

# BREEDE VALLEY

Municipality    Munisipaliteit    U Masipala wase



WORCESTER ▾ RAWSONVILLE ▾ DE DOORNS ▾ TOUWS RIVER

## 3rd Quarter Performance Report January-March 2017

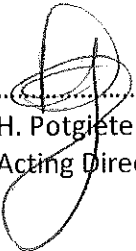


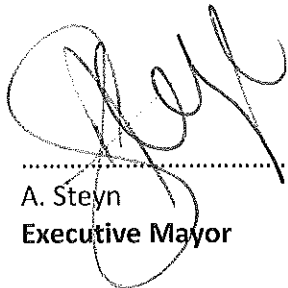
**RECOMMENDATION**

1<sup>st</sup> quarter Top-layer SDBIP is recommended to the executive Mayor that:

- a) The Quarterly Performance Report for the period 1 January 2017 – 31 March 2017 be noted;
- b) That Council takes note of the 3<sup>rd</sup> Quarter Performance Report.

Yours faithfully

  
.....  
H. Potgieter  
Acting Director Strategic Support Services

  
.....  
A. Steyn  
Executive Mayor

**DATE: 26 APRIL 2017**

**QUARTER 3 (1 January 2017 – 31 March 2017) PERFORMANCE ASSESSMENT AGAINST THE PERFORMANCE INDICATORS SET IN THE APPROVED TOP-LAYER SDBIP FOR 2016/2017**

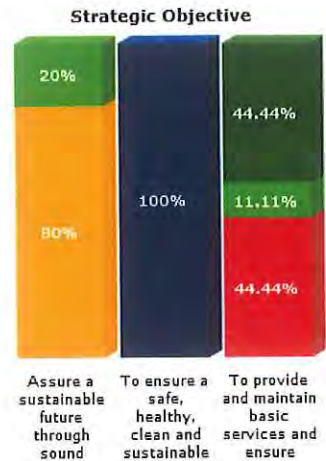
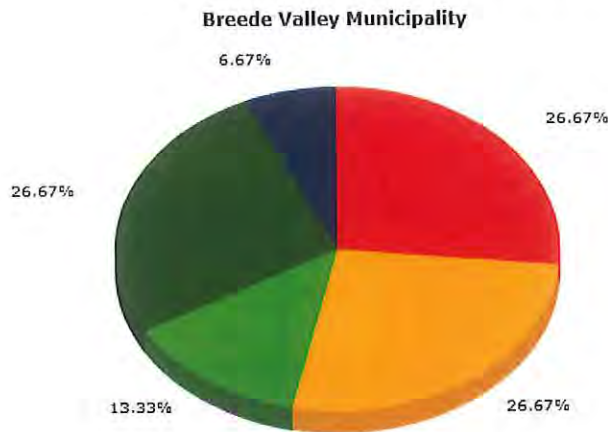
According to Section 52(d) of the MFMA, the Mayor must, within 30 days of the end of each quarter, submit a report to the Council on the implementation of the budget and the financial state of affairs of the Municipality.

Effective in-year reporting provides municipal management with an opportunity to analyse performance and address shortcomings and improve internal controls and service delivery.






