

Internal control deficiency and Auditor-General's recommendation as included in the AG's 2016/17 Management Report	Management's response, as given during the audit, as recorded in the Management Report	Auditor's conclusion as given at the end of the audit on 30 November 2017	Progress made by management to 22/5/18
<p>1. Annual performance report</p> <p>Leadership</p> <p>The accounting officer did not develop systems, processes and technical indicator descriptions which specify the minimum required evidence to be collected to support validity, accuracy and completeness of the achievements reported.</p> <p>Governance</p> <p>Internal audit did not perform an adequate review of the actual performance against their supporting documentation to confirm that the indicators were well defined, prior to submission for inclusion in the annual performance report.</p> <p>Recommendation</p> <p>The accounting officer should develop systems, processes and technical indicator descriptions which specify the minimum required evidence to be collected to support validity, accuracy and completeness of the achievements reported which should be utilised during the compilation of the indicators.</p> <p>Internal audit should improve their review of the actual performance against supporting documentation to confirm that the indicators are well defined, prior to submission for inclusion in the annual performance report.</p>	<p>There are different type of methods that are used in measuring the project progress e.g. unit completed method, incremental milestone method, start/finish method, experience/opinion method and weighted or equivalent units method. In our projects we normal used the weighted or equivalent units method because this method extends to a wide data range. The project is divided into tasks and these tasks that are being calculated includes multiple sub-tasks, where sub-tasks can have different units of measurement (meters, cubic meters, square meters and so on).</p> <p>For example, in a road construction project there are a number of tasks that are performed before the road is completed. Tasks like clearing and grubbing, mass earthwork, pavement layers of gravel material, stonework and so on. If you take for instant task like mass earthwork this task requires various sub-task to be complete and these sub-tasks involves the cut and borrowing to fill, cutting to spoil, compaction, over break in hard and boulder class excavation.</p> <p>These tasks need to be weighted on the estimated level of effort in labour hours or monetary value that is particular to each task. Once the weighted value is determined, it is converted to reflect that value in units of measure specific to that task. Therefore, once sub-task has been completed the weighted units of measure is converted to equivalent units of a percentage complete of the overall work. It must be note that the municipality could not document all the above mentioned processes but this is how we arrived at a certain percentage when we determine the percentage of work done. The calculation differs from one project to another but these tasks appears on the projects BOQs. Please find attached one of the ways of calculating the progress of the project.</p> <p>Name: J M Nyide Position: PWBS Manager Date: 07/11/2017</p>	<p>A technical indicator that defines the source documents and the expected level of performance must be developed and approved with the SDBIP. This is included in the audit report as an adverse conclusion on the usefulness and reliability of the selected objectives.</p>	<p>The Strategic Manager was appointed wef 1 January 2018.</p> <p>The SDBIP was amended for the first time and adopted by Council on 27 February 2018. It was amended for a second time concurrent with the second adjustment to the budget (R12,5 million additional MIG funds allocated) and adopted by Council on 29 March 2018. Performance indicators for all of the listed projects have been revised to meet the SMART principal and to provide the appropriate evidence.</p> <p>All Departments were consulted both times when the SDBIP was reviewed to ensure quality.</p> <p>Cogta assisted with the revised SDBIP to check if the indicators revised conform to the SMART principle.</p>
<p>2. Payments not made within 30 days</p> <p>In terms of Section 65(2)(1)(e) of MFMA the accounting officer must for the purposes of subsection (1) take all reasonable steps to ensure that all money owing by the municipality be paid within 30 days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure.</p> <p>The following suppliers were not paid within 30 days: table deleted for the purposes of this template.</p> <p>Recommendation</p> <p>The interest incurred as a result of late payment of theses invoices should be disclosed as fruitless and wasteful expenditure in the AFS.</p> <p>The SCM unit should improve their monitoring of the invoice register to proactively identify invoices that are due for payment to ensure payments are made timeously. All outstanding invoices longer than 30 days should be communicated / followed up with responsible department. The reasons for not paying the invoice within 30 days should be documented on the payment voucher prior to the approval thereof.</p> <p>Any interest incurred as a result of late payment of theses invoices should be disclosed as fruitless and wasteful expenditure in the AFS.</p>	<p>All the above invoices had queries. Suppliers had to correct them before. However, going forward the SCM unit will improve their monitoring of the invoice register to proactively identify invoices that are due for payment to ensure payments are made timeously. All outstanding invoices longer than 30 days should be communicated / followed up with responsible department. The reasons for not paying the invoice within 30 days should be documented on the payment voucher prior to the approval thereof.</p> <p>Name: KMB Mzimela Position: CFO Date: 23/10/2017</p>	<p>Management is urged to document the reasons for not paying the invoice within 30 days prior to the approval thereof.</p>	<p>Done. Ongoing, Reasons are documented whenever there are delays in paying</p>

