

*DRAFT: Service Delivery Budget Implementation Plan
(SDBIP) of Nama Khoi Municipality 2011/2012*



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1. Introduction

This document provides for the annual submission of the Service Delivery and Budget Implementation Plan (SDBIP) as required in terms of the Municipal Finance Management Act. It should be read in conjunction with the Municipality's Integrated Development Plan (IDP), Budget and Strategic Business Unit Business Plans for the financial year 2011/ 2012.

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

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

2. Legislative Framework in terms of MFMA

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

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

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

- (a) Projections for each month of the year
 - (i) Revenue to be collected, by source; and
 - (ii) Operational and capital expenditure, by vote;
- (b) Service delivery targets and performance indicators for each quarter;
- (c) Any other matters that may be prescribed, and includes any revisions of such plan by the mayor in terms of section 54(1)(c);

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

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

3. Budget breakdown in terms of the IDP

Key Performance Area	Priorities	Operating Expenditure 2011/2012	Capital Expenditure 2011/2012	Revenue 2011/2012	Surplus / (Deficit) 2011/2012
Basic Service Delivery (BSD)	1	78,687,204	18,979,000	87,765,355	(9,900,849)
Municipal Institutional Development and Transformation (MIDT)	5	0	0	0	0
Local Economic Development (LED)	4	770 931	0	823 016	52,085
Municipal Financial Viability and Management (MFVM)	3	13,889,481	0	51,310,954	37,421,473
Good Governance and Public Participation (GGPP)	2	36,264,235	4,650,000	13,341,526	(27,572,709)
Total Budget		129,611,851	23,629,000	153,240,851	0

4. The SDBIP Concept

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

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

5. Components of the SDBIP

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

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

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

Vote Description	July R	August R	September R	October R	November R	December R	January R	February R	March R	April R	May R	June R
Property Rates - Budget	1 563	1 563	1 563	1 563	1 563	1 563	1 563	1 563	1 563	1 563	1 563	1 563
Property Rates – Actual												
Service charges – electricity – Budget	3 470	3 470	3 470	3 470	3 470	3 470	3 470	3 470	3 470	3 470	3 470	3 470
Service charges – electricity – Actual												
Service charges – water – Budget	1 372	1 372	1 372	1 372	1 372	1 372	1 372	1 372	1 372	1 372	1 372	1 372
Service charges – water – Actual												
Service charges – sanitation – Budget	393	393	393	393	393	393	393	393	393	393	393	393
Service charges – sanitation – Actual												
Service charges – refuse – Budget	491	491	491	491	491	491	491	491	491	491	491	491
Service charges – refuse – Actual												
Service charges – Other – Budget	225	225	225	225	225	225	225	225	225	225	225	225
Service charges – Other – Actual												
Rental of Facilities & Equipment – Budget	108	108	108	108	108	108	108	108	108	108	108	108
Rental of Facilities & Equipment – Actual												
Interest earned – external investments – Budget	45	45	45	45	45	45	45	45	45	45	45	45
Interest earned – external investments – Actual												
Interest earned – outstanding debtors – Budget	36	36	36	36	36	36	36	36	36	36	36	36
Interest earned – outstanding debtors – Actual												
Fines – Budget	19	19	19	19	19	19	19	19	19	19	19	19
Fines – Actual												
Licences & Permits – Budget	84	84	84	84	84	84	84	84	84	84	84	84
Licences & Permits – Actual												
Grants – operating – Budget	2 484	2 484	2 484	2 484	2 484	2 484	2 484	2 484	2 484	2 484	2 484	2 484
Grants – operating – Actual												
Grants – capital (incl grants other mun) – Budget	0	0	0	2 953 625	2 953 625	2 953 625	2 953 625	2 953 625	2 953 625	2 953 625	2 953 625	2 953 625
Grants – capital (incl grants other mun) – Actual												
Other – Budget	509	509	509	509	509	509	509	509	509	509	509	509
Other – Actual												
Total Revenue – Budget	10 801	10 801	10 801	2 964 426	2 964 426	2 964 426	2 964 426	2 964 426	2 964 426	2 964 426	2 964 426	2 964 426
Total Revenue – Actual	0	0	0	0	0	0	0	0	0	0	0	0

**DIRECTORATE: OFFICE OF THE
ACTING MUNICIPAL MANAGER
MR M BOOYSEN**

Monthly projections of expenditure (operating and capital) and revenue

	July			August			September			October			November			December		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R
Directorate: Acting Municipal Manager																		
Vote: Internal Audit - Budget	91 390	0	0	91 390	0	0	91 390	0	0	91 390	0	0	91 390	0	0	91 390	0	0
Vote: Internal Audit – Actual																		

Monthly projections of expenditure (operating and capital) and revenue (*continued*)

	January			February			March			April			May			June		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R
Department: Acting Municipal Manager																		
Vote: Internal Audit – Budget	91 390	0	0	91 390	0	0	91 390	0	0	91 390	0	0	91 390	0	0	91 390	0	0
Vote: Internal Audit – Actual																		

Quarterly Projections of Service Delivery Targets and Performance Indicators

Directorate: Acting Municipal Manager (1)
2011/2012 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Jul 2011		Month Ending Aug 2011		Month Ending Sept 2011		Month Ending Oct 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Ensure that the audit committee sits into the relevant regulation	Minutes of the audit committee	4 x Minutes					1 x minutes			
MFVM	Reports quarterly to the municipal manager	Quarterly reports	4 x Reports					1 x report			
MFVM	Report quarterly to the audit committee	Quarterly reports to audit committee	4 x Reports					1 x report			
MFVM	Compile an Annual Risk Based Audit Plan	Annual Risk Based Audit Plan	1 x Plan	1 x Plan							
MFVM	Implement the Annual Risk Based Audit Plan and report quarterly	Quarterly report on the implementation of the plan	4 x Reports					1 x report			
MFVM	Compile a quarterly report on the audit of the performance management system	Quarterly reports on performance management audits	4 x Reports					1 x report			
MFVM	Review the Audit Committee charter annually	Reviewed Audit committee charter		1 x review							
MFVM	Review the Internal Audit Charter annually	Reviewed Internal audit charter		1 x review							

Directorate: Acting Municipal Manager (2)
2011/2012 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Nov 2011		Month Ending Dec 2011		Month Ending Jan 2012		Month Ending Feb 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	INTERNAL AUDIT										
MFVM	Ensure that the audit committee sits into the relevant regulation	Minutes of the audit committee	4 x Minutes			1 x minutes					
MFVM	Reports quarterly to the municipal manager	Quarterly reports	4 x Reports			1 x report					
MFVM	Report quarterly to the audit committee	Quarterly reports	4 x Reports			1 x report					
MFVM	Compile an Annual Risk Based Audit Plan	Annual Risk Based Audit Plan	1 x Plan								
MFVM	Implement the Annual Risk Based Audit Plan and report quarterly	Quarterly reports	4 x Reports			1 x report					
MFVM	Compile a quarterly report on the audit of the performance management system	Quarterly reports	4 x Reports			1 x report					
MFVM	Review the Audit Committee charter annually	Reviewed Audit committee charter									
MFVM	Review the Internal Audit charter annually	Reviewed Internal audit charter									

Directorate: Acting Municipal Manager (3)
2011/2012 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Mar 2012		Month Ending Apr 2012		Month Ending May 2012		Month Ending Jun 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	INTERNAL AUDIT										
MFVM	Ensure that the audit committee sits into the relevant regulation	Minutes of the audit committee	4 x Minutes	1 x minutes				1 x minutes			
MFVM	Reports quarterly to the municipal manager	Quarterly reports	4 x Reports	1 x report				1 x report			
MFVM	Report quarterly to the audit committee	Quarterly reports	4 x Reports	1 x report				1 x report			
MFVM	Compile an Annual Risk Based Audit Plan	Annual Risk Based Audit Plan	1 x Plan								
MFVM	Implement the Annual Risk Based Audit Plan and report quarterly	Quarterly reports	4 x Reports	1 x report				1 x report			
MFVM	Compile a quarterly report on the audit of the performance management system	Quarterly reports	4 x Reports	1 x report				1 x report			
MFVM	Review the Audit Committee charter annually	Reviewed Audit committee charter									
MFVM	Review the Internal Audit charter annually	Reviewed Internal audit charter									

DIRECTORATE: CORPORATE SERVICES

(.....)

