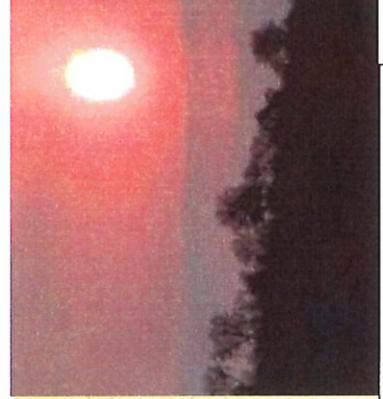
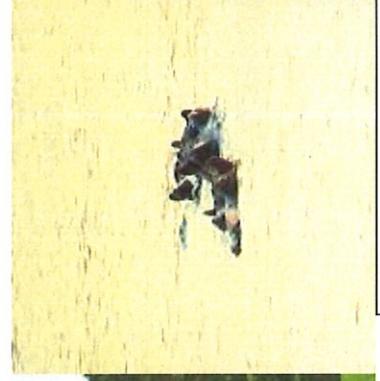


BA-PHALABORWA LOCAL MUNICIPALITY



2020-2021 FIRST QUARTER PERFORMANCE REPORT



The Home of Marula and Wildlife Tourism

Contents

1. Introduction

The development, implementation and monitoring of a Service Delivery and Budget Implementation Plan (SDBIP) is required by the Municipal Finance Management Act (MFMA). In terms of Circular 13 of National Treasury, “the SDBIP gives effect to the Integrated Development Plan (IDP) and budget of the municipality and will be possible if the IDP and budget are fully aligned with each other, as required by the MFMA.”

As the budget gives effect to the strategic priorities of the municipality it is important to supplement the budget and the IDP with a management and implementation plan. The SDBIP serves as the commitment by the Municipality, which includes the administration, council and community, whereby the intended objectives and projected achievements are expressed in order to ensure that desired Projections over the long term are achieved and these are implemented by the administration over the next twelve months.

The SDBIP provides the basis for measuring performance in service delivery against quarterly targets and implementing the budget based on monthly projections. Circular 13 further suggests that “the SDBIP provides the vital link between the mayor, council (executive) and the administration, and facilitates the process for holding management accountable for its performance. The SDBIP is a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community.”

2. Legislation

The Municipal Finance Management Act (MFMA) defines a Service Delivery and Budget Implementation Plan (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 municipal services and its annual budget, and which must indicate-

- (a) Projections for each month of-
 - (i) Revenue to be collected, by source; and
 - (ii) Operational and capital expenditure, by vote;
- (b) Service delivery targets and performance indicators for each quarter

Section 53 of the MFMA stipulates that the Mayor should approve the adjusted SDBIP within 28 days after the approval of the adjusted budget. The Mayor must also ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators as set out in the adjusted SDBIP are made public within 14 days after their approval.

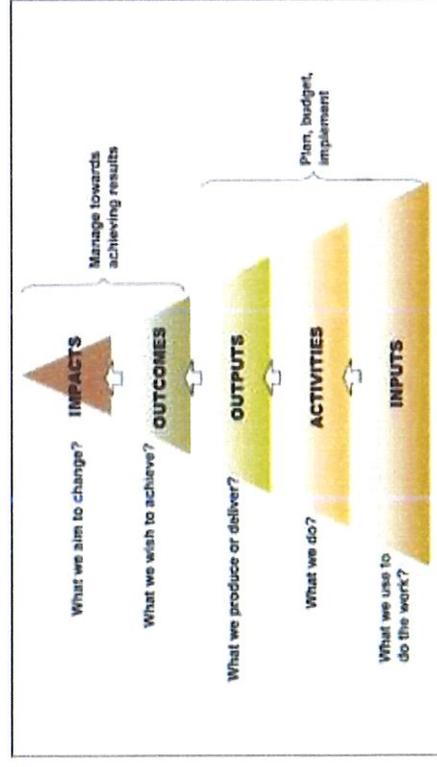
The following National Treasury prescriptions, in terms of MFMA Circular 13, are applicable to the Ba-Phalaborwa Local Municipality:

1. Monthly projections of revenue to be collected by source
2. Monthly projections of expenditure (operating and capital) and revenue for each vote¹ *
3. Quarterly projections of service delivery targets and performance indicators for each vote
4. Ward information for expenditure and service delivery
5. Detailed capital works plan broken down by ward over three years

3. Methodology and Content

The development of the SDBIP was influenced by the Priorities, Strategic Objectives, Programme Objectives and Strategies contained in the IDP ensuring progress towards the achievement thereof. The SDBIP of the Ba-Phalaborwa Local Municipality (BLM) is aligned to the Key Performance Areas (KPA) as prescribed by the Performance Management Guide for Municipalities of 2001, with the addition of Spatial Rationale as another KPA to be focused upon.

The methodology followed by BLM in the development of the SDBIP is in line with the Logic Model methodology proposed by National Treasury as contained in the Framework for Managing Programme Performance Information.



