LANGEBERG
MUNISIPALITEIT MUNICIPALITY MASIPALA

2023/2024

TOP LEVEL SDBIP REPORTING

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

QUARTER 4

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A4767

<u>EXPENDITURE ON 2023/2024 BUDGET MEASURED BY THE TOP LEVEL SDBIP FOR THE FOURTH QUARTER (5/1/3) DIRECTOR: ECONOMIC, SOCIAL AND INTEGRATED DEVELOPMENT SERVICES)</u>

<u>Purpose of the report</u>

To submit a report to council on the progress made on the implementation of 2023/2024 approved Budget as measured in the approved Top level SDBIP.

<u>Background</u>

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.

The municipality is currently preparing the annual financial statements for the financial period ending 30 June 2024, in accordance with section 126 (1) (a) of the MFMA. The financial information available at this time does not accurately reflect the municipality's financial position, as many year-end journals and processes are still being finalized, which will affect the final financial results. This report provides an update on the progress as of July 2024 regarding the year-end finalization for 30 June 2024.

<u>Comments:</u>

The relevant supporting documentation will be provided separately.

<u>Recommendation</u>

That Council notes the content of the report

<u>This item served before an Ordinary Meeting of Council on 31 July 2024</u>
<u>Hierdie item het gedien voor ‘n Gewone Vergadering van die Raad op 31 Julie 2024</u>
<u>Eenparig Besluit / Unanimously Resolved</u>

That Council notes the content 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.

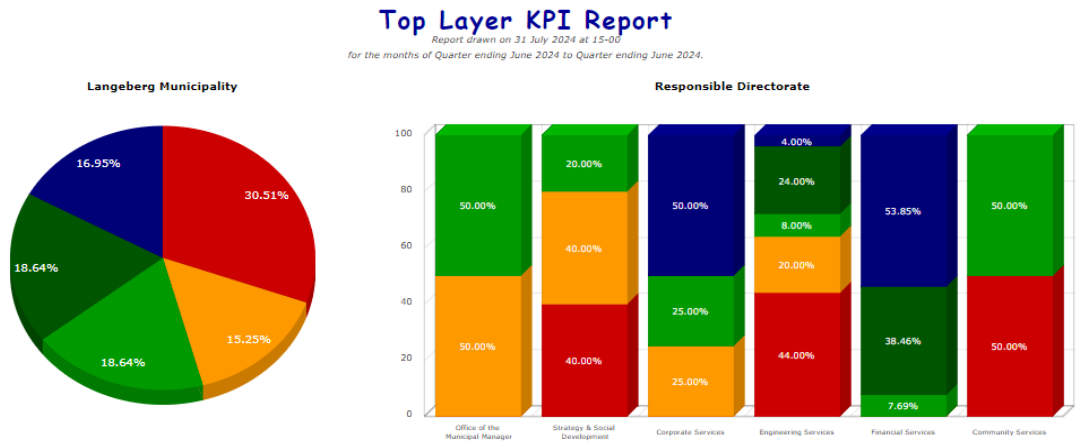
The municipal manager and his/her senior management team needs to implement the necessary systems and processes to provide the POE's for reporting and auditing.

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 2024).



	Langeberg Municipality	Responsible Directorate: Office of the Municipal Manager	Strategy & Social Development	Corporate Services	Engineering Services	Financial Services	Community Services	[Unspecified]
Not Met	18 (30.51%)	-	2 (40.00%)	-	11 (44.00%)	-	5 (50.00%)	-
Almost Met	9 (15.25%)	1 (50.00%)	2 (40.00%)	1 (25.00%)	5 (20.00%)	-	-	-
Met	11 (18.64%)	1 (50.00%)	1 (20.00%)	1 (25.00%)	2 (8.00%)	1 (7.69%)	5 (50.00%)	-
Well Met	11 (18.64%)	-	-	-	6 (24.00%)	5 (38.46%)	-	-
Extremely Well Met	10 (16.95%)	-	-	2 (50.00%)	1 (4.00%)	7 (53.85%)	-	-
Total:	59*	2	5	4	25	13	10	-
	100%	3.39%	8.47%	6.78%	42.37%	22.03%	16.95%	-

