



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS**

**PMS FUNCTIONALITY ASSESSMENT TOOL FOR 2017/18 FY
FOR EPHRAIM MOGALE LOCAL MUNICIPALITY**



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DETAILS OF THE MUNICIPALITY

Name of the Municipality: Ephraim Mogale Local Municipality Municipal Code: LIM471
Address of Municipality: 13 Fikus Street, P.O. Box 111, Marble Hall 0450 Category of Municipality (B)
Name of the Mayor: Clr Kupa C.R Telephone Number: 013 261 8407 Fax Number: 013 261 2985
Email: ckupa@emogalelm.gov.za

Name of Municipal Manager: Mathebela M.M Telephone Number: 013 261 8403 Fax Number: 013 261 2985
Email: mmathebela@emogalelm.gov.za

Address of Municipal Website: www.emogalelm.gov.za

I declare that, to the best of my knowledge, all the information provided is accurate and a true reflection of the municipality

Mayor (Signature)

Municipality Manager (Signature)

PMS FUNCTIONALITY ASSESSMENT TOOL

NO.	AUDIT CRITERIA	LEGISLATIVE REQUIREMENTS	YES (What process was followed) NO (Give reasons)	COMMENTS
PART 1	LINKING THE IDP, THE SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLAN (SDBIP)			
1.1	Does the Municipality have an adopted 2017/18 Integrated Development Plan (IDP)? Has it been published on the website	Chapter 5 section 25 of the Municipal Systems Act 32, of 2000	Yes	Outlined as per process Plan and approved by Council on the 25/05/2017 and published on the 24/07/2017
1.2	What is the 2017/18 IDP Rating?		High	
1.3	Does the Municipality have a draft 2018/19 Integrated Development Plan (IDP)? Has it been tabled to council by the 31 st march?	Chapter 5 section 25 of the Municipal Systems Act 32, of 2000	Yes	Outlined as per process Plan and approved by Council on the 30/03/2017
1.3	Has the municipality signed the 2017/18 Service Delivery Budget and Implementation Plan (SDBIP) within the prescribed legislative date? Has it been published on the website?	Section 53 (1)(c)(ii) of the Municipal Finance Management Act No 56 of 2003; MSA Section 26(h) and Regulation 3 Municipal Planning and Performance Management Regulations of 2001	Yes	It was approved by Council on the 22/06/2017 and published on the 28/07/2017

**PART 2
PERFORMANCE MANAGEMENT SYSTEM POLICY FRAMEWORK**

2.1	Has the municipality developed/reviewed and adopted the Performance Management System Policy Framework?	Section 39 & 40 of the MSA 32 of 2000; Regulation 8 Municipal Planning and Performance Management Regulations (MPPMR) of 2001	Yes	It was approved by Council on the 28/02/2018
2.1.2	Does the municipality have a functional PMS Unit?		Yes	PMS Officer
2.1.3	Who is responsible for the implementation of PMS policy framework? When last was it reviewed?	Section 55 (1)(a)(ii) of the MSA 32 of 2000	Municipal Manager Management Team IDP/PMS Officer	It was reviewed on the 28/02/2018
2.1.4	How many people have been appointed in the PMS Unit?	No legislative requirements	01	PMS Officer
2.2	When last was the Performance Management System Policy Framework developed/reviewed and adopted by Council, and who was assigned with the responsibility to lead the implementation?	Regulation 8 MPPMR of 2001 and Section 39 (a) and (c) of the MSA 32 of 2000	It was reviewed on the 28/02/2018	Municipal Manager
2.2.1	Were municipal entities and service providers consulted in the development of PMS framework?		Yes	Institute for Performance Management
2.2.2	Is the municipality using the services of a service provider in the development, implementation and reporting of PMS?		Yes	Institute of Performance Management

