

stores and fleet mgt  
budget compilaion  
budget adjustment  
expenditure  
payment of salaries  
revene management

| Priority area  | Priority Area            | IDP Objective  | IDP strategy  | Dedicated funding required                       | Funding secured & source  | Key performance Indicator                                   | Measurement source                                  | Baseline  | Targets  |   |  |   | Indicator custodian |
|--|--------------------------|--|---|--|---|---|---|---|--|---|--|---|---------------------|
|  |                          |  |   |  |   |   |   |   | Sept 2009  | Dec 2009  | Mar 2010   | June 2010   |                     |
| Municipal Planning                                     |                          | To ensure a developmentally-oriented planning by 2012  | Review IDP in line with legislative requirements                              | Part of IDP Budget R 7777                        | Equitable Share   | IDP Document  | Quarterly Reports                                   | Reviewed IDP 2009-2010  | Contributed in the IDP Process Plan  | Updated Situational Analysis  | Updated Situational Analysis and Financial Plan Chapter  | Aligned Budget and IDP  |                     |
| Municipal governance                                   |                          | To have an improved system of municipal governance in line with applicable legislation by 2012 | Develop and implement municipal policies, procedures, strategies and by-laws. | Part of Community Participation Budget of R 7777 | Equitable Share   | Policies and Procedures reviewed/ Developed and Implemented | Monthly Reports                                     | Policies and Procedures adopted by council  | 1. Develop implementation plan on all BTO policies and procedures to be implemented. 2. Undertake an analysis of policies needs to be reviewed and developed   | Draft of all policies needs to be developed to all Directorates for comments. 2. Report on the implementation plan for policies developed   | Adopt developed policies. 2. Report on the implementation plan   | Implement all policies  |                     |
|  |                          | Compliance with legislation and reporting  | Part of MIG Budget R 777, MSG R 777 and Operating Budget                      | MSIG and FMG                                     | Final Budget adopted by council                                   | Quarterly Reports   | Final Budget adopted by council                     | 1. Develop Budget Process Plan. 2.1 x Adjustment Budget for tabling roll overs. 3. Develop S71 (June 09-August 09) Reports submitted to Province and Executive Mayor. | 1. Prepare S52d Report to be adopted by council. 2. Draft Budget to council for adoption. 3. Prepare S52d report for December. 4. Develop S71 (Dec 09-Feb 2010) Reports submitted to Province and Executive Mayor. | 1. Adopt Budget adjustment Budget to council for adoption. 2. Prepare S52d report for December. 3. Develop S71 (Dec 09-Feb 2010) Reports submitted to Province and Executive Mayor. | 1. Prepare S52d Report to be adopted by council. 2. Draft Budget to council for adoption. 3. Prepare S52d report for December. 4. Develop S71 (Dec 09-Feb 2010) Reports submitted to Province and Executive Mayor. | Comparison Report for General Expenditure Spending  |                     |
|  |                          | Ensure economic use of resources   | Operating Budget  | Internal Funding                                 | Previous Year expenditure   | Quarterly Reports   | Reduced Spending on General Expenditure Items       | Comparison Report for General Expenditure Spending  | Comparison Report for General Expenditure Spending   | Comparison Report for General Expenditure Spending  | Comparison Report for General Expenditure Spending   | Comparison Report for General Expenditure Spending  |                     |
|  |                          | Implement, monitor and evaluate municipal performance  | Part of PMS Budget of   | Equitable Share                                  | AA and PP in place  | Monthly Report  | Monthly meeting on review of PMS                    | Quarterly Reports for the Implementation of PMS   | Quarterly Reports for the Implementation of PMS  | Quarterly Reports for the Implementation of PMS   | Quarterly Reports for the Implementation of PMS  | Quarterly Reports for the Implementation of PMS   |                     |
| Stakeholder participation                              |                          | To maximise participation of citizens in the municipal affairs by 2012                         | Intensify working relations with all stakeholders of the municipality         | Operating Budget                                 | Internal Funding  | Existing project Steering Committee                         | Quarterly report                                    | Quarterly Meetings for information sharing @ BTO  | 1 meeting held internally  | 1 meeting held internally   | 1 meeting held internally  | 1 meeting held internally   |                     |
