(A4905)

LANGEBERG
MUNISIPALITEIT MUNICIPALITY MASIPALA

2024/2025

QUARTER 3

# TOP LEVEL SDBIP REPORTING

## SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

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**A4905**

**RE-SUBMISSION OF EXPENDITURE ON 2024/2025 BUDGET MEASURED BY THE TOP LEVEL SDBIP FOR THE THIRD QUARTER (DIRECTOR: ECONOMIC, SOCIAL AND INTEGRATED DEVELOPMENT SERVICES)**

**Purpose of the report**

To submit a report to council on the progress made on the implementation of 2024/2025 approved Budget as measured in the approved Top level SDBIP.

**Background**

Section 52 (d) of the Municipal Finance Management Act, 56 of 2003, requires that a Mayor must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality.

This Report informs Council on a Quarterly basis of the expenditure and performance in the Budget.

**Comments:**

The relevant supporting documentation will be provided separately.

**Recommendation**

That Council notes the content of the report

**This item served before the Economic, Social & Integrated Development Services Portfolio Committee on 09 April 2025**
***Hierdie item het gedien by die Ekonomies, Sosiaal & Geintegreerde Ontwikkelingsdienste Portefeulje Komitee op 09 April* 2025**
**Aanbeveling / Recommendation**

That the report be referred to Mayco and then Council.

**This item served before the Executive Mayoral Committee on 23 April 2025**
**Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 23 April 2025**
**Aanbeveling / Recommendation**

That the report be referred to Council for consideration.

**This item served before an Ordinary Meeting of Council on 29 April 2025**
**Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 29 April 2025**
**Eenparig Besluit / Unanimously Resolved**

1. That Council note the report.

2. That the report be submitted to the next MPAC meeting.

## 2. Purpose of the report

The purpose of the report is to inform the council regarding the progress made on the implementation of 2024-2025 approved budget as measured by the approved top-level Service Delivery and Budget Implementation Plan (SDBIP).

## 3. Legislative requirements

The Municipal System Act (MSA), 2000 requires municipalities to establish a performance management system. Further, the MSA and the Municipal Finance Management Act (MFMA) require the Integrated Development Plan (IDP) to be aligned to the municipal budget and to be monitored for the performance of the budget against the IDP through Service Delivery and the Budget Implementation Plan (SDBIP).

Section 52 (d) of the Municipal Finance Management Act, 56 of 2003, requires that a Mayor must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality.

## 4. Performance management

Performance management is a process that measures the implementation of the organisation's strategy. It is also a management tool to plan, monitor, measure and review performance indicators to ensure efficiency, effectiveness and the impact of services delivery by the municipality.

The following performance management cycles address the remainder of the recently approved Langeberg municipality performance management framework:


Each of the above cycles can be explained as follows:

- Performance Planning ensures that the strategic direction of the Municipality more explicitly informs and aligns the IDP with all planning activities and resource decisions. This is the stage where Key Performance Areas and Key Performance Indicators are designed to address the IDP objectives, national policy and targets are set.
- Performance Measuring and Monitoring is an ongoing process to determine whether performance targets have been met, exceeded or not met. Projections can also be made during the year as to whether the final target and future targets will be met. It occurs during key points in a process – for example, on a quarterly and annual basis.
- Performance evaluation analyses why there is under-performance or what the factors were, that allowed satisfactory performance in a particular area. Where targets have not been met, the reasons for this must be examined and corrective action recommended. Evidence to support the status is also reviewed at this stage. An additional component is the review of the indicators to determine if they are feasible and are measuring the key areas appropriately.

- Performance Reporting entails regular reporting to management, the performance audit committee, council and the public.
- Performance review/auditing is a key element of the monitoring and evaluation process. This involves verifying that the measurement mechanisms are accurate and that proper procedures are followed to evaluate and improve performance. According to section 45, of the Systems Act, results of the performance measurement must be audited as part of the municipality's internal auditing process and annually by the Auditor-General. The Municipality have therefore established frameworks and structures to evaluate the

  effectiveness of the municipality's internal performance measurement control systems. Areas of weak performance identified at year-end must be addressed during the following years planning phase.

## 5. Implementation of performance management – Top layer SDBIP

Preparing the Top layer SDBIP's

KPI's should be developed for Council, the office of the Municipal Manager and for each Directorate. The KPI's should:

- KPI's should be developed for the programmes / activities identified to address the Strategic Objectives as documented in the IDP. The KPI's must be aligned with the national and municipal KPA's.
- KPI's identified during the IDP and KPI's that need to be reported to key municipal stakeholders should be included in the TL SDBIP to confirm alignment.
- KPI's should be developed to address the required National Agenda Outcomes, priorities and minimum reporting requirements. The KPI's must be aligned with the Strategic Objectives, and the national and municipal KPA's.
- The municipal turnaround strategy (MTAS) should be reviewed to determine any actions to be translated into KPI's and to be included in the TL SDBIP. These KPI's must be aligned with the Strategic Objectives, and the national and municipal KPA's.
- The risk register should be reviewed to identify the risks that need to be addressed by strategic KPI's. These KPI's should be developed and be aligned with the Strategic Objectives, and the national and municipal KPA's.
- It is also proposed that each directorate consider 2 KPI's that is output focused and that will make the municipality more developmental or enhance the effectiveness of the municipality.
- Clear quarterly targets should be set and the KPI's must be assigned to a senior manager. In the instance where a target will not be achieved during the current financial year, the target should be included in the outer years.
- These targets should be set after available resources and past year performance has been considered.

