

**FIRST AND SECOND QUARTELY PERFORMANCE REPORT
(1 JULY 2017 – 31 DECEMBER 2017)**

“ The City of Heritage ”



FOR THE 2017/2018 FINANCIAL YEAR

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(Attached separate as Annexure 1)

ULUNDI MUNICIPALITY
FIRST AND SECOND QUARTERLY REPORT
FOR THE PERIOD 01 JULY 2017 – 31 DECEMBER 2017

1. INTRODUCTION

The purpose of this report is to inform Council, Relevant stakeholders and the Community regarding the progress made with the achievement of key performance indicators, development priorities and objectives as determined in the Service Delivery Budget Implementation Plan (SDBIP) for the First and Second, 01 July 2017 to 31 December 2017.

2. LEGISLATIVE REQUIREMENTS

- (a) The SDBIP is defined in terms of Section 1 of the Municipal Finance Management Act (MFMA), no. 56 of 2003, and the format of the SDBIP is prescribed by MFMA Circular 13.
- (b) Section 41(1) (e) of the Municipal Systems Act (MSA), no 32 of 2000, prescribes that a process must be established of regular reporting to Council. This process is detailed Performance Management Policy of the Municipality.

3. MONITORING

- (a) The Municipality utilizes a manual process, whereby actual performance is monitored on a monthly basis.
- (b) On the 10th day of every month, monthly reports from Departments should be submitted as a control measure to ensure that performance is updated and monitored on a monthly basis.
- (c) The process requires key performance indicator owners to update **actual performance targets and actual budget spent** for each key performance indicator, which provides a clear indication of the actual status and serves as part of the portfolio of evidence for audit purposes.
- (e) In terms of Section 46(1) (a) (iii) of the Municipal Systems Act the Municipality must reflect annually in the Annual Performance Report on measures taken to improve performance, in other words targets not achieved. The process utilized requires **corrective measures taken or to be taken and date of finalization** to be captured for targets not achieved.

4. ACTUAL PERFORMANCE FOR THE FIRST AND SECOND QUARTER FOR THE PERIOD 01 JULY TO 31 DECEMBER 2017

The administration embarked on a process to revise the SDBIP in an effort to address some of the issues and finding raised during the external audit which was conducted by the Auditor General of South Africa, and subsequently incorporated comments received from the Department of Co-operative Governance and Traditional Affairs.

The following summary depicts total number of targets that were set as at the 1 July 2017 to 31 December 2017 (Quarter 1 and 2), targets that were achieved, targets that were not achieved, and those that were partially achieved.

DEPARTMENTS	Total number of targets set for First & Second Quarter 2017/2018 financial year	Targets achieved	Targets not achieved	Targets partially achieved
Financial Services	9	9	0	0
Planning Services	13	11	1	1
Community Services	35	27	6	2
Corporate Services	39	24	7	8
Technical Services	32	23	8	1
Protection Services	7	2	4	1

5. CONCLUSION

The report has outlined the performance of the municipality in the period under review as indicated in the Service Delivery and Budget Implementation Plan. Key Performance Indicator owners are constantly informed to use the SDBIP as their guideline in achieving desired annual set targets. Departments are always encouraged to utilize the “**blockages/challenges**” column and the “**corrective measures taken/to be taken & date of finalisation**” column for targets not met as it is a guiding instrument on how targets that were not achieved will be met. It becomes essential that these two columns be utilized for the purpose of effective and efficient organizational performance management.