

MUSINA LOCAL MUNICIPALITY



2019/2020 ANNUAL REPORT



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ACRONYMS

AG	: Auditor General
AFS	: Annual Financial Statements
ANC	: African National Congress
CDW	: Community development worker
CFO	: Chief Financial Officer
CLLR	: Councilor
COGHSTA	: Department of Corporative Governance, Human Settlement and Traditional Affairs
COGTA	: Department of Corporative Governance and Traditional Affairs
CPMD	: Certificate Programme in Management Development
CWP	: Community Works Programme
MLM	: Musina Local Municipality
DA	: Democratic Alliance
EFF	: Economic Freedom Fighter
EPWP	: Expanded Public Works Programme
ESS	: Employee Self Service
EXCO	: Executive Committee
FBE	: Free Basic Electricity
GIS	: Geographic Information System
GRAP	: General Recognized Accounting Practice
HR	: Human Resources
ICT	: Information Communication Technology
IDP	: Integrated Development Plan
INEP	: Integrated National Electrification Program
KM	: Kilometre
LGAAC	: Local Government Advanced Accounting Certificate
LUMS	: Land Use Management System
LGSETA	: Local Government Sector Education Training Authority
LGMIM	: Local Government Management Improvement Model
LED	: Local Economic Development
LG	: Local Government
LIBSA	: Limpopo Business Support Agency
LLF	: Local Labour Forum
MIG	: Municipal Infrastructure Grant
MPAC	: Municipal Public Account Committee
MFMA	: Municipal Finance Management Act
MFMP	: Municipal Finance Management Program
MSA	: Municipal Systems Act
MSCOA	: Municipal Standard Charts of Accounts
N/A	: Not applicable
OHS	: Occupational Health and Safety
PMS	: Performance Management System
SCM	: Supply Chain Management
SDBIP	: Service Delivery and Budget Implementation Plan



SEDA	: Small Enterprise Development Agency
SMME	: Small, Medium and Micro Enterprises
VDM	: Vhembe District Municipality
WSP	: Work Skill Plan



CATEGORY OF MUNICIPALITY

Grade 03 Local Municipality

REGISTERED OFFICE

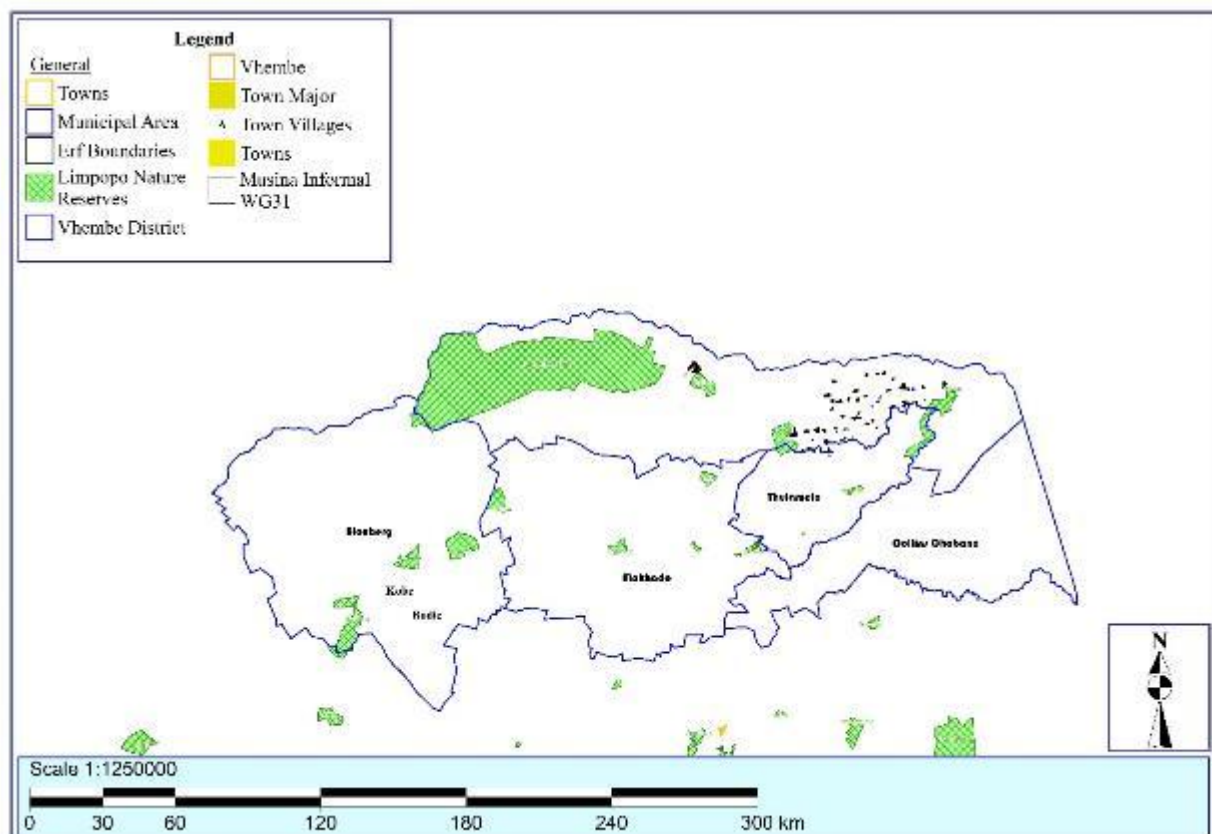
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BANKERS

ABSA BANK





VISION

To be the vibrant, viable and sustainable gateway city to the rest of Africa

MISSION

The vehicle of affordable quality services and stability through socio-economic development and collective leadership

MUNICIPALITY'S BROAD OBJECTIVES

- The Municipality's strategies seek to achieve the following broad objectives:
 - To deliver basic services to communities in a sustainable manner in the quest to create a better life for all,
 - To create an environment for local economic growth and job creation, focusing on the competitive advantages of the Municipality.
 - To provide responsible and accountable political and administrative leadership to local communities,
 - To mobilize the broadest section of the local communities behind the Municipality's endeavours to develop communities with other government departments, public institutions, private sector, NGOs, and CBO's as the Municipality's critical partners.



CHAPTER 1

MAYOR'S FOREWORD AND EXECUTIVE SUMMARY

COMPONENT A: MAYOR'S FOREWORD



Councillor Mhloti Ethel Muhlope
Mayor: Musina Local Municipality

As a responsible municipality, we are guided by our **Mission** and **Vision** statements which serve as a blueprint for our developmental programmes. The statements read as follows:

Mission: ***“Vehicle of affordable quality services and stability through socio-economic development and collective leadership”***

Vision: ***“To be the vibrant, viable and sustainable gateway city to the rest of Africa”***

Guided by our Mission and Vision, this report is therefore intended to attest to the collective efforts of the administrative and political arms of the municipality to progressively address the expectations of our people. It dawns upon the leadership that providing the complete account of the responsibilities conferred upon the entire municipality will always be a daunting task to the electorate.

A1. INTRODUCTION

It is a pleasure for me to present Musina Local Municipality 2019/2020 Annual Report to our residents and other interested parties. The 2019/2020 Annual Report gives a detailed review of the municipality's activities on actual performance at the end of the fiscal year reporting and further reporting on how the IDP and budget were implemented. It also describes the work of the municipality in fulfilling its Constitutional mandate and in meeting its obligations as dictated by the applicable local government legislation. Despite the effects of the economic difficult times, the municipality continued to provide quality service delivery to our community.



This report records the progress made by the Municipality in fulfilling its objectives as reflected in the IDP, the Budget and the Service Delivery and Budget Implementation Plan (SDBIP). It also reflects on challenges and priorities for the 2019/2020 financial year. Chapter 12 of MFMA Section 121 (1) stipulates that every municipality must for each financial year, prepare an Annual Report following this Chapter. MLM has compiled the Annual Report to comply with legislation to give members of the community and all stakeholders the performance of the municipality as to how the IDP and budget were implemented.

A2. KEY POLICY DEVELOPMENTS

Council adopted a five-year Integrated Development Plan (IDP) which is a single, inclusive and strategic plan for the development programs of the municipality. The IDP links integrate and coordinate the plans of the municipality. The Municipality's performance is measured by satisfying its key developmental objectives which are as follows:

- Ensuring sustainable and qualitative service delivery
- Improving Local Economy through revised LED strategy
- Achieving an unqualified audit opinion
- Facilitating and regularly updating the indigent register accurately
- Ensuring that monies owed to the municipality are collected
- Continuing to participate in programs of HIV and AIDS, TB, Cancer through Local Aids Council (LAC)
- Improving Records Management System in terms of NARSA Act
- Conducting Public Participation and ensure the functionality of all governance structures for accountability.
- Fast-tracking the implementation of infrastructure projects
- Strengthening the relationship with the traditional leaders
- Creating job opportunities through the implementation of EPWP

A3. KEY SERVICE DELIVERY IMPROVEMENTS

Let me take this opportunity to give a summary of the service delivery report in our Municipality. Our municipality is comprised of 12 wards, 24 councilors, five senior traditional leaders who seat in the council, 68 943 households, and a population of approximately 132 000 people.

In terms of electricity supply, Musina Local Municipality is a license holder in the urban area. Electricity in the villages and some of the farming areas is supplied by Eskom. There is no serious backlog on electricity supply in the urban areas of Musina. We are working with Eskom to address the backlog in rural areas, especially where we have extensions and new settlements.

All areas in the urban areas of Musina have access to water daily. The majority of our villages have street taps but some villagers still complain of serious water shortages. This is being addressed by the implementation of the multi-million rand Luphephe Nwanedi Regional Water Scheme which is currently near completion.

We do not have serious challenges when it comes to refuse removal in various households in our municipality. Public institutions, government buildings and commercial properties are serviced on daily basis.

Together with Coghsta, we have managed to build a total of 1 000 houses in this financial year we are bringing to an end. A further 450 houses will be built in the new financial year that we are ushering in.

During the 2019/2020 financial year, the municipality provided free services to more than 3 000 indigent families at a cost of over an R4million. These are the people whose joint family monthly income is three thousand five hundred rands or less. Each beneficiary of the municipality's indigent policy receives 6 kilolitres of water, 55 kilowatts of electricity, and a hundred percent free sewer and refuse removal services every month.



Below are some of the projects that the municipality undertook during the 2019/2020 financial year:

- Nancefield Ext. 2 & 8 concrete paved road.
- Nancefield storm water channel phase 2.
- Nancefield Multi-Purpose Centre: Construction stage.
- Masisi Sports Facility: Completed but the project is experiencing water challenges and vandalism.
- Muswodi Community Hall: Construction phase.
- Nancefield Ext 9 & 10 concrete paved road: Construction phase.
- Manenzhe Sports Facility: Construction phase.

A4. PUBLIC PARTICIPATION

Councillors and ward committees have the responsibility of conducting public meetings in their respective wards and submit monthly reports to the Speaker. During the year under review 66 public meetings were held in 12 wards. The public participation process is used to inform communities about the success and challenges that the municipality encounter during service delivery. Public participation sessions were conducted through the 2019/2020 IDP and Budget process where communities were allowed to raise their needs to be incorporated in 2019/2020 IDP and budget. Out of the total needs raised, only prioritized and budgeted needs were incorporated in the reviewed 2019/2020 IDP and budget.

A5.AGREEMENTS / PARTNERSHIPS

There is no agreement or partnerships that the municipality has entered into during the year under review.

A6. FUTURE ACTIONS

The Municipality in the year 2020/2021 financial year is looking forward to implementing some of the following projects:

- Construction of culvert and bridge from Tshivhongweni on the road that leads to Tshipale.
- Nancefield Phase 6 to 12 paved roads, 2km.
- Nancefield central paved roads, 2km.
- Manenzhe Sports Facility Continuation.
- Muswodi Community Hall Continuation.
- Nancefield Ext 9 & 10 paved road Continuation.

A7. CONCLUSION

I wish to thank all councilors, staff, residents stakeholders in particular rate payers for their contributions to pay for services. Together we strive to take our municipality forward.

Muhlope M.E
MUHLOPE ME
MAYOR

COMPONENT B: EXECUTIVE SUMMARY



Mr NT Tshivanammbi

Municipal Manager: Musina Local Municipality

B1. MUNICIPAL MANAGER'S OVERVIEW

Musina local municipality was established in terms of the Municipal Structures Act, 117 of 1998, which provides for the establishment of municipalities, their categories, competencies, powers and functions. It is a category 4 plenary Council consisting of 24 Councillors, 12 of which are ward councillors. The municipality falls within the Vhembe District Municipality, which is made up of four local municipalities, namely Musina, Makhado, Thulamela and Collins Chabane local municipalities.

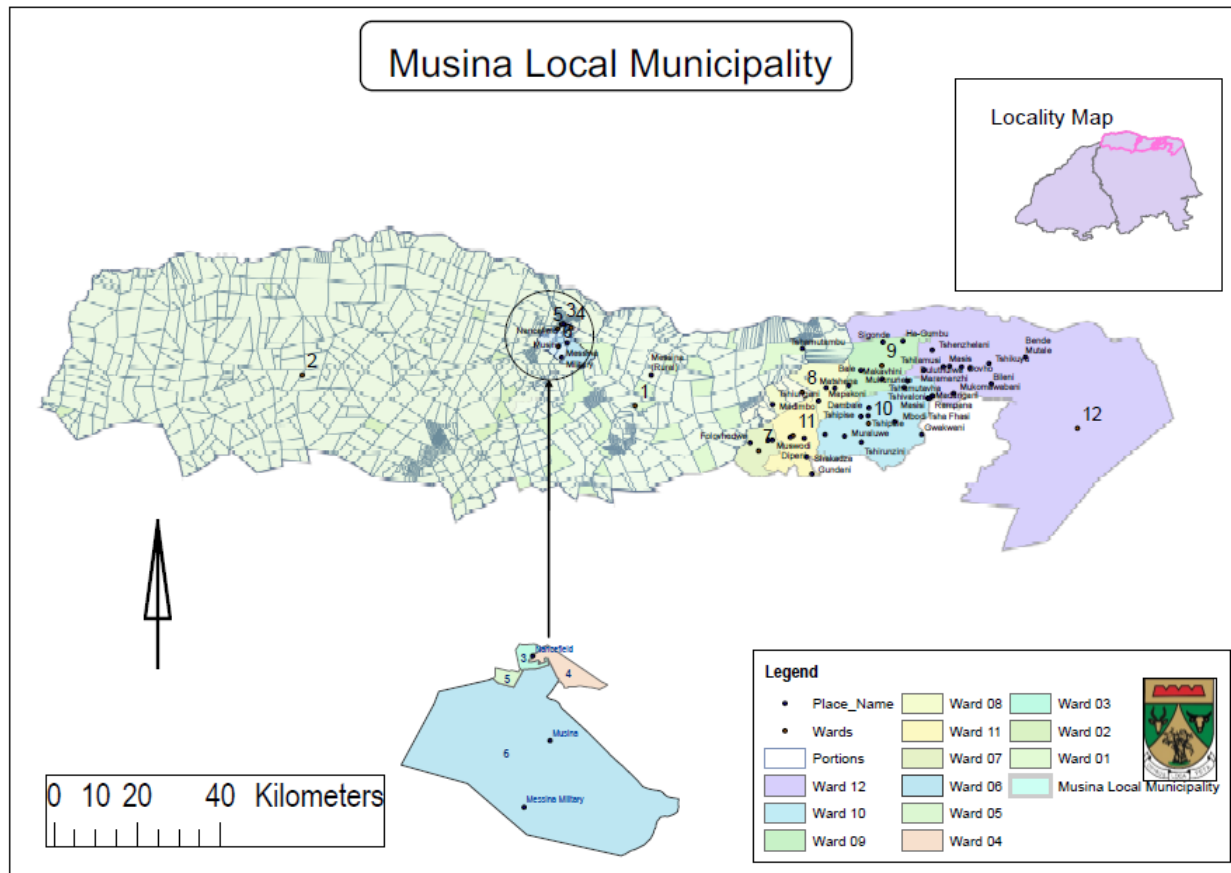
Musina Local Municipality is located in the most northern part of the Limpopo Province, bordering Botswana and Zimbabwe. It covers an area of approximately 757 829sqm that extends from the confluence of the Mogalakwena and Limpopo rivers in the West to the confluence of the Nwanedi and Limpopo rivers in the East and from Tshipise and Mopane in the South to Botswana/Zimbabwe borders in the North. The municipal area consists mainly of commercial farms and only 0.08% of the total area is urban.

Representing the administrative wing of the municipality, we would like to thank all stakeholders who gave their time, energy and resources to contribute to the success of the municipality during the 2019/2020 financial year. Although we had many constructive plans, we are satisfied that we managed to succeed in some although we had limited resources and a shoestring budget. We have recorded many achievements but we acknowledge that there is still much to be done in our quest to bring a better life to all the people of Musina.

We, therefore, call upon everyone to play their role in the betterment of service delivery initiatives in our municipality. Let us continue to improve the lives of our people together.



SPATIAL LOCATION MUSINA



Source: Musina Local Municipality

Map 3 above depicts Musina local municipality's spatial location and also the location of the wards boundaries

Table Strategic opportunities and Major challenges

STRATEGIC OPPORTUNITIES	MAJOR CHALLENGES
Declared Special Economic Zone and Provincial growth point	Land availability for new developments
Mining, Agriculture and Tourism	The influx of undocumented foreign Nationals
Geographic location(gateway to SADC region)	Bulk Electricity capacity
	Bulk water supply
	Maintenance and operation of ageing infrastructure

Source: Musina Local Municipality

BIRTH AND DEATH BY HOSPITAL

HOSPITAL NAME	NUMBER OF BIRTH	TOTAL	NUMBER OF DEATH	TOTAL
MUSINA	MALE: 434 FEMALE: 690	1124	MALE: 249 FEMALE: 237	486

SOURCE: DHIS 2015/16



The table above shows that 23 056 children in 2015/16 were born and 5 009 is a general population death in the District Hospital. The number of birth and death in the District hospitals however do not necessarily depict the number of District population since some of the people might be from other districts and Provinces in South Africa or Other countries.

CHILD MORTALITY RATE (%)/1000 LIVE BIRTH 2015/16

	MUSINA HOSPITAL
INFANT MORTALITY RATE	10.9
UNDER 1	10.9
UNDER 5	6.8

SOURCE: DHIS 2015/16



Table 5.3. HIV and AIDS District Indicator Data/prevalence

District	Vhembe District Municipality														
type	(All)														
Ownership	(All)														
Province	(All)														
IndGroup	HIV														
Indicator			Period	Period								Period			Grand Total
			2013	d								2014			
SortOrder	IndicatorName	IndType	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
106	Female condom distribution coverage (annualised)	No	0.3	0.7	0.4	0.5	0.5	0.7	0.5	0.3	0.3	6.2	0.5	0.5	1.0
107	HIV positive patients screened for TB rate	%	94.1	97.8	102.7	101.8	93.6	106.8	165.3	175.0	156.6	157.0	198.4	204.9	136.7
108	Male condom distribution coverage (annualised)	No	30.5	38.3	19.4	24.3	33.1	37.4	74.2	33.2	24.8	35.7	34.3	22.3	33.9
109	HIV positive new client initiated on IPT rate	%	52.5	57.8	68.5	86.4	83.1	69.5	65.2	72.2	70.2	75.3	75.1	80.2	71.6
110	HIV testing coverage (annualised)	%	34.0	35.4	32.6	38.3	35.2	36.4	40.2	38.1	31.1	38.3	34.9	37.1	36.0
111	HIV prevalence amongst client tested 15-49 years rate	%	6.9	5.6	6.5	5.2	5.7	5.7	5.2	5.5	5.2	5.7	5.2	5.2	5.6
112	TB/HIV co-infected client initiated on ART rate	%	36.3	38.3	29.7	39.1	36.7	33.2	46.9	36.8	36.0	36.9	38.8	41.2	37.4
113	TB/HIV co-infected client initiated on CPT rate	%	52.7	52.2	42.8	69.7	60.6	65.3	65.6	51.1	69.1	62.2	49.7	69.5	58.9
114	Sexual assault prophylaxis rate	%	78.8	70.3	60.6	70.3	59.8	75.9	72.6	65.6	70.3	68.9	66.3	69.7	69.0

Source: Dept. of Health, 2014

Table 3.5 above indicate the HIV and AIDS data in the district municipality, in which HIV prevalence amongst client tested 15-49 years rate for May 2013 is 5.6% and in March 2014 is 5.2%.



B2. MUNICIPAL POWERS AND FUNCTIONS

Table 10 below exhibits the powers, duties, and responsibilities assigned to Musina Local municipality and district municipality. It lists all the matters listed in Schedule 4B and 5B of the Constitution and the division between local and district municipality in terms of sections 84 (1) and 2 of the structures Act. The Schedule 4B and Schedule 5B matters are listed in the first column of the table, followed by the division of that competency between the district and local municipalities in the second and third columns.

Constitution: Competency Schedule 4B	The division in section 84(1) and (2) of the Municipal Structures Act	
	District municipality – s 84(1)	Musina Local municipality – s 84(2)
Air Pollution	No Powers	Full Powers in the Area of Jurisdiction
Building regulations	No Powers	Full Powers in the Area of Jurisdiction
Child Care Facilities	No Powers	Full Powers in the Area of Jurisdiction
Electricity and Gas Reticulation	Bulk Supply of electricity, which includes for such supply, the transmission, distribution, and where applicable the generation of electricity	Reticulation of Electricity
Fire Fighting Services	Firefighting services serving the area of the district municipality as a whole, which includes – (i) planning, co-ordination and regulation of fire services (ii) specialised firefighting services such as mountain, veld and chemical fire services (iii) co-ordination of the standardisation of infrastructure, vehicles, equipment and procedures (iv) training of fire officers	Remaining Powers in the Area of Jurisdiction
Local Tourism	Promotion of local tourism for the area of the district municipality (Does not include regulation and control of tourism industry)	Remaining Powers in the Area of Jurisdiction
Municipal Airports	Municipal airports serving the area of the district municipality as a whole. Establishment, regulation, operation and control of airport facility that serves the area of the district municipality	Airports that serve only the local municipality
Municipal Planning	Integrated development planning for the district municipality as a whole, including a framework for integrated development plans of all municipalities in the area of the district municipality	Integrated Planning for the Area of the Local Municipality
Municipal Health Services	Full Powers	No Powers
Municipal Public Transport	Regulation of passenger transport services	Establishment, operation, management and control of a municipal public transport service over- or underground for the area of the local



		municipality subject to district municipality's regulation
Municipal Public Works	Municipal public works relating to any of the above functions or any other functions assigned to the district municipality	Municipal public works relating to any of the above functions or any other functions assigned to the district municipality
Storm-water management systems	No Powers	Full Powers in the Area of Jurisdiction
Trading Regulations	No Powers	Full Powers in the Area of Jurisdiction
Water and Sanitations Services limited to potable water supply systems and domestic waste-water and sewage disposal systems	Potable Water Supply Systems, Domestic Waste-Water Disposal Systems	No Powers
Constitution: Competency Schedule 5B	The Division in section 84(1) and (2) of the Municipal Structures Act	
	District Municipality- Section 84(1)	Local Municipality- Section 84(2)
Billboards and Display of Advertisements in Public Places	No Powers	Full powers in the area of jurisdiction
Cemeteries, Funeral Parlours and Crematoria	The Establishment, Conduct and Control of Cemeteries and Crematoria serving the Area of a major proportion of municipalities in the district	Remaining Powers in the Area of Jurisdiction
Cleansing	No Powers	Full Powers in the Areas of Jurisdiction
Control of Public Nuisances	No Powers	Full Powers in the Areas of Jurisdiction
Control of Undertakings that Sells Liquor to the Public	No Powers	Full Powers in the Areas of Jurisdiction
Facilities for the Accommodation, Care and Burial of Animals	No Powers	Full Powers in the Areas of Jurisdiction
Fencing and Fences	No Powers	Full Powers in the Areas of Jurisdiction
Licensing of Dogs	No Powers	Full Powers in the Areas of Jurisdiction
Licensing and Control of Undertakings that Sell Food to the Public	No Powers	Full Powers in the Areas of Jurisdiction
Local Amenities	No Powers	Full Powers in the Areas of Jurisdiction
Local Sport Facilities	No Powers	Full Powers in the Areas of Jurisdiction
Markets	Establishment, operation, management, control and regulation of fresh produce markets...serving the area of a major the proportion of municipalities in the district Restricted to markets that sell fresh products, such as vegetables, flowers and meat and excluding car markets, utensils, souvenirs	Remaining Powers in the Area of Jurisdiction
Municipal Abattoirs	Establishment, operation, management, control and regulation of abattoirs...serving the area of a major proportion of municipalities in the district	Establishment, operation, management, control and regulation of abattoirs that serve the area of the local municipality only



Municipal Parks and Recreation	No Powers	Full Powers in the Area of Jurisdiction
Municipal Roads	Municipal roads which form an integral part of a road transport system for the area of the district municipality as a whole The establishment, operation, management, control and regulation of roads that link local municipalities within the district, fall under the authority of the district municipality	The establishment, operation, management, control and regulation of roads that serve the area of the local municipality
Pounds	No Powers	Full Powers in the Area of Jurisdiction
Public Places	No Powers	Full Powers in the Area of Jurisdiction
Refuse Removal, Refuse Dumps and Solid Waste Disposal	Solid waste disposal sites, insofar as it relates to – (i) the determination of a waste disposal strategy (ii) the regulation of waste disposal (iii) the establishment, operation and control of waste disposal sites, bulk waste transfer facilities and waste disposal facilities for more than one local municipality in the district	Remaining powers in the area of jurisdiction, including the establishment, operation, management, control and regulation of refuse dumps and of solid waste disposal sites that serve the area of
Street Trading	No Powers	Full Powers in the Area of Jurisdiction
Street Lighting	No Powers	Full Powers in the Area of Jurisdiction
Traffic and Parking	No Powers	Full Powers in the Area of Jurisdiction

B3. POPULATION GROWTH TRENDS

Table 6 below depicts results from Census 2001, Census 2011 and Community Survey 2016 in comparisons with Vhembe District municipality; Musina local municipality in 2001 population was at 39 310 and by Census 2011 the population was at 68 359, and by Community Survey 2016 the population is at 132 009. The population growth from the 2001 Census, 2011 Census, and Community survey 2016 is at 63 650. Musina local municipality population growth is 63 650 compared to the District municipality's population growth of 99 228.

Population growth trends in Musina Local municipality

CENSUS 2001(MUSINA)	39 310
Vhembe District	11 98056
CENSUS 2011(MUSINA)	68 359
Vhembe District	1 294 722
POPULATION GROWTH(MUSINA)	29 049
Vhembe District	96 666
COMMUNITY SURVEY 2016 (MUSINA)	132009
VHEMBE DISTRICT	1393950
POPULATIONN GROWTH(MUSINA)	63 650
VHEMBE DISTRICT	99 228

SOURCE: Census 2001, CENSUS 2011 & COMMUNITY SURVEY 2016



Population per group

Municipalities	Black African	Coloured	Indian/Asian	White	Other	Total population
LIM341 : Musina	127621	337	406	3645	-	132009
LIM344 : Makhado	406543	1308	1843	7024	9	416727
LIM343 : Thulamela	493780	749	2479	229	-	497237
LIM345 : New	347109	294	301	271	-	347975
DC34: Vhembe	1375053	2689	5029	11170	9	1393950
SOURCE: Community Survey 2016						

SOURCE: Census 2001, CENSUS 2011 & COMMUNITY SURVEY 2016

The table above depicts population groups, the dominant population group is Black Africans at 127 621 of the total population followed by Whites at 3 645 and the least population group being Coloured at 337

Population by age group

Age - broad age groups by Geography hierarchy 2016 for Person Weight	LIM341: Musina	LIM343: Thulamela	LIM344 : Makhado	LIM345 : New	Total
0-14 (Children)	40200	168496	141373	126835	476905
15-34 (Youth)	58841	192769	153239	129019	533868
35-64 (Adults)	27832	102497	89158	66017	285504
65+ (Elderly)	5135	33475	32957	26104	97672

SOURCE: COMMUNITY SURVEY 2016

In the table above the major population of Musina is dominated by the youth aged between 15-34 years of the total population at 58841.

Household's trends in Vhembe District Municipality

The main dwelling that household currently lives in by Geography hierarchy 2016

TYPE OF DWELLING	LIM341: Musina
Formal dwelling/house or brick/concrete block structure on a	29262
Traditional dwelling/hut/structure made of traditional mater	3976
Informal dwelling/shack in backyard	3644
Unspecified	-
Total	43 740

Source: Community Survey 2016

The above depicts that the total households in Musina most of the residents are staying in formal dwellings and there are informal dwellings at 3644 which indicate a backlog.


TN TSHIWANAMBI
MUNICIPAL MANAGER



CHAPTER 2

GOVERNANCE



COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE

A1. Introduction

Section 151 (3) of the constitution states that the council of the municipality has the right to govern on its initiative, the local government affairs of the local community. MLM Council comprises of the political and administrative components responsible for decision-making and implementation respectively. The Mayor is the political head of the Institution and the Speaker is the head of the council. The Municipality has all the powers assigned to it in terms of the Constitution as well as relevant national and provincial legislations. The municipality has the authority to take any possible actions to effectively exercise the powers assigned to it.

A2. Political governance

Council established Section 79 committees that provide general oversight and monitor the activities in the municipality over both the administrative and executive arms of the municipality. This section 79 Committees are chaired by independent councillors other than members of the executive committee. The following committees were established:

- Executive Committee (EXCO)
- Municipal Public Accounts Committee (MPAC)
- Corporate services Portfolio committee
- EDP & Technical services Portfolio committee
- Financial services Portfolio committee
- Community Services Portfolio committee
- Economic Development planning Portfolio committee

The Speaker is a full-time councillor and takes responsibility for the running of council meetings. The Office of the Council-Whip is established to create synergy and to maintain discipline among councillors from various Political Parties. The Role of the Council-Whip covers both the political and administrative domains of the council with emphasis on the political aspect. The Council-Whip deals with the well-being and particularly attendance of all councillors. The Council meetings are governed according to the approved rules of order.

