

NEWCASTLE MUNICIPALITY																									
ANNUAL PERFORMANCE REPORT / SDBIP 2015/16																									
OFFICE OF MUNICIPAL MANAGER																									
SDBIP REF NO.	B2B ALIGNMENT	IDP/ ORG REF NO.	OUTCOME 9	NATIONAL KEY PERFORMANCE AREA	SERVICE/ FUNCTION	BUDGET OPEX	ACTUAL OPEX JUNE 2016	BUDGET CAPEX	ACTUAL CAPEX 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 (TARGET MET / IN PROGRESS / TARGET NOT MET)	ANNUAL TARGET 2014/15	ANNUAL ACTUAL 2014/15	ANNUAL DASHBOARD (TARGET MET / IN PROGRESS / TARGET NOT MET)	RESPONSIBLE MANAGER
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 Organizational structure	Annual	NIL	Placement Register & Report/ Minutes of Placement Committee meetings	N/A	N/A			N/A	100%	71%	TARGET IN PROGRESS	Chief of Operations
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 fulfil service delivery obligations	Municipal Manager	To facilitate operational interventions	%age of operational issues addressed as referred by Municipal Manager (Grievances)	Quarterly	100%	Register on the number of grievances received and addressed.	N/A	N/A			N/A	100%	0	N/A	Chief of Operations
MM003	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST		OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Communications					To improve both internal and external communication.	Municipal Manager	To improve both internal and external communication.	% implementation of communication plan	Annual	100%	Communication plan, registers and presentations	100%	100%			TARGET NOT MET	100%	100%	TARGET NOT MET	Manager: Communications
MM004	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST		OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Communications					To keep the public and stakeholders informed about the affairs of the municipality.	Municipal Manager	To keep the public and stakeholders informed about the affairs of the municipality.	Number of radio talk shows conducted	Quarterly	20	Invoices and Scripts	20	18			TARGET NOT MET	24	18	TARGET IN PROGRESS	Manager: Communications
MM005	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	GPS.1.5	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Communications					To address issues raised by the Public	Municipal Manager	To address issues raised by the Public	% of issues addressed as raised by the public	Quarterly	100%	Register of queries/complaints received and responses to queries.	100%	73%			TARGET NOT MET	100%	100%	TARGET IN PROGRESS	Manager: Communications
MM006	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	GPS.1.6	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	Good Governance	Communications	2,850,558	3,261,605	0	0	To keep the communities and stakeholders informed and involved in the affairs of the municipality.	Municipal Manager	To ensure that all queries are attended to and feedback from the municipality's departments is submitted to the Office of the Municipal Manager and community	% of media/communication queries addressed by the Communication Unit	Quarterly	100%	Register and Publications	100%	95%			TARGET NOT MET	100%	100%	TARGET IN PROGRESS	Manager: Communications
MM007	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	GPS.1.4	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	Good Governance	Communications					Publication of Quarterly External Newsletter	Municipal Manager	Publication of Quarterly External Newsletter	Number of External Newsletters Published and distributed	Quarterly	1	Publication	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	1	TARGET IN PROGRESS	Manager: Communications
MM008	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST		OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	Good Governance	Communications					Publication of monthly internal newsletter	Municipal Manager	Publication of monthly internal newsletter	Number of monthly internal newsletters published	Quarterly	10	Newsletter and email communication	11	7	No newsletter for the month of April due to design changes that were to be implemented in May		TARGET NOT MET	11	8	TARGET IN PROGRESS	Manager: Communications
