

Breede Valley Municipality
2019/2020 Quarter 4 - Top Layer KPI Report

Assure a sustainable future through sound financial management, continuous revenue growth corporate governance and risk management practices

Ref	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter ending June 2020					Overall Performance for Quarter 4 (ending June 2020)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL1	Municipal Manager	Compile a Risk Based Audit Plan and submit to the Audit Committee by 30 June 2020	Agenda of the AC meeting	1	1	G	[D30] Municipal Manager: Risk-based Audit Plan 2020/2021 submitted to & approved by the Audit Committee on 22 June 2020. (June 2020)		1	1	G
TL2	Municipal Manager	Compile a strategic risk report and submit to Council by 31 May 2020	Proof of submission of Strategic Risk Register item to Council	1	1	G	[D31] Municipal Manager: Strategic Risk Report for the period 2020-2021 submitted to Council on 20 May 2020. Item to serve before Council in June 2020. (May 2020)		1	1	G
TL4	Municipal Manager	The percentage of the municipal capital budget spent on projects as at 30 June 2020 (Actual amount spent on capital projects/Total amount budgeted for capital projects)X100	Capital Expenditure Report as at 30 June 2020 (SAMRAS extract) and/or Annual Financial Statements	95.00%	94.04%	O	[D329] Municipal Manager: The figure reflected as capital expenditure is still preliminary and will be affected by the final creditors payments (June 2020)		95.00%	94.04%	O
TL37	Financial Services	Provide free basic water to indigent households earning less than R4500 as at 30 June 2020	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	8 700	8 893	G2	[D334] CFO: indigent households receiving free basic services (June 2020)		8 700	8 893	G2
TL38	Financial Services	Provide free basic electricity to indigent households earning less than R4500 as at 30 June 2020	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary	8 700	8 893	G2	[D335] CFO: indigent households receiving free basic services (June 2020)		8 700	8 893	G2
TL39	Financial Services	Provide free basic sanitation to indigent households earning less than R4500 as at 30 June 2020	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	8 700	8 893	G2	[D336] CFO: indigent households receiving free basic services (June 2020)		8 700	8 893	G2
TL40	Financial Services	Provide free basic refuse removal to indigent households earning less than R4500 as at 30 June 2020	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	8 700	8 893	G2	[D337] CFO: indigent households receiving free basic services (June 2020)		8 700	8 893	G2
TL41	Financial Services	Financial viability measured in terms of the municipality's ability to meet it's service debt obligations as at 30 June 2020 (Short Term Borrowing + Long Term Borrowing) / Total Operating Revenue - Operating Conditional Grant	Annual Financial Statements	45.00%	18.39%	B	[D338] CFO: Decrease in ratio as a result of debt being redeemed and no additional loans taken up. (June 2020)		45.00%	18.39%	B
TL42	Financial Services	Financial viability measured in terms of the outstanding service debtors as at 30 June 2020 ((Total outstanding service debtors/ revenue received for services)X100)	Annual Financial Statements & Section 71 reports	16.50%	18.71%	R	[D339] CFO: Ratio is preliminary and will be amended when debtors are closed off finally (June 2020)		16.50%	18.71%	R

TL43	Financial Services	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2020 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excl Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	Annual Financial Statements	1.50	1.36	O	[D340] CFO: The ratio is preliminary and will be amended as soon as creditors has been closed off (June 2020)		1.50	1.36	O
TL46	Financial Services	Submit the approved financial statements for 2018/19 to the Auditor-General by 31 August 2019	Proof of submission of approved annual Financial Statements to Auditor-General	0	0	N/A			0	0	N/A
TL47	Financial Services	Achieve a payment percentage of above 95% as at 30 June 2020 (Gross Debtors Opening Balance + Billed Revenue -Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue) x 100	Final Draft Annual Financial Statements	95.00%	93.82%	O	[D344] CFO: Due to the Lock Down there was a negative impact on the Collection Rate. The provisional figure is 93.82% (June 2020)	[D344] CFO: Final figure will still be uploaded. (June 2020)	95.00%	93.82%	O
TL48	Financial Services	Review the MGRO Clean Audit Plan and submit to the Municipal Manager by 31 January 2020	Proof of submission of MGRO Plan to the Municipal Manager	0	0	N/A			0	0	N/A
TL49	Financial Services	Achieve a clean audit for the 2018/19 financial year by 31 December 2019	Audit report received confirming clean audit	0	0	N/A			0	0	N/A

