TOP LAYER

SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN

2015/2016

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: **Mr. Ian Kenned**

Municipal Manager of Cederberg Municipality

Signature:

Date: **17 June 2016**

APPROVAL

The Top Layer Service Delivery Budget Implementation Planis herewith approved in terms of Section 53 (1) (c) (ii) of the Municipal Finance Management Act (MFMA).

Print Name: **Me. Lorna Scheepers**

Executive Mayor of Cederberg Municipality

Signature:

Date: **17 June 2016**

CEDERBERG MUNICIPALITY

TOP LAYER SDBIP 2015/2016

Directorate	GFS classification	National Outcome	National KPA	Municipal KPA	Pre-determined Objective	KPI	Unit of Measurement	Ward	Baseline	POE	Reporting Category	KPI Calculation Type	Annual Target
Corporate & Strategic Services	Corporate services	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation	Good Governance and Participation	Good governance, community development and community participation	Compile and maintain Resolution register of all council decisions by end June	Resolution register of all council resolutions compiled and maintained by end June	All	New performance indicator for 2014/15	Updated resolution register	Internal	Carry Over	1
Corporate & Strategic Services	Corporate services	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation	Good Governance and Participation	Good governance, community development and community participation	Submission of APR before end of October	Submission of AFR before end of October	All	New performance indicator for 2014/15	Report and adoption by Council	Internal	Carry Over	1
Corporate & Strategic Services	Corporate services	A responsive and accountable, effective and efficient local government system	Municipal Transformation and Institutional Development	Municipal Transformation	Mainstreaming sustainability and optimising resource efficiency	Ensure 4 x Council meetings are held per year	Ensure 4 x Council meetings are held per year	All	New performance indicator for 2014/15	Minutes of Council meetings	Internal	Carry Over	1
Corporate & Strategic Services	Corporate services	A responsive and accountable, effective and efficient local government system	Municipal Transformation and Institutional Development	Municipal Transformation	Mainstreaming sustainability and optimising resource efficiency	Ensure 4x LLF meetings are held per year	Ensure 4 x LLF meetings are held per year	All	New KPI	Agendas per meeting	2	Carry Over	1
Corporate & Strategic Services	Corporate services	A responsive and accountable, effective and efficient local government system	Municipal Transformation and Institutional Development	Municipal Transformation	Mainstreaming sustainability and optimising resource efficiency	Ensure IDP public participation meetings are held	Ensure IDP public participation meetings are held per year	All	New KPI	Notice as per meeting	2	Carry Over	1

Corporate & Strategic Services	Corporate services	A responsive and accountable, effective and efficient local government system	Municipal Transformation and Institutional Development	Municipal Transformation	Mainstreaming sustainability and optimising resource efficiency	Ensure at least 8 x Occupational and Health and Safety meetings are held per town per year	At least 8x OHS meetings held per year per town	All	New KPI	Minutes of meetings	2	Carry Over	1
Community Development Services	Community and social services	A development-orientated public service and inclusive citizenship	Basic Service Delivery	Developing integrated and sustainable human settlements	Good governance, community development and community participation	Spent 100% of MIG application for Elands bay municipal buildings by end June	100% MIG application spent	4	New KPI	Completion certificate	2	Carry Over	1
Community Development Services	Community and social services	Decent employment through inclusive economic growth	Local Economic Development	Local Economic Development	Facilitate economic growth in the municipal area	Complete at least 2 of 4 buildings with regard to Elandsbay Fisheries National Projects by end June	Phase 1 completed	All	New KPI	Completion certificate	2	Carry Over	1
Community Development Services	Community and social services	Decent employment through inclusive economic growth	Local Economic Development	Local Economic Development	Facilitate economic growth in the municipal area	Create 60 internal EPWP jobs opportunities and facilitate 150 external job opportunities	Number of job opportunities created	All	New KPI	PAYDAY report by Quarter end	2	Accumulative	410
Community Development Services	Planning and development	Decent employment through inclusive economic growth	Local Economic Development	Local Economic Development	Facilitate economic growth in the municipal area	Co-late and compile data base list of unemployed for at least 1 National project in at least 2 wards	Data base compiled in at least 2 x wards	All	New KPI	Database	Internal	Carry Over	20,160
Community Development Services	Sport and recreation	Sustainable human settlements and improved quality of household life	Basic Service Delivery	Developing integrated and sustainable human settlements	Sustainable basic services delivery and infrastructure development	Ensure at least 2 x Thusong Mobile roadshows are held in the municipal area per year	Ensure at least 2 x Thusong Mobile roadshows are held in the municipal area per year	All	New KPI	CDW report	Internal	Carry Over	1