MM009	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	GPS.2.1	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	Good Governance	Communications					Develop communication policy/strategy	Municipal Manager	Approved Communication Policy/Strategy by JUNE 2016	Approved Communication Policy/Strategy by JUNE 2016	Quarterly	Appointment of service provider	Approved Communications Policy/Strategy	Draft submitted to Exco and Council in Quarter 2	Awaiting confirmation of workshop date for Councilors	Development of schedule for workshops to be conducted	TARGET NOT MET	Approved Communication Policy/Strategy by June 2015	Still on stage one	TARGET NOT MET	Manager: Communications	
MM010	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	GP4.1.5	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	Good Governance	Communications					Awareness campaigns on Batho Pele / Code of Ethics	Municipal Manager	Awareness campaigns on Batho Pele / Code of Ethics	Number of Batho Pele workshops facilitated	Bi-annual	NIL	Attendance Registers and Minutes/Presentations	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	Manager: Communications
MM011	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST		OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	Good Governance	Communications					To conduct a Customer Satisfaction Survey by 31 March 2016	Municipal Manager	To conduct a Customer Satisfaction Survey by 31 March 2016	Customer Satisfaction Survey Report submitted to Council by 31 March 2016	Annual	NIL	Customer Satisfaction Survey Report & Minutes	Customer Satisfaction Survey Report submitted to Council by 31 March 2016	0			TARGET NOT MET			N/A	Manager: Communications
MM012	GOOD GOVERNANCE	GP7.1.6	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Enterprise Risk Management					To ensure that good governance principles are implemented	Municipal Manager	Quarterly reports on compliance with legislation, implementation of AG, internal audit and risk management Action plans	Quarterly reports on compliance with legislation submitted to Audit Committee	Quarterly	4	Compliance Report / Minutes of Audit Committee	4	4			TARGET MET	4	4	TARGET MET	Chief Risk Officer
MM013	GOOD GOVERNANCE	GP7.1.5	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Enterprise Risk Management					To ensure that good governance principles are implemented	Municipal Manager	Quarterly reports on compliance with legislation, implementation of AG, internal audit and risk management Action plans	Quarterly Progress reports on implementation of AG Action Plan to Audit Committee	Quarterly	4	Reports/Minutes of Audit Committee	4	6			TARGET OVER ACHIEVED	4	4	TARGET MET	Chief Risk Officer
MM014	GOOD GOVERNANCE	GP7.1.2	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Enterprise Risk Management					To ensure that good governance principles are implemented	Municipal Manager	Quarterly reports on compliance with legislation, implementation of AG, internal audit and risk management Action plans	Quarterly reports on implementation of risk management action plan submitted to Audit Committee	Quarterly	4	Reports/Minutes of Audit Committee	4	4			TARGET MET	4	4	TARGET MET	Chief Risk Officer
MM015	GOOD GOVERNANCE	GP7.1.1	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Enterprise Risk Management	107,806	71,288	0	0	To implement and maintain effective enterprise-wide risk management system.	Municipal Manager	To review and facilitate approval of risk management policies and strategies.	Reviewed risk management policy and strategy, as well as Fraud and corruption policy and strategy	Annual		Minutes approving policies and strategies	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	Chief Risk Officer
MM016	GOOD GOVERNANCE	GP7.1.4	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Enterprise Risk Management					To implement and maintain effective enterprise-wide risk management system.	Municipal Manager	To facilitate the annual risk assessment and compilation of the risk register	Finalised risk assessment of compilation and risk register by 31 May 2016	Annual		Risk Register for 2014/15	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	Chief Risk Officer
MM017	GOOD GOVERNANCE	GP7.1.3	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Enterprise Risk Management					To implement and maintain effective enterprise-wide risk management system.	Municipal Manager	Facilitation of anti-fraud and corruption workshop	Number of Anti-fraud and corruption workshops facilitated	Annual	1	Attendance registers for anti-fraud and corruption workshops	1	10			TARGET OVER ACHIEVED	1	1	TARGET MET	Chief Risk Officer
