

**2022/2023**

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**QUARTER 3**

# **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 THIRD 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 council on the implementation of the budget and the financial state of affairs of the municipality.

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

**Comments**

The relevant documentation will be provided separately for distribution to all Councillors.

**Recommendation**

That Council notes the contents of the report.

**NOTE:** The annexure was distributed as part of an addendum for the Council meeting of 25 April 2023 (pg. 03 – 08)

**This item served before an Ordinary Meeting of Council on 25 April 2023**  
**Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 25 April 2023**  
**Eenparig Besluit / Unanimously Resolved**

That Council notes the contents of the report.

## 2. Introduction

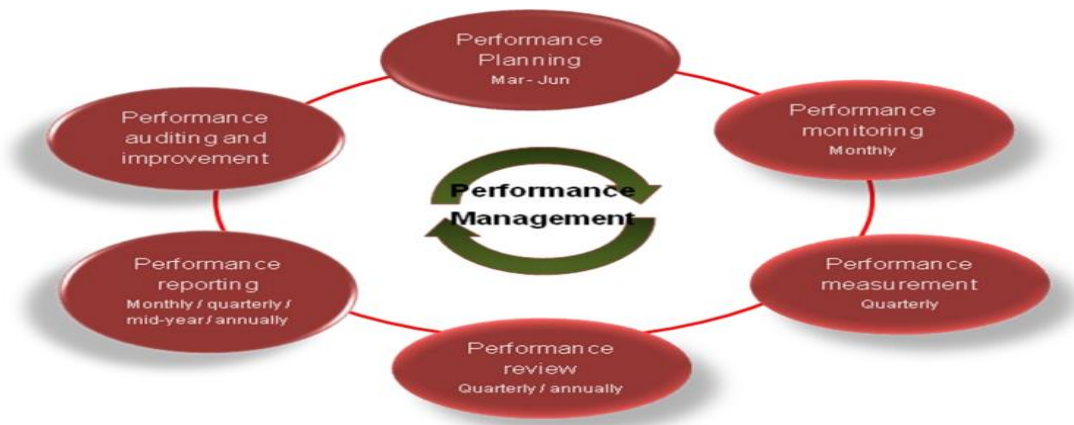
Performance management is a process which measures the implementation of the organisation's strategy. It is also a management tool to plan, monitor, measure and review performance indicators to ensure efficiency, effectiveness and the impact of services delivery by the municipality.

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.

In terms of the section 72 (1) (a) and 52 (d) of the Local Government Municipal Finance Management Act (MFMA), 56 of 2003 the accounting officer must by 25 January of each year assess the performance of the municipality during the first half of the financial year. A report on such assessment must in terms of section 72 (1) (b) of the MFMA be submitted to the Mayor, Provincial treasury and National treasury.

## 3. Performance management Analysis

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 performance management framework:



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.

