

2021.2022 UGU ORGANISATIONAL SDBIP																
SDBIP Ref. & KPA	Strategic Objective	Project Name	KPI Measure	Annual Target	Actual Achieved to DATE	Quarterly Target and Actual Achieved			Quarterly Progress and challenges			Financial Implication	Budget spent to DATE	Location (Ward / LM)	Responsible Department/Unit	INTERNAL AUDIT COMMENTS
						Q1	ACTUAL	POE	ACHIEVED/ NOT ACHIEVED/ N/A	BLOCKAGES/ CHALLENGES	REMEDIAL MEASURES/ TIMEFRAMES	Annual Budget				
BUDGET AND TREASURY: MS L SOTCHEDE																
MTID 14	To optimise systems and operations	Leave Management	% Dept Compliance with leave and sick leave management	100%	98.33%	100%	98.33%	Report on Leave Compliance Analysis to Manco/Extended MANCO Minutes	Not Achieved	Some users do not follow the leave policy	Workshop users on leave policy.	N/A	N/A	All wards	CS -HR	NOT ACHIEVED Revised timeframes were not recorded for this target.
MTID 15	To optimise systems and operations	Departmental Overtime	% Compliance on Departmental Overtime	100%	100%	100%	100%	System Report to Manco/ Extended MANCO	Achieved	N/A	N/A	N/A	N/A	All wards	CS - HR	✓
MTID 18	To increase performance, monitoring and evaluation	IPMS Workplans developed	Number of Level 3-6 with workplans developed	34	34	34	34	Signed Workplans	Achieved	N/A	N/A	N/A	N/A	All wards	CS - HR	✓
MTID 19	To increase performance, monitoring and evaluation	IPMS Performance Reviews	Number of workplan assessments/reviews conducted	34	34	34	34	Attendance Register for performance Reviews & PM reports on reviews conducted	Achieved	N/A	N/A	N/A	N/A	All wards	CS - HR	✓
MTID 25	To promote clean and social government	Compliance with Records Management	Number of document Reporting on Departmental records management compliance	400	1692	100 RECORDS	1692	Progress Report of file plan usage, EDMS to Manco/Extended MANCO/ Portfolio Extract of Minutes	Achieved	N/A	N/A	R0	0	All wards	POE FROM SECRATARIAT	✓
MTID 35	To optimise systems and operations	Dept Fuel Usage and Management	% of reduction of fuel usage in litres	20%	45%	5%	45%	Report on fuel reduction per department to MANCO or Extended MANCO	Not Achieved	During the first quarter of the prior financial year the meter reading function was outsourced. Therefore there was no fuel spend under the Revenue section hence the in sourcing of meter reading function was introduced in the 3rd quarter.	The true reflection of the fuel consumption within BTO will only be justifiable in quarter 3 where the comparison will be appropriate.	N/A	N/A	ALL LMs	CS - Fleet	NOT ACHIEVED

2021.2022 UGU ORGANISATIONAL SDBIP

SDBIP Ref. & KPA	Strategic Objective	Project Name	KPI Measure	Annual Target	Actual Achieved to DATE	Quarterly Target and Actual Achieved			Quarterly Progress and challenges			Financial Implication	Budget spent to DATE	Location (Ward / LM)	Responsible Department/Unit	INTERNAL AUDIT COMMENTS
						Q1	ACTUAL	POE	ACHIEVED/ NOT ACHIEVED/ N/A	BLOCKAGES/ CHALLENGES	REMEDIAL MEASURES/ TIMEFRAMES	Annual Budget				
GGPP 33	To increase performance, monitoring and evaluation	Monitoring of vendor performance	Number of vendor performance reports submitted to SCM	4	3	1 report	3	Email showing submission of vendor performance to SCM	Achieved	N/A	N/A	R10 000.00	0	All	ALL	✓
GGPP 35	To increase performance, monitoring and evaluation	Consequence Management	Number of consequence management reports submitted to MANCO	4	1	1	1	Monthly reports to MANCO	Achieved	N/A	N/A	N/A	NIL	All	ALL	✓
GGPP 52	To increase performance, monitoring and evaluation	Implementation of council resolutions	% of Full Council resolutions implemented	100%	100%	100%	100%	Report on implementation of council resolutions per Department Manco/Extended/Portfolio Extract of Minutes	Achieved	N/A	N/A	R0	N/A	All	CS - AS	✓
MFVM 1	To optimise expenditure	Zero unauthorised, expenditure	Percentage unauthorised expenditure	Zero unauthorised, irregular expenditure	0%	0%	0%	Unauthorised Expenditure Register	ACHIEVED	N/A	N/A	N/A	N/A	All Wards/LMs	BTO Budget	✓
MFVM 2		Reduction of Irregular Expenditure to 7% of Total Operating Expenditure .	Percentage irregular expenditure	7% Total Operating Expenditure unauthorised, irregular expenditure	8.9%	7%	8.9%	Irregular Expenditure Register	Not Achieved	The municipality had multiple contracts that were appointed through Regulation 36 which did not meet the regulations requirements and they were all classified as irregular expenditure.	Demand management enforcement that all contracts be appoint via the supply management process and the implementation of the procurement plan.	N/A	N/A	All Wards/LMs	BTO SCM	NOT ACHIEVED Revised timeframes were not recorded for this target.
MFVM 3	To optimise expenditure	Payment of Creditors within 30 days	Percentage of creditors paid within 30 days	100%	5.02%	100%	5.02%	Creditors Age Analysis	Not Achieved	The municipality is experiencing cashflow challenges, hence it can meet it obligations on time.	Implementation of Revenue enhancement strategies, cost containment measures and enforcement of monitoring tools over all expenditure line items	R0.00	0	All Wards/LMs	BTO Expenditure Management	NOT ACHIEVED Revised timeframes were not recorded for this target.
MFVM 4		Payment of monthly salaries on time	Date by which salaries are paid	20th of each month	20th of the month	20th of each month	20th of the month	Monthly Salary Payment Report	Achieved	N/A	N/A	N/A	NIL	All Wards/LMs	BTO Expenditure Management	✓

