

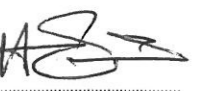
West Coast District Municipality
Draft Top Layer SDBIP 2013/2014

| Ref | Directorate | GFS Classification | Municipal KPA | KPI | Unit of Measurement | Wards | Area | KPI Owner | Baseline | Source of Evidence | Previous Year Performance | Annual Target | Revised Target | KPI Calculation Type | Q1 | Q2 | Q3 | Q4 | 2013/14 | 2014/15 | 2015/16 | 2016/17 |
|------|-------------------|-------------------------------|----------------------------------|--|--|-------|------|-------------------|---|--|---------------------------|---------------|----------------|----------------------|------|-----|-----|------|---------|---------|---------|---------|
| TL8 | Council | Executive and council | Not Applicable | Effective functioning of council with compliance in respect of number of meetings held per annum | No of council meetings per annum | All | All | Speaker | 4 | Minutes of the meetings held | | 4 | 0 | Accumulative | 1 | 1 | 1 | 1 | 4 | 4 | 4 | 4 |
| TL9 | Council | Executive and council | Not Applicable | Effective functioning of the portfolio committee system with compliance in respect of the number of meetings held annually | No of sec 80 committee meetings per annum | All | All | Speaker | 11 | Minutes of the meetings held | | 11 | 0 | Accumulative | 3 | 2 | 3 | 3 | 11 | 11 | | |
| TL19 | Council | Executive and council | Financial Management | The main budget is approved by Council by the legislative deadline | Approval of main budget before the end of May | All | All | Council | 1 | Minutes of the Council meeting | | 1 | 0 | Carry Over | 0 | 0 | 0 | 1 | 1 | 1 | | |
| TL20 | Council | Executive and council | Financial Management | The adjustment budget is approved by Council by the legislative deadline | Approval of adjustments budget before the end of February | All | All | Council | 1 | Minutes of the Council meeting | | 1 | 0 | Carry Over | 0 | 0 | 1 | 0 | 1 | 1 | | |
| TL36 | Council | Executive and council | Not Applicable | The SDBIP is approved by the Mayor within 28 days after the budget has been approved | SDBIP approved in terms of the MFMA | All | All | Mayor | 1 | Approved SDBIP | | 1 | 0 | Carry Over | 0 | 0 | 0 | 1 | 1 | 1 | | |
| TL39 | Council | Executive and council | Not Applicable | Facilitation of IGR in the district measured by the number of DCF meetings held | No of DCF meetings | All | All | Mayor | 4 DCF's for the year | Minutes of meetings held | | 4 | 0 | Accumulative | 1 | 1 | 1 | 1 | 4 | 4 | | |
| TL3 | Municipal Manager | Community and social services | Social and Community Development | An implementation plan for the GENDER Policy Framework is developed and adopted by 30 June 2013 | Plan completed and approved by council. | All | All | Municipal Manager | New kpi for 2012/13 | Minutes of the Council meeting where plan was submitted for approval | | 1 | 0 | Carry Over | 0 | 0 | 0 | 1 | 1 | 1 | | |
| TL4 | Municipal Manager | Community and social services | Social and Community Development | The co-ordination by WCDM of drafting up a consolidated plan for social development interventions in the district | Number of consultation engagements with relevant role-players | All | All | Municipal Manager | New kpi for 2012/13 | Minutes of meetings and attendance registers | | 2 | 0 | Accumulative | 0 | 1 | 0 | 1 | 2 | 2 | | |
| TL5 | Municipal Manager | Corporate services | Human Resource Development | Implementation of the Municipality's approved Employment Equity report in liaison with the approved recruitment and selection policy | Number of Personnel appointed according to numerical goals. | All | All | Municipal Manager | 51 | Letter of appointment and Employment Equity Plan | | 50% | 0% | Carry Over | 0% | 25% | 0% | 25% | 50% | 50% | | |
| TL6 | Municipal Manager | Corporate services | Human Resource Development | % implementation measured by the budget spent on the WSP by financial year end. | % implementation measured by the budget spent on the WSP by financial year end. | All | All | Municipal Manager | 1200000 | CAPMAN system reports and Financial Statements | | 100% | 0% | Carry Over | 25% | 50% | 75% | 100% | 100% | 100% | | |
| TL10 | Municipal Manager | Corporate services | Not Applicable | Tabling of the draft annual report to council before 31 January annually. | Minutes of oversight committee submitted to council | All | All | Municipal Manager | 1 | Minutes of the Council meeting | | 1 | 0 | Carry Over | 0 | 0 | 1 | 0 | 1 | 1 | | |
