

INGWE SDBIP FOR 2014 - 2015 OFFICE OF THE MUNICIPAL MANAGER																				
Org Scorecard Ref no.	Ward	National KPA	OUTCOME 9	STRATEGIC OBJECTIVE (IDP)	IDP REF No.	PROJECTS	INDICATOR NO.	INDICATORS	Annual		Q1	Q2	Adjustment as Corrective Measures	Q3	Q4	Responsible Department	Annual Budget	Adjusted SDBIP	Portfolio of Evidence	
									Target	Target	Target	Target		Target						
<b>Internal Audit Services</b>																				
101	N/A	Good Governance and Public Participation	To facilitate auditing of Municipal finance and performance information			Audit Plan and implementation	1	Approved 2015 - 2016 Audit Plan	30-Jun-15		Not applicable	Not Applicable	1. Do not change Q1 and Q2 columns. 2. Change Q3 target to "Not applicable". 3. Change Q4 target to "Approval of the plan by the audit committee, Exco and Council". 4. Change the budget amount to "Operational". 5. Change the POE to "APAC, Exco and Council minutes and signed 2015/16 internal audit plan". 1. The plan can be prepared only after the updated risk assessment. Both the risk registers and the plan are prepared during the fourth quarter. 2. The budget for internal audit is mostly used for performing internal audits using the co-sourced internal audit firm and should therefore be reflected alongside objective 102 below.	Not applicable	Approval of the plan by the audit committee, Exco and Council	OMM	R950 000	Operational	Budget Process Plan and Council Resolutions	
102	N/A						2	No of Quarterly Reports submitted to MANCO and Audit Committee for noting	4 Quarterly Reports submitted	30-Jun-15	1st Quarter Audit Plan Implementation Report presented to MANCO for previous year	2nd Quarter Audit Plan Implementation Report presented to MANCO and Audit Committee for noting	1. Do not change Q1 and Q2 columns. 2. Change the Q3 target to be a report on the Q2 audit activities. 3. Change the Q4 target to be a report on the Q3 audit activities. 4. Insert a budget amount of R1 170 000 in the budget column. 1. The Q1 and Q2 targets should not be changed because that part of the year has gone by. This should not affect the annual report because the annual report should only present the annual target. 2. A quarter must finish first before it can be reported on. 3. During the mid-year review the budget was increased from R950 000 to R1 170 000.	2nd Quarter Audit Plan Implementation Report presented to MANCO and Audit Committee for noting	3rd Quarter Audit Plan Implementation Report presented to MANCO and Audit Committee for noting	OMM	Operational	R1 170 000	Operational	4 Quarterly Reports and MANCO Minutes
103	N/A						Audit Opinion	3	No of Quarterly submissions of AG Dashboard Reports to AG and Audit Committee	4 Quarterly Reports submitted	30-Jun-15	1st Quarter Implementation Report on the AG Dashboard	2nd Quarter Implementation Report on the AG Dashboard	No Variances	3rd Quarter Implementation Report on the AG Dashboard	4th Quarter Implementation Report on the AG Dashboard	OMM	Operational	Operational	AC Minutes and 4 Dashboard Reports
104	N/A						Internal Audit charter	4	Reviewed audit committee and internal audit charter (two documents)	31-Aug-14	31-Aug-14		Not Applicable	No Variances	Not Applicable	Not Applicable	OMM	Operational	Operational	Council Resolution adopting the reviewed and two signed charter documents
105	N/A						Internal Audit Assessments	5	Internal Audit Assessment Report presented to Council	30-Apr-15		Not applicable	Not Applicable	No Variances	(1) Internal Audit Assessment and (2) Action Plan presented to Audit Committee	Internal Audit Assessment Report Presented to Council	OMM	Operational	Operational	Assessment Report and Minutes
106	N/A						Audit Committee	6	No of sittings of the audi committee	4 Quarterly Seatings coordinated	30-Jun-15	1st Quarter Audit Committee Sitting Coordinated	2nd Quarter Audit Committee Sitting Coordinated	No Variances	3rd Quarter Audit Committee Sitting Coordinated	4th Quarter Audit Committee Sitting Coordinated	OMM	Operational	Operational	Attendance register and minutes in respect of each meeting
