

Swellendam Municipality
SDBIP 2017/2018: Top Layer SDBIP - Adjustment Budget

Ref	Directorate	Strategic Objective	KPA [R]	KPI	Unit of Measurement	KPI Owner	Source of Evidence	Ward	Baseline	Annual Target	Revised Target	Target Type	KPI Calculation Type	Q1	Q2	Q3	Q4
														Target	Target	Target	Target
TL24	Municipal Manager	To promote good governance and community participation	Good Governance and Public Participation	Complete the Risk Based Audit Plan (RBAP) and submit to the Audit Committee by 30 June 2018	RBAP submitted to the Audit Committee by 30 June 2018	Municipal Manager	Minutes of Audit Committee	All	1	1	1	Number	Carry Over	0	0	0	1
TL25	Municipal Manager	To promote good governance and community participation	Good Governance and Public Participation	90% of the RBAP for 2017/18 implemented by end June 2018 [(Number of audits and tasks completed for the period/ Number of audits and tasks identified in the RBAP x100)]	% of the RBAP implemented	Municipal Manager	Minutes of Audit Committee	All	90%	90%	90%	Percentage	Carry Over	0%	0%	0%	90%
TL1	Financial Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	Number of formal residential properties that receive piped water that is connected to the municipal water infrastructure network as at 30 June 2018	Number of residential properties which are billed for water or have pre paid meters as at 30 June 2018	Director Financial Services	Billing data on financial system (SAMRAS)	All	6409	6 138	6 196	Number	Last Value	0	6 138	0	6 196
TL2	Financial Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	Number of formal residential properties connected to the municipal electrical infrastructure network (credit and prepaid electrical metering)(Excluding Eskom areas) as at 30 June 2018	Number of residential properties which are billed for electricity or have pre paid meters (Excluding Eskom areas) as at 30 June 2018	Director Financial Services	Billing data on financial system (SAMRAS)	All	6076	6 128	6 083	Number	Last Value	0	6 128	0	6 083
TL3	Financial Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	Number of formal residential properties connected to the municipal waste water sanitation/sewerage network for sewerage service, irrespective of the number of water closets (toilets) as at 30 June 2018	Number of residential properties which are billed for sewerage as at 30 June 2018	Director Financial Services	Billing data on financial system (SAMRAS)	All	5749	6 087	6 425	Number	Last Value	0	6 087	0	6 425
TL4	Financial Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	Number of formal residential properties for which refuse is removed once per week as at 30 June 2018	Number of residential properties which are billed for refuse removal as at 30 June 2018	Director Financial Services	Billing data on financial system (SAMRAS)	All	6027	6 123	6 139	Number	Last Value	0	6 123	0	6 139
TL5	Financial Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	Provide 6kl free basic water to indigent households in terms of the approved indigent policy	Number of indigent households receiving free basic water	Director Financial Services	Billing data on financial system (SAMRAS)	All	1527	1 880	1 930	Number	Last Value	0	1 880	0	1 930
TL6	Financial Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	Provide 50kwh free basic electricity to indigent households in terms of the approved indigent policy	Number of indigent households receiving free basic electricity	Director Financial Services	Billing data on financial system (SAMRAS)	All	1527	1 755	1 786	Number	Last Value	0	1 755	0	1 786
TL7	Financial Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	Provide 20kwh free basic electricity to indigent households in terms of the approved indigent policy	Number of indigent households receiving free basic electricity	Director Financial Services	Billing data on financial system (SAMRAS)	All	125	125	144	Number	Last Value	0	125	0	144
TL8	Financial Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	Provide free basic sanitation to indigent households in terms of the approved indigent policy	Number of indigent households receiving free basic sanitation	Director Financial Services	Billing data on financial system (SAMRAS)	All	1527	1 880	1 930	Number	Last Value	0	1 880	0	1 930
TL9	Financial Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	Provide free basic refuse removal to indigent households in terms of the approved indigent policy	Number of indigent households receiving free basic refuse removal	Director Financial Services	Billing data on financial system (SAMRAS)	All	1527	1 880	1 930	Number	Last Value	0	1 880	0	1 930
TL10	Financial Services	To improve financial viability and management	Financial Management	The percentage of a municipality's capital budget actually spent by 30 June 2018 (Amount actually spent on capital projects/ Amount budgeted for capital projects)x100	(Amount actually spent on capital projects/ Amount budgeted for capital projects)x100	Director Financial Services	Financial system expenditure report	All	90%	80%	80%	Percentage	Carry Over	0%	40%	0%	80%
TL11	Financial Services	To improve financial viability and management	Financial Management	Financial viability measured in terms of the municipality's ability to meet it's 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	Director Financial Services	Annual Financial Statements	All	25,30%	25,30%	25,30%	Percentage	Reverse Last Value	0%	0%	0%	25,30%
