



**NDWEDWE LOCAL MUNICIPALITY**  
**QUARTER 3 PERFORMANCE REPORT**  
**JANUARY 2025 - MARCH 2025**

**APRIL 2025**

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

**Annexure to the Quarter 3 Budget and Performance Assessment Report.**

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## 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
- ❖ Community Services (Cross-Cutting)

This review covers the period from 1 January 2025 to 30 March 2025 and it marks the third quarter review of 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 third quarter reporting for the financial year ending 2024/2025.

During Quarter 3 performance period the Municipality had a total of 78 targets of which 75 targets were reported as achieved and 3 reported as not achieved. The Office of the Municipal Manager, Technical department and Corporate Services department has achieved 100% of targets. Followed by Finance department and Community Services department achieving 88% of targets and EDP department achieving 86%.

## 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 28 June 2024. 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 25<sup>th</sup> 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 3 overall performance was good as 95% reported as achieved and 5% reported as not achieved. The figure below depicts the overall performance. A more detailed look into each department is outlined under Business units.

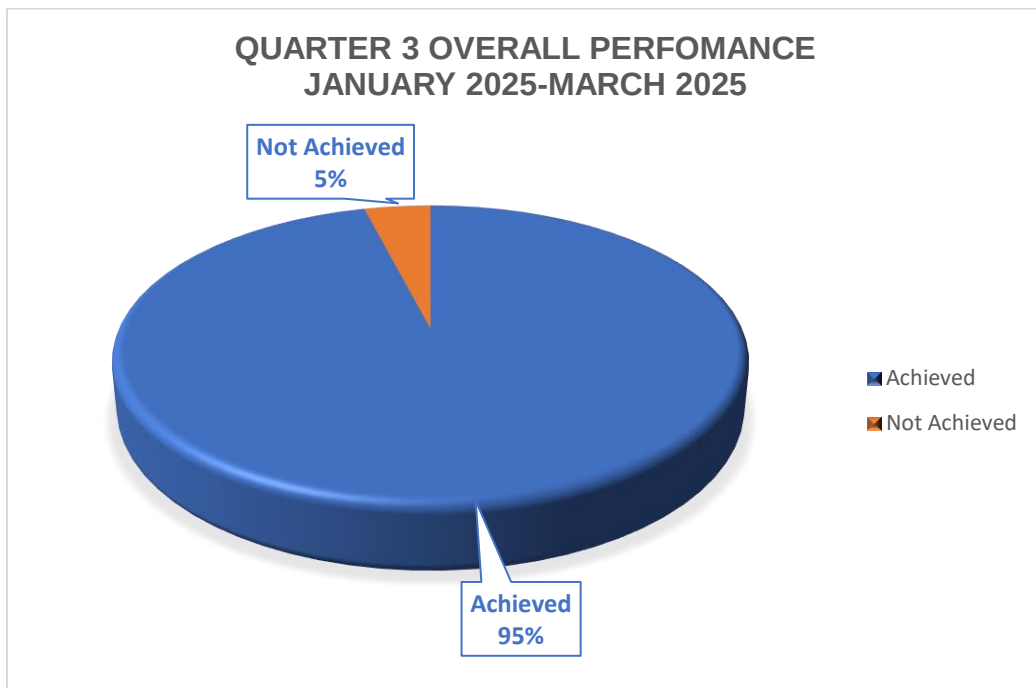


**FIGURE 1: QUARTER 3 OVERALL PERFORMANCE**

| Total targeted KPI's for Quarter 3 | Target met | Target not met |
|------------------------------------|------------|----------------|
| 78                                 | 74         | 4              |
|                                    | 95%        | 5%             |

**TABLE 1: QUARTER 3 OVERALL PERFORMANCE**

The table below depicts the overall performance per Business units.

| BUSINESS UNITS                               | QUARTER 3 TARGET MET % EXCLUDING NON-ACHIEVED |
|----------------------------------------------|-----------------------------------------------|
| Office of the Municipal Manager department   | 100%                                          |
| Corporate Services department                | 100%                                          |
| Technical Services department                | 100%                                          |
| Finance department                           | 88%                                           |
| Economic Development and Planning department | 86%                                           |
| Community Services department                | 88%                                           |

