

# RUSTENBURG LOCAL MUNICIPALITY OFFICE OF THE MUNICIPAL MANAGER

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04 February 2022

Ref : 4/3/3

To: Municipal Manager  
Mr SV Makona

Sir

## THE 2<sup>nd</sup> QUARTER PERFORMANCE ASSESSMENT HELD ON 24<sup>TH</sup> JANUARY 2022

The abovementioned matter refers:


In response to your communicate dated 27 Jan 2022 kindly be informed as follows:

It is indeed correct that the 2nd quarter performance assessment of the director public safety was based on the draft internal audit report. A follow-up meeting on the draft internal audit report was held on Wednesday 02 February 2022 and emanating from this meeting it was agreed that additional information and corrections on the portfolio of evidence be made to substantiate and support the submission of the director public safety for the final internal audit report.

In an attempt to achieve the KPI's which have been rated as not having been achieved from the draft internal audit report, please take note of the following with special reference to the additional evidence and corrections to the performance file:

### KPI 1 : Number of Fire Houses renovated by 30 June 2022

- The item was not considered at the meeting of 23 Dec 2021 but was referred to next meeting of the BAC. Minutes of meeting of Bid Adjudication committee held on 6 January 2022 at first floor boardroom at 11h00 are attached to file. The appointment letter is reported to be still at the Municipal Manager's office. KPI will reflect as achieved after the finalisation of the appointment by the accounting officer.

  
Violet  
OFFICE OF THE MUNICIPAL  
MANAGER RUSTENBURG LOCAL  
MUNICIPALITY P.O. BOX 16  
RUSTENBURG, 0300  
2022/02/08 10:00

**KPI 2 : Number of awareness campaigns conducted by 30 June 2022**

- Premier's 100 days service delivery joint awareness campaign removed from the file as it was unsigned. Thirty awareness campaigns were achieved for second quarter. KPI is achieved

**KPI 3 : Number of road safety campaigns conducted by 30 June 2022**

- All attendance registers for road safety campaigns signed by Assistant Supt Pilane.
- All attendance registers for road safety campaigns locked
- Date, time and name of schools written on the registers. KPI is achieved

**KPI 4 : Number of crime prevention operations conducted by 30 June 2022**

- Notices on operational plans for October to December 2021 signed by Acting Section Manager Moidi and stamped
- Report on Liquor Regulation dated 19th October 2021 signed by Acting Section Manager Moidi.
- Report on Liquor Regulation dated 21st October 2021 signed by Acting Section Manager Moidi. KPI is achieved

**KPI 5 : Number of fire safety compliance inspections conducted by 30 June 2022**

- Quarterly report on 346 fire safety compliance inspections is attached. KPI is achieved

**KPI 6 : Rand value of Licensing and Testing revenue by 30 June 2022**

- Method of calculation on the data definition sheet corrected to cumulative. KPI is achieved

**KPI 7 : Percentage expenditure on the Directorate's approved operational budget by 30 June 2022**

- Certified BTO Spreadsheets are attached for approved operational budget by 30 June 2022. Percentage is calculated and KPI is achieved.

**KPI 8 : Percentage of the Directorate's capital budget spent by 30 June 2022**

- Certified BTO Spreadsheets are attached for capital budget spent by 30 June 2022
- A letter of request to Chief Financial Officer to correct the movements of overtime budget is attached. KPI is not achieved due to the slow movement of expenditure on the budget.

**KPI 9 : Percentage expenditure on overtime not exceeding approved budget by 30 June 2022**

- Certified BTO Spreadsheets are attached on overtime not exceeding approved budget by 30 June 2022. KPI is not achieved.
- The overtime and allowances are being paid from the wrong votes without allocations by BTO. A letter requesting them to correct this is sent to BTO and also attached to file.

**KPI 10: Number of formal performance review sessions with direct reportees conducted by 30 June 2022**

- Personal Development Plan for 4 X Unit Heads are attached.
- Acting letter for Mr Nong as Acting Unit Manager is attached. KPI is achieved

**KPI 11 : Number of Directorates risks mitigated by 30 June 2022**

- Correction made to first page of Operational and Strategic risk register and re-attached to file. KPI is achieved

**KPI 12 : Number of PAAP queries responded to by 30 June 2022**

- PAAP register attached verified and signed by Mr Terence Jugmohan. KPI is achieved

**KPI 13 : Percentage of the 2021/2022 Council Resolutions responded to by 30 June 2022**

- Report on percentage of the 2021/2022 Council Resolutions responded to by 30 June 2022 was attached and signed by Acting Director Corporate Support Services. Minutes of council meetings for November and December 2021 also attached to file. KPI is achieved

**KPI 14 : Number of Directorate's contracts monitored by 30 June 2022**

- Directorate's contract register is corrected and attached to file.
- Dreca Service Level Agreement (SLA) is now attached to file. KPI is achieved
- Amended 2021/2022 second quarter performance report is also attached.

When considering the above submitted evidence and corrections following the consideration of the draft internal audit report and the follow-up meeting, the director public safety is of the considered view that more than 50 percent of the targets in respect of the KPI's for the 2<sup>nd</sup> quarter is now achieved.

It is also his continued endeavour to continue improving performance on the targets that remains unachieved for the 2<sup>nd</sup> quarter. The final audit outcomes were still outstanding at the time of this response but I had to comply with five (5) days' time frame as given.

The support of the Municipal Manager for the creation of an enabling environment conducive for the director public safety to perform to the best of his ability and towards attaining the set targets is highly appreciated.

Thank you

A handwritten signature in black ink, consisting of a stylized 'K' and 'B' intertwined, with a horizontal line extending to the right.

**KI BOIKANYO**

**DIRECTOR PUBLIC SAFETY**