

Reference: T8/10/7

TREASURY CIRCULAR MUN NO. 15 OF 2014

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THE MAYOR, BITOU MUNICIPALITY: MR M BOOYSEN
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THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR HT PRINCE

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THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: DR M GRATZ

THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR R LOTTERING (ACTING)
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR A PAULSE
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THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR F LÖTTER
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THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR Z HOOSAIN)
THE HEAD: PUBLIC POLICY SERVICES (MR H MALILA) (PRO TEM)
THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)
THE HEAD: LOCAL GOVERNMENT PUBLIC FINANCE (MR M SIGABI) (ACTING)
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THE HEAD: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)
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THE SENIOR MANAGER: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
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THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT

THE HEAD OF DEPARTMENT: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

THE CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS – NATIONAL TREASURY (MR J HATTINGH)

THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

MUNICIPAL RISK MANAGEMENT COMMITTEE KEY PERFORMANCE INDICATORS

1. PURPOSE

- 1.1 The purpose of this circular is to inform Municipal Managers and Chief Risk Officers on guidelines for Risk Management Committee Key Performance Indicators.

2. BACKGROUND

- 2.1 The Western Cape Provincial Treasury has identified a gap within municipalities when assessing the Risk Management Committee during the Municipal Governance Review and Outlook Process.
- 2.2 Public Sector Risk Management Framework sets out that Risk Management Committees should develop their own key performance indicators for approval by the Accounting Officer/Municipal Manager.
- 2.3 The Western Cape Provincial Treasury has developed generic indicators to assist and guide Accounting Officers/Municipal Managers and Chief Risk Officers when implementing key performance Indicators for risk committees.

3. CONCLUSION

- 3.1 The Western Cape Provincial Treasury would urge all municipalities to consider the attached guidance document for implementation.



MR BR VINK

SENIOR MANAGER: FINANCIAL GOVERNANCE

DATE: 7 April 2014

GENERIC KEY PERFORMANCE INDICATORS

Strategic Objective	KPA	KPI	Unit of Measurement	Baseline	Source of Evidence	Reporting Category
Good Governance and Compliance	Ensure the implementation of the risk management system	Risk Management Policy and Risk Management Strategy and Framework approved for the financial year	Completed Risk Management Policy and Risk Management Strategy and Framework submitted to the Council by June 2014	New performance indicator for 2014/15	<ol style="list-style-type: none"> 1. Completed Risk Management Policy 2. Completed Risk Management Strategy and Framework 3. Minutes of the Council meeting 	Internal
Good Governance and Compliance	Ensure the implementation of the risk management system	The Risk Management Implementation Plan approved for the next financial year	Completed Risk Management Implementation Plan/Annual work plan submitted to the Risk Committee by June every year	New performance indicator for 2014/15	<ol style="list-style-type: none"> 1. Completed Risk Management Implementation Plan 2. Minutes of the Risk Committee meeting 	Internal
Good Governance and Compliance	Ensure the implementation of the risk management system	Annually report on the submission of risks equal or > risk appetite to Risk Committee.	Completed Report submitted to the Risk Committee by June every year on the risks equal or > risk appetite	New performance indicator for 2014/15	<ol style="list-style-type: none"> 1. Report on the risk equal or > risk appetite (Dashboard Report) 2. Minutes of the Risk Committee meeting 	Internal
Good Governance and Compliance	Ensure the implementation of the risk management system	Review the Risk Appetite as per the risk management policy.	Revised Risk Appetite submitted to the Council by June 2014	New performance indicator for 2014/15	<ol style="list-style-type: none"> 1. Report on the revision of the Risk Appetite 2. Minutes of the Council meeting 	Internal

Strategic Objective	KPA	KPI	Unit of Measurement	Baseline	Source of Evidence	Reporting Category
Good Governance and Compliance	Ensure the implementation of the risk management system	Quarterly progress report of the approved implementation plan	Progress Report submitted to the Risk Committee quarterly on the implementation plan	New performance indicator for 2014/15	1. Quarterly Report on the progress made with the Implementation Plan 2. Minutes of the Risk Committee meeting	Internal
Good Governance and Compliance	Ensure the implementation of the risk management system	Submission of an Approved Risk Committee minutes to the Audit Committee quarterly	Quarterly Report submitted to the Audit Committee from the Risk Committee	New performance indicator for 2014/15	1. Quarterly Report from Risk Committee to Audit Committee 2. Minutes of the Audit Committee meeting	Internal
Good Governance and Compliance	Ensure the implementation of the risk management system	Submission of a statement/report from Risk Committee Chair to MM/Audit Committee regarding the Risk Committee's performance as per the Key performance Indicators annually	Quarterly Report submitted to the MM/Audit Committee from the Risk Committee Chairperson	New performance indicator for 2014/15	1. Quarterly Report from Risk Committee to the MM 2. Evidence that report has been submitted (e-mail)	Internal