

MUSINA LOCAL MUNICIPALITY



2ND QUARTER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

PERFORMANCE REPORT

2023/2024 FINANCIAL YEAR

Vision: "To be the 'vibrant, viable and sustainable gateway city to the rest of Africa'"

Mission: "The vehicle of affordable quality services and stability, through 'Socio economic development and collective leadership'"

1. INTRODUCTION AND LEGISLATION

The purpose of this report is to present the Performance Report of Musina Local Municipality for the Mid-Year of the financial year for the period; July to December 2023.

2. LEGISLATIONS

This Performance Report is submitted in compliance with; Section 72 1 (a) (i) of the Municipal Finance Management Act, Act 56 of 2003 which requires the Mayor to within 30 days of the end of each quarter submit a report to Council on the implementation of the budget and the financial state of affairs of the Municipality.

• Regulation 28 of the Municipal Budget and Reporting Regulations, 2009 (GN 393) which prescribes the format of the Section 52(d) Report and requires that the report be submitted to National Treasury within 5 days of it being tabled. Regulation 30 of the Municipal Budget and Reporting Regulations, 2009 (GN 393) which require that the Section 52(d) Report be published by placing it on the Municipal Website in accordance with Section 75(1)(k) of the MFMA.

• Performance Regulations, 2001 (GN R796) which requires the internal Auditor to audit the Municipality's performance and submit quarterly reports thereon to the Municipal Manager and the Performance Audit Committee.

• MFMA Circular 13 which requires the Municipality to report quarterly on its Service Delivery and Budget Implementation Plan (SDBIP), of which the Municipal Finance Management Act, Act 56 of 2003 (MFMA) defines the SDBIP as: "a detailed plan approved by the mayor of a municipality in terms of section 63 (1) (c)(ii) for implementing the municipality's delivery of services and the execution of its annual budget and which must include (as part of the SDBIP) the following: 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".

3. DISCUSSIONS

Performance Management is done in terms of the Performance Management Policy which was approved by Council. The Performance Management System is still a manual system that uses the approved Service Delivery Budget and Implementation Plan (SDBIP) as its basis. The SDBIP is a layered plan comprising a Top Layer SDBIP and Departmental SDBIPs.

4. MUNICIPAL DEPARTMENTS

MUSINA LOCAL MUNICIPALITY COMPRISES OF 6 DEPARTMENTS NAMELY

- i. Office of the Municipal Manager (OM)
- ii. Corporate Services (CORPS)
- iii. Budget and Treasury (B&T)
- iv. Technical Services (TECH)
- v. Community Services (COMM)
- vi. Planning and Development (P&D)

5. STRATEGIC OBJECTIVES:

KEY PERFORMANCE AREAS	STRATEGIC
Municipal Transformation and organizational development	To increase institutional capacity, efficiency and effectiveness
Good governance and public participation	To deepen democracy and promote Accountability
Municipal financial viability and management	To enhance compliance with legislation and improve financial viability
Basic service delivery	To initiate and improve the quantity and quality of Municipal infrastructure services
Local economic development	To create a conducive environment for sustainable economic growth
Social and Justice	To improve quality of life through social development and provision of effective community services

6. BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT:

REF NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASE LINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	BUDGET 2024 R'000	1ST Q TARGET	ACTUAL 1 st QUARTER	2 nd Q TARGET	ACTUAL 2 nd QUARTER	VARIANCE 2 nd QUARTER	REASONS FOR VARIANCE 2 nd QUARTER	MEASURES TO IMPROVE	PROGRESS % ANNUAL TARGET	REVISED TARGET	PORTFOLIO OF EVIDENCE
STRATEGIC OBJECTIVE: TO INITIATE AND IMPROVE THE QUANTITY AND QUALITY OF MUNICIPAL INFRASTRUCTURE SERVICES																
1	To Construct 1 Community Hall at Tshikudini by 30 th of June 2024.	0	One (01) Community Hall Constructed at Tshikudini by 30 June 2024	Construction a community hall (Tshikudini)	M/G	R36 000	01/07/2023	30/06/2024	1	1	0	None	None	100%	None	Progress Reports/ Practical Completion Certificate/ Completion Certificate
2	To Enhance 100% of security features in Municipal main office and old Traffic office by 30 th of June 2024.	New Indicator	100% of Security Features enhanced in Municipal main office and old Traffic office by 30 th of June 2024.	Enhancing security features at the main office and old Traffic office	Internal	R5M	Not Applicable	0	Appointment of service Provider (Consultant)	Consultant appointed	0	None	None	25%	None	Approved Memo, appointment (consultant), detail design report, progress report, practical completion
3	To Construct one (01) Multi-purpose Centre at Shakadza Village by 30 June 2024.	New Indicator	One (01) Multi-Purpose Centre constructed by 30 June 2024	Construct a multi-purpose centre (Shakadza)	M/G	R12.1M	Super structure	1 super Structure	Finalisation of Super structure and roofing	0	-Finalisation of Super Structure and roofing	BOQ Variances	Ensuring variation order is in place	0%	3 rd Quarter	Progress Reports/ Practical Completion Certificate/ Completion Certificate
4	To Construct one (01) Community Hall at Mabete Village by 30 June 2024	New Indicator	One (01) Community Hall Constructed at Mabete by 30 June 2024	Construction a community hall (Mabete)	M/G	R8 M.	Super structure Plastering Erection of steel	1 super Structure	Finalising Super structure Plastering Roofing Packing	Super structure Plastering Roofing Packing	0	None	None	25%	None	Progress Reports/ Practical Completion Certificate/ Completion Certificate
5	To pave 1.2 km of Road at Nancefield Ext 9 and Phase 10 by 30 June 2024	New Indicator	1.2km of roads paved at Nancefield ext 9 and 10 phases by 30 June 2023	Paving of Nancefield roads at Ext 9 and 10 phases	M/G	R7.8M	Paving Kerbing	Paving Kerbing	Road marking and signage	Road Marking completed	-Signage	Contractor delayed in procuring the signage	Follow up with the contractor to procure the signage	25%	3 rd Quarter	Progress Reports/ Practical Completion Certificate/ Completion Certificate

