

OVERBERG DISTRICT MUNICIPALITY

REVISED TOP LAYER SDBIP 2016/2017



Municipal Finance Management Act, 2003 (Act 56 of 2003)

Section 54(1)(c)

Overberg District Municipality
Revised SDBIP 2016/2017: Top Layer

Ref	Directorate	IDP Ref	GFS Classification	National Outcome	National KPA	Strategic Objective	Municipal KPA	KPI	Unit of Measurement	Wards	Area	KPI Owner	Baseline	Source of Evidence	Annual Target	Revised Target	Sep-16		Dec-16		Mar-17		Jun-17	
																	Target	Revised Target	Target	Revised Target	Target	Revised Target	Target	Revised Target
TL1	Office of the Municipal Manager	8.1.1	Executive and Council [Core function] - Mayor and Council	A development-orientated public service and inclusive citizenship	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Facilitate Councillors/Management Strategic Session by December 2016	Number of Strategic Sessions facilitated	All	All	Municipal Manager	New KPI	Attendance register	1	1	0		1		0		0	
TL2	Office of the Municipal Manager	8.1.1	Executive and Council [Core function] - Municipal Manager, Town Secretary and Chief Executive	A development-orientated public service and inclusive citizenship	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Facilitate quarterly DCF Tech meetings to enhance IGR in the Overberg	Number of DCF Tech meetings facilitated per annum	All	All	Municipal Manager	4 per annum	Minutes of meetings	4	4	1		1		1		1	
TL3	Office of the Municipal Manager	8.1.1	Executive and Council [Core function] - Municipal Manager, Town Secretary and Chief Executive	A skilled and capable workforce to support inclusive growth	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation & Institutional Development	Implement revised organisational structure by November 2016 Revised: Implement revised organisational structure by 30 June 2017	Revised organisational structure implemented	All	All	Municipal Manager	New KPI	Extract from Payroll system	1	1	0		1	0	0		0	1
TL4	Office of the Municipal Manager	8.1.1	Finance and Administration [Core function] - Budget and Treasury Office	Decent employment through inclusive economic growth	Local Economic Development	To promote local economic development by supporting initiatives in the District for the development of a sustainable district economy	Local Economic Development	Create temporary job opportunities through the municipality's EPWP programme as per FTE target, by June 2017(Reg)	Number of Full-Time Equivalents (FTE's) created during the financial year	All	All	Municipal Manager	7 FTE's	Quarterly EPWP reports	7	7	0		0		0		7	
TL5	Office of the Municipal Manager	8.1.1	Finance and Administration [Core function] - Human Resources	A skilled and capable workforce to support inclusive growth	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation & Institutional Development	People from employment equity target groups employed in the three highest levels of management in compliance with the approved Employment Equity Plan, by June 2017 (Reg)	Number of people from EE target groups employed per annum	All	All	Municipal Manager	37 Employed	Quarterly Employment Equity Report	1	0	0		0		0		1	0
TL6	Office of the Municipal Manager	8.1.2	Executive and Council [Core function] - Municipal Manager, Town Secretary and Chief Executive	A development-orientated public service and inclusive citizenship	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Annual review & adoption of Communication Strategy by June 2017	Communication Strategy reviewed and submitted to Council for adoption	All	All	Municipal Manager	Communication Strategy	Minutes of Council meeting where reviewed Communication Strategy was tabled	1	1	0		0		0		1	
TL7	Office of the Municipal Manager	8.1.2	Executive and Council [Core function] - Municipal Manager, Town Secretary and Chief Executive	A development-orientated public service and inclusive citizenship	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Publishing of bi-annually External Newsletter to Stakeholders	Number of external newsletters published per annum	All	All	Municipal Manager	2 per annum	Newsletters & distribution list	2	2	0		1		0		1	
TL8	Office of the Municipal Manager	8.1.2	Executive and Council [Core function] - Municipal Manager, Town Secretary and Chief Executive	A development-orientated public service and inclusive citizenship	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Publishing of quarterly Internal Newsletter "Decus Nostrum"	Number of internal newsletters published per annum	All	All	Municipal Manager	4 per annum	Internal Newsletters & distribution list	4	4	1		1		1		1	
TL9	Office of the Municipal Manager	8.1.2	Internal Audit [Core function] - Governance Function	A development-orientated public service and inclusive citizenship	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Develop Communication Action Plan for 2016/17 and submit to DPLG - Communications by September 2016	Communication Action Plan developed and submitted	All	All	Municipal Manager	1 per annum	Communication Action Plan & Proof of submission	1	1	1		0		0		0	

