

Overstrand Municipality

1st Quarter Top Layer SDBIP Report 2014/15 (01 July 2014 - 30 September 2014)

Council & Municipal Manager

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Source of Evidence	Annual Target	Quarter Ending 30 September 2014					
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures	
TL7	The provision of democratic, accountable and ethical governance	Submit quarterly progress reports on the revision of the top 10 risks as a corrective action to the Executive Management Team	Number of progress reports submitted		4	EMT minutes where item served.	4	1	1	G	[D12] Municipal Manager: Item served before the Executive Management Team on 9 September 2014. Refer to item 5.3.1 of attached file. (September 2014)	
TL8	The provision of democratic, accountable and ethical governance	Quarterly report to the Management, Executive Mayor, Auditor-General and Audit Committee on progress with implementation of key controls as identified in key control deficiencies	Quarterly reports submitted on achievement of committed dates		3	Minutes of the Audit Committee	4	1	1	G	[D13] Internal Auditor: The Key Control Assessment Report and Dashboard Report relating to the 4th Quarter for the 2013/14 financial period was tabled at the AC meeting that was held on 27 August 2014. (These reports were already submitted to Management, Exec Mayor and AG on 15 July 2014). (August 2014) [D13] Internal Auditor: Key Control assessment 4th Quarter 2013/2014 was issued (reported) to Management (MM), Executive Mayor, AG and Audit Committee. Even though the target was set for September 2014 this was met (reached) already in August 2014. (September 2014)	[D13] Internal Auditor: No corrective action required as the target was already met during August 2014. (September 2014)
TL9	The provision of democratic, accountable and ethical governance	Risk based audit plan approved by the Audit Committee by the end of June 2015	Plan approved		1	Minutes of Audit Committee meeting during which RBAP was approved	1	0	0	N/A		
TL49	The provision of democratic, accountable and ethical governance	Percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's IDP {(Actual amount spent on projects as identified for the year in the IDP/Total amount spent on capital projects)X100}	% of the capital budget spent		98	Expenditure from SAMRAS	98%	5%	11%	B	[D15] Municipal Manager: 9% of capital budget spent. Refer to attached file. (September 2014) [D28] Director: Management Services: ICT = 0% Building of Add Court = 28% Minor Assets =)5 (September 2014) [D366] Director: Finance: An amount of R250 000 of the original R310 000 was reallocated to the Minor Assets Contingency R6,053.00 has been spent (5% of total allocation) (September 2014) [D234] Director: Protection Services: Capital budget not yet spent (September 2014) [D103] Director: Community Services: Complied (September 2014) [D284] Director: Infrastructure & Planning: 10 % of total Capital Budget was spent at end September 2014 (September 2014) [D329] Director: Economic Development: No budget allocated for capital projects. (September 2014)	[D234] Director: Protection Services: Departments to obtain Minor Assets (September 2014) [D329] Director: Economic Development: No budget allocated due to lack of funds. (September 2014)

Management Services

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Source of Evidence	Annual Target	Quarter ending 30 September 2014				
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL30	The provision of democratic, accountable and ethical governance	The percentage of a municipality's budget (training budget) actually spent on implementing its workplace skills plan	% of the training budget spent on implementation of the WSP	100	Expenditure reports from SAMRAS	100%	20%	19.43%	O	[D90] Director: Management Services: Budget: 2.3 mil Spent to date/committed: R446 989.58 % spent to date: 19.43 (September 2014)	[D90] Director: Management Services: Will be spend in due course. (September 2014)
TL31	The provision of democratic, accountable and ethical governance	Review the Municipal Organisational Staff Structure by the end of June 2015	Structure reviewed	1	New approved posts on the operational budget; LLF minutes (restructuring)	1	0	0	N/A		
TL32	The provision of democratic, accountable and ethical governance	Revise the Section 14 Access to Information Manual by the end of June to ensure compliant and up to date policies	Policy revised	1	Letter of confirmation from the Human Rights Commission	1	0	0	N/A		
TL33	The provision of democratic, accountable and ethical governance	90% of the approved and funded organogram filled {(actual number of posts filled divided by the funded posts budgeted) x100}	% filled	92.86	HR statistics on filled and vacant posts	90%	90%	92.89%	G2	[D93] Director: Management Services: For September 2014: Filled: 1032 Vacant: 79 (September 2014)	
TL34	The provision of democratic, accountable and ethical governance	Review identified HR policies by the end of June 2015	Number of policies reviewed	4	Minutes of the LLF and Minutes of the Council meeting	4	1	0	R	[D94] Director: Management Services: No new or amended HR Policies for period July 2014 - Sept 2014. (September 2014)	[D94] Director: Management Services: The HR Technical Working group will meet on 28 October 2014. (September 2014)
TL35	The provision of democratic, accountable and ethical governance	The number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan	The number of people from EE target groups employed	54	Monthly report to Directors	54	54	60.67	G2	[D51] Senior Manager: Human Resources: 61 People from employment equity targets employed within the 3 highest levels of management (July 2014) [D51] Senior Manager: Human Resources: 62 People from employment equity targets employed within the 3 highest levels of management (August 2014) [D51] Senior Manager: Human Resources: 59 People from employment equity targets employed within the 3 highest levels of management (September 2014)	

