

WITZENBERG

MUNISIPALITEIT

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MUNICIPALITY

- MEMORANDUM -

AAN/TO: MUNICIPAL MANAGER
VAN/FROM: MANAGER: PROJECTS & PERFORMANCE
DATE: 19 April 2011
LêER VERW./FILE REF.: 05/01/5/3

WITZENBERG MUNICIPALITY – SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN MAYORAL QUARTERLY REPORT – THIRD QUARTER

Introduction

The Service Delivery and Budget Implementation Plans (SDBIPs) is a requirement under Municipal Finance Management Act (MFMA) and gives effect to the municipality's Integrated Development Plan (IDP) and annual budget.

The SDBIP is an expression of the objectives of the Municipality, in quantifiable outcomes that will be implemented by the administration for the financial period from 1 July 2010 to 30 June 2011. The SDBIP includes the service delivery targets and performance indicators for each quarter that should be linked to the performance agreements of senior management. These are integral to the implementation and entrenchment of our performance management system. The SDBIP facilitates accountability and transparency of the municipal administration and managers to the Council and Councillors to the community. It also fosters the management, implementation and monitoring of the budget, the performance of top management and the achievement of the strategic objectives as laid out in the IDP.

Legislative Requirements

In terms of Section 53 (1) (c) (ii) of the MFMA, the SDBIP is defined as a detailed plan approved by the mayor of a municipality for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate the following:

- (a) Projections for each month of:-
 - (i) Revenue to be collected, by source;
 - (ii) Operational and capital expenditure, by vote
- (b) Service delivery targets and performance indicators for each quarter, and
- (c) Other matters prescribed;

Reporting on SDBIP

Reporting on the SDBIP is a way of linking the SDBIP with the oversight and monitoring operations of the Municipal administration.

Various reporting requirements are outlined in the MFMA, both the mayor and the accounting officer have clear roles to play in preparing and presenting these reports. The SDBIP provides an excellent basis for generating the reports for which MFMA requires.

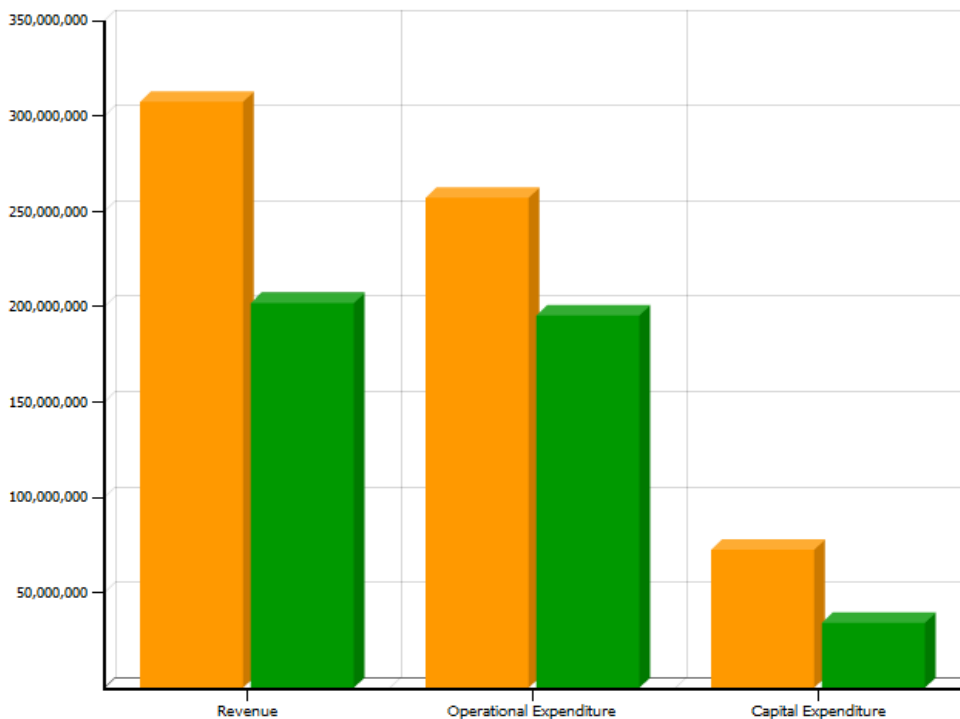
The reports then allow the Witzenberg Local Council (Ward and PR Councillors) to monitor the implementation of service delivery programs and initiatives across the Municipality boundaries.

