



# Fezile Dabi

District Municipality

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## **Annexure A: Quarter 1 Performance Assessment Report of 2020-21**

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## 1. Purpose

The purpose is to report to Management the:

- Internally audited performance of the Fezile Dabi District Municipality against the approved Service Delivery and Budget Implementation Plan (SDBIP) targets set to be delivered during the first quarter of the 2020-21 financial year in line with section 52(d) of the Local Government: Municipal Finance Management Act, 2003 (Act No.56 of 2003) herein referred to as the MFMA.

## 2. Performance on Service Delivery Targets

### 2.1. Performance against SDBIP targets

#### 2.2.1. Background

The SDBIP for the 2020/21 financial year was approved by Council on 29 May 2020 as part of the 2020/21 Integrated Development Plan (IDP) review.

The approved SDBIP is made up of **75 performance indicators and targets**. The municipality Monitoring and Evaluation Unit and Planning Unit are therefore responsible for the planning, monitoring and preparation of performance reports detailing the progression of indicators in achieving their stipulated target as required by legislation.

#### 2.2.2. Quarter One (1) Top Layer SDBIP Performance Summary

This performance summary is based on the **40 performance indicators and its corresponding targets** in the Top Layer SDBIP that were due for reporting at the end of the quarter under review i.e. Quarter One (1) of 2020-21. The performance was recorded as follows:

A total target of **42 performance indicators and its corresponding targets** were achieved (from the **40 performance indicators and targets** due for reporting at the end of first quarter) This accounts for **105%** target achievement while **2 performance indicators and its corresponding target** were not achieved, translating to **5%** negative variance. The over achievement recorded was due to the following:

- **KPA 3: indicator 3.3 (d):** Publicize two (2) advertisements on promotion of tourism in the district on dedicated tourism publications by 30 June 2020.
- **KPA 4: indicator 4.1 (I):** Zero amount of unauthorised, irregular and fruitless & wasteful expenditure incurred due to non-compliance to the municipality's Supply Chain Management Policy, Supply Chain Management Regulations, 2005 and the MFMA by 30 June 2021.
- **KPA 5: indicator 5.4(b):** Convene two (2) Technical IGR meetings convened by 30 Jun 2020.
- **KPA 5: indicator 5.4(d):** Convene two (2) District LED Forum meetings by 30 June 2021.