2021.2022 UGU ORGANISATIONAL SDBIP

SDBIP Ref. & KPA	Strategic Objective	Project Name	KPI Measure	Annual Target	Actual Achieved to DATE	Quarterly Target and Actual Achieved			Quarterly Progress and challenges			Financial Implication	Budget spent to DATE	Location (Ward / LM)	Responsible Department/Unit	INTERNAL AUDIT COMMENTS
						Q1	ACTUAL	POE	ACHIEVED/ NOT ACHIEVED/ N/A	BLOCKAGES/ CHALLENGES	REMEDIAL MEASURES/ TIMEFRAMES	Annual Budget				
MFVM 5		Payment of monthly salaries of third party	Date by which third party payments are made	7th of each month	7th of the month	7th of each month	7th of the month	Monthly Deductions Payment Report	Achieved	N/A	N/A	N/A	N/A	All Wards/LMs	BTO Expenditure Management	✓
MFVM 6	To strengthen budgeting and reporting	Reduction of Fruitless and Wasteful Expenditure	Percentage of Fruitless and wasteful expenditure as a total of operating expenditure	0%	1.9%	0%	1.9%	Fruitless and Wasteful Expenditure Register	Not Achieved	The municipality is experiencing cashflow challenges, it can meet it obligations on time and incur penalties and interests for late payment	Implementation of Revenue enhancement strategies, cost containment measures and enforcement of monitoring tools over all expenditure line items	N/A	N/A	All Wards/LMs	BTO Expenditure Management	NOT ACHIEVED Revised timeframes were not recorded for this target.
MFVM 7		Acquisitions Management: Finalisation of tender	Average turnaround in time and days taken to finalise a tender.	90 Days	95 Days	90 Days	95 Days	Bids Register	Not Achieved	The period when physical meetings were prohibited due to Covid 19 caused delays in awarding of contracts.	Bid committee meetings to sit as per the roster and coordinating special meetings as in when there is a need.	N/A	N/A	All Wards/LMs	BTO SCM	NOT ACHIEVED Revised timeframes were not recorded for this target.
MFVM 8		Finalisation of purchase orders	Average turnaround in time in days taken to finalise purchase orders.	7 Days	7 Days	7 Days	7 Days	System Generated Purchase Orders Report	Achieved	N/A	N/A	N/A	N/A	All Wards/LMs	BTO SCM	✓
MFVM 9		Finalisation of mini tenders	Average turnaround in time and days taken to finalise mini-tenders.	14 Days	13 Days	14 Days	13 Days	System Generated Purchase Orders Report	Achieved	N/A	N/A	n/A	N/A	All Wards/LMs	BTO SCM	✓
MFVM 10		Effective Contract Management	Monthly contract register reviews and updates performed.	12	3	3	3	Updated Contract Register	Achieved	N/A	N/A	N/A	N/A	All Wards/LMs	BTO SCM	✓
MFVM 11		Vendor Performance Management	Monthly Vendor Performance Meetings Held	12	3	3	3	Vendor Performance Reports	Not Achieved	N/A	N/A	N/A	N/A	All Wards/LMs	BTO SCM	August Vendor Performance Report not submitted and target was reported as achieved
MFVM 12		Improve Cash and Cash Equivalent ratio.	3 Months Cash Coverage of Expenditure	3 Months	1.55 Months	3 Months	1.55 Months	Balance Sheet, Income Statement and Calculations	Not Achieved	Municipality's Working Capital is overcommitted	The Municipality needs to Commit expenditure based on its affordability, lighten its Cost Containment and intensify its collection strategies	N/A	N/A	All Wards/LMs	BTO Cash Management	NOT ACHIEVED Revised timeframes were not recorded for this target.

