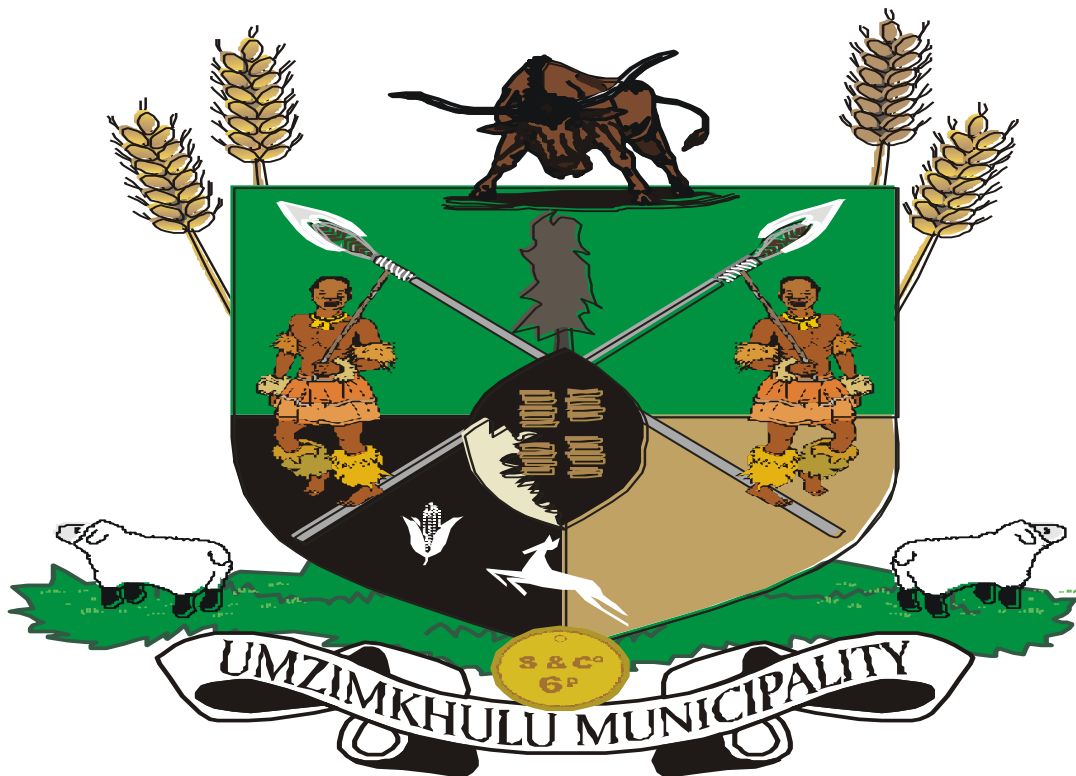


# COUNCIL QUARTERLY REPORT



QUARTER THREE 2018.2019 FINANCIAL YEAR

## **Section 71 MFMA Report**

### **Compliments of the New Year**

As we abandon the most precious moments of the festive season the municipal programs and compliance issues should be given attention as well. As per sect.72 (1) MFMA the municipality has to conduct an assessment in terms of the performance of the municipality. Subsequently, the report will have to be submitted to the Mayor and then the Mayor will have to appraise the council about the performance.

The report had been tabled to council for adoption and the submission was done to Provincial and National Treasury. This process precedes the adjustment budget after the council has been appraised about the performance of the municipality.

The Annual Report of the municipality had been tabled to council as per sect.127 (2) of the MFMA. The MPAC is required to receive the annual report and the MPAC needs to ensure that the public is consulted in order to have their inputs incorporated when the final document is endorsed by council in March.

As per Sec.54 (1) the municipality must review the Service Delivery and Budget Implementation Plan (SDBIP) and recommend the appropriate amendments to be effected and then they are submitted to council. The amendments in the SDBIP should be made public at the appropriate time.

## **GOVERNANCE DEPARTMENT**

### **INTERNAL AUDIT AND RISK MANAGEMENT**

#### **Purpose**

To present the progress on the implementation risk and internal audit assurance services of UMzimkhulu Municipality as at the end of 31 December 2018

#### **Risk Management**

##### **Background**

In terms of section 166 of the Municipal Finance Management Act of 2003, the audit committee is an independent advisory body which must—

(a) Advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality, or the board of directors, the accounting officer and the management staff of the municipal entity, on matters relating to—

- i. Risk management;
- ii. Compliance with this Act, the annual Division of Revenue Act and any other applicable legislation;

##### **Monitoring the implementation of Risk Action Plans**

##### **Strategic, Operational and IT Risk Management**

All departments have been issued with list of expected evidence that will confirm the implementation risk future action plans that are due in second quarter.

The report on the implementation of risk future action plans will be tabled to the Governance Committee and Audit Committee in February report.

##### **Fraud Risk Assessment**

A key element of the fraud and misconduct policy is the development of a fraud prevention plan. This plan is underpinned by a fraud risk assessment. The fraud risk assessment is completed according to the same process as the other risk assessments. However, an institution may wish to integrate the fraud risk evaluation together with the other risk profiles or to separately complete a fraud risk assessment. The fraud risk information will need to be extracted in order to develop and maintain the fraud prevention plan.

##### **Status**

In preparation for Fraud Risk Assessment, Provincial Treasury has issued fraud risk survey that will assist Treasury and Municipality in determining the level of fraud risk awareness as a municipality and risk responses that may be suitable for the municipality. On completion and submission of the survey that's when treasury can only conduct the assessment as requested. A minimum of 25% of your staff complement is required to respond to the survey.

## Recommendation

Management participate and encourage all employees to participate in the survey

## Compliance with laws and regulations

### Background

In terms of 2018/19 UMzikhulu Risk Management Policy and Strategy adopted by the council, Enterprise Risk Management contributes to effective reporting and monitoring of compliance with laws and regulations and with the limitation of damage to UMzikhulu Municipality's reputation and associated consequences.

### Status

**Municipal Finance Management Calendar Compliance checklist** issued to BTO during the quarter under review (We are still waiting the evidence)

**Municipal Website Compliance Checklist** issued to IT during the quarter under review (We are still waiting the evidence)

**Information Security Compliance Checklist** issued to IT during the quarter under review (We are still waiting the evidence)

### Internal Audit

#### Background

In terms of section 165 (2b) of the Municipal Financial Management Act, No 56 of 2003 as amended, the internal audit of the municipality must advise the accounting officer and report the core function to the audit committee on the implementation of the internal audit plan.

Furthermore, In terms of section 45 of Municipal Systems Act, 2000 the results of performance measurements in terms of section 41 (1) (c) must be audited, as part of the municipality's internal auditing processes.

#### Progress on the implementation of risk based internal audit plan

UMZIMKHULU LOCAL MUNICIPALITY					
INTERNAL AUDIT UNIT: ASSURANCE SERVICES					
INTERNAL AUDIT RISK - BASED ANNUAL TENTATIVE PLAN					
2018/2019 FINANCIAL YEAR					
Department	Project Number	Type of Audit	Budgeted Timeframes	Team Members	Status
Quarter One					

Office of the Municipal Manager	IA/01/2018/19	Audit of Performance Information	01 – 31 August 2018	V Mbele and L Mthobeni	Completed and Submitted To Audit Committee
Budget and Treasury	IA/02/2018/19	Assurance and compliance Audit	01 August 2018– 25 August 2018	Ntando Maduna	Completed and Submitted To Audit Committee
Planning and Strategic, Municipal Manager; BTO.	IA/03/2018/19	Assurance and compliance audit	01 September 2018 - 05 October 2018	Ntando Maduna	Final Report to be submitted to Audit Committee
<b>Quarter Two</b>					
Community and Social services	IA/04/2018/19	Assurance and Compliance	1 September 2018- 30 November 2018	Velile Mbele	In progress: Testing
Office of the Municipal Manager	Audit of quarter one performance information	Audit of performance information	15-31 October 2018	Velile Mbele	Final Report to be submitted to Audit Committee
Infrastructure and Engineering	Audit on Infrastructure and Engineering	Assurance and compliance audit	01 October to 30 November 2018	Ntando Maduna	In progress: Testing
Strategic Planning, Housing, Tourism and LED	Follow Up on Strategic Planning	IA/07/2018/19	10-30 January 2019	Ntando Maduna	Engagement letter to be issued on the 17 January 2019
<b>Quarter Three</b>					
Office of the Municipal Manager	Audit of quarter Two performance information	IA/08/2018/19	14– 30 January 2019	Velile Mbele	Information requested

