UMZIMVUBU LOCAL MUNICIPALITY



Service Delivery and Budget Implementation Plan

BUDGET AND TREASURY OFFICE (SDBIP)

2009/10

BUDGET & TREASURY OFFICE

The following are departmental Key Performance Areas (KPA's):

- Budgeting
- Revenue Management
- Expenditure Management
- Asset and Liability Management
- Supply Chain Management
- Financial Reporting
- Financial Systems and IT
- Investment and Liquidity Management
- Internship Programme

Programme: Re		_				
Key focus area			ollection			
Project		udget	Timeframe	Responsible	Output	Outcomes
Project	Capital	Operational	Tillellalle	Kesponsible	Output	Outcomes
Implementation of MPRA	R1.5m – funded by DLGHTA	•	October 2009	Portfolio Head, MM, CFO Assistant CFO	Property rates billed & Rates policy implemented in terms of MPRA	Increased revenue base.
Credit control and revenue management			Quarterly	CFO , Assistant CFO, Revenue Accountant	High level payment of rates and services	Improved revenue collection
Customer care and incentives		R100 000	Quarterly	CFO, Assistant Manager: Rev, Revenue Accountant	Effective and solution of queries	Increased payment levels and improved relation with rate payers
Indigent Support & Free basic services		R 350 000	Quarterly	MM, CFO , Rev Accountant, Revenue Officer	Issuing of indigent applications Scrutinising and approving of indigent applicants	Improved revenue collection

Programme : Expenditure Management									
Key focus area: To ensure and effective control of expenditure									
Droject	Ві	udget	Timeframe	Responsible	Output	Outcomes			
Project	Capital	Operational	Timetrame	Responsible	Output	Outcomes			
Creditors			Quarterly	CFO, AM:	No double payments,	Improved service			
payment and				Expenditure	no over/	delivery compliance			

reconciliations				underpayments	with the Municipal Finance Management System.
Payroll Administration	Opex	15 th and 25 th of every month	CFO, AM: Expenditure	Error free payroll	Improved staff morale
Bank reconciliations	Opex	Monthly by the 8 th	AM: Expenditure, Expenditure Accountant	Verification of bank balances and cash book balances	Early identification of possible fraudulent transactions Identification of possible cash flow crunch
Project Accounts reconciliation	Opex	Quarterly	AM: Expenditure, Expenditure Accountant	Expenditure report	Review and control of expenditure on regular basis.

Programme: Asset Management Key focus area: To ensure assets are safeguarded									
Project	Budget		T: £	Dognanaible	0	Outcome			
	Capital	Operational	Timeframe	Responsible	Output	Outcomes			
Update of asset register, identification of absolote assets and disposal			Quarterly	CFO, AM: SCM SCMO	GRAP compliant Asset Register	Credible records of all assets owned by the Municipality.			
Implementation asset management		Opex		CFO, AM: SCM	Proper management of municipal assets	Safeguarding of Council Assets.			

policy				
Develop and implementation risk management and internal control systems and procedures	September 2009	CFO	Elimination of risk related to management of assets.	Safeguarding of Council Assets.

Programme : Budget Reform and Report Key focus area: Prepare realistic and strategic budget, effective control or expenditure as well enhancement o

procurement system

Project	Budget		Timeframe	Responsible	Output	Outcomes
Project	Capital Operationa		Timetrame	Responsible	Output	Outcomes
Budget process plan		Opex	31 August 2009	Mayor, Portfolio Head, MM, CFO and all Managers	Approval of IDP & Budget Process Plan	Compliance with the provision of the MFMA and related legislation
Reporting and variance analysis			On or before the 8 th of every month	Ass. CFO and Accountant	Report submitted to National Treasury by 10 th of every month	Compliance with the provision of the MFMA and related legislation
MFMA Implementation Strategy			Quarterly	CFO	Full compliance with MFMA in accordance with NT implementation strategy	Compliance with the provision of the MFMA and related legislation

	Programme: Investments and Liquidity Management Key focus area: To ensure treasury management in respect of healthy cash flows and appropriate investments										
Project	В	udget	Timeframe	Responsible	Output	Outcomes					
Project	Capital	Operational	Timename	Kesponsible	Output	Outcomes					
Investment Planning and profiling		Opex	August 2009	MM and CFO	High Return on Investment	Improved financial viability and going concern					
Investment Register maintenance			Monthly by the 8 th	Accountant, Assistant CFO, CFO	Clear records of all moneys that are in ownership of the municipality.	Realising the best value for money and increase operational income for the municipality					

Programme: Implementation of the Financial System Key focus area: To ensure efficient, effective, economic financial reputing and management **Budget Project Timeframe** Responsible Output **Outcomes** Capital Operational Training of MM, CFO and all May 2009 Trained and Efficient and Staff and effective use of the motivated staff managers Managers on members new financial system the system Transfer of data May 2009 CFO, Assistant Clean and ready to Accurate and from the old use data in a new CFO, internally processed system to the Accountant, financial system financial Expenditure and information. new one. revenue officer

Programme: Supply Chain Management

Key focus area: Enhancement of preferential procurement system to ensure compliance with legislation and

regulations

regulations	regulations										
Project	В	udget	Timeframe	Responsible	Output	Outcomes					
Project	Capital	Operational	Tillellalle	Kesponsible	Output	Outcomes					
Development & Implementation SCM Policy process flow procedures		R30 000	August 2009	MM and CFO	Revised Supply Chain Management Policy in line with regulation made in terms of MFMA and NT Regulations	Procurement of goods and services in terms of the new policy. Formation of procurement committees.					
Supplier Data Base update			Monthly	CFO, AM: SCM	Proper management of Supplier Database	Improved service delivery.					
Stores and Stock level analysis and management of stock levels			Monthly	CFO	Review the stock management system Minimum, maximum & reorder level maintained per stock management system	Better demand management					

Programme: Reporting

Key focus area: Implementation, enhancement and maintenance of an effective financial reporting system to

ensure compliance with legislation and regulations

Project	В	udget	Timeframe	Responsible	Outnut	Outcomes		
Project	Capital	Operational	Timetrame	Responsible	Output	Outcomes		
Supply chain management report			Monthly by the 8 th	CFO	Listing of all awarded bidders Consolidation report of all awarded bidders per quarter, half-yearly and annually	Compliance with legislation		
Financial Management Grant			Monthly by the 8 th	CFO	List of monthly expenditure incurred and detailed annual report	Compliance with grant conditions		
Systems Improvement Grant			Monthly by the 8 th	CFO	List of monthly expenditure incurred and detailed annual report	Compliance with grant conditions		
National quarterly, half- yearly and annual reports			Quarterly, half-yearly and annually	CFO	Consolidation of quarterly, half-yearly and annual expenditure	Compliance with legislation		
Conversion of annual financial statements to		R950 000	30 July 2009	CFO	GRAP compliant financial statements	Clean audit report		

