

As adopted by Council on the 30 May 2017

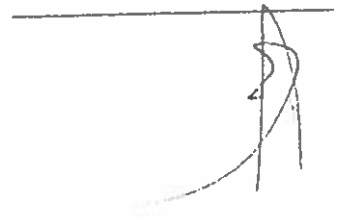
**Service Delivery & Budget Implementation Plan:
2017/2018**



NTABANKULU LOCAL MUNICIPALITY

Mayor

Vusumzi Mgoduka



I, Councillor Vusumzi Mgoduka, in my capacity as the Mayor of Ntbankulu Local Municipality hereby approves the Service Delivery and Budget Implementation Plan for 2017/18 as required in terms of section 53 (1) (c) (ii) Municipal Finance Management Act, of 2003 (MFMA)

The above subject matter bears reference.

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2017/2018



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ACRONYMS

SDBIP:	Service Delivery and Budget Implementation Plan
IDP:	Integrated Development Plan
SDF:	Spatial Development Framework
MFMA:	Municipal Finance Management Act
PMS:	Performance Management System
KPA:	Key Performance Areas
ICT:	Information Communication Technology
PDI's:	Previously Disadvantaged Individuals
DLTC:	Driving license Testing Centre
MVL:	Motor Vehicle License
EPWP:	Expanded Public Works Programme
CWP:	Community Works Programme
eNatis:	Electronic National Traffic Information System
IGR:	Intergovernmental Relations

1. INTRODUCTION

The Municipal Finance Management Act (MFMA) 56 of 2003 requires municipalities to prepare a Service Delivery and Budget Implementation Plan (SDBIP) as a strategic financial management tool to ensure that budgetary decisions that are adopted by municipalities for the financial year are aligned with their integrated Development Plan.

The SDBIP is a detailed one year plan of the Municipality that gives effect to the IDP and Budget of the Municipality. It gives expression of the IDP objectives of the municipality in quantifiable outcomes that will be implemented for the financial year. The Service Delivery and Budget Implementation Plan contain targets for each quarter and is a plan which facilitates planning and reporting on financial and non financial performance of the Municipality.

The SDBIP 2017/18 will not only ensure appropriate monitoring in the execution of the Ntabankulu budget and processes involved in the allocations of budget to achieve key strategic priorities as set by the Ntabankulu IDP but will also serve as the basis of annual performance contracts for Senior management and all employees of the Municipality.

The SDBIP provide a guide to the executive committee, council and the community in their respective oversight responsibility.

2. Vision

"A developmental Municipality prioritising Sustainable Community Empowerment and Social Cohesion"

2.1 Mission

The mission of the NLM is to achieve highest economic status through:

- Promoting and sustaining integrated service delivery that enhances and supports the municipality to achieve growth and development for its communities.
- Delivering a high standard of essential services anchored in agriculture, tourism and industrialisation.
- Enhancing revenue base.

Theme.

"Ngenitsebenziswano sisa iinkonzo ezingundoqo eluntwini"

2.2 Values

Ntabankulu Local Municipality embraces the following values:

- Accountability
- Compliance
- Integrity
- Team work

- Ubuntu
- Viability
- Sustainability
- Initiative and innovation
- Transparency
- Service excellence
- Diversity

3 LEGISLATIVE BACKGROUND

Section 1 of the Municipal Finance Management Act (MFMA) No. 56 of 2003 defines the "service delivery and budget implementation plan" as the detailed plan approved by the mayor of the municipality in terms of Section 53 (1) (c) (ii) for implementing the municipality's delivery of municipal services and its annual budget and which must include the following:-

- a) Projections of 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, and includes any revisions of such plan by the mayor in terms of section 54(1) (c).

In terms of Section 53 (1) (c) (iii) of the MFMA, the SDBIP must be approved by the Mayor of a municipality within 28 days of the approval of the budget.

MFMA Circular No. 13, "The Municipal Manager is responsible for the preparation of the Service Delivery and Budget Implementation Plan which must be legally submitted to the Mayor for approval once the budget has been approved by Council.

