

NEWCASTLE MUNICIPALITY									
PERFORMANCE MANAGEMENT SUPPORT CALENDAR WITH PROCESS PLAN									
MUNICIPAL FINANCIAL YEAR : JULY TO JUNE									
				COLOUR CODING	Previous year				
					Current Year				
					Next Year				
								TARGET DATES	
QUARTER	MONTH	PURPOSE	ACTION	OUTPUT	RESPONSIBLE MANAGER	START	END		
Q U A R T E R 1 - 4	JULY	Monthly Reports	Annual reporting by departments for year ending June against SDBIP's and NKPI's	Completed SDBIP's as at June and Portfolio of Evidence	All SED's	1-Jul	10-Jul		
			Annual Evaluation of SDBIP and Section 57 employees (Informal)	Informal scoring of Performance for SDBIP's and section 57's	Municipal Manager/PMS/Mayor	11-Jul	15-Jul		
			Annual Evaluation of Section 57 employees(Formal)	Formal Section 27 employee evaluation report by Evaluation Panels	Municipal Manager/PMS Manager/Mayor	16-Jul	20-Jul		
			Submission of Report to Mayor/EXCO/Internal Audit	Report to Mayor/EXCO	Municipal Manager/PMS	20-Jul	30-Jul		
		Process Plan	Signing of new performance contracts for Section 57 Managers and submission to EXCO (Section 69 of the MFMA and Section 57 of the MSA).		Municipal Manager/ PMS Manager				
			Roll out of the approved SDBIP		All SED/PMS Manager				
	Prepare Departmental Operational Plans for the 2012/13 financial year.			All SED's/ PMS Manager					
	AUGUST	Annual Performance Report (MSA 546)	Draft Performance Reports 2012`13 to Internal Audit		PMS Manager				
			Annual Review of PMS (MSA Sec.40) AG's Audit of performance measures(MSA Sec. 45)	Formal Submission of Annual Performance Report to Auditor General	Municipal Manager/PMS Manager	1-Aug	31-Aug		
		Annual Review of performance of Municipality (submit performance report)(MSA s Sec. 46) Review of perf rept by Audit Committee	Formal Submission of Annual Performance Report to Internal Audit for onward submission to Audit Committee	PMS Manager/Internal Audit	1-Aug	31-Aug			
		Process Plan	Quarterly Audit Committee meeting (for the last quarter of 10/11) MFMA Sect 166& MPPR Reg. 14 (3)(a)						
			Evaluation Panel meeting (for evaluation of Sect 57 Managers final assessments) MPPR Reg. 14(3)(b)		Mayor/Municipal Manager/PMS Manager				
			Submission of Annual Performance Report to Auditor-General		Municipal Manager/PMS Manager	1-Aug	31-Aug		
			Submission of Draft Annual Report to Auditor-General		Municipal Manager / PMS Manager				
			roll out of the approved SDBIP		COO/PMS Manager				
			Monthly progress report on performance to EXCO		Municipal Manager/ PMS Manager				
		SEPTEMBER	Monthly Reporting (MSA 540)	Monthly August reports on performance to Municipal Manager's Office (SDBIP's and Capital)	Monthly reports for monitoring purposes	All SED's	1-Sep	10-Sep	
				Monthly monitoring of performance	Informal monitoring of performance for July	Municipal Manager/PMS Manager	11-Sep	15-Sep	
				Monthly performance report to Mayor/EXCO/Internal Audit	Monthly Performance report	Municipal Manager/PMS Manager	16-Sep	30-Sep	
			Process Plan	Monitoring and Evaluation session through ICC by third Wednesday of the month		COO/PMS Manager			
Monthly progress report on performance to EXCO					Municipal Manager/PMS Manager				
Circulate Quarter 1 reporting templates to departments				PMS Manager					
		QUARTERLY REPORT	Quarter 1 (July - Sep) Performance Report to Municipal Manager	Completed SDBIP's as at September and Portfolio of Evidence	All Departments	1-Oct	10-Oct		
	Quarterly evaluation of Performance (SDBIP and capital) and Section 57's		Quarterly SDBIP Report and Portfolio of Evidence	Municipal Manager/PMS Manager	11-Oct	15-Oct			
	Quarterly performance report to Mayor/EXCO		Quarterly performance report to Mayor/EXCO	Municipal Manager/PMS Manager	16-Oct	31-Oct			

Q U A R T E R 2	OCTOBER		Quarterly performance report to internal audit for onward submission to Audit Committee	Quarterly performance report to Internal Audit	PMS Manager/Internal Audit	16-Oct	31-Oct	
		Appointment of Audit Committee	Annual appointment of Audit committee (MPPR Reg.14)	Appointment of Audit Committee	Municipal manager/internal Audit	1-Oct	31-Oct	
		Process Plan	Sect 57 Managers' quarterly assessments (for first quarter of 12/13)					
			Departments to submit Q1 performance reports with Portfolio of Evidence		All SED's		10-Oct	
			Monitoring and Evaluation session through ICC by third Wednesday of the month		COO/PMS Manager			
