

# DRAFT SERVICE DELIVERY BUDGET

## IMPLEMENTATION PLAN

### SDBIP



**SIYANDA DISTRICT MUNICIPALITY**

**2010/2011**

## **THE SDBIP – SIYANDA DISTRICT MUNICIPALITY 2010/2011**

### **THE SDBIP – SIYANDA DISTRICT MUNICIPALITY 2010/2011**

The Service Delivery Budget Implementation Plan (SDBIP) is seen as a contract between the Administration, Council and Community within the boundaries of SIYANDA DISTRICT Municipality expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration over the next twelve months.

It is a management, implementation and monitoring tool that will assist the Executive Mayor, Councillors, Municipal Manager, Senior Managers and community.

The definition of a SDBIP in accordance with the MFMA 56 of 2003:

“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 services and the execution of its annual budget and which must include 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”.



Line	OPERATIONAL UNIT/ INDICATOR	KPI - MEASURES	Baseline	Annual Target	Target Date	SEP	DEC	MAR	JUN		GFS	GFS
B C	<b>25</b>	<b>Head: Corporate Municipal Support</b>	1 - Basic Service Delivery							ALL	Executive & Council	Executive & Council
B C	26	Overall Function Effectiveness/Efficiency	Operational Efficacy							ALL		
B C	<b>27</b>	<b>Head: Technical Services</b>	1 - Basic Service Delivery							ALL	Executive & Council	Executive & Council
B C	28	Overall Function Effectiveness/Efficiency	Operational Efficacy							ALL		
B C	<b>29</b>	<b>Head: Financial Services</b>	1 - Basic Service Delivery							ALL	Executive & Council	Executive & Council
B C	30	Overall Function Effectiveness/Efficiency	Operational Efficacy							ALL		
A	<b>31</b>	<b>INTERNAL AUDIT</b>										
B C	<b>32</b>	<b>Internal Audit</b>	5 - Good Governance and Public Participation								Executive & Council	Executive & Council
C	33	Management of Internal Audit unit	Staff meetings Minutes		Weekly		100%	100%	100%	100%	ALL	
C	34	Ensure that the audit committee meets ito the relevant regulation	No. of audit committees held		Quarterly		100%	100%	100%	100%	ALL	
C	35	Implementation of Internal Audit Plan	% compliance with IA Plan				100%	100%	100%	100%	ALL	
C	36		Quarterly reports to audit committee and municipal manager		4 Quarterly Reports		100%	100%	100%	100%	ALL	
C	37	External IA Training according to Training Programme	Number of planned training initiatives completed., to comply with Training Programme				100%	100%	100%	100%	ALL	
C	38	Internal IA Training	Quarterly workshops				100%	100%	100%	100%	ALL	
C	39	Internal Audit Policies and Procedures	Annual review of policies and procedures		Jun 2010		100%	100%	100%	100%	ALL	
C	40	Audit Committee Charter Review	Approved Audit Committee Charter		Jun 2010		100%	100%	100%	100%	ALL	
C	41	Internal Audit Charter Review	Approved Internal Audit Charter		Jun 2010		100%	100%	100%	100%	ALL	
C	42	Implementation of IA Software (TeamMate electronic working papers)	TeamMate implemented		Jun 2010		100%	100%	100%	100%	ALL	
C	43	Compile an Annual Risk Based Audit Plan and 3 year Strategic Plan	Annual Risk Based Audit Plan		1 x Plan		100%	100%	100%	100%	ALL	
C	44	Review of performance information (organisational)	Performance Assessment Report		Quarterly	Jun-10	100%	100%	100%	100%	ALL	
	<b>45</b>											

Quarterly Projection for Service Delivery Targets and other Performance Indicators: SDBIP 2010/11

**DEPARTMENT :** TECHNICAL SERVICES

Line	OPERATIONAL UNIT/INDICATOR	KPI - MEASURES	KPA	Baseline	Annual Target	Target Date	SEP	DEC	MAR	JUN		GFS	GFS
							Target	Target	Target	Target	WARD	FUNCTION	VOTE

A	<b>1</b>	<b>TECHNICAL SERVICES OFFICE</b>											
B	<b>2</b>	<b>Financial Administrative control of departmental budget</b>		4 - Municipal Financial Viability and Management								Executive & Council	Executive & Council
C	3	Continuous monitoring of departmental expenditure against budgets	Monthly report on expenditure			12 x Reports		100%	100%	100%	ALL		
C	4	Complying to budget objectives of capital spe	Monthly report on capital spending			12 x Reports		100%	100%	100%	ALL		
C	5	Attention to internal audit queries	% of queries resolved within due date					100%	100%	100%	ALL		
C	6	Attention to external audit queries	% of queries resolved within due date					100%	100%	100%	ALL		
B	<b>7</b>	<b>Communication and administrative duties</b>		2 - Municipal Institutional Development and Transformation								Executive & Council	Executive & Council
C	8	Effective departmental communication – attendance of meetings, training and congresses	Quarterly report on communication			4 x Report		100%	100%	100%	ALL		
C	9	Staff meeting	Quarterly meetings: Minutes & Agendas					100%	100%	100%	ALL		
B	<b>10</b>	<b>Performance Management and related matters</b>		5 - Good Governance and Public Participation								Finance & Admin	Finance
C	11	Manage Department Performance Management Process	Approved SDBIP (Directorate)			1 x Report	28-Jun-10	0	1	1	1	ALL	
C	12	Effective Performance Measurement	Quarterly Performance Measurement completed			4 X Reports	Quarterly	1	1	1	1	ALL	
	<b>10</b>	<b>Housing unit</b>		1 - Basic Service Delivery								Health	Other Community
C	11	Function operational	Yes/No			Yes					ALL		
B	<b>12</b>	<b>Project Management Unit</b>		1 - Basic Service Delivery								Health	Other Community
C	13	Function operational	Yes/No			Yes					ALL		
	<b>14</b>	<b>Operational and Management Unit</b>		1 - Basic Service Delivery								Health	Other Community
C	15	Function operational	Yes/No			Yes					ALL		
	<b>16</b>	<b>DMA Management</b>		1 - Basic Service Delivery								Health	Other Community
C	17	Function operational	Yes/No			Yes					ALL		
	<b>18</b>	<b>Roads Unit</b>		1 - Basic Service Delivery								Road Transport	Other Community
C	19	Function operational	Yes/No			Yes					ALL		