MFMA Circular No. 13 further states that "...being a management and implementation plan (and not a policy proposal), the SDBIP is not required to be approved by Council"-it is however tabled to before Council and made public for information and for the purposes of monitoring. The SDBIP should be seen as a dynamic document that may (at lower layers of the plan) be continually revised by the Municipal Manager and other top managers, as actual performance after each month or quarter is taken into account. However the top layer of the SDBIP and its targets cannot be revised without notifying the Council, and if there is to be changes in the service delivery targets and performance indicators, this must be with the approval of the Council, following approval of an adjustments budget (section 54 (1) (c) of the MFMA) This Council approval is necessary to ensure that the Mayor or Municipal Manager do not revise service delivery targets downwards in the event where there is poor performance.

The Council has approved Service Delivery and Budget Implementation Plan 2015/2016 that responds to 5 Local Government Key Performance Areas.

1. Municipal transformation and organisational development;
2. Basic service delivery;
3. Local economic development;
4. Municipal financial viability and management; and
5. Good governance and public participation.

Components of the SDBIP

1. Monthly projections of each source of revenue to be collected.
2. Monthly projections of each vote's expenditure (operating and capital) and revenue.
3. Quarterly projections of each vote's service delivery targets and performance indicators.
4. Information on expenditure and service delivery in each ward.
5. Detailed capital works plans allocated by the wards over three years.

4 INSTITUTIONAL ARRANGEMENTS

Ntabankulu Local Municipality has six Directorates:

4.1 DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

4.1.1 Purpose:

To oversee the administration of and serve as Chief Executive and Accounting Officer of the Municipality

4.1.2 Functions

- Develop and lead an economical, effective, efficient and accountable municipal administration;
- Coordinate processes towards development of Municipal IDP
- Oversee the implementation of the municipality's IDP and Institutional PMS;
- Oversee the appointment of staff other than Section 57 appointees, subject to the Employment Equity Act (55) of 1998;
- Oversee the maintenance of discipline of municipal staff;
- Advise political structures and political office bearers of the municipality;
- Manage communications between the municipality's administration and its political structures and political office bearers;
- Account for the implementation of Council Resolutions;
- Oversee the administration and implementation of municipal by-laws, policies and other legislation;
- Account for municipal income, expenditure and assets; and
- Facilitate participation by the community in the affairs of the municipality

4.2 DIRECTORATE: CORPORATE SERVICES

4.2.1 Purpose

To render Human Resources, Administrative and ICT Support Services.

4.2.2 Functions

- Manage and lead the Human Resources function
- Render Information and Communication Technology (ICT) service and support

- Support the provision of Library Services
- Solid Waste collection and disposal
- Landfill site Management
- Environmental Management programmes
- Maintenance and Management of Public Amenities e.g. Community Halls, Cemeteries, Pound, Parks & Sport fields
- Traffic-law enforcement and bylaws
- Public Safety Education
- Safeguarding of Municipal Assets and Properties

4.5.2 Functions

To develop and provide sustainable, accessible and affordable services that meet the needs of the Community of Ntbankulu within the legal framework, standards and regulations

4.5.1 Purpose

4.5 DIRECTORATE: COMMUNITY SERVICES

- Coordinate Formulation and implementation of Spatial Development Framework (SDF).
- To Stimulate local Economic Development
- To include PDI's into socio economy
- To profile, market and brand the institution

4.4.2 Functions

To coordinate and manage land use, integrated sustainable economic development and planning, communications.

4.4.1 Purpose

4.4 DIRECTORATE: STRATEGIC & DEVELOPMENT PLANNING

- Render Budget planning, Monitoring, Financial Statements and Reporting;
- Render Accounting functions relating to Expenditure
- Collect and manage income and revenue;
- Render provisioning, assets and fleet management services;
- Render and manage Financial Risk Management Services

4.3.2 Functions

To Manage Municipal Finances, Procurement and Assets

4.3.1 Purpose

4.3 DIRECTORATE: BUDGET & TREASURY

- Coordinate Municipal Employee Wellness
- Coordinate records management and access to information in terms of the Promotion of Access to Information Act

- Provision of DLTC, MVL and eNatis Services
- Municipal Public Works programs e.g. EPWP/CWP
- Coordination of Public Participation programs and Council Support
- Coordination and Development of Community Sport, Arts and Culture

