

FINAL 2013/2014 SERVICE DELIVERY AND  
BUDGET IMPLEMENTATION PLAN



# 2013/14 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

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BUDGET IMPLEMENTATION PLAN



## **Vision and Mission**

### **Vision**

By 2020, the Kopanong Municipality should be a vibrant, sustainable and successful municipality which provides quality services.

### **Mission**

- To promote working relationship with stakeholders and Communities.
- Promoting and providing effective and efficient Administration and Political Leadership to ensure a safer and healthier environment
- Promote shared and intergrated service delivery
- To uphold the principles of good governance in a transparent and accountable manner.
- To promote sound Financial Management and increase Revenue Base.

### **Core Values**

- Responsive
- Accountability
- Integrity
- Professionalism

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### **Legislative Mandates**

In terms of Section 53 (1) (c) (ii) of the Municipal Finance Management Act, Act No 53 of 2003, the Service Delivery Budget and Implementation Plan 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 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) any other matters prescribed.

According to Section 53 of the Municipal Finance Management Act, the Mayor is expected to approve the Service Delivery Budget Implementation Plan within 28 days after the approval of the budget. In addition to that, 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 Service Delivery Budget Implementation Plan are made public within 14 days after their approval.

As per Municipal Finance Management Act Circular No 13, National Treasury, up to this far, currently prefers not to prescribe other matters to be included in the Service Delivery Budget and Implementation Plan. This is to ensure good governance and accountability on the part of Municipalities. However, there are five (5) minimum requirements that the National Treasury requires to form part of the Service Delivery Budget and Implementation Plan (Municipal Finance Management Act Circular No. 13). These are outlined below:

1. Monthly projections of revenue to be collected by source;
2. Monthly projections of expenditure (operating and capital) and revenue for each vote;
3. Quarterly projections of service delivery targets and performance indicators for each vote;
4. Ward information for expenditure and service delivery; and
5. Detailed capital works plan broken down by ward over a 3-year period.

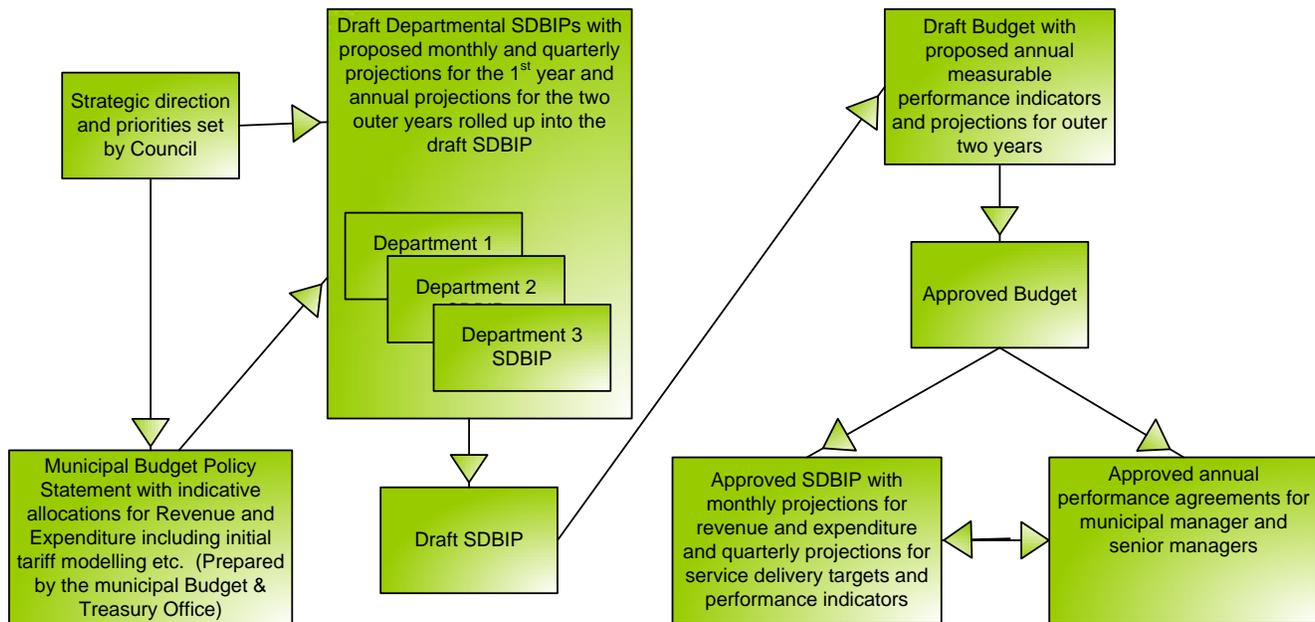
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In terms of the Municipal Finance Management Act, a Vote is a Department or a functional area of a Municipality and represents the various levels at which the Council approves the budget.

As clearly indicated by the National Treasury in Municipal Finance Management Act Circular No 13, the biggest challenge for Municipalities is to develop meaningful non-financial service delivery targets and indicators.

**The SDBIP Process at Kopanong Local Municipality**



**Figure 1: SDBIP Process**

The Service Delivery and Budget Implementation Plan is a consolidated document, which incorporates and takes into account information contained in the Integrated Development Plan of the Municipality, Operational Plans for each Department and the budget statements for each Department within the

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Municipality. Consequently, the completion of the Service Delivery and Budget Implementation Plan hinges on the finalization of the above documentation.

Assigned to these strategic objectives and outputs were a set of targets, which the Municipality viewed as vital in an endeavor to achieve service delivery requirements of the Kopanong community.

Subsequently, the drafting and review of the Integrated Development Plan of the Municipality was completed. Information in each Departmental Operational Plan was consolidated with other relevant information to complete the Integrated Development Plan. Departmental budgets were developed after thorough consultative processes with the relevant key role-players.

With all the relevant information needed for the Service Delivery and Budget Implementation Plan, work began to fulfill the requirements of Section 53 of the Municipal Finance Management Act. Formal consultations were undertaken to facilitate the alignment of the strategic objectives and outputs to the budget statements, allowing for expenditure to be projected across the 2012/2013 fiscal year in terms of the service delivery targets set for the strategic objectives and outputs.

A Three year detailed Capital Works Plan was also compiled, which is a fair projection of capital expenditure to be incurred by the Municipality. Once complete, the above information was consolidated into the Service Delivery and Budget Implementation Plan.

