

**2022/2023**

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**QUARTER 4**

# **TOP LEVEL SDBIP REPORTING**

**SERVICE DELIVERY AND BUDGET  
IMPLEMENTATION PLAN**

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**EXPENDITURE OF THE 2022/2023 BUDGET MEASURED BY THE TOP LEVEL SDBIP FOR THE FOURTH QUARTER (5/1/3) (DIRECTOR: STRATEGY AND SOCIAL DEVELOPMENT)****Purpose of report**

To submit a report to Council regarding the expenditure on the 2022/ 2023 budget for the fourth quarter as measured by 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.

The municipality is currently, in terms of section 126 (1) (a) of the MFMA, preparing the annual financial statements for the financial period ended 30 June 2023 and the financial information available is not a true reflection of the financial position of the municipality as a lot of year-end journals and processes must still be finalised which will influence the final financial results. This report represents the progress as at July 2023 with relation to the year-end finalisation of 30 June 2023

**Comments:**

The relevant documentation will be provided separately.

**Comments: Municipal Manager**

The recommendation to Council is supported.

**Recommendation**

That Council notes the contents of the report.

**This item served before a Statutory Meeting of Council on 25 July 2023**

**Hierdie item het gedien voor 'n Statutêre Vergadering van die Raad op 25 Julie 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 SDBIP 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.

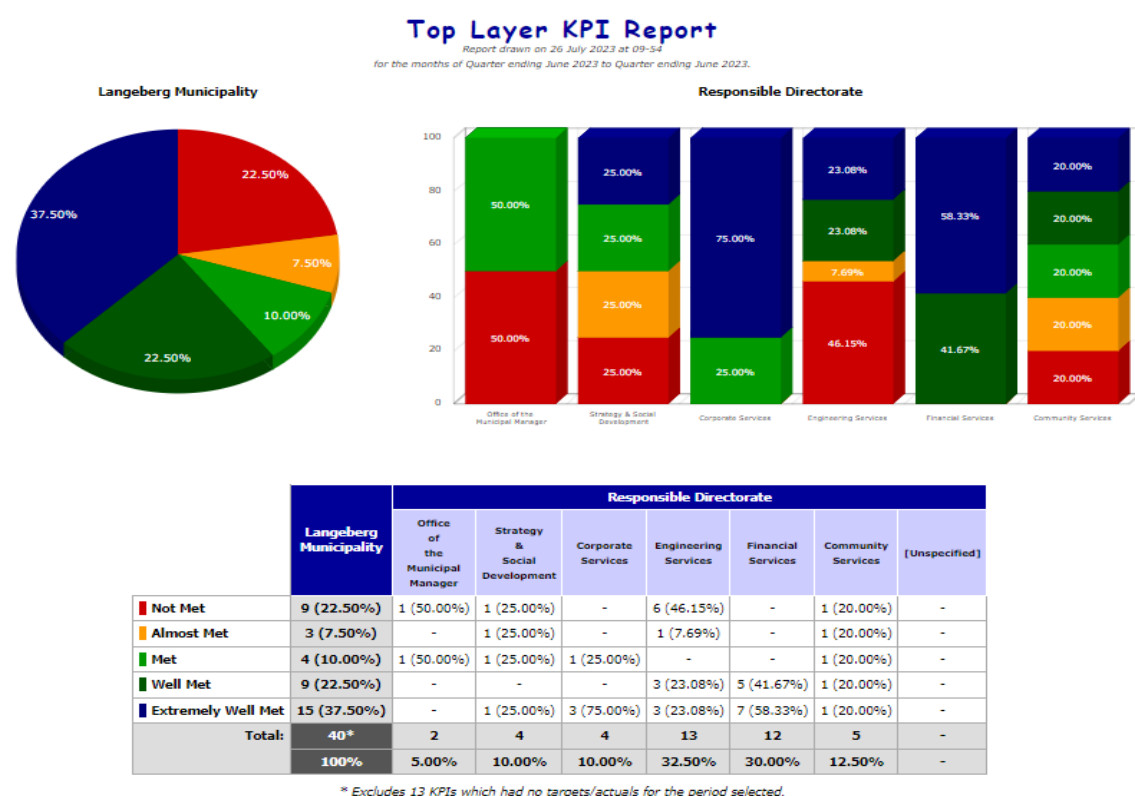
The municipal manager and his/her senior management team needs to implement the necessary systems and processes to provide the POE's for reporting and auditing.

