Breede Valley Municipality
2021/2022 Quarter 1: Top Layer KPI Report

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

Ref	Indicator Code	Responsible Directorate	KPI	Portfolio of Evidence	Quarter 1					Overall Performance for Quarter		
					Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL119	TL26	Financial Services	Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June 2022 (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
TL120	TL27	Financial Services	Financial viability measured in terms of the outstanding service debtors as at 30 June 2022 ((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
TL121	TL28	Financial Services	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2022 ((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	0	0	N/A			0	0	N/A
TL124	TL31	Financial Services	Submit the approved financial statements for 2020/21 to the Auditor-General by 31 August 2021	Proof of submission of approved annual Financial Statements to Auditor-General	1	1	G	[D237] CFO: The AFS has been submitted on the 31st of August 2021 (September 2021)		1	1	G
TL125	TL32	Financial Services	Achieve a payment percentage of above 95% as at 30 June 2022 (Gross Debtors Opening Balance + Billed Revenue -Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue) x 100	SAMRAS Report (Deptors Transaction Summary - By Service [BS-Q901SE]); Internal Annual Write-off Report; Draft Annual Financial Statements	0,00%	0,00%	N/A			0,00%	0,00%	N/A
TL126	TL33	Financial Services	Review the MGRO Clean Audit Plan and submit to the Municipal Manager by 30 January 2022	Proof of submission of MGRO Plan to the Municipal Manager	0	0	N/A			0	0	N/A
TL127	TL34	Financial Services	Achieve an unqualified audit for the 2020/21 financial year by 31 January 2022	Audit report received confirming unqualified audit	0	0	N/A			0	0	N/A
TL128	TL35	Financial Services	Review the Long Term Financial Plan and submit to Council for approval by 31 May 2022 (Final)	Minutes of the Council meeting	0	0	N/A			0	0	N/A
TL131	TL38	Municipal Manager	The percentage of the municipal capital budget spent on projects as at 30 June 2022 (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 2022	0,00%	0,00%	N/A			0,00%	0,00%	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.	8
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%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
	Total KPIs:		**9**

Breede Valley Municipality
2021/2022 Quarter 1: Top Layer KPI Report

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

Ref	Indicator Code	Responsible Directorate	KPI	Portfolio of Evidence	Quarter 1					Overall Performance for Quarter		
					Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL137	TL44	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 2021/22 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
TL138	TL45	Strategic Support Services	The percentage of the municipality's personnel budget spent on implementing its workplace skills plan by 30 June 2022	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
TL139	TL46	Strategic Support Services	Limit vacancy rate to 15% of budgeted posts by 30 June 2022 [(Number of funded posts vacant divided by budgeted funded posts)x100)	Operational Expenditure/Progress Report as at 30 June 2022 (SAMRAS extract) and/or Draft Annual Financial Statements as at 30 June 2022	0,00%	0,00%	N/A			0,00%	0,00%	N/A
TL143	TL50	Strategic Support Services	Obtain approval in writing no later than 30 June from Provincial Archives in terms of Archives legislation and regulations for the annual disposal of official documents	Approval letter from Provincial Archives	0	0	N/A			0	0	N/A
TL144	TL51	Strategic Support Services	Review the staff establishment and submit to Council for approval by 30 June 2022	Minutes of the Council meeting	0	0	N/A			0	0	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.	5
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
	Total KPIs:		**5**

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

Ref	Indicator Code	Responsible Directorate	KPI	Portfolio of Evidence	Quarter 1					Overall Performance for Quarter		
					Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL129	TL36	Municipal Manager	Compile a Risk Based Audit Plan and submit to the Audit Committee by 30 June 2022	Agenda of the AC meeting	0	0	N/A			0	0	N/A
TL130	TL37	Municipal Manager	Compile a strategic risk report and submit to Council by 30 June 2022	Proof of submisison of Strategic Risk Report item to Council	0	0	N/A			0	0	N/A
TL142	TL49	Strategic Support Services	Review the Communication Strategy and submit to Council for approval by 31 May 2022 (Final)	Minutes of the Council meeting	0	0	N/A			0	0	N/A
TL145	TL52	Strategic Support Services	Compile the 5th generation Draft IDP and submit to Council for consideration by 31 March 2022	Minutes of the Council meeting	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.	4
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
	Total KPIs:		**4**

