

Langeberg Municipality
SDBIP 2013/2014: Top Layer SDBIP Report
THIRD QUARTER

Municipal Manager

Ref	Directorate	KPI	Unit of Measurement	KPI Owner	Baseline	Annual Target	Revised Target	KPI Calculation Type	Mar-14					Performance Comment	Corrective Measures
									Target	Actual	R				
TL5	Municipal Manager	Ensuring the formal evaluation of directors in terms of their signed agreements	No of formal evaluations completed	Municipal Manager	2	2	2	Accumulative	1	1	G			Performance evaluation of S57's took place on 12 March 2014	
TL6	Municipal Manager	Review of the system of delegations	Submit report to Council for the adoption of the system of delegation	Municipal Manager	New KPI for 2013/14 FY	1	1	Carry Over	1	0	R			The system of delegations has been workshopped with the Mayco and comments are awaited from the SMT	Once all the inputs are received, the final report will go to Council
TL7	Municipal Manager	Oversee the compilation of he IDP and the submission to Council for approval	IDP submitted to Council	Municipal Manager	1	1	1	Carry Over	0	0	N/A				
TL8	Municipal Manager	Oversee the compilation of the annual budget to Council for approval	Budget submitted to council for approval	Municipal Manager	1	1	1	Carry Over	0	0	N/A			Draft Budget submitted to Council on 28 March 2014	
TL9	Municipal Manager	Oversee the submission of monthly Sect 71 of the MFMA	No of Sect 71 reports submitted	Municipal Manager	12	12	12	Accumulative	3	3	G			Section 71 report submitted to Council	
TL10	Municipal Manager	Oversee the submission of the Mid-Year Performance Report in terms of Sect 72 of the MFMA to Council	Mid-Year report submitted to Council	Municipal Manager	1	1	1	Carry Over	1	1	G			The Mid-Year report was submitted to Council on 31 January 2014	
TL11	Municipal Manager	Oversee the submission of the Annual and Oversight Report to Council	Annual report and Oversight Report submitted to Council	Municipal Manager	1	1	1	Carry Over	1	1	G			Annual Report submitted to Council on 25 February 2014	
TL12	Municipal Manager	Submit the Top Layer SDBIP to the Mayor for approval to approve the KPI's and targets to ensure the implementation of the municipal budget	Top Layer SDBIP submitted to the Mayor	Municipal Manager	1	1	1	Carry Over	0	0	N/A				
TL13	Municipal Manager	Develop and update an Audit Action Plan	Management Action Plan	Municipal Manager	New KPI for 2013/14 FY	1	1	Carry Over	1	1	G			Audit Action Plans were updated on the 05 of February. Meeting held with the OMT to discuss the audit action plans. S	
TL92	Municipal Manager	% of Capital Budget Spent on capital projects as identified in the IDP	95% of Capital Budget spent	Municipal Manager	90%	95%	95%	Carry Over	75%	72.25%	O			72.25% of the total capital budget spent	Spending of the capital budget will increase after the adjustment budget has been approved.

Strategic & Social Development

Ref	Directorate	KPI	Unit of Measurement	KPI Owner	Baseline	Annual Target	Revised Target	KPI Calculation Type	Mar-14				
									Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL14	Strategic & Social Development	50% of the IT Disaster Recovery Site developed by 30 June 2014	IT Disaster Recovery Site	Director: Strategy & Development	New KPI for 2013/2014	50%	50%	Carry Over	0%	0%	N/A		
TL15	Strategic & Social Development	Develop a LED Strategy by 31 March 2014	LED Strategy approved	Director: Strategy & Development	1	1	1	Carry Over	1	1	G	Strategy approved by council	
TL18	Strategic & Social Development	Implementation of expanded public works programme	Number of temporary job opportunities created	Director: Strategy & Development	200	220	220	Accumulative	50	183	B	Currently 183 people on contract	
TL23	Strategic & Social Development	Implement an individual performance management system up to supervisor level	Implementation up to Superintendent level	Director: Strategy & Development	25	30	30	Accumulative	0	0	N/A		
TL24	Strategic & Social Development	Annual review and submission of the Disaster Management Plan for assessment by the District by end May	Plan reviewed	Director: Strategy & Development	1	1	1	Carry Over	0	0	N/A	Plan submitted to IDP for consideration.	