TL10	Office of the Municipal Manager	8.1.3	Executive and Council [Core function] - Mayor and Council	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Facilitate quarterly Audit and Performance Audit Committee meetings	Number of quarterly Audit & Performance Audit Committee meetings facilitated per annum	All	All	Municipal Manager	4 per annum	Minutes of meetings	4	4	1		1		1		1	
TL11	Office of the Municipal Manager	8.1.3	Finance and Administration [Core function] - Risk Management	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Develop a Risk-based Audit Plan (RBAP) for 2017/18 financial year by June 2017	Annual RBAP developed	All	All	Municipal Manager	RBAP	Minutes of Audit and Performance Committee meeting where RBAP was tabled	1	1	0		0		0		1	
TL12	Office of the Municipal Manager	8.1.4	Finance and Administration [Core function] - Risk Management	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Facilitate quarterly Risk Management Committee meetings	Number of quarterly Risk Management Committee meetings facilitated per annum	All	All	Municipal Manager	4 per annum	Minutes of meetings	4	4	1		1		1		1	
TL13	Office of the Municipal Manager	8.1.4	Finance and Administration [Core function] - Risk Management	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Submit quarterly a report to the DCF Tech Committee regarding the status of the Shared Services for Risk Management	Number of reports submitted per annum	All	All	Municipal Manager	New KPI	Minutes of DCF Tech meetings	4	4	1		1		1		1	
TL14	Office of the Municipal Manager	8.1.4	Finance and Administration [Core function] - Budget and Treasury Office	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Table quarterly risk register update report at Risk Management Committee Meeting	Number of reports tabled per annum	All	All	Municipal Manager	New KPI	Minutes of meetings	4	4	1		1		1		1	
TL15	Management Services	8.2.1	Finance and Administration [Core function] - Supply Chain Management	A responsive and accountable, effective and efficient local government system	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Municipal Financial Viability and Management	Table draft District Funding Research Initiative (Costing Research model) to Finance Portfolio Committee by September 2016 Revised: Table draft District Funding Research Initiative (Costing Research model) to Finance Portfolio Committee by June 2017	Draft District Funding Research Initiative tabled	All	All	Director: Management Services/CFO	Roll over from previous year	Minutes of Finance Portfolio Meeting where document was tabled	1	1	1	0	0		0		0	1
TL16	Management Services	8.2.1	Finance and Administration [Core function] - Budget and Treasury Office	A responsive and accountable, effective and efficient local government system	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Municipal Financial Viability and Management	Develop and table Preferential Procurement Policy by June 2017	Preferential Procurement Policy Developed and tabled to Council	All	All	Director: Management Services/CFO	New KPI	Minutes of Council meeting where policy was tabled	1	1	0		0		0		1	
TL17	Management Services	8.2.1	Finance and Administration [Core function] - Budget and Treasury Office	A responsive and accountable, effective and efficient local government system	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Municipal Financial Viability and Management	Measured financial viability in terms of the municipality's ability to meet it's service debt obligations by 30 June 2017 (Debt coverage) (Reg)	% the municipality was able to meet it's Debt obligation ((Total operating revenue received - operating grants)/debt service payments))	All	All	Director: Management Services/CFO	66%	Financial Statement	30%	30%	0%		0%		0%		30%	
TL18	Management Services	8.2.1	Finance and Administration [Core function] - Budget and Treasury Office	A responsive and accountable, effective and efficient local government system	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Municipal Financial Viability and Management	Measured financial viability in terms of the available cash to cover fixed operating expenditure by 30 June 2017 (Cost coverage) (Reg)	Number of days Cash were available to cover fixed operating expenditure ((All available cash at a particular time + investments)/monthly fixed operating expenditure)	All	All	Director: Management Services/CFO	40 days	Financial Statement	30	30	0		0		0		30	

