

Bergvriev Municipality
SDBIP 202425: Top Layer KPI Report

Internal Ref /	Responsible Directorate	KPI Name	Description of Unit of Measurement	Responsible Owner	Baseline	Source of Evidence	Original Annual Target	Revised Annual Target	O1	O2	O3	O4	Annual	Comment
									Target	Target	Target	Target	Target	
TL1	Municipal Manager	100% compliance with Selection & Recruitment Policy when vacant posts within the 3 highest levels of management are filled subject to suitably qualified candidates	% compliance with the selection and recruitment policy and/or legislation	Municipal Manager	1%	Minutes of Council meeting for appointment of top 2 levels & appointment letter and signed service contract for level 3	100%	100%	100%	100%	100%	100%	100%	
TL2	Municipal Manager	Ensure the 2023/24 evaluation of the performance of all staff in the Directorate with performance contracts on an annual basis according to the agreed upon performance contracts before 15 September 2024	% of performance evaluations of all staff in the Directorate with performance contracts according to the agreed upon performance contracts before 15 September 2024	Municipal Manager	100%	System generated evaluation report of evaluation session of each staff member in the Directorate with a performance contract	100%	100%	100%	0%	0%	0%	100%	
TL3	Municipal Manager	Facilitate the identification of the top strategic risks of the municipality and ensure the implementation of a Risk Action Plan for each risk by 30 June 2025	% of implementation of the Risk Action Plan by 30 June 2025	Internal Auditor	8%	Minutes of Risk committee	100%	100%	0%	0%	0%	100%	100%	
TL5	Municipal Manager	MFMA Section 131(1): Ensure that any issues raised by the Auditor General in an Audit Report are addressed by 30 June 2025	% of issues raised by the Auditor General in an audit report addressed by 30 June 2025	Internal Auditor	100%	Final Audit Report of Auditor-General issued after auditing financial statements & PDO's for 2023/24 financial year	100%	100%	0%	0%	0%	100%	100%	
TL6	Municipal Manager	Develop a risk based audit plan (RBAP) (MFMA - Section 165(2)(a)) & submit to Performance Risk and Audit Committee (PRAC) by 30 June 2025	RBAP submitted to the Performance, Risk and Audit Committee (PRAC) by 30 June 2025	Internal Auditor	1	Performance Risk and Audit Committee (PRAC) minutes	1	1	0	0	0	1	1	
TL7	Municipal Manager	Ensure that the outcomes of the strategic sessions during the annual IDP review process are aligned with the IDP and the budget and submitted to the Budget Steering Committee	Number of reports submitted to the Budget Steering Committee on the outcomes of the strategic sessions during the annual IDP review process	Strategic Manager	1	Minutes of Budget Steering Committee	1	1	0	0	1	0	1	
TL8	Municipal Manager	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	Municipal Manager	100%	Minutes of the Performance, Risk- and Audit Committee (PRAC) in the quarter following the applicable months	100%	100%	100%	100%	100%	100%	100%	
TL9	Municipal Manager	% of Capital budget spent in Bergvriev Municipality as at 30 June 2025 [(Actual amount spent on capital projects in the original budget approved during May the prior year / Total amount budgeted for capital projects in the original budget approved during May the prior year) X100]	% of Capital budget spent in Bergvriev Municipality as at 30 June 2025 [(Actual amount spent on capital projects in the original budget approved during May the prior year/Total amount budgeted for capital projects in the original budget approved during May the prior year) X100]	Municipal Manager	95%	Detailed Excel Capital Report & Trial Balance from VESTA	95%	95%	10%	35%	65%	95%	95%	
TL10	Municipal Manager	% of Capital budget spent in the Office of the Municipal Manager as at 30 June 2025 [(Actual amount spent on capital projects in the original budget approved during May the prior year/Total amount budgeted for capital projects in the original budget approved during May the prior year) X100]	% of Capital budget spent of the Office of the Municipal Manager as at 30 June 2025[(Actual amount spent on capital projects in the original budget approved during May the prior year/Total amount budgeted for capital projects in the original budget approved during May the prior year) X100]	Municipal Manager	95%	Detailed Excel Capital Report & Trial Balance from VESTA	95%	95%	10%	30%	60%	95%	95%	
TL11	Municipal Manager	Submit a quarterly report on the Procurement Plan of the Office of the Municipal Manager for the 2024/25 financial year to the Economic Portfolio Committee	Number of reports submitted to the Economic Portfolio Committee on the Procurement Plan of the Office of the Municipal Manager	Municipal Manager	0	Minutes of Economic Portfolio Committee and Procurement Plan	4	4	1	1	1	1	4	
TL12	Municipal Manager	Effective management and supervision of the Corporate Services Directorate as measured by achievement of Top Level SDBI KPI's	80% of the KPI's of the Directorate have been met as per Ignite Dashboard report	Municipal Manager	0%	Updated SDBIP and report	80%	80%	80%	80%	80%	80%	80%	
TL13	Municipal Manager	Effective management and supervision of the Finance Directorate as measured by achievement of Top Level SDBI KPI's	80% of the KPI's of the Directorate have been met as per Ignite Dashboard report	Municipal Manager	0%	Updated SDBIP and report	80%	80%	80%	80%	80%	80%	80%	
TL14	Municipal Manager	Effective management and supervision of the Technical Services Directorate as measured by achievement of Top Level SDBI KPI's	80% of the KPI's of the Directorate have been met as per Ignite Dashboard report	Municipal Manager	0%	Updated SDBIP and report	80%	80%	80%	80%	80%	80%	80%	
TL15	Municipal Manager	Effective management and supervision of the Community Services Directorate as measured by achievement of Top Level SDBI KPI's	80% of the KPI's of the Directorate have been met as per Ignite Dashboard report	Municipal Manager	0%	Updated SDBIP and report	80%	80%	80%	80%	80%	80%	80%	
