



PERFORMANCE MANAGEMENT SYSTEMS

**1st QUARTERLY REPORT
for
1 July - 30 September 2011**

AGENCY FOR THE DEVELOPMENT OF UMJINDI MUNICIPALITY

GOAL 1: TO UNLOCK OPPORTUNITY FOR LED

KPA	Priority Issue / Programme	Strategic Objective	Key Performance Indicator	Output Indicator	Time Frame	Baseline 2010	Target	Performance Targets				Key Performance/Variance	Comments / reason for Variance
								1st	2nd	3rd	4th		
LOCAL ECONOMIC DEVELOPMENT	Identification of economic opportunities	To ensure that local economic development opportunities are identified and executed	No. of new economic opportunities identified and unlocked	8 projects to be implemented were identified.	Quarterly	4	8 projects identified	0				No project implemented yet as there is still land availability agreement to be finalised with Municipality	No project implemented yet as there is still land availability agreement to be finalised with Municipality

GOAL 2: TO UNLOCK OPPORTUNITES FOR LED AND ATTRACT INVESTMENT

KPA	Priority Issue / Programme	Strategic Objective	Key Performance Indicator	Output Indicator	Time Frame	Baseline 2010	Target	Performance Targets				Key Performance/Variance	Comments / reason for Variance
								1st	2nd	3rd	4th		
LOCAL ECONOMIC DEVELOPMENT	Feasibility studies	To determine the viability and sustainability of projects	No of feasibility studies conducted	4 feasibility studies completed	Quarterly	4	4	1				Meat processing feasibility	Next move will be to advertise for expression of interest and implementation as soon as the land availability agreement is not yet signed
	Attracting investors	To market Umjindi as a preferred investment destination to investors	Number of marketing initiative undertaken	1 marketing initiatives undertaken	Half yearly	2	4	0				No marketing initiative took place	Due to the fact that there is no way forward yet due to land availability challenges
	Investment Policy	To ensure that Umjindi is a preferred investment destination to investors	Development of an Investment Policy and updating Municipal prospectus	Investment and Municipal Prospectus	Annually	Yes	Yes	No				Prospectus is available and will be reviewed in the 4th quarter	Investment policy to be developed in the third quarter

GOAL 3: To manage resources for promoting institutional development and good governance

KPA	Priority Issue / Programme	Strategic Objective	Key Performance Indicator	Output Indicator	Time Frame	Baseline 2010	Target	Performance Targets				Key Performance/Variance	Comments / reason for Variance
								1st	2nd	3rd	4th		
institutional development & Good Governance.	Milestones Implementation	To ensure that milestones agreed upon with the IDC are met	No of meetings held with IDC to evaluate milestones achieved.	Milestones achieved	Half yearly	1	2	1				milestones audit was done in July 2011	The next audit to be done on the 16th of November 2011
	Submission of the operational phase Funding	To ensure that the Operationa phase 1 Funding is achieved	The the IDC approves funding for the Operational 1	Funds are processed into the Agency account	Next quarter	1	1	1				milestones audit report was postponed to the 16th of December 2011	The milestones audit must be done
	Board meetings	To ensure that Board meetings are held frequently.	Number of Board meetings held.	The board sits accordingly	Quarterly	4	6					No variation experienced	Agenda and minutes to be circulated.
Financial Viability & Management	Finance - Proper finance management	To promote good governance and proper financial management	Receive an unqualified audit report.	Unqualified Audit	Annually	1 Disclaimer	Unqualifie d audit	N/A				Audit report was done by the Auditors	Still waiting for an AG report.
	Assets Management	To ensure that assets are used properly for for processes and production	Number of assets acquired and recorded in the in the asset register	Acquisition of assets and updated asset register	Quarterly	1 PC, 1 Laptop, 1 Printer/ copier	0	0				No new assets were purchased but renting a photocopier. Register of assets are maintained accordingly	No new assets were purchased but renting a photocopier. Register of assets are maintained accordingly
	Annual Report	To compile and submit Annual report to parent municipality	Submitting of annual report to IDC and parent municipality.	Annual report	Annually	1	1	1				Annual report for 2010/11 received	
	Budget	To ensure the control of budgeted expenditure	To ensure the control of budgeted expenditure	% of actual expenditure vs budgeted expenditure	Quarterly	90%	90%	21%				?	?
	Compliance	To ensure that income as budgeted is received.	% of actual income vs budgeted income	Monthly	86%	90%	30%	61%				?	?

GOAL 3: To manage resources for promoting institutional development and good governance

KPA	Priority Issue / Programme	Strategic Objective	Key Performance Indicator	Output Indicator	Time Frame	Baseline 2010	Target	Performance Targets				Key Performance/Variance	Comments / reason for Variance
								1st	2nd	3rd	4th		
Institutional Development	Finding Office	To find a suitable office space for the Agency	Number of offices acquired	1 office allocated	Annually	Office offered by Municipality	4 offices	No				1 office provided by Municipality, 4 were promised	the Agency will need more offices during the operational phase.
	Training and staffing	To ensure staff is trained so that they can be effective in performing their duties	Number of training courses held	2 training sessions held	Quarterly	2 trainings	2 trainings	0				The PM is to attend a Project Management course and the Administration Officer to attend a Pastel /Bookkenning course	Not ye done will be done in the next Quarter
	Website design	To ensure that the Agency has a website that is functional	Development of a Website	No Website	Annually	0	1 website page	0				Have secured Hosting of the Website but it is not yet designed	This is in progress
Good Governance	Governance practices	To ensure good governance and practices in the Agency	Implementation of the good Governance and good Practice Policy	Adherence to good Governance and good practice Policy	Annually	0	Yes	0				Policy is in place and was to be adopted by the board	Policy is in place and there is adherence to the code by the Board

EXECUTIVE SUMMARY

Agency for the Development of Umjindi Municipality (ADUM)	Successes: The Agency has completed a Feasibility study for the Meat Processing project. Supply chain, Financial control and HR policies were developed.
	Challenges: Lack of conclusion in terms of the Land availability. Shortage of staff in the Management of projects and Administration. Lack of adequate office space.
	Recommendation: A speedily finalisation of the land availability agreement is strongly recommended as this will take the project forward. Immediate preparations of the appointment of full staff compliment. Finalisation of feasibility studies on the other 3 projects. Appointment of Service provider to develop <ul style="list-style-type: none"> 1. Project specific marketing strategies 2. Development of Perfomance Management System 3. Development of a Risk Management strategy 4. Finalisation of the website design - this is a board matter.