

2022/2023

FIRST QUARTER

TOP LEVEL SDBIP REPORTING

**SERVICE DELIVERY AND BUDGET
IMPLEMENTATION PLAN**

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EXPENDITURE ON 2022/2023 BUDGET MEASURED BY THE TOP LEVEL SDBIP FOR THE FIRST QUARTER (5/1/3) (DIRECTOR: STRATEGY AND SOCIAL DEVELOPMENT)

Purpose of report

To submit a report to council on the progress made on the implementation of 2022/2023 approved Budget as measured in the approved Top level SDBIP.

Background

Section 52 (d) of the Municipal Finance Management Act, 56 of 2003, requires that a 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.

This report informs Council on a quarterly basis of the expenditure and performance in the Budget.

Comments:

The relevant documentation will be provided separately.

Recommendation/ Aanbeveling

That Council notes the contents of the report

Dat die Raad kennis neem van die inhoud van die verslag

This item served before an Ordinary Meeting of Council on 24 October 2022

Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 24 Oktober 2022

Eenparig Besluit / Unanimously Resolved

That Council notes the contents of the report

Dat die Raad kennis neem van die inhoud van die verslag

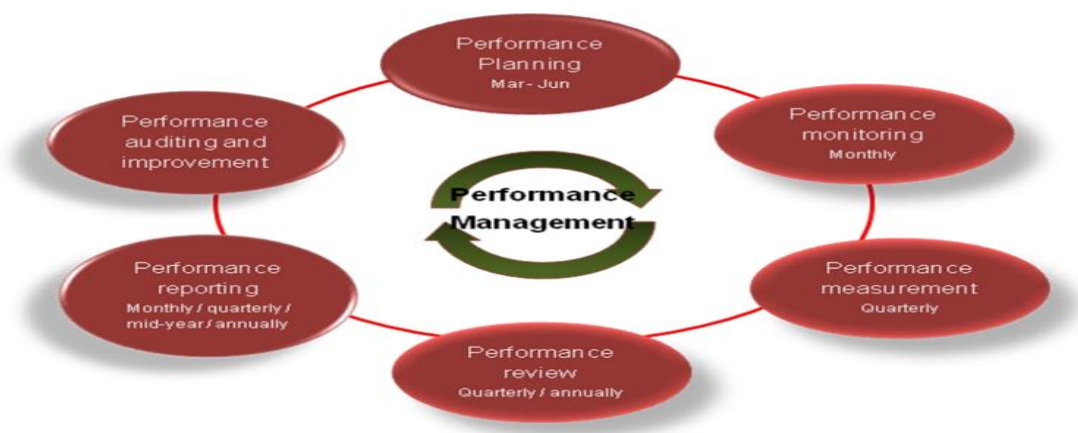
1. Introduction

Performance management is a process which measures the implementation of the organisation's strategy. It is also a management tool to plan, monitor, measure and review performance indicators to ensure efficiency, effectiveness and the impact of services delivery by the municipality.

At local government level performance management is institutionalized through the legislative requirements on the performance management process for Local Government. Performance management provides the mechanism to measure whether targets to meet its strategic goals, set by the organisation and its employees, are met.

2. Performance Cycles

The performance management cycle can be summarised in the following diagram and each cycle is addressed in the remainder of the recently approved Langeberg municipality:



Each of the above cycles can be explained as follows:

- Performance Planning ensures that the strategic direction of the Municipality more explicitly informs and aligns the IDP with all planning activities and resource decisions. This is the stage where Key Performance Areas and Key Performance Indicators are designed to address the IDP objectives, national policy and targets are set.
- Performance Measuring and Monitoring is an ongoing process to determine whether performance targets have been met, exceeded or not met. Projections can also be made during the year as to whether the final target and future targets will be met. It occurs during key points in a process – for example, on a quarterly and annual basis.
- Performance evaluation analyses why there is under-performance or what the factors were, that allowed satisfactory performance in a particular area. Where targets have not been met, the reasons for this must be examined and corrective action recommended. Evidence to support the status is also reviewed at this stage. An additional component is the review of the indicators to determine if they are feasible and are measuring the key areas appropriately.
- Performance Reporting entails regular reporting to management, the performance audit committee, council and the public.
- Performance review/auditing is a key element of the monitoring and evaluation process. This involves verifying that the measurement mechanisms are accurate and that proper procedures are followed to evaluate and improve performance. According to section 45, of the Systems Act, results of the performance measurement must be audited as part of the municipality's internal auditing process and annually by the Auditor-General. The Municipality have therefore established frameworks and structures to evaluate the

effectiveness of the municipality's internal performance measurement control systems. Areas of weak performance identified at year-end must be addressed during the following years planning phase.

