

NEWCASTLE MUNICIPALITY																									
TOP-LAYER SDBIP 2019/20 - 2021/22																									
GOOD GOVERNANCE 2019/20																									
OSC REF NUMBER	OUTCOME 9	NATIONAL KPA	BACK TO BASICS PILLAR	IDP PRIORITY	GOAL/OBJECTIVES	STRATEGIES	KPI No. LINKED TO IDP	KEY PERFORMANCE INDICATOR	KPI TYPE (INPUT, OUTPUT, PROCESS)	UNIT OF MEASURE	BASELINE	TARGET QUARTER ENDING 30 September 2019	TARGET QUARTER ENDING 31 DECEMBER 2019	MID-TERM STANDARD/ACCUMULATIVE/AVERAGE TARGETS(1 JULY 2019-31 DECEMBER 2019)	TARGET QUARTER ENDING 31 MARCH 2020	TARGET QUARTER ENDING 30 JUNE 2020	ANNUAL STANDARD/ACCUMULATIVE/AVERAGE TARGETS(1 JULY 2019-JUNE 2020)	RESPONSIBLE DEPARTMENT	FREQUENCY OF REPORTING	PRIMARY SOURCE OF EVIDENCE	2019/20 BUDGET INFORMATION	SDBIP REFERENCE NO.	ANNUAL TARGET YR4	ANNUAL TARGET YR5	
TLSDBP-GG001	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To ensure good governance through openness, transparency and accountability in the organization.	To develop and implement an optimal communication strategy and service charter by 2021	GG1.1.1	Monthly Progress reports on execution of resolutions for Manco, Exco, Council and MPAC	Output	Reports	11	3	3	6	3	3	12	Office of the Municipal Manager (Executive Support)	Quarterly	Quarter 1-4: Minutes of Exco/Council / MPAC	Vote no: 10105010105 Description: Salary Budget: R22 568 573	MM1	12	12	
TLSDBP-GG002	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To ensure good governance through openness, transparency and accountability in the organization.	To develop a system of delegation that will maximise administrative and operational efficiencies	GG1.2.1	Annual review and approval of Delegations Policy by 30 June 2020	Output	Council Minutes and Delegation Policy	Approved Delegations on 30 June 2014	Submission of Draft Delegations Policy to Manco for comments	Submission of Draft Delegations Policy to Exco for recommendation	Recommended approved Delegations Policy by Exco	Council Workshop on the Draft Delegations Policy	Approval of Delegations Policy by Council	Approved Delegations Policy by Council	Office of the Municipal Manager (Executive Support)	Quarterly	Q1 Manco minutes and attendance register Q2 Exco minutes and attendance register Q3 Councilors Workshop and attendance register, Q4 Council resolution and Approved Delegations Policy	Vote no: 10105010105 Description: Salary Budget: R22 568 574	MM2	Annual review of Delegations Policy	Annual review of Delegations Policy	
TLSDBP-GG003	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To ensure good governance through openness, transparency and accountability in the organization.	To strengthen executive support	GG1.3.1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Annual review of IGR strategy	Annual review of IGR strategy	
TLSDBP-GG004	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To promote and enhance good governance in the organization.	To facilitate the implementation of an effective Risk Management System towards ensuring the achievement of the organizational objectives and service delivery targets.	GG2.1.1	Annual review of Risk Management Policy and strategy, Anti-Fraud & Corruption Policy and strategy by 30 June 2020	Output	Policy and Strategy	Annual review of Risk Management Policy and strategy, Anti-Fraud & Corruption Policy and strategy by 30 June 2019	Submission of Draft Risk Management Policy and Strategy, Anti-Fraud & Corruption Policy and Strategy to Manco for comments	Submission of Draft Risk Management Policy and Strategy, Anti-Fraud & Corruption Policy and Strategy, Anti-Fraud & Corruption Policy and Strategy to Exco and Audit Committee for recommendations	Recommended approved Draft Risk Management Policy and Strategy, Anti-Fraud & Corruption Policy and Strategy by Exco and Audit Committee	Council Workshop on the Draft Risk Management Policy and Strategy, Anti-Fraud & Corruption Policy and Strategy	Approval of Risk Management Policy and Strategy, Anti-Fraud & Corruption Policy and Strategy by Council	Approved Risk Management Policy and Strategy, Anti-Fraud & Corruption Policy and Strategy by Council	OFFICE OF THE MUNICIPAL MANAGER (RISK MANAGEMENT)	Quarterly	Q1 Manco minutes and attendance register Q2 Exco and audit committee minutes and attendance register Q3 Councilors Workshop and attendance register, Q4 Council resolution and Approved Risk Management Policy and strategy, Anti-Fraud & Corruption Policy and strategy	Vote no: 10105010105 Description: Salary Budget: R22 568 582	MM5	Reviewed Risk Management Policy and strategy, Anti-Fraud & Corruption Policy and strategy by June 2021	Reviewed Risk Management Policy and strategy, Anti-Fraud & Corruption Policy and strategy by June 2022	
