



EMADLANGENI LOCAL MUNICIPALITY

QUARTER THREE PERFORMANCE REPORT 2023/24 FINANCIAL YEAR



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1. INTRODUCTION

According to Chapter 6 (38) (a) of the Municipal Systems Act (MSA), No. 32 of 2000, Municipalities are mandated to establish a Performance Management System that is commensurate with its resources; best suited to its circumstances; and in line with the priorities, objectives, indicators and targets contained in its Integrated Development Plan (IDP).

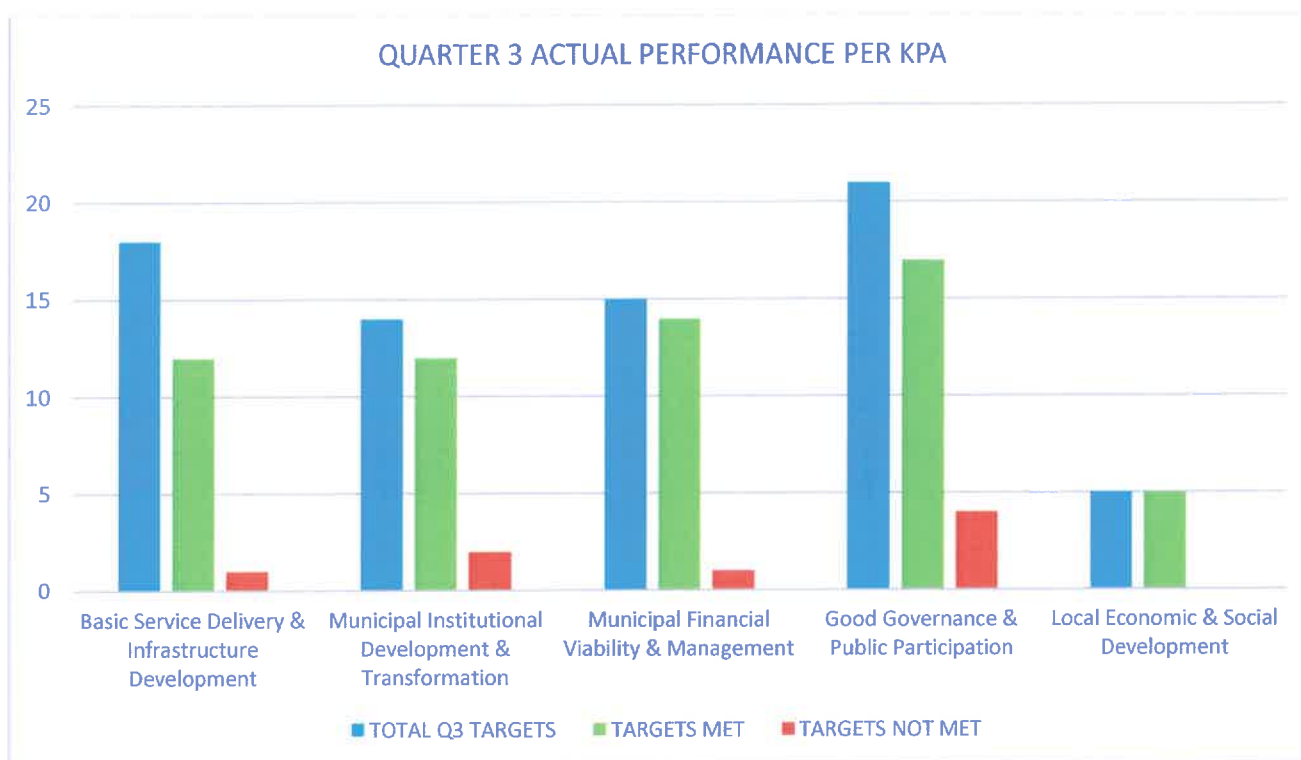
In addition, the Municipal Planning and Performance Management Regulations of 2001 describes the Municipality's Performance Management System as consisting of a framework that articulates and represents how the Municipality's cycle and processes of performance, planning, monitoring, measurement, review, reporting and improvement will be conducted, organized and managed, and to determine the roles of different stakeholders.

The reporting period is from 01 January 2024 to 31 March 2024 and the purpose of this report is to outline the progress/performance for this period as per the approved Service Delivery and Budget Implementation Plan (SDBIP) for the 2023/24 Financial Year.

EMadlangeni Local Municipality Top Layer Scorecard continues to be structured according to the five prescribed National Key Performance Areas (KPA's). These are:

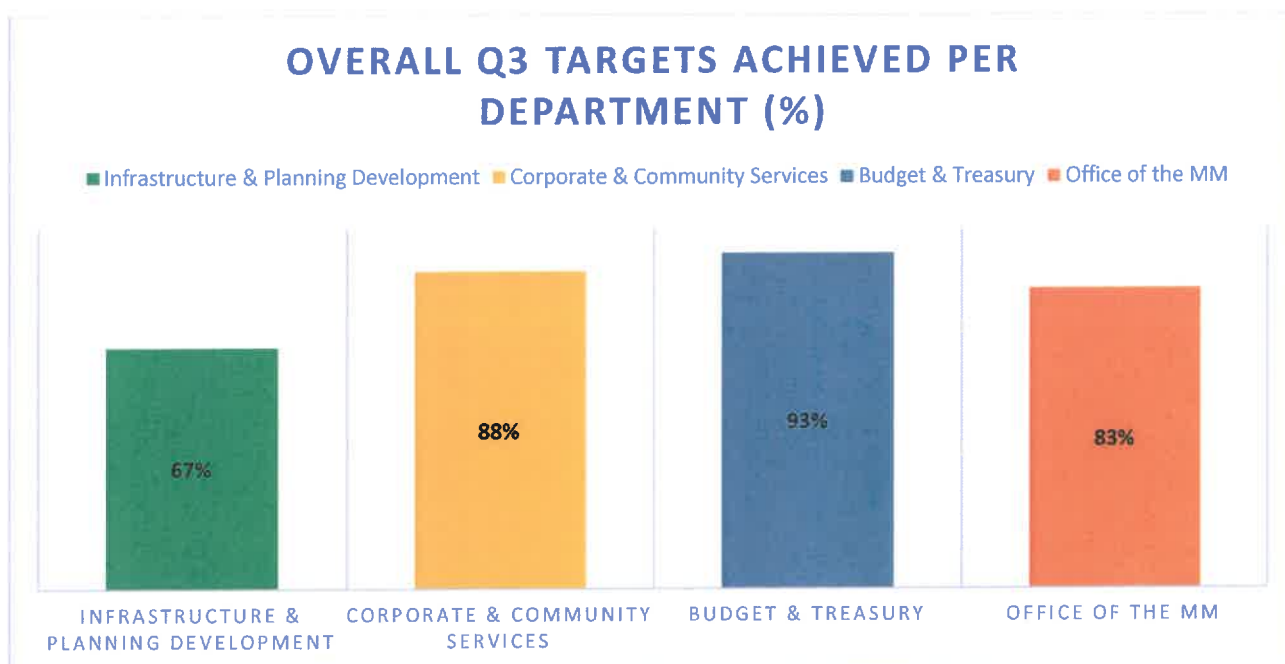
1. Basic Service Delivery & Infrastructure Development
2. Municipal Transformation & Institutional Development
3. Municipal Financial Viability & Management
4. Good Governance & Public Participation
5. Local Economic & Social Development

2. OVERALL QUARTER THREE PERFORMANCE PER KEY PERFORMANCE AREA (KPA)



| KEY PERFORMANCE AREAS | TOTAL NO. OF QUARTER 3 TARGETS | TOTAL NO. OF TARGETS ACHIEVED | TOTAL NO. OF TARGETS NOT ACHIEVED | PERCENTAGE (%) OF TARGETS ACHIEVED |
|---|--------------------------------|-------------------------------|-----------------------------------|------------------------------------|
| BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT | 18 | 12 | 6 | 67% |
| MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT | 14 | 12 | 02 | 86% |
| MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT | 15 | 14 | 01 | 93% |
| GOOD GOVERNANCE & PUBLIC PARTICIPATION | 21 | 17 | 04 | 80% |
| LOCAL ECONOMIC & SOCIAL DEVELOPMENT | 05 | 05 | 0 | 100% |

