

**2016/17**

**TOP LAYER  
SERVICE DELIVERY BUDGET  
IMPLEMENTATION PLAN**

**CENTRAL  
KAROO  
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 STEFANUS JOOETS

Municipal Manager of Central Karoo District Municipality

Signature 

Date 9/6/16.

## 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 EDWARD NJABU

Mayor of Central Karoo District Municipality

Signature 

Date 2016/06/13

**Toplayer Service Delivery Budget Implementation Plan for 2016/17**

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
1	Technical Services	To pursue economic growth opportunities that will create descent work.	Create temporary job opportunities in terms of identified road projects by 31 March 2017 (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 job opportunities created by 31 March 2017 (Spending calculated over the Financial year of the Dept of Transport of the WC Province)	Director Technical Services	Number	15	0	0	15	0
2	Municipal Manager	To build a well capacitated workforce and skilled employable youth and communities	The number of people from employment equity target groups employed (appointed) in the three highest levels of management in compliance with a municipality's approved equity plan as at 30 June 2017	Number of people from employment equity target groups employed (appointed) in the three highest levels of management	Municipal Manager	Number	1	0	0	0	1
3	Corporate Services	To build a well capacitated workforce and skilled employable youth and communities	Percentage of municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2017 measured as $[(\text{Total Actual Training Expenditure} / \text{Total personnel Budget}) \times 100]$	% of personnel budget spent	Director Corporate Services	Percentage	1	0	0	0	1

Toplayer Service Delivery Budget Implementation Plan for 2016/17

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
4	Financial Services	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 2017 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	% of debt coverage	CFO	Percentage	32	0	0	0	32
5	Financial Services	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 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 fixed operating expenditure with available cash	CFO	Number	1	0	0	0	1
6	Financial Services	To deliver sound administrative and financial services, to ensure viability	The percentage of the municipal capital budget actually spent on capital projects by 30 June 2017 {(Actual amount spent on projects)/Total amount budgeted for capital projects}X100) as at 30 June 2016	% of capital budget spent by 30 June 2017 {(Actual amount spent on projects)/Total amount budgeted for capital projects}X100) as at 30 June 2017	CFO	Percentage	90	0	0	0	90

Toplayer Service Delivery Budget Implementation Plan for 2016/17

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
7	Municipal Manager	To facilitate good governance principles and effective stakeholder participation.	Facilitate the meeting of the District Intergovernmental Forum (Technical)	Number of meetings held	Municipal Manager	Number	4	1	1	1	1
8	Municipal Manager	To pursue economic growth opportunities that will create descent work.	Oversee the developing and submitting of business plans from the Economic Development Agency (EDA) for projects to Council for consideration by 30 June 2017	Number of business plans submitted to Council	Municipal Manager	Number	2	0	0	0	2
9	Municipal Manager	To pursue economic growth opportunities that will create descent work.	Facilitate the meeting of the Board of the Economic Development Agency (EDA)	Number of meetings held	Municipal Manager	Number	2	0	1	0	1
10	Municipal Manager	To pursue economic growth opportunities that will create descent work.	Submit proposals to possible funders for projects/initiatives for the youth, disabled, elderly and gender	Number of proposals submitted to possible funders	Municipal Manager	Number	2	0	0	0	2
11	Technical Services	To improve and maintain district roads and promote effective and safe public transport for all.	95% of roads capital conditional grant spent by 31 March 2017 [(Actual expenditure divided by approved allocation received) x100] (Spending calculated over the Financial year of the Dept of Transport of the WC Province)	% of roads capital conditional grant spent (Spending calculated over the Financial year of the Dept of Transport of the WC Province)	Director Technical Services	Percentage	95	0	0	95	0

