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Department:  
Cooperative Governance and Traditional Affairs  
PROVINCE OF KWAZULU-NATAL

**B2B**  
**BACK TO BASICS**  
SERVING OUR COMMUNITIES BETTER

# KZNCOGTA 2020/21

# 1<sup>st</sup> QUARTER PERFORMANCE INFORMATION REPORT

**COGTA PORTFOLIO MEETING  
25 AUGUST 2020**



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**PROVINCE OF KWAZULU-NATAL**

# PRESENTATION OUTLINE

- **INTRODUCTION**
- **OVERALL DEPARTMENTAL PERFORMANCE**
- **1<sup>ST</sup> QUARTER PROGRAMME 1 PERFORMANCE**
- **1<sup>ST</sup> QUARTER PROGRAMME 2 PERFORMANCE**
- **1<sup>ST</sup> QUARTER PROGRAMME 3 PERFORMANCE**
- **1<sup>ST</sup> QUARTER PROGRAMME 4 PERFORMANCE**
- **UN-ACHIEVED TARGETS**



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# Introduction

- The content of this report mainly covers the summary on departmental performance as at the close of the 1<sup>st</sup> Quarter of the 2020/21 financial year and tables on high level summary per programme for the four programmes of the Department.
- This report is produced in terms of the Treasury Regulations issued in May 2000 included the following provisions:
  - ❑ 5.3. Evaluation of performance [Section 27(4) read with 36(5) of the PFMA]
    - 5.3.1. The accounting officer of an institution must establish procedures for quarterly reporting to the executive authority to facilitate effective performance monitoring, evaluation and corrective action.



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## OVERALL DEPARTMENTAL PERFORMANCE

| DEPARTMENTAL 1ST QUARTER ACHIEVEMENT IN THE APP TARGETS |                       |   |                      |                          |                        |
|---|-----------------------|---|----------------------|--------------------------|------------------------|
| PROGRAMME   | Indicators in APP (#) | Indicators with 1st Quarter Targets (#) | Targets Achieved (#) | Targets Not Achieved (#) | Achievement Percentage |
| Programme One: Administration                           | 30                    | 19                                      | 15                   | 4                        | 79%                    |
| Programme Two: Local Governance                         | 30                    | 19                                      | 17                   | 2                        | 89%                    |
| Programme Three: Development and Planning               | 50                    | 18                                      | 18                   | 0                        | 100%                   |
| Programme Four: Traditional Affairs                     | 11                    | 7                                       | 5                    | 2                        | 71%                    |
| <b>Total</b>  | <b>121</b>            | <b>63</b>                               | <b>55</b>            | <b>8</b>                 | <b>87%</b>             |
| <b>Percentage</b>                                       |                       |   |                      |                          | <b>87%</b>             |



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## 1<sup>ST</sup> QUARTER PROGRAMME 1 PERFORMANCE

### PROGRAMME ONE 1ST QUARTER ACHIEVEMENT ON THE APP TARGETS

| Business Units                          | Indicators in APP (#) | Indicators with 1st Quarter Targets (#) | Targets Achieved (#) | Targets Not Achieved (#) | Achievement Percentage |
|---|-----------------------|---|----------------------|--------------------------|------------------------|
| Office of the MEC                       | 1                     | 0                                       | 0                    | 0                        | 0%                     |
| Office of the Head of Department        | 2                     | 1                                       | 0                    | 1                        | 0%                     |
| Human Resources Management - ODES       | 2                     | 1                                       | 1                    | 0                        | 100%                   |
| Human Resources Management - HCD        | 4                     | 1                                       | 1                    | 0                        | 100%                   |
| Auxiliary Services                      | 1                     | 1                                       | 1                    | 0                        | 100%                   |
| Information Technology                  | 1                     | 1                                       | 0                    | 1                        | 0%                     |
| Financial Management                    | 4                     | 3                                       | 3                    | 0                        | 100%                   |
| Internal Control                        | 3                     | 3                                       | 2                    | 1                        | 67%                    |
| Strategic Planning and Service Delivery | 4                     | 2                                       | 1                    | 1                        | 50%                    |
| Monitoring                              | 1                     | 1                                       | 1                    | 0                        | 100%                   |
| Evaluation                              | 1                     | 1                                       | 1                    | 0                        | 100%                   |
| Policy and Research                     | 3                     | 3                                       | 3                    | 0                        | 100%                   |
| Legal Services                          | 1                     | 1                                       | 1                    | 0                        | 100%                   |
| Corporate Communication                 | 2                     | 0                                       | 0                    | 0                        | 0%                     |
| <b>Total</b>                            | <b>30</b>             | <b>19</b>                               | <b>15</b>            | <b>4</b>                 |                        |
| <b>Percentage</b>                       |                       |   |                      |                          | <b>79%</b>             |

