

# OVERBERG DISTRICT MUNICIPALITY

## TOP LAYER SDBIP 2015/2016



Municipal Finance Management Act, 2003 (Act 56 of 2003)

Section 53(1)(c)(iii)

**TOP LAYER SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN FOR 2015/16**

Ref	Directorate [R]	GFS Classification	National KPA [R]	STRATEGIC Objective [R]	Municipal KPA [R]	KPI [R]	Unit of Measurement	Ward	Program Driver [R]	Baseline	POE	Annual Target	Q1	Q2	Q3	Q4	2016/2017	2017/2018	2018/2019
1	Office of the Municipal Manager	Executive and council	Local Economic Development	To promote local economic development by supporting initiatives in the District for the development of a sustainable district economy	Local Economic Development	Create temporary jobs opportunities through the municipality's EPWP programme as per FTE target, by June 2016	Number of Full-Time Equivalents (FTE's) created during the financial year	All	Municipal Manager	7 FTE's	Quarterly EPWP reports	7				7	7	7	7
2	Office of the Municipal Manager	Executive and council	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Co-ordinate quarterly Risk Management Committee meetings	Number of quarterly Risk Management Committee meetings co-ordinated	All	Municipal Manager	1	Minutes of meetings	4	1	1	1	1	4	4	4
3	Office of the Municipal Manager	Executive and council	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation and Institutional Development	People from employment equity target groups employed in the three highest levels of management in compliance with the approved Employment Equity Plan, by June 2016	Number of people from EE target group employed	All	Municipal Manager	37	Quarterly Employment Equity Report	37				37	37	37	37
4	Office of the Municipal Manager	Executive and council	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Municipal Financial Viability and Management	Percentage Capital budget actually spend on capital projects by 30 June 2016	% of capital budget actually spent on capital projects for the annum (Actual spent on capital projects/Total capital budget)	All	Municipal Manager	95%	Extract from SAMRAS	95				95	95	95	95
5	Office of the Municipal Manager	Executive and council	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Submit Communication Strategy to Council for revision and adoption by May 2016	Communication Strategy submitted for revision and adoption	All	Municipal Manager	Communication Strategy	Minutes of Council meeting where the reviewed Communication Strategy was tabled	1				1	1	1	1
6	Office of the Municipal Manager	Executive and council	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Publishing of bi-annually External newsletter to Stakeholders	Number of external newsletters developed and published	All	Municipal Manager	2 per annum	Newsletters	2		1		1	2	2	2
7	Office of the Municipal Manager	Executive and council	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Publishing of quarterly Internal Newsletter " Decus Nostrum"	Number of internal newsletters developed and published	All	Municipal Manager	4 per annum	Internal Newsletters	4	1	1	1	1	4	4	4
8	Office of the Municipal Manager	Executive and council	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Facilitate quarterly Performance & Audit Committee meetings.	Number quarterly Performance & Audit Committee meetings facilitated	All	Municipal Manager	4 per annum	Minutes of meetings	4	1	1	1	1	4	4	4
9	Office of the Municipal Manager	Executive and council	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Develop annual Risk Based Audit Plan (RBAP) by June 2016	Annual RBAP developed	All	Municipal Manager	RBAP	Minutes of Audit and Performance Committee meeting during which RBAP was tabled	1				1	1	1	1
10	Management Services	Budget and treasury office	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Municipal Financial Viability and Management	Compile a Draft Costing Model Report by June 2016 and submit to MFMA CSC	Draft Costing Model Report compiled and submitted to MFMA CSC	All	Director: Management Services	New KPI	Minutes off MFMA CSC meeting where Draft Costing Model Report was tabled	1				1			

