

Cape Agulhas Municipality



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
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QUARTERLY PERFORMANCE REPORT

30 SEPTEMBER 2016

Submitted in terms of Section 52 (d) of the MFMA

QUARTERLY PERFORMANCE REPORT FOR QUARTER 1: 1 JULY 2016 TO 30 SEPTEMBER 2016

2/9/2

REPORT BY THE MANAGER STRATEGIC SERVICES

1 PURPOSE

The purpose of this report is to present the quarterly performance report of the Municipality for the first quarter of the financial year. (1 July 2016 to 30 September 2016).

2 LEGAL FRAMEWORK

This Performance Report is submitted in compliance with MFMA Circular 13 which requires the Municipality to report quarterly on its Service Delivery Budget Implementation Plan (SDBIP).

This report must be read in conjunction with the Quarterly Budget Report which is submitted to Council in terms of Section 52(d) of the Municipal Finance Management Act, which requires the Mayor to within 30 days of the end of each quarter; submit a report to Council on the implementation of the budget and the financial state of affairs of the Municipality.

3 DISCUSSION

The Performance Management System is an internet based system that uses the approved Service Delivery Budget Implementation Plan (SDBIP) as its basis.

The Executive Mayor approved the Top Layer SDBIP for 2015/16 on 14 June 2016. The SDBIP is a layered plan comprising a Top Layer SDBIP and Departmental SDBIPs. The SDBIP is a public document which was approved by the Executive Mayor on 14 June 2016.

Performance reporting on the top layer SDBIP is done to the Mayoral Committee and Council on a quarterly, half yearly (Mid-year Budget and Performance Assessment Report) and annual basis (Annual Report). Any amendments to the Top Layer SDBIP must be approved by Council following the submission of the Mid-year Budget and Performance Assessment Report and the approval of the adjustment budget.

4 RECOMMENDATION

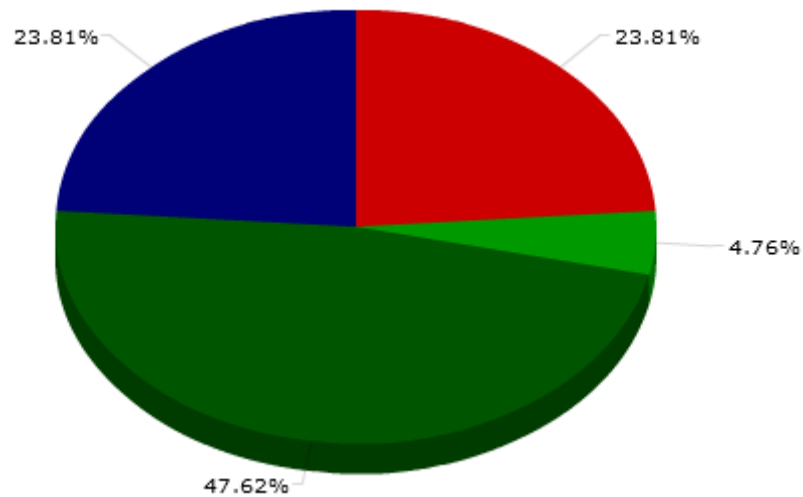
4.1 That the quarterly performance report for the quarter (1 July 2016 to 30 September 2016) be noted.

4.2 That this report be read in conjunction with the Quarterly Budget Report which is submitted to Council in terms of Section 52(d) of the Municipal Finance Management Act, Act 56 of 2003.