TLSDBP-GG005	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To promote and enhance good governance in the organization.	To facilitate the implementation of an effective Risk Management System towards ensuring the achievement of the organizational objectives and service delivery targets.	GG2.1.2	Annual risk assessment report for 2019/20 as approved by Manco by 31 May 2020	Output	Minutes of Manco and Annual Risk Register	Risk Register 2017/18	Departmental Consultation meetings at MANCO for the completion of the risk assessment report for 2019/20	Departmental Consultation meetings at MANCO for the completion of the risk assessment report for 2019/20	Draft Risk Assessment report	Submission of the Draft Risk Assessment report to MANCO for approval	Annual risk assessment report for 2019/20 as approved by Municipal Manager and submitted to Audit Committee	Annual risk assessment report for 2019/20 as approved by Municipal Manager and submitted to Audit Committee	OFFICE OF THE MUNICIPAL MANAGER (RISK MANAGEMENT)	Quarterly	Quarter 1-3: Minutes and registers for Manco and Risk Assessment Report Quarter 4: Annual Risk Assessment Report approved by the MM and Audit Committee Minutes and register	Vote no: 10105010105 Description: Salary Budget: R22 568 583	MM6	Risk Register for 2020/21 financial year/Annual Risk assessment report	Risk Register for 2021/22 financial year/Annual Risk assessment report	
TLSDBP-GG006	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To promote and enhance good governance in the organization.	To facilitate the implementation of an effective Risk Management System towards ensuring the achievement of the organizational objectives and service delivery targets.	GG2.1.3	Quarterly risk Management reports on implementation of risk management action plan on AG and Internal Audit Action Plan submitted to Audit Committee and Bi-annual compliance monitoring reports to audit committee	Output	Minutes and Progress Report	10	2	3	5	2	3	10	OFFICE OF THE MUNICIPAL MANAGER (RISK MANAGEMENT)	Quarterly	Quarter 1-4: Audit Committee Resolution and Quarterly risk Management reports and Reports on AG and Internal Audit Action Plan /Minutes of Audit Committee and Bi-annual compliance reports	Vote no: 10105010105 Description: Salary Budget: R22 568 594	MM7	4	4	
TLSDBP-GG007	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To facilitate good governance by providing assurance to council on internal controls, risk management and governance processes.	Providing recommendations and advice to management to improve internal controls, risk management and governance processes.	GG3.1.1	Percentage of Projects implemented as per Internal Audit Plan	Outcome	Percentage (%)	100%	100%	100%	100%	100%	100%	100%	100%	OFFICE OF THE MUNICIPAL MANAGER (INTERNAL AUDIT)	Quarterly	Quarter 1-4: Progress report against approved Internal Audit Plan and internal audit reports	Vote no: 1950105 Description: Salary vote number Budget :	MM8	100%	100%
TLSDBP-GG008	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To facilitate good governance by providing assurance to council on internal controls, risk management and governance processes.	Providing recommendations and advice to management to improve internal controls, risk management and governance processes.	KPI TO BE BROUGHT ON THE IDP	Number of Audit Committee meetings convened	Output	Number (No.)	8	2	2	4	2	2	8	OFFICE OF THE MUNICIPAL MANAGER (INTERNAL AUDIT)	Quarterly	Quarter 1-4: Audit committee minutes and register		N/A			
