



NDWEDWE LOCAL MUNICIPALITY
QUARTER 4 PERFORMANCE REPORT
1 APRIL – 30 JUNE 2023

JUNE 2023

THIS REPORT IS PREPARED IN TERMS OF SECTION 72 OF THE MFMA AND IS AUDITED.

Annexure to the Quarter 4 Budget and Performance Assessment Report.

Table of Contents

1. INTRODUCTION.....	3
1.1 PERFORMANCE MANAGEMENT SYSTEM PROCESSES	4
1.2 PERFORMANCE AND SUPPORTING INFORMATION	5
2. ORGANISATIONAL SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLAN (SDBIP)	5
2.1 OVERALL SUCCESS RATE FOR QUARTER 3 PERFORMANCE	5
3. DEPARTMENTAL RESULTS	7
3.1 OFFICE OF THE MUNICIPAL MANAGER (GOOD GOVERNANCE AND PUBLIC PARTICIPATION) 7	
3.2 CORPORATE SERVICES DEPARTMENT	9
3.3 TECHNICAL SERVICES DEPARTMENT	10
3.4 ECONOMIC DEVELOPMENT AND PLANNING	13
3.5 FINANCE DEPARTMENT	14
3.6 COMMUNITY AND SOCIAL SERVICES DEPARTMENT.....	16
CONCLUSION.....	17
ANNEXURE A:	18

1. INTRODUCTION

The Municipal Systems Act (MSA) of 2000 mandates municipalities to establish performance management systems, and the Planning and Performance Management Regulations of 2001 describes the Municipality's performance management system as consisting of a framework that articulates and represents how the Municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed and to determine the roles of different stakeholders.

Ndwedwe's Organisational Scorecard continues to be structured according to the six prescribed national Key Performance Areas (KPA's). These are:

- ❖ Basic Service Delivery
- ❖ Local Economic Development
- ❖ Institutional Transformation & Development
- ❖ Financial Viability & Management
- ❖ Good Governance & Public Participation
- ❖ Cross-Cutting

This review covers the period from 1 April 2023 to 30 June 2023 and it marks the fourth quarter review of the last three months performance of the Municipality. It serves to inform the Audit Committee, MPAC, Executive Committee, Council members and other stakeholders of the progress made on the implementation of the Municipality's service delivery budget and implementation plan and the organisational scorecard as well as an update on budget spending during the fourth quarter reporting for the financial year ending 2022/2023.

During Quarter 4 performance period the Municipality had a total of 106 targets of which 100(94%) targets were reported as achieved and 6 (6%) reported as not achieved. Technical Services achieved 91%, Finance achieved 95%, Community Services achieved 100%, the Office of the Municipal Manager achieved 86%, department of Corporate Services has achieved 100% of targets and EDP achieved a total of 100%.

1.1 PERFORMANCE MANAGEMENT SYSTEM PROCESSES

According to the Municipal Systems Act (MSA) of 2000, Section 38(a) mandates municipalities to establish performance management systems, and the Planning and Performance Management Regulations of 2001, describes the Municipality's Performance Management System (PMS) as consisting of a framework that articulates and represents how the Municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed as well as to determine the roles of different stakeholders.

The Organisational Performance Framework must be reviewed annually and adopted. The Ndwedwe PMS Framework was reviewed and adopted by Council on 31 August 2022. Organisational Performance forms an integral part of the implementation of the Integrated Development Plan (IDP).

Section 72 of the Municipal Finance Management Act requires that the accounting officer of a Municipality must by 25th January each year: -

- (a) Assess the performance of a Municipality during the first half of the financial year, taking into account.
 - (i) the monthly statements
 - (ii) the Municipality service delivery performance during the first half of the financial year and the indicators and targets as per the service delivery and budget implementation plan
- (b) Submit a report on such assessment to
 - (i) the Mayor of the Municipality
 - (ii) the National Treasury
 - (iii) the relevant Provincial Treasury

