

NEWCASTLE MUNICIPALITY

ORGANISATIONAL SCORECARD : ANNUAL PERFORMANCE REPORT 2015/16

KEY PERFORMANCE AREA : GOOD GOVERNANCE & PUBLIC PARTICIPATION

BACK TO BASICS PROGRAMME - PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST

IDP																		
Outcome 9	Objective No.:	Strategic Objective	Strategy No.:	Strategy	Baseline	Source of Evidence	KPI No.:	KEY PERFORMANCE INDICATOR	2015'16 ANNUAL TARGET	2015'16 ANNUAL ACTUAL	REASON FOR VARIANCE	RECOMMENDED CORRECTIVE ACTION	ANNUAL DASHBOARD	2014'15 ANNUAL TARGET	2014'15 ANNUAL ACTUAL	2014'15 ANNUAL DASHBOARD	Responsible Department/ Vote	SD8IP REF NO:
Output 6	GP4	To ensure good governance through openness, transparency and accountability in the organization.	GP4.1	To strengthen executive support to services.	100%	Register on the number of grievances received and addressed.	GP4.1.1	% of operational issues addressed as referred by Municipal Manager (grievances).	100%	95%			TARGET NOT MET	N/A	N/A	N/A	Municipal Manager	MM002
					100%	Detailed incoming register inclusive of date filed.	GP4.1.2	Compliance with record keeping checklist.	100%	100%			TARGET MET	100%	100%	TARGET MET	Municipal Manager	MM021
					12	Minutes with attendance registers	GP4.1.3	Number of Manco meetings convened	12	14			Target over achieved	12	17	TARGET MET	Municipal Manager	MM020
					Approved Delegations on 30 June 2014	Council Minutes	GP4.1.4	Annual review of Delegations Systems by 30 June 2016	Delegations of authority reviewed by 30 June 2016	Delegations reviewed by Executive Manager Legal Services. Awaiting approval by Council	Delegations reviewed by Executive Manager Legal Services. Awaiting approval by Council	TARGET NOT MET	Annual review of Delegations Systems by January 2015	Draft Delegation Policy	IN PROGRESS	Municipal Manager	MM019	
					0	Attendance Registers and Minutes/Presentations	GP4.1.5	Number of Batho Pele workshops facilitated.	2	0	Delays on the facilitation of the process by HRD	HRD to consult SCM for the appointment of a facilitator	TARGET NOT MET	2	0	TARGET NOT MET	Municipal Manager	MM010
					Adopted IDP 31 May 2015	Council Minutes	GP4.1.6	Reviewed and Adopted IDP by 31 May 2016	Adoption of IDP by 31 May 2016 for implantation on the next financial year.	Adoption of IDP by 31 May 2016 for implantation on the next financial year.			TARGET MET	Reviewed and Adopted IDP by 31 May 2015	IDP reviewed and Adopted by Council on the 29 May 2015.	TARGET MET	Municipal Manager	MM028
Output 1	GP5	To keep the communities and stakeholders informed and involved in the affairs of the municipality.	GP5.1	To improve both internal and external communication.		Council Minutes	GP5.1.1	Annual review of Public Participation Policy by 30 June 2016	Annual review of Public Participation Policy by 30 June 2016	0	It was not reviewed because the term of office is expiring soon	It will be considered after the elections that is scheduled for August 2016.	TARGET NOT MET	Reviewed policy by 30 June 2015	Public Participation Policy not yet reviewed	TARGET MET	Municipal Manager	MM031
					1	Attendance registers and Close-out report	GP5.1.2	Number of training interventions for Ward Committees members by March 2016	1	0			TARGET NOT MET	1	2	TARGET MET	Municipal Manager	MM033
					1	Attendance registers and Public submissions	GP5.1.3	Annual Mayoral IDP/Budget/PMS Roadshows.	1	1			TARGET MET	1	1	TARGET MET	Municipal Manager	MM034
					1	Publication	GP5.1.4	Number of External Newsletters Published and distributed	4	1	Delays due to approval process changes by the service provider	Tighter deadlines for service provider and an alternative plan for the external newsletter to be developed in house.	TARGET NOT MET	4	0	TARGET IN PROGRESS	Municipal Manager	MM007
					100%	Register of queries/complaints received and responses to queries.	GP5.1.5	% of issues addressed as raised by the public	100%	73%			TARGET NOT MET	100%	100%	TARGET IN PROGRESS	Municipal Manager	MM005
					100%	Register and Publications	GP5.1.6	% of media/communication queries addressed by the Communication Unit	100%	95%			TARGET NOT MET	100%	100%	TARGET IN PROGRESS	Municipal Manager	MM006
				Appointment of Service Provider	GP5.2.1	Approved Communication Policy/Strategy by JUNE 2016	Approved Communications Policy/Strategy	Draft submitted to Exco and Council in Quarter 2	Awaiting confirmation of workshop date for Councillors	Development of schedule for workshops to be conducted	TARGET NOT MET	Approved Communications Policy/Strategy	Communication Strategy is still on a draft stage	TARGET NOT MET	Municipal Manager	MM009		
			N/A	N/A	GP5.2.2	Draft Citizens Charter.	N/A	N/A			N/A	N/A	N/A	N/A	Municipal Manager	N/A		
					N/A	Reviewed policy	GP6.1.1	Annual review of PMS Policy by 31 May 2013.	N/A	N/A	N/A	N/A	N/A	N/A	Municipal Manager	N/A		