Quarterly Reports

Section 52 (d) of the MFMA compels the mayor to submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality within 30 days of the end of each quarter. The quarterly performance projections captured in the SDBIP form the basis for the mayor's quarterly report.

Financial reporting for the period July 2010 – March 2011

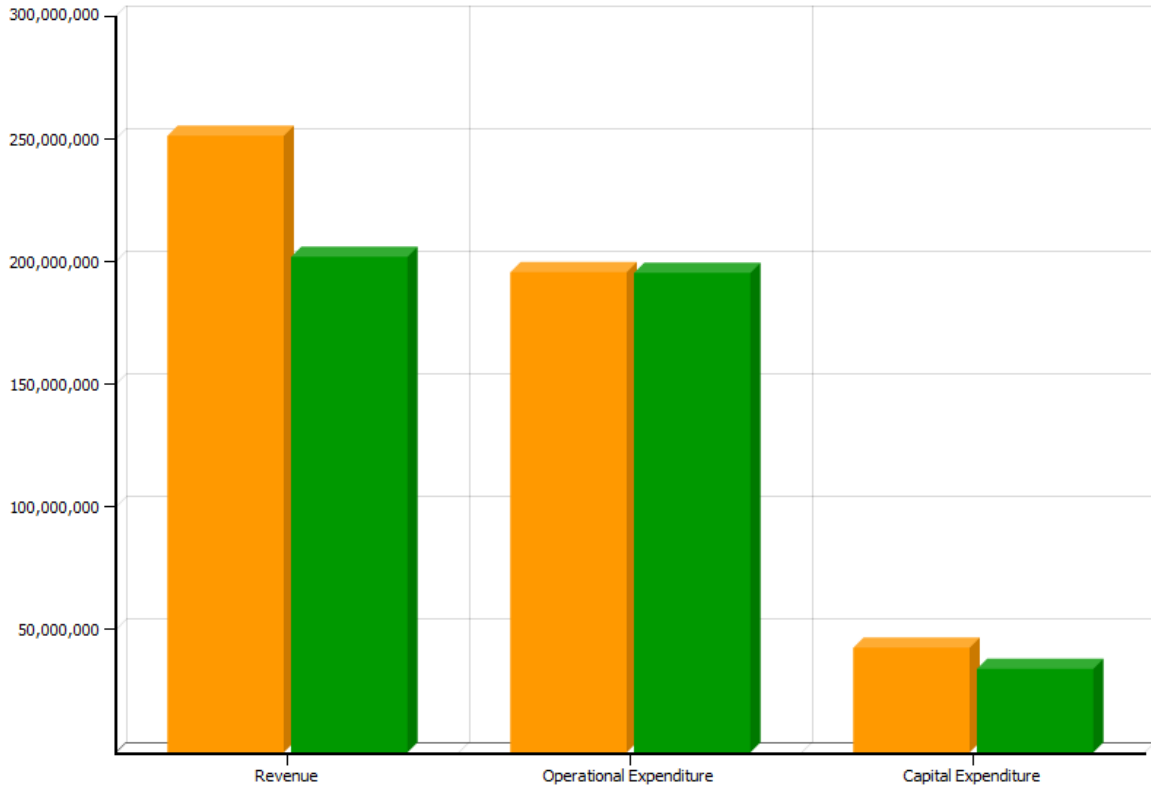
Note: figures subjected to adjustment budget to be tabled on 20 April 2011. Performance measurement system not updated to reflect adjustment figures



	Adjusted Budget	Actuals
Revenue:	R 307,336,047.00	R 201,820,870.48
Opex:	R 256,996,966.00	R 195,278,450.23
Capex:	R 72,355,930.00	R 34,015,992.81

