

**Breede Valley Municipality**  
**2019/2020 Quarter 1 - Top Layer KPI Report**

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

Ref	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter ending September 2019					Overall Performance for Quarter 1 (Ending September 2019)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL1	Municipal Manager	Compile a Risk Based Audit Plan and submit to the Audit Committee by 30 June 2020	Agenda of the AC meeting	0	0	N/A			0	0	N/A
TL2	Municipal Manager	Compile a strategic risk report and submit to Council by 31 May 2020	Proof of submisison of Strategic Risk Register item to Council	0	0	N/A			0	0	N/A
TL4	Municipal Manager	The percentage of the municipal capital budget spent on projects as at 30 June 2020 (Actual amount spent on capital projects/Total amount budgeted for capital projects)X100	Capital Expenditure Report as at 30 June 2020 (SAMRAS extract) and/or Annual Financial Statements	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL37	Financial Services	Provide free basic water to indigent households earning less than R4500 as at 30 June 2020	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	0	0	N/A			0	0	N/A
TL38	Financial Services	Provide free basic electricity to indigent households earning less than R4500 as at 30 June 2020	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary	0	0	N/A			0	0	N/A
TL39	Financial Services	Provide free basic sanitation to indigent households earning less than R4500 as at 30 June 2020	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	0	0	N/A			0	0	N/A
TL40	Financial Services	Provide free basic refuse removal to indigent households earning less than R4500 as at 30 June 2020	Indigent excel formatted register populated from SAMRAS systems (BS-Q10A0)list accounts Masakhane Beneficiary.	0	0	N/A			0	0	N/A

TL41	Financial Services	Financial viability measured in terms of the municipality's ability to meet it's service debt obligations as at 30 June 2020 (Short Term Borrowing + Long Term Borrowing ) / Total Operating Revenue - Operating Conditional Grant	Annual Financial Statements	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL42	Financial Services	Financial viability measured in terms of the outstanding service debtors as at 30 June 2020 ((Total outstanding service debtors/ revenue received for services)X100)	Annual Financial Statements & Section 71 reports	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL43	Financial Services	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2020 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excl	Annual Financial Statements	0	0	N/A			0	0	N/A
TL46	Financial Services	Submit the approved financial statements for 2018/19 to the Auditor-General by 31 August 2019	Proof of submission of approved annual Financial Statements to Auditor-General	1	1	G	[D343] CFO: AFS has been submitted for audit on the 31st of August 2019 (August 2019) [D343] CFO: AFS has been submitted to the auditors on the 31 of August 2019 (September 2019)		1	1	G
TL47	Financial Services	Achieve a payment percentage of above 95% as at 30 June 2020 (Gross Debtors Opening Balance + Billed Revenue -Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue) x 100	Final Draft Annual Financial Statements	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL48	Financial Services	Review the MGRO Clean Audit Plan and submit to the Municipal Manager by 31 January 2020	Proof of submission of MGRO Plan to the Municipal Manager	0	0	N/A			0	0	N/A
TL49	Financial Services	Achieve a clean audit for the 2018/19 financial year by 31 December 2019	Audit report received confirming clean audit	0	0	N/A			0	0	N/A

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

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	13
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
<b>Total KPIs:</b>			<b>14</b>

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

Ref	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter ending September 2019					Overall Performance for Quarter 1 (Ending September 2019)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL19	Technical Services	Compile an item for the appointment of a municipal tribunal and submit to Council for approval by 31 August 2019	Council resolution	1	1	G	[D432] Director: Technical Services: Tribunal formed (July 2019) [D432] Director: Technical Services: Tribunal formed (August 2019)		1	1	G
TL21	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 during the 2019/20 financial year	Appointment letters	0	0	N/A			0	0	N/A
TL22	Strategic Support Services	The percentage of the municipality's personnel budget spent on implementing its workplace skills plan by 30 June 2020 $\{[(\text{Actual amount spent on training/total personnel budget}) \times 100]\}$	Reports from SAMRAS menu VS-Q003E (looked-up online - applicable training vote numbers to be confirmed with HR services/financial services)	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL23	Strategic Support Services	Limit vacancy rate to 15% of budgeted posts by 30 June 2020 $\{[(\text{Number of funded posts vacant divided by budgeted funded posts}) \times 100]\}$	Excel spread sheet (Name: Adjustment personnel budget - June 2020)	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL24	Strategic Support Services	Complete 100% of posts identified for evaluation in terms of TASK by 30 June 2020 $\{[(\text{Number of posts evaluated ito TASK/ Total number of posts identified to be evaluated ito TASK}) \times 100]\}$	Signed-off job evaluations and signed-off TASK outcome report	0.00%	0.00%	N/A			0.00%	0.00%	N/A