Line	OPERATIONAL UNIT/ INDICATOR	KPI - MEASURES	KPA	Baseline	Annual Target	Target Date	SEP	DEC	MAR	JUN		GFS	GFS
20	<b>Environmental Health Services</b>		1 - Basic Service Delivery									Environmental Protection	Other Community
21	Function operational	Yes/No			Yes						ALL		
22	<b>HOUSING UNIT</b>												
23	<b>Housing DMA Areas</b>		1 - Basic Service Delivery									Executive & Council	Executive & Council
24	Building of Houses (Riemvasmaak)	% Transfer of housing report			100 Houses		100%	100%	100%	100%	ALL		
25		No of Houses Completed											
26	<b>Housing Inspections</b>		1 - Basic Service Delivery									Executive & Council	Executive & Council
27	Building Inspections	Quarterly inspections B-Municipalities			4 times per Annum								
28		Weekly inspections DMA Areas			48 times		12 times	12 times	12 times	12 times	per Quarter		
29	<b>Housing Administration</b>		1 - Basic Service Delivery									Executive & Council	Executive & Council
30	Accreditation as Housing Agent	Submission of evidence for Level 1 Accreditation			31-Aug-09								
31	Compilation of Housing Sector Plan	Housing Sector plan			31-Aug-09								
32	Establishment of Housing Needs registered	Updated register daily					100%	100%	100%	100%	ALL		
33	Accreditation Report	Monthly Progress report to Province (Incl Budget)											
34	<b>PROJECT MANAGEMENT UNIT</b>												
35	<b>Project Administration</b>		1 - Basic Service Delivery									Health	Other Community
36	Progress reporting	Project progress report				6 weekly							
37		Project progress report				Monthly							
38	Registering projects	Monthly MIG reports				12 reports							
39	Site meetings	Monthly site meeting report				12 reports							
40	EPWP projects	Monthly reports				12 reports							
41	<b>OPERATIONAL AND MANAGEMENT UNIT</b>												
42	<b>Operational and Management unit</b>		1 - Basic Service Delivery									Health	Other Community
43	Maintenance projects inspections	Quarterly progress report					1	1	1	1	ALL		
44	Blue drop assessment	Updated blue drop file monthly				12 reports (updated)	1	1	1	1	ALL		
45	<b>DMA MANAGEMENT</b>												
46	<b>Provision of Municipal Services</b>		1 - Basic Service Delivery									Health	Other Community
47	Refuse removal	Report on % of Validation of contractor invoices				12 reports	100%	100%	100%	100%	ALL		
48	Provision of water	% of watermeters read											
49		Number of properties with access to water:		279									
50		Review water service development plan			31-Mar-10	yearly							
51	Monitoring of water quality	Montly tests				12 reports (tests)							
52	Maintaining of street lights	% of complaints resolved due to functioning of street lights					100%	100%	100%	100%			
53	<b>ROADS UNIT</b>												
54	<b>Roads Maintenance</b>		1 - Basic Service Delivery									Health	Other Community
55	Compile maintenance plan	Maintenance Plan (business plan)				1 x Report	1	1	1	1	ALL		
56	Monthly maintenance Progress Report	Monthly maintenance report on progress				12 x Reports	1	1	1	1	ALL		
57	Budget Variance reporting	Quarterly report to Council				4 x Reports							
58	Grading of roads	Distance graded (KM)			48000 Blade Kms	12 x Reports	12000	12000	1	1	ALL		





**Quarterly Projection for Service Delivery Targets and other Performance Indicators: SDBIP 2010/11**

**DEPARTMENT : FINANCIAL SERVICES**

Line	OPERATIONAL UNIT/ INDICATOR	KPI - MEASURES	KPA	Baseline	Annual Target	Target Date	SEP	DEC	MAR	JUN		GFS	GFS
							Target	Target	Target	Target	WARD	FUNCTION	VOTE

A	1	<b>CFO</b>												
B	2	<b>Financial administrative control of Municipal budget</b>												
C	3	Develop, monitor and control Municipal budget									ALL	Finance & Admin	Finance	
			Actual operational expenditure as a % of approved expenditure	Municipal Financial Viability and Management	-	95%	Quarterly	?	?	?	?			
C	4		Actual operational revenue as a % of approved revenue	Municipal Financial Viability and Management	-	99%	Quarterly	?	?	?	?	ALL	Finance & Admin	Finance
C	5		% of capital budget spent	Municipal Financial Viability and Management	-	95%	Quarterly	N/A	?	?	?	ALL	Finance & Admin	Finance
B	6	<b>Policy guidance and Institutional Matters</b>												
				2 - Municipal Institutional Development and Transformation								Finance & Admin	Finance	
C	7	Develop and implement a Property Rates policy	Approved Policy			1 x Policy		1	1	1	1	ALL		
C	8	Annual review and development of other applicable revenue policies required per MFMA	No of Revenue policies developed and reviewed			Identified Policies		1	1	1	1	ALL		
C	9	Apply an effective cash flow and investment management as per approved policy requirements	Monthly cash flow and investment management report			12 x Reports		3	1	1	1	ALL		
C	10	Attend financial committee meetings	Monthly financial reports for agenda			12 x Minutes		3	1	1	1	ALL		
B	11	<b>Human Resource Management</b>												
C	12	Plan, monitor and control HR requirements	Compliance with HR policies	Municipal Financial Viability and Management	-	100%	Daily	100%	100%	100%	100%	ALL	Finance & Admin	Finance
C	13	Manage financial services personnel	Monthly meetings to communicate port folio committees / Executive Committee / Council resolutions and operational activities to take place	Municipal Financial Viability and Management	-	Meetings per month	Monthly	3	3	3	3	ALL	Finance & Admin	Finance
B	14	<b>Performance Management related matters</b>												
C	15	Manage department's performance management process	Approved SDBIP (Directorate)	Good Governance and Public Participation		SDBIP approved	28 June 2010	1SDBIP approved				ALL	Finance & Admin	Finance

