

# **MOPANI DISTRICT MUNICIPALITY**

## **IMPLEMENTATION PLAN**

DISTRICT IMPLEMENTATION PLAN

**KPA 1: Municipal Transformation and Organisational Development**

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAMES	RESPONSIBILITY
<b>1.</b>	<b>Organisational Design and Human Resource Capacity</b>				
1.2	Filling of all vacant section 57 managers posts	Advertise and appoint all outstanding Section 57 Managers within the district.	<i>Vacant positions filled in all municipalities.</i>	June 2008	Municipal Managers, Corporate Service Managers
1.3	Signing of employment contracts by all Section 57 managers for the 2007/08 fy	Facilitate the signing of employment where it has not been signed.	<i>Signed employment contracts for all Section 57 employees.</i>	June 2008	Municipal Managers, Corporate Service Managers
1.4	Review of the organogram of the municipality to ensure alignment with the IDP/ Budget	Conduct an assessment on the capacity of the municipalities to deliver on the IDP with the available and envisaged resources.	<i>Organogram aligned with the IDP/Budget/PMS</i>	May 2008	Municipal Managers, Corporate Service Managers, CFO, Planning and Economic Development Managers
1.5	Completion of the placement of staff in terms of Section 78 of the Municipal Systems Act (2000)	All identified staff in terms of Water and Environmental Health Services are placed on the Organogram.	<i>The transferred staff placed on the organogram of municipalities.</i>	September 2008	Municipal Managers, Corporate Service Managers
<b>2.</b>	<b>Employment Equity</b>				

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAMES	RESPONSIBILITY
2.1	Employment Equity Plan	Conduct an evaluation of the existing plans in terms of progress made.	<i>Reviewed Employment Equity targets.</i>	June 2008	Municipal Managers, Corporate Service Managers
2.2	Women representation in Section 57 Managers	Appoint women at senior management positions in all municipalities.	<i>Employment of women in Section 57 positions.</i>	June 2008	Municipal Managers, Corporate Service Managers
2.3	Total number of woman employed by the municipality against total staff	Improve the gender balance in all municipalities.	<i>Gender Equity.</i>	June 2009	Municipal Managers, Corporate Service Managers
2.4	Total number of disable staff in management level	Appoint people with disabilities in senior management position.	<i>People with disabilities appointed in management levels of municipalities.</i>	June 2009	Municipal Managers, Corporate Service Managers
<b>3.</b>	<b>Skills Development</b>				
3.1	Work Place Skills Development Plan submitted to LGSETA	Implement training programmes for Councillors and officials.	<i>Report submitted to Council and LGSETA.</i>	June 2008	Municipal Managers, Corporate Service Managers, Skills Development Facilitators
3.2	Section 57 Managers development program	Implement a development programme to capacitate Section 57 Managers.	<i>Competency report submitted to Council.</i>	August 2008	Municipal Managers, Corporate Service

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAMES	RESPONSIBILITY
					Managers
3.3	Skill Levy Rebate	Conduct an assessment of the Skills levy rebate received by municipalities.	<i>Report on the Skills levy rebate.</i>	August 2008	Municipal Managers, Corporate Service Managers
<b>4.</b>	<b>Integrated Development Planning</b>				
4.1	Appointment of IDP officers	Identify vacant positions for IDP Officers in municipalities.	<i>IDP Officers appointed in all municipalities</i>	July 2008	Municipal Managers, Corporate Service Managers
4.2	2007/08- 2012/13 IDP	Implement the five year IDP for municipalities.	<i>Quarterly reports submitted to Council.</i>	Quarterly	Municipal Managers, Planning and Economic Development Managers
4.3	Core sector plan included in the IDP.	Develop the Housing, Environment, Air Quality, Disaster Management, Institutional, Five Year Infrastructure and Five Year Financial Plans.	<i>Sector Plans developed and approved by Council.</i>	September 2008	Municipal Managers, Planning and Economic Development Managers
<b>5.</b>	<b>Functionality of the Performance Management System in compliance with Chapter of 6 of the MSA</b>				
5.1	Approved PMS policy and	Implement the PMS Policy and	<i>Reviewed PMS</i>	July 2008	Municipal

