DRAFT SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

FINANCIAL YEAR 2025/2026 – May 2025



TOP LAYER SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

FINANCIAL YEAR 2025/2026 – May 2025

MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (Act 56 of 2003)

The Top Layer Service Delivery & Budget Implementation Plan (SDBIP), indicating how the budget and the strategic objectives of Council will be implemented, is herewith submitted in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act, 2003 (MFMA, MFMA Circular 13 and the Budget and Reporting Regulations for the necessary approval).

Print Name: ……

Municipal Manager of the Cape Winelands District Municipality

Signature: ……

Date: ……

APPROVAL

The Top Layer Service Delivery & Budget Implementation Plan (SDBIP)is herewith approved in terms of Section 53 (1)(c)(ii) of the Municipal Finance Management Act, 2003.

Print Name: ……

Executive Mayor of the Cape Winelands District Municipality

Signature: ……..

Date: ……..

Table of Contents

1. GLOSSARY 3
2. INTRODUCTION 4
3. RISK MANAGEMENT 5
4. MONTHLY PROJECTIONS OF REVENUE TO BE COLLECTED PER STRATEGIC OBJECTIVE 6
5. MONTHLY PROJECTIONS OF OPERATING EXPENDITURE TO BE INCURRED PER STRATEGIC OBJECTIVE 7
6. EXPENDITURE AND DELIVERY (PROJECTS) 8
7. CAPITAL BUDGET (THREE YEARS) 8
8. IDP/BUDGET/PERFORMANCE MANAGEMENT LINK 9
9. CWDM STRATEGIC OBJECTIVES 10
   - 9.1 NATIONAL KPA's 11
10. QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS (ORGANISATIONAL KPI'S) 12
11. CONCLUSION 17
12. ANNEXURE A: CIRCULAR 88 17

1. GLOSSARY

AQM	Air Quality Management	**MOA**	Memorandum of Agreement
CWDM	Cape Winelands District Municipality	**MFMA**	Municipal Finance Management Act, Act No. 58 of 2003
DMC	Disaster Management Centre	**MSA**	Municipal Structures Act, Act No. 117 of 1998
DITP	District Integrated Transport Plan	**MHS**	Municipal Health Services
ECD	Early Childhood Development	**MM**	Municipal Manager
EPWP	Expanded Public Works Programme	**MSA**	Municipal Systems Act, Act No. 32 of 2000
KPA	Key Performance Area	**PGWC**	Provincial Government of the Western Cape
KPI	Key Performance Indicator	**RBAP**	Risk-Based Audit Plan
ICT	Information and Communications Technology	**SAMRAS**	South African Municipal Resource System
IDP	Integrated Developmental Plan	**SCM**	Supply Chain Management
IGR	Inter-Governmental Relations	**SDBIP**	Service Delivery and Budget Implementation Plan
IWMP	Integrated Waste Management Plan	**SDF**	Spatial Development Framework
LED	Local Economic Development	**SM**	Senior Manager
LGSETA	Local Government Sector Education Training Authority	**SMME**	Small, Medium and Micro-sized Enterprises
LTA	Local Tourism Association	**SO**	Strategic Objective
MAYCO	Mayoral Committee	**WSP**	Workplace Skills Plan

2. INTRODUCTION

The SDBIP seeks to promote municipal accountability and transparency and is an important instrument for service delivery and budgetary monitoring and evaluation. The SDBIP is a partnership contract between the Administration, Council and the Community, which expresses the goals and objectives as set by Council as quantifiable outcomes that can be implemented by the Administration over the next financial year. *This is illustrated in Diagram 1 below.*

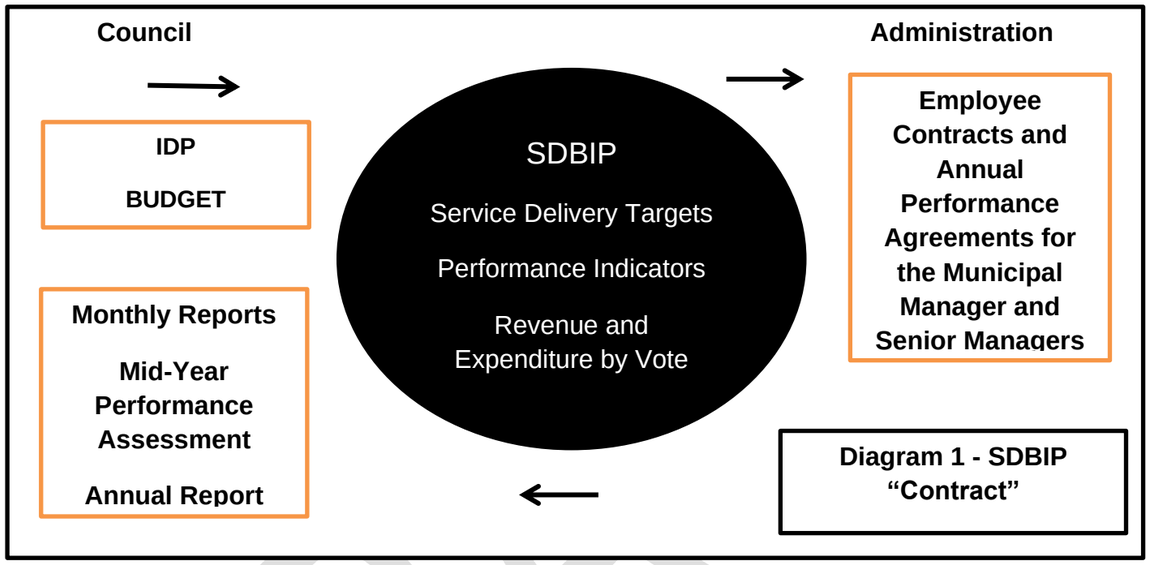


Diagram 1 - SDBIP "Contract"

Section 1 of the MFMA defines the SDBIP as: A detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:

(a) Projections for each month of -
- Revenue to be collected, by source; and
- Operational and capital expenditure, by vote.

(b) Service delivery targets and performance indicators for each quarter.

In terms of National Treasury's Circular No.13 the SDBIP must provide a picture of service delivery areas, budget allocations, and enable monitoring and evaluation. It specifically requires the SDBIP to include;

- Monthly projections of revenue to be collected for each source;
- Monthly projections of expenditure (operating and capital) and revenue for each vote;
- Quarterly projections of service delivery targets and performance indicators for each vote;
- Information for expenditure and delivery; and
- Detailed capital works plan.

In terms of Sections 69(3)(a) and (b) of the MFMA, the accounting officer of a municipality must submit to the mayor within 14 days after the approval of an annual budget, a draft SDBIP for the budget year and drafts of the annual performance agreements as required in terms of section 57(1)(b) of the MSA for the MM and all SMs. Furthermore, according to Section 53(1)(c)(ii) and (iii) of the MFMA, the executive mayor is expected to approve the SDBIP within 28 days after the approval of the budget.

The budget implementation section of the SDBIP is categorised in terms of votes as prescribed by the MFMA. In CWDM votes indicate a budget allocation for the core administration as per the relevant SO.

3. RISK MANAGEMENT

The CWDM is committed to effective risk management in order to achieve our vision, service delivery against our core business and strategic key objectives so as to ensure appropriate outcomes are realised. In the course of conducting our day-to-day business operations, we are exposed to a variety of risks. These risks include operational, as well as other risks that are material and require comprehensive controls to be established and on-going oversight to be conducted.

To ensure business success, the CWDM has adopted an enterprise-wide integrated positive approach to the management of risks. By embedding the risk management process into key business processes, such as planning, operations, and new projects - management will be better equipped to identify events affecting our objectives and to manage risks in ways that are consistent with the approved risk appetite. The CWDM will not only look at the risk of things going wrong, but also the impact of not taking opportunities and/or not capitalizing on municipal strengths. By adopting this positive approach and taking into consideration the IDP, it will enable the CWDM to adequately fulfil its performance expectations.

The Council recognizes the wide range of risks to which the CWDM is exposed. At the CWDM, we are committed to the effective management of risk in order to achieve our goals and objectives, as well as converting risk into opportunities that create value for our stakeholders. It is therefore a priority to adopt a process of integrated risk management that will assist the CWDM in meeting its key goals, most specifically:

- To align the risk-taking behaviour to better achieve the goals and related objectives;
- To protect the reputation and brand name CWDM possesses world-wide;
- To promote a risk awareness ethic in all Departments/Directorates and improve risk transparency to stakeholders;
- To maximise (create, protect and enhance) stakeholder value and net worth, by managing risk(s) that may impact on the development and success indicators; and
- To identify risk improvement opportunities that will maximise business opportunities and sustainable delivery of services and programmes.