Line	OPERATIONAL UNIT/INDICATOR	KPI - MEASURES	KPA	Baseline	Annual Target	Target Date	SEP	DEC	MAR	JUN		GFS	GFS	
C	16	SDBIP Reports	SDBIP Quarterly Reports	Good Governance and Public Participation		4 Reports	Quarterly	Quarterly report	Quarterly report	Quarterly report	Quarterly report	ALL	Finance & Admin	Other Admin
C	17	Annual Report	Required information submitted for compilation of Annual Report	Good Governance and Public Participation		Submitted	31/11/2010	0	0	1	1	ALL	Finance & Admin	Finance
C	18	Timeously preparation and submission of Annual Financial Statements to the Auditor-General	Completed Annual Financial Statements	Good Governance and Public Participation		1 x AFS	Aug-10	1	1	1	1	ALL	Finance & Admin	Finance
C	19	Timeously approval of annual budget as per required timeframe of MFMA	Approved Budget	Municipal Financial Viability and Management		1 x Budget	May-10	1	1	1	1	ALL	Finance & Admin	Finance
C	20	Coordinate Queries from Auditor general	% of Audit queries attended to	Good Governance and Public Participation		1 x Report	Daily	1	0.01	1	1	ALL	Finance & Admin	Finance
C	21	Implementation on AG Recommendations	Recovery Plan	Good Governance and Public Participation								ALL	Finance & Admin	Finance
B	22	<b>Financial Services Office</b>		2 - Municipal Institutional Development and Transformation									Finance & Admin	Finance
C	23	Function operational	Yes/No									ALL		
A	24	<b>FINANCIAL SERVICES OFFICE : (Deputy Finance Director)</b>												
B	25	<b>Financial administrative control of Departmental budget</b>												
C	26	Develop, monitor and control Departmental budget	Actual operational expenditure as a % of approved expenditure	Municipal Financial Viability and Management	-	95%	Quarterly	?	?	?	?	ALL	Finance & Admin	Finance
C	27		Actual operational revenue as a % of approved revenue	Municipal Financial Viability and Management	-	99%	Quarterly	?	?	?	?	ALL	Finance & Admin	Finance
C	28		% of capital budget spent	Municipal Financial Viability and Management	-	95%	Quarterly	N/A	?	?	?	ALL	Finance & Admin	Finance
C	29	Control IDP projects (capital) assigned to department	Project status	Municipal Financial Viability and Management	-	Report by date (SDBIP)	Quarterly	N/A	?	?	?	ALL	Finance & Admin	Finance
C	30					1 x Policy		1	1	1	1	ALL		
B	31	<b>Performance Management and related matters</b>		5 - Good Governance and Public Participation									Finance & Admin	Finance
C	32	Compilation and submission of Mid Year report to Council. National and Provincial Treasury as per MFMA requirement	Mid Year Report submitted			1 x Report	31-May-10	0	1	1	1	ALL		
C	33	MFMA quarterly reports to Council, National Treasury, Provincial Treasury	Quarterly Report			4 X Reports	Quarterly	1	1	1	1	ALL		



	Line	OPERATIONAL UNIT/INDICATOR	KPI - MEASURES	KPA	Baseline	Annual Target	Target Date	SEP	DEC	MAR	JUN		GFS	GFS
B	64	<b>Income</b>		4 - Municipal Financial Viability and Management									Finance & Admin	Finance
	65	Cash received (direct deposits) administration	Nr of direct deposits not receipted as a % of total direct deposits received											
C	66	Receipt of grant funding as per DoRA allocations	Report on receipts of grants			12 x Reports	Jun-10	1	1	1	1	ALL		
	67	Insurance of All Assets	Insurance policy confirming insurance of assets											
	68		Report % of insurance claims incidents not concluded											
	69		Appointment of insurer for 2010/2011 financial year through competitive bidding process											
	70	Investments Register	Maintained Investments Register											
	71	Billing administration	Timeous rendering of monthly accounts			7th of each month								
	72	Debtors administration	Debt coverage (operating revenue-operating grants/debt payments due)											
	73		Current debtors as a % of total outstanding debtors											
	74	Collections	% debtor payments			70% payment Rate	2010/06/30		1	1	1	ALL		
	75		Property Rates Payment %											
	76	Free Basic Services	Number of households earning less than the amount approved by Council (2x old age pension allowance per month) with access to free basic services		230 households									
	77		Percentage of households earning less than R1880 per month with imputed expenditure with access to all free basic services		100%									
	78	VAT Reconciliations	Timely submission of Bi-monthly Vat Returns			Bi Monthly	6 Vat Returns							
A	79	<b>SUPPLY CHAIN MANAGEMENT</b>												
B	80	<b>Supply Chain Management Office</b>		4 - Municipal Financial Viability and Management									Finance & Admin	Finance
C	81	Ensure implementation of the supply chain management regulations and approved policy	Quarterly Report on the implementation of supply chain management			4 x Reports	Quarterly	1	1	1	1	ALL		
B	82	<b>Fleet</b>		4 - Municipal Financial Viability and Management									Finance & Admin	Finance
C	83	Maintain vehicles	Report that all log books is updated			Daily		1	1	1	1	ALL		
	84		% of Time vehicles fit for use				Quarterly	1	1	1	1			
	85		Cost Management Report											
B	86	<b>Procurement</b>		4 - Municipal Financial Viability and Management									Finance & Admin	Finance
C	87	Ensure implementation of the supply chain management regulations and approved policy i.t.o Procuring goods and services	Quarterly Report on the implementation of supply chain management			4 x Reports	Quarterly	1	1	1	1	ALL		
	88		Report to treasury on Contracts awarded above R100k											
	89		Procurement progress report			52 reports	Weekly							
	90		Tender Evaluation Report				Ongoing Ad-Hoc							
	91		Quotation Evaluation Report				Ongoing Ad-Hoc							
B	92	<b>Assets &amp; Stores</b>		4 - Municipal Financial Viability and Management									Finance & Admin	Finance





**Quarterly Projection for Service Delivery Targets and other Performance Indicators: SDBIP 2010/11**

**DEPARTMENT : MUNICIPAL CORPORATE SUPPORT SERVICES**

Line	OPERATIONAL UNIT/ INDICATOR	KPI - MEASURES	Baseline	Annual Target	Target Date	SEP	DEC	MAR	JUN	WARD	GFS FUNCTION	GFS VOTE
						Target	Target	Target	Target			

