

CENTRAL KAROO DISTRICT MUNICIPALITY



TOP LAYER SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLAN (SDBIP)

2018/19

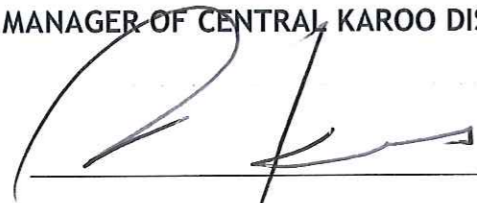
“Working together in development and growth”

**Municipal Finance Management Act:
Section 53(1)(c)(ii) - Approval by the Mayor**

The Top Layer Service Delivery Budget Implementation Plan, 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 (MFMA), MFMA Circular No. 13 and the Budgeting and Reporting Regulation for the necessary approval.

Print Name J. JONKES

MUNICIPAL MANAGER OF CENTRAL KAROO DISTRICT MUNICIPALITY

Signature 

Date 05 JUNE 2018

Approval

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 (MFMA).

Print Name DR AL RABIE

MAYOR OF CENTRAL KAROO DISTRICT MUNICIPALITY

Signature 

Date 4/6/18

Toplayer Service Delivery Budget Implementation Plan for 2018/19

Assist	Directorate [R]	Reporting KPI [R]	Function [R]	Pre-determined Objectives [R]	KPI Name [R]	Unit of Measurement	Ward [R]	Area [R]	KPI Owner [R]	Baseline	POE	KPI Calculation Type [R]	Target Type [R]	Annual Target	Q1	Q2	Q3	Q4
	List	Yes/No	List	List	500 characters	500 characters	Mun Ref;	Assist Ref;	List	200 characters	200 characters	List	List	Number	Number	Number	Number	Number
1	Municipal Manager	No	Planning and Development [Core function] - Corporate Wide Strategic Planning (IDPs, LEDs)	To facilitate good governance principles and effective stakeholder participation.	Submit the draft Annual Report in Council by 31 January 2019	Draft Annual Report submitted in Council by 31 January 2019	1	All	Municipal Manager	1	Proof of submission	Carry Over	Number	1	0	0	1	0
2	Municipal Manager	Yes	Finance and Administration [Core function] - Finance	To deliver sound administrative and financial services, to ensure viability	Spend 90% of the municipal capital budget by 30 June 2019 ((Actual amount spent on projects/Total amount budgeted for capital projects) X100)	% of capital budget spent	1	All	Municipal Manager	90%	Capital expense report generated from the financial system	Carry Over	Percentage	90	25	40	65	90
3	Municipal Manager	No	Planning and Development [Core function] - Corporate Wide Strategic Planning (IDPs, LEDs)	To facilitate good governance principles and effective stakeholder participation.	Review and submit the IDP and Budget Process Plan and District Framework to Council by 31 August 2018	IDP and Budget Process Plan and Framework submitted to Council by 31 August 2018	1	All	Municipal Manager	1	Proof of submission	Carry Over	Number	1	1	0	0	0
4	Municipal Manager	No	Internal Audit [Core function] - Governance Function	To facilitate good governance principles and effective stakeholder participation.	Review the Risk Based Audit Plan (RBAP) and submit to the Audit Committee for approval by 30 June 2019	RBAP revised and submitted to the Audit Committee for approval by 30 June 2019	1	All	Municipal Manager	1	Minutes of the Audit Committee meeting	Carry Over	Number	1	0	0	0	1
5	Municipal Manager	No	Internal Audit [Core function] - Governance Function	To facilitate good governance principles and effective stakeholder participation.	Complete 70% of audits as per the RBAP by 30 June 2019 ((Audits completed for the year/audits planned for the year according to the RBAP) x100)	% audits completed	1	All	Municipal Manager	70%	RBAP, Quarterly progress reports and minutes of the Audit Committee	Last Value	Percentage	70	0	0	0	70
6	Municipal Manager	Yes	Planning and Development [Core function] - Economic Development/Planning	To pursue economic growth opportunities that will create descent work.	Create full time equivalent (FTE's) through expenditure with the EPWP job creation initiatives by 30 June 2019	Number of full time equivalent (FTE's) created by 30 June 2019	1	All	Municipal Manager	7	Time sheets of FTE's	Last Value	Number	15	0	0	0	15

