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Acting Municipal Manager

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## 1. Introduction

This report is based on information received from each department for the mid-term assessment of performance ending 31 December 2020. This is a high-level report based on scores obtained through a process whereby actual information per Key Performance Area (KPA), strategic objective, programme and the aligned Key Performance Indicators and projects are compared to the budget and initial planning included in the 2017/2022 Integrated Development Plan.

Where under performance has been experienced the respective concerns or mitigating reasons are highlighted and detail pertaining to the relevant measures being implemented or those that need to be implemented are included thereto. The overall performance for Ingquza Hill Local Municipality is based on the Departmental Performance Scorecard as this contains all of the indicators as included in the IDP and SDBIP.

## 2. Legal Framework

In terms of Section 72(1) of the Local Government: Municipal Finance Management Act, 56 of 2003 (MFMA), the accounting office of a municipality must by 25 January of each year-

a. Assess the performance of the municipality during the first half of the financial year, taking into account:

- i. The monthly statements referred to in section 71 for the first half of the financial year;
- ii. The municipality's service delivery performance during the first half of the financial year, and the service delivery target and performance indicators set in the service delivery and budget implementation plan (SDBIP);
- iii. The past year's annual report, and progress on resolving problems identified in the annual report; and
- iv. The performance of every municipal entity under the sole or shared control of the municipality taking into account reports in terms of section 88 from any such entities;

b. Such a report on such assessment to:

- i. The mayor of the municipality
- ii. The National treasury
- iii. The relevant provincial treasury

Thereafter the mayor must, in terms of Section 54(1):

- a) Consider the statement or report;
- b) Check whether the municipality's approved budget is implemented in accordance with the SDBIP;

- c) Consider and, if necessary make any revisions to the SDBIP, provided that revisions to the SDBIP may only be made with the approval of the council following approval of the adjustments budget;
- d) Issue any appropriate instructions to the Accounting officer to ensure that the budget is implemented in accordance with the SDBIP; and that spending of fund and revenue collection precede in accordance with the budget;
- e) Identify any financial problems facing the municipality, including any emerging or impending financial problems; and
- f) Submit the report to the council by 31 January of each year.

As stated in section 72(3), the accounting officer must, as part of the review:-

- i. Make recommendations as to whether and adjustments budget is necessary; and
- ii. Recommend revised projections for revenue and expenditure to the extent that this may be necessary.

### 3. DEPARTMENTAL PERFORMANCE

#### 3.1. Technical Services Department

IDP NO	PROJECT	PERFORMANCE INDICATOR	ANNUAL TARGET	Mid Term		REASONS FOR VARIANCE	REMEDIAL ACTION	POE	POE VERIFICATION
				Target	Actual				
Objectvie : To provide basic service delivery through infrastructural developmetn in an environmentally friendly manner									
1,1	Construction of Ntsimbini Access Road, Ward 6, 5.5km in length	1.1.1.1 100% completion of Ntsimbini Access Road, Ward 6, 5.5km in length, Ntsimbini Village	100% completion of 5.5km Ntsimbini A/R in Ward 6	100%	100%	None	None	None	N/A
1,1	Construction of Mthwaku to Gabajana Access Road, Ward 6,9,8km in length	1.1.1.2 100% completion of 9.8km of Mthwaku to Gabajana A/R in ward 6, Mthwaku Village	100% completion of 9.8km Mthwaku to Gabajana A/R in ward 6	100%	100%	None	None	None	ATTACHED
1,1	Construction of Mrhotshozweni Access Road,Ward 13, 6,1km in length	1.1.1.3 100%completion of Mrhotshozweni access road in ward 13 , Mrhotshozweni village.	100% completion of 6.1km Mrhotshozweni A/R in ward 13	100%	100%	None	None	Practical Completion	ATTACHED
1,1	Construction of Mmangweni Access Road, Ward 3, 5km in length	1.1.1.4 100% completion of 5km of Mmangweni A/R in ward 3, Mmangeni Village	100% completion of 5km Mmangweni A/R in ward 4	100%	95%	The work that was done on the slab was rejected by the Engineer due to poor quality which is suspected to be the result of no supervision and poor workmanship	Contractor has re-constructed the slab. The Engineer has approved the works.	Monthly Report	ATTACHED

1,1	Construction of Tyhuphu Access Road, Ward 22 9km in length	1.1.1.5 50% completion of Costruction of Tyhuphu Access Road, Ward 22, 9km in length, Thyuphu village	50% completion of 9km Tyhuphu A/R in Ward 22	0%	5%	Contractor was appointed earlier than anticipated in December 2020	None	None	ATTACHED
1,1	Construction of Rhole Access Road, Ward 23 ,7km in length	1.1.1.7 80% completion of Construction of 7 km Rhole A/R in Ward 23, Rhole Village	80% completion of 7 km Rhole A/R in Ward 23	15%	15%	None	None	Monthly report	ATTACHED
1,1	Construction of eMafusini Access Road, Ward 26, 5km in length	1.1.1.10 25% completion of 5km of eMafusini A/R in ward 26, Emafusini village	25% completion of 5km eMafusini A/R in ward 26	0%	5%	Contractor was appointed earlier than anticipated in December 2020	None	None	NOT ATTACHED
1,1	Construction of Mbudu Access Road, Ward 19 ,10km in length	1.1.1.11 50% completion of Construction for 10 km Mbudu A/R in Ward 19, Mbudu Village	25% completion of km Mbudu A/R in Ward 19	0%	15%	Contractor was appointed earlier than anticipated in December 2020	None	None	ATTACHED
1,1	Construction of Mevana Access Road, Ward 21, 8 km	1.1.1.12 50% completion of construction for Mevana A/R in ward 21, Mevana Vilage	25% completion of 8km designs Mevana A/R in ward 21	0%	5%	Contractor was appointed earlier than anticipated in December 2020	None	None	ATTACHED
1,1	Construction of surfaced roads phase 2, Ward 15, 1.5 km in length, Lusikisiki Town	1.1.3.1 100% completion of 1.5 km surfaced road, Lusikisiki Town	100% completion of 1.5 km of Surfaced roads phase 2 ward 6	100%	100%	None	None	Practical Completion	ATTACHED
1,1	Construction of 2.5km Surfaced R61 road , Ward 6 Flagstaff Town	1.1.3.2 100% completion of 2.5km Surfaced Road in ward 6, Flagstaff Town	100% completion of 2.5 km R61 surfaced road in ward 6	40%	40%	None	None	Monthly Report	NOT ATTACHED

1,1	Pre-engineering of Taxi Rank , Ward 6 , Flagstaff Town	1.1.4.1 100% completion of designs of Taxi Rank ,Ward 6, Flagstaff Town	100% completion of Taxi Rank Designs	65%	80%	Awaiting approval of designs	None	Preliminary Design Report	NOT ATTACHED
1,1	Maintenance of 146.7 km Gravel Roads in 32 wards	1.1.5.1 100% Maintenance of 146.7 km gravel road in 32 wards	100% completion of 146.7km gravel roads in 32 wards	85%	81%	1. In-house reprioritised to do 160km 2.The outsourced maintenance was done by the Contractors from the panel of Contractors and the Contract expired	It was decided by the Council that the Plant Unit should complete the remainder of the work	Monthly Report	ATTACHED
1,1	Maintenance of 160 km Gravel Roads in 32 wards	1.1.5.2 75% Maintenance of 160 km gravel road	75% completion of 160km gravel roads	5%	7%	Plant Unit prioritized this project	None	Monthly Report	ATTACHED
1,1	Maintenance of 158.7km Backlogs Gravel Roads in 32 wards	1.1.5.3 100% Maintenance of 158.7km gravel road to eradicate backlogs within 32 wards	100% completion of 158.7km gravel roads	50%	44%	In-house reprioritized to do 160km	It was decided by the Council that the Plant Unit should complete the remainder of the work	Monthly Report	ATTACHED
1,1	Surfaced road maintenance Lusikisiki 15 m <sup>2</sup>	1.1.5.4 completion of 15 m <sup>2</sup> maintenance of surfaced roads as they arise , Lusikisiki Town	15 m <sup>2</sup> maintenance of surfaced road	5%		The initial plan was for Maintenance Unit to maintain on its own but a service was later appointed and Exceeded maintenance of 15 m <sup>2</sup> that was planned and , completed 353.2 square meteres	The target will be adjusted in the SDBIP during adjustment	Monthly Report	ATTACHED



1,1	Surfaced road maintenance Flagstaff 15 m²	1.1.5.5 100% completion of 15 m² maintenance of surfaced roads as they arise , Flagstaff Town	100% completion of maintenance of surfaced road	5%	0%	The service provider that was appointed in Lusikisiki is the same as in Flagstaff and started at Lusikisiki	To resume works in January 2021	Monthly Report	ATTACHED
1,1	Construction of Ward 2 multipurpose field - Kwa Ntshantsha Village	1.1.6.1 100% completion of ward 2 - multipurpose sports field, KwaNtshantsha Village	100% Completion of Ward 2 multipurpose field	100%	97%	Awaiting approval of additional funding which requires Council resolution as it exceeds 20% for relying grass that was damaged during lockdown period	Upon approval of additional funding works will resume and will be completed in the 3rd quarter	Monthly Report	ATTACHED
1,1	Construction of Ward 26 Multi - purpose Sports Field,	1.1.6.3. 50% completion of ward 26 multipurpose sports field, Jikindaba Village	50% Completion of multipurpose sports field Ward 26	15%	15%	None	None	Monthly Report	ATTACHED
1,1	Renovation and maintenance of New Rest Sports Field in Ward 19	1.1.7.1 100% completion of renovation and maintenance of New Rest sports field in ward 19, New Rest Village	100% Completion of renovation and maintenance of New Rest Sports Field in ward 19	5%	0%	The project was not budget for	The Specification has been done and the proje ct will commence in the 3rd quarter	Advert	ATTACHED
1,1	Construction of Flagstaff Town Hall - Phase 1 with floor size of 2500m²	1.1.8.2 Percentage completion of town hall phase 1 with floor size of 2500m², Flagstaff Town	100% completion of 2500 m2 town hall phase 2 ward 6	100%	100%	None	None	Final Completion Certificate	ATTACHED

1,1	Contractors: Sewerage Services	1.1.10.1 number of loads done by sewerage truck	861 loads of sewerage services	28%	0%	The subsoil drainage is not functional therefore there is underground water beneath New Municipal offices that flows through to septic tank, therefore sewerage services are always needed due to constant flow of septic tank		Delivery note	ATTACHED
1,1	Electrification of 104 h/h at various wards	1.1.13.1 100% completion of 104 h/h connected to electricity in : Balasi ext ward 9 - 25h/h Siphaqeni ext ward 9 - 21h/h Ngqandulo ext ward 9 - 8h/h Lujecweni ext ward 30 - 6h/h Bhungeni ext ward 31 - 13h/h Lwandlana ext ward 31 - 31h/h	100% electrified 104 h/h in various wards	50%	87%	The works started earlier than anticipated	None	Monthly progress reports	NOT ATTACHED
1,1	Construction of 4 high mast lights at Ward 6 and 9	1.1.14.1 100% High mast lights constructed in ward 6 and 9, around Flagstaff Town	100% completion of 4 high mast lights in ward 6 and 9	50%	0%	The SCM process that leads to issuing of task orders has taken long resulting in project not being started	Requisition form and BOQ has been submitted to SCM.	Monthly Report	Requisition form

1,1	Maintenance of new 13 airconditioners at municipal offices in both Flagstaff and Lusikisiki	1.1.15.1 13 Maintained aircons, Flagstaff Municipal offices and Lusikisiki Municipal offices	13 maintained airconditioners	13	13	None	None	Maintenance/ Repairs Report	Purchase order
1,1	Construction of 1.8km Public lights at Ward 6	1.1.16.1 Completion of 1.8km Public lights Constructed in ward 6	100% completion of 1.8km Public lights in ward 6	50%	0%	The SCM process that leads to issuing of task orders has taken long resulting in projectnot being started	Requisition form and BOQ has been submitted to SCM.	Monthly progress reports	Requisition form
1,1	Maintenance of 86 street lights at ward 6,15 and 19	1.1.17.1. 100% Completion of 86 streetlights maintained at ward 6 at Flagstaff Town, 15 Lusikisiki Town and 19, New Town and	100% completion of 86 maintained streetlights in ward 6,15 and 19.	20%	0%	The SCM process that leads to issuing of task orders has taken long resulting in projectnot being started	Requisition form and BOQ has been submitted to SCM.	Monthly progress reports	Requisition form
1,1	Maintenance of 2 high mast lights at ward 15 and 19.	1.1.17.2 100% Completion of 2 Highmast lights maintained at Ward 15 at Lusikisiki Town and Ward 19 at Gqathula Village	100% completion of maintained 2 high mast lights.	20%	0%	The SCM process that leads to issuing of task orders has taken long resulting in projectnot being started	Requisition form and BOQ has been submitted to SCM for ward 15 and 19 one is covered by 13 high mast lights project.	Monthly progress reports	Requisition form
1,1	Maintenance of electricity wiring in the municipal offices	1.1.17.3 100% Percentage of repairs done,Flagstaff Municipal offices and Lusikisiki Municipal offices	100% completion of repairs done at Flagstaff Municipal offices and Lusikisiki Municipal offices	100%	100%	None	None	None	Maintenance/Re pairs Report

1,4	EPWP expenditure	1.4.1. 100% expenditure of R1,443,000.00	100% expenditure of R1,443,000.00	50%	122%	Another portion of the allocation is reported by Community Services		Signed EPWP expenditure Report	ATTACHED
1,4	MIG expenditure	1.4.2 100% expenditure of R 54,149,000.00	100% expenditure of R 54,149,000.00	40%	19%	1.Late prioritization and reprotization of projects 2. Delay on approval of projects from DEDEAT due Covid 19	To put more resources and fast track the implementation of projects in order to achive 100% by 30 June 2021	Signed MIG expenditure report	ATTACHED
1,5	INEP expenditure	1.4.3. 100% expenditure of R 2,340,000.00	100% expenditure of R2,340,000.00	24%	40%	Works started in early in ward 9	None	Signed INEP expenditure report	ATTACHED
1,5	Submission of 12 Monthly reports to MANCO	1.5.1. 1 Number of reports submitted	12 reports submitted	6	6	None	None	Signed Departmental Reports	ATTACHED
1,5	Submission of 4 Quarterly reports To MANCO	1.5.2. Number of reports submitted	4 reports submitted	2	2	None	None	Signed Quarterly Report	ATTACHED

#### 4. Corporate Services

IDP No.	PROJECT	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	Half Year		REASONS FOR VARIANCE	REMEDIAL ACTION	POE	POE VERIFICATION
				TARGET	ACTUAL				
Objective: To promote institutional transformation and organisational development									
2.1	Maintenance of ICT Systems.	2.1.1. Percentage monitoring of systems (website, Munsoft, Pay Day, Back-up software, Microsoft Office).	100%	60%	60%	None	None	Signed SLA's	Munsoft and PayDay attached
2.1	Acquisition of ICT Infrastructure	2.1.2. Number of acquisition of ICT infrastructure (Computers)	80	58	58	Suppliers are currently running out of stock, delivery could not be done.	Other service providers are being considered for the delivery.	Delivery note	Not attached
2.2.	Leave Administration	2.2.1 No of ESS Reports	4 ESS Reports checked	2	2	None	None	1 ESS Report	Attached
2.2.	Benefits Administration	2.2.2. No of reports on terminated employees / Councillors	4 report	2	2	None	None	1. Report of terminated employees	Attached
2.2.	Policy development & Review	2.2.3. % of formulated, reviewed and adopted policies to be distributed and posted on the website	100% of the policies to be formulated and reviewed	50%	50%	None	None	Report of submissions and attendance register	Attached

2.2.	Recruitment and Selection	2.2.5. Percentage of budgeted vacant posts to be filled as per approved bulletin per quarter	100% of budgeted posts	50%	50%	None	None	1.Issued Vacancy Bulletin	Attached
2.2.	Implementation of the Employee Wellness Strategy	2.2.10.. Number of referrals / consultation resolved	20 people in annual Target	15	20	1. Instability in wards that resulted to more councillors to be assisted in counselling. 2. People losing their family members due to COVID 19. 3. Anxiety due to COVID 19positive results.	None	Statistics Report	Attached
	Implementation of the Employee Wellness Strategy	2.2.11. number of physical wellness activities	2	1	0	COVID 19Regulations	Will await relaxation of regulation prohibiting physical activities	attendance register and report	N/A
2.2.	Implementationof the Employee Wellness Strategy	2.2.12. Number of wellness committee meetings conducted.	4 Quarterly meetings	2	2	None	None	Attendance registers and minutes	Attached
2.2.	Implementationof the Employee Wellness Strategy	2.2.13. Number of event / workshops organized.	8 workshops and 2 events.	4	4	Due to COVID 19regulations	None	Attendance registers and report	Attached

