

4TH QUARTER PERFORMANCE REPORT – APRIL – JUNE 2014 2013/2014 FINANCIAL YEAR

S. E Bukhosini
Municipal Manager



1. BACKGROUND AND LEGISLATIVE REQUIREMENTS

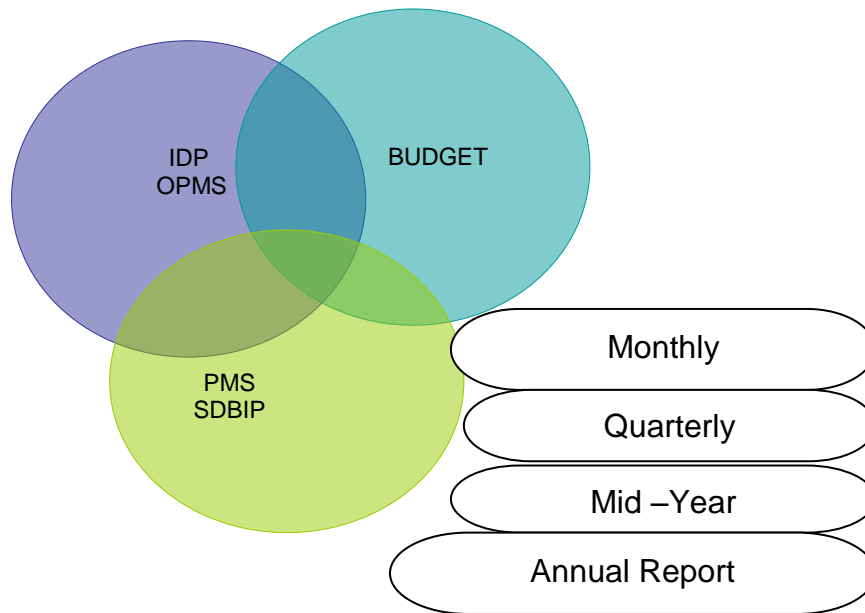
Section 52 (d) of the MFMA compels the mayor to submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality within 30 days of the end of each quarter. In accordance with the Local Government: PMS Regulations 2001 and 2006 the municipality is obliged to perform the organizational and individual (Municipal Manager and the Managers directly reporting to the Municipal Manager) Performance Management System to evaluate the performance of the municipality and its administration for a pre- determined period. It is in this context that this report has been prepared to appraise the stakeholders about progress made to date in relation to the set targets as well as challenges experienced and the remedial action that have been put in place as corrective measures in cases where the set targets have not been achieved accordingly.

This quarterly report provides a comprehensive analysis of the institutional performance which entails institutional performance and the related financial performance and status of the municipality as at 30 June 2014. According to the information collated from different departments within the municipality (Technical Services, Corporate Services, Community Services, Finance & Management) it has been confirmed that out of the 51 monthly targets which were pre-set 39 targets were successfully achieved and this has been translated to 76% overall performance of the municipality during the fourth quarter (April to June 2014). To this end the performance management unit has been established in the office of the manager to oversee the quarterly performance in all the head of departments to ensure the adherence to the revised procurement plan.

The service delivery performance management system has been structured such that it also reflects the co-relation between the achievement of the targets, service delivery as well as the institutional, financial performance and position. It is on the basis of this that we can confidently adduce evidence which confirms the co-relation between the service delivery and expenditure provided for through the finance performance report included in this report..

In conclusion, in line with section 52(d) of the MFMA, UMhlabuyalingana is therefore presenting this report with the express intention to articulate to both the council and the public the extent to which the municipality has performed this quarter.

Pillars of Municipal System



2. INSTITUTIONAL PERFORMANCE

TECHNICAL SERVICES

Department Technical Service had set itself 18 targets to achieve. From the 18 targets set only 13 were achieved leaving 5 targets not achieved, this translates to 72% achievement for the targets set. The remedial action for the targets not achieved has been set and documented in the remedial action.

CORPORATE

The Department of Corporate had set itself 11 targets and out of that 11 targets the department managed to achieve 10 targets and 1 was not achieved, which translates to 91% achievement.

FINANCE DEPARTMENT

The finance department had set itself a target of 21 targets to achieve. Out of that 21 targets set it managed to achieve all of them which translates to 100% achievement. The remedial action for the targets not achieved has been set in the monthly action plan.