REF NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASE LINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	BUDGET 2024 R'000	1ST Q TARGET	ACTUAL 1 st QUARTER	2 nd Q TARGET	ACTUAL 2 nd QUARTER	VARIANCE 2 nd QUARTER	REASONS FOR VARIANCE 2 nd QUARTER	MEASURES TO IMPROVE	PROGRESS % ANNUAL TARGET	REVISED TARGET	PORTFOLIO OF EVIDENCE
6	To Pave 2.7 km of Road at Nancefield Phase 6 and 12 by 30 June 2024	New Indicator	2.7 km roads paved at Nancefield Phase 6 and 12 by 30 June 2024	Paving of Nancefield roads at Phase 6 and 12	M/G	R18.9M	Site establishment Excavations	Site establishment Excavations	Finalising Excavation Lay Works	0	-Excavation -Lay Works	Community strikes Cash flow challenges by contractor	Interventions with the community	25%	3 rd Quarter	Progress Reports/ Practical Completion Certificate/ Completion Certificate
7	To Purchase 4 Waste Removal Trucks by 30 June 2024	New Indicator	4 Waste Removal Trucks Purchased by 30 June 2024	Purchase of 4 Waste Removal Trucks	M/G	R4.5	01/07/2023	30/06/2024	4	4	0	None	None	100%	None	Invoice/ Delivery note
8	100% of Rhino Ridge Park New development sites be Electrified by 30 June 2024	New Indicator	100% Electrified sites at Rhino Ridge Park new development sites by 30 June 2023	Electrification of Rhino Ridge Park new development sites	Internal	R35M	Not Applicable	0	Not Applicable	0	0	None	None	0%	None	Copy of the TOR Appointment Letter (Contractor) Monthly Progress Reports
9	To install one (01) CTMT Unit by 30 June 2024	New Indicator	One (01) CTMT Unit installed by 30 June 2023	Installation of CTMT unit	Internal	R700 000	Not Applicable	0	Not Applicable	0	0	None	None	0%	None	Copy of the TOR Appointment Letter (Contractor) Close out Report
10	To inspect 400 electricity meters by 30 June 2024	New Indicator	400 Electricity Meters Inspected by 30 June 2024	Conduct meter inspections	Internal	Opex	100 Meters Inspected	100	100 Meters Inspected	100	0	None	None	50%	None	Signed Inspection Reports
11	To reset 8000 household electricity meters by 30 June 2024	New Indicator	8000 Household electricity meters reset by 30 June 2024	TID roll over	Internal	R3M	Not Applicable	0	1600	1600	0	None	None	50%	None	Quarterly Progress Reports
12	To Patch 300m² (Square meters) of potholes by 30 June 2024	300m²	300m² potholes patched by 30 June 2024	Potholes repair	Internal	R200,000	75m²	75m²	75m²	75m²	0	None	None	50%	None	Job Cards
13	To gravel 50km of roads by 30 June 2024	50km	50km of Roads gravelled by 30 June 2024	Gravel roads, maintenance	Internal	Opex	12.5km	12.5km	12.5km	12.5km	0	None	None	50%	None	Job Cards

REF NO.	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASE LINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	BUDGET 2024 R'000	1ST Q TARGET	ACTUAL 1 st QUARTER	2 nd Q TARGET	ACTUAL 2 nd QUARTER	VARIANCE 2 nd QUARTER	REASONS FOR VARIANCE 2 nd QUARTER	MEASURES TO IMPROVE	PROGRESS % ANNUAL TARGET	REVISED TARGET	PORTFOLIO OF EVIDENCE
			30 June 2024													
14	To mark 2km of roads by 30 June 2024	2km	2km of Roads marked by 30 June 2024	Road marking & signage maintenance	Internal	Opex	Not Applicable	0	1km	1km	0	None	None	50%	None	Job Cards
15	To Construct 2 Speed Humps by 30 June 2024	2	2 Speed Humps constructed by 30 June 2024	Construction of speed humps	Internal	R200,000	Not Applicable	0	2	0	-2	Prioritised for the storm water channels due to flooding damages and emergencies	Will be completed in the 3 rd quarter	0%	3 rd Quarter	Job Cards, Pictures

