

76

EPHRAIM MOGALE

LOCAL MUNICIPALITY

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EXTRACTS FROM THE MINUTES OF THE 2nd ORDINARY COUNCIL MEETING OF EPHRAIM MOGALE LOCAL MUNICIPALITY HELD ON THURSDAY THE 29th OCTOBER 2020

FILE/S : 5/1/110/1

OC2/08/2020: SDBIP FIRST QUARTER PERFORMANCE REPORTS 2020/2021 FINANCIAL YEAR

RESOLVED

1. That Council notes the First Quarter Performance Report for 2020/2021 financial year and further recommends to Council for adoption
2. That Acting Municipal Manager implement the decision accordingly

L.B. Modisha

CLLR L.B MODISHA
SPEAKER

29 OCTOBER 2020

FINALISATION BY:

REFERRED TO *PMS officer* BY ACTING MUNICIPAL MANAGER

H.M. PhaaHLA
H.M PHAAHLA
ACTING MUNICIPAL MANAGER

29-10-2020
DATE RECEIVED

75

EPHRAIM MOGALE LOCAL MUNICIPALITY

FIRST QUARTER INSTITUTIONAL PERFORMANCE REPORT – 2020/2021



“Agricultural Hub of choice”

Slogan - RE HLABOLLA SECHABA

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1. Foreword

The purpose of this report is to give feedback regarding the performance of the Ephraim Mogale Local Municipality as required through The Municipal Systems Act No 32 of 2000, section 41(e) and the Municipal Finance Management Act 56 of 2003, section 52(d). The information included in this report is based on the IDP¹ and SDBIP² as developed for the financial year 2020/2021. The scorecards were developed to reflect ***cumulative performance***, therefore the status of indicators are a reflection of the overall performance level achieved year to date.

2. Executive Summary

This report serves as the **First Quarter Institutional Performance Report** for the **2020/2021** financial year **ending 30th of September 2020**. It provides feedback on the performance level achieved (accumulative reporting) against the targets as laid out in the IDP/SDBIP Scorecard. In the case of under-performance, the respective concerns or mitigating reasons are highlighted and detail pertaining to the relevant measures taken to address these challenges are included thereto.

The overall performance for the Ephraim Mogale Local Municipality is based on a composite Performance Scorecard of each Department comprising of all indicators assessed in the period under review.

The overall First Quarter Institutional performance achieved for the 2020/2021 financial year reflected a **75%** with only **80** out of **106 KPI's** assessed attaining set targets.

Improvement performance levels were experienced in three key performance areas as depicted in the Table Ref No1. The quality of departmental performance submissions needs to be addressed as a significant number of KPI's were not reported on. Departments need to take responsibility and accountability for service delivery and related activities measured in the performance reports, as this is a public document and reflects negatively on the municipality's commitment to service delivery. We need to instil a culture of accountability in the organisation and significantly improve the levels of monitoring and evaluation which are a prerequisite to ensure responsible management decisions can be taken.

¹ Integrated Development Plan

² Service Delivery and Budget Implementation Plan

3. Key Performance Areas and Organisational Strategic Objectives

The following Key Performance Areas and Strategic Objectives have been adopted by the municipality for the purposes of reporting on the attainment of the Institutional performance indicators and targets

KPA 1: Spatial Development Analysis and Rationale

Strategic Objective: Plan for the future and promote integrated human settlement and agrarian reform

KPA 2: Service Delivery and Infrastructure Development

Strategic Objective A: Improve community well-being through provision of accelerated basic service delivery

Strategic Objective B: Improved social well-being

KPA 3: Local Economic Development

Strategic Objective A: Grow the economy and provide livelihood support

KPA 4: Municipal Transformation and Institutional Development

Strategic Objective A: Develop and retain skilled and capacitated workforce

KPA 5: Municipal Financial viability and Management

Strategic Objective: Become Financially Viable

KPA 6: Good Governance and Public Participation

Strategic Objective: Sound Governance through effective oversight

4. Comparison of Institutional Performance Levels 2018/2019 – 2020/2021

Table 1: Institutional Performance Comparison

KPA No	KPA	2018/2019			2019/2020			First Quarter 2020/2021			
		Total KPI's Assessed	Targets Achieved	% Target Achieved	Total KPI's Assessed	Targets Achieved	% Target Achieved	Total KPI's Assessed	Targets Achieved	Targets Not Achieved	% Target Achieved
1	Spatial Rationale	13	10	77%	10	08	80%	06	05	01	83%
2	Basic Service Delivery and Infrastructure Development	43	22	51%	35	25	71%	19	13	06	68%
3	Local Economic Development	12	11	92%	10	01	10%	05	05	0	100%
4	Municipal Transformation and Institutional Development	36	30	83%	34	21	56%	22	17	05	77%
5	Municipal Financial Viability and Management	20	18	90%	18	16	89%	15	13	02	87%
6	Good Governance and Public Participation	49	37	76%	50	22	44%	39	27	12	68%
	TOTAL	173	128	74%	157	93	59%	106	80	26	75%

The following section contains a comprehensive breakdown of the individual Departmental performance. The scores highlight the progress with respect to performance not only at a departmental level, but also represents the progress made within each Key Performance Area (KPA).

Table 2: Individual Departmental performance Comparison

No	Department	First Quarter 2020/2021			
		Total KPI's Assessed	Targets Achieved	Targets Not Achieved	% Target Achieved
1	Planning & Economic Development	12	11	01	92%
2	Budget & Treasury Services	15	13	02	87%
3	Office of the Municipal Manager	21	18	03	86%
4	Corporate Services	37	25	12	68%
5	Infrastructure Services	16	10	06	63%
6	Community Services	05	03	02	60%
	TOTAL	106	80	26	75%

5. Service Delivery and Performance Indicator

The high level non-financial measurable performance objectives in the form of service delivery targets and other related performance indicators form part of this section of the SDBIP. These indicators and targets will be cascaded to departmental scorecards, which will be used for internal monitoring of the organisation and relevant individuals.

