CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

**REPORT TO ALL SUBCOUNCILS**

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**1. ITEM NUMBER : 03SUB 09/10/2020**

**2. SUBJECT**

**ANNUAL REVIEW OF ORGANISATIONAL PERFORMANCE MANAGEMENT SYSTEM (OPM)**

**ONDERWERP**

**JAARLIKSE HERSIENING VAN DIE ORGANISATORIESE PRESTASIEBESTUURSTELSEL (OPM)**

**ISIHLOKO**

**UPHENGULULO LONYAKA LENQKUBO ENGOLAWULO LWENDLELA YOKUSEBENZA YEZIKO (OPM)**

**LSU L0954**

**3. PURPOSE**

The purpose of the report is for Sub Councils to give input into the annual review of the OPM System.

**4. FOR DECISION BY**

For Comments by Sub Councils: Delegations, part 24 (2)

To comment and make recommendations to the Executive Mayor together with the Mayoral Committee for submission to Council in regard to the IDP and budget and thereafter annually in respect of the review of the approved IDP.

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**5. EXECUTIVE SUMMARY**

The key performance indicators (KPIs) and targets form part of the approved IDP. These KPIs and targets are developed during the Organisational Performance Management system.

The Organisational performance management system consists of various phases and depicts the process on how key performance indicators and targets are developed, monitored, measured, reviewed and reported in the City. The performance management system and key performance indicators and targets must be reviewed annually as required by legislation.

The report is submitted to Sub Councils in terms of legislation that requires that they must be involved and participate on the review of the OPM system (Annexure A). The changes to the KPIs and definitions are shown as strikethroughs or underlined in the attached Annexure B and B1.

An advert will be placed in the community newspapers informing the public to participate and give input on the review of the Organisational Performance Management system. Copies will be made available at the Cape Town Civic Centre, all libraries and Sub Council offices.

Members of the community are invited to give inputs in respect of the OPM system (Annexure A and B) by 30 October 2020 to:

- E-mail: performance.management@capetown.gov.za
- Written submission: Director: Organisational Performance Management, City of Cape Town, Private Bag X9181, Cape Town 8000

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## 6. RECOMMENDATIONS

It is recommended that:

Subcouncil note the process for the review of the Organisational Performance Management system and give input, if necessary and recommend it to the Executive Mayor together with Mayco for submission to Council as part of the annual review process.

## 6. AANBEVELINGS

Daar word soos volg aanbeveel dat:

Die subraad kennis neem van die hersieningsproses van die organisatoriese prestasiebestuurstelsel, en insette lewer, indien nodig, en dit by die uitvoerende burgemeester tesame met die burgemeesterskomitee aanbeveel vir voorlegging aan die Raad as deel van die jaarlikse hersieningsproses.

## 6. IZINDULULO

Kundululwe ukuba:

IBhungana maliqwalasele inkqubo engophengululo lwenkqubo engoLawulo lweNdlela yokuSebenza kweZiko kwaye livakalise uluvo, ukuba kufanelekile kwakhona lenze isindululo salo kuSodolophu weSigqeba kunye nakwiKomiti yeSigqeba sakhe (i-Mayco) ukuze ingeniswe kwiBhunga njengenxal'enye yenkqubo yophengululo yonyaka.

## 7. DISCUSSION/CONTENTS

*This is the body of the report in which the background and purpose is expanded on. The following sub-headings should be used:*

### 7.1. Constitutional and Policy Implications

The review and comment process of the Organisational Performance management system by legislation.

### 7.2. Sustainability implications

| | | |
|---|---|---|
| Does the activity in this report have any sustainability implications for the City? | No ☒ | Yes ☐ |

### 7.3. Legal Implications

**Municipal Systems Act of 2000, chapter 6, section 41(1)(c)(ii):**
(1) A municipality must in terms of its performance management system and in accordance with any regulations and guidelines that may be prescribed.
(c) (ii) measure and review performance at least once per year;

**Municipal Systems Act of 2000, chapter 6, section 42:**
A municipality, through appropriate mechanisms, processes and procedures established in terms of Chapter 4, must involve the local community in the development, implementation and review of the municipality's performance management system; and, in particular, allow the community to participate in the setting of appropriate key performance indicators and performance targets for the municipality.

**Municipal Systems Act 32 of 2000, Local Government, Municipal Planning and Performance Management Regulations, 2001: Chapter 3, regulations 13(4)(b) and (c):**
(4) The mechanisms, systems and processes for review in terms of sub regulation (1) must at least -
(b) review the key performance indicators set by the municipality in terms of regulations 9 and
(c) allow the local community to participate in the review process.

## 7.4. Staff Implications

Does your report impact on staff resources or result in any additional staffing resources being required?

No ☒

Yes ☐

## 7.5. Other Services Consulted

Public Participation department: Margaret Isaacs – 021 4001766

## ANNEXURES

**Annexure A:** Organisational Performance Management System
**Annexure A1:** OPM System_inputs_feedback
**Annexure B:** Five- Year Corporate Scorecard (July 2O17 to June 2022)
**Annexure B1:** Definitions: Five-Year Corporate Scorecard (July 2020-June 2021)

## FOR FURTHER DETAILS, CONTACT:

| | |
|---|---|
| ***NAME*** | Mzwamadoda Coto |
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| ***E-MAIL ADDRESS*** | mzwamadoda.coto @capetown.gov.za |
| ***DIRECTORATE*** | Corporate Services |
| ***FILE REF NO*** | |

CAROL JANUARY Digitally signed by CAROL JANUARY Date: 2020.09.10 14:26:29 +02'00'

**DIRECTOR**

Comment:

NAME CAROL JANUARY

DATE

Digitally signed by Keith Smith Date: 2020.09.10 15:28:01 +02'00'

**EXECUTIVE DIRECTOR**

Comment:

NAME

DATE

Jason Sam Liebenberg

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Date: 2020.09.15 14:40:54 +02'00'

☒ REPORT COMPLIANT WITH THE PROVISIONS OF COUNCIL'S DELEGATIONS, POLICIES, BY-LAWS AND ALL LEGISLATION RELATING TO THE MATTER UNDER CONSIDERATION.

☐ NON-COMPLIANT

**LEGAL COMPLIANCE**

NAME

TEL

DATE

Comment:

Certified as legally compliant based on the contents of the report