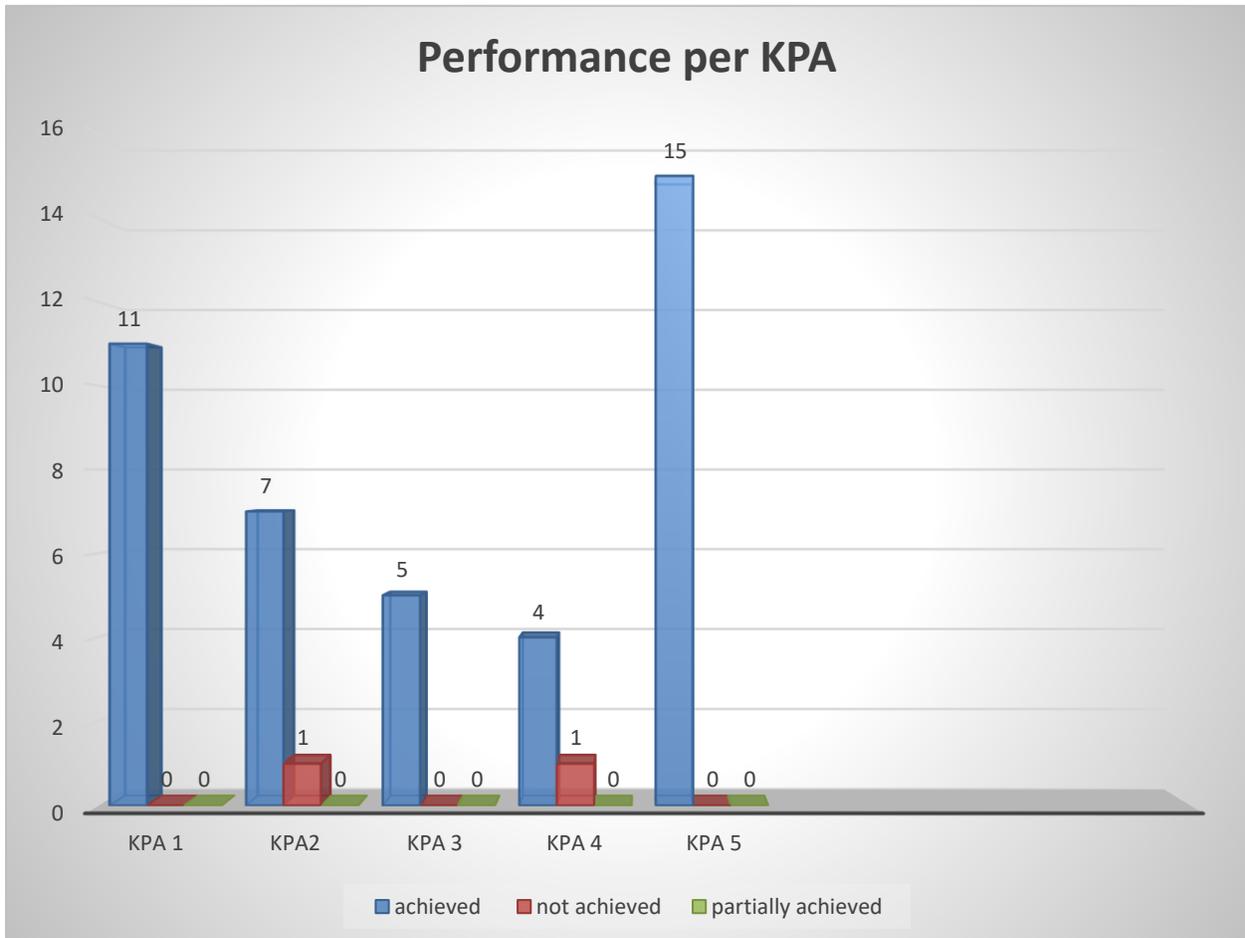
It should be noted that the aforementioned SDBIP information was internally audited as such no additional processes and timeframes will be required which are beyond the legislated period for reporting and therefore are accommodated at this stage of performance reporting.

The table below summarises the performance per Key Performance Area (KPA) for the period under review.

**Table 1: Statistical Summary of Q1 performance per KPA**

Assessment Criteria	KPA 1: Municipal Transformation and Organisational Development	KPA 2: Basic Service Delivery and Infrastructure Development	KPA 3: Local Economic Development and Tourism	KPA 4: Financial Management and Viability	KPA 5: Good Governance and Public Participation	Total
Total number of targets	20	9	10	12	24	75
Total number of targets not applicable	9	1	6	8	11	35
Total number of targets applicable	11	8	4	4	13	40
Total number of targets achieved	11	7	5	4	15	42
Total number of targets not achieved	0	1	0	1	0	2
Total number of targets partially achieved	0	0	0	0	0	0

**Graph 1: Graphic illustration Q1 performance per KPA**



### **3. Quarter One (1) Departmental SDBIP Performance Summary**

The approved departmental SDBIP is made up of **106 performance indicators and targets**. The municipality Monitoring and Evaluation Unit and Planning Unit are therefore responsible for the planning, monitoring and preparation of performance reports detailing the progression of indicators in achieving their stipulated target as required by legislation.

The performance summary is based on the **59 performance indicators and its corresponding targets** in the departmental SDBIP that were due for reporting at the end of the quarter under review. The performance was recorded as follows:

- A total target of **53 performance indicators and its corresponding targets** were achieved (from the **59 performance indicators and targets** due for reporting at the end of first quarter) This accounts for **90%** target achievement while **2 performance indicators and its corresponding targets** were not achieved, translating to **3%** negative variance.

**However, it must be noted that, the department LED and Tourism recorded an over achievement of 150% due to the following:**

### **3.1. Department LED and Tourism**

- **KPA 1: indicator 4.1(a):** By 31 May 2021, develop, annually and submit to Council for approval the following key Sector Plans that support the IDP:
  - Local Economic Development Strategy (LEDS);
- **KPA 3: indicator 3.3 (d):** Publicize two (2) advertisements on promotion of tourism in the district on dedicated tourism publications by 30 June 2020.
- **KPA 5: indicator 5.4(d):** Convene two (2) District LED Forum meetings by 30 June 2021.