| TL12 | Municipal Manager | Corporate services | Human Resource Development | Maintain human capital to ensure sustainable capacity to create an effective and efficient service delivery institution. | Vacancy levels expressed as a percentage of approved posts in the organogram | All | All | Municipal Manager | National norm between 10-15% | CAPMAN system reports | | 10% | 0% | Reverse Stand-Alone | 10% | 10% | 10% | 10% | 10% | 10% | | |
| TL13 | Municipal Manager | Corporate services | Human Resource Development | Effective and healthy labour relations are maintained and secured through regular LLF meetings | No of LLF meetings initiated by the employer per annum | All | All | Municipal Manager | 10 | Minutes of the meetings held | | 10 | 0 | Accumulative | 3 | 2 | 2 | 3 | 10 | 10 | | |
| TL14 | Municipal Manager | Corporate services | Human Resource Development | Revise HR policies by the end of June annually to ensure compliance with regulatory framework for fair, sound and equitable labour relations | No of policies revised | All | All | Municipal Manager | 3 | Minutes of the Council meeting | | 6 | 0 | Accumulative | 0 | 0 | 0 | 6 | 6 | 6 | | |
| TL15 | Municipal Manager | Corporate services | Human Resource Development | Build solid HR capability through implementation of the skills development plan with targeted skills development interventions | No of staff who completed training by comparison with personnel identified for training. | All | All | Municipal Manager | 70% | CAPMAN system reports | | 75% | 0% | Carry Over | 75% | 75% | 75% | 75% | 75% | 75% | | |
| TL26 | Municipal Manager | Executive and council | Not Applicable | Quarterly submission of fraud declaration by Municipal Manager, directors and internal auditor | Number of declarations per quarter | All | All | Municipal Manager | Existing approved anti-corruption policy | Fraud declaration file | | 5 | 0 | Stand-Alone | 5 | 5 | 5 | 5 | 5 | 5 | | |
| TL27 | Municipal Manager | Executive and council | Not Applicable | Implementation of the risk management policy measured by the number of risks quarterly managed by each directorate | Number of risks managed by each directorate quarterly | All | All | Municipal Manager | 4 risks per directorate per quarter | Risk register | | 16 | 0 | Accumulative | 4 | 4 | 4 | 4 | 16 | 16 | | |
| TL28 | Municipal Manager | Executive and council | Human Resource Development | Institutional Performance management system in place and implemented down to TASK level 12 | No of levels implemented down to TASK level 12 | All | All | Municipal Manager | 1 | File Sec 24/1/7; Performance agreements on system | | 1 | 0 | Carry Over | 0 | 0 | 0 | 1 | 1 | 1 | | |
| TL29 | Municipal Manager | Executive and council | Not Applicable | Functional audit committee that advises the municipality on matters relating to internal controls, risks, policies, performance and governance | No of meetings held and minutes of meetings submitted to council | All | All | Municipal Manager | 4 | Minutes of the meetings held | | 4 | 0 | Accumulative | 1 | 1 | 1 | 1 | 4 | 4 | | |
| TL30 | Municipal Manager | Executive and council | Not Applicable | Approved Risk based audit plan elements identified, audited by year end | Number of elements identified, audited by year end | All | All | Municipal Manager | Approved risk based audit plan | Audit committee minutes | | 70% | 0% | Carry Over | 10% | 35% | 55% | 70% | 70% | 70% | | |
| TL37 | Municipal Manager | Executive and council | Not Applicable | Shared support are provided in the district | Number of actual shared support provided/Number of requests received | All | All | Municipal Manager | Support services provided - 3 out of every 4 received | Minutes of meetings where agreements are entered into; correspondence on file 15/15/16 | | 75% | 0% | Carry Over | 0% | 0% | 0% | 75% | 75% | 75% | | |
| TL38 | Municipal Manager | Executive and council | Not Applicable | Shared services implemented in the region through number of recommended services piloted | Number of shared services piloted | All | All | Municipal Manager | New kpi for 2012/13 | Final report | | 1 | 0 | Carry Over | 0 | 0 | 0 | 1 | 1 | 1 | | |
| TL40 | Municipal Manager | Executive and council | Not Applicable | Facilitation of IGR in the district measured by the number of DCF (Tech) meetings initiated for policy support | No of DCF Tech meetings initiated. | All | All | Municipal Manager | 4 DCF Tech's for the year | Minutes of meetings held | | 4 | 0 | Accumulative | 1 | 1 | 1 | 1 | 4 | 4 | | |
