

Draft Annual Report for the period ended 30 June 2013



Prepared by: Office of the Municipal Manager

Chapter 1: Mayor's Foreword and Executive Summary

1.1. Mayor's Foreword



It gives me immense pleasure to report to our stakeholders that the partnership between Mantsopa local Municipality as the provider of services and Local Communities as the end-users of those services has once again been successful in assisting the Municipality to plan its responses to the development and aspirations of its people for the past financial year.

We have once again steadfastly continued with the trend of consulting our stakeholders on the Integrated Development Plan (IDP) because we believe that, as the sphere of government that is closest to the people, we carry a pronounced obligation to respond directly and positively to the needs and frustrations of our stakeholders and communities.

We have to frequently reposition our development and service delivery programmes and objectives to ensure that they address the revised needs of our stakeholders and communities, as influenced by the ever changing and shifting socio-economic dynamics.

I am also extremely pleased to note that the core values identified within the IDP were translating themselves into “lived values” and in this manner we were able to do justice to the community at large. This core values were central to achieving an organization that is effective in meeting the needs of its community and were reflected as follows:

- Quality service and performance excellence;
- Commitment and teamwork;
- Integrity, honesty and respect;
- Accountability and transparency;
- Participation and empowerment; and
- Learning and development.

Armed with the key performance beacons contained in the IDP document, Mantsopa Local Municipality was embarking on a development path that was meant to address the needs of our people, to create a better life for them, to bring sanity to their lives, and to transform Mantsopa into the kind of home that they all aspire for.

Service delivery and infrastructural development are ongoing processes, thus one will find that some of the operations programmes encapsulated in the IDP document are a continuation of activities from the previous Financial Year, whilst some have of necessity had to flow into the next Financial Year.

Although much still needs to be done to alleviate poverty, to create an environment that is conducive to economic growth, and to bring meaning and respectability to the diverse communities of Mantsopa. I am confident that the IDP document has provided us with the necessary signposts to help us find our direction in development and service delivery, as well as a reliable yardstick to measure our performance against the mandate that we have received from our people.

It is with great pleasure that I hereby present you with Mantsopa Local Municipality's Annual Report for 2012/2013. In doing so, I must acknowledge the invaluable contributions made, not only by the political leadership, but also by our administrative staff and officials in general. Without their efforts and dedication, Mantsopa Local Municipality would not have been able to meet the needs of the community in the manner that it has. I look forward to continued and sustained growth and service excellence.

S.D. NTSEPE
MAYOR

DATE _____

1.2. Municipal Manager Foreword

This past year (2012/2013) has provided me with enormous challenges and opportunities to ensure



that Mantsopa Local Municipality remains at the “top of its game” and continues to provide the community with effective and efficient services, whilst operating within various resource constraints.

The challenges and opportunities have been many and varied and the most worthy to mention, will be touched on briefly as follows:

- The municipality suffered a great deal when section 56 Manager’s contracts came to an end in the middle of a financial year.
- Effort has been made to improve communication, both on an external and internal level and therefore to improve on operational efficiency and effectiveness.

- In an effort to optimize performance and resource management internally,

development and capacity-building programmes initiated have focused on improving people management; developing systems and processes; and on introducing better monitoring and evaluation processes.

- Democracy and Community Engagement efforts have resulted in strategic and operational plans being developed and implemented in order to ensure that democracy is deepened; that there is a concerted customer and residence focus; that community participation is fostered; and that communication at every level with the community and external agencies is formally improved.

As with all aspects of growth and ensuring heightened service delivery within the municipality context, an even greater challenge is the ability to ensure sustainable development and growth within this context.

Our focus was to ensure that we develop strategies, revitalization plans, sectoral plans and key policies in order to ensure that Mantsopa Local Municipality is in a position to maintain and uplift existing infrastructure and resources, whilst ensuring effective service delivery provision to the rural areas.

Officials and politicians have worked at great lengths towards ensuring that short- and long-term objectives were met in the most efficient and cost-effective manner. This, notwithstanding the ever-present resource challenges, such as:

Financial, systems, institutional architecture and community empowerment.

I wish to place on record my sincere thanks and appreciation to all parties that have assisted in enabling us to reach our goals and objectives during the past year. May we continue to develop and grow into our future, ensuring that Mantsopa Local Municipality is recognized as a leading municipality.

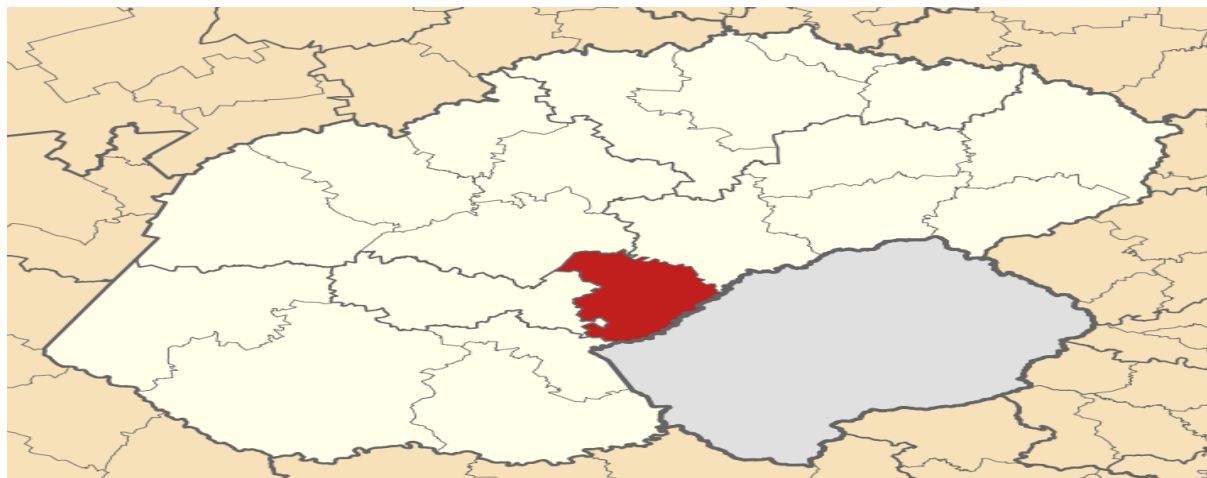
S.M. SELEPE
MUNICIPAL MANAGER

DATE: _____

1.3. Municipal Overview

1.3.1. Geographic and demographic profile

Mantsopa Local Municipality is a local municipality in the Thabo Mofutsanyana District of the Free State in South Africa.



Source- Wikipedia, the free encyclopedia

(a)Origin of the name

Mantsopa was a sister to King Moshoeshoe I who banished her from the Kingdom when he suspected that her powers were greater than his. When she arrived at Modderpoort there were no houses and she stayed in a cave. In 1886 a group of men called The Brotherhood of St Augustine arrived at Modderpoort, and Mantsopa accommodated them in her cave. The missionaries decided to stay and they turned the cave into a chapel. Mantsopa later joined the church and was baptized and given the name Anna. Mantsopa's grave continues to be visited and offerings are still placed on or near it.

(b)Population

Province:	Free State
District:	Thabo Mofutsanyana
Seat:	Ladybrand
Wards:	9
Government	<ul style="list-style-type: none">• Type Municipal Council• Mayor Sello Dennis Ntsepe
Area	<ul style="list-style-type: none">• Total 4,291 km² (1,657sq mi)
Population(2011)	<ul style="list-style-type: none">• Total 51,056• Density 11.9/km² (31/sq mi)• Households 15,170
Racial makeup(2011)	<ul style="list-style-type: none">• Black African 88.4%• Coloured 3.9%• Indian/Asian 0.6%• White 6.6%
First Languages (2011)	<ul style="list-style-type: none">• Sotho80.7%• Afrikaans 9.7%

<ul style="list-style-type: none">• English 4.0%• Other 5.6%	
Time zone	SAST (UTC+2)
Municipal code	FS196

Source-Wikipedia, the free encyclopedia

Main Places

The 2001 census divided the municipality into the following main places:

Place	Code	Area (km ²)	Population	Most spoken Language
Boroa	40601	0.42	3,294	Sotho
Dipelaneng	40602	0.15	822	Sotho
Excelsior	40603	11.37	485	Afrikaans
Hobhouse	40604	11.79	2,589	Sotho
Ladybrand	40605	43.05	4,214	Afrikaans
Mahlatswetsa	40606	1.64	4,881	Sotho
Manyatseng	40608	2.64	14,177	Sotho
Thaba Patchoa	40609	2.17	434	Afrikaans
Thusanong	40610	0.56	2,989	Sotho
Tweespruit	40611	3.04	1,056	Sotho
Remainder of the Municipality	40607	4,213.08	20,377	Sotho

Source-Wikipedia, the free encyclopedia

(c)Household data

Table 1.3.1(a) Population growth rates - 1996, 2001 and 2011

Total Population			Total population	
1996	2001	Growth rate(1996-2001)	2011	Growth rate(2001-2011)
50 081	55342	2,0	51 057	-0,8

Table 1.3.1(b) Sex ratios by Municipality- 1996, 2001 and 2011

MALE			FEMALE			SEX RATIO		
1996	2001	2011	1996	2001	2011	1996	2001	2011
23 794	26 112	24 402	26 288	29 230	26 654	91	89	92

Table 1.3.1(c) Distribution of the population group (Black African) and sex

1996			2001			2011		
Male	Female	Total	Male	Female	Total	Male	Female	Total
20 360	22 733	43 093	22 863	26 051	48 879	21 413	23 713	45 125

Table 1.3.1(d) Distribution by population group (Coloured) – 1996, 2001 and 2011

1996			2001			2011		
Male	Female	Total	Male	Female	Total	Male	Female	Total
1 067	1 157	2 224	1 233	1 239	2 472	991	1 016	2 007

Table 1.3.1(e) Distribution by population group (Indian/Asian) – 1996, 2001 and 2011

1996			2001			2011		
Male	Female	Total	Male	Female	Total	Male	Female	Total
100	79	179	109	122	231	169	128	297

Table 1.3.1(f) Distribution by population group (White) – 1996, 2001 and 2011

1996			2001			2011		
Male	Female	Total	Male	Female	Total	Male	Female	Total
2 173	2 179	4 352	1 907	1 853	3 760	1 668	1699	3 367

Source: Census 2011 Municipal report, Free State, Report 03-01-52

(d) Socio-economic trends

Table 1.3.1.1 Dependency ratio – 1996, 2001 and 2011

0-14			65+			15-64			Dependency Ratio		
1996	2001	2011	1996	2001	2011	1996	2001	2011	1996	2001	2011
17 250	18 005	16 216	2 619	3 086	2 777	28 974	34 252	32 064	68,6	61,6	59,2

Table 1.3.1.2 Distribution of the population aged 15-64 by employment status- 1996, 2001 and 2011

Employed			Unemployed			Unemployment rate		
1996	2001	2011	1996	2001	2011	1996	2001	2011
12 002	12 838	11 725	4 957	7 094	4 864	29.2	35.6	29.0

Table 1.3.1.3 Average household size – 1996, 2001 and 2011

Total Household population			Number of households			Average household size		
1996	2001	2011	1996	2001	2011	1996	2001	2011
48 325	54 077	49 907	11 484	13 772	15 170	4.2	3.9	3.3

Table 1.3.1.4 Distribution of households by type of main dwelling 1996, 2001 and 2011

Formal			Traditional			Informal		
1996	2001	2011	1996	2001	2011	1996	2001	2011
6 904	9 421	12 407	2 061	1 667	450	2 167	2 648	2 226

Table 1.3.1.5 Distribution by tenure status - 2001 and 2011

Owned and fully paid off		Owned but not paid off		Rented		Occupied rent-free	
2001	2011	2001	2011	2001	2011	2001	2011
5 758	7 792	1 767	730	2 769	4 065	3 479	2 379

Table 1.3.1.6 Distribution of households using electricity for lighting, cooking and heating- 1996, 2001 and 2011

Lighting			Cooking			Heating		
1996	2001	2011	1996	2001	2011	1996	2001	2011
7853	10 307	13 805	4086	5281	12 028	3591	4362	5920

Table 1.3.1.7 Distribution of households having access to piped (tap) water -1996, 2001 and 2011

Piped(tap) water inside the dwelling/yard			Piped (tap) water on a communal stand			No access		
1996	2001	2011	1996	2001	2011	1996	2001	2011
9 062	10 168	14 490	1 401	3 046	503	973	559	176

Table 1.3.1.8 Distribution of households by type of refuse removal 1996, 2001 and 2011

Removal by authority/private company			Communal/own refuse dump			No rubbish disposal		
1996	2001	2011	1996	2001	2011	1996	2001	2011
6 707	9 317	11 921	4 237	2 971	2 906	406	1 484	286

Table 1.3.1.9 Distribution of households by type of toilet facility – 1996, 2001 and 2011

Flush/chemical toilets			Pit latrines			Bucket toilets			No toilets		
1996	2001	2011	1996	2001	2011	1996	2001	2011	1996	2001	2011
4 149	4 746	10 677	2 115	2 039	1 480	3 365	5 192	2 530	1 819	1 796	387

Source: Census 2011 Municipal report, Free State, Report 03-01-52

(e) Household incomes

Table 1.3.1.10 Distribution of average household income – 2001 and 2011

2001	2011
28 206	62 287

Table 1.3.1.11 Distribution of female headed household 1996, 2001 and 2011

Female headed household			Total number of households			% of female headed households		
1996	2001	2011	1996	2001	2011	1996	2001	2011
4 001	5 585	6 552	11 484	13 772	15 170	34,8	40,6	43,2

Table 1.3.1.12 Distribution of child headed households – 1996, 2001 and 2011

1996		
Households headed by children	Total households	% of child headed households
97	11 484	0,8
2001		
Households headed by children	Total households	% of child headed households
120	13 772	0,9
2011		
Households headed by children	Total households	% of child headed households
95	15 170	0,6

Source: Census 2011 Municipal report, Free State, Report 03-01-52

1.4 EXECUTIVE SUMMARY

1.4.1. MUNICIPAL VISION

“Mantsopa Municipality shall be a leading force to achieve an access able, integrated, sustainable and equitable social and economic development of her community.”

This vision provides the foundation for the achievement of the Municipality’s priorities.

1.4.2. CORE VALUES

The Municipality is committed to deliver services within the framework of *Batho Pele* principles, as outlined below:

- ***Courtesy and People First***

Residents should be treated with courtesy and consideration at all times.

- ***Consultation***

Residents should be consulted about service levels and quality, when possible.

- ***Service excellence***

Residents must be made aware of what to expect in terms of level and quality of service.

- ***Access***

Residents should have equal access to the services to which they are entitled.

- ***Information***

Residents must receive full and accurate information about their services.

- ***Openness and transparency***

Residents should be informed about government departments, operations, budgets and management structures.

- ***Redress***

Residents are entitled to an apology, explanation and remedial action if the promised standard of service is not delivered.

- ***Value for money***

Public services should be provided economically and efficiently.

1.4.3. PERFORMANCE HIGHLIGHTS

An overview of the service delivery and financial performance highlights of the Municipality during the 2012/2013 financial year is presented below:

1.4.3.1. Water and Sanitation

Bulk water supply is a challenge in other areas of Mantsopa such as Tweespruit and Hobhouse. In Tweespruit there are 4 boreholes that are dysfunctional and in Thaba-Patchoa there 2 boreholes that are dysfunctional, and this has caused our water quality to be poor.

Water meters are damaged in Tweespruit which resulted in revenue loss. The Linana dam in Excelsior should be increased and is on Municipal land. The Municipality would like to increase the capacity of other dams, but this is problematic as they are on private land.

During raining seasons the Caledon river gets polluted and special quality treatment must be applied. During dry seasons Cathcart dam is problematic. Funding for upgrades has been registered.

There is improvement on Blue Drop and Green Drop due to the fact that basic compliance standards have been achieved. Further challenges exist, but are being addressed.

With regard to sanitation, Hobhouse and Tweespruit still use the bucket system, but eradication is underway. Abuse of sanitation services is a problem in our area, that is dumping of foreign objects. Aging infrastructure is also a challenge.

1.4.3.2. Financial Management

Revenue enhancement programme has been developed and collection rate of 80% was achieved.

Internal Audit Unit and Audit committee are in place. Supply Chain Management policy is applied in a fair and transparent manner. (E.g. open tenders and Bid Adjudication committee established)

The Municipality is heavily dependent on the collection from the town of Ladybrand and this has to carry the other indigent households.

The programme to register indigent households is still under way. For the purpose of Operational and Maintenance the Municipality is dependent on the collections of equitable share.

There is little or no economic activities to supplement income. Expenditure is mainly focused on outsourced services due to incapacity of personnel. The main economic factors are public service, trading and farming.

Due to the proximity to the border post of Lesotho, Ladybrand and Hobhouse have an influx of visiting and illegal immigrants placing a burden on water demand as well as other services.

In the past funding was made available from Motheo District, with the new demarcation, the new District (Thabo Mofutsanyana) is unable to provide adequate funding.

Mantsopa is heavily dependent on MIG funding.

Chapter 2: Governance

Component A:

Political & Administrative Governance

- **Introduction to Governance**

In line with Chapter 7 of the Constitution of the Republic of South Africa, Mantsopa Local Municipality's executive and legislative authority is vested in its Municipal Council. In carrying out its mandate, to govern on its own initiative, the municipality must ensure consistent compliance with applicable national and provincial legislations. The Constitution of the Republic of South Africa specifically section 152 (ss. 1) enjoins and vest the following developmental mandates on municipalities. These are;

- To provide democratic and accountable government for the local communities.
- To ensure provision of services to communities in a sustainable manner.
- Promote social and economic development.
- To promote safe and healthy environment for local communities and,
- To encourage public and community participation in matters of local government.

Mantsopa Local Municipality has both political as well as administrative structures. The political structure consists of the entire municipal Council, the E Mayor, the Speaker and the EXCO. The administrative structure in turn is embodiment of all municipal employees, with the Municipal Manager serving as head of administration. The senior management consists of four section 56 managers appointed on fixed contractual agreement, who also serve as heads of departments in the municipality.

Political Governance

1. Municipal Council

The municipal council of Mantsopa Local Municipality is the highest decision making body in the area of jurisdiction of this municipality. The council consists of 17 councillors affiliated to different political parties. The mayor and the speaker also form part of this council and are both full time political office bearers.

2. EXCO

The EXCO members are appointed by the council and serve as political heads for some of section 79 committees. Mantsopa Local Municipality has a Plenary Executive System, this means that the executive leadership of the municipality is vested with the council as a collective, and as a result, the executive authority the municipality is exercised through the council.

The Mantsopa Local Municipality's EXCO consisted of the following members as at the end of the period under review:

Cllr SD Ntsepe – Chairperson

Cllr Machakela

3. Section 79 Committees

The municipality had five section 79 committees during the period under review. These committees are responsible for implementation of specific committee related programmes.