MM018	GOOD GOVERNANCE		OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Enterprise Risk Management					To facilitate process towards achieving clean audit by 2014	Municipal Manager	Strengthening of management and decision making committees.	Number of Audit Steering Committee meetings / Operation clean audit steering committee Meetings	Quarterly	12	Minutes with Attendance Registers/progress reports	12	21		N/A	TARGET OVER ACHIEVED	12	14	TARGET MET	Chief Risk Officer
MM019	BUILDING INSTITUTIONAL CAPACITY	GP4.1.4	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Executive Support					To strengthen executive support services.	Municipal Manager	Approve delegations systems	Annual Review of Delegations systems by 30 June 2016	Annual		Approved Delegations on 30 June 2014	Council Minutes	Delegations of authority reviewed by 30 June 2016	Delegations reviewed by Executive Manager Legal Services. Awaiting approval by Council.		TARGET NOT MET	Delegations of authority reviewed by 31 January 2015	Draft Delegation Policy	TARGET IN PROGRESS	Manager: Executive Support
MM020	BUILDING INSTITUTIONAL CAPACITY	GP4.1.3	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Executive Support					To strengthen executive support services.	Municipal Manager	Strengthening of management and decision making committees.	Number of Manco meetings convened	Quarterly	12	Minutes with Attendance registers	12	14			TARGET OVER ACHIEVED	12	17	TARGET MET	Manager: Executive Support
MM021	BUILDING INSTITUTIONAL CAPACITY	GP4.1.2	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Executive Support					To strengthen executive support services.	Municipal Manager	To ensure efficient record keeping in the Office of the Municipal Manager	Compliance with Record keeping Checklist	Quarterly	100%	Detailed incoming register inclusive of date filed.	100%	100%			TARGET MET	100%	100%	TARGET MET	Municipal Manager (Executive Support)
MM022	GOOD GOVERNANCE		OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Executive Support					To ensure that good governance principles are implemented	Municipal Manager	Monthly meetings to monitor performance information	Number of meetings to monitor performance information	Quarterly	12	Attendance register/Minutes	12	47	More one on one meetings were required to address PMS findings.		TARGET OVER ACHIEVED	8	65	TARGET MET	Chief of Operations
MM023	GOOD GOVERNANCE		OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Executive Support	20,414,950	15,988,120			To ensure that good governance principles are implemented	Municipal Manager	An official system to monitor the implementation of Council, EXCO and MPAC resolutions	Monthly Progress reports on execution of resolutions to Exco, Council and MPAC	Quarterly	12	Minutes of Exco/Council / MPAC	12	0			TARGET NOT MET	12	0	TARGET IN PROGRESS	Manager Executive Support

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MM024	BUILDING INSTITUTIONAL CAPACITY		OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Organisational and Institutional Development	Executive Support					To ensure that good governance principles are implemented	Municipal Manager	To facilitate a spirit of change management and team building	Number of team building events facilitated	Bi-annual	nil	Registers/ Minutes/ Reports	1	0	Due to budget cuts, this will be held in the new financial year 2016/17	To address in 2016/17 financial year	TARGET NOT MET	2	0	TARGET NOT MET	Manager Executive Support
MM025	GOOD GOVERNANCE		OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Executive Support					To promote good governance	Municipal Manager	Develop IGR Framework	Approved IGR Framework by December 2015	Annually	nil	Adopted IGR Framework	Adopted IGR Framework	0			TARGET NOT MET			N/A	Manager Executive Support
MM026	GOOD GOVERNANCE		OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Executive Support					To promote good governance	Municipal Manager	Quarterly IGR forum meetings with District municipality	Number of IGR forum meetings held	Quarterly	4	Attendance registers and minutes of the meeting	4	1			TARGET NOT MET			N/A	Manager Executive Support
MM027	GOOD GOVERNANCE		OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Executive Support					To ensure that good governance principles are implemented	Municipal Manager	Meetings between Mayor, Speaker, Chief Whip and Municipal Manager to deal with municipal matters	Number of meetings convened to deal with municipal matters	Quarterly	nil	Attendance registers /minutes of the meeting	4	6			TARGET OVER ACHIEVED			N/A	Manager - Mayor's office