**OVERALL ACTUAL PERFORMANCE OF INDICATORS FOR THE 3<sup>RD</sup> QUARTER 1 JAN 2017 TO 31 MARCH 2017**

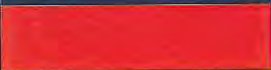


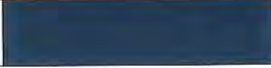
**Top Layer SDBIP Report**

*Report drawn on 26 April 2017 at 12:31  
for the month of March 2017.*





|  | Breede Valley Municipality | Strategic Objective   |   |   |
|--|----------------------------|---|---|---|
|  |                            | <i>Assure a sustainable future through sound financial management, continuous revenue growth corporate governance and risk management practices</i> | <i>To ensure a safe, healthy, clean and sustainable external environment for all Breede Valley's people</i> | <i>To provide and maintain basic services and ensure social upliftment of the Breede Valley community</i> |
|  KPI Not Met            | <a href="#">4 (26.7%)</a>  | -   | -   | <a href="#">4 (44.4%)</a>   |
|  KPI Almost Met         | <a href="#">4 (26.7%)</a>  | <a href="#">4 (80%)</a>   | -   | -   |
|  KPI Met                | <a href="#">2 (13.3%)</a>  | <a href="#">1 (20%)</a>   | -   | <a href="#">1 (11.1%)</a>   |
|  KPI Well Met           | <a href="#">4 (26.7%)</a>  | -   | -   | <a href="#">4 (44.4%)</a>   |
|  KPI Extremely Well Met | <a href="#">1 (6.7%)</a>   | -   | <a href="#">1 (100%)</a>  | -   |
| <b>Total:</b>  | <b>15</b>                  | <b>5</b>  | <b>1</b>  | <b>9</b>  |

| Category                | Colour  | Explanation                 |
|-------------------------|---|-----------------------------|
| KPIs not met            |  | 0% >= Actual/Target < 75%   |
| KPIs almost met         |  | 75% >= Actual/Target < 100% |
| KPIs met                |  | Actual/Target = 100%        |
| KPIs well met           |  | 100% > Actual/Target < 150% |
| KPIs extremely well met |  | Actual/Target >= 150%       |

**ACTUAL PERFORMANCE PER STRATEGIC OBJECTIVE OF INDICATORS FOR THE 3<sup>RD</sup> QUARTER ENDING 31 MARCH 2017.**

Detailed below is the unaudited Top-layer SDBIP for the 3rd quarter 1 January 2017 to 31 March 2017, which measures the municipality's overall performance per strategic objective. In addition, the tables include the corrective measures indicated for targets not achieved. A total of 15 KPIs out of a total of 42 KPIs were measured, with targets due at 31 March 2017. A total of **7 (46.6%) KPI's** were achieved for the period **1 January 2017 to 31 March (3rd quarter)**. Of these, **2 (13.3%) KPIs** were met by the municipality, **4 (26.7%) KPI's** were well met and **1 (6.7%) KPI** was extremely well met.

**Breede Valley Municipality**  
**SDBIP 2016/2017: Top Layer SDBIP Report**







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

| Mar-17 |  |   |        |        |     |  |   |
|--------|--|---|--------|--------|-----|--|---|
| Ref    | KPI  | Unit of Measurement   | Target | Actual | R   | Departmental SDBIP Comments  | Departmental Corrective Measures                    |
| TL5    | Provide free basic water to indigent households earning less than R4500 as at 30 June 2017   | Number of indigent households receiving free basic water          | 8,000  | 7,844  | 0   | [D81] CFO: Indigent Register is electronically available. (March 2017) | [D81] CFO: List is an ongoing process. (March 2017) |
| TL6    | Provide free basic electricity to indigent households earning less than R4500 as at 30 June 2017   | Number of indigent households receiving free basic electricity    | 8,000  | 7,844  | 0   | [D82] CFO: Indigent Register is electronically available. (March 2017) | [D82] CFO: List is an ongoing process. (March 2017) |
| TL7    | Provide free basic sanitation to indigent households earning less than R4500 as at 30 June 2017  | Number of indigent households receiving free basic sanitation     | 8,000  | 7,844  | 0   | [D83] CFO: Indigent Register is electronically available. (March 2017) | [D83] CFO: List is an ongoing process. (March 2017) |
| TL8    | Provide free basic refuse removal to indigent households earning less than R4500 as at 30 June 2017  | Number of indigent households receiving free basic refuse removal | 8,000  | 7,844  | 0   | [D84] CFO: Indigent Register is electronically available. (March 2017) | [D84] CFO: List is an ongoing process. (March 2017) |
| TL9    | The percentage of the municipal capital budget actually spent on capital projects as at 30 June 2017 (Actual amount spent on capital projects/Total amount budgeted for capital projects)X100  | % of the municipal capital budget actually spent                  | 0%     | 0%     | N/A |  |   |
| TL13   | Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June 2017 {Debt(Short Term Borrowing + Long Term Borrowing) / Total Operating Revenue - Operating Conditional Grant} | % of debt coverage  | 0%     | 0%     | N/A |  |   |
| TL14   | Financial viability measured in terms of the outstanding service debtors as at 30 June 2017 ((Total outstanding service debtors/ revenue received for services)X100)   | % of outstanding service debtors                                  | 0%     | 0%     | N/A |  |   |



