Bergrivier Municipality

2019 - 2020: Top Layer KPI Report

Office of the Municipal Manager

Office	of the Municipal Manager			1				1				1		1		Overall Perfor	manco for
Ref	Responsible Directorate	KPI Name	Description of Unit of Measurement	Region	Responsible Owner	Baseline	Source of Evidence	Calculation Type	Target Type	Quarter ending 9 2019		Quarter ending I 2019	December	Quarter ending N			September
										Original Target	Target	Original Target	Target	Original Target			
TL1	Office of the Municipal Manager	budget actually spent on capital projects as	projects/Total amount budgeted for capital	Whole of Municipality: 1	Director Finance	95.009	AFS and Section 71 In-Year Monthly & Quarterly Budget Statement	Last Value	Percentage	0.00%	0.00%	6 10.00%	20.00%	40.00%	40.00%	40.00%	40.00%
TL2	Office of the Municipal Manager	100% compliance with Selection & Recruitment Policy when vacant posts within the 3 highest levels of management are filled subject to suitably qualified candidates	% compliance with the selection and recruitment policy	Whole of Municipality: 1	Municipal Manager	1.009	Minutes of Council meeting for appointment of top 2 levels & appointment letter and signed service contract for level 3		Percentage	100.00%	100.00%	6 100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
TL3	Office of the Municipal Manager	Improve staff productivity & responsiveness through quarterly leadership development meetings and/or initiatives	Number of Leadership Forum Meetings and/or other leadership initiatives	Whole of Municipality: 1	Municipal Manager	4	Attendance registers and/or copies of Power-Point presentation made during sessions and/ or programme of session held.	Accumulative	Number	1	1	1 1	1	. 1	1	3	3
TL4	Office of the Municipal Manager	Effectively manage and ensure compliance on a quarterly basis of all TL SDBJP KPI's in respect of accountable levels of management in accordance with the performance management policy	% of quarterly compliance with all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	Whole of Municipality: 1	Municipal Manager	0.009	In-year performance reports and / or SDBIP report generated from the system.	Stand-Alone	Percentage	95.00%	95.00%	6 95.00%	95.00%	95.00%	95.00%	95.00%	95.00%
TL5	Office of the Municipal Manager	Develop a Standard Operating Procedure to ensure that budget processes are aligned with the IDP and submit to EMC by 30 December 2019	Number of SOP's developed to ensure that the budget process is aligned with the IDP and submitted to EMC by 30 December 2019	Whole of Municipality: 1	Strategic Manager	(Minutes of EMC Meeting	Carry Over	Number	0	(0 1	1	. 0	0	1	1
TL6	Office of the Municipal Manager		% of performance contracts generated by 30 September 2019	Whole of Municipality: 1	Strategic Manager	0.009	Performance Contracts	Last Value	Percentage	100.00%	100.00%	6 0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
TL7	Office of the Municipal Manager	Update the Eunomia system on a monthly basis to ensure that there is adherence to the regulatory and statutory requirements of all relevant legislation and regulations and submit to EMC on a monthly basis in the month following the month of reporting.	Number of Eunomia reports submitted to EMC to ensure the adherence to the regulatory and statutory requirements of all relevant legislation and regulations	Whole of Municipality: 1	Municipal Manager		Minutes of EMC Meeting	Accumulative	Number	3	2	2 3	3	3	3	9	8
TL8	Office of the Municipal Manager	MFMA Section 131(1): Ensure that any issues raised by the Auditor General in an Audit Report are addressed by 30 June 2020	% of issues raised by the Auditor General in an audit report addressed.	Whole of Municipality: 1	Head Internal Audit	1.00%	Final Audit Report of Auditor-General issued after auditing financial statements & PDO's for 2018/19 financial year	Carry Over	Percentage	0.00%	0.00%	6 0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TL9	Office of the Municipal Manager	Develop a risk based audit plan with an internal audit plan (RBAP) (MFMA - Section 165(2)(a)) & submit to Audit Committee by 30 June 2020		Whole of Municipality: 1	Head Internal Audit	1	Audit Committee minutes	Carry Over	Number	0	C	0 0	C	0 0	0	0	0
TL10	Office of the Municipal Manager	Convene a Councillor & Senior Management strategic planning session for IDP & budget process by 30 November 2019	Strategic planning session held by 30 November 2019	Whole of Municipality: 1	Strategic Manager	1	Minutes of and/or presentation at the strategic planning and/or team building session	Carry Over	Number	0	(0 1	1	. 0	0	1	1
TL11	Office of the Municipal Manager	Communicate with the public on a regular basis through printed media	Number of editions and/ or communications	Whole of Municipality: 1	Head: Communication	16	Articles publish in printed media and/or press statements released, including internal and/or external newsletters	Accumulative	Number	4	2	1 4	4	4	4	12	12
TL12	Office of the Municipal Manager	Regular ward committee meetings and/or engagements	Number of ward committee meetings and/or engagements	Whole of Municipality: 1	Head Strategic Services	42	Minutes of ward committee meetings and/or separate attendance register of each ward committee per engagement	Accumulative	Number	7	1	7 7	7	7	7	21	21
TL13	Office of the Municipal Manager	Develop a Local Economic Development Strategy to create active partnerships with government and private sector investors to enable economic growth and employment and submit to Economic Portfolio Committee by 31 August 2019	with government and private sector	Whole of Municipality: 1	Strategic Manager		Minutes of Local Economic Portfolio Committee	Carry Over	Number	1	1	1 0	C	0	0	1	1
TL14	Office of the Municipal Manager	Develop a well-functioning communications department by submitting a crisis communication guideline to EMC by 30 June 2020	A crisis communication guideline submitted to EMC by 30 June 2020	Whole of Municipality: 1	Head: Communication	1	Minutes of EMC Meeting	Carry Over	Number	0	(0 0	C	0 0	0	0	0
TL15	Office of the Municipal Manager	100% of all Selection and Recruitment Requisitions submitted to HR within 30 days of vacancy occurring.	% of Selection and Recruitment Requisition submitted to HR within 30 days of vacancy occurring	Whole of Municipality: 1	Municipal Manager	100.009	Signed requisition for filling of vacant position	Stand-Alone	Percentage	100.00%	100.00%	6 100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

