SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2017/2018

WALTER SISULU

LOCAL MUNICIPALITY

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1. BACKGROUND

The Service Delivery and Budget Implementation Plan (SDBIP) is in essence the management and implementation tool which sets in-year information such as quarterly service delivery and monthly budget targets and links each service delivery output to the budget of the municipality. It further indicates the responsibilities and outputs for each of the senior managers, the top management team, the resources to be used and the deadlines set for the relevant activities. It is informed by the Integrated Development Plan and the Budget approved by Council and it seeks to map out how the IDP priorities and objectives through various departmental programmes will be achieved.

The Service Delivery and Budget Implementation Plan form the basis on which Performance Agreements of the Municipal Manager and senior managers will be concluded and signed in terms of Section 57 of the Municipal Systems Act.

2. LEGISLATIVE IMPERATIVE

2.1 Definition of the Service Delivery and Budget Implementation Plan

In terms of Chapter 1(i) of the Municipal Finance management Act (Act 53 of 2003) (MFMA), an SDBIP is a detailed plan approved by the mayor of a municipality in terms of Section 53(1)(c)(ii) for implementing the municipality's delivery of services and its annual budget and which must indicate:

(a) Projections for each month of-

(i) Revenue to be collected by source; and

(ii) Operational and capital expenditure, by vote;

(b) Service delivery targets and performance indicators for each quarter; and

(c) Any other matters that may be prescribed.

3. THE STRUCTURE OF THE MUNICIPALITY

The municipality's political affairs are managed through a joint Executive Committee (EXCO) headed by the Mayor. There are different Portfolio Committees, each headed by a member of the Executive Committee member established to ensure effective governance. The municipal administrative departments report to council via EXCO through its Portfolio Committees of relevance in terms of the key performance areas. The following are the portfolio committees that have been established;

3.1 OFFICE OF THE MAYOR

The office of the Mayor is responsible for the delivery of the following key performance areas;

3.2 Communication and Marketing

- Development and fostering relations with the public and private sector
- Partnerships in alternative service delivery options
- Liaise with all external stakeholders and other spheres of government regarding the investment and development of Walter Sisulu Local municipality

3.3 Planning and Reporting

- Identifying the needs of community through Public participation and strategizing to meet the needs
- Monitor and evaluate adherence to legislation
- Ensure the development of business plans and policy guidelines

3.4 Special Projects

Development and implementation of special programs and projects in areas that require special focus and attention are crucial for national, provincial and local government. Special projects amongst others include:

- Ward Committee support
- Councilor support

3.5 Administration Structure

The administration is headed by the Municipal Manager who is assisted by the heads of departments constituted as follows:

- Directorate: Office of the Municipal Manager
- Directorate: Corporate Services
- Directorate: Community Services
- Directorate: Infrastructure and Technical Services
- Directorate: Budget and Treasury

3.6 The Role of the Mayor in the context of SDBIP

- To ensure annual performance agreements are linked with measurable performance objectives in the IDP and the SDBIP
- To oversee Accounting Officer and the Chief Financial Officer
- To ensure political guidance over the budget before the start of the financial year
- To make sure that the SDBIP goes public not later than 14 days after their approval

3.7 The Role of the Accounting Officer

In terms of the Section 68 and 69 of the MFMA, the accounting officer bears the following responsibilities:

- Assist the Mayor to perform budgetary functions and provide the Mayor with administration support, information and resources
- Budget implementation
- Submit SDBIPs for the Municipal Manager and all Senior Managers
- Implement and report on the progress of SDBIPs

Furthermore, Circular 13 of the MFMA identifies five necessary components that must be contained in an SDBIP as follows:

- Monthly projections of revenue to be collected for each source;
- Monthly projections of expenditure (operating and capital) and revenue for each vote;
- Quarterly projections of service delivery targets and performance indicators for each vote;
- Ward information for expenditure and service delivery; and
- Detailed capital works plan broken down by ward.

3.8 Approval of the Service Delivery and Budget Implementation Plan

In terms of Section 69 (3) of the MFMA, the Accounting Officer must no later than 14 days after the approval of an annual budget submit to the Mayor a SDBIP for the budget year and of the annual performance agreements as required in terms of section 57 (1*) (b)* of the Municipal Systems Act (Act 32 of 2000) for the Municipal Manager and all senior managers.

Subsequent to this, Section 53 of the MFMA requires that the Executive Mayor of a municipality approves the municipality's SDBIP within 28 days after the approval of the budget.