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<p>The accounting officer should investigate and institute consequence management procedures against officials responsible for the incurrence of interest and penalties as a result of late payment of invoices.</p>			
<p>3. Functionality evaluation not indicated on the quotation document Regulation 4(3) of the Preferential Procurement Regulations, 2011 (PPR) requires that when evaluating tenders on functionality, the following must be clearly specified in the invitation to submit a tender:</p> <p>(a) evaluation criteria for measuring functionality;</p> <p>(b) weight of each criterion;</p> <p>(c) applicable values; and</p> <p>(d) minimum qualifying score for functionality</p> <p>The following quotation was evaluated on functionality even though the advert and quotation document did not specify the evaluation criteria for measuring functionality, weight of each criterion, applicable values and the minimum qualifying score for functionality: table deleted for the purposes of this template.</p> <p>As a result, thereof, payments in respect of this award should be disclosed as irregular expenditure. This also results in non-compliance with the PPR. Leadership</p> <p>The SCM Manager did not update the SCM checklist to incorporate the evaluation criteria for measuring functionality, weight of each criterion, applicable values and the minimum qualifying score for functionality when inviting tenders.</p> <p>Recommendation</p> <p>The SCM Manager should update the SCM checklist to incorporate the evaluation criteria for measuring functionality, weight of each criterion, applicable values and the minimum qualifying score for functionality when inviting tenders.</p> <p>The SCM Manager should review all procurement where functionality was used during evaluation to identify similar instances which should be disclosed as irregular expenditure.</p>	<p>There was an oversight on the SCM Committee. There were many tenders of the same type of functionality being awarded on a same day.</p> <p>Name: M Mzimela Position: CFO Date: 9/11/2017</p>	<p>Management has disclosed payments made in terms of this quotation as irregular expenditure. The improvement in controls surrounding compliance with SCM prescripts will be followed up in the 2017-18 financial year.</p>	<p>1. The number of Bid evaluation committee members were increased in order assist with proper evaluation of tenders. 2. Training of all Bid committees was conducted during the year.</p> <p>3. Ongoing engagements between BEC and BAC are now taking place.</p>
<p>4. BAC not constituted in terms of SCM regulation 29(2) In terms of section 29(2) of the Municipal Supply Chain Management Regulations (MSCMR), the bid adjudication committee must consist of at least 4 senior managers of the municipality which must include:</p> <p>I. the Chief Financial Officer or, if the Chief Financial Officer is not available, another manager in the budget and treasury office reporting directly to the Chief Financial Officer and designated by the Chief Financial Officer; and</p> <p>II. at least one senior supply chain management practitioner who is an official of the municipality; and</p> <p>III. a technical expert in the relevant field who is an official, if such an expert exists.</p> <p>Contrary to the above, the CFO nor another manager from the budget and treasury office reporting directly to the CFO was present on the bid adjudication committee (BAC) for the following tender award: table deleted for the purposes of this template. This results in irregular expenditure.</p> <p>Internal control deficiency</p> <p>The SCM Manager did not develop a BAC SCM checklist to confirm compliance with the applicable SCM laws and regulations.</p> <p>Recommendation</p> <p>The SCM Manager should develop a BAC SCM checklist which to confirm compliance with the applicable SCM laws and regulations. This checklist should be utilised at every BAC meeting and signed and dated by the BAC chair as evidence thereof.</p> <p>All payments made in respect of the above bid should be disclosed as irregular expenditure</p>	<p>Municipal SCM Regulation 28(2) indeed requires the Chief Financial Officer or, if the Chief Financial Officer is not available, another manager in the budget and treasury office reporting directly to the Chief Financial Officer and designated by the Chief Financial Officer. If CFO is a member of the committee appointed in writing by the Accounting Officer but was absent for one particular bid committee meeting, then the municipality had to apply Municipal SCM Regulation 29(3) which allows the members of the committee who are present to elect one them to preside at the meeting.</p> <p>It would be the wrong interpretation of the Regulations to say that the committee was not properly constituted, just because the CFO was only absent for one particular bid committee meeting.</p> <p>Name: M Mzimela Position: CFO Date: 6/11/2017</p>	<p>The SCM regulations requires that if the CFO is not available then a manager in the budget and treasury office must be present at the meeting and this was not complied with. Management has disclosed payments made in terms of this contract amounting to R2 192 970 as irregular expenditure in the financial statements. The improvement in controls surrounding compliance with SCM prescripts will be followed up in the 2017-18 financial year.</p>	<p>Done. CFO is always present in BAC meetings. Senior Accountant has also been appointed in the BAC as a full-time member since he is acting as CSM.</p>

