

# Service Delivery and Budget Implementation Plan (SDBIP)

## 1<sup>st</sup> Quarter Report for 18/19



**GREATER TZANEEN MUNICIPALITY**

November 2018

Office of the Municipal Manager  
Performance Management Section  
Contact number: 015 - 307 8002

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## List of Acronyms

<b>AC</b>	Audit Committee
<b>AFS</b>	Annual Financial Statements
<b>AG</b>	Auditor General
<b>APR</b>	Annual Performance Report
<b>CEO</b>	Chief Executive Officer
<b>CFO</b>	Chief Financial Officer
<b>COGHSTA</b>	Cooperative Governance, Human Settlements and Traditional Affairs (Provincial Department)
<b>COGTA</b>	Cooperative Governance and Traditional Affairs (National Department)
<b>CORP</b>	Corporate Services Department
<b>CWP</b>	Community Works Programme
<b>EED</b>	Electrical Engineering Department
<b>EEDG</b>	Energy Efficiency Demand Grant
<b>EPWP</b>	Expanded Public Works Programme
<b>ESD</b>	Engineering Services Department
<b>FBE</b>	Free Basic Electricity
<b>FMG</b>	Finance Management Grant
<b>GRAP</b>	Generally Recognised Accounting Principles
<b>GTEDA</b>	Greater Tzaneen Economic Development Agency
<b>GTM</b>	Greater Tzaneen Municipality
<b>IA</b>	Internal Audit
<b>IDP</b>	Integrated Development Plan
<b>INEP</b>	Integrated National Electrification Programme
<b>IT'S</b>	Information Technology

<b>KwH</b>	Kilowatt Hour
<b>LED</b>	Local Economic Development
<b>LEDA</b>	Limpopo Economic Development Agency
<b>LGSETA</b>	Local Government Sector Education Training Authority
<b>LLF</b>	Local Labour Forum
<b>MFMA</b>	Municipal Finance Management Act
<b>MFMP</b>	Municipal Finance Management Programme
<b>MM</b>	Municipal Manager
<b>MOU</b>	Memorandum of Understanding
<b>MPAC</b>	Municipal Public Accounts Committee
<b>MSCOA</b>	Municipal Standard Charter of Accounts
<b>NDPG</b>	Neighborhood Development Grant
<b>OHS</b>	Organisational Health and Safety
<b>PED</b>	Planning and Economic Development Department
<b>PoE</b>	Portfolio of Evidence
<b>PT</b>	Provincial Treasury
<b>SANRAL</b>	South African National Roads Agency Limited
<b>SCM</b>	Supply Chain Management
<b>SDBIP</b>	Service Delivery and Budget Implementation Plan
<b>SMME</b>	Small Medium and Micro Enterprise
<b>SPLUMA</b>	Spatial Planning and Land Use Management Act
<b>TOR</b>	Terms of Reference
<b>YTD</b>	Year to date

# 1. Introduction

The Service Delivery and Budget Implementation Plan (SDBIP) was approved by the Mayor on the 22th of June 2018 in line with the prescriptions of Section 53 (2) (ii) of the Municipal Finance Management Act (MFMA) (Act 56 of 2003) and subsequently approved by Council. The SDBIP serves as a tool which assists Council and the Municipal Manager to monitor the implementation of the budget and delivering on the Key Performance Indicators and projects as approved in the Integrated Development Plan (IDP).

Quarterly SDBIP progress reports are prepared for Council, reflecting progress made in the achievement of the targets, as agreed on by the Municipal Manager and Directors prior to the approval of the SDBIP. Quarterly SDBIP reports contains the progress made for the quarter, reasons for deviation (where it is applicable) as well as efforts undertaken to improve the performance in areas where progress are not as planned. The quarterly reports also contains an analysis of operational and capital expenditure as well as revenue collected.

GTM utilizes an electronic system to manage performance information. The performance reported by Departments are rated in terms of the level on which the targets set have been achieved. The actual performance for the quarter is therefore colour coded as presented below. **Note that grey items were not measured during the 1<sup>st</sup> Quarter, since these are planned for other quarters.**

Colour	Result level	Coding of Results
Grey	KPIs with no targets or actuals in the selected period.	KPI Not Yet Measured (not applicable this quarter)
Red	0% <= Actual/Target <= 74.999%	KPI target not met
Orange	75.000% <= Actual/Target <= 99.999%	KPI target almost met
Green	Actual meets Target (Actual/Target = 100%)	KPI target achieved
Dark Green	100.001% <= Actual/Target <= 149.999%	KPI target well met
Blue	150.000% <= Actual/Target	KPI target extremely well met

## 2. 1<sup>st</sup> Quarter Financial Performance

This section provides an overview of the performance in terms of quarterly revenue collection and expenditure in line with the approved budget for 2018/19.

### 2.1 Revenue Analysis

GTM revenue collection per line item, for the 1<sup>st</sup> Quarter, is presented in **Table 1** and **Table 2**.

Ref	Line Item	Jul-18		Aug-18		Sep-18		Total for the Period 1 Jul- 30 Sept '18			Reasons for deviation
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	% collected	
RS1	Property rates	10 229 569	12 242 342	10 461 438	12 245 454	10 273 480	12 479 821	30 964 487	36 967 616	119%	n/a
RS2	Penalties imposed and collection charges on rates	558 497	830 291	405 748	811 811	421 236	549 497	1 385 481	2 191 599	158%	Increasing rates debtors
RS3	Service charges	45 097 299	50 014 634	59 887 288	53 207 467	59 734 257	50 015 610	164 718 844	153 237 711	93%	n/a
RS4	Rent of facilities and equipment	142 471	154 781	138 239	165 489	131 603	150 914	412 313	471 185	114%	n/a
RS5	Interest earned - external investments	56 204	35 249	203 649	505 926	404 331	468 808	664 184	1 009 983	152%	Investments made by Finance with cash available performed well
RS6	Interest earned - outstanding debtors	1 333 796	1 710 695	1 386 858	2 154 476	1 329 779	1 644 616	4 050 433	5 509 787	136%	Increasing consumer debtors
RS7	Fines	279 633	43 610	427 632	287 862	440 829	63 825	1 148 094	395 297	34%	Dependant on payment of fines issued

**Table 1: 1<sup>st</sup> Qtr Revenue Collection for 2018/19**

Ref	Line Item	Jul-18		Aug-18		Sep-18		Total for the Period 1 Jul- 30 Sept '18			Reasons for deviation
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	% collected	
RS8	Licenses and Permits	51 090	91 349	54 383	61 575	54 613	91 559	160 086	244 483	153%	Consumer driven dependant on demand
RS9	Income from Agency services	5 184 196	4 771 562	3 297 011	5 272 236	3 444 389	5 223 229	11 925 596	15 267 027	128%	Dependant on income generated from Licencing services
RS10	Operating grants and subsidies	176 481 354	199 366 000	1 376 793	0	0	0	177 858 147	199 366 000	112%	n/a
RS11	Other Revenue	7 984	203 958	1 151	112 931	359 638	39 497	368 773	356 386	97%	n/a
RS12	Gain on disposal of property, plant and equipment	0	0	0	0	0	0	0	0	0%	Determined at year-end
RS13	Income foregone	-3 032 239	-3 174 375	-3 088 961	-3 182 468	-3 136 824	-3 390 079	-9 258 024	-9 746 921	105%	n/a
<b>Total:</b>		<b>236 389 854</b>	<b>266 290 096</b>	<b>74 551 229</b>	<b>71 642 758</b>	<b>73 457 331</b>	<b>67 337 297</b>	<b>384 398 414</b>	<b>405 270 151</b>	<b>105%</b>	

**Table 2** presents a summary of revenue collection during the 1<sup>st</sup> quarter of 2018/19.

<b>Table 2: 1st Quarter Revenue Summary for 2018/19</b>							
<b>2018/19 FY</b>		<b>31 July '18</b>		<b>31 Aug '18</b>		<b>30 Sept '18</b>	
<b>Revenue</b>	<b>Budget</b>	<b>Year to date receipt</b>	<b>YTD % Receipt</b>	<b>Year to date receipt</b>	<b>YTD % Receipt</b>	<b>Year to date receipt</b>	<b>YTD % Receipt</b>
Grants & Subsidies	343 854 000	1 409 777	41.00%	343 854 000	41.00%	343 854 000	41.00%

**Table 2: 1st Quarter Revenue Summary for 2018/19**

2018/19 FY		31 July '18		31 Aug '18		30 Sept '18	
Revenue	Budget	Year to date receipt	YTD % Receipt	Year to date receipt	YTD % Receipt	Year to date receipt	YTD % Receipt
Rates & Taxes (billing)	656 437 140	63 237 285	9.64%	130 152 711	19.83%	193 311 690	29.45%
Rates & Taxes (collection rate)	623 615 283	47 614 490	7.64%	109 496 443	17.56%	164 915 014	26.45%
Debtors age analysis		557 126 870		569 514 554		585 292 106	
Bank Balance		132 038 502		54 560 154		69 281 092	

The major reasons for deviation in the generation of income are as follows:

- *Collection on grants and subsidies*: first tranche of equitable share funding was received in July and therefore the percentage received for year to date remained the same until end September.
- *Billing on rates and taxes*: Billing on electricity consumption took place at the high tariff season rates, changing to lower season rates in October contribute to the higher than planned result.
- *Debtors age analysis*: debt accumulates continuously due to the overall monthly payment rate being lower than 100%.



## 2.2 1<sup>st</sup> Quarter Expenditure Analysis

This section provides details regarding the expenditure in terms of the Operational Budget. **Table 3** contains the expenditure for the 1<sup>st</sup> Quarter of 2018/19.

<b>Table 3: Operational Expenditure during the 1st Quarter (1 July - 30 Sept '18)</b>								
Ref	Directorate	Jul-18		Aug-18		Sep-18		
		Original Budget	Monthly Actual	Original Budget	Monthly Actual	Original Budget	Monthly Actual	YTD % Spent
CF3	Office of the Municipal Manager	1 874 787	1 473 099	1 752 990	6 176 109	2 228 792	3 865 880	197%
CF4	Financial Services	5 777 729	5 500 907	6 187 339	7 771 694	5 358 386	6 060 921	112%
CF5	Corporate Services	7 488 408	9 806 465	7 753 516	4 264 442	8 165 616	6 553 859	88%
CF7	Community Services	15 355 201	13 734 032	15 324 723	18 357 500	17 395 460	18 222 212	105%
CF9	Electrical Engineering	11 161 965	5 884 881	50 333 581	45 557 178	52 934 283	6 696 583	51%
CF8	Engineering Services	12 314 099	3 551 432	13 478 891	4 915 935	17 987 505	4 518 886	30%
CF6	Planning and Economic Development	2 186 435	1 755 395	2 036 057	3 371 205	1 812 189	1 898 465	116%
<b>Total:</b>		<b>56 158 624</b>	<b>41 706 211</b>	<b>96 867 097</b>	<b>90 414 063</b>	<b>105 882 231</b>	<b>47 816 806</b>	<b>70%</b>

The reasons for the major variances reported in terms of operational expenditure (see **Table 3**) are as follows:

- *Office of the Municipal Manager (197%):* Legal fees paid were higher than anticipated
- *Office of the Chief Financial Officer (112%):* Interest payed due to the late payment of the ESKOM account, which was due to cash flow challenges

- *EED* (51%) & *ESD* (30%): Underspending is reported due to the non-allocation of internal labour and depreciation costs, by finance.
- *PED* (116%): Over expenditure is due to the selling of leave days which was mostly done in the 1<sup>st</sup> quarter.

<b>Table 4: 1st Quarter Expenditure Summary for 2018/19</b>							
<b>2018/19 FY</b>		<b>31 July '18</b>		<b>31 Aug '18</b>		<b>30 Sept '18</b>	
<b>Expenditure</b>	<b>Budget</b>	<b>Year to date exp</b>	<b>% Spent YTD</b>	<b>Year to date exp</b>	<b>% Spent YTD</b>	<b>Year to date exp</b>	<b>% Spent YTD</b>
Salaries & Allowances	343 017 085	24 520 034	7.15%	48 048 541	14.01%	75 396 309	21.98%
Remuneration of Councillors	27 425 152	2 111 379	7.70%	4 221 897	15.39%	6 331 591	23.09%
Repairs & Maintenance	198 727 385	2 437 623	1.23%	7 285 534	3.67%	10 698 624	5.38%
Bulk Purchases	340 000 000	0	0.00%	38 677 952	11.38%	43 271 860	12.73%
Contracted Services	54 066 372	3 974 324	7.35%	8 694 384	16.08%	12 064 497	22.31%
Other Expenditure	199 235 127	8 662 850	4.35%	25 191 966	12.64%	38 226 129	19.19%
Operating Expenditure	1 162 471 121	41 706 211	3.59%	132 120 274	11.37%	185 989 010	16.00%
Capital Expenditure	195 199 250	19 231 011	9.85%	26 644 804	13.65%	32 906 686	16.86%

**Table 4** presents a summary of performance in terms of the planned expenditure for the 1st Quarter 2018/19, the following are the reasons for major deviations:

- Underspending on Repairs and Maintenance: The underspending is due to the non-allocation of labour cost and depreciation. These items will be allocated during year end.
- Bulk purchases: Eskom invoice not paid in July
- Capital Expenditure: Capital expenditure on own capital sourced from Loans placed on hold.

<b>Table 5: 1st Quarter Grant Expenditure Summary for 2018/19</b>							
<b>2018/19FY</b>		<b>31 July '18</b>		<b>31 Aug '18</b>		<b>30 Sept '18</b>	
<b>Conditional Grant</b>	<b>Budget</b>	<b>Year to date Exp</b>	<b>% Spent</b>	<b>Year to date Exp</b>	<b>% Spent</b>	<b>Year to date Exp</b>	<b>YTD % Spent</b>
FMG	2 145 000	52 453	2.45%	112 924	5.26%	533 329	24.86%
INEP	15 996 000	0	0.00%	0	0.00%	0	0.00%
MIG	87 699 250	19 087 720	21.76%	25 083 205	28.60%	30 087 628	34.31%
EPWP	5 510 000	0	0.00%	0	0.00%	2 539 012	46%

The expenditure on conditional grants are presented in Table 5. The reasons for major deviations are:

- **INEP**: The process of appointing service providers has not yet been concluded. Expenditure will improve during the 2<sup>nd</sup> Quarter.
- **MIG**: Expenditure is above expectation due to the implementation of multi-year projects where service providers are in place.
- **EPWP**: Over expenditure on EPWP allocation with expenditure already at 46% of the annual allocation. The EPWP programme is also receiving funding from Council, which will be utilised once the grant allocation is exhausted.

## 2.3 Capital Expenditure Analysis

This section provides an overview of capital expenditure during the 1<sup>st</sup> Quarter of 2018/19. **Table 6** below presents the capital expenditure per department.

Directorate	Jul-18		Aug-18		Sep-18						
	Total Budget	Capital Expenditure		Capital Expenditure		Capital Expenditure					
		Original Budget	Monthly Actual	Original Budget	Monthly Actual	Original Budget	Monthly Actual	YTD Budget	YTD Actual	% Planned for period spent	% of Total budget Spent
Office of the Municipal Manager	100 000	0	0	0	6 059	0	0	0	6 059	#DIV/0!	6%
Financial Services	100 000	0	1 531	0	22 834	0	2 258	0	26 622	#DIV/0!	27%
Corporate Services	100 000	0	0	0	1 373	0	13 407	0	14 780	#DIV/0!	15%
Community Services	400 000	0	0	0	0	300 000	2 130	R 300 000	2 130	1%	1%
Electrical Engineering	56 600 000	1 836 198	141 761	1 273 714	196 263	1 872 130	584 478	R 4 982 042	922 502	19%	2%
Engineering Services	137 799 250	3 077 767	19 087 720	10 944 274	7 177 523	7 986 295	5 004 423	R 22 008 336	31 269 666	142%	23%
Planning and Economic Development	335 000	0	0	0	9 740.60	0	0	0	9 741	#DIV/0!	3%
<b>Total:</b>	<b>R 195 434 250</b>	<b>4 913 965</b>	<b>19 231 011</b>	<b>12 217 988</b>	<b>7 413 793</b>	<b>10 158 425</b>	<b>5 606 696</b>	<b>R 27 290 378</b>	<b>32 251 500</b>	<b>118%</b>	<b>17%</b>

From the table above it can be seen that all Departments did not adhere to the capital expenditure as planned. No capital expenditure was planned for the MM, CFO, CORP and PED but funds were used. These are however small amounts. The over expenditure (in line with planned expenditure for the quarter) by ESD was mainly on multi-year MIG projects where contractors are already in place. The

Electrical Engineering Department however reflected a significant under expenditure for the 1<sup>st</sup> quarter with only 19% of the planned expenditure taking place. This is mostly due to delays in securing the DBSA funds.

**Table 7: 1st Quarter Expenditure on Capital projects as planned in the 2018/19 SDBIP**

Ref	Directorate	IDP Number	Project name	Funding source	Planned Completion Date	Wards	Annual Budget	Jul-18		Aug-18		Sep-18					
								Monthly Financials		Monthly Financials		Monthly Financials		YTD Financials			
								Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	% Spent
CP1	Office of the Municipal Manager	MM 161	Purchase of office furniture and equipment for the Office of the Municipal Manager	Own Funds	30-Jun-19	All	100 000	0	0	0	6 059	0	0	0	6 059	-6 059	100%
CP2	Financial Services	CFO 163	Purchase of office furniture and equipment for Office of the CFO	Own Funds	30-Jun-19	All	100 000	0	0	0	22 834	0	2 258	0	25 092	-25 092	100%
CP3	Corporate Services	CORP 162	Purchase of office furniture and equipment for Corporate Services Department	Own Funds	30-Jun-19	All	100 000	0	0	0	1 373	0	13 407	0	14 780	-14 780	100%
CP4	Community Services	CSD 165	Purchase of office furniture and equipment for Community Services Department	Own Funds	30-Jun-19	All	100 000	0	0	0	0	0	2 130	0	2 130	-2 130	100%
CP5	Community Services	ESD 98	Procurement of Grass cutting machines for Nkowankowa, Lenyenye and Tzaneen	External Loans	30-Jun-19	All	300 000	0	0	0	0	0	0	0	0	0	0%
CP42	Electrical Engineering	EED 159	Purchase of office furniture and equipment for Electrical Engineering Dpt	Own Funds	30-Jun-19	All	100 000	0	0	30 000	0	0	0	30 000	0	30 000	0%

**Table 7: 1st Quarter Expenditure on Capital projects as planned in the 2018/19 SDBIP**

Ref	Directorate	IDP Number	Project name	Funding source	Planned Completion Date	Wards	Annual Budget	Jul-18		Aug-18		Sep-18					
								Monthly Financials		Monthly Financials		Monthly Financials		YTD Financials			
								Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	% Spent
CP41	Electrical Engineering	EED 115	New electricity Connections (Consumer contributions spent)	Other	30-Jun-19	All	15 000 000	150 000	0	150 000	196 263	1 200 000	584 478	1 500 000	780 741	719 259	52%
CP10	Electrical Engineering	EED121	Provision of Capital Tools (Operations and Maintenance)	External Loans	30-Jun-19	All	200 000	10 000	0	10 000	0	30 000	0	50 000	0	50 000	0%
CP43	Electrical Engineering	ESD 45	Purchase of Crane for Electrical Engineering	Own Funds	30-Jun-19	All	1 500 000	0	0	0	0	0	0	0	0	0	0%
CP40	Electrical Engineering	EED 116	Renewal, Repairs and Maintenance on pre-paid meters and infrastructure at Tzaneen, Letsitele, and Politsi	External Loans	30-Jun-19	15	300 000	0	0	0	0	45 000	0	45 000	0	45 000	0%
CP9	Electrical Engineering	EED120	Provision of Capital Tools (Customer Retail)	External Loans	30-Jun-19	All	150 000	0	0	0	0	0	0	0	0	0	0%
CP39	Electrical Engineering	EED122	Replacement of 4 Existing Air conditioners in Municipal Buildings	External Loans	30-Jun-19	All	150 000	0	0	0	0	22 500	0	22 500	0	22 500	0%
CP38	Electrical Engineering	EED 117	Miniature Substation Urban distribution networks (as directed by NERSA)	External Loans	30-Jun-19	14; 15	800 000	0	0	0	0	600 000	0	600 000	0	600 000	0%

**Table 7: 1st Quarter Expenditure on Capital projects as planned in the 2018/19 SDBIP**

Ref	Directorate	IDP Number	Project name	Funding source	Planned Completion Date	Wards	Annual Budget	Jul-18		Aug-18		Sep-18					
								Monthly Financials		Monthly Financials		Monthly Financials		YTD Financials			% Spent
								Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	
CP37	Electrical Engineering	EED 118	Replacing 11kv cables due to required increase in capacity (Tzaneen CBD)	External Loans	30-Jun-19	15	750 000	0	0	0	0	112 500	0	112 500	0	112 500	0%
CP35	Electrical Engineering	EED 119	Substation tripping batteries	External Loans	30-Jun-19	15	100 000	0	0	0	0	15 000	0	15 000	0	15 000	0%
CP11	Electrical Engineering	EED 123	Rebuilding of lines Greenfog to Haenertsburg (6km) (Pole: TE262 - TE262/13, TE288-TE288/12, TE288 - TE314)	External Loans	30-Jun-19	16	1 200 000	0	0	0	0	180 000	0	180 000	0	180 000	0%
CP12	Electrical Engineering	EED 124	Rebuilding of lines Gravelotte-De Neck (2.5km) (Pole GR17 to GR40)	External Loans	30-Jun-19	All	1 500 000	0	0	0	0	225 000	0	225 000	0	225 000	0%
CP13	Electrical Engineering	EED 125	Rebuilding of 33kv lines Lalapanzi-Waterbok in phases (1.5km) (Pole RV200 to RV214)	External Loans	30-Jun-19	All	600 000	0	0	0	0	90 000	0	90 000	0	90 000	0%
CP14	Electrical Engineering	EED 126	Rebuilding of Mashutti 11kv line (2km) (Pole BK50 - BK65)	External Loans	30-Jun-19	16	400 000	0	0	0	0	60 000	0	60 000	0	60 000	0%
CP15	Electrical Engineering	EED 127	Rebuilding of Deeside 11kv line (2.5km) (Pole	External Loans	30-Jun-19	13	584 000	0	0	0	0	87 600	0	87 600	0	87 600	0%

**Table 7: 1st Quarter Expenditure on Capital projects as planned in the 2018/19 SDBIP**

Ref	Directorate	IDP Number	Project name	Funding source	Planned Completion Date	Wards	Annual Budget	Jul-18		Aug-18		Sep-18					
								Monthly Financials		Monthly Financials		Monthly Financials		YTD Financials			
								Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	% Spent
			HL1B/29/34 - HL1B/41/5)														
CP16	Electrical Engineering	EED 128	Rebuilding of Yamorna/ Shivurali 11kv line (4km) (Pole YM3 to YM23, YM20/1 to YM20/10, YM17/1 to YM17/6)	External Loans	30-Jun-19	13	584 000	0	0	0	0	87 600	0	87 600	0	87 600	0%
CP17	Electrical Engineering	EED 129	Rebuilding of Ledzee 11kv line from LZ44 to Vandergreyp Farm (2.5km) (Pole LZ44 - LZ74)	External Loans	30-Jun-19	13	500 000	0	0	0	0	75 000	0	75 000	0	75 000	0%
CP18	Electrical Engineering	EED 130	Rebuilding of lines Letsitele Valley Substation - Bosbou and all T-off's (2.5 Km) (Pole LV1 - LV1/23/2 and all T-off's)	External Loans	30-Jun-19	16	500 000	0	0	0	0	75 000	0	75 000	0	75 000	0%
CP21	Electrical Engineering	EED 132	Rebuilding of Rooikoppies 11kv lines (5km) (Pole RK1/1 - RK1/59)	External Loans	30-Jun-19	16	1 000 000	0	0	0	0	150 000	0	150 000	0	150 000	0%
CP22	Electrical Engineering	EED 133	Rebuilding of Mabiet 11kv line (5km) (Pole EL1/44/1 - EL1/44/63)	External Loans	30-Jun-19	All	1 000 000	0	0	0	0	150 000	0	150 000	0	150 000	0%