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7	Municipal Manager	No	Planning and Development [Core function] - Economic Development/Planning	To pursue economic growth opportunities that will create descent work.	Review and submit the LED Strategy to Council for approval by 31 May 2019	LED Strategy reviewed and submitted to Council for approval by 31 May 2019	1	All	Municipal Manager	New KPI for 2018/19	Proof of submission	Carry Over	Number	1	0	0	0	1
8	Municipal Manager	No	Other [Core function] - Tourism	To pursue economic growth opportunities that will create descent work.	Develop a Tourism Development Plan and submit to Council for consideration by 30 June 2019	Tourism Development Plan developed and submitted to Council for consideration by 30 June 2019	1	All	Municipal Manager	New KPI for 2018/19	Proof of submission	Carry Over	Number	1	0	0	0	1
9	Municipal Manager	No	Other [Core function] - Tourism	To pursue economic growth opportunities that will create descent work.	Develop a Tourism Marketing Plan and submit to Council for consideration by 30 June 2019	Tourism Marketing Plan developed and submitted to Council for consideration by 30 June 2019	1	All	Municipal Manager	New KPI for 2018/19	Proof of submission	Carry Over	Number	1	0	0	0	1
10	Corporate Services	No	Finance and Administration [Core function] - Administrative and Corporate Support	To facilitate good governance principles and effective stakeholder participation.	Review Corporate and HR policies and submit to Council for approval by 30 June 2019	Number of policies reviewed and submitted to Council for approval by 30 June 2019	1	All	Director Corporate Services	5	Proof of submission	Accumulative	Number	5	0	0	0	5
11	Corporate Services	No	Finance and Administration [Core function] - Administrative and Corporate Support	To facilitate good governance principles and effective stakeholder participation.	Review the delegation register and submit to Council for approval by 30 June 2019	Delegation registered reviewed and submitted to Council for approval by 30 June 2019	1	All	Director Corporate Services	1	Proof of submission	Carry Over	Number	1	0	0	0	1
12	Corporate Services	No	Finance and Administration [Core function] - Human Resources	To build a well capacitated workforce and skilled employable youth and communities	Review the organisational structure and submit to Council for approval by 31 March 2019	Organisational structure reviewed and submitted to Council for approval by 31 March 2019	1	All	Director Corporate Services	1	Proof of submission	Carry Over	Number	1	0	0	1	0

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13	Corporate Services	Yes	Finance and Administration [Core function] - Human Resources	To build a well capacitated workforce and skilled employable youth and communities	Spend 0.5% of the municipality's personnel budget on training by 30 June 2019 [(Total Actual Training Expenditure/ Total personnel Budget) x100]	% of the personnel budget spent on training	1	All	Director Corporate Services	1%	Report generated from the financial system	Last Value	Percentage	0.5	0	0	0	0.5
14	Corporate Services	No	Finance and Administration [Core function] - Human Resources	To build a well capacitated workforce and skilled employable youth and communities	Limit the vacancy rate to 10% of budgeted post as at 30 June 2019	% vacancy rate of budgeted posts as at 30 June 2019	1	All	Director Corporate Services	10%	Approved organogram vs Current vacancies report	Reverse Last Value	Percentage	10	0	10	0	10
15	Corporate Services	No	Finance and Administration [Core function] - Human Resources	To build a well capacitated workforce and skilled employable youth and communities	Review the Workplace Skills Plan and submit to LGSETA by 30 April 2019	Workplace skills plan reviewed and submitted to LGSETA by 30 April 2019	1	All	Director Corporate Services	1	Proof of submission	Carry Over	Number	1	0	0	0	1
16	Corporate Services	Yes	Finance and Administration [Core function] - Human Resources	To build a well capacitated workforce and skilled employable youth and communities	The number of people from the employment equity target groups employed (appointed) in the three highest levels of management in compliance with the municipality's approved Equity Plan as at 30 June 2019	Number of people employed as per approved Equity Plan as at 30 June 2019	1	All	Director Corporate Services	1	Signed of Excel spreadsheet - File Name: Personnel	Carry Over	Number	1	0	0	0	1
17	Corporate Services	No	Health [Core function] - Health Services	To promote safe, healthy and socially stable communities in an environment conducive to integrated and sustainable development	Compile and submit bi-annual Water Quality Evaluation Reports to Water Service Authorities by 30 June 2019	Number of Water Quality Evaluation Reports submitted to Water Service Authorities by 30 June 2019	1	All	Director Corporate Services	6	Reports & proof of dispatch via email to Water Service Authorities (WSA's)	Accumulative	Number	6	0	3	0	3
18	Corporate Services	No	Health [Core function] - Health Services	To promote safe, healthy and socially stable communities in an environment conducive to integrated and sustainable development	Compile and submit bi-annual Informal Settlement Evaluation Reports to Local Authorities by 30 June 2019	Number of Informal Settlement Evaluation Reports submitted to Local Authorities by 30 June 2019	1	All	Director Corporate Services	8	Reports & proof of dispatch via email to Local Authorities	Accumulative	Number	8	0	4	0	4