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**1. BUDGETED MONTHLY REVENUE AND EXPENDITURE**

FS162 Kopanong - Supporting Table SA25 Budgeted monthly revenue and expenditure

Description	Ref	Budget Year 2013/14												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2013/14	Budget Year +1 2014/15	Budget Year +2 2015/16
<b>Revenue By Source</b>																
Property rates		1 378	1 378	1 378	1 378	1 378	1 378	1 378	1 378	1 378	1 378	1 378	1 378	16 535	18 320	20 359
Property rates - penalties & collection charges		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - electricity revenue		4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 216	50 583	55 169	60 222
Service charges - water revenue		1 247	1 247	1 247	1 247	1 247	1 247	1 247	1 247	1 247	1 247	1 247	1 247	14 959	15 491	16 111
Service charges - sanitation revenue		835	835	835	835	835	835	835	835	835	835	835	835	10 014	10 615	11 040
Service charges - refuse revenue		607	607	607	607	607	607	607	607	607	607	607	607	7 282	7 719	8 028
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest earned - external investments		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Licences and permits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Agency services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers recognised - operational		31 703	-	-	-	29 691	-	-	29 691	-	-	-	1 000	92 086	87 861	80 946
Other revenue		1 471	1 471	1 471	1 471	1 471	1 471	1 471	1 471	1 471	1 471	1 471	471	16 647	8 507	9 306
Gains on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue (excluding capital transfers and contributions)</b>		<b>41 455</b>	<b>9 752</b>	<b>9 752</b>	<b>9 752</b>	<b>39 443</b>	<b>9 752</b>	<b>9 752</b>	<b>9 752</b>	<b>39 443</b>	<b>9 752</b>	<b>9 752</b>	<b>9 753</b>	<b>208 107</b>	<b>203 682</b>	<b>206 012</b>
<b>Expenditure By Type</b>																
Employee related costs		6 351	6 351	6 351	6 351	6 351	6 351	6 351	6 351	6 351	6 351	6 351	6 351	76 214	80 787	84 019
Remuneration of councillors		360	360	360	360	360	360	360	360	360	360	360	360	4 320	4 580	4 763
Debt impairment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation & asset impairment		-	-	-	-	-	-	-	-	-	-	-	42 312	42 312	44 851	46 645
Finance charges		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bulk purchases		4 402	4 402	4 402	4 402	4 402	4 402	4 402	4 402	4 402	4 402	4 402	4 402	52 826	57 506	62 294
Other materials		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contracted services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and grants		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other expenditure		6 222	6 222	6 222	6 222	6 222	6 222	6 222	6 222	6 222	6 222	6 222	6 222	74 667	75 805	79 196
Loss on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>		<b>17 336</b>	<b>17 336</b>	<b>17 336</b>	<b>17 336</b>	<b>17 336</b>	<b>17 336</b>	<b>17 336</b>	<b>17 336</b>	<b>17 336</b>	<b>17 336</b>	<b>17 336</b>	<b>59 647</b>	<b>250 339</b>	<b>263 528</b>	<b>276 916</b>
<b>Surplus/(Deficit)</b>		<b>24 119</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>22 107</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>22 107</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>(49 894)</b>	<b>(42 231)</b>	<b>(59 846)</b>	<b>(70 904)</b>
Transfers recognised - capital		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions recognised - capital		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		<b>24 119</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>22 107</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>22 107</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>(49 894)</b>	<b>(42 231)</b>	<b>(59 846)</b>	<b>(70 904)</b>
Taxation		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Attributable to minorities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit)</b>	<b>1</b>	<b>24 119</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>22 107</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>22 107</b>	<b>(7 584)</b>	<b>(7 584)</b>	<b>(49 894)</b>	<b>(42 231)</b>	<b>(59 846)</b>	<b>(70 904)</b>

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**2. BUDGETED MONTHLY REVENUE AND EXPENDITURE (MUNICIPAL VOTE)**

**FS162 Kopanong - Supporting Table SA26 Budgeted monthly revenue and expenditure (municipal vote)**

Description	Ref	Budget Year 2013/14												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2013/14	Budget Year +1 2014/15	Budget Year +2 2015/16
<b>Revenue by Vote</b>																
Vote 1 - Executive & Council		629	629	629	629	629	629	629	629	629	629	629	630	7 551	6 488	6 362
Vote 2 - Budget and Treasury Office		3 095	3 095	3 095	3 095	3 095	3 095	3 095	3 095	3 095	3 095	3 095	3 095	37 144	34 402	36 549
Vote 3 - Corporate Service		90	90	90	90	90	90	90	90	90	90	90	90	1 080	1 145	1 191
Vote 4 - Community and Public Safety		628	628	628	628	628	628	628	628	628	628	628	628	7 541	7 305	6 970
Vote 5 - Economic and Environmental Service		3	3	3	3	3	3	3	3	3	3	3	4	41	44	45
Vote 6 - Trading Service		12 896	12 896	12 896	12 896	12 896	12 896	12 896	12 896	12 896	12 896	12 896	12 896	154 749	154 297	154 894
Vote 7 - [NAME OF VOTE 7]														-	-	-
Vote 8 - [NAME OF VOTE 8]														-	-	-
Vote 9 - [NAME OF VOTE 9]														-	-	-
Vote 10 - [NAME OF VOTE 10]														-	-	-
Vote 11 - [NAME OF VOTE 11]														-	-	-
Vote 12 - [NAME OF VOTE 12]														-	-	-
Vote 13 - [NAME OF VOTE 13]														-	-	-
Vote 14 - [NAME OF VOTE 14]														-	-	-
Vote 15 - [NAME OF VOTE 15]														-	-	-
<b>Total Revenue by Vote</b>		<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 343</b>	<b>208 107</b>	<b>203 682</b>	<b>206 012</b>	
<b>Expenditure by Vote to be appropriated</b>																
Vote 1 - Executive & Council		1 684	1 684	1 684	1 684	1 684	1 684	1 684	1 684	1 684	1 684	1 684	43 684	62 205	65 566	68 189
Vote 2 - Budget and Treasury Office		2 754	2 754	2 754	2 754	2 754	2 754	2 754	2 754	2 754	2 754	2 754	2 754	33 044	34 391	35 766
Vote 3 - Corporate Service		780	780	780	780	780	780	780	780	780	780	780	759	9 334	9 894	10 290
Vote 4 - Community and Public Safety		1 695	1 695	1 695	1 695	1 695	1 695	1 695	1 695	1 695	1 695	1 695	1 695	20 342	20 248	21 057
Vote 5 - Economic and Environmental Service		995	995	995	995	995	995	995	995	995	995	995	994	11 934	12 650	13 156
Vote 6 - Trading Service		9 457	9 457	9 457	9 457	9 457	9 457	9 457	9 457	9 457	9 457	9 457	9 456	113 481	120 780	128 458
Vote 7 - [NAME OF VOTE 7]														-	-	-
Vote 8 - [NAME OF VOTE 8]														-	-	-
Vote 9 - [NAME OF VOTE 9]														-	-	-
Vote 10 - [NAME OF VOTE 10]														-	-	-
Vote 11 - [NAME OF VOTE 11]														-	-	-
Vote 12 - [NAME OF VOTE 12]														-	-	-
Vote 13 - [NAME OF VOTE 13]														-	-	-
Vote 14 - [NAME OF VOTE 14]														-	-	-
Vote 15 - [NAME OF VOTE 15]														-	-	-
<b>Total Expenditure by Vote</b>		<b>17 363</b>	<b>17 363</b>	<b>17 363</b>	<b>17 363</b>	<b>17 363</b>	<b>17 363</b>	<b>17 363</b>	<b>17 363</b>	<b>17 363</b>	<b>17 363</b>	<b>59 342</b>	<b>250 339</b>	<b>263 528</b>	<b>276 916</b>	
<b>Surplus/(Deficit) before assoc.</b>		<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(41 999)</b>	<b>(42 232)</b>	<b>(59 847)</b>	<b>(70 903)</b>
Taxation														-	-	-
Attributable to minorities														-	-	-
Share of surplus/ (deficit) of associate														-	-	-
<b>Surplus/(Deficit)</b>	<b>1</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(21)</b>	<b>(41 999)</b>	<b>(42 232)</b>	<b>(59 847)</b>	<b>(70 903)</b>

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**3. BUDGETED MONTHLY REVENUE AND EXPENDITURE (STANDARD CLASSIFICATIONS)**

FS162 Kopanong - Supporting Table SA27 Budgeted monthly revenue and expenditure (standard classification)