The performance management system is a tool that measures the implementation of an organisation's strategy. It also provides a mechanism to measure whether targets meet the strategic objectives that are set by municipalities and employees. In Ndwedwe Municipality the PMS implementation and management process is carried out at phases namely:

- Phase 1: Planning
- Phase 2: Monitoring and managing performance information.
- Phase 3: Performance measurement and analysis
- Phase 4: Performance review and improvement
- Phase 5: Performance report

1.2 PERFORMANCE AND SUPPORTING INFORMATION

According to the Municipal systems act PMS implementation ensures responsibility on individual departments and its employees to collect relevant data and information to support the monitoring process. In this respect, a portfolio of evidence (POE's) of performance is gathered and presented to substantiate claims for performance standards. All portfolios are verified against the reported actual, as it confirms the status of targets met and/or not met.

2. ORGANISATIONAL SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLAN (SDBIP)

The performance reporting at Ndwedwe Local Municipality is in line with the six (6) National KPAs and also focuses on section 46 of the Municipal Systems Act requirements.

2.1 OVERALL SUCCESS RATE FOR QUARTER 3 PERFORMANCE

The Ndwedwe Local Municipality Quarter 4 overall performance was good as 94% reported as achieved and 6% reported as not achieved. The figure below depicts the overall performance. A more detailed look into each department is outlined under Business units.

OVERALL QUARTER 4 PERFORMANCE 1 APRIL-30 JUNE 2023



FIGURE 1: QUARTER 4 OVERALL PERFORMANCE

Total targeted KPI's for Quarter 4	Target met	Target not met
106	100	6
	94%	6%

TABLE 1: QUARTER 4 OVERALL PERFORMANCE

The table below depicts the overall performance per Business units.

BUSINESS UNITS	QUARTER 4 TARGET MET % EXCLUDING NON-ACHIEVED
Office of the Municipal Manager department	86%
Corporate Services department	100%
Finance department	95%
Economic Development and Planning department	100%
Technical Services department	91%
Community Services department	100%

TABLE 2: PERFORMANCE PER DEPARTMENT

3. DEPARTMENTAL RESULTS

3.1 OFFICE OF THE MUNICIPAL MANAGER (GOOD GOVERNANCE AND PUBLIC PARTICIPATION)

The table below indicates the status of the total number of targets for Quarter 4.

TOTAL KPI's	TARGETS MET	TARGETS NOT MET	%TOTAL TARGETS MET
31-10 (N/A) =21	18	3	86%

TABLE 3: KPA 5: PERFORMANCE OF TARGETS



FIGURE 2: PERFORMANCE IN THE OFFICE OF THE MUNICIPAL MANAGER

➤ HIGHLIGHTS AND PROGRESS ON ACTUAL PERFORMANCE

- 1 Reports submitted to Audit Committee.
- 1 Submission of Audit Committee Reports to Municipal Council.
- 1 Reviewed Internal Audit Charter and submitted to Audit Committee for approval.
- 1 Quarterly Performance reviews of Senior Managers conducted.

- 1 Reviewed Performance Management Framework approved by Council on 30 May 2023.
- 1 2023/2024 Final IDP approved by Council on 30 May 2023.
- 2 (Speaker's Izimbizo hosted).
- 2 (Mayoral Izimbizo was hosted on Ward 9 on 11 and Ward 11 on 18 May 2023).
- 2 (Ward Committee Trainings were held on 4 April and 6 June 2023).
- 1 (Ward Committee Training was held on 13 April 2023)
- 9 Media slots conducted.
- 1 Risk registers updated.
- 1 Ethics/Risk Committee meetings.
- 1 Annual Risk assessment conducted.
- 5 Sports development programs hosted.
- 5 Youth development programs hosted.
- 1 Youth Council meetings held.
- 92 SLAs drafted.

