1	Council	Number of formal households that receive piped water (credit and prepaid water) that is connected to the municipal water infrastructure network as at 30 June 2016	8,885	8,658	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL2	Council	Number of formal households connected to the municipal electrical infrastructure network (credit and prepaid electrical metering)(Excluding Eskom areas) at 30 June 2016	8,551	8,953	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL3	Council	Number of formal households connected to the municipal waste water sanitation/sewerage network for sewerage service, irrespective of the number of water closets (toilets) at 30 June 2016	6,914	6,861	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL4	Council	Number of formal households for which refuse is removed once per week at 30 June 2016	8,885	9,118	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A

TL5	Council	Provide free basic water to indigent households	2,365	1,882	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL6	Council	Provide free basic electricity to indigent households	2,000	1,662	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL7	Council	Provide free basic sanitation to indigent households	2,100	1,721	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL8	Council	Provide free basic refuse removal to indigent households	2,365	1,885	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL9	Office of the Municipal Manager	The percentage of the municipal capital budget actually spent on capital projects as at 30 June 2016 (Actual amount spent on capital projects/Total amount budgeted for capital projects)X100	95%	95%	0%	0%	N/A	10%	32%	B	40%	41%	G2	40%	41%	G2
TL10	Council	Create full time equivalents (FTE's) in terms of the EPWP programme by 30 June 2016	36	36	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL11	Office of the Municipal Manager	100% compliance with the Selection and Recruitment Policy when vacant posts within the 3 highest levels of management are filled subject to suitably qualified candidates	100%	100%	100%	100%	G	100%	100%	G	100%	100%	G	100%	100%	G
TL12	Council	The percentage of a municipality's personnel budget actually spent on implementing its workplace skills plan as at 30 June 2016 [(Total expenditure on training/total personnel budget)/100]	1%	1%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A

TL13	Council	Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June 2016 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	2.4	2.4	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL14	Council	Financial viability measured in terms of the outstanding service debtors as at 30 June 2016 (Total outstanding service debtors/ revenue received for services)	32%	32%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
TL15	Council	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2016 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	14.5	14.5	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL16	Office of the Municipal Manager	Improve staff productivity and responsiveness through quarterly leadership	4	4	1	1	G	1	1	G	1	1	G	3	3	G

		development meetings and/or initiatives														
TL17	Office of the Municipal Manager	Achieve an unqualified audit with less than 3 matters in total on Financial Statements, compliance and Performance Management (2014/15 Financial year)	3	3	0	0	N/A	3	4	R	0	0	N/A	3	4	R
TL18	Office of the Municipal Manager	Develop a risk based audit plan with an internal audit plan (RBAP) (MFMA - Section 165(2)(a)) and submit to the Audit Committee by 30 June 2016	1	1	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL19	Office of the Municipal Manager	Convene a Councillor and Senior Management strategic planning session for the IDP Review and budget process by 30 November 2015	1	1	0	0	N/A	1	1	G	0	0	N/A	1	1	G
TL21	Office of the Municipal Manager	Communicate with the public on a quarterly basis through printed media	8	8	2	3	B	2	2	G	2	5	B	6	10	B
TL22	Office of the Municipal Manager	Quarterly ward committee meetings and/or engagements	28	28	7	18	B	7	0	R	7	0	R	21	18	O
TL23	Office of the Municipal Manager	Undertake an annual Customer Service evaluation and submit report with recommendations on the improvement of customer service to the Mayoral Committee by 30 June 2016	1	1	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A

TL25	Office of the Municipal Manager	Co-ordinate the entry for Greenest Town Competition by the due date	1	1	1	1	G	0	0	N/A	0	0	N/A	1	1	G
TL26	Office of the Municipal Manager	Develop an implementation plan to implement the LED strategy and submit to the municipal manager by 31 December 2015	1	1	0	0	N/A	1	1	G	0	0	N/A	1	1	G
TL27	Corporate Services	95% of the MSIG grant spent by 30 June 2016 to implement the SITA report recommendations on software standardisation [(Actual amount spent on the project/Total project allocation)x100]	95%	95%	0%	0%	N/A	20%	100%	B	20%	100%	B	20%	100%	B
TL28	Corporate Services	Submit a quarterly report on human resource management in the municipality to the Corporate Services Portfolio Committee	4	4	1	1	G	1	1	G	1	3	B	3	5	B
TL29	Corporate Services	95% of the MIG conditional grant allocated to sport spent by 30 June 2016 to upgrade sport infrastructure in accordance with the business plan (Subject to MIG Funding approval) [(Actual amount spent on projects/Total allocation for projects)x100]	95%	95%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
TL30	Corporate Services	Review the revenue enhancement plan for resorts and submit to the Corporate Services	1	1	0	0	N/A	1	1	G	0	0	N/A	1	1	G