Description	Ref	Budget Year 2013/14												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2013/14	Budget Year +1 2014/15	Budget Year +2 2015/16
<b>Revenue - Standard</b>																
<i>Governance and administration</i>		3 815	3 815	3 815	3 815	3 815	3 815	3 815	3 815	3 815	3 815	3 815	3 815	45 775	42 035	44 103
Executive and council		629	629	629	629	629	629	629	629	629	629	629	630	7 551	6 488	6 362
Budget and treasury office		3 095	3 095	3 095	3 095	3 095	3 095	3 095	3 095	3 095	3 095	3 095	3 095	37 144	34 402	36 549
Corporate services		90	90	90	90	90	90	90	90	90	90	90	90	1 080	1 145	1 191
<i>Community and public safety</i>		628	628	628	628	628	628	628	628	628	628	628	627	7 541	7 305	6 970
Community and social services		519	519	519	519	519	519	519	519	519	519	519	519	6 230	6 016	5 721
Sport and recreation		7	7	7	7	7	7	7	7	7	7	7	7	87	92	96
Public safety		96	96	96	96	96	96	96	96	96	96	96	96	1 151	1 119	1 072
Housing		6	6	6	6	6	6	6	6	6	6	6	6	74	78	81
Health																
<i>Economic and environmental services</i>		3	3	3	3	3	3	3	3	3	3	3	4	41	44	45
Planning and development		2	2	2	2	2	2	2	2	2	2	2	2	19	21	21
Road transport		2	2	2	2	2	2	2	2	2	2	2	2	22	23	24
Environmental protection																
<i>Trading services</i>		12 896	12 896	12 896	12 896	12 896	12 896	12 896	12 896	12 896	12 896	12 896	12 896	154 749	154 297	154 894
Electricity		4 293	4 293	4 293	4 293	4 293	4 293	4 293	4 293	4 293	4 293	4 293	4 293	51 519	54 097	56 804
Water		5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 001	60 004	56 301	54 805
Waste water management		2 139	2 139	2 139	2 139	2 139	2 139	2 139	2 139	2 139	2 139	2 138	2 138	25 662	26 288	25 887
Waste management		1 464	1 464	1 464	1 464	1 464	1 464	1 464	1 464	1 464	1 464	1 464	1 464	17 564	17 611	17 398
<i>Other</i>																
<b>Total Revenue - Standard</b>		<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>17 342</b>	<b>208 107</b>	<b>203 682</b>	<b>206 012</b>
<b>Expenditure - Standard</b>																
<i>Governance and administration</i>		5 215	5 215	5 215	5 215	5 215	5 215	5 215	5 215	5 215	5 215	5 215	47 215	104 583	109 851	114 245
Executive and council		1 684	1 684	1 684	1 684	1 684	1 684	1 684	1 684	1 684	1 684	1 684	43 684	62 205	65 566	68 189
Budget and treasury office		2 754	2 754	2 754	2 754	2 754	2 754	2 754	2 754	2 754	2 754	2 754	2 754	33 044	34 391	35 766
Corporate services		778	778	778	778	778	778	778	778	778	778	778	778	9 334	9 894	10 290
<i>Community and public safety</i>		1 695	1 695	1 695	1 695	1 695	1 695	1 695	1 695	1 695	1 695	1 695	1 696	20 342	20 248	21 058
Community and social services		1 425	1 425	1 425	1 425	1 425	1 425	1 425	1 425	1 425	1 425	1 425	1 425	17 105	17 029	17 710
Sport and recreation		175	175	175	175	175	175	175	175	175	175	175	175	2 100	2 014	2 095
Public safety		36	36	36	36	36	36	36	36	36	36	36	36	429	455	473
Housing		59	59	59	59	59	59	59	59	59	59	59	59	707	750	780
Health																
<i>Economic and environmental services</i>		995	995	995	995	995	995	995	995	995	995	995	994	11 934	12 650	13 156
Planning and development		125	125	125	125	125	125	125	125	125	125	125	125	1 504	1 584	1 658
Road transport		869	869	869	869	869	869	869	869	869	869	869	869	10 430	11 056	11 498
Environmental protection																
<i>Trading services</i>		9 457	9 457	9 457	9 457	9 457	9 457	9 457	9 457	9 457	9 457	9 457	9 457	113 481	120 780	128 458
Electricity		4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 216	50 583	55 169	60 222
Water		3 444	3 444	3 444	3 444	3 444	3 444	3 444	3 444	3 444	3 444	3 444	3 443	41 325	43 804	45 556
Waste water management		1 066	1 066	1 066	1 066	1 066	1 066	1 066	1 066	1 066	1 066	1 066	1 066	12 791	13 559	14 101
Waste management		732	732	732	732	732	732	732	732	732	732	732	732	8 781	8 248	8 578
<i>Other</i>																
<b>Total Expenditure - Standard</b>		<b>17 361</b>	<b>17 361</b>	<b>17 361</b>	<b>17 361</b>	<b>17 361</b>	<b>17 361</b>	<b>17 361</b>	<b>17 361</b>	<b>17 361</b>	<b>17 361</b>	<b>17 361</b>	<b>59 363</b>	<b>250 339</b>	<b>263 528</b>	<b>276 916</b>
<b>Surplus/(Deficit) before assoc.</b>		<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(42 020)</b>	<b>(42 232)</b>	<b>(59 847)</b>	<b>(70 904)</b>
Share of surplus/ (deficit) of associate																
<b>Surplus/(Deficit)</b>	<b>1</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(19)</b>	<b>(42 020)</b>	<b>(42 232)</b>	<b>(59 847)</b>	<b>(70 904)</b>

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**4. BUDGETED MONTHLY CAPITAL EXPENDITURE (MUNICIPAL VOTE)**

FS162 Kopanong - Supporting Table SA28 Budgeted monthly capital expenditure (municipal vote)

Description	Ref	Budget Year 2013/14												Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2013/14	Budget Year +1 2014/15	Budget Year +2 2015/16	
<b>Multi-year expenditure to be appropriated</b>	1																
Vote 1 - Executive & Council														-	-	-	-
Vote 2 - Budget and Treasury Office														-	-	-	-
Vote 3 - Corporate Service														-	-	-	-
Vote 4 - Community and Public Safety														-	-	-	-
Vote 5 - Economic and Environmental Service														-	-	-	-
Vote 6 - Trading Service														-	-	-	-
Vote 7 - [NAME OF VOTE 7]														-	-	-	-
Vote 8 - [NAME OF VOTE 8]														-	-	-	-
Vote 9 - [NAME OF VOTE 9]														-	-	-	-
Vote 10 - [NAME OF VOTE 10]														-	-	-	-
Vote 11 - [NAME OF VOTE 11]														-	-	-	-
Vote 12 - [NAME OF VOTE 12]														-	-	-	-
Vote 13 - [NAME OF VOTE 13]														-	-	-	-
Vote 14 - [NAME OF VOTE 14]														-	-	-	-
Vote 15 - [NAME OF VOTE 15]														-	-	-	-
<b>Capital multi-year expenditure sub-total</b>	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Single-year expenditure to be appropriated</b>																	
Vote 1 - Executive & Council		29	29	29	29	29	29	29	29	29	29	29	29	29	350	-	-
Vote 2 - Budget and Treasury Office		50	50	50	50	50	50	50	50	50	50	50	50	50	600	-	-
Vote 3 - Corporate Service														-	-	-	-
Vote 4 - Community and Public Safety		87	87	87	87	87	87	87	87	87	87	87	87	87	1 040	-	-
Vote 5 - Economic and Environmental Service														-	-	-	-
Vote 6 - Trading Service		83	83	83	83	83	83	83	83	83	83	83	83	83	1 000	-	-
Vote 7 - [NAME OF VOTE 7]														-	-	-	-
Vote 8 - [NAME OF VOTE 8]														-	-	-	-
Vote 9 - [NAME OF VOTE 9]														-	-	-	-
Vote 10 - [NAME OF VOTE 10]														-	-	-	-
Vote 11 - [NAME OF VOTE 11]														-	-	-	-
Vote 12 - [NAME OF VOTE 12]														-	-	-	-
Vote 13 - [NAME OF VOTE 13]														-	-	-	-
Vote 14 - [NAME OF VOTE 14]														-	-	-	-
Vote 15 - [NAME OF VOTE 15]														-	-	-	-
<b>Capital single-year expenditure sub-total</b>	2	249	249	249	249	249	249	249	249	249	249	249	249	2 990	-	-	-
<b>Total Capital Expenditure</b>	2	249	249	249	249	249	249	249	249	249	249	249	249	2 990	-	-	-

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**5. BUDGETED MONTHLY CAPITAL EXPENDITURE (STANDARD CLASSIFICATION)**

FS162 Kopanong - Supporting Table SA29 Budgeted monthly capital expenditure (standard classification)