107	N/A							7	Number of audit committee reports submitted to the Council	Four quarterly reports submitted	30-Jun-15	One report	One report	No Variances	One report	One report	OMM	Operational	Operational	Reports of the audit committee to Council
108	N/A							8	Presentation of AG reports in respect of the 2013/14 audit to Council	Presentation of AG reports in respect of the 2013/14 audit to Council	31/1/15	Not applicable	Not Applicable	No Variances	Presentation of AG reports in respect of the 2013/14 audit to Council by 31/1/15	Not Applicable	OMM	Operational	Operational	Minutes of the Council meeting
<b>Risk Management</b>																				
109	N/A	Good Governance and Public Participation	To facilitate auditing of Municipal finance and performance information	Differentiated Approach to Municipal Financing, Planning and Support		Risk Policy	9	Implementation of Risk Policy	End June 2015		Not applicable	Not Applicable	1. Do not change Q1 and Q2 columns. 2. Change the Q3 target to be a report on the Q2 risk activities. 3. Change the Q4 target to be a report on the Q3 risk activities. 1. The Q1 and Q2 targets should not be changed because that part of the year has gone by. This should not affect the annual report because the annual report should only present the annual target. 2. A quarter must finish first before it can be reported on.	Review of current Risk Policy for gaps	Submission of reviewed Enterprise Risk Management Framework and Policy to MANCO, audit committee and to Council for adoption	OMM	Operational	Operational	Minutes of MANCO, audit committee and Council and reviewed Enterprise Risk Management Framework and Policy document	
110	N/A						10	No of Quarterly Reports on the implementation of Risk Management Methodology/ Policy	4 Quarterly Reports submitted to MANCO for Council noting	30-Jun-15	1st Quarter Risk Management/ Policy Implementation Report submitted	2nd Quarter Risk Management/ Policy Implementation Report submitted	1. Replace the strategic risk assessment target in Q2 with "Not applicable". 2. Replace the target in Q4 that requires an operational risk assessment with the words "General risk and control self-assessment". 1. Strategic (or general) risk assessments are held in Q4 each year and not in Q2. 2. The risk assessment held in Q4 is part strategic and part operational and has therefore been referred to as a "general risk and control self-assessment".	3rd Quarter Risk Management/ Policy Implementation Report submitted	4th Quarter Risk Management/ Policy Implementation Report submitted	OMM	Operational	Operational	4 Reports and MANCO Minutes	
111	N/A						11	No of Risk Assessments conducted and Risk Assessment Reports presented to MANCO	2 Risk Assessments	30-Jun-15	Not applicable	SCM Risk Assessment conducted and Report presented	1. Change the word "seating" to "sitting". 2. Change the evidence required from "Minutes" to "MANCO minutes".	Not applicable	General risk Assessment		OMM	Operational	Operational	Risk Assessment Reports and MANCO & Council Minutes
112	N/A						12	No of sittings of the Risk Committee (MANCO)	4 Quarterly Seatings coordinated	30-Jun-15	1st Quarter Risk Committee Sitting	2nd Quarter Risk Committee sitting	No Variances	3rd Quarter Risk Committee sitting	4th Quarter Risk Committee sitting	OMM	Operational	Operational	Minutes	
<b>Communication</b>																				
113	N/A	Good Governance and Public Participation	Deepen Democracy Through a Refined	To keep Communities and stakeholders informed and involved in the affairs of the		Corporate Identity Policy	13	Approved ILM Corporate Identity Policy	30-Jun-15		Research on Municipal Corporate Identity Policy Framework	1st Draft Compiled	No Variances	Benchmarking and consultations on 1st Draft	Submission of Final Draft Policy to MANCO for Council Adoption	OMM	Operational	Operational	Approved Policy and Council Resolutions	
114	N/A						14	SDBIP made public within allocated timespan after signing by Mayor	14 Days after signing by Mayor		Not Applicable	Not Applicable	No Variances	Not applicable	SDBIP made public within 14 days after signing by Mayor		OMM	Operational	Operational	SDBIP Report/ Newsletter/ Website Report/ Newspaper Clippings