**Table 7: 1st Quarter Expenditure on Capital projects as planned in the 2018/19 SDBIP**

Ref	Directorate	IDP Number	Project name	Funding source	Planned Completion Date	Wards	Annual Budget	Jul-18		Aug-18		Sep-18					
								Monthly Financials		Monthly Financials		Monthly Financials		YTD Financials			
								Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	% Spent
CP24	Electrical Engineering	EED 135	Rebuilding of Campsies Glen 11kv lines (5km) (Pole CG1 - CG61)	External Loans	30-Jun-19	14	1 000 000	0	0	0	0	150 000	0	150 000	0	150 000	0%
CP25	Electrical Engineering	EED 136	Rebuilding of Politsi Valley 11kv lines (5km) (Pole P26 - P51 and all T-Off's)	External Loans	30-Jun-19	14	1 000 000	0	0	0	0	150 000	0	150 000	0	150 000	0%
CP26	Electrical Engineering	EED 139	Rebuilding of Mieliekloof/Deerpark 11kv lines (2.5km) (Pole TRD227 - TRD256)	External Loans	30-Jun-19	13; 15	500 000	0	0	0	0	75 000	0	75 000	0	75 000	0%
CP27	Electrical Engineering	EED 140	Rebuilding Letaba Feeder 33kv line (2.5 km) (Pole LL147 - LL171)	External Loans	30-Jun-19	15; 19	750 000	0	0	0	0	112 500	0	112 500	0	112 500	0%
CP28	Electrical Engineering	EED 141	Upgrading of Waterbok 33/11kv substation	External Loans	30-Jun-19	All	1 000 000	0	0	0	0	150 000	0	150 000	0	150 000	0%
CP30	Electrical Engineering	EED 144	Replace 2x 15 MVA 66/kv transformers (with 2x 30 MVA) (phase 2)	External Loans	30-Jun-19	15	9 000 000	0	0	1 350 000	0	7 400 000	0	8 750 000	0	8 750 000	0%
CP34	Electrical Engineering	EED 145	Replacing of old SS1 electrical substation circuit breakers with compact switchgear	External Loans	30-Jun-19	15	4 000 000	0	0	0	0	600 000	0	600 000	0	600 000	0%

**Table 7: 1st Quarter Expenditure on Capital projects as planned in the 2018/19 SDBIP**

Ref	Directorate	IDP Number	Project name	Funding source	Planned Completion Date	Wards	Annual Budget	Jul-18		Aug-18		Sep-18					
								Monthly Financials		Monthly Financials		Monthly Financials		YTD Financials			
								Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	% Spent
CP31	Electrical Engineering	EED 147	Build new 4MVA, 33/kv substation at Agatha (Meyersrus T-off) (Phase 1)	External Loans	30-Jun-19	16	4 000 000	0	0	0	0	600 000	0	600 000	0	600 000	0%
CP33	Electrical Engineering	EED 148	Refurbishment of the Ebenezer 33kv Feeder (2.5lm) (pole TE315 - TE336)	External Loans	30-Jun-19	15; 16	1 000 000	0	0	0	0	150 000	0	150 000	0	150 000	0%
CP19	Electrical Engineering	EED 153	Rebuilding of Valencia 11Kv lines (2.5 km) (Pole VL1 - VL30)	External Loans	30-Jun-19	19	500 000	0	0	0	0	75 000	0	75 000	0	75 000	0%
CP6	Electrical Engineering	EED 46	Entrance Streetlights R71 from Polokwane (Adshade bridge to the Voortrekker street robot)	External Loans	30-Jun-19	15	532 000	0	0	0	0	79 800	0	79 800	0	79 800	0%
CP7	Electrical Engineering	EED 47	R71 Deerpark Traffic circle lights (From Voortrekker street traffic light up to traffic circle)	External Loans	30-Jun-19	15	1 600 000	0	0	0	0	240 000	0	240 000	0	240 000	0%
CP8	Electrical Engineering	EED 59	Area Lighting at R36 Kujwana turn off	External Loans	30-Jun-19	18	300 000	0	0	0	0	45 000	0	45 000	0	45 000	0%
CP20	Electrical Engineering	EED131	Rebuilding of Lushof South 11kv line (2.5km) (Pole AD12/10 - AD12/41)	External Loans	30-Jun-19	15	500 000	0	0	0	0	75 000	0	75 000	0	75 000	0%

**Table 7: 1st Quarter Expenditure on Capital projects as planned in the 2018/19 SDBIP**

Ref	Directorate	IDP Number	Project name	Funding source	Planned Completion Date	Wards	Annual Budget	Jul-18		Aug-18		Sep-18					
								Monthly Financials		Monthly Financials		Monthly Financials		YTD Financials			% Spent
								Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	
CP23	Electrical Engineering	EED134	Rebuilding of Haenertsburg 11kv lines (5km) (Pole HB1 - HB28, HB1/1 - HB1/40)	External Loans	30-Jun-19	16	1 000 000	0	0	0	0	150 000	0	150 000	0	150 000	0%
CP29	Electrical Engineering	EED142	Upgrading of Blacknoll 33/11kv substation	External Loans	30-Jun-19	15	1 000 000	0	0	0	0	150 000	0	150 000	0	150 000	0%
CP32	Electrical Engineering	EED143	Substation fencing (Letsitele Main)	External Loans	30-Jun-19	13	500 000	0	0	0	0	75 000	0	75 000	0	75 000	0%
CP36	Electrical Engineering	EED146	Replacement of auto-reclosers (11kv and 33kv)	External Loans	30-Jun-19	13; 14; 16; 19	1 500 000	0	0	0	0	225 000	0	225 000	0	225 000	0%
CP74	Engineering Services	ESD 160	Purchase of office furniture and equipment for Engineering Services Dept	Own Funds	30-Jun-19	All	100 000	0	0	30 000	33 555	0	0	30 000	33 555	-3 555	112%
CP61	Engineering Services	ESD 101	New Lenyenye Taxi Rank (Phase 1)	MIG	30-Jun-19	31	10 471 658	1 570 749	1 106 338	0	253 486	0	0	1 570 749	1 359 824	210 925	87%
CP46	Engineering Services	ESD 11	Mopye High School Access Road Phase 1	MIG	30-Jun-19	9	6 500 000	0	0	0	1 405 548	0	0	0	1 405 548	-1 405 548	100%
CP47	Engineering Services	ESD 12	Paving of Nelson Ramodike High School Access road (Phase 1)	MIG	30-Jun-19	30	4 445 038	0	0	0	0	0	0	0	0	0	0%
CP49	Engineering Services	ESD 14	Moruji to Matswi/ Kheshokolwe Gravel to tar Road (Phase 5 of 5)	MIG	30-Jun-19	7	32 689 259	9 021 551	6 647 182	9 058 522	0	6 227 734	0	24 307 807	6 647 182	17 660 625	27%

**Table 7: 1st Quarter Expenditure on Capital projects as planned in the 2018/19 SDBIP**

Ref	Directorate	IDP Number	Project name	Funding source	Planned Completion Date	Wards	Annual Budget	Jul-18		Aug-18		Sep-18					
								Monthly Financials		Monthly Financials		Monthly Financials		YTD Financials			
								Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	% Spent
CP55	Engineering Services	ESD 15	Tarring Nkowankowa A Codesa and Hani Streets	MIG	30-Jun-19	19	9 212 232	1 432 109	0	630 000	1 079 902	450 000	2 551 843	2 512 109	3 631 745	-1 119 636	145%
CP56	Engineering Services	ESD 19	Mulati Access road Paving (Phase 1)	MIG	30-Jun-19	25	3 253 000	271 083	2 560 347	271 083	0	271 083	0	813 249	2 560 347	-1 747 098	315%
CP53	Engineering Services	ESD 20	Paving of Thapane Cross, Mandlakazi to N'wamitwa (Phase 1)	MIG	30-Jun-19	13	2 000 000	0	0	0	0	0	0	0	0	0	0%
CP58	Engineering Services	ESD 21	Tickyline to Makhwibidung Stormwater Management	MIG	30-Jun-19	27; 29; 30	3 500 001	291 666.67	0	291 666.00	0	291 666.00	0	874 998.67	0	874 998.67	0%
CP54	Engineering Services	ESD 23	Dr. CN Pathudi to Pharare Access Road regraveling and stormwater management	MIG	30-Jun-19	28	2 000 000	0	0	0	0	0	0	0	0	0	0%
CP48	Engineering Services	ESD 25	Upgrading of Access Road to Mbambamencisi	MIG	30-Jun-19	21	8 768 065	0	831 021.00	0	0	0	0	0	831 021	-831 021	100%
CP57	Engineering Services	ESD 26	Upgrading of Khujwana to Lenyenye Access Road Phase 1	MIG	30-Jun-19	31	3 253 000	271 083	2 592 386	271 083	0	271 083	0	813 249	2 592 386	-1 779 137	319%
CP50	Engineering Services	ESD 30	Risiba to Musiphani Road upgrade from gravel to tar (phase 1)	MIG	30-Jun-19	13	2 000 000	0	0	0	0	0	0	0	0	0	0%
CP51	Engineering Services	ESD 31	Relela Access Road upgrade from gravel to tar (Phase 1)	MIG	30-Jun-19	26	2 000 000	0	0	0	0	0	0	0	0	0	0%

**Table 7: 1st Quarter Expenditure on Capital projects as planned in the 2018/19 SDBIP**

Ref	Directorate	IDP Number	Project name	Funding source	Planned Completion Date	Wards	Annual Budget	Jul-18		Aug-18		Sep-18					
								Monthly Financials		Monthly Financials		Monthly Financials		YTD Financials			
								Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	% Spent
CP52	Engineering Services	ESD 32	Matapa to Leseka Access road to school (paving)	MIG	30-Jun-19	34	2 000 000	0	0	0	0	0	0	0	0	0	0%
CP60	Engineering Services	ESD 33	Low Level bridge at Agatha Cemetery	External Loans	30-Jun-19	15	3 488 768	0	0	0	1 148 483	581 461	0	581 461	1 148 483	-567 022	198%
CP59	Engineering Services	ESD 34	Mawa B12 Low level bridge	MIG	30-Jun-19	2	3 100 235	258 353	0	258 352	0	258 353	0	775 058	0	775 058	0%
CP45	Engineering Services	ESD 100	Additions to existing Tzaneen stores, including fencing	External Loans	30-Jun-19	All	750 000	0	0	0	0	0	0	0	0	0	0%
CP44	Engineering Services	ESD 60	Upgrading of old fire station building and Civic centre	External Loans	30-Jun-19	All	11 756 765	0	0	0	0	0	0	0	0	0	0%
CP62	Engineering Services	ESD 102	Upgrading of Tzaneen Ext.13 internal streets from gravel to paving	External Loans	30-Jun-19	15	900 000	0	0	0	0	0	0	0	0	0	0%
CP63	Engineering Services	ESD 103	Maintenance of Danie Joubert Street (Police station to CTM) in Tzaneen	External Loans	30-Jun-19	15	1 325 562	0	0	0	0	0	0	0	0	0	0%
CP64	Engineering Services	ESD 104	Maintenance of Pusela to Van Velden to Billy Maritz street in Tzaneen	External Loans	30-Jun-19	15	1 723 230	0	0	0	0	0	0	0	0	0	0%
CP65	Engineering Services	ESD 105	Maintenance of 1st Avenue street in Tzaneen	External Loans	30-Jun-19	15	1 060 445	0	0	0	0	0	0	0	0	0	0%
CP66	Engineering Services	ESD 106	Maintenance of 3rd Avenue to Hospital to 2nd	External Loans	30-Jun-19	15	1 193 005	0	0	0	0	0	0	0	0	0	0%

**Table 7: 1st Quarter Expenditure on Capital projects as planned in the 2018/19 SDBIP**

Ref	Directorate	IDP Number	Project name	Funding source	Planned Completion Date	Wards	Annual Budget	Jul-18		Aug-18		Sep-18						
								Monthly Financials		Monthly Financials		Monthly Financials		YTD Financials				
								Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	% Spent	
			Avenue in Tzaneen															
CP67	Engineering Services	ESD 107	Maintenance of Boundary Street in Tzaneen	External Loans	30-Jun-19	15	1 325 566	0	0	0	0	0	0	0	0	0	0	0%
CP68	Engineering Services	ESD 108	Maintenance of Nkowankowa internal street (Bankuna road to Thambo to Maxakeni)	External Loans	30-Jun-19	19	6 627 808	0	0	0	0	0	0	0	0	0	0	0%
CP69	Engineering Services	ESD 109	Maintenance of Lenyenye Internal Streets (Main street to industrial to stadium to lthuseng to main street via Police station)	External Loans	30-Jun-19	31	6 627 808	0	0	0	0	0	0	0	0	0	0	0%
CP70	Engineering Services	ESD 111	Maintenance of Vorster Street in Letsitele	External Loans	30-Jun-19	22	530 225	0	0	0	0	0	0	0	0	0	0	0%
CP71	Engineering Services	ESD 112	Maintenance of Eerste Street in Letsitele	External Loans	30-Jun-19	22	397 668	0	0	0	0	0	0	0	0	0	0	0%
CP72	Engineering Services	ESD 113	Maintenance of Main CBD street and Parking in Letsitele	External Loans	30-Jun-19	22	927 893	0	0	0	0	0	0	0	0	0	0	0%
CP73	Engineering Services	ESD 114	Rehabilitation of Haenertsburg Cemetery road	External Loans	30-Jun-19	16	3 872 022	0	0	0	0	0	0	0	0	0	0	0%
CP75	Planning and Economic	PED 164	Purchase of office furniture and equipment for Planning and	Own Funds	30-Jun-19	All	200 000	0	1 531	0	9 741	0	0	0	11 272	-11 272	100%	

**Table 7: 1st Quarter Expenditure on Capital projects as planned in the 2018/19 SDBIP**

Ref	Directorate	IDP Number	Project name	Funding source	Planned Completion Date	Wards	Annual Budget	Jul-18		Aug-18		Sep-18						
								Monthly Financials		Monthly Financials		Monthly Financials		YTD Financials				
								Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	% Spent	
	Development		Economic Development Dpt															
CP76	GTEDA	GTEDA 96	MSCOA equipment and programmes	Own Funds	30-Jun-19	All	235 000	0	0	0	0	0	0	0	0	0	0	0%
<b>Total:</b>							<b>195 534 252</b>	<b>13 276 594</b>	<b>13 738 805</b>	<b>12 350 706</b>	<b>4 157 244</b>	<b>22 058 880</b>	<b>3 154 116</b>	<b>47 686 180</b>	<b>21 050 165</b>	<b>26 636 015</b>	<b>44%</b>	

From **Table 7** above it is evident that capital projects (other than those funded from MIG) were not implemented by the end of the 1<sup>st</sup> Quarter of 18/19. Of the ... projects planned for 18/19 only 10 reflected expenditure by end of the first 3 months. Those that deviated from the expenditure planned during the 1<sup>st</sup> quarter are highlighted in red. It should also be noted that R11 million was spent on the Rita to Mariveni Tar Road, Burgersdorp sports ground, Juliesburg sports facility and the Burgersdorp to Mafarana Tar road, but not planned in the 18/19 SDBIP, resulting in the expenditure per project not being the same as the actual spent on capital in total (refer to Figure 1).

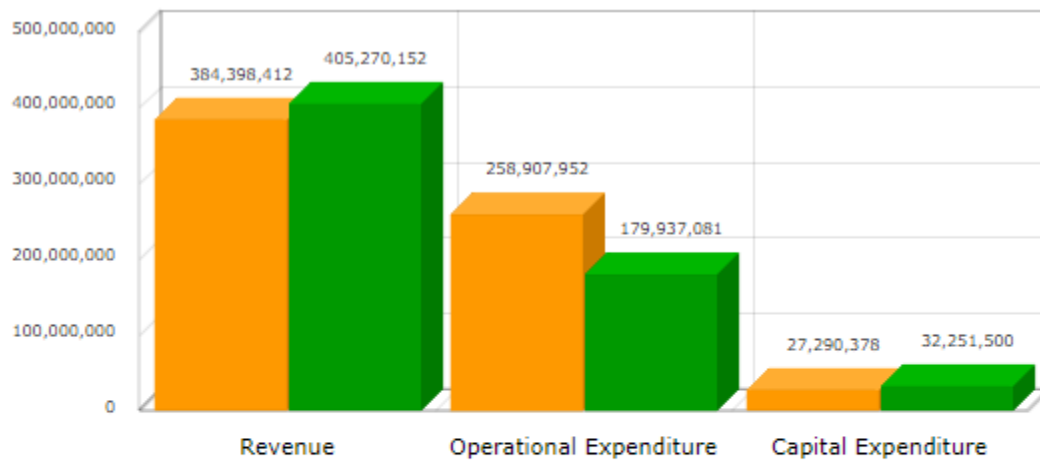
#### 2.4 Summary of financial performance for the 1<sup>st</sup> Quarter of 2018/19

The following matters should also be taken note of:

- a) Revenue collection:

- b) Operational Expenditure:
- c) Expenditure on conditional grants:
- d) Capital Expenditure: Only 44% of the expenditure planned in the SDBIP for the 1<sup>st</sup> quarter was actually spent and these were on projects funded by MIG.

**Figure 1: Financial Performance Summary for the period 1 July to 30 Sept '18.**



	Budget	Actual	Variance
<b>Revenue:</b>	384,398,412.00	405,270,151.52	-20,871,739.52
<b>Operational Expenditure:</b>	258,907,952.00	179,937,080.86	78,970,871.14
<b>Capital Expenditure:</b>	27,290,378.00	32,251,499.71	-4,961,121.71
<b>Total:</b>	<b>670,596,742.00</b>	<b>617,458,732.09</b>	<b>53,138,009.91</b>



### 3. Delivery on Key Performance Indicators & Projects

#### 3.1 Office of the Municipal Manager

The performance of the Office of the Municipal Manager (MM) during the 1<sup>ST</sup> Quarter of 2018/19 is presented below (see **Table 8**).

Table 8: 1st Quarter Performance on targets set for 2018/19 – Office of the Municipal Manager													
Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D1	Economic Growth	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	# of performance assessments for Sect 56/57 appointments	Number	tbd	2	1	1	G	Assessments were conducted on 19 September for Director CORP & EED	None required	Mid-year and Annual Assessment reports
D2	Economic Growth	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	# of Senior Managers (MM & Directors) with signed performance agreements by 30 June	Number	tbd	7	0	0	N/A			Performance Agreements
D3	Economic Growth	Enhanced Integrated developmental planning	Integrated Development Planning	# of IDP Steering Committee meetings	Number	tbd	6	1	1	G	IDP steering Committee held on 14 August	None	Invitations Minutes & attendance registers

**Table 8: 1st Quarter Performance on targets set for 2018/19 – Office of the Municipal Manager**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D4	Economic Growth	Enhanced Integrated developmental planning	Integrated Development Planning	# of IDP Rep forum meetings	Number	0	5	1	1	G	IDP rep forum was held on 24 August	None required	Invitations Minutes & attendance registers
D5	Economic Growth	Enhanced Integrated developmental planning	Integrated Development Planning	Draft IDP approved by Council by 31 March annually	Number	2	1	0	0	N/A			Draft IDP Council Minutes
D6	Economic Growth	Enhanced Integrated developmental planning	Integrated Development Planning	Final IDP approved by Council by 31 May annually and submitted to CoGHSTA & Treasury	Number	1	1	0	0	N/A			Final IDP Council Minutes Acknowledgement of receipt by CoGHSTA & Treasury
D7	Economic Growth	Enhanced Integrated developmental planning	Integrated Development Planning	Integrated infrastructure maintenance master plan developed	Number	1	1	0	0	N/A			Integrated Infrastructure master plan developed
D8	Good Governance	Effective and Efficient administration	Council Support	% of GTM Council resolutions implemented	Percentage	1	100%	100%	20%	R	Out of 72 Council resolutions, progress on implementation was indicated on 15 resolutions, and 57 resolutions still outstanding.	Implementation on Council resolutions is an ongoing process. Management should continuously indicate progress on the resolutions taken.	Resolution register

**Table 8: 1st Quarter Performance on targets set for 2018/19 – Office of the Municipal Manager**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D9	Good Governance	Effective and Efficient administration	Legal support	% SLAs signed within 10 days after acceptance of appointment	Percentage	100	100%	100%	100%	G	None, there is no deviation, all contracts were signed in time, within 10 working days by the MM.	None	*SLA Register containing date of receipt of request & submission to MM for signature)
D10	Good Governance	Effective and Efficient administration	Legal support	% of budget for contracted legal services spent	Percentage	12	100%	25%	150%	R	There was deviation with regard to the target of nine percent. The percentage programmed to the Legal Division does not correspond with the size of the budget the division is handling. Due to increase and expensive nature of Legal Services, nine percent does not fit to be barometer to measure expenditure of Legal Division as the budget is not for the	Departments must solve challenges in-house before they reach litigation stage to avoid defending or instituting matters in court as court proceedings are extremely expensive by nature.	Budget Reports

**Table 8: 1st Quarter Performance on targets set for 2018/19 – Office of the Municipal Manager**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D11	Good Governance	Effective and Efficient administration	Management and Administration	# Management meetings	Number	1	26	7	13	B	division alone but the whole municipality. The volume of legal fees are higher than the actual barometer, which is the reason we have deviation in this regard. Only 2 Management meetings were held on 3 & 10 September 2018 due to other commitments of Management.	Management should adhere to the resolved schedule of management meetings.	Minutes & Attendance Registers
D12	Good Governance	Effective and Efficient administration	Performance monitoring and reporting	Mid-year budget and performance report submitted to PT, COGHSTA, and AG by 25 Jan	Number	17	1	0	0	N/A			Mid-year Performance Report Acknowledgement of Receipt
D13	Good Governance	Effective and Efficient administration	Performance monitoring and reporting	Draft Annual Report tabled in Council by 31 Jan	Number	0	1	0	0	N/A			Draft Annual Report Council Minutes

**Table 8: 1st Quarter Performance on targets set for 2018/19 – Office of the Municipal Manager**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D14	Good Governance	Effective and Efficient administration	Performance monitoring and reporting	Final Annual Report approved by Council by 31 March	Number	tbd	1	0	0	N/A			Final Annual Report Council Minutes
D15	Good Governance	Effective and Efficient administration	Performance monitoring and reporting	# of Quarterly SDBIP reports submitted to Council	Number	0	4	1	1	G	4th Qtr SDBIP report approved by Council by end Sept. Alignment with AFS delayed submission	None required	Quarterly Performance Reports Council Minutes
D16	Good Governance	Effective and Efficient administration	Performance monitoring and reporting	# of Back to Basics statistical reports submitted to CoGTA by the 15th of each month	Number	10%	12	3	3	G	Report submitted	None	B2B Reports, Acknowledgement of receipt
D17	Good Governance	Effective and Efficient administration	Performance monitoring and reporting	Draft Annual Performance Report submitted to the AG, Audit Committee and the Mayor by 31 August	Number	Unqualified	1	1	1	G	APR submitted on 31 Aug	None required	Acknowledgement of Receipt from AG, AC & Mayor
D18	Good Governance	Effective and Efficient administration	Performance monitoring and reporting	# of days taken to submit the SDBIP to the Mayor following budget approval	Number	tbd	28	0	0	N/A			SDBIP approved by the Mayor

**Table 8: 1st Quarter Performance on targets set for 2018/19 – Office of the Municipal Manager**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D19	Good Governance	Effective and Efficient administration	Performance monitoring and reporting	# of quarterly performance reports audited	Number	tbd	4	1	1	G	1 report attached. no deviation	none	Quarterly SDBIP Audit reports
D20	Good Governance	Effective and Efficient administration	Risk Management	# of Anti-corruption and fraud committee meetings	Number	New KPI	4	1	1	G	Anti-corruption committee meetings are taking place once a quarter. 1st quarterly anti-corruption committee meeting will take place in October 2018.	Adherence to the anti-corruption program	Agendas, Attendance register, Minutes
D21	Good Governance	Effective and Efficient administration	Risk Management	Strategic Risk Assessment report submitted to Council by 30 May	Number	tbd	1	0	0	N/A	No activity took place during this reporting period.	None	Risk Assessment Report Council Resolution
D22	Good Governance	Effective and Efficient administration	Risk Management	# of Risk management progress reports submitted to Council	Number	0	4	1	2	B	Risk management progress reports are submitted to Council for noting on quarterly basis. 4th quarter risk management progress report was submitted to Council on	None	Risk Management progress Reports Council Minutes

**Table 8: 1st Quarter Performance on targets set for 2018/19 – Office of the Municipal Manager**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D23	Good Governance	Effective and Efficient administration	Risk Management	# of UIF Investigation reports submitted to Public Accounts Committee (MPAC)	Number	5	4	1	1	G	No UIF investigation report was submitted to MPAC during this reporting period.	Reports will be generated as and when a request from MPAC is forwarded to Risk and Compliance Unit or Financial Misconduct Board.	Quarterly investigation reports (1 quarter delay) Acknowledgement of receipt
D24	Good Governance	Effective and Efficient administration	Risk Management	% of fraud and corruption cases reported on the hotline investigated	Percentage	4	100%	100%	100%	G	No case from anti-corruption hotline was investigated during this reporting period.	As a corrective measure: 1. all the call will be directed to Risk and Compliance manager. 2. All municipal vehicles to be branded with anti-corruption hotline number. 3. To sensitise other officials with anti-fraud	Case register Investigative reports

