



SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN

2011/2012 FINANCIAL YEAR

Foreword by the Mayor

Our Service Delivery and Budget Implementation Plan (SDBIP) commit Tokologo Local Municipality to ensure that the organization actually delivers on the 2011/12 Integrated Development Plan (IDP), 2011/12 Budget (both capital and operational) spending and service delivery targets during the 2011/12 financial year. It is a detailed outline of how we will on quarterly basis implement and report on (service delivery) the objectives set out in our 2011/12 Integrated Development Plan (IDP). The Service Delivery Budget Implementation Plan gives operational expression to both the IDP & Budget.

The IDP is a strategic development plan which represents the driving force for making the Municipality more strategic, inclusive, responsive, and performance driven in character. The IDP therefore serves a contract between the Municipality and its residents in which it guides and informs all planning, budgeting, investment, development, management and implementation in the medium-term decision making. It is a plan for the entire municipal area and not just for specific areas.

It is in this context that our IDP, budget and SDBIP steer our Municipality to be more efficient organization with improved and sustained financial, well-managed human resource that strive and pride itself with/for service excellence towards integrated and sustainable local economic development.

Clr Mokgobo
Mayor

Signed and Approved by the Mayor: _____

Date: _____

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1.1. Legislative Imperative

In terms of Section 53 (1) (c) (ii) of the MFMA, the SDBIP is defined as a detailed plan approved by the mayor of a municipality for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate the following :

(a) projections for each month of :

(i) revenue to be collected, by source; and

(ii) operational and capital expenditure, by vote

(b) service delivery targets and performance indicators for each quarter, and

(c) other matters prescribed

According to Section 53 of the MFMA, the Mayor is expected to approve the SDBIP within 28 days after the approval of the budget. In addition, the Mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators as set out in the SDBIP are made public within 14 days after their approval.

As concluded by the National Treasury in MFMA Circular No. 13, the biggest challenge for municipalities is to develop meaningful non-financial service delivery service targets and indicators. This document presents annual targets and indicators in its Corporate Scorecard.

LINKING IDP & BUDGET

Tokologo Local Municipality has identified the following priority areas, based on an extensive public participation engagements that were carried throughout three municipal towns:

- Local Economic Growth & development
- Sustainable infrastructure Development
- Accelerated Service Delivery
- Integrated Human settlement
- Health, Social & Community Development
- Good governance

The municipal Budget is allocated against the set objectives/priority areas. A clear objectives with measurable key performance indicators (KPI's), and targets are identified. The strategic planning process undertaken at management level yielded objectives with indicators, targets and resource allocation at various levels or departments. The SDBIP will provide a narrative way of reporting on progress.

REPORTING ON THE SDBIP

(a) Projections of revenue to be collected by source

The SDBIP information on revenue will be monitored and reported monthly by the Accounting Officer in terms of section 71 (1)(a), section 72 & 53 of the MFMA. Furthermore to ensure remedial steps are taken if necessary on time. Comprehensive financial policies will be put in place to ensure realistic revenue projections by taking into account appropriate service and delivery levels, standards, ability to pay and collection efforts.

REVENUE BY SOURCE	Annual Budgeted Amount
Property Rates	1624
Property Rates-Penalties & Collection charges	125
Service Charges – Electricity Revenue	9 900
Service Charges – Sanitation Revenue	885
Service Charges – Water Revenue	450
Service Charges- Refuse Revenue	525
Service Charges – Other	-
Rental of Facilities & Equipments	94
Interest earned – outstanding debtors	-
Interest earned – External Investments	3 070
Dividends on Received	-
Fines	1
Licences & Permits	-
Agency Services	-
Other Revenue	200
Transfers Recognised - Operational	4 971
Gains on Disposal of PPE	-
TOTAL REVENUE (Excluding Capital Transfers & Contributions)	66 464

EXPENDITURE BY TYPE	Annual Budgeted Amount
Employee Related Costs	22 948
Remuneration of Councillors	1981
Debt Impaired	1200
Depreciation & Assets Impaired	532
Financial Charges	200
Bulk Purchase	10 700
Other Material	300
Contracted Services	16 100
Transfers & Grants	0
Other Expenditure	12 504
Loss on Disposal of PPE	
TOTAL EXPENDITURE	43 516
SURPLUS (DEFICIT)	22 948
Transfers Recognised - Capital	67 391
Contributions Recognised - Capital	2 000
Contributed Assets	0
SURPLUS DEFICIT AFTER CAPITAL CONTRIBUTIONS & TRANSFERS	92 339

c) **Quarterly Projections of Service Delivery Targets and Performance indicators per vote**