It is important to remember that the finance department is the crucial department for the reporting and compliance with Municipal Finance Management Act 56 of 2003 therefore positive achievement for the finance department signals that the Municipality is on the right track to achieve its strategic objectives.

COMMUNITY

The Department of Community services had set itself 33 targets and out of that 33 targets the department managed to achieve 28 targets and 5 targets not achieved, which translates to 85% achievement.

3. INSTITUTIONAL PERFORMANCE TARGETS AS AT FOURTH QUARTER (APRIL – JUNE 2014)

DEPARTMENT	QUARTERLY TARGETS	TARGETS ACHIEVED	TARGETS NOT ACHIEVED	PERCENTAGE
CORPORATE SERVICES	11	10	1	91%
TECHNICAL SERVICES	18	13	5	72%
FINANCE	21	21	0	100%
COMMUNITY SERVICES	33	28	5	85%
ORGANISATION	51	39	12	76%

ANNEXURE

4TH QUARTER PERFORMANCE REPORT (APRIL – JUNE 2014)

2013/2014

NATIONAL KPA	STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR	UNIT OF MEASURE	ANNUAL TARGET	BUDGET ALLOCATION	QUARTER TARGET	QUARTERLY ACTUAL	REASONS FOR DEVIATION	PLANNED MEASURES FOR IMPROVEMENT
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	To provide the optimal institutional structure to render effective and efficient services	IDP's Adopted	Adopted IDP by council	Adopted IDP by June 2014	N/A		Target Achieved, 2014/15 IDP has been adopted by council on 30/05/14	N/A	N/A
		10 Critical services identified and included in the IDP	Credible IDP including 10 critical services	Credible and compliant IDP by June 2014	N/A		Target Achieved, credible and compliant IDP was submitted to COGTA on the 10/06/2014	N/A	N/A

	To provide the optimal institutional structure to render effective and efficient services	Number (as well as percentage) of critical posts filled	Number of critical posts filled by June 2014	5 critical posts filled by June 2014	N/A	N/A	Target achieved, Director corporate services, Director Community, Manager Internal Audit, Town Planner, SCM Manager	N/A	N/A
		Total number of posts filled on organogram	Total number of posts filled on municipal organogram				93 posts filled on the municipal organogram	N/A	N/A
		Number of people from employment equity target groups employed in the three highest levels of management	Number of people from employment equity target groups employed in the three highest levels of management	3 people employed from employment equity target groups employed in the three highest levels of management by June 2014	N/A	N/A	Target Achieved, 3 people were employed, Director Corporate services, Director Community Services and Community Manager	N/A	N/A
	Functional OPMS	Number of quarterly reviews conducted	Number of quarterly reviews conducted	4 quarterly reviews by June 2014	N/A	N/A	Target not achieved, Q1,Q2 & Q3 were reviewed by the Audit Committee	Delays in appointing Audit committee members	Q4 will be reviewed by end of August
		Number of reports submitted on performance in terms of Section 46 of the MSA	Number of reports submitted	1 report submitted to AG by August 2014	N/A	N/A Q 1 target	N/A	N/A	N/A
		Number of corrective actions taken to improve performance	Number of corrective actions taken to improve performance	4quarterly reports with corrective measures by June 2014	N/A	1 quarterly report with corrective measures	Target achieved, all reports have corrective action on targets not achieved	N/A	N/A