The committees were constituted as follows for the period under review:

SECTION 79 COMMITTEES				
NO	COMMITTEES	MEMBERS	NUMBER OF COMMITTEE MEETING HELD BETWEEN JUN 2012 – JUN 2013	COMMENTS
1.	Social Development	PB Matsunyane MA Malakane M Machakela	Two (2)	All members were present
2.	Rural Development	PP Raboko B Matsunyane D Holmes	0	Number are put according to records
3.	Governance & Administration Committee	NP Nakalebe D Holmes	Three (3)	All members present.
4.	Economic, Employment & Investment Committee	IK Tigeli N J Thaisi	0	Number are put according to records
5.	Justice, Crime Prevention & Security Committee	MC Sebotsa MC Chomane MB Sani	0	Number are put according to records
6.	Welfare Committee	DT Molefe YJ Jacobs M Machakela	1	Number are put according to records
7.	Human Development Committee	C M Seoe IK Tigeli Y J Jacobs	1	Number are put according to records
8.	Executive Committee	SD Ntsepe MA Malakane M Machakela	Six (6)	Number are put according to records

4. Political Decision-Making

During the period under review, the council has taken a number of decisions for implementation. Decisions are made in a form of resolutions by consensus or majority vote of councillors present.

The table hereunder provides a summary of decisions (resolutions) taken by council and also whether such decisions have been carried out at the administrative level.

Council Decision	Resolution No.	Implemented (Yes / No)
APPOINTMENT OF ACTING MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER	358/27/06/2012	yes
ANNUAL INCREMENT: 2012/2013 FINANCIAL YEAR	379/23/8/2012	yes
MANTSOPA: WATER SERVICES DEVELOPMENT PLAN (WSDP)	395/23/8/201	yes
MANTSOPA: PROVISION OF WATER SERVICES ON A PRIVATELY OWNED LAND	396/23/8/2012	yes
INDUSTRIAL SITES IN MANTSOPA	402/23/8/2012	yes
MINUTES: STRATEGIC PLANNING SESSION: 23 – 27 JULY 2012: DURBAN	404/23/8/2012	yes
FIRST, SECOND, THIRD AND FOURTH QUARTER PERFORMANCE ASSESSMENT REPORT: 2011/2012 FINANCIAL YEAR	405/23/8/2012	yes
MANTSOPA: IDP AND BUDGET PROCESS PLAN FOR THE MANTSOPA LOCAL MUNICIPALITY 2013/2014 FINANCIAL YEAR	406/23/8/2012	yes
ANNUAL PERFORMANCE REPORT FOR THE 2011/2012 FINANCIAL YEAR	407/23/8/2012	yes
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: 2012/2013	408/23/8/2012	yes
MANTSOPA: REVIEW OF DRAFT FINANCIAL STATEMENTS: 2011/2012	411/23/8/2012	yes
APPOINTMENT OF ACTING MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER	412/23/8/2012	yes
MANTSOPA: SANLAM EMPLOYEE BENEFITS (LADYBRAND RETIREMENT FUND	413/23/8/2012	yes
MANTSOPA: MUNICIPAL PROPERTY VALUATION ROLL: 2013 - 2017	414/23/8/2012	yes
MANTSOPA: ADOPTION OF PAUPER BURIAL POLICY	415/23/8/2012	yes
LADYBRAND ANIMAL POUND (REF: 3/7/2/1)	416/23/8/20152	yes
REPORT ON THE INTERVIEWS FOR THE POSITION OF CHIEF FINANCIAL OFFICER (REF: 11/1/5/3)	417/23/8/2012	yes
ELECTION OF SPEAKER	418/2/11/2012	yes
MANTSOPA: IDENTIFICATION OF LOADING AND OFF-LOADING ZONES BY TAXIS IN MANTSOPA TOWNS	430/9/11/2012	yes

LADYBRAND: APPLICATION FOR RENEWAL OF LEASE AGREEMENT: OFFICE SPACE: DEPARTMENT OF HOME AFFAIRS	431/9/11/2012	yes
INDIGENTS: 2012/2013	439/9/11/2012	yes
REVIEW OF THE ORGANISATIONAL STRUCTURE: 2012/2013	441/9/11/2012	yes
REVIEW OF A LAND POLICY	442/9/11/2012	yes
APPOINTMENT OF DIRECTOR CORPORATE SERVICES, DIRECTOR TECHNICAL SERVICES AND DIRECTOR COMMUNITY SERVICES	443/16/11/2012	yes
ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2011 (2010/2011)	260/30/11/2012	yes
REPORT OF THE AUDITOR-GENERAL ON THE FINANCIAL STATEMENTS & AND OTHER LEGAL AND REGULATORY REQUIREMENTS OF THE MANTSOPA LOCAL MUNICIPALITY FOR THE YEAR ENDED 30 JUNE 2011	261/30/11/2012	yes
1. MANTSOPA: MID-YEAR BUDGET & PERFORMANCE ASSESSMENT REPORT: 1 JULY 2011 TO 31 DECEMBER 2011 2. MANTSOPA: ADJUSTMENTS BUDGET (2011/2012)	262/30/11/2012	yes
REMUNERATION OF PUBLIC OFFICE BEARERS: DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS: 2012/2013 FINANCIAL YEAR	445/13/12/2012	yes
SIGNATORIES ON CHEQUES AND LEGAL DOCUMENTS	447/13/12/2012	yes
EXTENSION OF CONTRACTS FOR ACTING DIRECTOR TECHNICAL SERVICES AND ACTING DIRECTOR COMMUNITY SERVICES	448/13/12/2012	yes

Administrative Governance

In line with legislative prescripts, the head of the administrative structure at Mantsopa Local Municipality is the Municipal Manager. As the Accounting Officer, the Municipal Manager provides guidance on compliance with legislation to political structures; political office bearers, and officials of the municipality.

In execution of his duties, the Municipal Manager was assisted by his senior managers, who serve as departmental heads.

The Municipal Manager, together with his senior managers, constitutes the senior management team of the municipality.

The following individuals were part of the senior management team of Mantsopa Local Municipality for the period under review:

Mr. SM Selepe - Municipal Manager

Mr. P Matsie – Chief Financial Officer
Me. PP Moloi - Director: Corporate Services,
Me. B Sebolai- Director: Community Services,
Mr. N Raliapeng - Director: Technical Services,
Component B:
Intergovernmental Relations

The constitution of the country requires all spheres of government to observe the fundamental principles of cooperation between spheres of government. Concomitant to this background, Mantsopa Local Municipality see the intergovernmental relations between spheres of government as an important tool to enhance and speed up service delivery.

Public Accountability and Participation

Section 18(i)(d) of Municipal Systems Act requires that a municipality must supply its community with information concerning municipal governance , management and development. The act further requires that a municipality must develop a system of municipal governance that compliments formal representative governance with a system of participatory governance.

During the period under review, public participation was of pivotal importance in decision-making processes of council. The municipality relied on public input and consultation to improve public participation, integrated development plans, budgetary planning and reporting.

Ward Committees:

IDP Participation and Alignment

Participation

During planning period in the period under review, the Mayor of Mantsopa Local Municipality supported by all councillors and municipal administration facilitated a series of community and stakeholder engagements to solicit their inputs on the draft Integrated Development Plan and the corresponding MTREF for 2012/2013 which were adopted by Council August 01, 2012 for consultation.

The table hereunder provides a record of IDP public participation meetings during the 2012/13 IDP review process:

VENUE	TIME	DATE
ANALYSIS PHASE		
Dipelaneng Community Hall	10H00	08 October 2012
Mahlatswetsa Community Library	10H00	10 October 2012

Boroa Community Center	10H00	12 October 2012
Itumeleng Community Hall	10H00	15 October 2012
Hermana Primary School	17H00	15 October 2012
Paul Bergman Community Hall	10H00	17 October 2012
STRATEGIES PHASE		
Dipelaneng Community Hall	10H00	19 October 2012
Mahlatswetsa Library Hall	10H00	23 October 2012
Hermana Primary School	17H00	25 October 2012
Itumeleng Community Hall	10H00	25 October 2012
Dan Neethling Community Center	10H00	29 October 2012
Paul Bergman Community Hall	10H00	31 October 2012
PROJECT PHASE		
Dipelaneng Community Hall	10H00	05 November 2012
Mahlatswetsa Library Hall	10H00	07 November 2012
Hermana Primary School	17H00	08 November 2012
Ladybrand Town Hall	10H00	08 November 2012
Dan Neethling Community Hall	10H00	12 November 2012
Paul Bergman Community Hall	10H00	14 November 2012
Dipelaneng Community Hall	10H00	08 February 2013

Section 26 of the Municipal Systems Act, 32 of 2000 as amended requires that the council's development strategies must be aligned with any national or provincial sectorial plans and planning requirements binding on the municipality in terms of legislation.

In order to ensure meaningful and objective alignment of the IDP with national and provincial sectorial plans, the municipality IDP objectives, KPI and development objectives were aligned as follows with the government's policy priorities for 2012/13:

a) National Linkages

The national sphere should provide a framework for the preparation of the Sector plans, and funding where possible. This will contribute to the creation of a normative framework and consistency between municipalities. The national sphere should also co-ordinate and prioritizes programmes and budgets between sectors and the national sphere in line with the framework and Simplified Guidelines.

b) Provincial Level

As with the National Government, Provincial Government should prepare Sectoral Guidelines and funding for the preparation of these plans. The preparation of the Sector plans and programmes and district programmes also need to be coordinated and aligned.

c) District Municipality

A District Municipality will, in consultation with local municipalities within its jurisdiction prepare a framework plan to co-ordinate all planning activities during the review process. Through the IDP Manager, the District Municipality will also organise district level alignment meetings between all the municipalities and as well as between municipalities and service providers.

d) Local Municipalities

Local municipalities will participate in all district-level alignment events and specific alignment meetings, but will also attempt to draw individual service providers into the local planning processes. The local municipalities will also contribute strategies in addressing district-level issues during the alignment meetings.

Component D:

Corporate Governance

Corporate governance is a system by which corporations are operated and controlled. This system encompasses a set of rules, processes and laws.

In the context of our municipality, we view corporate governance as an effective system of ensuring that the community get value for money through diligence and honesty.

In the course of rendering services to the community, it is therefore important to do so within the parameters of the law, and this can be achieved by connecting corporate governance with legislative risk management as a guideline.

Risk Management

The MFMA requires that the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control; and of internal audit operating in accordance with any prescribed norms and standards.

During the period under review the municipality did not have a functional risk management unit, however plans were put into place to establish a fully functional Risk Management Unit.

Anti-Fraud and Corruption

For the period under review, the municipality adopted strategies to combat fraud and corruption in the IDP. The municipality's Internal Audit also plays a pivotal role in the review of processes and adherence to process relating to segregation of duties, procurement process, efficiency of internal controls, and other measures to prevent fraud and corruption from occurring.

Supply Chain Management

For the period under review, the municipality had an approved supply chain management policy which is in line with the MFMA and National treasury regulations, Furthermore; the policy was reviewed to be in line with the Preferential Procurement Policy Framework Regulations of 2011.

The Supply Chain Management unit is appropriately capacitated in terms of human resources and skills. The unit is headed by a senior official who assume the duties of a Supply Chain Manager.

During the period under review, there were a number of instances where procurement procedures were not followed, which resulted in deviations from the approved policy.

The composition of the bid committees is in accordance with the provisions of the Supply Chain Management Regulations, 2005, and there is regular reporting on the implementation of the policy.

By-Laws

There were no new by-laws introduced in this reporting period. Neither was there any by-laws revised.

Publication of information of the municipality's websites

The municipality's website has been functional and accessible during the period under review.

Documents to be published on the municipality's website	Published / Not published
Current annual and adjustments budgets and all budget-related documents	Published
All current budget-related policies	Published
The previous annual report (2011/12)	Published
All current performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act and resulting scorecards	Published
All service delivery agreements	N/A
All long-term borrowing contracts	N/A
All supply chain management contracts above a prescribed value (R 100 000)	Published
An information statement containing a list of assets over a prescribed value that have been disposed on in terms of section 14 (2) or (4).	N/A
Contracts agreed in 2012/13 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.	N/A
All quarterly reports tabled in the council in terms of section 52 (d) during 2011/12	Published

Chapter 3: Service Delivery Performance (Performance Report Part I)

Introduction to Performance Report

The strategic direction undertaken by Mantsopa Local Municipality is set out in its Integrated Development Plan (IDP). Commensurate with legislative provisions, the IDP was reviewed for this reporting period.

The implementation of Mantsopa Local Municipality's IDP is strategically supported by 2012/13 Medium Term Revenue and Expenditure Framework (MTREF). Following the approval of the IDP and the Budget, the municipality subsequently developed an institutional Service Delivery and Budget Implementation Plan (SDBIP), which effectively gave effect to service delivery objectives as contained in the IDP.

The SDBIP includes the service delivery targets and performance indicators for each quarter that should be linked to the performance agreements of senior management. The SDBIP facilitates performance, accountability and transparency of the municipal administration and managers to the Council and Councillors to the community as it requires progressive in year reporting on the objectives and target.

This performance report therefore provides a comprehensive account of the performance of the municipality against the performance objectives, indicators and targets as contained in the SDBIP and the IDP for the period under review.

Performance Score card:

Below is the performance score for the financial year under review.

MUNICIPAL MANAGER OFFICE

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
Good Governance and Public Participation	Promote a culture of participatory and good governance.	Develop effective and sound systems and internal controls.	Review delegation of powers and functions.	August 2012		
			Review internal audit charter.	August 2012		
			Organisational risk assessment conducted.	August 2012		
			Internal audit coverage plan compiled and approved.	August 2012		
			Number of ward committees that are functional	9	There are five functional ward committees, out of the nine wards within the municipality.	<ol style="list-style-type: none"> Office of the Speaker through Public Participation Officer has continuously assisted the wards (ward committees). Office of the Speaker has also communicated with Councilors through letters regarding the performance of the ward committees. CoGTA has also guided ward committees on how to develop ward operational plans, through which the ward committees will be able to plan and report.
			Number of ward committee holding management meetings.	9	<p>There are five ward committee management meetings held on the fourth quarter.</p> <p>The following management meetings were held: Ward 4: 06^h April 2013 Ward 8: 09th April 2013 Ward 5: 19th June 2013 Ward 7: 27th June 2013</p>	<ol style="list-style-type: none"> Office of the Speaker through Public Participation Officer has continuously assisted the wards (ward committees). Office of the Speaker has also communicated with Councillors through letters regarding the performance of the ward committees

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					Ward 6: 09 th July 2013	
			Number of ward community meetings held organised by ward committees.	108	There are five community meetings: Ward 4: 06 ^h April 2013 Ward 8: 09 th April 2013 Ward 5: 19 th June 2013 Ward 6: 09 July 2013. Ward 1: 21 June 2013	<ol style="list-style-type: none"> Office of the Speaker through Public Participation Officer has continuously assisted the wards (ward committees). Office of the Speaker has also communicated with Councillors through letters regarding the performance of the ward committees
			Number of ward committee reports submitted to council.	108	There are seven (7) ward committee reports that have been submitted to Council in a form of ward committee minutes.	<ol style="list-style-type: none"> Office of the Speaker through Public Participation Officer has continuously assisted the wards (ward committees). Office of the Speaker has also communicated with Councillors through letters regarding the performance of the ward committees
			Number of complains, queries and request registered and attended to by the municipality.	12 monthly reports	<p>Water:</p> <p>All reported complaints are recorded manually and electronically and attended to timely except those not reported through the correct channels and where there is no material for repairs, maintenance and/or replacement.</p> <p>Unavailability of resources such as computer and inaudible telephone, convenient office space remains a challenge. Usage of Hotline number as replacement to Call Centre Line exacerbates the already stretched resources.</p> <p>Complaint received from Tweespruit Community about the quality of water.</p>	<p>COGTA supplied municipality with a software programme and also trained the Administrator. The Unit should be provided with the necessary equipment (Desks Top, Fax Machine and Audible Telephone)</p> <p>Water quality and quantity problem was addressed by cleaning all Reservoirs and Network. A bigger Pump was installed at raw water Lovedale Pump station.</p> <p>Customer Care Administrator is currently busy capturing the print</p>

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					Lack of skilled personnel, relevant material and aging infrastructure and equipment. Stormwater drainages cleaned and maintained as part of special project using 30 Casual Workers in Ladybrand and 20 in Tweespruit. All appointed for 3 months. This has been achieved in addition to daily work done in all Towns Complaints are noted and attended to effectively	data to the computer.
			Number of publications distributed e.g. flyers, brochures, newsletters handed out to the community.	4 per quarter	4 publications distributed out to the community.	Newsletter is still on adjudication stage; once it has been finalized more publications will be made to keep the community informed about the activities of the municipality.
			Number of ward profiles updated and database of indigent register.	Jan 2013	1. CDWs and Ward Committee meetings were trained on ward profiling on the 05 th – 09 th June 2013. Office of the Speaker, together with finance has conducted the indigent's registrations in four wards around the municipality.	The two offices within the municipality will continue with their outreach programmes to reach other wards around Mantsopa Municipality.
			Develop communication strategy and be approved by council.	Oct 2012	Communications Strategy has been developed by the Manager of Communications and Marketing. It has been handed over to the Provincial GCIS as well as to the District Communications Manager for assessment and has been approved.	Communications Strategy still has to be tabled before Council for approval
		Improved systems developed for optimal institutional efficiency.	Review and approve fraud prevention strategy.	December 2012		
			Develop system for declaration of gifts and interests and complete declarations of all councillors and officials.	August 2012		

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
		2013/2014 revised IDP approved by council in terms of MSA and MFMA.	Revised IDP approved by council which include the SDF.	June 2013	The IDP final document has been approved by Council with sector plans on the 31 May 2013. Public notice of the approval is also posted on the public notice and newspaper advert. A copy of the final document is submitted to the office of the MEC.	
		2011/2012 Annual Report submitted to council for approval in line with the MFMA.	Annual Report submitted to council for approval.	March 2013	The 2011/2012 annual report was submitted to council for approval as required by section 121 of the MFMA.	None
		% annual audit by Auditor General effectively managed.	100% of annual audit managed effectively.	November 2012	The 2011/2012 was managed effective as envisaged.	None
Local Economic Development	Create an environment that promotes the development of the local economy and facilitate job creation	Local LED forum established	Number of local LED forum established.	Sep 2012	Started with the preparations of establishing LED forums. First meetings were called with business people but not successful and follow up meetings will be called. Three towns of Mantsopa were attended: Ladybrand, Hobhouse and Excelsior.	Final meetings to finalise the establishment of forums has been set. Ladybrand LED Forum and Excelsior LED Forum have been completed: See the attached attendance registers and minutes of meetings held. Still in the process to complete Hobhouse once the business people are available and Tweespruit when the venue is completed with renovations
		LED strategy reviewed and approved by council	LED strategy reviewed and approved by council	August 2012	Strategy reviewed and approved by Council but still to go for public participation at the LED SUMMIT	The Strategy was approved as part of the sector plans when the IDP was approved.
			LED Summit convened	Sep 2012	The LED Summit was linked with the District LED Summit and was held in October 2012 in Bethlehem	None
		SMME database developed	SMME database developed	Sep 2012	The LED Division has developed SMME Database together with MTN SA Foundation. The database includes all SMME's in the area of the Municipality	None
		Database of existing and possible new factories developed	Database of existing and possible new factories developed	October 2012	Due to funding problems from different funders the division could not implement some identified projects like, Mantsopa	The meeting held with NAFCOG will make a follow up on the possibility of funding for Sunmark

