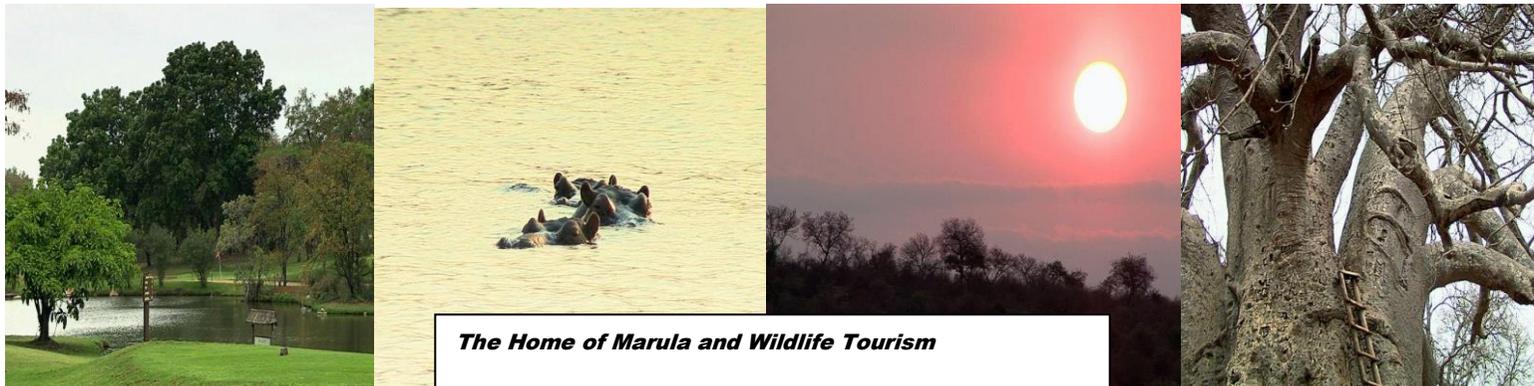


BA-PHALABORWA LOCAL MUNICIPALITY



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



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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 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.

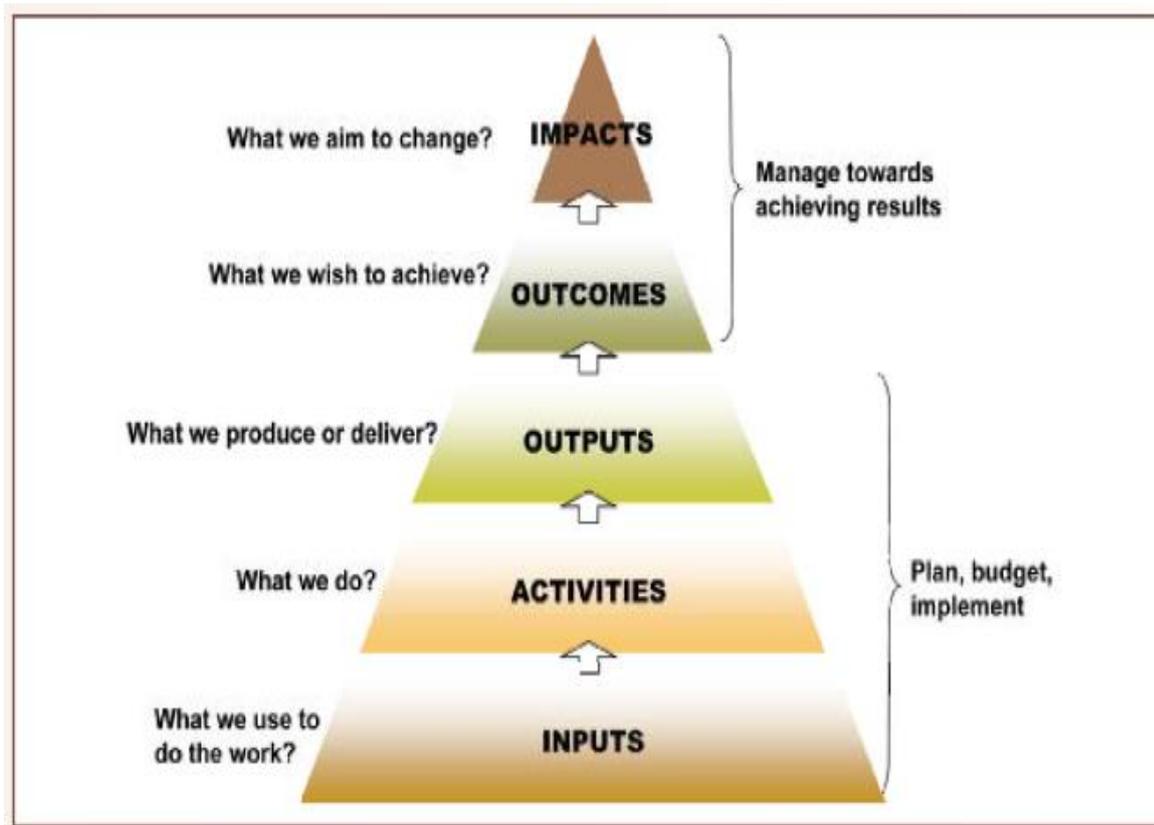
The following National Treasury prescriptions, in terms of MFMA Circular 13, are applicable to the Ba-Phalaborwa Local Municipality:

1. Monthly projections of revenue to be collected by source.
2. Monthly projections of expenditure (operating and capital) and revenue for each 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 ye

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 (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

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

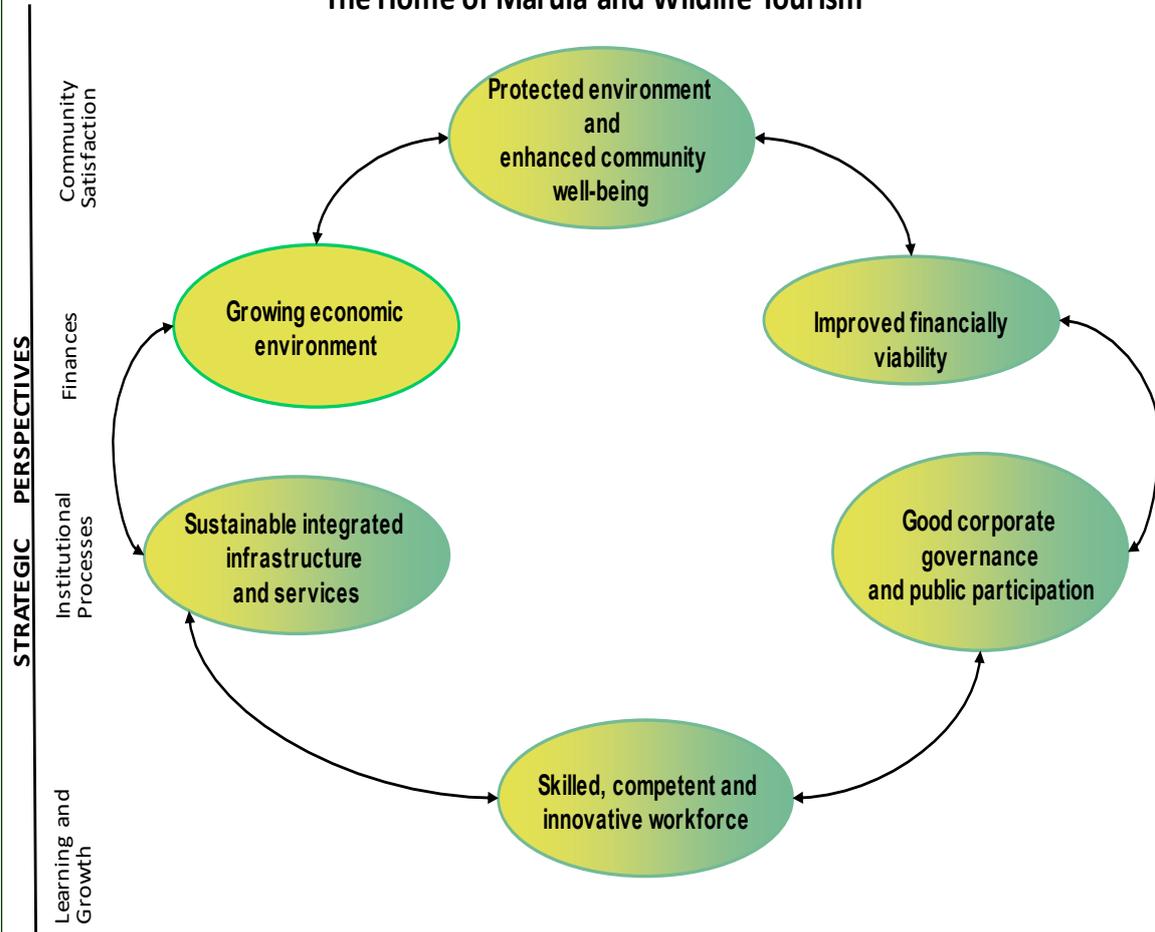
Slogan:

“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 Actuals						2025 Monthly Projections						Total
	R'000						R'000						
	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	
Exchange Revenue													
Service charges – electricity	11 693	9 157	14 923	13 993	9 287	13 056	20 968	20 968	20 968	20 968	20 968	20 968	197 916
Service Charges – Refuse	1 586	1 748	1 765	1 769	1 779	1 781	1914	1914	1914	1914	1914	1914	21 914
Sale of Goods and Rendering of Services	146	203	120	115	64	71	830	830	830	830	830	830	5 698
Agency services	574	574	574	574	17	574	667	667	667	667	667	667	6 888
Interest earned from Receivables	930	853	859	865	887	913	2 194	2 194	2 194	2 194	2 194	2 194	18 470
Interest earned from Current and Non-Current Assets	877	673	554	456	491	676	361	361	361	361	361	361	5 894
Rental of Facilities and Equipment	74	19	63	82	3	18	18	18	18	18	18	18	365
Operational Revenue	4	5	3	3	41	48	1 347	1 347	1 347	1 347	1 347	1 347	8 186
Non- Exchange Revenue													
Property Rates	12 402	17 516	17 533	17 338	17 532	17 389	15 833	15 833	15 833	15 833	15 833	15 833	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	18	537	624	624	624	624	624	624	6 445
Transfers recognised - operational	90 567	349	785	792	557	72 504	9 553	9 553	9 553	9 553	9 553	9 553	223 873
Interest	3 078	3 096	3 178	3 173	3 217	3 254	4 773	4 773	4 773	4 773	4 773	4 773	47 632
Transfers recognised - capital	1 411	400	2 940	715	3 351	3 351	3 852	3 852	3 852	3 852	3 852	3 852	35 284
Total Revenue by Source	123 998	35 249	43 955	40 531	37 363	114 291	63 054	63 054	63 054	63 054	63 054	63 054	773 711

5.2 Monthly projections of Expenditure for 2024/25

Sources of Revenue	2024 Monthly Actuals						2025 Monthly Projections						Total
	R'000						R'000						
	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	
Employee Related Costs	14 044	13 526	14 283	15 632	14 170	15 631	20 765	20 765	20 765	20 765	20 765	20 765	211 878
Remuneration of councillors	1 365	1 365	1 365	1 365	1 365	1 434	1 634	1 634	1 634	1 634	1 634	1 634	18 067
Bulk purchases - electricity	13 538	13 032	15 316	9 827	10 969	12 189	13 170	13 170	13 170	13 170	13 170	13 170	153 890
Inventory consumed	990	1 904	1 502	1 808	3 568	2 086	2 224	2 224	2 224	2 224	2 224	2 224	25 204
Debt impairment	0	0	0	0	0	0	17 583	17 583	17 583	17 583	17 583	17 583	105 500
Depreciation and amortisation	6 971	13 290	6 667	7 005	6 762	7 296	5 943	5 943	5 943	5 943	5 943	5 943	83 646
Interest	0	0	0	0	0	0	3 426	3 426	3 426	3 426	3 426	3 426	20 552
Contracted services	2 586	3 916	5 931	5 584	3 617	3 539	9 663	9 663	9 663	9 663	9 663	9 663	83 153
Transfers and subsidies	36	2	56	56	56	56	69	69	69	69	69	69	676
Operational costs	7 742	6 931	6 969	7 881	11 409	7 745	11 086	11 086	11 086	11 086	11 086	11 086	115 540
Total expenditure by Source	47 272	53 967	52 090	49 158	51 917	49 976	85 564	85 564	85 564	85 564	85 564	85 564	817 762

