

GREATER TZANEEN MUNICIPALITY



SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)

2017/2018

Approved by the Mayor:

Date:

**Office of the Municipal Manager
Contact: 015-307 8002**

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List of Acronyms

#	Number	PED	Planning and Economic Development Department
%	Percentage	PMS	Performance Management System
CFO	Chief Financial Officer	SDBIP	Service Delivery and Budget Implementation Plan
CORP	Corporate Services Department	SMME	Small, Medium and Micro Enterprises
CSD	Community Services Department	ToW	Transporter of Waste
EED	Electrical Engineering Department	WSA	Waste Service Area
EPWP	Expanded Public Works Programme		
ESD	Engineering Services Department		
GG	Good Governance		
GTM	Greater Tzaneen Municipality		
HR	Human Resource		
IDP	Integrated Development Plan		
IT	Information Technology		
KPA	Key Performance Area		
KPI	Key Performance Indicator		
kWh	Kilo Watt Hour		
LED	Local Economic Development		
MFMA	Municipal Finance Management Act		
MFVM	Municipal Financial Viability and Management		
MIG	Municipal Infrastructure Grant		
MM	Municipal Manager		
MTID	Municipal Transformation and Organisational Development		
MTREF	Medium Term Revenue and Expenditure Framework		
OtS	Office of the Speaker		

1. INTRODUCTION

The Service Delivery and Budget Implementation Plan is drafted in accordance with the Municipal Finance Management Act (Act. 56 of 2003). Section 53 (1) (c) (ii) of the MFMA specifies that the SDBIP must be approved by the Mayor within 28 days of approving the Budget. The SDBIP must include:

(a) projections for each month of

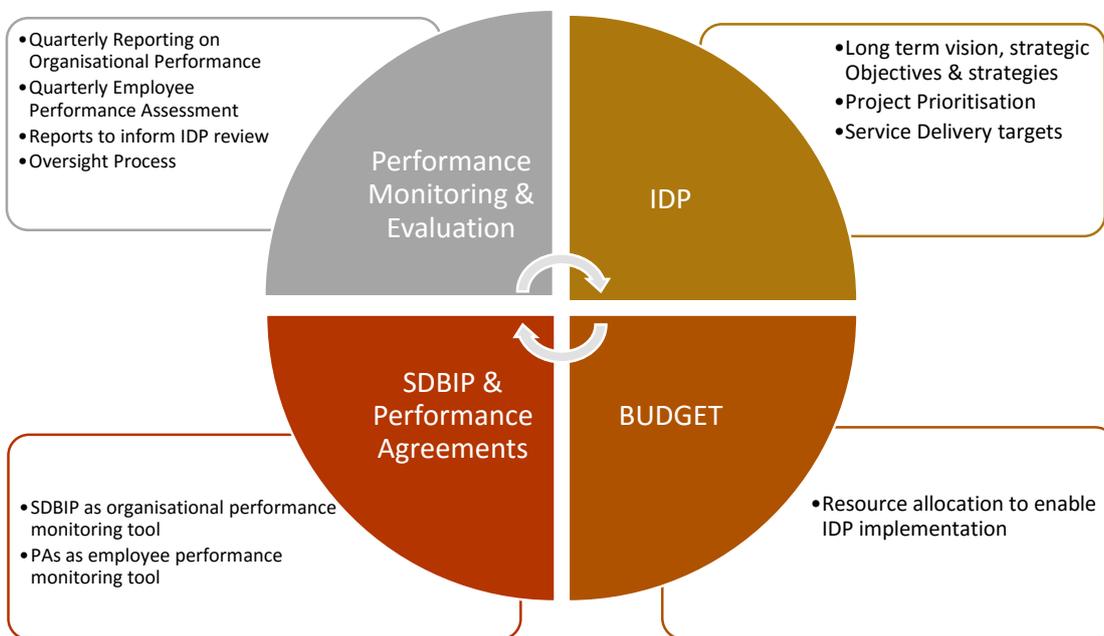
(i) revenue to be collected, by source

(ii) operational and capital expenditure, by vote;

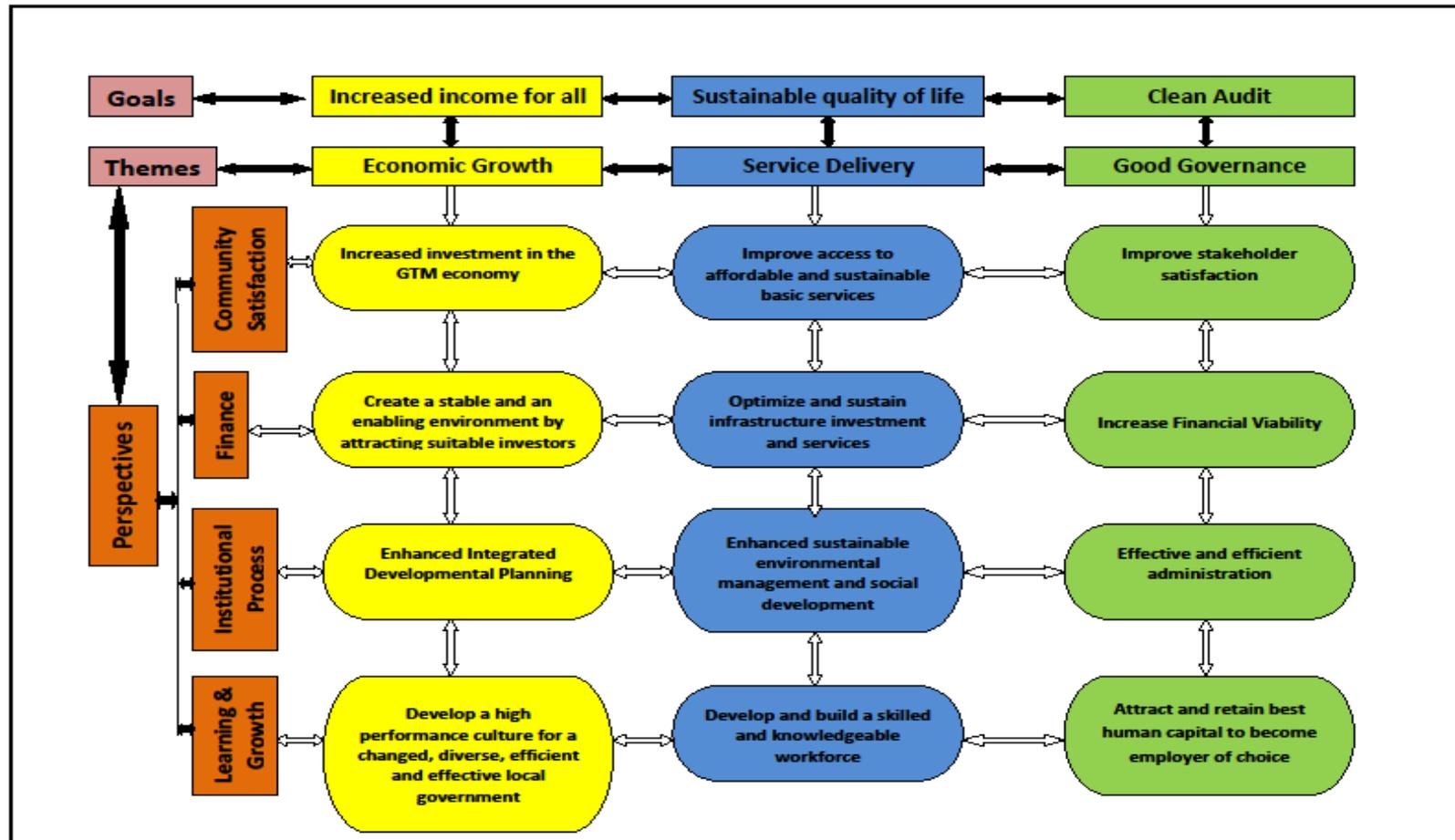
(b) service delivery targets and performance indicators for each quarter;

MFMA Circular 13, issued by the National Treasury, further adds that the SDBIP must further include a detailed capital works plan, per ward, covering a three year period.

The SDBIP is one element of a continuous planning, implementation and reporting cycle. The aim of this process is to ensure that the vision of Council is achieved by implementing the activities planned in support of the strategic objectives contained in the Integrated Development Plan. The success of this cycle is dependant on the integration between the Budget, IDP and SDBIP and the process is presented below:



2. GTM Strategy Map for 2017/18



Municipal KPA alignment to National KPAs

Strategic Objective Codes:

National KPA	Municipal KPA	LED 1:	Increased Investment in the GTM Economy
Municipal Transformation and Organisational Development	Good Governance (GG)	LED 2:	Create a stable and an enabling environment by attracting suitable investors
Good Governance and Public participation	Good Governance (GG)	LED 3:	Enhanced Integrated Developmental Planning
Municipal Financial Viability and Management	Good Governance (GG)	LED 4:	Develop a high performance culture for a changed, diverse, efficient and effective local government
Basic Service Delivery	Service Delivery (SD)	SD 1:	Improve access to sustainable and affordable basic services
Local Economic Development	Economic Growth (LED)	SD 2:	Optimise and sustain infrastructure investment and services
Spatial Rational	Economic Growth (LED)	SD 3:	Enhanced sustainable environmental management and social development
		SD 4:	Develop and build a skilled and knowledgeable workforce
		GG 1:	Improve stakeholder satisfaction
		GG 2:	Increased Financial viability
		GG 3:	Effective and Efficient Administration
		GG 4:	Attract and retain best human capital to become employer of choice

3. Monthly Revenue projections by source for 2017/18

Source	Jul '17	Aug '17	Sep '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	TOTAL
	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Property rates	8,098	8,282	8,133	8,178	8,294	7,314	7,947	8,114	8,022	8,374	8,217	6,025	95,000
Penalties imposed and collection charges on rates	411	298	310	445	466	308	451	434	482	441	499	454	5,000
Service charges	44,380	58,763	58,850	36,701	41,756	29,835	40,428	35,336	36,968	39,365	40,417	57,702	520,501
Rent of facilities and equipment	86	84	80	69	101	96	81	93	98	97	100	86	1,072
Interest earned - external investments	31	113	223	131	430	42	120	143	201	39	290	336	2,101
Interest earned - outstanding debtors	942	979	939	1,052	1,029	1,029	1,055	1,006	1,063	1,103	883	920	12,000
Fines	234	354	367	401	245	580	237	163	507	265	226	226	3,803
Licenses and Permits	44	46	46	57	53	64	35	36	67	103	55	44	651
Income from Agency services	5,024	3,182	3,369	3,427	3,631	3,350	6,553	5,779	4,962	2,701	3,513	3,772	49,264
Operating grants and subsidies	172,424	2,297	-	-	121,357	-	-	585	119,179	-	-	-	415,842
Other Revenue	8	1	360	261	506	6	461	277	11	5	61	6,508	8,465
Gain on disposal of property, plant and equipment	-	-	-	-	-	-	-	-	-	-	-	2,129	2,129
Income foregone	(2,150)	(2,189)	(2,223)	(2,182)	(2,347)	(2,226)	(1,817)	(2,124)	(2,140)	(798)	(2,212)	(2,213)	(24,620)
Total Revenue	229,531	72,210	70,453	48,541	175,523	40,397	55,553	49,842	169,421	51,695	52,050	75,991	1,091,209

