

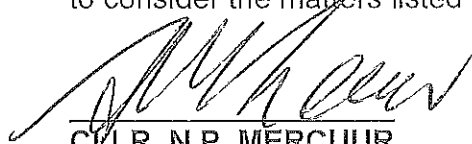
TO ALL COUNCILLORS AND DIRECTORS OF THE BREEDE VALLEY
MUNICIPALITY

NOTICE IS HEREBY GIVEN that a COUNCIL MEETING of the Breede Valley
Municipality will be held on

TUESDAY, 24 JULY 2018 at 10:00

in THE COUNCIL CHAMBER, CAPE WINELANDS DISTRICT MUNICIPALITY,
51 TRAPPES STREET, WORCESTER

to consider the matters listed in the following Addendum Agenda.


CILLR. N.P. MERCUUR
SPEAKER

19 JULY 2018

ADDENDUM AGENDA

6. CONSIDERATION OF AGENDA ITEMS

**6.8 QUARTERLY PERFORMANCE REPORT FOR FOURTH QUARTER (1
APRIL 2018 – 30 JUNE 2018)**

File No./s:3/15/1

Responsible Official: C September

Directorate: SSS

Portfolio: IDP/PMS

1. Purpose

To inform Council on the implementation of the budget and the financial state of affairs of the Municipality and assess performance against the performance indicators set in approved Top-Layer SDBIP 2017/2018.

2. Background

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.

All quarterly reports tabled in the Council in terms of section 52(d) must be placed on the website not later than five days after its tabling in the Council or on the date on which it must be made public, whichever occurs first.

3. Comment

A copy of the Quarterly Performance Report is attached as Annexure "A"

4. Financial Implications:

None

5. Applicable Legislation/Council Policy:

Municipal Finance Management Act, no. 56 of 2003

Comment of Directorates/Departments concerned:

Municipal Manager: Support recommendation

Director: Strategic Support Services: Support recommendation

Director: Financial Services: Support recommendation

Director: Technical Services: Support recommendation

Senior Manager: Legal Services: Support recommendation

RECOMMENDATION:

That in respect of

**QUARTERLY PERFORMANCE REPORT FOR THE FOURTH QUARTER (1 APRIL
2018 – 30 JUNE 2018)**

Discussed by Council at the Council meeting held on 24 July 2018

- 1. That Council takes note of the Quarterly Performance Report for the Fourth
Quarter**

(1 April 2018 – 30 June 2018).

To Action:

C. September

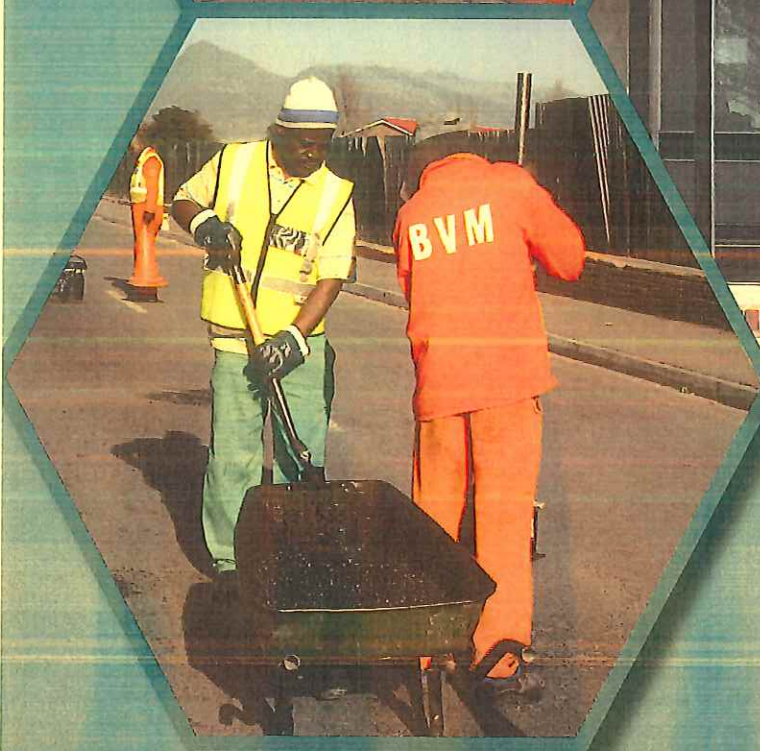
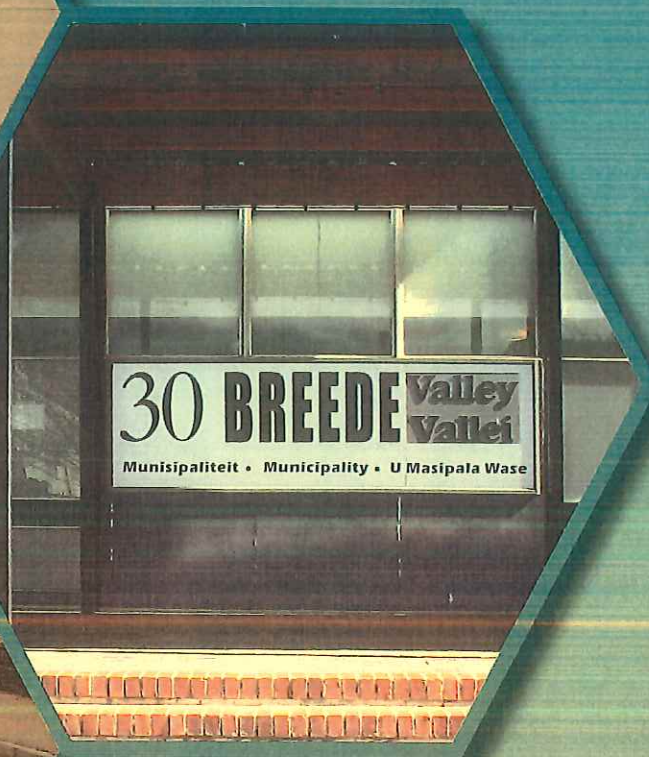
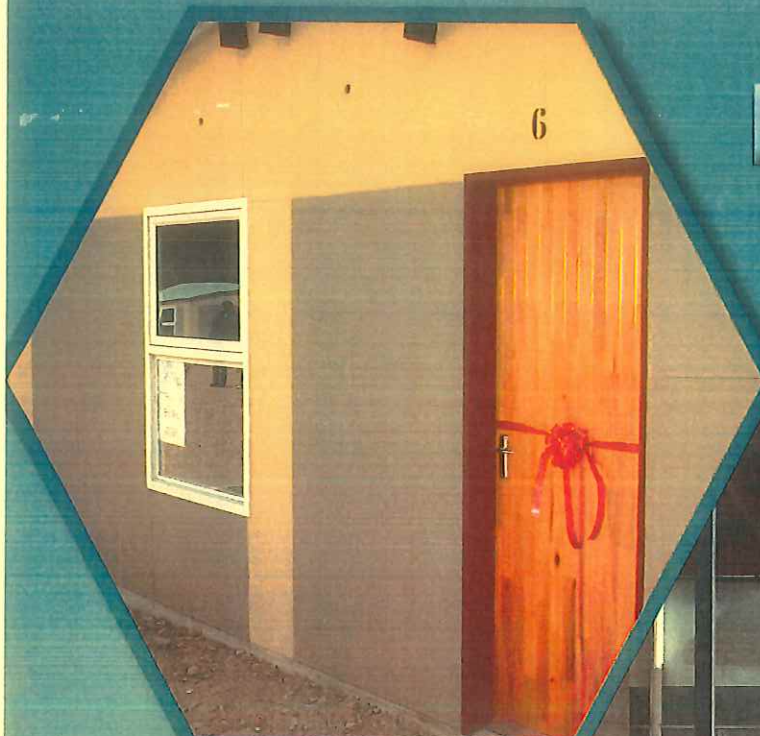
ANNEXURE A

6.8 QUARTERLY PERFORMANCE REPORT

Breede Valley Municipality

4th Quarter
April - June 2018

Performance report



BREED VALLEY

Municipality Munisipaliteit U Masipala wase



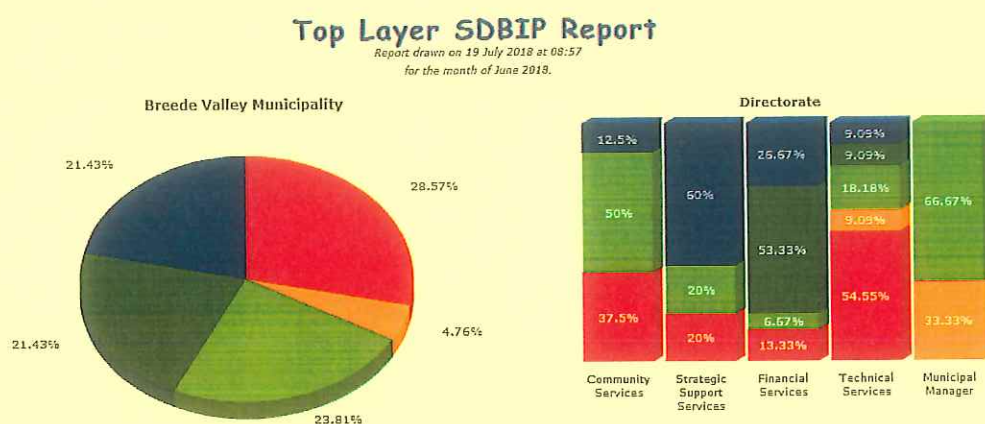
WORCESTER • RAWSONVILLE • DE DOORNS • TOUWS RIVER