| TL41 | Municipal Manager | Executive and council | Not Applicable | Development of strategic partnerships to enhance resource mobilisation | Number of strategic partnerships formed | All | All | Municipal Manager | New kpi for 2012/13 | Partnership agreements/memoranda | | 2 | 0 | Accumulative | 0 | 0 | 0 | 2 | 2 | 2 | | |
| TL42 | Municipal Manager | Executive and council | Not Applicable | Enhancement of integrated planning in the district by developing the annual IDP district process schedule by end of August annually. | Framework developed by the end of August annually. | All | All | Municipal Manager | Existing Framework needs to be revised | Minutes of Council meetings | | 100% | 0% | Carry Over | 100% | 0% | 0% | 0% | 100% | 100% | | |
| TL43 | Municipal Manager | Executive and council | Not Applicable | Review of Integrated Development Plan that facilitates alignment with municipal spending, its approval by the end of May 2013 and advertisement for public comment | Reviewed IDP approved by the end of May 2013 and capital spending alignment as per IDP. | All | All | Municipal Manager | Existing IDP | Minutes of Council meetings; IDP document; Budget document; Advertisements. | | 1 | 0 | Carry Over | 0 | 0 | 0 | 1 | 1 | 1 | | |
| TL45 | Municipal Manager | Executive and council | Not Applicable | District IDP consultation through management bi-lateral- and municipal level engagements between District- and Local municipalities take place | No of B municipalities consulted by the end of May | All | All | Municipal Manager | 5 | Minutes of the meetings | | 5 | 0 | Accumulative | 0 | 0 | 0 | 5 | 5 | 5 | | |
| TL47 | Municipal Manager | Executive and council | Not Applicable | Enhance integrated development planning in the district through facilitating regular district IDP Co-ordinating meetings | Number of meetings held per annum | All | All | Municipal Manager | 4 | Minutes of the meetings held | | 4 | 0 | Accumulative | 1 | 1 | 1 | 1 | 4 | 4 | | |
| TL48 | Municipal Manager | Executive and council | Not Applicable | Enhanced performance management through signing section 57 performance agreements with staff by the end of July 2012 | No of performance agreements signed by end of July | All | All | Municipal Manager | 4 | Signed contracts | | 5 | 0 | Accumulative | 5 | 0 | 0 | 0 | 5 | 5 | | |



Executive Mayor
26/4/2013
Date

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|------|-------------------------------------|-------------------------------|----------------------------|---|--|-------|--------------------------------|---|---|---|---------------------------|---------------|----------------|----------------------|------|------|------|------|---------|---------|---------|---------|
| TL49 | Municipal Manager | Executive and council | Economic Development | Regional Tourism is promoted and supported by council and reports to council. | Number of regional tourism reports submitted to municipal manager, Mavro and council. | All | All | Municipal Manager | 10 | Reports | | 10 | 0 | Accumulative | 2 | 3 | 3 | 2 | 10 | 10 | | |
| TL50 | Municipal Manager | Executive and council | Economic Development | Regional tourism is enhanced by targeted tourism promotion activities | Percentage of targeted tourism promotion activities completed | All | All | Municipal Manager | New kpi for 2012/13 | Reports | | 80% | 0% | Carry Over | 10% | 30% | 50% | 80% | 80% | 80% | | |
| TL51 | Municipal Manager | Executive and council | Economic Development | Regional Economic Development (RED) strategy is operationalised as part of the implementation plan | Number of RED focus areas addressed and implemented | All | All | Municipal Manager | | Operationalisation plan documents; LED file | | 2 | 0 | Accumulative | 0 | 1 | 0 | 1 | 2 | 2 | | |
| TL52 | Municipal Manager | Executive and council | Economic Development | EME's are targeted for contracts and tenders above R30 000 as a means to enhance economic development and job creation | R-value of quotes above R30 000 and tenders awarded to EME's. | All | All | Municipal Manager | 20% of total procurement | CRA system report; Report of quotes awarded. | | 20% | 0% | Carry Over | 0% | 0% | 0% | 20% | 20% | 20% | | |
| TL1 | Administration & Community Services | Waste water management | Infrastructure Development | The quality of water in the West Coast district complies with SANS 241 specifications through monthly monitoring | Sample test reports in compliance in respect of SANS 241 specifications | All | All | Director: Administration & Community Services | 100 | Sample results | | 100 | 0 | Accumulative | 25 | 25 | 25 | 25 | 100 | 100 | | |
