

NEWCASTLE MUNICIPALITY																																
SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN - 2018/19 : QUARTER 2/ MID YEAR ASSESSMENT																																
BUDGET AND TREASURY OFFICE																																
SDRP REFERENCE NUMBER	OSC REFERENCE NUMBER	OUTCOME 9	NATIONAL KPA	BACK TO BASICS PILLAR	IDP PRIORITY	DEPARTMENTAL OBJECTIVE	DEPARTMENTAL STRATEGIES	FUNCTIONAL AREA (LIST AS PER THE FUNCTIONAL AREA ON THE DEPARTMENTAL BUDGET)	BUDGET 2018/19 BY FUNCTIONAL AREA (OPERATIONAL EXPENDITURE)	BUDGET 2018/19 BY FUNCTIONAL AREA (OPERATIONAL REVENUE)	BUDGET 2018/19 BY FUNCTIONAL AREA (CAPITAL)	KPI No. LINKED TO IDP	KEY PERFORMANCE INDICATOR	KPI TYPE (INPUT, OUTPUT, OUTCOME, PROCESS)	UNIT OF MEASURE	BASELINE	ANNUAL TARGET 2018/2019	QUARTER 1	QUARTER 1 ACTUAL	REASON FOR VARIANCE	RECOMMENDED CORRECTIVE ACTION	QUARTER 2	QUARTER 2 ACTUAL	REASON FOR VARIANCE	RECOMMENDED CORRECTIVE ACTION	MEYER REVIEW DASHBOARD	QUARTER 3	QUARTER 4	RESPONSIBLE OFFICIAL (DESIGNATION)	FREQUENCY OF REPORTING	PRIMARY SOURCE OF EVIDENCE	
BT0001	OSCFM002	Output 6: Administrative and financial capability	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management; and	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To ensure implementation of capital programme	SED	167,726,481	-358,184,352	1,000,000	PV2.1.1	The percentage of a capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's Integrated Development Plan	Output	Percentage	90%	90%	N/A	N/A				N/A	N/A	N/A	N/A		N/A	90%	SED: BTO	Annual	Year to date (Month-end) expenditure reports from BTO.
BT0002	OSCG0001	Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Good governance;	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To Report regularly on governance related matters	SED				OSG1.1.1	Monthly Execution of Resolutions progress report submitted to as per resolution register to Municipal Manager	Output	Reports	New KPI	12	3	3				3	3			3	3	SED: BTO	Quarterly	Proof of Submission to Municipal Manager's Office, Monthly Execution of Resolutions report	
BT0003		Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Good governance;	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To Report regularly on governance related matters	SED					Monthly Review by SED to implement departmental operational plans aligned to SCOP's and Capital programme	Output	Reports	New KPI	12	3	2	September BTO management monthly review meetings was postponed to 19 October.	Will ensure that management monthly review meetings take every 3rd week of the month.		3	0	New submission by the Directors		3	3	SED: BTO	Quarterly	Minutes of monthly review meetings on departmental operational plan	
BT0004	OSCFM010	Output 6: Administrative and financial capability	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management; and	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To Report regularly on governance related matters	SED				PV3.1	Monthly Progress reports on the implementation of Revenue Enhancement Strategies submitted to relevant Portfolio Committee and Exco	Output	Reports	New KPI	12	3	0				3	0			3	3	SED: BTO	Quarterly	Minutes of PFSC and Progress reports	
BT0005	OSCG0006	Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Good governance;	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To Report regularly on governance related matters	SED				OSG2.1.3	Monthly Progress report on implementation of Risk Management Strategies submitted to CRO	Output	Reports	New KPI	12	3	0	No risk register received from CRO this quarter.	CRO to forward risk register to departments every month.		3	0	Management still busy with the report		3	3	SED: BTO	Quarterly	Proof of submission to CRO and monthly progress reports	
BT0006	OSCG0025	Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Good governance;	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To Report regularly on governance related matters	SED				OSG1.1.1	Monthly Progress report on implementation of Oversight Report recommendations submitted to MPAC	Output	Reports	New KPI	12	3	2	MPAC Minutes for September not approved			3				3	3	SED: BTO	Quarterly	Minutes of MPAC and Monthly progress reports	