| Financial Viability                                    | Municipal Revenue        | Increase the institutions budget and/or Revenue enhancement by 20% by 2012                     | Broadening of revenue base  | Operating Budget                                 | Internal Funding  | MTREF Budget - Revenue                                      | Quarterly Reports                                   | Increased Revenue Collection  | Monitor the Implementation of Revenue Enhancement  | Monitor the Implementation of Revenue Enhancement   | Monitor the Implementation of Revenue Enhancement  | Monitor the Implementation of Revenue Enhancement   |                     |
|  |                          | Leverage of local, provincial, national and international resources                            | N/A   | N/A  | IDP & Budget  | Quarterly Report  | 4 Business Plans Developed                          | 1 Business Plan Developed and submitted to funders  | 1 Business Plan submitted to funders   | 1 Business Plan submitted to funders  | 1 Business Plan submitted to funders   | 1 Business Plan Developed and submitted to funders  |                     |
|  |                          | Improve the monitoring of assets   | R 200 000.00  | MSIG   | Existing Asset Register   | Quarterly reports   | Asset Register 2009-2010                            | Quarterly Reports on the Implementation of Asset Register and Asset Mgt Policy & Procedure  | Quarterly Reports on the Implementation of Asset Register and Asset Mgt Policy & Procedure   | Quarterly Reports on the Implementation of Asset Register and Asset Mgt Policy & Procedure  | Quarterly Reports on the Implementation of Asset Register and Asset Mgt Policy & Procedure   | Quarterly Reports on the Implementation of Asset Register and Asset Mgt Policy & Procedure    |                     |
|  |                          | Improve the monitoring of Stores   | R 500 000   | Operating Budget                                 | Stock Report in place   | Quarterly Reports   | Security Cameras installed and implement procedures | 1. Solicit Quotation for Security Cameras. 2. Develop and implement the checklist of Implementation of stores Procedure Manual  | Report on the Implementation of Procedure Manual   | Report on the Implementation of Procedure Manual  | Report on the Implementation of Procedure Manual   | Report on the Implementation of Procedure Manual  |                     |
|  |                          | Improve the monitoring of Municipal Fleet  | R 500 000   | Equitable Share                                  | Existing Asset Register   | Quarterly Reports   | Fully Functioning of Fleet Management System        | 1. Install Fleet Management system in all municipal Fleet. 2. Review Transport Policy   | Quarterly Report on the Implementation of the Policy and Management of Fleet   | Quarterly Report on the Implementation of the Policy and Management of Fleet  | Quarterly Report on the Implementation of the Policy and Management of Fleet   | Quarterly Report on the Implementation of the Policy and Management of Fleet                  |                     |
|  |                          | Improve Management of Payroll  | R 500 000   | Operating Budget                                 | Payroll System  | Quarterly Reports   | Develop and Implement Payroll procedure manual      | Draft procedure manual circulated internally  | Implement the Procedure manual developed   | Implement the Procedure manual developed  | Implement the Procedure manual developed   | Implement the Procedure manual developed  |                     |
|  |                          | To ensure that the SCM responds to National and Local aspirations                              | R 500 000   | Operating Budget                                 | SCM Policy aligned to National Legislation and Municipal Strategy | Quarterly reports   | Implementation of SCM Policy                        | Quarterly Reports on the Implementation of SCM Policy   | Quarterly Reports on the Implementation of SCM Policy  | Quarterly Reports on the Implementation of SCM Policy   | Quarterly Reports on the Implementation of SCM Policy  | Quarterly Reports on the Implementation of SCM Policy   |                     |
| Municipal transformation and institutional development | Municipal Administration | Ensure a fully functional, responsible, accountable and responsive administration by 2012      | Improve council processes and systems   | R 500 000  | Operating Budget  | Standing Rules of Order and Procedures adhered to           | Quarterly reports                                   | Adherence to the Institutional Calendar Developed   | Quarterly Reports on adherence to the institutional calendar, standing rules of order for BTO  | Quarterly Reports on adherence to the institutional calendar, standing rules of order for BTO   | Quarterly Reports on adherence to the institutional calendar, standing rules of order for BTO  | Quarterly Reports on adherence to the institutional calendar, standing rules of order for BTO |                     |