MM028	GOOD GOVERNANCE	GP.1.6/MP12.2.1	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	Good Governance	IDP	2,953,540	3,125,985	0	0	To ensure the development and the maintenance of a credible IDP	Municipal Manager	To develop IDP in line with 3rd generation Guidepacks/Guidelines	Reviewed & Adopted IDP by 31 May 2016	Quarterly	Adopted IDP 31 May 2015	Council Minutes	Adoption of IDP by 31 May 2016 for implementation on the next financial year.	Adoption of IDP by 31 May 2016 for implementation 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	Director: IDP
MM029	GOOD GOVERNANCE	MP12.1.2	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	Good Governance	IDP					To ensure the development and the maintenance of a credible IDP	Municipal Manager	Preparation of sector Plans	Number of sector plans co-ordinated and/or reviewed	Annually	3	Attendance Registers and documents itself	4	4			TARGET MET	4	4	TARGET MET	Director: IDP
MM030	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST		OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	Good Governance	IDP					To ensure the development and the maintenance of a credible IDP	Municipal Manager	Public Participation for IDP	Number of IDP PF meetings held	Bi-Annual	2	Minutes and Attendance registers	2	2			TARGET MET	2	3	TARGET MET	Director: IDP
MM031	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	GPS.1.1	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	Good Governance	Public Participation					To keep the communities and stakeholders informed and involved in the affairs of the municipality	Municipal Manager	Annual review and implementation of Policies relating to Public Participation	Annual review of Public Participation Policy by 30 June 2016	Annually		Awaiting for National Department of COGTA Guidelines on Public participation Policy Council Minutes	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	1		Public Participation Policy not yet reviewed	Director: IDP
MM032	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST		OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	Good Governance	Public Participation					To keep the communities and stakeholders informed and involved in the affairs of the municipality	Municipal Manager	To ensure the effective functioning of ward committees.	Quarterly reports submitted to Council on issues raised by ward committees	Quarterly	4	Council Minutes	4	1	Awaiting a response from the office of the speaker as per Exco resolution that Speaker should circulate those issues to the relevant departments for their response before tabling it to Council.		TARGET NOT MET	4	0	TARGET NOT MET	Director: IDP
MM033	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	GPS.1.2	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	Good Governance	Public Participation	10,255,631	11,392,174	0		To keep the communities and stakeholders informed and involved in the affairs of the municipality	Municipal Manager	Capacitation of ward committees through training	Number of training interventions for ward committees members by March 2016	Annually	1	Attendance registers and Close-out report	1	0			TARGET NOT MET	1	1	TARGET MET	Director: IDP
MM034	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	GPS.1.3	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	Good Governance	Public Participation					To keep the communities and stakeholders informed and involved in the affairs of the municipality	Municipal Manager	Conduct Mayoral IDP/Budget/PMS Roadshows	Annual Mayoral IDP/Budget/PMS Roadshows	Annually	1	Attendance registers and public submissions	1	1			TARGET MET	1	1	TARGET MET	Director: IDP
MM035	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST		OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	Good Governance	Public Participation					To keep the communities and stakeholders informed and involved in the affairs of the municipality	Municipal Manager	To ensure the effective functioning of ward committees.	Quarterly reports on ward committee meetings submitted to Coega	Quarterly	4	Quarterly Performance Calculator and Attendance registers from each Ward	4	3			TARGET NOT MET	4 reports per ward	1	TARGET IN PROGRESS	Director: IDP
