

ANNEXURE C



QUARTERLY PERFORMANCE REPORT FOR QUARTER 3: 1 JANUARY 2016 – 31 MARCH 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 January 2016 – 31 March 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, Act 56 of 2003, 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 was approved by the Mayor on 23 June 2015. On 28 January 2016, the Mayor submitted the Mid-Year Budget and Performance Assessment which was compiled in terms of Section 72 of the Municipal Finance Management Act, 56 of 2003 (MFMA) to the Council together with the adjustment budget and proposed amendments to the SDBIP which were subsequently approved. This performance report is based on the revised SDBIP.

4 RECOMMENDATION

- 4.1 That the quarterly performance report for the quarter (1 January 2016 – 31 March 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.

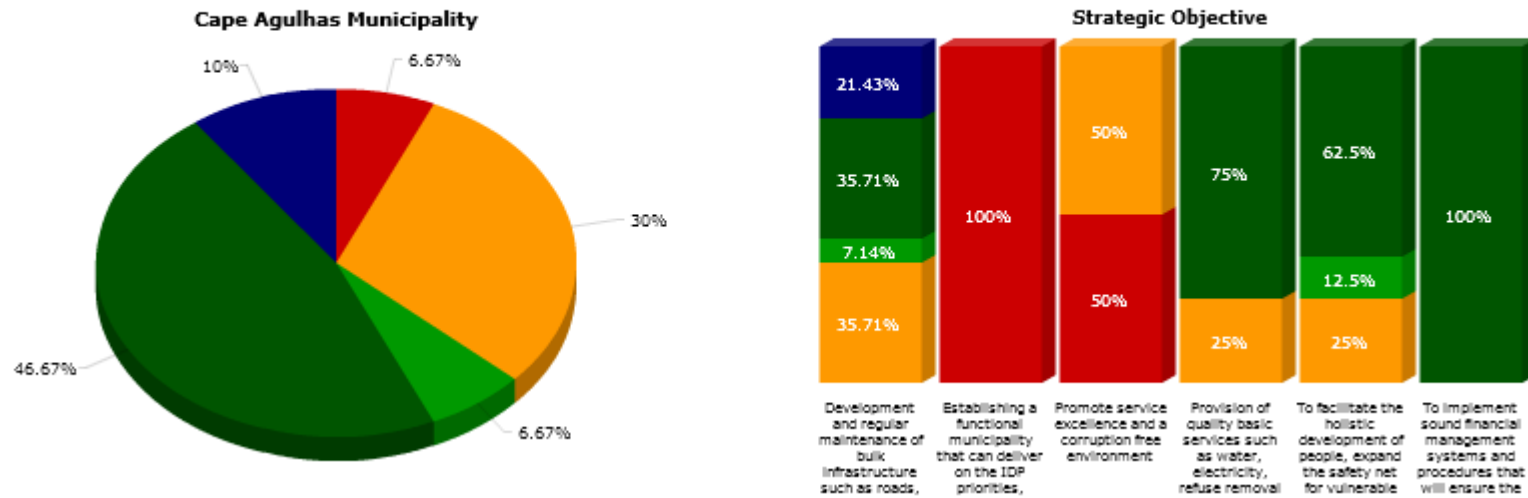
A: PERFORMANCE SUMMARY

The Municipality has a total of 56 KPI's on its 2015/16 SDBIP and 30 were measurable by the 3rd quarter.

The following graph provides an overview of the Municipality's performance as measured against its strategic objectives for the third quarter (1 January 2016 – 31 March 2016)

Top Layer SDBIP Report

Report drawn on 15 April 2016 at 14:33
for the month of March 2016.



The following table provides an overview of the performance per strategic objective for the quarter (1 January 2016 – 31 March 2016).