PART A: PERFORMANCE SUMMARY

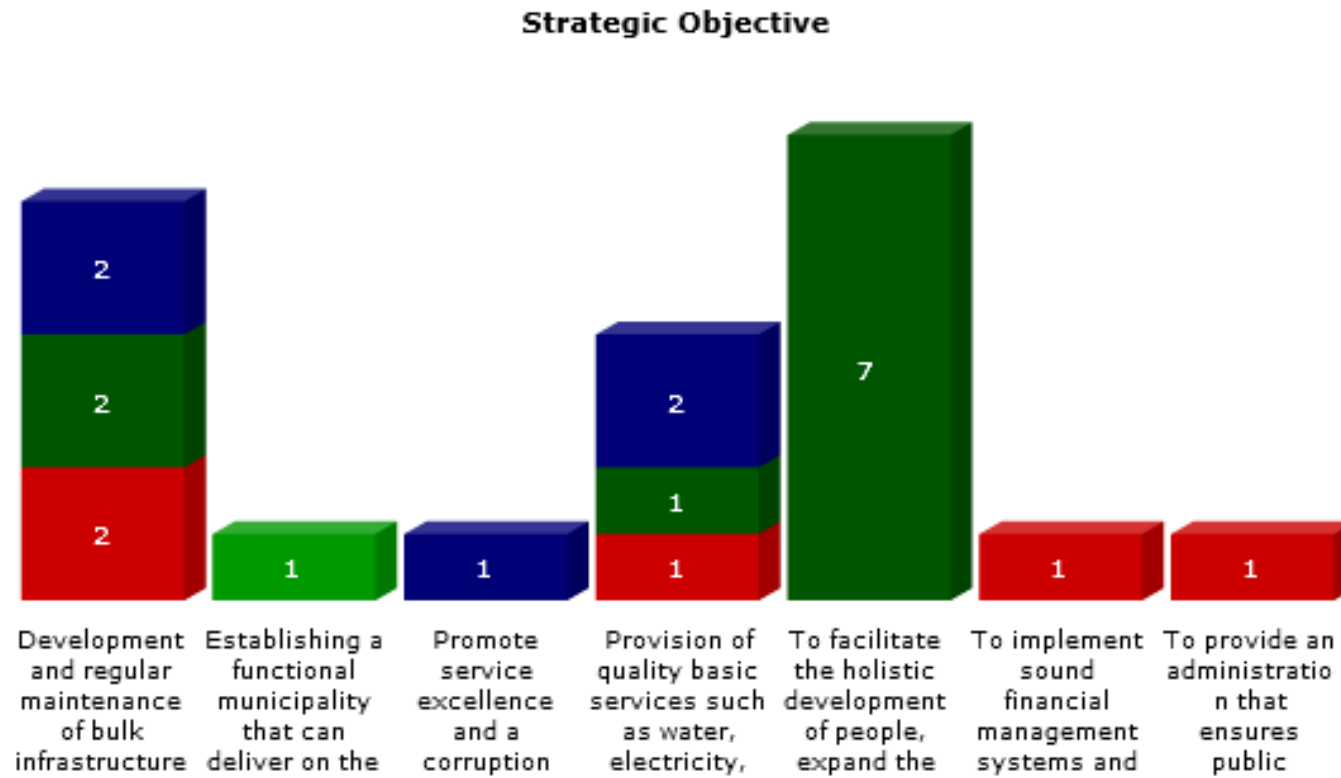
The Municipality has a total of 56 KPI's on its 2016/17 SDBIP and 21 were measurable during the first quarter.

The following graph shows the overall performance of the Municipality for the quarter. Five KPI's were not achieved and the reasons therefore and corrective measures are stated under Part B of this report.



| | Cape Agulhas Municipality |
|------------------------|---------------------------|
| KPI Not Met | 5 (23.8%) |
| KPI Almost Met | - |
| KPI Met | 1 (4.8%) |
| KPI Well Met | 10 (47.6%) |
| KPI Extremely Well Met | 5 (23.8%) |
| Total: | 21 |

The following graph provides an overview of the Municipalities performance as measured against its strategic objectives for the first quarter (1 July 2016 to 30 September 2016)



The following table provides an overview of the performance per strategic objective for the quarter (1 July 2016 to 30 September 2016).

| | STRATEGIC OBJECTIVE | | | | | | |
|--------------------------|---|---|--|---|---|--|---|
| | Development and regular maintenance of bulk infrastructure such as roads, storm water networks, potable water networks, waste water treatment plants, land and integrated human settlements | Establishing a functional municipality that can deliver on the IDP priorities, implement policies that will facilitate transformation, effective staff structure, general management practices and training | Promote service excellence and a corruption free environment | Provision of quality basic services such as water, electricity, refuse removal and sanitation | To facilitate the holistic development of people, expand the safety net for vulnerable groups and implement sustainable programmes to improve their livelihoods | To implement sound financial management systems and procedures that will ensure the financial viability of Cape Agulhas Municipality | To provide an administration that ensures public participation in a transparent and accountable way as well as to promote intergovernmental relations |
| ■ KPI Not Met | 2 (33.3%) | - | - | 1 (25%) | - | 1 (100%) | 1 (100%) |
| ■ KPI Almost Met | - | - | - | - | - | - | - |
| ■ KPI Met | - | 1 (100%) | - | - | - | - | - |
| ■ KPI Well Met | 2 (33.3%) | - | - | 1 (25%) | 7 (100%) | - | - |
| ■ KPI Extremely Well Met | 2 (33.3%) | - | 1 (100%) | 2 (50%) | - | - | - |
| Total: | 6 | 1 | 1 | 4 | 7 | 1 | 1 |