4. Monthly Projected Expenditure by Vote 2017/18

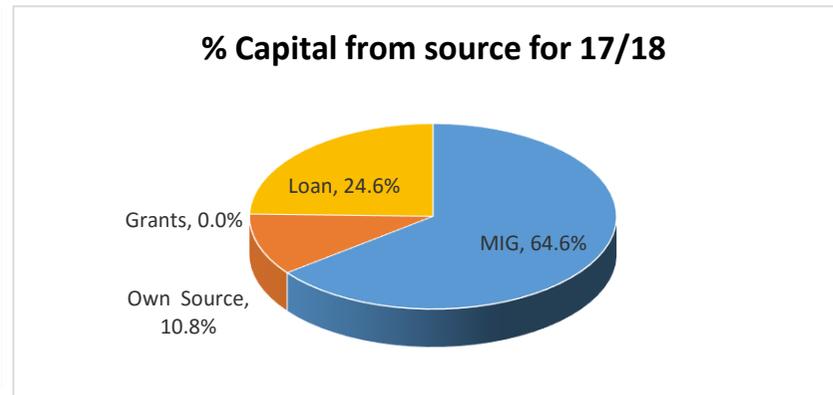
Vote	Jul-17			Aug-17			Sep-17			Oct-17			Nov-17			Dec-17		
	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000
Municipal Manager	1,473	-	-	1,035	-	-	1,645	-	-	830	-	-	890	-	-	970	-	-
Planning and Economic Development	1,977	-	6	1,805	-	4	1,553	-	5	1,592	-	9	1,494	-	11	3,642	-	5
Financial Services	5,013	-	121,385	5,147	-	9,435	4,858	-	7,896	4,981	-	8,031	4,834	-	91,108	6,848	-	6,712
Corporate Services	6,509	-	-	6,911	-	-	7,304	-	-	7,461	-	-	6,838	-	-	6,719	-	-
Engineering Services	10,645	10,905	33,649	11,555	10,905	121	15,292	8,972	114	11,170	7,909	106	12,230	7,909	38,394	14,804	7,909	150
Community Services	13,926	-	7,238	13,989	-	6,126	15,185	-	5,806	16,176	-	5,941	14,762	-	6,788	15,221	-	6,067
Electrical Engineering	11,447	170	67,253	49,953	170	56,525	52,676	1,360	56,633	36,749	490	34,453	38,577	970	39,222	35,629	5,340	27,462
GTEDA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total By Vote	50,991	11,075	229,531	90,394	11,075	72,210	98,513	10,332	70,453	78,960	8,399	48,541	79,625	8,879	175,523	83,833	13,249	40,397

4. Monthly Projected Expenditure by Vote 2017/18

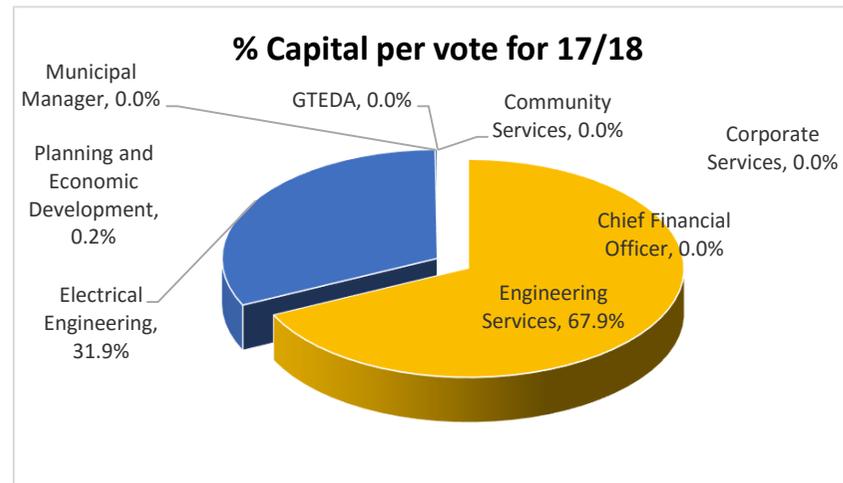
Jan-18			Feb-18			Mar-18			Apr-18			May-18			Jun-18			Total		
Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000	Opex R '000	Capex R '000	Rev R '000
1,211	-	-	838	-	-	916	-	-	1,178	-	-	960	-	-	2,406	-	-	14,355	-	-
1,462	-	8	1,495	-	10	5,397	-	22	1,619	-	3	1,902	-	11	2,659	-	420	26,596	-	514
4,384	-	8,774	5,182	-	7,877	5,907	-	84,254	6,328	-	9,346	4,236	-	8,029	24,887	-	13,550	82,606	-	376,397
11,235	-	-	5,856	-	-	6,245	-	-	8,668	-	-	5,557	-	-	14,226	-	1	93,530	-	1
11,292	7,909	102	12,669	7,909	110	11,911	7,909	24,280	8,243	7,909	187	13,663	7,909	114	11,655	7,909	261	145,128	101,964	97,587
15,682	-	8,885	14,573	-	8,930	14,062	-	26,193	16,450	-	5,232	16,952	-	5,939	23,240	-	6,865	190,216	-	100,009
26,376	9,740	37,784	41,416	4,820	32,916	30,932	4,790	34,672	38,106	5,985	36,928	36,846	6,645	37,957	87,055	4,520	54,894	485,763	45,000	516,701
-	-	-	-	-	-	-	235	-	-	-	-	-	-	-	-	-	-	-	235	-
71,643	17,649	55,553	82,029	12,729	49,842	75,370	12,934	169,421	80,592	13,894	51,695	80,116	14,554	52,050	166,128	12,429	75,991	1,038,192	147,199	1,091,209

5. Capital Summary for 2017/18

Capital Summary for 2017/18		
Funding Source	Budget (R '000)	% from source
MIG	91,145	64.6%
Own Source	15,235	10.8%
Grants	-	0.0%
Loan	34,745	24.6%
Total	R 141,124,514	100%



Capital Allocation by Vote for 2017/18		
Vote	Budget (R '000)	% per vote
Community Services	-	0.0%
Corporate Services	-	0.0%
Chief Financial Officer	-	0.0%
Engineering Services	95,890	67.9%
Electrical Engineering	45,000	31.9%
Municipal Manager	-	0.0%
Planning and Economic Development	235	0.2%
GTEDA	-	0.0%
Total	R 141,124,514	100%



5. CAPITAL WORKS PLAN 2017/18 - 2019/20																				
Ward	IDP Ref No	Project Name	Estimated end date	Monthly Planned Expenditure												MTEF Budget			Source of funding	
				July '17	Aug '17	Sept '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	2017/18	2018/19	2019/20		
				Electrical Engineering Department																
14,15	EED 36	New Entrance Street R36 streetlights	30/06/2018	R -	R -	R -	R -	R -	R -	R -	R 500,000	R 200,000	R 200,000	R 100,000	R 50,000	R 50,000	R 1,100,000	R -	R -	Own
13	EED 50	Area Lighting at Tarentaal rand crossing	30/06/2018	R -	R -	R -	R -	R -	R -	R -	R -	R 130,000	R 120,000		R 50,000	R -	R 300,000			MIG
All	EED 60	Provision of Capital Tools (Customer and Retail Services)	30/06/2018	R 10,000	R 10,000	R 30,000	R 20,000	R 10,000	R 20,000	R 20,000	R 20,000	R 20,000	R 20,000	R 20,000	R 20,000	R -	R 200,000	R 100,000	R 100,000	Own
All	EED 61	Provision of Capital Tools (Operations and Maintenance)	30/06/2018	R 10,000	R 10,000	R 30,000	R 20,000	R 10,000	R 20,000	R 20,000	R 20,000	R 20,000	R 20,000	R 20,000	R 20,000	R -	R 200,000	R 100,000	R 100,000	Own
14,15	EED 70	Rebuilding Letsitele Vally Substation - Boshou and all T-off's (3 Km)	30/06/2018	R -	R -	R -	R -	R -	R -	R -	R 150,000	R 50,000	R 100,000	R 100,000	R 50,000	R 50,000	R 500,000	R -	R -	Own
19	EED 71	Rebuilding of Valencia 11Kv lines (6km)	30/06/2018	R -	R -	R -	R -	R -	R -	R -	R 500,000	R 100,000	R 1,000,000	R 500,000	R 500,000	Own				
15	EED 72	Rebuilding of Lushof South 11kv line (3km)	30/06/2018	R -	R -	R -	R -	R -	R -	R -	R 250,000	R 50,000	R 500,000	R 500,000	R -	Own				
16	EED 73	Rebuilding of Rooikoppies 11kv lines (6km)	30/06/2018	R -	R -	R -	R -	R -	R -	R -	R 500,000	R 100,000	R 1,000,000	R 1,000,000	R -	Own				
N/A Ba-Phalaborwa ward	EED 74	Rebuilding of Mabiet 11kv line (6km)	30/06/2018	R -	R -	R -	R -	R -	R -	R -	R 500,000	R 100,000	R 1,000,000	R 1,000,000	R -	Own				
16	EED 75	Rebuilding of Haenertsburg 11kv lines(6km)	30/06/2018	R -	R -	R -	R -	R -	R -	R -	R 500,000	R 100,000	R 1,000,000	R 1,000,000	R -	Own				
14	EED 76	Rebuilding of Campsies Glen 11kv lines (6km)	30/06/2018	R -	R -	R -	R -	R -	R -	R -	R 500,000	R 100,000	R 1,000,000	R 1,000,000	R -	Own				
14	EED 77	Rebuilding of Politsi Valley 11kv lines (6km)	30/06/2018	R -	R -	R -	R -	R -	R -	R -	R 500,000	R 100,000	R 1,000,000	R 1,000,000	R -	Own				
N/A Ba-Phalaborwa ward	EED 78	Rebuilding of CP Minnaar 11kv lines (2km)	30/06/2018	R -	R -	R -	R -	R -	R -	R -	R 200,000	R 50,000	R 50,000	R 50,000	R 50,000	R -	R 400,000	R -	R -	Own