2.2.3	Has the municipality consulted with the local community on the development, review and implementation processes in respect of key performance indicators and performance targets set? If so, what processes or mechanisms were used in involving the communities?	Regulation 13 (1) MPPMR of 2001; Section 42 of the MSA 32 of 2000	Yes	Public Participation meetings were conducted and public were urged to submit comment
PART 3 LINK BETWEEN ORGANISATIONAL AND EMPLOYEE PERFORMANCE MANAGEMENT				
3.1	Signing of Employment Contract			
3.1.1	Did all Senior Managers sign Employment Contract before assumption of duties?	Section 57 of the MSA 32 amendment of 2011	Yes	
3.1.2	If yes, when was/were they signed? Please indicate each contract start and end.		Municipal Manager Chief Financial Officer Director Corporate Services Director Community Services	(01/07/2017 - 30/06/2022) (01/06/2014 - 30/05/2019) (01/09/2017 - 31/08/2022) (01/11/2016 - 31/10/2021)
3.1.3	Was the contracts submitted to the MEC?	Regulation 4 (5) Municipal Performance Regulation of 2006; MSA 2011 as amended	Yes	All contracts were submitted to the Office of MEC
3.2	Is the PMS Policy Framework aligned to the IDP, SDBIP and Performance Agreements			
3.2.1	Have the 2017/18 performance agreements been signed and submitted by all senior	Section 57 of the MSA 32 amendment of 2011 and	Yes	All 2017/18 performance agreements were signed

	managers? With Annual Performance Plan, Financial Disclosure and Performance Development Plan.	Chapter 3 of Municipal Performance Regulation of 2006;	
3.2.2	Number of senior managers appointed by the municipality against the total on the structure Has the municipality conducted:		04 Municipal Manager, CFO, Director Corporate Services and Director Community Services
3.2.3	2016/17 individual annual performance assessments 2017/18 individual mid-year assessment	Chapter 3 (28) of Municipal Performance Regulation of 2006; MSA 2011 as amended	The 2016/17 individual annual performance assessments and 2017/18 individual mid-year assessment reports were approved by Council on the 27/03/2018.
3.2.4	Has PMS being cascaded down to non-sec 56 managers?		To be cascaded during the 2018/19 financial year
3.2.5	If yes, to which level?		Not yet
			Not Applicable
4.1	Does the municipality's PMS have the following components:	MSA and Municipal Planning and Performance Management Regulations of 2001?	
4.1.1.	Defined objectives for its developmental priorities as set out in the IDP and SDBIP?	Section 41 (1)(a) of the MSA 32 of 2000	Yes
4.1.2.	Key Performance Indicators; that is Input, Output and Outcome Measures?	Regulation 9 MPPMR of 2001; Section 26 (i) of the MSA	Yes
4.1.3	Set performance targets with regards to each key performance indicator in accordance with MSA and Municipal Planning and Performance Management Regulations of 2001?	Section 41 (1)(b) of the MSA 32 of 2000; Regulation 12 (1) and (2) MPPMR of 2001	Yes
			Done through the Alignment of IDP and SDBIP
			Done through the Alignment of IDP and SDBIP
			Done through the Alignment of IDP and SDBIP

4.1.4.	Do the indicators include the prescribed 7 General Key Performance indicators?	Section 43 (2) of the MSA 32 of 2000	Yes	Done through the Alignment of IDP and SDBIP
	Does the performance Management System have an Early Warning Indicator of under-performance?	Regulation 13 (2)(b)MPPMR of 2001, Section 41 (2) of the MSA 32 of 2000	Yes	Done through the Alignment of IDP and SDBIP
4.1.6.	Mechanisms or interventions for improving performance where targets have not been met?	Regulation 13 (4) MPPMR of 2001; Section 41 (1)(d) of the MSA 32 of 2001	Yes	Done through the Alignment of IDP and SDBIP
4.1.7	Does the performance management system clarify the roles and responsibilities of all role players (i.e. Mayor, EXCO, Council, Municipal Manager, Audit Committees, public etc)?	Chapter 7 (2) (c) MPPMR of 2001	Yes	Done through the Alignment of IDP and SDBIP
4.1.8.	Are there mechanisms in place to monitor, review and refine the PMS based on indicators linked to the IDP and SDBIP?	Regulation 13 MPPMR of 2001; Section 40 of the MSA 32 of 2000	Yes	Done through the Alignment of IDP and SDBIP
PART 5				
LINKING THE IDP, THE SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLAN (SDBIP) AND REPORTING				
5.1.	Municipal Performance Reporting and reviews:			
5.1.1.	Do the following stakeholders regularly report on their performance against the set targets			
5.1.1.1	Administration	Section 41 (1)(e) of the MSA 32, of 2000	Yes	