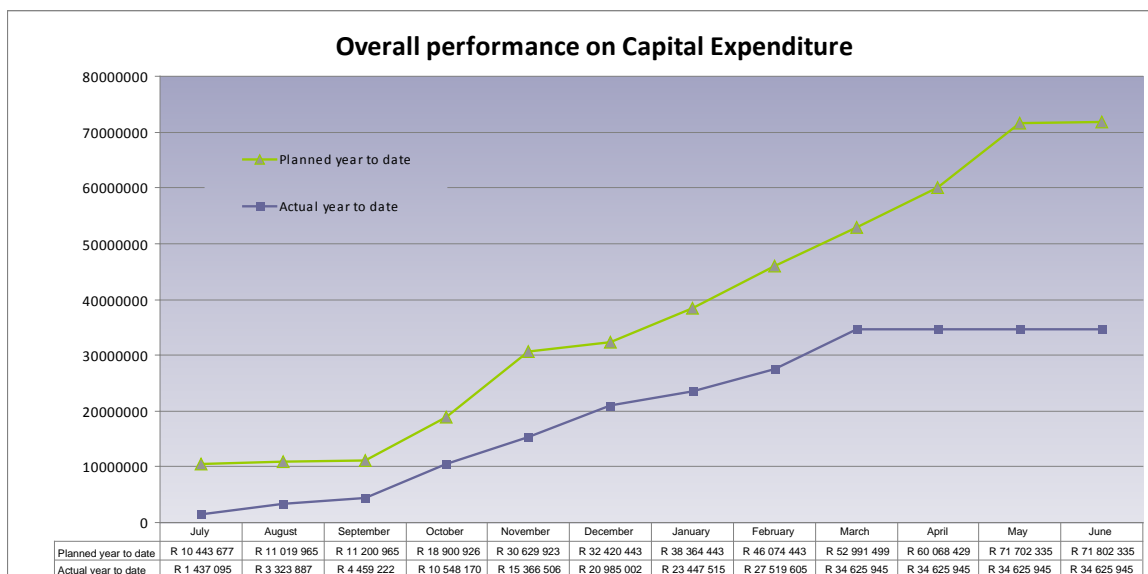
Figure 1: Total 2010/2011 budget indicating actual expenditure

- Planned vs Actual Cash flow (period ending March 2011)



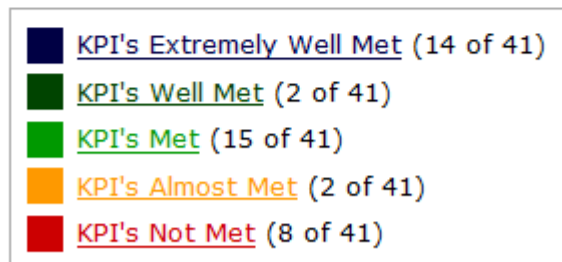
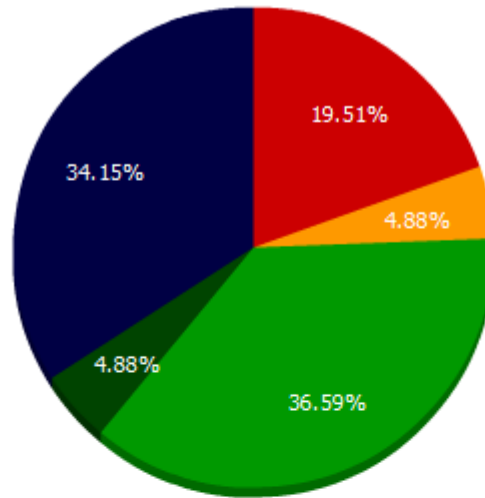
	Adjusted Budget	Actuals
Revenue:	R 251,082,525.00	R 201,820,870.48
Opex:	R 195,568,211.00	R 195,278,450.23
Capex:	R 42,653,572.00	R 34,015,992.81

- Capital Budget Expenditure



Non-Financial Reporting for the period July 2010 – March 2011

Top level KPI's



Detail Reporting on top level KPI's

Note: KPI's not measured for the quarter not included.

