

2016/17

TOP LAYER
SERVICE DELIVERY BUDGET
IMPLEMENTATION PLAN

PIXLEY KA
SEME
DISTRICT
MUNICIPALITY



Municipal Finance Management Act:

Section 53(1)(c)(ii) - Approval by the Mayor

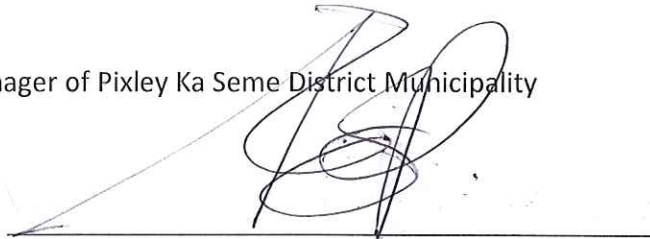
The Top Layer Service Delivery Budget Implementation Plan, indicating how the budget and the strategic objectives of Council will be implemented, is herewith submitted in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA), MFMA Circular No. 13 and the Budgeting and Reporting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

Print Name

PETERS, ROSA E.

Municipal Manager of Pixley Ka Seme District Municipality

Signature



Date

10 JUNE 2016

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

JOHN Z. LOKWANA

Mayor of Pixley Ka Seme District Municipality

Signature



Date

23 JUNE 2016

Toplayer Service Delivery Budget Implementation Plan for 2016/17

Ref	Directorate	Development Objective	Strategic objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
1	Corporate Services	The District to review the organisational structure, Identify and fill all critical vacant posts.	Human Resource	Fill vacant budgeted post as per approved staff establishment by 30 June 2017	Number of vacant budgeted posts filled by 30 June 2017	Director: Corporate Services	Number	5	0	0	0	5
2	Corporate Services	Manage and improve the implementation of the Performance Management System	Governance	Review the PMS Policy Framework and submit to council by 30 June 2017	PMS Policy framework reviewed and submitted to council by 30 June 2017	Director: Corporate Services	Number	1	0	0	0	1
3	Corporate Services	Not available	Governance	Arrange a strategic session for the newly elected council by 31 October 2016	Strategic session held by 31 October 2016	Director: Corporate Services	Number	1	0	1	0	0
4	Corporate Services	Manage and improve the implementation of the Performance Management System	Governance	Submit the draft Annual Report to Council by 31 January 2017	Draft Annual Report submitted to Council by 31 January 2017	Director: Corporate Services	Number	1	0	0	1	0
5	Corporate Services	The District to revise and implement the Disaster Management Strategy and where possible support Municipalities to have fully disaster management function	Disaster Management	Review the Disaster Management Plan and submit to council by 31 March 2017	Disaster Management Plan reviewed and submitted to Council by 31 March 2017	Director: Corporate Services	Number	1	0	0	1	0
6	Corporate Services	The District to revise and implement the Disaster Management Strategy and where possible support Municipalities to have fully disaster management function	Disaster Management	Train volunteers to Disaster Management by 30 June 2017	Number of volunteers trained	Director: Corporate Services	Number	20	0	10	0	10