Approval of Top layer SDBIP

The municipal scorecard must be submitted to the Executive Mayor within 14 days after the SDBIP has been approved. The Executive Mayor needs to consider and approve the SDBIP within 28 days after the budget has been approved. The scorecard must be updated after the adjustment estimate has been approved and any changes to the scorecard must be submitted to Council with the respective motivation for the changes suggested, for approvals.

Performance monitoring

An evaluation of the validity and sustainability of the KPI's should be done and the actual performance results of each target should be updated and evaluated on a monthly basis. In order to measure the input/output of the KPI's, the performance results and performance evidence (POE's) should be evaluated and documented.

The KPI owners should report on the results of the KPI by documenting the following information on the performance system:

- The actual result in terms of the target set.
- The output/outcome of achieving the KPI.
- The calculation of the actual performance reported. (If %)
- The reasons if the target was not achieved.
- Actions to improve the performance against the target set, if the target was not achieved.

The municipal manager and his/her senior management team need to implement the necessary systems and processes to provide the POE's for reporting and auditing.

Performance results are monitored and reviewed in terms of:

- Quarterly KPI monitoring sessions held by the Municipal Manager with all managers,
- Quarterly reports tabled before the Portfolio Committees of the Mayor,
- Quarterly reports tabled before the Executive Mayoral Committee and Council,

## 6. Actual performance for the third quarter (01 January - 31 March 2025)

The quarterly top-layer SDBIP reports provide the municipal management an opportunity to analyse performance and address underperformance by putting internal controls to ensure IDP strategic objectives are achieved.

A detailed quarter 3 top layer SDBIP of 2024-2025 financial year is provided in annexure A of this report. The performance presented in the report below is subject to change based on the audit of the actual performance outcomes achieved. The final results will be included as part of 2024-2025 Annual Performance Report (as per section 46 (1)(b) of the Municipal systems) and it will be further incorporated as part of 2024-2025 Annual report. (as per section 46 (2) of the Municipal systems)

# Annexure A: Quarter 3 Top layer SDBIP (January–March 2025)

| R | O | G | G2 | B |
|---|---|---|---|---|
| KPI not met | KPI almost met | KPI met | KPI well met | KPI extremely well met |