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19	Corporate Services	No	Waste Management [Core function] - Solid Waste Disposal (Landfill Sites)	To promote safe, healthy and socially stable communities in an environment conducive to integrated and sustainable development	Compile and submit bi-annual Landfill Evaluation Reports to Local Authorities by 30 June 2019	Number of Landfill Evaluation Reports submitted to Local Authorities by 30 June 2019	1	All	Director Corporate Services	6	Reports & proof of dispatch via email to Local Authorities	Accumulative	Number	6	0	3	0	3
20	Corporate Services	No	Health [Core function] - Health Services	To promote safe, healthy and socially stable communities in an environment conducive to integrated and sustainable development	Compile and distribute a Municipal Health Newsletter to Local Authorities by 31 January 2019	Number of Newsletters submitted to Local Authorities by 31 January 2019	1	All	Director Corporate Services	1	Newsletter & proof of dispatch via email to Local Authorities	Carry Over	Number	1	0	0	0	1
21	Corporate Services	No	Health [Core function] - Health Services	To promote safe, healthy and socially stable communities in an environment conducive to integrated and sustainable development	Compile & publish bi-annual MHS related articles in the local newspaper "The Courier" by 30 June 2019	Number of articles published in "The Courier" by 30 June 2019	1	All	Director Corporate Services	4	Copies of articles published in "The Courier"	Accumulative	Number	4	0	2	0	2
22	Corporate Services	No	Health [Core function] - Health Services	To promote safe, healthy and socially stable communities in an environment conducive to integrated and sustainable development	Compile & submit a Municipal Health Project Proposal to the relevant Provincial or National department and / or other role players by 30 June 2019	Project Proposals submitted by 30 June 2019	1	All	Director Corporate Services	1	Project Proposal & Acknowledgement of receipt	Carry Over	Number	1	0	0	0	1
23	Corporate Services	No	Health [Core function] - Health Services	To promote safe, healthy and socially stable communities in an environment conducive to integrated and sustainable development	Compile & submit a MoA between Section MHS & relevant Provincial Department to Sr. Committee Clerk by 30 June 2019 - for Council approval	Number of MoA's submitted to Sr. Committee Clerk by 30 June 2019 - for Council Approval	1	All	Director Corporate Services	New KPI for 2018/19	MoA & proof of dispatch via email to Sr. Comm. Clerk	Carry Over	Number	1	0	0	0	1
24	Corporate Services	No	Health [Core function] - Health Services	To promote safe, healthy and socially stable communities in an environment conducive to integrated and sustainable development	Compile & submit a Municipal Health By-law to Sr. Committee Clerk by 30 June 2019 - for Council approval	Number of MHS By-law's submitted to Sr. Committee Clerk by 30 June 2019 - for Council approval	1	All	Director Corporate Services	New KPI for 2018/19	MHS By-law & proof of dispatch via email to Sr. Comm. Clerk	Carry Over	Number	1	0	0	0	1

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25	Financial Services	No	Finance and Administration [Core function] - Budget and Treasury Office	To deliver sound administrative and financial services, to ensure viability	Review 10 budget related policies and submit to Council for approval by 31 May 2019	Number of policies reviewed and submitted to Council for approval by 31 May 2019	1	All	CFO	10	Proof of submission to Senior Clerk: Committee Services	Accumulative	Number	10	0	0	0	10
26	Financial Services	No	Planning and Development [Core function] - Economic Development/Planning	To pursue economic growth opportunities that will create descent work.	Review and submit the MFMA delegation register to Council for approval by 31 May 2019	MFMA delegation registered reviewed and submitted to Council for approval by 31 May 2019	1	All	CFO	1	Proof of submission to Senior Clerk: Committee Services	Carry Over	Number	1	0	0	0	1
27	Financial Services	No	Finance and Administration [Core function] - Finance	To deliver sound administrative and financial services, to ensure viability	Compile and submit the financial statements to the Auditor-General by 31 August 2018	Financial statements compiled and submitted to the Auditor-General by 31 August 2018	1	All	CFO	1	Proof of submission to the Auditor-General	Carry Over	Number	1	1	0	0	0
28	Financial Services	Yes	Finance and Administration [Core function] - Finance	To deliver sound administrative and financial services, to ensure viability	Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June 2019 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	% of debt coverage	1	All	CFO	10%	Annual Financial Statements and calculation sheet	Reverse Last Value	Percentage	10	0	0	0	10
29	Financial Services	Yes	Finance and Administration [Core function] - Finance	To deliver sound administrative and financial services, to ensure viability	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2019 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision	Number of months it takes to cover fix operating expenditure with available cash	1	All	CFO	25%	Annual Financial Statements and calculation sheet	Last Value	Number	25	0	0	0	25
30	Technical Services	No	Road Transport [Core function] - Roads	To improve and maintain district roads and promote effective and safe public transport for all.	Create temporary job opportunities in terms of identified road projects by 31 March 2019 (Calculations of the number of jobs created will be over the 12 months coincided the financial year of the Provincial Department of Transport)	Number of temporary jobs created	1	All	Director Technical Services	15	Statistics submitted and temporary worker employment contracts	Last Value	Number	20	0	0	20	0

