

NEWCASTLE MUNICIPALITY																												
QUARTER 2/MID YEAR ASSESSMENT SDOBIP 2018/19																												
UTMUKELA WATER (PTY) LTD																												
SDOBIP REFERENCE NUMBER	OUTCOME 9	NATIONAL KPA	BACK TO BASICS PILLAR	IDP PRIORITY	ENTITY OBJECTIVE	ENTITY STRATEGIES	FUNCTIONAL AREA (LIST AS PER THE FUNCTIONAL AREA ON THE BUDGET)	KPI No. LINKED TO IDP	KEY PERFORMANCE INDICATOR	KPI TYPE (INPUT, OUTPUT, OUTCOME, PROCESS)	UNIT OF MEASURE	BASELINE	ANNUAL TARGET 2018/19	QUARTER 1	QUARTER 1 ACTUAL	REASON FOR VARIANCE	RECOMMENDED CORRECTIVE ACTION	QUARTER 2 TARGET	QUARTER 2 ACTUAL	REASON FOR VARIANCE	RECOMMENDED CORRECTIVE ACTION	QUARTER 2 DASHBOARD	QUARTER 3	QUARTER 4	RESPONSIBLE OFFICIAL (DESIGNATION)	FREQUENCY OF REPORTING	PRIMARY SOURCE OF EVIDENCE	
UTW1	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Manage Stakeholder Relationships	Align Business Plans & Budgets with Municipal IDPs, Budgets & Plans, and National / Provincial Development Objectives	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Submit an annual business plan to Municipality by 31 January each year	OUTPUT	business plan as approved by the Board, Minutes of meeting of the Board, Proof of submission	1 Business Plan submitted by the 31 January 2018	Annual business plan to Municipality by 31 January each year	n/a	N/A			Annual business plan to Municipality by 31 January each year				TARGET NOT MET	n/a	n/a	Managing Director	Annual	Business Plan as approved by the Board, Minutes of meeting of the Board, Proof of submission	
UTW2	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Manage Stakeholder Relationships	Align Business Plans & Budgets with Municipal IDPs, Budgets & Plans, and National / Provincial Development Objectives	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Monthly Operational, Admin and Financial meetings with municipality	OUTPUT	Number	6	12	3	3 OAF Meetings scheduled			3	3 OAF Meeting schedules, minutes and attendance registers				TARGET NOT MET	3	3	Executive Director: Operations and Engineering Services	Quarterly	Notice of Meeting, Minutes of meetings and Attendance registers
UTW3	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Manage Stakeholder Relationships	Institutional Arrangements	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Submit quarterly institutional arrangement status quo reports to Municipality	OUTPUT	Number	NEW KPI	4	1	1 Managing Director oversight report submitted to the Board in October 2018.			1	1				TARGET MET	1	1	Managing Director	Quarterly	Status Quo Report, Proof of submission
UTW4	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Manage Stakeholder Relationships	Institutional Arrangements	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Number of Board, Shareholder and Audit Committee Meetings convened	OUTPUT	Number	9	9(Quarterly Board Meetings, annual Shareholder meeting, Quarterly Audit Committee Meetings)	2(1 Board Meeting and 1 Audit Committee Meeting)	1 Audit Committee Meeting Held on August 29th.	Board Meeting scheduled for September was postponed until October 2018.		2(1 Board Meeting and 1 Audit Committee Meeting)	4,116 audit committee Meeting was held on the 6 December 2018, there was no attendance	No Quorum in December board meeting	To have two board meeting in Quarter 3	TARGET NOT MET	2(1 Board Meeting and 1 Audit Committee Meeting)	3(1 Board Meeting, 1 Audit Committee Meeting and 1 Shareholder Meeting)	Managing Director	Quarterly	Notice of Meeting, Minutes of meetings and Attendance registers	
UTW5	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Communicate company performance to stakeholders and public	Submission of Monthly Section 71 reports to Municipality	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Submission of Monthly Section 71 reports to Municipality by the 7th of each month	OUTPUT	Number	12	12 Monthly Section 71 reports to Municipality by the 7th of each month	3 Monthly Section 71 reports to Municipality by the 7th of each month	3 Monthly Section 71 reports to Municipality by the 7th of each month			3 Monthly Section 71 reports to Municipality by the 7th of each month	2 Monthly Section 71 Reports to Municipality by the 7th of each month, December 2018 report submitted on the 09/01/2019			TARGET NOT MET	3 Monthly Section 71 reports to Municipality by the 7th of each month	3 Monthly Section 71 reports to Municipality by the 7th of each month	Chief Financial Officer	Quarterly	Monthly section 71 Reports, Proof of Submission	
UTW6	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Communicate company performance to stakeholders and public	Submission of Performance Reports as legislated by the MFMA	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Submission of Annual Report for previous financial year by the 31 December 2018	OUTPUT	Number	1 of each Report (3)	Submission of Annual Report for previous financial year by the 31 December 2018	Submission of Draft Annual Report for previous financial year by 25 August 2018	Draft Annual Report Circulated to all shareholders on the 31st August 2018			Submission of Annual Report for previous financial year by the 31 December 2018	Annual report for 2017/2018 was submitted to Newcastle Municipality on the 15th of January 2019			TARGET NOT MET	n/a	n/a	Managing Director	Quarterly	Q1. Draft AR and proof of submission Q2. Final AR and proof of submission	
