

Matjhabeng Local Municipality
Request for information register
2018/19

Updated: 11 February 2020

Issued, not due	9	7%
Overdue	1	1%
Exception	40	29%
Received	57	42%
Partially received	15	11%
Received late	11	8%
Withdrawn	2	1%
Received late- closed	1	1%
Not issued	0	0%
Total	136	100%

Request of information register

Request #	Requested Items		Date Requested	Date Due	Date information received (Last date of info received for request)	Time of submission	Status	Was information received on time	Has all information been received	Information received is adequate to address request	Municipal official who submitted the information	Comments	Exception Raised	Auditors commitments
1	Status of Records Review Information		14/10/2019	17/10/2019			Received							
2	General Planning Information		14/10/2019	17/10/2019	01/11/2019	13:00	Exception	No	Yes	Yes	Tebogo Raad	All received	 ISS.2	Commitment by MM information should be provided to auditors by COB - 01/11
3	Additional Internal Audit Information		14/10/2019	17/10/2019	01/11/2019	13:00	Exception	No	Yes	Yes	Tebogo Raad	All received	 ISS.3	Commitment by MM information should be provided to auditors by COB - 01/11 - Only one audit report was provided Management submitted all the information on the 01/11/2019
4	Audit Committee Information		14/10/2019	17/10/2019	17/10/2019	17:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
5	HR and Procurement Information		14/10/2019	17/10/2019	01/11/2019	13:00	Exception	No	Yes	Yes	N/a	All received	 ISS.5	Commitment by MM information should be provided to auditors by COB - 01/11 Some of the information was received on the 01/11/2019
6	Risk Management Information		14/10/2019	17/10/2019	17/10/2019	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
7	ISA request		14/10/2019	17/10/2019	17/10/2019	17:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
8	Cash and bank documents		17/10/2024	22/10/2019	23/10/2019	9:00	Exception	No	Yes	Yes	Tebogo Raad	All received	 ISS.10	Commitment by MM information should be provided to auditors by COB - 01/11 Received on the 05/11/2019
9	Litigations documents		17/10/2019	22/10/2019	25/10/2019	13:29	Received late	No	Yes	Yes	Tebogo Raad	All received	N/a	
10	Internal audit information		22/10/2019	24/10/2019	01/11/2019	13:00	Exception	No	No	No	N/a	Contract between ARMS and Matjhabeng Local Municipality is still outstanding	 ISS.8	Commitment by MM information should be provided to auditors by COB - 01/11 Some of the information was received on the 01/11/2019
11	SCM Business Process		22/10/2019	24/10/2019	24/10/2019	15:30	Received late	No	Yes	Yes	Tebogo Raad	All received	N/a	
12	Management Experts		22/10/2019	24/10/2019	29/10/2019	16:15	Received late	No	Yes	Yes	Tebogo Raad	All received	N/a	
13	Environmental		23/10/2019	25/10/2019	25/10/2019	15:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
14	Solar and Payday		23/10/2019	25/10/2019	25/10/2019	15:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
15	Consequence Management		24/10/2019	28/10/2019	07/11/2019	14:00	Exception	No	No	No	Tebogo Raad	7. Any investigation report (for cases reported to SAPS).	 ISS.13	Commitment by MM information should be provided to auditors by COB - 01/11 Management did not submit the information on the 01/11/2019
16	PMU		28/10/2019	30/10/2019	30/10/2019	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
17	Commitment System		28/10/2019	30/10/2019	30/10/2019	12:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
18	Purchases System		28/10/2019	30/10/2019	30/10/2019	3:15	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
19	Revenue		29/10/2019	31/10/2019	30/10/2019	12:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
20	AOPO		31/10/2019	04/10/2019	04/11/2019	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	

21	Capital Assets System		31/10/2019	04/11/2019	08/11/2019	16:00	Exception	No	Yes	Yes	Tebogo Raad	Item 6 is outstanding (Count sheet) Transfer Form	🚩🚩 ISS.9	
22	Audit Committee		04/11/2019	06/11/2019	06/11/2019	3:05	Exception				Tebogo Raad	Declaration of interests of the audit committee members	🚩🚩 ISS.28	
23	UIF		04/11/2019	06/11/2019	05/11/2019	10:00	Received	Yes	Yes	Yes	Tebogo Raad	All received Management Response	N/a	
24	Interest Declaration		06/11/2019	08/11/2019	11/11/2019	13:04	Exception	No	Yes	Yes	Tebogo Raad	As per Schedule 1 of the Code of Conduct of the Municipal Systems Act 32 of 2000. "Declaration of interests (1) When elected or appointed, a councillor must within 60 days declare in writing to the municipal manager the following financial interests held by that councillor: (a) shares and securities in any company; (b) membership of any close corporation; (c) interest in any trust; (d) directorships; (e) partnerships; (f) other financial interests in any business undertaking; (g) employment and remuneration; (h) interest in property; (i) pension; and (j) subsidies, grants and sponsorships by any organisation. (2) Any change in the nature or detail of the financial interests of a councillor must be declared in writing to the municipal manager annually. (3) Gifts received by a councillor above a prescribed amount must also be declared in accordance with subitem (1). (4) The municipal council must determine which of the financial interests referred in subitem (1) must be made public having regard to the need for confidentiality and the public interest for disclosure."		