Strategic Objectives	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
■ KPI Not Met	<u>2 (6.7%)</u>	-	<u>1 (100%)</u>	<u>1 (50%)</u>	-	-
■ KPI Almost Met	<u>9 (30%)</u>	<u>5 (35.7%)</u>	-	<u>1 (50%)</u>	<u>1 (25%)</u>	<u>2 (25%)</u>
■ KPI Met	<u>2 (6.7%)</u>	<u>1 (7.1%)</u>	-	-	-	<u>1 (12.5%)</u>
■ KPI Well Met	<u>14 (46.7%)</u>	<u>5 (35.7%)</u>	-	-	<u>3 (75%)</u>	<u>5 (62.5%)</u>
■ KPI Extremely Well Met	<u>3 (10%)</u>	<u>3 (21.4%)</u>	-	-	-	-
Total:	30	14	1	2	4	8

B DETAILED PERFORMANCE REVIEW PER STRATEGIC OBJECTIVE

The following tables provide a detailed performance review per strategic objective for the quarter (1 January 2016 – 31 March 2016). Each table is followed by a summary. KPI's not measurable as yet are excluded.

STRATEGIC OBJECTIVE 1: 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	Source of Evidence	Annual Target	Revised Target	Mar-16				
							Target	Actual	R	Performance Comment	Corrective Measures
TL24	Technical Services	95% of the roads and stormwater maintenance budget spent by 30 June 2016 {(Actual expenditure divided by the total approved maintenance budget) x 100}	% of roads and stormwater maintenance budget spent {(Actual expenditure divided by the total approved maintenance budget) x 100}	Expenditure report from SAMRAS	95%	95%	50%	90.64%	B	90,64% of the roads and storm water maintenance budget spent.	None required.
TL25	Technical Services	95% of the roads and stormwater capital budget spent by 30 June 2016 {(Actual expenditure divided by the total approved capital budget) x 100}	% of roads and stormwater capital budget spent {(Actual expenditure divided by the total approved capital budget) x 100}	Expenditure report from SAMRAS	95%	95%	60%	53.50%	O	53,5% of the roads and storm water capital budget spent	Spending will increase in coming months. All indications are that the target for the year will be reached.
TL26	Technical Services	Tar streets in Nuwerus by the 30 June 2016 {(Actual expenditure divided	% of approved budget spent {(Actual expenditure divided by the total	Completion Certificate	95%	95%	60%	54.10%	O	54,10% of the Nuwerus Roads project budget spent.	Spending will increase in coming months. All

Ref	Directorate	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Mar-16					
							Target	Actual	R	Performance Comment	Corrective Measures	
		by the total approved budget) x 100}	approved budget) x 100}									indications are that the target for the year will be reached.
TL27	Technical Services	Tar RDP streets in Arniston {(Actual expenditure divided by the total approved budget) x 100}	% of approved budget spent {(Actual expenditure divided by the total approved budget) x 100}	Completion Certificates	95%	95%	60%	45.60%	O	45,6% of the Arniston RDP Street tarring project budget spent.	Spending will increase in coming months. All indications are that the target for the year will be reached.	
TL28	Technical Services	Tar RDP streets in Bredasdorp {(Actual expenditure divided by the total approved budget) x 100}	% of approved budget spent {(Actual expenditure divided by the total approved budget) x 100}	Completion Certificates	95%	95%	60%	100%	B	100% of the Bredasdorp RDP street tarring project budget spent.	None required.	
TL29	Technical Services	Tar Smartie Town streets in Napier (Lelie Street, Angelier Street & Wes Streets) {(Actual expenditure divided by the total approved budget) x 100}	% of approved budget spent {(Actual expenditure divided by the total approved budget) x 100}	Expenditure report from SAMRAS	1%	95%	60%	57.80%	O	57.8% of Smartie Town street tarring project in Napier spent.	Spending will increase in coming months. All indications are that the target for the year will be reached.	
TL30	Technical Services	95% of the refuse removal maintenance budget spent by 30 June	% of refuse removal maintenance budget spent by 30 June 2016 {(Actual	Expenditure report from SAMRAS	95%	95%	70%	86.78%	G2	86,78% of the refuse removal maintenance budget spent.	None required.	