Corporate Services

Ref	Directorate	KPI	Unit of Measurement	KPI Owner	Baseline	Annual Target	Revised Target	KPI Calculation Type	Mar-14				
									Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL30	Corporate Services	% of the municipal budget spent on implementing its WSP by June 2014	% Of budget used for skills development	Director: Corporate Services	1%	1%	1%	Carry Over	0%	0%	N/A	More than 70% of the training budget has been spent	
TL33	Corporate Services	Upgrade the community hall: Happy Valley by June 2014	Happy Valley Community Hall upgraded	Director: Corporate Services	100%	1	1	Carry Over	0	59.78%	B	Completed the installation of seucrity gates.Start with the Procurement Process for the Upgrading of the Entrance and the Installation of Kitchen Cupboards and Bar Facilities at the Happy valley hall	
TL41	Corporate Services	Number of people from the EE target groups employed in the 3 highest levels of management in compliance with the approved EE plan	Number of people employed in the highest 3 levels of management	Director: Corporate Services	New KPI for 2013/2014	1	1	Carry Over	0	0	N/A		
TL44	Corporate Services	Ensuring that all property contracts are properly executed	Monthly reports on the property contracts submitted to the Municipal Manager	Director: Corporate Services	New KPI for 2013/2014	4	12	Accumulative	3	3	G	All property contracts are dealt with. Is reported in the monthly report of the directorate	
TL45	Corporate Services	Management of the Thusong Centre	Number of quarterly reports on the general activities of the Thusong Centre submitted to the Municipal Manager	Director: Corporate Services	New KPI for 2013/2014	4	4	Accumulative	1	1	G	Is part of the directorates and departments monthly report and 3 monthly reporting is also done	
TL46	Corporate Services	Ensuring functional ward committee system	Number of monthly ward committee meetings	Director: Corporate Services	New KPI for 2013/2014	10	10	Accumulative	2	3	B	Meetings were held in all the wards	
TL86	Corporate Services	Install 2 book detectors at the Nkqubela Library	2 book detectors installed at the Nkqubela library by 30 June 2014	Manager: Community Facilities	New KPI for 2013/2014 FY	2	2	Carry Over	0	2	B	Completed installation at Nkqubela Library. Busy with the Procurement Process for the Robertson and Bonnievale Library	
TL87	Corporate Services	Construct an activity hall in Happy Valley	Activity Hall constructed by 30 June 2014 in Happy Valley	Manager: Community Facilities	New KPI for the 2013/2014 FY	1	1	Carry Over	0	0	N/A	Plans have been evaluated.Await approval from the Bid Committee	

Engineering Services

Ref	Directorate	KPI	Unit of Measurement	KPI Owner	Baseline	Annual Target	Revised Target	KPI Calculation Type	Mar-14					Departmental SDBIP Comments	Departmental Corrective Measures
									Target	Actual	R				
TL52	Engineering Services	Report quarterly on compliance with the National Waste Management Strategy	Number of reports	Director: Engineering Services	4	4	4	Accumulative	1	1	G				
TL54	Engineering Services	Capital spending on Solid Waste Projects	% of capital budget spent	Director: Engineering Services	New KPI for 2013/2014	95%	95%	Carry Over	0%	90.43%	B	Capex report			
TL55	Engineering Services	Increase tonnage of domestic waste recycled	Tonnage	Director: Engineering Services	720	780	780	Accumulative	200	266.7	G2	Weighbridge data			
TL56	Engineering Services	Limit unaccounted electricity to 7.5%	% of electricity unaccounted for	Director: Engineering Services	New KPI for 2013/2014	7.50%	7.50%	Reverse Stand-Alone	7.50%	5.55%	B	There was 4.37% electricity losses over a 12 month period			
TL58	Engineering Services	Achieve Blue Drop Status	Blue Drop Status achieved	Director: Engineering Services	New KPI for 2013/2014	50%	50%	Carry Over	0%	0%	N/A				
TL59	Engineering Services	Microbiological quality of water to comply with SANS standards	% of water quality	Director: Engineering Services	90%	90%	90%	Carry Over	90%	100%	G2	100% compliance			
TL61	Engineering Services	Capital Spending on Water and Sanitation Infrastructure	% of capital budget spent	Director: Engineering Services	95%	95%	95%	Carry Over	75%	89%	G2				
TL62	Engineering Services	Limit unaccounted water to 18%	% of water unaccounted for	Director: Engineering Services	18%	18%	18%	Reverse Stand-Alone	18%	14%	B	Water balance			
TL63	Engineering Services	Quality of effluent in terms of SANS standards	% quality	Director: Engineering Services	80%	80%	80%	Carry Over	80%	84%	G2	Lab reports			
TL64	Engineering Services	Achieve Green Drop Status	Green Drop Status achieved	Director: Engineering Services	New KPI for 2013/2014	50%	50%	Carry Over	0%	0%	N/A				
TL65	Engineering Services	Submission of an approved HSP after approval by DEAD & P and HSP	1 Approved HSP	Director: Engineering Services	New KPI for 2013/2014	1	1	Stand-Alone	0	0	N/A				
TL66	Engineering Services	Installation of services	% of Budget Spent	Director: Engineering Services	New KPI for 2013/2014	100%	100%	Carry Over	0%	0%	N/A				
TL67	Engineering Services	Oversee process for identifying an alternative Landfill Site	Report submitted to council	Director: Engineering Services	New KPI for 2013/2014	1	1	Carry Over	0	0	N/A				
TL70	Engineering Services	Oversee the Review of the Spatial Development Framework	Framework submitted to Council	Director: Engineering Services	100	1	1	Carry Over	1	1	G	SDF overseen			
TL71	Engineering Services	Follow up on the status of zoning scheme regulations	Correspondence on follow up regulations	Director: Engineering Services	100	1	1	Carry Over	0	0	N/A				
TL88	Engineering Services	Construct Bonnievale reservoir and related pipe work	14% of the project completed by June 2014	Director: Engineering Services	New KPI for the 2013/2014 FY	14%	14%	Carry Over	0%	0%	N/A				
TL89	Engineering Services	Compliance with implementation and reporting requirements on MIG	100% Compliance with implementation and reporting requirements on MIG	Manager: PMU		100%	100%	Carry Over	0%	0%	N/A				
TL90	Engineering Services	Grant progress reports submitted to the relevant national and provincial department before the 10th working day of every month	Number of reorts submitted before the 10th working day of every month	Manager: Housing Administration	12	12	12	Accumulative	3	3	G	The implementing agent, ASLA submit monthly reports to the DoHS			
TL91	Engineering Services	The upgrading / rehabilitation of streets as per the Pavement Management System	Streets rehabilitated and upgraded as per the Pavement Management System	Manager: Roads, Transport & Stormwater	100%	100%	100%	Carry Over	95%	76.56%	O	72.3% spent at the end of March	The projects starts in April whereafter spending will increase		