| Mar-17 |  |  |        |        |     |   |
|--------|--|--|--------|--------|-----|---|
| Ref    | KPI  | Unit of Measurement  | Target | Actual | R   | Departmental SDBIP Comments   |
| TL15   | Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2017 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets)) | Number of months it takes to cover fixed operating expenditure with available cash | 0      | 0      | N/A |   |
| TL28   | Compile a Risk Based Audit Plan and submit to the Audit Committee by 30 June 2017  | RBAP submitted to the Audit Committee  | 0      | 0      | N/A |   |
| TL29   | Compile a strategic risk register and submit to Council by 30 May 2017   | Strategic risk register submitted to Council                                       | 0      | 0      | N/A |   |
| TL39   | Submit the approved financial statements for 2015/16 to the Auditor-General by 31 August 2016  | Approved financial statements for 2015/16 submitted to the AG                      | 0      | 0      | N/A |   |
| TL40   | Achieve a payment percentage of above 95% as at 30 June 2017 {(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100}   | % Payment achieved   | 0%     | 0%     | N/A |   |
| TL41   | Review the MGRO Clean Audit Plan and submit to the Municipal Manager by 31 March 2017  | MGRO Clean Audit Plan submitted  | 1      | 1      | G   | [D93] CFO: The audit action plan was reviewed and submitted to MM. (March 2017) |
| TL42   | Compile and submit a Revenue Enhancement Action Plan to the Municipal Manager for consideration by 30  | Revenue Enhancement Action Plan submitted  | 0      | 0      | N/A |   |
| TL43   | Achieve a clean audit for the 2015/16 financial year by 31 December 2016   | Clean audit achieved for the 2015/16 financial year                                | 0      | 0      | N/A |   |

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

|   |                        |    |
|---|------------------------|----|
|  | KPI Not Yet Measured   | 10 |
|  | KPI Not Met            | 0  |
|  | KPI Almost Met         | 4  |
|  | KPI Met                | 1  |
|  | KPI Well Met           | 0  |
|  | KPI Extremely Well Met | 0  |

| Ref        | KPI | Unit of Measurement | Target | Actual | R | Departmental SDBIP Comments | Departmental Corrective Measures |
|------------|-----|---------------------|--------|--------|---|-----------------------------|----------------------------------|
| Total KPIs |     |                     |        |        |   |                             |                                  |
| 15         |     |                     |        |        |   |                             |                                  |

Mar-17

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

| Ref  | KPI   | Unit of Measurement   | Target | Actual | R   | Departmental SDBIP Comments | Departmental Corrective Measures |
|------|---|---|--------|--------|-----|-----------------------------|----------------------------------|
| TL11 | 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 2016/17 financial | Number of people employed in the three highest levels of management | 0      | 0      | N/A |                             |                                  |
| TL12 | The percentage of the municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2017 [(Actual amount spent on training/total personnel budget)x100]               | % of the budget spent   | 0%     | 0%     | N/A |                             |                                  |
| TL16 | Limit vacancy rate to 15% of budgeted posts by 30 June 2017 [(Number of funded posts vacant divided by budgeted funded posts)x100]  | % vacancy rate  | 0%     | 0%     | N/A |                             |                                  |
| TL18 | 100% of posts identified for evaluation in terms of TASK by 30 June 2017 [(Number of posts evaluated ito TASK/ Total number of posts identified to be evaluated ito TASK)x100]                              | % of posts evaluated  | 0%     | 0%     | N/A |                             |                                  |

Mar-17

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

|                        |          |
|------------------------|----------|
| KPI Not Yet Measured   | 4        |
| KPI Not Met            | 0        |
| KPI Almost Met         | 0        |
| KPI Met                | 0        |
| KPI Well Met           | 0        |
| KPI Extremely Well Met | 0        |
| <b>Total KPIs</b>      | <b>4</b> |