Ref	Directorate	Development Objective	Strategic objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
7	Corporate Services	The District to revise and implement the Disaster Management Strategy and where possible support Municipalities to have fully disaster management function	Disaster Management	Conduct a risk analysis on disaster threats in the district and submit report on analysis to council by 30 June 2017	Risk analysis completed and submitted to council by 30 June 2017	Director: Corporate Services	Number	1	0	0	0	1
8	Corporate Services	Not available	Assistance to the Local Municipalities by the PMU	Develop and sign Service Level Agreements (SLA's) with local municipalities for support services rendered	Number of SLA's signed	Director: Corporate Services	Number	8	0	0	0	8
9	Corporate Services	Not available	Governance	Hold an induction workshop for newly elected Councillors by 31 December 2016 on municipal policy's, etc	Workshop held by 31 December 2016	Director: Corporate Services	Number	1	0	1	0	0
10	Corporate Services	The District to support local municipalities in compiling and implementation of their Workplace Skills Plans (WSP)	Skills Development	Review the Workplace Skills Plan and submit to the LGSETA by 30 April 2017	Plan submitted to the LGSETA by 30 April 2017	Director: Corporate Services	Number	1	0	0	0	1
11	Corporate Services	The District to implement the Municipal Health Services	Municipal Health	Submit quarterly progress reports to council on the development of a By-Law on municipal Health Services	Number of reports submitted	Director: Corporate Services	Number	4	1	1	1	1
12	Corporate Services	The District to implement the Municipal Health Services	Municipal Health	Submit quarterly progress reports to council on the development of a Law Enforcement System	Number of reports submitted	Director: Corporate Services	Number	4	1	1	1	1
13	Corporate Services	The District to implement the Municipal Health Services	Municipal Health	Submit quarterly reports to council on water samples taken and analysis	Number of reports submitted	Director: Corporate Services	Number	4	1	1	1	1

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Toplayer Service Delivery Budget Implementation Plan for 2016/17

Ref	Directorate	Development Objective	Strategic objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
14	Corporate Services	The District to implement the Municipal Health Services	Municipal Health	Take samples of potable water within in the district to monitor bacterial levels	Number of samples taken and monitored	Director: Corporate Services	Number	1236	309	309	309	309
15	Corporate Services	The District to implement the Municipal Health Services	Municipal Health	Submit quarterly reports to council on food safety training	Number of reports submitted	Director: Corporate Services	Number	4	1	1	1	1
16	Corporate Services	The District to implement the Municipal Health Services	Municipal Health	Take samples of waste water within in the district	Number of samples taken and monitored	Director: Corporate Services	Number	162	40	40	41	41
17	Corporate Services	The District to implement the Municipal Health Services	Municipal Health	Inspect government premises and private entities	Number of government premises and private entities inspected	Director: Corporate Services	Number	461	115	115	115	116
18	Corporate Services	The District to implement the Municipal Health Services	Municipal Health	Conduct Health safety & hygiene promotions campaigns	Number of Health safety & hygiene promotions campaigns conducted	Director: Corporate Services	Number	125	31	31	31	32
19	Corporate Services	The District to implement the Municipal Health Services	Municipal Health	Inspect funeral undertakers	Number of funeral undertakers inspected	Director: Corporate Services	Number	42	10	10	11	11
20	Corporate Services	The District to implement the Municipal Health Services	Municipal Health	Inspect landfill sites	Number of landfill sites inspected	Director: Corporate Services	Number	24	6	6	6	6
21	Corporate Services	The District to implement the Municipal Health Services	Municipal Health	Inspect premises for vectors control	Number of premises inspected	Director: Corporate Services	Number	1076	269	269	269	269
22	Corporate Services	The District to implement the Municipal Health Services	Municipal Health	Inspect food outlets and premises	Number of food outlets and premises inspected	Director: Corporate Services	Number	573	143	143	143	144

