




DEPARTMENT: CORPORATE GOVERNANCE

DIRECTOR : YVONNE MATHONSI

NATIONAL KPA's	KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	BUDGET	3RD QUARTER TARGET End March 2015	3RD QUARTER ACTUAL	REASON FOR VARIANCE/ COMMENTS	CORRECTIVE MEASURE	PMS COMMENTS	EVIDENCE REF NUMBER	EVIDENCE	PERFORMANCE SYMBOLS	WEIGHTINGS	RESPONSIBLE PERSON
GOOD GOVERNANCE & DEMOCRACY	Heritage celebrations	Number of heritage celebrations held	Number	5	5	R800,000 (was R1,000,000)	N/A	N/A				1	N/A	N/A	M	Director Corporate Governance / Manager Corporate Governance
	Preparation of an Annual Report	Adopted by deadline	Date	30 January 2014	31 January 2015	R 100 000	Approved report by 31 January 2015	Approved			1. The annual report was tabled to Council on 28 January 2015. 2. On 31 March 2015, the annual report was approved and Oversight report was adopted by Council.	2	Y		H	Director Corporate Governance
	Community participation strategy	Develop draft concept on Knowing your Government by deadline	Date	New Measure	30 June 2015	R5,795,772 (was R3,728,772)	Liaise with Department of Arts & Culture for input & support for programme	Done				3	Y		M	Manager Communication
	Effective public awareness on municipal business through information dissemination	Number of Mayoral radio slots	Number	8	16 (was 8)		15 Mayoral interview	19				4	Y		M	Manager Communication
	Effective public awareness on municipal business through information dissemination	a) Number of municipal newsletters b) Number of on-going advertorials in print media c) Turnaround time for media queries received / responded to	Number	a) 2 b) 55 c) New Measure	a) 4 b) 60 (was 20) c) Within 36 hours from receipt		a) 3 b) 56 c) Within 36 hours from receipt	a) 2 b) 79 c) all responded within 36 hours from receipt	a) Service provide that was appointed to do newsletter could not deliver.	a) We are in a process of appointing new service provider		5	a) Y b) Y c) Y	a) b) c)	M	Manager Communication
	Enhancement of public participation	a) Number of planned Public Participation meetings b) Percentage of public participation meeting requested that are held	Number	a) 68 IDP & PP meetings b) New Measure	a) 47 (was 44) b) 100%		a) 39 IDP & PP meetings b) 100%	a) 39 b) 100%	b) 6 were requested in relation to water conservation. We are not in a position to provide this proof, as these are verbal request by politicians, therefore submitted memo			6	a) Y b) Y	a) b)	H	Manager Communication
	Promote Intergovernmental Relations	Number of Mayors District Intergovernmental Forum meetings held within the District	Number	46 (including sub forums)	4	Salaries	3	4				7	Y		M	Director Corporate Governance
	Emergency Relief Aid	Percentage of incidents responded to	Percentage	100%	100%	R650,000 (was R900,000)	Maintain 100%	100%	Achieved. All reported incidents were attended to, with assessments conducted to determine extent of damages and assistance required.			8	Y		H	Manager Disaster Management
	Awareness Campaigns	a) Number of planned awareness campaigns held b) Percentage of awareness campaigns requested that are held	Number	a) 40 b) New Measure	a) 26 (was 22) b) 100%	R 250 000	a) 24 b) 100%	a) 28 b) 100%	a) 28 to date (24 planned & 3 unplanned for February 2015)		b) Provide report to support that meetings were requested verbally.	9	a) Y b) N	a) b)	M	Manager Disaster Management
	Capacity Building Programmes	a) Number of planned capacity building sessions held b) Percentage of capacity building sessions requested that are held	Number	a) 24 b) New Measure	a) 16 b) 100%	R300,000 (was R150,000)	a) 14 (was 12) b) 100%	a) 18 b) 100%	a) 17 to date (14 planned & 3 unplanned)		b) Provide report to support that meetings were requested verbally.	10	a) Y b) Y	a) b)	M	Manager Disaster Management
	Disaster Management Communication System	a) Relocation & testing of the communication system completed by deadline b) Usage of risk electronic devices operational by deadline	Date	Relocation and testing of the Communication System not done, as it is dependent on the electrification in the Disaster Management Centre b) New Measure	a) 30 June 2015 b) 31 March 2015	Salaries	a) Ongoing training of disaster Management Centre and call centre staff and relocation and testing of the disaster management communication system b) N/A	a) Training done. Relocation & testing not done b) N/A	Training of Disaster Management Staff has taken place, but relocation and testing of the Communication System is dependent on the full completion of the new Disaster Management Centre.	The Disaster Management Centre will be electrified during the month of April 2015. Corrected Building Plans have been submitted to KwaDukuza for approval, based on the issued that were previously raised. The Centre should be fully operational by the end of May 2015.		11	a) Y b) N/A	a) b) N/A	M	Manager Disaster Management