Description	Ref	Budget Year 2013/14												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2013/14	Budget Year +1 2014/15	Budget Year +2 2015/16
<b>Capital Expenditure - Standard</b>	1															
<i>Governance and administration</i>		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Executive and council														-	-	-
Budget and treasury office														-	-	-
Corporate services														-	-	-
<i>Community and public safety</i>		310	310	310	310	310	310	310	310	310	310	310	310	3 725	-	-
Community and social services														-	-	-
Sport and recreation		310	310	310	310	310	310	310	310	310	310	310	310	3 725	-	-
Public safety														-	-	-
Housing														-	-	-
Health														-	-	-
<i>Economic and environmental services</i>		936	936	936	936	936	936	936	936	936	936	936	936	11 231	20 090	21 046
Planning and development														-	-	-
Road transport		936	936	936	936	936	936	936	936	936	936	936	936	11 231	20 090	21 046
Environmental protection														-	-	-
<i>Trading services</i>		2 684	2 684	2 684	2 684	2 684	2 684	2 684	2 684	2 684	2 684	2 684	2 684	32 208	27 000	50 000
Electricity		88	88	88	88	88	88	88	88	88	88	88	88	1 050	2 000	8 000
Water		2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	24 900	25 000	42 000
Waste water management		522	522	522	522	522	522	522	522	522	522	522	522	6 258	-	-
Waste management														-	-	-
<i>Other</i>		93	93	93	93	93	93	93	93	93	93	93	93	1 117	-	-
<b>Total Capital Expenditure - Standard</b>	2	4 023	4 023	4 023	4 023	4 023	4 023	4 023	4 023	4 023	4 023	4 023	4 023	48 281	47 090	71 046

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## 6. BUDGETED MONTHLY CASH FLOW

FS162 Kopanong - Supporting Table SA30 Budgeted monthly cash flow

MONTHLY CASH FLOWS	Budget Year 2013/14												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2013/14	Budget Year +1 2014/15	Budget Year +2 2015/16
<b>Cash Receipts By Source</b>													1		
Property rates	1 378	1 378	1 378	1 378	1 378	1 378	1 378	1 378	1 378	1 378	1 378	1 378	16 535	18 320	20 359
Property rates - penalties & collection charges													-		
Service charges - electricity revenue	4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 215	4 215	50 583	55 169	60 222
Service charges - water revenue	1 247	1 247	1 247	1 247	1 247	1 247	1 247	1 247	1 247	1 247	1 247	1 247	14 959	15 491	16 111
Service charges - sanitation revenue	835	835	835	835	835	835	835	835	835	835	835	835	10 014	10 615	11 040
Service charges - refuse revenue	607	607	607	607	607	607	607	607	607	607	607	607	7 282	7 719	8 028
Service charges - other													-		
Rental of facilities and equipment													-		
Interest earned - external investments													-		
Interest earned - outstanding debtors													-		
Dividends received													-		
Fines													-		
Licences and permits													-		
Agency services													-		
Transfer receipts - operational	31 703				29 691				29 691			0	91 086	87 861	80 946
Other revenue	1 471	1 471	1 471	1 471	1 471	1 471	1 471	1 471	1 471	1 471	1 471	1 471	17 647	8 507	9 306
<b>Cash Receipts by Source</b>	<b>41 455</b>	<b>9 752</b>	<b>9 752</b>	<b>9 752</b>	<b>39 443</b>	<b>9 752</b>	<b>9 752</b>	<b>9 752</b>	<b>39 443</b>	<b>9 752</b>	<b>9 752</b>	<b>9 752</b>	<b>208 106</b>	<b>203 682</b>	<b>206 012</b>
<b>Other Cash Flows by Source</b>															
Transfer receipts - capital													-		
Contributions recognised - capital & Contributed assets													-		
Proceeds on disposal of PPE													-		
Short term loans													-		
Borrowing long term/refinancing													-		
Increase (decrease) in consumer deposits													-		
Decrease (Increase) in non-current debtors													-		
Decrease (Increase) other non-current receivables													-		
Decrease (Increase) in non-current investments													-		
<b>Total Cash Receipts by Source</b>	<b>41 455</b>	<b>9 752</b>	<b>9 752</b>	<b>9 752</b>	<b>39 443</b>	<b>9 752</b>	<b>9 752</b>	<b>9 752</b>	<b>39 443</b>	<b>9 752</b>	<b>9 752</b>	<b>9 752</b>	<b>208 106</b>	<b>203 682</b>	<b>206 012</b>
<b>Cash Payments by Type</b>															
Employee related costs	6 351	6 351	6 351	6 351	6 351	6 351	6 351	6 351	6 351	6 351	6 351	6 351	76 214	80 787	84 019
Remuneration of councillors	360	360	360	360	360	360	360	360	360	360	360	360	4 320	4 580	4 763
Finance charges													-		
Bulk purchases - Electricity	2 990	2 990	2 990	2 990	2 990	2 990	2 990	2 990	2 990	2 990	2 990	2 990	35 883	39 546	43 616
Bulk purchases - Water & Sewer	1 412	1 412	1 412	1 412	1 412	1 412	1 412	1 412	1 412	1 412	1 412	1 412	16 943	17 960	18 678
Other materials													-		
Contracted services													-		
Transfers and grants - other municipalities													-		
Transfers and grants - other													-		
Other expenditure	9 748	9 748	9 748	9 748	9 748	9 748	9 748	9 748	9 748	9 748	9 748	9 748	116 979	120 656	125 840
<b>Cash Payments by Type</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>250 339</b>	<b>263 528</b>	<b>276 916</b>
<b>Other Cash Flows/Payments by Type</b>															
Capital assets													-		
Repayment of borrowing													-		
Other Cash Flows/Payments													-		
<b>Total Cash Payments by Type</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>20 862</b>	<b>250 339</b>	<b>263 528</b>	<b>276 916</b>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>	<b>20 593</b>	<b>(11 110)</b>	<b>(11 110)</b>	<b>(11 110)</b>	<b>18 581</b>	<b>(11 110)</b>	<b>(11 110)</b>	<b>(11 110)</b>	<b>18 581</b>	<b>(11 110)</b>	<b>(11 110)</b>	<b>(11 110)</b>	<b>(42 233)</b>	<b>(59 846)</b>	<b>(70 904)</b>
Cash/cash equivalents at the month/year begin:	20 593	9 483	9 483	(1 626)	(12 736)	5 845	(5 265)	(16 375)	(27 485)	(8 903)	(20 013)	(31 123)	-	(42 233)	(102 079)
Cash/cash equivalents at the month/year end:	20 593	9 483	(1 626)	(12 736)	5 845	(5 265)	(16 375)	(27 485)	(8 903)	(20 013)	(31 123)	(42 233)	(42 233)	(102 079)	(172 983)

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**7. QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE**

**PUBLIC PARTICIPATION AND GOOD GOVERNANCE.**

**STRATEGIC OBJECTIVE:** Promote a culture of participatory, democracy and good governance.

**INTENDED OUTCOME:** Entrenched a culture of accountability and clean governance.

IDP-Objective/goal	Strategies	Key Performance outcome	Key Performance Indicator	Project/Programme(s)	Target	Budget	Time - Frame
To provide effective and efficient local government administration.	Ensure effective, efficient and transparent system of risk management.	Implementation of risk management policy, and strategy.	Updating of risk register	Risk assessment workshop. The policy on public participation will be adopted by council on 30 <sup>th</sup> May 2012 Fraud awareness campaign. Risk committee meetings	2 risk workshop. Submission of monthly reports	operational	Ongoing
		Implement anti-corruption strategies					
To provide oversight on the affairs of the municipality	Establishment of all legislative oversight committees	Functionality of all oversight committees	Meetings of all oversight committees	Submission of quarterly reports	2 meetings per year. 2 Audit committee meetings 3 Risk committee meetings	operational	Ongoing.

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					10 compliance meetings		
To promote effective and efficient communication & provide feedback to the needs of the community	Development and implementation of the communication strategy	Implementation of communication policy.	Develop outreach community programme and implementation plan.	Community Outreach programmes/ Imbizo's Ward-committee	8 outreach programme (the policy will outline the programme)	R 150,000	Ongoing
To support and capacitate ,Councillors, ward committees,CD W in enhancing our performance	Constant workshop, conferences and training.	Promote the effectiveness of ward-committees meetings.	Trainings of ward Committee members and Councillors	-induction workshop. -Workshop for Councillors.	Training of ALL ward committee members and Councillors	R 250,000	Ongoing
	Hold conferences for all ward committees to shares experiences and best practices.						
To improve the effectiveness of internal controls	Ensure effective internal controls	The implementation & monitoring of the internal controls	Improved audit reports Reduction of audit findings	3 Audit & PMS committee meeting. Develop & Implement action plan Maintain 5 key controls		Operational.	Ongoing

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To ensure the development/ review of credible IDP annually	To facilitate IDP processes and to ensure compliance with relevant legislations and policies	Reliable and Credible IDP	Annual Review of IDP  Alignment of IDP, SDBIP & BUDGET	Public participation in all communities.	Two per ward.	R 200,000	
				IDP-forums. IDP-Steering committees	9 x per Year. 4 meetings in a year.		
To ensure the implementation of performances management systems	Develop performance agreements according to sec. 54 & 56 managers	Effective and efficient performance management systems	Development of OPMS & Implementation plan Signing of Performance agreements	Appointment of evaluation panel	Development of PMS policy by end July.	R 300,000	
	Monitoring and reporting of performance reports.	Reports submitted to Council	Reviewing & Auditing of reports	Preparation of quarterly, Mid- year and Annual reports	4- review 1 Annual meetings 1 mid- year reports	R 50,000	ONGOING

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Service Delivery and infrastructure Development:

**STRATEGIC OBJECTIVE:** Eradicate backlogs in order to improve access to basic services and ensure proper operations and maintenance of the infrastructure.

