

NEWCASTLE MUNICIPALITY																										
ANNUAL PERFORMANCE REPORT : SOBIP 2015/16																										
CORPORATE SERVICES																										
SOBIP REF NO	B2B ALIGNMENT	IDP/ ORG REF NO.	OUTCOME 9	NATIONAL KEY PERFORMANCE AREA	SERVICE/ FUNCTION	BUDGET OPEX	ACTUAL OPEX 30 JUNE 2016	BUDGET CAPEX	ACTUAL CAPEX 30 JUNE 2016	DEPARTMENTAL OBJECTIVE/S	SBU	ACTION PLAN	KEY PERFORMANCE INDICATOR	FREQUENCY	BASELINE	SOURCE OF EVIDENCE	Annual target 2015/16	Annual actual 2015/16	REASON FOR VARIANCE	RECOMMENDED CORRECTIVE ACTION	ANNUAL DASHBOARD REPORT (TARGET MET / TARGET IN PROGRESS / TARGET NOT MET)	Annual target 2014/15	Annual actual 2014/15	ANNUAL DASHBOARD REPORT (TARGET MET / TARGET IN PROGRESS / TARGET NOT MET)	RESPONSIBLE MANAGER	
CORP001	GOOD GOVERNANCE	GP7.1.5	Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration	157,128,806	-91,657,172	69,845,259	60,365,696	To ensure that good governance principles are implemented	Corporate Services	Quarterly reports on compliance with legislation, implementation of AG, Internal audit and risk management Action plans to Municipal Managers Office	%Age of Auditor General queries addressed as per action plan (AG Management plan).	Annual	100%	Confirmation of receipt by CEO	100%	0%	100% in progress. Awaiting appointment of new Council	Defer to new Council in 2016/17	TARGET NOT MET			TARGET MET	SED : CORPORATE SERVICES	
CORP002	GOOD GOVERNANCE	GP8.1.4	Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration					To ensure that good governance principles are implemented	Corporate Services	Quarterly reports on compliance with legislation, implementation of AG, Internal audit and risk management Action plans to Municipal Managers Office	%Age of operational risks addressed as per action plan	Annual	100%	Confirmation of receipt by CEO	100%	0%	Inadequate monitoring mechanisms in place	Management to improve monitoring mechanism of internal controls	TARGET NOT MET			TARGET MET	SED : CORPORATE SERVICES	
CORP003	GOOD GOVERNANCE	GP7.1.2	Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration					To ensure that good governance principles are implemented	Corporate Services	Quarterly reports on compliance with legislation, implementation of AG, Internal audit and risk management Action plans to Municipal Managers Office	%Age of strategic risk addressed as per action plan.	Annual	100%	Confirmation of receipt by CEO	100%	n/a	Corporate services did not have strategic risk for 2015/16		N/A			TARGET MET	SED : CORPORATE SERVICES	
CORP004	GOOD GOVERNANCE		Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration					To ensure that good governance principles are implemented	Corporate Services	Monthly meetings to monitor performance information	Monthly meetings to monitor performance information	Quarterly	12	Minutes and registers	12	26	More meetings promotes communication and continuity		TARGET OVER ACHIEVED	12	14	TARGET MET	SED : CORPORATE SERVICES	
CORP005	GOOD GOVERNANCE		Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration					To ensure that good governance principles are implemented	Corporate Services	Implement resolutions of Manco/EXCO/Council/ Mpac	Monthly reports on execution of resolutions to Municipal Manager	Quarterly	12	Confirmation of receipt by Manager ; Executive Support	12	12			TARGET OVER ACHIEVED	12	11	TARGET MET	SED : CORPORATE SERVICES	
CORP006	SOUND FINANCIAL MANAGEMENT		Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration					To ensure implementation of capital programme	Corporate Services	Implementation of capital programme	%age of capital budget spent as per approved cash flow	Quarterly	90%	Budget Reports	90%	79%	Projects not complete as per capex report and bids cancelled	Roll over to 16/17	TARGET INPROGRESS	90%	96%	TARGET MET	SED : CORPORATE SERVICES	
CORP007	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST		Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration					To improve both internal and external communication	Corporate Services	To implement Public Participation & Communication Strategy	% of Communication Plan implemented	Annual	40%	plan and Presentations/registers/publications/photos/ minutes of meeting	100%	100%			TARGET MET	100%	40%	TARGET INPROGRESS	SED : CORPORATE SERVICES	
CORP008	BUILDING INSTITUTIONAL CAPACITY		Output 6: Administrative and financial capability	INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Administration					To review and implement program with adequate capacity	Corporate Services	To encourage team spirit and organizational strategy focus	Number of departmental teambuilding sessions held	Annual	1	Attendance Registers/ Minutes	1	1			TARGET MET	1	1	TARGET MET	SED : CORPORATE SERVICES	
CORP009	GOOD GOVERNANCE	IT2.1.4	Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration					To ensure compliance and proper implementation of policies and procedures	Corporate Services	Develop and review policies and procedures related to Corporate Services	Number of policies reviewed and developed	Annually	0	Council Minutes	2	Reviewed (leave, overtime, recruitment and selection) developed/dress code policy)	LLF await appointment of new members, pending LG elections	TD refer items new LLF after elections in 2016/17	TARGET NOT MET	2	1	TARGET INPROGRESS	SED : CORPORATE SERVICES	