2.2.	Implementation of the Employee Wellness Strategy	2.2.13. Number of services (Maintenance) done to safety equipment.	1 annual services	1	1	None	None	Copy of invoices and Service report	Not attached
2.2.	Implementation of the Employee Wellness Strategy	2.2.14. Number of Safety Equipment to be Procured & Disaster Management PPE COVID 19	12 monthly invoices	3	0	PPE Procurement function done by Facilities and budget transferred	POES will be found from Facilities Management	1. Copy of Invoice 2. Copy of delivery note	N/A
2.2.	Implementation of the Employee Wellness Strategy	2.2.15. Number of Health and Safety Committee meetings	4 Committee Meetings	2	2	None	None	1. Attendance Register 2. Minutes of the meeting	Attached
2.2.	Implementation of the Employee Wellness Strategy	2.2.16. Number of fire drill exercise for fire fighters and refresher training for first aiders	2 Fire Drills and one training of fire Marshalls & first Aiders	1	1	None	None	Attendance Registers Fire Drill Exercise Report	Not attached
2.2.	Implementation of Employment Equity Act provisions	2.2.17. Number of EE Committee meetings	4 quarterly meetings	2	2	None	None	1. Attendance Register 2. Minutes of the meeting	Attached
2.2.	Implementation of Employment Equity Act provisions	2.2.18. Number of Employment Equity Awareness Campaign	1 Awareness Report	1	1	None	None	1. Attendance Register 2. Statistical Report	Attached
2.2.	Software Licencing	2.2.19. Number of ICT Softwares (PDF converter, Online backup, Microsoft Office).	4	2	0	Procurement of software's (Microsoft) is under procurement.	Section 39 (Variation order) has been undertaken to consider other service providers with capacity to deliver.	Delivery note	N/A

2.2.	Presidential hotline and complaint management reports	2.2.20. Percentage of complaints management.	100%	100%	100%	None	None	Complaints Register	Not attached
2.2.	Provision of reception services.	2.2.21. Number of Telephone Management reports generated.	4	2	2	None	None	Copy of Telephone report	Attached
2.2.	Procurement of diaries and name tags	2.2.23 Percentage of diaries and name tags procured	100%	50%	50%	Diaries and name tags are pending delivery.	Delivery expected before Month-end of January 2021.	Delivery note	Not attached
2.2.	Customer care Survey	2.2.24. Number of Customer Care Surveys conducted	2	1	1	None	None	Customer Care Survey Report	Attached
2.2.	Procurement of Cleaning Material	2.2.26. Number of Purchases	4	2	2	None	None	Delivery Note	Attached
2.2.	Maintenance of Ablution facilities.	2.2.27. Number of Annual reports on signed checklist for cleaning and hygiene services	12	6	6	None	None	Signed Checklist	Attached
2.2.	Stationery Procurement	2.2.28. Number of Purchases of Bulk Stationery	4	1	0	Bulk Stationery delivery has not yet been delivered, pending service provider.	Delivery expected before Month-end of January 2021.	Delivery Note	N/A
2.2.	Purchasing of Office Furniture	2.2.29. Number of Purchases of Office Furniture	2	1	0	Delivery of furniture has been delayed due to procurement processes.	Adjudication Committee finalization is pending.	Delivery Note	N/A



2.2.	Task Migration	2.2.30. No of Job evaluation Workplace Services & restructuring Committee meetings to be held	4 Job evaluation Workplace Services & restructuring Committee meetings	2	2	None	None	attendance register and report	Attached
2.4.	Implementation of Workplace Skills Plan	2.4.1. Number of times Mandatory grant received from LGSTA	4	2	1	LGSETA only paid for first quarter and they will pay mandatory grant for second quarter on the third quarter.	Will adjust and align our targets with LGSETA payment cycle.	1.IHLM Bank Statement 2. Report from LGSETA	Attached
2.5	Fully Functional Local Labour Forum	2.5.1.No. of Local labour forum meetings convened	4 quarterly meetings	2	5	There were special item that needed special LLF	None	Attendance registers and report	Attached
2.5	Implementation of Workplace Skills Plan	2.5.3.%. of training interventions of Communities, Councillors and employees as per the Workplace Place Skills	100% of 150 communities ,councillors & employees to be trained	50%	49%	Some of the trainings were planned to be implemented on first quarter but not due to the expired panel of training providers.	Appointment of new training providers to form part of our panel in order to implement training interventions according to the plan.	Attendance registers and report	Attached

## 5. Local Economic Development

IDP NO.	PROJECT	PERFORMANCE INDICATOR	ANNUAL TARGET	HALF YEAR		REASONS FOR VARIANCE	REMEDIAL ACTION	POE	POE VERIFICATION
				TARGET	ACTUAL				
Objective: To promote local economic development									
3.3	Agriculture Development Strategy	3.2 % Agricultural development strategy completed	100%	30%	30%	None	None	Advert	Attached
3.3	Feasibility study Fresh produce market	3.3 % Fresh Produce feasibility study completed	100%	30%	30%	None	None	Advert	Attached
3.3	Tourism marketing video unveiling	3.4 Number of Tourism videos unveiled	1	1	0	The service provider produced unsatisfactory work and was engaged to correct but failed to deadlines.	The contract with the service provider is in the process of being terminated	Marketing video	N/A
3.3	Tourism Development strategy	3.6 % completion of the tourism development strategy	100%	30%	30%	None	None	Advert	Attached
3.3	Forestry Development Strategy	3.7 % completion of forestry development strategy	100%	30%	30%	None	None	Advert	Attached
3.3	Support of 2 fishing cooperatives	3.8 Number of cooperatives supported	2	Advert	Advert	None	None	Advert	Attached
3.3	SMME Dev Strategy	3.9 % completion of the LED strategy	100%	30%	30%	None	None	Advert	Attached
3.3	Capacity Building for enterprises	3.10 Number of capacity building sessions done	4	2	2	None	None	Attendance Register and Report	Attached

3.3	Retail Enterprise Support Program	3.11 Number of enterprises supported	32	10	0	Project was advertised but none of the bidders met the specification.	The process to re-advertise is underway. Advert should be out in the third quarter	Appointment Letter and Inception report, Progress report	N/A
3.3	Research Study: Impact assessment on projects funded from 2010-2018	3.12 % completion of the impact assessment study	100%	30%	30%	None	None	Advert	Attached
3.3	Sitting of LED Cluster meetings	3.13 Number of LED cluster meetings held	2	2	2	None	None	Attendance register and report	Attached
3.3	Fencing of Xopoza Agricultural project	3.14 % project completion of fencing of Xopozo project	100%	30%	15%	The project went to advert and bidders submitted and there were delays in the sitting of the bid committees.	Further engagements with BTO to be done	Advert, Appointment Letter	Attached
3.3	Fencing of Jaca agricultural project	3.15 % project completion of fencing Jaca Agric Project	100%	30%	15%	The project went to advert and bidders submitted and there were delays in the sitting of the bid committees.	Further engagements with BTO to be done	Advert, Appointment Letter	Attached
3.3	Renovations of Xhurha Red Meat project	3.16 % completion of renovations of Xhura Red meat	100%	30%	15%	The project went to advert and bidders submitted and there were delays in the sitting of the bid committees.	Further engagements with BTO to be done	Advert, Appointment Letter	Attached
3.3	Provision of Hawker Stalls	3.17 Number of hawker stalls provided (Ward 15)	30	BOQ +ADVERT	BOQ	The project went to advert and bidders submitted and there were delays in the sitting of the bid committees.	Further engagements with BTO to be done	Advert	N/A

3.3	Provision of Hawker Stalls	3.18 Number of hawker stalls provided (Ward 6)	30	BOQ +ADVERT	BOQ	The project went to advert and bidders submitted and there were delays in the sitting of the bid committees.	Further engagements with BTO to be done	Advert	N/A
3.3	Feasibility Study Port Grosvenor	3.19 % completion of the feasibility study	100%	30%	30%	None	None	Advert	Attached
3.3	LED Strategy	3.20 % completion of the LED Strategy	100%	30%	30%	None	None	Advert	Attached
3.3	Mthonjeni Town Plan	3.21 % completion of Mthonjeni town plan	100%	50%	25%	The project went to advert and bidders submitted and there were delays in the sitting of the bid committees.	Further engagements with BTO to be done	Appointment letter and Inception report	N/A
3.3	Beach Access plan	3.22 % completion of beach access plan	100%	50%	25%	The project went to advert and bidders submitted and there were delays in the sitting of the bid committees.	Further engagements with BTO to be done	Appointment letter and Inception report	N/A
3.3	N2 Corridor Development Plan	3.23 % completion of the corridor development plan	100%	50%	25%	The project went to advert and bidders submitted and there were delays in the sitting of the bid committees.	Further engagements with BTO to be done	Appointment letter and Inception report	N/A

3.3	Magwa Local Spatial Development Framework	3.24 % completion of the Magwa Local SDF	100%	50%	25%	The project went to advert and bidders submitted and there were delays in the sitting of the bid committees.	Further engagements with BTO to be done	Appointment letter and Inception report	N/A
3.3	Joint Municipal planning tribunal	3.25 Number of JMPT sittings	2	1	0	The target is dependent on receipt of applications. Therefore for the Quarter under review there were no applications received.	JMPT will be convened in the next Quarter if and when applications are submitted	Attendance register and Minutes	N/A
3.3	Township establishment Erf 80 Lusikisiki	3.26 % completion of the subdivision erf 80	100%	100%	0%	The Department of Public works delayed to issue out consent for the Municipality to proceed with the Subdivision.	The MEC for the Department of Public works has signed the Power of Attorney, the application is now ready for submission to Joint Municipal Planning Tribunal in the next Quarter.	Acknowledgement of submission.	N/A
3.3	Proposed subdivision of 9 sites in Lusikisiki (adjacent College of Education, opposite Excel garage)	3.27 % completion of the subdivision of 9 sites in Lusikisiki	100%	25%	15%	The project went to advert and bidders submitted and there were delays in the sitting of the bid committees.	Further engagements with BTO to be done	Appointment letter and Inception report	N/A

3.3	Subdivision for residential sites in Thabo Mbeki	3.28 % completion of the subdivision for Thabo Mbeki	100%	25%	15%	The project went to advert and bidders submitted and there were delays in the sitting of the bid committees.	Further engagements with BTO to be done	Appointment letter and Inception report	N/A
3.3	Bus Rank and Buy back center on Erf 49 Lusikisiki	3.29 % completion of the subdivision for Erf 49	100%	100%	75%	The application was submitted to COGTA, Land use Board set on the 3rd December 2020 and the application was referred back to the applicant for further clarities.	Clarities will be furnished with clarities on the next Quarter.	Approval letter for subdivision	N/A
3.3	Land Surveying Services	3.30 %Completion of beacon relocation in both towns	100%	50%	25%	The project went to advert and bidders submitted and there were delays in the sitting of the bid committees.	Further engagements with BTO to be done	Appointment letter and Inception report	N/A
3.3	Complete National Housing Needs register	3.31 % Completion of Housing Needs Register	100%	25%	15%	The project went to advert and bidders submitted and there were delays in the sitting of the bid committees.	Further engagements with BTO to be done	Appointment letter and Inception report	N/A
3.3	Feasibility study for soil degraded sites phase 2	3.32 % Completion of feasibility study for soil degraded sites	100%	25%	15%	The project went to advert and bidders submitted and there were delays in the sitting of the bid committees.	Further engagements with BTO to be done	Appointment letter and Inception report	N/A

3.3	Environmental Impact Assessments	3.33 % Completion of EIA	100%	100%	75%	The service provider has completed the second phase of the application (Draft and Final Scoping Phase). Delays in the public participation process were experienced in first Quarter due to Lockdown.	Final stage (Draft EIR, EMPr and Final EIR) will be prepared for submission in the next Quarter.	EIA Approval letter.	N/A
3.3	Environmental Management Forum	3.34 Number of EMF sittings	2	1	1	N/A	N/A	N/A	N/A
3.3	Procurement of protective equipment	3.35. Number of times protective equipment will be procured	2	1	1	None	None	Service delivery note	Attached

## 6. Budget and Treasury

	PROJECT	INDICATOR PERFORMANCE	ANNUAL TARGET	HALF YEAR		REASON FOR VARIANCE	REMEDIAL ACTION	POE	POE VERIFICATION
				TARGET	ACTUAL				
Objectives :To promote and enhance financial viability									
4.1	Approval of Main Budget before the end of May annually and submit to NT within 10 days after approval.	4.1.1 Number of annual and adjusted budgets submitted and adopted within specific period.	2	1	1	The target is due on quarter 3	None	Approved budget and adjusted budget and a council resolution	Attached
4.2	Revenue collection	4.2.1 % of debt coverage	100%	50%	30%	The impact of COVID 19, has resulted in the increase in the non-payment because of hard lockdowns and increased unemployment.	Update of indigent register, increase the provision of bad debt during the budget adjustment. Completion of the revenue committee TOR	Report quarterly to Council on outstanding debt of residence, businesses and government within 30 days after the end of the quarter	Attached
4.2	Revenue enhancement strategy	4.2.2 % debtor payment achieved	100%	50%	34%	The impact of COVID 19, has resulted in the increase in the non-payment because of hard lockdowns and increased unemployment.	Update of indigent register, increase the provision of bad debt during the budget adjustment. Completion of the revenue committee TOR	Submit a comprehensive revenue enhancement management report on a quarterly basis to the relevant section 80 committee	Not attached



<b>4.2</b>	Debt recovery owed by councillors and officials	4.2.3 2019/20 report to Council on outstanding debt of Councillors and officials within 30 days after the end of the quarter	4	2	0	The debtors have raised some disputes in their billing.	The disputes will be resolved between the municipality and these debtors to ensure that accounts are cleared.	Report quarterly to Council on outstanding debt of Councillors and officials within 30 days after the end of the quarter	POE attached not relevant
<b>4.3</b>	Procurement Plan	4.3.1 % of projects implemented in the procurement plan	100%	50%	50%	None	None	25% of quarterly expenditure report of all projects in the procurement plan	Attached
<b>4.3</b>	Submission of quarterly and SCM Reports to the council 6 (2) and (3) of SCM Regulations	4.3.2 quarterly SCM reports submitted to council and PT	4	2	2	None	None	quarterly report submitted to the mayor within 10 days after the end of each quarter	Attached
<b>4.3</b>	Report on the Implementation of the Supply Chain Management policy	4.3.3 Submit a report to the Mayor on the implementation of the Supply Chain Management policy by 31 July	1	1	1	The target is due on quarter 4	None	Submit a report to the Mayor on the implementation of the Supply Chain Management policy by 31 July	N/A
<b>4.4</b>	Capital expenditure of infrastructure conditional grants	4.4.1 % of capital expenditure	100%	50%	50%	None	None	Percentage reflecting quarterly Year-to-date spend / total budget_ less any contingent liabilities relating to Capital budget.	Not attached

4.4	Maintenance budget expenditure	4.4.2 % of maintenance expenditure	100%	75%	60%	The implementation plan was not finished timeously.	Expedite the Bid committees to appoint contractors for the maintenance of access roads.	Percentage reflecting quarterly Year-to-date spend / total maintenance budget.	Not attached
4.5	Contracts management updating of Contracts Register	4.5.1 monthly quartely contract register updates	12	6	6	None	None	Quarterly contracts register updates	Not attached
4.6	Review insurance portfolio by 30 June 2020	4.6.1 Compile and submit a report confirming the review of the insurance portfolio to the council	1	1	1	The target is due in quarter 4	None	N/A	N/A
4.6	Fixed Asset Register Maintenance	4.6.2 GRAP Compliant Fixed Asset Register submission 31 July 2020.	1	1	1	The target is due in quarter 4	None	N/A	N/A
4.6	Reconciliations to be prepared. (Bank and investment, Grants, Revenue, debtors, VAT, Creditors, Payroll, Assets and Rates)	4.6.3 Perform complete monthly reconciliations report	12	6	3	The bank reconciliation has a back log that emanates from previous financial years	Update the monthly bank recons to reduce the backlog	Bank and investment, Grants, Revenue, debtors, VAT, Creditors, Payroll, Assets and Rates reconciliations prepared.	POE not relevant
4.6	Stock take report/inventory submitted with AFS by 31 August	4.6.3 GRAP compliant Inventory report	12	6	6	None	None	Quarterly GRAP compliant Inventory report	Attached