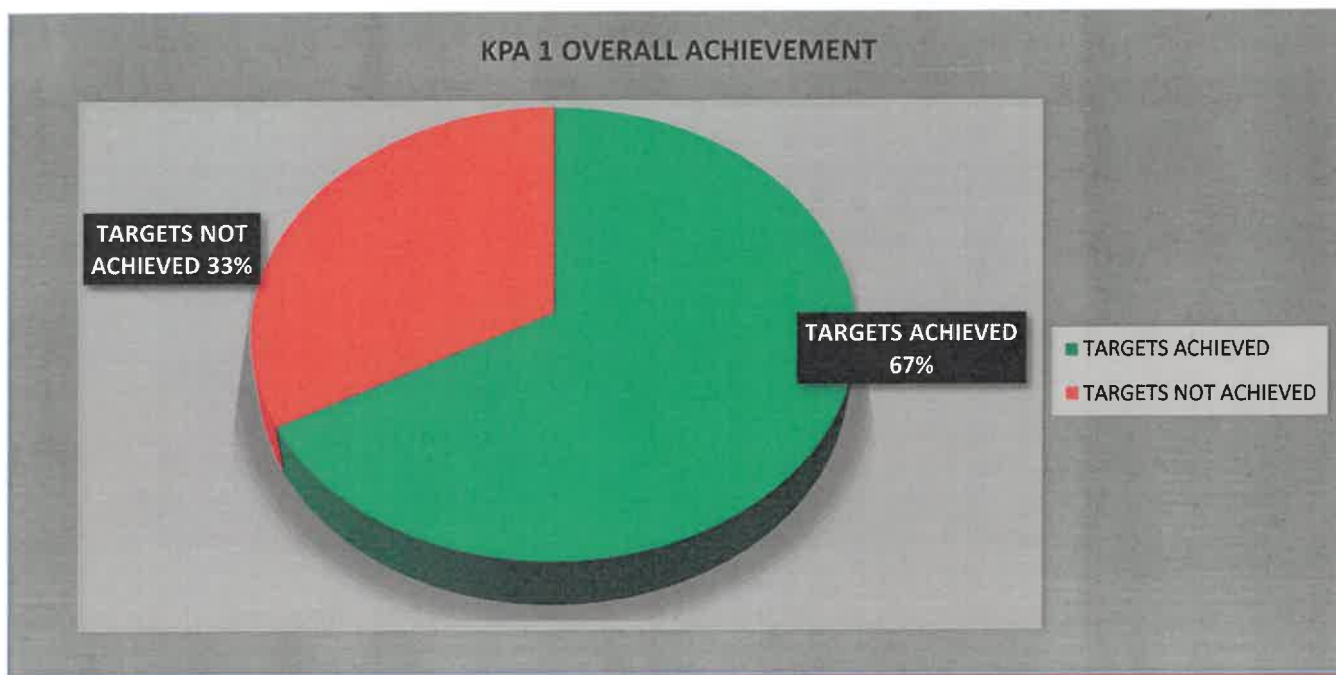
3. OVERALL QUARTER THREE ACTUAL PERFORMANCE PER DEPARTMENT



| DEPARTMENT | TOTAL NO. OF QUARTER 3 TARGETS | TOTAL NO. OF TARGETS ACHIEVED | TOTAL NO. OF TARGETS NOT ACHIEVED | PERCENTAGE (%) OF TARGETS ACHIEVED |
|---------------------------------------|--------------------------------|-------------------------------|-----------------------------------|------------------------------------|
| INFRASTRUCTURE & PLANNING DEVELOPMENT | 18 | 12 | 06 | 67% |
| CORPORATE & COMMUNITY SERVICES | 17 | 15 | 02 | 88% |
| BUDGET & TREASURY | 15 | 14 | 01 | 93% |
| OFFICE OF THE MUNICIPAL MANAGER | 23 | 19 | 04 | 83% |

4. PERFORMANCE ON KEY PERFORMANCE AREAS

a. BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT



QUARTER THREE PERFORMANCE:

➤ RURAL ELECTRIFICATION PROJECTS

For the 2023/24 Financial Year, eMadlangeni Municipality approved six (6) Rural Electrification Projects, namely:

- EMadlangeni Phase 2, Ward 5 - 51 Connections
- Blue Mountain Phase 2, Ward 4 - 56 Connections
- Dorothea, Ward 1 - 151 connections
- KwaNtaba Phase 3, Ward 4 - 25 Connections
- Kaarpoort Phase 3, Ward 4 - 19 Connections

Quarterly Progress Reports for eMadlangeni, Blue Mountain, KwaNtaba, Dorothea and Kaarpoort have been submitted as evidence as required by the Top Layer SDBIP. Amongst the abovementioned projects there are amended targets in accordance with Chapter 7 of the Municipal Finance Management Act no. 56 of 2003 Section 54(c).

➤ **ROAD REHABILITATION PROJECTS**

Following the 2023/24 SDBIP amendments, Council approved six more rehabilitation and regravelling projects, namely:

- Regravelling of Dorothea, Ward 1 - 4,6KMs
- Keerom Street, Ward 2 - 0,6KMs
- Regravelling of Vaalbank, Ward 3 - 2,4KMs
- Regravelling of Reserve, Ward 4 - 4,6KMs
- Regravelling of Lenz, Ward 5 - 2,9KMs
- Regravelling of Mlwane, Ward 6 - 4,6KMs
- Scheepers Street Phase 2, Ward 2 - 0,4KMs
- Plein Street, Ward 2 - 0,8KMs
- Upgrade of Ward 2 Sportfield

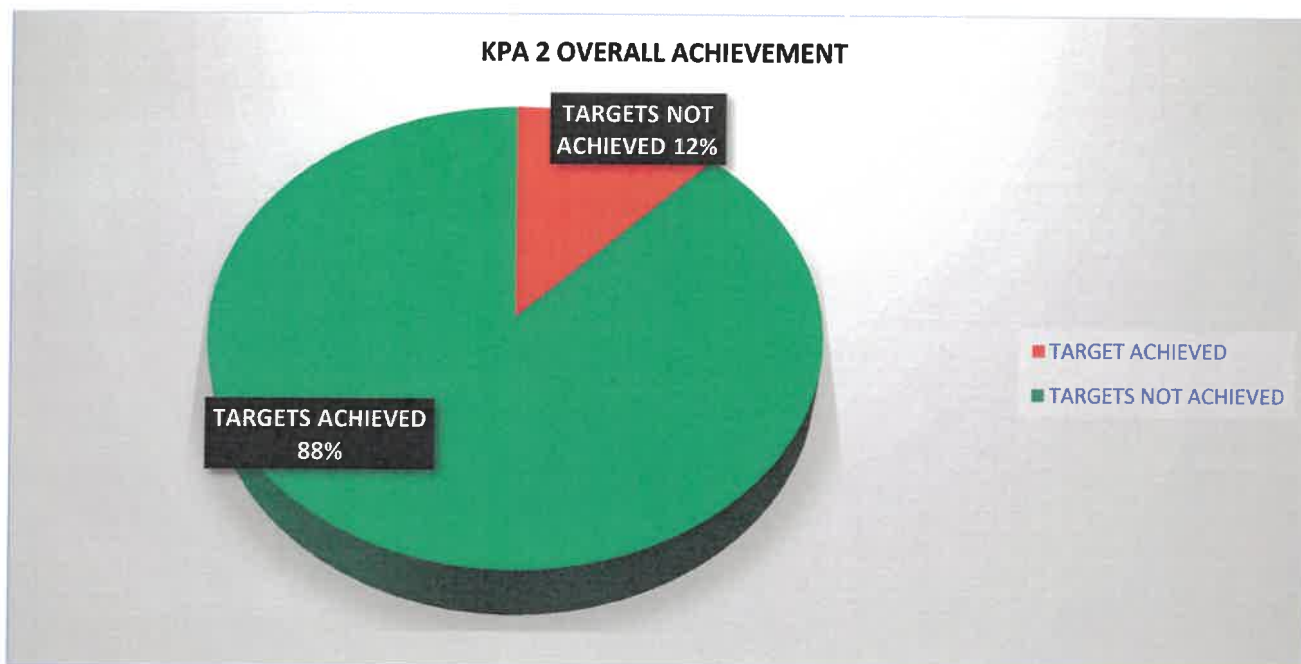
➤ **DISASTER MANAGEMENT UNIT**

A Disaster Management Advisory Forum Meeting alongside the Disaster Management trainings and awareness campaigns convened within the third Quarter. The meeting notice, agenda, minutes and attendance register and the trainings report were submitted as PoE.

