

Service Delivery and Budget Implementation Plan 2017/2018(Final)



Xhariep District
Municipality

20 Louw Street
Trompsburg
9913

Tel no: 051 713 9300

Fax no: 051 713 0461

2017/2018

Service Delivery and Budget Implementation Plan 2017/2018(Final)

Table of Contents

- 1. Introduction..... 2
- 2. The Components of a SDBIP..... 3
- 3. Reporting on the SDBIP..... 3
 - 3.1 Monthly Reporting..... 3
 - 3.2 Quarterly Reporting..... 4
 - 3.3 Mid-year Reporting..... 4
- 4. Linking the IDP to the Budget..... 5
 - 5. Revenue by Source and Expenditure by Type..... 8
 - 5.2 Monthly Projections of Revenue to be collected for each source..... 10
 - 5.3 Monthly Outcomes and Projections of expenditure (operating and capital) and revenue for each vote 12
- 6. Service Delivery Targets and Performance Indicators 13
- 7. Planned performance targets for service delivery per quarter..... 15
 - Top Layer Indicators and Targets..... 15
- 8. Departmental Indicators and targets 23
- 9. Ward information for expenditure and service delivery and detailed capital works plan broken down by ward over three years 36
- 10. Approval of Service Delivery and Budget Implementation Plan..... 37

1. Introduction

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

- (i) Projections for each month of
 - a. Revenue to be collected, by source; and
 - b. Operational and capital expenditure, by vote.
- (ii) Service delivery targets and performance indicators for each quarter, and
- (iii) Other matters prescribed.

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

The SDBIP gives effect to the Integrated Development Plan and the budget of the municipality. It is an expression of the objectives of the District in quantifiable outcomes which will be implemented by the administration for the financial period from 1 July 2017 to 30 June 2018 (the District's financial year). It includes the service delivery targets and performance indicators for each quarter which should be linked to the performance agreements of senior management. It therefore facilitates oversight over financial and non-financial performance of the municipality and allows the Municipal Manager to monitor the performance of the Directors, the Executive Mayor to monitor the performance of the Municipal Manager, and the Community to monitor the performance of the Council.

The SDBIP links the budget, IDP and management performance agreements. It further includes detailed information and guidelines on how the budget will be implemented, mostly by the administration. The Executive Mayor will thus make use of this tool to monitor the implementation of the budget by administration. This can be achieved by means of drawing forecasts on cash flows and reviewing and monitoring such over the financial year against the actual performances. The service delivery targets and performance indicators can also be assessed over the period, thus monitoring the Directors' performance at least on a quarterly basis. The SDBIP is an equivalent of a municipality's business plan and forms an integral part of the financial planning process.

This document should be read together with the Integrated Development Plan (IDP) and the Budget, both of which were both approved by Council on the 30th May 2017 respectively.

This SDBIP for the 2017/2018 financial year will be approved by the Executive Mayor on the 27th June 2017. This is to ensure that the approval thereof is within 28 days since approval of the 2017/18 financial year budget. The 2017/18 financial year budget was approved on the 30th May 2017.

2. The Components of a SDBIP

The necessary components of a SDBIP are:

1. Monthly projections of revenue to be collected for each 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. Detailed capital works plan

The SDBIP is the formal link between organisational performance and the adjustments budget. It also provides a means to measure cost effective service delivery by linking the inputs – the budget – to the service outputs and outcomes.

3. Reporting on the SDBIP

This section covers reporting on the SDBIP as a way of linking the SDBIP with the oversight and monitoring operations of the municipality.

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. The reports then allow the Councillors' of the municipality to monitor the implementation of service delivery programs and initiatives across the municipality.

3.1 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 working days, after the end of each month.

Reporting must include the following:

- (i) actual revenue, per source;
- (ii) actual borrowings;
- (iii) actual expenditure, per vote;
- (iv) actual capital expenditure, per vote;
- (v) the amount of any allocations received

If necessary, explanation 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 municipalities approved budget

3.2 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.

3.3 Mid-year Reporting

Section 72 (1) (a) of the MFMA outlines the requirements for midyear reporting. The accounting officer is required by the 25th January of each year to assess the performance of the municipality during the first half of the year taking into account –

- (i) the monthly statements referred to in section 71 of the first half of the year;
- (ii) the municipalities 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 from any such entities.

Based on the outcomes of the mid-year budget and performance assessment report, an adjustments budget has to be tabled as the actual revenue and expenditure amounts are materially different from the projections contained in the annual 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.

4. Linking the IDP to the Budget

The following programmes in the IDP are budgeted for as follows:

DEPARTMENTS / BUDGET ITEMS	Council	Municipal Manager	Corporate Services	Planning & Dev.	Budget & Treasury	total budget 2017/18	total budget 2018/19	total budget 2019/20
Public Participation	50,000.00					50,000.00	56,529.97	58,171.60
Youth Development Programmes	80,000.00					80,000.00	135,671.93	139,611.83
Special Programmes	45,000.00					45,000.00	50,876.97	52,354.44
IGR	3,000.00					3,000.00	3,391.80	3,490.30
Social Responsibility Fund	150,000.00					150,000.00	169,589.91	174,514.79
Mandela Day						-	-	-
District Aids Council	30,000.00					30,000.00	33,917.98	34,902.96
Environmental Health Projects						-	-	-
Disaster Management Contributions						-	-	-
Environmental Health (wastewater)				42,000.00		42,000.00	47,485.17	48,864.14
Environmental Health (water)				30,000.00		30,000.00	33,917.98	34,902.96
Environmental Health (food and milk)				70,000.00		70,000.00	79,141.96	81,440.23
IDP Review						-	-	-
LED and Marketing Brochures						-	-	-
Support for SMME'S				20,000.00		20,000.00	200,000.00	205,807.98
XDM heritage festival (new)						-	-	-
Feasibility study						-	-	-
LED Projects(agri park)				10,000.00		10,000.00	150,000.00	154,355.99
LED Projects (food security)				10,000.00		10,000.00	150,000.00	154,355.99