MM036	BUILDING INSTITUTIONAL CAPACITY	ITS.1.1	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Organisational and Institutional Development	Information Technology					To provide efficient and effective general administrative support services	IT	To review and implement policies and strategies	Number of ICT Steering Committee meetings	Quarterly	4	Minutes/Attendance Register	4	3	Limited resources	Capacitation of ICT unit	TARGET IN PROGRESS	4	3	TARGET IN PROGRESS	Director: IT
MM037	BUILDING INSTITUTIONAL CAPACITY	ITS.1.2	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Organisational and Institutional Development	Information Technology					To provide efficient and effective general administrative support services	IT	To review and implement policies and strategies	% of the ICT Strategic Plan Implemented	Bi-Annually	Nil	ICT Strategy Implementation Report	33.30%	33.30%	Overachieved in Quarter 2 with 20% when only 11.10% was targeted. Only 24.4% of actions remaining for Quarter 4 caused mainly by the move to Tower Block that only started in June 2016.	No corrective action necessary	TARGET MET	33.30%	57%	TARGET MET	Director: IT
MM038	BUILDING INSTITUTIONAL CAPACITY	ITS.1.3	OUTPUT 7: SINGLE WINDOW OF COORDINATION	Organisational and Institutional Development	Information Technology	15,016,184	16,893,106	2,824,000	3,784,620	To ensure effective and efficient IT support services and systems	IT	To provide continuous IT solutions and support services	% of uptime maintained	Quarterly	96%	System Uptime Report	96%	100%			TARGET OVER ACHIEVED	96%	100%	TARGET MET	Director: IT
MM039	BUILDING INSTITUTIONAL CAPACITY	ITS.1.4	OUTPUT 7: SINGLE WINDOW OF COORDINATION	Organisational and Institutional Development	Information Technology					To ensure effective and efficient IT support services and systems	IT	To provide continuous IT solutions and support services	Number of Disaster Recovery Tests conducted	Bi-Annually	1	Disaster recovery test report	2	2			TARGET MET	2	1	TARGET IN PROGRESS	Director: IT
MM040	BUILDING INSTITUTIONAL CAPACITY	ITS.1.5	OUTPUT 7: SINGLE WINDOW OF COORDINATION	Organisational and Institutional Development	Information Technology					To ensure effective and efficient IT support services and systems	IT	To implement more effective ICT controls	Number of ICT Security Audits	Quarterly	4	Active Directory Audit Report	4	4			TARGET MET	4	3	TARGET IN PROGRESS	Director: IT
MM041	BUILDING INSTITUTIONAL CAPACITY		OUTPUT 7: SINGLE WINDOW OF COORDINATION	Organisational and Institutional Development	Information Technology					To ensure effective and efficient IT support services and systems	IT	To provide ICT systems access to authorised users	Frequency of user access reviews	Quarterly	4	User Access Review Report	4	4			TARGET MET	4	4	TARGET MET	Director: IT
MM042	BUILDING INSTITUTIONAL CAPACITY	ITS.1.6	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Organisational and Institutional Development	Information Technology					To ensure that good governance principles are implemented	IT	To review and implement policies and strategies	Number of ICT policies reviewed	Quarterly	4	Document Version Control and/or minutes approving revised policies	4	3	No Exco held in June, referred to July meeting		TARGET IN PROGRESS	95%	100%	TARGET MET	Director: IT
MM043	GOOD GOVERNANCE	GP.1.4	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Internal Audit					To ensure that good governance principles are implemented	Municipal Manager	Quarterly reports on compliance with legislation, implementation of AG, Internal audit and risk management Action plans	Quarterly Progress Reports on Implementation of Internal Audit recommendations to Audit Committee	Quarterly	4	Progress Reports/Minutes of Audit Committee	4	0			N/A			N/A	Chief Audit Executive
MM044	GOOD GOVERNANCE	GP.1.1	OUTPUT 7: SINGLE WINDOW OF COORDINATION	Good Governance	Internal Audit	7 454 417	6 906 814	0	0	To provide an independent internal audit activity that add value to the organization, and providing consulting services.	Municipal Manager	To review and update internal audit and audit committees charters annually.	Annual review of audit charters by May 2016	Annual	Dec-14	Minutes approving audit charters	Annual review of audit charters by May 2016	Annual review of audit charters by May 2016			TARGET MET	Annual review of audit charters by May 2015		TARGET IN PROGRESS	Chief Audit Executive