TL19	Management Services	8.2.1	Finance and Administration [Core function] - Budget and Treasury Office	A responsive and accountable, effective and efficient local government system	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Municipal Financial Viability and Management	Measured financial viability in terms of percentage outstanding service debtors by June 2017 (Service Debtors) (Reg)	% Outstanding service debtors per annum (Total outstanding service debtors/annual revenue received for services)	All	All	Director: Management Services/CFO	3%	Financial Statement	3%	3%	0%		0%		0%		3%
TL20	Management Services	8.2.1	Planning and Development [Core function] - Corporate Wide Strategic Planning (IDPs, LEDs)	A responsive and accountable, effective and efficient local government system	Municipal Financial Viability and Management	To attain and maintain financial viability and sustainability by executing accounting services in accordance with National policy and guidelines	Municipal Financial Viability and Management	Report on Percentage Capital budget actually spend on capital projects by 30 June 2017 (Reg)	% of capital budget actually spent on capital projects for the annum (Actual spent on capital projects/Total capital budget)	All	All	Director: Management Services/CFO	95%	Extract from SAMRAS	95%	95%	0%		0%		0%		95%
TL21	Management Services	8.2.2	Planning and Development [Core function] - Corporate Wide Strategic Planning (IDPs, LEDs)	Decent employment through inclusive economic growth	Local Economic Development	To promote local economic development by supporting initiatives in the District for the development of a sustainable district economy	Local Economic Development	Review Municipal Policy on EPWP and table to Council by October 2016 Revised: Review Municipal Policy on EPWP and table to Council by June 2017	Revised Municipal EPWP Policy tabled to Council	All	All	Director: Management Services/CFO	EPWP Policy	Minutes of Council meeting where policy was tabled	1	1	0		1	0		0	1
TL22	Management Services	8.2.2	Planning and Development [Core function] - Corporate Wide Strategic Planning (IDPs, LEDs)	Decent employment through inclusive economic growth	Local Economic Development	To promote local economic development by supporting initiatives in the District for the development of a sustainable district economy	Local Economic Development	Table District LED/Tourism Strategy to Council by September 2016 Revised: Table District LED/Tourism Strategy to Council by June 2017	District LED/Tourism Strategy tabled to Council	All	All	Director: Management Services/CFO	Draft	Minutes of Council meeting where strategy was tabled	1	1	1	0		0		0	1
TL23	Management Services	8.2.2	Planning and Development [Core function] - Corporate Wide Strategic Planning (IDPs, LEDs)	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Table to Council the Draft IDP for 2017/2021 by March 2017	Draft IDP for 2017/2021 tabled to Council	All	All	Director: Management Services/CFO	February	Minutes of Council meeting where the Draft IDP for 2017/2021 was tabled	1	1	0		0		1	0	
TL24	Management Services	8.2.2	Planning and Development [Core function] - Corporate Wide Strategic Planning (IDPs, LEDs)	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Table to Council the Final IDP for 2017/2021 by May 2017	Final 2017/2021 IDP tabled to Council	All	All	Director: Management Services/CFO	April	Minutes of Council meeting where Final 2017/2021 IDP was tabled	1	1	0		0		0	1	
TL25	Management Services	8.2.3	Finance and Administration [Core function] - Human Resources	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Prepare Top Layer SDBIP for approval by Mayor within 28 days after the adoption of 2017/2018 budget	Top Layer SDBIP submitted to Mayor for approval	All	All	Director: Management Services/CFO	Jun-16	Approve Top Layer SDBIP	1	1	0		0		0	1	
TL26	Management Services	8.2.3	Finance and Administration [Core function] - Human Resources	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Develop and table a draft Incentive Policy on Performance to the Corporate Portfolio meeting by March 2017 Revised: Develop and table a draft Performance Reward and Recognition Policy for Employees (Incentive Policy) to the LLF by March 2017	Draft Incentive Policy developed and tabled to Corporate Portfolio Committee Revised: Draft Performance Reward and Recognition Policy for Employees (Incentive Policy) to LLF	All	All	Director: Management Services/CFO	New KPI	Draft incentive Policy developed and tabled Revised: Draft Performance Reward and Recognition Policy for Employees developed and tabled	1	1	0		0		1	0	
TL27	Management Services	8.2.4	Finance and Administration [Core function] - Human Resources	A responsive and accountable, effective and efficient local government system	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation & Institutional Development	Coordinate Local Labour Forum (LLF) meetings in accordance with the Main Collective Agreement	Number of LLF meetings coordinated per annum	All	All	Director: Management Services/CFO	10 per annum	Minutes of LLF meetings or mutual agreement between two parties if no meeting was held	10	8	3	1	2		2		3