A3. Overview of public accountability and participation

Key to the accountability processes in terms of both the Structures and the Systems Acts is the facilitation and implementation of the following forums:

- Quarterly Community report back meetings by Ward Councillors
- Quarterly Mayoral Imbizo's
- Ward Committee monthly assessment meetings
- Annual Mayoral Address
- Half-year Progress Report by the Mayor
- Annual IDP/Budget community and focused groups' consultation meetings



A4. Public meetings

COMMUNICATION, PARTICIPATION AND FORUMS

The IDP representative forum is chaired by the Mayor and the stakeholders are as follows:

- Councillors,
- Ward committees,
- Organised labour,
- Community-based organizations,
- Non-governmental organisations,
- Sector departments,
- Parastatals,
- Organised business organisations,
- Farmer's organisations.
- Mining houses
- Private sector

Meetings of the IDP representatives forum is held once in every phase of the IDP namely: Preparatory, Analysis, Strategies, Projects, Integration and Approval. Quarterly reports based on the SDBIP are tabled and reported to the IDP representatives' forum meetings. Meetings of the IDP representative forum are sometimes held in the evening as per stakeholder agreement to accommodate stakeholders who are unavailable during working hours, timing of the IDP compilation is regulated by the Municipal Systems Act.

There is room for newly established structures to register on our data base from time to time to enable participation in our IDP Representative meetings. Members of the IDP Representatives Forum are encouraged and urged to hold consultative and feedbacks meetings with the structures and constituencies they represent to get their inputs and communicate feedback reports to IDP Representatives Forum for further mandate or processing.

The council comprises 3 political parties namely: ANC, DA, and EFF. To enhance good governance and accountability, Municipality adopted the separation of powers model which separated the legislative arm from the executive arm.

This is in line with the governance approach that seeks to put in place an independent oversight mechanism to ensure that democracy is deepened and that effective public service delivery takes place to benefit MLM communities. Council has established section 79 committees to play an oversight role and monitor the work of the executive and administration.

The municipality has 24 councillors comprising of 12 ward councillors and 5 Traditional Leaders. There is a good relationship between councillors as they work cooperatively to achieve the set goals of the municipality. Every year there is a schedule of meetings that is approved by the council, to ensure that all committees meet regularly to discuss administrative, performance, and service-delivery issues. Councillor's participation in various committees is satisfactory. For the year under review, the council held 5 ordinary council meetings and 4 special meetings.



The Functionality of Municipal Council and Portfolio meeting 2019/2020:

COUNCIL MEETINGS

DATE OF MEETING	VENUE	MUNICIPALITY	TYPE OF MEETING
1. 12 July 2019	Council Chamber	Musina Local Municipality	Urgent Special Council
2. 22 August 2019	Council Chamber	Musina Local Municipality	Ordinary Council
3. 27 November 2019	Council Chamber	Musina Local Municipality	Ordinary Council
4. 23 January 2020	Council Chamber	Musina Local Municipality	Ordinary Council
5. 28 February 2020	Council Chamber	Musina Local Municipality	Urgent Special Council
6. 27 March 2020	Council Chamber	Musina Local Municipality	Ordinary Council
7. 11 May 2020	Council Chamber	Musina Local Municipality	Urgent Special Council
8. 12 June 2020	Council Chamber	Musina Local Municipality	Ordinary Council
9. 29 July 2020	Council Chamber	Musina Local Municipality	Urgent Special Council

EXECUTIVE COMMITTEE

DATE OF MEETING	VENUE	MUNICIPALITY	TYPE OF MEETING
1. 12 July 2019	Council Chamber	Musina Local Municipality	Special Meeting
2. 20 August 2019	Council Chamber	Musina Local Municipality	Ordinary Meeting
3. 06 November 2019	Council Chamber	Musina Local Municipality	Urgent Special Meeting
4. 19 November 2019	Council Chamber	Musina Local Municipality	Ordinary Meeting
5. 21 January 2020	Council Chamber	Musina Local Municipality	Ordinary Meeting
6. 25 February 2020	Council Chamber	Musina Local Municipality	Urgent Special Meeting
7. 17 March 2020	Council Chamber	Musina Local Municipality	Ordinary Meeting
8. 08 May 2020	Council Chamber	Musina Local Municipality	Urgent Special Meeting
9. 05 June 2020	Council Chamber	Musina Local Municipality	Ordinary Meeting
10. 28 July 2020	Council Chamber	Musina Local Municipality	Urgent Special Meeting



FINANCE PORTFOLIO COMMITTEE

DATE OF MEETING	VENUE	MUNICIPALITY	TYPE OF MEETING
1. 05 July 2019	Council Chamber	Musina Local Municipality	Urgent Special Meeting
2. 02 August 2019	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
3. 05 November 2019	Council Chamber	Musina Local Municipality	Urgent Special Meeting
4. 11 November 2019	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
5. 14 January 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
6. 21 February 2020	Council Chamber	Musina Local Municipality	Urgent Special Meeting
7. 10 March 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
8. 04 June 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting

COMMUNITY SERVICES PORTFOLIO COMMITTEE

DATE OF MEETING	VENUE	MUNICIPALITY	TYPE OF MEETING
1. 24 June 2019	Traffic Centre	Musina Local Municipality	Ordinary Portfolio Meeting
2. 01 August 2019	Traffic Centre	Musina Local Municipality	Ordinary Portfolio Meeting
3. 05 November 2019	Traffic Centre	Musina Local Municipality	Ordinary Portfolio Meeting
4. 09 January 2020	Traffic Centre	Musina Local Municipality	Ordinary Portfolio Meeting
5. 11 March 2020	Traffic Centre	Musina Local Municipality	Ordinary Portfolio Meeting
6. 03 June 2020	Traffic Centre	Musina Local Municipality	Urgent Portfolio Meeting

CORPORATE SERVICE PORTFOLIO COMMITTEE

DATE OF MEETING	VENUE	MUNICIPALITY	TYPE OF MEETING
1. 02 August 2019	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
2. 07 November 2019	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
3. 16 January 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
4. 10 March 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
5. 07 May 2020	Council Chamber	Musina Local Municipality	Special Urgent Portfolio Meeting
6. 02 June 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting



7. 12 August 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
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EDP/TECH SERVICE PORTFOLIO COMMITTEE

DATE OF MEETING	VENUE	MUNICIPALITY	TYPE OF MEETING
1. 01 August 2019	Old Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
2. 01 November 2019	Old Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
3. 14 January 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
4. 11 March 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
5. 01 June 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
6. 27 July 2020	Council Chamber	Musina Local Municipality	Special Urgent Portfolio Meeting
7. 05 August 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting

MPAC MEETINGS

DATE	VENUE	ORGANISATION	TYPE OF MEETING
1. 26/07/2019	Old Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
2. 29/07/2019	Old Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
3. 03/10/2019	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
4. 11/11/2019	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
5. 19/11/2019	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
6. 22/11/2019	Council Chamber	Musina Local Municipality	Special Urgent Portfolio Meeting
7. 24/01/2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
8. 02/03/2020	Old Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
9. 19/02/2020	Old Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
10. 20/02/2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
11. 21/02/2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
12. 27/02/2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
13. 03/03/2020	Council Chamber	Musina Local Municipality	Special Urgent Portfolio Meeting
14. 03/10/2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting



15. 03/11/2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
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Committee annual meetings

Name of Meeting	Annual Target	Number of meetings convened	The number of meetings materialized	Total number of apologies received
Council committees				
Finance Portfolio	6	8	8	0
Community Services Portfolio	5	6	6	0
Corporate services Portfolio	5	7	7	0
EDP & Technical Services	5	7	7	0
Labour Forum	4	3	3	3
EXCO	6	8	8	0
Special EXCO	3	2	2	0
Council	5	5	5	4
Special Council	4	3	3	0
MPAC	5	15	15	8
Municipal Events	3	3	5	0
Rules and programming	4	4	4	0
Extended Management	3	3	5	0
HOD	9	9	10	0
Communicators Forum	4	2	2	0
ICT Steering	2	2	1	1
Risk Management	4	1	1	0
Audit	4	4	4	0

MLM Councillors information

Surname and Initials	Party	Ward no./ PR	Contact number	Gender
Muhlope ME	ANC	Mayor	0765224225	Female
Netshisaulu	ANC	Speaker/ 11	0827145478	Male
Mafela MF	ANC	Chief whip/ 8	0826210414	Male
Munzhelele M	ANC	1	0834478843	Female
Shirelele ES	ANC	2	0834478865	Female
Nare T	ANC	3	0713841347	Male
Sakala SP	ANC	4	0729465237	Male
Milanzi GN	ANC	5	0738364490	Female
Netshivhulana RC	ANC	6	0786500005	Male
Khunwana KG	ANC	7	0784361502	Male
Netshipale T	ANC	9	0790247106	Male
Gadabeni R	ANC	10	0763137326	Male
Mbedzi P	ANC	12	0766287143	Male
B Ndou	ANC	PR-ANC	0661334315	Male
Mukwevho J	ANC	PR-ANC	0729923197	Female
Mavhungu AR	ANC	PR-ANC	0826406860	Female
Nyabane P	ANC	PR-ANC	0735012670	Female
Makhura D	ANC	PR-ANC	0724460952	Female
Makatu KE	DA	PR-DA	0793519287	Male
Magwira E	DA	PR-DA	0728005663	Male



Surname and Initials	Party	Ward no./ PR	Contact number	Gender
Fick R	DA	PR-DA	0842113570	Male
Mamafa RE	EFF	PR-EFF	0823148343	Male
Makhesha EN	EFF	PR-EFF	0735012670	Female
Siphunga A	EFF	PR-EFF	083 925 6354	Male

Executive committee members

Surname and Initials	Party	Ward no./ PR	Contact number	Gender
1. Chairperson: Muhlope ME	ANC	Mayor	0765224225	Female
Cllr ES Shirilele	ANC	Ward 2	0834478865	Female
Cllr GN Milanzi	ANC	Ward 5	0738364490	Female
Cllr KJ Khunwana	ANC	Ward 7	0784361502	Male
Cllr CE Magwira	DA	PR-DA	0728005663	Male

A5. Section 79 committees

The established section 79 committees are in line with the governance approach that seeks to put in place an independent oversight mechanism to ensure that democracy is deepened and that effective public service delivery takes place to benefit MLM communities Council has established section 79 committees to play an oversight role and monitor the work of the executive and administration.

The established Committees are aligned to administrative departments of the municipality and are chaired by non-executive councillors. MPAC committee is also in place and performs its duties as per the approved annual work program. MPAC is an oversight committee that comprises non-executive councilors, with the specific purpose of providing oversight over the executive functionaries of Council to ensure good governance.

Table: Section 79 portfolio committees

FINANCE	COMMUNITY SERVICES	TECHNICAL SERVICES
1. Chairperson: Mavhungu AR	1. Chairperson: Netshipale MT	1. Chairperson: Mbedzi MP
Cllr Muhlophe ME (Portfolio Head)	Cllr Milanzi NG (Portfolio Head)	Cllr Khunwana KJ (Portfolio Head)
Cllr CE Magwira	Cllr AR Mavhungu	Cllr RC Netshivhulana
Cllr EN Makhesha	Cllr KE Makatu	Cllr CE Magwira
Cllr SP Sakala	Cllr RAE Mamafa	Cllr RAE Mamafa
CORPORATE SERVICES	ECONOMIC DEVELOPMENT PLANNING	MUNICIPAL PUBLIC ACCOUNTS
1. Chairperson: Phiri G	1. Chairperson: Mbedzi MP	1. Chairperson: Nare T
Cllr Shirilele ES (Portfolio Head)	Cllr Khunwana KJ (Portfolio Head)	Cllr B Ndou
Cllr AR Mavhungu	Cllr RC Netshivhulana	Cllr D Makhura
Cllr R Fick	Cllr CE Magwira	Cllr E Magwira
Cllr EN Makhesha	Cllr RAE Mamafa	Cllr E Mamafa
EXCO		
1. Chairperson: Muhlope ME		
Cllr ES Shirilele		
Cllr GN Milanzi		
Cllr KJ Khunwana		
Cllr CE Magwira		



The following Cllr passed on during the 2019/2020 financial year.

Cllr Gift Phiri ward councillor for ward one from ANC. May his soul rest in peace.

One Cllr from the EFF was expelled by his political party and is Cllr Abel Raselabe and was replaced by Cllr Azwitamisi Siphunga.

POLITICAL LEADERSHIP



Councillor Mihloti Ethel Muhlope

Mayor

Powers and functions of Mayor as per section 52 of the Local Government Municipal Finance Management Act, No. 56 of 2003

- Provide general political guidance over the fiscal and financial affairs of the municipality.
- In providing such general political guidance, may monitor and, to the extent provided in this Act, oversee the exercise of responsibilities assigned in terms of this Act to the accounting officer and the chief financial officer, but may not interfere in the exercise of those responsibilities
- Must take all reasonable steps to ensure that the municipality performs its constitutional and statutory functions within the limits of the municipality's approved budget.
- Must within 30 days of the end of each quarter submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality
- Must exercise the other powers and perform the other duties assigned to the mayor in terms of this Act or delegated by council to the mayor.

POWERS AND FUNCTIONS OF THE SPEAKER



Speaker Cllr Gilbert Netshisaulu

Powers and functions of the Speaker as per section 37 of the Local Government Municipal Structures Act, No. 117 of 1998

- To preside at meetings of the council when he is present;
- To ensure that the council meets at least quarterly;
- To ensure compliance with the code of conduct for councillors in the meetings of council and council's committees;
- To maintain order during meetings of the council;
- Ensure that the provisions in respect of privileges and immunities of councillors, as set out in section 28 of the structures act or any other applicable legislation, are adhered to.
- To ensure that council meetings are conducted following the rules and orders of the council;
- Determine the date and venue of ordinary council meetings;
- To convene special meetings of the council at the venue determined by her and at the time set out in any request that such a meeting be convened in terms of section 29(1) of the structures act; and



POWERS AND FUNCTIONS OF COUNCIL WHIP



Council Whip
Cllr. Fistos Mafela

The Office of the Whip of Council has been introduced by the Notice on the Upper Limits on Councillor Remuneration in 2006. The Whip of Council is not an Office Bearer in terms of the LG: Municipal Structures Act, so the Council is not legally obliged to adopt terms of reference for the Whip. It is, however, advisable to commit to a clear definition of the role of the Whip concerning that of the Speaker. Whilst there are no statutory functions for the Whip of Council, the SALGA Guideline Document on the Roles and Responsibilities of Councillors, Political Structures, and Officials (March 2011) cites the following as the functions of the Whip of the Council:-

- Political management of council meetings and committee meetings
- Inform councillors of meetings called by the Speaker and the Mayor and ensuring that such meetings quorate
- Advises the Speaker and Mayor on the Council agenda
- Informs councillors on important matters on the relevant agenda
- Advise the Speaker on the amount of time to be allocated to speakers and the order of such speakers

Addressing the Council

- Ensures that councillor's motions are prepared and timeously tabled in terms of the procedural rules of Council
- Assisting the Speaker in the counting of votes
- Advising the Speaker and the Mayor of urgent motions
- Advising the Speaker and Mayor on how to deal with important items
- Advising the Speaker and Mayor on how to deal with important items not disposed of at a Council meeting

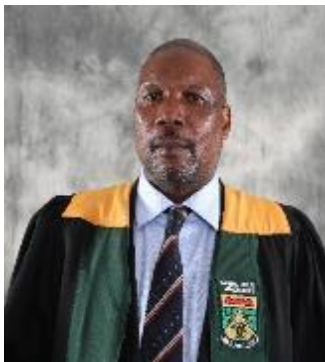
The Council Whip is accountable to the Council.



COUNCILLORS



Cllr Mihloti Muhlope (Mayor –ANC)



Cllr Gilbert Netshisaulu (Speaker – ANC)
Ward 11



Cllr Fistos Mafela (Chief Whip- ANC)
Ward 8



Cllr Meltah Munzhelele (ANC)
(Ward 1)



Cllr Siyaphi Shirelele (ANC)
(Ward 2)



Cllr Phillemon Nare (ANC)
(Ward 3)



Cllr Prince Sakala (ANC)
(Ward 4)



Cllr Nkele Milanzi (ANC)
(Ward 5)



Cllr Rendani Netshivhulana (ANC)
(Ward 6)



Cllr Jeremia Khunwana (ANC)
(Ward 7)



Cllr Titus Netshipale (ANC)
(Ward 9)



Cllr Rabelani Gadabeni (ANC)
(Ward 10)



Cllr Phillip Mbedzi (ANC)
(Ward 12)



Cllr Bigboy Ndou (ANC)
(PR)



Cllr Josephina Mukwevho (ANC)
(PR)



Cllr Rosina Mavhungu (ANC)
(PR)



Cllr Peggy Nyabane (ANC)
(PR)



Cllr Dorcus Makhura (ANC)
(PR)



Cllr Ernest Makatu (DA)
(PR)



Cllr Elliot Magwira (DA)
(PR)



Cllr Reinhardt Fick (DA)
(PR)



Cllr Azwitamisi Siphunga (PR- EFF)



Cllr Eldah Makhesha (PR- EFF)



Cllr Edward Mamafa (PR-EFF)



MEMBERS OF EXECUTIVE COMMITTEE



Chairperson: Muhlope ME



Member: Shirilele ES



Member: Milanzi GN



Member: Khunwana KJ



Member: Magwira C



HEADS OF THE PORTFOLIO COMMITTEE



Portfolio Head Finance: Muhlope ME



Portfolio Head Community Services: Milanzi GN



Portfolio Head Corporate Services: Shirelele ES



Portfolio Head EDP & Technical Services:
Khunwana KJ

MUNICIPAL PUBLIC ACCOUNT COMMITTEE



Chairperson: Nare P.



Member: Bigboy Ndou



Member: Magwira E



Member: Makhura D



Member: Mamafa E

FUNCTIONS OF EXECUTIVE COMMITTEE AS PER DELEGATION OF POWERS

- To report to council on all decisions taken by it;
- oversee and monitor the implementation and enforcement of the municipality's credit control and debt collection

Policy and by-laws and the performance of the municipal manager in implementing the policy and by-laws;

- When necessary, evaluate or review the municipality's credit control and debt collection policy and by-laws, or the implementation of the policy and by-laws, to improve the efficiency of its credit control and debt collection mechanisms, processes and procedures;
- makes recommendations to council on proposed political structures of council;
- makes recommendations to council in respect of its legislative powers;
- gives political directions to the executive management team;
- determine strategic approaches, guidelines and growth parameters for the draft budget including tariff structures;
- delegates powers in respect of any of its powers to the mayor;

A6. Administrative Governance

The Municipal Manager is the administrative head and acts as an interlink between the politicians and the administration. Municipal Manager together with all staff members and councillors are responsible for implementing the IDP and Budget and monitoring the progress made to ensure that service is delivered to the people. The Accounting Officer also guides political office bearers and all officials in the municipality. There is a good relationship between the Municipal Manager, administration and political office bearers. All administrative issues that need the intervention of the council are referred to the council for resolution.

The municipality has three (3) vacant positions of Senior Managers accountable directly to the Municipal Manager namely General Manager Economic Development and Planning, General Manager Technical Services and General Manager Community Services. The administrative components of the municipality comprise seven (6) directorates and 25 managers.



Table: MLM Management Information

Directorate	Designation	Initial and Surname	Gender
Office of the Municipal Manager	Municipal Manager	TN Tshivanammbi	Male
	Senior Manager	M Sithole	Male
	Manager: Internal Audit	J Seyaka	Male
	Manager: Risk	E Ramuthivheli	Male
	Manager: Communications	W Dzebu	Male
Corporate Services	General Manager: Corporate Services	PM Mudau	Male
	Senior Manager	PS Peta	Male
	Manager: Human Resources	R Le Loux	Female
	Manager: Legal	T Rambuda	Male
	Manager: ICT	P Eccleston	Male
Finance	Chief Financial Officer	T Nephawe	Male
	Senior Manager	L Murulana	Male
	Acting Manager: Expenditure	M. Mudzanani	Female
	Manager: Budget and Treasury	T Mokone	Male
	Manager: Supply Chain Management	M Siziba	Female
	Manager: Revenue	D Tshikota	Female
Technical	Acting General Manager: Technical	PM Mudau	Male
	Manager: Electrical Engineer	C Mathoma	Male
	Manager: Roads	M Mthombeni	Male
Community Services	General Manager: Community Services	R Morolana	Male
	Manager: Waste Management	R Kutama	Female
	Manager: Licensing	C Jombe	Male



Directorate	Designation	Initial and Surname	Gender
	Manager: Traffic	D Hlongwane	Male
	Manager: Traffic	M Mutele	Male
	Manager: Social	K Ravhuanzwo	Male
Development Planning	Acting General Manager: Development Planning	TN Tshivanammbi	Male
	Manager: Town Planning	M Mphephu	Male
	Manager: IDP	T Ncube	Male
	Acting Manager: LED	I Dzebu	Male

COMPONENT B: INTERGOVERNMENTAL RELATIONS

B1. INTRODUCTION TO CO-OPERATIVE GOVERNANCE AND INTERGOVERNMENTAL RELATIONS

There are platforms established to maintain the relationship between all three spheres of government. The purpose of the platforms is consultation with various interest groups and all other key stakeholders to insure sectorial issues and Projects alignment, integration and well captured within the IDP of the municipality for implementation.

B2. DISTRICT INTERGOVERNMENTAL STRUCTURES

Section 24 of the Intergovernmental Relations Framework Act 2005, establishes the district intergovernmental forum to promote and facilitate sound relations between the District and Local municipalities, and the forum is chaired by District Mayor.

The municipality participates in various intergovernmental structures locally, at a district level and even at a provincial level. Locally structures of intergovernmental relations include the District Planning forum, water sector forum, roads and transport forum, energy forum, local economic development forum, and disaster management forum. Various sector departments and relevant stakeholders are the main participants in the activities of such forums.

In the district, the municipality partakes the IDP Managers forum, CFO's forum, Municipal Managers Forum, District Speakers and Mayors forum, and the District Internal Auditors' forum. In the province, the municipality participates in the Premier-Mayors" forum, provincial municipal managers" forum as well as the Provincial Planning and Development Forum. Further, the municipality hosts an intergovernmental stakeholder meeting on Migrant Health Forum.

MLM has a good relationship with Vhembe District Municipality and all local municipalities within the district. There are different forums conducted by the district where officials and politicians from local municipalities are invited to participate. The structures are as follows:



Table: District intergovernmental structures

Structures	Directorates	Establishment
EXCO Lekgotla	Mayor and Municipal Manager	Provincial
Municipal Manager's forums	Municipal Manager	Provincial and District
IDP forums (District and Provincial Panning Forum)	IDP Manager	Provincial and District
PMS forums	PMS	Provincial and District
LED forums	LED Manager	Provincial and District
Communicators' forum	Communication Manager	Provincial and District
VDM Disaster advisory forum	Superintendent: Disaster	District
MPAC forums	MPAC	Provincial and District

The above forums meet quarterly to discuss progress made on service delivery. The forums are facilitated by CoGHSTA representatives and district officials. They are very fruitful forums, as members use this opportunity to share ideas and to learn from each other, to improve service delivery.

B3. PROVINCIAL INTERGOVERNMENTAL STRUCTURES

Section 16 of the Intergovernmental Relations Framework Act 2005, establishes the premier's intergovernmental forum to promote and facilitate sound relations between the Province and municipalities. MLM has a good relationship with provincial structures, namely CoGHSTA, Premier's Office and the Provincial Treasury. The province coordinated various forums where it met with members from all municipalities in the province, to discuss service delivery issues. Members from CoGHSTA, the Premier's Office and the provincial treasury also form part of those forums. The forums are:

- Provincial intergovernmental forum
- Premier/Mayor's forum
- Provincial monitoring and evaluation forum
- Provincial government communicators' forum
- Municipal Public Accounts Committee forum.
- Provincial Planning Forum

The forums are very fruitful as any kind of question is clarified, and municipalities that lack capacity are identified and provided with all necessary support.

COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION

C1. Introduction

In terms of the Municipal Systems Act section 51(b) requires a municipality to establish and organize its administration to facilitate a culture of accountability amongst its staff;

Section 6 (i) states that a municipality must develop a system of municipal governance that compliments formal representative government with a system of participatory governance

Section 18 (i) (d) requires a municipality to supply its community with information concerning municipal governance, management and development.



C2. Overview of public accountability and participation

Municipality uses different kinds of public participation, such as the Mayor's outreach, public meetings, and IDP/Budget consultation, stakeholders meetings to promote the culture of accountability.

Due to the challenges of the National Disaster Covid 19 Regulations in 2019/2020, the municipality decided to publish the IDP for public comments on the municipal website, and the final budget and IDP public participation was done through the Radio.

The municipality in compliance with the Constitution of the Republic of South Africa and other legislations governing local government annually prioritizes the involvement of local communities in the planning and execution of the municipal programs. Such involvement takes the following shape, community Imbizo, Annual Report Consultative Meetings, IDP/Budget.

C3. EFFECTIVENESS OF THE PUBLIC MEETINGS

The public meetings were very effective because they gave a good understanding to the communities on how government operates. This is because, during those meetings, sector departments were also invited to render services to the communities. After getting inputs from the communities, these meetings also helped the municipality in planning and implementing projects, taking into consideration the needs of the society.

The purpose of these meetings is to give feedback and account to the community on the implementation of the IDP/Budget of the municipality. They are further utilized as a platform to agree on community needs. During the year under review 24 public meetings were held in different wards. All public meetings held were beneficial. Most of the queries raised were water-related queries and were referred to Vhembe District Municipality.

Ward no	Date of events	Number of Participating Municipal Councillors	Number of Participating Municipal Administrators	Number of Community members attending	Issues raised by the community	The issue addressed (Yes/No)	Dates and manner of the feedback given to the community
1	14 Dec 2019 17 Jan 20	9	25	75	14	Yes	17 January 2020
2	08 Dec 2019 19 Jan 20	6	35	24	18	Yes	19 January 2020
3	13 Dec 2019 22 Feb 20	8	40	36	19	Yes	22 February 2020
4	03 Dec 2019 29 Feb 20	10	17	25	20	Yes	29 February 2020
5	12 Dec 2019 01 Mar 20	8	17	21	12	Yes	01 March 2020
6	01 Dec 2019 04 Mar 20	11	19	50	16	Yes	04 March 2020



Ward no	Date of events	Number of Participating Municipal Councillors	Number of Participating Municipal Administrators	Number of Community members attending	Issues raised by the community	The issue addressed (Yes/No)	Dates and manner of the feedback given to the community
7	26 Oct 2019 07 Mar 20	12	20	45	20	Yes	07 March 2020
8	06 Dec 2019 08 Mar 20	12	12	25	24	Yes	08 March 2020
9	13 Oct 2019 08 Mar 20	12	18	30	16	Yes	08 March 2020
10	27 Oct 2019 09 Mar 20	12	22	33	08	Yes	09 March 2020
11	30 Nov 2019 11 Mar 20	9	16	42	10	Yes	11 March 2020
12	19 Oct 2019 29 Mar 20	10	23	55	24	Yes	29 March 2020

C4. Communication, participation and forums

Communication is an important element of good governance. It is through communication that communities and other stakeholders are informed about the activities of the municipality and thereby getting empowered to participate in the affairs of the municipality. MLM Communities play a vital role to ensure accountability in municipal affairs. Council accounts to the community through the established ward committee system and scheduled IDP/ Budget/ PMS community participation processes. The community participation processes have entrenched a culture of involving communities in decision-making processes during the process and finalization of the IDP/Budget/PMS. Communities are continuously informed on municipal governance, management and development through the usage of the different local media, website, Facebook, stakeholders meetings and council sittings.

Different types of effective forums assist in knowledge sharing to achieve set goals of municipality those forums are as follows:

- PMS forum
- IDP forum
- Communication forum
- Budget steering committee

The forums hold meetings quarterly with high attendance rate to discuss service delivery issues and measures to improve performance. PMS and IDP forums are represented by Vhembe district municipal officials, local municipality's officials and provincial officials. The budget steering committee is represented by the Chairperson of Finance and all section 56 managers. Whatever decision is taken in those forums that affect community members, such decisions are communicated to members of the community through our communication channels .e.g. financial status of municipality and performance of the municipality.

C5. Ward Committee meetings and Ward Committee Establishment.

The municipality has established Ward Committees in all 12 Wards. All Ward Committees are functional and managed to have 100 Ward committee meetings and 12 general meetings and are administratively supported by the Office of the Mayor. All ward committee receives their stipends based on functionality reports. The final IDP/Budget document was adopted by the Council on 21 May 2020.

MLM has established ward committees in terms of the Municipal Structures Act of 1998 and it has 24 ward committee members which are 2 per ward. Ward Committees assist members of the community to participate in public meetings and take decisions that will take service delivery forward in our communities.



C6. IDP PARTICIPATION AND ALIGNMENT

2 IDP Participation and Alignment Criteria*	Yes/No
Does the municipality have impact, outcome, input, output indicators?	Yes
Does the IDP have priorities, objectives, KPIs, development strategies?	Yes
Does the IDP have multi-year targets?	Yes
Are the above aligned and can they calculate into a score?	Yes
Does the budget align directly to the KPIs in the strategic plan?	Yes
Do the IDP KPIs align with the Section 57 Managers	Yes
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	Yes
Do the IDP KPIs align with the provincial KPIs on the 12 Outcomes	Yes
Were the indicators communicated to the public?	Yes
Were the four-quarter aligned reports submitted within stipulated time frames?	Yes

C7. Integrated Development Plan (Development, Review and Implementation)

The development and review of the integrated development plan for the financial year 2019/2020 was done internally through the involvement of the IDP/Budget steering committee and council. Communities and interested stakeholders were consulted on the formulation of IDP/Budget priorities and the setting of targets. To consolidate community and stakeholder consultations, meetings were held as per the approved Process Plan.

IDP REPRESENTATIVE FORUM MEETINGS 2019/2020		
DATE	VENUE	ATTENDANCE
16 August 2019	Villages – Nancefield	130
12 September 2019	Villages – Nancefield	160
07 November 2019	Villages – Nancefield	118
05 February 2020	Villages – Nancefield	111

IDP STEERING COMMITTEE MEETINGS 2019/2020		
DATE	VENUE	ATTENDANCE
06 September 2019	Council Chamber	13
14 October 2019	Council Chamber	14
09 January 2020	Council Chamber	12
13 February 2020	Council Chamber	14
30 April 2020	Council Chamber	12
30 April 2019	Civic Centre Board Room	19

The final IDP/Budget document was adopted by the Council on 21 May 2020



COMPONENT D: CORPORATE GOVERNANCE

Overview of corporate governance

MLM has a code of conduct and policies in place that served as guidance on how to execute our functions responsively. These documents apply to everyone in the municipality, as they set out rules, laws, customs, and culture of the municipality. All officials, together with political heads, work collectively, guided by policies to deliver efficient service delivery to communities to achieve the vision and goals of the municipality.