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					Fresh Produce Market, Sunmark: Processing plant, Milk project in Assisi	as we want to process all vegetables from Mantsopa at this plant. The milk project in Assisi's is still producing milk and have market for their milk but the problem still lies with the small tank especially during summer. No funding received to improve the milk tanks at the Milk project.
		Marketing strategy developed and approved by council	Marketing strategy for tourism developed and approved by council	Dec 2012	Draft Tourism Strategy completed but still to be reviewed by professionals.	One of the requests done in the latest IDP Session is that the Municipality appoint a service provider to finalise the present draft tourism strategy and will be budgeted for in the next financial year 2013/2014.
		Rural Development strategy developed and approved by council	Development of Agri-Village in Lechabile	June 2013	No budget for the development of Agri-Village. The target date for the implementation of the Agri-Village too short as the division is mainly doing coordination and not implementation due to budget constraints in the Municipality and we have to consult with other role players to have their buy in and support so that they can fund the project.	Engagements and consultations were made in conjunction with people from Diatalawa Agri-Village to get more information and to see the difference that is done at the farm. The Agri – village should be developed in phases and engaging several government departments for professional assistance and funding.
		Community Work Programme implemented and Cooperatives supported	Community work programme implemented and cooperatives supported	March 2013	7 Cooperatives supported Milk Project in Marseilles, Mother's trust union, Tshapanang Milling, Thusanang Welding and Lesedi Woodwork. Khatelo Pele brickmaking, Envirothorn Charcoal Project and Mantsopa Charcoal Project has been established and registered during November to December 2012. One new Cooperative establishes (Manyatseng Charcoal Project) and has registered as a	The division is encouraging people to register their projects as cooperatives and we only added one of Mantsopa Charcoal Project which is based in Ladybrand and busy with the development of a business plan for this project. A proposal for a Bio mass project

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					<p>coop. 24 Coops were given training on Tendering and Costing for them to can apply for any construction job advertised within the Municipality. Training was offered with the assistance of SEDA</p> <p>The division relies on approval of proposals by funders and could easily implement community work programmes.</p>	in Mantsopa was submitted for Green Fund Programme of which 110 jobs could be created once the proposal approved.
		Number of jobs created through supported cooperatives, EPWP, MIG and other means.	200 jobs to be created	June 2013	<p>The 588 jobs that were created through EPWP have come to an end by September 2012. The Indalo Yethu programme contract expired and the Hentique programme could not get funding to complete the programme.</p> <p>Through the cooperatives supported by the Municipality 41 jobs have been created to date. 30 Roads and maintenance in Ladybrand, 25 Boroa Access Road, 5 Hobhouse Night soil, MIG allocation 90 people were employed in different projects in all Mantsopa towns. 9 technicians for energy saving project: Bokamoso Consortium in partnership with Ah consulting</p> <p>TOTAL EMPLOYMENT= 200 including females and males, and most the Youth.</p>	The negotiations are still under way with the department of Environmental Affairs to appoint another contractor and continue with the Greening projects if funds available. No supporting documentation as the issue was just discussed with officials of the department when the project stopped. Several requests has been made to the department of Environmental Affairs to make available a written progress report of the project but to date nothing has been received. The Municipality depends on other government departments for job creation as there is no budget to implement new projects in the Municipality and also depend on private companies that could invest in the Municipal area.
		No of sports tournament marketed and promoted	One sports tournament marketed and promoted	December 2012	None	The KPI depends on the Office of the Youth Development Officer to organise sports Tournament for the Tourism Officer to market, and no sport tournament

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
						was arranged up to date.
		% of tourism attraction routes established	100% of tourism attraction routes developed	December 2012	None	Financial constraints in the Municipality. All tourism routes identified as Mantsopa Tourism Route but no funding to develop the Mantsopa tourism route.
		No of tourism awareness campaigns conducted	One tourism awareness campaign conducted	Feb 2013	2. Awareness held by MTN and SEDA and the one that school children and artists were transported to PACOFS	Closing up report from SEDA is still outstanding and we are waiting for the report. See the attached report from the MTN SA Foundation Business Support Centre for community participation and artists and grafters that were registered on BSC and were made aware on why should they register and children from schools and the artists were transported to PACOFS for Mantsopa Play (Grand Mother's song) as part of the tourism awareness campaign.
		% local arts and culture council established.	100% of local arts and culture council established.	August 2012	Local Council established that represent all towns of Mantsopa Local Municipality in the District	None
		No. of programme to showcase cultural diversity within Mantsopa LM.	One programme held.	One	One Heritage day celebrated	None
Institutional Transformation and Organisational Development	Improve organizational cohesion and effectiveness.	Monthly and quarterly performance reviews and reports in line with PMS policy and MFMA.	Monthly performance reviews and reports compiled.	Monthly	Not achieved no monthly performance reports were submitted.	Serious steps to be taken against all departments that fails to submit monthly reports.
			Quarterly performance reviews and reports compiled.	Quarterly	All four quarterly reports were submitted.	Submission of quarterly reports with the necessary portfolio of evidence.
		Annual performance report in terms of the MSA	Number of annual performance report submitted to council for approval.	31 August 2012	The draft annual report to be submitted with the Annual Financial Statements on the 30 August 2013 to council and AGSA	None

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					for auditing.	
		Implementation of institutional PMS.	Conclude performance agreements with all section 56 managers.	August 2012	All performance agreements were concluded on time with the Municipal Manager and Section 56 managers.	None
			PMS cascaded to lower levels of management.	August 2012	The PMS framework policy has been developed and in the process of concluding performance agreements with all level 1-3 managers.	Speed up the process.
		Compliance with employment equity legislation.	Compliance with EE provisions (submission of EE provision plan and report to Dept. of Labour.	December 2012	Submitted on 15 January 2013	
		Compliance with skills development legislation.	Annual workplace skills plan and annual training report submitted to LGSETA.	June 2013	Submitted on 28 June 2013	
		Organisational structure reviewed and approved.	Organisational structure reviewed and approved.	October 2012	Organogram submitted to and approved by council vide council resolution 441/9/11/2012	Finalised
Financial Viability and Management	To improve overall financial management in the municipality by developing and implementing appropriate financial management policies procedures and systems.	2013/14 MTERF (Budget) prepared and approved by council in line with the MFMA.	2013/2014 MTERF budget prepared and approved by council.	June 2013	The 2012/2013 Annual Budget was prepared and approved by council.	None
		Monthly and quarterly reports compiled and submitted in terms of MFMA and DORA.	Number of monthly s71 reports submitted to Mayor, Council and Treasury.	12 reports 10 days after the end of the month.	12 monthly section 71 reports were submitted to Mayor, Treasury and Provincial CoGTA.	None
			Number of monthly financial management grants (FMG) reports submitted to National and Provincial Treasury.	12 reports 10 days after the end of the month.	12 monthly FMG reports were submitted to Mayor, Treasury and Provincial CoGTA.	None
			Number of monthly municipal systems improvements grants submitted to National Treasury and Provincial Treasury.	12 reports 10 days after the end of the month.	12 monthly MSIG reports were submitted to Mayor, Treasury and Provincial CoGTA.	None
			Number of quarterly s52 reports submitted to Mayor and Council.	Quarterly	Four quarterly section 52 reports of the MFMA were tabled in council for consideration.	None
			Number of s72 mid-year and budget and performance assessment reports	25 January 2013	The mid-year report as required in terms of section 72 of the MFMA was prepared	None

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
			submitted to the Mayor, National and Provincial Treasury.		and tabled in council for approval on the 23 January 2013.	
		Fixed asset register	Monitor proper usage of council asset.	Monthly	A GRAP compliant asset register was developed and reviewed quarterly.	None
Basic Service Delivery	Eradicate backlogs in order to improve access to service and ensure proper operations and maintenance.	Number of households with access to basic level of water	Households with access to basic level of water	11 505 HH		
		Regional Bulk Water Study completed and implemented	Completion and implementation of the Regional Bulk Water Study	March 2013		
		Number of households with access to basic level of sanitation	Households with access to basic level of sanitation	11 505 HH		
		Number of households with access to free refuse removal	Households with access to free basic refuse removal services	11 505 HH		
		Number of households with access to free basic electricity	Households with access to free basic electricity	11 505 HH		

DIRECTOR CORPORATE SERVICE'S OFFICE

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date review	Measures taken to improve performance	No and Division
Municipal Transformation and Institutional Development.	Improve organizational cohesion and effectiveness.	Human Resource Management	Approved budgeted vacancies filled on time.	Monthly	Interviews were held for all the advertised positions and reports were submitted to the Municipal Manager for approval of appointments	Appointments after approval	A HR
			Organisational structure reviewed and approved.	June 2013	Organogram submitted to and approved by council vide council resolution 441/9/11/2012	Finalised	B HR
			No. Job evaluations and job descriptions completed.	Quarterly	Job descriptions were distributed to the Speaker's office, Internal Audit and HR. They were submitted back to HR for corrections	Will follow up on outstanding job descriptions	C HR
			No. Employments contracts developed and signed by all staff.	April 2013	145 employment contracts were developed and submitted to the Municipal Manager for signature		D HR
			HR policies reviewed and approved by council.	June 2013	HIV / AIDS and sexual harassment policy approved by council vide council resolution	A workshop to be held for Councillors and officials	E HR

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date review	Measures taken to improve performance	No and Division
					581/27/6/2013		
			Induction manual developed and approved.	April 2013	Induction Policy approved by Council vide council resolution 581/27/6/2013	A workshop to be held for Councillors and officials	F HR
			Induction of new staff.	Monthly	Awaiting new appointments		G HR
			Annual Workplace Skills Plan and Annual Training Report submitted to LGSETA.	June 2013	Submitted on 28 June 2013		H SDF
			% of trained categories of staff members as per the annual Work Place Plan.	January 2012	40 % Trained	Adjustment of training budget and centralization of training	I SDF
			% of compliance with Employment Equity legislation.	December 2012	Submitted on 15 January 2013		J SDF
			Develop systems for compliance with approved leave procedures.	April 2013	Leave management on Sebata is finalised		K HR
			% of critical posts filled	100%	Finalised		L HR
			% of critical posts with signed performance agreements	100%	Finalised		M HR
			Level of functionality of Local Labour Forum (LLF)	Monthly	Meeting to take place on 21 August 2013		N DCS
			95% of disputes and grievances handled in terms of collective agreements.	Quarterly	1 x dispute and finalised on 7 May 2013	Finalised	O DCS
			Compliance with all applicable OHS legislation.	Monthly	Committee meetings take place and minutes submitted to relevant stakeholders. Minutes were rectified by Wellness Officer	Wellness Officer to train Committee Secretary in taking and typing of minutes	P Wellness
			Employees HIV/AIDS policy reviewed (to facilitate and support measures that will contribute to the reduction to the reduction of HIV/AIDS infections levels among municipal employees).	June 2013	HIV / AIDS policy approved vide council resolution 581/27/6/2013	Workshop to be held for Councillors and officials	Q Wellness
			No. of HIV/AIDS training sessions for councillors and officials (awareness training).	December 2012 June 2013	An employee Wellness day took place on 11 April 2013 where information was shared on the importance of knowing one's HIV status and the importance of nutrition for wellness	All-round wellness should be practised and maintained throughout the year. Organisations dealing with wellness to be	R Wellness

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date review	Measures taken to improve performance	No and Division
						invited to share educative information with all officials	
			Employee Wellness policy developed and approved.	August 2012	Employee Wellness Policy not yet developed. In the process of development. Sexual Harassment Policy approved vide council resolution 581/27/6/2013	To be implemented and to be discussed with officials	S Wellness
		Administrative Service	Develop and review IT policy	June 2013	The ICT Charter and the ICT Steering Committee have been approved by council. (C/R581/27/6/2013) The ICT Policy is awaiting council approval	The ICT Policy is submitted for review and comments to the office of Director: Corporate Service, and it shall be presented to council in the	T IT
			Regular updating of municipal website.	Weekly	Website update requests are done only and when requested. The attached information update request and call for bids update as well as Municipal Website Compliance Checklist were attended to in the Fourth Quarter. The IDP and the Budget Speech were uploaded upon approval by council	For website information relevancy, the Municipal Website Compliance list is used: the check list based on legislations such as Systems Act no 32 of 2000, Municipal Financial Management Act no 56 of 2003 and the Property Act no 6 of 2004 For internal updates: all information needed to be published on the website is directed to IT Manager.	U IT
			Establish systems and procedures for effective contract management.	June 2013	The following are service providers for Mantsopa ICT division: LPZ (ICT day to day operations) Tharollo Management Services (Printers) Lekhetho and Sons (Computers, Laptops and tablets) NCC (Internet Service Provider) nTelkom (Telephones software)	Email and telecommunication is used as a means to manage and address deviations of the Service Level Agreements by Service Providers. Only, those Service	V IT

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date review	Measures taken to improve performance	No and Division
					Fintech(Telephones hardware) MTN (Cellular phones) Sebata Financial Services All of this Service Providers, except MTN and Fintech, have been contacted by email and telephonic to provide monthly reports as and when required	Providers with outstanding or faults reported	
			No. of blue files distributed and attended.	Daily from April to June	60 and 17 attended to	Follow ups to be done on the outstanding files from the departments	W Registry
			No. incoming mail properly filed.	Daily from April to June	266 out of 331 (Filing done daily. The 65 left are 42 items left of the last week in June, outstanding 23 – files are in other departments)	Will be finalised once files are retrieved.	X Registry
			No of mail items received No of mail items given instruction	Daily from April to June	331 289 out of 331	Controlled by mail and faxes received from the community and post Being finalised	Y Registry
			No of new files opened	Daily from April	11	Files are opened when the need arises	Z Registry
Good Governance and Public Participation	Promote a culture of participatory and good governance.	Calendar of council, standing committees and management meetings programmes developed.	Develop annual organisational year planner.	August 2012	A calendar of meetings has been submitted to council and has been approved – resolution number: C/R 455/23/01/2013 and C/R 490/20/03/2013 for EXCO meetings	Finalised	AA Aux
		Meeting agendas delivered at least 2 days before all ordinary meetings.	Number of agenda items received on time delivered within 2 days of ordinary meetings	Quarterly	31 May 2013 – 4 items 20 & 27 June 2013 – 86	Finalised	BB Aux
			Number of agenda items received on time delivered within 48 hours of special meetings.	Monthly	No special council meeting held	Special meetings only called if and when necessary	CC Aux
		Council resolutions logged and implementation tracked.	Number of resolution logged and implementation tracked.	Monthly	All council resolutions are tracked and distributed to departments		DD Aux

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date review	Measures taken to improve performance	No and Division
		Clean audit achieved	Annual audit managed effectively.	December 2012			EE DCS
			Audit action plan developed to achieve clean audit by 2014.	November 2012			FF DCS
		Public participation	Encourage meaningful participation of stakeholders in the affairs of department.	Monthly	Staff meetings held Meeting held on 24 June 2013	Dates determined for future meetings: 22 July 2013 26 August 2013 23 September 2013 28 October 2013 25 November 2013	GG Aux
		Protection of municipal information	Number of employees who have signed confidentiality agreement.	368			HH HR
Financial Viability and Management	To improve overall financial management in the municipality by developing and implementing appropriate financial management policies procedures and systems.	Expenditure Management	Effective management of payroll function.	Monthly			II DCS
			% of total capital and operational budget spent.	80%			JJ DCS
		Clean audit achieved	Handle and rectify all issues raised by the Auditor General's report of 2011 and 2012 Financial Year.	Unqualified Audit Opinion			KK DCS
			Quality and timeously response to audit queries both from internal and external auditor (within three days).	3 days			LL DCS

DIRECTORATE FINANCIAL SERVICES

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the Date of Review	<ul style="list-style-type: none"> Measures taken to improve performance
Financial Viability and Management	To improve overall financial management in the municipality by	Implementation of Supply Chain Management Policy compliant with MFMA and	Completed review of SCM policy in line with MFMA and submitted to council for approval.	July 2013	Scm policy has been reviewed as part of the budget process	<ul style="list-style-type: none"> Complied with

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the Date of Review	<ul style="list-style-type: none"> Measures taken to improve performance
	developing and implementing appropriate financial management policies procedures and systems.	National Treasury Regulations.	Supplier database updated (annual invitation of service providers for inclusion in Mantsopa LM supplier database)	August 2012	Annual invitation was sent out to suppliers to list and update their information.	<ul style="list-style-type: none"> Complied with in the first quarter
			Number of quarterly supply chain management implementation reports submitted to Mayor and Council.	June 2013	Quarterly reports submitted to the office of the Mayor and Council	<ul style="list-style-type: none"> Proof attached
		Monthly and quarterly reports compiled and submitted in terms of MFMA and DORA.	Monthly s71 reports submitted to Mayor, Council and Treasury.	12 reports 10 working days after the end of the month.	Submitted on monthly basis	<ul style="list-style-type: none"> Proof of submission attached
			Monthly Financial Management Grant (FMG) reports submitted to National and Provincial Treasury.	12 reports 10 working days after the end of the month.	Submitted on monthly basis	<ul style="list-style-type: none"> Proof of submission attached (see Sec 71 report)
			Monthly Municipal Systems Improvement Grant (MSIG) reports submitted to National and Provincial Treasury.	12 reports 10 working days after the end of the month.	Submitted on monthly basis	<ul style="list-style-type: none"> Proof of submission attached (see Sec 71 report)
			Quarterly s52 reports submitted to Mayor and Council.	Quarterly	Quarterly reports for 3 rd quarter submitted on 31 July 2013.	<ul style="list-style-type: none"> Proof attached
			S72 mid-year budget and performance assessment report submitted to the Mayor, National and Provincial Treasury.	January 2013	Was submitted in January 2013	<ul style="list-style-type: none"> Submitted in January 2013
			2013/2014 MTERF budget completed in terms of MFMA and GRAP requirements.	2013/2014 MTERF budget completed and approved by council.	June 2013	Approved by Council on 28/05/2013 C/R498/28/3/2013
		GRAP compliant Annual Financial Statements produced.	AFS submitted to internal audit for review and auditor general for auditing.	31 August 2013	Already in progress	<ul style="list-style-type: none"> To be submitted 31 August 2013.
		Creditor payments made within 30 days.	70% of creditor payments made within 30 days.	Monthly	59% - the municipality could not meet the target due to financial constraints	<ul style="list-style-type: none"> External debt collectors appointed to increase debt collection
		Financial management policies audited and reviewed.	Policies audited and reviewed.	June 2013	All budget related policies tabled and approved by Council on 31/05/2013	<ul style="list-style-type: none"> Budget related policies approved by