DEPARTMENT: MUNICIPAL MANAGER

VOTE:	UNIT OF MEASUREMENT	ACTUAL TARGET	ANNUAL EXPENDITURE	ANNUAL REVENUE	1 ST QUARTER		2 nd quarter		3 rd quarter		4 th quarter	
					Projections	Actual	Projections	Actual	Projections	Actual	Projections	Actual
Local economic development	Number of existing and sustainable viable LED projects to be monitored and supported by the LED division	11			3		3		3		2	
	Number of potentially viable / sustainable LED projects identified in consultation with relevant role players (owners)	4			1		1		1		1	
	Number of training arranged and provided to SMMEs and NGOs	8			1		3		4		--	
	LED Summit	1			--		--		1		--	
	# of performance reports submitted to the Accounting officer	4 quarterly reports			1		1		1		1	
Tourism	Number of existing and sustainable viable tourism projects to be monitored and supported by the LED division	2			2		2		2		2	
	Number of potentially viable / sustainable tourism projects identified in consultation with relevant role players and for which business	1			--		1		--		--	
	Number of existing tourism establishment to be monitored and supported e.g. guesthouse	9			9		9		9		9	

VOTE:	UNIT OF MEASUREMENT	ACTUAL TARGET	ANNUAL EXPENDITURE	ANNUAL REVENUE	1 ST QUARTER		2 ND QUARTER		3 RD QUARTER		4 TH QUARTER	
					Projections	Actual	Projections	Actual	Projections	Actual	Projections	Actual
	Number of event identified and implemented	2			--		2		--		--	
	Number of performance reports submitted to the Accounting officer	4			1		1		1		1	
Agriculture	Number of potentially viable / sustainable agricultural projects identified in consultation with relevant role players and for which	2			1		1		--		--	
Agriculture	Number of existing and sustainable viable tourism projects to be monitored and supported by the LED division	7			7		7		7		7	
	Number of performance reports	4 quarterly reports			1		1		1		1	
INTERGRATED DEVELOPMENT PLANNING												
Ensure the development of credible IDP	Approval of an MSA compliant IDP by council	1			--		--		--		1	
	Tabling of MSA compliant IDP to council for consideration	1			--		--		1		--	
	% of consultative IDP meeting	100%			100%		100%		100%		100%	
	IDP process plan submitted to council	100%			100%		--		--		--	
	Printing of IDP document	100%			100%		--		--		--	
	Performance reports submitted to	4 quarterly reports			1		1		1		1	
PERFORMANCE MONITORING AND EVALUATION												
Effective performance management system	# Of Quarterly Organisational Performance Assessment Report to Council.	4			1		1		1		1	
	# Of Quarterly Performance Evaluation	4			1		1		1		1	
	# Of Mid Year budget and Performance	1			--		--		1		--	

VOTE:	UNIT OF MEASUREMENT	ACTUAL TARGET	ANNUAL EXPENDITURE	ANNUAL REVENUE	1 ST QUARTER		2 ND QUARTER		3 RD QUARTER		4 TH QUARTER	
					Projections	Actual	Projections	Actual	Projections	Actual	Projections	Actual
	# Of 2009/2010 Annual Performance Report Submitted to Council.	1		--		1		--		--		
RISK MANAGEMENT												
Effective risk management	% of meetings held for introduction of risk management to key official/managers of municipality	100%		100%		100%		100%		100%		
	# risk management reports to the council	4 quarterly reports		1		1		1		1		
	Review of risk management policy, strategy and plan	100%		--		--		--		100%		
	Compilation of risk assessment for Management and	100%		100%		100%		100%		100%		
		100%		100%		100%		100%		100%		
	# of performance reports	4		1		1		1		1		
	Evaluation of risk management	1		-		-		-		1		
INTERNAL AUDIT												
Effectiveness of internal audit	# of follow-up audits conducted	4		1		1		1		1		
	# of performance audits	4		1		1		1		1		
	Percentage of ad hoc audits and	100%		100%		100%		100%		100%		
	Number of audit reports issued to management and to the audit committee	4		1		1		1		1		

MUNICIPAL MANAGER												
Good governance	# of performance reports issued to council	4			1		1		1		1	
	% of printed and distributed final approved budget, SDBIP	100%			100%		--		--		--	
Town planning	Public participation meeting held per town area to review the spatial development framework	1 per town in line with the IDP			1		1		1		1	
	Council approved/ reviewed spatial development framework	100%			--		--		--		100%	
	Building inspections conducted to identify non compliance with the approved regulating framework	100%			100%		100%		100%		100%	
	Intervention strategy in respect of addressing identified land and building use	100% implementation of strategy			100%		100%		100%		100%	
	Considered buildings plans for approval	Per request			100%		100%		100%		100%	
	Ensure land availability and effective management system for current and future cemetery needs			-	1		-		1			