6. GOOD GOVERNANCE AND PUBLIC PARTICIPATION

REF NO	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASE LINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	BUDGET 2024 R'000	1ST Q TARGET	ACTUAL 1 st QUARTER	2 nd Q TARGET	ACTUAL 2 nd QUARTER	VARIANCE 2 nd QUARTER	REASONS FOR VARIANCE 2 nd QUARTER	MEASURES TO IMPROVE	PROGRESS % ANNUAL TARGET	REVISED TARGET	PORTFOLIO OF EVIDENCE
STRATEGIC OBJECTIVE: TO DEEPEN DEMOCRACY AND PROMOTE ACCOUNTABILITY																
1	To hold 4 Risk Management Committee Meetings by 30 June 2024	4	4 management committee meetings held by 30 June 2024	Coordination of Risk management committee meetings	Internal	OPEX	1 risk management committee meeting held	1 08/09/2023	1 management committee meeting held	1	0	None	None	50%	None	Q1-Q4 Invitation Minutes and attendance register
2	To hold 4 Audit Performance Committee Meetings by 30 June 2024	4	4 audit and Performance committee meetings held by 30 June 2024	Coordination of Audit Committee Meetings	Internal	OPEX	1 audit and Performance committee meeting held	1 29/08/2023	1 audit and Performance committee meeting held	1	0	None	None	50%	None	Q1-Q4 Invitation Minutes and attendance register
3	To Conduct 4 Mayoral Imbizo by 30 June 2024	4	4 Mayoral imbizo conducted by 30 June 2024	Community liaison activities	Internal	R1.8M	1 Mayoral Imbizos conducted	1 22/09/2023	1 Mayoral Imbizo conducted	1	0	None	None	50%	None	Q1-Q4: Invites and Attendance Registers
4	To conduct hold Ward committee meetings by 30 June 2024	144	144	Community liaison activities	Internal		36 Ward Committee Meetings held	36 Ward Committee held	36 Ward Committee Meetings held	36	0	None	None	50%	None	Invitations/ Agenda/ Minutes/ Attendance Register
5	To hold 36 ward general meetings by 30 June 2024	36	36	Community liaison activities	Internal		12 Ward General Meetings held	12 Ward General held	12 Ward General Meetings held	12	0	None	None	50%	None	Invitations/ Agenda/ Minutes/ Attendance Register
6	Implementation of MPAC Activities by 30 June 2024	10	MPAC activities Implemented by 30 June 2024	MPAC coordination	Internal	OPEX	2 MPAC activities held	1 Ordinary and 4 Review Sessions 04/07/2023 25/07/2023 26/07/2023 27/07/2023 28/07/2023	2 MPAC activities held	2	0	None	None	50%	None	Invitations/ Agenda/ Minutes/ Attendance Register

REF NO	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASE LINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	BUDGET 2024 R'000	1ST Q TARGET	ACTUAL 1ST QUARTER	2ND Q TARGET	ACTUAL 2ND QUARTER	VARIANCE 2ND QUARTER	REASONS FOR VARIANCE 2ND QUARTER	MEASURES TO IMPROVE	PROGRESS % ANNUAL TARGET	REVISED TARGET	PORTFOLIO OF EVIDENCE
7	To Review and submit the 2024/2025 IDP to Council for approval by 30 June 2024	1	2024/25 IDP reviewed and submitted to Council for approval by 30 June 2024	Adoption of IDP process plan	Internal	OPEX	IDP Process Plan Tabled to Council for Adoption & Needs Analysis conducted.	1	IDP Strategic Planning conducted	1 IDP Strategic Planning conducted	0	None	None	50%	None	Q1: IDP process Plan and Council Resolution & Need Analysis Report and Attendance Registers Q2: Invite, Attendance Registers & Strategic Planning Report Q3: Draft IDP & Council Resolution Q4: Invite, Public Notice, Attendance Registers & Final IDP and Council Resolution
8	To Conduct IDP Strategic Planning by 30 June 2024	1	IDP Strategic Planning conducted by 30 June 2024	Conduct IDP Strategic Planning	Internal	OPEX	Not Applicable	0	IDP Strategic Planning Conducted	1	0	None	None	100%	None	Invitations/ Agenda/ Minutes/ Attendance Register
9	To conduct IDP Public Participation by 31 May 2024	New Indicator	IDP public Participation conducted by 30 June 2024	Community meeting/ Public Participation	Internal	OPEX	Not Applicable	0	Not Applicable	0	0	None	None	0%	None	Invitations/ Agenda/ Minutes/ Attendance Register
10	To award learners with registration bursaries with Mayoral Bursary by 30 June 2024	6	learners awarded with registration bursaries awarded with mayoral bursary by 30 June 2024	Mayoral Bursary	Internal	R2M	Not Applicable	0	Advertisement and development of bursary application form	Advertisement and development of bursary application form	0	None	None	50%	None	Q-2 advert and bursary application form Q-3 Confirmation letter
11	To conduct 1 state of municipal address by 30 June 2024	1	1 State of Municipal State Address	Budget speech	Internal	Opex	Not Applicable	0	Not Applicable	0	0	None	None	0%	None	Invitations/ Agenda/ Minutes/ Attendance Register
12	To develop 8 Organisational Performance Reports and Submit to Council for approval by 30 June 2024	New Indicator	8 organizational performance report developed and submitted to Council for approval by 30 June 2024	Development of organizational performance reports	Internal	Opex	2022/23 Annual Performance report and 2022/23 4th quarter report.	2	2023/24 1st quarter SDBIP report	1st quarter SDBIP report completed and submitted	0	None	None	50%	None	Q1-2022/23 Annual Performance report .2022/23 4th quarter report Q2 2023/24 1st quarter SDBIP report Q3 2023/24 2nd quarter SDBIP report .2023/24 Mid-year Report Q4 2022/23 Annual Report & Oversight report 2023/24 3rd quarter

