

NEWCASTLE MUNICIPALITY
GOOD GOVERNANCE 2022/21

DEPARTMENTAL SDBP REFERENCE NUMBER	OUTCOME 9	NATIONAL KPA	BACK TO BASICS PILLAR	EP PRIORITY	GOAL/OBJECTIVES	STRATEGIES	KPI No. LINKED TO EP	KEY PERFORMANCE INDICATOR	KPI TYPE (INPUT, OUTPUT, OUTCOME, PROCESS)	UNIT OF MEASURE	BASELINE	TARGET QUARTER ENDING 30 SEPTEMBER 2020	TARGET QUARTER ENDING 31 DECEMBER 2020	MD-TERM STANDARDS/CUMULATIVE AVERAGE TARGETS (1 JULY 2020-31 DECEMBER 2020)	TARGET QUARTER ENDING 31 MARCH 2021	TARGET QUARTER ENDING 30 JUNE 2021	ANNUAL STANDARDS/CUMULATIVE AVERAGE TARGETS (1 JULY 2020-30 JUNE 2021)	RESPONSIBLE DEPARTMENT	FREQUENCY OF REPORTING	PRIMARY SOURCE OF EVIDENCE	2022/21 BUDGET INFORMATION	ANNUAL TARGET YRS
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 organisation.	To develop and implement an optimal communication strategy and service charter by 2021	GG1.1.1	Percentage of resolutions raised by council committees not addressed and escalated to the accounting officer	Output	Percentage (%)	New KPI	100%	100%	100%	100%	100%	100%	Office of the Municipal Manager (Executive Support)	Quarterly	Quarter 1-4: Progress report on the execution of resolutions for all council committees, proof of submission to the Accounting Officer after every meeting monthly proof of submission to the Accounting Officer and the calculation sheet	View no: 10105010105 Description: Salaries Budget: R 18 080 225	100%
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 organisation.	To develop a system of delegation that will maximise administrative and operational efficiencies.	GG1.2.1	Annual review and approval of Delegation Policy by Council by 30 June 2021	Output	Delegation Policy	Draft Delegation Policy	Submission of Draft Delegation Policy to Marico for comments	Submission of Draft Delegation Policy to Eco for recommendation	Recommended approved Delegation Policy by Eco	Submission of Draft Delegation Policy to Eco for recommendation	Recommended approved Delegation Policy by Eco	Approved Delegation Policy by Council	Office of the Municipal Manager (Executive Support)	Quarterly	Q1 Marico minutes and attendance register Q2 Eco minutes and attendance register Q3 Councilors Workshop and attendance register Q4 Council resolution and Approved Delegation Policy	View no: 10105010105 Description: Salaries Budget: R 18 080 225	Annual review of Delegation Policy
TLSDBP-GG003	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 organisation.	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 - Risk Management Methodology, Anti-Fraud & Corruption Policy and Strategy, Anti-Fraud & Corruption Policy and Strategy, Business Continuity Policy for 2021/22 presented to MANCO and EXCO	Output	Policy and Strategy	Approved Risk Management Policy and Strategy, Anti-Fraud & Corruption Policy and Strategy, Business Continuity Policy for 2021/22	Draft Risk Management Policy, Risk Management Methodology, Anti-Fraud & Corruption Policy and Strategy, Business Continuity Policy for 2021/22 presented to MANCO and EXCO	Council Workshop on the Draft Risk Management Policy, Risk Management Methodology, Anti-Fraud & Corruption Policy and Strategy, Business Continuity Policy for 2021/22	Recommended approved Draft Risk Management Policy and Strategy, Anti-Fraud & Corruption Policy by Eco and Audit Committee	Draft Risk Management Policy, Risk Management Methodology, Anti-Fraud & Corruption Policy and Strategy, Business Continuity Policy submitted to Audit Committee	Approval of Risk Management Policy, Risk Management Methodology, Anti-Fraud & Corruption Policy and Strategy, Business Continuity Policy by Council	Annual	OFFICE OF THE MUNICIPAL MANAGER (RISK MANAGEMENT)	Quarterly	Q1 Marico and EXCO minutes and attendance register Q2 Council minutes and attendance register Q3 Councilors Workshop and attendance register Q4 Council resolution for approval of Draft Risk Management Policy, Risk Management Methodology, Anti-Fraud & Corruption Policy and Strategy, Business Continuity Policy and Strategy, Anti-Fraud & Corruption Policy and Strategy	View no: 10105010105 Description: Salaries Budget: R 18 080 225	Reviewed Risk Management Policy and Strategy, Anti-Fraud & Corruption Policy and Strategy by June 2022