Corporate Services Department	Audit on Corporate Services	IA/09/2018/19	01 February to 31 March 2019	Velile Mbele	Engagement letter issued : Opening conference scheduled for 23 January 2019
Corporate Services	Audit on ICT Management	IA/10/2018/19	01 February to 31 March 2019	MD Gumede	Waiting for SCM Processes
Budget and treasury	Audit of interim Financial Statements(6 Months)	IA/11/2018/19	01 February to 30 April 2019	Ntando Maduna	Engagement Letter to be issued

## Conclusion

To note the progress on the implementation of Internal Audit and Risk Management assurance services

## PERFORMANCE MONITORING AND EVALUATION UNIT

### Implementation of the Organisational Performance Management System (OPMS)

#### Purpose

Status quo report on key issues/activities relating to the Performance, Monitoring and Evaluation unit as at Jan 2019.

#### Background and rationale

Effective service delivery relies upon the Integrated Development Plan (IDP), effective utilization of all resources and the Organisational Performance Management System (OPMS) being closely integrated across all functions at both organisational and individual level.

A municipality's Organisational Performance Management System is the primary mechanism to monitor, review, and improve the implementation of its IDP and to also gauge the progress made in achieving the objectives set out in the IDP. The legislation that governs OPMS in local government includes; Municipal Systems Act (**MSA**), Municipal Planning and Performance Management Regulations (**MPPMR**), the Municipal Finance Management Act (**MFMA**), the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager (**MPRMM**), and the Framework for Programme Performance Information issued by National Treasury (**FPPI**).

## STATUS REGARDING THE IMPLEMENTATION OF THE OPMS

### 2017/2018 Audit of Performance information by Auditor General.

A final 2017/2018 Performance audit report has now been issued by Auditor General and the municipality achieved a clean Performance audit opinion.

AG will also be making this announcement to council this January when Council reopen/sit after the Christmas break.

#### **Quarter 2 of 2018&19 Performance reports.**

In compliance with relevant Performance regulations, Council policies and procedures, requests for submission of Quarter two performance information were sent to all departments and the final submission date for this information is 16 Jan 2019.

This is in preparation for quarter two Performance Assessments that are scheduled to sit on Tuesday 22 Jan 2019.

#### **2019/2020 Departmental Strategic Planning session.**

The following dates were approved by MANCO as final dates for the 2019/2020 departmental Strategic planning session,

Departmental Strat plan dates,

28<sup>th</sup> January – 06<sup>th</sup> February 2019

Ingeli Forest Lodge

#### **Dates for the departmental Strat plan are as follows:-**

Corporate Services Department	: 29 January 2019
Municipal Managers Office	: 30 January 2019
Strategic Planning, Housing, LED & Tourism	: 04 February 2019
Strategic Planning, Housing, LED & Tourism	: 05 February 2019
Budget & Treasury Office	: 06 February 2019
Infrastructure & Engineering	: 07 February 2019
Infrastructure & Engineering	: 08 February 2019
Community & Social Services	: 11 February 2019

#### **Compliance / Key Deadlines during January 2019.**

DATE	ACTIVITIES / ACTION	TARGET DATE
Jan	<b>Performance assessment of S57 managers as required by Sec 28(1) of performance Regulations { Q2 of 2018/19 assessments}</b>	22-Jan
	Special EXCO to consider Mid-term reports	23-Jan
	Special Council to consider Mid-term reports	24-Jan

	Submission of Mid-term reports {CoGTA/Treasury}	25-Jan
	Tabling of AGs final Audit report	31-Jan
	Departmental Strategic planning session	28-Jan/06 Feb

## Recommendation

That the content of this report be noted.

## COMMUNICATIONS UNIT

### Background

To design and implement communication initiatives by sharing communication successes, challenges, proposals and recommendations collectively in order for the municipality to grow to another level. Furthermore to invite clarities and contributions from the relevant stake holders so that we can unitedly achieve the objectives of this sphere of governance and ultimately of the county. It also to create an enabling environment for all role players.

### Item:

- 1) MUNICIPAL NEWSLETTER- SERVICE DELIVERY BROUCHER
- 2) 2019 DIARIES & CALENDARS
- 3) ANNUAL REPORT
- 4) MUNICIPAL EVENTS
- 5) PROJECT VISIT BY EXCO and MANCO

### NEWSLETTER

This edition did hit the shelves, it was well received by the users. What had been realised is that, the content of this publication should be collected per month in order to avoid unnecessary delays. MANCO's intervention to departmental champions is paramount, as that exercise is undertaken HOD should indicate approval of content submitted for the newsletter to avoid regrettable content. Currently, there is indeed an outcry that the content published is stale in line with the adopted pace by the leadership therefore these recommendations should not be taken lightly.

**Recommendation:** MANCO to fruitfully intervene towards monthly submission of Newsletter content by departmental champions. Content submitted must have been approved by respective HODs.

### 2019 DIARIES & CALENDARS

The project was carried out fruitfully and received well in advance its deadline. This project has proven that as an institution, we have grown therefore not all desired beneficiaries received the diaries. Co-ordination of content into this project will be improved, for a smooth editorial transition.

**Recommendation:** This item is for noting.

### ANNUAL REPORT

Till thus far the role played the Communications Unit towards branding and design in this document has undisputedly add value on it. This precisely because this document has been



designed and branded together with the newsletter, it is on that note that this document will be part of the three year contract for (with the newsletter) as resolved by the Council. Processes for such to be undertaken are at the advance stage.

**Recommendation:** This item is for noting.

## **MUNICIPAL EVENTS**

The factual reality is that the municipality has grown to have more than four annual events. Some of these events are privately owned and coordinated but they continue to tell story about Umzimkhulu in the outside world. There is a huge vacuumed space to be occupied by both private and public sector. It is therefore advisable the municipal events be planned for in more than six months in advance in order to do justice on possible partnership and marketing thereof. It is also advisable that the municipality engages the private event organizers who organize these annual event with the aim to add value one way or the other.

**Recommendation:** The item is for noting.

## **EXCO and MANCO PROJECT VISIT**

The municipality has evidently spent resources towards community projects, respective reports are indeed submitted through Standing Committees but it is paramount that identified project be visited in line with monitoring and evaluation principle. It is advisable that both MANCO and EXCO identify those projects. This exercise will also enhance public participation.

**Recommendation:** This item is for noting.

## **PUBLIC PARTICIPATION UNIT REPORT**

### **Introduction**

The following are progress reports from wards:

### **Youth Sector**

<b>DATE</b>	<b>WARD</b>	<b>ISSUE RAISED</b>
<b>05/12/2018</b>	01	Youth appreciates the municipality together with district municipality for helping with registration fee to those who have been accepted at universities.
<b>09/12/2018</b>	03	NYDA requested five children with matric.
<b>07/12/2018</b>	06	Program of circumcising children is still doing very well and the football tournaments preparations are still going well.
<b>05/12/2018</b>	08	On the 21 <sup>st</sup> of December 2018 there will be a Christmas event for the youth at Drefontein hosted by Ms. Celiwe Chemane and on the 28 <sup>th</sup> of December 2018 there will be a football tournament for the youth to encourage them to stay away from drugs.
<b>12/12/2018</b>	13	Youth sector appreciates all the opportunities that are being given to them, the youth programmes and the sportfield at Kokshill.
<b>12/12/2018</b>	15	On the 13 <sup>th</sup> of December 2018 six youth members who are doing sewing learnship are finishing and on the 25 <sup>th</sup> of December 2018 there will be a sport tournament at Bombo sportfield.

