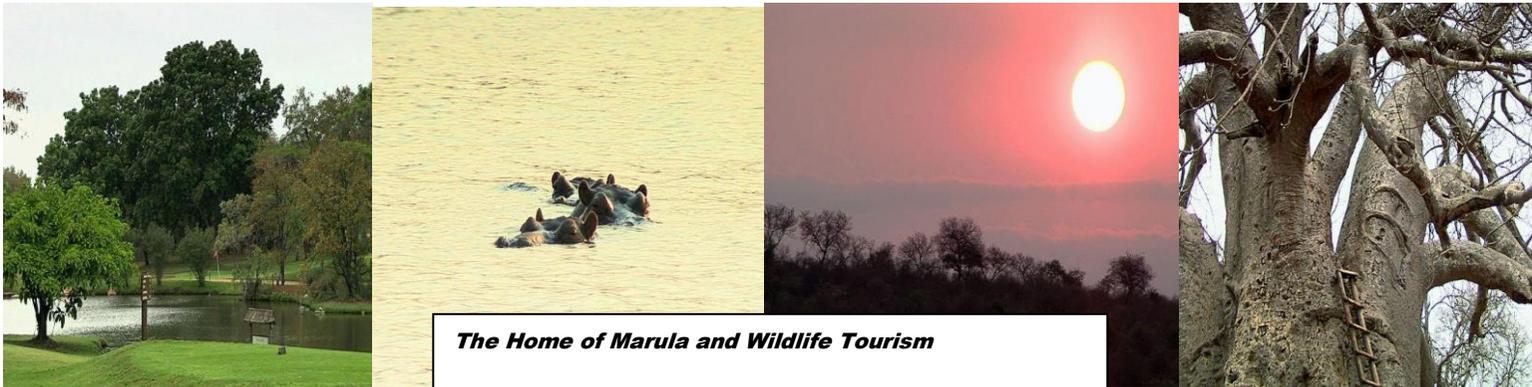


## BA-PHALABORWA LOCAL MUNICIPALITY



### SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2024/25



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## 1. Introduction

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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

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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 SDBIP within 28 days after the approval of the 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 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:

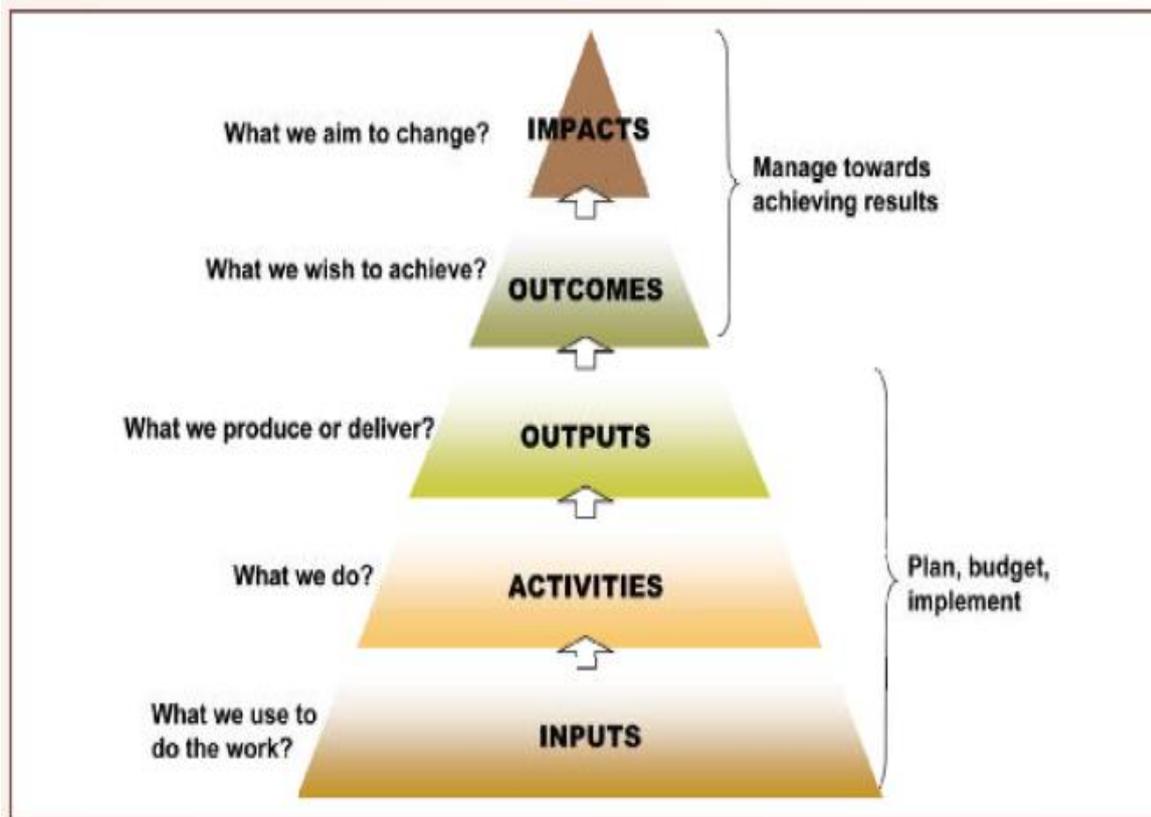
1. Monthly projections of revenue to be collected by source.
2. Monthly projections of expenditure (operating and capital) and revenue for each vote<sup>1</sup> \*

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

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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 (KPAs)



as prescribed by the Performance Management Guide for Municipalities of 2001.

The methodology followed by Ba-Phalaborwa Local Municipality 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

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**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 and services
- Sustain the environment
- Improve financial viability
- Good corporate governance and public participation and
- Attract, develop and retain best human capital