11	Management Services	Budget and treasury office	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Municipal Financial Viability and Management	Develop long-term Financial Plan Framework for the municipality and submit to Council by June 2016	Long-term Financial Plan Framework developed and submitted to Council	All	Director: Management Services	Role over from previous year	Minutes of Council meeting were Long-term Financial Plan was tabled	1				1			
12	Management Services	Budget and treasury office	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Municipal Financial Viability and Management	Develop a Demand Management Policy and submit to MFMA CSC by September 2015	Demand Management Policy developed and submitted to MFMA CSC	All	Director: Management Services	New KPI	Minutes of MFMA CSC where Draft Demand Management Policy was submitted	1	1						
13	Management Services	Budget and treasury office	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Municipal Financial Viability and Management	Measured financial viability in terms of the municipality's ability to meet it's service debt obligations by 30 June 2016 (Debt coverage)	% the municipality was able to meet it's Debt obligation ((Total operating revenue received - operating grants)/debt service payments))	All	Director: Management Services	30	Financial Statements	30				30	30	30	30
14	Management Services	Budget and treasury office	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Municipal Financial Viability and Management	Measured financial viability in terms of the available cash to cover fixed operating expenditure by 30 June 2016 (Cost coverage)	Number of days Cash were available to cover fixed operating expenditure ((All available cash at a particular time + investments)/monthly fixed operating expenditure)	All	Director: Management Services	14 days	Financial Statements	14				14	20	20	20
15	Management Services	Budget and treasury office	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Municipal Financial Viability and Management	Measured financial viability in terms of percentage outstanding service debtors by June 2016 (Service Debtors)	% Outstanding service debtors per annum (Total outstanding service debtors/annual revenue received for services)	All	Director: Management Services	15%	Financial Statements	15				15	15	15	15
16	Management Services	Planning and development	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Table to Council the 2015/2016 IDP Review Time Schedule by August 2015	2015/2016 IDP Review Time Schedule tabled to Council	All	Director: Management Services	August 2015	Minutes of Council meeting where IDP Review Time Schedule was tabled	1	1				1	1	1
17	Management Services	Planning and development	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Table to Council by March 2016 the 2016/2017 Draft IDP Review	2016/2017 Draft IDP Review tabled to Council	All	Director: Management Services	March 2016	Minutes of Council meetings where 2016/2017 Draft IDP Review was tabled	1		1			1	1	1
18	Management Services	Planning and development	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Table to Council by May 2016 the Finale IDP Review for 2016/2017	Final 2016/2017 IDP Review tabled to Council	All	Director: Management Services	May 2016	Minutes of Council meetings where Finale 2016/2017 IDP Review was tabled	1				1	1	1	1
19	Management Services	Planning and development	Local Economic Development	To promote local economic development by supporting initiatives in the District for the development of a sustainable district economy	Local Economic Development	Review Municipal Policy on EPWP and table to Council by October 2015	Municipal EPWP Policy revised and tabled to Council	All	Director: Management Services	EPWP Policy	Minutes of Council meeting where policy was tabled	1		1					
20	Management Services	Corporate services	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Prepare Top Layer SDBIP for approval by Mayor within 28 days after the adoption of 2016/2017 Budget	Top Layer SDBIP Submitted to Mayor for approval	All	Municipal Manager	June 2016	Approved Top Layer SDBIP	1				1	1	1	1
21	Management Services	Corporate services	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation and Institutional Development	Coordinate the signing of Performance Agreements with all staff to the lowest level by October 2015	Coordinated the signing of Performance Agreements with staff	All	Director: Management Services	Post level 13	Distribution list & E-mails	1		1			1	1	1

