Introduction

The Annual Performance Report is prepared and submitted in terms of the Municipal Systems Act (MSA), 32 of 2000, section 46(1) and (2), as well as the MFMA Circular 11 providing guidelines on the Annual Report. The Annual Performance Report covers the performance information from 01 July 2020 to 30 June 2021 and focuses on the implementation of the Service Delivery Budget and Implementation Plan (SDBIP), in relation to the objectives as encapsulated in the Municipality's Integrated Development Plan (IDP). The report reflects actual performance of the Municipality as measured against the performance indicators and targets in its Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) for 2020/2021. The format of the report will reflect the Municipality's Key Performance Indicators (KPI) per Municipal Key Performance Area as well as the performance per Municipal Directorate.

The Following are the Municipalities Key Performance Areas:

Basic Service Delivery
Financial Viability
Good Governance
Institutional Development
Local Economic Development

Legislative Background

This Annual Performance Report has been compiled in compliance with the requirements of section 46 (1) of the Local Government: Municipal Systems Act, 2000; which stipulates as follows:

A municipality must prepare for each financial year a performance report reflecting—

a) the performance of the Municipality and each external service provider during

that financial year;

b) a comparison of the performance referred to in paragraph (a) with targets set

for performance in the previous financial year; and

c) measures taken to improve performance.

In addition, Regulation 7 (1) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 states that "A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role players." This framework, inter alia, reflects the linkage between the IDP, Budget, SDBIP and individual and service provider performance

Performance Summary

The organisational performance is evaluated by means of a municipal scorecard (Top Layer SDBIP) at organisational level and through the Service Delivery Budget Implementation Plan (SDBIP) at Directorate levels. The SDBIP is a plan that converts the IDP and budget into measurable criteria on how, where and when the strategies, objectives and normal business process of the municipality is implemented. It also allocates responsibility to directorates to deliver the services in terms of the IDP and Budget.

MFMA Circular No.13 prescribes that:

The IDP and budget must be aligned;

The budget must address the strategic priorities;

The SDBIP should indicate what the municipality is going to do during next 12 months; and The SDBIP should form the basis for measuring the performance against goals set during the budget /IDP processes

The Top Layer SDBIP and its targets cannot be revised without notifying the council therefore all changes made in service delivery targets and performance indicators must be done with the approval of the council, following approval of an adjustments budget.

Council approval is necessary to ensure that the Mayor or Municipal Manager do not revise targets downwards in the event where there is poor performance.

The following elements necessitated the revision of the SDBIP:

<u>The adjustment budget</u>:

1. Numerous Adjustments during the 2020/2021 Financial Year (resulting from national lockdown and impact of covid-19)
2. Auditor General's recommendation on the 2019/20 Performance Audit.
3. Comments Received from Internal Audit who assessed KPI's based on SMART principle.
4. The revision process was as follows:
5. One on one sessions were held with all the directors and their heads of departments were KPIs were drafted to ensure consistency with planned objectives, indicators, targets and also to ensure that the KPI's and targets set are based on the SMART principles.

The table below provides a summarised explanation of the performance measurement of Theewaterskloof Municipality

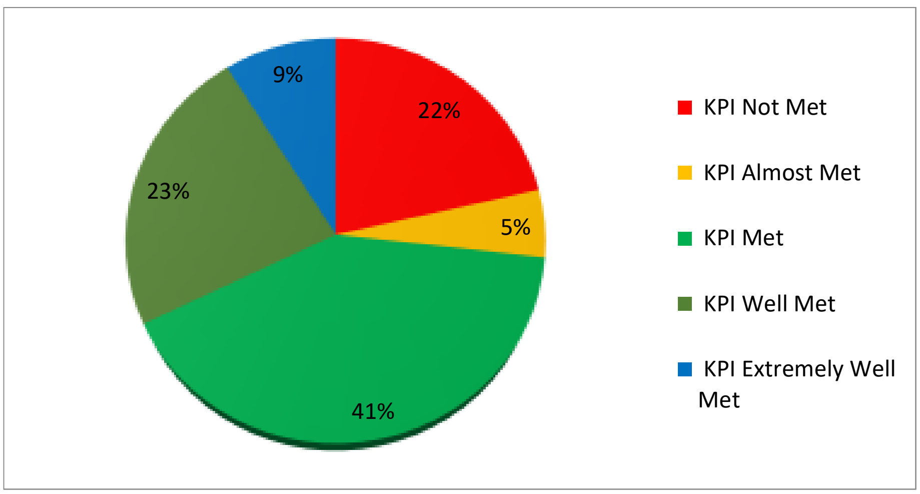
Category	Colour	Explanation
KPI Removed during Adjustment Budget		KPI's with no targets or actuals in the selected period
KPI Not Met		0% >= Actual/Target < 75%
KPI Almost Met		75% >= Actual/Target < 100%
KPI Met		Actual Target = 100%
KPI Well Met		100% > Actual/Target < 150%
KPI Extremely Well Met		Actual/Target >=150%

2020/2021 Performance Results

The following section will focus on the performance results achieved during the 2019/20 financial year.