#### **4. Implementation of performance management – Top layer SDBIP**

##### **4.1. 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.

##### **4.2. 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

##### **4.3. 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.

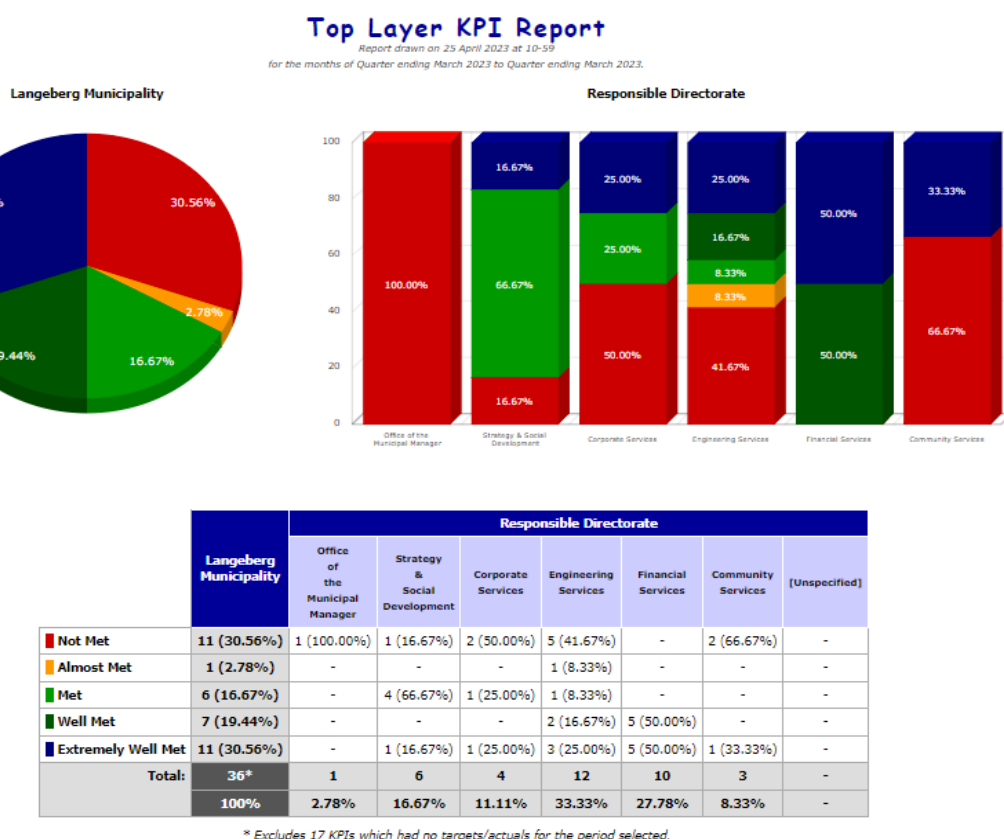
The municipal manager and his/her senior management team needs to implement the necessary systems and processes to provide the POE's for reporting and auditing.

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,

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

The table below illustrates the overall actual performance for quarter 3 (January- March 2023).



overall actual performance for quarter 3 (January- March 2023)

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

### **5.1. Summary of preliminary and unaudited performance per strategic objective**

Detailed above illustrate preliminary and unaudited Top layer SDBIP report for the third quarter (January- March 2023) 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 3 Top layer SDBIP (January –  
March 2023)**



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

**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.	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%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
	<b>Total KPIs:</b>		<b>1</b>

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

Internal Ref / Indicat or Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Target Type	Quarter ending March 2023					Overall Performance for Quarter ending March 2023 to Quarter ending March 2023		
									Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL3	Community Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Complete the construction of the boundary wall for the Van Zyl Street Sport Facility by 30 June 2023	Project completed by 30 June 2023	0	Completion certificate	Last Value	Number	0	0	N/A			0	0	N/A
TL4	Community Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	95%	Monthly capital expenditure report	Last Value	Percentage	60%	0.06%	R	Prior budget had a shortfall (hence award and the project could not commence on time) and more funds were requested through the adjustment budget. After the approval of the adjustment budget the site was handed over to the contractor on the 22nd of March 2023 for the Construction of Robertson Satellite Fire Station (contract awarded to The Construction Company). It is projected by the contractor that the project will be completed by the 29th of November 2023	Purchase orders are now being generated as the adjustment budget has been approved.  Requisition was loaded during the month of March 2023 on the 15th. Purchase order number A/ 170613 was generated on the 3rd of April 2023 for an amount of R4 372 305.66 and the contractor has commenced with the construction of Robertson Fire Station since from the beginning of April 2023	60%	0.06%	R
TL5	Community Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	95%	Monthly capital expenditure report	Last Value	Percentage	60%	96.43%	B			60%	96.43%	B
TL14	Engineering Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	7.50%	Electricity losses report generated from an Excel database maintained for the calculation of the electricity losses	Reverse Last Value	Percentage	7.50%	2.09%	B			7.50%	2.09%	B
TL15	Engineering Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	95%	Monthly Lab results	Last Value	Percentage	95%	96.67%	G2			95%	96.67%	G2
TL16	Engineering Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	15%	Water Losses Excel database maintained by the Manager: Civil Engineering Services	Reverse Last Value	Percentage	15%	12.87%	B			15%	12.87%	B

