



KAAP AGULHAS MUNISIPALITEIT  
CAPE AGULHAS MUNICIPALITY  
U MASIPALA WASECAPE AGULHAS

# **QUARTERLY PERFORMANCE REPORT 30 SEPTEMBER 2020**

**Submitted in terms of Section 52 (d) of the MFMA and MFMA  
Circular 13**

**Approved 28 October 2020**

**Resolution 184/2020**

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**QUARTERLY PERFORMANCE REPORT FOR QUARTER 1: 1 JULY 2020 - 30 SEPTEMBER 2020**

**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 2020 - 30 September 2020).

**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 2020/21 on 25 June 2020. The SDBIP is a layered plan comprising a Top Layer SDBIP and Departmental SDBIPs.

Any amendments to the Top Layer SDBIP must be approved by Council. This is generally done following the submission of the Mid-year Budget and Performance Assessment Report and the approval of the adjustment budget.

Performance reporting on the top layer SDBIP is done to the Council on a quarterly, half yearly (Mid-year Budget and Performance Assessment Report) and annual basis (Annual Report).

**4 LINKAGE TO THE IDP**

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

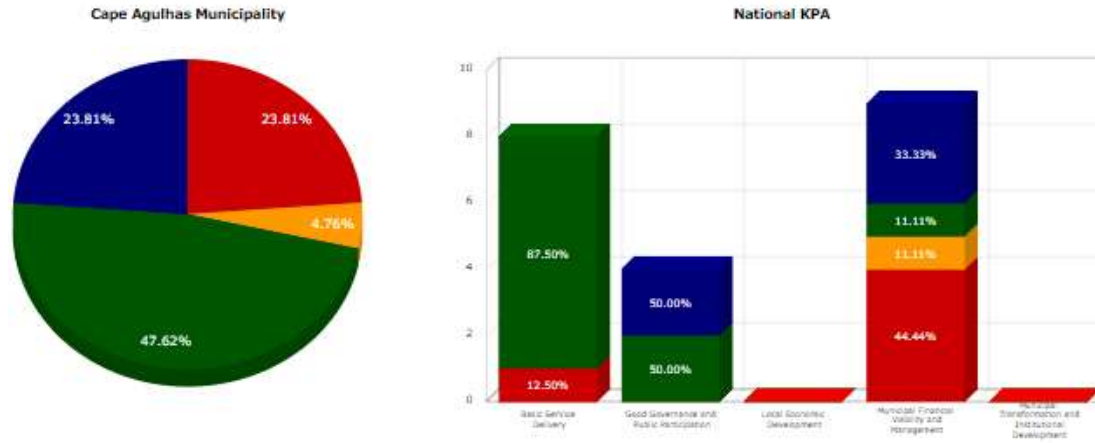
The following table sets out this alignment.

VISION	MISSION	NATIONAL KPA	MUNICIPAL KPA	STRATEGIC GOAL	STRATEGIC OBJECTIVE
Together for excellence / Saam vir uitnemendheid / Sisonke siyagqwesa	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	KPA1: Good Governance and Public Participation	MKPA1: Good Governance and Public Participation	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
		KPA2: Municipal Institutional Development and Transformation	MKPA2: Municipal Institutional Development and Transformation	SG2: To ensure institutional sustainability	SO3: To create an administration capable of delivering on service excellence.
		KPA3: Local Economic Development	MKPA3: Local Economic Development and Tourism	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
		KPA4: Municipal Financial Viability and Management	MKPA4: Municipal Financial Viability and Management	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
		KPA5: Basic Service Delivery	MKPA5: Basic Service Delivery	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
		KPA5: Basic Service Delivery	MKPA6: Social and youth development	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

## 5 QUARTERLY PERFORMANCE IN TERMS OF PERFORMANCE INDICATORS SET ON THE APPROVED TOP LAYER SDBIP FOR 2020/21

### 5.1 OVERALL ACTUAL PERFORMANCE FOR THE PERIOD ENDING 30 SEPTEMBER 2020

The Municipality has 33 KPI's on its 2020/21 SDBIP, and 21 were measurable by the end of quarter 1. A total of 6 KPI's (29%) were not met and 15 KPI's (71%) were met.



	Cape Agulhas Municipality	National KPA				
		Basic Service Delivery	Good Governance and Public Participation	Local Economic Development	Municipal Financial Viability and Management	Municipal Transformation and Institutional Development
Not Met	5 (23.81%)	1 (12.50%)	-	-	4 (44.44%)	-
Almost Met	1 (4.76%)	-	-	-	1 (11.11%)	-
Met	-	-	-	-	-	-
Well Met	10 (47.62%)	7 (87.50%)	2 (50.00%)	-	1 (11.11%)	-
Extremely Well Met	5 (23.81%)	-	2 (50.00%)	-	3 (33.33%)	-
<b>Total:</b>	<b>21*</b>	<b>8</b>	<b>4</b>	<b>0</b>	<b>9</b>	<b>0</b>
	<b>100%</b>	<b>38.10%</b>	<b>19.05%</b>	<b>0.00%</b>	<b>42.86%</b>	<b>0.00%</b>

\* Excludes 12 KPIs which had no targets/actuals for the period selected.