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

Expenditure and Revenue by Vote	July 2024 Outcome R'000			August 2024 Outcome R'000			September 2024 Outcome R'000		
	Opex	Capex	Rev	Opex	Capex	Rev	Opex	Capex	Rev
Executive and council	3 081	-	-	3 942	-	-	2 954	-	-
Budget & Treasury and Administration	10 962	190	106 674	13 084	-	21 345	15 250	548	21 828
Community and Social Services	414	83	31	2 634	129	39	1 430	258	20
Public Safety	1 543	-	537	1 523	-	537	1 543	-	537
Economic and Environmental Services	4 666	-	99	11 666	-	119	8 455	-	77
Road Transport	3 288	6 947	1 684	10 386	313	687	6 552	158	243
Electricity	16 151	-	11 844	17 385	-	9 226	18 431	-	14 992
Waste Management	596	-	2 435	894	-	2 601	367	-	2 624
Total by Vote	40 301	7 221	123 304	54 861	442	34 555	52 033	963	40 320

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	4 179	-	-	2 710	-	-	4 202	-	-
Budget & Treasury and Administration	12 932		21 130	16 973	224	20 670	9 920	393	93 060
Community and Social Services	1 771	83	35	1 577	83	16	1 498	83	35
Public Safety	1 809	-	537	1 619	-	18	1 892	-	537
Economic and Environmental	1 640	-	47	1 311	-	23	2 897	-	22
Road Transport	8 361	2703	676	9 541	2914	3 669	8 991	7 551	4 511
Electricity	13 962	560	14 776	14 226	62	9 706	15 585	1 109	14 654
Waste Management	824	-	2 635	446	-	2 651	205	-	2 660
Total by Vote	49 101	3 346	39 837	51 861	3 284	36 752	49 920	9 137	115 479

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	9 313	-	-	9 313	-	-	9 313	-	-
Budget & Treasury and Administration	32 709	58	32 828	32 709	58	32 828	32 709	58	32 828
Community and Social Services	4 423	1 986	17	4 423	1 986	17	4 423	1 986	17
Public Safety	2 231	-	624	2 231	-	624	2 231	-	624
Economic and Environmental Services	4 357	-	19	4 357	-	19	4 357	-	19
Road Transport	10 590	1 976	4 840	10 590	1 976	4 840	10 590	1 976	4 840
Electricity	21 757	245	22 452	21 757	245	22 452	21 757	245	22 452
Waste Management	1 233	833	3 169	1 233	833	3 169	1 233	833	3 169
Total by Vote	86 614	5 098	63 948	86 614	5 098	63 948	86 614	5 098	63 948

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	9 313	-	-	9 313	-	-	9 313	-	
Budget & Treasury and Administration	32 709	58	32 828	32 709	58	32 828	32 709	58	32 828
Community and Social Services	4 423	1 986	17	4 423	1 986	17	4 423	1 986	17
Public Safety	2 231	-	624	2 231		624	2 231	-	624
Economic and Environmental Services	4 357	-	19	4 357	-	19	4 357	-	19
Road Transport	10 590	1 976	4 840	10 590	1 976	4 840	10 590	1 976	4 840
Electricity	21 757	245	22 452	21 757	245	22 452	21 757	245	22 452
Waste Management	1 233	833	3 169	1 233	833	3 169	1 233	833	3 169
Total by Vote	86 614	5 098	63 948	86 614	5 098	63 948	86 614	5 098	63 948

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	89 556	-	481 675
Budget and Treasury and Administration	275 373	1 700	-
Community and Social Services	45 285	12 637	277
Public Safety	23 316	-	6 445
Economic and Environmental Services	36 555	-	275
Road Transport	110 658	32 442	40 507
Electricity	226 285	3 200	209 912
Waste Management	10 734	5 000	34 620
Total by Vote	817 762	54 979	773 711