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAMES	RESPONSIBILITY
	implementation framework in place	Regulations as per framework	<i>policy and Framework.</i>		Managers, Planning and Economic Development Managers
5.2	Conducting of institutional performance review on periodic basis	Conduct an evaluation of the institutional performance review.	<i>Quarterly and annual performance report</i>	On-going	Municipal Managers, Planning and Economic Development Managers
5.4	Compliance with the Performance Regulation on Section 57 managers	Review and adjust the performance agreement and plans of the Section 57 Managers in line with the Performance Regulation.	<i>Performance contracts and plans aligned to the new regulations.</i>	June 2008	Municipal Managers, Corporate Service Managers

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

**KPA 2: Basic Service Delivery**

<b>N O</b>	<b>PLANNED INTERVENTIONS</b>	<b>HIGH LEVEL ACTIVITIES</b>	<b>DELIVERABLES</b>	<b>TIMEFRAME</b>	<b>RESPONSIBILITY</b>
<b>1.</b>	<b>Water Services</b>				
1.1	Free Basic Water Services	Provide free basic water to a total of 96 876 indigent people throughout the district. Update the indigent register Make provisions for Indigent	Indigent people provided with free basic water services.	June 2009  Annually May 2008	Municipal Managers, Technical Managers; CFO
1.2	All communities have access to clean water and decent sanitation by 2010	Cost and update the backlogs; Evaluate progress made with regard to the meeting the targets.	Funding proposal;  Update report to Council.	March 2008	Municipal Managers, Technical Managers; CFO
1.3	Lobby for more funding to meet the targets.	Business Plan with timeframes developed in line with the IDP; Identify possible funding agents and submit the plan and proposals.	Business Plan developed.	May 2008	Municipal Managers, Technical Managers
1.4	Water and sanitation at all schools	Provide water and sanitation at schools in collaboration with DWAF.	Update report submitted to Council.	December 2008	Municipal Managers, Technical Managers

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

N O	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
1.5	Water and sanitation at all clinics	Provide water and sanitation at clinics in collaboration with DWAF.	Update report submitted to Council.	December 2008	Municipal Managers, Technical Managers
1.6	Reduction of unaccounted for water	Implement a refurbishment programme at all the water schemes and facilities, Develop a maintenance plan for all water facilities.	Refurbishment programme report District Maintenance Plan.	Quarterly  September 2008	Municipal Managers, Technical Managers
<b>2.</b>	<b>Electricity</b>				
2.1	Access to Free Basic Electricity	Confirm the indigent records with Eskom; Conduct a public awareness campaign on the collection of tokens	Indigent people provided with free basic electricity.	July 2008  Monthly	Municipal Managers, Technical Managers and Eskom
2.2	New electricity connections	Conduct an update of the backlogs and cost them.	<i>Backlogs costed.</i>	May 2008	Municipal Managers, Technical Managers and Eskom
2.3	National Target : Electricity for all by 2012	Develop an implementation plan and funding proposal.	<i>Funding proposal and implementation plan developed.</i>	May 2008	Municipal Managers, Technical

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

N O	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
					Managers and Eskom
<b>3.</b>	<b>Waste Removal</b>				
3.1	Waste Removal Policy/Plan	Develop an Integrated Waste Management Plan;	<i>Integrated Waste Management Plan approved.</i>	June 2008	Municipal Manager, Community/ Public Services Managers
3.2	Waste Removal Strategy	Confirm and cost waste removal backlogs; Identify communities for piloting some of the projects for waste removal.	<i>Business Plan developed Progress report submitted to Council.</i>	June 2008 Quarterly	Municipal Manager, Community/ Public Services Managers
<b>4.</b>	<b>Roads and storm water</b>				
4.1	Roads Infrastructure Strategy	Develop and implement a Roads Infrastructure Strategy.	<i>Roads Infrastructure Strategy developed and approved by Council.</i>	June 2008	Municipal Managers, Technical Managers
4.2	New roads planned	Confirm all municipal roads and cost them;	<i>Plan for the new roads network</i>	June 2008	Municipal Managers,



YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

N O	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
			<i>developed, costed and implemented.</i>		Technical Managers
4.3	Maintenance and Rehabilitation of roads and storm water drainage	Develop a maintenance plan for all road networks and storm water drainage; Implement the maintenance and rehabilitation plan	<i>Rehabilitation plan developed and approved by Council; Maintenance plan developed and approved by Council.</i>	June 2008	Municipal Managers, Technical Managers
<b>5.</b>	<b>Indigent Policy Implementation Framework</b>				
5.1	Development of indigent policies in municipalities	Update the Indigent Policy	<i>Reviewed Indigent Policy</i>	May 2008	Municipal Managers; CFO and Planning and Economic Development Managers.
5.2	Development of indigent registers	Update the indigent registers;	Reviewed and updated Indigent	May 2008	Municipal Managers; CFO and