➤ CHALLENGES AND MEASURES TAKEN TO IMPROVE PERFORMANCE

REASON FOR VARIANCE	MEASURES TAKEN TO IMPROVE PERFORMANCE
MM 14: The draft Strategy has been developed however it has not been workshopped with Ward Cllrs and Ward Committees.	The draft Strategy will be workshopped at the Ward training for Ward Cllrs and Ward Committees end of September 2023.
MM 19: The Unit is waiting for the Policy Workshop to take place. Target not met.	The Policy workshop is planned for 28 July 2023
MM 20: The Unit is waiting for the Policy Workshop to take place. Target not met.	The Policy workshop is planned for end of 28 July 2024

3.2 CORPORATE SERVICES DEPARTMENT

The table below indicates the status of the total number of targets for Quarter 4.

TOTAL KPI's	TARGETS MET	TARGETS NOT MET	%TOTAL TARGETS MET
19-3(N/A) =16	12	0	100%

TABLE 4: PERFORMANCE OF TARGETS



FIGURE 3: PERFORMANCE IN CORPORATE SERVICES

➤ HIGHLIGHTS AND PROGRESS ON ACTUAL PERFORMANCE

- 1% of budget spent on the municipality WSP.
- 1 Workplace Skills Plan (WSP) & Annual Training Report (ATR) to be completed and submitted to LGSETA.
- 12% of vacancy rate.
- 1 OHS meeting held (OHS meeting was held on 18 May 2023).
- 1 Quarterly Internal and External Bursary progress reports submitted HR Portfolio for noting.
- 1 (EAP meeting was held on 31 May 2023).
- 1 Quarterly ICT Steering Committee meetings held.

- 3 Monthly Fleet management reports generated.
- 3 (Council meetings were held on 28 April, 30 May, and 30 June 2023).
- 3 (EXCO meetings were held on 20 April, 23 May, and 28 June 2023).
- 10 Portfolio meeting were held (Portfolio meetings were held on 11 April 2023 Community, 12 April Technical, 12 April EDP, 21 April HR, 25 April Technical, 11 May Technical, 16 May EDP, 16 May Finance, 17 May Community and 14 June 2023 Community).
- 2 Audit Committee meetings held (APC meetings were held on 24 May and 21 June 2023).
- 2 MPAC meetings (MPAC meetings were held on 25-26, 30 May and 23 June 2023).
- 1 Quarterly Security Services Reports generated.
- 1 (The Acting Allowance Policy was workshopped and approved at Council on 30 May 2023).
- 1 Progress Reports on Risk Management.

3.3 TECHNICAL SERVICES DEPARTMENT

The table below indicates the status of the total number of targets.