<b>A</b>	<b>1</b>	<b>MUNICIPAL CORPORATE SUPPORT SERVICES OFFICE</b>										
<b>B</b>	<b>2</b>	<b>Financial Administrative control of departmental budget</b>	4 - Municipal Financial Viability and Management								<b>Executive &amp; Council</b>	<b>Executive &amp; Council</b>
<b>c</b>	3	Continuous monitoring of departmental expenditure against budgets	Monthly report on expenditure		12 x Reports	Monthly		100%	100%	100%	ALL	
<b>c</b>	4	Complying to budget objectives of capital spending	Monthly report on capital spending		12 x Reports	Monthly		100%	100%	100%	ALL	
	5	Attention to internal audit queries	% of queries resolved within due date					100%	100%	100%	ALL	
	6	Attention to external audit queries	% of queries resolved within due date					100%	100%	100%	ALL	
<b>B</b>	<b>7</b>	<b>Communication and administrative duties</b>	2 - Municipal Institutional Development and Transformation								<b>Executive &amp; Council</b>	<b>Executive &amp; Council</b>
<b>c</b>	8	Communication process	Quarterly report on communication			Quarterly		100%	100%	100%	ALL	
<b>c</b>	9	Inform staff of council meeting resolutions	Minutes of department meetings					100%	100%	100%	ALL	
<b>B</b>	<b>10</b>	<b>Spatial Development</b>	1 - Basic Service Delivery								<b>Executive &amp; Council</b>	<b>Executive &amp; Council</b>
<b>c</b>	11	Spatial Development Framework (SDF) compiled	Completed Spatial Development Framework		1 x SDF	Jun-10		100%	100%	100%	ALL	
<b>c</b>	12	Spatial Development Framework fully approved by all role-players	Minutes of approval meeting		1 x Minutes	Jun-10		100%	100%	100%	ALL	
<b>c</b>	13	Spatial implementation Strategy in place in respect of the proposals and strategies as contained in the S.D.F.	1 x Spatial Implementation Strategy		1 x Strategy	Jun-10		100%	100%	100%	ALL	
<b>c</b>	14	100% of all Land Use applications finalised monthly	Monthly report on applications		12 x Reports	Monthly		100%	100%	100%	ALL	
<b>c</b>	15	100% of all zoning certificates issued within a period of 5 working days after an application is approved	Monthly report on certificates issued		12 x Reports	Monthly		100%	100%	100%	ALL	
<b>c</b>	16	Ensure that all correspondence marked out to the Planning Segment receives attention within three (3) working days after receipt from the Registration Office	Monthly report on attention given to correspondence		12 x Reports	Monthly		100%	100%	100%	ALL	
<b>B</b>	<b>17</b>	<b>Performance Management and related matters</b>	5 - Good Governance and Public Participation								<b>Finance &amp; Admin</b>	<b>Finance</b>
<b>c</b>	18	Manage Department Performance Management Process	Approved SDBIP (Directorate)		1 x Report	28-Jun-10		0	1	1	1	ALL
<b>c</b>	19	Effective Performance Measurement	Quarterly Performance Measurement completed		4 X Reports	Quarterly		1	1	1	1	ALL

Line	OPERATIONAL UNIT/ INDICATOR	KPI - MEASURES		Baseline	Annual Target	Target Date	SEP	DEC	MAR	JUN		GFS	GFS
B	17	Human Resources	5 - Good Governance and Public Participation									Executive & Council	Executive & Council
c	18	Overall Function Effectiveness/Efficiency	Operational Efficacy		Yes			100%	100%	100%	ALL		
B	19	Administration	2 - Municipal Institutional Development and Transformation									Executive & Council	Executive & Council
c	20	Overall Function Effectiveness/Efficiency	Operational Efficacy		Yes			100%	100%	100%	ALL		
B	21	Information Technology	5 - Good Governance and Public Participation									Executive & Council	Executive & Council
c	22	Overall Function Effectiveness/Efficiency	Operational Efficacy		Yes			100%	100%	100%	ALL		
B	23	Compliance	5 - Good Governance and Public Participation									Executive & Council	Executive & Council
c	24	Overall Function Effectiveness/Efficiency	Operational Efficacy		Yes			100%	100%	100%	ALL		
B	25	Office of the Executive Mayor	5 - Good Governance and Public Participation									Executive & Council	Executive & Council
c	26	Overall Function Effectiveness/Efficiency	Operational Efficacy		Yes			100%	100%	100%	ALL		
B	27	Planning and Spatial Development	1 - Basic Service Delivery									Executive & Council	Executive & Council
c	28	Overall Function Effectiveness/Efficiency	Operational Efficacy								ALL		
A	29	HUMAN RESOURCES											
B	30	Management Functions	5 - Good Governance and Public Participation									Executive & Council	Executive & Council
c	31	Compile HR Strategy	Completed HR Strategy			Dec-10		100%	100%	100%	ALL		
c	32	Update job descriptions and duty lists	Monthly report on progress made			12 x Reports		100%	100%	100%	ALL		
c	33	Review and submit the Employment Equity Plan	Monthly report on progress made			1 x Plan	Jan-10	100%	100%	100%	ALL		
	34		Reviewed Employment Equity Plan				Aug-10						
	35	Info management and record keeping	Updated Staff records on Samras dB				Jun-10						
B	36	HR Functions	5 - Good Governance and Public Participation									Executive & Council	Executive & Council
c	37	Upgrade current policies and compile new policies	Monthly report on progress made			12 x Reports		100%	100%	100%	ALL		
B	38	Labour Relations	5 - Good Governance and Public Participation									Executive & Council	Executive & Council
c	39	Manages labour relations effectively	Monthly Reports			12 x Reports		100%	100%	100%	ALL		
B	40	Personnel Management	5 - Good Governance and Public Participation									Executive & Council	Executive & Council
c	41	Organogram finalised according to functional structure (Organisational Development and Workstudy)	% Job descriptions completed			12 x Reports		100%	100%	100%	ALL		
c	42	Improve recruitment & selection processes and procedures	Monthly report on progress made			12 x Reports		100%	100%	100%	ALL		
c	43	Ensure effective control over leave management on a monthly basis	Monthly Reports			12 x Reports		100%	100%	100%	ALL		
B	44	Training and development	5 - Good Governance and Public Participation									Executive & Council	Executive & Council
c	45	Compile and submit Workplace Skills Plan (WSP)	Updated WSP			1 x WSP	15-Jun-10		100%	100%	100%	ALL	