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MM045	GOOD GOVERNANCE	GP8.1.2	OUTPUT 7: SINGLE WINDOW OF COORDINATION	Good Governance	Internal Audit					To provide an independent internal audit activity that add value to the organization, and providing consulting services	Municipal Manager	To develop and implement risk-based internal audit plans in compliance with IIA standards and other applicable prescripts	Number of audit committee meetings facilitated	Quarterly	6	Minutes of meetings	4	8			TARGET OVER ACHIEVED	6	8	TARGET MET	Chief Audit Executive	
MM046	GOOD GOVERNANCE	GP8.1.3	OUTPUT 7: SINGLE WINDOW OF COORDINATION	Good Governance	Internal Audit					To provide an independent internal audit activity that add value to the organization, and providing consulting services	Municipal Manager	To ensure full implementation of internal audit annual plan.	%age completion of projects against internal audit plan per quarter	Quarterly	100%	Internal Audit Plan / progress report to Audit Committee and Minutes	100%	100%			TARGET MET	100%	100%	TARGET MET	Chief Audit Executive	
MM047	GOOD GOVERNANCE	GP9.1.1	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Legal services					To provide an effective legal support service	Municipal Manager	Preparation and submission of legal opinions to Council, management and staff	%age of legal opinions finalised as requested	Quarterly	100%	Register on the number of opinions received finalised	100%	100%	Finalised all the legal opinions requested		TARGET MET	100%	100%	TARGET MET	Executive Manager : Legal Services	
MM048	GOOD GOVERNANCE	GP9.1.2	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Legal services					To provide an effective legal support service	Municipal Manager	Identifying and researching legislation that have relevance to the municipality in order to keep abreast of developments	Development and maintenance of applicable legislation database	Quarterly		Consultation with IT Records/ Database print out	Development of database	n/a	achieved in 2013/14		N/A	Development of database			Legislation is extracted from the Lexus NEXUS Library and circulated to Dpt for implementation	Executive Manager : Legal Services
MM049	GOOD GOVERNANCE	GP9.1.4	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Legal services	6,390,136	7,340,930	0	0	To provide an effective legal support service	Municipal Manager	To handle objections received in respect of SCM processes	Turnaround time for addressing objections	Quarterly	60 days	Objections register	60days	Not reported	The objections were dealt with in the required time		TARGET NOT MET	60days	31.3days	TARGET IN PROGRESS	Executive Manager : Legal Services	
MM050	BUILDING INSTITUTIONAL CAPACITY	GP9.1.5	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Legal services					To provide an effective legal support service	Municipal Manager	To address disciplinary matters referred to the Unit in line with Collective agreement	Turnaround time for addressing disciplinary matters	Quarterly	3 months	Register of the disciplinary matters received and addressed	3months	Not reported	The function has been removed from this office and is now dealt with by the Labour Relations Office	KPI must be reviewed at mid-year	TARGET NOT MET	3 months	33.6 days	TARGET IN PROGRESS	Executive Manager : Legal Services	
MM051	GOOD GOVERNANCE	GP9.1.3	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Legal services					To provide an effective legal support service	Municipal Manager	To compile a Municipal Code	Number of Council bylaws, policies and procedures reviewed	Annual	8	Council Minutes	8	2	The office dealt with the bylaws as requested		TARGET NOT MET	8	2	TARGET NOT MET	Executive Manager : Legal Services	
MM052	GOOD GOVERNANCE	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Legal services						To provide an effective legal support service	Municipal Manager	Attend to civil matters relating to section 65 application in Magistrates court	% of court appearances attended	Quarterly	n/a	1. Return of service from sheriff's Office; 2. Offer of arrangement to repay debt; 3. Copy of judgment;	n/a	n/a	Debt Collection is done by NICS and no matters are referred as the company does all the work.	KPI must be reviewed at mid-year	n/a	100%	0%	TARGET NOT MET	Executive Manager : Legal Services	