TOTAL KPI's	TARGETS MET	TARGETS NOT MET	%TOTAL TARGETS MET
26-3(N/A) =23	21	2	91%

TABLE 5: KPA 2: PERFORMANCE OF TARGETS

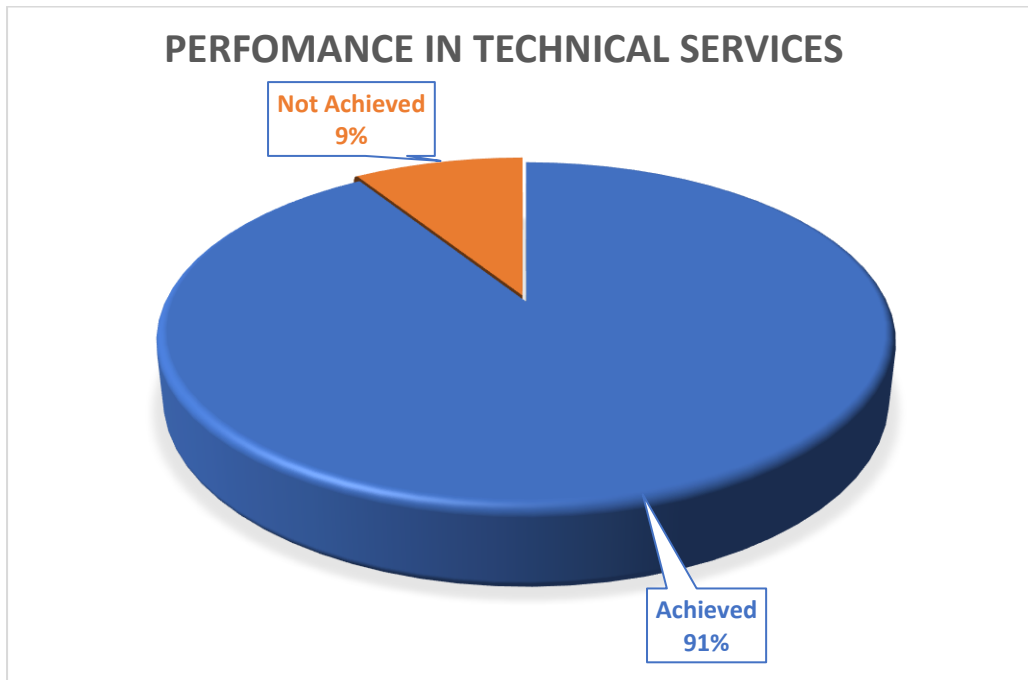


FIGURE 4: PERFORMANCE IN TECHNICAL SERVICES

➤ HIGHLIGHTS AND PROGRESS ON ACTUAL PERFORMANCE

- 100% Construction of Mdloti bridge (Concrete for structure, Road's gabions, and stone pitching) completed.
- 100% Construction of Isibonelo Community Development Creche (Plastering, Plumbing works, Electrical works, Paving and Fencing) completed.
- 2,5km Construction works of Court Access Road (Road formation, base, black top asphalt, drainage system) in Ward 15 completed.
- 100% Refurbishment of KwaDeda sports field lights and fencing to be completed.
- 100% Rehabilitation water/sewer (Septic tanks, pipe laying & meter connection) in Bhamshela Thusong Centre & Ndwedwe Central Offices completed.
- 100% Construction of Ndwedwe Testing Station (Painting, plumbing works, electrical works) completed.
- 100% Supply and installation of Clear-Vu fencing for Dalibho Library completed.
- 100% Construction completed of Electrification for preparations for household connections were energised by ESKOM.

- 100% Supply and installation of Clear-Vu- fencing for Bhamshela Thusong Centre completed.
- 100% Rehabilitation of water supply at of Johny Makhathini Hall and Ndwedwe library Ward 15 to be completed.
- 100% Capital expenditure spent.
- 100% Refurbishment of Ezimpangeleni hall completed.
- 100% Refurbishment of Pentacoste hall completed.
- 100% Refurbishment of Mayelisweni hall completed.
- 100% Upgrade of water supply of Dalibho Library completed.
- 100% Electrification, tubing & fencing of Siyazakha creche completed.
- 100% Renovations & fencing of Wewe community hall completed.
- 3km Construction works of Chibini Access Road (Road layer works, base, drainage system) completed.
- 105% Construction of Electrification (Pole plantation, Installation of electricity reticulation networks infrastructure & preparation for energizing through Eskom completed.
- Appointment of contractor and Site establishment completed.
- 1 Monitoring performance of effective enterprise risk management report has been completed.

➤ CHALLENGES AND MEASURES TAKEN TO IMPROVE PERFORMANCE

REASON FOR VARIANCE	MEASURES TAKEN TO IMPROVE PERFORMANCE
TS 15: Few of the Items on the BOQ are not done due to non-performance of the main contractor the project was not achieved.	Cession agreement introduced with the Main contractor to complete the project scope of works in Quarter 1 on 30 September 2023.
TS 26: The project scope was incomplete due to the municipality receiving the MIG additional funding in quarter 4 therefore project was not achieved.	Contractor to complete the project scope of works in Quarter 1 on 29 September 2023

3.4 ECONOMIC DEVELOPMENT AND PLANNING

The table below indicates the status of the total number of targets for Quarter 4.

