



**7/20/2018**

# Mkhondo Local Municipal

4th Quarter Performance Report



MP303

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## Legislative Requirements

- (a) The SDBIP is defined in terms of Section 1 of the Local Government: Municipal Finance Management Act, 56 (Act 56 of 2003), and the format of the SDBIP is prescribed by the MFMA Circular 13.
- (b) Section 41 (1) (e) of the Local Government: Municipal Systems Act, 32 (Act 32 of 2000) (MSA), prescribes that a process must be established of regular reporting to Council.
- (c) This report is a requirement in terms of Section 52 of the MFMA which provides for:
  - The Executive Mayor, to submit to council within 30 days of the end of each quarter, a report on the implementation of the budget and financial state of affairs of the municipality;
  - The Accounting Officer, while conducting the above, must take into account :
    - ✓ Section 71 Reports;
    - ✓ Performance in line with the Service Delivery and Budget Implementation Plans.

## Background to the format and monitoring of the SDBIP

- (a) The Municipality's SDBIP consists of the Top Layer (TL) as well as a Departmental Plan for each individual department.
- (b) For purposes of reporting, the TL SDBIP is used to report to council and the community on the Organisational performance of the municipality.
- (c) The TL SDBIP measures the achievement of performance indicators with regards to the provision of basic services as prescribed by Section 10 of the Local Government: Municipal Planning and Performance Regulations of 2001, National Key Performance Areas and Strategic Objectives as detailed in the IDP of Mkhondo Local Municipality. The TL SDBIP was approved by the Executive Mayor on the 28<sup>th</sup> of June 2017.
- (d) The Departmental SDBIP measures the achievement of performance indicators that have been determined with regards to operational service delivery within each department and have been aligned with the TL SDBIP. The Departmental Plans have been approved by the municipal manager.

SUMMARY OF RESULTS

4th Quarter Summary Scores					
KPA	NO. OF KPI	ACHIEVED	NOT ACHIEVED	Not Measured	
MM	26	17	6	3	65%
FINANCE	18	12	4	2	67%
CORPORATE	17	10	5	2	58%
BASIC (TECHNICAL)	16	11	5	0	69%
BASIC (COMMUNITY)	19	15	3	1	79%
SPATIAL	9	7	2	0	78%
<b>TOTAL</b>	<b>105</b>	<b>72</b>	<b>25</b>	<b>8</b>	<b>69%</b>

## MUNICIPAL MANAGER OFFICE: 4<sup>TH</sup> QUARTER REPORT

TABLE 1: STRATEGIC OBJECTIVE 1: TO ENSURE GOOD GOVERNANCE

No	Key Performance Indicator	Department	Baseline	2017-18					Achieved
				Quarter 4 Target	Actual Performance	Reason for deviation	Steps Taken	POE	Not Achieved
									Not Measured
<b>Key Focus Area (KFA): Legal and Compliance</b>									
1.	Number of by-laws approved gazetted	Legal Services	New	1	3	We got financial assistance from Cogta, hence the extra 2	N/A	Register of gazetted by-laws with gazette number	
2.	% SLA & Contract Drafted within 30 days	Legal Services	100%	100%	43	None	N/A	Register of drafted SLA's/Contract	
3.	Consultation with attorney	Legal Services	4	1	3	There were new matters to be attended	N/A	Attendance Register with attorneys	
4.	% of mid-year performance evaluation conducted on all senior management	PMS	100%	100%	Not a target for the quarter	None	None	Report	
5.	% of year end performance evaluation conducted on all senior management	PMS	100%	100%	Not a target for the quarter	None	None	Report	
6.	Number of PMS feedback	MM's Office	4	1	1	None	None	Report	