**Table 8: 1st Quarter Performance on targets set for 2018/19 – Office of the Municipal Manager**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
												and corruption matters.	
D25	Good Governance	Effective and Efficient administration	Risk Management	# of compliance monitoring reports submitted to Council	Number	4	4	1	1	G	Compliance reports serve in Council just after Risk Committee meeting in October 2018. No activity took place during this reporting period.	None	Compliance monitoring Reports Council Minutes
D26	Good Governance	Effective and Efficient administration	Risk Management	# of risk committee meetings	Number	1	4	1	1	G	No activity took place during this reporting period.	None	Invitations Agenda Attendance Register Minutes
D27	Good Governance	Effective and Efficient administration	Sound Governance	# of Internal Audit Steering Committee meetings	Number	1	11	0	0	N/A			Invitations Minutes Attendance Register
D28	Good Governance	Effective and Efficient administration	Sound Governance	Contracted Internal Audit services (Panel)	Q1: Advertisement for the appointment of a pool of service providers (10%)	93%	100%	10%	5%	R	Consultations on drafting the specifications	follow ups will be made to speed up approval and advertisement	Advertisement Appointment letter Audit Reports



**Table 8: 1st Quarter Performance on targets set for 2018/19 – Office of the Municipal Manager**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
					Q2: Appointment of pool of service providers finalised (15%) Q3: Source quotations and appoint auditors (30%) Q4: Outsourced audits completed (100%)								
D29	Good Governance	Effective and Efficient administration	Sound Governance	Procurement of Electronic Audit System	Q1: Advertisement for the appointment of a service provider (10%) Q2: Appointment finalised (30%) Q3: System configuration and training (75%) Q4: System	54%	100%	10%	5%	R	Consultations on drafting the specifications	Follow up will be made to speed up approval and advertisement	Advertisement Appointment letter System reports

**Table 8: 1st Quarter Performance on targets set for 2018/19 – Office of the Municipal Manager**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
					fully functional and utilised by Division (100%)								
D30	Good Governance	Effective and Efficient administration	Sound Governance	Unqualified Audit opinion obtained from AG	Number	101%	1	0	0	N/A			AG Audit Report
D31	Good Governance	Effective and Efficient administration	Sound Governance	# audit committee meetings	Number	35%	4	1	2	B	Special AC meeting to review AFS	None	Agendas, Attendance register
D32	Good Governance	Effective and Efficient administration	Sound Governance	# of Audit Committee packs distributed 7 days before the meeting	Number	60%	4	1	1	G	Departments not submitting documents on time	Documents will be requested at the end of the quarter	Acknowledgement of receipt from external AC members
D33	Good Governance	Effective and Efficient administration	Sound Governance	3 year Strategic Audit plan approved by Audit Committee by 30 June	Number	tbd	1	0	0	N/A			3 Year Strategic Risk Audit Plan AC minutes
D34	Good Governance	Effective and Efficient administration	Sound Governance	Reviewed Internal Audit Charter submitted & approved by Audit Committee by 30 June	Number	0	1	0	0	N/A			Audit Charter AC Minutes

**Table 8: 1st Quarter Performance on targets set for 2018/19 – Office of the Municipal Manager**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D35	Good Governance	Improved stakeholder satisfaction	Public Participation	# of Mayoral (local) imbizos held	Number	1	4	1	1	G	Target met	NONE	Minutes and Attendance register (1 Imbizo per cluster per quarter)
D36	Good Governance	Increase financial viability	Budget management	% of Operational budget spent	Percentage	100%	100%	25%	16%	B	Performance target not achieved	Allocation of Depreciation and Labour costs to be processed monthly	Budget Reports
D37	Good Governance	Increase financial viability	Budget management	% Operating budget spent on Personnel costs (excl Salaries of councillors)	Percentage	0	35%	35%	18.33%	B	Performance Target not Achieved	Allocation of Depreciation and labour costs to be prioritised	Budget Reports
D38	Good Governance	Increase financial viability	Budget management	% of Capital Budget spent	Percentage	1	100%	15%	40%	B	Performance target achieved	None Required	Budget Reports
D39	Good Governance	Increase financial viability	Revenue Management	% equitable share received	Percentage	1	100%	25%	41.66%	B	Equitable share are not paid in equal instalments. First trench is scheduled to be above 40%	The total amount is spread over the year and will be paid out in full unless we do not comply with reporting standards	Bank Statement DORA

**Table 8: 1st Quarter Performance on targets set for 2018/19 – Office of the Municipal Manager**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D40	Good Governance	Increase financial viability	Revenue Management	Draft Revenue Enhancement Strategy developed	Number	100%	1	0	0	N/A			Appointment letter for service provider or Partnership agreement Draft Revenue Enhancement Strategy
D41	Good Governance	Increase financial viability	Supply Chain Management	% of Bids awarded within 2 weeks after adjudication resolution	Percentage	tbd	100%	100%	100%	G	not applicable	not applicable	SCM Submission register Bids approval by MM
D42	Good Governance	Increase financial viability	Supply Chain Management	# of Tenders awarded that deviated from the adjudication committee recommendation	Number	tbd	0	0	0	G	not applicable	not applicable	SCM Bid register Deviation Forms
D43	Good Governance	Effective and Efficient administration	Budget management	% of capital spent on projects as prioritised in IDP for specific year	Percentage	tbd	100%	100%	100%	G	Performance target achieved	None Required	Capital Expenditure report 17/18 IDP project list
D44	Good Governance	Effective and Efficient administration	Office Administration	Purchase of office furniture and equipment for Office of the MM	Q1: Not applicable this quarter Q2: Procurement process for the acquisition of furniture (10%)	tbd	100%	0%	0%	N/A			Quotations Proof of receipt of furniture

**Table 8: 1st Quarter Performance on targets set for 2018/19 – Office of the Municipal Manager**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
					Q3: Furniture procured for MM's offices and delivered (100%) Q4: Not applicable this quarter								
D45	Service Delivery	Enhance sustainable environmental management and social development	Disaster Management	# of disaster awareness campaigns conducted	Number	tbd	9	3	3	G	The two awareness campaigns were attended to at Mmopye and Myakayaka village respectively	No-required	Programme for Awareness Campaigns Attendance Register Agenda
D46	Service Delivery	Enhance sustainable environmental management and social development	Disaster Management	Annual Disaster Management report submitted to Mopani District by 30 Sept	Number	1	1	1	1	G	The Annual report was submitted to the Mopani District Disaster Centre as required	Non-required	Annual Report Acknowledgement of receipt from MDM
D47	Service Delivery	Enhance sustainable environmental management and social development	Disaster Management	Annual Disaster Management report submitted to Council by 31 Aug	Number	1	1	1	1	G	The Annual Disaster Management report submitted and adopted by Council	Non-required	Disaster Management Report Council Resolution

**Table 8: 1st Quarter Performance on targets set for 2018/19 – Office of the Municipal Manager**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D48	Service Delivery	Enhance sustainable environmental management and social development	Disaster Management	% Disaster incidences responded to (relieved) within 72-hours	Percentage	1	100%	100%	100%	G	All the incidences of disasters were attended to	Non-required	Disaster Relief forms
D49	Service Delivery	Enhance sustainable environmental management and social development	Youth, Gender & Disability support	# of new Jobs created by Municipal Capital projects for youth	Number	tbd	596	150	68	R	No capital projects were implemented in August	Young people will be given more preference in the coming projects.	Consolidated Job creation reports Beneficiary List
D50	Service Delivery	Enhance sustainable environmental management and social development	Youth, Gender & Disability support	# of new Jobs created by Municipal Capital projects for women	Number	tbd	596	150	518	B	Only one women was appointed	Women will be given more preference in the projects to be implemented in the future.	Consolidated Job creation reports Beneficiary List
D51	Service Delivery	Enhance sustainable environmental management and social development	Youth, Gender & Disability support	# of new Jobs created by Municipal Capital projects for disabled persons	Number	1	22	5	0	R	No Capital projects were created for people with disability in the last month.	People with disability will be given some preference in the projects that will be done in the near future.	Consolidated Job creation reports Beneficiary List

**Table 9** below presents a summary of the level of performance for the 1<sup>st</sup> Quarter of 2018/19 for the Office of the Municipal Manager, indicating that **83%** of the targets set for the 1<sup>st</sup> Quarter were met.

<b>Table 9: Office of the Municipal Manager- Summary of Results (1<sup>st</sup> Quarter of 2018/19)</b>			
	<b>Level of performance</b>	<b>Number of KPIs</b>	<b>% Performance at this level</b>
	KPI Not Yet Measured	15	
	KPI Not Met	6	17%
	KPI Almost Met	0	0%
	KPI Met	22	61%
	KPI Well Met	0	0%
	KPI Extremely Well Met	8	22%
	<b>Total KPIs measured this quarter</b>	<b>36</b>	

*Areas affecting the performance of the Office of the Municipal Manager:*

- Capital projects were not yet implemented during the first quarter resulting in the targets set for Job creation in terms of targeted groups were not met
- The projects aimed at strengthen the capacity of the Internal Audit unit (D28 & D29) are behind schedule
- Over expenditure on legal costs
- Council resolutions are not implemented within the agreed timeframes

### 3.2 Office of the Chief Financial Officer

The performance of the Office of the Chief Financial Officer (CFO) during the 1<sup>st</sup> Quarter of 2018/19 is presented below (see **Table 10**).

Table 10: 1st Quarter Performance on targets set for 2018/19 - Office of the Chief Financial Officer													
Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D52	Good Governance	Effective and Efficient administration	Asset Management	Implementation of Assets Management (R2 831 000)	Q1: Investigations into assets not found, Verification and impairment of assets, Calculation of depreciation and unbundling of assets. Ongoing - Reconciliation of assets with the general ledger, Asset register updates, recording of assets for disposals and preparation of journals (clearing of suspense accounts) (40%) Q2: Reconciliation of assets with the general ledger, Asset register updates, recording of assets for disposals and preparation of journals (clearing of suspense accounts) (60%) Q3: Reconciliation of assets with the	Actual awaited	100%	40%	35%	0	The verification of assets is done once a year	The asset register is being updated monthly	*Asset Management annual Plan *Asset Verification Report *Asset Management Reports from ARMS *Monthly reconciliations of suspense accounts



**Table 10: 1st Quarter Performance on targets set for 2018/19 - Office of the Chief Financial Officer**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
					general ledger, Asset register updates, recording of assets for disposals and preparation of journals (clearing of suspense accounts) (80%) Q4: Reconciliation of assets with the general ledger, Asset register updates, recording of assets for disposals and preparation of journals (clearing of suspense accounts) (100%)								
D53	Good Governance	Effective and Efficient administration	Office Administration	Purchase of office furniture and equipment for Office of the CFO	Q1: Not applicable this quarter Q2: Procurement process for the acquisition of furniture (10%) Q3: Furniture procured for CFO offices and delivered (100%) Q4: Not applicable this quarter	New KPI	100%	0%	0%	N/A			Quotations Proof of receipt of furniture

**Table 10: 1st Quarter Performance on targets set for 2018/19 - Office of the Chief Financial Officer**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D54	Good Governance	Effective and Efficient administration	Regulatory Framework	# of finance related policies revised annually	Number	17	17	0	0	N/A			Budget Policies Council Resolution
D55	Good Governance	Effective and Efficient administration	Sound Governance	# of MSCOA progress reports submitted to Council	Number	actual awaited	4	1	0	R	we don't submit progress reports ,only discussed at management level	we don't submit progress reports ,only discussed at management level and treasury submission	Minutes & attendance Register
D56	Good Governance	Effective and Efficient administration	Sound Governance	# of MSCOA Steering Committee meetings	Number	actual awaited	12	3	3	G	Meeting in sept postponed by the service provider HOWEVER progress is being made as per attached report.	meeting in sept postponed by the service provider HOWEVER progress is being made as per attached report	*MSCOA Process Plan *Quarterly MSCOA reports *Council Resolution

**Table 10: 1st Quarter Performance on targets set for 2018/19 - Office of the Chief Financial Officer**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D57	Good Governance	Effective and Efficient administration	Supply Chain Management	# of contract management reports submitted to Council	Number	Actual awaited	12	3	2	R	Council resolution is of consolidated finance report which covers SCM matters per month. a contract register is only discussed at management level not a council submission requirement as per legislation. Only the assessment of service providers report will go to council as a separate item (PMS unit)	monitoring by departments of SLA's and duration	Monthly Contract Management Report Council Minutes
D58	Good Governance	Increase financial viability	Asset Management	Annual Asset verification report concluded by 30 August '18	Number		1	1	0	R			Annual Asset Verification report
D59	Good Governance	Increase financial viability	Budget management	Draft Budget submitted to Council by 31 March annually	Number	28-Mar	1	0	0	N/A			Draft Budget Council resolution
D60	Good Governance	Increase financial viability	Budget management	Annual Budget tabled by 31 May annually	Number	25 May '18	1	0	0	N/A			Budget Council resolution

**Table 10: 1st Quarter Performance on targets set for 2018/19 - Office of the Chief Financial Officer**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D61	Good Governance	Increase financial viability	Budget management	Annual Adjustment budget approved by Council by 28 Feb	Number	28-Feb	1	0	0	N/A			Adjustment Budget Council resolution
D62	Good Governance	Increase financial viability	Budget management	Cost coverage	Ratio	1.6	1.6	0	0	N/A			Financial reports Financial viability calculations
D63	Good Governance	Increase financial viability	Budget management	Debt coverage	Ratio	18.3	18.3	0	0	N/A			Financial reports Financial viability calculations
D64	Good Governance	Increase financial viability	Expenditure Management	% creditors paid within 30 days	Percentage	Actual awaited	100%	100%	100%	G	Performance target achieved No. of creditors not paid end Sept 2018 = 0 No of Creditors Paid end Sept 2018 = 113	None Required	Monthly reports Creditors Age Analysis Report
D65	Good Governance	Increase financial viability	Expenditure Management	% of Finance Management Grant Spent	Percentage	Actual awaited	100%	25%	25%	G	Performance target achieved	None Required	Monthly Expenditure Report

**Table 10: 1st Quarter Performance on targets set for 2018/19 - Office of the Chief Financial Officer**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D66	Good Governance	Increase financial viability	Financial Reporting	# of Section 71 (MFMA) reports submitted to NT & PT by no later than 10 working days after the end of the month	Number	12	12	3	3	G	The section 71 reports were submitted to Government Departments on 14 September 2018. The reports were submitted within 10 days.	N/A	Acknowledgement of receipt by NT & PT
D67	Good Governance	Increase financial viability	Financial Reporting	Annual Financial statements submitted to AG, PT and NT by 31 August annually	Number	1	1	1	1	G			Acknowledgement of receipt by AG & PT
D68	Good Governance	Increase financial viability	Revenue Management	# of Households billed	Number	25500	26,000	26,000	22,904.33	O	Anticipate new development for residential properties for proclaimed extensions did not yet realized.	Property transfers to take place for properties in Municipality name already allocated and selling of stands. Infrastructure development for new extensions	Billing reports
D69	Good Governance	Increase financial viability	Revenue Management	Outstanding service debtors to revenue	Ratio	39.4	39.4	0	0	N/A			Financial reports Financial viability calculations

**Table 10: 1st Quarter Performance on targets set for 2018/19 - Office of the Chief Financial Officer**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D70	Good Governance	Increase financial viability	Revenue Management	# of indigents registered	Number	36732	25,764	25,764	25,963	G2	New applications for 2017-2018 still to be vetted and approved by Council	Updated/ Approved and validated indigent register.	Indigent register
D71	Good Governance	Increase financial viability	Revenue Management	% Accuracy of Contracted meter reading and credit control services	Percentage	Actual awaited	95%	95%	94.85%	O	No access, faulty meters etc.	Meter audit in progress. New service provider for meter reading services appointed.	Billing report Invoice & Report from Service Provider
D72	Good Governance	Increase financial viability	Revenue Management	Contracted services valuation roll (R2,000,000)	Q1: Monitor the re-valuation of properties in line with land use changes approved by PED, ensure capturing of new values on financial system, monitor expenditure (25%) Q2: Monitor the re-valuation of properties in line with land use changes approved by PED ensure capturing of new values on financial system, monitor expenditure (50%) Q3: Monitor the re-valuation of properties in line with land use	Actual awaited	100%	25%	18.05%	R	Expenditure as per fixed rate for maintenance of valuation roll.	Target will only be met if requests is outside the fixed maintenance covered by the contract being a fixed amount per month.	*Monthly updated Register of requests for adhoc valuations Service provider Monthly Reports

**Table 10: 1st Quarter Performance on targets set for 2018/19 - Office of the Chief Financial Officer**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
					changes approved by PED ensure capturing of new values on financial system, monitor expenditure (75%) Q4: Monitor the re-valuation of properties in line with land use changes approved by PED ensure capturing of new values on financial system, monitor expenditure (100%)								
D73	Good Governance	Increase financial viability	Supply Chain Management	Demand Management Plan approved by Council by 30 June Annually	Number	Plan approved but not on time	1	0	0	N/A	Not applicable	not applicable	Demand Management Plan Council Minutes
D74	Good Governance	Increase financial viability	Supply Chain Management	# of SCM reports submitted to national treasury	Number	12	12	3	3	G	Reports submitted to the required website of treasury	not applicable	Monthly SCM reports Acknowledgement of receipt from Treasury

**Table 10: 1st Quarter Performance on targets set for 2018/19 - Office of the Chief Financial Officer**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D75	Service Delivery	Improve access to sustainable and affordable services	Free Basic Services	% of households earning less than R 1100 served with free basic electricity (total registered as indigents in formal towns)	Percentage	100% (25764)	100%	100%	100%	G	All households indicated as indigent on Promis receive rebate for electricity. Eskom manage rural areas and townships.	Ongoing validation of indigent register. Eskom to verify issue of tokens and follow up on those who do not collect.	Indigent register Billing Report For Tzaneen, Nkowankowa, Lenyenye, Haenertsburg, Letsitele
D76	Service Delivery	Improve access to sustainable and affordable services	Free Basic Services	% households earning less than R 1100 with access to free basic waste removal (total registered as indigents)	Percentage	7%	10%	10%	4.20%	R	All indigents on Promis receive free basic waste services. Less indigents registered, new applications still to be vetted and approved.	Ongoing validation of indigent register. New applications to be approved, this will increase amount of beneficiaries.	Indigent register Billing Report
D77	Service Delivery	Improve access to sustainable and affordable services	Free Basic Services	Total number of registered indigent households who received free basic water and sanitation (GTM service area)	Number	1380	1,525	1,525	1,290.67	O	All indigents on Promis receive free basic water. Indigents were disqualified and the number decreased from the previous year.	Ongoing indigent validation, new applications should be approved and processed. Increased number of indigents will assist in	Indigent register Billing Report



**Table 10: 1st Quarter Performance on targets set for 2018/19 - Office of the Chief Financial Officer**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
												reaching the target.	
D78	Service Delivery	Optimise and sustain infrastructure investment and services	Asset Management	R-value spent on maintenance of electricity infrastructure as % of asset value	Percentage	Actual awaited	2.70%	0%	0%	N/A			Indigent register Billing Report
D79	Service Delivery	Optimise and sustain infrastructure investment and services	Asset Management	R-value spent on maintenance of municipal buildings as % of asset value	Percentage	Actual awaited	2.70%	0%	0%	N/A			Indigent register Billing Report
D80	Service Delivery	Optimise and sustain infrastructure investment and services	Asset Management	R-value spent on maintenance of roads as % of asset value	Percentage	Actual awaited	8%	0%	0%	N/A			Indigent register Billing Report
D81	Service Delivery	Optimise and sustain infrastructure investment and services	Asset Management	R-value spent on maintenance of the fleet as % of asset value	Percentage	Actual awaited	15%	0%	0%	N/A			Indigent register Billing Report

**Table 10: 1st Quarter Performance on targets set for 2018/19 - Office of the Chief Financial Officer**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D82	Service Delivery	Optimise and sustain infrastructure investment and services	Free Basic Services	R-value of Free Basic Electricity to Households	R-value	Actual awaited	R 4,400,000	R 1,100,000	R 772,765.34	R	Payment as per invoice received from Eskom for tokens issued to indigents. Amount is less than target due to less amount of indigents approved 2016/2017 and possible tampering by existing users.	Ongoing validation of indigents and Eskom to inspect on bridging of electricity. Indigent register for new applicants to be finalized.	Indigent register Billing Report

**Table 11** below presents a summary of the level of performance for the 1<sup>st</sup> Quarter of 2018/19 during which the Office of the CFO did not meet **56%** of the targets set for the period.

<b>Table 11: CFO - Summary of Results (1<sup>st</sup> Quarter of 2018/19)</b>			
	<b>Level of performance</b>	<b>Number of KPIs</b>	<b>% performance at this level</b>
	KPI Not Yet Measured	13	
	KPI Not Met	6	33%
	KPI Almost Met	4	22%
	KPI Met	7	39%
	KPI Well Met	1	6%

<b>Table 11: CFO - Summary of Results (1<sup>st</sup> Quarter of 2018/19)</b>			
	<b>Level of performance</b>	<b>Number of KPIs</b>	<b>% performance at this level</b>
	KPI Extremely Well Met	0	0%
	<b>Total KPIs measured this quarter</b>	<b>18</b>	

*Challenges that affected the performance of the Office of the Chief Financial Officer:*

- Reports not submitted to Council as planned e.g. MSCOA progress reports and Contract Management Reports
- Annual Asset Verification Report reported as not concluded by 31 August.
- The target set for the number of households to be billed were not met.
- Targets set for the delivery of free basic services to indigents were not met.
- Rand value spent on the provision of free basic electricity is less than anticipated due to a reduction in the number of qualifying households.

### 3.3 Corporate Services Department

The performance of the Corporate Services Department (CORP) during the 1<sup>st</sup> Quarter of 2018/19 is presented below (see **Table 12**).