QUARTER 4 (1 April 2018 – 30 June 2018) PERFORMANCE ASSESSMENT AGAINST THE PERFORMANCE INDICATORS SET IN THE APPROVED TOP-LAYER SDBIP FOR 2017/2018

According to Section 52(d) of the MFMA, the Mayor must, 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, address shortcomings, improve internal controls, and service delivery.

OVERALL ACTUAL PERFORMANCE OF INDICATORS FOR THE 4TH QUARTER 1 APRIL 2018 TO 30 JUNE 2018



	Breede Valley Municipality	Directorate				
		Community Services	Strategic Support Services	Financial Services	Technical Services	Municipal Manager
KPI Not Met	12 (28.6%)	3 (37.5%)	1 (20%)	2 (13.3%)	6 (54.5%)	-
KPI Almost Met	2 (4.8%)	-	-	-	1 (9.1%)	1 (33.3%)
KPI Met	10 (23.8%)	4 (50%)	1 (20%)	1 (6.7%)	2 (18.2%)	2 (66.7%)
KPI Well Met	9 (21.4%)	-	-	8 (53.3%)	1 (9.1%)	-
KPI Extremely Well Met	9 (21.4%)	1 (12.5%)	3 (60%)	4 (26.7%)	1 (9.1%)	-
Total:	42	8	5	15	11	3

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 4TH QUARTER
ENDING 30 JUNE 2018.**

Detailed below is the unaudited Top-layer SDBIP for the 4th quarter 1 April 2018 to 30 June 2018, 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 42 KPIs were measured, with targets due at 30 June 2018. Of these, **12(28.6%) were not met**, **2(4.8%) were almost met**, **10(23.8%) KPIs were met**, **9(21.4%) KPI's were well met** and **9(21.4%) KPI was extremely well met** by the municipality.

Breede Valley Municipality

SDBIP 2017/2018: Top Layer SDBIP Report

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

Assure a sustainable future through sound financial management, continuous revenue growth and risk management practices							
Quarter 4							
Ref	KPI	Unit of Measurement	Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL15	Compile a Risk Based Audit Plan and submit to the Audit Committee by 30 June 2018	RBAP submitted to the Audit Committee	1	1	G	[D29] Municipal Manager: The 3-Year Strategic Internal Audit Plan 2018-2021 and the Risk-based Audit Plan 2018/2019 have been compiled and submitted to the AC on 18 June 2018, where after it was approved by the Audit Committee(See item 5.2 of attached agenda of 18 June 2018). (June 2018)	
TL16	Compile a strategic risk register and submit to Council by 31 May 2018	Strategic risk register submitted to Council	1	1	G	[D30] Municipal Manager: Council approved Strategic Risk Report on 29 May 2018. (May 2018)	
TL22	Provide free basic water to indigent households earning less than R4500 as at 30 June 2018	Number of indigent households receiving free basic water	7 860	8 053	G2	[D432] CFO: Indigent register signed and filed (June 2018)	
TL23	Provide free basic electricity to indigent households earning less than R4500 as at 30 June 2018	Number of indigent households receiving free basic electricity	7 860	8 053	G2	[D433] CFO: Indigent register signed and filed (June 2018)	
TL24	Provide free basic sanitation to indigent households earning less than R4500 as at 30 June 2018	Number of indigent households receiving free basic sanitation	7 860	8 053	G2	[D434] CFO: Indigent register signed and filed (June 2018)	
TL25	Provide free basic refuse removal to indigent households earning less than R4500 as at 30 June 2018	Number of indigent households receiving free basic refuse removal	7 860	8 053	G2	[D435] CFO: Indigent register signed and filed (June 2018)	
TL26	The percentage of the municipal capital budget actually spent on capital projects as at 30 June 2018 (Actual amount spent on capital projects/Total amount budgeted for capital projects)X100	% of the municipal capital budget actually spent	95%	62%	R	[D436] CFO: Actual performance under the norm of 95% , final figure to be reported on when the creditors closed off (June 2018)	[D436] CFO: Creditors still finalizing payments figure will be adjusted (June 2018)