## Revenue and debt management

collection targets  
reconciliation of clearance certificate  
data cleansing  
reduction of arrear debt  
indigent management  
management of journals  
billing management  
reconciliation of reports  
management of cash  
Audit Trail  
Risk Mitigations

## Expenditure Management

Claims of subsidies  
Creditors Reconciliation  
Orders Reconciliation  
Batch Control  
Monthly Payment of Creditors  
Issuing of Cheques and orders  
Audit trail  
Risk Mitigations  
AFS Contribution

## Fleet Management

Procedure manual for Fleet  
Implementation of Transport Policy  
Monthly Report on expenditure  
Monthly Inspection Report  
Risk Mitigations  
Audit Trail  
AFS Contribution

## Stores management

Implementation of procedure manual  
Quarterly stock take  
Analysis of report of stock take  
Maintenance of Stock levels  
Audit Trail  
Risk Mitigations  
AFS Contribution

## Payroll management

Develop procedure on leave records  
Develop procedure on Payroll Processes  
Audit trail  
Risk Mitigations  
AFS Contribution

## Budget Planning

Development of process Plan  
Implementation of process plan

Adjustment Budgets

Implementation of Circula 48

Audit Trail

Risk Mitigations

Audit Trail

Budget Monitoring

Monthly reports as per Cir 48

Monthly Report as per S 71

Quartely Sessions with relevant Directorates

| Priority area        | IDP Objective  | IDP strategy   | Directorate Activity  | Baseline                                  | Key performance Indicator                | Weight % | Measurement source                | Budget Amount | Funding source           | Annual Target   | Targets                                    |  |  |  | Indicator custodian |
|----------------------|--|--|---|---|--|----------|-----------------------------------|---------------|--------------------------|---|--|--|--|--|---------------------|
|                      |  |  |   |   |  |          |                                   |               |                          |   | Sept 2009                                  | Dec 2009   | Mar 2010   | June 2010  |                     |
| Municipal Planning   | To ensure a developmentally-oriented planning by 2012  | Review IDP in line with legislative requirements                             | Review IDP Financial Plan and Financial Diagnosis   | Reviewed IDP 2008/2009                    | Budget 2010/2013 and AFS 2008/2009       |          | Quarterly reports                 | R100 000.00   | Part of Operating Budget | Reviewed Financial plan and Financial Diagnosis for 2010/2011 | Situational Analysis report                | Situational Analysis report                                | Draft Reviewed Financial plan and Financial Diagnosis for 2010/2011        | Reviewed Financial plan and Financial Diagnosis for 2010/2011              | CFO                 |
| Municipal Planning   | To ensure a developmentally-oriented planning by 2012  | Review Budget in line with legislative requirements                          | Develop MTRF 2010-2013 budget   | Approved MTRF 2009/2012 Budget            | MTRF Budget 2010/2013                    |          | Quarterly reports                 | R254 072      | FMG                      | MTRF 2010/2013 Adopted Council                                | Adopted Budget Process Plan                | Prior Year figures on MTRF Budget new format (circular 48) | Draft MTRF 2010/2013 budget adopted by council                             | Consultation and final approval of MTRF 2010/2013 by council               | CFO                 |
| Municipal Planning   | To ensure a developmentally-oriented planning by 2012  | Review Budget in line with legislative requirements                          | Develop adjustment budget   | Approved MTRF 2009/2012 Budget            | MTRF Budget 2010/2013                    |          | Quarterly reports                 | Nil           | Nil                      | 2 Adjustment budget adopted by council                        | 1st adjustment budget adopted by council   | nil  | 2nd adjustment budget adopted by council                                   |  | CFO                 |
| Municipal governance | To have an improved system of municipal governance in line with applicable legislation by 2012 | Develop and implement municipal policies, procedures, strategies and bylaws. | Develop Payroll Procedure   | Payroll Fraud Prevention Policy           | Payroll Procedure                        |          | Quarterly reports                 | Nil           | Nil                      | Payroll Procedures  | Draft Payroll Procedure                    | Workshop Procedure   | Circulate the payroll procedure for comments                               | Implement the Payroll Procedure  | CFO                 |
| Municipal governance | To have an improved system of municipal governance in line with applicable legislation by 2012 | Develop and implement municipal policies, procedures, strategies and bylaws. | Prepare payroll reconciliation July 2009-June 2010  | Audit Report                              | Balanced control payroll control account |          | Monthly Reports                   | Nil           | Nil                      | Cleared payroll control account                               | Nil  | Nil  | July 2009-December 2009 Payroll Reconciliation balanced                    | January 2010-June 2010 Payroll Reconciliation balanced                     | CFO                 |
| Municipal governance | To have an improved system of municipal governance in line with applicable legislation by 2012 | Develop and implement municipal policies, procedures, strategies and bylaws. | Develop and Review Investment & Cash Mgt Policy; Fund and Reserve policy; Borrowing policy; Budget Policy; Property Rates Policy; Tariff Policy; SCM and Asset Mgt Policy | Investment Policy approved in 2004        | Adopted policy by Council                |          | Quarterly reports                 | Nil           | Nil                      | Investment policy adopted by council                          | Progress report                            | Draft Policies circulated & workshopped                    | Draft Policies adopted by council  | Policies adopted by council  | CFO                 |