INGQUZA HILL MID TERM REPORT 2020-21

4.7	Preparation of GRAP Annual Financial Statements	4.7.1 Annual financial statements submitted by 31 August to AGSA	1	1	1	The target is due in quarter 4	None	N/A	N/A
4.7	Submission of Section 52 reports	4.7.2 Submit the quarterly MFMA Sec 52 reports to the Mayor of actual revenue and expenditure against the approved budget within 30 days after the end of the quarter	4	2	2	None	None	N/A	Not attached
4.7	Submission Section 71 & 72 report	Submit the Section 71 & 72 report to the Mayor by 25 January as well as at the end of each quarter	1	1	1	The target is due in quarter 3	None	N/A	N/A
4.7	Compilation of audit action plan	4.7.3 Compile a plan to address the audit findings of 2019/20 and submit to the Municipal Manager by 31 January 2020	1	1	0	The target was due in 1st quarter	None	N/A	N/A
4.8	Strategic risk register	4.8.1 Submit the 2020/21 Strategic risk register for approval	1	1	1	The target is due in quarter 4	None	N/A	N/A
4.8	Risk monitoring tool	4.8.2 Submit BTO monthly risk monitoring tool	12	6	6	None	None	Submit BTO monthly risk monitoring tool	Not attached
4.9	Fleet management	4.9.1 Submit monthly fleet management report	12	6	6	None	None	Submit monthly fleet management report	Attached

<b>4.10</b>	Budget related policy development	4.10.1 Annual revision of the Credit Control & Debt Collection Policy to cater for the changing municipal environment and to ensure financial viability	1	1	1	The target is due in 4th quarter	None	N/A	N/A
<b>4.11</b>	Training of BTO personnel	4.11.1 Percentage budget spent on implementation of BTO workplace skills plan (WSP)	100%	50%	35%	The planned trainings were stalled by lockdown	Encourage the training providers to provide more virtual trainings	N/A	N/A
<b>4.12</b>	Maintenance of indigent register	4.12.1 Report on the number of services registered indigent domestic consumers on Eskom grid.	12	6	5	The servicing of the indigent was affected by lockdown and the indigent register could not be updated timeously	The indigent register needs to be updated to accommodate the missing middle of our debtors	Quarterly report on the number of services registered indigent domestic consumers on Eskom grid.	Not attached

### **6.1.1. Budget Notes**

#### **THE MUNICIPAL BUDGET NOTES FOR THE FIRST SEMESTER 2020/21**

The current status of the municipal budget is credible and cashbacked because it is funded. The municipality has complied with Section 18 of the MFMA which requires the council of the municipality to approve a funded budget. The importance of tabling funded budget is outlined in MFMA circular 74 and 89.

The municipality has complied with Circular 94 of Treasury Regulations that the municipality must prepare its budget according to MSCOA six segments. The municipality ensures that the actual expenditures incurred are in line with section 65 of the MFMA as from the beginning of 2020/21 financial year up to date by the end user departments when compared to the annual budget.

The most important thing in managing institutional finances is to keep the expenditure accordingly, that means the municipal expenditure should be paid according to the projected amounts and must not exceed budgets. The municipality has complied with section 153 of the Constitution which says the municipality must “structure and manage its administration, budgeting and planning processes to give priority to basic needs of the community”. IHLM municipal budget is prepared in line with the Integrated Development Plan to protect service delivery from being compromised.

The municipality has performed a special adjustment budget in October because there was an additional funding from Treasury that was meant to assist Ingquza Hill community with resources for COVID 19 pandemic. The mid-term assessment is inclusive of those COVID 19 Pandemic expenses that have been incurred during the first 6 months of the financial year.

## 6.1.2. Budget Implementation

ADJUSTED BUDGET SUMMARY 2021										
Functions	PERSONNEL EXP ORGB	PERSONNEL ADJUST	OPEX ORGB	OPEX ADJUST	RME ORGB	RME ADJUST	CAPEX ORGB	CAPEX ADJUST	TOTAL ORGB	TOTAL ADJUST
Council	26 030 190	26 030 190	9 220 973	9 728 228	-	-	-	-	35 251 163	35 758 418
MM	20 510 107	20 736 569	8 440 696	10 740 696	-	-	60 000	60 000	29 010 803	31 537 265
Legal	1 537 537	1 537 537	9 133 700	9 133 700	-	-	-	-	10 671 237	10 671 237
Risk Management	585 881	588 155	225 822	342 776	-	-	-	-	811 703	930 931
Internal Audit	2 078 667	2 080 296	821 937	1 020 524	-	-	-	-	2 900 604	3 100 820
Finance	18 167 360	18 393 822	99 510 013	104 380 013	1 600 000	1 600 000	12 853 071	14 260 825	132 130 444	138 634 660
Admin	29 616 229	29 912 691	32 349 448	36 479 448	610 000	610 000	8 790 004	10 590 004	71 365 681	77 592 143
Community Services	67 288 996	68 774 265	9 363 848	13 540 848	300 900	300 900	4 372 425	7 372 425	81 326 169	89 988 438
Planning Development	9 539 520	9 765 982	9 055 362	19 055 362	-	-	6 126 000	6 126 000	24 720 882	34 947 344
Street Lighting	-	-	2 234 468	2 470 105	2 381 608	2 381 608	13 340 000	13 887 326	17 956 076	18 739 039
Roads	19 708 473	19 934 935	3 732 280	3 732 280	15 992 000	32 992 000	127 524 500	127 524 500	166 957 253	184 183 715
<b>TOTAL</b>	<b>195 062 960</b>	<b>197 754 440</b>	<b>184 088 547</b>	<b>210 623 980</b>	<b>20 884 508</b>	<b>37 884 508</b>	<b>173 066 000</b>	<b>179 821 080</b>	<b>573 102 015</b>	<b>626 084 008</b>
REVENUE										
FUNCTIONS										
ORGB	ADJUSTED									
Council										
MM										
Legal										
Risk Management										
Internal Audit										
Finance	449 097 919	502 079 919								
Admin	500 000	500 000								
Community Services	7 803 161	7 803 161								
Planning Development	59 212 590	59 212 590								
Street Lighting	2 340 000	2 340 000								
Roads	54 149 000	54 149 000								
<b>TOTAL</b>	<b>573 102 670</b>	<b>626 084 670</b>								

## 6.1.3. Revenue Management

### The municipal sources of revenue

- The main source of revenue for the Municipality is Government Grants.
- The services offered by the municipality to its Debtors represent exchange and non-exchange transactions such as, refuse removal collected from beneficiaries, etc. the rates collection keeps on decreasing and has a negative impact on the revenue, however the department still implements the revenue strategy in hoping to get more collection in reducing the historic debt.

#### 6.1.3.1. Revenue Collection for the First Semester

Description	Original Budget	Mid-term collection	Mid-term collection rate
<b>Revenue By Source</b>			
Property rates	42 437 560	22 015 166	51%
Service charges - refuse revenue	1 384 434	39 629	3%

Rental of facilities and equipment	12 650	11 867	94%
Interest earned - external investments	128 387 359	2 712 219	29%
Fines, penalties and forfeits	385 452	50 505	13%
Licences and permits	205 000	51 249	25%
Agency services	3 750 000	2 055 380	55%
Transfers and subsidies	278 016 000	260 016 000	94%
Other revenue	320 215	13 730 224	4287%
Capital revenue	115 204 000	16 371 366	14%
Gains	3 000 000	0	–
<b>Total revenue</b>	<b>573 102 670</b>	<b>317 053 606</b>	<b>55%</b>

#### 6.1.3.2. Property rates

The billing for the second quarter for property rates amounts to R22 015 166 against budget of R42 437 560. The Property rates is billed on an annual basis. The municipality has employed debt collection processes which are aimed at improving the collection rate of the municipality and the collection rate is 51%.

#### 6.1.3.3. Service charges – Refuse revenue

The billing for the first six months for refuse collection amounts to R39 629 against billed amount of R1 384 434. Refuse collection is billed based on the service rendered.

The municipality has employed debt collection processes which are aimed at improving the collection rate of the municipality. The collection rate is very low this is caused by the culture of non- payment within the community. The municipality needs to have sessions with refuse payers in order to make them understand the importance of paying for services.

#### 6.1.3.4. Rental of facilities and equipment

The municipality collected an amount of R11 867 against the budget of R12 650 during the first six months of the financial year. The collection rate is 94% which is very positive.

#### 6.1.3.5. Interest earned - external investments

The municipality collected an amount of R2 712 219 during the first semester of the financial year against the budget of R128 387 359. The budget amount of R128 million includes transfer from reserves. Due to SCOA segments other entries of interest on investment is misclassified to other income. The municipality is implementing the banking and investment policy which is aimed at improving revenue collection on interest on investments.

#### 6.1.3.6. Fines, Penalties and Forfeits

The municipality collected an amount of R50 505 during the first six months of the financial year against the budget of R385 452. The collection rate is slow due to the effects of Covid 19.

#### **6.1.3.7. Licenses and permits**

The municipality collected an amount of R51 249 during the semester of the financial year against the budget of R205 000. The collection rate is 25% which is low due to the effects of COVID 19 also most of the licenses and permits have not yet expired as they were renewed in April and May 2020 therefore collection rate is expected to rise in the last quarter of the financial year.

#### **6.1.3.8. Agency services**

The municipality collected an amount of R2 055 380 during the first semester of the financial year against the budget of R3 750 000. The collection is 55% however the disturbances that occurred in the normal operations of DLTC due to COVID 19 have played a vital role in collection, but on this item the collection goes well.

#### **6.1.3.9. Other revenue**

The municipality collected an amount of R13 730 224 during the first semester of the financial year. The Budget team has resolved the segment related issues which was a direct result of other income appearing as achieved an over collection. Other revenue item is made up of the following:

- SARS VAT refund R11 528 620
- Building and plan fees R49 391
- Refund on breakages and Losses R58 550
- Cemeteries and Burials R4 354

#### **6.1.3.10. Transfers and subsidies**

The municipality has received an amount of R260 016 000 during the first semester of the financial year against the budget of R278 016 000. The transfers and subsidies relates to unconditional grants from both National and Provincial Treasuries and are transferred in trenches, the frequency of which is determined by the transferring departments. The allocation are for the following conditional and unconditional grants. They are as follows:

- Equitable share
- EPWP
- Construction grant from CETA



- FMG
- EPWP
- Library services
- LG SETA

The municipality has also the following capital grants:

- MIG
- Small Town Revitalization
- Integrated National Electrification programme.

## 6.2. Expenditure Management

Description	Original Budget	Mid-term expenditure	Actual Expenditure rate
<b>Expenditure By Type</b>			
Employee related costs	168 238,922	67 660 743	40%
Remuneration of councillors	26 030,190	11 429 849	44%
Debt impairment	26 652,188	-	—
Depreciation & asset impairment	52 653,865	-	—
Other materials	5 893,596	744 917	13%
Contracted services	48 444,228	8 858 002	18%
Transfers and subsidies	2 500,000	2 152 395	86%
Other expenditure	69 623,026	46 389 970	67%
Capital expenditure	173 066,655	24 066 401	14%
<b>Total Expenditure</b>	<b>573 102,670</b>	<b>161 302 277</b>	<b>28%</b>

### 6.2.1. Employee related costs

The municipality spent an amount of R67 660 743 for the first semester of the financial year against the budget of R168 238 922. The variance is caused by the vacant posts as well as the provision for labour related cases.

### 6.2.2. Remuneration of Councillors

The municipality spent an amount of R11 429 849 for the first six month of the financial year against the budget of R26 030 190.

### 6.2.3. Debt impairment and depreciation

These are non-cash items and are generated by the system when prompted and due to the AFS process that is underway, these have not yet been calculated.

#### **6.2.4. Other materials**

The municipality spent an amount of R744 917 for the first semester of the financial year against the budget of R5 893 596. The expenditure spending on many items was slow during the second quarter due to the lockdown regulations.

#### **6.2.5. Contracted services**

The municipality spent an amount of R8 858 002 for the first semester of the financial year against the budget of R48 444 228. The expenditure spending on many items was slow during the second quarter due to the lockdown regulations.

The municipality has paid total amount of R8 858 002 for the following contracted services:

- Accounting and Audit fees
- Valuer and assessor
- Consultants and Professional fees
- Legal fees
- Municipal wellness
- Catering services
- Tree falling
- Qualification verification
- Business advisors
- Burial services
- Sewerage services
- Pest control
- Interior deco
- COVID 19screening

#### **6.2.6. Transfers and subsidies**

The municipality spent an amount of R2 152 395 for the first semester of the financial year against budget of R2 500 000.

#### **6.2.7. Other expenditure**

The municipality spent an amount of R46 389 970 for the first semester of the financial year against the budget of R69 623 026. The actual expenditure rate is 67%.

### 6.2.8. Capital expenditure

The municipality spent an amount of R24 066 401 for the first semester of the financial year against the budget of R173 066 656. The expenditure spending on many items was slow during the first semester of the financial year due to the lockdown regulations

### 6.3. Grants performance

Name of Grant	Budget	Received up to date	Mid-term Spending	Overall percentage
MIG	54 149 000	5 009 200	23 097 420	43%
EPWP	1 443 000	1 010 000	704 408	116%
FMG	1 700 000	1 700 000	480 888	28%
INEP	2 340 000	1 500 000	1 007 135	43%
STR	58 715 0/00	10 779 065	11 318 051	19%
Library subsidy	800 000	-	602 065	75%
LGSETA	500 000	330 865		0%
<b>Total</b>	<b>119 647 000</b>	<b>19 829 130</b>	<b>35 209 967</b>	

#### 6.3.1. MIG grant

The municipality received an amount of R5 009 200 during the first semester of the financial year and as at the end of the quarter an amount of R23 097 420 expenditure has been incurred. Included in the expenditure is an amount of R12 727 819 which relates to prior year projects and was included in the application for roll-over to the current year. This means the expenditure for the current year allocation is R10 369 600 which is 19% of the allocated MIG budget for the current year.

#### 6.3.2. EPWP

The municipality spent an amount of R704 408 against the received amount of R1 010 000. The EPWP Projects are co-funded by the internal funding hence the overall percentage is more than 100%.

#### 6.3.3. FMG

The municipality spent an amount of R480 888 against the received amount of R1700 000. The recorded expenditure is mainly the Internship stipend, the expenditure was slow in the second quarter due to the COVID 19 regulations.

**6.3.4. INEP**

The municipality received an amount of R1500 000 during the first semester of the financial year and the expenditure of R1 007 135 has been incurred.

**6.3.5. Small Town Revitalization**

The municipality has spent an amount of R11 318 051 against the received amount of R24 675 542 during the first semester of the financial year.

**6.3.6. Library subsidy**

The Municipality has spent an amount of R602 065 during the first semester of the financial year and has not received the grant. Library services is co-funded by the internal funding.

**6.3.7. LG SETA**

No expenditure has been incurred on LGSETA and R68 000 has been received during the semester and no expenditure has been incurred as yet. There is an amount of R262 000 that has been received in December from CETA.

**6.4. Creditors management**

All invoices received and goods/services relating to those invoices were conformed as received in good order were paid within 30 days from the date they are certified as received by the relevant and appropriate municipal official who was deemed to have been in a position to make such certification.

**6.5. Debtors management**

DESCRIPTION	30 days	60 days	90 days	120 and above	Total
Organs of the state	23 150	10 167	1 754	26 797 919	26 832 990
Commercial/ Businesses	107 088	54 103	59 629	54 540 472	54 712 599
Households	79 863	42 549	47 708	28 249 109	29 467 922
<b>TOTAL</b>	<b>210 101</b>	<b>106 819</b>	<b>109 091</b>	<b>110 587 500</b>	<b>111 013 511</b>

An amount of R111 013 511 is owed by the municipal debtors for rates and waste management.

**6.6. Cash management**

ACCOUNT	BANK	ACCOUNT TYPE	ACC NAME	BALANCE
62224175712	FNB	Cheque account	Ingquza Hill	146 822 812.95
62219877836	FNB	Call account	Ingquza Hill	222 675.54
62231473761	FNB	Operational Account	Ingquza Hill	58 594 326.56
62231474537	FNB	MIG Call Acc	Ingquza Hill	4 169 258.95
74233699310	FNB	DME Call Acc.	Ingquza Hill	42 239 638.08
62792758503	FNB	Plant Call Acc	Ingquza Hill	31 634 562.17
<b>Total</b>				<b>283 683 274.25</b>

Balance at the end of the semester is R283 683 274.25

The table above shows the total cash that the municipality has in hand or in bank which can be used, Reserves (Balances) at the end of February 2019 is equal to **R283 683 274.25** The municipal cash and investment management is being managed in terms of Section 7 of the MFMA (opening of bank accounts), Section 8 of the MFMA (which allows the municipality to have a primary bank account) and Section 11 (which states that the withdrawals of the municipal monies are only made on opened bank accounts) by an Accounting Officer appointed by the council.

