

**Breede Valley Municipality**  
**2020/2021 Quarter 4 - Top Layer KPI Report**

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

Assure a sustainable future through sound financial management, continuous revenue growth, corporate governance and risk management practices												
Ref	Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter 4					Overall Performance for Quarter (ending June 2021)		
					Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL53	TL4	Municipal Manager	The percentage of the municipal capital budget spent on projects as at 30 June 2021 (Actual amount spent on capital projects/Total amount budgeted for capital projects)X100	Capital Expenditure/Progress Reports for mentioned quarters (SAMRAS extract) and/or Draft Annual Financial Statements as at 30 June 2021	90.00%	90.03%	G2	[D34] Municipal Manager: See attached confirmation of spending as at 30 June 2021 (June 2021)		90.00%	90.03%	G2
TL63	TL14	Financial Services	Provide free basic water to indigent households earning less than R4500 as at 30 June 2021	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	9 200	9 559	G2	[D183] CFO: 9559 Indigents applications approved for 2020/2021 financial year. (June 2021)		9 200	9 559	G2
TL64	TL15	Financial Services	Provide free basic electricity to indigent households earning less than R4500 as at 30 June 2021	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary	9 200	9 559	G2	[D184] CFO: 9559 Indigents applications approved for 2020/2021 financial year. (June 2021)		9 200	9 559	G2
TL65	TL16	Financial Services	Provide free basic sanitation to indigent households earning less than R4500 as at 30 June 2021	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	9 200	9 559	G2	[D185] CFO: 9559 Indigents applications approved for 2020/2021 financial year. (June 2021)		9 200	9 559	G2
TL66	TL17	Financial Services	Provide free basic refuse removal to indigent households earning less than R4500 as at 30 June 2021	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	9 200	9 559	G2	[D186] CFO: 9559 Indigents applications approved for 2020/2021 financial year. (June 2021)		9 200	9 559	G2
TL67	TL18	Financial Services	Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June 2021 (Short Term Borrowing + Long Term Borrowing ) / (Total Operating Revenue - Operating Conditional Grant) x 100	Draft Annual Financial Statements	45.00%	24.00%	B	[D187] CFO: Ratio measures the municipalities ability to take up additional loans (June 2021)		45.00%	24.00%	B

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**2020/2021 Quarter 4 - Top Layer KPI Report**

TL68	TL19	Financial Services	Financial viability measured in terms of the outstanding service debtors as at 30 June 2021 ((Total outstanding service debtors/ revenue received for services)x100)	Annual Financial Statements & Section 71 reports	16.50%	16.00%	B	[D188] CFO: The ratio measures the municipalities ability to collect outstanding debt (June 2021)		16.50%	16.00%	B
TL69	TL20	Financial Services	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2021 ((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	2	G2	[D189] CFO: The cost overage ratio measures the municipalities ability to continue as a going concern and meet its service delivery objectives. (June 2021)		1.50	2	G2
TL72	TL23	Financial Services	Submit the approved financial statements for 2019/20 to the Auditor-General by 31 October 2020	Proof of submission of approved annual Financial Statements to Auditor-General	0	0	N/A			0	0	N/A
TL73	TL24	Financial Services	Achieve a payment percentage of above 95% as at 30 June 2021 (Gross Debtors Opening Balance + Billed Revenue -Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue) x 100	Draft Annual Financial Statements	95.00%	95.65%	G2	[D193] CFO: Prelim Payment percentage achieved: 95.65% (June 2021)		95.00%	95.65%	G2
TL74	TL25	Financial Services	Review the MGRO Clean Audit Plan and submit to the Municipal Manager by 30 April 2021	Proof of submission of MGRO Plan to the Municipal Manager	1	1	G	[D194] CFO: The audit action plan has been reviewed and submitted to MM (April 2021)		1	1	G
TL75	TL26	Financial Services	Achieve an unqualified audit for the 2019/20 financial year by 28 February 2021	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.	2
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
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%	7
B	KPI Extremely Well Met	150.000% <= Actual/Target	2
<b>Total KPIs:</b>			<b>12</b>

