



uMgungundlovu Economic Development Agency

UMEDA

**2019/2020 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN
(SDBIP)**

JUNE 2019

SECTION 1 – INTRODUCTION AND LEGISLATIVE FRAMEWORK

The Service delivery and Budget Implementation Plan (SDBIP) is a detailed plan for implementing the Agency's planned delivery and annual budget and consolidates all targets and efforts towards delivering on the planned objectives of the Agency.

The Board Chairperson is a custodian of the SDBIP which the Board Chairperson uses it in measuring or assessing the performance of the Agency and of the CEOs. The document can also be utilized in tracking progress on the projects under implementation. It augments the work of the council to ensure that it sticks on the targets set for the entire financial year. Consequently, the council is obliged to give support to all programs and the buy-in of the stakeholders should be cognisant acknowledged in terms of their inputs.

Furthermore, in order to implement the programs, the alignment should have been adhered to between the Strategic Plan and Budget. Best aligned Strategic Plan with the Budget enables the council to implement the plan vigorously without any fear of maliciously exaggerating things. The SDBIP is an integral part of the long-term financial forecasting and planning model. The SDBIP serves as contract signed between administrative arm, council and community which then encapsulate the fusion of the council objectives and goals into a well-structured plan which culminate for a year. The buck stops with the managers to ensure that the plan rips the intended results.

It is against this background that SDBIP is a prestigious document which conceptualises the programs of the Agency in a particular financial year. The Board Chairperson of the Agency acts on behalf of the council to guide the process and the CEO and the Senior Managers become the implementers of the plan, therefore it is imperative that contract signed between Board Chairperson and Managers is being upheld adequately.

SECTION 2 – BUDGET IMPLEMENTATION PLAN (CAPITAL AND OPERATIONAL BUDGET)

The 2019/2020 budget presented to the Board was a joint project of all the units within the Agency. It was informed by the budget guidelines, budget directives, comments received from the provincial treasury and project plans that ultimately informed the implementation of the budget through the SDBIP.

The Service Delivery and Budget Implementation Plan presented is made up of both capital and operational project and funding per source is as follows;

Capital projects

RASET = R 2 550 000.00

Operational Grants

Development Agency Grant = R 5 083 500.00

Departmental Splits = R 4 874 500

Office of the CEO	R 270 000
Finance	R 250 000
Corporate Services	R 631 500
Investment & Project	R 3 723 000
TOTAL	R 4 874 500

SECTION 3 – ANNEXURE (DETAILED SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN)

Refer to Annexure below.

SECTION 3 - UMEDA SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN 2019/2020 (SDBIP)

KPA	STRATEGIC PLAN Ref	B2B Ref	MTSF	IUD F	Dept. Code	Strategic Objective	Project Name & description	Budget				Demand	Baseline	Backlog	Measurable Objective	Performance Target (ANNUAL)	Performance Measure / Unit of Measure	Q 1 Target	Q2 Target	Q3 Target	Q4 Target	Expected POE	Responsible Department
								Capex	Opex	Vote	Funding Source												
OFFICE OF THE CEO																							
OFFICE OF THE CEO : R270 000																							
GOOD GOVERNANCE		NTA/PTA	11	1	CEO01	Ensure compliance to all applicable regulatory requirements and Strategic Objectives	Identified and documented risks through the risk management process in the risk register	N/A	R0.00		N/A	N/A	N/A	80% of risks identified and mitigated	80% of risks identified and mitigated by the 30 June 2020	% of Risks identified & mitigated	80% of risks identified and mitigated by the 30 Sept 2019	80% of risks identified and mitigated by the 31 Dec 2019	80% of risks identified and mitigate by the 31 Mar 2020	80% of risks identified and mitigate by the 30 June 2020	Risk Registers	Office of the CEO	
GOOD GOVERNANCE		NTA/PTA	11	1	CEO01	Ensure compliance to all applicable regulatory requirements and Strategic Objectives	Approved /Reviewed policies/systems submitted to the Board.	N/A	R0.00		N/A	N/A	N/A	02 HR Policies and 02 Finance Approved Policies/ Systems by the Board	02 HR Policies and 02 Finance Approved Policies/ Systems by the Board by the 30 June 2020	Number of HR and Finance Policies/ Systems prepared and submitted to UMEDA Board for approval	1 x HR Policy/ System prepared and submitted to UMEDA Board for approval by the 30th of Sept 2019	1 x Finance Policy/ System prepared and submitted to UMEDA Board for approval by the 31 Dec 2019	1 x HR Policy/ System prepared and submitted to UMEDA Board for approval by the 31 Mar 2020	1 x Finance Policy/ System prepared and submitted to UMEDA Board for approval by the 30 June 2020	Approved Finance and HR Policies	Office of the CEO	
GOOD GOVERNANCE		NTA/PTA	11	1	CEO01	Ensure compliance to all applicable regulatory requirements and Strategic Objectives	Recommended quarterly reports submitted to Board within sixth days of the end of the quarter & to the Council within thirty days after approval by the Board	N/A	R270 000		UMDM – Equitable Share	N/A	N/A	N/A	4 x Quarterly reports submitted to PMS by the 30th of June 2020	4 x Quarterly reports submitted to PMS by the 30th of June 2020	Number of Quarterly Performance reports submitted to PMS.	1 x Quarterly Performance reports submitted to PMS by the 30th of Sept 2019	1 x Quarterly Performance reports submitted to PMS by the 31 Dec 2019	1 x Quarterly Performance reports submitted to PMS by the 31 Mar 2020	1 x Quarterly Performance reports submitted to PMS by the 30 June 2020	Approved Quarterly Reports	Office of the CEO
FINANCE DEPARTMENT																							

