

# ANNUAL PERFORMANCE REPORT 2017/18

## Ubuntu Municipality



*menswaardigheid • hoop • erfenis  
ubuntu • ithemba • izithethe  
humanity • hope • heritage*

Draft

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# 1. INTRODUCTION

The Annual Performance Report is hereby submitted to the Ubuntu Municipal Council in terms of the Municipal Systems Act (MSA), 32 of 2000, section 46(1) and (2), as well as the MFMA Circular 11 on annual reporting. This report covers the performance information from 01 July 2017 to 30 June 2018 and focuses on the implementation of the Service Delivery Budget and Implementation Plan (SDBIP), in relation to the objectives as encapsulated in the Municipality's Integrated Development and Plan (IDP).

This Report reflects actual performance of the Municipality as measured against the performance indicators and targets in its Integrated Development Plan (IDP) and Service Delivery and Budget Implementation Plan (SDBIP) for 2017/18.

The format of the report will reflect the Municipality's Key Performance Indicators (KPI) per Municipal Key Performance Area. Each Key Municipal KPA have number of Municipal Key Focus Areas (KFA's) which was deliberately designed by the Ubuntu Municipality to focus its development initiatives in a more coherent and organised manner.

This report will also endeavour to report to Council the Municipality's performance in terms of the five (5) National Government's Strategic Key Performance Areas for local government, which are (1) Basic Service Delivery; (2) Local Economic Development; (3) Municipal Institutional Transformation and Development; (4) Municipal Financial Viability and Management and (5) Good Governance and Public Participation.

# 2. LEGISLATIVE REQUIREMENTS

This Annual Performance Report has been compiled in compliance with the requirements of section 46 (1) of the Local Government: Municipal Systems Act, 2000; which stipulates as follows:

- (1) A municipality must prepare for each financial year a performance report reflecting—
  - a. The performance of a Municipality and each external service provider during the financial year
  - b. A comparison of the performance referred to in (a) with targets set for performance in the previous financial year
  - c. Measures taken to improve
- (2) In addition, Regulation 7 (1) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 states that "A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role players." Performance management is not only relevant to the organisation as a whole, but also to the individuals employed in the organisation as well as the external service providers and the Municipal Entities. This framework, *inter alia*, reflects the linkage between the IDP, Budget, SDBIP and individual and service provider performance.