4.6 DIRECTORATE: INFRASTRUCTURE PLANNING & DEVELOPMENT

4.6.1 Purpose

To plan, develop, operate and maintain infrastructure

4.6.2 Functions

- Provide, facilitate and maintain the following infrastructural services:
 - Building and Civil Works Services
 - Roads and Storm water Services
 - Electricity

Choose name from list - Supporting Table SA25 Consolidated budgeted monthly revenue and expenditure

Description	Ref	Budget Year 2017/18												Medium Term Revenue and Expenditure Framework						
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20				
R thousand																				
Revenue By Source																				
Property rates		863	863	863	863	863	863	863	863	863	863	863	863	863	360	972	10	608	11	
Service charges - electricity revenue		(25)	(25)	(25)	(25)	(25)	(25)	(25)	(25)	(25)	(25)	(25)	(25)	(25)	(300)	(450)		(600)		
Service charges - water revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Service charges - sanitation revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Service charges - refuse revenue		46	46	46	46	46	46	46	46	46	46	46	46	46	550	133		133		
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Rental of facilities and equipment		125	125	125	125	125	125	125	125	125	125	125	125	125	500	1	589	1	231	1
Interest earned - external investments		250	250	250	250	250	250	250	250	250	250	250	250	250	000	3	177	3	735	2
Interest earned - outstanding debtors		29	29	29	29	29	29	29	29	29	29	29	29	29	350	371		394		
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		292	292	292	292	292	292	292	292	292	292	292	292	292	500	3	714	3	149	3
Licences and permits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Agency services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies		8 673	8 673	8 673	8 673	8 673	8 673	8 673	8 673	8 673	8 673	8 673	8 673	8 673	074	019	110	165	103	
Other revenue		815	815	815	815	815	815	815	815	815	815	815	815	815	777	837	2	115	55	
Gains on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	811	132	361	930	176	
Expenditure By Type																				

Employee related costs	4 620	620	4	620	4	620	4	620	4	620	4	620	4	620	4	620	4	620	4	444	55	636	60	344	66
Remuneration of councillors	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	257	9	813	9	374	10
Debt impairment	83	83	83	83	83	83	83	83	83	83	83	83	83	83	83	83	83	83	83	000	1	059	1	120	1
Depreciation & asset impairment	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	500	1	589	1	681	1
Finance charges	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	50		53		56	
Bulk purchases	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Other materials	308	308	308	308	308	308	308	308	308	308	308	308	308	308	308	308	308	308	308	701	3	919	3	147	4
Contracted services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Transfers and subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Other expenditure	4 330	330	4	330	4	330	4	330	4	330	4	330	4	330	4	330	4	330	4	962	51	134	51	778	54
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Total Expenditure	10 243	243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	915	122	203	128	500	138
Surplus/(Deficit)	825	825	825	825	825	825	825	825	825	825	825	825	825	825	825	825	825	825	825	896	9	159	4	430	38
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	6 743	743	6 743	6 743	6 743	6 743	6 743	6 743	6 743	6 743	6 743	6 743	6 743	6 743	6 743	6 743	6 743	6 743	6 743	913	80	659	151	557	114
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Transfers and subsidies - capital (in-kind - all)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Surplus/(Deficit) after capital transfers & contributions	7 567	567	7 567	7 567	7 567	7 567	7 567	7 567	7 567	7 567	7 567	7 567	7 567	7 567	7 567	7 567	7 567	7 567	7 567	809	90	818	155	987	152
Taxation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Attributable to minorities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					

Surplus/(Deficit)	1	7 567	567	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	-	90	155	152
References																						809	818	987
1. Surplus (Deficit) must reconcile with Budgeted Financial Performance																								