(Acting)

Monthly projections of expenditure (operating and capital) and revenue

Vote Description	July			August			September			October			November			December		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R
Directorate: Corporate Services																		
Vote: Finance & Admin (Corporate 06) – Budget	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221
Vote: Finance & Admin (Corporate 06) – Actual																		
Vote: Finance & Admin (Properties 10) – Budget	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169
Vote: Finance & Admin (Properties 10) – Actual																		
Vote: Finance & Admin (Human Resources) – Budget	2 500	0	0	2 500	0	0	2 500	0	0	2 500	0	0	2 500	0	0	2 500	0	0
Vote: Finance & Admin (Human Resources) – Actual																		
Vote: Finance & Admin (Offices 023) – Budget	72 466	0	0	72 466	0	0	72 466	0	0	72 466	0	0	72 466	0	0	72 466	0	0
Vote: Finance & Admin (Offices 023) – Actual																		
Total – Budget	866 307		180 390	866 307		180 390	866 307		180 390	866 307		180 390	866 307		180 390	866 307		180 390
Total – Actual	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Monthly projections of expenditure (operating and capital) and revenue (continued)

Vote Description	January			February			March			April			May			June		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev ROOO
Department: Corporate Services																		
Vote: Finance & Admin (Corporate 06) – Budget	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221	718 997	0	86 221
Vote: Finance & Admin (Corporate 06) – Actual																		
Vote: Finance & Admin (Properties 10) – Budget	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169	72 344	0	94 169
Vote: Finance & Admin (Properties 10) – Actual																		
Vote: Finance & Admin (Human Resources) – Budget	2 500	0	0	2 500	0	0	2 500	0	0	2 500	0	0	2 500	0	0	2 500	0	0
Vote: Finance & Admin (Human Resources) – Actual																		
Vote: Finance & Admin (Offices 023) – Budget	72 466	0	0	72 466	0	0	72 466	0	0	72 466	0	0	72 466	0	0	72 466	0	0
Vote: Finance & Admin (Offices 023) – Actual																		
Total – Budget	866 307		180 390	866 307		180 390	866 307		180 390	866 307		180 390	866 307		180 390	866 307		180 390
Total – Actual	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Quarterly Projections of Service Delivery Targets and Performance Indicators

Directorate: Corporate Services (1)
2011/2012 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Jul 2011		Month Ending Aug 2011		Month Ending Sept 2011		Month Ending Oct 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
COUNCIL SECRETARY SERVICES											
GGPP	Compilation and distribution of Agendas for Council meetings 7 days prior to the meeting	Number of agendas distributed	6 x Agendas	1 x agenda	Fully functional			1 x agenda			
GGPP	Compilation and distribution of Agendas for Council Committee (Executive; Social; Infrastructure; Economic & Institutional) meetings 7 days prior to the meeting	Number of agendas distributed	48 x Agendas	4 x agendas	Fully functional	4 x agendas		4 x agendas		4 x agendas	
GGPP	Compilation and safe keeping of minutes of all meetings of the Council and its Committees. (Not later than 7 days after meeting)	Number of minutes	54 x Minutes	5 x minutes	Fully functional	4 x minutes		5 x minutes		4 x minutes	
GGPP	Ensure that all Council resolutions assigned to the Administration Segment are executed/receive attention within ten (10) working days after such decision is forwarded by the Municipal Manager. (Including Special Council meetings)	Sets of Council resolutions	12 x Sets of Resolutions	1 x set	Fully functional	1 x set		1 x set		1 x set	
GGPP	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	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Quarterly Recommendations on and updating of Standard Operational Procedures ("SOP's) for the effective functioning of the Administration Segment.	Quarterly reports	4 x Reports		Fully functional			1 x report			
RECORD MANAGEMENT											
GGPP	Incoming correspondence (letters, facsimiles, e-mail, memorandums) daily input on computer 100%	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Obtain disposal authority for all closed filing systems and proceed with the closing process annually	Report annually	1 x Report	1 x report	Not fully functional						
GGPP	Input and filing of all contracts/agreements concluded by the municipality (100%)	Quarterly reports	4 x Reports		Not fully functional			1 x report			
GGPP	Maintenance of an effective record system annually	Report annually	1 x Report	1 x report	Not fully functional						
LEGISLATION											
GGPP	Update policies systems, procedures, bylaws. Contracts and agreements and clear office instructions in place annually.	Report annually	1 x Report		Fully functional						
GGPP	Recordkeeping and availability of applicable legislation update annually	Report annually	1 x Report		Fully functional						
ADMINISTRATION											
GGPP	Promotion of access to Information Act – Amend Manual / Handle requests	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Supply of ad hoc community services at cost – (Photostat & faxes)	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Inform staff of council meeting resolutions	Minutes of department meetings	12 x Minutes	1 x minutes	Fully functional	1 x minutes		1 x minutes		1 x minutes	

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Jul 2011		Month Ending Aug 2011		Month Ending Sept 2011		Month Ending Oct 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	SPATIAL DEVELOPMENT/TOWN PLANNING/LAND USE MANAGEMENT										
GGPP	Compile a Spatial Development Framework (SDF)	Spatial Development Framework	1 x SDF		Fully functional			1 x SDF			
GGPP	Spatial Development Framework fully approved by all role-players	Minutes of approval meeting	1 x Minutes		Fully functional			1 x minutes			
GGPP	100% of all Land Use applications finalised monthly	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	100% of all zoning certificates issued within a period of 5 working days after an application is approved	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Ensure that all correspondence marked out to the Planning Segment receives attention within three (3) working days after receipt from the Registration Office	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Attend to town planning matters received within 3 days as per approved procedures	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Finalise all matters as prescribed by legislation which overlap with development planning within 90 days	Quarterly reports	4 x Reports		Fully functional			1 x report			
	HUMAN RESOURCES										
GGPP	Improving of current employment contracts in terms of applicable legislation	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Update job descriptions and duty lists	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Upgrade current policies and compile new policies	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Design an induction program	Induction programme	1 x Program		Not fully functional			1 x program			
GGPP	Compile and submit a Skills Development Plan (SDP)	Skills Development Plan	1 x SDP		Not fully functional			1 x SDP			
GGPP	Compile and submit Workplace Skills Plan (WSP)	Work Place Skills Plan	1 x WSP		Fully functional			1 x WSP			
GGPP	Report monthly on the implementation of Skills Development Plan (WSP)	Monthly Reports	12 x Reports	1 x report	Not fully functional Not fully functional	1 x report		1 x report		1 x report	
GGPP	Report quarterly on the implementation of the Workplace Skills Place (WSP)	Quarterly Reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Ensure money is reclaimed from SETA	Quarterly Reports	4 x Reports		Fully functional			1 x report			
GGPP	Ensure effective control over leave management on a monthly basis	Monthly Reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Review and submit the Employment Equity Plan	Employment Equity Plan	1 x Plan		Fully functional			1 x plan			
GGPP	Manages health and safety issues and report monthly	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Establishment of a health and safety committee	Operational health and safety committee	1 x Committee		Not fully functional			1 x committee			
GGPP	Establishment of a training committee	Operational Training committee	1 x Committee		Not fully functional			1 x committee			

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Jul 2011		Month Ending Aug 2011		Month Ending Sept 2011		Month Ending Oct 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
PROPERTIES											
GGPP	Report monthly on inspections held after every usage of all halls	Monthly reports	12 x reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Reconcile the inspection reports with the booking register and report monthly	Monthly reports	12 x reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Report quarterly on the condition of all municipal buildings/properties	Quarterly reports	4 x reports		Fully functional			1 x report			
GGPP	Report monthly on all repairs undertaken on buildings/properties	Monthly reports	12 x reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
CAPITAL PROJECTS											
GGPP	Upgrading of municipal buildings	Bi- monthly reports	6 x reports	1 x report	Fully functional			1 x report			
GGPP	Maintenance on municipal buildings	Bi- monthly reports	6 x reports	1 x report	Fully functional			1 x report			

Directorate: Corporate Services (2)
2011/2012 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Nov 2011		Month Ending Dec 2011		Month Ending Jan 2012		Month Ending Feb 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
COUNCIL SECRETARY SERVICES											
GGPP	Compilation and distribution of Agendas for Council meetings 7 days prior to the meeting	Number of agendas distributed	6 x Agendas	1 x agenda	Fully functional			1 x agenda			
GGPP	Compilation and distribution of Agendas for Council Committee (Executive; Social; Infrastructure; Economic & Institutional) meetings 7 days prior to the meeting	Number of agendas distributed	48 x Agendas	4 x agendas	Fully functional	4 x agendas		4 x agendas		4 x agendas	
GGPP	Compilation and safe keeping of minutes of all meetings of the Council and its Committees. (Not later than 7 days after meeting)	Number of minutes	54 x Minutes	5 x minutes	Fully functional	4 x minutes		5 x minutes		4 x minutes	
GGPP	Ensure that all Council resolutions assigned to the Administration Segment are executed/receive attention within ten (10) working days after such decision is forwarded by the Municipal Manager. (Including Special Council meetings)	Sets of Council resolutions executed	12 x Sets of Resolutions	1 x set	Fully functional	1 x set		1 x set		1 x set	
GGPP	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	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Quarterly Recommendations on and updating of Standard Operational Procedures ("SOP's) for the effective functioning of the Administration Segment.	Report on Quarterly review of "SOP's"	4 x Reports		Fully functional	1 x report					
RECORD MANAGEMENT											
GGPP	Incoming correspondence [letters, facsimiles, e-mail, memorandums) daily input on computer 100%	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Obtain disposal authority for all closed filing systems and proceed with the closing process annually	Report annually	1 x Report		Not fully functional						
GGPP	Input and filing of all contracts/agreements concluded by the municipality (100%)	Quarterly reports	4 x Reports		Not fully functional	1 x report					
GGPP	Maintenance of an effective record system annually	Report annually	1 x Report	1 x report	Not fully functional						