5.1 KPA 1: SPATIAL RATIONALE

Strategic Objective: Plan for the future and promote integrated human settlement and agrarian reform

Project Name	Priority Programme	KPI	IDP Ref No	R 000's		Baseline 2018/2019	First Quarter Targets 2020/2021				Portfolio of Evidence	Responsible Department		
				Budget	Actual		Target	Actual	Achievements	Challenges			Corrective Action	Annual
Compliance with Town Planning Scheme regulations	Land Use Management	% of land use applications received and processed within 60 days as per the SPLUMA Act 16 of 2013	SR 01	Internal	Internal	100%	100%	100%	Achieved	None	None	100%	Land Use application register	Planning & Economic Development
EPMLM Town Planning By-Laws		Number of Town Planning related By-Laws/policies developed and gazetted by June 2021	SR 02	63 008.40	0.00	3	N/A	N/A	Target for the 4 th Quarter	None	None	1	Developed and gazetted Town Planning related By-Laws/policies	

Compliance with National Building Regulations	Building Plans Administration	SR 03	% of buildings constructed with approved plans, received and inspected within 5 days that comply with the National Building Regulations and Building Standards Amendments Act No 49 of 1995	100%	100%	100%	Achieved	None	None	100%	Individual site inspection reports and the Building plan file register
			% of New Building Plans of less than 500 square meters received and assessed within 28 days of receipt of plans	100%	100%	100%	Achieved	None	None	100%	Building Plan submission register
Appropriate land use and integrated development	Land Use Management	SR 04	% of New Building Plans of more than 500 square meters received and assessed within 60 days of receipt of plans	100%	100%	100%	Achieved	None	None	100%	Building plan submission register
			No. of Land Use Awareness workshops held with Magoshi by June 2021	4	1	0	Not Achieved	Covid regulations which restricted meetings and the unavailability of the relevant professionals.	Land Use Awareness workshop to be held with Magoshi during the 2 nd quarter.	4	Attendanc e registers and reports
Township Establishment		SR07	No. of sites demarcated in Uitylught by June 2021	0	N/A	N/A	Target for the 4 th Quarter	None	None	300 sites demarcated	Approved Layout/General Plan

Human settlement	Facilities Maintenance Management	No. of quarterly progress reports in terms of new housing units provided by CoGHSTA submitted to Council by June 2021	SR08	0.00	0.00	1	1	1	Achieved	None	None	4	Quarterly Progress Report	
		Precinct plan	No. of Marble Hall Precinct plan developed by June 2021	SR09	R300 000	0.00	0	N/A	N/A	Target for the 2 nd Quarter	None	None	1	Developed Precinct plan

5.2 KPA 2: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

Strategic Objective A: Improve community well-being through provision of accelerated basic service delivery
 Strategic Objective B: Improved social well-being

Project Name	Priority Programme	KPI	IDP Ref No	R 000's		Baseline 2018/2019	First Quarter Targets 2020/2021					Portfolio of Evidence	Responsible Department	
				Budget	Actual		Target	Actual	Achievements	Challenges	Corrective Action			Annual
Transformer Maintenance and oil testing	Electricity	No. of transformers tested by June 2021	BS01	2 279 000	25 499	0	N/A	N/A	Tender evaluation completed.	None	None	50 transformers tested.	Completion certificate	Infrastructure Services
Ring Main Unit Maintenance		No. of ring main units serviced by September 2020	BS02			20	14	Not Achieved	Components for old units not locally available. Lockdown	Revise part quantities and import.	20 Ring main units serviced.	Completion certificate		
Public Lighting- Inspection of streets lights		No. of Street light fittings inspected by June 2021	BS03	593 600	84 859	5755	1092	Achieved	Vandalism, severe weather & customer complaints	Additional inspections	4368	Inspection monthly reports		
Public Lighting- Maintenance of streetlights		% of faulty Street light fittings repaired within 90 days.	BS04			100%	100%	Achieved	None	None	100%	Inspection /repair monthly reports		
Public Lighting- Inspection of Mast lights		No. of Mast lights fittings inspected by June 2020	BS05			2349	531	Achieved	Vandalism, severe weather & customer complaints	Additional inspections	2124	Inspection monthly reports		
Public Lighting- Maintenance of Mast Lights		% of Faulty Mast light fittings repaired within 90 days	BS06			100%	100%	Achieved	None	None	100%	Inspection /repair monthly reports		
Energy efficiency & Demand side management		No. of light fittings replaced June 2021	BS07	3 600 000	0	New	N/A	Material ordered.	Budget was adjusted	Revised business plan submitted	150 light fittings replace	Completion certificate		

Project Name	Priority Programme	KPI	IDP Ref No	R 000's		Baseline 2018/2019	First Quarter Targets 2020/2021						Responsible Department	
				Budget	Actual		Target	Actual	Achievements	Challenges	Corrective Action	Annual		Portfolio of Evidence
Install RMU Cable to connect Ext 5&6		No of RMU's installed by June 2021	BS08	930 000	0	New	N/A	N/A	Tender evaluation completed.	None	None	1 RMU installed	Completion certificate	
Network design software		Number of network design software packages purchased by June 2021	BS09	80 000	0	New	N/A	N/A	Quotations closed	None	None	1 design software program	Invoice and network design software	
Truck mounted crane		Number of cranes purchased and installed by June 2021	BS10	700 000	0	New	N/A	N/A	Tender closed	None	None	1 crane purchased and installed	Completion certificate . New crane.	
Tools (3 tool sets-boxes complete with tools)		Number of toolboxes with tools purchased by June 2021	BS11	50 000	0	New	N/A	N/A	Quotations closed	None	None	3 toolboxes with tools purchased	Invoice. New toolboxes.	
Replace streetlight wood poles at Mamphokgo 20		No. of wood streetlight poles replaced at Mamphokgo by June 2021	BS15	250 000	0	New	N/A	N/A	Tender closed	None	None	20 wood poles replaced.	Completion certificate	
Replace streetlight wood poles at Mmotwaneng 20		No. of wood streetlight poles replaced at Mmotwaneng by June 2021	BS16	250 000	0	New	N/A	N/A	Tender closed	None	None	20 wood poles replaced.	Completion certificate	
Electrification of households		No. of quarterly reports in terms of households with access to basic levels of electricity submitted to MM (GKPI)	BS17	7 161 206	3 080 493	4	1	1	Achieved	None	None	4	Quarterly reports	