| KPI Ref. no. | Responsible Directorate | NationalKPA | Strategic Objective | Key performance indicator | Project name | Unit Of Measurement | Ward | KPI Owner | Baseline | Annual target | Portfolio Of Evidence | Quarter target | Quarter actual | KPI status | Performance Comments | Corrective measure |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **SO1-Ensure efficient administration for good governance** | | | | | | | | | | | | | | | | |
| 2024/2025-10 | Corporate Services | Municipal Transformation and Institutional Development | SO1-Ensure efficient administration for good governance | Spend 95% of the budget allocated to upgrade municipal offices by 30 June 2025 | Spend 95% of the budget allocated to upgrade municipal offices by 30 June | Percentage (%) of the approved budget spent | Whole Municipality (All) | Anton Everson | 95,00% | 95,00% | Monthly capital expenditure report | 55,00% | 122,29% | B | | |
| 2024/2025-5 | Corporate Services | Municipal Transformation and Institutional Development | SO1-Ensure efficient administration for good governance | Percentage of municipality's personnel budget actually spent on implementing its workplace skills plan measured as at 30 June 2025 | Percentage of municipality's personnel budget actually spent on implementing its workplace skills plan measured as at 30 June | "Percentage (%) of municipality's personnel budget actually spent " | Whole Municipality (All) | Anton Everson | 97,76% | 1,00% | "SAGE financial system Annual Budget Variance report (Refer to Sage skills levy vote number)" | 0,00% | | N/A | | |
| 2024/2025-6 | Corporate Services | Municipal Transformation and Institutional Development | SO1-Ensure efficient administration for good governance | Limit vacancy rate to 15% of budgeted posts by 30 June 2025 | Limit vacancy rate to 15% of budgeted posts by 30 June | Percentage (%) of vacancy rate | Whole Municipality (All) | Anton Everson | 4,3% | 15% | Advertisement Process Excel Sheet | 15% | 4,43% | B | | |
| 2024/2025-68 | Economic, Social and Integrated Development Services | Municipal Transformation and Institutional Development | SO1-Ensure efficient administration for good governance | Spend 95% of the budget allocated for general ICT needs by 30 June 2025 | Spend 95% of the budget allocated to general ICT needs by 30 June | Percentage (%) of the approved budget spent | Whole Municipality (All) | Celeste Matthys | 95.00% | 95.00% | Monthly capital expenditure report | 55.00% | 7,25% | R | Funding was transferred after adjustment budget . went out on SITA tender | Award was made by BAC . Once a PO issued the project will be closely monitored |
| 2024/2025-7 | Corporate Services | Municipal Transformation and Institutional Development | SO1-Ensure efficient administration for good governance | Number of people from the EE target groups employed by 30 June 2025 in the 3 highest levels of management in compliance with the approved EE plan | Number of people from the EE target groups employed in the highest 3 levels of management by 30 June | Number of people from the EE target groups employed in the highest 3 levels of management by 30 June 2025 | Whole Municipality (All) | Anton Everson | 5 | 3 | Appointment letter and approval dates for the filling of the vacancy | 0 | | N/A | | |
| 2024/2025-8 | Corporate Services | Municipal Transformation and Institutional Development | SO1-Ensure efficient administration for good governance | Review the Organisational Structure and submit to Council for approval by 31 May 2025 | Review the Organisational Structure and submit to Council for approval by 31 May | Reviewed Structure submitted to Council for approval | Whole Municipality (All) | Anton Everson | 1 | 1 | Agenda of the Council meeting | 0 | | N/A | | |
| 2024/2025-13 | Economic, Social and Integrated Development Services | Good Governance and Public Participation | SO1-Ensure efficient administration for good governance | Submit reviewed IDP to Council by 31 May 2025 | Submit reviewed IDP to Council by 31 May | Reviewed IDP submitted to council | Whole Municipality (All) | Celeste Matthys | 1 | 1 | Reviewed IDP and Minutes of Council meeting during which IDP was discussed | 0 | | N/A | | |
| 2024/2025-14 | Economic, Social and Integrated Development Services | Good Governance and Public Participation | SO1-Ensure efficient administration for good governance | Submit the Oversight Report to Council by 31 March 2025 | Submit the Oversight Report to Council by 31 March | Oversight report submitted to Council by 31 March 2025 | Whole Municipality (All) | Celeste Matthys | 1 | 1 | Draft Annual Report and Minutes of Council meeting during which report was discussed | 1 | 1 | G | | |
| 2024/2025-16 | Economic, Social and Integrated Development Services | Good Governance and Public Participation | SO1-Ensure efficient administration for good governance | Spend 95% of the budget allocated for a Two-Way Digital Radio Communication Network by 30 June 2025 | Spend 95% of the budget allocated for a Two-Way Digital Radio Communication Network by 30 June | Percentage (%) of the approved budget spent | Whole Municipality (All) | Celeste Matthys | 95.00% | 95.00% | Monthly capital expenditure report | 55,00% | 0% | R | Readiness assessment completed , invoice submitted . | Once the PO is issued the project will be closely monitored |
| 2024/2025-51 | Directorate Financial Services | Good Governance and Public Participation | SO1-Ensure efficient administration for good governance | Submit the Annual Financial Statements to the Auditor-General by 31 August 2024 | Submit the Annual Financial Statements to the Auditor-General by 31 August | Annual Financial Statements submitted to Auditor-General | Whole Municipality (All) | Josolina Buis | 1 | 1 | Proof of submission | 0 | | N/A | | |