D1. RISK MANAGEMENT

MFMA section 62 (i) (c) requires a municipality to have and maintain an effective, efficient and transparent system of risk management. The risk management unit reviewed the risk management policy, strategy and implementation plan.

During the year under review, the risk management unit was fully operational with an established Risk Management Committee (RMC) charged with assisting the Accounting Officer in discharging his risk management responsibilities. The RMC met quarterly to report on the progress made on risk management activities. The RMC was chaired by an external chairperson who reported to the Accounting Officer and Audit Committee quarterly. Risk champions were also appointed in all departments to assist HOD in discharging their departmental risk management responsibilities.

Strategic and operational risk registers were compiled and the implementation of action plans was monitored quarterly. The municipality identified 12 strategic risks and 70% of the risks were mitigated.

Top risks identified:

- Service interruptions
- Unfulfilled municipal service level expectations (Community)
- Non-compliance to Moscow
- Inability to sustain the institution financially
- MFMA sec 32 (Unauthorized, Irregular and Fruitless & wasteful expenditure).
- Fraud and corruption
- Inability to attract investors
- Lack of integrated planning
- SEZ impact on Musina unknown
- Ineffective organizational structure
- Disasters
- Inability to meet Housing Accreditation requirements



D2. FRAUD AND ANTI-CORRUPTION STRATEGY

MSA 2000b 83 (c) requires providers to be chosen through a process that minimizes the possibility of fraud and corruption.

During the year under review, the municipality reviewed the anti-fraud and corruption policy, strategy and whistle blowing policy as part of the process to ensure effective, efficient and transparent systems of internal control. Ultimately, the strategy was implemented and monitored by the designated officials responsible for the risk management of the municipality.

Musina Local Municipality currently shares the anti-fraud and corruption hotline with the Vhembe District Municipality along with other municipalities within the district. During the year no cases were forwarded through the Presidential and Premier Hotline

RISK MANAGEMENT COMMITTEE MEETINGS

DATE	VENUE	NUMBER OF RISK COMMITTEE MEMBERS ATTENDED	RISK CHAMPIONS	NUMBER OF MANAGERS ATTENDED	STAKEHOLDER DEPARTEMENT
26 August 2019	MLM Boardroom	5	2	1	0

RISK COMMITTEE RESOLUTION REGISTER

DATE	Resolution	Responsible official	Due date	Comments / Progress	Revised target date
26-08-2019	Report on analysis of services losses i.e. Electricity and engagements with Eskom in conducting investigations on illegal connections.	CFO	Quarterly	Target achieved	None
26-08-2019	Development of complaints management system	Risk Manager	30-Sep-19	Target not achieved	None
26-08-2019	Development of compliance framework	GM: Corporate Services	30-Sep-19	Target not achieved	None



26-08-2019	Risk management to be a standing item in HOD meetings	MM and Risk Manager	Monthly	Target achieved	None
26-08-2019	Disaster management budget allocation (2% of municipal total budget)	CFO and GM: Community Services	30-Sep-19	Target achieved	None
26-08-2019	Risk management to be a standing item in HOD meetings	MM and Risk Manager	Monthly	Target achieved	None

RISK COMMITTEE MEMEBERS

Surname and initials	Gender
Tshikhudo F	Female
Tshivanammbi TN	Male
Nephawe T	Male
Morolana R	Male
Mudau PM	Male
Ramuthivheli	Male
Chauke N	Female
Siaga J	Male

Risk Champions

Surname and initials	Gender
Ncube T	Male
Mthombeni M	Male
Eccleston P	Male
Murulana L	Male
Hlongwane D	Male

D3. OVERVIEW ON SUPPLY CHAIN MANAGEMENT

Municipality has SCM policy in place to minimize fraud and corruption. There are SCM committees in place that are reviewable as and when required to ensure value for money in awarding of tenders. For the year under review 10 tenders were awarded.

- The council has adopted a SCM policy in terms of SCM regulation 3.
- The SCM unit consists of three full time staff; three positions (Manager, Accountant SCM and Procurement officer.
- A report on the implementation of the SCM policy is presented to the Mayor on a quarterly basis.
- Needs assessments are undertaken for each acquisition and preferential policy objectives identified.
- Threshold values in the SCM policy are aligned with values stipulated in regulation 12.



- Municipal bid documents comply with MFMA circular 25.
- Records of tenders and all other bids received and awards made.
- All bid committees were established and appointed by the Accounting officer.
- Note: MFMA S110-119; SCM Regulations 2005; and relevant MFMA circulars set out required processes and guidance manuals to help ensure that SCM arrangements provide appropriate goods and services, offer best value for money and minimize the opportunities for fraud and corruption.
- 05 Tenders were advertised during 19/20
- All tenders were advertised on the newspaper and on municipal website
- 10 Tenders were evaluated, adjudicated and awarded during 19/20
- 25 formal quotations were awarded(R30000.00 up to R200000.00)
- 62 Procurement below R30000.00
- 128 BEE beneficiation awarded for financial year 2019/2020

Table: Information of SCM committees

Description	Number of meetings	Members of the committee	functions
Bid specification committee		Manager IDP Manager Revenue Manager Waste and Parks Manager ICT Manager Budget & Reporting Procurement Officer	• Compile a proper and unbiased specification for a specific requirement • Ensure proper Terms of Reference are drawn up for the service required clearly indicating the scope of the requirements, the ratio between price and functionality, evaluation criteria as well as their weights and values • Ensuring availability of funds • Set ranges indicating breakdown of points, percentages as provided in the relevant sliding scales for the selected specified goals
Bid Evaluation committee		Senior Manager Finance Manager Traffic Manager Licensing Manager HR Accountant Supply Chain Manager Town Planning	• Evaluate the bids in accordance with the specifications for a specific procurement • Evaluate as per the set out point system and PPPFA • Evaluate each bidders ability to execute the contract • Check in respect of the recommended bidder whether municipal rates and taxes and municipal services are not in arrears • Submit to the adjudication committee a report and recommendations regarding the award of the bid or other related matter.



Description	Number of meetings	Members of the committee	functions
Bid Adjudication committee		Chief Financial Officer Senior Manager Corporate Services General Manager Corporate Services General Manager Community Services Manager Supply Chain	• Ensure that all necessary bid documents have been submitted • Ensure that disqualifications are justified and valid and accountable reasons / motivations were furnished for passing over bids. • Ensure that scoring has been fair, consistent and correctly calculated and applied; and bidder's declarations of interests have been taken cognizance of. • Make final awards or a recommendation to the Accounting Officer to make final award; or make another recommendation to the Accounting officer on how to proceed with the relevant procurement • Consider and rule on all recommendations /reports regarding the amendments ,variations, extension, cancellations or transfer of contracts awarded

D4. BY-LAWS

BY-LAWS 2019/ 2020

The MSA 2000 S11 (3) (m) provides municipal councils with the legislative authority to pass and implement by-laws for the betterment of the community within the terms of the legislation.

The municipality has by-laws in place, 09 by-laws were approved and 2 by-laws are still at a draft stage and now subjected to consultation process with members of the community and other stakeholders. However, enforcement of by-laws remains a challenge. There is a need, moreover, to raise public education and awareness to ensure easy compliance and enforcement of approved by-laws.

Through by-laws, the municipality must, in future, regulate other critical areas that remain unregulated currently to curb un-favourable practices and to protect the interests of residents, business, environment and the state.

During the period under review, the Municipality identified two (2) infrastructural by -laws to be developed, that is Building Regulations by-law and Electricity Supply by-law, which were non-existent. This process is now at consultative stage hence promulgation will be done thereafter.

The major challenge on by-Law development relates to inadequate budget to can facilitate the drafting, public participation and gazetting of by-laws. By-laws are critical in the maintenance of public order, enforcement of council objectives and administration of municipal affairs.

The development and application of municipal by-laws enhances financial viability and provides mechanisms for recourse on violation of council policies. The municipality has a Code of by-laws in compliance with section 15 of the



Municipal Systems Act, 2000. We have developed and Gazetted 09 mandatory by-laws and in the process of Gazetting infrastructural by-laws. Below is a list of By-Laws gazetted and developed:

NAME OF BY-LAW	BY-LAW GAZETTED
Credit Control and Debt-Collection By-Law	✓
Property Rates By-Law	✓
Street Trading By-Law	✓
Parking Meter By-Law	✓
Refuse Removal, Refuse Dumps and Solid Waste Disposal By-Law	✓
Cemeteries and Crematoria By-Law	✓
Tariff Policy By-Laws	✓
Spatial Planning and Land Use and Management By-Law	✓
Advertising, Billboard and the display of advertisement By-Law	✓
NAME OF BY-LAW	BY-LAWS NOT YET GAZETTED
Draft Building Regulation By-Law	Consultation stage
Draft Electricity Supply By-Law	Consultation stage

D5 WEBSITE

A municipal website is an integral part of a municipality's communication infrastructure and strategy. If managed effectively, it allows easy access to relevant municipal information, it serves as a tool for community participation, improves stakeholder involvement and facilitates stakeholder monitoring and evaluation of municipal performance. The municipal website is www.musina.gov.za Municipality's website is available and functional to assist members of the community and fellow South Africans to access municipal information easily.

Table: Municipal website information

Documents published on the Municipality's Website	Yes / No
Current annual and adjustments budgets and all budget-related documents	Yes
All current budget-related policies	Yes
The previous Annual Report 2017/2018	Yes
The Annual Report 2019/2020 published/to be published	Yes
All current performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act 2019/2020 and resulting scorecards	Yes
All service delivery agreements 2019/2020	No
All long-term borrowing contracts 2019/2020	N/A



All supply chain management contracts above a prescribed value	No
An information statement containing a list of assets over a prescribed value that have been disposed of in terms of section 14 (2) or (4) during Year 1	Yes
Contracts agreed in 2019/2020 to which subsection (1) of section 33 apply, subject to subsection (3) of that section	N/A
Public-private partnership agreements referred to in section 120 made in 2019/2020	N/A
All quarterly reports tabled in the council in terms of section 52 (d) during 2019/2020	Yes

D6 AUDIT COMMITTEE

The Audit Committee of the Municipality was established in terms of Section 166 of the Municipal Finance Management Act, Act 56 of 2003, the term of the four (04) Audit Committee members established by Vhembe district municipal Council with effect from 01 April 2015 came to an end on the 31st March 2018. New Audit Committee members have been appointed with effect from 01 June 2018 comprising of four (04) members for the period of three (03) years. The first meeting with the newly appointed committee was held at the Municipality on 13 July 2018. The Audit Committee reported to council on their activities and recommendations as required by the Audit Committee Charter and section 166 of the MFMA for all four (4) quarters of 2019/2020. For the year under review, three (3) ordinary and one (01) special audit committee meetings were held.

Audit functions

During the year under review the municipality shared the service of an Audit and Performance Committee with Vhembe District Municipality. The purpose of the Audit and Performance Committee is to monitor oversight, quality assurance and compliance enforcement roles. The municipality has an Internal Audit unit which report administratively to the Municipal manager and functionally to the Audit and Performance Committee. During the year under review, the Audit and Performance Committee held the meetings as follows:

DATE	VENUE	NUMBER OF AUDIT COMMITTEE MEMBERS ATTENDED	NUMBER OF MANAGERS ATTENDED	SUPPORT MANAGEMENT	STAKEHOLDER DEPARTEMENT
27/08/2019	Council chambers MUSINA	4	16	3	6
29/11/2019	AG Office POLOKWANE	4	7	2	5
21/02/2020	Council chambers MUSINA	4	9	1	1
13/10/2020	Visual on Zoom	4	10	4	1

Recommendation of the Municipal Audit Committee

Date of meeting	Resolution	Responsible official	Due date	Comments / Progress	Date resolved	Status
25 February 2019	Verification of ownership of properties that are leased out	GM Corporate services	June 2020	In a process of verifying some of the properties	In progress	In progress



Date of meeting	Resolution	Responsible official	Due date	Comments / Progress	Date resolved	Status
	Development of infrastructure maintenance plan	Acting GM Technical services	June 2020	COGHSTA is assisting with the maintenance plans.	In progress	Not resolved
	Compilation of Compliance framework.	GM Corporate services	June 2020	Still gathering information	In progress	In progress
	Development of service standards	Senior Managers Mayor's office	June 2020	Four service standards developed. Other standards still to be finalized.	In progress	In progress
	Assessment of risk management committee.	Manager Risk	June 2020	Committee was not functional as a result of resignation of the chairperson.	Planning to appoint a chairperson	Not resolved
27 August 2019	Clearing of payables and receivable balances with VDM on water related transactions	CFO	June 2020	Water related balances were cleared with Vhembe District Municipality. Assessments to be done after appointment of the Chairperson	June 2020	Resolved
	Investigation of Unauthorized irregular fruitless and wasteful expenditure	Municipal Manager	June 2020	Items to be referred to MPAC and Financial misconduct board for investigations.	Still gathering information	In progress
29 November 2019	AGSA and Municipality to discuss and resolve audit report qualification paragraphs on PPE ,going concern and receivables and payables from non-exchange transactions.	CFO	June 2020	PPE and receivables and payables from non-exchange transactions issues are resolved. Net loss which had an impact on the going concern had decreased from R52 654 909 to R24 706 202	June 2020	Resolved
21 February 2020	Management advised to provide comments on internal audit reports.	Manager Internal audit	June 2020	Ongoing as and when audit findings are communicated to management.	Ongoing	ongoing
	Actual reasons for variance be documented on the performance reports and to also avoid using budget constraints as reasons for variances.	CFO	June 2020	Quarterly performance reports reflects clearly the reasons for variances where variance had occurred.	Quarterly	Resolved



Date of meeting	Resolution	Responsible official	Due date	Comments / Progress	Date resolved	Status
13 October 2020	Management advised to resolve all the issues in the Audit action plan.	MM and CFO	June 2021	Training to be scheduled for financial misconduct board and MPAC in order to deal with the issues of investigations of Unauthorized irregular fruitless and wasteful expenditure. Municipality still to develop internal maintenance plan.	Still to be arranged	Not resolved
	Turnaround strategy to implement IDP projects	MM and CFO	June 2021	In progress	In progress	Not resolved
	Approval of internal audit Manual subject to recommended changes	Manager Internal audit	June 2021	Internal audit manual was amended with the recommended changes and subsequently approved by Audit committee.	Oct-21	Resolved
	Audit committee recommended audit committee charter to council for approval	Manager Internal audit	November 2020	Audit committee charter was subsequently approved by council.	19 November 2020	Resolved

Audit Committee members

Surname and initials	Appointment Date	Gender
Lambani EN	01 June 2018	Male
Nevhutalu TG	01 June 2018	Male
Ndou FO	01 June 2018	Male
Kwenamore WM	01 July 2019	Female



CHAPTER 3

SERVICE DELIVERY PERFORMANCE



COMPONENT A: BASIC SERVICES

A1. INTRODUCTION

This component includes: electricity; waste management; and housing services; and a summary of free basic services. Musina Local Municipality is licenced for electrical distribution in urban areas and Eskom is responsible for reticulation in the rural areas. All households in the Musina Town and Township has access to electricity, for the year under review we have rolled out major network upgrades at various extensions.

Extension of the service in the rural area at a rate equivalent to actual development in the area remains a challenge. The municipality provides this services with minimal interruption, such interruption in the main are attributable to cable theft, planned and unplanned maintenance as well as ESKOM supply cuts for maintenance. It is important to note that annually the unit implements network infrastructure refurbishment programmes.

A2. ELECTRICITY SERVICE DELIVERY LEVELS

ACHIEVEMENTS

During 2019/2020 financial year, there were a number of things that the department has achieved pertaining to the delivery of the basic services to our community. We received on-site training for Ernemax plus Time of Use meters provided by a service provider through which we also acquired software to deal with malware and wiring problems. After using their software we managed to recover more than R4.5 million. The section was able to prevent further damage to protection relays in the substation by purchasing and installing the new BTU (battery tripping units) in the substation.

Due to the financial instability and audit finding on overtime, the department introduced mechanism to reduce overtime for compliance with the audit quires. I order to implement and enforce all the necessary regulations and acts, the department was able to complete Electricity Supply draft By-laws. The By-laws went through technical portfolio committee, Council and awaits public participation.

As part of cost containment and revenue enhancement measures, we installed a Time of Use in the substation for the purpose of comparing Eskom monthly bill with our meter readings. We have also purchased few important tools of trade to assist us on our daily operations.

We are finalising the electrification projects in four villages wherein more than 665 households are connected, namely: Malale, Masisi, Tanda and Tshikhudini. Towards the end of our financial year, we began with the Electrification of RDP houses in Nancefield Extension 7 and 14. More than 600 households will benefit from this project before the end of 2019/2020 financial year. We are also delighted because for the first time ever we were able to send a team of five (5) Service Workers to attend Artisan training and they all passed their trade tests. This department will focus more



on reducing the cost thereby increasing revenue using different types of techniques. We will spend more time in trying to correct all the NERSA Audit findings as per our license agreement.

CHALLENGES

- Lack of electricity infrastructure master plan, maintenance plan and policies.
- NERSA Audit findings.
- Lack of resources such as a Cherry Picker truck, Cable fault locator, Tools and materials.
- Important vacant positions in the department not filled.
- Substation reached its maximum capacity and unavailability of land for substation construction.
- Eskom ran out of capacity to supply most of our villages.
- Projects payment certificates delay due to financial challenge.
- Electricity losses (Technical and non-technical)
- Rapid housing developments with limited electricity capacity.
- Aging infrastructure.
- Copper theft.
- SEZ plans and progress not communicated to the relevant departments.
- Low staff morale due to financial challenges.
- Eskom debt.
- Low staff morale due to financial challenges.
- Servitude encroachment to our infrastructure.
- Lack of substation device to measure quality of supply.

Description	2014 /2015	2015/2016	2016/2017	2017/2018	2019/2020
	Actual No.	Actual No.	Actual No.	Actual No.	Actual No.
Formal Settlements					
Total households	10727	15 502	20589	21234	21844
Households below minimum service level	418	390	580	711	1321
Proportion of households below minimum service level	3.8%	2.5%	2.8%	3.3%	6.05%
Informal Settlements					
Total households	0	0	0	0	0
Households below minimum service level	0	0	0	0	0
Proportion of households below minimum Service level	0	0	0	0	0



Proportion of Households with minimum level of Basic services					
	2014/2015	2015/2016	2016/2017	2017/2018	2019/2020
Electricity service connections	98%	100%	100%	100%	94%
Waste collection - kerbside collection once a week	96 %	100%	100%	100%	100%

A3. WASTE MANAGEMENT (THIS SECTION TO INCLUDE: REFUSE COLLECTIONS, WASTE DISPOSAL, STREET CLEANING AND RECYCLING)

Musina Local Municipality strives very hard to maintain a clean environment. Municipal employees, EPWP and CWP workers clean across the streets of the CBD, township and villages. Waste is collected weekly from the doorsteps of the residents. In addition skip bins are placed at strategic positions within the township and CBD to ensure better waste collection. Community participation is paramount in waste management.

The municipality advocates the waste hierarchy which puts disposal of waste as a last resort and puts emphasis on waste avoidance, reduction, minimisation, recycling and re-use. There are three private companies that collect recyclables from the CBD as well as from Musina Landfill Site. The municipality recycles all paper and boxes generated at the Civic Centre, municipal workshop and Traffic building. Waste management/ environmental awareness and cleaning campaigns are organized on a regular basis in order to ensure that the community is aware of the impacts of waste on their health and wellbeing as well as on the environment. A total of 32 awareness campaigns and 10 cleaning campaigns, were undertaken last year.

Description	2015/16	2016/17	2017/2018	2018/2019	2019/2020
	Actual No.	Actual No.	Actual No.	Actual No.	Actual No.
Formal Settlements					
Total households	21054	43730	43730	43730	43730
Households below minimum service level	0	22672	22672	22672	18438
Proportion of households below minimum service level	0%	51.8	51.8	51.8	42.1
Informal Settlements					



Total households	0	0	0	0	0
Households below minimum service level	0	0	0	0	0
Proportion of households below minimum service level	0%	0%	0%	0%	0%
Households					
Description	2015/16	2016/17	2017/2018	2018/2019	2019/2020
	Actual	Actual	Actual	Actual	Actual
	No.	No.	No.	No.	No.
<u>Solid Waste Removal: (Minimum level)</u>	15601	20589	21058	21058	25292
Removed at least once a week					
<i>Minimum Service Level and Above sub-total</i>	15601	20589	21058	21058	25295
<i>Minimum Service Level and Above percentage</i>	74.1%	47%	48%	48%	57.8
<u>Solid Waste Removal: (Below minimum level)</u>	0	0	0	0	0
Other rubbish disposal	95	0	15328	15328	15328
No rubbish disposal	2171	23141	6104.6	6104.6	1870.6
<i>Below Minimum Service Level sub-total</i>	810	0	6104.6	6104.6	1870.6
<i>Below Minimum Service Level percentage</i>	3.9%	0%	13.96%	13.96%	4.8%
Total number of households	20654	21054	43730	43730	43730



A4. HOUSING

The number of houses allocated to Musina Local Municipality by COGHSTA during 2019/2020 Financial year per village is as follow:

NAME OF VILLAGE	WARD	ALLOCATION	STATUS
MAKEYI DEVELOPERS (100)			ON GOING
VILLAGES	WARD	ALLOCATION	
BALE	9	10	
MALALE	9	10	
MAPAKONI	9	10	
TSHIPISE	10	10	
DAMBALE	10	6	
ZWIGODINI	10	10	
TSHIVHONGWENI	10	9	
MUKUNUNDE	10	5	
SANARI	12	5	
MARAMANZHI	12	5	
TSHENZHELANI	12	5	
MASISI	12	10	
BENNDE MUTALE	12	5	
MTTP DEVELOPERS (175)			
TSHIKHUDINI	1	25	
TANDA	1	25	
FOLOVHODWE	7	20	
TSHISIMANI	7	30	
TSHITANDANI	7	3	
GUMELA	7	15	
MATSHENA	8	9	
MADIMBO	8	10	
MABVETE	8	10	
MASEA	8	10	
TSHIUNGANI	8	9	
DOMBONI	8	9	
SELETE DEVELOPERS (100)			
MBODI	10	5	
MURALUWE	10	5	
DOMBONI	10	5	
TSHIVALONI	10	5	
TSHIRUNZINI	10	5	
MATATANI	10	8	
MUKOVHAWABALE	11	10	
SHAKADZA	11	20	



GUDANI (GUNDANI)	11	5	
TSHITHANZHE	11	15	
MUSUNDA	11	7	

COMPONENT B: ROADS TRANSPORT

Musina Local Municipality has a backlog of roads & storm water, since it grows out of portion of settlements established and surfaced road network could not be done during installation of services due to insufficient budget.

Gravel Road Infrastructure					Kilometres
	Total gravel roads	New gravel roads constructed	Gravel roads upgraded to asphalt	Gravel roads graded /maintained	
2016/17	202.1 km/ machine hour	1	2	202.1 km/ machine hour	
2017/18	0	0	0	0	
2018/19	0	0	0	0	
2019/20	none	none	none	none	
					T3.7.2

Paved Road Infrastructure						Kilometres
	Total Paved roads	New Paved roads	Existing Paved roads	Existing Paved roads maintained	Asphalt roads maintained	
2016/17	80.38	2	1.6	1.6	525 m2	
2017/18	0	0	1.6	1.6	525m2	
2018/19	0	0	0	0	0	
2019/20	4.30km	3.8km	6.8km	none		
						T3.7.3

COMMENT ON THE PERFORMANCE OF ROADS AND OTHER OVERALL

Roads and storm water remain a number one priority list in the municipality. Tarring of the new roads is done from own funded capital budget and from the MIG funding. Road and maintenance team has been established in order to maintain roads and storm water infrastructure.



LIST CHALLENGES

- a). Municipal road infrastructure is over used. The demand is less than a supply as no upgrade exists and rate deterioration is too high. The roads will cost more to rebuild in future.
- b). Lack of adequate provision of funds for maintenance to municipal road infrastructure
- c). Extent of water and sanitation reticulation repairs across municipal road infrastructure accelerate the rate of road infrastructure deterioration.
- d) Maintenance is done on adhoc basis as no accurate or reliable master plan exists.
- e) Under staffing (current vacancy occupation rate at 39%)
- f) High mechanical breakdown of plants and machinery including small equipment required in the maintenance of roads.
- h) SCM process and delays.
- i) Unauthorised and the invasion into municipal road reserves for utility installation and other.
- j) Illegal road users and unforced by-laws (heavy truck in internal streets
- k) Ageing road infrastructure

COMPONENT C: PLANNING AND DEVELOPMENT

LOCAL ECONOMIC DEVELOPMENT

For the 2019/2020 financial year the municipality has realised direct retail stores investments including the new mall, factory shop and expansion of the central business district.

Intermodal facilities

Developments are at an advanced stage to realise regional economic integration projects through Musina to Africa Strategic Supply.

As a special economic zone Musina stands to increase its contribution to the provincial and national GDP arising from direct private and public investment ventures.

Musina Municipality and Musina town in particular also benefits from an advantageous strategic location in relation to the N1 and the Beitbridge and Pontdrift border posts. This creates opportunities for this locational benefit to be exploited and marketed to potential investors, in order to attract larger enterprises. Furthermore, by capitalizing on its location and improving its transport and logistics services to ensure the reliable movement of goods and services, the Municipality can reduce transaction costs for investors.



For the year under review the below mentioned projects were implemented by the municipality contributing to the local economic development in the affected area:

1. Nancefield Ext 2 & 8 concrete paved road
2. Nancefield Storm Water Phase 2
3. Nancefield Multi- Purpose Centre
4. Nancefield Ext 9 & 10 Paved road
5. Muswodi Community Hall
6. Manenzhe Sports facility.
10. EPWP project in waste management
11. LED strategy review
12. Community Works Programme

The municipality was able to complete 10 of the projects in time with 100 % expenditure.

Sector	2016/2017	2017/2018	2018/2019	2019/2020
	No	No	No	
Agric, forestry and fishing	54%	54%	54%	54%
Mining and quarrying	18%	18%	18%	18%
Manufacturing	5%	5%	5%	5%
Wholesale and retail trade	6%	6%	6%	6%
Finance, property, etc.	4%	4%	4%	4%
Govt, community and social services	23%	23%	23%	23%
Infrastructure services	2%	2%	2%	2%
SOURCE: STATS SA 2011 AND COMMUNITY SURVEY 2007.				

COMMENT ON LOCAL JOB OPPORTUNITIES:

The municipality has seen an increase in the number of jobs created mostly arising from the private sector role players. One of the critical challenges in the creation of jobs is inadequate skills levels of the local job market as well as preferences mostly in the Agriculture sector in our area to employee foreign nationals for unskilled and semi-skilled work opportunities.



Jobs Created during 2019/20 by LED Initiatives (Excluding EPWP projects)				
Total Jobs created / Top 3 initiatives	Jobs created	Jobs lost/displaced by other initiatives	Net total jobs created in year	Method of validating jobs created/lost
	No.	No.	No.	
2015/16	1251	0	1251	Implemented projects which are monitored by the LED section
2016/17	1419	0	1419	
2018/19	1583	0	1583	
2018/19	200 Epwp 1700 CWP	0	1900	This includes EPWP in all sectors and CWP.
2019/20	1910	0	1910	This includes Epwp and CWP

<i>Training of people in essential skills</i>	Number of people trained (including retrained unskilled)
2015/16	463
2016/17	631
2018/19	418
2018/19	433
2019/20	714

Challenges and Opportunities

This entails problems that currently experienced by the local authority and have a bearing in land development matters in general. In addition, opportunities to that effect are also tabled in order to privilege the community with possible opportunities the municipality is likely to harness.

Challenges

- Disposal of Municipal land by unauthorized people,
- Inadequate business and industrial sites,
- Limited budget for settlement planning, formalization and lack of enforcement capacity to manage it,
- Mushrooming of informal settlements,
- Poorly managed government owned properties.
- Land invasion



Opportunities

- Agriculture potential
- Is a provincial growth point
- Is a host to strategic roads, i.e. the R25, N1 that provide accessibility to major urban centres and SADC countries.
- Availability of municipal land for development.
- Declaration of special Economic Zone (SEZ)

COMPONENT D: COMMUNITY & SOCIAL SERVICES

Community Services is a department that deals with Housing, Library Services, Disaster Management, Licensing and Traffic Law Enforcement Services. Below is a summary of recorded performance:

D1. LICENSING

Driving Licenses Testing Centre

Total numbers of Driving Licenses tested	69
Total number of PRDP issued	140
Total number of Leaners licenses tested	840

Vehicle Testing Station

Roadworthy vehicles tested	86
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Registration Authority

Total Vehicle license disc and renewal issued	530
Total motor vehicle registered	690

Challenges

- Registering Authority (RA) doesn't have control regarding Registration and Licensing of motor vehicle, e.g. PRDP, Renewals of Driving License, M/V and Police Clearance.
- Fluctuating demand of roadworthy application and certification of roadworthiness.
- Driving license Testing Centre (DLTC) doesn't have control of any application regarding learner's license and driving licence which you can put targets because it fluctuates on a daily basis.
- Inadequate eNatis terminals.
- Inadequate personnel

D2. TRAFFIC

Total number of traffic issued	6737
Total number of scholar patrol	3
Total number of road safety campaigns	4



Total number of funeral escorts	58
Total number of point duty conducted	40
Speed law enforcement conducted	48
Total number of joint operations conducted	50
Total number of internal road blocks conducted	40
Total number of vehicles stopped and inspected	595

Challenges

The challenges encountered during the financial year are as follows:

Lighting
Road markings and signage
Lack of vehicles
Progression of traffic officers
Traffic Control centre

Comments

As a municipality we dedicated ourselves in giving efficient service delivery in and outside the CBD. Municipal Law enforcement contributes to broader traffic law enforcement interventions in collaboration with other dedicated agencies.