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## 1<sup>ST</sup> QUARTER PROGRAMME 2 PERFORMANCE

### PROGRAMME TWO 1ST QUARTER ACHIEVEMENT ON THE APP TARGETS

| Business Units  | Indicators in APP (#) | Indicators with 1st Quarter Targets (#) | Targets Achieved (#) | Targets Not Achieved (#) | Achievement Percentage |
|---|-----------------------|---|----------------------|--------------------------|------------------------|
| Local Government Specialists                                | 1                     | 1                                       | 1                    | 0                        | 100%                   |
| Inter-Governmental Relations                                | 2                     | 2                                       | 2                    | 0                        | 50%                    |
| IDP Co-ordination   | 4                     | 4                                       | 4                    | 0                        | 100%                   |
| Municipal Performance, Monitoring, Reporting and Evaluation | 4                     | 3                                       | 3                    | 0                        | 100%                   |
| Municipal Governance and Administration                     | 3                     | 1                                       | 1                    | 0                        | 100%                   |
| Municipal Forensics   | 2                     | 2                                       | 2                    | 0                        | 100%                   |
| Synergistic Partnerships                                    | 1                     | 1                                       | 1                    | 0                        | 100%                   |
| Municipal finance   | 6                     | 1                                       | 0                    | 1                        | 0%                     |
| Capacity Building   | 4                     | 1                                       | 1                    | 0                        | 100%                   |
| Public Participation  | 3                     | 3                                       | 2                    | 1                        | 67%                    |
| <b>Total</b>  | <b>30</b>             | <b>19</b>                               | <b>17</b>            | <b>2</b>                 |                        |
| <b>Percentage</b>   |                       |   |                      |                          | <b>89%</b>             |

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## 1<sup>ST</sup> QUARTER PROGRAMME 3 PERFORMANCE

### PROGRAMME THREE 1ST QUARTER ACHIEVEMENT ON THE APP TARGETS

| Business Units                      | Indicators in APP (#) | Indicators with 1st Quarter Targets (#) | Targets Achieved (#) | Targets Not Achieved (#) | Achievement Percentage |
|-------------------------------------|-----------------------|---|----------------------|--------------------------|------------------------|
| LED Special Initiatives             | 5                     | 1                                       | 1                    | 0                        | 100%                   |
| LED Community Works Programme       | 1                     | 0                                       | 0                    | 0                        | 0%                     |
| LED Expanded Public Works Programme | 3                     | 0                                       | 0                    | 0                        | 0%                     |
| LED Community Services Centres      | 6                     | 2                                       | 2                    | 0                        | 100%                   |
| Spatial Planning                    | 5                     | 0                                       | 0                    | 0                        | 0%                     |
| Development Information Services    | 3                     | 2                                       | 2                    | 0                        | 100%                   |
| Land Use Management                 | 4                     | 2                                       | 2                    | 0                        | 100%                   |
| Survey Services                     | 1                     | 1                                       | 1                    | 0                        | 100%                   |
| Municipal Infrastructure            | 17                    | 8                                       | 5                    | 0                        | 0%                     |
| Disaster Management                 | 5                     | 2                                       | 2                    | 0                        | 100%                   |
| <b>Total</b>                        | <b>50</b>             | <b>18</b>                               | <b>18</b>            | <b>0</b>                 | <b>100%</b>            |
| <b>Percentage</b>                   |                       |   |                      |                          | <b>100%</b>            |

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## 1<sup>ST</sup> QUARTER PROGRAMME 4 PERFORMANCE

### PROGRAMME FOUR 1ST QUARTER ACHIEVEMENT ON THE APP TARGETS

| Business Units                    | Indicators in APP (#) | Indicators with 1st Quarter Targets (#) | Targets Achieved (#) | Targets Not Achieved (#) | Achievement Percentage |
|-----------------------------------|-----------------------|---|----------------------|--------------------------|------------------------|
| Traditional Institutional Support | 11                    | 7                                       | 5                    | 2                        | 71%                    |
| Total                             | 11                    | 7                                       | 5                    | 2                        |                        |
| Percentage                        |                       |   |                      |                          | 71%                    |