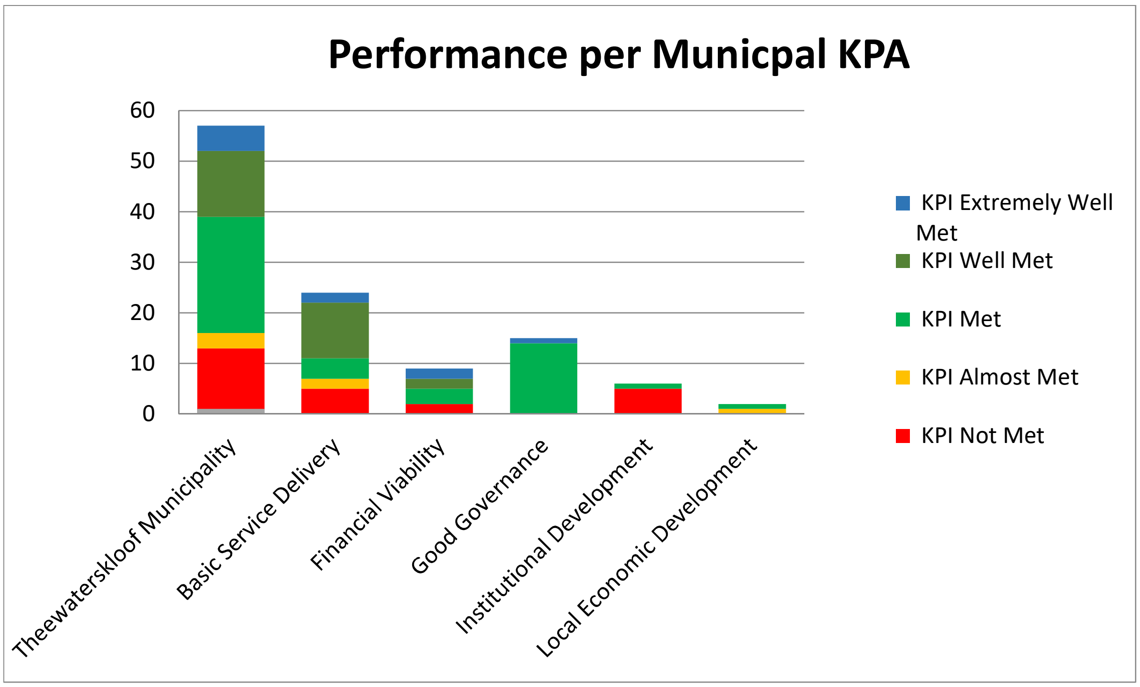
Summary of Results

	Theewaterskloof Municipality
KPI Not Met	12
KPI Almost Met	3
KPI Met	23
KPI Well Met	13
KPI Extremely Well Met	5
Total:	**56**



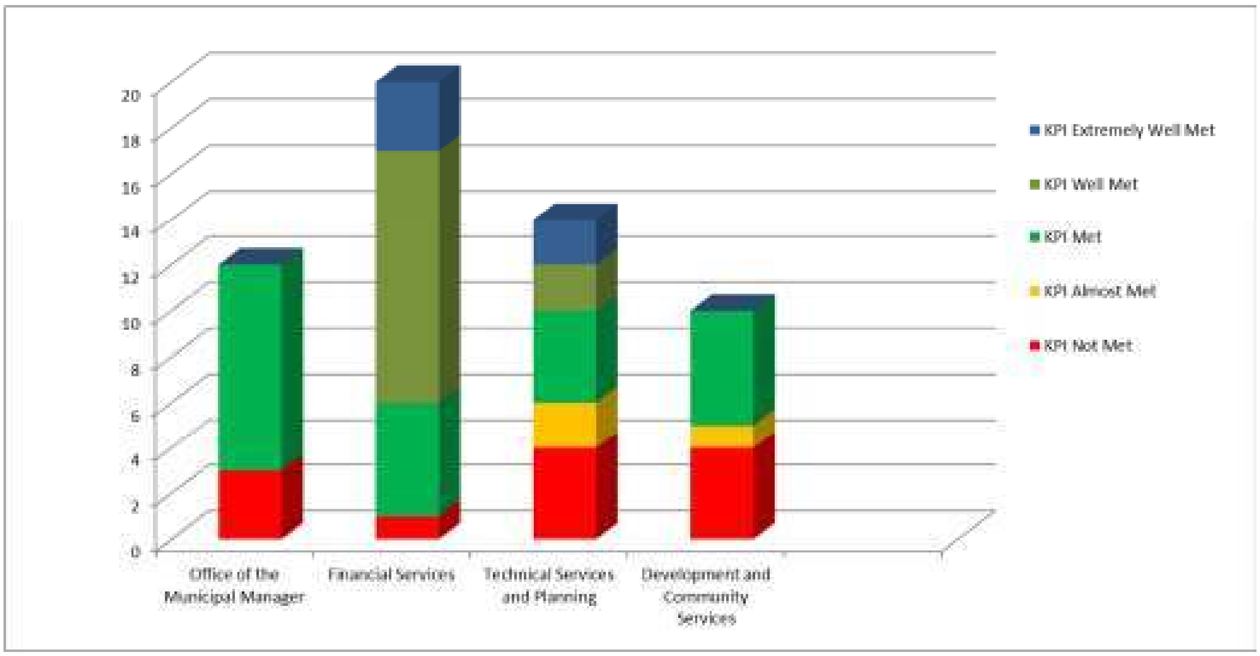
Theewaterskloof had a total of 56 Top layer KPI's that was measured during the 2020/21 financial year. 73% of all KPI's were either achieved or achieved above the expected target, 5% was almost achieved whilst 22% was not achieved. This is a regression on the performance of 2019/20 (78%) decreasing achievement by 5%.