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Nov 2011		Month Ending Dec 2011		Month Ending Jan 2012		Month Ending Feb 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	LEGISLATION										
GGPP	Update policies systems, procedures, bylaws. Contracts and agreements and clear office instructions in place annually.	Report annually			Fully functional	1 x Report					
GGPP	Recordkeeping and availability of applicable legislation update annually	Report annually			Fully functional	1 x Report					
	ADMINISTRATION										
GGPP	Promotion of access to Information Act – Amend Manual / Handle requests	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Supply of ad hoc community services at cost – (Photostat & faxes)	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Inform staff of council meeting resolutions	Minutes of department meetings	12 x Minutes	1 x minutes	Fully functional	1 x minutes		1 x minutes		1 x minutes	
	SPATIAL DEVELOPMENT/TOWN PLANNING/LAND USE MANAGEMENT										
GGPP	Compile a Spatial Development Framework (SDF)	Spatial Development Framework	1 x SDF		Fully functional						
GGPP	Spatial Development Framework fully approved by all role-players	Minutes of approval meeting	1 x Minutes		Fully functional						
GGPP	100% of all Land Use applications finalised monthly	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	100% of all zoning certificates issued within a period of 5 working days after an application is approved	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Ensure that all correspondence marked out to the Planning Segment receives attention within three (3) working days after receipt from the Registration Office	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Attend to town planning matters received within 3 days as per approved procedures	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Finalise all matters as prescribed by legislation which overlap with development planning within 90 days	Quarterly reports	4 x Reports		Fully functional	1 x report					
	HUMAN RESOURCES										
GGPP	Improving of current employment contracts in terms of applicable legislation	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Update job descriptions and duty lists	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Upgrade current policies and compile new policies	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Design an induction program	Induction programme	1 x Program		Not fully functional						
GGPP	Compile and submit a Skills Development Plan (SDP)	Skills Development Plan	1 x SDP		Not fully functional						
GGPP	Compile and submit Workplace Skills Plan (WSP)	Work Place Skills Plan	1 x WSP		Fully functional						
GGPP	Report monthly on the implementation of Skills Development Plan (WSP)	Monthly Reports	12 x Reports	1 x report	Not fully functional Not fully functional	1 x report		1 x report		1 x report	

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Nov 2011		Month Ending Dec 2011		Month Ending Jan 2012		Month Ending Feb 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
GGPP	Report quarterly on the implementation of the Workplace Skills Place (WSP)	Quarterly Reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Ensure money is reclaimed from SETA	Quarterly Reports	4 x Reports		Fully functional	1 x report					
GGPP	Ensure effective control over leave management on a monthly basis	Monthly Reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Review and submit the Employment Equity Plan	Employment Equity Plan	1 x Plan		Fully functional						
GGPP	Manages health and safety issues and report monthly	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Establishment of a health and safety committee	Operational health and safety committee	1 x Committee		Not fully functional						
GGPP	Establishment of a training committee	Operational Training committee	1 x Committee		Not fully functional						
PROPERTIES											
GGPP	Report monthly on inspections held after every usage of all halls	Monthly reports	12 x reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Reconcile the inspection reports with the booking register and report monthly	Monthly reports	12 x reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Report quarterly on the condition of all municipal buildings/properties	Quarterly reports	4 x reports		Fully functional			1 x report			
GGPP	Report monthly on all repairs undertook on buildings/properties	Monthly reports	12 x reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
CAPITAL PROJECTS											
GGPP	Upgrading of municipal buildings	Bi- monthly reports	6 x reports	1 x report	Fully functional			1 x report			
GGPP	Maintenance on municipal buildings	Bi- monthly reports	6 x reports	1 x report	Fully functional			1 x report			

Directorate: Corporate Services (3)

2011/2012 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
COUNCIL SECRETARY SERVICES											
GGPP	Compilation and distribution of Agendas for Council meetings 7 days prior to the meeting	Number of agendas distributed	6 x Agendas	1 x agenda	Fully functional			1 x agenda			
GGPP	Compilation and distribution of Agendas for Council Committee (Executive; Social; Infrastructure; Economic & Institutional) meetings 7 days prior to the meeting	Number of agendas distributed	48 x Agendas	4 x agendas	Fully functional	4 x agendas		4 x agendas		4 x agendas	
GGPP	Compilation and safe keeping of minutes of all meetings of the Council and its Committees. (Not later than 7 days after meeting)	Number of minutes compiled and kept safe	42 x Minutes	5 x minutes	Fully functional	4 x minutes		5 x minutes		4 x minutes	
GGPP	Ensure that all Council resolutions assigned to the Administration Segment are executed/receive attention within ten (10) working days after such	Sets of Council resolutions executed	12 x Sets of Resolutions	1 x set	Fully functional	1 x set		1 x set		1 x set	

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	decision is forwarded by the Municipal Manager. (Including Special Council meetings)										
GGPP	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	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Quarterly Recommendations on and updating of Standard Operational Procedures ("SOP's) for the effective functioning of the Administration Segment.	Report on Quarterly review of "SOP's"	4 x Reports	1 x Report	Fully functional			1 x report			
	RECORD MANAGEMENT										
GGPP	Incoming correspondence (letters, facsimiles, e-mail, memorandums) daily input on computer 100%	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Obtain disposal authority for all closed filing systems and proceed with the closing process annually	Report annually	1 x Report		Not fully functional						
GGPP	Input and filing of all contracts/agreements concluded by the municipality (100%)	Quarterly reports	4 x Reports	1 x report	Not fully functional			1 x report			
GGPP	Maintenance of an effective record system annually	Report annually	1 x Report		Not fully functional						
	LEGISLATION										
GGPP	Update policies systems, procedures, bylaws. Contracts and agreements and clear office instructions in place annually.	Report annually	1 x Report		Fully functional						
GGPP	Recordkeeping and availability of applicable legislation update annually	Report annually	1 x Report		Fully functional						
	ADMINISTRATION										
GGPP	Promotion of access to Information Act – Amend Manual / Handle requests	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Supply of ad hoc community services at cost – (Photostat & faxes)	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Inform staff of council meeting resolutions	Minutes of department meetings	12 x Minutes	1 x minutes	Fully functional	1 x minutes		1 x minutes		1 x minutes	
	SPATIAL DEVELOPMENT/TOWN PLANNING/LAND USE MANAGEMENT										
GGPP	Compile a Spatial Development Framework (SDF)	Spatial Development Framework	1 x SDF		Fully functional						
GGPP	Spatial Development Framework fully approved by all role-players	Minutes of approval meeting	1 x Minutes		Fully functional						
GGPP	100% of all Land Use applications finalised monthly	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	100% of all zoning certificates issued within a period of 5 working days after an application is approved	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Ensure that all correspondence marked out to the Planning Segment receives attention within three (3) working days after receipt from the Registration Office	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Attend to town planning matters received within 3 days as per approved procedures	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Finalise all matters as prescribed by legislation which overlap with development planning within 90 days	Quarterly reports	4 x Reports	1 x report	Fully functional			1 x report			

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Mar 2011		Month Ending Apr 2011		Month Ending May 2011		Month Ending Jun 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
HUMAN RESOURCES											
GGPP	Improving of current employment contracts in terms of applicable legislation	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Update job descriptions and duty lists	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Upgrade current policies and compile new policies	Monthly reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Design an induction program	Induction programme	1 x Program		Not fully functional						
GGPP	Compile and submit a Skills Development Plan (SDP)	Skills Development Plan	1 x SDP		Not fully functional						
GGPP	Compile and submit Workplace Skills Plan (WSP)	Work Place Skills Plan	1 x WSP		Fully functional						
GGPP	Report monthly on the implementation of Skills Development Plan (WSP)	Monthly Reports	12 x Reports	1 x report	Not fully functional Not fully functional	1 x report		1 x report		1 x report	
GGPP	Report quarterly on the implementation of the Workplace Skills Place (WSP)	Quarterly Reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Ensure money is reclaimed from SETA	Quarterly Reports	4 x Reports		Fully functional			1 x report			
GGPP	Ensure effective control over leave management on a monthly basis	Monthly Reports	12 x Reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
GGPP	Review and submit the Employment Equity Plan	Employment Equity Plan	1 x Plan		Fully functional			1 x plan			
GGPP	Manages health and safety issues and report monthly	Monthly reports	12 x Reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Establishment of a health and safety committee	Operational health and safety committee	1 x Committee		Not fully functional						
GGPP	Establishment of a training committee	Operational Training committee	1 x Committee		Not fully functional						
PROPERTIES											
GGPP	Report monthly on inspections held after every usage of all halls	Monthly reports	12 x reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Reconcile the inspection reports with the booking register and report monthly	Monthly reports	12 x reports	1 x report	Not fully functional	1 x report		1 x report		1 x report	
GGPP	Report quarterly on the condition of all municipal buildings/properties	Quarterly reports	4 x reports	1 x reports	Fully functional			1 x reports			
GGPP	Report monthly on all repairs undertook on buildings/properties	Monthly reports	12 x reports	1 x report	Fully functional	1 x report		1 x report		1 x report	
CAPITAL PROJECTS											
GGPP	Upgrading of municipal buildings	Bi- monthly reports	6 x reports	1 x report	Fully functional			1 x report			
GGPP	Maintenance on municipal buildings	Bi- monthly reports	6 x reports	1 x report	Fully functional			1 x report			