| 2024/2025-53 | Directorate Financial Services | Good Governance and Public Participation | SO1-Ensure efficient administration for good governance | Maintain the asset register in terms of GRAP standards (No more than four (4) material findings) | Maintain the asset register in terms of GRAP standards (No more than four (4) material findings) | No more than four (4) material findings in the external Audit report on non-compliance with GRAP | Whole Municipality (All) | Josolina Buis | 0 | 4 | Auditor General audit report | 0 | | N/A | | |
| 2024/2025-54 | Directorate Financial Services | Good Governance and Public Participation | SO1-Ensure efficient administration for good governance | Limit misstatements in the Annual Financial Statements (No more than four (4) material findings) | Limit misstatements in the Annual Financial Statements (No more than four (4) material findings) | No more than four (4) material misstatements as per Auditor General's audit report | Whole Municipality (All) | Josolina Buis | 0 | 4 | Auditor General audit report | 0 | | N/A | | |
| 2024/2025-57 | Executive & Council | Good Governance and Public Participation | SO1-Ensure efficient administration for good governance | Develop a Risk Based Audit Plan and submit to the Audit Committee by 30 June 2025 | Develop a Risk Based Audit Plan and submit to the Audit Committee by 30 June | Developed and submitted Plan | Whole Municipality (All) | Prudence Carolus | 1 | 1 | Submission of the Risk Based Audit Plan to MM and Minutes of Audit Committee meeting during which risk based audit plan was discussed | 0 | | N/A | | |
| 2024/2025-67 | Corporate Services | Good Governance and Public Participation | SO1-Ensure efficient administration for good governance | Spend 95% of the budget allocated for fencing at Robertson traffic offices by 30 June 2025 | Spend 95% of the budget allocated for Fencing at Robertson traffic offices by 30 June | Percentage (%) of approved budget spent | 11 | Anton Everson | New KPI | 95% | Monthly capital expenditure report | 55.00% | 0% | R | Tender was awarded the contractor completed the fencing. Invoices will be submitted | Tender was awarded the contractor completed the fencing. Invoices will be submitted |
| **SO2- Provide infrastructure for sustainable and affordable basic services** | | | | | | | | | | | | | | | | |
| **KPI Ref. no.** | **Responsible Directorate** | **NationalKPA** | **Strategic Objective** | **Key performance indicator** | **Project name** | **Unit Of Measurement** | **Ward** | **KPI Owner** | **Baseline** | **Annual target** | **Portfolio Of Evidence** | **Quarter target** | **Quarter actual** | **KPI status** | **Performance Comments** | **Corrective measure** |
| 2024/2025-1 | Community Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Review the Human Settlement Plan and submit to Council for approval by 31 March 2025 | Review the Human Settlement Plan and submit to Council for approval by 31 March | Reviewed plan submitted to Council for approval | Whole Municipality (All) | Mike Mgajo | 1 | 1 | Agenda of the Council meeting | 1 | 1 | G2 | | |
| 2024/2025-17 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Limit unaccounted electricity to less than 7.5% as at 30 June 2025 | Limit unaccounted electricity to less than 7.5% as at 30 June | Percentage (%) unaccounted electricity captured in the report | Whole Municipality (All) | Ilse Saunders | 5,76% | 7,50% | Electricity losses report generated from an Excel database maintained for the calculation of the electricity losses | 7,50% | 17.35% | R | The Electrical Losses for March 2025 is 17.35% | The losses were more because of consumers installing Solar Panels and Convertors. The accounts on the CCG system are not reflecting the correct figure. |
| 2024/2025-18 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | 95% of Water samples comply with SANS241 micro biological indicators on a monthly basis | 95% of Water samples comply with SANS241 micro biological indicators on a monthly basis | Percentage (%) compliance of samples tested | Whole Municipality (All) | Ilse Saunders | 95,79% | 95,00% | Monthly Lab results | 95,00% | 98,33% | G2 | 100% of water samples comply with SANS. | |
| 2024/2025-19 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Limit unaccounted water to less than 20% as at 30 June 2025 | Limit unaccounted water to less than 20% as at 30 June | Percentage (%) of unaccounted water captured in the report | Whole Municipality (All) | Ilse Saunders | 18,70% | 20,00% | Water Losses Excel database maintained by the Senior Manager: Civil Engineering Services | 20,00% | 1,06% | B | Limit unaccounted water to less than 20% | |
| 2024/2025-2 | Community Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated to upgrade flooding lights at King Edward sportfield by 30 June 2025 | Spend 95% of the budget allocated to upgrade flooding lights at King Edward sportfield by 30 June | Percentage (%) of the approved budget spent | 7,12 | Mike Mgajo | 95,00% | 95,00% | Monthly capital expenditure report | 55,00% | 0% | R | PO issued,completion of installation 30 May 2025 | PO issued,completion of installation 30 May 2025, Manager will closely monitor project |
| 2024/2025-20 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | 80% of Effluent samples comply with permit values on a monthly basis | 80% of Effluent samples comply with permit values on a monthly basis | Percentage (%) compliance of samples | Whole Municipality (All) | Ilse Saunders | 63,02% | 80,00% | Monthly Lab results | 80,00% | 65,38% | G | 80% of Effluent samples comply with permit values on a monthly basis | Service providers have been requested for quotations to repair breakdowns. The Robertson Wastewater treatment works is currently being upgraded, this project will be completed by December 2025. Reinstatement of chlorine gas at some of the WWTW are in process. Action plan is being implemented to address failures. |
| 2024/2025-21 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Purchase four (4) digger loaders by 30 June 2025 | Purchase four (4) digger loaders by 30 June | Number of diggers purchased | Whole Municipality (All) | Ilse Saunders | New KPI | 4 | Delivery note | 0 | | N/A | | |

