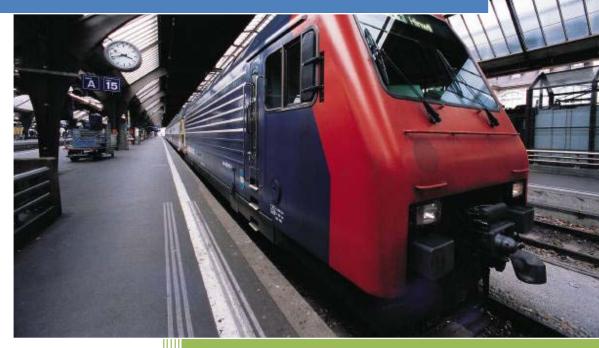
2010/2011

MANTSOPA LOCAL MUNICIPALITY SDBIP



Prepared by: OPMS for Mantsopa Local Municipality

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1. Introduction

This document provides for the annual submission of the Service Delivery and Budget Implementation Plan (SDBIP) as required in terms of the Municipal Finance Management Act. It should be read in conjunction with the Municipality's Integrated Development Plan (IDP), Budget and Strategic Business Unit Business Plans for the financial year 2007/ 2008.

The SDBIP gives affect to the Integrated Development Plan (IDP) and budget of the municipality therefore the IDP and budget must are fully aligned with each other, as required by the MFMA. The SDBIP provides the vital link between the mayor, council (executive) and the administration, and facilitates the process for holding management accountable for its performance.

The SDBIP serves as a "contract" between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis for measuring performance in service delivery against end of-year targets and implementing the budget.

2. Legislative Framework in terms of MFMA

The Municipal Finance Management Act (MFMA) of 2003 is aimed to secure sound and sustainable management of the financial affairs of municipalities and to establish treasury norms and standards through continually promoting transparency, participation and accountability of municipalities.

The MFMA requires that municipalities prepare a Service Delivery and Budget Implementation Plan as a strategic financial management tool to ensure that budgetary decisions that are adopted by municipalities for the financial year are aligned with their Integrated Development Plan Strategy.

According to section I of the Act a service delivery and budget implementation plan means a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate-

- (a) Projections for each month of the year
 - (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;
- (c) Any other matters that may be prescribed, and includes any revisions of such plan by the mayor in terms of section 54(1)(c);

In terms of Section 53 (3) of the Municipal Finance Management Act (MFMA) No. 56 of 2003. The mayor must ensure-

- (a) that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan; and
- (b) that the performance agreements of the municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's service delivery and budget implementation plan. Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.

3. Budget breakdown in terms of the IDP

Key Performance Area	Priorities	Projects	Operating Expenditure 2010/2011	Capital Expenditure 2010/2011	Revenue 2010/2011	Surplus / (Deficit) 2010/2011
		-				
Basic Service Delivery						
Municipal Institutional Development and Transformation						
Local Economic Development (LED)						
Municipal Financial Viability and Management						
Good Governance and Public Participation						
Total Budget						

4. The SDBIP Concept

The SDBIP is a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community. It will facilitate the accountable role that managers hold to the Council and that Councillors hold to the community. It also fosters the management, implementation and monitoring of the budget, the performance of senior management and the achievement of the strategic objectives as laid out in the IDP.

Whilst the budget sets yearly service delivery and budget targets (revenue and expenditure per vote), it is imperative that in-year mechanisms are able to measure performance and progress on a continuous basis. Hence, the end-of-year targets must be based on quarterly and monthly targets, and the municipal manager must ensure that the budget is built around quarterly and monthly information. Being a start-of-year planning and target tool, the SDBIP gives meaning to both in-year reporting in terms of section 71 (monthly reporting), section 72 (mid-year report) and end-of-year annual reports.

5. Components of the SDBIP

- ✓ Monthly projections of revenue to be collected for each source
- ✓ Monthly projections of expenditure (operating and capital) and revenue for each vote.
- ✓ Quarterly projections of service delivery targets and performance indicators for each vote

a) Monthly projections of revenue to be collected for each source

The SDBIP information on revenue will be monitored and reported monthly by the Municipal Manager in terms of section 71 (1)(a) and (e) to ensure timeously remedial steps if necessary. Comprehensive financial policies will ensure realistic revenue projections by taking into account appropriate service and delivery levels, standards, ability to pay and collection efforts.