**To create a unique and caring valley of service excellence, opportunity and growth**

| Def        | KPI | Unit of Measurement | Target | Actual | R | Departmental SDBIP Comments | Departmental Corrective Measures |
|------------|-----|---------------------|--------|--------|---|-----------------------------|----------------------------------|
| Total KPIs |     |                     |        |        |   |                             |                                  |
| 15         |     |                     |        |        |   |                             |                                  |

Mar-17



| Ref  | KPI  | Unit of Measurement  | Mar-17 |        |     |                                  |
|------|--|--|--------|--------|-----|----------------------------------|
|      |  |  | Target | Actual | R   | Departmental SDBIP Comments      |
| TL26 | 95% of the approved capital budget spent for the construction of the fire station in De Doorns by 30 June 2017 {(Actual expenditure divided by the total approved capital budget) x 100} | % capital budget spent by 30 June 2017 {(Actual expenditure divided by the total approved capital budget) x 100} | 0%     | 0%     | N/A | Departmental Corrective Measures |
| TL27 | Implement and complete all MIG sport infrastructure upgrade projects by 30 June 2017   | Number of projects completed   | 0      | 0      | N/A | Departmental Corrective Measures |

**Summary of Results: To create a unique and caring valley of service excellence, opportunity and growth**

|                        |          |
|------------------------|----------|
| KPI Not Yet Measured   | 2        |
| KPI Not Met            | 0        |
| KPI Almost Met         | 0        |
| KPI Met                | 0        |
| KPI Well Met           | 0        |
| KPI Extremely Well Met | 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  | KPI  | Unit of Measurement  | Mar-17 |        |     |                                  |
|------|--|--|--------|--------|-----|----------------------------------|
|      |  |  | Target | Actual | R   | Departmental SDBIP Comments      |
| TL10 | The number of FTE's created through the EPWP programme by 30 June 2017 (Person days / FTE (230 days))  | Number of FTE's created through the EPWP programme by 30 June 2017 | 0      | 0      | N/A | Departmental Corrective Measures |
| TL17 | Review and submit the Local Economic Development Strategy to MayCo by 30 June 2017   | Reviewed Local Economic Development Strategy submitted to MayCo    | 0      | 0      | N/A | Departmental Corrective Measures |
| TL30 | 90% of the budget spent to implement the Regional Socio Economic Programme by 30 June 2017 {(Actual expenditure divided by the total approved capital budget) x 100} | % of budget spent  | 0%     | 0%     | N/A | Departmental Corrective Measures |

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

|                      |   |
|----------------------|---|
| KPI Not Yet Measured | 3 |
| KPI Not Met          | 0 |



| Ref | KPI                    | Unit of Measurement | Mar-17 |        |   |
|-----|------------------------|---------------------|--------|--------|---|
|     |                        |                     | Target | Actual | R |
|     | KPI Almost Met         | 0                   |        |        |   |
|     | KPI Met                | 0                   |        |        |   |
|     | KPI Well Met           | 0                   |        |        |   |
|     | KPI Extremely Well Met | 0                   |        |        |   |
|     | <b>Total KPIs</b>      | <b>3</b>            |        |        |   |

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

| Ref  | KPI   | Unit of Measurement                            | Mar-17 |        |   |
|------|---|--|--------|--------|---|
|      |   |  | Target | Actual | R   |
| TL20 | 800 screenings conducted at the Shadow Centre by 30 June 2017 | Number of screenings conducted by 30 June 2017 | 0      | 1      | B   |
|      |   |  |        |        | [D343] Director: Community Services: Target met (January 2017)<br>[D343] Director: Community Services: Target met (February 2017)<br>[D343] Director: Community Services: Target met (March 2017) |
|      |   |  |        |        | [D343] Director: Community Services: July 2016 - Jan 2017 (January 2017)  |

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

|                        |          |
|------------------------|----------|
| KPI Not Yet Measured   | 0        |
| KPI Not Met            | 0        |
| KPI Almost Met         | 0        |
| KPI Met                | 0        |
| KPI Well Met           | 0        |
| KPI Extremely Well Met | 1        |
| <b>Total KPIs</b>      | <b>1</b> |