| R | O | G | G2 | B |
|---|---|---|---|---|
| KPI not met | KPI almost met | KPI met | KPI well met | KPI extremely well met |

| KPI Ref. no. | Responsible Directorate | NationalKPA | Strategic Objective | Key performance indicator | Project name | Unit Of Measurement | Ward | KPI Owner | Baseline | Annual target | Portfolio Of Evidence | Quarter target | Quarter actual | KPI status | Performance Comments | Corrective measure |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2024/2025-22 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated to install fencing and cameras at the pumpstations and reservoirs of the WTW and WWTW by 30 June 2025 | Spend 95% of the budget allocated to install fencing and cameras at the pumpstations and reservoirs of the WTW and WWTW by 30 June | Percentage (%) of the approved budget spent | Whole Municipality (All) | Ilse Saunders | New KPI | 95,00% | Monthly capital expenditure report | 55,00% | 8,03% | R | 52% was spent of the budget allocated to install fencing and cameras at the pumpstations and reservoirs of the WTW and WWTW | Service provider currently busy with the installation. will be closely monitored to ensure completion by end of June |
| 2024/2025-24 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated for the construction of a new WTW in McGregorby 30 June 2025 | Spend 95% of the budget allocated for the construction of a new WTW in McGregorby 30 June | Percentage (%) of the approved budget spent | 5 | Ilse Saunders | New KPI | 95,00% | Monthly capital expenditure report | 55,00% | 0% | R | 55% was spent for the construction of a new WTW in McGregor. | Contractor on site , project will be closely monitored by Manager |
| 2024/2025-25 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated for the replacement of the siphon pipeline from the Robertson canal to Gumgrove Dam by 30 June 2025 | Spend 95% of the budget allocated for the replacement of the siphon pipeline from the Robertson canal to Gumgrove Dam by 30 June | Percentage (%) of the approved budget spent | Whole Municipality (All) | Ilse Saunders | New KPI | 95,00% | Monthly capital expenditure report | 55,00% | 0% | R | 0% was spent for the replacement of the siphon pipeline from the Robertson canal to Gumgrove Dam | If no appeals, tender can be awarded and implemented. Once the tender is awarded, the PMU will closely monitor the project |
| 2024/2025-26 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated for the replacement of the water pipe (Bonnievale main supply to Lactalis, Bonnievale Winery and Uitsig) by 30 June 2025 | Spend 95% of the budget allocated for the replacement of the water pipe (Bonnievale main supply to Lactalis, Bonnievale Winery and Uitsig) by 30 June | Percentage (%) of the approved budget spent | 8 | Ilse Saunders | New KPI | 95,00% | Monthly capital expenditure report | 55,00% | 9,43% | R | 20% was spent for the replacement of the water pipe (Bonnievale main supply to Lactalis, Bonnievale Winery and Uitsig) | If T36/2024 construction Tender: Pipe replacement using conventional and trench-less methods, (rates based), for a three (3) years is awarded the work will be closely monitored by Manager |
| 2024/2025-28 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated for the paving of Barlinka Street in Montagu by 30 June 2025 | Spend 95% of the budget allocated for the paving of Barlinka Street in Montagu by 30 June | Percentage (%) of the approved budget spent | 7 | Ilse Saunders | New KPI | 95,00% | Monthly capital expenditure report | 55,00% | 0% | R | 12% was spent for the paving of Barlinka Street in Montagu. | Once the tender is awarded, the PMU will closely monitor the project |
| 2024/2025-29 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated for the upgrade of Ashton roads (Alwyn st, Industrial/ area, Zolani curbs) by 30 June 2025 | Spend 95% of the budget allocated for the upgrade of Ashton roads (Alwyn st, Industrial/ area, Zolani curbs) by 30 June | Percentage (%) of the approved budget spent | 10 | Ilse Saunders | New KPI | 95,00% | Monthly capital expenditure report | 55,00% | 4,08% | R | 14% for the upgrade of Ashton roads (Alwyn st, Industrial/ area, Zolani. | Once the tender is awarded, the PMU will closely monitor the project |
| 2024/2025-3 | Community Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated to upgrade boundary wall at Cogmanskloof and Van Zyl street sportsfield and happy valley sportsground by 30 June | Spend 95% of the budget allocated to upgrade boundary wall at Cogmanskloof and Van Zyl street sportsfield and happy valley sportsground by 30 June | Percentage (%) of the approved budget spent | 9, 4 | Mike Mgajo | 67,23% | 95,00% | Monthly capital expenditure report | 40,00% | 10,40% | R | Both projects completed with 122% expenditure for Cogmanskloof and 81% budget expenditure reflected. 69% overall expenditure for facilities. | projects currently underway and will be monitored by the Manager |
| 2024/2025-31 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated to upgrade Robertson WWTW by 30 June 2025 | Spend 95% of the budget allocated to upgrade Robertson WWTW by 30 June | Percentage (%) of the approved budget spent | 1;2;3;6;11 | Ilse Saunders | 98,73% | 95.00% | Monthly capital expenditure report | 60,00% | 78,08% | G2 | 69% was spent to upgrade Robertson WWTW | |
| 2024/2025-32 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated to upgrade Robertson transfer station roof by 30 June 2025 | Spend 95% of the budget allocated to upgrade Robertson transfer station roof by 30 June | Percentage (%) of the approved budget spent | 1;2;3;6;11 | Ilse Saunders | New KPI | 95% | Monthly capital expenditure report | 55.00% | 4,32% | R | Once the contractor is provided with PO project will be closely monitored | Once the contractor is provided with PO project will be closely monitored |
| 2024/2025-33 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Purchase a roll-on roll-off truck by 30 June 2025 | Purchase a roll-on roll-off truck by 30 June | Number of roll on roll off truck purchased | Whole Municipality (All) | Ilse Saunders | New KPI | 1 | Delivery note | 0 | | N/A | | |
| 2024/2025-34 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated to upgrade public drop-off in Mcgregor by 30 June 2025 | Spend 95% of the budget allocated to upgrade public drop-off in Mcgregor by 30 June | Percentage (%) of the approved budget spent | 5 | Ilse Saunders | New KPI | 95.00% | Monthly capital expenditure report | 55,00% | 9,41% | R | 31% was spent to upgrade public drop-off in Mcgregor. | Close monitoring of the progress on the SCM process |
| 2024/2025-35 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated to upgrade McGregor low-water bridge road by 30 June 2025 | Spend 95% of the budget allocated to upgrade McGregor low-water bridge road by 30 June | Percentage (%) of the approved budget spent | 5 | Ilse Saunders | New KPI | 95.00% | Monthly capital expenditure report | 55,00% | 0% | R | 0% was spent to upgrade McGregor low-water bridge road. | Once the contractor is provided with PO project will be closely monitored |
| 2024/2025-36 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Purchase a jetting tanker truck by 30 June 2025 | Purchase a jetting tanker truck by 30 June | Jetting tanker truck purchased | Whole Municipality (All) | Ilse Saunders | New KPI | 1 | Delivery note | 0 | | N/A | | |
| 2024/2025-37 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated for rehablitation of roads in all 5 towns by 30 June 2025 | Spend 95% of the budget allocated for rehablitation of roads in all 5 towns by 30 June | Percentage (%) of the approved budget spent | Whole Municipality (All) | Ilse Saunders | 87.32% | 95.00% | Monthly capital expenditure report | 70,00% | 41,15% | R | 13% was spent for rehablitation of roads in all 5 towns. | Once the tender is awarded, the PMU will closely monitor the project |
| 2024/2025-38 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated for replacement and repair of electricity networks by 30 June 2025 | Spend 95% of the budget allocated for replacement and repair of electricity networks by 30 June | Percentage (%) of the approved budget spent | Whole Municipality (All) | Ilse Saunders | 56.62% | 95.00% | Monthly capital expenditure report | 55,00% | 61,49% | G2 | 62% was spent for replacement and repair of electricity networks. | |
| 2024/2025-39 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated for the electrification by 30 June 2025 | Spend 95% of the budget allocated for the electrification by 30 June | Percentage (%) of the approved budget spent | Whole Municipality (All) | Ilse Saunders | 35.34% | 95.00% | Monthly capital expenditure report | 55,00% | 33,87% | R | 14% was spent for the electrification of Boekenhoutskloof. | Some material is already delivered. Project is however delayed because building of houses are behind scedule |
| 2024/2025-40 | Directorate Financial Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Provide water to the formal residential properties that are connected to the municipal water infrastructure network as at 30 June 2025 | Provide water to the formal residential properties that are connected to the municipal water infrastructure network as at 30 June | Number of formal residential properties connected to the water infrastructure network and provided with water | Whole Municipality (All) | Josolina Buis | 14830 | 14800 | Billing Report | 14800 | 14751 | O | Target not achieved | Review the issuing of account on the financial system |
| 2024/2025-41 | Directorate Financial Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Provide electricity to the formal residential properties connected to the municipal electrical infrastructure network as at 30 June 2025 | Provide electricity to the formal residential properties connected to the municipal electrical infrastructure network as at 30 June | Number of formal residential properties connected to the electrical infrastructure network and provided with electricity | Whole Municipality (All) | Josolina Buis | 18515 | 16800 | Billing Report | 16800 | 19025 | G2 | | |
| 2024/2025-42 | Directorate Financial Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Provide waste water services (sanitation/sewerage) to the formal residential properties connected to the municipal waste water network service as at 30 June 2025, irrespective of the number of water closets (toilets) and which are billed for sanitation/sewerage | Provide waste water services (sanitation/sewerage) to the formal residential properties connected to the municipal waste water network service as at 30 June, irrespective of the number of water closets (toilets) and which are billed for sanitation/sewerage | Number of formal residential properties connected to the municipal waste water (sanitation/sewerage) services and are provided with sanitation/sewerage services | Whole Municipality (All) | Josolina Buis | 15418 | 15400 | Billing Report | 15400 | 15343 | O | Target not achieved | Review the issuing of account on the financial system |
| 2024/2025-43 | Directorate Financial Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Provide refuse removal once per week to formal residential properties which are billed for refuse removal as at 30 June 2025 | Provide refuse removal once per week to formal residential properties which are billed for refuse removal as at 30 June | Number of residential properties which are billed for refuse removal | Whole Municipality (All) | Josolina Buis | 16085 | 16000 | Billing Report | 16000 | 15920 | O | Target not achieved | Review the issuing of account on the financial system |