22	Management Services	Corporate services	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation and Institutional Development	Co-ordinate Local Labour Forum (LLF) meetings in accordance with the Main Collective Agreement	Number of LLF meetings co-ordinated per annum	All	Director: Management Services	10 per annum	Minutes of LLF meetings or mutual agreement between parties	10	3	2	2	3	10	10	10	
23	Management Services	Corporate services	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation and Institutional Development	Percentage of identified Staff to be trained by April 2016 as per WSP	% of identified staff trained (Staff received training /Number of staff identified)	All	Director: Management Services	80%	Minutes of Training Committee	80			80		80	80	80	80
24	Management Services	Corporate services	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation and Institutional Development	Compile and Submit EE Plan and Report to Department of Labour by November 2015	EE Plan and Report submitted	All	Director: Management Services	November	Confirmation of submission	1		1			1	1	1	1
25	Management Services	Corporate services	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation and Institutional Development	Coordinate bi-annually health & safety evacuation drills at head office	Number of drills coordinated per annum	All	Director: Management Services	New KPI	Report on Evacuation drills	2		1		1	2	2	2	2
26	Management Services	Corporate services	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation and Institutional Development	Percentage of Municipal training budget actually spend on the implementing of the Workplace Skills Plan by 30 June 2016	% of training budget spent on the implementation of the WSP (Actual spent on Training/Total training Budget)	All	Director: Management Services	80%	Financial Statements	80				80	80	80	80	80
27	Management Services	Corporate services	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Co-ordinate Ordinary Council meetings quarterly	Number of Council meetings per annum	All	Director: Management Services	4 per annum	Minutes of Council meetings	4	1	1	1	1	4	4	4	4
28	Management Services	Corporate services	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Distribute Portfolio Committee, Ordinary Council meeting & Mayco meeting agendas 5 days prior to meetings	Number of agendas distributed 5 days prior to meetings	All	Director: Management Services	12 per annum	Distribution list	12	3	3	3	3	12	12	12	12
29	Management Services	Corporate services	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Update Registry Procedure Manual by December 2015	Updated Registry Procedure Manual	All	Director: Management Services	Register Procedure Manual	Updated procedure Manual	1		1						
30	Management Services	Corporate services	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Review Records Management Policy by August 2015 and table to Council	Record Management Policy revised and tabled to Council	All	Director: Management Services	Record Management policy	Munities of Council meeting where policy was tabled	1	1							
31	Management Services	Corporate services	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Submit application for authorisation to transfer files to Archives by March 2016	Application for authorisation to transfer files to Archives submitted	All	Director: Management Services	New KPI	Application for Authorisation				1		1	1	1	1

32	Community Services	Environmental protection	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Take domestic drinking water samples in towns and communities to monitor water quality (SAN 241 as amended)	Number of samples taken per annum	All	Director: Community Services	360 per annum	Laboratory results / submission forms	400	100	100	100	100	400	400	400
33	Community Services	Environmental protection	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Take food samples to monitor the quality of Food into the FCD Act and legislative requirements	Number of samples taken per annum	all	Director: Community Services	300 per annum	Laboratory results / submission forms	340	85	85	85	85	340	340	340
34	Community Services	Environmental protection	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Inspect waste management sites wrt generators and couriers of medical waste according to Municipal Health By-Law of Council	Number of sites inspected per annum	All	Director: Community Services	100 per annum	Inspection forms	120		60		60	120	120	120
35	Community Services	Environmental protection	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Take water sample at Sewerage Final Outflow to monitor water quality (SAN 241 as amended)	Number of samples taken per annum	All	Director: Community Services	124 per annum	Laboratory results / submission forms	120	30	30	30	30	120	120	120
36	Community Services	Environmental protection	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Inspect Food Premises to monitor hazardous substances	Number of food Premises inspected per annum	All	Director: Community Services	1200	Inspection form	1200	300	300	300	300	1200	1200	1200
37	Community Services	Environmental protection	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Facilitate the Municipal Coastal Committee meetings to give effect to the Integrated Coastal Management Act	Number of meetings facilitated per annum	All	Director: Community Services	4 per annum	Minutes of meetings	4	1	1	1	1	4	4	4
38	Community Services	Environmental protection	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Completion of the 3rd phase in development of the Coastal Management Programme (CMP) by June 2016	3rd Phase of the CMP completed	All	Director: Community Services	Second Phase	Final Draft CMP	1				1			
39	Community Services	Environmental protection	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Assess quarterly the adherence by Overstrand Municipality to the conditions of Lease Agreement for Karwyderskraal (Regional Landfill site)	Number of assessment done per annum	All	Director: Community Services	4	Minutes of Landfill Site Committee meetings where adherence will be assess	4	1	1	1	1	4	4	4
40	Community Services	Environmental protection	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Facilitate quarterly the Regional Waste Management Forum meeting	Number of meetings facilitated per annum	All	Director: Community Services	4 meetings	Minutes of Forum meetings	4	1	1	1	1	4	4	4

