

Cape Agulhas Municipality



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
U MASIPALA WASECAPE AGULHAS

QUARTERLY PERFORMANCE REPORT 30 SEPTEMBER 2017

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

QUARTERLY PERFORMANCE REPORT FOR QUARTER 1: 1 JULY 2017 TO 30 SEPTEMBER 2017

REPORT BY THE DIVISION HEAD: STRATEGIC PLANNING AND ADMINISTRATION

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 2017 to 30 September 2017).

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 SDBIP is a layered plan comprising a Top Layer SDBIP and Departmental SDBIPs. The Executive Mayor approved the Top Layer SDBIP for 2017/18 on 26 June 2017. Any amendments to the Top Layer SDBIP must be approved by Council, and recommendations will be made on some amendments that are required under the recommendation.

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).

The conversion to a new financial system has posed significant challenges in terms of the manner in which reporting is done, and although an accurate as possible picture is presented, there are a number of KPI's where information needs to be derived from the system which is not yet available in the format that is needed.

The Council approved the new five year IDP on 30 May 2017, and the SDBIP derives from the IDP. The IDP contains a vision, mission and the Municipalities strategic goals and objectives, which give effect to its vision and mission and which are in turn aligned to the National KPA's for Local Government

The following table sets out this alignment.

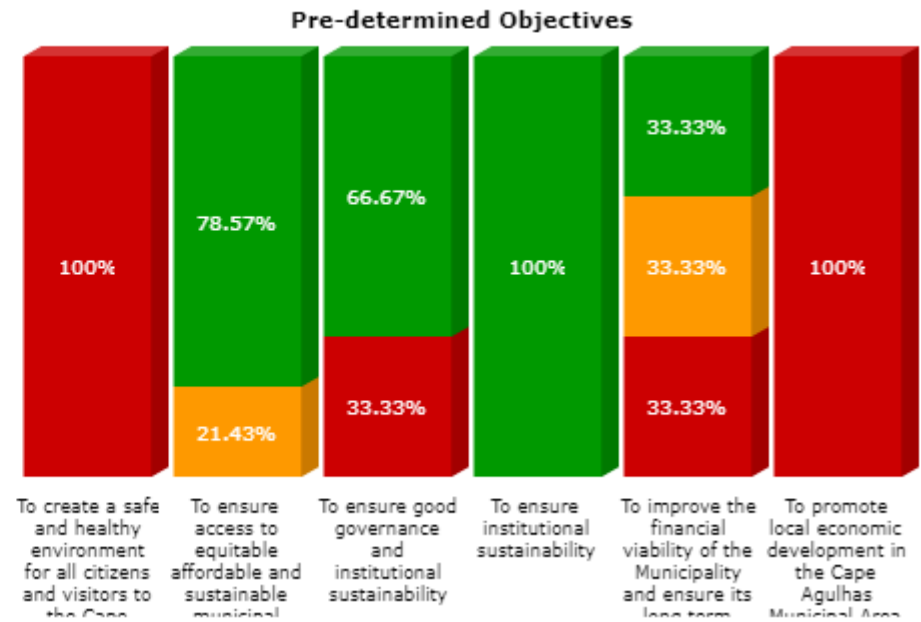
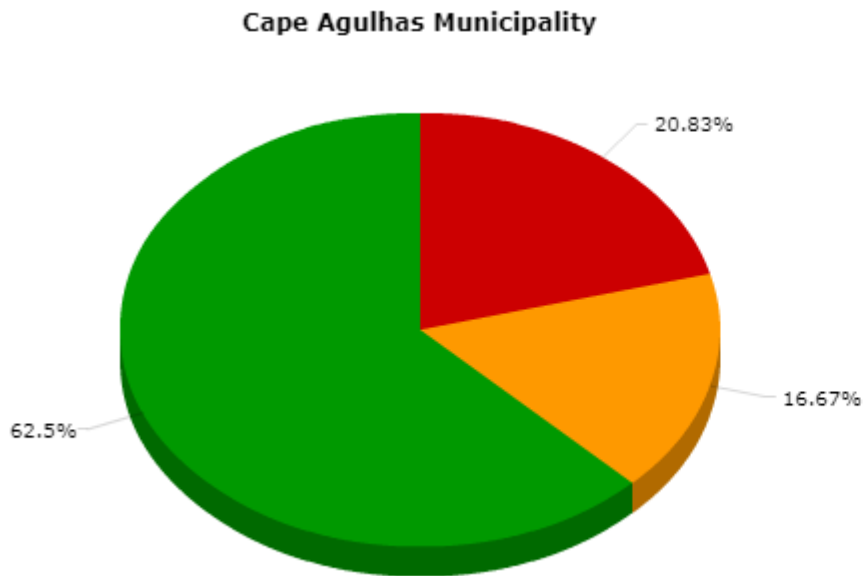
VISION	MISSION	STRATEGIC GOAL	STRATEGIC OBJECTIVE
<p>Together for excellence Saam vir uitnemendheid Sisonke siyagqwesa</p>	<p>To render excellent services through good governance, public ownership and partnership in order to create a safer environment that will promote socio-economic growth and ensure future financial sustainability in a prosperous southernmost community</p>	SG1: To ensure good governance	SO1: To create a culture of good governance
		SO2: To create a culture of public participation and empower communities to participate in the affairs of the Municipality	
		SG2: To ensure institutional sustainability	SO3: To create an administration capable of delivering on service excellence.
		SG3: To promote local economic development in the Cape Agulhas Municipal Area	SO4: To create an enabling environment for economic growth and development
		SO5: To promote tourism in the Municipal Area	
		SG4: To improve the financial viability of the Municipality and ensure its long term financial sustainability	SO6: To provide effective financial, asset and procurement management
		SG5: To ensure access to equitable affordable and sustainable municipal services for all citizens	SO7: Provision of equitable quality basic services to all households
		SO8: To maintain infrastructure and undertake development of bulk infrastructure to ensure sustainable service delivery.	
		SO9: To provide community facilities and services	
		SO10: Development of sustainable vibrant human settlements	
		SG6: To create a safe and healthy environment for all citizens and visitors to the Cape Agulhas Municipality	SO11: To promote social and youth development
		SO12: To create and maintain a safe and healthy environment	