TL28	Management Services	8.2.4	Finance and Administration [Core function] - Human Resources	A skilled and capable workforce to support inclusive growth	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation & Institutional Development	Percentage of identified Staff to be trained by June 2017 as per Workplace Skills Plan	% of identified staff trained (Staff received training /Number of staff identified)	All	All	Director: Management Services/CFO	100%	Minutes of Training Committee WSP	80%	80%	0%		0%		0%		80%	
TL29	Management Services	8.2.4	Finance and Administration [Core function] - Human Resources	A skilled and capable workforce to support inclusive growth	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation & Institutional Development	Compile and submit Workplace Skills Plan to LG Seta by April 2017	Workplace Skills Plan compiled and submitted to LG Seta	All	All	Director: Management Services/CFO	April	Confirmation of submission	1	1	0		0		0		1	
TL30	Management Services	8.2.4	Finance and Administration [Core function] - Human Resources	A responsive and accountable, effective and efficient local government system	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation & Institutional Development	Compile and submit Employment Equity (EE) Plan to Department of Labour by November 2016	EE Plan submitted	All	All	Director: Management Services/CFO	November	Confirmation of submission	1	1	0		1		0		0	
TL31	Management Services	8.2.4	Finance and Administration [Core function] - Budget and Treasury Office	A responsive and accountable, effective and efficient local government system	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation & Institutional Development	Coordinate bi-annually health & safety evacuation drills at head office & Bredasdorp Fire Station	Number of drills coordinated per annum	All	All	Director: Management Services/CFO	2 per annum	Reports of Evacuation drills	2	2	0		1		0		1	
TL32	Management Services	8.2.4	Executive and Council [Core function] - Mayor and Council	A skilled and capable workforce to support inclusive growth	Municipal Transformation and Institutional Development	To ensure municipal transformation and institutional development by creating a staff structure that would adhere to the principles of employment equity and promote skills development	Municipal Transformation & Institutional Development	Percentage of Municipal budget actually spend on the implementing of the Workplace Skills Plan by 30 June 2017 (Reg)	% of budget spent on the WSP per annum (Actual spent on Training/Total Budget)	All	All	Director: Management Services/CFO	1%	Financial Statement	1%	0.2%	0%		0%		0%		1%	0.2%
TL33	Management Services	8.2.5	Finance and Administration [Core function] - Administrative and Corporate Support	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Coordinate quarterly Ordinary Council meetings	Number of Council meetings coordinated per annum	All	All	Director: Management Services/CFO	4 per annum	Minutes of Council meetings	4	4	1		1		1		1	
TL34	Management Services	8.2.5	Finance and Administration [Core function] - Administrative and Corporate Support	A responsive and accountable, effective and efficient local government system	Good Governance and Public Participation	To ensure good governance practices by providing a democratic and pro-active accountable government and ensuring community participation through existing IDP structures	Good Governance and Community Participation	Prepare and distribute Portfolio Committee, Ordinary Council meeting & Mayco meeting agendas 5 calendar days prior to meetings	Number of agenda distributions distributed 5 calendar days prior to the meetings per annum	All	All	Director: Management Services/CFO	12 per annum	Distribution list	30	26	8	3	7	5	7	8	8	10
TL35	Community Services	8.3.1	Health [Core function] - Health Services	Improve health and life expectancy	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Take domestic drinking water samples in towns and communities to monitor water quality (SAN 241 as amended)	Number of samples taken per annum	All	All	Director: Community Services	400 per annum	Laboratory results/submission forms	420	420	105		105		105		105	
TL36	Community Services	8.3.1	Health [Core function] - Health Services	Improve health and life expectancy	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Take food samples to monitor the quality of Food to the FCD Act and legislative requirements	Number of samples taken per annum	All	All	Director: Community Services	340 per annum	Laboratory results/submission forms	360	360	90		90		90		90	