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 4 (April- June 2023).



overall actual performance for quarter 4 (April- June 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 fourth quarter (April- June 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 4 Top layer SDBIP (April – June 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 / Indicator Code | Responsible Directorate | Strategic Objective   | KPI Name  | Description of Unit of Measurement | Baseline | Source of Evidence               | Calculation Type | Target Type | Quarter ending June 2023 |        |   |                     |  |                     | Overall Performance for Quarter ending June 2023 to Quarter ending June 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      | 112                      | 172    | B |                     |  |                     | 112  | 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 to provide basic services to all citizens**

| 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 June 2023 |        |    |   |  |  | Overall Performance for Quarter ending June 2023 to Quarter ending June 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      | 1                        | 1      | G  |   |  |  | 1  | 1      | G  |
| 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  | 95%                      | 39.58% | R  | Construction underway with claims due end June 2023   |  | Daily inspections and weekly meeting held between the management and contractor  | 95%  | 39.58% | 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  | 95%                      | 96.43% | G2 |   |  |  | 95%  | 96.43% | G2 |
| 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%                    | 3.93%  | B  |   |  |  | 7.50%  | 3.93%  | 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%                      | 100%   | G2 |   |  |  | 95%  | 100%   | 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%                      | 14.20% | B  |   |  |  | 15%  | 14.20% | B  |
| 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%                      | 42.34% | R  | There is a national shortage of chlorine gas. Due to this it was decided to prioritise the chlorination for drinking water quality. |  | Alternative chlorination (HTP tablets) is used which less effective and difficult to dose the correct amount. Alternative dosing system is currently being installed and tested.   | 80%  | 42.34% | 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  | 95%                      | 100%   | G2 |   |  |  | 95%  | 100%   | G2 |
| 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  | 95%                      | 1.58%  | R  | The final appointment of the contractor was made on 5 July 2023.<br><br>The funding from the external loan is not available yet.    |  | Funding allocation during the adjustment budget. The site handover meeting with the contractor is 26 July 2023. The contract will commence soon thereafter. The funding available on CRR will be utilised to start this project. | 95%  | 1.58%  | 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  | 95%                      | 36.25% | R  | The contract with the first contractor (Shar Civils) were terminated due to non performance. A new contractor had to be appointed.  |  | New contractor has been appointed to complete the project. The contractor is on site and in process to complete the project. Completion date is 17 October 2023  | 95%  | 36.25% | 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      | 1                        | 0      | R  | The project is scheduled for completion in September  |  | The project is scheduled for completion in September   | 1  | 0      | R  |