Finance

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Source of Evidence	Annual Target	Quarter Ending 30 September 2014				
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL20	The provision of democratic, accountable and ethical governance	Financial viability measured in terms of the available cash to cover fixed operating expenditure ((Available cash+ investments)/ Monthly fixed operating expenditure)	Ratio achieved	3.49	Annual Financial Statements & Sec 71 reports	1.20%	0%	0%	N/A		
TL21	The provision of democratic, accountable and ethical governance	Financial viability measured in terms of the municipality's ability to meet it's service debt obligations ((Total operating revenue-operating grants received)/debt service payments due within the year) (%)	Ratio achieved	17.46	Annual Financial Statements & Sec 71 reports	17	0	0	N/A		
TL22	The provision of democratic, accountable and ethical governance	Financial viability measured in terms of the outstanding service debtors (Total outstanding service debtors/ revenue received for services)	% achieved	11.9	Annual Financial Statements & Sec 71 reports	12%	0%	0%	N/A		

TL23	The provision of democratic, accountable and ethical governance	Achieve a debt recovery rate not less than 95%	% Recovered	96.53	Statistics from Revenue department regarding the Collection rate on 30, 60 and 90 days (Report OV-B113R)	95%	95%	97.42%	G2	[D420] Director: Finance: 2014/06-2014/07 85.72% 2014/05-2014/07 95.94% 2014/04-2014/07 97.33% (July 2014) [D420] Director: Finance: 2014/07-2014/08 83.76% 2014/06-2014/08 96.11% 2014/05-2014/08 97.51% (August 2014) [D420] Director: Finance: 2014/08-2014/09 88.00% 2014/07-2014/09 93.65% 2014/06-2014/09 97.43% (September 2014)
TL24	The provision of democratic, accountable and ethical governance	Financial statements submitted to the Auditor-General by 31 August 2014	Financial statements submitted	1	E-mail as confirmation of submission	1	1	1	G	[D421] Director: Finance: AFS SUBMITTED TO THE AG ON 31 AUGUST 2014 (August 2014)
TL25	The provision of democratic, accountable and ethical governance	Review and submit a feasible capital funding plan by the end of June 2015	Reviewed plan approved	1	Minutes of the Council meeting	1	0	0	N/A	
TL48	The provision and maintenance of municipal services	Provision of free basic electricity, refuse removal, sanitation and water in terms of the equitable share requirements	Number of households	6580	Monthly summary from the indigent register	6,580	6,580	6,749.33	G2	[D395] Senior Manager: Revenue: 6707 Households @ R3,380,401.08 (July 2014) [D395] Senior Manager: Revenue: 6754 Households @ R3,445,538.35 (August 2014) [D395] Senior Manager: Revenue: 6787 Households @ R3,478,481.11 (September 2014)

Protection Services

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Source of Evidence	Annual Target	Quarter Ending 30 September 2014				
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL36	The creation and maintenance of a safe and healthy environment	Annually review and submit Disaster Management Plan to the District by the end of June	Reviewed plan submitted	1	Acknowledgement of receipt from the District	1	0	0	N/A		
TL37	The creation and maintenance of a safe and healthy environment	Arrange public awareness sessions on Protection services	Number of sessions held	60	Quarterly statistical report	32	10	26	B	[D271] Director: Protection Services: 26 Training Sessions, 32 visits to schools (September 2014)	
TL38	The creation and maintenance of a safe and healthy environment	Annually review Community Safety Plan by the end of June in conjunction with the Department of Community Safety	Plan reviewed	1	Correspondence with the Department of Community Safety	1	0	0	N/A		
TL39	The creation and maintenance of a safe and healthy environment	Review the Fire Management Plan by the end of June 2015	Plan reviewed	1	Minutes of the Council meeting	1	0	0	N/A		
TL40	The creation and maintenance of a safe and healthy environment	Perform compliance inspections in terms of the National Standard for community fire protection as specified in SANS 10090	Number of inspections performed	1200	Completed inspection forms and fire permits	1,200	300	2,124	B	[D274] Chief: Fire Management: Perform compliance inspections in terms of the National Standard for community fire protection as specified in SANS 10090 (September 2014)	
TL41	The creation and maintenance of a safe and healthy environment	Conclude signed disaster directives with the relevant role-players	Signed directives	new kpi	Signed directives	1	0	0	N/A		
TL42	The creation and maintenance of a safe and healthy environment	Optimal collection of public safety income for the financial year	R-value of public safety collected income	new kpi	SAMRAS reports	R 10,000,000	R 2,500,000	R 3,506,085	G2	[D276] Director: Protection Services: R3 505 085 income received for Protection Service (September 2014)	