5.1.1.2.	Departmental Units (Monthly)	Section 41 (1)(e) of the MSA 32, of 2000	Yes
5.1.1.3.	Management team (Quarterly)		Yes
5.1.1.4.	Accounting Officer to Council (Quarterly)	Regulation 14 MPPMR of 2001; Section 45 (a) of the MSA 32, of 2000	Yes
5.1.2	Political	Section 41 (1)(e) of the MSA 32, of 2000	Yes
5.1.2.1	Committees reporting to the Executive Committee or Mayor	Section 80 of the Municipal Structures Act 117, Of 1998	Yes
5.1.2.2.	Executive Committees to Mayor	Section 80 of the Municipal Structures Act 117, Of 1998	Yes
5.1.2.3	Councillors to communities (Quarterly)	Section 17(2)(e) of the MSA 32, of 2000	Yes
5.1.2.4	MM tables annual report before the municipal Council	Section 127 of the MFMA 35, of 2003	Yes
5.1.2.5	MPAC playing an oversight role and reporting to council on quarterly basis?		Yes
5.1.3	External		
5.1.3.1	Municipal Council submits the 2015/16 annual report (Section 46) to the MEC for Local Government	Section 46 of the MSA 32, of 2000	Yes
5.1.3.2	Reporting to other spheres and agencies of government?	Section 41 (1)(e)(ii) of the MSA 32, of 2000	Yes
PART 6	INTERNAL AUDIT REPORTS		
6.1	Internal Audit Processes:	Regulation 14 MPPMR of 2001	

6.1.1.	Does your municipality have an Internal Audit Unit?	Regulation 14 (a) MPPMR of 2001; Section 165 (1) of the Municipal Finance Management Act, 56 of 2003	Yes	Chief Internal Audit and Internal Audit Officer
6.1.2.	Who does the Internal Audit Unit report to?	Regulation 14 (1)(c)(ii) MPPMR of 2001; Section 165 (2)(b) of the Municipal Finance Management Act, 56 of 2003	Audit Committee and Municipal Manager	
6.1.3	How many people have been appointed in the Internal Audit Unit?	Section 165 (2) of the Municipal Finance Management Act, 56 of 2003; Regulation 14 (1)(c) MPPMR of 2001	02	Chief Internal Audit and Internal Audit Officer
6.1.4.	What are the functions for the Internal Audit?	Section 165 (2) of the MFMA, 56 of 2003; Regulation 14 (1)(c) MPPMR of 2001	To provide internal audit services to the municipality and champion the operation clean audit in the municipality	
6.1.5.	Does the internal audit have a risk based audit plan and internal audit programme for each financial year?	Section 165 (2) (a) of the MFMA, 56 of 2003	Yes	
6.1.6	What are the Internal Audit Processes?	Resolution 14 (1)(a) MPPMR of 2001	Conduct audit and provide feedback to the end-users and internal audit reports are discussed in the internal audit committee meetings	

6.1.7	Does the municipality have records management system for evidence of monthly, quarterly and yearly targets?			
6.1.8	Does the internal auditor, audit reports before submission to council and other stakeholders?		Yes	Municipal Collaborator

