

Service Delivery and Budget Implementation Plan 2020/2021(DRAFT)



Xhariep District
Municipality

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2020/2021

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1. Introduction

In terms of Section 53 (1) (c) (ii) of the MFMA, the Service Delivery and Budget Implementation Plan (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 budget, and which must indicate the following:

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

The Executive Mayor, in accordance with Section 53 of the MFMA, is expected to approve the SDBIP within 28 days after the approval of the budget. In addition, the Executive Mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators as set out in the SDBIP are made public within 14 days after its approval.

The SDBIP gives effect to the Integrated Development Plan and the budget of the municipality. It is an expression of the objectives of the District in quantifiable outcomes which will be implemented by the administration for the financial period from 1 July 2020 to 30 June 2021 (the municipality's financial year). It includes the service delivery targets and performance indicators for each quarter which should be linked to the performance agreements of senior management. It therefore facilitates oversight over financial and non-financial performance of the municipality and allows the Municipal Manager to monitor the performance of the Directors, the Executive Mayor to monitor the performance of the Municipal Manager, and the Community to monitor the performance of the Council.

The SDBIP links the budget, IDP and management performance agreements. It further includes detailed information and guidelines on how the budget will be implemented, mostly by the administration. The Executive Mayor will thus make use of this tool to monitor the implementation of the budget by administration. This can be achieved by means of drawing forecasts on cash flows and reviewing and monitoring such over the financial year against the actual performances. The service delivery targets and performance indicators can also be assessed over the period, thus monitoring the Directors' performance at least on a quarterly basis. The SDBIP is an equivalent of a municipality's business plan and forms an integral part of the financial planning process.

This document should be read together with the Final Integrated Development Plan (IDP) and the Budget (tabled before Council on the 29th June 2020).

2. The Components of a SDBIP

The necessary components of a SDBIP are:

1. Monthly projections of revenue to be collected for each source.
2. Monthly projections of expenditure (operating and capital) and revenue for each vote.
3. Quarterly projections of service delivery targets and performance indicators for each vote
4. Detailed capital works plan

The SDBIP is the formal link between organisational performance and the adjustments budget. It also provides a means to measure cost effective service delivery by linking the inputs – the budget – to the service outputs and outcomes.

3. Reporting on the SDBIP

This section covers reporting on the SDBIP as a way of linking the SDBIP with the oversight and monitoring operations of the municipality.

A series of 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. The reports then allow the Councillors' of the municipality to monitor the implementation of service delivery programs and initiatives across the municipality.

3.1 Monthly Reporting

Section 71 of the MFMA stipulates that reporting on actual revenue targets and spending against the budget should occur on a monthly basis. This reporting must be conducted by the accounting officer of a municipality no later than 10 working days, after the end of each month.

Reporting must include the following:

- (i) actual revenue, per source;
- (ii) actual borrowings;
- (iii) actual expenditure, per vote;
- (iv) actual capital expenditure, per vote;
- (v) the amount of any allocations received

If necessary, explanation of the following must be included in the monthly reports:

- (a) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote

- (b) any material variances from the service delivery and budget implementation plan and;
- (c) any remedial or corrective steps taken or to be taken to ensure that the projected revenue and expenditure remain within the municipalities approved budget

3.2 Quarterly Reporting

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.

3.3 Mid-year Reporting

Section 72 (1) (a) of the MFMA outlines the requirements for midyear reporting. The accounting officer is required by the 25th January of each year to assess the performance of the municipality during the first half of the year taking into account –

- (i) the monthly statements referred to in section 71 of the first half of the year;
- (ii) the municipalities service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;
- (iii) the past year's annual report, and progress on resolving problems identified in the annual report; and
- (iv) the performance of every municipal entity under the sole or shared control of the municipality, taking into account reports in terms of section 88 from any such entities.

Based on the outcomes of the mid-year budget and performance assessment report, an adjustments budget has to be tabled as the actual revenue and expenditure amounts are materially different from the projections contained in the annual budget or the SDBIP. The SDBIP is also a living document and may be modified based on the mid-year performance review. Thus the SDBIP remains a kind of contract that holds the Municipality accountable to the community.

4. Linking the IDP to the Budget

The following programmes in the IDP are budgeted for as follows:

DEPARTMENTS / BUDGET ITEMS	Council 20/21	Municipal Manager 20/21	Corporate Services 20/21	Planning & Dev. 20/21	Budget & Treasury 20/21	total budget 20/21	total budget 2021/22	total budget 2022/23
Environmental Health Projects				500,000.00		500,000.00	342,550.00	361,047.70
OR Tambo Games	100,000.00					100,000.00	79,928.33	84,244.46
Youth Development Programmes	40,000.00					40,000.00	45,673.33	48,139.69
Special Programmes	40,000.00					40,000.00	45,673.33	48,139.69
IGR	10,000.00					10,000.00	11,418.33	12,034.92
Social Responsibility Fund	100,000.00					100,000.00	114,183.33	120,349.23
District Aids Council	20,000.00					20,000.00	11,418.33	12,034.92
District Health Council	10,000.00					10,000.00		
Disaster Management Contributions				500,000.00		500,000.00	100,000.00	60,172.00
LED Projects				500,000.00		500,000.00	800,000.00	1,000,000.00
mSCOA					2,600,000.00	2,600,000.00	3,000,000.00	3,500,000.00
TOTAL PROJECTS	320,000.00	-	-	1,500,000.00	2,600,000.00	4,420,000.00	4,550,845.00	5,246,162.63