TL12	Financial Services	To improve financial viability and management	Financial Management	Financial viability measured in terms of the 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	Director Financial Services	Annual Financial Statements	All	18%	18%	18%	Percentage	Reverse Last Value	0%	0%	0%	18%
TL13	Financial Services	To improve financial viability and management	Financial Management	Financial viability measured in terms of the 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 excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	Cost coverage as at 30 June 2018	Director Financial Services	Annual Financial Statements	All	1,8	1,80%	1,80%	Percentage	Last Value	0%	0%	0%	1,80%

TL14	Financial Services	To enhance access to basic services and address maintenance backlogs	Financial Management	Limit unaccounted for water to less than 30% by 30 June 2018 ((Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold) / Number of Kilolitres Water Purchased or Purified) x100	% unaccounted for water by 30 June 2018	Director Financial Services	Financial system reports	All	30%	30%	60%	Percentage	Reverse Last Value	0%	30%	0%	30%
TL15	Financial Services	To enhance access to basic services and address maintenance backlogs	Financial Management	Limit unaccounted for electricity to less than 15% by 30 June 2018 ((Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold) / Number of Electricity Units Purchased and/or Generated) x100	% unaccounted for electricity by 30 June 2018	Director Financial Services	Financial system reports	All	15%	15%	30%	Percentage	Reverse Last Value	0%	15%	0%	15%
TL16	Financial Services	To improve financial viability and management	Financial Management	Achieve a debtors payment percentage of 95% by 30 June 2018 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100	Debtors payment percentage as at 30 June 2018	Director Financial Services	Annual Financial Statements and credit control report	All	95%	95%	95%	Percentage	Carry Over	95%	95%	95%	95%
TL17	Financial Services	To improve financial viability and management	Financial Management	Approve an action plan to address all the issues raised in the management letter of the Auditor General by 31 December 2017	Approved action plan by 31 December 2017 by MM	Director Financial Services	Approved plan	All	1	1	1	Number	Carry Over	0	1	0	0
TL18	Corporate Services	To create a capacitated, people-centered institution	Institutional Development and Transformation	The number of people from employment equity target groups employed in the three highest levels of management in compliance with the equity plan	Number of people employed	Director Corporate Services	Appointment letters	All	4	2	2	Number	Accumulative	0	0	0	2
TL19	Corporate Services	To create a capacitated, people-centered institution	Institutional Development and Transformation	The percentage of the municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2018 [(Actual amount spent on training/total operational budget)x100]	% of the personnel budget spent on implementing the workplace skills plan by 30 June 2018	Director Corporate Services	Report from the financial system	All	0,46%	0,10%	0,10%	Percentage	Carry Over	0%	0%	0%	0,10%
TL20	Corporate Services	To create a capacitated, people-centered institution	Institutional Development and Transformation	Limit quarterly vacancy rate to less than 30% of funded posts [(Number of funded posts vacant / number of funded posts) x100]	% quarterly vacancy rate	Director Corporate Services	Excel spreadsheet	All	29,83%	30%	30%	Percentage	Reverse Stand-Alone	30%	30%	30%	30%
TL21	Corporate Services	To promote good governance and community participation	Good Governance and Public Participation	Oversee the draft annual report i.t.o. the MFMA and submit to Council by 31 January 2018	Draft report submitted to Council by 31 January 2018	Director Corporate Services	Minutes of Council Meeting	All	1	1	1	Number	Carry Over	0	0	1	0
TL22	Corporate Services	To promote good governance and community participation	Good Governance and Public Participation	Review the Policy on Municipal property Management by June 2018	Municipal Property Management by June 2018	Director Corporate Services	Council Minutes	All	1	1	1	Number	Carry Over	0	0	1	0
TL23	Corporate Services	To promote good governance and community participation	Good Governance and Public Participation	Complete the annual risk assessment and submit to the audit committee by 30 June 2018	Completed risk assessment submitted to audit committee by 30 June 2018	Director Corporate Services	Minutes of Audit Committee	All	New performance indicator 2017/18	1	1	Number	Carry Over	0	0	0	1
TL35	Corporate Services	To enhance economic development with focus on both first and second economies	Economic Development	Create temporary work opportunities in terms of EPWP by 30 June 2018	Number of temporary works created by 30 June 2018	Director Corporate Services	EPWP Excel spreadsheet report	All	176	145	145	Number	Accumulative	44	17	42	42
TL26	Community Services	To develop integrated and sustainable settlements with the view to correct spatial imbalances	Basic Service Delivery	Complete Phase 2 of the Railton Sports Stadium upgrade by 30 June 2018	Phase 2 of the Railton Sports Facility upgrade completed by 30 June 2018	Director Community Services	Completion Certificate	4,5,6	New performance indicator 2017/18	1	1	Number	Carry Over	0	0	0	1
TL27	Community Services	To create a safe and healthy living environment	Basic Service Delivery	Review the Disaster Management Policy by 31 March 2018	Disaster Management Policy reviewed by 31 March 2018	Director Community Services	Council Minutes	All	New performance indicator 2017/18	1	1	Number	Carry Over	0	0	1	0