## 6.7. SUPPLY CHAIN MANAGEMENT

### Reporting Items

#### 6.7.1. Deviations

##### 6.7.1.1. Section 114 (Approval of tenders not recommended)

Date of Award	Bid No.	Description of Goods/Services/Works	Award Value	BEC Recommendation	BAC Recommendation	Reason for Deviation	Notifications & Dates		
							AG	PT	NT
None	None	None	None	None	None	None	None	None	None

##### 6.7.1.2. Regulation 32 (Procurement of goods and services under contracts secured by other organs of State)

Date of Award	Contract Description	Award Value	Service Provider	Name of Contract Owner (Department / Municipality)	Consent obtained from Organ of State and Service Provider		Reason for Implementing Reg. 32
					Yes	No	
None	None	None	None	None	None	None	None

## 6.7.1.3. Regulation 36 (Deviation from, and ratification of minor breaches of, procurement processes)

Description of Goods/Services/Works	Date of Award	Awarded To	Award Value	Reason for Deviation	Date reported to Council

## 7. Unauthorized, Irregular, Fruitless &amp; Wasteful Expenditure

- i) Template as per MFMA Circular 68 to be utilized

Date of Irregular EX	Date Reported	Department	Official	Description of Goods or Services	Date reported to Council	Supplier/Service Provider	Amount	Reported to PT and AGSA
None	None	None	None	None	None	None	None	None

- ii) Submission of register to PT  
 iii) Report on reducing UIF&W and dealing with prior years

## 7.1. Central Suppliers Database (CSD)

- i) Access / challenges

Challenge	Solution by NT
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The central database is sometimes inaccessible because of network problems. Further it is inaccessible because of technical problems of the system. The COVID 19 pandemic has caused supply chain disruptions that will take a long time to rectify.	National Treasury is well established to deal with challenges that can result in non-compliance.
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- ii) Uploading payroll information: The department of cooperative services is updating the information of newly employees on central database to eliminate the risk of trading with individuals in the service of the state.

## 7.2. Procurement Plan Implementation (Annexure)

- i) Format of Procurement Plan
- ii) Report on implementation of procurement plans: The procurement plan is being implemented. There are various challenges in the implementation of the procurement plan. They range from the non-sitting of the Bid Specification Committee up to the late submissions of requisitions by user departments. To mitigate this challenge the supply chain management section prepares a procurement update report on weekly basis to assist departments to realize the importance of monitoring their projects that are in the PP service. Below is the procurement plan template that is used by the municipality.



## 7.2.1. Bids Awarded &gt;R100K (quotations register and bid registers) (Annexures)

<b>MONTH-OCTOBER 2020</b>						
<b>BUDGET &amp; TREASURY</b>						
	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>FUNCTION</b>	<b>VALUE</b>	<b>LOCALITY</b>
	09/10/2020	Accommodation for 05 Officials	Harvey World Travel	Budget and Treasury	24 615,00	East London
	13/10/2020	Service of Toyota Corolla JMC929EC	Halfway Toyota	Fleet Management	4 915,70	Port Shepstone
	19/10/2020	Branding of Municipal vehicles	Ilangaletu IT Solutions	Fleet Management	14 375,00	Lusikisiki
	20/10/2020	Service of Toyota Hilux JLV748EC	Halfway Toyota	Fleet Management	5 442,77	Port Shepstone
	23/10/2020	Service of Mitsubishi Triton	Garden City Motors	Fleet Management	22 761,38	Durban
<b>TOTAL</b>					<b>47 494,85</b>	
<b>FUNCTION-CORPORATE SERVICES &amp; HUMAN RESOURCES</b>						
	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>FUNCTION</b>	<b>VALUE</b>	<b>LOCALITY</b>
	02/10/2020`	Hiring of Venue for 05 People	Walter Sisulu University	Human Resources	4 600,00	Lusikisiki
	13/10/2020	Supply and delivery of Cleaning Material	Iqaba Projects	Administration	111 579,60	Lusikisiki
	13/10/2020	Hiring of Venue for 05 People	Dankies Photo Studio	Administration	43 650,00	Lusikisiki
	13/10/2020	Firearm Training	Target Line	Administration	30 959,96	East London
	15/10/2020	Fumigation of Municipal Offices	PondO News	Administration	5 428,00	Kokstad
	15/10/2020	Advert for Supply and Delivery of Stationery	Iso News	Administration	4 560,00	Kokstad

	15/10/2020	Erratum	Iso News	Administration	10 080,00	Kokstad
	16/10/2020	Advert for Panel of Training Providers	Iso News	Administration	4 800,00	Kokstad
	21/10/2020	Hiring of venue for 130 People	Walter Sisulu University	Administration	2 300,00	Lusikisiki
	23/10/2020	Flights arranged	Harvey World Travel	Administration	12 815,42	East London
	23/10/2020	Car hire Services	Harvey World Travel	Administration	5 253,00	East London
	23/10/2020	Accommodation for 02 Officials	Harvey World Travel	Administration	9 740,42	East London
	28/10/2020	Catering for 10 People	Sondlo Trading	Human Resources	900,00	Flagstaff
	04/11/2020	Counselling Consultation	N.T Dano	Human Resources	3 108,00	Kokstad
<b>TOTAL</b>					<b>249 774,40</b>	
<b>FUNCTION:EC ONOMIC DEVELOPMEN T &amp; PLANNING</b>						
	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>FUNCTION</b>	<b>VALUE</b>	<b>LOCALITY</b>
	16/10/2020	Advert for LED Projects	Iso News	Economic Development	4 800,00	Kokstad
<b>TOTAL</b>					<b>4 800,00</b>	
<b>FUNCTION:RO ADS INFRASTRUCT URE AND TECHNICAL SERVICES</b>						
	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>FUNCTION</b>	<b>VALUE</b>	<b>LOCALITY</b>
	23/10/2020	Repairs of Bell Grader	Bell Equipment Sales	Roads: Infrastructure and Technical Services	53 904,67	East London

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	29/10/2020	Repairs of 13 Air conditioners	Give me Four Trading and Projects	Roads: Infrastructure and Technical Services	22 230,00	Lusikisiki
	30/10/2020	Supply and Delivery of 12 Truck Tyres	Cliché Tyres	Roads: Infrastructure and Technical Services	47 399,96	Amalinda
<b>TOTAL</b>					<b>123 534,63</b>	
<b>FUNCTION MUNICIPAL MANAGERS &amp; TOWN SECRETARY</b>						
	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>FUNCTION</b>	<b>VALUE</b>	<b>LOCALITY</b>
	01/10/2020	Bottled Water	Mazetsha Trading	Municipal Manager Town Secretary and Chief Executive	500,00	Flagstaff
	15/10/2020	Printing of IDP Documents	LSG Surveyors	Municipal Manager Town Secretary and Chief Executive	42 187,75	Ntabankulu
	28/10/2020	Hiring of Transport	Hlezuko Trading	Municipal Manager Town Secretary and Chief Executive	6 300,00	Lusikisiki
	28/10/2020	Catering for 100 People	Zepzamo	Municipal Manager Town Secretary and Chief Executive	5 000,00	Lusikisiki
	28/10/2020	Hiring of Decoration	Amajwara Services	Municipal Manager Town Secretary and Chief Executive	2 500,00	Lusikisiki
	29/10/2020	Lunch Packs for 14 People	Vuyelela Trading	Municipal Manager Town Secretary and Chief Executive	2 240,00	Flagstaff
	29/10/2020	Transport for 14 People	Gade and Dlova	Municipal Manager Town Secretary and Chief Executive	15 890,00	Lusikisiki
<b>TOTAL</b>					<b>74 617,75</b>	

<b>FUNCTION:MA YOR AND COUNCIL</b>						
	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>FUNCTION</b>	<b>VALUE</b>	<b>LOCALITY</b>
<b>TOTAL</b>						
<b>FUNCTION:GO VERNANCE INTERNAL AUDIT</b>						
	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>FUNCTION</b>	<b>VALUE</b>	<b>LOCALITY</b>
<b>TOTAL</b>						
<b>FUNCTION</b>	<b>TRANSACTION</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>FUNCTION</b>	<b>VALUE</b>	<b>LOCALITY</b>
<b>TOTAL</b>						
<b>FUNCTION:CO MMUNITY SERVICES SOLID WASTE</b>						
	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>FUNCTION</b>	<b>VALUE</b>	<b>LOCALITY</b>
	01/10/2020	Supply and Delivery of refuse Bags	Zamatita Projects	Solid Waste: Community Services	27 000,00	Luskisiki
	12/10/2020	Supply and Delivery Digital Cameras	Nyathi Projects 81	Solid Waste: Community Services	64 036,00	Flagstaff
	16/10/2020	Advert for Supply and Delivery of Disaster Material	Pondo news	Solid Waste: Community Services	5 428,00	Kokstad
	21/10/2020	Refreshments for 30 People	Amajalamba Trading Enterprise	Solid Waste: Community Services	3 000,00	Luskisiki
	23/10/2020	Procurement of Sports Promotional Items	Siseko Trading	Solid Waste: Community Services	7 920,00	Flagstaff
	28/10/2020	Supply and Delivery of refuse Bags	Lusterz Projects	Solid Waste: Community Services	26 800,00	Bizana
<b>TOTAL</b>					<b>134 184,00</b>	
<b>GRAND TOTAL</b>					<b>634 405,63</b>	

<b>NOVEMBER</b>						
<b>MONTH-NOVEMBER 2020</b>						
<b>BUDGET &amp; TREASURY</b>						
	<b>ITEM</b>	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
	Advertising Publicity and Marketing	04/11/2020	Advertising Vat Recovery Services	Pondo News	5,428.00	Kokstad
	Advertising Publicity and Marketing	19/11/2020	Advert for Baking Services	Arena Holdings	10,727.20	East London
	Maintenance of Equipment	19/11/2020	Service for Mercedes Benz JBH0430 EC	Garden City Motors	9,207.48	Durban
	Maintenance of Equipment	18/11/2020	Branding of Municipal vehicles	Ilangaletu IT Solutions	14,375.00	Lusikisiki
	Maintenance of Equipment	20/11/2020	Service of Toyota Hilux JLV722EC	Halfway Toyota	2,677.61	Port Shepstone
	Maintenance of Equipment	20/11/2020	Service of Toyota Hilux JMC934EC	Halfway Toyota	2,122.85	Port Shepstone
<b>TOTAL</b>					<b>44,538.14</b>	
<b>FUNCTION-CORPORATE SERVICES &amp; HUMAN RESOURCES</b>						
	<b>ITEM</b>	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
	Advertising Publicity and Marketing	04/11/2020	Advertising Training Services	Your Media Hub and Printer	2,880.00	Kokstad
	Advertising Publicity and Marketing	04/11/2020	Advertising Fumigation Services	Your Media Hub and Printer	2,880.00	Kokstad

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	Hire Charges	09/11/2020	Hiring Venue for 30 People	Walter Sisulu University Resource Centre	9,200.00	Lusikisiki
	Hire Charges	10/11/2020	Hiring of Venue for 80 People	Harvey World Travel	2,587.50	East London
	Corporate and Municipal Activities	11/11/2020	Advertising of Bulletin 02 of 2020/21	Arena Holdings	43,552.80	East London
	Corporate and Municipal Activities	11/11/2020	Advertising Bulletin 02 of 2020/21	Arena Holdings	10,998.25	East London
	Employee Wellness	17/11/2020	EAP Services	N.T Dano	12,432.00	Kokstad
	Catering Services	12/11/2020	Catering Services for 09 People	Sondlo Trading	1,062.00	Flagstaff
	Catering Services	24/11/2020	Catering for 12 People	Siyambusa General Dealer	1,080.00	Flagstaff
	Accommodation and meals	24/11/2020	Accommodation and Meals	Harvey World Travel	15,849.50	East London
	Catering Services	24/11/2020	Catering for 33 People for 2 days	Harvey World Travel	14,214.50	East London
	Catering Services	25/11/2020	Catering for 27 people for 2 days	Harvey World Travel	10,569.50	East London
	Hire Charges	25/11/2020	Conference Venue for two days	Harvey World Travel	2,081.50	East London
	Inventory Consumed	25/11/2020	Supply and delivery of Printing Paper	Anabel Trading Pty Ltd	22,500.00	Lusikisiki
	Hire Charges	26/11/2020	Conference Venue for two days	Harvey World Travel	2,081.50	East London
	Road Transport	26/11/2020	Transport Services	Duns Trading Enterprise	1,200.00	Lusikisiki
<b>TOTAL</b>					<b>155,169.05</b>	
<b>FUNCTION:ECONOMIC DEVELOPMENT &amp; PLANNING</b>						
	<b>ITEM</b>	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
	Catering Services	12/11/2020/	Catering for 65 People	Nkalani Trading Enterprise	6,175.00	Flagstaff
	Catering Services	18/11/2020	Catering for 150 People	Amangutyana All in one Projects	10,500.00	Flagstaff
	Transport Provided : Events	18/11/2020	Transport Services for 50 People	Chithwayo Projects and Tours	4,500.00	Lusikisiki

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	Interior Deco	18/11/2020	Stage Deco	Celukwazi Trading & Projects	1,910.00	Lusikisiki
	Catering Services	18/11/2020/	Catering for 50 People	Likum Trading	5,500.00	Flagstaff
	Catering Services	18/11/2020	Catering for 50 People	Nqizabel Trading Enterprise	5,000.00	Lusikisiki
	Transport Provided : Events	18/11/2020	Transport Services for 40 People	HlezukoTrading	9,400.00	Lusikisiki
	Catering Services	25/11/2020	Catering for 100 People	Hoat Coal Construction	9,500.00	Lusikisiki
<b>TOTAL</b>					<b>52,485.00</b>	
<b>FUNCTION:ROADS INFRASTRUCTURE AND TECHNICAL SERVICES</b>						
	<b>ITEM</b>	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
	Maintenance of Equipment	03/11/2020	Repairs of Bell Grader	Bell Equipment Sales	43,687.05	East London
	Maintenance of Equipment	03/11/2020	Repairs of Water Carter	Griqua Truck and Bus	41,316.31	Port Shepstone
	Maintenance of Equipment	19/11/2020	Repairs of Cat Grader Serial Number XZH01976	Barloworld Equipment	220,228.52	Gauteng
	Advertising Publicity and Marketing	19/11/2020	Advertising Services	Pondo News	5,428.00	Kokstad
	Advertising Publicity and Marketing	19/11/2020	Advertising Services	Your Media Hub and Printer	2,880.00	Kokstad
	Advertising Publicity and Marketing	19/11/2020	Advertising Services	Your Media Hub and Printer	2,880.00	Kokstad
	Accommodation and meals	22/11/2020	Accommodation and Meals	Harvey World Travel	30,629.50	East London
<b>TOTAL</b>					<b>347,049.38</b>	
<b>FUNCTION MUNICIPAL</b>						

<b>MANAGERS &amp; TOWN SECRETARY</b>						
	<b>ITEM</b>	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
	Catering Services	04/11/2020	Catering for 60 People	Ngonano Construction	4,500.00	Flagstaff
	Catering Services	10/11/2020	Catering for 50 People	Nkazy Trading	4,000.00	Flagstaff
	Hire Charges	18/11/2020	Hiring Services	Celukwazi Trading & Projects	5,430.00	Lusikisiki
	Event Promoters	19/11/2020	Supply and delivery Banners and Flags	Copy World cc	21,641.16	East London
	Catering Services	19/11/2020	Catering for 20 People	Nathina Projects	2,560.00	Flagstaff
	Hire Charges	30/11/2020	Venue and Conference Hiring	Harvey World Travel	2,587.50	East London
<b>TOTAL</b>					<b>32,218.66</b>	
<b>FUNCTION:MAYOR AND COUNCIL</b>						
	<b>ITEM</b>	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
	Accommodation and meals	16/11/2020	Accommodation and Meals	Harvey World Travel	2,979.50	
	Accommodation and meals	17/11/2020	Accommodation and Meals	Harvey World Travel	4,965.50	East London
	Accommodation and meals	18/11/2020	Accommodation and Meals	Harvey World Travel	2,960.50	East London
	Accommodation and meals	23/11/2020	Accommodation and Meals	Harvey World Travel	3,375.50	East London
	Accommodation and meals	23/11/2020	Accommodation and Meals	Harvey World Travel	5,455.50	East London
	Accommodation and meals	23/11/2020	Accommodation and Meals	Harvey World Travel	3,375.50	East London
<b>TOTAL</b>	Accommodation and meals	23/11/2020	Accommodation and Meals	Harvey World Travel	3,375.50	East London
<b>FUNCTION:GOVER NANCE INTERNAL AUDIT</b>					<b>26,487.50</b>	