Implementation and Monitoring of the SDBIP

Performance progress against the set objectives, indicators and targets set out in the SDBIP will be monitored and reported on as follows:

- Monthly in terms of Section 71 of the MFMA
- Quarterly reports in terms of Section 52 of the MFMA
- Mid-year budget and performance report in terms of Section 54 and 72 of the MFMA
- Annual Performance Report in terms of Section 46 of the Municipal Systems Act (as amended)
- Annual Financial Statements in terms of Section 122 of the MFMA
- Annual report in terms of Section 121 of the MFMA

4. BUDGET INFORMATION

4.1 Budget Summary
Expenditure

Department	2017/18	2018/19
Council	R 3 612 000	R 3 836 000
Municipal Manager	R 10 912 000	R 11 588 000
BTO	R 16 007 000	R 16 999 000
Technical Services	R 49 999 000	R 52 674 000

Community Services	R 25 532 000	R 27 115 000
Corporate Services	R 3 861 000	R 1 481 000
TOTAL	R 109 521 000	R 113 693 000

4.2 MAIN SOURCES OF REVENUE - GRANTS, *SUBSIDIES, RATES & TAXES*

EQUITABLE SHARE - 49 030

MIG – 29 954

MUNICIPAL DERMACATION TRANSITIONAL GRANT - R4 566

DEPARTMENT OF SPORTS AND RECREATION (LIBRARY SUBSIDIES) - R 1 947

FMG – R 4 245

EPWP – R1 619

RATES AND TAXES *SERVICE CHARGES*

PROPERTY RATES R 9 478 000

ELECTRICITY R 16 099 000

REFUSE R 6 573 000

Rental Facilities and Equipment R 42 876

Licenses and Permits R 1 546

OTHER –1 061 37(Consult with the CFO)

4.3 NATIONAL ALLOCATION

Allocation	2017/18	2018/2019	2019/2020
Equitable Share	R 49 030	R R 52 514	R R 55 125
FMG	R 4 245	R 4 501	R 4 501
MIG	R 29 954	R R 20 009	R R 20 934
EPWP	R1 619	-	-
Municipal Systems Improvement Grant		R 761	
Integrated National Electrification Programme	R 9 000	-	R 8 000
Special Support for Councillor	R 4 576	R 4 807	R 5 039

Remuneration & Ward Committees			
Municipal Demarcation Transition Grant	R4 566	-	-

4.4 PROVINCIAL ALLOCATION

Allocation	2017/2018	2018/2019	2019/2020
Sports Arts and Culture (Libraries)	R 1 947	R 2 060	R 95 774

MUNICIPAL MANAGER'S QUALITY CERTIFICATE

I, _____ in my capacity as the Municipal Manager of the Walter Sisulu Local Municipality submit this Reviewed Service Delivery and Budget Implementation Plan (SDBIP) for the 2017/ 18 financial year for approval by the Honourable Mayor. This Reviewed SDBIP has been prepared in terms of the stipulated requirements as documented in the Local Government: Municipal Finance Management Act of 2003.

_____ _____

THE MUNICIPAL MANAGER **Date**

T MAWONGA

HONORABLE MAYOR'S APPROVAL

I _____ in my capacity as the Mayor of the Walter Sisulu Local Municipality, hereby approve the Reviewed Service Delivery and Budget Implementation Plan (SDBIP) for the 2017/ 18 financial year as required in terms of Section 54 (1)(c) of the Local Government Municipal Finance Management Act of 2003.

_____ _____

THE MAYOR **Date**

B KHWEYIYA

KPA 1: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

IDP STRATEGIC OBJECTIVES	Programme	Reference Number	Department	Indicator	POE Required	Baseline	Annual Target 2017/2018	Q1	Q2	Q3	Q4
Build and enhance the human resource capacity of the municipality	Develop staff establishment / organisational structure for the WSLM	MT12	Corporate Services	Number of organograms approved by Council	Council Resolution and Organogram	1	1	N/A	N/A	N/A	1
Ensure effective and efficient governance	Develop bylaws for WSLM	MT12	Corporate Services	Number of Municipal by-laws approved by Council	Council minutes	29	29	N/A	N/A	N/A	29
Ensure effective and efficient governance	Ensure and maintain clean governance		Corporate Services	Number of OHS Committee meetings held	Minutes and attendance registers	New Indicator	4	N/A	1	2	1
Build human resource capacity for institutional and community development	Implement Skills development and capacity building initiative	MT01	Corporate Services	Percentage of a municipality's budget actually spent on implementing its workplace skills plan.	Expenditure reports and WSP report	70%	100%	20%	30%	20%	30%