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

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	4
R	KPI Not Met	$0\% \leq \text{Actual/Target} \leq 74.999\%$	0
O	KPI Almost Met	$75.000\% \leq \text{Actual/Target} \leq 99.999\%$	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	1
G2	KPI Well Met	$100.001\% \leq \text{Actual/Target} \leq 149.999\%$	0
B	KPI Extremely Well Met	$150.000\% \leq \text{Actual/Target}$	0
Total KPIs:			5

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

Ref	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter ending September 2019					Overall Performance for Quarter 1 (Ending September 2019)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL20	Strategic Support Services	The number of FTE's created through the EPWP programme by 30 June 2020 (Person days / FTE (230 days))	Signed employment contracts and EPWP statistics (Excel Spread sheet - Name: EPWP Quarterly Report)	0	0	N/A			0	0	N/A
TL25	Strategic Support Services	Sign service level agreements (SLA's) with 3 Local Tourism Associations (LTA's) by 30 September 2019	Signed SLA's	3	4	G2	[D275] Director: Strategic Support Services: Performance achieved (September 2019)		3	4	G2

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

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	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

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

Ref	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter ending September 2019					Overall Performance for Quarter 1 (Ending September 2019)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL26	Community Services	Conduct breath alcohol screenings at roadblocks by 30 June 2020	Screening reports	363	434	G2	[D176] Director: Community Services: alcohol screenings were conducted for the 1st quarter (September 2019)		363	434	G2
TL32	Community Services	Construct a ring fence at Esselenpark sportsground by 30 June 2020	Completion certificate	0	0	N/A			0	0	N/A

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

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	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

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

Ref	Responsible Directorate	KPI Name	Portfolio of Evidence	Quarter ending September 2019					Overall Performance for Quarter 1 (Ending September 2019)		
				Target	Actual	R	Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL3	Municipal Manager	Spend 90% of the budget allocated for the Regional Socio Economic Programme by 30 June 2020 {(Actual expenditure divided by the total approved capital budget) x 100}	Monthly Capital Expenditure Report (SAMRAS extract)	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL5	Municipal Manager	Complete construction of pedestrian bridge across Donkies River in Touwsrivier by 30 June 2020	Completion certificate	0	0	N/A			0	0	N/A
TL6	Municipal Manager	Complete construction of shared economic infrastructure facility in Zwelenthemba by 30 June 2020	Completion certificate	0	0	N/A			0	0	N/A
TL7	Technical Services	Achieve 95% average water quality level as measured per SANS 241 criteria during the 2019/20 financial year	Municipal Laboratory Report	95.00%	95.00%	G	[D420] Director: Technical Services: water quality comply to SANS 241 (July 2019)  [D420] Director: Technical Services: quality of samples comply to SANS 241 (September 2019)		95.00%	95.00%	G
TL8	Technical Services	Review the 3rd Generation Integrated Waste Management Plan and submit to Council for approval by 30 June 2020	Proof of Council Resolution	0	1	G2	[D421] Director: Technical Services: Delta Environmental & Built Consultants have quoted successfully for the project. Must still be appointed. (August 2019)	[D421] Director: Technical Services: None (August 2019)	0	1	G2
TL9	Technical Services	Extend recycling at point of waste generation to 15 wards by 30 June 2020	IWMP and stats received from service providers	1	3	B	[D422] Director: Technical Services: recycling has been extended to 3 ward for quarter 1. wards 5,7 & 15 (September 2019)	[D422] Director: Technical Services: None (September 2019)	1	3	B
TL10	Technical Services	Spend 90% of capital budget allocated for the construction of the material recovery facility (MRF) in Worcester by 30 June 2020	Monthly Capital Expenditure Report (SAMRAS extract)	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL11	Technical Services	Review 5 year Water Service Development Plan (WSDP) and submit to Council for approval by 31 March 2020	Proof of Council Resolution	0	0	N/A			0	0	N/A
TL12	Technical Services	Complete the project for the replacement of water pipes by 30 June 2020	Practical completion certificate	0	0	N/A			0	0	N/A
TL13	Technical Services	80% of sewerage samples comply with effluent standard during the 2019/20 financial year {(Number of sewerage samples that comply with SANS/Number of sewerage samples tested)x100}	Municipal Laboratory Report	80.00%	74.38%	O	[D426] Director: Technical Services: break down of pumps, De Doorns. Rawsonville airation, high COD (July 2019)  [D426] Director: Technical Services: samples taken of final effluent (September 2019)	[D426] Director: Technical Services: repaired pumps (July 2019)	80.00%	74.38%	O
TL14	Technical Services	Spend 90% of the electricity capital budget by 30 June 2020 {(total actual capital project expenditure/total capital project budget) x 100}	Capital Expenditure Report (SAMRAS extract)	0.00%	0.00%	N/A			0.00%	0.00%	N/A