DEPARTMENT: FINANCIAL SERVICES

Vote / indicator	Unit of measurement	Annual Target	Annual Expenditure	Annual Revenue	1 st quarter		2 nd quarter		3 rd quarter		4 th quarter	
					Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
Ensure accurate and timorously reporting and Planning	Monthly budget control. Reconciliation of general ledger	4			1		1		1		1	
	MFMA quarterly reports to Council, National Treasury,	4			1		1		1		1	
	MFMA section 71 reports - monthly	12			3		3		3		3	
	Timorously submission of Mid-Year report to Council. National & Provincial Treasury as per MFMA requirement	1			--		--		1		--	
To develop a compliant budget and financial statements	Timorously preparation and submission of 2010/11 Annual Financial Statements to Auditor-General in newly accepted GRAP format	1			1		--		--		--	
	Submission of budget time table to Provincial Treasury	1			--		1		--		--	
	Development of draft budget	1			--		--		1		--	
	Timorously approval of annual budget as per required	1			--		--		--		1	
	Preparation and approval of Adjusted Budget	1			--		--		1		--	
	Performance reviews conducted with Financial Personnel	2			-		1		-		1	
Establish and maintain financial systems and policies	Implement effective system of revenue collection and safe keeping of data as per	100%			100%		100%		100%		100%	
	Ensure 100% collection and receipt of grant funding as per DoRA allocations	100%			100%		100%		100%		100%	
	Monthly reporting on the usage of government grants to provincial and National Treasury	12			3		3		3		3	

Vote / indicator	Unit of measurement	Annual Target	Annual Expenditure	Annual Revenue	1 st quarter		2 nd quarter		3 rd quarter		4 th quarter	
					Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	Annual review and implementation of approved credit control & debt collection policy	100%			--		--		--		100%	
	Review and implement a Property	100%			--		--		--		100%	
	Implement an effective system of expenditure control in compliance with	100%			100%		100%		100%		100%	
	Ensure implementation of the supply chain management	100%			100%		100%		100%		100%	
	Apply an effective cash flow and investment management as per	100%			100%		100%		100%		100%	
	Establish an effective store and inventory system	100%			100%		100%		100%		100%	

DEPARTMENT: TECHNICAL SERVICES

Vote / Indicator	Unit of measurement	Annual Target	Annual Expenditure	Annual Revenue	1 ST quarter		2 nd quarter		3 rd quarter		4 th Quarter	
					Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
Water	% Of households of formalized evens with access to basic water supply	100%			100%		100%		100%		100%	
	% Of households earning less than R1 800 per month receiving 6 KL of free basic water services	100%			100%		100%		100%		100%	
	# Of approved water service development plan	1			--		1		-		--	
	# Of performance reports on implementation of WSDP	4			1		1		1		1	
	Development of infrastructure master plan	1			1		--		--		--	
	Upgrading of water networksDealesville	100%			Ongoing		100%		--		--	
	# Of service and maintenance program of vehicles and equipment	1			1		--		--		--	
Sanitation	% Of households of formalized evens with access to basic sanitation	100%			100%		100%		100%		100%	
	% Of buckets to be eradicated to improve the level of service	100%			Ongoing		Ongoing		Ongoing		900	
	# Of oxidation ponds with increased capacity	3			1		Ongoing		1		1	
	# Of approved water service development plan	1			1		-		-		--	
Sanitation	# Of performance reports on implementation of WSDP	4			1		1		1		1	

Vote / Indicator	Unit of measurement	Annual Target	Annual Expenditure	Annual Revenue	1 st quarter		2 nd quarter		3 rd quarter		4 th Quarter	
					Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	Development of infrastructure maintenance plan	1			1		-		-		-	
	Sewer reticulation	100%			Ongoing		Ongoing		Ongoing		100%	
	# Of service and maintenance program of equipment	1			1		-		-		-	
Electricity	% Of households of formalized evens with access to basic electricity supply	100%			100%		100%		100%		100%	
	Review the service delivery agreement with ESKOM	1			1		-		-		-	
	% Of households earning less than R1 800 (registered indigents) per month receiving 50 KW of basic electricity supply	100%			100%		100%		100%		100%	
	% of street lights maintenance plan	100%			Per program		Per program		Per program		Per program	
	# Of service and maintenance program of equipment	1			1		-		-		-	
Roads and storm water	Development of infrastructure maintenance plan	1			1		-		-		-	
	Upgrading of gravel roads to paving 11 km Dealesville	100%			Ongoing		100%		--		--	
	Maintenance of alltarred streets				--		--		Ongoing		100%	
	Maintenance of gravel roads	1			--		--		1		-	
	Maintenance of storm water channels	All identified			100%		100%		100%		100%	