**Breede Valley Municipality**  
2020/2021 Quarter 4 - Top Layer KPI Report

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

Ref	Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter 4					Overall Performance for Quarter 4 (ending June 2021)		
					Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL55	TL6	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 and organisational structure during the 2020/21 financial year	Statistics from Employment Equity Plan (depicting the EE targets in the three highest groups) and appointment letters	2	3	B			2	3	B
TL56	TL7	Strategic Support Services	The percentage of the municipality's personnel budget spent on implementing its workplace skills plan by 30 June 2021	Reports from SAMRAS menu VS-Q003E (looked-up online - applicable training vote numbers to be confirmed with HR services/financial services)	1.00%	1.08%	G2	[D123] Director: Strategic Support Services: Preliminary Training Expenditure: 2 037 594.57 Preliminary Personnel Budget: 189255035.14 Calculation Result: 1.08% Council should note that these are preliminary figures, hence, final performance is subject to change. Final performance will be recalculated upon conclusion of the financial year-end procedures. (June 2021)		1.00%	1.08%	G2
TL57	TL8	Strategic Support Services	Limit vacancy rate to 15% of budgeted posts by 30 June 2021 [(Number of funded posts vacant divided by budgeted funded posts)x100]	Operational Expenditure/Progress Report as at 30 June 2020 (SAMRAS extract) and/or Draft Annual Financial Statements as at 30 June 2021	15.00%	8.00%	B	[D124] Director: Strategic Support Services: Funded vacant posts: 79 Total funded posts: 988 Preliminary Performance Result: 8% Human Resources are in process of reviewing all reported figures and will update the final performance (if required) upon conclusion of the financial year-end processes. (June 2021)		15.00%	8.00%	B

**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.	0
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
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%	1
B	KPI Extremely Well Met	150.000% <= Actual/Target	2
Total KPIs:			3

**Breede Valley Municipality**  
**2020/2021 Quarter 4 - Top Layer KPI Report**

**Provide democratic, accountable government for local communities and encourage involvement of communities and community organizations in the matters of local government**

Ref	Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter 4					Overall Performance for Quarter 4 (ending June 2021)		
					Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL50	TL1	Municipal Manager	Compile a Risk Based Audit Plan and submit to the Audit Committee by 30 June 2021	Agenda of the AC meeting	1	1	G	[D31] Municipal Manager: Risk Based Audit Plan 2021/2022 submitted to & approved by the Audit Committee on 23 June 2021. (June 2021)		1	1	G
TL51	TL2	Municipal Manager	Compile a strategic risk report and submit to Council by 31 May 2021	Proof of submission of Strategic Risk Report item to Council	1	1	G	[D32] Municipal Manager: Report discussed and approved on 25 May 2021. (May 2021)		1	1	G

**Summary of Results: Provide democratic, accountable government for local communities and encourage involvement of communities and community organizations in the matters of local government**

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%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	2
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
<b>Total KPIs:</b>			<b>2</b>

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

Ref	Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter 4					Overall Performance for Quarter 4 (ending June 2021)		
					Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL54	TL5	Strategic Support Services	The number of FTE's created through the EPWP programme by 30 June 2021	Signed employment contracts and EPWP statistics (Excel Spread sheet - Name: EPWP Quarterly Report)	38.74	103.45	B	[D121] Director: Strategic Support Services: Performance achieved. Excel spreadsheets and signed contract available (June 2021)		38.74	103.45	B
TL58	TL9	Strategic Support Services	Sign service level agreements (SLA's) with 4 Local Tourism Associations (LTA's) for their annual tourism operational expenditure by 30 September 2020	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%	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	1
<b>Total KPIs:</b>			<b>2</b>

**Breede Valley Municipality**  
2020/2021 Quarter 4 - Top Layer KPI Report

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

Ref	Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter 4					Overall Performance for Quarter 4 (ending June 2021)		
					Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL90	TL41	Engineering Services	Spend 90% of capital budget allocated towards the construction speedhumps throughout the municipal area by 30 June 2021	Monthly Capital Expenditure Report (SAMRAS extract)	90.00%	95.00%	G2	[D424] Director: Engineering Services: Spend 95% (R 365 726 / R 383 000) x 100) of capital budget allocated towards the construction speedhumps throughout the municipal area by 30 June 2021 (June 2021)		90.00%	95.00%	G2
TL91	TL42	Community Services	Plan & conduct 10 roadblocks by 30 June 2021	Register	6	6	G	[D425] Director: Community Services: Target met (April 2021) [D425] Director: Community Services: Target met (May 2021) [D425] Director: Community Services: Target met (June 2021)		6	6	G
TL92	TL43	Community Services	Review the Disaster Management Plan and submit to Council by 31 March 2021	Council Minutes	0	0	N/A			0	0	N/A
TL93	TL44	Community Services	Compile a Municipal Rental Unit Maintenance Plan and submit to Council by 30 June 2021	Council Minutes	1	0	R	[D427] Director: Community Services: The plan has been compiled but not submitted to Council. 1. There no council meeting scheduled in June 2021. 2. The plan will be submitted in the new financial year to council. (June 2021)	[D427] Director: Community Services: The plan has been compiled but not submitted to Council. 1. There no council meeting scheduled in June 2021. 2. The plan will be submitted in the new financial year to council. (June 2021)	1	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.	1
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%)	1
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	1
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
Total KPIs:			4