| Municipal governance | To have an improved system of municipal governance in line with applicable legislation by 2012 | Develop and implement municipal policies, procedures, strategies and bylaws. | Review BTO Procedure manuals and Develop SCM Procedures   | Manual developed in 2005                  | Adopted procedure Manuals                |          | Quarterly reports                 | Nil           | Nil                      | Reviewed and Implement BTO procedures                         | Progress report                            | Workshop BTO procedures                                    | Workshop BTO procedures to the implement procedures entire institution     | and report thereof   | CFO                 |
| Municipal governance | To have an improved system of municipal governance in line with applicable legislation by 2012 | Develop and implement municipal policies, procedures, strategies and bylaws. | Reconciliation of suppliers and effect payments   | Creditors list in place and orders issued | Creditors Reconciliation in place        |          | Monthly creditors reconciliations |               |                          | Effective creditors control systems                           | Monthly reconciliations                    | Monthly reconciliations performed                          | Report on reconciliations performed  | Report on reconciliations performed  | CFO                 |
| Municipal governance | To have an improved system of municipal governance in line with applicable legislation by 2012 | Compliance with legislation and reporting                                    | Prepare MFMA compliance reports   | Financial Information                     | Compliance checklist                     |          | Monthly Reports                   | Nil           | Nil                      | All Compliance reports submitted on due date                  | 3 Section 71 reports developed & submitted | 6 Section 71 reports developed & submitted                 | Report on Compliance Checklist   | Report on Compliance Checklist   | CFO                 |
| Municipal governance | To have an improved system of municipal governance in line with applicable legislation by 2012 | Compliance with legislation and reporting                                    | Develop 2008/2009 annual Financial Statements   | 2007/2008 AFS & Audit Report              | 2008/2009 AFS & Improved Audit Report    |          | Annual report                     | Nil           | Nil                      | Submitted AFS by 31 August and improve audit report           | AFS submitted to AG                        | Progress report on Audit                                   | Table of Audit Report & Action plan for Audit to council                   | Implementation of audit action plan  | CFO                 |
| Municipal governance | To have an improved system of municipal governance in line with applicable legislation by 2012 | Compliance with legislation and reporting                                    | Prepare Annual report   | 2007/2008 Annual report                   | 2008/2009 Annual Report                  |          | Monthly Reports                   | Nil           | Nil                      | Annual Report adopted by council                              | Circulate Process plan                     | Progress Report  | Final Report tabled to council and to relevant Departments                 |  | CFO                 |
| Municipal governance | To have an improved system of municipal governance in line with applicable legislation by 2012 | Ensure economic use of resources   | Monitoring & Mitigation of risks identified   | Risk Register                             | Reduced Risks identified                 |          | Quarterly reports                 | Nil           | Nil                      | 5 risks being Reduced   | Quarterly report                           | Quarterly report   | Report on mitigation of risks  | Report on mitigation of risks  | CFO                 |
| Municipal governance | To have an improved system of municipal governance in line with applicable legislation by 2012 | Ensure economic use of resources   | Develop compliance report for management of stores items, fleet mgt and SCM   | Telephone registers in place              | Reduce expenditure on telephone          |          | Monthly Reports                   | Nil           | Nil                      | Compliance and report on usage of fleet-stores issues and SCM | Quarterly report                           | Quarterly report   | Quarterly Reports developed that report on Stores items, fleet mgt and SCM | Quarterly Reports developed that report on Stores items, fleet mgt and SCM | CFO                 |
| Municipal governance | To have an improved system of municipal governance in line with applicable legislation by 2012 | Ensure economic use of resources   | Develop and Circulate monthly reports on fleet management from the system   | Adjudication of tender in place           | Current log books and trip authorities   |          | Monthly Reports                   | R 300 000.00  | Equitable Share          | Effective fleet management system                             | Quarterly report                           | Quarterly report   | Circulate February and March Reports to Directorates                       | Circulate April to June Reports to Directorates                            | CFO                 |
| Municipal governance | To have an improved system of municipal governance in line with applicable legislation by 2012 | Ensure economic use of resources   | Address Audit findings for 2008/2009  |   |  |          | Monthly Reports                   |               |                          | Clear all the findings from 2008/2009 audit                   | Nil  | Nil  | 80% of the AG's concerns will be cleared                                   | 50% of the AG's concerns will be cleared                                   | CFO                 |