## 5.2 ACTUAL PERFORMANCE PER NATIONAL KEY PERFORMANCE AREA (KPA) FOR THE QUARTER ENDING 30 SEPTEMBER 2020

The tables below comprise the unaudited Top Layer SDBIP for the first quarter of the financial year. The quarterly performance per National Key Performance Area is shown as well as performance comments and corrective measures for targets not achieved. Each table is followed by a summary.

### 5.2.1 NATIONAL KPA 1: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

REF	KPI NAME	UNIT OF MEASUREMENT	STRATEGIC GOAL	ANNUAL TARGET	WARD	QUARTER ENDING SEPTEMBER 2020				
						TARGET	ACTUAL	R	PERFORMANCE COMMENT	CORRECTIVE MEASURES
TL2	Implement 85% of the RBAP for 2020/21 by 30 June {(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	To ensure good governance	85.00%	All	10.00%	19.80%	B	RBAP 19.8% complete as at 30 September. Ahead of schedule.	None required.
TL18	Spend 95% of the budget allocated for the implementation of the SMART CITY Concept by 30 June	% of the financial years project budget spent	To ensure good governance	95.00%	All	5.00%	48.37%	B	Budget R 2 000 000. Committed R 967 373. 48.37% of the budget allocated for the implementation of the SMART CITY concept was committed by 30 September 2020.	None required.
TL28	95% of water samples comply with SANS241 micro biological indicators {(Number of water samples that comply with SANS241 indicators/Number of water samples tested)x100}	% of water samples compliant	To ensure good governance	95.00%	All	95.00%	99.00%	G2	99 % of water samples comply with SANS241 micro biological indicators, which is indicative of good water quality.	None required.
TL29	65% average compliance of the	% average compliance of the quarterly waste	To ensure good governance	56.25%	All	50.00%	70.35%	G2	Better process control being applied.	Ongoing refurbishment of

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REF	KPI NAME	UNIT OF MEASUREMENT	STRATEGIC GOAL	ANNUAL TARGET	WARD	QUARTER ENDING SEPTEMBER 2020				
						TARGET	ACTUAL	R	PERFORMANCE COMMENT	CORRECTIVE MEASURES
	Bredasdorp WWTW water quality to SANS 241 for the financial year	water test results								Bredasdorp WWTW

**Summary of Results: Good Governance and Public Participation**

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

**5.2.2 NATIONAL KPA 2: MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION**

No KPI's were measurable in the first quarter for this KPA

**5.2.3 NATIONAL KPA 3: LOCAL ECONOMIC DEVELOPMENT**

No KPI's were measurable in the first quarter for this KPA

5.2.4 NATIONAL KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

REF	KPI NAME	UNIT OF MEASUREMENT	STRATEGIC GOAL	ANNUAL TARGET	WARD	QUARTER ENDING SEPTEMBER 2020				
						TARGET	ACTUAL	R	PERFORMANCE COMMENT	CORRECTIVE MEASURES
TL13	The percentage of the municipality's capital budget actually spent on capital projects by 30 June $\{(Actual\ amount\ spent\ on\ projects / Total\ amount\ budgeted\ for\ capital\ projects) \times 100\}$	% of the municipal capital budget spent	To improve the financial viability of the Municipality and ensure its long term financial sustainability	95.00%	All	20.00%	14.41%	R	Budget R 62 489 808 Spent R 4 692 631 Committed R4 309 838.	All projects being monitored carefully by responsible departments.
TL17	Achieve a debtors payment percentage of at least 90% by 30 June $\{(Gross\ Debtors\ opening\ Balance + Billed\ Revenue - Gross\ Debtors\ closing\ Balance - Bad\ Debts\ Written\ Off) / Billed\ Revenue\} \times 100\}$	% debtors payment ratio achieved	To improve the financial viability of the Municipality and ensure its long term financial sustainability	90.00%	All	90.00%	105.94%	G2	Debtors payment rate as at the end of September 2020 is 105.94%.	None required.
TL20	Spend 95% of the total approved management services capital budget by 30 June	% of management services budget spent	To improve the financial viability of the Municipality and ensure its long term financial sustainability	95.00%	All	2.00%	28.87%	B	Budget R2 875 100, Spent R20 939, Committed R809 051.	Ensure that all projects supply chain processes are planned and completed timeously.
TL24	95% of the roads and storm water capital budget spent by 30 June $\{(Actual\ expenditure\ divided\ by\ the\ total\ approved\ roads\ and\ stormwater\ capital\ budget\ spent\ by\ 30\ June) \times 100\}$	% of roads and storm water capital budget spent	To improve the financial viability of the Municipality and ensure its long term financial sustainability	95.00%	All	15.00%	12.32%	O	Budget R 9 535 757. Spent R 802 761.32. Committed R 371 611. Supply Chain processes took a little longer than anticipated, and	Contractors are on site in respect of biggest project and work is commencing well and will be