6.1 KPA 1: Spatial Rationale

KPA 1: Spatial Rationale													
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan– 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
1.1 Spatial Planning													
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	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	0	0	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	12 applications received and submitted to Mopani Planning Tribunal within 90 days of receipt	12 applications received and submitted to Mopani Planning Tribunal 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	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan– 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
2.1 Electricity													
2.1.1	Technical infrastructure	Provision of sustainable integrated infrastructure and service	% on reduction of electricity losses each quarter by 30/06/2025	Senior Manager Technical Services	-2.37%	-2.37%	10%	OPEX	2%	4%	6%	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	R15 792 642.00	R15 792 642.00	R4 814 000.00	INEP	R1203 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	3060	3060	3060	OPEX	3060	3060	3060	3060	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	1 008	1 008	2716	OPEX	2716	2716	2716	2716	Indigent Register and Proof of payment to ESKOM
2.2 Roads & Storm Water													
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	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	Senior Manager Technical Services	R25 931 468.05	R25 931 468.05	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	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan– 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
			30/06/2025										
2.3 Parks and Cemetery													
2.3.1	Protect Environment and Community Well being	Sustain the Environment	Number of parks maintained per month by 30/06/2025 (Wildeveye, Phalaborwa Fourways, Sealane, Buffalo, King Fisher, Impala Park, Namakgale Entrance, Defryn, Gravelote Park)	Senior Manager Community Services	9	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	4	OPEX	4	4	4	4	Monthly Maintenance plan & Maintenance reports with pictures
2.4 Waste Management													
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	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,	Senior Manager Community Services	13750	13750	13265	OPEX	13265	13265	13265	13265	Collection Schedule & Confirmation of waste collection by Ward Councillors

KPA 2: SERVICE DELIVERY													
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan– 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
			Gravellote, Namakgale and Lulekani) by 30/06/2025										
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 & Makhushane)	Senior Manager Community Services	1	1	2	OPEX	2	2	2	2	Collection Schedule & 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 30/06/2025	Senior Manager Community Services	309	309	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	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan– 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
3.1 Financial Management													
3.1.1	Good governance and administration	Good corporate governance and public participation	Number of approved budget planning schedule by 31/08/2024	Chief Financial Officer	1	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	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	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	27	27	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

KPA 3: Municipal Financial Viability and Management													
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan– 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
													Subsidy By-law 6. Supply chain 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

KPA 3: Municipal Financial Viability and Management													
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan– 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
													and Wasteful Expenditure Policy 22. Cost Containment 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	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	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	Chief Financial Officer	12	12	12	OPEX	3	6	9	12	Monthly strings Proof of submission within 10 working days.

KPA 3: Municipal Financial Viability and Management													
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan– 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
			each month by 30/06/2025										
3.1.8	Governance and administration	Improve financial viability	% of improvement in revenue collection quarterly (improvement from 65% to 80% by 30/06/2025 budget year)	Chief Financial Officer	76%	76%	80%	OPEX	68.75%	72.5 %	76.25%	80%	Quarterly reports on revenue collection
3.1.9	Governance and administration	Improve financial viability	% of Debt collected by 30/06/2025	Chief Financial Officer	22%	22%	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	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	R35 156 000.00	R35 156 000.00	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	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	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan – 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
4.1 Job creation													
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	70	70	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	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	4	OPEX	1	1	1	1	Invitations, Attendance register and minutes
4.2 Enterprise Support													
4.2.1	Economic	Promotion of local economy	Number of SMMEs supported through the municipal SCM (procurement) by 30/06/2025	Chief Financial Officer	381	381	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	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	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan – 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
									5.1 Organisational Design & Human Resource				
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	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	7	7	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	Senior Manager Corporate	18	18	20	OPEX	5	10	n/a	5	Recruitment plan on critical positions and

KPA 5: Municipal Transformation and Institutional Development													
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan – 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
			filled per quarter by 30/06/2025	Services									Appointment letters
5.2 Employment Equity													
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	2	2	3	OPEX	n/a	n/a	n/a	3	Implementation report on the Equity Plan & appointment letters
5.3 Skills Development													
5.3.1	Good governance and administration	Attract, develop, and retain best human capital	Number of Reviewed and submitted Skills Development Plan by 30/04/2025	Senior Manager Corporate Services	1	1	1	OPEX	n/a	n/a	n/a	1	WSP & proof of submission to LG SETA
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 255 545.09	R1 255 545.09	R1 827 323	OPEX	R456 830.75	R456 830.75	R456 830.75	R456 830.75	Expenditure reports; implementation reports
5.4 Performance Management System													
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	Municipal Manager	6	6	6	OPEX	6	n/a	n/a	n/a	Copies of signed Performance Agreements with dates complying the legislated timeline & submission letters to