* Excludes 4 KPIs which had no targets/actuals for the period selected.

overall actual performance for the quarter 4 (April- June 2024)

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 2024) Top layer SDBIP report which measures the overall performance per strategic objective. 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 2023-2024 Annual Performance Report (as per section 46 (1)(b) of the Municipal systems) and it will be further incorporated as part of 2023-2024 Annual report. (as per section 46 (2) of the Municipal systems)

Annexure A: Quarter 4 Top layer SDBIP (April– June 2024)

Langeberg Municipality

SDBIP 2023/24: Top Layer KPI Report

SO1: Ensure efficient administration for good governance

Internal Ref / Indicator Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Responsible Owner	Source of Evidence	Calculation Type	Quarter ending June 2024					Overall Performance for Quarter ending June 2024 to Quarter ending June 2024		
								Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL11	Corporate Services	SO1: Ensure efficient administration for good governance	Percentage of municipality's training budget actually spent on implementing its workplace skills plan measured as at 30 June 2024	Percentage (%) of municipality's training budget actually spent	Director: Corporate Services	PROMUN financial system Annual Budget Variance report (Refer to Promun skills levy vote number)	Last Value	1%	0,99%	O	The training that was planned was done and the amount available was not sufficient to do any other training	The training that was planned was done and the amount available was not sufficient to do any other training	**1%**	**0,99%**	O
TL12	Corporate Services	SO1: Ensure efficient administration for good governance	Limit vacancy rate to 15% of budgeted posts by 30 June 2024	Percentage (%) of vacancy rate	Director: Corporate Services	Advertisement Process Excel Sheet	Reverse Last Value	15%	4,30%	B			**15%**	**4,30%**	B
TL13	Corporate Services	SO1: Ensure efficient administration for good governance	Number of people from the EE target groups employed by 30 June 2024 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 2024	Director: Corporate Services	Appointment letter and approval dates for the filling of the vacancy	Last Value	1	5	B			**1**	**5**	B
TL14	Corporate Services	SO1: Ensure efficient administration for good governance	Review the Organisational Structure and submit to Council for approval by 31 May 2024	Reviewed Structure submitted to Council for approval	Director: Corporate Services	Agenda of the Council meeting	Last Value	1	1	G			**1**	**1**	G
TL31	Engineering Services	SO1: Ensure efficient administration for good governance	Review the Zoning Scheme Regulations Bylaw and submit to Council for approval by 30 June 2024	Bylaw reviewed and submitted	Director: Engineering Services	Minutes of the Council Meeting	Last Value	1	1	G			**1**	**1**	G
TL43	Financial Services	SO1: Ensure efficient administration for good governance	Submit the Annual Financial Statements to the Auditor-General by 31 August 2023	Annual Financial Statements submitted to Auditor-General	Director: Financial Services	Proof of submisssion	Last Value	0	0	N/A			**0**	**0**	N/A
TL46	Financial Services	SO1: Ensure efficient administration for good governance	Limit misstatements in the Annual Financial Statements (No more than four (4) material findings)	No more than four (4) material misstatements as per Auditor General?'s audit report	Director: Financial Services	Auditor General audit report	Reverse Last Value	0	0	N/A			**0**	**0**	N/A
TL49	Office of the Municipal Manager	SO1: Ensure efficient administration for good governance	Develop a Risk Based Audit Plan and submit to the Audit Committee by 30 June 2024	Developed and submitted Plan	Municipal Manager	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	1	1	G			**1**	**1**	G
TL51	Strategy & Social Development	SO1: Ensure efficient administration for good governance	Submit reviewed IDP to Council by 31 May 2024	Reviewed IDP submitted to council	Director: Strategy & Social Development	Reviewed IDP and Minutes of Council meeting during which IDP was discussed	Last Value	1	1	G			**1**	**1**	G
TL52	Strategy & Social Development	SO1: Ensure efficient administration for good governance	Submit the draft Annual Report to Council by 31 January 2024	Draft annual report submitted to Council by 31 January 2024	Director: Strategy & Social Development	Draft Annual Report and Minutes of Council meeting during which report was discussed	Last Value	0	0	N/A			**0**	**0**	N/A

