

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

MUNICIPAL MANAGER: N G KUMALO

NATIONAL KPA's	IDP REFERENCE NUMBER	STRATEGIC OBJECTIVE	DEPARTMENTAL OBJECTIVE	KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	UNIT OF MEASURE	ANNUAL TARGET	BUDGET	1st QUARTER TARGET End Sept 2018	1st QUARTER ACTUAL End Sept 2018	REASON FOR VARIANCE / COMMENTS	MEASURES TAKEN TO IMPROVE PERFORMANCE/CO RRECTIVE MEASURE	PMS COMMENTS	EVIDENCE REF NUMBER	EVIDENCE	PERFORMANCE SYMBOLS	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	Salaries	1	1				5	Y	😊	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 2019/2020 by deadline	MFMA compliance Dates	31 May 2019	Salaries	Submit 2019/2020 budget programme to the Mayor	Submitted to Council on 28 August 2018				6	Y	😊	H	Finance
			To ensure adequate financial management	Statutory monthly reports to the Mayor	Percentage of monthly reports submitted to the Mayor no later than 10 working days after the end of each month (S:71)	Percentage	100%	Salaries	100% of monthly reports submitted no later than 10 working days after the end of each month	All report were submitted on time					7	Y	😊	M
	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	Salaries	1	1				8	Y	😊	H	Finance
	FV05	To maintain a clean audit opinion	Budget and compliance monitoring	Maintain a clean audit	Maintain Clean Audit opinion	AG Report	Clean audit report by the AG for 2017/2018	Salaries	Submission of AFS by 31 August 2018 for IDM. Consolidated AFS by 30 Sept 2018	AFS for IDM were submitted to AG on 31 August 2018, and Consolidated AFS were submitted to AG on the 28 of September 2018				9	Y	😊	H	Finance
	FV05	To maintain a clean audit opinion	Ensure adequate financial and administration management.	Compliance with MFMA and clean administration	Monitoring progress on audit queries resolving plan	Percentage	100%	N/A	N/A					10	N/A	N/A	H	Performance Management, Planning & Risk Management Unit
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 Senior Manager Corporate Services	Number	4	Salaries	1	1				11	Y	😊	H	Corporate Services
	GP011	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	4	Salaries	1	1				12	Y	😊	M	Corporate Services
Good Governance & Democracy	GP02	To promote accountability and deepen democracy through capacitating the community to participate and support municipal 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 Senior Manager Corporate Governance	Number	4	Salaries	1	1				13	Y	😊	H	Community Services
	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	4	Salaries	1	1	Quarterly Report submitted on the status of incidents for the first quarter.			14	Y	😊	H	Community Services
	GP04/09	To improve the quality of life within the district	Implementation of Operation Sukuma Sakhe	Operational plan integrated into senior manager agreement	Percentage of senior manager's performance agreements with OSS indicators and targets	Percentage	100%	Salaries	100%	100%				15	Y	😊	M	Performance Man agent Unit
	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	4	Salaries	1	2				16	Y	😊	M	Community Services
	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	4	Salaries	1	1				17	Y	😊	H	Internal Audit Unit
				Internal audit plan	Development and approval of the Audit plan by deadline	Date	End September 2018	Salaries	Develop and present the Audit plan to the Audit Committee for approval	Audit plan developed and submitted to the Audit committee in August 2018				18	Y	😊	H	Internal Audit Unit
				Implementation of Internal Audit Plan	Number of Internal Audit Assignments conducted	Number	20	Salaries	2	3				19	Y	😊	H	Internal Audit Unit
Quality, assurance and improvement programme				a) Conduct internal assessment (self assessment) by deadline b) Review action plan by deadline c) % implementation of the action plan	Date & Percentage	a) End Sept 2018 b) End Sept 2018 c) 30%	Salaries	a) Conduct self assessment b) Review action plan c) N/A	a) Not Done b) Not Done c) N/A	Capacity challenge	The process is in progress and will be submitted in the next audit committee to be held in November 2018	20	a) N b) N c) N/A	a) 😞 b) 😞 c) N/A	H	Internal Audit Unit		
Internal Audit system	Acquire internal audit system	Date	30-Jun-19	R 250 000	N/A	N/A				21	N/A	N/A	M	Internal Audit Unit/I Manager ICT				