	ITEM	TRANSACTION DATE	SERVICE DESCRIPTION	SUPPLIER NAME	VALUE	LOCALITY
<b>TOTAL</b>						
<b>FUNCTION</b>	<b>ITEM</b>	<b>TRANSACTION</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
<b>TOTAL</b>						
<b>FUNCTION:COMMUNITY SERVICES SOLID WASTE</b>						
	<b>ITEM</b>	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
	Tenders	04/11/2020	Advert for Supply and delivery of 800 Chairs	Iso News	4,800.00	Kokstad
	Tenders	04/11/2020	Advert for Construction of Guard Room	Iso News	4,800.00	Kokstad
	Tenders	16/11/2020	Advertising	Your Media	1,600.00	Kokstad
	Accommodation and meals	16/11/2020	Accommodation and meals	Harvey World Travel	1,695.50	East London
	Refuse Bags	17/11/2020	Supply and Delivery of refuse Bags	Xhasani Traing	29,000.00	Luskisiki
	Catering Services	19/11/2020	Catering for 35 People	L-Teq 004 Trading	2,800.00	Luskisiki
	Tenders	19/11/2020	Advertising	Your Media	2,880.00	Kokstad
	Hire Charges	25/11/2020	Hiring of two Trucks to deliver food Parcels	Mavathela Projects	28,920.00	Flagstaff
<b>TOTAL</b>					<b>76,495.50</b>	
<b>GRAND TOTAL</b>					<b>734,443.23</b>	

<b>DECEMBER</b>						
<b>MONTH-DECEMBER 2020</b>						
<b>BUDGET &amp; TREASURY</b>						
	<b>ITEM</b>	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
	External Computer Service: System Advisor	03/12/2020	Zoom Training Session for BTO officials	Munsoft	31,912.50	Fairland
	Maintenance of Equipment	14/12/2020	Purchase, Fitting and alignment of 04 tyres for HCN720EC	Tyres & More Kokstad	26,951.20	Kokstad
	Maintenance of Equipment	14/12/2020	Purchase, Fitting and alignment of 08 tyres for Three Municipal Vehicles	Tyres & More Kokstad	28,614.70	Kokstad
	Maintenance of Equipment	14/12/2020	Service of Toyota Prado JLT680EC	Halfway Toyota	2,482.87	Port Shepstone
	Maintenance of Equipment	14/12/2020	Service of refuse compactor Truck	Thompson Motors	3,680.99	Port Shepstone
	Maintenance of Equipment	14/12/2020	Repairs of Toyota Corolla	Halfway Toyota	9,543.30	Port Shepstone
	Maintenance of Equipment	14/12/2020	Repairs of Toyota Land Cruiser	Halfway Toyota	37,551.99	Port Shepstone
<b>TOTAL</b>					<b>140,737.55</b>	
<b>FUNCTION-CORPORATE</b>						

SERVICES & HUMAN RESOURCES						
	ITEM	TRANSACTION DATE	SERVICE DESCRIPTION	SUPPLIER NAME	VALUE	LOCALITY
	Expenditure Contracted Service: Employee Wellness	02/12/2020	Counselling session for 02 Employees	N.T Dano Clinical Psychologist	6,216.00	Kokstad
	Corporate and Municipal Activities	04/12/2020	Advert for Bulletin no: 3 of 20/21	Your Media	10,240.00	Kokstad
	Corporate and Municipal Activities	04/12/2020	Advert for Bulletin no: 3 of 20/21	Arena Holdings	39,557.70	Gauteng
	Pest Control and Fumigation	04/12/2020	Fumigation of Municipal Offices	Likum Trading	96,600.00	Flagstaff
	Expenditure: Operational Cost: Learnerships and Internships	11/12/2020	Payroll Training for 05 Employees	Kgolo Institute	40,250.00	Gauteng
	Expenditure: Operational Cost: Learnerships and Internships	11/12/2020	Performance Management Training	Inner City Training Institution	50,000.00	North West
	Corporate and	14/12/2020	Erratum for Bulletin	Your Media	1,600.00	Kokstad

	Municipal Activities					
	Corporate and Municipal Activities	14/12/2020	Erratum for Bulletin	Arena Holdings	6,279.00	Gauteng
<b>TOTAL</b>					<b>250,742.70</b>	
<b>FUNCTION:ECO NOMIC DEVELOPMENT &amp; PLANNING</b>						
	<b>ITEM</b>	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
<b>TOTAL</b>					-	
<b>FUNCTION:ROA DS INFRASTRUCTU RE AND TECHNICAL SERVICES</b>						
	<b>ITEM</b>	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
	Maintenance of Equipment	01/12/2020	Repairs of UD Truck	Thompson Motors	68,674.37	Port Shepstone
	Maintenance of Equipment	01/12/2020	Repairs of Cat Grader Model 104H	Barloworld Equipment	220,228.52	Gauteng
	Maintenance of Equipment	14/12/2020	Repairs of UD Truck	Thompson Motors	13,760.31	Port Shepstone

<b>TOTAL</b>					<b>302,663.20</b>	
<b>FUNCTION MUNICIPAL MANAGERS &amp; TOWN SECRETARY</b>						
	<b>ITEM</b>	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
<b>TOTAL</b>						
<b>FUNCTION:MAYOR AND COUNCIL</b>						
	<b>ITEM</b>	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
<b>TOTAL</b>					-	
<b>FUNCTION:GOVERNANCE INTERNAL AUDIT</b>						
	<b>ITEM</b>	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
<b>TOTAL</b>					-	
<b>FUNCTION</b>	<b>ITEM</b>	<b>TRANSACTION</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
<b>TOTAL</b>					-	

<b>FUNCTION:COM MUNITY SERVICES SOLID WASTE</b>						
	<b>ITEM</b>	<b>TRANSACTION DATE</b>	<b>SERVICE DESCRIPTION</b>	<b>SUPPLIER NAME</b>	<b>VALUE</b>	<b>LOCALITY</b>
<b>TOTAL</b>					-	
<b>GRAND TOTAL</b>					<b>694,143.45</b>	

<b>Company Name</b>	<b>Amount</b>	<b>Description</b>	<b>Function</b>	<b>Reason for the Deviation</b>	<b>Date</b>
Walter Sisulu University	R4 600.00	Hiring of Venue for 05 Officials	Human Resources	The reason for not obtaining three quotations is that, procurement processes were done using CSD but only one service provider with the capacity and facilities that the Municipality need is Lusikisiki Resource Centre. As the travelling agency costs are too high.	02 October 2020
Halfway Toyota	R4 915.70	Service of Toyota Corolla JMC929EC	Fleet Management	The reason for not obtaining three quotations is that, in order for the vehicle to be diagnosed its Mechanical problem thoroughly it needs to be	13 October 2020

				disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs to be incurred from different dealership	
Iso News	R10 080.00	Erratum for of Extension Closing date	Administration	The reason for not obtaining three quotations is that procurement processes were done through CSD and Iso news is one of the service provider appointed for the original advert	15 October 2020
Amajalamba Trading	R3 000.00	Procurement of refreshments	Solid Waste Removal: Community Services	The reason for not obtaining three quotations is that procurement processes were done through CSD and only one service providers responded	20 October 2020
Halfway Toyota	R5 442.77	Service of Toyota Hilux JLV748EC	Fleet Management	The reason for not obtaining three quotations is that, in order for the vehicle to be diagnosed its Mechanical problem thoroughly it needs to be disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs	20 October 2020

				to be incurred from different dealership	
Water Sisulu University	R2 300.00	Hiring of Conference Facility	Administration	The reason for not obtaining three quotations is that, procurement processes were done using CSD but only one service provider with the capacity and facilities that the Municipality need is Lusikisiki Resource Centre. As the travelling agency costs are too high.	21 October 2020
Garden City Motors	R22 761.38	Service of Mitsubishi Triton	Fleet Management	The reason for not obtaining three quotations is that, in order for the vehicle to be diagnosed its Mechanical problem thoroughly it needs to be disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs to be incurred from different dealership	23 October 2020
Bell Equipment Sales	R53 904.67	Repairs of Bell Grader Model 670 G	Roads: Infrastructure and Technical Services	The reason for not obtaining three quotations is that, Garden City Motors is the only dealership to be utilized to provide these services and it will serve no purpose to take the vehicle to other dealerships	23 October 2020



				to be diagnosed its mechanical problem thoroughly it need to be disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs to be incurred.	
Amajwara Services	R2 500.00	Hiring of Decorations	Municipal Managers Office	The reason for not obtaining three quotations is that procurement processes were done through CSD and only two service providers responded	28 October 2020
Sondlo Trading	R900.00	Catering and Bottled water for 10 People	Human Resources	The reason for not obtaining three quotations is that procurement processes were done through CSD and only one service providers responded	27 October 2020
Vuyelela Trading	R2 240.00	Lunch Packs for 14 People	Municipal Manager Town Secretary and Chief Executive	The reason for not obtaining three quotations is that procurement processes were done through CSD and only two service providers responded	29 October 2020
Give me Four trading and Projects	R22 230.00	Emergency repairs of 13 Air conditions	Street lightening and Signal System	The reason for not obtaining three quotations is that procurement processes were done through CSD and only	29 October 2020

				one service providers responded	
The total amount is <b>R134 874.52</b>					

Company Name	Amount	Description	Function	Reason for the Deviation	Date
Arena Holdings	R43 552.80	Advertising of Bulleting 02 of 2020/21	Human Resources	The reason for not obtaining three quotations is that, the services required to be published on National Publication and Arena holdings is the only Service provider to provide the required services	11 November 2020
Arena Holdings	R10 998.25	Advertising of Bulleting 02 of 2020/21	Human Resources	The reason for not obtaining three quotations is that, the services required to be published on Provincial Publication and Arena holdings is the only Service provider to provide the required services	11 November 2020
Sondlo Trading	R1 062.00	Catering Services for 09 People	Economic Development	The reason for not obtaining three quotations is that procurement processes were	12 November 2020

				done through CSD and only Sondlo Trading responded	
Likum Trading	R5 500.00	Catering Services for 50 People	Economic Development	The reason for not obtaining three quotations is that procurement processes were done through CSD and only Likum Trading responded	18 November 2020
Hlezuko Trading	R9 400.00	Procurement of Transport Services	Economic Development	The reason for not obtaining three quotations is that procurement processes were done through CSD and only Hlezuko Trading responded	18 November 2020
Celukwazi Trading and Projects	R1 910.00	Procurement of Stage Deco Services	Economic Development	The reason for not obtaining three quotations is that procurement processes were done through CSD and only Celukwazi Trading responded	18 November 2020
Celukwazi Trading and Projects	R5 430.00	Procurement of Hiring Services	Municipal Managers	The reason for not obtaining three quotations is that procurement processes were done through CSD and only Celukwazi Trading responded	18 November 2020
Nqizabel Trading Enterprise	R5000 .00	Catering Services	Economic Development	The reason for not obtaining three quotations is that procurement processes were done through CSD and only Nqizabel Trading responded	18 November 2020
Thompson Motors	R94 900.09	Repairs of Refuse Truck Skip bin loader	Fleet Management	The reason for not obtaining three quotations is that,	18 November 2020

				Thompson Motors is the only dealership to be utilized to provide these services and it will serve no purpose to take the vehicle to other dealerships to be diagnosed its mechanical problem thoroughly it need to be disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs to be incurred.	
Barloword Equipment	R220 228.52	Repairs of Cat Grader Model 140H Serial Number XZH01976	Roads: Technical Services	The reason for not obtaining three quotations is that, in order for the vehicle to be diagnosed its Mechanical problem thoroughly it needs to be disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs to be incurred from different dealership	19 November 2020
Garden City Motors	R9 207.48	Service of Mercedes Bens JBH 430 EC	Fleet Management	The reason for not obtaining three quotations is that, Garden City is the only dealership to be utilized to provide these services and it will serve no purpose to take the vehicle to other	19 November 2020

				dealerships to be diagnosed its mechanical problem thoroughly it need to be disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs to be incurred.	
Halfway Toyota	R2 122.85	Service of Toyota Hilux JMC 934 EC	Fleet Management	The reason for not obtaining three quotations is that, Halfway Toyota is the only dealership to be utilized to provide these services and it will serve no purpose to take the vehicle to other dealerships to be diagnosed its mechanical problem thoroughly it need to be disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs to be incurred.	20 November 2020
Halfway Toyota	R2 677.61	Service of Toyota Hilux JLV722EC	Fleet Management	The reason for not obtaining three quotations is that, Halfway Toyota is the only dealership to be utilized to provide these services and it will serve no purpose to take the vehicle to other dealerships	20 November 2020

				to be diagnosed its mechanical problem thoroughly it need to be disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs to be incurred.	
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Company Name	Amount	Description	Function	Reason for the Deviation	Date
Barloworld Equipment	R220 228.52	Repairs of Cat Grader Model 104H	Roads: Infrastructure & Technical Services	The reason for not obtaining three quotations is that, in order for the vehicle to be diagnosed its Mechanical problem thoroughly it needs to be disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs to be incurred from different dealership	01 December 2020
Thompson Motors	R68 674.37	Repairs of UD Truck	Roads: Infrastructure and Technical Services	The reason for not obtaining three quotations is that, in order for the vehicle to be diagnosed its Mechanical problem thoroughly it needs to be disassembled to a particular	01 December 2020

				extent of the problem before the quotation can be produced which would cause more costs to be incurred from different dealership	
Your Media	R10 240.00	Advert for Bulletin no 3 of 20/21	Human Resources	The reason for not obtaining three quotations is that procurement processes were done through CSD and only two service providers responded	04 December 2020
Arena Holdings	R39 557.70	Advert for Bulletin no 3 of 20/21	Human Resources	The reason for not obtaining three quotations is that procurement processes were done through CSD and only one service providers responded	04 December 2020
Tyres & More kokstad	R26 951.20	Purchase, fitment and alignment of 05 Tyres	Fleet Management	The reason for not obtaining three quotations is that procurement processes were done through CSD and only one service providers responded	14 December 2020
Tyres and More Kokstad	R28 614.70	Purchase, fitment and alignment of 08 tyres	Fleet Management	The reason for not obtaining three quotations is that procurement processes were done through CSD and only	14 December 2020

				one service providers responded	
Halfway Toyota	R2 482.87	Service of Toyota Prado	Fleet Management	The reason for not obtaining three quotations is that, in order for the vehicle to be diagnosed its Mechanical problem thoroughly it needs to be disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs to be incurred from different dealership	14 December 2020
Thompson Motors	R13 760.31	Repairs of UD Truck	Roads: Infrastructure and Technical Services	The reason for not obtaining three quotations is that, in order for the vehicle to be diagnosed its Mechanical problem thoroughly it needs to be disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs to be incurred from different dealership	14 December 2020
Thompson Motors	R3 680.99	Service of Refuse Compactor Truck	Fleet Management	The reason for not obtaining three quotations is that, in order for the vehicle to be diagnosed its Mechanical problem thoroughly it needs to be	14 December 2020



				disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs to be incurred from different dealership	
Halfway Toyota	R9 543.30	Repairs of Toyota Corolla	Fleet Management	The reason for not obtaining three quotations is that, in order for the vehicle to be diagnosed its Mechanical problem thoroughly it needs to be disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs to be incurred from different dealership	14 December 2020
Halfway Toyota	R37 551.99	Repairs of Toyota Land Cruiser	Fleet Management	The reason for not obtaining three quotations is that, in order for the vehicle to be diagnosed its Mechanical problem thoroughly it needs to be disassembled to a particular extent of the problem before the quotation can be produced which would cause more costs to be incurred from different dealership	14 December 2020
Your Media	R1 600.00	Erratum for Bulletin	Human Resources	The reason for not obtaining three quotations is that	14 December 2020

				procurement processes were done through CSD and only one service provider was considered as the original advert was published by them.	
Arena Holdings	R6 279.00	Erratum for Bulletin	Human Resources	The reason for not obtaining three quotations is that procurement processes were done through CSD and only one service provider was considered as the original advert was published by them.	14 December 2020
The total amount is <b>R626 124.95</b>					

#### 7.2.2. Bids above R200 000.00 in the month of November 2020.

Company	Contract Description	Contract value	Date
Manyobo Group	Construction of Rhole access road	R6 878 723,39	18/11/2020
Tshwella Trading	Construction of Mbudu access road	R8 828 346,00	18/11/2020
Ziphozetho	Construction of ward 26 Sports field	R11 099 397,50	18/11/2020

## 7.2.3. Bids above R200 000.00 in the month of December 2020.

Company	Contract Description	Contract value	Date
MVI Construction	Construction of Tyhuphu access road	R6 563 647,55	11/12/2020
Trisekta (Pty) Ltd	Renovations of Xura Red Meat Project	R261 380,33	11/12/2020
Luyem Trading Enterprise	Fencing of Xopozo maize field	R397 833,30	11/12/2020
Tentamount Trading	Construction of Emafusini access road	R4 400 890,73	11/12/2020
Dalawe Trading	Fencing of Jaca34 maize field project	R208 812,00	11/12/2020

### 7.3. Municipal Bid Appeals (if applicable)

- i) Bid objections and appeals
- ii) Appeal status

Bid Number	Bidder's name (Lodged Objection)	Date the objection was lodged	Appeal Status
None	None	None	None

### 7.4. Contracts Register Statistics

No. of Current Contracts	No. of contracts awarded to SMMEs within the municipal area (local suppliers)	No. of Contracts about to expire in <6 months	No. of Expired Contracts but still in use
38	16	None	None
R83 000 000,00			

### 7.5. Variations

- i) Variations within 15% or 20% (this can part of contract register)

Contract No.	Contract Description	Contract Value	Reasons for Variati	Amount
None	None	None	None	None

- ii) Variations above 15% or 20% (Comply with MFMA S116(3) (this can be part of contracts register)

Contract No. & Description	Contract Value	Reasons for Variation	Amount	Date Tabled at Council	Date of Notice to Community
None	None	None	None	None	None

### 7.6. Supplier Performance Management

- The supplier performance was performed with the help of user departments. The feedback has been sent in writing to the affected contractors for their input before a final performance report can be drawn up.