IDP STRATEGIC OBJECTIVES	Programme	Reference Number	Department	Indicator	POE Required	Baseline	Annual Target 2017/2018	Q1	Q2	Q3	Q4
by 2017											
Build human resource capacity for institutional and community development by 2017	Recruitment of critical vacant positions and Interns	MT07-02	Corporate Services	The number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan.	Appointment letters	2	4	N/A	N/A	2	2
Build human resource capacity for institutional and community development	Recruitment of critical vacant positions and Interns	MT07-03	Corporate Services	Number of Finance interns appointed	Appointment letters	7	7	N/A	N/A	4	3 Requirement /maintanance

IDP STRATEGIC OBJECTIVES	Programme	Reference Number	Department	Indicator	POE Required	Baseline	Annual Target 2017/2018	Q1	Q2	Q3	Q4
by 2017											
Improve organizational cohesion and effectiveness	Instil adherence to Municipal Disciplinary Code	MT05-1	Corporate Services	Number of staff workshops on disciplinary code held	Attendance registers. Agenda and report	0	1	N/A	N/A	1	N/A
Build human resource capacity for institutional and community development by 2017	Skills development and capacity building	MT05 -1	Corporate Services	Number of Workplace Skills Plan (WSP) submitted to LGSETA	1 WSP	1	1	N/A	N/A	N/A	1

IDP STRATEGIC OBJECTIVES	Programme	Reference Number	Department	Indicator	POE Required	Baseline	Annual Target 2017/2018	Q1	Q2	Q3	Q4
Build human resource capacity for institutional and community development by 2017	Skills development and capacity building	MT05-2	Corporate Services	Number of Councillors who would undergo training in different programmes	Skills Audit report, expenditure report training application of Councillors	7	22	N/A	22	22	N/A
Build human resource capacity for institutional and community development by 2017	Continuous Ward committee members training	MT10-1	Corporate Services	Number of Ward Committee members trained	Skills Audit report, expenditure report training application of ward committees	0	110	110	N/A	N/A	N/A
Build human resource capacity for institutional and community development by 2017	Ensure continuous engagements with communities, civil society and stakeholders	MT10-6	IPED	Number of IDP's submitted to council	Council Agenda or Minutes when IDP was Tabled in Council	1	1	N/A	N/A	N/A	1

IDP STRATEGIC OBJECTIVES	Programme	Reference Number	Department	Indicator	POE Required	Baseline	Annual Target 2017/2018	Q1	Q2	Q3	Q4
Build human resource capacity for institutional and community development by 2017	Ensure continuous engagements with communities, civil society and stakeholders	MT10-7	IPED	Number of Annual Reports tabled before Council	Council Resolution and Actual Document	2	1	N/A	N/A	1	N/A

KPA 2: INFRASTRUCTURE AND BASIC SERVICE DELIVERY

IDP STRATEGIC OBJECTIVES	DEVELOPMENT STRATEGY	Reference	Department	Indicator	POE Required	Baseline	Annual Target 2017/2018	Q1	Q2	Q3	Q4
To render effective traffic control	Traffic Control	SD08-2	Community Services	Number of traffic fines issued	copy of fine, report	150	1584	334	482	434	334
Eradicate current infrastructure backlogs and improve access to municipal services	To render effective traffic control	SD08 -1	Community Services	Number of planned roadblock conducted	Approved Operational plan	2	4	N/A	2	1	1
Eradicate current infrastructure backlogs and improve access to municipal services	Construct and resurface Roads and access roads	SD012-2	Technical Services	Number of potholes filled	pothole quarterly report	4	10	3	3	2	2