MM053	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Good Governance	Mayors office		11,312,071	16,222,222	0	0	To strengthen executive support services.	Municipal Manager	Manage programs in the office of the Mayor	%age implementation of Mayoral Programme	Quarterly	100%	Mayoral Program indicating progress achieved, Press releases (where applicable), invoices (where applicable), press articles.	100%	Not reported			TARGET NOT MET	100%	100%	TARGET MET	Manager : Executive Support	
MM054	BUILDING INSTITUTIONAL CAPACITY	IT1.3.1.	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Institutional Development	Municipal Manager					To ensure optimal institutional structure to render	Municipal Manager	To develop, plan and participate in knowledge sharing with other municipalities	Number of knowledge sharing meetings arranged/ attended	Annual	0	Attendance register	1	2	Through R2B more workshops arranged		TARGET OVER ACHIEVED	1	1	TARGET MET	Municipal Manager	
MM055	SOUND FINANCIAL MANAGEMENT	FV10.4.2	OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY	Financial Viability	Municipal Manager					To ensure implementation of capital programme	Municipal Manager	Implementation of capital programme (Organisational)	%age of capital budget spent as per approved cash flows	Quarterly	90% of projected cash flows	Budget Reports as per financial system	90%	134%	Additional funds was required for the new Tower Block	BTD to journalise as approved by EXCO	TARGET OVER ACHIEVED	90%	88%	TARGET MET	Municipal Manager	
MM056	GOOD GOVERNANCE	OUTPUT 7: SINGLE WINDOW OF COORDINATION	Good Governance	Performance Management						To develop and implement an effective Performance Management System.	Municipal Manager	Development and implementation of PMS.	Approved SDBIP within 28days of approval of budget	Annual	Approved SDBIP within 28days of approval of budget	Minutes of Exco	Approved SDBIP within 28days of approval of budget	Approved SDBIP within 28days of approval of budget			TARGET MET	Approved SDBIP within 28days of approval of budget	SDBIP's approved by the 29th of May 2015	TARGET MET	Performance Manager	
MM057	GOOD GOVERNANCE	GP6.1.2	OUTPUT 7: SINGLE WINDOW OF COORDINATION	Good Governance	Performance Management					To develop and implement an effective Performance Management System.	Municipal Manager	Development and implementation of PMS.	Quarterly performance reports submitted to Internal Audit within 25 working days of end of quarter	Quarterly	4	Confirmation of receipt of the reports by internal audit/Email	4	4			TARGET MET	4	4	TARGET MET	Performance Manager	
MM058	GOOD GOVERNANCE	GP6.1.4	OUTPUT 7: SINGLE WINDOW OF COORDINATION	Good Governance	Performance Management	2,682,036	3,628,364	0	0	To develop and implement an effective Performance Management System.	Municipal Manager	Development and implementation of PMS.	Annual Performance Report submitted to the Auditor-General by 31 August 2015	Annual	31-08-2014	Confirmation of receipt from the Auditor General	Annual Performance Report submitted to the Auditor-General by 31 August 2015	Annual Performance Report submitted to the Auditor-General by 31 August 2015			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 MET	Performance Manager	
MM059	GOOD GOVERNANCE	OUTPUT 7: SINGLE WINDOW OF COORDINATION	Good Governance	Performance Management						To develop and implement an effective Performance Management System.	Municipal Manager	Development and implementation of PMS.	Mid Year Performance Assessment submitted to EXCO by 25th January 2016	Annual	25-01-2015	Minutes	Mid Year Performance assessment submitted to EXCO by 25th January 2016	Mid Year Performance assessment submitted to EXCO by 25th January 2016			TARGET MET	Mid Year Performance assessment submitted to EXCO by 25th January 2015	Mid Year Performance assessment submitted to EXCO by 21th January 2015	TARGET MET	Performance Manager	
MM060	GOOD GOVERNANCE	GP6.1.5	OUTPUT 7: SINGLE WINDOW OF COORDINATION	Good Governance	Performance Management					To develop and implement an effective Performance Management System.	Municipal Manager	Development and implementation of PMS.	Approval of Oversight Report and adoption of Annual Report by 31 March 2016	Quarterly	31-03-2015	Council Minutes	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			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	Performance Manager	