4 DETAILED PERFORMANCE REPORT

4.1 PERFORMANCE SUMMARY

The Municipality has a total of 50 KPI's on its 2017/18 SDBIP and 24 were measurable by the end of quarter 1. A total of 15 KPI's were met, 4 almost met and 5 not met.

The following graph shows the overall performance of the Municipality for the quarter.



The following table provides an overview of the Municipalities performance as measured against its strategic objectives for the third quarter (1 July 2017 to 30 September 2017)

	Cape Agulhas Municipality	Pre-determined Objectives					
		<i>To create a safe and healthy environment for all citizens and visitors to the Cape Agulhas Municipality</i>	<i>To ensure access to equitable affordable and sustainable municipal services for all citizens</i>	<i>To ensure good governance and institutional sustainability</i>	<i>To ensure institutional sustainability</i>	<i>To improve the financial viability of the Municipality and ensure its long term financial sustainability</i>	<i>To promote local economic development in the Cape Agulhas Municipal Area</i>
■ KPI Not Met	5 (20.8%)	2 (100%)	-	1 (33.3%)	-	1 (33.3%)	1 (100%)
■ KPI Almost Met	4 (16.7%)	-	3 (21.4%)	-	-	1 (33.3%)	-
■ KPI Met	4 (16.7%)	-	2 (14.3%)	1 (33.3%)	1 (100%)	-	-
■ KPI Well Met	7 (29.2%)	-	5 (35.7%)	1 (33.3%)	-	1 (33.3%)	-
■ KPI Extremely Well Met	4 (16.7%)	-	4 (28.6%)	-	-	-	-
Total:	24	2	14	3	1	3	1


4.2 DETAILED PERFORMANCE REVIEW PER STRATEGIC GOAL

The following tables provide a detailed performance review per strategic goal for the quarter (1 January 2017 to 30 March 2017). Each table is followed by a summary.