CHALLENGES & MEASURES TO IMPROVE PERFORMANCE:

| CHALLENGES/REASONS FOR VARIANCE | CORRECTIVE MEASURES |
|---|--|
| <p>1.2.1.6 – 1.2.1.11 Target was not met because there was a large number of bids (245) received for the establishment of the panel of Service Providers for the construction of civil engineering infrastructure projects. This resulted in delays in the SCM and implementation processes.</p> | <p>The targets will be achieved in time for the 2023/24 Annual Performance Report.</p> |

b. MUNICIPAL INSTITUTIONAL DEVELOPMENT & TRANSFORMATION



QUARTER THREE PERFORMANCE:

➤ **QUARTERLY MEETINGS**

The following quarterly meetings convened within the course of the 2023/24 Quarter two:

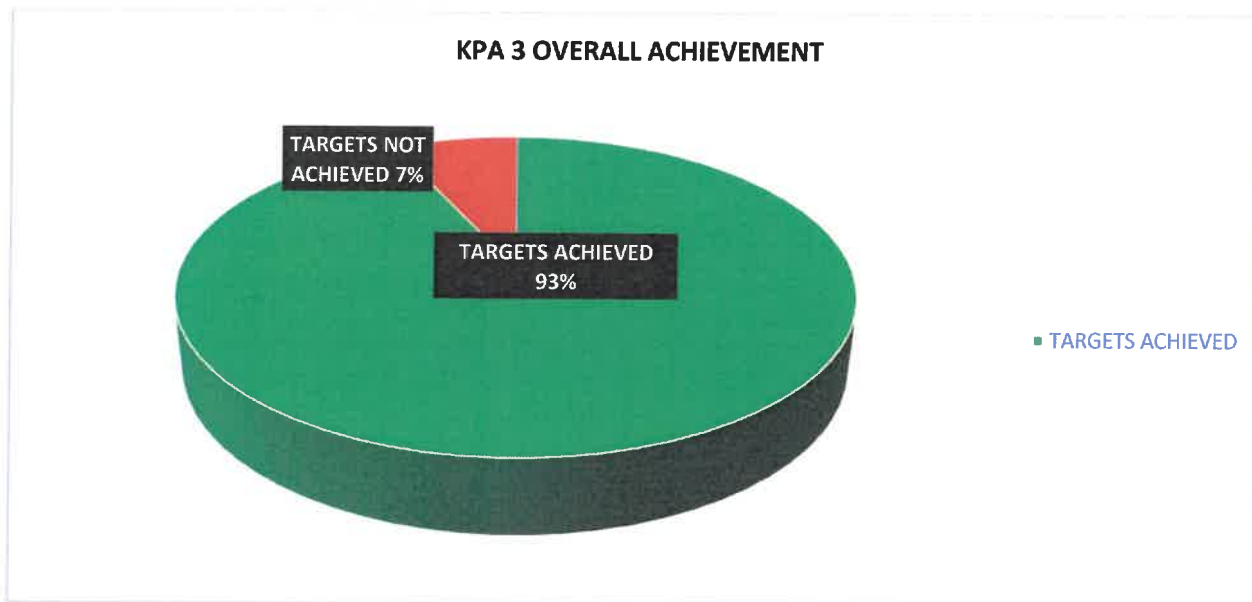
- Local Labour Forum
- 2 Corporate and BTO Portfolio Committee Meetings
- 2 I&PD Portfolio Committee Meetings
- Executive Committee Meeting
- Council Meeting
- ICT Steering Committee Meeting

CHALLENGES & MEASURES TO IMPROVE PERFORMANCE:

| CHALLENGES/REASONS FOR VARIANCE | CORRECTIVE MEASURES |
|--|--|
| 2.2.1.2 The Draft organogram was not submitted to Council as it had to through the process of being confirmed by the Municipal Management Committees | Council will approve the organogram within the fourth quarter. |

2.5.1.1 The meeting was postponed due to the quorum not being met by the committee members.

c. MUNICIPAL FINANCIAL VIABILITY & MANAGEMENT (SOUND FINANCIAL MANAGEMENT)



QUARTER THREE PERFORMANCE:

➤ **MUNICIPAL DRAFT & FINAL ANNUAL BUDGET**

The Annual Budget was compiled and submitted to Council for adoption on 28/02/2024.

➤ **MUNICIPAL ADJUSTMENT BUDGET**

The adjusted budget was submitted to Council for adoption on 27/03/2024.

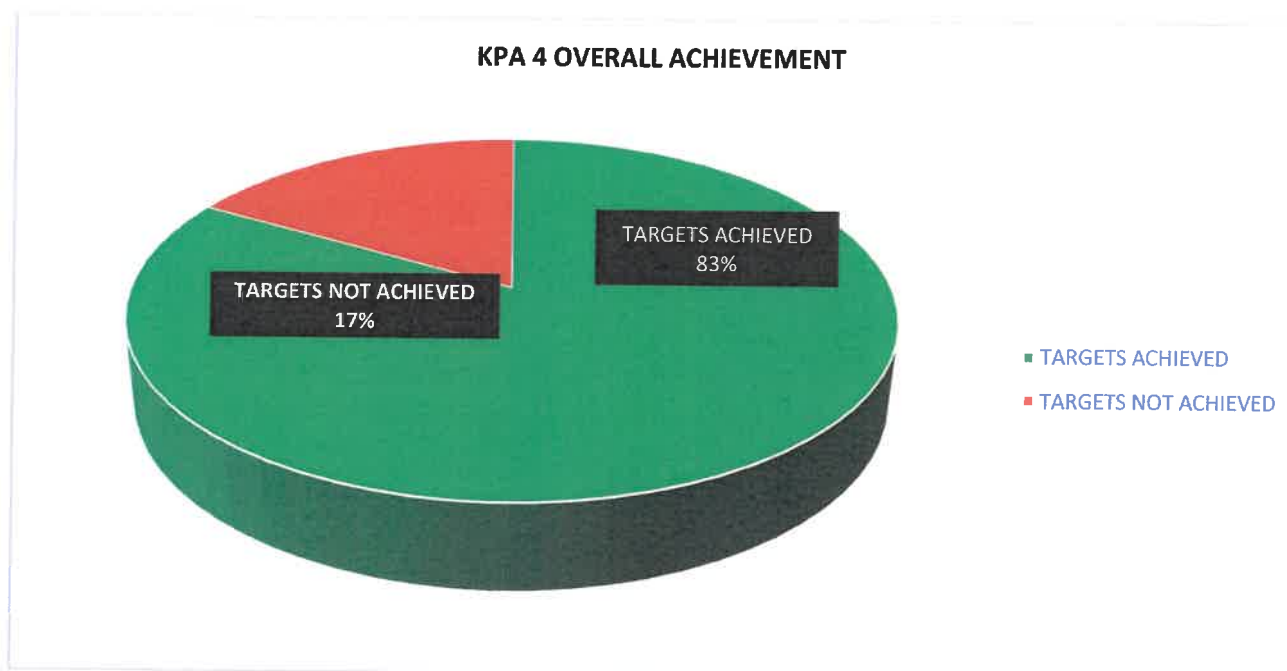
➤ **MONTHLY RECONCILIATIONS**

Investment; Grant; Creditors; Assets and Bank Monthly Reconciliations have been compiled.