<b>02/12/2018</b>	16	Youth sector had a sport tournament at Mzwandile Mhlawuli sport ground.
<b>31/12/2018</b>	21	On the 25 <sup>th</sup> of December 2018 there was a football tournament at kwaGudlintaba. There is a high pass rate in matric learners this year and some even received bursaries.

### **Safety and Security**

<b>DATE</b>	<b>WARD</b>	<b>ISSUE RAISED</b>
<b>05/12/2018</b>	<b>01</b>	Safety and security sector appreciates the ongoing development in the ward.
<b>07/12/2018</b>	06	Safety and security sector appreciates the good work SAPS is doing regarding the cases they have reported in attending them.
<b>03/12/2018</b>	10	Two boys have been arrested regarding the case of stabbing that took place at kwaNjunga village.
<b>12/12/2018</b>	13	Several campaigns were done during the month of safety in the ward.
<b>02/12/2018</b>	15	On the 05 <sup>th</sup> of December 2018 there is boy that was stabbed to death by another body however SAPS managed to hunt down the culprit and he was arrested.
<b>11/12/2018</b>	17	Safety and security sector will do assist SAPS with patrolling and they will be also doing awareness campaigns against crime.

### **Council of Churches**

<b>DATE</b>	<b>WARDS NO</b>	<b>ISSUE RAISED</b>
<b>05/12/2018</b>	01	Council of churches appreciates the ongoing development in the ward.
<b>07/12/2018</b>	06	The contractor that is building the St. Paul church is still continuing with helping less privilege children with school uniform.
<b>02/12/2018</b>	16	Council of churches sector reported that there was a Pastors meeting held in November.
<b>13/12/2018</b>	20	On the 13 <sup>th</sup> of December 2018 there was a year-end prayer which was a great success.
<b>31/12/2018</b>	21	On the 01 <sup>st</sup> of December 2018 there was vows renewals done by Bishop.

### **Women**

<b>DATE</b>	<b>WARDS NO</b>	<b>ISSUE RAISED</b>
<b>05/12/2018</b>	01	
<b>09/12/2018</b>	02	On the 03 <sup>rd</sup> of December 2018 there was a group of women who attended a farming workshop at CEDARA and also ward 02 women appreciates the opportunities that they are being given to better their lives.
<b>04/12/2018</b>	05	There is a lady from kwaPhakamani who is helping women with business by borrowing them money so that they can run their businesses successfully and professionally.
<b>07/12/2018</b>	06	Support group from eMakholweni have started ploughing vegetables and everything is going well except for the issue of water.

<b>12/12/2018</b>	13	Women sector appreciates the ongoing development in the ward and they suggested that every house have a garden to alleviate the poverty.
<b>12/12/2018</b>	15	Women sector appreciates water services they are receiving from the municipality.
05/12/2018	18	Women sector reported that co-operatives run by them are still doing very well and they will be selling their products these holidays.
<b>31/12/2018</b>	21	There is a group of women who are running a sewing project at eMaus.

### **Disability**

<b>DATE</b>	<b>WARDS NO</b>	<b>ISSUE RAISED</b>
<b>05/12/2018</b>	01	Disability sector appreciates the ongoing development in the ward.
<b>03/12/2018</b>	10	There was a campaign for disabled people at Gownlea clinic.
<b>13/12/2018</b>	20	Disability sector appreciates the tournaments that were held on the 09 <sup>th</sup> of November 2018 incorporation with the districts municipalities

### **Man**

<b>DATE</b>	<b>WARDS NO</b>	<b>ISSUE RAISED</b>
<b>04/12/2018</b>	05	Men sector from the ward suggests that every village must have a garden in order to fight poverty.
<b>13/12/2018</b>	20	Men sector was encouraged by RUSSET to start co-operatives so they can make a living out of the little they earn from selling their products.
<b>31/12/2018</b>	21	Men sector suggested that they need a meeting with Lifeline members so they can be able to discuss the issues bothering them with him/her.

### **NGO's**

<b>DATE</b>	<b>WARDS NO</b>	<b>ISSUE RAISED</b>
<b>05/12/2018</b>	01	NGO sector appreciates the ongoing development in the ward and the departments which provided food parcels
<b>04/11/2018</b>	05	NGOs sector suggests that atleast each have two securities at night since schools are being vandalised at night by members of the community.
<b>05/12/2018</b>	08	NGO sector appreciates social worker who took an old lady to Old age home who was being abused by her son.
<b>05/12/2018</b>	18	On the 06 <sup>th</sup> of December 2018 there will be an event at ward 10, lifeline is working with three groups from the ward to educate people about human trafficking and rape.

### **Health, Welfare and Traditional Healers**

<b>DATE</b>	<b>WARDS NO</b>	<b>ISSUE RAISED</b>
<b>09/12/2018</b>	03	At eMalenge clinic there are five vacant cleaners post available for the following year.
<b>11/12/2018</b>	04	Health sector appreciates the food parcel that were given to people by SASSA.
<b>07/12/2018</b>	06	There was an awareness campaign where by community members were encouraged to test for various diseases and the

		fencing of eLaleni school is in continuation, seven job opportunities have been created.
<b>03/12/2018</b>	10	Health sector distributed 200 condoms this month, they also fetch treatment for sick people at clinic.
<b>12/12/2018</b>	13	Health sector conducted a TB and HIV/AIDS awareness campaign at Rietvlei hospital
<b>02/12/2018</b>	16	Health sector appreciates a businessman who promised to buy three wheel chairs for disabled people and they will be distributed in December.

### Business and Transport

<b>DATE</b>	<b>WARDS NO</b>	<b>ISSUE RAISED</b>
<b>09/12/2018</b>	03	Business sector appreciates everything the municipality has done for the ward since the beginning of the year, department of agriculture delivered the beans seeds at eMalenge irrigation and cooperative.
<b>11/12/2018</b>	04	Business and transport sector appreciates Lima rural development foundation for the good work the organization is the doing.
<b>07/12/2018</b>	06	The building of the bus rank at town will be starting soon so people from wards nearby UMzimkhulu town are needed, the road that being constructed from eDumisa village to eThembeni village has been completed.
<b>12/12/2018</b>	13	Roads upgrades are still taking place in the ward and the sector appreciates the ongoing development in the ward.
<b>02/12/2018</b>	15	On the 14 <sup>th</sup> of December 2018 businessmen from ward 15 had an event where they were giving away gift to the old people in the ward.
<b>05/12/2018</b>	18	On the 04 <sup>th</sup> of December 2018 there was a meeting with the department of Transport where the department promised job opportunities from the bus rank that will be constructed, all the projects within the ward are still doing very fine.
<b>13/12/2018</b>	20	Four tractors and four bakkies were handed over to Russet to allocate them to four local municipalities within the Harry Gwala district.

### Traditional Leaders

<b>DATE</b>	<b>WARDS NO</b>	<b>ISSUE RAISED</b>
<b>05/12/2018</b>	01	Traditional sector appreciates the ongoing development in the ward.
<b>09/12/2018</b>	03	There was a year-end function at traditional court where ward councillors, traditional leaders and izinduna.
<b>11/12/2018</b>	04	No progress report.
<b>04/12/2018</b>	05	On the 26 <sup>th</sup> of November 2018 a new chief was elected to replace Inkosi Mluleki Msingaphansi who was standing in for Inkosi Nkosiyesizwe Msingaphansti who is now eligibly ready to lead his nation Cogta was also part of the meeting.
<b>07/12/2018</b>	06	On the 29 <sup>th</sup> and 30 <sup>th</sup> of December 2018 there will be umhlonyana at eMatsheni where males will be playing indlamu and ngcweka.
<b>03/12/2018</b>	10	There was a meeting with onomehlo at koMkhulu where they were told as to how they are supposed ukuhlola izintombi.