4. Strategic Intent

Vision:

“Provision of quality services for community well-being and tourism development

Mission:

“To provide quality infrastructure and affordable services, promote sustainable economic growth, financial viability, sound administration and accountable governance”

Values

- Efficiency and effectiveness;
- Accountability;
- Innovation and creativity;
- Professionalism and hospitality;
- Transparency and fairness;
- Continuous learning and
- Conversation conscious

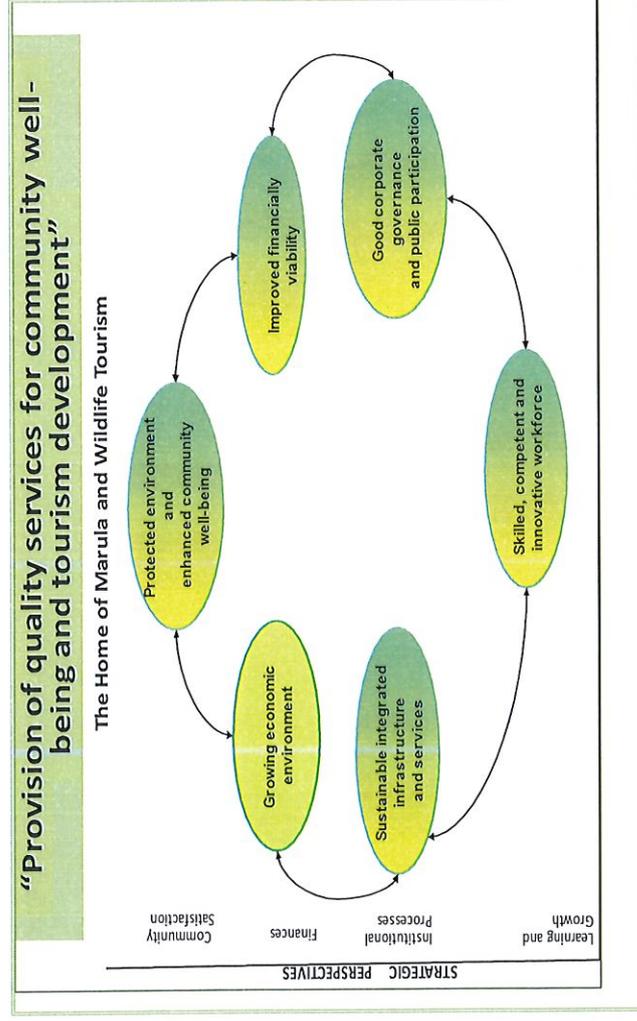
Strategic objectives:

- Promotion of local economy
- Provision of sustainable integrated infrastructure land services
- Sustain the environment
- Improve financial viability
- Good corporate governance and public participation and
- Attract, develop and retain best human capital

Slogan:

“The home of Marula and wildlife tourism”

The strategic objectives are spread across the four perspectives as indicated through the strategic map below:



ACCOUNTING OFFICER'S ASSESSMENT OF PERFORMANCE

1. BACKGROUND OF THE REPORT

Section 72 of the Local Government: Municipal Finance Management Act, 56 of 2003, requires that the accounting officer of a municipality must by the end of Mid-year assess the performance of the municipality and submit a report on each assessment to the mayor of the municipality; the National Treasury; and the relevant provincial treasury.

In terms of Section 72 (2) of the Act, this report is accompanied by a statement compiled in terms of the provisions of Section 71(1).

2. MUNICIPAL FIRST QUARTER PERFORMANCE AS PER THE ASSESSMENT

The municipality used the top layer SDBIP as approved for implementation during the 2020/21 financial year. The SDBIP is used as a performance monitoring tool for the implementation of the IDP and Budget. The performance target reflected in the SDBIP is as per the IDP objectives. The Administration component is responsible for implementation of the SDBIP and the Political component is responsible for providing oversight. This is done through regular reporting to Council.

Key Performance Area	First Quarter Target	Target Achieved	Target not Achieved	Target not Performed	% Achievement
Spatial Rationale	1	0	1	0	0%
Basic Services Delivery	11	8	2	1	72%
Municipal Financial Viability	9	8	1	0	89%
Local Economic Development	4	3	1	0	75%
Municipal Transformation and Institutional Development	5	2	3	0	40%
Good Governance and Public Participation	27	26	0	1	96%
Total	57	48	8	2	84%

3. PERFORMANCE ANALYSIS

First Quarter = 57/48=84%

Monthly projections of revenue for each source

Sources of Revenue	2020/21 Monthly Projections of revenue for each source R'000					Evidence Required
	First Quarter target	First Quarter Actual Performance	First Quarter Performance Variance	Challenges	Corrective measures/ Interventions	
Property Rates	34 882	20 807	(14 074)	Not all properties on the Valuation Roll are loaded on the system	SEBATA team to load the valuation Roll on the EMS	Finance report
Service charges – electricity	37 781	20 877	(16 905)	(i) Increase in number of Prepaid meters (ii) Illegal Connection	Technical to do Meter Audit	Finance report
Service Charges – Refuse	5 018	4 206	(812)	Rural areas are not billed	Introduce a flat rate	Finance report
Rental of Facilities and Equipment	145		(145)	Rental of Facilities closed due to COVID 19 lockdown	Waiting on the lifting lockdown	Finance report
Interest on external Investments	676	698	22	none	Variance not material	Finance report
Interest Earned – Outstanding Debtors	16 258	22 755	6 497	Culture of non-payment of services	Debt collectors are in place	Finance report
Dividends received						Finance report
Fines	335	13	(322)	Closure of licensing department during lockdown and Culture of non-payment of services	Projections to be adjusted downwards during adjustment budget	Finance report
Licenses and Permits	3 592	5 172	1 581	None	None	Finance report
Agency services	748	0	(748)	Journals to recognise agency fees not yet posted	Sebata to assist with the processing of journals into the EMS	Finance report
Transfers recognised - operational	76 035	74 566	(1 469)	none	Variance not material	Finance report
Transfers recognised - capital	8 810	6 445	(2 365)	Delayed completion of Mashishimile Sports Complex: The contractor failed to achieve practical completion.	Inspection of works were done on the 11th of September 2020, Penalties are currently being imposed as per contract data	Finance report
Other Revenue	3 171	8 725	5 554	Increase in other sources of Revenue	None	Finance report
Total Revenue by Source	187 451	164 264	(23 187)			

