



BREED VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

bvm@bvm.gov.za 

023 348 2600 

30 Baring Street, Worcester, Western Cape
6849, South Africa, Private Bag X3046

www.bvm.gov.za

In your reply, please quote:

Reference:

Enquiries:

RESOLVED:

That in respect of -

1. **The Quarterly Performance Report for the fourth quarter (1 April 2024 – 30 June 2024)**, discussed by Council at the Council meeting held on 30 July 2024.

That Council takes note of the Quarter 4 SDBIP Performance Report for the period 1 April 2024 – 30 June 2024 with resolution nr **C49/2024**;



.....
Chad Malgas

Manager IDP/PMS/SDBIP

023 348 2615



BREED VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

4TH Quarter

PERFORMANCE REPORT

1 April 2024 – 30 June 2024

A caring valley of excellence



QUARTER 4 (1 April 2024 – 30 June 2024) PERFORMANCE REPORT AGAINST THE PERFORMANCE INDICATORS SET IN THE APPROVED TOP-LAYER SDBIP FOR 2023/2024

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. The purpose of this report is to assess the **pre-liminary & unaudited performance** (as per the applicable legislative prescripts mentioned) as measured against the predetermined objectives and key performance indicators (as per the approved 2023/2024 SDBIP).

OVERALL PRELIMINARY & UNAUDITED PERFORMANCE OF INDICATORS FOR THE 4TH QUARTER - 1 APRIL 2024 – 30 JUNE 2024

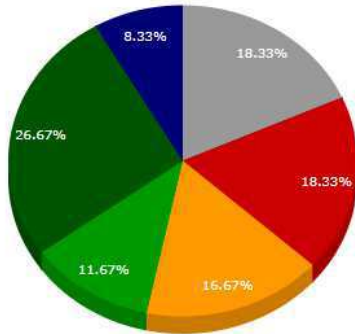
- (1) The graphs below (subsections A and B respectively), depicts the **pre-liminary & unaudited performance** achieved as at 30 June 2024 (quarter 4) in relation to the 60 TL KPI's that have been formulated and approved for implementation within the 2023/2024 financial year. The performance results are therefore represented as a percentage of the total number of KPI's measured within 2023/2024. For ease of reference, the information has been portrayed per strategic objective (A) and directorate (B). Council should note that the grey sections represent KPI's that do not have performance targets and/or actuals due within quarter 4 (i.e. the period under review).

A. Top Layer SDBIP Performance Report per Strategic Objective (2023/2024 Financial Year)

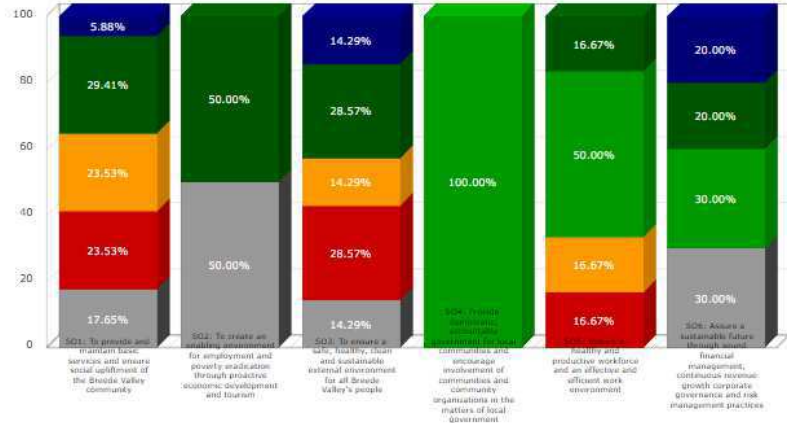
Top Layer KPI Report

Report drawn on 25 July 2024 at 11:46
for the months of Quarter ending June 2024 to Quarter ending June 2024.

Breede Valley Municipality



Strategic Objective



	Breede Valley Municipality	Strategic Objective					
		SO1: To provide and maintain basic services and ensure social upliftment of the Breede Valley community	SO2: To create an enabling environment for employment and poverty eradication through proactive economic development and tourism	SO3: To ensure a safe, healthy, clean and sustainable external environment for all Breede Valley's people	SO4: Provide democratic, accountable government for local communities and encourage involvement of communities and community organizations in the matters of local government	SO5: Ensure a healthy and productive workforce and an effective and efficient work environment	SO6: Assure a sustainable future through sound financial management, continuous revenue growth corporate governance and risk management practices
Not Yet Applicable	11 (18.33%)	6 (17.65%)	1 (50.00%)	1 (14.29%)	-	-	3 (30.00%)
Not Met	11 (18.33%)	8 (23.53%)	-	2 (28.57%)	-	1 (16.67%)	-
Almost Met	10 (16.67%)	8 (23.53%)	-	1 (14.29%)	-	1 (16.67%)	-
Met	7 (11.67%)	-	-	-	1 (100.00%)	3 (50.00%)	3 (30.00%)
Well Met	16 (26.67%)	10 (29.41%)	1 (50.00%)	2 (28.57%)	-	1 (16.67%)	2 (20.00%)
Extremely Well Met	5 (8.33%)	2 (5.88%)	-	1 (14.29%)	-	-	2 (20.00%)
Total:	60	34	2	7	1	6	10
	100%	56.67%	3.33%	11.67%	1.67%	10.00%	16.67%

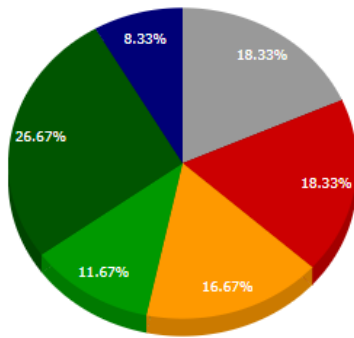
B. Top Layer SDBIP Performance Report per Directorate (2023/2024 Financial Year):

Top Layer KPI Report

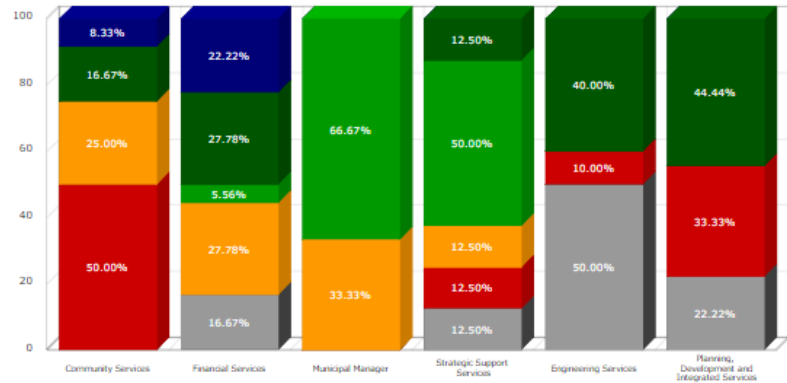
Report drawn on 25 July 2024 at 11:54

for the months of Quarter ending June 2024 to Quarter ending June 2024.