Contract no. & Description	Name of Contractor	Supplier Performance
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		Date of Supplier performance assessment	Assessment Report Compiled		Supplier performance assessment / performance rating
			Yes	No	

#### 7.7. Logistics / Inventory Management (where applicable)

- i) Policy: The Supply Chain policy is being implemented in the municipality with a list of challenges in as far as the compliance is concerned.
- ii) Cycle counts: Done
- iii) Challenges: There are numerous challenges with regard to the implementation of SCM policy. The most prevalent one is the non-sitting of bid committees and poor planning
- iv) Other activities

#### 7.8. Unsolicited Bids (if any)

Description of Goods/services	Amount	Date Submitted to Council	Supported		Date submitted to Provincial Treasury	Supported	
			Yes	No		Yes	No
None	None	None	None	None	None	None	None

#### 7.9. Bids advertised (Annexure)

- i) **Website:** All bids between the range of R30 000 to R200 000 and are advertised on website.
- ii) **E-tender portal:** All contracts indicated above were advertised on e-tender portal, there are printouts as attachments of compliance.
- iii) **CIDB:** All bids that require to be advertised on CIDB were advertised and printouts were saved for compliance and audit purposes.
- iv) **Other:** None
- v) **Cancelled bids:** No cancelled bids were recorded in this period.

##### 7.9.1. Preferential Procurement Policy Framework Act (PPPFA), Reg. 2017 (Annexure)

#### 7.10. Contracts with Pre-Qualification (Regulation 4)

Name of the contractor	Contract Description	Pre-Qualification Criteria	Award Value	Date of Award

## INGQUZA HILL MID TERM REPORT 2020-21

None	None	None	None	None
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### 7.11. Contracts with Objective Criteria (Section 2(1)(f) PPPF Act)

Contract Description	Objective Criteria	Award Value	Date of Award
None	None	None	None

### 7.12. Contracts above R30 million (Contract Participation Goals) (Regulation 4)

Name of the contractor	Contract Description	Sub-Contracting Criteria	Award Value	Amount Sub-Contracted	Date of Award
None	None	None	None	None	None

### 7.13. Local Content Procurement (Annexure)

Contract Description	Designated Sector	% Designated	Award Value	Date of Award	Reporting to DTI
None	None	None	None	None	None

### 7.14. Risk Management (Annexure)

Report on the progress of mitigating the risks identified within SCM.

Risk description as per the risk register	Action to address the risk	Timeframe	Action owner	Progress to date	Comment
Non-compliance with SCM procedures incurring Irregular Expenditure	Review and workshop the SCM procedure manual	01-07-2020 to 30-06-2021	CFO and Supply Chain Manager	Cases of non-compliance have decreased by a small margin	The culture of planning must be improved.
Slow implementation of capital projects in the procurement plan	Weekly updates on the implementation of procurement plan.	01-10-20 to 30-06-21	CFO and Supply Chain Manager	There is a slightly improvement on the implementation of procurement.	Projects of the new financial year must always be procured before the new FY commences.

### 7.15. Fraud Prevention Plan

Is there a Fraud Prevention Plan in place? The fraud prevention plan is being implemented but there is a room for improvement in that regard.

#### 7.16. Internal Audit Findings

Finding Raised	Action Plan to address the finding	Due Date	Progress with Action Plan Implementation
None	None	None	None

#### 7.17. Provincial Treasury Assessment Findings

Finding Raised	Action Plan to address the finding	Due Date	Progress with Action Plan Implementation
None	None	None	None

#### 7.18. Auditor General Findings

Finding Raised	Action Plan to address the finding	Due Date	Progress with Action Plan Implementation
None	None	None	None

**8. Municipal Managers Office**



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IDP NO.	PROJECT	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	HALF YEAR		REASONS FOR VARIANCE	REMEDIAL ACTION	POE	POE REVIEW
				TARGET	ACTUAL				
Objective: To promote good governance and public participation									
5.1	Signing of performance agreements and accountability contracts	5.1.1. Number of performance agreements and accountability contracts to be signed	21	21	11	There are still outstanding Accountability Contracts from managers. There was a suggestion that the contracts should have CCRs as in the case of the agreements however, nothing has been finalized by management as yet.	The target will be adjusted down during adjustment and focus will be on the performance agreements for the senior management	N/A	N/A
5.1	Performance monitoring	5.1.2. Number of monthly reports to be reviewed by management	12	6	6	None	None	Minutes of the meeting and attendance register	Attached
5.1	Presentation of reports	5.1.3. Number of reports to be tabled to the council	7	4	3	There was an extension on the submission dates by National Treasury due to the disruptions caused by the Corona Virus	Annual report will be reported in quarter 3	Attendance register and minutes	Attached
5.1	Quarterly feedback sessions	5.1.4. Number of quarterly feedback sessions	4	1	1	None	None	Attendance register and report	Attached

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5.2	IDP planning and revision	5.2.1. Number of IDP meetings to be held	9	6	4	The meeting for strategies is supposed to sit after the departmental strat plans and the sessions were cancelled due the outbreak of the second wave	The meetings for Strategies will be held after the sitting of the departmental strat plans that will be held in January	Attendance register and minutes	Attached
5.2	IDP planning and revision - sitting of departmental strategic planning session	5.2.3. Number of departmental strategic planning sessions	1	1	0	The sessions were planned to sit from 01 - 04 December 2020 but were cancelled due to the outbreak of the second wave of the Corona Virus	The sessions will be held in January 2021	Consolidated strategic report and attendance register	N/A
5.2	Integovernmental Relations	5.2.5. Number of IGR Forums to be held	4	4	4	None	None	Minutes and Attendance Register	
5.3	Preparation of the Internal Audit Plan for approval by the Audit Committee	5.3.1.1. Number of Internal Audit Plans prepared and approved by the Audit Committee	1	1	1	Target not for the quarter	None	N/A	N/A
5.3	Review of the Annual Financial Statements and the Annual Performance Report	5.3.1.2. Number of times Annual financial statements and annual performance report reviewed	1	1	0	AFS review due in Quarter 1 was achieved in Quarter 2 because the National Deadline for AFS submission was moved from 31 August 2020 to 31 October 2020 due to the disruptions caused by COVID	This is not expected to happen again in the future.	IA implementation status report	Attached

# INGQUZA HILL MID TERM REPORT 2020-21

5.3	Review of institutional quarterly performance	5.3.1.3. Number of quarterly institutional performance review done	4	1	1	There was an error in the first quarter report wherein the Fourth Quarter was reported as not achieved. It should have been reported as achieved as it was done with the APR.	None	Quarterly Performance review report	Attached
5.3	Provision of technical support to the MPAC	5.3.1.3.1 Number of times MPAC is provided with technical support	4	1	0	No formal request submitted to Internal Audit by MPAC	MPAC to submit a formal request for each piece of work requested from Internal Audit	Quarterly Performance review report	Not achieved
5.3	Implementation of Internal Audit Plan	5.3.1.3.2 % implementation of Internal Audit Plan measured per quarter.	100%	50%	38%	The review of Q2 projects is meant to be achieved in quarter 3 however in drafting the implementation plan, it made the impression that it would be achieved in Q2	The target will be adjusted during adjustment period, the quarterly targets will be changed but the annual target remains the same	IA implementation status report	Attached
5.3	Audit committee meetings	5.3.1.4. Number of audit committee meetings to be held	4	1	1	Council approved the transfer of AC secretariat work from Internal Audit to Executive Council Secretary in October 2020	The function will be moved to Council Support during the adjustment period	Minutes and attendance registers	Attached
5.3	Tabling of Audit Committee reports to the Council	5.3.1.5. Number audit committee reports presented at council	2	1	1	Council approved the transfer of AC secretariat work from Internal Audit to Executive Council Secretary in October 2020	The function will be moved to Council Support during the adjustment period	Minutes and attendance registers	Attached

# INGQUZA HILL MID TERM REPORT 2020-21

5.3	Sitting of risk management committee	5.3.2.4. Number of risk management committee meetings to be held	4	1	1	None	None	Minutes and attendance registers	Not attached
5.4	Case Management	5.4.1. Percentage of attended pending and new cases	100% of 28 pending cases	55%	55%	Legal Services Manager resumed duties on 01 December 2020, he is in the process of being acquainted with the cases	None	Court order /confirmation letter from attorneys	Not attached
5.4	Contract management	5.4.3. Percentage contracts reviewed	100% of contracts reviewed	100%	100%	There were no contracts submitted for review	None	Copy of contracts reviewed	N/A
5.5	Sitting of Council meetings	5.5.1. Number of council meetings to be held	11	3	10	2 additional meetings were held to deal with investigation report and passing of a councillor	None	Minutes and attendance registers	Attached
5.5	Sitting of Council Committee meetings	5.5.2. Number of committee meetings held	25	13	14	An additional EXCO meeting was held to deal with settlement committee	None	Minutes and attendance register	8 meetings attached
5.5	Translation of Documents and reports	5.5.3. Percentage of documents to be translated	100%	100%	100%	None	None	Signed translation register	Attached
5.5	Support to traditional leaders	5.5.4. Percentage of support provided to traditional leaders	100%	100%	100%	No request was received from Traditional Leaders	None	Copy of requests	N/A

# INGQUZA HILL MID TERM REPORT 2020-21

5.6	Sitting of Internal Communicator s forum	5.6.1. Number of Internal Communicators Forums to be held	4	2	1	None	None	Minutes and attendance register	Attached
5.6	Sitting of Local Communicator s forum	5.6.2. Number of Local Communicators Forums to be held	4	2	0	The forum consist of CDWs and other external stakeholders who do not have the resources needed to participate in virtual meetings, and because of the National COVID Regulations, sit-in meetings cannot be held.	The meetings will resume when the regulations permit	Minutes and attendance register	N/A
5.6	Media Engagement, Radio Slots, Print Media and Media Briefings on important events	5.6.3. Number of Radio Slots and media engagements for Events	8	4	5	None	None	Request and questionnaire	Request not attached
5.6	Radio and TV Transmission	5.6.4. Number of Media Partnership and Live Broadcasts for important events to be held	4	2	0	Cancellation of O.R. Tambo Memorial Lecture because of Lockdown Regulations	None	Requests / agreements	N/A
5.6	Production of the municipal newsletter	5.6.5. Number of municipal newsletters to be produced	2	1	0	It was recommended that as the term of the current council draws to an end, the newsletter be changed to a service delivery booklet that will highlight the achievements of the	The appointment will be made in January	Delivery note	N/A

# INGQUZA HILL MID TERM REPORT 2020-21

						outgoing council. So the format had to change.			
5.6	Update of municipal website and Facebook page	5.6.7. Percentage utilization of social networks.	100%	100%	100%	None	None	Screen shots of posts on social media	Attached
5.6	Communication Strategy Plan	5.6.8. Review of one communication strategy.	1	1	1	None	None	Copy of the communication strategy	Not attached
5.7	Ward Committee Stipend	5.7.1. Number of times ward committee stipend is paid	12	6	6	None	None	Proof of payment	Attached
5.7	Mobilization of stakeholders for all governmental programs	5.7.2. Number of municipal programs mobilised for	10	3	0	No public meetings were held due to COVID-19 Regulations	None	Attendance register	Attached
5.7	Public Participation Awareness Campaign	5.7.3. Number of public participation awareness campaigns conducted	6	2	1	No public meetings were held due to COVID-19 Regulations	None	Attendance register and report	N/A
5.7	Sitting and functionality of Ward Committee Meetings	5.7.5. Number of ward committee meetings to be held	12	6	4	Not all wards held meetings throughout the quarter. They were held as follows: October :05,06,07,08, 09,11,26,27,29,32 November: 05,06,10,11,25,26,27,29, 30,32 December : 05,06,10,11,25,26,27,29, 30,31	None	Minutes and attendance register	Attached

# INGQUZA HILL MID TERM REPORT 2020-21

5.7	25 Advertised municipal events	5.7.6. Number of Municipal events advertised	11	4	1	Council meetings were convened either Special or emergency meetings	Adherence to Council Calendar	Advert	N/A
5.7	Management of Petitions	5.7.7. Percentage of Municipal Petition received and attended	100%	100%	100%	None	None	Copy of petitions received	Attached
5.7	Sitting of Ward War Rooms	5.7.8. Number of sittings of ward war room meetings	4	2	0	Awaiting revival of the structures by Premier's Office and District municipality the process was delayed by COVID 19	None	Minutes and attendance register	N/A
5.7	Voter Education	5.7.10. Number of voter education campaigns to be held	4	1	0	No public meetings were held due to COVID-19 Regulations	None	N/A	N/A
5.8	Youth development (Miss Ingquza)	5.8.3. Number of beauty pageants to be held	1	1	0	No public meetings were held due to COVID-19 Regulations	Will be held in the next financial year	Attendance register and report	N/A
5.8	Gender Development ( Women's Month )	5.8.4. Number of women's summits to be held	1	1	1	Target not for the quarter	None	N/A	N/A
5.8	Elderly Golden Games / veterans	5.8.5. Number of Golden Games events to be held	1	1	0	Target not for the quarter	None	N/A	N/A
5.8	Moral Regeneration	5.8.6. Number of moral regeneration programs to be conducted	4	2	1	None	None	Report and attendance register	Attached
5.8	Community Development- Burial support	5.8.7. Percentage of burial support given to the impoverished	100%	100%	100%	None	None	Support request	Attached

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5.8	Community Initiative- O.R Tambo memorial lecture	5.8.8. Number of O.R. Tambo Memorial Lectures to be held	1	1	0	No public meetings were held due to COVID-19 Regulations	Will be held in the next financial year	Attendance register and report	N/A
5.8	Community Initiatives -16 Days of activism	5.8.9. Number of awareness campaigns to be held	1	1	1	None	None	Attendance register and report	Attached
5.8	Disability	5.8.10. Number of times support is provided to the disabled	1	1	1	None	None	Attendance register and report	Attached
5.8	Youth Development (support to youth council)	5.8.11. Number of youth council programmes to be held	4	2	0	Meetings could not seat due to non-cooperation by the Youth Council	The issue will be escalated to the Mayor for assistance	Minutes and attendance register	N/A
5.8	Mandela day celebration	5.8.12. Number of Mandela Day programmes to be held	1	1	0	No target for this quarter	None	N/A	N/A