Description	Ref	Budget Year 2017/18												Medium Term Revenue and Expenditure Framework												
		July	August	Sept.	October	Nov	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20										
R thousand																										
Revenue by Vote																										
Vote 1 - Mayor & Council		771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	9 257	9 903	10 459	
Vote 2 - Municipal Manager, Town Secretary and Chief Executive		1 829	1 829	1 829	1 829	1 829	1 829	1 829	1 829	1 829	1 829	1 829	1 829	1 829	1 829	1 829	1 829	1 829	1 829	1 829	1 829	1 829	21 949	14 234	11 529	
Vote 3 - Finance and administration		4 270	4 270	4 270	4 270	4 270	4 270	4 270	4 270	4 270	4 270	4 270	4 270	4 270	4 270	4 270	4 270	4 270	4 270	4 270	4 270	4 270	51 246	53 275	61 039	
Vote 4 - Community and social services		2 071	2 071	2 071	2 071	2 071	2 071	2 071	2 071	2 071	2 071	2 071	2 071	2 071	2 071	2 071	2 071	2 071	2 071	2 071	2 071	2 071	24 856	23 609	24 979	
Vote 5 - Public safety		188	188	188	188	188	188	188	188	188	188	188	188	188	188	188	188	188	188	188	188	188	2 253	1 962	2 441	
Vote 6 - Planning and development		1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	22 683	9 831	9 831	
Vote 7 - Road transport		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18	6 414	6 414	
Vote 8 - Waste management		46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	550	582	639	
Vote 9 - (NAME OF VOTE 9)																						-	-	-		
Vote 10 - (NAME OF VOTE 10)																							-	-	-	
Vote 11 - (NAME OF VOTE 11)																							-	-	-	
Vote 12 - (NAME OF VOTE 12)																							-	-	-	
Vote 13 - (NAME OF VOTE 13)																							-	-	-	

OF VOTE 13]																													
Vote 14 - [NAME OF VOTE 14]																													
Vote 15 - [NAME OF VOTE 15]																													
Total Revenue by Vote	068	11	11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	11 068	068	11	11	068	11	132 811	119 810	340	127		
Expenditure by Vote to be appropriated																													
Vote 1 - Mayor & Council	771		771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	771	9 257	9 903	10 469			
Vote 2 - Municipal Manager, Town Secretary and Chief Executive	218	1	1 218	1 218	1 218	1 218	1 218	1 218	1 218	1 218	1 218	1 218	1 218	1 218	1 218	1 218	1 218	1 218	1 218	218	1	1	14 619	15 678	13 052				
Vote 3 - Finance and administration	423	3	3 423	3 423	3 423	3 423	3 423	3 423	3 423	3 423	3 423	3 423	3 423	3 423	3 423	3 423	3 423	3 423	3 423	423	3	3	41 074	44 120	57 701				
Vote 4 - Community and social services	073	2	2 073	2 073	2 073	2 073	2 073	2 073	2 073	2 073	2 073	2 073	2 073	2 073	2 073	2 073	2 073	2 073	073	2	2	24 870	24 245	26 329					
Vote 5 - Public safety	188		188	188	188	188	188	188	188	188	188	188	188	188	188	188	188	188	188	188	188	188	2 253	1 962	2 441				
Vote 6 - Planning and development	890	1	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	1 890	890	1	1	22 683	23 721	20 728					
Vote 7 - Road transport	651		651	651	651	651	651	651	651	651	651	651	651	651	651	651	651	651	651	651	651	651	7 809	8 202	7 387				
Vote 8 - Waste management	29		29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	350	371	392				
Vote 9 - [NAME OF VOTE 9]																													
Vote 10 - [NAME OF VOTE 10]																													
Vote 11 - [NAME OF VOTE 11]																													
Vote 12 - [NAME OF VOTE 12]																													
Vote 13 - [NAME OF VOTE 13]																													
Vote 14 - [NAME OF VOTE 14]																													
Vote 15 - [NAME OF VOTE 15]																													
Total Expenditure by Vote	243	10	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10 243	10	10	10	243	10	122 915	128 203	500	138		

Choose name from list - Supporting Table SA29 Consolidated budgeted monthly capital expenditure (functional classification)