Ref	KPI	Unit of Measurement	Quarter 4				Departmental Corrective Measures
			Target	Actual	R	Departmental SDBIP Comments	
TL27	Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June 2018 (Short Term Borrowing + Long Term Borrowing) / Total Operating Revenue - Operating Conditional Grant	% of debt coverage	45%	22.55%	B	[D437] CFO: Ratio within the national of 22.55 and are constantly decreasing as a result of debt being redeemed (June 2018)	
TL28	Financial viability measured in terms of the outstanding service debtors as at 30 June 2018 ((Total outstanding service debtors/ revenue received for services)X100)	% of outstanding service debtors	16%	13.76%	B	[D438] CFO: Ratio within the norm and will be amended with final year end figures (June 2018)	
TL29	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2018 ((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	2.4	1	R	[D439] CFO: Ratio under the norm however final figures will be reported on (June 2018)	[D439] CFO: Ratio under the norm however final figures will be reported on (June 2018)
TL33	Achieve a payment percentage of above 95% as at 30 June 2018 (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	% Payment achieved	95%	95%	G	[D443] CFO: Provisional Collection Rate. The final Collection Rate will be submitted with the Draft AFS (June 2018)	

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

KPI Not Yet Measured	KPIs with no targets or actuals in the selected period.	3
KPI Not Met	0% <= Actual/Target <= 74.999%	2
KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
KPI Met	Actual meets Target (Actual/Target = 100%)	3
KPI Well Met	100.001% <= Actual/Target <= 149.999%	4
KPI Extremely Well Met	150.000% <= Actual/Target	2
Total KPIs		14

Ref	KPI	Unit of Measurement	Quarter 4				Departmental Corrective Measures
			Target	Actual	R	Departmental SDBIP Comments	
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
TL49	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 2017/18 financial year	Number of people employed in the three highest levels of management	1	2	B	[D136] Director: Strategic Support Services: EE target appointment in the three highest level of management was achieved (June 2018)	
TL50	The percentage of the municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2018 [(Actual amount spent on training/total personnel budget)x100]	% of the budget spent	1%	0.63%	R	[D137] Director: Strategic Support Services: The training target of 1% for 2017/2018 was not met. (June 2018)	[D137] Director: Strategic Support Services: An intervention will be done to ensure that the training programmes are properly planned in order to ensure that the entire training budget is spend on the training and development of employees (June 2018)
TL51	Limit vacancy rate to 15% of budgeted posts by 30 June 2018 [(Number of funded posts vacant divided by budgeted funded posts)x100]	% vacancy rate	15%	13.46%	B	[D138] Director: Strategic Support Services: The target was met, the vacancy rate of 13.46% is below the target of 15%. (June 2018)	
TL52	Complete 100% of posts identified for evaluation in terms of TASK by 30 June 2018 {(Number of posts evaluated ito TASK/ Total number of posts identified to be evaluated ito TASK)x100}	% of posts evaluated	100%	100%	G	[D139] Director: Strategic Support Services: All job descriptions finalised and submitted to District TASK committee were evaluated. (June 2018)	

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

KPI Not Yet Measured	KPIs with no targets or actuals in the selected period.	0
KPI Not Met	0% <= Actual/Target <= 74.999%	1
KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
KPI Met	Actual meets Target (Actual/Target = 100%)	1
KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
KPI Extremely Well Met	150.000% <= Actual/Target	2
Total KPIs		4

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

Ref	KPI	Unit of Measurement	Quarter 4			
			Target	Actual	R	Departmental Corrective Measures

Ref	KPI	Unit of Measurement	Quarter 4				Departmental SDBIP Comments	Departmental Corrective Measures
			Target	Actual	R			
TL48	The number of FTE's created through the EPWP programme by 30 June 2018 (Person days / FTE (230 days))	Number of FTE's created through the EPWP programme by 30 June 2018	116	242.11	B	[D135] Director: Strategic Support Services: performance achieved (June 2018)		

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	0
KPI Not Met	0
KPI Almost Met	0
KPI Met	0
KPI Well Met	0
KPI Extremely Well Met	1
Total KPIs	1