5. CAPITAL WORKS PLAN 2017/18 - 2019/20																			
Ward	IDP Ref No	Project Name	Estimated end date	Monthly Planned Expenditure												MTEF Budget			Source of funding
				July '17	Aug '17	Sept '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	2017/18	2018/19	2019/20	
15	EED 80	Rebuilding of Mieliekloof/Deerpark 11kv lines (3km)	30/06/2018	R -	R -	R -	R -	R -	R -	R 250,000	R 50,000	R 50,000	R 50,000	R 50,000	R 50,000	R 500,000	R 500,000	R -	Own
N/A Ba-Phalaborwa ward	EED 82	Upgrading of Waterbok 33/11kv substation	30/06/2018	R -	R -	R -	R -	R -	R -	R 500,000	R 100,000	R 100,000	R 100,000	R 100,000	R 100,000	R 1,000,000	R -	R -	Own
15	EED 83	Upgrading of Blacknoll 33/11kv substation	30/06/2018	R -	R -	R -	R -	R -	R -	R 500,000	R 100,000	R 100,000	R 100,000	R 100,000	R 100,000	R 1,000,000	R -	R -	Own
16	EED 84	Houtbosdorp 11kv Ring (10km)	30/06/2018	R -	R -	R -	R -	R -	R -	R 700,000	R 200,000	R 200,000	R 200,000	R 100,000	R 100,000	R 1,500,000	R -	R -	Own
15	EED 85	Replace 2x20MVA 66/11kv Transformers	30/06/2018	R -	R -	R -	R -	R -	R -	R -	R 2,550,000	R -	R -	R -	R -	R 2,550,000	R 5,000,000	R 2,350,000	Own
13	EED 86	Substation fencing (Tarentaal rand Main, Letsitele Main)	30/06/2018	R -	R -	R -	R -	R -	R -	R 500,000	R 100,000	R 100,000	R 100,000	R 100,000	R 100,000	R 1,000,000	R 500,000	R 500,000	Own
16	EED 90	Refurbishment of the Ebenezer 33kv Feeder	30/06/2018	R -	R -	R -	R -	R -	R -	R 500,000	R 100,000	R 100,000	R 100,000	R 100,000	R 100,000	R 1,000,000	R 1,000,000	R 1,000,000	Own
15	EED 87	Replacing of old SS1 electrical substation circuit breakers with compact switchgear	30/06/2018	R -	R -	R 100,000	R 100,000	R -	R 100,000	R 2,000,000	R -	R 2,000,000	R 1,200,000	R 500,000	R -	R 6,000,000	R -	R -	Own
All Wards	EED 59	Substation tripping batteries	30/06/2018	R -	R -	R -	R -	R -	R 400,000	R -	R -	R -	R -	R -	R -	R 400,000	R 100,000	R 150,000	Own
13 & 16	EED 88	Replacement of auto-reclosers (11kv and 33kv)	30/06/2018	R -	R -	R -	R -	R -	R 3,000,000	R -	R -	R -	R -	R -	R -	R 3,000,000	R 1,500,000	R 1,500,000	Own
14,15	EED 58	Replacing 11kv cables for increased capacity	30/06/2018	R -	R -	R -	R -	R 400,000	R -	R 200,000	R -	R 100,000	R 100,000	R 100,000	R 100,000	R 1,000,000	R 750,000	R 1,000,000	Own
14,15	EED 57	Miniature Substation for Urban distribution network	30/06/2018	R -	R -	R -	R -	R -	R 1,000,000	R -	R -	R -	R -	R -	R -	R 1,000,000	R 500,000	R 1,000,000	Own

5. CAPITAL WORKS PLAN 2017/18 - 2019/20				Monthly Planned Expenditure													MTEF Budget			Source of funding
Ward	IDP Ref No	Project Name	Estimated end date	July '17	Aug '17	Sept '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	2017/18	2018/19	2019/20		
All wards	EED 62	Replacement of Existing Air conditioners in Municipal Buildings	30/06/2018	R -	R -	R -	R -	R 50,000	R -	R 100,000	R 50,000	R 50,000	R -	R -	R -	R 250,000	R 150,000	R -	Own	
13; 14; 15	ED 56	Renewal, Repairs and Maintenance on pre-paid meters (Tzaneen, Letsitele & Politsi)	30/06/2018	R -	R -	R -	R -	R -	R -	R -	R -	R 30,000	R 45,000	R 105,000	R 120,000	R 300,000	R 300,000	R 300,000	Own	
All	EED 55	New electricity Connections (Consumer contributions spent)	30/06/2018	R 150,000	R 150,000	R 1,200,000	R 300,000	R 450,000	R 750,000	R 300,000	R 450,000	R 750,000	R 3,000,000	R 4,500,000	R 3,000,000	R 15,000,000	R 15,885,000	R 16,806,330	Own	
All	EED 99	Purchase of office furniture and equipment for Electrical Engineering Dpt	30/06/2018	R -	R -	R -	R 50,000	R 50,000	R 50,000	R 50,000	R -	R 50,000	R 50,000	R -	R -	R 300,000	R -	R -	Own	
14, 15	ESD 37	Entrance Streetlights R72	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 532,000	R -	Own	
13	ESD 38	R71 Deepark Traffic circle lights SANRAL	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 1,600,000	R -	Own	
10	ESD 51	Area Lighting at R36 Kujwana turnoff	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 3,000,000	R -	MIG	
td	EED 63	Rebuilding of lines Greenfog to Haenertsburg (12km)	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 1,200,000	R 1,200,000	Own	
N/A Ba-Phalaborwa ward	EED 64	Rebuilding of lines Gravelotte-De Neck (15km)	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 1,500,000	R 1,500,000	Own	
N/A Ba-Phalaborwa ward	EED 65	Rebuilding of 33kv lines Lalapanzi-Waterbok (2km)	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 600,000	R -	Own	
16	EED 66	Rebuilding of Mashutti 11kv line (4km)	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 400,000	R -	Own	

5. CAPITAL WORKS PLAN 2017/18 - 2019/20																			
Ward	IDP Ref No	Project Name	Estimated end date	Monthly Planned Expenditure												MTEF Budget			Source of funding
				July '17	Aug '17	Sept '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	2017/18	2018/19	2019/20	
13	EED 67	Rebuilding of Deeside 11kv line from Red Arc to Rooster and Woodside Farm (2.5km) Phase 1 of 3	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 584,000	R 600,000	Own
13	EED 68	Rebuilding of Yamorna/ Shivuruli 11kv line (4km)	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 584,000	R 600,000	Own
13	EED 69	Rebuilding of Ledzee 11kv line from LZ44 to Vandergrey Farm (3.5km)	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 500,000	R 1,500,000	Own
N/A Ba-Phalaborwa ward	EED 79	Rebuilding of Waterbok 11kv lines (5.5km)	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R -	R 1,000,000	Own
19	EED 81	Rebuilding of Letaba Feeder 33kv line (3.5km)	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 750,000	R 750,000	Own
16	EED 89	Building of a new 4MVS 33/11 kv substation at Agatha	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 4,000,000		Own
16	EED 91	Install 33kv voltage regulator on the 33kv Haenertsburg ring	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R -	R 2,000,000	Own
13,15	EED 92	Rebuild 66kv wooden line from Tzaneen to Tarentaalrand (20Km)	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R -	R 2,900,000	Own
Engineering Services Department																			
28	ESD 94	Burgersdorp Sports Facility	30/06/2018	R 1,076,694	R 1,076,694	R 1,076,694	R 1,076,694	R 1,076,694	R 1,076,694	R 1,076,694	R 1,076,694	R 1,076,694	R 1,076,694	R 1,076,694	R 1,076,694	R 12,920,324	R -	R -	MIG
26	ESD 95	Upgrading of Juliesburg Sports Facility (Phase 1 of 2)	30/06/2019	R 544,523	R 544,523	R 544,523	R 544,523	R 544,523	R 544,523	R 544,523	R 544,523	R 544,523	R 544,523	R 544,523	R 544,523	R 6,534,279	R 4,060,889	R -	MIG
26	ESD 95	Rita to Mariveni Upgrading of Road from Gravel to Tar	30/06/2018	R 264,432	R 264,432	R 264,432	R 264,432	R 264,432	R 264,432	R 264,432	R 264,432	R 264,432	R 264,432	R 264,432	R 264,432	R 3,173,183	R -	R -	MIG

5. CAPITAL WORKS PLAN 2017/18 - 2019/20																																		
Ward	IDP Ref No	Project Name	Estimated end date	Monthly Planned Expenditure													MTEF Budget			Source of funding														
				July '17	Aug '17	Sept '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	2017/18	2018/19	2019/20																
26	ESD 95	Upgrading of Tickyline Glassworks, Myakayaka, Burgersdorp, Gavaza to Mafarana from Gravel to Tar	30/06/2018	R 2,724,799	R 2,724,799	R 2,724,799	R 2,724,799	R 2,724,799	R 2,724,799	R 2,724,799	R 2,724,799	R 2,724,799	R 2,724,799	R 2,724,799	R 2,724,799	R 2,724,799	R 32,697,584	R -	R -	MIG														
7	ESD 13	Moruji to Matswi, Khesholwe Tar Road	30/06/2019	R 3,298,715	R 3,298,715	R 3,298,715	R 3,298,715	R 3,298,715	R 3,298,715	R 3,298,715	R 3,298,715	R 3,298,715	R 3,298,715	R 3,298,715	R 3,298,715	R 3,298,715	R 39,584,579	R 25,689,259	R -	MIG														
26	ESD 95	Relela Community Hall	30/06/2018	R 1,062,880	R 1,062,880	R 1,062,880	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R 3,188,640	R -	R -	MIG														
26	ESD 95	Khubu to Lwandlamuni Low Level Bridge	30/06/2018	R 1,932,742	R 1,932,742	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R 3,181,438	R -	R -	MIG														
31	ESD 93	Lenyeny Stadium upgrade Phase 2	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 15,267,300	R -	MIG														
9	ESD 10	Paving Mopye Access road to school	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 6,300,210	R -	MIG														
31	ESD 11	Paving of Nelson Ramodike High Access road to school	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 6,142,862	R -	MIG														
19	ESD 12	Tarring of Nkwankowa B Streets	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R -	R 25,452,650	MIG														
Awaited	ESD 16	Paving of Topanama Access road to Serurubele School	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R -	R 10,752,000	MIG														
Awaited	ESD 17	Paving of Marirone to Kubjana Street	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R -	R 20,247,900	MIG														
Awaited	ESD 18	Paving of Thapane Street	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R -	R 17,200,000	MIG														
Awaited	ESD 20	Paving of Thapane Cross, Mandlakazi to N'wamitwa	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 21,341,818	R -	MIG														
Awaited	ESD 22	Mmatapa to Leseka Primary School Road gravel to tar	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R -	R 10,000	MIG														

5. CAPITAL WORKS PLAN 2017/18 - 2019/20																			
Ward	IDP Ref No	Project Name	Estimated end date	Monthly Planned Expenditure												MTEF Budget			Source of funding
				July '17	Aug '17	Sept '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	2017/18	2018/19	2019/20	
Awaited	ESD 23	Dr. CN Pathudi to Pharare Access Road regravelling and stormwater management	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R -	R 6,500,000	MIG
Awaited	ESD 29	Maweni Low level bridge	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 5,000,000	R -	MIG
Awaited	ESD 30	Construction of Pedestrian bridges	30/06/2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R -	R 12,000,000	MIG
Awaited	ESD 54	Lenyenye Taxi Rank ablation facilities	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 12,005,088	R -	MIG
19	ESD 14	Tarring Nkowankowa A Codesa and Hani Streets	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 11,000,000	R -	MIG
25	ESD 19	Mulati Access road regravelling and stormwater management	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 6,507,026	R -	MIG
27,29 & 30	ESD 21	Ticklyline to Makhwibidung Stormwater Management	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 3,500,000	R -	MIG
31	ESD 24	Lenyenye Street Paving	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 6,300,000	R -	MIG
Awaited	ESD 25	Paving of Nkowankowa D streets	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 7,330,961	R -	MIG
Awaited	ESD 26	Paving of Lenyenye Graveyard street	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 3,947,440	R -	MIG
2	ESD 28	Mawa B12 Low level bridge	30/06/2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R 3,100,234	R -	MIG
Planning and Economic Development Department																			
14, 16, 31	PED 9	Transfer of state land to GTM (Haenertsburg, Lenyenye & Pusela)	30-Jun-2021	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	R -	R -	R 500,000	Own
Greater Tzaneen Economic Development Agency																			
GTEDA	GTEDA 143	MSCOA equipment and programmes	30-Jun-2018	R -	R -	R -	R -	R -	R -	R -	R -	R 235,000	R -	R -	R -	R 235,000	R -	R -	Own
Total				R 11,074,784	R 11,074,784	R 10,332,042	R 8,399,162	R 8,879,162	R 13,249,162	R 17,649,162	R 12,729,162	R 12,934,162	R 13,894,162	R 14,554,162	R 12,429,162	R 146,515,027	R 185,128,087	R 130,018,880	

