



Steve Tshwete
Local Municipality

ORGANISATIONAL PERFORMANCE REPORT
QUARTER 1: July 2020 - September 2020
FINANCIAL YEAR 2020 - 2021

KPA : Good Governance and Public Participation

KPI No	Objectives	Project/Program Name	KPI	Annual Target	Annual Target Value	Q1 Target	Q1 Target Description	Q1 Actual	Q1 Actual Description	Variance	Variance Reason	Corrective Measures	Means of Verification	Achievement	Internal Audit's Comments
1	To govern and manage the municipality as a leading investment destination with excellence in community and customer service	Activities undertaken to comply with King IV report	Number of activities undertaken to comply with King IV report	Coordinate 28 Committees of Council as indicated on the King IV Report by June 2021 (one of each meeting per Q1). Section 79 meetings 2. Council Meetings 3. Mayor meeting 4. MPAC 5. Risk Meetings 6. Audit Committee 7. ICT Steering Committee	28	7	Committees of Council as indicated on the King IV Report	7	7 Activities were implemented as follows: 6 Section 79 Committee meetings were held on 5, 6 & 7 August 2020; 3 Council meetings were held on 30/07/2020 x 28/08/2020, 29/09/2020; 6 Mayoral Committee meetings were held on 14/07/2020, 27/07/2020, 13/08/2020, 24/08/2020, 10/09/2020 & 22/09/2020; 3 MPAC meetings were held on 15/07/2020, 12/08/2020 & 16/09/2020; 1 Audit Committee meeting was held on 30/09/2020; 1 ICT Steering Committee meeting was held on 27/08/2020; 1 Risk Management Committee meeting was held on 08/05/2020	0	None	None	Notice of meetings; Attendance Registers and minutes or agenda	Achieved	7 category of meeting were held in the first quarter; 1 Political monitoring committee meeting 2 Council Committee meeting 3 Mayoral Committee meeting 4 Municipal Public Account Committee 5 Audit Committee meeting 6 ICT steering committee 7 Risk Management committee
2	To govern and manage the municipality as a leading investment destination with excellence in community and customer service	Strategic risk register submitted	Number of Strategic risk register submitted	1 strategic risk prepared and Submitted to Council	1	1	strategic risk prepared and Submitted to Council	1	Strategic risk register Approved by the attached council resolution.	0	None	None	Approved Risk register submitted Council Resolution	Achieved	Strategic risk register for 2020/21 prepared and submitted to Council (C31/09/2020)
3	To govern and manage the municipality as a leading investment destination with excellence in community and customer service	Number of IDP development and reviewed for the organisation	IDP development and reviewed for the organisation	1 IDP reviewed and approved by June 2021	1	Not due	Target not due	Not due	Target not due	0	Target not due	Target not due	Target not due	Target not due	Target not due
4	To govern and manage the municipality as a leading investment destination with excellence in community and customer service	Completed Annual Report through inputs received and submitted.	Number of Completed Annual Report through inputs received and submitted.	Completion of the Draft and Final Annual report information submitted for 2018/2019 financial year by March 2021	2	1	Draft Report	1	Draft Annual Report submitted to audit committee	0	The submission to the AGSA is 31 October 2020 as per National Treasury extension.	Ensure that the annual report be submitted to AG and Council	Process Plans, Draft Annual report's Averts in the news paper for community participation Council Resolution, Oversight Report	Achieved	Draft 2019/20 Annual Report in place.