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 organisation.	To facilitate the implementation of an effective Risk Management System towards ensuring the achievement of the organizational objectives and service delivery targets.	GG2.2.2	Annual risk assessment report for 2021/22 as approved by Audit Committee by 30 June 2021	Output	Reports	Annual risk assessment report for 2021/22 and 2020/21 as approved by Audit Committee by 30 June 2020	N/A	N/A	N/A	1. Submission of the 2021/22 Draft Risk Assessment Report (Strategic Risk Register) for 2021/22 to Marico and Eco. 2. Submission of Annual Risk Assessment Report for 2021/22 for approval by Audit Committee	1. Submission of Draft Risk Assessment Report (Strategic Risk Register) for 2021/22 to Marico and Eco. 2. Submission of Annual Risk Assessment Report for 2021/22 for approval by Audit Committee before 30 June 2021.	Annual Risk Report for 2021/22 approved by Audit Committee by June 2021	OFFICE OF THE MUNICIPAL MANAGER (RISK MANAGEMENT)	Quarterly	Q3 Draft Strategic Risk Register for 2021/22, Minutes and Attendance Register for Marico, Eco and Audit Committee, Annual risk assessment report for 2021/22 as approved by Audit Committee, Annual Risk Assessment Report for 2021/22 and Audit Committee Minutes and attendance register for 2021/22 for approval by Audit Committee before 30 June 2021.	View no: 10105010105 Description: Salaries Budget: R 18 080 225	Risk Register for 2021/22 financial year/Annual Risk assessment report
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 organisation.	To facilitate the implementation of an effective Risk Management System towards ensuring the achievement of the organizational objectives and service delivery targets.	GG2.3.3	Quarterly monitoring of implementation of risk management action plan to AG Findings submitted to Audit Committee	Output	Progress Report	New KPI	1	1	2	1	1	4	OFFICE OF THE MUNICIPAL MANAGER (RISK MANAGEMENT)	Quarterly	Quarter 1 - 4 Quarterly progress report on implementation of risk management action plan to AG Findings and attendance register of Audit Committee	View no: 10105010105 Description: Salaries Budget: R 18 080 225	4
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 organisation.	To facilitate the implementation of an effective Risk Management System towards ensuring the achievement of the organizational objectives and service delivery targets.	GG2.4.4	Quarterly progress report on implementation of management action plan to AG Findings submitted to Audit Committee	Output	Progress Report	0	1	1	2	1	1	4	OFFICE OF THE MUNICIPAL MANAGER (RISK MANAGEMENT)	Quarterly	Quarter 1 - 4 Quarterly progress report on implementation of management action plan to AG Findings, Minutes and attendance register of Audit Committee	View no: 10105010105 Description: Salaries Budget: R 18 080 225	2
TLSDBP-GG007	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 organisation.	To facilitate the implementation of an effective Risk Management System towards ensuring the achievement of the organizational objectives and service delivery targets.	GG2.5.5	Quarterly compliance monitoring reports (checklist) submitted to Audit Committee	Output	Report	0	1	1	2	1	1	4	OFFICE OF THE MUNICIPAL MANAGER (RISK MANAGEMENT)	Quarterly	Quarter 1 - 4 Quarterly Compliance report (checklist), Minutes and attendance register of Audit Committee	View no: 10105010105 Description: Salaries Budget: R 18 080 225	4
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.	GG3.1.1	Percentage of Projects implemented as per Internal Audit Plan	Process	Percentage (%)	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	View no: 10184010105 and 10184010105 Description: Salaries Budget: R 5 101 518	100%
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.	GG3.2.2	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 attendance register	View no: 10184010105 Description: Audit Committee Fees Budget: R 480 000	8
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 organisation.	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%	OFFICE OF THE MUNICIPAL MANAGER (LEGAL SERVICES)	Quarterly	Quarter 1-4: Registers of all contracts received with a date received and date finalised, contracts vetted and drafted with calculation sheet and confirmation from each SED on contracts that legal services was requested to draft and vet.	View no: 10301010105 Description: Salaries Budget: R 1 847 059	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 organisation.	To provide effective and efficient legal support services	GG4.2.2	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	OFFICE OF THE MUNICIPAL MANAGER (LEGAL SERVICES)	Quarterly	Quarter 1 - 4: Objections register with dates of objection received and resolved, Objections, communication to Objectors and Calculation sheet and confirmation from each SED on contracts that legal services was requested to draft and vet.	View no: 10301010105 Description: Salaries Budget: R 1 847 059	100% of objections resolved within 60days