Summary of Results: Assure a sustainable future through sound financial management, continuous revenue growth corporate governance and risk management practices

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	3
R	KPI Not Met	0% <= Actual/Target <= 74.999%	1
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	3
G	KPI Met	Actual meets Target (Actual/Target = 100%)	2
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	4
B	KPI Extremely Well Met	150.000% <= Actual/Target	1
Total KPIs:			14

Ensure a healthy and productive workforce and an effective and efficient work environment

Ref	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter ending June 2020					Overall Performance for Quarter 4 (ending June 2020)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL19	Technical Services	Compile an item for the appointment of a municipal tribunal and submit to Council for approval by 31 August 2019	Council resolution	0	0	N/A			0	0	N/A
TL21	Strategic Support Services	Number of people from employment equity target groups employed in the three highest levels of management in compliance with the municipality's approved employment equity plan during the 2019/20 financial year	Appointment letters	2	2	G	[D271] Director: Strategic Support Services: EE target groups were appointed in the municipality as in approved in EE plan (June 2020)		2	2	G
TL22	Strategic Support Services	The percentage of the municipality's personnel budget spent on implementing its workplace skills plan by 30 June 2020	Reports from SAMRAS menu VS-Q003E (looked-up online - applicable training vote numbers to be confirmed with HR services/financial services)	1.00%	0.72%	R	[D272] Director: Strategic Support Services: Due to Covid - 19 and the National Lockdown declared by the President on the 26 March 2020 all training activities stopped. (June 2020)	[D272] Director: Strategic Support Services: Training methods that are Covid - 19 regulations are to be identified and utilized for example; Virtual trainings, training that adheres to social distance. etc. (June 2020)	1.00%	0.72%	R
TL23	Strategic Support Services	Limit vacancy rate to 15% of budgeted posts by 30 June 2020 [(Number of funded posts vacant divided by budgeted funded posts)x100]	Excel spread sheet (Name: Adjustment personnel budget - June 2020)	15.00%	20.36%	R	[D273] Director: Strategic Support Services: Due to Covid - 19 and National Lockdown declared by the President on the 26 March 2020 all recruitment and selection were stopped. This is a preliminary performance as we are still waiting for the updated vacancy list from the budget office. System will be accurately updated as soon as we receive updated reports. (June 2020)	[D273] Director: Strategic Support Services: A control measure will be put in place to ensure that vacancy rate does not escalate to over 15%. Recruitment and Selection processes will be monitored. (June 2020)	15.00%	20.36%	R

Summary of Results: Ensure a healthy and productive workforce and an effective and efficient work environment

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	1
R	KPI Not Met	0% <= Actual/Target <= 74.999%	2
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	1
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
	Total KPIs:		4

To create an enabling environment for employment and poverty and poverty eradication through proactive economic development and tourism

Ref	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter ending June 2020					Overall Performance for Quarter 4 (ending June 2020)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL20	Strategic Support Services	The number of FTE's created through the EPWP programme by 30 June 2020 (Person days / FTE (230 days))	Signed employment contracts and EPWP statistics (Excel Spread sheet - Name: EPWP Quarterly Report)	312	273	O	[D270] Director: Strategic Support Services: Performance almost met / partially achieved. An internal departmental challenge (relating to prolonged absenteeism of a critical member of the team), adversely impacted planned project implementation and ultimately performance. In addition, the Covid-19 pandemic (particularly the reprioritisation of operational funding as a result) contributed towards the inability to implement all projects as initially planned for, hence resulting in fewer work opportunities created and subsequently fewer FTE's generated. (June 2020)	[D270] Director: Strategic Support Services: The internal departmental challenge has been resolved. The team is fully functional and compliant with the EPWP implementation, monitoring and reporting requirements. In addition, extensive engagements have taken place throughout the organisation to ensure that future EPWP projects are more resilient and financially feasible for implementation (i.e. through enhanced project planning prior to implementation). (June 2020)	312	273	O
TL25	Strategic Support Services	Sign service level agreements (SLA's) with 3 Local Tourism Associations (LTA's) by 30 September 2019	Signed SLA's	0	0	N/A			0	0	N/A

Summary of Results: To create an enabling environment for employment and poverty and poverty eradication through proactive economic development and tourism