TL16	Municipal Manager	Ensure risk mitigation by bi-annually updating of risk registers, controls and action plans	Number of risk assessments conducted annually	Internal Auditor	0	Submissions of risk registers to Municipal Manager	1	1	0	1	0	1	1	
TL17	Municipal Manager	Ensure that capital projects budgeted for are 95 % completed within the budgeted financial year(s) and submit progress reports to Economic Portfolio Committee	% of capital projects budgeted for within the budgeted financial year(s) completed	Municipal Manager	0%	Minutes of Economic Portfolio Committee and Payment certificates	95%	95%	0%	35%	50%	95%	95%	
TL18	Municipal Manager	Ensure that the Virement Policy is implemented and submit reports to the Economic Portfolio Committee	% of virements in line with the Virement Policy's criteria as stipulated in the Virement Policy	Municipal Manager	0%	Minutes of Economic Portfolio Committee and Report on Virements	100%	100%	100%	100%	100%	100%	100%	
TL22	Corporate Services	The percentage of the Corporate Services capital budget actually spent on capital projects as at 30 June 2025 (Actual amount spent on capital projects/ Total amount budgeted for capital projects) X 100]	% of Capital budget spent as at 30 June 2025[(Actual amount spent on capital projects/ Total amount budgeted for capital projects) X 100]	Director Corporate Services	95%	AFS and Section 71 In-Year Monthly & Quarterly Budget Statement compiled from VESTA Financial System each month	95%	95%	15%	35%	65%	95%	95%	

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TL23	Corporate Services	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	Director: Corporate Services	100%	Quarterly reports to Portfolio Committee or EMC when applicable	100%	100%	100%	100%	100%	100%	100%	100%
TL24	Corporate Services	95 % of training budget spent by 30 June 2025 to implement the Work Place Skills Plan (Total amount spent on training/Total amount budgeted)x100	% of the training budget spent by 30 June 2025 to implement the Work Place Skills Plan	Human Resources Manager	95%	Monthly Trial Balance Report & Quarterly Budget Statement	95%	95%	0%	30%	60%	95%	95%	
TL25	Corporate Services	Develop an annual departmental strategy for Human Resources and submit to Portfolio Committee by 31 October 2024	No of strategies submitted to Portfolio Committee by 31 October 2024	Human Resources Manager	1	Minutes of Corporate Services Portfolio Committee	1	1	0	1	0	0	1	
TL26	Corporate Services	Develop an annual departmental strategy for Planning and Development and submit to Portfolio Committee by 31 October 2024	No of strategies submitted to Portfolio Committee by 31 October 2024	Manager Town Planning and Environmental Management	1	Minutes of Corporate Services Portfolio Committee	1	1	0	1	0	0	1	
TL27	Corporate Services	Develop an annual departmental strategy for Administration and Legal Support Services and submit to Portfolio Committee by 31 October 2024	No of strategies submitted to Portfolio Committee by 31 October 2024	Manager Administration and Legal Services	1	Minutes of Corporate Services Portfolio Committee	1	1	0	1	0	0	1	
TL28	Corporate Services	Ensure the 2023/24 evaluation of the performance of all staff in the Directorate with performance contracts on an annual basis according to the agreed upon performance contracts before 31 December 2024	% of performance evaluations of all staff in the Directorate with performance contracts according to the agreed upon performance contracts before 31 December 2024	Director Corporate Services	100%	System generated evaluation report of evaluation session of each staff member in the Directorate with a performance contract	100%	100%	0%	100%	0%	0%	100%	
TL30	Corporate Services	Ensure public environmental awareness and education bi-annually	Number of reports submitted to the Portfolio Committee regarding environmental awareness and education conducted with the public bi-annually	Manager Town Planning and Environmental Management	1	Minutes of Corporate Services Portfolio Committee	1	1	0	1	0	1	1	
TL31	Corporate Services	100% of all complaints registered on the complaint system are being attended to within the Directorate and completed before the end of the month following the date on which the complaint was lodged	% of complaints registered on the complaint system being attended to within the Directorate and completed before the end of the month following the date on which the complaint was lodged	Manager Administration and Legal Services	100%	Minutes of Corporate Services Portfolio Committee meetings and IMIS Complaint Report	100%	100%	100%	100%	100%	100%	100%	
TL32	Corporate Services	Ensure that selection and recruitment processes are complete within one calendar month after date of interview	Percentage of vacancies which has been completed within one month after date of the interview	Human Resources Manager	0%	Minutes of Corporate Services Portfolio Committee and Human Resources Report	100%	100%	100%	100%	100%	100%	100%	
TL33	Corporate Services	Ensure that disciplinary hearings commenced within 3 months from the date of decision to institute disciplinary hearing.	Percentage of disciplinary hearings that took place within 3 months	Human Resources Manager	4%	Minutes of Corporate Services Portfolio Committee and Human Resources Report	100%	100%	100%	100%	100%	100%	100%	
TL34	Corporate Services	Submission of Workplace Skills Plan and Annual Training Report to LGSETA in accordance with relevant legislation by 30 April 2025	Number of Workplace Skills Plan and Annual Training Reports submitted to LGSETA in accordance with relevant legislation by 30 April 2025	Human Resources Manager	0	Workplace Skills Plan and Annual Training Report submitted	1	1	0	0	0	1	1	
TL35	Corporate Services	Ensure risk mitigation by bi-annually updating of risk registers, controls and action plans	Number of risk assessments conducted annually	Director: Corporate Services	0	Submissions of risk registers by Director Corporate Services	1	1	0	1	0	1	1	