	sessions conducted								
7.	Approval and review of audit committee charter	Audit Committee	New	Approved Audit committee charter	1	n/a	n/a	Approved AC Charter	
8.	Approval of Internal Audit (IA) plan	Internal Audit	Approved IA plan	Approved IA plan	1	n/a	n/a	Approved IA Plan	
9.	Approval and review of IA charter	Internal Audit	Approved IA Charter	Reviewed IA Charter	1	n/a	n/a	Approved IA Charter	
10.	% of internal audit plan implemented	Internal Audit	New	1	1	n/a	n/a	IA Plan implemented	
11.	Number of quarterly internal audit reports submitted to audit committee	Internal audit	4	1	1	n/a	n/a	Attendance register and minutes of meeting	
12.	Number of risk management and fraud prevention committee meetings held	Risk Management	4	1	1	n/a	n/a	Attendance register and minutes of meeting	
13.	Number of strategic risk assessment workshops conducted	Risk Management	1	1	1	n/a	n/a	Attendance register and Strategic Risk Assessment Report	
14.	Number of quarterly reports on risk	Risk Management	4	1	1	n/a	n/a	Approved quarterly risk Assessment Report	

	management								
15.	Number of risk implementation plans approved	Risk Management	1	0	Not a target for the quarter	n/a	n/a	Approved risk implementation plan	
<b>Key Performance Area (KPA): Forest Management</b>									
16.	Number of hectares (ha) replanted	Forestry	85	25	45.2	N/A	N/A	Field operations' reports & invoices	
<b>Key Performance Area (KPA): Infrastructure Development (PMU)</b>									
17.	Construction of Driefontein to Iswepe and Haartebeesfontein Water Bulk Line	PMU	100%	100%	83%	Budget for 2017/18 is exhausted	Project will be completed in 2018/19	Monthly site visit report	
18.	Construction of Main Access Road in Sandbank	PMU	New	2 bridges 100%	38%	Rain delays	Contractor granted extension of time till 11 June 2018	Monthly site visit report	
19.	Erection of a new cemetery	PMU	New	100%: 2.64km gavel road, ablution, guard house, storeroom & storm water drains/pipes	100%	Additional works (Storm water) issued on Snag list	Contractor anticipate completion by 07 June 2018	Monthly site visit report	
20.	Installation of	PMU	50%	70%	73%	none	none	Monthly site visit	

	storm water drainage		storm water					report	
21.	Constructions of Hawker Stalls	PMU	New	100%	90%	Unable to install the facilities in Driefontein the land initially identified has a private owner and they didn't grant permission.	none	Monthly site visit report	
22.	Establishment of Saul Mkhizeville Sport (Netball and Tennis Court)	PMU	New	100%	97%	Poor quality lead to redo concrete works	Contractor issued with snag list and penalties imposed	Monthly site visit report	
23.	Upgrading of gravel road to paving blocks in Amsterdam Extension 4	PMU	New	2.5	35%	Budget for 2017/18 is exhausted	Continue with the project in 2018/19FY	Monthly site visit report	
24.	Construction of Dignified sanitation	PMU	New	100%	85%	none	none	Monthly site visit report	
25.	Multipurpose Center Amsterdam	PMU		100%	100%	none	none	Monthly site visit report	
26.	Construction of Bus and Taxi Route	PMU		100%	85%	Insufficient funds	Construction will continue in August	Monthly site visit report	



## FINANCIAL SERVICE 4<sup>TH</sup> QUARTER REPORT

TABLE 2: STRATEGIC OBJECTIVE 2: TO ENSURE FINANCIAL VIABILITY

No	Key Performance Indicator	Department	Baseline	2017-18					Achieved
				Quarter 4 Target	Actual Performance	Reason for deviation	Steps Taken	POE	Not Achieved
									Not Measured
<b>Key Performance Area (KPA): Revenue Management</b>									
1.	% of customers billed within 10 days of each month	Finance Department	100%	100%	100%	100%	None	Extract of Sec 71 report	
2.	% of monthly revenue collected	Finance Department	75%	75%	52%	Delays in the billing, meter reading	Vodacom to assist with meter readings	Extract of sec 71 report	
3.	Number of registered indigent households receiving free basic electricity services.	Finance department	1043	75%	100% (2238)			Extract of sec 71 report	
<b>Key Focus Area (KFA): Legal and Compliance</b>									
4.	% of external audit findings resolved within 60 days	CFO	New	60%	100%	Delay in appointing services providers	Appointed service providers assisting with assets	JBFE Asset Management	
5.	Obtain and maintain	CFO	Qualified audit	Unqualified audit	Unqualified	PPE qualification	Appointed service providers to assist	JBFE Asset Management	