Breede Valley Municipality



Responsible Directorate



	Breede Valley Municipality	Responsible Directorate					
		Community Services	Financial Services	Municipal Manager	Strategic Support Services	Engineering Services	Planning, Development and Integrated Services
Not Yet Applicable	11 (18.33%)	-	3 (16.67%)	-	1 (12.50%)	5 (50.00%)	2 (22.22%)
Not Met	11 (18.33%)	6 (50.00%)	-	-	1 (12.50%)	1 (10.00%)	3 (33.33%)
Almost Met	10 (16.67%)	3 (25.00%)	5 (27.78%)	1 (33.33%)	1 (12.50%)	-	-
Met	7 (11.67%)	-	1 (5.56%)	2 (66.67%)	4 (50.00%)	-	-
Well Met	16 (26.67%)	2 (16.67%)	5 (27.78%)	-	1 (12.50%)	4 (40.00%)	4 (44.44%)
Extremely Well Met	5 (8.33%)	1 (8.33%)	4 (22.22%)	-	-	-	-
Total:	60	12	18	3	8	10	9
	100%	20.00%	30.00%	5.00%	13.33%	16.67%	15.00%

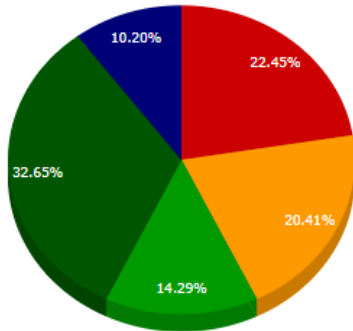
(2) The graphs contained in subsections C and D respectively, depicts those TL KPI's where performance targets were applicable for reporting purpose, and consequently, the performance achieved against each of these targets. It is therefore represented as a percentage of the total number of KPI's only measured within quarter 4.

C. Top Layer SDBIP Performance Report per Strategic Objective (Ending Quarter 4)

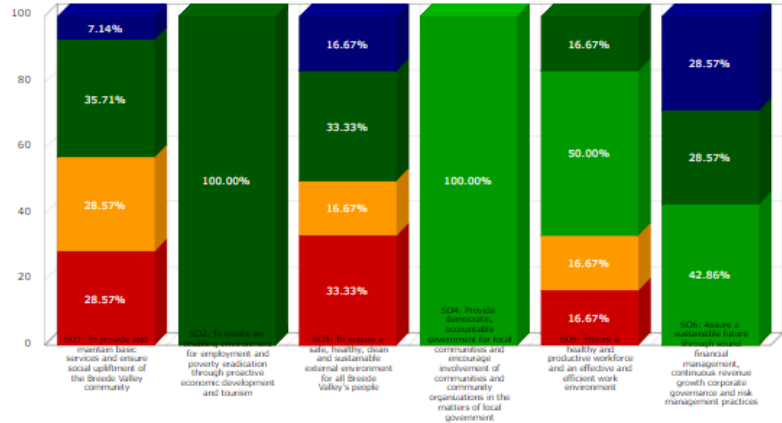
Top Layer KPI Report

Report drawn on 25 July 2024 at 12:09
for the months of Quarter ending June 2024 to Quarter ending June 2024.

Breede Valley Municipality



Strategic Objective



	Breede Valley Municipality	Strategic Objective					
		SO1: To provide and maintain basic services and ensure social upliftment of the Breede Valley community	SO2: To create an enabling environment for employment and poverty eradication through proactive economic development and tourism	SO3: To ensure a safe, healthy, clean and sustainable external environment for all Breede Valley's people	SO4: Provide democratic, accountable government for local communities and encourage involvement of communities and community organizations in the matters of local government	SO5: Ensure a healthy and productive workforce and an effective and efficient work environment	SO6: Assure a sustainable future through sound financial management, continuous revenue growth corporate governance and risk management practices
Not Met	11 (22.45%)	8 (28.57%)	-	2 (33.33%)	-	1 (16.67%)	-
Almost Met	10 (20.41%)	8 (28.57%)	-	1 (16.67%)	-	1 (16.67%)	-
Met	7 (14.29%)	-	-	-	1 (100.00%)	3 (50.00%)	3 (42.86%)
Well Met	16 (32.65%)	10 (35.71%)	1 (100.00%)	2 (33.33%)	-	1 (16.67%)	2 (28.57%)
Extremely Well Met	5 (10.20%)	2 (7.14%)	-	1 (16.67%)	-	-	2 (28.57%)
Total:	49*	28	1	6	1	6	7
	100%	57.14%	2.04%	12.24%	2.04%	12.24%	14.29%

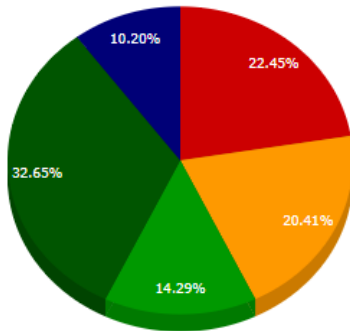
* Excludes 11 KPIs which had no targets/actuals for the period selected.

D. Top Layer SDBIP Performance Report Per Directorate (Ending Quarter 4)

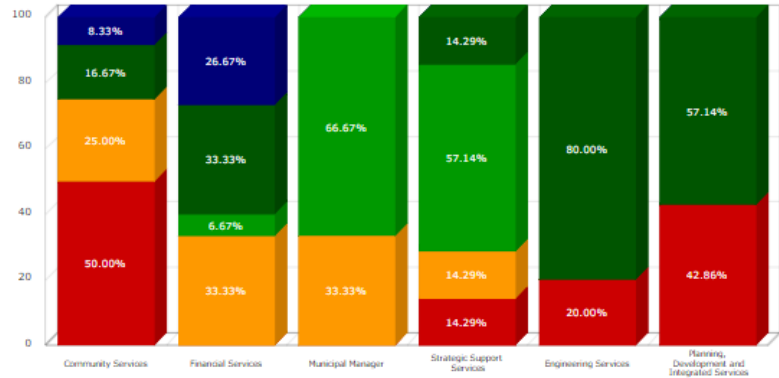
Top Layer KPI Report

Report drawn on 25 July 2024 at 12:19
for the months of Quarter ending June 2024 to Quarter ending June 2024.