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

Ref	KPI	Unit of Measurement	Quarter 4				Departmental SDBIP Comments	Departmental Corrective Measures
			Target	Actual	R			
TL37	900 screenings conducted at the Shadow Centre by 30 June 2018	Number of screenings conducted by 30 June 2018	900	1 440	B	[D289] Director: Community Services: Target met (June 2018)		
TL39	Develop a Long-term Business Plan, including standard operating procedures for bylaw enforcement and submit to the Municipal Manager for approval by 30 June 2018	Long-term Business Plan, including standard operating procedures developed and submitted by 30 June 2018	1	1	G	[D291] Director: Community Services: Target met (June 2018)		
TL46	95% of the approved capital budget spent for the construction of a fire engine super structure by 30 June 2018 ((Actual capital expenditure divided by the total approved capital budget) x 100)	% capital budget spent by 30 June 2018 ((Actual expenditure divided by the total approved capital budget) x 100)	95%	0%	R	[D298] Director: Community Services: The chassis is currently at FES, who was awarded the tender to complete the construction of the Fire Engen. The Department will make application from Provincial Treasury for a roll over for the R1.5 million grant received (June 2018)	[D298] Director: Community Services: The current capital budget allocation of R1.8 million, will be used for the funding of the completion of the Fire Engen. Kind regards, (June 2018)	

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

KPI Not Yet Measured	2
KPI Not Met	1
KPI Almost Met	0
KPI Met	1

Ref	KPI	Unit of Measurement	Quarter 4			
			Target	Actual	R	Departmental SDBIP Comments
	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0			Departmental Corrective Measures
	KPI Extremely Well Met	150.000% <= Actual/Target	1			
	Total KPIs		5			

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

Ref	KPI	Unit of Measurement	Quarter 4			
			Target	Actual	R	Departmental SDBIP Comments
TL1	Achieve 95% average water quality level as measured per SANS 241 criteria during the 2017/18 financial year	% water quality level	95%	95%	G	[D364] Director: Technical Services: samples taken regular (April 2018) [D364] Director: Technical Services: samples taken (May 2018) [D364] Director: Technical Services: samples done and comply (June 2018)
TL2	Extend recycling at point of waste generation to 4 new wards in CBD, Rawsonville, Johnsons Park & Victoria Park by 30 June 2018	Number of wards recycling extended to	2	0	R	[D365] Director: Technical Services: Extended and completed to Rawsonville, CBD in Worcester, Langerug and Johnsonspark (April 2018) [D365] Director: Technical Services: Completed (May 2018)
TL3	Achieve 90% of capital budget spent on the construction of the material recovery facility (MRF) in Worcester by 30 June 2018	% of capital budget spent	90%	0%	R	[D366] Director: Technical Services: Director handling this project (April 2018) [D366] Director: Technical Services: Capital spent (May 2018)
TL5	Complete the project for the replacement of water pipes by 30 June 2018	Project completed	1	1	G	[D368] Director: Technical Services: Complete the project for the replacement of water pipes by 30 June 2018. Work in progress. 100% of budget spend (R5,017,461.94 /R5,018,289.00). (April 2018) [D368] Director: Technical Services: Complete the project for the replacement of water pipes by 30 June 2018. Work in progress. 100% of budget spend (R5,017,461.94 /R5,018,289.00) (May 2018) [D368] Director: Technical Services: Project completed (June 2018)

Ref	KPI	Unit of Measurement	Quarter 4				Departmental Corrective Measures
			Target	Actual	R	Departmental SDBIP Comments	
TL6	Complete Langrug water supply pipeline to Transhex development by 30 June 2018	Project completed	1	100	B	[D369] Director: Technical Services: Complete Langrug water supply pipeline to Transhex development by 6 April 2018. Currently the Langrug water supply pipeline is approx. 100% completed. On programme. (April 2018) [D369] Director: Technical Services: Complete Langrug water supply pipeline to Transhex development by 24 April 2018. Currently the Langrug water supply pipeline is approx. 100% completed. On programme. (May 2018)	
TL7	Achieve 90% of capital budget spent on the construction of Transhex sewer pump station and rising main by 30 June 2018	% of capital budget spent	90%	0%	R	[D370] Director: Technical Services: Complete Transhex sewer pump station and rising main by 30 June 2019. Bid BV 596: Sewer Pump Station to Transhex Development was awarded on 30th of November 2017. (April 2018) [D370] Director: Technical Services: Complete Transhex sewer pump station and rising main by 30 June 2019. Bid BV 596: Sewer Pump Station to Transhex Development was awarded on 30th of November 2017. 53% (R5,308,876.86 / R10,028,504) of capital budget spent. (May 2018)	