Eradicate current infrastructure backlogs and improve access to municipal services	Ensure safe, eco-friendly and clean environment	SD05-2	Community Services	Number illegal waste sites removed	before and after pictures, reports	4	10	2	2	4	2
Eradicate current infrastructure backlogs and improve access to municipal services	Ensure safe, eco-friendly and clean environment	SD05-2	Community Services	Percentage households with access to basic level of solid waste removal	Quarterly Report	78%	94%	94%	94%	94%	94%
Eradicate backlogs in order to improve access to services and ensure proper operations and maintenance	Increase access and optimal usage of library services	SD07-1	Community Services	Percentage increase of membership at municipal libraries	Monthly reports and statistics	5%	10%	2%	3%	2%	3%
Eradicate backlogs in order to improve access to services and ensure proper	Increase access and optimal usage of library services	SD07-3	Community Services	Number of Service level Agreement signed with the DSRAC for library services	Signed SLA	1	1	N/A	N/A	N/A	1

operations and maintenance											
Eradicate current infrastructure backlogs and improve access to municipal services	Maintenance and refurbish municipal amenities and properties	SD06-2	Community Services	Number of cemeteries maintained	Before and after pictures, inspection reports	28	28	28	28	28	28
Improve financial management in the municipality	Capitalization of electricity metering	SD011-1	Technical Services	Percentage reduction in electricity loss	Report on Electricity Losses	5%	18%	6%	8%	2%	2%
Eradicate current infrastructure backlogs and improve access to municipal services	Capitalization of electricity metering	SD011-5	Technical Services	Number of street lights maintained	Fault register and work instructions	40%	100%	100%	100%	100%	100%

Eradicate current infrastructure backlogs and improve access to municipal services	Capitalization of electricity metering	SD011-6	Technical Services	Percentage of electrical faults attended within 24 hours of reporting	Fault register and work instructions	70%	100%	100%	100%	100%	100%
Eradicate current infrastructure backlogs and improve access to municipal services			Technical Services	Number of houses electrified (Soul City)	Number of houses connected and COC's	New Indicator	452	N/A	170	141	141
Eradicate current infrastructure backlogs and improve access to municipal services	Construct and resurface Roads and access roads	SD012-3	Technical Services	Kilometres of gravel roads maintained	Quarterly report submitted to section 79 committee	40km	50km	10km	25km	10km	5km
Eradicate current infrastructure backlogs and improve access to municipal services	Construct and resurface Roads and access roads	SD012-4	Technical Services	Kilometres of storm water channels maintained	Quarterly report submitted to section 79 committee	32km	32km	10km	22km	0km	0km

Eradicate current infrastructure backlogs and improve access to municipal services	Construct and resurface Roads and access roads		Technical Services	Kilometres of gravel roads paved(Nozizwe Access Road)	PAC monthly report, Council quarterly report and Completion Certificate	New Indicator	1.9Km	N/A	0.5KM	0.5KM	0.9KM
				Kilometres of gravel roads paved (Jamestown)	PAC Monthly reports, Council quarterly reports and Completion Certificate	New Indicator	1.6Km	N/A	0.5Km	0.5km	0.6km
Eradicate current infrastructure backlogs and improve access to municipal services	Capitalization of electricity metering	SD011-14	Technical Services	The percentage of households with access to basic level of electricity	Monthly electricity monitoring report	89%	100%	100%	100%	100%	100%
Eradicate current infrastructure backlogs and improve access to municipal services			Technical Services	Upgrading of Burgersdorp sport facility	PAC Monthly reports, council quarterly reports and completion certificate	New Indicator	100%	N/A	40%	30%	30%

Eradicate current infrastructure backlogs and improve access to municipal services	Maintenance and upgrading of existing infrastructure	SD013-2	Technical Services/Finance	Percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan	Monthly reports and annual report	89%	100%	25%	25%	25%	25%

KPA 3: LOCAL ECONOMIC DEVELOPMENT

IDP STRATEGIC OBJECTIVES	DEVELOPMENT STRATEGY	Reference Number	Department	Indicator	POE Required	Baseline	Annual Target 2017/2018	Q1	Q2	Q3	Q4
To coordinate mechanisms for creating job opportunities	Expanded Public Works Program	LED03	IPED	Number of job opportunities (full-time equivalent as per EPWP standards) created through municipal linked infrastructure projects.	Employment contracts and employment registers	140	200	50	50	50	50
Coordinate small business access to financial and non-financial services	Tourism Development	LED05	IPED	Number of tourism marketing initiatives undertaken	Business plan, narrative and financial report	0	1	1	N/A	N/A	N/A

KPA4: FINANCIAL VIABILITY AND MANAGEMENT

Compliance with prescribed legislative framework and accounting standard (legislative requirements of the MFMA): compliance with Supply Chain Management Policy and regulations	Supporting SMME Development	LED 04	IPED	Percentage of SMME's benefitting from the municipal Supply Chain Processes	SCM Report	10%	70%	18%	18%	18%	19%
Improve financial management in the municipality	Ensure financial viability through revenue enhancement and budget management	FM01-43	Financial Services	Cost coverage ratio	Operating Expenditure reports	1month	1 month	1 month	1 month	1 month	1 month