			Quarterly progress report on performance to EXCO		Municipal Manager /PMS Manager			
			Submission of Q1 Performance Report to Internal Audit		Municipal Manager/ COO / PMS Manager			
			Audit Committee Meeting to consider Q1 Performance Report		PMS Manager / Internal Audit			
			Draft PMS Templates for 2013/14 based on review of IDP Strategies		PMS Manager			
	NOVEMBER	Monthly Reporting (MSA S40)	Monthly October report on performance to Municipal Manager's Office (SDBIP's and Capital)	Monthly reports for monitoring purposes	All SED's	1-Nov	10-Nov	
			Monthly monitoring of performance	Informal monitoring of performance for October	Municipal Manager/PMS	11-Nov	15-Nov	
			Monthly performance report to Mayor/EXCO/Internal Audit	Monthly Performance report	Municipal Manager/PMS	16-Nov	2009/11/31	
		Process Plan	Draft PMS Templates for 2013/14 based on review of IDP Strategies to departments		PMS Manager			
			Monitoring and Evaluation session through ICC by third Wednesday of the month		COO/PMS Manager			
			Quarterly progress report on performance to EXCO		Municipal Manager /PMS Manager			
			Final Draft of Annual Report circulated for internal comment		COO/PMS Manager			
		Monthly Reporting (MSA S40)	Monthly November reports on performance to Municipal Manager's Office (SDBIP's and Capital)	Monthly reports for monitoring purposes	All SED's	1-Dec	10-Dec	
			Monthly monitoring of performance	Informal monitoring of performance for November	Municipal Manager/PMS	11-Dec	15-Dec	
			Monthly performance report to Mayor/EXCO	Report to Mayor/EXCO	Municipal Manager/PMS	16-Dec	31-Dec	
	DECEMBER	Process Plan	Compile annual report for 11/12 (MFMA Sect 121) for tabling Council in January		COO/PMS Manager			
			Monitoring and Evaluation session through ICC by third Wednesday of the month		COO/PMS Manager			
			Quarterly progress report on performance to EXCO		Municipal Manager /PMS Manager			
			Circulate Q2/Mid Year Performance Assessment 2012/13 reporting templates to departments		PMS Manager			
	JANUARY	Mid Year Assessment	Mid Year Performance reports on SDBIP's and Capital Program as at December	Mid Year Performance report	All SED's	1-Jan	10-Jan	
			Mid Year Performance Evaluation	Mid Year Performance report	Municipal Manager/PMS	11-Jan	15-Jan	
			Mid Year Performance Assessment to Mayor	Mid Year Performance Assessment	Municipal manager/CFO/PM	16-Jan	25-Jan	
		Draft SDBIP for next financial Year	Preparation of Draft SDBIP's in line with Draft Budget Submissions for next financial Year	Draft SDBIP's	All SED's	1-Jan	31-Jan	
		Tabling of Annual Report	Tabling of Annual Report to include Annual Performance Report as a component	Annual Report	Public Relations Officer	1-Jan	31-Jan	
		Process Plan	Departments to submit Q2/Mid year performance information by 10 Jan 2013.		All SED's		10-Jan	
			Monitoring and Evaluation session through ICC by third Wednesday of the month		COO/PMS Manager			
			Submit Mid year performance report to Internal by 18 January 2013		COO/PMS Manager			
			Audit Committee Meeting to consider Q2/Mid Year Report					
			Submit mid year performance assessment to Mayor 25 th January 2012					

Q U A R T E R 3	FEBRUARY	Monthly Reporting (MSA S40)	Mayor tables annual report for 10/11 MFMA Sect 127(2)		Mayor/ Municipal Manager			
			Sect 57 Managers' quarterly assessments (for second quarter of 12/13)		Municipal Manager /PMS Manager			
			Monthly January reports on performance to Municipal Manager's Office (SDBIP's and Capital)	Monthly reports for monitoring purposes	All SED's	1-Feb	10-Feb	
			Monthly monitoring of performance	Informal monitoring of performance for January	Municipal Manager/PMS	11-Feb	15-Feb	
			Monthly performance report to Mayo/EXCO	Report to Mayor/EXCO	Municipal Manager/PMS	16-Feb	28-Feb	
		Process Plan	Make public annual report and invite community inputs into report (MFMA Sect 127 & MSA Sect 21a)					
			Submit annual report to AG, Provincial & CoGTA (MFMA Sect 127)		Municipal Manager / PMS Manager			
			Monitoring and Evaluation session through ICC by third Wednesday of the month		COO /PMS Manager			
			Quarterly progress report on performance to EXCO		Municipal Manager / PMS Manager			
			Draft PMS 2013/14 for internal consultation and budget input from IDP		PMS Manager			
	MARCH	Monthly Reporting	Monthly February report on performance to Municipal Manager's Office (SDBIP's and Capital)	Monthly reports for monitoring purposes	All SED's	1-Mar	10-Mar	
