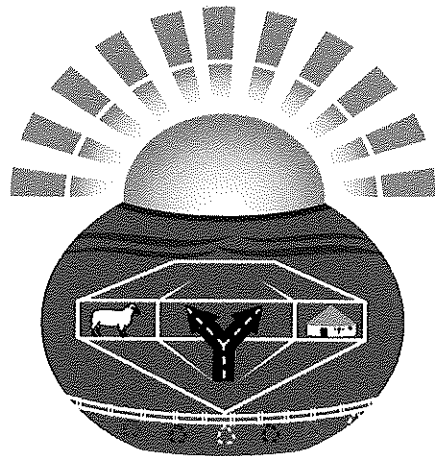


2019/20

**TOP LAYER
SERVICE DELIVERY BUDGET
IMPLEMENTATION PLAN**

**UMSOBOMVU
MUNICIPALITY**



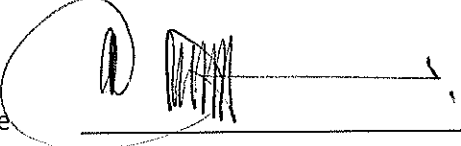
Municipal Finance Management Act:

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 Imos Ching Mpela

Municipal Manager of Umsobomvu Municipality

Signature 

Date 17 June 2019

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 Mgwendile Simon Tolo

Mayor of Umsobomvu Municipality

Signature 

Date 17 June 2019

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Forecast Type	Annual Target	Q1	Q2	Q3	Q4
1	Municipal Manager	Enhance Good Governance processes and accountability	Compile and submit the Risk Based Audit Plan (RBAP) to the Audit committee by 30 June 2020	Risk Based Audit Plan (RBAP) submitted to the Audit committee by 30 June 2020	All	Municipal Manager	Number	1	0	0	0	1
2	Corporate Services	Develop a capable and capacitated institution to respond to community needs	Submit the Workplace Skills Plan and ATR (Annual Training Report) to LGSETA by 30 April 2020	Workplace Skills Plan and ART submitted to LGSETA 30 April 2020	All	Manager: Corporate Services	Number	1	0	0	0	1
3	Corporate Services	Develop a capable and capacitated institution to respond to community needs	Reviewed the organogram and submit to Council by 30 June 2020	Reviewed organogram submitted to Council 30 June 2020	All	Manager: Corporate Services	Number	1	0	0	0	1
4	Corporate Services	Develop a capable and capacitated institution to respond to community needs	The number of people from employment equity target groups employed (to be appointed) in the three highest levels of management in compliance with the equity plan by 30 June 2020	Number of people employed (to be appointed) by 30 June 2020	All	Manager: Corporate Services	Number	1	0	0	0	1
5	Corporate Services	Develop a capable and capacitated institution to respond to community needs	The percentage of the Municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2020 [(Actual amount spent on training/total operational budget)x100]	% of the Municipality's personnel budget [(Actual amount spent on training/total operational budget)x100] by 30 June 2020	All	Manager: Corporate Services	Percentage	0.5	0	0	0	0.5
6	Corporate Services	Develop a capable and capacitated institution to respond to community needs	Limit the vacancy rate to less than 15% of budgeted posts by 30 June 2020 ((Number of posts filled/Total number of budgeted posts)x100)	% vacancy rate of budgeted posts by 30 June 2020 [(Number of posts filled/Total number of budgeted posts)x100]	All	Manager: Corporate Services	Percentage	15	0	15	0	15
7	Corporate Services	Enhance Good Governance processes and accountability	Submit the Draft Annual Performance Report to the AG by 31 August 2020	Draft Annual Performance Report submitted to the AG by 31 August 2019	All	Manager: Corporate Services	Number	1	1	0	0	0

MS.
Mayor:.....

17/8/2019
Date:.....

