

DEPARTMENT: CORPORATE GOVERNANCE

DIRECTOR : YVONNE MATHONSI

NATIONAL KPA's	IDP OBJECTIVE	DEPARTMENTAL OBJECTIVE	KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	BUDGET	3RD QUARTER TARGET End March 2016	QUARTER 3 ACTUAL	REASON FOR VARIANCE / COMMENTS	CORRECTIVE MEASURE	PMS COMMENTS	EVIDENCE REF NUMBER	EVIDENCE	WEIGHTINGS	PERFORMANCE SYMBOL	RESPONSIBLE PERSON
GOOD GOVERNANCE & DEMOCRACY	To preserve history and heritage	To promote Arts & Culture, Tourism and social cohesion nation building	Heritage celebrations	Number of heritage celebrations held	Number	5	5	R 760 000 (was R 960 000)	N/A	N/A				1	N/A	M	N/A	Director Corporate Governance / Manager Corporate Governance
	To ensure that the municipality's administration is governed by sound and effective values and principles as outlined in the Constitution of South Africa	To ensure quality, reliable financial statements and management information	Preparation of an Annual Report	Adopted by deadline	Date	Approved by 28 January 2015	31 January 2016	R100,000	Approved report by 31 January 2016	Approved report on the 29 January 2016				2	Y	H	😊	Director Corporate Governance
	To promote accountability through public participation	Effective public awareness on municipal business	Effective public awareness on municipal business through information dissemination	Number of Mayoral radio slots	Number	25	25 (was 20)		7 (5) Mayoral interview	1	YTD Actual: 23			3	Y	M	😊	Manager Communication
		Effective public awareness on municipal business	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) 4 b) 133 c) All responded within 36 hours from receipt	a) 2 (was 4) b) 80 c) Within 36 hours from receipt		a) N/A b) 20 c) Within 36 hours from receipt	a) N/A b) 5 c) N/A	YTD Actual: a) 1 b) 66 c) All responded within 36 hours			4	a) N/A b) Y c) N/A	M	a) N/A b) 😊 c) N/A	Manager Communication
		To facilitate the deepening of democracy through ward committees and develop implementation plans for projects proposed through the public participation strategy	Enhancement of public participation	a) Number of planned Public Participation meetings b) Percentage of public participation meeting requested that are held	Number	a) 63 b) 100%	a) 30 (was 40) (c) b) 100%		a) 5 (10) meetings b) 100%	a) 2 b) 100%	YTD Actual: a) 7 b) 100% Budget restraints			5	a) Y b) Y	H	a) 😊 b) 😊	Manager Communication
	To ensure that the municipality's administration is governed by sound and effective values and principles as outlined in the Constitution of South Africa	To facilitate coordination of within the District	Promote Intergovernmental Relations	Number of Mayors District Intergovernmental Forum meetings held within the District	Number	5	4	Salaries	1	1	YTD Actual: 3			6	Y	M	😊	Director Corporate Governance
	To ensure prevention and mitigation against disasters	To ensure rapid and effective response in assisting vulnerable communities during incidents and disasters	Emergency Relief Aid	Percentage of incidents responded to	Percentage	100%	100%	R 739 372 (was R877,000)	Maintain 100%	100%				7	Y	H	😊	Manager Disaster Management
		To ensure that disaster stricken communities exercise risk avoidance behaviour during all incidents & disasters.	Awareness Campaigns	a) Number of planned awareness campaigns held b) Percentage of awareness campaigns requested that are held	Number	a) 31 b) 100%	a) 28 b) 100%	R 177 361 (was R200 000)	a) 10 b) 100%	a) 9 b) N/A	YTD Actual: a) 22 b) 100%			8	a) Y b) Y	M	a) 😊 b) N/A	Manager Disaster Management
		To create resilient and pro-active communities by rolling out the district disaster risk management capacity building programme	Capacity Building Programmes	a) Number of planned capacity building sessions held b) Percentage of capacity building sessions requested that are held	Number	a) 22 b) 100%	a) 18 b) 100%	R 100 000 (was R200 000)	a) 6 b) 100%	a) 5 b) N/A	YTD Actual: a) 13 b) 100%			9	a) Y b) Y	M	a) 😊 b) N/A	Manager Disaster Management
	To ensure prevention and mitigation against disasters	To ensure a fully functional communication and call centre system where all queries are logged and monitored	Disaster Management Communication System	a) Functional communication system on disaster issues by deadline b) Usage of mobile devices to assess & monitor incidents/disasters to be fully operational by deadline	Date	a) Disaster Management Communication System has relocated to the new Disaster Management Centre on 15 May 2015 and the Communication System is being tested. b) As from May, the mobile devices are being used on trial basis to conduct damage assessments with reports generated by the system.	a) End June 2016 b) End June 2016	Salaries	a) Ongoing training of disaster management & call centre staff & testing of system for functionality b) Usage of mobile devices to assess & monitor incidents/disasters	a) The System is being tested and staff is being trained on an ongoing basis. Training took place during the month of March 2016 b) Staff are utilising Mobile Devices when conducting damage assessments.				10	a) Y b) Y	M	a) 😊 b) 😊	Manager Disaster Management