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5	To govern and manage the municipality as a leading investment destination with excellence in community and customer service	Organisational performance reports compiled	Number of organisational performance reports compiled	18 Organisational performance reports submitted, 2016/2017: 4 organisational reports submitted; 2017/2018: 4 Organisational reports submitted, 2018/2019: 4 organisational reports submitted 2019/2020: 4 organisational reports submitted	4 organisational reports compiled by June 2021	4	1	(Annual 2019/2020)	1	1 Annual Report Prepared as submitted by 31 August 2020 and re-vised due for the extension granted for submission on 31 October 2020	0	No Variance Occurred - Due the extension that was granted from National Treasury the APR is currently a DRAFT and will be submitted as the final APR at the end of October 2020	No Corrective Measures	Signed Organisational performance reports	Achieved	2019/20 Annual Performance Report compiled and submitted to Finance and Internal Audit.
KPA : Municipal Institutional Development and Transformation																
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6	Provide for an Accountable Clean Effective Governance and Organisational Development	Compiled and updated Valuation Roll	Number of Compiled and updated Valuation Roll	2013/2018 valuation roll; 2018/2023 valuation roll - submitted 2017/2018: 1 supplementary valuation roll submitted 2019/2019: 1 supplementary valuation roll submitted; 2019/2020: 1 supplementary valuation roll submitted	1 Supplementary Roll - compiled by March 2021	1	Not due	Target not due	Not due	Target not due	0	Target not due	Target not due	Target not due	Target not due	Target not due
KPA : Municipal Financial Viability and Management																
KPI No	Objectives	Project / Program Name	KPI	Baseline	Annual Target	Annual Target Value	Q1 Target	Q1 Target Description	Q1 Actual	Q1 Actual Description	Variance	Variance Reason	Corrective Measures	Means of verification	Achievement	Reviewer's Comments
7	To Plan and Manage the Finance of the Municipality to achieve Financial Viability and Sustainability	Cost coverage ratio maintained to above 2 at any given time.	Cost coverage ratio maintained to above 2 at any given time.	Cost coverage ratio maintained 2016/2017: 6.05; 2017/2018 6.7 ratio 2018/2019: 0.6:1 ratio 2019/2020:3.9:1	Cost coverage ratio maintained above 2:1 by June 2021	2	Not due	Target not due	Not due	Target not due	0	Target not due	Target not due	Target not due	Target not due	Target not due
8	To Plan and Manage the Finance of the Municipality to achieve Financial Viability and Sustainability	% to decrease the Outstanding debt to be less than 20% of total debtors	% to decrease the Outstanding debt to be less than 20% of total debtors	Outstanding debt to total debtors 2016/2017: 26.82%; 2017/2018: 48%; 2018/2019: 18.36%; 2019/2020: 17%	Outstanding debt less than 22% of total debtors by June 2021	22	Not due	Target not due	Not due	Target not due	0	Target not due	Target not due	Target not due	Target not due	Target not due
9	To Plan and Manage the Finance of the Municipality to achieve Financial Viability and Sustainability	Assets exist in the municipality	100% of assets exist in the municipality	% of movable assets the municipality counted - 2016/2017: 100% movable assets for 2015/2016; 2017/2018: 97% process was not finalized for 2016/2017; 2018/2019: 100% of movable assets for 2017/2018 2019/2020: 100% of movable assets for 2018/2019	Asset verification process for 2019/2020	100	100	Asset verification process for 2019/2020	100	100% asset verification conducted	0	None	None	Asset verification report	Achieved	Asset verification report with 100% asset verification conducted