DIRECTORATE: FINANCIAL SERVICES
(Mr WJ Bowers)

Monthly projections of expenditure (operating and capital) and revenue

Vote Description	July			August			September			October			November			December		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R
Department: Finance Services																		
Vote: Finance & Admin (Finance Services 09) – Budget	14039	0	2313315	14039	0	2313315	14039	0	2313315	14039	0	2313315	14039	0	2313315	14039	0	2313315
Vote: Finance & Admin (Finance Services 09) – Actual																		
Vote: Finance & Admin – Property Rates 04) – Budget	0	0	1821504	0	0	1821504	0	0	1821504	0	0	1821504	0	0	1821504	0	0	1821504
Vote: Finance & Admin – Property Rates 04) – Actual																		
Total – Budget	14039		4134819	14039		4134819	14039		4134819	14039		4134819	14039		4134819	14039		4134819
Total – Actual	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Monthly projections of expenditure (operating and capital) and revenue (continued)

Vote Description	January			February			March			April			May			June		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev ROO
Department: Finance Services																		
Vote: Finance & Admin (Finance Services 09) – Budget	14039	0	2313315	14039	0	2313315	14039	0	2313315	14039	0	2313315	14039	0	2313315	14039	0	2313315
Vote: Finance & Admin (Finance Services 09) – Actual																		
Vote: Finance & Admin – Property Rates 04) – Budget	0	0	1821504	0	0	1821504	0	0	1821504	0	0	1821504	0	0	1821504	0	0	1821504
Vote: Finance & Admin – Property Rates 04) – Actual																		
Total – Budget						0									0			
Total – Actual	14039	0	4134819	14039	0	4134819	14039	0	4134819	14039	0	4134819	14039	0	4134819	14039	0	4134819

Quarterly Projections of Service Delivery Targets and Performance Indicators

Directorate: Financial Services (1)
2011/2012 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending July 2011		Month Ending Aug 2011		Month Ending Sep 2011		Month Ending Oct 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Submission of the financial section of the annual reports as prescribed by the MFMA	Annual Report	1 x Report								
MFVM	MFMA quarterly reports to Council, National Treasury, Provincial Treasury	Quarterly Report	4 x Reports					1 x report			
MFVM	Compilation and submission of section 71 reports to the MFMA	Monthly Section 71 reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Timeously submission of Mid-Year report to Council. National & Provincial Treasury as per MFMA requirement	Mid Year Report submitted	1 x Report								
MFVM	Developed a SDBIP for 2009/2010 year	Developed SDBIP	1 x SDBIP	1 x SDBIP							
MFVM	Timeously preparation and submission of Annual Financial Statements to the Auditor-General	Completed Annual Financial Statements	1 x AFS			1 x AFS					
MFVM	Development of draft budget	Completed Draft Budget	1 x Draft Budget								
MFVM	Timeously approval of annual budget as per required timeframe of MFMA	Approved Budget	1 x Budget								
MFVM	Preparation and approval of Adjusted Budget	Adjusted Budget	1 x Adjusted Budget								
MFVM	Ensure 85% collection and receipt of grant funding as per DoRA allocations	Report on collection and receipts of grants	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Annual review and implementation of approved credit control & debt collection policy	Reviewed Policy	1 x Policy								
MFVM	Develop and implement a Property Rates policy	Approved Policy	1 x Policy								
MFVM	Preparation and implement a valuation role	Valuation role and report	1 x Valuation Role & report	1 x report							
MFVM	Annual review and development of other applicable revenue policies required per MFMA	Revenue policies developed and reviewed	Identified Policies								
MFVM	Ensure implementation of the supply chain management regulations and approved policy	Quarterly Report on the implementation of supply chain management	4 x Reports					1 x report			

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending July 2011		Month Ending Aug 2011		Month Ending Sep 2011		Month Ending Oct 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Apply an effective cash flow and investment management as per approved policy requirements	Monthly cash flow and investment management report	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Establish an effective store and inventory system	Established store and inventory system	1 x System								
MFVM	Implement an effective system of asset and risk management in compliance with MFMA	Report on the implementation	1 x Report			1 x report					

Directorate: Financial Services (2)
2011/2012 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Nov 2011		Month Ending Dec 2011		Month Ending Jan 2012		Month Ending Feb 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Submission of the financial section of the annual reports as prescribed by the MFMA	Annual Report	1 x Report							1 x report	
MFVM	MFMA quarterly reports to Council, National Treasury, Provincial Treasury	Quarterly Report	4 x Reports					1 x report			
MFVM	Compilation and submission of section 71 reports into the MFMA	Monthly Section 71 reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Timeously submission of Mid-Year report to Council. National & Provincial Treasury as per MFMA requirement	Mid Year Report submitted	1 x Report					1 x report			
MFVM	SDBIP developed	Developed SDBIP	1 x SDBIP					1 x SDBIP			
MFVM	Timeously preparation and submission of Annual Financial Statements to the Auditor-General	Completed Annual Financial Statements	1 x AFS								
MFVM	Development of draft budget	Completed Draft Budget	1 x Draft Budget								
MFVM	Timeously approval of annual budget as per required timeframe of MFMA	Approved Budget	1 x Budget								
MFVM	Preparation and approval of Adjusted Budget	Adjusted Budget	1 x Adjusted Budget								1 x budget
MFVM	Ensure 85% collection and receipt of grant funding as per DoRA allocations	Report on collection and receipts of grants	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Annual review and implementation of approved credit control & debt collection policy	Reviewed Policy	1 x Policy								1 x policy

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Nov 2011		Month Ending Dec 2011		Month Ending Jan 2012		Month Ending Feb 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Develop and implement a Property Rates policy	Approved Policy	1 x Policy							1 x policy	
MFVM	Preparation and implement a valuation role	Approved valuation role	1 x Valuation Role	1 x report							
MFVM	Annual review and development of other applicable revenue policies required per MFMA	Revenue policies developed and reviewed	Identified Policies							Identified policies	
MFVM	Ensure implementation of the supply chain management regulations and approved policy	Quarterly Report on the implementation of supply chain management	4 x Reports					1 x report			
MFVM	Apply an effective cash flow and investment management as per approved policy requirements	Monthly cash flow and investment management report	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Establish an effective store and inventory system	Established store and inventory system	1 x System								
MFVM	Implement an effective system of asset and risk management in compliance with MFMA	Report on the implementation	1 x Report								

Directorate: Financial Services (3)
2011/2012 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Mar 2012		Month Ending Apr 2012		Month Ending May 2012		Month Ending Jun 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Submission of the financial section of the annual reports as prescribed by the MFMA	Annual Report	1 x Report								
MFVM	MFMA quarterly reports to Council, National Treasury, Provincial Treasury	Quarterly Report	4 x Reports	1 x report				1 x report			
MFVM	Compilation and submission of section 71 reports to the MFMA	Monthly Section 71 reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Timeously submission of Mid-Year report to Council. National & Provincial Treasury as per MFMA requirement	Mid Year Report submitted	1 x Report								
MFVM	SDBIP developed	Developed SDBIP	1 x SDBIP								
MFVM	Timeously preparation and submission of Annual Financial Statements to the Auditor-General	Completed Annual Financial Statements	1 x AFS								
MFVM	Development of draft budget	Completed Draft Budget	1 x Draft Budget	1 x budget							

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Mar 2012		Month Ending Apr 2012		Month Ending May 2012		Month Ending Jun 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
MFVM	Timeously approval of annual budget as per required timeframe of MFMA	Approved Budget	1 x Budget							1 x budget	
MFVM	Preparation and approval of Adjusted Budget	Adjusted Budget	1 x Adjusted Budget								
MFVM	Ensure 85% collection and receipt of grant funding as per DoRA allocations	Report on collection and receipts of grants	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Annual review and implementation of approved credit control & debt collection policy	Reviewed Policy	1 x Policy								
MFVM	Develop and implement a Property Rates policy	Approved Policy	1 x Policy								
MFVM	Preparation and implement a valuation role	Approved valuation role	1 x Valuation Role & report							1 x Valuation role	
MFVM	Annual review and development of other applicable revenue policies required per MFMA	Revenue policies developed and reviewed	Identified Policies								
MFVM	Ensure implementation of the supply chain management regulations and approved policy	Quarterly Report on the implementation of supply chain management	4 x Reports	1 x report				1 x report			
MFVM	Apply an effective cash flow and investment management as per approved policy requirements	Monthly cash flow and investment management report	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MFVM	Establish an effective store and inventory system	Established store and inventory system	1 x System	1 x System							
MFVM	Implement an effective system of asset and risk management in compliance with MFMA	Report on the implementation	1 x Report								

DIRECTORATE: COMMUNITY SERVICES & PUBLIC SAFETY
(-----)
(Acting)