Directorate	National KPA	TAS Key Focus Area	IDP Goal/Objective	Municipal KPA	KPI Name	Wards	Annual Target	Quarter ending 31 March 2011		
								Target	Actual	R
Office of the Municipal Manager	Good Governance and Public Participation (GGPP)	Governance (G)	To deepen and entrench good governance practices, including better communication and public involvement	Good Governance and Communication (GGC)	Annual performance reporting	All;	1	1	1	
Office of the Municipal Manager	Good Governance and Public Participation (GGPP)	Governance (G)	To deepen and entrench good governance practices, including better communication and public involvement	Good Governance and Communication (GGC)	Approval of SDBIP	All;	100%	100%	100%	
Office of the Municipal Manager	Good Governance and Public Participation (GGPP)	Governance (G)	To deepen and entrench good governance practices, including better communication and public involvement	Good Governance and Communication (GGC)	Citizen satisfaction survey conducted	All;	100%	100%	100%	
Office of the Municipal Manager	Good Governance and Public Participation (GGPP)	Governance (G)	To deepen and entrench good governance practices, including better communication and public involvement	Good Governance and Communication (GGC)	Effective functioning of committee system	All;	4	1	3	
Office of the Municipal Manager	Good Governance and Public Participation (GGPP)	Governance (G)	To deepen and entrench good governance practices, including better communication and public involvement	Good Governance and Communication (GGC)	Functional performance audit committee	All;	4	1	1	

Office of the Municipal Manager	Good Governance and Public Participation (GGPP)	Governance (G)	To deepen and entrench good governance practices, including better communication and public involvement	Good Governance and Communication (GGC)	Institutional Performance management system in place	All;	100%	80%	0%	
Office of the Municipal Manager	Good Governance and Public Participation (GGPP)	Governance (G)	To deepen and entrench good governance practices, including better communication and public involvement	Good Governance and Communication (GGC)	Municipality complying with all relevant legislation	All;	90%	0%	100%	
Office of the Municipal Manager	Good Governance and Public Participation (GGPP)	Governance (G)	To deepen and entrench good governance practices, including better communication and public involvement	Good Governance and Communication (GGC)	No of ward committee meetings per ward per annum	All;	44	11	5	
Office of the Municipal Manager	Good Governance and Public Participation (GGPP)	Governance (G)	To deepen and entrench good governance practices, including better communication and public involvement	Good Governance and Communication (GGC)	Reaching of employment equity targets	All;	90%	90%	83%	
Community Services	Municipal Financial Viability and Management (MFVM)	Financial Management (FM)	To build our financial sustainability	Financial Viability (FV)	Updated indigent register for the provision of free basic services	All;	100%	100%	100%	

Community Services	Basic Service Delivery (BSD)	Service delivery (SD)	To create integrated, sustainable, linked and productive human settlements	Sustainable Human Settlements (SHS)	Implementation of Integrated Human Settlement Strategy	All;	100%	100%	100%	
Community Services	Good Governance and Public Participation (GGPP)	Governance (G)	To deepen and entrench good governance practices, including better communication and public involvement	Good Governance and Communication (GGC)	Effective fire brigade service	All;	100%	100%	100%	
Community Services	Local Economic Development (LED)	Local Economic Development (LED)	To grow the local economy in order to increase opportunities for participation and equity	Local Economical Development (LED)	Effective functioning of sport forums	All;	4	1	1	
Community Services	Local Economic Development (LED)	Local Economic Development (LED)	To grow the local economy in order to increase opportunities for participation and equity	Local Economical Development (LED)	Provision of sport facilities	All;	100%	100%	1%	
Technical Services	Basic Service Delivery (BSD)	Service delivery (SD)	To create integrated, sustainable, linked and productive human settlements	Sustainable Human Settlements (SHS)	New electricity connections	All;	950	650	106	

Technical Services	Basic Service Delivery (BSD)	Service delivery (SD)	To create integrated, sustainable, linked and productive human settlements	Sustainable Human Settlements (SHS)	Percentage electricity losses	All;	8%	0.00%	9.22%	
Technical Services	Basic Service Delivery (BSD)	Service delivery (SD)	To create integrated, sustainable, linked and productive human settlements	Sustainable Human Settlements (SHS)	Quality of waste water discharge	All;	40%	40.00%	96.85%	
Technical Services	Basic Service Delivery (BSD)	Service delivery (SD)	To create integrated, sustainable, linked and productive human settlements	Sustainable Human Settlements (SHS)	Improvement of electricity distribution capacity	All;	20%	20%	5%	
Technical Services	Basic Service Delivery (BSD)	Service delivery (SD)	To create integrated, sustainable, linked and productive human settlements	Sustainable Human Settlements (SHS)	New water connections	All;	20	5	11	
Financial Services	Municipal Financial Viability and Management (MFVM)	Financial Management (FM)	To build our financial sustainability	Financial Viability (FV)	Asset management	All;	100%	100%	100%	

