

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

MUNICIPAL MANAGER: PN GAMEDE

NATIONAL KPA's	IDP REFERENCE NUMBER	IDP OBJECTIVE	DEPARTMENTAL OBJECTIVE	KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	BUDGET	1st QUARTER TARGET End Sept 2017	2nd QUARTER TARGET End Dec 2017	3rd QUARTER TARGET End March 2018	4th QUARTER TARGET End June 2018	WEIGHTINGS	RESPONSIBLE DEPARTMENT	
Financial Viability & Management	FV01	To ensure sound revenue management	Revenue management	Monitoring of revenue collection	Quarterly reports submitted to the Municipal Manager on the status and way forward of the collection rate	Number	4	4	Salaries	1	2	3	4	H	Finance	
	FV02	To ensure sound budgeting and compliance principles	Budget and compliance monitoring	Credible budgeting and compliance	Approved fully funded Operating & Capital Budget for 2018/2019 by deadline	MFMA compliance Dates	31 May 2016	31 May 2018	Salaries	Submit 2018/2019 budget programme to the Mayor	N/A	a) Prepare 2017/2018 mid term assessment and adjustment budget b) Prepare 2018/2019 draft budget and submit to Council for approval	Prepare 2018/2019 final budget & submit to Council for approval	H	Finance	
																To ensure adequate financial management
	FV03	To ensure sound expenditure management	Debt management	Payment of creditors (Pg 16 of MFMA circular 71)	Quarterly reports submitted to the Municipal Manager on the status of creditors payment	Number	4	4	Salaries	1	2	3	4	H	Finance	
	FV05	To maintain a clean audit opinion	Budget and compliance monitoring	Maintain a clean audit	Maintain Clean Audit opinion	AG Report	Submission of AFS by 31 August 2015 and Clean audit report achieved.	Clean audit report by the AG for 2016/2017	Salaries	Submission of AFS by 31 August 2017 for IDM. Consolidated AFS by 30 Sept 2017	Clean audit report	N/A	N/A	N/A	H	Finance
MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT	MTI01	To establish an efficient and productive administration	To manage staff component and improve the capacity of staff to deliver services and implement the employee equity plan	Human Resources	Quarterly reports on Human Resource functions submitted by Director Corporate Services	Number	4	4	Salaries	1	2	3	4	H	Corporate Services	
	MTI02	To ensure a sustainable and healthy environment	To provide an effective vector control service to the community, To monitor quality of potable water in the District (domestic samples), To monitor food handling premises/processes according to Regulation 962 of the Foodstuffs, Cosmetics and Disinfectants Act.	Municipal Health Services	Quarterly reports on Municipal health services	Number	1	4	Salaries	1	2	3	4	M	Corporate Services	
Good Governance & Democracy	GP02	To promote accountability and deepen democracy through ward committees and develop implementation plans for projects proposed through the public participation business.	To facilitate the deepening of democracy through ward committees and develop implementation plans for projects proposed through the public participation strategy	Enhancement of public participation	Quarterly reports on Public Participation meetings held by Director Corporate Governance	Number	4	4	Salaries	1	2	3	4	H	Corporate Governance	
	GP03	To ensure prevention and mitigation against disasters	To ensure rapid and effective response in assisting vulnerable communities during incidents and disaster	Emergency Relief Aid	Quarterly reports on status of incidents responded to	Number	1	4	Salaries	1	2	3	1	H	Corporate Governance	
	GP04	To improve the quality of life within the district	Implementation of Operation Sukuma Sakhe	Operational plan integrated into senior manager agreement	% of senior manager's performance agreements with OSS indicators and targets	Percentage	New measure	1	Salaries	100%	N/A	N/A	N/A	M		
	GP06	Compliance and good Governance	To facilitate coordination within the District	Promote Intergovernmental Relations	Number of Municipal Manager's District Intergovernmental Forum meetings held within the District	Number	5	4	Salaries	1	2	3	4	M	Corporate Governance	
	GP07	To provide independent, objective assurance and consulting services designed to add value and improve the municipality's operations.	To provide independent, objective assurance and consulting services designed to add value and improve the municipality's operations.	Internal Audit Reporting to Audit Committee	Number of reports submitted to Audit committee	Number	5	4	Salaries	1	2	3	4	H	Internal Audit Unit	
				Internal audit plan	Development and presentation of the Audit plan to Audit Committee by deadline	Date	New measure	Audit plan submitted to AC for approval	Salaries	Develop and present the Audit plan to the Audit Committee for approval	N/A	N/A	N/A	N/A	H	Internal Audit Unit
				Implementation of Internal Audit Plan	Number of Internal Audit Assignments	Number	17	17	Salaries	2	5	10	17	H	Internal Audit Unit	
				Quality, assurance and improvement programme	a) Develop action plan by deadline b) Percentage implementation of action plan	Date & Number	a) New measure b) New measure	a) End Sept 2017 b) 50%	Salaries	a) Action plan developed b) 5%	a) N/A b) 20%	a) N/A b) 30%	a) N/A b) 50%	H	Internal Audit Unit	
GP08	To implement and maintain compliant, effective and efficient enterprise risk management systems and processes.	To ensure effective Enterprise Risk Management	Monitoring performance of effective enterprise risk management	a) Number of risk registers updated b) Number of ethics/Risk Committee meetings held	Number	a) 2 b) 4	a) 4 b) 4	salaries	a) 1 b) 1	a) 2 b) 2	a) 3 b) 3	a) 4 b) 4	M	Risk Management Unit		
		To conduct a comprehensive Strategic and Operational Risk Assessment	Risk Management	Risk assessment process for the 2017/2018 finalised by deadline	Date	End June 2016	End June 2018	Salaries / assistance from Provincial Treasury	N/A	N/A	N/A	N/A	Conduct risk assessment for 2018/2019 & updated risk register finalised from process	H	Risk Management Unit	