Table 12: 1 <sup>st</sup> Quarter Performance on targets set for 2018/19 - Corporate Services Department													
Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D83	Good Governance	Attract and retain best human capital to become employer of choice	Human Resource Management	% Staff turnover	Percentage	actual awaited	6.60%	0%	0%	N/A			Staff establishment
D84	Good Governance	Attract and retain best human capital to become employer of choice	Human Resource Management	# of people from employment equity target groups employed in the 3 highest levels of management in compliance with EE plan	Number	actual awaited	27	27	31	G2	None is the target is met.	None as the target met.	Employment Equity report
D85	Good Governance	Attract and retain best human capital to become employer of choice	Human Resource Management	% Employees that are female	Percentage	actual awaited	35%	0%	0%	N/A			Employment Equity report
D86	Good Governance	Attract and retain best human capital to become employer of choice	Human Resource Management	% Employees that are youth	Percentage	actual awaited	35%	0%	0%	N/A			Employment Equity report
D87	Good Governance	Attract and retain best human capital to become employer of choice	Human Resource Management	% Employees that are disabled	Percentage	actual awaited	2.2	0	0	N/A			Employment Equity report
D88	Good Governance	Attract and retain best human capital to become employer of choice	Human Resource Management	# of employees complying with financial minimum competency requirements	Number	Actual awaited	35	0	0	N/A			HR Monthly Reports Compliance Certificates

**Table 12: 1<sup>st</sup> Quarter Performance on targets set for 2018/19 - Corporate Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D89	Good Governance	Effective and Efficient administration	Capacity building and Training	# of employees trained	Number	actual awaited	179	21	0	R	No appointment made for the month of September for training. Only 21 Employees were trained for MFMP.	That Supply Chain management appoint service provider as per request.	Training Plan Attendance Register
D90	Good Governance	Effective and Efficient administration	Council Support	# of days taken to publicise MPAC reports, following Council approval	Number	actual awaited	7	7	13.33	R	MPAC reports were publicized on the website on 8 October 2018, 6 days after Council meeting.	None.	Council Minutes Copy of Adverts Proof of Website placement
D91	Good Governance	Effective and Efficient administration	Council Support	# of Council meetings held	Number	actual awaited	4	1	3	B	1 Special meeting was held during the month of September 2018, for the purposes of noting the Annual Financial Statements.	Special Council meetings are held from time to time as and when there is a need.	Minutes and attendance registers
D92	Good Governance	Effective and Efficient administration	Council Support	# of Exco meetings held	Number	actual awaited	26	6	5	O	1 Exco meeting was held on the 18 September 2018 as per the approved schedule of meetings. Council resolved on 26 July 2018 to reduce Exco meetings to 1 meeting.	The KPI will be adjusted during the 2nd quarter.	Minutes and attendance registers

**Table 12: 1<sup>st</sup> Quarter Performance on targets set for 2018/19 - Corporate Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018				Source of Evidence	
								Target	Actual	R	Reason for deviation		Corrective Measures
D93	Good Governance	Effective and Efficient administration	Council Support	# of Portfolio Committee meetings held	Number	actual awaited	108	27	25	O	Only 5 portfolio committee meetings were held during the month of September 2018. Some of the portfolio committees did not meet due to other Municipal activities involving the relevant stakeholders.	Chairpersons of portfolio committees should enforce attendance to meetings by members as per the approved schedule of meetings.	Committee meetings register
D94	Good Governance	Effective and Efficient administration	Human Resource Management	% of personnel budget spent	Percentage	actual awaited	100%	25%	22.05%	O	Sept salary cost too high/ above 7%, due salary back payment of July and Aug in the month of Sept to effect the 7% across board increment; and also the moratorium of vacant posts.	To create mechanism to enhance revenue in the municipality to increase cash flow.	Personnel Budget Staff Establishment reports
D95	Good Governance	Effective and Efficient administration	Human Resource Management	Organogram Review concluded by 30 May	Number	actual awaited	1	0	0	N/A			Organogram Council Resolution
D96	Good Governance	Effective and Efficient administration	Information Technology	# Of ICT Steering Committee Meetings	Number	New KPI	4	1	1	G	Target Met		Minutes and Attendance Register
D97	Good Governance	Effective and Efficient administration	Information Technology	Internet services procured by 30 Dec	Number	New KPI	1	0	0	N/A			SLA with Vodacom

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D98	Good Governance	Effective and Efficient administration	Information Technology	% of Network Availability at Satellite Offices	Percentage	New KPI	80%	80%	97.12%	G2	Target Met		Solarwinds Reports
D99	Good Governance	Effective and Efficient administration	Information Technology	Leasing of Desktops and Laptops & Councillor Tablets	Q1: Develop Specifications, procurement process concluded (90%) Q2: Delivery of desktops (160) and laptops (60) completed	New Project	100%	90%	85%	O	Awaiting adjudication.	The Adjudication Committee will recommend the successful bidder for appointment in October 2018.	Specifications Appointment Letter Delivery acceptance note
D100	Good Governance	Effective and Efficient administration	Information Technology	Leasing and installation of Network switches, Routers and Firewall	Q1: Develop Specifications, procurement process concluded (90%) Q2: Delivery of network switches (20) and Routers & Firewall (9) completed	New Project	100%	90%	85%	O	Awaiting Adjudication	Adjudication to be completed by October 2018	Specifications Appointment Letter Delivery acceptance note
D101	Good Governance	Effective and Efficient administration	Information Technology	Leasing and installation of Servers	Q1: Develop Specifications, procurement process concluded (90%) Q2: Delivery and installation of 2 servers completed	New Project	100%	90%	85%	O	Awaiting adjudication	The BID Adjudication Committee will recommend the appointment of the successful service provider by October 2018.	Specifications Appointment Letter Delivery acceptance note

**Table 12: 1<sup>st</sup> Quarter Performance on targets set for 2018/19 - Corporate Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D102	Good Governance	Effective and Efficient administration	Occupational Health and Safety	# of OHS committee meetings	Number	actual awaited	4	1	1	G	None. Community services held their OHS Meeting.		Notice of meeting Attendance Register Minutes
D103	Good Governance	Effective and Efficient administration	Occupational Health and Safety	# of OHS inspections conducted	Number	actual awaited	140	35	3	R	OHS Officer on sick leave and she is the only employee designated as per OHS Act.	That the inspection be conducted as planned for October	Site Inspection Forms and/or OHS inspection reports
D104	Good Governance	Effective and Efficient administration	Occupational Health and Safety	Occupational Health and Safety risk assessment	Q1: Specifications and advertisement for the appointment of a service provider (10%) Q2: Service provider appointed (20%) Q3: Risk assessment conducted, draft report available (70%) Q4: Risk assessment report finalised. (100%)	New KPI	100	10	10	G	None as the speciation is submitted.	None	Specifications Advertisement Appointment Letter Risk Assessment Report



Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D105	Good Governance	Effective and Efficient administration	Records Management	# of awareness workshops to encourage proper filing of documentation	Number	actual awaited	4	1	1	G	New staff members were inducted on Records management during the month of August 2018.	None.	Workshop programme Invitation Attendance Register
D106	Good Governance	Effective and Efficient administration	Records Management	# of file audits conducted	Number	actual awaited	12	3	3	G	Outgoing files are audited every month. Out of 140 files requested, only 3 were still not returned during the time of reporting.	The auditing of outgoing files is an ongoing process.	Register of Files Audited
D107	Good Governance	Improved stakeholder satisfaction	Communication	# of media engagements (briefings and media sessions)	Number	4	4	1	1	G	No deviation	none required	Notice of media briefing Attendance Register
D108	Good Governance	Improved stakeholder satisfaction	Communication	# of newsletters produced	Number	1	4	1	1	G	no deviation required		Publications Website publication
D109	Good Governance	Improved stakeholder satisfaction	Communication	# of statutory provisions (website) complied with as contained in Section 75 (a-i) of MFMA within 5 days of approval	Number	actual awaited	12	12	12	G	No deviation required		Print screen of placements Website update register
D110	Good Governance	Improved stakeholder satisfaction	Ward Committees	# Of community feedback meetings held	Number	actual awaited	140	35	15	R	Councillors did not honour the Community Feedbacks as per the programme.	Chiefwhip to Intervene	Attendance Register Notice of meeting Minutes of meeting

Table 12: 1 <sup>st</sup> Quarter Performance on targets set for 2018/19 - Corporate Services Department													
Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D111	Good Governance	Improved stakeholder satisfaction	Ward Committees	# Fully functional ward committees (Ward committees holding monthly meetings)	Number	34	35	35	32.67	O	No deviation	None	Minutes of Ward committee meetings, Consolidated Monthly Ward reports
D112	Good Governance	Improved stakeholder satisfaction	Ward Committees	# of summarised quarterly ward reports submitted to Council	Number	0	4	1	2	B	Though a report was submitted, it only covered one cluster. Other clusters did not submit their reports for consideration by Council.	All clusters must submit their reports to be included in summary reports which are to be submitted to Council.	Summarised Ward Reports (quarterly) Council Minutes
D113	Good Governance	Attract and retain best human capital to become employer of choice	Human Resource Management	# of critical posts filled (MM, CFO, Engineer, Town Planner, CORP, Communications)	Number	2	6	6	5	O	Vacancy for communication Manager. Which is pending job evaluation.	Finalisation of job evaluation process to the position of communications manager to be filled.	Staff establishment
D114	Good Governance	Attract and retain best human capital to become employer of choice	Human Resource Management	# of Sect 56/57 positions vacant for more than 3 months	Number	3	0	0	0	N/A			Staff establishment

**Table 12: 1<sup>st</sup> Quarter Performance on targets set for 2018/19 - Corporate Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D115	Good Governance	Effective and Efficient administration	Office Administration	Purchase of office furniture and equipment for Corporate Services Department	Q1: Not applicable this quarter Q2: Procurement process for the acquisition of furniture (10%) Q3: Furniture procured for CORP offices and delivered (100%) Q4: Not applicable this quarter	New Project	100%	0%	0%	N/A			Quotations Invoices
D116	Service Delivery	Develop and build skilled and knowledgeable workforce	Capacity building and Training	# of senior managers complying with the minimum competency levels (MFMP)	Number	3	7	0	0	N/A			Qualifications of MM & Directors
D117	Service Delivery	Develop and build skilled and knowledgeable workforce	Capacity building and Training	Work place skills plan submitted to LGSETA by 30 Apr	Number	1	1	0	0	N/A			WSP Acknowledgement of receipt
D118	Service Delivery	Develop and build skilled and knowledgeable workforce	Capacity building and Training	% of municipal budget spent on implementing the Work Place Skills Plan	Percentage	actual awaited	1%	0%	0%	N/A			Municipal Budget Training Budget Spent
D119	Service Delivery	Develop and build skilled and knowledgeable workforce	Labour Relations	# of Local Labour Forum meetings	Number	actual awaited	12	3	2	R	Scheduled LLF was not held due to non-availability of members.	That LLF Schedules must be adhered to.	LLF Invitations, Minutes and attendance registers

**Table 13** below presents a summary of the level of performance for the 1<sup>st</sup> Quarter for 2018/19 wherein **52%** of the targets set for the department were not met.

<b>Table 13: CORP - Summary of Results (1<sup>st</sup> Quarter of 2018/19)</b>			
	<b>Level of performance</b>	<b>Number of KPIs</b>	<b>% performance at this level</b>
	KPI Not Yet Measured	12	
	KPI Not Met	5	20%
	KPI Almost Met	8	32%
	KPI Met	8	32%
	KPI Well Met	2	8%
	KPI Extremely Well Met	2	8%
	<b>Total KPIs measured this quarter</b>	<b>25</b>	

*Areas affecting the performance of the Corporate Services Department:*

- Targets met for the training of employees were not met
- The target for the publication of MPAC reports were not met
- The number of meetings held by the Executive Committee and Portfolio Committees were less than planned
- Targets set for the procurement of IT equipment were not met
- OHS inspections did not take place as planned
- Community feedback meetings were not held as planned
- Ward level reports are not consolidated for submission to Council submission to Council.
- LLF meetings are not taking place as planned

### 3.4 Community Services Department

The performance of the Community Services Department (CSD) during the 1<sup>st</sup> Quarter of 2018/19 is presented below (see **Table 14**).

Table 14: 1st Quarter Performance on targets set for 2018/19 - Community Services Department													
Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D120	Good Governance	Effective and Efficient administration	Office Administration	Purchase of office furniture and equipment for Community Services Department	Q1: Not applicable this quarter Q2: Procurement process for the acquisition of furniture (10%) Q3: Furniture procured for CSD offices and delivered (100%) Q4: Not applicable this quarter	New Project	100%	0%	0%	N/A			Quotations Invoices
D121	Good Governance	Effective and Efficient administration	Safety and Security	# of theft cases from council buildings	Number	actual awaited	0	0	1	R	No theft reported for the month of September 2018.	No reason is needed for corrective measures since no case was reported	Theft & damages register Police Case number
D122	Good Governance	Effective and Efficient administration	Safety and Security	# community safety forum meetings	Number	actual awaited	4	1	13	B	No deviation as target met.	None	Invitation Agenda Attendance Register

**Table 14: 1st Quarter Performance on targets set for 2018/19 - Community Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D12 3	Service Delivery	Enhance sustainable environmental management and social development	Cemetery Management	# of cemeteries maintained	Number	actual awaited	8	8	8	G	All 8 cemeteries were maintained, graves were prepared for burial, levelling of sinked graves was done, trimming of untidy branches and litter picking was done.	Continue digging graves, continue with grass cutting when is needed and with trimming of trees when is needed, re opening of graves for 2nd burials and assist with paupers if possible	Monthly Reports Checklists
D12 4	Service Delivery	Enhance sustainable environmental management and social development	Environmental Health Management	# of environmental contravention pre compliance and compliance notices issued	Number	actual awaited	60	15	26	B	2 pre compliance notices and 5 contravention notices were issued.	None.	Pre compliance Notices Contravention Notices
D12 5	Service Delivery	Enhance sustainable environmental management and social development	Environmental Health Management	% compliance to the environmental legislation checklist	Percentage	actual awaited	92%	0%	93%	B	Quarterly landfill auditing was done to comply with the terms and conditions as set out in the Record of Decision when issuing a permit.	None	Environmental Checklist

**Table 14: 1st Quarter Performance on targets set for 2018/19 - Community Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D12 6	Service Delivery	Enhance sustainable environmental management and social development	Environmental Health Management	Local Environmental Forum established by end December '18	Number	actual awaited	1	0	0	N/A			Nomination forms Minutes of the inaugural meeting
D12 7	Service Delivery	Enhance sustainable environmental management and social development	Environmental Health Management	Hosting of GTM Cleanest School competition by 30 Jun	Number	actual awaited	1	0	0	N/A			Entry forms Assessment forms Programme and attendance Register for the Awards Ceremony
D12 8	Service Delivery	Enhance sustainable environmental management and social development	Environmental Health Management	% of water samples that comply with SANS 0241	Percentage	actual awaited	85%	85%	87.77%	G2	Consistent implementation of the Water Quality Monitoring schedule.	None.	Register of sampling results Sampling points Map
D12 9	Service Delivery	Enhance sustainable environmental management and social development	Environmental Health Management	# of food handling premises evaluated	Number	actual awaited	120	30	72	B	We conducted a blitz with the assistance of SAPS, Mopani District municipality and Home Affairs. The blitz was conducted in Nkowankowa, Lenyenyene and Tzaneen.	None	Monthly report. Evaluation forms. Food condemnation schedule for debiting. Income statement.

**Table 14: 1st Quarter Performance on targets set for 2018/19 - Community Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D130	Service Delivery	Enhance sustainable environmental management and social development	Environmental Health Management	% compliance to the vector control programme	Percentage	actual awaited	100%	100%	72%	R	Larviciding done in all identified mosquito breeding habitats. Spraying done for all workstations.	Approval of request to fill vacancy of pest control attendant is still pending.	Vector control programme. Weekly Plan Monthly Report
D131	Service Delivery	Enhance sustainable environmental management and social development	Environmental Health Management	Environmental education and awareness	Q1: n/a Q2: Workshop on Climate Change Adaptation for Ward Committees conducted (50%) Q3: 1 Awareness campaign in Relela cluster (100%) Q4: n/a	actual awaited	100	0	0	N/A			Invitations, attendance register and programme for workshop. Awareness campaign programme Attendance Registers for awareness campaign
D132	Service Delivery	Enhance sustainable environmental management and social development	Environmental Health Management	# Of National Environmental Compliance monitoring and Enforcement reports submitted to LEDET.	Number	actual awaited	4	1	1	G	Reporting on Environmental Compliance Monitoring and Enforcement is done on a quarterly basis. There are two types of monitoring; pro-active and reactive monitoring with prescriptive action to be taken when there is non-compliance.	None.	Quarterly National Environmental Compliance monitoring and Enforcement Report(NECER)



**Table 14: 1st Quarter Performance on targets set for 2018/19 - Community Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D13 3	Service Delivery	Enhance sustainable environmental management and social development	Environmental Health Management	# of Environmental Management Inspectorate (EMI) forum meetings	Number	actual awaited	4	1	1	G	EMI : Air Quality Forum was held in September 2018.	None	EMI forum invitations Minutes Attendance Register
D13 4	Service Delivery	Enhance sustainable environmental management and social development	Environmental Health Management	% compliance to the facility cleansing plan	Percentage	actual awaited	100%	100%	102%	G2	Request was made to clean the NYDA offices. This an extra facility which is not on the plan.	None	Facility cleansing weekly plans. Budget Expenditure report. Monthly report
D13 5	Service Delivery	Enhance sustainable environmental management and social development	Library Services	# of library users	Number	actual awaited	96,200	24,051	33,983	G2	No deviation. 11103 Users visited the GTM libraries in September 2018. 4408 Library items were circulated	None required	Tattletape statistics Monthly Reports
D13 6	Service Delivery	Enhance sustainable environmental management and social development	Library Services	# of special events arranged at Libraries (competitions or holiday programmes)	Number	actual awaited	15	4	8	B	No deviation 8 September 2018 - On World Literacy Day 14 September 2018 - Letsitele Library story reading and educational colouring activities holiday programme 14 September - Career Dress-up Day at Unity Primary. 18 September 2018 - Tzaneen Private Academy visit to the	None required.	Programme, announcement, correspondence or invitation; Photos or press coverage

**Table 14: 1st Quarter Performance on targets set for 2018/19 - Community Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence	
								Target	Actual	R	Reason for deviation	Corrective Measures		
												Tzn Library for story reading and library orientation 25-28 September - Haenertsburg Library Spring Festival holiday programme - colouring; reading and spring crafts.		
D13 7	Service Delivery	Enhance sustainable environmental management and social development	Maintenance and upgrade of parks and open spaces	m <sup>2</sup> of open spaces slashed (5 formal towns)	Number	actual awaited	980,000	244,998	18,385,000	B	No deviation done	Supply Chain Management unit is assisting to procure bush cutting machines. We will continue slashing with slasher tractor.	Monthly Reports Checklists	
D13 8	Service Delivery	Enhance sustainable environmental management and social development	Maintenance and upgrade of parks and open spaces	m <sup>2</sup> of grass cut in municipal gardens, sidewalks and parks (5 formal towns)	Number	actual awaited	2,544,000	636,000	59,145,529	B	No deviation done	Continue cutting grass at municipal gardens, sidewalks while pursuing reminding the SCMU to finalise the grass cutting machines procurement	Monthly Reports Checklists	
D13 9	Service Delivery	Enhance sustainable environmental management and social development	Maintenance and upgrade of parks and open spaces	Greening Greater Tzaneen Municipality (tree planting)	Q1: Procurement of 100 trees completed (30%) Q2: Planting of trees at schools and RDP (100%)	new project	100%	30%	30%	G	Treas were purchased from King Fisher nursery, Bulamahlo Mankweng Projects and Martin Dale nursery	Trees purchased for planting at Tzaneen Country club	Distribution list Invoices	

**Table 14: 1st Quarter Performance on targets set for 2018/19 - Community Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
					Q3: n/a Q4: n/a							we were received and planted	
D140	Service Delivery	Enhance sustainable environmental management and social development	Maintenance of Sports and Recreational facilities	# of sport facilities maintained (pitch & pool)	Number	New KPI	3	3	4.67	B	Nkowankowa, Lenyenyene, Julesburg, Burgersdorp, Nkowankowa Sport Center were maintained and the swimming pool	We will continue maintain the sport facilities	Weekly Plan Monthly reports (Nkowankowa & Lenyenyene)
D141	Service Delivery	Enhance sustainable environmental management and social development	Sport, Arts and Culture	Internal Sports Activities coordinated	Q1: 2 x Mass meetings in August. Preparatory games are coordinated. Coordinate participation in SAIMSA games in September. (50%) Q2: n/a Q3: Ensure that practise for all sporting codes starts. 1 X Executive meeting by end March. Preparatory games are coordinated for SAIMSA & IMSA (75%) Q4: Facilitate participation in provincial SAIMSA games (100%)	actual awaited	100%	50%	90%	B	Daily practises to prepare for SAIMSA Games were conducted. Sent off prayer was done too. Teams together with Councillors, Director Community Services and Manager Sport and Occupational Health and Safety Officer attended the event from 23-29 September 2018 at Eswatini and golf came with Gold.	Continue training and playing friendly games to keep fit to perform municipal duties. To finalise the report for council so we will be at 100%	Annual Programme Weekly plan Minutes & Attendance registers of meetings Results of SAIMSA National and Provincial Games
D142	Service Delivery	Enhance sustainable environmental management and social development	Sport, Arts and Culture	Coordination of Local, District, Provincial and National Sports, Arts & Culture activities	Q1: Preparatory meeting for Arts and Culture event by Aug. Coordinate Arts & Culture events by end September (50%) Q2: n/a	actual awaited	100%	50%	50%	G	Participated in coordination of National Indigenous games at Polokwane Seshego stadium. 45 Athletes participated from	We will continue working on maintaining the high number of	Annual Programme of events Minutes and attendance registers of

**Table 14: 1st Quarter Performance on targets set for 2018/19 - Community Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence	
								Target	Actual	R	Reason for deviation	Corrective Measures		
					Q3: n/a Q4: Coordinate indigenous games. Golden Games cluster events arranged (100%)							Mopani District and 32 out of 45 was from Greater Tzaneen Municipality. One Athlete from Tzaneen passed on during these games. Runnymede Arts and Culture committee held a meeting.	participation in these games.	cluster meetings Results of the Indigenous games
D14 3	Service Delivery	Enhance sustainable environmental management and social development	Waste Management	R-value spent on waste management	R-value	actual awaited	87,341,959	21,835,488	14,853,439.26	R	1)To be provided by the CFO @ (Budget-office)	1) Budget control should be centralised in a unit??? or not	Budget Expenditure-reports	
D14 4	Service Delivery	Enhance sustainable environmental management and social development	Waste Management	# of Rural Waste Service Areas serviced (Level 2 service))	Number	40	40	40	40	G	1) Fleet Management:- * Rapid-Turn-Around (repair & maintenance) in ensuring the Removal-Fleet is always functional * Waste-Fleet should be replaced on a "round-robin" 5 x year plan (i.o.w.'s 20% of fleet to be replaced annually)	None	?EPWP Transporter of Waste (ToW) Payment-advice ?1 x approved T.o.W.- Timesheet signed off by Ward Committee & Traditional Authority	

**Table 14: 1st Quarter Performance on targets set for 2018/19 - Community Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D14 5	Service Delivery	Enhance sustainable environmental management and social development	Waste Management	Number of Urban Waste Service areas serviced	Number	5	5	5	5	G	1) To ensure more accurate P.o.E.'s an electronic routesheet / tracking-system need to be installed in each vehicle with a sustainable monitoring as per a "unique-route" for each area 2) No "specific-premises-checklist" are kept EXCEPT the P.o.E.'s that was approved by the CSD	a) That the offices of the Chief Internal Auditor re-convene a meeting with relevant Roleplayers to look into the matter to alter the P.o.E. versa vice the K.P.I.	1 x Removal-map for each urban suburb ? Category Tariff Summary reports for urban suburbs ?Monthly Stats.-report
D14 6	Service Delivery	Enhance sustainable environmental management and social development	Waste Management	# of Households with access to basic level of solid waste management services	Number	actual awaited	47,822	47,822	47,822	G	1) Budget:- * Project-prioritization to operationalize all 66 x W.S.A.'s 2) URGENT Workstudy:- * a Proper organogram to operationalize the Rural Waste Management project 3) The "Management-Information-System" (available from the CFO @ Revenue-Division) of Council are only able to provide a Category Tariff Summary Billing-report to prove the number of Households in each suburb	1) Council took a decision on 29 Oct.2015 whereby the Rural to formalised - which did not take place yet, resulting in gestimate figures derived from aerial photographic-abstracts which are indicative of such households that is receiving a BRR-Service	"Informal-demarcated" removal scheduled-maps @ rural Waste Service Areas (W.S.A.'s)

**Table 14: 1st Quarter Performance on targets set for 2018/19 - Community Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D14 7	Service Delivery	Enhance sustainable environmental management and social development	Waste Management	% Compliance with landfill site license requirements	Percentage	new project	90%	90%	0%	R	1) Insufficient budget to address the outstanding items	1) Prioritize projects i.t.o. mScoa principle 2) Budget to execute GRAP 19 annually	Quarterly Internal Audit Report
D14 8	Service Delivery	Enhance sustainable environmental management and social development	Waste Management	Urban Waste Kerbside collection	Q1: Kerbside collections on a weekly basis for 8580 urban Households (100%) Q2: Kerbside collections on a weekly basis for 8580 urban Households (100%) Q3: Kerbside collections on a weekly basis for 8580 urban Households (100%) Q4: Kerbside collections on a weekly basis for 8580 urban Households (100%)	actual awaited	100%	100%	100%	G	1) To ensure more accurate P.o.E.'s an electronic route sheet / tracking-system need to be installed in each vehicle with a sustainable monitoring as per a "unique-route" for each area	1) Vehicles for removals need to be provided with "Tracking-devices" pre-programmed on unique-routesheets	? Category-Tariff-Summary report for urban suburbs

**Table 14: 1st Quarter Performance on targets set for 2018/19 - Community Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D149	Service Delivery	Enhance sustainable environmental management and social development	Waste Management	Solid Waste Litter picking in GTM area	Q1: Monthly monitoring of 140 litter picking routes (100%) Q2: Monthly monitoring of 140 litter picking routes (100%) Q3: Monthly monitoring of 140 litter picking routes (100%) Q4: Monthly monitoring of 140 litter picking routes (100%)	new project	100%	100%	100%	G	1) Budget:- Project-prioritization to operationalize all the necessary route as identified 2) URGENT Work-study:- * a Proper organogram to operationalize the project	The Timesheet is the base-line document which is signed-off by the Team leader certifying that the Labourers was indeed on the unique routesheet for litter picking .	? Litter-picking Routes ?1 example of a Litter picking Team leader's Timesheet/ Scorecard p.m.
D150	Service Delivery	Enhance sustainable environmental management and social development	Waste Management	Public Toilet Management	Q1: Monthly monitoring of 10 public toilets blocks (100%) Q2: Monthly monitoring of 10 public toilets blocks (100%) Q3: Monthly monitoring of 10 public toilets blocks (100%) Q4: Monthly monitoring of 10 public toilets blocks (100%)	new project	100%	100%	100%	G	1) Public toilets are actually part of the Building & Maintenance programmes and must be transferred to the relevant Department and/or Division 2) Internal Audit Section to do an Audit to transfer the function to the relevant unit 3) The CSD agree that 1 x example of such Scorecard shall serve as P.o.E.	1) The Timesheet is the base-line document which are indicative (and signed-of by the Teamleader) certifying that the Labourers were indeed abiding with such "Cleansing-Programme" at such Toilet-block	? Public Toilet's Cleansing-schedule ?1 example of a Public Toilet Teamleader's Timesheet/ Visitation-checklist p.m.

