



**TOP LAYER SDBIP
2024/2025**

Performance Report

**Quarter 1 (01 July 2024 – 30
September 2024)**

A Vorster

Municipal Manager

EXECUTIVE SUMMARY

The Municipality is required to produce a Service Delivery and Budget Implementation Plan (SDBIP) to outline the following:

Monthly projections of revenue and expenditure for the operating and capital budgets

Quarterly service delivery targets and performance indicators. The 2024/25 SDBIP was approved by the mayor on 13 June 2024.

Each month the Municipal Manager must present the mayor with a report how income and spending are progressing against these projections.

Every quarter the mayor must report to the Council on the progress of the budget implementation.

SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS

Each Directorate must provide quarterly targets where possible so that performance can be monitored throughout the year. The Municipal Manager and Directors performance contracts must contain these targets. The targets cannot be changed during the year unless Council approves the changes.

The SDBIP is essentially a business plan, and an integral part of the financial planning process. Although its approval is required after the budget, its foundational preparation has occurred in tandem with the budget process. The SDBIP is the connection between the budget and management performance agreements.

The SDBIP is a contract between the administration, council and the community, expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration over the financial year.

The SDBIP is seen as a management, implementation, and monitoring tool to measure the performance of the municipality.

MFMA REQUIREMENT – APPROVAL OF THE SDBIP

Under the MFMA the process for approval of the SDBIP is covered under Chapter 7.

Responsibilities of Mayors and Chapter 8 – Responsibilities of Municipal Officials.

Under Chapter 8 the Accounting Officer must submit a draft of the SDBIP to the Executive Mayor within 14 days of the budget being approved.

Chapter 7 of the MFMA requires the Executive Mayor to take all reasonable steps to ensure that the SDBIP is approved by the Mayor within 28 days after the approval of the budget and that the SDBIP is made public no later than 14 days after that.

Section 54 sets out the responsibilities of the Executive Mayor regarding budgetary control and the early identification of financial problems.

When a budget monitoring report is received under sections 71 and 72 of the MFMA, the Executive Mayor must check whether the budget is being implemented in accordance with the SDBIP. If it is decided to amend the SDBIP, any revisions to the service delivery targets and performance indicators must be made with the approval of the council following an adjustment budget.

MONITORING

The Section 71 and 72 budget monitoring reports required under the MFMA should provide a consolidated analysis of the Municipality's financial position including year-end projections. Section 52 reports should also be presented to the Executive Mayor and Council to consider the need for any amendments,

PERFORMANCE ASSESSMENT

The overall assessment of actual performance against targets set for the key performance indicators as documented in the SDBIP is illustrated in terms of the following assessment methodology:

Colour	Category	Description
	KPI Not Yet measured	KPI's not applicable for the period underreview
	KPI Not Met	Actual vs target less than 75%
	KPI Almost Met	Actual vs target between 75% and 100%
	KPI Met	Actual vs target 100% achieved
	KPI Well Met	Actual vs target more than 100% and less than 150% achieved
	KPI Extremely Well Met	Actual vs target of more than 150% achieved

The outcome of the mid-year performance for the 2023/2024 financial year is indicated in the below tables for consideration.

Category	Swellendam Municipality		Municipal Manager		Financial Services		Community Services		Infrastructure Services	
	Nr	%	NR	%	NR	%	NR	%	NR	%
KPI Not Yet Measured	24	70	8	73	14	93	2	100	-	-
KPI Not Met	2	6	-	-	-	-	-	-	2	33
KPI Almost Met	1	3	1	9	1	7	-	-	-	-
KPI Met	-		-	-	-	-	-	-	-	-
KPI Well Met	1	3	-	-	-	-	-	-	1	17
KPI Extremely Well Met	6	18	2	18	-	-	-	-	3	50
Total	34		11		15		2		6	

Ref	KPI Name [R]	Unit of Measurement	Ward	Actual Performance for 2023/24	Overall Performance 2024/25							Actual	R	Corrective Measures
					Target									
					Q1	Q2	Q3	Q4	Target					
Strategic Objective: To promote good governance and community participation														
TL1	Compile the Risk Based Audit Plan (RBAP) and submit to the Audit Committee by 30 June	RBAP submitted to the Audit Committee by 30 June 2024	All	1	0	0	0	1	0	0	N/A			
TL2	90% of the RBAP for 2023/24 implemented by 30 June {(Number of audits and tasks completed for the period /Number of audits and tasks identified in the RBAP) x 100}	% of the RBAP implemented by 30 June 2024	All	94%	15%	40%	60%	90%	15%	23%	B			
TL3	Compile and submit the 3rd review of the final IDP for the 2025/26 financial year to Council by 31 May	Final IDP compiled and submitted to Council	All	1	0	0	1	0	0	0	N/A			
TL4	Submit the draft Annual Report for 2022/23 in terms of the MFMA to Council by 31 January	Draft report submitted to Council by 31 January 2024	All	1	0	0	1	0	0	0	N/A			