TL	16 Office of the Municipal Manager	Develop a culture of zero tolerance to	% of transgressions initiated in terms of the Whole of Municipality: 1	Municipal Manager	1.00%	Quarterly reports to Portfolio Committee or	Stand-Alone	Percentage	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
		corruption and dishonesty by the efficient	Anti-Fraud and Corruption Policy			EMC when applicable										
		completion of disciplinary steps in terms of														
		the Anti-Fraud and Corruption Policy														

Summary of Results: Office of the Municipal Manager

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the	2
N/A			3
		selected period.	
R	KPI Not Met	0% <= Actual/Target <= 74.999%	7
0	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	4
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
В	KPI Extremely Well Met	150.000% <= Actual/Target	2
	Total KPIs:		16

Corporate Services

Corpo	orate Services																
Ref	Responsible Directorate	KPI Name	Description of Unit of Measurement	Region	Responsible Owner	Baseline	Source of Evidence	Calculation Type	Target Type	Quarter ending 2019		Quarter ending 2019		Quarter ending	March 2020	Overall Perfore Quarter ending 19 to Quarter e	g September
										Original Target	Target	Original Target	Target	Original Target		riginal Target	
TL17	Corporate Services	The percentage of the Corporate Services capital budget excl grant funding actually spent on capital projects as at 30 June 202C (Actual amount spent on capital projects Total amount budgeted for capital projects X100	budgeted for capital projects) X 100]	Whole of Municipality: 1	Director Corporate Services	95.00%	AFS and Section 71 In-Year Monthly & Quarterly Budget Statement compiled from VESTA Financial System each month	Last Value	Percentage	0.00%						10.00%	
TL18	Corporate Services	Revise the organisational structure to be aligned with the "Diensstaat"-Policy BR 762 31/03/2009 and submit to EMC by 30 June 2020		Whole of Municipality: 1	Human Resources Manager	0	Minutes of EMC Meeting	Carry Over	Number	0	C	0 0	0	0	0	0	c
TL19	Corporate Services	The development and approval of at least 1 SOP per quarter for Human Resources	Number of SOP's for Human Resources developed and approved by the Municipal Manager	Whole of Municipality: 1	Human Resources Manager	4	Approved and signed-off SOP's by the Municipal Manager	Accumulative	Number	1	1	. 1	1	1	1	3	3
TL20	Corporate Services	Monitoring of the approved RSEP project plan for Bergrivier within the approved budget	No of Quarterly Technical meetings of RSEP co-ordinated and minutes submitted to the Corporate Services Portfolio Committee	Whole of Municipality: 1	Manager Planning and Development	1	Minutes of RSEP Technical Committee submitted to Corporate Services Portfolio Committee	Accumulative	Number	1	1	. 1	1	1	1	3	3
TL21	Corporate Services	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	Whole of Municipality: 1	Human Resources Manager	1.00%	Quarterly reports to Portfolio Committee o EMC when applicable	r Stand-Alone	Percentage	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
TL22	Corporate Services	Monitor the process to enable interfacing between the Vesta Financial System and sub-systems on a regular basis to ensure al requirements are met in accordance with the ITC policy	At least 4 reports submitted to Portfolio Committee	Whole of Municipality: 1	Head IT & Archives	2	Minutes of Corporate Services Portfolio Committee	Accumulative	Number	1	1	. 1	1	1	1	3	3
TL23	Corporate Services	95% of training budget spent by 30 June 2020 to implement the Work Place Skills Plan (Total amount spent on training/Total amount budgeted)x100)	% of the training budget spent by 30 June 2020 to implement the Work Place Skills Plan	Whole of Municipality: 1	Director Corporate Services	95.00%	Monthly Trial Balance Report & Quarterly Budget Statement	Last Value	Percentage	0.00%	0.00%	20.00%	20.00%	50.00%	50.00%	50.00%	50.00%
TL24	Corporate Services	Develop an annual departmental strategy for Human Resources and submit to Portfolio Committee by 15 December 2019	No of strategies submitted to Portfolio Committee by 15 December 2019	Whole of Municipality: 1	Human Resources Manager	(Minutes of Corporate Services Portfolio Committee	Carry Over	Number	0	C	1	1	0	0	1	1
TL25	Corporate Services	Develop an annual departmental strategy for Planning and Development and submit to Portfolio Committee by 15 December 2019	No of strategies submitted to Portfolio Committee by 15 December 2019	Whole of Municipality: 1	Manager Planning and Development	0	Minutes of Corporate Services Portfolio Committee	Carry Over	Number	0	C	1	1	0	0	1	1
TL26	Corporate Services	Develop an annual departmental strategy for Administration and submit to Portfolio Committee by 15 December 2019	No of strategies submitted to Portfolio Committee by 15 December 2019	Whole of Municipality: 1	Manager Administrative Services	(Minutes of Corporate Services Portfolio Committee	Carry Over	Number	0	C	1	1	0	0	1	1
TL27	Corporate Services	Review a central Human Resources master file for all statistical queries by 30 June 2020	Number of reviews of Human Resources master files compiled and approved by CFO by 30 June 2020	Whole of Municipality: 1	Human Resources Manager	(Approved and signed-off master file by the Director: Corporate Services	Carry Over	Number	0	C	0 0	0	0	0	0	C
TL28	Corporate Services	100% of all Selection and Recruitment Requisitions submitted to HR within 30 days of vacancy occurring	% of Selection and Recruitment Requisition submitted to HR within 30 days of vacancy occuring	Whole of Municipality: 1	Human Resources Manager	100.00%	s Signed requisition for filling of vacant position	Stand-Alone	Percentage	100.00%	100.00%	5 100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
TL29	Corporate Services	Conduct a Business Impact and Risk Assessment by 31 March 2020	No of submitted Business Impact and Risk Analysis Report to Portfolio Committee	Whole of Municipality: 1	Director Corporate Services	0	Minutes of Corporate Services Portfolio Committee	Carry Over	Number	0	C	0 0	0	1	1	1	1

