

NEWCASTLE MUNICIPALITY
QUARTER 2 SBIP'S 2014 '15
BUDGET AND TREASURY OFFICE

SBIP REF NO	IDP/ORG REF No.	OUTCOME 9	IDP PRIORITY	SERVICE/FUNCTION	BUDGET OPEX	ACTUAL OPEX 31 DECEMBER 2014	BUDGET CAPEX	ACTUAL CAPEX 31 DECEMBER 2014	DEPARTMENTAL OBJECTIVE/S	SBU	ACTION PLAN	KEY PERFORMANCE INDICATOR	FREQUENCY	BASELINE	SOURCE OF EVIDENCE	ANNUAL TARGET 2014/15	TARGET QUARTER 1	ACTUAL QUARTER 1	TARGET QUARTER 2	QUARTER 2 ACTUAL	REASON FOR VARIANCE	RECOMMENDED CORRECTIVE ACTION	TARGET QUARTER 3	TARGET QUARTER 4	RESPONSIBLE MANAGER	
BTO 001	GP7.1.6	Output6: Administrative and Financial Capability							To ensure that good governance principles are implemented			Monthly reports on compliance with legislation	Quarterly		4	12	3	3	3	2			3	3	SED	
BTO 002	GP7.1.5	Output6: Administrative and Financial Capability	Good Governance	Administration					To ensure that good governance principles are implemented		Monthly reports on compliance with legislation, implementation of AG, Internal audit and risk management Action plans to Municipal Managers Office	Monthly reports on implementation of AG action Plan	Quarterly		4	4	3	3	3	2			3	3		
BTO 003	GP8.1.4	Output6: Administrative and Financial Capability							To ensure that good governance principles are implemented			Monthly reports on Internal audit action plan	Quarterly		4	12	3	3	3	2			3	3		
BTO 004	GP7.1.2	Output6: Administrative and Financial Capability							To ensure that good governance principles are implemented	BTO		Monthly reports on Risk management Action plan to Municipal Managers Office	Quarterly		4	12	3	3	3	2			3	3		
BTO 005		Output6: Administrative and Financial Capability	Good Governance	Administration					To ensure that good governance principles are implemented	BTO	Monthly meetings to monitor performance information	Monthly meetings to monitor performance information	Quarterly		12	12	3	3	3	3	3			3	3	SED
BTO 006		Output6: Administrative and Financial Capability	Good Governance	Administration					To ensure that good governance principles are implemented	BTO	Implement resolutions of Manco/EXCO/Council/Audit Committee /MPAC	Monthly reports on execution of resolutions for Manco/EXCO/Council/Audit Committee /MPAC	Quarterly	12	12	12	3	3	3	3	3			3	3	SED
BTO 007		Output6: Administrative and Financial Capability	Financial Viability	Administration					To ensure implementation of capital programme	BTO	Implementation of capital programme	%age of capital budget spent as per approved cash flows	Quarterly		Budget Reports	90%	90%	0%	90%				90%	90%	SED	
BTO 008	FV10.1.1	Output6: Administrative and Financial Capability	Financial Management	Administration					To ensure sound financial and fiscal management and good governance	BTO	To ensure compliance with financial reporting in terms of the relevant legislative requirements.	%age compliance with MFMA reporting obligations as per MFMA calendar	Quarterly	100%	National Treasury Compliance Report	100%	100%	100%	100%				100%	100%	SED	
BTO 009		Output6: Administrative and Financial Capability	Good Governance	Administration					To improve both internal and external communication.	BTO	To implement Public Participation & Communication Strategy	% of Communication Plan implemented	Annual	100%	Presentations / Registers	100%	N/A	N/A	N/A	N/A			N/A	100%	SED	
BTO 010		Output6: Administrative and Financial Capability	Financial Viability	Administration					To comply with MPRA Valuations		To advertise and implement SV rolls	Bi-annually reports on maintenance of the General Valuation Roll	Bi-annual		Reports	To implement 2 SV'S per annum	N/A	N/A					N/A	To implement SV3 and finalise all relevant objections	SED	
BTO 011		Output6: Administrative and Financial Capability	Organizational / Institutional Development	BTO - Safety					To promote zero fatality and ensure a health and safe working environment	BTO	To comply with health and safety legislation	Number of safety committee meetings held	Quarterly		Agenda & Minutes of safety meetings	12	3	3	3	3			3	3	SED	
BTO 012	IT1.3.1	Output 6: Administrative and financial capability	Administration Skills & Development						To develop and participate in knowledge sharing with other municipalities	BTO	To facilitate knowledge sharing activities with other municipalities	Number of knowledge sharing meetings arranged	Annual		Attendance Registers/ Reports	1	N/A	n/a	1				N/A	N/A	SED	