25	Employee Related Cost		06/11/2019	08/11/2019	08/11/2019	10:57	Received	Yes	Yes	Yes	Jaundre	All received	N/a	
26	Supply Chain Management		13/11/2019	15/11/2019	15/11/2019	14:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
27	Revenue Committee		14/11/2019	18/11/2019	15/11/2019	10:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
28	Revenue and receivables		14/11/2019	18/11/2019	15/11/2019	10:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
29	List of terminations for 2018/19		19/11/2019	21/11/2019	21/11/2019	11:29	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
30	Employee related Cost -Payslips		19/11/2019	21/11/2019	21/11/2019	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
31	Employee related cost - Allowances		19/11/2019	21/11/2019	21/11/2019	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
32	Bulk Purchases		21/11/2019	25/11/2019	25/11/2019	14:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
33	Contracted Services		21/11/2019	25/11/2019	02/12/2019	9:12	Exception				Tebogo Raad	The following was received: Fezi (insurance) and (consultanting), Letsete, Bokwa Inc, Finger Inc Attorney, Chief register	🚩🚩 ISS.43	
34	Finance Cost		21/11/2019	25/11/2019	22/11/2019	13:30	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
35	General Expenses		26/11/2019	28/11/2019			Exception						🚩🚩 ISS.44	
36	PPE		26/11/2019	28/11/2019	03/12/32019	15:00	Received late	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
37	Repairs and Maintenance		26/11/2019	28/11/2019	02/12/2019	9:12	Exception				Tebogo Raad	The following was received: Item 1, 3, 6	🚩🚩 ISS.45	
38	Debt Impairment		26/11/2019	28/11/2019	27/11/2019	14:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
39	Consultants Business Process		26/11/2019	28/11/2019	28/11/2019	17:00	Exception				Tebogo Raad	Only the transfer of skill is still outstanding Reduction Plan Specifications	🚩🚩 ISS.42	
40	Going Concern		26/11/2019	05/12/2019			Exception						🚩🚩 ISS.51	
41	Data Request		26/11/2019	28/11/2019	28/11/2019	17:00	Exception					The following information was not submitted	🚩🚩 ISS.47	
42	Additional Contracted Services		26/11/2019	28/11/2019	02/12/2019	9:36	Exception					The following was received: Enigma x2, Sheppard alarms,	🚩🚩 ISS.46	
43	VAT Receivables		03/12/2019	05/12/2019			Exception						🚩🚩 ISS.50	
44	Fruitless and wasteful expenditure		05/12/2019	09/12/2019	09/12/2019	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All received (Soft Copy)	N/a	
45	Payables from exchange transactions		03/12/2019	05/12/2019			Exception						🚩🚩 ISS.52	
46	Site Visit Schedule - Key Projects		03/12/2019	05/12/2019	05/12/2019	14:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	

47	Follow up RFI - Key Projects		03/12/2019	05/12/2019	04/12/2019	14:00	Received	Yes	No	Yes	Tebogo Raad	Not all the information was submitted	ISS.56	
48	New RFI - Key Projects		03/12/2019	05/12/2019	04/12/2019	14:00	Received	Yes	No	Yes	Tebogo Raad	Not all the information was submitted	ISS.56	
49	Other projects RFI - Key Projects		03/12/2019	05/12/2019	04/12/2019	14:00	Received	Yes	No	Yes	Tebogo Raad	Not all the information was submitted	ISS.56	
50	Interest Received		04/12/2019	06/12/2019	04/12/2019	14:00	Exception	No	No	No	Tebogo Raad		ISS.56	