TL30	Corporate Services	Develop a strategy to provide preference to indigent households registered on the unemployment database of the municipality and submit to EMC by 30 November 2019	Number of strategies developed to provide preference to indigent households on the unemployment database of the municipality and submitted to EMC by 30 November 2019	Whole of Municipality: 1	Human Resource Officer: Training & Development		0 Minutes of EMC Meeting	Carry Over	Number	0	0	1	1	0	0	1	1
TL31	Corporate Services	Effectively manage and ensure compliance on a quarterly basis of all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	% of quarterly compliance with all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	Whole of Municipality: 1	Director Corporate Services	0.00	% In-year performance reports and/or SDBIP report generated from the system	Stand-Alone	Percentage	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%
TL32	Corporate Services	Ensure the cascading of the performance management system to T12 by 31 October 2019 by conducting performance interviews with all staff and ensure signing off of performance contracts	% of performance contracts signed to T 12 by 31 Octboer 2019 s	Whole of Municipality: 1	Director Corporate Services	0.00	% Performance Contracts	Last Value	Percentage	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
TL33	Corporate Services	Update the Eunomia system on a monthly basis to ensure that there is adherence to the regulatory and statutory requirements of all relevant legislation and regulations and submit to EMC in the month following the month of reporting	Number of Eunomia reports to ensure the adherence to the regulatory and statutory requirements of all relevant legislation and regulations	Whole of Municipality: 1	Director Corporate Services		0 Eunomia reports	Accumulative	Number	3	2	3	3	3	3	9	8
TL34	Corporate Services	Develop a process plan to ensure that land use applications are approved within the approved time frames and submitted to EMC by 30 December 2019	Number of process plans developed to ensure that land use applications are approved within the respective approved time frames and submitted to EMC by 30 December 2019	Whole of Municipality: 1	Manager Planning and Development		0 Minutes of EMC Meeting	Carry Over	Number	0	0	1	1	0	0	1	1
TL35	Corporate Services	The Berg River Estuary By-Law by entering into a Service Level Agreement with Cape Nature and Bergrivier Municipality by 31 December 2019	No of signed Service Level Agreement by 31 December 2019	Whole of Municipality: 1	Manager Planning and Development		0 Signed SLA	Carry Over	Number	0	0	1	1	0	0	1	1

Summary of Results: Corporate Services

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the	2
		selected period.	
R	KPI Not Met	0% <= Actual/Target <= 74.999%	5
0	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	4
G	KPI Met	Actual meets Target (Actual/Target = 100%)	8
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
В	KPI Extremely Well Met	150.000% <= Actual/Target	0
	Total KPIs:		19