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Good Governance & Democracy	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) 4 b) 4	salaries	a) 1 b) 1	a) 1 b) 1	The first RMC Meeting was held on 20 August 2018, The second RMC is planned for 22 September			22	a) Y b) Y	a) 😊 b) 😊	M	Risk Management Unit	
			To conduct a comprehensive Strategic and Operational Risk Assessment	Risk Management	Risk assessment process for the 2019/2020 finalised by deadline	Date	End June 2019	Salaries / assistance from Provincial Treasury	N/A	N/A	N/A	N/A			23	N/A	N/A	H	Risk Management Unit
			To ensure effective Enterprise Risk Management	Enterprise Risk Management Register	2018/2019 Enterprise Risk Management Register submitted to council for approval by deadline	Date	End Dec 2019	Salaries	Submit Enterprise Risk Register to MANCO Risk Management Committee and Council	Risk register was submitted to MANCO on 11 June 2018, Risk Management Committee on 18 June 2018 and Exco on 26 June 2018	The register was done earlier than due date				24	Y	😊	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	By June 2019	Salaries / assistance from Provincial Treasury	N/A	N/A					25	N/A	N/A	M	Risk Management Unit
			To create an awareness and understanding of Risk Assessment and its importance	Conduct awareness on ERM processes and policies to all staff and Councillors	Number of Enterprise Risk Management workshops held	Number	2 by June 2019	Salaries	N/A	N/A					26	N/A	N/A	H	Risk Management Unit
			To ensure effective Enterprise Risk Management	Anti-Fraud and Corruption Strategy & Policy	Reviewed Anti-Fraud and Corruption Strategy & Policy	Date	End June 2019	Salaries	N/A	N/A					27	N/A	N/A	H	Risk Management Unit
			To ensure effective Enterprise Risk Management	Business Continuity Plan	a) Percentage Implementation of the Business Continuity plan b) Testing of the Business Continuity plan	Percentage & Date	a) 100% Implementation by June 2019 b) Testing by June 2019	Salaries	a) N/A b) Formation of the committee's	a) N/A b) Business Continuity Recovery Team, Emergency Response Team and Crisis Management Team					28	a) N/A b) Y	a) N/A b) 😊	H	Risk Management Unit
Good Governance & Democracy	GP010	To ensure effective Performance Management	To review the Performance Management Systems Framework document	Performance Management Framework	Reviewed Performance Management Framework	Date	End June 2019	Salaries	N/A	N/A				29	N/A	N/A	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	AMPR submitted to AG by 31 August 2018	Salaries	AMPR submitted to AG by 31 August 2018	AMPR submitted to AG on the 31 August 2018				30	Y	😊	H	Performance Management Unit	
			People Management	Performance Reviews	Number of performance reviews of Senior Managers performance conducted quarterly	Number	4	Salaries	1	0	Scheduled to take place in Q2			31	N	😞	L	Performance Management Unit	
			To have effective automated system	Performance Management system	Research on appropriate automative performance management system by deadline	Date	Procurement of automative performance management system by 30 June 2019	R 250 000	Research conducted	Not done	Research on automated PMS delayed due to staff shortages within the ICT unit	Development of Terms of reference for the automated PMS to be submitted by end of October 2018		32		😞	M	Performance Management Unit Manager ICT	
Good Governance & Democracy	GP02	To promote accountability and deepen democracy through capacitating the community to participate and support municipal business.	To facilitate the deepening of democracy through ward committees and develop implementation plans for projects proposed through the public participation strategy	Batho Pele	Development of the Batho Pele Policy and Procedure Manual	Date	End June 2019	Salaries	N/A	N/A			33	N/A	N/A	H	Municipal Manager		
Local Economic Development	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	2019/2020 IDP adopted by 30 June 2019	Salaries	Start IDP Process	Adopted Final IDP Framework and Process Plan			34	Y	😊	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	12	Salaries	3	2	No advancements on matters/issues discussed at previous meeting to necessitate a follow up meeting.	The next meeting will be held on 26-10-18		35	Y	😐	M	Planning Unit	
			Planning & development	District Growth and Development Plan	Adoption of the reviewed District Growth and Development Plan by deadline	Date	End June 2019	Salaries	N/A	N/A				36	N/A	N/A	M	Planning Unit	
				District Climate Change Response Strategy	Business plans prepared by deadline	Date	End June 2019	Salaries	N/A	N/A				37	N/A	N/A	M	Planning Unit	
		Integrated Waste Management Plan	Drafting of the IWMP by deadline	Date	End June 2019	Salaries	Commence SCM processes	GIBBS has been appointed as the service provider which will compile the IWNP Inception meeting was held on the 20-08-18			38	Y	😊	M	Planning Unit				

PERFORMANCE SYMBOLS				
TARGET MET	IN PROGRESS	NOT MET	N/A	TOTAL
😊	😐	😞	N/A	
21	2	5	14	42

WEIGHTINGS			
HIGH	MEDIUM	LOW	TOTAL
H	M	L	
27	14	1	42