<b>13/12/2018</b>	20	On the 18 <sup>th</sup> of November 2018 there was a preparation meeting for imbizo for maidens at kwaSibonda and also the issue of tractors have been sorted out so farming have started.
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## REQUESTS FROM WARDS

### Youth Sector

DATE	WARDS NO	ISSUE RAISED
<b>09/12/2018</b>	02	Youth sector from ward 02 request sportfield.
<b>09/12/2018</b>	03	Youth sector request maintenance of access roads at Bomvini village.
<b>04/12/2018</b>	05	Youth sector from ward 05 request sports ground.
<b>14/12/2018</b>	09	Youth from ward 09 request sportfield, creation of job opportunities, and community hall in the ward and learnership opportunities for the children who passed their matric.
<b>03/12/2018</b>	10	Youth from ward 10 request job opportunities.

### Women

DATE	WARDS NO	ISSUE RAISED
<b>05/12/2018</b>	01	Women sector request the municipality to build an old age home and also women sector request to launch a women's forum.
<b>14/12/2018</b>	09	Women sector request awareness campaign against the killings and abuse directed to women and women from Ndzelu village request fencing material for their co-operative garden.
<b>12/12/2018</b>	13	Women sector request that widows be given a grant by government since most of them are breadwinners and also they request job opportunities.
<b>11/12/2018</b>	17	At Hopewell village there are 39 household with no toilets so the sector is requesting the construction of those toilets.
<b>31/12/2018</b>	21	Women who are running a sewing project at eMaus mission request sewing machines and another group of women who are baking cakes request formal baking training so they can start make a living out of baking.

### Man

DATE	WARDS NO	ISSUE RAISED
<b>05/12/2018</b>	01	Men sector request awareness campaign for both women and men in the ward to educate about the danger of abuse whether physically or emotionally.
<b>09/12/2018</b>	02	Men sector from ward 02 request fencing material for their farming land and they also request awareness campaign for the youth of the ward regarding circumcision.
<b>09/12/2018</b>	03	Men from Bomvini have started ploughing their fields
<b>05/12/2018</b>	04	Men sector request SAPS to do patrol at night in the ward to help decrease level of criminal activities in the ward.
<b>04/12/2018</b>	05	Men sector request the vaccination of dogs and cats in the ward be made available and also that correct injections be brought along.
<b>14/12/2018</b>	09	Men sector from Ndzelu village request dip tank and they are also requesting training on how to look after sheeps.

<b>03/12/2018</b>	10	Men sector request fencing of the arable land in eNtshongo, they are also requesting water scheme and maintenance of access roads.
<b>12/12/2018</b>	13	Men from Long-kloof request government to support them with ploughing tractors and also they request fencing of R56 road.
<b>12/12/2018</b>	15	Men sector request department of agriculture o help them out with seeds and ploughing of fields.
<b>31/12/2018</b>	21	Men sector request farmers and cow dippers to vaccinate their cows.

### **Traditional Leaders**

<b>DATE</b>	<b>WARDS NO</b>	<b>ISSUE RAISED</b>
<b>05/12/2018</b>	01	Traditional sector request a launch of maidens forum where they can report their matters.
<b>09/12/2018</b>	02	Traditional sector request SAPS to do patrolling every now and then in the ward to help reduce rate of crime.
<b>11/12/2018</b>	04	Traditional sector request training regarding agricultural activities so that they can be able to work well.
<b>05/12/2018</b>	08	Traditional sector request an intervention regarding the issue of land owned by Inkosi and other owned by land affairs.
<b>14/12/2018</b>	09	Community members from ward 09 request awareness campaign against ukuthwala as a form of making money and also traditional healers request training so they can be able to help clinics.

### **Health, Welfare, DSD and home affairs**

<b>DATE</b>	<b>WARDS NO</b>	<b>ISSUE RAISED</b>
<b>09/12/2018</b>	02	This sector request that home affairs offices that are at Riverside ward be officially opened so that the community can start benefiting from the institution.
<b>11/12/2018</b>	04	Traditional sector request that traditional healers be trained according to department of health policies as they pose a serious threat to the livelihood of people especially those with cancer.
<b>04/12/2018</b>	05	There are children which request help since they are orphans they need foster care grant so they need SASSA together with department of Home Affairs to help them.
<b>07/12/2018</b>	06	This sector requesting that previous ID issues to be attended to and they are also requesting izigxobo zezulu atleast two per village because thunderstorms are causing damage.
<b>31/12/2018</b>	21	At eMaus there is a woman who is taking BP medication now the problem is that she has no one she depends on SASSA food parcels now she is requesting SASSA together with Red Cross to help her with food parcels monthly.

### **Disability**

<b>DATE</b>	<b>WARDS NO</b>	<b>ISSUE RAISED</b>
<b>05/12/2018</b>	01	Disability sector request to launch a disability forum.
<b>09/12/2018</b>	02	Disability sector from, ward 02 request job opportunities for them as disabled people.
<b>09/12/2018</b>	03	

11/12/2018	04	Disability sector request toilets for the disabled children at Nkangala village school.
14/12/2018	09	Disability sector request RDP houses, toilets which are suitable for them and school for physically challenged people.
05/12/2018	18	At eNtlangwini there is disabled person who requested help at SASSA with disability grant but his plea has not been attended to.
31/12/2018	21	Disability sector request a wheelchair for a disabled young girl at kwaSayimani village.

### **Safety and Security**

DATE	WARDS NO	ISSUE RAISED
05/12/2018	1	Safety and security sector request SAPS to work with the forum this festive season in order to help keep people safe.
09/12/2018	2	Safety and security sector request SAPS to do patrolling during the day and at night to help reduce crime rate.
09/12/2018	3	Safety and security sector request SAPS to help CPF forum with patrolling the ward during the night.
11/12/2018	4	There is a disabled child at Maphempeni village that is being abused by her parents so the sector requests that this child be taken by social worker and be placed under social worker care.
05/12/2018	8	At eNgunjini village they request SAPS to make appearances in the ward every now and then because this help from keeping community members from criminal activities.
14/12/2018	9	Safety and security sector request awareness campaign against crime and also they request that each village of the ward must form CPF.
02/12/2018	16	Safety and security sector request SAPS to patrol Darwet, Maliyavuza and opposite old testing ground because they are believed to be drugs hotspots.
05/12/2018	18	There is a high rate of children under the age of 18 years old who are visiting taverns so the safety and security sector request a meeting with tavern owners.
13/12/2018	20	Safety and security sector request SAPS to patrol during the day and night this festive season.
31/12/2018	21	At kwaSayimani an electricity pole fell over a house so they are requesting Eskom to come and resolve the problem.

### **Council of Churches**

DATE	WARDS NO	ISSUE RAISED
07/12/2018	02	Council of churches sector request water, electricity and toilets at churches, they also request municipality to include the sector in the budget.
11/12/2018	04	Ward 04 religion sector reported that they request religious events in the ward and at least there must be 04 school prayer that must held in a year.
05/12/2018	08	Religion sector request 50 chars for the Wesley Methodist church at eDresin and Zion church at Ngunjini request chairs and tables.
14/12/2018	09	Council of churches request municipality help in constructing churches, access roads to churches and electricity.
03/12/2018	10	Council of churches request maintenance of access roads to churches.

## **NGO's**

DATE	WARDS NO	ISSUE RAISED
05/12/2018	01	NGO sector request awareness campaign in the ward and a formation of NPOs and NGOs where churches can report their issues.
14/12/2018	09	EPWP workers request that their contracts be extended atleast to a year since jobs are very scarce and at Mthathane village they are requesting CCGs.
03/12/2018	10	Qhakazani request fencing of arable land.
02/12/2018	15	Community members request awareness campaigns from the NGOs.
05/12/2018	18	On the 06 <sup>th</sup> of December 2018 there will be an event at ward 10, Life line is working with three NGO to educate people about human trafficking and rape.
13/12/2018	20	At eThafeni village they are requesting a CCG.
31/12/2018	21	At eDumisa village in ward 21 there is a lady who is requesting food parcels from SASSA and the municipality since she is not well and she is taking treatment.