115	N/A						15	Publication of 2013 - 2014 APR on Municipal Media Platforms	14-Sep-14		Publication of 2013 - 2014 APR on Municipal Media Platforms		No Variances	Not applicable			OMM	Operational	Operational	APR Report/ Newsletter/ Website Report/ Newspaper Clippings
116	N/A						16	Publication of 2013 - 2014 AR on Municipal Media Platforms	14-Apr-15		Not Applicable	Not Applicable	No Variances	Publication of 2013 - 2014 AR on Municipal Media Platforms			OMM	Operational	Operational	Annual Report/ Newsletter/ Website Report/ Newspaper Clippings
117	N/A						Office appeal and Protocol	17	All Management Offices, Public Access Areas to have RSA Flags and RSA Leadership Pictures	30-Aug-14		Not Applicable	Research on current status	No Variances	Acquisition of flags and pictures	All Management Offices to have RSA Flags and RSA Leadership Pictures	OMM	Operational	Operational	Protocol Implementation Report with Pictures
118	N/A							18	Approved Protocol Policy and Procedure Manual	30-Jun-15		Research on benchmarks	1st Draft Compiled	No Variances	Consultations with stakeholder	Final Draft Policy and Procedure Manual presented to MANCO for Council Adoption		OMM	Operational	Operational
119	N/A							19	Approved PR Policy	30-Jun-15		Not applicable	Not Applicable	No Variances	Not applicable	Submission of Draft PR Policy to MANCO for Council Adoption	OMM	Operational	Operational	PR Policy
120	N/A							20	Frequency of newsletter publishing and distribution	4 Quarterly editions	30-Jun-15	1st Quarter Newsletter Edition produced and distributed	2nd Quarter Newsletter Edition produced and distributed	No Variances	3rd Quarter Newsletter Edition produced and distributed	4th Quarter Newsletter Edition produced and distributed	OMM	R100 000	R542 000.00	Operational

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									Target		Target		Target		Target		Target		Target					
<b>Internal Audit Services</b>																								
121	N/A	Public Participation	Ward Committee System	Municipality. To enable local, national and international access on the matters concerning the Municipality	4.1.2	Marketing Strategy	21	Approved Marketing Strategy	30-Jun-15		Not applicable		Not Applicable		No Variances		Not applicable	Approved Marketing Strategy	OMM	Operational	Operational	Marketing Strategy		
122	N/A					Communications Forum	22	Established forums and frequency of seatings	4 Quarterly Meetings Coordinated	30-Jun-15	1 Monthly sitting		1 Monthly sitting		No Variances		1 Monthly sitting	1 Monthly sitting	OMM	Operational	Operational	Minutes		
123	N/A					Communications Policy	23	Approved Communications Policy	30-Jun-15		Not applicable		Not Applicable		No Variances		Review District Comm Strategy	Communications Policy Approved	OMM	Operational	Operational	Communications Policy		
124	N/A					Municipal Website	24	Frequency of content updates on the website	Within 2 days of submission of new content	30-Jun-15	Within 2 days of submission of new content		Within 2 days of submission of new content		No Variances		Within 2 days of submission of new content	Within 2 days of submission of new content	OMM	R130 000	R0	Web administrator log-in schedule		
125	N/A					Media Management	25	Time span to responses on media queries	Within the required timeframes		Within required timeframes		Within required timeframes		No Variances		Within required timeframes	Within required timeframes	OMM	Operational	Operational	Media Response Report/ Timetable		
126	N/A					Media Briefings	26	Timespan for organising media briefings from internal request	Within 24 hours from noting/ event/ stipulated time	30-Jun-15	Within 24 hours from noting/event/ stipulated time		Within 24 hours from noting/event/ stipulated time		No Variances		Within 24 hours from noting/event/ stipulated time	Within 24 hours from noting/event/ stipulated time	OMM	Operational	Operational	Media Briefings Reports		