	July R(o)	August~ R(o)	September R(o)	October R(o)	November R(o)	December R(o)	January R(o)	February R(o)	March R(o)	April R(o)	May R(o)	June R(o)
Service charges – water etc												
Rates												
Interest earned – external investments												
Interest earned – outstanding debtors												
Other-												
Income from agency services												
Grants												
Transfer from reserves												
Total Revenue by source												

b) Monthly projections of expenditure (operating and capital) and revenue for each vote

		July			August			September			October			Novembe			Decembe	
	Opex ROO	Capex ROO	Rev ROO	Opex ROO	Capex ROO	Rev ROO	Opex ROO	Capex ROO	Rev ROOO	Opex ROO	Capex ROO	Rev ROO	Opex ROO	Capex ROOO	Rev ROO	Opex ROO	Capex ROO	Rev ROOO
Department: Office of the Mu	nicipal Man	ager																
Vote: Council & Executive - Municipal Manager																		
Vote: Council & Executive - Council																		
Vote: Council & Executive – Mayor																		
Vote: Council & Executive – Speaker																		
Vote: Council & Executive - Internal Audit																		
Vote: Planning & Development -IDP																		
Vote: Planning & Development - PMS																		
Vote: Planning & Development- Led & Tourism																		
Department : Finance																		
Vote: Finance & Administration - Finance																		

Department: Administration										
Vote: Finance & Administration - IT										
Vote: Finance & Administration - Administration										
Vote: Finance & Administration - Corporate services										
Vote: Finance & Administration – Legal Services										
Vote: Community Services – Housing										
Vote: Health - Environmental Health										
Vote: Public Safety - Disaster Management										
Vote: Public Safety – Library										
Vote: Public Safety – Traffic										
Department : Technical Servi	ces									
Vote: Planning & Development-Project Management										
Vote: Water										

Vote: water fund									
Vote: Planning & Development- Land Use Management									
Vote: Planning & Development- Cemeteries									
Vote: Planning & Development- Properties									
Vote: Planning & Development- Roads and Stormwater									
Vote: Planning & Development-Parks and Recreation									
Vote: Planning & Development- Sanitation Network									
Vote: Planning & Development- Sanitation Sewer outfall works									
Vote: Planning & Development- Refuse									
Vote: Planning & Development- Electricity									
Total by Vote									

	January Opex Capex Rev			February			March			April			May			June		
	Opex ROOO	Capex ROOO	Rev ROOO	Opex ROOO	Capex ROOO	Rev ROOO	Opex ROOO	Capex ROOO	Rev ROOO	Opex ROO O	Capex ROOO	Rev ROOO	Opex ROOO	Capex ROOO	Rev ROOO	Opex ROOO	Capex ROOO	Rev ROOO
Department: Office of the Mu	nicipal Man	ager																
Vote: Council & Executive - Municipal Manager																		
Vote: Council & Executive - Council																		
Vote: Council & Executive – Mayor																		
Vote: Council & Executive – Speaker																		
Vote: Council & Executive - Internal Audit																		
Vote: Planning & Development -IDP																		
Vote: Planning & Development - PMS																		
Vote: Planning & Development- Led & Tourism																		
Department : Finance																		
Vote: Finance & Administration - Finance																		

Department: Administration										
Vote: Finance & Administration - IT										
Vote: Finance & Administration - Administration										
Vote: Finance & Administration - Corporate services										
Vote: Finance & Administration – Legal Services										
Vote: Community Services – Housing										
Vote: Health - Environmental Health										
Vote: Public Safety - Disaster Management										
Vote: Public Safety – Library										
Vote: Public Safety – Traffic										
Department : Technical Service	ces									
Vote: Planning & Development-Project Management										
Vote: Water										

Vote: water fund	T T									
vote. water failu										
Vote: Planning & Development- Land Use Management										
Vote: Planning & Development- Cemeteries										
Vote: Planning & Development- Properties										
Vote: Planning & Development- Roads and Stormwater										
Vote: Planning & Development-Parks and Recreation										
Vote: Planning & Development- Sanitation Network										
Vote: Planning & Development- Sanitation Sewer outfall works										
Vote: Planning & Development- Refuse										
Vote: Planning & Development- Electricity										
Total by Vote										

c) Quarterly Projections of Service Delivery Targets and Performance indicators for each vote

