

ITEM: MAY 01 08/10

**DEPARTMENT OF PLANNING AND DEVELOPMENT: ANNUAL MUNICIPAL
INSTITUTIONAL / CORPORATE PERFORMANCE REPORT FOR THE 2009/10
FINANCIAL YEAR**

(5/10) (JN) (MAYORAL COMMITTEE: 17 AUGUST 2010)

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 (KPIs) 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 of 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 B1 – B3**) therefore provides an overall high level assessment of the actual performance of the municipality regarding the 2009/10 financial year (01 July 2009 to 30 June 2010)”

The Municipal Manager, in consultation with the Director: Planning and Development, recommends as follows:

RECOMMENDATION

1. Council considers the Annual Institutional Performance Report for the period 01 July 2009 to 30 June 2010.

RECOMMENDED TO COUNCIL

1. Council accepts the Annual Institutional Performance Report for the period 01 July 2009 to 30 June 2010.

RESOLVED

1. Council accepted the Annual Institutional Performance Report for the period 01 July 2009 to 30 June 2010.

APPROVED AT COUNCIL MEETING:

22 SEPTEMBER 2010

FRANCES BAARD DISTRICT MUNICIPALITY

MUNICIPAL INSTITUTIONAL PERFORMANCE REPORT: 2009/10

Reporting Period: FOURTH QUARTER / ANNUAL PERFORMANCE REPORT (01 JULY 2009 TO 30 JUNE 2010)										ANNUAL PERFORMANCE REPORT (Fourth Quarter)	
No.	Key Performance Area (KPA)	Key Performance Indicator (KPI)	Annual Target		Annual Actual Performance		% Variance		Reason(s) for Deviation	Improvement Plan(s)	
			Quality	Quantity	Quality	Quantity	Quality	Quantity			
1		INFRASTRUCTURE DEVELOPMENT AND BASIC SERVICE DELIVERY.									
1.1		Eradicate the backlogs in basic service delivery according to National and Provincial targets. (Water, Sanitation, Electricity, Streets and Storm Water, Community Facilities)	100%	100%	100.0%	113.3%	0.0%	+13.3%	The main reason for over-performance in the completion of projects in the district under this KPI (Eradication of Backlogs) is the fact that almost all projects started during the previous financial year and construction work continued immediately after the commencement of the financial year without losing time on the pre- construction phases of the projects. No delays in construction work have been experienced and the completion of projects under this KPI were done well ahead of the planned schedules and target dates.	n/a	
1.2		Provide basic services to communities in the DMA.	95%	95%	95.0%	95.0%	0.0%	0.0%	n/a	n/a	
1.3		Provide infrastructure maintenance in the DMA and Local Municipalities.	90%	90%	90.0%	90.0%	0.0%	0.0%	n/a	n/a	
1.4		Ensure the implementation of an effective roads agency function in terms of the signed Service Level Agreement.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a	
1.5		Ensure the implementation of an effective housing agency function in terms of the signed Service Level Agreement.	100%	100%	100.0%	110.0%	0.0%	+10.0%	The housing unit performed a number of additional functions not yet obligatory to the unit in terms of accreditation. Additional support was provided to local municipalities regarding site inspections and evaluations which were also not part the the initial targets for the unit.	n/a	
2.1		Ensure delivery of effective and efficient environmental health services in the district.	100%	100%	100.0%	110.3%	0.0%	+10.3%	The environmental health unit was involved in programmes which were not initially part of the planning for the financial year. "Water quality" has become a major issue for the National and the Provincial Departments involved in environmental health issues and consequently the Municipal Environmental Health Unit had to deal with a number of additional programmes in this regard. The "green drop" and "blue drop" programmes are practical examples of such programmes. FBDM has as a result been awarded a rating of 83.3% in its efforts to ensure the quality of drinking water in rural communities is significantly improved.	n/a	
2.2		Ensure the implementation of the Disaster Management Act in the district.	100%	100%	100.0%	110.0%	0.0%	+10.0%	Progress in disaster management programmes and training exceeded planned schedules and set target dates due to well-planned and organised operational procedures and interventions from the Director: Administration and the Disaster Management Manager. The early finalisation and completion of the Disaster Management Risk Reduction Plan review was done ahead of schedule.	n/a	