Monthly Projections of Revenue and Expenditure by Vote: (Operating) First Quarter

Expenditure and Revenue by Vote	First Quarter Target Opex	First Quarter Actual Performance	First Quarter Actual Performance variance	Remarks/Challenges	Corrective measures	Evidence Required
Executive and council	15 582	10 602	(4 980)	Low expenditure due to COVID restrictions.	Expenditure will be channelled to other service delivery line items	Finance report
Budget and Treasury	39 822	14 425	(25 397)	Non movement of depreciation and debt impairment.	Journals still to be passed	Finance report
Corporate Services	13 860	8 128	(5 732)	Low expenditure due to COVID 19 restrictions.	Expenditure will be channelled to service delivery line items	Finance report
Community and Social Services	3 306	1 174	(2 132)	Closure of licensing department during lockdown.	Projections to be adjusted downwards during adjustment budget	Finance report
Public Safety	7 405	2 544	(4 861)	Closure of licensing & traffic department during lockdown.	Projections to be adjusted downwards during adjustment budget	Finance report
Economic and Environmental Services	5 384	2 399	(2 986)	Limited procuring/outsourcing of services due to COVID 19 restrictions.	Expenditure will be channelled to service delivery line items	Finance report
Road Transport	24 339	6 404	(17 935)	Delayed completion of Mashishimale Sports Complex: The contractor failed to achieve practical completion.	Inspection of works were done on the 11th of September 2020, Penalties are	Finance report

						currently being imposed as per contract data	
Electricity	39 171	22 055	(17 117)	Low expenditure in bulk purchase of electricity as it fluctuates	None	Finance report	
Waste Management	2 147	1 588	(559)	None	Variance not material	Finance report	
Total by Vote	146 553	66 933	(79 620)				

Monthly Projections of Revenue and Expenditure by Vote: (Capital) First Quarter

Expenditure and Revenue by Vote	First Quarter Target Capex	First Quarter Actual Performance	First Quarter Actual Performance variance	Remarks/Challenges	Corrective measures	Evidence Required
Executive and council						Finance report
Budget and treasury office						Finance report
Corporate services						Finance report
Community and public safety						Finance report
Road transport	8 241	9 281	1 040	Exceeded the 1 st quarter target	None	Finance report
Electricity	1 250	0	(1 250)	SCM processes still ongoing	None	Finance report
Total by Vote	9 491	9 281	(210)			

Monthly Projections of Revenue and Expenditure by Vote: (Revenue) First Quarter

Revenue by Vote	First Quarter Target Revenue	First Quarter Actual Performance	First Quarter Actual Performance variance	Remarks/Challenges	Corrective measures	Evidence Required
Budget and Treasury	121 672	114 338	(7 334)	Not all properties on the Valuation Roll are loaded on the system.	SEBATA team to load the valuation Roll on the EMS	Finance Report
Corporate Services	188	54	(135)	Facilities closed due to COVID 19 lockdown	Waiting on the lifting of lockdown	Finance Report
Community and Social Services	81	43	(39)	Closure of licensing department during lockdown and Culture of non-payment of services	Projections to be adjusted downwards during adjustment budget	Finance Report
Public Safety	4 668	5 185	517	Closure of licensing department during lockdown and Culture of non-payment of services	Projections to be adjusted downwards during adjustment budget	Finance Report
Planning and development	2 767	22	(2 745)	Lockdown restrictions affected the sale of stands, rezoning and related services	All planning services to resume now that COVID 19 restrictions have been lifted.	Finance Report
Road Transport	8 407	6 990	(1 417)	Delayed completion of Mashishimale Sports Complex: The contractor failed to achieve practical completion.	Inspection of works were done on the 11th of September 2020, Penalties are currently being imposed as per contract data	Finance Report
Electricity	43 301	21 665	(21 636)	(iii) Increase in number of Prepaid meters (iv) Illegal Connection	Technical to do Meter Audit	Finance Report
Waste Management	6 366	5 719	(647)	Rural areas are not billed	Introduce a flat rate	Finance Report
Total by Vote	187 451	164 264	(23 187)			

Detailed Institutional Performance Results for 2020/21 First Quarter per Key Performance Areas

Under-Performance	0 - 49%
Partially achieved	50 - 74%
Good Performance	75 - 100%
Over achieved	Over 100%
Non-Performance	

Note:

1. **Over achievement Standards does not apply to compliance targets**
2. **Over achievement standards applies to service delivery targets and core business of the municipality**

KPA 1: Spatial Rationale

KPA 1: Spatial Rationals

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target 30/06/21	Budget	2020/21 Quarterly Projections					Evidence Required
								First Quarter target (1 Jul – 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance variance	Remarks	Challenges	
1.1 Spatial Planning													
1.1.2	Governance and Administration	Sustain the environment	Turnaround time of land use & development applications submitted to Mopani Planning Tribunal by 30/06/2021	Senior Manager Planning & Development	Within 60 days of received	Within 60 of received	Within 60 of received	11 applications received and all being processed. No approval yet	Out of 11 application received 4 is being processed and 7 still falls within time frame	Outstanding supporting documents from the applicants and delays by internal departments to comments	To FastTrack the process of submitting the documents required and the internal department to FastTrack the processing providing comments	Submission Register within 60 days.	