Ref	Directorate	IDB Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target Type	Annual Target	Q1	Q2	Q3	Q4
8	Corporate Services	Enhance Good Governance processes and accountability	Submit the Draft Annual Report to Council by 31 January 2020	Draft Annual Report submitted to Council by 31 January 2020	All	Manager: Corporate Services	Number	1	0	0	1	0
9	Corporate Services	Enhance Good Governance processes and accountability	Arrange a training session for ward committee members by 30 June 2020	Training session arranged by 30 June 2020	All	Manager: Corporate Services	Number	1	0	0	0	1
10	Corporate Services	Strengthen community participation	Compile a quarterly external newsletters	Number of external newsletters compiled	All	Manager: Corporate Services	Number	4	1	1	1	1
11	Corporate Services	Enhance municipal financial viability	Award the General Valuation bid by 30 September 2019	General Valuation bid awarded by 30 September 2019	All	Manager: Corporate Services	Number	1	1	0	0	0
12	Corporate Services	Provide appropriate services to all households	Review the Human Settlement Plan and submit to Council by 30 June 2020	Human Settlement Plan submitted to Council by 30 June 2020	All	Manager: Corporate Services	Number	1	0	0	0	1
13	Corporate Services	Provide appropriate services to all households	Spend 100% of the library grant by 30 June 2020 ((Actual expenditure divided by the approved budget)x100)	% of the library grant spent by 30 June 2020 ((Actual expenditure divided by the approved budget)x100)	All	Manager: Corporate Services	Percentage	100	0	30	0	100
14	Corporate Services	Provide appropriate services to all households	70% spent of the total amount budgeted by 30 June 2020 for the Noupoot cemetery ((Actual expenditure divided by the total approved budget)x100)	% of budget spent by 30 June 2020 ((Total actual expenditure for the project/Total amount budgeted for the project)x100)	2	Manager: Corporate Services	Percentage	70	0	15	0	70
15	Corporate Services	Strengthen community participation	Submit the draft reviewed IDP to Council by the 31 March 2020	Draft reviewed IDP submitted to Council by 31 March 2020	All	Manager: Corporate Services	Number	1	0	0	1	0
16	Corporate Services	Provide appropriate services to all households	Submit the reviewed the Disaster Management Plan to Council by 30 June 2020	Reviewed Disaster Management Plan submitted by 30 June 2020	All	Manager: Corporate Services	Number	1	0	0	0	1

Mayor: *M.S.*

Date: *17/6/2020*

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target Type	Annual Target	Q1	Q2	Q3	Q4
17	Corporate Services	Provide quality and sustainable municipal infrastructure within available resources	Complete a study on the future needs and options for graveyards in the municipal area and submit a report with recommendations to council by 30 June 2020	Study completed and report submitted to Council by 30 June 2020	All	Manager: Corporate Services	Number	1	0	0	0	1
18	Corporate Services	Ongoing maintenance of municipal infrastructure	60% of the maintenance budget spent by 30 June 2020 for maintenance of municipal buildings ((Actual expenditure divided by the approved budget)x100)	% of the budget spent by 30 June 2020 ((Actual expenditure divided by the approved budget)x100)	All	Manager: Corporate Services	Percentage	60	5	10	30	60
19	Corporate Services	Enhance municipal financial viability	Hand over General Valuation Roll to Municipal Manager by 31 January 2020	General Valuation Roll hand over to Municipal Manager by 31 January 2020	All	Manager: Corporate Services	Number	1	1	0	0	0
20	Corporate Services	Develop a capable and capacitated institution to respond to community needs	Purchase a vehicle for Corporate Services by 31 Dec 2019	Vehicle purchased by 31 December 2019	All	Manager: Corporate Services	Number	1	0	1	0	0
21	Financial Services	Enhance municipal financial viability	Submit the draft main budget to Council for consideration by 31 March 2020	Draft Main budget submitted to Council by 31 March 2020	All	Manager: Financial Services	Number	1	0	0	1	0
22	Financial Services	Enhance municipal financial viability	Submit the Adjustments budget to Council for consideration by 28 February 2020	Submit the Adjustments budget to Council for consideration by 28 February 2020	All	Manager: Financial Services	Number	1	0	0	1	0