BT0007	OSCG0007	Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Good governance;	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To Report regularly on governance related matters	SED				OSG2.1.1	Monthly Progress reports on implementation of Management Action Plan to AG findings to CRO	Output	Reports	New KPI	12	3	3				3	0	Management still busy with the report		3	3	SED: BTO	Quarterly	Proof of submission to CRO and monthly progress reports	
BT0008	OSG10011	Output 6: Administrative and financial capability	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Building capable local government institutions	Accelerated Municipal Transformation and Corporate Development	To ensure good governance and accountability	To implement the IPMS policy of Council	SED				ITB1.1.1	%age of employees appraised as per the Individual Performance Management System	Output	Reports	New KPI	Approved 2018/2020 annual procurement plan by June 2018 by the Finance Portfolio Steering Committee	Finalisation of Performance Plans (T517-18)	N/A				100%	N/A	N/A	N/A	100%	100%	SED: BTO	Quarterly	Q1: Signed Performance Plan by no later than 31 July 2018 Q2-Q4: Evaluation reports/ Evaluation records as submitted to Corporate Services	
BT0009	OSCFM007	Output 6: Administrative and financial capability	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management; and	Sound Financial Management Viability	Achieve Value for money	To have an effective Supply Chain Management system in place.	Supply chain management				PV3.1.1	Approved 2018/20 annual procurement plan by June 2018 by the Finance Portfolio Steering Committee	Output	Approved procurement plan aligned to the approved budget	New KPI	Approved 2018/20 annual procurement plan by June 2018 by the Finance Portfolio Steering Committee	N/A	N/A				N/A	N/A	N/A	N/A	N/A	N/A	Director: Supply Chain Management	Annual	Minutes of PFSC and Approved Procurement Plan	
BT0010	OSCFM008	Output 6: Administrative and financial capability	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management; and	Sound Financial Management Viability	Achieve Value for money	To have an effective Supply Chain Management system in place.	Supply chain management				PV3.2.1	%age Implementation of the procurement plan per quarter	Output	Percentage	New KPI	100% Implementation of the procurement plan.	100%	25%	Delay in finalisation of bids.	To fast track bidding procurement processes		100%	18%	Financial Constraints	To do follow up with user Departments	100%	100%	Director: Supply Chain Management	Quarterly	Procurement plan progress report ,Bid committees and appointment letters	
BT0011	OSCFM010	Output 6: Administrative and financial capability	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management; and	Sound Financial Management Viability	Revenue enhancement	Facilitate the annual Review of the Revenue Enhancement Strategy	Budget and Treasury Office				PV6.1	Annual Review of the Revenue Enhancement Strategy for June 2018	Output	Council Minutes and Approved Revenue Enhancement Strategy	Review the Revenue Enhancement Strategy by June 2018	Annual Review the Revenue Enhancement Strategy by June 2018	N/A	N/A				N/A	N/A	N/A	N/A	N/A	Annual Review the Revenue Enhancement Strategy by June 2018	Director: Expenditure and Revenue Enhancement	Annual	Council resolution and approved Revenue Enhancement Strategy	
BT0012	OSCFM010	Output 6: Administrative and financial capability	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management; and	Sound Financial Management Viability	Revenue enhancement	Report on the implementation of the Revenue Enhancement Strategy	Budget and Treasury Office				PV6.1.2	Quarterly reporting on Revenue Enhancement Strategy	Output	Report to PFSC	New KPI	Quarterly reporting on Revenue Enhancement Strategy to PFSC	N/A	N/A				Quarterly reporting on Revenue Enhancement Strategy to PFSC	N/A	N/A	Departments failed to complete progress reports for this quarter with supporting evidence with the exception of community services despite requests. Emails were sent out in Oct and Nov 2018 without success.	Progress Reports are generally submitted in arrears. In the 3rd quarter reports for the second quarter will be submitted. In the 1st quarter reports were not required therefore evidence is not available for the second quarter.	Quarterly reporting on Revenue Enhancement Strategy to PFSC	Quarterly reporting on Revenue Enhancement Strategy to PFSC	Director: Expenditure and Revenue Enhancement	Quarterly	Revenue enhancement strategy plan, Progress report and calculation sheet