REF NO	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASE LINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	BUDGET 23/24 R'000	1ST Q TARGET	ACTUAL 1ST QUARTER	2ND Q TARGET	ACTUAL 2ND QUARTER	VARIANCE 2ND QUARTER	REASONS FOR VARIANCE 2ND QUARTER	MEASURES TO IMPROVE	PROGRESS % ANNUAL TARGET	REVISED TARGET	PORTFOLIO OF EVIDENCE
13	Number of Section 56 Managers with Signed Performance Agreements by 30 June 2024	6	6 Section 56 Managers with signed performance agreements by 30 June 2024	MSA Sec 54 & 56 Signed Performance Agreements	Internal	Opex	6 Section 56 Managers with signed performance agreements	6	Not Applicable	0	0	None	None	100%	None	Q1: Signed Performance Agreements

6. MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

REF NO	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASE LINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	BUDGET 2024 R'000	1ST Q TARGET	ACTUAL 1 st QUARTER	2 nd Q TARGET	ACTUAL 2 nd QUARTER	VARIANCE 2 nd QUARTER	REASONS FOR VARIANCE 2 nd QUARTER	MEASURES TO IMPROVE	PROGRESS % ANNUAL TARGET	REVISED TARGET	PORTFOLIO OF EVIDENCE
STRATEGIC OBJECTIVE: TO ENHANCE COMPLIANCE WITH LEGISLATION AND IMPROVE FINANCIAL VIABILITY																
1	To produce 4 Litigation Management Reports by 30 June 2024	New	4	Litigation Register	Internal	Opex	1 Litigation Report Produced	1	1 Litigation Report Produced	1	0	None	None	50%	None	Council Resolution Advert & Notice Proof of Promulgation gazette Attendance Register
2	To convene 4 LLF Meetings by 30 June 2024	4	4	4 LLF Meetings convened by 30 June 2024	Internal	Opex	1 LLF Meeting	0	1 LLF Meeting	0	-2	Unavailability of Members	To Ensure that meetings are held and seek commitment from the committed members	0%	3 rd. Quarter	Q1: Q4: Minutes & Attendance Registers
3	To review and submit organisational structure to council by 30 th June 2024	1	1	1 Organisational Structure Reviewed by 30 June 2024	Internal	Opex	Not Applicable	0	1 Strategic Planning Review session	1	0	None	None	50%	None	Q2: Attendance Register and agenda of the Review sessions Q3: Draft Organogram and Council Resolution Q4: Final Organogram and Council Resolution
4	93 posts approved by Municipal Manager to be filled in line with the approved Organisational Structure by 30 June 2024	6	93 posts approved by Municipal Manager to be filled in line with the approved Organisational Structure by 30 June 2024	Filled Positions	Internal	Opex	Capturing of all Applicants	All application received Captured	Shortlisting and interviewing of applicant's	Shortlisting done on the 14 th & 15 th Nov 2023	- Interviews not conducted	None	None	50%	None	Q1: Application Register Q2: Shortlisting Register Q3: Appointment Letters and Acceptance Letters by Candidates
5	To review 27 HRM policies and submit to Council for approval by 30 June 2024	27	27	Review of policies	Internal	Opex	Not Applicable	0	Strategic Planning Policy Review session	1	0	None	None	50%	None	Q2: Attendance Register and agenda of the Review sessions Q3: Attendance Register and Minutes of LLF held in terms of policies