41	Community Services	Sport and recreation	Local Economic Development	To promote local economic development by supporting initiatives in the District for the development of a sustainable district economy	Local Economic Development	Report quarterly to Council via the Community Portfolio Committee on complains received vs reservations (camp site & Bungalows) at resorts	Number of quarterly reports submitted per annum	All	Director: Community Services	4 per annum	Minutes of Portfolio Committee meeting where report serve	4	1	1	1	1	4	4	4
42	Community Services	Sport and recreation	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Municipal Financial Viability and Management	Develop a Resorts Marketing Plan by June 2016 and submit to Council.	Resorts Marketing Plan developed and submitted to Council	All	Director: Community Services	New KPI	Minutes of Council meeting where plan was tabled	1				1			
43	Community Services	Sport and recreation	Local Economic Development	To promote local economic development by supporting initiatives in the District for the development of a sustainable district economy	Local Economic Development	Hold monthly Resort Managers meeting to discuss strategic and operational matters	Number of monthly meetings held	All	Director: Community Services	12 per annum	Minutes of meetings	12	3	3	3	3	12	12	12
44	Community Services	Public safety	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Table the revised Disaster Risk Management Plan to Council by June 2016	Disaster Management Plan tabled to Council	All	Director: Community Services	Disaster Management Plan	Minutes of Council meeting where plan was tabled	1				1	1	1	1
45	Community Services	Public safety	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Table the revised Disaster Management Framework to Council by June 2016	Disaster Management Framework tabled to Council	All	Director: Community Services	Disaster Management Framework	Minutes of Council meeting where Framework was tabled	1				1	1	1	1
46	Community Services	Public safety	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Develop a Safer Community Project Plan by September 2015	Safer Community Project Plan developed	All	Director: Community Services	New KPI	Minutes of Community Services Portfolio meeting were plan was tabled	1	1				1	1	1
47	Community Services	Public safety	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Review Festive and Fire Season Readiness plan by November 2015 for implementation on 1 December 2015	Plan reviewed	All	Director: Community Services	Readiness Plan	Plan approved by Municipal Manager	1		1			1	1	1
48	Community Services	Road transport	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Rehabilitation of DR 1324 (1.00km) and Dr 1326 (2.92km) by June 2016	Number of KM road rehabilitated per annum	All	Director: Community Services	New KPI	Completion Certificate	3,92				3,92			
49	Community Services	Road transport	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Km of roads regravell of gravel roads per quarter	Number of km of roads re-gravelled per annum	All	Director: Community Services	37.55 km per annum	Monthly summary of Km's re-gravelled against planned (graphs)	64,22	18,92	14,50	12,40	18,40	64,22	64,22	64,22
50	Community Services	Road transport	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Km of gravel roads to be bladed per quarter	Number of km roads bladed per annum	All	Director: Community Services	6000 km per annum	Monthly IMMs report	6000	1800	1400	1200	1600	6000	6000	6000

51	Community Services	Road transport	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Submit annually business plan for provincial roads budget allocation to Dept of Transport and Public works by March 2016	Annual Budget plan submitted	All	Director: Community Services	December	Confirmation of submission	1				1			1	1	1
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## CAPITAL PROJECTS 2015/2016