Monthly projections of expenditure (operating and capital) and revenue

Vote Description	July			August			September			October			November			December		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R
Directorate: Community Services & Public Safety																		
Vote: Health (Health Services 011) – Budget	0	0	166	0	0	166	0	0	166	0	0	166	0	0	166	0	0	166
Vote: Health (Health Services 011) – Actual																		
Vote: Community and Social Services (Cemeteries 03 – Budget)	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369
Vote: Community and Social Services (Cemeteries 03) – Actual																		
Vote: Community and Social Services (Libraries 05) – Budget	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250
Vote: Community and Social Services (Libraries 05) – Actual																		
Vote: Community and Social Services (Commun Serv 021) – Budget	58 540	0	0	58 540	0	0	58 540	0	0	58 540	0	0	58 540	0	0	58 540	0	0
Vote: Community and Social Services (Commun Serv 021) – Actual																		
Vote: Public Safety (Fire Fighting 07) – Budget	41 186	0	0	41 186	0	0	41 186	0	0	41 186	0	0	41 186	0	0	41 186	0	0
Vote: Public Safety (Fire Fighting 07) – Actual																		
Vote: Public Safety (Traffic Services 28) – Budget	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122
Vote: Public Safety (Traffic Services 28) – Actual																		
Vote: Public Safety (Law Enforcement 029) – Budget	81 159	0	876	81 159	0	876	81 159	0	876	81 159	0	876	81 159	0	876	81 159	0	876
Vote: Public Safety (Law Enforcement 029) – Actual																		
Vote: Public Safety (Pounds 066) – Budget	1 690	0	0	1 690	0	0	1 690	0	0	1 690	0	0	1 690	0	0	1 690	0	0
Vote: Public Safety (Pounds 066) – Actual																		
Vote: Sports & Recreation (Parks 017) – Budget	77 501	0	0	77 501	0	0	77 501	0	0	77 501	0	0	77 501	0	0	77 501	0	0
Vote: Sports & Recreation (Parks 017) – Actual																		
Vote: Sports & Recreation (Sport Grounds 018) – Budget	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419
Vote: Sports & Recreation (Sport Grounds 018) – Actual																		
Vote: Waste Management (Refuse 019) – Budget	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331
Vote: Waste Management (Refuse 019) – Actual																		
Vote: Other (Commonage Steinkopf 093) – Budget	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890
Vote: Other (Commonage Steinkopf 093) – Actual																		
Vote: Other (Commonage Concordia 094) – Budget	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804
Vote: Other (Commonage Concordia 094) – Actual																		
Vote: Other (Commonage Komaggas 095) – Budget	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390
Vote: Other (Commonage Komaggas 095) – Actual																		
Vote: Other (Commonage Springbok 096) – Budget	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220
Vote: Other (Commonage Springbok 096) – Actual																		
Vote: Other (Commonage OCC 097) – Budget	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281
Vote: Other (Commonage OCC 097) – Actual																		
Vote: Other (Airport 037) – Budget	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394
Vote: Other (Airport 037) – Actual																		
Total – Budget	1 327 790		864 512	1 327 790		864 512	1 327 790		864 512	1 327 790		864 512	1 327 790		864 512	1 327 790		864 512
Total – Actual	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Monthly projections of expenditure (operating and capital) and revenue (*continued*)

Vote Description	January			February			March			April			May			June		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R
Directorate: Community Services & Public Safety																		
Vote: Health (Health Services 011) – Budget	0	0	166	0	0	166	0	0	166	0	0	166	0	0	166	0	0	166
Vote: Health (Health Services 011) – Actual																		
Vote: Community and Social Services (Cemeteries 03) – Budget	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369	15 009	0	3 369
Vote: Community and Social Services (Cemeteries 03) – Actual																		
Vote: Community and Social Services (Libraries 05) – Budget	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250	147 145	0	51 250
Vote: Community and Social Services (Libraries 05) – Actual																		
Vote: Community and Social Services (Commun Serv 021) – Budget	58 540	0	0	58 540	0	0	58 540	0	0	58 540	0	0	58 540	0	0	58 540	0	0
Vote: Community and Social Services (Commun Serv 021) – Actual																		
Vote: Public Safety (Fire Fighting 07) – Budget	41 186	0	0	41 186	0	0	41 186	0	0	41 186	0	0	41 186	0	0	41 186	0	0
Vote: Public Safety (Fire Fighting 07) – Actual																		
Vote: Public Safety (Traffic Services 28) – Budget	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122	228 456	0	173 122
Vote: Public Safety (Traffic Services 28) – Actual																		
Vote: Public Safety (Law Enforcement 029) – Budget	81 159	0	876	81 159	0	876	81 159	0	876	81 159	0	876	81 159	0	876	81 159	0	876
Vote: Public Safety (Law Enforcement 029) – Actual																		
Vote: Public Safety (Pounds 066) – Budget	1 690	0	0	1 690	0	0	1 690	0	0	1 690	0	0	1 690	0	0	1 690	0	0
Vote: Public Safety (Pounds 066) – Actual																		
Vote: Sports & Recreation (Parks 017) – Budget	77 501	0	0	77 501	0	0	77 501	0	0	77 501	0	0	77 501	0	0	77 501	0	0
Vote: Sports & Recreation (Parks 017) – Actual																		
Vote: Sports & Recreation (Sport Grounds 018) – Budget	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419	103 483	0	4 419
Vote: Sports & Recreation (Sport Grounds 018) – Actual																		
Vote: Waste Management (Refuse 019) – Budget	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331	434 050	0	491 331
Vote: Waste Management (Refuse 019) – Actual																		
Vote: Other (Commonage Steinkopf 093) – Budget	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890	28 561	0	30 890
Vote: Other (Commonage Steinkopf 093) – Actual																		
Vote: Other (Commonage Concordia 094) – Budget	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804	24 569	0	25 804
Vote: Other (Commonage Concordia 094) – Actual																		
Vote: Other (Commonage Komaggas 095) – Budget	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390	7 858	0	8 390
Vote: Other (Commonage Komaggas 095) – Actual																		
Vote: Other (Commonage Springbok 096) – Budget	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220	1 156	0	1 220
Vote: Other (Commonage Springbok 096) – Actual																		
Vote: Other (Commonage OCC 097) – Budget	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281	2 100	0	2 281
Vote: Other (Commonage OCC 097) – Actual																		
Vote: Other (Airport 037) – Budget	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394	75 327	0	71 394
Vote: Other (Airport 037) – Actual																		
Total – Budget	1 327 790		864 512	1 327 790		864 512	1 327 790		864 512	1 327 790		864 512	1 327 790		864 512	1 327 790		864 512
Total – Actual	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Quarterly Projections of Service Delivery Targets and Performance Indicators

Directorate: Community Services & Public Safety (1)
2011/2012 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending July 2011		Month Ending Aug 2011		Month Ending Sept 2011		Month Ending Oct 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
CEMETERIES AND CREMATORIA											
BSD	Management and cleaning of cemeteries	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Keeping cemeteries register up to date	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
ENVIROMENTAL AND OTHER HEALTH SERVICES											
GGPP	HIV/AIDS and related diseases programme instituted	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Control and monitor – Abattoir-waste	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
LIBRARIES											
GGPP	To reduce the cost of lost books to R 12 000 for all the libraries	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report on the usage of computers and internet for the public in libraries	Quarterly reports	4 x Reports					1 x report			
LAW ENFORCEMENT											
GGPP	Report monthly on the processing of prosecution of offences	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
FIRE BRIGADE SERVICES AND DISASTER MANAGEMENT											
BSD	Report monthly on the operations of the fire brigade	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Compile Disaster Management Plan	Disaster Management Plan	1 x Disaster Management Plan					1 x Plan			
PARKS AND RECREATION											
GGPP	Weekly meeting with personnel and monthly meeting with management of directorate to discuss activities	Minutes of meetings	48 x Minutes	4 x minutes		4 x minutes		4 x minutes		4 x minutes	
GGPP	The successful operation of cleaning projects in all towns within the municipal area	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report on the effective utilisation of personnel	Quarterly reports	4 x Reports					1 x report			
GGPP	Report on the cutting of parks	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
MOTOR VEHICLE REGISTRATIONS LICENSING											
GGPP	Transfer to Province within 7 days after month closure	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Finalise daily closing and transfer within 24 hours	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Order forms to Finance : Income to be delivered within 24 hours	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending July 2011		Month Ending Aug 2011		Month Ending Sept 2011		Month Ending Oct 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	DRIVERS LICENCES										
GGPP	Report on learners license applications and drivers license applications	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	INSPECTION OF VEHICLES										
GGPP	Report monthly on tests of vehicles per Test Station, Revenue collected, traffic offences and abnormal escorting	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Pay over 3% levy to Province/SABS Inspectorate within 7 days after quarterly closing	Monthly report on pay overs	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	WASTE MANAGEMENT										
BSD	Report monthly on the removal of domestic waste at all residences in all residential areas once per week	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Report monthly the dumping of all waste at identifiable waste sites.	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	CAPITAL PROJECTS										
GGPP	Upgrading of Steinkopf Sport Complex	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Community Hall in Vaalwater	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Library in Nababeep	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Sports grounds in Nababeep, Bergsig and Matjieskloof	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Purchasing of Vehicles for Refuse Removal	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Purchasing of Equipment for Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			