GRAP and GAMAP				
Submission of GRAP	R900,000	Aug 2009	MM , CFO	Higher performing municipality
compliant financial				
statements to				
Auditor General and auditing of				
the submitted financial				
statements				

Project	В	Budget	Timeframe	Responsible	Output	Outcomes	
Project	Capital	Operational	Tillellalle	Responsible	Output	Outcomes	
Internship		R500,000	On-going	CFO	Development of	Compliance with	
orogramme					training	legislation	
					programme		
					Evaluation of		
					interns		
					Identification of		
					mentors		
					Employment of		
					additional Interns		

DEPARTMENT	Budget& Treasury Office	PROJ MAN	IECT AGER				enue evenu	_			ıt
PROJECT NAME:	Revenue Management	1 12 11 12	10211			<u> </u>				<u> </u>	
WARD:											
VOTE NUMBER:											
PROJECT STARTING DATE:	July 2009										
PROJECT COMPLETION DATE:	June 2010										
TOTAL APPROVED BUDGET:	Opex										
Proje	Project Key Performance Indicators										
To maximize revenue collection	To maximize revenue collection				Motivate rate-payers and improve revenue collection, meet projected income and Improve billing system and perfect customer services.						
		Receipt of Municipal accounts on time by customers and Proper distribution of bills						S			
		Hard copies of all property owner's document									
		Accurate and up-to-date debtors account.									
Kev	Milestones	Responsibl			Ti	me F	rame	es			
Rey	rinestones	e	1 st		2 nd		3 rd		4	‡ th	
	Official	Quar	rt	Quar	t Q	uarto	е	Qua	arte	er	
			er		er		r				
			1 2	3	1 2	3 1	L 2	3	1 2		3
Conducting meeting with ra consumer debts and the con-	CFO, AM: REV										

Capturing of clean data in the r	new :	syste	m					CFO, REV	AM:					
Erection of post boxes in each	erf n	umbe	er sul	bsidy				CFO, REV	AM:					
Providing incentives for consist	ent r	ate p	ayer	s				CFO, REV	AM:					
Debtors reconciliation								CFO, REV	AM:					
Indigent Support								MM, (AM: Accou	REV untan	t				
Billing Of Consumers								Reve	nue					
Distribution of Bills								Bills Distri	butor					
Projections Per Milestone						Bud	lget F	roje	ctions	S				Source of
	1 st	Qua	rter	2 nd	ⁱ Quar	ter	3 rd	Quar	ter	4 th	Qua	ter	Total	Finance
	1	2	3	1	2	3	1	2	3	1	2	3		
Conducting meeting with rate payers forum regarding writing off consumer debts and the conditions attached to it						R5 00			R5 00			R5 00	R1500	
Publicizing the data cleansing programmes				R2 00 0									R2000	

Writing off irrecoverable debt from consumers			R12 000 000								R12000 000	
Indigent support		R3 50 00 0									R1500.0 00	
Distribution of Bills		R2 66 6. 67	R26 66.6 7	R2 66 6. 67	R26 66.6 7	R2 66 6. 67	R2 66 6. 67	R2 66 6.6 7	R2 66 6.6 7	R2 66 6.6 7	R24000	
TOTAL											R136875 00.00	

DEPARTMENT	Budget& Treasury Office	PRO:	JECT AGER	CFO
PROJECT NAME:	EXPENDITURE MANAGEMENT			
WARD:				
VOTE NUMBER:				
PROJECT STARTING DATE:	July 2009			
PROJECT COMPLETION DATE:	June 2010			
TOTAL APPROVED BUDGET:				
Proj	ect Objectives	Projec	t Key Perfo	rmance Indicators
TO ENSURE AND EFFECTIVE	CONTROL OF EXPENDITURE		nance mana	ction compliance with the agement system
			lly correct a	mounts paid to the time
			oices and p	nts elimination of ayment duplication ol
		planning ide	entification of	nent effective financial of adverse variances tion of variance
				ossible fraudulent on of cash flow crunch
		Review and basis	control of e	expenditure on regular
			<u></u>	
				Time Frames

Key	Miles	stone	es					R	espon	si		Lst		2	2 nd			3 rd			4 th	
-								b	le [¯]		Qı	ıaı	rt	Qı	uar	rt	Qu	ıarl	te	Q	uai	rt
								0	fficial			er			er			r			er	
											1	2	3	1	2	3	1	2	3	1	2	3
Creditors payment								Α	M: EXF	•												
Payroll								С	FO, AM	l:												
								E	XP and													
								E	кр Асс													
Reconciliation of creditors acc	counts	and	state	men	ts			С	FO, AM	l:												
								E	XP and													
								E	кр Асс													
Expenditure forecast and var	iance a	analy	'sis					С	FO, AM	l:												
								E	XP and													
								E	кр Асс													
Bank Reconciliations								С	FO, AM	l:												
								E	XP and													
								E	кр Асс													
Management of Grants Regis	ter							Α	M: EXF													
Projections Per Milestone																						
	1 st	Qua	rter	2'	nd Qua	rter	3 rd	¹ Qu	arter	4	th Q	ua	arte	er		То	tal					
	1	2	3	1	2	3	1	2	2 3	1		2		3								
															Ц,							
DEPARTMENT	Trea	sury									EC1					AM	1: S	CM				
									M	<u>AN/</u>	AGE	R										
PROJECT NAME:	Asset	t and	Liabi	ility r	nanag	ement																
WARD:																						
VOTE NUMBER:																						
PROJECT STARTING	July 2	2009																				
DATE:																						