KPA 2: BASIC SERVICE DELIVERY

KPA 2: SERVICE DELIVERY

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target 30/06/21	Budget	2020/21 Quarterly Projections				Evidence Required	
								First Quarter target (1 Jul – 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance variance	Remarks		Challenges
2.1 Electricity													
2.1.1	Technical infrastructure	Provision of sustainable integrated infrastructure and service	% on reduction of electricity losses each quarter by 30/06/2021	Senior Manager Technical Services	4,60%	25%	OPEX	1%			Cannot do calculations, awaiting information from Revenue section	None	BPM billing to consumers. Eskom bill and distribution loss
2.1.3	Technical infrastructure	Provision of sustainable integrated infrastructure and service	Number of HH with access to electricity in Municipal Licenced area (Phalaborwa Town) by 30/06/2021	Senior Manager Technical Services	45995	5274	INEG	5274	5274	0	None	None	BPM billing to consumers. and Eskom bill
2.1.4	Technical infrastructure	Provision of sustainable integrated infrastructure and service	Number of indigent HH receiving free basic electricity by 30/06/2021	Chief Financial Officer	3448	3969	OPEX	3969	1659	0	None	None	Indigent register
2.2 Roads & Storm Water													
2.2.1	Technical infrastructure	Provision of sustainable integrated infrastructure and service	Number of km of gravel roads upgraded to tar by 30/06/2021 Upgrading of Tambo Phase 2 is 2.4km	Senior Manager Technical Services	3,6km	2,4km	CAPEX	0,75 km	0,00 Km's of road upgraded from Gravel to tar	-0,75km's	The contractor is currently busy doing the layer works of the road.	None	Payment Certificates and Expenditure Reports

KPA 2: SERVICE DELIVERY														
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target 30/06/21	Budget	2020/21 Quarterly Projections					Evidence Required	
								First Quarter target (1 Jul – 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance variance	Remarks	Challenges		Interventions
2.2.2	Technical Infrastructure	Provision of sustainable integrated infrastructure and service	Expenditure on roads capital funding spent per quarter by 30/06/2021	Senior Manager Technical Services		R14.5m	CAPEX	R2.5m	R6 326 334.89 spent in the first quarter.	+ R3 826 334.89	None	None	None	Payment Certificates and Expenditure Reports
2.3 Parks and Cemetery														
2.3.1	Protect Environment and Community Well being	Sustain the Environment	Number of parks maintained by 30/06/2021 (Impala, Municipal Lapa,Civic Centre and Wild vein)	Senior Manager Community Services	4	4	OPEX	4	4	0	None	None	None	Maintainance plan and Inspection reports
2.3.2	Protect Environment and Community Well being	Sustain the Environment	Number of cemetery maintained by 30/06/2021 (Phalaborwa, Lulekani and Namakgale)	Senior Manager Community Services	3	3	OPEX	3	3	0	None	None	None	Maintainance plan and Inspection reports
2.4 Waste Management														
2.4.1	Protect Environment and Community Well being	Sustain the Environment	Number of quarterly reports submitted for maintenance of Phalaborwa landfill site by 30/06/2021	Senior Manager Community Services	4	4	OPEX	1	1	0	None	None	None	Quarterly report to council and council resolution

KPA 2: SERVICE DELIVERY														
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target 30/06/21	Budget	2020/21 Quarterly Projections						Evidence Required
								First Quarter target (1 Jul – 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance variance	Remarks	Challenges	Interventions	
2.4.2	Protect Environment and Community Well being	Provision of sustainable integrated infrastructure and services	Number of Urban Households with access to basic waste removal services in Phalaborwa, Namagale, Gravelotte and Lukékani by 30/06/2021	Senior Manager Community Services	22941	18466	OPEX	18466	18466	0	None	None	None	Confirmation of waste collection by ward councillors
2.4.3	Protect Environment and Community Well being	Provision of sustainable integrated infrastructure and services	Number of Rural Households receiving free basic waste removal services by 30/06/2021	Senior Manager Community Services	22941	17415	OPEX	17415	17415	0	None	None	None	Confirmation of waste collection by ward councillors
2.4.4	Protect Environment and Community Well being	Sustain the Environment	Number of indigent Households receiving free basic waste removal service by 30/06/2021	Senior Manager Community Services	3148	541	OPEX	541	541	0	None	None	None	Indigent Register

KPA 3:

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

KPA 3: Municipal Financial Viability and Management

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target 30/06/21	Budget	2020/21 Quarterly Projections				Remarks	Challenges	Interventions	Evidence Required
								First target (1 Jul- 30 Sep 20)	First Actual Performance	First Actual Performance variance	First Actual Performance				
3.1 Financial Management															
3.1.1	Good governance and administration	Good corporate governance and public participation	Number of approved budget planning schedule by 31/08/2020 (Legislated date)	Municipal Manager	1	1	OPEX	1	1	0	Approved on 30 th of July 2020	None	None	approved budget planning schedule and Council resolution	
3.1.5	Good governance and administration	Good corporate governance and public participation	Number of Supply Chain structures / Committees members appointed by 07/07/2020	Municipal Manager	3	3	OPEX	3 (Specification, Evaluation and Adjudication)	3	0	None	None	None	Appointment letters of bid committees members	
3.1.6	Governance and administration	Improve financial viability	Number of quarterly movable asset verifications conducted by 30/06/2021	Chief Financial Officer	4	4	OPEX	1	1	0	None	None	None	Quarterly assets verifications reports	
3.1.7	Governance and administration	Improve financial viability	Number of monthly strings uploaded using the LG Portal within 10 days at the end of each month. Treasury by 30/06/2021	Chief Financial Officer	12	12	OPEX	3	3	0	None	None	National treasury colleague submit on behalf of the municipality	Monthly strings Proof of submission within 10 days.	
3.1.8	Governance and administration	Improve financial viability	% of improvement in revenue collection monthly (improvement from 65 to 80% by 30/06/2021 budget year	Chief Financial Officer	71%	80%	OPEX	20%	57%	-37%	None	None	None	Quarterly reports on revenue collection	
3.1.9	Governance and administration	Improve financial viability	% of Debt collected by 30/06/2021	Chief Financial Officer	2%	80%	OPEX	20%	4%	16%	None	None	Technical to assist with Credit Control Measures	Quarterly reports on current debt collection	