The table below shows the six (6) SOs (what we want to achieve) and related strategic risks (what could prevent us from reaching our desired outcomes):

STRATEGIC OBJECTIVES	TOP STRATEGIC RISKS
1. Provide sustainable strategic financial management and support services; 2. Foster good governance processes as prescribed by legislation and best practice; 3. Provide sustainable infrastructure services and transport planning services that enable social and economic opportunities; 4. Monitor and promote a clean, healthy and safe living environment whilst provide emergency response services for all residents throughout the district; 5. Establish a skilled workforce and performance orientated administration to promote the growth and development of the organisation; 6. Facilitate partnerships that cultivate economic growth and development throughout the district.	• Extreme weather • Misinformation and disinformation • Societal and political polarization • Cost of living crisis • Cyberattacks • Compromised financial sustainability of the municipality • Involuntary migration • Changes in legislation and regulations • Shortage of skilled workforce • Deteriorating employee wellness

The top strategic risks are currently under review and will be finalised as part of the SDBIP finalisation process. These SOs will form the basis of the CWDM's sustainable long-term strategy in its five-year IDP for 2022/23 – 2026/27. Risk(s) manifest as negative impacts on goals and objectives, or as missed opportunities to enhance institutional performance. Stakeholders expect municipalities to anticipate and manage risks in order to eliminate waste and inefficiency, reduce shocks and crises, and to continuously improve capacity for delivering on their institutionalised mandates. Risk is therefore an event, potential or real, that could have an impact on the institution achieving its objectives. It is also apparent that risk is measured in terms of the **impact** that it would have on the achievement of objectives and the **likelihood** of the risk materialising.

4. MONTHLY PROJECTIONS OF REVENUE TO BE COLLECTED PER STRATEGIC OBJECTIVE

Description	SO	Feb Adj Budget 2024/2025	Budget 2025/2026	July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June
GRANTS AND SUBSIDIES															
EQUITABLE SHARE	2	-3.174.000	-3.089.000	-257.416	-257.416	-257.416	-257.416	-257.416	-257.416	-257.416	-257.416	-257.416	-257.416	-257.416	-257.424
EXPANDED PUBLIC WORKS PROGRAMME	3	-1.249.000	-1.249.000	-	-349.000	-	-250.000	-150.000	-	-190.000	-	-	-	-	-310.000
LOC.GOV.FINAN.MANAGEM. GRANT	1	-1.000.000	-1.000.000	-	-144.164	-	-323.814	-10.816	-225.512	-295.694	-	-	-	-	-
NT TRANSFER:RSC REVENUE REPLACEMENT	1	-260.486.000	-270.761.000	-	-1.295.800	-	-	-	-61.600	-	-	-	-	-108.560.780	-160.842.820
RURAL ROADS ASSET MAN. SYST(DORA)	3	-3.018.000	-3.153.000	-	-53.000	-	-27.000	-1.120.000	-200.000	-15.000	-950.000	-	-500.000	-144.000	-144.000
CWDM INTEGRATED TRANSPORT PLAN (DORA)	3	-939.000	-982.000	-	-	-	-	-	-	-182.000	-	-250.000	-550.000	-	-
NON MOTORISED TRANSPORT INFRASTRUCTURE	3	-3.500.000		-	-	-	-	-	-	-	-		-	-	-
FIRE SERVICE CAPACITY BUILDING GRANT	4	-500.000	-500.000	-	-	-	-	-	-	-10.000	-	-	-	-	-490.000
SETA - REFUNDS	2	-334.800	-334.800	-97.515	-	-	-66.331	-	-	-	-	-	-	-	-170.954
COMMUNITY DEVELOPMENT WORKERS (GRANT)	4	-77.598	-76.000	-	-	-	-4.845	-	-6.019	-	-12.500	-22.500	-8.420	-21.716	-
SAFETY PLAN IMPLEMENTATION - (WOSA)	4	-1.000.000	-1.000.000	-	-	-	-5.500	-374.933	-32.955	-	-158.000	-	-200.000	-	-228.612
WC MUNICIPAL INTERVENTIONS GRANT	4	-100.000	-	-	-	-	-	-	-	-	-	-	-	-	-
MUNICIPAL WATER AND RESILIENCE GRANT	4	-1.800.000	-	-	-	-	-	-	-	-	-	-	-	-	
MUNICIPAL SERVICE DELIVERY AND CAPACITY BUILDING GRANT	4	-200.000	-	-	-	-	-	-	-	-	-	-	-	-	
PUBLIC CONTRIBUTIONS AND DONATIONS	3	-100.000	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER INCOME															
SUBS. DOW: HIRING OF TOILETS	3	-600.000	-650.000	-	-54.166	-54.164	-	-	-	-	-	-	-	-141.670	-400.000
SERVICE CHAGERS															
FIRE FIGHTING	4	-120.000	-120.000	-6.000	-	-	-	-7.000	-	-	-25.000	-65.000	-17.000	-	-
SOLID WASTE	3	-		-	-	-	-	-	-	-	-	-	-	-	-
EXTERNAL INTEREST															
INTEREST EARNED	2	-85.000.000	-85.000.000	-7.083.333	-7.083.333	-7.083.333	-7.083.333	-7.083.333	-7.083.333	-7.083.333	-7.083.333	-7.083.333	-7.083.333	-7.083.333	-7.083.337
MISCELLANEOUS INCOME															
SALE: WASTE PAPER	3		-800	-	-	-	-	-	-	-	-	-	-	-	-800
SALE: TENDER DOCUMENTS	3	-50.000	-50.000	-	-	-	-	-	-	-	-	-	-	-	-50.000
TRANSACTION HANDLING FEE	3	-50.000	-50.000	-6.903	-6.733	-6.832	-6.852	-6.955	-6.962	-	-	-	-	-	-8.763
ELECTRICITY INCOME	5	-4.000	-4.000	-	-	-	-	-	-	-	-	-	-	-	-4.000
SALE: SCRAP MATERIAL	3	-98.100	-73.575	-	-	-18.393	-	-	-18.393	-	-	-18.393	-	-	-18.396
RECYCLING OF WASTE	3	-50.000	-37.500	-	-	-9.375	-	-	-9.375	-	-	-9.375	-	-	-9.375
LICENCE PERMITS & HEALTH CERTIFICATES	4	-600.000	-600.000	-50.000	-50.000	-50.000	-50.000	-50.000	-50.000	-50.000	-50.000	-50.000	-50.000	-50.000	-50.000
INSURANCE REFUND	2	-340.000	-340.000	-28.333	-28.333	-28.333	-28.333	-28.333	-28.333	-28.333	-28.333	-28.333	-28.333	-28.333	-28.337
MERCHANDISING, JOBBINGS & CONTRACTS	2	-	-100.000	-	-	-	-	-	-	-	-	-	-	-	-100.000
MANAGEMENT FEES	2	-13.016.348	-8.243.245	-	-	-2.060.811	-	-	-2.060.811	-	-	-2.060.811	-	-	-2.060.812
MANAGEMENT FEES	5	-150.900		-											
DISPOSAL FACILITY			-16.875.046	-1.406.252	-1.406.252	-1.406.252	-1.406.252	-1.406.252	-1.406.252	-1.406.252	-1.406.252	-1.406.252	-1.406.252	-1.406.252	-1.406.274
PLAN PRINTING AND DUPLICATES	5	-400	-400	-	-	-	-100	-	-	-	-	-	-	-	-300
ATMOSPHERIC EMISSIONS	4	-53.000	-53.000	-			-		-	-	-	-	-	-	-53.000
ENCROACHMENT FEES	5	-1.900	-1.425	-	-	-	-	-	-1.425	-	-	-	-	-	-
GAINS	2	-355.000	-355.000	-	-	-									-355.000
AGENCY															
ROADS AGENCY	3	-133.650.000	-88.477.500	-	-	-22.119.375	-7.373.125	-	-14.746.250	-7.373.125	-7.373.125	-	-14.746.250	-7.373.125	-7.373.125
ROADS CAPITAL	3	-992.000	-3.821.000	-	-	-	-	-	-1.910.500	-	-	-	-	-	-1.910.500
RENTAL FEES															
RENTAL FEES - GENERAL	3	-240000	-240.000	-20.000	-20.000	-20.000	-20.000	-20.000	-20.000	-20.000	-20.000	-20.000	-20.000	-20.000	-20.000
		-512.850.046	**-487.237.291**	**-8.955.752**	**-10.748.197**	**-33.114.284**	**-16.902.901**	**-10.515.038**	**-28.125.136**	**-16.911.153**	**-17.363.959**	**-11.271.413**	**-24.867.004**	**-125.086.625**	**-183.375.829**