PROJECT COMPLETION DATE:	Augu	st 20	09																		
TOTAL APPROVED BUDGET:	300.0	000																			
Proje	ct Ob	jecti	ves						Proj	ect	Key	Pe	rfoı	rma	anc	e I	nd	ica	tor	S	
TO ENSURE ASSETS ARE SAF	EGUA	RDED)						dible nicipa		rds	of a	ll as	sse	ts c	wn	ed	by			
								Safe	eguar	ding	of	cour	ncil	ass	ets	,					
Key	Miles	tone	25					Res	pons	si			7	Γim	ie F	-ra	me	S			
ic,	1-11103							ble	-	"	1	st		2 nd			3 rd			4 th	
									icial		Qu	art	Q	ua	rt	Qι	ıar	te	Q	ua	rt
											е			er			r			er	
											1 2	2 3	1	2	3	1	2	3	1	2	3
Compilation of a GRAP compl	iant fix	ced a	sset	regist	er for	loose	and	AM	:SCM												
infrastructure assets																					
Development of a credible as	set ma	anage	emen	t poli	су			CFC	•												
									:SCM												
Develop system for internal of		and	proce	<u>edure</u>	S	_		CFC													
Projections Per Milestone					.d _	Budg					<u> </u>								ur		
		Qua			d Qua		1	Qua		4 ^t		ıart			То	tal		F	ina	nc	е
	1	2	3	1	2	3	1	2	3	1		2	3								
Compilation of a GRAP						R30									300	0					
compliant fixed asset register	-					0								0	00						
for loose and infrastructure						000															
assets																					
																					_

DEPARTMENT	Budget& Treasury Office	PRO:	_				•	CFC)				
PROJECT NAME:	BUDGETING												
WARD:													
VOTE NUMBER:													
PROJECT STARTING	July 2009												
DATE:													
PROJECT COMPLETION DATE:	JUNE 2010												
TOTAL APPROVED BUDGET:	Opex												
	ect Objectives	Project	t Ke	y P	er	forn	nar	ıce	Inc	lica	tor	S	
	tegic budget, effective control or necessions.	Compliance related legis			ne p	orov	sio	n o	f the	e MI	-MA	and	t
						Ti	me	Fr	ame	es			
Ke	y Milestones	Responsi		1 st		2'	nd		3 rd	i		4 th	
		ble		± uar	+	Qu		1	ر Quai			ਰ uar	+
		Official	_	er		ę e			euu. r		Y	er	
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Budget process plan		Mayor,											
		Portfolio											
		Head, MM,											
		CFO and											
		all											
		Managers											
Reporting and variance analy	ysis	Ass. CFO					T						

MFMA Implementation Strategy	y							t Mar Bud com e	ounta nager Iget 8 nplian	: k							
Projections Per Milestone						Budg	et P	rojec	ction						Sou	rce	of
	1 st	Qua	rter	2 ⁿ	^d Qua	rter	3 rd	Qua	rter	4 th	Quar	ter	To	tal	Fin	anc	:e
	1	2	3	1	2	3	1	2	3	1	2	3					
Budget process plan				R4 00 ,0 00									R400 0),00			

DEPARTMENT	Budget& Treasury Office	PROJECT MANAGER	Portfolio Head, MM, CFO and Ass. CFO
PROJECT NAME:	Investment Management		
WARD:			
VOTE NUMBER:			
PROJECT STARTING	August 2009		
DATE:			
PROJECT COMPLETION	June 2010		
DATE:			
TOTAL APPROVED	R30,000		
BUDGET:			

Projec	t Ob	jecti	ves						Proj	ect	Key	/ P	erfo	rma	anc	e I	nd	icat	ors	5
To ensure treasury manage flows and appropriate inves			respe	ect o	f heal	thy ca	sh		nplian tem a							st p	orac	ctice	s.	
																			ncr	ease
													•	Γim	ne F	rai	me	S		
Key r	Miles	stone	es					ble	-	5I <u> </u>				_			_			4 th
								Offi	icial		_	Time Frames st 2 nd 3 rd 4 art Quart Quarte er r e 2 3 1 2 3 1 2 3 1 2 Source uarter Total Finan							uart er	
											1 2	2 3	3 1	2	3	1	2	3	1	2 3
Investment of not yet spent fu	Realising the best value for the operational income for the state of the operational income for the operation income for the ope																			
Investment Register maintenar	Responsible																			
Desiration a Desiration						D I.	I D													C
Projections Per Milestone	1 st	<u> </u>	rtor	o n	ıd Oua						h 🔼		tor		To	tal			-	
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Investment of not yet spent funds					-		0. 00			_				R	30.	.000	O	ULI	М	
																		ULI	М	

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DEPARTMENT	Budget& Treasury Office	PRO:	_	2				-				-	
PROJECT NAME:	Implementation of financial system							e Indicators hich will import ng to Council he new finance sed financial rames					
WARD:									e Indicator nich will imp ng to Council e new financial sed financial rames				
VOTE NUMBER:													
PROJECT STARTING DATE:	October 2008												
PROJECT COMPLETION DATE:	June 2009												
TOTAL APPROVED BUDGET:	1600.000												
Proje	ect Objectives	Project	t Key	Pe	rfo	rma	anc	e I	nue Office Indicator In will imp Ito Council Inew financial Ines 3rd	ors	;		
TO ENSURE EFFICIENT, EFFE REPUTING AND MANAGEN	ECTIVE, ECONOMIC FINANCIAL									ndicators will impro Council ew financial financial nes arte r			
		Efficient and system	d effe	ctiv	e u	se c	of th	ne r	iew	fina	anc	ial	
		Accurate an information		erna	ally	pro	ces	sed	fina	anci	ial		
						Tim	e F	rai	nes	;			
Key	/ Milestones	Responsi ble Official	1 ^s Qua		Q	2 nd Quai				ill improduction in the council of t		1 th Jar	t
			е			er		_	r			er	
			1 2	2 3	1	2	3	1	2	icator ill imp Counci in finan nancial s	1	2	3
Acquisition of integrated IT s	ystem	MM, CFO											

								& A MAN S	LL NAGE	R							
Training of Staff and Manager	s on	the s	vstan	<u> </u>					, CFC	,	++						
Training of Staff and Manager	3 011	uic 5	ysteri	•				& A									
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Transfer of data from the old	svste	m to	the n	new o	ne.				, AS	S.							
	,							CFC									
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Projections Per Milestone					1d =	Budg	get P	rojec	ction								ırce of
		Qua		_	^{1d} Qua			Qua			Qua			Tot	al	Fil	nance
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Capital														1,60	0,	ULN	1
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											CT			4.05			
DEDARTMENT	Tron														·^ T		
DEPARTMENT	Trea	sury	,							NOJE NNAG				ACF	ОТ	reas	игу
										ANAC				ACF	ТОТ	reasi	шгу
PROJECT NAME:		sury												ACF	ОТ	reas	шгу
PROJECT NAME: WARD:														ACF	• O T	reas	шгу
PROJECT NAME:	Supp		iain											ACF	• ОТ	reasi	шгу