**INTENDED OUTCOME** : Sustainable delivery to improved services to all households

IDP-Objective/goal	Strategies	Key Performance outcome	Key Performance Indicator	Project/Programme(s)	Target	Budget	Time - Frame
To provide access to water in a sustainable manner.	Provide adequate water infrastructure	1.Ensure that access to water comply with prescribed quality standards 2.Educate local communities about the cost and usage of water	Maintenance of bore holes water reservoirs and Distribution networks	Taking water samples for testing. Publication of water quality.			On-going
			Monthly water samples are taken and analysed.				
		3. Increase water pressure.	18 Trained process controllers	Educate locals usage and cost of water	Acquire of Blue-drop certification	R 190,800	
				Increase water pressure			
Provide acceptable sanitation infrastructure.	Acquire appropriate and		Regular maintenance of purification	Publication of Green-drop status.	Acquire Green – drop	R 190,800	ongoing

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	adequate equipment for unblocking sewer systems		plant, waste treatment works, oxidation pond	Training of Supervisors	certification.		
	Set service standards in relation to sewage services	Maintain purification plant ,pumps, reticulation networks, oxidation ponds					
<b>ELECTRICITY</b>	<b>TECHNICAL DEPARTMENT</b>						
To ensure the provision of adequate and sustainable electricity services to all customers.	Extend the existing electricity networks to newly developed areas		Connecting 400 House-holds	Electrification of the following towns: Trompsburg - 262 Jagersfotein -50 Bethulie - 39 Fauresmith- 49	House connection of 400		2012-13
	Upgrade the existing networks and extend services to newly developed area			Connect Five high Mast light per town in Kopanong  Bethulie, Trompsburg, Edenburg, Phillipolies and Springfontein	Appoint service provider for feasibility study.		2012-14
<b>Cemeteries and Crematoriums –Community Department</b>							
To increase available space for cemeteries in all towns.	Identify .set aside suitable land	Ensure proper management	3x fenced gravesides per year	Fencing three cemeteries per year.	3 fenced cemeteries.	R 1,040,000	Yearly.

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Ensure cemeteries are secured a fenced.	for new &, extending the existing cemeteries.	of cemeteries					
<b>ROADS, STREET AND STORM WATER</b>							
To paved all muddy and gravel roads in Kopanong			Place of proper road signs Paved Access road-2km(Phillipolis)Edenburg	Traffic signs are placed in all roads Paved access roads in the next financial year		Operational budget as well as capital budget	ANNUALLY
	Install storm water drainage systems		Installed Drainage water channels in newly established areas	1.Upgrading and constructing of paved access road, 2. Installation of water drainage systems at newly Established Sites. 3. Oxidation ponds	All Newly established sites	Operational budget as well as capital budget	2012-1216
<b>WASTE MANAGEMENT(Refuse removal</b>							
To ensure that landfill sites are managed & operated according to relevant legislations	To register landfill sites. To identify and developed appropriate land for provision of land fill sites			Rehabilitation of Landfills-sites-Reddersburg, Faure smith, Jagersfontein and Edenburg.			2012/-15
			Waste	Waste treatment works in	Refurbis		2012/2013

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			management treatment works in Gariep Dam	Gariep Dam	hment of waste water treatment works in Gariep-Dam		
<b>Sports and Recreation</b>	<b>Community department</b>						
Upgrading and maintainace of sports &recreation facilities			Upgrade and Maintained sports Ground.	1.Upgrading of Sports ground in Faurismith	Up – grade - Sport Ground.	Operation al budget as well as capital budget	2012/2013

**INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION:**

**STRATEGIC OBJECTIVE** : Improve organizational cohesion and effectiveness.

**INTENDED OUTCOME** : Improve organizational stability and sustainability.

IDP- Objective/goal	Strategies	Key Performance outcome	Key Performance Indicator	Project/Programme(s)	Target	Budget	Time - Frame
To enhance the human capacity & productivity within the municipality	Implement retention strategy through effective promotion.	Low turnover of staff	Number of personnel leaving the municipality	Implementation of retention strategy	2013	Operational	Ongoing.

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	Implement succession plan through transferring of skills to all employees	Institutional memory and maintaining continuation of service delivery	Training and transferring skills to all our employees	Training of personnel	2013	R500 000	Ongoing
		Healthy & Productive workforce.	Number of employee assisted	Employee assistance Programme.	All personnel	R100 000	Ongoing.
	Standardization of systems & policies		Standardized policies				
To provide an effective HR admin service to the organisation	Efficient management of appointment, resignations, conditions of service claim	Effective HR section	Appointment of 2 HR officers, Labour Relations Managers and Records Management officer	Workshops with all stakeholders	All Employee by 2013	operational	Annually.
				Incentives for Excellent performances. Recognition of long services.			Monthly.
To ensure the efficient utilization of human capital	Training of personnel	Well trained staff.	Training of personnel	WSP submission Training of managers for competency level compliance	2013/2014	Operational	Bi-Monthly

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**FINANCIAL VIABILITY.**

**STRATEGIC OBJECTIVE: To improve overall financial management in the municipality by developing and implementing appropriate financial policies, procedures and systems.**

**INTENDED OUTCOME: Improved financial management and accountability:**

IDP- Objective/goal	Strategies	Key Performance outcome	Key Performance Indicator(s).	Project/Programme (s)	Target	Budget	Time - Frame
To improve financial management	To implement sound budget management.	No unauthorized expenditure	No budget votes to be exceeded by 10% and not underspend by 5%	System generated budget page outlining budget to date before procuring	100%		quarterly
	Full implementation of Credit Control	Reduced Debtors balances	Outstanding debtors reduced by 5%.	Dis-connection of Debtors who are sixty days overdue	85%		On-going
	Compliance with GRAP and other relevant standards	GRAP compliant financial statements	No GRAP related query	GRAP implementation and compilation of annual financial statements.	Unqualified audit		31/08 2014
	Verification of employees.	To prevent wasteful and fruitless expenditure on Payroll	Detection of any ghost workers.	The income section to embark on a 100% audit of all accounts	No audit queries on accounts	ongoing	31/08/2012
	Effective rates levies	On time and complete rates levies	All rates levies on accounts are correct and complete	Compiling a rates recon for 2010/11 and 2011/12	100%	ongoing	31/08/2012
	Effective and efficient credit control	Credible debtors book	100% of outstanding debtors can still be	Verify all outstanding balances and write	No unverified balances	ongoing	31/08/2012

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			collected	off of all debt that can't be collected			
	Effective control over water levies	All water consumption is metered	100% working water meters	Purchase and installation of water meters: Reddersburg = 130, Edenburg =450, Trompsburg= 185, Bethulie = 135, Jagersfontein= 180, Faurismith = 200 and Springfontein= 200	100%	R 1,590,000	31/08/2012
	Improving the procurement processes	Effective transparent and fair supply chain management practices	90% reduction on irregular and unauthorized expenditure	Beefing up of Procurement Section with an accountant	100% adherence to the SCM policy		30/09/2012
	Creditors are paid within stipulated time frames	No wasteful expenditure	100%of creditors paid on time	Implementation of revenue enhancement  Effective payment system be implemented	100%	ongoing	On-going
	Effective and credible budget and in house GRAP financial statements	Linked budget with IDP,PMS and SDBIP In house compiled financial statements.	Budget not over or under spending with more than 5%  No disclaimer items on financial statements.	Spending  100%			
	Effective and efficient record keeping	All documents are complete	No audit queries on any documentation	Appointment of a record management	100%		30/06/2013