Department – Office of the Municipal Manager

Vote: Council & Executive

Vote / Indicator	Unit of measurement	Annual	Annual	Annual	Month July		Month Augus		Month Septemb	Ending er 2007	Month E October	
vote / indicator	offic of measurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	Scheduled Council meetings with full preparation	6			1 council meeting				1 council meeting			
To effectively support internal political interfaces	Special Council meetings	6					1 special council meeting				1 special council meeting	
	Council committee meetings	36			3 council committee meetings		3 council committee meetings		3 council committee meetings		3 council committee meetings	
	Intergovernmental Relation Forum attended	4					Intergov Forum meeting					
To effectively support external political interfaces	Percentage of Forum Decisions implemented	80%							80% Forum decision met			
	Council meets the people	4							Council meets the people			
	Number of Ward Committees held (quarterly)	28					1 meeting per 8 wards					
Dalilla and talent and an advanced	Number of IDP Rep meetings	34					IDP meeting				IDP meeting	
Public participation and good governance	Number of Budget Consultation meetings	3										
	Other Public Consultation sessions	6					Public consultation				Public consultation	

Vote / Indicator	Unit of measurement	Annual	Annual	Annual		Ending per 2007		Ending per 2007		Ending ry 2007	Month I Februar	
vote / indicator	Offit of theasurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	Scheduled Council meetings with full preparation	6			1 council meeting				1 council meeting			
To effectively support internal political interfaces	Special Council meetings	6					1 special council meeting				1 special council meeting	
	Council committee meetings	36			3 council committee meetings		3 council committee meetings		3 council committee meetings		3 council committee meetings	
	Intergovernmental Relation Forum attended	4			Intergov Forum Meeting						Intergov Forum meeting	
To effectively support external political interfaces	Percentage of Forum Decisions implemented	80%					80% Forum decisions met					
	Council meets the people	4					Council meets the people					
	Number of Ward Committees held (quarterly)	28					1 meeting per 8 wards					
blic participation and good governance	Number of IDP Rep meetings	34					IDP meeting				IDP meeting	
	Number of Budget Consultation meetings	3										
	Other Public Consultation sessions	6					Public consultation				Public consultation	

Vote / Indicator	Unit of measurement	Annual	Annual	Annual		Ending h 2007		Ending 2007		Ending 2007	Month I June	
vote / indicator	onit of measurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	Scheduled Council meetings with full preparation	6			1 council meeting				1 council meeting			
To effectively support internal political interfaces	Special Council meetings	6					1 special council meeting				1 special council meeting	
	Council committee meetings	36			3 council committee meetings		3 council committee meetings		3 council committee meetings		3 council committee meetings	
	Intergovernmental Relation Forum attended	4							Intergov Forum meeting			
To effectively support external political interfaces	Percentage of Forum Decisions implemented	80%			80% Forum decisions						80% Forum decisions met	
	Council meets the people	4			Council meets the people						Council meets the people	
	Number of Ward Committees held (quarterly)	28					1 meeting per 8 wards					
blic participation and good governance	Number of IDP Rep meetings	34					IDP meeting				IDP meeting	
	Number of Budget Consultation meetings	3										
	Other Public Consultation sessions	6					Public consultation				Public consultation	

Department – Office of the Municipal Manager

Vote: PMS

Vote / Indicator	Unit of measurement	Annual	Annual	Annual		Ending 2007		Ending st 2007	Month Septemi	3		Ending er 2007
vote / indicator	offic of measurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
To effectively support high level strategic and operational interfaces and activities.	Success of performance management for direct reports reviewed (quarterly review)	100%							PMS reports			
Fo ensure Performance Management and Reporting Co	Completion of 2009/10 Annual reports	1										
	Number of management Performance Reports submitted to council	4							Performanc e reports to Council			
	Completion of annual performance report											
	Completion of Performance Agreements for section 57 managers											

	Completion of performance plans for section 57 managers						
	Completion of Performance Agreements for managers at post level 1-3						
	Completion of performance plans for managers at post level 1-3						
To ensure implementation of the IDP and Budget	Completion of SDBIP						
To ensure effective monitoring and evaluation	Quarterly performance evaluation/assessment report submitted						

Vote / Indicator	Unit of measurement	Annual	Annual	Annual		Ending ber 2007		Ending ber 2007		Ending ry 2007		Ending ary 2007
vote / indicator	onit of measurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
To effectively support high level strategic and operational interfaces and activities.	Success of performance management for direct reports reviewed (quarterly review)	100%							PMS reports			
	Completion of 2009/10 Annual reports	1										
Nul Rej To ensure Performance Management and Reporting Cor	Number of management Performance Reports submitted to council	4							Performanc e reports to Council			
	Completion of annual performance report											
	Completion of Performance Agreements for section 57 managers											