TOTAL APPROVED BUDGET:															
DOD 02:1															
Project Objective	es				Proje	ct K	ey l	Per	for	ma	nce	Inc	dica	tors	5
Enhancement of preferential procure	ment systei	m to ens	ure	Prod	cureme	ent c	of go	ods	s an	nd s	ervi	ces	in t	erm	s of
compliance with legislation and regul	ations			the	new p	olicy									
				Forr	mation	of p	roc	urei	mer	nt c	omr	nitte	es.		
				Acq	uisitioi roved	n of	goo	ds a							
				Bett	ter der	mand	d ma	ana	gen	nent	t				
Key Milestones					ponsi				_			ame	es		
Rey Pillestolles				ble	-	'	1 st		2	2 nd		3 ^{rc}	ı		4 th
					icial)ua	rt	Οι	ıart	t (Quai	rte	0	uart
				0111	iciai		er		_	er		r		_	er
						1	2	3	1	2	3	1 2	3	1	2 3
Adoption of the reviewed supply chain ma	nagement P	Policy by		ММ	& CFC)									
Supplier Data Base update				SCM	10										
Stores and Stock level analysis and mana	gement of st	tock leve	S	CFC)										
									Ī						
Projections Per Milestone		Budo	et P	rojec	ctions								S	our	e of
1 st Quart	er 2 nd O	uarter		Qua		4 th	Oua	arte	er	-	Tot	al			nce
1 2		2 3	1	2	3	1	2		3						

DEPARTMENT	Budget& Treasury Office	PROJECT	CFO, Ass. CFO
		MANAGER	Treasury and
			expenditure

								off	ice	r				
PROJECT NAME:	Reporting													
WARD:														
VOTE NUMBER:														
PROJECT STARTING	October 2008													
DATE:														
PROJECT COMPLETION	June 2009													
DATE:														
TOTAL APPROVED	R1607000													
BUDGET:														
	ect Objectives	Project		_				nc	e Iı	ndi	cat	tors	5	
	nt and maintenance of an effective	Compliance	wit	:h le	egis	slati	on							
•	empliance with legislation and													
regulations.														
		Compliance				it co	nd	itio	ns					
		Clean audit												
		Higher perfe	orm	ing	mı									
						Т	im	e F	ran	nes	5			
Key	/ Milestones	Responsi		1 st		2	nd		-	rd			4 th	
		ble	0	ua			ıar		Qu		-		T uar	+
		Official	Y	er		_	er	`	Qu	uı (r		_	er	
			1	2	3		2	3	1	2	3	1	2	3
Supply chain management re	eport	CFO								Ì				
Financial Management Grant		CFO												
Systems Improvement Grant		CFO												
National quarterly, half-year		CFO												
	al statements to GRAP and GAMAP	CFO												
Submission of GRAP complia	nt financial statements to Auditor	CFO												
	submitted financial statements													

Projections Per Milestone						Bud	get F	roje	ction	าร				Source
_	1 st	Qua	rter	2 ^r	nd Qua	rter	3 rd	Qua	rter	4 th	Quar	ter	Total	of
	1	2	3	1	2	3	1	2	3	1	2	3		Finance
Conversion of annual												R7	R707,000	
financial statements to GRAP												07,		
and GAMAP												00		
												0		
Submission of GRAP		R8	R8	R8	R81	R81	R8	R8	R8	R8	R8	R8	R900,000	
compliant financial		18	18	18	818,	818,	18	18	18	18	18	18		
statements to Auditor		18	18	18	182	182	18	18	18	18,	18,	18,		
General and auditing of the		,1	,1	,1			,1	,1	,1	18	18	18		
submitted financial		82	82	82			82	82	82	2	2	2		
statements														
TOTAL													R1607000	

DEPARTMENT	Budget& Treas	sury Office	PRO MAN					1	Acc	oun	tan	Ė		
PROJECT NAME:	Internship													
WARD:														
VOTE NUMBER:														
PROJECT STARTING	On-Going													
DATE:														
PROJECT COMPLETION DATE:														
TOTAL APPROVED BUDGET:	R500,000													
Proje	ct Objectives		Proje	ct K	ey	Per	for	mar	ıce	Ind	icat	ors	3	
To create an environment tha	t suitable and con	ducive to training	Compliance	wit	h le	gisl	atio	n						
								_						
Key	Milestones		Responsi						Fr	ame				
			ble .		1 st		_	nd		3 rd		4	4 th	
			Official	Q	uar	te	Qu	ıart		Quar	te	Qυ	ıart	:е
					r			er		r			r	
				1	2	3	1	2 3	3	1 2	3	1	2	3
Internship Programme			CFO &											
			Departmen											
			t Staff											
											\perp			
											!			
Projections Per Milestone	1 st Quarter	Budg 2 nd Quarter	ojections Quarter			arte			ot		4	ourc	ce c	

	1	2	3	1	2	3	1	2	3	1	2	3		
Internship Programme													R500,000	

DEPARTMENT	Trea	sury								OJEC NAG				A	ссо	unt	an	t	
	Free	Basic	Serv	ices 1	Implen	nent													
WARD:																			
VOTE NUMBER:																			
PROJECT STARTING DATE:	Nove	mber	2008	3															
PROJECT COMPLETION DATE:	June	2009																	
TOTAL APPROVED BUDGET:	R10 (000, (000																
Projec	t Ob	jecti	ves						Proj	ect K	ey	Per	forn	nan	ce I	ndi	cat	ors	
To comply with the constitution with free basic services	of S	outh .	Africa	to p	rovide	people	2	Roll	out o	f the	free	ba	sic s	ervio	ер	rogr	am		
Kev	Miles	stone	S					Res	pons	i				me			5		
•								ble	-		1 st		2'			3 rd			4 th
								Offi	icial	Q	uar	te	Qu		Qı	uart	te	Qι	ıarte
										1	2	3	1 2	r 2 3	1	2	3	1	r 2 3
Number of solar that has been	dictri	hutos	Land	20.0	vnandi	turo		CFO				3	± '		-		5	_	2 3
thereof	uistii	Dutec	ı anu	an e	хрепиі	ture		CFO											
Projections Per Milestone									tions								Sc	ourc	e of
		Qua			nd Qua		3 rd	Quai		4 th				T	otal		F	ina	nce
	1	2	3	1	2	3	1	2	3	1	2		3						
Free basic services Implement														R10 000)			