		Portfolio Committee by 31 December 2015														
TL31	Corporate Services	Collect 95% of budgeted income by 30 June 2016 for speeding fines (Excluding budgeted debt provision)[(Actual amount collected/total amount budgeted)x100]	95%	95%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
TL32	Corporate Services	95% spent of the library grant by 30 June 2016 in terms of the approved business plan [(Actual amount spent/Total allocation received)x100]	100%	100%	15%	21%	G2	40%	49.19%	G2	65%	75%	G2	65%	75%	G2
TL33	Corporate Services	Develop a uniform Zoning Scheme for the Municipality and submit to council by 30 June 2016	1	1	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL34	Corporate Services	95% of the training budget spent by 30 June 2016 to implement the Work Place Skills Plan [(Total amount spent on training/Total amount budgeted)x100]	95%	95%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
TL35	Technical Services	Limit unaccounted for water to 10% by 30 June 2016 {(Number of Kilotres Water Purchased or Purified minus Number of Kilotres Water Sold (incl free basic water) / Number of Kilotres Water Purchased or Purified × 100}	10%	10%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A

TL36	Technical Services	100% of MIG funding allocated to build a new reservoir in Velldrif spent by 30 June 2016 [(Total amount spent/Total amount allocated)x100]	100%	100%	0%	0%	N/A	0%	0%	N/A	15%	31.90%	B	15%	31.90%	B
TL37	Technical Services	100% of MIG funding allocated to upgrade the water infrastructure in Porterville spent by 30 June 2016 [(Total amount spent/Total amount allocated)x100]	100%	100%	0%	0%	N/A	10%	90%	B	50%	90%	B	50%	90%	B
TL38	Technical Services	Limit unaccounted for electricity to 10% by 30 June 2016 {(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) × 100}	10%	10%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A
TL39	Technical Services	100% of the MIG conditional grant spent by 30 June 2016 to upgrade infrastructure [(Total amount spent/Total allocation received)x100]	100%	100%	0%	0%	N/A	10%	26%	B	40%	48.80%	G2	40%	48.80%	G2
TL40	Technical Services	100% of the conditional road maintenance operational grant spent by 30 June 2016 [(Total amount spent/Total allocation received)x100]	100%	100%	0%	0%	N/A	0%	0%	N/A	70%	100%	G2	70%	100%	G2
TL41	Technical Services	Upgrade the hostels in Velldrif by 30 June 2016	34	34	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A

TL42	Technical Services	Complete the top structures on Erf 3046 in Velddrif by 30 June 2016	89	89	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL44	Technical Services	Complete the top structures in Albatros Street in Velddrif by 30 June 2016	18	18	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL46	Technical Services	Complete the top structures in Porterville by 30 June 2016	116	116	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
TL47	Technical Services	Raise public awareness on recycling to reduce household waste with awareness initiatives	2	2	0	0	N/A	1	1	G	0	0	N/A	1	1	G
TL48	Technical Services	Purchase stand-by generator by 31 March 2016 to ensure the functionality of sewerage pump station in the event of prolonged electricity interruptions	3	1	0	0	N/A	0	0	N/A	1	1	G	1	1	G
TL49	Technical Services	95% water quality level obtained as per SANS 241 physical and micro parameters as at 31 December 2015 and 30 June 2016	95%	95%	0%	0%	N/A	95%	95.40%	G2	0%	0%	N/A	95%	95.40%	G2
TL50	Financial Services	Institute legal processes by 30 June 2016 against 95% of non-exchange debtors to improve credit control [(Number of rates and availability charges debtors older than 90 days handed over for collection/Total number of rates and availability chargers debtors older than 90 days)x100]	95%	95%	0%	0%	N/A	50%	50%	G	0%	0%	N/A	50%	50%	G

TL51	Financial Services	Achieve a payment percentage of 96% as at 30 June 2016 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100)	96%	96%	60%	91.47%	B	96%	97.35%	G2	96%	95.53%	O	96%	95.53%	O
TL52	Financial Services	Complete the monthly bank reconciliations within 30 days after month end	12	12	3	3	G	3	3	G	3	3	G	9	9	G
TL53	Financial Services	Submit monthly Section 71 Report to the National Treasury in terms of the MFMA before the 10th working day of each month	12	12	3	3	G	3	3	G	3	3	G	9	9	G
TL54	Financial Services	Submit monthly VAT 201 returns to SARS by the 25th of each month	12	12	3	3	G	3	3	G	3	3	G	9	9	G
TL55	Financial Services	100% of the conditional FMG conditional grant spent by 30 June 2016 [(Total amount spent/Total allocation received)x100]	100%	100%	40%	28%	R	60%	30%	R	80%	94.35%	G2	80%	94.35%	G2