CORP010	BUILDING INSTITUTIONAL CAPACITY	IT1.3.1	Output 6: Administrative and financial capability	INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Administration					To develop and participate in knowledge sharing with other municipalities	Corporate Services	To facilitate knowledge sharing activities with other municipalities	Number of knowledge sharing meetings arranged	Bi-annual	2	Attendance registers/ minutes of meetings/invitations	2	3			TARGET OVER ACHIEVED	2	2	TARGET MET	SED : CORPORATE SERVICES	
CORP011	GOOD GOVERNANCE		Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration					To provide efficient and effective general administrative support services	Administration	To have efficient and effective support to organization	Number of scheduled meetings as per year planner finalised	Quarterly	121	Report and minutes	121	125	Meetings were cancelled and in some instances no quorum	Speakers to implement Standing Rules of order	TARGET OVER ACHIEVED	100%	95%	TARGET MET	Director : Administration	
CORP012	SOUND FINANCIAL MANAGEMENT		Output 6: Administrative and financial capability	FINANCIAL VIABILITY	Administration					To maintain and repair Civic centre/Nedbank, Madadeni and Ouzwen Buildings	Administration	To have efficient and effective support to organization	%age of repairs addressed against reported	Quarterly	100%	Register of repairs reported and addressed	100%	100%	Preparing the organisational move to new building	The function to be handed over to Technical services	TARGET NOT MET	100%	94%	TARGET MET	Director : Administration	
CORP013	SOUND FINANCIAL MANAGEMENT		Output 6: Administrative and financial capability	FINANCIAL VIABILITY	Administration					To maintain and repair Civic centre/Nedbank, Madadeni and Ouzwen Buildings	Administration	To have efficient and effective support to organization	%age of repairs followed up against reported	Quarterly	100%	Register	100%	100%	Preparing the organisational move to new building	The function to be handed over to Technical services	TARGET NOT MET	100%	23%	TARGET INPROGRESS	Director : Administration	
CORP014	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST		Output 6: Administrative and financial capability	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Administration					Develop cleaning programme for municipal buildings	Administration	Cleaning programme for municipal buildings	%age of Cleaning roster implemented	Quarterly	0%	Cleaning Roster as signed off by Supervisor	100%					TARGET NOT MET			N/A	Director: Administration
CORP015	BUILDING INSTITUTIONAL CAPACITY	IT1.2.1	Output 6: Administrative and financial capability	INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Employee Assistance Program	22,070,722	18,062,683	0	0	To review and implement program with adequate capacity	Human Resources - EAP	To encourage team spirit and organizational strategy focus	%age of employees assisted /consulted as requested	Quarterly	100%	EAP Register	100%	100%				TARGET MET	100%	100%	TARGET MET	Director: HR
CORP016	BUILDING INSTITUTIONAL CAPACITY	IT1.2.3	Output 6: Administrative and financial capability	INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Human resources - work-study					To provide adequate human capital	Human Resources - Work-study	To facilitate compilation and evaluation of job descriptions	Number of departments with reviewed job descriptions	Quarterly	2	Job description file	7	7				TARGET OVER ACHIEVED	7	2	TARGET INPROGRESS	Director: HRD
CORP017	BUILDING INSTITUTIONAL CAPACITY		Output 6: Administrative and financial capability	INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Human resources - work-study					To provide adequate human capital	Human Resources - Work-study	To facilitate compilation and evaluation of job descriptions	%age of departments workshoped with regards to the completion of the job analysis questionnaire	Annual	100%	Attendance Registers	100%	100%				TARGET MET			N/A	Act Director : HRD/WS/LR
CORP018	BUILDING INSTITUTIONAL CAPACITY	IT1.2.4	Output 6: Administrative and financial capability	INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Human Resource Management					To provide adequate human capital	Human Resource Management	To ensure critical positions are filled within the municipality	%age of critical posts filled as identified and approved (as budgeted)	Annual	100%	Appointment Letters	100%	100%	Moratorium on filling of vacancies, re-engineering process, job evaluation and placement that is not yet finalised.	Posts to be filled in 2016/17	TARGET NOT MET	100%	100%	TARGET MET	Director : HRM	
CORP019	BUILDING INSTITUTIONAL CAPACITY			INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Human Resource Management					To provide adequate human capital	Human Resource Management	To ensure that budgeted posts are filled	Percentage of requested posts filled by departments	Quarterly	100%	Reports and appointment letters	100%	3%	The moratorium that was placed on the filling of vacancies was lifted on 03/05/16 and on 13/05/16 another memo in the same regard was sent stating conditions placed on this upliftment. During this period only three positions were finalised.	Awaiting finalisation of re-engineering process so that recruitment and selection processes can return to normal	TARGET NOT MET			N/A	Director : HRM	