STRATEGIC GOAL1: TO ENSURE GOOD GOVERNANCE

Ref	Directorate	Strategic Objective	KPI	Unit of Measurement	Wards	Annual Target	Sep-17				
							Target	Actual	R	Performance Comment	Corrective Measures
TL45	Municipal Manager	To create an administration capable of delivering on service excellence.	Compile a Process Plan for the completion of the land audit of the municipality and submit to Council for approval by 30 September 2017	Process plan compiled and submitted to Council for approval	All	1	1	1	G	The Process Plan for the Land Audit was approved by the Mayoral Committee on 19 September 2017. (Resolution BK157/2017)	None required.
TL48	Municipal Manager	To create an administration capable of delivering on service excellence.	Review the micro structure in line with the revised socio economic macro structure by 30 September 2017	Number of approved micro structures	All	1	1	0	R	The new Macro structure was approved in May 2017. The Micro Structure was intended for finalisation by the end of September 2017, but finalisation thereof was delayed pending the outcomes of the Productivity Study.	The new Micro Structure will be submitted to Council for approval following the conclusion of the Productivity Study in the first week of November 2017.
TL49	Municipal Manager	To create an administration capable of delivering on service excellence.	Implement the RBAP for 2017/18 by 30 June 2018 {(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%	12.50%	G2	The RBAP is 12,5% completed.	None required.

Summary of Results: To ensure good governance and institutional sustainability

	KPI Not Yet Measured	0
	KPI Not Met	1
	KPI Almost Met	0
	KPI Met	1
	KPI Well Met	1
	KPI Extremely Well Met	0
Total KPIs		3

STRATEGIC GOAL2: TO ENSURE INSTITUTIONAL SUSTAINABILITY

Ref	Directorate	Strategic Objective	KPI	Unit of Measurement	Wards	Annual Target	Sep-17				
							Target	Actual	R	Performance Comment	Corrective Measures
TL43	Municipal Manager	To create an administration capable of delivering on service excellence.	Compile a new Five Year Employment Equity Plan and submit to Council for approval by 30 September 2017	Employment Equity Plan compiled and submitted to Council for approval	All	1	1	1	G	The new Employment Equity Plan was approved by Council on 26 September 2017. (Resolution 205/2017)	None required.

Summary of Results: To ensure institutional sustainability

	KPI Not Yet Measured	2
	KPI Not Met	0
	KPI Almost Met	0
	KPI Met	1
	KPI Well Met	0
	KPI Extremely Well Met	0
Total KPIs		3

STRATEGIC GOAL3:TO PROMOTE LOCAL ECONOMIC DEVELOPMENT IN THE CAPE AGULHAS MUNICIPAL AREA

Ref	Directorate	Strategic Objective	KPI	Unit of Measurement	Wards	Annual Target	Sep-17				
							Target	Actual	R	Performance Comment	Corrective Measures
TL44	Municipal Manager	To create an enabling environment for economic growth and development	Appoint a service provider to conduct a basic assessment for the New Bredasdorp Industrial Development by 30 September 2017	Service provider appointed	All	1	1	0	R	The services of an environmentalist have been solicited to assist with the terms of reference, for the appointment of the service provider to conduct the basic assessment through the supply chain process.	The service provider will be appointed following the supply chain process.

Summary of Results: To promote local economic development in the Cape Agulhas Municipal Area

	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

STRATEGIC GOAL4: TO IMPROVE THE FINANCIAL VIABILITY OF THE MUNICIPALITY AND ENSURE ITS LONG TERM FINANCIAL SUSTAINABILITY