Breede Valley Municipality
2021/2022 Quarter 1: Top Layer KPI Report

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

Ref	Indicator Code	Responsible Directorate	KPI	Portfolio of Evidence	Quarter 1					Overall Performance for Quarter		
					Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL136	TL43	Strategic Support Services	The number of FTE's created through the EPWP programme by 30 June 2022	Signed employment contracts and EPWP statistics (Excel Spread sheet - Name: EPWP Quarterly Report)	81,25	96,45	G2	[D332] Director: Strategic Support Services: Performance achieved (September 2021)		81,25	96,45	G2
TL140	TL47	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 2021	Signed SLA's	4	4	G	[D336] Director: Strategic Support Services: Performance achieved (September 2021)		4	4	G
TL141	TL48	Strategic Support Services	Review the Local Economic Development Strategy and submit to Council for approval by 31 May 2022 (Final)	Minutes of the Council meeting	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%)	1
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	1
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
Total KPIs:			**3**

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

Ref	Indicator Code	Responsible Directorate	KPI	Portfolio of Evidence	Quarter 1					Overall Performance for Quarter		
					Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL94	TL1	Community Services	Plan & conduct 24 roadblocks by 30 June 2022	Signed Register	6	6	G	[D150] Director: Community Services: Target met (July 2021) [D150] Director: Community Services: Target met (August 2021) [D150] Director: Community Services: Target met (September 2021)		6	6	G
TL95	TL2	Community Services	Review the Disaster Management Plan and submit to Council by 31 May 2022 (Final)	Minutes of the Council meeting	0	0	N/A			0	0	N/A
TL96	TL3	Community Services	Review the Municipal Rental Unit Maintenance Plan and submit to Council by 31 May 2022 (Final)	Minutes of the Council meeting	0	0	N/A			0	0	N/A
TL97	TL4	Community Services	Compile a Municipal Court Strategic Plan and submit to Council for approval by 31 December 2021	Minutes of the Council meeting	0	0	N/A			0	0	N/A
TL98	TL5	Community Services	Review the Safety Plan and submit to Council for approval by 31 May 2022 (Final)	Minutes of the Council meeting	0	0	N/A			0	0	N/A
TL102	TL9	Community Services	Conduct 100 planned inspections in accordance with the Fire Protection Regulations and Fire Safety Bylaw during the 2021/22 financial year	Inspection reports	25	158	B	[D158] Director: Community Services: Inspection conducted. (September 2021)		25	158	B
TL109	TL16	Engineering Services	Achieve 90% of capital budget spent towards the construction of speedhumps in the municipal area by 30 June 2022 ((total actual capital project expenditure/total capital project budget) x 100)	Monthly Capital Expenditure Report (SAMRAS extract)	0,00%	0,00%	N/A			0,00%	0,00%	N/A
TL133	TL40	Public Services	Review the 4th Generation Integrated Waste Management Plan and submit it to Council for approval by 31 May 2022 (Final)	Proof of Council Resolution	0	0	N/A			0	0	N/A

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.	6
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%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	1
Total KPIs:			**8**