Disaster Management Plan Health & Hygiene Education						-	-	-
			20,000.00			20,000.00	22,611.99	23,268.64
LED Projects						-	-	-
Tourism Marketing and development(indaba)			60,000.00			60,000.00	67,835.96	69,805.91
Tourism Marketing and development(marketing)			500,000.00			500,000.00	600,000.00	617,423.95
District Forums						-	-	-
Disaster Management Centre			50,000.00			50,000.00	200,000.00	205,807.98
Financial Management Grant conference				25,000.00		25,000.00	28,264.99	29,085.80
Financial Management Grant consultation				30,000.00		30,000.00	33,917.98	34,902.96
Financial Management Grant training				607,754.97		607,754.97	687,127.40	707,081.52
Financial Management Grant oftware licence fees						-	-	-
Acutirial				15,000.00		15,000.00	16,958.99	17,451.48
Financial management grant profession subscri[ti]on fees				16,000.00		16,000.00	18,089.59	18,614.91
						-	-	-
EPWP Incentive Grant			1,000,000.00			1,000,000.00	1,000,000.00	1,000,000.00
Compilation of AFS Financial Statements						-	-	-
OR Tambo Games	170,000.00					170,000.00	146,977.92	151,246.15
MSIG						-	-	-
Consulting fees						-	-	-
XDM Community Benefits Events						-	-	-
Disaster Conference						-	-	-
Disaster Traininig			20,000.00			20,000.00	22,611.99	23,268.64
Naledi						-	-	-
Intranet						-	-	-
Communication strategy						-	-	-
Intergovernmetal relations						-	-	-
Promotion/ Marketing						-	-	-
LED Feasibility Studies						-	-	-
SCOA-MSIG						-	-	-

Investment summit					1,636,000.00	1,636,000.00	2,839,000.00	1,636,000.00
TOTAL PROJECTS	528,000.00	-	-	1,832,000.00	2,329,754.97	4,689,754.97	6,793,920.49	5,676,731.12

The review of the IDP remains consistent to the FSGP and the five-year IDP. The Executive Mayor also identified certain priorities for his term of office:

1. Economic growth and job creation
2. Tourism Development
3. Health and community development
4. A safe, clean and green city
5. A well-governed and managed municipality
6. HIV and AIDS
7. Education

5. Revenue by Source and Expenditure by Type

DC16 Xhariep - Table A4 Consolidated Budgeted Financial Performance (revenue and expenditure)

Ref	2013/14	2014/15	2015/16	Current Year 2016/17				2017/18 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
2	-	-	-	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-	-	-	-
	525	395	436							
	110	184	318							
	162	154								
	55,360	50,065	52,176	52,044	52,044	52,044	52,044	57,188	65,826	68,655
2	114	1,127	387	574	574	574	574	630	693	762
			130							
	56,271	51,924	53,446	52,618	52,618	52,618	52,618	57,818	66,519	69,417
-										
2	34,018	33,386	34,913	37,945	37,600	37,600	37,600	38,794	41,410	43,895
	3,625	3,754	4,045	3,959	4,301	4,301	4,301	4,317	4,576	4,851
3	187									
2	2,242	2,175	2,290	1,800	1,800	1,800	1,800	1,600	1,500	1,700
	71	303								
2	-	-	-	-	-	-	-	-	-	-
8										
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
4, 5	19,827	17,186	19,311	10,714	10,717	10,717	10,717	13,269	19,809	19,413
	(82)	341								

	59,887	57,144	60,560	54,418	54,418	54,418	54,418	57,980	67,295	69,858
6	(3,616)	(5,219)	(7,113)	(1,800)	(1,800)	(1,800)	(1,800)	(162)	(776)	(441)
								(1,438)	(724)	(584)
	-	-	-	-	-	-	-	-	-	-
	(3,616)	(5,219)	(7,113)	(1,800)	(1,800)	(1,800)	(1,800)	(1,600)	(1,500)	(1,025)
	(3,616)	(5,219)	(7,113)	(1,800)	(1,800)	(1,800)	(1,800)	(1,600)	(1,500)	(1,025)
	(3,616)	(5,219)	(7,113)	(1,800)	(1,800)	(1,800)	(1,800)	(1,600)	(1,500)	(1,025)
	(3,616)	(5,219)	(7,113)	(1,800)	(1,800)	(1,800)	(1,800)	(1,600)	(1,500)	(1,025)
7	(3,616)	(5,219)	(7,113)	(1,800)	(1,800)	(1,800)	(1,800)	(1,600)	(1,500)	(1,025)

5.2 Monthly Projections of Revenue to be collected for each source

MONTHLY OUTCOMES BY REVENUE SOURCE	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Mid-Year Total
RENTAL REVENUE	51,343.97	51,343.97	51,343.97	51,343.97	51,343.97	51,343.97	308,063.82
OTHER REVENUE	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	7,000.02
GOVERNMENTAL GRANTS	4,765,666.67	4,765,666.67	4,765,666.67	4,765,666.67	4,765,666.67	4,765,666.67	28,594,000.02
TOTAL	4,818,177.31	4,818,177.31	4,818,177.31	4,818,177.31	4,818,177.31	4,818,177.31	28,909,063.86
MONTHLY PROJECTIONS BY REVENUE SOURCE	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Annual Total
RENTAL REVENUE	51,343.97	51,343.97	51,343.97	51,343.97	51,343.97	51,343.97	616,127.64
OTHER REVENUE	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	14,000.04
GOVERNMENTAL GRANTS	4,765,666.67	4,765,666.67	4,765,666.67	4,765,666.67	4,765,666.67	4,765,666.67	57,188,000.04
TOTAL	4,818,177.31	4,818,177.31	4,818,177.31	4,818,177.31	4,818,177.31	4,818,177.31	57,818,127.72