6	To purchase Protective Clothing for 39 Traffic Officers by 30 June 2024	1	Protective Clothing for 39 Traffic Officers by 30 June 2024	Protective Clothing	Internal	R6.7 M	Not Applicable	0	Not Applicable	0	0	None	None	0%	None	Q4: Council Resolution Approved Memos, Invoice, Delivery Note
7	To Conduct 1 medical surveillance to all employees by 30 June 2024	1	Medical Surveillance conducted to employees by 30 June 2024	Medical Surveillance	Internal	R3.3 M	Not Applicable	0	Not Applicable	0	0	None	None	0%	None	Invitations/ Attendance Register, Invoice
8	To develop and submit the Workplace skills Plan and Annual Training Report to LGSETA by 30 June 2024	1	Workplace skills plan and annual training report developed and submitted to LGSETA by 30 June 2024	Workplace Skills Plan	Internal	Opex	Not Applicable	0	Not Applicable	0	0	None	None	0%	None	Submission/ Acknowledgements Letter
9	To hold 6 ordinary council meetings by 30 June 2024	6	6	Council Meetings	Internal	Opex	1 ordinary council meeting	1 30/08/2023	1 ordinary council meeting	1	0	None	None	50%	None	Attendance register/ Council Resolution
10	To hold 6 ordinary executive Council Committee meetings by 30 June 2024	6	6	Council Committees Meetings	Internal	Opex	1 ordinary executive Council Committee meeting	1 18/08/2023	1 ordinary executive Council Committee meeting	1	0	None	None	50%	None	Attendance register/ Council Resolution
11	To hold 1 Communicators Forum by 30 June 2024	1	1	Communication Forum	Internal	Opex	Communicators Forum	1 22/09/2024	1 Communicators Forum	0	-1	None	None	25%	None	Attendance register/
12	To Install 4 turn-style and biometric system at by 30 June 2024	New	4 turn-style and biometric system installed at by 30 June 2024	Expansion of bio-metric system	Internal	R900 000	Not Applicable	0	Specification	0	-1	Shortage of Personnel in the Unit	Vacant Positions in the Unit will be filled in the 3rd quarter	0%	3rd quarter	Approved Memo Invoice
13	To Cascade PMS to 28 Line Managers by 30 June 2024	New	28 Line Managers with signed performance plans/ Agreements	Cascading PMS	Internal	Opex	Not Applicable	0	28 Line Managers with signed performance plans/ Agreements	9 Line Managers Completed and Performance Agreements	-19 Managers did not complete performance plans/ Agreements	None Submissions by Line Managers	Ensure all managers complete and performance agreements and plans	32%	3rd quarter	Q2: Copy of Signed Performance Agreements and Plans

8. MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

REF NO	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASE LINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	BUDGET 2024 R'000	1ST Q TARGET	ACTUAL 1 st QUARTER	2 nd Q TARGET	ACTUAL 2 nd QUARTER	VARIANCE 2 nd QUARTER	REASONS FOR VARIANCE 2 nd QUARTER	MEASURES TO IMPROVE	PROGRESS % ANNUAL TARGET	REVISED TARGET	PORTFOLIO OF EVIDENCE
1	To provide 100% Households applications with access to free Basic services that are earning less than R3500 per month	100%	100% Free Basic Services provided to Households earning less than R3500 per month	Provide free basic services to qualifying households monthly	Internal	R5 000 000	100% Free Basic Services to Qualifying Households Monthly	100% Free Basic Services to Qualifying Households Monthly	100% Free Basic Services to Qualifying Households Monthly	100% Free Basic Services to Qualifying Households Monthly	0	None	None	50%	None	Monthly Free Basic services report/ Monthly Updated Indigent register
2	% of Households with access to basic level of electricity and solid waste Removal	100%	100% of Households with access to basic level of electricity and solid waste Removal	Provide free basic services to qualifying households monthly	Internal	Opex	01/07/2023	30/06/2024	100% of Households with access to basic level of electricity and solid waste Removal	100% of Households with access to basic level of electricity and solid waste Removal	0	None	None	100%	None	Monthly Free Basic services report/ Monthly Updated Indigent register
3	95% of Revenue collected by 30 June 2024	New Indicator	95% Revenue collected by 30 June 2024	Revenue Collection	Internal	Opex	95% Quarterly Projected Revenue collected	79%	95% Quarterly Projected Revenue collected	93%	-2%	None	None	50%	None	Q1-Q4 Revenue Collection report
4	To spend 100% of Capital Budget by 30 June 2024	New Indicator	100% Capital budget spent by 30 June 2024	Budget Spent	Internal	Opex	100% Quarterly Projected Capital Budget Spent	Alt: 34 036 000 Exp: 6 229 304 18%	100% Quarterly Projected Capital Budget Spent	76%	0	None	None	50%	None	Q1-Q4 Capital Expenditure Report
5	To adjust budget and submit to Council for approval by 28 February 2024	New Indicator	Budget adjustment approved by Council by 28 February 2024	Prepare Budget time schedules	Internal	Opex	Not Applicable	0	Not Applicable	0	0	None	None	0%	None	Q3: Adjusted budget (B Schedule) & Council Resolution
6	To submit 24/25 Draft Budget to Council by 31 March 2024	New Indicator	24/25 Draft Budget Submitted to Council by 31 March 2024	Prepare Budget time schedules	Internal	Opex	Not Applicable	0	Not Applicable	0	0	None	None	0%	None	Q3: Draft Budget (A Schedule) and Council Resolution
7	To submit 2024/2025 Final Budget to Council by 31 May 2024	New Indicator	2024/25 Final Budget Submitted to Council by 31 May 2024	Prepare Budget time schedules	Internal	Opex	Not Applicable	0	Not Applicable	0	0	None	None	0%	None	Q4: Final Budget (A Schedule) & Council Resolution