		number of PMS Policies Reviewed and adopted	number of PMS Policies Reviewed and adopted by December 2013	PMS policy reviewed and adopted by December 2013	N/A	PMS policy reviewed and adopted March 2014	Target not achieved, draft PMS policy was tabled to council.	Council deferred the item as they wanted to go through and have an understanding on the policy	The PMS Policy will be tabled to council for adoption in the next council meeting which is July 2014
		No of skills Audit Conducted	No of skills Audit Conducted	1 skills audit conducted by June 2014	R0.00	Skills Audit Report	Target achieved, the skills audit report has been submitted by the service provider	N/A	N/A
		Develop Employee Assistance Programme	1 employee Assistance programme by June 2014	1 employee Assistance programme by September 2013	R100 000.00	Approved plan	Target achieved, EAP was adopted by council	N/A	N/A
		Reviewed and Approved Organogram	Reviewed and Approved Organogram	Approved organogram by June 2014	N/A	Council Resolution	Target achieved, organogram has been approved by council on 30/05/2014	N/A	N/A
		Local Labour Forum meetings	Number of Local Labour Forum meetings	6 LLF meetings held by June 2014	R0.00	2 LLF meeting by June	Target achieved, one LLF meeting was held in June 2014	N/A	N/A
		Capacity building & training of councilors in Local Government Legislation	Number of trainings for councilors in Local Government Legislations	4 Training reports on Local Government Legislation	R300 000.00	1 Report of Councilors and Staff training	Target achieved, one report on staff training	N/A	N/A
		Ordinary Council meetings	Number of Ordinary Council Meetings	4 Ordinary Council Meetings	R0.00	1 Ordinary Council Meetings by June 2014	Target achieved, ordinary council meeting was held on the 30 th of June 2014	N/A	N/A
		Section 79 committees meetings	Number of Section 79 Committee meetings	12 Section 79 Committee meetings by June 2014	R0.00	3 Section 79 Committee Meetings held by June 2014	Target achieved, 3 section 79 committee meeting held	N/A	N/A
		General staff meetings	Number of General staff meetings	4 General staff meetings	R0.00	1 General Staff Meetings held by June 2014	Target achieved, one meeting held in June	N/A	N/A

		Reports on staff work attendance	Number of reports on staff work attendance	12 Monthly reports on staff work attendance	R0.00	3 reports on staff work attendance by June 2014	Target achieved, 3 monthly report on staff work attendance	N/A	N/A
		Progress report on contract management	Number of progress report on contract management	4 Quarterly progress report on contract management	R0.00	1 quarterly reports on contract management by June 2014	Target achieved	N/A	N/A
		Report on Public Safety	Number of reports on Public Safety	12 reports on Public Safety		3 reports on Public Safety by June 2014	Target achieved, 3 report on public safety	N/A	N/A
		Report on compliance with municipal policies, regulations and code of conduct	Number of reports on compliance with municipal policies, regulations and code of conduct	12 reports on compliance with municipal policies, regulations and code of conduct	R0.00	3 monthly reports on compliance with municipal regulations by June 2014	Target achieved, 1report on compliance	N/A	N/A
		Reports on Library services	Number of Reports on Library services	12 Reports on Library services		3 reports on Library Services by June 2014	Target achieved, 3 monthly report on Library	N/A	N/A
		Number of consumer units with access to refuse removal at least once per week	Number of consumer units with access to refuse removal at least once per week	51 consumer units with access to refuse removal by June 2014		Reports on Daily collection of waste as per schedule	Target achieved, weekly signed register on waste collection	N/A	N/A
		An updated and adopted Indigent Register for the municipality	An updated and adopted Indigent Register for the municipality	Updated and adopted Indigent Register by June 2014	R0.00		Target not achieved, the indigent register was updated but not adopted	There has been a delay on updating the indigent register	The indigent register will be adopted in August 2014
BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT		Construction of Manguzi/Mbazwana Public Toilets	Public Toilets constructed/completed by June 2014	Construction of Manguzi Public Toilets	R 1500 000.00		Target not achieved, Manguzi/Skhemelele is completed with engineers completion certificate	There were delays in Mbazwana on allocation of site	Mbazwana toilets, commencement of construction will start in July, Manguzi/Skhemelele project to be completed in July 2014