TL36	Corporate Services	Submit a quarterly report on the Procurement Plan and Veriments of the Corporate Services Directorate for the 2024/25 financial year to the Corporate Services Portfolio Committee	Number of reports submitted to the Corporate Services Portfolio Committee on the Procurement Plan and Veriments of the Directorate: Corporate Services	Director Corporate Services	0	Minutes of Corporate Services Portfolio Committee and Procurement Plan and Veriments	4	4	1	1	1	1	4	
TL37	Corporate Services	Ensure that capital projects budgeted for are completed within the budgeted financial year(s) and submit progress reports to Corporate Services Portfolio Committee	% of capital projects budgeted for within the budgeted financial year(s) completed	Director Corporate Services	0%	Minutes of Corporate Services Portfolio Committee and Payment certificates	95%	95%	0%	35%	50%	95%	95%	
TL38	Corporate Services	Ensure that the Veriment Policy is implemented and submit reports to the Corporate Services Portfolio Committee	% of veriments in line with the Veriment Policy's criteria as stipulated in the Veriment Policy	Director Corporate Services	0%	Minutes of Corporate Services Portfolio Committee and Report on Veriments	100%	100%	100%	100%	100%	100%	100%	
TL43	Technical Services	Limit water losses to 12 % by 30 June 2025 ((Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Water Sold (including Free basic water) / Number of Kilolitres Water Purchased or Purified x 100)	% of water losses 12 % or less by 30 June 2025 ((Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Water Sold (including Free basic water) / Number of Kilolitres Water Purchased or Purified x 100)	Director: Technical Services	12%	Relevant note in Annual Financial Statements for the year ended 30 June 2025	12%	12%	0%	0%	0%	12%	12%	
TL44	Technical Services	Limit unaccounted for electricity to 10 % by 30 June 2025 ((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 for electricity by 30 June 2025 ((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)	Director: Technical Services	10%	Relevant note in Annual Financial Statements for the year ended 30 June 2025	10%	10%	0%	0%	0%	10%	10%	
TL45	Technical Services	95 % of MIG conditional grant spent by 30 June 2025 to upgrade infrastructure: (Total amount spent/ Total amount allocated)x100	% of MIG conditional grant spent by 30 June 2025	Director: Technical Services	95%	MIG report as signed by CFP and MM and send off to Provincial MIG office and COGTA	95%	95%	0%	40%	60%	95%	95%	
TL46	Technical Services	95 % of conditional road maintenance operational grant spent by 30 June 2025: (Total amount spent/ Total allocation received)x100 as budgeted in the Bergvliet Municipality Operational Budget	% of conditional road maintenance operational grant spent by 30 June 2025	Director: Technical Services	95%	Annual submissions of claims to Department of Public Works before 30 June 2024	95%	95%	0%	0%	60%	95%	95%	

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TL47	Technical Services	95% of the capital budget of Directorate: Technical Services spent by 30 June 2025 ((Total amount spent/Total allocation received)x100)	% of capital budget of Directorate: Technical Services spent by 30 June 2025	Director: Technical Services	95%	Monthly Budget Statement-transfers expenditure (Table C7) of Section 71 In-Year Monthly & Quarterly Budget Statement	95%	95%	15%	35%	65%	95%	95%	
TL48	Technical Services	Ensure the implementation of the annual Procurement Plan and submit reports to the Technical Portfolio Committee	Number of reports submitted to the Technical Portfolio Committee on the implementation of the Procurement Plan	Director: Technical Services	11	Minutes of Technical Portfolio Committee and Procurement Plan	11	11	2	3	3	3	11	
TL49	Technical Services	Conduct 2 public awareness initiatives on recycling to reduce households waste	Number of awareness initiatives	Director: Technical Services	2	Pamphlets & notices distributed	2	2	0	1	0	1	2	
TL50	Technical Services	95% water quality level obtained as per SANS 241 physical & micro parameters as at 31 December 2024 and 30 June 2025	% water quality level as at 31 December 2024 and 30 June 2025	Director: Technical Services	95%	Monthly Supply System Drinking Water Quality Performance Report & Excel Summary of Drinking Water Quality	95%	95%	0%	95%	0%	95%	95%	
TL51	Technical Services	Sign SLA's for each development to facilitate an environment conducive to infrastructure development in partnership with the developer and/or investors. Signed SLA's/ total number of developments where SLA's are required)	% of developments with Signed SLA's with developers and/or investors	Director: Technical Services	100%	Signed SLA's	100%	100%	0%	0%	0%	100%	100%	
TL52	Technical Services	100% of all complaints registered on IMIS are being attended to within the Directorate based on clients service charter.	% of complaints registered on IMIS being attended to within the Directorate and completed based on client services charter	Director: Technical Services	100%	Minutes of Technical Portfolio Committee and IMIS report	100%	100%	100%	100%	100%	100%	100%	
TL53	Technical Services	Reduce the non-recyclable waste transported to the landfill sites in Swartland Municipality and Saldanha Bay Municipality to the level that the costs spent on the transportation falls within the approved budget and report quarterly on this issue to the Technical Services Standing Committee	All expenditure paid towards the transportation of non-recyclable waste falls a 100% within the approved budget	Director: Technical Services	0%	Minutes of Technical Portfolio Committee and approved budget measured against total expenditure from the financial system	100%	100%	100%	100%	100%	100%	100%	
TL54	Technical Services	Revision of the following maintenance SOP's, namely stormwater SOP, refuse removal SOP, pipe repair works SOP, street cleaning SOP, pavements SOP, slurry, chip and spray SOP and Potholes SOP and submit report to Technical Portfolio Committee by 30 June 2025	Number of maintenance SOP's revised for stormwater, refuse removal, pipe repair works, street cleaning, pavements, slurry, chip and spray and Potholes and submitted to Technical Services Portfolio Committee by 30 June 2025	Director: Technical Services	7	Minutes of Technical Portfolio Committee	7	7	0	0	0	7	7	