**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 3.

| TOTAL KPI's     | TARGETS MET | TARGETS NOT MET | %TOTAL TARGETS MET |
|-----------------|-------------|-----------------|--------------------|
| 24-14 (N/A) =10 | 10          | 0               | 100%               |

TABLE 3: KPA 5: PERFORMANCE OF TARGETS



Figure 2: PERFORMANCE IN THE OFFICE OF THE MUNICIPAL MANAGER

#### ➤ HIGHLIGHTS AND PROGRESS ON ACTUAL PERFORMANCE

- 2 Internal Audit Report submitted to Audit Committee; the target was overachieved due to having more than one AC meeting including special meetings.
- 1 Audit Committee Report submitted to Municipal Council.
- 1 Annual Report has been approved by Council.
- 1 - Oversight report was approved by Council.

- 1 Quarterly Performance review of Senior Managers conducted.
- 3 Ward Committee Quarterly Meeting held.
- 4 Media Slots held.
- 4 Risk registers updated.
- 1 Quarterly Risk Management Committee meeting held.
- 1 Quarterly Hotline reports submitted to RMC, AC, MPAC and EXCO.

### 3.2 CORPORATE SERVICES DEPARTMENT

The table below indicates the status of the total number of targets for Quarter 3.

| TOTAL KPI's   | TARGETS MET | TARGETS NOT MET | %TOTAL TARGETS MET |
|---------------|-------------|-----------------|--------------------|
| 24-8(N/A) =15 | 16          | 0               | 100%               |

TABLE 4: PERFORMANCE OF TARGETS



Figure 3: PERFORMANCE IN CORPORATE SERVICES

### ➤ HIGHLIGHTS AND PROGRESS ON ACTUAL PERFORMANCE

- 5 WSP Trainings were held, there were extra trainings held due to the increase and high demand of training needs from officials.
- 1 Employment Assistant Programs held.
- 3 Monthly reports on maintenance of ICT infrastructure submitted.
- 1 ICT Steering Committee meetings were held.
- 3 Monthly Fleet management reports generated.
- 6 Council meetings were held.
- 3 Exco meetings were held.
- 11 Portfolio meetings were held, the target was overachieved due to having special meetings.
- 1 Quarterly Audit Committee meeting held.
- 3 MPAC meeting were held, the target was overachieved due to having special meetings.
- 3 Security Services reports generated.
- 1 - Policy Workshop was held.
- 8 Budgeted posts filled as per approved staff establishment by Council.
- 1 Finalised Ligation Management SOP was developed.
- 3 Monthly ligation register reviewed and updated.
- 4 Quarterly progress reports on Departmental Risk Profile reports submitted.

### 3.3 TECHNICAL SERVICES DEPARTMENT

The table below indicates the status of the total number of targets for quarter 3.

| TOTAL KPI's    | TARGETS MET | TARGETS NOT MET | %TOTAL TARGETS MET |
|----------------|-------------|-----------------|--------------------|
| 29-8 (N/A) =21 | 21          | 0               | 100%               |