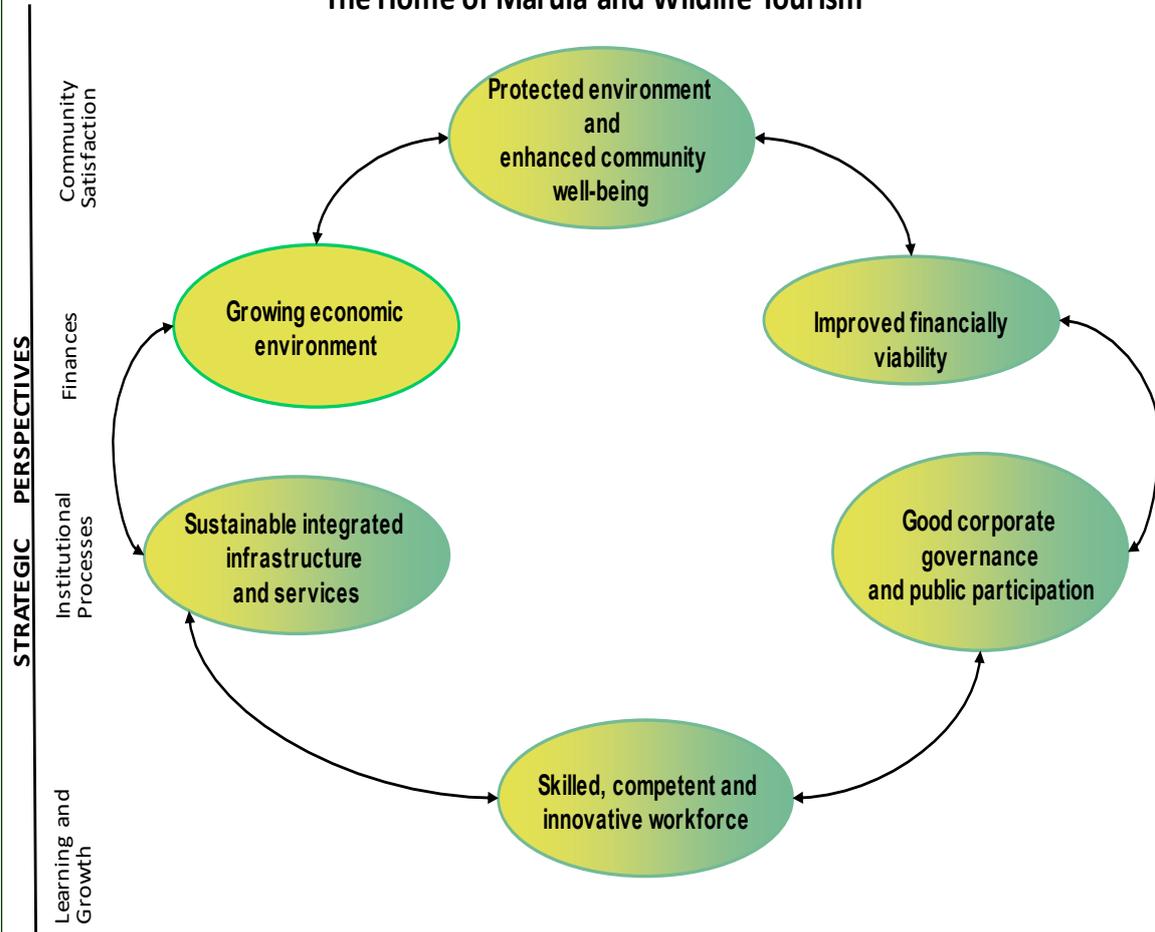
**Slogan:**

***“The home of Marula and wildlife tourism”***

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

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

## The Home of Marula and Wildlife Tourism



## 5. Revenue and Expenditure Projections

### 5.1 Monthly projections of revenue for each source for 2024/25

Sources of Revenue	2024 Monthly Projections						2025 Monthly Projections						Total
	R'000						R'000						
	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	
<b>Exchange Revenue</b>													
Service charges – electricity	16 493	16 493	16 493	16 493	16 493	16 493	16 493	16 493	16 493	16 493	16 493	16 493	197 916
Service Charges – Refuse	1 826	1 826	1 826	1 826	1 826	1 826	1 826	1 826	1 826	1 826	1 826	1 826	21 914
Sale of Goods and Rendering of Services	65	65	65	65	65	65	65	65	65	65	65	65	784
Agency services	574	574	574	574	574	574	574	574	574	574	574	574	6 888
Interest earned from Receivables	1 539	1 539	1 539	1 539	1 539	1 539	1 539	1 539	1 539	1 539	1 539	1 539	18 470
Interest earned from Current and Non-Current Assets	449	449	449	449	449	449	449	449	449	449	449	449	5 394
Rental of Facilities and Equipment	24	24	24	24	24	24	24	24	24	24	24	24	285
Operational Revenue	682	682	682	682	682	682	682	682	682	682	682	682	8 186
<b>Non- Exchange Revenue</b>													
Property Rates	16 226	16 226	16 226	16 226	16 226	16 226	16 226	16 226	16 226	16 226	16 226	16 226	194 706
Fines, Penalties and Forfeits	120	120	120	120	120	120	120	120	120	120	120	120	1 438
Licenses and permits	537	537	537	537	537	537	537	537	537	537	537	537	6 445
Transfers recognised - operational	18 601	18 601	18 601	18 601	18 601	18 601	18 601	18 601	18 601	18 601	18 601	18 601	223 212
Interest	3 969	3 969	3 969	3 969	3 969	3 969	3 969	3 969	3 969	3 969	3 969	3 969	47 632
Transfers recognised - capital	3 341	3 341	3 341	3 341	3 341	3 341	3 341	3 341	3 341	3 341	3 341	3 341	40 098
<b>Total Revenue by Source</b>	<b>64 447</b>	<b>64 447</b>	<b>64 447</b>	<b>64 447</b>	<b>64 447</b>	<b>64 447</b>	<b>64 447</b>	<b>64 447</b>	<b>64 447</b>	<b>64 447</b>	<b>64 447</b>	<b>64 447</b>	<b>773 369</b>

## 5.2 Monthly projections of Expenditure for 2024/25

Sources of Revenue	2024 Monthly Projections						2025 Monthly Projections						Total
	R'000						R'000						
	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	
Employee Related Costs	17 657	17 657	17 657	17 657	17 657	17 657	17 657	17 657	17 657	17 657	17 657	17 657	211 878
Remuneration of councillors	1 506	1 506	1 506	1 506	1 506	1 506	1 506	1 506	1 506	1 506	1 506	1 506	18 067
Bulk purchases - electricity	12 989	12 989	12 989	12 989	12 989	12 989	12 989	12 989	12 989	12 989	12 989	12 989	155 868
Inventory consumed	2 009	2 009	2 009	2 009	2 009	2 009	2 009	2 009	2 009	2 009	2 009	2 009	24 104
Debt impairment	8 792	8 792	8 792	8 792	8 792	8 792	8 792	8 792	8 792	8 792	8 792	8 792	105 500
Depreciation and amortisation	6 971	6 971	6 971	6 971	6 971	6 971	6 971	6 971	6 971	6 971	6 971	6 971	83 646
Interest	1 713	1 713	1 713	1 713	1 713	1 713	1 713	1 713	1 713	1 713	1 713	1 713	20 552
Contracted services	6 551	6 551	6 551	6 551	6 551	6 551	6 551	6 551	6 551	6 551	6 551	6 551	78 607
Transfers and subsidies	90	90	90	90	90	90	90	90	90	90	90	90	1 076
Operational costs	9 628	9 628	9 628	9 628	9 628	9 628	9 628	9 628	9 628	9 628	9 628	9 628	115 540
<b>Total Revenue by Source</b>	<b>67 903</b>	<b>67 903</b>	<b>67 903</b>	<b>67 903</b>	<b>67 903</b>	<b>67 903</b>	<b>67 903</b>	<b>67 903</b>	<b>67 903</b>	<b>67 903</b>	<b>67 903</b>	<b>67 903</b>	<b>814 838</b>