Ref	Sub-Directorate [R]	GFS Classification [R]	Project name [R]	Project Description	Funding source [R]	Planned Start Date [R]	Planned Completion Date [R]	Ward [R]	Area [R]	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016	April 2016	May 2016	June 2016	Total	2015/2016	2016/2017	2017/2018
1	Office of the Municipal Manager	Executive and council	Computer Equipment	Purchase Computer by September 2015	Other	2015/09/01	2015/09/30	All	1			10000										10000.00	10000	10000	10000
2	Office of the Municipal Manager	Executive and council	Sundry Equipment	Buy Office equipment such as furniture and accessories by April 2016	Other	2015/08/01	2016/04/30	All	1	5000					2000			3000				10000.00	10000	5000	5000
3	Management Services	Corporate services	Sundry Equipment	Purchase Computer by August 2015	Other	2015/08/01	2015/08/31	All	1	13500												13500.00	13500	5000	5000
4	Management Services	Corporate services	Projector	Purchase 1 projector	Other	2017/2016	2017/2016	All	1													0.00	0		5000
5	Management Services	Corporate services	Projector Screen	Purchase 1 projector screen	Other	2017/2016	2017/2016	All	1													0.00	0		1000
6	Management Services	Corporate services	White Board	Purchase 1 white board	Other	2017/2016	2017/2016	All	1													0.00	0		800
7	Management Services	Corporate services	Recording Device	Purchase 1 recording device	Other	2017/2016	2017/2016	All	1													0.00	0		1500
8	Management Services	Budget and treasury office	Computer Equipment	Purchase 1 laptop by October 2015	Other	2015/10/01	2015/10/31	All	1				10000									10000.00	10000	9000	9000
9	Management Services	Budget and treasury office	Sundry Equipment	Buy Office equipment such as furniture and accessories by March 2016	Other	2016/03/01	2016/03/31	All	1									1500				1500.00	1500	1500	1500
10	Management Services	Corporate services	Computer Equipment	Purchase 2 computers by March 2016	Other	2015/10/01	2016/03/31	All	1				10000					10000				20000.00	20000	10000	10000
11	Management Services	Corporate services	Sundry Equipment	Buy Office equipment such as furniture and accessories by February 2016	Other	2015/09/01	2016/02/28	All	1		5000			2500	5000		5000					17500.00	17500	7500	7500
12	Management Services	Corporate services	Electrical Appliances	Purchase various electrical appliances	Other	2017/2016	2017/2016	All	1													0.00	0		10000
13	Management Services	Budget and treasury office	Computer Equipment	Purchase various computer equipment by March 2016 (Routers, UPS, intangible assets)	Other	2015/08/01	2015/03/31	All	1	15000			15000	10000	15000	10000		25000				90000.00	90000	50000	50000
14	Management Services	Budget and treasury office	Sundry Equipment	Buy Office equipment such as furniture and accessories by February 2016	Other	2016/02/01	2016/02/28	All	1								7500					7500.00	7500	7500	7500
15	Management Services	Budget and treasury office	Upgrading IT Network	Upgrade IT network	Other	2016/2017	2016/2017	All	1													0.00	0	500000	
16	Management Services	Budget and treasury office	Computer equipment	Purchase upgrade program for E-mail Server by August 2015	Other	2015/08/01	2015/08/31	All	1	13970												13970.00	13970		
17	Management Services	Budget and treasury office	SQL Cals	Purchase SQL Cals by January 2016	Other	2016/01/01	2016/01/31	All	1						10000							10000.00	10000	75000	
18	Management Services	Budget and treasury office	Computer equipment	Purchase 1 laptop by March 2016	Other	2016/03/01	2016/03/31	All	1									10000				10000.00	10000	10000	12000
19	Management Services	Budget and treasury office	Sundry Equipment	Buy Office equipment such as furniture and accessories by March 2016	Other	2016/01/01	2016/03/31	All	1						5000	1500	1000					7500.00	7500	5000	8500
20	Management Services	Planning and development	Sundry Equipment	Purchase office and computer equipment	Other	2016/2017	2016/2017	All	1													0.00	0	15000	15000
21	Community Services	Public safety	Rescue/Sundry Equipment	Purchase Safety equipment and other. Eg Foam equipment, harnesses, nosels, pumps, computer equipment, radio's, small appliances by April 2016	Other	2016/01/01	2016/04/30	All	1										250000			250000.00	250000	100000	
22	Community Services	Public safety	Replacement of Vehicles	Replacement of fire vehicle	Other	2016/2017	2016/2017	All	1													0.00	0	250000	
23	Community Services	Environmental protection	Sundry equipment	Purchase office equipment (2 x laptops/tablets) by April 2016	Other	2015/08/01	2016/04/30	All	1	2000	3500	3500	2500	2000	3500			6000	2000			25000.00	25000	10000	10000