| R | O | G | G2 | B |
|---|---|---|---|---|
| KPI not met | KPI almost met | KPI met | KPI well met | KPI extremely well met |

| KPI Ref. no. | Responsible Directorate | NationalKPA | Strategic Objective | Key performance indicator | Project name | Unit Of Measurement | Ward | KPI Owner | Baseline | Annual target | Portfolio Of Evidence | Quarter target | Quarter actual | KPI status | Performance Comments | Corrective measure |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2024/2025-44 | Directorate Financial Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Provide free basic water to indigent households as at 30 June 2025 | Provide free basic water to indigent households as at 30 June | Number of indigent households provided with free basic water | Whole Municipality (All) | Josolina Buis | 6234 | 7000 | Billing Report | 7000 | 4534 | B | | |
| 2024/2025-45 | Directorate Financial Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Provide free basic electricity to indigent households as at 30 June 2025 | Provide free basic electricity to indigent households as at 30 June | Number of indigent households provided with free basic electricity | Whole Municipality (All) | Josolina Buis | 6181 | 7000 | Billing Report | 7000 | 4500 | B | | |
| 2024/2025-46 | Directorate Financial Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Provide free basic sanitation to indigent households as at 30 June 2025 | Provide free basic sanitation to indigent households as at 30 June | Number of indigent households provided with free basic sanitation services | Whole Municipality (All) | Josolina Buis | 6091 | 7000 | Billing Report | 7000 | 4537 | B | | |
| 2024/2025-47 | Directorate Financial Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Provide free basic refuse removal to indigent households as at 30 June 2025 | Provide free basic refuse removal to indigent households as at 30 June | "Number of indigent households provided with free basic refuse removal services" | Whole Municipality (All) | Josolina Buis | 6219 | 7000 | Billing Report | 7000 | 4540 | B | | |
| 2024/2025-56 | Executive & Council | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | The percentage of the municipal capital budget spent on projects as at 30 June 2025 | The percentage of the municipal capital budget spent on projects as at 30 June | Percentage (%) of capital budget spent | Whole Municipality (All) | Prudence Carolus | 71.46% | 95,00% | Monthly section 71 reports submitted and annual financial statements | 55,00% | 43,66% | O | This actual percentage is excluding the outstanding orders. Directors to closely monitor the projects | The actual percentage is excluding the outstanding orders. |
| 2024/2025-58 | Community Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the capital budget allocated for the expansion of the silo cemetery in Ashton by 30 June 2025 | Spend 95% of the capital budget allocated for the expansion of the silo cemetery in Ashton. | Percentage (%) of the approved budget spent | Whole Municipality (All) | Mike Mgajo | 0% | 95.00% | Monthly capital expenditure report | 55.00% | 70,34% | G2 | | |
| 2024/2025-59 | Community Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated to upgrade parks by 30 June 2025 | Spend 95% of the budget allocated to upgrade parks. | Percentage (%) of the approved budget spent | Whole Municipality (All) | Mike Mgajo | 0% | 95.00% | Monthly capital expenditure report | 55.00% | 30,43% | R | Invoices still outstanding | Invoices submitted for payment, project will be closely monitored |
| 2024/2025-61 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated to purchase generators for WTW and pumps by 30 June 2025 | Spend 95% of the budget allocated to purchase generators for WTW,WWTW and pumps | Percentage (%) of the approved budget spent | Whole Municipality (All) | Ilse Saunders | 25.99% | 95.00% | Monthly capital expenditure report | 55.00% | 32,90% | R | contractor is currently busy with the installation of generators | Contractor is busy with installations , invoices were submitted to assist with cash flow |
| 2024/2025-62 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated to upgrade weir diversion in Nkqubela by 30 June 2025 | Spend 95% of the budget allocated to upgrade weir diversion in Nkqubela. | Percentage (%) of the approved budget spent | 2 | Ilse Saunders | 19.25% | 95.00% | Monthly capital expenditure report | 55.00% | 94,75% | B | | |
| 2024/2025-63 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated to replace 66Kv transformers at Robertson's main substation by 30 June 2025 | Spend 95% of the budget allocated to replace 66Kv transformers at Robertsons main substation by 30 June | Percentage (%) of the approved budget spent | 1 | Ilse Saunders | 0% | 95.00% | Monthly capital expenditure report | 55.00% | 0% | R | T20/2024 contractor appointed. Site established. Transformer in the process of being ordered. Awaiting drawings for approval before manufacturing starts. Lead time is 12 months. Other minor works can continue. Project will rollover to 2025/2026 FY. | Project will be done over 2 years. Production of transformer will be done overseas. Long lead-time for completion and delivery of transformer. Project management is applied. |
| 2024/2025-64 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated for the installation of high mast lighting by 30 June 2025 | Spend 95% of the budget allocated for the installation of high mast lighting. | Percentage (%) of the approved budget spent | Whole Municipality (All) | Ilse Saunders | 0% | 95.00% | Monthly capital expenditure report | 55.00% | 100% | B | | |
| 2024/2025-65 | Community Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated for the purchase of equipment at community facilities by 30 June 2025 | Spend 95% of the budget allocated for the purchase of equipment at Community Facilities by 30 June 2025 | Percentage (%) of the approved budget spent | Whole Municipality (All) | Mike Mgajo | New KPI | 95% | Monthly capital expenditure report | 0% | | N/A | | |