PERFORMANCE BY VOTE	Jul-17			Aug-17		
DEPARTMENTS	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE
Council	567,686.00	54,166.00	488,519.00	567,686.00	54,166.00	488,519.00
Municipal Manager	548,079.00	1,250.00	549,329.00	548,079.00	1,250.00	549,329.00
Corporate Services	1,405,760.00	55,000.00	1,460,760.00	1,405,760.00	55,000.00	1,460,760.00
Planning & Dev.	1,226,533.00	3,333.00	1,229,866.00	1,226,533.00	3,333.00	1,229,866.00
Budget & Treasury	1,083,617.00	6,083.00	1,089,700.00	1,083,617.00	6,083.00	1,089,700.00
TOTALS	4,831,675.00	119,832.00	4,818,174.00	4,831,675.00	119,832.00	4,818,174.00

PERFORMANCE BY VOTE	17-Sep			17-Oct		
DEPARTMENTS	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE
Council	567,686.00	54,166.00	488,519.00	567,686.00	54,166.00	488,519.00
Municipal Manager	548,079.00	1,250.00	549,329.00	548,079.00	1,250.00	549,329.00
Corporate Services	1,405,760.00	55,000.00	1,460,760.00	1,405,760.00	55,000.00	1,460,760.00
Planning & Dev.	1,226,533.00	3,333.00	1,229,866.00	1,226,533.00	3,333.00	1,229,866.00
Budget & Treasury	1,083,617.00	6,083.00	1,089,700.00	1,083,617.00	6,083.00	1,089,700.00
TOTALS	4,831,675.00	119,832.00	4,818,174.00	4,831,675.00	119,832.00	4,818,174.00

PERFORMANCE BY VOTE	Nov-17			Dec-17		
DEPARTMENTS	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE
Council	567,686.00	54,166.00	488,519.00	567,686.00	54,166.00	488,519.00
Municipal Manager	548,079.00	1,250.00	549,329.00	548,079.00	1,250.00	549,329.00
Corporate Services	1,405,760.00	55,000.00	1,460,760.00	1,405,760.00	55,000.00	1,460,760.00
Planning & Dev.	1,226,533.00	3,333.00	1,229,866.00	1,226,533.00	3,333.00	1,229,866.00
Budget & Treasury	1,083,617.00	6,083.00	1,089,700.00	1,083,617.00	6,083.00	1,089,700.00
TOTALS	4,831,675.00	119,832.00	4,818,174.00	4,831,675.00	119,832.00	4,818,174.00

PERFORMANCE BY VOTE	Jan-18			Feb-18		
DEPARTMENTS	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE
Council	567,686.00	54,166.00	488,519.00	567,686.00	54,166.00	488,519.00
Municipal Manager	548,079.00	1,250.00	549,329.00	548,079.00	1,250.00	549,329.00
Corporate Services	1,405,760.00	55,000.00	1,460,760.00	1,405,760.00	55,000.00	1,460,760.00
Planning & Dev.	1,226,533.00	3,333.00	1,229,866.00	1,226,533.00	3,333.00	1,229,866.00
Budget & Treasury	1,083,617.00	6,083.00	1,089,700.00	1,083,617.00	6,083.00	1,089,700.00
TOTALS	4,831,675.00	119,832.00	4,818,174.00	4,831,675.00	119,832.00	4,818,174.00

PERFORMANCE BY VOTE	Mar-18			Apr-18		
DEPARTMENTS	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE
Council	567,686.00	54,166.00	488,519.00	567,686.00	54,166.00	488,519.00
Municipal Manager	548,079.00	1,250.00	549,329.00	548,079.00	1,250.00	549,329.00
Corporate Services	1,405,760.00	55,000.00	1,460,760.00	1,405,760.00	55,000.00	1,460,760.00
Planning & Dev.	1,226,533.00	3,333.00	1,229,866.00	1,226,533.00	3,333.00	1,229,866.00
Budget & Treasury	1,083,617.00	6,083.00	1,089,700.00	1,083,617.00	6,083.00	1,089,700.00
TOTALS	4,831,675.00	119,832.00	4,818,174.00	4,831,675.00	119,832.00	4,818,174.00

PERFORMANCE BY VOTE	May-18			Jun-18		
DEPARTMENTS	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE	OP.EXPENDITURE	CAP.EXPENDITURE	REVENUE
Council	567,686.00	54,166.00	488,519.00	567,686.00	54,166.00	488,519.00
Municipal Manager	548,079.00	1,250.00	549,329.00	548,079.00	1,250.00	549,329.00
Corporate Services	1,405,760.00	55,000.00	1,460,760.00	1,405,760.00	55,000.00	1,460,760.00
Planning & Dev.	1,226,533.00	3,333.00	1,229,866.00	1,226,533.00	3,333.00	1,229,866.00
Budget & Treasury	1,083,617.00	6,083.00	1,089,700.00	1,083,617.00	6,083.00	1,089,700.00
TOTALS	4,831,675.00	119,832.00	4,818,174.00	4,831,675.00	119,832.00	4,818,174.00