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REF	KPI NAME	UNIT OF MEASUREMENT	STRATEGIC GOAL	ANNUAL TARGET	WARD	QUARTER ENDING SEPTEMBER 2020				
						TARGET	ACTUAL	R	PERFORMANCE COMMENT	CORRECTIVE MEASURES
	capital budget) x 100}								inclement weather affected some projects.	completed within planned timeframes.
TL25	95% of the approved refuse removal capital budget spent by 30 June{(Actual expenditure divided by the total approved refuse removal capital budget) x 100}	% of refuse removal capital budget spent	To improve the financial viability of the Municipality and ensure its long term financial sustainability	95.00%	2 3 4 6	0.00%	79.88%	B	Budget: 2 180 000 Committed: 1 741 377	None required
TL26	95% of the approved water capital budget spent by 30 June {(Actual expenditure divided by the total approved water capital budget) x 100}	% of water capital budget spent	To improve the financial viability of the Municipality and ensure its long term financial sustainability	95.00%	All	15.00%	0.00%	R	A Consulting Engineer needed to be appointed to provide design services for water capital projects. This tender has been advertised and is in process.	Expedite finalisation of appointment of Consulting Engineer.
TL27	Limit unaccounted for water to less than 15% by 30 June {(Number of Kiloliters Water Purchased or Purified - Number of Kiloliters Water Sold (incl free basic water) / Number of Kiloliters Water Purchased or Purified /100}	% unaccounted water	To improve the financial viability of the Municipality and ensure its long term financial sustainability	15.00%	All	15.00%	31.52%	R	Bulk meters in Struisbaai and a portion of Bredasdorp have been replaced. Further meters are scheduled for replacement and leak detection was conducted to further reduce leaks.	Smart city together with replacement of bulk meters will give more accurate non revenue water statistics.
TL31	Limit unaccounted for electricity to less than 6.5% by 30 June {(Number of Electricity Units Purchased and/or Generated -	% unaccounted electricity	To improve the financial viability of the Municipality and ensure its long term financial sustainability	8.00%	All	8.00%	6.66%	B	Electricity losses well below the norm. YTD average figure as calculated: Conventional Sales: 12513104 Prepaid	None required.

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REF	KPI NAME	UNIT OF MEASUREMENT	STRATEGIC GOAL	ANNUAL TARGET	WARD	QUARTER ENDING SEPTEMBER 2020				
						TARGET	ACTUAL	R	PERFORMANCE COMMENT	CORRECTIVE MEASURES
	Number of Electricity Units Sold (incl Free basic electricity) / Number of Electricity Units Purchased and/or Generated) X 100}								Sales: 4792105 Free Basic Units: 346700 Total Sales = 17651909 Purchases Eskom: 18877532 Purchases SSEG: 33980 Total Purchases: 18911512	
TL32	95% of the electricity capital budget spent by 30 June {(Actual expenditure divided by the total approved capital budget) x 100}	% of electricity capital budget spent	To improve the financial viability of the Municipality and ensure its long term financial sustainability	95.00%	All	10.00%	3.00%	R	Budget: R 6328946 Expenditure: R 204859 . Generator tender was slightly delayed.	The order for generators to the value of R2 4000 000 was written out at the beginning October 2020.

**Summary of Results: Municipal Financial Viability and Management**

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	3
R	KPI Not Met	0% <= Actual/Target <= 74.999%	4
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	1
G	KPI Met	Actual meets Target (Actual/Target = 100%)	0
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	1
B	KPI Extremely Well Met	150.000% <= Actual/Target	3
	<b>Total KPIs:</b>		<b>12</b>