7.1 Service Delivery Targets (KPIs & Projects) - Office of the Municipal Manager (MM)											
KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
GG	GG 1	Customer Care	# of community protests	Number	tbd	0	0	0	0	0	Community Protest applications register Protest approval Memos
GG	GG 1	Customer Care	% of customer complaints resolved	Percentage	tbd	100%	100%	100%	100%	100%	Help desk register of resolutions Presidential & Premier hotline reports
GG	GG 1	Public Participation	# of Mayoral (local) imbizos held	Number	tbd	16	4	4	4	4	Minutes and Attendance register (1 Imbizo per cluster per quarter)
MFVM	GG 2	Revenue Management	% equitable share received	Percentage	93%	100%	25%	50%	75%	100%	Bank Statement DORA
MFVM	GG 2	Expenditure Management	% of Capital Budget spent	Percentage	54%	100%	25%	50%	75%	100%	Budget Reports
MFVM	GG 2	Budget management	% of Operational budget spent	Percentage	101%	100%	25%	50%	75%	100%	Budget Reports
MFVM	GG 2	Expenditure Management	% Operating budget spent on Personnel costs (excl Salaries of councillors)	Percentage	35%	35%	35%	35%	35%	35%	Budget Reports
MFVM	GG 2	Supply Chain Management	% of bids approved by MM within 90 days after close of tender	Percentage	60%	100%	100%	100%	100%	100%	Bids approval SCM process checklist
MFVM	GG 2	Supply Chain Management	% of Bids awarded within 2 weeks after adjudication recommendation	Percentage	tbd	100%	100%	100%	100%	100%	SCM Submission register Bids approval by MM
MFVM	GG 2	Supply Chain Management	# of Bids awarded that deviated from the adjudication committee recommendation	Number	0	0	0	0	0	0	SCM Bid register Deviation Forms
MFVM	GG 2	Financial Reporting	Submission of AG Action Plan to Council by 31 January	Number	1	1	1	n/a	n/a	n/a	AG Action Plan Council Minutes
GG	GG 2	Sound Governance	% of AG queries resolved	Percentage	100%	100%	n/a	n/a	40%	100%	Acknowledgement of receipt by AG & PT
MFVM	GG 2	Revenue Management	Revenue enhancement strategy reviewed and approved by 30 June '18	Number	0	1	n/a	n/a	n/a	1	Revenue Enhancement Strategy Council Minutes
GG	GG 3	Budget management	% of capital spent on projects as prioritised in IDP for specific year	Percentage	tbd	100%	100%	100%	100%	100%	Capital Expenditure report 17/18 IDP project list
GG	GG 3	Council Support	% of GTM Council resolutions implemented vs number passed	Percentage	tbd	100%	100%	100%	100%	100%	Resolution register
GG	GG 3	Management and Administration	# Management meetings	Number	tbd	26	7	6	6	7	Minutes & Attendance Registers

7.1 Service Delivery Targets (KPIs & Projects) - Office of the Municipal Manager (MM)											
KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
GG	GG 3	Management and Administration	# of meetings held with all staff	Number	0	2	0	1	0	1	Minutes & Attendance Registers
GG	GG 3	Management and Administration	# of Departmental meetings held (MM)	Number	2	4	1	1	1	1	Minutes & Attendance Registers
GG	GG 3	Performance monitoring and reporting	Mid-year budget and performance report submitted to PT, COGHSTA, and AG by 25 Jan	Number	1	1	n/a	n/a	1	n/a	Mid-year Performance Report Acknowledgement of Receipt
GG	GG 3	Performance monitoring and reporting	Draft Annual Report tabled in Council by 31 Jan	Number	1	1	n/a	n/a	1	n/a	Draft Annual Report Council Minutes
GG	GG 3	Performance monitoring and reporting	Final Annual Report approved by Council by 31 March	Number	1	1	n/a	n/a	1	n/a	Final Annual Report Council Minutes
GG	GG 3	Performance monitoring and reporting	# of Quarterly SDBIP reports submitted to Council	Number	4	4	1	1	1	1	Quarterly Performance Reports Council Minutes
GG	GG 3	Performance monitoring and reporting	# of Back to Basics statistical reports submitted to CoGTA by the 10th of each month	Number	12	12	3	3	3	3	B2B Reports, Acknowledgement of receipt
GG	GG 3	Performance monitoring and reporting	Draft Annual Performance Report submitted to the AG, AC and Mayor by 31 August	Number	1	1	1	n/a	n/a	n/a	Acknowledgement of Receipt from AG, AC & Mayor
GG	GG 3	Performance monitoring and reporting	# of days taken to submit the SDBIP to the Mayor following budget approval	Number	17	28	n/a	n/a	n/a	28	Acknowledgement of receipt - Mayor
GG	GG 3	Performance monitoring and reporting	# of quarterly performance reports audited prior to submission to Council	Number	0	4	1	1	1	1	Quarterly SDBIP Audit reports
GG	GG 3	Sound Governance	# of AG audit queries	Number	0	0	0	0	0	0	Audit Report
GG	GG 3	Sound Governance	% of employees that Received paid overtime (12 month average)	Percentage	10%	10%	10%	10%	10%	10%	Monthly HR reports on overtime
GG	GG 3	Sound Governance	Unqualified Audit opinion obtained from AG	Number	Unqualified	1	n/a	Unqualified	n/a	n/a	AG Audit Report
GG	GG 3	Sound Governance	# audit committee meetings held	Number	tbd	4	1	1	1	1	Agendas, Attendance register
GG	GG 3	Sound Governance	% of audit committee resolutions implemented	Number	New KPI	100%	100%	100%	100%	100%	AC resolution register
GG	GG 3	Sound Governance	% of MPAC resolutions implemented	Number	tbd	100%	100%	100%	100%	100%	MPAC resolution register
GG	GG 3	Risk Management	# of Anti-corruption committee meetings	Number	1	4	1	1	1	1	Agendas, Attendance register, Minutes

7.1 Service Delivery Targets (KPIs & Projects) - Office of the Municipal Manager (MM)											
KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
GG	GG 3	Risk Management	# of reported cases of fraud and corruption investigated	Number	1	0	0	0	0	0	Register of Fraud & Corruption Cases Investigation Reports
GG	GG 3	Risk Management	Strategic Risk Assessment report submitted to Council	Number	1	1	n/a	n/a	n/a	1	Risk Assessment Report IDP Council Item IDP Council Minutes
GG	GG 3	Risk Management	# of Risk Management committee meetings	Number	tbd	4	1	1	1	1	Appointment letter for chairperson & members Invitations Minutes & attendance registers
GG	GG 3	Risk Management	# of Risk monitoring reports submitted to Council	Number	tbd	4	1	1	1	1	Risk Monitoring Reports Council Minutes
GG	GG 3	Risk Management	Organisational Risk assessment Report submitted to Council	Number	1	1	n/a	n/a	n/a	1	Strategic Risk Assessment Report
GG	GG 3	Sound Governance	3 year Strategic Risk Based Audit plan submitted to Audit Committee by 30 June	Number	1	1	n/a	n/a	n/a	1	3 Year Strategic Risk Audit Plan AC minutes
GG	GG 3	Sound Governance	Average number of days taken by Directors to respond to Internal Audit Queries	Percentage	tbd	5	5	5	5	5	Internal Audit Follow-up Reports for all Departments
GG	GG 3	Sound Governance	# of quarterly internal audit reports submitted to audit committee	Number	4	4	1	1	1	1	Quarterly Audit reports AC minutes
GG	GG 3	Sound Governance	Reviewed Internal Audit Charter submitted & approved by Audit Committee by 30 June	Number	tbd	1	n/a	n/a	n/a	1	Audit Charter AC Minutes
LED	LED 3	Integrated Development Planning	# of IDP Steering Committee meetings	Number	4	6	1	1	1	1	Invitations Minutes & attendance registers
LED	LED 3	Integrated Development Planning	# of IDP Rep forum meetings	Number	4	5	1	1	1	1	Invitations Minutes & attendance registers
LED	LED 3	Integrated Development Planning	Draft IDP approved by Council by 31 March annually	Number	1	1	n/a	n/a	n/a	n/a	Draft IDP Council Minutes
LED	LED 3	Integrated Development Planning	Final IDP approved by Council by 31 May annually	Number	1	1	n/a	n/a	n/a	1	Final IDP Council Minutes
LED	LED 4	Employee Performance Management	# of performance assessments for Sect 56 appointments	Number	0	2	1	0	1	0	Mid-year and Annual Assessment reports
LED	LED 4	Employee Performance Management	# of Senior Managers (MM & Directors) with signed performance agreements by 30 June	Number	5	7	7	7	7	7	Performance Agreements

7.1 Service Delivery Targets (KPIs & Projects) - Office of the Municipal Manager (MM)											
KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
SD	SD 3	Disaster Management	Annual Disaster Management report submitted to Mopani District by 30 Sept	Number	1	1	1	n/a	n/a	n/a	Annual Report Acknowledgement of receipt from MDM
SD	SD 3	Disaster Management	Annual Disaster Management report submitted to Council by 31 Aug	Number	1	1	1	n/a	n/a	n/a	Disaster Management Report Council Resolution
SD	SD 3	Disaster Management	% Disaster incidences responded to (relieved) within 72-hours	Percentage	100%	100%	100%	100%	100%	100%	Disaster Relief forms
SD	SD 3	Disaster Management	# of disaster awareness campaigns conducted at schools	Number	tbd	9	3	2	2	2	Programme for Awareness Campaigns Attendance Register Agenda
SD	SD 3	Youth, Gender & Disability support	# of Jobs created by Municipal Capital projects for youth	Number	tbd	473	39	39	39	39	Consolidated Job creation reports
SD	SD 3	Youth, Gender & Disability support	# of Jobs created by Municipal Capital projects for women	Number	tbd	473	39	39	39	39	Consolidated Job creation reports
SD	SD 3	Youth, Gender & Disability support	# of Jobs created by Municipal Capital projects for disabled persons	Number	tbd	17	1	1	1	1	Consolidated Job creation reports