BT0013	OSCFM017	Output 6: Administrative and financial capability	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management; and	Sound Financial Management Viability	To ensure sound financial and fiscal management and good governance	To ensure compliance with the roll out of MSCOA	Budget and Treasury Office				PV6.2.1	% Compliance with MSCOA assessment by National Treasury as per quarterly requirements	Output	Percentage	TBD	100% Compliance with MSCOA assessment by National Treasury as per quarterly requirements	100% Compliance with MSCOA assessment by National Treasury as per quarterly requirements	99.80%	segment error	error to be corrected		100% Compliance with MSCOA assessment by National Treasury as per quarterly requirements	80%	segment error	error to be corrected.	100% Compliance with MSCOA assessment by National Treasury as per quarterly requirements	100% Compliance with MSCOA assessment by National Treasury as per quarterly requirements	Director: Expenditure and Revenue Enhancement	Quarterly	Assessment Report from National Treasury	
BT0014	OSCFM003	Output 6: Administrative and financial capability	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management; and	Sound Financial Management Viability	Improve the payment factor by at least 2 percentage basis points annually (by June of every year)	To improve credit control processes by sending out sms, calling of defaulting customers excluding indigent customers	Budget and Treasury Office				PV3.1.1	%age of defaulting customers(excluding indigents) to be contacted at least monthly via sms, calling	Output	Percentage	New KPI	75% of defaulting customer(excluding indigents) to be contacted at least monthly via sms, calling	75% of defaulting customer(excluding indigents) to be contacted at least monthly via sms, calling	78%((264130/6422,84*100%))	We had outreach program and 50% incentive, we had to notify the customers of the good news.			75% of defaulting customer(excluding indigents) to be contacted at least monthly via sms, calling	39.00%			75% of defaulting customer(excluding indigents) to be contacted at least monthly via sms, calling	75% of defaulting customer(excluding indigents) to be contacted at least monthly via sms, calling	Director: Financial Management	Quarterly	List of defaulting customers, List of sms sent and per system, register of site visits performed, record of calls made.	

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BUDGET AND TREASURY OFFICE																												
SDBP	OSC					FUNCTIONAL AREA (LIST A)	BUDGET 2018/19 BY FUNCTIONAL AREA	BUDGET 2018/19 BY PORTFOLIO AREA	BUDGET 2018/19 BY SUB-PORTFOLIO AREA	PFA KEY	KPI TYPE (INPUT, OUTPUT OR OUTCOME)													RESPONSIBLE				
BT0015	OSCFM004	Output 6: Administrative and financial capability.	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Sound Financial Management Viability	To promote and / improve indirect subsidy and / benefit by ensuring that all indirect account holders are eligible for collection processes.	Budget and Treasury Office			PW.1.1	Annual review of the indirect register by 30 June 2019	Output	Verification report	Verified indirect report by June 2018	Annual review of the indirect register at 30 June 2019	Annual review of the indirect register by a third party service provider	0	The Indirect Verification report is still in progress with the implementation.	Conduct indirect review processes based on the outcome of the third-party reviewer (Service Provider) reviews (50% of the indirect registers).	We are in the process of procuring a service provider in respect of the verification of the indirect register. This process is expected to finalise by end of March 2019.	We exceeded the target due to an increased communication drive to make consumers aware of the incentive scheme it places by way of implementing our community outreach program from August 2018.	Indirect register	Annual review of the indirect register at 30 June 2019	Director: Financial Management	Quarterly	Quarter 1: Verification report involving methodology used and items submitted to Portfolio Committees. Quarter 2 & 3: Proof of one sent out to indirect confirmation where slips and monthly registration reports submitted to PPC and Quarter 4: The final indirect register submitted to JABE PPC.		