REF NO	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASE LINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	BUDGET 2024 R'000	1ST Q TARGET	ACTUAL 1 st QUARTER	2 nd Q TARGET	ACTUAL 2 nd QUARTER	VARIANCE 2 nd QUARTER	REASONS FOR VARIANCE 2 nd QUARTER	MEASURES TO IMPROVE	PROGRESS % ANNUAL TARGET	REVISED TARGET	PORTFOLIO OF EVIDENCE
8	Number of Section 52 Report submitted to council within 30 days after the end of the quarter by 30 June 2024	New Indicator	4 section 52 report submitted to Council within 30 days after the end of the quarter by 30 June 2024	Draft all Compliance reports for submission as per the timelines	Internal	Opex	1 section 52 report submitted to Council within 30 days after the end of the quarter	1 section 52 report submitted	1 section 52 report submitted to Council within 30 days after the end of the quarter	1 section 52 report submitted	0	None	None	50%	None	Q1-Q4 Section 52 Reports Submitted & Council Resolutions
9	Number of Section 71 Report submitted to Mayor & Provincial Treasury within 10 days after the end of the Month by 30 June 2024	New Indicator	12 section 71 report submitted & Mayor Provincial Treasury within 10 days after the end of the Month by 30 June 2024	Draft all Compliance reports for submission as per the timelines	Internal	Opex	3 section 71 report submitted & Mayor Provincial Treasury within 10 days after the end of the Month	3 section 71 report submitted	3 section 71 report submitted & Mayor Provincial Treasury within 10 days after the end of the Month	3 section 71 report submitted	0	None	None	50%	None	Q1-Q4 Section 71 Reports and Proof of Submission/Acknowledgement of Receipts
10	Number of Section 72 Report and submit to the Mayor and Treasuries by 31 January 2024.	New Indicator	Section 72 report compiled and submit to the Mayor and Treasuries by 31 January 2024	Draft all Compliance reports for submission as per the timelines	Internal	Opex	Not Applicable	0	Not Applicable	0	0	None	None	0%	None	Q3 Section 72 report and Council Resolution
11	Unbundling/impairment of Infrastructure Assets	1	1 Report on unbundling/impairment of infrastructure assets	Unbundling of Infrastructure Assets	Internal	R12 M	Not Applicable	0	Not Applicable	0	0	None	None	0%	None	Q4: 1 Unbundling and Impairment Report
12	To Update the GRAP Asset Management Register by 30 June 2024	New indicator	GRAP Asset Management Register Updated by 30 June 2024	Asset Management Register	Internal	OPEX	Update Monthly New Asset Acquisitions and Disposals	Updated Monthly New Asset Acquisitions and Disposals	Update Monthly New Asset Acquisitions and Disposals	Updated Monthly New Asset Acquisitions and Disposals	0	None	None	50%	None	Q1-Q4 Updated Asset Register
13	To Conduct Municipal Assets Verification by 30 June 2024	1	1 Municipal Assets Verification Conducted by 30 June 2024	Conduct Asset Verification	Internal	OPEX	Not Applicable	0	Not Applicable	0	0	None	None	0%	None	Asset Verification Working Papers and Asset Register

REF NO	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASE LINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	BUDGET 23/24 R'000	1ST Q TARGET	ACTUAL 1 st QUARTER	2 nd Q TARGET	ACTUAL 2 nd QUARTER	VARIANCE 2 nd QUARTER	REASONS FOR VARIANCE 2 nd QUARTER	MEASURES TO IMPROVE	PROGRESS % ANNUAL TARGET	REVISED TARGET	PORTFOLIO OF EVIDENCE
14	Awarding of Tenders within 90 days of the Closure of Tender (Submitted Bids Evaluated and Adjudicated)	100%	100% Advertised Tenders Adjudicated within Legislative Timeframe	Awarding of Tenders within 90 days of the Closure of Tender (Submitted Bids Evaluated and Adjudicated)	Internal	OPEX	100% Advertised Tenders Adjudicated within Legislative Timeframe	100% Advertised Tenders Adjudicated within Legislative Timeframe	100% Advertised Tenders Adjudicated within Legislative Timeframe	100% Advertised Tenders Adjudicated within Legislative Timeframe	0	None	None	50%	None	Appointment Letter/ Advert/ Minutes of the Bid Evaluation and Adjudication Committees
15	To submit GRAP Compliant Annual Financial Statements to AGSA, Treasuries and COGHSTA by 31 August 2024.	1	GRAP Compliant Annual Financial Statements Submitted to AGSA, Treasuries and COGHSTA by 31 August 2024	Compilation of GRAP Compliant Annual Financial Statements	Internal	OPEX	GRAP Compliant Annual Financial Statements Submitted	GRAP Compliant Annual Financial Statements Submitted	Not Applicable	0	0	None	None	100%	None	Q1: GRAP Compliant Annual Financial Statements, Proof of Submission, and Acknowledgements of Receipt