## **Business and Transport.**

DATE	WARDS NO	ISSUES RAISED
05/12/2018	01	At eNdawana village they request road shelters.
09/12/2018	02	Businessmen from ward 02 are requesting SAPS to intervene on the break ins that are happening every now and then in their shops.
09/12/2018	03	
11/12/2018	04	Business sector request that co-operatives be assisted with registering and training, they also request that the Masamini road be constructed with tar road.
14/12/2018	09	Cebe village request construction of bridge and maintenance of Mathathane access road.

## **COMMUNITY MEETING**

DATE	WARDS NO	VENUE	PURPOSE OF THE MEETING
28/12/2018	1	Indawana no.02	The purpose of the meeting was to discuss the issue electricity that is not working at eNdawana village.
29/12/2018	5	Lukhanyeni	The purpose of the meeting was for the councillor give feedback to the community.
07/12/2018	18	Bontrand	The purpose of the meeting was to discuss issue of amanxiwa.
	19		
17/12/2018	20	Thafeni	The purpose of the meeting is to discuss the ongoing development in the ward.

## **Conclusion**

The following wards did not submit their monthly report at all ward 11,12,14,19 and 22. Ward 02,03,04,06,07,08,09,10,11,12,13,14,15,16,17,19,21 and 22 failed to hold their community



meetings this month. The office is in process with updating ward committee database and we will give the ward committees who did not submit their sectoral reports a written warning and those who did not submit for three consecutive months there will be removed from the municipal payroll.

## **CORPORATE SERVICES DEPARTMENT**

### **1. SENIOR MANAGERS INDUCTION PROGRAMME**

SALGA has issued circular on the senior manager's induction programme that is scheduled to take place on the 18 – 20<sup>th</sup> of March 2019.

The overall objective of the induction program is to properly assimilate senior managers in local government into their roles as heads of Municipal administrations and accounting officers, together with their direct reports as heads of Portfolio or Departments whilst also entrenching the desired culture and ethos of professionalism.

The invitation is also open to section 56/57 managers and municipal managers who may want to refresh their skills and knowledge.

#### **Financial implications**

None

#### **Recommendation**

To note the report.

### **3. COUNCIL SUPPORT REPORT**

#### **Background**

Umzimkhulu Municipality has established various committees that have a number of different responsibilities that include making the laws and policies, providing financial oversight, planning the budget, it is also responsible for ensuring that the municipal administration fulfils its duties to the community.

The composition of each committee has been determined through review of the mission statement and appropriate governing bylaws, administration regulations or board governance policies.

- In the month of November 2018 Standing Committees, Executive Committee and Ordinary Council meetings were co - ordinated and attended by Councilors.
- In the month of December 2018 Special Executive Committee meeting and Special Council meetings were co - ordinated and attended by Councilors
- All the resolutions that were taken in the ordinary Executive committee and an Ordinary /Special Council Meetings held in November have been uploaded in the System.

#### **Financial implications**

None

#### **Recommendation**

To note the report.

### **3. CUSTOMER COMPLAINTS ANALYSIS REPORT**

The customer care office received 12 complaints during the month of November 2018. All queries are reported in the office and also submitted via suggestion box, face to face communication, text messages, telephone calls and are all recorded on the Complaints register. Queries are categorized into five i.e. **compliments, reported queries, resolved queries, queries related to misbehavior of staff and unattended queries.**

#### **COMPLAINTS RECEIVED**

##### **Complaint**

Mr. MF Shongwe from Pietermaritzburg, the driver of the truck came in to complain about a broken passenger side glass of his truck that was hit by the stone when one of the Municipal worker was busy cutting the grass, truck registration number NP 69937 and the case was reported to L Ndzoyiya (Acting Waste Management Manager who promised to attend the case and give us feedback when the case is resolved.

##### **Complaint**

Ms Andiswa Mgojo came to complain about blocked toilet at main building and the case was reported to Mr Sibeko and he went there to fix the toilet the same day.

##### **Complaint**

Mr. Ndawonde Jabulani from Cabazi Location came to complain about the non- issuing of hawkers business license by the Municipality, he stated that he is selling potatoes and he doesn't have a business license , he further communicated that when he went to Gateway to Ms. Noluthando Dlamini ,she stated that they have already closed issuing business licensing applications and they will open in January 2019, the customer care unit verified the information and a further explanation was given to Mr. Ndawonde that the Municipality advertised for the public to be aware of this exercise and the timeframes as well of closing and opening of applications .

##### **Complaint**

Mrs Motsa from Traffic department phoned to complain about the broken window that was broken by thieves during house breaking and Mr. Lizwi Ndzoyiya (Technician) promised to attend the matter.

##### **Complaint**

Ms Buyisiwe Satshwa from Umzimkulu Library came to complain about the leaking of air conditioner at Umzimkhulu Library, the case was reported to Mr. Jaca. and he called the service provider to attend to that problem the issue was resolved within 24 hours as it was treated as emergency.

##### **Complaint**

On the 28<sup>th</sup> of November 2018 Sipho Duma from Ibisi Ext. came in to complain about blocked sewerage pipes at Ibisi Extension, therefore the customer care office reported the matter to Harry Gwala Offices.

### **Complaint**

Ms. Xapha from Majaridini came to complain about over grown grass, outside his yard and she requested the Municipality to cut the grass as she stated that the cutting of grass in open spaces is the Municipality's responsibility, the case was reported to Mrs. Mzozo and she promised to send her team to attend this matter.

### **Complaint**

A community member from Sisulu Extension, complained about water that is flowing to his yard especially after heavy rains and the matter was reported to Mr Ndzoziya (Technician).

### **Complaint**

Mr. Mthiyane the security guard at Clydesdale hall came in to complain about the issue of leaking pipes which causes water to flow in to the kitchen and in to the hall, the matter was reported to Mr Ndzoziya and he promised to send a service provider who will fix these pipes.

### **Complaint**

Mr. Khuboni at Majaridini ERF 665 came to complain about access road leading to his home that is not in good condition and the matter was reported to infrastructure department ( Mr Gumede) who went there and verify the complaint and he reported back that there is access road to his site but he only wanted to have a short cut road to R 56 which is not authorized by department of transport and the report was communicated back to him.

### **Complaint**

Complaint from staff members was logged about men's toilets in the main building which is not in good condition, Mr. Lizwi Ndzoziya confirmed that he was aware of the issue and the service provider to attend to it has been appointed to fix the toilets.

### **Financial implication**

None

### **Recommendation:**

To note the report

## **5. REGISTRY MANAGEMENT REPORT**

### **Background**

#### **OFF-SITE STORAGE FACILITIES**

The contract for Document Warehouse ended on the 30<sup>th</sup> of November 2018, since we were still waiting on the Provincial Treasurer's response on such contracts, the response came back stating that such contract must be advertised again. It is then on that note that by January we will start with the Supply Chain Tender processes.

#### **ELETRONIC DOCUMENT MANAGEMENT SYSTEM**

The system was upgraded from Metrofile to Datastore, even though there are components of the system that are not yet been finalized but Metrofile is working on the issue. Retrieving of

files is still not finalized and that makes us not being able to retrieve the information on time when it's requested.

## **COLLECTION OF MAIL FROM THE POST OFFICE**

Collection of the mail is still going accordingly and it is collected by Registry Intern 3 times a week i.e. Monday, Wednesday and Friday. Upon receiving the mail necessary procedures are done and it is then distributed to the relevant officials.

### **Financial implication**

None

### **Recommendation**

To note the report

## **6. HUMAN RESOURCES REPORT**

### **PAYROLL ADMINISTRATION**

The payroll administration is going well.