BT0016	OSCFM005	Output 6: Administrative and financial capability.	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Sound Financial Management Viability	Improve the payment factor by at least 2 percentage basis points annually (by June of every year)	Budget and Treasury Office			PW.1.1	Increase of payment factor by 2 percentage basis point by 30 June 2019	Output	Percentage	75%	81%	79.6%	73.7%	80%	85%	Katichong Company had to close down and they contributed a huge percentage on the payment factor.	Indirect register	80.5%	81%	Director: Financial Management	Quarterly	Payment factor report submitted to Finance Portfolio Committee and portfolio website.		
BT0017	OSCFM001	Output 6: Administrative and financial capability.	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Sound Financial Management Viability	To promote and / improve indirect subsidy and / benefit by ensuring that all indirect account holders are eligible for the support to establish a culture of non-payment.	Budget and Treasury Office			PW.1.1	To improve access to basic services.	Outcome	Percentage	22%/19/487(8034)*100	20%(1800/9034)*100	20%(1800/9034)*100	5%(487/49034)*100	20%(1800/9034)*100	7% (524/9034)*100	We had to conduct an annual designation for the customers to re-evaluate its verify continuous qualification for indirect review.	We performed in the previous financial year. The consumers are slowly coming in to re-evaluate their indirect status. Improved income records in respect of the approval of the Indirects is also a contribution towards the existing figures.	Indirect register	20%(1800/9034)*100	20%(1800/9034)*100	Director: Financial Management	Quarterly	Indirect register of end of quarter together with DTDS EA information.	
BT0018	OSCFM014	Output 6: Administrative and financial capability.	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Sound Financial Management Viability	To ensure sound financial and fiscal management and good governance.	Budget and Treasury Office			PW.1.4	Financial viability in terms of debt coverage.	Output	Percentage	5%	5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5%	Annual	Director: Budget and Financial Reporting	Annual	Next repayment schedule and Bank Statement, Investment Schedule and Section 71 Reports.	
BT0019	OSCFM015	Output 6: Administrative and financial capability.	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Sound Financial Management Viability	To ensure sound financial and fiscal management and good governance.	Budget and Treasury Office			PW.1.5	Financial viability in terms of cost coverage.	Output	Number of Months	1 Month	1 Month	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1 Month	Annual	Director: Budget and Financial Reporting	Annual	Calculated signed proof of sales receipts for the year and the total debt outstanding at year-end (Audited MFIS).	
BT0020	OSCFM016	Output 6: Administrative and financial capability.	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Sound Financial Management Viability	To ensure sound financial and fiscal management and good governance.	Budget and Treasury Office			PW.1.6	Financial viability in terms of outstanding service delivery.	Output	Percentage	85%	88%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	88%	Annual	Director: Financial Management	Annual		
BT0021	OSCFM011	Output 6: Administrative and financial capability.	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Sound Financial Management Viability	To ensure sound financial and fiscal management and good governance.	Budget and Treasury Office			PW.1.1	% compliance with MPMA reporting obligations as per MPMA calendar.	Output	Percentage	100%	100%	100%	100%	100%	100%	100% compliance with MPMA reporting obligations as per MPMA calendar.	Implementation plan for 2018/19 was submitted but still effecting as outstanding.	Likely with Treasury to clear / respond.	Indirect register	100%	100%	Director: Budget and Financial Reporting	Quarterly	National Treasury Compliance Report.