Breede Valley Municipality



Responsible Directorate



	Breede Valley Municipality	Responsible Directorate					
		Community Services	Financial Services	Municipal Manager	Strategic Support Services	Engineering Services	Planning, Development and Integrated Services
Not Met	11 (22.45%)	6 (50.00%)	-	-	1 (14.29%)	1 (20.00%)	3 (42.86%)
Almost Met	10 (20.41%)	3 (25.00%)	5 (33.33%)	1 (33.33%)	1 (14.29%)	-	-
Met	7 (14.29%)	-	1 (6.67%)	2 (66.67%)	4 (57.14%)	-	-
Well Met	16 (32.65%)	2 (16.67%)	5 (33.33%)	-	1 (14.29%)	4 (80.00%)	4 (57.14%)
Extremely Well Met	5 (10.20%)	1 (8.33%)	4 (26.67%)	-	-	-	-
Total:	49*	12	15	3	7	5	7
	100%	24.49%	30.61%	6.12%	14.29%	10.20%	14.29%

* Excludes 11 KPIs which had no targets/actuals for the period selected.

Category	Colour	Explanation
KPIs not met	Red	0% >= Actual/Target < 75%
KPIs almost met	Yellow	75% >= Actual/Target < 100%
KPIs met	Green	Actual/Target = 100%
KPIs well met	Olive Green	100% > Actual/Target < 150%
KPIs extremely well met	Dark Blue	Actual/Target >= 150%

**SUMMARY OF PRELIMINARY & UNAUDITED PERFORMANCE PER STRATEGIC OBJECTIVE &
DIRECTORATE OF INDICATORS FOR THE 4TH QUARTER ENDING 30 JUNE 2024.**

The graphs above depict the preliminary and unaudited Top-layer SDBIP for the 4th quarter (1 April 2024 to 30 June 2024), which measures the municipality's overall performance per strategic objective and directorate. On the premise of the preliminary and unaudited status, it is imperative that Council note that the performance reflected is subject to change based on a comprehensive assessment and audit of the actual performance outcomes achieved. The final performance results will be encapsulated in the 2023/2024 Annual Performance Report (as per section 46 (1)(b) of the Municipal Systems Act) and will furthermore be incorporated in the 2023/2024 Annual Report (as per section 46 (2) of the Municipal Systems Act).

In addition, Annexure B (2023/2024 Quarter 4 - Top Layer KPI Report) provide insights into each of the 60 TL KPI's and the performance status thereof. Specific emphasis is placed on the 49 TL KPI's that were measured within quarter 4.

The performance results for quarter 4 are summarised below:


Period	Number of KPI's measured	Performance Category	Performance Result
Quarter 4 (1 April 2024 – 30 June 2024)	49	Number of KPI's not met	11
		Number of KPI's almost met	10
		Number of KPI's met	7
		Number of KPI's well met	16
		Number of KPI's extremely well met	5
Total			49

RECOMMENDATION

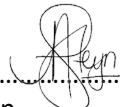
With regards to the Top-layer SDBIP Report pertaining to the 4th quarter of 2023/2024, the following is recommended to the Executive Mayor:

- a) That the 2023/2024 Quarter 4 Performance Report and associated annexures be noted; and
- b) That the 2023/2024 Quarter 4 Performance Report and associated annexures be referred to Council for notification.

Yours faithfully


.....

D. McThomas
Municipal Manager


.....

A. Steyn
Executive Mayor

Breede Valley Municipality
2023/2024 Quarter 4: Top Layer KPI Report

SO1: To provide and maintain basic services and ensure social upliftment of the Breede Valley community

Indicator Code	Responsible Directorate	KPI	Unit of Measurement	Baseline	Portfolio of Evidence	Quarter 4						Overall Performance for Quarter 4		
						Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R	
TL2	Community Services	Develop an Implementation Plan for the upgrade of the municipal rental units and submit to Council by 31 May 2024	Implementation Plan developed and submitted to Council for approval	0	Minutes of the Council meeting	1	0	R	[316] Director: Community Services: The Implementation Plan has been created for the upgrading of the municipal rental units; however, due to technical issues and the service provider's delayed submission, the submission to Council was delayed. (May 2024)	[316] Director: Community Services: The plan will be submit to Council in August 2024, will all the required details. (May 2024)	1	0	R	
TL3	Community Services	Spend 90% of the budget allocated for the maintenance of the municipal rental units by 30 June 2024	% of the budget spent	88.02%	Operational Expenditure Report (SAMRAS extract)	90.00%	63.81%	R	[317] Director: Community Services: 63.81% preliminary expenditure recorded at 30 June 2024. It should be noted that this figure is subject to change, in accordance with the execution and conclusion of financial year-end procedures. (June 2024)	[317] Director: Community Services: Internal engagements and verification (spearheaded by the Human Settlements department) of the applicable vote structure and expenditure items are being finalised. The final performance result will be reported in the 2023/24 Annual Report. (June 2024)	90.00%	63.81%	R	
TL4	Community Services	Spend 90% of the budget allocated for the relocation of outside toilets of all properties that were previously owned by government by 30 June 2024	% of the budget spent	34.50%	Operational Expenditure Report (SAMRAS extract)	90.00%	0.00%	R	[318] Director: Community Services: Bids received in relation to Bid BV1076/2024 exceeded the available project budget. As a result, the works could not commence resulting in no expenditure recorded to date. (June 2024)	[318] Director: Community Services: The bids received on the tender that closed on 22/3/2024, did not meet the criteria. On 3/5/2024 in the BAC the committee concluded that the tender be officially cancelled in terms of paragraph 13 (1) (c) of the SCM policy of 22/23 due the fact that no acceptable tenderers were received. The agreed that a new tender process will be followed and advertised by latest June 2024 for implementation in the new financial year. (June 2024)	90.00%	0.00%	R	
TL7	Community Services	Implement 22 approved community development projects by 30 June 2024	Number of approved projects implemented	0	Approved Project Register coupled with Project Close-out Report per project	11	9	O	[321] Director: Community Services: 9 projects were implemented for Q4 (June 2024)	[321] Director: Community Services: Due to ongoing projects during the year only 9 projects for Q4 were rolled out. (June 2024)	11	9	O	