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Output 6	GP6	To ensure good governance through openness, transparency and accountability in the organization.	GP6.1	To develop and implement an effective Performance Management System.															
					4	Confirmation of receipt of the reports by internal audit/email	GP6.1.2	Quarterly performance reports submitted to Internal Audit within 25 working days of end of quarter.	1	2	Through B2B more workshops arranged		TARGET MET	4	4	TARGET MET	Municipal Manager	MM057	
					0%	Assessment records	GP6.1.3	%age of section 54 / 57 Managers formally evaluated by no later June 2016	100%	75%	Rescheduling of evaluations due to non-availability key panel members	Finalise in 2016/17 financial year	TARGET IN PROGRESS	100%	0%	TARGET IN PROGRESS	Municipal Manager	MM061	
					31-08-2014	Confirmation of receipt from the Auditor General	GP6.1.4	Annual Performance Report submitted to the Auditor-General by 31 August 2015	Annual Performance Report submitted to the Auditor-General by 31 August 2015	Annual Performance Report submitted to the Auditor-General by 31 August 2015	N/A	N/A	TARGET MET	Annual Performance Report submitted to the Auditor-General by 31 August 2014.	Annual Performance Report submitted to the Auditor-General by 29 August 2014	TARGET IN PROGRESS	Municipal Manager	MM058	
					31-03-2015	Minutes	GP6.1.5	Approval of Oversight Report and adoption of Annual Report by 31 March 2016	Approval of Oversight Report and adoption of Annual Report by 31 March 2016	Approval of Oversight Report and adoption of Annual Report on 31 March 2016	N/A	N/A	TARGET MET	Approval of Oversight Report and adoption of Annual Report by 31 March 2015	Approval of Oversight Report and adoption of Annual Report by 30 March 2015	TARGET MET	Municipal Manager	MM060	
Output 6	GP7	To ensure good governance through openness, transparency and accountability in the organization.	GP7.1	To maintain and implement an effective Risk Management System.		Reviewed risk management policy, as well as Fraud and corruption policy	GP7.1.1	Reviewed risk management policy and strategy, as well as Fraud and corruption policy and strategy	Reviewed risk management policy and strategy, as well as Fraud and corruption policy and strategy by 30 June 2016		0			TARGET NOT MET	4	4	TARGET MET	Municipal Manager	MM015
					4	Reports/Minutes of Audit Committee	GP7.1.2	Quarterly reports on implementation of risk management action plan.	4	4			TARGET MET	4	4	TARGET MET	Municipal Manager	MM0014	
					2	Attendance registers for anti-fraud and corruption	GP7.1.3	Number of anti-fraud and corruption workshops facilitated.	1	10			Target over achieved	1	1	TARGET MET	Municipal Manager	MM0017	
						Risk Register for 2012/13	GP7.1.4	Finalised risk assessment and compilation of risk register by 31 May 2016.	Finalized risk assessment and compilation of risk register by 31 May 2016	Finalized risk assessment and compilation of risk register by 31 May 2016			TARGET MET	Finalised risk assessment of compilation of risk register by 31 May 2015	Risk Assessments finalised and risk register compiled	TARGET MET	Municipal Manager	MM0016	
					4	Reports/Minutes of Audit Committee	GP7.1.5	Quarterly Progress reports on implementation of AG Action Plan to Audit Committee	4	6			Target over achieved	4	4	TARGET MET	Municipal Manager	MM013	
							GP7.1.6	Quarterly reports on compliance with legislation submitted to Audit Committee	4	4			TARGET MET	4	4	TARGET MET	Municipal Manager	MM012	
Output 6	GP8	To ensure an effective internal audit function.	GP8.1	To provide Independent Objective Assurance and Consulting Services that add value and improve operations of the municipality.	2014 - Dec	Minutes approving audit charters	GP8.1.1	Annual review of audit charters by May 2016	Annual review of audit charters by May 2016	Annual review of audit charters by May 2016				TARGET MET	Annual Review of Audit Charter by August	Annual Review of Audit Charter in May 2015	TARGET IN PROGRESS	Municipal Manager	MM044
					6	Minutes of meetings	GP8.1.2	Number of audit committee meetings facilitated.	4	8			Target over achieved	6	8	TARGET MET	Municipal Manager	MM045	
					100%	Internal Audit Plan/progress to Audit Committee and Minutes	GP8.1.3	% completion against internal audit plan.	100%	100%			TARGET MET	100%	100%	TARGET MET	Municipal Manager	MM046	
					4	Progress reports / Minutes of Audit Committee	GP8.1.4	Quarterly Progress Reports on Implementation of Internal Audit recommendations to Audit Committee	4	0			N/A	4	N/A	N/A	Municipal Manager	MM043	
					100%	Register on the number of opinions received and finalized	GP9.1.1	%age of legal opinions finalised as requested	100%	100%			TARGET MET	100%	100%	TARGET MET	Municipal Manager	MM047	