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<p>5. Awarded contractor not registered in the correct category with CIDB</p> <p>Section 18(1) of the Construction Industry Development Board Act 38, (Act no. 38 of 2000) (CIDB) requires that a contractor may not undertake, carry out or complete any construction works or portion thereof for public sector contracts, awarded in terms of competitive tender or quotation, unless he or she is registered with the Board and holds a valid registration certificate issued by the board.</p> <p>Regulation 17 of the Construction Industry Development Regulations, 2004 (CIDR) requires a contractor registered in a contractor grading designation indicated in the table below, is considered to be capable of undertaking a contract in the range of tender values indicated in the table in the class of the construction works to which the category of registration of that contractor relates.</p> <table><tr><th>Contractor Grading Designation</th><th>Less than or equal to (R)</th></tr><tr><td>1(class of construction works)</td><td>200 000</td></tr><tr><td>2(class of construction works)</td><td>650 000</td></tr><tr><td>3(class of construction works)</td><td>2 000 000</td></tr><tr><td>4(class of construction works)</td><td>4 000 000</td></tr><tr><td>5(class of construction works)</td><td>6 500 000</td></tr><tr><td>6(class of construction works)</td><td>13 000 000</td></tr><tr><td>7(class of construction works)</td><td>40 000 000</td></tr><tr><td>8(class of construction works)</td><td>130 000 000</td></tr><tr><td>9(class of construction works)</td><td>No Limit</td></tr></table> <p>Contrary to the above, the following quotation was awarded to a supplier who is not registered in the category as specified on the advert.</p> <table><tr><th>Contract No.</th><th>Supplier</th><th>Details</th><th>CIDB grading required as per advert</th><th>CIDB grading of contractor</th><th>Amount</th></tr><tr><td>IPD 019/16-17</td><td>Haramber Trading and Projects</td><td>Renovation of Bulwer public toilets</td><td>1GB</td><td>3CE</td><td>R82 592</td></tr></table> <p>As a result, thereof, the above award should be disclosed as irregular expenditure. This also results in non-compliance with the CIDR.</p> <p>Internal control deficiency</p> <p>The SCM Manager did not update the SCM checklist to confirm compliance with the applicable CIDB laws and regulations.</p> <p>Recommendation</p> <p>The SCM Manager should revise the SCM checklist to incorporate the CIDB act and regulations to confirm compliance with SCM prescript. All payments made in respect of the above bid should be disclosed as irregular expenditure.</p>	Contractor Grading Designation	Less than or equal to (R)	1(class of construction works)	200 000	2(class of construction works)	650 000	3(class of construction works)	2 000 000	4(class of construction works)	4 000 000	5(class of construction works)	6 500 000	6(class of construction works)	13 000 000	7(class of construction works)	40 000 000	8(class of construction works)	130 000 000	9(class of construction works)	No Limit	Contract No.	Supplier	Details	CIDB grading required as per advert	CIDB grading of contractor	Amount	IPD 019/16-17	Haramber Trading and Projects	Renovation of Bulwer public toilets	1GB	3CE	R82 592	<p>The advert stated a minimum 1GB or higher, in terms of schedule 3 of the Construction Industry Development Regulations, 2004, class of construction works:</p> <table><tr><th>Description</th><th>Designation</th><th>Definition</th></tr><tr><td>Civil engineering works</td><td>CE</td><td>Construction works that are primarily concerned with materials such as steel, concrete, earth and rock and their application in the development, extension, installation, maintenance, removal, renovation, alteration, or dismantling of building and engineering infrastructure</td></tr><tr><td>General building works</td><td>GB</td><td>Construction works that are primarily concerned with the development, extension, installation, renewal, renovation, alteration, or dismantling of a permanent shelter for its occupants or contents</td></tr></table> <p>From the above table it can be noted that the works performed by a contractor registered under the general building works designation can be performed by a contractor registered under the civil engineering works designation, it is with this in mind that the supplier Haramber Trading and Projects was included in the evaluation and awarded. Furthermore, a supplier with a civil engineering background would consider factors that are over and above the scope of the award that may have an impact on the structure of the building.</p> <p>Name: M Mzimela Position: CFO Date: 23/10/2017</p>	Description	Designation	Definition	Civil engineering works	CE	Construction works that are primarily concerned with materials such as steel, concrete, earth and rock and their application in the development, extension, installation, maintenance, removal, renovation, alteration, or dismantling of building and engineering infrastructure	General building works	GB	Construction works that are primarily concerned with the development, extension, installation, renewal, renovation, alteration, or dismantling of a permanent shelter for its occupants or contents	<p>The municipality should specify on their adverts if they'll considering both categories to ensure a fair and transparent process. Management has disclosed the amount of R82 592 paid in terms of this quotations as irregular expenditure in the financial statements. The improvement in controls surrounding compliance with SCM prescripts will be followed up in the 2017-18 financial year.</p>	<p>Done. Ongoing, the municipality specifies the grading of each tender on the advert.</p>
Contractor Grading Designation	Less than or equal to (R)																																											
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<p>6. Contract extension/variation not tabled to council before approval</p> <p>In terms of Circular 62 of the MFMA, the accounting officers of municipalities are advised that contracts may be expanded or varied by not more than 20% for construction related goods, services and/or infrastructure projects and 15% for all other goods and/or services of the original value of the contract.</p>	<p>There was a communication breakdown between a requesting department and committees on submitting the item to Council. The contractor was appointed on the 2nd of October 2015 at an amount of R1 8825 047.15 including VAT and on the 20 of October 2015 the municipality received a letter from the contractor confirming that the contractor will be able to</p>	<p>The improvement in controls surrounding compliance with Circular 62 and section 116(3) of the MFMA will be followed in the 2017-18 year.</p>	<p>A Contract Officer was appointed in January 2018 and one of her tasks is to monitor contract extensions and actions that follow from such extensions, including obtaining of Council approvals in such cases.</p>																																									

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<p>Furthermore, anything beyond the above-mentioned thresholds must be reported to council.</p> <p>Any expansion or variation in excess of these thresholds must be dealt with in terms of the provisions of section 116(3) of the MFMA which will be regarded as an amendment to the contract.</p> <p>Section 116(3) of the MFMA requires that a contract or agreement procured through the supply chain management policy of the municipality or municipal entity may be amended by the parties, but only after</p> <p>(a) The reasons for the proposed amendment have been tabled in the council of the municipality and</p> <p>(b) The local community</p> <p>(i) has been given reasonable notice of the intention to amend the contract or agreement; and</p> <p>(ii) has been invited to submit representations to the municipality or municipal entity.</p> <p>The following contract was extended without tabling the reasons to council and giving notice to the public for the intention to extend.</p> <table><tr><th>No</th><th>Contract No.</th><th>Item description</th><th>Original value of award</th><th>Revised value of award</th><th>Percentage of variation</th></tr><tr><td>1</td><td>IPD-035/15/16</td><td>Construction of Thonsini access road</td><td>R1 825 047</td><td>R2 357167</td><td>29%</td></tr></table> <p>Therefore, this results in non-compliance with MFMA.</p> <p>Internal control deficiency</p> <p>Leadership</p> <p>The accounting officer did not develop and implement a contract management checklist to confirm compliance with contract management prescripts.</p> <p>Recommendation</p> <p>The accounting officer should develop and implement a contract management checklist to confirm compliance with contract management prescripts.</p> <p>The accounting officer should improve his monitoring of contracts to confirm that the requirements of section 116(3) of the MFMA are adhered to for all contract variances in excess of NT norms.</p>	No	Contract No.	Item description	Original value of award	Revised value of award	Percentage of variation	1	IPD-035/15/16	Construction of Thonsini access road	R1 825 047	R2 357167	29%	<p>complete the work at the very same amount. Prior to the appointment of the contractor the Municipality had received a confirmation from EDTEA to continue with the construction of the road except where there are crossing streams which had a potential to trigger the activity 19 of GNR 983 and Activity 12 of GNR 983.</p> <p>The project was suspended towards the end of November 2015 due to the delays in obtaining the EIA authorisation for stream crossings and at that time the overall progress was 60% complete. The municipality only received EIA authorisation on the 05 of April 2017 almost 18 months since the suspension of the work. This resulted in the contractor to claim the re-establishment and earthwork quantities had increased more than what was on the original BOQ due to heavy rains. The variation order was done to ensure that the project is completed to the required standard as intended by the municipality and DOT. It must be noted that after all this the variation order only exceeded 20% by R167 110.76 including VAT only.</p> <p>Name: J M Nyide Position: PWBS manager Date: 07/11/2017</p>		
No	Contract No.	Item description	Original value of award	Revised value of award	Percentage of variation										
1	IPD-035/15/16	Construction of Thonsini access road	R1 825 047	R2 357167	29%										