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

N O	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAM E	RESPONSIBI LITY
			Registers.		Planning and Economic Development Managers.
<b>6.</b>	<b>Municipal Infrastructure Grant</b>				
6.1	Development of Municipal Infrastructure Investment Framework Strategy	Develop the five year infrastructure plan;	Municipal Infrastructure Plan developed and approved by Council	September 2008	Municipal Managers; CFO and Planning and Economic Development Managers.
6.2	Development of Land Use Management Planning system	Develop the land use management system; Implement the Land Use Management System.	<i>Land Use Management System developed and approved by Council</i>	September 2008	Municipal Managers, Planning and Development Managers
6.3	Improving expenditure on MIG	Review an implementation strategy on MIG	<i>Report submitted.</i>	Monthly	Municipal Managers, Technical Managers
6.4	Alignment of MIG with EPWP	Projects implemented through	<i>Report submitted</i>	Monthly	Municipal

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

N O	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
		the EPWP methodology must be enlisted and registered with the relevant sector department.	<i>to Council.</i>		Managers, Technical Managers
<b>7.</b>	<b>Municipal Housing Plan &amp; strategy implementation</b>				
7.1	Municipal Housing Plan	Develop the Municipal Housing Plan in collaboration with the sector department	<i>Municipal Housing Plan developed and approved by Council.</i>	September 2008	Municipal Managers, Community/ Public Service Managers
7.2	Housing Beneficiary List	Identify and record beneficiaries for housing provision; Evaluate and assess qualifying members; Identify and ensure development of land for housing; Develop a priority list for implementation.	<i>Housing beneficiary list developed and approved by Council; Land for housing delivery identified and developed.</i>	May 2008	Municipal Managers, Community/ Public Service Managers and Technical Managers

DISTRICT IMPLEMENTATION PLAN

**KPA 3: Local Economic Development**

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
<b>1.</b>	<b>LED STRATEGY</b>				
1.1	Alignment of the District LED strategy with Local Municipalities LED Strategies	<ul style="list-style-type: none"> <li>○ Conduct a review of all the LED Strategies/Plans;</li> <li>○ Develop an integrated implementation plan</li> </ul>	<ul style="list-style-type: none"> <li>○ Reviewed LED Strategy/Plan with an implementation plan approved.</li> </ul>	September 2008	Municipal Manager, Planning and Economic Development Managers
1.2	Alignment of LED Strategy with PGDS, EPWP, ASGISA; PPP; NSDP;	<ul style="list-style-type: none"> <li>○ Implement the Fresh Produce Market as aligned with the PGDS, EPWP, ASGISA, PPP and NSDP.</li> </ul>	<ul style="list-style-type: none"> <li>○ Report submitted to Council.</li> </ul>	Monthly	Municipal Manager, Planning and Economic Development Managers
1.3	Implementation of District LED Summit Action Plan	Conduct a review on progress made in terms of the District Growth and Development Summit resolutions	Progress report presented to Council.	Quarterly	Municipal Manager, Planning and Economic Development Managers
1.4	Functionality of LED District Forum	Establish the District LED Forum; Develop a framework for the LED Forum and;	Framework for the LED Forum developed and	September 2008	Municipal Manager, Planning and

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
		Officially launch the District LED Forum.	approved; LED Forum established in all municipalities.		Economic Development Managers
1.4	LED units	Establish fully fledged LED units in municipalities; Allocate resources for the LED units.	Reviewed Organogram with budget allocations; All identified posts filled.	May 2008  September 2008	Municipal Manager, Planning and Economic Development Managers
1.5	LED job creation initiatives	<ul style="list-style-type: none"> <li>Facilitate the attraction of possible investors on projects with feasibility studies;</li> <li>Conduct feasibility study on outstanding identified projects.</li> </ul>	Economic growth and job creation; Number of jobs to be created confirmed.	September 2008	Municipal Manager, Planning and Economic Development Managers