5. MONTHLY PROJECTIONS OF OPERATING EXPENDITURE TO BE INCURRED PER STRATEGIC OBJECTIVE

Vote Number	Description	SO	Feb Adj Budget 2024/2025	Budget 2025/2026	July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June
1000	EXPENDITURE OF THE COUNCIL	2	15.255.990	16.079.485	1.101.967	1.101.967	1.101.967	1.101.967	1.101.967	1.283.617	1.103.075	1.104.575	1.103.075	1.103.075	1.103.075	3.769.158
1001	OFFICE OF THE MM	6	5.657.395	6.530.703	259.403	263.153	269.903	260.403	265.403	283.153	261.053	258.903	269.903	261.403	260.903	3.617.119
1002	SUNDRY EXPENDITURE OF THE COUNCIL	2	38.827.923	31.814.911	1.437.168	1.437.168	2.525.253	1.799.863	1.437.168	1.437.837	1.437.615	1.437.615	1.437.615	1.437.615	1.437.615	14.552.379
1003	Office of the Mayor	2	4.489.118	4.702.196	287.368	287.368	376.118	287.368	386.110	483.534	295.927	292.702	381.452	292.702	292.702	1.038.845
1004	LOCAL ECONOMIC DEVELOPMENT	4	9.687.840	9.757.762	287.261	278.208	419.523	447.117	587.863	829.620	380.750	522.698	472.568	286.752	346.987	4.898.415
1005	OFFICE OF THE SPEAKER	2	1.082.020	1.583.069	129.897	129.897	129.897	129.897	129.897	130.807	130.046	130.046	130.046	130.046	130.046	152.547
1007	OFFICE OF THE DEPUTY MAYOR	2	992.787	1.049.954	84.367	84.367	84.367	84.367	103.162	94.003	84.603	84.603	84.603	84.603	84.603	92.306
1010	PUBLIC RELATIONS	6	5.062.704	5.120.875	227.915	231.663	255.195	423.635	270.089	669.808	274.915	282.415	371.415	315.915	344.915	1.452.995
1020	INTERNAL AUDIT	6	3.567.181	3.574.755	262.217	258.817	245.683	283.817	458.401	363.867	265.117	276.317	260.967	265.467	257.967	376.118
1030	LEGAL, RISK AND COMPLIANCE SERVICES			3.367.903	86.379	86.379	522.454	86.379	163.370	527.454	86.379	86.379	522.454	86.379	86.379	1.027.518
1101	COUNCILLOR SUPPORT	2	1.201.294	1.100.628	85.424	85.424	85.424	85.424	144.560	93.072	85.657	85.657	85.657	85.690	85.657	92.982
1102	ADMIN SUPPORT SERVICES	2	10.823.911	12.416.438	853.591	876.481	941.088	855.172	1.589.373	1.411.047	898.536	909.931	989.234	907.760	902.859	1.281.366
1103	TOURISM	4	10.485.605	10.896.424	347.981	418.623	718.364	635.312	1.315.113	623.837	480.603	450.400	687.212	496.411	505.945	4.216.623
1110	HUMAN RESOURCE MANAGEMENT	5	15.505.068	13.351.255	642.582	946.055	1.616.608	809.332	1.370.525	1.600.970	689.204	684.264	1.752.640	645.672	695.672	1.897.731
1164	PROPERTY MANAGEMENT	2	20.468.606	20.397.990	783.150	777.806	1.095.044	4.258.229	1.030.622	1.571.053	849.870	904.451	1.146.362	890.015	881.238	6.210.150
1165	BUILDINGS: MAINTENANCE	3	11.163.685	9.382.297	264.835	844.684	521.485	357.084	849.889	1.780.662	460.347	434.011	985.805	367.805	533.305	1.982.385
1166	COMMUNICATION/TELEPHONE	2	403.714	421.475	29.036	28.334	31.066	32.642	47.184	38.217	32.558	32.673	30.853	33.195	30.853	54.864
1201	MANAGEMENT: FINANCIAL SERVICES	1	7.035.348	7.190.501	505.368	511.966	515.373	550.435	988.342	532.969	477.055	481.889	502.724	522.968	479.631	1.121.781
1202	FINANCIAL MANAGEMENT GRANT	1	1.828.494	1.877.494	70.040	106.372	260.593	99.987	215.322	270.918	71.229	330.147	71.049	70.987	103.423	207.427
1205	BUDGET AND TREASURY OFFICE	1	7.810.751	9.922.605	658.409	658.080	659.230	658.373	1.095.799	1.383.469	665.078	685.458	665.356	665.093	665.548	1.462.712
1210	INFORMATION TECHNOLOGY	2	13.308.746	13.720.188	484.062	484.062	1.754.833	500.520	674.469	3.015.319	701.365	653.265	1.941.572	673.405	672.547	2.164.769
1215	TELECOMMUNICATION SERVICES	2	3.366.200	3.366.200	-	225.400	-	538.657	91.922	801.566	279	279	279	279	279	1.707.260
1235	PROCUREMENT	1	10.520.992	10.904.360	782.054	784.827	782.507	781.367	1.350.505	1.095.593	782.481	788.819	786.002	786.883	781.497	1.401.825
1238	EXPENDITURE	1	3.689.066	4.430.273	344.287	343.746	345.467	345.161	537.069	347.348	345.907	345.705	345.684	345.818	345.535	438.546
1301	MANAGEMENT: ENGINEERING	3	3.069.559	1.235.551	88.465	88.465	88.465	92.815	161.365	98.449	90.161	90.561	107.461	89.761	90.011	149.572
1310	TRANSPORT POOL	2	4.284.080	4.184.080	-	35.703	825.604	26.760	50.366	1.060.923	82.185	84.153	855.675	71.494	56.548	1.034.669
1330	PROJECTS	3	9.135.660	10.538.879	212.257	267.923	563.823	715.523	684.923	682.913	147.757	153.757	147.757	615.857	682.757	5.663.632
1332	REGIONAL LANDFILL SITE	3	2.032.000	19.952.123	414.089	415.567	3.581.570	419.089	455.474	4.675.853	422.005	426.255	3.588.586	418.755	416.755	4.718.125
1361	ROADS-MAIN/DIV. INDIRECT	3	97.262.963	64.971.580	2.640.712	2.640.712	8.080.944	2.640.712	4.417.687	8.156.968	2.654.918	2.711.918	8.082.950	2.926.918	2.651.918	17.365.223
1362	MANAGEMENT: ROADS	3	11.899.322	7.989.638	611.194	611.194	629.569	611.194	865.563	631.569	611.194	611.194	629.569	611.194	611.194	955.010
1363	ROADS: WORKSHOP	3	12.449.045	7.908.040	546.083	546.083	633.957	546.083	975.357	771.965	559.973	571.798	647.847	559.973	559.973	988.948
1364	ROADS: PLANT	3	11.992.150	7.559.022	424.251	424.251	1.039.251	424.251	424.251	1.041.751	424.251	426.251	1.039.251	424.251	424.251	1.042.761
1441	MUNICIPAL HEALTH SERVICES	4	45.672.516	44.888.433	3.238.572	3.279.864	3.583.309	3.278.569	3.244.220	3.810.328	3.237.790	3.241.790	3.549.953	3.237.790	3.237.790	7.948.458
1475	SOCIAL DEVELOPMENT	4	7.637.490	7.940.260	254.055	624.717	350.235	881.610	797.059	466.319	317.154	2.410.259	747.468	403.056	259.337	428.991
1477	RURAL DEVELOPMENT	4	4.347.697	4.342.650	43.422	1.555.351	295.543	93.691	700.841	288.204	32.536	192.257	489.186	339.657	50.128	261.834
1478	MANAGEMENT: RURAL AND SOCIAL	4	6.204.687	5.515.809	326.938	339.248	357.095	461.672	413.739	373.615	348.561	389.067	583.825	748.822	395.298	777.929
1511	PERFORMANCE MANAGEMENT	2	288.500	2.586.170	154.324	154.324	154.324	154.324	253.014	158.074	154.324	154.324	154.324	154.324	154.324	786.166
1512	IDP	2	2.705.336	1.071.818	59.937	63.257	103.816	77.643	120.234	92.578	60.029	61.650	129.154	96.949	70.712	135.859
1521	LAND-USE AND SPATIAL PLANNING	4	3.485.265	3.996.287	166.040	166.020	166.124	166.069	274.637	167.421	166.998	166.971	166.765	167.961	167.602	2.053.679
1610	DISASTER MANAGEMENT	4	6.364.934	6.895.046	212.151	238.999	558.068	258.848	587.572	829.485	276.817	357.367	690.598	384.564	465.514	2.035.063
1615	PUBLIC TRANSPORT REGULATION	3	8.388.644	8.684.725	205.962	205.962	205.962	206.234	283.746	390.810	206.395	606.395	609.543	690.645	3.410.645	1.662.426
1620	FIRE SERVICES	4	70.103.760	69.696.439	3.786.096	4.040.596	7.265.012	4.472.258	5.938.324	10.055.519	4.381.302	4.449.401	7.800.034	4.723.539	4.299.539	8.484.819
			509.558.046	482.916.291	23.399.309	26.949.083	43.740.113	30.939.853	36.852.496	54.422.484	25.033.999	28.368.570	45.044.473	27.421.448	29.033.477	111.710.985