BTO 013		Output6: Administrative and Financial Capability	Financial Management	Financial Reporting					To ensure sound financial and fiscal management and good governance	Budget	Preparation of Annual Financial Statements	Submission of Annual Financial Statements to Auditor-General on or before 31 August 2014	Annual		Proof of submission from Auditor-General	Submission of Annual Financial Statements to Auditor-General on or before 31 August 2014	Submission of Annual Financial Statements to Auditor-General on or before 31 August 2014		N/A	N/A			N/A	N/A	Director : Budget & Financial Reforms	
BTO 014	FV11.1.2	Output6: Administrative and Financial Capability	Financial Viability	Financial Reporting					To ensure sound financial and fiscal management and good governance	Budget	Financial Reporting	Financial viability in terms of debt coverage	Quarterly	45%	DBSA Invoices and Section 71 Cash Flow Reports	45%	45%	29%	45%				45%	45%	Director : Budget & Financial Reforms	
BTO 015	FV11.1.3	Output6: Administrative and Financial Capability	Financial Viability	Financial Reporting					To ensure sound financial and fiscal management and good governance	Budget	Financial Reporting	Financial viability in terms of cost coverage	Quarterly	3months	Bank Statement and Investment Schedule and Section 71 Reports	3months	3months	4 months	3months				3months	3months	Director : Budget & Financial Reforms	
BTO 016	FV11.1.4	Output6: Administrative and Financial Capability	Financial Viability	Financial Reporting					To ensure sound financial and fiscal management and good governance	Budget	Financial Reporting	Financial viability in terms of outstanding service debtors	Annual	118%	Calculation sheet	152%	N/A	N/A	N/A	N/A				N/A	152%	Director : Budget & Financial Reforms

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BTO 017		Output6: Administrative and Financial Capability	Financial Viability	Revenue Enhancement Strategy					To facilitate processes to enhance revenue	Revenue Enhancement	Establish a revenue enhancement unit which will oversee the implementation of the strategic interventions to monitor and manage achievements of the set goals, objectives and benefits	Submission of proposed Revenue Enhancement Structure to MM for approval by December 2014	Annual		Minutes of EXCO	Submission of proposed Revenue Enhancement Structure to MM for approval by December 2014	N/A	N/A	Submission of proposed Revenue Enhancement Structure to MM for approval by December 2014	APPROVED STRUCTURE			N/A	N/A	Director : Revenue Enhancement	
BTO 018		Output6: Administrative and Financial Capability	Financial Viability	Revenue Enhancement Strategy					To facilitate processes to enhance revenue	Revenue Enhancement	Revise Revenue Enhancement Strategy by benchmarking against other municipalities	Updated Revenue Enhancement Strategy by December 2014	Annual	Approved Revenue Enhancement Strategy	Minutes of FPSC	Updated Revenue Enhancement Strategy by December 2014	N/A	N/A	Updated Revenue Enhancement Strategy by December 2014				N/A	N/A	Director : Revenue Enhancement	
BTO 019	FV11.2.1	Output6: Administrative and Financial Capability	Financial Viability	Revenue Enhancement Strategy					To facilitate processes to enhance revenue	Revenue Enhancement	Mainstream and intergrate Revenue Enhancement throughout the value chain of the organisation.	Number of Revenue Enhancement Meetings facilitated	Quarterly		Minutes	4	1	8	1	5			1	1	Director : Revenue Enhancement	
BTO 020		Output6: Administrative and Financial Capability	Financial Viability	Revenue Enhancement Strategy					To facilitate processes to enhance revenue	Revenue Enhancement	Analyze and assess reports of various departments and utilizing information/statistics/reports from the financial system report on progress made with the implementation of the Revenue Enhancement Strategy.	Quarterly Reports to Finance Standing Portfolio Committee	Quarterly		Minutes FPSC	4	1	1	1				1	1	Director : Revenue Enhancement	
BTO 021	FV10.4.1	Output6: Administrative and Financial Capability	Financial Management	Budget Management					To ensure budget planning and implementation	Budget & Reporting	Preparation of the annual budget	Approval of Annual Budget for 2015 '16 by the 31 May 2015	Annual	2014 '15 Budget approved 22 May 2014	Council Resolution	Approved Budget by 31 May 2015	N/A	N/A	N/A	N/A			N/A	Approved Budget by 31 May 2015	Director: Budget & Financial Reforms	