D3. LIBRARY SERVICES

The municipality makes provision of library and information to the community, it also provides guidance and assistance to schools around its jurisdictional area. The municipality has two functional libraries, one in town and another one at Nancefield area.

D4. CEMETERIES

Musina Local Municipality has planned to construct a new cemetery within Musina as the Nancefield Cemetery has almost reached its full capacity. Musina Local Municipality has two cemeteries located in town, each of the villages has their own cemetery.

D5. COMMUNITY HALLS

The municipality has 8 Community Halls that serve as accommodation for public meetings and municipal meetings.

COMPONENT E: ENVIRONMENTAL PROTECTION

E1. ENVIRONMENTAL ISSUES

The municipality is faced with the following environmental challenges:



- Lack of strategy for extension of waste management services to rural areas
- Deforestation
- Invasion of alien species
- Mine and industrial rehabilitation
- Reduction in scenic value
- Sink holes
- Poaching
- Depletion of soil nutrients
- Soil erosion
- Long haulage distance from the villages to the landfill site
- Unsurfaced roads in the village
- Littering and illegal dumping of waste
- Lack of backup plant and equipment
- Burning of waste and skip bins

COMPONENT F: HEALTH

F1. CLINICS, AMBULANCES AND HEALTH INSPECTION

For the year under review a dedicated municipal unit was established to coordinate special programmes initiatives in collaboration with other internal and external stakeholders.

Other than the facilitation role that we played we have championed specific youth, gender, disability, HIV/AIDS and senior citizens programmes. We have added a strong advocacy voice aimed at improving the plight of focus groups.

COMPONENT G: SECURITY AND SAFETY

G1. POLICE & FIRE SERVICES, DISASTER MANAGEMENT

COMPONENT H: SPORT AND RECREATION

H1. COMMUNITY FACILITIES

The municipality has the following community facilities:

Multipurpose Stadiums

Lesley Manyathela, Madimbo, Nancefield extension 5, Nancefield extension 6 and Nancefield Extension 7.

Other Stadiums

Malale and Musina Rugby field

Museum

Mapungubwe World heritage site

Recreational Parks



Nancefield Ext. 1, Eric Meyer and Nancefield Extension 5

COMPONENT I: CORPORATE POLICY & OTHER SERVICES

I.1. FINANCIAL SERVICES

BUDGET AND REVENUE COLLECTION

MLM is a rural municipality with high volume of outstanding consumer debts. This lead to financial burden with none and/or under-payment for services. Municipality has however in process of developing the Revenue Enhancement Strategy to address this challenge since the outstanding debt affects the cash-flow status of the municipality.

The Municipality had a total revenue budget of R286 676 000 million that was adjusted upwards to R359 916 000 million during budget adjustment.

The actual revenue realized is R289 508 695 million and this resulted in under-performance variance of –R71 245 104 million. Grants and subsidies amounting to R157 004 137 million were received during the financial year under review and they contributed a major portion of the total revenue base of the municipality since the grants dependency rate in thereof was 52%. The municipality had unspent MIG of 5 351 317 million in 2018/19 financial year and this was applied for roll over and it was appropriated during the 2018/19. Adjustment budget. Including the rolled over portion of MIG, the transfers and subsidies is comprised of R 128 010 137 million that is capital and R2 369 334 million.

I.2. HUMAN RESOURCE SERVICES

The Human Resource Division as a strategic partner in the Integrated Development and Planning (IDP) and its implementation, has managed to support all departments in implementing IDP objectives. The division, amongst other areas of support has played a role in administering staff provisioning, personnel maintenance, labour relation, training and development and organizational development during the financial year 2019/2020.

Staff Provisioning

In the financial year 2019/20, the Municipality did not fill any position due to the new municipal transition and cashflow challenges.

Organizational Structure

The Organizational Structure of the Municipality was reviewed and adopted by council for implementation on the 21 May 2019.

I.3. ICT SERVICES

The Information and Communication Technology (ICT) Department has the responsibility to acquire, operate and maintain information technology hardware and software to improve business processes and service delivery. The ICT department has ensured the operation of 7 servers and 150 end users notebooks and workstations during the financial year 2019/2020. The municipality has all relevant licensing for its software systems which are required to complete operational procedures.



The meter reading department needed their redundant and faulty devices replaced or upgraded during the financial year 2019/2020. The old handheld meter reading devices were replaced with Android smartphones encased by a protective and hardwearing shell. This upgrade allows the meter readers to capture readings manually, record GPS coordinates of the meters and photographs. The photographs of the meters are used to confirm readings, that the meters are operational and that they are in good working order.

The ICT Department has reviewed 11 policies and 3 plans during 2019/2020 financial. The policies are driven by Corporate Governance of ICT and a number of these policies guide end-users with the appropriate behaviour and approved processes while operating on the municipal ICT equipment and systems.

The municipality has an obligation to its customers and other entities in providing information through accessible means, this is achieved through publications on our website (www.musina.gov.za). The website makes use of a Website Content Management System (WCMS). The use of WCMS allows the municipality to publish content in-house without the need of staff members with programming backgrounds and reduces hourly rates charged by service providers. This enables the largest contributor to municipal website content, the Communications Department, to upload articles when necessary, improving publication turnover times.

COMPONENT J: MISCELLANEOUS

Musina Municipality does not have Entities

K. ORGANISATIONAL PERFORMANCE SCORECARD

K1. PERFORMANCE MANAGEMENT

In MLM, performance management is limited to Section 56 Managers. The municipality has not conducted the 2019/2020 mid-year assessments as a measure to detect poor performance at an early stage. Through the session, General Managers are offered an opportunity to state their challenges and be assisted by panel members based on those challenges in order to meet their set targets by the end of the financial year. All Section 54 and 56 Managers signed performance agreements and Performance Plans. Progress review of the service delivery and budget implementation plan was done on a quarterly basis.

During the year under review the following officials signed their performance agreements:

Performance agreements

signing of performance agreement		
Officials	signed	not signed
Municipal Manager	✓	
Chief financial officer	✓	
General Manager community services	✓	
Acting General Manager Technical	✓	
Acting General Economic development planning	✓	
General Manager Corporate services	✓	

K2. PREDETERMINED OBJECTIVES ANNUAL REPORT 2019/2020 PER DEPARTMENT

The Annual Report depicts an overall performance against set key performance indicators during the financial year 2019/2020 which is a decrease comparing with the 2018/2019 financial year.

KPA	2018/2019					2019/2020				
	TOTAL ANNUAL KPI'S	TOTAL ANNUAL PERFORMANCE	TOTAL ANNUAL VARIANCE	% ANNUAL PERFORMANCE	%ANNUAL PERFORMANCE VARIANCE	TOTAL ANNUAL KPI'S	TOTAL ANNUAL PERFORMANCE	TOTAL ANNUAL VARIANCE	% ANNUAL PERFORMANCE	%ANNUAL PERFORMANCE VARIANCE
Basic service delivery	12	4	8	33%	67%	18	10	8	56%	44%
Good governance and public participation	44	37	7	84%	16%	38	17	21	45%	55%
Municipal Transformation and organizational development	50	47	3	94%	6%	39	27	12	69%	31%
Municipal financial viability and management	25	25	0	100%	0%	19	19	0	100%	0%
Local economic development	14	12	2	86%	14%	13	12	1	92%	8%
Social and Justice	17	13	4	76%	24%	13	5	8	38%	62%
TOTAL	162	138	24	85%	15%	140	90	50	64%	36%

K3 2019/2020 SERVICE PROVIDER PERFORMANCE

TENDER NO	COMPANY NAME	DESCRIPTION	PERIOD	EFFECTIVE DATE	EXPIRY DATE	CONTRACT AMOUNT	EXPENDITURE AS AT 31 MARCH 2019(VAT EXCL)	COMMENTS/STATUS
	Payday Software Systems (PtY) Ltd	Payday system	3 Years	1-Jul-16	30-Jun-19		717,596.65	Active
	Information Technologies Network Alliance(Pty)Ltd	IT Support for service, firewall and internet	36 Months	4-Jul-16	4-Jul-19	529,153.58	494,677.79	Active
RFP 15/2014	Dracura Investment cc	Recruitment of Investors	4 years	1-Sep-15	31-Aug-19	No Cost to municipality	-	Active
RFP 28/2016	Izew Engineering and Investment cc	Energy Efficiency and Demand Side Management Grant	36 Months	9-Sep-16	Once project is finalised	Risk based appointment	4,235,803.86	Active
RFP 28/2016	Izew Engineering and Investment cc	Intergrated National Electrification Programme Grant	36 Months	9-Sep-16	Once project is finalised	Risk based appointment	9,503,086.71	Active
8/2016	Indwe Risk Services(Pty) Ltd	Provision of Short Term Insurance Services for Three Years	36 Months	1-Aug-16	31-Jul-19	1 367092.98 per annum	4,168,941.69	Active
4/2017	PK Financial Consultants	VAT Review and Recorvery	36 Months	2-May-17	30-Apr-20	13.68%	3,701,324.62	Active
RT25-2016	Munsoft	Intergrated financial Management system and internal Control System	36 Months	25-May-17	25-May-20	9,111,245.61	7,548,227.86	Active
6/2017	Penit Solutions	Website Design and Hosting for a Period of Three Years	36 Months	1-Mar-18	28-Feb-21	489,500.00	233,304.35	Active



12/2017	ABSA	Commercial Banking Service for a Period of Five Years	5 Years	1-Feb-18	31-Jan-23	5,586,946.19	-	Active
13/2017	Mod Hope Properties	Professional Valuer for the Compilation and Maintenance of the General Valuation Roll and Supplementary Valuation Roll for a period of five years.	5 Years	4-Dec-17	30-Nov-22	4,824,561.40	4,047,826.09	Active
14/2017	Fidelity Cash Solutions(Pty)Ltd	Provision of Service for Collection and Transportation of Cash(Cash in Transit Service) for a Period of Three Years	36 Months	1-Feb-18	31-Jan-21	424,764.00	129,012.00	Active
15/2017	Ukukhomba Holdings	Provision of Service for Landfill Operation and Management for Musina Solid Waste Site for a period of three years	36 Months	1-Jan-18	31-Dec-20	16,080,480.00	4,065,442.92	Active
16/2017	Cathu Consulting Inc	Provision of Service in compliance with GRAP 17 for a period of three years	36 Months	4-Dec-17	30-Nov-20	2,802,101.44	1,168,606.37	Active
17/2017	Dido Digital Document(Pty)Ltd	Supply, Operation and Maintenance of Photocopier Machines For a Period of Three Years	36 Months	1-Apr-18	31-Mar-21	1,009,682.63	520,604.36	Active



19/2017	Tshau Security(Pty) Ltd	Provision of Security Services for a Period of Three Years	36 Months	1-Apr-18	31-Mar-21	28,744,517.88	6,237,313.83	Active
1/2018	Tshashu Consulting	Professional Consultant - Constuction of Nancefield Ext 2 & 8 Concrete Paved Road and Storm Water	15 Months	1-Jun-18	31-Aug-19	650,224.51	465,292.45	Complete
1/2018	Nalenum Consulting	Construction of Nancefield Ext 2 & 8 Concrete Paved Road and Storm water	09 Months	19-Nov-18	31-Aug-19	8,127,806.40	2,390,017.37	complete
2/2018	Tshashu Consulting	Professional Consultant - Constuction of Nancefield Stormwater Channel Phase 2	15 Months	1-Jun-18	31-Aug-19	6%	-	completed
2/2018	HLTC (Pty) Ltd	Contractor - Construction of Nancefield Stormwater Channel Phase 2	08 Months	10-Dec-18	31-Aug-19	3,812,958.13	1,549,690.20	completed
10/2017	Beukes-Sikhala Attorneys	Provision of Specialised Legal Advice and Services for a Period of Three Years	36 Months	1-Aug-18	31-Jul-21	Law Society Rate	382,194.83	Active
10/2017	Dabishi Nthambeleni Attorneys	Provision of Specialised Legal Advice and Services	36 Months	1-Aug-18	31-Jul-21	Law Society Rate	-	Active



		for a Period of Three Years						
10/2017	G N Moabelo Incorporated	Provision of Specialised Legal Advice and Services for a Period of Three Years	36 Months	1-Aug-18	31-Jul-21	Law Society Rate	-	Active
10/2017	Khathutshelo A Mainganye Attorneys	Provision of Specialised Legal Advice and Services for a Period of Three Years	36 Months	1-Aug-18	31-Jul-21	Law Society Rate	48,347.83	Active
10/2017	Ndobela and Lamola Attorneys	Provision of Specialised Legal Advice and Services for a Period of Three Years	36 Months	1-Aug-18	31-Jul-21	Law Society Rate	-	Active
10/2017	Prince Mudau Attorneys	Provision of Specialised Legal Advice and Services for a Period of Three Years	36 Months	1-Aug-18	31-Jul-21	Law Society Rate	200,983.87	Active
10/2017	Selamolela Attorneys (Pty) Ltd	Provision of Specialised Legal Advice and Services for a Period of Three Years	36 Months	1-Aug-18	31-Jul-21	Law Society Rate	-	Active
6/2018	Lip Madiba SA Trading and Projects	Provision of Air Conditioning Maintenance and Repairs for Municipal Office Building	36 Months	1-Jan-19	31-Dec-21	6%	-	Active



8 - 2018/19	Morula Consulting Engineers and Project Managers	Consultant for Construction of Manenzhe Sports Facility	12 Months	1-Jun-19	31-May-21	5.5%	301 066.08	MIG project in practical completion
9 - 2018/19	Oascon Solutions	Consultant for Construction of Muswodi Community Hall	12 Months	1-Jun-19	31-May-21	8%	535 485.21	MIG project in progress
11 - 2018/19	MLK Engineering and Consultants	Consultant for Construction of Nancefield Ext 9 & 10 Paved Roads and Storm Water	12 Months	1-Jun-19	31-May-21	8%	968 521.84	MIG project is completed

Project Name	Consultants	Start Date	Completion Date	MIG Approval	Previous Expenditure	Allocated Budget	Expenditure per budget	Physical Progress	Remarks
Nancefield Ext.9 & 10 paved roads	MLK Engineering & Consultants. Ice burg Trading	04/12/2019	31/08/2020	6	12 000 000.00	100 %	100%	Completed	The project is on completion stage and is progressing well.
Muswodi Community Hall	Oascon Solutions, Motla Projects	03/12/2019	31/03/2021	7	8 000 000.00	96%	80%	On progress	The project is progressing well and is in Practical completion.
Manenzhe Sports Facility	Morula Consulting, Motla Projects	03/01/2019	31/03/2021	9	7 000 000.00	98%	96%	Practical completed	The project is on construction stage.
Nancefield Multi-purpose Centre	Lumar Consulting, Nduvho Constuction	08/09/2017	30/06/2020	4	12 173 164.98	100%	100%	Completed	Not enough water to plant grass. Contractor to extend the borehole.
Nancefield Stormwater phase 2	Tshashu Consulting, HLTC(PTY)LTD	30/01/2019	31/08/2019	3&5	4 000 000.00	100%	100%	Completed	The project is still on design stage
Nancefield Ext 2 & 8 paved roads	Tshashu Consulting, NalemunConsulting	04/12/2018	31/08/2019	3&5	10 500 000.00	100%	100%	Completed	The project is still on design stage



COMPONENT L: ECONOMIC ACTIVITIES BY SECTOR

Major investments or Disinvestments in the municipal Area

Development	Number of Stand or Extent	Total Investment Amount	Challenges	Interventions
Development of Rhino-Ridge Tow	900	R 2.5 million	- Funding for Services both bulk and internal reticulations - Environmental Authorisation	To engage with VDM LEDET Engaged and authorisation received
Extension of Musina Mall	3 Hectare	R 350 million	Project Completed	Project completed

COMPONENT M: ECONOMIC EMPLOYMENT BY SECTOR

Major investments or Disinvestments in the municipal Area

Projects	Area	Number of Jobs Created	Challenges	Interventions
De Beer Underground Project	Ward 1	400	Local community not benefiting from work opportunity created	De Beers to work hand in hand with local authority and also implement capacity building programmes for locals
N1 By-pass	Ward 2, 5 and 6	175	Project stopped, contractor bankrupt	New contractor appointed (Raubex is on site)
Nwanedi Pack house	Ward 1	75	Phase 1 Completed	None
Musina Intermodal Terminal	Ward 6	0	Project not yet started	None
Walk-in Center	Ward 6	20	Phase 1 Completed	None
Storm water Management	Ward 2,3, and 5	20	None	None
Contraction of Paved roads Ext 8 and 9	Ward 4 and 5	25	None	None
Phase two Madimbo sports centre	Ward 8	12	None	None



Phase two Sport centre	Ward 4	10	Phase 1 Completed	None
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N. ANNUAL PERFORMANCE REPORT : INSTITUTIONAL SERVICE DELIVERY AND BUDGET IMPEMETATION PLAN

KPA 1: BASIC SERVICE DELIVERY
STRATEGIC OBJECTIVE: TO INITIATE AND IMPROVE THE QUANTITY AND QUALITY OF MUNICIPAL INFRASTRUCTURE SERVICES

1.1 TECHNICAL SERVICES

PMU												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Kilometers of paved roads constructed EXT 2&8 (WARD 3&5)	76% Practically completed	1.8km	1.8m	0	0	0	1.8km	0	None	76% Practically completed	None	Completion Certificate
Number of Multi-purpose Community Centre (Indoor Sports Centre, Disability and Centre and Youth Centre) constructed in Ward 4	55% Super structure	60% One complete structure	10% Super structure & layer works	20% Kerbing, paving & roofing	Flooring, painting 50% paving	75% Paving, plumbing, tiling,	94% One complete structure	-14% Combi courts Electrification	Delay in supply of materials Closure due to the national disaster pandemic Covid 19	55% Super structure	Increase work force after lockdown	Completion Certificate
Number of storm water channels constructed in phase 2	50% Practically complete	1	0	0	0	1	1	0	None	50% Practically complete	None	Completion Certificate
Number of Community Hall constructed in Ward 7 (Muswodi) constructed in	50% Practically complete	60% concrete, footing, foundation and floor slap	0	0	Clearing, excavation, foundation & platform	Concrete footing & foundation & floor slab, brick work super structure	100% Raft Foundation beams	0,40	None	50% Practically complete	None	Completion Certificate
Number of sport Facility constructed in Manenzhe village	New	40% super structure and drill Borehole	0	0	Clearing, foundation & flooring	Brick work Super structure & drill bore hole & fence repair	100% super structure and 50 % drill Borehole	0	None	Not Applicable	None	Completion Certificate
Kilometer of pave road constructed in Nacefield Ext. 9 & 10	New	Layer works and 30% Kerbinhg	0	0	Setting out & road bed	100% Layer works, 75% paving & 95% kerbing	100% Layer works 75% paving 95% Kerbing	0	None	Not Applicable	None	Completion Certificate
ELECTRICAL ENGINEERING SERVICES												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification



Number of New High Mast lights connected in EXT 4 and 8	New	6	0	0	0	6	6	0	None	Not Applicable	None	Pictures before and after
Meters of Feeder line constructed in Nancefield Hostel Ward 4 in preparation of the Multipurpose Centre	New	500m	0	0	0	500m	500m	0	None	Not Applicable	None	Pictures before and after

KPA 2: GOOD GOVERNANCE AND PUBLIC PARTICIPATION
STRATEGIC OBJECTIVE: TO DEEPEN DEMOCRACY AND PROMOTE ACCOUNTABILITY

2.1 DEPARTMENT: MUNICIPAL MANAGER

SPECIAL PROGRAMMES												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of Batho Pele conducted	1	1	0	1	0	0	1	0	None	1	None	Attendance register, Invitations, Programme/Agenda
Number of Imbizos conducted	4	4	1	1	1	0	3	-1	Meetings were suspended due to the National Disaster Lockdown	4	Meetings were rescheduled for the next financial year	Attendance register, Invitations, Programme/Agenda
Number of Mandela Day conducted	1	1	1	0	0	0	1		None	1	None	Attendance register, Invitations, Programme/Agenda
Number of Human Rights day conducted	1	1	0	0	0	0	0	-1	Was supposed to have been done on the 21 st March 2020, but the country was under the state of emergency. Which was declared on the 15 th March 2020.	1	Moved to the next financial year 2020/2021	Attendance register, Invitations, Programme/Agenda



Number of freedom day conducted	1	1	0	0	0	0	0	-1	Was suspended due the National state of emergency lock resulted for the Covid 19 pandemic	0	Moved to the next financial year 2020/2021	Attendance register, Invitations, Programme/Agenda
Number of Woman's day celebration conducted	1	1	1	0	0	0	1	0	None	1	None	Attendance register, Invitations, Programme/Agenda
Number of Mayoral Bursary Receipts	11	12	0	0	9	0	9	-3	Due to financial constrains	11	Until the financial state of the municipality improves we can only manage a lesser number.	Approval letter
Number of mayoral budget speech conducted	1	1	0	0	0	1	1	0	None	1	None	Attendance register, Invitations, Programme/Agenda
Number of Gender forum conducted	3	3	1	1	0	0	2	-1	Was supposed to have been done on the 27 th March 2020, but the country was under the state of emergency. which was declared on the 15 th March 2020	3	Will be done in the next financial year	Attendance register, Invitations, Programme/Agenda
Number of senior citizen forum held	3	3	0	2	0	0	2	-1	Meetings were suspended due to the National Disaster Lockdown	3	Will be done in the next financial year	Attendance register, Invitations, Programme/Agenda
Number of children programme conducted	3	3	0	1	1	0	2	-1	Meetings were suspended due to the National Disaster Lockdown	3	Will be done in the next financial year	Attendance register, Invitations, Programme/Agenda
Number of moral regeneration movement forum conducted	3	3	1	1	0	0	2	-1	Meetings were suspended due to the National Disaster Lockdown	3	Will be done in the next financial year	Attendance register, Invitations, Programme/Agenda



Number of disability forum conducted	4	4	1	1	0	0	2	-2	Was supposed to have been done on the 21 st March 2020 as part of the Disability forum celebration but the country was under the state of emergency. which was declared on the 15 th March 2020	4	Will be done in the next financial year	Attendance register, Invitations, Programme/Agenda
Number of HIV/AIDS programme conducted	3	3	0	2	1	0	3	0	Meetings were suspended due to the National Disaster Lockdown	3	Will be done in the next financial year	Attendance register, Invitations, Programme/Agenda
Number of world aids day celebrated	1	1	0	1	0	0	1	0	None	1	None	Attendance register, Invitations, Programme/Agenda
Number of youth council programme conducted	3	3	0	0	1	0	0	-1	Meetings were suspended due to the National Disaster Lockdown	3	Will be done in the next financial year	Attendance register, Invitations, Programme/Agenda
Number of youth day celebrated	1	1	0	0	0	0	0	-1	Meetings were suspended due to the National Disaster Lockdown	1	Will be done in the next financial year	Attendance register, Invitations, Programme/Agenda
COMMUNICATIONS												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of Radio and Newspaper features Released	227	96	48	24	54	25	151	+55	Excessive municipal activities	227	Adjust target to the corporate calendar	Radio and newsletter scripts
Number of Diaries and Calendars produced	5500	3050	0	3050	0	0	3050	0	None	5500	None	Invoices

KPA 3: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT
STRATEGIC OBJECTIVE: TO DEEPEN DEMOCRACY AND PROMOTE ACCOUNTABILITY

3.1 CORPORATE SERVICES

LEGAL SERVICES AND SECREDITARIAT												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification



Number of by-laws Developed and Reviewed	2	2	0	0	0	0	0	-2	Bylaws were planned for public participation in May 2020, process was suspended due to the Lockdown National Disaster covid 19 pandemic	2	Follow-up with COGHSTA to advice on conducting the public participation	Bylaws developed and reviewed
Number of by-laws Gazetted	5	2	0	0	0	0	0	-2	Bylaws were planned for public participation in May 2020, process was suspended due to the Lockdown National Disaster covid 19 pandemic	Not Applicable	Follow-up with COGHSTA to advice on conducting the public participation	Bylaws gazetted
Number of Litigation Register Developed for cases initiated or defended	1	1	0	0	1	0	1	0	None	4	None	Litigation Register
HUMAN RESOURCES MANAGEMENT												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of vacant posts filled	405	20	0	0	0	0	0	-20	Budget constraints and Position for GM EDP, GM Community Services and GM Technical Services advertised and closed on 13 March 2020. Process stopped due to the national lockdown resulted from Corona virus pandemic	Not Applicable	Filling of vacant positions are prioritised for the early new financial year 2020/2021	Advertisement offer



Number of Competency assessment, vetting and screening conducted	2	2	0	0	0	0	0	-2	Budget constraints and Position for GM EDP, GM Community Services and GM Technical Services advertised and closed on 13 March 2020. Process stopped due to the national lockdown resulted from Corona virus pandemic. GM technical services starting in September 2020	Not Applicable	Filling of vacant positions are prioritised for the early new financial year 2020/2021	Assessment reports
Number of fire equipment's maintained	50	92	0	92	0	0	92	0	None	0	None	Signed Approved memo invoice
Number of employees provided with protective clothing	41	41	0	0	41	0	41	0	None	Not Applicable	None	Order note invoices
Number of Employee wellness programme and campaigns developed and implemented	4	4	1	2	0	0	3	-1	Program had to be cancelled due the National disaster pandemic	4	To be implemented in the next financial year 2020/2021	Attendance register
Number of Employees Trained as per Workplace skill plan	33	37	28	9	0	0	37	0	None	40	None	Attendance register, signed approved memo
Number of Study bursaries provided	12	17	0	0	17	0	17	0	None	12	None	Approved signed
Number of cleaning and hygiene equipment installed	New	13	0	0	0	0	0	-13	Financial constrains	Not Applicable	Hygiene equipment are prioritized in the new budget schedule to cater covid 19 control measures. Order has been on the 28 th July 2020	Invoices
INFORMATION TECHNOLOGY												



Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of call centre management and operations	New	1	0	0	0	0	0	-1	Specifications sent to procurement office. Tender not advertised due to budget constraints	Not Applicable	Follow up with the office of the MM and CFO to provide feedback on how to prioritize the program in order to be implemented	System report
Number of offices linked via MPLS	New	1	0	0	0	0	0	-1	System not expanded due to budget constraints	0	Follow up with the office of the MM and CFO to provide feedback on how to prioritize the program in order to be implemented	System report
Number of Management of Photocopy Machines provided	12	12	3	3	3	3	12	0	None	12	None	Signed contract
Number of Suggestion Boxes installed	New	3	0	0	0	0	0	-3	System not expanded due to budget constraints	Not Applicable	Use currently available complaints suggestion boxes	Invoices
STRATEGIC MANAGEMENT												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of strategic planning session coordinated	2	2	0	1	1	0	2	0	None	2	None	Attendance register



KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT
STRATEGIC OBJECTIVE: ENHANCE COMPLIANCE WITH LEGISLATION AND IMPROVE FINANCIAL VIABILITY

DEPARTMENT: FINANCE

REVENUE MANAGEMENT

Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Free services provided to qualifying Households monthly	12	12	3	3	3	12	12	0	None	12	None	Updated Indigent Register

ASSET MANAGEMENT

Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
unbundling/impairment of infrastructure assets	1	1	0	0	0	1	1	0	None	1	None	Council resolution

KPA 5: LOCAL ECONOMIC DEVELOPMENT
STRATEGIC OBJECTIVE: TO CREATE A CONDUCIVE ENVIRONMENT FOR SUSTAINABLE ECONOMIC GROWTH

5.1 ECONOMIC DEVELOPMENT AND PLANNING

LOCAL ECONOMIC DEVELOPMENT

Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of marketing brochure developed	New	1	0	0	0	1	1	0	None	Not Applicable	None	Final Copy of the approve Marketing Brochure
Number of SMME developed	4	30	0	0	30	0	30	0	None	4	None	Approved Allocation Cards, Identity cards and Approval Letter
Number of jobs created through poverty alleviation	200	190	0	0	190	0	190	0	None	200	None	Individual contracts
Number of SMME Marketing and exhibition coordinated and conducted	2	1	0	0	0	0	1	0	None	1	None	Invitation letter, attendance register

SPATIAL PLANNING



Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of street naming and numbering policies developed	1	1	0	0	0	1	1	0	None	Not Applicable	None	advertisement, appointment letter, service contract, Steering Committee meeting Minutes, stakeholder engagement and public participation minutes, council resolution
Number of supplementary valuation roll developed	1	1	0	0	0	1	1	0	None	1	None	advertisement, appointment letter, service contract, Steering Committee meeting Minutes, stakeholder engagement and public participation minutes, council resolution
IDP-EDP												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of IDP Stakeholder/ Rep forums conducted	4	4	2	1	1	1	4	0	None	4	None	Attendance Register

KPA 6: SOCIAL AND JUSTICE

STRATEGIC OBJECTIVE: TO IMPROVE THE QUALITY OF LIVES THROUGH SOCIAL DEVELOPMENT AND PROVISION OF COMMUNITY SERVICES

COMMUNITY SERVICES

WASTE MANAGEMENT PARKS & RECREATIONS

Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of Environmental Calendar day celebrated	New	1	0	0	1	0	1	0	None	1	None	Attendance register, agenda, invitation letter, photographs