Description	Ref	Budget Year 2017/18												Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget 1 Year 2017/18	Budget 1 Year +1 2018/19	Budget 1 Year +2 2019/20	
Capital Expenditure - Functional	1																
Governance and administration		7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	90 549	78 384	86 987
Executive and council		7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	88 634	77 446	86 590
Finance and administration		160	160	160	160	160	160	160	160	160	160	160	160	160	1 915	937	297
Internal audit																	
Community and public safety		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Community and social services																	
Sport and recreation																	
Public safety																	
Housing																	
Health																	
Economic and environmental services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Planning and development																	
Road transport																	
Environmental protection																	
Trading services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Energy sources																	

Water management																		-	-	-	-
Waste water management																		-	-	-	-
Waste management																		-	-	-	-
Other																		-	-	-	-
Total Capital Expenditure - Functional	2	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	90 549	78 384	86 987
Funded by:																					
National Government		7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	88 634	77 446	86 690
Provincial Government																					
District Municipality																					
Other transfers and grants																					
Transfers recognised - capital		7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	7 386	88 634	77 446	86 690
Public contributions & donations																					
Borrowing																					
Internally generated funds		160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	1 915	937	297
Total Capital Funding		7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	7 546	90 549	78 384	86 987
References																					
1. Table should be completed as either Multi-Year expenditure appropriation or Budget Year and Forward Year estimates																					
2. Total Capital Expenditure must reconcile to Budgeted Capital Expenditure																					
check																					

“ANNEXURE A”

Service Delivery and Budget Implementation Plan 2017/2018

OFFICE OF THE MUNICIPAL MANAGER

Case No.	Case Name	Case Description	Case Status	Case Type	Case Category	Case Sub-Category	Case Priority	Case Impact	Case Value	Case Date	Case Location	Case Contact	Case Notes
11	11-001	11-001-001	11-001-002	11-001-003	11-001-004	11-001-005	11-001-006	11-001-007	11-001-008	11-001-009	11-001-010	11-001-011	11-001-012
12	12-001	12-001-001	12-001-002	12-001-003	12-001-004	12-001-005	12-001-006	12-001-007	12-001-008	12-001-009	12-001-010	12-001-011	12-001-012
13	13-001	13-001-001	13-001-002	13-001-003	13-001-004	13-001-005	13-001-006	13-001-007	13-001-008	13-001-009	13-001-010	13-001-011	13-001-012
14	14-001	14-001-001	14-001-002	14-001-003	14-001-004	14-001-005	14-001-006	14-001-007	14-001-008	14-001-009	14-001-010	14-001-011	14-001-012
15	15-001	15-001-001	15-001-002	15-001-003	15-001-004	15-001-005	15-001-006	15-001-007	15-001-008	15-001-009	15-001-010	15-001-011	15-001-012
16	16-001	16-001-001	16-001-002	16-001-003	16-001-004	16-001-005	16-001-006	16-001-007	16-001-008	16-001-009	16-001-010	16-001-011	16-001-012
17	17-001	17-001-001	17-001-002	17-001-003	17-001-004	17-001-005	17-001-006	17-001-007	17-001-008	17-001-009	17-001-010	17-001-011	17-001-012
18	18-001	18-001-001	18-001-002	18-001-003	18-001-004	18-001-005	18-001-006	18-001-007	18-001-008	18-001-009	18-001-010	18-001-011	18-001-012
19	19-001	19-001-001	19-001-002	19-001-003	19-001-004	19-001-005	19-001-006	19-001-007	19-001-008	19-001-009	19-001-010	19-001-011	19-001-012
20	20-001	20-001-001	20-001-002	20-001-003	20-001-004	20-001-005	20-001-006	20-001-007	20-001-008	20-001-009	20-001-010	20-001-011	20-001-012

No.	Date	Particulars	Debit	Credit	Balance	Total	Total	Total	Total	Total	Total	Total
		Particulars of the Account										

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Total

“ANNEXURE B”

Service Delivery and Budget Implementation Plan 2017/2018

CORPORATE SERVICES DIRECTORATE

“ANNEXURE C”