KPA 3: Municipal Financial Viability and Management

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target 30/06/21	Budget	2020/21 Quarterly Projections					Remarks	Challenges	Interventions	Evidence Required
								First target (1 Jul- 30 Sep 20)	First Actual Performance	First Actual Performance variance						
3.1.11	Good governance and administration	Improve financial viability	Expenditure spent quarterly on MIG by 30/06/2021	Chief Financial Officer	R42,372,924m	R31,831m	CAPEX	R10m	R8.8m	R1.2m			ent in the rural areas			Finance reports, MIG monitoring report/ payment certificates
3.1.12	Good governance and administration	Improve financial viability	% of quarterly Municipal Capital Budget spent by 30/06/2021	Chief Financial Officer	82%	100%	OPEX	25%	20%	5%						Finance reports
3.1.13	Good governance and administration	Improve financial viability	% of quarterly Municipal Personnel Budget spent by 30/06/2021	Chief Financial Officer	82%	100%	OPEX	25%	14%	-11%			Sebata EMS support has been withdrawn pending signing of the MOU	Meeting between Sebata and Municipality has been arranged to resolve the issues.		Expenditure report

KPA 4:

LOCAL ECONOMIC DEVELOPMENT

KPA 4: Local Economic Development

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target 30/06/21	2020/21 Quarterly Projections				Remarks	Challenges	Interventions	Evidence Required
							First Quarter target (1 Jul – 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance variance	First Quarter Actual Performance				
4.1 Job creation														
4.1.1	Economic	Promotion of local economy	Number of jobs created quarterly through capital projects by 30/06/2021 (Temporary jobs)	Senior Manager Technical Services	94	106	58	61	63	None	None	None	ID Numbers and payment registers.	
4.1.3	Economic	Promotion of local economy	Number of quarterly LED Forums meetings held by 30/06/2021	Senior Manager Planning and Development	2	4	1	1	0	None	None	None	Invitations, Attendance register and minutes	
4.2 Enterprise Support														
4.2.1	Economic	Promotion of local economy	Number of SMEs supported quarterly through the municipal SCM (procurement) by 30/06/2021	Chief Financial Officer	272	166	25	98	73	Exceeded the first quarter target	None	None	System generated Expenditure report	
4.3 Tourism Development														
4.3.1	Economic	Promotion of local economy	Number of quarterly municipal tourist destination promotion and marketing initiatives undertaken by the municipality by 30/06/2021	Senior Manager Planning and Development	3	3	1	0	-1	Due to Covid all tourism activities required people to gather in numbers	Covid 19 lockdown regulations	The concept document forwarded to Council for noting to change activities to promotional and Marketing support of the industry	Visitors attendance Registers, Stakeholders engagement report.	

KPA 5: Municipal Transformation and Institutional Development

KPA 5: Municipal Transformation and Institutional Development

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target 30/06/21	Budget	2020/21 Quarterly Projections				Remarks	Challenges	Interventions	Evidence Required
								First Quarter target (1 Jul - 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance variance	First Quarter Actual Performance				
5.1 Organisational Design & Human Resource															
5.1.2	Good governance and administration	Good corporate governance and public participation	Number of HR Policies Reviewed per quarter by 30/06/2021	Acting Senior Manager Corporate Services	6	8	OPEX	2	0	-2	Labour was not cooperating	The underperformance was as a result of the non-co-operation of the labour component during the LJE meeting, hence the stuck of HR policies at that level.	Will be resolved in terms of the dispute resolution mechanism as provided for in the Collective Agreement	Council Resolutions on Reviewed policies and copies of Reviewed Policies.	
5.1.3	Good governance and administration	Attract, develop and retain best human capital	Number of prioritised vacant positions to be filled per quarter by 30/06/2021	Acting Senior Manager Corporate Services	23	30	OPEX	5	4	1	3 Cashiers appointed	None	None	Appointment letters; appointment register, details of new employees and copies of adverts	
5.3 Skills Development															
5.3.2	Good governance and administration	Attract, develop and retain best human capital	Amount of Municipal budget allocated and spent on work skills development per quarter	Acting Senior Manager Corporate Services	R1 639 028	R4071 676,58 m	OPEX	R1 m	R0		Due to COVID-19 no training was implemented	COVID-19 lockdown regulations affect the implementation of the programme	The process will be implemented during the relaxation of lockdown regulations	Expenditure reports; implementation reports	

KPA 5: Municipal Transformation and Institutional Development

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target 30/06/21	Budget	2020/21 Quarterly Projections				Remarks	Challenges	Interventions	Evidence Required
								First Quarter target (1 Jul – 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance	First Quarter Actual Performance variance				
5.4 Performance Management System															
5.4.1	Good governance and administration	Good corporate governance and public participation	Number of S54&56 Annual Performance Agreements signed by 30/07/2021 (One month after the start of each financial year)	Municipal Manager	6	6	OPEX	6	6	6	0	Submitted to relevant departments	None	None	Copies of signed Performance Agreements with dates complying with the legislated time line & submission letters to COGHSTA.
5.5 OHS															
5.5.1	Good Governance and administration	Good corporate governance and public participation	Number of scheduled Institutional OHS quarterly meetings by 30/06/2021	Senior Manager Corporate Services	3	4	OPEX	1	0	1		The meeting will be held in October for quarter 1	The meeting held after the end of quarter	The Institutional Quarterly meeting will be held on the 13 th October 2020 to finalise the quarter	3 Quarterly Reports, minutes and attendance registers