Breede Valley Municipality
2023/2024 Quarter 4: Top Layer KPI Report

TL9	Community Services	Spend 95% of the Library Grant in accordance with the transfer payment agreement by 30 June 2024	% of grant funding spent	100.00%	Conditional Grant Monthly Expenditure Report as at 30 June 2024	95.00%	92.91%	O	[323] Director: Community Services: Salaries paid. Air conditioners and ramp upgrade. We had R 950 000 available for a Modular library. We spent R 84 551,00. We still have R 865 449,00 available. Specifications were obtained. We went out on tender twice, since November 2023, but experienced problems with technical detail in the tender. We once again went out on tender, with the correct specifications, and the tender closed on 31 May 2024. BEC was held and two companies were found responsive. The BAC could however not approve the tender before the end of the financial year. Application for roll-over will be made. We spent R 84 511,00 for the procurement of furniture and equipment. (June 2024)	[323] Director: Community Services: Will request rollover for capital funds not spent. (June 2024)	95.00%	92.91%	O
TL12	Community Services	Purchase and installation of a modular library at Overhex by 30 June 2024	Project completed	0	Completion certificate	1	0	R	[326] Director: Community Services: Not completed. We had R 950 000 available for a Modular library. We spent R 84 551,00. We still have R 865 449,00 available. Specifications were obtained. We went out on tender twice, since November 2023, but experienced problems with technical detail in the tender. We once again went out on tender, with the correct specifications, and the tender closed on 31 May 2024. BEC was held and two companies were found responsive. The BAC could however not approve the tender before the end of the financial year. Application for roll-over will be made. We spent R 84 511,00 for the procurement of furniture and equipment. (June 2024)	[326] Director: Community Services: Will request a rollover. (June 2024)	1	0	R
TL14	Community Services	Review the Sport Facilities Infrastructure Master Plan and submit to Council for approval by 31 May 2024	Final reviewed Sport Facilities Infrastructure Master Plan submitted to Council for approval	1	Minutes of the Council meeting	1	0	R	[328] Director: Community Services: Facilities masterplan been reviewed (April 2024) [328] Director: Community Services: Sport Facilities Infrastructure Master Plan needs to be reviewed internally thus could not be finalized in the 23/24 FY (May 2024)	[328] Director: Community Services: Sport Facilities Infrastructure Master Plan will be reviewed and finalised in the 24/25 FY (May 2024)	1	0	R
TL15	Community Services	Develop a Maintenance Plan for Resorts and Sport Facilities and submit to Council for approval by 31 May 2024	Maintenance Plan developed and submitted for approval	0	Minutes of the Council meeting	1	0	R	[329] Director: Community Services: Maintenance plan needs to be developed (April 2024) [329] Director: Community Services: The development of the maintenance plan is still in process due to detailed analysis and internal review that still needs to be conducted. (May 2024)	[329] Director: Community Services: Maintenance plan for Resorts and Sport facilities will be tabled before council in the 24/25 FY (May 2024)	1	0	R

Breede Valley Municipality
2023/2024 Quarter 4: Top Layer KPI Report

TL17	Engineering Services	Spend 90% of the electricity capital budget by 30 June 2024	% of the budget spent	64.60%	Capital Expenditure Report (SAMRAS extract)	90.00%	91.73%	G2	[524] Director: Engineering Services: Spend 90% of the electricity capital budget by 30 June 2024 (June 2024)		90.00%	91.73%	G2
TL18	Engineering Services	Spend 90% of the electricity maintenance budget by 30 June 2024	% of the budget spent	89.56%	Operational Expenditure Report (SAMRAS extract)	90.00%	92.58%	G2	[525] Director: Engineering Services: Spend 92.58% of the electricity maintenance budget by 30 June 2024 (June 2024)		90.00%	92.58%	G2
TL19	Engineering Services	Spend 90% of the capital budget allocated for the resurfacing of roads by 30 June 2024	% of the budget spent	99.10%	Capital Expenditure Report (SAMRAS extract)	90.00%	99.17%	G2	[526] Director: Engineering Services: Spend 100% of the capital budget allocated for the resurfacing of roads by 30 June 2024 [TL19] (May 2024) [526] Director: Engineering Services: Spend 99.17% of the capital budget allocated for the resurfacing of roads by 30 June 2024 [TL19] (June 2024)		90.00%	99.17%	G2
TL21	Engineering Services	Spend 90% of the budget allocated for the upgrade of gravel roads by 30 June 2024	% of the budget spent	99.90%	Capital Expenditure Report (SAMRAS extract)	90.00%	45.00%	R	[528] Director: Engineering Services: Spend 35% of the budget allocated for the upgrade of gravel roads by 30 June 2024 [TL21] (June 2024)	[528] Director: Engineering Services: Upgrading of gravel roads at Touwsrivier (Ward 1) and Avian Park (Ward 21) were awarded to Leafy Space. Due to underperformance of Leafy Space at Touwsrivier, their contract was terminated by BVM. Subsequently the Touwsrivier contract was awarded to JVZ Construction. Expenditure will increase from July 2024. Award of upgrading of gravel roads at Worcester Industrial is pending BAC meeting. (June 2024)	90.00%	45.00%	R
TL22	Engineering Services	Complete the construction of the 20ML service reservoir by 31 December 2023	Project completed	0	Practical completion certificate	0	0	N/A			0	0	N/A
TL23	Engineering Services	Complete the upgrade of the Waste Water Treatment Works in Rawsonville by 31 March 2024	Project completed	0	Practical completion certificate	0	0	N/A			0	0	N/A
TL24	Engineering Services	Complete the traffic circle in High and Louis Lange by 31 December 2023	Project completed	0	Practical completion certificate	0	0	N/A			0	0	N/A
TL25	Engineering Services	Complete Phase 2 erosion protection at the Hexriver by 31 March 2024	Project completed	0	Practical completion certificate	0	0	N/A			0	0	N/A
TL26	Engineering Services	Appoint a contractor for the extension of the Waste Water Treatment Works in Touwsrivier by 31 March 2024	Contractor appointed	0	Final award	0	0	N/A			0	0	N/A
TL27	Financial Services	Number of formal residential properties that are billed for water as at 30 June 2024	Number of residential properties that are billed for residential consumption water meters charged residential domestic tariffs or residential flat rate tariffs using an erf as a household except municipal rental flats which will be measured by using the number of rental units.	21 483	SAMRAS Water and Electricity Billing report (stats for INTER/MNTHDR/JNL)	21 500	22 565	G2	[141] CFO: Number of formal residential properties that are billed for water as at 30 June 2024-(22565 Provisional) (June 2024)		21 500	22 565	G2
TL28	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 2024	Number of residential properties that are billed for electricity or have pre-paid meters, charged on the residential tariffs for consumption and residential prepaid tariffs	23 045	Water and Electricity billing report (stats for INTER/MNTHDR/JNL) and Report from prepaid electricity vending service provider	22 885	22 887	G2	[142] CFO: Number of residential properties which are billed for electricity or have pre-paid meters is provisional 22 887. (June 2024)		22 885	22 887	G2
TL29	Financial Services	Number of formal residential properties that are billed for sanitation/sewerage services as at 30 June 2024	Number of residential properties that are billed for residential sewerage tariffs using the erf as property	19 461	SAMRAS report (SAMRAS unit type service analysis by tariff (BS-Q906A)	19 480	19 476	O	[143] CFO: There were 19 505 Household Billed for sewer services both Annually and Monthly for the month of July 2024(Provisional numbers). (June 2024)	[143] CFO: There were 19 505 Household Billed for sewer services both Annually and Monthly for the month of July 2024(Provisional numbers). (June 2024)	19 480	19 476	O
TL30	Financial Services	Number of formal residential properties that are billed for refuse removal as at 30 June 2024	Number of residential properties that are billed for refuse removal residential tariffs using the erf as a property	19 495	SAMRAS report (SAMRAS unit type service analysis by tariff (BS-Q906A)	19 500	19 505	G2	[144] CFO: There were 19 505 Household Billed for refuse services both Annually and Monthly for the month of July 2024(Provisional numbers). (June 2024)		19 500	19 505	G2