Project Name	Priority Programme	KPI	IDP Ref No	R 000's		Baseline 2018/2019	First Quarter Targets 2020/2021						Portfolio of Evidence	Responsible Department	
				Budget	Actual		Target	Actual	Achievements	Challenges	Corrective Action	Annual			
Industrial substation second supply phase 3(cable OTK to Ind Sub)		Meter of new cable installed from OTK substation by September 2020	BS18	1 000 000	986 229	New	900	900	Achieved	None	None	None	900meter of new cable installed.	Completion certificate	
Replace old PEX 11kV cable from 713 to 561		Meter of old PEX cable replaced with new cable by June 2021	BS35	1 600 000	0.00	New	N/A	N/A	Tender went through specification	None	None	None	440meter cable installed	Completion certificate	
Mabitsi internal streets	Roads and Storm Water	Km of roads to be constructed by June 2021	BS57	1 000 000.00	0.00	New	N/A	N/A	Target set for 2 nd quarter	None	None	None	Detailed design report and Progress report	Detailed design report and Progress report	
Leeuwfontein Sports Facility		No of Multi-purpose sports field constructed by June 2021	BS58	6 500 000.00	0.00	New	N/A	N/A	Target set for 2 nd quarter	None	None	None	1 sports complex constructed	Progress reports and completion certificates	
Stormwater Ext:6		Km of storm-water constructed by June 2021	BS61	4 000 000	0.00	New	N/A	N/A	Target set for 2 nd quarter	None	None	None	0.5km of stormwater drain constructed	Progress reports and completion certificates	
Rehabilitation of Leeuwfontein internal streets		Kilometer of road to be rehabilitated by June 2021	BS66	4 000 000	0.00	New	N/A	N/A	Target set for 2 nd quarter	None	None	None	0.5km of roads rehabilitated	Progress reports and completion certificates	

Project Name	Priority Programme	KPI	IDP Ref No	R 000's		Baseline 2018/2019	First Quarter Targets 2020/2021						Portfolio of Evidence	Responsible Department
				Budget	Actual		Target	Actual	Achievements	Challenges	Corrective Action	Annual		
Malebisa Internal Road		Kilometer of roads to be upgraded by June 2021	BS68	8 000 000		New	Construction Earthworks (60%)	Construction Earthworks (60%)	Achieved	None	None	2.3km of roads upgraded	Progress reports and completion certificates	
Mashemong / Mooihoek internal streets		Kilometer of roads to be upgraded by June 2021	BS70	7 600 000		New	Construction Earthworks (60%)	Construction Earthworks (60%)	Achieved	None	None	3.38km of roads upgraded	Progress reports and completion certificates	
Mamphokgo Sports Complex		No of Multi-purpose sports field constructed by June 2021	BS71	500 000		New	N/A	N/A	Target set for 2 nd quarter	None	None	1 sports complex constructed	Progress reports and completion certificates	
Regae bus route		Km of roads to be constructed by June 2021	BS88	5 000 000		New	N/A	N/A	Target set for 2 nd quarter	None	None	Detailed design report and Progress report	Detailed design report and Progress report	
Mmakgatle Internal road		Kilometer of roads to be upgraded by June 2021	BS89	8 000 000		New	Construction Earthworks (60%)	Construction Earthworks (60%)	Achieved	None	None	2.9km of roads upgraded	Progress reports and completion certificates	
Mogalatsane/phetwane internal street		Kilometer of roads to be upgraded by June	BS102	7 900 100		New	Construction Earthworks	Construction Earthworks	Achieved	None	None	3.33km of roads upgraded	Progress reports and	

Project Name	Priority Programme	KPI	IDP Ref No	R 000's		Baseline 2018/2019	First Quarter Targets 2020/2021						Responsible Department
				Budget	Actual		Target	Actual	Achievements	Challenges	Corrective Action	Annual	
		2021					orks (60%)						completing certificate
STREETS		Kilometer of roads graded by June 2020	BS 118	3 000 000		1500km	295.4km	Not Achieved	Delayed by Covid -19 national lockdown regulations	Awaiting for the ease of the lockdown regulations	1500km	Inspection report	
		M ² of base and surface patched by June 2020	BS 119		1300m ²	400m ²	19.74 m ²	Not Achieved	Delayed by Covid -19 national lockdown regulations	Awaiting for the ease of the lockdown regulations	1300m ²	Inspection report	
		Kilometer of stormwater drains and channels cleaned by June 2020	BS 120		52.7km	15km	19.4km	Not Achieved	Delayed by Covid -19 national lockdown regulations	Awaiting for the ease of the lockdown regulations	52.7 km	Inspection report	
		Kilometer of surfaced roads marked by June 2020	BS 121	314 700		172km	0km	Not Achieved	Delayed by Covid -19 national lockdown regulations	Awaiting for the ease of the lockdown regulations	172 km	Inspection report	
Maintenance of Municipal buildings	Facilities Maintenance Management	No. of municipal buildings maintained as per the approved municipal maintenance plan by June 2020	BS1 22	3 813 000	20	05	01	Not Achieved	Finalising the Maintenance Plan	To start implementing soon after the approval and speed up progress to cover up for the work not done in Q1	20	Final Inspection Reports & Approved Maintenance Plan	
		No. of municipal houses		56 180.00	08	02	N/A	Houses are maintained as	None	N/A	08	Requests & Final	

Project Name	Priority Programme	KPI	IDP Ref No	R 000's		Baseline 2018/2019	First Quarter Targets 2020/2021						Responsible Department	
				Budget	Actual		Target	Actual	Achievements	Challenges	Corrective Action	Annual		Portfolio of Evidence
Loosening of gravel at landfill site for covering material	Waste Management	maintained as per the requests received from the occupants by June 2021 No. of plan developed for the loosening of gravel for covering Landfill Site by June 2021	BS1 27	210 000,00	0.00	New	N/A	N/A	and when requests are received. Target set for 4 th quarter	None	None	1	Plan and Invoice	Community Services
Conduct external compliance audit on landfill site		External compliance audit on landfill site conducted by June 2021	BS1 29	180 000.00	0.00	New	N/A	N/A	Target set for 3 rd quarter	None	None	1	Final report	
Landscaping & Parks development		No. of landscaping and park development project implemented by June 2021	BS1 33	900 000.00	0.00	1	N/A	N/A	Target set for 4 th quarter	None	None	1	Final progress report	
Waste Management		Number of villages /informal settlements with access to a minimum level of basic waste removal by June 2021	BS1 53	Internal	Internal	New	3 villages per week	3 villages per week	Achieved	None	None	3 villages per week	Monthly signed waste collection reports	
		Number of households in Marble Hall with access to a minimum level of basic waste removal by June		Internal	Internal	5619 h/h week	915 h/h week	915 h/h week	Achieved	None	None	915 h/h week	Monthly signed waste collection reports/ Billing report	