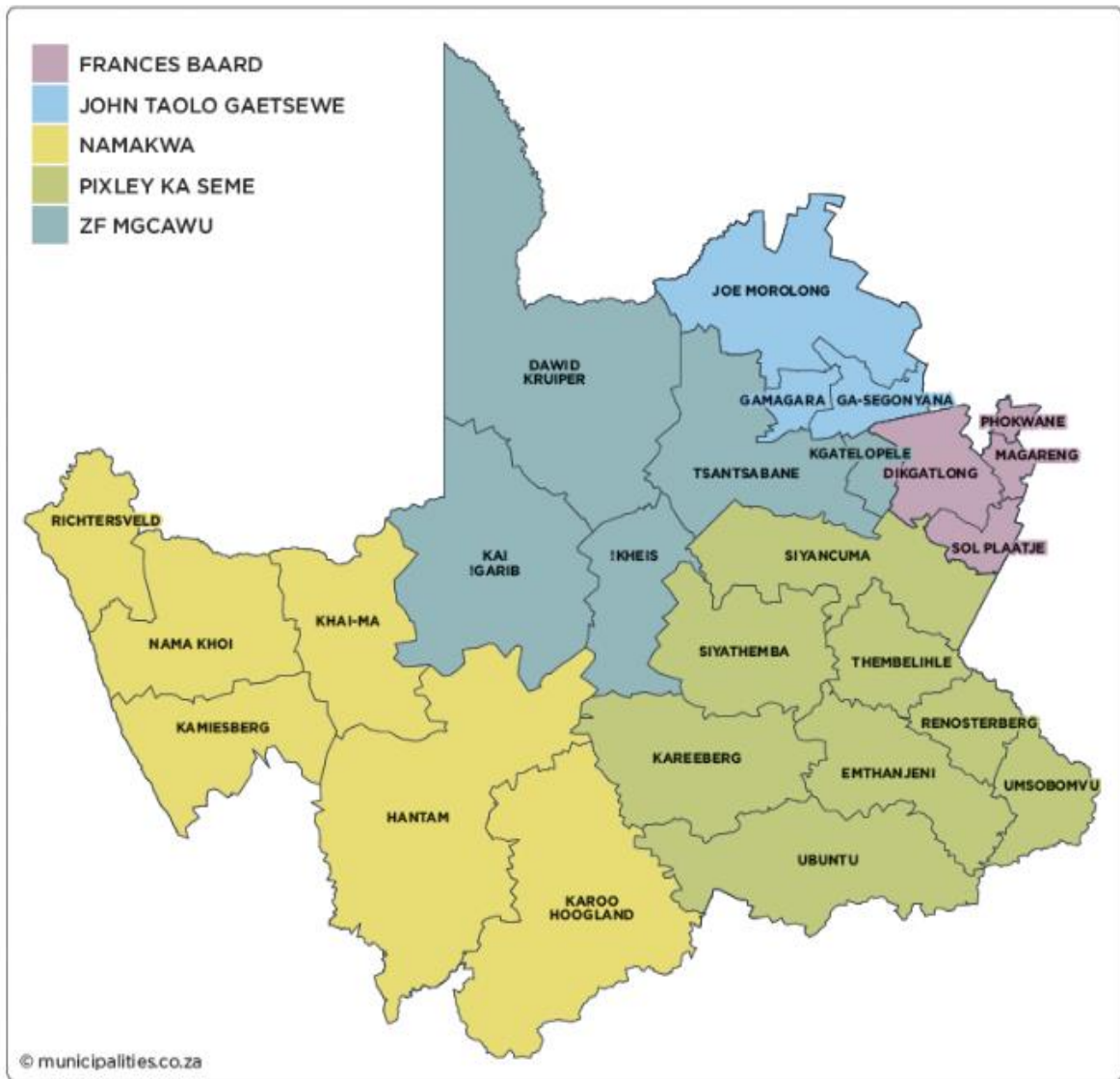
### 3. MUNICIPAL OVERVIEW

The Northern Cape is geographically the largest province in South Africa having a land mass of 373,239 km<sup>2</sup> and covers approximately one third of the country's surface area. It is bordered by the Atlantic Ocean on the west, Namibia on the northwest and Botswana on the north, the Western Cape on the southwest and the Free State on the east.

The Northern Cape is the largest and most sparsely populated province of South Africa. It was created in 1994 when the Cape Province was split up. The Orange River flows through the province, forming the borders with the Free State in the southeast and with Namibia to the northwest.



The demarcation process of 2000 resulted in five district municipalities (ZF Mgcau DM, John Taolo Gaetsewe DM, Namaqua DM, Francis Baard DM and Pixley ka Seme DM) together comprising twenty-seven Category B municipalities.



The largest town in the study area, Victoria West; has a population of 7611 persons, Richmond being the second largest area having a population of 2841 and Loxton having the least population of 921



## 4. STRATEGIC OVERVIEW

### OUR VISION:

The vision of Ubuntu Municipality, to be championed by the Ubuntu Municipal Council working together with the administration shall be:

*By 2030, Ubuntu Municipality shall be the best rural municipality through relentless pursuit of excellence through focused governance, efficient administration, and effective service delivery for inclusive targeted social and economic development against all odds.*

This vision will be pursued through participative engagement of all stakeholders within Ubuntu Municipality through entrenchment of humanity, hope and heritage as espoused in the Ubuntu Municipality logo.

### OUR MISSION:

The mission of Ubuntu Municipality, also to be championed by the Ubuntu Municipal Council working together with the administration shall be:

We strive to:

- *maximize the utility of the municipal resources in a sustainable, developmental and economic manner to better the life of all;*
- *improve institutional effectiveness and efficiency;*
- *optimally develop our human, financial and natural resources;*
- *create an enabling environment for local economic growth in order to create employment opportunities and alleviate poverty;*
- *work with all our existing and prospective partners to establish a vibrant tourism industry;*

- *participate in the fight to reduce the HIV/AIDS infection rate and lessen the impact thereof;*
- *focus on youth development, women empowerment and enabling the disabled to play a meaningful role in unlocking human potential;*
- *ensure a safe, secure and community friendly environment; and*
- *maintain sound and sustainable management of financial and fiscal affairs.*

These shall be pursued in an integrated and synergistic manner in pursuit of the long-term vision of Ubuntu Municipality.

#### OUR VALUES:

The values of Ubuntu Municipality, also to be championed by the Ubuntu Municipal Council working together with the administration shall be:

- Humanity (courtesy, pro-poor focus, people-centredness, equality, non-racialism, non-sexism);
- Excellence (effectiveness & efficiency, value for money, innovation; zero excuses);
- Integrity & Accountability (clean governance; responsiveness, responsibility);
- Batho Pele; and
- Accessibility & Transparency (convenience; availability and fairness).

