

2010/2011

MANTSOPA LOCAL MUNICIPALITY SDBIP



Prepared by: OPMS for Mantsopa Local Municipality

Table of Contents

1. Introduction _____
2. Legislative Framework in terms of MFMA _____
3. Budget breakdown in terms of the IDP _____
4. The SDBIP Concept _____
5. Components of the SDBIP _____
 - a) Monthly projections of revenue to be collected for each source _____
 - b) Monthly projections of expenditure (operating and capital) and revenue for each vote _____
 - c) Monthly Projections of Service Delivery Targets and Performance indicators for each vote _____
6. Performance Plans for Senior Managers _____

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 1 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

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 Services

Vote: Planning & Development-Project Management

Vote: Water

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 Services

Vote: Planning & Development-Project Management

Vote: Water

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 Target	Annual Expenditure	Annual Revenue	Month Ending July 2007		Month Ending August 2007		Month Ending September 2007		Month Ending October 2007	
					Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
To effectively support internal political interfaces	Scheduled Council meetings with full preparation	6			1 council meeting				1 council meeting			
	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	
To effectively support external political interfaces	Intergovernmental Relation Forum attended	4					Intergov Forum meeting					
	Percentage of Forum Decisions implemented	80%							80% Forum decision met			
	Council meets the people	4							Council meets the people			
Public participation and good governance	Number of Ward Committees held (quarterly)	28					1 meeting per 8 wards					
	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 Target	Annual Expenditure	Annual Revenue	Month Ending November 2007		Month Ending December 2007		Month Ending January 2007		Month Ending February 2007	
					Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
To effectively support internal political interfaces	Scheduled Council meetings with full preparation	6			1 council meeting				1 council meeting			
	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	
To effectively support external political interfaces	Intergovernmental Relation Forum attended	4			Intergov Forum Meeting						Intergov Forum meeting	
	Percentage of Forum Decisions implemented	80%					80% Forum decisions met					
	Council meets the people	4					Council meets the people					
Public participation and good governance	Number of Ward Committees held (quarterly)	28					1 meeting per 8 wards					
	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 Target	Annual Expenditure	Annual Revenue	Month Ending March 2007		Month Ending April 2007		Month Ending May 2007		Month Ending June 2007	
					Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
To effectively support internal political interfaces	Scheduled Council meetings with full preparation	6			1 council meeting				1 council meeting			
	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	
To effectively support external political interfaces	Intergovernmental Relation Forum attended	4							Intergov Forum meeting			
	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	
Public participation and good governance	Number of Ward Committees held (quarterly)	28					1 meeting per 8 wards					
	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	

	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 Target	Annual Expenditure	Annual Revenue	Month Ending July 2007		Month Ending August 2007		Month Ending September 2007		Month Ending October 2007	
					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 Target	Annual Expenditure	Annual Revenue	Month Ending November 2007		Month Ending December 2007		Month Ending January 2007		Month Ending February 2007	
					Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual

	Safety Equipment issued according to schedule	100%										
--	---	------	--	--	--	--	--	--	--	--	--	--

Vote / Indicator	Unit of measurement	Annual Target	Annual Expenditure	Annual Revenue	Month Ending November 2007		Month Ending December 2007		Month Ending January 2007		Month Ending February 2007	
					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 internal controls	Compliance to targets set for the administration	100%			Monthly report		Monthly report		Monthly report		Monthly report	
	Monthly Departmental reports	36			3 x departmental reports		3 x departmental report		3 x departmental report		3 x departmental report	
Human Resource Development	Review & report on Equity Plan	4							Equity report			
	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	