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

Ref	Indicator Code	Responsible Directorate	KPI	Portfolio of Evidence	Quarter 1					Overall Performance for Quarter		
					Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL99	TL6	Community Services	Review the Sport Master Plan and submit to Council for approval by 31 May 2022 (Final)	Minutes of the Council meeting	0	0	N/A			0	0	N/A
TL100	TL7	Community Services	Review of the Community Development Plans and submit to Council for approval by 31 December 2021	Minutes of the Council meeting	0	0	N/A			0	0	N/A
TL101	TL8	Community Services	Implement 4 community development programs at each youth centre by 30 June 2022	Content of the program and attendance registers	2	2	G	[D157] Director: Community Services: 1. Community Food Security Hydroponics project thirty participants 2. Grassroots ECD Capacity building Workshop 131 participants (September 2021)		2	2	G
TL103	TL10	Community Services	Spend 95% of the Library Grant in accordance with the transfer payment agreement by 30 June 2022	Monthly Capital Expenditure Report (SAMRAS extract) and AFS at year end	20,00%	30,55%	B			20,00%	30,55%	B
TL104	TL11	Community Services	Review the Municipal Housing Strategy and submit to Council by 31 May 2021 (Final)	Minutes of the Council meeting	0	0	N/A			0	0	N/A
TL105	TL12	Engineering Services	Spend 90% of the electricity capital budget by 30 June 2022 {(total actual capital project expenditure/total capital project budget) x 100}	Capital Expenditure Report (SAMRAS extract)	0,00%	0,00%	N/A			0,00%	0,00%	N/A
TL106	TL13	Engineering Services	Spend 90% of the electricity maintenance budget by 30 June 2022 {(total actual maintenance expenditure/total maintenance budget) x 100}	Operational Expenditure Report (SAMRAS extract)	10,00%	13,15%	G2	[D374] Director: Engineering Services: Spend 13,15% of the electricity maintenance budget by 30 September 2021 ((R2 879 072,30 /R 21 312 200,00) x 100) [TL13] (September 2021)		10,00%	13,15%	G2
TL107	TL14	Engineering Services	Achieve 90% of capital budget spent on the resurfacing of roads by 30 June 2022 {(total actual capital project expenditure/total capital project budget) x 100}	Capital Expenditure Report (SAMRAS extract)	0,00%	0,00%	N/A			0,00%	0,00%	N/A
TL108	TL15	Engineering Services	Complete the construction of the Zwelethemba municipal swimming pool by 31 December 2021	Practical completion certificate	0	0	N/A			0	0	N/A
TL110	TL17	Engineering Services	Achieve 90% of capital budget spent on the upgrading of gravel roads by 30 June 2022 {(total actual capital project expenditure/total capital project budget) x 100}	Capital Expenditure Report (SAMRAS extract)	0,00%	0,00%	N/A			0,00%	0,00%	N/A
TL111	TL18	Financial Services	Number of formal residential properties that are billed for water as at 30 June 2022	SAMRAS Water and Electricity Billing report (stats for INTER/MNTHDR/JNL)	21 260	21 347	G2	[D224] CFO: As at 30 September 2021 there were 21347 clients with access to water. (September 2021)		21 260	21 347	G2
TL112	TL19	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 2022	Water and Electricity billing report (stats for INTER/MNTHDR/JNL) and Report from prepaid electricity vending service provider	22 580	24 592	G2	[D225] CFO: As at 30 September 2021 there were 24 592 clients with access to electricty. (September 2021)		22 580	24 592	G2
TL113	TL20	Financial Services	Number of formal residential properties that are billed for sanitation/sewerage services as at 30 June 2022	SAMRAS report (SAMRAS unit type service analysis by tariff (BS-Q906A)	18 650	19 164	G2	[D226] CFO: As at 30 September 2021 there were 19 164 clients with access to sanitation services. (September 2021)		18 650	19 164	G2
TL114	TL21	Financial Services	Number of formal residential properties that are billed for refuse removal as at 30 June 2022	SAMRAS report (SAMRAS unit type service analysis by tariff (BS-Q906A)	18 900	19 193	G2	[D227] CFO: The number of clients with access to refuse removal is 19193. (September 2021)		18 900	19 193	G2

TL115	TL22	Financial Services	Provide free basic water to indigent households earning less than R4500 as at 30 June 2022	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	9 200	9 678	G2	[D228] CFO: As at the end of September 2021 there were 9678 Indigent Clients with access to free basic services. (September 2021)		9 200	9 678	G2
TL116	TL23	Financial Services	Provide free basic electricity to indigent households earning less than R4500 as at 30 June 2022	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary	9 200	9 678	G2	[D229] CFO: As at the end of September 2021 there were 9678 Indigent Clients with access to free basic services. (September 2021)		9 200	9 678	G2
TL117	TL24	Financial Services	Provide free basic sanitation to indigent households earning less than R4500 as at 30 June 2022	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	9 200	9 678	G2	[D230] CFO: As at the end of September 2021 there were 9678 Indigent Clients with access to free basic services. (September 2021)		9 200	9 678	G2
TL118	TL25	Financial Services	Provide free basic refuse removal to indigent households earning less than R4500 as at 30 June 2022	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	9 200	9 678	G2	[D231] CFO: As at the end of September 2021 there were 9678 Indigent Clients with access to free basic services. (September 2021)		9 200	9 678	G2
TL122	TL29	Financial Services	Limit unaccounted electricity losses to less than 10% by 30 June 2022 {(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
TL123	TL30	Financial Services	Limit unaccounted water losses to less than 20% by 30 June 2022 {(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
TL132	TL39	Public Services	Achieve 95% average water quality level as measured per SANS 241 criteria during the 2021/22 financial year	Municipal Laboratory Report	95,00%	96,30%	G2	[D469] Director: Public Services: comply to SANS241 (September 2021)		95,00%	96,30%	G2
TL134	TL41	Public Services	Review the 5 year Water Service Development Plan (WSDP) and submit to Council for approval by 31 May 2022 (Final)	Proof of Council Resolution	0	0	N/A			0	0	N/A
TL135	TL42	Public Services	80% of sewerage samples comply with effluent standard during the 2021/22 financial year {(Number of sewerage samples that comply with General Authorisation/Number of sewerage samples tested)x100}	Municipal Laboratory Report	80,00%	87,20%	G2	[D472] Director: Public Services: comply to standard (September 2021)		80,00%	87,20%	G2

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.	10
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%	11
B	KPI Extremely Well Met	150.000% <= Actual/Target	1
	Total KPIs:		**23**

Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	34
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%)	4
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	12
B	KPI Extremely Well Met	150.000% <= Actual/Target	2
	Total KPIs:		**52**

Report generated on 18 October 2021 at 16:30.