Line	OPERATIONAL UNIT/ INDICATOR	KPI - MEASURES		Baseline	Annual Target	Target Date	SEP	DEC	MAR	JUN		GFS	GFS
c	46	Report quarterly on the Workplace Skills Place (WSP)	Quarterly Reports		4x Reports			100%	100%	100%	ALL		
	47		Monthly Training Reports		12 x Reports								
c	48	Ensure training takes place according to the SDA	Quarterly Reports		4 x Reports			100%	100%	100%	ALL		
B	49	<b>Security</b>		1 - Basic Service Delivery								Health	Other Community
c	50	Reaction to call centre charges lodged	% of calls attended to		12 x Reports		100%	100%	100%	100%	ALL		
	51	Implementation of Security Plan	Monthly report on implementation activities		Dec-10			100%	100%	100%	ALL		
A	52	<b>ADMINISTRATION</b>											
B	53	<b>Archive Services</b>		1 - Basic Service Delivery								Finance & Admin	Finance
c	54	Maintenance of Archive Service	Annual Approval of New Files by Provincial archives			Ad-Hoc		100%	100%	100%	ALL		
	55		Inspection report on Compliance with Archive guideline by Provincial archives										
B	56	<b>Distribution of Correspondence</b>		1 - Basic Service Delivery								Finance & Admin	Finance
c	57	Incoming correspondence [letters, facsimiles, e-mail, memorandums) Indexed on System	Report on status of filing updated		12 x Reports	Daily		100%	100%	100%	ALL		
c	58	All correspondence must be distributed to officials	Monthly report		12 x Reports	Daily		100%	100%	100%	ALL		
B	59	<b>Cleaning services</b>		1 - Basic Service Delivery								Finance & Admin	Finance
c	60	Cleaning of Offices	Review Cleaning Programme					100%	100%	100%	ALL		
c	61		Adhere to Cleaning programme			Weekly		100%	100%	100%	ALL		
B	62	<b>Council Secretarial</b>		5 - Good Governance and Public Participation								Executive & Council	Executive & Council
c	63	Compilation and distribution of Agendas for all Council, Committee and other meetings of the Council	Number of agendas distributed within 7 days			According to approved schedule		100%	100%	100%	ALL		
c	64	Compilation and safe keeping of minutes of all meetings of the Council and its Committees.	Number of minutes compiled and kept safe			1 set per meeting		100%	100%	100%	ALL		
c	65	The compilation and submission of Council resolutions to the Municipal Manager	Number of Council resolutions not submitted to MM within 72 hours			within 72 hours		100%	100%	100%	ALL		
B	66	<b>Admin Office</b>		2 - Municipal Institutional Development and Transformation								Executive & Council	Executive & Council
c	67	Ensure that all correspondence marked out to the Administration Segment receives attention within three (3) working days after receipt from the Registration office.	Monthly reports compiled					100%	100%	100%	ALL		
c	68	Agendas and minutes circulated at least 72 hours before the scheduled date and time of the meeting.	Number of agendas circulated on time					100%	100%	100%	ALL		
	69	Policies and procedures	Annual Review of relevant policies			30-Jun-10							
B	70	<b>Legal Services</b>		2 - Municipal Institutional Development and Transformation								Executive & Council	Executive & Council
	71	Claims against and by Council	Monthly report on outstanding claims			monthly							
	72	Security register updated	Quarterly updated			quarterly							
A	73	<b>INFORMATION TECHNOLOGY</b>											

Line	OPERATIONAL UNIT/ INDICATOR	KPI - MEASURES		Baseline	Annual Target	Target Date	SEP	DEC	MAR	JUN		GFS	GFS	
B	74	Technicality		1 - Basic Service Delivery								Finance & Admin	Finance	
C	75	Maintenance of IT System	% of Calls attended to vs Calls Logged		100%			1	1	1	ALL			
B	76	End user Support		1 - Basic Service Delivery								Finance & Admin	Finance	
	77	Training to end users - Software support	% requested to completed		100%	Ad-Hoc basis								
B	78	General Management IT Section		1 - Basic Service Delivery								Finance & Admin	Finance	
C	79	Determine IT requirements	IDP & Capital Budget Input			Mar-10	1	1	1	1	ALL			
	80	Procurement of IT Equipment	% of Capital Budget spend		100%	Quarterly								
A	81	<b>COMPLIANCE</b>												
B	82	Disaster Management		1 - Basic Service Delivery								Executive & Council	Executive & Council	
C	83	Disaster Control	Regional Disaster Management Plan		1 x Plan	Dec-10	100%	100%	100%	100%	ALL			
C	84		% incidents reponded vs requested											
C	85		Quarterly incident reports to Council and Prov Dept											
C	86	Education and Awareness	Quarterly Awareness programme		Quarterly									
C	87		Number of awareness campaigns completed.		Quarterly									
C	88	Risk Assessment	% of inspection requests attended to											
B	89	PMS		1 - Basic Service Delivery								Executive & Council	Executive & Council	
C	90	Facilitate SDBIP development for all Departments	Updated SDBIP framework		Jun-10		100%	100%	100%	100%	ALL			
C	91	Facilitate SDBIP measurement and reporting	Quarterly SDBIP Reports				100%	100%	100%	100%	ALL			
C	92	Compile performance plan for all staff	% of Personnel Performance Plans completed				100%	100%	100%	100%	ALL			
C	93	Facilitate staff performance measurement	% Staff evaluations completed for all staff				100%	100%	100%	100%	ALL			
	94	Assist with the Implementation of PMS Systems at B-	Number of B municipalities supported Municipalities		2 per Annum									
B	95	Public Participation		1 - Basic Service Delivery								Executive & Council	Executive & Council	
C	96	Ensure Functional Ward Forums	No. of Ward Forum meeting minutes			Dec-09	100%	100%	100%	100%	ALL			
A	97	<b>OFFICE OF THE EXECUTIVE MAYOR</b>												
B	98	Management of Mayors Office		1 - Basic Service Delivery								Executive & Council	Executive & Council	
C	99	Budget Monitoring	Quarterly submission of Budget Variance Reports					100%	100%	100%	ALL			
C	100	Activation of Structures - Full District	Back-to-school programmes Approval			Dec-09	100%	100%	100%	100%	ALL			
	101		Gender Board programme in place		as per National Calendar									
	102		Hiv/Aids programme in place											
	103		Moral regenerations programme in place											
	104		Functioning Health Council											
	105	Staff interaction sessions	No. of Staff meeting minutes											
	106	Activity Planning	Quarterly Mayoral Report to Council		Quarterly									
B	107	Communication		1 - Basic Service Delivery								Executive & Council	Executive & Council	
C	108	Communication Strategy	Review Strategy		Annually	Mar-10	100%	100%	100%	100%	ALL			
	109		Update Strategy											
C	110	Management of Website	No of Formal Liaise Sessions with Internal Depts for info i.t.o Website ( MFMA & MSA)			Dec-09	100%	100%	100%	100%	ALL			
	111		Update Website		as per National Calendar									