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		and available		clerk			
	Effective internal controls	Internal control and procedure manual and financial policies	Up to date financial policies and internal control and procedure manual in place	External review of all updated financial policies and internal control and procedure manual	All	R 200,000	31/03/2013
To safeguard and maintain assets	Maintain asset register	GRAP compliant asset register	No disclaimer items on asset register	Projects to be run by IMESA and consultants	100%		31/08/2012

**PUBLIC PARTICIPATION AND GOOD GOVERNANCE.**

**STRATEGIC OBJECTIVE: Promote a culture of participatory, democracy and good governance.**

**INTENDED OUTCOME: Entrenched a culture of accountability and clean governance.**

IDP- Objective/goal	Strategies	Key Performance outcome	Key Performance Indicator	Project/Programme(s)	Target	Budget	Time - Frame
To provide effective and efficient local government administration.	Ensure effective, efficient and transparent system of risk management.	Implementation of risk management policy, and strategy.	Updating of risk register	Risk assessment workshop. The policy on public participation will be adopted by council on 30 <sup>th</sup> May 2012 Fraud awareness campaign. Risk committee meetings	2 risk workshop. Submission of monthly reports	operational	Ongoing
		Implement anti-corruption strategies					
To provide oversight on the affairs of the municipality	Establishment of all legislative oversight committees	Functionality of all oversight committees	Meetings of all oversight committees	Submission of quarterly reports	2 meetings per year. 4 Audit committee	operational	Ongoing.

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					meetings 5 Risk committee meetings  10 compliance meetings		
To promote effective and efficient communication & provide feedback to the needs of the community	Development and implementation of the communication strategy	Implementation of communication policy.	Develop outreach community program and implementation plan.	Community Outreach programs/ Imbizo's Ward-committee	8 outreach program (the policy will outline the program)		Ongoing
To support and capacitate ,Councilors, ward committees ,CDW in enhancing our performance	Constant workshop, conferences and training.	Promote the effectiveness of ward-committees meetings.	Trainings of ward Committee members and Councilors	-induction workshop. -Workshop for councilors.	Training of ALL ward committee members and Councilors		Ongoing
	Hold conferences for all ward committees to shares experiences and best practices.						
To improve the effectiveness of	Ensure effective	The implementation	Improved audit reports	3 Audit & PMS committee meeting.		Operational.	Ongoing

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internal controls	internal controls	& monitoring of the internal controls	Reduction of audit findings	Develop & Implement action plan Maintain 5 key controls			
To ensure the development/ review of credible IDP annually	To facilitate IDP processes and to ensure compliance with relevant legislations and policies	Reliable and Credible IDP	Annual Review of IDP  Alignment of IDP, SDBIP & BUDGET	Public participation in all communities.	Two x per ward.	Operational.	
				IDP-forums. IDP-Steering committees	9 x per Year. 4 meetings in a year.		
To ensure the implementation of performances management systems	Develop performance agreements according to sec. 54 & 56 managers	Effective and efficient performance management systems	Development of OPMS & Implementation plan Signing of Performance agreements	Appointment of evaluation panel	Development of PMS policy by end July.	Operational.	
	Monitoring and reporting of performance reports.	Reports submitted to Council	Reviewing & Auditing of reports	Preparation of quarterly Mid-year and Annual reports	4- review 1 Annual meetings 1 mid- year reports	Operational.	ONGOING

**LOCAL ECONOMIC DEVELOPMENT.**

**STRATEGIC OBJECTIVE:** Create an enabling environment that promotes the development of the local economy and facilitate job creation.

**INTEENDED OUTCOME:** To promote sustainable economic growth.

IDP- Objective/goal	Strategies	Key Performance	Key Performance Indicator	Project/Programme(s)	Target	Budget	Time - Frame
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		<b>outcome</b>						
To promote local economic development and create job opportunities. Development of LED Strategy	Promote local tourism.	Good tourism activities.	Facilitate a tourism information offices with visible signages	3 clustered information centers	One(1) information Centre per financial year		2012-13	
	Promote awareness of local development potential on tourism.	Attraction of tourism & sustainable job opportunities.	Packaged marketing for Kopanong. Linking the Web-sites of hospitality areas with our Websites	Develop Brochures of tourism areas.				Build Bill-Boards which include All place of interest & hospitality places
				Road shows to schools inform our tourist destinations.				
				Ensure improvement of signage				Place signage for direction to place of interests.
			Promote and support local festivals e.g. Gariep water festival	Involvement in Faurismith Endurance run, gariep water festival ,phillipolis witblit fees,				
Development of Tourism Strategy	Encourage continuous improvement of the quality and range of tourism services and facilities e.g accommodation.		Quartely monitoring of customer service surveys.					
			Assist B&B, Guest house with the grading process to					

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			Grading Council				
	Facilitate business management skills development. Prefer local SMME's when awarding contracts		Facilitate and support the capacity building workshop. Identifying of skill gaps				
<b>AGRICULTURE:</b>							
To promote & encourage agricultural initiative	Facilitate, encourage and support public & private initiatives to promote agricultural extension programmes including of agricultural produce	Provide emerging farmers with commonage land.	Reviewing of commonage policy	Workshoping of emerging farmers			
				Implementation and monitoring of commonage land.	20house holds per town 100 household per town.		2012-13 2013-16.

**4. INSTITUTIONAL QUARTERLY PERFORMANCE TARGETS**

OFFICE OF THE MUNICIPAL	UNIT OF MEASURE	ANNUAL TARGET	1 <sup>st</sup> QUARTER	2 <sup>nd</sup> QUARTER	3 <sup>RD</sup> QUARTER	4 <sup>th</sup> QUARTER
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<b>MANAGER</b>						
Performance Management System Developed	% Developed	100%	100%	0	0	0
Performance Agreement signed	No of performance agreement signed on time.	4	4	0	0	0
Annual Review of IDP	MSA and MFMA compliance.	100%	0	0	50%	50%
Compilation of Annual Report	Annual report submitted to Council on by the 31 Aug 2013.	1	0	0	0	1
Compilation of Mid- year Assessment report	Mid- Year performance report submitted to the Mayor.	31 January 2013.	1	0	0	0
Conduct Workshops and Delegation of powers	Conduct workshop to management and Councillors	0	0	0	0	1
The municipality has an effective internal Audit function	Submission of Internal Audit reports to the Mayor	4	1	1	1	1
Clean Audit	<ul style="list-style-type: none"> <li>• Submission of AFS to AG that are GRAP compliant</li> <li>• Unbundling of Assets</li> <li>• Approval of fraud and anti-corruption strategy</li> <li>• Monthly unauthorized expenditure.</li> <li>• Review of</li> </ul>	1	1	0	0	0

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	existing policies					
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**4.2 Chief Financial Officer**

<b>CFO Office</b>	<b>Unit of Measure</b>	<b>Annual Target</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>
Submission of AFS to AG	AFS submitted on time	1	1	0	0	0
Financial Reports	Section 52 and 71 reports	12(Annually) for Section 71 report	3 per quarter	3 per quarter	3 per quarter	3 per quarter
		4(Annually) for Section 52 report Annually	1 per quarter	1 per quarter	1 per quarter	1 per quarter
Budget compilation	Budget compiled on time	1	1	0	0	0
Percentage of debtors revenue collected	Total payment/Total levies	70%	70%	70%	70%	70%
GRAP Compliant Fixed Register	Fixed asset register compiled on time	1	0	1	0	0

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Update of indigent register	Register updated	1	1	1	1	1
Review of SCM policy	SCM policy reviewed on time	1	0	1	0	
Trade creditors are paid within 30 days of receipt of invoice	% of creditors paid on time	100%	100%	100%	100%	100%
Debtors invoices and property rates accounts are distributed at least 14 days before the due date	Number of accounts sent on time	166 584	13 882	13 882	13 882	13 882
Update suppliers database	Database updated	4	1	1	1	1
Clean Audit	<ul style="list-style-type: none"> <li>• Submission of AFS to AG that are GRAP compliant</li> <li>• Unbundling of Assets</li> <li>• Approval of fraud and anti-corruption strategy</li> <li>• Monthly unauthorized expenditure.</li> <li>• Review of existing policies</li> </ul>	1	1	0	0	0