Ref	Directorate	Strategic Objective	KPI	Unit of Measurement	Wards	Annual Target	Sep-17				
							Target	Actual	R	Performance Comment	Corrective Measures
TL8	Finance and Information Technology Services	To provide effective financial, asset and procurement management	Develop an implementation plan for the Revenue Enhancement Strategy and submit to Council for approval by 30 September 2017	Revenue Enhancement Strategy implementation plan developed and submitted to Council for approval	All	1	1	0	R	The Revenue Enhancement Strategy Implementation Plan could not be developed due to time constraints arising from the MSCOA implementation and the conversion to a new financial system.	The Revenue Enhancement Strategy Implementation Plan will be developed by the end of the year.
TL9	Finance and Information Technology Services	To provide effective financial, asset and procurement management	The percentage of the municipality's capital budget actually spent on capital projects by 30 June 2018 {(Actual amount spent on projects /Total amount budgeted for capital projects)X100}	% of the municipal capital budget spent	All	95%	7%	8.30%	G2	Budget R27 664 699.00 An amount of R 886 109.75 has been spent and a further R142 6305.66 is committed in firm orders. (R2 312 415.41)	None required.
TL13	Finance and Information Technology Services	To provide effective financial, asset and procurement management	Achieve a debtors payment percentage of at least 98% by 30 June 2018{(Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100}	% debtors payment ratio achieved	All	96%	96%	73.10%	O	Debtors payment rate estimated to be 73,1%. Updated information can not yet be extracted from the new financial system.	Updated information will be provided with the December performance report.

Summary of Results: To improve the financial viability of the Municipality and ensure its long term financial sustainability

	KPI Not Yet Measured	3
	KPI Not Met	1
	KPI Almost Met	1
	KPI Met	0
	KPI Well Met	1
	KPI Extremely Well Met	0
Total KPIs		6

STRATEGIC GOALS: TO ENSURE ACCESS TO EQUITABLE AFFORDABLE AND SUSTAINABLE MUNICIPAL SERVICES FOR ALL CITIZENS

Ref	Directorate	Strategic Objective	KPI	Unit of Measurement	Wards	Annual Target	Sep-17				
							Target	Actual	R	Performance Comment	Corrective Measures
TL1	Finance and Information Technology Services	Provision of equitable quality basic services to all households	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 2018	Number of residential properties which are billed for water or have pre paid meters	All	8,601	8,601	8,677	G2	8677 formal residential properties received piped water that is connected to the municipal water infrastructure network and were billed accordingly. This figure is based on the 30 June 2017 figure as updated information can not yet be extracted from the new financial system.	Updated information will be provided with the December performance report.
TL2	Finance and Information Technology Services	Provision of equitable quality basic services to all households	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 2018	Number of residential properties which are billed for electricity or have pre paid meters (Excluding Eskom areas)	All	8,536	8,536	9,033	G2	9033 formal residential properties are connected to the electrical infrastructure network (credit and prepaid electrical metering)(Excluding Eskom areas) and were billed accordingly. This figure is based on the 30 June 2017 figure as updated information can not yet be extracted from the new financial system.	Updated information will be provided with the December performance report.
TL3	Finance and Information Technology Services	Provision of equitable quality basic services to all households	Number of formal residential properties connected to the municipal waste water sanitation/sewerage network for sewerage service (inclusive of septic tanks),	Number of residential properties which are billed for sewerage	All	8,8	8,8	8,995	G2	8995 formal residential properties are connected to the municipal waste water sanitation/sewerage network (inclusive of septic tanks) and were billed accordingly. This	Updated information will be provided with the December performance report.

Ref	Directorate	Strategic Objective	KPI	Unit of Measurement	Wards	Annual Target	Sep-17					
							Target	Actual	R	Performance Comment	Corrective Measures	
			irrespective of the number of water closets (toilets) and billed for the service as at 30 June 2018								figure is based on the 30 June 2017 figure as updated information can not yet be extracted from the new financial system	
TL4	Finance and Information Technology Services	Provision of equitable quality basic services to all households	Number of formal residential properties for which refuse is removed once per week and billed for the service as at 30 June 2018	Number of residential properties which are billed for refuse removal	All	9,551	9,551	9,614	G2		Refuse was removed from 9614 formal residential properties once a week and was billed accordingly. This figure is based on the 30 June 2017 figure as updated information can not yet be extracted from the new financial system	Updated information will be provided with the December performance report.
TL5	Finance and Information Technology Services	Provision of equitable quality basic services to all households	Provide 6kl free basic water per month to all households during the 2017/18 financial year	Number of HH receiving free basic water	All	8,601	8,601	8,677	G2		8677 households received 6kl free basic water per month. This figure is based on the 30 June 2017 figure as updated information can not yet be extracted from the new financial system	Updated information will be provided with the December performance report.
TL6	Finance and Information Technology Services	Provision of equitable quality basic services to all households	Provide 50kwh free basic electricity per month per indigent household in terms of the equitable share requirements during the 2017/18 financial year	Number of indigent HH receiving free basic electricity	All	3,419	3,419	3,051	O		Free basic electricity provided to 3051 poor and indigent households. Informal households: 698 Elim: 147 Registered Indigents: 2206	Indigents must re-register each year. Ongoing process.
TL7	Finance and Information	Provision of equitable quality	Provide free basic sanitation and refuse to	Number of indigent HH	All	3,419	3,419	3,051	O		Free basic sanitation and refuse provided to	Indigents must re-register each year.