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Ref	Directorate	Development Objective	Strategic objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
23	Corporate Services	The District to review the organisational structure, Identify and fill all critical vacant posts.	Employment Equity	Number of people from employment equity target groups that will be appointed in the three highest levels of management during the 2016/17 financial year in compliance with the municipality's approved employment equity plan	Number of people that will be appointed in the three highest levels of management in compliance with a municipality's approved employment equity plan	Director: Corporate Services	Number	2	0	0	0	2
24	Corporate Services	The District to support local municipalities in compiling and implementation of their Workplace Skills Plans (WSP)	Skills Development	Spent 1% of personnel budget on training by 30 June 2017 (Actual total training expenditure divided by total personnel budget)	% of the personnel budget spent	Director: Corporate Services	Percentage	1	0	0	0	1
25	Corporate Services	The District to approve the Service Delivery Budget Implementation Plan (SDBIP) within the prescribed timeframe	Governance	Submit the Top layer SDBIP for the 2017/18 budget for approval by the Mayor within 14 days after the budget has been approved	Top Layer SDBIP for the 2017/18 budget submitted to the Mayor within 14 days after the budget has been approved	Director: Corporate Services	Number	1	0	0	0	1
26	Infrastructure, Housing, Planning and Development	Not available	Governance	Submit the final five year IDP for 2017/18 - 2021/22 to Council by 31 May 2017	Final five year IDP for 2017/18 - 2021/22 submitted to Council by 31 May 2017	Director: Infrastructure, Housing, Planning & Development	Number	1	0	0	0	1
27	Infrastructure, Housing, Planning and Development	The District to implement the LED Strategy.	Job creation	Arrange and convene a quarterly LED forum meeting	Number of meetings arranged	Director: Infrastructure, Housing, Planning & Development	Number	4	1	1	1	1
28	Infrastructure, Housing, Planning and Development	The District to Implement extensive programme of EPWP during the implementation of infrastructure projects (depends on availability of funds, e.g. DORA allocation)	Job creation	Create job opportunities through the Expanded Public Works Programme (EPWP) by 30 June 2017	Number of job opportunities created through the Expanded Public Works Programme (EPWP) by 30 June 2017	Director: Infrastructure, Housing, Planning & Development	Number	55	0	0	0	55

Toplayer Service Delivery Budget Implementation Plan for 2016/17

Ref	Directorate	Development Objective	Strategic objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
29	Infrastructure, Housing, Planning and Development	The District to assist local municipalities with MIG project implementation in order to achieve 100% expenditure where PMU service is rendered	Grant Funding	Submit quarterly progress reports that include expenditure on all MIG projects in the district to the portfolio committee	Number of reports submitted	Director: Infrastructure, Housing, Planning & Development	Number	4	1	1	1	1
30	Infrastructure, Housing, Planning and Development	Not available	Operation and maintenance	Compile maintenance plans for water and electricity for 4 municipalities	Number of maintenance plans compiled	Director: Infrastructure, Housing, Planning & Development	Number	8	0	0	0	8
31	Infrastructure, Housing, Planning and Development	The District to ensure functionality of forums and establish a formal cooperation between council and organizations in this sector.	Operation and maintenance	Arrange and convene quarterly Infrastructure Forum meetings	Number of meetings arranged	Director: Infrastructure, Housing, Planning & Development	Number	4	1	1	1	1
32	Finance	The District to ensure coordination of Political IGR and Technical IGR as a legislation requirement on Government	Senior Management Meetings	Co-ordinate the District MM/CFO forums on a quarterly basis	Number of meetings coordinated	Chief financial Officer	Number	4	1	1	1	1
33	Finance	The District to ensure accurate and professional reports as prescribed by the MFMA are submitted monthly (Sect 71,72 and Sect 46), and also implement the MFMA	Financial Reporting	Financial viability measured in terms of the municipality's ability to meet its service debt obligations by 30 June 2017 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	% of debt coverage	Chief financial Officer	Percentage	45	0	0	0	45

