

ITEM: MAY 03 08/11

DEPARTMENT OF PLANNING AND DEVELOPMENT: ANNUAL MUNICIPAL INSTITUTIONAL/CORPORATE PERFORMANCE REPORT FOR THE 2010/11 FINANCIAL YEAR

(5/10) (JN) (MAYORAL COMMITTEE: 23 AUGUST 2011)

The Director: Planning and Development reports as follows:

“In compliance with Chapter 6, Section 41(e) of the Municipal Systems Act (Act No. 32 of 2000) each municipality is required to establish a process of regular reporting to its Council and other approved structures. In order to align institutional performance reporting with the schedule for performance reviews in terms of the Performance Regulations of August 2006, Council adopted a quarterly reporting system which has also been captured in the approved Performance Management Policy of the municipality.

The Institutional/Corporate Performance Report is a high level performance report that provides an overall assessment of the municipality’s performance for a particular period. Furthermore, the performance of the Municipality is measured on set performance targets which were reviewed and re-set with regard to development priorities and objectives as captured in the Service Delivery and Budget Implementation Plan (SDBIP) for the specific financial year.

The key performance indicators (KPI’s) as reflected in the SDBIP are directly linked to the development priorities and objectives as set out in the reviewed Integrated Development Plan (IDP) of the Municipality. In compliance with the Act and the PMS Regulations there must be a seamless link between the IDP, the SDBIP and the budget for the particular financial year. In measuring and reporting on the performance of the municipality, the details in the operational plans of units, sections and departments must therefore be directly linked to the development priorities and objectives set for the municipality.

The quarterly, mid-year and annual performance reports will hence be high level assessments of the cumulative performance of the municipality as a whole, culminating from the internal assessments in every unit, section and department of the municipality.

The attached Annual Institutional Municipal Performance Report (**Page B7 – B10**) therefore provides an overall high level assessment of the actual performance of the municipality regarding the twelve (12) months (01 July 2010 to 30 June 2011) of the 2010/11 financial year.”

The Acting Municipal Manager, in consultation with the IDP/PMS Manager, recommends as follows:

RECOMMENDATION

1. Council considers the Annual Institutional Performance Report for the period 01 July 2010 to 30 June 2011.

RECOMMENDATION TO COUNCIL

1. Council notes the Annual Institutional Performance Report for the period 01 July 2010 to 30 June 2011.

RESOLVED

1. Council noted the Annual Institutional Performance Report for the period 01 July 2010 to 30 June 2011.

NOTED AT COUNCIL MEETING: 03 OCTOBER 2011

FRANCES BAARD DISTRICT MUNICIPALITY

ANNUAL MUNICIPAL INSTITUTIONAL PERFORMANCE REPORT: 2010/11 F/Y

Reporting Period: (01 July 2010 to 30 June 2011) (2010/11 F/Y)

FOURTH QUARTER REPORT - ANNUAL (2010/12 F/Y)