TL37	Community Services	8.3.1	Health [Core function] - Health Services	Improve health and life expectancy	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Inspect waste management sites wrt generators and couriers of medical waste according to Municipal Health By-Law of Council	Number of sites inspected per annum	All	All	Director: Community Services	120 per annum	Inspection forms	120	120	0	60	0	60
TL38	Community Services	8.3.1	Health [Core function] - Health Services	Improve health and life expectancy	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Take water sample at Sewerage Final Outflow to monitor water quality (SAN 241 as amended)	Number of samples taken per annum	All	All	Director: Community Services	120 per annum	Laboratory results/submission forms	120	120	30	30	30	30
TL39	Community Services	8.3.1	Health [Core function] - Health Services	Improve health and life expectancy	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Inspect Food Premises to monitor hazardous substances according to National Health Act	Number of food Premises inspected per annum	All	All	Director: Community Services	1200 per annum	Inspection forms	1,200	1,200	300	300	300	300
TL40	Community Services	8.3.2	Environmental Protection [Core function] - Biodiversity and Landscape	Protection and enhancement of environmental assets and natural resources	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Report quarterly to the Community Services Portfolio Committee on the discussions of the Municipal Coastal Committee	Number of quarterly reports submitted per annum	All	All	Director: Community Services	4 per annum	Minutes of Community Portfolio meeting where reports were tabled	4	3	1	0	1	1
TL41	Community Services	8.3.2	Waste Management [Core function] - Solid Waste Disposal (Landfill Sites)	Protection and enhancement of environmental assets and natural resources	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Report quarterly on the outcomes of Karwyderskraal Landfill Committee and adherence to the lease agreement to the Community Portfolio Committee	Number of quarterly reports submitted per annum	All	All	Director: Community Services	4 per annum	Minutes of Community Portfolio meeting where reports were tabled	4	3	1	0	1	1
TL42	Community Services	8.3.2	Waste Management [Core function] - Solid Waste Disposal (Landfill Sites)	Protection and enhancement of environmental assets and natural resources	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Report quarterly on the outcomes of the Regional Waste Forum to the Community Services Portfolio Committee	Number of quarterly reports submitted per annum	All	All	Director: Community Services	4 meetings	Minutes of Community Portfolio meeting where reports were tabled	4	3	1	0	1	1
TL43	Community Services	8.3.3	Sport and Recreation [Core function] - Recreational Facilities	A responsive and accountable, effective and efficient local government system	Local Economic Development	To promote local economic development by supporting initiatives in the District for the development of a sustainable district economy	Local Economic Development	Report quarterly to the Community Services Portfolio Committee on complaints received vs reservations (camp site & bungalows at resorts)	Number of quarterly reports tabled per annum	All	All	Director: Community Services	4 per annum	Minutes of Portfolio Committee meeting where reports serve	4	3	1	0	1	1
TL44	Community Services	8.3.3	Finance and Administration [Core function] - Finance	A responsive and accountable, effective and efficient local government system	Local Economic Development	To promote local economic development by supporting initiatives in the District for the development of a sustainable district economy	Local Economic Development	Update annually the resorts information on the ODM website by June 2017	Updated information on website	All	All	Director: Community Services	New KPI	Screenshot of municipal website	1	1	0	0	0	1
TL45	Community Services	8.3.3	Sport and Recreation [Core function] - Recreational Facilities	A responsive and accountable, effective and efficient local government system	Local Economic Development	To promote local economic development by supporting initiatives in the District for the development of a sustainable district economy	Local Economic Development	Hold monthly Resort Managers meetings to discuss strategic and operational matters	Number of monthly meetings held per annum	All	All	Director: Community Services	12 per annum	Minutes of meeting	12	12	3	3	3	3
TL46	Community Services	8.3.3	Sport and Recreation [Core function] - Recreational Facilities	A responsive and accountable, effective and efficient local government system	Local Economic Development	To promote local economic development by supporting initiatives in the District for the development of a sustainable district economy	Local Economic Development	Hold bi-annually Camp Committee stakeholders meetings (Uilenkraalsmond & Die Dam)	Number of meetings held per annum	All	All	Director: Community Services	New KPI	Minutes of meeting	4	4	0	2	0	2