CORP020	BUILDING INSTITUTIONAL CAPACITY	IT1.2.5	Output 6: Administrative and financial capability	INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Human Resource Management					To provide adequate human capital	Human Resources - HRM	To ensure that budgeted posts are filled	Number of posts filled as budgeted	Annual	1579	Approved listing of budgeted posts as at 1 July 2015	1678	1328	Moratorium on filling of vacancies, re-engineering process, job evaluation and placement that is not yet finalised.	Awaiting finalisation of re-engineering process so that recruitment and selection processes can return to normal.	TARGET INPROGRESS	1678	1368	TARGET INPROGRESS	Director: HR	
CORP021	BUILDING INSTITUTIONAL CAPACITY	IT1.1.1	Output 6: Administrative and financial capability	INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Human Resource Management					To provide an efficient and effective HR support service	Human Resources - HRM	To render a recruitment and selection service to the municipality	Average turnaround time for filling of a vacancy	Quarterly	14 Days	Summary report signed off by SED/Director	14 Days	82days	Moratorium on filling of vacancies, re-engineering process, job evaluation and placement that is not yet finalised.	Awaiting finalisation of re-engineering process and qualification list so that recruitment and selection processes can return to normal.	TARGET INPROGRESS	42	17	TARGET MET	Director : HR	
CORP022	BUILDING INSTITUTIONAL CAPACITY	IT1.2.7	Output 6: Administrative and financial capability	INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Human Resource Management					To comply with legislation and fast track transformation	Human Resources - HRM	To develop and implement the Employment Equity Plan by 01 October 2013	Compliance with submission of Employment Equity Report by 01 October 2015	Annual	Submitted EEP by 01 October	Acknowledgement of receipt from Department of Labour	N/A	N/A	N/A	N/A	TARGET MET	1	Submitted EEP by 07 October 2014	TARGET MET	Director : HR	

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CORP023	BUILDING INSTITUTIONAL CAPACITY	IT1.2.8	Output 6: Administrative and financial capability	INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Human Resource Management							To comply with legislation and fast track transformation	Human Resources - HRM	Promote gender equality in the workplace	Number of people from employment equity target groups employed in the three highest levels of management	Annual	20	Appointment letters	23	19	Moratorium on filling of vacancies; re-engineering process, job evaluation and placement that is not yet finalised.	Awaiting finalisation of re-engineering process and qualification list so that recruitment and selection processes can return to normal.	TARGET INPROGRESS	23	24	TARGET MET	Director : HR
CORP024	BUILDING INSTITUTIONAL CAPACITY	IT1.2.6	Output 6: Administrative and financial capability	INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Human Resource Management							To provide adequate human capital	Human Resources - HRM	To implement Workplace Skills Plan	%age of municipal budget actually spent on implementing its workplace skills plan	Quarterly	45%	Budget Printouts	100%	93%			TARGET INPROGRESS	100%	62%	TARGET INPROGRESS	DivHead : HRD
CORP025	BUILDING INSTITUTIONAL CAPACITY	IT2.1.3	Output 6: Administrative and financial capability	INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Human Resource Development							To implement the Workplace Skills plan for a productive and motivated workforce	HRD	To implement Workplace Skills Plan	Number of training interventions arranged for workplace skills development	Quarterly	883	Attendance Registers/Communication sent to departments	460	1391			TARGET OVER ACHIEVED	720	638	TARGET INPROGRESS	DivHead : HRD
CORP026	BUILDING INSTITUTIONAL CAPACITY	IT2.1.1	Output 6: Administrative and financial capability	INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION	Human Resource Development							To ensure that the Workplace Skills Plan is a product of consultation of all stakeholders in the identification of planned training interventions	HRD	Execution of the WSP	Successful submission of WSP to LGSETA by 30 April 2016	Annually	WSP submitted to LGSETA on the 30 APRIL 2015	Receipt of Postage to LGSETA/Acknowledgement from LGSETA of WSP and ATP	Submission of WSP to LGSETA	Submission of WSP to LGSETA			TARGET MET	Submission of WSP to LGSETA Submitted on 30 April 2015	TARGET MET	DivHead : HRD	
MM001	BUILDING INSTITUTIONAL CAPACITY	IT1.2.2	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Organisational and Institutional Development	Chief of Operations							To effect placement in line with placement policy and approved organizational structure	Municipal Manager	Finalization of placement process	%age completion of Placements as per revised Organisational structure	Annual	NIL	Placement Register & Report/ Minutes of Placement Committee meetings	100%	Placement process in progress	Placement committee did not finalise the placement process	Defer To new financial year	TARGET INPROGRESS			N/A	DivHead : HRD
MM002	BUILDING INSTITUTIONAL CAPACITY	GP4.1.1	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Organisational and Institutional Development	Chief of Operations							To ensure effective functioning of the organization to fulfill service delivery obligations	Municipal Manager	To facilitate operational interventions	%age of operational issues addressed as referred by Municipal Manager (Grievances)	Quarterly	1	Register on the number of grievances received and addressed.	100%	100%			TARGET MET			N/A	DivHead : HRD
TOTAL BUDGET FOR CORPORATE SERVICES							179,199,528	-73,594,489	69,845,259	60,365,696																	