**CAPITAL PROJECTS 2015/2016**

24	Community Services	Environmental protection	Inspection kit	Purchase inspection kits for health	Other	2017/2016	2017/2016	All	1											0.00	0		6000
25	Community Services	Environmental protection	Computer equipment	Purchase 1 laptop/tablet by December 2015	Other	2015/12/01	2015/12/31	All	1											10000.00	10000		66000
26	Community Services	Sport and recreation	Sundry equipment (Die Dam)	Purchase high pressure gun, Compressor & sander by December 2015	Other	2015/08/01	2015/12/31	All	1		4000		4000							10000.00	10000	10000	
27	Community Services	Sport and recreation	Kiosk (Die Dam)	Kiosk (Die Dam)	Other	2016/2017	2016/2017	All	1											0.00	0	30000	
28	Community Services	Sport and recreation	Conservancy Tank (Die Dam)	Conservancy Tank (Die Dam)	Other	2016/2017	2016/2017	All	1											0.00	0	50000	
29	Community Services	Sport and recreation	Worker Dwelling (Die Dam)	Worker Dwelling (Die Dam)	Other	2016/2017	2016/2017	All	1											0.00	0	150000	
30	Community Services	Sport and recreation	Electricity Appliances (Die Dam)	Various Electrical appliances for chalets (Kettles, stoves, mini stoves, fridge's, microwaves, spotlight, inventor and battery pack) by 28/02/2016	Other	2015/09/01	2016/02/28	All	1			4000		4000						10000.00	10000	10000	
31	Community Services	Sport and recreation	Street Lighting (Uilkraal)	Street Lighting (Uilkraal)	Other	2016/2017	2016/2017	All	1											0.00	0	50000	
32	Community Services	Sport and recreation	Sundry equipment (Uilkraal)	Purchase dosing pump and submersible pump by December 2015	Other	2015/08/01	2015/12/31	All	1		4000		4000							15000.00	15000	15000	15000
33	Community Services	Sport and recreation	Electricity Appliances (Uilkraal)	Various Electrical appliances for chalets (stoves, mini stoves, fridge's/freezers, microwaves, spotlight, ligts, inventor and battery pack ) by March 2015	Other	2015/09/01	2016/03/31	All	1			5000	5000	15000	15000	6000	9000	20000		75000.00	75000	50000	50000
34	Community Services	Sport and recreation	Sewerage (Uilkraal)	Upgrade Sewerage (Uilkraal)	Other	2017/2018	2017/2018	All	1											0.00	0		130000
35	Community Services	Sport and recreation	Access Road (Die Dam)	Upgrade Access Road (Die Dam)	Other	2016/2017	2017/2018	All	1											0.00	0	50000	45000
36	Community Services	Sport and recreation	Upgrade Ablution Facilities (Die Dam)	Upgrade Ablution Facilities (Die Dam)	Other	2016/2017	2017/2018	All	1											0.00	0	45000	15000
37	Community Services	Sport and recreation	Mobile Toilets (Die Dam)	Mobile Toilets (Die Dam)	Other	2016/2017	2016/2017	All	1											0.00	0	15000	
38	Community Services	Sport and recreation	Camping Site (Die Dam)	Upgrade Camping Site (Die Dam)	Other	2016/2017	2016/2017	All	1											0.00	0	20000	
39	Community Services	Sport and recreation	Upgrade Buildings (Die Dam)	Upgrade Buildings (Die Dam)	Other	2017/2018	2017/2018	All	1											0.00	0		30000
40	Community Services	Environmental protection	GIS Computer	Purchase GIS Computer	Other	2017/2018	2017/2018	All	1											0.00	0		15000
41	Community Services	Environmental protection	Laptop	Purchase 1 Laptop by November 2015	Other	2015/11/01	2015/11/30	All	1				13000							13000.00	13000	13000	13000