Line	OPERATIONAL UNIT/ INDICATOR	KPI - MEASURES		Baseline	Annual Target	Target Date	SEP	DEC	MAR	JUN		GFS	GFS
C	112	Communication Forum	Minutes of Quarterly Forum meeting		qaurterly	Dec-09	100%	100%	100%	100%	ALL		
	113	Public Relations	Press release		Ad-Hoc								
C	114	Publications	No of Newsletters published		qaurterly	Dec-09	100%	100%	100%	100%	ALL		
	115		Mayoral Speeches		Ad-Hoc								
	116		Annual Report		1 Report	Jan-10							
B	117	<b>Special programmes (Development Officer)</b>		1 - Basic Service Delivery								Executive & Council	Executive & Council
C	118	Compilation of calendar for Special Programmes	Finalisation of Calendar			Dec-09	100%	100%	100%	100%	ALL		
	119	Compile a needs analysis	Priority List of needs compiled										
C	120	Programmes / campaigns - Full District	Back-to-school programmes			Dec-09	100%	100%	100%	100%	ALL		
	121		Gender Board programme in place	as per National Calendar									
	122		Hiv/Aids programme in place										
	123		Moral regenerations programme in place										
	124		Disability- programme launched										
	125		Women & Children - programme launched										
	126		16 days of Activism against Women and Children - Programme launched										
	127		Council meet the people - programme launched										
A	128	<b>PLANNING AND SPATIAL DEVELOPMENT</b>											
B	129	<b>TOURISM</b>		1 - Basic Service Delivery								Executive & Council	Executive & Council
C	130	Marketing Tourism initiatives	Monthly report on Tourism Statistics			Dec-09	100%	100%	100%	100%	ALL		
	131		Number of visitors										
	132	Tourism Shows	Attendance all to Exhibitions / Shows		4 per Annum								
	133	Developing Tourism through Awareness Activities	Quarterly report on Awareness activities										
B	134	<b>LED</b>		1 - Basic Service Delivery								Executive & Council	Executive & Council
C	135	Review and approval of LED Plan	Approved LED Plan		1 x LED pla	Aug-09	100%	100%	100%	100%	ALL		
C	136	Implementation of LED Plan	Quarterly Report on implementation				100%	100%	100%	100%	ALL		
C	137	Hold LED Forum meetings	Minutes of LED meetings		24 times per Annum		100%	100%	100%	100%	ALL		
	138	Advise SMME sector	No of Cooperatives registered		3 per Annu	30-Jun-10							
	139	Establish and Maintain SMME Database	Updated Database		1 Database	30-Jun-11							
	140	Coordinate LED Projects	Reporting on progress of projects										
	141	SMME Development in DMA	Number of SMME developed										
B	142	<b>IDP</b>		1 - Basic Service Delivery								Executive & Council	Executive & Council
C	143	Compile IDP Process Plan for community participation annually	IDP Process Plan approved by Council		1x progress	Jul-09	100%	100%	100%	100%	ALL		
	144	Public Participation process	Minutes of Public participation meetings										
	145	Draft IDP	Draft IDP submitted to Council			Mar-10							
C	146	Approval of an MSA compliant IDP by Council for 2010/11 financial year	Revised IDP submitted to Council		1 x IDP	May-10	100%	100%	100%	100%	ALL		
C	147	Provide input for Annual Report	IDP related input for Annual Report		1 x IDP	31-Dec	100%	100%	100%	100%	ALL		
	148		Quarterly Report on IDP implementation										
	149												



**MONTHLY PROJECTIONS OF REVENUE TO BE COLLECTED FOR EACH SOURCE**

*One of the most important and basic priorities for any municipality is to collect all its revenue as budgeted for - the failure to collect all such revenue will undermine the ability of the municipality to deliver on services. The municipality MUST ensure that it has instituted measures to achieve monthly revenue targets each revenue source. The revenue projections relate to actual cash expected to be collected and should reconcile to the cashflow statement approved with the budget documentation. The reason for specifying actual revenue collected rather than accrued (billed) revenue is to ensure that expenditure does not exceed actual income.*

*The SDBIP information on revenue will be monitored and reported monthly by the municipal manager in terms of section 71(1) (a) and (e).*

**MONTHLY PROJECTIONS OF REVENUE BY SOURCE**

<i>Monthly Projections of Revenue by Source</i>	<i>Budget</i>	<i>Payment</i>	<i>July</i>	<i>August</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Febr</i>	<i>Mrt</i>	<i>April</i>	<i>May</i>	<i>June</i>
	<i>R'000</i>	<i>%</i>	<i>R'000</i>	<i>R'000</i>	<i>R'000</i>	<i>R'000</i>	<i>R'000</i>	<i>R'000</i>	<i>R'000</i>	<i>R'000</i>	<i>R'000</i>	<i>R'000</i>	<i>R'000</i>	<i>R'000</i>
<i>Property Rates</i>	1,870,922	95%	148,115	148,115	148,115	148,115	148,115	148,115	148,115	148,115	148,115	148,115	148,115	148,115
<i>Water Revenue from Tariff Billings</i>	52,852	64%	2,819	2,819	2,819	2,819	2,819	2,819	2,819	2,819	2,819	2,819	2,819	2,819
<i>Sanitation and Sewerage Revenue from Tariff Billings</i>	22,965	85%	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627
<i>Refuse Removal from Tariff Billings</i>	24,000	85%	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700
<i>Grants Other</i>	35,049,150	100%		8,762,288			8,762,288			8,762,288			8,762,288	
<i>Grants Equitable Share</i>	43,532,000	100%	14,510,667				14,510,667			14,510,667				
<i>Interest &amp; Investment Income</i>	490,000	100%	40,833	40,833	40,833	40,833	40,833	40,833	40,833	40,833	40,833	40,833	40,833	40,833
<i>Rent of Facilities and Equipment</i>	586,058	65%	31,745	31,745	31,745	31,745	31,745	31,745	31,745	31,745	31,745	31,745	31,745	31,745
<i>Administration Revenue</i>	24,502	100%	2,042	2,042	2,042	2,042	2,042	2,042	2,042	2,042	2,042	2,042	2,042	2,042
<i>Income from Agency Services</i>	13,329,600	100%	1,110,800	1,110,800	1,110,800	1,110,800	1,110,800	1,110,800	1,110,800	1,110,800	1,110,800	1,110,800	1,110,800	1,110,800
<i>Other</i>	12,244,666	85%	867,331	867,331	867,331	867,331	867,331	867,331	867,331	867,331	867,331	867,331	867,331	867,331
<b><i>Total Revenue By Source (Balanced to Cash Flow)</i></b>	<b>107,226,715</b>		<b>16,717,677</b>	<b>10,969,298</b>	<b>2,207,011</b>	<b>2,207,011</b>	<b>25,479,965</b>	<b>2,207,011</b>	<b>2,207,011</b>	<b>25,479,965</b>	<b>2,207,011</b>	<b>2,207,011</b>	<b>10,969,298</b>	<b>2,207,011</b>



**MONTHLY PROJECTIONS OF EXPENDITURE (OPERATING AND CAPITAL) REVENUE FOR EACH VOTE**



*These projections relate to cash paid and should reconcile to the cash flow statement adopted with the budget documentation.*

*Each key GFS function is a "vote" and must have associated with it as appropriate: operating expenditure; revenue; capital expenditure; and measurable performance objectives. Measurable performance objectives include service delivery targets and other financial and non-financial indicators.*