## 9. Social Services

	PROJECT	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	Half Year		REASONS FOR VARIANCE	REMEDIAL ACTION	POE	POE REVIEW
				Target	Actual				
OBJECTIVE: To provide an effective, efficient and sustainable community support service									
6.1	Municipal by-laws enforcement	6.1.1. Number of fines issued	600	300	0	Section 341 not yet operational	Make follow up on the submitted draft municipal by-laws	Criminal procedure (Sec 341 SPA 51/ 1977)	Not achieved
6.1	Traffic control, law enforcement and support	6.1.2. Number of traffic fines issued	3000	1550	425	Poor road markings and signage. This is due to the non-renewal of road markings and vandalism of road signs by protesters	Facilitate the installation of road signs in both CBDs.	Traffic Fines Registers	Attached
6.1	Vehicle Registration & Licensing	6.1.3. Number of motor vehicles licensed	9500	4950	800	Number of people to be serviced per day has been dropped to 30 due to COVID-19 pandemic	Operations to be back to normal when the incidents and prevalence of COVID-19 has dropped.	RD 329 Reports	Attached

## INGQUZA HILL MID TERM REPORT 2020-21

6.1	Learners licence examination	6.1.5. Number of learners licences examined	5000	2500	550	Number of people to be serviced per day has been dropped to 30 due to COVID-19 pandemic	Operations to be back to normal when the incidents and prevalence of COVID-19 has dropped.	RD 329 Reports	Attached
6.1	Driving licence testing	6.1.6. Number of driving licences examined	3400	800	0	DLTC still under construction. Keys for the DLTC are available on request for the site visit	Speed up the facilitation of the completion through technical services	RD 329 Reports	Attached
6.1	Procurement of Disaster material	6.1.7. Number of times disaster relief items procured	1	1	0	Sudden closure offices earlier than expected due to COVID 19second wave. This affected the delivery of disaster relief as service provider was appointed early mid-December 2020.	To accelerate the delivery of material through the appointed service provider.	Delivery Note	Not achieved
6.1	Assets safeguarding	6.1.8. Number of access points guarded	4	4	4	None	None	Duty rosters and Attendance Registers	Attached
6.2.	Placement of VIP for principals	6.2.1. Number of personnel deployed	6	6	4	There are four personnel deployed since the suspension of the Municipal Manager	SDBIP adjustment in the month of January 2021	Attendance Registers	Attached
6.2.	Community Policing Forum equipment	6.2.2. Number of CPF equipment procured	1	1	1	None	None	Delivery note/ distribution register	Attached

## INGQUZA HILL MID TERM REPORT 2020-21

6.2.	Crime prevention awareness campaigns	6.2.4. Number of crime prevention awareness campaigns conducted	4	2	1	Gatherings discouraged due to COVID-19 second wave outbreak	Await for the wave to drop	Attendance registers and report	Not achieved
6.2.	Speed machine calibration	6.2.5. Number of Speed machine calibrations conducted.	2	1	1	No Target for the quarter	None	N/A	N/A
6.2.	Registering Authority Regulations updating	6.2.8. Number of workshops or user group meetings attended	4	1	0	DoT has not call any meeting since COVID-19 outbreak	Await for DoT to arrange and call a meeting	Attendance Registers & minutes	Not achieved
6.2.	Health awareness campaign	6.2.9. Number of health awareness campaigns conducted	4	1	0	Gatherings discouraged due to COVID19 outbreak	Await for the gatherings to be safe again.	Attendance registers and report	Not achieved
6.2.	Waste management education/ awareness	6.2.11. Number of waste management workshops conducted	4	2	2	None	None	Attendance registers and report	Attached
6.2.	Library accessing	6.2.13. Number of patrons serviced	12000	6000	140	Only Lusikisiki library is operational and patrons did not visit library due to adjusted timetable of attending school	Await for the operations in schools to be normal again	Library registers	Attached
6.3	Employment of lifeguards	6.3.1. Number of deployment times for lifeguards	1	1	1	None	None	Employment Contracts	Attached

# INGQUZA HILL MID TERM REPORT 2020-21

6.3	Employment of EPWP casuals	6.3.2. Number of times Casual workers employed	2	1	1	No Target for the quarter	None	N/A	N/A
6.4	Traffic Fines Revenue collected	6.4.3. Amount collected from traffic fines	R312 828,00	R156 414	R39 900	Poor road markings and signage. This is due to the non-renewal of road markings and vandalism of road signs by protesters	Facilitate the installation of road signs in both CBDs.	Cheques & Revenue reports	Attached
6.4	Payment of Driving Licence Cards	6.4.4. Number of payments done to DLCA	12	6	5	The invoice arrived after office has been closed for December vacation. The payment for December was therefore arranged in the month of January 2021	Nothing can be done as DoT invoices the Municipality for services rendered.	Proof of payments	Attached
6.4	Enatis Agency Fees Revenue	6.4.5. Amount generated from ENaTIS Agency fees	R5 934 080,00	R2 750 000,00	R1 181 919,72	The month of December was shorter than usual due to the high rate of COVID 19cases in the Municipality	None	Revenue Report	Attached
6.4	SABS levy payment	6.4.6. Number of payments made to SABS	1	1	0	None	None	Tax invoices	Not achieved

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6.4	Waste Management revenue collection	6.4.7. Amount collected from refuse removal	R1 384 434,00	R2 750 001,00	R39 629	Citizens pay fees later than expected and this is becoming a huge challenge	A panel at should be set on the late payment of services rendered	Revenue Report	Attached
6.4	Pounds fees revenue collection	6.4.8. Amount collected from pound fees	R72 624,00	R36 312	R10 605	Pound masters are sceptical of to pay for their impounded animals	A need to arrange auction for animals stay for more than 2 months	Revenue Report	Attached
6.4	Grave sites sales	6.4.9. Amount generated from sale of graves	R27 625,00	R13 813	R12 872	Many people still utilises their family graveyards than municipal graveyards	More awareness on the advantages of burying loved ones away from home	Revenue Report	Attached
6.4	Rental of town halls	6.4.10. Amount of revenue generated on rental of halls	R12 650,00	R6 325	R11 868	Adjusted level 3 alert allowed for no gatherings, hence the amount decreased	Await for alert level 3 to be lifted	Revenue Report	Attached
6.5	Crime prevention meetings	6.5.1. Number of CSF Meetings convened	4	1	0	COVID-19 second wave outbreak	Await for gatherings to be safe again	Attendance Registers & minutes	Not achieved
6.5	Local Aids Council meetings	6.5.2. Number of Local Aids Council convened	4	2	0	COVID-19 second wave outbreak	Await for gatherings to be safe again	Attendance Registers & minutes	Not achieved

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6.5	Sports council meetings	6.5.3. Number of Sports Council meetings convened	4	2	0	COVID-19 second wave outbreak	Await for gatherings to be safe again	Attendance Registers & minutes	Not achieved
6.4	Orphan Valnerable children Centres support	6.5.4. Number of Orphan Vulnerable Children centres supported	1	1	1	Done in the last quarter	None	Delivery Note	Not achieved
6.4	Promoting federations and players through assisting them	6.5.7. Number of federations and players assisted	4	2	1	None	None	Register for the list of federations and players assisted	Attached
6,1	Arts and Culture promotion	6.5.8. Number of arts and culture activities or events supported	4	2	1	None	None	Attendance register and report	Attached
6.6	Waste Management compactor truck	6.6.1. Number of refuse removal compactor truck and TLB to be procured	1	1	1	No Target for the quarter	None	N/A	N/A
6.6	Medical waste monitoring	6.6.5.Number of medical waste monitoring visits conducted	60,00	15	15	None	None	Monitoring Register	Attached
6.6	Waste disposal	6.6.6.Number of loads disposed	1500	750	750	None	None	Landfill register	Attached
6.6	Curbing illegal dumping	6.6.7. Number of illegal dumping site removed	18	8	8	None	None	Pictures (before & after)	Attached
6.6	Waste recycling	6.6.8. Number of tons of waste recycled	288	144	144	None	None	Analysis Report	Attached
6.6	Overgrown vegetation clearing	6.6.10. Number of times of overgrown vegetation removal	30	12	12	None	None	Pictures (before & after)	Attached
6.6	Tree felling	6.6.11 Number of times trees removed	2	1	1	No Target for the quarter	None	N/A	N/A

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6.6	Stray animal collection	6.6.12. Number of animals impounded	80	40	73	Staff shortage as results of COVID 19precaution measures	Adjust the target for second quarter report as it is not winter	Pounds Register	Attached
6.6	Grave site sales	6.6.15. Number of graves issued	12	5	6	None	None	Cemetery register & Burial orders	Attached
6,6	Waste Pickers	6.6.17. Number of times waste pickers are supported	1	1	0	Still with SCM processes. This is due to the fact that we have not received an order	Constant facilitation and follow up through Supply Chain Section	Delivery note	Not achieved
6,6	Beautification of the DLTC	6.6.18. Number of times DLTC is beautified	2	1	0	Still with SCM processes. This is because the department has not receive an order	Constant facilitation and follow up through Supply Chain Section	Pictures (before & after)	Not achieved
6,7	Community hall chairs to be procured	6.7.1. Number of times chairs for community halls are procured	1	1	0	Still with SCM processes. This is due to the fact that the department has not receive an order	Constant facilitation and follow up through Supply Chain Section	Delivery note	N/A
6,7	Fumigation and dicontamination of public spaces	6.7.2. Number of times public spaces are fumigated	2	1	0	Still with SCM processes. This is due to the fact that the department has not receive an order	Constant facilitation and follow up through Supply Chain Section	Invoice	N/A
6,7	Construction of guardhouses for pound	6.7.4. Number of times guardhouses are constructed for Pound	1	1	0	Still with SCM processes. This is due to the fact that the department has not recieve an order	Constant facilitation and follow up through Supply Chain Section	Completion certificate	N/A

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6,7	Provision of food parcel as relief to arts artists	6.7.5. Number of times arts and culture artist are supported	1	1	0	Still with SCM processes. This is due to the fact that the department has not receive an order	Constant facilitation and follow up through Supply Chain Section	Report and distribution register	N/A
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### 10. ANNUAL PERFORMANCE REPORT 2019/20

Key performance indicator	Annual target	Annual Report 2019/20		Reasons for variance	Remedial Action	Progress to date
		Annual Target	Actual			
1.1.1.3. 100% completion of designs for 9 km of Tyuphu A/R in Ward 22, Thyuphu Village	100% completion of 9 km Tyuphu A/R in Ward 22	100%	75%	Delays due to COVID 19Shutdown. DEDEAT could not process EIA Applications	Department to engage DEDEAT to Fastrack EIA Processing	5% construction
1.1.1.4. 100% completion of Ntsimbini Access Road, Ward 6, 5.5km in length	100% completion of 5.5km Ntsimbini A/R in Ward 6	100%	92.5%	The contractor had delays with the supply of concrete due to a shortage of cement.	A practical completion certificate was issued to the contractor on the 29 <sup>th</sup> of June 2020 with snags which will be completed by the 14 <sup>th</sup> of July 2020.	100% complete
1.1.1.5 100% completion of designs for 8 km Jaca via Qojana A/R in Ward 30, Jaca Village	80% completion of 8km Jaca via Qojana A/R in Ward 30	100%	75%	Delays due to COVID 19Shutdown. DEDEAT could not process EIA Applications	Department to engage DEDEAT to Fastrack EIA Processing	Design compete , construction not started
1.1.1.6 100% completion of designs for 10 km Mbudu A/R in Ward 19, Mbudu Village	80% completion of 10 km Mbudu A/R in Ward 19	100%	75%	Delays due to COVID 19Shutdown. DEDEAT could not process EIA Applications	Department to engage DEDEAT to Fastrack EIA Processing	15% Construction



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1.1.1.7 100% completion of designs for 5 km Emafusini A/R in Ward 26, Emafusini Village	100% completion of 5 km Emafusini A/R in Ward 26	100%	75%	Delays due to COVID 19Shutdown. DEDEAT could not process EIA Applications	Department to engage DEDEAT to Fastrack EIA Processing	5% construction
1.1.1.8 100% completion of designs for 8 km of KuGqweza A/R in Ward 29, KuGqweza Village	100% completion of designs 8 km KuGqweza A/R in Ward 29	100%	75%	Delays due to COVID 19Shutdown. DEDEAT could not process EIA Applications	Department to engage DEDEAT to Fastrack EIA Processing	0% Construction
1.1.1.9 100% completion of designs a for 6.5km Malola A/R in ward 25, Malola Village	100% completion of 6.5km designs Malola A/R in ward 25	100%	75%	Delays due to COVID 19Shutdown. DEDEAT could not process EIA Applications	Department to engage DEDEAT to Fastrack EIA Processing	0% Construction
1.1.1.11 100% completion of 8km designs Mevana A/R in ward 21, Mevana Village	100% completion of 8km designs Mevana A/R in ward 21	100%	75%	Delays due to COVID 19Shutdown. DEDEAT could not process EIA Applications	Department to engage DEDEAT to Fastrack EIA Processing	5% Construction
1.1.1.12.100% completion of designs for 7km Rhole A/R in ward 23, Rhole Village	100% completion of designs 7km designs Rhole A/R in ward 23	100%	75%	Delays due to COVID 19Shutdown. DEDEAT could not process EIA Applications	Department to engage DEDEAT to Fastrack EIA Processing	15% construction
1.1.1.13. 100% completion of designs 5km Bukazi A/R in ward 12, Bukazi Village	100% completion of 5km designs Bukazi A/R in ward 12	100%	0%	Target could not be implemented due to over commitment on MIG for 2020/2021 Project Implementation Plan	Target to be moved to 2020/2021 FY	Planned for 3 <sup>rd</sup> and 4 <sup>th</sup> quarter

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1.1.1.14. 100% completion of designs 7km Singembeni A/R in ward 32, Singembeni Village	100% completion of 7km designs Singembeni A/R in ward 32	100%	0%	Target could not be implemented due to over commitment on MIG for 2020/2021 Project Implementation Plan	Target to be moved to 2020/2021 FY	Planned for the 3 <sup>rd</sup> and 4 <sup>th</sup> quarter
1.1.1.16. 100% completion of 9.8km of Mthwaku to Gabajana A/R in ward 6, Mthwaku Village	100% completion of 9.8km Mthwaku to Gabajana A/R in ward 6	100%	71%	Delays due to COVID-19 shutdown	Project to be completed in 1st Quarter of 2020/2021	100% Construction
1.1.1.17 100% completion of 6,1 km Mrhotshozweni access road in ward 13 , Mrhotshozweni village.	100% completion of 6.1km Mrhotshozweni A/R in ward 13	100%	90%	The Contractor was appointed with the 2014/2015 financial year rates, so the project need additional funding as the rates had changed	The consultant has since submitted a variation order for the project and it was presented in Pre-DAC and to go to DAC for rates approval	100% Construction
1.1.1.18 100% completion of 5km of Mmangweni A/R in ward 3, Mmangeni Village	100% completion of 5km Mmangweni A/R in ward 3	100%	71.80%	Delays due to COVID-19 shutdown	Project to be completed in 1st Quarter of 2020/2021	95% Construction
1.1.2.1 85% completion of 1.5 km surfaced road in ward 6, Flagstaff Town	85% completion of 1.5 km Construction of Surfaced roads in ward 6	85%	67%	The works stopped due to local businesses demanding a portion of work from the main contractor. The contractor has proposed the termination of Contract	New Contractor to be Appointed. Project to be completed in 2020/2021FY	67% Construction
1.1.2.2 100% completion of 1.5 km surfaced road, Lusikisiki Town	100% completion of 1.5 km Construction of Surfaced roads phase 2 ward 15	100%	65%	Delay due to COVID-19	Project to be completed in 1st Quarter of 2020/2021	100% Construction