Monthly Cashflow for the 2015/16 financial year

Sub-Directorate [R]		GFS Classification [R]	July			August			September			October		
Directorate	List	List	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
Office of the Municipal Manager	Municipal Manager	Executive and council	90582	1118045		3199788	1184938	5000	1619481	1197187	10000	603004	1208939	
Management Services	Financial Services	Budget and treasury office	21833743	977407		1275343	1271064	28970	2284261	1325318		139010	1377374	25000
Management Services	Director: Management Services	Corporate services	12953	486226		416	607591	13500	1150	629758	5000	1432	651028	10000
Community Services	Municipal Resorts	Sport and recreation	8314707	706697		295949	963560	8000	754624	1010591	9000	924899	1055718	13000
Community Services	Disaster Management & Fire Services	Public safety	3769	1372340		2793	1537763		4098	1568040		4519	1597091	
Management Services	Director: Management Services	Health	11028	9934		11028	10247		11028	10305		11028	10360	
Management Services	Director: Management Services	Planning and development		102794			107943		0	108887		0	109792	
Community Services	Roads	Road transport	4430582	3338422		4395888	4269845		4400117	4440331		4401599	4603914	
Community Services	Municipal Health	Environmental protection	270	1013462		1090	1062968	2000	3322	1072017	3500	6105	1080700	3500
Community Services	Environmental Management	Waste management	74138	173336		54943	176025		80626	176517		88893	176990	

Monthly Cashflow for the 2015/16 financial year

November			December			January			February			March			April		
Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
680117	1768191		671116	1207990	2000	684480	1161132		530637	1182158		467772	1195981		442626	1175746	3000
17049605	1994919	10000	94856	1373170	15000	107376	1165617	25000	74450	1258749	9000	13986769	1319977	37500	107692	1230351	
506	974187	2500	354	649310	5000	485	564507		273	602559	5000	603	627576	10000	195	590956	
357929	1391783	19000	286541	1052073	24000	359561	872149	6000	214206	952884	11000	440039	1005961	20000	168376	928266	
6884	2753092		11454	1631901		17023	1478915		9424	1530890		8413	1565060		6754	1515042	250000
11028	19934		11028	10355		11028	10136		11028	10234		11028	10299		11028	10204	
	206496		0	109719		0	106109		0	107729		0	108794		0	107235	
4403324	6873187		4410964	4590703		4421110	3938485		4407181	4231145		4406269	4423549		4402278	4141908	
-1322	2029600	15500	74	1079999	12000	751	1045381	3500	2140	1060914		2953	1071127	6000	3343	1056178	2000
135430	176485		225320	176952		334872	175067		185388	175913		165502	176469		132868	175655	

Monthly Cashflow for the 2015/16 financial year

May			June			TOTAL		
Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
417478	1162033		982904	953229		10389985	14515569	20000
88085	1169608		1034912	864892		58076102	15328446	150470
225	566137		419	152728		19011	7102563	51000
176312	875609		312926	817449		12606069	11632740	110000
6093	1481143		10277	1478932		91501	19510209	250000
11028	10140		8761	7919		130069	130067	0
0	106179		0	64575		0	1346252	0
4401193	3951027		10659065	10337055		59139570	59139571	0
3139	1046046		2136	798736		24001	13417128	48000
119857	175104		2627043	2593810		4224880	4528323	0