No.	(KPA's)	Key Performance Indicator (KPI)	Annual Target		Actual Performance		% Variance		REASON(S) FOR DEVIATION	IMPROVEMENT PLANS
			Number	%	Number	%	Number	%		
1	INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICE DELIVERY.									
1.1	1	Percentage (%) eradication of backlogs in respect of the National Targets for 2014 on basic service delivery. (Water, Sanitation, Electricity, Streets and Storm Water and Community Facilities)	-	-	-	-	-	-	This key performance indicator deals with the eradication of infrastructure backlogs within the district through the allocation of funding for projects in the local municipalities. However, Council allocated funding for maintenance projects only in terms of the huge demand for maintenance of infrastructure in the district and therefore no funding could be directed to the eradication of backlogs for this financial year.	
1.2	2	Percentage of basic municipal services to identified communities in the DMA.	-	-	-	-	-	-	Only some early planning was done as construction work needs to wait until the administrative issues around the development of the cemeteries have been completed by the land-use unit. Due to the unavailability of suitable land, the projects under this indicator have been abandoned by Council. No further measurements were made.	The planned cemeteries in the DMA did not realised due to the unavailability of land in the particular areas. The projects will therefore be abandoned for the current financial year and the allocated funding will be referred back for re-allocation or to be reserved for some other projects in the next financial year.
1.3	3	Number of support programmes implemented in local municipalities in compliance with legislation i.r.o. technical service delivery.	18	100%	18	100.0%	-	0.0%	Projects started late due to difficulties experienced with the tendering processes and the appointment of contractors. However, projects commenced in such time that all procedures and mechanisms could have been put in place to speed up the construction processes which were completed within the initial timelines for the financial year. All stakeholders played their roles in order to ensure that the set quality standards have been maintained as well.	n/a
1.4	4	Number of households provided with free basic municipal services.	35	100%	-	100.0%	-	0.0%	n/a	n/a
1.5	5	Percentage maintenance of identified municipal infrastructure in the category B municipalities and the DMA. (Roads Function Included per SLA)	-	100%	-	94.0%	-	-6.0%	Progress with the construction of projects were according to schedule, although capital spending was delayed in some instances due to the late submission of payment certificates by local municipalities. However, due to the persistent interventions of FBDM officials, only some minor issues were completed after the end of the financial year.	Local municipalities have been urged to speed up the payment claims for operation and maintenance work already been completed.
1.6	6	Percentage support to local municipalities in the facilitation of technical planning.	-	100%	-	122.0%	-	+22.0%	The planned supporting exercises from FBDM to assist local municipalities in technical planning have been implemented in phases, appreciable in advance of the set dates for completion which resulted in over-performance regarding this KPI.	n/a
1.7	7	Percentage implementation in terms of the "terms of reference" (TOR) for the implementation of a housing function in the municipality in 2011.	-	100%	-	105.0%	-	+5.0%	The process of completing the "Housing Chapters" includes five different chapters which need to be completed altogether. However, this exercise also includes the collection of a large amount of information which is a very time consuming task in itself, but as the process unfolded the backlogs have been eradicated and resulted in an over-performance in this particular area.	No improvement plans are to be implemented for the moment as progress is above expectation and in accordance with the set schedules.
2	MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION.									
2.1	8	Percentage of effective and efficient environmental health services rendered in the district.	-	95%	-	95.0%	-	0.0%	n/a	n/a
2.2	9	Percentage compliance in the implementation of the Disaster Management Act.	-	90%	-	110.0%	-	+20.0%	The recorded over-performance of the previous quarter continued during the last quarter and performance was even improved further due the co-ordinated role of the unit in the dissemination of food parcels, blankets, tents and other needed equipment towards the end of the quarter. The extensive rains which occurred during the early measurement period resulted in almost two weeks of intensive additional efforts in pumping away excessive rainwater in Blikkiesdorp. The response time and the quality of work done in respect of the above, resulted in quite a significant over-performance for this particular KPI.	n/a
2.3	10	Percentage implementation of the MISS document i.ro. the safekeeping of municipal property.	-	100%	-	100.0%	-	0.0%	n/a	n/a
2.4	11	Percentage compliance with Occupational Health and Safety Standards.	-	100%	-	100.0%	-	0.0%	n/a	n/a
2.5	12	Percentage compliance with the approved service level agreement (SLA) for management of the NEAR Centre in the district.	-	95%	-	95.0%	-	0.0%	n/a	n/a
2.6	13	Percentage compliance in respect of the approved Human Resource Strategy and policies of the municipality.	-	100%	-	100.0%	-	0.0%	n/a	n/a
2.7	14	Percentage compliance in respect of the Act on Record Management in local government.	-	100%	-	100.0%	-	0.0%	n/a	n/a
2.8	15	Percentage office support and gardening services rendered as been identified and approved within the municipality.	-	100%	-	100.0%	-	0.0%	n/a	n/a
2	MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION CONTINUE ...									
2.9	16	Percentage compliance in respect of ICT Master Plan within the municipality.	-	100%	-	120.0%	-	+20%	The unit managed to over-perform in the following areas: (1) Seven ICT policies have been prepared for submission to the policy committee instead of the three policies	n/a