UTW7	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Communicate company performance to stakeholders and public	Submission of Performance Reports as legislated by the MFMA	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Submission of Mid Year Performance report to Newcastle Municipality by 20 January 2019	OUTPUT	Mid year assessment and Proof of submission	1	Submission of Mid Year Performance report to Newcastle Municipality by 20 January 2019	n/a	/			n/a	n/a			N/A	Submission of Mid Year Performance report to Newcastle Municipality by 20 January 2019	n/a	n/a	Managing Director	Annual	Mid year assessment and Proof of submission
UTW8	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Communicate company performance to stakeholders and public	Submission of Performance Reports as legislated by the MFMA	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Submission of Annual Performance Report for previous financial year by the 31 December 2018	OUTPUT	Number	1 of each Report (3)	Submission of Draft Annual Performance Report for previous financial year by the 31 December 2018	Submission of Draft Annual Performance Report for previous financial year by 20 August 2018	Draft Annual Performance Report submitted to NNLM on the 16th August 2018			Submission of Draft Annual Performance Report for previous financial year by the 31 December 2018	Draft Annual Performance Report emailed to Performance Manager NNLM on the 08/01/2019			TARGET NOT MET	n/a	n/a	Managing Director	Quarterly	Q1. Draft APR and proof of submission Q2. Final APR and proof of submission	
UTW9	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Ensure Good Corporate Governance	To Manage and Reduce Risks	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Submission of Annual risk assessment to the Entity's Audit Committee by June 2019	OUTPUT	Annual Risk Assessment and Minutes of Audit Committee	Submission of Annual Risk Assessment in June 2017	Submission of Annual risk assessment to the Entity's Audit Committee by June 2019	n/a				n/a	N/A			N/A	Submission of Annual risk assessment to the Entity's Audit Committee by June 2019	n/a	n/a	Managing Director	Annual	Annual Risk Assessment and Minutes of Audit Committee
UTW10	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Ensure Good Corporate Governance	To Manage and Reduce Risks	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Quarterly Risk Management reports submitted to Audit Committee	OUTPUT	Number	4	Quarterly Risk Management reports submitted to Audit Committee	Quarterly Risk Management reports submitted to Audit Committee	1 Quarterly Risk Oversight Report			Quarterly Risk Management reports submitted to Audit Committee	Q1 Risk Oversight Report submitted to audit committee. Q2 Risk report.			TARGET NOT MET	Quarterly Risk Management reports submitted to Audit Committee	Quarterly Risk Management reports submitted to Audit Committee	Managing Director	Quarterly	Quarterly Risk Management Report and Minutes of Audit Committee	
UTW11	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Ensure Good Corporate Governance	To ensure that critical positions are filled as provided for on the budget	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Filling of critical posts of Managing Director and CFO	OUTPUT	Number	NEW KPI	2 (MD and CFO)	n/a	N/A			n/a	N/A			N/A	n/a	2 (MD and CFO)	Managing Director	Quarterly	Appointment Letters	
UTW12	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Increase Financial Sustainability	Revenue Management	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Monthly invoicing of municipality within 10 days of each new month for services rendered	OUTPUT	Number	12	12 Invoices submitted to Municipality within 10 days of each new month for services rendered	3 Invoices submitted to Municipality within 10 days of each new month for services rendered	3 Monthly Invoices submitted to NNLM within 10 days of each new month			3 Invoices submitted to Municipality within 10 days of each new month for services rendered	3 Invoices submitted and proof of submission			TARGET MET	3 Invoices submitted to Municipality within 10 days of each new month for services rendered	3 Invoices submitted to Municipality within 10 days of each new month for services rendered	CFO	Quarterly	Monthly Invoices, Proof of Submission, Proof of Receipt by Municipality	
UTW13	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Increase Financial Sustainability	To produce Annual Financial Statements by the 31 August each year	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Submission of Annual Financial Statements by the 31 August each year To Auditor-General's Office	OUTPUT	Annual Financial Statements and Proof of submission to AG	Annual report submitted by the 31st August 2017	Submission of Annual Financial Statements by the 31 August each year To Auditor-General's Office	n/a	Proof of Submission of Annual Financial Statements to the AG office by the 31st August 2018			n/a	N/A			N/A	n/a	n/a	CFO	Annual	Annual Financial Statements and Proof of submission to AG	