KPA 6:

GOOD GOVERNANCE & PUBLIC PARTICIPATION

KPA 6: Good Governance and Public Participation																
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target (30/06/21)	Budget	2020/21 Quarterly Projections				Remarks	Challenges	Interventions	Evidence Required	
								First Quarter target (1 Jul – 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance variance	First Quarter Actual Performance					
6.1 Council and Executive Management																
6.1.1	Good governance and administration	Good corporate governance and public participation	Number of scheduled quarterly Council meetings held by 30/06/2021	Senior Manager Corporate Services	16	6	OPEX	2	4	21/07/2020 (S) 30/07/2020 (O) 27/08/2020 (O) 30/09/2020 (S)	2	2	2 Ordinary and 2 Special Council meetings held	None	None	Minutes of council meetings, attendance registers
6.1.2	Good governance and administration	Good corporate governance and public participation	Number of scheduled monthly Exco meetings by 30/06/2021	Senior Manager Corporate Services	16	11	OPEX	3	4	21/07/2020 (S) 29/07/2020 (O) 26/08/2020 (O) 29/09/2020 (O)	1	1	3 Ordinary and 1 Special Exco meetings held	None	None	Minutes of EXCO meetings, attendance registers
6.1.3	Good governance and administration	Good corporate governance and public participation	Number of scheduled quarterly MPAC meetings held as per legislation by 30/06/2021	Municipal Manager	9	4	OPEX	1	1	1 July 2020 (Special meeting) 3 July 2020 (Special meeting)	0	0	1 Ordinary and 2 Special meetings held.	None	None	Council Approved MPAC schedule of meetings/Attendance registers

KPA 6: Good Governance and Public Participation

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target (30/06/21)	Budget	2020/21 Quarterly Projections					Evidence Required	
								First Quarter target (1 Jul – 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance Variance	Remarks	Challenges		Interventions
6.1.4	Good governance and administration	Good corporate governance and public participation	% of MPAC quarterly Resolutions implemented by 30/06/2021.	Municipal Manager	52.4%	53%	OPEX	100%	50%	50%	Resolution register included.	None	None	Resolution register
6.1.5	Good governance and administration	Good corporate governance and public participation	Number of scheduled monthly senior management meetings held by 30/06/2021.	Municipal Manager	14	11	OPEX	3	4	+1	None	None	None	Minutes of EXCO meetings, attendance registers
6.1.6	Good governance and administration	Good corporate governance and public participation	Number of scheduled monthly Portfolio Committee meetings held by 30/06/2021.	Municipal Manager	55	55	OPEX	15	16	+1	None	None	None	Minutes of Portfolios meetings, attendance registers
6.2 Public Participation and Ward Committees														
6.2.1	Good governance and administration	Good corporate governance and public participation	Number of IDP REP Forum meetings	Municipal Manager	3	4	OPEX	1	1	0	Visual meeting	None	None	Attendance registers, agendas, invitations

KPA 6: Good Governance and Public Participation															
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target (30/06/21)	Budget	2020/21 Quarterly Projections				Remarks	Challenges	Interventions	Evidence Required
								First Quarter target (1 Jul – 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance variance	First Quarter Actual Performance				
	governance and administration	participation	held by 30/06/2021												
6.2.2	Good governance and administration	Good corporate governance and public participation	Number of IDP Steering Committee meetings held by 30/06/2021	Municipal Manager	4	4	OPEX	1	1	0	Visual meeting	None	None	Attendance registers, agendas, invitations	
6.2.3	Good governance and administration	Good corporate governance and public participation	Number of consolidated monthly reports of Ward Committee meetings scheduled and convened by 30/06/2021 (Functionality of ward committees)	Municipal Manager	7	11	OPEX	3	3	0	None	None	None	Minutes of Batho-pele committee meetings, attendance register and consolidated monthly Batho-pele reports	
6.2.4	Good governance and administration	Good corporate governance and public participation	Number of quarterly Mayoral Izimbizos and public participation by 30/06/2021	Municipal Manager	4	4	OPEX	1	1	0	Due to Covid-19 Regulations and restrictions, No Mayoral Izibizo was held. However, the social media was employed to gather residence concerns.	None	None	Attendance registers, Izibizo reports	

KPA 6: Good Governance and Public Participation

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target (30/06/21)	Budget	2020/21 Quarterly Projections					Remarks	Challenges	Interventions	Evidence Required
								First Quarter target (1 Jul – 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance variance	Second Quarter Actual Performance	Third Quarter Actual Performance				
6.2.5	Good governance and administration	Good corporate governance and public participation	% of complains resolved quarterly by 30/06/2021	Municipal Manager	94.3%	100%	OPEX	100%	87%	13%		Issues raised is for water, housing, roads which are not core functions of municipality	Issues raised are related to sector departments	Referred to relevant departments to attend to them	Complains register, batho pele report	
6.3 Corporate Governance																
6.3.1	Good governance and administration	Good corporate governance and public participation	Number of Audit Committee quarterly meetings held by 30/06/2021	Municipal Manager	8	7	OPEX	2	2	0		AC meetings held on the 24 th August 2020 and 28 September 2020	None	None	Copies of approved minutes, attendance registers	
6.3.3	Good governance and administration	Good corporate governance and public participation	Number of Audit Steering Committee quarterly meetings held by 30/06/2021	Municipal Manager	12	12	OPEX	3	3	0		None	None	None	Approved minutes and attendance registers. (Exco and Management)	
6.3.5	Good governance and administration	Good corporate governance and public participation	% Implementation of IA Plan per quarter by 30/06/2021	Chief Executive Audit	100%	100%	OPEX	20%	23%	-3%		7 audit projects have been completed in the 1 st quarter.	None	None	Audit Committee Report to Council with progress on Internal Audit Plan.	
6.3.6	Good governance	Good corporate	% Implementation	Municipal Manager	66%	80%	OPEX	50%	58%	-8%		None	None	None	Internal Audit Follow-up	