7.2 Service Delivery Targets (KPIs & Projects) - Office of the Chief Financial Officer (CFO)

KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
GG	GG 2	Asset Management	Annual Asset verification report concluded by 30 June	Number	Actual awaited	1	n/a	n/a	n/a	1	Sign Off report on Asset Verification report Council Resolution
GG	GG 3	Management and Administration	# of Departmental meetings held (CFO)	Number	New KPI	4	1	1	1	1	Minutes & Attendance Registers
GG	GG 3	Regulatory Framework	# of finance related policies revised annually	Number	17	17	n/a	n/a	n/a	17	Budget Policies Council Resolution
MFVM	GG 3	Budget management	Draft Budget submitted to Council by 31 March annually	Number	29-Mar	1	n/a	n/a	1	n/a	Draft Budget Council resolution
MFVM	GG 3	Budget management	Annual Budget tabled by 31 May annually	Number	29 May '17	1	n/a	n/a	n/a	1	Budget Council resolution
MFVM	GG 3	Budget management	Annual Adjustment budget approved by Council by 28 Feb	Number	28-Feb	1	n/a	n/a	1	n/a	Adjustment Budget Council resolution
MFVM	GG 3	Budget management	Cost coverage	Ratio	Actual awaited	1.60%	n/a	1.60%	n/a	1.60%	Financial reports Financial viability calculations
MFVM	GG 3	Budget management	Debt coverage	Ratio	Actual awaited	18.30%	n/a	18.30%	n/a	18.30%	Financial reports Financial viability calculations
MFVM	GG 3	Expenditure Management	% creditors paid within 30 days	Percentage	Actual awaited	100%	100%	100%	100%	100%	Monthly reports
MFVM	GG 3	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	Actual awaited	12	3	3	3	3	Acknowledgement of receipt by NT & PT
MFVM	GG 3	Financial Reporting	Annual Financial statements submitted to AG, PT and NT by 31 August annually	Number	31-Aug-16	1	1	n/a	n/a	n/a	Acknowledgement of receipt by AG & PT
MFVM	GG 3	Revenue Management	# of Households billed	Number	23066	24,000	23,200	23,400	23,600	23,900	Billing reports
MFVM	GG 3	Revenue Management	# of revenue generation policies reviewed and approved	Number	6	6	n/a	n/a	n/a	6	Credit Control, Debt Collection, Property rates, Indigent Policy & Cash management Policy, Debt impairment Budget Resolution
MFVM	GG 3	Revenue Management	% of revenue collected monthly	Percentage	Actual awaited	92%	92%	92%	92%	92%	Budget report
MFVM	GG 3	Revenue Management	Outstanding service debtors to revenue	Ratio	Actual awaited	10%	n/a	10%	n/a	10%	Financial reports Financial viability calculations
MFVM	GG 3	Expenditure Management	% of Finance Management Grant Spent	Percentage	Actual awaited	100%	25%	50%	75%	100%	Monthly Expenditure Report
MFVM	GG 3	Supply Chain Management	Demand Management Plan approved by Council by 30 June Annually	Number	Actual awaited	1	n/a	n/a	n/a	1	Demand Management Plan Council Minutes
MFVM	GG 3	Supply Chain Management	# Demand Management Progress Reports submitted to management	Number	New KPI	12	3	3	3	3	Monthly Demand Management Progress Report Management Minutes
MFVM	GG 3	Supply Chain Management	# of SCM reports submitted to national treasury	Number	Actual awaited	12	3	3	3	3	Monthly SCM reports Acknowledgement of receipt from Treasury
GG	GG 3	Supply Chain Management	# of contract management reports submitted to Council	Number	Actual awaited	12	3	3	3	3	Monthly Contract Management Report Council Minutes
MFVM	GG 3	Revenue Management	# of indigents registered	Number	36732	36732	36732	37000	37000	37000	Indigent register
GG	GG 4	Human Resource Management	# of employees complying with financial minimum competency requirements	Number	Actual awaited	35	n/a	n/a	n/a	35	HR Monthly Reports Compliance Certificates

7.2 Service Delivery Targets (KPIs & Projects) - Office of the Chief Financial Officer (CFO)											
KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
SD	SD 1	Free Basic Services	R-value of Free Basic Electricity to Households	R-value	Actual awaited	R 4,200,000	R 1,050,000	R 1,050,000	R 1,050,000	R 1,050,000	FBE Payments
SD	SD 1	Free Basic Services	% of households earning less than R 1100 served with free basic electricity (total registered as indigents)	Percentage	Actual awaited	100% (37000)	100%	100%	100%	100%	Indigent register Billing Report
SD	SD 1	Free Basic Services	% households earning less than R 1100 with access to free basic waste removal (total registered as indigents)	Percentage	Actual awaited	7%	7%	7%	7%	7%	Indigent register Billing Report
SD	SD 1	Free Basic Services	Total number of registered indigent households who received free basic water and sanitation (GTM service area)	Number	Actual awaited	1420	1420	1420	1420	1420	Indigent register Billing Report

7.3 Service Delivery Targets (KPIs & Projects) - Corporate Services Department (CORP)

KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
GG	GG 1	Communication	# of media briefings arranged	Number	4	4	1	1	1	1	Notice of media briefing Attendance Register
GG	GG 1	Communication	# of newsletters produced	Number	1	4	1	1	1	1	Publications
GG	GG 1	Communication	# of statutory provisions (website) complied with as contained in Section 75 (a-) of MFMA within 5 days of approval	Number	actual awaited	12	12	12	12	12	Printscreen of placements Website update register
GG	GG 3	Management and Administration	# of Departmental meetings held (CORP)	Number	New KPI	4	1	1	1	1	Minutes & Attendance Registers
GG	GG 3	Legal support	% SLAs signed within 10 days after information is provided	Percentage	actual awaited	100%	100%	100%	100%	100%	SLA Register containing date of receipt of request & submission to MM for signature)
GG	GG 3	Information Technology	# Of ICT Steering Committee Meetings	Number	New KPI	4	1	1	1	1	Minutes and Attendance Register
GG	GG 3	Information Technology	Internet services procured by 30 Dec	Number	New KPI	1	n/a	1	n/a	n/a	SLA with Vodacom
GG	GG 3	Information Technology	% of Network Availability at Satellite Offices	Percentage	New KPI	80%	80%	80%	80%	80%	Solarwinds Reports
GG	GG 3	Information Technology	Leasing of Desktops and Laptops & Councillor tablets		New project	100%	20%	100%	100%	100%	Specifications Appointment Letter SLA Delivery acceptance note
GG	GG 3	Human Resource Management	% of personnel budget spent	Percentage	actual awaited	100%	25%	25%	25%	25%	Personnel Budget Staff Establishment reports
GG	GG 3	Occupational Health and Safety	# of OHS committee meetings	Number	3	4	1	1	1	1	Notice of meeting Attendance Register Minutes
GG	GG 3	Office Administration	# of awareness workshops to encourage proper filing of documentation	Number	New KPI	2	n/a	1	n/a	1	Invitations Training programme Attendance Register
GG	GG 3	Office Administration	# of file audits conducted	Number	New KPI	4	1	1	1	1	Register of Files Audited
GG	GG 4	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	27	27	27	EE report
GG	GG 4	Human Resource Management	# of MM & Director posts vacant for more than three months	Number	2	0	0	0	0	0	Staff establishment
GG	GG 4	Human Resource Management	Development of an Institutional Plan finalised by 30 May	Number	1	1	n/a	n/a	n/a	1	Institutional Plan Council Minutes
GG	GG 4	Human Resource Management	# of critical posts filled (MM, CFO, Engineer, Town Planner, CORP, Communications)	Number	2	6	6	6	6	6	Signed Performance Agreements
GG	GG 4	Human Resource Management	% Staff turnover	Percentage	1.80%	1.8%	n/a	n/a	n/a	1.80%	Staff establishment
GG	GG 4	Human Resource Management	% Employees that are female	Percentage	actual awaited	37%	n/a	37%	n/a	37%	Employment Equity report
GG	GG 4	Human Resource Management	% Employees that are youth	Percentage	actual awaited	21%	n/a	21%	n/a	21%	Employment Equity report

7.3 Service Delivery Targets (KPIs & Projects) - Corporate Services Department (CORP)											
KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
GG	GG 4	Human Resource Management	% Employees that are disabled	Percentage	actual awaited	2%	n/a	2%	n/a	2%	Employment Equity report
SD	SD 4	Capacity building and Training	# of employees successfully trained	Number	actual awaited	90	20	20	25	25	WSP Approval by MM Attendance Register
SD	SD 4	Capacity building and Training	# of senior managers complying with the minimum competency levels	Number	3	3	0	3	3	5	Qualifications of MM & Directors
SD	SD 4	Capacity building and Training	Work place skills plan submitted to LGSETA by 30 Apr	Number	1	1	n/a	n/a	n/a	1	WSP Acknowledgement of receipt
SD	SD 4	Capacity building and Training	% of municipal budget spent on implementing the Work Place Skills Plan	Percentage	actual awaited	1%	n/a	n/a	n/a	1%	Municipal Budget Training Budget Spent
SD	SD 4	Labour Relations	# of Local Labour Forum meetings	Number	actual awaited	12	3	3	3	3	LLF Invitations, Minutes and attendance registers

7.4 Service Delivery Targets (KPIs & Projects) - Community Services Department (CSD)

KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
GG	GG 3	Management and Administration	# of Departmental meetings held (CSD)	Number	New KPI	4	1	1	1	1	Minutes & Attendance Registers
GG	GG 3	Safety and Security	# of theft cases from council buildings	Number	actual awaited	0	0	0	0	0	Theft & damages register Police Case number
SD	SD 1	Licensing and Testing services	% compliance with ENATIS legislative compliance (ad-hoc audits)	Percentage	actual awaited	100%	100%	100%	100%	100%	Ad hoc Audit inspection reports by Department of Transport
SD	SD 3	Environmental Health Management	# of contravention notices issued to improve level compliance to Environmental Management legislation (5 formal towns)	Number	actual awaited	112	28	28	28	28	Contravention Notices
SD	SD 3	Environmental Health Management	% compliance to the environmental legislation checklist	Percentage	actual awaited	90%	n/a	n/a	n/a	90%	Environmental Checklist
SD	SD 3	Environmental Health Management	% of water samples that comply with SANS 0241	Percentage	actual awaited	90%	90%	90%	90%	90%	Water quality lab reports
SD	SD 3	Waste Management	# of households with collection of waste once per week	Number	8537	8537	8537	8537	8537	8537	Category Tariff Summary reports for urban suburbs
SD	SD 3	Waste Management	R-value spent on waste management	R-value	actual awaited	R 85,088,885	R 21,272,221	R 21,272,221	R 21,272,221	R 21,272,221	Budget Expenditure-reports
SD	SD 3	Waste Management	# of Rural Waste Service Areas serviced (Level 2 service)	Number	30	40	40	40	40	40	*EPWP T.o.W. Payment-advices & a egg. of (1) approved timesheet per T.o.W.signed off by Ward Committee and Traditional Authority
SD	SD 3	Waste Management	# Rural Skip-bins with (G) Waste being removed to Tzaneen Landfill-site as an On-Call-Service	Number	New KPI	1920	480	480	480	480	Rural Bulk-waste removal "Tellisheet-summary"
SD	SD 3	Waste Management	# of Urban Waste Service Areas serviced on Level 1-service	Number	5	5	5	5	5	5	*Monthly Statistical Report *Waste-removal scheduling-maps
SD	SD 3	Waste Management	% Households with access to basic level of solid waste management services	Percentage	actual awaited	52%	52%	52%	52%	52%	Informal "demarcation" removal schedule-maps for rural W.S.A.'s *Category Tariff Summary reports for urban suburbs
SD	SD 3	Traffic Services	Traffic fine collection rate [(Rand value received for fines/ R value of fines issued as %]	Percentage	actual awaited	70%	70%	70%	70%	70%	Revenue reports Traffic Fine system report
SD	SD 3	Traffic Services	R-value of traffic fines issued	R-value	actual awaited	5,400,000	1,350,000	1,350,000	1,350,000	1,350,000	Monthly Traffic Fine system report
SD	SD 3	Library Services	# of library users	Number	actual awaited	96000	24000	24000	24000	24000	Tattletape statistics Monthly Reports