TABLE 5: KPA 2: PERFORMANCE OF TARGETS

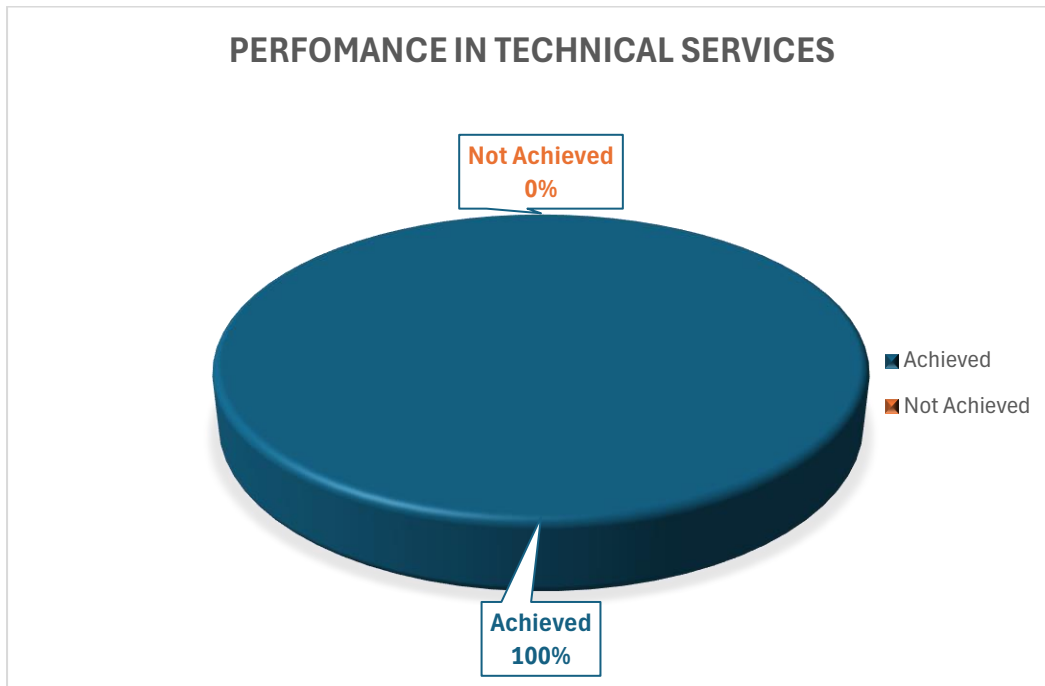


Figure 4: PERFORMANCE IN TECHNICAL SERVICES

#### ➤ HIGHLIGHTS AND PROGRESS ON ACTUAL PERFORMANCE

- Construction of Khanyisa Sport field Ward 09 (MIG), 100% Construction of Bulk Earthworks and Fencing completed.
- Construction of Shangase Hall Ward 18 (MIG), 100% Construction of Walls and Roofing for the hall completed.
- Construction of Maqokomela Community Development Centre Ward 10 (MIG), 100% Construction of Walls and Roofing for the hall/creche completed.
- INEP Electrification Ward 06, 07, 08, 11 & 15- 50% Construction for Excavation and Pole plantation completed.
- Guard house of Mthombisa CDC Ward 03- Tender documentation completed.
- Ezimpondweni Hall Renovation Ward 17- 100% Rehabilitation of Ezimpondweni Community Hall completed.
- Market Stalls Renovation Ward 08- Assessment for scope of work and Tender document completed and submitted to SCM.
- Umzamo CDC Renovation Ward 7- 100% Rehabilitation of Umzamo Community Development Centre completed.

- Gcwensa Hall Renovation Ward 2- 100% Rehabilitation of Gcwensa Community Hall completed.
- 100% Rehabilitation of Ntubeni Community Hall completed.
- 100% Rehabilitation of Qhubakahle hall completed.
- 100% Rehabilitation of Deda Community Hall completed.
- 100% Rehabilitation of Waterfall community hall completed.
- 100% Rehabilitation of eGweni community hall completed.
- 70% Construction works of Ndwedwe Town Infrastructure and Platform earthworks (installation of kerbing channels and bulk earthworks for the Shopping Centre Platform) completed.
- 79% Capital expenditure spent.
- 4 Quarterly progress reports on Departmental Risk Profile reports submitted.
- Mthombisa Access Road Ward 3 (Municipal Disaster Recovery Grant - MDRG)- Design report and tender document completed.
- Ntabamhlophe Access Road Ward 8 (Municipal Disaster Recovery Grant - MDRG)- Design report and tender document completed.
- Nhlangakazi Access Road Ward 9 (Municipal Disaster Recovery Grant - MDRG)- Design report and tender document completed.
- Nogxaza Access Road Ward 19 (Municipal Disaster Recovery Grant - MDRG)- Design report and tender document completed.