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<p>7. Awards to persons in service of the state</p> <p>In terms of Municipal SCM Regulations 44, awards may not be made to a person –</p> <ul style="list-style-type: none">• who is in the service of the state• if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of thee state; or• who is an advisor or consultant contracted with the municipality. <p>In order to determine whether a potential provider is in service of state, SCM regulations 13(c)(i) & (ii) requires that a written quotation or bid should not be considered unless the provider who submitted the quotation or bid has indicated –</p> <ul style="list-style-type: none">• Whether he or she is in the service of the state, or has been in the service of the state in the past twelve months.• If the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholders is in the service of the state or was in the service of the state in the previous twelve months. <p>In terms of SCM regulation 38 1(b), a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer to investigate any allegations against an official or role player of fraud, corruption, favouritism, unfair or irregular practise or failure to comply with SCM system and when justified,</p> <p>i) Take appropriate steps against such official or role player or, ii) Report an alleged criminal conduct to South African Police service</p> <p>Furthermore, MFMA Circular 62 page 3 to 4 details processes and considerations relating to unfaithful/false declaration in MBD 4 forms by suppliers as follows:</p> <p>Should it come to light that a false declaration was made by the bidder after the municipality had awarded the bid, the contract must be immediately suspended and payments made, recovered. False declarations by bidders can be viewed as a criminal offence and charges must be laid by the municipality with the South African Police Services for further investigation. Details will be reported to Council at its next meeting and information contained in the Annual Report of the municipality.</p> <p>In the event that the Auditor-General detects irregular expenditure during the audit process as a result of possible false declarations and subsequent awards based on those declarations, the municipality or municipal entity will be informed of such irregular expenditure. The municipality will be required to rectify this matter by instituting the necessary remedial measures, by investigating the matter, recovering the funds spent, instituting disciplinary proceedings against those liable for such actions and possible criminal prosecution as may be appropriate. The accounting officer must also apply the remedial measures contained under "Termination for Default" in the General Conditions of Contract. The expenditure at this stage will not be classified as irregular expenditure.</p> <p>In the event that the same expenditure is detected in the following year's audit and the remedial measures referred to above were not instituted, the expenditure will then be classified as irregular expenditure.</p> <p>a) The members of the following suppliers were in the service of the state, however the suppliers submitted a nil declaration in this regard which is indicative of fraud:</p> <table><tr><th>Name of supplier</th><th>Member in service of the state</th><th>Institution/Department</th><th>Declaration received?</th><th>Connection declared?</th><th>Expenditure (Payments) - current year (R)</th></tr><tr><td>SKHONZILE TRADING</td><td>SJ MAGEBA</td><td>KZN: EDUCATION</td><td>Yes</td><td>No</td><td>31 835</td></tr><tr><td>HTB CONSULTING</td><td>HTB Consulting</td><td>AMAHLATI LOCAL MUNICIPALITY</td><td>Yes</td><td>No</td><td>68 400</td></tr><tr><td>BELEBELE TRADING & SERVICES</td><td>K MBELE</td><td>NAT: STATISTICS S.A.</td><td>Yes</td><td>No</td><td>81 486</td></tr></table>	Name of supplier	Member in service of the state	Institution/Department	Declaration received?	Connection declared?	Expenditure (Payments) - current year (R)	SKHONZILE TRADING	SJ MAGEBA	KZN: EDUCATION	Yes	No	31 835	HTB CONSULTING	HTB Consulting	AMAHLATI LOCAL MUNICIPALITY	Yes	No	68 400	BELEBELE TRADING & SERVICES	K MBELE	NAT: STATISTICS S.A.	Yes	No	81 486	<p>The investigation will be conducted before December 2017.</p> <p>Name: M Mzimela Position: CFO Date:23/10/2017</p>	<p>The results of management's investigations will be followed up in the 2017-18 financial year.</p>	<p>Done. Investigations were conducted. The findings relate to old and inactive companies. The affected councillors and employees were part of these companies before they join the municipality. These companies never done the business with the municipality.</p>
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ABENKANYEZI CONSTRUCTION	K MBELE	NAT: STATISTICS S.A.	Yes	No	89 300			
ENDLELENI KABABA TRANSPORT	K MBELE	NAT: STATISTICS S.A.	Yes	No	8 400			
SANOLUHLE TRADING AND PROJECTS	TK DLANGISA	KZN: SPORT & RECREATION	Yes	No	24 850			
MCHILOBOVU CIVILS CONSTRUCTION	MR ZW MBANJWA	UBUHLEBEZWE LOCAL MUNICIPALITY	Yes	No	3 670 960			
SENZAKAHLE	MB MADONSEL A	KZN: EDUCATION	Yes	No	22 000			
Total					3 981 381			
Recommendation The accounting officer should investigate these suppliers for any possible fraud and implement the necessary remedial measures such as recovering the funds spent, instituting disciplinary proceedings against those liable for such actions and also possible criminal prosecution as may be appropriate in accordance with MFMA circular 62 and Municipal SCM Regulations 38.								
8. Suppliers in which close family members'/business partners or associates of employees have an interest In order to determine whether a potential provider is in service of state, SCM regulations 13(c)(i), (ii) and (iii) requires that a written quotation or bid should not be considered unless the provider who submitted the quotation or bid has indicated – <ul style="list-style-type: none"> Whether he or she is in the service of the state, or has been in the service of the state in the past twelve months. If the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholders is in the service of the state or was in the service of the state in the previous twelve months. Whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph (ii) is in the service of the state, or has been in the service in the previous twelve months. In term of SCM regulation 46(2)(e): An official or other role player involved in the implementation of the SCM policy must declare to the accounting officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement process or in any award of a contract by the municipality or municipal entity. <p>In terms of MSA schedule 1: Code of conduct for councillors/ directors sec. 5(2);</p> A councillor/ director who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality/ municipal entity, must disclose full particulars of the benefit of which the councillor/ director is aware at the first meeting of the municipal council/ board at which it is possible for the councillor/ director to make the disclosure. <p>In terms of MSA schedule 1: Code of conduct for councillors/ directors sec. 7(1) & (2);</p> When elected or appointed, a councillor/ director must within 60 days declare in writing to the municipal manager/ CEO the financial interests held by that councillor/ director. Any change in the nature or detail of the financial interests of a councillor/ director must be declared in writing to the municipal manager/ CEO annually. In terms of the Supply Chain Management (SCM) Regulations, chapter 1, section 45: the notes to the annual financial statements of a municipality or municipal entity must disclose particulars of any award of more than R2 000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including – <p>(a) the name of that person;</p>						The investigation will be conducted before December 2017. Name: M Mzimela Position: CFO Date:23/10/2017	The results of management's investigations will be followed up in the 2017-18 financial year.	Investigations were conducted. The findings relate to old and inactive companies. The affected councillors and employees were part of these companies before they join the municipality. These companies never done the business with the municipality