TL55	Technical Services	Ensure the evaluation of the performance of all staff in the Directorate with performance contracts on an annual basis according to the agreed upon performance contracts before 30 June 2025	% of performance evaluations of all staff in the Directorate with performance contracts according to the agreed upon performance contracts before 30 June 2025	Director: Technical Services	100%	System generated evaluation report of evaluation session of each staff member in the Directorate with a performance contract	100%	100%	0%	0%	0%	100%	100%	
TL56	Technical Services	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	Director: Technical Services	100%	Quarterly reports to Portfolio Committee or EMC when applicable	100%	100%	100%	100%	100%	100%	100%	
TL57	Technical Services	Ensure the development of staff in terms of training and development, succession planning and career path development and submit reports to the Technical Portfolio Committee	Number of reports submitted to the Technical Portfolio Committee on the development of staff in terms of training and development, succession planning and career path development	Director: Technical Services	1	Minutes of Technical Portfolio Committee	1	1	1	0	0	0	1	
TL58	Technical Services	Ensure risk mitigation by bi-annually updating of risk registers, controls and action plans	Number of risk assessments conducted annually	Director: Technical Services	2	Submissions of risk registers to Director Technical Services	1	1	0	1	0	1	1	
TL59	Technical Services	Ensure that capital projects budgeted for are completed within the budgeted financial year(s) and submit progress reports to Technical Services Portfolio Committee	% of capital projects budgeted for within the budgeted financial year(s) completed	Director: Technical Services	0%	Minutes of Technical Services Portfolio Committee and Payment certificates	95%	95%	10%	30%	60%	95%	95%	
TL60	Technical Services	Ensure that the Veriment Policy is implemented and submit reports to the Technical Services Portfolio Committee	% of veriments in line with the Veriment Policy's criteria as stipulated in the Veriment Policy	Director: Technical Services	100%	Minutes of Technical Services Portfolio Committee and Report on Veriments	100%	100%	100%	100%	100%	100%	100%	
TL63	Financial Services	Conduct 1 series of workshops in the 3 major towns to business on compliance with municipal SCM regulation requirements to promote business opportunities in Bergvliet Municipal Area through the municipal budget by 31 December 2024.	Number of series of workshops conducted to businesses on compliance with SCM regulation requirements by 31 December 2024	Head: Assets & Supply Chain Management	1	Advertisement (when available) and Attendance register of workshops conducted	1	1	0	1	0	0	1	Amended Source of Evidence
TL64	Financial Services	Submit a bi-annual report for the writing off of unrecoverable debt to the Financial Portfolio Committee by December 2024 and June 2025.	Number of reports submitted for the writing off of unrecoverable debt to Mayo and Council	Manager: Income	2	Minutes of following Financial Portfolio-Item/report as submitted and agenda	2	2	0	1	0	1	2	Amended Source of Evidence
TL65	Financial Services	Achieve a payment percentage of 96% 95 % as at 30 June 2025 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100)	Payment % as at 30 June 2025 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100)	Accountant: Credit Control	96% 95%	Minutes of the following Finance Portfolio-Committee and Revenue-Management-Report: Revenue report item as submitted and agenda of Financial Standing Committee Final must be submitted to the AFS	96%	95%	60%	90%	92%	95%	95%	Amended target in line with National Norm and Amended Source of Evidence

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									Target	Target	Target	Target	Target	
TL66	Financial Services	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti Fraud and Corruption Policy .	% of identified transgressions initiated in terms of the Anti-Fraud and Corruption Policy	Director: Financial Services	100%	Quarterly reports to Portfolio Committee or EMC when applicable	100%	100%	100%	100%	100%	100%	100%	
TL67	Financial Services	Ensure the evaluation of the performance of all staff in the Directorate with performance contracts on an annual basis according to the agreed upon performance contracts before 30 June 2025	% of performance evaluations of all staff in the Directorate with performance contracts according to the agreed upon performance contracts before 30 June 2025	Director: Financial Services	100%	System generated evaluation report of evaluation session of each staff member in the Directorate with a performance contract	100%	100%	0%	0%	0%	100%	100%	
TL69	Financial Services	Ensure that all complaints about municipal accounts and related services are submitted through the Collaborator system and report to the Finance Portfolio Committee on a quarterly basis	Number of reports submitted to Finance Portfolio Committee on complaints about municipal accounts and related services submitted through the Collaborator system	Director: Financial Services	0	Minutes of Finance Portfolio Committee and Collaborator report Collaborator report/item as submitted to the Financial Standing Committee and Agenda	4	4	1	1	1	1	4	Amended Source of Evidence
TL70	Financial Services	Submit a quarterly report on the Procurement Plan of the Finance Directorate for the 2024/25 financial year to the Finance Portfolio Committee	Number of reports submitted to the Finance Portfolio Committee on the Procurement Plan of the Finance Directorate	Director: Financial Services	0	Minutes of Finance Portfolio Committee and Procurement Plan SCM Report/Procurement item as submitted to the Finance Standing Committee and Agenda	4	4	1	1	1	1	4	Amended Source of Evidence