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Good Governance & Democracy			To ensure effective Enterprise Risk Management	Enterprise Risk Management Register	2017/2018 Enterprise Risk Management Register submitted to council for approval by deadline	Register	Not submitted to EXCO by June 2016	End Dec 2018	Salaries	Submit Enterprise Risk Register to MANCO Risk Management Committee and Council	Submit the approved risk register to Heads of department	N/A	N/A	H	Risk Management Unit	
			To provide a basis that will effectively deal with uncertainty of associated risk and opportunity, thereby enhancing capacity to build value	Enterprise Risk Management Policy and Strategy	Reviewed Enterprise Risk Management Framework and Strategy	Date	Reviewed but not approved by June 2016	By June 2018	Salaries / assistance from Provincial Treasury	N/A	N/A	N/A	Reviewed Risk Mngt Framework and Strategy	M	Risk Management Unit	
			To create an awareness and understanding of Risk Assessment and its importance	Train all staff and Councillors on ERM processes and policies	No. of ERM workshops held	Number	New measure	2 by March 2018	Salaries	N/A	N/A	2	N/A	H	Risk Management Unit	
			To ensure effective Enterprise Risk Management	To conduct a comprehensive strategic, operational, ICT and Fraud Risk Assessment	Number of Risk Assessment finalised by deadline	Number	New measure	1 by June 2018	Salaries	N/A	N/A	N/A	1	H	Risk Management Unit	
			To ensure effective Enterprise Risk Management	Anti-Fraud and Corruption Strategy & Policy	Reviewed Anti-Fraud and Corruption Strategy & Policy	Date	New measure	1 by June 2018	Salaries	N/A	N/A	N/A	Reviewed Anti-Fraud and Corruption Strategy & Policy	H	Risk Management Unit	
			To ensure effective Enterprise Risk Management	Business Continuity Plan	a) % Implementation of the Business Continuity plan b) Review and testing of the Business Continuity plan	Percentage	a) New measure b) New measure	a) 100% Implementation by June 2018 b) Review and testing by June 2018	Salaries	a) N/A b) formation of the committee's	a) N/A b) Conduct workshops for members	a) 50% b) N/A	a) 100% b) Review and testing	H	Risk Management Unit	
	GP010	To ensure effective Organisational Performance Management	To review the Performance Management Systems Framework document	Performance Management Framework	Reviewed Performance Management Framework	Date	21 June 2016	End June 2018	Salaries	N/A	N/A	N/A	End June 2018	M	Performance Management Unit	
			To complete the Annual Performance Management Report in terms of section 46 of the Municipal Systems Act	Annual Municipal Performance Report	Annual Municipal Performance Report prepared and submitted to Auditor - General by legislated deadline	Date	30 August 2015	AMPR submitted to AG by 31 August 2017	Salaries	AMPR submitted to AG by 31 August 2017	N/A	N/A	N/A	H	Performance Management Unit	
			People Management	Performance Reviews	Number of performance reviews of Director's performance conducted quarterly	Number	4	4	Salaries	1	2	3	4	L	Performance Management	
	Local Economic Eevelopment	LED07	To facilitate co-ordinated planning and development	To ensure accountability and transparency through reporting of credible information on financial and non financial performance information	Annual IDP Review	IDP Review adoption by deadline	Date	IDP adopted on 29 May 2016	2018/2019 IDP adopted by 30 June 2018	Salaries	Start IDP Process	Finalise process, plan and align process with budget processes	Adopt Draft IDP	Adopt Final IDP	H	Planning Unit
			To meet bulk services requirements for existing and new housing development	Infrastructure Planning	Number of planning and infrastructure alignments meeting held	Number	11	12	Salaries	3	6	9	12	M	Planning Unit	
				District Growth and Development Plan	Preparation TOR's and commencement of procurement processes by deadline		New measure	End June 2018	Salaries	N/A	N/A	N/A	Preparation TOR's and commencement of procurement processes	M	Planning Unit	
				District Climate Change Response Strategy	Business plans prepared by deadline		New measure	End June 2018	Salaries	N/A	N/A	N/A	Preparation of business plans to secure funding	M	Planning Unit	
				Planning & development	Development Planning Shared Services	New model for DPSS drafted by deadline		New measure	End June 2018	Salaries	N/A	N/A	N/A	Drafting of the new model for DPSS	M	Planning Unit
					Integrated Waste Management Plan	Terms of Reference for the IWMP prepared by deadline		New measure	End June 2018	Salaries	N/A	N/A	N/A	Preparation of the Terms of Reference for the IWMP and securing of funding	M	Planning Unit