MUNICIPAL LOWER LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

KPA 1: BASIC SERVICE DELIVERY

STRATEGIC OBJECTIVE: TO INITIATE AND IMPROVE THE QUANTITY AND QUALITY OF MUNICIPAL INFRASTRUCTURE SERVICES

1.1 TECHNICAL SERVICE

CIVIL & MECHANICAL ENGINEERING SERVICES												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Kilometres of surfaced road maintained (clustered potholes)	182m2	2.7km	0	0	0	0	0	-2.7km	Lack of resources causes by financial constraints	182m2	Maintenance of Musina Roads are prioritised in the budget allocation of the 2020/2021	Job cards
Square metres of surfaced road patched	182m2	25m2	0	0	0	0	0	-25m2	Lack of resources causes by financial constraints	182m2	Maintenance of Musina Roads are prioritised in the budget allocation of the 2020/2021	Job cards
Kilometres of gravel roads maintained	208.9 km	100km	25km	25km	0	0	50km	-50km	In quarter the unit only prioritised emergency services due to the national lockdown restrictions,	208.9 km	Improvement will be achieved only when the national restrictions are relaxed	Grader logbook
Kilometres of road marked	New	2km	0	0	1,049 km	0	1,049 km	-0,05 km	In quarters the unit only prioritised emergency services due to the national lockdown restrictions,	Not Applicable	Improvement will be achieved only when the national restrictions are relaxed	Pictures before and after
Number of road traffic signs maintained	New	20	5	5	5	0	15	-5	In 3 rd and the 4 th quarters the unit only prioritised emergency services due to the national lockdown restrictions,	Not Applicable	Order for road traffic signed material was received in May 2020 Improvement will be achieved only when the national restrictions are relaxed,	Job cards and labour returns
Number of vehicles serviced	11	16	4	3	3	3	13	-3	In the year under review the municipality prioritised emergency services due to the national lockdown restrictions	11	Improve on internal controls	Invoices Job cards
Number of planned and scheduled maintenance of air-conditioning units in all municipal offices	New	4	0	0	1	0	1	-3	Delay by the service provider to do the service in the 1 st and 2 nd quarter and in the 4 th quarter the service was affected the national lockdown resulted from corona virus	Not Applicable	Follow-up with the service provider to do the work as the restrictions are relaxed	Schedule of service invoices



Kilometres of storm water channel cleaned	1.63km	1km	1km	0	0	0	1km	0	None	1.63km	None	Labour returns
Number of hydraulic structures cleaned	New	19	19	0	0	0	19	0	None	Not Applicable	None	Job Cards
ELECTRICAL ENGINEERING SERVICES												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of Households electrified	New	250 households	0	0	0	0	0	-250 households	The municipality paid for the required 6 x 200kva transformers on the 21/11/2019 as requested by the contractor for electrification of households in Nancefield Extension 7. The delivery was made to site in December 2019, but unfortunately it was discovered after a week that the contractor ordered the wrong material (22kv transformers instead of 11kv transformers). The process of returning the transformers was initiated immediately and the supplier had to drive from Polokwane to Musina in February 2020 to conduct visual inspection on the transformers. Upon their arrival in February 2020, they found that some transformers were having minor scratches that needed repainting by an authorised company situated in Johannesburg. First week of March 2020, the transformers were returned to the supplier and they promised to deliver other transformers soon after the repainting is done. We waited for the delivery of the correct transformers until the beginning of the Nation-wide lockdown level 5 which resulted in the further delays	Not Applicable	After the relaxation of the Lockdown regulations, we received the delivery of 4 x 200kva/11kv transformers and two transformers are still pending. The major challenge is the high demand across the world and that the coiling of transformers is done in China. We were promised that the delivery will happen before month end of August 2020.	Final Consolidated report



KPA 2: GOOD GOVERNANCE AND PUBLIC PARTICIPATION
STRATEGIC OBJECTIVE: TO DEEPEN DEMOCRACY AND PROMOTE ACCOUNTABILITY

2.1 DEPARTMENT: MUNICIPAL MANAGER

SPECIAL PROGRAMMES												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of Total Ward committee meetings held	144	144	39	36	29	0	104	-40	Meetings suspended due to the National pandemic lockdown	144	Meetings were rescheduled for the next financial year	Attendance register
Number of ward general meeting held	48	48	12	12	11	0	35	-13	Meetings suspended due to the National pandemic lockdown	48	Meetings were rescheduled for the next financial year	Attendance register
Number of school visited conducted	15	13	0	0	13	0	13	0	None	15	None	Attendance register
Number of MPAC coordinated	5	5	3	1	9	0	13	+8	Annual Report scrutinisation in preparation of the public participation and hearing for the development of the Oversight report	5	Align target to the MPAC schedule	Attendance register
COMMUNICATIONS												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of Speeches produced	61	48	12	12	12	0	36	-12	Events were suspended due to the National Disaster pandemic	61	To be implemented in the next financial year 2020/2021	Speeches produced
Number of bulk SMS, Facebook and website produced	434	96	94	24	115	102	335	+239	Excessive municipal activities	434	More anticipated activities	SMS, Facebook and website produced
RISK MANAGEMENT												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of Strategic and operational risk register developed	1	1	0	0	0	0	1	0	None	1	None	Copy of strategic and operational risk register developed



Number of risk Management Reports Developed	4	4	1	1	0	0	2	-2	Risk committee not functional leading to insufficient information to compile reports	4	Prioritise to establish a sufficient committee in the financial year 2020/2021	Quarterly risk management reports
Number of risk management committee meetings coordinated	4	4	1	0	0	0	1	-3	Non-functional risk committee	4	Engagement with a suitable date with the chairperson	Attendance register
Number of anti-fraud corruption campaigns coordinated	4	4	1	1	0	0	2	-2	Awareness campaigns postponed due to Covid 19	4	Awareness campaigns to be held in 2020/2021	Anti-fraud and corruption banners in municipal building
SECURITY MANAGEMENT												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of security committee meetings coordinated	4	4	0	0	0	0	0	-4	The Committee is not established	4	Follow up with the Municipal Manager to establish the committee	Attendance register
Number of Security awareness campaigns coordinated	4	4	0	0	0	0	0	-4	Lack of material due to budget constrains	4	Prioritize it for the 2020/2021 budget allocation	Attendance register
Number of security reports to be developed	4	4	1	1	1	1	4	0	None	4	None	Quarterly security reports
Number of times monthly meetings coordinated	12	12	3	3	3	3	12	0	None	12	None	Attendance register
INTERNAL AUDIT												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of Annual audit plan developed	1	1	0	0	0	1	1	0	None	1	None	Copy of the Annual Audit Plan
Number of Internal audit projects implemented	11	12	3	3	1	0	7	-5	Projects were suspended due to the national disaster lockdown resulted from covid 19	11	Projects have started being implemented since the relaxing of the restrictions from the beginning of the new financial year 2020/2021	Report on the projects
Number of Internal audit reports produced	4	4	1	1	1	1	4	0	None	4	None	Internal audit reports



Number of audit committee meetings coordinated	4	4	1	1	1	0	3	-1	Meeting was postponed due to the national disaster pandemic covid-19	4	A virtual meeting is planned to take place in August 2020	Attendance register
Number of audit action plan produced	1	1	0	0	1	0	1	0	None	1	None	Copy of the audit action plan produced and minutes of the audit meeting

KPA 3: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT
STRATEGIC OBJECTIVE: TO DEEPEN DEMOCRACY AND PROMOTE ACCOUNTABILITY

3.1 CORPORATE SERVICES

LEGAL SERVICES AND SECRTARIAT												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of Policies vetted and reviewed	22	35	0	0	0	35	35	0		20		Council Resolution
Number of Legal Opinions and Advices provided	2	1	0	0	1	0	1	0	None	2	None	Referral note, written opinion, invoice and payment.
Number of Ordinary Council Meetings held	6	6	1	1	2	0	6	0	None	6	None	Attendance Register Council Resolution
Number of Special Council meetings held	5	2	0	1	1	0	2	0	None	5	None	Attendance Register Council Resolution
Number of Council Committees Meetings held	6	6	1	1	2	0	6	0	None	6	None	Attendance Register Council Resolution
HUMAN RESOURCES MANAGEMENT												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of job descriptions evaluated	390	20	5	5	5	0	15	-5	Meetings were suspended due to the national disaster resulted from the corona virus pandemic	90	Evaluation will be continue once meetings are allowed after the easing of social distancing	Copy of the jobs evaluated
Number of WSP submitted to LGSETA	1	1	0	0	0	1	1	0	None	1	None	Submission letter/ Knowledge letter



Number of Employment Equity Report developed and submitted to Department of Labour	1	1	0	0	0	1	1	0	None	1	None	Submission letter/ Knowledge letter
Number of people from employment equity target groups in the three highest levels of management	New	1	0	0	0		0	-1	Financial constraints	0	Prioritize to fill vacant posts in the 2020/2021 financial year	Copy of the Advertisement Appointment letter
Number of cleaning services coordinated	12	12	3	3	3	3	12	0	None	12	None	Cleaning services attendance register

INFORMATION TECHNOLOGY

Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Maintained and Updated Municipal Website	12	12	3	3	3	3	12	0	None	12	None	System Report
Internet And Email Services Connectivity supplied	12	12	3	3	3	3	12	0	None	12	None	Logged calls faults reports
Number of Server room maintained	12	12	3	3	3	3	12	0	None	12	None	Signed maintenance reports
Telephone Management System Maintained	12	12	3	3	3	3	12	0	None	12	None	System Report
SLA and Contract Management	7	7	7	7	7	7	7	0	None	7	None	Contract Management
Number of Standard Operating Procedures Developed	1	1	0	0	0	1	1	0	None	1	None	Copy of the standards operating procedure developed

STRATEGIC MANAGEMENT

Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
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Number of performance agreement MSA section 54&56 completed and signed.	4	6	4	0	0	0	4	-2	2 of the section 56 managers, general manager technical services and general manager EDP were not filled due to lack of suitable candidates	4	Filling of vacant positions are prioritised for the early new financial year 2020/2021	Signed copies of the performance agreements
Number of organizational service delivery and budget implementation plan (SDBIP) developed.	1	1	0	0	0	1	1	0	None	1	None	Copy of the signed SDBIP developed Council resolution
Number of organizational service delivery and budget implementation plan (SDBIP) reviewed.	1	1	0	0	1	0	1	0	None	1	None	Council resolution
Number of annual performance report developed	1	1	1	0	0	1	1	0	None	1	None	Copy of the signed APR Council Resolution
Number of annual report developed and tabled	1	1	0	1	0	0	1	0	None	1	None	Council Resolution
Number of council approved oversight report	1	1	0	0	0	1	1	0	None	1	None	Council Resolution
Number of mid-year performance report tabled and assessed	1	1	0	0	1	0	1	0	None	1	None	Council Resolution



KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT
STRATEGIC OBJECTIVE: ENHANCE COMPLIANCE WITH LEGISLATION AND IMPROVE FINANCIAL VIABILITY

DEPARTMENT: FINANCE

REVENUE MANAGEMENT												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of monthly billings conducted	12	12	3	3	3	3	12	0	None	12	None	Billing reports
Irrecoverable debts Written off yearly	1	1	0	0	0	1	1	0	None	1	None	
Number of Households with access to basic level of electricity	12	12	3	3	3	3	12	0	None	12	None	Updated Indigent register
Number of Households with access to basic level of solid waste removal	12	12	3	3	3	3	12	0	None	12	None	Updated Indigent register
BUDGET												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Submission of budget time schedule to council	1	1	1	0	0	0	1	0	None	1	None	Council resolution
Percentage of Municipality's Capital budget actually spent on Capital projects identified for a particular financial year in terms of the Municipality's IDP	100%	100%	25%	25%	25%	25%	100%	0	None	100%	None	Budget reports
Percentage of Municipality's budget actually spent on implementing its workplace skills plan	100%	100%	25%	25%	25%	25%	100%	0	None	100%	None	Budget reports
EXPENDITURE												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of creditors balance reduced	12	12	3	3	3	3	12	0	None	12	None	Credit report



Number of payroll runs and reconciliations	12	12	3	3	3	3	12	0	None	12	None	Pay slips
Number of bank reconciliations compiled	12	12	3	3	3	3	12	0	None	12	None	Bank general ledger
Number of vat 201 returns completed and submitted	12	12	3	3	3	3	12	0	None	12	None	VAT 201
SUPPLY CHAIN AND ASSET MANAGEMENT												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of stock take conducted	12	12	3	3	3	3	12	0	None	12	None	Stock taking reports
Number of assets verification conducted	1	1	0	0	0	1	1	0	None	1	None	Asset register
Awarding of tenders within 90 days of the date of tender submissions of bids evaluated, adjudicated.	100%	100%	100%	100%	100%	100%	100%	0	None	100%	None	Tenders approved
FINANCIAL MANAGEMENT												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of GRAP compliant annual financial statements produced	1	1	0	0	0	1	1	0	None	1	None	Copy of the financial statements
Reconciliation of general ledger accounts	12	12	3	3	3	3	12	0	None	12	None	General ledger accounts
Financial viability expressed by the ratio indicated in GNR 796 of 24 August 2001	1	1	0	0	0	1	1	0	None	1	None	General ledger accounts



KPA 5: LOCAL ECONOMIC DEVELOPMENT

STRATEGIC OBJECTIVE: TO CREATE A CONDUCIVE ENVIRONMENT FOR SUSTAINABLE ECONOMIC GROWTH

ECONOMIC DEVELOPMENT AND PLANNING

IDP-EDP												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of IDP process plan approved	1	1	1	0	0	0	1	0	None	1	None	Council resolution
Number of steering committee meetings conducted	7	7	2	3	2	1	7	0	None	7	None	Attendance register
Number of COGHSTA 2019/20 IDP credibility rating results	1	1	0	0	0	1	1	0	None	1	None	MEC IDP rating assessment report
IDP public participation conducted	12	12	0	0	0	12	0	-12	Meetings were suspended due to the national lockdown resulted from corona virus pandemic	12	The municipality took a decision to publish the IDP for public comments on the municipal website and the final budget and IDP public participation was done through the Radio	Attendance register
Number of final IDP council approved	1	1	0	0	0	1	1	0	None	1	None	Council resolution
Number of draft IDP council approved	1	1	0	0	1	0	1	0	None	1	None	Council resolution



KPA 6: SOCIAL AND JUSTICE

STRATEGIC OBJECTIVE: TO IMPROVE THE QUALITY OF LIVES THROUGH SOCIAL DEVELOPMENT AND PROVISION OF

COMMUNITY SERVICES

COMMUNITY SERVICES

WASTE MANAGEMENT, PARKS & RECREATION

Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of Environmental awareness campaigns conducted	20	36	4	4	16	0	24	-12	Lockdown due to the National Disaster pandemic of Covid-19	20	To be implemented in the next financial year	Register of people contacted Photographs
Number of Environmental clean-up campaigns conducted	9	15	2	3	5	0	10	-5	Lockdown due to the National Disaster pandemic of Covid-19	9	To be implemented in the next financial year	Invitation letter programme Attendance register
Plant trees to green Musina and mitigate climate change impacts	397	300	100	0	404	0	504	+204	Department of Environmental Affairs, Forestry and Fisheries donated additional trees and collaborated with the municipality to plant them at RDP houses in Extension 14 Nancefield	397	None	Letter of donation to tree recipients photographs
Number of Musina Islands beautified	4	4	1	1	1	0	3	-1	Lockdown due to the National Disaster pandemic of Covid-19	Not Applicable	To be implanted in the next financial year	Side visits reports photographs

TRAFFIC

Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of speed Machines calibrated	2	2	0	0	1	0	2	0	None	3	None	Invoices
Number of scholar patrols awareness campaign conducted	4	4	1	1	1	0	3	-1	Scholar patrol were suspended due to the National Disaster pandemic of Covid-19	4	To be implemented in the next financial year	School forms



Number of traffic fines issued	7581	8400	2100	2100	2100	437	6737	-1663	Services were suspended due to the National Disaster pandemic of Covid-19	7581	To be implemented in the next financial year	Control documents
Number of road blocks conducted	48	48	12	12	12	4	40	-8	Services were suspended due to the National Disaster pandemic of Covid-19	48	To be implemented in the next financial year	Road lock register
Number of speed enforcement conducted	96	96	24	24	0	0	48	-48	Defective speed machine in the 3 rd quarter and 4 th quarter Services were suspended due to the National Disaster pandemic of Covid-19	96	To be implemented in the next financial year	Speed reports
Number of transport forums coordinated	4	4	1	1	1	0	3	-1	Services were suspended due to the National Disaster pandemic of Covid-19	4	To be implemented in the next financial year	
LICENSING												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Number of calibrating equipment maintained	2	2	1	0	0	1	2	0	None	2	None	Invoices
DISASTER MANAGEMENT AND SOCIAL SERVICES												
Key performance indicator	Baseline	19/20 Annual Target	Q 1 Actual Performance	Q2 Actual Performance	Q3 Actual Performance	Q 4 Actual Performance	19/20 Total Annual Performance	19/20 Variance	Reason For Variance	18/19 Total Annual Performance	Measures to Improve performance	Means of Verification
Establishment of disaster management advisory forum	New	1	0	1	0	0	1	0	None	Not Applicable	None	Signed approved memo

CHAPTER 4

ORGANISATIONAL DEVELOPMENT PERFORMANCE



COMPONENT A: INTRODUCTION TO MUNICIPAL PERSONNEL

Human resource services for the municipality are reasonably effective and efficient, and relatively meet the expectations of the community at large. The department is responsible for attracting skilled workforce, motivating workforce to perform the required tasks and continuous capacity building of personnel.

The Human Resource Division as a strategic partner in the Integrated Development and Planning (IDP) and its implementation, has managed to support all departments in implementing IDP objectives. The division, amongst other areas of support has played a role in administering staff provisioning, personnel maintenance, labour relation, training and development and organizational development during the financial year 2019/2020.

Staff Provisioning

In the financial year 2019/20, the Municipality did not fill any position due to the cash flow challenges.

Organizational Structure

The Organizational Structure of the Municipality was reviewed and adopted by council for implementation .

Analysis on Staffing, filling of critical posts, vacancy rate, contract and project management capacity

The Musina Local Municipality has approved Organogram which is reviewed annually in line with IDP Review process to ensure institutional readiness and capacity to implement the IDP. Table 74 below indicates that there are 666 posts of which 324 are filled and only 342 vacant positions budgeted for 2018/19 financial year.

The municipality has 2 critical vacant positions, namely General Manager Technical and EDP which was not filled by the end of the financial year.

A1. SERVICE STATISTICS

The employment summary in the Musina Local Municipality 2019/20

DEPARTMENT	TOTAL POSTS	FILLED POSTS			VACANT POSTS		
		No. of Posts / Gender			Funded Posts	Unfunded posts	New Proposed Posts (19/20)
		Total/Dept.	Male	Female			
Office of the Municipal Manager	55	24	17	7	14	0	0
Corporate Services	74	36	10	26	38	0	0
Finance Department	61	36	15	22	14	0	0



Development Planning	33	6	5	1	27	0	0
Community Services	254	140	79	61	110	0	0
Technical Services	261	56	31	25	138	0	0
Total Posts	728	298	157	141	352	0	0

Source: Musina Local Municipality 2019/20

A1.1 MUNICIPAL MANAGER

Employees					
Job Level	2019/2020	2019/2020			
	Post	Posts (Established)	Employees (Filled)	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No	No	No	No	
0 - 3	6	6	4	2	0%
4 - 6	15	13	7	6	46%
7 - 9	19	19	9	10	30%
10 - 12	9	5	5	0	0%
13 - 15	6	6	6	0	8%
Total	55	49	31	18	24%

Source: Musina Local Municipality 2019/20

A1.2 CORPORATE SERVICES

Employees					
Job Level	2019/2020	2019/2020			
	Post	Posts (Established)	Employees (Filled)	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No	No	No	No	
0 - 3	6	6	5	1	0%
4 - 6	16	13	6	7	46%
7 - 9	13	10	7	3	30%
10 - 12	6	0	0	0	0%
13 - 15	33	12	11	1	8%



Total	74	41	31	10	24%
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Source: Musina Local Municipality 2019/20

A1.3 BUDGET AND TREASURY OFFICE

Employees: Finance					
Job Level	2019/2020	2019/2020			
	Post	Posts (Established)	Employees (Filled)	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No	No	No	No	
0 - 3	7	7	7	0	0%
4 - 6	11	11	8	3	27%
7 - 9	32	32	19	13	41%
10 - 12	0	0	0	0	0%
13 - 15	11	0	0	0	0%
16 - 18	0	0	0	0	0%
Total	61	61	34	16	26%

Source: Musina Local Municipality 2019/20

A1.4 TECHNICAL SERVICES, PROJECT MANAGEMENT AND WATER

Employees					
Post Level	2019/2020	2019/2020			
	Post	Posts (Established)	Employees (Filled)	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No	No.	No.	No.	%
1 - 3	8	8	3	5	0%
4 - 6	15	15	3	12	57%
7 - 9	15	15	1	14	100%
10 - 12	26	26	6	20	50%
Minimum	187	187	47	140	30% ^c
Total	251	251	60	191	34%

Source: Musina Local Municipality 2019/20



A1.5 COMMUNITY SERVICES

Employees					
Job Level	2019/2020	2019/2020			
	Post	Posts (Established)	Employees (Filled)	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
		No.	No.	No.	%
0 – 3	7	7	3	4	0%
4 – 6	35	35	15	20	32%
7 – 9	80	80	25	55	44%
10 – 12	15	15	8	7	100%
13 – 15	117	117	70	47	0%
Total	254	254	121	133	28%

Source: Musina Local Municipality 2019/20

A1.6 EDP

Employees					
Job Level	2019/2020				
	Post	Posts (Established)	Employees (Filled)	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
		No.	No.	No.	%
0 – 3	6	6	2	4	0%
4 – 6	24	24	4	20	66%
7 – 9	3	3	0	3	100%
10 – 12	0	0	0	0	50%
13 – 15	0	0	0	0	0%
Total	33	33	6	27	53%

Source: Musina Local Municipality 2019/20



COMPONENT B: WORKFORCE MANAGEMENT

B1. 2019/2020 APPROVED AND REVIEWED POLICIES

The municipality has developed numerous policies as a guideline to all officials. The following policies were developed and reviewed during the year under review:

No.	Policy name	Approved	Reviewed	Resolution number
1	Revised human resource management planning policy	✓		10.10.03.2020
2	Revised employment equity policy			10.10.03.2020
3	Draft employment practices policy	✓		10.10.03.2020
4	Draft promotion, transfer, secondment and acting in higher positions policy	✓		10.10.03.2020
5	Draft terminations of services policy	✓		10.10.03.2020
6	Draft attendance and punctuality policy	✓		10.10.03.2020
7	Draft performance management system policy	✓		10.10.03.2020
8	Revised advances and reimbursable policy			10.10.03.2020
9	Revised remuneration policy	✓		10.10.03.2020
10	Revised travel allowance policy	✓		10.10.03.2020
11	Revised overtime allowance policy	✓		10.10.03.2020
12	Draft legal aid policy	✓		10.10.03.2020
13	Draft housing allowance policy	✓		10.10.03.2020
14	Revised leave policy			10.10.03.2020
15	Revised training and development policy	✓		10.10.03.2020
16	Revised succession planning policy	✓		10.10.03.2020
17	Draft internship policy	✓		10.10.03.2020
18	Revised internal bursary policy			10.10.03.2020
19	Draft private work and declaration of interests policy	✓		10.10.03.2020
20	Revised sexual harassment policy	✓		10.10.03.2020
21	Draft intoxicating substances abuse policy	✓		10.10.03.2020
22	Revised HIV/AIDS policy			10.10.03.2020



No.	Policy name	Approved	Reviewed	Resolution number
23	Revised occupational health and safety policy	✓		10.10.03.2020
24	Revised employee assistance programme policy	✓		10.10.03.2020
25	Revised smoking policy	✓		10.10.03.2020
26	Revised grievance procedure policy	✓		10.10.03.2020
27	Revised disciplinary procedure policy	✓		10.10.03.2020
28	Draft incapacity due to poor work performance policy	✓		10.10.03.2020
29	Draft incapacity due to ill-health/injury policy			10.10.03.2020
30	Draft incapacity due to operational requirements	✓		10.10.03.2020
31	Revised human resource management communication policy	✓		10.10.03.2020
32	Revised electronic communication and information security policy	✓		10.10.03.2020
33	Draft records management policy			10.10.03.2020
34	fraud and corruption strategy	✓		10.10.03.2020
35	risk management policy	✓		10.10.03.2020
36	risk management strategy	✓		10.10.03.2020
37	Revised Mayoral bursary Policy	✓		10.10.03.2020
38	Draft policy for indigent burials support	✓		10.10.03.2020

Disciplinary Action Taken on Cases of Financial Misconduct			
Position	Nature of Alleged Misconduct and Rand value of any loss to the municipality	Disciplinary action taken	Date Finalized
None	None	None	None



B2. TERMINATIONS 2019/2020

27 Terminations due to staff going on pension, passing away and resignations.

B3. PROMOTIONS 2019/2020

No Promotions in the Financial Year

B4. INJURIES AND SICKNESSES – 2019 / 2020

During Financial Year Municipality had 2348 Sickness and 3 Injuries happened on the following dates:

Injuries:

- 20/09/2019
- 01/10/2019
- 09/01/2020

COMPONENT C: CAPACITATING MUNICIPAL WORKFORCE

C1. CAPACITATING THE MUNICIPAL WORKFORCE (SDF)

Municipality has developed the WSP for the year for 2019/2020 and it was submitted to LGSETA on the 28 April 2018 together with the Annual Training report for the year under review. No mandatory grants in the form of rebates were received from the LGSETA for the under review.

Municipality has a work skills plan (WSP) that is utilised for capacity building of staff. Each department is requested to forward their training plans to corporate services in May each year, in order to be included in the WSP which serves as a guide as to how many officials should undergo training in the next financial year. The plan is also used to determine the expenditure for training. For the year under review, 97 employees and 7 councillors received different training. The WSP and annual training report were submitted to LGSETA.

2019/2020

INTERNAL STAFF

Name of Program	Service Provider	Beneficiaries	Number of Beneficiaries	Gender	
				Male	Female
Cllr Dev Program	Sail	Councillors	3	2	1
Economic Science	UNISA	Official	1		1
B Com Fin Management	UNISA	Official	1	1	
Leave Module	PayDay	Officials	2		2
SPLUMA	SAGI	Official	1		1
BA Fin Management	UNISA	Officials	2		2
Assessor Course	ATS	Official	1	1	
LLF	SALGABC	Officials	13	8	5



LLF	SALGABC	Councillors	3	3	
Pre Ops Inspection	Barloworld	Officials	2	2	
Conflict Management	Imzimbi	Councillors	3	2	1
Public Fin & Admin	Mass Computer	Officials	60	24	36
Fin Management & admin	University of Pretoria	Officials	2		2
MFMP	University of Pretoria	Officials	4	2	2
BBA	SBS	Councillor	1		1
BBA	SBS	Officials	2	1	1
Public Sector management	SBS	Official	1		1
Project Management	SBS	Official	2		2
Total			104	43	58

External Bursary:

Name of Program	Service Provider	Beneficiaries	Number of Beneficiaries	Gender	
				Male	Female
Diploma in Public Management	Techniven	Learnership	1	1	
BA Admin Local Government	University of Limpopo	Learnership	1	1	
B com Accounting	University of Limpopo	Learnership	2	1	1
Bsc Life Science	University of Limpopo	Leanership	2	1	1
Media Studies	Univen & Jeppe College	Learnership	2		2
Bcom Economics	University of Limpopo	Learnership	1	1	
LLB	University of Limpopo	Learnership	1		
International Relations	Univen	Learnership	1		1
Bachelor of Accounting	University of Limpopo	Learnership	1	1	



TOTAL			12	7	5
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COMPONENT D: MANAGING THE WORKFORCE EXPENDITURE

D1. EMPLOYEE EXPENDITURE

The municipality manages its workforce expenditure very well, even though we experienced challenges with our overtime cost during 2019/20. MLM has the organisational structure that is aligned to the IDP and budget, to ensure that all workforce expenditure has been budgeted for.

The original budget for operating expenditure was R 296.1 million that was adjusted upwards to R 404 million and the actual expenditure thereof is R 363 million. This reflects a negative variance of R 40.9 million. The major portion of operating expenditure is employee related cost that had original budget of R104.5 million and the budget was adjusted upwards to R122.1 million and the actual expenditure thereof is R 142.1 million and the reflected over-spending variance is attributed to high cost of overtime.

Table: Summary of financial overview

Financial Overview – 2019/20			
R'000			
Details	Original Budget	Adjustment Budget	Actual
Grants	114 522 000	114 552 000	113 022 003
Taxes, levies and tariffs	144 805 000	206 239 000	137 415 438
Other	36 737 000	83 269 000	8 756 870
Sub -Total	296 064 000	404 030 000	259 194 311
Less Expenditure	296 064 000	404 031 000	363 032 112
Net Total	0	0	103 837 801

Table: Operating ratios

Operating Ratios	
Detail	%
Employee Costs	39.1
Repairs & Maintenance	6.2
Finance Charges & Depreciation	8.6

Table: Total capital expenditure

Total Capital Expenditure (R'000)		
Detail	2016/17	2018/19
Original Budget	35 814 000	47 468 000
Adjustment Budget	35 814 000	42 468 000
Actual	32 631 361	26 531 913



CHAPTER 5

FINANCIAL PERFORMANCE



COMPONENT A: STATEMENTS OF FINANCIAL PERFORMANCE

A1. INTRODUCTION TO FINANCIAL STATEMENTS

Musina Local Municipality has handed over the 2018/19 annual financial statements to the Auditor General (Limpopo) on 30TH August 2018 as per the Municipal Finance Management Act. The aforesaid components of the financial statements are discussed in detail below.

	Note	2019/2020	2017/2018
		<i>R (i.e. only cents)</i>	<i>R (i.e. only cents)</i>
Revenue			
Non-Exchange Revenue			
Property Rates	18	16,639,769	15,314,892
Licences and Permits	24	4,920,958	4,670,537
Transfers and Subsidies – Operational	25	128,010,137	114,522,003
Fines, Penalties and Forfeits	23	2,926,852	1,895,020
Exchange Revenue			
Service Charges - Electricity	19	114,436,916	103,526,711
Service Charges – Waste Management	19	11,889,561	11,654,255
Rental	20	269,916	563,113
Interest on Investments	21	870,074	1,209,877
Interest on Receivables	22	1,252,784	-
Other Revenue	26	7,422,290	7,546,993
Gain on revaluation of Assets	27	837,799	-
Total Revenue (excl. capital transfers and subsidies)		289,477,056	260,903,402
Expenditure			
Employee Related Costs	28	135,088,925	142,121,004



Remuneration of Councillors	29	10,225,193	9,898,254
Debt Impairment / Write-off	3	7,487,299	3,401,783
Depreciation, Amortisation and Impairment	30	31,507,785	29,688,825
Finance Costs	31	876,801	1,668,128
Bulk Purchases	32	114,062,716	83,308,710
Inventory Consumed	33	1,842,780	22,623,095
Contracted Services	34	23,383,708	12,288,910
Transfers and Subsidies	35	3,857,391	2,913,000
Operational Costs	36	30,292,159	55,120,404
Loss on Disposal of Assets	27	60,638	-
Total Expenditure		358,685,396	363,032,112
Surplus/(Deficit)		-	-
Transfers and Subsidies – Capital	25	69,208,339	102,128,710
Surplus/(Deficit) After Capital Transfers and Contributions		45,549,006	63,752,172
Surplus/(Deficit) Prior year errors			-
Surplus/(Deficit) for the year		45,549,006	63,752,172

SOURCE: MLM MUSINA AFS

MLM is a rural municipality with high volume of outstanding consumer debts. This lead to financial burden with none and/or under-payment for services. Municipality has however in process of developing the Revenue Enhancement Strategy to address this challenge since the outstanding debt affects the cash-flow status of the municipality. The Municipality had a total revenue budget of R378 072 000 that was adjusted upwards to R378 854 000 during budget adjustment.