Financial Services	Municipal Financial Viability and Management (MFVM)	Financial Management (FM)	To build our financial sustainability	Financial Viability (FV)	Clean audit	All;	90%	90%	100%	
Financial Services	Municipal Financial Viability and Management (MFVM)	Financial Management (FM)	To build our financial sustainability	Financial Viability (FV)	Effective SCM system	All;	0	0	0	
Financial Services	Municipal Financial Viability and Management (MFVM)	Financial Management (FM)	To build our financial sustainability	Financial Viability (FV)	Financial Viability	All;	24%	13.10%	176.00%	
Financial Services	Municipal Financial Viability and Management (MFVM)	Financial Management (FM)	To build our financial sustainability	Financial Viability (FV)	Financial Viability	All;	13%	12.00%	11.14%	
Financial Services	Municipal Financial Viability and Management (MFVM)	Financial Management (FM)	To build our financial sustainability	Financial Viability (FV)	Financial Viability	All;	33%	16.60%	122.30%	

Financial Services	Municipal Financial Viability and Management (MFVM)	Financial Management (FM)	To build our financial sustainability	Financial Viability (FV)	Improved revenue collection	All;	96%	89.00%	93.82%	
Financial Services	Municipal Financial Viability and Management (MFVM)	Financial Management (FM)	To build our financial sustainability	Financial Viability (FV)	Percentage of property valuations appeals	All;	1%	0%	0%	
Financial Services	Municipal Financial Viability and Management (MFVM)	Financial Management (FM)	To build our financial sustainability	Financial Viability (FV)	Percentage of property valuations objections	All;	4%	0%	0%	
Financial Services	Municipal Financial Viability and Management (MFVM)	Financial Management (FM)	To build our financial sustainability	Financial Viability (FV)	Preparation of financial statements	All;	100%	100%	100%	
Financial Services	Good Governance and Public Participation (GGPP)	Governance (G)	To deepen and entrench good governance practices, including better communication and public involvement	Good Governance and Communication (GGC)	Approval of adjustments budget	All;	100%	100%	100%	

Financial Services	Basic Service Delivery (BSD)	Service delivery (SD)	To create integrated, sustainable, linked and productive human settlements	Sustainable Human Settlements (SHS)	Quantum of free basic refuse removal received	All;	R 123	R 0.00	R 40.73	
Financial Services	Basic Service Delivery (BSD)	Service delivery (SD)	To create integrated, sustainable, linked and productive human settlements	Sustainable Human Settlements (SHS)	Percentage House holds receiving free basic refuse removal	All;	100%	0%	100%	
Financial Services	Basic Service Delivery (BSD)	Service delivery (SD)	To create integrated, sustainable, linked and productive human settlements	Sustainable Human Settlements (SHS)	Percentage/ No of HH receiving free basic sanitation	All;	100%	0%	100%	
Financial Services	Basic Service Delivery (BSD)	Service delivery (SD)	To create integrated, sustainable, linked and productive human settlements	Sustainable Human Settlements (SHS)	Percentage/ No of HH receiving free basic water	All;	32%	0.00%	25.96%	
Financial Services	Basic Service Delivery (BSD)	Service delivery (SD)	To create integrated, sustainable, linked and productive human settlements	Sustainable Human Settlements (SHS)	Quantum of free basic water received	All;	6	0	6	

Corporate Services	Municipal Transformation and Institutional Development (MTID)	Labour Relations (LR)	To foster and strengthen strategic partnerships and social development	Strategic Partnerships and Social Development (SPSD)	Effective labour relations	All;	10	3	0	
Corporate Services	Good Governance and Public Participation (GGPP)	Governance (G)	To deepen and entrench good governance practices, including better communication and public involvement	Good Governance and Communication (GGC)	Effective functioning of council	All;	4	1	3	