Project Name	Priority Programme	KPI	IDP Ref No	R 000's		Baseline 2018/2019	First Quarter Targets 2020/2021					Portfolio of Evidence	Responsible Department	
				Budget	Actual		Target	Actual	Achievements	Challenges	Corrective Action			Annual
Cemetery Fencing		2021 (once a week) Number of Refuse containers placed in villages/and farms for access to refuse removal (once a week removal)		Internal	5	5 /week	5 /week	Achieved	None	None	None	5/week	Monthly signed waste collection reports	
	Cemetery	No. of cemeteries fenced with EPWP employees by June 2021	BS139	680 000.00	0.00	6	N/A	N/A	Target set for 4th quarter Process of identification done	None	None	6	Final handover certificate	

5.3 KPA 3: LOCAL ECONOMIC DEVELOPMENT

Strategic Objective A: Grow the economy and provide livelihood support

Project Name	Priority Programme	KPI	IDP Ref No	R 000's		Baseline 2018/2019	First Quarter Targets 2020/2021					Portfolio of Evidence	Responsible Department	
				Budget	Actual		Target	Actual	Achievements	Challenges	Corrective Action			Annual
LED Support	Local Economic Development	No. of training workshops conducted for SMME's by June 2021	LED01	0.00	0.00	4	N/A	N/A	Target for the 3rd Quarter	None	None	2	Reports and Attendance registers	Economic Development & Planning
		Development of Database for SMMEs and informal traders	LED05	0.00	0.00	0	1	1	Achieved	None	None	1	List of SMMEs and Informal traders	

LED forum		No. of quarterly LED forum meetings held by June 2020	LED 02	57 792.60	0.00	4	N/A	N/A	Target for the 2 nd Quarter	None	None	3	Reports and Attendance Registers
LED Summit		Hosting of annual LED Summit by 30 Jun 2021	LED 03	242 609,80	0.00	1	N/A	N/A	Target for the 3 rd Quarter	None	None	1	Reports and Attendance Register
Effective CWP Local Reference Forum		No. of quarterly CWP Local Reference Forum meetings held by June 2021	LED 05	Internal	Internal	New	1	1	Achieved	None	None	4	Reports and Attendance Register
EPWP Expense	EPWP	No. of EPWP job opportunities provided (FTE) through EPWP grant funding by 30 June 2020 (GKPI)	LED 06	1 165 000.00		307	50	50	Achieved	None	None	179	Quarterly reports submitted to the Department of Public Work
Tourism Forum	Local Economic Development	No. of quarterly Tourism Forum meetings held by June 2020	LED 07	Internal	Internal	New	N/A	N/A	Target for the 2 nd Quarter	None	None	3	Reports and Attendance Registers
LED Projects Awards		Hosting of an Annual LED Awards ceremony by 30 June 2021	LED 10	133 708.00		New	N/A	N/A	Target for the 4 th Quarter	None	None	1	Report and Attendance Register
Management of Informal Traders		No. of Quarterly Marble Hall Hawkers Forum meetings held by June 2021	LED 08	Internal	Internal	New	N/A	N/A	Target for the 2 nd Quarter	None	None	4	Minutes and attendance register

		No. of revised By-law on informal trading submitted to Council by 30 June 2021	LED 09	R63 008.00		New	N/A	N/A	Target for the 2 nd Quarter	None	None	1	Revised By-law on informal trading and Council resolution
Social Responsibility Programs	Local Economic Development	No. of quarterly reports submitted to Council with respect to the implementation of Social Labour Plan (SLP) and Corporate Social Investment (CSI) programmes of Mining Companies by June 2021	LED 13	Internal	0	1	1	1	Achieved	None	None	4	Quarterly report and Council resolution
		No. of quarterly reports on the implementation of Limpopo Business Regulation Act by June 2021		Internal	New	1	1	1	Achieved	None	None	4	Quarterly Report and council resolution

5.4 KPA 4: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

Strategic Objective A: Develop and retain skilled and capacitated workforce

Project Name	Priority Programme	KPI	iDP Ref No	R 000's		Baseline 2018/2019	First Quarter Targets 2020/2021				Responsible Department		
				Budget	Actual		Target	Actual	Achievements	Challenges		Corrective Action	Annual
Employment Equity	Institutional Development	No. of EE Committee meetings held by June 2021	MT OD0 1	20 03	0.00	4	1	0	Not Achieved	Committee members not yet back to work.	Arrangement to be made to have members to return to work when so required.	4	Corporate Services
		No. of people employed in accordance with EE Plan by June 2021				68	N/A	N/A	Target for the 4 th Quarter.	None	None	None	11
Review of organizational structure		% of approved critical posts processed within three months on post being vacant (Sec 56/54A)	MT OD0 2	Internal	Internal	100%	100%	0%	Not Achieved	No new appointments made in the Quarter.	Positions still being advertised.	100%	Appointment letters
		% of approved posts processed within three months on post being vacant (below Sec 56/54A)		Internal	Internal	100%	100%	0%	Not Achieved	The position of CFO and that of Director PED to be re-advertised, after shortlisting and interviews were held.	Speedy re-advert of the vacant positions in this category.	100%	Appointment letters
		Review Organizational structure and align to the IDP and Budget by 30 June 2021	MT OD1 1	Internal	Internal	1	N/A	N/A	Target for the 4 th Quarter.	None	None	1	Approved Organizational structure and council resolution

Training Courses	No. of workforce trained as per target of Workplace Skill Plan (WSP) by 30 Jun 2021	MT ODO 3	870 000.00	0.00	50	10	5	Not Achieved	Delays in opening training due to lockdown restrictions.	List of trainees developed, for submission to the appointed Service Provider.	60	Annual training report and Proof of payment
			Internal	Internal	100%	10%	10%	Achieved	None	None	100%	Annual training report and Proof of payment
Occupational Health and Safety	No. of quarterly Workplace Health and Safety Forum meetings held by June 2021	MT OD 04	321 375.00	0.00	4	1	0	Not Achieved	Committee members not yet back to work.	Arrangement to be made to have members to return to work when so required.	4	Signed minutes and attendance register
			Internal	Internal	1	N/A	N/A	Target for 4 th Quarter.	None	None	1	Council Resolution and agenda
Employees Assistance Programme	No. of Employee Wellness Programs held by Jun 2021	MT OD 05	216 387.20		4	1	1	Achieved	None	None	4	EAP reports and Attendance registers
Employee Merit Awards	Number of reports for staff awards by Jun 2021	MT ODO 6	134 832	0.00	New	N/A	N/A	Target for the 2 nd Quarter.	None	None	1	Employee Merit Awards report and Attendance registers