Mayor: *M.S.*


Date: *27/01/2019*

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target Type	Annual Target	Q1	Q2	Q3	Q4
23	Financial Services	Enhance municipal financial viability	Financial viability measured in terms of the Municipality's ability to meet its service debt obligations as at 30 June 2020 ((Total operating revenue-operating grants received)/debt service payments due within the year)	% of debt coverage as at 30 June 2020	All	Manager: Financial Services	Percentage	17	0	0	0	17
24	Financial Services	Enhance municipal financial viability	Financial viability measured in terms of the outstanding service debtors as at 30 June 2020 ((Total outstanding service debtors/ revenue received for services)X100)	% of outstanding service debtors as at 30 June 2020	All	Manager: Financial Services	Percentage	43	0	0	0	43
25	Financial Services	Enhance municipal financial viability	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2020 ((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 as at 30 June 2020	All	Manager: Financial Services	Number	0.3	0	0	0	0.3
26	Financial Services	Enhance municipal financial viability	Submit the annual financial statements to AGSA by 31 August 2019	Annual financial statements submitted by 31 August 2019	All	Manager: Financial Services	Number	1	1	0	0	0

Mayor: *MS*


Date: *17/6/2019*

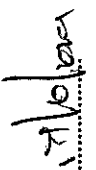
Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target Type	Annual Target	Q1	Q2	Q3	Q4
27	Financial Services	Enhance municipal financial viability	Compile Plan to address audit findings in reports of the AG and submit to MM by 31 January 2020	Plan completed and submitted to MM by 31 January 2020	All	Manager: Financial Services	Number	1	0	0	1	0
28	Financial Services	Enhance municipal financial viability	Achieve a debtor payment percentage of 70% by 30 June 2020 ((Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off)/Billed Revenue x 100)	% debtor payment achieved by 30 June 2020	All	Manager: Financial Services	Percentage	70	0	70	0	70
29	Financial Services	Enhance municipal financial viability	70% spent of the total amount budgeted by 30 June 2020 to upgrade the financial system ((Actual expenditure divided by the total approved budget)x100)	% of the budget spent by 30 June 2020 ((Actual expenditure divided by the approved budget)x100)	All	Manager: Financial Services	Percentage	70	0	15	0	70
30	Financial Services	Provide quality and sustainable municipal infrastructure within available resources	Number of formal residential properties that receive piped water (credit) that is connected to the municipal water infrastructure network and billed for the service as at 30 June 2020	Number of residential properties which are billed for water as at 30 June 2020	All	Manager: Financial Services	Number	6651	0	0	0	6651
31	Financial Services	Provide quality and sustainable municipal infrastructure within available resources	Number of formal residential properties connected to the municipal electrical infrastructure network (credit and prepaid electrical metering)(Excluding Eskom areas) and billed for the service as at 30 June 2020	Number of residential properties which are billed for electricity or have pre paid meters (Excluding Eskom areas) as at 30 June 2020	All	Manager: Financial Services	Number	2500	0	0	0	2500

Mayor: 


Date: 17/10/2019

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target Type	Annual Target	Q1	Q2	Q3	Q4
32	Financial Services	Provide quality and sustainable municipal infrastructure within available resources	Number of formal residential properties connected to the municipal waste water sanitation/sewage network for sewerage service, irrespective of the number of water closets (toilets) and billed for the service as at 30 June 2020	Number of residential properties which are billed for sewerage as at 30 June 2020	All	Manager: Financial Services	Number	6000	0	0	0	6000
33	Financial Services	Provide quality and sustainable municipal infrastructure within available resources	Number of formal residential properties for which refuse is removed once per week and billed for the service as at 30 June 2020	Number of residential properties which are billed for refuse removal as at 30 June 2020	All	Manager: Financial Services	Number	6592	0	0	0	6592
34	Financial Services	Provide appropriate services to all households	Provide free basic water to indigent households as at 30 June 2020	Number of households receiving free basic water as at 30 June 2020	All	Manager: Financial Services	Number	1600	0	0	0	1600
35	Financial Services	Provide appropriate services to all households	Provide free basic electricity to indigent households as at 30 June 2020	Number of households receiving free basic electricity as at 30 June 2020	All	Manager: Financial Services	Number	1600	0	0	0	1600
36	Financial Services	Provide appropriate services to all households	Provide free basic sanitation to indigent households as at 30 June 2020	Number of households receiving free basic sanitation services as at 30 June 2020	All	Manager: Financial Services	Number	1600	0	0	0	1600
37	Financial Services	Provide appropriate services to all households	Provide free basic refuse removal to indigent households as at 30 June 2020	Number of households receiving free basic refuse removal services as at 30 June 2020	All	Manager: Financial Services	Number	1600	0	0	0	1600