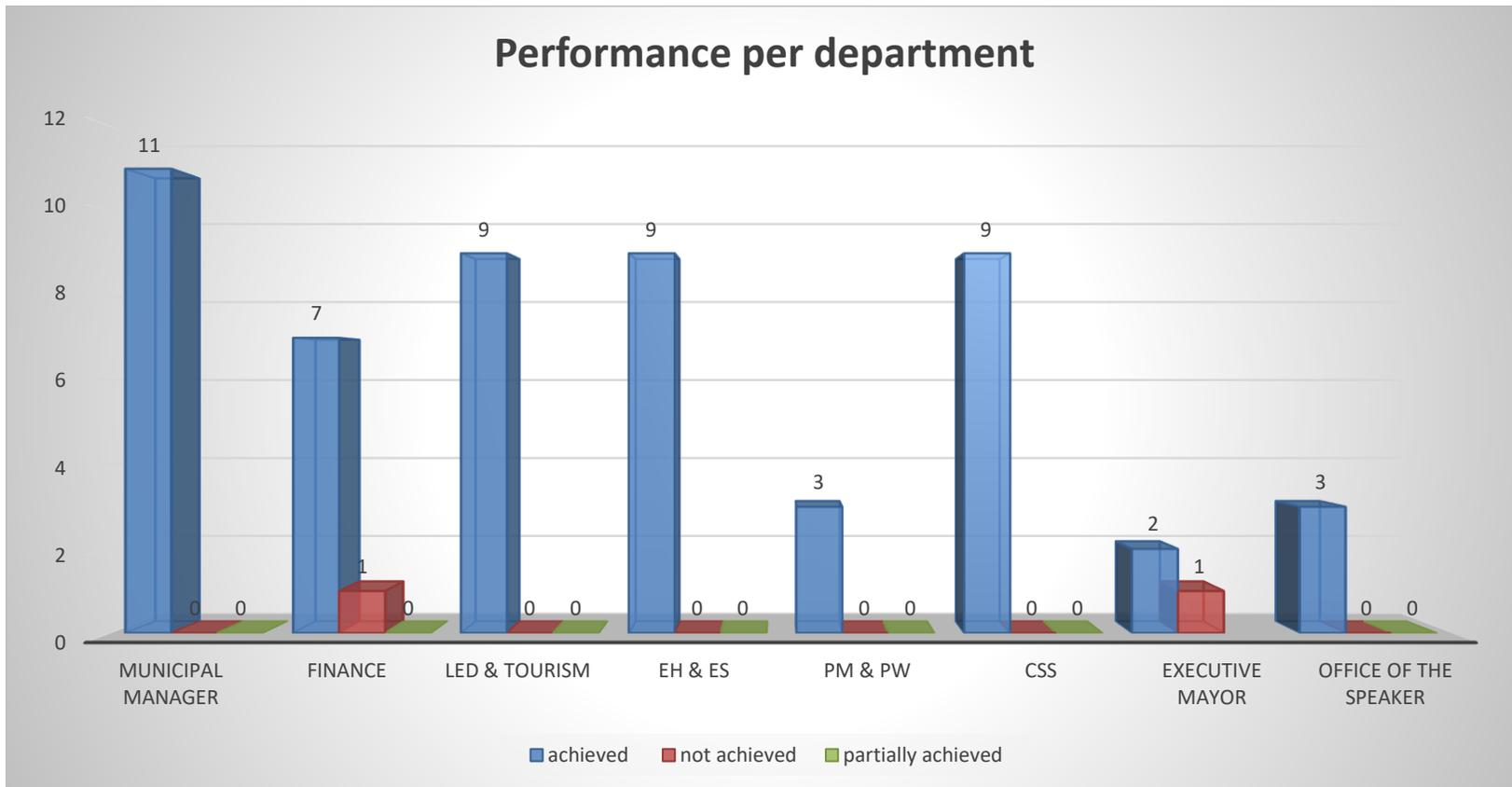
It should be noted that the aforementioned SDBIP information was internally audited as such no additional processes and timeframes will be required which are beyond the legislated period for reporting and therefore are accommodated at this stage of performance reporting

The table below summarises the individual performance per departments for the quarter under review:

**Table 2: Statistical summary of performance per department**

	Department	Total Number of Targets for 2020-21 FY	Targets not due for reporting at the end of (Q1)	Targets due for reporting at the end of (Q1)	Targets Achieved (Q1)	Targets not Achieved (Q1)	Target partially Achieved (Q1)	Percentage target achievement per Department
1	Office of the Municipal Manager	27	11	16	11	0	0	69%
2	Budget and Treasury (Finance)	19	9	10	7	1	0	70%
3	Local Economic Development and Tourism	15	9	6	9	0	0	150%
4	Environmental Health and Emergency Services	11	2	9	9	0	0	100%
5	Project Management and Public Works	6	3	3	3	0	0	100%
6	Corporate Support Service	16	7	9	9	0	0	100%
7	Office of the Executive Mayor	8	5	3	2	1	0	67%
8	Office of the Speaker	4	1	3	3	0	0	100%
<b>9</b>	<b>TOTAL</b>	<b>106</b>	<b>47</b>	<b>59</b>	<b>53</b>	<b>2</b>	<b>0</b>	<b>90%</b>

Graph 2: Graphic illustration Q1 performance per department



The table below summarises under-performance per departments for the quarter under review:

**Table 3: Summary of under-performance per department**

Name of Department	Performance Indicator	Annual target 2020/21	Quarter 1 Target	Achieved Quarter 1	Reasons for under / over achievement
Budget and Treasury (Finance)	100% of suppliers' and service providers' invoices received throughout the year paid within 30 days of receipt where there is no disputed delivery of goods / services each year by 30 June 2021.	Pay 100% of valid suppliers' and service providers' invoices received throughout the year within 30 days of receipt where there is no disputed delivery of goods / services each year by 30 June 2021.	Pay 100% of valid suppliers' and service providers' invoices received throughout the quarter within 30 days of receipt where there is no disputed delivery of goods / services each year by 30 September 2020.	<b>Not Achieved:</b> Some suppliers not paid within 30 days of Invoice	The report (CAR 23003- HR 994) shows that some payments were not paid within 30 days as targeted.
Executive Mayor	Four (4) HIV/AIDS awareness campaigns held or supported in the district targeting youth, men, women schools, Correctional Centres and private sector institutions by 30 June 2021.	Four (4) HIV/AIDS awareness campaigns held or supported in the district targeting youth, men, women schools, Correctional Centres and private sector institutions by 30 June 2021.	One (1) HIV/AIDS awareness campaign held or supported in the district targeting youth, men, women schools, Correctional Centres and private sector institutions by 30 September 2020	Not for period under review	Not verified, no evidence attached confirming one awareness campaign as at 30 September 2020.

The table below summarises plans to address under performance per departments for the quarter under review:

**Table 4: Plans to address under performance**

Name of Department	Performance Indicator	Planned Corrective Measures	Responsible Manager	Target Date
Budget and Treasury (Finance)	Pay 100% of valid suppliers' and service providers' invoices received throughout the quarter within 30 days of receipt where there is no disputed delivery of goods / services each year by 30 June 2020.	The CFO must ensure that there are standardised procedures that are well documented and communicated to monitor that payments are made on time to suppliers. Process and control measures such as checklists and registers ought to be utilised to ensure that punitive steps are taken.	CFO	31 December 2020
Executive Mayor	One (1) HIV/AIDS awareness campaign held or supported in the district targeting youth, men, women schools, Correctional Centres and private sector institutions by 30 September 2021.	The Office of the Executive Mayor should ensure that the HIV/AIDS awareness campaign are held to educate communities on routine HIV testing, status awareness and to end the silence and shame surrounding HIV/AIDS.	Manager Executive Mayor's Officer	31 December 2020

The table below summarises key performance indicators not applicable per departments for the quarter under review:

**Table 5: Key Performance Indicators (Not Applicable)**

Name of Department	Performance Indicator	Annual target 2020/21	Target Date (Not Applicable) Annual target 2020/21	Responsible Manager	Progress as at 31 September 2020
Municipal Manager	Top-Layer SDBIP for each financial year submitted to the Executive Mayor within 14 days of approval of the budget and approved by the Executive Mayor within 28 days after approval of the annual budget.	Submit Top-Layer SDBIP for 2021 financial year to the Executive Mayor within 14 days of approval of the budget and approved by the Executive Mayor within 28 days after approval of the annual budget.	30 June 2020	Manager Monitoring and Evaluation	30 September 2020.
	One (1) signed-off Mid- Term budget and performance assessment report for each financial year submitted to the Executive Mayor, Provincial & National Treasuries by 25 January 2021.	One (1) signed-off Mid- Term budget and performance assessment report for each financial year submitted to the Executive Mayor, Provincial & National Treasuries by 25 January 2021.	30 June 2021	Manager Monitoring and Evaluation	25 January 2021.