Service Delivery and Budget Implementation Plan 2017/2018

BUDGET & TREASURY DIRECTORATE

Year	Project Name	Project Description	Start Date	End Date	Project Manager	Project Sponsor	Project Status	Project Budget	Project Risk	Project Impact	Project Deliverables	Project Milestones	Project Risks	Project Issues	Project Lessons Learned
2017	IT Infrastructure Modernization	Upgrade of IT infrastructure including servers, networks, and cloud services.	2017-01-01	2017-12-31	John Doe	Jane Smith	Completed	\$500,000	Low	Improved system performance and security.	Completed	2017-03-15: Project Kick-off 2017-06-01: Server Migration 2017-09-15: Network Upgrade 2017-11-30: Final Review	2017-04-01: Server Migration 2017-07-15: Network Upgrade 2017-10-01: Cloud Migration	2017-05-01: Server Migration 2017-08-15: Network Upgrade 2017-11-01: Cloud Migration	2017-06-01: Server Migration 2017-09-15: Network Upgrade 2017-12-01: Cloud Migration
2018	Customer Relationship Management System	Implementation of a new CRM system to improve customer service and sales.	2018-01-01	2018-12-31	Jane Smith	John Doe	In Progress	\$750,000	Medium	Enhanced customer service and sales performance.	In Progress	2018-03-15: System Selection 2018-06-01: System Implementation 2018-09-15: System Testing 2018-11-30: System Deployment	2018-04-01: System Selection 2018-07-15: System Implementation 2018-10-01: System Testing	2018-05-01: System Selection 2018-08-15: System Implementation 2018-11-01: System Testing	2018-06-01: System Selection 2018-09-15: System Implementation 2018-12-01: System Testing
2019	Supply Chain Optimization	Optimization of supply chain processes to reduce costs and improve efficiency.	2019-01-01	2019-12-31	John Doe	Jane Smith	Completed	\$300,000	Low	Reduced supply chain costs and improved efficiency.	Completed	2019-03-15: Process Mapping 2019-06-01: Process Improvement 2019-09-15: Process Implementation 2019-11-30: Process Review	2019-04-01: Process Mapping 2019-07-15: Process Improvement 2019-10-01: Process Implementation	2019-05-01: Process Mapping 2019-08-15: Process Improvement 2019-11-01: Process Implementation	2019-06-01: Process Mapping 2019-09-15: Process Improvement 2019-12-01: Process Implementation
2020	Digital Marketing Campaign	Launch of a digital marketing campaign to increase brand awareness and sales.	2020-01-01	2020-12-31	Jane Smith	John Doe	In Progress	\$200,000	Medium	Increased brand awareness and sales.	In Progress	2020-03-15: Campaign Strategy 2020-06-01: Campaign Launch 2020-09-15: Campaign Monitoring 2020-11-30: Campaign Review	2020-04-01: Campaign Strategy 2020-07-15: Campaign Launch 2020-10-01: Campaign Monitoring	2020-05-01: Campaign Strategy 2020-08-15: Campaign Launch 2020-11-01: Campaign Monitoring	2020-06-01: Campaign Strategy 2020-09-15: Campaign Launch 2020-12-01: Campaign Monitoring
2021	Employee Training Program	Implementation of a new employee training program to improve skills and performance.	2021-01-01	2021-12-31	John Doe	Jane Smith	Completed	\$150,000	Low	Improved employee skills and performance.	Completed	2021-03-15: Program Design 2021-06-01: Program Implementation 2021-09-15: Program Evaluation 2021-11-30: Program Review	2021-04-01: Program Design 2021-07-15: Program Implementation 2021-10-01: Program Evaluation	2021-05-01: Program Design 2021-08-15: Program Implementation 2021-11-01: Program Evaluation	2021-06-01: Program Design 2021-09-15: Program Implementation 2021-12-01: Program Evaluation