Summary of Results: SO1: Ensure efficient administration for good governance

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

SO2: Provide infrastructure for sustainable and affordable basic services

Internal Ref / Indicator Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Responsible Owner	Source of Evidence	Calculation Type	Quarter ending June 2024					Overall Performance for Quarter ending June 2024 to Quarter ending June 2024		
								Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL1	Community Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated to construct boundary wall at Van Zyl Street sportfield by 30 June 2024	Percentage (%) of the approved budget spent	Director: Community Services	Monthly capital expenditure report	Last Value	95%	67,23%	R	Material order by the supplier took longer than expected.	A request to rollover fund to the new financial year will be submitted	**95%**	**67,23%**	R
TL3	Community Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the capital budget allocated for the expansion of the silo cemetery in Ashton by 30 June 2024	Percentage (%) of the approved budget spent	Director: Community Services	Monthly capital expenditure report	Last Value	95%	0%	R	Supplier cancel the contract due to material price increases.	A request to rollover fund to the new financial year will be submitted Tender was readvertised and awarded to the new supplier.	**95%**	**0%**	R
TL4	Community Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated for the replacement of the Dirkie Uys Swimming Pool pipe system by 30 June 2024	Percentage (%) of the approved budget spent	Director: Community Services	Monthly capital expenditure report	Last Value	95%	0%	R	Time frames not met	A request to rollover fund to the new financial year will be submitted Project currently under construction to complete by end of July 2024	**95%**	**0%**	R
TL5	Community Services	SO2: Provide infrastructure for sustainable and affordable basic services	Complete the refurbishment of the Callie De Wet Hall by 30 June 2024	Project completed	Director: Community Services	Practical completion certificate	Last Value	1	1	G			**1**	**1**	G
TL6	Community Services	SO2: Provide infrastructure for sustainable and affordable basic services	Complete the refurbishment of the Robertson Civic Roof by 30 June 2024	Project completed	Director: Community Services	Practical completion certificate	Last Value	1	1	G			**1**	**1**	G