Quarter 4						
Ref	KPI	Unit of Measurement	Target	Actual	R	Departmental SDBIP Comments
TL8	Complete the project for the placement of sewerage pipes by 30 June 2018	Project completed	1	0.9	0	[D371] Director: Technical Services: Phase 1: Contract BV 575: Construction of Roodewal Outfall Sewer was certified as completed on 24th of August 2017. Phase 2 of sewer replacement programme to be implemented in the near future. (April 2018) [D371] Director: Technical Services: Phase 1: Contract BV 575: Construction of Roodewal Outfall Sewer was certified as completed on 24th of August 2017. Phase 2 of sewer replacement programme to be implemented in the near future. (May 2018) [D371] Director: Technical Services: The following projects have been awarded BV 684-SEWER REPLACEMENT THROUGH TRENCHLESS TECHNOLOGY (CURED - IN - PLACE - PIPE (CIPP)) IN ROODEWAL AND ZWELETHEMBA, WORCESTER and BV691-SEWER REPLACEMENT IN ROODEWAL AND ZWELETHEMBA, WORCESTER. This is a multi year programme. The above projects will be completed by the end of July 2018 (June 2018)
TL9	Complete Belt Press at Worcester WWTW by 31 December 2017	Project completed	0	0	N/A	[D372] Director: Technical Services: Practical Completion Certificate issued on 15 December 2018. (April 2018) [D372] Director: Technical Services: Practical Completion Certificate issued on 15 December 2018. (May 2018)
						[D371] Director: Technical Services: no corrective measures are required. All projects relating to the replacement of sewers will be completed by the end of July 2018. (June 2018)

Quarter 4						
Ref	KPI	Unit of Measurement	Target	Actual	R	Departmental SDBIP Comments
TL10	Achieve 90% of capital budget spent on the construction of the Langerug 20 Mega Litre Reservoir through Transhex development by 30 June 2018	% of capital budget spent	90%	0%	R	[D373] Director: Technical Services: Murray & Dickson was appointed. See letter of Appointment 2 February 2018. (April 2018) [D373] Director: Technical Services: Murray & Dickson was appointed. See letter of Appointment 2 February 2018. Achieve 71% (R24,136,863.26 / R 34,204,029.00) of capital budget spent on the construction of the Langerug 20 Mega Litre Reservoir through Transhex development by 31 May 2018. (May 2018)
TL11	80% of sewerage samples comply with effluent standard {(Number of sewerage samples that comply with SANS/Number of sewerage samples tested)x100} during the 2017/18 financial year	% of sewerage samples compliant	80%	84%	G2	[D374] Director: Technical Services: samples taken regular (April 2018) [D374] Director: Technical Services: samples comply (May 2018) [D374] Director: Technical Services: samples taken. and comply (June 2018)
TL13	90% of the electricity capital project budget spent by 30 June 2018 {(total actual capital project expenditure/total capital project budget) x 100}	% of the electricity capital project budget spent	90%	10.80%	R	[D376] Director: Technical Services: The low percentage (8.81%) of project implementation is mainly the result of the lack of electrical project implementation. The latter is a concern and must and will be attended to during the next reporting period. (April 2018) [D376] Director: Technical Services: Capital expenditure must and will be attended to during the next reporting period. (May 2018) [D376] Director: Technical Services: Awaiting Financial Information for Finance before reports can be provided. (June 2018)

Quarter 4						
Ref	KPI	Unit of Measurement	Target	Actual	R	Departmental SDBIP Comments
TL14	90% of the electricity maintenance budget spent by 30 June 2018 {(total actual maintenance expenditure/total maintenance budget) x 100}	% of the electricity maintenance budget spent	90%	44.80%	R	[D377] Director: Technical Services: 40,89% of the allocated Department's approved maintenance budget for the 2017/2018 financial year amounts to R 15 696 780.00. The budget spent by 28 Feb 2018 (R 6 478438.00/15 696 780.00) (April 2018) [D377] Director: Technical Services: The operational and maintenance expenditure up to 31 May 2018 amounts to R 239 122 201.12 which represents 76% of the amended budget. A pro-rata variance of -R 49 155 452.46 (-17.05%). The latter include Electrical Bulk Purchases and Expenditure Operational Cost Municipal Services to the amounts of -R29,608,126.44 and -R5,126,306.82, respectively. (May 2018) [D377] Director: Technical Services: Awaiting Financial Information for Finance before reports can be provided. (June 2018)
TL17	90% of the budget spent to implement the Regional Socio Economic Programme by 30 June 2018 {(Actual expenditure divided by the total approved capital budget) x 100}	% of budget spent	90%	88%	O	[D31] Municipal Manager: Target was not reached due to rain delays which caused a R2.7 million contract not to be fully complete. (June 2018) [D31] Municipal Manager: Compilation and submission of DMP. (June 2018)
TL18	Number of formal residential properties that are billed for water as at 30 June 2018	Number of residential properties which are billed for residential consumption water meters charged residential domestic tariffs or residential flat rate tariffs using an erf as a household except municipal flats were the rental register will be used to determine the number households	19 420	20 813	G2	[D428] CFO: 20813 Residential clients were billed for water. (June 2018)
						[D377] Director: Technical Services: An increased expenditure is required. (April 2018) [D377] Director: Technical Services: Awaiting Financial Information for Finance before reports can be provided. (June 2018)