Task	Code	Description	Agreement/Action Plan	Quarterly progress implementation of Action Plan	Findings of Auditor General of Canada	5.6.1	2012/2013 Management Report and 2012/2013 Audit Action Plan	90% reduction in number of audit findings	20% reduction in findings	40% reduction in findings	60% reduction in findings	70% reduction in findings	80% reduction in findings	90% reduction in findings	100% reduction in findings	NO RISK	Residual Risk	COMPONENT SERVICES DIRECTOR
To ensure that all... and... by June 2013	GD08	Development and implementation of... Plan	Agreement/Action Plan	Quarterly progress implementation of... Audit Action Plan	Findings of Auditor General of Canada	5.6.1	2012/2013 Management Report and 2012/2013 Audit Action Plan	90% reduction in number of audit findings	20% reduction in findings	40% reduction in findings	60% reduction in findings	70% reduction in findings	80% reduction in findings	90% reduction in findings	NO RISK	Residual Risk	COMPONENT SERVICES DIRECTOR	
To ensure compliance with... by June 2013	GD08	Development, review and implementation of... and... plan, and by...	12 of 12... by... and... plan	Quarterly progress implementation of... and... plan	Findings of Auditor General of Canada	5.6.1	2012/2013 Management Report and 2012/2013 Audit Action Plan	90% reduction in number of audit findings	20% reduction in findings	40% reduction in findings	60% reduction in findings	70% reduction in findings	80% reduction in findings	90% reduction in findings	NO RISK	Residual Risk	COMPONENT SERVICES DIRECTOR	
To ensure compliance with... by June 2013	GD08	Development, review and implementation of... and... plan, and by...	12 of 12... by... and... plan	Quarterly progress implementation of... and... plan	Findings of Auditor General of Canada	5.6.1	2012/2013 Management Report and 2012/2013 Audit Action Plan	90% reduction in number of audit findings	20% reduction in findings	40% reduction in findings	60% reduction in findings	70% reduction in findings	80% reduction in findings	90% reduction in findings	NO RISK	Residual Risk	COMPONENT SERVICES DIRECTOR	

“ANNEXURE D”

Service Delivery and Budget Implementation Plan 2017/2018

**LOCAL ECONOMIC DEVELOPMENT
DIRECTORATE**

Project Name	Project Description	Project Start	Project End	Project Budget	Project Status	Project Manager	Project Location	Project Type	Project Risk	Project Impact	Project Outcome
LED III	LED III	2017	2021	\$1,500,000.00	Completed	John Doe	USA	Energy	Low	High	Energy Savings
LED II	LED II	2016	2020	\$1,200,000.00	Completed	John Doe	USA	Energy	Low	High	Energy Savings
LED I	LED I	2015	2019	\$1,000,000.00	Completed	John Doe	USA	Energy	Low	High	Energy Savings
LED IV	LED IV	2018	2022	\$1,800,000.00	In Progress	John Doe	USA	Energy	Medium	High	Energy Savings
LED V	LED V	2019	2023	\$2,000,000.00	Planned	John Doe	USA	Energy	Medium	High	Energy Savings

“ANNEXURE E”