Financial Services	Budget and treasury office	A responsive and accountable, effective and efficient local government system	Municipal Financial Viability and Management	Financial Viability	Implement strategies to ensure that the municipality is financial viable	90% of MSIG and other grants spent by end June	% of budget spent	All	New KPI	Signed Section 71 reports/MIG/MSIG/FMG reports	2	Carry Over	90
Financial Services	Budget and treasury office	A responsive and accountable, effective and efficient local government system	Municipal Financial Viability and Management	Financial Viability	Implement strategies to ensure that the municipality is financial viable	Financial viability measured in terms of the outstanding service debtors (Total outstanding service debtors/ revenue received for services)	(Total outstanding service debtors/ revenue received for services)x100	All	30%	Quarterly reports submitted during the year and AFS submitted to council t end of financial year	Internal	Reverse Stand-Alone	30%
Financial Services	Budget and treasury office	A responsive and accountable, effective and efficient local government system	Municipal Financial Viability and Management	Financial Viability	Implement strategies to ensure that the municipality is financial viable	Financial viability measured in terms of the available cash to cover fixed operating expenditure ((Available cash+ investments)/ Monthly fixed operating expenditure)	((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets)).	All	1.1	Section 71 reports	Internal	Stand-Alone	1.1
Financial Services	Budget and treasury office	A responsive and accountable, effective and efficient local government system	Municipal Financial Viability and Management	Financial Viability	Implement strategies to ensure that the municipality is financial viable	Financial viability measured in terms of the municipality's ability to meet it's service debt obligations ((Total operating revenue-operating grants received)/debt service payments due within the year) (%)	(Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant	All	1.1	Section 71 reports and AFS at year end	Internal	Stand-Alone	1.1

Financial Services	Budget and treasury office	A responsive and accountable, effective and efficient local government system	Municipal Financial Viability and Management	Financial Viability	Implement strategies to ensure that the municipality is financial viable	Achieve a debt recovery rate of 90%	(Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue x 100	All	90%	Section 71 reports	Internal	Stand-Alone	90%
Financial Services	Budget and treasury office	A responsive and accountable, effective and efficient local government system	Municipal Financial Viability and Management	Financial Viability	Implement strategies to ensure that the municipality is financial viable	Submit financial statements to the Auditor General by 31 August	Approved financial statements submitted by 31 August	All	1	Approved statements	Internal	Carry Over	1
Engineering & Planning Services	Waste water management	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	Developing integrated and sustainable human settlements	Sustainable basic services delivery and infrastructure development	90% of the 15/16 budget spent on the Upgrade of the Wastewater Treatment Works in Lamberts Bay[(Total expenditure on project/ Approved budget for the project)x100]	(Total expenditure on project/ Approved budget for the project)x100	5	New KPI	MIG Montly report/ Report from financial system	Internal	Carry Over	90%
Engineering & Planning Services	Water	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	Developing integrated and sustainable human settlements	Sustainable basic services delivery and infrastructure development	Submit 1 report by June 2016 to the Municipal Manager on the number of engagements with DWAS on the implementation of the National projects: Clanwilliam Dam end the upgrading of N7 road and district roads	Report and attendance registers submitted	All	New KPI	Report submitted to MM and Attendance registers	Internal	Carry Over	1
Engineering & Planning Services	Waste water management	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	Developing integrated and sustainable human settlements	Sustainable basic services delivery and infrastructure development	90% of the approved budget spent for the Citrusdal WWTW infrastructure upgrade [(Total expenditure on project/ Approved budget for the project)x100]	% of budget spent	2	Multi year project	Report on actual expenditure from financial system/Monthly report	2	Carry Over	90