The actual revenue realized is R369 758 507 and this resulted in under-performance variance of –10 144 971. Grants and subsidies amounting to R1 74 612 083 were received during the financial year under review and they contributed a major portion of the total revenue base of the municipality since the grants dependency rate in thereof was 46% The municipality had unspent MIG of R4 372 233 in 2019/2020 financial year and this was applied for roll over and it was



appropriated during the 2019/2020 adjustment budget included in the rolled over portion of MIG. The transfers and subsidies is comprised of R 146 868 000 that is operational and R27 744 083 that is capital.

Operating grants that is inclusive of equitable share.

The total revenue budget for service charges, rental of facilities and equipment, and property taxes amounted to R 179 534 000 and the actuals thereof amounted to R 171 608 559 that gave rise to under-performance variance of R7 925 441. Motor vehicle licenses and fines contributed R 7 523 609 to the total revenue base.

COMPONENT B: MANAGING THE WORKFORCE EXPENDITURE

EMPLOYEE EXPENDITURE

The municipality manages its workforce expenditure very well, even though we experienced challenges with our overtime cost during 2019/2020. MLM has the organisational structure that is aligned to the IDP and budget, to ensure that all workforce expenditure has been budgeted for.

The original budget for operating expenditure was 339 056 000 that was adjusted upwards to R 355 254 000 and the actual expenditure thereof is R 394 464 709. This reflects a negative variance of R 39 210 709. The major portion of operating expenditure is employee related cost that had original budget of R165 825 000 and the budget was adjusted downwards to R155 824 000 and the actual expenditure thereof is R 151 684 837 and the reflected under-spending variance is attributed to 4 139 163.

Table: Summary of financial overview

Financial Overview – 2019/2020			
R'000			
Details	Original Budget	Adjustment Budget	Actual
Grants	146 421 000	146 868 000	146 868 000
Taxes, levies and tariffs	177 651 000	178 937 000	171 004 659
Other	14 984 000	30 284 000	24 141 765
Sub -Total	339 056 000	356 089 000	342 014 424
Less Expenditure	339 056 000	355 254 000	398 317 005
Net Total	0	-835 000	-43 063 005

Table 13: Operating ratios

Operating Ratios	
Detail	%
Employee Costs	35.4
Repairs & Maintenance	1.19
Finance Charges & Depreciation	7.1



Table 14: Total capital expenditure

Total Capital Expenditure (R'000)		
Detail	2018/19	2019/20
Original Budget	42 468 000	39 016 000
Adjustment Budget	42 468 000	22 765 000
Actual	38 376 539	27 744 083

REVENUE

Property rates

The original budget for property rates for 2019/20 financial year was R 20 277 000 which was adjusted to the same amount. The actual revenue billed is R 21 257 109 this gave rise to unfavourable variance of R 980 109.

Service charges

This is made up of service charges for electricity and refuse removal and the original budget thereof was R 157 374 000 that was slightly adjusted upwards to R 158 660 000 and the actual revenue generated was R 149 747 551 that reflects a variance of R 8 912 449 of the adjusted budget.

Investment revenue

Interest on investments was not budgeted for in the original budget but was R 1 119 000 which was adjustment to the same amount and the actual R 902 316 and unfavourable variance of R 216 684.

Transfer recognized – operational

This is revenue realized from both conditional and unconditional operating grants and subsidies including equitable share. The results shows full spending of both conditional and unconditional grants and with regards to conditional grants, all grants were spent in line with the conditions of the respective grants.

Other Income

Other revenue mostly consists of sale of stands and agency fee of which 98% of the budget was realised.

Employee related cost

Under performance resulted from employees who resigned in the year under review.

Depreciation and asset impairment

Provision was made in the budget for capital asset depreciation and impairment and the budget thereof was R30 353 000 and the actual expenditure was R 34 842 579.

Materials and bulk purchases

The major portion of this line item was mainly for purchase of electricity. The bulk purchase expenditure was not within the approved budget.



Transfers and grants – expenditure

Transfers and grants refer to subsidies made to indigent and pensioners consumers, external bursaries awarded. The subsidies were done in the form of special rebates on property rates and free basic electricity.

The budget provision still appear to be too little in light of Equitable share allocation that amounted to R 3 504 000 since this is the source of funding thereof. The number of registered indigents is still little and hence the underspending of the budget allocated for this subsidy.

GRANTS

COMMENT ON OPERATING TRANSFERS AND GRANTS:

All grants gazetted for 2019/20 financial year were received and cognizance should be taken that the above table does include capital grants. The total amount received on operational grants amounted to R 146 868 000 during the 2019/20 financial year. All grants were received from national sphere of government and nothing was gazetted to be received from the provincial government and the district municipality and/or any other source.

COMMENT ON CONDITIONAL GRANTS AND GRANTS RECEIVED FROM OTHER SOURCES:

No grants were received from other sources.

COMMENT ON ASSET MANAGEMENT: All year end procedures regarding assets have been done and all journals posted, the carrying value has since been updated.

COMMENT ON REPAIR AND MAINTENANCE EXPENDITURE:

Repairs and maintenance of assets were done mainly on electrical infrastructure and vehicles.

FINANCIAL RATIOS BASED ON KEY PERFORMANCE INDICATORS

Liquidity ratio

Liquidity Ratio – Measures the municipality's ability to pay its bills, and is calculated by dividing the monetary assets by the municipality's current liabilities. A higher ratio is better, however the graph portrays a picture that shows a staggering liquidity ratio for 2019/20 financial year since the ratio is less than 1. This is attributed to high amount of invoices that were paid at year end using accruals.

Outstanding Debtors to revenue

38%

Outstanding Service Debtors to Revenue - Measures how much money is still owed by the community for electricity, waste removal and other services, compared to how much money has been paid for these services. It is calculated by dividing the total outstanding debtors, by the total annual revenue thereof. A lower score is better. The graph shows



that the municipality has a ratio of 38% outstanding debtors that has slightly decreased by 9% when compared to 2019/19 ratio.

Employee cost

41%

Employee related cost ratio measures what portion of revenue was spent on paying employee costs. It is calculated by dividing the total employee cost by the difference between total revenue and capital revenue

Repairs and maintenance

1.39%

Repairs and Maintenance - This represent the proportion of operating expenditure spent, and is calculated by dividing the total repairs and maintenance by total revenue excluding capital revenue.

COMMENT ON FINANCIAL RATIOS:

The municipality is still facing a challenge of achieving ----- threshold of operating expenditure for repairs and maintenance. Liquidity ratio is negatively affected by invoiced that are paid accruals at year end since the magnitude thereof was too high in 2019/20 financial year as those invoices are treated as current liabilities. The municipality is in a process of implementing cost containment measures as documented in the National Treasury Instruction letter number 01 and this will result in improved liquidity ratio and in addition, it will do away with unnecessary expenditure.

COMPONENT C: SPENDING AGAINST CAPITAL BUDGET

INTRODUCTION TO SPENDING AGAINST CAPITAL BUDGET

Capital expenditure relates mainly to projects and/or items whose outputs will result in assets that will have to be documented in the asset register. Capital expenditure is funded from grants and own revenue. Component B deals with capital spending, indicating where the funding comes from and whether the Municipality is able to spend the available funding as planned. In this component, it is important to indicate the different sources of funding as well as how these funds are spent.

MIG RECONCILIATION						
Project Description	BUDGET	EXPENDITURE DETAILS				
		Actual expenditure	Retention	Total amount spend	Total VAT	Total expenditure
Nancefiled Main Storm Water Chanel Phase 2	2,327,333.34	2,521,265.40	280,140.60	2,801,406.00	420,210.90	3,221,616.90
Nancefield Multi-purpose centre	5,000,000.00	2,279,419.56	220,467.49	2,499,887.05	374,983.06	2,874,870.11
Masisi sports facility	5,233,333.33	2,587,913.30	271,073.78	2,858,987.08	371,848.06	3,230,835.14
Nancefield ext.4 Paved Roads	4,933,333.33	-	-	-	-	-
Nancefield ext 2&8 Paved Roads	4,000,000.00	6,020,232.81	1,520,305.20	7,540,538.01	1,131,080.70	8,671,618.71
PMU	1,000,000.00	1,000,000.00	-	1,000,000.00	-	1,000,000.00
TOTAL	22,494,000.00	14,408,831.06	2,291,987.07	16,700,818.13	2,298,122.73	18,998,940.86
MIG						
Reconciliation						
Opening balance	2 531 116					
Dora Allocation	29 016 000					
Received	29 016 000					
Withheld by treasury	-2 531 116					
Expenditure	-24 643 767					
Unspent MIG GRANT	4 372 233					



INEP PROJECT SUMMARY						
Project Name	Budget Amount	Actual expenditure	Retention	Total amount spend	Total vat	Total expenditure
Households electricity connections substation	3,100,000	2 695 652		2 695 652	404 348	3,100,000
Reconciliation						
Opening balance	6 820 201					
Dora Allocation	3 100 000					
Received	3,100,000					
Withheld by treasury	-6 820 201					
Expenditure	-3 100 000					
Unspent MIG GRANT						

COMMENT ON SOURCES OF FUNDING:

The municipality have spent 86% of their capital funding as at 30 June 2020

The original capital budget for 2019/20 financial year was R22 765 000. The actual expenditure is R27 743 767 and this reflects a variance of R 4 372 233.

Funding of capital budget:

Original budget: R39 016 000 was funded by grants

Adjusted budget: R22 765 000 was funded by grants

Actual expenditure: R27 743 767 was funded by grants

CAPITAL SPENDING ON FIVE LARGEST PROJECTS**CAPITAL EXPENDITURE ON FIVE LARGEST PROJECTS***

Name of Project	EXPENDITURE DETAILS						
	Budget	Actual expenditure	Retention	Total amount spend	Total VAT	Total expenditure	Total expenditure
Nancefield Main Storm Water Chanel	2,327,333.34	2,521,265.40	280,140.6	2,801,406.00	420,210.90	3,221,616.90	3,221,616.90
Nancefield Multi-purpose centre	5,000,000.00	2,279,419.56	220,467.4	2,499,887.05	374,983.06	2,874,870.11	2,874,870.11
Masisi sports facility	5,233,333.33	2,587,913.30	271,073.7	2,858,987.08	371,848.06	3,230,835.14	3,230,835.14
Nancefield ext.4 Paved Roads	4,933,333.33	-	-	-	-	-	-
Nancefield ext 2&8 Paved Roads	4,000,000.00	6,020,232.81	1,520,305.20	7,540,538.01	1,131,080.70	8,671,618.71	8,671,618.71



COMMENT ON CAPITAL PROJECTS:

During 2019/20 Financial Year, the Municipality received the Total Allocation of R 32 116 000 of MIG grant and INEP.

COMPONENT D: CASH FLOW MANAGEMENT AND INVESTMENTS

INTRODUCTION TO CASH FLOW MANAGEMENT AND INVESTMENTS

The cash flow outcome presents the actual revenue and actual payments made during the year under review. Actual revenue realized should be differentiated from revenue billed because revenue billed does not portray the holistic financial position and performance of the municipality.

As a result, the cash flow outcome is presented on cash basis as opposed accrual basis of accounting.

Cash and cash equivalent of the municipality is made up of cash in the primary and all the short term investment

COMMENT ON CASH-FLOW OUTCOMES:

Cash and cash equivalent at the beginning of the financial year was R1 453 471 and when comparing this to the cash and cash equivalent as at end of 2018/19 financial year, the results reflects an increase in cash and cash equivalent to R12 667 402 and this portrays a positive picture about cash management of the municipality. The municipality still has an unfavourable liquidity ratio. Cognizance should be taken that the municipality is still dependent on grants since a major portion of revenue realized is made up of Transfer recognized (both operating and capital).

5.10 BORROWING AND INVESTMENTS

INTRODUCTION TO BORROWING AND INVESTMENTS

Actual Borrowings 2017/18-2018/19			
R'000			
Instrument	2017/18	2018/19	2019/20
<u>Municipality</u>			
Long-term loans (annuity/reducing balance)	R10 028 413	R 5 612 936	R 2 945 384
Long-term loans (non-annuity)			
Local registered stock			
Instalment credit			
Financial leases	R 925 542	R 515 921	R 238 137
PPP liabilities			
Finance granted by cap equipment supplier			
Marketable bonds			
Non-marketable bonds			
Bankers acceptances			
Financial derivatives			



Other securities			
Municipal Total			
<u>Municipal Entities</u>			
Long-term Loans (annuity/reducing balance)	–	–	–
Long-term Loans (non-annuity)	–	–	–
Local registered stock	–	–	–
Instalment credit	–	–	–
Financial leases	–	–	–
PPP liabilities	–	–	–
Finance granted by cap equipment supplier	–	–	–
Marketable bonds	–	–	–
Non-Marketable bonds	–	–	–
Bankers acceptances	–	–	–
Financial derivatives	–	–	–
Other Securities	–	–	–
Entities Total			

Municipal and Entity Investments 2017/18- 2019/20			
R'000			
Investment type	2017/18	2018/19	2019/20
<u>Municipality</u>			
Securities - national government	–		
Listed corporate bonds	–		
Deposits –bank			
Deposits -public investment commissioners	–		
Deposits -corporation for public deposits	–		
Bankers' acceptance certificates	–		
Negotiable certificates of deposit - Banks	–		
Guaranteed endowment policies (sinking)	R10 732 016	R10 731 000	R10 731 000
Repurchase agreements - Banks			
Municipal bonds	–		
Other	–		
<u>Municipal Entities</u>			
Securities - National government	–		
Listed corporate bonds	–		
Deposits – Bank	–		
Deposits - Public Investment Commissioners	–		
Deposits - Corporation for Public Deposits	–		
Bankers' acceptance certificates	–		
Negotiable certificates of deposit- Banks	–	–	
Guaranteed endowment policies (sinking)	–	–	
Repurchase agreements – Banks	–	–	



Municipal bonds	–	–	
Other	–	–	
Entities Sub-Total	–	–	
Consolidated Total:			

COMMENT ON BORROWING AND INVESTMENTS:

The Municipality has a long terms loans with DBSA

PUBLIC-PRIVATE PARTNERSHIPS

Not applicable

COMPONENT E: OTHER FINANCIAL MATTERS

SUPPLY CHAIN MANAGEMENT

The financial statements for the 2019/20 financial year present an irregular expenditure of R 158 420 715 as opening balance and during the year irregular expenditure amounting to R12 451 211 was incurred. This leaves the municipality with overall irregular expenditure of R 170 871 926 that emanated from procurement of goods and services without fully following the supply chain management processes. For 2019/20 financial year none of the year to date irregular expenditure was condoned by Council of the municipality.

The municipality has started with the implementation of central supplier database that has been rolled out by National Treasury with the intention of maintaining a database of organisations, institutions and individuals who can provide goods and services to government institutions. This database serves as the single source of key supplier information for organs of state and it provides consolidated, accurate, up-to date, complete and verified supplier information to procuring organs of state.

Municipality has SCM policy in place to minimize fraud and corruption. There are SCM committees in place that are reviewable as and when required to ensure value for money in awarding of tenders. For the year under review 10 tenders were awarded.

- The council has adopted a SCM policy in terms of SCM regulation 3.
- The SCM unit consists of three full time staff; three positions (Manager , Accountant SCM and Procurement officer.
- A report on the implementation of the SCM policy is presented to the Mayor on a quarterly basis.
- Needs assessments are undertaken for each acquisition and preferential policy objectives identified.
- Threshold values in the SCM policy are aligned with values stipulated in regulation 12.
- Municipal bid documents comply with MFMA circular 25.
- Records of tenders and all other bids received and awards made.
- All bid committees were established and appointed by the Accounting officer.



- Note: MFMA S110-119; SCM Regulations 2005; and relevant MFMA circulars set out required processes and guidance manuals to help ensure that SCM arrangements provide appropriate goods and services, offer best value for money and minimize the opportunities for fraud and corruption.
- 11 Tenders were advertised during 2019/20
- All tenders were advertised on the newspaper and on municipal website
- 10 Tenders were evaluated, adjudicated and awarded during 2019/20
- 25 formal quotations were awarded(R30000.00 up to R200000.00)
- 62 Procurement below R30000.00
- 128 BEE beneficiation awarded for financial year 2019/2020

GRAP COMPLIANCE

GRAP is the acronym for Generally Recognized Accounting Practice and it provides the rules and principles by which municipalities are required to abide by in preparing the financial statements. Successful GRAP compliance and implementation will ensure that municipal accounts are transparent, comparable and more informative to the users of the financial statement. Musina local municipality was appointed to be one of the pilot sites for the implementation of municipal standard chart of accounts (mSCOA) and the chart was expected to be GRAP compliant and the municipality was audited on annual financial statements that were prepared using mSCOA trial balance.



CHAPTER 6

AUDITOR GENERAL AUDIT FINDINGS



COMPONENT A: AUDITOR GENERAL'S OPINION

Report of the auditor-general to Limpopo Provincial Legislature and Council of Musina Local Municipality.

Report on the audit of the financial statements

Opinion

1. I have audited the financial statements of the Musina Local Municipality set out on pages x to x, which comprise the statement of financial position as at 30 June 2020, statement of financial performance, statement of changes in net assets, cash flow statement and statement of comparison of budget information with actual information for the year then ended, as well as the notes to the financial statements, including a summary of significant accounting policies.
2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Musina Local Municipality as at 30 June 2020, and its financial performance and cash flows for the year then ended in accordance with Standards of Generally Recognised Accounting Practice (GRAP) and the requirements of the Municipal Finance Management Act (Act No 56 of 2003) (MFMA) and the Division of Revenue Act, 2019 (Act No. 16 of 2019)(DoRA).

Basis for opinion

3. I conducted my audit in accordance with the International Standards on Auditing (ISAs). My responsibilities under those standards are further described in the auditor-general's responsibilities for the audit of the financial statements section of this auditor's report.
4. I am independent of the municipality in accordance with the International Ethics Standards Board for Accountants' International *code of ethics for professional accountants (including International Independence Standards)* (IESBA code) as well as other ethical requirements that are relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA code.
5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Material uncertainty relating to going concern

6. I draw attention to the matter below. My opinion is not modified in respect of this matter.
7. I draw attention to note 54 to the financial statements, which indicates that the municipality incurred a net loss of R24 706 202 (2019: R52 654 909) during the year ended 30 June 2020, and as of that date the municipality's current liabilities exceeded its current assets by R433 718 315 (2019: R416 344 287). As stated in note 54, these events or conditions, along with the other matters as set forth in the note, indicate that a material uncertainty



exists that may cast significant doubt on the municipality's ability to continue as a going concern.

Emphasis of matters

8. I draw attention to the matter below. My opinion is not modified in respect of these matter.

RESTATEMENT OF CORRESPONDING FIGURES

9. As disclosed in note 38 to the financial statements, the corresponding figures for 30 June 2019 were restated as a result of errors in the financial statements of the municipality at, and for the year ended, 30 June 2020.

MATERIAL IMPAIRMENTS – ACCOUNTS RECEIVABLE

10. As disclosed in notes 3 and 4 to the financial statements, material impairments amounting to R13 255 620 (2019: R10 945 784) for exchange transactions and R286 442 347 (2019: R257 922 233) for non-exchange transactions were raised as a result of irrecoverable trade receivables.

Other matters

11. I draw attention to the matters below. My opinion is not modified in respect of these matters.

UNAUDITED SUPPLEMENTARY SCHEDULES

12. The supplementary information set out on pages x to x and xx to xx does not form part of the annual financial statements and is presented as additional information. I have not audited these schedules and, accordingly, we do not express a conclusion thereon.

UNAUDITED DISCLOSURE NOTES

13. In terms of section 125 (2)(e) of the MFMA the municipality is required to disclose particulars of non-compliance with the MFMA. This disclosure requirement did not form part of the audit of the financial statements and accordingly I do not express an opinion thereon.

Responsibilities of the accounting officer for the financial statements

14. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the Standards of GRAP and the requirements of the MFMA and the DoRA and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
15. In preparing the financial statements, the accounting officer is responsible for assessing the municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the appropriate governance structure either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.



Auditor-general's responsibilities for the audit of the financial statements

16. My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.
17. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report.

Report on the audit of the annual performance report

Introduction and scope

18. In accordance with the Public Audit Act 25 of 2004 (PAA) and the general notice issued in terms thereof, I have a responsibility to report on the usefulness and reliability of the reported performance information against predetermined objectives for selected development priorities presented in the annual performance report. I performed procedures to identify material findings but not to gather evidence to express assurance.
19. My procedures address the usefulness and reliability of the reported performance information, which must be based on the municipality's approved performance planning documents. I have not evaluated the completeness and appropriateness of the performance indicators/measures included in the planning documents. My procedures do not examine whether the actions taken by the municipality enabled service delivery. My procedures also do not extend to any disclosures or assertions relating to planned performance strategies and information in respect of future periods that may be included as part of the reported performance information. Accordingly, my findings do not extend to these matters.
20. I evaluated the usefulness and reliability of the reported performance information in accordance with the criteria developed from the performance management and reporting framework, as defined in the general notice, for the following selected development priorities presented in the municipality's annual performance report for the year ended 30 June 2020:

Development priorities	Pages in the annual performance report
KPA 1: Basic service delivery	x – x

21. I performed procedures to determine whether the reported performance information was properly presented and whether performance was consistent with the approved



performance planning documents. I performed further procedures to determine whether the indicators and related targets were measurable and relevant, and assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.

22. The material findings in respect of the usefulness and reliability of the selected development priorities are as follows:

KPA 1: BASIC SERVICE DELIVERY

Various indicators

23. I was unable to obtain sufficient appropriate audit evidence for the reported achievements in the annual performance report of the indicators listed below. This was due to inadequate technical indicator descriptions, proper performance management systems and processes with formal standard operating procedures that predetermined how the achievement would be measured, monitored and reported. I was unable to confirm that the reported achievements of these indicators were reliable by alternative means. Consequently, I was unable to determine whether any adjustments were required to the reported achievements. In addition, these indicators did not relate to the strategic objective, which they aimed to achieve.

No	Indicator description	Strategic objective	Reported achievement
1	Meters of feeder line constructed in Nance field hostel ward 4 in preparation of the multipurpose centre	To initiate and improve the quantity and quality of municipal infrastructure	500m
2	Kilometres of storm water channel cleaned	To initiate and improve the quantity and quality of municipal infrastructure	1km
3	Number of hydraulic structures cleaned	To initiate and improve the quantity and quality of municipal infrastructure	19

Other matters

24. I draw attention to the matters below.

ACHIEVEMENT OF PLANNED TARGETS

25. Refer to the annual performance report on pages x - x and xx - xx for information on the achievement of planned targets for the year. This information should be considered in the context of the material findings expressed on the usefulness and reliability of the reported performance information in paragraph 23 of this report.

ADJUSTMENT OF MATERIAL MISSTATEMENTS



26. I identified material misstatements in the annual performance report submitted for auditing. These material misstatements were on the reported performance information of KPA1: Basic service delivery. As management subsequently corrected only some of the misstatements, I raised material findings on the usefulness and reliability of the reported performance information. Those that were not corrected are reported on above.

Report on the audit of compliance with legislation

Introduction and scope

27. In accordance with the PAA and the general notice issued in terms thereof, I have a responsibility to report material findings on the municipality's compliance with specific matters in key legislation. I performed procedures to identify findings but not to gather evidence to express assurance.
28. The material findings on compliance with specific matters in key legislation are as follows:

Annual financial statements, performance and annual reports

29. The financial statements submitted for auditing were not prepared in all material respects in accordance with the requirements of section 122(1) of the MFMA.

Material misstatements of receivables, disclosures, statement of cash flow, net changes in assets and comparison of budget and actual identified by the auditors in the submitted financial statements were subsequently corrected, resulting in the financial statements receiving an unqualified audit opinion.

Expenditure management

30. Money owed by the municipality was not always paid within 30 days, as required by section 65(2)(e) of the MFMA.
31. Reasonable steps were not taken to prevent irregular expenditure amounting to R12 415 211 as disclosed in note 39.3 to the annual financial statements, as required by section 62(1)(d) of the MFMA. The majority of the irregular expenditure was caused by non-compliance with the Preferential Procurement Policy Framework Act and the SCM regulations.
32. Reasonable steps were not taken to prevent fruitless and wasteful expenditure amounting to R6 290 130, as disclosed in note 39.2 to the annual financial statements, in contravention of section 62(1)(d) of the MFMA. The majority of the disclosed fruitless and wasteful expenditure was caused due to interest on late payments.

Procurement and contract management

33. Some of the competitive bids were adjudicated by a bid adjudication committee that was not composed in accordance with supply chain management (SCM) regulation 29(2).



34. Some of the contracts were awarded to bidders based on points awarded for criteria that differed from those stipulated in the original invitation for bidding, in contravention of SCM regulations 21(b) and 28(1)(a)(i) and the preferential procurement regulations.
35. Some of the quotations were awarded to bidders based on preference points that were not calculated in accordance with the requirements of the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) (PPPFA) and its regulations.
36. Some of the quotations were awarded to bidders that did not score the highest points in the evaluation process, as required by section 2(1)(f) of PPPFA and preferential procurement regulations.

Consequence management

37. Unauthorised expenditure incurred by the municipality was not investigated to determine if any person is liable for the expenditure, as required by section 32(2)(a) of the MFMA.
38. Irregular and fruitless and wasteful expenditure incurred by the municipality were not investigated to determine if any person is liable for the expenditure, as required by section 32(2)(b) of the MFMA.

Strategic planning and performance management

39. The performance management system and related controls were inadequate as it did not describe how the performance planning, monitoring, measurement, review, reporting and improvement processes should be conducted managed, as required by municipal planning and performance management regulation 7(1).

Other information

40. The accounting officer is responsible for the other information. The other information comprises the information included in the annual report, which includes the audit committee's report. The other information does not include the financial statements, the auditor's report and those selected development priorities presented in the annual performance report that have been specifically reported in this auditor's report.
41. My opinion on the financial statements and findings on the reported performance information and compliance with legislation do not cover the other information and I do not express an audit opinion or any form of assurance conclusion on it.
42. In connection with my audit, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements and the selected development priorities presented in the annual performance report, or my knowledge obtained in the audit, or otherwise appears to be materially misstated.
43. I did not receive the other information prior to the date of this auditor's report. When I do receive and read this information, if I conclude that there is a material misstatement



therein, I am required to communicate the matter to those charged with governance and request that the other information be corrected. If the other information is not corrected, I may have to retract this auditor's report and re-issue an amended report as appropriate. However, if it is corrected this will not be necessary.

Internal control deficiencies

44. I considered internal control relevant to my audit of the financial statements, reported performance information and compliance with applicable legislation; however, my objective was not to express any form of assurance on it. The matters reported below are limited to the significant internal control deficiencies that resulted in the basis for the opinion, the findings on the annual performance report and the findings on compliance with legislation included in this report.
45. Senior management did not adequately oversee the operations of the municipality, as the financial statements submitted for audit contained material misstatements and material findings that have been identified in the annual performance report and on compliance with laws and regulations.
46. The municipality's reactive approach in addressing inadequate systems of internal control indicates that mitigating processes are not effective.

Polokwane

08 April 2021



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence



Annexure – Auditor-general's responsibility for the audit

1. As part of an audit in accordance with the ISAs, I exercise professional judgement and maintain professional scepticism throughout my audit of the financial statements and the procedures performed on reported performance information for selected development priorities and on the municipality's compliance with respect to the selected subject matters.

Financial statements

2. In addition to my responsibility for the audit of the financial statements as described in this auditor's report, I also:
 - identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error; design and perform audit procedures responsive to those risks; and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control
 - obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control
 - evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the [board of directors, which constitutes the accounting officer
 - conclude on the appropriateness of the accounting officer's use of the going concern basis of accounting in the preparation of the financial statements. I also conclude, based on the audit evidence obtained, whether a material uncertainty exists relating to events or conditions that may cast significant doubt on the ability of the Musina Local Municipality to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements about the material uncertainty or, if such disclosures are inadequate, to modify my opinion on the financial statements. My conclusions are based on the information available to me at the date of this auditor's report. However, future events or conditions may cause a municipality to cease operating as a going concern
 - evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
 - obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group to express an opinion on the consolidated financial statements. I am responsible for the direction, supervision and performance of the group audit. I remain solely responsible for my audit opinion.



Communication with those charged with governance

3. I communicate with the accounting officer regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.
4. I also confirm to the accounting officer that I have complied with relevant ethical requirements regarding independence, and communicate all relationships and other matters that may reasonably be thought to have a bearing on my independence and, where applicable, the actions taken to eliminate threats or the safeguards applied.



COMPONENT B: AUDIT COMMITTEE COMMENT

Audit and Performance Audit Committee Report to the Council of Musina Local municipality for the financial year ended 30 June 2020

We are pleased to present our report for the financial year ended 30 June 2020.

Audit committee members

The Audit and Performance Audit committee has met four times during the financial year under review, in compliance with the approved terms of reference. The Internal Audit manager is the permanent invitee to the Audit and Performance Audit committee meetings and has unrestricted access to bring any matter within their scope and responsibility to the attention of the committee.