	Theewaterskloof Municipality	Basic Service Delivery	Financial Viability	Good Governance	Institutional Development	Local Economic Development
KPI Not Met	12	5	2	0	5	0
KPI Almost Met	3	2	0	0	0	1
KPI Met	23	4	3	14	1	1
KPI Well Met	13	11	2	0	0	0
KPI Extremely Well Met	5	2	2	1	0	0
Total:	**56**	**24**	**9**	**15**	**6**	**2**



The Table above is indicatives that during the target setting the municipality placed it largest focused on Basic Service Delivery and Good Governance with 24 and 15 targets set respectively. The municipality achieved more than 70% of the targets in all of its key performance areas except in Local Economic Development and Institutional Development where it only achieved one of the two and one out of six targets set respectively. The lowest percentage achievement was for Institutional Development, where the municipality only achieved 16% of the targets set.

	Office of the Municipal Manager	Financial Services	Technical Services and Planning	Development and Community Services
KPI Not Met	3	1	4	4
KPI Almost Met	0	0	2	1
KPI Met	9	5	4	5
KPI Well Met	0	11	2	0
KPI Extremely Well Met	0	3	2	0
Total	**12**	**20**	**14**	**10**



The Financial Services was the best performing department in terms of the KPI's set by achieving 95% of their targets set, followed by the Office of the Municipal Manager with 75% achievement.

The following table will reflect on the performance against specific individual KPI's:

Office of the Municipal

Theewaterskloof Municipality

SDBIP 2020/2021: Top Layer SDBIP Report

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL1	Good Governance	To provide democratic, responsive and accountable government for the local communities	Formal evaluation of the performance of directors in terms of their signed agreements by March	Number of formal evaluations completed	1	Evaluation report and signed scoring sheets	Accumulative	2	2	1	[D2] Municipal Manager: conducted midyear and final evaluation on 14 April 2021 (April 2021)		**2**	**2**	G
TL2	Good Governance	To provide democratic, responsive and accountable government for the local communities	Oversee the compilation and submission of the final IDP to Council by 31 May 2021	Final IDP submitted to Council by 31 May	1	Minutes of council meeting during which reviewed IDP was discussed	Carry Over	1	1	1	[D4] Municipal Manager: IDP was submitted to council on the 31 May 2021 (June 2021)		**1**	**1**	G
TL3	Good Governance	To provide democratic, responsive and accountable government for the local communities	Oversee the compilation and submission of the final annual budget to Council by 31 May 2021	Final budget submitted to council 31 May	1	Minutes of council meeting during which the Budget was submitted for approval	Carry Over	1	1	1	[D5] Municipal Manager: annual budget was summitted to council on the 31 May 2021 (June 2021)		**1**	**1**	G
TL4	Good Governance	To provide democratic, responsive and accountable government for the local communities	Oversee the compilation and submission of the Oversight Report to Council by 31 May 2021	Report submitted to Council by 31 May	1	Minutes of council meeting during which report was discussed	Carry Over	1	1	2	[D7] Municipal Manager: Final Oversight and Annual report was submitted to council on the 31 May 2021 (June 2021)		**1**	**1**	G

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL5	Institutional Development	To provide democratic, responsive and accountable government for the local communities	Draft Annual Report submitted to Council by 31 March (MFMA 127(2) and MSA 46(2)	Annual report submitted	1	Council Minutes	Carry Over	1	1	1			**1**	**1**	G
TL6	Basic Service Delivery	To provide democratic, responsive and accountable government for the local communities	The percentage of the municipal capital budget spent on projects as at 30 June 2021 {(Actual amount spent on capital projects excluding orders/Total amount budgeted for capital projects)X100}	% of capital budget spent	72.50%	S71 Report And Financial Statements	Last Value	90.00%	90.00%	72.50%		[D25] Manager: Budget: The impact of covid 19, state of disaster and various alert levels relating to lockdown severely hampered the spending of the municipality. Rotation of staff and restriction of face to face meetings meant lengthy delays on procurement processes and decision making abilities. The municipality is now completely comfortable with the virtual plateforms that they have introduced to speed up procurement process under different alert levels for disaster management. In addition, procurement processes were hampered by the BAC limitations, which required 4 directors to serve on the committee versus the vacancies in directors at the municipality. This challenge is also being addressed, where in the interim directors from neighbouring Overstrand are being contracted to	**90.00%**	**63.00%**	R