#### **Payroll Inputs**

- **New Employees** – Phumelele Zama Mkhize (Deputy Manager LED), Vusanani Evastus Nguza (Ward Committee)
- **Terminated Employee** – Bhekizenzo Gabriel Nomvalo (Records Officer), Mbalentle Dlamini (Public Participation Trainee), Siboniso Jili (Ward Committee), Nkosiye Zulu, (Human Resource Intern)
- **Uniform allowance** – A Once off Uniform allowance was captured to all VIP Security Guards as per their Contract of Employment.

#### **Acting allowance**

- **Zulu Nkosiye Zulu** has been acting for one Month as a Fleet Coordinator with effect from 03<sup>rd</sup> of December 2018.

### **EXTENSION OF CONTRACT**

- **Patrick Mzonjani Zungu (VIP Security Guard)** his contract has been extended for a period of Six Months with effect from 03<sup>rd</sup> of December 2018.
- **Khwezi Mthembu (Infrastructure PMU Trainee)** his contract has been extended for a period of Six Months with effect from 03<sup>rd</sup> of January 2019.
- **Kaya Njikelana (Electrical Trainee)** his contract has been extended for a period of Six Months with effect from 09<sup>th</sup> January 2019.

### **OCCUPATIONAL HEALTH AND SAFETY.**

The Unit has conducted the inspection on the 18<sup>th</sup> of November 2018. The actual inspection was conducted on the following areas:-

#### **Waste Sites along Mankofu Area**

- The tractor drivers are seriously exposed in the multiple combination of diseases because tractors are not built to protect drivers when offloading waste.
- The team has also observed that these days it is extremely hot while the smell in the dump site is unbearable,
- Previously the OHS Team requested that all tractors must be covered so that drivers are less exposed to diseases in the dump site.
- The team has since concluded by ensuring that Infrastructure Department is required for plan for covering tractors.

### **New Traffic Building**

- The team inspected the new traffic office.
- The team identified certain areas which warrant urgent attention.
- Built roof drainage seems not working properly.
- In case of employees exposed to fire there are no adequate exit doors.

### **Main building**

- The main building is now a serious hazard to staff.
- All most all the departments residing within the main building are exposed to serious risk of some type of OHS.
- The service provider which is expected to fix some certain areas of the building has not started.

### **Gateway building**

- Previous OHS risk areas identified in previous inspection have not yet fixed or rectified.
- Roof where the Internal Audit team reside is seriously leaking water.
- Therefore employees still encounter leaking roof when it is raining.
- The Infrastructure technician promised to immediately fix the problem soon.

## **CAPACITY BUILDING WITH OTHER CATEGORIES OF STAFF**

New year has just commenced with the registration of employees at the tertiary. The payment for study fees for 2018 / 2019 financial year commencing very well since employees undertake both formal and informal human capital training.

We are aggressively implementing capacity building of staff. Another moment taking over by staff to do formal degrees. This financial year 2018 / 2019 we were allocated R 700 000. Today the balance of the External Training is zero. We do not have any funds available for training now.

Funds will only be available once we have tried to make some adjustment from other projects to Training External.

Registration now only commence with the commitment letters only to the training institutions.

We will organise training for our Skills Committee, OHS Committee through capacity building facilitated by SALGA or Cogta.

## **JOB EVALUATION UPDATE**

The job evaluation project not yet complete. Letters to individual staff have been created and compiled for individual employee. The Municipal Manager is still signing all the letters. The

following activities will commence once the letters are collected from the Office of the Municipal Manager.

- Employees will be requested to collect letters at the Human Resource Section.
- Translation to the new salary and rank will probably be implemented in February 2019.
- Any employee that is not happy with the results will be required to complete review form.
- The deadline will be set for the submission of the review applications to the Job Evaluation team.
- Human Resource and Expenditure Units will be requested to effect translation for those staff that qualify. The effective date will be on the 1<sup>st</sup> of November 2018. This is due to the fact that job evaluation results were signed on the 26<sup>th</sup> of October 2018.
- **If the current salary of the employee is higher than the translated T.A.S.K grade there will be no salary downgrade of the employee, but such employee will be placed P.H.T (Personal Holder Translation).**
- **Every employee will receive a letter communicating the final results of job evaluation.**
- **POSTS THAT WERE NOT IN THE ORGANOGRAM WHEN MUNICIPALITY SUBMIT TO THE JOB EVALUATION UNIT FOR EVALUATION, WILL BE INCLUDED IMMEDIATELY WHEN WE MAKE SUBMISSION FOR ALL REVIEWS.**
- Therefore going forward we will request the amended approved organogram which include new posts for submission to Job Evaluation Unit.

## **HUMAN RESOURCE – EMPLOYMENT EQUITY MATTERS UPDATE**

The Employment Equity Report for 2018 reporting period ( 1 October 2017 to 30 September 2018) has been successfully submitted by the municipality.

Mr Sunil of the Department of Labour has assisted us since it transpired that our municipality has initially not registered correct as the employment equity organisation. The Senior HR Officer is interacting with Miss Daisy Ramabila from Department of Labour Head Office Pretoria to fix the problem.

The following organization has since been informed that we have successfully submitted 2018 EE report;- SALGA, Cogta, Harry Gwala District Municipality.

## **LABOUR RELATIONS.**

The training provided to staff regarding the new policy continues. The training also encompass other legislative prescripts applicable to labour relations environment.

Other critical areas to be included in the training which are critical in labour relations matters.

The Employment Equity Act – with more emphasis on issues relate to Unfair Discrimination,

Burden of proof on matters of dispute relate to unfair discrimination,

Matters of equal work equal pay. This is the challenge that seems to engulf many municipalities.

Code of good practice covered in in-depth discussion.

Unfair Labour practice as also covered in Labour Relations Act 1995, Section 186.

Unfair conduct by the employer relating to the promotion, demotion, probation (excluding disputes about dismissals for a reason relating to probation) or training of an employee or relating to the provision of benefits to an employee.

## STAFF ATTENDANCE

Attendance register is monitored every Friday most of employees are signing attendance registers.

## FINANCIAL IMPLICATIONS

None

## Recommendations

To note the report.

## 7. FLEET MANAGEMENT REPORT

### Background

MONTH: JANUARY 2019

INFRASTRUCTURE &ENGINEERING: ROADS				
Vehicle registration	Vehicle description	User department	Fuel reckon slip	Monthly total expenditure p/vehicle
EC 210 BLC	H/Excavator	800 -Infra		R3 681.62
<b>TOTAL -</b>				<b>R3 681.62</b>

INFRASTRUCTURE &ENGINEERING: WASTE REMOVAL				
NMZ 5628	Compactor 160 Mf	800 - Waste		R 2 192.83
NMZ 2793	Tlb Volvo	800 -Waste		R 2 872.55
NMZ 4518	Waste Tractor	800 -Waste		R 645.15
NMZ 7346	Compactor Ch250	800 - Waste		R 2 876.05
NMZ 6178	Waste Sv	800 - Waste		R 607.55
<b>TOTAL WASTE</b>				<b>R9 194.13</b>

COMMUNITY AND SOCIAL SERVICES- TRAFFIC,LIBRARY,POUND &OFFICE				
NMZ 4132	RIV 2 Fire	500 - Fire		R 853.99
NMZ 6184	Fire & Rescue1	500 – Fire		R 1 125.30
NMZ 6179	Css Sv(F Ranger	500 – Sukuma Sakhe		R 732.01
NMZ 6180	Pound Pv(F Ranger)	500 – Pound		R 2 046.77
<b>TOTAL - CSS</b>				<b>R 4 758.07</b>

<b>CORPORATE SERVICES –POOL</b>				
<b>NMZ 6174</b>	F Ranger	300- Corporate		R 3 253.06
<b>NMZ 6175</b>	F Ranger	300 - Corporate		R 1 661.90
<b>TOTAL CORTPORATE</b>	-			<b>R 4 914.96</b>