KPA	STRATEGIC PLAN Ref	B2B Ref	MTSF	IUD F	Dept. Code	Strategic Objective	Project Name & description	Budget				Demand	Baseline	Backlog	Measurable Objective	Performance Target (ANNUAL)	Performance Measure / Unit of Measure	Q 1 Target	Q2 Target	Q3 Target	Q4 Target	Expected POE	Responsible Department		
								Capex	Opex	Vote	Funding Source														
FINANCE DEPARTMENT : R250 000																									
FINANCIAL VIABILITY & MANAGEMENT		NTA/PTA	11	1	FIN01	Achieve financial compliance with regulatory requirements.	Financial management legislation, regulations and policies	N/A	R250 000		UMDM – Equitable Share	N/A	N/A	N/A	100% Compliance with the MFMA Schedule of Deadlines (submission of monthly section 87 reports to District; quarterly report to the Agency Board; Mid-term report to UMDM; Budget preparation & submission to Agency Board & UMDM; AFS report preparation & submission to Agency Board & UMDM)	100% Compliance with the MFMA Schedule of Deadlines (submission of monthly section 87 reports to District; quarterly report to the Agency Board; Mid-term report to UMDM; Budget preparation & submission to Agency Board & UMDM; AFS report preparation & submission to Agency Board & UMDM)	% Compliance with the MFMA Schedule of Deadlines (submission of monthly section 87 reports to District; quarterly report to the Agency Board; Mid-term report to UMDM; Budget preparation & submission to Agency Board & UMDM; AFS report preparation & submission to Agency Board & UMDM)	100% Compliance with the MFMA Schedule of Deadlines (submission of monthly section 87 reports to District; quarterly report to the Agency Board; Mid-term report to UMDM; Budget preparation & submission to Agency Board & UMDM; AFS report preparation & submission to Agency Board & UMDM)	100% Compliance with the MFMA Schedule of Deadlines (submission of monthly section 87 reports to District; quarterly report to the Agency Board; Mid-term report to UMDM; Budget preparation & submission to Agency Board & UMDM; AFS report preparation & submission to Agency Board & UMDM)	100% Compliance with the MFMA Schedule of Deadlines (submission of monthly section 87 reports to District; quarterly report to the Agency Board; Mid-term report to UMDM; Budget preparation & submission to Agency Board & UMDM; AFS report preparation & submission to Agency Board & UMDM)	100% Compliance with the MFMA Schedule of Deadlines (submission of monthly section 87 reports to District; quarterly report to the Agency Board; Mid-term report to UMDM; Budget preparation & submission to Agency Board & UMDM; AFS report preparation & submission to Agency Board & UMDM)	100% Compliance with the MFMA Schedule of Deadlines (submission of monthly section 87 reports to District; quarterly report to the Agency Board; Mid-term report to UMDM; Budget preparation & submission to Agency Board & UMDM; AFS report preparation & submission to Agency Board & UMDM)	100% Compliance with the MFMA Schedule of Deadlines (submission of monthly section 87 reports to District; quarterly report to the Agency Board; Mid-term report to UMDM; Budget preparation & submission to Agency Board & UMDM; AFS report preparation & submission to Agency Board & UMDM)	MFMA schedule of Deadlines	FINANCE DEPARTMENT