2021.2022 UGU ORGANISATIONAL SDBIP

SDBIP Ref. & KPA	Strategic Objective	Project Name	KPI Measure	Annual Target	Actual Achieved to DATE	Quarterly Target and Actual Achieved			Quarterly Progress and challenges			Financial Implication	Budget spent to DATE	Location (Ward / LM)	Responsible Department/Unit	INTERNAL AUDIT COMMENTS
						Q1	ACTUAL	POE	ACHIEVED/ NOT ACHIEVED/ N/A	BLOCKAGES/ CHALLENGES	REMEDIAL MEASURES/ TIMEFRAMES	Annual Budget				
MFVM 13	To ensure full compliance with MFMA	Preparation of the Annual Budget	Percentage Budget Expenditure on Free Basic Services	100%	12.2%	25%	12.2%	Budget Expenditure Report	Not Achieved	The standpipes meters have not been read due to the shortage of the Motor Vehicles for the meter readers	A provision has been made in the current budget 2021/2022 to purchase the new motor vehicles (revised timeframe - 31 December 2021)	R83 457 300.00	R10,178,703.89	All Wards/LMs	BTO Budget	NOT ACHIEVED
MFVM 14		Preparation of Annual Financial Statements for submission to AG by 31 August 2020	Date Annual Financial Statements submitted to Auditor General	31-Aug-21	31-Aug-21	31-Aug-21	31-Aug-21	Acknowledgement of Receipt from AG	Achieved	N/A	N/A	R699 803.00	R699 803.00	All Wards/LMs	BTO Budget	✓
MFVM 15		Preparation of Consolidated Annual Financial Statements for submission to AG by 30 September 2020	Date Consolidated Annual Financial Statements submitted to the Auditor General	30-Sep-21	30-Sep-21	30-Sep-21	30-Sep-21	Acknowledgement of Receipt from AG	Achieved	N/A	N/A	N/A	N/A	All Wards/LMs	BTO Budget	✓
MFVM 16		Preparation of the Annual Budget Process Plan	Date Budget Process Plan approved	31-Aug-21	26-Aug-21	31-Aug-21	26-Aug-21	Council Resolution	Achieved	N/A	N/A	N/A	N/A	All Wards/LMs	BTO Budget	✓
MFVM 19		In-Year Reporting on Budget Implementation	Number and date of S71 reports submitted to Council and Treasuries within 10days in terms of the MFMA calendar of reporting and to the Mayor.	12 reports per annum	3	3	3	DATA STRINGS SUBMISSION	Achieved	N/A	N/A	R2 606.00	R0.00	All Wards/LMs	BTO Budget	✓
MFVM 22		Improve the Liquidity ratio of the Municipality	Improve the Liquidity ratio of the Municipality to the prescribed minimum ratio of 1.5:1	1.5:1	0.85 : 1	1.5:1	0.85 : 1	Balance Sheet and Calculations	Not Achieved	Municipality's Working Capital is overcommitted	The Municipality needs to Commit expenditure based on its affordability, lighten its Cost Containment and intensify its collection strategies	N/A	N/A	All Wards/LMs	BTO Cash Management	NOT ACHIEVED Revised timeframes were not recorded for this target.
MFVM 24		Financial Management Systems Support	Percentage of System Support Issues Resolved Within 16 working hours	100%	97%	96%	97%	ICT Helpdesk Report	Achieved	N/A	N/A	N/A	N/A	All Wards/LMs	BTO FMSS	✓
MFVM 25		Implementation of mSCOA Project	Percentage Implementation of mSCOA Financial System	100%	96%	95%	96%	mSCOA Project Report	Achieved	N/A	N/A	N/A	N/A	All Wards/LMs	BTO FMSS	✓