Community Services

Ref	Responsible Directorate	KPI Name	Description of Unit of Measurement	Region	Responsible Owner	Baseline	Source of Evidence	Calculation Type	Target Type	Quarter ending Sept 2019		Quarter ending D 2019		Quarter ending M		2019 to Quarter e	September ending March
TL89	Community Services	95% spent of library grant by 30 June 2020 i.t.o approved business plan [(Actual amount spent/Total allocation received)x100]	% of library grant spent by 30 June 2020	Whole of Municipality: 1	Head Library Services		Monthly Budget Statement transfers & grant expenditure (Table SC7) of Section 71 Budget Statement & Detailed Excel Capital Report & Trial Balance from VESTA	Last Value	Percentage		irget 10.00%	Original Target 25.00%	Target 25.00%	Original Target 50.00%	Target 50.00%	Original Target 50.00%	Target 50.00%
TL90	Community Services	Collect 95% of budgeted income by 30 June 2020 for speeding fines (Excl budgeted debt provision) [(Actual amount collected/total amount budgeted) x 100]	% of budgeted income for speeding fines collected by 30 June 2020	Whole of Municipality: 1	Head: Traffic	95.00%	Trial Balance from VESTA	Last Value	Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TL91	Community Services	Collect 95% of budgeted income by 30 June 2020 for resorts (Excl budgeted debt provision)[(Actual amount collected /total amount budgeted)x100]	% of budgeted income for resorts collected by 30 June 2020	Whole of Municipality: 1	Head: Community Facilities	95.00%	Trial Balance from VESTA	Last Value	Percentage	10.00%	10.00%	40.00%	40.00%	70.00%	70.00%	70.00%	70.00%
TL92	Community Services	Submit Business Plan for external funding for sport facilities (excluding libraries) to Portfolio Committee by June 2020	Number of Business plans submitted for Sport facilities to Portfolio Committee by June 2020	Whole of Municipality: 1	Director Community Services	0	Minutes of Portfolio Committee Meeting	Carry Over	Number	0	0	0	0	0	0	0	0
TL93	Community Services	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti Fraud and Corruption Policy.	% of transgressions inititated in terms of the Anti-Fraud and Corruption Policy	Whole of Municipality: 1	Director Community Services	100.00%	Quarterly reports to Portfolio Committee o EMC when applicable	r Stand-Alone	Percentage	100.00% 1	00.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
TL94	Community Services	100% of all Selection and Recruitment Requisitions submitted to HR within 30 days of vacancy occurring	% of Selection and Recruitment Requisition submitted to HR within 30 days of vacancy occuring	Whole of Municipality: 1	Director Community Services		Signed requisition for filling of vacant position	Stand-Alone	Percentage	100.00% 1	00.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
TL95	Community Services	Facilitate 80 % of title deeds transferred to eligible beneficiaries by 30 June 2020	% of title deeds transferred to eligible beneficiaries by 30 June 2020	Whole of Municipality: 1	Human Settlements Head		Proof of submission of title deeds to be transferred	Last Value	Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

TL96	Community Services	Monitor the performance of Bergrivier Tourism Organisation in accordance with	Number of reports submitted from BTO to Portfolio Committee by 30 June 2020	Whole of Municipality: 1	Director Community Services	0 Quarterly reports to Portfolio Committee	Accumulative	Number	1	1	1	1	1	1	3	3
		the SLA by 30 June 2020														
TL97	Community Services	Facilitate the upgrading of at least 2 play parks in the municipal area by 30 June 2020	Number of play parks upgraded in municipal area by 30 June 2020	Whole of Municipality: 1	Manager: Community Facilities	0 Reports submitted to the Portfolio Committee	Accumulative	Number	0	0	1	1	0	0	1	1
TL98	Community Services	Develop a Disaster Management Contingency Plan and submit to Portfolio Committee by 30 June 2020	Number of Disaster Management Contingency Plans developed and submitted to Portfolio Committee by 30 June 2020	Whole of Municipality: 1	Head: Disaster Management	0 Minutes of Portfolio Committee Meeting	Carry Over	Number	0	0	0	0	0	0	0	0
TL99	Community Services	Develop an Emergency Evacuation Plan for Piketberg Offices and submit to Portfolio Committee by 30 June 2020	Number of Emergency Evacuation Plans for Piketberg Offices developed and submitted to Portfolio Committee by 30 June 2020		Director Community Services	0 Minutes of Portfolio Committee Meeting	Carry Over	Number	0	0	0	0	0	0	0	0
TL100	Community Services	Redesign and develop the Piketberg Town Entrance before 15 December 2019	Number of designs for Piketberg Town Entrance submitted to Portfolio Committee by 15 December 2019	Whole of Municipality: 1	Head: Community Facilities	0 Minutes of Portfolio Committee Meeting	Carry Over	Number	0	0	0	0	1	1	1	1
TL101	Community Services	Compile traffic and law enforcement festive operational plan approved by the Director Community Services before 30 September 2019.	Number of traffic and law enforcement festive operational plan approved by the Director Community Services before 30 September 2019.	Whole of Municipality: 1	Head: Traffic	0 Approved plan signed of by Director Community Services	Carry Over	Number	1	1	0	0	0	0	1	1
TL102	Community Services	Effectively manage and ensure compliance on a quarterly basis of all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	% of quarterly compliance with all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	Whole of Municipality: 1	Director Community Services	0.00% In year performance reports and/or SDBIP report generated from the system	Stand-Alone	Percentage	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%
TL103	Community Services	Cascade of the performance management system to T12 by 31 October 2019 by conducting performance interviews with al staff and sign off of performance contracts		Whole of Municipality: 1	Director Community Services	0.00% Performance contracts	Last Value	Percentage	0.00%	0.00%	100.00% 1	00.00%	0.00%	0.00%	100.00%	100.00%
TL104	Community Services	Update the Eunomia system on a monthly basis to ensure that there is adherence to the regulatory and statutory requirements of all relevant legislation and regulations	Number of Eunomia reports to ensure the adherence to the regulatory and statutory requirements of all relevant legislation and regulations		Director Community Services	0 Eunomia reports	Accumulative	Number	3	3	3	3	3	3	9	9
TL105	Community Services	Develop of a strategy in conjunction with national and provincial security sectors and local neighbourhood watches to ensure a safer community and submit to community Services Portfolio Committee by 30 June 2020	Number of strategies developed in conjunction with national and provincial security sector and local neighbourhood watches to ensure a safer community and submit to Community Services Portfolio Committee by 30 June 2020	Whole of Municipality: 1	Director Community Services	0 Minutes of Community Services Portfolio Committee	Carry Over	Number	0	0	0	0	0	0	0	0