3. Implementation of performance management – Top layer SDBIP

3.1. Preparing the Top layer SDBIP's

KPI's should be developed for Council, the office of the Municipal Manager and for each Directorate. The KPI's should:

- KPI's should be developed for the programmes / activities identified to address the Strategic Objectives as documented in the IDP. The KPI's must be aligned with the national and municipal KPA's.
- KPI's identified during the IDP and KPI's that need to be reported to key municipal stakeholders should be included in the TL SDBIP to confirm alignment.
- KPI's should be developed to address the required National Agenda Outcomes, priorities and minimum reporting requirements. The KPI's must be aligned with the Strategic Objectives, and the national and municipal KPA's.
- The municipal turnaround strategy (MTAS) should be reviewed to determine any actions to be translated into KPI's and to be included in the TL SDBIP. These KPI's must be aligned with the Strategic Objectives, and the national and municipal KPA's.
- The risk register should be reviewed to identify the risks that need to be addressed by strategic KPI's. These KPI's should be developed and be aligned with the Strategic Objectives, and the national and municipal KPA's.
- It is also proposed that each directorate consider 2 KPI's that is output focused and that will make the municipality more developmental or enhance the effectiveness of the municipality.
- Clear quarterly targets should be set and the KPI's must be assigned to a senior manager. In the instance where a target will not be achieved during the current financial year, the target should be included in the outer years.
- These targets should be set after available resources and past year performance has been considered.

3.2. Approval of Top layer SDBIP

The municipal scorecard must be submitted to the Executive Mayor within 14 days after the budget has been approved. The Executive Mayor needs to consider and approve the SDBIP within 28 days after the budget has been approved. The scorecard must be updated after the adjustment estimate has been approved and any changes to the scorecard must be submitted to Council with the respective motivation for the changes suggested, for approvals

3.3. Performance monitoring

An evaluation of the validity and sustainability of the KPI's should be done and the actual performance results of each target should be updated and evaluated on a monthly basis. In order to measure the input/output of the KPI's, the performance results and performance evidence (POE's) should be evaluated and documented.

The KPI owners should report on the results of the KPI by documenting the following information on the performance system:

- The actual result in terms of the target set.
- The output/outcome of achieving the KPI.
- The calculation of the actual performance reported. (If %)
- The reasons if the target was not achieved.
- Actions to improve the performance against the target set, if the target was not achieved.

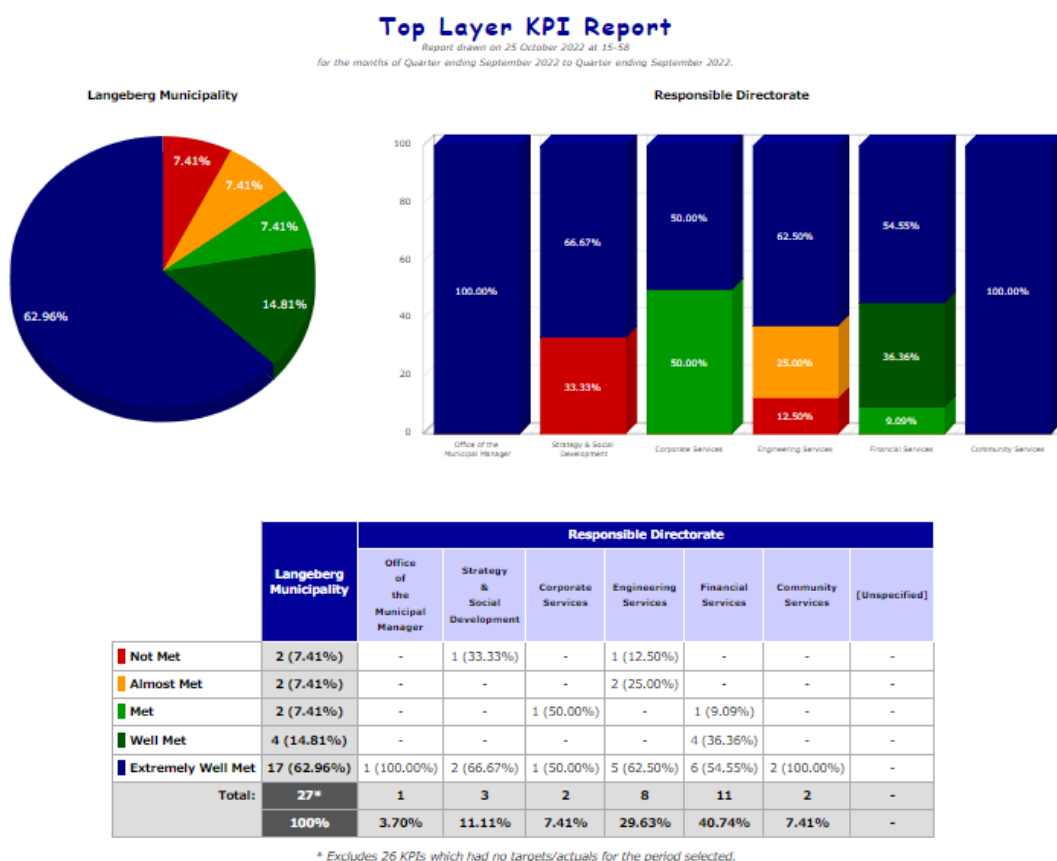
The municipal manager and his/her senior management team needs to implement the necessary systems and processes to provide the POE's for reporting and auditing.