2021.2022 UGU ORGANISATIONAL SDBIP

SDBIP Ref. & KPA	Strategic Objective	Project Name	KPI Measure	Annual Target	Actual Achieved to DATE	Quarterly Target and Actual Achieved			Quarterly Progress and challenges			Financial Implication	Budget spent to DATE	Location (Ward / LM)	Responsible Department/Unit	INTERNAL AUDIT COMMENTS
						Q1	ACTUAL	POE	ACHIEVED/ NOT ACHIEVED/ N/A	BLOCKAGES/ CHALLENGES	REMEDIAL MEASURES/ TIMEFRAMES	Annual Budget				
MFVM 26	To improve revenue collection	Completeness of Meter Reading: Rural	Percentage of Meters Read - Urban	85%	74%	85%	74%	Meter Reading Report	NOT ACHIEVED	On average 15% of the meters could not be accessed when the meter readings took place this was due to various reason namely but not limited to:- meter damaged, meter underground, faulty meters. The are challenges that we are still trying to resolve which include recruitment of additional Meter readers as we currently have 9 and the shortage of vehicles as we currently only have 2 vehicles.	The request to have the meters replaced have been logged on Critical in the previous financial year for Water Services Department's attention and the meter readers can be able to collect correct information once this exercise is done. HR is assisting us with the recruitment process so that we can have full staff complement.	N/A	N/A	All Wards/LMs	BTO Revenue Management	NOT ACHIEVED
MFVM 27		Completeness of Meter Reading: Urban	Percentage of Meters Read - Rural	40%	5%	40%	5%	Meter Reading Report	NOT ACHIEVED	The are challenges that we are still trying to resolve which include recruitment of additional Meter readers as we currently have 9 and the shortage of vehicles. The meters in the rural areas are scattered and the meter readers need to have vehicles to be able to read more meters.	The request to have the meters replaced have been logged on Critical in the previous financial year for Water Services Department's attention and the meter readers can be able to collect correct information once this exercise is done. HR is assisting us with the recruitment process so that we can have full staff complement.	N/A	N/A	All Wards/LMs	BTO Revenue Management	NOT ACHIEVED
MFVM 28		Meter reading monthly billing collections	Percentage of monthly billing collected	90%	68%	90%	68%	Summary Report Billing and Consumer Receipts	NOT ACHIEVED	The collections have been negatively affected by the current pandemic as most business and private individuals' income have been impacted. In addition we still have system related issues where we cannot correct customer accounts that are under dispute which then affects our collections adversely. We do not have a dedicated team that is attending to disconnections and restrictions. The information is reported as at 31 August 2021 as the September month end processes are not yet finalized.	The Council has adopted a Recovery plan which is currently being enforced where all customer groups that are in arrears will be subjected to the debt and collection procedures. The Council approved for Amnesty to be afforded to residential customers when they pay 50% of their debt that is over 120 days.	N/A	N/A	All Wards/LMs	BTO Revenue Management	NOT ACHIEVED

2021.2022 UGU ORGANISATIONAL SDBIP																
SDBIP Ref. & KPA	Strategic Objective	Project Name	KPI Measure	Annual Target	Actual Achieved to DATE	Quarterly Target and Actual Achieved			Quarterly Progress and challenges			Financial Implication	Budget spent to DATE	Location (Ward / LM)	Responsible Department/Unit	INTERNAL AUDIT COMMENTS
						Q1	ACTUAL	POE	ACHIEVED/ NOT ACHIEVED/ N/A	BLOCKAGES/ CHALLENGES	REMEDIAL MEASURES/ TIMEFRAMES	Annual Budget				
MFVM 31		Development of a GRAP compliant Asset Register: Movable asset verifications conducted	Number of Movable Asset Verifications conducted	4 per annum	1	1	1	Updated Assets Register, Appendices, and Asset Verification Plan	Achieved	N/A		N/A	N/A	All Wards/LMs	BTO Asset Management	✓
MFVM 32		Development of a GRAP compliant Asset Register: Updated asset register	Number of Updated Asset Registers	12 per annum	3	3	3	Updated Asset Register	Achieved	N/A	N/A	N/A	N/A	All Wards/LMs	BTO Asset Management	✓
MFVM 36		Municipal asset insurance cover	Percentage insurance cover for municipal insurable assets	100%	100%	100%	100%	Insurance Policy Document	Achieved	N/A	N/A	N/A	N/A	All Wards/LMs	BTO Asset Management	✓
BSD 1	To ensure access to free basic water	Provision of Indigent Support	Number of customers benefiting from indigent support.	2000	970	500	970	Indigent Register	ACHIEVED	N/A	N/A	N/A	N/A	All Wards/LMs	BTO Revenue Management	✓
END OF BTO SDBIP																