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the Date of Review	<ul style="list-style-type: none"> Measures taken to improve performance
						Council
			Cash management an investment policy reviewed and approved by council.	June 2013	Investment policy not reviewed and approved by Council	<ul style="list-style-type: none"> Policy to be submitted for reviewing and approval by Council
		Effective and efficient bank and cash management system implemented.	Monthly bank reconciliations prepared and signed-off.	Monthly	The bank recon is completed up to 24 June 2013	<ul style="list-style-type: none"> In-house training to be provided to improve this status
			Monthly investment reconciliations prepared and reviewed.	Monthly	Investment register updated on monthly basis	<ul style="list-style-type: none"> Proof attached
			Monthly cash flow forecast prepared and reviewed.	Monthly	Adjusted monthly during preparation of section 71 reports	<ul style="list-style-type: none"> See CFA in section 71 reports
			Monthly creditors and debtors reconciliation.	Monthly.	Monthly recons performed.	<ul style="list-style-type: none"> Proof attached
		Personnel expenditure system and processes developed and implemented.	Effective management of payroll function.	Monthly	Monthly payroll calculation performed timeously and third parties payments are done, still to improve on reconciliation functions.	<ul style="list-style-type: none"> In-house training to be provided to improve this status Proof attached
		Fixed asset register updated.	Fixed asset register updated.	August 2012	Register has been updated	<ul style="list-style-type: none"> Asset register updated on a continuous basis
		Completed VAT review.	Monthly VAT returns completed.	Monthly	VAT returns submit to SARS before the 25 th of the following month	<ul style="list-style-type: none"> Proof attached
		Revenue Management	Monthly collection rate on billings.	80%	67% (see attached calculations)	<ul style="list-style-type: none"> External debt collectors appointed to increase debt collection
			Percentage growth in revenue collected by the municipality as a % of projected revenue target.	5%	18% (see attached calculations)	<ul style="list-style-type: none"> Action taken to appoint debtor s clerks so that the Debt Collector can mainly focus on collection.
			% of budgeted revenue for property rates collected (Implementation of the Municipal Property Rates Act, 2004 (Act no. 6 of 2004).	70%	81% (see attached calculations)	<ul style="list-style-type: none"> Better than target
			Grants as a % of revenue received.	52%	48.1% (see attached calculations)	<ul style="list-style-type: none"> Learner ship grant budget but not

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the Date of Review	<ul style="list-style-type: none"> Measures taken to improve performance
						received
		Debt Management	Debtors from 01 July 2012 outstanding as a % of own revenue	20%	40.4% (see attached calculations)	<ul style="list-style-type: none"> External debt collectors appointed to increase debt collection.
			% of debt over 90 days	70%	89% (see attached calculations)	<ul style="list-style-type: none"> External debt collectors appointed to increase debt collection.
			Debt collected as a percentage of money owed to the municipality	10%	18.9% (see attached calculations)	<ul style="list-style-type: none"> External debt collectors appointed to increase debt collection.
		Expenditure Management	Total operational expenditure as a percentage of planned expenditure	100%	92% (see attached calculations)	<ul style="list-style-type: none"> Monthly expenditure reports issued to all senior managers
			Total capital expenditure as a % of planned capital expenditure	80%	80% (see attached calculations)	<ul style="list-style-type: none"> Cash flow restrains experience
			% of operational budget spent on repairs and maintenance	4.5%	4% (see attached calculations)	<ul style="list-style-type: none"> Cash flow restrains experience
			Total Repairs and maintenance expenditure (Rands)	R7 873 149	R6 497 552	<ul style="list-style-type: none"> Cash flow restrains experience
			MIG expenditure as a % of annual allocation	100%	100%	<ul style="list-style-type: none"> MIG report attached
Good Governance and Public Participation	Promote a culture of good governance.	Clean audit achieved	Annual audit managed effectively.	December 2013	Disclaimer achieved	<ul style="list-style-type: none"> Departments to work through management report and do corrective steps to prevent a disclaimer for 2013
			Audit action plan developed to achieve clean audit by 2014.	November 2012	Cashbook reconciled and balance	<ul style="list-style-type: none"> Bank recon attached
		Public participation	Encourage meaningful of stakeholders in the affairs of department.	Monthly	Budget meetings held in each town discussing the proposed budget with the public. Farmers union held a meeting with the manager: Budget office.	<ul style="list-style-type: none"> Attendance registers attached

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the Date of Review	<ul style="list-style-type: none"> Measures taken to improve performance
Institutional Transformation and Organisational Development	Improve organizational cohesion and effectiveness.	Administration	Updated and credible indigent registers.	Monthly	Indigent register updated and approved by Council	<ul style="list-style-type: none"> Updated register submitted to Council for approval is herewith attached.
			Financial controls applied to ensure usage is monitored / limited to indigent policy.	Monthly	Ward councillors pays visits to applicant to ensure adherence	<ul style="list-style-type: none"> Continuous visits by ward councillors

DIRECTORATE COMMUNITY SERVICES

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
Community Development and Social Development. Basic Service Delivery	Eradicate backlogs in order to improve access to service and ensure proper operations and maintenance.	Effective Traffic Management Service.	No. of traffic fines issued.	Monthly	July - 102, August - 124; September - 43	Accreditation of Wardens to be Officers
			No. of traffic related spot checks conducted.	Monthly	5,0	Speed machine to be repaired
			No. of municipal fleet inspected for fitness.	Monthly	None	Accreditation of Wardens to be Officers
			No. of reports submitted on effective implementation of ARTO.	Monthly	Not yet implemented	Awaiting Provincial roll-out plan
			No. of speed humps visibly painted in line with ARTO.	Monthly	One (1)	Submission made for additional personnel
			No. of road markings signs maintained and upgraded.	Monthly	18;11	Submission made for additional personnel
			No. of transport forum established and inducted.	September 2012	None	To be arranged in the next quarter
			Integrated Transport Plan (ITP) developed and approved.	June 2013	None	To be reviewed during IDP processes
			No. of safety and security cluster meetings organised.	4	Two (2)	N/A
			No. of security spot checks conducted.	Monthly	None	Awaiting approval of organogram
			No. of surveillance cameras installed at strategically local service delivery points.	4	Budgetary constraints	Awaiting adjustment budget
			Establishment of control room for security.	Sep 2012	Budgetary constraints	Awaiting adjustment budget
			No of security personnel Appointed to man the control room.	6	None	Awaiting approval of Organogram
		Effective Disaster Management Service.	No. of disaster management community awareness campaigns completed.	4	1,2	Funds to be made available for this purpose
			Disaster management plan reviewed and approved.	June 2013	Reviewed in July 2012	To be submitted for approval after IDP processes
			No. of local disaster management forum meetings held.	4	None	Disaster Coordinator to be appointed
			No. of disaster stricken families assisted.	Per case	1,2,5	N/A
			No. of fire prevention inspections conducted.	Per case	None	Disaster Coordinator to be appointed
			No. of pre-emptive fire breaks	Per case	53 ha; 17ha;0	N/A

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
		Effective Environmental Health Service.	conducted in Hacters.			
			Service level agreement developed and signed with the District Municipality.	Sep 2012	Not yet developed	Awaiting response from District
			No. of environmental health awareness campaigns conducted.	4	1 September 2012, Arbour day celebration	More awareness campaigns to be conducted in the third and fourth quarter of 2012/2013 financial year.
			IWMP reviewed and approved by council	June 2013	IWMP approved by council 31 August 2012	NONE
			Environmental Health policy and by-laws developed and adopted.	December 2012	Has been developed by the District Municipality, but not yet adopted.	Awaiting for response from the District Municipality.
			Service level agreement development and signed.	August 2012	Not yet finalised	Awaiting for response from the District Municipality.
		Effective Human Settlement Services.	Develop an integrated housing and ervens demand waiting list.	October 2012	Awaiting procurement of software	Procurement after adjustment budget
			Development of informal settlement by-law.	December 2012	Developed and advertised for public comments	To be submitted to Council for approval
			New townships developed (Mauersnek)	March 2013	Approval by Department of Environmental Affairs	N/A
			Hacters of land identified for human settlement (Tweespruit)	December 2012	12,005 ha	N/A
			Housing Chapter developed and approved.	June 2013	Developed	To be reviewed and approved after IDP processes
		Effective Building Control and Town Planning Services.	Number of municipal flats rented and tenants completed lease agreements.	48	The lease agreements were completed by finance department	
			Number of municipal properties maintained.	10	Not yet done	None
			Spatial Development Framework (SDF) reviewed and approved.	December 2013	Not yet done	Work in progress
			No. of building plans applications approved	Monthly	None	
			No. rezoning applications approved.	Monthly	None	
		Effective management of lease agreements.	No. of lease agreements developed for municipal farms and commonages.	August 2012	None	
		Parks ,Recreation and Facilities	No. of municipal parks maintained.	Monthly	All municipal parks received constant maintenance.	Placement of staff from Technical Services to Community Services.
			No. of municipal recreational facilities maintained.	Monthly	None	Placement of staff from Technical Services to Community Services.
			No. of municipal cemeteries maintained.	Monthly	All cemeteries are maintained	Placement of staff from Technical Services to Community Services.

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
			No. of identified illegal dumping sites converted into community parks in all towns of Mantsopa.	Monthly	None	Placement of staff from Technical Services to Community Services.
			Installation of irrigation network and water meter at Itumeleng Community Hall.	August 2012	Not yet completed	Placement of staff from Technical Services to Community Services.
			Installation of irrigation network and water meter at Manyatseng Municipal Offices.	November 2012	Not yet completed	Placement of staff from Technical Services to Community Services.
			Installation of irrigation network and water meter at Technical Offices in Ladybrand.	November 2012	Not yet completed	Placement of staff from Technical Services to Community Services.
			Upgrading of water fountain at Ladybrand Offices (Head Office)	November 2012	Not yet completed	Placement of staff from Technical Services to Community Services.
			Drilling of borehole at Ladybrand Office for irrigation of the garden (Water Conservation)	November 2012	Not yet completed	Placement of staff from Technical Services to Community Services.
Good Governance and Public Participation.	Promote a culture of participatory and good governance	Implementation of council resolutions	Number of council resolutions related to the department implemented.	All	Await conclusion of Council meeting	Implementation once resolved on in Nov'12
		Submission of items for consideration by the relevant section 79 committee	Number of items submitted to section committee for consideration.	Monthly	Submitted and recommended to EXCO & Council	Implementation once resolved by Council
		Public participation	Encourage meaningful participation of stakeholders in the affairs of department.	Monthly	Attendance of IDP representative forums	N/A
		Protection of municipal information	Number of employees who have signed confidentiality agreement.	All	None	To be discussed first at L.L.F
		Policy development	Develop a policy for allocation of land	September 2012	Policy developed	Submitted for Council approval after work shopping
Financial Viability and Management.	To improve overall financial management in the municipality by developing and implementing appropriate financial management policies procedures and systems.	Expenditure Management	Effective management of overtime.	Monthly	Maximum of 40hrs-personnel	N/A
			% of total capital and operational budget spent.	80%		
		Clean audit achieved	Handle and rectify all issues raised by the Auditor General's report of 2011 and 2012 Financial Year.	Unqualified Audit Opinion	Finalised	N/A
			Quality and timeously response to audit queries both from internal and external auditor (within three days).	3 days	Finalised	N/A

DIRECTORATE TECHNICAL SERVICES

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
.	Eradicate backlogs in order to improve access to service and ensure proper operations and maintenance.	Access to basic (or higher) water services.	No. of households with access to basic level of water.	11 505 HH	<p>All communities from all towns have access to clean water.</p> <p>Refer to Volume 1 Appendix A.1 for evidence</p> <p>SLA with the owner of the farm was signed on October 2012, for the supply of water to the community of Hutu.</p> <p>Refer to Volume 1 Appendix A.2</p> <p>SLA with the owner of Riverside Lodge signed in January 2013.</p> <p>Refer to Volume 1 Appendix A.3</p> <p>2 Boreholes were put on line in Tweespruit to supplement bulk water supply, however there is a leakage to the supply line from the one at Boroa next to the Methodist Church of S.A. and electrical cable for the one at the Golf Course has been stolen again. Stones had been thrown into the one at Dawiesville next to Primary School after been tested and yielded positive results.</p> <p>Refer...</p>	<p>Measures were taken to improve and increase water supply in the following areas.</p> <ul style="list-style-type: none"> - 4 boreholes were installed at Brightside farm in Manyatseng in February 2013 but power has not yet been connected due to the upgrading of the transformer by Eskom. As a result of delay by Eskom, Municipality is using diesel engine as a temporary measure. Electrical problem (Panels trips) causes interruptions to then supply of water. Service provider has committed to attend to the problem by 23 July 2013. - Failure to detect the leakage timely, Municipality will have to outsource the service for speedy detection. - Appointment of Security Personnel will serve as a

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					<ul style="list-style-type: none"> - An existing borehole was connected to the tank in March 2013 to supply water to the community of Hutu using local labour at and around Hutu farm however, the Pump has been vandalised. 	<p>deterrent to vandalism of municipal property.</p> <ul style="list-style-type: none"> - Plan in place to increase bulk supply to Main Reservoir in Ladybrand. - New Pumpstation was connected in November to increase water supply in Dipelaneng but Eskom still have to connect enough power to the plant. Date for a meeting with Eskom to discuss these and other outstanding issues is yet to be finalised by Municipal Manager. Meeting with Eskom to discuss these and other outstanding issues was held on 15 May 2013. - Water restrictions were introduced to conserve water in Ladybrand, Tweespruit and Excelsior. - An existing borehole was connected to the tank in March 2013 to supply water to the

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
						community of Hutu using local labour at and around Hutu farm.
			Water Service Development Plan developed and approved by council.	June 2013	WSDP approved by council on the 13 th June 2012 is still under review and will be approved as part of IDP by council. Refer to Volume 1 Appendix A. 4	
			Implementation of water conservation and demand management plan.	Monthly	Suppliers were paid for the material on the... and we are still waiting for delivery Refer to Volume 1 Appendix A.5	CFO was engaged Date for payment and delivery
			Regional bulk infrastructure programme (RBIP) to be compiled and implemented	May 2013	A service level agreement between the service provider and Bloemwater was terminated due to the incompetence of the consultant and hence a new report needs to be done. Refer to Volume 1 Appendix A.6	Bloemwater committed to appoint Phetogo consultants on behalf of Department of Water Affairs on the 15 th April 2013 to compile the report. Phetogo Consultants undertake to finalise the report on time.
			No. of water related complaints registered and attended.	Monthly	All complaints are noted and attended effectively. Refer to Volume 1 Appendix A.7 All reported complaints are recorded manually and electronically and attended to timely except those not reported through the correct channels	Customer Care was established in January 2013 to attend and monitor complaints, and is (together with the effective handling of Hotline number) currently operational. Customer Care 'Administrator' is currently busy capturing the print data using a Laptop, following theft of a computer

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					<p>and where there is no material for repairs, maintenance and/or replacement.</p> <p>Unavailability of resources such as computer and inaudible telephone, convenient office space remains a challenge. Usage of Hotline number as replacement to Call Centre Line exacerbates the already stretched resources.</p> <p>Refer to Volume...Appendix...</p>	<p>from the Office in February 2013.</p> <p>COGTA supplied municipality with a software programme (FSM Citizen Support System) and also provided training for the 'Administrator'.</p> <p>Recommendations made to MM's Office for public notification about important contacts for complaints and customer service.</p> <p>The Unit should be provided with the necessary equipment (Desk Top, Fax Machine and Audible Telephone in particular).</p>
		Access to basic (or higher) sanitation services.	Number of households with access to basic level of sanitation.	11 505 HH	<p>2835 Buckets System backlog in Boroa and Hobhouse. The contractor is busy installing pipeline network for 400 (houses out of 1282) and 1353 houses in Hobhouse and Tweespruit respectively.</p> <p>...% progress</p> <p>Refer to Volume 1 Appendix B. 1</p>	Closed circuit sewage network system has been introduced to replace bucket system.
			A 5 year Sanitation master plan to be reviewed and approved by council	Sep 2012	<p>Sanitation master plan was reviewed and compiled by Illiso consultants.</p> <p>Refer to Volume 1 Appendix B.2</p>	Due to lack of internal Capacity, a consultant was outsourced and appointed to compile a report.

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
			No. sanitation related complaints registered and attended.	Monthly	All complaints are noted and attended effectively. Refer to Volume 1 Appendix B.3	Customer care was established in January 2013 to attend and monitor complaints, and is (together with the effective handling of Hotline number) currently operational. Customer Care 'Administrator' is currently busy capturing the print data to the computer following theft of a computer from the Office in February 2013. Also as in water.
		Access to basic (or higher) refuse removal and solid waste disposal.	No. of households with access to basic level of refuse removal disposal.	11 505	Refuse is attended and collected from all clients however it appeared, according to 2011 Stats S.A. report that some residents don't release their refuse for collection due to cultural and traditional beliefs. Refer to Volume 1 Appendix A	Enhance education and awareness campaigns to be facilitated by the Office of the Speaker and Community Services Development (EHPs) and Corporate Services to speed up process for promulgation of By-laws to curb illegal dumping. Equipment and vehicles from Indaloyethu has been handed over to the municipality and new people to be employed to increase capacity.
			No. buckets removed per week in Tweespruit and Hobhouse.	2835/Weekly	Buckets are removed effectively from all households except only when vehicles and equipment are broken or due to areas that are inaccessible during inclement weather. New 50 HP (Horse Power) Tractor procured and 90 HP Tractor for roads	Avail extra buckets, repair and/buy new equipment and improve monitoring of the work of contractors for Bucket Eradication Projects.