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								Capex	Opex	Vote	Funding Source												
FINANCIAL VIABILITY & MANAGEMENT		NTA/PTA	11	1	FIN01	Achieve financial compliance with regulatory requirements	Audit reviews conducted and reported	N/A	R0.00		N/A	N/A	N/A	80% UMEDA Audit Findings resolved as per the Internal Audit Tracking Tool	80% UMEDA Audit Findings resolved as per the Internal Audit Tracking Tool by the 30th of June 2020	% UMEDA Audit Findings resolved as per the Internal Audit Tracking Tool	80% UMEDA Audit Findings resolved as per the Internal Audit Tracking Tool by the 30th of Sept 2019	80% UMEDA Audit Findings resolved as per the Internal Audit Tracking Tool by the 31st of Dec 2019	80% UMEDA Audit Findings resolved as per the Internal Audit Tracking Tool by the 31st of Mar 2020	80% UMEDA Audit Findings resolved as per the Internal Audit Tracking Tool by the 30th of June 2020	Internal Audit Tracking Tool	FINANCE DEPARTMENT	
FINANCIAL VIABILITY & MANAGEMENT		NTA/PTA	11	1	FIN01	Achieve financial compliance with regulatory requirements	Deviation reports submitted quarterly to the Board	N/A	R0.00		N/A	N/A	N/A	Less than 05 Deviation considered by the Board	Less than 05 Deviation considered by the Board by the 30th of June 2020	Number of deviation considered by the Board	Less than 02 Deviation considered by the Board by the 30th of Sept 2019	Less than 01 Deviation considered by the Board by the 31st of Dec 2019	Less than 01 Deviation considered by the Board by the 31st of Mar 2020	Less than 02 Deviation considered by the Board by the 30th of June 2020	Deviation reports	FINANCE DEPARTMENT	
CORPORATE SERVICES																							
HUMAN RESOURCES: R120 000																							
INSTITUTIONAL DEVELOPMENT TRANSFORMATION		NTA/PTA	11	1	CORP 01	To build an efficient and productive administration	Training programmes undertaken vs. planned to address identified skills gaps from skills audit	N/A	R120 000		UMDM – Equitable Share	N/A	N/A	N/A	7 x UMEDA Staff members attend training and development by the 30th of June 2020	7 x UMEDA Staff members attend training and development by the 30th of Sept 2019	Number of UMEDA Staff members attend training and development	02 x UMEDA Staff members attend training and development by the 31st of Dec 2019	02 x UMEDA Staff members attend training and development by the 31st of Mar 2020	01 x UMEDA Staff members attend training and development by the 30th of June 2020	Attendance registers/certificate of attendance	Corporate Services	

KPA	STRATEGIC PLAN Ref	B2B Ref	MTSF	IUD F	Dept. Code	Strategic Objective	Project Name & description	Budget				Demand	Baseline	Backlog	Measurable Objective	Performance Target (ANNUAL)	Performance Measure / Unit of Measure	Q 1 Target	Q2 Target	Q3 Target	Q4 Target	Expected POE	Responsible Department
								Capex	Opex	Vote	Funding Source												
ICT: R511 500																							
INSTITUTIONAL DEVELOPMENT TRANSFORMATION		NTA/PTA	11	1	CORP 01	To build an efficient and productive administration	ICT infrastructure support and maintenance	R361 500	N/A		UMDM – Equitable Share	N/A	N/A	N/A	90% Uptime of the IT Infrastructure Services functionality	90% Uptime of the IT Infrastructure Services functionality by the 30th of June 2020	% Uptime of the IT Infrastructure Services functionality	90% Uptime of the IT Infrastructure Services functionality by the 30th of Sept 2019	90% Uptime of the IT Infrastructure Services functionality by the 31st of Dec 2019	90% Uptime of the IT Infrastructure Services functionality by the 31st of Mar 2020	90% Uptime of the IT Infrastructure Services functionality by the 30th of June 2020	IT Report	Corporate Services
INSTITUTIONAL DEVELOPMENT TRANSFORMATION		NTA/PTA	11	1	CORP 01	To build an efficient and productive administration	Website & Social media platform	N/A	R150 000		UMDM – Equitable Share	N/A	N/A	N/A	95% functional and responsive Website & Social media platform updates	95% functional and responsive Website & Social media platform updates by the 30 of June 2020	% functional and responsive Website & Social media platform updates	95% functional and responsive Website & Social media platform updates by the 30 of Sept 2019	95% functional and responsive Website & Social media platform updates by the 31 of Dec 2019	95% functional and responsive Website & Social media platform updates by the 31 of Mar 2020	95% functional and responsive Website & Social media platform updates by the 30 of June 2020	IT Report	Corporate Services
INVESTMENT AND PROJECTS DEPARTMENT																							
MARKETING & INVESTMENT PROMOTION : R1,450 000.00																							
LOCAL ECONOMIC DEVELOPMENT		NTA/PTA	11	1	INV01	Increase facilitated direct investments.	Investment opportunities packaged, promoted and facilitated	N/A	R450 000		UMDM-Equitable Share	N/A	N/A	N/A	4 x Investments Packaged and Facilitated	4 x Investments Packaged and Facilitated by the 30th of June 2020	Number of Investment Packaged and Facilitated	1 x Investments Packaged and Facilitated by the 30th of Sept 2019	1 x Investments Packaged and Facilitated by the 31st of Dec 2019	1 x Investments Packaged and Facilitated by the 31st of Mar 2020	1 x Investments Packaged and Facilitated by the 30th of June 2020	Investment Package	Investment and Projects
LOCAL ECONOMIC DEVELOPMENT		NTA/PTA	11	1	INV01	Increase facilitated direct investments.	Marketing and promoting the District to potential investors	N/A	R1 000 000		UMDM-Equitable Share	N/A	N/A	N/A	2 x Marketing and Investment Promotion partnered	2 x Marketing and Investment Promotion	Number of Marketing and Investment Promotion partnered	N/A	1 x Marketing and Investment Promotion	2 x Marketing and Investment Promotion partnered	N/A	Events Calendar	Investment and Projects