**Breede Valley Municipality**  
2020/2021 Quarter 4 - Top Layer KPI Report

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

Ref	Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter 4					Overall Performance for Quarter 4 (ending June 2021)		
					Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL52	TL3	Public Services	Spend 90% of the budget allocated for the Regional Socio Economic Programme by 30 June 2021 ((Actual expenditure divided by the total approved capital budget) x 100)	Capital Expenditure/Progress Reports for mentioned quarters (SAMRAS extract) and/or Draft Annual Financial Statements as at 30 June 2021	90.00%	51.37%	R	[D33] Director: Public Services: Performance reported (i.e. 51.37%), is currently based on preliminary figures and is subject to change based on the finalisation of financial year-end procedures. Based on invoices signed-off, the department anticipates actual expenditure between 85% - 95%. (June 2021)	[D33] Director: Public Services: The final performance actual will be updated upon conclusion of all financial year-end procedures. (June 2021)	90.00%	51.37%	R
TL59	TL10	Financial Services	Number of formal residential properties that are billed for water as at 30 June 2021	SAMRAS Water and Electricity Billing report (stats for INTER/MNTHDR/JNL)	21 260	21 370	G2			21 260	21 370	G2
TL60	TL11	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 2021	Water and Electricity billing report (stats for INTER/MNTHDR/JNL) and Report from prepaid electricity vending service provider	22 580	24 747	G2	[D180] CFO: Decrease due to data clean-up (June 2021)	[D180] CFO: Maintain data accuracy (June 2021)	22 580	24 747	G2
TL61	TL12	Financial Services	Number of formal residential properties that are billed for sanitation/sewerage services as at 30 June 2021	SAMRAS report (SAMRAS unit type service analysis by tariff (BS-Q906A)	18 650	20 836	G2	[D181] CFO: Number of properties billed - 20 836 (June 2021)		18 650	20 836	G2
TL62	TL13	Financial Services	Number of formal residential properties that are billed for refuse removal as at 30 June 2021	SAMRAS report (SAMRAS unit type service analysis by tariff (BS-Q906A)	18 900	20 704	G2	[D182] CFO: Number of properties billed - 20 704 (June 2021)		18 900	20 704	G2
TL70	TL21	Financial Services	Limit unaccounted electricity losses to less than 10% by 30 June 2021 ((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%	7.51%	B	[D190] CFO: Prelim for June 2021 (June 2021)		10.00%	7.51%	B
TL71	TL22	Financial Services	Limit unaccounted water losses to less than 25% by 30 June 2021 ((Number of kilolitres water available from reservoirs - number of kilolitres water sold) / (number of kilolitres water purchased or purified) x 100)	Draft AFS and SAMRAS report WC-P104b, Monthly water Balance report, Spreadsheet Water losses	25.00%	24.28%	B	[D191] CFO: The prelim overall water losses for the year ended 30 June 2021 were 24.28% while the real losses after taking into account unbilled authorize consumption, customer meter and data correction is 21.58%. (June 2021)		25.00%	24.28%	B
TL78	TL29	Community Services	Complete beneficiary allocation for the Transhex Human Settlement Project by 30 June 2021 (Beneficiary allocation linked to approved business plan - 800 units prioritised in 2020/21)	HSS extract confirming approved beneficiaries and allocation letter issued to beneficiaries	800	800	G	[D340] Director: Community Services: Please see attached (June 2021)		800	800	G
TL79	TL30	Community Services	Construct a youth café facility in Van Huysteenlaan by 30 June 2021	Occupation certificate	1	1	G	[D341] Director: Community Services: Youth Cafe constructed in Van Huysteen Ave (June 2021)		1	1	G
TL80	TL31	Public Services	Achieve 95% average water quality level as measured per SANS 241 criteria during the 2020/21 financial year	Municipal Laboratory Report	95.00%	95.20%	G2	[D414] Director: Public Services: water comply to SANS241 (April 2021) [D414] Director: Public Services: high turbidity in water (June 2021)	[D414] Director: Public Services: high water run off after rain (June 2021)	95.00%	95.20%	G2
TL81	TL32	Public Services	Develop the 4th Generation Integrated Waste Management Plan, submit it to Council for approval by 31 May 2021, and subsequently include it as sector input in the 2021/22 IDP	Proof of Council Resolution	1	1	G	[D415] Director: Public Services: Develop the 4th Generation Integrated Waste Management Plan, submit it to Council for approval by 31 May 2021, and subsequently include it as sector input in the 2021/22 IDP (May 2021)	[D415] Director: Public Services: None (May 2021)	1	1	G
TL82	TL33	Public Services	Review 5 year Water Service Development Plan (WSDP) and submit to Council for approval by 31 May 2021	Proof of Council Resolution	1	1	G	[D416] Snr Manager: Water and Sanitation Services: review done (May 2021)		1	1	G