2.3		Ensure a secure and safe working environment in the District Municipality.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a	
2.4		Promote the reduction of the occurrence of fires in the district.	100%	100%	100.0%	122.2%	0.0%	+22.2%	Progress in fire-fighting and fire prevention programmes and training exceeded planned schedules and set target dates due to well-planned and organised operational procedures implemented by the disaster management unit. The unit also managed to reach all the set targets for the financial year and it even manage to take on a number of additional responsibilities like the establishment of satellite fire-fighting stations across the district. Assistance and support to local municipalities with respect to fire-fighting stations across the district. Assistance and support to local municipalities with respect to fire-fighting resources and equipment were also some of the achievements of the unit. The establishment of the FPA for the Windsorton areas was fully launched, although the establishment of such a structure was not a target as per the financial year under review.	n/a	
2.5		Ensure the effective management of the NEAR Centre in the district.	100%	100%	100.0%	102.8%	0.0%	+2.8%	n/a	n/a	
2.6		Ensure effective Human Resource Management in the municipality and the rest of the district.	100%	100%	100.0%	105.0%	0.0%	+5.0%	The HR Unit manage to honour al the set targets for the financial year despite the increased burden of extensive growth in the municipality during the financial year. Disciplinary hearings increased and the number of HR policies which needed to be reviewed and updated have been growing ever since, but the unit still managed to deal with all those additional responsibilities without jeopardising the quality of services to the staff of the municipality despite the vacancy of the "Labour Relations Officer" post. All deliverables related to the timeous submission of the Skills Development Plan and the SDF were met.	n/a	
2.7		Ensure the rendering of an effective and efficient Record Management function in the municipality.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a	
2.8		Ensure the rendering of an effective and efficient office support service in the municipality.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a	
2.9		Ensure the provision of an effective gardening service in the municipality.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a	
2.10		Ensure support and maintenance of effective ICT infrastructure and services in the municipality.	90%	20%	90.0%	22.0%	0.0%	+2.0%	The ICT Unit had to cope with a number of extra issues which were not part and parcel of the initial targets set for the unit. The implementation of the E-Venus System by the Department of Finance, consolidating and centralisation with the BCX and the Sol Plaatje Municipality, the re-instatement of the ICT Steering Committee and ICT assistance to a number of other newly introduced systems are but a few to mention. Despite the additional burden of those issues, the ICT unit still managed to reach its targets for the year.	n/a	
2.11		Ensure support and maintenance of effective ICT infrastructure and services in the district.	90%	20%	90.0%	22.0%	0.0%	+2.0%		n/a	
2.12		Ensure the improvement of the professional image of the District Municipality.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a	
2.13		Ensure capacity building in Integrated Development Planning in the District Municipality and the Category B Municipalities.	100%	100%	100.0%	106.7%	0.0%	+6.7%	Due to continued support and assistance from the IDP Unit to local municipalities the district was capable of completing all the IDP processes before the set target dates and also enhanced the credibility of the District IDP. Annual targets and directions regarding IDP support to local municipalities as was agreed upon between the local municipalities and the District Municipality for the 2009/10 financial year, were achieved and even more assistance and support were provided which was not part of the original targets and agreements.	n/a	
2.14		Ensure the management of performance management in the District Municipality.	100%	100%	100.0%	103.3%	0.0%	+3.3%	Technical improvements to the Performance Management System and capacity building amongst managers resulted in exceeding some targets and quality stipulations for the set measurement period.	n/a	