		Construction of Cashiers Office	Cashier's office constructed by June 2014	Cashier's office complete by June 2014	R100 000.00		Target not achieved, project has been placed on hold	The project has been putted on hold due to financial constraints	Project will resume in 2014/15 financial year.
		Construction of parking shelters	Parking shelters constructed by June 2014	Construction of parking shelters with engineer's completion certificate by June 2014	R350 000.00		Target not achieved, project has been placed on hold	The project has been putted on hold due to financial constraints	Project will resume in 2014/15 financial year.
		Construction of Sbhoweni community centre	Progress report Indicating 70% project completion	Construction of Sbhoweni community centre with engineer certificate	R 3 000 000.00	Superstructure, completed and project completion with engineers practical completion	Target achieved, project completed with Engineers completion certificate	N/A	N/A
		Construction of 5.0 km of 8.5km Zangomeni-Mngomezulu Road	No. of gravel road with engineers certificate	Construction of 5.0 km of Zangomeni-Mngomezulu Road	R6 939 200.00	Construction of 5.0 km of Zangomeni-Mngomezulu Road	Target achieved, project complete with Engineers completion certificate	N/A	N/A
		Construction of 1.2 km Qongwane and Mntanenkosi road by June 2014	Qongwane and Mntanenkosi road construction	Qongwane road constructed by June 2014	R 2 400 000.00	Construction of 1.2 km Qongwane and Mntanenkosi road by June 2014	Target achieved, project completed with engineers practical completion certificate	N/A	N/A
		Construction of 5 km of 11.5 km Manaba-Mlamula access road	Manaba-Mlamula access road construction	5 km Manaba-Mlamula access road construction	R7 000 000.00	Construction of 5 km of 11.5 km Manaba-Mlamula access road	Target achieved, project was completed in May 2014, the practical completion certificate was issued, awaiting work completion certificate in August 2014	N/A	N/A

		Construction of 4 km of 8.5km Mbubeni-Majola access road	Mbubeni-Majola access road construction	4 km Mbubeni-Majola access road	R6 000 000.00	Construction of 4 km of 8.5km Mbubeni-Majola access road	Target achieved, 84% project completion, currently processing the final layer	N/A	N/A
		Construction of Nyamazana Sports Fields as per priority Scheduled list	Construction of Nyamazana Sports Fields	Nyamazana Sports Fields	R3 000 000.00	Completion of project with engineers completion certificate	Target not achieved , contractor was terminated due to slow progress	Contract was terminated due to slow progress and non-performance by the contractor	Tender has been re- advertised and project will be complete in the 2014/15 financial year
		Mseleni electrification	350 household electrified	Electrification of 250 household	R10 000 000.00	Electrification of 350 households	Target achieved , awaiting Eskom with an outage date	N/A	N/A
LOCAL ECONOMIC DEVELOPMENT	To create an environment conducive for investment, economic growth and job creation	Number of wards where CWP has been implemented	Number of wards where CWP has been implemented	' (17) wards CWP implemented	N/A	Three monthly status report completed One reference committee meeting held	Target achieved, CWP has been implemented in all wards	N/A	N/A
	Extended Public Works Programme (EPWP)	Number of work opportunities created through LED development initiatives including Capital Projects	No. of jobs created	110 jobs created		3 reports on a number of jobs created by June 2014	Target achieved, 112 jobs had been created	N/A	N/A

GOOD GOVERNANCE, COMMUNITY PARTICIPATION AND WARD COMMITTEE SYSTEMS	To provide for an effective involvement of the public in municipal affairs	Number of ward committee management meetings held and percentage attendance by members	Number of ward committee management meetings held and percentage attendance by members	12 meeting per ward	R255 000	3 ward committee meetings per ward by June 2014	Target not achieved, councilors did not submit records	Non-submission of records	A letter was submitted to speaker for non-submission of the ward minutes together with attendance registers
		Number of Ward Committee meetings	Percentage of attendance by members per ward	Ward committee meetings	HR		N/A	N/A	N/A
		Number of complaints, queries and requests registered from the community and attended to (checklist for meetings needs against registered needs and turn-around time)	Number of complaints, queries and requests registered from the community and attended to (checklist for meetings needs against registered needs and turn-around time)	12 monthly reports on 17 registers and reports per ward by June 2014		3 reports on number of complaints per ward by June 2014	Target not achieved, no records were received	Non-submission of records	A letter was submitted to speaker for non-submission of the ward minutes together with attendance registers
		Distributed publications over a period of time	Number of distributed publications	4 Newsletters by June 2014		1 newsletter by June 2014	Target achieved, 1 newsletter has been distributed	N/A	N/A
		Management and updating of ward profiles and database of indigent households	Number of updated ward profiles and database of indigent households	One updated database of indigent households by June 2014		1 database of indigent report by June 2014	Target Achieved, updated indigent	N/A	N/A