PART B:DETAILED PERFORMANCE REVIEW PER STRATEGIC OBJECTIVE

The following tables provide a detailed performance review per strategic objective for the quarter (1 July 2016 to 30 September 2016). Each table is followed by a summary.

DEVELOPMENT AND REGULAR MAINTENANCE OF BULK INFRASTRUCTURE SUCH AS ROADS, STORM WATER NETWORKS, POTABLE WATER NETWORKS, WASTE WATER TREATMENT PLANTS, LAND AND INTEGRATED HUMAN SETTLEMENTS

| Ref | Directorate | KPI | Unit of Measurement | Wards | Annual Target | Sep-16 | | | | |
|------|-------------------------|---|---|-------|---------------|--------|--------|----|---|---|
| | | | | | | Target | Actual | R | Performance Comment | Corrective Measures |
| TL32 | Infrastructure Services | 95% of the roads and storm water maintenance budget spent by 30 June 2017 {(Actual expenditure divided by the total approved roads and storm water maintenance budget) x 100} | % of roads and storm water maintenance budget spent | All | 95% | 15% | 20.07% | G2 | 20.07% of the roads and storm water maintenance budget spent. (Budget: R3162700 Spent: R634 769.27) | None required |
| TL34 | Infrastructure Services | 95% of the approved project budget spent by 30 June 2017 to upgrade roads in Arniston {(Actual expenditure divided by the total approved project budget) x 100} | % of approved project budget spent | 5 | 95% | 10% | 0% | R | 0% of budget spent. Tenders for consultants have been called for and the tender has closed. Consultants to be appointed in October 2016 | Consultants to be appointed in October 2016 after completion of tender process. Construction and spending will commence thereafter. |
| TL35 | Infrastructure Services | 95% of the approved project budget spent by 30 June 2017 to upgrade of roads in Bredasdorp:(Zwelitsha | % of approved project budget spent | 3 | 95% | 10% | 2.10% | R | Spent 2.1% of the project budget. R81 938 of the budgeted R3 818 342 spent. | Expenditure will increase in coming months. |

| Ref | Directorate | KPI | Unit of Measurement | Wards | Annual Target | Sep-16 | | | | |
|------|-------------------------|--|--|-------|---------------|--------|--------|----|--|---------------------|
| | | | | | | Target | Actual | R | Performance Comment | Corrective Measures |
| | | / Sminuye / Bergsig) {(Actual expenditure divided by the total approved project budget) x 100} | | | | | | | | |
| TL37 | Infrastructure Services | 95% of the refuse removal maintenance budget spent by 30 June 2017 {(Actual expenditure divided by the total approved refuse removal maintenance budget) x 100} | % of refuse removal maintenance budget spent | All | 95% | 15% | 16.87% | G2 | 16,87% of the refuse removal maintenance budget spent. R 2 970 148,00 of R17 610 879,00 spent. | None required. |
| TL40 | Infrastructure Services | 95% of the approved water maintenance budget spent by 30 June 2017 {(Actual expenditure divided by the total approved water maintenance budget) x 100} | % of water maintenance budget spent | All | 95% | 15% | 42% | B | 42% of the budget spent. R840 963 of R 2000 000 budget spent. | None required. |
| TL46 | Infrastructure Services | 95% of the approved waste water maintenance budget spent by 30 June 2017 {(Actual expenditure divided by the total approved waste water maintenance budget) x 100} | % of waste water maintenance budget spent | All | 95% | 15% | 40% | B | 39,70% of the approved waste water maintenance budget spent budget spent. R277639 spent of the budgeted R700000. | None required. |