### 3.4 ECONOMIC DEVELOPMENT AND PLANNING

The table below indicates the status of the total number of targets for Quarter 3.

| TOTAL KPI's  | TARGETS MET | TARGETS NOT MET | %TOTAL TARGETS MET |
|--------------|-------------|-----------------|--------------------|
| 15-8(N/A) =7 | 06          | 01              | 86%                |

TABLE 6: PERFORMANCE OF TARGETS

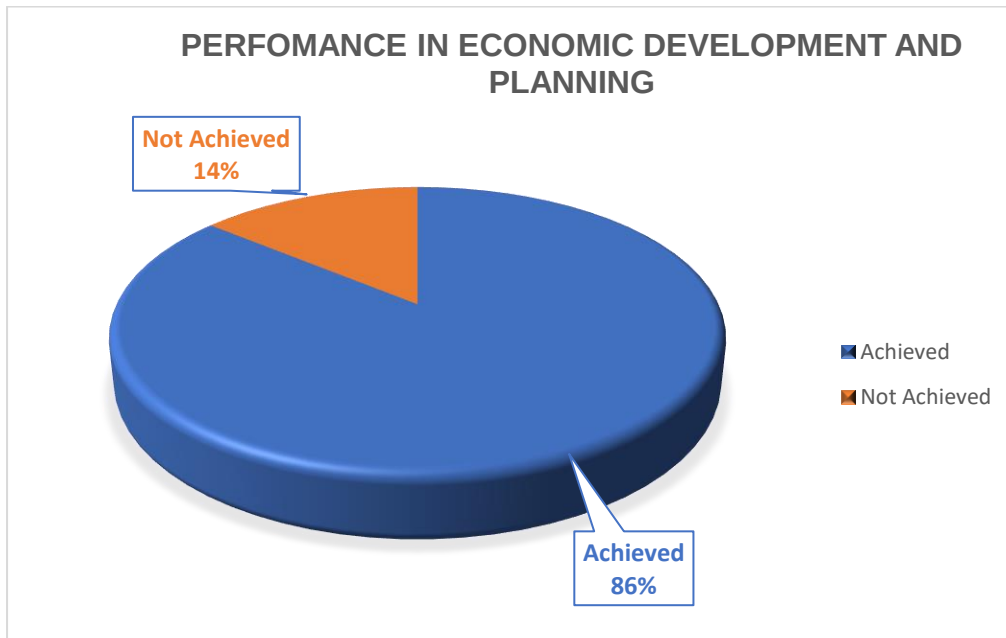


*Figure 5: PERFORMANCE IN THE ECONOMIC DEVELOPMENT AND PLANNING*

➤ **HIGHLIGHTS AND PROGRESS ON ACTUAL PERFORMANCE**

- 21 Cooperatives supported.
- 115 LED SMMEs supported.
- 1 Housing Forum held.
- Service Provider was appointed for Tourism booklet.
- Service Provider was appointed for Tourism Development Business Plan.
- 4 Quarterly progress reports on Departmental Risk Profile reports submitted.

➤ **CHALLENGES AND MEASURES TAKEN TO IMPROVE PERFORMANCE**

| CHALLENGES                                                                                                                                                                                                                                                                                                                               | MEASURES TAKEN TO IMPROVE PERFORMANCE                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• The Tourism stand delayed due to the incorrect specifications used given by enterprise iLembe which had to be rectified with SCM and then delayed the whole procurement process. The correct changed specification was since shared and formally changed and this caused the delays.</li> </ul> | <p>Management will achieve the KPI target in quarter 4. The Tourism Indaba will be held in May 2025.</p> |

### 3.5 FINANCE DEPARTMENT

The table below indicates the status of the total number of targets for Quarter 3.

| TOTAL KPI's   | TARGETS MET | TARGETS NOT MET | %TOTAL TARGETS MET |
|---------------|-------------|-----------------|--------------------|
| 14- 6(N/A) =8 | 7           | 1               | 88%                |