Ref	KPI Name [R]	Unit of Measurement	Ward	Actual Performance for 2023/24	Overall Performance 2024/25							Corrective Measures
					Target					Actual	R	
					Q1	Q2	Q3	Q4	Target			
TL5	Approve the Annual Report in terms of MFMA within two months after submission of draft	Annual Report approval within 2 months of draft submission	All	1	0	0	1	0	0	0	N/A	
Strategic Objective: To create a capacitated, people-centred institution												
TL6	Complete the annual risk assessment and submit to the Audit Committee by 30 June 2024	Completed risk assessment submitted to the Audit Committee	All	1	0	0	0	1	0	0	N/A	
Strategic Objective: To enhance access to basic services and address maintenance backlogs												
TL7	Number of residential properties that receive piped water that is connected to the municipal water infrastructure network as at 30 June	Number of residential properties which are billed for water or have pre-paid meters as at 30 June 2024	All	6 425	0	6 629	0	6 629	0	0	N/A	
TL8	Number of residential properties connected to the municipal electrical infrastructure network (credit and prepaid electrical metering and excluding Eskom areas) as at 30 June	Number of residential properties which are billed for electricity or have pre-paid meters (Excluding Eskom areas) as at 30 June	All	6 812	0	6 598	0	6 598	0	0	N/A	

Ref	KPI Name [R]	Unit of Measurement	Ward	Actual Performance for 2023/24	Overall Performance 2024/25							Actual	R	Corrective Measures
					Target									
					Q1	Q2	Q3	Q4	Target					
TL9	Number of residential properties connected which have access to a sewerage network or septic tank irrespective of the number of water closets (toilets) as at 30 June 2024	Number of residential properties which are billed for sewerage as at 30 June 2024	All	6 575	0	6 560	0	6 560	0	0	N/A			
TL10	Number of residential properties for which refuse is removed once per week as at 30 June	Number of residential properties which are billed for refuse removal as at 30 June	All	6 555	0	6 200	0	6 200	0	0	N/A			
TL11	Provide free basic services (water, electricity, sanitation & refuse removal) to indigent and poor households in terms of the approved indigent policy	Number of registered indigent and poor households receiving free basic services (water, electricity, sanitation & refuse removal)	All	2228	0	2 291	0	2 291	0	0	N/A			
Strategic Objective: To improve financial viability and management														
TL12	Spend 90% of the municipality's capital budget actually spent by 30 June 2024 {(Amount actually spent on capital projects/ Amount budgeted for capital	% of capital budget spent by 30 June	All	69.83%	0%	20%	40%	90%	0	0	N/A			

Ref	KPI Name [R]	Unit of Measurement	Ward	Actual Performance for 2023/24	Overall Performance 2024/25							Corrective Measures
					Target					Actual	R	
					Q1	Q2	Q3	Q4	Target			
TL13	Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June 2024 {(Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant) x 100	Debt to revenue as at 30 June 2024	All	7.96%	0%	0%	0%	25.30%	0	0	N/A	
TL14	Financial viability measured in terms of the outstanding service debtors as at 30 June 2024 {(Total outstanding service debtors/ revenue received for services) x 100}	Service debtors to revenue as at 30 June 2024	All	9.03%	0%	0%	0%	18%	0	0	N/A	
TL15	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2024 {(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 2024	All	3.43%	0%	0%	0%	1.80%	0	0	N/A	

Ref	KPI Name [R]	Unit of Measurement	Ward	Actual Performance for 2023/24	Overall Performance 2023/24							Actual	R	Corrective Measures
					Target									
					Q1	Q2	Q3	Q4	Target					
TL16	Achieve a debtors payment percentage of 95% by 30 June 2024 {(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue} x 100}	Debtors' payment percentage as at 30 June 2023	All	97.10%	95%	95%	95%	95%	95%	95%	93,73%	○	Interim and annual property tax levies occurred in the 1 st quarter. Implementation of credit and legal collection processes.	
TL17	Approve an action plan to address all the issues raised in the management letter of the Auditor-General by 31 March 2024	Action plan approved by the MM by 31 March 2024	All	1	0	0	1	0	0	0	0	N/A		
TL18	Achieve an Unqualified Audit Opinion for the 2022/23 financial year	Unqualified Audit Opinion Achieved	All	1	0	0	1	0	0	0	0	N/A		
TL19	Submit annual financial budget by 31 May 2024 to Council	Submission of annual financial budget to Council by 31 May 2024	All	1	0	0	0	1	0	0	0	N/A		
Strategic Objective: To create a capacitated, people-centred institution														