7. ECONOMIC DEVELOPMENT PLANNING

REF NR	KEY PERFORMANCE INDICATORS/MEASURABLE OBJECTIVE	BASE LINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	BUDGET 2024 R'000	1ST Q TARGET	ACTUAL 1 st QUARTER	2 nd Q TARGET	ACTUAL 2 nd QUARTER	VARIANCE 2 nd QUARTER	REASONS FOR VARIANCE 2 nd QUARTER	MEASURES TO IMPROVE	PROGRESS % ANNUAL TARGET	REVISED TARGET	PORTFOLIO OF EVIDENCE
1	To develop LED Strategy by 30 th of June 2024	New	1 LED Strategy developed	Development of LED strategy	Internal	R500 000	Not Applicable	0	Appointment of the service provider	1	0	None	None	50%	None	Q2: Appointment Letter Q3: Draft inception Report Q4: Draft Status Quo Report
2	Coordination of Joint Regional Interventions Twinning agreement with Bethbridge Municipality	New		Twinning Agreements	Internal	Opex	Provincial Heritage Celebration event	1	Not Applicable	0	0	None	None	50%	None	Q1, Q3 & Q 4 Invitation Agenda Attendance Register, Reports
3	To develop 1 Municipal Valuation Roll by 30 th of June 2024	New	1 Municipal Valuation Roll Developed	valuation roll developed	Internal	R2.2 M	1 Progress Report on the development of Municipal Valuation Roll	1	Draft Supplementary Valuation Roll	0	-1 Draft Supplementary Valuation Roll	Non Submission of the billing report by relevant department	Ensuring the preparation of the Supplementary is done on time	25%	3 rd Quarter	Q1: Progress Report Q2: Draft Supplementary Valuation Roll Q3: Public Notice Q4: Adopted Supplementary Valuation Roll
4	To review 1 Special Development Framework by 30 th of June 2024	New	1 Special Development Framework reviewed	SDF review 2019	Internal	R500 000	Draft SDF	1	Public Participation Notice	0	-1 Public Participation Notice	There was a need for the draft SDF to be reworked on before the start of the Public Participation	Ensuring that the target is aligned with the IDP process plan timeframes	25%	3 rd Quarter	Q1: Draft SDF Q2: Public Participation Notice Q3: Invitation, Agenda, Attendance Register Q4: Approved SDF
5	To review 1 Land use scheme by 30 th of June 2024	New	1 Land use scheme reviewed	Land use Management scheme	Internal	R500 000	Not Applicable	0	Draft Land use scheme and public participation notice	0	- 1 Draft Land use scheme and public participation notice	There was a need for the draft LUS to be reworked on before the start of the Public Participation	Ensuring that the target is aligned with the IDP process plan timeframes	25%	3 rd Quarter	Q2: Draft Land use scheme and public participation notice Q3: Invitation, Agenda, Attendance Register Q4: Approved Land Use Scheme

REF NO:	KEY PERFORMANCE INDICATORS (MEASURABLE OBJECTIVE)	BASE LINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	BUDGET 2024 R'000	1ST Q TARGET	ACTUAL 1ST QUARTER	2ND Q TARGET	ACTUAL 2ND QUARTER	VARIANCE 2ND QUARTER	REASONS FOR VARIANCE 2ND QUARTER	MEASURES TO IMPROVE	PROGRESS % ANNUAL TARGET	REVISED TARGET	PORTFOLIO OF EVIDENCE
6	To create 189 jobs through Municipality's economic development initiatives including Capital Projects	189	189 jobs Created through Municipality's economic development initiatives including Capital Projects	Job creation through Labour intensive method	Internal	R1.2 M	Not Applicable	0	Not Applicable	0	0	None	None	0%	None	Signed Contracts

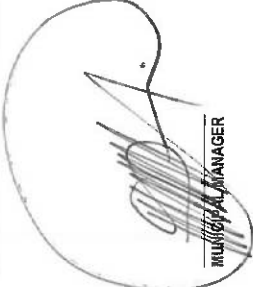
Vision: "To be the vibrant, Viable and Sustainable gateway city to the rest of Africa"

Mission: Vehicle of affordable quality services and stability through Socio-economic development and Collective leadership