TL8	Community Services	SO2: Provide infrastructure for sustainable and affordable basic services	Complete the construction of the Happy Valley boundary walls on the front side by 30 June 2024	Project completed	Director: Community Services	Practical completion certificate	Last Value	1	1	G			1	1	G
TL9	Community Services	SO2: Provide infrastructure for sustainable and affordable basic services	Complete the upgrade of the Happy Valley Sportfields lights by 30 June 2024	Project completed	Director: Community Services	Practical completion certificate	Last Value	1	1	G			1	1	G
TL15	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Limit unaccounted electricity to less than 7.5% as at 30 June 2024	Percentage (%) unaccounted electricity captured in the report	Director: Engineering Services	Electricity losses report generated from an Excel database maintained for the calculation of the electricity losses	Reverse Last Value	7,50%	5,76%	B			7,50%	5,76%	B
TL16	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	95% of Water samples comply with SANS241 micro biological indicators on a monthly basis	Percentage (%) compliance of samples tested	Director: Engineering Services	Monthly Lab results	Last Value	95%	96,67%	G2			95%	96,67%	G2
TL17	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Limit unaccounted water to less than 15% as at 30 June 2024	Percentage (%) of unaccounted water captured in the report	Director: Engineering Services	Water Losses Excel database maintained by the Manager: Civil Engineering Services	Reverse Last Value	15%	18,70%	R	Water loss figure are calculated as an average over a year period. There was lower than usual water sales between July and October 2023. This has been resolved. Also there were water quality issues in Robertson and Montagu between September and December 2023 that required additional backwashing and flushing of the system	A meter audit is planned for the large users and some of the meters of the large users will be replaced during 2024/25. Meter replacement is also done during the year where faulty meters are identified. Additional funding is required to replace old asbestos pipelines. Funding is allocated on the 2024/25 capital budget to replace the main feeder pipe in Bonnievale to Uitzig and Lactalis	15%	18,70%	R
TL18	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	80% of Effluent samples comply with permit values on a monthly basis	Percentage (%) compliance of samples	Director: Engineering Services	Monthly Lab results	Last Value	80%	72,92%	O	Chemical breakdowns on the processes e.g. Pumps that broke has an impact on the quality of the affluent	Emergency repairs is in place via deviation process. A 3 year tender will be done in the new FY for the maintenance on pump and all treatment units	80%	72,92%	O
TL19	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated to purchase generators for WTW,WWTW and pumps by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	32,49%	R	T50/2023 was awarded and generators for ICT was installed. The generators for Civil Services are on order and awaiting delivery.	Funding to be rolled over to complete this project.	95%	32,49%	R
TL20	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated to replace waterpipe in Jasmyn Street by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	76,83%	O	Due to rain and other delays the project was not completed by the end of June 2024.	Works to be completed in July 2024	95%	76,83%	O
TL21	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated to upgrade Robertson WWTW by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	98,73%	G2			95%	98,73%	G2
TL22	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Complete the construction of the material recovery facility by 30 June 2024	Project completed	Director: Engineering Services	Practical completion certificate	Last Value	1	1	G			1	1	G
TL23	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated for rehablitation of roads in all 5 towns by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	87,32%	O	Project is planned to be completed by end of September 2024 as per tender document	Roll over application will be submitted to finance and the Manager will closely monitor project in the New FY	95%	87,32%	O
TL24	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated to upgrade weir diversion in Nkqubela by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	19,25%	R	The services provider was appointed in April 2024. Service provider is currently on site and the project will be completed in September 2024	Roll over application will be submitted to finance and the Manager will closely monitor project in the New FY	95%	19,25%	R
TL25	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated to upgrade bus route in Nkqubela by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	81,19%	O	Project was completed	Savings have been incurred on the remaining funds	95%	81,19%	O
TL26	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated for electrification by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	35,34%	R	ASLA is responsible for the UISP in Boekenhoutskloof , project delayed and had an impact on the electrification of the units . The project estimation completion date is December 2024 subject to ASLA construction	Roll over application will be submitted to finance and the Manager will closely monitor project in the New FY	95%	35,34%	R
TL27	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated for replacement and repair of electricity networks by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	57,48%	R	The project to replace Copper overhead lines with Aluminium to reduce theft is still underway. There were delays because network outages could not be planned because of the agricultural peak season which delayed the entire project.	Roll over application will be submitted to finance and the Manager will closely monitor project in the New FY	95%	57,48%	R
TL28	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated for replacement of electricity meters by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	107,28%	G2			95%	107,28%	G2
TL29	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated to replace 66Kv transformers at Robertsons main substation by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	0%	R	A contractor was appointed however the funds were insufficient to complete the project	Roll over application will be submitted to finance and the Manager will closely monitor project in the New FY	95%	0%	R
TL30	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated to purchase skips for transfer stations by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	99,99%	G2			95%	99,99%	G2
TL32	Financial Services	SO2: Provide infrastructure for sustainable and affordable basic services	Provide water to the formal residential properties that are connected to the municipal water infrastructure network as at 30 June 2024	Number of formal residential properties connected to the water infrastructure network and provided with water	Director: Financial Services	MUN837 report from the Promun financial system	Last Value	14 500	14 830	G2			14 500	14 830	G2
TL33	Financial Services	SO2: Provide infrastructure for sustainable and affordable basic services	Provide electricity to the formal residential properties connected to the municipal electrical infrastructure network as at 30 June 2024	Number of formal residential properties connected to the electrical infrastructure network and provided with electricity	Director: Financial Services	MUN837 report from the Promun financial system	Last Value	16 800	18 398	G2			16 800	18 398	G2