Summary of Results: Community Services

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the	5
		selected period.	
R	KPI Not Met	0% <= Actual/Target <= 74.999%	5
0	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	1
G	KPI Met	Actual meets Target (Actual/Target = 100%)	5
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
В	KPI Extremely Well Met	150.000% <= Actual/Target	1
	Total KPIs:		17

Council

Ref	Responsible Directorate	KPI Name	Description of Unit of Measurement	Region	Responsible Owner	Baseline	Source of Evidence	Calculation Type	Target Type		•	2019		Quarter ending N			
TL77	Council		Number of households which are billed for water or have prepaid meters as at 30 June 2020		Manager: Income	9 23	8 Debtors Accrual Report extracted from VESTA Financial System	Last Value	Number	Original Target 0	Target	Original Target	Target 0	Original Target 0	Target 0	<u>Original Target</u>	t Target 0 0
TL78	Council	the municipal electrical infrastructure	Number of households billed for electricity or have prepaid meters (Excl Eskom areas) at 30 June 2020 (Conlog + Active meters)		Manager: Income	9 48	4 Debtors Accrual Report from VESTA Financial System & CONLOG pre-paid monthly electricity report (Conlog + Active meters)	Last Value	Number	0	(0 0	0	0	0	(> 0
TL79	Council	Number of formal households connected to the municipal waste water sanitation/sewerage network for sewerage service, irrespective of number of water closets (toilets) at 30 June 2020	sewerage at 30 June 2020	Whole of Municipality: 1	Manager: Income	7 34	6 Debtors Accrual Report extracted from VESTA Financial System	Last Value	Number	0	(0 0	0	0	0	C	0
TL80	Council	Number of formal households for which refuse is removed once per week at 30 June 2020	Number of households which are billed for refuse removal at 30 June 2020	Whole of Municipality: 1	Manager: Income	9 50	5 Debtors Accrual Report extracted from VESTA Financial System	Last Value	Number	0	(0 0	0	0	0	C) 0
TL81	Council	Provide free basic water to indigent households	Number of households receiving free basic water	Whole of Municipality: 1	Manager: Income	1 80	0 Indigent Report extracted from Vesta Financial System	Last Value	Number	0	(0 0	0	0	0	(0 0

TL82	Council	Provide free basic electricity to indigent households	Number of households receiving free basic electricity	Whole of Municipality: 1	Manager: Income		Indigent Report extracted from Vesta Financial System & CONLOG pre-paid	Last Value	Number	0	0	0	0	0	0	0	0
		nousenolas	electricity				monthly electricity report										
TL83	Council	Provide free basic sanitation to indigent	Number of households receiving free basic	Whole of Municipality: 1	Manager: Income		Indigent Report extracted from Vesta	Last Value	Number	0	0	0	0	0	0	0	0
		households	sanitation		-		Financial System										
TL84	Council	Provide free basic refuse removal to	Number of households receiving free basic	Whole of Municipality: 1	Manager: Income		Indigent Report extracted from Vesta	Last Value	Number	0	0	0	0	0	0	0	0
		indigent households	refuse removal				Financial System										
TL85	Council	The percentage of a municipality's		Whole of Municipality: 1	Director Corporate Services	1.00%	Section 71 In-Year Monthly & Quarterly	Last Value	Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
		personnel and training budget actually	on training [(Total expenditure on training/				Budget Statement										
		spent on implementing its workplace skills															
		plan as at 30 June 2020 [(Total expenditure	2020														
		on training/total personnel budget)/100]															
TL86	Council	Financial viability measured into	Debt to Revenue as at 30 June 2020 (Short	Whole of Municipality: 1	Accountant: Budget and Treasury Office	45.00%	Annual Financial Statements, supported by	Last Value	Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
		municipality's ability to meet its service	Term Borrowing + Bank Overdraft + Short				figures as per the VESTA financial system										
		debt obligations as at 30 June 2020 (Short	Term Lease + Long Term Borrowing + Long														
		Term Borrowing + Bank Overdraft + Short	Term Lease) / Total Operating Revenue -														
		Term Lease + Long Term Borrowing + Long	Operating Conditional Grant)														
		Term Lease) / Total Operating Revenue															
		Operating															
TL87	Council	Financial viability measured in terms of	Service debtors to revenue as at 30 June	Whole of Municipality: 1	Accountant: Budget and Treasury Office	33.00%	Annual Financial Statements, supported by	Reverse Last Value	Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
		outstanding service debtors as at 30 June	2020 (Total outstanding service debtors/				figures as per the VESTA financial system										
		2020 (Total outstanding service debtors/	revenue received for services)														
		revenue received for services)															
TL88	Council	Financial viability measured in terms of	Cost coverage as at 30 June 2020 ((Cash	Whole of Municipality: 1	Accountant: Budget and Treasury Office	2.5	Annual Financial Statements, supported by	Last Value	Number	0	0	0	0	0	0	0	0
		available cash to cover fixed operating	and Cash Equivalents - Unspent Conditional	1			figures as per the VESTA financial system										
		expenditure as at 30 June 2020 ((Cash and	Grants Overdraft) + Short Term Investment)													
		Cash Equivalents Unspent Conditional	/ Monthly Fixed Operational Expenditure														
		Grants Overdraft) + Short Term Investment	t excl (Depreciation, Amortisation, and														
) /Monthly Fixed Operational Expenditure	Provision for Bad Debts, Impairment and														
		exc (Dep	Loss on Disposal of Assets))														
	1				1												