TABLE 7: PERFORMANCE OF TARGETS

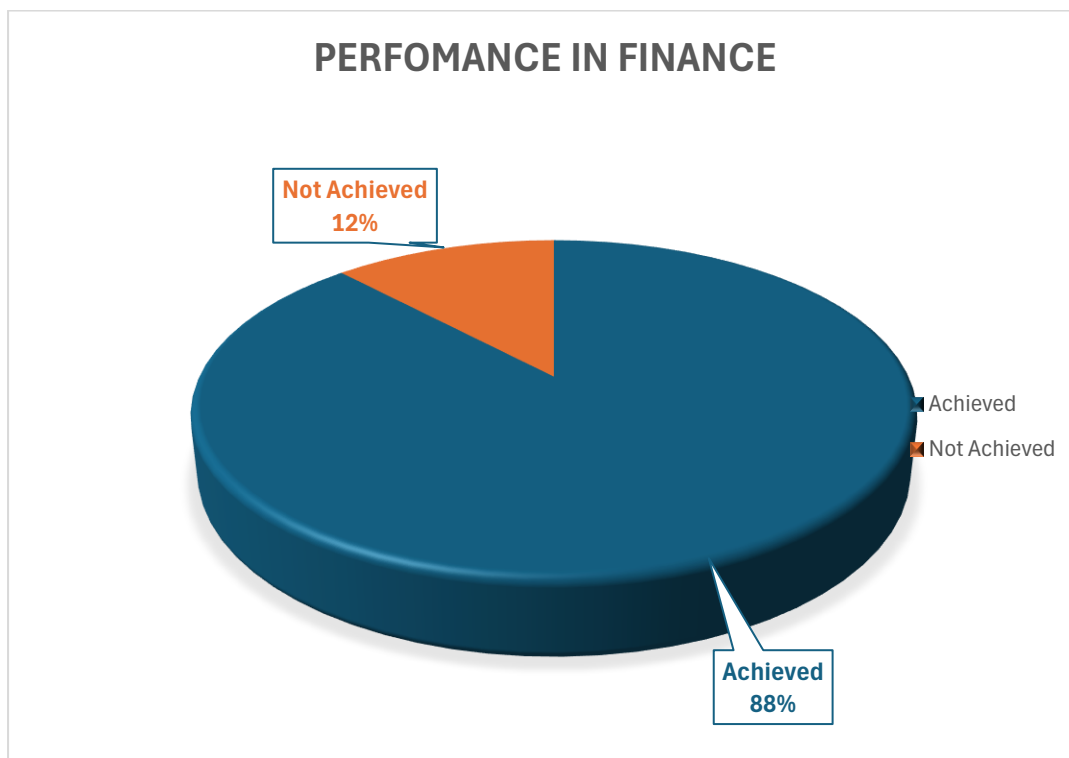


FIGURE 6: PERFORMANCE IN THE FINANCE DEPARTMENT

#### ➤ HIGHLIGHTS AND PROGRESS ON ACTUAL PERFORMANCE

- 1 MFMA 72(1) (b) MFMA report submitted to National Treasury.
- 1 Quarterly Screening of Suppliers from SCM Database generated.
- 1 Quarterly SCM report submitted.
- 30 Days taken for trade creditors paid.

- 240 days cash on hand on Liquidity Management, (Pg 7 of MFMA circular 71).
- 3.83 Current Ratio.
- 4 Quarterly progress reports on Departmental Risk Profile reports submitted.

#### ➤ CHALLENGES AND MEASURES TAKEN TO IMPROVE PERFORMANCE

| CHALLENGES                                                                           | MEASURES TAKEN TO IMPROVE PERFORMANCE                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The outstanding payment is from the department of public works has not made payment. | Management in the Finance department is engaging with the Department of Public Works to ensure that the payment is fast tracked. The department has responded to the municipality to make payment in the end of their financial year. |

### 3.6 COMMUNITY AND SOCIAL SERVICES DEPARTMENT

The table below indicates the status of the total number of targets for Quarter 3.

| TOTAL KPI's       | TARGETS MET | TARGETS NOT MET | %TOTAL TARGETS MET |
|-------------------|-------------|-----------------|--------------------|
| 30 - 14 (N/A) =16 | 14          | 02              | 88%                |