5.2.5 NATIONAL KPA 5: BASIC SERVICE DELIVERY

REF	KPI NAME	UNIT OF MEASUREMENT	STRATEGIC GOAL	ANNUAL TARGET	WARD	QUARTER ENDING SEPTEMBER 2020				
						TARGET	ACTUAL	R	PERFORMANCE COMMENT	CORRECTIVE MEASURES
TL6	Number of formal residential properties that receive piped water that is connected to the municipal water infrastructure network and billed for the service as at 30 June	Number of formal residential properties which are billed for water	To ensure access to equitable affordable and sustainable municipal services for all citizens	8 805	All	8 805	9 267	G2	9267 formal residential properties receive piped water that is connected to the municipal water infrastructure network and were billed for the service as at 30 September 2020.	None required.
TL7	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	Number of formal residential properties which are billed for electricity or have pre paid meters (Excluding Eskom areas)	To ensure access to equitable affordable and sustainable municipal services for all citizens	8 904	All	8 904	9 593	G2	9593 formal residential properties were connected to the municipal electrical infrastructure network (credit and prepaid electrical metering) (Excluding Eskom areas) and billed for the service as at 30 September 2020.	None required.
TL8	Number of formal residential properties connected to the municipal waste water sanitation/sewerage network for sewerage service (inclusive of septic tanks), irrespective of the number of water closets (toilets) and billed for the service as	Number of residential properties which are billed for sewerage	To ensure access to equitable affordable and sustainable municipal services for all citizens	8 982	All	8 982	9 492	G2	9492 formal residential properties were connected to the municipal waste water sanitation/sewerage network (inclusive of septic tanks) and billed for the service as at 30 September 2020	None required.

CAPE AGULHAS MUNICIPALITY QUARTERLY PERFORMANCE REPORT FOR QUARTER 1: 1 JULY 2020 - 30 SEPTEMBER 2020

REF	KPI NAME	UNIT OF MEASUREMENT	STRATEGIC GOAL	ANNUAL TARGET	WARD	QUARTER ENDING SEPTEMBER 2020				
						TARGET	ACTUAL	R	PERFORMANCE COMMENT	CORRECTIVE MEASURES
	at 30 June									
TL9	Number of formal residential properties for which refuse is removed once per week and billed for the service as at 30 June	Number of formal residential properties which are billed for refuse removal	To ensure access to equitable affordable and sustainable municipal services for all citizens	8 960	All	8 960	9 467	G2	9467 Formal residential properties received a weekly refuse removal service and were billed for the service at 30 September 2020.	None required.
TL10	Provide 6kl free basic water per month to all formal households during the financial year	Number of formal Households receiving free basic water	To ensure access to equitable affordable and sustainable municipal services for all citizens	8 805	All	8 805	9 267	G2	All households in the Municipal Area receive free basic water, and 9267 households were provided with 6KL free water per month as at 30 September 2020.	None required.
TL11	Provide 50 kwh free basic electricity per month to registered indigent / poor households in terms of the equitable share requirements during the financial year	Number of registered indigent / poor households receiving free basic electricity in terms of Councils indigent policy	To ensure access to equitable affordable and sustainable municipal services for all citizens	3 001	All	3 001	3 413	G2	3413 Indigent households were provided with 50 Kwh free electricity monthly.	None required.
TL12	Provide free basic sanitation and refuse to registered indigent / poor households in terms of the equitable share requirements during the financial year	Number of registered indigent / poor households receiving free basic sanitation and refuse in terms of Councils indigent policy	To ensure access to equitable affordable and sustainable municipal services for all citizens	3 001	All	3 001	3 413	G2	3413 indigent households were provided with free basic sanitation and refuse monthly.	None required.
TL23	Submit quarterly reports to the Management Services Portfolio Committee on the activities of the Community Police	Number of reports submitted	To create a safe and healthy environment for all citizens and visitors to the Cape Agulhas Municipality	1	All	1	0	R	Reports could not be submitted during the first quarter due to the CPF activities still being affected by lockdown.	Regular meetings will resume now that we have moved to level 1, and reports

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REF	KPI NAME	UNIT OF MEASUREMENT	STRATEGIC GOAL	ANNUAL TARGET	WARD	QUARTER ENDING SEPTEMBER 2020				
						TARGET	ACTUAL	R	PERFORMANCE COMMENT	CORRECTIVE MEASURES
	Forums in all towns									will be submitted in the second quarter.

**Summary of Results: Basic Service Delivery**

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	2
R	KPI Not Met	0% <= Actual/Target <= 74.999%	1
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	0
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	7
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
	<b>Total KPIs:</b>		<b>10</b>

**6 MANAGEMENT RECOMMENDATION**

MANAGEMENT RECOMMENDATION EXTRACTED FROM COUNCIL MINUTES

- (i) That the quarterly performance report for the quarter (1 July 2020 to 30 September 2020) be noted.
- (ii) That this report be read in conjunction with the Quarterly Budget Report, attached on page 21 to 43, which is submitted to Council in terms of Section 52(d) of the Municipal Finance Management Act, Act 56 of 2003.

RESOLUTION 184/2020

That the management recommendation be accepted as a resolution of Council.