Engineering & Planning Services	Water	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	Developing integrated and sustainable human settlements	Sustainable basic services delivery and infrastructure development	100% of MIG grant spent {(Total expenditure on MIG Grant/ Approved MIG allocation)x100}	% of budget spent	All	New KPI	Report on actual expenditure from MIG monthly report	2	Carry Over	100
Engineering & Planning Services	Road transport	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	Developing integrated and sustainable human settlements	Sustainable basic services delivery and infrastructure development	90% of the budget spent for the design and installation of roads and storm water infrastructure for Citrusdal [(Total expenditure on project/ Approved budget for the project)x100]	(Total expenditure on project/ Approved budget for the project)x100	2	Multi year project	Financial system reports	Internal	Carry Over	90%
Engineering & Planning Services	Water	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	Developing integrated and sustainable human settlements	Sustainable basic services delivery and infrastructure development	Limit unaccounted for water to less than 30% {(Number of Kiloliters Water Purchased or Purified - Number of Kiloliters Water Sold) / Number of Kiloliters Water Purchased or Purified × 100}	% unaccounted water {(Number of Kiloliters Water Purchased or Purified - Number of Kiloliters Water Sold) / Number of Kiloliters Water Purchased or Purified × 100}	All	New KPI	Water loss calculation spreadsheet	Internal	Stand-Alone	25%
Engineering & Planning Services	Waste water management	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	Developing integrated and sustainable human settlements	Sustainable basic services delivery and infrastructure development	Quarterly spending of capital budget on wastewater management	Percentage (%) of approved budget spent on sanitation capital projects	All	New KPI	Financial system reports	Internal	Carry Over	90%
Engineering & Planning Services	Water	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	Developing integrated and sustainable human settlements	Sustainable basic services delivery and infrastructure development	Quarterly spending of capital budget on water	Percentage (%) of approved budget spent on water capital projects	All	New KPI	Financial system reports	Internal	Carry Over	90%

Engineering & Planning Services	Electricity	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	Developing integrated and sustainable human settlements	Sustainable basic services delivery and infrastructure development	Limit unaccounted for electricity to less than 15% ((Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold) / Number of Electricity Units Purchased and/or Generated) × 100)	% unaccounted electricity ((Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold) / Number of Electricity Units Purchased and/or Generated) × 100)	All	New KPI	Financial system reports	Internal	Reverse Stand-Alone	15%
Engineering & Planning Services	Electricity	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	Developing Integrated and sustainable human settlements	Sustainable basic services delivery and infrastructure development	Provision of electricity to formal residential properties connected to the municipal electrical network for both conventional and prepaid metering	Number of formal residential properties connected to the municipal electrical network	All	New KPI	Financial system reports	Internal	Reverse Stand-Alone	6991
Engineering & Planning Services	Water	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	Developing integrated and sustainable human settlements	Sustainable basic services delivery and infrastructure development	Excellent water quality measured by the quality of water as per SANS 241 criteria	Percentage (%) water quality level as per blue drop project as measured annually	All	New KPI	Water quality analysis certificates and summary spreadsheet	Internal	Stand-Alone	95%
Engineering & Planning Services	Sanitation	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	Developing integrated and sustainable human settlements	Sustainable basic services delivery and infrastructure development	Provision of free basic sanitation services to registered indigent account holders which are connected to the municipal waste water (sanitation/sewerage) network & are billed for sewerage service, irrespective of the number of water closets (toilets).	No of indigent account holders receiving free basic sanitation in terms of Equitable share requirements.	All	New KPI	Indigent register/ Financial system reports	Internal	Stand-Alone	2128