Performance results are monitored and reviewed in terms of:

- Quarterly KPI monitoring sessions held by the Municipal Manager with all managers,
- Quarterly reports tabled before the Portfolio Committees of the Mayor,
- Quarterly reports tabled before the Executive Mayoral Committee and Council,

4. Summary of Performance against Top layer key performance indicators (KPI's)

The table below illustrates the overall actual performance for quarter 1 (July- September 2022).



overall actual performance for quarter 1 (July- September 2022)

Colour	Category	Explanation
R	KPI Not Met	0% >= Actual/Target < 75%
O	KPI Almost Met	75% >= Actual/Target < 100%
G	KPI Met	Actual/Target = 100%
G2	KPI Well Met	100% > Actual/Target < 150%
B	KPI Extremely Well Met	Actual/Target >= 150%

SDBIP measurement criteria

4.1. Summary of preliminary and unaudited performance per strategic objective

Detailed above illustrate preliminary and unaudited Top layer SDBIP report for the first quarter (July- September 2022) which measures the overall performance per strategic objective and directorate. The performance presented is subject to change based on the audit of the actual performance outcomes achieved. The final results will be included as part of 2022-2023 Annual Performance Report (as per section 46 (1)(b) of the Municipal systems) and it will be further incorporated as part of 2022-2023 Annual report. (as per section 46 (2) of the Municipal systems)

**Annexure A: Quarter 1Top layer SDBIP (July –
September 2022)**

Langeberg Municipality

2022-2023: TOP LAYER KPI REPORT

SO1: Housing: Effective approach to integrated human settlements and improved living conditions of all households

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Type	Calculation Type	Quarter ending September 2022					Overall Performance for Quarter ending September 2022 to Quarter ending September 2022		
									Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL1	Community Services	Complete the construction of 112 IRDP units (top structures) for Phase 2 Nkqubela (erf 136) by 30 June 2023	Number of IRDP units constructed	SO1: Housing: Effective approach to integrated human settlements and improved living conditions of all households	Practical completion certificate	60	Number	Accumulative	0	172	B			0	172	B

Summary of Results: SO1: Housing: Effective approach to integrated human settlements and improved living conditions of all households

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

SO2: Basic Service Delivery: Maintain infrastructure
provide basic services to all citizens

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Type	Calculation Type	Quarter ending September 2022		Overall Performance for Quarter ending September 2022 to Quarter ending September 2022					
									Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL3	Community Services	Complete the construction of the boundary wall for the Van Zyl Street Sport Facility by 30 June 2023	Project completed by 30 June 2023	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Completion certificate	0	Number	Last Value	0	0	N/A			0	0	N/A
TL4	Community Services	Spend 95% of the capital budget allocated to construct a Fire Station in Robertson by 30 June 2023 (Total actual expenditure for the project/Total amount budgeted for the project) x 100	Percentage (%) of the approved capital budget spent	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Monthly capital expenditure report	95%	Percentage	Last Value	0%	0%	N/A			0%	0%	N/A
TL5	Community Services	Spend 95% of the capital budget allocated for the expansion of the silo cemetery in Ashton by 30 June 2023 (Total actual expenditure for the project/Total amount budgeted for the project) x 100	Percentage (%) of the approved capital budget spent	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Monthly capital expenditure report	95%	Percentage	Last Value	0%	14.59%	B			0%	14.59%	B
TL14	Engineering Services	Limit unaccounted electricity to less than 7.5% as at 30 June 2023 {(Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold (incl Free basic electricity)) / Number of Electricity Units Purchased and/or Generated} x 100}	Percentage (%) unaccounted electricity captured in the report	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Electricity losses report generated from an Excel database maintained for the calculation of the electricity losses	7.50%	Percentage	Reverse Last Value	7.50%	5.63%	B			7.50%	5.63%	B