6. EXPENDITURE AND DELIVERY (PROJECTS)

Description	SO	Feb Adj Budget 2024/2025	Budget 2025/2026	July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June
Com. and Dev. Services	4	1.305.773	832.000	-	49.055	67.995	39.872	5.499	33.865	7.627	76.487			545.450	6.150
Technical Services	5	9.242.851	9.105.000	-	81.438	115.000	222.837	167.972	515.425	82.149	300.510	1.770.000	2.446.669	1.398.000	2.005.000
Regional Dev. and Planning	4	7.111.151	7.111.151	-	195.266	637.001	943.871	941.917	379.487	611.709	819.485	1.102.116	1.003.061	354.558	122.680
Rural and Social Dev.	4	8.395.387	8.419.398	53.878	2.077.562	423.551	761.756	653.373	406.642	66.850	2.452.045	836.102	498.901	60.659	128.079
		26.055.162	**25.467.549**	**53.878**	**2.403.321**	**1.243.547**	**1.968.336**	**1.768.761**	**1.335.419**	**768.335**	**3.648.527**	**3.708.218**	**3.948.631**	**2.358.667**	**2.261.909**

7. CAPITAL BUDGET (Three Years)

Description	SO	Feb Adj Budget 2024/2025	Budget 2025/2026	Budget 2026/2027	Budget 2027/2028	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
LOCAL ECONOMIC DEVELOPMENT	4	60.000	31.700	-		-	-	-	-	-	-	-	31.700	-	-	-	-
PUBLIC RELATIONS	6	398.200	400.000	400.000	400.000	-	-	-	-	-	-	200.000	-	50.000	-	100.000	50.000	-
INTERNAL AUDIT	6	46.000	1.005.000	-	-	-	-	-	-	-	-	-	-	-	1.000.000	-	5.000	-
COUNCILLOR SUPPORT	2	110.700	162.000	-	-	-	-	-	-	-	-	-	-	-	12.000	150.000	-	-
ADMIN SUPPORT SERVICES	2	968.600	1.202.000	-	-	-	-	-	-	7.000	-	8.000	7.000	880.000	300.000	-	-	-
PROPERTY MANAGEMENT	2	634.500	117.000	135.000	170.000	-	-	-	-	-	20.000	-	30.000	-	30.000	-	37.000	
BUILDINGS: MAINTENANCE	5	5.208.370	30.311.000	19.864.000	8.521.000	-	-	-	-	39.000	-	-	-	2.870.000	640.000	1.290.000	25.472.000	
MANAGEMENT: FINANCIAL SERVICES	3	250.000	173.500	8.000	9.700	-	-	-	-	61.500	4.000	8.000	80.000	20.000	-	-	-	
INFORMATION TECHNOLOGY	2	5.100.000	11.800.000	7.800.000	4.200.000	-	-	200.000	2.000.000	-	-	-	-	-	-	5.000.000	4.600.000	
TRANSPORT POOL	2	35.000	5.000.000	5.000.000	5.000.000	-	-	-	-	-	-	-	-	-	-	5.000.000	-	
PROJECTS	5	228.500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
REGIONAL LANDFILL SITE	5	107.000.000	150.000	-	-	-	-	-	150.000	-	-	-	-	-	-	-	-	
ROADS: WORKSHOP	5	992.000	3.821.000			-	-	-	-	-	-	1.075.000	1.200.000	1.546.000	-	-	-	
MUNICIPAL HEALTH SERVICES	4	18.000	192.000	18.000	18.000	-	-	-	45.800	122.100	-	-	16.900	7.200	-	-	-	
DISASTER MANAGEMENT	4	6.548.800	24.675.000	3.110.000		-	-	-	-	-	-	-	-	500.000	-	2.600.000	21.575.000	
FIRE SERVICES	4	7.814.168	33.610.000	14.960.000	6.620.000	-	-	-	-	-	-	5.900.000	-	-	-	-	27.710.000	
		135.412.838	**112.650.200**	**51.295.000**	**24.938.700**	**-**	**-**	**200.000**	**2.195.800**	**229.600**	**224.000**	**6.991.000**	**1.415.600**	**6.835.200**	**1.220.000**	**13.945.000**	**79.394.000**	

8. IDP/ BUDGET/ PERFORMANCE MANAGEMENT LINK

NR	DIVISION/DEPARTMENT NAME	DIVISIONS/DEPARTMENTS	2025/2026 BUDGET (R)	STRATEGIC OBJECTIVE NR	STRATEGIC OBJECTIVE NAME
1	**Office of the Municipal Manager**	**Office of the Municipal Manager Legal Services Internal Audit Communication Services**	**R 18 594 236**	**SO 2**	Foster good governance processes as prescribed by legislation and best practice
				SO 6	Facilitate partnerships that cultivate economic growth and development throughout the district
2	**Corporate Services**	**ICT Admin & Council Support Human Resources IDP, IGR & Organisational Performance Management**	**R 127 845 857**	**SO 2**	Foster good governance processes as prescribed by legislation and best practice
				SO 5	Establish a skilled workforce and performance orientated administration to promote the growth and development of the organisation
3	**Financial Services**	**BTO SCM Compliance**	**R 34 325 233**	**SO 1**	Provide sustainable strategic financial management and support services
4	**Community Development & Planning Services**	**MHS Disaster Management Fire Services Socio-Economic Development Spatial Planning & Environmental Management**	**R 163 929 110**	**SO 4**	Monitor and promote a clean, healthy and safe living environment whilst providing emergency response services for all residents throughout the district
				SO 6	Facilitate partnerships that cultivate economic growth and development throughout the district
5	**Technical Services**	**Roads Building Maintenance Regulation of Passenger Transport Services Projects**	**R 138 221 855**	**SO 3**	Provide sustainable infrastructure services and transport planning services that enable social and economic opportunities
	GRAND TOTAL		**R 482 916 291**		

9. CWDM STRATEGIC OBJECTIVES

National KPA	SO	Strategic Objectives	*Outcomes*
Municipal Financial Viability and Management	**SO1**	**Provide sustainable strategic financial management and support services**	• *The municipality aims to create sustainable sources of funding and management thereof, ensuring long-term financial viability.* • *Resources are efficiently used to maximise contributions to LED and support services.*
Good Governance and Public Participation	**SO2**	**Foster good governance processes as prescribed by legislation and best practice**	• *A foundation for effective governance that promotes political and administrative stability, the mitigation of identified risks, an improved ethical culture and functional oversight, has been established and is adhered to.*
Basic Service Delivery	**SO3**	**Provide sustainable infrastructure services and transport planning services that enable social and economic opportunities**	• *Infrastructure services and resources are financially supported and measured.* • *Municipal infrastructure and transport planning systems are developed in a resilient and well-functioning manner as to result in longevity, and a safe and secure communal environment facilitating socio- economic opportunities.*
Basic Service Delivery	**SO4**	**Monitor and promote a clean, healthy and safe living environment whilst providing emergency response services for all residents throughout the district**	• *All residents have equal access to basic service delivery.* • *Resources, including stable infrastructure, technological and spatial resources, as well as the promotion of water services, are efficiently utilized to ensure the long-term well-being and unity of the community.* • *Disaster response plans are well-established and regularly tested, enabling an improved response to incidents, which creates stronger relationships within the district and a well-coordinated disaster management centre.* • *A well-coordinated fire services division, establishing a fire safe environment for all.* • *The provision of municipal health services and air quality management.*
Municipal Transformation and Institutional Development	**SO5**	**Establish a skilled workforce and performance orientated administration to promote the growth and development of the organisation**	• *A capable and knowledgeable workforce that positively contribute and successfully provide high-quality services to the community and become enablers of development.* • *Consequence/ development management and a performance management system embedded into the functioning of the municipality in order to promote optimal performance.*
Local Economic Development	**SO6**	**Facilitate partnerships that cultivate economic growth and development throughout the district**	• *Achieving an enabled environment by creating inclusive and equitable economies, and developmental growth through the economic benefits generated from niche markets, innovation, and partnerships*

9.1 NATIONAL KPA's:

1. Basic Service Delivery;
2. Municipal Institutional Development and Transformation;
3. LED;
4. Financial Viability; and
5. Good Governance and Public Participation.