TL32	Community Services	To enhance access to basic services and address maintenance backlogs	Basic Service Delivery	90% of the refuse maintenance budget spent by 30 June 2018 ((Actual expenditure on maintenance divided by the total approved maintenance budget)x100)	% of the maintenance budget spent by 30 June 2018	Director Community Services	Certified memo with SAMRAS Financial system excel spreadsheet expenditure report	All	90%	90%	90%	Percentage	Carry Over	15%	30%	60%	90%
TL to be added on system	Community Services	To develop integrated and sustainable settlements with the view to correct spatial imbalances	Basic Service Delivery	Complete the construction of 35 Housing Units in Suurbraak by 30 June 2018	Number of housing units constructed in Suurbraak by 30 June 2018	Director Community Services	Completion Certificate	3	New performance indicator 2017/18	35	35	Number	Carry Over	0	0	0	35
TL to be added on system	Community Services	To develop integrated and sustainable settlements with the view to correct spatial imbalances	Basic Service Delivery	Transfer of 8 Nitrophoska title deeds to beneficiaries by 30 June 2018	Number of Nitrophoska title deeds transferred to beneficiaries by 30 June 2018	Director Community Services	Letter of confirmation indicating the transfer of deeds	4	New performance indicator 2017/18	8	8	Number	Carry Over	0	0	0	8
TL28	Infrastructure Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	90% of the roads and storm water maintenance budget spent by 30 June 2018 ((Actual expenditure on maintenance divided by the total approved maintenance budget)x100)	% of the maintenance budget spent by 30 June 2018	Director Infrastructure	Certified memo with SAMRAS Financial system excel spreadsheet expenditure report	All	95%	90%	90%	Percentage	Carry Over	15%	30%	60%	90%
TL29	Infrastructure Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	90% of the electricity maintenance budget spent by 30 June 2018 ((Actual expenditure on maintenance divided by the total approved maintenance budget)x100)	% of the maintenance budget spent by 30 June 2018	Director Infrastructure	Certified memo with SAMRAS Financial system excel spreadsheet expenditure report	All	95%	90%	90%	Percentage	Carry Over	15%	30%	60%	90%

TL30	Infrastructure Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	90% of the waste water maintenance budget spent by 30 June 2018 (Actual expenditure on maintenance divided by the total approved maintenance budget)x100	% of the maintenance budget spent by 30 June 2018	Director Infrastructure	Certified memo with SAMRAS Financial system excel spreadsheet expenditure report	All	90%	90%	90%	Percentage	Carry Over	15%	30%	60%	90%
TL31	Infrastructure Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	90% of the water maintenance budget spent by 30 June 2018 (Actual expenditure on maintenance divided by the total approved maintenance budget)x100	% of the maintenance budget spent by 30 June 2018	Director Infrastructure	Certified memo with SAMRAS Financial system excel spreadsheet expenditure report	All	90%	90%	90%	Percentage	Carry Over	15%	30%	60%	90%
TL33	Infrastructure Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	85% microbiological quality level achieved for water as per SANS 241	% microbiological water quality level achieved as per SANS 241 criteria	Director Infrastructure	DWS iris results accompanied by the Excell spreadsheet combined lab results	All	80%	85%	85%	Percentage	Last Value	85%	85%	85%	85%
TL36	Infrastructure Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	Complete the progress Suurbraak upgrade Bulk Water Scheme: Phase 1 (first portion) Water Treatment Works by 30 June 2018 (milestone certificate)	Number of upgrades completed at the Suurbraak Bulk Water Scheme: Phase 1 (first portion) Water Treatment Works by 30 June 2018	Director Infrastructure	Milestone Certificate	3	New performance indicator 2017/18	1	1	Number	Carry Over	0	0	0	1
TL37	Infrastructure Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	Upgrade Phase1 Barrydale bulk water Infrastructure by 30 June 2018	Number of Phase 1 Barrydale Bulk water Infrastructure upgraded by 30 June 2018	Director Infrastructure	Milestone Certificate	2	New performance indicator 2017/18	1	1	Number	Carry Over	0	0	0	1
TL38	Infrastructure Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	Upgrade Phase 1 Suurbraak Waste Water Treatment Works by 30 June 2018	Number of Phase 1 Suurbraak Waste Water Treatment Works upgraded by 30 June 2018	Director Infrastructure	Milestone Certificate	3	New performance indicator 2017/18	1	1	Number	Carry Over	0	0	1	0
TL39	Infrastructure Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	Complete progress on the Upgrading of Phase 2 first portion Ralton gravel roads and stormwater channels by 30 June 2018	Number Upgrades completed of Phase 2 (first fase) Ralton gravel roads and stormwater channels by 30 June 2018 completed	Director Infrastructure	Milestone Certificate	4;5	New performance indicator 2017/18	1	1	Number	Carry Over	0	0	0	1
TL40	Infrastructure Services	To enhance access to basic services and address maintenance backlogs	Basic Services Delivery	95% spent of the capital budget allocated for the Upgrade of the Swellendam main substation, by 30 June 2018	% of budget spent	Director Infrastructure	Certified memo with SAMRAS Financial system excel spreadsheet expenditure report	All	New performance indicator 2017/18	95%	95%	Percentage	Carry Over	0%	0%	0%	95%