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1.1.2.3 68% completion of 2.5km Surfaced Road in ward 6, Flagstaff Town	68% completion of 2.5 km R61 surfaced road in ward 6	68%	18%	The issue of Labour procurement has also impacted negatively on the project as they have disrupted the project and the Local business forum are demanding a portion of work from the main contractor.	The Social Facilitator and the ISD of the Municipality are dealing with this issue.	40% Construction
1.1.2.4. percentage completion of designs for Flagstaff bypass in ward 6&8 incorporating Mkhuhmeni, Gabajana and Flagstaff Town	100% completion of designs for Flagstaff bypass in ward 6	100%	0%	OTP Reprioritised R61 Main Road	To resume when R61 Main road is completed	
1.1.3.1 Percentage completion of designs of Taxi Rank ,Ward 6	100% completion of Taxi Rank Designs at ward 6	100%	18%	Delays in issuing of land by Department of Public Works	Land issue was resolved and the Engineers are commencing with designs.	80% of Designs
1.1.4.1 100% Maintenance of 146.7 km gravel road: (Ward1) Ntlele, (Ward2) Ngcengce, (Ward3) Mhlophekazi to Noratshaza, (Ward4) Mbhayi to Mangena, (Ward5) Bhisana, (Ward6) Ntsimbini extention (Gabajana), (Ward7) Guqa, (Ward8) Mhlanga, (Ward9) Sgubudweni to the Bridge, (Ward10) Thabazi, (Ward11) Bhodweni to Nzaka, (Ward12) Lubala, (Ward13) Myezweni, (Ward14) Mavovana to	100% completion of 146.7km gravel roads (25.5 km outstanding)	100%	81%	Non-adherence to maintenance plan because of prioritization of the unplanned works thus hindering with the progress of planned works	Unplanned works have been taken over by plant Unit.	81% Maintenance

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Ngobozana, (Ward15) Malizole, (Ward16) Nkunzimbini (section A), (Ward17) Kwa-Dick, (Ward18) Mvimvane, (Ward19) Zwelitsha to Manzimnyama, (Ward20) Dubhana, (Ward21) Xazi, (Ward22) Mzizangwa, (Ward23) Dimfi, (Ward24) Kwalulwana, (Ward25) Njanda, (Ward26) Ntakana AR, (Ward27)Mqhume, (Ward28) Qonda, (Ward29) Mphumazi to lower mzenge (Ward30), Luphandlasi, (Ward31) Ntokozweni to Lwandleana, (Ward32) Mapheleni to Nkumandeni						
1.1.4.2 Percentage Maintenance of 160 km gravel road	50% completion of 160km gravel roads	50%	0%	Non-adherence to maintenance plan because of prioritization of the unplanned works thus hindering with the progress of planned works	Unplanned works have been taken over by plant Unit.	7.3% Maintenance
1.1.4.4 100 % maintenance of surfaced roads as they arise , Flagstaff and Lusikisiki Towns	100% completion of maintenance of surfaced road	100%	21.30%	Late appointment of service providers e.g. tools and road material were requested late in 2019 and service for jetting machine beginning 2020 but request are still awaiting for appointment of service providers.	Works to resume as soon as the service providers are appointed	

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1.1.5.1 Percentage completion of ward 2 multipurpose sportsfield KwaNtshantsha Village	100% Completion of multipurpose field in Ward 2	100%	97%	Awaiting for approval of Variation order to be finalised	Works to resume as soon as the Variation order is approved	97% construction
1.1.6.1 100% completion of renovation and maintenance of New Rest sports field in ward 19, New Rest Village	100% Completion of renovation and maintenance of New Rest Sports Field in ward 19	100%	0%	Delays with the appointment of the contractor	Facilitate appointment of the Contractor	0% Renovations
1.1.6.2 100% completion of renovation and maintenance of Joe Slovo sports field in ward 15, Joe Slovo Village	100% completion of renovations and maintenance of Joe Slovo Sports field in ward 15	100%	0%	There funds for the project were moved during budget adjustment	The project will be done in the 2020/2021 financial year	0% Renovations
1.1.6.3 100% completion of renovation and maintenance of Sigubudwini sports field in ward 9, Sigubudwini Village	100% completion of designs for 412 m <sup>2</sup> Community hall in ward 2 multipurpose sportsfield	100%	0%	The funds for the project were moved during budget adjustment	The project will be done in the 2020/2021 financial year	0% Renovations
1.1.7.2 100% completion of Ward 6 Community hall with floor size of 412 m <sup>2</sup> in sportsfield, Mthwaku Village	100% completion of 412 m <sup>2</sup> Community hall in ward 6 multipurpose sportsfield	100%	97%	There is a delay in delivering of roller door for the kitchen.	Manufacturers expected to deliver the doors after the galvanising process is complete.	

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1.1.8.1 100% completion of town hall phase 1 with floor size of 866 m², Flagstaff Town	100% completion of 2500 m² town hall phase 2 ward 6	100%	99%	There are delays by the contractor	The contractor is securing a sub-contractor	100% Construction
1.1.8.2 Percentage completion of town hall phase 1 with floor size of 866 m², Lusikisiki Town	100% completion of 866m² town hall phase 1 ward 15	100%	92%	None	None	
1.1.10.1 100 % completion of renovations of Ngobozana Community Hall in Ward 14 Community hall with floor size of 412 m², Ngobozana Village	100% completion of 412 m² Community hall	100%	0%	Delays in appointment of contractors	To facilitate the appointment of service provider	0% Renovations
1.1.10.3 Percentage completion of renovations of Ward 13 Community hall with floor size of 412 m², Bhala Village	100% completion of maintenance of 412 m² Community hall	100%	70%	None	None	100% Renovations
1.1.10.5 100% completion of Mduduzi Nkwakhwa Community hall with floor size of 412 m², Malangeni Village	100% completion of maintenance of 412 m² Community hall	100%	0%	Delay in the appointment of service provider	To facilitate the appointment of service provider	0% Renovations
1.1.11.2 100% Completion of maintenance services reported	100% completion of reported maintenance	100%	0%	there was no maintenance required	None	0% reported faults

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1.1.12.1 100% completion of Flagstaff Public Toilet in Ward 6, Flagstaff Town	100% completion of public toilets at Flagstaff Town	100%	93%	The contractor has submitted extension of time claim and request for variation order.	The letter is awaiting approval.	
1.1.12.2 100% completion of Lusikisi Public Toilet in Ward 15, Lusikisiki town	100% completion of public toilets at Lusikisiki Town	100%	98%	There were delays due to change of site	The contractor is back on site	
1.1.13.1 100% completion of 100 h/h connected to electricity in Ward 9, Sigudwini Village	100% electrified 100 h/h in ward 9	100%	95%	None	None	100% Construction completed.
1.1.13.2 100% of 120h/h connected to electricity in Ward 9, Ngqayimbana Village	100% electrified 120 h/h in ward 9	100%	95%	None	None	100% Construction completed.
1.1.13.3 100% of 41 h/h connected to electricity in Ward 9, Ndukudeni Village	100% electrified 41 h/h in ward 9	100%	80%	None	None	100% Construction completed.
1.1.13.4 100% of 56 h/h connected to electricity in Ward 18, Fama Village	100% electrified 56 h/h in ward 18	100%	80%	Waiting from Eskom for upgrading of link line.	Eskom busy with the upgrade of link line .	85% Construction completed.
1.1.13.5 100% of 57 h/h in Ward 18 connected to electricity, Ntongwana Village	100% electrified 57 h/h in ward 18	100%	80%	Waiting from Eskom for upgrading of link line.	Eskom busy with the upgrade of link line.	85% Construction completed.
1.1.13.6 100% of 20 h/h in Ward 18 connected to electricity, Vabetshe Village	100% electrified 20 h/h in ward 18	100%	80%	Waiting from Eskom for upgrading of link line.	Eskom busy with the upgrade of link line.	85% Construction completed.

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1.1.13.7 100% of 12 h/h in Ward 30 connected to electricity, Luphandlasi Village	100% electrified 12 h/h in ward 30	100%	98%	None	None	100% Construction completed.
1.1.13.8 100% of 15 h/h in Ward 30 connected to electricity, Jaca Village	100% electrified 15 h/h in ward 30	100%	98%	None	None	100% Construction completed.
1.1.13.9 100% of 21 h/h in Ward 30 connected to electricity, Mhlanjeni Village	100% electrified 21 h/h in ward 30	100%	98%	None	None	100% Construction completed.
1.1.13.10 100% of 3 h/h in Ward 30 connected to electricity, Meyisi Village	100% electrified 3 h/h in ward 30	100%	98%	None	None	100% Construction completed.
1.1.13.11 100% of 15 h/h in Ward 31 connected to electricity, Bala Village	100% electrified h/h in ward 31	100%	99%	None	None	100% Construction completed.
1.1.13.12 100% of 3 h/h in Ward 31 connected to electricity, Ntlakweskolo Village	100% electrified h/h in ward 31	100%	99%	None	None	100% Construction completed.
1.1.13.13 100% of 7 h/h in Ward 31 connected to electricity, Gqina Village	100% electrified h/h in ward 31	100%	99%	None	None	100% Construction completed.
1.1.13.14 100% of 24 h/h in Ward 31 connected to electricity, Ku Mathe Village	100% electrified h/h in ward 31	100%	99%	None	None	100% Construction completed.
1.1.13.15 100% of 18 h/h in Ward 31 connected to electricity, OK Village	100% electrified h/h in ward 31	100%	99%	None	None	100% Construction completed.



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1.1.13.16 100% of 5 h/h in Ward 31 connected to electricity, Sihleleni Village	100% electrified h/h in ward 31	100%	99%	None	None	100% Construction completed.
1.1.13.17 100% of 14 h/h in Ward 31 connected to electricity, Cumngce Village	100% electrified h/h in ward 31	100%	99%	None	None	100% Construction completed.
1.1.13.18 100% of 10 h/h in Ward 8 connected to electricity, Luthulini Village	100% electrified h/h in ward 8	100%	99%	None	None	100% Construction completed.
1.1.13.19 100% of 10 h/h in Ward 8 connected to electricity, Mkhumbi Village	100% electrified h/h in ward 8	100%	99%	None	None	100% Construction completed.
1.1.13.20 100% of 10 h/h in Ward 8 connected to electricity, Gcinilifu Village	100% electrified h/h in ward 8	100%	99%	None	None	100% Construction completed.
1.1.13.21 100% of 15 h/h in Ward 8 connected to electricity, Mtshekelweni Viallge	100% electrified h/h in ward 8	100%	99%	None	None	100% Construction completed.
1.1.13.22 100% of 155 h/h in Ward 4 connected to electricity, Mbilikati Village	100% electrified h/h in ward 4	100%	95%	None	None	100% Construction completed.
1.1.13.23 100% of 45 h/h in Ward 8 connected to electricity, Ngcungeni Village	100% electrified h/h in ward 8	100%	95%	None	None	100% Construction completed.

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1.1.13.24 100% of 90 h/h in Ward 15 connected to electricity, Mdikane Village	100% electrified h/h in ward 15	100%	95%	None	None	100% Construction completed.
1.1.13.25 80% of 23 h/h in Ward 30 connected to electricity, Khathazweni Village	80% electrified h/h in ward 30	80%	74%	Contractor abundant the site due to material shortage.	Material has been delivered and the contractor is busy with construction work.	87 % Construction completed.
1.1.13.26 80% of 27 h/h in Ward 30 connected to electricity, Debeses Village	80% electrified h/h in ward 30	80%	74%	Contractor abundant the site due to material shortage.	Material has been delivered and the contractor is busy with construction work.	87 % Construction completed.
1.1.13.27 80% of 30 h/h in Ward 30 connected to electricity, Nonkonyana Village	80% electrified h/h in 30	80%	74%	Contractor abundant the site due to material shortage.	Material has been delivered and the contractor is busy with construction work.	87 % Construction completed.
1.1.13.28 80% of 28 h/h in Ward 31 to be connected to electricity, Cumngce Village	80% electrified h/h in ward 31	80%	10%	Projects has completed the design stage	None	Final design package 100% completed
1.1.13.29 80% of 50 h/h in Ward 8 to be connected to electricity, Mkhumeni Village	80% electrified h/h in ward 8	80%	10%	Projects has completed the design stage	None	Final design package 100% completed

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1.1.13.30 80% of 27 h/h in Ward 8 to be connected to electricity, Zadungeni Village	80% electrified h/h in ward 8	80%	10%	Projects has completed the design stage	None	Final design package 100% completed
1.1.14.1. 12 High mast lights in ward 1(Jiba SSS, 10(Walter Cingo SSS),11(Bodweni SSS),16(Mgezwa SSS,,20(Mqikela SSS,23(Mxhume SSS,24(Phambili SSS,25(Gebuza SSS, 26(Jikindaba SSS,27( Ndaliso SSS,28(Mpingana SSS,30(Meyisi SSS)	100% completion of 12 high mast lightsaround high schools in ward 1, 10,11,16,,20,23,24,25, 26,27,28,30	100%	94%	Delays made by Eskom in providing with electricity point of supplies for high mast lights.	Escalation has been done with Eskom GM.	94% Construction completed.
1.1.14.2.High mast lights in ward 6, Flagstaff Town	100% completion of 4 high mast lights in ward 6	100%	94%	None	None	100% Construction completed.
1.1.14.3. 13 high mast lights in ward 10(Thabazi J.S.S),12(Bhukazi J.S.S,15(3)( Lusikisiki Joe Slovo),17(Kanana Ext),19(5)(New Rest,Junction to Bambisana,Ngobozana,Gqathula,25(Ngwenyeni J.S.S),26(Mhlanga)	80% completion of 13 high mast lights in ward 10,12,15(3),17,19(5), 25,26	80%	94%	None	None	94% Construction completed.

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1.1.15.1 20 installed aircons, Flagstaff Municipal offices and Lusikisiki Municipal offices	20 installed airconditioners	20	0	Insufficient budget	project moved for 2020/21 financial year	To be advertised after adjustment budget
1.1.16.1 Completion of 500m streetlights maintained in ward 19, Ngobozana Village	100% completion of 500m streetlights in ward 19	100%	0%	Insufficient budget	project moved for 2020/21 financial year	Service providers to be appointed after adjustment budget
1.1.17.1. Completion of 86 streetlights maintained at ward 6 at Flagstaff Town, 15 Lusikisiki Town and 19, New Town and	completion of 86 maintained streetlights in ward 6,15 and 19.	86 streetlights	0%	Waiting for SCM to issue task orders	Requisition was sent to SCM.	None
1.1.17.2. Completion of 2 Highmast lights maintained at Ward 15 at Lusikisiki Town and Ward 19 at Gqathula Village(change to replacement of ward 15 highmast light.)	Completion of maintained 2 high mast lights(change to replacement of ward 15 highmast light.).	2 highmasts(change to replacement of ward 15 highmast light.)	0%	Waiting for SCM to issue task orders	Requisition and BOQ has been submitted to SCM for ward 15 and ward 19 one is covered by 13 highmasts project	None
1.1.17.4. 3 generator to be maintained on existing generators,Flagtaff Municipal offices and Lusikisiki Municipal offices and DLTC	3 services to be conducted	3	0	Service providers do not want to bid for maintenance of standby Generator	SCM to request more service providers to bid for maintenance of standby Generator.	None
1.1.17.5. Purchasing of 1 standby generator for IHLM	1 Standby generator to be purchased	1 standby generator	0	delayed by SCM process	The project will be re-advertised	Project discontinued. Will be planned for next FY

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1.4.2 100% expenditure of R 54,506,000.00	100% expenditure of R 54,506,000.00	100%	80%	Previously prioritized projects were flagged on Environmental Impact Assessment which resulted in the late appointment of currently running projects	None	
1.4.3. 100% expenditure of R 3,182,000.00	100% expenditure of R3 182 000	100%	100%	None	None	
1.5.3 Number of reports submitted	1 report submitted	1	1	None	None	

### 10.1. Targets not achieved in 2019/20 financial year and progress

### 10.2. Challenges in the midterm report 2020/21

- Late submission of information
- Reasons for variance are not adequate
- SCM processes still a challenge
- COVID -19 challenges

### 10.3. Mid-Term Performance Scores 2020/21

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KPA	Total KPI's	Achieved	Not achieved	Outstanding Performance above 133%	Significantly Above expectation 101-133%	Fully Effective 100%	Not Fully Effective 70-99%	Unacceptable Performance 0-69%	% Achieved
Technical Services	34	22	12						65%
Corporate Services	29	23	6						79%
Planning and Development	33	13	20						39%
Budget and Treasury	24	16	8						67%
Municipal Managers Officer	46	24	22						52%
Community Services	46	14	32						35%
<b>Total</b>	<b>212</b>	<b>112</b>	<b>100</b>						<b>53%</b>

## 11. CONCLUSION

In conclusion, the Council must note the critical positions in the municipality have an impact in the running of the administration. There has been acting incumbent in the position of the Municipal Manager since 2018 as well as the position of the Director Technical Services. The filling of those positions may have a positive impact in the running of Municipal operations.

The national lockdown, due to the outbreak of SARS COVID-19, has affected the whole country and the municipality hasn't been spared. The lockdown meant that no non-essential activities could take place. This has significantly affected the implementation of the SDBIP, projects are off to a slow start. Mass gatherings are still prohibited under the national regulations.

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