Directorate: Community Services & Public Safety (2)
2011/2012 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Nov 2011		Month Ending Dec 2011		Month Ending Jan 2012		Month Ending Feb 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	CEMETERIES AND CREMATORIA										
BSD	Management and cleaning of cemeteries	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Keeping cemeteries register up to date	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	ENVIROMENTAL AND OTHER HEALTH SERVICES										
GGPP	HIV/AIDS and related diseases programme instituted	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Control and monitor – Abattoir-waste	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Nov 2011		Month Ending Dec 2011		Month Ending Jan 2012		Month Ending Feb 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	LIBRARIES										
GGPP	To reduce the cost of lost books to R 12 000 for all the libraries	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report on the usage of computers and internet for the public in libraries	Quarterly reports	4 x Reports			1 x report					
	LAW ENFORCEMENT										
GGPP	Report monthly on the processing of prosecution of offences	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	FIRE BRIGADE SERVICES AND DISASTER MANAGEMENT										
BSD	Report monthly on the operations of the fire brigade	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Compile Disaster Management Plan	Disaster Management Plan	1 x Disaster Management Plan								
	PARKS AND RECREATION										
GGPP	Weekly meeting with personnel and monthly meeting with management of directorate to discuss activities	Minutes of meetings	48 x Minutes	4 x minutes		4 x minutes		4 x minutes		4 x minutes	
GGPP	The successful operation of cleaning projects in all towns within the municipal area	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report on the effective utilisation of personnel	Quarterly reports	4 x Reports			1 x report					
GGPP	Report on the cutting of parks	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	MOTOR VEHICLE REGISTRATIONS LICENSING										
GGPP	Transfer to Province within 7 days after month closure	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Finalise daily closing and transfer within 24 hours	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Order forms to Finance : Income to be delivered within 24 hours	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	DRIVERS LICENCES										
GGPP	Report on learners license applications and drivers license applications	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	INSPECTION OF VEHICLES										
GGPP	Report monthly on tests of vehicles per Test Station, Revenue collected, traffic offences and abnormal escorting	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Pay over 3% levy to Province/SABS Inspectorate within 7 days after quarterly closing	Monthly report on pay overs	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	WASTE MANAGEMENT										
GGPP	Report monthly on the removal of domestic waste at all residences in all residential areas once per week	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report monthly the dumping of all waste at identifiable waste sites.	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Nov 2011		Month Ending Dec 2011		Month Ending Jan 2012		Month Ending Feb 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
CAPITAL PROJECTS											
GGPP	Upgrading of Steinkopf Sport Complex	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Community Hall in Vaalwater	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Library in Nababeep	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Sports grounds in Nababeep, Bergsig and Matjieskloof	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Purchasing of Vehicles for Refuse Removal	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Purchasing of Equipment for Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			

Directorate: Community Services & Public Safety (3)
2011/2012 Financial Year

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Mar 2012		Month Ending Apr 2012		Month Ending May 2012		Month Ending Jun 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
CEMETERIES AND CREMATORIA											
BSD	Management and cleaning of cemeteries	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Keeping cemeteries register up to date	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
ENVIROMENTAL AND OTHER HEALTH SERVICES											
GGPP	HIV/AIDS and related diseases programme instituted	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Control and monitor – Abattoir-waste	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
LIBRARIES											
GGPP	To reduce the cost of lost books to R 12 000 for all the libraries	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report on the usage of computers and internet for the public in libraries	Quarterly reports	4 x Reports	1 x report				1 x report			
LAW ENFORCEMENT											
GGPP	Report monthly on the processing of prosecution of offences	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
FIRE BRIGADE SERVICES AND DISASTER MANAGEMENT											
BSD	Report monthly on the operations of the fire brigade	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Compile Disaster Management Plan	Disaster Management Plan	1 x Disaster Management Plan								

KPA	Vote / Indicator	Unit of measurement	Annual Target	Month Ending Mar 2012		Month Ending Apr 2012		Month Ending May 2012		Month Ending Jun 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	PARKS AND RECREATION										
GGPP	Weekly meeting with personnel and monthly meeting with management of directorate to discuss activities	Minutes of meetings	48 x Minutes	4 x minutes		4 x minutes		4 x minutes		4 x minutes	
GGPP	The successful operation of cleaning projects in all towns within the municipal area	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report on the effective utilisation of personnel	Quarterly reports	4 x Reports	1 x report				1 x report			
GGPP	Report on the cutting of parks	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	MOTOR VEHICLE REGISTRATIONS LICENSING										
GGPP	Transfer to Province within 7 days after month closure	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Finalise daily closing and transfer within 24 hours	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Order forms to Finance : Income to be delivered within 24 hours	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	DRIVERS LICENCES										
GGPP	Report on learners license applications and drivers license applications	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	INSPECTION OF VEHICLES										
GGPP	Report monthly on tests of vehicles per Test Station, Revenue collected, traffic offences and abnormal escorting	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Pay over 3% levy to Province/SABS Inspectorate within 7 days after quarterly closing	Monthly report on pay overs	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	WASTE MANAGEMENT										
GGPP	Report monthly on the removal of domestic waste at all residences in all residential areas once per week	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report monthly the dumping of all waste at identifiable waste sites.	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	CAPITAL PROJECTS										
GGPP	Upgrading of Steinkopf Sport Complex	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Community Hall in Vaalwater	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Library in Nababeep	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Sports grounds in Nababeep, Bergsig and Matjieskloof	Bi- monthly reports	6 x reports	1 x report				1 x report			
BSD	Purchasing of Vehicles for Refuse Removal	Bi- monthly reports	6 x reports	1 x report				1 x report			
GGPP	Purchasing of Equipment for Nama Khoi	Bi- monthly reports	6 x reports	1 x report				1 x report			

DIRECTORATE: TECHNICAL, PLANNING AND PUBLIC WORKS
(Mr J S Cloete)

Monthly projections of expenditure (operating and capital) and revenue

Vote Description	July			August			September			October			November			December		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R
Directorate: Technical, Planning, & Public Works																		
Vote: Electricity (Electricity 036) – Budget	3 229 821	0	3 469 999	3 229	0	3 469	3 229	0	3 469 999	3 229	0	3 469 999	3 229 821	0	3 469	3 229	0	3 469 999
Vote: Electricity (Electricity 036) – Actual																		
Vote: Water (Water 038) – Budget	1 640 826	0	1 371 815	1 640	0	1 371	1 640	0	1 371 815	1 640	0	1 371 815	1 640 826	0	1 371	1 640	0	1 371 815
Vote: Water (Water 038) – Actual																		
Vote: Waste Water Management (Sanintation 020) – Budget	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143
Vote: Waste Water Management (Sanintation 020) – Actual																		
Vote: Road Transport (Roads & Street works 015) – Budget	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539
Vote: Road Transport (Roads & Street works 015) – Actual																		
Vote: Other (Infrastructure & Technical Services 022) – Budget	61 562	0	0	61 562	0	0	61 562	0	0	61 562	0	0	61 562	0	0	61 562	0	0
Vote: Other (Infrastructure & Technical Services 022) – Actual																		
Vote: Finance & Admin (Workshop 030) – Budget	154 599	0	0	154 599	0	0	154 599	0	0	154 599	0	0	154 599	0	0	154 599	0	0
Vote: Finance & Admin (Workshop 030) – Actual																		
Vote: Finance & Admin (Equipment Hire 031) – Budget	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083
Vote: Finance & Admin (Equipment Hire 031) – Actual																		
Total – Budget	6 418 220		5 343 579	6 418		5 343	6 418		5 343 579	6 418		5 343 579	6 418 220		5 343	6 418		5 343 579
Total – Actual	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Monthly projections of expenditure (operating and capital) and revenue (continued)

Vote Description	January			February			March			April			May			June		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R000
Directorate: Technical, Planning, & Public Works																		
	3 229 821	0	3 469 999	3 229 821	0	3 469 999	3 229	0	3 469 999	3 229	0	3 469 999	3 229	0	3 469	3 229	0	3 469 999
Vote: Water (Water 038) – Budget	1 640 826	0	1 371 815	1 640 826	0	1 371 815	1 640	0	1 371 815	1 640	0	1 371 815	1 640	0	1 371	1 640	0	1 371 815
Vote: Water (Water 038) – Actual																		
Vote: Waste Water Management (Sanintation 020) – Budget	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143	735 643	0	393 143
Vote: Waste Water Management (Sanintation 020) – Actual																		
Vote: Road Transport (Roads & Street works 015) – Budget	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539	244 569	0	2 539
Vote: Road Transport (Roads & Street works 015) – Actual																		
Vote: Other (Infrastructure & Technical Services 022) – Budget	61 562	0	0	61 562	0	0	61 562	0	0	61 562	0	0	61 562	0	0	61 562	0	0
Vote: Other (Infrastructure & Technical Services 022) – Actual																		
Vote: Finance & Admin (Workshop 030) – Budget	154 599	0	0	154 599	0	0	154 599	0	0	154 599	0	0	154 599	0	0	154 599	0	0
Vote: Finance & Admin (Workshop 030) – Actual																		
Vote: Finance & Admin (Equipment Hire 031) – Budget	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083	351 200	0	106 083
Vote: Finance & Admin (Equipment Hire 031) – Actual																		
Total – Budget	6 418 220		5 343 579	6 418 220		5 343 579	6 418		5 343 579	6 418		5 343 579	6 418		5 343	6 418		5 343 579
Total – Actual	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Quarterly Projections of Service Delivery Targets and Performance Indicators