Toplayer Service Delivery Budget Implementation Plan for 2016/17

Ref	Directorate	Development Objective	Strategic objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
34	Finance	The District to ensure accurate and professional reports as prescribed by the MFMA are submitted monthly (Sect 71,72 and Sect 46), and also implement the MFMA	Financial Reporting	Financial viability measured in terms of the available cash to cover fixed operating expenditure by 30 June 2017 ((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))	Number of months it takes to cover fix operating expenditure with available cash	Chief financial Officer	Number	1	0	0	0	1
35	Finance	The District to submit financial statements by the end of August and section 46 report	Financial Statements and Systems	Submit the annual financial statements to the Auditor-General by 31 August 2016	Statements submitted to the AG by 31 August 2016	Chief financial Officer	Number	1	1	0	0	0
36	Finance	The District to ensure compliance in terms of MFMA Budget Schedule/Timeframes	Annual Budget	Prepare and submit the adjustments budget to Council by the 28 February 2017	Adjustments budget submitted by 28 February 2017	Chief financial Officer	Number	1	0	0	1	0
37	Finance	The District to ensure compliance in terms of MFMA Budget Schedule/Timeframes	Annual Budget	Prepare and submit the draft budget to Council by 31 March 2017	Draft budget submitted by 31 March 2017	Chief financial Officer	Number	1	0	0	1	0
38	Finance	The District to ensure compliance in terms of MFMA Budget Schedule/Timeframes	Annual Budget	Prepare and submit the final budget to Council by 31 May 2017	Final budget submitted by 31 May 2017	Chief financial Officer	Number	1	0	0	0	1

Toplayer Service Delivery Budget Implementation Plan for 2016/17

Ref	Directorate	Development Objective	Strategic objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
39	Finance	The District to ensure accurate and professional reports as prescribed by the MFMA are submitted monthly (Sect 71,72 and Sect 46), and also implement the MFMA	Financial Reporting	Submit the sec 71 of the MFMA reports to the Provincial Treasury within 10 working days after the start of the month	Number of section 71 reports submitted	Chief financial Officer	Number	12	3	3	3	3
40	Finance	The District to ensure coordination of Political IGR and Technical IGR as a legislation requirement on Government	Financial Reporting	Submit a quarterly report on the non-payment of shared services to the District MM/CFO Forum	Number of reports submitted	Chief financial Officer	Number	4	1	1	1	1
41	Internal Audit	The District to review and implement approve Internal Audit Charter on an annual basis	Governance	Submit a Quality Assurance Plan to the Audit Committee by 30 November 2016	Number of reports submitted	Manager: Internal Audit	Number	1	0	1	0	0
42	Internal Audit	The District to review and implement approve Internal Audit Charter on an annual basis	Governance	Submit quarterly internal audit reports to the local municipalities in terms of the Service Level Agreements	Number of reports submitted	Manager: Internal Audit	Number	32	8	8	8	8
43	Internal Audit	The District to review and implement approve Internal Audit Charter on an annual basis	Governance	Compile the Risk based audit plan (RBAP) for 2017/18 and submit to the Audit Committee for consideration by 30 November 2016	RBAP for 2017/18 compiled and submitted to the Audit Committee by 30 November 2016	Manager: Internal Audit	Number	1	0	1	0	0
44	Internal Audit	The District to review and implement approve Internal Audit Charter on an annual basis	Governance	Compile the Risk based audit plans (RBAP) for 2017/18 for the local municipalities in terms of the Service Level Agreements and submit to the local municipalities by 30 June 2017	RBAP for 2017/18 compiled and submitted to the local municipalities by 30 June 2017	Manager: Internal Audit	Number	1	0	0	0	8

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Toplayer Service Delivery Budget Implementation Plan for 2016/17

Ref	Directorate	Development Objective	Strategic objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
45	Internal Audit	The District to review and implement approve Internal Audit Charter on an annual basis	Governance	Compile the 3 year Strategic Audit Plan and submit to the Audit Committee by 30 November 2016	Number of reports submitted	Manager: Internal Audit	Number	1	0	1	0	0
46	Municipal Manager	The District to ensure coordination of Political IGR and Technical IGR as a legislation requirement on Government	Governance	Facilitate the meeting of the District Intergovernmental Forum (Technical)	Number of meetings held	Municipal Manager	Number	4	1	1	1	1
47	Municipal Manager	Manage and improve the implementation of the Performance Management System	Governance	Sign 57 performance agreements with all directors by 31 July 2016	Number of agreements signed by 31 July 2016	Municipal Manager	Number	4	4	0	0	0
48	Municipal Manager	Not available	Governance	Review the roles and responsibilities and complete the Section 53 report in terms of the MSA and submit to council by 31 May 2017	Reviewed Roles and Responsibilities submitted to council by 31 May 2017	Municipal Manager	Number	1	0	0	0	1
49	Office of the Executive Mayor	The District to ensure that the municipality improve means of communication, both internally and externally by an improved communication strategy, which is both effective and sustainable	Communication and Liaison	Facilitate the meeting of the District Communication Forum	Number of meetings held	Manager in Office of Executive Mayor	Number	4	1	1	1	1