| 2024/2025-66 | Community Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated for a new netball court construction at Zolani sports field by 30 June 2025 | Spend 95% of the budget allocated for a new netball court construction at Zolani Sports fields by 30 June 2025 | Percentage (%) of the approved budget spent | 10 | Mike Mgajo | New KPI | 95% | Monthly capital expenditure report | 0% | | N/A | | |
| 2024/2025-69 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated for installation of Breede River pumpstation by 30 June 2025 | 95% of the budget allocated for installation of Breede River pumpstation by 30 June | Percentage (%) of the approved budget spent | 7 | Ilse Saunders | New KPI | 95% | Monthly capital expenditure report | 55% | 0% | R | capital wrongly allocated must be adjusted | Funds must be moved as the project will be done in the new FY |
| 2024/2025-70 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated for the replacement of bulk water meters by 30 June 2025 | Replacement of bulk water meters | Percentage (%) of the approved budget spent | Whole Municipality (All) | Ilse Saunders | New KPI | 95% | Monthly capital expenditure report | 55.00% | 3,68% | R | project in progress | currently underway , the Manager will closely monitor the project |
| 2024/2025-9 | Corporate Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated to upgrade testing yard for driving licences and property with traffic ERF/Offices by 30 June 2025 | Spend 95% of the budget allocated to upgrade testing yard for driving licences and property with traffic ERF/Offices by 30 June | Percentage (%) of the approved budget spent | Whole Municipality (All) | Anton Everson | 95,00% | 95,00% | Monthly capital expenditure report | 55,00% | 60,33% | G2 | | |
| 2025/2025-71 | Engineering Services | Basic Service Delivery | SO2- Provide infrastructure for sustainable and affordable basic services | Spend 95% of the budget allocated to repair flood-damage road and stormwater infrastructure in Montagu by 30 June 2025 | Spend 95% of the budget allocated to repair flood-damaged road and stormwater infrastructure in Montagu by 30 June | Percentage (%) of the approved budget spent | 7 | Ilse Saunders | 35.59% | 95% | Monthly capital expenditure report | 55.00% | 98,58% | B | | |
| **SO3- Promote a safe and secure environment** | | | | | | | | | | | | | | | | |
| **KPI Ref. no.** | **Responsible Directorate** | **NationalKPA** | **Strategic Objective** | **Key performance indicator** | **Project name** | **Unit Of Measurement** | **Ward** | **KPI Owner** | **Baseline** | **Annual target** | **Portfolio Of Evidence** | **Quarter target** | **Quarter actual** | **KPI status** | **Performance Comments** | **Corrective measure** |
| 2024/2025-11 | Corporate Services | Basic Service Delivery | SO3- Promote a safe and secure environment | Appoint a service provider for the provision of security services by 30 June 2025 | Appoint a service provider for the provision of security services by 30 June 2025 | Service provider appointed | Whole Municipality (All) | Anton Everson | New KPI | 1,00 | Appointment letter | 0,00 | | N/A | | |
| 2024/2025-4 | Community Services | Basic Service Delivery | SO3- Promote a safe and secure environment | Purchase fully equipped firefighting vehicle by 30 June 2025 | Purchase fully equipped firefighting vehicle by 30 June | Number of vehicles purchased | Whole Municipality (All) | Mike Mgajo | New KPI | 1 | Delivery note | 0 | | N/A | | |
| **SO4- Promote and facilitate investment and local economic development** | | | | | | | | | | | | | | | | |
| **KPI Ref. no.** | **Responsible Directorate** | **NationalKPA** | **Strategic Objective** | **Key performance indicator** | **Project name** | **Unit Of Measurement** | **Ward** | **KPI Owner** | **Baseline** | **Annual target** | **Portfolio Of Evidence** | **Quarter target** | **Quarter actual** | **KPI status** | **Performance Comments** | **Corrective measure** |
| 2024/2025-12 | Economic, Social and Integrated Development Services | Local Economic Development | SO4- Promote and facilitate investment and local economic development | Create job opportunities through the Expanded Public Works Programme (EPWP) by 30 June 2025 | Create job opportunities through the Expanded Public Works Programme (EPWP) by 30 June | Number of job opportunities created through EPWP | Whole Municipality (All) | Celeste Matthys | 672 | 400 | Signed appointment contracts | 150 | 281 | G2 | | |
| 2024/2025-15 | Economic, Social and Integrated Development Services | Local Economic Development | SO4- Promote and facilitate investment and local economic development | Spend 95% of the budget allocated for a connected Langeberg by 30 June 2025 | Spend 95% of the budget allocated for a connected Langeberg by 30 June | Percentage (%) of the approved budget spent | Whole Municipality (All) | Celeste Matthys | 95.00% | 95.00% | Monthly capital expenditure report | 55,00% | 8,83% | R | Orders were issued , invoices submitted but not yet paid | Closely monitor the project while the contractor is busy in the different towns |
| 2024/2025-60 | Economic, Social and Integrated Development Services | Local Economic Development | SO4- Promote and facilitate investment and local economic development | Complete the upgrade of the informal trading areas in Robertson by 30 June 2025 | Complete the upgrade of the informal trading areas in Robertson. | Number of upgrades completed | Whole Municipality (All) | Celeste Matthys | 0 | 1 | Practical completion certificate | 0 | 1 | N/A | | |
| **SO5- Provide sustainable financial management** | | | | | | | | | | | | | | | | |