<b>Pool/Heavy plant - Maintenance &amp; Services</b>			
<b>Reg no</b>	<b>Vehicle description</b>	<b>User department</b>	<b>Job card description</b>
<b>NMZ 6187</b>	Ford focus	Pool	Attend to brake pads
<b>NMZ 6182</b>	Ford ranger	Mayor 7 council	105 00KM Service
<b>NMZ 2793</b>	Volvo Tlb	Dump site	Tyre puncher
<b>NMZ 5421</b>	Tractor	Road Maintenance	Replace Windscreen
<b>NMZ 5425</b>	Tipper truck	Road maintenance	Switch button Repair
<b>NMZ 4507</b>	Nissan Truck	Animal pound	90 000KM Service
<b>NMZ 5626</b>	Nissan Truck	CSS-Library	Annual Service
<b>NMZ 4132</b>	Fire Truck	CSS- Fire&Rescue	50 000KM Service

#### **Tyre Punchers**

<b>Reg no.</b>	<b>User Department</b>	<b>Quantities of Tyres</b>
NMZ 6180	Animal Pound	X2
NMZ 2793	Infrastructure- Waste	X2
NMZ 5422	Infrastructure	X1

The following vehicles/heavy plant Require Renewals of tyres set(s):

- NMZ 1536,Road Maintenance Bell Grader
- NMZ 6183,Road Maintenance Ford Ranger
- NMZ 7811,Nissan Bakkie Traffic Vehicle

Update on projects advertised as for the 2018/2019:

- The four (4) Back-up vehicles that were advertised last year is expected to be delivered end of January.
- Maintenance & Repairs of Fleet contractor has been appointed
- The process for the 5 Departmental Vehicles is on evaluation stage
  - Delivery of one (1) SUV for deputy mayor office
  - Delivery of four (4) Pickup bakkies pool vehicles for the following offices:
    - Pound
    - Traffic
    - Sukuma Sakhe
    - Social facilitation

#### **Financial implications**



Use fuel funds to cater for such

### **Recommendations:**

[a]The committee to note the report.

## **9. INFORMATION TECHNOLOGY REPORT**

### **Background**

ICT Section is the innovative and strategic resource that continuously enhances service delivery using information, computing telecommunications and networks. The section is dedicated to ensuring that the systems function are optimally at all times. The section is also responsible for protecting municipal data whilst ensuring that its investment decisions are aligned to municipality's service delivery objectives at all times.

We have started with implementing the ICT framework which forms part of the ICT strategy, this report is based on the reporting structure as per ICT strategy.

### **REPORT OF IMPLEMENTATION OF ICT STRATEGY**

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	<b>PROJECT INITIATIVE</b>	<b>IMPLEMENTATION ACTIVITY</b>	<b>PROGRESS ON IMPLEMENTATION</b>
1	Establish Free Wifi	Develop proposal to be submit to relevant stakeholders	We have engaged MAVUKA (PTY)LTD company to assist with drawing up a proposal for how to establish free wifi for umzimkhulu community. We have planned to do site inspection and cost calculation and identifying possible funders for the project within the third quarter.
2	Establish Research, software and Cisco Training	Develop ICT Training and Research Centre Concept Note and proposal	We have made contact with Gideon project who offer free training on Google digital skills to our community. We will have to contact at least 200 students and have computers with internet connection.
3	Computer Awareness for Councillors	Develop awareness schedule/plan and develop training manual for use of laptops, tablets smartphones	We have developed a schedule plan for councillor training. The plan needs to be reviewed and approved for implementation.
4	Enhance Customer Care by investing in a centralized Customer Care application	Document workflows and turn-around times for all departments	The current system is not able to be customized for workflows to run for entire organization. We therefore recommend that the municipality to procure a new system that will be able to have these functionalities.

5	Upgrade GIS System to optimize customer support and improve revenue	Procure and implement upgrades solution and licensing	GIS Software upgrade tender was not responsive. Tender will have to be re-advertised
6	Invest in Engineering Design Software	Develop Specification and procure solution	The user department has to do a benchmarking to be able to identify the appropriate system for their department.
7	Review ICT Structure and train staff	1. Review the ICT Structure 2. Fill up positions including that of ICT Manager	The proposed ICT structure was present on the municipal strategy session. Now we have to wait for council approval in May 2019.
8	Replace the Host Servers	1. Develop Specification and procure server hardware and services	The tender will be re-advertised due to non-responsive bidders.
9	Setup a test environment	Prepare specification to procure hardware and services and then source budget for the project	We are planning to budget for the project during budgeting period.
10	Install Fire protection and smoke detection equipment	Develop Specification and procure solution and services	We have installed smoke detectors, cameras, access control, alarm in the server rooms we have to budget for fire suppression during budget period

### Recommendation:

To get approval for the procurement of bulk SMS system for Councillors to setup meetings with their ward committees and community members. .

- To get 200 unemployed community members for the Google digital training that is offered by Gideon projects, we need to have way forward in terms of availability of members to be trained and also a training venue, since Gideon project is offering the training for free but will need assist in transportation from Durban and if we continue with the training will also need accommodation for the duration of the training.
- Infrastructure department to fast track benchmarking for engineering design software as they are user department, so that when budget period comes we can be able to budget for the software

## SECURITY MANAGEMENT

### Active Directory - Managing AD Logs

Through use of AD audit plus we are able to see all changes done on the network such as reset password, access violation, lock outs, password expiration this helps to be more proactive then responsive to issues

No suspicious activities were detected during the course of this month

Annexures detailing password related incidents are available

#### A. Munsoft Logs

- There were no new Operator added on the system during September 2018
- We have at least **08** operators who were blocked on Munsoft by end of september 2018.

- There were **17** Password reset made on the System by end of September 2018.

This month users being blocked and reset have decreased showing an improvement to user management. Although we still have to continue improving on user awareness on how to manage user accounts.

We have a concern on password sharing amongst the finicail system users within the BTO department, whereby a users will be on leave and then there will be quest to login on that user account without any evidence for apporval of such activate, this is a risk which we see as a concern.

## **VIP LOGS**

There were **no** users added in to the system on Septmeber 2018.

There were **no Access Violations** detected on the System for Septmber 2018.

There were **no** Password Reset done for this month.

There were No users terminated from the system this month

System generated reports are available on the files

## **Recommendation/comments**

During the course of this month there were lesser intrusions dectected, therefore there are lesser alarms to monitor.

## **FIREWALL**

Top two risky user are keswaa and Mthembuk. We are monitoring the web behaviour of these users as they are still 20% of threat score.

Top two internet users msanin and nkonyanen. These are first seen to be top users with, reaching 4.9 GB in 12 days, we are monitoring any authorised internet usage on these users. Top three denied application, facebook YouTube video streaming and google plus website. These shows that most users are always trying to stream online videos which impacts on our internet traffic to be very slow.

We have identified that we have to monitor and restrict the following application from being used in our network as they have a high security risk proxysite.com, ultra-surf and TOR proxy. There were 842 intrusion attacks that were blocked by the firewall the risk level was reported to be moderate.

## **ANTIVIRUS**

Antivirus is updating well on majority of computers and cleaning threats only a few computers are constantly having similar threats mostly caused by external storage devices and browsing sites.

Summary of ESET antivirus report

75 % updated with green status

10% has to run system update

5 % on critical state

## **Challenges**

SCM manager computer was not updating for a while and we were sending requests to work on the computer, every time she was busy with the computer and we couldn't update the pc. Finally

when we received the computer after a month not updating the computer crashed when we run new updates, this caused a major damage and loss of data on the user's computer. We believe the computer was corrupted hence it was not receiving updates for such a while. We have then taken the hard drive to be tested and repaired so we can recover loss data.

We recommend that users must respond with sense of urgency when we have identify any issues related to their computers so as to avoid any threats that can affect the users data or any IT risks.

## **PATCH MANAGEMENT**

### **Successful/Failed Patches**

Patches are still downloading and syncing perfectly on allocated intervals. We have changed the intervals for downloading the patches due to slow network connection.