| TL2 | Administration & Community Services | Health | Not Applicable | Environmental pollution is monitored to comply with legislated standards. | Health inspection reports on environmental pollution in respect of compliance with legislated standards | All | All | Director: Administration & Community Services | 80 | Inspection results | | 80 | 0 | Accumulative | 20 | 20 | 20 | 20 | 80 | 80 | | |
| TL11 | Administration & Community Services | Corporate services | Not Applicable | Feedback to portfolio committee before 30 December each year regarding by-laws that must be revised | Feedback to portfolio committee before 30 December each year | All | All | Director: Administration & Community Services | 1 | Government gazette | | 1 | 0 | Carry Over | 0 | 1 | 0 | 0 | 1 | 1 | | |
| TL31 | Administration & Community Services | Community and social services | Not Applicable | Disaster risk awareness promoted in communities | Number of awareness initiatives for targeted social groups and communities per annum | All | All | Director: Administration & Community Services | 4 | Information pamphlets, stickers, booklets, advertisements, radio media and records of visit | | 4 | 0 | Accumulative | 1 | 1 | 1 | 1 | 4 | 4 | | |
| TL32 | Administration & Community Services | Public safety | Not Applicable | Develop District Disaster Management Framework by the end of December 2012 | Framework developed by the end of Dec 2012 | All | All | Director: Administration & Community Services | No existing framework | Minutes of the Council meeting | | 1 | 0 | Carry Over | 0 | 1 | 0 | 0 | 1 | 1 | | |
| TL33 | Administration & Community Services | Public safety | Not Applicable | Effective facilitation of disaster management in the District measured in terms of the number of advisory forum meetings held | No of meetings per annum | All | All | Director: Administration & Community Services | 2 | Minutes of the meetings | | 2 | 0 | Accumulative | 0 | 1 | 0 | 1 | 2 | 2 | | |
| TL34 | Administration & Community Services | Public safety | Not Applicable | Fire service delivery in the district is standardised through facilitating and co-ordinating meetings to discuss and formalise service delivery protocols | No of meetings held per annum | All | All | Director: Administration & Community Services | 4 | Minutes of meetings held | | 4 | 0 | Accumulative | 1 | 1 | 1 | 1 | 4 | 4 | | |
| TL16 | Financial Services | Budget and treasury office | Financial Management | The financial viability of the WCDCM is healthy and the organisation is able to service its annual debt. | Debt coverage measured by the total operating revenue from grants and service payments in relation to debt obligations due within the year | All | All | Director: Financial Services | 95% | Section 71 reports | | 100% | 0% | Stand-Alone | 100% | 100% | 100% | 100% | 100% | 100% | | |
| TL17 | Financial Services | Budget and treasury office | Financial Management | Financial viability is healthy with a low level of outstanding service debts within the year | Service debtors to revenue – Total outstanding service debtors/ revenue received for services | All | All | Director: Financial Services | 22% | Section 71 reports | | 5% | 0% | Reverse Stand-Alone | 5% | 5% | 5% | 5% | 5% | 5% | | |
| TL18 | Financial Services | Budget and treasury office | Financial Management | Financial viability measured by the available cash to cover fixed operating expenditure is healthy | Cost coverage of fixed operating expenditure | All | All | Director: Financial Services | 20% | Section 71 reports | | 80% | 0% | Stand-Alone | 80% | 80% | 80% | 80% | 80% | 80% | | |
| TL21 | Financial Services | Budget and treasury office | Financial Management | Compliance with GRAP 16, 17 & 102 to ensure effective asset management is accomplished | Findings in the audit report on non-compliance | All | All | Director: Financial Services | Unqualified audit opinion in 2011/12 | Audit report | | 100% | 0% | Stand-Alone | 0% | 100% | 0% | 100% | 100% | 100% | | |
| TL22 | Financial Services | Budget and treasury office | Financial Management | Approved financial statements submitted by 31 August 2012 | Approved financial statements submitted | All | All | Director: Financial Services | Approved financial statements annually | Approved statements submitted by the 31st of August | | 1 | 0 | Carry Over | 1 | 0 | 0 | 1 | 1 | 1 | | |