	unqualified audit report		report	report	Audit opinion		with assets		
<b>Key Performance Area (KPA): Expenditure Management</b>									
6.	% of capital budget spent on capital projects	Finance Department	95%	96%	100	N/A	N/A	Capital budget reconciliation	
7.	% of operational budget spent on operational projects	Finance Department	95%	96%	100	N/A	N/A	Budget report	
<b>Key Performance Area (KPA): Asset Management</b>									
8.	Number of fixed assets verification conducted	Finance Department	New	1	1	None	The Assets Consultant are in place to correct the previous audit errors	The Reconciliations of all the location including Infrastructure assets are in place.	
9.	Number of monthly asset reconciliation conducted	Finance Department	New	3	3	None	Verification is at later stages and it will be concluded before the end of July 2018.	Asset reporting will be done and submitted to the CFO	
10.	Number of stock counts conducted	Finance Department	2	1	1	None	Year-end Stock Counts was conducted at the end of June 2018 .	Physical stock count sheet verified by the Internal Auditors	
<b>Key Performance Area (KPA): Financial Reporting and Budgeting</b>									
11.	Number of reports submitted to National Treasury	Finance Department	14	3	3	none	none	Signed receipts	
12.	Number of monthly bank reconciliation approved	Finance Department	12	3	2	Late closure of Month end	Month end will be done within 5 working days	Bank recons	
<b>Key Performance Area (KPA): Supply Chain Management</b>									

13.	Number of SCM quarterly reports completed	SCM	4	1	1	None	None Required	Submitted quarterly reports to Sec80	
14.	% of tenders advertised awarded within 90 days	SCM	100%	100%	100%	None	None Required	Copies of Tender adverts and Appointment letters	
15.	Approval of procurement plan	SCM	Approved plan	Approved plan	Approved	None	None Required	Approved Annual Procurement plan	
<b>Key Performance Area (KPA): Data Integrity and Security (ICT)</b>									
16.	% of ICT queries responded to within 24 hours	ICT	100%	100%	50%	Internet problems	Trouble shooting	call logs	
17.	Number of monthly offsite backups conducted	ICT	12	3	96	none	none	ITNA back up reports	
18.	% compliance to Section 75 (MFMA) requirements in terms of the Website updating monthly	ICT	100%	100%	65%	Departments delayed in submitting 4 <sup>th</sup> Quarter 2017/18	none	Register	

## CORPORATE SERVICE 4<sup>TH</sup> QUARTER REPORT

TABLE 3: STRATEGIC OBJECTIVE 4: TO ENSURE GOOD GOVERNANCE

No	Key Performance Indicator	Department	Baseline	2017-18					Achieved
				Quarter 4 Target	Actual Performance	Reason for deviation	Steps Taken	POE	Not Achieved
<b>Key Performance Area (KPA): Skills development and Job creation</b>									
1.	Number of jobs created through EPWP programme	Corporate Services	New	25	81	More subcontractors appointed which led to more labour intensive programmes	None	Attendance Registers	
2.	% reduction in vacancy rates	Corporate Services	33%	30%	3.89%	None	None	Requests, Adverts and time control sheets for each position.	
3	Number of unemployed youth trained	Corporate Services	7	10	40	We have received grants for programmes applied for and that is the reason for the high number of trainees.	None	Attendance Registers.	
4	Number of health and safety workshops conducted	Corporate Services	20	5	5	None	None	Attendance register and workshop reports.	
5	Number of in-tern	Corporate	64	0	Not a	None	None	-	