7.4 Service Delivery Targets (KPIs & Projects) - Community Services Department (CSD)

KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
SD	SD 3	Maintenance and upgrade of parks and open spaces	# of cemeteries developed or extended	Number	1	1	n/a	n/a	n/a	1	Agatha Cemetery Extension Plans EIAc Project Progress Reports
SD	SD 3	Maintenance and upgrade of parks and open spaces	m ² of parks and open spaces cleared	Number	actual awaited	395000	395000	395000	395000	395000	Grass cutting and garden maintenance sheets Monthly report
SD	SD 3	Maintenance and upgrade of parks and open spaces	# of developed parks maintained	Number	18	18	18	18	18	18	Parks maintenance sheets Monthly report

7.5 Service Delivery Targets (KPIs & Projects) - Electrical Engineering Department (EED)

KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
SD	SD 1	Electricity Infrastructure	% of households with access to electricity	Percentage	Actual Awaited	98%	n/a	n/a	n/a	98%	Electrification reports
SD	SD 1	Electricity Infrastructure Development	New Entrance Street R36 streetlights	Q1 : Specifications completed (10%), Q2 : Procurement process completed (20%), Q3 : Construction in progress (50%), Q4 :Traffic lights at R36 completed (100%)	New project	100%	10%	20%	50%	100%	Appointment Letter Progress reports Completion certificate
SD	SD 1	Electricity Infrastructure Development	Area Lighting at Tarentaal rand crossing	Q1 : Specifications completed (10%) Q2 : Procurement process completed (20%) Q3 : Construction in progress (50%) Q4 : Area Lighting at Tarentaalrand crossing completed (100%)	New project	100%	10%	20%	50%	100%	Appointment Letter Progress reports Completion certificate
SD	SD 1	Electricity Infrastructure Development	Electrification of 541 units at Xihoko/ Radoo/ Thapana/ Mavele Phase2	Q1 : Appointment of service provider finalised (5%) Q2 : Designs approved by ESKOM (10%) Q3 : Construction 50% (60%) Q4 :Electrification of 541 households in Xihoko/ Radoo/ Thapana/ Mavele Phase1 completed (100%)	New project	100%	10%	20%	50%	100%	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
SD	SD 1	Electricity Infrastructure Development	Electrification of 330 units at Leolo/ Legobareng/Serare/ Mogabe/ Tshidinko Phase2	Q1 : Designs approved by ESKOM (10%) Q2 :Appointment of contractor finalised (25%) Q3 : Construction in progress (50%) Q4 : Electrification of 330 households in Leolo/ Legobareng/ Serare/ Mogabe/ Tshidinko Phase1 completed (100%)	New project	100%	10%	25%	50%	100%	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
SD	SD 1	Electricity Infrastructure Development	Electrification of 425 units at Julesburg area	Q1 : Appointment of service provider finalised (10%) Q2 : Designs approved by ESKOM (25%) Q3 : Construction (50%) Q4 : Electrification of 425 units at Julesburg area completed (100%)	New project	100%	10%	25%	50%	100%	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
SD	SD 1	Electricity Infrastructure Development	Electrification of 25 units at Cannors Settlement	Q1 : Appointment of service provider finalised (10%) Q2 : Designs approved by ESKOM (25%) Q3 : Construction (50%) Q4 : Electrification of 25 units at Cannors Settlement completed (100%)	New project	100%	10%	25%	50%	100%	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
SD	SD 1	Electricity Infrastructure Development	Electrification of 100 units at the Schultz Settlement	Q1 : Appointment of service provider finalised (10%) Q2 : Designs approved by ESKOM (25%) Q3 : Construction (50%) Q4 : Electrification 100 units at the Schultz Settlement completed (100%)	New project	100%	10%	25%	50%	100%	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
SD	SD 1	Electricity Infrastructure Development	Electrification of 90 units at Nyanyukani, Masoma and Hweetsi	Q1 : Appointment of service provider finalised (10%) Q2 : Designs approved by ESKOM (25%) Q3 : Construction (50%) Q4 : Electrification 90 units at Nyanyukani, Masoma and Hweetsi completed (100%)	New project	100%	10%	25%	50%	100%	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
SD	SD 1	Electricity Infrastructure Development	Electrification of 20 units at Pulaneng	Q1 : Appointment of service provider finalised (10%) Q2 : Designs approved by ESKOM (25%) Q3 : Construction (50%) Q4 : Electrification 20 units at Pulaneng completed (100%)	New project	100%	10%	25%	50%	100%	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)

7.5 Service Delivery Targets (KPIs & Projects) - Electrical Engineering Department (EED)

KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
SD	SD 1	Electricity Infrastructure Development	Electrification of 218 units at Wisani, Shikwambana, Vento Park	<p>Q1: Appointment of service provider finalised (10%)</p> <p>Q2: Designs approved by ESKOM (25%)</p> <p>Q3: Construction (50%)</p> <p>Q4: Electrification 218 units at Wisani, Shikwambana, Vento Park completed (100%)</p>	New project	100%	10%	25%	50%	100%	Appointment Letter Approval letter on Designs from ESKOM Project progress reports Handover certificate PCS File (ESKOM)
SD	SD 1	Electricity Infrastructure	# of households with access to electricity	Number	Actual Awaited	107,878	n/a	n/a	n/a	107,878	Electrification reports
SD	SD 2	Cost Recovery	% Electricity loss (Kwh)	Percentage	Actual Awaited	18%	n/a	n/a	n/a	18%	Eskom account Revenue reports
SD	SD 2	Cost Recovery	% of electricity loss reduced	Percentage	New KPI	10%	n/a	n/a	n/a	10%	Eskom account Revenue reports
SD	SD 2	Cost Recovery	# of data cleansing performed (meter services)	Number	New KPI	5	2	1	1	1	Eskom account Revenue reports
SD	SD 2	Cost Recovery	Kilow Watt Hour Electricity loss (Kwh)	Kilow Watt Hour	tbd	42540860	n/a	n/a	n/a	42540860	Eskom account Revenue reports
SD	SD 2	Electricity network upgrade and maintenance	Km of overhead lines rebuilt	Kilometres	tbd	51	n/a	n/a	n/a	tbd	Project Progress reports Completion certificates
SD	SD 2	Electricity network upgrade and maintenance	Km of Electrical underground High Tension (11kv) cable replaced	Kilometres	tbd	1	n/a	n/a	n/a	1	Project Progress reports Completion certificates
SD	SD 2	Asset Management	R-value spent on maintenance of electricity infrastructure as % of asset value	Percentage	tbd	2.7%	n/a	n/a	n/a	2.7%	Asset Register Expenditure Reports
SD	SD 2	Electricity network upgrade and maintenance	R-value electricity maintenance	R-value	Actual Awaited	R 51,083,568	12770892	12770892	12770892	12770892	Budget expenditure, (Vote 162/066, 173/066 & 608 183/066)
SD	SD 2	Electricity network upgrade and maintenance	Provision of Capital Tools (Customer and Retail Services)	<p>Q 1: Procurement of capital tools as and when required, report acquisitions to Council (25%)</p> <p>Q2: Procurement of capital tools as and when required, report acquisitions to Council (50%)</p> <p>Q3: Procurement of capital tools as and when required, report acquisitions to Council (75%)</p> <p>Q4: Procurement of capital tools as and when required, report acquisitions to Council (100%)</p>	Actual Awaited	100%	25%	50%	75%	100%	Proof of purchase Asset register update
SD	SD 2	Electricity network upgrade and maintenance	Provision of Capital Tools (Operations and Maintenance)	<p>Q 1: Procurement of capital tools as and when required, report acquisitions to Council (25%)</p> <p>Q2: Procurement of capital tools as and when required, report acquisitions to Council (50%)</p> <p>Q3: Procurement of capital tools as and when required, report acquisitions to Council (75%)</p> <p>Q4: Procurement of capital tools as and when required, report acquisitions to Council (100%)</p>	Actual Awaited	100%	25%	50%	75%	100%	Proof of purchase Asset register update
SD	SD 2	Electricity network upgrade and maintenance	Rebuilding Letsitele Vally Substation - Bosbou and all T-off's (3 Km)	<p>Q1: Procurement process and appointment of service provider (10%)</p> <p>Q2: Determination of scope of works (20%)</p> <p>Q3: Construction phase (60%)</p> <p>Q4: Rebuilding Letsitele Vally Substation - Bosbou and all T-off's (3 Km) completed. (100%)</p>	Ongoing Project	100%	10%	20%	60%	100%	Progress report Completion Certificate

7.5 Service Delivery Targets (KPIs & Projects) - Electrical Engineering Department (EED)

KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
SD	SD 2	Electricity network upgrade and maintenance	Rebuilding of Valencia 11Kv lines (6km)	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 (6km) completed (100%)	New project	100%	10%	20%	60%	100%	Progress report Completion Certificate
SD	SD 2	Electricity network upgrade and maintenance	Rebuilding of Lushof South 11kv line (3km)	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 (3 km) completed (100%)	New project	100%	10%	20%	60%	100%	Progress report Completion Certificate
SD	SD 2	Electricity network upgrade and maintenance	Rebuilding of Rooikoppies 11kv lines (6km)	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 (6km) completed (100%)	New project	100%	10%	20%	60%	100%	Progress report Completion Certificate
SD	SD 2	Electricity network upgrade and maintenance	Rebuilding of Mabiet 11kv line (6km)	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 (6km) completed (100%)	New project	100%	10%	20%	60%	100%	Progress report Completion Certificate
SD	SD 2	Electricity network upgrade and maintenance	Rebuilding of Haenertsburg 11kv lines(6km)	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 (6km) completed (100%)	New project	100%	10%	20%	60%	100%	Progress report Completion Certificate
SD	SD 2	Electricity network upgrade and maintenance	Rebuilding of Campsies Glen 11kv lines (6km)	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 (6km) completed (100%)	New project	100%	10%	20%	60%	100%	Progress report Completion Certificate
SD	SD 2	Electricity network upgrade and maintenance	Rebuilding of Poltisi Valley 11kv lines (6km)	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Rebuilding of Poltisi Valley 11kv lines (6km) completed (100%)	New project	100%	10%	20%	60%	100%	Progress report Completion Certificate
SD	SD 2	Electricity network upgrade and maintenance	Rebuilding of CP Minnaar 11kv lines (2km)	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Rebuilding of CP Minnaar 11kv lines (2km) completed (100%)	New project	100%	10%	20%	60%	100%	Progress report Completion Certificate
SD	SD 2	Electricity network upgrade and maintenance	Rebuilding of Mieliekloof/Deerpark 11kv lines (3km)	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 completed (3km)(100%)	New project	100%	10%	20%	60%	100%	Progress report Completion Certificate