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	1
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	1
G	KPI Met	Actual meets Target (Actual/Target = 100%)	0
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
	Total KPIs:		2

To ensure a safe, healthy, clean and sustainable external environment for all Breede Valley's people

Ref	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter ending June 2020					Overall Performance for Quarter 4 (ending June 2020)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL26	Community Services	Conduct breath alcohol screenings at roadblocks by 30 June 2020	Screening reports	190	0	R	[D176] Director: Community Services: Target not met due to Covid (June 2020)	[D176] Director: Community Services: Letter received that alcohol screening can not be conducted. Letter is attached (June 2020)	190	0	R

Summary of Results: To ensure a safe, healthy, clean and sustainable external environment for all Breede Valley's people

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	0
R	KPI Not Met	0% <= Actual/Target <= 74.999%	1
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	0
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
	Total KPIs:		1

To provide and maintain basic services and ensure social upliftment of the Breede Valley community

Ref	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter ending June 2020					Overall Performance for Quarter 4 (ending June 2020)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL3	Municipal Manager	Spend 90% of the budget allocated for the Regional Socio Economic Programme by 30 June 2020 {(Actual expenditure divided by the total approved capital budget) x 100}	Monthly Capital Expenditure Report (SAMRAS extract)	90.00%	75.00%	O	[D32] Municipal Manager: Please find attached the Monthly capital expenditure report. (June 2020)	[D32] Municipal Manager: Due to delays in procurement as a result of the Covid-19 Pandemic. (June 2020)	90.00%	75.00%	O
TL5	Municipal Manager	Complete construction of pedestrian bridge across Donkies River in Touwsrivier by 30 June 2020	Completion certificate	1	1	G	[D33] Municipal Manager: Attached completion certificate. (June 2020)		1	1	G
TL6	Municipal Manager	Complete construction of shared economic infrastructure facility in Zwelethemba by 30 June 2020	Completion certificate	1	1	G	[D34] Municipal Manager: Attached the completion certificate. (June 2020)		1	1	G
TL7	Technical Services	Achieve 95% average water quality level as measured per SANS 241 criteria during the 2019/20 financial year	Municipal Laboratory Report	95.00%	98.10%	G2	[D420] Director: Technical Services: quality comply to SANS 215 (June 2020)		95.00%	98.10%	G2
TL8	Technical Services	Review the 3rd Generation Integrated Waste Management Plan and submit to Council for approval by 30 June 2020	Proof of Council Resolution	1	0.50	R	[D421] Director: Technical Services: Review the 3rd Generation Integrated Waste Management Plan and submit to Council for approval by 30 June 2020 (June 2020)	[D421] Director: Technical Services: None (June 2020)	1	0.50	R
TL9	Technical Services	Extend recycling at point of waste generation from existing 7 wards to 15 wards by 30 June 2020	IWMP and stats received from service providers	3	2	R	[D422] Director: Technical Services: Ward 1 could not be achieved due to maintenance budget that was removed from the vote, in order to complete the repairs. Recycling was extended to ward 14 Victoria Park as well as ward 4, De Doorns East. (June 2020)	[D422] Director: Technical Services: Extension to ward 1 must be implemented. (June 2020)	3	2	R