DEPARTMENT	Budget& Treasury Office			JECT IAGE					ACI and ma dep	l a na	ll t ge	he rs a	and	- 	•
PROJECT NAME:	Capital Expenditure														
WARD:															
VOTE NUMBER:															
PROJECT STARTING DATE:	July 2008														
PROJECT COMPLETION DATE:	June 2009														
TOTAL APPROVED BUDGET:	R12,395,000														
Proje	ect Objectives		Projec	t Ke	y F	Perf	orı	ma	nce	e I	ndi	ica	tor	S	
Key	/ Milestones		Responsi						e F			S			
,			ble	1	L st		2	nd		(-)	3 rd			4 th	
			Official	Qι	ıar	t	Qu	ıar	t	Qu	art	te	Q	uaı	t
					er			er		1	r			er	
				1	2	3	1	2	3	1	2	3	1	2	3
							4								
							\perp								
							4								
	_														
Projections Per Milestone			rojections	ath a									ur		
	1 st Quarter 2 nd Quarter	3.4	Quarter	4 th Q	ua	rte	ľ		Tot	al		F	ina	nce	9

	1	2	3	1	2	3	1	2	3	1	2	3		
Furniture & Office Equipment	4,	4,	4,	4,	4,16	4,16	4,	4,	4,	4,1	4,1	4,1	R50,000	
	16	16	16	16	6.67	6.67	16	16	16	66.	66.	66.		
	6.	6.	6.	6.			6.	6.	6.	67	67	67		
	67	67	67	67			67	67	67					
Computer Equipment	1,	1,	1,	1,	1,25	1,25	1,	1,	1,	1,2	1,2	1,2	R15,000	ULM
	25	25	25	25	0	0	25	25	25	50	50	50		
	0	0	0	0			0	0	0					
Motor Vehicle	41	41	41	41	41,6	41,6	41	41	41	41,	41,	41,	R500,00	ULM
	,6	,6	,6	,6	66.6	66.6	,6	,6	,6	66	66	66	0	
	66	66	66	66	7	7	66	66	66	6.6	6.6	6.6		
	.6	.6	.6	.6			.6	.6	.6	7	7	7		
	7	7	7	7			7	7	7					
Revenue Strategy	8,	8,	8,	8,	8,33	8,33	8,	8,	8,	8,3	8,3	8,3	R100,00	ULM
	33	33	33	33	3.33	3.33	33	33	33	33.	33.	33.	0	
	3.	3.	3.	3.			3.	3.	3.	33	33	33		
Databasa da sastas	33	33	33	33	4.16	4.16	33	33	33	4 4	4.4	4.4	DE0 000	
Database cleansing	4,	4,	4,	4,	4,16	4,16	4,	4,	4,	4,1	4,1	4,1	R50,000	
	16	16 6.	16 6.	16 6.	6.67	6.67	16 6.	16 6.	16 6.	66. 67	66. 67	66. 67		
	6. 67	67	6. 67	67			6. 67	67	67	07	07	07		
Free Basic Services	83	83	83	83	833,	833,	83	83	83	83	83	83	R10,000,	
Tree basic Services	3,	3,	3,	3,	333.	333.	3,	3,	3,	3,3	3,3	3,3	000	
	33	33	33	33	33	33	33	33	33	33.	33.	33.	000	
	3.	3.	3.	3.			3.	3.	3.	33	33	33		
	33	33	33	33			33	33	33					
Implementation of property	33	33	33	33	33,3	33,3	33	33	33	33,	33,	33,	R400,00	
rate	,3	,3	,3	,3	33.3	33.3	,3	,3	,3	33	33	33	0	
1.5.5	33	33	33	33	3	3	33	33	33	3.3	3.3	3.3		
	.3	.3	.3	.3			.3	.3	.3	3	3	3		

	3	3	3	3			3	3	3					
Laptop	3,	3,	3,	3,	3,75	3,75	3,	3,	3,	3,7	3,7	3,7	R45000	
	75	75	75	75	0	0	75	75	75	50	50	50		
	0	0	0	0			0	0	0					
Municipal Systems	61	61	61	61	61,2	61,2	61	61	61	61,	61,	61,	R735,00	
Improvement Programmes	,2	,2	,2	,2	50	50	,2	,2	,2	25	25	25	0	
	50	50	50	50			50	50	50	0	0	0		
Financial MNGT Grant	41	41	41	41	41,6	41,6	41	41	41	41,	41,	41,	R500,00	
	,6	,6	,6	,6	66.6	66.6	,6	,6	,6	66	66	66	0	
	66	66	66	66	7	7	66	66	66	6.6	6.6	6.6		
	.6	.6	.6	.6			.6	.6	.6	7	7	7		
	7	7	7	7			7	7	7					

DEPARTMENT	Budget& Treas	sury Office) NAG	-				_	o art	-	ent	: st	aff	!
PROJECT NAME:	Personnel Exper	nditure							•							
WARD:																
VOTE NUMBER:																
PROJECT STARTING	July 2008															
DATE:																
PROJECT COMPLETION DATE:	June 2009															
TOTAL APPROVED	2,661,140															
BUDGET:																
Proje	ct Objectives			Proje	ct K	ey I	Per	for	ma	nce	e In	ıdi	cat	or	5	
Compliance with legislation				Training p												
				Intern eva	luati	ons										
				Identificat	ion c	of m	ent	ors								
				Employme	nt o	f ad	diti	ona	l in	ter	n					
Key	Milestones			Responsi				Т	ime	e F	ram	es	5			
ic,	rinestones			ble		1 st		2	nd		3	rd			4 th	
				Official	Q	uai	rt	Qι	ıar	t	Qua	art	:e	Q	uai	t
						er			er		I	r			er	
					1	2	3	1	2	3	1	2	3	1	2	3
Development of training prog	ramme and adm	inistration cost		CFO												
Employment of intern				CFO												
Evaluation of interns				CFO												
Identification of mentors				CFO												
Payment of Wages																
Projections Per Milestone				rojections									So			
	1 st Quarter	2 nd Quarter	3 rd	Quarter	4 th	Qua	arte	er		Tot	tal		Fi	na	nce	3