These values shall inform the corporate culture of both the Ubuntu Municipal Council and all staff within the administration of Ubuntu Municipality.

## 5. PERFORMANCE MEASUREMENT

The Performance measurement for the institution is done as follows:

<b>Level</b>	<b>Result</b>	<b>Target to be Achieved %</b>	<b>Description</b>
5	Outstanding performance	75-100	Performance far exceeds the standard expected at this level. The employee has achieved above fully effective results against all performance criteria and KPIs as indicated in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	65-74	Performance is significantly higher than the standard expected in the job. The employee has achieved fully effective results against more than half of the performance criteria and

<b>Level</b>	<b>Result</b>	<b>Target to be Achieved %</b>	<b>Description</b>
			indicators and fully achieved all others throughout the year
3	Fully Effective	51-64	Performance fully meets the standards expected in all areas of the job. The employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Performance not fully effective	31-50	Performance meets some of the standards expected for the job. The employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable Performance	Less than 30	Performance does not meet the standard expected for the job. The employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.



## 6. PERFORMANCE AGAINST THE KEY PERFORMANCE AREAS

BACK TO BASICS	NATIONAL KEY PERFORMANCE AREAS	OBJECTIVES	STRATEGIES	INDICATORS	WARD NO	ANNUAL TARGET	Q1	Q2	Q3	Q4	Responsible Dept	Portfolio of Evidence
							Projected Target	Projected Target	Projected Target	Projected Target		
Basic Service Delivery	Basic Service Delivery and Infrastructure Development	Provision of Sustainable Basic Services	Sanitation Infrastructure Construction and Maintenance	Sanitation Infrastructure Monthly Report	1,2,3,4	12	4	4	4	4	Infrastructure & Planning	Portfolio Committee Agenda
			Water Services Infrastructure Construction and Maintenance	Water Services Infrastructure Monthly Report	1,2,3,4	12	4	4	4	4	Infrastructure & Planning	Portfolio Committee Agenda
				Drilling of Boreholes	2,3, 4	2 Boreholes in Victoria West	SCM Process	SCM Process	2 Boreholes in Victoria West	N/A	Infrastructure & Planning	Portfolio Committee Agenda
			Electricity Infrastructure Construction and Maintenance	Electricity Infrastructure Monthly Report	1,2,3,4	12	4	4	4	4	Infrastructure & Planning	Portfolio Committee Agenda
				Electrification Project	3	To be confirmed	To be confirmed	To be confirmed	To be confirmed	To be confirmed	Infrastructure & Planning	Portfolio Committee Agenda
			Roads Infrastructure Construction and Maintenance	Roads Infrastructure Monthly Report	1,2,3,4	12	4	4	4	4	Infrastructure & Planning	Portfolio Committee Agenda
				Victoria West Roads Upgrade (MIG 1186D/2016)	2,4	Paved Bhongweni & 50% of Loop East Roads	Paved Bhongweni Road	Paved Bhongweni & 50% of Loop East Roads	N/A	N/A	Infrastructure & Planning	MIG Report

BACK TO BASICS	NATIONAL KEY PERFORMANCE AREAS	OBJECTIVES	STRATEGIES	INDICATORS	WARD NO	ANNUAL TARGET	Q1	Q2	Q3	Q4	Responsible Dept	Portfolio of Evidence
							Projected Target	Projected Target	Projected Target	Projected Target		
				Roads & Stormwater Masterplan (MISA)	1,2,3,4	1	N/A	N/A	N/A	N/A	Infrastructure & Planning	Portfolio Committee Agenda
			Solid Waste Management Infrastructure Construction and Maintenance	Solid Waste Management Infrastructure Monthly Report	1,2,3,4	12	4	4	4	4	Infrastructure & Planning	Portfolio Committee Agenda
		Spatial Planning Excellence	Spatial Development Framework & Land Use Management System	Municipal Land and Properties Audit	N/A	SDF & LUMS	SDF & LUMS	1	N/A	N/A	Infrastructure & Planning	SDF & LUMS
			Developmental Bulk Infrastructure Optimisation	Municipal Bulk Infrastructure Audit	N/A	Bulk Infrastructure Status Report	N/A	N/A	1	N/A	Infrastructure & Planning	Bulk Infrastructure Status Report
		Spatial Development Bulk Infrastructure Optimisation	Spatial Development Bulk Infrastructure Assessment	Quality of Spatial Development Infrastructure	N/A	Spatial Development Bulk Infrastructure Status Report	N/A	N/A	N/A	1	Infrastructure & Planning	Spatial Development Bulk Infrastructure Status Report
Building Capable Local Government Institutions	Local Economic Development	Investment Acceleration & Attraction	Private Sector Investment Upliftment & Acceleration	Number & Type of Private Sector Upliftment & Acceleration Initiatives	1,2,3,4	4	1	1	1	1	Infrastructure & Planning	Quarterly Reports