TL10	Technical Services	Spend 90% of capital budget allocated for the construction of the material recovery facility (MRF) in Worcester by 30 June 2020	Monthly Capital Expenditure Report (SAMRAS extract)	90.00%	97.00%	G2	[D423] Director: Technical Services: Capital Spending on the MRF in Worcester by 30 June is 97 %. (June 2020)	[D423] Director: Technical Services: None (June 2020)	90.00%	97.00%	G2
TL11	Technical Services	Review 5 year Water Service Development Plan (WSDP) and submit to Council for approval by 31 March 2020	Proof of Council Resolution	0	0	N/A			0	0	N/A
TL12	Technical Services	Complete the project for the replacement of water pipes by 30 June 2020	Practical completion certificate	1	1	G	[D425] Director: Technical Services: No funded projects for the replacement of water pipes for current FY. (June 2020)		1	1	G
TL13	Technical Services	80% of sewerage samples comply with effluent standard during the 2019/20 financial year {(Number of sewerage samples that comply with General Authorisation/Number of sewerage samples tested)x100}	Municipal Laboratory Report	80.00%	79.17%	O	[D426] Director: Technical Services: comply to standards (April 2020) [D426] Director: Technical Services: samples comply (May 2020) [D426] Director: Technical Services: did not reach target (June 2020)	[D426] Director: Technical Services: repair of broken pumps, and filling of vacancies at WWTW (June 2020)	80.00%	79.17%	O
TL14	Technical Services	Spend 90% of the electricity capital budget by 30 June 2020 {(total actual capital project expenditure/total capital project budget) x 100}	Capital Expenditure Report (SAMRAS extract)	90.00%	35.00%	R	[D427] Director: Technical Services: Capital expenditure report attached (April 2020) [D427] Director: Technical Services: Capital expenditure report attached (May 2020) [D427] Director: Technical Services: Capital expenditure report attached (June 2020)	[D427] Director: Technical Services: To expedite Capital Expenditure. (April 2020) [D427] Director: Technical Services: To expedite expenditure (May 2020) [D427] Director: Technical Services: To expedite Capital Expenditure - End of Financial year. (June 2020)	90.00%	35.00%	R
TL15	Technical Services	Spend 90% of the electricity maintenance budget by 30 June 2020 {(total actual maintenance expenditure/total maintenance budget) x 100}	Operational Expenditure Report (SAMRAS extract)	90.00%	52.96%	R	[D428] Director: Technical Services: Operational expenditure report (April 2020) [D428] Director: Technical Services: Operational expenditure report (May 2020) [D428] Director: Technical Services: Operational expenditure report (June 2020)	[D428] Director: Technical Services: To expedite Operational expenditure. (April 2020) [D428] Director: Technical Services: To expedite Operational expenditure (May 2020) [D428] Director: Technical Services: To expedite Operational expenditure (June 2020)	90.00%	52.96%	R
TL16	Technical Services	Achieve 90% of capital budget spent on the resurfacing of roads by 30 June 2020	Capital Expenditure Report (SAMRAS extract)	90.00%	87.00%	O	[D429] Director: Technical Services: Achieve % (R 19 375 187,40 /R 32 694 955) of capital budget spent on the resurfacing of roads by 31 May 2020. (May 2020) [D429] Director: Technical Services: Achieve 99% (R28 532 174/32 694 955) of capital budget spent on the resurfacing of roads by 30 June 2020. (June 2020)	[D429] Director: Technical Services: None (May 2020) [D429] Director: Technical Services: Under performance due to COVID-19 Lockdown. (June 2020)	90.00%	87.00%	O