Directorate: Technical, Planning and Public Services (1)
2011/2012 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Jul 2011		Month Ending Aug 2011		Month Ending Sept 2011		Month Ending Oct 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	WATER										
BSD	Implementation of Blue Handbook	Quarterly reports	4 x Reports					1 x report			
BSD	Annual cleaning of reservoirs	12 x Reports	1 x Report per reservoir	1 x report		1 x report		1 x report		1 x report	
BSD	Maintain Water Pump Stations and Pump sets	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Replace Chlorinator at Komaggas (June 2012)	Completion report	1 x Report								
BSD	Inspect household water meters as requested by Finance Department	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Water Quality Management as per Blue Drop requirements	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
BDS	Hazard identification	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	FLEET MANAGEMENT										
GGPP	Submission of logbooks for inspections	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report of accidents and incidents	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Compilation of reports on Fleet management and Equipment Hire	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Compilation of Fleet Control Plan (March 2012)	Report	1 x Report					1 x report			
	SANITATION										
BSD	Maintenance on Site Sanitation and Waste Water Systems	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Maintenance on Waste Water Pump Stations including pumps	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Implementation of Green Hand Book	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Waste Water Quality Management as per Green Drop requirements	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly maintenance on Sewer Networks, Manholes and Screens	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Hazard identification	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Jul 2011		Month Ending Aug 2011		Month Ending Sept 2011		Month Ending Oct 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	ROADS AND STORMWATER										
BSD	Implementation of the Roads Handbook	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Compile Extensive Plan for 2011/2012 Budget Planning	Extensive Plan	1 x Report							1 x report	
BSD	Maintenance of gravel roads	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Maintenance of sealed roads	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Building control	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Cleaning of Storm water Facilities	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Hazard identification	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	CAPITAL PROJECTS										
BSD	Storm water Project in Nama Khoi	monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of Vioolsdrift Water Purification Plant	monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of Streets in Nama Khoi	monthly reports	6 x reports	1 x report				1 x report			
BSD	Sanitation connections in Nama Khoi	monthly reports	6 x reports	1 x report				1 x report			
	MECHANICAL WORKSHOP										
BSD	Service of Vehicles & Plant as per schedule	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Roadworthy of Vehicles	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Breakdowns on Vehicles	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Tyre maintenance	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Fuel consumption	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Budget implementation	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Hazard identification	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Compilation of vehicle maintenance plan	monthly report	1 x reports			1 x report					

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Jul 2011		Month Ending Aug 2011		Month Ending Sept 2011		Month Ending Oct 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	ADMINISTRATION										
	Implementation of Council resolutions	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	Implementation of Capital Expenditure and Operational Expenditure in line with Budget & Time Frames	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	Implementation of Capital Projects	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	Resolve all Audit Queries	Monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
	Compilation of Quarterly MIG Report	Quarterly reports	4 x reports					1 x report			
	Compilation of Municipal Annual report	Annual report	1 x report June 2012								
	Compilation of DWA Annual Report	Annual report	1 x report June 2012								
	Compilation of Draft Annual Budget/ Budget Planning	Annual report	1 x report March 2012								
	Compilation of Risk Analysis and assessments	Monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
	Compilation of Services Backlog Report	Quarterly report	1 x report								

Directorate: Technical, Planning and Public Services (2)
2011/2012 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Nov 2011		Month Ending Dec 2011		Month Ending Jan 2012		Month Ending Feb 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	WATER										
BSD	Implementation of Blue Handbook	Quarterly reports	4 x Reports			1 x report					
BSD	Annual cleaning of reservoirs	12 x Reports	1 x Report per reservoir								
BSD	Maintain Water Pump Stations and Pump sets	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Replace Chlorinator at Komaggas (june 2012)	Completion report	1 x Report								
BSD	Inspect household water meters as requested by Finance Department	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Water Quality Management as per Blue Drop requirements	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Hazard identification	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Nov 2011		Month Ending Dec 2011		Month Ending Jan 2012		Month Ending Feb 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	FLEET MANAGEMENT										
GGPP	Submission of logbooks for inspections	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report of accidents and incidents	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Compilation of reports on Fleet management and Equipment Hire	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Compilation of Fleet Control Plan (March 2012)	Report	1 x Report					1 x report			
	SANITATION										
BSD	Maintenance on Site Sanitation and Waste Water Systems	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Maintenance on Waste Water Pump Stations including pumps	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Implementation of Green Hand Book	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Waste Water Quality Management as per Green Drop requirements	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly maintenance on Sewer Networks, Manholes and Screens	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Hazard identification	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	ROADS AND STORMWATER										
BSD	Implementation of the Roads Handbook	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Compile Extensive Plan for 2011/2012 Budget Planning	Extensive Plan	1 x Report							1 x report	
BSD	Maintenance of gravel roads	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Maintenance of sealed roads	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Building control	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Cleaning of Storm water Facilities	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Hazard identification	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	CAPITAL PROJECTS										
BSD	Storm water Project in Nama Khoi	monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of Vioolsdrift Water Purification Plant	monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of Streets in Nama Khoi	monthly reports	6 x reports	1 x report				1 x report			

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Nov 2011		Month Ending Dec 2011		Month Ending Jan 2012		Month Ending Feb 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
BSD	Sanitation connections in Nama Khoi	monthly reports	6 x reports	1 x report				1 x report			
	MECHANICAL WORKSHOP										
BSD	Service of Vehicles & Plant as per schedule	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Roadworthy of Vehicles	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Breakdowns on Vehicles	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Tyre maintenance	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Fuel consumption	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Budget implementation	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Hazard identification	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Compilation of vehicle maintenance plan	monthly report	1 x reports			1 x report					
KPA	Vote/Indicator	Unit of measurement	Annual Target	Month Ending Nov 2011		Month Ending Dec 2011		Month Ending Jan 2012		Month Ending Febr 2012	
	ADMINISTRATION			Proj	Actual	Proj	Actual	Pro	Actual	Proj	Actual
	Implementation of Capital Expenditure and Operational Expenditure in line with Budget & Time Frames	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	Implementation of Capital Projects	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	Resolve all Audit Queries	Monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
	Compilation of Quarterly MIG Report	Quarterly reports	4 x reports			1 x report					
	Compilation of Municipal Annual report	Annual report	1 x report June 2012								
	Compilation of DWA Annual Report	Annual report	1 x report June 2012								
	Compilation of Draft Annual Budget/ Budget Planning	Annual report	1 x report March 2012								
	Compilation of Risk Analysis and assessments	Monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
	Compilation of Services Backlog Report	Quarterly report	1 x report								

Directorate: Technical, Planning and Public Services (3)
2011/2012 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Mar 2012		Month Ending Apr 2012		Month Ending May 2012		Month Ending Jun 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	WATER										
BSD	Implementation of Blue Handbook	Quarterly reports	4 x Reports	1 x report						1 x report	
BSD	Annual cleaning of reservoirs	12 x Reports	1 x Report per reservoir								
BSD	Maintain Water Pump Stations and Pump sets	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Replace Chlorinator at Komaggas	Completion report	1 x Report							1 x report	
BSD	Inspect household water meters as requested by Finance Department	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Water Quality Management as per Blue Drop requirements	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Hazard identification	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	FLEET MANAGEMENT										
GGPP	Submission of logbooks for inspections	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Report of accidents and incidents	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Compilation of reports on Fleet management and Equipment Hire	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
GGPP	Compilation of Fleet Control Plan (March 2012)	Report	1 x Report					1 x report			
	SANITATION										
BSD	Maintenance on Site Sanitation and Waste Water Systems	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Maintenance on Waste Water Pump Stations including pumps	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Implementation of Green Hand Book	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Waste Water Quality Management as per Green Drop requirements	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly maintenance on Sewer Networks, Manholes and Screens	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Hazard identification	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	ROADS AND STORMWATER										
BSD	Implementation of the Roads Handbook	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Mar 2012		Month Ending Apr 2012		Month Ending May 2012		Month Ending Jun 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
BSD	Compile Extensive Plan for 2011/2012 Budget Planning	Extensive Plan	1 x Report							1 x report	
BSD	Maintenance of gravel roads	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Maintenance of sealed roads	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Building control	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Cleaning of Storm water Facilities	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Hazard identification	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
	CAPITAL PROJECTS										
BSD	Storm water Project in Nama Khoi	monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of Vioolsdrift Water Purification Plant	monthly reports	6 x reports	1 x report				1 x report			
BSD	Upgrading of Streets in Nama Khoi	monthly reports	6 x reports	1 x report				1 x report			
BSD	Sanitation connections in Nama Khoi	monthly reports	6 x reports	1 x report				1 x report			
	MECHANICAL WORKSHOP										
BSD	Service of Vehicles & Plant as per schedule	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Roadworthy of Vehicles	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Breakdowns on Vehicles	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Tyre maintenance	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Fuel consumption	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Budget implementation	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Hazard identification	monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
BSD	Compilation of vehicle maintenance plan	monthly report	1 x reports			1 x report					