### 5.3 Monthly Projections of Expenditure Operating, Capital and Revenue by Vote: First Quarter

Expenditure and Revenue by Vote	July 2024 R'000 Outcome			August 2024 R'000 Outcome			September 2024 R'000 Outcome		
	Opex	Capex	Rev	Opex	Capex	Rev	Opex	Capex	Rev
Executive and council	7 846	-	-	7 846	-	-	7 846	-	-
Budget & Treasury and Administration	21 103	142	40 120	21 103	142	40 120	21 103	142	40 120
Community and Social Services	5 525	1 081	19	5 525	1 081	19	5 525	1 081	19
Public Safety	1 957	-	537	1 957	-	537	1 957	-	537
Economic and Environmental Services	3 130	-	23	3 130	-	23	3 130	-	23
Road Transport	8 931	2 675	3 371	8 931	2 675	3 371	8 931	2 675	3 371
Electricity	18 622	668	17 493	18 622	668	17 493	18 622	668	17 493
Waste Management	789	417	2 885	789	417	2 885	789	417	2 885
<b>Total by Vote</b>	<b>67 903</b>	<b>4 983</b>	<b>64 447</b>	<b>67 903</b>	<b>4 983</b>	<b>64 447</b>	<b>67 903</b>	<b>4 983</b>	<b>64 447</b>

## 5.4 Monthly Projections of Expenditure Operating, Capital and Revenue by Vote: Second Quarter

Expenditure and Revenue by Vote	October 2024 Outcome R'000			November 2024 Outcome R'000			December 2024 Outcome R'000		
	Opex	Capex	Rev	Opex	Capex	Rev	Opex	Capex	Rev
Executive and council	7 846	-	-	7 846	-	-	7 846	-	-
Budget & Treasury and Administration	21 103	142	40 120	21 103	142	40 120	21 103	142	40 120
Community and Social Services	5 525	1 081	19	5 525	1 081	19	5 525	1 081	19
Public Safety	1 957	-	537	1 957	-	537	1 957	-	537
Economic and Environmental	3 130	-	23	3 130	-	23	3 130	-	23
Road Transport	8 931	2 675	3 371	8 931	2 675	3 371	8 931	2 675	3 371
Electricity	18 622	668	17 493	18 622	668	17 493	18 622	668	17 493
Waste Management	789	417	2 885	789	417	2 885	789	417	2 885
<b>Total by Vote</b>	<b>67 903</b>	<b>4 983</b>	<b>64 447</b>	<b>67 903</b>	<b>4 983</b>	<b>64 447</b>	<b>67 903</b>	<b>4 983</b>	<b>64 447</b>

## 5.5 Monthly Projections of Expenditure Operating, Capital and Revenue by Vote: Third Quarter

Expenditure and Revenue by Vote	January 2025 Projections R'000			February 2025 Projections R'000			March 2025 Projections R'000		
	Opex	Capex	Rev	Opex	Capex	Rev	Opex	Capex	Rev
Executive and council	7 846	-	-	7 846	-	-	7 846	-	-
Budget & Treasury and Administration	21 103	142	40 120	21 103	142	40 120	21 103	142	40 120
Community and Social Services	5 525	1 081	19	5 525	1 081	19	5 525	1 081	19
Public Safety	1 957	-	537	1 957	-	537	1 957	-	537
Economic and Environmental Services	3 130	-	23	3 130	-	23	3 130	-	23
Road Transport	8 931	2 675	3 371	8 931	2 675	3 371	8 931	2 675	3 371
Electricity	18 622	668	17 493	18 622	668	17 493	18 622	668	17 493
Waste Management	789	417	2 885	789	417	2 885	789	417	2 885
<b>Total by Vote</b>	<b>67 903</b>	<b>4 983</b>	<b>64 447</b>	<b>67 903</b>	<b>4 983</b>	<b>64 447</b>	<b>67 903</b>	<b>4 983</b>	<b>64 447</b>

## 5.6 Monthly Projections of Expenditure Operating, Capital and Revenue by Vote: Fourth Quarter

Expenditure and Revenue by Vote	April 2025 Projections R'000			May 2025 Projections R'000			June 2025 Projections R'000		
	Opex	Capex	Rev	Opex	Capex	Rev	Opex	Capex	Rev
Executive and council	7 846	-	-	7 846	-	-	7 846	-	-
Budget & Treasury and Administration	21 103	142	40 120	21 103	142	40 120	21 103	142	40 120
Community and Social Services	5 525	1 081	19	5 525	1 081	19	5 525	1 081	19
Public Safety	1 957	-	537	1 957	-	537	1 957	-	537
Economic and Environmental Services	3 130	-	23	3 130	-	23	3 130	-	23
Road Transport	8 931	2 675	3 371	8 931	2 675	3 371	8 931	2 675	3 371
Electricity	18 622	668	17 493	18 622	668	17 493	18 622	668	17 493
Waste Management	789	417	2 885	789	417	2 885	789	417	2 885
<b>Total by Vote</b>	<b>67 903</b>	<b>4 983</b>	<b>64 447</b>	<b>67 903</b>	<b>4 983</b>	<b>64 447</b>	<b>67 903</b>	<b>4 983</b>	<b>64 447</b>

## 5.7 Total Projections of Revenue and Expenditure by Vote for 2024/25

Expenditure and Revenue by Vote	2024/25 Total Expenditure and Revenue by Vote		
	R'000		
	Opex	Capex	Rev
Executive and Council	947 152	-	-
Budget and Treasury and Administration	253 237	1 700	481 434
Community and Social Services	66 305	12 975	227
Public Safety	23 481	-	6 445
Economic and Environmental Services	37 564	-	275
Road Transport	107 178	32 104	40 457
Electricity	223 459	8 014	209 912
Waste Management	9 463	5 000	34 620
<b>Total by Vote</b>	<b>814 838</b>	<b>59 792</b>	<b>773 369</b>

## **6.1 KPA 1: Spatial Rationale**

KPA 1: Spatial Rationale												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan– 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
<b>1.1 Spatial Planning</b>												
1.1.1	Governance and Administration	Sustain the environment	Number of supplementary valuation roll reviewed by 30/06/2025	Senior Manager Planning & Development	1	1	OPEX	n/a	n/a	n/a	1	Supplementary valuation roll and Council resolution
1.1.2	Governance and Administration	Sustain the environment	Number of 2025/29 General Valuation roll developed by 30/06/2025	Senior Manager Planning & Development	1	1	OPEX	n/a	n/a	n/a	1	Council resolution and General Valuation Roll 2025/29
1.1.3	Governance and Administration	Sustain the environment	Turnaround time of complete land use & development applications submitted to Mopani Planning Tribunal by 30/06/2025.	Senior Manager Planning & Development	Within 90 days of receipt	Within 90 days of receipt	OPEX	Within 90 days of receipt	Within 90 days of receipt	Within 90 days of receipt	Within 90 days of receipt	Date of receipt of complete application and Proof of Submission register to Mopani Planning Tribunal