Vote / Indicator	Unit of measurement	Annual Target	Annual Expenditure	Annual Revenue	1 st quarter		2 nd quarter		3 rd quarter		4 th Quarter	
					Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	# Of service and maintenance program of equipment	1			1		-		-		-	
Refuse	% Of households of formalized evens with access to basic refuse removal services	100%			100%		100%		100%		100%	
	# Of approved refuse removal plans	1 per town			3		-		-		-	
	# Of monitoring tool to be developed	1			1		-		-		-	
	# Of service and maintenance program of equipment	1			1		-		-		-	
Solid waste management and environmental health	# Of approved integrated waste management plan (IWMP)	1			--		-		1		-	
	# Of reviewed and approved environmental health plan	1			1		--		--		--	
	Municipal compliance to National waste management strategy	100%			Ongoing		Ongoing		Ongoing		100%	
	Municipal compliance with Energy serving	100%			Ongoing		Ongoing		Ongoing		100%	
	# Of well controlled and managed solid waste management sites	3 registered			100%		100%		100%		100%	
	# Of solid waste disposal sites to be registered	1 solid waste site			Ongoing		Ongoing		Ongoing		100%	
	# Of cleaning campaigns to be developed	1 per town per year			-		1		1		1	
	# Awareness and/or educational campaigns to be conducted	1 per town per quarter			-		1		1		1	

Vote / Indicator	Unit of measurement	Annual Target	Annual Expenditure	Annual Revenue	1 st quarter		2 nd quarter		3 rd quarter		4 th Quarter	
					Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	Monitoring and control tool to be developed to prevent and detect illegal dumping	1			Quarterly reports		Quarterly reports		Quarterly reports		Quarterly reports	
	# Of physical inspection on businesses and institutions	1 per town per quarter			3		3		3		3	
	# Of service and maintenance program of equipment	1			1		-		-		-	
Parks and cemeteries	# Well developed plan for cleaning and maintenance of: <ul style="list-style-type: none"> ▪ Cemeteries ▪ Parks ▪ Sports facilities ▪ Community halls 	100%			Three monthly reports		Three monthly reports		Three monthly reports		Three monthly reports	
	# Of service and maintenance program of equipment	1			1		-		-		-	
Properties	Well managed public amenities with specific reference to securing facilities and reducing vandalism	100%			100%		100%		100%		100%	
	Upgrading of public facilities through extended public works programmes <ul style="list-style-type: none"> • Hall • Sport Facilities • Nature Reserves 	3			2		-		1		-	
	Development of infrastructure maintenance plan	1			1		-		-		-	
Properties	Cleaning and maintenance of properties - <ul style="list-style-type: none"> ▪ Municipal Offices ▪ Workshops/ Stores ▪ Houses ▪ Flats ▪ Community Halls ▪ Buildings ▪ Reservoirs/ 	100%			100%		100%		100%		100%	
	# Of service and maintenance program of equipment	1			1		-		-		-	

DEPARTMENT: CORPORATE SERVICES

Vote / Indicator	Unit of measurement	Annual Target	Annual Expenditure	Annual Revenue	1 st quarter July/ Aug/ Sept		2 nd quarter Oct/ Nov/ Dec		3 rd quarter Jan/Feb/Mar		4 th quarter Apr/May/June	
					Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
Council and executive	To effectively support council <ul style="list-style-type: none"> Scheduled ordinary council meetings with full preparation Special council meeting 	8			3		2		2		1	
	Number of council committee meetings	11			1		5		3		2	
Policy development and review	% of municipal policies identified for review	100%			100%		100%		100%		100%	
	% of policies identified for development	100%			100%		100%		100%		100%	
	# of By-laws identified for consolidation and implementation <ul style="list-style-type: none"> Truck stop Pound Street whackers Environmental control 	4			1		1		1		1	
Employee performance appraisal system	% of the supervisory staff trained on the implementation of the system.	100%			Ongoing		Ongoing		100%		--	
	% of personnel EPAS evaluated	100%			Ongoing		Ongoing		100%		--	
	Number of performance agreements developed for senior management	4			4		Monitoring		Monitoring		Monitoring	
Human resource development	Report on employment equity Plan	100%			100%		100%		100%		100%	
	approval of HRM strategy	100%			100%		---		--		100%	
	Skills audit conducted	100%			--		100%		--		--	
	% of municipal employees trained as per WSP	100%			100%		100%		100%		100%	
	Review and report on WSP	4			1		1		1		1	
	Review of municipal organogram for 2011/12	100%			--		--		100%		--	
	Implementation of training plan	100%			100%		100%		100%		100%	