Improve financial management in the municipality by 2017	Ensure financial viability through revenue enhancement and budget management	FM02-1	Financial Services	Percentage of approved operating budget spent	Operating Expenditure reports	89%	100%				
Improve financial management in the municipality	Ensure financial viability through revenue enhancement and budget management	FM01-8	Financial Services	Percentage of registered households earning less than R2500 per month with access to free basic services	Financial System Report/ Updated indigent register	89%	100%				
Improve financial management in the municipality	Ensure financial viability through revenue enhancement and budget management	FM01-48	Financial Services	Debt Coverage Ratio (Total Borrowings) (Output)	Loans schedules and revenue reports	4%	70%	70%	70%	70%	70%
Improve financial management in the municipality	Ensure MFMA reporting compliance	FM04-02	Financial Services	Number of S71 reports submitted to Provincial and National Treasury by the 10th Working day of each month	Email receipt indicating that report was received	10	12	3	3	3	3
Improve financial management in the municipality	Ensure MFMA reporting compliance	FM04-04	Financial Services	Number of Annual Financial Statements submitted to the Auditor-General by the 31 August	AG Confirmation of Receipt of AFS	1	1	1	N/A	N/A	N/A

Improve financial management in the municipality	Ensure financial viability through revenue enhancement and budget management	FM01-52	Financial Services	Number of Budgets submitted to Council for approval by the 31 may	Council Submission Minutes of meeting indicating approval	1	1	N/A	N/A	N/A	1
Improve financial management in the municipality	Ensure financial viability through revenue enhancement and budget management	FM01-44	Financial Services	The percentage of households with access to free basic electricity	Financial System Report	100%	100%	100%	100%	100%	100%

KPA5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

IDP STRATEGIC OBJECTIVES	DEVELOPMENT STRATEGY	Reference Number	Department	Indicator	POE Required	Baseline	Annual Target 2017/ 2018	Q1	Q2	Q3	Q4
Improve organizational cohesion and effectiveness	Engage communities through surveys and other means	GG02	IPED	Number of customer care satisfactory surveys conducted	Customer care satisfaction report	0	1	N/A	2	N/A	N/A
Contribute to the fight against HIV/ Aids	External Awareness on HIV/AIDS	GG011-1	IPED	Number of Local Aids Council (LAC) meetings convened	Quarterly reports	0	4	N/A	1	2	1
To ensure good governance	Oversight	GG06-2	IPED	Number of Audit Committee meetings held (Output)	Attendance register, agenda and report	1	4	N/A	1	2	1

To ensure good governance	Oversight	GG06-3	IPED	Number of risk assessments conducted	Risk assessment report	0	4	1	1	1	1
Ensuring Public Participation	Public Participation	GG013-1	IPED	Number of Stakeholder Engagement Sessions held (Output)	Minutes and attendance register	3	4	1	1	1	1
To inform the community about the services rendered by the municipality	Communication, marketing and customer care	GG012-4	IPED	Ratio of social media complaints responded to	Copy of social media responds (screen grab or email)	New Indicator	100%	100%	100%	100%	100%
			IPED	Production and distribution of news letter	Copy of news letter and distribution register	New Indicator	3	N/A	1	1	1
Ensuring Public Participation	Public Participation	GG013-2	IPED	Number of ward committee meetings held (Output)	Minutes and Attendance register	48	132	33	33	33	33

Build an efficient, effective, accountable and responsive local government system by 2017	Ensure continuous engagements with communities, civil society and stakeholders	GG02	IPED	Number of Council Outreach programmes held	Report per Outreach Programme	2	2	N/A	1	N/A	1
Build an efficient, effective, accountable and responsive local government system by 2017	Ensure continuous engagements with communities, civil society and stakeholders	GG02 01	Corporate Services	Number of Local Labour Forum Committee meetings held	Attendance register and minutes	2	4	1	1	1	1
Promote a culture of participatory and good governance.	Ensure and maintain clean governance	GG01-2	Corporate Services	Number of Ordinary Council meetings held in terms of the approved annual planner	Attendance register and minutes	3	4	1	1	1	1
Promote a culture of participatory and good governance.	Ensure and maintain clean governance	GG01-2	Corporate Services	Number of MPAC Meetings held	Attendance register and minutes	4	4	1	1	1	1