| TL23 | Financial Services | Budget and treasury office | Financial Management | Improvement in capital conditional grant spending measured by the % spent within the year | % of the grant spent | All | All | Director: Financial Services | 95% | Annual Financial Statements | | 95% | 0% | Carry Over | 0% | 0% | 0% | 0% | 95% | 95% | | |
| TL24 | Financial Services | Budget and treasury office | Financial Management | Improvement in operational conditional grant spending measured by the % spent | % of the grant spent | All | All | Director: Financial Services | 100% | Annual Financial Statements | | 100% | 0% | Carry Over | 0% | 0% | 100% | 100% | 100% | 100% | | |
| TL25 | Financial Services | Budget and treasury office | Financial Management | Compliance with the SCM regulations measured by the limitation of successful appeals against the municipality | Number successful appeals | All | All | Director: Financial Services | 1 | Minutes of the Tender Committee | | 1 | 0 | Zero | 0 | 0 | 0 | 0 | 1 | 1 | | |
| TL53 | Technical Services | Road transport | Infrastructure Development | Review of Integrated transport plan for the district completed in the financial year | % of completion of review by 30 June 2013 | All | All | Director: Technical Services | 6 | Feedback from 8 municipalities | | 100% | 0% | Carry Over | 0% | 0% | 0% | 100% | 100% | 100% | | |
| TL54 | Technical Services | Road transport | Infrastructure Development | Annual plan compiled for the comprehensive maintenance of provincial roads | Submission of Annual Performance Plan to Provincial Government by end of November | All | All | Director: Technical Services | Plan is annually submitted | E-mail confirming submission to Province | | 1 | 0 | Carry Over | 0 | 1 | 0 | 0 | 1 | 1 | | |
| TL55 | Technical Services | Road transport | Infrastructure Development | Provincial roads is maintained in compliance with budget | % of the budget spent | All | All | Director: Technical Services | 100% | Actual budgets spent as per financial reports from the financial system | | 100% | 0% | Carry Over | 25% | 50% | 75% | 100% | 100% | 100% | | |
| TL56 | Technical Services | Water | Infrastructure Development | Update Bulk Water System Master Plan by the end of June 2013 | Plan updated by 30 June 2013 | All | Bergvriev; Saldanha; Swartland | Director: Technical Services | Master plan updated every second year | Minutes of the Water Monitoring Committee | | 100% | 0% | Carry Over | 0% | 0% | 0% | 0% | 100% | 100% | | |
| TL57 | Technical Services | Water | Infrastructure Development | Percentage spent of the approved bulk water capital projects allocation | % spent of budget allocated for bulk water capital projects | All | Bergvriev; Saldanha; Swartland | Director: Technical Services | Capital projects as per Master plan | Actual budgets spent as per financial reports from the financial system | | 100% | 0% | Carry Over | 5% | 10% | 40% | 100% | 100% | 100% | | |
| TL58 | Technical Services | Water | Infrastructure Development | Bulk water quality supplied complies with SANS 241 standards | Sample test results and % water quality | All | Bergvriev; Saldanha; Swartland | Director: Technical Services | 100% | Monthly portfolio committee reports | | 100% | 0% | Carry Over | 100% | 100% | 90% | 100% | 100% | 100% | | |
| TL59 | Technical Services | Water | Infrastructure Development | Development of the Desalination Plant as an alternative supply source for Bulk water | Completion of the EIA by June 2013 | All | Bergvriev; Saldanha; Swartland | Director: Technical Services | Completed study to identify alternative water sources | Approval by the Department of Environmental Affairs | | 100% | 0% | Carry Over | 0% | 0% | 0% | 100% | 100% | 100% | | |
| TL60 | Technical Services | Waste management | Infrastructure Development | Development of the Regional Solid Waste Disposal Site for Matzikama and Cederberg | Completion of the EIA by 30 December 2012 | All | Matzikama; Cederberg | Director: Technical Services | Identified in the Master plan | Approval by the Department of Environmental Affairs | | 100% | 0% | Carry Over | 0% | 0% | 0% | 100% | 100% | 100% | | |
| TL61 | Technical Services | Planning and development | Infrastructure Development | Review of district Spatial Development Framework | % completed of review by 30 June 2013 | All | West Coast Region | Director: Technical Services | 40% | SDF report | | 100% | 0% | Carry Over | 0% | 0% | 0% | 100% | 100% | 100% | | |



Executive Mayor
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