TL47	Community Services	8.3.4	Finance and Administration [Core function] - Budget and Treasury Office	All people in south Africa protected and feel safe	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Table the revised Disaster Risk Management Plan to Council by June 2017	Disaster Management Plan tabled to Council	All	All	Director: Community Services	Disaster Management Plan	Minutes of Council meeting where plan was tabled	1	1	0	0	0	0	1	0		
TL48	Community Services	8.3.4	Public Safety [Core function] - Fire Fighting and Protection	All people in south Africa protected and feel safe	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Table the revised Disaster Management Framework to Council by June 2017	Disaster Management Framework tabled to Council	All	All	Director: Community Services	Disaster Management Framework	Minutes of Council meeting where Framework was tabled	1	1	0	0	0	0	1	0		
TL49	Community Services	8.3.4	Public Safety [Core function] - Fire Fighting and Protection	All people in south Africa protected and feel safe	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Revised Safer Community Project Plan and submit to the Disaster Management Advisory Committee by September 2016	Safer Community Project Plan reviewed and submitted	All	All	Director: Community Services	New KPI	Minutes of Disaster Management Advisory Committee were plan was tabled	1	1	1	0	0	0	0	0		
TL50	Community Services	8.3.4	Public Safety [Core function] - Fire Fighting and Protection	All people in south Africa protected and feel safe	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Revised Festive and Fire Season Readiness Plan by November 2016 for implementation on 1 December 2016	Plan tabled to Community Service Portfolio Committee Revised: Plan tabled to DCF meeting	All	All	Director: Community Services	Readiness Plan	Minutes of Portfolio Committee meeting where plan was tabled Revised: Minutes of DCF meeting where plan was presented	1	1	0	1	0	0	0	0		
TL51	Community Services	8.3.5	Road Transport [Core function] - Roads	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Upgrading of DR 1318 (3.46km) and DR 1239 (1.56km) to permanent surface by June 2017	Number of KM roads upgraded per annum	All	All	Director: Community Services	New KPI	Completion Certificate	5.02	5.02	0	0	0	0	5.02	0		
TL52	Community Services	8.3.5	Road Transport [Core function] - Roads	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Km of gravel roads to be re-gravelled per quarter	Number of gravel roads re-gravelled per annum	All	All	Director: Community Services	64.22 km per annum	Monthly summary of Km's re-gravelled against planned(graphs)	42	30	12	9.26	11	7.3	8	6.14	11	7.3
TL53	Community Services	8.3.5	Road Transport [Core function] - Roads	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	KM of gravel roads to be bladed per quarter	Number of km roads bladed per annum	All	All	Director: Community Services	6000 km per annum	Monthly IMMs report	6,000	6,000	1,700	1,400	1,200	1,700	1,700	1,700		
TL54	Community Services	8.3.5	Road Transport [Core function] - Roads	An effective, competitive and responsive economic infrastructure network	Basic Service Delivery	To ensure the health and safety of all in the Overberg District through the provision of efficient basic services and infrastructure in terms of disaster management, municipal health and environmental management	Basic Services and Infrastructure	Submit annually business plan for provincial roads budget allocation to Dept of Transport and Public Works by March 2017	Annual business plan submitted	All	All	Director: Community Services	March	Confirmation of submission	1	1	0	0	1	0	0	0		