Community Services

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Source of Evidence	Annual Target	Quarter Ending 30 September 2014				
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL1	The provision of democratic, accountable and ethical governance	98% of the operational conditional grant (Libraries, CDW) spent (Actual expenditure divided by the total grant received)	% of total conditional operational grants spent (Libraries, CDW)	100	Quarterly expense reports obtained from SAMRAS	98%	20%	29%	G2	[D216] Director: Community Services: Complied (September 2014)	
TL2	The provision and maintenance of municipal services	m ² of roads patched (works orders) and resealed according to approved Paveman Management System within available budget	m ² of roads patched (works orders) and resealed	120000	Main and Adjustments Budgets and approved project plans and statistics kept	120,000	3,000	0	R	[D217] Director: Community Services: Contract commencement date was 2 September 2014, contractor has established on site and commenced with preparatory work only. (September 2014)	[D217] Director: Community Services: Contract will commence on 10 October 2014 (September 2014)
TL3	The provision and maintenance of municipal services	Quality of effluent comply 90% with SANS 241	% compliance	86.2	Report from Directorate Infrastructure (WSA) compiled from independent laboratory test results	90%	90%	91%	G2	[D219] Director: Community Services: Complied (September 2014)	
TL4	The provision and maintenance of municipal services	Quality of potable water comply 95% with SANS 241	% compliance	94.76	Independent Laboratory test results	95%	95%	96%	G2	[D220] Director: Community Services: Complied (September 2014)	
TL5	The provision and maintenance of municipal services	Limit unaccounted water to less than 25% {{(Number of kilolitre water purified - Number of kilolitre water sold)/Number of kilolitre sold x 100}}	% of water unaccounted for	25.57	Annual Financial Statements	25%	0%	0%	N/A		
TL6	The encouragement of structured community participation in the matters of the municipality	Ward committee meetings held to facilitate consistent and regular communication with residents	Number of ward committee meetings per ward per annum	8	Minutes of the ward committee meetings held	8	2	2	G	[D222] Director: Community Services: Complied - Minutes on the Collab System (September 2014)	
TL43	The provision and maintenance of municipal services	Provision of water to informal households with access within a 200 m radius	No of informal households that have access to water within a 200 m radius	new kpi	Bi-annual report from Housing Department	3,406	0	0	N/A	[D223] Director: Community Services: Complied with delivery of service. new survey in December 2013 indicated number of households has reduced to 3330 (September 2014)	[D223] Director: Community Services: Revision of kpi to be addressed in Q2 of 2014/15 (September 2014)
TL44	The provision and maintenance of municipal services	Provision of cleaned piped water to all formal households within 200 m from households	No of formal households that meet agreed service standards for piped water	25360	Based on number of households billed by department of finance -	28,077	0	0	N/A	[D150] Deputy Director: Community Services: Annual Target (September 2014)	
TL45	The provision and maintenance of municipal services	Provision of refuse removal, refuse dumps and solid waste disposal to all formal households at least once a week	Number of formal households for which refuse is removed at least once a week	31095	Based on number of households billed by department of finance	32,697	0	0	N/A	[D153] Deputy Director: Community Services: Annual target(September 2014)	
TL46	The provision and maintenance of municipal services	Provision of refuse removal, refuse dumps and solid waste disposal to all informal households at least once a week	Number of informal households for which refuse is removed at least once a week	new kpi	Bi-annual report from Housing Department	3,406	0	0	N/A		