10. SOCIAL AND JUSTICE

REF NO	KEY PERFORMANCE INDICATOR/MEASURABLE OBJECTIVE	BASE LINE	ANNUAL TARGETS	PROJECT NAME	FUNDING SOURCE	BUDGET 2024 R'000	1ST Q TARGET	ACTUAL 1 st QUARTER	2 nd Q TARGET	ACTUAL 2 nd QUARTER	VARIANCE 2 nd QUARTER	REASONS FOR VARIANCE 2 nd QUARTER	MEASURES TO IMPROVE	PROGRESS % ANNUAL TARGET	REVISED TARGET	PORTFOLIO OF EVIDENCE
DEVELOPMENT OBJECTIVE: TO IMPROVE QUALITY OF LIFE THROUGH SOCIAL DEVELOPMENT AND PROVISION OF EFFECTIVE COMMUNITY SERVICES																
TOP LAYER																
1	To Conduct 20 Environmental awareness campaigns by 30 of June 2024	20	20 Environmental awareness campaigns conducted by 30 of June 2024	Conduct environmental awareness campaigns	Internal	Opex	5 Environmental awareness campaigns conducted	5	5 Environmental awareness campaigns	5	0	None	None	50%	None	Q1-Q4: Register of people contacted register Pictures
2	To Conduct 20 Environmental clean-up campaigns by 30 of June 2024	20	20 Environmental clean-up campaigns conducted by 30 of June 2024	Conduct environmental clean-up campaign	Internal	Opex	5 Environmental clean-up campaigns conducted	5	5 Environmental clean-up campaigns conducted	5	0	None	None	50%	None	Q1-Q4: Invitation letters Programme Attendance register Pictures
3	To Plant 500 trees to green Musina and mitigate climate change impacts by 30 June 2024	250	500 trees planted to green Musina and mitigate climate change impacts by 30 of June 2024	Greening of Musina	Internal	Opex	200 trees planted	200	150 trees planted	150	0	None	None	50%	None	Q1-Q4: Letter of donation to the recipient, Reports, Pictures before and after
4	To Conduct Road safety awareness campaigns by 30 June 2024	New	12 Road safety awareness campaigns conducted by 30 of June 2024	Coordination of Road Safety Awareness Campaign	Internal	Opex	3 Road safety awareness campaigns conducted	2	3 Road safety awareness campaigns conducted	4	0	None	None	50%	None	Q1-Q4: Attendance Register Programme Pictures Invitation
5	To administer 1200 learners' licenses by 30 June 2024	1200	1200 of learners' license administered by 30 of June 2024	Administer learners' licenses	Internal	Opex	300 Learners Licenses administered	456	300 Learners Licenses administered	78	- 66	Low Demand	Align target to the demand	45%	3 rd Quarter	Q1-Q4: E-natis report R721

6	To administer 864 Driver's licenses by 30 June 2024	864	864 Drivers license administered by 30 of June 2024	Administer Driver's licenses	Internal	Opex	216 Driver's licenses administered	304	216 Driver's licenses administered	246	+ 314	None	None	64%	None	Q1-Q4: R73 eNatis Report
7	To test 400 motor vehicles for road worthiness by 30 June 2024	299	400 motor vehicle tested for road worthiness by 30 of June 2024	Conduct vehicle roadworthiness test	Internal	Opex	100 Motor Vehicles tested for Roadworthiness	90	100 Motor Vehicles tested for Roadworthiness	103	-7	Low Demand	Align Target to the demand	48%	3 rd Quarter	Q1-Q4: E-natis report R171
8	To conduct 4 Disaster Management Awareness Campaigns by 30 June 2024	4	4 Disaster Management Awareness Campaigns Conducted by 30 of June 2024	Coordination of disaster management services	Internal	200000	1 Disaster Management Awareness Campaign conducted	0	1 Disaster Management Awareness Campaign conducted	0	-2	Shortage of Personnel in the Unit	Proposal to appoint new staff in the unit by 31 st of March 2024	0%	None	Q1-Q4: Invitation letter Agenda Attendance register Photographs
9	To conduct 12 Disaster Management Workshops by 30 June 2024	1	12 Disaster Management Workshop Conducted by 30 of June 2024	Coordination of disaster management services	Internal	Opex	3 Disaster Management Workshops Conducted	1	3 Disaster Management Workshops Conducted	5	0	None	None	50%	None	Q1-Q4: Invitation letter Agenda Attendance register Photographs
10	To conduct 4 Local Disaster Management Advisory Forums by 30 June 2024	1	4 Local Disaster Management Advisory Forums Conducted by 30 of June 2024	Coordination of disaster management services	Internal	Opex	1 Local Disaster Management Advisory Forum conducted	0	1 Local Disaster Management Advisory Forum conducted	1	-1	Unavailability of stakeholders in the 2 nd quarter	Coordination will be done in the 3 rd quarter	25%	3 rd Quarter	Q1-Q4: Invitation letter Agenda Attendance register
11	100% Percentage provision of Disaster/ incident responds by 30 June 2024	100%	100% Disaster/ Incident responds provided by 30 of June	Disaster response, recovery, and rehabilitation	Internal	R2M	100% Disaster/ Incident responds	100%	100% Disaster/ Incident responds	100%	0	None	None	50%	None	Q1-Q4: Invitation letter Agenda Attendance register


 MUNICIPAL MANAGER

08/01/24
 DATE