The review of the IDP remains consistent to the FSGP and the five-year IDP. The Executive Mayor also identified certain priorities for her term of office:

1. Economic growth and job creation
2. Tourism Development
3. Health and community development
4. A safe, clean and green city
5. A well-governed and managed municipality
6. HIV and AIDS
7. Education

5.1 Revenue by Source and Expenditure by Type

DC16 Xhariep - Table A4 Budgeted Financial Performance (revenue and expenditure)

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
R thousand	1										
<u>Revenue By Source</u>											
Property rates	2	-	-	-	-	-	-	-	-	-	-
Service charges - electricity revenue	2	-	-	-	-	-	-	-	-	-	-
Service charges - water revenue	2	-	(546)	-	-	-	-	-	-	-	-
Service charges - sanitation revenue	2	-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue	2	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		-	-	-	25	627	627	627	649	665	682
Interest earned - external investments		-	-	518	200	820	820	820	871	900	950
Interest earned - outstanding debtors		-	-	198	-	-	-	-	-	-	-
Dividends received		-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		-	-	-	-	-	-	-	-	-	-
Licences and permits		-	-	-	562	25	25	25	30	35	40
Agency services		-	-	-	-	-	-	-	-	-	-
Transfers and subsidies		-	-	35,549	68,740	68,834	68,834	68,834	66,261	74,788	76,819
Other revenue	2	-	-	443	182	103	103	103	95	95	100
Gains on disposal of PPE		-	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		-	(546)	36,707	69,709	70,409	70,409	70,409	67,906	76,483	78,591
<u>Expenditure By Type</u>											
Employee related costs	2	-	-	32,712	46,146	45,606	45,606	45,606	42,781	49,697	53,266
Remuneration of councillors		-	-	3,377	4,809	4,501	4,501	4,501	4,763	5,622	4,622
Debt impairment	3	-	-	-	490	490	490	490	491	-	-
Depreciation & asset impairment	2	-	-	14	1,652	1,652	1,652	1,652	1,661	1,252	952
Finance charges		-	-	(10)	310	155	155	155	290	411	433
Bulk purchases	2	-	-	-	-	-	-	-	-	-	-
Other materials	8	-	-	69	40	40	40	40	50	46	48
Contracted services		-	-	3,754	8,624	8,784	8,784	8,784	8,467	8,358	10,065
Transfers and subsidies		-	-	83	-	57	57	57	10	17	16
Other expenditure	4, 5	-	-	3,741	7,371	8,878	8,878	8,878	9,393	11,027	9,128
Loss on disposal of PPE		-	-	-	-	-	-	-	-	-	-
Total Expenditure		-	-	43,740	69,443	70,163	70,163	70,163	67,906	76,430	78,531

Surplus/(Deficit)		-	(546)	(7,033)	266	246	246	246	0	53	60
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)	6	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (in-kind - all)		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		-	(546)	(7,033)	266	246	246	246	0	53	60
Taxation		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after taxation		-	(546)	(7,033)	266	246	246	246	0	53	60
Attributable to minorities		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		-	(546)	(7,033)	266	246	246	246	0	53	60
Share of surplus/ (deficit) of associate	7	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) for the year		-	(546)	(7,033)	266	246	246	246	0	53	60

5.2 Monthly Projections of Revenue to be collected for each source

DC16 Xhariep - Supporting Table SA25 Budgeted monthly revenue and expenditure

Description	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
R thousand																
Revenue By Source																
Property rates		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - electricity revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - water revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - sanitation revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		54	54	54	54	54	54	54	54	54	54	54	54	649	665	682
Interest earned - external investments		73	73	73	73	73	73	73	73	73	73	73	73	871	900	950
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Licences and permits		3	3	3	3	3	3	3	3	3	3	3	3	30	35	40
Agency services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies		5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	66,261	74,788	76,819
Other revenue		8	8	8	8	8	8	8	8	8	8	8	8	95	95	100
Gains on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		5,659	5,659	5,659	5,659	5,659	5,659	5,659	5,659	5,659	5,659	5,659	5,659	67,906	76,483	78,591
Expenditure By Type																
Employee related costs		3,632	3,632	3,632	3,632	3,632	3,632	3,632	3,632	3,632	3,632	3,632	2,833	42,781	49,697	53,266
Remuneration of councillors		385	385	385	385	385	385	385	385	385	385	385	526	4,763	5,622	4,622
Debt impairment		41	41	41	41	41	41	41	41	41	41	41	41	491	-	-
Depreciation & asset impairment		138	138	138	138	138	138	138	138	138	138	138	138	1,661	1,252	952
Finance charges		24	24	24	24	24	24	24	24	24	24	24	24	290	411	433
Bulk purchases		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other materials		4	4	4	4	4	4	4	4	4	4	4	4	50	46	48
Contracted services		600	600	600	600	600	600	600	600	600	600	600	1,862	8,467	8,358	10,065
Transfers and subsidies		1	1	1	1	1	1	1	1	1	1	1	1	10	17	16
Other expenditure		783	783	783	783	783	783	783	783	783	783	783	783	9,393	11,027	9,128
Loss on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure		5,608	5,608	5,608	5,608	5,608	5,608	5,608	5,608	5,608	5,608	5,608	6,213	67,906	76,430	78,531
Surplus/(Deficit)																
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (in-kind - all)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		50	50	50	50	50	50	50	50	50	50	50	(554)	0	53	60
Taxation		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Attributable to minorities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit)																
	1	50	50	50	50	50	50	50	50	50	50	50	(554)	0	53	60

