

ITEM: MAY 02 09/12

OFFICE OF MUNICIPAL MANAGER: ANNUAL MUNICIPAL INSTITUTIONAL/CORPORATE PERFORMANCE REPORT FOR THE 2011/12 FINANCIAL YEAR (FOURTH QUARTER).

(5/10) (JN) (MAYORAL COMMITTEE: 18 September 2012)

The Acting Municipal Manager 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 being 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 collective and 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 Municipal Institutional Performance Report**” (*Bound separately*) therefore provides an overall high level assessment of the actual performance of the municipality regarding the 12 months of the 2011/12 financial year. (**01 July 2011 to 30 June 2012**)”

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

RECOMMENDATIONS

- 1. Council considers the Annual Institutional Performance Report for the period 01 July 2011 to 30 June 2012.**

RECOMMENDATIONS TO COUNCIL

- 1. Council takes note of the Annual Institutional Performance Report for the period 01 July 2011 to 30 June 2012.**

RESOLVED

- 1. Council noted the Annual Institutional Performance Report for the period 01 July 2011 to 30 June 2012.**

APPROVED AT COUNCIL MEETING:

21 SEPTEMBER 2012

FRANCES BAARD DISTRICT MUNICIPALITY												
MUNICIPAL INSTITUTIONAL PERFORMANCE REPORT: 2011/12												
REPORTING PERIOD: ANNUAL PERFORMANCE REPORT (01 JULY 2011 TO 30 JUNIE 2012)							ANNUAL PERFORMANCE REPORT (4th Quarter - 2011/12)					
KPA's	Key Performance Indicators (KPI's)		Annual Target		4th Qtr. Target		Actual Performance		% Variance		REASON(S) FOR DEVIATION	IMPROVEMENT PLANS
			Number	%	Number	%	Number	%	Number	%		
1. INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICE DELIVERY.												
1	Percentage support in maintenance of municipal infrastructure in the district.		-	100%	-	100%	-	99.0%	-	-1.0%	The negative deviation in this indicator occurred as a result of not all allocated funding being spent for the financial year. However, all claims were paid out timeously and all maintenance projects were completed successfully which in fact means that a saving was noted on the financial statements. The late submission of payment claims by the local municipalities sometimes resulted in a measurement gap between the actual on-site progress with projects and the funding spent at a particular point in time.	Department: Infrastructure Services in FBDM is extending technical and administrative support to local municipalities in order to overcome delays between work done and the submission of payment certificates.
2	Percentage technical planning support to L/M's in the district.		-	100%	-	100%	-	125.0%	-	+25.0%	All infrastructural and technical planning requested by local municipalities for the 2011/12 financial year were completed three months before the actual target dates due to excessive efforts from FBDM technicians in collaboration with the technical staff of the local municipalities involved, which reflected a significant over-performance for this particular key performance indicator.	n/a
3	Percentage support to EPWP in the district for the 2011/12 financial year.		-	100%	-	100%	-	93.0%	-	-7.0%	Two issues mainly resulted in the negative performance indicated for this particular key performance indicator: (1) Delays in the appointment of a contractor (service provider) by Dikgatlong Local Municipality and (2) the consequential late completion of one of the smaller projects in this area of operation.	Monitoring and supporting plans have already been implemented by FBDM and it seemed to have a positive impact on the work programmes of the service providers. However, a request for the roll-over of funding was already submitted and approved by Council in order to complete the project satisfactorily and early in the new financial year.
4	Number of housing projects assessed, monitored and evaluated.		12	100%	12	100%	12	125.0%	-	+25%	The terms and conditions as set out in the existing memorandum of understanding (MOU) with the Provincial Department were implemented fully (100%), three months before the set target date which resulted in a significant over-performance for this key performance indicator.	n/a
2. LOCAL ECONOMIC DEVELOPMENT (LED)												
5	Percentage completed SMME support programmes in the district by 2012.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a
6	Percentage completed support programmes in promoting the main economic sectors in the district by 2012.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a
7	Percentage support in strategising and establishing functional LED Units in the district by 2012.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a
8	Number of staff in the L/M's capacitated through high level Tourism Training Programmes by 2012.		8	100%	8	100%	8	100.0%	0	0.0%	n/a	n/a
9	Percentage support to tourism related businesses in the district by 2012.		6	100%	6	100%	6	100.0%	0	0.0%	n/a	n/a
10	Number of tourism and marketing programmes, plans and projects supported and co-ordinated by 2012.		19	100%	19	100%	19	100.0%	0	0.0%	n/a	n/a
3. MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION ...												
11	Number of health monitoring and awareness programmes being facilitated and implemented by the end of 2012.		551	100%	551	100%	551	100.0%	0	0.0%	n/a	n/a
12	Number of environmental health sector plans, policies and awareness programmes being implemented by the end of 2012.		31	100%	31	100%	31	100%	0	0.0%	n/a	n/a
13	Number of fieldworkers trained i.t.o. capacity building in disaster management for 2011/12.		120	100%	120	100%	120	100%	0	0.0%	n/a	n/a
14	Percentage functionality of three operational Disaster Risk Forums in the district by the end of 2012.		3	100%	3	100%	3	90%	0	-10.0%	The three disaster risk forums in the local municipalities of Dikgatlong, Magareng and Phokwane were not launched yet due to no or poor response from the local municipalities despite the timeous completion of "TOR's" and follow-up letters addressed to them in this regard.	FBDM disaster management unit will liaise again with the three local municipalities involved in an effort to address the issue of cooperation between FBDM and the local municipalities in this regard.
15	Percentage compliance with the "Veld & Forest Fires Act of 1998 in the district by the end of 2012.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a
16	Percentage operational status of control systems in the municipality.		-	100%	-	100%	-	100.0%	0	0.0%	n/a	n/a
17	Number of inspections executed in FBDM according to National Occupational Health and Safety Standards.		4	100%	4	100%	4	100.0%	0	0.0%	n/a	n/a
18	Percentage support and assistance in labour relations management in the district.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a
19	Percentage support and assistance in the district with organisational development functions.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a
20	Percentage support and assistance in the district with sound human resources administration.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a
21	Percentage compliance with the Labour Relations Act and Policies of the municipality for the financial year.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a