KPA 6: Good Governance and Public Participation

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target (30/06/21)	Budget	2020/21 Quarterly Projections				Remarks	Challenges	Interventions	Evidence Required
								First Quarter target (1 Jul – 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance variance	First Quarter Actual Performance				
	and administration	governance and public participation	Number of Internal Audit Action Plan by 30/06/2021												Report
6.3.7	Good governance and administration	Good corporate governance and public participation	Number of quarterly Audit/Performance Audit Committees Reports presented to Council by 30/06/2021	Chief Executive Audit	6	4	OPEX	1	1	0	AC reports presented on the 26 th August 2020 to Council	None	None	None	Audit Committee Reports and Council Resolution number for presentation of the report to Council
6.3.8	Good governance and administration	Good corporate governance and public participation	% implementation of Audit Committee Resolutions	Municipal Manager	57%	80%	Opex	60%	78%	-18%	None	None	None	None	Audited Audit Committee Resolution register
6.3.10	Good governance and administration	Good corporate governance and public participation	Number of 2019/20 AFS and Annual Performance Report submitted to AG by 31/08/20	Municipal Manager	1	1	OPEX	1	0	1	The submission date has been changed due to National lockdown	None	None	The new submission date is the 3 October 2020	Submission letter and copy of final AFS
6.3.13	Good governance and administration	Good corporate governance and public participation	Number of monthly Local Labour Forum meetings held by 30/06/2021	Senior Manager Corporate Services	13	11	OPEX	3	5	+2	08/07/20 (S) 16/07/20 (O) 17/08/20 (S) 10/09/20 (S) 17/09/20 (O)	None	None	None	LLF minutes and attendance register.

KPA 6: Good Governance and Public Participation													
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target (30/06/21)	Budget	2020/21 Quarterly Projections				Evidence Required	
								First Quarter target (1 Jul – 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance variance	Remarks		Challenges
6.4 Risk Management, Fraud & Anti-Corruption													
6.4.3	Good governance and administration	Good corporate governance and public participation	Number of quarterly Institutional Risk Management Committee meetings held by 30/06/2021	Municipal Manager	4	4	OPEX	1	1	0	None	None	Minutes of the Risk Committee meeting and attendance register
6.4.4	Good governance and administration	Good corporate governance and public participation	% of fraud and corruption cases reported and investigated within 30 working days by 30/06/2021	Municipal Manager	0%	100%	OPEX	100%	100%	0	No case reported	None	Investigation reports
6.5 HIV/AIDS													
6.5.1	Good governance and administration	Provision of sustainable integrated infrastructure and services	Number of quarterly outreach programmes conducted by 30/06/2021	Municipal Manager	18	16	OPEX	4	4	0	None	None	Outreach programmes reports
6.6 Security management													
6.6.1	Governance and Administration	Good corporate governance and public	Number of quarterly Security	Municipal Manager	4	4	OPEX	1	1	0	None	None	Security Management Reports

KPA 6: Good Governance and Public Participation															
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target (30/06/21)	Budget	2020/21 Quarterly Projections				Remarks	Challenges	Interventions	Evidence Required
								First Quarter target (1 Jul – 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance variance	0				
6.7 Disaster Management															
6.7.1	Governance and Administration	Good corporate governance and public participation	Number of quarterly disaster awareness campaigns conducted by 30/06/2021	Municipal Manager	4	4	OPEX	1	1	0	None	None	None	Invitations, Agenda, Attendance register and reports	
6.9 Integrated Development planning															
6.9.1	Governance and Administration	Good corporate governance and public participation	Number of reviewed IDP/Budget/PMS/MPAC Framework and Process Plan approved by 31/07/2020	Municipal Manager	1	1	OPEX	1	1	0	None	None	None	Council Approved IDP, Budget, PMS Process Plan	
6.10 Communication															
6.10.2	Governance and Administration	Advance good corporate governance	% for submission of information for publishing on the website as	Municipal Manager	100%	100%	OPEX	100%	100%	0	None	None	None	Legislation checklist	

KPA 6: Good Governance and Public Participation

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/20)	Annual Target (30/06/21)	Budget	2020/21 Quarterly Projections				Remarks	Challenges	Interventions	Evidence Required
								First Quarter target (1 Jul – 30 Sep 20)	First Quarter Actual Performance	First Quarter Actual Performance variance					
6.10.3	Governance and Administration	Advance good corporate governance	according to legislation checklist by 30/06/2021	Communication manager	New	4	OPEX	1	1	0	None	None	None	Invitations, Minutes and attendance registers	