BACK TO BASICS	NATIONAL KEY PERFORMANCE AREAS	OBJECTIVES	STRATEGIES	INDICATORS	WARD NO	ANNUAL TARGET	Q1	Q2	Q3	Q4	Responsible Dept	Portfolio of Evidence
							Projected Target	Projected Target	Projected Target	Projected Target		
			Public Sector Investment Upliftment & Acceleration	Number & Type of Public Sector Upliftment & Acceleration Initiatives	1,2,3,4	4	1	1	1	1	Infrastructure & Planning	Quarterly Reports
				EPWP (Security)	1,2,3,4	Security of Municipal Facilities	Security of Municipal Facilities	Security of Municipal Facilities	Security of Municipal Facilities	Security of Municipal Facilities	Infrastructure & Planning	Quarterly Reports
			Tourism Upliftment & Acceleration	Number & Type of Tourism Upliftment & Acceleration Initiatives	1,2,3,4	4	1	1	1	1	Infrastructure & Planning	Quarterly Reports
			Agriculture & Agri-processing Upliftment & Acceleration	Number & Type of Agriculture & Agri-processing Upliftment & Acceleration Initiatives	1,2,3,4	4	1	1	1	1	Infrastructure & Planning	Quarterly Reports
			Industry Upliftment & Acceleration	Number & Type of Industry Upliftment & Acceleration Initiatives	1,2,3,4	4	1	1	1	1	Infrastructure & Planning	Quarterly Reports
			Commerce Upliftment & Acceleration	Number & Type of Public Sector Upliftment & Acceleration Initiatives	1,2,3,4	4	1	1	1	1	Infrastructure & Planning	Quarterly Reports

BACK TO BASICS	NATIONAL KEY PERFORMANCE AREAS	OBJECTIVES	STRATEGIES	INDICATORS	WARD NO	ANNUAL TARGET	Q1	Q2	Q3	Q4	Responsible Dept	Portfolio of Evidence
							Projected Target	Projected Target	Projected Target	Projected Target		
				Acceleration Initiatives								
			SMME Upliftment & Acceleration	Number & Type of Public Sector Upliftment & Acceleration Initiatives	1,2,3,4	4	1	1	1	1	Infrastructure & Planning	Quarterly Reports
			Industrial & Commercial Economic Zone Establishment	Number & Type of Public Sector Upliftment & Acceleration Initiatives	1,2,3,4	4	1	1	1	1	Infrastructure & Planning	Quarterly Reports
Sound Financial Management	Municipal Financial Management & Viability	Sound Financial Management & Viability	Financial Governance Excellence	Functional System of Financial Management & Internal Control, Operation Clean Audit (OPCAR)	N/A	30 Jun 18	Functional System of Financial Management & Internal Control, Operation Clean Audit (OPCAR)	Functional System of Financial Management & Internal Control, Operation Clean Audit (OPCAR)	Functional System of Financial Management & Internal Control, Operation Clean Audit (OPCAR)	Functional System of Financial Management & Internal Control, Operation Clean Audit (OPCAR)	CFO	Quarterly Reports

BACK TO BASICS	NATIONAL KEY PERFORMANCE AREAS	OBJECTIVES	STRATEGIES	INDICATORS	WARD NO	ANNUAL TARGET	Q1	Q2	Q3	Q4	Responsible Dept	Portfolio of Evidence
							Projected Target	Projected Target	Projected Target	Projected Target		
			<b>Budget Management Excellence</b>	<b>UIF&amp;W Expenditure Elimination</b>	N/A	30 Jun 18	UIF&W Expenditure Elimination	UIF&W Expenditure Elimination	UIF&W Expenditure Elimination	UIF&W Expenditure Elimination	CFO	Quarterly Reports
			<b>Financial Reporting Excellence</b>	<b>Monthly, Quarterly, Mid-term &amp; Annual Reports</b>	N/A	30 Jun 18	3x s71 MFMA, s52(d) MFMA	3x s71 MFMA, 1x s52(d) MFMA	3x s71 MFMA, 1x s72 MFMA, 1xs52(d) MFMA	3x s71 MFMA, 1x s52(d) MFMA	CFO	Quarterly Reports
			<b>AFS Compilation &amp; Assets Management Excellence</b>	<b>Comprehensive Financial Accountability Project</b>	N/A	30 Jun 18	PHASE 1	PHASE 2	PHASE 3	PHASE 4	CFO	Quarterly Reports
			<b>Supply Chain Management Excellence</b>	<b>Supply Chain Management Policy compliance</b>	N/A	30 Jun 18	PHASE 1	PHASE 2	PHASE 3	PHASE 4	CFO	Quarterly Reports
			<b>Municipal Revenue Management Excellence (Income &amp; Expenditure)</b>	<b>Billing Data Integrity, billing Consistency, Revenue Collection,</b>	N/A	30 Jun 18	PHASE 1	PHASE 2	PHASE 3	PHASE 4	CFO	Quarterly Reports
			<b>Conditional Grants Reporting Excellence</b>	<b>Grant Reports Compliance</b>	N/A	<b>30 Jun 18</b>	PHASE 1	PHASE 2	PHASE 3	PHASE 4	CFO	<b>Quarterly Reports</b>