Ref	KPI	Unit of Measurement	Quarter 4				Departmental Corrective Measures
			Target	Actual	R	Departmental SDBIP Comments	
TL19	Number of residential properties which are billed for electricity or have pre-paid meters (excluding Eskom Electricity supplied properties) as at 30 June 2018	Number of residential properties which are billed for electricity or have pre-paid meters, charged on the residential tariffs for consumption and residential prepaid tariffs	19 420	22 802	G2	[D429] CFO: There were 22802 households with access to electricity. (June 2018)	
TL20	Number of formal residential properties that are billed for sanitation/sewerage services as at 30 June 2018	Number of residential properties which are billed for residential sewerage tariffs using the erf as property	18 190	18 351	G2	[D430] CFO: There were 18351 Residential Properties. (June 2018)	
TL21	Number of formal residential properties that are billed for refuse removal as at 30 June 2018	Number of residential properties which are billed for refuse removal residential tariffs using the erf as a property	18 400	18 553	G2	[D431] CFO: There were 18553 Residential Clients Billed for Refuse Removal. (June 2018)	
TL30	Limit unaccounted electricity losses to less than 10% by 30 June 2018 {(Number of Electricity Units Purchased - Number of Electricity Units Sold) / Number of Electricity Units Purchased} x100}	% unaccounted for electricity	10%	5.77%	B	[D440] CFO: Elec Losses of 5.77 which is within the national norm of 5.77% (June 2018)	
TL31	Limit unaccounted water losses to less than 21% by 30 June 2018 {(Number of kiloliters water available from reservoirs - number of kiloliters water sold) / number of kiloliters water purchased or purified }x100}	% unaccounted for water	21%	14.20%	B	[D441] CFO: Losses within the national norm. Final water losses to be reported on. (June 2018)	

Quarter 4						
Ref	KPI	Unit of Measurement	Target	Actual	R	Departmental SDBIP Comments
TL36	95% of project budget for the upgrade of the Waterloo Library spent by 30 June 2018 {(Actual project expenditure/Total project budget)X100}	% of the project budget spent	95%	13.83%	R	[D288] Director: Community Services: A site meeting was held on 19 April 2018. The demolition process was stopped due to noncompliance of Health and Safety regulations. The demolition will only proceed once the documentation is provided by the contractor and signed off by the Health and Safety consultant. A first payment was made to the consultant on 30 April 2018. The next site meeting will be held on 17 May 2018. (April 2018) [D288] Director: Community Services: A site meeting was held on 17 May 2018. It was indicated that representatives of the contractor went for the correct Health and Safety training. The Health and Safety Consultant was satisfied with the progress made. The Library once again had to close for several weeks for demolition as prescribed by the Structural Engineer. The Project Manager/QS is visiting the site on a weekly basis and it seems to have a positive impact on the productivity of the contractor. A meeting was also held with Mr Pieter Hugo re the financial implications of the project. Mr Hugo will discuss the situation with Provincial Treasury and will give feedback on
TL41	Complete top structures for the housing project in De Doorns Sunnyside Orchards by 30 June 2018	Number of top structures completed by 30 June 2018	109	109	G	[D293] Director: Community Services: 109 Tops completed (June 2018)
TL43	Complete the TRA for Mandela Square by 30 June 2018	TRA completed by 30 June 2018	1	0	R	[D295] Director: Community Services: TRA was not completed. (June 2018)
						[D288] Director: Community Services: A site meeting was held on 19 April 2018. The demolition process was stopped due to noncompliance of Health and Safety regulations. The demolition will only proceed once the documentation is provided by the contractor and signed off by the Health and Safety consultant. A first payment was made to the consultant on 30 April 2018. The next site meeting will be held on 17 May 2018. (April 2018) [D288] Director: Community Services: The site meeting took place on 21 June 2018. The project manager, architects and health and safety consultant were satisfied with progress made. The architect pointed out possible solutions re the bricklaying process. The contractor will adhere. A payment was made to the contractor as approved by the project manager. A payment was also made re the services of the project manager and professional team. The funding was discussed and Mr Hugo indicated that the outcomes from PT should be positive. A meeting was also held with the architect on 21 June 2018 re the measurement of current shelves and layout of furniture. Awaiting [D295] Director: Community Services: The land was illegally occupied by people. (June 2018)