		Participation in plans and programs of municipalities and other spheres of government impacting on the ward development and monitoring	List plans / programs	4 quarterly report of participation on programs		1 reports in IGR programs by June 2014	Target not achieved	N/A	N/A
		HIV/AIDS PROGRAMME	4 Local Aids Council by June	4 Local Aids Council by June	HR	1 Local Aids Council by June 2014	Target not achieved	There was poor attendance	N/A
		Established municipal public accounts committee	Established municipal public accounts committee	1 Oversight Report by June 2014		1 MPAC meeting by June 2014	Target achieved, 1 oversight report issued	N/A	N/A
		Established internal audit	Established internal audit	4 Internal Audit Reports by June 2014		1 Internal Audit reports by June 2014	Target Achieved, Internal audit reports were issued	N/A	N/A
		Established Audit Committee	Established Audit Committee	4 Audit Committee reports tabled to council		1 Audit Committee report by June 2014	Target Achieved, 1 Audit Committee report issued	N/A	N/A
		Fraud prevention plan in place and implemented	Fraud prevention plan in place and implemented	1 Fraud Prevention Plan by June 2014		N/A target set for the 4th quarter and will be reported by June 2014	Target not achieved	N/A	N/A

FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT		Percentage of a municipality's capital budget actually spent on capital projects identified in the IDP	Percentage of a municipality's capital budget actually spent on capital projects identified in the IDP	12 reports on Percentage of a municipality's capital budget actually spent on capital projects identified in the IDP by June 2014		3reports on Percentage of municipality's capital budget actually spent on capital projects identified in the IDP by	Target achieved, included in the Income and Expenditure report	N/A	N/A
		Municipal General Valuation roll approved	Approved Municipal General Valuation roll	Approved Municipal General Valuation roll by June 2014	R1 000 000.00	Adoption of the new General Valuation roll by 30 June 2014	Target achieved, General Valuation roll was adopted by council	N/A	N/A
		Approved revenue enhancement strategy	Approved revenue enhancement strategy	Approved revenue enhancement strategy by June 2014	R0.00	Approved revenue enhancement strategy by June 2014	Target not achieved, Revenue enhancement strategy is at the draft stage	N/A	The revenue enhancement strategy will be approved in the first quarter of the new financial year
		GRAP – Compliant Asset Register	GRAP –Compliant Asset Register	GRAP –Compliant Asset Register by June 2014	R400 000.00	3 monthly asset reconciliation report by June 2014	Target achieved, 1 monthly asset register and draft GRAP FAR	N/A	N/A
		Consideration of adjustment budget	Consideration of adjustment budget	Consideration of adjustment budget by March 2014	R0.00	N/A quarterly target	3 rd quarter target	N/A	N/A
		number of financial reports and reconciliations	number of financial reports and reconciliations	12 financial reports and reconciliations by June 2013	R0.00	3 financial reports and reconciliation by June 2014	Target achieved, monthly reports	N/A	N/A
		Approved Annual Budget for 2014-2015	Approved Annual Budget for 2014-2015	Approved Annual Budget for 2014-2015 by June 2014		Adoption of Final Annual Budget by council by June 2014	Target Achieved, Council adopted 2014/15 Annual Budget	N/A	N/A
		GRAP - compliant AFS	GRAP - compliant AFS	GRAP - compliant AFS by June 2014		GRAP Compliant AFS	In progress, AFS will be ready in August 2014	N/A	GRAP AFS will be ready for submission in August 2014

		SCM Reports	Number of SCM Reports	12 SCM Reports by June 2014	R0.00	3 SCM Reports by June 2014	Target achieved, SCM Reports	N/A	N/A
		S71 report submitted to Mayor and Treasury by 30 June 2014	Number of S71 report submitted to Mayor and Treasury by 30 June 2014	12 S71 report submitted to Mayor and Treasury by 30 June 2014	R0.00	3 section 71 reports submitted to mayor and Provincial Treasury by June 2014	Target achieved, S71 reports were submitted	N/A	N/A
		MFMA Compliance Checklist reports	Number of MFMA Compliance Checklist reports	12 MFMA Compliance Checklist reports	R0.00	3 MFMA compliance checklist reports by June 2014	Target achieved, MFMA Compliance checklist	N/A	N/A

Certified by Manager Internal Auditor : _____
Mrs T. P. Nhlenyama

Date : _____

Mr. S. E. Bukhosini : _____
The Municipal Manager

Date : _____

Clr T. S. Mkhombo : _____
The Hon. Mayor

Date : _____