BACK TO BASICS	NATIONAL KEY PERFORMANCE AREAS	OBJECTIVES	STRATEGIES	INDICATORS	WARD NO	ANNUAL TARGET	Q1	Q2	Q3	Q4	Responsible Dept	Portfolio of Evidence
							Projected Target	Projected Target	Projected Target	Projected Target		
Building Capable Local Government Institutions	Municipal Transformation & Institutional Development	Municipal Transformation	Comprehensive Organogram Review	Draft Organogram, Placement Policy, New Organogram	N/A	30 Jul 18	Draft Organogram, Placement Policy, New Organogram	PLACEMENT PROCESS	N/A	N/A	CORPORATE & COMMUNITY SERVICES	
		Institutional Development Excellence	Recruitment & Selection Excellence	Recruitment, Selection & Appointment Policy	N/A	30 Jun 18	Recruitment, Selection & Appointment	Recruitment, Selection & Appointment	Recruitment, Selection & Appointment	Recruitment, Selection & Appointment	CORPORATE & COMMUNITY SERVICES	
			Skills Development Excellence	2018/19 WSP & 2017/18 ATR	N/A	30 Jun 18	2017/18 WSP IMPLEMENTATION	2017/18 WSP IMPLEMENTATION	2017/18 WSP & 2018/19 DRAFT WSP & 2017/18 ATR	2017/18 WSP IMPLEMENTATION	CORPORATE & COMMUNITY SERVICES	
		Institutional Integrity Excellence	Staff/Public Interface Excellence (Code of Conduct, Batho Pele, Anti-corruption)	Workshops	N/A	30 Jun 18	PHASE 1	PHASE 2	PHASE 3	PHASE 4	CORPORATE & COMMUNITY SERVICES	
							PHASE 1	PHASE 2	PHASE 3	PHASE 4		
		Institutional Responsiveness Excellence	Customer Care Excellence (Compliments/Enquiries/Complaints/Mpimpa)	Workshops	N/A	30 Jun 18	PHASE 1	PHASE 2	PHASE 3	PHASE 4	CORPORATE & COMMUNITY SERVICES	
							PHASE 1	PHASE 2	PHASE 3	PHASE 4		

BACK TO BASICS	NATIONAL KEY PERFORMANCE AREAS	OBJECTIVES	STRATEGIES	INDICATORS	WARD NO	ANNUAL TARGET	Q1	Q2	Q3	Q4	Responsible Dept	Portfolio of Evidence
							Projected Target	Projected Target	Projected Target	Projected Target		
		Institutional Performance Excellence	Organisational & Individual Performance Management	Performance Management Policy	N/A	30 Jun 18	PHASE 1	PHASE 2	PHASE 3	PHASE 4	CORPORATE & COMMUNITY SERVICES	
Good Governance & Putting People First	Good Governance & Public Participation	Institutional Governance Excellence	Functional Council & Audit Oversight Excellence	Oversight Framework	N/A	30 Jun 18	PHASE 1	PHASE 2	PHASE 3	PHASE 4	OMM	
			Community Participation Excellence (Ward Committees, Rapid Response Team, Community Meetings)	Community Participation Policy	N/A	30 Jun 18	Community Participation Policy Development	Draft Community Participation Policy	Community Participation Policy Implementation	Community Participation Policy Implementation	OMM	

## 7. CONCLUSION

This report only addresses the institutional performance, the performance of Service providers was not measure during this financial year and this situation will be addresses with dedicated official to monitor these performances. The Performance of the individual Senior Managers will be addressed in a separate report as soon as the Performance Evaluation Panels for both the Municipal Manager and the Direct Reports has concluded their evaluations.

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