KPA 5: Municipal Transformation and Institutional Development													
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target 30/06/25	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan – 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
			of each financial year										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	2	2	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
5.5 OHS													
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	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	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan – 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
6.1 Council and Executive Management													
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	12	12	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	14	14	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	8	8	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 Recommendations approved by Council implemented by 30/06/2025	Municipal Manager	100%	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	16	16	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	Municipal Manager	51	51	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	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan – 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
			30/06/2025										
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 held by 30/06/2025.	Municipal Manager	3	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	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	228	228	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	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	74%	74%	100%	OPEX	100%	100%	100%	100%	Complains Register.
6.3 Corporate Governance													
6.3.1	Good governance	Good	Number of	Municipal	12	12	7	OPEX	2	2	1	2	Copies of

KPA 6: Good Governance and Public Participation													
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan – 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
	and administration	corporate governance and public participation	Audit Committee meetings held by 30/06/2025	Manager									approved minutes, attendance 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	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	30	30	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	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	100%	100%	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	93%	93%	90%	OPEX	90%	90%	90%	90%	Internal Audit Institutional Follow-up Report
6.3.7	Good governance	Good	Number of	Chief	6	6	4	OPEX	1	1	1	1	Audit Committee

KPA 6: Good Governance and Public Participation													
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan – 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
	and administration	corporate governance and public participation	Audit Committees Reports presented to Council by 30/06/2025	Executive Audit									Reports and Council Resolution
6.3.8	Good governance and administration	Good corporate governance and public participation	% implementation of Audit Committee Resolutions	Municipal Manager	98%	98%	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	46%	46%	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	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	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	60%	60%	80%	OPEX	80%	n/a	50%	80%	Audited AG Action Plan
6.3.13	Good governance	Good	Number of	Senior	11	11	11	OPEX	3	2	3	3	LLF minutes,

KPA 6: Good Governance and Public Participation													
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan – 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
	and administration	corporate governance and public participation	Local Labour Forum meetings convened by 30/06/2025	Manager Corporate Services									invitations, and attendance register.
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	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	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	5	5	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	N/A	N/A	100%	OPEX	100%	100%	100%	100%	Case register and Investigation reports
6.5 HIV/AIDS													
6.5.1	Good governance	Provision of	Number of	Municipal	3	3	3	OPEX	1	1	n/a	1	Outreach

KPA 6: Good Governance and Public Participation													
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan – 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
	and administration	sustainable integrated infrastructure and services	outreach programmes conducted within Ba-Phalaborwa Municipality by 30/06/2025	Manager					Mandela Day event	World Aids Day event		Candle Light Memorial service	programmes report Attendance registers Invitations Agenda
6.6 Security management													
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	4	OPEX	1	1	1	1	Security Management Reports & Council Resolution
6.7 Disaster Management													
6.7.1	Governance and Administration	Good corporate governance and public participation	Number of disaster awareness campaigns conducted by 30/06/2025	Municipal Manager	6	6	4	OPEX	1	1	1	1	Invitations, Attendance registers and disaster awareness conducted reports
6.8 Performance Management System													
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	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	1	OPEX	n/a	n/a	1	n/a	Council Approved 2023/24 Annual Report with Council Resolution

KPA 6: Good Governance and Public Participation													
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan – 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
6.8.3	Governance and Administration	Good corporate governance and public participation	Number of Oversight Report on 2023/24 Annual Report approved by 31/03/2025	Municipal Manager	1	1	1	OPEX	n/a	n/a	1	n/a	Council Approved Oversight Report and Council 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	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	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	1	OPEX	n/a	n/a	n/a	1	2025/26 Final SDBIP approved by the Mayor (Signed and Dated)
6.9 Integrated Development planning													
6.9.1	Governance and Administration	Good corporate governance and public participation	Number of reviewed IDP/Budget/PM S/MPAC Framework and Process Plan	Municipal Manager	1	1	1	OPEX	1	n/a	n/a	n/a	Approved IDP/Budget/PM S/MPAC 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	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan – 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
			approved by 31/07/2024										
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	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	1	OPEX	n/a	n/a	n/a	1	Approve 2025/26 Final IDP and Council resolution
6.10 Communication													
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	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%	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 Communicator's Forum held by	Communication manager	4	4	4	OPEX	1	1	1	1	Invitations, Minutes, and attendance registers