TL71	Financial Services	Submit a quarterly report to the Finance Portfolio Committee on the Procurement Plan for the 2024/25 financial year of all the Directorates.	Number of reports on the Procurement Plan of all the Directorates submitted to the Finance Portfolio Committee	Director: Financial Services	0	Minutes of Finance Portfolio Committee and Supply Chain Implementation Report SCM Report/Procurement item as submitted to the Finance Standing Committee and Agenda	4	4	1	1	1	1	4	Amended Source of Evidence
TL72	Financial Services	Conduct an annual roadshow by May 2025 in each town for indigents, with specific attention to the pensioners and submit report to Finance Portfolio Committee	Number of annual roadshows conducted by May 2025	Director: Financial Services	1	Minutes of Finance Portfolio Committee Advertisement and attendance register	1	1	0	0	0	1	1	Amended Source of Evidence
TL73	Financial Services	95% of the capital budget of Directorate: Financial Services spent by 30 June 2025 ((Total amount spent/Total allocation received)x100)	% of capital budget of Directorate: Financial Services spent by 30 June 2025	Director: Financial Services	95%	Monthly Budget Statement-transfers expenditure (Table C7) of Section 71 In-Year Monthly & Quarterly Budget Statement and Procurement Plan	95%	95%	15%	35%	65%	95%	95%	
TL74	Financial Services	Ensure risk mitigation by bi-annually updating of risk registers, controls and action plans	Number of risk assessments conducted annually	Director: Financial Services	2	Submissions of risk registers by Director Financial Services	1	1	0	1	0	1	1	
TL75	Financial Services	Ensure that capital projects budgeted for are completed within the budgeted financial year(s) and submit progress reports to Financial Services Portfolio Committee	% of capital projects budgeted for within the budgeted financial year(s) completed	Director: Financial Services	95%	Minutes of Financial Services Portfolio Committee and Payment certificates	95%	95%	0%	35%	66%	95%	95%	
TL76	Financial Services	Ensure that the Virement Policy is implemented and reported on quarterly	% of veriments in line with the Virement Policy's criteria as stipulated in the Virement Policy	Director: Financial Services	100%	Minutes of Financial Services Portfolio Committee and Report on Veriments	100%	100%	100%	100%	100%	100%	100%	
TL87	Council	Number of formal households that receive piped water (credit & pre-paid water) that is connected to the municipal water infrastructure network as at 30 June 2025	Number of households which are billed for water or have prepaid meters as at 30 June 2025	Manager: Income	9	Debtors Accrual Report extracted from VESTA Financial System	9,117	9,117	0	0	0	9,117	9,117	
TL88	Council	Number of formal households connected to the municipal electrical infrastructure network (credit & prepaid electrical metering) (Excl Eskom areas) at 30 June 2025 (Contour + Active meters)	Number of households billed for electricity or have prepaid meters (Excl Eskom areas) at 30 June 2025 (Contour + Active meters)	Manager: Income	9,484	Debtors Accrual Report from VESTA Financial System & CONTOUR pre-paid monthly electricity report (Contour + Active meters)	9,484	9,484	0	0	0	9,484	9,484	
TL89	Council	Number of formal households connected to the municipal waste water sanitation/ sewerage network for sewerage service, irrespective of number of water closets (toilets) at 30 June 2025	Number of households which are billed for sewerage at 30 June 2025	Manager: Income	7,423	Debtors Accrual Report extracted from VESTA Financial System	7,423	7,423	0	0	0	7,423	7,423	
TL90	Council	Number of formal households for which refuse is removed once per week at 30 June 2025	Number of households which are billed for refuse removal at 30 June 2025	Manager: Income	9,573	Debtors Accrual Report extracted from VESTA Financial System	9,573	9,573	0	0	0	9,573	9,573	
TL91	Council	Provide free basic water to indigent households	Number of households receiving free basic water	Manager: Income	1,702	Indigent Report extracted from Vesta Financial System	1,702	1,702	0	0	0	1,702	1,702	
TL92	Council	Provide free basic electricity to indigent households	Number of households receiving free basic electricity	Manager: Income	1,800	Indigent Report extracted from Vesta Financial System & CONTOUR pre-paid monthly electricity report	1,800	1,800	0	0	0	1,800	1,800	
TL93	Council	Provide free basic sanitation to indigent households	Number of households receiving free basic sanitation	Manager: Income	1,502	Indigent Report extracted from Vesta Financial System	1,502	1,502	0	0	0	1,502	1,502	
TL94	Council	Provide free basic refuse removal to indigent households	Number of households receiving free basic refuse removal	Manager: Income	1,706	Indigent Report extracted from Vesta Financial System	1,706	1,706	0	0	0	1,706	1,706	
TL95	Council	Financial viability measured into municipality's ability to meet its service debt obligations as at 30 June 2025 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	Debt to Revenue as at 30 June 2025 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	Manager: Budget and Treasury Office	26%	Annual Financial Statements, supported by figures as per the VESTA financial system	26%	26%	0%	0%	0%	26%	26%	
TL96	Council	Financial viability measured in terms of outstanding service debtors as at 30 June 2025 (Total outstanding service debtors/ revenue received for services)	Service debtors to revenue as at 30 June 2025 - (Total outstanding service debtors/ revenue received for services)	Manager: Budget and Treasury Office	36%	Annual Financial Statements, supported by figures as per the VESTA financial system	36%	36%	0%	0%	0%	36%	36%	

Internal Ref /	Responsible Directorate	KPI Name	Description of Unit of Measurement	Responsible Owner	Baseline	Source of Evidence	Original Annual Target	Revised Annual Target	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target	Comment