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**4.3 Director: Corporate Services**

<b>DIRECTOR: CORPORATE SERVICES</b>	<b>Unit of Measure</b>	<b>Annual Target</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>
Implementation of Council resolutions register	Council resolution implemented	4	1	1	1	1
Implementation of Human resource Development policy	Full implementation of policies	100%	100%	100%	100%	100%
Holding of LLF mee	Number of meetin	4	1	1	1	1
Complying of municipality with Occupational Health and Safety	Full implementation of OHS	100%	100%	100%	100%	100%
Submission of Employment Equity Act 1998	Submission of Employment Equity plan to Department of Labour	1	1	0	0	0
Effective Central records management system file plan						
Submission of draft minutes of Council to Municipal Manager	Submission of draft minutes	4	1	1	1	1
Submission of WSP	WSP submitted to LGSETA	30 June	0	0	0	1

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Number of personnel leaving the municipality	Quarterly report on employees: <ul style="list-style-type: none"> <li>• Dismissed</li> <li>• Retired</li> <li>• Diseased</li> <li>• Find new employment</li> </ul>	4	1	1	1	1
Disciplinary enquiries conducted as and when required	Sanction completion should be within 40 working days.					
Induction of newly appointed employees	Submission of Attendance register	4	1	1	1	1
Months without unauthorised expenditure	Budget report	4	1	1	1	1

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**4.4 DIRECTOR: TECHNICAL SERVICES**

<b>Director: Corporate Department</b>	<b>Unit of Measure</b>	<b>Annual Target</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>
Maintenance and operational plan are approved	Maintenance of all infrastructure network	Submission of reports quarterly(4 reports annually)	1	1	1	1
Development of integrated transport plan	Gravelling and grading of internal roads	Submission of quarterly reports on gravel and access roads( 4) reports annually)	1	1	1	1
	Paving of all access roads					
Development of water sector plan	Blue and Green drop %	Submission of Quarterly reports	1	1	1	1
	Submission of reports on water leakages					
Electrification of household	No of households electrified	Submission of quarterly reports	1	1	1	1
Access to water	No of households with access to water	Submission of quarterly reports	1	1	1	1
Maintenance of landfill sites	All landfill sites should be properly fenced	Reports on landfill sites fenced and maintained.	1	1	1	1
Allocation of Residential and business sites	Number of businesses and households allocated sites	Reports on number of people allocated sites	1	1	1	1
Bulk water supply from Jagersfontein to Fauresmith	Submission of Completion certificates	1	0	1	0	0

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Construction of Paved Access roads : Edenburg	Submission of Completion certificates	1	1	0	0	0
Construction of paved access roads: Phillipolis	Submission of Completion certificates	1	1	0	0	0
Upgrading of Waste Treatment : Gariep Dam	Submission of Completion certificates	1	0	0	1	0
Construction of paved access roads in Bethulie	Submission of Completion certificates	1	1	0	0	0

**DIRECTOR: COMMUNITY SERVICES**

<b>Director: Community Services</b>	<b>Unit of measure</b>	<b>Annual target</b>	<b>Quarter1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
Development of waste management plan	Registration and rehabilitation of landfill sites	Sites registered	1	0	3	0
Development of Land use Management Scheme( LUMS)	Land use management policy	1	0	0	1	0
Maintanance of sports and recreational facilities	Cleaning of parks and facilities	Submission of quarterly reports	1	1	1	1
No of households with access to refuse removals	No of household with access to refuse	Submission of monthly reports	27	27	27	27
Allocation of cemeteries and fencing	No of people allocated cemeteries	Submission of monthly reports	1	1	1	1

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## 6. TECHNICAL PROJECTS 2012/2013 AND 2013/2014

### 1. INFRASTRUCTURE PROJECT (MIG) 2012 -2013

PROJECT NAME	PROJECT VALUE	START DATE	COMPLETION DATE	EXPENDITURE TO DATE	PROJECT STATUS	WARD
<b>EDENBURG: 2KM PAVED ACCESS ROAD</b>	R13 499 998.00	14.01.2013	30.09.2013	R9'085 901.5	90% physical progress on site	WARD 8
<b>PHILLIPOLIS: 2KM PAVED ACCESS ROAD</b>	R12'596 405.00	14.01.2013	30.10.2013	R5'249 132.7	52% physical progress on site	WARD 4
<b>BHETHULIE: 7KM PAVED ACCESS RAOS</b>	R19,404,644	14.01.2012	30.06.2013		99% completed	WARD 3

### 2.DWA FUNDED PROJECTS: RBIG 2012 -2013

PROJECT NAME	PROJECT VALUE	START DATE	COMPLETION DATE	EXPENDITURE TO DATE	PROJECT STATUS	WARD
<b>FAURESMITH 1.5 MgL CONCRETE RESERVOIR</b>	R7'245,766.00	16.01.2013	28.02.2014	R923 845.29	15% physical progress on site	WARD 7
<b>JAGERSFONTEIN TREATMENT WORKS</b>	R10'015.658.55	16.01.2013	30.11.2013	R1'432 699.7	20% physical progress on site	WARD 6
<b>JAGERSFONTEIN - FAURESMITH PIPE LINE 11,2 KM</b>	R14'899,421.82	16.01.2013	30.08.2013	R2'179 020.7 6	50% physical progress on site	WARD 6 & 7

### 3.EPWP PROJECTS (INCENTIVES) 2012 - 2013

PROJECT NAME	PROJECT VALUE	START DATE	COMPLETION DATE	EXPENDITURE TO DATE	PROJECT STATUS	WARD
<b>EDENBURG: FENCING OF MUNICIPAL OFFICES &amp; REPAIR AT THE STADIUM</b>	R600 000	17.01.2013	31.05.2013	R 257 887.70	95% physical progress on site	WARD 8
<b>PHILIPOLOS: FENCING OF</b>	R350 000	17.01.2013	31.05.2013	R279 906.00	50% physical	WARD 4

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CEMETRIES AND RENOVATION OF COMMUNITY HALL					progress on site	
<b>REDDERSBURG:</b> FENCING OF CEMETRIES	R300 000	17.01.2013	30.03.2013	R282 890.00	100% physical progress on site	WARD 1
<b>SPRINGFONTEIN:</b> RENOVATION OF 2 COMMUNITY HALLS	R150 000.00	17.01.2013	31.05.2013	R111 145.19	90% physical progress on site	WARD 5
<b>TROMPSBURG:</b> FENCING OF COMMUNITY HALL AND CEMETRIES	R600 000	16.01.2013	31.05.2013	R561 063.50	90% physical progress on site	WARD 2

**4. INFRASTRUCTURE PROJECT (MIG) 2013 -2014**

PROJECT NAME	PROJECT VALUE	START DATE	COMPLETION DATE	EXPENDITURE TO DATE	PROJECT STATUS	WARD
<b>EDENBURG:</b> 2KM PAVED ACCESS ROAD	R13 499 998.00	14.01.2013	30.09.2013	R9'085 901.5	90% physical progress on site	WARD 8
<b>PHILLIPOLIS:</b> 2KM PAVED ACCESS ROAD	R12'596 405.00	14.01.2013	30.10.2013	R5'249 132.7	52% physical progress on site	WARD 4
<b>GARIEP DAM:</b> UPGRADING OF WASTE WATER TREATMENT WORKS	R7,848,187.50	10.06.2013	28.02.2014	R1,103,737.53	5% physical progress on site	WARD 4
<b>FAURESMITH:</b> SPORT FACILITY	R5,635,727.46	08.07.2013	28.02.2014	R1,111,039.91	The project is on tender. Contractor to be appointed 28 June 2013	WARD 7

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**5.DWA FUNDED PROJECTS: RBIG & MWIG 2013 -2014**