5.3 Monthly Outcomes and Projections of expenditure (operating and capital) and revenue for each vote

PERFORMANCE BY VOTE	July 20			August 20		
DEPARTMENTS	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE
Council	536,358.42		536,358.42	536,358.42		536,358.42
Municipal Manager	685,812.97		685,812.97	685,812.97		685,812.97
Budget & Treasury	1,381,159.04		1,381,159.04	1,381,159.04		1,381,159.04
Planning & Dev.	1,261,565.67		1,261,565.67	1,261,565.67		1,261,565.67
Corporate Services	1,797,352.48		1,797,352.48	1,797,352.48		1,797,352.48
TOTALS	5,662,248.58	-	5,662,248.58	5,662,248.58	-	5,662,248.58

PERFORMANCE BY VOTE	September 20			October 20		
DEPARTMENTS	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE
Council	536,358.42		536,358.42	536,358.42		536,358.42
Municipal Manager	685,812.97		685,812.97	685,812.97	20,000.00	665,812.97
Budget & Treasury	1,381,159.04		1,381,159.04	1,381,159.04		1,381,159.04
Planning & Dev.	1,261,565.67		1,261,565.67	1,261,565.67		1,261,565.67
Corporate Services	1,797,352.48		1,797,352.48	1,797,352.48		1,797,352.48
TOTALS	5,662,248.58	-	5,662,248.58	5,662,248.58	20,000.00	5,642,248.58

PERFORMANCE BY VOTE	November 20			December 20		
DEPARTMENTS	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE
Council	536,358.42	10,000.00	526,358.42	536,358.42		536,358.42
Municipal Manager	685,812.97		685,812.97	685,812.97		685,812.97
Budget & Treasury	1,381,159.04		1,381,159.04	1,381,159.04		1,381,159.04
Planning & Dev.	1,261,565.67	30,000.00	1,231,565.67	1,261,565.67		1,261,565.67
Corporate Services	1,797,352.48		1,797,352.48	1,797,352.48		1,797,352.48
TOTALS	5,662,248.58	40,000.00	5,622,248.58	5,662,248.58	-	5,662,248.58

PERFORMANCE BY VOTE	January 21			February 21		
DEPARTMENTS	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE
Council	536,358.42		536,358.42	536,358.42		536,358.42
Municipal Manager	685,812.97		685,812.97	685,812.97		685,812.97
Budget & Treasury	1,381,159.04		1,381,159.04	1,381,159.04	34,771.00	1,346,388.04
Planning & Dev.	1,261,565.67		1,261,565.67	1,261,565.67		1,261,565.67
Corporate Services	1,797,352.48	30,000.00	1,767,352.48	1,797,352.48		1,797,352.48
TOTALS	5,662,248.58	30,000.00	5,632,248.58	5,662,248.58	34,771.00	5,627,477.58

PERFORMANCE BY VOTE	March 21			April 21		
DEPARTMENTS	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE
Council	536,358.42		536,358.42	536,358.42		536,358.42
Municipal Manager	685,812.97		685,812.97	685,812.97		685,812.97
Budget & Treasury	1,381,159.04		1,381,159.04	1,381,159.04		1,381,159.04
Planning & Dev.	1,261,565.67		1,261,565.67	1,261,565.67		1,261,565.67
Corporate Services	1,797,352.48	200,000.00	1,597,352.48	1,797,352.48	20,000.00	1,777,352.48
TOTALS	5,662,248.58	200,000.00	5,462,248.58	5,662,248.58	20,000.00	5,642,248.58

PERFORMANCE BY VOTE	May 21			June 21		
DEPARTMENTS	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE
Council	536,358.42		536,358.42	536,358.42		536,358.42
Municipal Manager	685,812.97		685,812.97	685,812.97		685,812.97
Budget & Treasury	1,381,159.04		1,381,159.04	1,381,159.04		1,381,159.04
Planning & Dev.	1,261,565.67		1,261,565.67	1,261,565.67		1,261,565.67
Corporate Services	1,797,352.48	60,000.00	1,737,352.48	1,797,352.48		1,797,352.48
TOTALS	5,662,248.58	60,000.00	5,602,248.58	5,662,248.58	-	5,662,248.58