**Table 14: 1st Quarter Performance on targets set for 2018/19 - Community Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D15 1	Service Delivery	Improve access to sustainable and affordable services	Licensing and Testing services	# of compliance assessments on the conditions as set out in the SLA with Dept. of Transport (RA & DLTC)	Number	actual awaited	12	3	4	G2	Only Potholes at intersection of Trans Letaba Panel beater must still be fixed	Potholes fixed on testing route by SID Road marking repainted inside testing station and on testing route Monthly report on August	1 SLA tick list per station (1x Registration Authority & 2x Testing Stations)
D15 2	Service Delivery	Improve access to sustainable and affordable services	Maintenance and upgrade of parks and open spaces	Procurement of Grass cutting machines for Nkowankowa, Lenyenye and Tzaneen	Q1: Draft specifications and advertisement for appointment of service provider (10%) Q2: Appointment of service provider finalised (20%) Q3: Delivery of grass cutting machines (8 Heavy duty Bush cutters, 5 industrial brush cutters, 1 chainsaw industrial , 2 heavy-duty pole pruner, 1 industrial lawn mower, 4 industrial rotary lawn mowers) completed (100%) Q4: N/A	New project	100%	10%	100%	B	CSD parks is implementing the project on their own	none CSD to give progress report	Specifications Advertisement Appointment letter Delivery note



Table 14: 1st Quarter Performance on targets set for 2018/19 - Community Services Department													
Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D153	Service Delivery	Improve access to sustainable and affordable services	Traffic Services	Traffic fine collection rate [(Rand value received for fines/ R value of fines issued as %]	Percentage	actual awaited	35%	35%	8.45%	R	The Province does not allow us to blacklist offenders through e NATIS. The Magistrate Office is slow in assisting us with warrants	We will pursue sending sms, serving of warrants and do road block, while accepting the assistance of the Magistrate even though is slow	Revenue reports Traffic Fine system report
D154	Service Delivery	Improve access to sustainable and affordable services	Traffic Services	# of roadblocks	Number	New project	4	1	2	B	No deviation done, one road block was held from 10 to 14 September 2018. We get assistance once per month because the operation have overtime implication to the municipality and the customers does not respond satisfactory to cover all cost and make profit for the council.	Non	Programme of Roadblocks Weekly plans Monthly report

**Table 15** below presents a summary of the level of performance for the 1<sup>st</sup> Quarter of 2018/19 for CSD indicating that **84%** of the targets set were met.

<b>Table 15: CSD - Summary of Results (1<sup>st</sup> Quarter of 2018/19)</b>			
	<b>Level of performance</b>	<b>Number of KPIs</b>	<b>% performance at this level</b>
	KPI Not Yet Measured	4	
	KPI Not Met	5	16%
	KPI Almost Met	0	0%
	KPI Met	11	35%
	KPI Well Met	4	13%
	KPI Extremely Well Met	11	35%
	<b>Total KPIs measured this quarter</b>	<b>31</b>	

*Areas affecting the performance of the Community Services Department:*

1. Theft from Council buildings
2. Non-compliance with the vector control programme
3. Non-compliance with the landfill site license requirements

### 3.5 Electrical Engineering Services Department

The performance of the Electrical Engineering Services Department (EED) during the 1<sup>st</sup> Quarter of 2018/19 is presented below (see **Table 16**).

Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department													
Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D155	Good Governance	Attract and retain best human capital to become employer of choice	Human Resource Management	# of employees with technical skills/capacity (engineers & technicians - EED)	Number	19	20	19	18	O	18 Employees with technical skill/capacity filled as end of Sep 2018.	Vacant Positions for employees with technical skills to be advertised and filled	HR Monthly Reports Compliance Certificates
D156	Good Governance	Effective and Efficient administration	Office Administration	Purchase of office furniture and equipment for Electrical Engineering Dpt	Q1: Not applicable this quarter Q2: Procurement process for the acquisition of furniture (10%) Q3: Furniture procured for EED offices and delivered (100%) Q4: Not applicable this quarter	No furniture procured	100%	0%	0%	N/A	Not applicable this quarter	None	Quotations Proof of receipt of furniture
D157	Service Delivery	Improve access to sustainable and affordable services	Fleet Management	Purchase of Crane for Electrical Engineering	Q1: Appointment of service provider completed (50%) Q2: Delivery of crane and training of driver/operator completed (100%) Q3: n/A Q4: n/a	New project	100%	50%	0%	R	This project sits with the Civil Engineering Manager Mr L Mahayi	Will ask for a update on the progress of the purchasing of a crane	Appointment letter Delivery note
D158	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure	% of households with access to electricity	Percentage	Actual Awaited	98%	0%	0%	N/A	Not applicable this month	None	Electrification reports

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D159	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	# of households with access to electricity	Number	Actual Awaited	107,878	0	0	N/A	Not applicable this quarter	None	Electrification reports
D160	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Entrance Streetlights R71 from Polokwane (Ad shade bridge to the Voortrekker street robot)	Q1: Specifications completed and consultant appointed (10%), Q2: Appointment of contractor completed (20%), Q3: Construction in progress (50%), Q4: Entrance streetlights R71 completed (100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	Project will be started once capital becomes available	Appointment Letter Progress reports Completion certificate
D161	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	R71 Deerpark Traffic circle lights (From Voortrekker street traffic light up to traffic circle)	Q1: Specifications completed and consultant appointed (10%) Q2: Appointment of contractor completed (20%) Q3: Construction in progress (50%) Q4: Deerpark Traffic circle lights completed (100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Appointment Letter Progress reports Completion certificate
D162	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Area Lighting at R36 Kujwana turn off	Q1: Specifications completed and appointment of consultant (10%) Q2: Appointment of service provider completed (20%) Q3: Construction in progress (50%) Q4: Area lighting at R36 Kujwana turn-off completed (100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Appointment Letter Progress reports Completion certificate

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D163	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Shongani village Phase 2 (85 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction at 50% (60%) Q4: Electrification of Shongani village Phase 2 (85 units) completed (100%)	New project	100%	5%	0%	R	Project executed by ESKOM	Not applicable	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
D164	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Burgersdorp Phase 2 (25 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Burgersdorp Phase 2 (25 units) completed (100%)	New project	100%	5%	0%	R	Project executed by ESKOM	Not applicable	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
D165	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Motseteng (250 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Motseteng (250 units) completed (100%)	New project	100%	5%	5%	G	Consultant appointed busy with designs	None	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D166	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Mokgoloboto (89 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Mokgoloboto (89 units) completed (100%)	New project	100%	5%	0%	R	Project executed by ESKOM	Not applicable	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
D167	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Mariveni C (123 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Mariveni C (123 units) completed (100%)	New project	100%	5%	10%	B	Designs completed and supported by Eskom	None	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
D168	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Zanghoma (13 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Zanghoma (13 units) completed (100%)	New project	100%	5%	10%	B	Designs completed and supported by Eskom	None	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D169	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Lenyenye (85 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Lenyenye (85 units) completed (100%)	New project	100%	5%	5%	G	Consultant Appointed. Busy with designs	None	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
D170	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Mandlhakazi Marikani Extension 2 (138 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Mandlhakazi Marikani Extension 2 (138 units) completed (100%)	New project	100%	5%	10%	B	Designs completed and approved by Eskom	None	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
D171	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Mbhekwana (53 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Mbhekwana (53 units) completed (100%)	New project	100%	5%	10%	B	Designs completed and supported by Eskom	None	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D172	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Relela (41 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Relela (41 units) completed (100%)	New project	100%	5%	5%	G	Consultant appointed busy with designs	None	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
D173	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Jokong and Moleketla (35 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Jokong and Moleketla (35 units) completed (100%)	New project	100%	5%	0%	R	Project executed by ESKOM	Not applicable	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
D174	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Semarela, Thapoelo and Sethone (30 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Semarela, Thapoelo and Sethone (30 units) completed (100%)	New project	100%	5%	0%	R	Project executed by ESKOM	Not applicable	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)



**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D175	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Setheeni (32 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Setheeni (32 units) completed (100%)	New project	100%	5%	5%	G	Consultant Appointed. Busy with designs	None	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
D176	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Mogapeng (Mmaphuti) (79 Units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Mogapeng (Mmaphuti) (79 Units) completed (100%)	New project	100%	5%	0%	R	Project executed by ESKOM	Not applicable	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
D177	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Mackery Ext 7 (68 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Mackery Ext 7 (68 units) completed (100%)	New project	100%	5%	10%	B	Designs completed and supported by Eskom.	None	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D178	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Nbana (22 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Nbana (22 units) completed (100%)	New project	100%	5%	5%	G	Consultant appointed busy with designs	None	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
D179	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Marumofase (22 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Marumofase (22 units) completed (100%)	New project	100%	5%	5%	G	Consultant appointed busy with designs	None	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
D180	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of New Phepene (29 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of New Phepene (29 units) completed (100%)	New project	100%	5%	5%	G	Consultant Appointed. Busy with designs	None	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D181	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Motlawa (78 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Motlawa (78 units) completed (100%)	New project	100%	5%	5%	G	Consultant Appointed. Busy with designs	None	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
D182	Service Delivery	Improve access to sustainable and affordable services	Electricity Infrastructure Development	Electrification of Gavaza (16 units)	Q1: Appointment of service provider finalised (5%) Q2: Designs approved by ESKOM (10%) Q3: Construction 50% (60%) Q4: Electrification of Gavaza (16 units) completed (100%)	New project	100%	5%	5%	G	Consultant Appointed. Busy with designs	None	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
D183	Service Delivery	Optimise and sustain infrastructure investment and services	Asset Management	Replacement of 4 Existing Air conditioners in Municipal Buildings	Q1: Identify faulty aircons and prioritise (10%) Q2: Procurement of airconditioners (20%) Q3: Installation of airconditioners in progress (60%) Q4: Replacement of 4 Air conditioners in Municipal Buildings completed (100%)	New project	100%	10%	10%	G	Six (6) air conditioners installed. Four (4) are replacements and two (2) are new installations. There was a need to install new two (2) air conditioners at the boardroom of traffic department for the venue to be used by	N/A	Progress report Completion certificate

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
											auditors this year and in future		
D184	Service Delivery	Optimise and sustain infrastructure investment and services	Cost Recovery	% Electricity loss (Kwh)	Percentage	Actual Awaited	18%	0%	0%	N/A	Not applicable this quarter	None	Eskom account Revenue reports
D185	Service Delivery	Optimise and sustain infrastructure investment and services	Cost Recovery	Kilow Watt Hour Electricity loss (Kwh)	Kilow Watt Hour	tbd	37,814,098	0	0	N/A	Not Applicable this quarter	None	Eskom account Revenue reports
D186	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Km of overhead lines rebuilt	Kilometres	tbd	51	0	0	N/A	Not applicable this month	None	Project Progress reports Completion certificates
D187	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Km of Electrical underground High Tension (11kv) cable replaced	Kilometres	tbd	0.5	0	0	N/A	Not applicable this month	None	Project Progress reports Completion certificates
D188	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	R-value electricity maintenance	R-value	Actual Awaited	R 53,790,875	R 13,447,719	R 6,665,526	R	Electricity maintenance expenditure for Sep 2018 is at R3,513,116.00	Electricity maintenance expenditure to include internal labour cost.	Budget expenditure, (Vote 162/066, 173/066 & 608 183/066)

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D189	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Provision of Capital Tools (Customer Retail)	Q 1: Determine capital tool requirements for new appointees and status of current equipment (25%) Q2: Determine specifications for capital tools (50%) Q3: Procurement of capital tools in progress (75%) Q4: Procurement of 1 Notebook, 3x Earth sets, 2x 12m stepladders, 3x 6m stepladders, 2x Electrical cordless drill and 3x linebuilding equipment completed (100%)	Actual Awaited	100%	25%	25%	G	quotations were sourced for capital tool required	N/A	Quotations Proof of purchase Asset register update
D190	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Provision of Capital Tools (Operations and Maintenance)	Q 1: Determine capital tool requirements for new appointees and status of current equipment (25%) Q2: Determine specifications for capital tools (50%) Q3: Procurement of capital tools in progress (75%) Q4: Procurement of 1 Notebook, 3x Earth sets, 2x 12m stepladders, 3x 6m stepladders, 2x Electrical cordless drill and 3x linebuilding equipment completed (100%)	Actual Awaited	100%	25%	0%	R	DBSA Loan funds not received	DBSA Loan funds not received	Quotations Proof of purchase Asset register update

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D191	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of lines Greenfog to Haenertsburg (6km) (Pole: TE262 - TE262/13, TE288- TE288/12, TE288 - TE314)	Q1: Specifications completed and consultant appointed (10%) Q2: Appointment of contractor completed (20%) Q3: Construction in progress (50%) Q4: Rebuilding of lines Greenfog to Haenertsburg (6km) completed (100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Specifications Appointment Letter Project progress report Completion Certificate
D192	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of lines Gravelotte-De Neck (2.5km) (Pole GR17 to GR40)	Q1: Specifications completed and consultant appointed (10%) Q2: Appointment of contractor completed (20%) Q3: Construction in progress (50%) Q4: Rebuilding of lines Gravelotte-De Neck (2.5km) completed (100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Specifications Appointment Letter Project progress report Completion Certificate
D193	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of 33kv lines Lalapanzi-Waterbok in phases (1.5km) (Pole RV200 to RV214)	Q1 : Specifications completed and consultant appointed (10%) Q2 : Appointment of contractor completed (20%) Q3 : Construction in progress (50%) Q4: Rebuilding of 33kv lines Lalapanzi-Waterbok in phases (1.5km) completed (100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Specifications Appointment Letter Project progress report Completion Certificate
D194	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of Mashutti 11kv line (2km) (Pole BK50 - BK65)	Q1: Specifications completed and consultant appointed (10%) Q2: Appointment of contractor completed (20%) Q3: Construction in progress (50%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Specifications Appointment Letter Project progress report Completion Certificate

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
					Q4: Rebuilding of Mashutti 11kv line (2km) completed (100%)								
D195	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of Deeside 11kv line (2.5km) (Pole HL1B/29/34 - HL1B/41/5)	Q1: Specifications completed and consultant appointed (10%) Q2: Appointment of contractor completed (20%) Q3: Construction in progress (50%) Q4: Rebuilding of Deeside 11kv line (2.5km) completed (100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Specifications Appointment Letter Project progress report Completion Certificate
D196	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of Yamorna/ Shivurali 11kv line (4km) (Pole YM3 to YM23, YM20/1 to YM20/10, YM17/1 to YM17/6)	Q1: Specifications completed and consultant appointed (10%) Q2: Appointment of contractor completed (20%) Q3: Construction in progress (50%) Q4: Rebuilding of Yamorna/ Shivurali 11kv line (4km) completed (100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Specifications Appointment Letter Project progress report Completion Certificate
D197	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of Ledzee 11kv line from LZ44 to Vandergreyp Farm (2.5km) (Pole LZ44 - LZ74)	Q1: Specifications completed and consultant appointed (10%) Q2: Appointment of contractor completed (20%) Q3: Construction in progress (50%) Q4: Rebuilding of Ledzee 11kv line from LZ44 to Vandergreyp Farm (2.5km) completed (100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Specifications Appointment Letter Project progress report Completion Certificate

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D198	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of lines Letsitele Valley Substation - Bosbou and all T- off's (2.5 Km) (Pole LV1 - LV1/23/2 and all T-off's)	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Rebuilding Letsitele Valley Substation - Bosbou and all T- off's (2.5 Km) completed. (100%)	New project	100%	10%	5%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion Certificate
D199	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of Valencia 11Kv lines (2.5 km) (Pole VL1 - VL30)	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Rebuilding of Valencia 11Kv lines (2.5km) completed (100%)	New project	100%	10%	5%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion Certificate
D200	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of Lushof South 11kv line (2.5km) (Pole AD12/10 - AD12/41)	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Rebuilding of Lushof South 11kv line (2.5km) completed (100%)	New project	100%	10%	5%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion Certificate



**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D201	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of Rooikoppies 11kv lines (5km) (Pole RK1/1 - RK1/59)	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Rebuilding of Rooikoppies 11kv lines (5km) completed (100%)	New project	100%	10%	5%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion Certificate
D202	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of Mabiet 11kv line (5km) (Pole EL1/44/1 - EL1/44/63)	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Rebuilding of Mabiet 11kv line (5km) completed (100%)	New project	100%	10%	5%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion Certificate
D203	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of Haenertsburg 11kv lines (5km) (Pole HB1 - HB28, HB1/1 - HB1/40)	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Rebuilding of Haenertsburg 11kv lines (5km) completed (100%)	New project	100%	10%	5%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion Certificate

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D204	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of Campsies Glen 11kv lines (5km) (Pole CG1 - CG61)	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Rebuilding of Campsies Glen 11kv lines (5km) completed (100%)	New project	100%	10%	5%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion Certificate
D205	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of Politsi Valley 11kv lines (5km) (Pole P26 - P51 and all T-Off's)	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Rebuilding of Politsi Valley 11kv lines (5km) completed (100%)	New project	100%	10%	5%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion Certificate
D206	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding of Mieliekloof/ Deerpark 11kv lines (2.5km)	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Rebuilding of Mieliekloof/ Deerpark 11kv lines (2.5km) completed (3km) (100%)	New project	100%	10%	5%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion Certificate

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D207	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Rebuilding Letaba Feeder 33kv line (2.5 km) (Pole LL147 - LL171)	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Rebuilding of Letaba Feeder 33kv lines completed (2.5km)(100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion Certificate
D208	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Upgrading of Waterbok 33/11kv substation	Q1: Procurement of a contractor (10%) Q2: Construction of substation (physical construction at (25%) (35%) Q3: Construction of substation (physical progress at 60%) (70%) Q4: Upgrading of Waterbok 33/11kv substation completed (100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion Certificate
D209	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Upgrading of Blacknoll 33/11kv substation	Q1: Procurement of a contractor (10%) Q2: Construction substation (physical construction at (25%) (35%) Q3: Construction of substation (physical progress at 60%) (70%) Q4: Upgrading of Blacknoll 33/11kv substation completed (100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion Certificate
D210	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Replace 2x 15 MVA 66/kv transformers (with 2x 30 MVA) (phase 2)	Q1: Finalise Specifications to appoint contractor (10%) Q2: Order transformers and switchgear (15%) Q3: Civil works at substation	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was	This project will be re-aligned during the	Specifications Order Progress report

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence	
								Target	Actual	R	Reason for deviation	Corrective Measures		
					(50%) Q4: Civil works at substation completed (100%)							not secured on time	adjustment Budget	
D211	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Build new 4MVA, 33/kv substation at Agatha (Meyersrus T-off) (Phase 1)	Q1: Tender process and appointment of consultant. Request for Procurement of land to locate substation submitted to PED (10%) Q2: Designs and appointment of service provider (15%) Q3: Construction of 7km of overhead lines 33kv completed (50%) Q4: 7km feeder line completed and land secured to construct substation (100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Specifications Order Progress report	
D212	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Substation fencing (Letsitele Main)	Q1: Procurement process and appointment of consultant (10%) Q2: Appointment of contractor completed (20%) Q3: Construction phase, physical construction at 50% (60%) Q4: Substation fencing at Letsitele Main completed (100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion Certificate	

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D213	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Refurbishment of the Ebenezer 33kv Feeder (2.5lm) (pole TE315 - TE336)	Q1: Procurement process and appointment of contractor (10%) Q2: Construction phase, physical construction at 25% (40%) Q3: Construction phase, physical progress at 50% (60%) Q4: Refurbishment of the Ebenezer 33kv Feeder of 2.5km completed (100%)	New project	100%	10%	5%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion Certificate
D214	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Replacing of old SS1 electrical substation circuit breakers with compact switchgear	Q1: Procurement of contractor (10%) Q2: Order switchgear, circuit breaker and mini-sub (25%) Q3: Construction of civil works Switching station SS1 commencing, physical progress at 25%. (50%) Q4: Construction of Switching station SS1 and installation of 11kv minisub completed (100%)	New project	100%	10%	5%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Appointment letters Progress reports Completion certificate
D215	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Substation tripping batteries	Q1: Procurement process and appointment of consultant (20%) Q2: Appointment of contractor completed (30%) Q3: Installation of tripping batteries at Agatha substation at 50% (70%) Q4: Installation of tripping batteries completed and commissioned (100%)	New project	100%	20%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion certificate

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D216	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Replacement of auto-reclosers (11kv and 33kv)	Q1: Identify strategic location of auto-reclosers and place order (10%) Q2: Delivery of auto reclosers (20%) Q3: Installation of auto reclosers in progress (50%) Q4: Installation of Auto Reclosers completed (100%)	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Sketches Payment certificate Delivery Certificate Asset Register
D217	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Replacing 11kv cables due to required increase in capacity (Tzaneen CBD)	Q1: Procurement process and appointment of consultant (10%) Q2: Procurement of contractor completed (20%) Q3: Construction phase, physical progress at 50% (70%) Q4: Replacing 11kv cables for increased capacity completed in Tzaneen Town (100%)	New project	100%	5%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion certificate
D218	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Miniature Substation Urban distribution networks (as directed by NERSA)	Q1: Tender process and appointment of contractor (10%) Q2: Order submitted for Minisubs (20%) Q3: Project implementation, physical progress at 50% (70%) Q4: Miniature Substation for Urban distribution network completed (100%).	New project	100%	10%	0%	R	Capital not available on budget because approval of DBSA loan was not secured on time	This project will be re-aligned during the adjustment Budget	Progress report Completion certificate

**Table 16: 1st Quarter Performance on targets set for 2018/19 - Electrical Engineering Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D219	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	Renewal, Repairs and Maintenance on pre-paid meters and infrastructure at Tzaneen, Letsitele, and Politsi	Q1: Specifications submitted to SCMU and order prepaid meters (10%) Q2: Appointment of service provider (25%) Q3: Retrofitting of prepaid meters in progress, physical progress at 30% (55%) Q4: Replacement of prepaid meters at Talana Hostel complete (100%)	Ongoing Project	100%	10%	10%	G	Appointment of a Service provider for the replacement of pre-paid meters at Talana is in progress with SCMU Department	N/A	Completion Certificate; Specifications; Appointment letter
D220	Service Delivery	Optimise and sustain infrastructure investment and services	Electricity network upgrade and maintenance	New electricity Connections (Consumer contributions spent on network feeder lines)	Q1: Funds received as services contributions spent on new connections and upgrade of 66kv wooden feeder line (Tarentaalrand to Tzaneen) (10%) Q2: Funds received as services contributions spent on new connections and upgrade of 66kv wooden feeder line (Tarentaalrand to Tzaneen) (20%) Q3: Funds received as services contributions spent on new connections and upgrade of 66kv wooden feeder line (Tarentaalrand to Tzaneen) (30%) Q4: Funds received as services contributions spent on new connections and upgrade of 66kv wooden feeder line (Tarentaalrand to Tzaneen) (100%)	Actual Awaited	100%	10%	0%	R	No projects allocated to the budget	Projects to be allocated to the budget	New connections register Job card sign off Project progress reports

**Table 17** below presents a summary of the level of performance for 1<sup>st</sup> quarter of 2018/19 for EED indicating that **71%** of the targets set for the quarter were not met.

<b>Table 17: EED - Summary of Results (1<sup>st</sup> Quarter of 2018/19)</b>			
	<b>Level of performance</b>	<b>Number of KPIs</b>	<b>% performance at this level</b>
	KPI Not Yet Measured	7	
	KPI Not Met	41	69%
	KPI Almost Met	1	2%
	KPI Met	12	20%
	KPI Well Met	0	0%
	KPI Extremely Well Met	5	8%
	<b>Total KPIs measured this quarter</b>	<b>59</b>	

*Areas that affect the performance of the Electrical Engineering Department:*

1. Capital projects funded through a DBSA loan have not been implemented, since the funding for 2017/18 project was only received in 2018/19. An adjustment to the budget, IDP and SDBIP will therefore have to take place to align with the DBSA funded project programme.
2. Projects for the electrification of villages which are executed by ESKOM should be removed from the SDBIP during the adjustment since GTM has no direct control over budget and implementation.
3. Limited number of vehicles available to service the existing GTM electricity network seriously affects the Departments ability to attend to power outages.