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.
R	KPI Not Met	0% <= Actual/Target <= 74.999%
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%
G	KPI Met	Actual meets Target (Actual/Target = 100%)
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%
B	KPI Extremely Well Met	150.000% <= Actual/Target

10. QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS (TOP LAYER KPIs)

Municipal Manager

Internal Ref / Indicator Code	Strategic Objective	Outcome	KPI	Baseline	Annual Target	Quarter ending September 2025		Quarter ending December 2025		Quarter ending March 2026		Quarter ending June 2026	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
TL1	SO 2	A foundation for effective governance that promotes political and administrative stability, the mitigation of identified risks, an improved ethical culture and functional oversight, has been established and is adhered to.	Review the Organisational Strategic Risk Register (Top 10) and submit to Council by 31 May 2026	1	1	0		0		0		1	
TL2	SO 2	A foundation for effective governance that promotes political and administrative stability, the mitigation of identified risks, an improved ethical culture and functional oversight, has been established and is adhered to.	Review the Risk-Based Audit Plan (RBAP) for 2026/2027 and submit to the Audit Committee for consideration by 30 June 2026	1	1	0		0		0		1	
TL3	SO 2	A foundation for effective governance that promotes political and administrative stability, the mitigation of identified risks, an improved ethical culture and functional oversight, has been established and is adhered to.	Complete 90% of the Risk Based Audit Plan (RBAP) for the 2025/2026 financial year by 30 June 2026 [(Number of audits and tasks completed for the period identified in the RBAP/ Number of audits and tasks identified in the RBAP) x 100]	90%	90%	0%		25%		45%		90%	
TL4	SO 6	Achieving an enabled environment by creating inclusive and equitable economies, and developmental growth through the economic benefits generated from niche markets, innovation, and partnerships.	Initiate the DCF and JDMA engagements to improve intergovernmental relations	8	8	2		2		2		2	
TL5	SO 2	A foundation for effective governance that promotes political and administrative stability, the mitigation of identified risks, an improved ethical culture and functional oversight, has been established and is adhered to.	Submit the Top Layer SDBIP for 2026/2027 to the Executive Mayor for approval within 14days after the adoption of the IDP and Budget	1	1	0		0		0		1	
TL6	SO 2	A foundation for effective governance that promotes political and administrative stability, the mitigation of identified risks, an improved ethical culture and functional oversight, has been established and is adhered to.	Submit the IDP for 2026/2027 to Council for adoption by 31 May 2026	1	1	0		0		0		1	
TL7	SO 2	A foundation for effective governance that promotes political and administrative stability, the mitigation of identified risks, an improved ethical culture and functional oversight, has been established and is adhered to.	Submit the Annual Report for 2024/2025 to Council for adoption by 31 March 2026	1	1	0		0		1		0	
TL8	SO 2	A foundation for effective governance that promotes political and administrative stability, the mitigation of identified risks, an improved ethical culture and functional oversight, has been established and is adhered to.	Spend 90% of the municipal capital budget on capital projects by 30 June 2026 {(Actual amount spent on projects /Total amount budgeted for capital projects)X100}	90%	90%	10%		40%		60%		90%	

Financial Services

Internal Ref / Indicator Code	Strategic Objective	Outcome	KPI	Baseline	Original Annual Target	Quarter ending September 2025		Quarter ending December 2025		Quarter ending March 2026		Quarter ending June 2026	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
TL9	SO 1	The municipality aims to create sustainable sources of funding and management thereof, ensuring long-term financial viability.	Maintain a sound liquidity ratio as at 30 June 2026 (Current Assets: Current Liabilities)	12.44:1	12.44:1	0		0		0		12.44:1	
TL10	SO 1	The municipality aims to create sustainable sources of funding and management thereof, ensuring long-term financial viability.	Maintain a sound Impairment of Property, Plant and Equipment and Investment Property and Intangible Assets Ratio as at 30 June 2026 (Property, Plant and Equipment + Investment Property + Intangible Assets Impairment/ (Total Property, Plant and Equipment + Investment Property + Intangible Assets) x 100	0%	0%	0%		0%		0%		0%	
TL11	SO 1	The municipality aims to create sustainable sources of funding and management thereof, ensuring long-term financial viability.	Maintain a sound Cash / Cost Coverage Ratio as at 30 June 2026 [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets)].	3	3	0		0		0		3	
TL12	SO 1	The municipality aims to create sustainable sources of funding and management thereof, ensuring long-term financial viability.	Maintain a sound Level of Cash Backed Reserves Ratio as at 30 June 2026 [(Cash and Cash Equivalents - Bank Overdraft + Short Term Investment + Long Term Investment - Unspent Conditional Grants) / (Net Assets - Accumulated Surplus - Non Controlling Interest - Share Premium - Share Capital - Fair Value Adjustment - Revaluation Reserve)]	100%	100%	0%		0%		0%		100%	
TL13	SO 1	The municipality aims to create sustainable sources of funding and management thereof, ensuring long-term financial viability.	Maintain a sound Net Operating Surplus Margin Ratio as at 30 June 2026 [(Total Operating Revenue - Total Operating Expenditure)/ Total Operating Revenue x 100%]	0%	0%	0%		0%		0%		0%	
TL14	SO 1	Resources are efficiently used to maximise contributions to LED and support services.	Maintain a sound Creditors Payment Period Ratio as at 30 June 2026 (Trade Creditors Outstanding / Credit Purchases (Operating and Capital) × 365)	30 days	30	0		0		0		30	
TL15	SO 1	Resources are efficiently used to maximise contributions to LED and support services.	Compile and submit the Main Budget to Council by 31 May 2026	1	1	0		0		0		1	

Corporate Services

Internal Ref / Indicator Code	Strategic Objective	Outcome	KPI	Baseline	Original Annual Target	Quarter ending September 2025		Quarter ending December 2025		Quarter ending March 2026		Quarter ending June 2026	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
TL16	SO 2	A foundation for effective governance that promotes political and administrative stability, the mitigation of identified risks, an improved ethical culture and functional oversight, has been established and is adhered to.	Percentage of people from employment equity target groups employed in the three highest levels of management in compliance with the municipality's approved employment equity plan by 30 June 2026 {(Number of appointments in 3 highest level which comply with employment equity target groups / total appointments made in 3 higher level of management x 100)	90%	90%	0%		0%		0%		90%	
TL17	SO 5	A capable and knowledgeable workforce that positively contribute and successfully provide high-quality services to the community and become enablers of development.	Spent 0.10% of operational budget on training by 30 June 2026 {(Actual total training expenditure divided by total operational budget)x100}	0.10%	0.10%	0%		0%		0%		0.10%	
TL18	SO 5	Consequence/ development management and a performance management system embedded into the functioning of the municipality in order to promote optimal performance	Sign 100% of individual performance agreements for all staff in terms of Regulation 890 by 29 July 2025	100%	100%	100%		0%		0%		0%	
TL19	SO 5	A capable and knowledgeable workforce that positively contribute and successfully provide high-quality services to the community and become enablers of development.	Limit annual vacancy rate as at 30 June 2026 to less than 15% of funded posts {(Number of funded posts vacant / number of funded posts) x100}	15%	15%	0%		0%		0%		15%	
TL20	SO 2	A foundation for effective governance that promotes political and administrative stability, the mitigation of identified risks, an improved ethical culture and functional oversight, has been established and is adhered to.	Review the ICT Governance Framework and ICT Strategic Plan and submit to Council by 31 May 2026	1	1	0		0		0		1	

Community Development and Planning

Internal Ref / Indicator Code	Strategic Objective	Outcome	KPI	Baseline	Original Annual Target	Quarter ending September 2025		Quarter ending December 2025		Quarter ending March 2026		Quarter ending June 2026	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
TL21	SO 4	A well-coordinated fire services division, establishing a fire safe environment for all.	Train 60 Fire Services Officials at the CWDM Fire Services Academy by 30 June 2026	60	60	20		20		0		20	
TL22	SO 4	Disaster response plans are well-established and regularly tested, enabling an improved response to incidents, which creates stronger relationships within the district and a well-coordinated disaster management centre	Review and submit the Corporate Disaster Management Plan to Council by 31 May 2026	1	1	0		0		0		1	
TL23	SO 4	Resources, including stable infrastructure, technological and spatial resources, as well as the promotion of water services, are efficiently utilized to ensure the long-term well-being and unity of the community.	Review and submit the SDF to Council by 31 May 2026	1	1	0		0		0		1	
TL24	SO 4	The provision of municipal health services and air quality management.	Submit the annual Air Quality officer report to PGWC by 30 June 2026	1	1	0		0		0		1	
TL25	SO 6	Achieving an enabled environment by creating inclusive and equitable economies, and developmental growth through the economic benefits generated from niche markets, innovation, and partnerships.	Support 25 ECD centres throughout the district by 30 June 2026	20	25	0		0		0		25	
TL26	SO 4	The provision of municipal health services and air quality management.	Report on the health outreach programmes (theatre performance) implemented throughout the district by 30 June 2026	1	1	0		0		0		1	