Top learners Awards		Number of reports for learners awards by Jun 2021	MT OD07	95 281.28	0.00	New	N/A	N/A	Target for the 3 rd Quarter.	None	None	1	Top learners Awards report and Attendance registers
Labour Forum	Labour Relations	No. of monthly Local Labour Forum (LLF) held as scheduled by June 2021	MT OD08	0.00	0.00	4	3	4	Achieved	None	None	12	Minutes and attendance registers
		% of disciplinary proceedings initiated in relation to reported matters on a quarterly basis.		Internal	100%	100%	100%		100%	Achieved	None	None	100%
Policies	Policies	No. of new / reviewed policies adopted by Council by June 2021 (Total Organisation)	MT OD09	Internal	Internal	8	2	3	Achieved	None	None	8	Council agenda and Council resolution
Job Evaluation	Institutional Development	% of signed Job Descriptions developed by 30 Jun 2021	MT OD12	159 717.60		249	100%	5	Achieved.	None	None	100%	Signed Job Descriptions
Bursary fund: community members		No. of annual community bursaries allocated by June 2021	MT OD13	534.4 54.20	0.00	13	N/A	N/A	Target for the 3 rd Quarter.	None	None	8	Proof of payment, signed contracts and reports

Bursary fund: staff		No. of annual staff bursaries allocated by June 2021	MT OD 14	411 604.20	0.00	13	N/A	N/A	Target for the 2 nd Quarter	None	None	17	Proof of payment, signed contracts and reports
Records management	Records management	No. of quarterly status reports in terms of the record management system submitted to the Municipal Manager by June 2021	MT OD 15	Internal	Internal	New	1	1	Achieved	None	None	4	Quarterly report compiled.
Customer care	Customer / Stakeholder Relations Management	No. of quarterly Customer Complaint reports submitted to the Municipal Manager (inclusive of Premier & Presidential Hotline) by June 2021	New	Internal	Internal	4	1	1	Achieved	None	None	4	Quarterly Compiled reports
		No. of Batho Pele committee meetings held by 30 Jun 2021	New	Internal	Internal	10	3	1	Achieved	None	None	10	Minutes and attendance register
Maintenance of fire detectors.	Institutional Development	Number of quarterly reports on maintenance of fire detectors compiled by June 2020	MT OD 8	R70 000.00		New	1	1	Achieved	None	None	4	Maintenance report (Job Card)

Purchase of office furniture		% of office furniture procured by June 2021	MT OD19	R350 000	0.00	New	N/A	N/A	Target for the 3 rd Quarter	None	None	1	Delivery note and invoice
Programming	ICT	No. of quarterly reports compiled on network performance by June 2020	MT OD 23	2 310.0 08.40		4	1	1	Achieved	None	None	4	Quarterly reports
ICT Forums		No. of quarterly ICT steering committee meetings held in terms of the implementation of the ICT governance strategy and policy by June 2020	MT OD 24	R0.00	0.00	3	1	1	Achieved	None	None	4	Minutes and attendance register
Website Hosting		% of hosting and management of the website by SITA by June 2020	MT OD 23	68 254.2 0		100%	100%	100%	Achieved	None	None	100%	Quarterly reports
Legal Service	Legal Services	% of Service Level Agreements (SLA's) processed within the time frame of 30 days.	MT OD 25	5 000 0 00.00		100%	100%	100%	Achieved	None	None	100%	Quarterly Report on SLA's and employment contracts
		% Employment Contracts processed within the time frame of 30 days from the date of appointment.		0.00	0.00	100%	100%	100%	Achieved	None	None	100%	Quarterly Report on Employment Contracts

IDP Process	IDP	Final IDP tabled and approved by Council by the 31st May 2020	MT OD2 9	105 162,800	0.00	1	N/A	N/A	Target set for 4 th Quarter	None	None	1	Approved IDP Framework and Plan	Planning and Economic Development
		2020/2021 IDP/Budget review Process Plan approved by 30th June 2020					1	1	Achieved	None	None	1	Approved IDP/Budget Process Plan	
Performance Assessments	Performance Management	Annual Strategic Lekgotla Planning session convened as scheduled by June 2020	MT OD3 0	376 159.200	0.00	1	N/A	N/A	Target set for 3 rd Quarter	None	None	1	IDP Strategic Development Plan	Office of the Municipal Manager
		No. of performance review for section 54/56 conducted by February 2021	MT OD3 1	Internal	2	N/A	N/A	Target set for 3 rd Quarter	None	None	2	Section 54/56 Performance Assessments report		
PMS Quarterly Lekgotla		No. of Quarterly institutional Performance Reports submitted to Council per quarter	MT OD3 2	23 436.000	0.00	4	1	1	Achieved	None	None	4	Quarterly institutional Performance Reports	
Review performance management Framework		Reviewed Performance management Framework by June 2021	MT OD3 3	Internal	1	1	N/A	N/A	Target set for 4 th Quarter	None	None	1	Reviewed performance management Framework	

5.5 KPA 5: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

Strategic Objective: Become Financially Viable

Project Name	Priority Programme	KPI	IDP Ref No	R 000's		Baseline 2018/2019	First Quarter Targets 2020/2021				Portfolio of Evidence	Responsible Department		
				Budget	Actual		Target	Actual	Achievements	Challenges			Corrective Action	Annual
Data Cleansing	Financial Management	No. of consumer accounts updated by the 30 June 2021	FV01	127 990.80	0.00	New	275	275	Achieved	None	None	1500	Data cleansing reports	Budget & Treasury Office
Revenue enhancement	Financial Management	% outstanding service debtors to revenue by the 30 June 2021 (GKPI)	FV02	617 974	0.00	New	1.75%	19.51%	Achieved	None	None	15%	Section 71	
		% improvement in revenue enhancement by 30 June 2021		Internal	Internal	New	1%	14.86%	achieved	None	None	None	7.5%	Billing reports
Creditors payments	Financial Accounting (Expenditure)	% of consumer payment received with respect to municipal services provided as compared to that billed by June 2021		Internal	Internal	>85%	>85%		Achieved	None	None	>85%	Section 71 report	
		% of approved (compliant) invoices paid within 30 days	FV03	Internal	Internal	100%	100%		Achieved	None	None	100%	Approved (compliant) invoices register	
Compilation of annual and adjustment budget	Budget Management	Submission of MITRE Budget to Council for approval by the 31 May 2020	FV05	Internal	Internal	1	N/A	N/A	Target for the 4 th Quarter	None	None	Approved Budget	Approved Budget and Council resolution	