	1	2	3	1	2	3	1	2	3	1	2	3		
Salaries	17	17	17	17	171,	171,	17	17	17	17	17	17	R2,056,3	FMG
	1,	1,	1,	1,	358.	358.	1,	1,	1,	1,3	1,3	1,3	00	
	35	35	35	35	33	33	35	35	35	58.	58.	58.		
	8.	8.	8.	8.			8.	8.	8.	33	33	33		
	33	33	33	33			33	33	33					
Salaries: bonus-annual leave	4,	4,	4,	4,	4,85	4,85	4,	4,	4,	4,8	4,8	4,8	R58,267	
	85	85	85	85	5.58	5.58	85	85	85	55.	55.	55.		
	5.	5.	5.	5.			5.	5.	5.	58	58	58		
	58	58	58	58			58	58	58					
Medical Aid	12	12	12	12	12,2	12,2	12	12	12	12,	12,	12,	R147,28	
	,2	,2	,2	,2	73.7	73.7	,2	,2	,2	27	27	27	5	
	73	73	73	73	5	5	73	73	73	3.7	3.7	3.7		
	.7	.7	.7	.7			.7 5	.7	.7	5	5	5		
Call phane Allawanes	5	5	5	5	1.00	1 00		5	5	1.0	1.0	1.0	D22.070	EMC
Cell phone Allowance	1, 98	1, 98	1, 98	1, 98	1,98 9.92	1,98 9.92	1, 98	1, 98	1, 98	1,9 89.	1,9 89.	1,9 89.	R23,879	FMG
	98	98	98	98	9.92	9.92	98	98	98	92	92	92		
	9. 92	92	9. 92	92			9. 92	92	92	92	92	92		
Housing Allowance	5,	5,	5,	5,	5,82	5,82	5,	5,	5,	5,8	5,8	5,8	R69,920	
Tiousing Allowance	82	82	82	82	6.67	6.67	82	82	82	26.	26.	26.	105,520	
	6.	6.	6.	6.	0.07	0.07	6.	6.	6.	67	67	67		
	67	67	67	67			67	67	67	0,	07	07		
Casual Labour	4,	4,	4,	4,	4,17	4,17	4,	4,	4,	4,1	4,1	4,1	R50,146	
	17	17	17	17	8.83	8.83	17	17	17	78.	78.	78.	,	
	8.	8.	8.	8.			8.	8.	8.	83	83	83		
	83	83	83	83			83	83	83					
Insurance: UIF	2,	2,	2,	2,	2,68	2,68	2,	2,	2,	2,6	2,6	2,6	R32,177	
	68	68	68	68	1.42	1.42	68	68	68	81.	81.	81.		
	1.	1.	1.	1.			1.	1.	1.	42	42	42		

	42	42	42	42			42	42	42					
Pension Fund contribution	8,	8,	8,	8,	8,94	8,94	8,	8,	8,	8,9	8,9	8,9	R107,39	
	94	94	94	94	9.75	9.75	94	94	94	49.	49.	49.	7	
	9.	9.	9.	9.			9.	9.	9.	75	75	75		
	75	75	75	75			75	75	75					
Skills development levy	2,	2,	2,	2,	2,68	2,68	2,	2,	2,	2,6	2,6	2,6	R32,177	
	68	68	68	68	1.42	1.42	68	68	68	81.	81.	81.		
	1.	1.	1.	1.			1.	1.	1.	42	42	42		
	42	42	42	42			42	42	42					
Performance bonus	6,	6,	6,	6,	6,96	6,96	6,	6,	6,	6,9	6,9	6,9	R83,594	
	96	96	96	96	6.17	6.17	96	96	96	66.	66.	66.		
	6.	6.	6.	6.			6.	6.	6.	17	17	17		
	17	17	17	17			17	17	17					

DEPARTMENT	Budget& Treasury Office	PRO.	_				AC	FO	Tre	eası	ury		
PROJECT NAME:	General Expenses												
WARD:													
VOTE NUMBER:													
PROJECT STARTING DATE:	July 2008												
PROJECT COMPLETION DATE:	June 2009												
TOTAL APPROVED BUDGET:	R4,082,300												
	ect Objectives	Project Key Performance Indicators											
Providing working tools to er	nhance a good working environment	Staff achiev											
		Improved v	vork	ing c	ond	itior	าร						
W as	. Mail and a second	D				Tim	ie F	ran	ies	5			
Key	y Milestones	Responsi ble		1 st		2 nd		3	rd		41	h	
		Official	0	– uart	0	uai	rt	Qua	art	e	Qua		
		Official	_	er	`	er			r		e		
			1	2 3	1	2	3	1	2	3	1 2	2 3	
Pre – requisition of goods an	d services	Exp Officer											
Order of goods and services		Accountan t											
Preparation of payment vouc	cher	Exp Officer											
Final approval and payment		ACFO & CFO											

Projections Per Milestone														Source of
_	1 st	Quai	rter	2 ^r	nd Qua	rter	3 rd	Qua	rter	4 th	Quar	ter	Total	Finance
	1	2	3	1	2	3	1	2	3	1	2	3		
Accounting Fees	52	52	52	52	52,4	52,4	52	52	52	52,	52,	52,	R629,40	ULM
	,4	,4	,4	,4	50	50	,4	,4	,4	45	45	45	0	
	50	50	50	50			50	50	50	0	0	0		
System Rental	17	17	17	17	174	174	17	17	17	17	17	17	R20,980	ULM
	48	48	48	48	8,33	8,33	48	48	48	48,	48,	48,		
	,3	,3	,3	,3			,3	,3	,3	33	33	33		
	3	3	3	3			3	3	3					
Bank Charges	10	10	10	10	10,0	10,0	10	10	10	10,	10,	10,	R120,00	ULM
	,0	,0	,0	,0	00	00	,0	,0	,0	00	00	00	0	
	00	00	00	00			00	00	00	0	0	0		
Conference fees	2,	2,	2,	2,	2,77	2,77	2,	2,	2,	2,7	2,7	2,7	33,293	ULM
	77	77	77	77	4.42	4.42	77	77	77	74.	74.	74.		
	4.	4.	4.	4.			4.	4.	4.	42	42	42		
	42	42	42	42			42	42	42					
Consulting and Prof Fees	1,	1,	1,	1,	1,74	1,74	1,	1,	1,	1,7	1,7	1,7	20,980	ULM
	74	74	74	74	8.33	8.33	74	74	74	48.	48.	48.		
	8.	8.	8.	8.			8.	8.	8.	33	33	33		
	33	33	33	33			33	33	33					
Fuel and Oil	41	41	41	41	41,6	41,6	41	41	41	41,	41,	41,	R500,00	ULM
	,6	,6	,6	,6	66.6	66.6	,6	,6	,6	66	66	66	0	
	66	66	66	66	7	7	66	66	66	6.6	6.6	6.6		
	.6	.6	.6	.6			.6	.6	.6	7	7	7		
	7	7	7	7			7	7	7					
Insurance	58	58	58	58	58,3	58,3	58	58	58	58,	58,	58,	R700,00	ULM
	,3	,3	,3	,3	33.3	33.3	,3	,3	,3	33	33	33	0	
	33	33	33	33	3	3	33	33	33	3.3	3.3	3.3		
	.3	.3	.3	.3			.3	.3	.3	3	3	3		