TL97	Council	Financial viability measured in terms of available cash to cover fixed operating expenditure as at 30 June 2025 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excl (Depreciation, Amortisation, and Provision for Bad Debts, Impairment & Loss on Disposal of Assets)	Cost coverage as at 30 June 2025 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excl (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	Manager: Budget and Treasury Office	2	Annual Financial Statements, supported by figures as per the VESTA financial system	2.6	2.6	0	0	0	2.6	2.6	
TL98	Council	The percentage of a municipality's personnel and training budget actually spent on implementing its workplace skills plan as of 30 June 2025: (Total expenditure on training/total personnel budget)/100	% of personnel and training budget spent on training: (Total expenditure on training/ total personnel budget) /100 as of 30 June 2025	Director: Corporate Services	1%	Annual Financial Statements, supported by figures as per the VESTA financial system	1%	1%	0%	0%	0%	1%	1%	
TL99	Community Services	95% spent of library grant by 30 June 2025 i.t.o approved business plan: (Actual amount spent/Total budget received)x100	% of library grant spent by 30 June 2025	Head:Library Services	95%	Detailed Excel Capital Report & Trial Balance from VESTA	95%	95%	10%	35%	60%	95%	95%	
TL100	Community Services	Collect 95% of budgeted income by 30 June 2025 for speeding fines (Excl budgeted debt provision): (Actual amount collected/total amount budgeted) x 100	% of budgeted income for speeding fines collected by 30 June 2025	Director Community Services	95%	Detailed Excel Report	95%	95%	0%	0%	0%	95%	95%	
TL101	Community Services	Collect 95% of budgeted income by 30 June 2025 for resorts (Excl budgeted debt provision)(Actual amount collected /total amount budgeted)x100	% of budgeted income for resorts collected by 30 June 2025	Director Community Services	95%	Detailed Excel Capital Report & Trial Balance from VESTA	95%	95%	10%	35%	55%	95%	95%	
TL102	Community Services	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti Fraud and Corruption Policy .	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	Director Community Services	100%	Quarterly reports to Portfolio Committee or EMC when applicable	100%	100%	100%	100%	100%	100%	100%	
TL104	Community Services	Develop 2 Disaster Management Contingency Plans and submit to Portfolio Committee by 30 May 2025	Number of Disaster Management Contingency Plans developed and submitted to Portfolio Committee by 30 May 2025	Director Community Services	1	Minutes of Community Services Portfolio Committee and Disaster Management Contingency Plans	2	2	0	1	0	1	2	
TL106	Community Services	Review at least 1 by-laws and submit to Council by 30 June 2025	Number of by-laws reviewed and submitted to Council by 30 June 2025	Director Community Services	0	Minutes of Council meeting	1	1	0	0	0	1	1	
TL107	Community Services	% of Capital budget spent as at 30 June 2025: (Actual amount spent on capital projects/Total amount budgeted for capital projects) X100	% of Capital budget spent as at 30 June 2025 (Actual amount spent on capital projects/Total amount budgeted for capital projects) X100	Director Community Services	95%	Detailed Excel Capital Report & Trial Balance from VESTA	95%	95%	10%	35%	65%	95%	95%	
TL108	Community Services	Ensure the evaluation of the performance of all staff in the Directorate with performance contracts on an annual basis according to the agreed upon performance contracts before 30 June 2025	% of performance evaluations of all staff in the Directorate with performance contracts according to the agreed upon performance contracts before 30 June 2025	Director Community Services	100%	System generated evaluation report of evaluation session of each staff member in the Directorate with a performance contract	100%	100%	0%	0%	0%	100%	100%	
TL110	Community Services	Submit one (1) business plan to external stakeholders to obtain external funding by 28 February 2025	Number of business plans submitted to external stakeholders to obtain external funding by 28 February 2025	Director Community Services	4	Copy of applications submitted	1	1	0	0	1	0	1	
TL111	Community Services	Submit a quarterly report on the Procurement Plan of Community Services for the 2024/25 financial year to the Community Portfolio Committee	Number of reports submitted to the Community Services Portfolio Committee on the Procurement Plan of Community Services directorate	Director Community Services	4	Minutes of Community Services Portfolio Committee and Procurement Plan	4	4	1	1	1	1	4	
TL112	Community Services	100% of all complaints registered on IMIS are being attended to within the Directorate based on clients service charter. (This does not include complaints related to private overgrown properties)	% of complaints registered on IMIS being attended to within the Directorate and completed based on client services charter	Director Community Services	100%	IMIS Complaints Report	100%	100%	100%	100%	100%	100%	100%	
TL113	Community Services	Ensure that capital projects budgeted for are 95 % completed within the budgeted financial year(s) and submit progress reports to Community Services Portfolio Committee	% of capital projects budgeted for within the budgeted financial year(s) completed	Director Community Services	0%	Minutes of Community Services Portfolio Committee and Payment certificates	95%	95%	0%	35%	50%	95%	95%	Amended Source of Evidence
TL116	Community Services	Ensure that the Virement Policy is implemented and submit reports to the Community Services Portfolio Committee	% of veriments in line with the Virement Policy's criteria as stipulated in the Virement Policy	Director Community Services	0%	Minutes of Community Services Portfolio Committee and Report on Veriments	100%	100%	100%	100%	100%	100%	100%	
TL4	Municipal Manager	Communicate to the Mayoral Committee the efforts done to mitigate the top strategic risks through the Risk Action Plan by submitting a bi-annual report to MAYCO.	Number of reports submitted to the Mayoral Committee	Internal Auditor	0	Minutes of Mayoral Committee	1	1	0	1	0	1	1	