Compilation of In Year reports	Financial Management	No. of quarterly section 52(d) MFMA reports submitted to the Mayor by June 2021	FV 06	Internal	4	1	1	Achieved	None	None	4	Section 71 report
		No. of monthly section 71 MFMA reports submitted to EXCO by June 2021	Internal	12	3	3	Achieved	None	None	12	Section 52(d) report	
		Section 72 (midyear) MFMA report submitted to the Mayor by June 2021	Internal	1	N/A	N/A	Target for the 3 rd Quarter	None	None	1	Section 72 report	
Implementation of SCM regulations and policies	Supply Chain Management	No. of MFMA checklists submitted per quarter as legislated	Internal	4	1	1	Achieved	None	None	4	MFMA checklists	
		No. of quarterly SCM procurement plan reports submitted to the Executive Committee by June 2021	Internal	4	1	1	Achieved	None	None	4	Quarterly SCM reports	
		No. of quarterly deviation reports submitted to the MAM by June 2021	Internal	12	3	1	Achieved	None	None	12	Quarterly SCM reports	
GAMAP/GRAP Asset Register	Asset Management	GRAP Compliance Register in place July 2021	Internal	1	1	1	Achieved	None	None	1	Fixed Assets Register	
		No. of Fleet Management reports submitted to Council by 30 June 2021	Internal	4	1	1	Achieved	None	None	4	Monthly Fleet Management report	

		Annual submission of the asset verification report to the MM by 30 Sept 2020	New	Internal	Internal	1	1	1	Achieved	None	None	1	Asset verification report
Annual Financial Statement	Financial Management	Draft Annual Financial Statements (AFS) submitted on or before the 31 August 2020	FV10	Internal	Internal	1	1	0	Not Achieved	Postponement of AFS submission due to COVID-19	AFS to be submitted in the second quarter	1	Proof of submission from AG
Financial Management Grant		% of FMG grant spent by June 2021	FV11	Internal	Internal	100%	25%	5%	Not Achieved	Postponement of AFS submission due to COVID-19	AFS to be submitted in the second quarter	100%	FMG report
Policies		No. of new / reviewed policies adopted by Council by June 2021. (BTO only)	New	Internal	Internal	1	N/A	N/A	Target for the 4 th Quarter	None	None	12	Approved policies and Council resolution

5.6 KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

Strategic Objective: Sound Governance through effective oversight

Project Name	Priority Programme	KPI	IDP Ref No	R 000's		Baseline 2018/2019	First Quarter Targets 2020/2021			Portfolio of Evidence	Responsible Department			
				Budget	Actual		Target	Actual	Achievements			Challenges	Corrective Action	Annual
Special Programs	Transversal	No. of quarterly Special Programs held in terms of the (Elderly, Children, Disabled, Traditional healers, LGBT and other marginalised groups by June 2021	GG01	R252 821.40	0.00	4	3	0	Not Achieved	Delayed by Covid-19 national lockdown regulations	Awaiting for the ease of the lockdown regulations	12	Special programmes reports	Corporate Services
Public participation	Public Participation	No. of Community stakeholder meetings facilitated and attended by 30th Jun 2021	GG02	R265 815.20	0.00	12	1	1	Achieved	None	None	12	Reports and Attendance register	
		State of Municipal Address conducted by June 2021		R239 013.18	0.00	New	N/A	N/A	Target for the 3 rd Quarter	None	None	None	1	Report on the hosted SOMA
Ward committee support	Ward Committee	No. of monthly Ward Committees meetings held by June 2021	GG03	R192 000.00	0.00	192	48	48	Achieved	None	None	192	Quarterly ward committee's reports	
		Hosting of Annual Ward Committee Conference by June 2021	New	R464 877.00	0.00	1	N/A	N/A	Target for the 2 nd Quarter	None	None	None	1	Ward Committee Conference Reports

Mayoral programme: Youth development	Indigent s	No. of annual Ward Committee operational plans submitted to Council by June 2021	New	Internal	0	N/A	N/A	Target for the 2 nd Quarter	None	None	1	Annual ward committee report
		No. of Ward Committee Training conducted by June 2021	New	0.00	0	N/A	N/A	Target for the 4 th Quarter	None	None	1	Training Report & attendance register
		% of (indigents) households with access to free basic electricity services by 30 Jun 2021 (GKPI)	New	Internal	100%	100%	100%	Achieved	None	None	100%	Approved monthly indigent register submitted to Council
		No. of reports on reviewed indigent register compiled each quarter	New	Internal	4	1	0	Not Achieved	Delayed by Covid-19 national lockdown regulations	Awaiting for the ease of the lockdown regulations	4	Reviewed indigent register Reports
		No. of Youth programmes / initiatives implemented each quarter	GG04	0.00	4	1	1	Achieved	None	None	4	Quarterly Youth reports
	Youth Development	No. of Youth strategy developed by June 2021	New	Internal	New	N/A	N/A	Target for the 2 nd Quarter	None	None	1	Council Resolution and Youth Strategy
		Career Week hosted by June 2021	New	Internal	1	N/A	N/A	Target for the 4 th Quarter	None	None	1	Attendance register of both Tertiary Institutions and learners