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					<p>in Ladybrand transferred to Tweespruit.</p> <p>Minor repairs on Nightsoil Trailer in Tweespruit made whilst assessment on viability to purchase a new one is being made taking into consideration progress on Bucket Eradication Project in Boroa.</p> <p>Repairs on Nightsoil Trailer for Hobhouse are in progress.</p> <p>Refer...</p>	Honey Sucker Trailer for Hobhouse is used after hours for Buckets removal whilst assessment on viability to purchase a new Nightsoil trailer is being made taking into consideration progress on Bucket Eradication Project in Dipelaneng.
			No. of registered landfill/waste disposal sites properly managed.	Monthly	<p>All 4 land fill sites except for Thaba Patchoa were registered for recognition in December 2013 as waste is transferred weekly to Tweespruit Landfill Site.</p> <p>Littering by Waste transporters to Tweespruit and Excelsior Landfill Sites.</p> <p>Refer to Volume 1 Appendix A.2</p>	<p>Landfill Sites were registered with the Department of Environmental affairs. Some of the General Workers to be appointed will be placed at the facilities for control and management. Learners (permanent employees included) for Learnership on Environmental Practice identified in consultation with the Skills Development Facilitator (SDF.).</p> <p>Grader utilised to push waste into the Landfill Sites as temporary solution.</p> <p>Cleaning of open or unoccupied sites through use</p>

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					Refer...	of casual labour. This effort need to be properly managed by Office of Municipal Manager in order for it to yield more positive outcome.
			No. Landfill Sites identified for registration with Department of Environment for legal compliance.	March 2013	Two Landfill Sites of Ladybrand and Excelsior licensed by the Department of Environmental Affairs for compliance. Hobhouse not permitted. A Landfill Site has not yet been identified by the municipality in Thaba Patchoa whereas in Tweespruit location of the Landfill Site was not approved by the DEA due to potential Ground and Stormwater contamination. Refer to Volume 1 Appendix A.3	Due to lack of internal capacity a service provider was appointed in the past by the Department of Environmental Affairs to renew licences of permitted Landfill Sites and to compile a report for Readiness report for licensing of other Landfill sites.
			No. Tons of waste collected from the skips located in strategic location.	Weekly	Results could not be collected due to incompetence of the service provider. Municipality is in the process of requesting funds from the DEA for upgrading of Landfill Sites and hence weighing tools such as Bridges or Pads will be installed. Refer... So long while we are waiting for the response from DEA, we are calculating the weight of refuse collected by the skips as follows: 5no x 4skips/day.	Technical Services recommended training on Waste Information System (WIS) as part of specifications for Learnership on Environmental Practice. A contract between the service provider and the Municipality was terminated in February 2013 due to incompetence and the service is currently performed internally Since we don't have weigh system installed at the Landfill sites, we are currently using

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					Refer to Volume 1 Appendix A.3	the density of grass as a bench mark for the calculation of the average weight of refuse collected by the skip.
		Access to basic (or higher) electricity services.	No. of households with access to basic level of electricity	11 505 HH	<p>All households have access to electricity except in Platberg whereby for phase 1, 71 out of 100 houses are only supplied because it's difficult to connect since some residents haven't occupied their sites and for phase 2, all 89 houses are connected but we are still waiting for metres from Centlec.</p> <p>Refer to Volume 1 Appendix B. 1 Phase 1 – Awaiting Centlec to connect after verification came to verify occupation of sites. Phase2 - Project completed all 89 households connected</p>	<p>Centlec delivered wrong material in February 2013, so they promised to deliver the right material on the 16th April 2013 and in regard to unoccupied sites, councillors were engaged to facilitate the process. ...Progress</p> <p>21 occupied sites out of 29. Waiting for Centlec to connect following site visit planned for ...</p>
			No. of streetlights repaired and maintained.	Monthly	All streetlights are effectively repaired and maintained when necessary except where Cherry Picker is needed since the Cherry Picker Ladder is in bad condition.	<p>CENTLEC provides support where necessary but we still have to purchase a new Truck mounted with a Cherry Picker and atleast one Cherry Picker to be procured because the Ladder and Truck is not reliable in most cases and is said to be not compliant with OHS standards.</p> <p>Broken and/or bending Streetlight Poles should be repaired or removed for replacement by May 2013.</p>

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					>100% repairs and maintenance on identified or reported dysfunctional streetlights. Refer to Volume 1 Appendix B.2	Awaiting Centlec to give us a vote number before getting any material.
			No. of high and/or medium Mastlights repaired and maintained.	Monthly	Only 2 out of 11 operational Mastlights need to be repaired and maintained and since the Cherry picker is not functional, they can't be attended to. There are other 10 Mastlights in Manyatseng that were installed in 2011 and we are still waiting for Eskom to connect power as they are still busy upgrading their transformer. Electronic Slings repaired and as a result and as result, all 5 High mastligths in Dipelaneng are fully operational. 2 Medium Mastligths in Manyatseng are not operational due to non-availability of Cherry Picker. Refer...	- CENTLEC provides support where necessary. Support by Bokamoso Consulting working on Retrofit Project can only be possible on availability of their equipment The matter of 10 unconnected Mastlights was raised during the District Energy Forum in 16 January 2013 and a follow up was made on the 7 th March 2013 with Eskom and we are still waiting for the response from Eskom in regard to the connection date. Meeting with Eskom to discuss these and other outstanding issues was held on 15 May 2013. Following other engagements, Eskom made a commitment to energiser 10 Mast lights on 22/07/13

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					Refer to Volume 1 Appendix B.3	
			No. of electricity related complaints registered and attended.	Monthly	Complaints are noted and attended to effectively. Refer to Volume 1 Appendix B.4	Customer Care Unit was established in January 2013 to attend and monitor complaints, and it's currently operational as is the case with the Hotline number. Customer Care 'Administrator' is currently busy capturing the print data to the computer following theft of a computer from the Office in February 2013. Also as in water.
			No. of households electrified under INEP in Platberg.	189 Households	For phase 1, 71 out of 100 households are connected and for phase 2 the completion of 89 households is estimated end of April 2013 whereby on the 16 th April the contractor will be on site to install metres. Refer to Volume 1 Appendix B.5	Councillors were engaged to facilitate occupation of 29 outstanding sites by residents.
			No. of energy saving (Solar) lights installed in Mantsopa.	150 Lights	50 lights in Thaba Patchoa, 50 in Tweespruit and 50 in Hobhouse were installed and completed in October 2012 Refer to Volume 1 Appendix B.6 Refer...	Skewed Poles to be identified and submitted to the Contractor for repairs by June 2013 as the project is still on retention.
			Electricity master plan completed	June 2013	CENTLEC to review Master plans for each area where it provides services on request.	Solicit support from CENTLEC for updating and consolidation of Master plans into one document. Written request as

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					Refer to Volume 1 Appendix B.7	a follow-up for support submitted to Centlec.
		Access to municipal roads.	Roads and storm-water master plan completed	Sep 2012	Master plans were compiled and completed by BVI on the 27 th July 2012. Refer to Volume 1 Appendix C.1	
		No. of roads and storm water related complaints registered and attended.		Monthly	Complaints are registered and attended to effectively despite challenges related to Lack of skilled personnel, relevant material and ageing infrastructure and equipment.	Customer Care 'Administrator' is currently busy capturing the print data to the computer following theft of a computer from the Office in February 2013
		No. of pot-holes identified and repaired.		Monthly	18.2km of streets/roads repaired through perching notwithstanding the following as challenges: Aging infrastructure and equipment and heavy vehicles on our roads/streets, demand for frequent perching of pot-holes. 220m Corner Church & 5 th to corner Church & Daanpienaar completed 210m Corner Daanpienaar & Joubert 170m Corner Daanpienaar & Prinsloo completed in December 2013. Refer to Volume 1 Appendix C.2 <u>Ladybrand: 7,190km</u> Voortrekker Joubert Collins Beeton	??? Asphalt purchased from Much Asphalt, Soilcrete and slurry is used to patch potholes on daily basis. Soilcrete and slurry is used to patch potholes on daily basis as temporary measure.

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					Loop Church Erasmus Vyfde Botha Dan Pienaar Prinsloo Sesde Piet Retief(tyred portion) Kerk <u>Tweespruit: 3,4km</u> Eaton Road Dawiesville Access Road to Boroa <u>Excelsior: 4,4km</u> 600m of 1,1km of Access Road from Mahlatswetsa Town Commissioner Church Steyn Lombaard Refer...	50 Bags of Tar Fix used to cover the distance from entrance (R709) to Daan Luiters Trekkerdienste. Frequent perching using Gravel 25 Bags of Tar Fix used. Frequent perching using Gravel especially at Steyn street where infrastructure is totally dilapidated.
			No. of gravel roads upgraded and maintained.	175 of 700m	Boroa access road in Tweespruit is currently under construction whereby the stabilization and casting of edge beams were completed in march 2013 and we are still waiting for delivery of paving blocks.	Deviation letter to procure paving blocks was done in March 2013 due to disqualified tenders.

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					<p>Refer to Volume 1 Appendix C.3</p> <p>Construction work is still in progress at Boroa Access Road due to delays on delivery of material especially Paving Blocks.</p> <p>Earth works: 100%</p> <p>Construction of Edge Beams: 100%</p> <p>Laying of Paving Blocks: 360m (45%)</p> <p>Overall Progress: 78%</p> <p>Unavailability of quality gravel at Ladybrand and Excelsior Quarries. Gravel at Hobhouse Quarry is of good quality; however the site is not permitted for mining.</p> <p><u>Ladybrand</u></p> <p>Gravelling work 1,3km in Ladybrand: Ooste street and Lusaka 580m Access road to Dipelaneng Graveyard.</p> <p>Grading of streets and roads: 14,5km Princess, Nuwe, Sewende, Kolbe, Beeton, Ooste, Loop, Eighth, Erasmus, Church, Daan Pienaar, Sesde, Piet Retief, Road to Borrow pit in Manyatseng and 3 streets in Lusaka</p> <p>Veter street [6050/6052 to 6008/6267]: 240m Manyatseng House No. 36/90 to 22/11: 210m Mokojomela street[6001/6084 to 6193/6196]: 157m</p>	<p>Material delivered at the time of reporting is estimated to push progress to 85%.</p> <p>360 m³ of Gravel procured and stock piled at Tweespruit Stores for gravelling of identified streets at Boroa.</p> <p>Department of Energy has advised Municipality to apply for further mining permit at Ladybrand Quarry following their visit on... Tsepo & Matsekane to confirm.</p>

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					New Street [btwn 5 th and 6 th str]:213 m Total: 820m	
		Effective and efficient management of fleet.	No. of vehicle inspection conducted.	Monthly	Refer to Volume 1 Appendix D.1	
			No. of spot checks conducted.	Monthly		
			No. of licence disk renewals conducted.	Monthly		
			No. of break downs attended.	48 hours		
			No. of vehicles services according to planned schedule.	Monthly		
			Review of fleet management policy and procedure manual.	September 2012		
			Verification of fleet fuel cards usage report.	12		
			Vehicle controls, insurance and monitoring of checklist and logbooks.	Monthly		
			No. of driver re-evaluated and re-tested.	Monthly		
			Compilation of fuel cards expense report.	Monthly		
			No. of incidents and accidents reported and investigation completed..	Monthly		
			No. of vehicles available for usage in the pool.	Monthly	2 x GWM (private), 1 x Toyota (private), 1 x Mercedes Benz (private), 2 x Quantum, 1 x Condor, 1 x GWM (bakkie) and 1 x Bulldozer = 9	Fleet Management policy to be reviewed for: 1. Vehicles used for daily operations to be removed from the Pool. 2. Expenditure incurred to be accounted for by relevant Heads of Departments.
		Project Management	500 Meters of roads to be upgraded in Ladybrand	Aug 2012	Completed 200m at the corner Piet Retief/ Joubert and Prinsloo streets completed. Refer to Volume 1 Appendix E.1	Municipal equipment and local labour were used to construct roads and hence job creation and sound financial management were exercised.

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
			700 Meters of roads to be upgraded in Tweespruit	June 2013	<p>Boroa access road in Tweespruit is currently under construction whereby the stabilization and casting of edge beams were completed in March 2013 and we are still waiting for the delivery of paving blocks</p> <p>350m paved</p> <p>Refer to Volume 1 Appendix E.2</p>	<p>Site establishment on 19 November 2012</p> <p>Surveying and Perking done.</p> <p>Procurement processes for material needs to be fast-track as it delays the project.</p>
			4 Kilometres of roads to be upgraded in Manyatseng	June 2013	<p>Invitation to tender for Manyatseng Ring Road design and construction was advertised and closed in March 2013.</p> <p>1.0 kilometre is being upgraded</p> <p>Refer to Volume 1 Appendix E.3</p>	<p>Target review due to weather (rainy season) and shortage of resources including late delivery of material and equipment.</p> <p>Due to financial constraints on MIG the project could not be implemented as planned.</p> <p>??? 200m of road to new Mantsopa Local Hospital identified for paving as. Planning and design completed.</p>
			Upgrading of Oxidation ponds	June 2013	<p>90% progress.</p> <p>Refer to Volume 1 Appendix E.4</p>	Then What?
			Number of buckets to be eradicated in Tweespruit and Hobhouse	500 HH	<p>.10% progress for both projects</p> <p>Refer to Volume 1 Appendix E.5</p> <p>In access of 700 toilets in Hobhouse are flushing but without the recycled</p>	<p>Construction of Pump station in Boroa forms part of the scope of work.</p> <p>Submission made to council for 900 target review.</p> <p>Minor repairs are conducted on the greywater lines.</p>

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					water.	
			Number of toilet structures to be completed in Platberg (398)	Dec 2012	The project was completed on the 22nd January 2013 by DMV Baeletsi PTY Ltd consultants appointed by Thabo Mofutsanyane District. Refer to Volume 1 Appendix E.6	
			Number of business plans submitted for MIG funding	January 2013	Manyatseng ring-road, and Upgrading of Arthur Pitso stadium projects were approved by MIG for implementation whereas, roads at Koma village in Excelsior and upgrading of water treatment works in Hobhouse were completed in June 2011 and in February 2011 respectively. Refer to Volume 1 Appendix E.7 Koma village roads and Hobhouse WTW business plans were approved for top-up funding. Refer	Still waiting for approval by COGTA for others. Approved for funding and implementation by COGTA.
			Kilometres of roads identified involving ward councillors for repairs and maintenance	October 2012	30 streets at Manyatseng in Ladybrand and 15 streets at Boroa in Tweespruit. Poor quality of gravel at Ladybrand and Excelsior Quarries and unavailability of land for mining of gravel in Tweespruit. Refer to Volume 1 Appendix E.8	3.9km of roads/streets in Manyatseng were maintained and rehabilitated from January to March 2013. 360m ³ of gravel mined stock piled for maintenance of streets/roads in Boroa, Tweespruit. Gravel at Hobhouse Quarry is of good quality.
			Installation of new solar streets lights	December 2012	150 lights were installed and completed in October 2012	Structural defects were identified in all areas and Snag

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					Refer to Volume 1 Appendix E.9	list to be drawn in consultation with RPS Engineers by June 2013.
			Upgrading of streets lights to energy saving bulbs (Retrofit)	June 2013	<p>The contractor was appointed in November 2012 and they are currently on site working.</p> <p>Refer to Volume 1 Appendix E.10</p> <p>The project is about 90% complete</p>	<p>The last meeting between the municipality and the contractor was held on the 14th March 2013 to check progress.</p> <p>Meeting with the contractor was conducted to assist in his challenges.</p>
			Upgrading of Boroa Community Hall	June 2013	<p>The contractor appointed by SASSA Is currently on site.</p> <p>The project is complete</p> <p>Refer to Volume 1 Appendix E.11</p>	<p>email sent to SASSA On the 16th January 2013 in regard to the execution of maintenance and upgrading of the building.</p> <p>No written response received except for identification of the contact person for the contractor who confirmed that work is still in progress.</p> <p>Confirmation by Social Development is pending</p>
			Upgrading of street lights to energy saving bulbs	June 2013	<p>Project Manager/ Contractor and Trainee Electrician and labourers appointed.</p> <p>As in Retrofit Project</p>	.

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
					Refer to Volume 1 Appendix E.12	
			Connection of 10 high mast lights in Ladybrand	June 2013	In progress Refer to Volume 1 Appendix E.13	CENTLEC and Eskom engaged for CoC s. Service provider connected Hobhouse Pumpstation. Date for a meeting with Eskom to discuss these and other outstanding issues is yet to be finalised by Municipal Manager.
Good Governance and Public Participation.	Promote a culture of participatory and good governance.	Good Governance and Public Participation.	Number of council resolutions related to the department implemented.	All	On going Draft Service level agreements for provision of water services on privately owned lands, Draft/model bylaws and Infrastructure Projects reports Provision of water services on privately owned lands, Infrastructure and/or MIG reports, Maintenance and/or upgrading of roads/streets and implementation of some of recommendations from reports tabled to council.	Submissions as per schedule of Section 79 Committees.
			Number of items submitted to section 79 committees for consideration.	Monthly		Attendance to Registry 'Blue' Files improved.
			Encourage meaningful of stakeholders in the affairs of department.	Monthly	On going	Presentation on Draft By-laws and IDP public meetings.
			Number of employees who have signed confidentiality agreement.	368	None	The matter is yet to be finalized by LLF as per agenda of the meeting...
Financial Viability and Management	To improve overall financial management in the municipality by developing and implementing appropriate financial	Expenditure Management	Effective management of overtime.	Monthly	On going	Percentage reduced to manageable standard (in terms of numbers and costs) through improved monitoring.
			% of total capital and operational budget spent.	25%		

Key Performance Area (KPA)	IDP Strategic Objective	Key Performance Indicator (KPI)	Performance Measure	Target	Progress on the date of review	Measures taken to improve performance
	management policies procedures and systems.	Clean audit achieved	Handle and rectify all issues raised by the Auditor General's report of 2011 and 2012 Financial Year.	Unqualified Audit Opinion	On going	Maintain continuous monitoring and engagement with Service Providers on signed contracts.
			Quality and timeously response to audit queries both from internal and external auditor (within three days).	3 days	100% compliance	

Chapter 4: Organisational Development Performance (Performance Report Part II)

COMPONENT A

Introduction to Organisational Development

One of the key institutional developments objectives as contained in our IDP for the period under review was improving performance and level of accountability of the municipal administration by cascading performance management to the lower post levels within the municipality.

The cascading process of performance management was undertaken as planned; however as at the end of this reporting period, the implementation part was not thoroughly completed. The process was under the direct responsibility of the Manager; Planning and Performance Management, assisted by the Performance Officer

Municipal Human Resources

Workforce Profile

The municipality' primary focus is to ensure that departments are neither over- nor understaffed, and that employees with appropriate talents and skills are available to carry out tasks in the right jobs at the right time to support the municipality to achieve its strategic objectives.

As part of the bigger Human resource management plan, the municipality's human resource strategy focuses on filling of critical vacancies, skills audit, and capacity building intervention for councillors and officials, performance recognition and develop human equity plan.

EMPLOYEE TOTALS, VACANCIES AND TURNOVER

EMPLOYEES					
DESCRIPTION	2011/12	2012/13			
	Employees No.	Approved Posts No	Employees No.	Vacancies No.	Vacancies %
Community Service and properties	11	23	10	13	56
Libraries	11	6	6	0	100
Water	32	35	32	3	8,6
Electricity	9	10	8	2	20
Roads and Storm water	52	64	52	11	17,4
Waste management	39	44	37	5	11,9
Refuse	37	39	35	4	12,8
Parks and Cemeteries	32	35	32	3	8,8
Technical	8	10	9	1	11
Corporate offices and other	25	27	25	2	12
PMU	3	3	3	0	100
	42	48	40	8	16,6

Finance	5	5	4	1	100
Traffic	11	14	12	2	23
MM's office	5	5	4	1	20
Finance intern	0	1	1	0	100
MM	2	4	4	0	50
S 56 Managers					
TOTALS	324	373	314	56	15,6

VACANCY RATE

VACANCY RATE			
DESIGNATIONS	Total Approved Posts No.	Vacancies (Total time that vacancies exist using fulltime equivalents) No.	Vacancies (as a proportion of total posts in each category) %
Municipal manager	1	0	100
CFO	1	0	100
Other S56 Managers (excluding Finance Posts)	3	0	100
Senior Management: Level 1-3 (excluding Finance)	19	4	0.21
Senior management : Level 1-3 (Finance Posts)	4	0	100
Highly skilled supervision: Level 4-5 (excluding 'finance posts)	32	2	0.06
Highly skilled supervision (Finance post) Level 4-5	6	0	100
Highly skilled production (level 6-8)	38	1	0.03
Skilled production (level 9-11)	25	5	0.2
Production (level 12-14)	21	5	0.23
Lower skilled (Level 15-16)	164	23	0.14
TOTAL	314	40	0.13

TURNOVER RATE

<i>Details</i>	<i>Total appointments</i>	<i>Total terminations</i>	<i>Turnover rate</i>
2010/2011	40	17	0.43
2011/2012	53	26	0.5
2012/2013	12	18	1.5

VACANCIES AND TURNOVER

Council approved the proposed organogram and identified the position that needs to be filled in November 2012. During March 2013 53 positions were advertised and the appointment processes must be done by the end of 2012/2013 financial year. In the financial year 2012/2013 all section 57 and 56 positions were filled. Turnover is as a result of deaths and retirement.