# **6.2 KPA 2: Basic Service Delivery**

**KPA 2: SERVICE DELIVERY**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan– 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
<b>2.1 Electricity</b>												
2.1.1	Technical infrastructure	Provision of sustainable integrated infrastructure and service	% on reduction of electricity losses each quarter by 30/06/2025	Senior Manager Technical Services	17.7%	10%	OPEX	10%	10%	10%	10%	BPM billing to consumers, Eskom bill and distribution loss
2.1.2	Technical infrastructure	Provision of sustainable integrated infrastructure and service	Expenditure on electricity capital funding spent per quarter by 30/06/2025	Senior Manager Technical Services	R7 999 676.00	R4 814 000.00	INEP	R1 203 500	R1 925 600	R3 129 100	R4 814 000	Payment Certificates and Expenditure Reports
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 30/06/2025	Senior Manager Technical Services	3931	3931	OPEX	3931	3931	3931	3931	Household, Number of HH list on conventional and pre-paid.
2.1.4	Technical infrastructure	Provision of sustainable integrated infrastructure and service	Number of indigent HH receiving free basic electricity by 30/06/2025	Chief Financial Officer	419	2716	OPEX	2716	2716	2716	2716	Indigent Register and Proof of payment to ESKOM
<b>2.2 Roads &amp; Storm Water</b>												
2.2.1	Technical infrastructure	Provision of sustainable integrated infrastructure and services	Number of kilometres of gravel roads upgraded to tar by 30/06/2025. (Benfarm Upgrading of street)	Senior Manager Technical Services	0km	3.8km	CAPEX	3.8km of road Completed	n/a	n/a	n/a	Completion Certificate
2.2.2	Technical infrastructure	Provision of sustainable integrated infrastructure and service	Expenditure on roads and storm water capital funding spent per quarter by 30/06/2025	Senior Manager Technical Services	R26 218 078.47	R18 971 664.41	MIG	R1 897 166	R7 588 666	R12 331 582	R18 971 664.41	Payment Certificates and Expenditure Reports

**KPA 2: SERVICE DELIVERY**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan– 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
								<b>2.3 Parks and Cemetery</b>				
2.3.1	Protect Environment and Community Well being	Sustain the Environment	Number of parks maintained per month by 30/06/2025 (Wildevye, Phalaborwa Fourways, Sealane.Buffalo.King Fisher, Impala Park ,Namakgale Entrance ,Defryn, Gravelote Park)	Senior Manager Community Services	9	9	OPEX	9	9	9	9	Monthly Maintenance plan & Maintenance reports with pictures
2.3.2	Protect Environment and Community Well being	Sustain the Environment	Number of cemeteries maintained per month by 30/06/2025. (Phalaborwa, Lulekani, Namakgale and Gravelote)	Senior Manager Community Services	4	4	OPEX	4	4	4	4	Monthly Maintenance plan & Maintenance reports with pictures
<b>2.4 Waste Management</b>												
2.4.1	Protect Environment and Community Well being	Sustain the Environment	Number of Monthly Maintenance of Phalaborwa landfill site by 30/06/2025	Senior Manager Community Services	4	12	OPEX	3	3	3	3	Monthly maintenance reports as per Service Level Agreement & Landfill site Maintenance Checklists
2.4.2	Protect Environment and Community Well being	Sustain the Environment	Number of Urban Households & Businesses with access to basic waste removal services (Phalaborwa town, Gravelote, Namakgale and Lulekani) by 30/06/2025	Senior Manager Community Services	12542	13265	OPEX	13265	13265	13265	13265	Collection Schedule & Confirmation of waste collection by Ward Councillors
2.4.3	Protect Environment and Community Well being	Sustain the Environment	Number of rural villages with access to basic waste removal services by 30/06/2025 (Mashishimale &	Senior Manager Community Services	2	2	OPEX	2	2	2	2	Collection Schedule & Confirmation of waste collection by

**KPA 2: SERVICE DELIVERY**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan– 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
			Makhushane)									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 30/06/2025	Senior Manager Community Services	334	516	OPEX	516	516	516	516	List of Indigent Households receiving free basic waste removal

## **6.3 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 (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan– 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
<b>3.1 Financial Management</b>												
3.1.1	Good governance and administration	Good corporate governance and public participation	Number of approved budget planning schedule by 31/08/2024	Chief Financial Officer	1	1	OPEX	1	n/a	n/a	n/a	approved budget planning schedule and Council resolution
3.1.2	Good governance and administration	Good corporate governance and public participation	Number of approved 2025/26 Draft Budget by Council by 31/03/2025 (3 months before the start of the new financial year)	Municipal Manager	1	1	OPEX	n/a	n/a	1	n/a	Draft Budget document; Council Resolution
3.1.3	Good governance and administration	Good corporate governance and public participation	Number of approved 2025/26 Final Budget by Council by 31/05/2025 (1 month before the start of the new financial year)	Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Final Budget approved by Council. Council resolution
3.1.4	Good governance and administration	Good corporate governance and public participation	Number of reviewed budget related policies by 30/06/2025	Chief Financial Officer	23	29	OPEX	n/a	n/a	n/a	29	Approved budget related policies and Council resolution  1. Property Rates Policy 2. Tariff Policy 3. Credit Control and Debt Collection By-law 4. Indigent Policy 5. Indigent Subsidy By-law 6. Supply chain

KPA 3: Municipal Financial Viability and Management												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan– 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
												management policy 7. Virement policy 8. Budget policy 9. Petty Cash policy 10. Asset Management Policy 11. Bad Debts Write Off 12. Deposit & Refund Policy 13. Cash management and Investment Policy 14. Fleet management Policy 15. Unknown Deposit Policy 16. Electricity Supply By-law 17. Subsistence and travelling Policy 18. Customer care Policy and Service Standards 19. Inventory Management Policy 20. Model SCM Policy for Infrastructure Procurement and Delivery Management 21. Unauthorized, Irregular, Fruitless and Wasteful Expenditure Policy 22. Cost Containment