TLSDBP-GG009	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To facilitate good governance by providing assurance to council on internal controls, risk management and governance processes.	Providing recommendations and advice to management to improve internal controls, risk management and governance processes.	GG3.1.2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	OFFICE OF THE MUNICIPAL MANAGER (INTERNAL AUDIT)	N/A	N/A	N/A	N/A	Approved Audit Committee Charter by March 2021	Approved Audit Committee Charter by March 2022	
TLSDBP-GG010	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To ensure good governance through openness, transparency and accountability in the organization.	To provide effective and efficient legal support services	GG4.1.1	Percentage of contracts drafted and vetted as requested by departments	Output	Percentage (%)	100%	100%	100%	100%	100%	100%	100%	100%	OFFICE OF THE MUNICIPAL MANAGER (LEGAL SERVICES)	Quarterly	Quarter 1-4: Registers of all contracts received with a date received and date finalised, and contracts vetted and drafted with calculation sheet	Vote no: 10105010105 Description: Salary Budget: R22 568 596	MM9	100%	100%
TLSDBP-GG011	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To ensure good governance through openness, transparency and accountability in the organization.	To provide effective and efficient legal support services	GG4.1.2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	OFFICE OF THE MUNICIPAL MANAGER (LEGAL SERVICES)	N/A	N/A	N/A	N/A	N/A	Approved contract management policy	
TLSDBP-GG012	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To ensure good governance through openness, transparency and accountability in the organization.	To provide effective and efficient legal support services	GG4.1.3	Percentage of objections addressed within 60days as per SCM Regulations	Output	Percentage (%)	100% of objections resolved within 60days	100% of objections resolved within 60days	100% of objections resolved within 60days	100% of objections resolved within 60days	100% of objections resolved within 60days	100% of objections resolved within 60days	100% of objections resolved within 60days	100% of objections resolved within 60days	OFFICE OF THE MUNICIPAL MANAGER (LEGAL SERVICES)	Quarterly	Quarter 1 - 4: Objections register with dates of objection received and resolved, Objections and communication to Objector and Calculation sheet	Vote no:10301010310 Description : Legal Expenses Budget : 4 055 312	MM10	100% of objections resolved within 60days	100% of objections resolved within 60days
TLSDBP-GG013	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To ensure good governance through openness, transparency and accountability in the organization.	To provide effective and efficient legal support services	GG4.1.4	Percentage of by-laws published in terms of Manco Plan	Output	Percentage (%)	100%	100%	100%	100%	100%	100%	100%	100%	OFFICE OF THE MUNICIPAL MANAGER (LEGAL SERVICES)	Quarterly	Quarter 1-4: Manco Plan, calculation sheet and Proof of publication of by-laws	Vote no: 10105010105 Description: Salary Budget: R22 568 596	MM11	100%	100%
TLSDBP-GG014	Output 7: Single window of coordination.	Good Governance and Public Participation	Putting people first	Accelerated Municipal Transformation and Corporate Development	To keep the communities and stakeholders informed and involved in the affairs of the Municipality.	To improve both internal and external communication	GG5.1.1	Quarterly reports submitted and assessed by COGTA	Output	Reports	New KPI	1	1	2	1	1	4	DPHS : IDP	Quarterly	Q1 - Q4: Quarterly reports submitted to Cogta/Acknowledgement of receipt from Cogta and Assessment report from Cogta	Vote No:276, Vote description: SALARIES, Budget Amount: 10894575	PP1	Implementation of Public Participation Strategy	Implementation of Public Participation Strategy	
TLSDBP-GG015	Output 5: Deepen democracy through a refined Ward Committee Model.	Good Governance and Public Participation	Putting people first	Accelerated Municipal Transformation and Corporate Development	To keep the communities and stakeholders informed and involved in the affairs of the Municipality.	To ensure the effective functionality of ward committees	GG5.2.1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	DPHS : IDP	N/A	N/A	N/A	N/A	N/A	Review of Ward Committee Operational Plan by June 2022	
