

**Breede Valley Municipality**  
**2020/2021 Quarter 1 - 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 1						Overall Performance for Quarter 1 (ending September 2020)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R	
TL53	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	0.00%	0.00%	N/A			0.00%	0.00%	N/A	
TL63	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.	0	0	N/A			0	0	N/A	
TL64	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	0	0	N/A			0	0	N/A	
TL65	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.	0	0	N/A			0	0	N/A	
TL66	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.	0	0	N/A			0	0	N/A	
TL67	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	0.00%	0.00%	N/A			0.00%	0.00%	N/A	

TL68	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	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL69	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	Annual Financial Statements	0	0	N/A			0	0	N/A
TL72	Financial Services	Submit the approved financial statements for 2019/20 to the Auditor-General by 31 August 2020	Proof of submission of approved annual Financial Statements to Auditor-General	1	0	R	[D192] CFO: Municipality received two months exemption in terms off submission the AFS are only due to the AG on 31 October 2020. (August 2020)		1	0	R
TL73	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	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL74	Financial Services	Review the MGRO Clean Audit Plan and submit to the Municipal Manager by 31 January 2021	Proof of submission of MGRO Plan to the Municipal Manager	0	0	N/A			0	0	N/A
TL75	Financial Services	Achieve a clean audit for the 2019/20 financial year by 31 December 2020	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.	11
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
<b>Total KPIs:</b>			<b>12</b>

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

Ref	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter 1					Overall Performance for Quarter 1 (ending September 2020)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL55	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	0	0	N/A			0	0	N/A
TL56	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)	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL57	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	0.00%	0.00%	N/A			0.00%	0.00%	N/A

**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.	3
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	0
<b>Total KPIs:</b>			<b>3</b>

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

Ref	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter 1					Overall Performance for Quarter 1 (ending September 2020)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL50	Municipal Manager	Compile a Risk Based Audit Plan and submit to the Audit Committee by 30 June 2021	Agenda of the AC meeting	0	0	N/A			0	0	N/A
TL51	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	0	0	N/A			0	0	N/A

**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.	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%)	0
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	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter 1					Overall Performance for Quarter 1 (ending September 2020)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL54	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	46.43	G2	[D121] Director: Strategic Support Services: FTE's created , Report attached for 20-21 (September 2020)		38.74	46.43	G2
TL58	Strategic Support Services	Sign service level agreements (SLA's) with 3 Local Tourism Associations (LTA's) for their annual tourism operational expenditure by 30 September 2020	Signed SLA's	3	4	G2	[D125] Director: Strategic Support Services: SLA 's attached as prescribed (September 2020)		3	4	G2

**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.	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%	2
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
<b>Total KPIs:</b>			<b>2</b>

**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 1					Overall Performance for Quarter 1 (ending September 2020)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL76	Community Services	Conduct breath alcohol screenings at roadblocks by 30 June 2021	Screening forms	440	0	R	[D338] Director: Community Services: Target can not be met due to Covid regulations (September 2020)	[D338] Director: Community Services: No alcohol screenings can be conducted. As soon as the ban is lifted more alcohol screening will be conducted (September 2020)	440	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
<b>Total KPIs:</b>			<b>1</b>

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

Ref	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter 1						Overall Performance for Quarter 1 (ending September 2020)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R	
TL52	Municipal Manager	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	0.00%	0.00%	N/A			0.00%	0.00%	N/A	
TL59	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)	0	0	N/A			0	0	N/A	
TL60	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	0	0	N/A			0	0	N/A	
TL61	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)	0	0	N/A			0	0	N/A	
TL62	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)	0	0	N/A			0	0	N/A	
TL70	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	0.00%	0.00%	N/A			0.00%	0.00%	N/A	

TL71	Financial Services	Limit unaccounted water losses to less than 21% 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	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL77	Community Services	Complete Project Feasibility Report regarding the new housing projects at De Doorns (GG-Camp), by 30 June 2021	Feasibility reports conducted by consulting engineers	0	0	N/A			0	0	N/A
TL78	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	0	0	N/A			0	0	N/A
TL79	Community Services	Construct a youth café facility in Van Huysteenlaan by 30 June 2021	Occupation certificate	0	0	N/A			0	0	N/A
TL80	Technical Services	Achieve 95% average water quality level as measured per SANS 241 criteria during the 2020/21 financial year	Municipal Laboratory Report	95.00%	96.73%	G2	[D414] Director: Technical Services: results for one month (July 2020) [D414] Director: Technical Services: Performance achieved. (August 2020) [D414] Director: Technical Services: quality comply to SANS241 (September 2020)		95.00%	96.73%	G2
TL81	Technical Services	Review the 4th Generation Integrated Waste Management Plan and submit to Council for approval by 31 May 2021	Proof of Council Resolution	0	0	N/A			0	0	N/A
TL82	Technical Services	Review 5 year Water Service Development Plan (WSDP) and submit to Council for approval by 31 May 2021	Proof of Council Resolution	0	0	N/A			0	0	N/A
TL83	Technical 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%	88.79%	G2	[D417] Director: Technical Services: final effluent quality (July 2020) [D417] Director: Technical Services: comply to the standards (August 2020) [D417] Director: Technical Services: Effluent quality (September 2020)		80.00%	88.79%	G2
TL84	Technical 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)	0.00%	0.00%	N/A	[D418] Director: Technical Services: Spend 0% of the electricity capital budget in July 2020 (July 2020) [D418] Director: Technical Services: Spend 0% of the electricity capital budget in August 2020 (August 2020)	[D418] Director: Technical Services: To increase the expenditure of the electricity capital budget (July 2020) [D418] Director: Technical Services: To increase the expenditure of the electricity capital budget (August 2020)	0.00%	0.00%	N/A
TL85	Technical 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)	0.00%	0.00%	N/A	[D419] Director: Technical Services: Spend 6.98% of the electricity maintenance budget for July 2020 (July 2020) [D419] Director: Technical Services: Spend 16% of the electricity maintenance budget for July 2020 (August 2020)	[D419] Director: Technical Services: To increase the expenditure of the electricity maintenance budget. (July 2020) [D419] Director: Technical Services: To increase the expenditure of the electricity maintenance budget. (August 2020)	0.00%	0.00%	N/A

TL86	Technical Services	Achieve 90% of capital budget spent on the resurfacing of roads by 30 June 2021	Capital Expenditure Report (SAMRAS extract)	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL87	Technical Services	Achieve 90% of capital budget spent on the municipal fleet by 30 June 2021	Monthly Capital Expenditure Report (SAMRAS extract)	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL88	Technical 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)	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL89	Technical Services	Complete serviced sites for the Transhex Human Settlements Project phase 1.3 by 30 June 2021	Completion Certificate(s)	0	0	N/A			0	0	N/A
TL90	Technical 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)	0.00%	0.00%	N/A			0.00%	0.00%	N/A

**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.	19
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%	2
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
<b>Total KPIs:</b>			<b>21</b>

**Overall Summary of Results**

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	35
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%)	0
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	4
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
<b>Total KPIs:</b>			<b>41</b>