Ref	Directorate	Strategic Objective	KPI	Unit of Measurement	Wards	Annual Target	Sep-17					
							Target	Actual	R	Performance Comment	Corrective Measures	
	Technology Services	basic services to all households	indigent households in terms of the equitable share requirements during the 2017/18 financial year	receiving free basic sanitation and refuse in terms of Councils indigent policy							3051 poor and indigent households. Informal households: 698 Elim: 147 Registered Indigents: 2206	Ongoing process.
TL21	Infrastructure Services	To maintain infrastructure and undertake development of bulk infrastructure to ensure sustainable service delivery.	95% of the approved water capital budget spent by 30 June 2018 {{Actual expenditure divided by the total approved water capital budget} x 100}	% of water capital budget spent	All	95%	6%	10.33%	B	Budget R 3145000.00 An amount of R 110110.00 has been spent and a further R214895.92 is committed in firm orders. (R325 005,92)	None required.	
TL22	Infrastructure Services	To maintain infrastructure and undertake development of bulk infrastructure to ensure sustainable service delivery.	Limit unaccounted for water to less than 18% by 30 June 2018 {{Number of Kiloliters Water Purchased or Purified - Number of Kiloliters Water Sold (incl free basic water) / Number of Kiloliters Water Purchased or Purified x 100}	% unaccounted water	All	18%	18%	17.48%	B	The final year end figure for 2016/2017 was 17,48%. This figure is based on the 30 June 2017 figure as updated information can not yet be extracted from the new financial system, but there is no reason to believe given the short time span of this period, that there will be a material difference in the YTD average loss figure.	Updated information will be provided with the December performance report.	
TL23	Infrastructure Services	To maintain infrastructure and undertake development of bulk infrastructure to	95% average water quality level obtained as per SANS 241 on micro parameters for all water supply areas during the 2017/18	% water quality level obtained	All	95%	95%	95%	G	Water quality level obtained as per SANS 241 on micro parameters for all water supply areas was 95% for the quarter.	None required.	

Ref	Directorate	Strategic Objective	KPI	Unit of Measurement	Wards	Annual Target	Sep-17				
							Target	Actual	R	Performance Comment	Corrective Measures
		ensure sustainable service delivery.	financial year								
TL24	Infrastructure Services	To maintain infrastructure and undertake development of bulk infrastructure to ensure sustainable service delivery.	Update the Water Services Development Plan and submit to Council by 31 May 2018	Updated Water Services Development Plan submitted to Council	All	1	0	0	N/A		
TL25	Infrastructure Services	To maintain infrastructure and undertake development of bulk infrastructure to ensure sustainable service delivery.	60% waste water discharge quality obtained for Bredasdorp WWTW	% quality of waste water discharge obtained	All	60%	60%	58.33%	O	WWTW water quality is 58,33%. Aerators have already been replaced.	The WWTW will be upgraded in the 2018/19 financial year.
TL27	Infrastructure Services	To maintain infrastructure and undertake development of bulk infrastructure to ensure sustainable service delivery.	Limit unaccounted for electricity to less than 8% by 30 June 2018 {(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} × 100}	% unaccounted electricity	All	8%	8%	6.50%	B	The final year end figure for 2016/2017 was 6.5%. This figure is based on the 30 June 2017 figure as updated information can not yet be extracted from the new financial system, but there is no reason to believe given the short time span of this period, that there will be a material difference in the YTD average loss figure.	Updated information will be provided with the December performance report.
TL28	Infrastructure	To maintain	95% of the electricity	% of electricity	All	95%	28%	28%	G	28% of the Capital	None required.