Name of Department	Performance Indicator	Annual target 2020/21	Target Date (Not Applicable) Annual target 2020/21	Responsible Manager	Progress as at 31 September 2020
	One (1) audited annual report for each financial year submitted to Provincial Treasury, CoGTA and National Treasury by 31 January 2021.	One (1) audited annual report for each financial year submitted to Provincial Treasury, CoGTA and National Treasury by 31 January 2021.	31 January 2021	Manager Monitoring and Evaluation	31 March 2021
	Four (4) IDP Public Participation meetings and one (1) IDP Rep Forum meetings convened by 30 June 2021.	Convene four (4) IDP Public Participation meetings and one (1) IDP Rep Forum meetings by 30 June 2021.	30 June 2021	Manager Monitoring and Evaluation	31 March 2021
	Two (2) Water Sector Forum meetings convened by 30 June 2021.	Convene two (2) Water Sector Forum meetings by 30 June 2021.	30 June 2021	Acting Director PM & PW	31 December 2021
Budget and Treasury (Finance)	100% of Auditor-General's findings relating to financial management, leadership, predetermined objectives and other matters addressed by 30 June 2021.	100% of Auditor-General's findings relating to financial management, leadership, predetermined objectives and other matters addressed by 30 June 2021.	30 June 2021	CFO	31 March 2021

Name of Department	Performance Indicator	Annual target 2020/21	Target Date (Not Applicable) Annual target 2020/21	Responsible Manager	Progress as at 31 September 2020
	<i>(Applies generically to all departments)</i>	<i>(Applies generically to all departments)</i>			
	One (1) prescribed mSCOA minimum business processes fully implemented by 30 June 2021.	One (1) prescribed mSCOA minimum business process (i.e. CSD Solar module) fully implemented by 30 June 2021.	30 June 2021	CFO	30 June 2021
	The following key Sector Plans that support the IDP developed, annually reviewed and submitted to council for approval by 31 May 2021:  • Financial Plan (FP)	By 31 May 2021, develop, annually and submit to Council for approval the following key Sector Plans that support the IDP:  • Financial Plan (FP)	31 May	CFO	30 June 2021
	The following Budget related policies reviewed and submitted for approval by Council by 31 May 2021:  • Asset Management Policy;  • Banking & Investment Policy;	Review and submit the following Budget related policies for approval by Council by 31 May 2021:  • Asset Management Policy;  • Banking & Investment Policy;	31 May 2021	CFO	30 June 2021

Name of Department	Performance Indicator	Annual target 2020/21	Target Date (Not Applicable) Annual target 2020/21	Responsible Manager	Progress as at 31 September 2020
	<ul style="list-style-type: none"> <li>• Funding &amp; Reserves Policy;</li> <li>• Budget Virements Policy;</li> <li>• Budget &amp; Reporting Policy; and</li> <li>Supply Chain Management Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Funding &amp; Reserves Policy;</li> <li>• Budget Virements Policy;</li> <li>• Budget &amp; Reporting Policy; and</li> <li>Supply Chain Management Policy</li> </ul>			
	<p>The following Financial Management and / or Accounting policies developed and annually reviewed and submitted for approval by Council by 31 May 2021:</p> <ul style="list-style-type: none"> <li>• Debtors / Receivables Policy;</li> <li>• Bad Debts &amp; Debt Impairment Policy;</li> <li>• Subsequent Events Policy;</li> <li>• Provisions, Contingencies &amp; Accruals Policy;</li> </ul>	<p>Develop, annually review and submit the following Financial Management and / or Accounting policies for approval by Council by 31 May 2021:</p> <ul style="list-style-type: none"> <li>• Debtors / Receivables Policy;</li> <li>• Bad Debts &amp; Debt Impairment Policy;</li> <li>• Subsequent Events Policy;</li> <li>• Provisions, Contingencies &amp; Accruals Policy;</li> </ul>	31 May 2021	CFO	30 June 2021