KPA 3: Municipal Financial Viability and Management												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan– 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
												Policy 23. Gifts, Donations and Sponsorship policy 24. Property Rates By-laws 25. Tariff Book 26. Borrowing Policy 27. Funding and Reserve Policy 28. Infrastructure and Investment Policy 29. Long-term Financial Planning Policy
3.1.5	Good governance and administration	Good corporate governance and public participation	Number of Supply Chain structures / Committees members appointed by 08/07/2024	Municipal Manager	3	3	OPEX	3 (Specification, Evaluation and Adjudication)	n/a	n/a	n/a	Appointment letters of bid committees members
3.1.6	Governance and administration	Improve financial viability	Number of movable asset verifications conducted by 30/06/2025	Chief Financial Officer	4	4	OPEX	1	1	1	1	Quarterly assets verifications reports
3.1.7	Governance and administration	Improve financial viability	Number of strings uploaded using the LG Portal within 10 working days at the end of each month by 30/06/2025	Chief Financial Officer	12	12	OPEX	3	6	9	12	Monthly strings Proof of submission within 10 working days.
3.1.8	Governance and administration	Improve financial viability	% of improvement in revenue collection	Chief Financial Officer	78%	80%	OPEX	68.75%	72.5 %	76.25%	80%	Quarterly reports on revenue collection

KPA 3: Municipal Financial Viability and Management												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan– 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
			quarterly (improvement from 65% to 80% by 30/06/2025 budget year)									
3.1.9	Governance and administration	Improve financial viability	% of Debt collected by 30/06/2025	Chief Financial Officer	8%	15%	OPEX	3.75%	7.5%	11.25%	15%	Quarterly reports on debt collection
3.1.10	Good governance and administration	Good corporate governance and public participation	Number of updated indigent register by 30/06/2025	Chief Financial Officer	1	1	OPEX	n/a	n/a	n/a	1	Updated indigent register.
3.1.11	Good governance and administration	Improve financial viability	Amount of expenditure spent on MIG by 30/06/2025	Senior Manager Technical Services	R36 185 997.00	R35 283 950.00	MIG	R 5 292 592	R14 113 580	R24 698 765	R35 283 950	MIG monitoring report/payment certificates/Grant reconciliation
3.1.12	Good governance and administration	Good corporate governance and public participation	Submission of 2023/24 AFS to AG by 31/08/2024	Municipal Manager	1	1	OPEX	1	n/a	n/a	n/a	Submission letters, copy of final AFS to AG

# **6.4 KPA 4: LOCAL ECONOMIC DEVELOPMENT**

KPA 4: Local Economic Development												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
<b>4.1 Job creation</b>												
4.1.1	Economic	Promotion of local economy	Number of jobs created through capital Projects by 30/06/2025 (Temporary jobs)	Senior Manager Technical Services	84	70	CAPEX	15	15	30	10	Certified ID copies, payment registers and employment contracts
4.1.2	Economic	Promotion of local economy	Number of full-time equivalent jobs created through EPWP by 30/09/2024	Senior Manager Technical Services	63	63	OPEX	n/a	63	n/a	n/a	Certified ID copies, payment registers and employment contracts
4.1.3	Economic	Promotion of local economy	Number of LED Forums meetings held by 30/06/2025.	Senior Manager Planning and Development	4	4	OPEX	1	1	1	1	Invitations, Attendance register and minutes
<b>4.2 Enterprise Support</b>												
4.2.1	Economic	Promotion of local economy	Number of SMMEs supported through the municipal SCM (procurement) by 30/06/2025	Chief Financial Officer	459	200	OPEX & CAPITAL	50	50	50	50	System generated Expenditure report with SMMEs supported.
4.2.2	Economic	Promotion of local economy	Number of activities promoting and marketing Ba-phalaborwa Municipality as a tourist destination by 30/06/2025	Senior Manager Planning and Development	4	4 (Tourism month activities, Marula Activities, Rand Show, and Africa's Travel Indaba)	OPEX	1 Tourism month activities	n/a	n/a	1 Marula Activities 1 Rand Show 1 Africa's Travel Indaba	Invitations, Attendance register, reports

# **6.5 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 (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
								<b>5.1 Organisational Design &amp; Human Resource</b>				
5.1.1	Good governance and administration	Attract, develop, and retain best human capital.	Number of reviewed Municipal Organisational structure by 30/06/2025	Senior Manager Corporate Services	1	1	OPEX	n/a	n/a	n/a	1	Council Resolution and Reviewed organizational structure with dates.
5.1.2	Good governance and administration	Good corporate governance and public participation	Number of HR Policies Reviewed by 30/06/2025	Senior Manager Corporate Services	0	6	OPEX	n/a	n/a	n/a	6	Council Resolutions on Reviewed policies and copies of Reviewed Policies. 1. Funeral Policy 2. Shift Work Policy 3. Individual Performance Management Policy 4. Overtime Policy 5. Smoking Policy 6. OHS Policy 7. Protective Equipment Policy 8. COIDA Policy
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 30/06/2025	Senior Manager Corporate Services	20	20	OPEX	5	10	n/a	5	Recruitment plan on critical positions and Appointment letters
<b>5.2 Employment Equity</b>												
5.2.1	Good governance and administration	Good corporate governance and public participation	Number of EEP Post filled on Level 0,2,3 by 30/06/2025	Senior Manager Corporate Services	1	3	OPEX	n/a	n/a	n/a	3	Implementation report on the Equity Plan & appointment letters
<b>5.3 Skills Development</b>												
5.3.1	Good governance and administration	Attract, develop, and retain best human capital	Number of Reviewed and submitted	Senior Manager Corporate	1	1	OPEX	n/a	n/a	n/a	1	WSP & proof of submission to LG SETA

**KPA 5: Municipal Transformation and Institutional Development**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
			Skills Development Plan by 30/04/2025	Services								
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 30/06/2025 (1% legislation)	Senior Manager Corporate Services	R1 294 957.70	R1 827 323	OPEX	R456 830.75	R456 830.75	R456 830.75	R456 830.75	Expenditure reports; implementation reports
<b>5.4 Performance Management System</b>												
5.4.1	Good governance and administration	Good corporate governance and public participation	Number of S54&56 signing of Annual Performance Agreements by 30/07/2024 (One month after the start of each financial year)	Municipal Manager	6	6	OPEX	6	n/a	n/a	n/a	Copies of signed Performance Agreements with dates complying the legislated timeline& submission letters to COGHSTA.
5.4.2	Good governance and administration	Good corporate governance and public participation	Number of Individual Performance Assessments of s54&56 Managers conducted to review their performance by 30/06/2025(Mid – year/Annual)	Municipal Manager	0	2	OPEX	n/a	1 (Annual Assessment)	1 (Mid-year Assessment)	n/a	Approved Schedule of Individual Performance Assessments, Assessments records, attendance registers and Scorecards and reports