BTO 022		Output6: Administrative and Financial Capability	Financial Management	Budget Management					To ensure sound financial and fiscal management and good governance	Budget & Reporting	Preparation of the Mid-year Review (section 72)	Submission of the Mid-year Review to the Mayor and National and Provincial Treasuries by 25 Jan 2015	Annual	Submitted Section 72 by 25 January	Proof of submission to the Mayor; National and Provincial Treasuries	Submission of the Mid-year Review to the Mayor and National and Provincial Treasuries by 25 Jan 2015	N/A	N/A	N/A	n/a			Submission of the Mid-year Review to the Mayor; National and Provincial Treasuries by 25 January 2015	N/A	N/A	Director: Budget & Financial Reforms
BTO 023	FV10.4.1	Output6: Administrative and Financial Capability	Financial Management	Budget Management	81,928,686		1,450,000		To ensure budget planning and implementation	Budget & Reporting	Preparation of adjustment budget	Approval of Adjustment Budget by 28 Feb 2015	Annual	Adjustment Budget by 28 Feb	Council Resolution/ Proof of submission to the Mayor	Approved Adjustment Budget by 28 February 2015	N/A	N/A	N/A	N/A			Approved Adjustment Budget by 28 February 2015	N/A	N/A	Director: Budget & Financial Reforms
BTO 024		Output6: Administrative and Financial Capability	Financial Management	Financial Reporting					To ensure sound financial and fiscal management and good governance	Budget & Reporting	Preparation of section 52 and 71 reports	Monthly Section 71 reports to the Mayor; National and Provincial Treasuries within 10 working days of each month.	Quarterly		Proof of submission to the Mayor	12	3	3	3	2			3	3	Director: Budget & Financial Reforms	
BTO 025		Output6: Administrative and Financial Capability									Submission of Quarterly reports on External Loans	Quarterly	4			4	1	1	1				1	1	Director: Budget & Financial Reforms	
BTO 026		Output6: Administrative and Financial Capability									Submission of Quarterly reports on Investments	Quarterly	4			4	1	1	1				1	1	Director: Budget & Financial Reforms	
BTO 027		Output6: Administrative and Financial Capability	Financial Management	Investment and Expenditure Management					To ensure sound financial and fiscal management and good governance		Preparation of Quarterly reports on External Loans; Investments; Withdrawals and Staff Benefits	Submission of Quarterly reports on Withdrawals	Quarterly		Minutes of EXCO	4	1	1	1				1	1	Director: Budget & Financial Reforms	
BTO 028		Output6: Administrative and Financial Capability									Submission of Quarterly Reports on Conditional Grants	Quarterly	4			1	1	1	1				1	1	Director: Budget & Financial Reforms	
BTO 029		Output6: Administrative and Financial Capability								Expenditure & Financial Accounting	Submission of reports on Staff Benefits to Council	Bi-annually	2			2	N/A	1	1				N/A	1	Director: Budget & Financial Reforms	
BTO 030	FV11.3.1	Output6: Administrative and Financial Capability	Financial Viability						To ensure sound financial and fiscal management and good governance	Expenditure & Financial Accounting	To implement sound cash management practices	Compilation of monthly banks reconciliations within 10 working days of each month	Quarterly		Bank Reconciliations	12	3	3	3				3	3	Director: Budget & Financial Reforms	
BTO 031	FV10.2.2	Output6: Administrative and Financial Capability	Financial Management	Supply Chain Management					To ensure sound financial and fiscal management and good governance	Supply Chain Management Unit	To review and approve SCM Policy	Review of Draft SCM Policy by 31 March 2015 and be approved on the 31st May 2015	Quarterly		Records, Council Resolution	1		SCM Policy submitted no changes made to the policy	Internal Consultation process (written comments from Departments)	No comments have been received as yet.	We still anticipating that we will receive comments from respective departments. However, if there are no comments up until end of February 2015, we are going to continue to finalise the Draft policy for submission to Council by end of March 2015	If the departments are not providing input by end of Feb 2015, then we will continue to finalise the draft that will be presented to Council for approval.	Draft SCM Policy submitted to Council by 31 March 2015	Approval of SCM Policy by the 31st May 2015	Director : SCM	