127	N/A					Events Policy and Procedure Manual	27	Approved Policy and Procedure Manual	30-Jun-15		Research on Municipal Events Policy and Procedure Manual Framework		1st Draft Compiled		No Variances		Benchmarking and consultations on 1st Draft	Approved Policy and Manual	OMM	Operational	Operational	Policy and Procedure Manual		
128	N/A					Promotions Material	28	Promotional Material acquired	30-Jun-15		Not Applicable		Research on current status and Needs analysis		No Variances		Not applicable	Acquisition of material	OMM	Operational	Operational	Needs Analysis Report		
<b>IDP/PMU</b>																								
129	N/A					Municipal IDP	29	Approved IDP Process Plan	31-Aug-14		Draft IDP Process Plan submitted to Council for adoption and submission of Approved Process Plan to COGTA		IDP Process Plan presented to REP Forum		IDP Rep Forum did not sat during the 2nd quarter hence this has been adjusted to have the plan presented at IDP Rep Forum to sit on quarter 3		IDP Process Plan presented to REP Forum	Not applicable	OMM	Operational	Operational	Approved Process Plan and Proof of submission to CoGTA		
130	N/A						30	Number of IDP Roadshows held by date	4 Roadshows	30-Jun-15	Road show preplanning		2 Roadshows		No Variances		not applicable	2 Roadshows	OMM			Roadshow Reports		
131	N/A						31	2015 - 2016 IDP Adopted	31-May-15		Integrate Comments from MEC CoGTA on IDP - Sept		Situational Analysis Complete		There was a delay in the appointment of Service Provider and predetermined target was not met hence target has been moved to Q3		1) Situational Analysis Complete(2) Review of Projects and (3) Alignment of Sector Plans	Approved IDP	OMM	R750 000	R750 000	Council Resolutions and IDP		
132	N/A					Municipal SDBIP	32	Approved 2015 - 2016 SDBIP	Within 28 days after the approval of the Budget	30-Jun-15	Not applicable		Not applicable		No Variances		Not applicable	Submission of Draft 2015 - 2016 SDBIP to Mayor for Approval	OMM	Operational	Operational	SDBIP and Council Resolution		
133	N/A						33	No of performance issues raised by the AG on 2013 2014	0 matters to be reported by AG	30-Jan-15	Not applicable		Not applicable		Indicator has been refined to ensure that is realistic and achievable		0 matters reported by AG on IDP, SDBIP alignment, Implementation of the AG Action Plan, 3monthly reports presented to AC	3 monthly Reports to AC in implementation Plan	OMM	Operational	Operational	AG Audit Report		
135	N/A						34	Approved Mid-Year 2014/2015 SDBIP Adjustment Report	27-Feb-15		Not applicable		Not applicable		No Variances		Submission of Mid Term Adjusted 2014 - 2015 SDBIP to Council for approval	Not applicable	OMM	Operational	Operational	Mid-Term Budget and Council Resolutions		
134	N/A						35	No of Monthly SDBIP Reports submitted to MANCO for approval	12 Monthly SDBIP Reports	30-Jun-15	3 Monthly SDBIP Reports		3 Monthly SDBIP Reports		No Variances		3 Monthly SDBIP Reports	3 Monthly SDBIP Reports	OMM	Operational	Operational	12 Reports and MANCO Minutes		
135	N/A					SDBIP Reporting	36	No of Quarterly SDBIP Reports submitted to AC for Council adoption	4 Quarterly SDBIP Reports	30-Jun-15	4th Quarter SDBIP Report for previous year		1st Quarter SDBIP Report submitted to AC for Council adoption		Targets have been redefined to ensure realistic and achievable		2nd Quarter SDBIP Report submitted to AC for Council adoption	3rd Quarter SDBIP Report submitted to AC for Council adoption	OMM	Operational	Operational	4 Quarterly Reports and MANCO Minutes		
136	N/A						37	Mid Term Performance Report submitted to AC for Council adoption	25-Jan-15		Not Applicable		Not Applicable		No Variances		Mid Term Performance Report submitted to AC for Council adoption	Not Applicable	OMM	Operational	Operational	Mid Term Performance Report and Council Minutes		
137	N/A					Annual Performance Report	38	Approved 2013 - 2014 Annual Performance Report	31-Aug-14		(1) Draft APR Presented to Committees for comment and (2) Draft Annual Performance Report presented to Council for adoption (3) Approved APR submitted to COGTA, AG and Treasury		Not Applicable		No Variances		Not applicable	Not Applicable	OMM	Operational	Operational	Annual Performance Report and Council Resolutions		