TL34	Financial Services	SO2: Provide infrastructure for sustainable and affordable basic services	Provide waste water services (sanitation/sewerage) to the formal residential properties connected to the municipal waste water network service as at 30 June 2024, 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	Director: Financial Services	MUN837 report from the Promun financial system	Last Value	14 500	15 418	G2			**14 500**	**15 418**	G2
TL35	Financial Services	SO2: Provide infrastructure for sustainable and affordable basic services	Provide refuse removal once per week to formal residential properties which are billed for refuse removal as at 30 June 2024	Number of residential properties which are billed for refuse removal	Director: Financial Services	MUN837 report from the Promun financial system	Last Value	14 500	16 085	G2			**14 500**	**16 085**	G2
TL36	Financial Services	SO2: Provide infrastructure for sustainable and affordable basic services	Provide free basic water to indigent households as at 30 June 2024	Number of indigent households provided with free basic water	Director: Financial Services	MUN837 report from the Promun financial system	Reverse Last Value	7 000	6 234	B			**7 000**	**6 234**	B
TL37	Financial Services	SO2: Provide infrastructure for sustainable and affordable basic services	Provide free basic electricity to indigent households as at 30 June 2024	Number of indigent households provided with free basic electricity	Director: Financial Services	MUN837 report from the Promun financial system	Reverse Last Value	7 000	6 180	B			**7 000**	**6 180**	B
TL38	Financial Services	SO2: Provide infrastructure for sustainable and affordable basic services	Provide free basic sanitation to indigent households as at 30 June 2024	Number of indigent households provided with free basic sanitation services	Director: Financial Services	MUN837 report from the Promun financial system	Reverse Last Value	7 000	6 091	B			**7 000**	**6 091**	B
TL39	Financial Services	SO2: Provide infrastructure for sustainable and affordable basic services	Provide free basic refuse removal to indigent households as at 30 June 2024	Number of indigent households provided with free basic refuse removal services	Director: Financial Services	MUN837 report from the Promun financial system	Reverse Last Value	7 000	6 219	B			**7 000**	**6 219**	B
TL54	Strategy & Social Development	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated to upgrade ICT infrastructure and general ICT needs by 30 June 2024	Percentage (%) of the approved budget spent	Director: Strategy & Social Development	Monthly capital expenditure report	Last Value	95%	81,14%	O	Tender 49 - General ICT needs all items delivered. Tender 48 - 3 outstanding items due to Global supply chain shortcomings.Tender 10 - Came in lower than the Original Equipment Manufacturer market Price (OEM) and thus created a saving against these votes	Roll over was requested for the outstanding items. Going forward ICT manager will ensure that Tender processes will start in the beginning of the FY	**95%**	**81,14%**	O
TL55	Strategy & Social Development	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated to purchase generators and equipment 30 June 2024	Percentage (%) of the approved budget spent	Director: Strategy & Social Development	Monthly capital expenditure report	Last Value	95%	80,72%	O	Tender 50 was delayed due to specifications that were not finalised , and amended had to be issued. All 4 generators for ICT department were supplied, delivered and installed . Outstanding is remote monitoring unit at all sites and exhaust pipe extension at Bonnievale and Montagu for environmental compliances	Roll over was requested and approved.	**95%**	**80,72%**	O