	3	3	3	3			3	3	3					
Material and stores	83	83	83	83	833.	833.	83	83	83	83	83	83	R10,000	ULM
	3.	3.	3.	3.	33	33	3.	3.	3.	3.3	3.3	3.3		
	33	33	33	33			33	33	33	3	3	3		
Membership Fees	55	55	55	55	554.	554.	55	55	55	55	55	55	R6,659	ULM
	4.	4.	4.	4.	92	92	4.	4.	4.	4.9	4.9	4.9		
	92	92	92	92			92	92	92	2	2	2		
Sundry Expenses	2,	2,	2,	2,	2,18	2,18	2,	2,	2,	2,1	2,1	2,1	R26,225	ULM
	18	18	18	18	5.42	5.42	18	18	18	85.	85.	85.		
	5.	5.	5.	5.			5.	5.	5.	42	42	42		
	42	42	42	42			42	42	42					
Consumables and beverages	43	43	43	43	437.	437.	43	43	43	43	43	43	R5,245	ULM
	7.	7.	7.	7.	08	80	7.	7.	7.	7.0	7.0	7.0		
	80	08	08	80			08	08	80	8	8	8		
S & T	5,	5,	5,	5,	5,54	5,54	5,	5,	5,	5,5	5,5	5,5	R66,587	ULM
	54	54	54	54	8.92	8.92	54	54	54	48.	48.	48.		
	8.	8.	8.	8.			8.	8.	8.	92	92	92		
	92	92	92	92			92	92	92					
Audit Committee			25			25,0			25			25,	R100,00	ULM
			,0			00			,0			00	0	
			00						00			0		
Financial & Budgeting	8,	8,	8,	8,	8,33	8,33	8,	8,	8,	8,3	8,3	8,3	R100.00	
Reforms	33	33	33	33	3.33	3.33	33	33	33	33.	33.	33.	0	
	3.	3.	3.	3.			3.	3.	3.	33	33	33		
	33	33	33	33			33	33	33					
Rate Payers' Incentive	16	16	16	16	16,6	16,6	16	16	16	16,	16,	16,	R200,00	
	,6	,6	,6	,6	66.6	66.6	,6	,6	,6	66	66	66	0	
	66	66	66	66	7	7	66	66	66	6.6	6.6	6.6		
	.6	.6	.6	.6			.6	.6	.6	7	7	7		
	7	7	7	7			7	7	7					

Indigent Support	45	45	45	45	45,8	45,8	45	45	45	45,	45,	45,	550,000	
margent Support	,8	,8	,8	,8	33.3	33.3	,8	,8	,8	83	83	83	330,000	
			-	-					-					
	33	33	33	33	3	3	33	33	33	3.3	3.3	3.3		
	.3	.3	.3	.3			.3	.3	.3	3	3	3		
	3	3	3	3			3	3	3					
Electricity & Water Purchase	38	38	38	38	38,4	38,4	38	38	38	38,	38,	38,	461,461	
	,4	,4	,4	,4	55.0	55.0	,4	,4	,4	45	45	45		
	55	55	55	55	8	8	55	55	55	5.0	5.0	5.0		
	.0	.0	.0	.0			.0	.0	.0	8	8	8		
	8	8	8	8			8	8	8					
Strategic Planning & Team	2,	2,	2,	2,	2,62	2,62	2,	2,	2,	2,6	2,6	2,6	R31,470	
Building	62	62	62	62	2.50	2.50	62	62	62	22.	22.	22.		
	2.	2.	2.	2.			2.	2.	2.	50	50	50		
	50	50	50	50			50	50	50					
Local Government Financial	41	41	41	41	41,6	41,6	41	41	41	41,	41,	41,	R500,00	
Management Grant	,6	,6	,6	,6	66.6	66.6	,6	,6	,6	66	66	66	0	
	66	66	66	66	7	7	66	66	66	6.6	6.6	6.6		
	.6	.6	.6	.6			.6	.6	.6	7	7	7		
	7	7	7	7			7	7	7					

DEPARTMENT	Budget& Treasury Office	PROJ MAN	JECT AGER	Accountant
PROJECT NAME:	R & M			
WARD:				
VOTE NUMBER:				
PROJECT STARTING	July 2008			
DATE:				
PROJECT COMPLETION DATE:	June 2009			
TOTAL APPROVED BUDGET:	R147,817			
Proje	ect Objectives	Project	t Key Perforn	nance Indicators
Proper maintenance of Fixed	Assets		running orde	
		By utilising effectively	assets, staff a	ble to perform duties
			Ti	me Frames
	/ Milestones	Responsi ble Official	Quart Qu er e	3rd 4th art Quarte Quart r r er 2 3 1 2 3 1 2 3
Pre – requisition of goods an	d services	Exp Officer		
Order of goods and services		Accountan t		
Preparation of payment vouc	her	Exp Officer		
Final approval and payment		ACFO &		

Projections Per Milestone						Budg	et P	rojec	ction	S				Source of
	1 st	Qua	rter	2 ^r	^{id} Qua	rter	3 rd	Qua	rter	4 th	Quar	ter	Total	Finance
	1	2	3	1	2	3	1	2	3	1	2	3		
Computer Installation	1,	1,	1,	1,	1,00	1,00	1,	1,	1,	1,0	1,0	10	12,000	
	00	00	00	00	0	0	00	00	00	00	00	00		
	0	0	0	0			0	0	0					
Furniture, equipment and	87	87	87	87	874.	874.	87	87	87	87	87	87	10,490	ULM
machines	4.	4.	4.	4.	17	17	4.	4.	4.	4.1	4.1	4.1		
	17	17	17	17			17	17	17	7	7	7		
Tools and equipment	44	44	44	44	443.	443.	44	44	44	44	44	44	R5,327	ULM
	3.	3.	3.	3.	92	92	3.	3.	3.	3.9	3.9	3.9		
	92	92	92	92			92	92	92	2	2	2		
Equipment and vehicles	10	10	10	10	10,0	10,0	10	10	10	10,	10,	10,	R120,00	ULM
	,0	,0	,0	,0	00	00	,0	,0	,0	00	00	00	0	
	00	00	00	00			00	00	00	0	0	0		