Ref	Directorate	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Mar-16				
							Target	Actual	R	Performance Comment	Corrective Measures
		2016 {(Actual expenditure divided by the total approved maintenance budget) x 100}	expenditure divided by the total approved maintenance budget) x 100}								
TL31	Technical Services	95% of the approved refuse removal capital budget spent by 30 June 2016 {(Actual expenditure divided by the total approved capital budget) x 100}	% of refuse removal capital budget spent by 30 June 2016 (Actual expenditure divided by the total approved capital budget) x 100}	Expenditure report from SAMRAS	95%	95%	50%	81.90%	B	81,90% of the refuse removal capital budget spent	None required.
TL32	Technical Services	95% of the approved water maintenance budget spent by 30 June 2016 {(Actual amount spent on maintenance of water assets/Total amount budgeted for maintenance of water assets)x100}	% of water maintenance budget spent by 30 June 2016 {(Actual amount spent on maintenance of water assets/Total amount budgeted for maintenance of water assets)x100}	Expenditure report from SAMRAS	95%	95%	70%	68.75%	O	68,75% of the water maintenance budget spent .	Spending will increase in coming months. All indications are that the target for the year will be reached.
TL33	Technical Services	95% of the approved water capital budget spent by 30 June 2016 {(Actual expenditure divided by the total approved capital budget) x 100}	% of water capital budget spent by 30 June 2016 {(Actual expenditure divided by the total approved capital budget) x 100}	Expenditure report from SAMRAS	95%	95%	50%	64.40%	G2	64,40% of the water capital budget spent	None required.
TL34	Technical	95% of the waste	% of water capital	Expenditure	95%	95%	50%	64.40%	G2	64,40% of the	None required.






Ref	Directorate	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Mar-16					
							Target	Actual	R	Performance Comment	Corrective Measures	
	Services	water capital budget spent by 30 June 2016 {(Actual expenditure divided by the total approved capital budget) x 100}	budget spent by 30 June 2016 {(Actual expenditure divided by the total approved capital budget) x 100}	report from SAMRAS							waste water maintenance budget spent	
TL35	Technical Services	95% of the approved waste water maintenance budget spent by 30 June 2016 {(Actual amount spent on maintenance of water assets/Total amount budgeted for maintenance of waste water)x100}	% of waste water maintenance budget spent by 30 June 2016 {(Actual amount spent on maintenance of water assets/Total amount budgeted for maintenance of waste water)x100}	Expenditure report from SAMRAS	95%	95%	70%	85.39%	G2	85,39% of the waste water maintenance budget spent.	None required	
TL43	Technical Services	Purchase a sewer truck by 31 March 2016	Sewer truck purchased by 31 March 2016	Registration paper	1	1	1	1	G	Truck delivered on 22/12/2015.	None required	
TL52	Community services	Construct bathrooms for scheme housing by 30 March 2016 {(Actual expenditure divided by the total approved budget) x 100}	% of approved budget spent {(Actual expenditure divided by the total approved budget) x 100}	Expenditure report from SAMRAS	90%	90%	90%	100%	G2	3 bathrooms have been built and full budget spent	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 Met	0
	KPI Almost Met	5
	KPI Met	1
	KPI Well Met	5
	KPI Extremely Well Met	3
	Total KPIs	14

STRATEGIC OBJECTIVE 2: 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	Source of Evidence	Annual Target	Revised Target	Mar-16				
							Target	Actual	R	Performance Comment	Corrective Measures
TL54	Corporate Services	Implement the individual performance and Incentive policy in respect of mid-year evaluations of all personnel by 30 March 2016	% of personnel for whom individual PMS and Incentive policy was implemented in respect of mid-year evaluations by 30 March 2016	Minutes of Council Meeting	1%	100%	100%	71.30%	R	The total number of staff who had to be evaluated – 255 Staff evaluated - 182 Pending - 45 Not done – 28	Process will continue and be completed by financial year end

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 Met	1
	KPI Almost Met	0
	KPI Met	0
	KPI Well Met	0
	KPI Extremely Well Met	0
Total KPIs		1