| Priority area            | IDP Objective   | IDP strategy   | Directorate Activity  | Baseline                                  | Key performance Indicator                         | Weight % | Measurement source  | Budget Amount                          | Funding source   | Annual Target   | Targets   |                                    |  |  | Indicator custodian |
|--------------------------|---|--|---|---|---|----------|---------------------|--|------------------|---|---|------------------------------------|--|--|---------------------|
|                          |   |  |   |   |   |          |                     |  |                  |   | Sept 2009   | Dec 2009                           | Mar 2010   | June 2010  |                     |
| Municipal governance     | To have an improved system of municipal governance in line with applicable legislation by 2012                | Implement, monitor and evaluate municipal performance                              | Develop AA and PP's and incorporate Audit action plans and risk mg                  | AA's/PP's and audit action plans in place | implementation of PMS                             |          | Monthly reports     | Nil                                    | Nil              | Implementation of PP and AA's                               | Monthly reports   | Monthly reports                    | Monthly reports                                      | Monthly reports                                      | CFO                 |
| Municipal Revenue        | Increase the institutions budget and/or Revenue enhancement by 20% by 2012                                    | Broadening of revenue base   | Develop Revenue Strategy  | Current collection rates                  | improved collections                              |          | Increased revenue   | Nil                                    | Nil              | Adopted Revenue Strategy                                    | Monthly reports   | Monthly reports                    | Draft Strategy circulated to Mgt for Comments        | Table the strategy to council for approval           | CFO                 |
| Municipal Revenue        | Increase the institutions budget and/or Revenue enhancement by 20% by 2014                                    | Review & implementation of Indigent Policy   | Review indigent Register  | Indigent Register in place                | Indigent Register                                 |          | Quarterly reports   | R135 000.00                            | Equitable Share  | Indigent Register   | Appoint Service provider                                | progress report                    | Progress Report on the Indigent verification         | Indigent Register                                    | CFO                 |
| Municipal Revenue        | Increase the institutions budget and/or Revenue enhancement by 20% by 2014                                    | Review & Implement Credit Control Policy   | Appoint Debt Collectors   | Age debt of R 59m                         | Reduction of Arrear debt by 20%                   |          | Quarterly reports   | Nil                                    | Nil              | Reduction of Arrear debt by 20%                             | Reduction of Arrear debt by 5%                          | Reduction of Arrear debt by 10%    | Reduction of Arrear debt by 15%                      | Reduction of Arrear debt by 20%                      | CFO                 |
| Municipal Revenue        | Increase the institutions budget and/or Revenue enhancement by 20% by 2014                                    | Develop & Implement Uniform Tariff Policy  | Develop Action plan on implementation of approved tariffs and Property Rates Policy | Tariff Structure                          | Revenue Increased on budgeted tariffs             |          | Quarterly reports   | Nil                                    | Nil              | Quarterly Reports on revenue received from Approved Tariffs | Arrange a session for development of tariff action plan | Implementation of action plan      | Implementation of action plan                        | Implementation of action plan                        | CFO                 |
| Municipal Revenue        | Increase the institutions budget and/or Revenue enhancement by 20% by 2014                                    | Leverage of local, provincial, national and international resources                | Appoint Service provider at risk to develop business for funding                    | Nil                                       | Secure Funding                                    |          | Quarterly reports   | Nil                                    | Nil              | 2 x Submitted Business Plan                                 | 1 Business developed and submitted                      | 2 Business developed and submitted | Report on the appointed Service Provider             | Report on the appointed Service Provider             | CFO                 |
| Asset Management         | Retain, maintain municipal asset register   | Improve the monitoring of assets   | Update Asset Register   | Asset register in place                   | Updated Asset Register 2010/2011                  |          | Quarterly reports   | Nil                                    | Nil              | 2010/2011 Asset register                                    | Quarterly report  | Quarterly report                   | Quarterly report                                     | 2010/2011 Asset register                             | CFO                 |
| Asset Management         | Improve the monitoring of assets  | Conduct Re-evaluation & impairment of Assets                                       | Asset register in place   | Updated Asset Register 2010/2011          | Updated Asset Register 2010/2011                  |          | Quarterly reports   | Nil                                    | Nil              | Evaluated assets  | Advertise for Service Provider                          | Project awarded                    | Progress Report                                      | Evaluated assets                                     | CFO                 |
| Supply Chain Management  | Effective Implementation of municipal supply chain policies for the benefit of the Mquma economic development | To ensure that the SCM responds to National and Local aspirations                  | Implement SCM policy  | SCM Policy                                | Understanding of supply chain policy by suppliers |          | Attendance Register | Nil                                    | Nil              | Report on the implementation of the policy                  | advertise workshop                                      | workshop suppliers                 | Quarterly report on the implementation of the policy | Quarterly report on the implementation of the policy | CFO                 |
| Municipal Administration | Ensure a fully functional, responsible, accountable and responsive administration by 2012                     | Resuscitate Batho Pele campaign vigorously (Customer Care, Protocol and Etiquette) | Arrange workshop for customer care for 810 personnel                                | Customer Care Strategy in place           | Reduction of complaints on customer care          |          | Quarterly reports   | Part of R 816 000.00 Capacity Building | Operating Budget | Reduction of complaints on customer care                    | Quarterly report  | Quarterly report                   | Quarterly report                                     | Reduction of complaints on customer care             | CFO                 |
| Municipal Administration | Improve council processes and systems   | Develop reports and submit them in line with standing rules of council             | Standing rules of council   | Reports                                   | Reports   |          | Quarterly reports   | Nil                                    | Nil              | implementation of institutional calander                    | Quarterly report  | Quarterly report                   | Quarterly report                                     | implementation of institutional calander             | CFO                 |