**CAPITAL PROJECTS PER RESPONSIBLE
MANAGER**

Quarterly Outputs 2020/21											
Vote No.	Responsible Manager	Project Name	Total Capital Budget (R'000)	Planned Start Date	Planned Completion Date	Ward No.	First Quarter Actual Performance	Remarks	Challenges	Corrective measures	Evidence required
Roads and storm water											
	Senior Manager Technical	Tambo phase 2 upgrading of Internal Streets	R2723400.00	01/07/20	30/06/21		R2723400.00	Standing time claim paid	None	None	Payment certificate for standing time
	Senior Manager Technical	Purchase of Grader	R6500 000.00	01/07/20	30/06/21		Bid specification committee members have been appointed.	Delayed to commence with the specification on time due to unavailability of committee members, however the specification will not proceed because the project was removed during special budget adjustment.	Delayed to commence with the specification on time due to unavailability of committee members.	None	Bid Committees minutes and registers, advertisements, Appointment letter and Progress reports
	Senior Manager Technical	Procurement of new TLB	R1500 000.00	01/07/20	30/06/21		Bid specification committee members have been appointed.	Delayed to commence with the specification on time due to unavailability of committee members, however the specification	Delayed to commence with the specification on time due to unavailability of committee members.	None	Bid Committees minutes and registers, advertisements, Appointment letter and Progress reports

Assessment for service providers

Ratings

Rating	Description of rating
1	Poor Performance
2	Fair Performance
3	Good Performance
4	Very Good Performance
5	Performance Above Expectations

Project name	Scope of work	Name of the Service provider	Source of funding	Start date	Completion date	Budget	Progress to date	Challenges and intervention	Assessment of service provider
Mashishimale sports complex	Construction of multipurpose hall, Pavilion Roofing, ablutions and change rooms, storm water drainage, access road, electrical Installation, High mast lights, soccer pitch grassing and irrigation.	Leb P Construction	MIG	16/01/2015	30/10/2019	R45 653 785.05	Phase 3 in progress Physical Progress -98% Time elapsed – 213%	The Project is behind schedule. Delayed completion of Mashishimale Sports Complex Contractor failed to reach practical completion, penalties imposed as of 11 September 2020.	Poor, Fair, Good, Very good & Above expectations Quarter 1 Poor
Selwane sport complex	Construction of multipurpose hall, Pavilion	Nandzu Trading and General Projects	MIG	25/04/2017	11/12/2019	R45 518 378,36	Phase 3 in progress.	None	Fair

Upgrading of gravel road to tar Tambo upgrading of street phase 2	Roofing, ablutions and change rooms, storm water drainage, access road, electrical Installation, High mast lights, soccer pitch grassing and irrigation.	Tshiamiso Trading 135	MIG	12/04/2018	30/06/2021	R 48 229 482,70	Physical progress – 80% Time elapse 84% Project completion date extended to 17 December 2020.	None.	Good
	Upgrading of 7.46km from gravel to Tar: Layer works and road surfacing with 30mm continuously graded asphalt, concrete with drains, edge beams, speed humps, road markings and road signs.						Phase 2A (0.604km) is complete. Phase 2B, C and D in progress Physical Progress 46% Time elapsed- 28%		

FIRST QUARTER APPROVAL

<p>Monitoring implementation of the SDBIP</p>	<p>The First Quarter Performance Report is hereby compiled in terms of Municipal Systems Act (MSA), 32 of 2000, section 46(1) and (2), as well as the MFMA Circular 11 on annual reporting. This report covers the performance information from 01 July 2020 to 30 September 2020 and focuses on the implementation of the Service Delivery Budget and Implementation Plan (SDBIP), in relation to the objectives as encapsulated in the Municipality's Integrated Development and Plan (IDP). This Report reflects actual performance of the Municipality as measured against the performance indicators and targets in its Integrated Development Plan (IDP) and Service Delivery and Budget Implementation Plan (SDBIP) for 2020/2021.</p> <p>Progress against the objectives set out in the SDBIP will be monitored and reported on a monthly, quarterly, half-yearly and annual basis.</p>
<p>Signatures</p>	<p style="text-align: center;">2020-21 First Quarter Compiled by:</p> <p><i>M.I. Moakamela</i> _____ <i>27/11/2020</i> _____</p> <p>M.I. Moakamela Date Municipal Manager</p> <p style="text-align: center;">Approved by</p> <p><i>M.M. Malatji</i> _____ <i>27/11/2020</i> _____</p> <p>Cllr M.M. Malatji Date</p> <p>Mayor</p>

Annexure A

Methodology

Ba-Phalaborwa Municipality uses the cumulative method on reporting the actual on the Service Delivery Budget Implementation Plan.

Technical Definitions

AFS

AFS stands for Annual Financial Statements

BPM

BPM stands for Ba-Phalaborwa Municipality

HH

Household

Baseline

The performance of the previous year

Urban Areas

The urban areas refers to Phalaborwa, Namakgale, Lulekani and Gravelotte.

Rural Areas

The urban areas refers to Majeje, Mashishimale, Maseke, Makhushane, Selwane

Reduction in water losses

This is calculated as follows: $\text{Lepelle bill less BPM bill} / \text{Lepelle bill} \times 100$.

Reduction in electricity losses

This is calculated as follows: $\text{Eskom bill less BPM bill} / \text{Eskom bill} \times 100$.

2.4 Kilometres of roads upgrade from gravel to tar/paving

This relates Tambo phase 2 (Namakgale)

Rehabilitation

Replacement of old road surface (tar) with a new one.

Site Establishment/ Set-up Construction Site

Arrangement of offices, bringing the machinery and equipment onsite.

Tourism Initiatives Activities

September Tourism Month – Spring Day, Orchid Show, Heritage Day Celebration, 2 Tourism workshops and Marathon.

Tourism Indaba – Procurement of promotional materials

SMME- Small ,Micro ,Medium Enterprise

SPLUMA – Spatial Planning Land Use Management Act 2013

No. SPLUMA Applications

Number of development (land use) applications received/ applications processed in terms of SPLUMA