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10	To Plan and Manage the Finance of the Municipality to achieve Financial Viability and Sustainability	Unqualified audit report	Unqualified audit report	Audit Outcomes: 2016/2017 Clean Audit for 2015/2016; 2017/2018: Unqualified Audit with Matters for 2016/2017 2018/2019: Unqualified Audit with matters for 2017/2018 2019/2020: Unqualified Audit with matters for 2018/2019	Resolve 95% of audit management issues	95	5	Respond to AG queries within expected time frame	5	Regulation for extension for submission deadline has been issued with a change from the 31st August 2020 to the 31st October 2020 as new deadlines for submission of the Annual Financial Statement and Annual Performance Report. The responding to AG queries were limited to implementation of audit action plan for 2016/2019 financial year which has been achieved at 100% as at 30 September 2020	0	None.	None.	Audit Report and/or Management Letter	Achieved	Audit action plan responding to the audit report provided. 100% of issues raised in the report addressed
11	To Plan and Manage the Finance of the Municipality to achieve Financial Viability and Sustainability	The municipality Annual budget to be implemented	% of the municipality Annual budget implemented	% of the Annual Budget implemented on 30 June 2016/2017: 85% Capex and 87% on OPEX; 2017/2018: Capex 91% spent and Opex 80% spent 2018/2019: 95.4% spent 2019/2020: 84%	95% of the annual budget (CAPEX) implemented by June 2021	95	10	% of the annual budget (CAPEX) implemented	15.43	5.43% was overachieved	5.43	Early finalization of procurement.	None	Quarterly report nSCOA Schedule C4 and extract Budget vs Spending	Achieved	15.43% of CAPEX budget spend in the quarter under review
12	To Plan and Manage the Finance of the Municipality to achieve Financial Viability and Sustainability	Compliance and adherence to procurement plan	% Compliance and adherence to procurement plan	% Compliance and adherence to procurement plan 2016/2017: 80% compliance 2017/2018: 97% as at 30 June 2018; 2018/2020: 92% compliance	100% compliance to the procurement plan by June 2021	100	25	compliance to the procurement plan	31.3	31.3% compliance to the procurement plan	6.3	Projects budgeted for, which were awarded through panel system in previous financial year are to allocate works through the offices of the MM.	Projects budgeted for, which were awarded through panel system in previous financial year are to allocate works through the offices of the MM.	Procurement Plan and itineraries with award letters	Achieved	29 Project specializations were received. Out of the 29 projects, 9 Projects were awarded in Q1. = 31.03%

KPA : Local Economic Development (LED)

KPI No	Objectives	Project / Program Name	Project / Program KPI	Baseline	Annual Target	Annual Target Value	Q1 Target	Q1 Target Description	Q1 Actual	Q1 Actual Description	Variance	Variance Reason	Corrective Measures	Means of verification	Achievement	Reviewer's Comments
13	Create a conducive environment for economic growth	No of Job opportunities created through EPWP	No of Job opportunities created through EPWP	Job opportunities created through EPWP 2017/2018: 1474; 2018/2019: 1382; 2019/2020: 147	500 new job opportunities created through EPWP by June 2020	500	100	new job opportunities created through EPWP	274	274 New jobs opportunities created through EPWP	174	More resources were utilized due to the Service Projects due to more projects in phase implementation than what was projected.	None	Reports of EPWP (FTE) job opportunities	Achieved	274 new jobs created through EPWP for the quarter under review
14	Create a conducive environment for economic growth	LED catalyst projects implemented	Number of LED catalyst projects implemented	2016/2017: New Indicator 2017/2018: Tender was advertised 2018/2019: 1 catalyst project 2019/2020: 2 catalyst projects	1 LED catalyst projects coordinated: 1) Node D	1	Not due	Target not due	Not due	Target not due	0	Target not due	Target not due	Target not due	Target not due	Target not due
15	Create a conducive environment for economic growth	SLP projects monitored and implemented in line with the IDP priorities	Number of SLP projects monitored and implemented in line with the IDP priorities	34 projects implemented 2016/2017: 7 Projects implemented; 2017/2018: 12 MOU's signed on projects implemented 2018/2019: 10 projects implemented 2019/2020: 5 SLP projects	5 SLP projects monitored by June 2021	5	Not due	Target not due	Not due	Target not due	0	Target not due	Target not due	Target not due	Target not due	Target not due

KPA : Infrastructure Development and Basic Service Delivery

KPI No	Objectives	Project / Program Name	Project / Program KPI	Baseline	Annual Target	Annual Target Value	Q1 Target	Q1 Target Description	Q1 Actual	Q1 Actual Description	Variance	Variance Reason	Corrective Measures	Means of verification	Achievement	Reviewer's Comments