												serve on the BAC. The municipality has amended its Macro Structure to provide for 5 Director positions. The recruitment is suitable candidates are taking place The actual spending and implementation of projects remain a challenge under higher alert levels, unfortunately there is not much the municipality can do when activities are restricted under the disaster management act. Strict adherence to the procurement plan will be implemented and all responsible official will be advised to start with their projects as early as possible to give sufficient time for introducing remedies when project are paused or not implementable under the regulations. (June 2021)			
TL7	Good Governance	To provide democratic, responsive and accountable government for the local communities	Submit Annual Performance Report (APR) to the AG by 31 October	Annual Performance Report Submitted	1	Confirmation by AG	Accumulative	1	1	1			**1**	**1**	G
TL8	Good Governance	To provide democratic, responsive and accountable government for the local communities	Approval of SDBIP by Mayor within 28 days after the approval of the main budget by council	SDBIP approved by Mayor	1	Approved SDBIP (signed by Mayor)	Carry Over	1	1	1			**1**	**1**	G

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL9	Institutional Development	Refine and improve the institutional capacity of the municipality	Ensure Stability at top management	Percentage of working days ((1)Total sum of standard working days, in the reporting period, that each S57 post was occupied by a fully appointed official (not suspended or vacant) with a valid signed contract and performance agreement)/ ((2)Aggregate working days for all S57 posts) *100	75%	Report from HR	Stand-Alone	90.00%	90.00%	75%		The municipality is in the process of filling one vacant director post. Already in advanced stage. One appointment has been made and awaiting MEC approval. The other director position as advertised will not be filled pending a review of the macro org structure. The process is given priority.	**90.00%**	**30.95%**	R
TL10	Institutional Development	Refine and improve the institutional capacity of the municipality	Signed Performance agreements for all S56/57 Appointments	Number of Performance Agreements Signed	2	Signed Agreements	Accumulative	4	3	2		The municipality is in the final stages of the appointment of a third director. The municipality is also embarking on a much needed restructuring process to enhance service delivery. Once the structure is approved further appointment to senior positions will follow.	**3**	**2**	R

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL56	Good Governance	To provide democratic, responsive and accountable government for the local communities	Establish a Recovery-coordinating Committee (RECO) to oversee the municipality's response to the COVID-19 pandemic by 30 September 2020	Number of committees established	0	Minutes of the RECO Meeting	Carry Over	1	1	NEW KPI			**1**	**1**	G
TL57	Good Governance	To provide democratic, responsive and accountable government for the local communities	Establish damage caused by the lockdown and present a remedial plan to council for adoption by November 2020.	Number of remedial plans adopted by council	0	Council minutes	Carry Over	1	1	NEW KPI			**1**	**1**	G

	Office of the Municipal Manager
KPI Not Met	3
KPI Almost Met	0
KPI Met	9
KPI Well Met	0
KPI Extremely Well Met	0
Total	**12**

Technical Services and Planning

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL30	Financial Viability	Work towards a sustainable future through sound financial management and continuous revenue growth	95% of the capital budget for the directorate spent by 30 June 2021	% of capital budget spent by 30 June	60.00%	CAPEX Report from finance	Carry Over	95.00%	95.00%	60%	Director: Technical Services and Planning: Upgrading of Streets Grabouw; Capital - Beverly hills: reinstatement of Bos Street road surface; Reinstatement of Bosstreet - Grabouw; Tender Advertised for ENG 20/2020/21 - Upgrading of Roads in Grabouw on the 12th of March. Tender Closed on the 16th of April. Technical Evaluations was completed and submitted on the 4th of May but could not be tabled before BEC and BAC due to the legality of the Municipality's Adjudication Committee. After which the 21 day appeal period must also come into effect which will in turn will cause the construction period to roll over into the 2021/2022 financial year. Pipe Replacement - Caledon Basil Newmark Tender Advertised for ENG 21/2020/21 - Replacement of Basil Newmark Water Pipeline in Caledon on the 5th of March. Tender closed on the 9th of April and Technical Evaluations was completed and submitted on the 9th of April but	Director: Technical Services and Planning: The funds have been requested to be rolled over since these underspending are not due to neglect by this department.	**95.00%**	**55.26%**	R