COMPONENT B MANAGING THE MUNICIPAL WORKFORCE

MSA 32 of 2000: 67 oblige municipalities to develop and adopt appropriate systems and processes to ensure fair, efficient, effective and transparent personnel administration in accordance with applicable laws (Constitution and Employment Equity Act etc)

No	FUNCTIONS
1. OFFICE OF THE MUNICIPAL MANAGER	
1.1	Internal Audit
1.2	Integrated Development Planning
1.3	Performance Management
1.4	Communications
1.5	Local Economic Development and Tourism
2. DEPARTMENT OF CORPORATE SERVICES	
2.1	Human Resource Management
2.2	Administration and Sound Governance
2.3 TRAINING INTERVENTIONS BY THE SKILLS DEVELOPMENT WITHIN HR DIVISION	
2.3.1	Local Government Accounting
2.3.2	Local Government Advanced Accounting
2.3.3	Municipal Finance Management Program
2.3.4	SAICA/Deloitte Municipalities Finance
2.3.5	Water & Waste Water Process Controller
2.3.6	Environmental Practice
3. DEPARTMENT OF TECHNICAL SERVICES	
3.1	Infrastructure Planning and Development
3.2	Water and Sanitation Provision
3.3	Solid Waste Management
3.4	Municipal Infrastructure Grant (MIG) funding
3.5	Technical Support
3.6	Infrastructure Operations and Maintenance
4. DEPARTMENT OF COMMUNITY SERVICES	
4.1	Disaster Management Services
4.2	Fire Services
4.3	Social Development Services
4.4	Development Planning
4.5	Geographic Information Services
5. DEPARTMENT OF FINANCIAL SERVICES	
5.1	Budgeting and Reporting
5.2	Income Control
5.3	Expenditure Control

5.4	Supply Chain Management
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HR POLICIES AND PLANS

No	Name of Policy	Completed %	Reviewed date	Date adopted by Council
1	Human Resource strategy	100		31/05/2013
2	Sexual Harassments			27/06/2013
3.	HIV & AIDS			27/06/2013
4	Induction policy			27/06/2013
5	ICT Governance Charter			27/06/2013
6	ICT Steering Committee			27/06/2013
7	EPWP			26/02/2013
8	Land policy			9/11/2012
9	Budget policy			31/05/2013
10	Indigent policy			31/05/2013
11	Tariff policy			31/05/2013
12	Rates policy			31/05/2013
13	Subsistence and travelling			31/05/2013

Thirteen (13) policies were approved in the financial year 2012/2013. Workshop on these policies to be held in the financial year 2013/2014.

INJURIES, SICKNESS AND SUSPENSION

INJURY ON DUTY			
TYPE OF INJURY	INJURY LEAVE TAKEN	EMPLOYEES USING SICK LEAVE	Average injury per employee
Basic medical attention	13	3	0.2
Temporary / total disablement	455	2	0,004
Fatal injury			
Total	468	5	0.01

Number and period of suspension

Position	Nature of alleged misconduct	Date of suspension	Details of disciplinary action taken	Date finalised
Assistant Artisan (road mark painter)	Dishonesty	21/02/2013	Resigned	7/03/2013
General worker (water plant)	Negligence	29/11/2012	Final written warning	20/12/2012
General worker	Negligence		Final written	20/12/2012

(water plant)		24/11/2012	warning	
Plant operator	Negligence	29/11/2012	Final written warning	20/12/2012

Disciplinary Actions

Disciplinary Actions taken			
<i>Position</i>	<i>Nature of alleged misconduct</i>	<i>Disciplinary action taken</i>	<i>Date finalised</i>
Foreman	Dishonesty	Voluntarily resigned and matter referred to SAPS for further investigation	15/02/2013
Tractor driver	Dishonesty	Voluntarily resigned and matter referred to SAPS for further investigation	15/02/2013

Component C: Capacitating the municipal work force.

MSA: s68(1) require municipalities to develop its own human resource capacity to a level that enables it to perform its functions and exercise its powers in an economical, effective, efficient and accountable way in accordance with Skills Development Act, 1998 and Skill Development Levies Act, 1999

There were 828 training programmes identified in 2012/2013 financial and all these programmes are still pending for approval encompasses certificate in Building and Civil construction; Roadworks construction; Construction material manufacturing, FET certificate in Plumbing; Certificate construction and Apprenticeship for the unemployed youth. The following learnership/internship was undertaken: Certificate in Local Government Accounting, Advanced Certificate in Local Government Accounting, Occupationally Directed Education and Training Development Practitioner, Financial management internship. The Training Committee meetings were held quarterly. Training programmes were not effectively implemented as planned.

Chapter 5: Financial Performance

Introduction to Financial Performance

The finance service directorate is responsible for administering and managing the financial affairs of the municipality. It ensures accountability on municipal expenditure and provides reports to various stakeholders on the utilization of municipal funds. The department also provides technical and strategic assistance and support to local municipalities within the district.

This department consists of the following key operational components, *viz*: Supply Chain Management, Expenditure, Income, Budget and Treasury and Asset units.

The activities, duties and functions in these components are carried out within the framework of Municipal Finance Management Act (MFMA) Act No 56 of 2003 and the Annual Division of Revenue Act (DoRA), other applicable pieces of legislation and approved budget related policies of the municipality.

Supply Chain Management

For the period under review, the municipality's Supply Chain was largely implemented in line with the approved policy, Municipal Finance Management Act and the associated regulations. The municipality's supply chain management Policy complies with the provision of section 112 of Municipal Finance Management Act.

All the tenders that were approved during the period were in line with the recommendations of the Bid Committees of the municipality and reporting has been done consistently monthly, quarterly and yearly to different authorities and stakeholders.

There is clear separation of duties within the supply chain management unit itself including its committees. No councillor or political office bearer is a member of any of the Bid Committees of the municipality, and the structures of the Bid Committees for the period under review were as follows:

COMMITTEE	MEMBERS
Bid Specification Committee:	<ul style="list-style-type: none">○ Mr.KD Pharoe – Supply Chain Manager○ Mrs. Lucia Lisenyane – Procurement Clerk○ Mr. L Cloud – Financial Intern○ Mr. R Mokatsanyane – Budget Clerk
Bid Evaluation Committee:	<ul style="list-style-type: none">○ Mr. T Selepe – PMU Manager○ Mrs. L Ntsepe – Human Resources Manager○ Mr. KD Pharoe – Supply Chain Manager○ Mr. L Vice – Project Manager

	<ul style="list-style-type: none"> ○ Mrs. L Lisenyane – Procurement Clerk ○ Mr . L Cloud – Financial Intern ○ Mr. T Raleting – IT Manager ○ Mr. M Mokoatsi – Communication Manager
Bid Adjudication Committee	<ul style="list-style-type: none"> ○ Mr. KD Matsie – CFO ○ Ms. P Moloi – Director Corporate Services ○ Ms. B Sebolai – Director Community Services ○ Mr N Raliapeng – Director Technical Services

▪ Component A: Statement of Financial Performance

MANTSOPA LOCAL MUNICIPALITY STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2013

		2 013	2 012
			Restated
	Note	R	R
Assets			
Current assets		70 462 169	107 794 667
Inventories	9	496 629	846 801
Trade Receivables from Exchange Transactions			
	10.1	50 982 265	85 309 093
	10.1	3 967 502	8 124 421
Trade Receivables from Non - Exchange Transactions	10.2	5 221 857	10 740 638
	11	1 077 780	2 685 961
Current portion of longterm receivables	12	5 896	5 838
Investments	8	7 832 476	33 786
Operating lease asset		684 450	
Bank and Cash Equivalents	13,14	193 315	48 130
Non-current assets		742 409 512	736 257 006
Property, plant and equipment	7.1	713 952 839	707 975 497
Intangible assets	7.2	30 000	7 169
Investment Property	7.3	27 271 000	27 271 000
Investments	8	947 137	788 908
Long term receivables	12	208 536	214 432
Total assets		812 871 681	844 051 672
Liabilities			

Current liabilities		64 761 158	44 261 379
Consumer deposits	3	1 158 294	1 092 493
Trade and Payables from Exchange Transactions	4	46 787 996	31 863 854
VAT Payables	19	14 677 375	8 346 757
Unspent conditional grants and subsidies	5	799 866	-
Current portion of long-term liabilities	2	1 337 627	2 297 509
Operating lease Liability		-	650 418
Bank overdraft	14	-	10 349
Non-current liabilities		30 971 902	32 212 091
Long - term liabilities	2	5 452 392	6 692 581
Provision for rehabilitation of landfill sites	15	25 519 511	25 519 511
Total liabilities		95 733 060	76 473 470
Nett Assets		717 138 621	767 578 202
Accumulated Surplus/(Deficit)	6	717 138 621	767 578 202

▪ Component B: Spending against Capital Budget

MANTSOPA LOCAL MUNICIPALITY APPENDIX D(2) ACTUAL VERSUS BUDGET (ACQUISITION OF PROPERTY, PLANT AND EQUIPMENT) FOR THE YEAR ENDED 30 JUNE 2013

DEPARTMENT	2012/13 Actual	2012/13 Under Construction	2012/13 Total Additions	2012/13 Budget	2012/13 Variance Amount	2012/13 Variance %
	-	-	-	-	-	-
Executive & Council	153 685	-	153 685	20 000	133 685	668.42%
Finance & Admin	50 209	-	50 209	60 000	(9 791)	-16.32%
Planning & Development	-	-	-	-	-	0.00%
Property	1 800 000	800 646	2 600 646	-	1 800 000	0.00%
Community & Social Services	-	-	-	-	-	0.00%
Housing	-	-	-	-	-	0.00%
Public Safety	15 217	-	15 217	-	15 217	0.00%
Sport & Recreation	1 297 183	-	1 297 183	80 000	1 217 183	1521.48%
Environmental Protection	-	-	-	-	-	0.00%
Waste Water Management	3 173 734	16 288 899	19 462 633	25 382 109	(5 919 476)	-23.32%
Road Transport	1 793 917	2 201 897	3 995 814	1 061 641	2 934 173	276.38%
Water	2 037 468	-	2 037 468	1 127 515	909 953	80.70%
Electricity	6 391 162	-	6 391 162	8 800 000	(2 408 838)	-27.37%
	-	-	-	-	-	-
TOTAL	16 712 575	19 291 442	36 004 017	36 531 265	(1 327 894)	-3.63%

- Component C: Cash Flow Management and Investments

**MANTSOPA LOCAL MUNICIPALITY CASHFLOW STATEMENT FOR THE YEAR ENDED 30 JUNE
2013**

	Notes	2 013 R	2 012 Restated R
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from customers and government	33	179 937 680	145 526 514
Cash paid to suppliers and employees	34	(133 154 700)	(118 428 041)
Cash generated from / (required by) operating activities	35	46 782 980	27 098 473
Interest received		302 080	110 569
Interest paid		(813 946)	(993 516)
Dividends received		39 591	23 918
NET CASH FROM OPERATING ACTIVITIES		46 310 704	26 239 444
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of property, plant and equipment		(36 004 017)	(21 906 425)
Proceeds or loss with sale of assets		-	-
NET CASH FROM INVESTING ACTIVITIES		(36 004 017)	(21 906 425)
CASH FLOWS FROM FINANCING ACTIVITIES			
(Increase) /Decrease in Investments		(7 956 919)	(326 300)
Increase / (Decrease) in Loans external		(2 200 071)	(1 246 883)
(Increase) / Decrease in Loans to longterm debtors		5 838	5 773
NET CASH FROM FINANCING ACTIVITIES		(10 151 153)	(1 567 410)
NET INCREASE /(DECREASE) IN CASH AND CASH EQUIVALENTS		155 534	2 765 609
Cash and cash equivalents at the beginning of the year		35 026	(2 730 583)
Cash and cash equivalents at the end of the year	36	190 560	35 026
NET INCREASE /(DECREASE) IN CASH AND CASH EQUIVALENTS		155 534	2 765 609

▪ Component D: Other Financial Matters

MANTSOPA LOCAL MUNICIPALITY STATEMENT OF COMPARISON OF FINANCIAL POSITION BUDGET AND ACTUAL AMOUNTS FOR THE YEAR ENDED 30 JUNE 2013

	Approved Budget 2012/13	Adjustments 2012/13	Final Budget 2012/13	Actual 2012/13	Difference 2012/13
Assets					
Current assets	13 554 821	(2 626 542)	10 928 279	70 462 169	59 533 890
Inventories	1 011 499	-	1 011 499	496 629	-514 870
Trade Receivables from Exchange Transactions					
Service consumer receivables	11 807 121	-2 626 542	9 180 579	50 982 265	41 801 686
Other consumer receivables	100 000	-	100 000	3 967 502	3 867 502
Trade Receivables from Non - Exchange Transactions	-	-	-	5 221 857	5 221 857
Other receivables	-	-	-	1 077 780	1 077 780
Current portion of longterm receivables	5 838	-	5 838	5 896	58
Investments	550 000	-	550 000	7 832 476	7 282 476
Operating lease asset	-	-	-	684 450	684 450
Bank and Cash Equivalents	80 363	-	80 363	193 315	112 952
Non-current assets	488 543 810	-196 639 026	291 904 784	742 409 512	450 504 728
Property, plant and equipment	486 846 418	-222 434 235	264 412 183	713 952 839	449 540 656
Intangible assets	36 960	-29 791	7 169	30 000	22 831
Investment Property	1 446 000	25 825 000	27 271 000	27 271 000	-
Investments	-	-	-	947 137	947 137
Long term receivables	214 432	-	214 432	208 536	-5 896
Total assets	502 098 631	-199 265 568	302 833 063	812 871 681	510 038 618
Liabilities					
Current liabilities	20 579 040	1 942 197	22 521 237	64 761 158	42 239 921
Consumer deposits	1 062 000	-	1 062 000	1 158 294	96 294
Trade and Payables from Exchange Transactions	17 449 000	1 942 197	19 391 197	46 787 996	27 396 799
VAT Payables	-	-	-	14 677 375	14 677 375
Unspent conditional grants and subsidies	-	-	-	799 866	799 866
Current portion of long-term liabilities	2 068 040	-	2 068 040	1 337 627	-730 413
Operating lease Liability	-	-	-	-	-
Bank overdraft	-	-	-	-	-
Non-current liabilities	6 531 466	-	6 531 466	30 971 902	24 440 436
Long - term liabilities	6 531 466	-	6 531 466	5 452 392	-1 079 074
Provision for rehabilitation of landfill sites	-	-	-	25 519 511	25 519 511
Total liabilities	27 110 506	1 942 197	29 052 703	95 733 060	66 680 357
Nett Assets					
Accumulated Surplus/(Deficit)	474 988 125	-201 207 765	273 780 360	717 138 621	443 358 261

Chapter 6: Auditor General Findings

- Detail on issues raised during the previous financial year;
- Remedial action taken to address the above and preventative measures.

(Audit Action Plan with progress made as at 30 June 2013)

To be inserted later during the year in November 2013

Appendices Descriptions

Appendix A: Councillors; Committee Allocation and Council Attendance

This appendix requires the compilation of a complete list of councillors, the party they belong to and the ward which they represent.

WARD COUNCILLORS				
NO	INITIALS AND SURNAME	WARD NO	POLITICAL PARTY	CONTACT NO.
1.	MC Chomane	One	ANC	0735161643
2.	NP Nakalebe	Two	ANC	071 8581819
3.	PP Raboko	Three	ANC	073 4941377
4.	ME Ncwada	Four	ANC	083 860 0788
5.	DT Molefe	Five	ANC	073 3398518
6.	IK Tigeli	Six	ANC	083 7797630 078 309 9725
7.	PB Matsunyane	Seven	ANC	071 8563154
8.	MC Sebotsa	Eight	ANC	072 8274072
9.	GM Seoe	Nine	ANC	074 938 6465

Information pertaining to the number of council meetings attended by each of the councillors to be provided

WARD COUNCILLORS		
NO	INITIALS AND SURNAME	NUMBER OF ABSENTS FOR COUNCIL MEETING COMMENTS
1.	MC Chomane	1
2.	NP Nakalebe	1
3.	PP Raboko	0
4.	ME Ncwada	0
5.	DT Molefe	0
6.	IK Tigeli	0
7.	PB Matsunyane	1

8.	MC Sebotsa	0
9.	GM Seoe	0

PR COUNCILLORS		
NO	INITIALS AND SURNAME	NUMBER OF ABSENTS FOR COUNCIL MEETING COMMENTS
1.	SD Ntsepe	0
2.	MA Majara	2
3.	MA Malakane	2
4.	YJ Jacobs	1
5.	MB Sani	0
6.	D Dewey	1
7.	D Holmes	1
8.	M Machakela	0

Appendix B: Committee and Committee Purpose

This appendix requires a list of all council committees, the purpose of each committee and names of councillors serving on each committees and attendance of each councillor.

SECTION 79 COMMITTEES				
NO	COMMITTEES	MEMBERS	NUMBER OF COMMITTEE MEETING HELD BETWEEN JUN 2012 – JUN 2013	COMMENTS
1.	Social Development	PB Matsunyane MA Malakane M Machakela	Two (2)	All members were present
2.	Rural Development	PP Raboko B Matsunyane D Holmes	0	Number are put according to records
3.	Governance & Administration Committee	NP Nakalebe D Holmes	Three (3)	All members present.
4.	Economic, Employment & Investment Committee	IK Tigeli N J Thaisi	0	Number are put according to records
5.	Justice, Crime Prevention & Security Committee	MC Sebotsa MC Chomane MB Sani	0	Number are put according to records
6.	Welfare Committee	DT Molefe YJ Jacobs M Machakela	1	Number are put according to records
7.	Human Development Committee	C M Seoe IK Tigeli Y J Jacobs	1	Number are put according to records
8.	Executive Committee	SD Ntsepe MA Malakane M Machakela	Six (6)	Number are put according to records

Appendix C: Third Tier Administrative Structure

Appendix D: Functions of the Municipality

The appendix covers what constitutes the municipal functions; therefore we need to indicate which functions are applicable to Mantsopa Local Municipality.