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Type	Calculation Type	Quarter ending September 2022		R	Overall Performance for Quarter ending September 2022 to Quarter ending September 2022				
									Target	Actual		Performance Comment	Corrective Measures	Target	Actual	R
TL15	Engineering Services	95% of Water samples comply with SANS241 micro biological indicators on a monthly basis {(Number of water samples that comply with SANS241 indicators/Number of water samples tested) x 100}	Percentage (%) compliance of samples tested	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Monthly Lab results	95%	Percentage	Last Value	95%	90%	O	The country is currently experiencing the shortage of chlorine	New ways to improve compliance in terms of SANS241 micro biological indicators will be investigated	95%	90%	O
TL16	Engineering Services	Limit unaccounted water to less than 15% as at 30 June 2023 {(Number of Kiloliters Water Purchased or Purified - Number of Kiloliters Water Sold (incl free basic water) / Number of Kiloliters Water Purchased or Purified) x 100}	Percentage (%) of unaccounted water captured in the report	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Water Losses Excel database maintained by the Manager: Civil Engineering Services	15%	Percentage	Reverse Last Value	15%	10.57%	B			15%	10.57%	B
TL18	Engineering Services	80% of Effluent samples comply with permit values on a monthly basis {(Number of effluent samples that comply with permit values/Number of effluent samples tested) x 100}	Percentage (%) compliance of samples	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Monthly Lab results	75%	Percentage	Last Value	80%	56.25%	R	The plants are not properly working properly due to load shedding and the country is currently experiencing the shortage of chlorine	New ways to improve compliance in terms of the permit values will be investigated and the Municipality is currently in the process of purchasing generators	80%	56.25%	R

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Types	Calculation Type	Quarter ending September 2022		R	Overall Performance for Quarter ending September 2022 to Quarter ending September 2022				
									Target	Actual		Performance Comment	Corrective Measures	Target	Actual	R
TL19	Engineering Services	Spend 95% of the capital budget allocated for the upgrade of the Waste Water Treatment Works in Robertson by 30 June 2023 (Total actual expenditure for the project/Total amount budgeted for the project) x 100	Percentage (%) of the budget spent	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Monthly capital expenditure report	95%	Percentage	Last Value	10%	9.39%	O		Tender process currently in progress and once a tender is awarded expenditure will increase	10%	9.39%	O
TL20	Engineering Services	Spend 95% of the capital budget allocated to rehabilitate roads in the municipal area by 30 June 2023 (Total actual expenditure for the project/Total amount budgeted for the project) x 100	Percentage (%) of the budget spent	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Monthly capital expenditure report	95%	Percentage	Last Value	0%	0%	N/A			0%	0%	N/A
TL21	Engineering Services	Spend 95% of the grant allocated for the construction of a second entrance in Nkqubela by 30 June 2023 (Total actual expenditure for the project/Total amount budgeted for the project) x 100	Percentage (%) of the grant spent	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Monthly capital expenditure report	95%	Percentage	Last Value	0%	78.59%	B			0%	78.59%	B
TL22	Engineering Services	Complete the reconstruction of the MRF in Ashton by 30 June 2023	Project completed	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Completion certificate	0	Number	Last Value	0	0	N/A			0	0	N/A