TL19	Municipal Manager	Monitor the functioning of the Ward Committees and report on challenges and successes experienced during the quarter to the Mayoral Committee on a quarterly basis in a combined report covering all wards	mber of reports submitted to the Mayoral Committee on the functioning of the Ward Committees	Strategic Manager	0	Minutes of the Mayoral Committee	4	4	1	1	1	1	4	
TL20	Municipal Manager	Number of funding applications submitted to support strategic / operational initiatives to external funding sources and report bi-annually to the Mayoral Committee.	Number of reports submitted to the Mayoral Committee on the funding applications submitted and efforts made to obtain	Strategic Manager	0	Minutes of the Mayoral Committee	2	2	0	1	0	1	2	

Internal Ref /	Responsible Directorate	KPI Name	Description of Unit of Measurement	Responsible Owner	Baseline	Source of Evidence	Original Annual Target	Revised Annual Target	O1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target	Comment
TL21	Municipal Manager	Monitor the spending on overtime on a quarterly basis through the Formal Directors meeting by creating a quarterly standing item on Formal Directors meeting and ensure quarterly monitoring	Number of discussions / monitorings at Formal Directors meeting on the spending on overtime	Municipal Manager	0	Minutes of Formal Directors Meeting	4	4	1	1	1	1	4	
TL29	Corporate Services	Ensure the mid-year evaluation of the 2024/25 performance of all staff in the Directorate with performance contracts according to the agreed upon performance contracts before 31 March 2025	% of performance evaluations of all staff in the Directorate with performance contracts according to the agreed upon performance contracts before 31 March 2025	Director Corporate Services	0%	System generated evaluation report of evaluation session of each staff member in the Directorate with a performance contract	100%	100%	0%	0%	100%	0%	100%	
TL39	Corporate Services	Number of funding applications submitted to support strategic / operational initiatives to external funding sources and report bi-annually to the Mayoral Committee	Number of reports submitted to the Mayoral Committee on the funding applications submitted and efforts made to obtain	Director Corporate Services	0	Minutes of the Mayoral Committee	2	2	0	1	0	1	2	
TL40	Corporate Services	Manage the spending of overtime within the approved budget and report quarterly to the Mayoral Committee via the Standing Committee	Number of reports submitted to MAYCO via the Standing Committee	Director Corporate Services	0	Minutes of Mayoral Committee	4	4	1	1	1	1	4	
TL41	Corporate Services	Report on the status quo of all Bergriver Municipal policies to MAYCO by submitting a register of policies including approval dates and expiry dates (where applicable)	Number of reports submitted to MAYCO via the Standing Committee	Director Corporate Services	0	Minutes of Mayoral Committee	1	1	0	1	0	0	1	
TL42	Corporate Services	Monitor the implementation of customer care by submitting a quarterly report on the matter to MAYCO	Number of reports submitted to MAYCO via the Standing Committee	Director Corporate Services	0	Minutes of Mayoral Committee	4	4	1	1	1	1	4	
TL61	Technical Services	Number of funding applications submitted to support strategic / operational initiatives to external funding sources and report bi-annually to the Mayoral Committee	Number of reports submitted to the Mayoral Committee on the funding applications submitted and efforts made to obtain	Director: Technical Services	0	Minutes of the Mayoral Committee	2	2	0	1	0	1	2	
TL62	Technical Services	Manage the spending of overtime within the approved budget and report quarterly to the Mayoral Committee via the Standing Committee	Number of reports submitted to the MAYCO via the Standing Committee	Director: Technical Services	0	Minutes of the Mayoral Committee	4	4	1	1	1	1	4	
TL68	Financial Services	Submission of the Annual Financial Statements submitted to the Auditor-General by end August 2024	One Annual Financial Statements submitted to the Auditor-General by end August 2024	Director: Financial Services	0	Annual Financial Statements and e-mail correspondence to the Auditor-General Acknowledgement of receipt	1	1	1	0	0	0	1	Amended Source of Evidence
TL77	Financial Services	Effective Management and supervision of the SDBIP on the KPIs of sub-directorate: SCM and Expenditure	90 % of the KPIs of the sub directorate have been met as per Ignite dashboard report	Manager Expenditure	0%	Updated SDBIP and report	90%	90%	90%	90%	90%	90%	90%	
TL78	Financial Services	Effective Management and supervision of the SDBIP on the KPIs of sub-directorate: Manager BTO	90 % of the KPIs of the sub directorate have been met as per Ignite dashboard report	Manager: Budget and Treasury Office	0%	Updated SDBIP and report	90%	90%	90%	90%	90%	90%	90%	
TL79	Financial Services	Effective Management and supervision of the SDBIP on the KPIs of sub-directorate: Manager Income	90 % of the KPIs of the sub directorate have been met as per Ignite dashboard report	Manager: Income	0%	Updated SDBIP and report	90%	90%	90%	90%	90%	90%	90%	
TL 80	Financial Services	Submit a reviewed long term financial plan to the CFO by end October 2024 Submit a draft LTFP to the Financial Standing Committee by end of February annually	Reviewed long term financial plan submitted.	Director Finance	0	Reviewed long term financial plan-Draft LTF Plan item as submitted to the Financial Standing Committee and agenda	1	1	0	0	1	0	1	Amended kpi wording and target, as well as Source of Evidence
TL81	Financial Services	80% of the total operational budget for the Directorate Financial Services spent by 30 June 2025 ((Total actual operational expenditure for the directorate divided by the total approved operational budget for the directorate)x100)	% of operational budget of the Directorate Financial Services spent by 30 June 2025	Director Finance	0%	Monthly Budget Statements	80%	80%	10%	30%	50%	80%	80%	