**MONTHLY PROJECTIONS OF REVENUE AND EXPENDITURE BY VOTE**

Expenditure and Revenue by Vote	Annual Budget			July			August			September			October			November		
	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue
	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000
<b>Department - Council &amp; Executive</b>	<b>10,963,770</b>	<b>116,538</b>	<b>-</b>	<b>913,648</b>	<b>9,711</b>	<b>-</b>	<b>913,648</b>	<b>9,711</b>	<b>-</b>	<b>913,648</b>	<b>9,711</b>	<b>-</b>	<b>913,648</b>	<b>9,711</b>	<b>-</b>	<b>913,648</b>	<b>9,711</b>	<b>-</b>
Vote : Executive and Council	6,915,411	91,538	-	576,284	7,628	-	576,284	7,628	-	576,284	7,628	-	576,284	7,628	-	576,284	7,628	-
Vote : Municipal Manager	2,715,415	5,000	-	226,285	417	-	226,285	417	-	226,285	417	-	226,285	417	-	226,285	417	-
Vote : Internal Audit	1,232,944	20,000	-	102,745	1,667	-	102,745	1,667	-	102,745	1,667	-	102,745	1,667	-	102,745	1,667	-
Vote : Donations	100,000	-	-	8,333	-	-	8,333	-	-	8,333	-	-	8,333	-	-	8,333	-	-
<b>Department - Finance &amp; Admin</b>	<b>29,569,529</b>	<b>3,137,343</b>	<b>59,599,899</b>	<b>2,464,127</b>	<b>261,445</b>	<b>4,966,658</b>	<b>2,464,127</b>	<b>261,445</b>	<b>4,966,658</b>	<b>2,464,127</b>	<b>261,445</b>	<b>4,966,658</b>	<b>2,464,127</b>	<b>261,445</b>	<b>4,966,658</b>	<b>2,464,127</b>	<b>261,445</b>	<b>4,966,658</b>
Vote: Information and Technology	2,768,972	623,153	-	230,748	51,929	-	230,748	51,929	-	230,748	51,929	-	230,748	51,929	-	230,748	51,929	-
Vote: Budget and Treasury	13,504,645	100,000	59,227,149	1,125,387	8,333	4,935,596	1,125,387	8,333	4,935,596	1,125,387	8,333	4,935,596	1,125,387	8,333	4,935,596	1,125,387	8,333	4,935,596
Vote: Human Resources	4,661,463	13,313	372,750	388,455	1,109	31,063	388,455	1,109	31,063	388,455	1,109	31,063	388,455	1,109	31,063	388,455	1,109	31,063
Vote: Property Maintenance	888,349	297,000	-	74,029	24,750	-	74,029	24,750	-	74,029	24,750	-	74,029	24,750	-	74,029	24,750	-
Vote: Motor Vehicle Pool	1,880,019	2,000,000	-	156,668	166,667	-	156,668	166,667	-	156,668	166,667	-	156,668	166,667	-	156,668	166,667	-
Vote: Administration Management	3,213,253	66,278	-	267,771	5,523	-	267,771	5,523	-	267,771	5,523	-	267,771	5,523	-	267,771	5,523	-
Vote: Municipal Support	1,164,194	12,600	-	97,016	1,050	-	97,016	1,050	-	97,016	1,050	-	97,016	1,050	-	97,016	1,050	-
Vote: Security Services	1,488,634	25,000	-	124,053	2,083	-	124,053	2,083	-	124,053	2,083	-	124,053	2,083	-	124,053	2,083	-
<b>Department - Community &amp; Sosial Dev.</b>	<b>13,749,494</b>	<b>26,581,653</b>	<b>32,150,114</b>	<b>1,145,791</b>	<b>2,215,138</b>	<b>2,679,176</b>	<b>1,145,791</b>	<b>2,215,138</b>	<b>2,679,176</b>	<b>1,145,791</b>	<b>2,215,138</b>	<b>2,679,176</b>	<b>1,145,791</b>	<b>2,215,138</b>	<b>2,679,176</b>	<b>1,145,791</b>	<b>2,215,138</b>	<b>2,679,176</b>
Vote: Community Development T - services	10,402,866	26,393,500	31,004,150	866,905	2,199,458	2,583,679	866,905	2,199,458	2,583,679	866,905	2,199,458	2,583,679	866,905	2,199,458	2,583,679	866,905	2,199,458	2,583,679
Vote: Infrastructure Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote: Operations Riemvasmaak - Sending	980,372	60,000	65,070	81,698	5,000	5,422	81,698	5,000	5,422	81,698	5,000	5,422	81,698	5,000	5,422	81,698	5,000	5,422
Vote: Operations Riemvasmaak - Vredesvallei	787,613	60,000	52,000	65,634	5,000	4,333	65,634	5,000	4,333	65,634	5,000	4,333	65,634	5,000	4,333	65,634	5,000	4,333
Vote: Operations Swartkopdam	269,535	45,000	9,750	22,461	3,750	813	22,461	3,750	813	22,461	3,750	813	22,461	3,750	813	22,461	3,750	813
Vote: Cemeteries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote: Halls	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote: Other Community	-	-	19,144	-	-	1,595	-	-	1,595	-	-	1,595	-	-	1,595	-	-	1,595
Vote: Housing	1,309,109	23,153	1,000,000	109,092	1,929	83,333	109,092	1,929,375	83,333	109,092	1,929,375	83,333	109,092	1,929,375	83,333	109,092	1,929,375	83,333
Vote: O & M Unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Road Transport</b>	<b>13,329,600</b>	<b>-</b>	<b>13,329,600</b>	<b>1,110,800</b>	<b>-</b>	<b>1,110,800</b>	<b>1,110,800</b>	<b>-</b>	<b>1,110,800</b>	<b>1,110,800</b>	<b>-</b>	<b>1,110,800</b>	<b>1,110,800</b>	<b>-</b>	<b>1,110,800</b>	<b>1,110,800</b>	<b>-</b>	<b>1,110,800</b>
Agency Services: Roadworks Direct	4,512,045	-	10,236,513	376,004	-	853,043	376,004	-	853,043	376,004	-	853,043	376,004	-	853,043	376,004	-	853,043
Agency Services: Roadworks Indirect	1,850,501	-	1,593,086	154,208	-	132,757	154,208	-	132,757	154,208	-	132,757	154,208	-	132,757	154,208	-	132,757
Agency Services: Roadworks Plant	6,467,054	-	-	538,921	-	-	538,921	-	-	538,921	-	-	538,921	-	-	538,921	-	-
Agency Services: Capitalworks	500,000	-	1,500,000	41,667	-	125,000	41,667	-	125,000	41,667	-	125,000	41,667	-	125,000	41,667	-	125,000
<b>Public Safety</b>	<b>2,838,503</b>	<b>282,576</b>	<b>1,030,000</b>	<b>236,542</b>	<b>23,548</b>	<b>85,833</b>	<b>236,542</b>	<b>23,548</b>	<b>85,833</b>	<b>236,542</b>	<b>23,548</b>	<b>85,833</b>	<b>236,542</b>	<b>23,548</b>	<b>85,833</b>	<b>236,542</b>	<b>23,548</b>	<b>85,833</b>
Firefighting & Disaster Management	2,838,503	282,576	1,030,000	236,542	23,548	85,833	236,542	23,548	85,833	236,542	23,548	85,833	236,542	23,548	85,833	236,542	23,548	85,833
<b>Planning &amp; Development</b>	<b>4,266,628</b>	<b>24,806</b>	<b>950,000</b>	<b>355,552</b>	<b>2,067</b>	<b>79,167</b>	<b>355,552</b>	<b>2,067</b>	<b>79,167</b>	<b>355,552</b>	<b>2,067</b>	<b>79,167</b>	<b>355,552</b>	<b>2,067</b>	<b>79,167</b>	<b>355,552</b>	<b>2,067</b>	<b>79,167</b>
LED & Tourism	2,853,140	11,025	200,000	237,762	919	16,667	237,762	919	16,667	237,762	919	16,667	237,762	919	16,667	237,762	919	16,667
Pimms	1,413,488	13,781	750,000	117,791	1,148	62,500	117,791	1,148	62,500	117,791	1,148	62,500	117,791	1,148	62,500	117,791	1,148	62,500
<b>Health</b>	<b>2,251,194</b>	<b>50,000</b>	<b>167,103</b>	<b>187,599</b>	<b>4,167</b>	<b>13,925</b>	<b>187,599</b>	<b>4,167</b>	<b>13,925</b>	<b>187,599</b>	<b>4,167</b>	<b>13,925</b>	<b>187,599</b>	<b>4,167</b>	<b>13,925</b>	<b>187,599</b>	<b>4,167</b>	<b>13,925</b>
Environmental Health	2,251,194	50,000	167,103	187,599	4,167	13,925	187,599	4,167	13,925	187,599	4,167	13,925	187,599	4,167	13,925	187,599	4,167	13,925
<b>Total By Vote</b>	<b>76,968,717</b>	<b>30,192,916</b>	<b>107,226,715</b>	<b>6,414,060</b>	<b>2,516,076</b>	<b>8,935,560</b>	<b>6,414,060</b>	<b>2,516,076</b>	<b>8,935,560</b>	<b>6,414,060</b>	<b>2,516,076</b>	<b>8,935,560</b>	<b>6,414,060</b>	<b>2,516,076</b>	<b>8,935,560</b>	<b>6,414,060</b>	<b>2,516,076</b>	<b>8,935,560</b>