**KPA 5: Municipal Transformation and Institutional Development**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
<b>5.5 OHS</b>												
5.5.1	Good governance and administration	Good corporate governance and public participation	Number of schedule Institutional OHS meetings held by 30/06/2025	Senior Manager Corporate Services	4	4	OPEX	1	1	1	1	Quarterly Reports, minutes, and attendance registers

## **6.6 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 (30/06/2024)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
<b>6.1 Council and Executive Management</b>												
6.1.1	Good governance and administration	Good corporate governance and public participation	Number of scheduled Council meetings held by 30/06/2025	Senior Manager Corporate Services	16	11	OPEX	2	3	3	3	Minutes of council meetings, attendance registers
6.1.2	Good governance and administration	Good corporate governance and public participation	Number of scheduled Exco meetings held by 30/06/2025	Senior Manager Corporate Services	17	11	OPEX	2	3	3	3	Minutes of EXCO meetings, attendance registers
6.1.3	Good governance and administration	Good corporate governance and public participation	Number of scheduled MPAC meetings held as per legislation by 30/06/2025	Municipal Manager	13	4	OPEX	1	1	1	1	Council Approved MPAC schedule of meetings & Attendance registers
6.1.4	Good governance and administration	Good corporate governance and public participation	% of MPAC quarterly Recommendation approved by Council implemented by 30/06/2025	Municipal Manager	100%	100%	OPEX	100%	100%	100%	100%	Council Resolutions on MPAC Recommendations and Progress Report on the implementation of the Council Resolutions
6.1.5	Good governance and administration	Good corporate governance and public participation	Number of scheduled senior management meetings held by 30/06/2025	Municipal Manager	15	11	OPEX	3	3	3	2	Minutes of Senior Management meetings, attendance registers
6.1.6	Good governance and administration	Good corporate governance and public participation	Number of scheduled Portfolio Committee meetings held by 30/06/2025	Municipal Manager	62	55	OPEX	15	30	45	55	Minutes of Portfolios meetings, attendance registers

KPA 6: Good Governance and Public Participation												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/2024)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
<b>6.2 Public Participation and Ward Committees</b>												
6.2.1	Good governance and administration	Good corporate governance and public participation	Number of IDP REP Forum meetings held by 30/06/2025.	Municipal Manager	3	4	OPEX	1	1	1	1	Attendance registers, agendas, invitations
6.2.2	Good governance and administration	Good corporate governance and public participation	Number of IDP Steering Committee meetings held by 30/06/2025	Municipal Manager	3	4	OPEX	1	1	1	1	Attendance registers, agendas, invitations
6.2.3	Good governance and administration	Good corporate governance and public participation	Number of scheduled and convened ward Committee meetings per ward by 30/06/2025. (Functionality of ward committees)	Municipal Manager	288	209	OPEX	57	38	57	57	Minutes, attendance register, and Consolidated Ward Committee Report
6.2.4	Good governance and administration	Good corporate governance and public participation	Number of quarterly Mayoral Imbizos and public participation by 30/06/2025	Municipal Manager	4	4	OPEX	1	1	1	1	Public notices, attendance register and Community Inputs report.
6.2.5	Good governance and administration	Good corporate governance and public participation	% of complains resolved by 30/06/2025	Senior Manager Technical Services	72%	100%	OPEX	100%	100%	100%	100%	Complains Register.
<b>6.3 Corporate Governance</b>												
6.3.1	Good governance and administration	Good corporate	Number of Audit	Municipal Manager	13	7	OPEX	2	2	1	2	Copies of approved minutes, attendance

**KPA 6: Good Governance and Public Participation**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/2024)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
		governance and public participation	Committee meetings held by 30/06/2025									registers
6.3.2	Good governance and administration	Good corporate governance and public participation	Number of Reviewed and approved 2024/25 Audit Committee Charter by 30/06/2025	Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Approved Audit Committee Charter and Council Resolution
6.3.3	Good governance and administration	Good corporate governance and public participation	Number of Audit Steering Committee meetings held by 30/06/2025	Municipal Manager	24	24	OPEX	6	6	6	6	Approved minutes and attendance registers. (Exco and Management)
6.3.4	Good governance and administration	Good corporate governance and public participation	Number of 2024/25 Risk-based Audit Plan reviewed and approved by 30/06/2025	Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Approved Risk-based audit plan and AC Resolution
6.3.5	Good governance and administration	Good corporate governance and public participation	% Implementation of IA Plan by 30/06/2025	Chief Executive Audit	91%	100%	OPEX	20%	50%	75%	100%	Audit Committee Report with progress on Internal Audit Plan & Council Resolution
6.3.6	Good governance and administration	Good corporate governance and public participation	% Implementation of Internal Audit Action Plan by 30/06/2025	Municipal Manager	86%	90%	OPEX	90%	90%	90%	90%	Internal Audit Institutional Follow-up Report
6.3.7	Good governance and administration	Good corporate governance and public participation	Number of Audit Committees Reports	Chief Executive Audit	5	4	OPEX	1	1	1	1	Audit Committee Reports and Council Resolution

KPA 6: Good Governance and Public Participation												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/2024)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
		participation	presented to Council by 30/06/2025									
6.3.8	Good governance and administration	Good corporate governance and public participation	% implementation of Audit Committee Resolutions	Municipal Manager	95%	100%	OPEX	100%	100%	100%	100%	Audited Audit Committee Institutional Resolution Register
6.3.9	Good governance and administration	Good corporate governance and public participation	% of Community satisfaction with public services by 30/10/2024	Municipal Manager	48%	100%	OPEX	n/a	100%	n/a	n/a	Community Satisfaction Survey Report
6.3.10	Good governance and administration	Good corporate governance and public participation	Submission of 2023/24 Annual Performance Report to AG by 31/08/2024	Municipal Manager	1	1	OPEX	1	n/a	n/a	n/a	Submission letters, copy of final Annual Performance Report
6.3.11	Good governance and administration	Good corporate governance and public participation	Number of developed AG Action Plan approved to address the 2023/24 AG Report findings by 31/01/2025	Municipal Manager	1	1	OPEX	n/a	n/a	1	n/a	Approved AG Action Plan & Council Resolution
6.3.12	Good governance and administration	Good corporate governance and public participation	% of implementation AG Action Plan by 30/06/2025	Municipal Manager	54%	80%	OPEX	80%	n/a	50%	80%	Audited AG Action Plan
6.3.13	Good governance and administration	Good corporate governance and public	Number of Local Labour Forum meetings	Senior Manager Corporate Services	2	11	OPEX	3	2	3	3	LLF minutes, invitations, and attendance register.