### 3.6 Engineering Services Department

The performance of the Engineering Services Department during the 1<sup>st</sup> Quarter of 2018/19 is presented below (see **Table 18**).

Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department													
Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D221	Economic Growth	Increased investment in the GTM economy	Expanded Public Works	# of jobs created through municipal EPWP initiatives (FTE)	Number	tbd	1,084	270	915	B	Most of the beneficiaries were recruited in July 2018	Not required because the KPI is ahead of the annual target	Project reports, EPWP reports
D222	Good Governance	Attract and retain best human capital to become employer of choice	Human Resource Management	# of employees with technical skills/capacity (engineers & technicians - ESD)	Number	actual awaited	6	6	9	B	None as the target is met.	None	HR Monthly Reports Compliance Certificates
D223	Good Governance	Effective and Efficient administration	Office Administration	Purchase of office furniture and equipment for Engineering Services Dept	Q1: Not applicable this quarter Q2: Procurement process for the acquisition of furniture (10%) Q3: Furniture procured for ESD offices and delivered (100%) Q4: Not applicable this quarter	No furniture procured	100%	0%	0%	N/A			Quotations Proof of receipt of furniture
D224	Good Governance	Increase financial viability	Budget management	% MIG funding spent	Percentage	Actual awaited	100%	15%	92%	B	Projects are progressing well	None	Budget printout

**Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D225	Service Delivery	Improve access to sustainable and affordable services	Building Control	# of contravention notices issued to decrease non-compliance to building regulations	Number	Actual awaited	40	9	2	R	The KPI is to reduce non compliance and the target was 3 and the actual achieved is 2. The performance is within what was targeted	no corrective measure that is required	Register of contraventions
D226	Service Delivery	Improve access to sustainable and affordable services	Fleet Management	% of availability of Fleet.	Percentage	Actual awaited	60%	60%	41.13%	R	no deviation achieved above the target	no corrective action required	Request for repair forms Workflow Register (Total no of fleet vs functional fleet) Monthly report
D227	Service Delivery	Improve access to sustainable and affordable services	Fleet Management	Purchase of 2x 11m3 compactor solid waste trucks, heavy duty crane, 9x 4x4 electrical bakkies and 2 x 4x2 ldvs	Q1: Appointment of service provider completed (50%) Q2: Delivery of 2 compactor solid waste trucks, heavy duty crane, 9x 4x4 electrical bakkies and 2 x 4x2 LDV's completed (100%) Q3: N/A Q4: N/a	New project	100%	50%	30%	R	Delays in SCMU processes to appoint a service provider. See attached copy of advert attached	MM to speed up appointment of procurement committees	Appointment letter Delivery note Vehicle Licence registrations

**Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D228	Service Delivery	Improve access to sustainable and affordable services	Maintenance and upgrading of municipal buildings	Upgrading of old fire station building and Civic centre	Q1: Appointment of consultant to do design. Advertisement for contractor (10%) Q2: Appointment of contractor finalised (20%) Q3: Construction phase, physical completion at 15% (35%) Q4: Physical construction at 35% (100%)	New project	100%	10%	10%	G	consultant was appointed late due to uncertainty on funding	no corrective measures required	Appointment letters Project progress reports
D229	Service Delivery	Improve access to sustainable and affordable services	Maintenance and upgrading of municipal buildings	Additions to existing Tzaneen stores, including fencing	Q1: Draft specifications and advertisement for appointment of service provider (10%) Q2: Appointment of service provider completed (20%) Q3: Construction, additions to existing stores completed (100%) Q4: n/a	New project	100%	10%	0%	R	the project is still on hold due to uncertainty on funding that was to be done through a standard bank loan which was not approved	Management to give directive as to whether the project can proceed or not	Specifications Advertisement Appointment letter Project progress reports Completion certificate

**Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D230	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Km of roads tarred	Kilometers	tbd	8	0	0	N/A			Road Progress Reports
D231	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Mopye High School Access Road Phase 1	Q1: Specifications completed (10%) Q2: Advert for the appointment of a contractor (15%) Q3: Appointment of contractor finalised (20%) Q4: Construction, Physical construction of paving at 40% (100%)	New project	100%	10%	15%	B	The project is ahead of schedule - Advertisement stage.	None	*Specifications *Appointment letter of the contractor *Project Progress Reports
D232	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Paving of Nelson Ramodike High School Access road (Phase 1)	Q1: Specifications completed (10%) Q2: Advert for the appointment of a contractor (15%) Q3: Appointment of contractor finalised (20%) Q4: Construction, Physical construction of paving at 15% (100%)	New project	100%	10%	5%	R	The project is behind schedule, because of late approval of the project by Coghsta	The consultant is busy with the scoping report	*Specifications *Appointment letter of the contractor *Project Progress Reports

**Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D233	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Upgrading of Access Road to Mbambamencisi	Q1: Appointment of contractor completed (10%) Q2: Construction phase, Physical construction at 35% (45%) Q3: Physical progress at 70% (70%) Q4: Upgrading of Access Road to Mbambamencisi (1.3km) completed (100%)	New project	100%	10%	10%	G	The project is on schedule	None	*Evaluation Report *Appointment letter of the contractor *Project Progress Reports *Completion certificate
D234	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Moruji to Matswi/ Kheshokolwe Gravel to tar Road (Phase 5 of 5)	Q 1: Physical construction at 90% (50%) Q2: Moruji to Matswi/ Kheshokolwe Gravel to tar Road (12.5km) completed (100%) Q3: n/a Q4: n/a	Tender re-advertised	100%	50%	86%	B	The project is slightly behind schedule due to plant breakdowns.	The plant has since been repaired and increased.	Project Progress Reports Completion Certificate

**Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D235	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Risiba to Musiphani Road upgrade from gravel to tar (phase 1)	Q1: Appointment of consultant. Design and specifications completed (50%) Q2: Design and specifications completed (100%) Q3: n/a Q4: n/a	New project	100%	50%	0%	R	Coghsta is rejecting registration of this road as it belongs to RAL	Continuous meetings are held with the MEC of Coghsta with management to find a resolution	Appointment letter Designs Specifications
D236	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Relela Access Road upgrade from gravel to tar (Phase 1)	Q1: Appointment of consultant. Design and specifications completed (50%) Q2: Design and specifications completed (80%) Q3: Advertisement for the appointment of a contractor (90%) Q4: Appointment of a contractor (100%)	New project	100%	50%	46%	O	The project is slightly behind schedule as the consultant is still busy with designs	The consultant is busy with designs and scoping report is approved.	Appointment letter for Consultant & Contractor Designs Specifications Advertisement
D237	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Matapa to Leseka Access road to school (paving)	Q1: Appointment of consultant. Design and specifications completed (50%) Q2: Design and specifications completed (80%) Q3: Advertisement for the appointment of a contractor (90%)	New project	100%	50%	45%	O	The project is slightly behind schedule as the consultant is still busy with designs	The consultant is busy with designs and the scoping report is approved.	Appointment letter for Consultant & Contractor Designs Specifications Advertisement

Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department													
Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
					Q4: Appointment of a contractor (100%)								
D238	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Paving of Thapane Cross, Mandlakazi to N'wamitwa (Phase 1)	Q1: n/a Q2: n/a Q3: Review of designs (10%) Q4: Advertise for contractors (50%)	New project	100%	0%	0%	N/A			Designs Advertisements
D239	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Dr. CN Pathudi to Pharare Access Road regravelling and stormwater management	Q1: Appointment of consultant. Design and specifications completed (50%) Q2: Design and specifications completed (100%) Q3: n/a Q4: n/a	New project	100%	50%	0%	R	Coghsta is rejecting registration of this road as it belongs to RAL	Continuous meetings are held with the MEC of Coghsta to find a resolution.	Appointment letter Designs Specifications
D240	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Tarring Nkowankowa A Codesa and Hani Streets	Q1: Appointment of contractor completed (10%) Q2: Construction phase, Physical construction at 35% (45%) Q3: Physical progress at 70% (70%) Q4: Tarring Nkowankowa A Codesa and Hani Streets (1.7km) completed (100%)	New project	100%	10%	8%	O	The project is behind schedule because of late advertisement for a contractor	The tender is advertised	Appointment letter Project Progress Reports Completion certificate

**Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D241	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Mulati Access road Paving (Phase 1)	Q1: n/a Q2: Specifications completed (10%) Q3: Advertisement for a contractor (20%) Q4: Appointment of contractor finalised (100%)	New project	100%	0%	0%	N/A			Specifications Advertisement Appointment letter
D242	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Upgrading of Khujwana to Lenyenye Access Road Phase 1	Q1: n/a Q2: Specifications completed (10%) Q3: Advertisement for a contractor (20%) Q4: Appointment of contractor finalised (100%)	New project	100%	0%	0%	N/A			Specifications Advertisement Appointment letter
D243	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Tickyline to Makhwibidung Stormwater Management	Q1: Advertisement for the appointment of a contractor (10%) Q2: Appointment of contractor completed (25%) Q3: Construction phase, Physical construction at 35% (70%) Q4: Tickyline to Makhwibidung Stormwater Management (3km) completed (100%)	New project	100%	10%	0%	R	The project is not yet advertised as it is waiting for approval of funds	application for funds is in progress	Advertisement Appointment letter Project progress report Completion certificate



**Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D244	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Mawa B12 Low level bridge	Q1: Advertisement for the appointment of a contractor (10%) Q2: Appointment of contractor completed (25%) Q3: Construction phase, Physical construction at 35% (70%) Q4: Mawa B12 Low level bridge completed (100%)	New project	100%	10%	10%	G	The project is on schedule	None	Advertisement Appointment letter Project progress report Completion certificate
D245	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	Low Level bridge at Agatha Cemetery	Q1: Physical construction at 50% (10%) Q2: Physical construction at 75% (60%) Q3: Low Level bridge at Agatha Cemetery completed (100%) Q4: n/a	New project	100%	10%	23%	B	The project is progressing well	None	Project progress report Completion certificate

**Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D246	Service Delivery	Improve access to sustainable and affordable services	Roads and Storm water Infrastructure Development	New Lenyenyeni Taxi Rank (Phase 1)	Q1: Specifications completed (10%) Q2: Advert for the appointment of a contractor (15%) Q3: Appointment of contractor finalised (20%) Q4: Construction, Physical construction at 40% (100%)	New project	100%	10%	15%	B	The project is ahead of schedule	None	Specifications Advertisements Appointment letter Project progress reports
D247	Service Delivery	Optimise and sustain infrastructure investment and services	Maintenance and upgrading of municipal road infrastructure	Upgrading of Tzaneen Ext.13 internal streets from gravel to paving	Q1: Finalise scope of works and advertisement for a contractor (10%) Q2: Appointment of contractor finalised and construction completed (100%) Q3: n/a Q4: n/a	New project	100%	10%	8%	O	Scope of works finalised. Advertisement for the appointment of contractor not done yet do to unavailability of funds for construction which was supposed to be funded through Standard Bank loan.	Provision of budget	Scope of work report Appointment Letter Completion Certificate

**Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D248	Service Delivery	Optimise and sustain infrastructure investment and services	Maintenance and upgrading of municipal road infrastructure	Maintenance of Danie Joubert Street (Police station to CTM) in Tzaneen	Q1: Finalise scope of works (10%) Q2: Advertise for the appointment of a contractor (15%) Q3: Appointment of contractor finalised and construction physical progress at 40% (55%) Q4: Maintenance of Danie Joubert Street (Police station to CTM) in Tzaneen completed (100%)	New project	100%	10%	10%	G	Scope of works finalised.	Not required.	Scope of work report Appointment Letter Completion Certificate
D249	Service Delivery	Optimise and sustain infrastructure investment and services	Maintenance and upgrading of municipal road infrastructure	Maintenance of Pusela to Van Velden to Billy Maritz street in Tzaneen	Q1: Finalise scope of works (10%) Q2: Advertise for the appointment of a contractor (15%) Q3: Appointment of contractor finalised and construction physical progress at 40% (55%) Q4: Maintenance of Pusela to Van Velden to Billy Maritz street in Tzaneen completed (100%)	New project	100%	10%	10%	G	Scope of works completed	Not required.	Scope of work report Appointment Letter Completion Certificate

**Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D250	Service Delivery	Optimise and sustain infrastructure investment and services	Maintenance and upgrading of municipal road infrastructure	Maintenance of 1st Avenue street in Tzaneen	Q1: Finalise scope of works (10%) Q2: Advertise for the appointment of a contractor (15%) Q3: Appointment of contractor finalised and construction physical progress at 40% (55%) Q4: Maintenance of 1st Avenue street in Tzaneen completed (100%)	New project	100%	10%	10%	G	Scope of works completed	Not required.	Scope of work report Appointment Letter Completion Certificate
D251	Service Delivery	Optimise and sustain infrastructure investment and services	Maintenance and upgrading of municipal road infrastructure	Maintenance of 3rd Avenue to Hospital to 2nd Avenue in Tzaneen	Q1: Finalise scope of works (10%) Q2: Advertise for the appointment of a contractor (15%) Q3: Appointment of contractor finalised and construction physical progress at 40% (55%) Q4: Maintenance of 3rd Avenue to Hospital to 2nd Avenue in Tzaneen completed (100%)	New project	100%	10%	10%	G	Scope of works completed	Not required.	Scope of work report Appointment Letter Completion Certificate

**Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D252	Service Delivery	Optimise and sustain infrastructure investment and services	Maintenance and upgrading of municipal road infrastructure	Maintenance of Boundary Street in Tzaneen	Q1: Finalise scope of works (10%) Q2: Advertise for the appointment of a contractor (15%) Q3: Appointment of contractor finalised and construction physical progress at 40% (55%) Q4: Maintenance of Boundary Street in Tzaneen completed (100%)	New project	100%	10%	10%	G	Scope of works completed	Not required.	Scope of work report Appointment Letter Completion Certificate
D253	Service Delivery	Optimise and sustain infrastructure investment and services	Maintenance and upgrading of municipal road infrastructure	Maintenance of Nkowankowa internal street (Bankuna road to Thambo to Maxakeni)	Q1: Finalise scope of works (10%) Q2: Advertise for the appointment of a contractor (15%) Q3: Appointment of contractor finalised and construction physical progress at 40% (55%) Q4: Maintenance of Nkowankowa internal street (Bankuna road to Thambo to Maxakeni) completed (100%)	New project	100%	10%	10%	G	Scope of works completed	Not required.	Scope of work report Appointment Letter Completion Certificate

**Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D254	Service Delivery	Optimise and sustain infrastructure investment and services	Maintenance and upgrading of municipal road infrastructure	Maintenance of Lenyenye Internal Streets (Main street to industrial to stadium to lthuseng to main street via Police station)	Q1: Finalise scope of works (10%) Q2: Advertise for the appointment of a contractor (15%) Q3: Appointment of contractor finalised and construction physical progress at 40% (55%) Q4: Maintenance of Lenyenye Internal Streets (Main street to industrial to stadium to lthuseng to main street via Police station) completed (100%)	New project	100%	10%	10%	G	Scope of works completed	Not required.	Scope of work report Appointment Letter Completion Certificate
D255	Service Delivery	Optimise and sustain infrastructure investment and services	Maintenance and upgrading of municipal road infrastructure	Maintenance of Vorster Street in Letsitele	Q1: Finalise scope of works (10%) Q2: Advertise for the appointment of a contractor (15%) Q3: Appointment of contractor finalised and construction physical progress at 40% (55%) Q4: Maintenance of Vorster Street in Letsitele completed (100%)	New project	100%	10%	10%	G	Scope of works completed	Not required.	Scope of work report Appointment Letter Completion Certificate

**Table 18: 1st Quarter Performance on targets set for 2018/19 - Engineering Services Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D256	Service Delivery	Optimise and sustain infrastructure investment and services	Maintenance and upgrading of municipal road infrastructure	Maintenance of Eerste Street in Letsitele	Q1: Finalise scope of works (10%) Q2: Advertise for the appointment of a contractor (15%) Q3: Appointment of contractor finalised and construction physical progress at 40% (55%) Q4: Maintenance of Eerste Street in Letsitele completed (100%)	New project	100%	10%	10%	G	Scope of works completed	Not required.	Scope of work report Appointment Letter Completion Certificate
D257	Service Delivery	Optimise and sustain infrastructure investment and services	Maintenance and upgrading of municipal road infrastructure	Maintenance of Main CBD street and Parking in Letsitele	Q1: Finalise scope of works (10%) Q2: Advertise for the appointment of a contractor (15%) Q3: Appointment of contractor finalised and construction physical progress at 40% (55%) Q4: Maintenance of Main CBD street and Parking in Letsitele completed (100%)	New project	100%	10%	10%	G	Scope of works completed	Not required.	Scope of work report Appointment Letter Completion Certificate

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D258	Service Delivery	Optimise and sustain infrastructure investment and services	Maintenance and upgrading of municipal road infrastructure	Rehabilitation of Haenertsburg Cemetery road	Q1: Finalise scope of works & Terms of Reference for EIA (10%) Q2: Advertise for the appointment of a contractor. EIA assessment completed (15%) Q3: Appointment of contractor finalised and construction physical progress at 30% (55%) Q4: Rehabilitation of Haenertsburg Cemetery road completed (100%)	New project	100%	10%	5%	R	Consultant appointed to do the designs and supervision but there is no budget at the moment because it was supposed to be funded through Standard Bank loan which was not approved.	Provision of budget.	Scope of work report EIA assessment report Appointment Letter Completion Certificate

**Table 19** and the graph below presents a summary of the level of performance for the 1<sup>st</sup> Quarter of 2018/19 for ESD indicating that 64% of the targets set for the quarter were met.

	Level of performance	Number of KPIs	% performance at this level
	KPI Not Yet Measured	5	
	KPI Not Met	9	27%
	KPI Almost Met	5	



<b>Table 19: ESD - Summary of Results (1<sup>st</sup> Quarter of 2018/19)</b>			
	<b>Level of performance</b>	<b>Number of KPIs</b>	<b>% performance at this level</b>
	KPI Met	7	21%
	KPI Well Met	4	12%
	KPI Extremely Well Met	13	39%
	<b>Total KPIs</b>	0	0%

*Issues that affected the performance of the Engineering Services Department:*

- The target set for the availability of the fleet was not met
- Road projects not approved for MIG funding (by CoGSTA) as they are the responsibility of RAL.
- Projects not yet commenced due to the funding not yet secured (funded through loans)

### 3.7 Planning and Economic Development Department

The performance of the Planning Economic Development Department during the 1<sup>st</sup> Quarter of 2018/19 is presented below (see **Table 20**).

Table 20: 1st Quarter Performance on targets set for 2018/19 - Planning and Economic Development Department													
Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D259	Economic Growth	Enhanced Integrated developmental planning	Integrated Development Planning	# of SPLUMA tribunal meetings	Number	6	4	1	2	B	tribunal meeting held on the 6th September, 2018	none	Invitations Minutes & Attendance Register
D260	Economic Growth	Enhanced Integrated developmental planning	Integrated Human Settlements	# of housing consumer education events	Number	Not done	4	1	5	B	Housing Consumer Education was successfully done at Nkowankowa and Lenyenye which include Ward 17, 19, 21 and 31.	none	2 Low Cost Housing Consumer Education Event Programme & Attendance Register 2 Nkowankowa & Lenyenye housing consumer education Programme & Attendance Register
D261	Economic Growth	Enhanced Integrated developmental planning	Spatial Development	Formulation of land use scheme for GTM area	Q1: Appointment of a service provider. (10%), Q2: Status quo report available (50%) Q3: Formulation of a land use scheme in progress (75%) Q4: Draft Land use scheme for GTM area available (100%)	New Project	100%	10%	10%	G	Not applicable	None	Appointment Letter Status Quo Report Draft Land-use Scheme

**Table 20: 1st Quarter Performance on targets set for 2018/19 - Planning and Economic Development Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D262	Economic Growth	Enhanced Integrated developmental planning	Spatial Development	Land audit for GTM area	Q1: Specifications and advert for service provider (10%) Q2: Appointment of service provider finalised (20%) Q3: Data collection and status report available (60%) Q4: Draft Land Audit Report available (100%)	New Project	100%	10%	10%	G	Not applicable	None	Specifications and advert. Appointment letter. Status Quo report. Draft Land Audit Report
D263	Economic Growth	Increased investment in the GTM economy	Community Works Programme	# of cooperatives established and still functional in wards where the CWP is implemented	Number	4	4	4	3.67	O	There is no deviation for the month	Target for the month met	CWP reports Minutes & Attendance register of CWP meetings
D264	Economic Growth	Increased investment in the GTM economy	Community Works Programme	# of job opportunities sustained through the CWP	Number	tbd	2,200	2,200	2,171.33	O	Participants withdraw from the programme	To recruit more participants to replace those who left	CWP Employment register
D265	Economic Growth	Increased investment in the GTM economy	Marketing and Investor Targeting	# of Agricultural Expos held	Number	1	1	1	1	G	No Reason for Deviation	No Corrective Measures	Agricultural EXPO Advert & Programme List of exhibitors
D266	Economic Growth	Increased investment in the GTM economy	Marketing and Investor Targeting	# of jobs created through municipal LED initiatives including Capital Projects	Number	tbd	2,400	600	915	B	Expected number of jobs were not created due budget constrain	More Jobs to be created through municipal LED initiatives	*Consolidated LED monthly job creation report *Project progress Reports -EPWP monthly reports

**Table 20: 1st Quarter Performance on targets set for 2018/19 - Planning and Economic Development Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
													Sustained & New jobs to be reflected
D267	Economic Growth	Increased investment in the GTM economy	Marketing and Investor Targeting	# of LED forum meetings arranged	Number	tbd	4	1	1	G	No Reason for Deviation	No Corrective Measures	Invitations Minutes & Attendance Register
D268	Economic Growth	Increased investment in the GTM economy	Marketing and Investor Targeting	# of LED cluster forum meetings	Number		16	4	4	G	No deviation	None	Programme for LED Cluster meetings Attendance Registers
D269	Economic Growth	Increased investment in the GTM economy	Marketing and Investor Targeting	# of Tourism exhibitions/shows attended	Number		3	1	1	G			Invitations Attendance Register of Stall (Letaba Show, Tourism Indaba, Marula Festival)
D270	Economic Growth	Increased investment in the GTM economy	SMME support	# of meetings held with informal traders	Number	tbd	4	1	3	B	No Reason for Deviation	No Corrective Measures	Invitations Minutes & Attendance Register
D271	Economic Growth	Increased investment in the GTM economy	SMME support	# of Local Tourism Association Meetings	Number	4	4	1	3	B	No Reason For Deviation	No Corrective Measures	Invitations Minutes & Attendance Register
D272	Economic Growth	Increased investment in the GTM economy	Tourism	# of SMMEs Supported	Number	actual awaited	50	10	237	B	No reason for deviation	No corrective measures	Attendance Register Events report Training Reports
D273	Good Governance	Attract and retain best human capital to become employer of choice	Human Resource Management	# of employees with spatial planning capacity	Number	5	7	0	0	N/A			HR Monthly Reports Compliance Certificates

**Table 20: 1st Quarter Performance on targets set for 2018/19 - Planning and Economic Development Department**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D274	Good Governance	Effective and Efficient administration	Office Administration	Purchase of office furniture and equipment for Planning and Economic Development Dpt	Q1: Not applicable this quarter Q2: Procurement process for the acquisition of furniture (10%) Q3: Furniture procured for PED offices and delivered (100%) Q4: Not applicable this quarter	New Project	100%	0%	0%	N/A			Quotations Invoices

**Table 21** below presents a summary of the level of performance for the 1<sup>st</sup> Quarter of 2018/19 for PED, indicating that **86%** of the targets set were met by the end of the quarter.

<b>Table 21: PED - Summary of Results (1<sup>st</sup> Quarter of 2018/19)</b>			
	<b>Level of performance</b>	<b>Number of KPIs</b>	<b>% performance at this level</b>
	KPI Not Yet Measured	2	
	KPI Not Met	0	0%
	KPI Almost Met	2	14%
	KPI Met	6	43%
	KPI Well Met	0	0%
	KPI Extremely Well Met	6	43%

<b>Table 21: PED - Summary of Results (1<sup>st</sup> Quarter of 2018/19)</b>			
	<b>Level of performance</b>	<b>Number of KPIs</b>	<b>% performance at this level</b>
	<b>Total KPIs measured this period</b>	<b>14</b>	

*Areas that affected the performance of the Planning and Economic Development Department:*

1. Targets set for the Community Works Programme in terms of functional cooperatives and job creation were not met.

### 3.8 Greater Tzaneen Economic Development Agency

The performance of the Greater Tzaneen Economic Development Agency (GTEDA) during the 1<sup>st</sup> Quarter of 2018/19 is presented below (see Table 22).