NATIONAL KPA's	KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	BUDGET	3RD QUARTER TARGET End March 2015	3RD QUARTER ACTUAL	REASON FOR VARIANCE/ COMMENTS	CORRECTIVE MEASURE	PMS COMMENTS	EVIDENCE REF NUMBER	EVIDENCE	PERFORMANCE SYMBOLS	WEIGHTINGS	RESPONSIBLE PERSON
GOOD GOVERNANCE & DEMOCRACY	Disaster Risk Reduction	Development Of Level 2 and draft Level 3 Disaster Management Plans that are aligned to the municipal IDP.	Date	Level 1 Plan reviewed and Disaster Management Framework reviewed. Ward Based Risk Assessments conducted, and risk (hazard, vulnerability, capacity) maps generated.	Level 2 and draft level 3 of the Plans developed by end of June 2015	R500 000	Developing of Level 2 Disaster Management Plan. Development Of Disaster Risk Reduction Projects based on prioritised risks. Ongoing training of staff on risk assessment tools.	Achieved. Draft Level 2 Plan available with the recommended Disaster Risk Reduction Projects. Staff Training ongoing and will be completed in the next phase of Developing Level 3 of the Plan, scheduled to be completed by the end of June 2015.				12	Y		M	Management Disaster Management
	World Aids week	Commemorate World Aids week and submit close out report by deadline	Date	01 December 2013	March 2015	R 500 000	Close out report on event submitted to Office of the Premier	Report done & submitted				13	Y		M	Manager Corporate Governance
	HIV/Aids awareness	Number of HIV/Aids awareness campaigns held	Number	9	10 (was 8)		8	8				14	Y		M	Manager Corporate Governance
	Implementation of gender programmes	a) Number of programmes implemented as per the approved gender plan b) Percentage of gender programmes requested that are held	Number	a) 39 b) New Measure	a) 20 (was 18) b) 100%	R 500 000	a) 17 b) 100%	a) 19 b) 100%	a) 19 to date (17 planned & 2 unplanned)		b) Provide report to support that meetings were requested verbally.	15	a) Y b) N	a) b)	M	Manager Corporate Governance
	Implementation of youth programmes	a) Number of programmes implemented as per the approved youth plan b) Number of youths benefiting from programmes implemented c) Percentage of youth programmes requested that are held	Number	a) 33 b) 872 c) New Measure	a) 20 (was 15) b) 880 c) 100%	R 700 000 (was R 800 000)	a) 17 b) 660 c) 100%	a) 24 b) 775 c) 100%	a) 24 to date (17 planned & 7 unplanned)		b) Provide report to support that meetings were requested verbally.	16	a) Y b) Y c) N	a) b) c)	M	Manager Corporate Governance
	Operation Sukuma Sakhe	Number of interventions hosted in all LMS by deadline	Number	20	20	R 400 000	15	21				17	Y		M	Manager Corporate Governance
FINANCIAL VIABILITY AND MANAGEMENT	Compliance with MFMA and clean administration	No repeat findings in the auditor generals management report	Number	0	0	Salaries	0	0				18	Y		H	Director Corporate Governance
	Compliance with MFMA and clean administration	Percentage reduction in the number of AG findings requiring action plans	Percentage	0%	10% reduction	Salaries	10%	0				19	Y- refer to 18		H	Director Corporate Governance
	Management of service providers	a) Number of Quarterly reports on performance of service providers submitted to SCM by the 7th b) Number of monthly reports on performance of service providers submitted to SCM by the 7th	Number	a) 4 b) New Measure	a) 2 (was 4) b) 6	Salaries	a) N/A b) 3	a) N/A b) 3				20	a) N/A b) Y	a) N/A b)	H	Director Corporate Governance
	Operational expenditure monitoring	Percentage of operational expenditure  (Actual operating expenditure/Budgeted operating expenditure x 100)	Percentage	New Measure	100%	Salaries	75%	57%	We continue to apply austerity measures whilst ensuring that all KPI's are met and exceeded.			21	Y		H	Director Corporate Governance
	Compliance monitoring - Corporate Governance Department (Pg 16 of MFMA Circular 71)	Irregular, Fruitless, & Wasteful & Unauthorised Expenditure/Total Operating Expenditure  (Irregular, Fruitless & Wasteful & Unauthorised Expenditure) / Total Operating Expenditure x 100) (Norm is 0%)	Percentage	New measure	0%	Salaries	0%	0%				22	Y		H	Director Corporate Governance
	Risk management	a) Number of risk registers updated and completed mitigation tasks by deadline b) Number of updated risk monitoring tool submitted c) Number of risk management committee meetings attended	Number	a) New Measure b) New Measure c) New Measure	a) 12 b) 12 c) 4	Salaries	a) 9 b) 9 c) 3	a) 9 b) 9 c) 3				23	a) Y b) Y c) Y	a) b) c)	H	Director Corporate Governance
	Clean administration	Performance Report with accurate & complete POEs submitted by deadline monthly and quarterly	Date	10th & 14th of each month	14th day of each month	Salaries	14th day of each month	13 February 2015 13 March 2015 14 April 2015				24	Y		M	Director Corporate Governance
Coaching sessions	Number of coaching sessions of employees' performance conducted quarterly	Number	4	4	Salaries	3	3				25	Y		L	Director Corporate Governance	

NATIONAL KPA's	KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	BUDGET	3RD QUARTER TARGET End March 2015	3RD QUARTER ACTUAL	REASON FOR VARIANCE/ COMMENTS	CORRECTIVE MEASURE	PMS COMMENTS	EVIDENCE REF NUMBER	EVIDENCE	PERFORMANCE SYMBOLS	WEIGHTINGS	RESPONSIBLE PERSON
----------------	----------------------	---------------------------	-----------------	----------	---------------	--------	--------------------------------------	--------------------	----------------------------------	--------------------	--------------	---------------------	----------	---------------------	------------	--------------------

PERFORMANCE SYMBOLS				
TARGET MET	IN PROGRESS	NOT MET	N/A	TOTAL
				
27	7	0	3	37

HIGH	MEDIUM	LOW	TOTAL
H	M	L	
13	23	1	37