PROJECT NAME	PROJECT VALUE	START DATE	COMPLETION DATE	EXPENDITURE TO DATE	PROJECT STATUS	WARD
FAURESMITH 1.5 MgL CONCRETE RESERVOIR	R7'245,766.00	16.01.2013	28.02.2014	R923 845.29	15% physical progress on site	WARD 7
JAGERSFONTEIN TREATMENT WORKS	R10'015.658.55	16.01.2013	30.11.2013	R1'432 699.7	20% physical progress on site	WARD 6
JAGERSFONTEIN – FAURESMITH PIPE LINE 11,2 KM	R14'899,421.82	16.01.2013	30.08.2013	R2'179 020.76	50% physical progress on site	WARD 6 & 7
GARIEP DAM: UPGRADING OF WATER TREATMENT WORKS	R3,5000,000	08.07.2013	28.02.2014	R0.00	The project is on tender. Contractor to be appointed 28 June 2013	WARD 4

**6.MIG FUNDED PR INFRASTRUCTURE PROJECT (MIG) 2014 -2015**

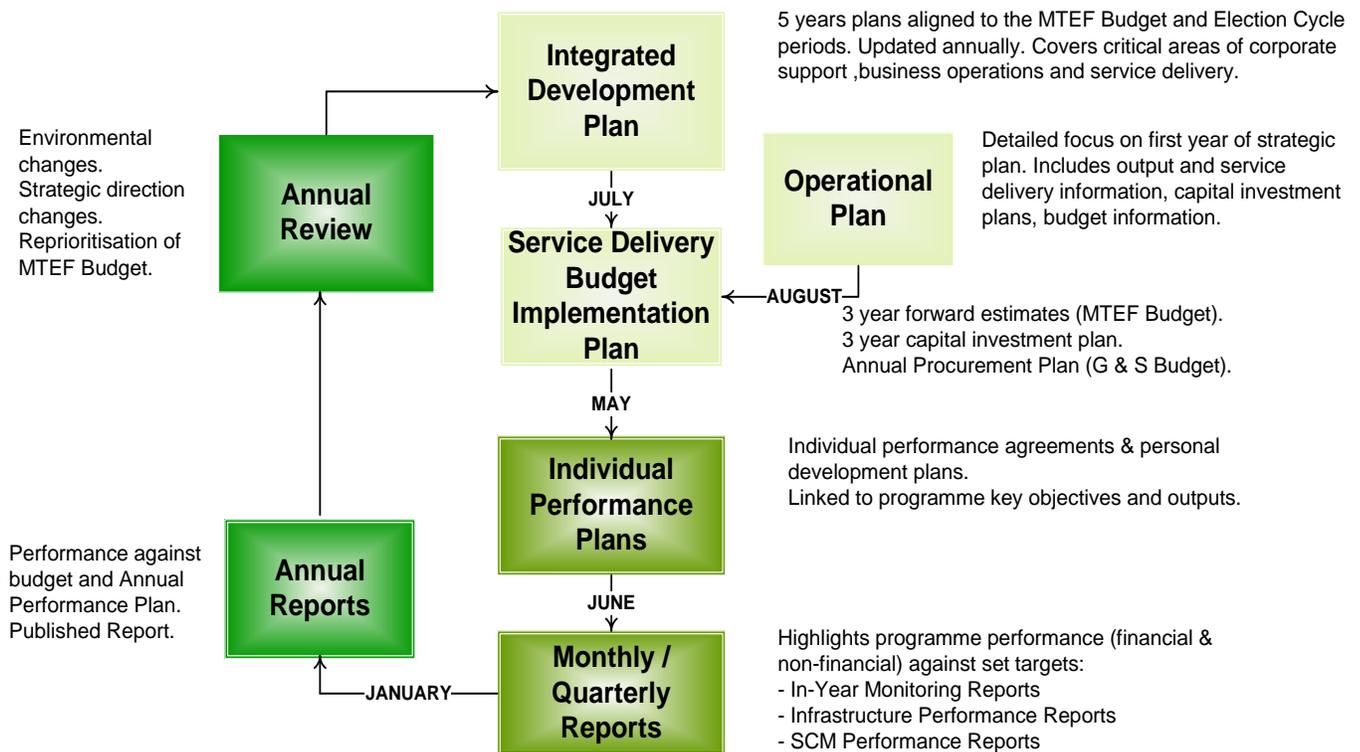
PROJECT NAME	PROJECT VALUE	START DATE	COMPLETION DATE	EXPENDITURE TO DATE	PROJECT STATUS	WARD
REDDERSBURG: REHABILITATION OF LANDFILL SITE	R4,631 873	07.2014	28.02.2015	R0.00	Design Stage. EIA process and registrations	WARD 1
FAURESMITH: REHABILITATION OF LANDFILL SITE	R5,610,723	07.2014	28.02.2015	R0.00	Design Stage. EIA process and registrations	WARD 7
EDENBURG: REHABILITATION OF LANDFILL SITE	R4,604,285	07.2014	28.02.2015	R0.00	Design Stage. EIA process and registrations	WARD 8
JAGERSFONTEIN: REHABILITATION OF LANDFILL SITE	R3,776,645	07.2014	28.02.2015	R0.00	Design Stage. EIA process and registrations	WARD 6

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**7. CONCLUSION**

A series of reporting requirements are outlined in the MFMA. Both the Mayor and the Accounting Officer have clear roles to play in preparing and presenting these reports. The SDBIP provides an excellent basis for generating the reports, for which the MFMA gives very clear guidelines. The reports then allow the Councillors to monitor the implementation of service delivery programmes and initiatives. The following planning and reporting cycle is currently being fully implemented at Kopanong Local Municipality.



**Figure 2: Planning & Reporting Cycle**

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## 6.1 Monthly Reporting

Section 71 of the MFMA stipulates that reporting on actual revenue targets and spending against the budget should occur on a monthly basis. This reporting must be conducted by the accounting officer of a municipality no later than 10 days after the last working day of each month. Reporting must include the following:

- a. Actual revenue per source;
- b. Actual borrowings;
- c. Actual expenditure per vote;
- d. Actual capital expenditure per vote; and
- e. The amount of any allocations received.

If necessary, explanations of the following must be included in the monthly reports:

- a. Any material variances from the Municipality's projected revenue by source, and from the Municipality's expenditure projections per vote;
- b. Any material variances from the service delivery and budget implementation plan; and
- c. Any remedial or corrective steps taken or to be taken to ensure that the projected revenue and expenditure remain within the Municipality's approved budget.

## 6.2 Quarterly Reporting

Section 52 (d) of the MFMA compels the Mayor to submit a report to the Council on the implementation of the budget and the financial state of affairs of the Municipality within 30 days of the end of each quarter. The quarterly performance projections captured in the SDBIP form the basis for the Mayor's quarterly report.

## 6.3 Mid-Year Reporting

Section 72 (1) (a) of the MFMA outlines the requirements for mid-year reporting. The Accounting Officer is required by the 25<sup>th</sup> of January of each year to assess the performance of the Municipality during the first half of the year, taking into account :

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- i. The monthly statements referred to in section 71 for the first half of the year;
- ii. The Municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the Service Delivery and Budget Implementation Plan;
- iii. The past year's annual report, and progress on resolving problems identified in the annual report; and
- iv. The performance of every Municipal Entity under the sole or shared control of the Municipality, taking into account reports in terms of section 88 of the MFMA from any such entities

Based on the outcomes of the mid-year budget and performance assessment report, an Adjustments Budget may be tabled if actual revenue or expenditure amounts are materially different from the projections contained in the budget or the SDBIP. The SDBIP is also a living document and may be modified based on the mid-year performance review. Thus the SDBIP remains a kind of contract that holds the Municipality accountable to the community.

**6.4. Approval of Service Delivery and Budget Implementation Plan .**

Being a management and implementation plan, the SDBIP is **not required to be approved by Council**. Approval of the SDBIP is a **legislative competence reserved only for the Mayor in terms of section 53 of the MFMA**.

Kopanong Local Municipality's SDBIP for 2013 /2014 is approved by Honourable Mayor Cllr: X T Matwa, as said in S54 (1C) of the Municipal Finance Management Act.

Mayor \_\_\_\_\_

Date \_\_\_\_\_