5.3 Monthly Outcomes and Projections of expenditure (operating and capital) and revenue for each vote

PERFORMANCE BY VOTE	TOTALS		
DEPARTMENTS	OP. EXPENDITURE	CAP. EXPENDITURE	REVENUE
Council	6812238	650000	6812238
Municipal Manager	6576957	15000	6591957
Corporate Services	16869120	660000	17529120
Planning & Development	14718401	40000	14758401
Budget & Treasury Office	13003409	73000	13076409
TOTALS	57980127	1438000	57818127

6. Service Delivery Targets and Performance Indicators

The service delivery targets and performance indicators below contains the capital service delivery targets and performance indicators as well as the operational service delivery targets and performance indicators for each department and the Council. The service delivery targets and performance indicators contained herein is linked to the municipality's performance management system and when the municipality adopt and make changes to the performance management system also make changes to the service delivery targets and performance indicators of the SDBIP. By cascading performance measures from strategic to operational level, both the IDP and the Service Delivery and Budget Implementation Plan (SDBIP), forms the link to individual performance management. This ensures that performance management at the various levels relate to one another which is a requirement of the Municipal Planning and Performance Regulations and the MFMA. The MFMA specifically requires that the annual performance agreements of managers must be linked to the SDBIP of a municipality and the measurable performance objectives approved with the budget (circular 13 of the MFMA). The SDBIP in essence becomes the main operational tool to translate and manage the performance objectives as formulated in the IDP. The following diagram illustrates the process.



The following abbreviations are used in the service delivery targets and performance indicators:

- KPA - Key Performance Area
- KPI - Key Performance Indicator
- GGPP - Good Governance and Public Participation
- MFVM - Municipal Financial Viability and Management
- MTID - Municipal Transformation and Institutional Development
- LED - Local Economic Development
- BSD - Basic Service Delivery
- MFMA - Municipal Finance Management Act 56 of 2003
- MSA - Municipal Systems Act 32 of 2000
- EEA - Employment Equity Act 55 of 1998
- SDA - Skills Development Act 97 of 1998
- MPPR - Local Government: Municipal Planning and Performance Management Regulations, 2001
- MPR - Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable To Municipal Managers, 2006

7. Planned performance targets for service delivery per quarter

Top Layer Indicators and Targets

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance					
									Target	Actual	Q1	Q2	Q3	Q4
Office of the Municipal Manager														
TL1	Municipal Manager	Accelerate institution transformation	MT&ID	Recruitment and selection	Filling of the vacancy of the Risk Management Officer within 3 months of advertisement	All	Municipal Manager	Appointment Letter	30-09-17	-	-	-	-	1
TL2	Municipal Manager	Accelerate institution transformation	MT&ID	Recruitment and selection	Appointment of all vacant senior management positions by September 2017	All	Municipal Manager	Employment contracts	3	3	-	-	-	-
TL3	Municipal Manager	Accelerate institution transformation	MT&ID	Employments contracts	Entering into performance agreements with the employer within 60 days of date of appointment	All	Municipal Manager	Signed performance agreements	3	3	-	-	-	-
TL4	Municipal Manager	Improve institutional performance	GGPP	Fully Functional Audit Committee	Appointment of Audit Committee	All	Municipal Manager	Appointment letters	2	2	-	-	-	-

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance					
									Target	Actual	Q1	Q2	Q3	Q4
					members by September 2017									
TL5	Municipal Manager	Improve institutional performance	GGPP	Providing support to Local Municipalities through Technical IGR engagements	No. of Technical IGR meetings held	All	Municipal Manager	Minutes of Technical IGR/Attendance register	4		1	1	1	1
TL6	Municipal Manager	Improve institutional performance	GGPP	Improved audit outcomes	Monitoring the implementation of AGSA audit action plan and report quarterly	All	Municipal Manager	Updated Audit Action Plan	4		1	1	1	1
TL7	Municipal Manager	Improve the accuracy and integration of various components of the Financial System to enable proper financial planning and reporting	MFV&M	Ensure compliance with Section 32 of the MFMA	Months without irregular, unauthorised, fruitless and wasteful expenditure	All	Municipal Manager	Expenditure Reports tabled to Council	12		3	3	3	3
TL8	Municipal Manager	Improve institutional performance	GGPP	Enhance the effectiveness of the Shared Audit and Performance Committee	Implementation of the Shared Audit and Performance Committee resolutions	All	Municipal Manager	Updated resolution register	4		1	1	1	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance					
									Target	Actual	Q1	Q2	Q3	Q4
Directorate Finance														
TL9	Financial Services	Improve institutional performance		Oversee the implementation of mSCOA	No of mSCOA reports to Council	All	Director Finance	Minutes of Council	4		1	1	1	1
TL10	Financial Services	To achieve a clean administration for 2017 and beyond	MFV&M	Annual Financial Statements	Compilation AFS on or before 31 Aug 2017 and submission to AGSA	All	Director Finance	Proof of submission	1		1	-	-	-
TL11	Financial Services	To achieve a clean administration for 2017 and beyond	MFV&M	Oversee the review and implementation of the Audit Action Plan	Updated Action Plan	All	Director Finance	Quarterly Reports	4		1	1	1	1
TL12	Financial Services	Improve the accuracy and integration of various components of the Financial System to enable proper financial planning and reporting	MFV&M	Review of journals prior capturing on the financial system(pastel)	Monthly review of journal entries	All	Director Finance	Reviewed journals with supporting evidence	12		3	3	3	3
TL13	Financial	Improve the accuracy and	MFV&M	Ensure that the MSIG	% of MSIG conditional	All	Director	Expenditure	100%		25%	25%	25%	25%