TABLE 8: PERFORMANCE OF TARGETS

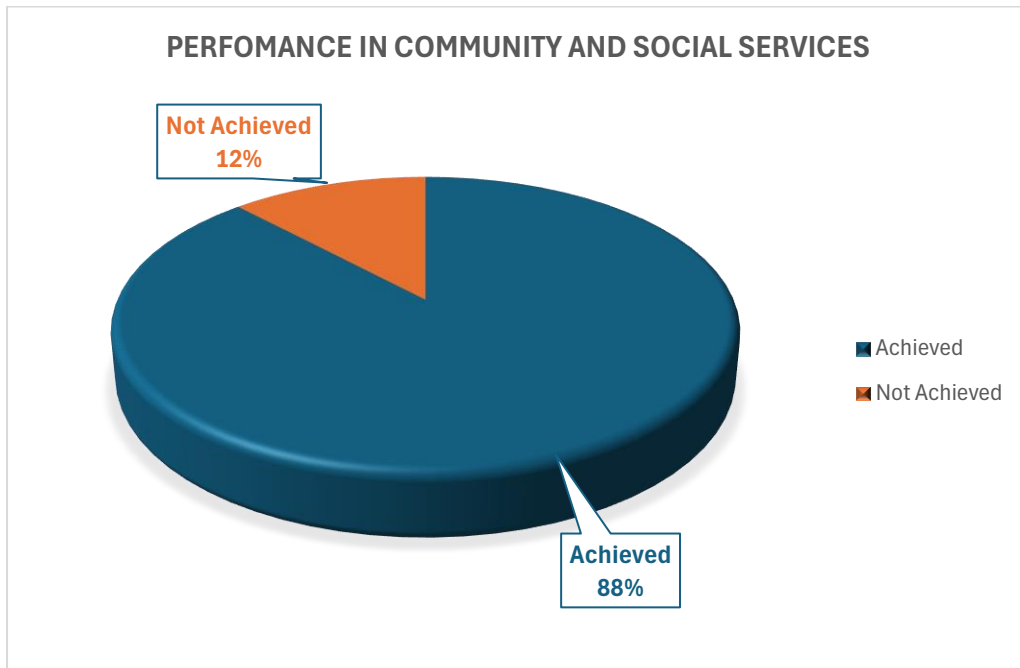


**FIGURE 7: PERFORMANCE IN THE COMMUNITY SERVICES**

➤ **HIGHLIGHTS AND PROGRESS ON ACTUAL PERFORMANCE**

- 170 Municipal Waste collected.
- 1 Ingoma program hosted.
- 1 Women program held.
- 1 Orphans and Farm Workers Program held.
- 1 Civil Society Forum held.
- 2 Annual Umkhosi Wesintu held.
- 1 Operation Sukuma Sakhe (OSS) local task team meeting held.
- 11 Disaster Awareness Campaigns held.
- 1 District Disaster Management Advisory Forum held.
- 3 Monthly reports submitted to the district disaster management centre.
- 3 Sports development programs hosted.
- 5 Youth development programmes hosted.
- 1 Youth Council meeting held.
- 4 Quarterly progress reports on departmental Risk Profile reports submitted.

➤ **CHALLENGES AND MEASURES TAKEN TO IMPROVE PERFORMANCE**

| CHALLENGES | MEASURES TAKEN TO IMPROVE PERFORMANCE |
|------------|---------------------------------------|
|            |                                       |

|                                                                                                                                                 |                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COM 03:<br>The Text books target was not achieved due to the increase in price therefore only 22 text books were purchased instead of 50.       | <ul style="list-style-type: none"> <li>• Management will ensure that planning and budget is done prior to setting the targets in the new financial year in line with budget requirements.</li> </ul> |
| COM 09:<br>Dress a child uniform campaign.<br>The target was not achieved due to the delay of the Service provider in the delivery of Uniforms. | <ul style="list-style-type: none"> <li>• Management will achieve the KPI target in quarter 4 and ensure that all Uniforms are delivered to schools by end of June 2025.</li> </ul>                   |

## 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 Quarter 3 performance was satisfactory for 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