Summary of Results: Council

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the	12
		selected period.	
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
0	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
В	KPI Extremely Well Met	150.000% <= Actual/Target	0
	Total KPIs:		12

Financial Services

Ref	Responsible Directorate	KPI Name	Description of Unit of Measurement	Region	Responsible Owner	Baseline	Source of Evidence	Calculation Type	Target Type	20:	Quarter ending September 2019			Quarter ending N		Overall Perfo Quarter endin 2019 to Quarter	ng September r ending March
										Original Targe	t Target	Original Target	Target	Original Target	Target	Original Target	Target
TL63	Financial Services	Compille a monthly report on actions taken per debtor whose account is deteriorating based on age analysis and submit to Director: Financial Services		Whole of Municipality: 1	Accountant: Credit Control	C	Monthly reports from prepaid arrear collection list	Accumulative	Number		3	3 3	3	3	3	9	9
TL64	Financial Services	Develop long term financial planning spreadsheet with scenario options by January 2020 and submit to Budget Steering Committee	Number of long term planning scenario options by January 2020 to Bedget Steering Committee	Whole of Municipality: 1	Manager: Budget and Treasury Office	C	Minutes of Budget Steering Committee	Carry Over	Number		0	0 0	0	1	1	1	. 1
TL65	Financial Services	Improve the net debt collection period by 30 June 2020	Number of outstanding debtor days by 30 June 2020	Whole of Municipality: 1	Accountant: Credit Control	(Annual Financial Statements, supported by figures as per the VESTA financial system	Last Value	Number		0	0 0	0	0 0	0	C	0
TL66	Financial Services	Monitor deviations and veriments in the operational budget in accordance with the MFMA to enable efficient and effective service delivery and submit reports to the Finance Portfolio Committee on a quarterly basis	Finance Portfolio Committee to monitor deviations and veriments in the operational budget in accordance with the MFMA to	Whole of Municipality: 1	Head: Assets & Supply Chain Management	C	Minutes of Finance Portfolio Committee	Accumulative	Number		1	1 1	1	. 1	1	3	3
TL67	Financial Services	Conduct workshops to business on compliance with municipal SCM regulation requirements to promote business opportunities in Bergriver Municipal Area through the municipal budget	Number of workshops conducted to businesses on compliance with SCM regulation requirements	Whole of Municipality: 1	Head: Assets & Supply Chain Management	C	Attendance register of workshops conducted	Accumulative	Number		0	0 1	1	. 0	0	1	. 1
TL68	Financial Services	Update the Eunomia system on a monthly basis to ensure that there is adherence to the regulatory and statutory requirements of all relevant financial legislation and regulations	Number of Eunomia reports to ensure the adherence to the regulatory and statutory requirements of all relevant financial legislation and regulations	Whole of Municipality: 1	Director Finance	C	Eunomia reports	Accumulative	Number		3	3 3	3	3	3	9	9

TL69	Financial Services	Improve the utilisation of the current municipal system on customer care and client enquiries in the Directorate Financial Services and submit a report to the Financial Portfolio Committee by March 2020	Committee by March 2020	Whole of Municipality: 1	Director Finance	0 Minutes of Financial Portfolio Committee Meeting	e Carry Over	Number	0	0	0	0	1	1	1	1
TL70	Financial Services	Submit an annual report for the writing off of unrecoverable debt to the Financial Portfolio Committee by March 2020	Number of reports submitted for the writing off of unrecoverable debt to the Financial Portfolio Committee by March 2020	Whole of Municipality: 1	Manager: Income	0 Minutes of Financial Portfolio Committee Meeting	e Carry Over	Number	0	0	0	0	1	1	1	1
TL71	Financial Services	Achieve a payment percentage of 96% as a 30 June 2020 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100)	t Payment % as at 30 June 2020 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off) /Billed Revenue) x 100)	Whole of Municipality: 1	Accountant: Credit Control	96.00% Monthly Debtors Report submitted to the Finance Portfolio Committee compiled fr VESTA Financial System for each month		Percentage	60.00%	60.00%	96.00%	96.00%	96.00%	96.00%	96.00%	96.00%
TL72	Financial Services	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti Fraud and Corruption Policy.	% of identified transgressions inititated in terms of the Anti-Fraud and Corruption f Policy	Whole of Municipality: 1	Director Finance	100.00% Quarterly reports to Portfolio Committee EMC when applicable	or Stand-Alone	Percentage	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
TL73	Financial Services	Effectively manage and ensure compliance on a quarterly basis of all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	% of quarterly compliance with all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	Whole of Municipality: 1	Director Finance	0.00% In year performance reports and/or SDBI report generated from the system	P Stand-Alone	Percentage	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%
TL74	Financial Services	Cascade the performance management system to T12 by 31 October 2019 by conducting performance interviews with al staff and sign off of performance contracts	by 31 October 2019	Whole of Municipality: 1	Director Finance	0.00% Performance contracts	Last Value	Percentage	0.00%	0.00%	1.00%	1.00%	0.00%	0.00%	1.00%	1.00%
TL76	Financial Services	100% of all Selection and Recruitment Requisitions submitted to HR within 30 days of vacancy occurring	% of Selection and Recruitment Requisition submitted to HR within 30 days of vacancy occuring		Director Finance	100.00% Signed requisition for filling of vacant position	Stand-Alone	Percentage	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Summary of Results: Financial Services

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the	1
		selected period.	
R	KPI Not Met	0% <= Actual/Target <= 74.999%	9
0	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
В	KPI Extremely Well Met	150.000% <= Actual/Target	0
	Total KPIs:		13