											could not be tabled before BEC and BAC due to the legality of the Municipality's Adjudication Committee. After which the 21 day appeal period must also come into effect which will in turn will cause the construction period to roll over into the 2021/2022 financial year. Greyton WWTW - Negotiations with the Mechanical contractor was successful. However the negotiations with the prefered bidder for the Civil tender was unsuccessful. The tender served at the BEC who recommended that the second preferred bidder, the tender must now serve again at BAC to recomend that negotiations with the second preferred bidder can go ahead. Negotiations commenced.				
TL31	Basic Service Delivery	To maintain and improve basic service delivery and social amenities for the TWK community	Spend 95% of the Municipal Infrastructure Grant by 30 June	% MIG funding spent	99.55%	Capital Expenditure Report	Last Value	95.00%	95.00%	99.55%	The upgrading of the Greyton waste water treatment plant was brought forward on our program due to an unforeseen EIA delay on another project and in order to endeavor to ensure full expenditure of the 2020/21 MIG allocation. The upgrading of the Greyton waste water treatment plant, with an estimated cost of R 23 829 252, was approved in this amount by the MIG appraisal committee. Funding, in line with this amount was made available in 2020/21 and 2021/22. MIG funding	[D78] Director: Technical Services and Planning: We will have to appoint the contractor for Greyton and Caledon WWTW to expedite expenditure. (April 2021) [D78] Director: Technical Services and Planning: Application was launched to National Treasury to have the funds rolled over to the new financial year. (June 2021)	**95.00%**	**88.00%**	O

											made available in 2020/21 amounted to R 4 528 803. Tenders were called in October 2020 and closed in December. The tender offers received however exceeded the available funding as follows: Lowest responsive tender offer ENG 12/2020/21 R 19 326 296.83 (Civils) ENG 13/2020/21 R 18 935 787.75 (M&E) Total R 38 262 084.58 Funding available R 23 829 252 Shortfall R 14 432 832 The shortfall in funding delayed the evaluation and adjudication of bids received. In January the Municipality petitioned requested the DCoG and DLG to increase the MIG registration. The DCoG approved the request for a budget maintenance, however the application process was protracted and by the end of March had not been finalized. The municipality then opted to forgo the budget maintenance process and revised its 21/22 draft budget to account for the shortfall. Unfortunately, the exemption notice in respect of the composition of the BAC in terms of the SCM regulations had since expired. In terms of the said regulations. a bid adjudication must consist of at least four senior managers, while Theewaterskloof Municipality's macro structure only provides for three directors of which				

											only one was filled. Accordingly, the bid adjudication committee could not form a quorum and thus convene and the municipality had to approach the NT for advise on how to proceed with the bid given the non-compliance with the SCM regulations. We were advised that the municipality can approach neighboring municipalities to appoint its directors (senior managers) as members of Theewaterskloof Municipality bid adjudication committee. As a result of all these delays and challenges, the municipality is in this difficult position that an award cannot be made until confirmation is received that the funds will be rolled over. The municipality is of the opinion that had the budget maintenance process been prompt and more decisive; the additional funding required to make an award would have been secured sooner and that this would have put the municipality in position to spend the available MIG funds by June.				

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL32	Basic Service Delivery	To maintain and improve basic service delivery and social amenities for the TWK community	Comply with minimum quality of supply standards as prescribed by NRS 048/2	% compliance	85.00%	Status report issued by independent laboratory	Last Value	85.00%	85.00%	85			**85.00%**	**95.50%**	G2
TL33	Basic Service Delivery	Work towards a sustainable future through sound financial management and continuous revenue growth	Submit a funding applications to potential donors for energy saving streetlights by 30 June	Funding application submitted	1	Proof of submission	Accumulative	1	1	1			**1**	**1**	G
TL34	Basic Service Delivery	To maintain and improve basic service delivery and social amenities for the TWK community	Submit funding application for high mast lighting	Funding application submitted	1	Proof of funding application submitted	Carry Over	1	1	1			**1**	**1**	G
TL35	Basic Service Delivery	To ensure continuous and sustainable maintenance, replacements and upgrades of municipal infrastructure	Limit unaccounted electricity to less than 8.4% as at 30 June 2021 {(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) X 100}	% unaccounted electricity captured in the report	7.07%	Distribution Losses Report	Reverse Last Value	8.40%	8.40%	7.07%			**8.40%**	**7.56%**	B

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL36	Basic Service Delivery	Ensure provision of sustainable and integrated Human Settlements through accelerating affordable Housing Projects	Construct top structures for Grabouw Rooi Dakke by 30 June 2021	Number of top structures constructed Grabouw Rooi Dakke	68	Completion certificate	Accumulative	50	50	68			**50**	**54**	G2
TL37	Basic Service Delivery	Ensure provision of sustainable and integrated Human Settlements through accelerating affordable Housing Projects	Construct top structures for Grabouw Hillside by 30 June 2021	Number of top structures constructed Grabouw Hillside	0	Completion certificate	Accumulative	25	25	0			**25**	**41**	B

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL38	Basic Service Delivery	Upgrading of informal Settlements and Prioritising the most needy in housing allocation	Construct top structures for Riviersonderend by 30 June 2021	Number of top structures constructed Riviersonderend	85	Completion certificate	Accumulative	48	10	85	[D109] Manager: Human Settlements: This project never kick off, as funding can only be made available in the September adjustments budget (Provincial). It was primarily delayed due to the National Directive that speaks to prioritization of upgrading of informal settlements as opposed to top structure projects (and the implied redirecting of funding (June 2021)	[D109] Manager: Human Settlements: The project is due to commence mid-July as commitment in terms of funding has been received. Will ensure that all action under control of municipality are executed timeously.	**10**	**0**	R