STRATEGIC OBJECTIVE 3: PROMOTE SERVICE EXCELLENCE AND A CORRUPTION FREE ENVIRONMENT

Ref	Directorate	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Mar-16				
							Target	Actual	R	Performance Comment	Corrective Measures
TL19	Municipal Manager	Implement the RBAP for 2015/16 by 30 June 2016 {(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 {(Number of audits and tasks completed for the period/ Number of audits and tasks identified in the RBAP)x100}	Audit plan progress reports submitted to Audit Committee and the Audit plan schedule of calculation	80%	80%	50%	46.30%	O	Slightly behind schedule due to not being able to secure essential meetings (time constraints) as well as expansions on the audit of motor vehicle accidents	There are currently 5 audits in process which should be finalized during April / May 2016. All indications are that the target for the year will be reached.
TL20	Municipal Manager	Develop a Communication Strategy with an implementation plan and submit to Council by 31 March 2016	Communication Strategy with implementation plan developed and submitted to Council by 31 March 2016	Minutes of Council	1	1	1	0	R	Communication strategy in process.	Additional research required to incorporate electronic communication media. Target will be reached by financial year end.

Summary of Results: Promote service excellence and a corruption free environment	
	KPI Not Met 1
	KPI Almost Met 1
	KPI Met 0
	KPI Well Met 0
	KPI Extremely Well Met 0
	Total KPIs 2

STRATEGIC OBJECTIVE 4: PROVISION OF QUALITY BASIC SERVICES SUCH AS WATER, ELECTRICITY, REFUSE REMOVAL AND SANITATION

Ref	Directorate	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Mar-16				
							Target	Actual	R	Performance Comment	Corrective Measures
TL16	Electro Mechanical Services	95% of the electricity maintenance budget spent by 30 June 2016 {{Actual expenditure divided by the total approved maintenance budget) x 100}}	% of electricity maintenance budget spent by 30 June 2016 {{Actual expenditure divided by the total approved maintenance budget) x 100}}	Report from financial system and Financial statements	95%	95%	70%	63%	O	63% of the electricity maintenance budget spent	There are a number of orders placed for which payment / delivery is pending
TL17	Electro Mechanical Services	95% of the electricity capital budget spent by 30 June 2016 {{Actual expenditure divided by the total approved capital budget) x 100} as per individual project plans	% of electricity capital budget spent by 30 June 2016 {{Actual expenditure divided by the total approved capital budget) x 100} as per individual project plans	Report from financial system and Financial statements	95%	95%	70%	72%	G2	72% of the electricity capital budget spent	None required.
TL36	Technical Services	60% waste water discharge quality obtained as per SANS 242 parameters	% water quality of waste water discharge obtained	Lab results received	60%	60%	60%	80%	G2	80% Compliance	None required
TL41	Technical Services	95% water quality level obtained as per SANS 241 physical and micro parameters	% water quality level obtained	Lab results received	95%	95%	95%	99.90%	G2	99.9% compliance with SANS 241	None required

Summary of Results: Provision of quality basic services such as water, electricity, refuse removal and sanitation	
	KPI Not Met 0
	KPI Almost Met 1
	KPI Met 0
	KPI Well Met 3
	KPI Extremely Well Met 0

Total KPIs	4
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STRATEGIC OBJECTIVE 5: TO FACILITATE ECONOMIC DEVELOPMENT BY CREATING A CONDUCIVE ENVIRONMENT FOR BUSINESS DEVELOPMENT AND UNLOCK OPPORTUNITIES TO INCREASE PARTICIPATION AMONGST ALL SECTORS OF SOCIETY IN THE MAINSTREAM ECONOMY TO ULTIMATELY CREATE DECENT JOB OPPORTUNITIES






No KPI's measurable under this strategic objective this quarter

STRATEGIC OBJECTIVE 6: 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	Source of Evidence	Annual Target	Revised Target	Mar-16				
							Target	Actual	R	Performance Comment	Corrective Measures
TL1	Financial Services	Number of formal residential properties that receive piped water that is connected to the municipal water infrastructure network and is billed as at 30 June 2016	Number of formal residential properties which are billed for water or have pre-paid meters as at 30 June 2016	Billing data on financial system	8,813	8,513	8,513	8,586	G2	8586 formal residential properties that receive piped water that is connected to the municipal water infrastructure network	None required.
TL2	Financial Services	Number of formal residential properties connected to the municipal electrical infrastructure network billed and prepaid electrical metering)(Excludi	Number of formal residential properties which are billed for electricity or have pre-paid meters (Excluding Eskom areas) at 30 June 2016	Billing data on financial system	8,349	8,600	8,600	8,850	G2	8850 formal residential properties which are billed for electricity or have pre-paid meters (Excluding Eskom areas)	None required.