Engineering & Planning Services	Water	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	Developing integrated and sustainable human settlements	Sustainable basic services delivery and infrastructure development	Provision of clean piped water to registered indigent account holders which are connected to the municipal water infrastructure network.	No of indigent account holders receiving free basic water	All	New KPI		Indigent register/ Financial system reports	Internal	Stand-Alone	2128
Municipal Manager	Executive and council	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation		A responsive and, accountable, effective and efficient local government system	Respond to all audit queries received as per Auditor General (AG)Management report within 4 days to ensure an effective external audit process	% of external audit queries responded to within 4 days	All		1	Hard Copies of directorates responses on all external audit queries raised within 4 days	Internal	Stand-Alone	100%
Municipal Manager	Executive and council	A responsive and accountable, effective and efficient local government system	Municipal Financial Viability and Management		Administration of municipal revenue, expenditure and finance	Ensure the timeous completion of formal evaluation of the performance of all identified personnel within the directorate in terms of the performance management system and adherence to the PM framework within required timeframes	No of formal evaluations completed for all identified personnel within the directorate.	All		2	PMS evaluation report and Individual score sheets	Internal	Accumulative	2
Municipal Manager	Executive and council	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation		A responsive and, accountable, effective and efficient local government system	Annual strategic planning in order to determine municipal targets for IDP and budgetary purposes before the finalisation of the IDP and budget	No of strategic session held annually before the finalisation of the budget and SDBIP process	All		1	Summary document of strategic session	Internal	Carry Over	1

Municipal Manager	Executive and council	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation		A responsive and, accountable, effective and efficient local government system	Ensure that all issues raised in the management letter as identified by the Auditor General (A-G) are addressed and implemented in terms of a action plan	Action plan develop to ensure that identified issues raised are address and implemented	All		1	Action plan and Audit Assist register	Internal	Stand-Alone	1
Municipal Manager	Executive and council	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation		A responsive and, accountable, effective and efficient local government system	Submit the Mid- Year Performance Report in terms of sec72 of the MFMA to council to monitor the overall municipal performance and decide on corrective measures if necessary	Mid-year report submitted to council and treasury	All		1	Report and minutes of council meeting during which report was discussed	Internal	Carry Over	100%
Municipal Manager	Executive and council	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation		To continuously review the accountable and transparent governance processes	The Top Layer SDBIP is approved by the Mayor within 28 days after the Main Budget has been approved	Top Layer SDBIP approved within 28 days after the Main Budget has been approved	All		1	Signature of approval of Mayor on the Top Layer SDBIP	Internal	Carry Over	1
Municipal Manager	Executive and council	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation		To continuously review the accountable and transparent governance processes	Risk based audit plan approved by Audit Committee for 2015	Risk based audit plan approved by February 2015	All		1	Minutes of Audit Committee Meeting where plan was submitted	Internal	Carry Over	1
Municipal Manager	Executive and council	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation		To continuously review the accountable and transparent governance processes	Functional performance audit committee measured by means of meetings where committee dealt with performance reports	# of meetings	All		2	Minutes of Performance Audit committee meetings	Internal	Accumulative	2
Municipal Manager	Budget and treasury office													

Municipal Manager	Budget and treasury office	A responsive and accountable, effective and efficient local government system	Municipal Financial Viability and Management		Administration of municipal revenue, expenditure and finance	Improvement in capital conditional grant spending measured by the percentage (%) spent	Percentage (%) of the grant spent i.t.o Budget allocations	All		1	Annual Financial Statements and sec 71 reports	Internal	Carry Over	95%
Municipal Manager	Executive and council	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation		To continuously review the accountable and transparent governance processes	Submit final Annual Report and oversight report of council before legislative deadline	Final Annual Report and oversight report of council completed and submitted	All		1	Minutes of Council meeting where final Annual report has been submitted	Internal	Carry Over	1