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance					
									Target	Actual	Q1	Q2	Q3	Q4
	Services	integration of various components of the Financial System to enable proper financial planning and reporting		conditional operational grant (Finance allocation) is fully utilised by 30 June 2018	operational grant spent on a quarterly basis		Finance	Reports						
TL14	Financial Services	Improve the accuracy and integration of various components of the Financial System to enable proper financial planning and reporting	MFV&M	Ensure that the FMG conditional operational grant is fully utilised by 30 June 2018	% of FMG conditional operational grant spent on a quarterly basis	All	Director Finance	Expenditure Reports	100%		25%	25%	25%	25%
Directorate Corporate Services														
TL15	Corporate Services	Accelerate institution transformation	MT&ID	Advise the Accounting Officer on the review of the organisational Structure	Organisational Structure adopted by Council in September 2017	All	Director Corporate Services	Council Resolution	1		-	1	-	-
TL16	Corporate	Accelerate institution	MT&ID	Oversee the compilation and	WSP approved by the LLF and	All	Director Corporate	Minutes/Proof of	1					1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance					
									Target	Actual	Q1	Q2	Q3	Q4
	Services	transformation		the submission of the WSP	submitted to LGSETA in April 2018		Services	submission						
TL17	Corporate Services	Accelerate institution transformation	MT&ID	Employment Equity	Monitor and report on the implementation of the Employment Equity Plan	All	Director Corporate Services	Employment equity reports	4		1	1	1	1
TL18	Corporate Services	Accelerate institution transformation	MT&ID	Work Skills Plan	No of trainings planned for the 2017/2018 financial year	All	Director Corporate Services	Annual Training Report	2		1	-	-	1
TL19	Corporate Services	Accelerate institution transformation	MT&ID	Oversee the Review of HR Policy	HR Policy adopted by Council in September 2017	All	Director Corporate Services	Council Resolution	1		-	-	-	1
TL20	Corporate Services	Improve institutional performance	GG&PP	Planning of the sitting of Council and Council Committees	Develop schedule for the sitting of Council and Council Committees and table before Council	All	Director Corporate Services	Approved Schedule	1		1	-	-	-
TL 21	Corporate Services	Improve institutional performance	GG&PP	Oversee the sitting of Council as regulated by the MSA(Act 32 of 2000)	No. of Council meetings	All	Director Corporate Services	Minutes/Attendance Register	4		1	1	1	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance					
									Target	Actual	Q1	Q2	Q3	Q4
TL22	Corporate Services		GG&PP	Implementation of Council Resolutions	100% implementation of Council Resolutions	All	Director Corporate Services	Updated Resolution Register	4		1	1	1	1
TL23	Corporate Services	Accelerate institution transformation	MT&ID	Ensure Functionality of the Local Labour Forum	No. of Local Labour Forum meetings	All	Director Corporate Services	Minutes/Attendance	12		3	3	3	3
TL24		Accelerate institution transformation	MT&ID	Employee Wellness	100% expenditure on the Employee Wellness budget	All	Director Corporate Services	Expenditure Report	100%		25%	25%	25%	25%
TL25	Corporate Services	Accelerate institution transformation	MT&ID	Labour Relations	Concluding all disciplinary cases within 3 months	All	Director Corporate Services	Verdicts of all cases concluded	3 months		1	1	1	1
Directorate Planning and Social Development														
TL26	Planning and Social Development	Facilitate provision of water and sanitation services to all residents of Xhariep	BSD	Maintaining and improving the standard of water quality	Monthly audit samples and compliance to SANS 241	All	Director Planning and Social Development	Quarterly Water quality reports to Council	4		1	1	1	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance					
									Target	Actual	Q1	Q2	Q3	Q4
TL27	Planning and Social Development	Improved employment opportunities	LED	Job Creation	No. of jobs opportunities created through the EPWP	All	Director Planning and Social Development	Appointment letters	190		47	47	48	48
TL28	Planning and Social Development	Responsive economic infrastructure and networks	LED	Ensure participation of all local municipal managers towards the implementation of LED	No of LED Forums	All	Director Planning and Social Development	Minutes/Attendance register/LED reports	4		1	1	1	1
TL29	Planning and Social Development	Create enabling environment of investment	LED	Lobbying of external stakeholders to invest in Xhariep	No. of stakeholder engagement meetings	All	Director Planning and Social Development	Minutes	2		1	-	1	-
TL30	Planning and Social Development	Full compliance with environmental legislation	BSD	Oversee the reporting of EHP's on Waste Management	Quarterly waste management reports on the Waste Information System	All	Director Planning and Social Development	Waste Management Reports	4		1	1	1	1
TL 31	Planning and Social Development	Full compliance with environmental legislation	BSD	Oversee Improvement of EH Audit from the National Department of Health	Monitoring and implementation of the action Plan of the National Department of Health on Environmental	All	Director Planning and Social Development	Updated Action Plan reports	4		1	1	1	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	Area	KPI Owner	Source of Evidence	Overall Performance					
									Target	Actual	Q1	Q2	Q3	Q4
					Health matters									
TL32	Planning and Social Development	Facilitate provision of water and sanitation services to all residents of Xhariep	BSD	Maintaining and improving the standard of water quality	Monthly audit samples and compliance to SANS 241	All	Director Planning and Social Development	Quarterly Water quality reports to Council	4		1	1	1	1
TL33	Planning and Social Development	Provide disaster management, Fire and Rescue Services to the residents of Xhariep	BSD	Support the implementation of the Disaster Management Plan	Attending disaster advisory forums, educational and awareness campaigns	All	Director Planning and Social Development	Advisory forums 4	4		1	1	1	1
								Educational and awareness campaigns 2	2			1		1