Ref	Directorate	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Mar-16					
							Target	Actual	R	Performance Comment	Corrective Measures	
		ng Eskom areas) at 30 June 2016										
TL3	Financial Services	Number of formal residential properties connected to the municipal waste water sanitation/sewerage network for sewerage service, irrespective of the number of water closets (toilets) at 30 June 2016	Number of formal residential properties which are billed for sewerage excluding septic tanks as at 30 June 2016	Billing data on financial system	5,884	5,884	5,884	5,948	G2	5948 formal residential properties connected to the municipal waste water sanitation/sewerage network for sewerage service.	None required.	
TL4	Financial Services	Number of formal residential properties for which refuse is removed once per week at 30 June 2016	Number of formal residential properties which are billed for refuse removal at 30 June 2016	Billing data on financial system	8,813	9,068	9,068	9,536	G2	9536 formal residential properties for which refuse is removed once per week	None required	
TL5	Financial Services	Provide 6kl free basic water per month to all households	Number of HH receiving free basic water	Billing data on financial system	8,813	8,513	8,513	8,586	G2	8586 households receiving 6kl free basic water per month.	None required	
TL6	Financial Services	Provide 50kwh free basic electricity per month per indigent household in	Number of indigent HH receiving free basic electricity	Billing data on financial system	3,393	3,431	3,431	3,423	O	3423 Households receiving free basic electricity	Target will be achieved by year end based on the number of monthly applications.	

Ref	Directorate	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Mar-16				
							Target	Actual	R	Performance Comment	Corrective Measures
		terms of the equitable share requirements									
TL7	Financial Services	Provide free basic sanitation and refuse to indigent households in terms of the equitable share requirements	Number of indigent HH receiving free basic sanitation and refuse in terms of Councils indigent policy	Billing data on financial system	3,393	3431	3,431	3,423	O	3423 Indigent HH receiving free basic sanitation and refuse in terms of Councils indigent policy	Target will be achieved by year end based on the number of monthly applications.
TL50	Community services	Upgrade ablution facilities at old Nostra site as per phase 1 by 30 March 2016	Phase 1 of the ablution facilities at old Nostra completed by 30 March 2016	Completion certificates/ Final payment documents	1	1	1	1	G	Project was completed in December 2015	None required

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 Met 0
	KPI Almost Met 2
	KPI Met 1
	KPI Well Met 5
	KPI Extremely Well Met 0
	Total KPIs 8

STRATEGIC OBJECTIVE 7: TO IMPLEMENT SOUND FINANCIAL MANAGEMENT SYSTEMS & PROCEDURES THAT WILL ENSURE THE FINANCIAL VIABILITY OF CAPE AGULHAS MUNICIPALITY

Ref	Directorate	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Mar-16				
							Target	Actual	R	Performance Comment	Corrective Measures
TL44	Financial Services	Achieve a debtors payment percentage of at least 98% by 30 June 2016	% debtors payment ratio achieved {(Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue} x 100}	Records of calculation and Annual Financial Statements for final annual report figure	98%	98%	98%	104%	G2	The debtor's payment rate is 104% for Quarter 3.	None required

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

STRATEGIC OBJECTIVE 8: TO PROVIDE AN ADMINISTRATION THAT ENSURES PUBLIC PARTICIPATION IN A TRANSPARENT AND ACCOUNTABLE WAY AS WELL AS TO PROMOTE INTERGOVERNMENTAL RELATIONS

No KPI's measurable under this strategic objective this quarter