Information and technology	Development and update of website	100%			100%		100%		100%		100%	
	Systems maintenance	100%			100%		100%		100%		100%	
Legal support services	Legal related matters attended to	100%			100%		100%		100%		100%	
Labour relations	Disciplinary cases reported and attended	100%			100%		100%		100%		100%	
	Local labour forum meetings	6			1		2		2		2	
Employee wellness	Number of employee assistance programs	4			1		1		1		1	
Good governance	Implementation of electronic HR system	100%			100%		100%		100%		100%	
	Implementation of electronic filing system	100%			100%		100%		100%		100%	
Fleet management	Frequency of vehicle inspection made	Monthly			3		3		3		3	
	# of maintenance program for municipal vehicles	1			1		Ongoing		Ongoing		Ongoing	

Community services											
Housing	# hectares of land identified	100%			100%	--		--		100%	
	# of erven allocated for Township establishment General Plan approved Township register opened	1			--	--		--		1	
	# of consumer education campaigns held	1			--	--		1		--	
	Milestones inspection conducted	2			--	--		1		1	
Road traffic management	# of spot-checks conducted	5			1	1		2		1	
	Transport Forum establishment	1			--	1		--		--	
	Campaigns held-Reports submitted	4			--	2		--		2	
Disaster management	Quarterly advisory meetings held	4			1	1		1		1	
	# of awareness campaigns held	4			1	1		1		1	
	# of inspections conducted monthly	12			3	3		3		3	
Libraries	% of complaints attended	100%			100%	100%		100%		100%	
	Books retrieved & info searches (all libraries)	100%			100%	100%		100%		100%	

OFFICE OF THE SPEAKER/Mayor

Vote / Indicator	Unit of measurement	Annual Target	Annual Expenditure	Annual Revenue	1 st quarter		2 nd quarter		3 rd quarter		4 th quarter	
					Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
Public participation	# of ward committee meeting conducted	12			3		3		3		3	
	# of public meetings conducted	6			2		2		1		1	
	Year end function for ward committees	1			--		--		--		1	
Council meetings	# of ordinary council meeting held	6			1		2		1		2	
	# of special council meeting held	6			1		2		1		2	
Special events	# of ward committee training and inductions conducted	3			1		--		--		2	
	■ Municipal legislation											
	# of training offered to councillors	3			1		2		--		--	
Special programs	■ Municipal legislation											
	■ Conflict											
Special programs	# of special campaigns to be conducted	5			--		2		3		--	
Support, monitoring and evaluation	% of monitoring and support on community development workers	100%			100%		100%		100%		100%	
	Frequency of reporting to council on performance	Quarterly reports			1		1		1		1	
	Frequency of monitoring of performance of councillors	Quarterly reports			1		1		1		1	
Policies and procedural manuals	Establishment of Public participation policy	100%			Ongoing		100%		--		--	

OFFICE OF THE MAYOR/SPEAKER

Vote / Indicator	Unit of measurement	Annual Target	Annual Expenditure	Annual Revenue	1 st quarter		2 nd quarter		3 rd quarter		4 th quarter	
					Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
Committee meeting	# social development committee meetings held	2			--		1		1		--	
	# of Governance & Admin	12			3		3		3		3	
	# Economic, Employment & Investments committee meeting held	12			3		3		3		3	
	# of Justice, Crime prevention & Security committee meeting held	12			3		3		3		3	
	# of Audit committee meetings held	4			1		1		1		1	
Good Governance	% of performance agreements concluded for current year	100%			100%		--		--		--	
	# of quarterly report submitted on the implementation of the budget and IDP to council	4			1		1		1		1	
	% of Final SDBIP and performance agreements made public	1			1		--		--		--	
	# of adjustment budget tabled for approval to council	1			--		--		1		--	
	% of midyear report submitted to council for the period ended 31 December	1			--		--		1		--	
	% of annual reports tabled for council for the period ended 30 June	100%			--		--		100%		--	
	% of annual budget, IDP and supporting documentations tabled to council	100%			--		--		100%		--	
	% of final SDBIP approved	100%			--		--		--		100%	

Special events	# of youth summit held	1			1		--		--		--	
	# of Rural development summit held	1			--		1		--		--	
	#of IMBIZOS held	4			1		1		2		--	
Special programs	# ofMoral regenerations held	1			--		--		1		--	