**Toplayer Service Delivery Budget Implementation Plan for 2016/17**

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
12	Technical Services	To improve and maintain district roads and promote effective and safe public transport for all.	95% of roads operational conditional grant spent by 31 March 2017 [(Actual expenditure divided by approved allocation received)x100] (Spending calculated over 12 months which coincide with the Financial year of the Prov Dept of Transport)	% of roads operational conditional grant spent (Spending calculated over the Financial year of the Dept of Transport of the WC Province)	Director Technical Services	Percentage	95	0	0	95	0
13	Technical Services	To improve and maintain district roads and promote effective and safe public transport for all.	Regravel roads by 31 March 2017 (Calculated over the Financial year of the Dept of Transport of the WC Province)	Kilometers of roads regravelled (Calculated over the Financial year of the Dept of Transport of the WC Province)	Director Technical Services	Number	35	0	0	35	0
14	Municipal Manager	To deliver sound administrative and financial services, to ensure viability	Revise the Risk based audit plan (RBAP) and submit to the Audit Committee by 30 June 2017	RBAP submitted to the Audit Committee	Municipal Manager	Number	1	0	0	0	1
15	Municipal Manager	To deliver sound administrative and financial services, to ensure viability	Implement the RBAP by 30 June 2017 [(Audits completed for the year/audits planned for the year according to the RBAP )x100]	% of RBAP implemented	Municipal Manager	Percentage	70	0	0	0	70
16	Municipal Manager	To pursue economic growth opportunities that will create descent work.	Review the Economic Development Strategy and submit to Council by 30 June 2017	Economic Development Strategy reviewed and submitted to council	Municipal Manager	Number	1	0	0	0	1
17	Financial Services	To deliver sound administrative and financial services, to ensure viability	Submit the financial statements by 31 August 2016 to the Auditor General	Financial Statements submitted	CFO	Number	1	1	0	0	0
18	Corporate Services	To build a well capacitated workforce and skilled employable youth and communities	Review the Employment Equity plan and submit to Council by 31 December 2016	Plan reviewed and submitted to Council	Director Corporate Services	Number	1	0	1	0	0

**Toplayer Service Delivery Budget Implementation Plan for 2016/17**

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
19	Corporate Services	To deliver sound administrative and financial services, to ensure viability	Revise the Appointment Policy to be in accordance with legislative requirements and submit to council 30 June 2017	Revised Appointment Policy submitted to council	Director Corporate Services	Number	1	0	0	0	1
20	Corporate Services	To build a well capacitated workforce and skilled employable youth and communities	Review the Workplace Skills Plan and submit to the LGSETA by 30 April 2017	Plan submitted to the LGSETA	Director Corporate Services	Number	1	0	0	0	1
21	Corporate Services	To promote safe, healthy and socially stable communities in an environment conducive to integrated and sustainable development	Submit an Environmental Health Project Proposal to the Provincial Departments of Health and/or other role-players by 31 December 2016	Number of Project Proposals submitted	Director Corporate Services	Number	1	0	1	0	0
22	Corporate Services	To promote safe, healthy and socially stable communities in an environment conducive to integrated and sustainable development	Raise Health and Hygiene awareness through articles published in the local newspaper "The Courier" on a quarterly basis	Number of articles published on a quarterly basis	Director Corporate Services	Number	4	1	1	1	1
23	Corporate 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 Category B-Municipalities within the Central Karoo District by 31 January 2017	Number of newsletters submitted	Director Corporate Services	Number	1	0	0	1	0



Toplayer Service Delivery Budget Implementation Plan for 2016/17

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
24	Corporate Services	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 Category B-Municipalities within the Central Karoo District by 31 December 2016 and 30 June 2017	Number of Landfill Evaluation Reports submitted on a bi-annual basis	Director Corporate Services	Number	6	0	3	0	3
25	Corporate 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 Category B-Municipalities within the Central Karoo District by 31 December 2016 and 30 June 2017	Number of Informal Settlement Evaluation Reports submitted on a bi-annual basis	Director Corporate Services	Number	4	0	2	0	2
26	Corporate 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 Category B-Municipalities within the Central Karoo District by 31 December 2016 and 30 June 2017	Number of Water Quality Evaluation Reports submitted on a bi-annual basis	Director Corporate Services	Number	6	0	3	0	3
27	Corporate Services	To plan to minimize the impact of social ills, disasters and improve public safety in the region.	Conduct training sessions for emergency personnel and volunteers by 30 June 2017	Number of training sessions conducted	Director Corporate Services	Number	3	0	0	0	3
28	Corporate Services	To plan to minimize the impact of social ills, disasters and improve public safety in the region.	Inspect industrial premises for fire safety and issue safety certificates	Number of industrial premises inspected for fire safety and safety certificates issued	Director Corporate Services	Number	6	0	0	0	6