On other Quarter 3 achievements, the following has been submitted:

- SCM Processes Reports
- Reviewed and updated Contract Registers
- 3 Section 71 Reports
- 1 Section 52 Report and submitted to National Treasury
- Monthly VAT Returns submitted to SARS

d. **GOOD GOVERNANCE & PUBLIC PARTICIPATION (PUTTING PEOPLE FIRST)**



QUARTER THREE PERFORMANCE:

➤ **PUBLIC PARTICIPATION**

Public meetings and Ward Committee meetings convened within the third quarter on monthly basis.

➤ **IDP/PMS UNIT**

- The IPM/PMS unit held its Integrated Development Plan Representative Forum on 08/03/2024
- The Draft IDP was tabled by Council on 27/03/2024 and submitted to KZN CoGTA on 05/04/2024
- Submission of the 2024/25 Draft SDBIP to the Mayor for acknowledgement was on 27/03/2024
- The 2022/23 Annual Report was tabled by Council on 23/01/2024

➤ **INTERNAL AUDIT & RISK MANAGEMENT UNIT**

- Quarterly Audit Committee Meetings took place within the third quarter and three Internal Audit Reports were approved.
- Copy of the Action Plan was submitted to the Municipal Manager
- Quarter 3 Risk Register has been updated.

➤ **COMMUNICATIONS UNIT**

The Mayor Cllr M.L Buthelezi attended a single radio interview at Newcastle FM on 02 February 2024.

e. LOCAL ECONOMIC AND SOCIAL DEVELOPMENT



QUARTER THREE PERFORMANCE:

➤ **SOCIAL SERVICES UNIT**

- The Local Forums Chairpersons & Secretaries Meeting convened on 20 March 2024

5. CHALLENGES

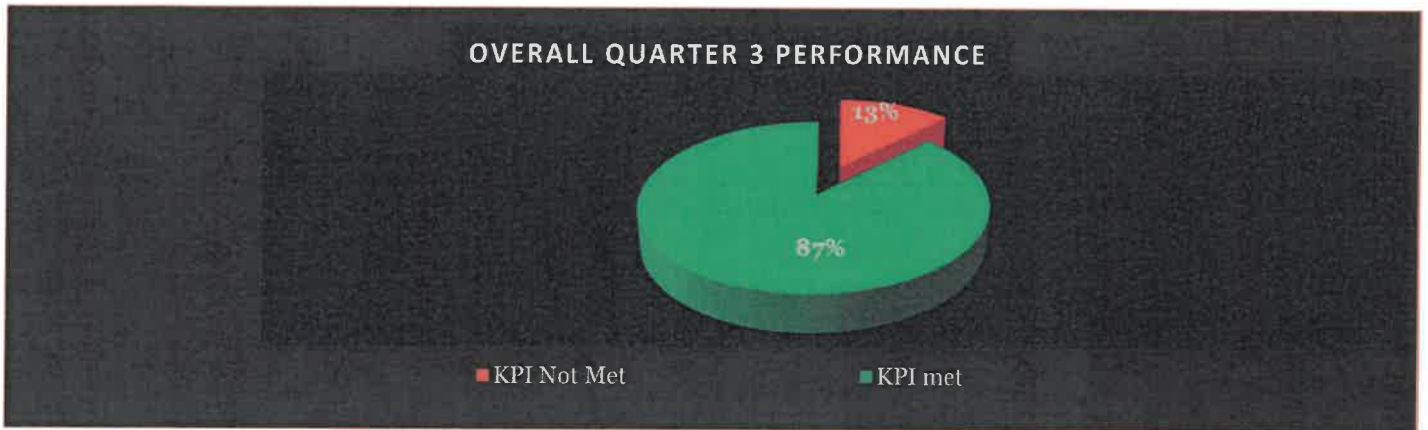
- Late submissions of Performance Reports and Portfolio of Evidence Files from all departments.
- Reasons of variance in achieving targets are not provided by Managers responsible for the target

6. RECOMMENDATIONS

- Senior Management to adhere to the submission date of PoE files which is 10 working days after the end of each quarter. This will ensure that the submission deadline for Performance Report to Internal Auditors is met on prescribed time.
- Convening of Departmental meetings on quarterly basis will ensure that the correct evidence required in the SDBIP is submitted and shortfalls within departments are highlighted on.

7. CONCLUSION

- The 2023/24 SDBIP consists of 97 Key Performance Indicators. The overall targets for the third quarter is 73 resulting in 24 KPIs not due in the first quarter. Amongst the 73 KPIs, 60 targets were achieved within the third quarter and 13 targets were not achieved.
- THE OVERALL PERCENTAGE FOR THE ACHIEVED TARGETS WITHIN THE THIRD QUARTER IS 87%.
- Challenges and Recommendations have been outlined within the report
- A ScoreCard indicating the Key Performance Areas has been attached as an Annexure



REPORT COMPILED BY:

MR. M. ZONDO
IDP/PMS MANAGER

DATE

2024/05/03

REPORT APPROVED BY:

MRS. G.N. MAVUNDLA
MUNICIPAL MANAGER

DATE:

03/05/24

KEY PERFORMANCE AREA 1: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

| DEPARTMENT | KEY PERFORMANCE AREA | PROJECT | BASELINE | KEY MEASURABLE PERFORMANCE INDICATOR | ANNUAL TARGET | QUARTERLY TARGETS | | | TOTAL BUDGET | STATUS | CHALLENGES IN MEETING TARGET | CORRECTIVE MEASURES TO BE TAKEN |
|---|---|---|--------------------|---|------------------------------------|-----------------------------------|-----------|---------------------------|---------------|----------------------|------------------------------|---------------------------------|
| | | | | | | QUARTER 3 (JAN-MAR 2024) | | | | | | |
| | | | | | | Target | Budget | Means of verification | | | | |
| OBJECTIVES: | | | | | | | | | | | | |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Connection of 51 households through rural electrification projects for year ending June 2024: eMadlangeni Phase 2, Ward 5 | Phase 1 | 1.1.1.1. Number of households connected through rural electrification at eMadlangeni Phase 2, Ward 5 | 51 connections | Construction | 1 740 750 | Quarterly Progress Report | 6 990 000 | ACHIEVED | | |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Connection of 56 households through rural electrification projects for year ending June 2024: Blue Mountain Phase 2, Ward 4 | Phase 1 | 1.1.1.2. Number of households connected through rural electrification at Blue Mountain Phase 2, Ward 4. | 56 Connections | Construction | 2 716 750 | Quarterly Progress Report | 10 987 000,00 | ACHIEVED | | |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Connection of 151 households through rural electrification projects for year ending June 2024: Dorobea, Ward 1 | New Indicator | 1.1.1.3. Number of households connected through rural electrification at Dorobea, Ward 1 | 151 Connections | Site Establishment & Construction | 1 500 000 | Quarterly Progress Report | 6 600 000,00 | ACHIEVED | | |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Connection of 25 households through rural electrification projects for year ending June 2023: KwaNtaba Phase 3, Ward 4 | Roll-over projects | 1.1.1.4. Number of households connected through rural electrification at KwaNtaba Phase 3, ward 4 | 25 connections at KwaNtaba Phase 3 | Construction | N/A | Quarterly Progress Report | 2 855 194,41 | ACHIEVED | | |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Connection of 19 households through rural electrification projects for year ending June 2023: Kaarpoort Phase 3, Ward 4 | Roll-over projects | 1.1.1.5. Number of households connected through rural electrification at Kaarpoort Phase 3, Ward 4 | 19 connections | Construction | N/A | Quarterly Progress Report | 2 866 194,41 | ACHIEVED | | |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Conduct Pre-Engineering for 44 Connections in Uthuluyi, Ward 1 for year ending June 2024 | New Indicator | 1.1.1.6. Number of Pre-Engineering for Connections in Uthuluyi within the 2023/24 financial year | Completion of 44 Connections | | | | 622 000 | NOT DUE THIS QUARTER | | |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Rehabilitation of Scheepers Street 0,4 KMs Phase 2, Ward 2 for the year ending 30 June 2023 | New Indicator | 1.2.1.1. 0,4 KMs of paved Municipal road which has been resurfaced to surfaced road, Scheepers Street Phase 2, Ward 2 | Completion of 0,4 KMs | Construction | 1 250 000 | Quarterly Progress Report | 5 000 000 | ACHIEVED | | |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Rehabilitation of Plein Street 0,8 KMs for the year ending 30 June 2024 | New Indicator | 1.2.1.2. 0,8 KMs of paved Municipal road which has been resurfaced to surfaced road, Plein Street Ward 2 | Completion of 0,8 KMs | Construction | 1 712 250 | Quarterly Progress Report | 5 249 000 | ACHIEVED | | |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Upgrading of Ward 2 Sportfield | New Indicator | 1.2.1.3. Upgrade Sportfield in Ward 2 | Completion of Sportfield in Ward 2 | Construction | 2 000 000 | Quarterly Progress Report | 8 000 000 | ACHIEVED | | |

| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Length of roads levelled through road maintenance program in the 2023/24 Financial Year | 60KM | Maintenance of 60 km of gravel roads in all 6 Wards | 15 KMs of Road Maintenance | 100 000 | Completion certificate signed by supervisor & HOD | 400 000 | ACHIEVED |
|---|---|---|---------------|--|----------------------------|-----------|---|-----------|--------------|
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Rehabilitation of Kerk street 0,7 km Phase 3 for year end 30 June 2024 | Kerk Phase 2 | 1.2.1.4 Maintenance of 60 km of gravel roads in all 6 Wards 1.2.1.5 0,7KMs of paved Municipal Road which has been resurfaced to surface phase 3, ward 2 road, Kerk Street Phase 3, Ward 2 | Construction | 3 753 750 | Certificate of Completion | 3 753 750 | ACHIEVED |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Regraveling of 4,6 KM at Dorothea access road in ward 1 for year ending 30 June 2024 | New Indicator | 1.2.1.6 Regraveling of 4,6 KM at Dorothea access road in ward 1 | | 1 740 825 | Quarterly Progress Report | 3 521 250 | NOT ACHIEVED |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Rehabilitation of Keerom Street 0,8 km in ward 2 for year ending 30 June 2024 | New Indicator | 1.2.1.7 Rehabilitation of Keerom Street 0,8 km in ward 2 | | 1 693 966 | Quarterly Progress Report | 3 387 972 | NOT ACHIEVED |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Regraveling of 2,4 KM at Vaalbank access road for year ending 30 June 2024 | New Indicator | 1.2.1.8 Regraveling of 2,4 KM at Vaalbank access road in ward 3 | | 1 397 514 | Quarterly Progress Report | 2 615 024 | NOT ACHIEVED |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Regraveling of 4,8 KM at Reserve access road in ward 4 for year ending 30 June 2024 | New Indicator | 1.2.1.9 Regraveling of 4,8 KM at Reserve access road in ward 4 | | 1 958 255 | Quarterly Progress Report | 3 912 500 | NOT ACHIEVED |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Regraveling of 2,9 KM at Lenz access road in ward 5 for year ending 30 June 2024 | New Indicator | 1.2.1.10 Regraveling of 2,9 KM at Lenz access road in ward 5 | | 1 173 750 | Quarterly Progress Report | 2 347 500 | NOT ACHIEVED |

| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Regravelling of 4.6 KM at Milwane access road in ward 6 for year ending 30 June 2024 | New Indicator | 1.2.1.11 Regravelling of 4.6 KM at Milwane access road in ward 6 | 6 | 1 349 375 | Quarterly Progress Report | 2 739 750 | NOT ACHIEVED | There was a large number of bids (245) received for the establishment of the panel of Service Providers for the construction of civil engineering infrastructure projects. This resulted in delays in the SCM processes and the implementation process. |
|---|---|---|---------------|---|-----|-----------|---------------------------------------|-----------|----------------------|---|
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Reviewing and Adopting the Housing Sector Plan for the year ending June 2024 | 1 | 1.3.1.1 Number of Reviewed & Adopted Housing Sector Plan (HSP) within the 2023/24 financial year | 1 | | | | NOT DUE THIS QUARTER | |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Reviewing and adopting the Spatial Development Framework for the year ending June 2024 | 1 | 1.3.1.2 Number of Reviewed & Adopted Spatial Development Framework (SDF) within the 2023/24 financial year | 1 | | | | NOT DUE THIS QUARTER | |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Reviewing and adoption of the LED strategy for the year ending June 2024 | 1 | 1.4.1.1 Number of reviewed and adopted LED strategy within the 2023/24 Financial Year | 1 | | | | NOT DUE THIS QUARTER | |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | 120 Job opportunities created under Extended Public Works Programme (EPWP) in year ending June 2024 | 140 | 1.4.1.2 Number of Job opportunities created under EPWP within the 2023/24 financial year | 120 | | | 625 000 | NOT DUE THIS QUARTER | |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Provide 4 Capacity Building Interventions for Entrepreneurs and SMME's for year ending June 2024 | 4 | 1.4.1.3 Number of Capacity Building Interventions for Local Entrepreneurs and SMME's provided within the 2023/24 financial year | 4 | | Training Report & Attendance Register | | ACHIEVED | |
| Corporate & Community Services | Basic service delivery and infrastructure development | Disaster Management Advisory Forum Meetings to be conducted in the year ending June 2024 | 4 | 1.5.1.1 Number of Disaster Management Advisory Forum Meetings conducted within the 2023/24 financial year | 4 | | Notice, Agenda & attendance register | | ACHIEVED | |
| Corporate & Community Services | Basic service delivery and infrastructure development | 20 lightning conductors to be installed within the year ending June 2024 | 20 | 1.5.1.2 Number of lightning conductors installed within the 2023/24 Financial Year | 40 | 10 000 | Progress Report | 80 000 | ACHIEVED | |
| Corporate & Community Services | Basic service delivery and infrastructure development | Reviewed and Updated Contingency Plans for the year ending June 2024 | 2 | 1.5.1.3 Number of Reviewed and updated contingency plan (Summer & Winter) for 2023/24 year | 2 | | Plan & Council Resolution | | ACHIEVED | |
| Corporate & Community Services | Basic service delivery and infrastructure development | Disaster Management trainings & awareness campaigns conducted in the year ending June 2024 | 8 | 1.5.1.4 Number of Disaster Management trainings & awareness campaigns conducted within 2023/24 Financial Year | 20 | | Report & Attendance register | 30 000 | ACHIEVED | |
| Corporate & Community Services | Basic service delivery and infrastructure development | Review & Update Disaster Management Sector Plan in the year ending in June 2024 | 1 | 1.5.1.5 Review & Update Disaster Management Sector Plan within 2023/24 financial year | 1 | | | | NOT DUE THIS QUARTER | |
| Corporate & Community Services | Basic service delivery and infrastructure development | Monitoring of Construction of Disaster Management Centre for year ending 2024 | 1 | 1.5.1.6 Monitor construction of Disaster Management Centre within the 2023/24 financial year | 1 | | | | NOT DUE THIS QUARTER | |

| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Eradicate Electricity Supply Backlogs through provision of basic electricity supply services for year ending in June 2024 | New Indicator | 1.5.1.1 Number of new households provided with new electricity connections (Municipal Supply) within the 2023/24 financial year | 1 Certificate of Competence | | | NOT DUE THIS QUARTER |
|---|---|---|---------------|--|-----------------------------|------|--|----------------------|
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Reviewing and Adopting the Integrated Waste Management Plan (IWMP) for the year ending June 2024 | New Indicator | 1.7.1.1 Number of Reviewed & Adopted IWMP within the 2023/24 financial year | 1 | | | NOT DUE THIS QUARTER |
| Infrastructure and Planning Development | Basic service delivery and infrastructure development | Total number of formal households, business and government areas with access to refuse removal once per week | New Indicator | 1.7.1.2 Number of formal households, business and government areas with access to refuse removal within the 2023/24 financial year | 1 320 | 1320 | Quarterly Report; Billing System & Collecting Schedule | ACHIEVED |