KPA 6: Good Governance and Public Participation

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	2023/24 Actual performance (01 July 2023 – 30 June 2024)	Baseline (30/06/24)	Annual Target (30/06/25)	Budget	2024/25 Quarterly Projections				Evidence Required
									1 st Quarter (1 Jul – 30 Sept 24)	2 nd Quarter (1 Oct – 31 Dec 24)	3 rd Quarter (1 Jan – 31 Mar 25)	4 th Quarter (1 Apr – 30 Jun 25)	
			30/06/2025										

7.1 Capital Projects per Responsible Manager

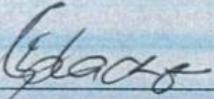
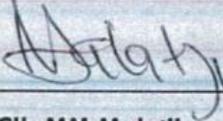
Responsible Manager	Project Name	Total Capital Budget	Adjustment budget	Planned Start Date	Planned Completion Date	Ward No.	Quarterly Outputs 2024/25				
							1 st Quarter 01 Jul - 30 Sept 2024	2 nd Quarter 01 Oct - 31 Dec 2024	3 rd Quarter 01 Jan – 31 Mar 2025	4 th Quarter 01 Apr – 30 Jun 2025	Evidence required
Internally funded											
Senior Manager Technical	Upgrade of road from gravel to Tar: Tambo Phase 2	R6 720 000.00	R6 720 000.00	01/07/24	30/06/25		Completion	n/a	n/a	n/a	Completion certificate
Waste Management											
Senior Manager Planning and Development	Establishment Cemetery at Gravelotte	R1 000 000.00	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	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	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	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	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	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	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 th Quarter), Expenditure report
Municipal Infrastructure Grant (MIG)											
Senior Manager Technical	Upgrading of Benfarm phase 2	R 4 037 446.27	R166 839.00	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	R10 837 179.00	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 th quarter) , Expenditure report
Senior Manager Technical	Installation of stormwater culverts at Mashishimale to Lejori, Makhushane, Humulani and Lulekani	R500 000.00	R348 070.00	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	R0	01/07/24	30/07/24	17&18	Completion	N/A	N/A	N/A	Completion certificate certificate, Expenditure report
Senior Manager Technical	Upgrading of Honeyville to Dinoko Sebera from gravel to	R 6 687 241	R9 361 061.00	01/07/24	30/06/27	2,9	Appointment of Consulting Engineering company, detailed	Appointment of the contractor and site hand over	Construction with the following key deliverables:	Construction with the following key deliverables: accommodation	Appointment letters, detailed design report, Progress Reports, Expenditure report

	paving						design report		Site establishment, accommodation of traffic, clearing and box cutting	of traffic, and 25% in situ roadbed	
Senior Manager Technical	Upgrading of gravel to paving from Aubrey carwash via cemetery to Kanana	R 5 384 423.41	R8 255 030.00	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
Senior Manager Technical	Installation of stormwater culvert at Tension Pilusa graveyard	R 6 900 000.00	R6 315 771.00	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 th quarter) BEC and BAC minutes

8.1 SDBIP APPROVAL

Annexure A

<p>Approval by the Mayor</p>	<p>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.</p>
<p>Monitoring implementation of the SDBIP</p>	<p>Progress against the objectives set out in the Top Layer SDBIP will be monitored and reported on a monthly, quarterly, and annual basis.</p>
<p>Signatures</p>	<p style="text-align: center;">REVIEWED TOP LAYER SDBIP 2024/25</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 style="width: 100%;"/> <p>Ms ME Mphachoe Acting Municipal Manager</p> </div> <div style="text-align: center;"> <p><u>20/03/2025</u></p> <p>Date</p> </div> </div> <p style="text-align: right; margin-top: 20px;">Approved by</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  <hr style="width: 100%;"/> <p>Cllr MM Malatji Mayor</p> </div> <div style="text-align: center;"> <p><u>20/03/2025</u></p> <p>Date</p> </div> </div>

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: $\text{Lepelle bill less BPM bill} / \text{Lepelle bill} \times 100$.

Reduction in electricity losses

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

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.