TL55	Community Services	Sport and Recreation [Core function] - Recreational Facilities	A responsive and accountable, effective and efficient local government system	Local Economic Development	To promote local economic development by supporting initiatives in the District for the development of a sustainable district economy	Local Economic Development	Develop a Resorts Marketing Plan and submit to Council by December 2016	Resorts Marketing Plan submitted to Council	All	All	Director: Community Services	Roll over from previous year	Minutes of Council meeting where plan was tabled	0	1	0	0	1	0	0	0
TL56	Community Services	Sport and Recreation [Core function] - Recreational Facilities	A responsive and accountable, effective and efficient local government system	Local Economic Development	To promote local economic development by supporting initiatives in the District for the development of a sustainable district economy	Local Economic Development	Table Resort Access Control Policy to Council by December 2016 for consideration	Resort Access Control Policy tabled to Council	All	All	Director: Community Services	Roll over from previous year	Minutes of Council meeting where polic was tabled	0	1	0	0	1	0	0	0

Monthly Cashflow

DC3 Overberg - Supporting Table SB15 Adjustments Budget - monthly cash flow -

Monthly cash flows	Ref	Budget Year 2016/17											Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Cash Receipts By Source																
Property rates	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Property rates - penalties & collection charges		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - electricity revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - water revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - sanitation revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue		173	184	-	190	-	-	-	-	-	-	-	2	550	-	-
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		1 005	1 098	1 539	1 667	1 062	910	969	969	969	969	969	969	13 094	13 566	14 378
Interest earned - external investments		116	268	98	140	165	92	87	87	87	87	87	87	1 400	1 300	1 300
Interest earned - outstanding debtors		-	-	-	-	-	-	0	0	0	0	0	0	0	0	0
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Licences and permits		5	35	24	11	20	4	4	4	4	4	4	4	120	26	26
Agency services		539	539	539	539	539	539	838	838	838	838	838	838	8 260	7 719	8 226
Transfers recognised - operating		21 131	5 181	11 590	5 808	(141)	24 333	8 167	8 167	8 167	8 167	8 167	8 167	116 904	130 471	136 006
Other revenue		79	98	89	99	113	129	1 062	1 062	1 062	1 062	1 062	1 062	6 979	1 726	1 774
Cash Receipts by Source		23 048	7 404	13 879	8 453	1 758	26 007	11 126	11 126	11 126	11 126	11 126	11 128	147 307	154 808	161 708
Other Cash Flows by Source																
Transfers receipts - capital		-	-	-	-	-	-	2 270	-	-	-	-	-	2 270	-	-
Contributions & Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	5 370	5 370	-	-
Short term loans		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts by Source		23 048	7 404	13 879	8 453	1 758	26 007	13 396	11 126	11 126	11 126	11 126	16 498	154 947	154 808	161 708
Cash Payments by Type																
Employee related costs		7 054	7 749	7 685	7 695	11 201	7 660	6 979	6 979	6 979	6 979	6 979	6 979	90 916	90 739	95 920
Remuneration of councillors		436	204	451	403	417	480	501	501	501	501	501	501	5 395	6 249	6 593
Finance charges		-	51	25	24	-	78	25	25	25	25	25	25	326	161	55
Bulk purchases - Electricity		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other materials		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contracted services		238	1 298	1 139	1 392	1 438	2 112	941	941	941	941	941	941	13 263	12 295	11 629
Transfers and grants - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and grants - other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other expenditure		1 784	3 798	4 107	3 813	7 794	4 291	2 973	2 973	2 973	2 973	2 973	2 973	43 423	40 624	41 931
Cash Payments by Type		9 511	13 100	13 407	13 328	20 849	14 621	11 418	11 418	11 418	11 418	11 418	11 418	153 323	150 069	156 128
Other Cash Flows/Payments by Type																
Capital assets		114	27	150	217	(6)	21	-	-	-	8 936	-	(3 350)	6 110	737	234
Repayment of borrowing		72	72	72	72	72	72	72	72	72	72	72	72	861	907	995
Other Cash Flows/Payments		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Payments by Type		9 697	13 199	13 629	13 616	20 915	14 714	11 490	11 490	11 490	20 426	11 490	8 140	160 294	151 713	157 356
NET INCREASE/(DECREASE) IN CASH HELD		13 351	(5 795)	250	(5 164)	(19 157)	11 293	1 906	(364)	(364)	(9 300)	(364)	8 359	(5 347)	3 095	4 352
Cash/cash equivalents at the month/year beginning:		22 376	35 727	29 932	30 182	25 019	5 862	17 155	19 061	18 698	18 334	9 034	8 671	22 376	17 029	20 124
Cash/cash equivalents at the month/year end:		35 727	29 932	30 182	25 019	5 862	17 155	19 061	18 698	18 334	9 034	8 671	17 029	17 029	20 124	24 476