Internal Ref / Indicator Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Target Type	Quarter ending March 2023						Overall Performance for Quarter ending March 2023 to Quarter ending March 2023		
									Target	Actual	R	Performance Comment		Corrective Measures	Target	Actual	R
TL18	Engineering Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	75%	Monthly Lab results	Last Value	Percentage	80%	50,00%	R	There is a National shortage of chlorine gas. The delivery is not reliable and has a huge impact on tertiary treatment process.  Load shedding also has a negative impact due to dosing pumps that cannot operate.		Alternative chlorination (HTP tablets) is used which less effective. Resampling is done to ensure that the drinking water quality is within the specifications	80%	50,00%	R
TL19	Engineering Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	95%	Monthly capital expenditure report	Last Value	Percentage	60%	51.83%	O	T41/2022 was awarded, Contractor is on site and in process of construction		This is a multi year project and funding allocated for this financial year will be spent by end of June 2023.	60%	51.83%	O
TL20	Engineering Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	95%	Monthly capital expenditure report	Last Value	Percentage	60%	1.41%	R	Tender 01/2023 for the construction was advertised with a closing date of 24 March 2023. Tender currently in evaluation.		The loan funding for the rehabilitation of roads has not been paid over to the Municipality and will only be paid over in the new financial year when the construction will commence.	60%	1.41%	R
TL21	Engineering Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	95%	Monthly capital expenditure report	Last Value	Percentage	60%	30.34%	R	T15/2022 was awarded, The contract was terminated due to non performance.		Currently in process of awarding the contact to a new service provider in order to complete the project.	60%	30.34%	R
TL22	Engineering Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Complete the reconstruction of the MRF in Ashton by 30 June 2023	Project completed	0	Completion certificate	Last Value	Number	0	0	N/A				0	0	N/A
TL25	Engineering Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	95%	Monthly capital expenditure report	Last Value	Percentage	60%	21.60%	R	Underspending is due to the changes that needed to be performed in the adjustment budget		Adjustment budget has been approved and T84/2022 is currently in the process to be awarded.  Majority of the planned work will be executed in May and June 2023.  Large material was delivered to the Municipal stores and ready to be booked out.	60%	21.60%	R
TL27	Financial Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	15 000	MUN837 report from the Promun financial system	Last Value	Number	14 500	15 255	G2				14 500	15 255	G2
TL28	Financial Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	19 000	MUN837 report from the Promun financial system	Last Value	Number	16 800	18 120	G2				16 800	18 120	G2
TL29	Financial Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	15 000	MUN837 report from the Promun financial system	Last Value	Number	14 500	15 603	G2				14 500	15 603	G2
TL30	Financial Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	15 000	MUN837 report from the Promun financial system	Last Value	Number	14 500	15 630	G2				14 500	15 630	G2
TL31	Financial Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Provide free basic water to indigent households as at 30 June 2023	Number of indigent households provided with free basic water	7 000	MUN837 report from the Promun financial system	Reverse Last Value	Number	7 000	5 793	B				7 000	5 793	B
TL32	Financial Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Provide free basic electricity to indigent households as at 30 June 2023	Number of indigent households provided with free basic electricity	7 000	MUN837 report from the Promun financial system	Reverse Last Value	Number	7 000	5 791	B				7 000	5 791	B
TL33	Financial Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Provide free basic sanitation to indigent households as at 30 June 2023	Number of indigent households provided with free basic sanitation services	7 000	MUN837 report from the Promun financial system	Reverse Last Value	Number	7 000	5 800	B				7 000	5 800	B
TL34	Financial Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Provide free basic refuse removal to indigent households as at 30 June 2023	Number of indigent households provided with free basic refuse removal services	7 000	MUN837 report from the Promun financial system	Reverse Last Value	Number	7 000	5 807	B				7 000	5 807	B