TL57	Community Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated to upgrade parks by 30 June 2024	Percentage (%) of the approved budget spent	Director: Community Services	Monthly capital expenditure report	Last Value	95%	0%	R	Supplier indicated not accredited to buy directly from the manufacturer hence cost more.	A request to rollover funds to the new financial year will be submitted Alternative supplier be appointed.	**95%**	**0%**	R
TL58	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated for the replacement of Breede river pumps by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	48,50%	R	Work done on this project was incorrectly allocated against the Ashton train bridge pumpstation. Journals will be made to correct this error. Contractor on site will be completed end o August 2024	Contractor is currently on site and the project will be completed by August 2024 Roll over application will be submitted	**95%**	**48,50%**	R
TL59	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated to repair McGregor sewer plant by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	96,02%	G2			**95%**	**96,02%**	G2
TL60	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated for the replacement of pumpstation in Montagu by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	18,44%	R	The project is part of the flood damage. Funds were only received in February 2024 whereafter the procurement process started. The project is currently in progress and expected time of completion September 2024	Roll over was submitted and the manager will closely monitor the project	**95%**	**18,44%**	R
TL61	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated for the replacement of Ashton train bridge pumpstation and fencing by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	64,31%	R	Tender completed , journals corrections needs to be made as funds were incorrectly paid from another vote.	The saving incurred on this project will be rolled over to the Breederiver pumpstation	**95%**	**64,31%**	R
TL62	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated for the installation of new telemetry system at Bonnievale sewerage pumpstation by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	92,10%	O	Project was completed	A saving has been incurred	**95%**	**92,10%**	O
TL63	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated for the installation of high mast lighting by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	0%	R	The grant funding came in too late and permission was granted for this project to roll over to the 2024/2025 budget.	New Allocation for Langeberg LM High Mast Lighting Project: Grant Funding Rollover - supported by Western Cape Government. VE Reticulation was appointed as the Contractor.	**95%**	**0%**	R
TL64	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 95% of the budget allocated for the replacement and repair of streetlights by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	95%	99,65%	G2			**95%**	**99,65%**	G2
TL65	Engineering Services	SO2: Provide infrastructure for sustainable and affordable basic services	Spend 60% of the budget allocated to repair flood damaged road and stormwater infrastructure in Montagu by 30 June 2024	Percentage (%) of the approved budget spent	Director: Engineering Services	Monthly capital expenditure report	Last Value	60%	35,59%	R	Disaster funding received in February 2024 however, bulk of the work was completed against the OPEX budget . The remaining funds will be rolled over to the existing road project in the new budget .	Roll over application to Finance and to National disaster to obtain permission to use the funds on the roads will be submitted	**60%**	**35,59%**	R