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## UNACHIEVED ANNUAL TARGETS

| Business Unit                        | Performance Indicator   | 1 <sup>st</sup> Quarter Target | Actual achievement for 1 <sup>st</sup> quarter | Variance | Reason for variance and Corrective Action  |
|--------------------------------------|---|--------------------------------|--|----------|--|
| <b>PROGRAMME ONE</b>                 |   |                                |  |          |  |
| Office of the HOD                    | Percentage of suppliers paid within the thirty day period             | 100%                           | 97%  | -3%      | <p><b>Reason for variance:</b> 25 invoiced were not paid within 30 days due to the following reasons:</p> <ul style="list-style-type: none"> <li>• 23 invoices for March 2020 were paid in April 2020 when the new budget was available after running out of 2019/20 funds.</li> <li>• The Payment of two invoices for May and June 2020 was delayed because the Department had to shut down the Finance and SCM sections due to positive COVID 19 cases, all staff had to be tested and results were only available after 2 weeks after which negative staff resumed work.</li> </ul> <p><b>Corrective action:</b> The Staff Rotation Plan will mitigate the risk of having all staff to be in self isolation at the same time.</p> |
| Information Communication Technology | Percentage of compliance with ICT governance framework                | 100%                           | 75%  | -25%     | <p><b>Reason for variance:</b> The Desktop Disaster Recovery Plan (DRP) tests could not be conducted as currently there was a technology change over servers.</p> <ul style="list-style-type: none"> <li>• Adapting to the new ways of working during the pandemic was not as fast as expected.</li> </ul> <p><b>Corrective Action</b></p> <ul style="list-style-type: none"> <li>• The backup software plan will be finalised after servers' technology change, then conduct a DRP test</li> </ul> <p><b>Corrective action:</b> The catch-up SLA meeting was scheduled for the 16th of July 2020.</p>   |
| Internal Control                     | Percentage of transactions assessed to identify irregular expenditure | 100%                           | 0%   | -100%    | <p><b>Reason for Variance:</b> Capacity constraints and lockdown restrictions affected the assessment of transactions before payments were made.</p> <p><b>Corrective Action:</b> Review irregular expenditure checklist for each payment effected during the first quarter.</p>   |
| Strategic Planning                   | Number of excellence programmes implemented                           | 1                              | 0  | -1       | <p><b>Reason for Variance:</b> The programme was not implemented due to the country being on lockdown.</p> <p><b>Corrective Action:</b> The guidelines on the Excellence Programme will be reviewed to align to Lockdown regulations</p>   |



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## UNACHIEVED ANNUAL TARGETS

| Business Unit        | Performance Indicator   | 1 <sup>st</sup> Quarter Target | Actual achievement for 1 <sup>st</sup> quarter | Variance | Reason for variance   |
|----------------------|---|--------------------------------|--|----------|---|
| <b>PROGRAMME TWO</b> |   |                                |  |          |   |
| Municipal Finance    | Number of Reports submitted on state of municipal finance in terms of section 131 of the MFMA | 1                              | 0  | -1       | Due to COVID-19 and Lockdown the oversight reports and finalisation of the report has been delayed. |
| Public Participation | Number of municipal Rapid Response Teams functional   | 44                             | 18   | -26      | Covid-19 regulations particularly on the restrictions of gatherings.                                |



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## UNACHIEVED ANNUAL TARGETS

| Business Unit                     | Performance Indicator                               | 1 <sup>st</sup> Quarter Target | Actual achievement for 1 <sup>st</sup> quarter | Variance | Reason for variance  |
|-----------------------------------|---|--------------------------------|--|----------|--|
| <b>PROGRAMME FOUR</b>             |   |                                |  |          |  |
| Traditional Institutional Support | Number of regulations/guidelines/policies developed | 4                              | 1  | -3       | <b>LOCKDOWN EFFECT-</b> there was no consultation and engagements with relevant stakeholders due to Covid-19 regulations. Most officials had no tools of trade.  |
| Traditional Institutional Support | Percentages of succession claims/disputes resolved  | 100%                           | 17%  | -83%     | Since we are in Nation lockdown in South Africa, which was announced by the SA President on 26 March 2020, meetings were prohibited in the National Disaster Management Act Regulation. However, fact findings with the Complainants and respondents were conducted telephonically . Conflict Management and Dispute Resolution is responsible for conducting mediation process in Traditional authorities whenever there are matters involving amaKhosi and iziNduna it could land dispute, succession dispute or misconduct, but due to lockdown these meeting never took place so the process of mediation was not concluded. |



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# THANK YOU