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Ref	Directorate	Development Objective	Strategic objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
50	Office of the Executive Mayor	The District to ensure that the municipality improve means of communication, both internally and externally by an improved communication strategy, which is both effective and sustainable	Communication and Liaison	Review the District Communication Plan and submit to Council by 30 June 2017	District Communication Plan reviewed and submitted to Council by 30 June 2017	Manager in Office of Executive Mayor	Number	1	0	0	0	1
51	Office of the Executive Mayor	The District to ensure functionality of forums and establish a formal cooperation between council and organizations in this sector.	Communication and Liaison	Establish 4 Communication Forums within the local municipalities by 30 June 2017	Number of Communication Forums established by 30 June 2017	Manager in Office of Executive Mayor	Number	4	0	0	0	4
52	Office of the Executive Mayor	The District to ensure that the municipality improve means of communication, both internally and externally by an improved communication strategy, which is both effective and sustainable	Communication and Liaison	Provide 4 training sessions to local municipalities by 30 June 2017 on the operating the local communication forums	Number of training sessions held	Manager in Office of Executive Mayor	Number	4	0	0	0	4
53	Office of the Executive Mayor	The District to ensure functionality of forums and establish a formal cooperation between council and organizations in this sector.	Public and community participation	Facilitate the meeting of the Youth Council	Number of meetings held	Manager in Office of Executive Mayor	Number	2	0	0	0	2
54	Office of the Executive Mayor	Not available	Outreach Programme to Vulnerable Groups	Host commemorative days as per the approved list by the Municipal Manager and Mayor by 30 June 2017	Number of commemorative days hosted	Manager in Office of Executive Mayor	Number	5	0	2	0	3

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Ref	Directorate	Development Objective	Strategic objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
55	Office of the Executive Mayor	The District to ensure functionality of forums and establish a formal cooperation between council and organizations in this sector.	Governance	Provide 1 training session per local municipality by 30 June 2017 to train ward committee members	Number of training sessions provided	Manager in Office of Executive Mayor	Number	8	0	0	0	8
56	Office of the Executive Mayor	The District to ensure functionality of forums and establish a formal cooperation between council and organizations in this sector.	Health and HIV/AIDS	Facilitate the meeting of the District HIV/AIDS council	Number of meetings held	Manager in Office of Executive Mayor	Number	4	0	0	0	4

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Monthly Cashflow for the 2016/17 financial year

Directorate	Function	Jul-16			Aug-16			Sep-16			Oct-16		
		Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
Municipal Manager	Executive and council	253,250	664,967		253,250	664,967		253,250	664,967		253,250	664,967	
Finance	Finance and Administration	1,745,179	1,205,925		1,745,179	1,205,925		1,745,179	1,205,925		1,745,179	1,205,925	
Corporate Services	Finance and Administration		639,203			639,203			639,203			639,203	
Corporate Services	Public safety	29,167	187,046		29,167	187,046		29,167	187,046		29,167	187,046	
Infrastructure, Housing, Planning and Development	Housing	60,000	187,820		60,000	187,820		60,000	187,820		60,000	187,820	
Corporate Services	Health		257,650			257,650			257,650			257,650	
Infrastructure, Housing, Planning and Development	Planning and development	1,817,716	665,317		1,817,716	665,317		1,817,716	665,317		1,817,716	665,317	
TOTAL		3,905,312	3,807,928	0	3,905,312	3,807,928	0	3,905,312	3,807,928	0	3,905,312	3,807,928	0