The members of the audit committee are all independent members of the Municipality and include:

Name of the Member	Meetings attended	27/08/2019	13/10/2020	04/03/2021	26/03/2021
Adv. EN Lambani - Appointed 1 June 2018 (chairperson))	4/4	✓	✓	✓	✓
Mr FN Ndou, CRMA Appointed 1 June 2018 (member)	4/4	✓	✓	✓	✓
Mr TG Nevhutalu CA(SA) Appointed 1 June 2018 (member)	4/4	✓	✓	✓	✓
Ms MW Kwenamore AGA(SA) Appointed 1 July 2019 (member)	4/4	✓	✓	✓	✓

LEGEND

- ✓ Attended
- X Did not attend

Audit committee responsibility

The audit and performance committee reports that it has complied with its responsibilities arising from section 166 of Municipal Finance Management Act, 2003, (Act 56 of 2003), section 79 of Municipal Structures Act 117, 1998 (Act 117 of 1998) and paragraph 14 (2)(a) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 and the King III Report on the Best Practices on Corporate Governance for South Africa. The audit and performance committee also reports that it has adopted appropriate formal terms of reference as



its audit and performance committee charter, and regulated its affairs in compliance with this charter and has discharged all its responsibilities as contained therein.

The effectiveness of internal control

The systems of internal controls applied by the Municipality over financial and risk management are effective, efficient and transparent. In line with the MFMA and the King III Report on Corporate Governance requirements, Internal Audit provided the audit committee and management with assurance that the internal controls of the Municipality have been fairly designed, are efficient and effective. This was as a result of adequate risk management process, as well as the implementation of identified corrective actions and suggested enhancements to the controls and processes.

From the Audit Report of the Auditor-General South Africa on the annual financial statements of the municipality, it was noted that the Municipality obtained an unqualified audit opinion for the year under review which is an improvement from last year.

The Audit and Performance Audit committee would like to encourage the municipality Council and management to improve this outcome. We further recommend that management implement an action plan to address all the findings raised by the Auditor General in order to strengthen the efficiency and effectiveness of the systems of internal controls over financial reporting, performance reporting and compliance with laws and regulations.

Evaluation of Annual Financial Statements

The Audit and Performance Audit committee has:

- Reviewed and discussed the audited annual financial statements to be included in the annual report, with the Auditor-General and the Municipality management;
- Reviewed the Municipality compliance with legal and regulatory provisions;
- Reviewed the Auditor General's management report and audit report
- Reviewed significant adjustments resulting from the audit.

Internal audit

The Audit and Performance Audit committee is satisfied that the internal audit function is operating effectively and that it has addressed the risks pertinent to the Municipality and its audits. Internal audit performed the audit of internal controls of the Municipality and through the information provided. The Audit and Performance Audit committee is satisfied with the effectiveness of the internal controls during the financial year. The committee has noted that there is adequate monitoring, oversight and implementation by management in managing internal controls.

Risk management

The Audit and Performance Audit committee is concerned that risk management within the municipality is not effective and recommends that this matter be given priority going forward, Management needs to ensure that there is improved co-ordination between risk management and strategic planning functions, so that resources can be allocated in an optimal manner to address the top risks of the Municipality.



Pre-determined objectives

The Audit and Performance Audit committee is satisfied that preparation and reporting on pre-determined objectives of the Municipality is continually improving. It was recommended that continuous training should be provided to the Performance Management System Officers.

Evaluation of the effectiveness of finance function

The Audit and Performance Audit committee considered and reviewed the performance of the Chief Finance officer and finance function and is satisfied that the resources and expertise of the finance function are adequate and appropriate.

Auditor-General of South Africa

The Audit and Performance Audit committee in consultation with management, agreed to the terms of the engagement. The audit fee for the external audit has been considered and approved taking into consideration such factors as the timing of the audit, the extent of the work required and the scope.

The Audit and Performance Audit committee has met with the Auditor-General of South Africa to ensure that there are no unresolved issues. The committee concur with and accept the Auditor-General of South Africa's report on the annual financial statements and are of the opinion that the audited annual financial statements should be accepted and read together with the report of the Auditor-General of South Africa. The auditors remain independent throughout the financial year.

Reporting

The Audit and Performance Audit committee submitted quarterly reports to the Municipality Council, reporting on matters attended to during the relevant quarters.

Appreciation

The Audit and Performance Audit committee would like to thank Municipality Council, Management and the staff for their continued commitment to improve effective control environment and good governance of Municipality.

Our appreciation is also extended to the team from the AGSA for the value that they continue to add to the Municipality.

Adv. EN Lambani
Chairperson
16 April 2021

COMPONENT C: AUDIT ACTION PLAN

NO	Audit Findings	Category of Finding	Description of Finding	Finding status	Root Cause	Action Plan Description	Start Date	Completion Date	Person Responsible	Position
1	Other Disclosure	Matters affecting the auditor's report	COMAF 30 - Unauthorized, Irregular and Fruitless & fruitless Expenditure for 2018/19 identified were not investigated	Recurring	Financial misconduct board(FMB)established was not effective during the year to assist with the investigations. MPAC reports did not contain all the required information for investigations done. Prior years UIFW expenditure information not availed to MPAC and FMB.	Training of FMB Provide MPAC with adequate supporting information to investigate. Delegate employee to gather all the required information	1-Apr-21	30-Jun-21	TN Tshivanammbi LT Nephawe	MM CFO
2	Payments	Matters affecting the auditor's report	COMAF 25 - Expenditure- Payments not made within 30 days	Recurring	cash flow challenges	Implementation of the revenue enhancement strategy ,financial recovery plan and cost containment measures.	1-Apr-21	30-Jun-21	TN Tshivanammbi LT Nephawe	MM CFO
3	Predetermined Objectives	Matters affecting the auditor's report	COMAF 28: Basic Service Delivery & Infrastructure Development – Indicators not verifiable	Recurring	Lack of sufficient and reliable evidence to support target achieved	Management will ensure that performance information disclosed in the APR is supported by sufficient and reliable information	1-Apr-21	30-Jun-21	PM Mudau	GM Corporate services
4	Predetermined Objectives	Matters affecting the auditor's report	COMAF 14:Basic Service Delivery & Infrastructure Development – Indicators not verifiable	Recurring	Lack of sufficient and reliable evidence to support target achieved	Adequate oversight will be exercised. Improve capacity in the unit including imparting of administrative and record keeping skills in the units where the actions are performed. The line manager will review productivity reports daily and address identified gaps. Senior management will review performance reports. Targets will be reviewed to ensure that they comply with features expected of a SMART indicator.	1-Apr-21	30-Jun-21	PM Mudau PS Peta	GM Corporate services SM Corporate services
5	Procurement	Matters affecting the auditor's report	COMAF 1 - Procurement and contract management – Bidder with highest score not awarded {Quotation}	New	Winning bidder was evaluated on a price excluding VAT while other bidders were evaluated on price including VAT.	Preferential Procurement Regulations 2017, regulation 6(1), in conjunction with SCM Regulation; which state that a specific formula must be used to calculate the points for price in respect of a tender with a rand value equal to or above R30, 000 and up to a rand value of R50million, inclusive of all applicable taxes will be complied with going forward.	1-Apr-21	30-Jun-21	LT Nephawe	CFO



6	Procurement	Matters affecting the auditor's report	COMAF 13 - Procurement and Contract Management – Bidders that obtained minimum functionality qualifying score were eliminated due to ECSA guideline on determination of consulting fees	New	The bid documentation did not contain the evaluation criteria relating to the determination of estimating consulting fees as per Engineering Council of South Africa guideline.	Controls measures will be put in place to ensure that bid invitations / bid documentation contain evaluation and adjudication criteria to which the potential bidders would be evaluated and adjudicated on, as determined by the SCM Regulations and SCM Policy.	1-Apr-21	30-Jun-21	LT Nephawe	CFO
7	Procurement	Matters affecting the auditor's report	COMAF 13: Procurement and Contract Management – Evaluation criteria for functionality not included in the bid documentation	New	Municipality did not consider the service(provision of insurance) requiring taking into account quality, reliability, viability and durability of a service including the tender's technical capacity and capability to execute a contract. External auditors believes that considering that the service (provision of insurance service)was of a technical nature, which involves the risk assessment of the assets of the municipality, the invitation to tender should have include functionality criterion as a measure to determine the bidders' capacity and capabilities to execute the contract.	Going forward the invitation to tender for services of a technical nature will include functionality criterion as a measure to determine the bidders' capacity and capabilities to execute the contract.	1-Apr-21	30-Jun-21	LT Nephawe	CFO
8	Procurement	Matters affecting the auditor's report	COMAF 13: Procurement and Contract Management – Quorum for BAC meeting not in accordance with SCM Regulations	New	3 out of 5 BAC members attended a meeting where Bid 2 - 2018/19 was adjudicated.	CFO will ensure that a chorom is met before BAC meetings are convened to adjudicate bids.	1-Apr-21	30-Jun-21	LT Nephawe	CFO
9	Procurement	Matters affecting the auditor's report	COMAF 21: Procurement and contract management – Scoring points not correctly calculated (Quotations)	New	Management evaluated quotations on the amount excluding VAT	The CFO will implement proper control measures in order to ensure that the evaluation of the submitted bids/ quotations are including VAT and that the bidder with the highest points is awarded the contract to avoid non-compliance with SCM prescripts and regulations.	1-Apr-21	30-Jun-21	LT Nephawe	CFO
10		Other important matters	COMAF 32: Cash flow misstatements	New	Material variances where noted on the recalculations performed on the cash flow statement.	The CFO will ensure that the accurate statement of cash flow is prepared and reviewed. Furthermore, supporting workings for the cash flow statement will be submitted as part of the audit file and the workings will be appropriately referenced to the financial statements and related notes.	1-Apr-21	31-Aug-21	LT Nephawe	CFO
11	Other Disclosure	Other important matters	COMAF 34 - Irregular expenditure – Irregular expenditure disclosed in the AFS is understated	New	"Transfer to receivables" was incorrectly presented as irregular expenditure. This related to the amount of the conditional grant that was previously disclosed as irregular and Treasury has deducted the amount as part of the equitable share	Management will draft a letter to MPAC to ensure that the amount is written off through council	1-Apr-21	30-Jun-21	LT Nephawe	CFO
12	Other Disclosure	Other important matters	COMAF 29 - Irregular expenditure disclosed in the AFS is understated	New	Payments that were made during the period under review relating to contracts that were recorded in the prior year irregular expenditure register were not recorded in the irregular expenditure register and disclosed in the note to the AFS	The CFO will implement proper control measures which includes review of the AFS in order to ensure that all the irregular expenditures as a result of non-compliance with	1-Apr-21	30-Jun-21	LT Nephawe	CFO

						SCM prescripts are recorded and disclosed in the note to the AFS.				
13	Other Disclosure	Other important matters	COMAF 30 - Unauthorized, Irregular and Fruitless & fruitless Expenditure – Non-compliance	Recurring	The accounting officer did not inform the mayor, the MEC for local government in the province and the Auditor-General, in writing of any unauthorised, irregular or fruitless and wasteful expenditure incurred by the municipality; whether any person is responsible or under investigation for such unauthorised, irregular or fruitless and wasteful	The accounting officer will inform the mayor, the MEC for local government in the province and the Auditor-General, in writing of any unauthorised, irregular or fruitless and wasteful expenditure incurred by the municipality; whether any person is responsible or under investigation for such unauthorised, irregular or fruitless and wasteful	1-Apr-21	30-Jun-21	TN Tshiwanammbi	MM
14	Liabilities	Other important matters	COMAF 24: Statement of comparison of budget and actual – Difference noted between Final budget and Initial budget submitted for audit.	New	Total non-current liability was not accurately disclosed.CFO agreed that it was as a result of a typing error.	The chief financial officer will implement proper control measures in order to ensure proper review is done on AFS before submitting for audit	1-Apr-21	30-Jun-21	LT Nephawe	CFO
15	Payments	Other important matters	COMAF 11 - Payables from non-exchange transactions – Difference between confirmation letter and amount disclosed as per the Annual Financial Statements (AFS)	New	Balance on the Financial Statement did not agree to the external balance confirmation letter for department of transport.	Revised confirmation that agreed with the AFS were obtained and submitted for audit.The finding was resolved. Going forward the CFO will ensure that the balances on the Financial Statements are complete and accurate	1-Apr-21	30-Jun-21	LT Nephawe	CFO
16	Payments	Other important matters	COMAF 22 - Trade and other payables - Retention payable amount disclosed exclusive of VAT	New	Review and application of GRAP 104 provisions pertaining to disclosure of financial liabilities was not done.	Management will ensure in future all VAT accrued on retention are capitalised to the retention liability	1-Apr-21	30-Jun-21	LT Nephawe	CFO
17	Procurement	Other important matters	COMAF 21 - Procurement and contract management – Contract extensions not approved by council (i.e. No council resolution provided)	New	The CFO did not implement control measures in order to ensure that reasons for the amendment of contracts/ agreements are tabled to council before final approval of the contracts' extensions/ variations by the accounting officer.	Management will ensure that amendments of contracts are tabled to council before final approval by the accounting officer.	1-Apr-21	30-Jun-21	LT Nephawe	CFO
18	Receivables	Other important matters	COMAF 31 - The impairment amount was inaccurately valued	New	Error on the calculation formula of impairment	The CFO will ensure that reviews are performed on the impairment calculation schedules in accordance with the Municipality's approved methodology	1-Apr-21	30-Jun-21	LT Nephawe	CFO
19	Receivables	Other important matters	COMAF 17 - VAT Receivables - Input VAT claimed on abridged invoices instead of Full tax invoices	New	Invoices that were above R5000 did not have the recipient (Municipality)'s VAT number	Management will ensure that any invoice above R5000 has both the Municipality and the Supplier VAT Number	1-Apr-21	30-Jun-21	LT Nephawe	CFO
20	Receivables	Other important matters	COMAF 17 - VAT input claimed on expenses with no tax invoices	New	VAT was claimed and paid on expenses with no tax invoices.Contracts to support the debit orders were used instead of invoices	Management will ensure that in as much as there are contracts to support the debit orders, invoices are also obtained from the suppliers to support the debit orders.	1-Apr-21	30-Jun-21	LT Nephawe	CFO
21	Predetermined Objectives	Administrative matters	COMAF 14: Basic Service Delivery & Infrastructure Development –	New	Actual achievements of indicators not consistent with the planned targets as per the SDBIP and APR.	Management will improve on proper review mechanism for KPI and target	1-Apr-21	30-Jun-21	PS Peta	Senior manager Corporat



			Reported achievements and planned targets not consistent with the planned and reported indicators.			definitions and settings to avoid inconsistencies.				eservice s
22	Other Disclosure	Administrative matters	COMAF 19 - Commitments – Expenditure amount per commitment and contract register differs	New	Municipality used contract register to prepare for the commitment register, some expenditures on the contract register did not agree with the commitments register.	Management will ensure the contract register is updated with all expenditures to ensure it agrees to the commitment schedule.	1-Apr-21	30-Jun-21	LT Nephawe	CFO
23	Other Disclosure	Administrative matters	COMAF 7 - Duplicated expenditures on the contract register	New	Contract register not reviewed to ensure that it was accurate.	Contract register will be accurately updated and reviewed	1-Apr-21	30-Jun-21	LT Nephawe	CFO
24	Other Disclosure	Administrative matters	COMAF 16 - Commitments – Commitment balance understated.	New	Some of the contract amounts for consultants for projects were not included in the commitment register.	Contract register will be updated to reflect the contract amount for inclusion in the commitment schedule	1-Apr-21	30-Jun-21	LT Nephawe	CFO
25	Other Disclosure	Administrative matters	COMAF 33: HR Management - Control deficiencies identified in the human resource management	New	The post of the General Manager – Technical service vacant for more than 3 years. 2. Vacancies in the staff establishment.					
26	Other Disclosure	Administrative matters	COMAF 5 - Annual Financial Statements - Misstatement identified in the financial statements	New	1. Gain on revaluation of assets was incorrectly disclosed as a separate line item under revenue instead of disclosing it after the surplus/deficit portion. 2. Incorrect referencing of accounting policy. 3. Financial liabilities note 12.1- Incorrect referenced 4. Total column for statement of net changes does not cast correctly as per the "Accumulated surplus/deficit column". Amount of R89 526 for Accumulated depreciation was erroneously not included in the "Total" column. 5. Comparison of budget and actual amounts. Amount under cash flow from operating activities does not agree to the note 37 and the cash flow statement 6. The following statement "Although, I am primarily responsible for the financial affairs of the municipality this is supported by the municipality's external auditors" was disclosed on accounting officer's responsibility.	Adequate review of the AFS will be done before the AFS are submitted for auditing.	1-Apr-21	31-Aug-21	LT Nephawe	CFO
27		Administrative matters	COMAF 3-No external quality assessment performed on the work performed by internal auditors	Recurring	Consultation with the Provincial Treasury to assist in securing the service providers to do the external review were not successful	To provide resources on budget provision to appoint the service providers for the external review of internal audit work	1-Apr-21	30-Jun-21	J Siaga	Internal audit manager
28		Administrative matters	COMAF 3-Risk management - Non-functionality of the risk committee	New	Risk management committee chairperson resigned. Another chairperson was not appointed.	The Accounting Officer will form a functional risk management committee and evaluate its performance in line with its responsibilities as stipulated in the risk management charter.	1-Apr-21	30-Jun-21	J Siaga	Manager Risk management
29	Predetermined Objectives	Administrative matters	COMAF 5 - Strategic planning and budgeting - Annual budget and adjustment budgets not made public	New	IT did not upload the budgets on the website.	CFO will ensure that IT upload the budgets on the Municipal website	1-Apr-21	30-Jun-21	ATM Mokone	Manager Budget
30		Administrative matters	COMAF 8 - Audit committee - The audit committee did not liaise with internal audit unit of the municipality	New	Attendance registers for meetings between internal and audit committee were not kept	Internal audit will keep evidence of meetings held separately with the audit committee	1-Apr-21	30-Jun-21	J Siaga	Manager Risk management
31		Administrative matters	COMAF 15: Statement of comparison of budget and actual	New	Explanation for variance were not provided.	Adequate review of the AFS will be done before the AFS are submitted for auditing.	1-Apr-21	31-Aug-21	LT Nephawe	CFO



32		Administrative matters	COMAF 6 - Investments - The municipality does not have an investment register	New	Municipality only has one investment that did not have any movement during the year, the interest accrued is paid over to the main account.	Investment register will be developed as a means to implement controls over monthly processing and reconciling of the transactions relating to investments	1-Apr-21	30-Jun-21	LT Nephawe	CFO
33		Administrative matters	COMAF 10 - Finance Lease - Interest not capitalised	New	The CFO did not ensure that there is adequate control on the monthly processing and capitalization of the interest.	The CFO will ensure that the interest on the finance lease is capitalised in the municipality's records in terms of GRAP 13 Leases.	1-Apr-21	31-Aug-21	LT Nephawe	CFO
34	Payments	Administrative matters	COMAF 26: Expenditure – Overstatement of expenditure	New	The expenditure was recorded inclusive of VAT	The CFO will ensure that expenditure is recorded accurately.	1-Apr-21	30-Jun-21	LT Nephawe	CFO
35	Payments	Administrative matters	COMAF 25 - Payment made to the supplier before the expenditure was incurred	New	Urgent need to procure face masks for frontline employees. Supplier needed upfront payments.	The CFO will ensure that payments are made to suppliers after the goods have been received	1-Apr-21	30-Jun-21	LT Nephawe	CFO
36		Administrative matters	COMAF 2 - Payables from non-exchange transactions - No monthly reconciliations	New	The CFO did not take all reasonable steps to ensure that monthly reconciliations for the account are performed.	Vhembe reconciliation will be done on a monthly basis on the 2020/2021 financial year onwards.	1-Apr-21	30-Jun-21	LT Nephawe	CFO
37		Administrative matters	COMAF 11 - Trade and other payables - Difference between DBSA and disclosed accrued amounts	New	Municipality did not include the arrear interest on late payment as part of the DBSA accruals	Management will ensure all interest, Finance and, or interest on late payments are included in the records of the Municipality	1-Apr-21	30-Jun-21	LT Nephawe	CFO
38	Predetermined Objectives	Administrative matters	COMAF 28: Basic Service Delivery & Infrastructure Development – Misstatements identified in the APR.	New	1.The baseline of indicators indicated as new whereas the indicators were reported in the prior year APR. 2.The actual performance of the indicator was not documented in the APR. 3.Indicator was reported as 1 in quarter 1 and 2. However, the indicator is reported as 1 in APR 4.Indicator variances incorrectly stated as -2m2	Management will implement controls to ensure that the annual performance report is reviewed before it is submitted for audit.	1-Apr-21	30-Jun-21	PM Mudau	GM corporate services
39	Predetermined Objectives	Administrative matters	COMAF 14: Basic Service Delivery & Infrastructure Development – Differences between the reported information and supporting evidence	Recurring	Management did not ensure that the information reported in the annual performance report agrees to the achievement as per the source document.	Management will implement controls to ensure that the annual performance report is reviewed before it is submitted for audit	1-Apr-21	30-Jun-21	PM Mudau	GM corporate services
40	Procurement	Administrative matters	COMAF 13- Procurement and Contract Management – Bidder that obtained minimum qualifying score on functionality not evaluation further on price and preference point system	New	The CFO did not implement control measures to ensure that bidders that are evaluated on functionality and obtain the minimum qualifying score are evaluated further on price and preference point system in terms of the SCM Regulations.	The CFO will implement control measures to ensure that bidders that are evaluated on functionality and obtain the minimum qualifying score are evaluated further on price and preference point system in terms of the SCM Regulations.	1-Apr-21	30-Jun-21	LT Nephawe	CFO
41	Procurement	Administrative matters	COMAF 13: Procurement and Contract Management – Evaluation criteria applied not consistent with criteria in the bid documentation	New	Bid evaluated on the criteria not consistent with those included in the bid documentation. 90/10 vs 80/20	Proper control measures will be put in place to ensure that bid documentation contain the correct evaluation criteria.	1-Apr-21	30-Jun-21	LT Nephawe	CFO



APPENCICES



APPENDIX A – COUNCILLORS, COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

APPENDIX A – COUNCILLORS, COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE 2019/2020 (JULY 2019- JUNE 2020)

COUNCIL MEETINGS

DATE OF MEETING	VENUE	MUNICIPALITY	TYPE OF MEETING
10. 12 July 2019	Council Chamber	Musina Local Municipality	Urgent Special Council
11. 22 August 2019	Council Chamber	Musina Local Municipality	Ordinary Council
12. 27 November 2019	Council Chamber	Musina Local Municipality	Ordinary Council
13. 23 January 2020	Council Chamber	Musina Local Municipality	Ordinary Council
14. 28 February 2020	Council Chamber	Musina Local Municipality	Urgent Special Council
15. 27 March 2020	Council Chamber	Musina Local Municipality	Ordinary Council
16. 11 May 2020	Council Chamber	Musina Local Municipality	Urgent Special Council
17. 12 June 2020	Council Chamber	Musina Local Municipality	Ordinary Council
18. 29 July 2020	Council Chamber	Musina Local Municipality	Urgent Special Council

EXECUTIVE COMMITTEE

DATE OF MEETING	VENUE	MUNICIPALITY	TYPE OF MEETING
11. 12 July 2019	Council Chamber	Musina Local Municipality	Special Meeting
12. 20 August 2019	Council Chamber	Musina Local Municipality	Ordinary Meeting
13. 06 November 2019	Council Chamber	Musina Local Municipality	Urgent Special Meeting
14. 19 November 2019	Council Chamber	Musina Local Municipality	Ordinary Meeting
15. 21 January 2020	Council Chamber	Musina Local Municipality	Ordinary Meeting
16. 25 February 2020	Council Chamber	Musina Local Municipality	Urgent Special Meeting
17. 17 March 2020	Council Chamber	Musina Local Municipality	Ordinary Meeting
18. 08 May 2020	Council Chamber	Musina Local Municipality	Urgent Special Meeting
19. 05 June 2020	Council Chamber	Musina Local Municipality	Ordinary Meeting
20. 28 July 2020	Council Chamber	Musina Local Municipality	Urgent Special Meeting



FINANCE PORTFOLIO COMMITTEE

DATE OF MEETING	VENUE	MUNICIPALITY	TYPE OF MEETING
9. 05 July 2019	Council Chamber	Musina Local Municipality	Urgent Special Meeting
10. 02 August 2019	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
11. 05 November 2019	Council Chamber	Musina Local Municipality	Urgent Special Meeting
12. 11 November 2019	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
13. 14 January 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
14. 21 February 2020	Council Chamber	Musina Local Municipality	Urgent Special Meeting
15. 10 March 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
16. 04 June 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting

COMMUNITY SERVICES PORTFOLIO COMMITTEE

DATE OF MEETING	VENUE	MUNICIPALITY	TYPE OF MEETING
7. 24 June 2019	Traffic Centre	Musina Local Municipality	Ordinary Portfolio Meeting
8. 01 August 2019	Traffic Centre	Musina Local Municipality	Ordinary Portfolio Meeting
9. 05 November 2019	Traffic Centre	Musina Local Municipality	Ordinary Portfolio Meeting
10. 09 January 2020	Traffic Centre	Musina Local Municipality	Ordinary Portfolio Meeting
11. 11 March 2020	Traffic Centre	Musina Local Municipality	Ordinary Portfolio Meeting
12. 03 June 2020	Traffic Centre	Musina Local Municipality	Urgent Portfolio Meeting

CORPORATE SERVICE PORTFOLIO COMMITTEE

DATE OF MEETING	VENUE	MUNICIPALITY	TYPE OF MEETING
8. 02 August 2019	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
9. 07 November 2019	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
10. 16 January 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
11. 10 March 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
12. 07 May 2020	Council Chamber	Musina Local Municipality	Special Urgent Portfolio Meeting



13. 02 June 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
14. 12 August 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting

EDP/TECH SERVICE PORTFOLIO COMMITTEE

DATE OF MEETING	VENUE	MUNICIPALITY	TYPE OF MEETING
8. 01 August 2019	Old Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
9. 01 November 2019	Old Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
10. 14 January 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
11. 11 March 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
12. 01 June 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
13. 27 July 2020	Council Chamber	Musina Local Municipality	Special Urgent Portfolio Meeting
14. 05 August 2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting

MPAC MEETINGS

DATE	VENUE	ORGANISATION	TYPE OF MEETING
16. 26/07/2019	Old Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
17. 29/07/2019	Old Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
18. 03/10/2019	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
19. 11/11/2019	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
20. 19/11/2019	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
21. 22/11/2019	Council Chamber	Musina Local Municipality	Special Urgent Portfolio Meeting
22. 24/01/2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
23. 02/03/2020	Old Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
24. 19/02/2020	Old Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
25. 20/02/2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
26. 21/02/2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
27. 27/02/2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting



28. 03/03/2020	Council Chamber	Musina Local Municipality	Special Urgent Portfolio Meeting
29. 03/10/2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting
30. 03/11/2020	Council Chamber	Musina Local Municipality	Ordinary Portfolio Meeting

Committee annual meetings

Name of Meeting Council committees	Annual Target	Number of meetings convened	Number of meetings materialised	Total number of apologies received
Finance Portfolio	6	8	8	0
Community Services Portfolio	5	6	6	0
Corporate services Portfolio	5	7	7	0
EDP & Technical Services	5	7	7	0
Labour Forum	4	3	3	3
EXCO	6	8	8	0
Special EXCO	3	2	2	0
Council	5	5	5	4
Special Council	4	3	3	0
MPAC	5	15	15	8
Municipal Events	3	3	5	0
Rules and programming	4	4	4	0
Extended Management	3	3	5	0
HOD	9	5	5	0
Communicators Forum	4	2	2	0
ICT Steering	2	2	1	1
Risk Management	4	1	1	0
Audit	4	4	4	0

SOURCE: MLM Councillors information



APPENDIX B – MUNICIPAL COMMITTEES & PURPOSES

Committees (other than Mayoral/Executive Committee) and Purposes of Committees	
Municipal Committee	Purpose of Committee
Corporate Services Portfolio Committee	Addressing relevant issues and reports
Technical Services Portfolio Committee	Addressing relevant issues and reports
Finance Portfolio Committee	Addressing relevant issues and reports
Community Services Portfolio Committee	Addressing relevant issues and reports
Economic Development Planning Services Committee	Addressing relevant issues and reports
Local labour forum	Address all employer and employee related matters
Municipal public accounts committee	Oversight committee addressing AG report, financial reporting investigating items delegated by council
Executive Committee	Give political direction to executive management and report to council
Rules and ethics	Investigates reports of unethical conduct, formulates rules and principles, and recommends actions on ethical issues
Programming	Deals with all items submitted and determines which items must serve in portfolio committees and which one must serve in council without serving in portfolio committees
Local geographical names change(LGNC):	Deals with changing of street names within the municipal area



APPENDIX C- ADMINISTRATIVE STRUCTURE

Designation	Initial And Surname	Gender
Municipal Manager	TN Tshivanammbi	Male
General Manager: Corporate Services	PM Mudau	Male
Chief Financial Officer	T Nephawe	Male
General Manager: Community Services	NR Morolana	Male
General Manager: Development Planning	TN Tshivanammbi	Male
Senior Manager: Corporate Services	PS Peta	Male
Senior Manager: Senior Manager Finance	L Murulana	Male
Senior Manager: Mayor Support	M Sithole	Male
Manager: Housing	K Rhavhuanzwo	Male
Manager: Budget	T Mokone	Male
Manager: Asset Management	A Tshinavhe	Male
Manager: Supply Chain Management	M Siziba	Female
Acting Manager: Financial Management	P Makgatho	Male
Manager: Revenue	D Tshikota	Female
Manager: Human Resources	R Le Roux	Female
Manager: ICT	P Eccleston	Male
Manager: Legal Services and Secretariat	T Rammuda	Male
Manager: Waste Management	R Kutama	Female
Manager: Water and Sanitation	M Matshili	Female
Manager : Electrical Services	C Mathoma	Male
Manager: Civil and Roads	M Mthombeni	Male
Manager: Expenditure	B Muluvhu	Male
Manager: Licensing	C Jombe	Male
Manager: Traffic	D Hlongwane	Male
Manager: Traffic	AE Mutele	Male
Acting Manager: LED	I Dzebu	Male
Manager: IDP	T Ncube	Male
Manager: Development and Town Planning	M Mphephu	Male
Manager: Internal Audit	J Seyaka	Male