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL39	Basic Service Delivery	Ensure provision of sustainable and integrated Human Settlements through accelerating affordable Housing Projects	Transfer subsidised houses successfully by 30 June 2021	Number of subsidised houses transferred	185	Attorney confirmation letter of the number of title deeds successfully transferred	Accumulative	500	300	185		The delay in transfers are owing to many variables. Primarily the unavailability of the funds / vote due to a MSCOA requirement meant that a 6 month delay was experienced and no orders could be made out against the particular vote- either to appoint attorneys or contract the land surveyor. Essentially all title deeds stood still during this time. To correct this the CFO and service providers (Phoenix Collaborator) was consulted. Collaborator had to build a requisition system that allows housing to make out direct orders against the allocated funds as per the email of 07 July 2021 attached. (June 2021)	**300**	**292**	O

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL41	Basic Service Delivery	Upgrading of informal Settlements and Prioritising the most needy in housing allocation	Provide informal settlements with interim services by 31 May 2021	Number of informal settlements provided with interim services	3	Completion certificate	Accumulative	2	2	0		Siyanyanzela certificate - reloaded Berg en Dal - can not be corrected unless contractual/AG issue resolved additional funding will be required to first implement the sewer pump to initiate the project Iraq will achieve practical completion after Sept. when snags are resolved.	**2**	**1**	R
TL42	Basic Service Delivery	Ensure provision of sustainable and integrated Human Settlements through accelerating affordable Housing Projects	Complete the construction of Botriver Community Hall	Botriver Community Hall Constructed (project completed)	0	Completion certificate	Accumulative	1	1	0			**1**	**1**	G

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL60	Good Governance	To provide democratic, responsive and accountable government for the local communities	Submit reports in respect of COVID-19 (inclusive of the lockdown) that illustrates the damaged caused, risk (both current and future) and the new normal in terms of bulk infrastructure and housing to the Strategic Session by 30 November 2020	Number of reports submitted to Council's Strategic Session	0	Minutes of Strategic Session	Accumulative	2	2	NEW KPI			**2**	**2**	G
TL62	Basic Service Delivery	Ensure provision of sustainable and integrated Human Settlements through accelerating affordable Housing Projects	Submit a progress report to management on the status of the EIA process for the Botrivier Service Sites (TRA) project by end of May 2021.	Number of reports submitted	0	Management Minutes	Accumulative	1	1	NEW KPI		Through the process prior the relevant role players was kept up to date with regards to the progress and time timelines as per the attached programme. (June 2021)	**1**	**0**	R

	Technical Services and Planning
KPI Not Met	4
KPI Almost Met	2
KPI Met	4
KPI Well Met	2
KPI Extremely Well Met	2
Total	**14**

Development and Community Services

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL43	Basic Service Delivery	To maintain and improve basic service delivery and social amenities for the TWK community	Spend 95% of the project budget approved for the procurement of new fleet vehicles by 30 June {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	% budget spend	95.80%	Capital Expenditure Report	Last Value	95.00%	95.00%	95.80%		The municipality will use national treasury transversal tender and also procurement from other state organs like city of capetown to speed up procurement process in future.	**95.00%**	**59.57%**	R
TL44	Institutional Development	To provide democratic, responsive and accountable government for the local communities	Complete the annual risk assessment and submit to the Risk Committee by 30 June 2021	Completed risk assessment submitted to the Risk Committee	1	Minutes of Risk Management Committee with Assessment	Last Value	1	1	1		[D252] Manager: Human Resources and Risk Management: A Special FARMCO meeting is arranged for 28 July 2021 for the approval of the 2021 / 2022 Risk Register. (June 2021)	**1**	**0**	R

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL45	Institutional Development	To provide democratic, responsive and accountable government for the local communities	The percentage of the municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2021 [(Actual amount spent on training/total personnel budget)x100]	% of the personnel budget spent on implementing the workplace skills plan	0.73%	Budget Expenditure Report	Last Value	0.50%	0.39%	.73%		The planned training could not be spend due to the Covid-19 pandemic. The municipality will explore alternative methods e.g. online training courses to give effect to its skills development plan	**0.39%**	**0.14%**	R
TL46	Institutional Development	To provide democratic, responsive and accountable government for the local communities	The number of people from employment equity target groups employed in the three highest levels of management in compliance with the equity plan by 30 June 2021	Number of people employed	3	Appointment letters and Equity Plan	Accumulative	2	2	3		The Employer will continue to encourage applicants from designated groups as defined in Section 1 of the Employment Equity Act as well as the EE Plan of the Municipality to apply for positions through advertising in the newspapers, Website as well as the Notice Boards.	**2**	**1**	R
TL47	Local Economic Development	To provide democratic, responsive and accountable government for the local communities	Create temporary work opportunities in terms of EPWP by 30 June 2021	Number of temporary work opportunities created	333	Participants list	Accumulative	490	490	333		1. We cant report on project that is not epwp compliant. 2. EPWP requirements to be stipulated in all tenders.	**490**	**456**	O