**DETAILED CAPITAL WORKS PLAN BROKEN DOWN BY WARD OVER THREE YEARS**

A detailed three year capital works plan is required to ensure sufficient detail to measure and monitor delivery of infrastructure projects on a ward by ward basis, including: project number; name; short description of what the project will deliver; planned start date; actual start date; planned completion date; actual completion date; capital costs timed per months reasons for; variances including if the project was completed but did not deliver to specification; and the responsible senior manager. In addition, a summary of capital project for each responsible senior manager.

Description of capital projects per department	2010/11			2011/12			2012/13		
	Expenditure	Contributions	Source	Expenditure	Contributions	Source	Expenditure	Contributions	Source
<b>Council and Executive</b>									
Executive and Council	91,538	91,538		33,902	33,902		35,597	35,597	
Municipal Manager	5,000	5,000		5,250	5,250		5,513	5,513	
Internal Audit	20,000	20,000		21,000	21,000		22,050	22,050	
	<b>116,538</b>	<b>116,538</b>		<b>60,152</b>	<b>60,152</b>		<b>63,159</b>	<b>63,159</b>	
<b>Planning &amp; Development</b>									
LED & Tourism	11,025	11,025		11,576	11,576		12,155	12,155	
Pimms	13,781	13,781		14,470	14,470		15,194	15,194	
	-	-		-	-		-	-	
	<b>24,806</b>	<b>24,806</b>		<b>26,047</b>	<b>26,047</b>		<b>27,349</b>	<b>27,349</b>	
<b>Health</b>									
Environmental Health	50,000	50,000		11,576	11,576		12,155	12,155	
	-	-		-	-		-	-	
	<b>50,000</b>	<b>50,000</b>		<b>11,576</b>	<b>11,576</b>		<b>12,155</b>	<b>12,155</b>	
<b>Finance &amp; Admin</b>									
Information and Technology	623,153	623,153		654,310	654,310		687,026	687,026	
Budget and Treasury Office	100,000	100,000		105,000	105,000		110,250	110,250	
Human Resources	13,313	13,313		13,978	13,978		14,677	14,677	
Property Maintenance	297,000	297,000		311,850	311,850		327,443	327,443	
Motor Vehicle Pool	2,000,000	2,000,000		1,000,000	1,000,000		-	-	
Administration Management	66,278	66,278		69,592	69,592		73,071	73,071	
Municipal Support Services	12,600	12,600		13,230	13,230		13,892	13,892	
Security Services	25,000	25,000		26,250	26,250		27,563	27,563	
	<b>3,137,343</b>	<b>3,137,343</b>		<b>2,194,210</b>	<b>2,194,210</b>		<b>1,253,921</b>	<b>1,253,921</b>	
<b>Public Safety</b>									
Firefighting & Disaste Management	282,576	282,576		3,312,155	3,312,155		4,262,763	4,262,763	
	282,576	282,576		3,312,155	3,312,155		4,262,763	4,262,763	
<b>Community &amp; Social Dev.</b>									
Community Development T - services	26,393,500	26,393,500		11,285,350	11,285,350		6,559,780	6,559,780	
Infrastructure Development	-	-		-	-		-	-	
Operations Riemvasmaak - Sending	60,000	60,000		63,000	63,000		66,150	66,150	
Operations Riemvasmaak - Vredesvallei	60,000	60,000		63,000	63,000		66,150	66,150	
Operations Swartkopdam	45,000	45,000		47,250	47,250		49,613	49,613	
Cemetries	-	-		-	-		-	-	
Halls	-	-		-	-		-	-	
Housing	23,153	23,153		24,310	24,310		25,526	25,526	
Other Community	-	-		-	-		-	-	
	<b>26,581,653</b>	<b>26,581,653</b>		<b>11,482,910</b>	<b>11,482,910</b>		<b>6,767,218</b>	<b>6,767,218</b>	
<b>Sub-Total</b>	<b>30,192,916</b>	<b>30,192,916</b>		<b>17,087,050</b>	<b>17,087,050</b>		<b>12,386,565</b>	<b>12,386,565</b>	
<b>TOTAL</b>	<b>30,192,916</b>	<b>30,192,916</b>		<b>17,087,050</b>	<b>17,087,050</b>		<b>12,386,565</b>	<b>12,386,565</b>	