**Revenue by Source for the 2015/16 financial year**

Line Item (200 chars)	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
Property rates	0	0	0	0	0	0	0	0	0	0	0	0	0
Property rates - penalties & collection charges	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - electricity revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - water revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - sanitation revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - refuse revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - other	304107,743	33498,29744	35791,48805	31037,35798	31946,15046	45511,63795	26688,91566	26533,187	51111,57478	34587,16593	25191,73671	33964,74506	679970
Rental of facilities and equipment	8049942,415	258254,9648	714659,3021	890024,9673	314174,3506	219703,4613	301705,3621	169684,4233	374540,8682	121180,9674	139850,1317	260288,7861	11814010
Interest earned - external investments	32797,05385	63752,73846	55927,13077	136436,6231	92924,92308	88333,94615	97683,36154	69084,14615	111538,4615	103846,1538	84615,38462	63060,07692	1000000
Interest earned - outstanding debtors	389,35	302,02	419,64	294,08	326,7	453,22	0	750	300	250	301,3	313,69	4100
Dividends received	0	0	0	0	0	0	0	0	0	0	0	0	0
Fines	0	0	0	0	0	0	0	0	0	0	0	0	0
Licences and permits	269,7795918	1089,697959	3321,991837	6104,814073	-1322,359053	74,05714286	751,1510204	2140,408163	2953,469388	3342,857143	3138,622531	2135,510204	24000
Agency services	0	9205,849774	1528899	512421,4572	589534,7775	580533,9428	593898,0928	440054,3874	377189,4749	352043,5099	326897,5449	892321,9624	6203000
Transfers recognised - operational	26199708,75	5610908,75	6626908,75	4400908,75	21353668,75	4400908,75	4400908,75	4400908,75	18271348,75	4400908,75	4400908,75	11614641,75	116082638
Other revenue	184555,9887	160226,0941	192780,3148	203258,5963	262247,3789	376187,1774	515050,4218	325572,2149	300365,2308	259000,1373	242507,5087	2771714,936	5793466
Gains on disposal of PPE	0	3100000	0	0	0	0	0	0	0	0	0	0	3100000
													0
<b>TOTAL</b>	<b>R 34 771 771</b>	<b>R 9 237 238</b>	<b>R 9 158 708</b>	<b>R 6 180 487</b>	<b>R 22 643 501</b>	<b>R 5 711 706</b>	<b>R 5 936 686</b>	<b>R 5 434 728</b>	<b>R 19 489 348</b>	<b>R 5 275 160</b>	<b>R 5 223 411</b>	<b>R 15 638 441</b>	<b>R 144 701 184</b>

# TOP LAYER SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN

2015/2016

## MUNICIPAL FINANCE MANAGEMENT ACT, 2003

### SECTION 53(1)(C)(II) – APPROVED BY THE MAYOR

The Top Layer Service Delivery Budget Implementation Plan (SDBIP), indicating how the budget and the strategic objectives of Council will be implemented, is herewith submitted in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act, 2003 (MFMA), MFMA Circular No 13 and the Budget and Reporting regulation for the necessary approval.

Print Name

David Barrett  
Municipal Manager of the Overberg District Municipality

Signature

[Handwritten Signature]

Date

20.5.2015.

### APPROVAL OF TOP LAYER SDBIP

The Top Layer Service Delivery Budget Implementation Plan is herewith approved in terms of Section 53(1)(c)(ii) of the Municipal Finance Management act, 2003 (MFMA).

Print Name

Lincoln de Bruin  
Mayor of the Overberg District Municipality

Signature

[Handwritten Signature]

Date

20/05/15