KPA's	Key Performance Indicators (KPI's)		Annual Target		4th Qtr. Target		Actual Performance		% Variance		REASON(S) FOR DEVIATION	IMPROVEMENT PLANS
			Number	%	Number	%	Number	%	Number	%		
3. MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION ...												
22	Percentage support and assistance with the implementation of the adopted labour relation programmes of the municipality for the 2012 financial year.	–	100%	–	100%	–	100.0%	–	0.0%		n/a	n/a
23	Percentage compliance with the HR Policies and Procedures of the municipality for the financial year.	–	100%	–	100%	–	100.0%	–	0.0%		n/a	n/a
24	Percentage support and assistance in HR Administration.	–	100%	–	100%	–	100.0%	–	0.0%		n/a	n/a
25	Percentage compliance with the WSP for 2011/12 in the municipality.	–	100%	–	100%	–	100.0%	–	0.0%		n/a	n/a
26	Percentage progress with the establishment of a district Human Resources Forum.	–	100%	–	100%	–	100.0%	–	0.0%		n/a	n/a
27	Percentage compliance with the Archive Act to protect the corporate memory of the municipality.	–	100%	–	100%	–	100.0%	–	0.0%		n/a	n/a
28	Percentage compliance with the adopted office support services of the municipality for the 2011/12 financial year.	–	100%	–	100%	–	110.0%	–	+10%	Due to direct and deliberate efforts from the Department: Administration a number of support services have been performed beyond the set targets for the units involved. Old and outdated equipment has been replaced to improve office conditions in a number of offices in the administrative building of the municipality.		n/a
29	Percentage implementation of the the adopted ICT Master Plan for 2011/12 financial year.	–	60%	–	60%	–	70.0%	–	+10.0%	(1) Over-performance in this area was a result of the IT network being expanded beyond the set targets according to the ITC Master Plan. (2) Preliminary work in obtaining additional funding was also done over and above the scheduled activities in this regard.		n/a
30	Percentage implementation of the adopted ICT "Shared Services" and "Maintenance Framework" for 2011/12.	–	60%	–	60%	–	62.0%	–	+2.0	(1) The IT network was extended to the new extension of the Supply Chain Unit. (2) The ICT district forum started to be fully functional together with the ICT Steering Committee. (3) IT equipment (computers, servers, server packs) have been donated to local municipalities. (4) A new investigation was commissioned into the supply and distribution of power due to the frequent power failures that occurred recently. These activities were beyond the set targets for the measured period, hence the over-performance in this area.		n/a
31	Percentage compliance with the ICT Disaster Recovery Plan for 2011/12.	–	60%	–	60%	–	90.0%	–	+30.0%	(1) Over-performance in this area was a result of additional achievements in connection with securing funding for IT software in Sol Plaatje in connection with the automatised IT recovery procedures they needed to implement. (2) The procurement and installation of a new printer in the municipality, almost one quarter before the set target date also contributed to the over-performance in this KPI. (3) The budget for high risk IT projects has been increased due to submissions and motivations provided by the ICT Unit to expedite these high risk IT projects.		n/a
32	Percentage compliance with the IDP Review Process for 2011/12 in terms of the adopted IDP Framework and Process Plan for 2011/12.	–	100%	–	100%	–	100.0%	–	0.0%		n/a	n/a
33	Percentage support and assistance to Local Municipalities with IDP Reviews for 2011/12 in the district.	–	100%	–	100%	–	100.0%	–	0.0%		n/a	n/a
34	Percentage compliance with the review of IDP Sector Plans for 2011/12.	–	100%	–	100%	–	100.0%	–	0.0%		n/a	n/a
35	Percentage compliance with implementation of the Institutional PMS for 2011/12 in FBDM.	–	100%	–	100%	–	100.0%	–	0.0%		n/a	n/a
36	Percentage implementation of an Individual Performance Management System (Non- Section 57 Employees) in the municipality.	–	100%	–	100%	–	99.0%	–	-1.0%	The main reason for under-performance in this area resulted from late assessments from sub-units in the finance department which consequently project a negative effect on the final digestion and submission of information.	Procedures have been put in place to expedite the performance evaluations of sub-units which should ensure the timeous completion of quarterly performance appraisals.	
37	Percentage PMS support and assistance to Local Municipalities in 2011/12 financial year.	–	100%	–	100%	–	100.0%	–	0.0%		n/a	n/a
38	Percentage facilitation of urban development in terms of approved spatial plans for 2011/12.	–	100%	–	100%	–	100.0%	–	0.0%		n/a	n/a
39	Percentage facilitation of spatial development in Local Municipalities for 2011/12 in terms of existing Building Regulations.	–	100%	–	100%	–	100.0%	–	0.0%		n/a	n/a
40	Percentage support and assistance with GIS information to local municipalities in the district for 2011/12 financial year.	–	100%	–	100%	–	120.0%	–	+20%	The operations of these two key performance indicators are closely linked and have a direct impact on the performance of the other. The over-performance in these two indicators evolved from the record time and quality of the water infrastructure audit project which recieved ample acknowledgement even outside the boundaries of FBDM.		n/a
41	Percentage capacity building in GIS within local municipalities in the district during 2011/12.	–	100%	–	100%	–	120.0%	–	+20%			n/a