Summary of Results: Development and regular maintenance of bulk infrastructure such as roads, storm water networks, potable water networks, waste water treatment plants, land

| and integrated human settlements | | |
|---|------------------------|-----------|
| | KPI Not Yet Measured | 14 |
| | KPI Not Met | 2 |
| | KPI Almost Met | 0 |
| | KPI Met | 0 |
| | KPI Well Met | 2 |
| | KPI Extremely Well Met | 2 |
| | Total KPIs | 20 |

ESTABLISHING A FUNCTIONAL MUNICIPALITY THAT CAN DELIVER ON THE IDP PRIORITIES, IMPLEMENT POLICIES THAT WILL FACILITATE TRANSFORMATION, EFFECTIVE STAFF STRUCTURE, GENERAL MANAGEMENT PRACTICES AND TRAINING

| Ref | Directorate | KPI | Unit of Measurement | Wards | Annual Target | Sep-16 | | | | |
|------|--------------------|---|--|-------|---------------|--------|--------|---|---|---------------------|
| | | | | | | Target | Actual | R | Performance Comment | Corrective Measures |
| TL12 | Corporate Services | Implement the individual performance and Incentive Policy in respect of year-end and mid-year evaluations of all personnel by 30 September 2016 and 31 March 2017 | % of personnel for whom the individual PMS and Incentive Policy was implemented in respect of year end and mid-year evaluations of all personnel | All | 100% | 100% | 100% | G | Year-end individual performance evaluations were completed for all staff employed during the six month period under review. | None required. |

Summary of Results: Establishing a functional municipality that can deliver on the IDP priorities, implement policies that will facilitate transformation, effective staff structure, general management practices and training

| | | |
|--|------------------------|----------|
| | KPI Not Yet Measured | 7 |
| | KPI Not Met | 0 |
| | KPI Almost Met | 0 |
| | KPI Met | 1 |
| | KPI Well Met | 0 |
| | KPI Extremely Well Met | 0 |
| | Total KPIs | 8 |

PROMOTE SERVICE EXCELLENCE AND A CORRUPTION FREE ENVIRONMENT

| Ref | Directorate | KPI | Unit of Measurement | Wards | Annual Target | Sep-16 | | | | |
|------|-------------------|--|--|-------|---------------|--------|--------|---|-----------------------|---------------------|
| | | | | | | Target | Actual | R | Performance Comment | Corrective Measures |
| TL55 | Municipal Manager | Implement the RBAP for 2016/17 by 30 June 2017 {(Number of audits and tasks completed for the period/ Number of audits and tasks identified in the RBAP)x100} | % of audits and tasks completed in terms of the RBAP | All | 85 | 10 | 17.30 | B | RBAP 17.3 % completed | None required |

| Summary of Results: Promote service excellence and a corruption free environment | |
|--|----------|
| KPI Not Yet Measured | 0 |
| KPI Not Met | 0 |
| KPI Almost Met | 0 |
| KPI Met | 0 |
| KPI Well Met | 0 |
| KPI Extremely Well Met | 1 |
| Total KPIs | 1 |

PROVISION OF QUALITY BASIC SERVICES SUCH AS WATER, ELECTRICITY, REFUSE REMOVAL AND SANITATION

| Ref | Directorate | KPI | Unit of Measurement | Wards | Annual Target | Sep-16 | | | | |
|------|-------------------------|---|---|-------|---------------|--------|--------|----|--|---|
| | | | | | | Target | Actual | R | Performance Comment | Corrective Measures |
| TL28 | Infrastructure Services | 95% of the electricity maintenance budget spent by 30 June 2017 {(Actual expenditure divided by the total approved maintenance budget) x 100} | % of electricity maintenance budget spent | All | 95% | 15% | 32% | B | Spent 32% of the maintenance budget. R 258 160 of the total budget of R 794 500 spent. | None required. |
| TL29 | Infrastructure Services | 95% of the electricity capital budget spent by 30 June 2017 {(Actual expenditure divided by the total approved capital budget) x 100} as per individual project plans | % of electricity capital budget spent | All | 95% | 0% | 33% | B | Spent 33% of the capital budget. R 1 176 851 of the total budget of R 3 571 665 spent. | None required |
| TL43 | Infrastructure Services | 95% average water quality level obtained as per SANS 241 on micro parameters for all water supply areas | % water quality level obtained | All | 95% | 95% | 99.90% | G2 | Water quality for all water supply areas complies 99.9% to SANS 241. | None required. |
| TL47 | Infrastructure Services | 60% waste water discharge quality obtained for Bredasdorp WWTW | % quality of waste water discharge obtained | All | 60% | 60% | 29% | R | Bredasdorp WWTW overflowed during the period under review due to heavy rain. | Bredasdorp WWTW must urgently be upgraded. An agreement is in place with a private developer to upgrade the WWTW to a zero waste plant and provision is made on the current budget for an |