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Jul 2011		Month Ending Aug 2011		Month Ending Sept 2011		Month Ending Oct 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	ADMINISTRATION										
	Implementation of Capital Expenditure and Operational Expenditure in line with Budget & Time Frames	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	Implementation of Capital Projects	Monthly reports	12 x reports	1 x report		1 x report		1 x report		1 x report	
	Resolve all Audit Queries	Monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
	Compilation of Quarterly MIG Report	Quarterly reports	4 x reports			1 x report					
	Compilation of Municipal Annual report	Annual report	1 x report June 2012								
	Compilation of DWA Annual Report	Annual report	1 x report June 2012								
	Compilation of Draft Annual Budget/ Budget Planning	Annual report	1 x report March 2012								
	Compilation of Risk Analysis and assessments	Monthly report	12 x reports	1 x report		1 x report		1 x report		1 x report	
	Compilation of Services Backlog Report	Quarterly report	1 x report								

DIRECTORATE: ELECTRICAL
(Mr P Opperman)

Monthly projections of expenditure (operating and capital) and revenue

Vote Description	July			August			September			October			November			December		
	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R	Opex R	Capex R	Rev R
Directorate: Technical, Planning, & Public Works																		
Vote: Electricity (Electricity 036) – Budget	3 229 821	0	3 469 999	3 229 821	0	3 469 999	3 229 821	0	3 469 999	3 229	0	3 469 999	3 229	0	3 469	3 229 821	0	3 469 999
Vote: Electricity (Electricity 036) – Actual																		
Vote: Electricity (Electricity 036) – Budget	3 229 821	0	3 469 999	3 229 821	0	3 469 999	3 229 821	0	3 469 999	3 229	0	3 469 999	3 229	0	3 469	3 229 821	0	3 469 999
Vote: Electricity (Electricity 036) – Actual																		
Total – Budget																		
Total – Actual	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Quarterly Projections of Service Delivery Targets and Performance Indicators

Directorate: Technical, Planning and Public Services (1) 2011/2012 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Jul 2011		Month Ending Aug 2011		Month Ending Sept 2011		Month Ending Oct 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	ELECTRICITY										
BSD	Inspect monthly the batteries and charges for trip protection at all substations	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Quarterly Inspection and maintenance of pole mounted transformers	Quarterly reports	4 x Reports	1 x report				1 x report			
BSD	Inspect electricity metres monthly as per the list provided by finance	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly inspection and maintenance of sub stations	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Sub Station Assessment in Okiep	Assessment report	1 x Report					1 x report			
BSD	Sub Station Assessment in Nababeep	Assessment report	1 x Report					1 x report			
BSD	Sub Station Assessment in Carolusberg	Assessment report	1 x Report					1 x report			
BSD	Sub Station Assessment in Springbok	Assessment report	1 x Report					1 x report			
BSD	Sub Station Assessment in Spektakel	Assessment report	1 x Report					1 x report			
BSD	Bi-annually inspection and maintenance on 66KV distribution networks	Bi-annual reports	2 x Reports								
BSD	Bi-annually inspection and maintenance on 11 and 22 KV distribution networks	Bi-annual reports	2 x Reports								
BSD	Quarterly routine inspection and maintenance on 230V and 400V LV lines	Quarterly reports	4 x Reports					1 x report			

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Jul 2011		Month Ending Aug 2011		Month Ending Sept 2011		Month Ending Oct 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
BSD	Quarterly routine inspection and maintenance on Mini Subs	Quarterly reports	4 x Reports					1 x report			
BSD	Quarterly routine inspection and maintenance on Cable Networks	Quarterly reports	4 x Reports					1 x report			

Directorate: Technical, Planning and Public Services (2)
2011/2012 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending Nov 2011		Month Ending Dec 2011		Month Ending Jan 2011		Month Ending Febr 2011	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	ELECTRICITY										
BSD	Inspect monthly the batteries and charges for trip protection at all substations	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Quarterly Inspection and maintenance of pole mounted transformers	Quarterly reports	4 x Reports			1 x report					
BSD	Inspect electricity metres monthly as per the list provided by finance	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly inspection and maintenance of sub stations	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Sub Station Assessment in Okiep	Assessment report	1 x Report								
BSD	Sub Station Assessment in Nababeep	Assessment report	1 x Report								
BSD	Sub Station Assessment in Carolusberg	Assessment report	1 x Report								
BSD	Sub Station Assessment in Springbok	Assessment report	1 x Report								
BSD	Sub Station Assessment in Spektakel	Assessment report	1 x Report								
BSD	Bi-annually inspection and maintenance on 66KV distribution networks	Bi-annual reports	2 x Reports								
BSD	Bi-annually inspection and maintenance on 11 and 22 KV distribution networks	Bi-annual reports	2 x Reports			1 x report					
BSD	Quarterly routine inspection and maintenance on 230V and 400V LV lines	Quarterly reports	4 x Reports			1 x report					
BSD	Quarterly routine inspection and maintenance on Mini Subs	Quarterly reports	4 x Reports			1 x report					
BSD	Quarterly routine inspection and maintenance on Cable Networks	Quarterly reports	4 x Reports			1 x report					

Directorate: Technical, Planning and Public Services (3)
2011/2012 Financial Year

KPA	Vote / indicator	Unit of measurement	Annual Target	Month Ending March 2012		Month Ending April 2012		Month Ending May 2012		Month Ending June 2012	
				Proj	Actual	Proj	Actual	Proj	Actual	Proj	Actual
	ELECTRICITY										
BSD	Inspect monthly the batteries and charges for trip protection at all substations	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Quarterly Inspection and maintenance of pole mounted transformers	Quarterly reports	4 x Reports	1 x report				1 x report			
BSD	Upgrade Van Riebeeck Street Power Supply	Completion report	1 x Report								
BSD	Inspect electricity metres monthly as per the list provided by finance	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Monthly inspection and maintenance of sub stations	Monthly reports	12 x Reports	1 x report		1 x report		1 x report		1 x report	
BSD	Sub Station Assessment in Okiep	Assessment report	1 x Report								
BSD	Sub Station Assessment in Nababeep	Assessment report	1 x Report								
BSD	Sub Station Assessment in Carolusberg	Assessment report	1 x Report								
BSD	Sub Station Assessment in Springbok	Assessment report	1 x Report								
BSD	Sub Station Assessment in Spektakel	Assessment report	1 x Report								
BSD	Bi-annually inspection and maintenance on 66KV distribution networks	Bi-annual reports	2 x Reports								
BSD	Bi-annually inspection and maintenance on 11 and 22 KV distribution networks	Bi-annual reports	2 x Reports								
BSD	Quarterly routine inspection and maintenance on 230V and 400V LV lines	Quarterly reports	4 x Reports	1 x report				1 x report			
BSD	Quarterly routine inspection and maintenance on Mini Subs	Quarterly reports	4 x Reports	1 x report				1 x report			
BSD	Quarterly routine inspection and maintenance on Cable Networks	Quarterly reports	4 x Reports	1 x report				1 x report			

6. CONCLUSION

The SDBIP is a significant intervention tool in the strengthening of democratic governance in the local sphere of government. The SDBIP prescribes that the **Nama Khoi municipality** annual targets be provided in order to assist with implementation and monitoring. Regular reviews would compare targets with actual outcomes and revise future targets as necessary. The SDBIP monitoring of actual revenue targets and spending against the budget will be reported monthly in terms of Section 71 of the MFMA. In terms of Section 71 of the MFMA, the accounting officer must not later than ten days of the working day after the end of each month submit to the mayor and the relevant provincial treasury a statement on the state of the municipalities' budget reflecting the following;

- Actual revenue, per revenue source;
- Actual borrowings;
- Actual expenditure, per vote;
- Actual capital expenditure, per vote;
- The amount of any allocations received;

And explanation of:

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

The SDBIP therefore provides an excellent basis for the Councillors of the **Nama Khoi municipality** to monitor the implementation of service delivery programmes and initiatives across the **jurisdiction area**. The scorecard in the SDBIP presents a clear mandate to the Councillors in terms of playing their oversight function. Regular reports are presented to the Section 79s in terms of the commitments made in departmental service delivery and budget implementation plans. Administratively, the SDBIP facilitates proper monitoring of performance by Senior Management and Municipal Manager against set targets.

The Municipal Manager's commitments in his scorecard will be used by the **Mayor and his Executive Committee** to monitor the progress of the **Nama Khoi municipality** in terms of implementing programmes and initiatives in the **Nama Khoi municipality jurisdiction area**. Similarly, the Municipal Manager is being provided with a tool to ensure that his direct reports are held accountable for all the key performance indicators under their scorecards.

SUBMITTED BY: M BOOYSEN: DATE: July 2011

APPROVED BY: W T CLOETE: DATE: July 2011

Acting Municipal Manager

Mayor