Breede Valley Municipality
2023/2024 Quarter 4: Top Layer KPI Report

TL31	Financial Services	Provide free basic water to indigent households earning less than R4500 as at 30 June 2024	Number of indigent households receiving free basic water	7 999	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	8 200	7 133	O	[145] CFO: Indigent verified and approved as as 30 June 2024 was 7 133 (June 2024)	[145] CFO: Indigent verified and approved as as 30 June 2024 was 7 133 (June 2024)	8 200	7 133	O
TL32	Financial Services	Provide free basic electricity to indigent households earning less than R4500 as at 30 June 2024	Number of indigent households receiving free basic electricity	7 999	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary	8 200	7 133	O	[146] CFO: Indigent verified and approved as as 30 June 2024 was 7 133 (June 2024)	[146] CFO: Indigent verified and approved as as 30 June 2024 was 7 133 (June 2024)	8 200	7 133	O
TL33	Financial Services	Provide free basic sanitation to indigent households earning less than R4500 as at 30 June 2024	Number of indigent households receiving free basic sanitation	7 999	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	8 200	7 133	O	[147] CFO: Indigent verified and approved as as 30 June 2024 was 7 133 (June 2024)	[147] CFO: Indigent verified and approved as as 30 June 2024 was 7 133 (June 2024)	8 200	7 133	O
TL34	Financial Services	Provide free basic refuse removal to indigent households earning less than R4500 as at 30 June 2024	Number of indigent households receiving free basic refuse removal	7 999	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	8 200	7 133	O	[148] CFO: Indigent verified and approved as as 30 June 2024 was 7 133 (June 2024)	[148] CFO: Indigent verified and approved as as 30 June 2024 was 7 133 (June 2024)	8 200	7 133	O
TL38	Financial Services	Limit unaccounted electricity losses to less than 10% by 30 June 2024	% unaccounted for electricity	6.10%	Draft AFS and Electricity Bulk purchases report, SAMRAS Consumption Levy Report, Monthly Pre-Paid Vending Systems Management Report, Spreadsheet: Electricity losses	10.00%	5.93%	B	[152] CFO: Electricity losses as at 30 June 2024 is 5.93%(Provisional) (June 2024)		10.00%	5.93%	B
TL39	Financial Services	Limit unaccounted water losses to less than 25% by 30 June 2024	% unaccounted for water	14.29%	Draft AFS and SAMRAS Consumption Levy Report, Monthly water Balance report, Spreadsheet Water losses	25.00%	12.69%	B	[153] CFO: Water Losses as at 30 June 2024 is 12.69% and the after taking into account the unbilled Authorised Consumption, Customer Meter and Data Errors and Real losses then the actual losses for BVM is 12.55%. (June 2024)	[153] CFO: Water Losses as at 30 June 2024 is 12.69% and the after taking into account the unbilled Authorised Consumption, Customer Meter and Data Errors and Real losses then the actual losses for BVM is 12.55%. (June 2024)	25.00%	12.69%	B
TL47	Municipal Manager	The percentage of the municipal capital budget spent on capital projects as at 30 June 2024	% of the municipal capital budget spent	67.18%	Capital Expenditure/Progress Reports for mentioned quarters (SAMRAS extract) and/or Draft Annual Financial Statements as at 30 June 2024	90.00%	78.87%	O	[41] Municipal Manager: Capital spending throughout the financial year have been affected by numerous factors such as extensive SCM processes, non-performance of service providers and adverse weather conditions to the latter part of the financial year. It should be noted that the bulk of capital spending is during the latter part of the financial year, which are often negatively influenced by adverse weather conditions. All these factors have an influence on the timelines and ability of successful bidders to implement on time. (June 2024)	[41] Municipal Manager: Remedial actions to prevent reoccurrence would be to budget more conservatively for projects that are subject to the abovementioned variables that have proved to be a greater challenge during the 2023/24 financial year, when compared to recent years. (June 2024)	90.00%	78.87%	O
TL49	Planning, Development and Integrated Services	Achieve 95% average water quality level as measured per SANS 241 criteria during the 2023/24 financial year	% water quality level per quarter	95.33%	Quarterly summary of water quality compliance	95.00%	95.20%	G2	[695] Director: Planning, Development and Integrated Services: quality comply to SANS241 (June 2024)		95.00%	95.20%	G2