6. Service Delivery Targets and Performance Indicators

The service delivery targets and performance indicators below contains the capital service delivery targets and performance indicators as well as the operational service delivery targets and performance indicators for each department and the Council. The service delivery targets and performance indicators contained herein is linked to the municipality's performance management system and when the municipality adopt and make changes to the performance management system also make changes to the service delivery targets and performance indicators of the SDBIP. By cascading performance measures from strategic to operational level, both the IDP and the Service Delivery and Budget Implementation Plan (SDBIP), forms the link to individual performance management. This ensures that performance management at the various levels relate to one another which is a requirement of the Municipal Planning and Performance Regulations and the MFMA. The MFMA specifically requires that the annual performance agreements of managers must be linked to the SDBIP of a municipality and the measurable performance objectives approved with the budget (circular 13 of the MFMA). The SDBIP in essence becomes the main operational tool to translate and manage the performance objectives as formulated in the IDP. The following diagram illustrates the process.



The following abbreviations are used in the service delivery targets and performance indicators:

KPA	-	Key Performance Area
KPI	-	Key Performance Indicator
MAGC	-	Municipal Administration Governance Communication
MFVM	-	Municipal Financial Viability and Management
MTI&D	-	Municipal Transformation and Institutional Development
LED	-	Local Economic Development
BSD&ID	-	Basic Service Delivery and Infrastructure Development
SD&E	-	Spatial Development and Environmental Rationale
MFMA	-	Municipal Finance Management Act 56 of 2003
MSA	-	Municipal Systems Act 32 of 2000
EEA	-	Employment Equity Act 55 of 1998
SDA	-	Skills Development Act 97 of 1998
MPPR	-	Local Government: Municipal Planning and Performance Management Regulations, 2001
MPR	-	Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable To Municipal Managers, 2006
CD&E	-	Community Development and Education
WSP	-	Work Skills Plan

7. Planned performance targets for service delivery per quarter

Top Layer Indicators and Targets

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance		Q1	Q2	Q3	Q4
									Target	Actual				
Office of the Municipal Manager														
TL1	Municipal Manager	To maintain a skilled, capable and diverse workforce in a good working environment	MT&ID	Employments contracts	Entering into performance agreements with the employer within 30 days of date of appointment/60 days for new appointees	All	Municipal Manager	Signed performance agreements	4		4	-	-	-
TL2	Municipal Manager	To maintain a skilled, capable and diverse workforce in a good working environment	MT&ID	Performance Management	Assessment of the Performance of Senior Management on a quarterly basis	All	Municipal Manager	2 x formal Assessment Reports 2 x informal Assessment Reports	4		1	1	1	1
TL3	Municipal Manager	To maintain a skilled, capable and diverse workforce in a good working environment	MT&ID	Performance Management	No. of performance analysis reports to Management on a quarterly basis	All	Municipal Manager	Reports/ minutes of management meeting	4		1	1	1	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance		Q1	Q2	Q3	Q4
									Target	Actual				
TL4	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relation	MAGC	Overseeing the functionality of Audit Committee	Quarterly Audit Committee meetings	All	Municipal Manager	Attendance Register/Minutes	4		1	1	1	1
TL5	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relation	MAGC	Providing support to Local Municipalities through Technical IGR engagements	No. of Technical IGR meetings held	All	Municipal Manager	Minutes of Technical IGR/Attendance register	4		1	1	1	1
TL6	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relation	MAGC	Overseeing the functionality of the Risk Management Committee	Quarterly Risk Management Committee meetings	All	Municipal Manager	Attendance Register/Minutes	4		1	1	1	1
TL7	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder	MAGC	Improved audit outcomes	Monitoring the implementation of AGSA audit action plan and report quarterly	All	Municipal Manager	Updated Audit Action Plan	2		-	-	1	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance		Q1	Q2	Q3	Q4
									Target	Actual				
		relation												
TL8	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relation	MAGC	Improved audit outcomes	Obtaining a clean audit outcome for the 2019-2020 audit	All	Municipal Manager	Report of the AGSA(2019-2020	1		-	-	1	-
TL9	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relation	MAGC	SALGA membership	Payment of the SALGA membership on or before 31 July 2020	All	Municipal Manager	Proof of payment	1		1	-	-	-
TL10	Municipal Manager	Embed financial viability and sustainability through good financial management	MFV&M	Ensure compliance with Section 32 of the MFMA	Monthly reports on irregular, unauthorised, fruitless and wasteful expenditure	All	Municipal Manager	Expenditure Reports tabled to Council	12		3	3	3	3
Directorate Finance														
TL11	Financial	Embed financial	MFV&M	Annual Financial	Compilation AFS on or	All	Director	Proof of	1		1	-	-	-