BT0022	OSCFM009	Output 6: Administrative and financial capability.	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Sound Financial Management Viability	Review the financial policies to ensure efficient and effective implementation of financial internal controls.	Budget and Treasury Office			PW.1.1	1. Provision for double debt and debtors write-off policy. 2. Tariff policy 3. Rates policy 4. Indirect policy 5. Customer care, Credit control, and Debt collection policy 6. Money claim policy 7. Investment policy 8. Short Term insurance 9. Fraud & Recovery policy	Council resolution and Approved Budget	Finance policy approved by 30 May 2018	Approved Annual Budget for 2018/19 by 31 May 2018	Approved Annual Budget for 2019/20 by 31 May 2019	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Bi-Annual	Council resolution and approved policies.	
BT0023	OSCFM012	Output 6: Administrative and financial capability.	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Sound Financial Management Viability	To ensure sound financial and fiscal management and good governance.	Budget and Treasury Office			PW.1.2	Approval of Annual Budget for 2019/20	Output	Council Resolution and Approved Budget	Approved Annual Budget for 2019/20 by 31 May 2019	Approved Annual Budget for 2019/20 by 31 May 2019	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Bi-Annual	Council resolution			
BT0024	OSCFM013	Output 6: Administrative and financial capability.	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Sound Financial Management Viability	To ensure sound financial and fiscal management and good governance.	Budget and Treasury Office			PW.1.3	Approval of Adjustment Budget by 28 February 2019	Output	Council Resolution and Approved Budget	Adjusted Budget by 28 February 2019	Adjusted Budget by 28 February 2019	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Annual	Council resolution			
BT0025		Output 6: Administrative and financial capability.	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Sound Financial Management Viability	To ensure sound financial and fiscal management and good governance.	Budget and Treasury Office			PW.1.3	Approval of Mid-year budget review by 31 January 2019	Output	Council Resolution and Approved Budget	Mid-year budget review by 31 January 2019	Mid-year budget review by 31 January 2019	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Annual	Council resolution			
BT0026		Output 6: Administrative and financial capability.	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Sound Financial Management Viability	To ensure sound financial and fiscal management and good governance.	Budget and Treasury Office			PW.1.3	Submission of Annual Financial Statements to Auditor-General on or before 31 August 2018	Output	Proof of submission and Auditor General's Report	Submitted Annual Financial Statements by 31 August 2017	Submitted Annual Financial Statements to Auditor-General on or before 31 August 2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Annual	Proof of submission from Auditor General			
BT0027		Output 6: Administrative and financial capability.	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Sound Financial Management Viability	To ensure sound financial and fiscal management and good governance.	Budget and Treasury Office			PW.1.3	Monthly Section 71 reports to the Mayor, National and Provincial Treasurers within 10 working days of each month.	Output	Proof of submission to the Mayor	12	12	3	3	3	3	3	3	3	3	Monthly	Proof of submission to the Mayor			
BT0028	OSCB015	Output 6: Administrative and financial capability	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Basic Service Delivery and Infrastructure	To ensure an effective fleet management system	Budget and Treasury Office			SBK.1	Approved Fleet Management Policy by March 2019	Output	Minutes approving Fleet Management Policy	New BPL	Approved Fleet Management Policy by March 2019	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Annual	Approved Fleet Management Policy & Council Minutes			
BT0029	OSCB016	Output 6: Administrative and financial capability	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	Sound financial management, and	Basic Service Delivery and Infrastructure	To ensure an effective fleet management system	Budget and Treasury Office			SBK.1	Annual Review of Fleet Replacement Plan by March 2019	Output	Approved vehicle replacement plan	2016/17 Replacement Plan	Annual Review of Fleet Replacement Plan by March 2019	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Annual	Approved Fleet Replacement Plan by Municipal Management Plan			
								167,730,681	-158,194,392	1,000,000																		