152. Objects of local government.-(1) The objects of local government are-

- (a) To provide democratic and accountable government for local communities;
- (b) To ensure the provision of services to communities in a sustainable manner;
- (c) To promote social and economic development;
- (d) To promote a safe and healthy environment; and
- (e) To encourage the involvement of communities and community organisations in the matters of local government.

(2) A municipality must strive, within its financial and administrative capacity, to achieve the objects set out in subsection (1).

153. Developmental duties of municipalities.-A municipality must-

- (a) Structure and manage its administration and budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community; and
- (b) Participate in national and provincial development programs

Functions of the Municipality

84. (1) A district municipality has the following functions and powers:

- (a) Integrated development planning for the district municipality as a whole including a framework for integrated development plans for the local municipalities within the area of the district municipality. Taking into account 15 the integrated development plans of those local municipalities.
- (b) Bulk supply of water that affects a significant proportion of municipalities in the district.
- (c) Bulk supply of electricity that affects a significant proportion of municipalities in the district.
- (d) Bulk sewage purification works and main sewage disposal that affects a significant proportion of municipalities in the district.
- (e) Solid waste disposal sites serving the area of the district municipality as a whole.
- (f) Municipal roads which form an integral part of a road transport system for the 25 area of the district municipality as a whole.
- (g) Regulation of passenger transport services.
- (h) Municipal airports serving the area of the district municipality as a whole.
- (i) Municipal health services serving the area of the district municipality as a whole. Firefighting services serving the area of the district municipality as a whole.
- (k) The establishment, conduct and control of fresh produce markets and abattoirs serving the area of the district municipality as a whole.
- (1) The establishment, conduct and control of cemeteries and crematoria serving the district as a whole.
- (m) Promotion of local tourism for the area of the district municipality.

Appendix E: Ward Reporting

Information on the functions of ward committees, the sector of community representation and reports submitted by each of these committees must be provided.

WARD COMMITTEES'S OPERATIONS & FUNCTIONS WARD, CHALLENGES EXPERIENCED & MEASURES TEAKEN.			
WARD NO	FUNCTIONALITY [W/Committee + Public meetings]	CHALLENGES	MEASURES TAKEN TO ADDRESS THEM
1.	There are six (6) meetings held between the period Jun 2012-Jun 2013.	<ul style="list-style-type: none"> ▪ No regular meeting held ▪ Unavailability of some members ▪ Portfolio members not performing very well, except Social services. 	<ul style="list-style-type: none"> ▪ Cogta to intervene with capacity building workshops. ▪ Additional members to be elected. ▪ Ward operational plans to be developed.
2.	There are fourteen (14) meetings held between the period Jun 2012-Jun 2013.	<ul style="list-style-type: none"> ▪ Portfolio members not performing very well, except Social services, Education, IDP, Infrastructure and Environment. 	<ul style="list-style-type: none"> ▪ Capacity building workshop ▪ Ward operational plans to be developed.
3.	There are seven (7) meeting held between the period Jun 2012-Jun 2013.	<ul style="list-style-type: none"> ▪ No regular meeting held ▪ Shortage of ward committee members 	<ul style="list-style-type: none"> ▪ Cogta to intervene with capacity building workshops. ▪ Additional members to be elected. ▪ Ward operational plans to be developed.
4.	There are fourteen (14) meetings held between the period Jun 2012-Jun 2013.	<ul style="list-style-type: none"> ▪ All ward committee Portfolio's should function accordingly, except for social services and IDP. 	<ul style="list-style-type: none"> ▪ Capacity building workshop ▪ Ward operational plans to be developed
5.	There are sixteen (16) meetings held between the period Jun 2012-Jun 2013.	<ul style="list-style-type: none"> ▪ All ward committee Portfolio's should function accordingly. 	<ul style="list-style-type: none"> ▪ Capacity building workshop ▪ Ward operational plans to be developed
6.	There's sixteen (16) meetings held between the period Jun 2012-Jun 2013.	<ul style="list-style-type: none"> ▪ All ward committee Portfolio's should function accordingly. 	<ul style="list-style-type: none"> ▪ Capacity building workshop ▪ Ward operational plans to be developed
7.	There's eight (8) meetings held between	<ul style="list-style-type: none"> ▪ No regular meeting held 	<ul style="list-style-type: none"> ▪ Cogta to intervene with capacity building

	the period Jun 2012-Jun 2013.	<ul style="list-style-type: none"> ▪ Unavailability of some members 	<p>workshops.</p> <ul style="list-style-type: none"> ▪ Additional members to be elected. ▪ Ward operational plans to be developed.
8.	There are six eight (8) meetings held between the period Jun 2012-Jun 2013.	<ul style="list-style-type: none"> ▪ No regular meeting held ▪ Unavailability of some members 	<ul style="list-style-type: none"> ▪ Cogta to intervene with capacity building workshops. ▪ Additional members to be elected. ▪ Ward operational plans to be developed.
9.	There are eight (8) meetings held between the period Jun 2012-Jun 2013.	<ul style="list-style-type: none"> ▪ No regular meeting held ▪ Unavailability of some members 	<ul style="list-style-type: none"> ▪ Cogta to intervene with capacity building workshops. ▪ Additional members to be elected. ▪ Ward operational plans to be developed.

Appendix F: Ward Information

Refer to the below **appendix O** for more details on all projects per ward. The status of the project is also indicated.

Appendix G: Recommendation of the Municipal Audit Committee

Recommendation by the Audit Committee

The audit committee is pleased to present its annual report for the financial year ended 30 June 2013.

The audit committee report presents the implementation and compliance to section 166 of Municipal Finance Management Act No. 56 of 2003, the report provides the municipal council, political office bearers, accounting officer and the management staff of the municipality with reasonable assurance on the effectiveness and efficiency of internal controls, risk management and adequacy and reliability of financial statements and the annual performance report.

We will like to appreciate the commitment and corporation we received from the council, the accounting officer and the management staff during the 2012/2013 financial year.

Audit Committee Meetings:

Adv. Teboho Moloi (Chairperson)

Mr. Mojalefa Mphi (Member)

Ms. Selina Lebeko (Member)

Yours faithfully

.....

Adv. Teboho Moloi (Chairperson)

Legal background

1. Section 166(2) states that the Audit committee must be an independent body that advises the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality, on matters relating to:
 - i) Internal financial control and internal audits;
 - ii) Risk Management;
 - iii) The adequacy, reliability and accuracy of financial reporting and information;
 - iv) Performance Management;
 - v) Effective Government;
 - vi) Compliance with this Act, the annual Division of Revenue Act and any other applicable legislation;
 - vii) Performance evaluation;
 - viii) Any other issues referred to it by the municipality;
2. Review the annual financial statements to provide the council of the municipality with an authoritative and credible view of the financial position of the municipality, its efficiency and effectiveness and its overall level of compliance with this Act, the annual Division of Revenue Act and any other applicable legislation;
3. Respond to the council on any issues raised by the Auditor General in the audit reports.
4. Carry out such investigations into the financial affairs of the municipality or municipal entity as the council of the municipality, or in the case of a municipal entity, the council of the parent municipality or the board of directors of the entity, may request; and;
5. Perform such other functions as may be prescribed.

Background overview

The audit committee was established on 01 February 2010 consisted of three members as required by the law, the term of the committee ended on the 31 January 2012. Municipality appointed the new audit committee through normal recruitment processes on the 18th of June 2012 which consists of the following members:

Name	Status	Meeting attended during the year under review	Apologies
Adv. Teboho Moloi	Chairperson	5	0
Mr. Mojalefa Mphi	Member	5	0
Ms. Selina Lebeko	Member	5	0

Audit Committee objectives

The main objective of the audit committee is to advise the Council, Accounting Officer and management staff on the effectiveness of internal controls, risk management, adequacy and reliability of financial statements and annual performance reports. Audit committee is committed to assist the council in performing its oversight responsibility.

Scope of work

- To ensure that effective, efficient and transparent systems of financial and risk management and internal control are maintained by the Council, which contribute to the efficient and effective utilization of resources, safeguarding of assets and the accomplishments of established goals for operations or programs;
- To monitor the efficiency and effectiveness of accounting and management information systems;
- To ensure that, in accordance with the Council's public accountability, that justifiable decisions pertaining to Municipal service rendering are taken as indicated in policy statements, practices and the uncovering of malpractice;
- To create a distinct and clear communications channel between the Council, management, external auditors and internal auditors;
- To inform the Council regarding important problems which must be addressed concerning the preparation and discussion of the financial statements.
- To monitor the effectiveness of the internal audit function.
- To monitor management, internal audit and external audit with reference to the drafting of the financial statements;
- To enhance the objectivity and credibility of reporting to stakeholders.

Work Performed

The audit committee has in the 2012/2013 financial year convened four (4) times as required by the law to do the following:

- Evaluate effectiveness of internal audit function;
- The independence and objectivity of the internal audit;

- Evaluate compliance to the rules and regulation;
- Advise the council, accounting officer and management staff on the efficiency and effectiveness of internal controls and risk management;
- Review the annual financial statements and annual performance report;
- Cross-examine the quarterly internal audit reports and the annual Auditor General's report;
- Advise the municipality on matters raised in Auditor General's report and;
- Review the strategic documents of internal audit.

Achievements

The audit committee has in the financial year under review managed to convene four (4) times as required by the law with full capacity and successfully gained the buy-in of management and council to ensure that the resolution of the committee are implemented and feedback thereof is provided to the committee.

The Audit committee has also reviewed and approved the internal audit charter, audit methodology, three year strategic plan as well as the annual coverage plan for 2012/2013. The Audit committee further reviewed the first and second quarter performance reports and approved the internal audit quarterly reports.

Acknowledgements

The audit committee once again acknowledges the commitment and corporation of Mayor, Speaker, Accounting Officer and Management Team, and the significant progress in addressing the control weaknesses identified and the improvement of the control environment will provide sound basis for the municipality.

We also acknowledge the fact that the 2012/13 financial statements and the annual section 46 performance reports were done internally and submitted to the audit committee and the Auditor General's Office on time as required by the Municipal Finance Management Act No. 56 of 2003.

Recommendation

The audit committee would like to encourage the Accounting Officer to provide effective oversight on the implementation of the recommendations made by both the Auditor General's office and the audit committee to ensure the efficiency and effectiveness of the internal control, integrity and reliability of financial and performance management, safeguarding of assets and compliance to rules and regulations.

Conclusion

In our view, the audit committee has complied with section 166 (2) of the Municipal Finance Management Act No. 56 of 2003, although there's room for improvements, the audit committee is in the process of self-evaluation, it is also to be evaluated by municipal council, accounting officer, management staff and internal audit unit to enable the committee to comply with the majority of its mandate.

We have pleasure in submitting the Audit Committee Report for 2012/2013 financial year.

The report provides independent feedback on the adequacy and effectiveness of internal controls on audited areas of municipality and provides independent and objective recommendations on the identified control weaknesses to improve effectiveness of risk management, controls and government processes.

We would like to express our appreciation to the various staff members of the municipality who have assisted us in carrying out our work.

We would be pleased to provide you with further assistance and request that you do not hesitate to contact us with any queries you may have regarding this report.

Appendix I: Municipal Entity/Service Provider Performance Schedule

The table below summarizes the performances of external services providers as required by section 46 (1) (a) of the Local Government: Municipal Systems Act 32 of 2000.

Name of Service Provider	Name of Project	SLA signed		Project Starting Actual Date	Completion Date	Specs met		Status	Percentage
		Yes	No			Yes	No		
Engineering Solutions	Hobhouse Bucket Eradication	✓		18/04/2007	-	✓		Continuing	60%
TDB & C Development	Hobhouse Bucket Eradication Phase 3	✓		18/10/2010	24/08/2012	✓		Complete	100%
Razzmatazz	Hobhouse Bucket Eradication Phase 4	✓		31/08/2012	-	✓		Continuing	60%
Makecha Development Agency	Tweespruit Bucket Eradication	✓		01/02/2007	-	✓		Continuing	38%
Group YWO	Tweespruit Bucket Eradication Phase 4	✓		28/08/2012	-	✓		Continuing	38%
Phethogo Consulting	Hobhouse Water Treatment Works		✓	26/08/2006	-	✓		Continuing	95%
Swans Water Treatment	Hobhouse Water Treatment Works	✓		04/08/2008	-	✓		Continuing	95%
Civil Engineering Experts	Koma Ville Roads and Storm water	✓		30/06/2010	19/09/2012		✓	Complete	100%
Odoko-E-Felletse JV	Koma Ville Roads and Storm water	✓		30/01/2012	19/09/2012	✓		Complete	100%
Magolola Mokoka Associates	Excelsior Water Treatment Works		✓	01/09/2012	-	✓		Planning	0%

MokhumbaPhenyaneSedi be JV	Tladi Street and Storm water	✓		01/09/2011	30/08/2012	✓		Complete	100%
Phethogo Consulting	Hobhouse Reticulation of 200 Sites	✓		29/03/2012	-	✓		Continuing	95%
Wafrika Development	Hobhouse Reticulation of 200 Sites	✓		03/09/2012	-	✓		Continuing	95%
Phethogo Consulting	Manyatseng Reticulation of 383 Sites	✓		29/03/2012	-	✓		Continuing	68%
Quthing Construction and Development	Manyatseng Reticulation of 383 Sites	✓		02/10/2012	-	✓		Continuing	68%
Phethogo Consulting	Mahlatswetsa Reticulation of 417 Sites	✓		29/03/2012	-	✓		Continuing	6%
Quthing Construction and Development	Mahlatswetsa Reticulation of 417 Sites	✓		07/09/2012	-	✓		Continuing	6%
LYMA	Manyatseng: Construction of 3.2km Ring Road Phase 1		✓	22/05/2012	-		✓	Continuing	19%
QSVP	Upgrading of Arthur Pitso Stadium		✓		-	✓		Planning	0%
GWM Ladybrand	Repair, service and maintenance of GWM make vehicles	Yes		26/02/2010	On going	Yes		On going	100%
Thomson's Auto Body Repairs	Repair, service and maintenance of tractors, vehicles and equipment	Yes		Adhoc	On- going at adhoc basis	Yes		Ongoing	80%
SA Airbrake	Service and maintenance of FAW honey sucker truck	Yes		23/03/2010	On going	Yes		On going	100%
KOMATSU SA	Repair, Service and maintenance of Komatsu	Yes		06/10/2009	On going	Yes		On going	100%

	Grader								
BR Dienste Ladybrand	Repair, Service and maintenance of Landini and Massey Fergusson Fleet	Yes		06/10/2011	On going	Yes		On going	100%
BABCOCK	Repair, Service and maintenance of Volvo Grader	Yes		18/11/2009	On going	Yes		On going	100%
TOYOTA SA	Repair, Service and maintenance of Toyota make vehicles	Yes		15/02/2010	On going	Yes		On going	100%
JOHN WILLIAMS MOTORS (LADYBRAND)	Repair, service and maintenance of Mercedes Benz	Yes		15/02/2008	On going	Yes		On going	100%
OVK	Supply, repair and maintenance of vehicles tyres	Yes		01/01/2007	On going	Yes		On going	100%
BARLOWORLD EQUIPMENT	Repair, service and maintenance of CAT953D Waste handler	Yes		19/03/2010	On going	Yes		On going	100%
TRENTYRE FICKSBURG	Supply, repair and maintenance of fleet tyres		No	Adhoc	Adhoc	Yes		On-going at adhoc basis	80%
Free State Provincial Government Garage	Supply, repair and maintenance of the Mayor's vehicle	Yes		2011	On going	Yes		On going	100%
Lateral Unison Insurance Brokers	Comprehensive insurance coverage of all council assets	Yes		2013	On going	Yes		On going	100%
Centlec	Electricity supply to historically white areas of the Municipality	Yes				Yes		On going	100%

Appendix K: Revenue Collection Performance

Appendix K (i): Revenue Collection Performance by Vote

This appendix relates to information on revenue collected by votes, based on prior year and current year actual collections.

FS196 Mantsopa - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - 15/02/2013

Vote Description R thousand	2011/12	Current Year 2012/13					
	Audited Outcome	Original Budget	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote							
Vote 1 - COUNCIL	8 132	9 911	4 956	4 956	0	0%	9 911
Mayors office	1 710	3 198	1 599	1 599	0	0%	3 198
Speaker	6 422	6 713	3 357	3 357	0	0%	6 713
					–		
Vote 2 - MUNICIPAL MANAGER	6 452	8 082	3 310	4 041	(732)	-18%	7 200
Municipal Managers office	3 695	4 535	2 122	2 267	(145)	-6%	4 405
Performance Management	472	825	53	413	(360)	-87%	526
Internal Audit	852	965	482	482	–		965
Integreted Development plan's office	1 433	1 758	652	879	(226)	-26%	1 305
Vote 3 - TECHNICAL	105 976	108 699	44 752	54 350	(9 598)	-18%	97 442
Cemetaries	58	63	30	31	(1)	-4%	63
Project Management Unit	1 381	1 311	748	656	92	14%	1 311
Properties	2 838	1 146	596	573	23	4%	1 106
Roads and Streets	2 677	4 000	2 117	2 000	117	6%	3 900
Electrification	31 117	32 695	12 169	16 347	(4 178)	-26%	31 007
Water	39 766	33 006	14 235	16 503	(2 269)	-14%	28 469
Sewerage	15 153	21 413	9 243	10 707	(1 463)	-14%	18 487
Sanitation	11 667	12 876	5 250	6 438	(1 188)	-18%	11 351
Local Economic Development	1 319	2 189	365	1 094	(730)	-67%	1 748
Vote 4 - COMMUNITY SERVICE	6 220	10 199	2 912	5 099	(2 187)	-43%	6 868
Community Service Director	–	1 034	517	517	–		1 034
Parks and Recreation	1 260	–	–	–	–		–
Library	1 060	1 186	507	593	(87)	-15%	1 134
Fire Department	1 017	2 641	475	1 320	(845)	-64%	1 414
Traffic	1 176	2 236	600	1 118	(518)	-46%	1 432
Housing	1 105	1 856	813	928	(115)	-12%	1 854
Environmental health	603	1 245	–	622	(622)	-100%	–
					–		