Name of Department	Performance Indicator	Annual target 2020/21	Target Date (Not Applicable) Annual target 2020/21	Responsible Manager	Progress as at 31 September 2020
	<ul style="list-style-type: none"> <li>• Unauthorised, Irregular, Fruitless &amp; Wasteful Expenditure Policy;</li> </ul> Commitments Policy	<ul style="list-style-type: none"> <li>• Unauthorised, Irregular, Fruitless &amp; Wasteful Expenditure Policy;</li> <li>• Commitments Policy</li> </ul>			
	100% cash-backed annual budgets prepared and submitted to Council for approval by 31 May 2021.	Prepare annual budgets that are 100% cash-backed and submit to Council for approval by 31 May 2021.	31 May 2021	CFO	30 June 2021
	2 quarterly reviews and updating of financial management related internal controls based on the quarterly Internal Audit reports by 30 June 2021.	2 quarterly reviews and updating of financial management related internal controls based on the quarterly Internal Audit reports by 30 June 2021.	30 June 2021	CFO	30 June 2021
	Two (2) CFO Forum meetings convened by 30 June 2021.	Convene two (2) CFO Forum meetings by 30 June 2021.	30 June 2021	CFO	30 June 2021
Corporate Support Services	Eleven (11) Human Resource related policies reviewed and submitted for approval by Council by 31 May 2021.	Review and submit to Council for approval eleven (11) Human Resource related policies reviewed by 31 May 2021.	31 May 2021	Manager CSS	30 June 2021

Name of Department	Performance Indicator	Annual target 2020/21	Target Date (Not Applicable) Annual target 2020/21	Responsible Manager	Progress as at 31 September 2020
	Annual skills development / training needs assessment conducted, link and align the outcomes to appropriate development programmes completed and WPSP accordingly reviewed annually by 30 June 2021.	Conduct annual skills development / training needs assessment, link and align the outcomes to appropriate development programmes and accordingly review the WPSP annually by 30 June 2021.	30 June 2021	Manager CSS	30 December 2021
	The municipality's staff establishment reviewed in line with regulation 4(3) of 2014 Regulations on Appointment and Basic Conditions of Senior Managers by 30 June 2021.	Review the municipality's staff establishment in line with regulation 4(3) of 2014 Regulations on Appointment and Basic Conditions of Senior Managers by 30 June 2021.	30 June 2021	Manager CSS	31 December 2021
	100% of annually identified skills development / training needs in the WPSP are sufficiently budgeted for and fully funded by 30 June 2021.	Sufficiently budget for and fully fund 100% of annually identified skills development / training needs in the WPSP by 30 June 2021.	30 June 2021	Manager CSS	31 December 2021

Name of Department	Performance Indicator	Annual target 2020/21	Target Date (Not Applicable) Annual target 2020/21	Responsible Manager	Progress as at 31 September 2020
	<p>The following reports and plans annually reviewed &amp; submitted to LGSETA by 30 April 2021:</p> <ul style="list-style-type: none"> <li>• Workplace Skills Plan (WSP),</li> <li>• Annual Training Report (ATR),</li> </ul> <p>and</p> <p>Professional, Vocational, Technical &amp; Academic Learning (PIVOTAL).</p>	<p>Annually review and submit the following reports and plans to LGSETA by 30 April 2021:</p> <ul style="list-style-type: none"> <li>• Workplace Skills Plan (WSP),</li> <li>• Annual Training Report (ATR),</li> </ul> <p>and</p> <p>Professional, Vocational, Technical &amp; Academic Learning (PIVOTAL).</p>	30 April 2021	Manager CSS	30 June 2021
	<p>The following key Sector Plans that support the IDP developed, annually reviewed and submitted to council for approval by 31 May 2021:</p> <ul style="list-style-type: none"> <li>• Human Resource Strategy (HRS)</li> </ul>	<p>By 31 May 2021, develop, annually and submit to Council for approval the following key Sector Plans that support the IDP:</p> <ul style="list-style-type: none"> <li>• Human Resource Strategy (HRS)</li> </ul>	31 May 2021	Manager CSS	30 June 2021
Local Economic Development and Tourism	Two (2) Customer Care training provided to SMMEs in the district by 30 June 2021.	Provide two (2) Customer Care training to SMMEs in the district by 30 June 2021.	30 June 2021	Director LED and Tourism	31 December 2021