KPA	STRATEGIC PLAN Ref	B2B Ref	MTSF	IUD F	Dept. Code	Strategic Objective	Project Name & description	Budget				Demand	Baseline	Backlog	Measurable Objective	Performance Target (ANNUAL)	Performance Measure / Unit of Measure	Q 1 Target	Q2 Target	Q3 Target	Q4 Target	Expected POE	Responsible Department
								Capex	Opex	Vote	Funding Source												
														events facilitated	partnered events facilitated by the 31 of Mar 2020	events facilitated		partnered events facilitated by the 31 of Dec 2019	events facilitated by the 31st of Mar 2020				
PROJECT DEVELOPMENT : R 2 273 000.00																							
LOCAL ECONOMIC DEVELOPMENT		NTA/PTA	11	1	INV01	Deliver and Optimise Economic Projects	Bulk supplier support	R 216,000	R450 000		KZN COGTA	N/A	N/A	N/A	R1.8 Million of goods sourced from black suppliers	R1.8 Million of goods sourced from black suppliers by the 30th of June 2020	Amount of goods sourced from black suppliers	R450 000 of goods sourced from black suppliers by the 30th of September 2019	R450 000 of goods sourced from black suppliers by the 31st of December 2019	R450 000 of goods sourced from black suppliers by the 31st of March 2020	R450 000 of goods sourced from black suppliers by the 30th of June 2020	Quarterly Status and Annual Close Out reports	Investment and Projects
LOCAL ECONOMIC DEVELOPMENT		NTA/PTA	11	1	INV01	Deliver and Optimise Economic Projects	Successful RASET programme	R 1,125,000	R1 000 000		KZN COGTA	N/A	N/A	N/A	3 x Agri-hubs developed and resourced	3 x Agri-hubs developed and resourced by the 31st of March 2020	Number of Agri-hubs developed and resourced	1 x Agri-hubs developed and resourced by the 30th of September 2019	1 x Agri-hubs developed and resourced by the 31st of December 2019	1 x Agri-hubs developed and resourced by the 31st of March 2020	N/A	Operating Hubs	Investment and Projects
LOCAL ECONOMIC DEVELOPMENT		NTA/PTA	11	1	INV01	Deliver and Optimise Economic Projects	Black farmers support	R 832,000	R450 000		KZN COGTA	N/A	N/A	N/A	30 x Black crop farmers supported	30 x Black crop farmers supported by the 30th of June 2020	Number of Black crop farmers supported	8 x Black crop farmers supported by the 30th of September 2019	8 x Black crop farmers supported by the 31st of December 2019	8 x Black crop farmers supported by the 31st of March 2020	6 x Black crop farmers supported by the 30th of June 2020	Quarterly reports on the status of Crop farmers	Investment and Projects
LOCAL ECONOMIC DEVELOPMENT		NTA/PTA	11	1	INV01	Deliver and Optimise Economic Projects	Collaboration on economic opportunities and initiatives	N/A	R 100,000		UMDM-Equitable Share	N/A	N/A	N/A	04 signed collaborative agreements (SLA/MOU) with Strategic Partners	04 signed collaborative agreements (SLA/MOU) with Strategic Partners by the 30th of June 2020	Number of signed collaborative agreements (SLA/MOU) with Strategic Partners	1 x signed collaborative agreements (SLA/MOU) with Strategic Partners by the 30th of September 2019	1 x signed collaborative agreements (SLA/MOU) with Strategic Partners by the 31st of December 2019	1 x signed collaborative agreements (SLA/MOU) with Strategic Partners by the 31st of March 2020	1 x signed collaborative agreements (SLA/MOU) with Strategic Partners by the 30th of June 2020	SLA/MOU	Investment and Projects