	trainings offered	Services			target for the quarter				
6	Number of bursaries offered	Corporate Services	10	0	0	Not a target for the quarter	None	-	
7	% of new employees inducted	Corporate Services	100%	100%	100%	None	None	Attendance register and induction report	
8	Number of workplace skills plan submitted annually	Corporate Services	1	1	1	None	None	Proof of WSP submission to LGSETA	
9	Number of monthly reports prepared on employee wellness and assistance programme offered	Corporate Services	12	3	3	None	none	Monthly reports prepared and submitted by service	
10	Number of wellness days conducted	Corporate Services	1	1	There is no report				
11	Number of councillors trained	Corporate Services	38	10	14	None		Attendance Registers	
12	Number of employees trained	Corporate Services	300	38	64	Interventions funded by stakeholders allowed us to train more officials	none	Attendance Registers	
<b>Key Performance Area (KPA): Leadership</b>									
13	Number of	Corporate	35	16	62	None-Insufficient	None	Minutes and	

	meetings and forums held	Services				POEs		Attendance Registers.	
14	Number of outreach mayoral programmes conducted	Corporate Services	2	1		None-Insufficient funds	None	Attendance registers	
<b>Key Focus Area (KPA): Health and social development</b>									
15	Number of women and children events organised	Corporate Services	2	2	2	None-Incorrect POE	None	Attendance Registers	
16	Number of HIV, STI and AIDS programmes held	Corporate Services	4	1	1	None	None	Attendance registers	
17	Number of municipal publications produced	Corporate Services	4	1	1	Still awaiting for the final approval from the management	None	Copies of adverts	

## TECHNICAL SERVICE: 4<sup>TH</sup> QUARTER REPORT

TABLE 4: STRATEGIC OBJECTIVE 5: TO ENSURE PROVISION OF BASIC SERVICES:

No	Key Performance Indicator	Department	Baseline	2017-18					Achieved
				Quarter 4 Target	Actual Performance	Reason for deviation	Steps Taken	POE	Not Achieved
									Not Measured
<b>Key Performance Area (KPA): Electricity</b>									
1	Maintenance of electrical network	Electrical Services	118	30	28	Material not delivered	The outstanding task will be done in next financial year.	Job cards/purchase order	
2	Number of electricity meters installed	Electrical Services	500	175	404	None	None	Vodacom spread sheet/job cards and pre-paid forms	
3	Number of bulk meters installed	Electrical Services	New	5	9	None	None	Job cards	
4	Number of new street lights installed	Electrical Services	20	5	1	We were able to install 1 new street light. We have no enough funds.	We will try to reach the target on the new Financial Year	Job card	
5	Number of street lights maintained	Electrical Services	300	88	125W(260) 250W(27)	None	None	Job cards/street-light monthly plan	

					100W(44)				
6	% of reported faulty lights attended to	Electrical Services	95%	95%	64 Reported and only 54 attended 83%	Shortage of material	The outstanding task will be done in next financial year	complaints register	
7	% of reported electric faults attended to	Electrical Services	95%	100%	LV(120) MV(9)	None	None	Job cards	
8	% of electricity losses reduced to	Electrical Services	20%	19%	27.5%	We do not have meters, still waiting for Vodacom.	We on process of SLA with Vodacom for meters installation	Service level agreement	
<b>Key Performance Area (KPA): Water and Sanitation</b>									
9	Number of water conservation and water demand management programmes implemented	Water and Sanitation	11	3	2 Sibahle Primary school & Kemp siding Combine school	One awareness campaign was conducted in the previous quarter.	None	Attendance register and signed by line supervisor	