KEY PERFORMANCE AREA 2: MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

| DEPARTMENT | KEY PERFORMANCE AREA | PROJECT | BASELINE | KEY MEASURABLE PERFORMANCE INDICATOR | ANNUAL TARGET | QUARTERLY TARGETS | | | TOTAL BUDGET | STATUS | CHALLENGES IN MEETING TARGETS | CORRECTIVE MEASURES TO BE TAKEN |
|---------------------------|--|---|----------|--|---------------|----------------------------|--------|-----------------------|--------------|----------------------|--|---------------------------------|
| | | | | | | QUARTER 3 (JAN-MARCH 2024) | | | | | | |
| | | | | | | Target | Budget | Means of verification | | | | |
| Corporate Services | Municipal institutional development and transformation | Review & Adoption of Municipal Policies for the year ending June 2024 | 5 | 2.1.1.1 Number of Developed, Adopted & Reviewed Policies within the 2023/24 financial year | 5 | | | | | NOT DUE THIS QUARTER | | |
| Corporate Services | Municipal institutional development and transformation | Building capable work force to deliver services for the year ending June 2024 | 1 | 2.1.1.2 Number of Employees Wellness Campaigns held within the 2023/24 financial year | 2 | | | | | NOT DUE THIS QUARTER | | |
| Corporate Services | Municipal institutional development and transformation | Ensure sustainable working environment | 18 | 2.2.1.1 Number of lease agreements signed for Municipal Properties (Rental Houses) within the 2023/24 financial year | | | | | | NOT DUE THIS QUARTER | | |
| Corporate Services | Municipal institutional development and transformation | Reviewing and adoption of the organisational structure for the year ending June 2024 | 1 | 2.2.1.2 Number of Adopted & Reviewed Organogram for 2024/25 financial year | 1 | Submit Draft Organogram | | | | NOT ACHIEVED | Council Resolution | |
| Corporate Services | Municipal institutional development and transformation | Convening of the Local Labour Forum for year ending June 2024 | 4 | 2.3.1.1 Number of LLF meetings conducted within the 2023/24 financial year | 4 | 1 | | | | ACHIEVED | Notice of Meeting, Agenda, Minutes & Attendance Register | |
| Corporate Services | Municipal institutional development and transformation | Convening of the Corporate Services & Budget & Treasury Office Portfolio Committee Meetings for year ending June 2024 | 12 | 2.3.1.2(a) Number of Portfolio Committee Meetings conducted within the 2023/24 financial year | 10 | 2 | | | | ACHIEVED | Notice of Meeting, Agenda, Minutes & Attendance Register | |
| Corporate Services | Municipal institutional development and transformation | Convening of the Infrastructure & Planning Development Portfolio Committee Meetings for year ending June 2024 | 12 | 2.3.1.2(b) Number of Portfolio Committee Meetings conducted within the 2023/24 financial year | 10 | 2 | | | | ACHIEVED | Notice of Meeting, Agenda, Minutes & Attendance Register | |
| Corporate Services | Municipal institutional development and transformation | Convening of the Executive Committee (EXCO) Meetings for year ending June 2024 | 4 | 2.3.1.3 Number of EXCO Meetings conducted within the 2023/24 financial year | 4 | 1 | | | | ACHIEVED | Notice of Meeting, Agenda, Minutes & Attendance Register | |

| | | | | | | | | |
|--------------------|--|--|---|--|---|---|--|----------------------|
| Corporate Services | Municipal institutional development and transformation | Convening of the Council Legisted Meetings for year ending June 2024 | 4 | 2.3.1.4 Number of Council Meetings conducted within the 2023/24 financial year | 5 | 2 | Notice of Meeting, Agenda, Minutes & Attendance Register | ACHIEVED |
| Corporate Services | Municipal institutional development and transformation | Convening of the Municipal Public Account Committee (MPAC) Meetings for year ending June 2024 | 4 | 2.3.1.5 Number of MFAC Meetings conducted within the 2023/24 financial year | 4 | 1 | Notice of Meeting, Agenda, Minutes & Attendance Register | ACHIEVED |
| Corporate Services | Municipal institutional development and transformation | Reviewing of the Workplace Skills Plan (WSP) for ending June 2024 | 1 | 2.4.1.1 Number of approved Workplace Skills Plans submitted to LG SETA within the 2023/24 financial year | 1 | | | NOT DUE THIS QUARTER |
| Corporate Services | Municipal institutional development and transformation | Conducting of induction Programmes for Municipal Employees for year ending in June 2024 | 1 | 2.4.1.2 Number of Induction Programmes conducted within the 2023/24 financial year | 1 | | | NOT DUE THIS QUARTER |
| Corporate Services | Municipal institutional development and transformation | Complete the Employment Equity Report for the year ending June 2024 | 1 | 2.4.1.3 Number of Employment Equity Report completed within the 2023/24 financial year | 1 | 1 | Acknowledgement letter from Labour and Employment | ACHIEVED |
| Corporate Services | Municipal institutional development and transformation | Convening of the Municipal Facilities Committee Meetings for year ending June 2024 | 4 | 2.5.1.1 Number of Facilities Committee Meetings conducted within the 2023/24 financial year | 4 | 1 | Notice of Meeting, Agenda, Minutes & Attendance Register | NOT ACHIEVED |
| Corporate Services | Municipal institutional development and transformation | Convening of Information Communications Technology (ICT) Steering Committee Meeting for year ending in June 2024 | 1 | 2.5.1.2 Number of ICT Steering Committee Meetings for 2023/24 financial year | 4 | 1 | Agenda, Minutes & Attendance Register | ACHIEVED |

KEY PERFORMANCE AREA 3: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT (SOUND FINANCIAL MANAGEMENT)

| DEPARTMENT | KEY PERFORMANCE AREA | PROJECT | BASELINE | KEY MEASURABLE PERFORMANCE INDICATOR | ANNUAL TARGET | QUARTERLY TARGETS | | TOTAL BUDGET | STATUS | CHALLENGES IN MEETING TARGETS | CORRECTIVE MEASURES TO BE TAKEN |
|-------------|---|--|----------|---|---------------|---|--|--------------|----------------------|-------------------------------|---------------------------------|
| | | | | | | QUARTER 3 (JAN-MARCH 2024) | | | | | |
| | | | | | | Target | Means of verification | | | | |
| OBJECTIVES: | Municipal financial viability & management (sound financial management) | Annual Financial Statements prepared and submitted to Auditor General for the year ending June 2024 | 1 | 3.1.1.1 Number of Annual Financial Statement submitted to Auditor General within the 2023/24 financial year | 1 | | | | NOT DUE THIS QUARTER | | |
| | Municipal financial viability & management (sound financial management) | Preparing and submitting the Draft & Final Budget to Council & Treasury for the year ending June 2024 | 1 | 3.1.1.2 Number of Municipal Draft & Final Annual Budget adopted within the 2023/24 financial year | 1 | Compile the Draft Annual Budget, & Table the Budget to Council. | Council Resolution | | ACHIEVED | | |
| | Municipal financial viability & management (sound financial management) | Reviewing & adopting the Adjustment Budget for adoption by Council & submission to Treasury for the year ending in June 2024 | 1 | 3.1.1.3 Number of Municipal Adjustment Budget adopted within the 2023/24 financial year | 1 | Compile and adopt the Adjusted Budget & Submit to Provincial Treasury | Council Resolution & Proof of Submission to Treasury | | ACHIEVED | | |
| | Municipal financial viability & management (sound financial management) | 12 Investment Reconciliations prepared for the year ending in June 2024 | 12 | 3.2.1.1 Number of Monthly Investments Reconciliation within the 2023/24 financial year | 12 | 3 | Signed Investment Registers | | ACHIEVED | | |
| | Municipal financial viability & management (sound financial management) | 12 Grant Reconciliations prepared for the year in June 2024 | 12 | 3.2.1.2 Number of Monthly Grant Reconciliation prepared within the 2023/24 financial year | 12 | 3 | Signed copies of Grant Reconciliations | | ACHIEVED | | |
| | Municipal financial viability & management (sound financial management) | 12 Creditors Reconciliations prepared for the year ending in June 2024 | 12 | 3.2.1.3 Number of Monthly Creditors Reconciliations prepared within the 2023/24 financial year | 12 | 3 | Signed copies of the Creditors Reconciliations | | ACHIEVED | | |
| | Municipal financial viability & management (sound financial management) | Preparing 12 Valuation Roll Reconciliations for the year ending June 2024 | 12 | 3.2.1.4 Number of Monthly Valuation Roll Reconciliations prepared within the 2023/24 financial year | 12 | 3 | Signed copies of Valuation Roll Reconciliations | | ACHIEVED | | |
| | Municipal financial viability & management (sound financial management) | Preparing 12 Debtors Reconciliations for the year ending June 2024 | 12 | 3.2.1.5 Number of Monthly Debtors Reconciliations prepared within the 2023/24 financial year | 12 | 3 | Signed copies Debtors Reconciliations | | NOT ACHIEVED | | |
| | Municipal financial viability & management (sound financial management) | Prepare 12 Assets Reconciliations for the year ending in June 2024 | 12 | 3.2.1.6 Number of Monthly Assets Reconciliation compiled within the 2023/24 financial year | 12 | 3 | Signed Copies of Asset Reconciliations | | ACHIEVED | | |