Mayor: 

Date:  17/06/2021

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target Type	Annual Target	Q1	Q2	Q3	Q4
38	Financial Services	Provide quality and sustainable municipal infrastructure within available resources	The percentage of the municipal capital budget actually spent on capital projects by 30 June 2020 [(Amount actually spent on capital projects/ Amount budgeted for capital projects)x100]	% of capital budget spent on capital projects as at 30 June 2020	All	Manager: Financial Services	Percentage	70	0	15	0	70
39	Technical Services	Provide quality and sustainable municipal infrastructure within available resources	Limit unaccounted for water to less than 30% by 30 June 2020 {(Number of Kiloliters Water Purchased or Purified Solid) / Number of Kiloliters Water Purchased or Purified x 100}	% of water unaccounted as at 30 June 2020	All	Manager: Technical Services	Percentage	30	0	0	0	30
40	Technical Services	Provide quality and sustainable municipal infrastructure within available resources	70% spent of the total amount budgeted by 30 June 2020 to upgrade Van Der Waitsfontein pipeline {(Actual expenditure divided by the total approved budget)x100}	% of budget spent by 30 June 2020 {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	All	Manager: Technical Services	Percentage	70	0	15	0	70
41	Technical Services	Facilitate economic growth in the municipal area	Create temporary jobs - FTE's in terms of EPWP by 30 June 2020 (Person days / FTE (230 days))	Number of FTE's created by 30 June 2020	All	Manager: Technical Services	Number	25	0	0	0	25
42	Technical Services	Ongoing maintenance of municipal infrastructure	60% of the electricity maintenance budget spent by 30 June 2020 {(Actual expenditure on maintenance divided by the total approved maintenance budget)x100}	% of the maintenance budget spent by 30 June 2020	All	Manager: Technical Services	Percentage	60	5	10	30	60

Mayor: 

Date: 

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target Type	Annual Target	Q1	Q2	Q3	Q4
43	Technical Services	Ongoing maintenance of municipal infrastructure	60% of the Road Transport maintenance budget spent by 30 June 2020 {(Actual expenditure on maintenance divided by the total approved maintenance budget)x100}	% of the maintenance budget spent by 30 June 2020	All	Manager: Technical Services	Percentage	60	5	10	30	60
44	Technical Services	Ongoing maintenance of municipal infrastructure	60% of the Waste Water management maintenance budget spent by 30 June 2020 {(Actual expenditure on maintenance divided by the total approved maintenance budget)x100}	% of the maintenance budget spent by 30 June 2020	All	Manager: Technical Services	Percentage	60	5	10	30	60
45	Technical Services	Ongoing maintenance of municipal infrastructure	60% of the Water Management maintenance budget spent by 30 June 2020 {(Actual expenditure on maintenance divided by the total approved maintenance budget)x100}	% of the maintenance budget spent by 30 June 2020	All	Manager: Technical Services	Percentage	60	5	10	30	60
46	Technical Services	Provide quality and sustainable municipal infrastructure within available resources	Limit unaccounted for electricity to less than 25% by 30 June 2020 {(Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold) / Number of Electricity Units Purchased and/or Generated} x 100}	% of unaccounted electricity by 30 June 2020	All	Manager: Technical Services	Percentage	25	5	10	30	60

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Mayor:.....