TL82	Financial Services	Limit water losses to 12 % by 30 June 2025 ((Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Water Sold (including Free basic water) / Number of Kilolitres Water Purchased or Purified x 100)	% of water losses 12 % or less by 30 June 2025 ((Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Water Sold (including Free basic water) / Number of Kilolitres Water Purchased or Purified x 100)	Director Finance	0%	Relevant note in Annual Financial Statements for the year ended 30 June 2025	12%	12%	0%	0%	0%	12%	12%	
TL83	Financial Services	Limit unaccounted for electricity to 10 % by 30 June 2025 ((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 by 30 June 2025 ((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)	Director Finance	0%	Relevant note in Annual Financial Statements for the year ended 30 June 2025	10%	10%	0%	0%	0%	10%	10%	
TL84	Financial Services	Manage the spending of overtime within the approved budget and report quarterly to the Mayoral Committee via the Standing Committee	Number of reports submitted to the MAYCO via the Standing Committee	Director Finance	0	Minutes of Mayoral Committee Overtime report item submitted to Finance Standing Committee and agenda	4	4	1	1	1	1	4	Amended Source of Evidence
TL85	Financial Services	Number of funding applications submitted to support strategic / operational initiatives to external funding sources and report bi-annually to the Mayoral Committee	Number of reports submitted to the Mayoral Committee on the funding applications submitted and efforts made to obtain	Director Finance	0	Minutes of the Mayoral Committee Application/report as submitted to Mayoral Committee and agenda	2	2	0	1	0	1	2	Amended Source of Evidence
TL86	Financial Services	Communicate effectively with the Mayoral Committee on the writing off of unrecoverable debt by submitting a bi-annual report to the Mayoral Committee via the Standing Committee by the end of October 2024 and April 2025	Number of reports submitted to the Mayoral Committee via the Standing Committee before the end of October 2024 and April 2025	Director Finance	0	Minutes of the Mayoral Committee Writing off report as submitted to Finance Standing Committee and agenda	2	2	0	1	0	1	2	Amended Source of Evidence

Internal Ref /	Responsible Directorate	KPI Name	Description of Unit of Measurement	Responsible Owner	Baseline	Source of Evidence	Original Annual Target	Revised Annual Target	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target	Comment
TL103	Community Services	Submit a bi-annual report to the Community Services Portfolio Committee on the progress of the Title Deed Restoration Programme.	Number of reports submitted to Portfolio Committee by 31 December 2024 and 30 June 2025 respectively.	Human Settlements Head	0	Minutes of Community Services Portfolio Committee	2	2	0	1	0	1	2	
TL 109	Community Services	Develop a tree maintenance management policy for the whole Bergrivier Municipal Area and submit to Community Services Portfolio Committee by 31 March 2025	Number of tree maintenance management policies developed and submitted to Portfolio Committee by 31 March 2025	Head: Community Facilities	0	Minutes of Community Services Portfolio Committee	1	1	0	0	1	0	1	
TL114	Community Services	Submit a bi-annual report on the progress made with the review of the Disaster Management Plan to the Portfolio Committee	Number of reports submitted to the Community Services Portfolio Committee	Head: Disaster Management	0	Minutes of Community Services Portfolio Committee	2	2	0	1	0	1	2	
TL115	Community Services	Submit a Human Settlements project funding application to the Department of Infrastructure before 30 June 2025	Number of Human Settlements project funding applications submitted by 30 June 2025	Human Settlements Head	0	Submitted funding application	1	1	0	0	0	1	1	
TL117	Community Services	Manage the spending of overtime within the approved budget and report quarterly to the Mayoral Committee via the Standing Committee	Number of reports submitted to the MAYCO via the Standing Committee	Director Community Services	0	Minutes of Mayoral Committee	4	4	1	1	1	1	4	
TL118	Community Services	Number of funding applications submitted to support strategic / operational initiatives to external funding sources and report bi-annually to the Mayoral Committee	Number of reports submitted to the Mayoral Committee on the funding applications submitted and efforts made to obtain	Director Community Services	0	Minutes of the Mayoral Committee	2	2	0	1	0	1	2	
TL119	Community Services	Plan and conduct twenty (20) roadblocks before 30 June 2025 and report on the outcome thereof to MAYCO	Number of roadblocks held before 30 June 2025 as reflected in a report to MAYCO	Director Community Services	0	Minutes of the Mayoral Committee	20	20	5	5	5	5	20	
TL120	Community Services	Monitor the effective operations in the Active Box and provide crime prevention statistics to MAYCO on the operations of the CCTV cameras in Bergrivier Municipal Area of jurisdiction, by submitting a quarterly report	Number of reports submitted to the MAYCO via the Standing Committee	Director Community Services	0	Minutes of the Mayoral Committee	4	4	1	1	1	1	4	
TL121	Community Services	Monitor the effective traffic calming measures (by issuing camera speed tickets) and provide operational information to MAYCO on the breakdown of traffic fines by speed cameras in Bergrivier Municipal Area of jurisdiction, by submitting a quarterly report	Number of reports submitted to the MAYCO via the Standing Committee	Director Community Services	0	Minutes of the Mayoral Committee	4	4	1	1	1	1	4	
T122	Community Services	The effective implementation of the maintenance plan for public parks / public open spaces and reporting thereof to the MAYCO on a bi-annual basis	Number of reports submitted to the MAYCO via the Standing Committee	Director Community Services	0	Minutes of the Mayoral Committee	2	2	0	1	0	1	2	
T105	Community Services	Compile a festive season preparedness plan and submit to the Municipal Manager for approval before 31 October 2024	Number of festive preparedness plans submitted to the Municipal Manager for approval before 31 October 2024	Head: Traffic	0	Number of approved plans signed off by the Municipal Manager	1	1	0	1	0	0	1	