Ref	KPI	Unit of Measurement	Quarter 4				Departmental Corrective Measures
			Target	Actual	R	Departmental SDBIP Comments	
TL44	Complete: serviced sites in Transhex Human Settlements Project by 30 June 2018	Number of serviced sites completed by 30 June 2018	300	300	G	[D296] Director: Community Services: This is a multi year project consist of 8400 serves sites. Phase 1 consist of 1500 sites and the contractor is currently completing the phase. The source document indicates the progress based in the total of the phase. (June 2018)	
TL45	Manage the Transhex Human Settlement Implementation phase with quarterly project meetings during the 2017/18 financial year	Number of meetings	1	1	G	[D297] Director: Community Services: Meeting was held on the 21 June 2018 (June 2018)	

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

KPI Not Yet Measured	2
KPI Not Met	8
KPI Almost Met	2
KPI Met	5
KPI Well Met	5
KPI Extremely Well Met	3
Total KPIs	25

Summary of Results

KPI Not Yet Measured	8
KPI Not Met	12
KPI Almost Met	2
KPI Met	10
KPI Well Met	9
KPI Extremely Well Met	9
Total KPIs	50

Report generated on 19 July 2018 at 08:50.

6.9 REVIEWED HUMAN RESOURCES POLICIES

File No. /s:

Responsible Official: M Nell

Directorate: Strategic Support Services Portfolio: Human Resources

1. Purpose

The purpose of this item is for Council to approve the Human Resources Policies which were reviewed.

2. Background

Breede Valley Municipal wants to achieve a high level of efficiency and effectiveness in the management of its staff component. As part of the aforementioned commitment, Breede Valley Municipality embarked on consultative processes to review the following human resources policies:

1. Acting Allowance Policy
2. Attendance and Punctuality Policy
3. Membership and Registration of dependants on accredited medical schemes Policy
4. Occupational Health and Safety Policy
5. Overtime Policy
6. Personal protective equipment Policy
7. Private work and declaration of interest/s Policy
8. Recruitment and selection Policy
9. Relocation Policy
10. Telecommunication Policy

All HR policies were formulated on the basis of the SALGA guideline policies as contained within the SALGA HR Policy handbook. The main objective of SALGA compiling a HR Policy handbook is to provide municipalities with a selection of generic HR policies to select, customize and adopt in the interest of greater administrative efficiency and increased corporate governance.

Breede Valley Municipality held various workshops from October 2017 until June 2018, with the members of the local labour forum in order to ensure proper consultation and review of the certain human resources policies. The local labour forum is committed to ensure that the policies are implemented and therefore supports the submission of the reviewed policies to Council for approval.

3. Financial Implications

The financial implications are stipulated in the respective policies where applicable.

4. Applicable Legislation / Council Policy

- The Constitution of the Republic of South Africa, No 108 of 1996
- Local Government: Municipal Finance Management Act, No 56 of 2003
- Local Government: Municipal Systems Act, No 32 of 2000
- Basic Conditions of Employment Act 75 of 1997 and its amendments
- Employment Equity Act 55 of 1998
- Labour Relations Act 66 of 1995
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Collective Agreements
- All other relevant legislation as contained within the policies

Comment of Directorates / Departments concerned:

Municipal Manager: Recommendation supported

Director: Financial Services: Recommendation supported

Acting Director Strategic Support Services: Recommendation supported

Director: Technical Services: Support the Item and Recommendation

Senior Manager: Legal Services: Recommendation supported

RECOMMENDATION

That in respect of

REVIEWED HUMAN RESOURCES POLICIES

discussed by the Council at the Council meeting held on 24 July 2018:

1. That the reviewed human resources policies attached as Annexure A be approved and implemented.

To Action:

M Nell