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16	To plan, install, maintain and operate infrastructure that adequately supports transformed spatial structure, economic positioning, universal access to basic services, and differentiated service requirements of households and human settlements	Stands services through electrification network	Number of stands services through electrification network	Additional households connected to the grid by 2016/2017: 1234 2017/2018: 546 HH 2018/2019: 434 2019/2020: 520 additional HH	300 additional HH connected to the grid by June 2021	300	1	Milestone: Construction Phase: Site Handover.	1	Detail design stage, held kick-off meeting with contractor	0	None	None	Site handover certificate, Layout Map, Progress Report, Completion Certificate.	Achieved	Site hand over certificate provided. Evidence provided substantiate achievement of target
17	To plan, install, maintain and operate infrastructure that adequately supports transformed spatial structure, economic positioning, universal access to basic services, and differentiated service requirements of households and human settlements	Km new paved surfaced roads constructed	Number of Km new paved surfaced roads constructed	Km of paved surfaced roads: 2016/2017: 7.589Km; 2017/2018: 8.674Km 2018/2019: 8.686 Km paved surfaced roads. 2019/2020: 3 Km paved surfaced roads	6 Km paved surfaced roads constructed by June 2021	6	1	Milestone: Construction Phase: Site Handover.	1	Site was handed over to the contractor	0	None	None	Quarterly Progress reports and/or	Achieved	Site hand over certificate provided. Evidence provided substantiate achievement of target
18	To plan, install, maintain and operate infrastructure that adequately supports transformed spatial structure, economic positioning, universal access to basic services, and differentiated service requirements of households and human settlements	Stands serviced with access to water and sanitation	Number of stands serviced with access to water and sanitation	2016/2017: 85.4% (74053HH) have access to water; 2017/2018: Additional 830 HH (74883) 86.36% of STLM have access to water services 2018/2019: Additional 978HH (75659) 87.44% with access to water services by June 2019; 2019/2020: 624 Additional HH with access to water services installation of 724 service stand at Chomling Ntsho.	260 Stands to be serviced with water and sanitation resubmission by 30 June 2021 -Kwaza - Node D -Mhuzi Ext 2	260	1	Construction phase: Site Handover.	1	Site for Mhuzi and Node D handed over to the contractor	0	There was zero performance in terms of pipe laying of water and sanitation project. The contractor could not start because of 83 families that are residing on the pipe route, the matter was raised with our Human Settlement Department to start the process of relocating the stands. The area where the families must be moved is under construction for installation of services by the provincial Department of Human Settlement. The institution has promised to hand over 100 stands by 30 September 2020.	The department of Human Settlement to handover 100 houses by 30 September 2020.	Certification report/ Quarterly Progress report/Completion certificate.	Not Achieved	Site hand over certificate for Mhuzi and Node D in place. No site hand over for Kwaza. Reason for not achieving target was provided.
19	To plan, install, maintain and operate infrastructure that adequately supports transformed spatial structure, economic positioning, universal access to basic services, and differentiated service requirements of households and human settlements	Construction new inlet works pump station	% of construction new inlet works pump station	Bookings: Wastewater Treatment Works is sole contractor for Mhuzi/ Mhuzi project complete. 29 MHD secondary treatment facility and 45 MHD sludge handling facility.	Construction of the new inlet works pump station Phase 1 by June 2021 (F1700070)	3	1	Construction Phase: Installation of Generator.	1	Installation of generator completed.	1	None	None	Progress report Practical Completion Certificate/Completion Certificate	Achieved	Practical completion certificate in place. Evidence provided substantiate achievement of target