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ame of employee	Position	Name of business partner	Partner in Business Name	Supplier name	Person involved in the SCM process	Expenditure (Payments) - current year R			
NOZIPHIWO CLARA MBANJWA	COUNCILLO R	PATRICK NKOSOKUTHULA LANGA	UBAMBISWANO AGRICULTURAL CO-OPERATIVE LIMITED	AMANCWABANE TRADING ENTERPRISE	No	444 492			
CHRISTOPHE R NGWANE ZIKODE	SCM CLERK	LUCAS TSETSE MSOMI	IMVUNGE CONSTRUCTION	HARAMBER TRADING AND PROJECTS	Yes	74 969			
SIYABONGA THUTHUKANI SHABANE	COUNCILLO R	HELLEN SIMANGELE SOSIBO	AMAGOLIDE AGRICULTURAL CO-OPERATIVE LIMITED	HETCA TRADING	No	38 000			
Total						557 461			
<p>(b) the capacity in which that person is in the service of the state; and</p> <p>(c) the amount of the award.</p> <p>Furthermore, in terms of SCM regulation 38(1) (a): a SCM policy must provide measures for combating of the abuse of the abuse of supply chain management system and must enable the accounting officer to take reasonable steps to prevent such abuse.</p> <p>The following suppliers in which business partners or associates of employees have an interest were not disclosed in the notes to the financial statements;</p> <p>The councillors, employee and suppliers did not disclose their interests in accordance with section 5 of the MSA, SCM regulation 46 and SCM regulation 13(c) respectively, and is indicative of possible fraud and non-compliance.</p> <p>Recommendation</p> <p>The accounting officer should investigate the councillors and employees identified and consider corrective actions through implementation of disciplinary measures.</p> <p>The accounting officer should investigate these suppliers for any possible fraud and implement the necessary remedial measures such as recovering the funds spent, instituting disciplinary proceedings against those liable for such actions and also possible criminal prosecution as may be appropriate in accordance with MFMA circular 62 and Municipal SCM Regulations 38.</p> <p>The CFO should disclose these amounts in the notes to the financial statements.</p>									
<p>9. Standard operating procedure manual not developed for planning and reporting of performance information</p> <p>Paragraph 5.2 of the Framework for Managing Programme Performance Information (FMPPI) requires performance information systems to be integrated within existing management processes and systems. The accounting officer or head official of an institution is responsible for ensuring that the institution has documentation addressing the following:</p> <ul style="list-style-type: none"> Integration of performance information structures and systems within existing management processes and systems 							<p>The standards will be developed in 2017/2018</p> <p>Name: M Mzimela Position: CFO Date:9/11/2017</p>	<p>The development and implementation of standard operating procedures will be followed up in the 2017-18 year.</p>	<p>A "Performance Management System Standard Operating Procedures and Checklist" has been developed. This manual was developed during May 2018. It will be workshopped through the Manco and audit committee prior to presentation to Exco.</p>

Internal control deficiency and Auditor-General's recommendation as included in the AG's 2016/17 Management Report	Management's response, as given during the audit, as recorded in the Management Report	Auditor's conclusion as given at the end of the audit on 30 November 2017	Progress made by management to 22/5/18
<ul style="list-style-type: none"> Definitions and technical standards of all the information collected by the institution Processes for identifying, collecting, collating, verifying and storing information Use of information in managing for results Publication of performance information. <p>In terms of the FMPPI, a good performance indicator should be:</p> <ol style="list-style-type: none"> Reliable: the indicator should be accurate enough for its intended use and respond to changes in the level of performance. Well-defined: the indicator needs to have a clear, unambiguous definition so that data will be collected consistently, and be easy to understand and use. Verifiable: it must be possible to validate the processes and systems that produce the indicator. Cost-effective: the usefulness of the indicator must justify the cost of collecting the data. Appropriate: the indicator must avoid unintended consequences and encourage service delivery improvements, and not give managers incentives to carry out activities simply to meet a particular target. Relevant: the indicator must relate logically and directly to an aspect of the institution's mandate, and the realisation of strategic goals and objectives. <p>Contrary to the above requirements, standard operating procedures (SOPs) were not developed and approved to guide management in designing and defining indicators and targets and the criteria required to collect valid evidence to support the achievement of the indicators in accordance with the FMPPI.</p> <p>Internal control deficiency</p> <p>Leadership</p> <p>The accounting officer did not develop SOPs to guide management in developing good performance indicators and targets that meet the requirements of the FMPPI and monitor development and approval of technical indicator descriptions and criteria required to collect valid and accurate supporting evidence to support the achievements of the indicator.</p> <p>Recommendation</p> <p>The accounting officer, together with the PMS specialist, should develop and approve SOP's to guide management in developing good performance indicators and targets that meet the requirements of the FMPPI and monitor the development and approval of technical indicator descriptions and criteria required to collect valid and accurate supporting evidence to support the achievements of the indicator. The SOP's should include as minimum procedures for the following areas:</p> <ul style="list-style-type: none"> Integration of performance information structures and systems within existing management processes and systems Definitions and technical standards of all the information collected by the institution Processes for identifying, collecting, collating, verifying and storing information Use of information in managing for results Publication of performance information. 			
<p>10. No roads maintenance plan in place</p> <p>In terms of section 63(1)(a) of the MFMA, the assets of the municipality, including the safeguarding and the maintenance of those assets, the municipality does not have a roads maintenance plan in place for the 2016/17 period.</p> <p>Discussions with management has indicated that the municipality had tried to procure a service provider for the development of a roads maintenance plan however suppliers quoted too high and the procurement has been re-advertised.</p> <p>Internal control deficiency</p> <p>Leadership</p>	<p>The new municipality has 10 months in existence at the end of June 2017. The process to get the plan is underway.</p> <p>Name: Z Dlamini Position: Assistant Infrastructure Manager Date: 6/11/2017</p>	<p>The development and implementation of a roads maintenance plan will be followed up in the 2017/18 financial year.</p>	<p>The infrastructure maintenance plan is at the SCM stage for the appointment of a consultant to prepare this plan.</p>