| Ref | Directorate | KPI | Unit of Measurement | Wards | Annual Target | Sep-16 | | | | |
|-----|-------------|-----|---------------------|-------|---------------|--------|--------|---|---------------------|---|
| | | | | | | Target | Actual | R | Performance Comment | Corrective Measures |
| | | | | | | | | | | amount of R1 000 000.00 to commence the project is the contract can not be honoured for any reason, |

| Summary of Results: Provision of quality basic services such as water, electricity, refuse removal and sanitation | | |
|---|------------------------|----------|
| | KPI Not Yet Measured | 3 |
| | KPI Not Met | 1 |
| | KPI Almost Met | 0 |
| | KPI Met | 0 |
| | KPI Well Met | 1 |
| | KPI Extremely Well Met | 2 |
| | Total KPIs | 7 |

TO FACILITATE THE HOLISTIC DEVELOPMENT OF PEOPLE, EXPAND THE SAFETY NET FOR VULNERABLE GROUPS AND IMPLEMENT SUSTAINABLE PROGRAMMES TO IMPROVE THEIR LIVELIHOODS

| Ref | Directorate | KPI | Unit of Measurement | Wards | Annual Target | Sep-16 | | | | |
|------|--------------------|--|--|-------|---------------|--------|--------|----|--|---------------------|
| | | | | | | Target | Actual | R | Performance Comment | Corrective Measures |
| TL14 | Financial Services | Number of formal residential properties that receive piped water (credit and prepaid water) that is connected to the municipal water infrastructure network and billed for the service as at 30 June 2017 | Number of residential properties which are billed for water or have pre-paid meters | All | 8,550 | 8,550 | 8,617 | G2 | 8617 formal residential properties are connected to the municipal water infrastructure network and receive piped water. | None required. |
| TL15 | Financial Services | Number of formal residential properties connected to the municipal electrical infrastructure network (credit and prepaid electrical metering)(Excluding Eskom areas) and billed for the service as at 30 June 2017 | Number of residential properties which are billed for electricity or have pre- paid meters (Excluding Eskom areas) | All | 8,800 | 8,800 | 8,896 | G2 | 8896 formal residential properties are connected to the municipal electrical infrastructure network (credit and prepaid electrical metering)(Excluding Eskom areas) and receive electricity. | None required. |
| TL16 | Financial Services | Number of formal residential properties connected to the municipal waste water | Number of residential properties which are billed for sewerage | All | 5,900 | 5,900 | 5,965 | G2 | 5965 formal residential properties are connected to the municipal waste water sanitation/sewerage network for sewerage service. (Excludes | None required. |

| Ref | Directorate | KPI | Unit of Measurement | Wards | Annual Target | Sep-16 | | | | |
|------|--------------------|---|--|-------|---------------|--------|--------|----|---|---------------------|
| | | | | | | Target | Actual | R | Performance Comment | Corrective Measures |
| | | sanitation/sewerage network for sewerage service, irrespective of the number of water closets (toilets) and billed for the service as at 30 June 2017 | | | | | | | conservancy tanks). | |
| TL17 | Financial Services | Number of formal residential properties for which refuse is removed once per week and billed for the service as at 30 June 2017 | Number of residential properties which are billed for refuse removal | All | 9,500 | 9,500 | 9,561 | G2 | Refuse is removed for 9561 formal residential properties once per week. | None required. |
| TL18 | Financial Services | Provide 6kl free basic water per month to all households during the 2016/17 financial year | Number of HH receiving free basic water | All | 8,550 | 8,550 | 8,617 | G2 | 8617 households receive free basic water. | None required. |
| TL19 | Financial Services | Provide 50kwh free basic electricity per month per indigent household in terms of the equitable share requirements during the 2016/17 financial year | Number of indigent HH receiving free basic electricity | All | 3,260 | 3,260 | 3,391 | G2 | 3391 indigent households received 50kwh free basic electricity per month. | None required. |
| TL20 | Financial Services | Provide free basic sanitation and refuse to indigent households in terms of the equitable share | Number of indigent HH receiving free basic sanitation and refuse in | All | 3,260 | 3,260 | 3,391 | G2 | 3391 indigent households received free basic sanitation and refuse removal per month. | None required. |