7.5 Service Delivery Targets (KPIs & Projects) - Electrical Engineering Department (EED)

KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
SD	SD 2	Electricity network upgrade and maintenance	Upgrading of Waterbok 33/11kv substation	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Upgrading of Waterbok 33/11kv substation completed 100%	New project	100%	10%	20%	60%	100%	Progress report Completion Certificate
SD	SD 2	Electricity network upgrade and maintenance	Upgrading of Blacknoll 33/11kv substation	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Upgrading of Blacknoll 33/11kv substation completed 100%	New project	100%	10%	20%	60%	100%	Progress report Completion Certificate
SD	SD 2	Electricity network upgrade and maintenance	Houtbosdorp 11kv Ring (10km)	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Houtbosdorp 11kv Ring (10km) completed (100%)	New project	100%	10%	20%	60%	100%	Progress report Completion Certificate
SD	SD 2	Electricity network upgrade and maintenance	Replace 2x20MVA 66/11kv Transformers	Q1 : Tender process and appointment of service provider (10%) Q2: Preparation of Specifications (15%) Q3: Order submitted for transformers (20%) Q4: Project completed 50%. Run over 2 financial years.	New project	50%	10%	15%	20%	50%	Progress report Specifications Order
SD	SD 2	Electricity network upgrade and maintenance	Substation fencing (Tarentaal rand Main, Letsitele Main)	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Substation fencing (Tarentaal rand Main, Letsitele Main) completed (100%)	New project	100%	10%	20%	60%	100%	Progress report Completion Certificate
SD	SD 2	Electricity network upgrade and maintenance	Refurbishment of the Ebenezer 33kv Feeder	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Refurbishment of the Ebenezer 33kv Feeder completed (100%)	New project	100%	10%	20%	60%	100%	Progress report Completion Certificate
SD	SD 2	Electricity network upgrade and maintenance	Replacing of old SS1 electrical substation circuit breakers with compact switchgear	Q1: Initiate the appointment of a consultant (10%) Q2: Appointment of consultant and contractor finalised. (25%) Q3: Construction of Switching station SS1 commencing, physical progress at 50%. (50%) Q4: Construction of Switching station SS1 completed (100%)	New project	100%	10%	25%	50%	100%	Appointement letters Progress reports Completion certificate
SD	SD 2	Electricity network upgrade and maintenance	Substation tripping batteries	Q1: Procurement process and appointment of service provider (20%) Q2: Project implementation (50%) Q3: Project implementation (70%) Q4: Project completed (100%)	New project	100%	20%	50%	70%	100%	Progress report Completion certificate
SD	SD 2	Electricity network upgrade and maintenance	Replacement of auto-reclosers (11kv and 33kv)	Q1: Identify strategic location of auto-reclosers (10%) Q2: Order for Delivery of auto-reclosers (20%) Q3: Auto Reclosers delivered (30%) Q4: Installation of Auto Reclosers completed (100%)	New project	100%	10%	20%	30%	100%	Sketches Payment certificate Delivery Certificate Asset Register

7.5 Service Delivery Targets (KPIs & Projects) - Electrical Engineering Department (EED)											
KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
SD	SD 2	Electricity network upgrade and maintenance	Replacing 11kv cables for increased capacity	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Replacing 11kv cables for increased capacity completed (100%)	New project	100%	5%	20%	60%	100%	Progress report Completion certificate
SD	SD 2	Electricity network upgrade and maintenance	Miniature Substation for Urban distribution network	Q1 : Tender process and appointment of service provider (10%) Q2: Order submitted for Minisubs (20%) Q3: Project implementation (30%) Q4: Miniature Substation for Urban distribution network completed (100%).	New project	100%	10%	20%	Q3 : Project implementation (30%)	100%	Progress report Completion certificate
SD	SD 2	Asset Management	Replacement of Existing Air conditioners in Municipal Buildings	Q1: Procurement process and appointment of service provider (10%) Q2: Determination of scope of works (20%) Q3: Construction phase (60%) Q4: Replacement of Existing Air conditioners in Municipal Buildings completed (100%)	New project	100%	10%	20%	60%	100%	Progress report Completion certificate
SD	SD 2	Electricity network upgrade and maintenance	Renewal, Repairs and Maintenance on pre-paid meters (Tzaneen, Letsitele & Politsi)	Q1 : Specifications submitted to SCMU : Replace old meters at Politsi (10%) Q2: Tender process (25%) Q3: Service provider appointed (40%) Q4: Project at Politsi complete (100%)	Ongoing Project	100%	10%	25%	40%	100%	Completion Certificate; Specifications; Appointment letter
SD	SD 2	Electricity network upgrade and maintenance	New electricity Connections (Consumer contributions spent)	Q1: Funds received for services contributions spent on re-capitalisation of the network (10%) Q2: Funds received for services contributions spent on re-capitalisation of the network (20%) Q3: Funds received for services contributions spent on re-capitalisation of the network (30%) Q4: Funds received for services contributions spent on re-capitalisation of the network (100%)	Actual Awaited	100%	10%	20%	30%	100%	New connections register Job card sign off
GG	GG 3	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	Actual Awaited	100%	0%	10%	100%	100%	Quotations Proof of receipt of furniture
GG	GG 3	Management and Administration	# of Departmental meetings held (EED)	Number	0	4	1	1	1	1	Minutes & Attendance Registers
GG	GG 4	Human Resource Management	# of employees with technical skills/capacity (engineers & technicians - EED)	Number	19	20	19	19	19	19	HR Monthly Reports Compliance Certificates

7.6 Service Delivery Targets (KPIs & Projects) - Engineering Services Department (ESD)

KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
GG	GG 2	Budget management	% MIG funding spent	Percentage	tbd	100%	30%	40%	75%	100%	Budget printout
GG	GG 3	Management and Administration	# of Departmental meetings held (ESD)	Number	0	4	1	1	1	1	Minutes & Attendance Registers
GG	GG 4	Human Resource Management	# of employees with technical skills/capacity (engineers & technicians - ESD)	Number	tbd	8	8	8	8	8	HR Monthly Reports Compliance Certificates
LED	LED 1	Expanded Public Works	# of jobs created through municipal EPWP initiatives (FTE)	Number	tbd	1084	90	90	90	90	Project reports, EPWP reports
SD	SD 1	Building Control	# of contravention notices issued to decrease non-compliance to building regulations	Number	tbd	50	n/a	n/a	n/a	50	Register of contraventions
SD	SD 1	Roads and Storm water Infrastructure Development	Km of roads tarred	Kilometers	tbd	8	n/a	n/a	n/a	8	Road Progress Reports
SD	SD 1	Water and Sanitation Services	% water losses	Percentage	New KPI	5%	5%	5%	5%	5%	Monthly Water Loss Reports for Letsitele & Tzaneen Plants
SD	SD 1	Water and Sanitation Services	# of households with access to water (GTM service area)	Number	New KPI	0	14480	14480	14480	14480	Billing report Job cards for new connections
SD	SD 1	Water and Sanitation Services	# of households with access to sanitation (GTM service area)	Number	New KPI	14583	14484	14484	14484	14484	Billing report Job cards for new connections
SD	SD 1	Sport and Recreation	Rita to Mariveni Upgrading of Road from Gravel to Tar	Q1 : Specifications submitted and Tender Evaluation in process (60%) Q2 : Appointment of contractor finalised and site handover (65%) Q3 : Construction in progress at (85%) Q4 : Physical Construction completed (100%)	New project	100%	60%	65%	85%	100%	*Evaluation Report *Appointment letter of the contractor *Project Progress Reports
SD	SD 1	Roads and Storm water Infrastructure Development	Moruji to Matswi/ Khesholwe Gravel to tar Road (Phase 4 of 5)	Q1 : Specifications submitted and Tender Evaluation in process (60%) Q2 : Appointment of contractor finalised and site handover (65%) Q3 : Construction in progress at (85%) Q4 : Physical Construction of 4.86km completed (100%)	Tender re-advertised	100%	25%	50%	75%	100%	Project Progress Reports
SD	SD 1	Sport and Recreation	Upgrading of Ticklyline Glassworks, Myakayaka, Burgersdorp, Gavaza to Mafarana from Gravel to Tar	Q1 : Physical construction at 45% (25%) Q2 : Physical construction at 65% (50%) Q3 : Physical construction at 75% (75%) Q4 : Physical construction of 12 km at 85% (100%)	New project	100%	60%	65%	85%	100%	*Evaluation Report *Appointment letter of the contractor *Project Progress Reports
SD	SD 3	Sport and Recreation	Burgersdorp Sports Facility	Q1 : Appointment of contractor finalised and site handover (50%) Q2 : Construction in progress (65%) Q3 : Physical Construction at 75% (75%) Q4 : Physical Construction completed (100%)	New project	100%	50%	65%	75%	100%	*Appointment letter of the contractor *Project Progress Reports

7.6 Service Delivery Targets (KPIs & Projects) - Engineering Services Department (ESD)

KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
SD	SD 3	Sport and Recreation	Upgrading of Juliesburg Sports Facility (Phase 1 of 2)	Q1 : Specifications submitted and Tender Evaluation in process (5%) Q2 : Appointment of contractor finalised and site handover (15%) Q3 : Construction in progress at 55% (55%) Q4 : Physical Construction completed (100%)	New project	100%	5%	15%	55%	100%	*Evaluation Report *Appointment letter of the contractor *Project Progress Reports
SD	SD 3	Sport and Recreation	Relela Community Hall	Q1 : Specifications submitted and Tender Evaluation in process (60%) Q2 : Appointment of contractor finalised and site handover (65%) Q3 : Construction in progress at (85%) Q4 : Physical Construction completed (100%)	New project	100%	60%	65%	85%	100%	*Evaluation Report *Appointment letter of the contractor *Project Progress Reports
SD	SD 3	Sport and Recreation	Khubu to Lwandlamuni Low Level Bridge	Q1 : Specifications submitted and Tender Evaluation in process (60%) Q2 : Appointment of contractor finalised and site handover (65%) Q3 : Construction in progress at (85%) Q4 : Physical Construction completed (100%)	New project	100%	60%	65%	85%	100%	*Evaluation Report *Appointment letter of the contractor *Project Progress Reports
SD	SD 3	Sport and Recreation	Lenyenye Stadium upgrade Phase 3	Percentage	n/a	n/a	n/a	n/a	n/a	n/a	n/a

7.7 Service Delivery Targets (KPIs & Projects) - Office of the Speaker (OtS)

KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
GG	GG 1	Ward Committees	# of monthly ward committee meetings	Number	actual awaited	420	105	105	105	105	Register of Ward Committee Meetings & Minutes
GG	GG 1	Ward Committees	# Of community feedback meetings held	Number	actual awaited	140	35	35	35	35	Attendance Register Notice of meeting Minutes of meeting
GG	GG 1	Ward Committees	# Fully functional ward committees	Number	34	35	35	35	35	35	Minutes of Ward committee meetings, Consolidated Monthly Ward reports
GG	GG 1	Ward Committees	# of summarised quarterly ward reports submitted to Council	Number	0	4	1	1	1	1	Summarised Ward Reports (quarterly) Council Minutes
GG	GG 3	Council Support	# of days taken to make MPAC oversight reports available to the public following Council approval	Number	actual awaited	7	7	7	7	7	Council Minutes Copy of Adverts Proof of Website placement
GG	GG 3	Council Support	# of Council meetings held	Number	actual awaited	4	1	1	1	1	Minutes and attendance registers
GG	GG 3	Council Support	# of Exco meetings held	Number	actual awaited	26	6	7	6	7	Minutes and attendance registers
GG	GG 3	Council Support	# of Portfolio Committee meetings held	Number	actual awaited	99	25	24	25	25	Committee meetings register
GG	GG 3	Management and Administration	# of Departmental meetings held (OtS)	Number	0	4	1	1	1	1	Minutes & Attendance Registers
SD	SD 4	Capacity building and Training	# of Ward Committee members workshopped on municipal affairs	Number	actual awaited	350	0	180	100	0	Training programme & attendance register