UTW14	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Increase Financial Sustainability	To ensure that Procurement plan is finalised annually	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Approved Procurement Plan by Managing Director by June 2019	OUTPUT	Approved Procurement Plan by Managing Director	NEW KPI	Approved Procurement Plan by Managing Director by June 2019	n/a				n/a	N/A			N/A	n/a	Approved Procurement Plan by Managing Director by June 2019	CFO	Annual	Approved Procurement Plan by Managing Director	
UTW15	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Improve Service Delivery	To supply agreed bulk water volumes to Newcastle Municipality	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Volume (KL's) of uninterrupted bulk water supplied in terms of WSP / WSA Agreements and budgeted volumes.	OUTPUT	Number	24645086 KL supplied till End April 2018	34675000kl	8668750kl	7240179 KL			8668750kl	8131201 kl			TARGET NOT MET	8668750kl	8668750kl	Executive Director: Operations and Engineering Services	Quarterly	Monthly Operations Report	
UTW16	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Improve Service Delivery	To supply quality bulk water in terms of SANS 241:2015	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Produce bulk water testing 95 % or above across all Determinants of SANS 241:2015	OUTPUT	%age	99%	95%	95%	>95%			95%	Senior Manager Operations and Engineering Services on leave could not retrieve information	Senior Manager Operations and Engineering Services on leave could not retrieve information	To submit to performance department of NNLM A.S.A.P	TARGET NOT MET	95%	95%	Executive Director: Operations and Engineering Services	Quarterly	Monthly Operations Report	
UTW17	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Improve Service Delivery	Water Conservation Management	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	To Restrict bulk water losses on raw water and potable bulk pipelines to less than 15% per annum	OUTPUT	%age	9%	15%	15%	11.24%			15%	Senior Manager Operations and Engineering Services on leave could not retrieve information	Senior Manager Operations and Engineering Services on leave could not retrieve information	To submit to performance department of NNLM A.S.A.P	TARGET NOT MET	15%	15%	Executive Director: Operations and Engineering Services	Quarterly	Monthly Operations Report	
UTW18	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Water Resource Sustainability	To coordinate the regional bulk water master plan	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Quarterly meetings of the regional bulk water master plan steering committee	OUTPUT	Number	2	4	1	Proof of scheduled Meeting of the Regional Bulk Water Master plan Steering Committee meeting, no attendees.			1	The Ntshingwayo Business Plan was presented in the steering committee meeting			TARGET NOT MET	1	1	Executive Director: Operations and Technical Services	Quarterly	Notice of Meetings, Agendas and Minutes	
UTW19	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e. Water, sanitation, electricity, housing, waste removal)	Water Resource Sustainability	Increasing the resiliency of the institution	WATER AND SANITATION	BS2.1.1 & BS 2.2.1	Number of Disaster Recovery Planning Meetings to develop an Institutional Disaster Recovery Plan	OUTPUT	Number	4	4	1	0 Meetings scheduled for Q1	The risk officer together with the SHEQ Manager are currently compiling an emergency response plan for the entity and once this is complete will schedule a meeting to review the document.	2 Meetings need to be held in Q2	1	0 Meetings scheduled for Q2	The risk officer together with the SHEQ Manager are currently compiling an emergency response plan for the entity and once this is complete will be scheduled between Q3 and Q4		TARGET NOT MET	1	1	Managing Director	Quarterly	Monthly Meeting Notices, Agendas and Minutes	

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SOBIP			BACK TO			FUNCTIONAL AREA (LIST AS			KPI TYPE (INPUT,			ANNUAL TARGET				QUARTER 1	QUARTER 2	REASON FOR	RECOMMENDED	QUARTER 3			RESPONSIBLE	FREQUENCY OF	PRIMARY SOURCE OF
UTW20	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e Water, sanitation, electricity, housing, waste removal)	ase Water Resource Sustainability			Perform regular asset conditional assessments and Maintenance Planning	OUTPUT	Annual asset conditional assessment	Annual asset conditional assessment December 2017	Annual asset conditional assessment by June 2019	n/a			n/a	N/A			N/A			CFO	Annually	Annual asset conditional assessment
UTW21	Output 2: Improving access to basic services.	BASIC SERVICE DELIVERY	Delivering basic services;	Improved access to basic service delivery (i.e Water, sanitation, electricity, housing, waste removal)	ase Water Resource Sustainability			To compile an Annual Maintenance Plan by December 2018	OUTPUT	Annual Maintenance Plan, Minutes LEADCO submission	Annual Maintenance Plan submitted by December 2017	Annual Maintenance Plan submitted by December 2018	n/a	3 Monthly Maintenance plans submitted		Annual Maintenance Plan submitted by December 2018	3 Monthly Maintenance plans submitted			TARGET NOT MET		n/a	Executive Director: Operations and Engineering Services	Annually	Annual Maintenance Plan, Minutes LEADCO submission
					ase Water Resource Sustainability								n/a	3 Monthly Maintenance plans submitted		Annual Maintenance Plan submitted by December 2018	3 Monthly Maintenance plans submitted					n/a		Annually	