Summary of Results: SO2: Provide infrastructure for sustainable and affordable basic services

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%	15
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	7
G	KPI Met	Actual meets Target (Actual/Target = 100%)	5
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	10
B	KPI Extremely Well Met	150.000% <= Actual/Target	5
	Total KPIs:		42

SO3:Promote a safe and secure environment

Internal Ref / Indicator Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Responsible Owner	Source of Evidence	Calculation Type	Quarter ending June 2024					Overall Performance for Quarter ending June 2024 to Quarter ending June 2024		
								Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL2	Community Services	SO3:Promote a safe and secure environment	Complete the construction of the Robertson Firestation by 30 June 2024	Project completed	Director: Community Services	Practical completion certificate	Last Value	1	1	G			1	1	G
TL56	Community Services	SO3:Promote a safe and secure environment	Spend 95% of the budget allocated to install smoke alarms by 30 June 2024	Percentage (%) of the approved budget spent	Director: Community Services	Monthly capital expenditure report	Last Value	95%	0%	R	Supplier expressed delays encountered with manufacturer.	A request to rollover fund to the new financial year will be submitted	95%	0%	R

Summary of Results: SO3:Promote a safe and secure environment

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

SO4: Promote and facilitate investment and local economic development

Internal Ref / Indicator Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Responsible Owner	Source of Evidence	Calculation Type	Quarter ending June 2024					Overall Performance for Quarter ending June 2024 to Quarter ending June 2024		
								Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL50	Strategy & Social Development	SO4: Promote and facilitate investment and local economic development	Create job opportunities through the Expanded Public Works Programme (EPWP) by 30 June 2024	Number of job opportunities created through EPWP	Director: Strategy & Social Development	Signed appointment contracts	Accumulative	50	26	R	Contracts are created for a period of 12 month either paid from EPWP fund or Line department . The target was incorrectly set for the 4th quarter	In the new financial year the targets will be aligned with the approved business plan and will be verified monthly with Human resources to fill vacancies as soon as possible	50	26	R
TL53	Strategy & Social Development	SO4: Promote and facilitate investment and local economic development	Complete the upgrade of the informal trading areas in Robertson by 30 June 2024	Number of upgrades completed	Director: Strategy & Social Development	Practical completion certificate	Last Value	1	0	R	The tender 44 was awarded in February 2024. Issues with the guarantee resulted in the contractor only coming on site in April 2024. Invoices were submitted in April , May and June 2024	Roll over was requested and approved , the Manager LED will be responsible for closely monitoring the outstanding work against the BOQ to ensure the project is completed by September 2024	1	0	R

Summary of Results: SO4: Promote and facilitate investment and local economic development

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%	2
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:		2

SO5: Provide sustainable financial management

Internal Ref / Indicator Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Responsible Owner	Source of Evidence	Calculation Type	Quarter ending June 2024					Overall Performance for Quarter ending June 2024 to Quarter ending June 2024		
								Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL40	Financial Services	SO5: Provide sustainable financial management	Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June 2024	Percentage (%) of debt coverage	Director: Financial Services	Annual financial statements	Reverse Last Value	25%	5,45%	B			25%	5,45%	B
TL41	Financial Services	SO5: Provide sustainable financial management	Financial viability measured in terms of the outstanding service debtors as at 30 June 2024	Percentage (%) of outstanding service debtors	Director: Financial Services	Annual financial statements	Reverse Last Value	12%	9,58%	B			12%	9,58%	B
TL42	Financial Services	SO5: Provide sustainable financial management	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2024	Number of months operational expenditure covered by available cash	Director: Financial Services	Annual financial statements	Last Value	2,2	7,4	B			2,2	7,4	B
TL44	Financial Services	SO5: Provide sustainable financial management	Achieve a debtor payment percentage of 95% as at 30 June 2024	Payment % achieved	Director: Financial Services	Annual financial statements	Last Value	95%	95,88%	G2			95%	95,88%	G2
TL45	Financial Services	SO5: Provide sustainable financial management	Maintain the asset register in terms of GRAP standards (No more than four (4) material findings)	No more than four (4) material findings in the external Audit report on non-compliance with GRAP	Director: Financial Services	Auditor General audit report	Reverse Last Value	0	0	N/A			0	0	N/A

Internal Ref / Indicator Code	Responsible Directorate	Strategic Objective	KPI Name	Description of Unit of Measurement	Responsible Owner	Source of Evidence	Calculation Type	Quarter ending June 2024					Overall Performance for Quarter ending June 2024 to Quarter ending June 2024		
								Target	Actual	R	Performance Comment	Corrective Measures	Target	Actual	R
TL47	Financial Services	SO5: Provide sustainable financial management	Submit the final budget to Council for approval by 31 May 2024	Final budget submitted to Council for approval	Director: Financial Services	Approved annual budget and minutes of the council meeting where the budget was approved	Last Value	1	1	G			**1**	**1**	G
TL48	Office of the Municipal Manager	SO5: Provide sustainable financial management	The percentage of the municipal capital budget spent on projects as at 30 June 2024	Percentage (%) of capital budget spent	Municipal Manager	Monthly section 71 reports submitted and annual financial statements	Last Value	95%	71,57%	O		On a weekly basis the directors have to report to MM at SMT meeting	**95%**	**71,57%**	O

Summary of Results: SO5: Provide sustainable financial management

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%	1
G	KPI Met	Actual meets Target (Actual/Target = 100%)	1
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	1
B	KPI Extremely Well Met	150.000% <= Actual/Target	3
	Total KPIs:		**7**

Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	4
R	KPI Not Met	0% <= Actual/Target <= 74.999%	18
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	9
G	KPI Met	Actual meets Target (Actual/Target = 100%)	11
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	11
B	KPI Extremely Well Met	150.000% <= Actual/Target	10
	Total KPIs:		**63**

Report generated on 24 July 2024 at 10:31.