BUDGET AND TREASURY DIRECTORATE

DRAFT SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2010-2011

| Priority Area            | IDP Objective   | IDP strategy   | Directorate Activity   | Baseline   | Key performance Indicator   | Weight % | Measurement source | Budget Amount | Funding source   | Annual Target  | Targets   |   |   |  | Indicator custodian |
|--------------------------|---|--|--|--|---|----------|--------------------|---------------|------------------|--|---|---|---|--|---------------------|
|                          |   |  |  |  |   |          |                    |               |                  |  | Sept 2010   | Dec 2010  | Mar 2011  | June 2012  |                     |
|                          |   |  |  |  |   |          |                    |               |                  |  | KPA MUNICIPAL TRANSFORMATION, INSTITUTIONAL DEVELOPMENT AND FINANCIAL VIABILITY |   |   |  |                     |
| Municipal Revenue        | Increase the institutions budget and/or Revenue enhancement by 20% by 2012  | Broadening of revenue base   | Ensure that debtors exceed 90 days old is recovered  | Revenue strategy and policies in place                 | Reduced arrear debt   |          | Quarterly Reports  | R 100 000     | Equi Share       | 75% collected on budgeted amount   | Report that shows 25% collected on the budgeted amount                          | Report that shows 40% collected on the budgeted amount                      | Report that shows 60% collected on the budgeted amount                      | Report that shows 75% collected on the budgeted amount                         | CFO                 |
|                          | Increase the institutions budget and/or Revenue enhancement by 20% by 2012  | Broadening of revenue base   | Facilitate appointment of Service Providers at Risk to develop business plans to solicit funding for service delivery programs | IDP in place   | Secured Funding   |          | Quarterly Reports  | Nil           | Nil              | Secured funding from the funders   | Progress report on the business plans submitted                                 | Progress report on the business plans submitted                             | Progress report on the business plans submitted                             | Progress report on the business plans submitted                                | CFO                 |
|                          | Increase the institutions budget and/or Revenue enhancement by 20% by 2012  | Broadening of revenue base   | Devise mechanism of issuing debtors statements after seven days of each month  | Debt and Revenue management policies in place in place | Statement posted through registry on time                               |          | Quarterly Report   | Nil           | Nil              | Full implementation of Revenue and Debt Mgt policies                       | Report indicating an implementation of revenue and debt management policies     | Report indicating an implementation of revenue and debt management policies | Report indicating an implementation of revenue and debt management policies | Report indicating an implementation of revenue and debt management policies    | CFO                 |
|                          | Increase the institutions budget and/or Revenue enhancement by 20% by 2012  | Broadening of revenue base   | Devise Mechanism of operationalisation of remote sites using the financial system and access of BTO personnel                  | BTO personnel in place                                 | Elimination of queries in the remote sites and electronic cashiering    |          | Quarterly Report   | Nil           | Nil              | Remote electronic system and eliminated queries from units                 | 12 visits and report on those visits  | 24 visits and report on those visits  | 36 visits and report on those visits  | 48 visits and report on those visits   | CFO                 |