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

**KPA 4: Municipal Financial Viability and Management: 2006/07**

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
1.	<b>MFMA Institutional compliance</b>				
1.1	Budget and Treasury Office	Appointment and recruitment of qualified staff; Conduct skills audit on the current personnel; Training and development of the personnel.	<i>Qualified staff appointed; Skills audit report; Capacity building of staff</i>	September 2008 June 2008 March 2009	Municipal Manager; CFO
1.2	MFMA implementation, monitoring and compliance plan	Implementation, monitoring and compliance plan to be developed; Progress report submitted to Council	<i>Reports submitted to Treasury and Council</i>	Monthly	Municipal Manager; CFO
1.3	Audit Committee	Reports developed and analysed by the Audit Committee members Implement the schedule of meetings for Audit Committee.	<i>Audit reports submitted to Council Meetings convened.</i>	Annually  Quarterly	Municipal Manager
1.4	Internal Audit Unit	Filling of positions in the Internal Audit; Establishment of the unit where it does not exist; Conduct and/or review the risk assessment;	<i>Internal Audit Units established Organogram reviewed Risk Assessment Plan/Strategy</i>	July 2008  May 2008  June 2008	Municipal Manager; Internal Audit Managers; CFO

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
		Develop the Internal Audit Plan;  Conduct monthly Internal Audit as per plan	<i>Internal Audit Charter and Plan approved</i> <i>Internal Audit reports</i>	June 2008  Monthly	
<b>2.</b>	<b>Implementation of financial systems, policies, and controls and regulations</b>				
2.1	Fraud Prevention and Anti Corruption mechanism and strategies	Development of the Fraud Prevention and Anti Corruption strategy; Establishment of the Risk Management Unit	<i>Fraud prevention and Anti Corruption strategy developed;</i> <i>Risk Management Unit established</i>	June 2008  May 2008	Municipal Manager; Corporate Service Managers CFO
2.2	Delegation of financial powers and functions	Develop and approve a delegation system of financial powers and functions;  Ensure implementation of the delegation system;	<i>Delegation system of financial powers and functions developed and approved;</i> <i>Delegation system implemented.</i>	June 2008  June 2009	Municipal Manager; CFO
2.3	Supply Chain Management policy	Conduct an internal workshop to all staff members in relation to the Supply Chain Management policy;	<i>Capacity building;</i>  <i>Reports submitted to</i>	Bi - annually	CFO; Corporate Service Managers

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
		Monitor the functionality of the Supply Chain Management Committees;	<i>Municipal Manager;</i>		CFO; Corporate Service Managers.
		Conduct a continuous audit on the effectiveness of the committees.	<i>Review report on the supply chain management submitted to Municipal Manager.</i>		CFO; Corporate Service Managers.
2.4	BEE scorecards	Conduct a workshop on the BBBEE scorecards; Develop the Scorecard in terms of the framework; Ensure implementation of the BEE score card	<i>Workshop conducted; Scorecard developed Reports submitted to Council.</i>	September 2008 December 2008 Quarterly	Municipal Manager; CFO; Corporate Service Managers.
2.5	Credit control and debt Policy	Conduct a review of the Credit control and debt policy;  Workshops conducted on the reviewed Credit control and debt policy	<i>Reviewed Credit control and debt policy approved by Council; Workshops conducted on the reviewed policy</i>	March 2009  June 2009	Municipal Manager; CFO
2.6	Revenue collection strategies & targets for cost recovery	Develop revenue collection strategies;	<i>Revenue collection strategy developed and approved; Report on revenue</i>	June 2008	Municipal Manager; CFO



YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
		Implement the strategy and monitor the impact	<i>management submitted to Council</i>	Monthly	
2.7	Implementation of valuation rolls	Finalise the valuation roll;  Issue notifications to all affected people; Implement the valuation roll	<i>All properties valued; Public inputs on the valuation roll; Valuation roll implemented</i>	May 2008  June 2008  July 2008	Municipal Manager; CFO
2.8	Improvement of billing strategies and systems	Conduct a review of the billing strategies;  Develop an effective billing system	<i>A reviewed report on the billing adopted; An effective and efficient billing system developed.</i>	March 2009  June 2009	Municipal Manager; CFO
2.9	Compliance with accounting standards and systems	Conduct an assessment on the current situation regarding accounting standards and systems; Identify gaps in the compliance of the accounting standards and systems; Ensure that corrective measures are put in place.	<i>Report on the state of compliance produced; Gaps in the compliance of the standards and systems outlined; Corrective measures implemented.</i>	December 2008  December 2008  July 2009	Municipal Manager; CFO
3.	<b>Budget and Expenditure</b>				