138	N/A					Annual Report	39	Approved 2013 - 2014 Annual Report	31-Mar-15		Not Applicable		Draft AR Presented to Committees for comment		No Variances		(1) Draft Annual Report presented to Council for adoption and (2) Draft AR Presented to AG	Not Applicable	OMM	R200 000	R200 000	Council Resolutions and Annual Report		
139	N/A					Oversight Report	40	Approved Oversight Report and presentation to MEC - CoGTA	30-Mar-15		Not Applicable		Not Applicable		No Variances		Submission of Oversight Report to Standing Committee for Council Adoption and submission to MEC - CoGTA	Not Applicable	OMM	Operational	Operational	Oversight Report and Council Resolutions		
140	N/A						41	Signed Performance Agreements for all Managers identified as per Policy (MM, Sect 56 and immediate below)	30-Jul-14		(1) Submission of Performance Agreements for all Managers identified as per Policy (MM, Sect 56 and immediate below) and (2) Submission of PAs to COGTA		Not Applicable		No Variances		Not applicable	Not Applicable	OMM	Operational	Operational	Signed Management Pas and Proof of submission to CoGTA		
141	N/A						42		1st Quarter - Informal	14-Oct-14	1st Quarter Assessments		Not Applicable		No Variances		Not Applicable	Not Applicable	OMM	Operational	Operational	HR/PMU Report on Assessments		
142	N/A						43		2nd Quarter - Formal	14-Jan-15	Not Applicable		2nd Quarter Assessments		No Variances		Not Applicable	Not Applicable	OMM	Operational	Operational	Assessments Reports and MANCO Minutes		
143	N/A						44		3rd Quarter - Informal	14-Apr-15	Not Applicable		Not Applicable		No Variances		3rd Quarter Assessments	Not Applicable	OMM	Operational	Operational	HR/PMU Report on Assessments		
144	N/A						45		Annual Assessments - Formal	14-Jul-15	Not Applicable		Not Applicable		No Variances		Not Applicable	Annual Assessments	OMM	Operational	Operational	Assessments Reports and MANCO & Council Minutes		
145	N/A						46	No of IPMS Reports submitted to MANCO for AC approval	1 IPMS Reports for AC approval	30-Jun-15	Not Applicable		Not Applicable		No Variances		Mid Term IPMS Report submitted	Not Applicable	OMM	Operational	Operational	Reports and AC Minutes		
146	N/A						47		12 Monthly Reports for MANCO approval	30-Jun-15	3 Monthly Reports for MANCO		3 Monthly Reports for MANCO		No Variances		3 Monthly Reports for Standing Committee approval	3 Monthly Reports for MANCO	OMM	Operational	Operational	12 Reports and MANCO Minutes		
147	N/A					PMS Policy	48	Approved PMS Policy	30-May-15		Not Applicable		Not Applicable		No Variances		Review of current policy for gaps	Submission of Draft M&E Policy to Standing Committee for Council Adoption	OMM	Operational	Operational	PMS Policy and Council Resolutions		

MM Secretariat

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									Target	Target	Target	Target		Target					
<b>Internal Audit Services</b>																			
148	N/A	Good Governance and Public Participation	Deepen Democracy Through a Refined Ward Committee System	To develop a strong Institution to support consultative and participatory local government		MANCO Meetings	49	Number of MANCO Meetings	12 Monthly meetings	30-Jun-15	3 Meetings	3 Meetings	No Variances	3 Meetings	3 Meetings	MM's Office	Operational	Operational	Minutes
<b>Special Programmes</b>																			
149	ALL	Good Governance and Public Participation		To deepen democracy through a refined Ward Committee System and to Implement Community Development and Social enhancement programmes	4.1.3	HIV/AIDS	50	ILM HIV/AIDS Campaign	31-Dec-14		Not applicable	HIV/AIDS Campaign	No Variances	Not applicable	Not Applicable	OMM	R140 000		Event Report and Copy of Invoices
150	ALL					51	Number of War Rooms/WAC Reports compiled	4 Quarterly	30-Jun-15	1st Quarter War Rooms/WAC Reports compiled	2nd Quarter War Rooms/WAC Reports compiled	No Variances	3rd Quarter War Rooms/WAC Reports compiled	4th Quarter War Rooms/WAC Reports compiled	OMM		Reports and Council Minutes		