51	Irregular Expenditure		05/12/2019	09/12/2019	09/12/2019	14:00	Exception	Yes	Yes	Yes	Tebogo Raad	The following information was not submitted: Item 1: Council (Grants Schedules) Item 3: Man In One (Cheque 10114136) Item 5: Main in One (Cheque 10117122) Item 6: MBV Security (Cheque 10116518)	ISS.31	
52	Employee related cost - Overtime Payments		04/12/2019	06/12/2019	05/12/2019	12:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
53	Property Rates		04/12/2019	06/12/2019	05/12/2019	11:10	Exception	No	No	No	Tebogo Raad		ISS.55	
54	Cash and Bank & Government grants		05/12/2019	09/12/2019	09/12/2019	10:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
55	Deviations		04/12/2019	06/12/2019	12/12/2019	13:52	Exception	No	No	Yes	Tebogo Raad	The following vouchers habe been received: Cheque 10113786, 10116359, 10114083, 10115880, 10116449	ISS.60	
56	Competitive Bidding		04/12/2019	06/12/2019	10/12/2019	16:00	Exception	Yes	Yes	Yes	Tebogo Raad	Not all the information was submitted	ISS.54	
57	Employee related cost - 13th Cheque Paymen		05/12/2019	09/12/2019	05/12/2019	11:10	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
58	Employee related cost - EMP201 of 2019		05/12/2019	09/12/2019	10/11/2019	11:10	Received late	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
59	Fraud Discussion Questionnaire		05/12/2019	09/12/2019	11/12/2019	11:00	Received late	No	Yes	Yes	Tebogo Raad	All received	N/a	
60	Employee Benefits Journals		05/12/2019	09/12/2019	10/12/2019	11:00	Received late	No	Yes	Yes	Tebogo Raad	All received	N/a	
61	Traffic Fines register		05/12/2019	09/12/2019	09/12/2019	11:00	Received	Yes	Yes	Yes	Jaundre	All received	N/a	
62	Government Grants		05/12/2019	09/12/2019	09/12/2019	16:00	Exception	Yes	Yes	Yes	Tebogo Raad	Only one payment was submitted (item 11) The WIP Files did not have the other payments	ISS.53	
63	Property Rates		05/12/2019	09/12/2019			Exception						ISS.78	
64	Management Experts		05/12/2019	09/12/2019	10/12/2019	10:00	Received late	Yes	Yes	Yes	Tebogo Raad	All received (Item 5, data used by the expert ~Tebogo mentioned that, the expert use the asset register)	N/a	
65	Indigents		05/12/2019	09/12/2019	10/12/2019	16:00	Received late	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
66	MPAC Reports -unauthorised expenditure		05/12/2019	09/12/2019	11/12/2019	14:00	Received late	Yes	Yes	Yes	Tebogo Raad	All received	ISS.59	
67	Consumer Deposits		06/12/2019	10/12/2019	Extension requested	Extension requested	Issued, not due					Exension Due Date (07/01/2019)	N/a	
68	Key Deposits		06/12/2019	10/12/2019	11/12/2019	11:00	Received late	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
69	Quotation		06/12/2019	10/12/2019	11/12/2019	10:00	Exception	No	Yes	Yes	Tebogo Raad		ISS.57	
70	Follow up Contracted Services		06/12/2019	11/12/2019			Exception						ISS.55	
71	Council Minutes and Mpac Reports		10/12/2019	13/12/2019	11/12/2019	11:00	Received	Yes	Yes	Yes	Tebogo Raad	All received	N/a	
72	Legal Costs'		11/12/2019	13/12/2019	Extension requested	Extension requested	Partially received					Extension Due Date (07/01/2019)		
73	Telephone list		11/12/2019	13/12/2019			Withdrawn							
74	Rental Agreements		17/12/2019	19/12/2019	Extension requested	Extension requested	Exception	No	yes	yes	Tebogo Raad	Extension Due Date (07/01/2019) information received on the 22/01/2020	ISS.101	Issue resolved
75	Annual Performance Report 2018/19		17/12/2019	19/12/2019			Exception						ISS.81	
76	Employee related costs - Appointments (Employee files)		18/12/2019	06/01/2020	06/01/2020	16:00	Received	yes	yes	yes	Sharon	Employee file of masukula not received	N/a	