TLSDBP-GG016	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To keep internal & external communities and stakeholders informed, empowered and involved by 2021	To develop and implement an optimal communication strategy	GG6.1.1	Approval of the Communication Strategy	Output	Approved Communication strategy	Draft communication strategy	Submission of Draft Communication Strategy to Manco for comments	Submission of Draft Strategy Communications Strategy to Exco for recommendation	Recommended approved Communication Strategy by Exco	Council Workshop on the Draft Communication strategy	Approval of the Communication Strategy by Council	Approved Communications Strategy by Council	Office of the Municipal Manager (Executive Support)	Quarterly	Q1 Manco minutes and attendance register Q2 Exco minutes and attendance register Q3 Councilors Workshop and attendance register, Draft Communication Strategy with Exco & Manco comments/recommendations Q4 Council resolution and Approved Communication Strategy	Vote no: 10105010105 Description: Salary Budget: R22 568 576	MM3	Annual review of Communication strategy	Annual review of Communication strategy	
TLSDBP-GG017	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To ensure good governance through openness, transparency and accountability in the organization.	To provide an enhanced internal and external communication service.	GG7.1.1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	12	12
TLSDBP-GG018	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To ensure that the municipality has and maintains an accountable and standardised ICT systems	To facilitate the annual implementation of good ICT governance processes	GG8.1.1	% of ICT issues addressed at the ICT steering committee meetings	Output	Percentage (%)	New KPI	100%	100%	100%	100%	100%	100%	100%	Office of the Municipal Manager	Quarterly	Quarter 1-4: ICT Steering Committee Minutes, attendance register, ICT register of issues raised and addressed with calculation sheet	Vote no: 10105010105 Description: Salary Budget: R22 568 585	MM4	4	4
TLSDBP-GG019	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To promote ICT governance by ensuring alignment of ICT and organizational objectives	Review of ICT Strategy, ICT policies and procedures	GG9.1.1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Reviewed ICT Strategy and ICT policies	Reviewed ICT Strategy and ICT policies
TLSDBP-GG020	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To promote ICT governance by ensuring alignment of ICT and organizational objectives	To ensure that the ICT activities and investments are in alignment with organizational objectives and strategies	GG9.2.1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Services (IT)	N/A	N/A	N/A	N/A	N/A	Approval of ICT Strategic Plan June by 2021	Approved ICT Strategic Plan
TLSDBP-GG021	Output 8: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To obtain a clean audit on the Audit of Performance Objectives by 2020	To facilitate the development, review and implementation of the PMS annually	GG10.1.1	Quarterly performance reports submitted to Audit Committee (Quarter 1: APR Quarter 2-4: Top Layer SDBIP)	Output	Number (No.)	3	1	1	2	1	1	4	DPHS: ME	Quarterly	Quarter 1: APR Quarter 2-4: Top-Layer SDBIP	Vote No:101181012277, Vote description: SALARIES, Budget Amount: TBC	ME1	4	4	
TLSDBP-GG022	Output 6: Administrative and financial capability	Good Governance and Public Participation	Good governance	Accelerated Municipal Transformation and Corporate Development	To promote good governance through the Annual performance reporting process	To ensure compliance with Annual performance Reporting process	GG12.1.1	Annual Performance Report submitted to the Auditor-General by 31 August 2019	Output	Reports	Annual Performance report submitted to AG on the 31 August 2019	Annual Performance Report submitted to the Auditor-General by 31 August 2019	N/A	Annual Performance Report submitted to the Auditor-General by 31 August 2019	N/A	N/A	N/A	100%	Office of the Municipal Manager (Executive Support)	Annual	Acknowledgement of receipt from AG	Vote no: 10105010105 Description: Salary Budget: R22 568 574	MM15	Annual Performance Report submitted to the Auditor-General by 31 August 2020	Annual Performance Report submitted to the Auditor-General by 31 August 2021