Toplayer Service Delivery Budget Implementation Plan for 2018/19

31	Technical Services	No	Road Transport [Core function] - Roads	To improve and maintain district roads and promote effective and safe public transport for all.	Spend 95% of approved Roads capital budget by 31 March 2019 [(Actual expenditure divided by approved allocation received) x100] (Spending calculated over the financial year of the Department of Transport of the WC Province)	% of Roads special projects budget spent	1	All	Director Technical Services	95%	Summary of Road Maintenance Expenses from ABAKUS (Claimed)	Last Value	Percentage	95	10	50	95	0
32	Technical Services	No	Road Transport [Core function] - Roads	To improve and maintain district roads and promote effective and safe public transport for all.	Spend 95% of the approved Roads maintenance budget by 31 March 2019 [(Actual expenditure divided by approved allocation received) x100] (Spending calculated over 12 months which coincide with the Financial year of the Provincial Department of Transport)	% of Roads special projects budget spent	1	All	Director Technical Services	95%	Summary of Road Capital Expenses from ABAKUS (Claimed)	Last Value	Percentage	95	10	50	95	0
33	Technical Services	No	Road Transport [Core function] - Roads	To improve and maintain district roads and promote effective and safe public transport for all.	Regravel 37 kilometres of road by 31 March 2019	Number of kilometres regavelled	1	All	Director Technical Services	35	Signed off project file	Carry Over	Number	37	0	0	37	0

Capital projects for the 2018/19 financial year

Table with 28 rows and 25 columns. Columns include: Assist Ref, Sub-Directorate (R), Function (R), Vote Number, Project name (S), Project Description, Funding source (R), Planned Start Date (R), Planned Completion Date (R), Actual Start Date, Ward (R), Area (R), and monthly budgets from July 2018 to June 2019, plus Total and 2018/19 GPR/CRP. Rows 1-28 list various capital projects across different departments like Corporate Services, Municipal Manager, and Financial Services.

Capital projects for the 2018/19 financial year

29	Corporate Services	Director: Corporate Services	Finance and Administration [Core function] - Human Resources	01108010800310380 03	DB728E3B-E11F-4654-806C-9D91BF9430C3	Capital:Non-Infrastructure:New:Furniture and Office Equipment	Fund:Operational:Revenue:General Revenue:Equitable Share	2018/07/01	2019/06/30	2018/07/01	All	1	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3000.00	0	3,000.00
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Revenue by Source for the 2018/19 financial year

Assist Ref	Line Item (200 chars) 200 characters	July Number	August Number	September Number	October Number	November Number	December Number	January Number	February Number	March Number	April Number	May Number	June Number	TOTAL
1	Property rates	-	-	-	-	-	-	-	-	-	-	-	-	0
2	Service charges - electricity revenue	-	-	-	-	-	-	-	-	-	-	-	-	0
3	Service charges - water revenue	-	-	-	-	-	-	-	-	-	-	-	-	0
4	Service charges - sanitation revenue	-	-	-	-	-	-	-	-	-	-	-	-	0
5	Service charges - refuse revenue	-	-	-	-	-	-	-	-	-	-	-	-	0
6	Service charges - other	-	-	-	-	-	-	-	-	-	-	-	-	0
7	Rental of facilities and equipment	8	8	8	8	8	8	8	8	8	8	8	8	96
8	Interest earned - external investments	58	58	58	58	58	58	58	58	58	58	58	58	696
9	Interest earned - outstanding debtors	-	-	-	-	-	-	-	-	-	-	-	-	0
10	Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	0
11	Fines, penalties and forfeits	-	-	-	-	-	-	-	-	-	-	-	-	0
12	Licences and permits	-	-	-	-	-	-	-	-	-	-	-	-	0
13	Agency services	329	329	329	329	329	329	329	329	329	329	329	329	3948
14	Transfers and subsidies	2,990	2,990	2,990	2,990	2,990	2,990	2,990	2,990	2,990	2,990	2,990	2,990	35880
15	Other revenue	3,439	3,439	3,439	3,439	3,439	3,439	3,439	3,439	3,439	3,439	3,439	3,439	41268
16	Gains on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-	-	0
X	TOTAL	R 6,824	R 6,824	R 6,824	R 6,824	R 6,824	R 6,824	R 6,824	R 6,824	R 6,824	R 6,824	R 6,824	R 6,824	R 81,888