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL48	Local Economic Development	To provide democratic, responsive and accountable government for the local communities	Review the LED strategy and submit to council by December 2020	LED Strategy reviewed and submitted to Council	0	Promote the second and township economy (SMME development)	Last Value	1	1	0			**1**	**1**	G
TL50	Financial Viability	To provide democratic, responsive and accountable government for the local communities	Review terms of reference for all informal settlement committees and submit to management by end of March	Terms of Reference Submitted to Management	0	Management Minutes	Accumulative	1	1	0			**1**	**1**	G
TL51	Financial Viability	To provide democratic, responsive and accountable government for the local communities	Review informal settlement containment plan and submit to management by March 2021	Informal Settlement containment plan drafted	1	Management Minutes and move target to March 2021	Accumulative	1	1	NEW KPI			**1**	**1**	G
TL59	Good Governance	To provide democratic, responsive and accountable government for the local communities	Submit reports in respect of COVID-19 (inclusive of the lockdown) that illustrates the damaged caused, risk (both current and future) and the new normal in terms of safety and disaster management, functionality of the Municipality, social and health welfare and service delivery to the strategic session by 30 November 2020	Number of reports submitted to Council's Strategic Session	0	Minutes of Strategic Session	Accumulative	4	4	NEW KPI			**4**	**4**	G

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL61	Basic Service Delivery	Increased community safety through traffic policing, bylaw enforcement and disaster management	Conduct 2 (Two) JOINT Operation in each of the two Regions per quarter	Number JOINT Operation conducted	0	Joint Opertaional Plan and Outcome Report signed Off by the MM and Head of Traffic	Accumulative	2	2	NEW KPI			**2**	**2**	G

	Development and Community Services
KPI Not Met	4
KPI Almost Met	1
KPI Met	5
KPI Well Met	0
KPI Extremely Well Met	0
Total	**10**

Financial Services

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL11	Financial Viability	Work towards a sustainable future through sound financial management and continuous revenue growth	95% of the capital budget for the directorate spent by 30 June 2021	% of capital budget spent by 30 June	93%	CAPEX Report from finance	Last Value	95.00%	95.00%	93%			**95.00%**	**97.00%**	G2
TL12	Financial Viability	Work towards a sustainable future through sound financial management and continuous revenue growth	Compile An Audit Action Plan To Address AG Audit Findings In The Management Report And Submit To Management By 31 March 2021 For Approval	Plan Completed And Submitted To Management	1	Minutes Of Management Meeting During Which Plan Was Approved	Carry Over	1	1	1			**1**	**1**	G
TL13	Good Governance	Work towards a sustainable future through sound financial management and continuous revenue growth	Successfully award tenders in line with Supply Chain Management Policies and Regulations	Number of successful SCM related appeals	0	Register of appeals referred and written response on outcome of appeals	Reverse Last Value	1	1	0			**1**	**0**	B

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL14	Financial Viability	Work towards a sustainable future through sound financial management and continuous revenue growth	Achieve a debtor payment percentage of 85% as at 30 June 2021 ((Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off)/Billed Revenue) x 100	Payment % achieved	88.00%	Section 71 Report/Financial Statements	Last Value	85.00%	85.00%	88%			**85.00%**	**86.68%**	G2
TL15	Financial Viability	Work towards a sustainable future through sound financial management and continuous revenue growth	Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June 2021 ((Total Operating Revenue-Operating Grants)/Debt Service Payments (i.e. interest + redemption) due within one year)	% of debt coverage	23.85	Section 71 Report	Last Value	11	11	28.35			**11**	**21.16**	B
TL16	Financial Viability	Work towards a sustainable future through sound financial management and continuous revenue growth	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2021 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excl	Number of months it takes to cover fix operating expenditure with available cash	3.71	Section 71 Report	Last Value	1.20	1.20	3.71			**1.20**	**4.07**	B

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL17	Financial Viability	Work towards a sustainable future through sound financial management and continuous revenue growth	Financial viability measured in terms of the outstanding service debtors as at 30 June 2021 (Total outstanding service debtors/ revenue received for services)	% of outstanding service debtors	74.48%	Section 71 Report	Reverse Last Value	60.00%	60.00%	74.48%	The absence of the debt collection (legal) system is hampering further collection attempts to non-metered services as well as in our Eskom areas. National lockdown also had an impact on the collection of accounts in arrears.	The debt collection system is in the final development stage and will assist greatly in the collections on farms unmetered services where the municipality have no credit control tools. The implementation of the new debt collection system is scheduled for July 2021.	**60.00%**	**85.8%**	R
TL18	Basic Service Delivery	To maintain and improve basic service delivery and social amenities for the TWK community	Provide 6kl free basic water per month to all indigent households during the 2020/21 financial year	Number of indigent households receiving free basic water	5 252	Report From The Financial System With Registered Indigent Households	Last Value	4 900	4 900	5252			**4 900**	**5 744**	G2
TL19	Basic Service Delivery	To maintain and improve basic service delivery and social amenities for the TWK community	Provide 70kwh of free basic electricity per month to all indigent households (Excluding Eskom) during the 2020/21 financial year	Number of indigent households receiving free basic electricity	2 373	Report From The Financial System With Registered Indigent Households	Last Value	1 800	1 800	2373			**1 800**	**2 586**	G2