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Types	Calculation Type	Quarter ending September 2022		R	Overall Performance for Quarter ending September 2022 to Quarter ending September 2022				
									Target	Actual		Performance Comment	Corrective Measures	Target	Actual	R
TL25	Engineering Services	Spend 95% of the capital budget allocated to the electrical engineering department by 30 June 2023 (Total actual expenditure for the project/Total amount budgeted for the project) x 100	Percentage (%) of the approved capital budget spent	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Monthly capital expenditure report	95%	Percentage	Last Value	0%	2.70%	B			0%	2.70%	B
TL27	Financial Services	Provide water to the formal residential properties that are connected to the municipal water infrastructure network as at 30 June 2023	Number of formal residential properties connected to the water infrastructure network and provided with water	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	MUN837 report from the Promun financial system	15 000	Number	Last Value	14 500	15 156	G2			14 500	15 156	G2
TL28	Financial Services	Provide electricity to the formal residential properties connected to the municipal electrical infrastructure network as at 30 June 2023	Number of formal residential properties connected to the electrical infrastructure network and provided with electricity	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	MUN837 report from the Promun financial system	19 000	Number	Last Value	16 800	18 551	G2			16 800	18 551	G2
TL29	Financial Services	Provide waste water services (sanitation/sewerage) to the formal residential properties connected to the municipal waste water network service as at 30 June 2023, irrespective of the number of water closets (toilets) and which are billed for sanitation/sewerage	Number of formal residential properties connected to the municipal waste water (sanitation/sewerage) services and are provided with sanitation/sewerage services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	MUN837 report from the Promun financial system	15 000	Number	Last Value	14 500	15 511	G2			14 500	15 511	G2

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Types	Calculation Type	Quarter ending September 2022			Overall Performance for Quarter ending September 2022 to Quarter ending September 2022				
									Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL30	Financial Services	Provide refuse removal once per week to formal residential properties which are billed for refuse removal as at 30 June 2023	Number of residential properties which are billed for refuse removal	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	MUN837 report from the Promun financial system	15 000	Number	Last Value	14 500	15 486	G2			14 500	15 486	G2
TL31	Financial Services	Provide free basic water to indigent households as at 30 June 2023	Number of indigent households provided with free basic water	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	MUN837 report from the Promun financial system	7 000	Number	Reverse Last Value	7 000	5 815	B			7 000	5 815	B
TL32	Financial Services	Provide free basic electricity to indigent households as at 30 June 2023	Number of indigent households provided with free basic electricity	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	MUN837 report from the Promun financial system	7 000	Number	Reverse Last Value	7 000	5 924	B			7 000	5 924	B
TL33	Financial Services	Provide free basic sanitation to indigent households as at 30 June 2023	Number of indigent households provided with free basic sanitation services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	MUN837 report from the Promun financial system	7 000	Number	Reverse Last Value	7 000	5 823	B			7 000	5 823	B
TL34	Financial Services	Provide free basic refuse removal to indigent households as at 30 June 2023	Number of indigent households provided with free basic refuse removal services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	MUN837 report from the Promun financial system	7 000	Number	Reverse Last Value	7 000	5 826	B			7 000	5 826	B
TL40	Office of the Municipal Manager	The percentage of the municipal capital budget spent on projects as at 30 June 2023 {(Actual amount spent on capital projects excluding orders/Total amount budgeted for capital projects) x 100}	Percentage (%) of capital budget spent	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Monthly section 71 reports submitted and annual financial statements	90%	Percentage	Last Value	0%	7.16%	B			0%	7.16%	B

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Types	Calculation Type	Quarter ending September 2022		R	Overall Performance for Quarter ending September 2022 to Quarter ending September 2022				
									Target	Actual		Performance Comment	Corrective Measures	Target	Actual	R
TL52	Engineering Services	Spend 95% of the capital budgeted amount for construction of reservoir at Robertson Heights by 30 June 2023 (Total actual expenditure for the project/Total amount budgeted for the project) x 100	Percentage (%) of the budget spent	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Monthly capital expenditure report	95%	Percentage	Last Value	0%	0%	N/A			0%	0%	N/A
TL53	Community Services	Spend 95% of the total amount budgeted for the resurface of the netball courts by 30 June 2023 {(Total actual expenditure for the project/Total amount budgeted for the project) x 100	Percentage (%) of the approved capital budget spent	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Monthly capital expenditure report	95%	Percentage	Last Value	0%	0%	N/A			0%	0%	N/A

Summary of Results: SO2: Basic Service Delivery:
Maintain infrastructure to provide basic services to all citizens

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%	1
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	2
G	KPI Met	Actual meets Target (Actual/Target = 100%)	0
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	4
B	KPI Extremely Well Met	150.000% <= Actual/Target	10
	Total KPIs:		23

SO3: Local Economic Development: Create an enabling environment for economic growth and decent employment