8. Departmental Indicators and targets

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
Office of the Municipal Manager															
D1	Municipal Manager	Improve institutional performance	GGPP	Filling of the position of the Risk Management Officer	Risk Management Officer appointed on or before 30 September 2017	Output	Operational	Municipal Manager	Attendance registers	1		-	1	-	-
D2	Municipal Manager	Improve institutional performance	GGPP	Filling of Senior Management vacancies	No. of vacancies filled by 30 September 2017	Output	Operational	Municipal Manager	Appointment letters or contracts	3		3	-	-	-
D3	Municipal Manager	Improve institutional performance	GGPP	Senior Management Performance agreements and employment contracts signed	No. of contracts signed within 60 days of appointment date	Output	Operational	Municipal Manager	Signed employment contracts	4		4	-	-	-
D4	Municipal Manager	Improve institutional performance	GGPP	Improved audit outcomes	Reduction of audit findings by 75% in the 2017/ 2018 financial year	Output	Operational	Municipal Manager	Auditor General Report	75%		-	-	-	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
D5	Municipal Manager	Improve Intergovernmental Relations	GGPP	Strengthening mutual corporation between spheres of government	No. of Technical Intergovernmental Relations meetings held quarterly	Output	Operational	Municipal Manager	Minutes/ Attendance register	4		1	1	1	1
D6	Municipal Manager	Improve institutional performance	GGPP	Functional Internal Audit Unit (MFMA 62(1))	No of quarterly reports prepared for Audit Committee	Output	Operational	Head Internal Audit	Quarterly reports	4		1	1	1	1
D7	Municipal Manager	Improve institutional performance	GGPP	Development of the Risk based audit plan	Risk based audit plan approved by Audit Committee by 31 August 2018	Output	Operational	Head Internal Audit	Minutes of Audit Committee meeting during which RBAP was approved	1		1	-	-	-
D8	Municipal Manager	Improve institutional performance	GGPP	Compilation of the draft Annual Report	Draft Annual Report approved by Council on or before 31 January 2018	Output	Operational	Manager: PMS	Council minutes	1		-	-	1	-
D9	Municipal Manager	Improve institutional performance	GGPP	Compilation of the Oversight Report on Annual Report (MFMA 129(1))	Oversight Report adopted by Council on or	Output	Operational	Manager: PMS	Council minutes	1		-	-	1	-

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
				and MSA 46(2)	before 31 March 2018										
D10	Municipal Manager	Improve institutional performance	GGPP	Mid- Year review of the performance of the municipality (MFMA S72)	Mid-year report submissions (Mayor, Provincial and National Treasury) by 25 January 2018	Output	Operational	Manager: PMS	Signed S72 Report and proof of submission	1		-	-	1	-
D11	Municipal Manager	Improve institutional performance	GGPP	Implement Council Resolutions within prescribed timeframe stipulated on system	% resolutions implemented within timeframe	Output	Operational	Municipal Manager	Resolution Report	100%		100%	100%	100%	100%
Financial Services															
D12	Financial Services	Improve the accuracy and integration of various components of the Financial System to enable proper financial planning and	MFV&M	Production of annual Audit file	No of Audit files produced by mid-August	Output	Operational	Director Finance	Audit Files	1		1	-	-	-

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
		reporting													
D13	Financial Services	Improve the accuracy and integration of various components of the Financial System to enable proper financial planning and reporting	MFV&M	Alignment of all financial systems with mSCOA	Transacting on mSCOA system as at 01 July 2017	Output	Operational	Director Finance	Confirmation from National Treasury	On going		1	1	1	1
D14	Financial Services	Improve the accuracy and integration of various components of the Financial System to enable proper financial planning and reporting	MFV&M	Closing of all municipal financial accounts at the end of each month in terms of sec 65 of the MFMA	No of monthly reports	Output	Operational	Director Finance	System Manager reports	12		3	3	3	3
D15	Financial Services	Improve the accuracy and integration of various components of the Financial System to enable proper financial planning and reporting	MFV&M	No of creditors reconciliations done monthly (30 days)	No of creditors reconciliation reports submitted	Output	Operational	Manager Expenditure	Creditors reconciliation report	12		3	3	3	3
D16	Financial	Improve the accuracy and	MFV&M	Financial Viability: Cost	Cost coverage ((Available	Output	Operational	Manager	Expenditure Report / S72	>1		>1	>1	>1	>1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
	Services	integration of various components of the Financial System to enable proper financial planning and reporting		coverage (Reg 796)	cash+ investments)/ Monthly fixed operating expenditure (SA8)			Reporting	Report						
D17	Financial Services	Improve the accuracy and integration of various components of the Financial System to enable proper financial planning and reporting	MFV&M	Financial Viability: Debt coverage (Reg 796)	Debt coverage (Total operating revenue- operating grants received)/debt service payments due within the year) (SA8)	Output	Operational	Manager Reporting	Expenditure Report / S72 Report	>1		>1	>1	>1	>1
D18	Financial Services	Improve the accuracy and integration of various components of the Financial System to enable proper financial planning and reporting	MFV&M	Monthly notification of awards over R 100 000	List of awards	Output	Operational	Manager SCM	Purchase Report	12		3	3	3	3
D19	Financial Services	Improve the accuracy and integration of various components	MFV&M	Effective management of payroll by providing the	Monthly reports to management in terms of	Output	Operational	Manager Expenditure and payroll	No of Monthly reports	12		3	3	3	3