Capital projects for the 2016/17 financial year

Ref	Directorate	Function	Project Description	Funding Source	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	2016/2017		2017/2018			
					19	19	19	19	19	19	19	19	19	19	20	20	CRR	Other	CRR	Other		
1	Corporate Services	Finance and Administration	Computer equipment, furniture and equipment & Disaster Management	CRR	19	19	19	19	19	19	19	19	19	19	20	20	230	230			230	
					<b>Total</b>												<b>230</b>	<b>230</b>				

Monthly Cashflow for the 2016/17 financial year

Sub Directorate	Function	July			August		
		Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
Municipal Manager	Executive and council	930,885	985,421		930,885	985,421	
Financial Services	Finance and Administration	785,352	628,443		785,352	628,443	
Director Corporate Services	Finance and Administration	1,194,842	1,215,032	19	1,194,842	1,215,032	19
Disaster Management	Public safety	86,734	84,408		86,734	84,408	
Municipal Health	Health	177,244	237,598		177,244	237,598	
LED	Planning and development	80,022	79,472		80,022	79,472	
Roads	Road transport	3,092,500	3,092,500		3,092,500	3,092,500	
Municipal Manager	Other	74,120	79,597		74,120	79,597	
<b>TOTAL</b>		<b>6,421,699</b>	<b>6,402,472</b>	<b>19</b>	<b>6,421,699</b>	<b>6,402,472</b>	<b>19</b>

Monthly Cashflow for the 2016/17 financial year

Sub Directorate	Function	September			October		
		Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
Municipal Manager	Executive and council	930,885	985,421		930,885	985,421	
Financial Services	Finance and Administration	785,352	628,443		785,352	628,443	
Director Corporate Services	Finance and Administration	1,194,842	1,215,032	19	1,194,842	1,215,032	19
Disaster Management	Public safety	86,734	84,408		86,734	84,408	
Municipal Health	Health	177,244	237,598		177,244	237,598	
LED	Planning and development	80,022	79,472		80,022	79,472	
Roads	Road transport	3,092,500	3,092,500		3,092,500	3,092,500	
Municipal Manager	Other	74,120	79,597		74,120	79,597	
<b>TOTAL</b>		<b>6,421,699</b>	<b>6,402,472</b>	<b>19</b>	<b>6,421,699</b>	<b>6,402,472</b>	<b>19</b>

Monthly Cashflow for the 2016/17 financial year

Sub Directorate	Function	November			December		
		Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
Municipal Manager	Executive and council	930,885	985,421		930,885	985,421	
Financial Services	Finance and Administration	785,352	628,443		785,352	628,443	
Director Corporate Services	Finance and Administration	1,194,842	1,215,032	19	1,194,842	1,215,032	19
Disaster Management	Public safety	86,734	84,408		86,734	84,408	
Municipal Health	Health	177,244	237,598		177,244	237,598	
LED	Planning and development	80,022	79,472		80,022	79,472	
Roads	Road transport	3,092,500	3,092,500		3,092,500	3,092,500	
Municipal Manager	Other	74,120	79,597		74,120	79,597	
<b>TOTAL</b>		<b>6,421,699</b>	<b>6,402,472</b>	<b>19</b>	<b>6,421,699</b>	<b>6,402,472</b>	<b>19</b>

Monthly Cashflow for the 2016/17 financial year

Sub Directorate	Function	January		February	
		Revenue	Operational Exp.	Revenue	Operational Exp.
Municipal Manager	Executive and council	930,885	985,421	930,885	985,421
Financial Services	Finance and Administration	785,352	628,443	785,352	628,443
Director Corporate Services	Finance and Administration	1,194,842	1,215,032	1,194,842	1,215,032
Disaster Management	Public safety	86,734	84,408	86,734	84,408
Municipal Health	Health	177,244	237,598	177,244	237,598
LED	Planning and development	80,022	79,472	80,022	79,472
Roads	Road transport	3,092,500	3,092,500	3,092,500	3,092,500
Municipal Manager	Other	74,120	79,597	74,120	79,597
<b>TOTAL</b>		<b>6,421,699</b>	<b>6,402,472</b>	<b>6,421,699</b>	<b>6,402,472</b>