Internal control deficiency and Auditor-General's recommendation as included in the AG's 2016/17 Management Report	Management's response, as given during the audit, as recorded in the Management Report	Auditor's conclusion as given at the end of the audit on 30 November 2017	Progress made by management to 22/5/18									
<p>The accounting officer did not develop and implement a roads maintenance plan to facilitate the maintenance of road infrastructure.</p> <p>Recommendation</p> <p>The accounting officer should develop and implement a roads maintenance plan to facilitate the maintenance of road infrastructure.</p>												
<p>11. Discrepancies identified in the use of consultants</p> <p>Paragraphs 3.1, 5.1.5 and 5.8.3.1.1 of the National Treasury's (NT) Municipal SCM guide for accounting officer indicates that demand management is the first phase of SCM. The objective is to ensure that the resources required to fulfil the needs identified in the Integrated Development Plan (IDP) of the municipality or municipal entity are delivered at the correct time, price and place and that the quantity and quality will satisfy those needs. As part of this element of SCM, a total needs assessment should be undertaken. The accounting officer should prepare the terms of reference (TOR). The scope of the services described should be compatible with the available budget. The TOR should define clearly the task directive (methodology), objectives, goals and scope of the assignment and provide background information, including a list of existing relevant studies and basic data, to facilitate the consultants' preparation of their bids. Time frames linked to various tasks should be specified, as well as the frequency of monitoring actions. The respective responsibilities of the accounting officer and the consultant should be clearly defined.</p> <p>Consultants should only be engaged when the necessary skills and/or resources to perform a project/duty/study are not available and the accounting officer cannot be reasonably expected either to train or to recruit people in the time available.</p> <p>The following discrepancies were identified in the area of use of consultants:</p> <p>a) The decision to appoint the consultant is not supported by a gap or needs assessment to confirm that there is a need for the service in order to meet the objectives in the IDP. A review of the organogram highlighted that there is a PMS/ IDP officer in place hence questioning the need of the appointment of this consultant.</p> <p>b) The SLA does not detail the measures the municipality will take to measure the consultant's performance.</p> <p>c) Material misstatements of annual financial statements and annual performance report were identified within the consultant's area of responsibilities.</p> <p>d) No evidence of ongoing/ monthly monitoring of the consultants used was provided.</p> <p>e) No evidence of formal transfer of skills and no evidence of monitoring of that transfer of skills to an identified municipal official.</p> <p>f) No evidence of recommendations being received from the consultants and implemented by management.</p> <p>g) The specification/ terms of reference for HTB Consulting did not include a clause for the transfer of skills to a municipal official and did not require the experience/ qualifications of the consultant.</p> <p>Details of the consultants audited in which the above discrepancies were identified is as follows:</p> <table><tr><th>Consultant</th><th>Description</th><th>Amount R</th></tr><tr><td>HTB Consulting</td><td>Performance management system</td><td>461 700</td></tr><tr><td>Bytes</td><td>MSCOA Project</td><td>1 374 957</td></tr></table> <p>I. No evidence was provided in respect of Bytes for the MSCOA Project.</p> <p>Internal control deficiency</p> <p>The accounting officer and CFO did not exercise adequate oversight over the contract management of consultants.</p> <p>Recommendation</p> <p>The accounting officer and CFO should improve their oversight of the appointment and management of consultants.</p>	Consultant	Description	Amount R	HTB Consulting	Performance management system	461 700	Bytes	MSCOA Project	1 374 957	<p>The need assessment was done by the municipality. Unfortunately, the Municipality could not document all the above mentioned processes. All consultants are working closely with relevant officials and transfer skills when necessary. The above-mentioned consultants were engaged because a serious and urgent need was available.</p> <p>1. HTB Consulting - The Strategic Manager responsible for PMS, went on to sick leave for a long period and subsequently resigned from the municipality. The Municipality had no alternative but to engage the PMS Consultant.</p> <p>2. Bytes/Samras - The project was mainly about creating accounting MSCOA modules on Samras system. The municipality do not have ERP Specialist.</p> <p>Name: M Mzimela Position: CFO Date:6/11/2017</p>	<p>The development and implementation of controls surrounding the use of consultants by the municipality will be followed up in the 2017-18 year.</p>	<p>Done. Need assessments is done whenever a consultant is be used.</p>
Consultant	Description	Amount R										
HTB Consulting	Performance management system	461 700										
Bytes	MSCOA Project	1 374 957										