TL50	The provision and maintenance of municipal services	The provision of sanitation services to informal households based on the standard of 1 toilette to 5 households	No of informal households that have access to sanitation based on the standard of 1 toilette to 5 households	new kpi	Bi-annual report from Housing Department	3,406	0	0	N/A		
TL51	The provision and maintenance of municipal services	Provision of sanitation services to formal residential households	No of formal residential households which are billed for sewerage in accordance to the SAMRAS financial system	31221	Quarterly statistics provided by the Department of Finance	31,202	0	0	N/A	[D152] Deputy Director: Community Services: Annual target (September 2014)	

Infrastructure & Planning

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Source of Evidence	Annual Target	Quarter Ending 30 September 2014				
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL26	The provision and maintenance of municipal services	Limit electricity losses to 8.5% or less {(Number of Electricity Units Purchased - Number of Electricity Units Sold) / Number of Electricity Units Purchased and/or Generated} × 100}	% of electricity unaccounted for	new kpi	Annual Financial Statements	8.50%	0%	0%	N/A		
TL27	The provision and maintenance of municipal services	Achieve two Green Drop awards	Number of awards	1	DWA Green Drop Report	2	0	4	B	[D317] Deputy Director: Infrastructure & Planning: 4 Green Drops were awarded to Overstrand Municipality according to the national Department of Water and Sanitation's individual report for the municipality. (September 2014)	
TL28	The provision and maintenance of municipal services	Achieve 6 Blue drop awards	Number of awards	5	DWA Blue Drop Report	6	0	0	N/A		
TL29	The provision and maintenance of municipal services	Report on the implementation of the Water Service Development plan annually by the end of October 2014	Report submitted	1	Letter of submission of Water Services Audit to DWA	1	0	0	N/A		
TL47	The provision and maintenance of municipal services	Provision of Electricity: Number of metered electrical connections in formal area (Eskom Areas excluded)	Number of formal household that meet agreed service standards	21998	Based on number of households billed by department of finance	21,998	0	0	N/A		

Economic Development

Ref	Strategic Objective	KPI	Unit of Measurement	Baseline	Source of Evidence	Annual Target	Quarter Ending 30 September 2014				
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL10	The promotion of tourism, economic and social development	Report quarterly to Portfolio committee on the development and implementation of tourism marketing tools	Quarterly report on marketing tools	new kpi	Quarterly marketing report	4	1	1	G	[D350] Director: Economic Development: Report submitted. Will serve before Portfolio Committee on 21 October 2014 and before Council 29 October 2014. (September 2014)	
TL11	The promotion of tourism, economic and social development	Report bi-annually to Director LED on the support to festivals that make an impact on local economic development	Number of reports submitted	new kpi	Assessment reports submitted	2	0	0	N/A		

TL12	The promotion of tourism, economic and social development	Identify and support thirty SMME's businesses	Number of SMME's supported	new kpi	Support plan and number of workshops conducted.	30	5	23	B	[D345] Manager: LED: SMME's identified and supported: 26 September 2014: Heritage Supplier Market Day - attended by 23 (September 2014)
TL13	The promotion of tourism, economic and social development	Conduct resource mobilisation initiatives to support local business	Number of resource mobilisation initiatives	new kpi	MOU's entered into with partners, commitment letters	3	1	1	G	[D352] Director: Economic Development: Participatory Advisory Competitive Advantages in process to identify business needs. (September 2014)
TL14	The promotion of tourism, economic and social development	Report quarterly to Director LED on linkages established with other spheres of government, agencies, donors, SALGA and other relevant bodies for benefit of local area	Quarterly report on linkages established	new kpi	MOU's entered into with partners, commitment letters, quarterly report	4	1	1	G	[D353] Director: Economic Development: Projectshas been presented to National Tourism Department for consideration (September 2014)
TL15	The promotion of tourism, economic and social development	The number of job opportunities created through the EPWP programme and as per set targets (grant agreement - 86 FTE's, translates to 287 work opportunities)	Number of temporary jobs created	609	Quarterly EPWP reports, signed incentive grant agreement and business plans	287	0	0	N/A	
TL16	The promotion of tourism, economic and social development	Develop two policies aimed at increasing participation in local economy	Number of policies developed	1	Informal Trade and Emerging Contractor policies approved by Council	2	0	0	N/A	
TL17	The promotion of tourism, economic and social development	Review the LED strategy by the end of February 2015	Strategy reviewed	carry over from 2013/14	LED Strategy	1	0	0	N/A	
TL18	The promotion of tourism, economic and social development	Improve the LED maturity assessment position by two basis points	Improved position	12th position in Western Ccape	Assessment report received	2	0	0	N/A	
TL19	The promotion of tourism, economic and social development	Compile an action plan to improve on the LED maturity assessment	Plan completed	new kpi	Action plan	2	0	0	N/A	