151	ALL					52	No of OSS/LAC Meetings	4 Quarterly	30-Jun-15	1st Quarter OSS/LAC Meetings	2nd Quarter OSS/LAC Meetings	No Variances	3rd Quarter OSS/LAC Meetings	4th Quarter OSS/LAC Meetings	OMM		Reports and Council Minutes		
152	ALL					53	ILM Golden Games Event	30-Jul-14		Golden Games Event	Not Applicable	No Variances	Not applicable	Not Applicable	OMM	R110 000	Event Report and Copy of Invoices		
153	ALL					54	ILM Womens Campaign	*August 2014		ILM Womens Campaign	Not Applicable	No Variances	Not applicable	Not Applicable	OMM	R110 000	Event Report and Copy of Invoices		
154	ALL					55	ILM People with disability Campaign	30-Nov-14		Not Applicable	ILM People with disability campaign	No Variances	Not applicable	Not Applicable	OMM	R110 000	Event Report and Copy of Invoices		
155	ALL					56	ILM Youth Games	30-Jun-15		Not applicable	Not applicable	No Variances	Not Applicable	Revised Youth Plan presented to MANCO for approval	OMM	R150 000	R250 000	Approved Youth Plan and MANCO Minutes	
156	ALL					57	ILM Youth Plan Implementation	4 Quarterly Implementation Reports	30-Jun-15	1st Quarter Report	2nd Quarter Report	No Variances	3rd Quarter Report	4th Quarter Report	OMM	Operational		4 Reports and MANCO Minutes	
157	ALL					58	Youth Database	31-Dec-14		Not applicable	Youth Database	No Variances	Not applicable	Not Applicable	OMM		Database Report		
158	ALL					59	Frequency of updates of Database	2 Updates	30-Jun-15	Not applicable	Not Applicable	No Variances	Youth Database Updates	Youth Database Update	OMM	R50 000	2 Update Reports		
159	ALL					60	Back to School Campaign	January 2015		Not applicable	Not Applicable	No Variances	Back to School Roadshow (14 Schools)	Not Applicable	OMM	R70 000	School Stamped Reports and Attendance Register		
160	ALL					61	Matric Awards Event	January 2015		Not applicable	Not Applicable	No Variances	ILM Matric Awards	Not Applicable	OMM	R110 000	Event Report and Copy of Invoices		
161	ALL					62	Take a child to Work Campaign	May 2015		Not applicable	Not Applicable	A "girl child to work" has been corrected to a "child to work" to ensure	Not applicable	ILM Take a Girlchild to Work Campaign	OMM	R30 000	Programme Report with list of girls		
162	ALL					63	Number of Crime/Drug Awareness Campaigns held	12 Events	30-Jun-15	Not applicable	6 Events	Issue of crime which is part of project has been added as part of indicator	Not applicable	6 Events	OMM	R16 000	Event Report and Copy of Invoices		
163	ALL					64	ILM Senior Citizens Event	31-Dec-14		Not applicable	ILM Senior Citizens Event	No Variances	Not Applicable	Not applicable	OMM	R100 000	Event Report and Copy of Invoices		
164	ALL					65	Senior Citizens/ Human Rights Day	31-Mar-15		Not applicable	Not Applicable	No Variances	Senior Citizens/ Human Rights Day	Not Applicable	OMM	R110 000	Event Report and Copy of Invoices		
165	ALL					66	Mens Sector Campaign	30-Jul-14		Mens Sector Campaign	Not Applicable	No Variances	Not Applicable	Not Applicable	OMM	R110 000	Event Report and Copy of Invoices		
167	ALL					67	Mayoral Cup	30-Jun-15		Not applicable	Not applicable	No Variances	Not applicable	ILM Mayoral Cup	OMM	R230 000	R311 000	Event Report and Copy of Invoices	
168	ALL	69	ILM Public Service Event	31-Jul-14		ILM Public Service Event	Not applicable	No Variances	Not applicable	Not applicable	OMM	Operational	Operational	Event Report and Copy of Invoices					
169	ALL	Good Governance and Public Participation	Community Work Programme Implemented and Cooperatives Supported	To improve accountability and enhance public participation	4.1.1	Public Participation Policy -	67	Approved Public Participation Policy	30th May 2015		Not Applicable	Not Applicable	Inherited from Community Service	Not Applicable	Draft PP Policy presented to MANCO for Council Adoption	Community Services	Operational	Operational	Approved Policy and Council Minutes
170	ALL						68	No of Quarterly Reports presented to MANCO	4 Quarterly reports	30-Jun-15	1st Quarter Report presented to MANCO	2nd Quarter Report presented to MANCO		3rd Quarter Report presented to MANCO	4th Quarter Report presented to MANCO	Community Services	Operational	Operational	Reports and MANCO Minutes