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GOOD GOVERNANCE 2019/20

OSC REF NUMBER	OUTCOME 9	NATIONAL KPA	BACK TO BASICS PILLAR	IDP PRIORITY	GOAL/OBJECTIVES	STRATEGIES	KPI No. LINKED TO IDP	KEY PERFORMANCE INDICATOR	KPI TYPE (INPUT, OUTPUT, OUTCOME, PROCESS)	UNIT OF MEASURE	BASELINE	TARGET QUARTER ENDING 30 September 2019	TARGET QUARTER ENDING 31 DECEMBER 2019	MID-TERM STANDARD/ACCUMULATIVE/AVERAGE TARGETS(1 JULY 2019-31 DECEMBER 2019)	TARGET QUARTER ENDING 31 MARCH 2020	TARGET QUARTER ENDING 30 JUNE 2020	ANNUAL STANDARD/ACCUMULATIVE /AVERAGE TARGETS(1 JULY 2019-JUNE 2020)	RESPONSIBLE DEPARTMENT	FREQUENCY OF REPORTING	PRIMARY SOURCE OF EVIDENCE	2019/20 BUDGET INFORMATION	SDBIP REFERENCE NO.	ANNUAL TARGET YR4	ANNUAL TARGET YR5
TLSDBP-GG023	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good governance.	Accelerated Municipal Transformation and Corporate Development	To promote good governance through the Annual performance reporting process	To ensure compliance with Annual performance Reporting process	GG12.1.2	% of AG and Internal Audit issues actioned as raised for the 2018/19 APR	Output	Percentage (%)	New KPI	100%	100%	100%	100%	100%	100%	DPHS: ME	Quarterly	Quarter 1-4: AG and Internal Audit action plan with calculation sheet				
TLSDBP-GG024	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good governance.	Accelerated Municipal Transformation and Corporate Development	To promote good governance through the Annual performance reporting process	To ensure compliance with Annual report process	GG13.1.1	Tabling of Annual Report to Council by 31 January 2020 and Approval of Annual Report by 31 March 2020	Output	Reports	Approved Annual Report by Council 31 March 2019	N/A	N/A	N/A	Tabling of Annual Report to Council by 31 January 2020 and Approval of Annual Report by 31 March 2020	N/A	Tabling of Annual Report to Council by 31 January 2020 and Approval of Annual Report by 31 March 2020	Office of the Municipal Manager (Executive Support)	Annual	Quarter 3 : Council Resolution and Approved Annual Report	Vote no: 10105010105 Description: Salary Budget: R22 568 574	MM16	Approval of Annual Report by 31 March 2018	Approval of Annual Report by 31 March 2018
TLSDBP-GG025	Output 7: Single window of coordination.	Good Governance and Public Participation	Putting people first.	Accelerated Municipal Transformation and Corporate Development	To ensure the development and the maintenance of credible IDP	To develop IDP in line with 4th generation guide packs / guidelines	GG14.1.1	Review and Adoption of IDP by 31 May 2019	OUTPUT	Adopted IDP	Adoption of IDP by 31 May 2019 for implementation on the next financial year.	Approved process plan by 31 August 2019	N/A	Approved process plan by 31 August 2019	Tabling of Draft IDP to Exco and Council by 31 March 2020	Review and Adoption of IDP by Exco and Council by 31 May 2020	Review and Adoption of IDP by 31 May 2020	DPHS : IDP	Quarterly	Q1 : Approved Process Plan , Q2 N/A, Q3 Draft IDP, Q4 Council Resolution	Vote No:101161010105, Vote description: SALARIES, Budget Amount: 10894575	IDP1	Review and Adoption of IDP by 31 May 2021	Review and Adoption of IDP by 31 May 2022
TLSDBP-GG026	Output 7: Single window of coordination.	Good Governance and Public Participation	Putting people first.	Accelerated Municipal Transformation and Corporate Development	To ensure the development and the maintenance of credible IDP	To ensure that a Public Participation process is followed for the IDP review	GG14.2.1	Number of IDP RF meetings held	OUTPUT	Number (No.)	2	N/A	1	1	1	1	3	DPHS : IDP	Bi-annual	Aquarter 2-4: Attendance Register and minutes of IDP RF Meetings	Vote No:276, Vote description: IDP RF, Budget Amount: 23850	IDP2	2	2