Technical Services

R	ef	Responsible Directorate	KPI Name	Description of Unit of Measurement	Region	Responsible Owner	Baseline	Source of Evidence	Calculation Type	Target Type	2019		Quarter ending December 2019		Quarter ending March 202		2019 to Quarter ending Marc	
											Original Target	Target	Original Target	Target	Original Target	Target	Original Target	Target
TL3	6 T	echnical Services	Limit unaccounted for water to 10% by 30 June 2020 {{Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Water Sold (incl free basic water) / Number of Kilolitres Water Purchased or Purified × 100}	% unaccounted water by 30 June 2020 {(Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Water Sold (including Free basic water) / Number of Kilolitres Water Purchased or Purified × 100)	Whole of Municipality: 1	Director: Technical Services		Relevant note in Annual Financial Statements for the year ended 30 June 2020	Reverse Last Value	Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TL3	7 Te	echnical Services	Limit unaccounted for electricity to 10% by 30 June 2020 (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) Å- 100}	% unaccounted electricity by 30 June 2020	Whole of Municipality: 1	Director: Technical Services		Relevant note in Annual Financial Statements for the year ended 30 June 2019	Reverse Last Value	Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TL3	8 Te	echnical Services	95% of MIG conditional grant spent by 30 June 2020 to upgrade infrastructure [(Total amount spent/ Total amount allocated)x100]		Whole of Municipality: 1	Director: Technical Services		Monthly Budget Statement-transfers & grant expenditure (Table C7) of Section 71 In-Year Monthly & Quarterly Budget Statement or detailed Excell Capital Report	Last Value	Percentage	10.00%	10.00%	40.00%	40.00%	60.00%	60.00%	60.00%	60.00%
TL3	9 Te	echnical Services	95% of conditional road maintenance operational grant spent by 30 June 2020 [(Total amount spent/ Total allocation received)x100]	% of conditional road maintenance operational grant spent by 30 June 2020	Whole of Municipality: 1	Director: Technical Services		Monthly Budget Statement-transfers & grant expenditure (Table C7) of Section 71 In-Year Monthly & Quarterly Budget Statement or detailed Excell Capital Report	Last Value	Percentage	0.00%	0.00%	0.00%	0.00%	60.00%	60.00%	60.00%	60.00%
TL4	0 Te	echnical Services	95% of the capital budget of Directorate: Technical Services spent by 30 June 2020 ((Total amount spent/Total allocation received)x100)	% of capital budget of Directorate: Technical Services spent by 30 June 2020	Whole of Municipality: 1	Director: Technical Services		Monthly Budget Statement-transfers & grant expenditure (Table C7) of Section 71 In-Year Monthly & Quarterly Budget Statement or detailed Excell Capital Report	Last Value	Percentage	20.00%	0.00%	60.00%	20.00%	80.00%	40.00%	80.00%	40.00%