| | | | | | | | | | |
|-------------------|---|---|----|---|----|---|---|----------------------|--|
| Budget & Treasury | Municipal financial viability & management (sound financial management) | Prepare 12 Bank Reconciliation for the year ending in June 2024 | 12 | 3.2.1.7 Number of Monthly Bank Reconciliations prepared within the 2023/24 financial year | 12 | 3 | Signed Copies of Bank Reconciliations | ACHIEVED | |
| Budget & Treasury | Municipal financial viability & management (sound financial management) | Preparing 12 Supply Chain Management Reports for submission to the Mayor, CoGTA and Provincial Treasury for the year ending June 2024 | 12 | 3.3.1.1 Number of Monthly and Quarterly Supply Chain Processes reports prepared within the 2023/24 financial year | 12 | 3 | Compile monthly & quarterly reports | ACHIEVED | |
| Budget & Treasury | Municipal financial viability & management (sound financial management) | Preparing & Submitting Procurement Plans for the year ending June 2024 | 1 | 3.3.1.2 Number of Adopted and Updated SCM Framework within the 2023/24 financial year | 1 | | | NOT DUE THIS QUARTER | |
| Budget & Treasury | Municipal financial viability & management (sound financial management) | Reviewing and Updating the Contract Register 4 times annually for the year ending in June 2024 | 4 | 3.4.1.1 Number of Contract Registers Reviewed and Updated within the 2023/24 financial year | 4 | 1 | Signed copies of Updated Contract Registers | ACHIEVED | |
| Budget & Treasury | Municipal financial viability & management (sound financial management) | Prepare 12C schedule (S71) Reports & Submit to Mayor and Provincial Treasury for the year ending in June 2024 | 12 | 3.4.1.2 Number of Compiled Monthly Section 71 Reports within the 2023/24 financial year | 12 | 3 | Proof of Submission & Copy of Report | ACHIEVED | |
| Budget & Treasury | Municipal financial viability & management (sound financial management) | Prepare 1 Section 72 Report & submit to Council for adoption for year ending in June 2024 | 1 | 3.4.1.3 Number of Section 72 reports Completed & Submitted to Council within the 2023/24 financial year | 1 | 1 | Extract of the Report & Council Resolution | ACHIEVED | |
| Budget & Treasury | Municipal financial viability & management (sound financial management) | Prepare 4 Section 52 Reports & Submit to Council for the year ending in June 2024 | 4 | 3.4.1.4 Number of Annual Financial Reports compiled & submitted within the 2023/24 financial year | 4 | 1 | Proof of Submission & Report | ACHIEVED | |
| Budget & Treasury | Municipal financial viability & management (sound financial management) | 12 VAT Returns Submitted to SARS for the year ending June 2024 | 12 | 3.4.1.5 Number of VAT returns submitted to SARS within the 2023/24 financial year | 12 | 3 | VAT .201 Statements | ACHIEVED | |

KEY PERFORMANCE AREA 4: GOOD GOVERNANCE & PUBLIC PARTICIPATION (PUTTING PEOPLE FIRST)

| DEPARTMENT | KEY PERFORMANCE AREA | PROJECT | BASELINE | KEY MEASURABLE PERFORMANCE INDICATOR | ANNUAL TARGET | QUARTERLY TARGETS | | TOTAL BUDGET | STATUS | CHALLENGES IN MEETING TARGETS | CORRECTIVE MEASURES TO BE TAKEN |
|---------------------------------|---|--|---------------|--|------------------------------|--|---|--------------|----------------------|-------------------------------|---------------------------------|
| | | | | | | QUARTER 3 (JAN-MARCH 2024) | | | | | |
| | | | | | | Target | Means of verification | | | | |
| OBJECTIVES: | | | | | | | | | | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | 24 Public meetings conducted in year ending in June 2024 | 24 | 4.1.1.1 Number of public meetings (per ward) conducted in 2023/24 financial year | 24 | 6 | Minutes & Attendance register | | ACHIEVED | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | 8 Public meetings conducted during the year ending in June 2024 | 6 | 4.1.1.2 Number of izimbizo meetings conducted in 2023/24 financial year | 6 | | | | NOT DUE THIS QUARTER | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | 72 ward committee meetings held during the year ending in June 2024 | 72 | 4.1.1.3 Number of quarterly meetings per ward (ward committees) during the 2023/24 financial year | 72 | 18 | Minutes & Register | | ACHIEVED | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Conducting of IDP Representative Forum meetings in the year ending June 2024 | 2 | 4.2.1.1 Number of the IDP RF functionality in the 2023/24 financial year | 2 | 1 IDP Representative Forum | Meeting invitation, Minutes & Attendance Register | 6 000 | ACHIEVED | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Prepared, Adopted & Submitted the IDP for the year ending in June 2024 | 2023/2024 IDP | 4.2.1.2 Adoption & Submission of a credible reviewed Integrated Development Plan (IDP) in terms of Municipal Systems Act (MSA) within the 2023/24 Financial year | Review and adopt 2024/25 IDP | Submission of 2024/25 Draft IDP to Council & KZN CoGTA by March 2024 | Council Resolution & Proof of submission to CoGTA | | ACHIEVED | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Preparation, Adoption and Submission of the Service Delivery & Budget Implementation Plan (SDBIP) for the 2024/25 Financial Year | 2023/24 SDBIP | 4.2.1.3 2024/2025 Service Delivery and Budget Implementation Plan | 1 Adoption of SDBIP | Submit the 2024/25 Draft SDBIP to the Mayor | Acknowledgement letter signed by the Mayor | | ACHIEVED | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Prepare the Annual Performance Report & Submit to Auditor General (AG) & Relative Authorities | 1 | 4.2.1.4 Number of Annual Performance Reports prepared & submitted to AG and relative authorities | 1 | | | | NOT DUE THIS QUARTER | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Review & Adopt the Performance Management System (PMS) for the year ending June 2024 | 1 | 4.2.1.5 Number of Reviewed & Adopted (PMS) Policy | 1 | | | | NOT DUE THIS QUARTER | | |