| 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 June 2023 |        |    |   |  | Overall Performance for Quarter ending June 2023 to Quarter ending June 2023 |        |    |
|-------------------------------|---------------------------------|--|---|--|----------|--|--------------------|-------------|--------------------------|--------|----|---|--|--|--------|----|
|                               |                                 |  |   |  |          |  |                    |             | Target                   | Actual | R  | Performance Comment   | Corrective Measures  | Target   | Actual | R  |
| 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  | 95%                      | 85.72% | O  | The expenditure shortfall is due to the TID Rollover project (T75/2022) that had to be re-advertised (T09/2023) and the capital could not be spent on replacing some of non-compliant prepaid meters.   | It was requested for the funding to be rolled over to the new financial year as the TID Rollover project will commence in August 2023. | 95%  | 85.72% | O  |
| 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                   | 15 062 | G2 |   |  | 14 500   | 15 062 | 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                   | 17 739 | G2 |   |  | 16 800   | 17 739 | 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                   | 15 201 | G2 |   |  | 14 500   | 15 201 | 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                   | 15 361 | G2 |   |  | 14 500   | 15 361 | 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                    | 6 034  | B  |   |  | 7 000  | 6 034  | 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                    | 6 040  | B  |   |  | 7 000  | 6 040  | 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                    | 6 033  | B  |   |  | 7 000  | 6 033  | 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                    | 6 043  | B  |   |  | 7 000  | 6 043  | B  |
| 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  | 95%                      | 64.97% | R  | The Municipality is currently, in terms of S 126 (1) (a) of the MFMA, preparing the annual financial statements for the financial period ended 30 June 2023 and the information available for June 2023 is not a true reflection of the financial position of the Municipality as a lot of year-end journals and processes must still be finalized which will influence the final financial results. This report represents the progress as at 14 July 2023 with relation to the year-end finalization of 30 June 2023. | The actual percentage is 86.59% including the outstanding orders.  | 95%  | 64.97% | 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  | 95%                      | 98.99% | G2 |   |  | 95%  | 98.99% | 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  | 95%                      | 90.05% | O  | Three ( 3) out of four ( 4) completed to date   | Fourth court corrective actions to be completed before end July 2023   | 95%  | 90.05% | O  |
| 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  | 95%                      | 36.75% | R  | This project is completed however there is a saving incurred. The expenditure is less than the available budget.  | The saving will be confirmed once a final CAPEX report is issued   | 95%  | 36.75% | 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. | 0  |
| R           | KPI Not Met            | 0% <= Actual/Target <= 74.999%                          | 7  |
| O           | KPI Almost Met         | 75.000% <= Actual/Target <= 99.999%                     | 2  |
| G           | KPI Met                | Actual meets Target (Actual/Target = 100%)              | 1  |
| G2          | KPI Well Met           | 100.001% <= Actual/Target <= 149.999%                   | 8  |
| B           | KPI Extremely Well Met | 150.000% <= Actual/Target                               | 6  |
| Total KPIs: |                        |   | 24 |

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

| 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 June 2023 |        |     |                     |  |                     | Overall Performance for Quarter ending June 2023 to Quarter ending June 2023 |        |        |
|-------------------------------|-------------------------------|---|---|--|----------|---|------------------|-------------|--------------------------|--------|-----|---------------------|--|---------------------|--|--------|--------|
|                               |                               |   |   |  |          |   |                  |             | Target                   | Actual | R   | Performance Comment |  | Corrective Measures |  | Target | Actual |
| 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      | 50                       | 199    | B   |                     |  | 50                  | 199  | 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      | 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 June 2023 |        |     |                     |  |                     | Overall Performance for Quarter ending June 2023 to Quarter ending June 2023 |        |     |
|-------------------------------|-------------------------------|---|---|---|----------|---|------------------|-------------|--------------------------|--------|-----|---------------------|--|---------------------|--|--------|-----|
|                               |                               |   |   |   |          |   |                  |             | Target                   | Actual | R   | Performance Comment |  | Corrective Measures | Target   | Actual | R   |
| 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      | 2                        | 2      | G   |                     |  |                     | 2  | 2      | G   |

**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 June 2023 |        |     |   |  |                     | Overall Performance for Quarter ending June 2023 to Quarter ending June 2023 |        |     |
|-------------------------------|---------------------------------|---|--|---|----------|---|--------------------|-------------|--------------------------|--------|-----|---|--|---------------------|--|--------|-----|
|                               |                                 |   |  |   |          |   |                    |             | Target                   | Actual | R   | Performance Comment   |  | Corrective Measures | Target   | Actual | R   |
| 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 |   |  |                     | 0  | 0      | 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  | 1%                       | 98.16% | B   |   |  |                     | 1%   | 98.16% | B   |
| 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%                      | 6.18%  | B   |   |  |                     | 15%  | 6.18%  | 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      | 1                        | 1      | G   |   |  |                     | 1  | 1      | G   |
| 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 |   |  |                     | 0  | 0      | 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      | 0                        | 1      | B   |   |  |                     | 0  | 1      | B   |
| 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      | 0                        | 0      | N/A |   |  |                     | 0  | 0      | N/A |
| 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      | 0                        | 0      | N/A |   |  |                     | 0  | 0      | N/A |
| 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 |   |  |                     | 0  | 0      | 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      | 2                        | 1      | R   | The review of the water, sewer, electricity, roads and stormwater by-laws has been completed.<br><br>Awaiting on advertising the document in the Government Gazette |  |                     | 2  | 1      | R   |
| 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      | 17                       | 41     | B   |   |  |                     | 17   | 41     | B   |
| 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      | 1                        | 1      | G   |   |  |                     | 1  | 1      | G   |
| 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      | 0                        | 0      | N/A |   |  |                     | 0  | 0      | N/A |
| 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      | 0                        | 0      | N/A |   |  |                     | 0  | 0      | N/A |
| 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      | 3                        | 0      | R   | Two generators were installed early in July 2023 and the third generator is expected to be installed by end of July 2023  |  |                     | 3  | 0      | R   |