Internal Ref / Indicat or Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Target Type	Quarter ending March 2023						Overall Performance for Quarter ending March 2023 to Quarter ending March 2023		
									Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R	
TL40	Office of the Municipal Manager	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	90%	Monthly section 71 reports submitted and annual financial statements	Last Value	Percentage	60%	33.28%	R	Total actual expenditure to date is 71% when the orders are included. The capital loan of R30 million for the rehabilitation of roads has not yet been received by the municipality and thus the municipality can not spend funds that are not yet available and not in the Municipality's bank account. Therefore it is prudent to exclude the loan funding that is not yet available when assessing the capital expenditure	CAPEX report is discussed at SMT meetings to monitor spending on capital projects.  The procurement plan is discussed at departmental meetings to minotor the achievement of project milestones.	60%	33.28%	R	
TL52	Engineering Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	95%	Monthly capital expenditure report	Last Value	Percentage	60%	75.95%	G2			60%	75.95%	G2	
TL53	Community Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	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	95%	Monthly capital expenditure report	Last Value	Percentage	60%	0%	R	Several defects were identified and completion certificate was not signed off. The contractor has not claimed any amount.	Review of the works that was concluded by contractor. Contractor in progress of securing smaller defects identified. A request to be submitted to MM. (recommended to only pay contractor for 3 courts resurfaced and use funding to correct 4th court via another contractor.)	60%	0%	R	
TL54	Engineering Services	SO2: Basic Service Delivery: Maintain infrastructure to provide basic services to all citizens	Spend 95% of the capital budget allocated to install sewer pipeline in Boekenhoutskloof 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	0%	Monthly capital expenditure report	Last Value	Percentage	60%	2.61%	R	Practical completion has been achieved on pipework. Pumps and motors installed. Minor snags to be repair	Invoices expected in April and May 2023. I minor saving is anticipated due to not requiring the utilisation of contingencies.	60%	2.61%	R	

**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.	2
R	KPI Not Met	0% <= Actual/Target <= 74.999%	8
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	1
G	KPI Met	Actual meets Target (Actual/Target = 100%)	0
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	6
B	KPI Extremely Well Met	150.000% <= Actual/Target	7
Total KPIs:			24

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

Internal Ref / Indicat or Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Target Type	Quarter ending March 2023						Overall Performance for Quarter ending March 2023 to Quarter ending March 2023		
									Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R	
TL42	Strategy & Social Development	SO3: Local Economic Development: Create an enabling environment for economic growth and decent employment	Create job opportunities through the Expanded Public Works Programme (EPWP) by 30 June 2023	Number of job opportunities created through EPWP	400	Signed appointment contracts	Accumulative	Number	150	264	B			150	264	B	
TL46	Strategy & Social Development	SO3: Local Economic Development: Create an enabling environment for economic growth and decent employment	Develop a Local Economic Development Strategy and submit to Council for approval by 31 March 2023	Developed Strategy submitted for approval	1	Strategy and minutes of the Council meeting during which the document was discussed	Last Value	Number	1	1	G			1	1	G	
TL47	Strategy & Social Development	SO3: Local Economic Development: Create an enabling environment for economic growth and decent employment	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)	3	Signed service level agreements (SLA's)	Accumulative	Number	0	0	N/A			0	0	N/A	
TL50	Strategy & Social Development	SO3: Local Economic Development: Create an enabling environment for economic growth and decent employment	Complete the upgrade of the informal trading areas in Bonnievale and Montagu by 30 June 2023	Number of upgrades completed	0	Completion certificate	Accumulative	Number	0	0	N/A			0	0	N/A	

Internal Ref / Indicator Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Target Type	Quarter ending March 2023					Overall Performance for Quarter ending March 2023 to Quarter ending March 2023		
									Target	Actual	R	Performance Comment		Corrective Measures		

**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%	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	1
Total KPIs:			4

