

# HANTAM MUNICIPALITY

**1<sup>ST</sup> QUARTERLY PERFORMANCE REPORT –  
1<sup>ST</sup> JULY TO 30<sup>TH</sup> SEPTEMBER 2014**

**2014/2015**



## **TABLE OF CONTENT**

1. PURPOSE
2. LEGISLATIVE REQUIREMENTS
3. BACKGROUND TO THE FORMAT AND MONITORING OF THE SDBIP
4. ACTUAL PERFORMANCE FOR THE 1<sup>ST</sup> QUARTER, JULY 1<sup>ST</sup> TO SEPTEMBER 30<sup>TH</sup>  
2014
  - A) Financial Performance
  - B) Non-Financial Performance
5. General Comments
6. CHALLENGES
7. CORRECTIVE MEASURES

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## **1. Purpose**

The purpose of this report is to inform Council regarding the progress made with the achievement of key performance indicators, development priorities and objectives as determined in the Top Layer SDBIP (Service Delivery and Budget Implementation Plan) for the 1<sup>st</sup> quarter of 1<sup>st</sup> July 2014 to 30<sup>th</sup> of September 2014.

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## **2. Legislative Requirements**

- The SDBIP is defined in terms of Section 1 of the Municipal Finance Management Act (MFMA), No. 56 of 2003, and the format of the SDBIP is prescribed by MFMA Circular 13.
- Section 41(1(e) of the Municipal Systems Act (MSA), NO 32 OF 2000, prescribes that a process must be established of regular reporting to Council. This process is detailed in the Performance Management Framework of the Municipality.

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## **3. Background to the Format and Monitoring of the SDBIP**

According to the provisions of the Municipal Systems Act, 32 of 2000, municipalities must monitor and measure the progress of their performance by preparing quarterly and mid-year performance reports, in terms of Chapter 6 of the MSA, on performance management systems. These quarterly and mid-year reports make up the municipalities' annual performance reports (Section 46 report), which are submitted to the Auditor-General, together with the financial statements, for auditing. After adoption of the audited performance report by the municipal council, it must then be submitted to the MEC for Local Government.

The Top Layer SDBIP measure the achievement of performance indicators with regard to the provision of basic services as prescribed in Section 10 of the Local Government Municipal Planning and Performance Regulations of 2001. National Key Performance Areas and strategic objectives as detailed in the Integrated Development Plan (IDP).

The Service Delivery and Budget Implementation Plan (SDBIP) has been approved by the Mayor on 13<sup>th</sup> of June 2014 and any adjustments required to the targets will be submitted to Council for the necessary approval.

The Departmental SDBIP's (Technical SDBIP) measure the achievement of performance indicators that have been determined with regard to operational service delivery within each department and have been aligned with the Top Layer SDBIP.

The Municipality utilizes a manual performance management system which is being monitored on a continuous basis through quarterly assessments. Departmental SDBIPs are being monitored and assessed through a technical SDBIP and a performance plan thereafter. This system provides a clear indication of how the actual was calculated and serves as part of the portfolio of evidence for audit purposes.

In terms of Section 46(1) (a) (iii) of the MSA the municipality must reflect annually in the Annual Performance Report on measures taken to improve performance or targets not achieved.

## ACTUAL PERFORMANCE FOR THE 1<sup>ST</sup> QUARTER, 01 JULY TO 30<sup>TH</sup> OF SEPTEMBER 2014

### A) Financial Performance

- **Revenue by Source**  
*\*Refer to Annexure A*
  
- **Expenditure by Vote**  
*\*Refer to Annexure B*
  
- **Capital Expenditure**  
*\*Refer to Annexure C*

### B) Non-Financial Performance

#### Total Number of KPI's as National Key Performance Area

NATIONAL KEY PERFORMANCE AREA	TOTAL KPA'S										
	MUNICIPAL MANAGER & COUNCIL		FINANCE		TECHNICAL		SOCIAL SERVICES		CORPORATE SERVICES		
	TOT	Q1	TOT	Q1	TOT	Q1	TOT	Q1	TOT	Q1	
Basic Service Delivery	1	1	1	1	11	10	19	15	2	2	
Good Governance and Public Participation	8	6	13	6	0	0	0	0	0	0	
Local Economic Development	1	1	0	0	0	0	0	0	0	0	
Municipal Financial Viability Management	0	0	13	10	0	0	1	1	0	1	
Municipal Transformation and Institutional Development	2	1	0	0	8	3	12	2	23	19	
<b>TOTAL</b>	<b>115/79</b>	<b>12</b>	<b>9</b>	<b>27</b>	<b>17</b>	<b>19</b>	<b>13</b>	<b>32</b>	<b>18</b>	<b>25</b>	<b>22</b>