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
	<b>Management</b>				
3.1	Preparation, and adoption of budget in compliance with MFMA	Develop a budget process plan;  Ensure that the process plan is implemented	<i>Process plan developed and approved; Budget process plan implemented.</i>	June 2008  May 2009	Municipal Manager; CFO
3.2	Monthly and Quarterly Financial Reports	Compile monthly and quarterly reports;  Apply corrective measures on gaps outlined in the reports	<i>Monthly and quarterly reports submitted;</i>	Monthly and quarterly	Municipal Manager; CFO
3.3	Financial Statements	Compile the financial statements; Ensure that the statements are submitted to the Auditor General	<i>Financial statements compiled; Financial statements submitted to the Auditor General.</i>	July 2008  August 2008	Municipal Manager; CFO
3.4	Implementation Plan to address audit reports of the Auditor General	Develop an implementation plan to address audit reports of the Auditor General; Ensure that the implementation plan is adhered to by all staff	<i>Implementation plan developed; Adherence to the implementation plan.</i>	October 2008 June 2009	Municipal Manager; CFO

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

**KPA 5: Good Governance and Public Participation**

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
1.	Running of municipal council				
1.1	Ordinary and special Council sitting	<p>Schedule of meetings compiled;</p> <p>Convene and advertise ordinary and special Council sittings;</p> <p>Ensure that the meetings are open for members of the public;</p> <p>Ensure that reports are prepared and delivered to members as per Rules of Order;</p> <p>Ensure that all procedures during sittings are fully adhered to as per Rules of Order</p>	<p><i>Programme for meetings approved;</i></p> <p><i>Council sittings convened;</i></p> <p><i>Members of the public in attendance during the sittings;</i></p> <p><i>Agenda of the meeting developed and delivered;</i></p> <p><i>Sittings conducted following set procedures.</i></p>	<p>Quarterly</p> <p>Quarterly</p>	<p>Municipal Manager;</p> <p>Director/Manager Corporate Service</p>
1.2	Functionality of Mayoral committee & portfolio committee	<p>Schedule of meetings developed and approved;</p>	<p><i>Programme approved by members and</i></p>	<p>Monthly</p>	<p>Municipal Manager;</p> <p>Director/Manager</p>

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
		<p>Ensure that agenda items for the committees are compiled and circulated;</p> <p>Ensure that meetings are convened as per schedule;</p> <p>Put in place mechanisms to ensure that all members attend committee meetings;</p> <p>Reports from the committees generated.</p>	<p><i>submitted to Council;</i></p> <p><i>Inputs made on the items for all committees;</i></p> <p><i>Meetings convened per schedule;</i></p> <p><i>Attendance report;</i></p> <p><i>Reports submitted to Council.</i></p>	<p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Quarterly</p>	<p>Corporate Service</p> <p>All Managers</p> <p>Municipal Manager;</p> <p>Corporate Service Managers.</p> <p>Municipal Manager;</p> <p>Corporate Service Managers</p>
1.3	By-Laws, Policies and Strategy approval	<p>Develop all outstanding By-Laws;</p> <p>Conduct public hearings;</p> <p>Submit all outstanding By-Laws for promulgation;</p>	<p><i>By-Laws approved;</i></p> <p><i>Report developed on inputs received;</i></p> <p><i>By-laws gazetted;</i></p>	<p>December 2008</p> <p>February 2009</p> <p>June 2009</p>	<p>Municipal Manager;</p> <p>Director/Manager</p> <p>Corporate Service</p>
1.4	Conducting of by-laws in compliance with Municipal Electoral Act 2002	<p>Ensure that by-laws are compiled in line with legislative framework.</p>	<p><i>Credible by-laws.</i></p>	<p>On-going</p>	<p>Municipal Manager;</p> <p>Director/Manager</p> <p>Corporate Service</p>
2.	<b>Public Participation, Ward</b>				

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
	<b>Committees</b>				
2.1	Establishment and Functionality of Wards committees	Ensure that training is conducted on all ward committee members; A programme of action is developed for ward committee activities; Ensure that reports are submitted to Council; Convene ward committee forum in all municipalities and the district.	<i>Training report submitted to Council;</i> <i>Ward committee plan submitted to Council;</i> <i>Reports compiled;</i> <i>Report submitted to Council.</i>	Quarterly  May 2009;  Monthly  Monthly	Director/Manager Corporate Service
2.2	Budget and administrative support for ward committee	Allocate budget for ward committee activities as per plan; Monitor the spending on the allocation;	<i>Budget allocated;</i>  <i>Financial report submitted;</i>	May 2008  Monthly	Municipal Manager; Director/Manager Corporate Service
2.3	Ward IDP Plan	Conduct training on the ward IDP plans; Develop a process plan for the ward IDP plans;  Ensure that ward IDP plans are submitted to Councils; Ward IDP plans incorporated into the IDP/Budget/PMS	<i>Training conducted;</i> <i>Ward IDP process plan approved;</i> <i>Ward IDP Plans approved;</i> <i>Ward IDP plans included in the IDP/Budget/PMS</i>	June 2008;  July 2008;  End of March 2009;  March 2009	Municipal Manager; Planning and Economic Director/Managers; CFO