TOTAL KPI's	TARGETS MET	TARGETS NOT MET	%TOTAL TARGETS MET
13-3(N/A) =10	10	0	100%

TABLE 6: PERFORMANCE OF TARGETS



FIGURE 5: PERFORMANCE IN THE ECONOMIC DEVELOPMENT AND PLANNING

➤ HIGHLIGHTS AND PROGRESS ON ACTUAL PERFORMANCE

- 1 New Farmers market day held.
- 20 Cooperatives supported.
- 49 LED (SMME) supported.
- SPLUMA application for Ndwedwe Town Development proclamation to Surveyor General was submitted.
- 1 (Housing Forum meeting was held on 18 May 2023).
- 1 (LED Forum meeting was held on 8 June 2023).
- Development Phase 2 of Bhamshela regeneration study and Design was completed.

- Review of Spatial Development Framework was approved by Council on 30 May 2023.
- Finalisation of LUMS and adopted by Council.
- 1 Monitoring performance of effective enterprise risk management report completed.

3.5 FINANCE DEPARTMENT

The table below indicates the status of the total number of targets for Quarter 4.

TOTAL KPI's	TARGETS MET	TARGETS NOT MET	%TOTAL TARGETS MET
25- 4(N/A) =21	20	1	95%

TABLE 7: PERFORMANCE OF TARGETS

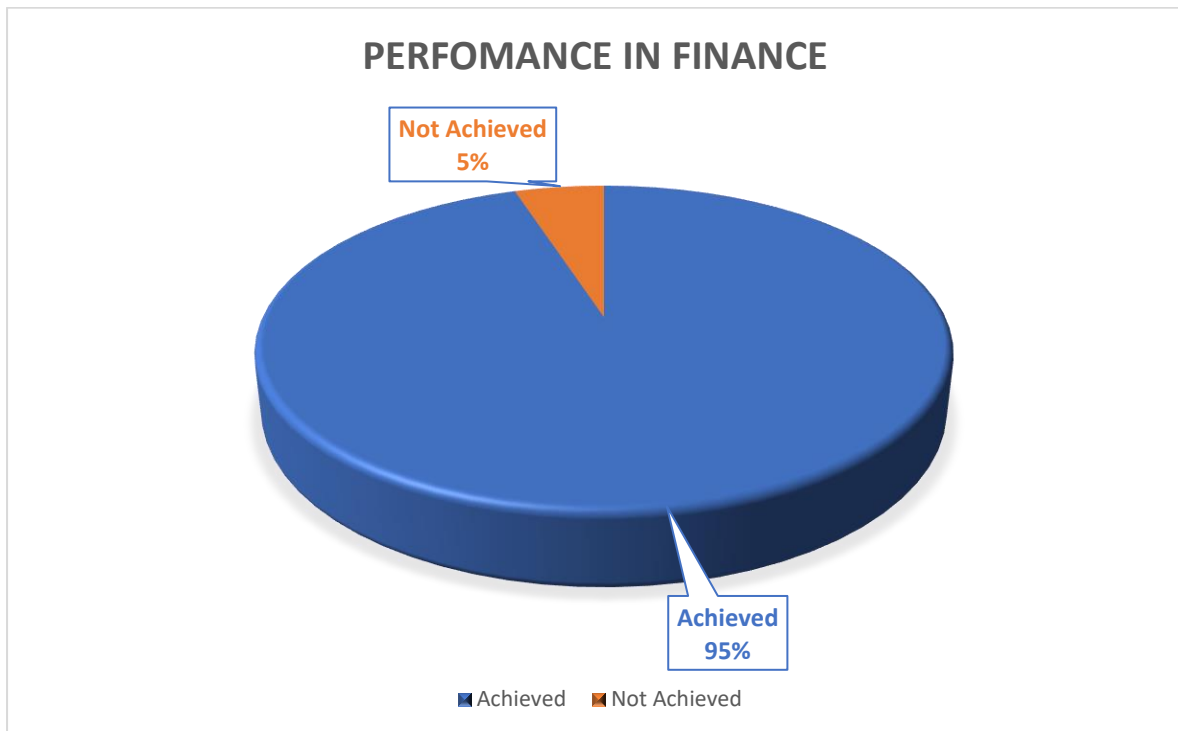


FIGURE 6: PERFORMANCE IN THE FINANCE DEPARTMENT

➤ HIGHLIGHTS AND PROGRESS ON ACTUAL PERFORMANCE

- 3 monthly Section 71 MFMA reports submitted and completed.
- 1 MFMA Quarterly reports submitted.
- Final 2023/2024 Budget was approved by Council on 30 May 2023.
- 75% of Revenue collected.
- The Reviewed and adopted Finance budget related policies was approved by Council on 30 May 2023.
- Approved Supplementary General Valuation Roll.
- 1 Quarterly report generated for Screening of State Employees from SCM database.
- 1 Quarterly SCM reports submitted to Council.
- 3 Monthly Governance Reports (Debtors Reconciliation Book) reports were submitted.
- 3 Monthly Property Rates Reconciliations reports were submitted.
- 3 Bank Reconciliations reports were submitted.
- 3 Monthly Investment registers were submitted.
- 3 Monthly Accurate Grant registers were submitted by deadline.
- Creditors payment done within 30 days of submission.
- 3rd party payments were completed at end of month.
- 45% achieved. The Municipality does not have any borrowings.
- Annual Asset verification report on movable assets submitted to Auditor General.
- 30 days 'cash on hand target achieved.
- Current Assets / Current Liabilities – 1.5:1
- 1 Progress Reports on Risk Management was submitted.

➤ CHALLENGES AND MEASURES TAKEN TO IMPROVE PERFORMANCE

REASON FOR VARIANCE	MEASURES TAKEN TO IMPROVE PERFORMANCE