KPA 6: Good Governance and Public Participation												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/2024)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
		participation	convened by 30/06/2025									
6.4 Risk Management, Fraud & Anti-Corruption												
6.4.1	Good governance and administration	Good corporate governance and public participation	Number of reviewed fraud and anti-corruption strategy approved by 30/06/2025	Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Approved fraud and Anti-Corruption strategy and Council resolution
6.4.2	Good governance and administration	Good corporate governance and public participation	Number of Reviewed Institutional Strategic Risk Register approved by 30/06/2025	Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Approved Institutional Strategic Risk register and council resolution
6.4.3	Good governance and administration	Good corporate governance and public participation	Number of Institutional Risk Management Committee meetings held by 30/06/2025	Municipal Manager	4	4	OPEX	1	1	1	1	Minutes of the Risk Committee meeting and attendance register
6.4.4	Good governance and administration	Good corporate governance and public participation	Number of reports on the % of fraud and corruption cases reported and investigated within 30 working days by 30/06/2025	Municipal Manager	No case reported	100%	OPEX	100%	100%	100%	100%	Case register and Investigation reports
6.5 HIV/AIDS												
6.5.1	Good governance and administration	Provision of sustainable integrated	Number of outreach programmes	Municipal Manager	13	3	OPEX	1 Mandela	1 World Aids	n/a	1 Candle	Outreach programmes report Attendance registers

KPA 6: Good Governance and Public Participation												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/2024)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
		infrastructure and services	conducted within Ba-Phalaborwa Municipality by 30/06/2025					Day event	Day event		Light Memorial service	Invitations Agenda
<b>6.6 Security management</b>												
6.6.1	Governance and Administration	Good corporate governance and public participation	Number of Security Management reports for Safeguarding of Council Assets by 30/06/2025	Municipal Manager	4	4	OPEX	1	1	1	1	Security Management Reports & Council Resolution
<b>6.7 Disaster Management</b>												
6.7.1	Governance and Administration	Good corporate governance and public participation	Number of disaster awareness campaigns conducted by 30/06/2025	Municipal Manager	14	4	OPEX	1	1	1	1	Invitations, Attendance registers and disaster awareness conducted reports
<b>6.8 Performance Management System</b>												
6.8.1	Governance and Administration	Good corporate governance and public participation	Number of Mid-Year Budget and Performance Assessment Report submitted to council by 31/03/2025	Municipal Manager	1	1	OPEX	n/a	n/a	1	n/a	Mid-year and budget report and council resolution
6.8.2	Governance and Administration	Good corporate governance and public participation	Number of 2023/24 Annual Report approved by 31/01/2025	Municipal Manager	1	1	OPEX	n/a	n/a	1	n/a	Council Approved 2023/24 Annual Report with Council Resolution
6.8.3	Governance and Administration	Good corporate governance	Number of Oversight Report on	Municipal Manager	1	1	OPEX	n/a	n/a	1	n/a	Council Approved Oversight Report and Council

**KPA 6: Good Governance and Public Participation**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/2024)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
		and public participation	2023/24 Annual Report approved by 31/03/2025									Resolution
6.8.4	Good governance and administration	Good corporate governance and public participation	Number of reviewed 2024/2025 SDBIP approved by 31/03/2025	Municipal Manager	1	1	OPEX	n/a	n/a	1	n/a	Reviewed SDBIP signed by the Mayor and council resolution
6.8.5	Good governance and administration	Good corporate governance and public participation	Number of Draft 2025/26 SDBIP submitted to the Mayor 14 days after the adoption of the IDP and Budget)	Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	2025/26 Draft SDBIP submitted to the Mayor and proof of submission to the Mayor.
6.8.6	Good governance and administration	Good corporate governance and public participation	Number of approved Final 2025/26 SDBIP (28 days after the adoption of the IDP and Budget) approved by mayor	Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	2025/26 Final SDBIP approved by the Mayor (Signed and Dated)
<b>6.9 Integrated Development planning</b>												
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 31/07/2024	Municipal Manager	1	1	OPEX	1	n/a	n/a	n/a	Approved IDP/Budget/PMS/M PAC Framework and Process Plan and Council Resolution

KPA 6: Good Governance and Public Participation												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/2024)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jul – 30 Sept 24)	2 <sup>nd</sup> Quarter (1 Oct – 31 Dec 24)	3 <sup>rd</sup> Quarter (1 Jan – 31 Mar 25)	4 <sup>th</sup> Quarter (1 Apr – 30 Jun 25)	
6.9.2	Governance and Administration	Good corporate governance and public participation	Number of 2025/26 Draft IDP approved by council 31/03/2025	Municipal Manager	1	1	OPEX	n/a	n/a	1	n/a	2025/26 Draft IDP and Council resolution
6.9.3	Governance and Administration	Good corporate governance and public participation	Number of 2025/26 Final IDP approved by Council 31/05/2025	Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Approve 2025/26 Final IDP and Council resolution
<b>6.10 Communication</b>												
6.10.1	Governance and Administration	Advance good corporate governance	Number of Communication Strategy reviewed and approved by Council by 30/06/2025	Municipal Manager	1	1	OPEX	n/a	n/a	n/a	1	Approved Communication strategy and Council resolution
6.10.2	Governance and Administration	Advance good corporate governance	% for submission of information for publishing on the website in accordance with legislation checklist by 30/06/2025	Municipal Manager	100%	100%	OPEX	100%	100%	100%	100%	Legislation Checklist, Proof of submission to IT
6.10.3	Governance and Administration	Advance good corporate governance	Number of Local Communicators Forum held by 30/06/2025	Communication manager	4	4	OPEX	1	1	1	1	Invitations, Minutes, and attendance registers

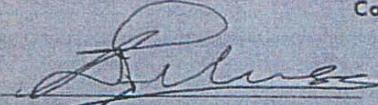
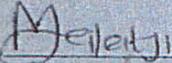
# **7.1 Capital Projects per Responsible Manager**

Responsible Manager	Project Name	Total Capital Budget	Planned Start Date	Planned Completion Date	Ward No.	Quarterly Outputs 2024/25				
						1 <sup>st</sup> Quarter 01 Jul - 30 Sept 2024	2 <sup>nd</sup> Quarter 01 Oct - 31 Dec 2024	3 <sup>rd</sup> Quarter 01 Jan – 31 Mar 2025	4 <sup>th</sup> Quarter 01 Apr – 30 Jun 2025	Evidence required
<b>Internally funded</b>										
Senior Manager Technical	Upgrade of road from gravel to Tar: Tambo Phase 2	R6 720 000.00	01/07/24	30/06/25		Completion	n/a	n/a	n/a	Completion certificate
<b>Waste Management</b>										
Senior Manager Planning and Development	Establishment Cemetery at Gravelotte	R1 000 000.00	01/07/24	30/06/25	18	Advertisement, Appointment	Specialised Studies	Lodging and submission to Tribunal	Approval	Advert and appointment. Specialised studies report Receipt of application and Proof of submission to Tribunal Expenditure report
Senior Manager Community Services	Development of Phalaborwa new landfill site Phase1	R5 000 000.00	01/07/24	30/06/25	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16	Evaluation, Adjudication,	Appointment of contractor and Handover of the site	Construction	Construction & Close out	Advertisement, Appointment letters, Progress Reports, Completion certificate, Expenditure report
Senior Manager Community Services	Procure a trailer for refuse collection enhancement	R200 000.00	01/07/24	30/06/25	All	Advertisement, Appointment	Appointment of the service provider	Requisition Delivery note	Requisition Delivery note	Request for purchase, appointment letter, Payment certificate, Expenditure report and delivery note
Senior Manager Community Services	Procure LDV bakkie for environmental law enforcement	R600 000.00	01/07/24	30/06/25	All	Advertisement, Appointment	Appointment of the service provider	Requisition Delivery note	Requisition Delivery note	Request for purchase, appointment letter, Payment certificate, Expenditure report and delivery note
Senior Manager Community Services	Procure Roadblock trailer fully fitted	R425 000.00	01/07/24	30/06/25	All	Advertisement, Appointment	Appointment of the service provider	Requisition Delivery note	Requisition Delivery note	Request for purchase, appointment letter, Payment certificate, Expenditure report and delivery note