TL17	Technical Services	Achieve 90% of capital budget spent on the municipal fleet by 30 June 2020	Monthly Capital Expenditure Report (SAMRAS extract)	90.00%	79.00%	O	[D430] Director: Technical Services: Achieve 79% of capital budget spent on the municipal fleet by 30 June 2020 (R 7 728 891 / R 9 829 886) x 100 = 79% (June 2020)	[D430] Director: Technical Services: Besides a tipper truck which was omitted due to COVID-19 all fleet were delivered. No action required. (June 2020)	90.00%	79.00%	O
TL18	Technical Services	Spend 90% of capital budget allocated for the construction of the Zwelethemba municipal swimming pool by 30 June 2020	Monthly Capital Expenditure Report (SAMRAS extract)	90.00%	73.00%	O	[D431] Director: Technical Services: Spend 73% of capital budget allocated (R399,546,62 / R550,000.00) for the construction of the Zwelethemba municipal swimming pool by 30 June 2020. (June 2020)	[D431] Director: Technical Services: Project delayed due to COVID-19 Lockdown. (June 2020)	90.00%	73.00%	O
TL27	Community Services	Complete Project Inception Report regarding the new housing projects at De Doorns (GG-Camp), by 30 June 2020	Feasibility reports conducted by consulting engineers	1	1	G	[D177] Director: Community Services: please see attached (June 2020)		1	1	G
TL28	Community Services	Complete beneficiary allocation for the Worcester New Mandela Square project by 30 June 2020 (Beneficiary allocation linked to approved business plan - 25 units prioritised in 2019/20)	HSS extract confirming approved beneficiaries and allocation letter issued to beneficiaries	25	25	G	[D178] Director: Community Services: please see attached list (June 2020)		25	25	G
TL30	Technical Services	Complete serviced sites for the Transhex Human Settlements Project phase 1.2 by 30 June 2020	Completion Certificate(s)	413	1 054	B	[D179] Director: Technical Services: 527 completed serviced sites for the Transhex Human Settlements Project phase 1.2 by 30 June 2020. (April 2020) [D179] Director: Technical Services: 527 completed serviced sites for the Transhex Human Settlements Project phase 1.2 by 30 June 2020. (May 2020) [D179] Director: Technical Services: 527 completed serviced sites for the Transhex Human Settlements Project phase 1.2 by 30 June 2020. (June 2020)	[D179] Director: Technical Services: No action required. (April 2020)	413	1 054	B
TL31	Community Services	Complete beneficiary allocation for the Transhex Human Settlement project by 30 June 2020 (Beneficiary allocation linked to approved business plan - 700 units prioritised in 19/20)	HSS extract confirming approved beneficiaries and allocation letter issued to beneficiaries	700	1 084	B	[D205] Director: Community Services: 1084 beneficiary allocations (June 2020)		700	1 084	B
TL33	Financial Services	Number of formal residential properties that are billed for water as at 30 June 2020	SAMRAS Water and Electricity Billing report (stats for INTER/MNTHDR/JNL)	20 890	20 991	G2	[D330] CFO: Provisional figure (June 2020)		20 890	20 991	G2
TL34	Financial Services	Number of residential properties which are billed for electricity or have pre-paid meters (excluding Eskom Electricity supplied properties) as at 30 June 2020	Water and Electricity billing report (stats for INTER/MNTHDR/JNL) and Report from prepaid electricity vending service provider	22 580	22 563	O	[D331] CFO: Provisional figure (June 2020)		22 580	22 563	O
TL35	Financial Services	Number of formal residential properties that are billed for sanitation/sewerage services as at 30 June 2020	SAMRAS report (SAMRAS unit type service analysis by tariff (BS-Q906A))	18 620	18 866	G2	[D332] CFO: Provisional figure (June 2020)		18 620	18 866	G2
TL36	Financial Services	Number of formal residential properties that are billed for refuse removal as at 30 June 2020	SAMRAS report (SAMRAS unit type service analysis by tariff (BS-Q906A))	18 795	19 360	G2	[D333] CFO: Provisional figure (June 2020)		18 795	19 360	G2

TL44	Financial Services	Limit unaccounted electricity losses to less than 10% by 30 June 2020 {(Number of Electricity Units Purchased -Number of Electricity Units Sold) / (Number of Electricity Units Purchased) x100}	Draft AFS and Electricity Bulk purchases report, SAMRAS report WC-P104b, Monthly Pre-Paid Vending Systems Management Report, Spreadsheet: Electricity losses	10.00%	5.41%	B	[D341] CFO: Electricity Losses amounted to 5.41% during the year. (June 2020)		10.00%	5.41%	B
TL45	Financial Services	Limit unaccounted water losses to less than 21% by 30 June 2020 {(Number of kiloliters water available from reservoirs - number of kiloliters water sold) / (number of kiloliters water purchased or purified) x 100}	Draft AFS and SAMRAS report WC-P104b, Monthly water Balance report, Spreadsheet Water losses	21.00%	28.72%	R	[D342] CFO: The figure is provisional. It Should be noted that the Municipality is in the process of procuring the services of Service Provider to render Bulk Meter Calibration for the Bulk Meter in Stettynskloof Dam as this has not been done in the last year. (June 2020)	[D342] CFO: It Should be noted that the Municipality is in the process of procuring the services of Service Provider to render Bulk Meter Calibration for the Bulk Meter in Stettynskloof Dam as this has not been done in the last year. (June 2020)	21.00%	28.72%	R

Summary of Results: To provide and maintain basic services and ensure social upliftment of the Breede Valley community

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	1
R	KPI Not Met	0% <= Actual/Target <= 74.999%	5
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	6
G	KPI Met	Actual meets Target (Actual/Target = 100%)	5
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	5
B	KPI Extremely Well Met	150.000% <= Actual/Target	3
	Total KPIs:		25

Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	6
R	KPI Not Met	0% <= Actual/Target <= 74.999%	9
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	10
G	KPI Met	Actual meets Target (Actual/Target = 100%)	8
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	9
B	KPI Extremely Well Met	150.000% <= Actual/Target	4
	Total KPIs:		46