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

| Ref | KPI   | Unit of Measurement   | Mar-17 |        |   |
|-----|---|---|--------|--------|---|
|     |   |   | Target | Actual | R   |
| TL1 | Number of formal residential properties that receive piped water (credit and prepaid water) that is connected to the municipal water infrastructure network and are billed as at 30 June 2017 | Number of residential properties which are billed for water or have pre paid meters | 18,898 | 18,982 | G2  |
|     |   |   |        |        | [D77] CFO: List available electronically (March 2017) |

| Mar-17 |  |   |        |        |    |   |                                  |
|--------|--|---|--------|--------|----|---|----------------------------------|
| Ref    | KPI  | Unit of Measurement   | Target | Actual | R  | Departmental SDBIP Comments                                   | Departmental Corrective Measures |
|        |  |   |        |        |    |   |                                  |
| TL2    | Number of residential properties which are billed for electricity or have pre paid meters (excluding Eskom Electricity supplied properties) as at 30 June 2017   | Number of residential properties which are billed for electricity or have pre paid meters | 22,400 | 22,496 | G2 | [D78] CFO: List is available electronically. (March 2017)     |                                  |
| TL3    | Number of formal residential properties connected to the municipal waste water sanitation/sewerage network for sewerage service, irrespective of the number of water closets (toilets) and are billed as at 30 June 2017 | Number of residential properties which are billed for sewerage                            | 18,050 | 19,412 | G2 | [D79] CFO: The list is available and filed. (March 2017)      |                                  |
| TL4    | Number of formal residential properties for which refuse is removed once per week and are billed as at 30 June 2017  | Number of residential properties which are billed for refuse removal                      | 18,258 | 19,678 | G2 | [D80] CFO: The list is available electronically. (March 2017) |                                  |



| Mar-17 |  |  |        |        |     |  |  |
|--------|--|--|--------|--------|-----|--|--|
| Ref    | KPI  | Unit of Measurement                                | Target | Actual | R   | Departmental SDBIP Comments  | Departmental Corrective Measures   |
| TL19   | 95% of project budget for the upgrade of the Waterloo Library spent by 30 June 2017<br>{(Actual project expenditure/Total project budget)X100} | % of the project budget spent                      | 60%    | 0%     | R   | <p>[D342] Director: Community Services: Relevant role players met on 10, 12 and 19 January 2017. The Fire Department will assist with the Fire Plan and plans will be finalised by middle February 2017 for approval. The QS will in the meantime start with specifications for the appointment of a contractor. (January 2017)</p> <p>[D342] Director: Community Services: We are still waiting for the architect to submit the final plans. The QS requested a set of current plans of the building. It was provided. The QS visited the site with an electrical and structural engineer. The QS provided us with a cost estimate of the draft plans. There will be a shortage of R 1,5 million. Mr Hugo suggested that interest be ploughed back as per MOA. Finance will deal with the situation. A Provincial Task Team will then decide on how to cover the rest of the shortage. (February 2017)</p> <p>[D342] Director: Community Services: Municipal financial officials made calculations re interest earned on capital funds from the Provincial Library Service. Mr Hugo also made calculations and differences were recorded.</p> | <p>[D342] Director: Community Services: Relevant role players met on 10, 12 and 19 January 2017. The Fire Department will assist with the Fire Plan and plans will be finalised by middle February 2017 for approval. The QS will in the meantime start with specifications for the appointment of a contractor. (January 2017)</p> <p>[D342] Director: Community Services: We are still waiting for the architect to submit the final plans. The QS requested a set of current plans of the building. It was provided. The QS visited the site with an electrical and structural engineer. The QS provided us with a cost estimate of the draft plans. There will be a shortage of R 1,5 million. Mr Hugo suggested that interest be ploughed back as per MOA. Finance will deal with the situation. A Provincial Task Team will then decide on how to cover the rest of the shortage. (February 2017)</p> <p>[D342] Director: Community Services: Municipal financial officials made calculations re interest earned on capital funds from the Provincial Library Service. Mr Hugo also made calculations and differences were recorded.</p> |
| TL21   | Complete serviced sites for the housing project in De Doorns Sunnyside Orchards by 30 June 2017  | Number of serviced sites completed by 30 June 2017 | 0      | 0      | N/A |  |  |
| TL22   | Complete top structures for the housing project in Old Mandela Square by 30 June 2017  | Number of top structures completed by 30 June 2017 | 0      | 0      | N/A |  |  |
| TL24   | Complete top structures for the housing project in Avian Park by 30 June 2017  | Number of top structures completed by 30 June 2017 | 0      | 0      | N/A |  |  |