Breede Valley Municipality
2023/2024 Quarter 4: Top Layer KPI Report

TL50	Planning, Development and Integrated Services	Review the 5 year Water Service Development Plan IDP Water Sector Input Report and submit to Council for consideration by 31 March 2024	Water Service Development Plan IDP Water Sector Input Report submitted to Council for consideration	1	Proof of Council Resolution	0	0	N/A		0	0	N/A	
TL51	Planning, Development and Integrated Services	Spend 90% of the budget allocated towards the pipe cracking projects/works by 30 June 2024	% of budget spent	39.90%	Capital Expenditure/Progress Reports (SAMRAS extract) and/or Draft Annual Financial Statements as at 30 June 2023	90.00%	100.00%	G2	[697] Director: Planning, Development and Integrated Services: spend total budget (June 2024)	90.00%	100.00%	G2	
TL52	Planning, Development and Integrated Services	80% of sewage samples comply with effluent standard during the 2023/24 financial year	% of sewage samples compliant	86.95%	Quarterly summary of sanitation quality compliance	80.00%	85.80%	G2	[698] Director: Planning, Development and Integrated Services: effluent comply to license (June 2024)	80.00%	85.80%	G2	
TL53	Planning, Development and Integrated Services	Spend 90% of the budget allocated towards the improvement of the sewerage system by 30 June 2024	% of budget spent	51.96%	Capital Expenditure/Progress Reports for mentioned quarters (SAMRAS extract) and/or Draft Annual Financial Statements as at 30 June 2023	90.00%	99.00%	G2	[699] Director: Planning, Development and Integrated Services: budget spend (June 2024)	90.00%	99.00%	G2	
TL56	Planning, Development and Integrated Services	Spend 90% of the budget allocated for the Regional Socio Economic Programme by 30 June 2024	% of budget spent	100.00%	Capital Expenditure/Progress Reports for mentioned quarters (SAMRAS extract) and/or Draft Annual Financial Statements as at 30 June 2023	90.00%	3.48%	R	[702] Director: Planning, Development and Integrated Services: The target of 90% expenditure of the RSEP Grant by 30 June 2024, was not achieved. This is a result of a delay caused by the Western Cape Government's (WCG)'s concern of a deteriorating fiscal outlook which triggered budget cuts (even on certain gazetted grants). As a result, funding availability and confirmation of tranche payments were only received at the mid-year period of the municipal financial year (23/24), which delayed the implementation scope by 6 months. As a result, the concept design (which informed the engineer appointed to execute the detailed design) was submitted by the WCG on the 6th of March 2024. A tender for the construction could thus not be awarded before 30 June 2024, resulting in a very limited flow of expenditure. (June 2024)	[702] Director: Planning, Development and Integrated Services: An application for roll-over of the funds will be submitted to the WCG. If the application is successful, the detail design already completed by the engineer will be used for procurement and construction. Due to the design already being complete, no delays are anticipated in the 2024/25 financial year, thus full expenditure against the grant will materialise by 30 June 2025. (June 2024)	90.00%	3.48%	R

Summary of Results: SO1: 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.	6
R	KPI Not Met	0% <= Actual/Target <= 74.999%	8
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	8
G	KPI Met	Actual meets Target (Actual/Target = 100%)	0
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	10
B	KPI Extremely Well Met	150.000% <= Actual/Target	2
	Total KPIs:		34

Breede Valley Municipality
2023/2024 Quarter 4: Top Layer KPI Report

S02: To create an enabling environment for employment and poverty eradication through proactive economic development and tourism

Indicator Code	Responsible Directorate	KPI	Unit of Measurement	Baseline	Portfolio of Evidence	Quarter ending June 2024						Overall Performance for Quarter ending June 2024 to Quarter ending June 2024		
						Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R	
TL57	Strategic Support Services	The number of FTE's created through the EPWP programme by 30 June 2024	Number of FTE's created through the EPWP programme	339.54	Signed employment contracts and EPWP statistics (Excel Spread sheet - Name: EPWP Quarterly Report)	167.50	208.80	G2	[469] Director: Strategic Support Services: Performance achieved. (June 2024)		167.50	208.80	G2	
TL61	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 2023	Number of SLA's signed	4	Signed SLA's	0	0	N/A			0	0	N/A	

Summary of Results: S02: To create an enabling environment for employment 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%	1
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
	Total KPIs:		2

Breede Valley Municipality
2023/2024 Quarter 4: Top Layer KPI Report

S03: To ensure a safe, healthy, clean and sustainable external environment for all Breede Valley's people

Indicator Code	Responsible Directorate	KPI	Unit of Measurement	Baseline	Portfolio of Evidence	Quarter ending June 2024						Overall Performance for Quarter ending June 2024 to Quarter ending June 2024		
						Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R	
TL1	Community Services	Plan & conduct 32 roadblocks by 30 June 2024	Number of roadblocks conducted	27	Signed Roadblock Registers	8	10	G2	[315] Director: Community Services: Target met (April 2024) [315] Director: Community Services: Target met (May 2024) [315] Director: Community Services: Target met (June 2024)	[315] Director: Community Services: The three is for the month of June only (June 2024)	8	10	G2	
TL8	Community Services	Conduct 1000 planned inspections in accordance with the Fire Protection Regulations and Fire Safety Bylaw during the 2023/24 financial year	Number of planned inspections conducted	1 465	Inspection reports	250	686	B	[322] Director: Community Services: Inspections completed (April 2024) [322] Director: Community Services: 308 fire inspections conducted during the quarter 4 (June 2024)		250	686	B	
TL13	Community Services	Spend 90% of the capital budget linked to the construction of the fence of Esseten Park Sport Facility by 30 June 2024	% of the budget spent	0.00%	Capital Expenditure Report (SAMRAS extract)	90.00%	83.54%	O	[327] Director: Community Services: Budget spending ongoing (April 2024) [327] Director: Community Services: construction ongoing (May 2024) [327] Director: Community Services: 83.54% (R1 129 972.19 / R1 352 650) of the capital budget assigned to the construction of the Esseten Park fence spent at 30 June 2024. It should be noted that this reflects preliminary expenditure, subject to financial year-end finalisation. Based on invoices received, the actual expenditure is anticipated to exceed 90% after finalisation of the year-end procedures. Project implementation has commenced. (June 2024)	[327] Director: Community Services: Processing of final invoices for payment as part of the financial year-end procedures will increase the actual expenditure beyond 90%. The final performance result will be updated in the 2023/24 Annual Report. (June 2024)	90.00%	83.54%	O	
TL20	Engineering Services	Spend 90% of the capital budget allocated for the construction of speedhumps in the municipal area by 30 June 2024	% of the budget spent	99.99%	Monthly Capital Expenditure Report (SAMRAS extract)	90.00%	95.00%	G2	[527] Director: Engineering Services: Spend 95% of the capital budget allocated for the construction of speedhumps in the municipal area by 30 June 2024 [TL20] (June 2024)		90.00%	95.00%	G2	
TL48	Planning, Development and Integrated Services	Complete the installation of the municipal cemetery fence located in De Wet Street, Worcester by 29 February 2024	Project completed	0	Completion certificate	0	0	N/A			0	0	N/A	