Vote 5 - FINANCIAL SERVICES	66 080	60 171	42 063	30 085	11 977	40%	57 931
Finacial Services	54 254	44 998	32 688	22 499	10 189	45%	48 557
Rates and Taxes	11 825	15 173	9 374	7 586	1 788	24%	9 374
					–		
Vote 6 - CORPORATE SERVICE	8 043	21 688	4 304	10 844	(6 540)	-60%	21 888
Administration Services	8 043	21 688	4 304	10 844	(6 540)	-60%	21 888
					–		
Total Revenue by Vote	200 903	218 750	102 296	109 375	(7 079)	(0)	201 240
					–		
Expenditure by Vote					–		
Vote 1 - COUNCIL	9 407	9 911	5 566	4 956	610	12%	11 382
Mayors office	2 781	3 198	1 778	1 599	179	11%	3 535
Speaker	6 626	6 713	3 788	3 357	431	13%	7 847
					–		
Vote 2 - MUNICIPAL MANAGER	6 785	8 082	3 720	4 041	(321)	-8%	8 397
Municipal Managers office	3 830	4 535	2 397	2 267	129	6%	4 279
Performance Management	475	825	84	413	(329)	-80%	526
Internal Audit	902	965	556	482	74	15%	1 118
Integreted Development plan's office	1 578	1 758	684	879	(195)	-22%	2 475
					–		–
Vote 3 - TECHNICAL	188 656	113 126	67 123	56 563	10 560	19%	141 593
Cemetaries	–	–	–	–	–		–
Project Management Unit	1 594	1 992	799	996	(197)	-20%	1 604
Properties	2 404	3 662	1 175	1 831	(656)	-36%	2 416
Roads and Streets	17 246	12 187	10 249	6 094	4 156	68%	24 455
Electrification	36 452	36 749	18 489	18 374	115	1%	37 842
Water	56 802	31 643	15 088	15 822	(733)	-5%	31 051
Sewerage	42 402	11 812	10 996	5 906	5 090	86%	22 234
Sanitation	30 391	12 892	9 644	6 446	3 198	50%	20 243
Local Economic Development	1 366	2 189	681	1 094	(413)	-38%	1 748
					–		
Vote 4 - COMMUNITY SERVICE	9 517	14 923	5 617	7 462	(1 845)	-25%	11 990
Community Service Director	–	1 157	917	578	339	59%	1 838
Parks and Recreation	4 154	4 015	1 719	2 007	(289)	-14%	3 580
Library	1 136	1 186	566	593	(27)	-5%	1 134
Fire Department	1 125	2 641	521	1 320	(800)	-61%	1 414
Traffic	1 199	2 824	665	1 412	(747)	-53%	1 432
Housing	1 199	1 856	1 230	928	301	32%	2 591
Environmental health	704	1 245	–	622	(622)	-100%	–
					–		–
Vote 5 - FINANCIAL SERVICES	57 129	47 918	34 504	23 959	10 545	44%	45 579
Finacial Services	57 129	47 918	34 504	23 959	10 545	44%	45 579
Rates and Taxes	–	–	–	–	–		–
					–		–
Vote 6 - CORPORATE SERVICE	8 745	23 148	5 548	11 574	(6 026)	-52%	22 609

Administration Services	8 745	23 148	5 548	11 574	(6 026)	-52%	22 609
					–		
Total Expenditure by Vote	280 239	217 108	122 077	108 554	13 523	(0)	241 551
					–		
Surplus/(Deficit) for the year	(79 336)	1 642	(19 781)	821	(20 602)	(0)	(40 311)

Appendix K (ii): Revenue Collection Performance by Source

FS196 Mantsope - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M06 December

Description	2012/13	Budget Year 2013/14					
	Audited Outcome	Original Budget	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands							
Revenue By Source							
Property rates	11 825	15 173	9 374	7 586	1 788	24%	9 374
Property rates - penalties & collection charges					–		
Service charges - electricity revenue	29 135	32 582	12 146	16 291	(4 145)	-25%	30 960
Service charges - water revenue	39 742	32 961	14 235	16 481	(2 246)	-14%	32 961
Service charges - sanitation revenue	15 145	21 402	9 240	10 701	(1 461)	-14%	18 480
Service charges - refuse revenue	8 657	12 009	5 242	6 005	(763)	-13%	10 484
Service charges - other					–		–
Rental of facilities and equipment	970	1 064	534	532	2	0%	1 067
Interest earned - external investments	302	191	127	96	32	33%	200
Interest earned - outstanding debtors	16 046	17 000	8 975	8 500	475	6%	17 951
Dividends received	40	20	1	10	(9)	-94%	20
Fines	131	115	67	58	10	17%	120
Licences and permits	0	0	0	0	0	268%	–
Agency services				–	–		–
Transfers recognised - operational	71 998	85 638	42 047	42 819	(772)	-2%	79 109
Other revenue	6 912	595	307	297	10	3%	513
Gains on disposal of PPE				–	–		
Total Revenue (excluding capital transfers and contributions)	200 903	218 750	102 296	109 375	(7 079)	-6%	201 240
Expenditure By Type							
Employee related costs	52 539	65 541	28 934	32 771	(3 837)	-12%	58 215
Remuneration of councillors	4 889	4 227	1 915	2 113	(199)	-9%	3 829
Debt impairment	95 997	18 628	16 236	9 314	6 922	74%	31 365
Depreciation & asset impairment	30 004	13 210	16 466	6 605	9 861	149%	32 892
Finance charges	814	792	–	396	(396)	-100%	760
Bulk purchases	29 954	31 126	14 529	15 563	(1 035)	-7%	31 126
Other materials	6 410	12 327	3 224	6 163	(2 940)	-48%	10 859
Contracted services	2 335	4 080	622	2 040	(1 418)	-69%	3 667
Transfers and grants	28 164	24 587	24 587	12 294	12 294	100%	24 587
Other expenditure	26 798	42 591	15 566	21 296	(5 730)	-27%	44 250
Loss on disposal of PPE					–		
Total Expenditure	277 904	217 108	122 077	108 554	13 523	12%	241 551
Surplus/(Deficit)	(77 000)	1 642	(19 781)	821	(20 602)	(0)	(40 311)
Transfers recognised - capital					–		
Contributions recognised - capital					–		
Contributed assets					–		

Surplus/(Deficit) after capital transfers & contributions	(77 000)	1 642	(19 781)	821			(40 311)
Taxation					-		
Surplus/(Deficit) after taxation	(77 000)	1 642	(19 781)	821			(40 311)
Attributable to minorities							
Surplus/(Deficit) attributable to municipality	(77 000)	1 642	(19 781)	821			(40 311)
Share of surplus/ (deficit) of associate							
Surplus/ (Deficit) for the year	(77 000)	1 642	(19 781)	821			(40 311)

Appendix L: Conditional Grants Received: Excluding MIG

FS196 Mantsopa - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M06 December

Description	2012/13	Budget Year 2013/14					
	Audited Outcome	Original Budget	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands							
RECEIPTS:							
-							
Operating Transfers and Grants							
National Government:	63 328	70 014	52 336	35 007	16 679	47.6%	70 014
Local Government Equitable Share	59 432	66 714	50 036	33 357	16 679	50.0%	66 714
Finance Management	1 450	1 500	1 500	750			1 500
Municipal Systems Improvement	790	800	800	400			800
Integrated National Electrification Programme	810						
EPWP Incentive		1 000	-	500			1 000
					-		
					-		
Other transfers and grants [Water Affairs]	846				-		
Provincial Government:	-	-	-	-	-		-
					-		
Other transfers and grants [insert description]					-		
District Municipality:	891	-	-	-	-		-
<i>Thabo Mofutsanyane</i>	891				-		
					-		
Other grant providers:	-	-	-	-	-		-
<i>[insert description]</i>					-		
					-		
Total Operating Transfers and Grants	64 219	70 014	52 336	35 007	16 679	47.6%	70 014
Capital Transfers and Grants							
National Government:	22 773	36 425	20 452	18 213	2 240	12.3%	36 425
Municipal Infrastructure Grant (MIG)	22 773	27 625	16 652	13 813	2 840	20.6%	27 625
					-		
Other capital transfers [INEG]		8 800	3 800	4 400	(600)	-13.6%	8 800
Provincial Government:	-	-	-	-	-		-
<i>[insert description]</i>					-		

					-		
District Municipality:	-	-	-	-	-		-
<i>[insert description]</i>					-		
Other grant providers:	-	-	-	-	-		-
<i>[insert description]</i>					-		
Total Capital Transfers and Grants	22 773	36 425	20 452	18 213	2 240	12.3%	36 425
TOTAL RECEIPTS OF TRANSFERS & GRANTS	86 992	106 439	72 788	53 220	18 919	35.5%	106 439

Appendix M: Capital Expenditure – New and Upgrade/Renewal Programmes: Including MIG

Appendix M (i) Capital Expenditure – New Asset Programme

This Appendix relates to all capital expenditure relating to the new asset programme, showing the actual of the prior year, the adjusted budget and actual expenditure in the current year.

FS196 Mantsopa - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A -

Vote Description R thousand	2011/12	Current Year 2012/13					
	Audited Outcome	Original Budget	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<u>Revenue by Vote</u>							
Vote 1 - COUNCIL	8 132	9 911	4 956	4 956	0	0%	9 911
Mayors office	1 710	3 198	1 599	1 599	0	0%	3 198
Speaker	6 422	6 713	3 357	3 357	0	0%	6 713
					-		
Vote 2 - MUNICIPAL MANAGER	6 452	8 082	3 310	4 041	(732)	-18%	7 200
Municipal Managers office	3 695	4 535	2 122	2 267	(145)	-6%	4 405
Performance Management	472	825	53	413	(360)	-87%	526
Internal Audit	852	965	482	482	-		965
Integreted Development plan's office	1 433	1 758	652	879	(226)	-26%	1 305
Vote 3 - TECHNICAL	105 976	108 699	44 752	54 350	(9 598)	-18%	97 442
Cemetaries	58	63	30	31	(1)	-4%	63
Project Management Unit	1 381	1 311	748	656	92	14%	1 311
Properties	2 838	1 146	596	573	23	4%	1 106
Roads and Streets	2 677	4 000	2 117	2 000	117	6%	3 900
Electrification	31 117	32 695	12 169	16 347	(4 178)	-26%	31 007
Water	39 766	33 006	14 235	16 503	(2 269)	-14%	28 469

Sewerage	15 153	21 413	9 243	10 707	(1 463)	-14%	18 487
Sanitation	11 667	12 876	5 250	6 438	(1 188)	-18%	11 351
Local Economic Development	1 319	2 189	365	1 094	(730)	-67%	1 748
Vote 4 - COMMUNITY SERVICE	6 220	10 199	2 912	5 099	(2 187)	-43%	6 868
Community Service Director	–	1 034	517	517	–		1 034
Parks and Recreation	1 260	–	–	–	–		–
Library	1 060	1 186	507	593	(87)	-15%	1 134
Fire Department	1 017	2 641	475	1 320	(845)	-64%	1 414
Traffic	1 176	2 236	600	1 118	(518)	-46%	1 432
Housing	1 105	1 856	813	928	(115)	-12%	1 854
Environmental health	603	1 245	–	622	(622)	-100%	–
					–		
Vote 5 - FINANCIAL SERVICES	66 080	60 171	42 063	30 085	11 977	40%	57 931
Financial Services	54 254	44 998	32 688	22 499	10 189	45%	48 557
Rates and Taxes	11 825	15 173	9 374	7 586	1 788	24%	9 374
					–		
Vote 6 - CORPORATE SERVICE	8 043	21 688	4 304	10 844	(6 540)	-60%	21 888
Administration Services	8 043	21 688	4 304	10 844	(6 540)	-60%	21 888
					–		
Total Revenue by Vote	200 903	218 750	102 296	109 375	(7 079)	(0)	201 240
					–		
Expenditure by Vote					–		
Vote 1 - COUNCIL	9 407	9 911	5 566	4 956	610	12%	11 382
Mayors office	2 781	3 198	1 778	1 599	179	11%	3 535
Speaker	6 626	6 713	3 788	3 357	431	13%	7 847
					–		
Vote 2 - MUNICIPAL MANAGER	6 785	8 082	3 720	4 041	(321)	-8%	8 397
Municipal Managers office	3 830	4 535	2 397	2 267	129	6%	4 279
Performance Management	475	825	84	413	(329)	-80%	526
Internal Audit	902	965	556	482	74	15%	1 118
Integrated Development plan's office	1 578	1 758	684	879	(195)	-22%	2 475
					–		–
Vote 3 - TECHNICAL	188 656	113 126	67 123	56 563	10 560	19%	141 593
Cemeteries	–	–	–	–	–		–
Project Management Unit	1 594	1 992	799	996	(197)	-20%	1 604
Properties	2 404	3 662	1 175	1 831	(656)	-36%	2 416
Roads and Streets	17 246	12 187	10 249	6 094	4 156	68%	24 455
Electrification	36 452	36 749	18 489	18 374	115	1%	37 842
Water	56 802	31 643	15 088	15 822	(733)	-5%	31 051
Sewerage	42 402	11 812	10 996	5 906	5 090	86%	22 234
Sanitation	30 391	12 892	9 644	6 446	3 198	50%	20 243
Local Economic Development	1 366	2 189	681	1 094	(413)	-38%	1 748
					–		
Vote 4 - COMMUNITY SERVICE	9 517	14 923	5 617	7 462	(1 845)	-25%	11 990

Community Service Director	–	1 157	917	578	339	59%	1 838
Parks and Recreation	4 154	4 015	1 719	2 007	(289)	-14%	3 580
Library	1 136	1 186	566	593	(27)	-5%	1 134
Fire Department	1 125	2 641	521	1 320	(800)	-61%	1 414
Traffic	1 199	2 824	665	1 412	(747)	-53%	1 432
Housing	1 199	1 856	1 230	928	301	32%	2 591
Environmental health	704	1 245	–	622	(622)	-100%	–
					–		–
Vote 5 - FINANCIAL SERVICES	57 129	47 918	34 504	23 959	10 545	44%	45 579
Finacial Services	57 129	47 918	34 504	23 959	10 545	44%	45 579
Rates and Taxes	–	–	–	–	–		–
					–		–
Vote 6 - CORPORATE SERVICE	8 745	23 148	5 548	11 574	(6 026)	-52%	22 609
Administration Services	8 745	23 148	5 548	11 574	(6 026)	-52%	22 609
					–		
Total Expenditure by Vote	280 239	217 108	122 077	108 554	13 523	(0)	241 551
					–		
Surplus/(Deficit) for the year	(79 336)	1 642	(19 781)	821	(20 602)	(0)	(40 311)

Appendix M (ii): Capital Expenditure – Upgrade/Renewal Programme

FS196 Mantsopa - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding)

Vote Description R thousand	2011/12	Current Year 2012/13					
	Audited Outcome	Original Budget	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital expenditure - Municipal Vote							
Capital expenditure - Municipal Vote					–		
Expenditure of single-year capital appropriation							
Vote 1 - COUNCIL	1	90	373	393	(19)	-5%	438
Mayors office	–	90	26	45	(19)	-43%	90
Speaker	1	–	348	348	–		348
Vote 2 - MUNICIPAL MANAGER	153	54	20	27	(7)	-26%	54
Municipal Managers office	153	20	20	10	10	100%	20
Performance Management	–	7		4	(4)	-100%	7
Internal Audit	–	21		10	(10)	-100%	21
Integreted Development plan's office	–	7		3	(3)	-100%	7
Vote 3 - TECHNICAL	34 458	30 408	19 015	15 204	3 811	25%	38 588

Properties	2 601	3 934	203	1 967	(1 764)	-90%	4 134
Roads and Streets	3 996	–	2 580	–	2 580	#DIV/0!	5 752
Electrification	6 391	5 092	1 620	2 546	(926)	-36%	8 092
Water	2 428	400	1 434	200	1 234	617%	1 600
Sewerage	15 887	20 982	12 998	10 491	2 507	24%	18 830
Sanitation	3 155	–	180	–	180	#DIV/0!	180
Vote 4 - COMMUNITY SERVICE	1 312	533	91	266	(175)	-66%	633
Community Service Director	–	50	3	25	(22)	-90%	50
Parks and Recreation	1 297	–	88	–	88	#DIV/0!	100
Fire Department	15	175		88	(88)	-100%	175
Traffic	–	220		110	(110)	-100%	220
Housing	–	88		44	(44)	-100%	88
Environmental health					–		
Vote 5 - FINANCIAL SERVICES	79	–	–	–	–		310
Finacial Services	79	–		–	–		310
Rates and Taxes	–	–			–		–
Vote 6 - CORPORATE SERVICE	1	553	47	–	47	#DIV/0!	603
Administration Services	1	553	47		47	#DIV/0!	603
					–		
Total single-year capital expenditure	36 004	31 638	19 546	15 890	3 656		40 625

Appendix N: Capital Programme by Project current year

Ladybrand Sports Club – Loan given on 28 September 1994 to the amount of R314 716.16 payable over 50 years at an interest rate of 1% per annum. The outstanding amount as on 30 June 2013 was R214 432.

Appendix O: Capital Programme by Project by Ward current year

This appendix relates to all capital projects per ward in the current financial year, and indicates if work was completed or not.

Appendix P: Service Connection Backlogs at School and Clinics

All schools and clinics within Mantsopa Local Municipality have access to both water and sanitation. There were no backlogs reported within the financial year under review.

Appendix Q: Service Backlogs Experienced by the Community where another Sphere of Government is Responsible for Service Provision

This appendix relates to all backlogs experienced by the community where another sphere of government is responsible for providing the service, this information is provided to assist the national and provincial departments improve planning, budgeting and implementation.

Project Name	Funded by	Implementing agent	The total project cost	Date appointed	Work commence	Schedule completion date	Actual completion date	commence
Construction and cleaning of oxidation pond at Thaba Patchoa	Thabo Mofutsanyane district Municipality	Azania construction	R1.9m	12/04/12	7/08/2013	30/06/2013	25/06/ 2013	Not all ponds were cleaned. More funding needed. Technical report available. DWA has issued directive
Technical feasibility study for Mantsopa LM	DWA	bloemwater	R0.5m	15/04/13	15/04/13	28/06/13	30/10/2013	Draft submitted to DWA for comments and appraisal
Refurbishment of Genoa water treatment work	DWA	Rand water	R2.14m	12/12/13	25/02/13	21/08/13	30/06/2013	Satisfactorily.

Appendix R: Declaration of Loans and Grants Made by the Municipality

In the year under review the municipality did not have any grants or loans recipients.

Appendix S: Declaration of Returns not Made in due Time under MFMA s71

All monthly and quarterly reports were sent to National treasury on or before the due dates.

Appendix T: National and Provincial Outcome for Local Government

The information for this appendix is addressed on the above sections of this report

Volume II: Financial Statements

Section 67(1) (a) (iv) states that audited financial statements for the financial year must be reported on. Financial Statements to be displayed within the municipality Annual Report include:

MANTSOPA LOCAL MUNICIPALITY

APPROVAL OF ANNUAL FINANCIAL STATEMENTS ENDED 30 JUNE 2013

A draft set of annual financial statements set out on pages 3 to 42 were approved by the Municipal

Manager in terms of Section 126(1) of the Municipal Finance Management Act 2003 and were presented to Council for approval on 24 January 2014.

I certify that the salaries, allowances and benefits of Councilors as disclosed in notes 20 and 21

of these annual financial statements are within the upper limits of the framework envisaged in

Section 219 of the Constitution, read with the Remuneration of Public Officer Bearers Act and the Minister of Provincial and Local Government's determination in accordance with this Act.

.....
MUNICIPAL MANAGER

.....
DATE

.....
CHIEF FINANCIAL OFFICER

.....
DATE