| Ref  | KPI  | Unit of Measurement                     | Mar-17 |        |     | Departmental Corrective Measures  |
|------|--|---|--------|--------|-----|---|
|      |  |   | Target | Actual | R   |   |
| TL25 | Manage the Transhex Human Settlement Implementation phase with quarterly project meetings (except December and project meetings)   | Number of meetings held                 | 2      | 2      | G   | [D348] Director: Community Services: 2 meetings were held in this quarter (March 2017)  |
| TL31 | Achieve 95% average water quality level as measured per SANS 241 criteria during the 2016/17 financial year  | % water quality level                   | 95%    | 0%     | R   |   |
| TL32 | Compile a new 5 year Water Service Development Plan (WSDP) and submit to MayCo for approval by 31 March 2017   | WSDP submitted by 31 March 2017         | 1      | 0      | R   |   |
| TL33 | Complete the project for the upgrade of the water network by 30 June 2017  | Project completed                       | 0      | 0      | N/A | [D404] Director: Technical Services: 23.26% of Capital Budget spend. {(R1,811,721.00 / R 7,995,800.00) x 100} (January 2017)<br>[D404] Director: Technical Services: 23.52% of Capital Budget spend. {(R1,880,591.00 / R 7,995,800.00) x 100} (February 2017)<br>[D404] Director: Technical Services: [D405] Director: Technical Services: 0% of Capital Budget spend. {(R0 / R 8,000,000) x 100} (January 2017)<br>[D405] Director: Technical Services: 4% of Capital Budget spend. {(R119,895 / R 3,000,000) x 100} (February 2017)<br>[D405] Director: Technical Services: 4% of Capital Budget spend. {(R119,895 / R 3,000,000) x 100} (March 2017) |
| TL34 | Complete the project for the upgrade of the sewer network by 30 June 2017  | Project completed                       | 0      | 0      | N/A | [D405] Director: Technical Services: Objection towards award of contract. Final award of Contract BV 575 to wards the end of April 2017. (March 2017)   |
| TL35 | Complete the Climate Change (inclusive of air quality) Policy and submit to MayCo by 30 June 2017  | Policy submitted by 30 June 2017        | 0      | 0      | N/A |   |
| TL36 | Achieve 80% effluent standard on weighted average during the 2016/17 financial year  | % effluent standard on weighted average | 80%    | 0%     | R   |   |
| TL37 | Limit unaccounted for electricity to less than 10% by 30 June 2017 {(Number of Electricity Units Purchased - Number of Electricity Units Sold) / Number of Electricity Units Purchased} x 100} | % unaccounted for electricity           | 0%     | 0%     | N/A |   |



| Ref  | KPI  | Unit of Measurement     | Mar-17 |        |     |
|------|--|-------------------------|--------|--------|-----|
|      |  |                         | Target | Actual | R   |
| TL38 | Limit unaccounted for water to less than 21% by 30 June 2017 {(Number of kiloliters water available from reservoirs - number of kiloliters water sold) / number of kiloliters water purchased or purified x 100} | % unaccounted for water | 0%     | 0%     | N/A |

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

|                        |           |
|------------------------|-----------|
| KPI Not Yet Measured   | 8         |
| KPI Not Met            | 4         |
| KPI Almost Met         | 0         |
| KPI Met                | 1         |
| KPI Well Met           | 4         |
| KPI Extremely Well Met | 0         |
| <b>Total KPIs</b>      | <b>17</b> |

**Summary of Results**

|                        |           |
|------------------------|-----------|
| KPI Not Yet Measured   | 27        |
| KPI Not Met            | 4         |
| KPI Almost Met         | 4         |
| KPI Met                | 2         |
| KPI Well Met           | 4         |
| KPI Extremely Well Met | 1         |
| <b>Total KPIs</b>      | <b>42</b> |