Technical Services

Internal Ref / Indicator Code	Strategic Objective	Outcome	KPI	Baseline	Original Annual Target	Quarter ending September 2025		Quarter ending December 2025		Quarter ending March 2026		Quarter ending June 2026	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
TL27	SO 3	Municipal infrastructure and transport planning systems are developed in a resilient and well-functioning manner as to result in longevity, and a safe and secure communal environment facilitating socio-economic opportunities.	Blade 5000km's of road by 30 June 2026	5000	5000	1300		1300		1200		1200	
TL28	SO 3	Municipal infrastructure and transport planning systems are developed in a resilient and well-functioning manner as to result in longevity, and a safe and secure communal environment facilitating socio-economic opportunities.	Re-gravel 6km's of road by 30 June 2026	6	6	0		0		3		3	
TL29	SO 3	Municipal infrastructure and transport planning systems are developed in a resilient and well-functioning manner as to result in longevity, and a safe and secure communal environment facilitating socio-economic opportunities.	Provide financial assistance with the acquisition of 100 solar geysers by 30 June 2026	100	100	0		20		30		50	
TL30	SO 3	Municipal infrastructure and transport planning systems are developed in a resilient and well-functioning manner as to result in longevity, and a safe and secure communal environment facilitating socio-economic opportunities.	Upgrade 2 sports facilities by 30 June 2026	2	2	0		0		0		2	
TL31	SO 3	Municipal infrastructure and transport planning systems are developed in a resilient and well-functioning manner as to result in longevity, and a safe and secure communal environment facilitating socio-economic opportunities.	Commence with operations at the newly established regional landfill site on 01 July 2025	NEW KPI	1	1		0		0		0	
TL32	SO 6	Achieving an enabled environment by creating inclusive and equitable economies, and developmental growth through the economic benefits generated from niche markets, innovation, and partnerships.	Work opportunities created (in person days) through CWDM's various initiatives	9560	9560	1240		2140		3540		2640	
TL33	SO 3	Infrastructure services and resources are financially supported and measured.	Spend 90% of the provincial roads conditional grant allocation received by 30 June 2026 ((Total expenditure/ total budget received)x100)	90%	90%	5%		40%		60%		90%	
TL34	SO 3	Municipal infrastructure and transport planning systems are developed in a resilient and well-functioning manner as to result in longevity, and a safe and secure communal environment facilitating socio-economic opportunities.	Submit the District Integrated Transport Plan (DITP) to Council by 30 June 2026	1	1	0		0		0		1	
TL35	SO 3	Infrastructure services and resources are financially supported and measured.	Spend 90% of the project budget for Rural projects by 30 June 2026 ((Total Rural project expenditure/ total Rural project budget allocated) x100)	90%	90%	5%		20%		40%		90%	
TL36	SO 3	Municipal infrastructure and transport planning systems are developed in a resilient and well-functioning manner as to result in longevity, and a safe and secure communal environment facilitating socio-economic opportunities.	Assist 1 school with the provision of water/sanitation (installation /upgrade/etc.) by 30 June 2026	1	1	0		0		0		1	

11. CONCLUSION

The SDBIP provides an excellent basis for the Councillors of the CWDM to monitor the implementation of service delivery programmes and initiatives across the Cape Winelands District. The scorecards in the SDBIP presents a clear mandate to the Councillors in terms of playing their oversight function. Regular reports are presented to the Section 79 Committees in terms of the commitments made in departmental service delivery and budget implementation plans.

Administratively, the SDBIP facilitates proper monitoring of performance by SMs and the MM against set targets. The MM's commitments in his scorecard will be used by the Executive Mayor and her Mayoral Committee (MAYCO) to monitor the progress of the CWDM in terms of implementing programmes and initiatives in the Cape Winelands District. Similarly, the MM is being provided with a tool to ensure that his direct reportees are held accountable for all the KPIs as presented in the SDBIP.

12. ANNEXURE A: CIRCULAR 88

The Municipal Finance Management Act (MFMA) Circular No. 88 of 30 November 2017 provided guidance to metropolitan municipalities on a common set of performance indicators applied from the 2018/19 planning and reporting cycle onwards.

The 1st addendum to MFMA Circular No. 88 of 4 December 2019 provided further guidance and clarity to metropolitan municipalities on the preparation of statutory planning and reporting documents required for the 2020/21 Medium Term Revenue and Expenditure Framework (MTREF). The 2nd addendum to MFMA Circular No. 88 of 17 December 2020 expanded the reform in four respects: 1) it more closely integrated and guided planning, budgeting and reporting reforms; 2) it significantly expanded and revised the set of MFMA Circular No. 88 indicators applicable to metropolitan municipalities; 3) it expanded the application of these reforms and the indicators to all municipalities differentially applied per category of municipality in a piloting phase; and 4) it introduced evaluations in the context of these reforms. Addendums 3 - 4 include additional guidance, indicator revisions and expansions, as well as further clarification. It is reflective of the work to date on planning, budgeting, and reporting reforms that should be factored into municipal planning, budgeting and reporting for the 2022/23 MTREF.

The reforms will continue being incrementally implemented in the 2023/24 – 2026/27 MTREF and apply on a differentiated basis per municipal category. Addendums 5 - 6 to MFMA Circular No. 88 include additional planning, budgeting, and reporting guidance, as well as indicator definitional updates and clarifications for non-metro municipalities. In collaboration with relevant departments for the promotion of institutionalisation. In collaboration with relevant departments, the National Treasury will continue to monitor and assess the institutionalisation of the planning, budgeting and reporting reforms for the 2025/2026 MTREF.

Important to note that, as per the requirements of Circular 88 and the mentioned addendums, Outcome indicators relate to the IDP while Output indicators relate to the SDBIP.

Due to the continuing pilot process in the 2025/2026 financial year, intermediary cities, district municipalities and local municipalities will not be required to incorporate the indicators in their existing performance indicator tables in the IDP and SDBIP. However, municipalities are required to report the Circular 88 information to CoGTA and/or WCG DLG on a quarterly and annual basis. The template of the required Circular 88 information has been attached. More information on the Circular 88 information is also available on request.

Circular 88 Planning & Reporting Template 2025/26

cooperative governance
Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

This tool is valid only for District municipalities for the reporting period of 2025/2026. Only complete the tab of this template applicable to your category of municipality.
In addition to submission of to your Provincial Department of Cooperative Governance, please CC- lgindicators@cogta.gov.za for all planning & reporting submissions.

Please do not make changes to the structure of this spreadsheet. The consistent formatting for all municipalities is necessary for collating this data.

Step 1: Please fill in all your details and all the municipal details in the table below.
Please make use of the drop down menus to select

Report Details	
Period for this report (The period on which you are reporting)	
Date (i.e. date on which this report was written, DD/MM/YYYY)	
Name of person completing this report (Person Capturing)	
Phone number of person completing this report (Person Capturing)	
Email address of the person completing this report (Person Capturing)	

Municpal Details	
Province	
Name of Municipality	
Municipal Code (e.g EC141)	
Category of Municipality	District Municipality
Type of Executive System	

Step 2: Please fill in all the required data in the table below.
Make use of colour key below, and note the completion percentage above each column to aid in completing the table.

Priority Indicators
When Priority Indicators are confirmed, they will be highlighted in orange. These rows are especially important to complete as this data is used in the municipal performance assessments. At this time, the Priority Indicators have not been formalised and do not yet reflect.