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance		Q1	Q2	Q3	Q4
									Target	Actual				
	Services	viability and sustainability through good financial management		Statements	before 31 Aug 2020 and submission to AGSA		Finance	submission						
TL12	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	Oversee the review and implementation of the Audit Action Plan	Updated Action Plan	All	Director Finance	Reports of the updates	2		-	-	1	1
TL13	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	Review of journals prior capturing on the financial system(pastel)	Quarterly review of journal entries	All	Director Finance	Report on reviewed journals with supporting evidence	4		1	1	1	1
TL14	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	Ensure that the FMG conditional operational grant is fully utilised by 30 June 2020	% of FMG conditional operational grant spent on a quarterly basis	All	Director Finance	Expenditure Reports(DORA)	100%		25%	50%	75%	100%
TL15	Financial Services	Embed financial viability and sustainability through good	MFV&M	Oversee the implementation of the SCM Policy	Quarterly reports on the deviations of the SCM Policy	All	Director Finance	SCM deviation reports	4		1	1	1	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance		Q1	Q2	Q3	Q4
									Target	Actual				
		financial management												
TL16	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	Compilation of MFMA Sec 71 reports to Provincial and National Treasury	Monthly MFMA Sec 71 reports	All	Director Finance	MFMA Sec 71 reports & proof of submission	12		3	3	3	3
TL17	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	Compilation of MFMA Sec 52 (d) reports to Provincial and National Treasury	Quarterly Sec 52(d) (MFMA) reports	All	Director Finance	MFMA Sec 52(d) reports & proof of submission	4		1	1	1	1
TL18	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	Compilation of SCM reports to Provincial and National Treasury	SCM quarterly reports	All	Director Finance	SCM quarterly reports	4		1	1	1	1
TL19	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	Monitor the implementation of the Demand Management Plan	Quarterly reports on the implementation of the Demand Management Plan	All	Director Finance	Progress reports	4		1	1	1	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance		Q1	Q2	Q3	Q4
									Target	Actual				
Directorate Corporate Services														
TL20	Corporate Services	To maintain a skilled, capable and diverse workforce in a good working environment	MT&ID	Oversee the compilation and the submission of the WSP	WSP approved by the LLF and submitted to LGSETA in April 2021	All	Director Corporate Services	Minutes of the LLF/Proof of submission	1		-	-	-	1
TL21	Corporate Services	To maintain a skilled, capable and diverse workforce in a good working environment	MT&ID	Employment Equity	Monitor and report on the implementation of the Employment Equity Plan	All	Director Corporate Services	Employment equity reports	1		-	-	1	-
TL22	Corporate Services	To maintain a skilled, capable and diverse workforce in a good working environment	MT&ID	Work Skills Plan	No. of employees trained on MFMP for the 2019/2020 financial year	All	Director Corporate Services	Proof/ confirmation of registration	5		-	-	-	5
TL23	Corporate Services	Embed good governance through sound administrative practices and improved stakeholder relation	MAGC	Planning of the sitting of Council and Council Committees	Develop schedule for the sitting of Council and Council Committees and table before Council	All	Director Corporate Services	Approved Schedule	1		1	-	-	-
TL24	Corporate	Embed good	MAGC	Ensure that	No. of Council	All	Director	Minutes/Attenda	4		1	1	1	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance		Q1	Q2	Q3	Q4
									Target	Actual				
	Services	governance through sound administrative practices and improved stakeholder relation		Council sits as regulated by the MSA(Act 32 of 2000)	(ordinary) meetings		Corporate Services	nce Register						
TL25	Corporate Services	Embed good governance through sound administrative practices and improved stakeholder relation	MAGC	Implementati on of Council Resolutions	No of reports to Council on the implementation of Council Resolutions	All	Director Corporate Services	Updated Resolution Register	4		1	1	1	1
TL 26	Corporate Services	Embed good governance through sound administrative practices and improved stakeholder relation	MAGC	Stakeholder relations	No. of District Health Council meetings held	All	Director Corporate Services	Minutes/Attenda nce register	2		-	1	-	1
TL27	Corporate Services	To maintain a skilled, capable and diverse workforce in a good working environment	MT&ID	Ensure Functionality of the Local Labour Forum	No. of Local Labour Forum meetings	All	Director Corporate Services	Minutes/Attenda nce	4		1	1	1	1
TL 28	Corporate	To maintain a skilled, capable	MT&ID	Ensure safety of	Servicing and replacement of	All	Director Corporate	Certificate of	1		-	-	1	-

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance		Q1	Q2	Q3	Q4
									Target	Actual				
	Services	and diverse workforce in a good working environment		municipal employees	fire extinguishers on or before 30 June 2021		Services	Service						
TL 29	Corporate Services	Embed good governance through sound administrative practices and improved stakeholder relation	MAGC	Mandela Day	Purchasing of blankets for Mandela day before 31 July 2020	All	Director Corporate Services	Invoices	100		100	-	-	-
TL 30	Corporate Services	Embed good governance through sound administrative practices and improved stakeholder relation	MAGC	OR Tambo Games	100% utilisation of the OR Tambo Games budget by 30 October 2020	All	Director Corporate Services	Expenditure reports	100%		-	100%	-	-
Directorate Planning and Social Development														
TL 32	Planning and Social Development	Create an inclusive, responsive, and healthy environment conducive for living and	BSD&ID	Maintaining and improving the standard of water quality (compliance to	Ensure that water quality tests are done on a quarterly basis	All	Director Planning and Social Development	Laboratory results	4		1	1	1	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance		Q1	Q2	Q3	Q4
									Target	Actual				
		sustainable growth		SANS 24)										
TL 33	Planning and Social Development	Create an inclusive, responsive, and healthy environment conducive for living and sustainable growth	BSD&ID	Ensure that the RRAMS grant is fully utilised by 30 June 2020	% of RRAMS grant spent on a quarterly basis	All	Director Planning and Social Development	Expenditure Reports(DORA)	100%		25%	50%	75%	100%
TL 34	Planning and Social Development	Create an inclusive, responsive, and healthy environment conducive for living and sustainable growth	BSD&ID	Play an oversight role in terms of the implementation of the RRAMS project	No. of reports to Council on the implementation of the RRAMS project	All	Director Planning and Social Development	Council minutes	4		1	1	1	1
TL 35	Planning and Social	To render efficient environmental	SD&E	Job Creation	No. of jobs opportunities created through	All	Director Planning and Social	Appointment letters/contracts	128		-	100	-	28