Ref	Directorate	Strategic Objective	KPI	Unit of Measurement	Wards	Annual Target	Sep-17					
							Target	Actual	R	Performance Comment	Corrective Measures	
	Services	infrastructure and undertake development of bulk infrastructure to ensure sustainable service delivery.	capital budget spent by 30 June 2018 {(Actual expenditure divided by the total approved capital budget) x 100} as per individual project plans	capital budget spent							budget spent. R 17802 of the Budgeted R2 397 750.00 spent. A further R 653758.54 committed on order.	
TL29	Infrastructure Services	To maintain infrastructure and undertake development of bulk infrastructure to ensure sustainable service delivery.	95% of the INEP funds received spent by 30 June 2017 for the electrification of 69 IRDP houses {(Actual expenditure divided by the total received INEP allocation) x 100}	% of the INEP funds received spent	2	95%	0%	30%	B	28% of the Capital budget spent. R 17802 of the Budgeted R2 397 750.00 spent. A further R 653758.54 committed on order.	None required.	

Summary of Results: To ensure access to equitable affordable and sustainable municipal services for all citizens

	KPI Not Yet Measured	16
	KPI Not Met	0
	KPI Almost Met	3
	KPI Met	2
	KPI Well Met	5
	KPI Extremely Well Met	4
Total KPIs		30

STRATEGIC GOAL6: TO CREATE A SAFE AND HEALTHY ENVIRONMENT FOR ALL CITIZENS AND VISITORS TO THE CAPE AGULHAS MUNICIPALITY

Ref	Directorate	Strategic Objective	KPI	Unit of Measurement	Wards	Annual Target	Sep-17				
							Target	Actual	R	Performance Comment	Corrective Measures
TL36	Management Services	To create and maintain a safe and healthy environment	Spend 95% of the approved capital budget for the Management Services Directorate by 30 June 2018 {(Actual expenditure divided by the total approved budget) x 100}	% of budget spent	All	95%	13%	9.37%	R	9,73% of the Management Services Capital Budget Spent.	The procurement of all projects is in an advanced phase in line with the procurement plan.
TL39	Municipal Manager	To promote social and youth development	Submit an Annual Events Calendar for social development to Council for approval by 31 July 2017	Events calendar submitted to Council for approval	All	1	1	0	R	The social development events calendar was compiled, but delays were experienced in getting confirmation of some of the dates. The calendar is now finalised and pending approval.	The social development events calendar will be submitted to Council in October 2017.

Summary of Results: To create a safe and healthy environment for all citizens and visitors to the Cape Agulhas Municipality

	KPI Not Yet Measured	3
	KPI Not Met	2
	KPI Almost Met	0
	KPI Met	0
	KPI Well Met	0
	KPI Extremely Well Met	0
Total KPIs		5

5 RECOMMENDATION

- 5.1 That the quarterly performance report for the quarter (1 July 2017 to 30 September 2017) be noted.
- 5.2 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.
- 5.3 That Council approves the following SDBIP amendments:

REF	KPI	UNIT OF MEASURE	AMENDMENT
TL48	Review the micro structure in line with the revised socio economic macro structure by 30 September 2017	Number of approved micro structures	Target date: 30 December 2017
TL 44	To create an enabling environment for economic growth and development	Appoint a service provider to conduct a basic assessment for the New Bredasdorp Industrial Development by 30 September 2017	Target date: 30 December 2017
TL8	Develop an implementation plan for the Revenue Enhancement Strategy and submit to Council for approval by 30 September 2017	Revenue Enhancement Strategy implementation plan developed and submitted to Council for approval	Target date: 30 December 2017