Data Key
- Data to be populated at the point of planning (once annually)
- Data to be populated at the point of reporting (as at current quarter/annual)
- Do not fill. Indicator value based on an automated calculation of the data elements
- Do not fill. Black cells not to be populated (kept blank)
- Cells highlight indicators

Quick Links

OUTPUT INDICATORS FOR QUARTERLY REPORTING
COMPLIANCE INDICATORS FOR QUARTERLY REPORTING
OUTPUT INDICATORS FOR ANNUAL REPORTING
OUTCOME INDICATORS FOR ANNUAL REPORTING
COMPLIANCE INDICATORS FOR ANNUAL REPORTING
COMPLIANCE QUESTIONS FOR ANNUAL REPORTING

All Indicators % Complete	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

<- Expand and collapse the header as needed with the - and +

C88 Code	Description	Priority Indicator	Baseline (Annual Performance previous financial year)	Medium term target (term of government)	Annual target	1st Quarter Planned output as per SDBIP	1st Quarter Actual output	2nd Quarter Planned output as per SDBIP	2nd Quarter Actual output	3rd Quarter Planned output as per SDBIP	3rd Quarter Actual output	4th Quarter/ Annual Planned performance	4th Quarter/ Annual Actual performance	Variation	Reason(s) for variation	Remedial action/ Steps taken to improve performance	Reasons for no data, if not provided	Steps undertaken, or to be undertaken, to provide data in the future	Estimated date when data will be available
	OUTPUT INDICATORS FOR QUARTERLY REPORTING																		
TR6.12	Percentage of surfaced municipal road lanes which has been resurfaced and resealed																		
TR6.12(1)	(1) Kilometres of municipal road lanes resurfaced and resealed																		
TR6.12(2)	(2) Kilometres of surfaced municipal road lanes																		
TR6.13	KMs of new municipal road network																		
TR6.13(1)	(1) Number of kilometres of surfaced road network built																		
TR6.13(2)	(2) Number of kilometres of unsurfaced road network built																		
TR6.21	Percentage of reported pothole complaints resolved within standard municipal response time																		
TR6.21(1)	(1) Number of pothole complaints resolved within the standard time after being reported																		
TR6.21(2)	(2) Number of potholes reported																		
WS1.11	Number of new sewer connections meeting minimum standards																		
WS1.11(	(1) Number of new sewer connections to consumer units																		
WS1.11(	(2) Number of new sewer connections to communal toilet facilities.																		
WS2.11	Number of new water connections meeting minimum standards																		
WS2.11(	(1) Number of new water connections to piped (tap) water																		
WS2.11(	(2) Number of new water connections to public/communal facilities.																		
WS3.11	Percentage of callouts responded to within 48 hours (sanitation/wastewater)																		
WS3.11(	(1) Number of callouts responded to within 48 hours (sanitation/wastewater)																		
WS3.11(	(2) Total number of callouts (sanitation/wastewater)																		
WS3.21	Percentage of callouts responded to within 48 hours (water)																		
WS3.21(	(1) Number of callouts responded to within 48 hours (water)																		
WS3.21(	(2) Total water service callouts received																		
FD1.11	Percentage compliance with the required attendance time for structural firefighting incidents																		
FD1.11(1	(1) Number of structural fire incidents where the attendance time was 14 minutes or less																		
FD1.11(2	(2) Total number of distress calls for structural fire incidents received																		
LED1.11	Percentage of total municipal operating expenditure spent on contracted services physically residing within the municipal area																		
LED1.11(	(1) R-value of operating expenditure on contracted services within the municipal area																		
LED1.11(	(2) Total municipal operating expenditure on contracted services																		
LED1.21	Number of work opportunities created through Public Employment Programmes (incl. EPWP, CWP and other related employment programmes)																		
LED1.21(1)	(1) Number of work opportunities provided by the municipality through the Expanded Public Works Programme																		
LED1.21(2)	(2) Number of work opportunities provided through the Community Works Programme and other related infrastructure initiatives.																		
LED2.12	Percentage of the municipality's operating budget spent on indigent relief for free basic services																		
LED2.12(	(1) R-value of operating budget expenditure on free basic services																		
LED2.12(	(2) Total operating budget for the municipality																		
LED3.31	Average number of days from the point of advertising to the letter of award per 80/20 procurement process																		
LED3.31(	(1) Sum of the number of days from the point of advertising a tender in terms of the 80/20 procurement process to the issuing of the letter of award																		
LED3.31(	(2) Total number of 80/20 tenders awarded as per the procurement process																		
LED3.32	Percentage of municipal payments made to service providers who submitted complete forms within 30-days of invoice submission																		
LED3.32(	(1) Number of municipal payments within 30 days of complete invoice receipt made to service providers																		
LED3.32(	(2) Total number of complete invoices received (30 days or older)																		
GG1.21	Staff vacancy rate																		
GG1.21(	(1) The number of employee posts on the approved organisational structure																		
GG1.21(	(2) The number of actual employees in the municipality																		
GG1.22	Percentage of vacant posts filled within 6 months																		
GG1.22(	(1) Number of vacant posts filled within 6 months since the date (dd/mm/yyyy) of authority to proceed with filling the vacancy																		
GG1.22(	(2) Number of vacant posts that have been filled																		
GG2.31	Percentage of official complaints responded to through the municipal complaint management system																		
GG2.31(	(1) Number of official complaints responded to according to municipal norms and standards																		
GG2.31(	(2) Number of official complaints received																		
GG5.11	Number of active suspensions longer than three months																		
GG5.11(	(1) Simple count of the number of active suspensions in the municipality lasting more than three months																		
FM1.11	Total Capital Expenditure as a percentage of Total Capital Budget																		
FM1.11(	(1) Actual Capital Expenditure																		
FM1.11(	(2) Budgeted Capital Expenditure																		