TL15	Technical Services	Spend 90% of the electricity maintenance budget by 30 June 2020 {(total actual maintenance expenditure/total maintenance budget) x 100}	Operational Expenditure Report (SAMRAS extract)	0.00%	6.65%	G2			0.00%	6.65%	G2
TL16	Technical Services	Achieve 90% of capital budget spent on the resurfacing of roads by 30 June 2020	Capital Expenditure Report (SAMRAS extract)	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL17	Technical Services	Achieve 90% of capital budget spent on the municipal fleet by 30 June 2020	Monthly Capital Expenditure Report (SAMRAS extract)	0.00%	0.00%	N/A	[D430] Director: Technical Services: Tenders will be readvertised. (July 2019)  [D430] Director: Technical Services: All tenders have been canceled. (August 2019)	[D430] Director: Technical Services: All tenders will be re-advertised. (August 2019)	0.00%	0.00%	N/A
TL18	Technical Services	Spend 90% of capital budget allocated for the construction of the Zwelenthemba municipal swimming pool by 30 June 2020	Monthly Capital Expenditure Report (SAMRAS extract)	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL27	Community Services	Complete feasibility studies regarding the new housing projects at De Doorns (GG-Camp), Touwsrivier and Avian Park by 30 June 2020	Feasibility reports conducted by consulting engineers		0	0	N/A		0	0	N/A
TL28	Community Services	Complete 90% beneficiary allocation for the Worcester New Mandela Square project by 30 June 2020 (Beneficiary allocation linked to approved business plan - 25 units prioritised in 2019/20)	HSS extract confirming approved beneficiaries and allocation letter issued to beneficiaries	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL29	Community Services	Complete 90% beneficiary selection for the Transhex Human Settlement project by 30 June 2020 (Beneficiary selection linked to approved business plan - 1097 serviced sites prioritised in 2019/20)	Beneficiary list; document depicting number of housing opportunities; and 19/20 allocation letter issued by the Provincial Department of Human Settlements	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL30	Community Services	Complete serviced sites for the Transhex Human Settlements Project phase 1.2 by 30 June 2020	Completion Certificate(s)		0	0	N/A		0	0	N/A
TL31	Community Services	Complete 90% beneficiary allocation for the Transhex Human Settlement project by 30 June 2020 (Beneficiary allocation linked to approved business plan - 700 units prioritised in 19/20)	HSS extract confirming approved beneficiaries and allocation letter issued to beneficiaries	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL33	Financial Services	Number of formal residential properties that are billed for water as at 30 June 2020	SAMRAS Water and Electricity Billing report (stats for INTER/MNTHDR/JNL)		0	0	N/A		0	0	N/A
TL34	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 2020	Water and Electricity billing report (stats for INTER/MNTHDR/JNL) and Report from prepaid electricity vending service provider		0	0	N/A		0	0	N/A

TL35	Financial Services	Number of formal residential properties that are billed for sanitation/sewerage services as at 30 June 2020	SAMRAS report (SAMRAS unit type service analysis by tariff (BS-Q906A)	0	0	N/A			0	0	N/A
TL36	Financial Services	Number of formal residential properties that are billed for refuse removal as at 30 June 2020	SAMRAS report (SAMRAS unit type service analysis by tariff (BS-Q906A)	0	0	N/A			0	0	N/A
TL44	Financial Services	Limit unaccounted electricity losses to less than 10% by 30 June 2020 {(Number of Electricity Units Purchased -Number of Electricity Units Sold) / (Number of Electricity Units Purchased) x100}	Draft AFS and Electricity Bulk purchases report, SAMRAS report WC-P104b, Monthly Pre-Paid Vending Systems Management Report, Spreadsheet: Electricity losses	0.00%	0.00%	N/A			0.00%	0.00%	N/A
TL45	Financial Services	Limit unaccounted water losses to less than 21% by 30 June 2020 {(Number of kiloliters water available from reservoirs - number of kiloliters water sold) / (number of kiloliters water purchased or purified) x 100}	Draft AFS and SAMRAS report WC-P104b, Monthly water Balance report, Spreadsheet Water losses	0.00%	0.00%	N/A			0.00%	0.00%	N/A

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

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	21
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	1
G	KPI Met	Actual meets Target (Actual/Target = 100%)	1
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	2
B	KPI Extremely Well Met	150.000% <= Actual/Target	1
<b>Total KPIs:</b>			<b>26</b>

**Overall Summary of Results**

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	40
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
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%	4
B	KPI Extremely Well Met	150.000% <= Actual/Target	1
<b>Total KPIs:</b>			<b>49</b>