**Breede Valley Municipality**  
**2020/2021 Quarter 4 - Top Layer KPI Report**

TL83	TL34	Public Services	80% of sewerage samples comply with effluent standard during the 2020/21 financial year ((Number of sewerage samples that comply with General Authorisation/Number of sewerage samples tested)x100)	Municipal Laboratory Report	80.00%	90.93%	G2	[D417] Snr Manager: Water and Sanitation Services: Effluent Comply (April 2021) [D417] Snr Manager: Water and Sanitation Services: Effluent Quality comply (May 2021)		80.00%	90.93%	G2
TL84	TL35	Engineering Services	Spend 90% of the electricity capital budget by 30 June 2021 ((total actual capital project expenditure/total capital project budget) x 100)	Capital Expenditure Report (SAMRAS extract)	90.00%	85.00%	O	[D418] Director: Engineering Services: Spend 85% of the electricity capital budget by 30 June 2021 ((R 22 632 604 / R 26 655 164) x 100) [TL35] (June 2021)	[D418] Director: Engineering Services: Dispute in respect of payment of penalties to be resolved. (June 2021)	90.00%	85.00%	O
TL85	TL36	Engineering Services	Spend 90% of the electricity maintenance budget by 30 June 2021 ((total actual maintenance expenditure/total maintenance budget) x 100)	Operational Expenditure Report (SAMRAS extract)	90.00%	79.62%	O	[D419] Director: Engineering Services: Spend 79,62% of the electricity maintenance budget by 30 June 2021 (( R 14,004,916.00 / R11,150,513.74) x 100) [TL36] (June 2021)	[D419] Director: Engineering Services: The final Operational Expenditure Report (SAMRAS extract) to be requested. (June 2021)	90.00%	79.62%	O
TL86	TL37	Engineering Services	Achieve 90% of capital budget spent on the resurfacing of roads by 30 June 2021	Capital Expenditure Report (SAMRAS extract)	90.00%	99.80%	G2	[D420] Director: Engineering Services: Achieve 99,80% ((R 70 706 431 / R 70 845 111) x100) of capital budget spent on the resurfacing of roads by 30 June 2021 (June 2021)		90.00%	99.80%	G2
TL88	TL39	Engineering Services	Spend 90% of capital budget allocated for the construction of the Zwelethemba municipal swimming pool by 30 June 2021	Monthly Capital Expenditure Report (SAMRAS extract)	90.00%	100.00%	G2	[D422] Director: Engineering Services: Spend 100% (R 9 648 175,06 / R 9 648 175,06) x 100)of capital budget allocated for the construction of the Zwelethemba municipal swimming pool by 30 June 2021 (June 2021)		90.00%	100.00%	G2
TL89	TL40	Engineering Services	Complete serviced sites for the Transhex Human Settlements Project phase 1.3 by 30 June 2021	Completion Certificate(s)	662	662	G	[D423] Director: Engineering Services: Complete serviced sites for the Transhex Human Settlements Project phase 1.3 by 30 June 2021. Phase 1.3a = 373 serviced site. Phase 1.3b = 289 serviced site. Total = 662 serviced sites. (June 2021)		662	662	G

**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.	0
R	KPI Not Met	0% <= Actual/Target <= 74.999%	1
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	2
G	KPI Met	Actual meets Target (Actual/Target = 100%)	5
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	8
B	KPI Extremely Well Met	150.000% <= Actual/Target	2
<b>Total KPIs:</b>			<b>18</b>

**Overall Summary of Results**

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	4
R	KPI Not Met	0% <= Actual/Target <= 74.999%	2
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	2
G	KPI Met	Actual meets Target (Actual/Target = 100%)	9
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	17
B	KPI Extremely Well Met	150.000% <= Actual/Target	7
<b>Total KPIs:</b>			<b>41</b>