|                          | Increase the institutions budget and/or Revenue enhancement by 20% by 2012  | Broadening of revenue base   | Develop an implementation plan for revenue strategy  | Draft strategy in place                                | improve collection of revenue   |          | Quarterly Reports  | R 100 000     | Equi Share       | Improve collection and report on implementation of the strategy            | Report on the implementation of revenue strategy                                | Report on the implementation of revenue strategy                            | Report on the implementation of revenue strategy                            | Report on the implementation of revenue strategy                               | CFO                 |
| Municipal Administration | To monitor and report on municipal financial performance annually and periodically as required in terms of legal requirements | Improve the monitoring of assets   | Develop asset register to include infrastructure assets to be in line with GRAP standards and Monitoring thereof               | Asset Register for 2009/2010 is in place               | Asset Register with infrastructure assets                               |          | Quarterly Reports  | R 400 000     | MSIG             | Ensure that Grap Asset register with infrastructure assets balances to AFS | Develop bid specification and advertise   | Awarding of a tender and Monitoring of Assets                               | Draft Asset Register 2010/2011 and Monitoring of Assets                     | Submission of asset register to committees of council and monitoring of Assets | CFO                 |
|                          | To monitor and report on municipal financial performance annually and periodically as required in terms of legal requirements | To ensure that the SCM responds to National and Local aspirations  | Ensure that SCM policy is implemented and it responds to National and local aspirations  | SCM policy in place                                    | ensure that local suppliers benefit as in line with approved SCM policy |          | Quarterly Reports  | R139m         | Operating Budget | ensure that local suppliers benefit as in line with approved SCM policy    | Quarterly reports   | Quarterly reports   | Quarterly reports   | Quarterly reports  | CFO                 |
|                          | To monitor and report on municipal financial performance annually and periodically as required in terms of legal requirements | To pay employees and councillors salaries by the 25th of every month   | Ensure that procedures is implemented to avoid missing the deadline  | Sebata System in place                                 | Salaries roll authorised five days before each month end                |          | Quarterly Report   | Nil           | Nil              | Salaries roll authorised five days before each month end                   | Quarterly report  | Quarterly report  | Quarterly report  | Quarterly report   | CFO                 |
|                          | To monitor and report on municipal financial performance annually and periodically as required in terms of legal requirements | Develop and implement a comprehensive strategy to deal with auditor general's audit finding to ensure clean audits | Put systems in place to deal with audit findings   | Action plan for 2008/2009 is in place                  | Annual Financial Statements 2009/2010                                   |          | Quarterly report   | R100 000      | Equitable Share  | ensure all audit queries are addressed to auditor satisfaction             | Report on the implementation of audit action plan for 2008/2009                 | Draft audit action plan for 2009/2010                                       | Implement the audit action plan 2009/2010                                   | Implement the audit action plan 2009/2011                                      | CFO                 |