Name of Department	Performance Indicator	Annual target 2020/21	Target Date (Not Applicable) Annual target 2020/21	Responsible Manager	Progress as at 31 September 2020
	Two (2) Customer Care training provided to SMMEs in the district by 30 June 2021.	Provide two (2) Customer Care training to SMMEs in the district by 30 June 2021.	30 June 2021	Director LED and Tourism	31 December 2021
	Up to three (3) qualifying artists and / or groups of artists assisted and supported with training, coaching and crafting skills by 30 June 2021.	Assist and support up to three (3) qualifying artists and / or groups of artists in the district with training, coaching and crafting skills by 30 June 2021.	30 June 2021	Director LED and Tourism	30 June 2021
	Five (5) B&B establishments in the district assisted with Tourism Council grading and certification by 30 June 2021.	Assist five (5) B&B establishments in the district with Tourism Council grading and certification by 30 June 2021.	30 June 2021	Director LED and Tourism	30 June 2021
	Two (2) advertisements on promotion of tourism in the district publicized on dedicated tourism publications by 30 June 2021.	Publicize two (2) advertisements on promotion of tourism in the district on dedicated tourism publications by 30 June 2021.	30 June 2021	Director LED and Tourism	30 June 2021
	One (1) SMME owned by women and / or disabled persons in the district identified and provided with	Identify and provide dedicated entrepreneurial support to one (1) SMME owned by women and / or	30 June 2021	Director LED and Tourism	30 June 2021

Name of Department	Performance Indicator	Annual target 2020/21	Target Date (Not Applicable) Annual target 2020/21	Responsible Manager	Progress as at 31 September 2020
	dedicated entrepreneurial support by 2021	disabled persons in the district by 30 June 2021.			
	Two (2) District LED Forum meetings convened by 30 June 2021.	Convene two (2) District LED Forum meetings by 30 June 2021.	30 June 2021	Director LED and Tourism	31 Dec 2021
Environmental health and Emergency Services	<p>The following key Sector Plans that support the IDP developed, annually reviewed and submitted to council for approval by 31 May 2021:</p> <ul style="list-style-type: none"> <li>• Disaster Management Plan (DMP);</li> <li>• Integrated Waste Management Plan (IWMP);</li> <li>• Air Quality Management Plan (AQMP);</li> <li>• Climate Change Strategy (CCS);</li> </ul>	<p>By 31 May 2021, develop, annually and submit to Council for approval the following key Sector Plans that support the IDP:</p> <ul style="list-style-type: none"> <li>• Disaster Management Plan</li> <li>• Integrated Waste Management Plan (IWMP);</li> <li>• Air Quality Management Plan (AQMP);</li> <li>• Climate Change Strategy (CCS);</li> </ul>	31 May 2021	Director EH&ES	30 June 2021

Name of Department	Performance Indicator	Annual target 2020/21	Target Date (Not Applicable) Annual target 2020/21	Responsible Manager	Progress as at 31 September 2020
Project Management and Public Works	Two (2) Technical IGR meetings convened by 30 June 2021.	Convene two (2) Technical IGR meetings convened by 30 June 2021.	30 June 2021	Manager MM Office	31 December 2021
	Two (2) Energy Forum meetings convened by 30 June 2021	Convene two (2) Energy Forum meetings convened by 30 June 2021.	30 June 2021	Acting Director PM & PW	31 December 2021
Executive Mayor	One (1) Annual HIV/AIDS commemoration aimed at creating HIV/AIDS awareness held by 30 June 2021.	Hold one (1) Annual HIV/AIDS commemoration aimed at creating HIV/AIDS awareness by 30 June 2021.	30 June 2021	Manager Office of the Executive Mayor	31 December 2021
	Two (2) District Coordination Forum (DCF) meetings convened by 30 June 2021.	Convene two (2) District Coordination Forum (DCF) meetings by 30 June 2021.	30 June 2021	Manager Office of the Executive Mayor	31 December 2021

### **3. Recommendations**

It is recommended that:

- 3.1. Management notes the audited first quarter performance report including the associated annexures submitted in compliance with section 52 of the MFMA and section 46 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) herein referred to as the MSA.
- 3.2. That, the first quarter SDBIP performance report be submitted to the section 79 Oversight Committee namely MPAC for further scrutiny and thereafter to council for approval.