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BTO 032		Output6: Administrative and Financial Capability	Financial Management	Supply Chain Management					To ensure sound financial and fiscal management and good governance	Supply Chain Management Unit	Conduct workshop for senior managers and councillors on SCM regulations and procedures	Number of workshops for senior managers and councillors on SCM regulations and procedures	Bi-annually		Attendance Register	2	N/A	N/A	1	The workshop was postponed until further notice. We have not received any further notice indicating the new date for the workshop.	The workshop was postponed until further notice. We have not received any further notice indicating the new date for the workshop.	The workshop will be done as soon as the new date is indicated by HRD.	N/A	1	Director : SCM		
BTO 033		Output6: Administrative and Financial Capability	Financial Management	Supply Chain Management					To ensure sound financial and fiscal management and good governance	Supply Chain Management Unit	Preparation of Quarterly report on the implementation of the SCM Policy to Council	Quarterly Report on the Implementation of the SCM Policy	Quarterly		4 Council resolution	4	1	0	1	The report was submitted for consideration in the Finance Portfolio Committee. The report is draft up until it is approved at the portfolio meeting. The portfolio committee has not set.	The report was submitted for consideration in the Finance Portfolio Committee. The report is draft up until it is approved at the portfolio meeting. The portfolio committee has not set.	The report is ready and submitted for consideration at the Finance Portfolio Committee meeting.	1	1	Director : SCM		
BTO 034	FV10.2.1	Output6: Administrative and Financial Capability	Financial Management	Supply Chain Management					To ensure sound financial and fiscal management and good governance	Supply Chain Management Unit	Maintain and monitor a register for bids and quotations	Turnaround times for bids at 90 days and for quotations 30 days (Tenders/Quotations)	Quarterly		Turnaround time for bids is 119 days and for quotations is 69 days (Tender/Quotations)	register certified by CFO	Turnaround times for bids at 90 days and for quotations 30 days (Tenders/Quotations)	Turnaround times for bids at 90 days and for quotations 30 days (Tenders/Quotations)	Turnaround times for bids at 90 days and for quotations 30 days (Tenders/Quotations)	Turnaround times for bids at 122 days and for quotations 33 days (Tenders/Quotations)	Turnaround times for bids at 122 days and for quotations 33 days (Tenders/Quotations)	The challenges that caused major delays, which resulted in tenders not awarded within the targeted days was mainly on the evaluation of the bids. On specific bids there were delays as the departments were taking longer to finalise technical evaluation. The delays that were experienced from SCM relates to lack of constant follow ups and communication with the department to make sure that, any area of procurement that has not been addressed is attended to.	appointed (1 December 2014) and one of his responsibilities to deal with the day to day monitoring of the SCM processes. SCMU is now going to start reporting to each department on an ongoing basis regarding procurement for each department. This will assist in making sure that there is a proper communication with the department which will further assist in	Turnaround times for bids at 90 days and for quotations 30 days (Tenders/Quotations)	Turnaround times for bids at 90 days and for quotations 30 days (Tenders/Quotations)	Director : SCM	
BTO 035		Output6: Administrative and Financial Capability	Financial Management	Supply Chain Management-Logistics					To ensure sound financial and fiscal management and good governance	Supply Chain Management Unit	Conduct annual stock take	Annual Stock take by 30 June 2015	Annual		1 Stock Certificate	Annual Stock take by 30 June 2015	N/A		N/A	N/A	N/A	N/A	N/A	Annual Stock take by 30 June 2015	Director : SCM		