	Completion of performance plans for section 57 managers						
	Completion of Performance Agreements for managers at post level 1-3						
	Completion of performance plans for managers at post level 1-3						
To ensure implementation of the IDP and Budget	Completion of SDBIP						
To ensure effective monitoring and evaluation	Quarterly performance evaluation/assessment report submitted						

Vote / Indicator	Unit of measurement	Annual	Annual	Annual	Month March	Ending 1 2007		Ending I 2007		Ending 2007		Ending e 2007
vote / indicator	Office of measurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
To effectively support high level strategic and operational interfaces and activities.	Success of performance management for direct reports reviewed (quarterly review)	100%							PMS reports			
Nur Reporting Cor	Completion of 2009/10 Annual reports	1										
	Number of management Performance Reports submitted to council	4							Performanc e reports to Council			
	Completion of annual performance report											
	Completion of Performance Agreements for section 57 managers											

	Completion of performance plans for section 57 managers						
	Completion of Performance Agreements for managers at post level 1-3						
	Completion of performance plans for managers at post level 1-3						
To ensure implementation of the IDP and Budget	Completion of SDBIP						
To ensure effective monitoring and evaluation	Quarterly performance evaluation/assessment report submitted						

Department – Office of the Municipal Manager

Vote: IDP

Vote / Indicator	Unit of measurement	Annual	Annual	Annual		Ending 2007		Ending st 2007		Ending ber 2007		Nonth Ending October 2007
	Offic of measurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
Ensure the development of a credible Integrated	Approval of an MSA compliant IDP by Council (Annual Review) – March	1										
Development Plan	Percentage of Identified IDP Projects completed to business plan	100%										

Mate Undicates	linit of management	Annual	Annual	Annual	Month Novemb	Ending per 2007		Ending ber 2007		Ending rv 2007		Ending erv 2007
Vote / Indicator	Unit of measurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual

Vote / Indicator	Unit of measurement	Annual	Annual	Annual		Ending per 2007		Ending ber 2007		Ending ry 2007		Ending ary 2007
vote / indicator	Onit of measurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
Ensure the development of a credible Integrated Development Plan	Approval of an MSA compliant IDP by Council (Annual Review) – March	1										
	Percentage of Identified IDP Projects completed to business plan	100%										

Vote / Indicator	Unit of measurement	Annual	Annual	Annual		Ending n 2007		Ending I 2007		Ending 2007		Ending e 2007
vote / indicator	Offit of measurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
Ensure the development of a credible Integrated	Approval of an MSA compliant IDP by Council (Annual Review) – March	1										
Development Plan	Percentage of Identified IDP Projects completed to business plan	100%										

Department – Office of the Municipal Manager

Vote: LED and Tourism

Vote / Indicator	Unit of measurement	Annual	Annual	Annual	Month I July :			Ending st 2007		Ending ber 2007	Month E Octobe	
vote / indicator	Offit of measurement	Target Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual	

Vote / Indicator	Unit of measurement	Annual	Annual	Annual		Ending ber 2007		Ending ber 2007		Ending ry 2007		Ending ry 2007
vote / indicator Unit of measurement Target Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual			

Vote / Indicator	Unit of measurement			Annual	Annual		Ending n 2007		Ending I 2007		Ending 2007		Ending 2007
vote / indicator	Offit of measurement			Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual	

Department – Finance

Vote: Financial Administration

Vote / Indicator	Unit of measurement	Annual	Annual	Annual	Month I July 2	9	Month Augus	Ending st 2007	Month Septemb	Ending oer 2007	Month E Octobe	
vote / indicator	Offic of friedsurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
Ensure effective financial management	Percentage attainment of Budgetary allocations	Not more than 5%			Section 71 report		Section 71 report		Section 71 report		Section 71 report	

Vote / Indicator	Unit of measurement	Annual Target	Annual	Annual		Ending per 2007		Ending per 2007		Ending ry 2007	Month E Februar	9
	Offit of measurement		Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
Ensure effective financial management	Percentage attainment of Budgetary allocations	Not more than 5%			Section 71 report		Section 71 report		Section 71 report		Section 71 report	

Vote / Indicator	Unit of measurement	Annual	Annual	Annual	Month March	Ending n 2007		Ending 2007		Ending 2007	Month June	Ending 2007
Vote / indicator	Offit of measurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
Ensure effective financial management	Percentage attainment of Budgetary allocations	Not more than 5%			Section 71 report		Section 71 report		Section 71 report		Section 71 report	