MM061	GOOD GOVERNANCE	GP6.1.3	OUTPUT 7: SINGLE WINDOW OF COORDINATION	Good Governance	Performance Management					To develop and implement an effective Performance Management System.	Municipal Manager	Development and implementation of PMS.	%age of section 54 / 57 Managers formally evaluated by no later June 2016	Annually	Records	Assessment records	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	Performance Manager	
MM062	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	SD30.2.1	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	SOCIAL DEVELOPMENT	Special Programs					To manage the effect of HIV/Aids within the Newcastle jurisdictional area	Municipal Manager	To host/facilitate/co-ordinate awareness campaigns. To monitor HIV/AIDS related statistics	Number of HIV/AIDS program /events implemented	Quarterly	11	LAC Attendance Register	11	9	Targets could not be met due to budget unavailability.		TARGET IN PROGRESS	11	17	TARGET MET	Manager : Special Programmes	
MM063	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	SD28.1.1	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	SOCIAL DEVELOPMENT	Special Programs					To respond to the needs of vulnerable groups	Municipal Manager	To host/facilitate/co-ordinate human rights activities affecting the target groups	Number of Special programs events facilitated/implemented	Quarterly	12	Register/Minutes	12	9	Targets could not be met due to budget unavailability.		TARGET IN PROGRESS	12	15	TARGET MET	Manager : Special Programmes	
MM064	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	SD29.2.1/SD30.1.1	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	SOCIAL DEVELOPMENT	Special Programs					Youth Development and women empowerment	Municipal Manager	Monitor functionality of gender group FORA	Number of functional Special Programmes FORA	Quarterly	6	Forum meeting register	8	8			TARGET MET	8	8	TARGET MET	Manager : Special Programmes	
MM065	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	SD29.1.1	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	SOCIAL DEVELOPMENT	Special Programs					Youth Development and women empowerment	Municipal Manager	Implementation of youth development projects	Number of workshops facilitated	Bi- annually	15	Register/Minutes/Report	2	0	Targets could not be met due to budget unavailability.		TARGET NOT MET	2	2	TARGET MET	Manager : Special Programmes	

SOBIP REF NO.	R2B ALIGNMENT	IDP/ ORG REF NO.	OUTCOME 9	NATIONAL KEY PERFORMANCE AREA	SERVICE/ FUNCTION	BUDGET OPEX	ACTUAL OPEX JUNE 2016	BUDGET CAPEX	ACTUAL CAPEX 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 (TARGET MET / IN PROGRESS / TARGET NOT MET)	ANNUAL TARGET 2014/15	ANNUAL ACTUAL 2014/15	ANNUAL DASHBOARD (TARGET MET / IN PROGRESS / TARGET NOT MET)	RESPONSIBLE MANAGER
MM066	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	SD28.2.1	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	SOCIAL DEVELOPMENT	Special Programs					To respond to the needs of vulnerable groups	Municipal Manager	To participate in the provincial initiatives and programs	Number of programmes invited to participate in	Annually	11	Events register	11	12			TARGET OVER ACHIEVED	2	15	TARGET MET	Manager : Special Programmes
MM067	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	SD28.2.2	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	SOCIAL DEVELOPMENT	Special Programs					To respond to the needs of vulnerable groups	Municipal Manager	To establish and maintain strategic partners	Number of engagements with external stakeholders	Quarterly	37	Events register	24	22	Targets could not be met due to budget unavailability.		TARGET IN PROGRESS	24	41	TARGET MET	Manager : Special Programmes
MM068	PUBLIC PARTICIPATION : PUTTING PEOPLE FIRST	SD28.3.1	OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME	SOCIAL DEVELOPMENT	Special Programs					To respond to the needs of vulnerable groups		Participate in ward level activities. To refer cases to the relevant stakeholder for intervention.	Monthly Operation Sukuma Sakhe programmes facilitated/implemented	Quarterly	12	Minutes, attendance registers and OSS program	12	17			TARGET OVER ACHIEVED	12	29	TARGET MET	Manager : Special Programmes
<b>TOTAL OFFICE OF MUNICIPAL MANAGER</b>						<b>79,437,324</b>	<b>84,829,608</b>	<b>2,824,000</b>	<b>3,784,620</b>																