77	Employee related costs - Termination (Employee files)		18/12/2019	06/01/2020	07/12/2020	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All information received	N/a	
78	Employee related costs - Physical Verification		19/12/2019	20/01/2020			Exception							
79	Employee related costs - Rental Agreement		19/12/2019	07/01/2020	22/01/2020	1:06	Received late-closed	No	yes	yes	Tebogo Raad	All information received	ISS.100	Issue resolved
80	Government Grants - Re-payment of unspent conditional grants		20/12/2019	08/01/2020	08/01/2020	13:35	Received	Yes	Yes	Yes	Tebogo Raad	All information received	N/a	
81	Leave Accrual payments		08/01/2020	12/01/2020	09/01/2020	14:50	Received	Yes	Yes	Yes	Tebogo Raad	All information received	N/a	
82	Debt impairment (write off)		07/01/2020	10/01/2020	09/01/2020	12:00	Received	Yes	Yes	Yes	Tebogo Raad	All information received	N/a	
83	Fruitless & Wasteful expenditure (Transaction)		07/01/2020	10/01/2020	09/01/2020	12:00	Received	Yes	Yes	Yes	Tebogo Raad	All information received	N/a	
84	Payables from Exchange Transactions - Add		07/01/2020	10/01/2020	Extension requested	Extension requested	Partially received	No	Yes	Yes	Tebogo Raad	Information outstanding is No.1	N/a	
85	Venter fire station Projects RFI - Key Projects		07/01/2020	14/01/2020			Exception	No	No	No	Tebogo Raad	No information was received	ISS.107	
86	Expenditure Completeness		08/01/2020	12/01/2020			Withdrawn					RFI was withdrawn		
87	Employee costs		07/01/2020	10/01/2020	09/01/2020	15:30	Received	Yes	Yes	Yes	Tebogo Raad	All information received	N/a	
88	Irregular Expenditure (specific noncompliance)		08/01/2020	13/01/2020			Exception	No	No	No	Tebogo Raad	No information was received	Issue	
89	Work in progress (Verifications)		10/01/2020	14/01/2020			Received	No	Yes	Yes	Tebogo Raad	All information received	N/a	
90	Contract management		10/01/2020	14/01/2020	22/01/2020	16:00	Received	No	Yes	Yes	Tebogo Raad	All information received	N/a	
91	Contracted Services Journals		11/01/2020	15/01/2020			Exception	No	No	No	Tebogo Raad	No information was received	ISS.127	
92	Salary Control Account		11/01/2020	15/01/2020	15/01/2020	16:00	Received	No	No	No	Tebogo Raad	No information was received	ISS.128	
93	Value Added Tax		14/01/2020	17/01/2020	23/01/2020	16:00	Partially received	No	No	Yes	Tebogo Raad	Received number 1,2,3,4,5,9,12,13,14,15,16,17,19		

94	Payables Completeness		14/01/2020	17/01/2020	23/01/2020	1:20	Partially received	No	No	Yes	Tebogo Raad	Received number 1,8,13 and 15	
95	Water and sanitation		14/01/2020	17/01/2020	22/01/2020	16:00	Partially received	No	No	Yes	Tebogo Raad	Received number 7,8,10,12,17,18,20,	N/a
96	Roads infrastructure		14/01/2020	17/01/2020	23/01/2020	16:00	Partially received	No	No	Yes	Tebogo Raad	received number 1,3,7	
97	Overtime(Call Logs)		15/01/2020	20/01/2020	22/01/2020	16:00	Received	No	Yes	Yes	Tebogo Raad	All information received	n/a
98	Contract prices and expenditure to date		15/01/2020	20/01/2020	22/01/2020	16:00	Received	No	Yes	Yes	Tebogo Raad	All information received	n/a
99	New Appointments(Employee costs)		15/01/2020	20/01/2020			Received	No	Yes	Yes	Tebogo Raad	All information received	n/a
100	AOPO verifications		20/01/2020	24/01/2020			Partially received	No	No	No	Tebogo Raad	The RFI will be closed with an exception.	Closed with issue 158.