## Number of KPI's as per Top Layer SDBIP

DIRECTORATE/ FUNCTIONAL AREA	Total KPI's	Total KPI's Quarter 1
Municipal Manager	4	3
Council	8	6
Corporate Services	25	22
Finance	27	17
Social Services	32	18
Technical Services	19	13
<b>TOTAL</b>	<b>115</b>	<b>79</b>

### ▪ Performance per National Key Performance Area (KPA)

KEY PERFORMANCE INDICATORS (KPI)	Hantam Municipality (%)	NATIONAL KEY PERFORMANCE AREA (KPA)				
		Basic Service Delivery	Good Governance and Public Participation	Local Economic Development	Municipal Financial Viability Management	Municipal Transformation And Institutional Development
KPI not met	8%	4	1	0	0	3
KPI almost met	4%	1	1	0	0	2
KPI met	85%	21	12	1	26	25
KPI well met	3%	1	2	0	0	0
KPI extremely well met	0%	0	0	0	0	0
<b>Total</b>	<b>100</b>	<b>27</b>	<b>16</b>	<b>1</b>	<b>26</b>	<b>28</b>

## Performance per Municipal Directorate/Functional Area – Top Layer SDBIP

DIRECTORATE	KPI not met	KPI almost met	KPI met	KPI well met	KPI extremely well met	TOTAL	%
Municipal Manager			3			3	100%
Council	1	1	4	2		8	88%
Corporate Services	4	2	13	3		22	82%
Finance			17			17	100%
Social Services	3	1	5			9	67%
Technical Services			12			12	100%
<b>TOTAL</b>	<b>8</b>	<b>4</b>	<b>54</b>	<b>5</b>	<b>0</b>	<b>71</b>	<b>89.5%</b>
<b>%</b>	<b>11.3</b>	<b>5.6</b>	<b>76.1</b>	<b>7.0</b>	<b>0</b>		<b>100%</b>

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### GENERAL COMMENTS

- The overall performance for quarter 1 for the National KPA's is 92% of which **85%** of the kpi's were met, **4%** almost met and **3%** were well met.
- The overall performance in terms of the Top Layer SDBIP as per municipal directorate/functional area is **89.5%** of which **76.1%** were met, **5.6%** almost met and **7.0%** well met.
- The percentage of households with access to basic level of water, sanitation, electricity and solid waste removal is **100%/ 4652 households**.
- The total number of household is and the number of indigent households with free access to basic services is **2211**.
- The percentage of the municipality's capital budget actually spent on capital projects is **26%** for quarter 1 which is above the 25%.
- The number of jobs created for the 1<sup>st</sup> quarter is **281 jobs**.

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### CHALLENGES

- To reduce the number of kpi's to no more than 50 to ensure effective and efficient performance on service delivery.
- Provincial Government not delivering on its commitment regarding the service of 247 plots.
- Some of the KPI's not met.
- Financial viability of the municipality.
- Creating local economic development opportunities.
- Enhancing employment equity in 3 highest levels of the municipality.

- Development of an aligned and effective IDP.
- Written delegations to be signed off and approved by council.

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**CORRECTIVE MEASURES**

FUNCTIONAL AREA/DIRECTORATE	CORRECTIVE MEASURE TO BE IMPLEMENTED
MUNICIPAL MANAGER	✓ Increase total number of KPI's on Top Level SDBIP.
COUNCIL	✓ Committee meetings.
CORPORATE SERVICES	<ul style="list-style-type: none"> <li>✓ Safety Committee meetings (quarterly).</li> <li>✓ Service of 247 plots.</li> <li>✓ Committee meetings.</li> <li>✓ Written delegations signed and approved by council.</li> </ul>
SOCIAL SERVICES	<ul style="list-style-type: none"> <li>✓ Monthly maintenance of cemeteries.</li> <li>✓ Disaster Management Plan.</li> <li>✓ Monthly maintenance of Traffic offices.</li> </ul>
FINANCE	<ul style="list-style-type: none"> <li>✓ Recovery of outstanding debt.</li> <li>✓ Municipal Financial Viability/</li> </ul>
GENERAL	✓ Reduce the total number of KPI's

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