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance		Q1	Q2	Q3	Q4
									Target	Actual				
	Development	health and disaster management services			the EPWP		Development							
TL 36	Planning and Social Development	To facilitate economic and tourism development to the benefit of the town and all residents	LED	Ensure participation of all local municipalities towards the implementation of LED	No of LED Forums	All	Director Planning and Social Development	Attendance register/Report	4		1	1	1	1
TL 37	Planning and Social Development	To facilitate economic and tourism development to the benefit of the town and all residents	LED	Lobbying of external stakeholders to invest in Xhariep	No. of stakeholder engagement meetings	All	Director Planning and Social Development	Attendance register/Report	4		1	1	1	1
TL 38	Planning and Social Development	To render efficient environmental health and disaster management services	BSD&ID	Oversee Improvement of EH Audit from the National Department of Health	No. of reports on the updated National Department of Health Audit Action Plan	All	Director Planning and Social Development	Updated Audit Action Plan reports	3		-	1	1	1
TL 39	Planning and Social Development	To render efficient environmental health and disaster management	BSD&ID	Support the implementation of the Disaster Management	Attending disaster advisory forums	All	Director Planning and Social Development	Attendance Register/Report	4		1	1	1	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance		Q1	Q2	Q3	Q4
									Target	Actual				
		services		Plan										
TL 39	Planning and Social Development	To render efficient environmental health and disaster management services	BSD&ID	Support the implementation of the Disaster Management Plan	Attending disaster educational and awareness campaigns	All	Director Planning and Social Development	Attendance Register/Report	2		-	1	-	1

8. Departmental Indicators and targets

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
Office of the Municipal Manager															
D1	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relations	MAGC	Implementation of anti-fraud and anti-corruption initiatives	No. of workshops planned to create awareness amongst Councillors and Staff	Output	Operational	Chief Risk Officer	Attendance register	1		-	-	1	-
D2	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relations	MAGC	Risk Management	Development of the Risk Management Register before 31 July 2020	Output	Operational	Chief Risk Officer	Approved Risk Register	1		1	-	-	-
D3	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relations	MAGC	Risk Assessment	No. of quarterly risk assessment reports prepared	Output		Chief Risk Officer	Risk Assessment Reports	4		1	1	1	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
D4	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relations	MAGC	Improved audit outcomes	Reduction of audit findings by 80% in the 2020/2021 financial year	Output	Operational	Municipal Manager	Auditor General Report	80%		-	-	-	1
D5	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relations	MAGC	Functional Internal Audit Unit (MFMA 62(1))	No of quarterly reports prepared for Audit Committee	Output	Operational	Manager : Internal Audit	Quarterly reports	4		1	1	1	1
D6	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relations	MAGC	Development of the Risk based audit plan	Risk based audit plan approved by Audit Committee by 31 August 2020	Output	Operational	Manager : Internal Audit	Minutes of Audit Committee meeting during which RBAP was approved	1		1	-	-	-
D7	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder	MAGC	Compilation of the draft Annual Report	Draft Annual Report approved by Council on or before 31 January 2021	Output	Operational	Manager : PMS	Council minutes	1		-	-	1	-

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
		relations													
D8	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relations	MAGC	Compilation of the Oversight Report on Annual Report (MFMA 129(1) and MSA 46(2))	Oversight Report adopted by Council on or before 31 March 2021	Output	Operational	MPAC	Council minutes	1		-	-	1	-
D9	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relations	MAGC	Mid- Year review of the performance of the municipality (MFMA S72)	Mid-year report submissions (Mayor, Provincial and National Treasury) by 25 January 2021	Output	Operational	Manager PMS	Signed S72 Report and proof of submission	1		-	-	1	-
D10	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relations	MAGC	Develop IDP / Budget (Time schedule of key deadlines (Process Plan) (MSA 28 / MFMA 21))	Approved IDP Framework and Process Plan on or before 31 Aug 2020	Output	Operational	Manager IDP	Council minutes	1		1	-	-	-
D11	Municipal	Embed good governance	MAGC	IDP and Budget Public	No. of meetings held	Output	Operational	Manager	Attendance Register/Public	3		-	-	-	3