| Office of the Municipal Manager | Good governance and public participation (putting people first) | Manage the Performance Management System (PMS) in terms of Chapter 6 of the Municipal Systems Act (MSA) | Signed Section 54&56 Performance Agreements | 4.2.1.6 Number of managed Performance Management Systems in terms of Chapter 6 MSA within the 2023/24 financial year | Section 54&56 Managers to sign 2023/24 Performance Agreements & Conduct Performance Assessments | Conduct 2023/24 Mid-year Performance Assessments & Annual Assessment for 2023/23 financial year | Copy of Completed Assessment Sheet | 100 000 | NOT ACHIEVED | The 2023/24 Mid-year and the 2023/23 Annual Assessments were not conducted due to the clash of schedules amongst the Evaluation Panel Members. | The Assessments will be conducted within the fourth quarter. |
|---------------------------------|---|---|---|--|---|---|---|------------|----------------------|--|--|
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Prepare 4 Quarterly Performance Reports & submit to Internal Auditor & Council for adoption for year ending June 2024 | 4 | 4.2.1.7 Number of Quarterly Performance Reports generated & submitted to Internal Auditors within the 2023/24 financial year | 4 | 1 Quarterly Report Submission | Extract of the report & Proof of Submission from Internal Auditor | | ACHIEVED | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Prepare the 2023/23 Annual Report to be submitted to Council for Adoption | | 4.2.1.8 Number of Annual Reports prepared & submitted within the 2023/24 financial year | 2023/23 Annual Report | Submit the 2023/23 Annual Report to Council | Council Resolution | | ACHIEVED | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Prepare Oversight Report 2023/23 & Submit to MPAC for the year ending June 2023 | 1 | 4.2.1.9 Number of Oversight Reports prepared & submitted to MPAC | 1 | 1 | Extract of the Oversight Report, MPAC minutes, & Council Resolution | | ACHIEVED | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Publishing of Municipal Newsletters in the year ending June 2024 | 4 | 4.3.1.1 Number of Municipal Newsletters Published within the 2023/24 financial year | 1 | 1 | Copy of the newsletter | 100 000 | ACHIEVED | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Conduct Radio Interviews by the Executive Mayor of the Municipality in the year ending June 2024 | 4 | 4.3.1.2 Number of Radio Spots conducted within the 2023/24 financial year | 4 | 1 Radio Interview | Infographic | | ACHIEVED | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Procurement of Banners in the year ending June 2024 | 4 | 4.3.1.3 (a) Number of Banners Procured within the 2023/24 financial year | 4 | | | | NOT DUE THIS QUARTER | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Procurement of Municipal Calendars & Diaries in the year ending June 2024 | 10 000 calendars & 200 diaries | 4.3.1.3 (b) Number of marketing material procured (calendars & diaries) | 10 000 calendars & 200 diaries | 10 000 calendars & 200 diaries | Invoice | 200 000,00 | ACHIEVED | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Political/Official bearers pictures in a collage or uploaded in social media platform in the year ending 30 June 2023 | 121 | 4.3.1.4 Number of photography services conducted within 2023/24 financial year | 121 | 121 Pictures | Invoice | 60 000 | NOT ACHIEVED | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Convening of the Municipal Council Meetings for the year ending in June 2024 | 4 | 4.4.1.1 Number of Legislated Council Meetings within the 2023/24 financial year | 4 | 1 | Notice of Meeting, Agenda, Extract of Minutes & Attendance Register | | ACHIEVED | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | 4 Audit Committee Meetings to convene in the year ending in June 2024 | 4 | 4.5.1.1 Number of Quarterly Audit Committee Meetings within the 2023/24 financial year | 4 | 1 | Notice of Meeting, Agenda, Minutes & Attendance Register | | ACHIEVED | | |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Prepare & Generate 12 Internal Audit Reports in the year ending June 2024 | 12 | 4.5.1.2 Number of internal audit report generated within the 2023/24 financial year | 12 | 3 | Extracts of Reports | | ACHIEVED | | |

| Office of the Municipal Manager | Good governance and public participation (putting people first) | Approval of the Internal Audit Charter by the Audit Committee for the year ending in June 2024 | 1 | 4.5.1.3 Number of Internal Audit Charter approved by Audit Committee within the 2023/24 financial year | 1 | | | | NOT DUE THIS QUARTER |
|---------------------------------|---|---|---------------|---|---------------------|---------------------|--|--|----------------------|
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Tabling of Audit Committee Reports to Council for the year ending in June 2024 | 4 | 4.5.1.4 Number of Audit Committee Reports tabled to Council within the 2023/24 financial year | 4 | | Council Resolution | | NOT ACHIEVED |
| Office of the municipal manager | Good governance and public participation (putting people first) | Developing 1 Internal Audit Annual Plan in the year ending June 2024 | 1 | 4.5.1.6 Number of Internal Audit Annual Plan developed within the 2023/24 financial year | 1 | | | | NOT DUE THIS QUARTER |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Preparation of Action Plan on Audit Findings & Submit to the Municipal Manager for the year ending June 2024 | 1 | 4.5.1.7 Number of Action Plan prepared on audit findings and submitted to Municipal Manager within the 2023/24 financial year | 1 | 2022/23 Action Plan | Copy Action Plan & Proof of Submission | | ACHIEVED |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Convene Risk Management Meetings for the year ending in June 2024 | 4 | 4.6.1.1 Number of Risk Management meetings held within the 2023/24 financial year | 4 | | Agenda, Minutes & Attendance Register | | NOT ACHIEVED |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Conduct an Annual Risk Assessment & Annual Fraud Risk Assessment for 2023/24 | 1 | 4.6.1.2 Number of Annual Risk Assessment & Annual Fraud Risk Assessment conducted | 1 | | | | NOT DUE THIS QUARTER |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Update the Risk Register generated Quarterly for the year ending in June 2024 | 4 | 4.6.1.3 Number of Risk Registers updated quarterly within the 2023/24 financial year | 4 | | Updated Risk Register | | ACHIEVED |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Review & Approval of the Risk Committee Charter, Risk Management Policy & Risk Management Strategy by Council for the year ending June 2024 | New Indicator | 4.6.1.4 Number of Reviewed & Approved Risk Committee Charter, Risk Management Policy & Risk Management Strategy within the 2023/24 financial year | Council Resolutions | | | | NOT DUE THIS QUARTER |
| Office of the Municipal Manager | Good governance and public participation (putting people first) | Convene Committee (MANCO) Meetings for the year ending in June 2024 | | 4.7.1.1 Number of MANCO meetings seating within the 2023/24 financial year | 12 | 3 | Agenda, Minutes & Attendance Register | | ACHIEVED |

KEY PERFORMANCE AREA 5: LOCAL ECONOMIC AND SOCIAL DEVELOPMENT (SERVICE DELIVERY)

| DEPARTMENT | KEY PERFORMANCE AREA | PROJECT | BASELINE | KEY PERFORMANCE INDICATOR | ANNUAL TARGET | QUARTERLY TARGETS | | TOTAL BUDGET | STATUS | CHALLENGES IN MEETING TARGETS | CORRECTIVE MEASURES TO BE TAKEN |
|---------------------------------|---|--|----------|--|---------------|----------------------------|---------|--------------|----------|-------------------------------|---------------------------------|
| | | | | | | Target | Budget | | | | |
| | | | | | | QUARTER 2 (JAN-MARCH 2024) | | | | | |
| Objective: | | | | | | | | | | | |
| Office of the Municipal Manager | Local Economic Development (service delivery) | Conduct Vulnerable Groups Forum Meetings/ Workshops for the year ending in June 2024 | 4 | 5.1.1.1 Number of meetings/workshop for forums of vulnerable groups implemented in 2023/24 financial year | 4 | 1 | | | ACHIEVED | | |
| Office of the Municipal Manager | Local Economic Development (service delivery) | Conduct Special Programmes for the year ending June 2024 | 8 | 5.1.1.2 Number of special programmes coordinated to empower the vulnerable groups for 2023/24 financial year | 8 | 2 | 116 250 | 465 000 | ACHIEVED | | |
| Corporate & Community Services | Local Economic Development (service delivery) | Conducting Book Exchange Programmes for the year ending June 2024 | 4 | 5.2.1.1 Number of book exchange programmes within the 2023/24 financial year | 4 | 1 | | | ACHIEVED | | |
| Corporate & Community Services | Local Economic Development (service delivery) | Conduct Library Orientation & Outreach Programmes for the year ending June 2024 | 4 | 5.2.1.2 Number of Library Orientation & Outreach Programmes within the 2023/24 financial year | 4 | 1 | | | ACHIEVED | | |
| Corporate & Community Services | Local Economic Development (service delivery) | Conduct Road Blocks for the year ending June 2024 | 8 | 5.4.3.1 Number of road blocks conducted within the 2023/24 financial year | 12 | 3 | | | ACHIEVED | | |