Breede Valley Municipality
2023/2024 Quarter 4: Top Layer KPI Report

TL54	Planning, Development and Integrated Services	Recycle 80 tonnes of waste at the Worcester MRF by 30 June 2024	Tonnage of waste recycled	0	Waste recycling report	20	0	R	[700] Director: Planning, Development and Integrated Services: The Municipal Recovery Facility (MRF) was not operational in Q4 due to vandalism. As a result, no recyclables could be processed at the MRF during this period. Notwithstanding, recycling still continued, as recyclables were channeled to private recycling firms for processing. Furthermore, a total volume of 121.91 tonnes of recyclable material has been processed by the MRF to date. As the KPI seeks to monitor recycling at the MRF, recyclable volumes channeled to external firms for processing were not included in the Q4 performance reporting. (June 2024)	[700] Director: Planning, Development and Integrated Services: Restoration of the vandalised components at the MRF has been prioritised for actioning. The department anticipates that the MRF will be operational within Q1 of the 2024/25 financial period. In addition, the department will revise the scope and performance metrics of the KPI (including future targets) to potentially include recyclable volumes channeled to private firms for processing. It is imperative that uniform reporting rules and standards be set to ensure credibility and transparency in this envisaged approach. (June 2024)	20	0	R
TL55	Planning, Development and Integrated Services	Plan and host a Waste Minimisation Summit by 30 June 2024	Waste Minimisation Summit planned and hosted	0	Proof of Waste Minimisation Summit Programme and Attendance Register(s)	1	0	R	[701] Director: Planning, Development and Integrated Services: A Waste Minimisation Summit (WMS) was not held by the 30th of June 2024. In the lead up to the deliverable due date, the user department and internal stakeholders reviewed the efficacy of hosting a WMS, informed by the progress made on implementing the core resolutions of the 2022/23 WMS. It was established that many of the agreed resolutions remained unresolved/not implemented. Subsequently, it was decided that the pursuit and execution of the initial resolutions should enjoy preference at this period of time, as opposed to hosting another WMS. (June 2024)	[701] Director: Planning, Development and Integrated Services: The user department will, in accordance with adequate progress made on the implementation of the initial resolutions, determine an appropriate date to host a WMS. (June 2024)	1	0	R

Summary of Results: SO3: 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%	2
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%	2
B	KPI Extremely Well Met	150.000% <= Actual/Target	1
	Total KPIs:		7

Breede Valley Municipality
2023/2024 Quarter 4: Top Layer KPI Report

SO4: Provide democratic, accountable government for local communities and encourage involvement of communities and community organizations in the matters of local government

Indicator Code	Responsible Directorate	KPI	Unit of Measurement	Baseline	Portfolio of Evidence	Quarter ending June 2024						Overall Performance for Quarter ending June 2024 to Quarter ending June 2024		
						Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R	
TL63	Strategic Support Services	Review the 5th Generation IDP and submit to Council for approval by 31 May 2024	5th Generation IDP reviewed and submitted to Council for approval	1	Minutes of the Council meeting	1	1	G	[475] Director: Strategic Support Services: Performance achieved. The Final Second Review of the 5th Generation IDP served before Council on 21 May 2024. A copy of the full version of the IDP and related supporting documentation is available upon request. (May 2024)		1	1	G	

Summary of Results: SO4: 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%)	1
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
	Total KPIs:		1

Breede Valley Municipality
2023/2024 Quarter 4: Top Layer KPI Report

S05: Ensure a healthy and productive workforce and an effective and efficient work environment

Indicator Code	Responsible Directorate	KPI	Unit of Measurement	Baseline	Portfolio of Evidence	Quarter ending June 2024						Overall Performance for Quarter ending June 2024 to Quarter ending June 2024		
						Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R	
TL11	Community Services	Spend 90% of the budget allocated to purchase traffic vehicles	% of the budget spent	0.00%	Capital Expenditure Report (SAMRAS extract)	90.00%	98.34%	G2	[325] Director: Community Services: Performance achieved. (June 2024)		90.00%	98.34%	G2	
TL58	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 2023/24 financial year	Number of people employed in the three highest levels of management	2	Statistics from Employment Equity Plan (depicting the EE targets in the three highest groups) and appointment letters	2	2	G	[470] Director: Strategic Support Services: Performance achieved. (June 2024)	[470] Director: Strategic Support Services: 4 employed (June 2024)	2	2	G	
TL59	Strategic Support Services	Spend 1% of the municipality's personnel budget on implementing its workplace skills plan by 30 June 2024	% of the budget spent	0.88%	Reports from SAMRAS menu VS-Q003E (looked up online - applicable training vote numbers to be confirmed with HR services/financial services)	1.00%	1.00%	G	[471] Director: Strategic Support Services: Preliminary performance actual of 1.57%. A final review will be done after conclusion of the financial year-end procedures and incorporated in the 2023/24 Annual Report. (June 2024)	[471] Director: Strategic Support Services: Preliminary performance actual of 1.57%. A final review will be done after conclusion of the financial year-end procedures and incorporated in the 2023/24 Annual Report. (June 2024)	1.00%	1.00%	G	
TL60	Strategic Support Services	Limit vacancy rate to 15% of budgeted posts by 30 June 2024	% vacancy rate	9.45%	Excel spread sheet (Name: Budgeted Personnel Numbers 2022-2023)	15.00%	18.56%	R	[472] Director: Strategic Support Services: The target was not achieved (18.56%) due to the following factors (amongst others): (1) The executive decision taken to postpone the filling of 110 vacancies in the previous financial year (i.e. 2022/23) and reconvene with the recruitment and selection (R&S) processes in the 2023/24 financial period, thus creating a significant backlog of vacancies in the 2023/24 financial year; (2) Delays within the procurement of a qualifying service provider, earmarked to render initial health examinations for general assistants, due to SCM compliance issues; and (3) Certain vacancies could not be filled due to changes on the proposed organisational staff establishment. (June 2024)	[472] Director: Strategic Support Services: The following corrective measures will be applied to improve the vacancy rate: (1) Develop a strategy to expedite the filling of positions within 6 months as prescribed by the Municipal Staff Regulations; (2) Submit the proposed organisational staff establishment (micro structure) to Council within Q1 of the 2024/25 financial period coupled with all supporting correspondence submitted to the Minister of CoGTA depicting the request for input on the staff establishment. In the absence of input/feedback from the Minister, requesting Council's endorsement of the staff establishment in order to initiate the R&S processes linked to the remaining funded vacant positions. (June 2024)	15.00%	18.56%	R	