Financial Services

Ref	Directorate	KPI	Unit of Measurement	KPI Owner	Baseline	Annual Target	Revised Target	KPI Calculation Type	Mar-14				
									Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL74	Financial Services	Financial viability measured in terms of the available cash to cover fixed operating expenditure	Cost coverage ((Available cash+ investments)/ Monthly fixed operating expenditure	Director: Finance	2	2.2	2.2	Carry Over	0	0	N/A		
TL75	Financial Services	Financial viability measured in terms of the municipality's ability to meet it's service debt obligations	Debt coverage ((Total operating revenue-operating grants received)/debt service payments due within the year)	Director: Finance	57	60	60	Carry Over	0	0	N/A		
TL76	Financial Services	Financial viability measured in terms of the outstanding service debtors	Service debtors to revenue – (Total outstanding service debtors/ revenue received for services)	Director: Finance	12.6	12	12	Carry Over	0	0	N/A		
TL77	Financial Services	Achievement of a payment percentage of at least 100%	Payment %	Director: Finance	97	100%	100%	Carry Over	95%	94.96%	O	Payments percentage received	To be monitored
TL80	Financial Services	Maintain the asset register in terms of GRAP	% of asset register maintained	Director: Finance	1	100%	100%	Carry Over	100%	100%	G	Asset Register is maintained in terms of GRAP.	
TL82	Financial Services	Maintain a clean audit opinion	Audit Opinion	Director: Finance	New KPI for 2013/2014	1	1	Carry Over	0	0	N/A		
TL83	Financial Services	Resolve all audit issues	% of audit queries for which an action plan was submitted within 10 working days	Director: Finance	90%	90%	90%	Carry Over	90%	100%	G2	No comafs received	
TL93	Financial Services	Provide 6kl free basic water per indigent household per month in terms of the equitable share requirements	Number of HH receiving free basic water	Manager: Revenue Services	6000	7,000	0	Carry Over	6,800	6,618	O	HH qualified for indigent, all received free basic water	Some indigents has been appointed permanently by Langeberg & Ashton Foods. A system was also implemented where all deceased Indigents were traced
TL94	Financial Services	Provide free basic sanitation to indigent households in terms of the equitable share requirements	Number of HH receiving free basic sanitation	Manager: Revenue Services	6000	7,000	0	Carry Over	6,800	6,743	O	HH qualified for indigent, all received free basic sanitation	Some indigents has been appointed permanently by Langeberg & Ashton Foods. A system was also implemented where all deceased Indigents were traced
TL95	Financial Services	Provide free basic refuse removal to indigent households in terms of the equitable share requirements	Number of HH receiving free basic refuse removals	Manager: Revenue Services	6000	7,000	0	Carry Over	6,800	6,752	O	HH qualified for indigent, all received free basic refuse removal	Some indigents has been appointed permanently by Langeberg & Ashton Foods. A system was also implemented where all deceased Indigents were traced
TL96	Financial Services	Provide 50kwh free basic electricity per indigent household per month in terms of the equitable share requirements	Number of HH receiving free basic electricity	Manager: Revenue Services	6000	7,000	0	Carry Over	6,800	7,142	G2	HH qualified for indigent, all received free basic electricity	