<b>10</b>	Number of publication reports on water and waste water compliance (blue and green drop)	Water and Storm Water	New	1	1	None	<b>None</b>	Water and wastewater Publication reports	
<b>11</b>	Megaliters of water provided to communities through Water Treatment Works/Water tankers & boreholes	Water and Sanitation	5 800	1 450	2197.95	None	None	Spreadsheet recorded from meter readings recorded on a daily basis from WTW, Rural water report & spreadsheet for water tankers	
<b>12</b>	New No of Water & Waste water connection	Water and Sanitation	120	95%	11 Water connection 3x rural connection, 6 water connection and 2x sewer connection as per request	None	None	Application forms and proof of payment for connection fee, Job cards	

					t				
13	Megaliters of waste water and septic tanks drained	Water and Sanitation	2 555	640	538.23	Few households are connected to sewer connection network at Kwa-Thandeka.	None	Spreadsheet generated from metre readings recorded on daily logbooks from WWTW's & spreadsheet from septic tan	
<b>Key Performance Area (KPA): Roads and Storm water</b>									
14	Number of graves prepared, closed and paper work processed against used graves.	Roads and Storm Water	100%	100%	94%	N/A	As burial request	Burial Order Customer register from burial documentation.	
15	Square meters (M2) of tar road potholes repaired	Roads and Storm Water	20 000 m <sup>2</sup>	5000m <sup>2</sup>	3 407m <sup>2</sup>	The KPI was under achieved due to the following challenges 1. Material supply is not consistent. 2. Labour action and staff meetings 3. Rainy days and public holidays. 4. Community riots 5. Fleet out of	To improve the material supply process and get the fleet serviceable and reliable.	Monthly reports and job cards	

						order.			
<b>16</b>	KMs of storm water pipes maintained	Roads and Storm Water	40Km	10Km	2.263K m	The under achievement is due to the following; 1. Vehicle out of service 2. Staff challenges including labour action and staff meetings. 3. Public holidays and rainy days. 4. Community riots	To get the fleet in running order and to address the staff in the new financial year 2018-2019	Monthly Reports and Job cards	

## COMMUNITY SERVICE: 4<sup>TH</sup> QUARTER REPORT

TABLE 5: STRATEGIC OBJECTIVE 5: TO ENSURE PROVISION OF BASIC SERVICES: COMMUNITY SERVICES

No	Key Performance Indicator	Department	Baseline	2017-18					Achieved
				Quarter 4	Actual Performance	Reason for deviation	Steps Taken	POE	Not Achieved
									Not Measured
<b>Key Performance Area (KPA): Water Removal</b>									
1	Number of waste transfer stations maintained	Waste Management	New	1	1	None	None	Photos and expenditure report	
2	Number of disposal sites constructed in rural areas	Waste Management	New	2	1	Lack of funds	None	Completion report	
3	Number of parks and recreational facilities maintained	Community Services	6	2	6	None	None	Weekly registers	
4	Number of waste cells constructed in the landfill site	Waste Management	2	1	0	Inadequate funds to carry out cell construction at the landfill site. As soon as funding can is made available through the operational budget, the	The item has been included in the capital budget for the 2018/19 financial year.	Photos and expenditure Report	

No	Key Performance	Department	Baseline	2017-18					Achieved
						construction of waste disposal cell (s) will be conducted.			
5	Number of refuse collections trips to serviced areas	Waste Management	816	204	155	One of the refuse collection trucks had been out of service due to maintenance issues. There had been challenges with procuring new parts for the truck, resulting in a prolonged period where the truck was decommissioned from its operations.	The faulty truck was scheduled for maintenance and repairs.	Household collection registers	
6	Number of streets cleaned in the CBD	Waste Management	9 855	2 466	2466	None	None	Attendance registers	
7	% of illegal dumping spots identified cleared	Waste Management	100%	100%	100%	None	None	Illegal dumping spots registers	
8	Number of mass refuse container trips made	Waste Management	208	52	52	None	None	Mass refuse container register	
9	Number of reports on landfill sites compliance	Waste Management	New	1	Not a target for the	None	None	Registers and Inspection checklist	