		To ensure that there is effective implementation of disaster risk reduction programmes aimed at prevention and mitigation against identified risks	District Disaster Management Advisory Forums	Number of District Disaster Management Advisory Forums held	Number	New Measure	4	Salaries	3	1	YTD Actual: 3			11	Y	M	😊	Manager Disaster Management
		To ensure that there is effective implementation of disaster risk reduction programme aimed at prevention and mitigation against identified risks and alignment of Disaster Mngt plan to th IDP and SDF	Disaster Risk Reduction	Submission of the reviewed District Disaster Management Plan to Exco/Council for approval by deadline	Date	Level 2 Plan was finalised on 27 January 2015 and Draft Level 3 Disaster Management Plan was available on 29 May 2015 and still busy with IDP alignment . The Draft Plan has been presented by the Service Provider to the District Advisory Forum.	a) End September 2015 b) End June 2016	R 402 540 (was R500 000)	Consolidation of inputs from councillors workshop and external stakeholders for incorporation for the review of the Disaster Management Plan.	On Track. Inputs from stakeholders and Councillors have now been incorporated in the Disaster Management Plan. The Plan is now ready to be submitted to EXCO/Council for approval.	There was a delay in the submission of the Plan for adoption, as inputs from various stakeholders had to be incorporated into the Disaster Management Plan.	An item has been prepared for submission in the next MANCO Meeting before submission to EXCO.		12	Y	M	😊	Management Disaster Management
	To improve the quality of life within the district	To mobilise communities against social impacts of HIV/Aids	World Aids Day	Commemorate World Aids Day and submit close out report by deadline	Date	World Aids day was held on the 1 December 2014 and report was submitted to the office of the Premier on the 15 January 2015	Dec 2015	R 200 000 (was R300 000)	N/A	N/A	(was Close out report on event submitted to Office of the Premier)			13	N/A	M	N/A	Manager Corporate Governance
		To determine prevalence rates & stats	District Aids Council	a) Number of DAC meetings held b) Number of reports prepared & submitted to the office of the Premier	Number	a) New Measure b) New measure	a) 3 (was 4) b) 4		a) 1 b) 1	a) 1 b) 1	YTD Actual: a) 2 b) 3 The DAC Meeting for the previous quarter is held in the beginning of the new quarter.	The DAC Meeting and quarterly report will be submitted in the due date which is at the end of the first month in the new quarter	a) YTD Target is 3	14	a) Y b) Y	M	a) 😊 b) 😊	Manager Corporate Governance
		To mobilise communities against social impacts of HIV/Aids	HIV/Aids awareness	Number of HIV/Aids awareness campaigns held	Number	31	10		4	7	YTD Actual: 13			15	Y	M	😊	Manager Corporate Governance
	To improve the quality of life within the district	To conscientise society about the impact of patriarchal policies	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) 50 b) 100%	a) 22 (was 20) b) 100%	R 600 000 (was R 400 000)	a) 7 (11) b) 100%	a) 7 b) N/A	YTD Actual: a) 18 b) 100%			16	a) Y b) Y	M	a) 😊 b) N/A	Manager Corporate Governance
		To harness the potential of young people to enable them to play a meaningful role in society	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) 28 b) 914 c) 100%	a) 18 (was 20) b) 1500 (was 1000) c) 100%	R 450 000 (was R600 000)	a) 11 b) 500 (250) c) 100%	a) 6 b) 314 c) N/A	YTD Actual: a) 15 b) 1 405 c) 100%			17	a) Y b) Y c) Y	M	a) 😊 b) 😊 c) N/A	Manager Corporate Governance
		Implementation of Operation Sukuma Sakhe	Operation Sukuma Sakhe	Number of interventions hosted in all LMS by deadline	Number	23	14 (was 22)	R340,000	5	11	YTD Actual: 18			18	Y	M	😊	Manager Corporate Governance
		To achieve a clean audit opinion	Ensure adequate financial and administration management.	Compliance with MFMA and clean administration	No repeat findings in the auditor generals management report	Number	0	0	Salaries	0	0				19	Y	H	N/A