Office Furniture and Equipment										
Senior Manager Corporate	Purchase of office Furniture & Equipment	R 1 700 000.00	01/07/24	30/06/25		Appointment of the service provider	Appointment of the service provider	Requisition Delivery note	Requisition Delivery note	Request for purchase and Payment certificate, Expenditure report
Integrated National Electrification Projects (INEP)										
Senior Manager Technical	Electrification of new villages within Ba-Phalaborwa Municipality as per DMRE's approval.	R4 814 000.00	01/07/24	30/06/25	All	Construction with the completion of the following key deliverable: Completion of HV structures for 235 household connections	Construction With the following key deliverable: Completion of the MV structures for 235 household connections	Construction with the following key deliverable: Completion of the 235 household connections	Completion	Progress Reports, Completion certificate (only in 4 <sup>th</sup> Quarter), Expenditure report
Municipal Infrastructure Grant (MIG)										
Senior Manager Technical	Upgrading of Benfarm phase 2	R 4 037 446.27	01/07/24	30/08/24	3	Completion	N/A	N/A	N/A	Completion certificate certificate, Expenditure report
Senior Manager Technical	Refurbishment of Namakgale stadium	R10 837 178.65	01/07/24	30/06/25	4&5	Construction with the following key deliverable: Completion of the soccer pitch, change rooms	Construction with the following key deliverable: Completion of the top soiling and grassing, paving and parking	Construction with the following key deliverable: completion of the gatehouse and ticket both, and access gate, sewer and water network	Completion	Progress Reports, completion certificate (at 4 <sup>th</sup> quarter) , Expenditure report
Senior Manager Technical	Installation of stormwater culverts at Mashishimale to Lejori, Makhushane, Humulani and Lulekani	R500 000	01/07/24	30/07/24	2,10.16,16	Completion	N/A	N/A	N/A	Completion certificate certificate, Expenditure report
Senior Manager Technical	Selwane sports complex	R 937 660.67	01/07/24	30/07/24	17&18	Completion	N/A	N/A	N/A	Completion certificate certificate, Expenditure report
Senior Manager	Upgrading of Honeyville to	R 6 687 241	01/07/24	30/06/27	2,9	Appointment of Consulting	Appointment of the contractor	Construction with the following key	Construction with the following key	Appointment letters, detailed design report,

<i>Technical</i>	Dinoko Sebera from gravel to paving					Engineering company, detailed design report	and site hand over	deliverables: Site establishment, accommodation of traffic, clearing and box cutting	deliverables: accommodation of traffic, and 25% in situ roadbed	Progress Reports, Expenditure report
<i>Senior Manager Technical</i>	Upgrading of gravel to paving from Aubrey carwash via cemetery to Kanana	R 5 384 423.41	01/07/24	30/06/26	2	Appointment of Consulting Engineering company, Detailed design report	Appointment of the contractor and site handover	Construction with the following key deliverables: Site establishment, accommodation of traffic, clearing and box cutting	Construction with the following key deliverables: accommodation of traffic, and 25% in situ roadbed	Appointment letters, detailed design report, Progress Reports, Expenditure report BEC and BAC minutes
<i>Senior Manager Technical</i>	Installation of stormwater culvert at Tension Pilusa graveyard	R 6 900 000.00	01/07/24	30/06/25	8	Appointment of Consulting Engineering company, Detail design report	Appointment of the contractor, site handover	Construction with the following key deliverables site establishment, setting box cutting, casting of floor slab	Completion	Appointment letters, detail design report, Progress Reports, expenditure report, completion certificate (only at 4 <sup>th</sup> quarter) BEC and BAC minutes

# 8.1 SDBIP APPROVAL

Approval by the Mayor	This Top Layer SDBIP is a management and implementation plan (and not a policy proposal) and is therefore not required to be approved by the Council. The approval of the Top Layer SDBIP is a competency reserved for the Municipal Manager in terms of Section 53 of the MFMA. The Municipal Manager becomes responsible for ensuring that the Reviewed Top Layer SDBIP is submitted to the Mayor for the approval after budget adjustment approved.
Monitoring implementation of the SDBIP	Progress against the objectives set out in the Top Layer SDBIP will be monitored and reported on a monthly, quarterly, and annual basis.
Signatures	<p style="text-align: center;"><b>TOP LAYER SDBIP 2024/25</b></p> <p style="text-align: right;">Compiled by:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <hr/> <p>Dr KKL Pilusa Municipal Manager</p> </div> <div style="text-align: center;"> <p>06/06/2024</p> <hr/> <p>Date</p> </div> </div> <p style="text-align: right;">Approved by</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <hr/> <p>Cllr MM Malatji Mayor</p> </div> <div style="text-align: center;"> <p>06/06/2024</p> <hr/> <p>Date</p> </div> </div>

# Annexure A

## Methodology

The difference in the figures denoted under 5 Revenue and Expenditure Projections by sources are due to the rounding of figures from the budget to the nearest thousands.

## Technical Definitions

### AFS

AFS stands for Annual Financial Statements

### BPM

BPM stands for Ba-Phalaborwa Municipality

### BAC

Bid Adjudication Committee

### BEC

Bid Evaluation Committee

### HH

Household

### Baseline

The performance of the previous year

### Urban Areas

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

### Reduction in water losses

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

### Reduction in electricity losses

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

### Kilometres of roads upgrade from gravel to tar/paving

This relates 3.8km of Benfarm Upgrading of street)

### 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

**SPLUMA – Spatial Planning Land Use Management Act 2013****No. SPLUMA Applications**

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

**SMME- Small Medium and Micro Enterprise**

**Number of businesses supported.**