KPA's	Key Performance Indicators (KPI's)		Annual Target		4th Qtr. Target		Actual Performance		% Variance		REASON(S) FOR DEVIATION	IMPROVEMENT PLANS		
			Number	%	Number	%	Number	%	Number	%				
4. GOOD GOVERNANCE AND PUBLIC PARTICIPATION.														
42	Percentage support and co-ordination in respect of community programmes and projects for the 2011/12 financial year.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a		
43	Percentage capacity building support and co-ordination amongst local communities in the district.		-	100%	-	100%	-	100.2%	-	+0.2%	The main contributions to a slight over-performance in this key performance indicator were the technical planning support from the Infrastructure Department and IT support and assistance to some of the local municipalities in the district.	n/a		
44	Number of administrative programmes in support of Council and its committees for the 2011/12 financial year.		10	100%	10	100%	10	100.0%	0	0.0%	n/a	n/a		
45	Number of administrative activities executed in the Office of the Municipal Manager for the 2011/12 financial year.		80	100%	80	100%	80	100.0%	0	0.0%	n/a	n/a		
46	Percentage implementation of the adopted communications plan and policy for the 2011/12 financial year.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a		
47	Number of communications channels sustained for the 2011/12 financial year.		16	100%	16	100%	16	100.0%	0	0.0%	n/a	n/a		
48	Percentage implementation of the municipal Internal Audit Plan for the 2011/12 financial year.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a		
49	Number of credible Internal Audit Reports produced timely to FBDM and Local Municipalities for the 2011/ 12 financial year.		16	100%	16	100%	16	100.0%	0	0.0%	n/a	n/a		
5. MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT.														
50	Percentage compliance with the requirements for sound Revenue, Expenditure and Asset Management for the 12 months of the 2011/12 financial year.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a		
51	Percentage compliance with the requirements for sound Budget Office Management for the 12 months of the 2011/12 financial year.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a		
52	Percentage compliance with the legal requirements and the SCM Policy of the municipality for the 12 months of the 2011/12 financial year.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a		
53	Percentage support to Category B municipalities in financial management for the 2011/12 financial year.		-	100%	-	100%	-	100.0%	-	0.0%	n/a	n/a		
54	Percentage compliance in promoting and implementing sound financial management practices in line with the MFMA and the guidelines of National Treasury in achieving unqualified audit reports.		-	100%	-	100%	-	100.9%	-	+0.9%	The slight over-performance indicated for this key performance indicator was the effect of some grant funding spent before the set target dates for the 2011/12 financial year despite the under-performance in some of the sub-kpi's in this area of operations.	n/a		
: INDICATOR NOT MEASURED/ NO TARGET FOR MEASUREMENT PERIOD			Variance = 0% (Target Reached)				Full Compliance: 0% Variance				Under-Performance: - % Variance		Over-Performance: + % Variance	