Monthly Cashflow for the 2016/17 financial year

Directorate	Function	Nov-16			Dec-16			Jan-17			Feb-17		
		Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
Municipal Manager	Executive and council	253,250	664,967		253,250	664,967		253,250	664,967		253,250	664,967	
Finance	Finance and Administration	1,745,179	1,205,925		1,745,179	1,205,925		1,745,179	1,205,925		1,745,179	1,205,925	
Corporate Services	Finance and Administration		639,203			639,203			639,203			639,203	
Corporate Services	Public safety	29,167	187,046		29,167	187,046		29,167	187,046		29,167	187,046	
Infrastructure, Housing, Planning and Development	Housing	60,000	187,820		60,000	187,820		60,000	187,820		60,000	187,820	
Corporate Services	Health		257,650			257,650			257,650			257,650	
Infrastructure, Housing, Planning and Development	Planning and development	1,817,716	665,317		1,817,716	665,317		1,817,716	665,317		1,817,716	665,317	
TOTAL		3,905,312	3,807,928	0	3,905,312	3,807,928	0	3,905,312	3,807,928	0	3,905,312	3,807,928	0

Monthly Cashflow for the 2016/17 financial year

Directorate	Function	Mar-17			Apr-17			May-17			Jun-17		
		Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
Municipal Manager	Executive and council	253,250	664,967		253,250	664,967		253,250	664,967		253,250	2,301,663	
Finance	Finance and Administration	1,745,179	1,205,925		1,745,179	1,205,925		1,745,179	1,205,925		1,745,181	1,205,725	
Corporate Services	Finance and Administration		639,203			639,203			639,203		0	4,581,605	
Corporate Services	Public safety	29,167	187,046		29,167	187,046		29,167	187,046		29,163	187,045	
Infrastructure, Housing, Planning and Development	Housing	60,000	187,820		60,000	187,820		60,000	187,820		60,000	187,820	
Corporate Services	Health		257,650			257,650			257,650		0	257,650	
Infrastructure, Housing, Planning and Development	Planning and development	1,817,716	665,317		1,817,716	665,317		1,817,716	665,317		1,817,712	665,313	
TOTAL		3,905,312	3,807,928	0	3,905,312	3,807,928	0	3,905,312	3,807,928	0	3,905,306	9,386,821	0

Monthly Cashflow for the 2016/17 financial year

Directorate	Function	TOTAL		
		Revenue	Operational Exp.	Capital Exp.
Municipal Manager	Executive and council	3,039,000	9,616,300	0
Finance	Finance and Administration	20,942,150	14,470,900	0
Corporate Services	Finance and Administration	0	11,612,838	0
Corporate Services	Public safety	350,000	2,244,551	0
Infrastructure, Housing, Planning and Development	Housing	720,000	2,253,840	0
Corporate Services	Health	0	3,091,800	0
Infrastructure, Housing, Planning and Development	Planning and development	21,812,588	7,983,800	0
TOTAL		46,863,738	51,274,029	0

Revenue by Source for the 2016/17 financial year

Line Item	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	TOTAL
Interest earned - external investments	17,292	17,292	17,292	17,292	17,292	17,292	17,292	17,292	17,292	17,292	17,292	17,292	207,504
Transfer receipts - operational	3,509,750	3,509,750	3,509,750	3,509,750	3,509,750	3,509,750	3,509,750	3,509,750	3,509,750	3,509,750	3,509,750	3,509,750	42,117,000
Other revenue	378,270	378,270	378,270	378,270	378,270	378,270	378,270	378,270	378,270	378,270	378,270	378,270	4,539,240
TOTAL	3,905,312	3,905,312	3,905,312	3,905,312	3,905,312	3,905,312	3,905,312	3,905,312	3,905,312	3,905,312	3,905,312	3,905,312	46,863,744

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