Ref	KPI Name [R]	Unit of Measurement	Ward	Actual Performance for 2023/24	Overall Performance 2023/24							Actual	R	Corrective Measures
					Target									
					Q1	Q2	Q3	Q4	Target					
TL20	The number of people from employment equity target groups employed in the three highest levels of management in compliance with the equity plan by 30 June 2024	Number of people employed	All	0	0	0	0	1	0	0	N/A			
TL21	The percentage of the municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2024 {(Actual amount spent on training/total personnel budget) x100}	% of the personnel budget spent on implementing the workplace skills plan	All	0.19%	0%	0%	0%	0.50%	0%	0.03%	B			
TL22	Limit quarterly vacancy rate to less than 10% of funded posts {(Number of funded posts vacant / number of funded posts) x100}	% quarterly vacancy rate	All	10.08%	10%	10%	10%	10%	10%	11.39%	O	New posts were added to the organogram. 70% of posts are in the process of being filled.		
Strategic Objectives: To enhance economic development with focus on both first and second economies														
TL23	Create temporary work opportunities in terms of EPWP by 30 June	Number of temporary work opportunities created	All	292	45	55	55	55	45	75	B			
Strategic Objective: To create a safe and healthy living environment														

Ref	KPI Name [R]	Unit of Measurement	Ward	Actual Performance for 2023/24	Overall Performance 2023/24							Actual	R	Corrective Measures
					Target									
					Q1	Q2	Q3	Q4	Target					
TL24	Review the Spatial Development Framework and submit to Council for consideration by 31 May	SDF review and submitted to Council for consideration	All	1	0	0	0	1	0	0	N/A			
Strategic Objective: To enhance access to basic services and address maintenance backlogs														
TL25	Spend 90% of the roads and stormwater maintenance (excluding general vehicles-streets) budget by 30 June {(Actual expenditure on maintenance divided by the total approved maintenance budget) x100}	% of the maintenance budget spent	All	90.30%	10%	30%	60%	90%	10%	4.89%	R	Targeted Reseal and maintenance programs were completed by 23 September 2024 and invoices were issued subsequently. Expenses will reflect in October 2024, which will result in a 90% maintenance expenditure.		
TL26	Spend 90% of the electricity maintenance (excluding general vehicles-electricity) budget by 30 June {(Actual expenditure on maintenance divided by the total approved maintenance budget) x100}	% of the maintenance budget spent	All	93.90%	10%	30%	60%	90%	10%	16.98%	B			

Ref	KPI Name [R]	Unit of Measurement	Ward	Actual Performance for 2023/24	Overall Performance 2023/24							Actual	R	Corrective Measures
					Target									
					Q1	Q2	Q3	Q4	Target					
TL27	Spend 90% of the waste water maintenance (excluding general vehicles-sewerage network & general vehicles sewerage administration) budget by 30 June {(Actual expenditure on maintenance divided by the total approved maintenance budget) x100}	% of the maintenance budget spent	All	34.46%	10%	30%	60%	90%	10%	1.56%	R	Procurement processes started late More expenditure will be processed and reflect in quarter 2.		
TL28	Spend 90% of the water maintenance (excluding general vehicles-water purification, general vehicles-irrigation water & vehicle costs-water dams) budget by 30 June {(Actual expenditure on maintenance divided by the total approved maintenance budget	% of the maintenance budget spent	All	73.67%	10%	30%	60%	90%	10%	19.61%	B			
TL29	Spend 95% of the MIG funding allocated for completion of projects by 30 June {(Actual expenditure on MIG funding received divided by the total MIG funding received) x100}	% of MIG funding received spent	All	100.00%	0%	40%	60%	95%	0%	14.60%	B			

Ref	KPI Name [R]	Unit of Measurement	Ward	Actual Performance for 2023/24	Overall Performance 2023/24							Actual	R	Corrective Measures
					Target									
					Q1	Q2	Q3	Q4	Target					
TL30	95% microbiological quality level achieved for water as per SANS 241	% microbiological water quality level achieved as per SANS 241 criteria	All	92.62%	95%	95%	95%	95%	95%	98.30%	G2			
Strategic Objective: To create a safe and healthy living environment														
TL31	Review the Disaster Management Plan and submit to Council by 31 May	Disaster Management Plan reviewed and submitted to Council	All	0	0	0	0	1	1	0	N/A			
Strategic Objective: To develop integrated and sustainable settlements with the view to correct spatial imbalances														
TL32	Review the Human Settlements Pipeline and submit to Council by 30 June	Human Settlements Plan reviewed and submitted to Council	All	0	0	0	0	1	1	0	N/A			
Strategic Objective: To promote good governance and community participation														
TL33	Limit unaccounted for water to less than 25% by 30 June {(Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold) / Number of	% unaccounted for water by 30 June	All	29.1%	0%	25%	0%	25%	25%	0	N/A			

Ref	KPI Name [R]	Unit of Measurement	Ward	Actual Performance for 2023/24	Overall Performance 2023/24							Corrective Measures
					Target					Actual	R	
					Q1	Q2	Q3	Q4	Target			
	Kilolitres Water Purchased or Purified x 100}											
TL34	Limit unaccounted for electricity to less than 12% by 30 June {(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	All	9.08%	0%	12%	0%	12%	12%	0	N/A	