| | | | | |
|---|---|---|---|---|
| R | O | G | G2 | B |
| KPI not met | KPI almost met | KPI met | KPI well met | KPI extremely well met |

| KPI Ref. no. | Responsible Directorate | NationalKPA | Strategic Objective | Key performance indicator | Project name | Unit Of Measurement | Ward | KPI Owner | Baseline | Annual target | Portfolio Of Evidence | Quarter target | Quarter actual | KPI status | Performance Comments | Corrective measure |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| KPI Ref. no. | Responsible Directorate | NationalKPA | Strategic Objective | Key performance indicator | Project name | Unit Of Measurement | Ward | KPI Owner | Baseline | Annual target | Portfolio Of Evidence | Quarter target | Quarter actual | KPI status | Performance Comments | Corrective measure |
| 2024/2025-48 | Directorate Financial Services | Municipal Financial Viability and Management | SO5- Provide sustainable financial management | Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June 2025 | Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June | Percentage (%) of debt coverage | Whole Municipality (All) | Josolina Buis | 4,08% | 25.00% | Annual financial statements | 0.00% | | N/A | | |
| 2024/2025-49 | Directorate Financial Services | Municipal Financial Viability and Management | SO5- Provide sustainable financial management | Financial viability measured in terms of the outstanding service debtors as at 30 June 2025 | Financial viability measured in terms of the outstanding service debtors as at 30 June | Percentage (%) of outstanding service debtors | Whole Municipality (All) | Josolina Buis | 8.29% | 12.00% | Annual financial statements | 0,00% | | N/A | | |
| 2024/2025-50 | Directorate Financial Services | Municipal Financial Viability and Management | SO5- Provide sustainable financial management | Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2025 | Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June | Number of months operational expenditure covered by available cash | Whole Municipality (All) | Josolina Buis | 3.59 | 2.2 | Annual financial statements | 2.2 | 2,72 | G2 | | |
| 2024/2025-52 | Directorate Financial Services | Municipal Financial Viability and Management | SO5- Provide sustainable financial management | Achieve a debtor payment percentage of 95% as at 30 June 2025 | Achieve a debtor payment percentage of 95% as at 30 June | Payment % achieved | Whole Municipality (All) | Josolina Buis | 94.12% | 95.00% | Annual financial statements | 85,00% | 89,79% | G2 | | |
| 2024/2025-55 | Directorate Financial Services | Municipal Financial Viability and Management | SO5- Provide sustainable financial management | Submit the final budget to Council for approval by 31 May 2025 | Submit the final budget to Council for approval by 31 May | Final budget submitted to Council for approval | Whole Municipality (All) | Josolina Buis | 1 | 1 | Approved annual budget and minutes of the council meeting where the budget was approved | 0 | | N/A | | |