| Ref | Directorate | KPI | Unit of Measurement | Wards | Annual Target | Sep-16 | | | | |
|-----|-------------|--|-----------------------------------|-------|---------------|--------|--------|---|---------------------|---------------------|
| | | | | | | Target | Actual | R | Performance Comment | Corrective Measures |
| | | requirements during the 2016/17 financial year | terms of Councils indigent policy | | | | | | | |

| Summary of Results: To facilitate the holistic development of people, expand the safety net for vulnerable groups and implement sustainable programmes to improve their livelihoods | |
|---|----------|
| KPI Not Yet Measured | 0 |
| KPI Not Met | 0 |
| KPI Almost Met | 0 |
| KPI Met | 0 |
| KPI Well Met | 7 |
| KPI Extremely Well Met | 0 |
| Total KPIs | 7 |

TO IMPLEMENT SOUND FINANCIAL MANAGEMENT SYSTEMS & PROCEDURES THAT WILL ENSURE THE FINANCIAL VIABILITY OF CAPE AGULHAS MUNICIPALITY

| Ref | Directorate | KPI | Unit of Measurement | Wards | Annual Target | Sep-16 | | | | |
|------|--------------------|--|----------------------------------|-------|---------------|--------|--------|---|--|---|
| | | | | | | Target | Actual | R | Performance Comment | Corrective Measures |
| TL25 | Financial Services | Achieve a debtors payment percentage of at least 98% by 30 June 2017{(Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100} | % debtors payment ratio achieved | All | 98% | 98% | 73.27% | R | Debtors payment percentage for the quarter ending 30 September 2016 is 73,27%. | Assessment rates which are due annually are payable on 30 October 2016. This will enable us to achieve the target of 98%. |

| Summary of Results: To implement sound financial management systems & procedures that will ensure the financial viability of Cape Agulhas Municipality | |
|--|----------|
| KPI Not Yet Measured | 2 |
| KPI Not Met | 1 |
| KPI Almost Met | 0 |
| KPI Met | 0 |
| KPI Well Met | 0 |
| KPI Extremely Well Met | 0 |
| Total KPIs | 3 |

TO PROVIDE AN ADMINISTRATION THAT ENSURES PUBLIC PARTICIPATION IN A TRANSPARENT AND ACCOUNTABLE WAY AS WELL AS TO PROMOTE INTERGOVERNMENTAL RELATIONS

| Ref | Directorate | KPI | Unit of Measurement | Wards | Annual Target | Sep-16 | | | | |
|------|-------------------|--|--|-------|---------------|--------|--------|---|---|--|
| | | | | | | Target | Actual | R | Performance Comment | Corrective Measures |
| TL54 | Municipal Manager | Develop a training and orientation plan for new Councillors by 30 September 2016 | Training and orientation plan for new Councillors developed and approved | All | 1 | 1 | 0 | R | A Councillor induction programme was presented to from 12 to 16 September 2016, It was not necessary to have programme approved by Council as it was provided by SALGA. | KPI wording needs to be reviewed mid-year. At the time of compiling the SDBIP, we were not aware that SALGA would be providing the training. |

| Summary of Results: To provide an administration that ensures public participation in a transparent and accountable way as well as to promote intergovernmental relations | |
|---|----------|
| KPI Not Yet Measured | 1 |
| KPI Not Met | 1 |
| KPI Almost Met | 0 |
| KPI Met | 0 |
| KPI Well Met | 0 |
| KPI Extremely Well Met | 0 |
| Total KPIs | 2 |