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Type	Calculation Type	Quarter ending September 2022		Overall Performance for Quarter ending September 2022 to Quarter ending September 2022					
									Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL42	Strategy & Social Development	Create job opportunities through the Expanded Public Works Programme (EPWP) by 30 June 2023	Number of job opportunities created through EPWP	SO3: Local Economic Development: Create an enabling environment for economic growth and decent employment	Signed appointment contracts	400	Number	Accumulative	150	329	B			150	329	B
TL46	Strategy & Social Development	Develop a Local Economic Development Strategy and submit to Council for approval by 31 March 2023	Developed Strategy submitted for approval	SO3: Local Economic Development: Create an enabling environment for economic growth and decent employment	Strategy and minutes of the Council meeting during which the document was discussed	1	Number	Last Value	0	0	N/A			0	0	N/A
TL47	Strategy & Social Development	Sign service level agreements (SLA's) with 3 Local Tourism Associations (LTA's) for their annual tourism operational expenditure by 30 September 2022	Number of signed service level agreements (SLA's)	SO3: Local Economic Development: Create an enabling environment for economic growth and decent employment	Signed service level agreements (SLA's)	3	Number	Accumulative	3	1	R	Audited Annual financial statements were not provided within the required period	The municipality will sign services level of agreement with the remaining Local Tourism Association once audited financial statements are submitted	3	1	R
TL50	Strategy & Social Development	Complete the upgrade of the informal trading areas in Bonnievale and Montagu by 30 June 2023	Number of upgrades completed	SO3: Local Economic Development: Create an enabling environment for economic growth and decent employment	Completion certificate	0	Number	Accumulative	0	0	N/A			0	0	N/A

Summary of Results: SO3: Local Economic Development: Create an enabling environment for economic growth and decent employment

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	2
R	KPI Not Met	0% <= Actual/Target <= 74.999%	1
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	0
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	1
	Total KPIs:		4

SO4: An efficient, effective, responsive and accountable administration

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Type	Calculation Type	Quarter ending September 2022		Overall Performance for Quarter ending September 2022 to Quarter ending September 2022					
									Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL2	Community Services	Develop a preventative maintenance plan for community facilities and submit to Council for approval by 30 November 2022	Maintenance plan developed and submitted for approval	SO4: An efficient, effective, responsive and accountable administration	Maintenance Plan and the minutes of the Council meeting during which the document was discussed	0	Number	Last Value	0	0	N/A			0	0	N/A

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Type	Calculation Type	Quarter ending September 2022			Overall Performance for Quarter ending September 2022 to Quarter ending September 2022				
									Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL6	Corporate Services	Percentage of municipality's training budget actually spent on implementing its workplace skills plan measured as at 30 June 2023 ((Total Actual Training Expenditure/Total training Budget)x100	Percentage (%) of municipality's training budget actually spent	SO4: An efficient, effective, responsive and accountable administration	PROMUN financial system Annual Budget Variance report (Refer to Promun skills levy vote number)	1%	Percentage	Last Value	0%	0%	N/A			0%	0%	N/A
TL7	Corporate Services	Limit vacancy rate to 15% of budgeted posts by 30 June 2023 [(Number of funded posts vacant/ budgeted posts)x100)	Percentage (%) of vacancy rate	SO4: An efficient, effective, responsive and accountable administration	Advertisement Process Excel Sheet	0%	Percentage	Reverse Last Value	15%	12.93%	B			15%	12.93%	B
TL8	Corporate Services	Number of people from the EE target groups employed by 30 June 2023 in the 3 highest levels of management in compliance with the approved EE plan	Number of people from the EE target groups employed in the highest 3 levels of management by 30 June 2023	SO4: An efficient, effective, responsive and accountable administration	Appointment letter and approval dates for the filling of the vacancy	1	Number	Last Value	0	0	N/A			0	0	N/A
TL9	Corporate Services	Develop a preventative maintenance plan for all administrative offices and submit to Council for approval by 30 November 2022	Plan developed and submitted for approval	SO4: An efficient, effective, responsive and accountable administration	Maintenance Plan and the minutes of the Council meeting during which the document was discussed	0	Number	Last Value	0	0	N/A			0	0	N/A