**PART 7
PERFORMANCE AUDIT COMMITTEES REPORTS**

7.1.	Does the municipality have a Audit/Performance Audit Committee:	Regulation 14 (2)(a) MPPMR of 2001	Yes	
7.1.1.	Who constitutes the committee and what are their qualifications?	Regulation 14 (2)(a) and (b) MPPMR of 2001	Audit Committee	
7.1.2	Do you have a schedule of committee meetings for the year?	Regulation 14 (3)(a) and (b) MPPMR of 2001	Yes	
7.1.3	How many meetings have been held in the 2017/18 financial year?	Regulation 14 (3)(a) MPPMR of 2001	06	
7.1.4	What are the roles and responsibilities of the Committee members?	Regulation 4(a) and (b) MPPMR of 2001	To play oversight over the Performance Management Processes in the municipality	
7.1.5	Does the Audit/performance Audit Committee regularly provides an audit report on performance?	Regulation 14 (4)(a)(iii) MPPMR of 2001	Yes	
7.1.6.	Does the Audit/Performance Audit Committee review annual financial statements to provide the council of the municipality	Section 165 (2)(b) of the MFMA 56, of 2003	Yes	

7.1.7.	Do you have a Shared Audit Committee or single Audit Committee?	Regulation 14 (2)(h)(ii) of the MPPMR of 2003	Single Audit Committee
PART 8	AUDITOR-GENERAL REPORT		
8.1.	Auditor-Generals checklist for 2016/17 fy Audit opinions		
8.1.1	What audit opinion did the municipality receive for 2016/17 fy?		
8.1.2.	Has the Auditor-General given the municipality an Audit report on pre-determined objectives?:		Qualified Audit Opinion
8.1.2	Performance audit, if yes what is the opinion and how many issues raised?	Section 20(2)(c) of the Public Audit Act; Section 165 (2)(b)(v) of the MFMA 56, of 2003	Yes
8.1.3	Internal Control Components, if yes how many issues raised?		08
8.1.4	Has the municipality developed an audit action plan to address the issues raised?		41
			Yes
PART 9			
ANNUAL PERFORMANCE REPORTING (SECTION 46)			
9.1	Annual Performance Reporting		
9.1.1	Has the section 46 annual performance report been compiled by the municipality against the set targets?	Section 46 of the Municipal Systems Act 32, of 2000	Yes
9.1.2	Has the annual report been presented to/and adopted by Council?	Section 46 (b) of the MSA 32, of 2000 Section 127 (2) of the MFMA 56, of 2003	Yes It was adopted by Council on the 24/01/2018

9.1.3	Has the municipal Council submitted the annual and oversight report to the MEC for Local Government, Treasury and Provincial Legislature?	Section 127 (5)(a)(i) of the MFMA 56, of 2003	Yes	It was submitted CoGTA, CoGHSTA, Provincial and National Treasury
9.1.4	Has the annual performance report been presented to the communities and other stakeholders or published on the website?	Section 127 (5)(a)(ii) of the MFMA 56, of 2003	Yes	Public Participation was done and also published on the website
9.1.5	Did the municipality publish the section Annual Report, Performance Agreements, IDP/Budget and SDBIP on the website?	Section 75 of the MFMA 56, of 2003; Section 21A(b)	Yes	It was published on the 13/04/2018
9.1.6	Has the MPAC public hearing held for the annual report?		Yes	MPAC public hearing for 2016/17 Annual Report was held on the 22/03/2018
9.1.7	Was the report adopted by council with or without reservations?		Yes	
9.1.8	Has the section 72 mid-year report been compiled and presented to /and adopted by council?	MFMA section 72	Yes	Adopted by Council on the 24/01/2018
9.2	Individual Performance Review			
9.2.1.	Does the municipality have the legislative framework that governs employee performance management	MSA Chapter 6 and MSA Municipal Performance regulation Chapter 3	Yes	
9.2.2.	Is the legal framework aligned to the individual performance and organisational performance management system	MSA Chapter 6 and MSA Municipal Performance regulation Chapter 3	Yes	
9.2.3.	Are employee performance reviews held quarterly?	MSA Municipal Performance regulation Chapter 3	Yes	performance review for section 54/56 conducted
9.2.4.	Who constitutes the moderating committee?		Performance Audit Committee	

9.2.5	<p>How does the municipality reward good performance?</p> <p>Has the municipality paid performance bonuses in 2017/18 fy?</p>	MSA 3Section 57 (4b) of the MSA 32 amendment of 2011 and MSA Municipal Performance regulation Chapter	Performance Bonus	
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