			Monthly monitoring of performance	Informal monitoring of performance for February	Municipal Manager/PMS	11-Mar	15-Mar	
			Monthly performance report to Mayor/EXCO/Internal Audit	Report to Mayor/EXCO	Municipal Manager/PMS	15-Mar	31-Mar	
			Community Consultation of Draft SDBIP's in line with IDP/budget Roadshows	Inclusion of Draft SDBIP's in Budget Brochure	PMS Manager/PPC/PRO	1-Mar	27-Mar	
		Process Plan	Incorporation of comments received	Final SDBIP's	PMS Manager/CFO/All departments	27-Mar	31-Mar	
			Council to consider and adopt an oversight report [Due by 31 March MFMA Sec 129(1)]					
			Set performance objectives for revenue for each budget vote (MFMA Sect.17)					
			Monitoring and Evaluation session through ICC by third Wednesday of the month		COO / PMS Manager			
			Quarterly progress report on performance to EXCO					
			Finalise Draft PMS (Including SDBIP's) 2013/14 3/14table to with IDP and Budget		PMS Manager			
			Circulate Q3 performance reporting template to departments		PMS Manager			
Q U A R T E R 4	APRIL	QUARTERLY REPORT	Quarter 3 (Jan - March) Performance Report to Municipal Manager	Completed SDBIP's as at March and Portfolio of Evidence	All SED's	1-Apr	10-Apr	
			Quarterly evaluation of Performance (SDBIP and capital) and Section 57's	Quarterly SDBIP Report and Portfolio of Evidence	Municipal Manager/PMS	11-Apr	15-Apr	
			Quarterly performance report to Mayor/EXCO	Quarterly performance report to Mayor/EXCO	Municipal Manager/PMS	16-Apr	30-Apr	
			Quarterly performance report to internal audit for onward submission to Audit Committee	Quarterly performance report to Internal Audit	PMS Manager/Internal Audit	16-Apr	30-Apr	
		SDBIP FOR NEXT FINANCIAL YEAR	Approval of SDBIP's to be included with Final IDP and Budget, Performance Agreements for section 57's	Final SDBIP's and conclusion of Performance Agreements for section 57's	Municipal Manager/PMS Manager/Mayor	1-Apr	30-Apr	
		Process Plan	Monitoring and Evaluation session through ICC by third Wednesday of the month		COO / PMS Manager			
			Quarterly progress report on performance to EXCO		Municipal Manager / PMS Manager			
			Departments to s					
			S57 Managers' Quarterly Performance Assessments					
		Process Plan	Publicise Annual Report [Due by April MFMA Sec 129(3)]					
			Submit Annual Report to Provincial Legislature/MEC Local Government [Due by April MFMA Sec 132(2)]					

R T E R 4			Quarterly Audit Committee meeting (for third quarter of 12/13) MFMA Sect 166 & MPPR Reg. 14(3)(a)					
	MAY	Monthly Reporting (MSA S40)	Monthly April reports on performance to Municipal Manager's Office (SDBIP's and Capital)	Monthly reports for monitoring purposes	All SED's			
			Monthly monitoring of performance	Informal monitoring of performance for April	Municipal Manager/PMS	11-May	15-May	
			Monthly performance report to Mayo/EXCO/Internal Audit	Report to Mayor/EXCO	Municipal Manager/PMS	16-May	31-May	
		SDBIP FOR NEXT FINANCIAL YEAR	Submission of Approved SDBIP's and PA's to Province, Provincial Treasury, on website, Local Paper Advert	Submission of Approved SDBIP's and PA's to Province, Provincial Treasury, on website, Local Paper Advert	PMS Manager	1-May	10-May	
		Process Plan	Community input into organisation KPIs and targets		PMS Manager			
			Departments to revise PMS based on community input if applicable		All SED's			
			Monitoring and Evaluation session through ICC by third Wednesday of the month		COO / PMS Manager			
			Quarterly progress report on performance to EXCO		Municipal Manager / PMS Manager			
			Approval of PMS 2013/14 with IDP and Budget		Mayor/ Municipal Manager / PMS Manager			
	JUNE	Monthly Reporting	Monthly May reports on performance to Municipal Manager's Office (SDBIP's and Capital)	Monthly reports for monitoring purposes	All Departments	1-Jun	10-Jun	
			Monthly monitoring of performance	Informal monitoring of performance for May	Municipal Manager/PMS	11-Jun	15-Jun	
			Monthly performance report to Mayo/EXCO/Internal Audit	Report to Mayor/EXCO	Municipal Manager/PMS	16-Jun	30-Jun	
		Process Plan	Monitoring and Evaluation session through ICC by third Wednesday of the month		COO / PMS Manager			
			Quarterly progress report on performance to EXCO		Municipal Manager / PMS Manager			
			Circulate templates for Q4/Annual Performance Report		PMS Manager			