**SO4: An efficient, effective, responsive and accountable administration**

Internal Ref / Indicator Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Target Type	Quarter ending March 2023					Overall Performance for Quarter ending March 2023 to Quarter ending March 2023		
									Target	Actual	R	Performance Comment		Corrective Measures		
TL2	Community Services	SO4: An efficient, effective, responsive and accountable administration	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	0	Maintenance Plan and the minutes of the Council meeting during which the document was discussed	Last Value	Number	0	0	N/A					N/A
TL6	Corporate Services	SO4: An efficient, effective, responsive and accountable administration	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	1%	PROMUN financial system Annual Budget Variance report (Refer to Promun skills levy vote number)	Last Value	Percentage	0%	0%	N/A					N/A
TL7	Corporate Services	SO4: An efficient, effective, responsive and accountable administration	Limit vacancy rate to 15% of budgeted posts by 30 June 2023 [(Number of funded posts vacant/ budgeted posts)x100]	Percentage (%) of vacancy rate	0%	Advertisement Process Excel Sheet	Reverse Last Value	Percentage	15%	5.40%	B					B
TL8	Corporate Services	SO4: An efficient, effective, responsive and accountable administration	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	1	Appointment letter and approval dates for the filling of the vacancy	Last Value	Number	0	0	N/A					N/A
TL9	Corporate Services	SO4: An efficient, effective, responsive and accountable administration	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	0	Maintenance Plan and the minutes of the Council meeting during which the document was discussed	Last Value	Number	0	0	N/A					N/A
TL12	Corporate Services	SO4: An efficient, effective, responsive and accountable administration	Review staff establishment and submit to Council for approval by 31 January 2023	Reviewed staff establishment submitted for approval	0	Reviewed staff establishment and Minutes of the Council meeting during which the document was discussed	Last Value	Number	1	0	R	The staff establishment was submitted with the 2023/2024 draft budget and related policies to Council on 28 March 2023.		The staff establishment was submitted with the 2023/2024 draft budget and related policies to Council on 28 March 2023.		R
TL13	Corporate Services	SO4: An efficient, effective, responsive and accountable administration	Develop an HR Strategy and submit to Council for approval by 31 March 2023	Strategy developed and submitted for approval	0	HR Strategy and Minutes of the Council meeting during which the document was discussed	Last Value	Number	1	0	R	The HR strategy and HR policies was referred to the LLF subcommittee for consideration on 29 March 2023. Due to certain challenges the meeting was rescheduled for 20 April 2023. Once the meeting take place the document will be submitted to Mayco and Council.		The HR strategy and HR policies was referred to the LLF subcommittee for consideration on 29 March 2023. Due to certain challenges the meeting was rescheduled for 20 April 2023. Once the meeting take place the document will be submitted to Mayco and Council.		R
TL17	Engineering Services	SO4: An efficient, effective, responsive and accountable administration	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	0	Approved SDF and Council meeting minutes where SDF was discussed	Last Value	Number	1	1	G					G
TL23	Engineering Services	SO4: An efficient, effective, responsive and accountable administration	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	0	Maintenance plans and minutes of the Council meeting during which the plans were discussed	Accumulative	Number	0	0	N/A					N/A
TL24	Engineering Services	SO4: An efficient, effective, responsive and accountable administration	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	0	Reviewed Streets By-law and Solid Waste Management By-law, minutes of the Council meeting during which the By-laws were discussed	Accumulative	Number	0	0	N/A					N/A
TL26	Engineering Services	SO4: An efficient, effective, responsive and accountable administration	Purchase fleet for the municipality in terms of the approved budget by 30 June 2023	Number of vehicles purchased	0	Order and delivery note	Accumulative	Number	0	13	B					B

Internal Ref / Indicat or Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Target Type	Quarter ending March 2023						Overall Performance for Quarter ending March 2023 to Quarter ending March 2023			
									Target	Actual	R	Performance Comment		Corrective Measures		Target	Actual	R
TL41	Office of the Municipal Manager	SO4: An efficient, effective, responsive and accountable administration	Develop a Risk Based Audit Plan and submit to the Audit Committee by 30 June 2023	Developed and submitted Plan	1	Submission of the Risk Based Audit Plan to MM and Minutes of Audit Committee meeting during which risk based audit plan was discussed	Last Value	Number	0	0	N/A					0	0	N/A
TL44	Strategy & Social Development	SO4: An efficient, effective, responsive and accountable administration	Submit the draft Annual Report to Council by 31 January 2023	Draft annual report submitted to Council by 31 January 2023	1	Draft Annual Report and Minutes of Council meeting during which report was discussed	Last Value	Number	1	1	G					1	1	G
TL45	Strategy & Social Development	SO4: An efficient, effective, responsive and accountable administration	Review the Communication Strategy and submit to Council for approval by 31 March 2023	Reviewed Strategy submitted for approval	1	Reviewed communication strategy and minutes of the Council meeting during which the document was discussed	Last Value	Number	1	1	G					1	1	G
TL48	Strategy & Social Development	SO4: An efficient, effective, responsive and accountable administration	Purchase three generators by 30 June 2023	Number of generators purchased	0	Order and delivery note	Accumulative	Number	0	0	N/A					0	0	N/A
TL51	Strategy & Social Development	SO4: An efficient, effective, responsive and accountable administration	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	95%	Monthly capital expenditure report	Last Value	Percentage	60%	22.55%	R	The orders were issued and the confirmed ETA date, May 2023		The orders were issued and the confirmed ETA date, May 2023		60%	22.55%	R