No.	(KPA's)	Key Performance Indicator (KPI)	Annual Target		Actual		% Variance		REASON(S) FOR DEVIATION	IMPROVEMENT PLANS
			Number	%	Number	%	Number	%		
2 MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION CONTINUE ...										
2.10	17	Percentage compliance with the adopted IDP Framework and Process Plan for local municipalities and the DMA i.r.o. 2010/11.	-	100%	-	125.0%	-	+25.0%	Due to the local government elections which were held during May 2011, the IDP Unit of the municipality was compelled to complete all activities scheduled for the end of the Financial Year (30 June 2011) in the IDP Process plan by the end of the third quarter. The IDP Unit managed to complete all scheduled activities in the IDP Process Plan by the end of March 2011 and according to the quality standards set by the Systems Act. The completion of the above-mentioned, three months in advance of the original target dates, resulted in an over-performance with respect to this Key Performance Indicator (KPI).	n/a
2.11	18	Percentage compliance with the implementation of the adopted Performance Management System of the municipality.	-	100%	-	100.0%	-	0.0%	n/a	n/a
2.12	19	Percentage PMS support to local municipalities in the implementation of performance management as been requested.	-	100%	-	100.0%	-	0.0%	n/a	n/a
2.13	20	Percentage support to local municipalities in the facilitation of effective town and regional planning as been applied for i.t.o. the provisions of the applicable Acts and Regulations.	-	100%	-	100.0%	-	0.0%	n/a	n/a
2.14	21	Percentage provision of reliable spatial information for sustainable settlements to local municipalities and other stakeholders in the district.(GIS)	-	100%	-	120.0%	-	+20.0%	Over-performance in this area was accomplished due to early completion of projects and the exceptional quality of the products delivered.	n/a
2.15	22	Percentage support to GIS awareness programmes in the district.	-	100%	-	120.0%	-	+20.0%	Capacity building targets have been reached well in advance of the set targets for the measurement period and the training and assistance given to identified stakeholders in the district were of exceptional high quality.	n/a
2.16	23	Percentage compliance in supporting selected social development programmes in the district.	-	100%	-	105.0%	-	+5.0%	n/a	n/a
2.17	24	Percentage compliance in supporting selected community development programmes in the district.	-	100%	-	100.0%	-	0.0%	n/a	n/a
2.18	25	Percentage compliance in promoting the role of GDCY equality in the district i.to. Applicable policies	-	-	-	-	-	-	Unfortunately this KPI could not have been measured for the full measurement period of the financial year in consequence of the temporary termination of the function due to the	The GDCY Unit will be re-established and staffed once all the legal processes have been completed and the outcomes being digested and calculated.
3 LOCAL ECONOMIC DEVELOPMENT (LED)										
3.1	26	Percentage compliance with identified LED institutional capacity building programmes in the district.	-	100%	-	100.0%	-	0.0%	n/a	n/a
3.2	27	Percentage identified support and promotion of SMME's and other Business in the District.	-	100%	-	100.0%	-	0.0%	n/a	n/a
3.3	28	Number of programmes facilitated in support, promotion and development of tourism in the district.	24	100%	24	100.0%	0	0.0%	n/a	n/a
3.4	29	Number of programmes facilitaed i.r.o. value addition and project beneficiation for identified agricultural, mining and other related industries in the district.	16	100%	16	100.0%	0	0.0%	n/a	n/a
4 MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT										
4.1	30	Percentage compliance in promoting and implementing sound financial management practices in the Budget Office and the reporting mechanisms in line with the MFMA and the guidelines of National Treasury.	-	100%	-	106.0%	-	+6.0%	The over-performance in this area resulted from the impact made by the appointed service provider regarding the collection of revenue and the updating of land owner details. The retrieval of outstanding taxes and revenue surpassed the set targets for the exercise and hence the slight over-performance for this KPI.	n/a
4.2	31	Percentage assistance to local municipalities in financial management capacity building with compliance to GRAP and the MFMA.	-	47%	-	47.0%	-	0.0%	n/a	n/a
4.3	32	Percentage compliance with the MFMA and DORA i.t.o. expenditure, income and asset management in the municipality.	-	100%	-	101.3%	-	+1.3%	A slight over-performance in this area has been achieved through early planning which resulted in projects started prior to the expected commencement dates and therefore payments could be finalised before the set target dates.	n/a
4.4	33	Percentage compliance with the implementation of a fully compliant Supply Chain Management System.	-	100%	-	100.0%	-	0.0%	n/a	n/a
4.5	34	Percentage support to local municipalities for them to comply with legislation i.t.o. SCM.	-	100%	-	100.0%	-	0.0%	n/a	n/a
5 GOOD GOVERNANCE AND PUBLIC PARTICIPATION										
5.1	35	Percentage support in ensuring political and administrative interface between Council and Administration.	-	90%	-	90.0%	-	0.0%	n/a	n/a
5.2	36	Percentage implementation of branding initiatives and the improvement of the professional image of the municipality i.r.o. the adopted Communication Strategy of the municipality.	-	100%	-	100.0%	-	0.0%	n/a	n/a
5.3	37	Percentage compliance with the adopted Communication Strategy of the municipality i.t.o. the establishment of an effective communication network in the municipality.	-	100%	-	100.0%	-	0.0%	n/a	n/a
5.4	38	Percentage compliance with the implementation of an effective and efficient internal audit function in the district i.t.o the provisions of the MFMA to obtain a clean audit report for the municipality.	-	100%	-	145.0%	-	+45.0%	The municipality received an "Unqualified Audit Report without matters" from the Auditor-General regarding the 2009/10 financial year. This was also the fourth consecutive "Unqualified Audit Report" for Frances Baard District Municipality and hence the significant over-performance in this area.	n/a
: INDICATOR NOT MEASURED/ NO TARGET FOR MEASUREMENT PERIOD			Full Compliance: 0 % Variance				Under-Performance: - % Variance			Over-Performance: + % Variance