Management of Municipal Media Platforms	Custom Stakeholder Relationship Management	No. of quarterly newsletters published by June 2021	GG05	348703.11	0.00	3	1	0	Not Achieved	Capacity constraints	Capacitate the unit	4	Published Newsletters
		Number of report generated on media platforms each quarter				0	1	0	Not Achieved	Capacity constraints	Capacitate the unit	4	Municipal media platforms quarterly reports
Programmes, Events and meetings	HIV/AIDS and other Diseases	Number quarterly Local Aids Council meetings scheduled and held by June 2021	GG06	92723.40	0.00	4	1	0	Not Achieved	Delayed by Covid-19 national lockdown regulations	Awaiting for the ease of the lockdown regulations	4	Reports, LAC Meeting minutes and attendance registers
		No. of quarterly HIV/AIDS awareness campaigns conducted by June 2021	GG07	83308.00	0.00	4	1	0	Not Achieved	Delayed by Covid-19 national lockdown regulations	Awaiting for the ease of the lockdown regulations	4	Awareness campaign Meeting minutes and attendance registers
Training of Councillors	Good Governance and Oversight	No. of Councillors capacitated in roles and duties pertaining to their responsibilities by the 30 June 2021	GG08	520000.00	0.00	32	5	5	Achieved	None	None	32	Proof of payments
	Disaster Management	No. of disaster awareness campaigns scheduled and held per ward by June 2021	GG17	86508.00	0.00	24	2	0	Not Achieved	Event due to Covid not implemented	Start with small groups in 2 nd quarter	8	Reports and attendance registers
		No of Disaster Management Plan developed by June 2021	GG18	0.00	0.00	0	N/A	N/A	Target for the 3 rd Quarter	None	None	1	Approved Disaster Management Plan

Mayor's cup	Sport and Recreation	No. of mayors cup events held by June 2021	GG1 9	241 020.00	0.00	1	N/A	N/A	Target for the 3 rd Quarter	None	None	1	Final report of Mayors cup
Heritage day celebration	Arts and Culture	No. of Heritage events held by June 2021	GG2 1	138 108,48	0.00	1	1	0	Not Achieved	Gatherings did not allow for events due to Covid but also SAC officers not back yet	National Heritage day was on 24 Sept 2020 and this local event will only be held next financial year	1	Final report of Heritage celebration
Diturupa		No. of Cultural festival held by June 2021	GG2 2	32860 8.00	0.00	1	N/A	N/A	Target for the 3 rd Quarter	None	None	1	Final report of Diturupa event
Promotion of SAC		Number of club development federations supported by June 2021	GG2 5	40 50 0.00	0.00	0	N/A	N/A	Target for the 4 th Quarter	None	None	1	Final report
Beauty Pageant		No. of Beauty Pageant held by June 2021	GG2 6	129 883.92	0.00	1	N/A	N/A	Target for the 4 th Quarter	None	None	1	Final report of Beauty Pageant event
Arrive alive	Safety and Security	No. of road safety awareness / prevention campaigns scheduled and held by June 2021	GG2 8	16 296.00	0.00	10	N/A	N/A	Target for the 2 nd Quarter	None	None	10	Arrive Alive Plan and report
Traffic Contravention System		No. of traffic contravention system procured by June 2021	GG2 9	132 000,00	0.00	New	N/A	N/A	Target for the 2 nd Quarter	None	None	1	Invoice and delivery note

Council Functionality	Good Governance and Oversight	No. of ordinary Council meeting held by June 2020 as per the approved Calendar of Events	New	Internal	Internal	5	1	1	1	Achieved	None	None	7	Council meeting minutes	Corporate Services
		No. of Council meetings resolved within the prescribed timeframe of (3) months (Total organisation)	Internal	Internal	4	1	1	1	1	Achieved	None	None	4	Quarterly status report of Council resolutions resolved	
		No. of monthly EXCO meetings held by June 2021	Internal	Internal	12	3	5	5	5	Achieved	None	None	12	EXCO meeting minutes	
		No. of Section 79 Committee meetings held each quarter	Internal	Internal	4	3	2	2	2	Not Achieved	Delayed by Covid-19 national lockdown regulations	Awaiting for the ease of the lockdown regulations	12	Agenda and minutes of Section 79 Committee meeting	
		No. of quarterly Compliance Register Reports submitted to Council by June 2021	Internal	Internal	New	1	1	1	1	Achieved	None	None	4	Quarterly Compliance Register Report	
MPAC functionality		No. of quarterly MPAC meetings held by June 2021	Internal	Internal	New	1	1	1	1	Achieved	None	None	4	MPAC meeting reports	
		Submission of Oversight Report to Council by the 30th March 2021	Internal	Internal	1	N/A	N/A	N/A	N/A	Target for the 3 rd Quarter	None	None	1	Annual Performance Oversight Report	

Performance Management	Performance Management	Draft Consolidated Annual Report submitted to Council on or before the 31st Aug 2021	New	Internal	1	1	1	Achieved	None	None	1	Draft consolidated Annual Report	Office of the Municipal Manager
		Submission of Final audited consolidated Annual Report to Council on or before 28 January 2021	New	Internal	1	N/A	N/A	Target set for 3 rd Quarter	None	None	1	Final consolidated Annual Report	
		Obtain a Clean Auditor General opinion for the 2021/2020 financial year	New	Internal	Unqualified	N/A	N/A	Target set for 2 nd Quarter	None	None	Clean	Final AG Management Letter	
		Adjusted Budget and SDBIP approved by the Mayor by the end of February 2021	New	Internal	1	N/A	N/A	Target set for 3 rd Quarter	None	None	1	Copy of Adjusted Budget and SDBIP	
		Final SDBIP approved by the Mayor within 28 days after approval of Budget	New	Internal	1	N/A	N/A	Target set for 4 th Quarter	None	None	1	Copy of Final approved SDBIP	
		% of KPIs attaining organisational targets by 30 Jun 2021 (Total organisation)	New	Internal	70,2%	25%	75%	Achieved	None	None	100%	Quarterly Performance Report	

		No. of reports submitted to Council per quarter in terms of compliance to the CoGHSTA Back to Basics reporting system by June 2021	New	Internal	New	1	1	Achieved	None	None	4	Quarterly CoGHSTA Back to Basics reports
Internal Audit	Risk Based audit	Internal Audit Policies reviewed by the Council by the 30th June 2021	GGO 9	Internal	3	N/A	N/A	Target for the 4 th Quarter	None	None	3	Council resolution
		Strategic Internal Audit Plan and Annual Internal Audit Plan approved by Audit Committee by 30th Jun 2021		Internal	1	1	1	Achieved	None	None	1	3 year strategic audit plan and Annual Internal Audit Plan
		No. of Internal Audit report submitted to the Audit Committee per quarter (the internal audit report will comprise of the audit reports due as per the approved annual audit plan)		200 150,8 0	0.00	4	1	1	Achieved	None	None	4

