

# MUNICIPAL MANAGER'S REPORT

The cluster coordinates the strategic services and an internal auditing function which is directly managed within the Office of the Municipal Manager, the Marketing and Communication directorate and the Public Safety directorate.

## STRATEGIC SERVICES

### **Introduction**

The Strategic Services directorate is responsible for coordination of the strategic planning processes, popularly known as the IDP process, and well as the operational planning processes and the organizational performance management system. These functions are driven by a rigorous legislative framework set by the Municipal Systems Act (2000) and recently the Municipal Finance Management Act (2003)

### **Key Achievements: Integrated Development Plan**

- The 2004/05 IDP/ budget process plan and framework were approved by the Mayoral Committee in November 2004.
- Compilation of the 2004/05 Mid-term Plan and IDP document was completed before June 2004.
- Community consultation road shows were held in December 2004.

### **Key Challenges: Integrated Development Plan**

- Ensuring meaningful community participation in the development, implementation and review of IDP;
- Ensuring effective integration across the three spheres of government;
- Ensuring the effective integration of internal programmes and effective communication.

### **Key Achievements: Organisational Performance Management**

- *Monthly, Quarterly and Annual Reports:* Quarterly reviews have been conducted and departments have submitted quarterly reports. The 2002/03 Annual Report was published in February 2004.
- *Attendance of Provincial PMS Coordination Meetings:* 1 Provincial Coordination meeting was attended during the year under review.
- *Training of staff on PMS application:* All the Directors and Deputy Directors have been trained on the application of the PMS system. AISA was commissioned to provide a two-day training workshop and provide ongoing technical support for the Directors and Deputy Directors.

### **Key Challenges**

- Lack of a Performance Management Information database
- Automating the PMS system
- Linking individual performance management contracts with organisational performance