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL20	Basic Service Delivery	To maintain and improve basic service delivery and social amenities for the TWK community	Provide free basic refuse removal to indigent households in terms of the equitable share requirements during the 2020/21 financial year	Number of indigent households receiving free basic refuse removal	5 354	Report From The Financial System With Registered Indigent Households	Last Value	4 200	4 200	5354			**4 200**	**5 713**	G2
TL21	Basic Service Delivery	To maintain and improve basic service delivery and social amenities for the TWK community	Provide free basic sanitation to indigent households in terms of the equitable share requirements during the 2020/21 financial year	Number of indigent households receiving free basic sanitation	5 299	Report From The Financial System With Registered Indigent Households	Last Value	4 050	4 050	5299			**4 050**	**5 677**	G2
TL22	Basic Service Delivery	To maintain and improve basic service delivery and social amenities for the TWK community	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 services during 2020/21 financial year	Number of residential properties which are billed for water or have prepaid meters	15 469	Report From The Financial System Indicating Billed Debtors	Last Value	14 920	14 920	15469			**14 920**	**16 070**	G2

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL23	Basic Service Delivery	To maintain and improve basic service delivery and social amenities for the TWK community	Number of residential properties connected to the municipal electrical infrastructure network (credit and prepaid electrical metering) (excluding ESKOM areas) and billed for the services during the 2020/21 financial year	Number of residential properties which are billed for electricity or have prepaid meters (excluding ESKOM areas)	7 452	Report From The Financial System Indicating Billed Debtors	Last Value	7 100	7 100	7452			**7 100**	**7 490**	G2
TL24	Basic Service Delivery	To maintain and improve basic service delivery and social amenities for the TWK community	Number of formal residential properties for which refuse is removed once per week and billed for the services during the 2020/21 financial year	Number of residential properties which are billed for refuse removal once a month	15 894	Report From The Financial System Indicating Billed Debtors	Last Value	15 220	15 220	15894			**15 220**	**16 096**	G2
TL25	Basic Service Delivery	To ensure continuous and sustainable maintenance, replacements and upgrades of municipal infrastructure	Purchase smart (utility) water meters by 30 June 2021	Number of smart water meters purchased	1 200	Invoices and Goods Received Note	Accumulative	2 000	1 500	1200			**1 500**	**2 100**	G2

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL26	Basic Service Delivery	To maintain and improve basic service delivery and social amenities for the TWK community	Number of formal residential properties connected to the municipal waste water sanitation/sewer network for sewerage services (inclusive of septic tanks) irrespective of the number of water closets (toilets) and billed for the services during the 2020/21	Number of formal residential properties which are billed for sewerage	15 268	Report From The Financial System Indicating Billed Debtors	Last Value	14 020	14 020	15268			**14 020**	**15 483**	G2
TL27	Good Governance	To provide democratic, responsive and accountable government for the local communities	Achieve an unqualified audit opinion for the 2019/20 financial year	Unqualified audit opinion achieved	1	Signed Audit Report	Last Value	1	1	1			**1**	**1**	G
TL28	Good Governance	To provide democratic, responsive and accountable government for the local communities	Submit the final annual budget to Council by 30 May 2021	Final budget submitted to Council	1	Council minutes	Accumulative	1	1	1			**1**	**1**	G

Ref	Municipal KPA	Strategic Objective	KPI Name	Description of Unit of Measurement	Baseline	Source of Evidence	Calculation Type	Original Annual Target	Revised Annual Target	Past Year Performance	Period to date as at 30 June 2021				
											Departmental KPI: Performance Comment	Departmental KPI: Corrective Measures	Target	Actual	R
TL29	Good Governance	To provide democratic, responsive and accountable government for the local communities	Submit the Annual Financial Statements to the Auditor General (AG) by 31 October 2020	Annual Financial Statements submitted to the AG	1	Acknowledgement of receipt	Accumulative	1	1	1			**1**	**1**	G
TL58	Good Governance	To provide democratic, responsive and accountable government for the local communities	Submit a report in respect of COVID-19 (inclusive of the lockdown) that illustrates the damaged caused, risk (both current and future) and the new normal in terms of financial viability to the Strategic Session by 30 November 2020	Number of reports submitted to Council's Strategic Session	0	Minutes of Strategic Session	Accumulative	1	1	NEW KPI			**1**	**1**	G

	Financial Services
KPI Not Met	1
KPI Almost Met	0
KPI Met	5
KPI Well Met	11
KPI Extremely Well Met	3
Total	**20**

The municipality hereby disclose that the annual performance report provides a complete and accurate overview of the municipality's performance against targets set for the 2020/2021 financial year.

.... 31 August 2021

DP Lubbe Date

Municipal Manager