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

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2.4	Involvement of CDW	<ul style="list-style-type: none"> <li>○ Ensure that CDW's attend ward committee meetings;</li> <li>○ Ensure that activities of the CDW are shared with the members of the ward committees.</li> </ul>	<ul style="list-style-type: none"> <li>○ <i>Attendance register and report submitted;</i></li> <li>○ <i>Activity reports submitted.</i></li> </ul>	Monthly	Municipal Manager; Manager in the Office of the Mayors
<b>3.</b>	<b>Corporate Governance</b>				
3.1	Implementation of Communication Policies and Strategies				
3.1.1	Communication Strategy	<p>Establish comprehensive framework for communication "within the local circle" ;</p> <p>Develop a district wide communication strategy</p>	<p><i>Communication framework developed and approved;</i></p> <p><i>District wide communication strategy developed and approved</i></p>	June 2008	Municipal Manager; Communication Unit
3.1.2	Communication unit	<p>Ensure establishment of a communication unit;</p> <p>Ensure that the unit is well resourced.</p>	<i>Communication unit established and resourced.</i>	June 2008	Municipal Manager; Communication Unit
3.1.3	Community satisfaction surveys	Conduct a community satisfaction survey;	<i>Community satisfaction</i>	Bi – Annually	Municipal Manager;

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
		Ensure that the findings of the survey are presented to communities and stakeholders; Findings of the survey be implemented	<i>survey report; Report presented to all stakeholders; Findings implemented.</i>	Bi – Annually  June 2009	Director/Manager Corporate Service
3.1.4	Functional complaint management systems	<ul style="list-style-type: none"> <li>Develop an effective and efficient complaint management system.</li> </ul>	<ul style="list-style-type: none"> <li><i>Complaint management system in place;</i></li> </ul>	June 2008	Municipal Manager; Director/Manager Corporate Service
3.2	Municipal Information Technology	<ul style="list-style-type: none"> <li>Conduct an assessment of the current municipal information Technology;</li> <li>Implement improved measures.</li> </ul>	<ul style="list-style-type: none"> <li><i>Assessment report submitted;</i></li> <li><i>Report developed;</i></li> </ul>	August 2008  June 2009	Municipal Manager; Director/Manager Corporate Service
3.2.1	Municipal Information Masters Systems Plan	<ul style="list-style-type: none"> <li>Compile a Municipal Information Systems Plan;</li> </ul>	<ul style="list-style-type: none"> <li><i>Municipal Information Systems Plan developed.</i></li> </ul>	June 2008	Municipal Manager; Director/Manager Corporate Service
3.2.2	Municipal website functional and updated	<ul style="list-style-type: none"> <li>Update the municipal website.</li> </ul>	<ul style="list-style-type: none"> <li><i>Website updated</i></li> </ul>	Weekly	Municipal Manager; Director/Manager Corporate Service
3.2.3	Provision of municipal services via electronic communication	<ul style="list-style-type: none"> <li>Investigate the mechanisms need to provide municipal services via electronic communication</li> </ul>	<ul style="list-style-type: none"> <li><i>Municipal services provided via electronic communication</i></li> </ul>	End of June 2008	Municipal Manager; Director/Manager Corporate Service

YEAR 3 OF THE LOCAL GOVERNMENT STRATEGIC AGENDA

DISTRICT IMPLEMENTATION PLAN

NO	PLANNED INTERVENTIONS	HIGH LEVEL ACTIVITIES	DELIVERABLES	TIMEFRAME	RESPONSIBILITY
4.	<b>Fraud and Anti Corruption Implementation</b>				
4.1	District Fraud Prevention and Anti-Corruption Strategies and mechanism	<ul style="list-style-type: none"> <li>Develop a district wide fraud prevention and anti-corruption strategies and mechanisms;</li> <li>Establish a shared anti-corruption forum.</li> </ul>	<ul style="list-style-type: none"> <li><i>Fraud Prevention and Anti-Corruption Strategies developed;</i></li> <li><i>Shared anti-corruption forum established.</i></li> </ul>	<p>June 2008</p> <p>June 2008</p>	Municipal Manager; Director/Manager Corporate Service