7.8 Service Delivery Targets (KPIs & Projects) - Planning and Economic Development Department (PED)											
KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
GG	GG 3	Management and Administration	# of Departmental meetings held (PED)	Number	New KPI	4	1	1	1	1	Minutes & Attendance Registers
GG	GG 4	Human Resource Management	# of employees with spatial planning capacity	Number	5	8	8	8	8	8	HR Monthly Reports Compliance Certificates
LED	LED 1	Community Works Programme	# of cooperatives established and still functional in wards where the CWP is implemented	Number	4	2	2	2	2	2	CWP reports Minutes & Attendance register of CWP meetings
LED	LED 1	Community Works Programme	# of job opportunities created through the CWP	Number	tbd	2100	2100	2100	2100	2100	CWP Employment register
LED	LED 1	Marketing and Investor Targeting	# of Agricultural Expos held	Number	1	1	n/a	1	n/a	n/a	Agricultural EXPO Advert & Programme List of exhibitors
LED	LED 1	Marketing and Investor Targeting	# of jobs created through agricultural programmes	Number	tbd	400	100	100	100	100	Employment register Minutes and Attendance Registers of meetings with agricultural programmes
LED	LED 1	Marketing and Investor Targeting	# of jobs created through municipal LED initiatives including Capital Projects	Number	tbd	600	150	150	150	150	*Consolidated LED monthly job creation report *MIG Monthly Reports
LED	LED 1	Marketing and Investor Targeting	# of GTM LED forum meetings arranged	Number	tbd	4	1	1	1	1	Invitations Minutes & Attendance Register
LED	LED 1	SMME support	# of meetings held with informal traders	Number	tbd	4	1	1	1	1	Invitations Minutes & Attendance Register
LED	LED 1	SMME support	# of Local Tourism Association Meetings	Number	tbd	4	1	1	1	1	Invitations Minutes & Attendance Register
LED	LED 1	Tourism	# of Tourism SMMEs exposed to the market	Number	tbd	45	34	0	4	7	Itinerary Events report
SR	LED 3	Spatial Development	Integrated Sustainable Human Settlements Plan (ISHSP) reviewed by 30 May '18	Q1: Review of the ISHSP in consultation with stakeholders (25%) Q2: Draft ISHSP available (50%) Q3: SHSP submitted to Cluster (75%) Q4: ISHSP approved by Council (100%)	Not done	100%	25%	50%	75%	100%	Council minutes Revised ISHSP
LED	LED 3	Integrated Development Planning	Spatial Development strategy reviewed	Q1: SDF approved by Council (25%) Q2: Alignment of the capital investment program with the current IDP (50%) Q3: Abstract all catalytic projects for implementation and input into the 18/19 IDP (75%) Q4: Implement all local area policies , density policies , rural strategy plans and report monthly (100%)	Service Provider appointed	1	25%	50%	75%	100%	*SDF Status Quo Report *Minutes of Steering Committee *Minutes of Public Participation *Draft and Final SDF *Council Minutes *Monthly TP report
LED	LED 3	Spatial Development	Formulation of land use scheme for GTM area	Q1: Prepare procurement specifications for appointment of a service provider. (10%), Q2: Status quo report completed (50%) Q3: Formulation of aland use scheme at 50% (75%) Q4: Land use scheme for GTM area completed (100%)	Awaited appointment of Tribunal by MDM	100%	10%	50%	75%	100%	Specifications Appointment Letter Status Quo Report Land-use Scheme

7.9 Service Delivery Targets (KPIs & Projects) - Greater Tzaneen Economic Development Agency

KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
GG	GG 2	Budget management	% of GTEDA budget spent	Percentage	100%	100%	25%	50%	75%	100%	Monthly financial reports
GG	GG 2	Budget management	3 Year Budget approved by 30 April	Number	1	1	n/a	n/a	n/a	1	3 Year Budget Board Minutes
GG	GG 2	Budget management	Annual Financial Statements submitted to GTM by 15 August	Number	1	1	1	n/a	n/a	n/a	AFS Acknowledgement of Receipt from GTM
GG	GG 2	Asset Management	% GRAP Compliance on the Asset register	Percentage	100%	100%	n/a	100%	n/a	n/a	AG Audit Report
GG	GG 3	Human Resource Management	% of organogram positions filled by 30 June	Percentage	55%	100%	25%	50%	75%	100%	Staff Establishment
GG	GG 3	Sound Governance	Unqualified Audit opinion for GTEDA	Number	1	1	n/a	1	n/a	n/a	Audit Report
GG	GG 3	Sound Governance	% of board members inducted and orientated by 30 July '18	Percentage	0	100%	100%	n/a	n/a	n/a	Invitations Attendance Register of Induction training
GG	GG 3	Sound Governance	# of Board packs circulated 7 days before each meeting	Number	4	4	1	1	1	1	Invitations to Board Meeting Acknowledgement of receipt of Board Pack
GG	GG 3	Sound Governance	% of Board resolutions implemented by the end of each quarter	Percentage	100%	100%	100%	100%	100%	100%	Resolution Register
GG	GG 3	Sound Governance	Annual Report submitted to the Board by end of December	Number	1	1	n/a	1	n/a	n/a	Annual Report Board Minutes
GG	GG 3	Sound Governance	GTEDA Annual Report submitted to GTM by 10 January	Number	1	1	n/a	n/a	1	n/a	Annual Report Acknowledgement of receipt from GTM
GG	GG 3	Sound Governance	Institutional Scorecard finalised by 30 May	Number	1	1	n/a	n/a	n/a	1	Institutional Scorecard Board Minutes
GG	GG 3	Information management	MSCOA equipment and programmes	Number	Not implemented	100%	0%	10%	100%	100%	Quotations Invoice
LED	LED 1	Enterprise Development (SMME support)	# of SMMEs capacitated through GTEDA	Number	4	30	0	15	10	5	*Training Programme *SMME training and development Policy *Assessment Report on the training provided to 15 SMME's *Service Provider Appointment letters
LED	LED 1	Enterprise Development	# of SMME Incubation reports submitted to the Board	Number	Incubators put in place for Village Bank & Leather Making Project & GTFM	4	1	1	1	1	1 Incubation Reports on Village Bank, Leather Making Project & GTFM

7.9 Service Delivery Targets (KPIs & Projects) - Greater Tzaneen Economic Development Agency

KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
LED	LED 1	Enterprise Development	Tzaneen Dam Resort Facilitation	<p>Q1 : Facilitate item to council on Tzaneen dam resort approval (25%)</p> <p>Q2 : Provide project management services for the Tzaneen dam resort development. Generate monthly progress reports (50%)</p> <p>Q3 : Provide project management services for the Tzaneen dam resort development. Generate monthly progress reports (75%);</p> <p>Q4 : Support Tzaneen dam resort development, generate monthly progress reports (100%)</p>	New initiative	100%	25%	50%	75%	100%	Council Item Monthly Project Progress Reports
LED	LED 1	Enterprise Development	Library Project Support at Khwekhwe High School	<p>Q1: Provide project management services for the Motupa library development and Submit quarterly project management reports to stakeholders (25%)</p> <p>Q2: Provide project management services for the Motupa library development and Submit quarterly project management reports to stakeholders (50)</p> <p>Q3: Provide project management services for the Motupa library development and Submit quarterly project management reports to stakeholders (75)</p> <p>Q4: Provide project management services for the Motupa library development and Submit quarterly project management reports to stakeholders (100%)</p>	New initiative	100%	25%	50%	75%	100%	Project Management Reports. Minutes of meetings with Stakeholders
LED	LED 1	Enterprise Development	Coordination of Entrepreneurs to the Nkowankowa Industrial Park	<p>Q1 : Compile data base of ideal/suitable entrepreneurs for LEDA to utilise on the Nkowankowa industrial project. (25%)</p> <p>Q2 : Facilitate and monitor the utilisation of local labour and SMME's in the renovation of the factories (50%)</p> <p>Q3 : Facilitate and monitor the utilisation of local labour and SMME's in the renovation of the factories (75%)</p> <p>Q4 : Facilitate and monitor the utilisation of local labour and SMME's in the renovation of the factories (100%)</p>	New initiative	100%	25%	50%	75%	100%	*Database of entrepreneurs *Reports on local re-investment and jobcreation
LED	LED 2	Economic Growth and Investment	# of committed investors attracted through GTEDA	Number	3	3	n/a	1	1	1	Investment reports (Transactional advisors, MDDA, Private investors)
LED	LED 2	Marketing and Investor Targeting	Support SMME's in accessing investment capital	<p>Q1 : Investors/funders Data base developed by 30 September 2017. (25%)</p> <p>Q2 : 4 Business plans developed and Funding applications submitted per annum. (50%)</p> <p>Q3 : Do follow-ups to facilitate Successful funding applications (75%)</p> <p>Q4 : Funding commitment received for 4 applications (100%)</p>	New initiative	100%	25%	50%	75%	100%	*SMME database *Business Plans *Copies of funding applications. *Approved applications. Reports.
LED	LED 2	Marketing and Investor Targeting	# of Agri-park Project Steering Committee meetings		New initiative	4	1	1	1	1	Agri-Park meeting schedule Steering Committee Minutes Agri park progress reports

7.9 Service Delivery Targets (KPIs & Projects) - Greater Tzaneen Economic Development Agency											
KPA	Strategic Objective	Programme	KPI / Project Name	Unit of measurement	Baseline (Actual for 2016/17)	Annual Target	Quarterly Targets for 2017/18				Supporting Documentation
							Q1: 30 Sept '17	Q2: 31 Dec '17	Q3: 31 Mar '18	Q4: 30 June '18	
LED	LED 2	Marketing and Investor Targeting	Entrepreneurship career guidance and mentorship	<p>Q1: Entrepreneurship training programme for 16/17 debate winners developed by 30 September 2017. (25%)</p> <p>Q2: 3 Youths (16/17 debate winners) mentored on entrepreneurship to establish mini-businesses by 31 December 2017. (50%)</p> <p>Q3: Conduct 17/18 schools entrepreneurship debate competition (75%)</p> <p>Q4: 17/18 Award ceremonies conducted by 30 June 2018. (100%)</p>	New initiative	100%	25%	50%	75%	100%	*Training programme. *Communicues with Mentors *17/18 Debate report.

8. REPORTING PROCEDURES

GTM has procured an Electronic Reporting System to enable Administration to prepare performance reports which are accurate and presented to Council in a reasonable timeframe. The Reporting procedures are as follows:

Step 1: The approved SDBIP is activated on the "ActionAssist" system and reporting responsibilities are allocated.

Step 2: Managers report on the KPIs/Projects allocated to them on a monthly basis, within 15 working days of the close of the month.

Step 3: MM and Directors have 2 working days to verify the information reported and upload additional information if necessary.

Step 4: Internal Audit Verifies the reported performance and requests additional supporting documentation if needed.

Step 5: Performance Management Office extracts a quarterly report from the system, analyses the information and prepare a report which highlights the areas of under performance.

Step 6: A draft Quarterly Performance Report is presented to the Audit Committee, to review prior to submission to Council.

Step 7: The quarterly performance report is presented to Council and to other relevant authorities, as legislated.

Step 8: The quarterly performance report is submitted to the Municipal Public Accounts Committee and uploaded on the GTM website for the public to view.