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
		of the Financial System to enable proper financial planning and reporting		section 66 payroll report on a monthly basis	section 66 of the MFMA										
D20	Financial Services	Improve the accuracy and integration of various components of the Financial System to enable proper financial planning and reporting	MFV&M	Ensure the submission of IRP5's	IRP5's submitted not later than 30 May 2018 to SARS	Output	Operational	Manager Expenditure and payroll	IRP submission report	30-05-18		-	-	-	1
D21	Financial Services	Improve the accuracy and integration of various components of the Financial System to enable proper financial planning and reporting	MFV&M	Monthly salary reconciliations	No of reconciliations done	Output	Operational	Manager Expenditure and payroll	Salary reconciliation	12		3	3	3	3
D22	Financial Services	Improved institutional performance	GGPP	Implement Council Resolutions within prescribed timeframe stipulated on system	% resolutions implemented within timeframe	Output	Operational	Director Finance	Resolution report	95%		95%	95%	95%	95%

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
Directorate Corporate Services															
D23	Corporate Services	Improved institutional performance	GGPP	Draw quarterly resolution execution report for all directorates	No of reports	Output	Operational	Manager Administration	Quarterly execution report	4		1	1	1	1
D24	Corporate Services	Improved institutional performance	GGPP	Implement Council resolutions within required timeframe	% of Council resolutions implementation within required timeframe	Output	Operational	Manager Administration	Resolution Register	100%		100%	100%	100%	100%
D25	Corporate Services	Improved institutional performance	GGPP	Monitoring Council resolutions to ensure implementation	Resolution register submitted to Council on a quarterly basis	Output	Operational	Manager Administration	Resolution Report	4		1	1	1	1
D26	Corporate Services	Accelerate institution transformation	MT&ID	Employee reward system developed	Lower level employees entering into performance agreements with the employer as at 01 July 2017	Output	Operational	HR Manager	Signed EPAS forms by all lower level employees	1		1	-	-	-
D27	Corporate Services	Accelerate institution transformation	MT&ID	Review of the Human Resource	Adoption of the Human Resource	Output	Operational	HR Manager	Council Resolution on the adoption	1		-	1	-	-

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
				Management Policy	Management Policy on or before 31 December 2017				of the HR Policy						
D28	Corporate Services	Accelerate institution transformation	MT&ID	Development of the Works Skills Plan	WSP approved by the LLF and submitted to the LGSETA on or before 30 April 2018	Output	Operational	HR Manager	Minutes / Proof of submission	30-04-18		-	-	-	1
D29	Corporate Services	Accelerate institution transformation	MT&ID	Implementation of the Employment Equity Plan	% of employees from the designated groups	Output	Operational	HR Manager	Employment equity report/Employee Data base	95%		95%	95%	95%	95%
D30	Corporate Services	Accelerate institution transformation	MT&ID	Occupational Health and Safety	Occupational Health and Safety quarterly inspections	Output	Operational	HR Manager	OHS Reports	4		1	1	1	1
D31	Corporate Services	Accelerate institution transformation	MT&ID	Employee Wellness	100% Expenditure on employee wellness budget	Output	Operational	HR Manager	Expenditure Report	100%		25%	25%	25%	25%
Directorate Planning and Social Development															
D32	Planning and Social Development	Improved employment opportunities	LED	Implementation of the Expanded Public Works	No of monthly reports on the EPWP progress, grant,	Output	Operational	Manager EPWP	EPWP Monthly reports	12		3	3	3	3

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
				Programme (EPWP)	staff and wages paid submitted to the MM/ Council										
D33	Planning and Social Development	Improved employment opportunities	LED	Report on the implementation of the EPWP	No. of EPWP steering committee meetings held quarterly	Output	Operational	Manager EPWP	Quarterly reports	4		1	1	1	1
D34	Planning and Social Development	Improved employment opportunities	LED	Expenditure of the EPWP Grant	100% Expenditure by end of June 2018	Output	Operational	Manager EPWP	Report on the expenditure of grants	100%		20%	44%	72%	100%
D35	Planning and Social Development	Improve public participation	GGPP	Develop IDP / Budget (Time schedule of key deadlines (Process Plan) (MSA 28 / MFMA 21)	Approved IDP Framework and Process Plan on or before 31 Aug 2017	Output	Operational	Manager IDP	Council minutes	31-08-17		1	-	-	-
D36	Planning and Social Development	Improve public participation	GGPP	IDP and Budget Public Participation meetings	No of meetings held before the approval of the IDP and Budget	Output	Operational	Manager IDP	Public Participation Report	3		-	-	-	3
D37	Planning and Social Development	Improve public participation	GGPP	Compile final IDP (MSA 34)	Final IDP approved by Council on or before 30 June	Output	Operational	Manager IDP	Council minutes	30.06. 18		-	-	-	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
					2018										
D38	Planning and Social Development	Sustainable tourism destinations	LED	Development of Tourism brochures	No. of tourism brochures developed by 30 June 2018	Output	Operational	Manager LED	No. of reports submitted	50		-	-	-	50
D39	Planning and Social Development	Sustainable tourism destinations	LED	Making tourism awareness to schools and communities	No. of tourism awareness campaigns conducted quarterly	Output	Operational	Manager LED	Reports/attendance registers	4		1	1	1	1
D40	Planning and Social Development	Vibrant, equitable, sustainable rural economic communities	LED	Quarterly District LED Forums	No. of Quarterly District LED Forums held	Output	Operational	Manager LED	Reports/attendance registers	4		1	1	1	1
D41	Planning and Social Development	Vibrant, equitable, sustainable rural economic communities	LED	SMME Support	No. of businesses supported	Output	Operational	Manager LED	Reports on the no. businesses supported	4		-	-	-	4
D42	Planning and Social Development	Create enabling environment of investment	LED	Xhariep Heritage Event	No. of businesses and local artists that benefit out of the event	Output	Operational	Manager LED	Attendance Register of local artists and businesses	15		-	15	-	-
D43	Planning and Social Development	Provide environmental health services to the residents of	BSD	Environmental Health services	No. of person attending Health Education programmes/pr	Output	Operational	Environmental Health Manager	Attendance registers/Invitations	1200		300	300	300	300