Table 22: 1st Quarter Performance on targets set for 2018/19 - Greater Tzaneen Economic Development Agency													
Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D275	Economic Growth	Increased investment in the GTM economy	Enterprise Development (SMME support)	Nkowankwa Industrial Park	Q1: Facilitate and monitor the utilisation of local labour and SMME's in the renovation of the factories (50%) Q2: Facilitate and monitor the utilisation of local labour and SMME's in the renovation of the factories (100%) Q3: n/a Q4: n/a	Actual awaited	100%	25%	25%	G	No deviation	No corrective measure	*Reports on local re-investment and job creation
D276	Economic Growth	Increased investment in the GTM economy	Enterprise Development (SMME support)	Training of 15 SMMEs in generic business management	Q1: Facilitate training of SMMEs on Financial Management and Marketing (50%) Q2: Facilitate training of SMMEs on Business Management and Business Plan development (100%) Q3: n/a Q4: n/a	Actual awaited	100%	50%	50%	G	15 SMMEs trained on New venture creation	None required	Attendance Register Training programme
D277	Economic Growth	Increased investment in the GTM economy	Enterprise Development (SMME support)	SMME Incubation	Q1: Facilitate business management and marketing training for GTEDA HUB and GT Services Cooperatives (Village Bank) (25%) Q2: Monitor performance of the GTEDA Hub and GT Services Cooperatives (50%) Q3: Monitor performance of the GTEDA Hub and GT Services Cooperatives (75%) Q4: Monitor performance of the GTEDA Hub and GT Services Cooperatives (100%)	Actual awaited	100%	25%	25%	G	Facilitated training for members of GTFSC and GTEDA hub who were trained with other members from the 20 funded Services SETA co-operatives.	None required	Training schedule and Attendance Register Monitoring Report

**Table 22: 1st Quarter Performance on targets set for 2018/19 - Greater Tzaneen Economic Development Agency**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D278	Economic Growth	Increased investment in the GTM economy	Enterprise Development (SMME support)	Community Radio station (GTFM)	Q1: Facilitate business management and marketing training for Community Radio station (25%) Q2: Monitor performance of the Community Radio station (50%) Q3: Monitor performance of the Community Radio station (75%) Q4: Monitor performance of the Community Radio station (100%)	Actual awaited	100%	25%	10%	R	The radio station has been closed by ICASA on the 07 September 2018 as its license has expired hence no activity took place since its closure.	The station's Board has appealed the decision by ICASA.	Training schedule and Attendance Register Monitoring Report
D279	Economic Growth	Increased investment in the GTM economy	Enterprise Development (SMME support)	Training and development (Cooperatives)	Q1: Facilitate opportunity assessment for 20 cooperatives (10 new and 10 existing). Facilitate registration of 10 new cooperatives. Training on How to Access Financial Institutions (50%) Q2: Training on Business and technical skills, Facilitation applications for discretionary grants, and Business plan development (100%) Q3:n/a Q4:n/a	Actual awaited	100%	50%	50%	G	20 members from 20 co-operatives trained on New Venture creation	None required	Assessment report Registration certificates Training schedule and Attendance Register
D280	Economic Growth	Increased investment in the GTM economy	Enterprise Development (SMME support)	Training and development (Unemployed learners)	Q1: Induction of learners. Training on Business communications, Professional behaviour, Financing new venture (50%) Q2: Training on Innovation and Creativity, Managing resources and marketing management (100%) Q3: n/a Q4:n/a	Actual awaited	100%	50%	30%	R	Learners inducted and loaded into Services SETA (SSETA) website, the project has not yet started due to technical challenges experienced by Services SETA nationwide.	GTEDA wrote to the SSETA to raise the matter and assurance was given that project will start as soon as the technical challenges have been sorted.	Training schedule and Attendance Register



**Table 22: 1st Quarter Performance on targets set for 2018/19 - Greater Tzaneen Economic Development Agency**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D281	Economic Growth	Increased investment in the GTM economy	Enterprise Development (SMME support)	Makgoba Dieplaagte	Q1: Conclude MOU with stakeholders (10%) Q2: Identified SMMEs to be trained (25%) Q3: Participate in project steering committee, training of SMME's completed (60%) Q4: Participate in project steering committee (100%)	Actual awaited	100%	10%	5%	R	Draft MOU concluded but pending legal review by ZZ2 legal team	The MOU will be signed once it has been reviewed.	MOU with stakeholders Minutes of Steering Committee meetings Attendance Register of trainings
D282	Economic Growth	Increased investment in the GTM economy	Enterprise Development (SMME support)	Lenyenye Vexospark (Training centre)	Q1: Physical construction at 50% (50%) Q2: Physical construction at 100% (80%) Q3: Official launch of the project (90%) Q4: Official launch of the project (90%)	Actual awaited	100%	50%	40%	O	There was a delay due to the non-approval of the building plans as they did not meet building requirements.	Facilitated for a per-approval to continue with construction, GTM Town manager granted permission to start construction pending finalization of a fire plan.	Project Progress Reports Monitoring report
D283	Economic Growth	Increased investment in the GTM economy	Enterprise Development (SMME support)	Tourism promotion	Q1: Review of the Implementation plan (25%) Q2: Monitor roll out of the implementation plan for Barotswi cultural village (50%) Q3: Monitor roll out of the implementation plan for Barotswi cultural village (75%) Q4: Monitor roll out of the implementation plan for Barotswi cultural village (100%)	Actual awaited	100%	25%	25%	G	None required	None required	Monitoring Reports Revised Implementation Plan for Barotswi Cultural Village

**Table 22: 1st Quarter Performance on targets set for 2018/19 - Greater Tzaneen Economic Development Agency**

Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D284	Economic Growth	Increased investment in the GTM economy	Enterprise Development (SMME support)	Support SMME's in accessing investment capital	Q1: Facilitate opportunity assessment for 10 SMME's (Grow my Business Programme") (25%) Q2: Facilitate Business Plan development (50%) Q3: Facilitate and Draft applications for funding (75%) Q4: Funding commitment received for 10 applications (100%)	New initiative	100%	25%	25%	G	Opportunity assessment conducted	None required	*Assessment Report *10 Business Plans *Funding applications. *Approved applications.
D285	Economic Growth	Increased investment in the GTM economy	Enterprise Development (SMME support)	Entrepreneurship career guidance and mentorship	Q1: Identification of schools to partake in the debate competition. Develop roll-out plan (25%) Q2: Induction of participants (50%) Q3: Conduct 18/19 schools entrepreneurship debate competition (75%) Q4: 18/19 Award ceremonies conducted by 30 June (100%)	New initiative	100%	25%	20%	O	Entrepreneurship debate schools identified. Roll-out plan not yet developed	The roll-out plan will be concluded once the Department of Education has approved list of schools identified for the debate competition (quarter 2)	*Training programme. *Communicues with Mentors *18/19 Debate report.
D286	Economic Growth	Increased investment in the GTM economy	Enterprise Development (SMME support)	# of SMMEs capacitated through GTEDA	Number	4	35	0	0	N/A			*Training Programme *Assessment Report on the training provided to 15 SMME's Attendance Registers
D287	Economic Growth	Increased investment in the GTM economy	Marketing and Investor Targeting	# of committed investors attracted through GTEDA	Number	3	3	0	0	N/A			Service Level Agreement/ MOU (Makgoba Dieplaagte, Manufacturing and Agro processing)

Table 22: 1st Quarter Performance on targets set for 2018/19 - Greater Tzaneen Economic Development Agency													
Ref	Municipal KPA	Strategic Objective	Programme	KPI	Unit of Measurement	Baseline	Annual Target	Year-To-Date As At September 2018					Source of Evidence
								Target	Actual	R	Reason for deviation	Corrective Measures	
D288	Good Governance	Effective and Efficient administration	Information management	MSCOA equipment and programmes	Q1: Not applicable this quarter, Q2: Source quotations. (10%), Q3: Procurement of MSCOA equipment (server, computers) finalised (100%), Q4: Not applicable this quarter	Not implemented	100%	0%	0%	N/A			Quotations Invoice
D289	Good Governance	Increase financial viability	Budget management	% of GTEDA budget spent	Percentage	Actual awaited	100%	25%	30%	G2	Overspending on Services SETA project for training of co-operatives and SMMEs.	The money would be claimed back by GTEDA as per contract signed and would be re-allocated to GTEDA projects' budget.	Budget Reports

Table 23 below presents a summary of the level of performance for the 1<sup>st</sup> Quarter of 2018/19 for GTEDA reflecting that only **58%** of the targets for the quarter were met.

Table 23: GTEDA - Summary of Results (1st Quarter of 2018/19)			
	Level of performance	Number of KPIs	% performance at this level
	KPI Not Yet Measured	3	
	KPI Not Met	3	25%
	KPI Almost Met	2	17%
	KPI Met	6	50%
	KPI Well Met	1	8%

<b>Table 23: GTEDA - Summary of Results (1st Quarter of 2018/19)</b>			
	<b>Level of performance</b>	<b>Number of KPIs</b>	<b>% performance at this level</b>
	KPI Extremely Well Met	0	0%
	<b>Total KPIs measured this quarter</b>	<b>12</b>	

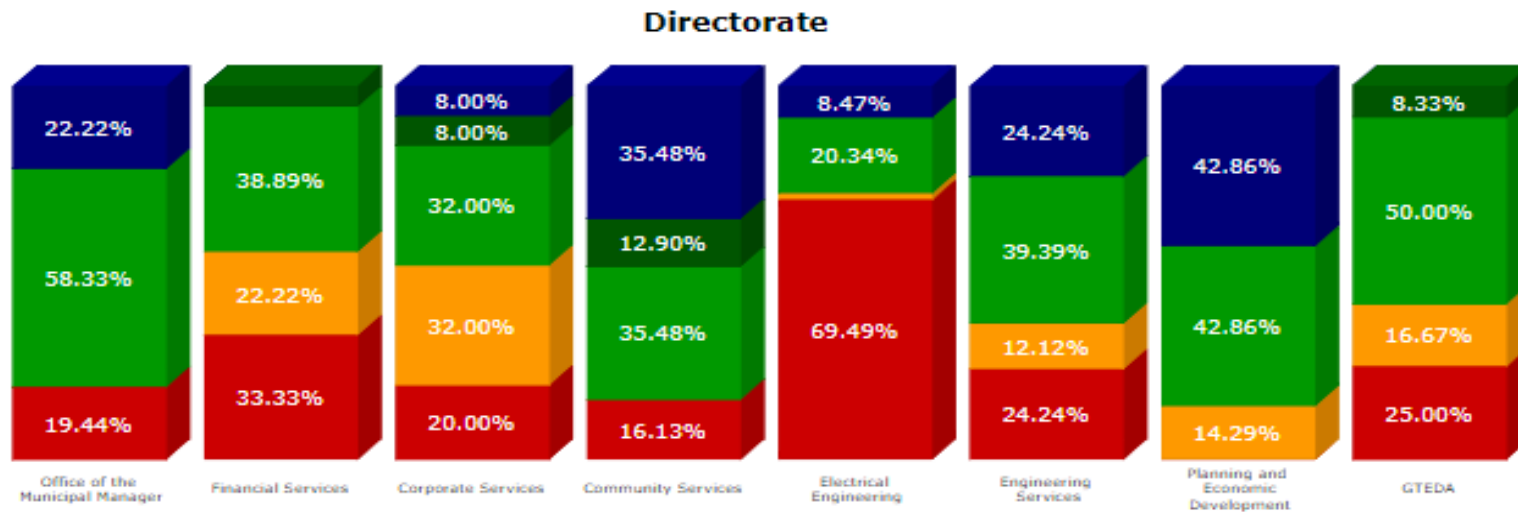
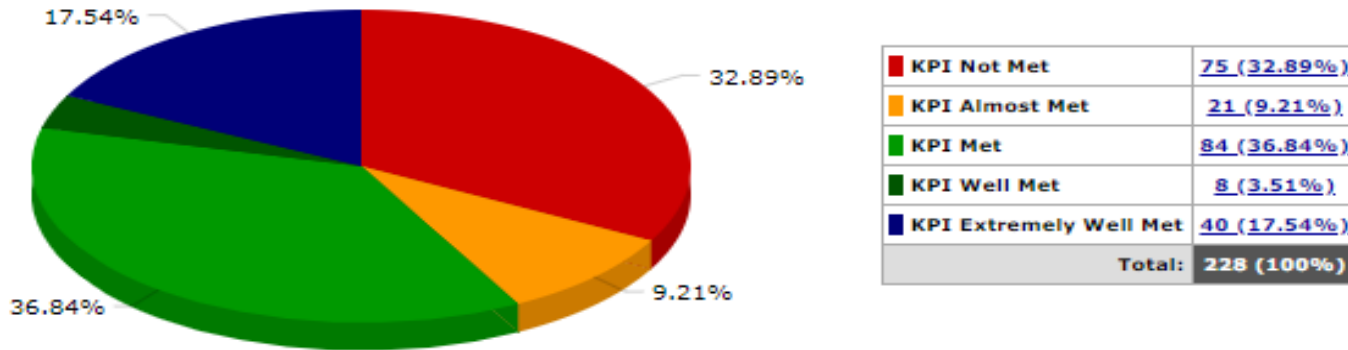
*Areas of affected the performance of the Greater Tzaneen Economic Development Agency:*

- The closure of the Community Radio station (GTFM) due to the expiry of its license
- Training and development (Unemployed learners)
- Makgoba Dieplaagte MOU not yet finalised as planned
- Building plans for Lenyenye Vexospark (Training centre) was not approved
- Roll-out plan for the Entrepreneurship career guidance and mentorship debate not yet developed

### 3.9 Overall Organisational Performance 2018 /19 (1 July – 30 Sept '18)

By the end of the 1<sup>st</sup> quarter GTM achieved **58%** of the targets set for the period under review – see figure 2 below.

**Figure 2** Overall organizational performance - 1<sup>st</sup> Quarter of 2018/19.



#### 4. Assessment of the performance of Service providers for the 1<sup>st</sup> Quarter of 2018/19

**Table 24** contains an evaluation of the performance of service providers that were appointed through a competitive bid process, delivering services during the 1<sup>st</sup> quarter of the financial year.

Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)													
Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) -Average	1 - Poor 4 - Good	2 - Fair 5 - Excellent	3		
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
MM	Electronic Performance Reporting System	ActionIT	Own funds	Expired		ActionAssist is utilised for monthly performance reporting on the SDBIP and Individual KPIs, for extracting reports and auditing performance information. 17/18 Annual Assessments conducted electronically	None	5	n/a	n/a	n/a	System user-friendly and easy to manage in-house. Continued use would be to the benefit of the organisation	R21 000 pm
CFO	MSCOA	SEBATA	Own funds	06/2017	06/2020	EMS monthly reporting is being done to National and Provincial treasury ,progress delayed on training of user modules for SCM and system review of user interphase	Delayed implementation for Sebata	3	n/a	n/a	n/a	System not yet being used	Costs covered only on monthly licensing for EMS usage only
CFO	General Valuation Roll and maintenance	Uniqueco	Own funds	01-Jul-17	30-Jun-21	General valuation roll was submitted on time. Received supplementary and maintain valuation roll	None	5	n/a	n/a	n/a	Service provider deliver on requirements as per SLA	7m
CFO	Meterreading service	Electro cuts		Expired	30-Oct-18	Reading cycle end 20 October, new company then took services over, that why dates is overlapping	N/a	3	n/a	n/a	n/a	None	
CFO	Meterreading service	Baatshuma (Pty)Ltd	Own funds	01-Oct-18	30-Sep-21	Physical service delivery start 21 October 2018	IT systems integration not yet finalised	n/a	n/a	n/a	n/a	Will assess in next quarter, just started	10m

**Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)**

Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good 5 - Excellent					
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
CFO	Disconnection and reconnection of services	Physon Business solutions		Expired		Contract- Ended new SP commences November	Illegal connections continuing with no actioning	2	n/a	n/a	n/a	None	
CFO	Disconnection and reconnection of services	Baatshuma (Pty)Ltd	Own funds	01-Oct-18	30-Sep-21	Project only commence in October, nothing to report	IT systems integration not yet finalised	n/a	n/a	n/a	n/a	Will assess in next quarter, just started	5m
CFO	Debt collection	Monene Business solutions Zandile Management Trifecta	Own funds	Oct-15	31-Oct-18	Request extension till 31 December to allow advert and appointment.	None	4	n/a	n/a	n/a	Reporting from service providers insufficient to properly assess their performance. Recovery rate 16% overall.	11.36% on recovery amount
CFO	Electrical Pre-paid system	Contour (Pty)Ltd	Own funds		No termination date	Managing prepaid through closed vending system, compatible with current electrical infrastructure	Sec 32 appointment to be finalised and SLA signed	5	n/a	n/a	n/a	User friendly system, well maintained and reports available on system. Receive reconciliations monthly.	5% Commission fee.
CFO	Printing of account statements	Focus Forms	Own funds		No termination date	Monthly printing of account statements for distribution.	Advert for tender postponed due to new financial system Sebata that might have built-in capacity to do printing in-house or challenges unknown at this stage.	5	n/a	n/a	n/a	We do not experience any delays or problems with current service provider.	Depending on amount of acc's billed per month-operational expenditure under postage vote
CFO	Consultants for Assets	ARMS	Own funding	Apr-16	Nov-19	AFS submitted and Auditing for 2017/18 is done, awaiting the reviews	Transformers in Electrical Department could	5	n/a	n/a	n/a	No finding on Assets for 2017/18 audits	R 7,199,291

**Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)**

Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good 5 - Excellent					
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
							not be found and were written off.						
CFO	VAT	PK Consulting	own funding	2018/03/16	19-Feb-18	VAT 201 returns for Jul - Sept 2018 were submitted	skills transfer not yet implemented	5	n/a	n/a	n/a	refunds are received from SARS	Rates
CFO	Insurance Broker	Kunene Magopo	Own funds	01-Oct-18	01-Sep-21	In contact through e mail and visits	to get a monthly claims report	3	n/a	n/a	n/a	None	R1 942 469
CORP	Microsoft Products	Microsoft Corporation	Own funds	2017/11/28	2020/10/28	Microsoft Product implemented and used by the Municipal on Desktops, Laptops, Tablets and Servers for word processes and holistically platform administration services.	None.	5	n/a	n/a	n/a	Microsoft products come with support and assurance services and can be utilised in the future.	\$ 92 642 Dollars Annually
CORP	Mimecast : Unified Email Management System	Mimecast	Own funds	2018/06/30	31/05/2021	Mimecast provided security against malwares, phishing, ransomwares, impersonification (identity theft), URL protection, attachment protection and other related processes to safe guard the Municipality against cyberattacks launched through emails.	None.	5	n/a	n/a	n/a	The system works seamlessly with the Microsoft Exchange and thus does not disturb users during all security processes. The system can be utilised in the future as it provides a wide range of security services in one system.	R 23 115 PM
CORP	Managed Printing Services	Phinnet Communications/ Nashua Limpopo	Own funds	01-Aug-18	31-Jul-21	Managed printing services were rendered efficiently as all the Multifunctional Printers are compliant with the Municipal Specification requirements.	None.	4	n/a	n/a	n/a	The services can be utilised in the future as Nashua / Phinnet Communications are offering excellent managed printing services to the Municipality.	R 278 307 PM



**Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)**

Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good		5 - Excellent			
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
CORP	Paperless Council	Telkom	Own funds			Paperless Council Services on going.	Some areas don't have 3G Coverage.		n/a	n/a	n/a	The service can be utilised in the future, but Telkom Needs to invest on its coverage in all communities of the Greater Tzaneen Municipality.	R 46 865
CORP	Disaster Recovery Plan	Afrocentric IP	Own funds	01/12/2017	30-Nov-18	Afrocentric assisted the Municipality with challenges on the Disaster Recovery Server. Currently there are some services accessed on the Disaster Recovery Server as some stopped working on the production environment due to obsolescence of the ICT infrastructure.	None.	4	n/a	n/a	n/a	The services be utilised in the future.	R15 828.00
CORP	Unified Communication System	Least Cost (Callsave)	Own funds	01-May-17	30-Apr-20	All Municipal Offices have access to telephones.	None.	4	n/a	n/a	n/a	The service provider can be utilized by the Municipality as their services are good.	R115 000
CORP	Internet Services	Vodacom	Own funds	30-May-18	30-Apr-18	Internet Services performance improved to an excellent level as all the challenges encountered before the implementation are no more.	None.	4	n/a	n/a	n/a	The service provider can be utilised in the future as the services are exceptional.	R9 580
CORP	Website Services	SITA	Own funds	01-Jul-18	30-Jun-21	Website maintenance services and support are ongoing.	None.	4	n/a	n/a	n/a	The service provider can be utilized by the Municipality as their services are good.	R5 553

**Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)**

Dep t	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good 5 - Excellent					
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
COR P	Municipal Finance Management Training	Gumela Projects	Own Funding	01/10/2018	30/09/2018	Attending classes for MFMA and submitting PoE's for better understanding on how Municipality operates	None	4	n/a	n/a	n/a	Training Provider offer accredited training interventions and future utilization of the service provider would be beneficial to both the organization and employees.	R 1 900 575
COR P	Supply Chain Management Training	Nyankavi Training	Own Funding	15/08/2018	15/08/2018	Assist in managing the supply chain processes	None	4	n/a	n/a	n/a		R197 156
COR P	Electronic Records Management System (Collaborator)	Business Engineering	GTM	01-Jul-17	30-Jun-18	Support Services are provided as per the SLA.	None	5	n/a	n/a	n/a	The Service Provider meets the expectations in terms of the SLA and is recommended for future utilisation.	R34 300 pm
COR P	Supply Chain Management	Nyankwavi Investment	Own Funding	24/07/2018	25/07/2018	Completed	None	4	n/a	n/a	n/a	The Service Provider can be utilized in future	R 197 156
CSD	Turnkey Redlight and speed law enforcement	Mavambo Intelligent Transport Solution	GTM	01/12/2017	31/12/2020	Daily Capturing and filling of fines. Receiving payments & notifying offenders	Not all offenders pay their fines	4	n/a	n/a	n/a	They doing great job	Determined by number of tickets proceed and or paid

**Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)**

Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good 5 - Excellent					
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
CSD	Treatment & Disposal Management	Theuwedi Trading Enterprise	GTM	1/12/2017	30/11/2020	<ul style="list-style-type: none"> <li>●Sustainable Disposal Management service are provided @ Tzaneen Landfill-site.</li> </ul>	<ul style="list-style-type: none"> <li>●Constant supervision are conducted by the operational Regional Waste Management Officer ensuring sustainable "compliance" with norms; standards &amp; specifications. Penalties apply in areas of under performance.</li> </ul>	4	n/a	n/a	n/a	It is recommendable for GTM to use the service provider in future. It is however advisable that MSP's in future (during Tender Evaluation) ALWAYS be subjected to an experience & skills-rating to ensure norms; standards & specifications compliance	R 20 236 611
CSD	Litterpicking Region-North	Molebogeng Trading Enterprise C.C.	GTM	1/07/2015	30/09/2018 (New MSP on site on 01 Oct.'18)	<ul style="list-style-type: none"> <li>●Sustainable Litterpicking services are provided within the Northern Services-area in Tzaneen-suburb &amp; Main Roads.</li> </ul>	<ul style="list-style-type: none"> <li>●Constant supervision are conducted by the operational Regional Waste Management Officer ensuring sustainable "compliance" with norms; standards &amp; specifications. Penalties apply in areas of under performance.</li> </ul>	4	n/a	n/a	n/a	<ul style="list-style-type: none"> <li>●It is recommendable for GTM to use the service provider in future. It is however advisable that MSP's in future (during Tender Evaluation) ALWAYS be subjected to an experience &amp; skills-rating to ensure norms; standards &amp; specifications compliance</li> </ul>	R21 403 417

**Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)**

Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good 5 - Excellent					
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
CSD	Litterpicking Region-South	Selema Planthire Construction C.C.	GTM	1/07/2015	31/07/2018 (BAC extended Jan.'19)	<ul style="list-style-type: none"> <li>●Sustainable Litter picking services are provided within the Southern Services-area in Nkowankowa-suburb.</li> </ul>	<ul style="list-style-type: none"> <li>●Constant supervision are conducted by the operational Regional Waste Management Officer ensuring sustainable "compliance" with norms; standards &amp; specifications. Penalties apply in areas of under performance.</li> </ul>	4	n/a	n/a	n/a	It is recommended that GTM use the service provider in future. It is however advisable that MSP's in future (during Tender Evaluation) ALWAYS be subjected to an experience & skills-rating to ensure norms; standards & specifications compliance	R9 876 527
CSD	Collection & Transportation Lenyenye	Selema Planthire Construction C.C.	GTM	1/08/2015	31/07/2018 (BAC extended Jan.'19)	<ul style="list-style-type: none"> <li>●Sustainable waste removal-services are provided within the Southern Services-area in Lenyenye-suburb.</li> </ul>	<ul style="list-style-type: none"> <li>●Constant supervision are conducted by the operational Regional Waste Management Officer ensuring sustainable "compliance" with norms; standards &amp; specifications</li> </ul>	4	n/a	n/a	n/a	<ul style="list-style-type: none"> <li>●It is recommendable for GTM to use the service provider in future. It is however advisable that MSP's in future (during Tender Evaluation) ALWAYS be subjected to an experience &amp; skills-rating to ensure norms; standards &amp; specifications compliance</li> </ul>	R 13 824 380

**Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)**

Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good 5 - Excellent					
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
CSD	Collection & Transportation Nkowankowa & Rural Bulk-waste	Molebogeng Trading Enterprise C.C.	GTM	01/03/2018	28/02/2021	<ul style="list-style-type: none"> <li>Sustainable waste removal-services are provided within the Southern Services-area in Lenyenye-suburb &amp; Rural-areas.</li> </ul>	<ul style="list-style-type: none"> <li>Constant supervision are conducted by the operational Regional Waste Management Officer ensuring sustainable "compliance" with norms; standards &amp; specifications. Penalties apply in areas of under performance.</li> </ul>	4	n/a	n/a	n/a	<ul style="list-style-type: none"> <li>It is recommendable for GTM to use the service provider in future. It is however advisable that MSP's in future (during Tender Evaluation) ALWAYS be subjected to an experience &amp; skills-rating to ensure norms; standards &amp; specifications compliance</li> </ul>	R 16 053 512
CSD	Physical security	George B Security (PTY) LTD	GTM	01/04/2018	31/10/2018	Provision of Physical Security to protect Municipal Assets and Employees	Inadequate Tools of Trade, Most Posts do not have Firearms for use when in danger and to fight off intruders when attacked.	4	n/a	n/a	n/a	They can be utilised provided they follow the signed SLA	R1014300 pm
CSD	Cash In Transit (CIT)	Fidelity Cash Solutions	GTM	01/03/2017	31/03/2020	Collect and Bank Municipal Cash	They collect as per SLA, unfortunately the Cash is not deposited daily at the bank and against the Municipal Policy.	5	n/a	n/a	n/a	They can be used in future as this is a very specialist services.	R665 750, 88 Contract value for 36 Months.

**Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)**

Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good 5 - Excellent					
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
CSD	Access Control	Pro Satellite Systems	GTM	01/07/2013	to date	Provision of Access Control using Morpho (Finger Prints) for Employees and Visitors (Cards) at Civic Centre and Tzaneen Municipal Stores.	There is no signed Repair and Maintenance Plan, we use Call Up which is sometimes very expensive.	5	n/a	n/a	n/a	The Municipality can utilise their services in future.	R 0
EED	Replace 2 x 20 MVA 66/11 kV at Tzaneen main sub	Chule Projects	LOAN	01/07/2018	30/06/2019	Designs completed and specification done. Process started to appoint contractor	None	4	n/a	n/a	n/a	Service Provider to be utilised in future	R 5 000 000
EED	SS1	Chule Projects	LOAN	01/07/2018	30/06/2019	Designs completed and specification done. Process started to appoint contractor	None	4	n/a	n/a	n/a	Service Provider to be utilised in future	R 4 000 000
EED	Waterbok 33/11	Chule Projects	LOAN	01/07/2018	30/06/2019	Designs completed and specification done. Process started to appoint contractor	None	4	n/a	n/a	n/a	Service Provider to be utalized in future	R 1 000 000
EED	Blacknoll 33/11	Chule Projects	LOAN	01/07/2018	30/06/2019	Designs completed and specification done. Process started to appoint contractor	None	4	n/a	n/a	n/a	Service Provider to be utalized in future	R 1 000 000
EED	Replacement of Existing Air Conditioners	Jay Water Service	Own funds	2018/01/07	30/06/2019	Three Existing Air Conditioners were Replaced	None	4	n/a	n/a	n/a	Service Provider to be utalized in future	R 150 000
EED	Replacement of Existing Air Conditioners	Mohasiphola Projects	Own funds	2018/01/07	30/06/2019	One Existing Air Conditioners were Replaced	None	4	n/a	n/a	n/a	Service Provider to be utilized in future	R 150 000
EED	Electrification of 123 units at Mariveni	Uranus Consulting Engineers	INEP	2018/01/07	30/06/2019	Designs completed and supported by Eskom	None	5	n/a	n/a	n/a	Service Provider to be utalized in future	R 2 029 500
EED	Electrification of 13 units at Zangoma	Uranus Consulting Engineers	INEP	2018/01/07	30/06/2019	Designs completed and supported by Eskom	None	5	n/a	n/a	n/a	Service Provider to be utalized in future	R214 500

Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)													
Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) -Average	1 - Poor 4 - Good	2 - Fair 5 - Excellent	3		
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
EED	Electrification of 138 units at Mandlakazi(Marikana)	Uranus Consulting Engineers	INEP	2018/01/07	30/06/2019	Designs completed and supported by Eskom	None	5	n/a	n/a	n/a	Service Provider to be utalized in future	R 2 268 000
EED	Electrification of 85 units at Lenyenye	Calibre Consulting Engineers	INEP	2018/01/07	30/06/2019	Busy with designs	None	4	n/a	n/a	n/a	Service Provider to be utalized in future	R1 402 500
EED	Electrification of 250 units at Motseteng	Calibre Consulting Engineers	INEP	2018/01/07	30/06/2019	Busy with designs	None	4	n/a	n/a	n/a	Service Provider to be utalized in future	R 4 125 000
EED	Electrification of 53 units at Mbhekwana	Uranus Consulting Engineers	INEP	2018/01/07	30/06/2019	Designs completed and supported by Eskom	None	5	n/a	n/a	n/a	Service Provider to be utalized in future	R874 500
EED	Electrification of 41 units at Relela	Uranus Consulting Engineers	INEP	2018/01/07	30/06/2019	Designs completed and supported by Eskom	None	5	n/a	n/a	n/a	Service Provider to be utalized in future	R 676 500
EED	Electrification of 32 Units at Setheeni	Uranus Consulting Engineers	INEP	2018/01/07	30/06/2019	Busy with designs	None	4	n/a	n/a	n/a	Service Provider to be utalized in future	R 528 000
EED	Electrification of 22 units at Nabane	Calibre Consulting Engineers	INEP	2018/01/07	30/06/2019	Busy with designs	None	4	n/a	n/a	n/a	Service Provider to be utalized in future	R 363 000
EED	Electrification of 22 units at Marumofase	Calibre Consulting Engineers	INEP	2018/01/07	30/06/2019	Busy with designs	None	4	n/a	n/a	n/a	Service Provider to be utalized in future	R 363 000
EED	Electrification of 29 units at New Phepene	Calibre Consulting Engineers	INEP	2018/01/07	30/06/2019	Busy with designs	None	4	n/a	n/a	n/a	Service Provider to be utalized in future	R 478 500
EED	Electrification of 78 units at Madawa	Calibre Consulting Engineers	INEP	2018/01/07	30/06/2019	Busy with designs	None	4	n/a	n/a	n/a	Service Provider to be utalized in future	R 1 287 000

**Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)**

Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good 5 - Excellent					
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
EED	Electrification of 16 units at Gabaza	Calibre Consulting Engineers	INEP	2018/01/07	30/06/2019	Busy with designs	None	4	n/a	n/a	n/a	Service Provider to be utilized in future	R 264 000
EED	Electrification of 68 units at Mackery	Uranus Consulting Engineers	INEP	2018/01/07	30/06/2019	Designs completed and supported by Eskom	None	5	n/a	n/a	n/a	Service Provider to be utilized in future	R 1 122 000
ESD	Supply and delivery of water treatment chemicals	Zamangwane	own funds	Mar-16	Mar-19	Supply and delivery of water treatment chemicals	none	5	n/a	n/a	n/a	The service provider is very professional and delivers on time	R219 945
ESD	Repair and maintenance of all equipment on all water pumps and pump stations	BMK Electronics	own funds	Sep-17	Sep-20	Repair and maintenance of pumps	none	2	n/a	n/a	n/a	contractor is very expensive and renders sub-standard service	R1 040 691
ESD	repair and maintenance of all equipment on all water pumps and pump stations	TLM Engineering	own funds	Sep-17	Sep-20	No work done. Order cancelled	The contractor has not completed the work	1	n/a	n/a	n/a	the contractor has failed to respond to numerous correspondences regarding the outstanding work	R291 443
ESD	Hiring of water tankers to deliver water in Greater Tzaneen Municipality Area	Bukuta Construction and plant hire	own funds	Apr-17	Apr-20	Delivery of water through water tankers	none	5	n/a	n/a	n/a	excellent service provided by the contractor	R334 636



**Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)**

Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good 5 - Excellent					
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
ESD	Machine and equipment hire in Greater Tzaneen Municipality	Bukuta Construction and plant hire	own funds	Apr-17	Apr-20	Provision of construction plant	none	5	n/a	n/a	n/a	excellent service provided by the contractor	R740 439
ESD	Hiring of water tankers to deliver water in Greater Tzaneen Municipality Area	Hulelasi construction and projects	own funds	Apr-17	Apr-20	Delivery of water through water tankers	none	5	n/a	n/a	n/a	excellent service provided by the contractor	R 334 636
ESD	Hiring of water tankers to deliver water in Greater Tzaneen Municipality Area	Mathothoka trading	own funds	Apr-17	Apr-20	Delivery of water through water tankers	none	5	n/a	n/a	n/a	excellent service provided by the contractor	R 334 636
ESD	Hiring of water tankers to deliver water in Greater Tzaneen Municipality Area	Selby Construction	own funds	Apr-17	Apr-20	Delivery of water through water tankers	none	5	n/a	n/a	n/a	excellent service provided by the contractor	R 334 636

**Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)**

Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good 5 - Excellent					
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
ESD	Refurbishment of Tzaneen Airfield runway	AES Consulting Engineers	GTM	08/2016	Depends on the contractor's appointment	Runway edge repairs and kerbing	The initial contractor's performance was very poor and was terminated. The consultant completed the project as a turnkey project.	4	n/a	n/a	n/a	The consultant's performance is good but was hampered by the contractor's poor performance.	R 1 166 010
ESD	Maintenance of tarred roads	Moepeng Trading 40	own	05/2017	05/2020	Tarred roads patching	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilized in future	Orders issued as need arises
ESD	Maintenance of tarred roads	Makasana Construction	own	05/2017	05/2020	Tarred roads patching	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilized in future	Orders issued as need arises
ESD	Maintenance of tarred roads	Selby Construction	own	05/2017	05/2020	Tarred roads patching	None	4	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilized in future	Orders issued as need arises
ESD	Maintenance of tarred roads	Kamojoe Trading & Projects	own	05/2017	05/2020	None	None	n/a	n/a	n/a	n/a	No order issued this quarter	
ESD	Machine hire	Selby Construction	Own	05/2017	05/2020	Grading of gravel roads, regravelling and TLB hire.	None	4	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilized in future	Orders issued as need arises

Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)													
Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good 5 - Excellent					
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
ESD	Machine hire	Kamojoe Tradding & Projects	Own	05/2017	05/2020	Grading of gravel roads, regravelling and TLB hire.	None	4	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilized in future	Orders issued as need arises
ESD	Machine hire	Selema Planthire Construction C.C.	Own	05/2017	05/2020	Grading of gravel roads, regravelling and TLB hire.	None	4	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilized in future	Orders issued as need arises
ESD	Machine hire	Bukuta BK	Own	05/2017	05/2020	Grading of gravel roads, regravelling and TLB hire.	None	4	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilized in future	Orders issued as need arises
ESD	Maintenance of stormwater Drainage systems	Selby Construction	Own	05/2017	05/2020	Maintenance of stormwater Drainage systems	None	4	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilized in future	Orders issued as need arises
ESD	Maintenance of stormwater Drainage systems	Kamojoe Tradding & Projects	Own	05/2017	05/2020	None	None	0	n/a	n/a	n/a	No order issued this quarter	
ESD	Maintenance of stormwater Drainage systems	Rekhuditse	Own	05/2017	05/2020	None	None	0	n/a	n/a	n/a	No order issued this quarter	

Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)													
Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good 5 - Excellent					
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
ESD	Upgrading of Road D1350: Moruji to Maswi/Kwesh okolowe from Gravel to Tar	Quality Plant Hire/ Expectra 388 JV	MIG	05/09/16	16/01/2019	The road is surfaced and opened up to chainage 6.2km, primed up to chainage 8.8km and stabilized the base till chainage 11km.	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	R82 893 206
ESD	Upgrading of Road D1350: Moruji to Maswi/Kwesh okolowe from Gravel to Tar	Makasela Consulting an Projects	MIG	05/09/16	16/01/2019	The road is surfaced and opened up to chainage 6.2km, primed up to chainage 8.8km and stabilized the base till chainage 11km.	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	17% of the contract value
ESD	Upgrading of Lenyenye Taxi Rank	Makasela Consulting an Projects	MIG	11/09/17	Depending on the appointment of the contractor	Planning, scoping, designs and tender documentation completed	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	17% of the contract value
ESD	Upgrading of Mulati Access Road	Letsopa Project Managers and Consulting Engineers	MIG	11/09/17	Depending on the appointment of the contractor	Planning, scoping, designs and tender documentation completed	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	17% of the contract value
ESD	Upgrading of Lenyenye to Khujwana Access Road	Ryntex Consulting Engineers	MIG	11/09/17	28/05/2020	Planning, scoping, designs and tender documentation completed	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	17% of the contract value
ESD	Upgrading of Mbambameni cisi Access Road	Ryntex Consulting Engineers	MIG	11/09/17	Depending on the appointment of the contractor	Planning, scoping, designs and tender documentation completed	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	17% of the contract value

Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)													
Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good		5 - Excellent			
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
ESD	Construction of Mawa Block 12 Low level bridge	AM Consulting Engineers	MIG	11/09/17	Depending on the appointment of the contractor	Planning, scoping, designs and tender documentation completed	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	17% of the contract value
ESD	Tickyline to Makhwibidung Stormwater management	AM Consulting Engineers	OWN	11/09/17	Depending on the appointment of the contractor	Planning, scoping, designs and tender documentation completed	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	17% of the contract value
ESD	Upgrading of Relela Access Road	Makasela Consulting an Projects	MIG	2009/07/18	Depending on the appointment of the contractor	Planning, scoping, designs and tender documentation completed	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	Fee based on ECSA gazzet
ESD	Mmatapa to Leseka Access Road	MGM-BLUHRAY ENGINEERS	MIG	2009/07/18	Depending on the appointment of the contractor	Planning, scoping and designs completed	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	Fee based on ECSA gazzet
ESD	Construction of Agatha Cemetery Low Level Bridge	Mosomo Consulting Engineers	OWN	27/02/2017	09/11/2018	The contractor has completed the slab for the culvert, the approaches and they are busy preparing to cast concrete for the walls of the culvert.	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	17% of the contract value
ESD	Construction of Agatha Cemetery Low Level Bridge	Moepeng Trading 40	OWN	27/02/2017	09/11/2018	The contractor has completed the slab for the culvert, the approaches and they are busy preparing to cast concrete for the walls of the culvert.	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	R3 428 798

**Table 24: Evaluation of Service Provider Performance for the Period 1 July - 30 Sept'18 (2018/19 FY)**

Dept	Project name	Name of Service provider	Source of funding	Start date	End date	Physical Progress to date - <i>(Narrative required)</i>	Challenges and interventions	Assessment of service provider				Assessment comments <i>(future utilisation of service provider)</i>	R-value of contract <i>(total period)</i>
								(Scale 1-5) 1 - Poor 2 - Fair 3 - Average 4 - Good 5 - Excellent					
								Qtr 1	Qtr 2	Qtr 3	Qtr 4		
ESD	Nelson Ramodike High School Access Road	Conceptual Engineers	MIG	11/09/17	Depending on the appointment of the contractor	The Scoping Report has been completed and Preliminary Design Report presentation is scheduled for the 24/10/2018	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	17% of the contract value
ESD	Mopye High School Access Road	Mosomo Consulting Engineers	MIG	11/09/17	Depending on the appointment of the contractor	Planning, scoping, designs and tender documentation completed	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	17% of the contract value
ESD	Upgrading of CODESA to Hani Street Paving	KMSD Engineering Consultants	MIG	11/09/17	Depending on the appointment of the contractor	Planning, scoping, designs and tender documentation completed	None	5	n/a	n/a	n/a	We are happy with the performance of the service provider and can be utilised in future	17% of the contract value
ESD	Upgrading of civic centre, community services offices, old fire station and installation of lift in the civic centre	MSW project Managers and Consulting Engineers	own	03/09/2018	30/12/2018	Preliminary investigation and scoping report were completed	none	5	n/a	n/a	n/a	The service provider is very professional	R 11 700 000

## 5. Progress with the implementation of 2017/18 APR recommendations

The Annual Performance Report (APR) is compiled annual along with the Annual Financial Statements. The report contains recommendations to improve the performance of the organisation. **Table 25** below reflects the progress made with the implementation of the recommendations.

Table 25: 2017/18 Annual Performance Report recommendations implementation tracking						
No	Recommendations	Responsible Department	Due date	Progress made by 30 Sept '18	Challenges with implementation	Interventions required
1	Development of a Revenue enhancement Strategy	CFO	30 June '19	No information received		
2	A fixed percentage of the income from electricity should be set aside for re-investment into the refurbishment and upgrade of the existing GTM network (6% as per NERSA requirements).	CFO	30 May '19	Allocation is limited to firstly meeting operational commitments on income raised	Eskom debt must be settled as priority on income raised	Cost of electricity supply to be done to increase profits so as to enable reserves
3	Service Departments (ESD, EED & CSD) should conduct an internal investigation to determine the current state of, and need for, tools and equipment to inform the IDP project prioritisation process	ESD, EED & CSD	30 Jan '19	<b>ESD:</b> About 115 of the 152 tools and equipment (including trailers) are operational. In the process of procuring a new tar cutter <b>CSD:</b> Not done yet. <b>EED: No response received</b>	<b>ESD:</b> Over reliance on equipment owned by service providers <b>CSD:</b> Managers requested to assess current state of equipment	<b>ESD:</b> There is a need acquire tar cutters, bitumen hand sprays and pedestrian rollers for internal tar patching. <b>CSD:</b> None
4	An annual capital allocation should be set aside for the procurement of capital tools and equipment for all services	CFO	30 May '19	Capital budget planning underway during 3rd Quarter	IDP project prioritisation model should consider weighting of capital tools	None

**Table 25: 2017/18 Annual Performance Report recommendations implementation tracking**

No	Recommendations	Responsible Department	Due date	Progress made by 30 Sept '18	Challenges with implementation	Interventions required
5	To review all land availability agreements between Council and developers.	PED	30 Jan '19	Service provider (legal expert) appointed to review the agreements.	None	None
6	To review the organisational structure to align to the IDP and ensure a realistic vacancy level.	CORP	30 May '19	Review not yet started	To conduct work study investigation to reduce the high vacancy rate and align the structure with budget	None
7	Human resource capacity in the Internal Audit, Asset Management, Expenditure and Revenue divisions to be increased.	CORP	30 May '19	None due to cash flow problem	Cashflow problem, Management still to decide which positions to appoint, based on available cash flow	Revenue enhancement
8	That an external audit on the whole fleet management process be conducted	CFO	30 June '19	Specifications in final stages, will be advertised by Nov18	none	none
9	That the controls in place to manage capital expenditure be audited by Internal Audit.	MM	30 June '19	None	Due to vacancy in the division the project has been removed from our plan and approved by AC. The project will be prioritized in the next financial year.	Filling of vacant positions in the Internal Audit Unit
10	That performance measurements be included in the Service Level Agreements between Council and companies providing good and services in excess of R200 000	MM	30 Dec '18	None	KPIs do not form part of the tender documentation that is provided to the Legal office.	Procedure for inclusion of performance measure in SLA's must first be developed.
11	That the return on investment in GTEDA be investigated	PED	30 May '19	Investigation not done	Not budgeted for	Budget and also to engage GTEDA on its performance



From **Table 25** it can be seen that most of the recommendations are not yet implemented. Many of the recommendations are dependent on the budget process.

## 6. 1<sup>st</sup> Quarter Performance Evaluation of overall performance

Considering the performance reported by the Departments for the 1<sup>st</sup> Quarter of 2018/19 the following matters needs to be attended ensure that targets are met at year-end.

### 6.1. Expenditure Control

Considering the cash flow situation presented in Section 2.2 of this report it is of concern to note that Council paid interest for the late payment of ESKOM accounts. The payment of interest on outstanding accounts are viewed as fruitless and wasteful and should be avoided. The fact that GTM is unable to pay ESKOM accounts on time, signifies that the cash flow is severely constrained. Therefor:

- i. Tighter expenditure controls must be exerted.
- ii. Credit control policy must be fully implemented to reduce the amount owed to Council by e.g. Businesses (reflected as in excess of R39 million currently as per the debtors age analysis done at end Sept)
- iii. The provision of water to villages must be done by MDM (very expensive, unsustainable, unfunded mandate).

### 6.2 Supply Chain Management

Of the projects listed for the appointment of service providers on the Demand management plan, only 9 was appointed by end November. Per Department the appointments are as follows:

- CSD: 3 out of 3 appointed
- MM: 0 out of 2 appointed
- CFO: 1 out of 4 appointed
- CORP: 0 out of 10 appointed
- ESD: 4 out of 44 appointed
- PED: 1 out of 2 appointed
- EED: 0 out of 47 appointed

The progress made with the demand management reflects the challenges with the alignment between the budget and the IDP with most of the capital projects which have not been advertised not being funded.

### 6.3 Performance Reporting

The alignment between financial and performance reporting need to improve in the following respects:

- **Expenditure Reporting:** The operational expenditure reported for the quarter reflects underspending in the service delivery departments, the reason given for this under expenditure is given as the non-allocation of labour and depreciation, which must be done by finance. Currently expenditure incurred on these items are only allocated to the relevant votes at year-end. The month to month reporting is therefore eschewed (see also the total expenditure on Repairs & Maintenance reflected in **Table 4**) and this results in challenges with the alignment of performance information reported throughout the year with the AFS, at year-end.
- **Project & KPI reporting:** During the AG audit on the Annual Performance Report (APR) the following weaknesses in performance reporting were identified:
  - i. *Non-alignment between the planned and reported KPIs:* for each KPI contained in the IDP the Key Performance Area, Strategic Objective, Programme and KPI wording must be exactly the same as in the IDP, SDBIP and the APR.
  - ii. *KPI not measurable:* Project names must clearly reflect what will be done and the quarterly milestones must be output focused, while the method of calculating the result of each KPI must be clear.
  - iii. *Reported performance cannot be validated by an accurate POE:* The documentation attached as proof of the actual performance contradicts the reported performance or does not clearly outline the method of calculating e.g. percentage performance.

- iv. *Incomplete reporting*: Reasons for deviating from the planned performance and efforts taken to improve performance are not included in all aspects where it is required.

The findings of the AG on the performance information for 17/18 were not viewed as being material and therefore did not affect the audit outcome. However, the quality of the reporting has to improve to ensure that it does not do so in the future. This emphasizes the importance of aligning financial and performance reporting on a month to month basis.

#### 6.4 IDP & Budget adjustment

Both Electrical Engineering and Engineering Services Departments' performance is affected by the non-implementation of capital projects due to the non-availability of funding. In the case of Electrical Engineering the loan amount from DBSA was secured but is for the implementation of the projects as planned for 2017/18 and therefore not reflected in the current IDP and SDBIP.

This, while for the Engineering Services department the decision was taken not to take up the Standard Bank loan to fund, amongst others, the road rehabilitation projects. In addition to this, projects, aimed at upgrading gravel roads to tar, were prioritized in the IDP but could not secure funding through MIG since these are roads which RAL is responsible for.

## 7. Recommendations for improving performance

- A. Processes must be put in place to facilitate the performance evaluation of service providers on a month to month basis.
- B. Budget, IDP and SDBIP must be aligned during the process of budget adjustment in January/Feb 2019. This process must include:
  - a. Alignment of the IDP capital projects with those for which funding was secured
  - b. Alignment of KPI targets with the budget
- C. Virements on capital projects must be limited as these affect year-end reporting.
- D. The root causes to the failure to apply the credit control policy (especially on business accounts) must be investigated by Risk Management.
- E. The acquisition of vehicles for service departments must be accelerated.
- F. The monitoring of divisional activities should be strengthened with the development of a lower-level SDBIP to inform monthly reporting to Council.

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