|  |   |  |  |                                       |  |  |                   |            |                 |   |   |   |   |   |     |
|--|---|--|--|---------------------------------------|--|--|-------------------|------------|-----------------|---|---|---|---|---|-----|
|  | To monitor and report on municipal financial performance annually and periodically as required in terms of legal requirements | Develop and implement a comprehensive strategy to deal with auditor general's audit finding to ensure clean audits | Develop and corrective measures to monitor the effectiveness of the financial system in responding to the needs of the applicable legislation (GRAP) | Sebata System in place                | Produce financial statements that is backed with figures from the system                 |  | Quarterly Report  | Nil        | Nil             | Produce all financial reports that are in line with MFMA and GRAP standards from the system                       | Quarterly meetings with Sebata and stakeholders (PT.LG.DB SA and ADM)                     | Quarterly meetings with Sebata and stakeholders (PT.LG.DB SA and ADM)                     | Quarterly meetings with Sebata and stakeholders (PT.LG.DB SA and ADM)                     | Quarterly meetings with Sebata and stakeholders (PT.LG.DB SA and ADM)                     | CFO |
|  | To co-ordinate the implementation of FBS and indigent support policies  | Broadening of revenue base   | Ensure that the Developed indigent register and policy is implemented  | Indigent Register and policy in place | No of Indigent benefitting from free basic services                                      |  | Quarterly Reports | R 3000 000 | Equitable Share | % of poor households that have been budgeted for to receive free basic service as defined in the indigent policy. | Report on the implementation of indigent policy   | Report on the implementation of indigent policy   | Report on the implementation of indigent policy   | Report on the implementation of indigent policy   | CFO |
| <b>KPA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b> |   |  |  |                                       |  |  |                   |            |                 |   |   |   |   |   |     |
| Municipal Planning                                   | To ensure a developmentally-oriented planning by 2012   | Review IDP in line with legislative requirements   | Ensure adherence to the IDP process plan   | Reviewed IDP 2010/2011                | 4 reports cluster reports submitted to cluster meetings                                  |  | Quarterly Reports | Nil        | Nil             | four cluster reports developed updating BTO situational analysis and adherence to the process plan                | Quarterly cluster report developed  | Quarterly cluster report developed  | Quarterly cluster report developed  | Quarterly cluster report developed  | CFO |
| Municipal Governance                                 | To have an improved system of municipal governance in line with applicable legislation by 2012                                | Develop and implement municipal policies, procedures, strategies and bylaws  | Develop Mechanism for Implementation BTO policies  | Policies in Place                     | Monthly reports on the implementation of each policy adopted by council                  |  | Quarterly Reports | Nil        | Nil             | Populated template developed for Bto policies fully implemented   | Report on the implementation of the policy  | Report on the implementation of the policy  | Report on the implementation of the policy  | Report on the implementation of the policy  | CFO |
|  | To have an improved system of municipal governance in line with applicable legislation by 2012                                | Develop and implement municipal policies, procedures, strategies and bylaws  | Put internal control to improve creditor management and implementation of circula 49   | Sebata System in place                | Creditors control accounts balanced  |  | Quarterly Report  | Nil        | Nil             | No outstanding amount of suppliers except for June 2011 at year end   | Report on age of the creditors quarterly  | Report on age of the creditors quarterly  | Report on age of the creditors quarterly  | Report on age of the creditors quarterly  | CFO |
|  | To have an improved system of municipal governance in line with applicable legislation by 2015                                | Compliance with legislation and reporting  | Ensure compliance on the MFMA calendar and report monthly  | MFMA checklist in place               | Updated MFMA calendar  |  | Quarterly Reports | R 1200 000 | FMG             | Updated MFMA Calendar   | Quarterly report on the implementation of MFMA calendar                                   | Quarterly report on the implementation of MFMA calendar                                   | Quarterly report on the implementation of MFMA calendar                                   | Quarterly report on the implementation of MFMA calendar                                   | CFO |
|  | To have an improved system of municipal governance in line with applicable legislation by 2016                                | Implement, monitor and evaluate municipal performance.   | Ensure that AA's PPs and monthly meetings are adhered to in the Directorate  | Performance framework in place        | submission of AA's and PPs submitted to corporate services including minutes of meetings |  | Quarterly Reports | Nil        | Nil             | submission of AA's and PPs submitted to corporate services including minutes of meetings                          | Quarterly reports on submission of AA's PPs and minutes of monthly and sectional meetings | Quarterly reports on submission of AA's PPs and minutes of monthly and sectional meetings | Quarterly reports on submission of AA's PPs and minutes of monthly and sectional meetings | Quarterly reports on submission of AA's PPs and minutes of monthly and sectional meetings | CFO |