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
	Manager	through sound administrative practices and improved stakeholder relations		Participation meetings	before the approval of the IDP and Budget			IDP	Participation Report						
D12	Municipal Manager	Embed good governance through sound administrative practices and improved stakeholder relations	MAGC	Compile final IDP (MSA 34)	Final IDP approved by Council on or before 30 June 2021	Output	Operational	Manager IDP	Council minutes	1		-	-	-	1
Financial Services															
D13	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	Production of annual Audit file	No of Audit files produced by mid-August 2020	Output	Operational	Director Finance	Audit Files	1		1	-	-	-
D14	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	Closing of all municipal financial accounts at the end of each month in terms of sec 65 of the	No of monthly reports on the closing of all municipal financial accounts	Output	Operational	Director Finance	System Manager reports	12		3	3	3	3

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
				MFMA											
D15	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	No of creditors reconciliations done monthly (30 days)	No of creditors reconciliation reports submitted	Output	Operational	Manager Expenditure	Creditors reconciliation report	12		3	3	3	3
D16	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	Financial Viability: Cost coverage (Reg 796)	Cost coverage ((Available cash+ investments)/ Monthly fixed operating expenditure (SA8)	Output	Operational	Manager Reporting	Expenditure Report / S72 Report	>1		>1	>1	>1	>1
D17	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	Financial Viability: Debt coverage (Reg 796)	Debt coverage (Total operating revenue- operating grants received)/debt service payments due within the year) (SA8)	Output	Operational	Manager Reporting	Expenditure Report / S72 Report	>1		>1	>1	>1	>1
D18	Financial Services	Embed financial viability and sustainability through good financial	MFV&M	Monthly notification of awards over R 100 000	List of awards	Output	Operational	Manager SCM	Reports on awards above R100 000	12		3	3	3	3

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
		management													
D19	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	Effective management of payroll by providing the section 66 payroll report on a monthly basis	Monthly reports to management in terms of section 66 of the MFMA	Output	Operational	Manager Expenditure and payroll	No of Monthly reports	12		3	3	3	3
D20	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	Ensure the submission of IRP5's	IRP5's submitted not later than 30 May 2021 to SARS	Output	Operational	Manager Expenditure and payroll	IRP submission report	1		-	-	-	1
D21	Financial Services	Embed financial viability and sustainability through good financial management	MFV&M	Monthly salary reconciliations	No of reconciliations done	Output	Operational	Manager Expenditure and payroll	Salary reconciliations	12		3	3	3	3
Directorate Corporate Services															
D22	Corporate Services	Embed good governance through sound administrative practices and improved stakeholder relations	MAGC	Draw quarterly resolution execution report for all directorates	No of execution reports where Council resolutions are captured on every sitting of Council	Output	Operational	Manager Administration	Quarterly execution report	4		1	1	1	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance				Q3	Q4
										Target	Actual	Q1	Q2		
D23	Corporate Services	Embed good governance through sound administrative practices and improved stakeholder relations	MAGC	Monitoring Council resolutions to ensure implementation	Resolution register submitted to Council on a quarterly basis	Output	Operational	Manager Administration	Resolution Report	4		1	1	1	1
D24	Corporate Services	Embed good governance through sound administrative practices and improved stakeholder relations	MAGC	Public Participation Plan in place	Review the public participation Plan/Strategy on or before 30 September 2020	Output	Operational	Manager: Office of the Speaker	Council Resolution	1		1	-	-	-
D25	Corporate Services	To maintain a skilled, capable and diverse workforce in a good working environment	MT&ID	Development of the Works Skills Plan	WSP approved by the LLF and submitted to the LGSETA on or before 30 April 2021	Output	Operational	HR Manager	Minutes / Proof of submission	1		-	-	-	1
D26	Corporate Services	To maintain a skilled, capable and diverse workforce in a good working environment	MT&ID	Occupational Health and Safety	Progress reports on the Implementation of the Occupational Health and Safety Action Plan	Output	Operational	HR Manager	OHS Reports	2		-	1	-	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
D27	Corporate Services	To maintain a skilled, capable and diverse workforce in a good working environment	MT&ID	Replace aging network infrastructure	Budget spent on replacing aging network points on or before 30 June 2021	Output	Operational	Manager IT	Expenditure report	1		-	1	-	-
D28	Corporate Services	To maintain a skilled, capable and diverse workforce in a good working environment	MT&ID	Provide secured Internet Services	Quarterly reports on the supplier's performance on the effectiveness of Internet Service Provider(ISP)	Output	Operational	Manager IT	Supplier performance evaluation reports	4		1	1	1	1
D29	Corporate Services	To provide recreational facilities and opportunities and programmes aimed to facilitate and promote community development and social cohesion	CD&E	Youth Development	Review of the Youth Development Strategy before 30 June 2021	Output	Operational	Youth Development Officer	Council resolution/minutes	1		-	1	-	-
D30	Corporate Services	To provide recreational facilities and opportunities and programmes aimed to facilitate and promote	CD&E	Special programmes	Conduct 1 outreach programme on Woman emancipation before 31	Output	Operational	Youth Development Officer	Report/ attendance register	1		1	-	-	-