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
		Xhariep			jects										
D44	Planning and Social Development	Facilitate provision of water and sanitation services to all residents of Xhariep	BSD	Water quality monitoring	No of quarterly water quality reports submitted to Council	Output	Operational	Environmental Health Manager	Council minutes	4		1	1	1	1
D45	Planning and Social Development	Facilitate provision of water and sanitation services to all residents of Xhariep	BSD	Water quality monitoring	No of water quality samples collected per local municipality	Output	Operational	Environmental Health Manager	Laboratory results	Mohokare 72		18	18	18	18
										Letsemeng 108		27	27	27	27
										Kopanong 216		54	54	54	54
D46	Planning and Social Development	Facilitate provision of water and sanitation services to all residents of Xhariep	BSD	Improve service delivery to communities	No of quarterly sanitation quality reports submitted to Management/ Council	Output	Operational	Environmental Health Manager	Management/Council minutes	4		1	1	1	1
D47	Planning and Social Development	Provide environmental health services to the residents of	BSD	Improve service delivery to communities	No of quarterly waste water samples taken per local	Output	Operational	Environmental Health Manager	Laboratory results	Mohokare 12		3	3	3	3
										Kopanong 16		4	4	4	4

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
		Xhariep			municipality					Letsemeng 8		2	2	2	2
D48	Planning and Social Development	Full compliance with environmental legislation	BSD	Improve service delivery to communities	No of milk samples collected	Output	Operational	Environmental Health Manager	Laboratory results	Water 8		-	4	-	4
D49	Planning and Social Development	Provide environmental health services to the residents of Xhariep	BSD	Environmental Health services	No of Environmental Health awareness conducted	Output	Operational	Environmental Health Manager	Project progress reports	15		2	5	4	4
D50	Planning and Social Development	Improved institutional performance	GGPP	Implement Council Resolutions within prescribed timeframe stipulated on system	% resolutions implemented within timeframe	Output	Operational	Director Planning & Social Development	Resolution Report	100%		100%	100%	100%	100%
D51	Planning and Social Development	Provide disaster management, Fire and Rescue Services to the residents of Xhariep	BSD	Disaster Management	No of municipal disaster management advisory forum meetings held (section 51 of the Disaster Management Act 2002)	Output	Operational	Manager: Disaster Management	Attendance Register/ minutes	4		1	1	1	1

Ref	Directorate	IDP Objective	KPA	KPI	Unit of Measurement	KPI Concept	KPI Type	KPI Owner	Source of Evidence	Overall Performance					
										Target	Actual	Q1	Q2	Q3	Q4
D52	Planning and Social Development	Provide disaster management, Fire and Rescue Services to the residents of Xhariep	BSD	Disaster Management	No of disaster management progress reports submitted to Council	Output	Operational	Manager Disaster Management	Council minutes	4		1	1	1	1
D53	Planning and Social Development	Provide disaster management, Fire and Rescue Services to the residents of Xhariep	BSD	Disaster Management	No of Disaster Management awareness sessions held in the District	Output	Operational	Manager Disaster Management	Minutes/ attendance registers	2		-	1	-	1

9. Ward information for expenditure and service delivery and detailed capital works plan broken down by ward over three years

Municipal Vote/Capital project	Ref	Program/Project description	Project number	IDP Goal code 2	Individually Approved (Yes/No)	Asset Class	Asset Sub-Class	GPS co-ordinates	Total Project Estimate	Prior year outcomes		2017/18 Medium Term Revenue & Expenditure Framework			Project information	
										Audited Outcome 2015/16	Current Year 2016/17 Full Year Forecast	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20	Ward location	New or renewal
R thousand	4				6	3	3	5								
Parent municipality: <i>List all capital projects grouped by Municipal Vote</i>																
Council		vehicle of the mayor			Yes				650			650				
		Office furniture and equipment			Yes				135				135	98		
Municipal manager		Office furniture and equipment							15			15	124	100		
Corporate services		Vehicle of the speaker							650			650				
		Office furniture and equipment							538			10	275	253		
Planning and social development		Office furniture and equipment							202			40	100	62		
Budget and treasury		Office furniture and equipment							235			73	90	72		
Parent Capital expenditure	1											1,438	724	584		
Entity Capital expenditure										-	-	-	-	-		
Total Capital expenditure										-	-	1,438	724	584		

10. Approval of Service Delivery and Budget Implementation Plan

Being a management and implementation plan (not a policy proposal) the SDBIP is not required to be approved by council. It is however tabled before Council and made public for information and for purposes of monitoring. According to Section 53 of the MFMA, the Executive Mayor is expected to approve the SDBIP within 28 days after the approval of the budget. This section requires him or her to take all reasonable steps to ensure that the SDBIP is approved within 28 days. In addition, the Executive Mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators as set out in the SDBIP are circulated or made public within 14 days after its approval.

Xhariep's Final SDBIP was concluded along with the IDP and Annual Budget 2017/2018. All levels of the SDBIP have been formally submitted by the Municipal Manager to the Executive Mayor within 14 days after the approval of the Budget and will subsequently be approved by the Executive Mayor within 28 days. Therefore, the Executive Mayor will circulate these planning, monitoring and evaluation tools to the general public within 14 days after his approval.

SUBMITTED BY: _____ **(MUNICIPAL MANAGER)**

DATE : 26 June 2017

APPROVED BY : _____ **(EXECUTIVE MAYOR)**

DATE : 26 June 2017