No.	Key Performance Area (KPA)	Key Performance Indicator (KPI)	Annual Target		Annual Actual Performance		% Variance		Reason(s) for Deviation	Improvement Plan(s)
			Quality	Quantity	Quality	Quantity	Quality	Quantity		
3 LOCAL ECONOMIC DEVELOPMENT. (LED)										
2.15		Ensure support to local municipalities in the implementation of performance management.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a
2.16		Ensure the facilitation of effective town and regional planning in the district.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a
2.17		Ensure the provision of reliable spatial information for sustainable settlements in the district (GIS).	100%	100%	100.0%	116.7%	0.0%	+16.7%	The main reason for over-performance in the completion of spatial development projects in the district can be ascribed to the early commencement on requests received from local municipalities and the constant liaison with local authorities in this respect. Over-performance was further due to projects completed considerably ahead of the set target dates and at good quality.	n/a
2.18		Ensure the promotion of GDCY equality in the district.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a
2.19		Ensure the promotion of organisational support for GDCY mainstreaming in the district.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a
3.1		Ensure LED institutional capacity building in the district.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a
3.2		Ensure the promotion and support of SMME's and the formal business sector in the district.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a
3.3		Ensure support of value addition and project beneficiation for agricultural industries in the district.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a
3.4		Ensure promotion and development of tourism in the district.	100%	100%	100.0%	110.0%	0.0%	+10.0%	Over-performance in this area was mainly due to the early completion of tourism projects well before the set target dates. The quality of work was also above expectations and exceeded set conditions.	n/a
3.5		Ensure the facilitation of the implementation of the DGDS in the district.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a
4 MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT.										
4.1		Ensure the implementation of sound financial management practices in the municipality. (debt and credit control, cash flow management, asset and liability management, investment management etc.)	100%	100%	100.0%	93.2%	0.0%	-7.0%	Outstanding debt was the main reason for under-performance in this area. The percentage outstanding debt resulted from incorrect details from property rates debtors regarding their names, addresses and other personal information.	An action programme was drafted to consult with stakeholders in order to update all personal details of property owners and property debtors. The programme has already been implemented and will be continued into the next financial year with the assistance of a service provider in this particular field of operations.
4.2		Ensure financial management capacity building in three Category B municipalities.	100%	47%	100.0%	47.0%	0.0%	0.0%	n/a	n/a
4.3		Ensure compliance with MFMA guidelines, prescriptions and reporting.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a
4.4		Ensure that grant fund spending is in compliance with the MFMA and DORA requirements. (% spending)	100%	100%	100.0%	102.3%	0.0%	+2.3%	n/a	n/a
4.5		Ensure the implementation of a fully compliant Supply Chain Management System.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a
4.6		Ensure clean and unqualified audit reports.	100%	100%	100.0%	120.0%	0.0%	+20.0%	Over-performance in this area resulted in an unqualified audit report with no matters mentioned as been received from the Auditor-General regarding the 2008/09 financial year.	n/a
5 DEMOCRATIC GOVERNANCE AND PUBLIC PARTICIPATION.										
5.1		Ensure support to social development services in the district.	100%	100%	100.0%	107.9%	0.0%	+7.9%	Units as from environmental health, community development, human resources and the municipality as a whole were involved in various social development programmes which were not initially included in the operational plans of the municipality and where it was called upon the municipality to participate, sometimes at very short notices. However, the units mentioned have succeeded in reaching their targets and fulfil in the additional duties bestowed on them.	n/a
5.2		Ensure support to community development services in the district.	100%	100%	100.0%	110.5%	0.0%	+10.5%	The community development unit succeeded in providing much needed assistance and support in promoting public participation in the affairs of the municipality. The unit's involvement in the IDP Representative Forum in the DMA and the "Council Meets the People" programme was decisive in the successful participation of communities.	n/a
5.3		Ensure administrative support to Council.	100%	100%	100.0%	105.0%	0.0%	+5.0%	All units involved in providing administrative support and assistance to the municipality and to Councillors had succeeded in achieving their targets and in some instances walked the proverbial "extra mile" by rendering services even after working hours.	n/a
5.4		Ensure the promotion and implementation of customer-care programmes in the municipality.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a
5.5		Ensure the implementation of branding initiatives and the improvement of the professional image of the municipality.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a
5.6		Ensure an effective communication network in the municipality.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a
5.7		Ensure a sustainable and effective internal audit function in the municipality.	100%	80%	100.0%	80.0%	0.0%	0.0%	n/a	n/a
5.8		Ensure implementation of Council Resolutions.	100%	100%	100.0%	100.0%	0.0%	0.0%	n/a	n/a
: INDICATOR NOT MEASURED/ NO TARGET FOR MEASUREMENT PERIOD					Variance = 0% (Target Reached)		Positive Variance = + %			