FIN 25: The Indigent Policy was reviewed and submitted to Council. However, the Indigent register has not been adopted by Council, as the register is not yet finalised.	The management will ensure that the Indigent register is finalised by end of 31 March 2024.

3.6 COMMUNITY AND SOCIAL SERVICES DEPARTMENT

The table below indicates the status of the total number of targets for Quarter 4.

TOTAL KPI's	TARGETS MET	TARGETS NOT MET	%TOTAL TARGETS MET
27 - 12 (N/A) =15	15	0	100%

TABLE 8: PERFORMANCE OF TARGETS



➤ HIGHLIGHTS AND PROGRESS ON ACTUAL PERFORMANCE

- 75 Municipal Waste collected.
- Site establishment and fencing to be completed for Buy back centre.
- 50 Books purchased by end of 30 June 2023.
- 1 (Women's Caucus was held on 12 May 2023).
- 2 (Disability program was held on 13 and 18 April 2023).
- 1 (Civil Society Forum was held on 27 June 2023).
- 1 (Child Protection program was held on 6 June 2023).
- 1 (OSS meeting was held on 03 May 2023).
- 1 (Operation MBO meeting was held on 04 May 2023).
- 2 (Disaster and Waste Community awareness campaigns were held on 07 and 21 June 2023).
- 1 Womens Development training
- 1 (Disaster Management Advisory meeting was held on 22 June 2023).
- 3 Monthly reports submitted to the Provincial disaster management centre.
- 100% of Land preparation and fencing was completed.
- 100% of Renovations (Building of ablution toilets, roofing, building of the security house, painting, and tiling of all the offices and parking) of Bhamshela Thusong Centre was completed.
- 1 Progress Reports on Risk Management.

CONCLUSION

The performance management system continues to improve, and management is gradually getting familiar with the system and where target is not met, meaningful corrective measures are stated to ensure that these tools are really assisting the management and adding value in streamlining their work. The Municipality overall performance for Quarter 4 were good for almost all departments.

The Ndwedwe Local Municipality wishes to reinforce its commitment and dedication in ensuring the service delivery and changing the lives of the people within our local Municipality.

ANNEXURE A:

- ORGANISATIONAL AND MUNICIPAL MANAGER SCORECARD
- TECHNICAL SERVICES - DEPARTMENTAL SDBIP
- FINANCE DEPARTMENT - DEPARTMENTAL SDBIP
- CORPORATE SERVICES - DEPARTMENTAL SDBIP
- LOCAL ECONOMIC DEVELOPMENTAL - DEPARTMENTAL SDBIP
- COMMUNITY AND SOCIAL SERVICES DEPARTMENTAL SDBIP