Monthly projections of expenditure and revenue by each vote

DC3 Overberg - Supporting Table SB12 Adjustments Budget - monthly revenue and expenditure (municipal vote) -

Description	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Revenue by Vote																
Vote 1 - Municipal Manager		571	586	576	574	598	594	1 890	1 890	1 890	1 890	1 890	1 890	14 840	8 919	9 462
Vote 2 - Management Services		21 865	535	1 412	153	626	18 619	3 363	3 363	3 363	3 363	3 363	3 363	63 387	59 306	61 210
Vote 3 - Community Services		612	6 283	11 891	7 726	534	6 795	8 427	8 427	8 427	8 427	8 427	8 427	84 403	86 583	91 036
Vote 4 - [NAME OF VOTE 4]														-	-	-
Vote 5 - [NAME OF VOTE 5]														-	-	-
Vote 6 - [NAME OF VOTE 6]														-	-	-
Vote 7 - [NAME OF VOTE 7]														-	-	-
Vote 8 - [NAME OF VOTE 8]														-	-	-
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 Revenue by Vote		23 048	7 404	13 879	8 453	1 758	26 007	13 680	13 680	13 680	13 680	13 680	13 680	162 630	154 808	161 708
Expenditure by Vote																
Vote 1 - Municipal Manager		962	743	1 033	996	1 091	1 139	1 279	1 279	1 279	1 279	1 279	1 229	13 589	15 319	16 165
Vote 2 - Management Services		1 364	2 229	2 216	2 026	2 928	3 090	2 749	2 749	2 749	2 749	2 749	2 765	30 361	23 153	23 132
Vote 3 - Community Services		7 186	10 129	10 160	10 306	16 879	11 943	8 776	8 776	8 776	8 776	8 776	8 770	119 253	122 572	128 492
Vote 4 - [NAME OF VOTE 4]														-	-	-
Vote 5 - [NAME OF VOTE 5]														-	-	-
Vote 6 - [NAME OF VOTE 6]														-	-	-
Vote 7 - [NAME OF VOTE 7]														-	-	-
Vote 8 - [NAME OF VOTE 8]														-	-	-
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		9 511	13 100	13 409	13 328	20 898	16 172	12 804	12 804	12 804	12 804	12 804	12 765	163 203	161 044	167 789
Surplus/ (Deficit)		13 537	(5 696)	470	(4 875)	(19 140)	9 836	876	876	876	876	876	915	(573)	(6 236)	(6 081)

EXTRACT FROM THE COUNCIL MINUTES HELD ON 15 MAY 2017

Item A81. 15.05.2017

CORRECTION TO REVISED TOP LAYER SDBIP 2016/2017

(Ref.: 6/39/2)

M Dunn : Performance Management

PURPOSE

To approve the correction to TL 52 of the revised Top Layer Service Delivery and Budget Implementation Plan (SDBIP) for 2016/2017.

BACKGROUND

The revised Top Layer SDBIP was approved by Council on 30 March 2017, Item A59.

The revised target for KPI number TL 52 was approved, with 30 km as the annual target. In the annexure (SDBIP) to the item, the target was misstated as 35.30km.

The target to the KPI must be as follows:

KPI	Revised Target	Sep-16		Dec-16		Mar-17		Jun-17	
		Target	Revised Target	Target	Revised Target	Target	Revised Target	Target	Revised Target
TL 52 Km of gravel roads to be regravelled per quarter	30	12	9.26	11	7.3	8	6.14	11	7.3

APPLICABLE ACTS AND REGULATIONS

Municipal Finance Management Act, 56 of 2003 – Section 54 (c).

UNANIMOUSLY RESOLVED

Council approved the correction to Revised Top Layer Service Delivery and Budget Implementation Plan for 2016/2017.

CERTIFIED A TRUE EXTRACT FROM THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 15 MAY 2017



**DP BERETTI
MUNICIPAL MANAGER**