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GG3.12	Percentage of councillors who have declared their financial interests	
GG3.12(	(1) Number of councillors that have declared their financial interests	
GG3.12(	(2) Total number of municipal councillors	
FM2.21	Cash backed reserves reconciliation at year end	
FM2.21(	(1) Actual Cash and Cash Equivalents	
FM2.21(	(2) Long Term Investment	
FM2.21(	(3) Unspent grants	
FM2.21(	(4) Statutory requirement	
FM2.21(	(5) Working capital requirements	
FM2.21(	(6) Other provisions	
FM2.21(	(7) Long term investment committed	
FM2.21(	(8) Reserves to be cash backed	
FM3.12	Current ratio (current assets/current liabilities)	
FM3.12(1)	(1) Current assets	
FM3.12(	(2) Current liabilities	
FM4.11	Irregular, Fruitless and Wasteful, Unauthorised Expenditure as a percentage of Total Operating Expenditure	
FM4.11(	(1) Irregular expenditure	
FM4.11(	(2) Fruitless and Wasteful expenditure	
FM4.11(	(3) Unauthorised expenditure	
FM4.11(	(4) Total Operating Expenditure	
FM5.12	Percentage of total capital expenditure funded from capital conditional grants	
FM5.12(	(1) Total Capital Transfers (provincial and national capital conditional grants)	
FM5.12(	(2) Total Capital Expenditure	
FM5.21	Percentage of total capital expenditure on renewal/upgrading of existing assets	
FM5.21(	(1) Total costs of Renewal and Upgrading of Existing Assets	
FM5.21(	(2) Total Capital Expenditure	
FM5.22	Renewal/Upgrading of Existing Assets as a percentage of Depreciation/Asset Impairment	
FM5.22(	(1) Total costs of Renewal and Upgrading of Existing Assets	
FM5.22(	(2) Depreciation	
FM5.22(	(3) Asset impairment)	
FM5.31	Repairs and Maintenance as a percentage of property, plant, equipment and investment property	
FM5.31(	(1) Total Repairs and Maintenance Expenditure	
FM5.31(	(2) Property, Plant and Equipment	
FM5.31(	(3) Investment Property (Carrying Value)	
FM7.31	Net Surplus /Deficit Margin for Electricity	
FM7.31(	(1) Total Electricity Revenue	
FM7.31(	(2) Total Electricity Expenditure	
FM7.32	Net Surplus /Deficit Margin for Water	
FM7.32(	(1)Total Water Revenue	
FM7.32(	(2) Total Water Expenditure	
FM7.33	Net Surplus /Deficit Margin for Wastewater	
FM7.33(	(1) Total Sanitation and Waste Water Revenue	
FM7.33(2)	(2) Total Sanitation and Waste Water Expenditure	
FM7.34	Net Surplus /Deficit Margin for Refuse	
FM7.34(	(1) Total Refuse Revenue	
FM7.34(	(2) Total Refuse Expenditure	
	OUTCOME INDICATORS FOR ANNUAL REPORTING	
TR6.2	Number of potholes reported per 10kms of municipal road network	
TR6.2(1)	(1) Number of potholes reported	
TR6.2(2)	(2) Kilometres of surfaced municipal road network	
WS3.1	Frequency of sewer blockages per 100 KMs of pipeline	
WS3.1(1	(1) Number of blockages in sewers that occurred	
WS3.1(2	(2) Total sewer length in KMs	
WS3.2	Frequency of water mains failures per 100 KMs of pipeline	
WS3.2(1	(1) Number of water mains failures (including failures of valves and fittings	
WS3.2(2	(2) Total mains length (water) in KMs	
WS3.3	Frequency of unplanned water service interruptions	
WS3.3(1	(1) Number of unplanned water service interruptions	
WS3.3(2	(2) Total number of water service connections	
WS4.1	Percentage of drinking water samples complying to SANS241	
WS4.1(1	(1) Number of water sample tests that complied with SANS 241 requirements	
WS4.1(2	Total number of water sample tests undertaken	
WS4.2	Percentage of wastewater samples compliant to water use license conditions	
WS4.2(1)	(1) Number of wastewater samples tested per determinant that meet compliance to specified water use license requirements	
WS4.2(2	(2) Total wastewater samples tested for all determinants over the municipal financial year	
WS5.1	Percentage of non-revenue water	
WS5.1(1	(1) Number of Kilolitres Water Purchased or Purified	
WS5.1(2	(2) Number of kilolitres of water sold	
WS5.2	Total water losses	
WS5.2(1	(1) System input volume	
WS5.2(2	(2) Authorised consumption	
WS5.2(3	(3) Number of service connections	
WS5.4	Percentage of water reused	
WS5.4(1	(1) 1.a Direct use of treated municipal wastewater (not including irrigation)	
WS5.4(2	(2) 1.b Direct use of treated municipal wastewater for irrigation purposes	
WS5.4(3	(3) System input volume	
FD2.1	Disaster Management Centre Readiness	
FD2.1(1)	(1) Number of specified conditions of readiness met	
FD2.2	Fire Services function in accordance with prescribed requirements	
FD2.2(2)	(1) Number of specified conditions of fire services functionality met	
GG1.1	Percentage of municipal skills development levy recovered	
GG1.1(1)	(1) R-value of municipal skills development levy recovered	
GG1.1(2)	(2) R-value of the total qualifying value of the municipal skills development levy	
GG1.2	Top management stability	
GG1.2(1)	(1) Sum of actual working days, in the reporting period, that each S56 and S57 post was occupied by a fully appointed official (not suspended or vacant) with a valid signed contract and performance agreement)	
GG1.2(2)	(2) Total aggregate standard working days for all S56 and S57 Posts	
GG4.1	Percentage of councillors attending council meetings	
GG4.1(1)	(1) The sum total of councillor attendance of all council meetings	
GG4.1(2)	(2) The total number of council meetings	
GG4.1(3)	(3) The total number of councillors in the municipality	
FM1.1	Percentage of expenditure against total budget	
FM1.1(1	(1) Total expenditure (operating + capital)	
FM1.1(2	(2) Total budget (operating + capital)	
FM2.1	Percentage of total operating revenue to finance total debt (Total Debt (Borrowing) / Total operating revenue)	
FM2.1(1)	(1) Debt (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease)	
FM2.1(2	(2) Total Operating Revenue	
FM2.1(3	(3) Operating Conditional Grant	
FM2.2	Percentage change in cash backed reserves reconciliation	
FM2.2(1	(1) Cash backed reserves (previous year)	
FM2.2(2	(2) Cash backed reserves (current year)	
FM3.1	Percentage change in cash and cash equivalent (short term)	
FM3.1(1	(1) Cash and cash equivalent (Current year)	
FM3.1(2	(2) Cash and cash equivalent (Previous year)	
FM4.1	Percentage change of unauthorised, irregular, fruitless and wasteful expenditure	
FM4.1(1	(1) Irregular expenditure (previous year)	
FM4.1(2	(2) Fruitless and Wasteful expenditure (previous year)	
FM4.1(3	(3) Unauthorised expenditure (previous year)	
FM4.1(4	(4) Irregular expenditure (current year)	
FM4.1(5	(5) Fruitless and Wasteful expenditure (current year)	
FM4.1(6	(6) Unauthorised expenditure (current year)	
FM4.2	Percentage of total operating expenditure on remuneration	
FM4.2(1	(1)Employee Related Costs	
FM4.2(2	(2) Councillors' Remuneration	
FM4.2(3	(3) Total Operating Expenditure	
FM4.3	Percentage of total operating expenditure on contracted services	
FM4.3(1	(1) Contracted Services	
FM4.3(2	(2) Total Operating Expenditure	
FM5.1	Percentage change of own funding (Internally generated funds + Borrowings) to fund capital expenditure	
FM5.1(1	(1) Internally Generated Funds (current year)	
FM5.1(2	(2) Borrowings (current year)	
FM5.1(3	(3) Internally Generated Funds (previous year)	
FM5.1(4	(4) Borrowings (previous year)	
FM5.2	Percentage change of renewal/upgrading of existing Assets	
FM5.2(1	(1) Total costs of Renewal and Upgrading of Existing Assets (current year)	
FM5.2(2	(2) Total costs of Renewal and Upgrading of Existing Assets (previous year)	
FM5.3	Percentage change of repairs and maintenance of existing infrastructure	
FM5.3(1	(1) Repairs and maintenance expenditure (current year)	
FM5.3(2	(2) Repairs and maintenance expenditure (previous year)	
FM7.1	Percentage change in Gross Consumer Debtors' (Current and Non-current)	

FM7.1(1	(1) Gross consumer debtors (previous year)		
FM7.1(2	(2) Gross consumer debtors (current year		
FM7.2	Percentage of Revenue Growth excluding capital grants		
FM7.2(1	(1) Total Revenue Excluding Capital Grants (current year)		
FM7.2(2	(2) Total Revenue Excluding Capital Grants (previous year)		
FM7.3	Percentage of net operating surplus margin		
FM7.3(1	(1)Total Operating Revenue		
FM7.3(2	(2)Total Operating Expenditure		
	COMPLIANCE INDICATORS FOR ANNUAL REPORTING		
C5	Number of recognised traditional leaders within your municipal boundary		
C21	Number of approved environmental health practitioner posts in the municipality:		
C31	Number of approved posts in the municipality with regard to municipal infrastructure:		
C37	Number of approved posts in the treasury and budget office:		
C35	Number of approved posts in the development and planning department:		
C41	Number of approved engineer posts in the municipality:		
C46	Number of approved waste management posts in the municipality:		
C48	Number of approved electrician posts in the municipality:		
C50	Number of approved water and wastewater management posts in the municipality:		
C52	Number of maintained sports facilities		
C53	Square meters of maintained public outdoor recreation space		
C54	Number of municipality-owned community halls		
C60	Total number of sewer connections		
C62	Total number of Ventilation Improved Pit Toilets (VIPs)		
C72	Date of the last municipal Disaster Management Plan tabled at Council		
C90	Date of the last Climate Change Needs and Response Assessment tabled at Council		
C91	Date of the last Climate Change Response Implementation Plan tabled at Council		
C95	Number of residential properties in the billing system		
C96	Number of non-residential properties in the billing system		
C103	Number of disclosures for fraud and corruption		
	COMPLIANCE QUESTIONS FOR ANNUAL REPORTING		
Q1.	Does the municipality have an approved Performance Management Framework?		
Q2.	Has the IDP been adopted by Council by the target date?		
Q3.	Does the municipality have an approved LED Strategy?		
Q4.	What are the main causes of work stoppage in the past quarter by type of stoppage?		
Q5.	How many public meetings were held in the last quarter at which the Mayor or members of the Mayoral/Executive committee provided a report back to the public?		
Q6.	When was the last scientifically representative community feedback survey undertaken in the municipality?		
Q7.	What are the biggest causes of complaints or dissatisfaction from the community feedback survey? Indicate the top four issues in order of priority.		
Q8.	Does the municipality have an Internal Audit Unit?		
Q10.	Is there a dedicated position responsible for internal audits?		
Q11.	Is the internal audit position filled or vacant?		
Q12.	Has an Audit Committee been established? If so, is it functional?		
Q13.	Has the internal audit plan been approved by the Audit Committee?		
Q14.	Has an Internal Audit Charter and Audit Committee charter been approved and adopted?		
Q15.	Does the internal audit plan set monthly targets?		
Q16.	How many monthly targets in the internal audit plan were not achieved?		
Q17.	Does the Municipality have a dedicated SMME support unit or facility in place either directly or in partnership with a relevant roleplayer?		
Q18.	What economic incentive policies adopted by Council does the municipality have by date of adoption?		
Q19.	Is the municipal supplier database aligned with the Central Supplier Database?		
Q21.	What is the organisational location of the disaster risk management function within your municipality? (Specify the placement and highest level filled post within it).		
Q22	Please list the name of the structure and date of every meeting of an official IGR structure that the municipality participated in this quarter:		
Q23.	Where is the organisational responsibility for the IGR support function located within the municipality (inclusive of the reporting line)?		
Q24.	Is the MPAC functional? List the reasons why if the answer is not 'Yes'.		
Q25.	Has a report by the Executive Committee on all decisions it has taken been submitted to Council this financial year?		
Q26	Does the municipality have any arrangement (e.g. Service Level Agreement or otherwise) with another organ of state for the provision of municipal health services within the municipal jurisdiction? If so, please list the names of the applicable organs of state		