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Type	Calculation Type	Quarter ending September 2022			Overall Performance for Quarter ending September 2022 to Quarter ending September 2022				
									Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL12	Corporate Services	Review staff establishment and submit to Council for approval by 31 January 2023	Reviewed staff establishment submitted for approval	SO4: An efficient, effective, responsive and accountable administration	Reviewed staff establishment and Minutes of the Council meeting during which the document was discussed	0	Number	Last Value	0	0	N/A			0	0	N/A
TL13	Corporate Services	Develop an HR Strategy and submit to Council for approval by 31 March 2023	Strategy developed and submitted for approval	SO4: An efficient, effective, responsive and accountable administration	HR Strategy and Minutes of the Council meeting during which the document was discussed	0	Number	Last Value	0	0	N/A			0	0	N/A
TL17	Engineering Services	Develop a Municipal Spatial Development Framework (SDF) and submit to Council for approval by 31 March 2023	Spatial Development Framework developed and submitted for approval	SO4: An efficient, effective, responsive and accountable administration	Approved SDF and Council meeting minutes where SDF was discussed	0	Number	Last Value	0	0	N/A			0	0	N/A
TL23	Engineering Services	Develop preventative maintenance plans for water, electricity, sanitation and solid waste and submit to Council for approval by 30 November 2022	Number of plans developed and submitted for approval	SO4: An efficient, effective, responsive and accountable administration	Maintenance plans and minutes of the Council meeting during which the plans were discussed	0	Number	Accumulative	0	0	N/A			0	0	N/A
TL24	Engineering Services	Review Streets By-law and Solid Waste Management By-law and submit to Council for approval by 30 June 2023	Number of By-laws reviewed and submitted for approval	SO4: An efficient, effective, responsive and accountable administration	Reviewed Streets By-law and Solid Waste Management By-law, minutes of the Council meeting during which the By-laws were discussed	0	Number	Accumulative	0	0	N/A			0	0	N/A

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Type	Calculation Type	Quarter ending September 2022		R	Overall Performance for Quarter ending September 2022 to Quarter ending September 2022				
									Target	Actual		Performance Comment	Corrective Measures	Target	Actual	R
TL26	Engineering Services	Purchase fleet for the municipality in terms of the approved budget by 30 June 2023	Number of vehicles purchased	SO4: An efficient, effective, responsive and accountable administration	Order and delivery note	0	Number	Accumulative	0	5	B			0	5	B
TL41	Office of the Municipal Manager	Develop a Risk Based Audit Plan and submit to the Audit Committee by 30 June 2023	Developed and submitted Plan	SO4: An efficient, effective, responsive and accountable administration	Submission of the Risk Based Audit Plan to MM and Minutes of Audit Committee meeting during which risk based audit plan was discussed	1	Number	Last Value	0	0	N/A			0	0	N/A
TL44	Strategy & Social Development	Submit the draft Annual Report to Council by 31 January 2023	Draft annual report submitted to Council by 31 January 2023	SO4: An efficient, effective, responsive and accountable administration	Draft Annual Report and Minutes of Council meeting during which report was discussed	1	Number	Last Value	0	0	N/A			0	0	N/A
TL45	Strategy & Social Development	Review the Communication Strategy and submit to Council for approval by 31 March 2023	Reviewed Strategy submitted for approval	SO4: An efficient, effective, responsive and accountable administration	Reviewed communication strategy and minutes of the Council meeting during which the document was discussed	1	Number	Last Value	0	0	N/A			0	0	N/A
TL48	Strategy & Social Development	Purchase three generators by 30 June 2023	Number of generators purchased	SO4: An efficient, effective, responsive and accountable administration	Order and delivery note	0	Number	Accumulative	0	0	N/A			0	0	N/A

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Type	Calculation Type	Quarter ending September 2022		R	Overall Performance for Quarter ending September 2022 to Quarter ending September 2022				
									Target	Actual		Performance Comment	Corrective Measures	Target	Actual	R
TL49	Strategy & Social Development	Spend 95% of the budget allocated to purchase security cameras by 30 June 2023 (Total actual expenditure for the project/Total amount budgeted for the project) x 100	Percentage (%) of the approved budget spent	SO4: An efficient, effective, responsive and accountable administration	Monthly capital expenditure report	95%	Percentage	Last Value	0%	0%	N/A			0%	0%	N/A
TL51	Strategy & Social Development	Spend 95% of the total amount budgeted to upgrade ICT infrastructure and General ICT needs by 30 June 2023 {(Actual expenditure/ Approved budget allocation) x 100}	Percentage (%) of the approved budget spent	SO4: An efficient, effective, responsive and accountable administration	Monthly capital expenditure report	95%	Percentage	Last Value	0%	12.91%	B			0%	12.91%	B