DEPARTMENT	Budget& Treasury Office		JECT AGER	ar	CFO Treas nd depart aff	
PROJECT NAME:	Revenue					
WARD:						
VOTE NUMBER:	1 1 2000					
PROJECT STARTING DATE:	July 2008					
PROJECT COMPLETION DATE:	June 2009					
TOTAL APPROVED BUDGET:	R73,289,078					
Proj	ect Objectives	Projec	t Key Pe	rforman	ce Indica	tors
Maximise revenue collection		Decrease in	Debtors	(Services	5)	
		Increase in	surplus f	or the yea	ar	
				Time	Frames	
Ke	y Milestones	Responsi ble	1 st	2 nd	3 rd	4 th
		Official	Quart	Quart	Quarte	Quart
		Official	er	er	r	er
			1 2 3	1 2 3	1 2 3	1 2 3
Implementation of credit co	ntrol policy	CFO &ACFO				
Billing and Receipting of Rev	venue venue	ACFO&REV OFFICER				
Recording and Banking of Re	evenue	ACC & REV				

	OFFICER	
Reconciliation of Receipts collected with Bank	ACC &	
	REV	
	OFFICER	

Projections Per Milestone													Source of	
	1 st	Qua	rter	2 ^r	^{id} Qua						Quar	ter	Total	Finance
	1	2	3	1	2	3	1	2	3	1	2	3		
Rates	24	24	24	24	246,	246,	24	24	24	24	24	24	R2,959,0	ULM
	6,	6,	6,	6,	589.	589.	6,	6,	6,	6,5	6,5	6,5	78	
	58	58	58	58	83	83	58	58	58	89.	89.	89.		
	9.	9.	9.	9.			9.	9.	9.	83	83	83		
	83	83	83	83			83	83	83					
Interest : Investment	50	50	50	50	500,	500,	50	50	50	50	50	50	R6,000,0	ULM
	0,	0,	0,	0,	000	000	0,	0,	0,	0,0	0,0	0,0	00	
	00	00	00	00			00	00	00	00	00	00		
	0	0	0	0			0	0	0					
Process on Disposal of assets	41	41	41	41	41,6	41,6	41	41	41	41,	41,	41,	R500,00	ULM
	,6	,6	,6	,6	66.6	66.6	,6	,6	,6	66	66	66	0	
	66	66	66	66	7	7	66	66	66	6.6	6.6	6.6		
	.6	.6	.6	.6			.6	.6	.6	7	7	7		
	7	7	7	7			7	7	7					
Operating Reserves	79	79	79	79	791,	791,	79	79	79	79	79	79	R9,500,0	ULM
	1,	1,	1,	1,	666.	666.	1,	1,	1,	1,6	1,6	1,6	00	
	66	66	66	66	67	67	66	66	66	66.	66.	66.		
	6.	6.	6.	6.			6.	6.	6.	67	67	67		
	67	67	67	67			67	67	67					
Equitable Share	3,	3,	3,	3,	3,50	3,50	3,	3,	3,	3,5	3,5	3,5	R42,089,	ULM
	50	50	50	50	7,41	7,41	50	50	50	07,	07,	07,	000	
	7,	7,	7,	7,	6.67	6.67	7,	7,	7,	41	41	41		
	41	41	41	41			41	41	41	6.6	6.6	6.6		

		_								7	-	7		
	6.	6.	6.	6.			6.	6.	6.	7	7	7		
	67	67	67	67			67	67	67					
On going Projects														ULM
Rental Offices	65	65	65	65	65,5	65,5	65	65	65	65,	65,	65,	R786,00	ULM
	,5	,5	,5	,5	00	00	,5	,5	,5	50	50	50	0	
	00	00	00	00			00	00	00	0	0	0		
Hall Hire	10	10	10	10	10,0	10,0	10	10	10	10,	10,	10,	R120,00	ULM
	,0	,0	,0	,0	00	00	,0	,0	,0	00	00	00	0	
	00	00	00	00			00	00	00	0	0	0		
Advertising	8,	8,	8,	8,	8,33	8,33	8,	8,	8,	8,3	8,3	8,3	R100,00	ULM
	33	33	33	33	3.33	3.33	33	33	33	33.	33.	33.	0	
	3.	3.	3.	3.			3.	3.	3.	33	33	33		
	33	33	33	33			33	33	33					
Free Basic Services	83	83	83	83	833,	833,	83	83	83	83	83	83	R10,000,	ULM
	3,	3,	3,	3,	333.	333.	3,	3,	3,	3,3	3,3	3,3	000	
	33	33	33	33	33	33	33	33	33	33.	33.	33.		
	3.	3.	3.	3.			3.	3.	3.	33	33	33		
	33	33	33	33			33	33	33					
Financial Management Grant	41	41	41	41	41,6	41,6	41	41	41	41,	41,	41,	R500,00	ULM
	,6	,6	,6	,6	66.6	66.6	,6	,6	,6	66	66	66	0	
	66	66	66	66	7	7	66	66	66	6.6	6.6	6.6		
	.6	.6	.6	.6			.6	.6	.6	7	7	7		
	7	7	7	7			7	7	7					
Municipal Systems	61	61	61	61	61,2	61,2	61	61	61	61,	61,	61,	R735,00	ULM
improvement Programme	,2	,2	,2	,2	50	50	,2	,2	,2	25	25	25	0	
	50	50	50	50			50	50	50	0	0	0		

7. Conclusion

This Service Delivery and Budget Implementation Plan provides Council with the opportunity to inform and impress on the overall organizational targeting and milestones for the financial year 2006/2007. Implementation Performance will be assessed through the submission of quarterly and annual reports to Council. Monthly reports will be submitted to Management Meetings. This will contribute towards fulfilling the key performance areas and community priorities outlined in the IDP and the budget.