No	Key Performance	Department	Baseline	2017-18					Achieved
					quarter				
10	Number of stakeholders awareness and clean-up campaigns held	Waste Management	4	1	2	None	None	Attendance registers and report	
11	Number of waste bins acquired	Waste Management	New	3	3	None	None	Purchase order	
12	Number of monthly waste reports submitted to Department of Environmental Affairs via South African Waste Information System	Waste Management	New	3	3	None	None	SAWIS report	
13	Number of green projects established	Waste Management	2	1	1	None	None	Report and pictures	
14	Number of waste summits on waste and environmental management coordinated	Waste Management	1	1	0	Inadequate funds in the available budget	The item has been budgeted for in the capital budget for the 2018/19 financial year.	Report and pictures	
15	Number of sports tournaments and cultural events held	Community Services	3	1	0	None	None	Pictures and Reports	
16	Number of library outreach programmes held	Community Services	4	1	2	None	None	Attendance registers	
<b>Key Performance Area (KPA): By-Law development &amp; enforcement</b>									
17	Number of road	Community	20	6	13	None	None	Summative	

No	Key Performance	Department	Baseline	2017-18					Achieved
	blocks conducted	Services						report	
18	Number of fire awareness campaigns conducted	Community Services	16	4	29	None	None	Attendance registers	
19	Number of road safety awareness campaigns conducted	Community Services	32	9	9	None	None	Attendance registers	

## PLANNING AND DEVELOPMENT 4<sup>TH</sup> QUARTER REPORT

TABLE 6: STRATEGIC OBJECTIVE 6: SPATIAL PLANNING AND RATIONALE:

No	Key Performance Indicator	Department	Baseline	2017-18					Achieved
				Quarter 4	Actual Performance	Reason for deviation	Steps Taken	POE	Not Achieved
Key Focus Area (KFA): Land use Management									
1	Review of Spatial Development Framework (SDF)	Planning and development	SDF Final Draft	Review SDF (3 <sup>rd</sup> quarter)	Final Draft SDF and Draft Land Use Scheme (LUS) taken for public consultation for a period of 60 days.	Alignment of processes (the review of the LUS and SDF).	Final SDF will be approved in the 2 <sup>nd</sup> Quarter for the 2018/19 financial.	Final Draft SDF	
2	% of building plans approved within 90 days	Planning and Development	100%	95%	78% (17 applications received were processed and 13 of them were processed within the legislated time frame).	Delay caused by internal departments to provide comments on building plan applications.	A building plan circulation process was developed and approved by GM: Planning and delivered to all affected departments.	Report on applications received against applications processed.	



<b>3</b>	% of building inspection requests conducted as per request	Planning and Development	100%	95%	100% (18 applications received and all of them were conducted as per request)	None	None	Report on requests received against inspections carried out.	
<b>4</b>	Number of households inspected for illegal buildings and business operations	Planning and Development	8000	2000	2078	More inspections were conducted due to the availability of transport	None	Household site inspection report.	
<b>5</b>	% of letters issued on all illegal land use identified	Planning and Development	New	100%	100% (40 non-compliance notices issued)	None	None	Non-compliance notices.	
<b>Key Focus Area (KFA): Legal and Compliance</b>									
<b>6</b>	Development of the IDP process plan	Planning and Development	IDP process plan	Annual Reviewed IDP process plan	Final IDP adopted by Council.	None	None	Approved IDP Document. Council Resolution.	
<b>7</b>	Annual review of the IDP	Planning and Development	Approved IDP 2017-2022	Reviewed IDP 2018	First IDP Review 2018/19 of 2017 - 2022	None	None	Advert, Proof of submission to COGTA.	

					was distributed for perusal by the public at strategic areas.				
<b>Key Performance Area (KPA): Local Economic Development</b>									
<b>8</b>	Number of exhibitions organised	Planning and Development	6	1	2 exhibitions were held on 31 May – 01 June 2018 and 22 June 2018.	More exhibitions were held.	None	Concept documents, report and attendance registers	
<b>9</b>	Number of SMMEs and co-ops supported	LED	5	2	No cooperative was supported	The budget was deviated	None	Delivery note.	

**Municipal Manager**

**M Kunene**