Department – Administration

Vote: Corporate Services

Vote / Indicator	Unit of measurement	Annual	Annual	Annual	Month E		Month Augus		Month E Septemb		Month E October	
vote / indicator	Offit of measurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
Development of policies and by-laws	Number of identified policies completed (Land Management, Fleet Management, Review HR, Anti Corruption, Revise Mine Policy, Conflict Management)	6					All policies reviewed completed					
	Number of identified By Laws completed (Stray Animals, Street Hawkers, Review of Standard By Laws)	3					All by laws reviewed and completed					
Ensure effective administrative management and	Compliance to targets set for the administration	100%			Monthly report		Monthly report		Monthly report		Monthly report	
internal controls	Monthly Departmental reports	36			3 x departmental reports		3 x departmental report		3 x departmental report		3 x departmental report	
	Review & report on Equity Plan	4							Equity report			
Human Resource Development	Review & report Work Skills Plan	2					Work Skills Plan report					
	Review and approval Organogram	1										1
	% implementation of training plan	100%										
Labour Relations	Local Labour Forum meetings	12			Meeting & report		Meeting & report		Meeting & report		Meeting & report	
	Disciplinary Cases Reported & Completed	100%										1
	Number of Health & Safety Com. meetings	12					Meeting		Meeting		Meeting	
Health, Safety and Environment	Monthly H&S reports	12					Report		Report		Report	
	Prepare H&S equipment schedule	1										

Safety Equipment issued according to schedule	100%										
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Vote / Indicator	Unit of measurement	Annual	Annual	Annual	Month E Novembe		Month Decemb		Month E January		Month E February	
vote / indicator	Offic of measurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
Development of policies and by-laws	Number of identified policies completed (Land Management, Fleet Management, Review HR, Anti Corruption, Revise Mine Policy, Conflict Management)	6					All policies reviewed completed					
	Number of identified By Laws completed (Stray Animals, Street Hawkers, Review of Standard By Laws)	3					All by laws reviewed and completed					
Ensure effective administrative management and	Compliance to targets set for the administration	100%			Monthly report		Monthly report		Monthly report		Monthly report	
internal controls	Monthly Departmental reports	36			3 x departmental reports		3 x departmental report		3 x departmental report		3 x departmental report	
	Review & report on Equity Plan	4							Equity report			
Human Resource Development	Review & report Work Skills Plan	2					Work Skills Plan report					
·	Review and approval Organogram	1										
	% implementation of training plan	100%										
Labour Relations	Local Labour Forum meetings	12			Meeting & report		Meeting & report		Meeting & report		Meeting & report	
	Disciplinary Cases Reported & Completed	100%										
Health, Safety and Environment	Number of Health & Safety Com. meetings	12		-		_	Meeting	_	Meeting		Meeting	

Monthly H&S reports	12			Report	Report	Report	
Prepare H&S equipme	nt schedule 1						
Safety Equipment issue schedule	ed according to 100%						

Vote / Indicator	Unit of measurement	Annual	Annual	Annual	Month E March		Month Ending April 2007		Month Ending May 2007		Month E June 2	
Vote / indicator	onit of medsurement	Target	Expenditure	Revenue	Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
Development of policies and by laws	Number of identified policies completed (Land Management, Fleet Management, Review HR, Anti Corruption, Revise Mine Policy, Conflict Management)	6					All policies reviewed completed					
Development of policies and by-laws	Number of identified By Laws completed (Stray Animals, Street Hawkers, Review of Standard By Laws)	3					All by laws reviewed and completed					
Ensure effective administrative management and	Compliance to targets set for the administration	100%			Monthly report		Monthly report		Monthly report		Monthly report	
internal controls	Monthly Departmental reports	36			3 x departmental reports		3 x departmental report		3 x departmental report		3 x departmental report	
	Review & report on Equity Plan	4							Equity report			
Human Resource Development	Review & report Work Skills Plan	2					Work Skills Plan report					
	Review and approval Organogram	1										
	% implementation of training plan	100%										

Labour Relations	Local Labour Forum meetings	12		Meeting & report	Meeting & report	Meeting & report	Meeting & report	
	Disciplinary Cases Reported & Completed	100%						
	Number of Health & Safety Com. meetings	12			Meeting	Meeting	Meeting	
Haalib Cafety and Fayironment	Monthly H&S reports	12			Report	Report	Report	
Health, Safety and Environment	Prepare H&S equipment schedule	1						
	Safety Equipment issued according to schedule	100%						