| 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 June 2023 |        |   |                     |   | Overall Performance for Quarter ending June 2023 to Quarter ending June 2023 |        |   |
|-------------------------------|-------------------------------|---|---|---|----------|------------------------------------|------------------|-------------|--------------------------|--------|---|---------------------|---|--|--------|---|
|                               |                               |   |   |   |          |                                    |                  |             | Target                   | Actual | R | Performance Comment | Corrective Measures   | Target   | Actual | R |
| 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  | 95%                      | 92.71% | O |                     | <b>ICT infrastructure</b><br>A rollover will be applied for professional services fees and outstanding items<br><br><b>General ICT needs</b><br>UPS tender was cancelled as the appointed service provider could not provide the items as per tender specifications | 95%  | 92.71% | O |

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. | 7  |
| R           | KPI Not Met            | 0% <= Actual/Target <= 74.999%                          | 2  |
| O           | KPI Almost Met         | 75.000% <= Actual/Target <= 99.999%                     | 1  |
| G           | KPI Met                | Actual meets Target (Actual/Target = 100%)              | 2  |
| G2          | KPI Well Met           | 100.001% <= Actual/Target <= 149.999%                   | 0  |
| B           | KPI Extremely Well Met | 150.000% <= Actual/Target                               | 4  |
| Total KPIs: |                        |   | 16 |

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

| 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 June 2023 |        |     |                     |                     | Overall Performance for Quarter ending June 2023 to Quarter ending June 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                   | Reverse Last Value | Percentage  | 25%                      | 22.14% | B   |                     |                     | 25%  | 22.14% | B   |
| 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                   | Reverse Last Value | Percentage  | 12%                      | 11.94% | B   |                     |                     | 12%  | 11.94% | B   |
| 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                     | 9.68   | B   |                     |                     | 2.20   | 9.68   | 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  | 95%                      | 96%    | G2  |                     |                     | 95%  | 96%    | G2  |

| 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 June 2023 |        |   |                     |  | Overall Performance for Quarter ending June 2023 to Quarter ending June 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. |  | 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                               |  | 3 |
| Total KPIs: |                        |   |  | 5 |

SO6: Effective stakeholder engagements to promote civic education

| 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 June 2023 |        |     |                     |  | Overall Performance for Quarter ending June 2023 to Quarter ending June 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 |                     |  |  |  | 0 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      | 0                        | 0      | N/A |                     |  |  |  | 0 N/A |
| 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      | 0                        | 0      | N/A |                     |  |  |  | 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. |  | 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%                   |  | 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. |  | 13 |
| R           | KPI Not Met            | 0% <= Actual/Target <= 74.999%                          |  | 9  |
| O           | KPI Almost Met         | 75.000% <= Actual/Target <= 99.999%                     |  | 3  |
| G           | KPI Met                | Actual meets Target (Actual/Target = 100%)              |  | 4  |
| G2          | KPI Well Met           | 100.001% <= Actual/Target <= 149.999%                   |  | 9  |
| B           | KPI Extremely Well Met | 150.000% <= Actual/Target                               |  | 15 |
| Total KPIs: |                        |   |  | 53 |