											None		100%	Quarterly Internal audit report
Audit of Performance Information (AOPI)	Performance Audit	% of Internal Audit Findings resolved per quarter as per the Internal Audit Action Plan by 30 June 2021 (Total Organisation)	Internal	Internal	80%	25%	25%	Achieved	None	None	None	4	100%	Quarterly AOPI reports
	Operation Clean Audit(OPCA)	No. of AOPI audit reports compiled by June 2021	Internal	Internal	4	1	1	Achieved	None	None	None	4	100%	Quarterly AOPI reports
		External quality assurance review/assessment of the internal audit function conducted by June 2021	Internal	Internal	0	N/A	N/A	Target for the 4 th Quarter	None	None	None	1	100%	External quality assurance assessment report
		Action Plan on issues raised by the Auditor General compiled and tabled to Council by January 2021	Internal	Internal	New	N/A	N/A	Target for the 3 rd Quarter	None	None	None	1	100%	Approved Action Plan
		% of Auditor General matters resolved as per the approved Audit Action plan by 30 June 2021 (Total organisation)	Internal	Internal	84%	NA	N/A	Target for the 3 rd Quarter	None	None	None	100%	100%	Quarterly AG Action Plan report

Audit & Performance Committee	Audit & Performance Committee	GG13	488 237,400	229740. 96	4	1	1	Achieved	None	None	4	Minutes of the A&P Committee meetings with attendance register
Anti-fraud awareness workshops/campaigns	Anti-fraud and Corruption Activity plan approved by 30th Jun 2021	GG15	Internal	Internal	1	N/A	N/A	Target for the 4 th Quarter	None	None	1	Anti-fraud and corruption activity plan
Risk Management Committee	No. of quarterly anti-fraud and corruption awareness campaigns held by June 2021	GG16	Internal	Internal	4	1	1	Achieved	None	None	4	Quarterly Risk management reports and activity reports
Risk Management Committee	No. of Risk Management reports submitted to the Audit Committee per quarter	GG16	Internal	Internal	4	1	1	Achieved	None	None	4	Awareness presentation & Attendance registers

Security Management Services	Security Services		% execution of Risk management plan within prescribed timeframes per quarter (Total organisation)	GG27	Internal	Internal	Internal	50%	100%	87.50 %	Not Achieved	Periodic assessments on audit committee was not conducted due to lockdown.	Periodic assessments to be conducted during Q4	100%	Quarterly Risk management reports									
	Security risk assessment conducted and approved by 31 st July 2021	GG27		Internal	Internal	Internal	New	Achieved	1	1	Achieved	None	None	1	Approved Security risk assessment									
	Security upgrade plan developed and approved by 31 st July 2021			Internal	Internal	Internal	New	Achieved	1	1	Achieved	None	None	1	Approved Security upgrade plan									
	% implementation of Security upgrade plan activities within prescribed timeframes			169 180,2 0	0.00	New	New	Not Achieved	100%	0%	Not Achieved	Delayed by Covid -19 national lockdown regulations	Awaiting for the ease of the lockdown regulations	100%	Security monitoring & Incident management reports									
	No. of Municipal Community halls safe-guarded through EPWP programme each quarter			1 317 000.0 0 (EPWP Grant)	479 11.91	10	10	Achieved	10	10	Achieved	None	None	10	Security monitoring & Incident management reports									
	No. of Security monitoring & Incident management reports compiled each quarter			Internal	Internal	New	New	Achieved	3	3	Achieved	None	None	12	Security monitoring & Incident management reports									

	No. of Security awareness/educational campaigns conducted each quarter	Internal	Internal	New	1	0	Not Achieved	Delayed by Covid-19 national lockdown regulations	Awaiting for the ease of the lockdown regulations	4	Security monitoring & Incident management reports and Attendance registers
	No. of Municipal Buildings Safeguarded through contracted service provider each quarter	6 000 000,00	915 626.98	19	19	19	Achieved	None	None	19	Security Monitoring and Incident Management reports

6. PERFORMANCE OF SERVICE PROVIDERS FOR FIRST QUARTER 2020/2021 FINANCIAL YEAR

This report is prepared in accordance with Section 46(1) (a) of the Local Government Municipal Systems Act 32 of 2000 which requires that a municipality must prepare for each financial year a performance report reflecting the performance of the municipality and each of the service providers during the financial year

Service /Project	Service Provider	Date appointed	End of the Contract	Revised completion date	Bid Amount	Expenditure	Performance Rating 1-5
EPMLM/8/3/348 Supply and delivery of public lighting maintenance materials as and when required for a period of 24 months	115 Electrical Solutions	26/03/2020 (28/02/2020)	28/02/2022	NA	NA	R 95 866.40	2
EPMLM/8/3/348 Supply and delivery of public lighting maintenance materials as and when required for a period of 24 months	Lesh M Distributors & projects	26/03/2020 (28/02/2020)	28/02/2022	NA	NA	R 0.00	3
Industrial substation supply phase 3-Installation of 900m MV cable	Zevusion (PTY) LTD	26/03/2020 (24/03/2020)	30/09/2020	NA	R 1 000 000.00	R 986 229.83	2
EPMLM/8/3/346 Ring Main Unit maintenance	Kingki Electrical Contractors (PTY) LTD	26/03/2020 (24/03/2020)	18/08/2020	18/12/2020	R 1 129 769.20	R 0.00	2
Provision of security services	Mabotwane security	01/09/2020	31 August 2023	N/A	R21 882 966.84	607 860,18	2
Payroll	SAGE (VIP)	06/01/2011	ANNUAL CONTRACT	N/A	Schedule of rates	R 0	3
Printing of statements	MaiTronics	01/05/2019	30/04/2021	N/A	Rates per statement	R 45908.10	4
Prepaid vending services	CONLOG	16/11/2016	ANNUAL CONTRACT	31/07/2021	Schedule of rates	R 147 609	4
Banking Services	FNB	01/07/2017	30/06/2022	N/A	Schedule of rates	R 263 411	4
General Valuation roll for 2017-2022	Manna Holding	18/08/2016	30/06/2022	N/A	R883,262.50	R 80 000	4

7. DESCRIPTION OF PERFORMANCE SCORING

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job
3	Fully effective	Performance fully meets the standards expected in all areas of the job
2	Not fully effective	Performance is below the standard required for the job in key areas
1	Unacceptable performance	Performance does not meet the standard expected for the job

APPROVAL



H.M. PHAAHLA
ACTING MUNICIPAL MANAGER

Date: 29-10-2020