BTO 036		Output6: Administrative and Financial Capability	Financial Management	Asset Management					To ensure sound asset management system	Asset and Liability Management	Maintenance of a asset register	Monthly Updating of asset register	Quarterly		Dated system report	12	3	2	3	3				3	3	Director : Budget & Financial Reforms	
BTO 037	FV10.3.1	Output6: Administrative and Financial Capability	Financial Management	Asset Management					To ensure sound asset management system.	Asset and Liability Management	Asset Management Plan & Policy	Review & Approval of Asset Management Policy by 31 May 2015	Annual		Council Resolution	Approval of Asset Management Policy by 31 May 2015	N/A	N/A	N/A	N/A	N/A				Approval of Asset Management Policy by 31 May 2015	Director : Budget & Financial Reforms	
BTO 038		Output6: Administrative and Financial Capability	Financial Management	Asset Management					To ensure sound asset management system.	Asset and Liability Management	To ensure integrity of asset information	Monthly reconciliation between asset register and general ledger	Quarterly		0 Reports	12	3	1	3	3				3	3	Director : Budget & Financial Reforms	
BTO 039		Output6: Administrative and Financial Capability	Financial Management	Asset Management					To ensure sound asset management system.	Asset and Liability Management	To verify all movable assets using a scanner	Physical verification of assets on a yearly basis	Annual		Physical Verification Report	1	N/A	N/A	N/A	N/A				N/A	1	Director : Budget & Financial Reforms	
BTO 040		Output6: Administrative and Financial Capability	Financial Management	Asset Management					To ensure sound asset management system.	Asset and Liability Management	Updating of Asset Register and Annual Financial Statements	Monthly Scrutinizing of additions of assets	Quarterly		Monthly additions Reports	12	3	3	3	3				3	3	Director : Budget & Financial Reforms	
BTO 041		Output6: Administrative and Financial Capability	Financial Management	Asset Management					To ensure sound asset management system.	Asset and Liability Management	Disposal of assets	Annual disposal of assets by 30 June 2015	Annual		Minutes /Register of assets disposed	Annual disposal of assets by 30 June 2015	N/A	N/A	N/A	N/A				N/A	Annual disposal of assets by 30 June 2015	Director : Budget & Financial Reforms	
BTO 042	FV11.1.1	Output6: Administrative and Financial Capability	Financial Viability	Credit Control					To ensure a financially viable municipality	Income	Review and update credit control process plan in terms of the policy	Increase of payment factor by 2 percentage basis point by 30 June 2015	Annual		74% Financial Reports	76%	74.5%	74.5%	75%	75%				75.5%	76%	Director : Revenue Valuations and Debt Management	
BTO 043	SD31.1.1	Output6: Administrative and Financial Capability	Financial Viability	Indigent Management					To ensure sound financial and fiscal management and good governance	Income	Maintain Indigent register for the Municipality	Monthly registrations and deregistrations	Quarterly		Monthly summary of movement	12	3	3	3	3				3	3	Director : Revenue Valuations and Debt Management	
BTO 044	SD31.3.1	Output6: Administrative and Financial Capability	Social Development	Indigent Support System					To improve access to basic services	Income	Ensure that the indigent support is processed for the month (Social security grants)	Percentage of households earning less than R1100 per month with access to free basic services (R3500 as per indigent policy)	Quarterly	16.88% (18444)	Monthly income summary together with monthly summary of movement	19%(20500)	18% (19000)	16.85%(18693)	18.5% (19500)	16.98%(18793)				18.75% (20000)	19% (20500)	Director : Revenue Valuations and Debt Management	
BTO 045	SD31.2.1	Output6: Administrative and Financial Capability	Social Development	Indigent Support System					To improve access to basic services	Income	To comply with rates policy iro of rebates for pensioners	Compliance with the update of Financial System with pensioners rates tariff	Annual		Printout of rates tariff on account	100%	Pensioners account updated with new tariff in compliance with approved application form	Pensioners account updated with new tariff in compliance with approved application form	Completed	NA	N/A				N/A	N/A	Director : Revenue Valuations and Debt Management
TOTAL BUDGET					79,393,686	38,287,916	2,862,194	1,512,328																			