Summary of Results: SO4: An efficient, effective, responsive and accountable administration

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	14
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	0
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	3
	Total KPIs:		17

**SO5: Sound Financial Management: Adherence
to all laws and regulations applicable to LG**

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Type	Calculation Type	Quarter ending September 2022		Overall Performance for Quarter ending September 2022 to Quarter ending September 2022					
									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 2023 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / (Total Operating Revenue - Operating Conditional Grant)	Percentage (%) of debt coverage	SO5: Sound Financial Management: Adherence to all laws and regulations applicable to LG	Annual financial statements	45%	Percentage	Last Value	0%	0%	N/A			0%	0%	N/A
TL36	Financial Services	Financial viability measured in terms of the outstanding service debtors as at 30 June 2023 (Total outstanding service debtors, including property rates/revenue received for services, including property rates and rental from fixed assets) x 100)	Percentage (%) of outstanding service debtors	SO5: Sound Financial Management: Adherence to all laws and regulations applicable to LG	Annual financial statements	12%	Percentage	Last Value	0%	0%	N/A			0%	0%	N/A

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Type	Calculation Type	Quarter ending September 2022		R	Overall Performance for Quarter ending September 2022 to Quarter ending September 2022				
									Target	Actual		Performance Comment	Corrective Measures	Target	Actual	R
TL37	Financial Services	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2023 ((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 operational expenditure covered by available cash	SO5: Sound Financial Management: Adherence to all laws and regulations applicable to LG	Annual financial statements	2	Number	Last Value	2.20	6.08	B			2.20	6.08	B
TL38	Financial Services	Submit the Annual Financial Statements to the Auditor-General by 31 August 2022	Annual Financial Statements submitted to Auditor-General	SO5: Sound Financial Management: Adherence to all laws and regulations applicable to LG	Acknowledgement of receipt by Auditor General	1	Number	Last Value	1	1	G			1	1	G
TL39	Financial Services	Achieve a debtor payment percentage of 95% as at 30 June 2023 {(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off)/Billed Revenue} x 100}	Payment % achieved	SO5: Sound Financial Management: Adherence to all laws and regulations applicable to LG	Annual financial statements	95%	Percentage	Last Value	35%	105.19%	B			35%	105.19%	B

**Summary of Results: SO5: Sound Financial Management:
Adherence to all laws and regulations applicable to LG**

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	2
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	2
	Total KPIs:		5

**SO6: Effective stakeholder
engagements to promote civic
education**

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Type	Calculation Type	Quarter ending September 2022		Overall Performance for Quarter ending September 2022 to Quarter ending September 2022					
									Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL10	Corporate Services	Develop a Safety and Security Plan and submit to Council for approval by 30 September 2022	Plan developed and submitted for approval	SO6: Effective stakeholder engagements to promote civic education	Safety and Security Plan and the minutes of the Council meeting during which the document was discussed	0	Number	Last Value	1	1	G			1	1	G

Internal Ref / Indicator Code	Responsible Directorate	KPI Name	Description of Unit of Measurement	Strategic Objective	Source of Evidence	Baseline	Target Type	Calculation Type	Quarter ending September 2022		R					
									Target	Actual		Performance Comment	Corrective Measures	Target	Actual	R
TL11	Corporate Services	Develop a Service Charter and submit to Council for approval by 31 March 2023	Service Charter developed and submitted for approval	SO6: Effective stakeholder engagements to promote civic education	Service Charter and Minutes of the Council meeting during which the document was discussed	0	Number	Last Value	0	0	N/A			0	0	N/A
TL43	Strategy & Social Development	Compile the 5th Generation IDP and submit to Council for consideration by 31 March 2023	IDP compiled and submitted for consideration	SO6: Effective stakeholder engagements to promote civic education	Draft IDP and Minutes of Council meeting during which IDP was discussed	1	Number	Last Value	0	0	N/A			0	0	N/A

Summary of Results: SO6: Effective stakeholder engagements to promote civic education

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	2
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:		3

Overall
Summary of
Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	26
R	KPI Not Met	0% <= Actual/Target <= 74.999%	2
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	2
G	KPI Met	Actual meets Target (Actual/Target = 100%)	2
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	4
B	KPI Extremely Well Met	150.000% <= Actual/Target	17
	Total KPIs:		53