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 organisation.	To provide effective and efficient legal support services	GG4.3.3	Percentage of by-laws drafted and vetted as requested by departments	Output	Percentage (%)	New KPI	100%	100%	100%	100%	100%	100%	OFFICE OF THE MUNICIPAL MANAGER (LEGAL SERVICES)	Quarterly	Quarter 1-4: Registers of all bylaws received with a date received and date finalised, Bylaws vetted and drafted with calculation sheet and confirmation from each SED on bylaws that legal services was requested to draft and vet.	View no: 10301010105 Description: Salaries Budget: R 1 847 059	100%
TLSDBP-GG013	Output 5: Decent democracy through a refined Ward Committee Model.	Good Governance and Public Participation	Good governance.	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 prepared for submission to COGTA	Output	Number	4	1	1	2	1	1	4	DPHS	Quarterly	Q1 - Q4: Internal assessment of the consolidated report signed off by SED	View no: 10105010105 Description: Salaries Budget: R 24 520 755	
TLSDBP-GG014	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 by Council by June 2021	Output	Strategy	Draft communication strategy	Submission of Draft Communication Strategy to Marico for comments	Submission of Draft Communication Strategy to Eco for recommendation	Recommended approved Communication Strategy by Eco	Draft Communications Strategy with departmental comments	Council Workshop on the Draft Communication Strategy	Approved Communications Strategy by Council	Office of the Municipal Manager (Chief Communications Officer)	Quarterly	Q1 Marico minutes and attendance register Q2 Eco minutes and attendance register Q3 Departmental comments and Draft Communication Strategy, Quarter 4: with Eco & Marico comments/recommendations	View no: 10105010105 Description: Salaries Budget: R 18 080 225	Annual review of Communication Strategy
TLSDBP-GG015	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 accurate and standardised ICT systems	To facilitate the annual implementation of good ICT governance processes	GG7.1.1	Percentage of ICT issues addressed at the ICT steering committee meetings	Output	Percentage (%)	New KPI	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	View no: 10191010105, View description: Salaries, Budget Amount: R 4 624 075	4
TLSDBP-GG016	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 organisation.	To ensure a clean audit on the Audit of Performance Objectives by 2020	GG8.1.1	Quarterly performance reports submitted to Audit Committee (Quarter 1: APR Quarter 2-4: Top Layer SDBP)	Output	Number	4	1	1	2	1	1	4	DPHS	Quarterly	Quarter 1: APR Quarter 2-4: Top Layer SDBP	View no: 10105010105 Description: Salaries Budget: R 18 080 225	
TLSDBP-GG017	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	GG9.1.1	Tabling of Annual Report to Council by 31 January 2021 and Approval of Annual Report by 31 March 2021	Output	Reports	Tabling of Annual Report to Council by 31 January 2020 and Approval of Annual Report by 31 March 2020	N/A	N/A	N/A	Tabling of Annual Report to Council by 31 January 2021 and Approval of Annual Report by 31 March 2021	N/A	Tabling of Annual Report to Council by 31 January 2021 and Approval of Annual Report by 31 March 2021	Office of the Municipal Manager (Executive Support)	Annual	Quarter 3: Council Resolution and Approved Annual Report	View no: 10105010105 Description: Salaries Budget: R 18 080 225	Approval of Annual Report by 31 March 2022
TLSDBP-GG018	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/policy/guidelines	GG10.1.1	Review and Adoption of IDP by 31 May 2021	Output	Reports	Review and Adoption of IDP by 31 May 2020	Approved process plan by 31 August 2020	na	Approved process plan by 31 August 2020	Tabling of Draft IDP to Eco and Council by 31 March 2021	Review and Adoption of IDP by 31 May 2021	Review and Adoption of IDP by 31 May 2021	DPHS	Quarterly	Q1: Approved Process Plan, Q2 NIA, Q3 Draft IDP, Q4 Council Resolution	View no: 10276010105 Description: Salaries Budget: R 1 242 302	Review and Adoption of IDP by 31 May 2023
TLSDBP-GG019	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	GG10.2.1	Number of IDP RF meetings held	Output	Number	3	na	1	1	1	1	3	DPHS	Quarterly	Quarter 2-4: attendance Register and minutes of IDP RF Meetings	View no: 10276010105, View description: IDP RF, Budget Amount: R 62 188	3