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FINANCIAL VIABILITY AND MANAGEMENT	Ensure adequate financial and administration management.	Ensure adequate financial and administration management.	Compliance with MFMA and clean administration	Percentage reduction in the number of AG findings requiring action plans	Percentage	10% reduction	10% reduction	Salaries	10%	N/A				20	N/A	H	N/A	Director Corporate Governance
	To procure quality goods and services in a cost effective, transparent, competitive, equitable and efficient manner within policy framework	Contract Management	Management of service providers	Number of monthly reports on performance of service providers submitted to SCM by the 7th	Number	2 Quarterly reports & 6 Monthly reports	12	Salaries	3	3	YTD Actual: 9			21	Y	H	😊	Director Corporate Governance
	To ensure sound expenditure management principles	Expenditure management	Operational expenditure monitoring	Percentage of operational expenditure (Actual operating expenditure/Budgeted operating expenditure x 100)	Percentage	80%	100%	Salaries	75%	70%				22	Y	H	😊	Director Corporate Governance
	To ensure sound and credible general financial management principles	Expenditure management	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	0%	0%	Salaries	0%	0%				23	Y	H	😊	Director Corporate Governance
	To implement and maintain compliant, effective and efficient enterprise risk management systems & processes	To ensure effective Risk management	Risk management	a) Number of updated risk monitoring tool submitted b) Number of risk management committee meetings attended	Number	a) 12 b) 4	a) 12 b) 4	Salaries	a) 3 b) 1	a) 3 b) 1	YTD actual: a)= 9 b)= 3			24	Y	H	a) 😊 b) 😊	Director Corporate Governance
	To ensure sound and credible general financial management principles	Budget and monitoring of performance against predetermined objectives	Clean administration	Performance Report with accurate & complete POEs submitted by deadline monthly and quarterly	Date	14th day of each month	10th day of each month (was 14th)	Salaries	10th day of each month	10-February-2016 10-March-2016 08-April-2016				25	Y	M	😊	Director Corporate Governance
		People management	Performance Reviews	Number of performance reviews of Manager's performance conducted quarterly	Number	4	4	Salaries	1	1	YTD Actual: 3			26	Y	L	😊	Director Corporate Governance

PERFORMANCE SYMBOLS				
TARGET MET	IN PROGRESS	NOT MET	N/A	TOTAL
😊	😐	😡		
25	0	2	10	37

WEIGHTINGS			
HIGH	MEDIUM	LOW	TOTAL
H	M	L	
11	25	1	37