Breede Valley Municipality
2023/2024 Quarter 4: Top Layer KPI Report

TL62	Strategic Support Services	Submit a request for approval, to dispose official documents, to the Provincial Archive Services by no later than 30 June 2024	Request for approval submitted to the Provincial Archive Services	1	Request for approval letter and/or correspondence	1	1	G	[474] Director: Strategic Support Services: Request for approval, to dispose official documents, to the Provincial Archive Services submitted (June 2024)		1	1	G
TL65	Strategic Support Services	Spend 90% of the budget allocated for the replacement of ICT equipment by 30 June 2024	% of the budget spent	95.38%	Capital Expenditure Report (SAMRAS extract)	90.00%	75.53%	O	[477] Director: Strategic Support Services: 90% of Budget for the replacement of ICT equipment has been spent (April 2024) [477] Director: Strategic Support Services: 90% of IT Equipment has been spent (May 2024) [477] Director: Strategic Support Services: 75.53% (R659 358.51 / R873 000) of the ICT computer equipment budget spent by 30 June 2024 (preliminary expenditure). The preliminary performance result excludes a shadow amount of R202 438 from the current equation. This amount reflects services already rendered by the 30th of June 2024 and will be processed as part of the financial year-end procedures (anticipated expenditure inclusive of shadow amount: 98.72%). (June 2024)	[477] Director: Strategic Support Services: The final performance actual will be recalculated after the conclusion of the aforementioned year-end procedures and incorporated in the 2023/24 Annual Report. (June 2024)	90.00%	75.53%	O

Summary of Results: SOS: 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%	1
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	1
G	KPI Met	Actual meets Target (Actual/Target = 100%)	3
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	1
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
	Total KPIs:		6

Breede Valley Municipality
2023/2024 Quarter 4: Top Layer KPI Report

SO6: Assure a sustainable future through sound financial management, continuous revenue growth corporate governance and risk management practices

Indicator Code	Responsible Directorate	KPI	Unit of Measurement	Baseline	Portfolio of Evidence	Quarter ending June 2024						Overall Performance for Quarter ending June 2024 to Quarter ending June 2024			
						Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R		
TL35	Financial Services	Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June 2024	% of debt coverage	22.00%	Draft Annual Financial Statements	45.00%	27.83%	B	[149] CFO: Ratio measure the municipality's ability to meet its service debt obligations as at 30 June 2024. Ratio slightly increase from the previous month due to new loan taken up. (June 2024)				45.00%	27.83%	B
TL36	Financial Services	Financial viability measured in terms of the outstanding service debtors as at 30 June 2024	% of outstanding service debtors	14.00%	Draft Annual Financial Statements & Section 71 reports	16.50%	10.00%	B	[150] CFO: The Ratio indicates the extent of Total outstanding service debtors in relation to Annual revenue collection for service charges. (June 2024)				16.50%	10.00%	B
TL37	Financial Services	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2024	Number of months it takes to cover fix operating expenditure with available cash	2	Draft Annual Financial Statements	1.50	1.84	G2	[151] CFO: Ratio measure the municipalities' ability a to cover fixed operating expenditure from available cash. The ratio is well within the national norm. (June 2024)				1.50	1.84	G2
TL40	Financial Services	Submit the approved financial statements for 2022/23 to the Auditor-General by 31 August 2023	Approved financial statements for 2022/23 submitted to the AG	1	Proof of submission of approved annual Financial Statements to Auditor-General	0	0	N/A					0	0	N/A
TL41	Financial Services	Achieve a payment percentage of above 95% as at 30 June 2024	% Payment achieved	93.81%	SAMRAS Report (Debtors Transaction Summary - By Service [BS-Q901SE]); Internal Annual Write-off Report; Draft Annual Financial Statements	95.00%	95.78%	G2	[155] CFO: Payment rate as at June 2024 is 95.78%(Provisional figure). (June 2024)				95.00%	95.78%	G2
TL42	Financial Services	Review the MGRO Clean Audit Plan and submit to the Municipal Manager by 31 January 2024	MGRO Clean Audit Plan submitted	1	Proof of submission of MGRO Plan to the Municipal Manager	0	0	N/A					0	0	N/A
TL43	Financial Services	Achieve an unqualified audit for the 2022/23 financial year by 31 January 2024	Audit report signed by the Auditor-General for 2022/23	1	Audit report received confirming unqualified audit	0	0	N/A					0	0	N/A
TL44	Financial Services	Review the Revenue Enhancement Plan and submit to Council for approval by 31 May 2024	Reviewed Revenue Enhancement Plan submitted to Council	1	Minutes of the Council meeting	1	1	G	[158] CFO: Council approved the Revenue Enhancement on the 21.05.2024. (May 2024)				1	1	G
TL45	Municipal Manager	Compile a Risk Based Audit Plan and submit to the Audit Committee by 30 June 2024	RBAP submitted to the Audit Committee	1	Agenda of the AC meeting	1	1	G	[39] Municipal Manager: Risk Based Audit Plan for 2024/2025 compiled and submitted to the Audit Committee on 24 June 2024 for approval. (June 2024)				1	1	G
TL46	Municipal Manager	Compile a strategic risk report and submit to Council by 31 May 2024	Strategic risk report submitted to Council	1	Proof of submission of Strategic Risk Report item to Council	1	1	G	[40] Municipal Manager: Item submitted on Thu 2024/05/09 14:09 (May 2024)				1	1	G

Summary of Results: SO6: Assure a sustainable future through sound financial management, continuous revenue growth corporate governance and risk management practices

Rating	KPI Status	Criteria	Count
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%)	3
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	2
B	KPI Extremely Well Met	150.000% <= Actual/Target	2
Total KPIs:			10

Overall Summary of Results

Rating	KPI Status	Criteria	Count
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%	11
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	10
G	KPI Met	Actual meets Target (Actual/Target = 100%)	7
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	16
B	KPI Extremely Well Met	150.000% <= Actual/Target	5
Total KPIs:			60