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
		community development and social cohesion			august 2020										
D31	Corporate Services	Improve public participation	CD&E	Special programmes	Conduct 1 outreach programme on people living with disabilities before 31 March 2021	Output	Operational	Youth Development Officer	Report/ attendance register	1		-	-	1	-
Directorate Planning and Social Development															
D32	Planning and Social Development	To render efficient environmental health and disaster management services	SD&E	Implementation of the Expanded Public Works Programme (EPWP)	No. of quarterly reports on the EPWP progress, grant, staff and wages paid submitted to the MM/ Council	Output	Operational	Manager EPWP	Report/Minutes of Management	4		1	1	1	1
D33	Planning and Social Development	To render efficient environmental health and disaster management services	SD&E	Report on the implementation of the EPWP	No. of EPWP steering committee meetings held quarterly	Output	Operational	Manager EPWP	Report/Minutes of Management	4		1	1	1	1
D34	Planning and Social	To render efficient	SD&E	Expenditure of the EPWP	100% Expenditure by	Output	Operational	Manager	Report on the expenditure of	100%		25%	50%	75%	100%

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
	Development	environmental health and disaster management services		Grant	end of June 2021			EPWP	grants						
D35	Planning and Social Development	To facilitate economic and tourism development to the benefit of the town and all residents	LED	Making tourism awareness to schools and communities	No. of tourism awareness campaigns conducted quarterly	Output	Operational	Manager LED	Report/attendance registers	4		1	1	1	1
D36	Planning and Social Development	To render efficient environmental health and disaster management services	BSD&ID	Environmental Health services	No. of Health Education programmes/projects planned	Output	Operational	Environmental Health Manager	Report/Minutes of Management	5		2	1	1	1
D37	Planning and Social Development	To render efficient environmental health and disaster management services	BSD&ID	Water quality monitoring	No of quarterly water quality reports submitted to Management	Output	Operational	Environmental Health Manager	Report/Minutes of Management	4		1	1	1	1
D38	Planning and Social	To render efficient	BSD&ID	Water quality monitoring	No of water quality samples	Output	Operational	Environmental	Laboratory results	Mohokare 66		18	18	12	18

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
	Development	environmental health and disaster management services			collected per local municipality			Health Manager		Letse meng 90		27	27	17	27
										Kopan ong 198		36	54	54	54
D39	Planning and Social Development	To render efficient environmental health and disaster management services	BSD&ID	Improve service delivery to communities	No. of quarterly sanitation(waste water) reports submitted to Management	Output	Operational	Environm ental Health Manager	Report/M inutes of Management	3		-	1	1	1
D40	Planning and Social Development	To render efficient environmental health and disaster management services	BSD&ID	Improve service delivery to communities	No of quarterly waste water samples taken per local municipality	Output	Operational	Environm ental Health Manager	Laboratory results	Mohok are 12		3	3	3	3
										Kopan ong 8		2	2	2	2
										Letse meng 4		1	1	1	1
D41	Planning and	To render	BSD&ID	Environmental	No. of people	Output	Operational	Environm	Attendance	100		25	25	25	25

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance				Q3	Q4
										Target	Actual	Q1	Q2		
	Social Development	efficient environmental health and disaster management services		Health services	reached for Health Education programmes/			ental Health Manager	Registers						
D42	Planning and Social Development	To render efficient environmental health and disaster management services	BSD&ID	Disaster Management	No. of municipal disaster management advisory forum meetings held (section 51 of the Disaster Management Act 2002)	Output	Operational	Manager: Disaster Management	Attendance Register/ Minutes of Management	4		1	1	1	1
D43	Planning and Social Development	To render efficient environmental health and disaster management services	BSD&ID	Disaster Management	No. of Disaster Management awareness sessions held in the District	Output	Operational	Manager Disaster Management	Attendance Register/Report/Minutes of Management	2		-	1	-	1

9. Approval of Service Delivery and Budget Implementation Plan

Being a management and implementation plan (not a policy proposal) the SDBIP is not required to be approved by council. It is however tabled before Council and made public for information and for purposes of monitoring. According to Section 53 of the MFMA, the Executive Mayor is expected to approve the SDBIP within 28 days after the approval of the budget. This section requires him or her to take all reasonable steps to ensure that the SDBIP is approved within 28 days. In addition, the Executive Mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators as set out in the SDBIP are circulated or made public within 14 days after its approval.

Xhariep's Draft SDBIP was concluded along with the Final IDP and Budget 2020/2021. All levels of the SDBIP will be formally submitted by the Municipal Manager to the Executive Mayor within 14 days after the approval of the Final IDP and the Budget and will subsequently be approved by the Executive Mayor within 28 days. Therefore, the Executive Mayor will circulate these planning, monitoring and evaluation tools to the general public within 14 days after his/her approval.

SUBMITTED BY: _____ **(MUNICIPAL MANAGER)**

DATE : **01 JULY 2020**

APPROVED BY : _____ **(EXECUTIVE MAYOR)**

DATE : **01 JULY 2020**