Service Delivery and Budget Implementation Plan 2017/2018

COMMUNITY SERVICES DIRECTORATE

Original Risk	Priority Area	Key Objectives	Key Objectives number	OR Strategies	Indicator	Key Number	Timeline on the date of review (July 2018)	Annual Target	2017/2018 Quarter 1 Report (July - September)	POE	2017/2018 Quarter 2 Report (October - December)	POE	2017/2018 Quarter 3 Report (January - February)	POE	2017/2018 Quarter 4 Report (March - June)	POE	Measurement Frequency	Budget	Funding Source	Responsible
Good Governance	PM5	To monitor, review and evaluate operational performance by June 2022	GS 05	Timely sign-off of signed individual performance agreements for directors, deputy directors, managers and officers	Sign-off of signed individual performance agreements for directors, deputy directors, managers and officers	S.5.1	2017/2018 30th June 2018	Implement PM5 framework to signed by all Managers & Officers by June 2018	Performance agreements signed by all Managers & Officers by June 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	Quarterly	N/A	N/A	Director: Community Services
Good Governance	Audit	To ensure clean audit by 2022	GS 06	Development of implementation of Audit action plan	Implementation of Audit action plan	S.6.1	2017/2018 30th June 2018	90% reduced AG findings by June 2018	40% reduced AG findings by June 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	Quarterly	N/A	N/A	Director: Community Services
Good Governance	Risk Management	To mitigate potential risks by 2022	GS 07	Development, implementation and review of strategic and operational risk register	Operational risk register	S.1.1	2017/2018 30th June 2018	80% mitigated risks identified by June 2018	20% mitigated risks identified by June 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	Quarterly	N/A	N/A	Director: Community Services
Good Governance	Compliance with legislation	To ensure compliance with municipal legislative provisions and by-laws by June 2022	GS 08	Deviation, review and implementation of policies, sector plans and by-laws	Deviation, review and implementation of policies, sector plans and by-laws	S.8.2	2017/2018 30th June 2018	All existing vector plans and 8 by-laws in place by June 2018	Monitor the performance of the Services provided by June 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	Quarterly	N/A	N/A	Director
Basic Service Delivery	Solid Waste and Environmental Management	Ensure the implementation of the Integrated Waste Management Plan (IWMP) by 2022	GS 09	Recording and reporting on collected and recyclable waste	IWMP and Landfill Site Permit	L.9.1	2017/2018 30th June 2018	Management of Landfill Site operations in line with IWMP by June 2018	Report on captured waste data to Waste Information System, Connection of disposed waste: separation of recyclable waste	30th June 2018	31st Quarter 30th September 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	Quarterly	R100 000	ES	Director: Community Services
				Provide cleaning services through disposal of waste	Collection of waste in households, businesses and government departments	L.9.2	2017/2018 30th June 2018	Report on waste collection from households, businesses and government departments	Develop and implement IWMP and Landfill Site Permit	30th June 2018	31st Quarter 30th September 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	Quarterly	R200 000	ES	Director: Community Services
				Implement Change Strategy by 30 June 2018	Change change strategy	L.10.1	2017/2018 30th June 2018	Implementation of IWMP and Landfill Site Permit by 30 June 2018	Developed IWMP and Landfill Site Permit by 30 June 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	31st Quarter 30th September 2018	30th June 2018	Quarterly	R100 000	ES	Director: Community Services

“ANNEXURE F”

Service Delivery and Budget Implementation Plan 2017/2018

**INFRASTRUCTURE PLANNING &
DEVELOPMENT DIRECTORATE**

CONCLUSION

The Service Delivery and Budget Implementation Plan is the basis of performance plans and agreements of the Municipal Manager, Directors, Managers reporting directly to the municipal manager also for Managers and Officers of Ntabankulu Local Municipality. This also informs the daily implementation of plans of every employee from operational level (Clerical) to elementary employee level of the Municipality.

The municipality will continuously endeavour to improve its Performance Management System as it strives to get a clean Audit. Ntabankulu Communities will be able to measure the municipal performance through the Service Delivery and Budget Implementation Plan.



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Enquiries: S. Matiwane

07 May 2017

COUNCIL RESOLUTION EXTRACT: SCM 06.30./05/2017

Extract 30 May 2017

Time: 10H00

Venue: Council Chambers

APPROVAL OF FINAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

In the Special Council Meeting held on the 30 May 2017, the mayor presented the final Service Delivery & Budget Implementation Plan (SDBIP) 2017/2018 before the Council for approval. He highlighted the total allocations per source of the projects to be undertaken in 2017/2018 financial year. He stated that the following changes were effected in the final SDBIP:

- Service Delivery and Budget Implementation Plan 2017/2018 was aligned as per the reviewed Organizational Structure 2017/2018,
- Service Delivery and Budget Implementation Plan 2017/2018 was reviewed considering SMART principle, and incorporating the Internal Audit, Audit Committee and Auditor-General's review findings,
- Planned projects for implementation during the financial year 2017/2018 under Equitable funding amounted to R2 100 000,
- ESKOM projects planned for implementation for the financial year 2017/2018 on Electrification through Schedule 6B amounted to R72 866 000,

Speaker

V. Matwasa

V. Matwasa

Date

25/06/2017

Signed

SCM.06.30/05/17

hereby approved.

1. That the Final Service Delivery and Budget Implementation Plan for 2017/2018 be and is

Thereafter, the Council RESOLVED

- Ntabankulu projects planned for implementation during the financial year 2017/2018 on Electrification through INEP funding mounted to R40 000 000,
- Indigent Support for 2017/2018 financial year will receive R3 100 000,
- Planning & Infrastructure will receive R2 667 600, and
- The total expenditure for household electrification including Infrastructure for the 2017/2018 financial year shall be at R115.5 million.