Date:.....
V. Mkhabela

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target Type	Annual Target	Q1	Q2	Q3	Q4
47	Technical Services	Provide quality and sustainable municipal infrastructure within available resources	70% spent of the total amount budgeted by 30 June 2020 for the Noupoot electrical network {(Actual expenditure divided by the total approved budget)x100}	% of budget spent by 30 June 2020 {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	1	Manager: Technical Services	Percentage	70	0	15	0	70
48	Technical Services	Provide quality and sustainable municipal infrastructure within available resources	70% spent of the total amount budgeted by 30 June 2020 to upgrade New Ouboks arterial road {(Actual expenditure divided by the total approved budget)x100}	% of budget spent by 30 June 2020 {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	3	Manager: Technical Services	Percentage	70	0	15	0	70
49	Technical Services	Provide quality and sustainable municipal infrastructure within available resources	70% spent of the total amount budgeted by 30 June 2020 to upgrade Nerina Street {(Actual expenditure divided by the total approved budget)x100}	% of budget spent by 30 June 2020 {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	3	Manager: Technical Services	Percentage	70	0	15	0	70
50	Technical Services	Provide quality and sustainable municipal infrastructure within available resources	70% spent of the total amount budgeted by 30 June 2020 to install VIP toilets in Ward 3 and 5 {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	% of budget spent by 30 June 2020 {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	3,5	Manager: Technical Services	Percentage	70	0	15	0	70

Mayor: *M.S.*

Date: *17/06/2019*

Revenue by Source for the 2019/20 financial year

Line Item	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
Property rates	3,413,251	772,059	754,565	748,736	739,683	749,425	723,152	759,980	757,723	916,282	690,259	701,052	11,776,167						
Service charges - electricity revenue	3,866,438	3,219,437	2,833,002	2,705,137	2,607,012	3,037,205	2,705,137	2,325,375	2,018,245	3,721,170	3,246,641	5,969,449	38,254,248						
Service charges - water revenue	1,098,473	815,056	752,413	1,132,797	1,238,663	2,036,255	2,196,947	2,097,772	915,056	577,011	627,011	600,959	14,108,412						
Service charges - sanitation revenue	746,333	746,333	746,333	746,333	746,333	746,333	746,333	746,333	746,333	746,333	746,333	746,333	8,956,407						
Service charges - refuse revenue	528,583	528,583	528,583	528,583	528,583	528,583	528,583	528,583	528,583	528,583	528,583	528,583	6,342,583						
Rental of facilities and equipment	20,900	18,881	36,963	20,515	34,012	46,594	25,332	27,584	16,572	46,587	29,491	27,803	351,234						
Interest earned - external investments	28,961	45,240	47,840	50,172	45,766	47,234	49,439	49,314	49,661	50,814	51,528	54,031	570,000						
Interest earned - outstanding debtors	185,363	593,370	229,654	104,551	445,118	185,363	463,915	77,670	229,654	222,592	230,646	376,950	3,344,847						
Dividends received	0	0	0	0	0	0	0	0	0	0	0	0	0						
Fines, penalties and forfeits	666,931	566,894	566,882	578,715	778,363	876,525	572,644	572,298	672,265	672,133	572,043	647,789	7,743,481						
Licences and permits	189,199	199,295	210,593	154,758	196,627	250,002	280,657	166,210	203,695	206,863	294,825	291,665	2,644,389						
Agency services	28,500	28,500	28,500	28,500	28,500	28,500	28,500	28,500	28,500	28,500	28,500	28,500	359,140						
Transfers and subsidies	21,710,160				18,246,390				13,543,950				0						
Other revenue	45,026	53,069	51,145	3,616,587	39,765	40,629	60,879	77,510	61,964	186,264	2,395,943	72,246	6,701,025						
Gains on disposal of PPE													0						
TOTAL	37,528,118	7,586,216	6,286,273	10,445,385	25,654,816	38,572,636	32,881,517	7,457,128	13,772,200	7,988,152	9,441,803	10,062,488	154,602,453						

Mayor: *MCS*

Date: *17/10/2019*