Monthly Cashflow for the 2016/17 financial year

Sub Directorate	Function	March			April		
		Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
Municipal Manager	Executive and council	930,885	985,421		930,885	985,421	
Financial Services	Finance and Administration	785,352	628,443		785,352	628,443	
Director Corporate Services	Finance and Administration	1,194,842	1,215,032	19	1,194,842	1,215,032	19
Disaster Management	Public safety	86,734	84,408		86,734	84,408	
Municipal Health	Health	177,244	237,598		177,244	237,598	
LED	Planning and development	80,022	79,472		80,022	79,472	
Roads	Road transport	3,092,500	3,092,500		3,092,500	3,092,500	
Municipal Manager	Other	74,120	79,597		74,120	79,597	
<b>TOTAL</b>		<b>6,421,699</b>	<b>6,402,472</b>	<b>19</b>	<b>6,421,699</b>	<b>6,402,472</b>	<b>19</b>

Monthly Cashflow for the 2016/17 financial year

Sub Directorate	Function	May			June		
		Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
Municipal Manager	Executive and council	930,885	985,421		930,885	985,421	
Financial Services	Finance and Administration	785,352	628,443		785,352	628,443	
Director Corporate Services	Finance and Administration	1,194,842	1,215,032	20	1,194,842	1,215,032	20
Disaster Management	Public safety	86,734	84,408		86,734	84,408	
Municipal Health	Health	177,244	237,598		177,244	237,598	
LED	Planning and development	80,022	79,472		80,022	79,472	
Roads	Road transport	3,092,500	3,092,500		3,092,500	3,092,500	
Municipal Manager	Other	74,120	79,597		74,120	79,597	
<b>TOTAL</b>		<b>6,421,699</b>	<b>6,402,472</b>	<b>20</b>	<b>6,421,699</b>	<b>6,402,472</b>	<b>20</b>

Monthly Cashflow for the 2016/17 financial year

Sub Directorate	Function	TOTAL		
		Revenue	Operational Exp.	Capital Exp.
Municipal Manager	Executive and council	11,170,620	11,825,057	0
Financial Services	Finance and Administration	9,424,221	7,541,316	0
Director Corporate Services	Finance and Administration	14,338,103	14,580,388	230
Disaster Management	Public safety	1,040,811	1,012,894	0
Municipal Health	Health	2,126,927	2,851,173	0
LED	Planning and development	960,259	953,665	0
Roads	Road transport	37,110,000	37,110,000	0
Municipal Manager	Other	889,442	955,170	0
<b>TOTAL</b>		<b>77,060,383</b>	<b>76,829,664</b>	<b>230</b>



Revenue by Source for the 2016/17 financial year

Line Item	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
Property rates	0	0	0	0	0	0	0	0	0	0	0	0	0
Property rates - penalties & collection charges	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - electricity revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - water revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - sanitation revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - refuse revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - other	0	0	0	0	0	0	0	0	0	0	0	0	0
Rental of facilities and equipment	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000
Interest earned - external investments	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	500,000
Interest earned - outstanding debtors	0	0	0	0	0	0	0	0	0	0	0	0	0
Dividends received	0	0	0	0	0	0	0	0	0	0	0	0	0
Fines	0	0	0	0	0	0	0	0	0	0	0	0	0
Licences and permits	0	0	0	0	0	0	0	0	0	0	0	0	0
Agency services	309,250	309,250	309,250	309,250	309,250	309,250	309,250	309,250	309,250	309,250	309,250	309,250	3,711,000
Transfers recognised - operating	270,662	2,751,731	2,751,731	2,751,731	2,751,731	2,751,731	2,751,731	2,751,731	2,751,731	2,751,731	2,751,731	5,232,799	33,020,767
Other revenue	3,314,885	3,314,885	3,314,885	3,314,885	3,314,885	3,314,885	3,314,885	3,314,885	3,314,885	3,314,885	3,314,885	3,314,885	39,778,616
Gains on disposal of PPE	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>R 3,940,630</b>	<b>R 6,421,699</b>	<b>R 6,421,699</b>	<b>R 6,421,699</b>	<b>R 6,421,699</b>	<b>R 6,421,699</b>	<b>R 6,421,699</b>	<b>R 6,421,699</b>	<b>R 6,421,699</b>	<b>R 6,421,699</b>	<b>R 6,421,699</b>	<b>R 8,902,767</b>	<b>R 77,060,383</b>