TL41	Technical Services	Submit a water augmentation plan 30 June 2020 to Executive Mayoral Committee	Number of water augmentation plans Whole of Municipality: All submitted to Executive Mayoral Committee by 30 June 2020	Director: Technical Services	1	I Minutes of EMC Meeting	Last Value	Number	30	0	60	0	80	0	80	0
TL42	Technical Services	Research the development of a strategy to develop innovative methods to manage energy supply and/or alternative means of energy and submit research paper to EMC by 30 June 2020	Number of research paper on innovative Whole of Municipality: 1 methods to manage energy and/or alternative means of energy submitted to	Director: Technical Services	(Minutes of EMC Meeting	Accumulative	Number	0	0	0	0	0	0	0	0
TL43	Technical Services	Develop a Bergrivier Integrated Transport Plan aligned with the Integrated Transport Plan of West Coast Districty Municipality and submit to EMC by 30 June 2020		Director: Technical Services	0	Minutes of EMC Meeting	Accumulative	Number	1	0	0	0	0	0	1	0
TL44	Technical Services	Develop a problem building by-law and submit to EMC by 30 June 2020	Number of problem building by-laws Whole of Municipality: 1 submitted to EMC by 30 June 2020	Director: Technical Services	0	Minutes of EMC Meeting	Accumulative	Number	0	0	0	0	0	0	0	0
TL45	Technical Services	Raise public awareness on recycling to reduce household waste with awareness initiatives	Number of awareness initiatives Whole of Municipality: 1	Director: Technical Services	2	Pamphlets & notices distributed	Accumulative	Number	0	0	1	1	0	0	1	1
TL46	Technical Services	95% spend of transferred funds before September 2019 (Jan 2019 - Dec 2019) for the implementation of the approved business plan on the waste programme by 30 June 2020 ((Total amount spent/Total approved budget) x 100) (subject to in international funding	% of funds transferred before September 2019 (Jan 2019 - Dec 2019) spend by 30 June 2020	Director: Technical Services	1.00%	s Reports submitted to Belgium Federal Government	Last Value	Percentage	0.00%	0.00%	30.00%	30.00%	60.00%	60.00%	60.00%	60.00%
TL47	Technical Services	95% water quality level obtained as per SANS 241 physical & micro parameters as a 31 December 2019 and 30 June 2020	% water quality level as at 31 December Whole of Municipality: 1 t 2019 and 30 June 2020	Director: Technical Services	95.00%	Monthly Supply System Drinking Water Quality Performance Report & Excel Summary of Drinking Water Quality	Last Value	Percentage	0.00%	0.00%	95.00%	95.00%	0.00%	0.00%	95.00%	95.00%
TL48	Technical Services	Sign SLA's for each development to facilitate an environment conducive to infrastructure development in partnership with the developer and/or investors. Signer SLA's/total number of developments where SLA's are required)	1	Director: Technical Services	100.00%	s Signed SLA's	Stand-Alone	Percentage	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
TL49	Technical Services	Do bi-annual inspections per major town for building transgressions and submit report to Portfolio Committee with findings and law enforcement actions instituted	Number of reports submitted to the Whole of Municipality: 1 Portfolio Committee	Director: Technical Services	2	Agenda of Technical Portfolio Committee	Accumulative	Number	0	0	1	1	0	0	1	1
TL50	Technical Services	Create full time equivalents (FTE's) in terms of the EPWP programme by 30 June 2020	Number of FTE's created by 30 June 2020 Whole of Municipality: 1	Director: Technical Services	61	LEPWP Performance Report	Accumulative	Number	0	0	0	0	0	0	0	0
TL51	Technical Services	Implement Mayco and Council resolutions within the required time frame	% of Mayco and Council resolutions Whole of Municipality: 1 implemented within the required time frames	Director: Technical Services	0.00%	6 Minutes of Mayco and Council meetings	Stand-Alone	Percentage	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
TL52	Technical Services	Ensure that all staff have relevant qualifications and competencies	Number of reports submitted to Mayco on Whole of Municipality: 1 relevant qualifications and competencies of staff by 30 June 2020	Director: Technical Services	(Minutes of EMC Meeting	Accumulative	Number	0	0	0	0	0	0	0	0
TL53	Technical Services	100% of all complaints registered on IMIS are being attended to within one (1) week after complaint was lodged	% of complaints registered on IMIS being attended to within one week after complaint was lodged	Director: Technical Services	0.00%	6 Minutes of Technical Portfolio Committee	Stand-Alone	Percentage	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
TL54	Technical Services	Compile a Blackout implementation plan, including estimated cost and time frames, and submit to Mayco by 30 December 2019	Number of Blackout implementation plans Whole of Municipality: 1 submitted to Mayco by 30 December 2019	Director: Technical Services	0	Minutes of EMC Meeting	Accumulative	Number	0	0	1	1	0	0	1	1
TL55	Technical Services	Develop a maintenance plan in respect of all current infrastructure and submitted to Technical Portfolio Committee by 30 June 2020		Director: Technical Services	0	Minutes of Technical Portfolio Committee	Carry Over	Number	0	0	0	0	0	0	0	0
	Technical Services	Develop a process plan to ensure that building plan applications are approved within the approved time frames and submitted to EMC by 30 December 2019	Number of process plans developed to Whole of Municipality: 1 ensure that building plan applications are approved within the approved time frames and submitted to EMC by 30 December 2019	Director: Technical Services		Minutes of EMC Meeting	Carry Over	Number	0	0	1	1	0	0	1	1
TL57	Technical Services	Cascade of the performance management system to T12 by 31 October 2019 by conducting performance interviews with al staff and sign off of performance contracts	by 31 October 2019	Director: Technical Services	0.00%	6 Performance Contracts	Last Value	Percentage	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%
TL58	Technical Services	100% of all Selection and Recruitment Requisitions submitted to HR within 30 days of vacancy occurring	% of Selection and Recruitment Requisition Whole of Municipality: 1 submitted to HR within 30 days of vacancy occurring	Director: Technical Services	100.00%	Signed requisition for filling of vacant position	Stand-Alone	Percentage	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

TL59	Technical Services	on a quarterly basis of all TL SDBIP KPI's in respect of accountable levels of	% of quarterly compliance with all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	Whole of Municipality: 1	Director: Technical Services	0.00% In-year performance reports and/or SDBII report generated from the system	P Stand-Alone	Percentage	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%
TL60	Technical Services	basis to ensure that there is adherence to the regulatory and statutory requirements	Number of Eunomia reports to ensure the adherence to the regulatory and statutory requirements of all relevant legislation and regulations	Whole of Municipality: 1	Director: Technical Services	0 Eunomia reports	Accumulative	Number	3	2	3	3	3	3	9	8
TL61	Technical Services	indigent households registered as EPWP	Number of strategies developed to provide preference to indigent households as EPWP workers and submitted to EMC by 30 June 2020	Whole of Municipality: 1	Director: Technical Services	0 Minutes of EMC Meeting	Carry Over	Number	0	0	1	0	0	0	1	0
TL62	Technical Services		% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	Whole of Municipality: 1	Director: Technical Services	100.00% Quarterly reports to Portfolio Committee EMC when applicable	or Stand-Alone	Percentage	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Summary of Results: Technical Services

	ity of Results. Technical Services		
N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the	8
		selected period.	
R	KPI Not Met	0% <= Actual/Target <= 74.999%	8
0	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	1
G	KPI Met	Actual meets Target (Actual/Target = 100%)	5
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	2
В	KPI Extremely Well Met	150.000% <= Actual/Target	3
	Total KPIs:		27

Overall Summary of Results

	Total KPIs:		104
В	KPI Extremely Well Met	150.000% <= Actual/Target	6
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	2
G	KPI Met	Actual meets Target (Actual/Target = 100%)	24
0	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	7
R		0% <= Actual/Target <= 74.999%	34
		selected period.	
N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the	31

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