Internal control deficiency and Auditor-General's recommendation as included in the AG's 2016/17 Management Report	Management's response, as given during the audit, as recorded in the Management Report	Auditor's conclusion as given at the end of the audit on 30 November 2017	Progress made by management to 22/5/18
<p>12. Programme change management policy does not address the minimum requirements</p> <p>Even though program change control policies and procedures were formally documented, the following minimum required information was not addressed:</p> <ul style="list-style-type: none"> • Definition of the roles and responsibilities • Required resources and tools • Link to procedures initiation, review and approval of change • Rules to deal with non-compliance <p>The lack of a sufficiently detailed policy/procedure for program change management could result in unauthorised system updates being made to systems, consequently introducing updates that do not address user requirements.</p> <p>Internal control deficiency</p> <p>Leadership – Human resource management</p> <p>The IT staff did not have the appropriate skills to develop change management policies.</p> <p>Recommendations</p> <p>Application change control standards and procedures should be reviewed and should include key elements such as ensuring that updates are approved and tested prior to implementation.</p> <p>Management should include all requirements and approve the change control standards and procedures document and compliance with the procedures and standards should be monitored regularly.</p>	<p>The Change Management Policies that are in place and approved by the council will be reviewed.</p> <p>Name: Mr J Sondezi Position: Corporate Services and Support Manager Date: 20/11/2017</p>	<p>The amendment and implementation thereof of the programme change management policy will be followed up in the 2017/18 year.</p>	<p>A grant was received from Cogta to conduct a work study assessment. This was completed and recommendations were made to address all the grey areas around the human resources management which included the change management policy and strategies. A tender for organisational development has been advertised in the Natal Witness.</p>

DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY
PROCUREMENT PLAN 2018/19

:PWBS						Quarter 1			Quarter 2			Quarter 3			Quarter 4		
						July 18'	Aug 18'	Sep 18'	Oct 18'	Nov 18'	Dec 18'	Jan 19'	Feb 19'	Mar 19'	Apr 19'	May 19'	Jun 19'
BUDGET	PROJECT	CONTACT PERSON	DATE OF SUBMITTING SPECIFICATION	SIGNATURE	CONTRACT DURATION												
R 25 050 000.00	MIG PROJECTS																
R 1 100 000.00	zwelisha access road	Mr Madiba	25-Jun-18		4 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 1 200 000.00	Mahwaga access road	Mr Madiba	25-Jun-18		4 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 1 000 000.00	Underberg Taxi Rank upgrade	Mr Madiba	18-Jun-18		4 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 1 100 000.00	Gogweni access road	Mr Madiba	25-Jun-18		4 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 1 200 000.00	Hadebe to Langa Access road	Mr Madiba	25-Jun-18		4 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 3 300 000.00	Sicedeni Coummnunity Hall	Mr Madiba	11-Jun-18		6 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 3 300 000.00	Mqundekweni sports field	Mr Madiba	11-Jun-18		6 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 1 200 000.00	Sonyongwane to Mashayunina access road	Mr Madiba	11-Jun-18		4 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 3 300 000.00	Gobhogobho community hall	Mr Madiba	11-Jun-18		6 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 1 100 000.00	From D1213 plazini access road	Mr Madiba	25-Jun-18		4 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 1 150 000.00	Diphini access road	Mr Madiba	25-Jun-18		4 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 900 000.00	Florence and Dlala access road	Mr Madiba	25-Jun-18		4 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 900 000.00	Khuphuka access road	Mr Madiba	25-Jun-18		4 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 1 000 000.00	Nkelabantwana access road	Mr Madiba	25-Jun-18		4 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 3 300 000.00	Sporini Community hall	Mr Madiba	11-Jun-18		6 months	advert, Evaluation and Adjudication	Appointment of Service provider										
R 13 540 000	ELECTRICITY PROJECTS AND CONSULTANTS																
R 907 500	Greater Stepmore/Ridge(Mkhomazane, Ntwasahlobo, Ridge KwaThunzi, Stepmore and Solokohlo)	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
R 907 500	Greater Nhlanhleni/Goxhill(Goxhill, Nhlanhleni, Mahwaga, Gxalingenwa and KwaPitela)	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
R 907 500	Greater UnderbergKhubeniand St Francis()	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
R 907 500	Greater Bulwer()	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
R 907 500	Greater Nkumba/Mangwaneni(Nkumba, Mandlezizwe, Ntabamakhaba, Benny, Mazizini and Sharp)	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
R 907 500	Greater Amakhuze/CabaziZidweni, Sdangeni, Madwaleni, Phayindani and Cabazi()	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
R 907 500	Greater Khukhulela/Nomagaga(Dazini, Zidweni, Khukhulela, mpumulwane and Ndodeni)	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
R 835 000	Greater Centocow/Hlabeni(Ngcsheni, Scedeni, Hlabeni, Makholweni And Sbovini)	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
R 907 500	Greater Gqumeni/Mqundekweni(Gqumeni, Mnqundekweni, Mahlahla, and TarsValley)	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
R 907 500	Greater Ngwagwane(Sonyongwana, Mkhazeni, Gxalingenwa and Mwaneni)	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
R 907 500	Greater Nkwezela(Nkwezela VD extention, Bhambhatha, Tafuleni, Sopholle and Nkwezela Hall)	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
R 907 500	Bhidla/Sizanenjana(Mqulela, Bethlehem, Lubovana, Mphithini and Butho)	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
R 907 500	Greater DonnybrookGreater Donnybrook()	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
R 907 500	Greater Mjila/Creighton (Ndebeni, Woodhurst, Nomgidi and Micheal)	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
R 907 500	Greater Sandanezwe/Masamini(Khethokuhle, Masamini, Sandanezwe, KwaSawoti and kwaJani)	Mr MS Ntshiza	24-May-18		12 Months	Evaluation and Adjudication	Intention to award and appointment of service provider										
ELECTRIFICATION MASTER PLAN																	

DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY
PROCUREMENT PLAN 2018/19

DEPARTMENT :PLANNING AND DEVELOPMENT

[illegible]

RECOMMENDED BY HOD:

NAME: _____
SIGNATURE: _____

APPROVED BY ACCOUNTING:

NAME: MR NC VEZI
SIGNITURE: _____

**DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY
PROCUREMENT PLAN 2018/19**

DEPARTMENT		:EXECUTIVE & COUNCIL						Quarter 1			Quarter 2			Quarter 3			Quarter 4	
								July 18'	Aug 18'	Sep 18'	Oct 18'	Nov 18'	Dec 18'	Jan 19'	Feb 19'	Mar 19'	Apr 19'	May 19'
PROJECT NAME	BUDGET	PROJECT	CONTACT PERSON	DATE OF SUBMITTING SPECIFICATION	SIGNATURE	CONTRACT DURATION												
IDP/PMS UNIT	R 947 040.00																	
IDP Review	R 547 040.00	Adverts	IDP/PMS Officer	N/A		N/A												
	R 200 000.00	Transport	IDP/PMS Officer			N/A												
	R 200 000.00	Catering	IDP/PMS Officer	N/A		N/A												
STRATEGIC PLANNING	R 375 567.00																	
Strategic Planning Session	R 375 567	Development of strategic	Strategic Support M	14-Sep-18		6 months				Advert	Bid Process es	Appointm	Strategi c planning session	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
PUBLIC PARTICIPATION	R 440 000.00																	
Development of public participation strategy and ward committee policy	R 200 000.00	Development of public participation strategy and ward committee policy	Public Participation	16-Jul-18		9 months		Specific ation	Bid Process es	Appoint ment	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
Ward committee quarterly meetings	R 40 000.00	Conducting 4 quarterly m	Public Participation	N/A		N/A					Appoint		Appoint			Appoint		
Customer Care satisfaction survey	R 200 000.00	Conducting of community	Public Participation	16-Jul-18		9 months		Specific ation	Bid Process es	Appoint ment	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
COMMUNICATION	R 360 000																	
Procurement of marketing and branding material	R 60 000.00	Procurement of marketing and branding material	Communications O	16-Jul-18		6 months		Specific ation	Bid Process es	Appoint ment	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing		
Media briefing sessions	R 100 000	Media briefing sessions	Communications O	16-Jun-18		9 months		Bid Process es	Appointme	media tour			Media breifing session			Radio slots		
Newsletter	R 200 000	Publication of 4 newsletters	Communications O	02-Jun-18		12 months		process es & appoint ment	Develop ment of newslett er	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
INTERNAL AUDIT	R 673 280.00																	
Co-Source Internal Auditor	R 336 640.00	Co-Source Internal Auditors	Internal Auditor Manager	Sep-18		5 months					Bid Process es & appoint ment	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
	R 60 000.00																	
	R 60 000.00																	
	R 60 000.00																	
	R 96 640.00																	
OFFICE FURNITURE	30 000																	
Screen for the office	R 30 000.00	Screen for the office	MM's PA	Sep-18		N/A					Bid process es							
MAYORS CHAIN	R 500 000.00																	
Mayor's chain	R 500 000.00	Mayor's chain	MM's PA	29-Jun-18				Bid process es	Appoint ment									

RECOMMENDED BY HOD:
NAME:
SIGNATURE:

APPROVED BY ACCOUNTING:
NAME: MR NC VEZI
SIGNATURE:

DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY
PROCUREMENT PLAN 2018-2019
CORPORATE DEPARTMENT

BUDGET	PROJECT	CONTACT PERSON	DATE OF SUBMITTING TERMS OF REFERENCING	SIGNATURE	July 18'	2018/08/18	Sep 18'	Oct 18'	18-Nov	Dec 18'	Jan 19'	Feb 19'	Mar 19'	Apr 19'	May 19'	19-Jun
										Advertise &Appoint						
200 000.00	Work Study Recommendation	S RADEBE	10-Dec-18							Advertise &Appoint						
150 000.00	HRM &HRD Strategy	S RADEBE	10-Dec-18													
180 000.00	Advertising	CORP	contract		contract	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
1 300 000.00	Printing & Stationery	CORP	contract		contract	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
200 000.00	Cleaning Material	Mrs C Taylor	Ongoing		Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
120 000.00	Protective Clothing	Mrs C Taylor	17-Jul-18		Specification	Advert and Evaluation										
5 000 000.00	Security	Mrs C Taylor	contract													Advert &appoint
650 000.00	Staff Training															
		Mr S Zondi						Advertise	Appoint							
R 55 000.00	Public Participation LED	Mr S Zondi	21-Aug-18			Specification	Advert and Evaluation	Appointment of service provider								
R 100 000.00	OHS Training	Mr S Zondi	21-Aug-18		in progress	Specification	Advert and Evaluation	Appointment of service provider								
R 55 000.00	Customer Services	Mr S Zondi	21-Aug-18			Specification	Advert and Evaluation	Appointment of service provider								
R 70 000.00	Labour Relations		21-Aug-18													
R 45 000.00	SCM Demand	Mr S Zondi	21-Aug-18			Specification	Advert and Evaluation	Appointment of service provider								
R 75 000.00	First Aid Level 3	Mr S Zondi	21-Aug-18			Specification	Advert and Evaluation	Appointment of service provider								
R 75 000.00	Fire Fighting	Mr S Zondi	21-Aug-18			Specification	Advert and Evaluation	Appointment of service provider								
	Councillor Training															
R 354 000.00	Local Govt Management Practices NQF Level 5	Mr S Zondi						Requisition and Advertise	Appoint							
	Occupational Health & Safety	Mr S Radebe			Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
30 000.00	Registry Services															
30 000.00	Develop Regitry Systems & Procedures Manual	Mrs Linda	21-Aug-18			Specification	Advert and Evaluation	Appointment of service provider								
					Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
300 000.00	Computer Expenses	Miss B Nyenjane	ongoing		Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
100 000.00	Computers & Software	Miss B Nyenjane	ongoing		Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
100 000.00	Staff wellness	Mr S Radebe	23-Jul-18		Specification	Advert and Evaluation	Appointment of service provider									
R 60 000	Strategic Planning	Ms N Nhlangulela	16-Oct-18					Specification and Advert	Appointment of service provider							

APPROVED BY ACCOUNTING:

NAME: MR NC VEZI

SIGNATURE:

DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY
PROCUREMENT PLAN 2018/19
DEPARTMENT :

[illegible]

APPROVED BY ACCOUNTING:

NAME: MR NC VEZI

SIGNATURE: _____