APPENDIX D - FUNCTIONS OF MUNICIPALITY

Municipal/Entity Functions		
Municipal Functions	Function Applicable to Municipality (Yes/No)*	Function Applicable to Entity (yes/no)
Constitution, Schedule 4, Part B Functions		
Air pollution	yes	N/A
Building regulations	yes	N/A
Child-care facilities	yes	N/A
Electricity and gas reticulation	yes	N/A



Municipal/Entity Functions		
Municipal Functions	Function Applicable to Municipality (Yes/No)*	Function Applicable to Entity (yes/no)
Constitution, Schedule 4, Part B Functions		
Fire-fighting services	yes	N/A
Local tourism	yes	N/A
Municipal airports	No	N/A
Municipal planning	yes	N/A
Municipal health services	yes	N/A
Municipal public transport	yes	
Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities to administer functions specifically assigned to them under this Constitution or any other	yes	
Pontoons, ferries, jetties, piers and harbours, excluding the regulation of international and national shipping and related matters	yes	
Storm water management systems in built-up areas	yes	
Trading regulations	yes	
Water and sanitation services limited to potable water supply systems and domestic waste water and sewage disposal systems	No	Vhembe District Municipality
Beaches and amusement facilities	No	
Billboards and the display of advertisements in public places	yes	
Cemeteries, funeral parlours and crematoria	yes	
Cleansing	yes	
Control of public nuisances	yes	
Control of undertakings that sell liquor to the public	yes	
Facilities for the accommodation, care and burial of animals	yes	
Fencing and fences	yes	
Licensing of dogs	No	
Licensing and control of undertakings that sell food to the public	yes	
Local amenities	yes	
Local sport facilities	yes	
Markets	yes	
Municipal abattoirs	yes	
Municipal parks and recreation	yes	
Municipal roads	yes	
Noise pollution	yes	
Pounds	yes	
Public places	yes	
Refuse removal, refuse dumps, and solid waste disposal	yes	
Street trading	yes	
Street lighting	yes	
Traffic and parking	yes	

APPENDIX E - WARD REPORTING

WARD BASED MEETINGS

Ward Name (Number)	Name of Ward Councillor and Elected Ward Committee Members	PORT-FOLIO	Committee Established (Yes/No)	Number of Monthly Committee Meetings Held During Year	Number of Monthly Reports Submitted to Speakers 'Office on Time	Number of Quarterly Public Ward Meetings Held During Year	Dates
Ward No 01	Cllr: Munzhelele		Yes	10	10	4	
	WARD CORDINATOR: DIMO DANIEL						
	Ward Committees:						14 Dec 2019
	1. MAKAMU SAMUEL	SECRETARY/ INFRASTRUCTUR E & LED					17 Jan 20
	2. MUSEKW A MARUBINI	WOMEN & UNEMOLYMENT					
	3. TSHIMAU SI NORIA	HEALTH & SOCIAL DEVELOPMENT					
	4. SINGO DAVID	DISABILTY					
	5. MUDAU TSATSAW ANI	EDUCATION & COMMUNICATION					
	6. LIKHWAR ENI JOYCE	ROADS & TRANSPORT					
	7. ANNAH RANTSAN A	HOUSING & DISASTER					
	8. NETSHITA TE FHULUFH ELO	SPORTS, ARTS, & CULTURE					
	9. MUNYAI RECTOR	WATER, SANITATION, & ELECTRICITY					
Ward No 02	Cllr: S Shirelele		Yes	15	12	4	08 Dec 2019
	WARD CORDINATOR: A. Lebepe						19 Jan 20
	Ward Committees:						
	1. KOSIE MORAPA	SECRETARY / LED & INFRASTRUCTUR E					
	2. SEWELA MUSIWA	WOMEN & UNEMPLOYMENT					
	3. ELISABET H MACHUS A	HEALTH & SOIAL DEVELOPMENT					



Ward Name (Number)	Name of Ward Councillor and Elected Ward Committee Members	PORT-FOLIO	Committee Established (Yes/No)	Number of Monthly Committee Meetings Held During Year	Number of Monthly Reports Submitted to Speakers 'Office on Time	Number of Quarterly Public Ward Meetings Held During Year	Dates
	4. SOPHY NDOU	DISABILITY					
	5. MADAMAL ALA PETRUS	EDUCATION & COMMUNICATION					
	6. PHILLIP MANENZHE (Mapani)	TRANSPORT & ROADS					
	7. ERNEST NEMAGO VHENI (Marooi)	SPORT, ARTS & CULTURE					
	8. MOSHAT HAMA MASEKO (Linton)						
	9. RINAH SEMATLA (Broombeek)	SAFETY & SECURITY					
	10. ANNAH MOLELU	DISASTER & HOUSING					
Ward No 03	Cllr: T NARE		Yes	13	12	4	
	Coordinator A. Lebepe						13 Dec 2019
	Ward Committees:						22 Feb 20
	1. MAHAHEL A AMOS	EDUCATION & COMMUNICATION					
	2. SELINA MASAHAHA	INFRASTRUCTURE & LED					
	3. CONSTANCE MULEYA	HEALTH & SOCIAL DEVELOPMENT					
	4. RENDANI MANENGENA	SECRETARY & DISABILITY					
	5. MAGGIE SINGO	UNEMPLOYMENT & WOMEN					
	6. GLORY MULEYA	WATER & SANITATION					
	7. VICKY MUDAU	SPORTS, ARTS & CULTURE					
	8. ADAM KWINDA	SAFETY & SECURITY					



Ward Name (Number)	Name of Ward Councillor and Elected Ward Committee Members	PORT-FOLIO	Committee Established (Yes/No)	Number of Monthly Committee Meetings Held During Year	Number of Monthly Reports Submitted to Speakers 'Office on Time	Number of Quarterly Public Ward Meetings Held During Year	Dates
	9. MISHACK MUNYAI	ROADS & TRANSPORT					
	10. SYDNEY MALEMA	HOUSING & DISASTER					
	1. MAHASEL A AMOS						
Ward No 04	Cllr: P Sakala		Yes	14	12	4	
	Coordinator: A. Lebepe						03 Dec 2019
	Ward Committees:						29 Feb 20
	1. VICTORIA BORRIE	EDUCATION & COMMUNICATION					
	2. KHATHUT SHELO TSHAKUMA	LED & INFRASTRUCTURE					
	3. AUBREY MULAUDZI	HEALTH & SOCIAL DEVELOPMENT					
	4. WILLIAM PHOSIWA	DISABILITY					
	5. PAULINA BALOYI	UNEMPLOYMENT & WOMEN					
	6. SELLO MALADZHI	SPORTS,ARTS & CULTURE					
	7. GEORGINA MACHETE	SAFETY & SECURITY					
	8. JUSTICE LANGA	SECRETARY, ROADS & TRANSPORT					
	9. MARY MOYABA	WATER & SANITATION					
	10. ELLA DHLIWAYO	HOUSING & DISASTER					
Ward No 05	Cllr: N MILANZI		Yes	13	12	4	
	Ward Coordinator: A. Lebepe						12 Dec 2019
	Ward Committees:						01 Mar 20
	1. MARIA MOYO	SECRETARY/UNEMPLOYMENT & GENDER					



Ward Name (Number)	Name of Ward Councillor and Elected Ward Committee Members	PORT-FOLIO	Committee Established (Yes/No)	Number of Monthly Committee Meetings Held During Year	Number of Monthly Reports Submitted to Speakers 'Office on Time	Number of Quarterly Public Ward Meetings Held During Year	Dates
	2. TEBOGO MOLEA	ROADS & TRANSPORT					
	3. MAEMU GALANE	WATER, SANITATION, & ELECTRICITY					
	4. ROSINA MAMAFA	HOUSING & DISASTER					
	5. THOMAS MARUAN DA	SAFETY & SECURITY					
	6. KEDIBON E ASNATH DIMO	EDUCATION & COMMUNICATION S					
	7. MICHAEL MHLANGA	SPORTS, ARTS, & CULTURE					
	8. TSHEDZA ELIZABET H NCUBE	HELTH & SOCIAL DEVELOPMENT					
	9. TAKALANI GLADYS MOTLOUT SI	DISABILITY					
	10. ANIA ASIYATU BANDA	INFRASTRUCTUR E & LED					
Ward No 06	Cllr: C NETSHIVHULANA		Yes	9	10	3	01 Dec 2019 04 Mar 20
	Ward Coordinator: A. Lebepe						
	Ward Committees:						
	1. THABO ALBERTU S MILANZI	SECRETARY/ HOUSING & DISASTER					
	2. NOEL MUNYAI	ROADS AND TRANSPORT					
	3. BETHUEL NKHUMEL ENI MAHLAUL E	WATER, SANITATION, & ELECTRICITY					
	4. ISAAC VHUTSHIL O NDOU	UNEMPLOYMENT & GENDER					
	5. DAVID TSHIANE O MUDAU	SAFETY & SECURITY					



Ward Name (Number)	Name of Ward Councillor and Elected Ward Committee Members	PORT-FOLIO	Committee Established (Yes/No)	Number of Monthly Committee Meetings Held During Year	Number of Monthly Reports Submitted to Speakers 'Office on Time	Number of Quarterly Public Ward Meetings Held During Year	Dates
	6. GLORIA MOYO	EDUCATION & COMMUNICATIONS					
	7. ISAAC SEKELANI NDOU	SPORTS, ARTS, & CULTURE					
	8. MASHUDU MARIA DAILANA	HEALTH & SOCIAL DEVELOPMENT					
	9. LIVHUWANI EDITOR HLONGWANE	DISABILITY					
	10. BARBARA ANNAH PHIRI	INFRASTRUCTURE & LED					
Ward No 07	Cllr: J Khunwana		Yes	6	6	3	
	Ward Coordinator: A. Lebepe						26 Oct 2019
	Ward Committees:						07 Mar 20
	1. TSHIFHIWA TSEISA	SECRETARY, EDUCATION & COMMUNICATION					
	2. ELIZABETH NDOU	HEALTH & SOCIAL DEVELOPMENT					
	3. CAIPHUS MASHILA	DISABILITY					
	4. SHONISA NI KWINDA	ROADS & TRANSPORT					
	5. LUFUNO MAFUNISA	SPORTS, ARTS & CULTURE					
	6. TSHIFHIWA KWINDA	INFRASTRUCTURE & LED					
	7. ELIJAH MADIGUMA	WOMEN & UNEMPLOYMENT					
	8. PIET MARUBINI	SAFETY & SECURITY					
	9. SUZAN KWINIKA	HOUSING & DISASTER					
	10. MAKUNGO L.A	WATER, SANITATION & ELECTRICITY					



Ward Name (Number)	Name of Ward Councillor and Elected Ward Committee Members	PORT-FOLIO	Committee Established (Yes/No)	Number of Monthly Committee Meetings Held During Year	Number of Monthly Reports Submitted to Speakers 'Office on Time	Number of Quarterly Public Ward Meetings Held During Year	Dates
Ward No 08	Cllr: MF Mafela		Yes	17	12	4	06 Dec 2019
	Ward Coordinator: D Dimo						08 Mar 20
	Ward committees						
	1. MBAVHAL ELO TAKALANI	SECRETARY/ ROADS & TRANSPORT					
	2. NARE JOHANNES	HOUSING AND DISASTER					
	3. MUNYADZI IWA LINDIWE	EDUCATION & COMMUNICATIONS					
	4. RAMBELANI M.C.	SAFETY & SECURITY					
	5. NETHENGWE NDIVHUWO	UNEMPLOYMENT & GENDER					
	6. MUNYAI F.J.	WATER, SANITATION, & ELECTRICITY					
	7. TSHIBALO N.P.	INFRASTRUCTURE & LED					
	8. RALIYON A AGNES	DISABILITY					
	9. NARE JOHANNES						
	10. MAANO NANCY						
Ward No 09	Cllr: T Netshipale		Yes	14	12	4	13 Oct 2019
	Ward Coordinator: P Mukwevho						08 Mar 20
	Ward Committees:						
	1. NEVHULA MBA CASSWELL	INFRASTRUCTURE & LED					
	2. LIVHANDA MBONISE NI WISDOM	SAFETY & SECURITY					
	3. SEKHWA MA MAEMU FRANS	SPORTS, ARTS AND CULTURE					



Ward Name (Number)	Name of Ward Councillor and Elected Ward Committee Members	PORT-FOLIO	Committee Established (Yes/No)	Number of Monthly Committee Meetings Held During Year	Number of Monthly Reports Submitted to Speakers 'Office on Time	Number of Quarterly Public Ward Meetings Held During Year	Dates
	4. GRACE GODZWA NA	EDUCATION & COMMUNICATION					
	5. MUKWEV HO EUNICE	ROADS & TRANSPORT					
	6. RAMPHAB ANA AZWINDIN I	HEALTH & SOCIAL DEVELOPMENT					
	7. MAANO ANIKIE	WATER & SANITATION					
	8. BADZHI FLORAH	DISABILITY, ELDERLY & NGO's					
	9. RAMATHU THU PINKIE	UNEMPLOYMENT, YOUTH 7 WOMEN					
	10. TSHINAV HE JULIA	HOUSING & DISASTER					
Ward No 10	Cllr: R Gadabeni		Yes	16	12	4	27 Oct 2019 09 Mar 20
	Ward Coordinator: P. Mukwevho						
	Ward Committees:						
	1. TSHIHUM E THIVHUD ZISWI RECKSON	INFRASTRUCTURE & LED					
	2. LEMADE DAVID	SAFETY & SECURITY, ENERGY					
	3. THIVHAF UNI RENDANI	SPORTS, ARTS AND CULTURE					
	4. NEMALAM ANGWA L DAVID	EDUCATION & COMMUNICATION					
	5. MPHIGAL ALE ALUWANI	ROADS & TRANSPORT					
	6. MAKHUV HA NALEDZANI	HEALTH AND SOCIAL DEVELOPMENT					
	7. MPHIDI ALUGUMI	WATER & SANITATION					
	8. NDOU GRACE	DISABILITY, ELDERLY & NGO's					



Ward Name (Number)	Name of Ward Councillor and Elected Ward Committee Members	PORT-FOLIO	Committee Established (Yes/No)	Number of Monthly Committee Meetings Held During Year	Number of Monthly Reports Submitted to Speakers 'Office on Time	Number of Quarterly Public Ward Meetings Held During Year	Dates
	9. MALINDA NORAH	UNEMPLOYMENT, YOUTH & WOMEN					
	10. NGWANE ELINAH	HOUSING & DISASTER					
Ward No 11	Cllr: G Netshisaule		Yes	12	12	4	
	Ward Coordinator: P.Mukwevho						30 Nov 2019
	Ward Committees:						11 Mar 20
	1. MUKOND ELELI H.K	INFRASTRUCTURE & LED					
	2. TSHISUD ZUNGWANE ROFHIWA	SAFETY & SECURITY , ENERGY					
	3. RAMUDZULI THIVHULAWI	SPORTS, ARTS & CULTURE					
	4. MASHILA BETTINA	EDUCATION & COMMUNICATION					
	5. PHASANE FHUMULANI	ROADS & TRANSPORT					
	6. NENGOV HELA NDIVHUWO	HEALTH & SOCIAL DEVELOPMENT					
	7. MPOSHO MALI TSHIFHIWA	WATER & SANITATION					
	8. MUKATUN I NKHUMISENI	DISABILITY, ELDERLY & NGO's					
	9. MAKUNGO AZWIFARWI	UNEMPLOYMENT, YOUTH & WOMEN					
	10. GILIANA LIVHUWANI	HOUSING & DISASTER					
Ward No 12	Cllr: P Mbedzi		Yes	12	12	4	
	Ward Coordinator: P.Mukwevho						19 Oct 2019
	Ward Committees						29 Mar 20
	1. NETSHISAULU	INFRASTRUCTURE & LED					



Ward Name (Number)	Name of Ward Councillor and Elected Ward Committee Members	PORT-FOLIO	Committee Established (Yes/No)	Number of Monthly Committee Meetings Held During Year	Number of Monthly Reports Submitted to Speakers 'Office on Time	Number of Quarterly Public Ward Meetings Held During Year	Dates
	THANYAN I						
	2. JEFREY HLUNGW ANI	SAFETY & SECURITY					
	3. MASHULA ELIZABET H	SPORTS, ARTS & CULTURE					
	4. MUREMA PETRUS	EDUCATION & COMMUNICATION					
	5. MBEDZI TSHUMBE DZO SAMSON	ROADS & TRANSPORT					
	6. MUKHALA NGA DELLY	HEALTH & SOCIAL DEVELOPMENT					
	7. GAVHI NNDITSH ENI	WATER & SANITATION					
	8. RAMUFHI MBULAHE NI ALBERT	DISABILITY, ELDERLY & NGO's					
	9. MPONDO AUBREY	UNEMPLOYMENT, YOUTH & WOMEN					
	10. RAMAKO KOVHU MULALO	HOUSING & DISASTER					



APPENDIX F - WARD INFORMATION

Ward Title: Ward Name (Number)								
Capital Projects: Seven Largest in 2019/2020 (Full List in Appendix L)								
Project Name	Consulting, Contractor	Start Date	Completion Date	Ward	Allocated Budget	% Physical Progress	% Financial Progress	Comments
Nancefield Ext.9 & 10 paved roads	MLK Enginnering & Consultants, <u>Ice burg Trading</u>	04/12/2019	31/08/2020	6	12 000 000.00	100 %	100%	Completed
Muswodi Community Hall	Oascon Solutions, Motla Projects	03/12/2019	31/03/2021	7	8 000 000.00	96%	80%	On progress
Manenzhe Sports Facility	Morula Consulting, Motla Projects	03/012/2019	31/03/2021	9	7 000 000.00	98%	96%	Practical completed
Nancefield Multi-purpose Centre	Lumar Consulting, Nduvho Constuction	08/09/2017	30/06/2020	4	12 173 164.98	100%	100%	Completed
Nancefield Stormwater phase 2	Tshashu Consulting, HLTC(PTY)LTD	30/01/2019	31/08/2019	3&5	4 000 000.00	100%	100%	Completed

Nancefield Ext 2 & 8 paved roads	Tshashu Consulting, NalemunCon sulting	04/12/2018	31/08/201 9	3&5	10 500 000. 00	100%	100%	Completed
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Date of meeting	Resolution	Responsible official	Due date	Comments / Progress	Date resolved	Status
25 February 2019	Verification of ownership of properties that are leased out	GM Corporate services	June 2020	In a process of verifying some of the properties	In progress	In progress
	Development of infrastructure maintenance plan	Acting GM Technical services	June 2020	COGHSTA is assisting with the maintenance plans.	In progress	Not resolved
	Compilation of Compliance framework.	GM Corporate services	June 2020	Still gathering information	In progress	In progress
	Development of service standards	GM Corporate services	June 2020	Four service standards developed. Other standards still to be finalized.	In progress	In progress
	Assessment of risk management committee.	Manager Risk	June 2020	Committee was not functional as a result of resignation of the chairperson.	Planning to appoint a chairperson	Not resolved
27 August 2019	Clearing of payables and receivable balances with VDM on water related transactions	CFO	June 2020	Water related balances were cleared with Vhembe District Municipality. Assessments to be done after appointment of the Chairperson	June 2020	Resolved
	Investigation of Unauthorized irregular fruitless and wasteful expenditure	Municipal Manager	June 2020	Items to be referred to MPAC and Financial misconduct board for investigations.	Still gathering information	In progress
29 November 2019	AGSA and Municipality to discuss and resolve audit report qualification paragraphs on PPE ,going concern and receivables and payables from non-exchange transactions.	CFO	June 2020	PPE and receivables and payables from non-exchange transactions issues are resolved. Net loss which had an impact on the going concern had decreased from R52 654 909 to R24 706 202	June 2020	Resolved



Date of meeting	Resolution	Responsible official	Due date	Comments / Progress	Date resolved	Status
21 February 2020	Management advised to provide comments on internal audit reports.	Manager Internal audit	June 2020	Ongoing as and when audit findings are communicated to management.	Ongoing	ongoing
	Actual reasons for variance be documented on the performance reports and to also avoid using budget constraints as reasons for variances.	CFO	June 2020	Quarterly performance reports reflects clearly the reasons for variances where variance had occurred.	Quarterly	Resolved
13 October 2020	Management advised to resolve all the issues in the Audit action plan.	MM and CFO	June 2021	Training to be scheduled for financial misconduct board and MPAC in order to deal with the issues of investigations of Unauthorized irregular fruitless and wasteful expenditure. Municipality still to develop internal maintenance plan.	Still to be arranged	Not resolved
	Turnaround strategy to implement IDP projects	MM and CFO	June 2021	In progress	In progress	Not resolved
	Approval of internal audit Manual subject to recommended changes	Manager Internal audit	June 2021	Internal audit manual was amended with the recommended changes and subsequently approved by Audit committee.	Oct-21	Resolved
	Audit committee recommended audit committee charter to council for approval	Manager Internal audit	November 2020	Audit committee charter was subsequently approved by council.	19 November 2020	Resolved

APPENDIX H – LONG-TERM CONTRACTS AND PUBLIC - PRIVATE PARTNERSHIPS

NOT APPLICABLE

APPENDIX I – MUNICIPAL ENTITY

NOT APPLICABLE

APPENDIX J - DISCLOSURES OF FINANCIAL INTERESTS

Disclosures of Financial Interests		
Period 1 July 2015 - 30 June 2016		
Position	Name	Description of Financial Interest* (Nil/or details)
(Mayor)	Cllr Mhloti Muhlope	Nil
Speaker	Cllr Gilbert Netshisaulu	Nil
EXCO members	Cllr Siyaphi Shirelele	Nil
	Cllr Nkele Milanzi	Nil
	Cllr Jeremia Khunwana	Nil
	Cllr C Magwira	Nil
Councillors	24 councillors	Nil
Municipal Manager	Thovhedzo Tshivanammbi	Nil
Other S56 Managers		Nil
General Manager Community Services	Richard Morolana	Nil
General Manager Corporate Services	Midas Mudau	
Acting General Manager Economic Development	Thovhedzo Tshivanammbi	Nil
Chief Financial Officer	Thomas Nephawe	Nil

APPENDIX K - REVENUE COLLECTION PERFORMANCE

	Note	2019/2020	2018/2019
		R	Restated R
Revenue			
Non-Exchange Revenue			
Property Rates	18	21,257,109	16,639,769
Licences and Permits	24	4,113,444	4,920,958
Transfers and Subsidies – Operational	25	146,868,000	128,010,137
Fines, Penalties and Forfeits	23	3,410,165	2,926,852
Exchange Revenue			
Service Charges - Electricity	19	136,862,940	129,554,791
Service Charges – Waste Management	19	12,884,610	11,889,561
Rental	20	603,899	269,916
Interest on Investments	21	902,316	870,074
Interest on Receivables	22	2,745,597	1,252,784
Other Revenue	26	9,920,866	12,220,285
Total Revenue (excl. capital transfers and subsidies)		339,568,946	308,555,127
Expenditure			
Employee Related Costs	28	141,060,558	135,088,925
Remuneration of Councillors	29	10,624,279	10,225,193
Debt Impairment / Write-off	3 & 4	30,831,951	29,251,406
Depreciation and Amortisation	30	27,702,359	28,411,078
Asset Impairment	30	7,140,220	5,898,889
Finance Costs	31	559,944	876,801
Bulk Purchases	32	110,277,181	114,062,716
Inventory Consumed	33	3,465,968	1,396,954
Contracted Services	34	29,065,559	21,991,576
Transfers and Subsidies	35	3,504,000	3,857,391
Operational Costs	36	30,232,689	30,585,601
Loss on Disposal of Assets	27	-	60,638
Total Expenditure		394,464,709	381,707,169
Surplus/(Deficit)		-54,895,762	-73,152,041
Gain on Post Medical Aid Benefit Liability	27	1,049,478	-
Transfers and Subsidies – Capital	25	27,744,083	19,659,334
Gain on revaluation of Assets	27	1,396,000	837,799



Surplus/(Deficit) After Capital Transfers and Contributions		-24,706,202	-52,654,909
Surplus/(Deficit) Prior year errors			-
Surplus/(Deficit) for the year		-24,706,202	-52,654,909

APPENDIX L - CONDITIONAL GRANTS RECEIVED EXCLUDING MIG

GRANTS	BUDGET	EXPENDITURE	VARIANCE
INEP	3.1 M	3.1 M	None
FMG	2 365 000	2 365 000	None
EPWP	1 139 000	1 139 000	None
COVID19	447 000	447 000	None

APPENDIX M – CAPITAL EXPENDITURE NEW/ UPGRADE/ RENEWAL PROGRAMMES INCLUDING MIG

PROJECT	Amount Paid excl Vat	VAT	Retention excl VAT	VAT	Total Amount On Paid
9 & 10 Roads	6,738,997	1,010,850	552,608	82,891	8,385,345
Stormwater Channel	805,000	120,750	89,444	13,417	1,028,611
Multipurpose centre	2,418,700	362,805	218,698	32,805	3,033,008
Muswodi Hall	1,768,423	206,829	140,693	21,104	2,137,048
Manenzhe Sport centre	3,250,897	487,634	343,581	51,537	4,133,650
Clinic road	711,443	106,717	-	-	818,160
Tshivhilingeni Bridge	917,998	137,700	-	-	1,055,698
2& 8 roads	1,588,281	238,242	64,272	9,641	1,900,435
6 & 12 roads	595,970	89,396	-	-	685,366
Project Fees	1,400,000	-	-	-	1,400,000



	20,195,709	2,760,922	1,409,295	211,394	24,577,320
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APPENDIX N – CAPITAL PROGRAMME BY PROJECT YEAR 2019/2020

Project Name	Consulting, Contractor	Start Date	Completion Date	Ward	Allocated Budget	% Physical Progress	% Financial Progress	Comments
Nancefield Ext.9 & 10 paved roads	MLK Engineering & Consultants, <u>Ice burg Trading</u>	04/12/2019	31/08/2020	6	12 000 000.00	100 %	100%	Completed
Muswodi Community Hall	Oascon Solutions, Motla Projects	03/12/2019	31/03/2021	7	8 000 000.00	96%	80%	On progress
Manenzhe Sports Facility	Morula Consulting, Motla Projects	03/012/2019	31/03/2021	9	7 000 000.00	98%	96%	Practical completed
Nancefield Multi-purpose Centre	Lumar Consulting, Nduvho Constuction	08/09/2017	30/06/2020	4	12 173 164.98	100%	100%	Completed
Nancefield Stormwater phase 2	Tshashu Consulting, HLTC(PTY)LTD	30/01/2019	31/08/2019	3&5	4 000 000.00	100%	100%	Completed
Nancefield Ext 2 & 8 paved roads	Tshashu Consulting, NalemunConsulting	04/12/2018	31/08/2019	3&5	10 500 000.00	100%	100%	Completed



APPENDIX O – CAPITAL PROGRAMME BY PROJECT BY WARD

2016/ 2017 MIG PROJECTS

PROJECT NAME	PROJECT BUDGET	WARD
Nancefield ext. 8&9 concrete paved roads	R 8 000 000.00	Ward 2&5
Madimbo sports centre phase 2	R 5 300 000.00	Ward 8
Sports centre phase 2 ext.5	R 2 228 000.00	Ward 04
Musina walk-in centre	R 5 000 000.00	Ward 01
Tshipise/Matatane road	R 7 800 000.00	Ward 10
Nancefield storm water channel	R 6 295 300.00	Ward 03

2017/ 2018 MIG PROJECTS

PROJECT NAME	PROJECT BUDGET	WARD
Muswodi sport centre	3 100 000	Ward 11
Nancefield Extention 4 paved road	9 294 600	Ward 03
Multipurpose centre	7 000 000	Ward 04
Madimbo sport Lighting	1 600 000	Ward 12
Masisi sport centre	7 000 000	Ward 08

2018/ 2019 MIG PROJECTS

PROJECT NAME	PROJECT BUDGET	WARD
Nancefield ext.4 Concrete paved road	4 933 333.33	Ward 3
Nancefield Multi-purpose centre	5 000 000.00	Ward 4
Masisi Sports facility	5 233 333.33	Ward 12
Nancefield ext. 2&8 concrete Paved Road	4 000 000.0	Ward 2& 3
Nancefield Storm water channel phase 2	2 327 33.34	Ward 2& 3



2019/2020 MIG PROJECTS

PROJECT NAME	PROJECT BUDGET	WARD
Nancefield Ext.9 & 10 paved roads	12 000 000.00	Ward 6
Muswodi Community Hall	8 000 000.00	Ward 7
Manenzhe Sports Facility	7 000 000.00	Ward 9
Nancefield Multi-purpose Centre	12 173 164.98	Ward 4
Nancefield Stormwater phase 2	4 000 000.00	Ward 3&5
Nancefield Ext 2 & 8 paved roads	10 500 000.00	Ward 3&5

APPENDIX P- SERVICE CONNECTION BACKLOGS AT SCHOOLS AND CLINICS

Service Backlogs: Schools & Clinics				
Establishments lacking basic services	Water	Sanitation	Electricity	Solid Waste Collection
Schools (Names, Locations)				
Not applicable	0	0	0	0
Not applicable	0	0	0	0

APPENDIX Q – SERVICE BACKLOGS EXPERIENCED BY COMMUNITY WHERE ANOTHER SPHERE OF GOVERNMENT IS RESPONSIBLE FOR SERVICE PROVISION

Service Backlogs Experienced by Community Where Another Sphere of Government is the Service Provider (Whether or Not Municipality Acts on Agency Basis)		
Services and locations	Scale of backlogs	Impact of backlogs
Clinics	none	
Housing	None	
Licensing and testing centre	None	
Reservoirs	None	
Schools (primary & high)	None	
Sports fields	None	



APPENDIX R - DECLARATION OF LOANS AND GRANTS MADE BY MUNICIPALITY

Declaration of Loans And Grants Made by Municipality 2019/2020				
All organisations or persons in receipt of loans*/Grants* provided by the municipality	Nature of project	Conditions attached to funding	Value 2011/12 R`000	Total amount committed over previous and future years
No grants and loans granted during the year under review				

APPENDIX S & T- DECLARATION OF RETURNS NOT MADE IN DUE TIME UNDER MFMA S71

MFMA Section 71 Returns Not Made During 2016/2017 According to Reporting Requirements	
Return	Reason return not properly made on due date
All MFMA Section 71 returns were made according to reporting requirements, and submitted in time	

APPENDIX U – ANNUAL FINANCIAL STATEMENTS