**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.	8
R	KPI Not Met	0% <= Actual/Target <= 74.999%	3
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	3
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	2
Total KPIs:			16

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

Internal Ref / Indicat or Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Target Type	Quarter ending March 2023						Overall Performance for Quarter ending March 2023 to Quarter ending March 2023			
									Target	Actual	R	Performance Comment		Corrective Measures		Target	Actual	R
TL35	Financial Services	SO5: Sound Financial Management: Adherence to all laws and regulations applicable to LG	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	45%	Annual financial statements	Last Value	Percentage	0%	0%	N/A					0%	0%	N/A
TL36	Financial Services	SO5: Sound Financial Management: Adherence to all laws and regulations applicable to LG	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	12%	Annual financial statements	Last Value	Percentage	0%	0%	N/A					0%	0%	N/A
TL37	Financial Services	SO5: Sound Financial Management: Adherence to all laws and regulations applicable to LG	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	2	Annual financial statements	Last Value	Number	2.20	5.92	B					2.20	5.92	B
TL38	Financial Services	SO5: Sound Financial Management: Adherence to all laws and regulations applicable to LG	Submit the Annual Financial Statements to the Auditor-General by 31 August 2022	Annual Financial Statements submitted to Auditor-General	1	Acknowledgement of receipt by Auditor General	Last Value	Number	0	0	N/A					0	0	N/A
TL39	Financial Services	SO5: Sound Financial Management: Adherence to all laws and regulations applicable to LG	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	95%	Annual financial statements	Last Value	Percentage	85%	94.17%	G2					85%	94.17%	G2

Internal Ref / Indicat or Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Target Type	Quarter ending March 2023					Overall Performance for Quarter ending March 2023 to Quarter ending March 2023		
									Target	Actual	R	Performance Comment		Corrective Measures		

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.	3
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	0
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	1
B	KPI Extremely Well Met	150.000% <= Actual/Target	1
	Total KPIs:		5

SO6: Effective stakeholder engagements to promote civic education

Internal Ref / Indicat or Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Target Type	Quarter ending March 2023					Overall Performance for Quarter ending March 2023 to Quarter ending March 2023		
									Target	Actual	R	Performance Comment		Corrective Measures		
TL10	Corporate Services	SO6: Effective stakeholder engagements to promote civic education	Develop a Safety and Security Plan and submit to Council for approval by 30 September 2022	Plan developed and submitted for approval	0	Safety and Security Plan and the minutes of the Council meeting during which the document was discussed	Last Value	Number	0	0	N/A					N/A
TL11	Corporate Services	SO6: Effective stakeholder engagements to promote civic education	Develop a Service Charter and submit to Council for approval by 31 March 2023	Service Charter developed and submitted for approval	0	Service Charter and Minutes of the Council meeting during which the document was discussed	Last Value	Number	1	1	G					G
TL43	Strategy & Social Development	SO6: Effective stakeholder engagements to promote civic education	Compile the 5th Generation IDP and submit to Council for consideration by 31 March 2023	IDP compiled and submitted for consideration	1	Draft IDP and Minutes of Council meeting during which IDP was discussed	Last Value	Number	1	1	G					G

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.	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%)	2
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.	17
R	KPI Not Met	0% <= Actual/Target <= 74.999%	11
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	1
G	KPI Met	Actual meets Target (Actual/Target = 100%)	6
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	7
B	KPI Extremely Well Met	150.000% <= Actual/Target	11
	Total KPIs:		53