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20	To plan, install, maintain and operate infrastructure that adequately supports transformed spatial structure, economic positioning, universal access to basic services, and differentiated requirements of households and human settlements	Spurring facilities developed or upgraded	Number of sporting facilities developed or upgraded	Spurring facilities to be upgraded/ developed 2016/2017: 2 new soccer fields and 2 multipurpose facilities developed; 2017/2018: 6 basic sport facilities developed 2018/2019: 4 facilities upgraded and 6 sport facilities developed 2019/2020: 5 Sport Facilities upgraded	1 Development of a Stadium at Kwaza Phase 1 to be completed (W02 P1806128) by June 2021	1	0	Milestone: Design	0	Kwazamokuhle Stadium drawings approved	0	None	None	Design/plan; Advert; Payment certificate; progress reports, photos	Achieved	Design/plan/drawings in place. Evidence provided substantiate achievement of target
21	To plan, install, maintain and operate infrastructure that adequately supports transformed spatial structure, economic positioning, universal access to basic services, and differentiated requirements of households and human settlements	Cemeteries upgraded or developed.	Number of cemeteries upgraded or developed.	2016/2017: 11 Cemeteries upgraded and maintained 2017/2018: 4 cemeteries upgraded and maintained; 2018/2019: 2 cemeteries upgraded; 2019/2020: 1 New cemetery developed	1 Develop New Cemetery phase 1 by June 2021 (V008 Rondebosch P1600106)	1	0	Milestone: Draft Environmental Management plan (EMP)	0	Draft EMP available since 17 July 2020	0	None	None	Records of Decision; Progress Reports; Final Payment on specialised studies, Photos	Achieved	Draft Environmental Scoping assessment report on development of cemetery provided. Evidence provided substantiate achievement of target
22	To plan, install, maintain and operate infrastructure that adequately supports transformed spatial structure, economic positioning, universal access to basic services, and differentiated requirements of households and human settlements	Additional HH with access to solid waste removal services.	Number of additional HH with access to solid waste removal services.	Number of HH with access to solid waste removal services: 2017/2018: 74097 HH; 2018/2019: 74637 HH; 2019/2020: 32 additional HH (Total: 74546HH)	100 Additional HH to have access to solid waste removal services by June 2021	100	Not due	Target not due	Not due	Target not due	0	Target not due	Target not due	Target not due	Target not due	Target not due


KPA : Spatial and Community Development

KPI No	Objectives	Project / Program Name	Project / Program KPI	Baseline	Annual Target	Annual Target Value	Q1 Target	Q1 Target Description	Q1 Actual	Q1 Actual Description	Variance	Variance Reason	Corrective Measures	Means of verification	Achievement	Reviewer's Comments
23	Create an environment with clear regulatory framework	Formalized informal settlements	Number of formalized informal settlements	2016/2017 New Indicator; 2017/2018: Newtown Extension surveyed and framed into a general plan 2018/2019: 1 Township establishment application approved (New Town) 2019/2020: Draft General Plan (Kwaza)	1 Submission of Draft General Plan to Surveyor formalisation of the informal settlement (Kwaza) by June 2021	1	Not due	Target not due	Not due	Target not due	0	Target not due	Target not due	Target not due	Target not due	Target not due

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24	Create an environment with clear regulatory framework	Contingency plan reviewed within Disaster management plan	Contingency plans reviewed 2016/2017; New Indicator; 2017/2018; 1 Contingency Plan reviewed 02/05/2016; 2018/2019; 1 Contingency plan reviewed and item was initiated (FAR21) and distributed for comments due on the 7 June 2019. Item did not serve at council. 2019/2020: 1 Contingency plan reviewed	1 contingency plan reviewed by March 2021	1	Not due	Target not due	0	Target not due	Target not due	Target not due	Target not due	Target not due

KEY PERFORMANCE AREA	2019/2020 TARGET	TOTAL NO. TARGETS IN Q1 2020/2021	TARGETS ACHIEVED IN Q1	PERCENTAGE (%)	TARGETS NOT ACHIEVED	PERCENTAGE (%)
GOOD GOVERNANCE & PUBLIC PARTICIPATION	5	4	4	100.00%	0	0.00%
MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT	1	0	0	0.00%	0	0.00%
FINANCIAL VIABILITY AND SUSTAINABILITY	6	4	4	100.00%	0	0.00%
LOCAL ECONOMIC DEVELOPMENT	3	1	1	100.00%	0	0.00%
SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT	7	6	5	83.33%	1	14.29%
SPATIAL PLANNING AND COMMUNITY DEVELOPMENT	2	0	0	0.00%	0	0.00%
TOTAL	24	15	14	93.33%	1	6.67%

OVERALL PERFORMANCE FOR Q1



 MUNICIPAL MANAGER

 Mr. B. Kherisa

 DATE 1/12/2020