101	Employee related costs - Overtime payments		20/01/2020	22/01/2020	29/01/2020	13:00	Received	No	Yes	Yes	Tebogo Raad	All information received	n/a
102	Consumer deposits		20/01/2020	22/01/2020	23/01/2020	16:34	Partially received	No	No	yes	Tebogo Raad	Annexure B is still outstanding	ISS.146
103	Employee related costs - Overtime payments		20/01/2020	22/01/2020	23/01/2020	16:34	Received	No	Yes	Yes	Tebogo Raad	All information received	n/a
104	General Expenditure - follow up of prior year		22/01/2020	24/01/2020			Exception	No	No	No	Tebogo Raad	No information was received	michelle to link to the issue
105	Property rate - Supplementary roll report.		22/01/2020	24/01/2020			Exception	No	No	No	Tebogo Raad	Supplementary report roll not received	ISS.108
106	General Expenditure - Sample		22/01/2020	24/01/2020	23/01/2020	16:00	Partially received	No	No	No	Tebogo Raad	The supporting documents for General expenditure were not received	
107	CIDB Sample		23/01/2020	27/01/2020	28/01/2020	16:00	Partially received	No	Yes	Yes	Tebogo Raad	Information still to be assessed by the auditors	
108	Rental debtors		23/01/2020	27/01/2020	29/01/2020	11:00	Received	No	Yes	Yes	Tebogo Raad	All information received	
109	Sundry debtors		23/01/2020	27/01/2020	28/01/2020	16:00	Received	No	Yes	Yes	Tebogo Raad	Information still to be assessed by the auditors	
110	Environmental audit		23/01/2020	27/01/2020			Overdue						
111	Disconnections		24/01/2020	28/01/2020	29/01/2020	16:50	Partially received	Yes	Yes	Yes	Tebogo Raad	Information still to be assessed by the auditors	
112	Bid adjudication committee		24/01/2020	28/01/2020	28/01/2020	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All information received	N/a
113	Additional MFMA disclosures		24/01/2020	28/01/2020	29/01/2020		Partially received	No	No	No	Tebogo Raad	extension requested because laptops of people from salary went for forensic investigation	Closed with issue 160
114	Use of consultants		28/01/2020	30/01/2020			Exception	No	No	No	Tebogo Raad	No information was received	ISS.150
115	Revenue (journals and supporting documents)		28/01/2020	30/01/2020	30/01/2020	16:00	Received	Yes	Yes	Yes	Tebogo Raad	All information received	
116	Payables from exchange transactions		28/01/2020	30/01/2020	29/01/2020		Partially received	Yes	No	No	Tebogo Raad	only information received was from the first sheet	Close with issue 161
117	Revenue		29/01/2020	10/02/2020	Extension requested	Extension requested	Issued, not due	No	No	No	Tebogo Raad	Not all the information was submitted	Closed with issue 159
118	Employee cost overtime Enquiries		29/01/2020	31/01/2020	29/01/2020		Received	No	No	No	Tebogo Raad	Not all the information was submitted	Close with issue 162
119	SCM RFQ		29/01/2020	31/01/2020	04/02/2020		Received						
120	Receivables from exchange transactions (Ref)		29/01/2020	31/01/2020			Issued, not due						
121	Follow up on Bulk Purchase	Received today,	30/01/2020	03/02/2020	04/02/2020	9:34	Received	No	No		Jaundre		
122	General Expenditure - Follow up		30/01/2020	03/02/2020			Exception						
123	Follow up on Contracted Services		30/01/2020	03/02/2020			Exception						
124	Repairs & Maintenance - Follow up		30/01/2020	03/02/2020			Exception						
125	Follow up on Trade Payables		30/01/2020	03/02/2020	04/02/2020	9:34	Partially received	No	No		Jaundre	CAF, 77,78,40,118 not received	
126	Follow up on Finance Cost		30/01/2020	03/02/2020			Exception						
127	Value Added Tax Input Transactions		31/01/2020	04/02/2020	04/02/2020		Received						
128	Payments received in advance		31/01/2020	04/02/2020	04/02/2020		Received						
129	Fruitless and wasteful expenditure		04/02/2020	07/02/2020			Partially received					Luciah. Mitchell	
130	Procurement interest		04/02/2020	07/02/2020			Issued, not due						
131	Specific quotations		04/02/2020	07/02/2020			Issued, not due						
132	Specific competition		04/02/2020	07/02/2020			Received						
133	Unauthorised, Fruitless and Wasteful expend		04/02/2020	07/02/2020			Issued, not due						
134	Service charges		07/02/2020	12/02/2020			Issued, not due						
135	AoPO		11/02/2020	14/02/2020			Issued, not due						
136	Compliance HR		11/02/2020	14/02/2020			Issued, not due						
137													
138													
139													
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148													