### **Recommendation**

To run windows update on the pc if synchronization did not complete, to ensure we restart all computers that have downloaded and installed updates.

## **CAPACITY MANAGEMENT**

### **MONITOR SERVER CONSUMPTION/PERFORMANCE**

#### **Background**

We have two production host servers that host 16 virtual machines. Instead of having 16 physical servers we have two servers and then create Virtual servers that utilities the host machine resources (RAM, HDD, CPU,)

#### **Challenges**

The current host servers are out of warranty therefore posing a risk of not being repaired immediately in case of hardware failure. Municipality systems are continuously growing and therefore we need to have enough capacity to handle the demand.

#### **Recommendations**

Our recommendation is to procure new host server and extend warranty on existing servers. We have advertise for the new servers and tender is under SCM process.

### **MONITOR NETWORK CONSUMPTION/PERFORMANCE**

#### **Background**

We have local area network which is our MPLS connecting our sites for communication of phones, emails, and others systems running query's to the mainframe at the main offices. From the LAN we then connect to internet through firewall. Incoming and outgoing network traffic needs to be monitor and managed in order to get optimum network performance without any unnecessary sludge or traffic neck blocks.

#### **Challenges**

We have been running on Telkom diginet to provide internet for the municipality now we have recently upgraded to Metro LAN fibre which is high performance data link or network. With these changes monitoring of network traffic has change we no more receiving report from Telkom MSP portal we will have to manage the Metro LAN routes in house but the challenge we pose is not having the skill set to manage and monitor the metroLAN fibre routers.

## Recommendation\comments

We have sent our network administrator for training on Cisco certified network associate which will equip him with necessary skill set to be able to manage and monitor the Metro LAN cisco routes for better network performance.

## BACKUPS AND RESTORE

Backups were monitored during the month of November, there are accounts that did not backup due to the network connection issues and not all the municipality users are backing up. I have added two backup accounts.

The number of backup failures have been reduced, however we still have one account that is giving us an issues, its taking about 30 hours to run a backup and fails and the console issue has been resolved.

On the 26<sup>th</sup> of November backups were not running due to connection issue.

ITNA were unable to login in the morning, they had to reboot server in order to login.

Manual backup was initiated after rebooting the server, manual backup run successful.

The main cause of the network issues is that some users don't connect to the internet and users do not attend the IT workshop.

The email was sent to all users that had backup issues to inform them about backup failure on their computers, we then attended to assist with manual backup and also advice the users.

Emphasized the importance of backups to all users who don't connect their computers to the internet and also showed the users how to run backup manually

## CELL PHONE CONTRACT ADMINISTRATION

### EXPENDITURE REPORT

September to October =R212 400.18- 202 097.81

October to November = 202 097.81 -216 614.94

The account increased with 14 517.13 this due to councillor upgrade.

## MANAGING 3RD VENDORS

### Performance report on support contractors

Service Provider	Exceptions for current reporting period
• ITNA/MUNSOFT	• All backups are running as planned expect for computers not connecting on the network. Manual backup is initiated for all failed backup.
• SAGE	• VIP completed installation of employee self-service which is for leave application by staff on the ESS portal. No other consultation have been reported. And we advise that all consultation with VIP be done through IT acknowledgement
• Nashua	• The Makhosini machine is not working due to thunder storms that hit in December causing a power surge that blow the printer's mainboard. Nashua has taken the board for repair or replacement.

• Telkom	• The fibre installation has been completed and now we are connected to the MetroLAN fibre. The network has shown stability in terms of traffic and overload. We are still continuing with monitoring and verifying the performance of the MetroLAN as per municipal requirement.
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### **INCIDENT MANAGEMENT**

We managed to attend the faults that were logged by the users on our fault logging system and all the faults that were reported via telephone were captured on SysAid and resolved, we currently do not have October pending faults. What is currently pending are requests made that require procurement or making order Telkom in which we have initiated such request.

We edge all of our end-users to comply in terms of using the system, as much as they might not understand the full concept as in yet, but with the workshops conducted we hope they will in the end grasp the full purpose of the system.

And we also have Vodacom claim faults that were logged, we are still waiting for the response from the Cellsure phone insurance.

### **Recommendation**

IT Technicians will attend to logged faults only, so as to enforce helpdesk system to be used. The system is guided by fault logging Service Level Agreement between IT unit and the municipality in order to insure that IT meets the organisation expectation.

### **INFORMATION TECHNOLOGY PROJECTS**

The following listed items are services and goods planned or being procured for IT usage during 2018-2019 financial year.

ITEM NAME	SPECIFICATION
TENDERS	
ITEM NAME	STATUS
Server infrastructure upgrade	The server upgrade is one of the institution critical projects as all our system pend on a server environment to be functional without functional and reliable servers the municipality will not be able to run any system. Tender is still on SCM process.
Licence procurement	We need to procure mail security for exchange.
Environmental control	To date we were able to install alarm systems, smoke detector, cameras, biometric access, and raised floor council chamber server. We therefore have to budget for fire suppression for all the server rooms.
MPLS VPN upgrade	The project is complete and now we monitoring network performance.
IT network equipment	We have received POE switches from Telkom and replaced the ones that are damaged at server room and also left with the one for fire department.

### **Financial implications**

None

## Recommendations

[a] To note the report.

## COMMUNITY AND SOCIAL SERVICES DEPARTMENT

### DISASTER MANAGEMENT

The Disaster Management Act, 52 of 2002, states that the entity should provide an integrated and co-ordinated Disaster Policy that focuses on preventing or reducing the risk of disasters, mitigating the severity of disasters, emergency preparedness, rapid and effective response to disaster and post-disaster recovery.

#### Purpose

The purpose is to report on incidents that UMzimkhulu Disaster Management Team responded to in December 2018.

- 6 Wards were affected by strong wind and heavy rain.
- UMzimkhulu DM team conducted assessments in the affected ward and provided social relief.

### DISCUSSIONS

The locations of incidents were as follows:

- Ward 1(Sdikideni location)
- Ward 2(Nyanisweni location and Edgeton Location)
- Ward 3(Deda Location, Matshitshi Location and Mcweba Location)
- Ward 4(Marhewini Location)
- Ward 6 (Laleni Location)
- Ward 19 (KwaBhala Location)

Ward	DAMAGED HOUSES	HOMELESS	INJURIES	FATALITIES	NO OF PEOPLE AFFECTED
2	2	NONE	NONE	NONE	6
1	2	NONE	NONE	NONE	4
1	1	NONE	NONE	NONE	5
1	2	NONE	NONE	NONE	6
1	2	NONE	NONE	NONE	8
1	1	NONE	NONE	NONE	3
1	1	NONE	NONE	NONE	6
2	2	NONE	NONE	NONE	5
2	1	NONE	NONE	NONE	6
2	2	NONE	NONE	NONE	5
2	1	NONE	NONE	NONE	9
2	1	NONE	NONE	NONE	5
2	1	NONE	NONE	NONE	5
2	1	NONE	NONE	NONE	1
2	1	NONE	NONE	NONE	7
2	1	NONE	NONE	NONE	5
2	1	NONE	NONE	NONE	8
2	1	NONE	NONE	NONE	3

2	2	NONE	NONE	NONE	6
2	1	NONE	NONE	NONE	7
2	1	NONE	NONE	NONE	4
2	4	NONE	NONE	NONE	4
2	2	NONE	NONE	NONE	3
2	3	NONE	NONE	NONE	4
2	1	NONE	NONE	NONE	6
3	1	NONE	NONE	NONE	3
3	1	NONE	NONE	NONE	3
3	1	NONE	NONE	NONE	7
3	1	NONE	NONE	NONE	6
3	1	NONE	NONE	NONE	3
3	1	HOMELESS	NONE	NONE	4
3	2	HOMELESS	NONE	NONE	4
3	1	NONE	NONE	NONE	6
3	2	NONE	NONE	NONE	4
4	2	NONE	NONE	NONE	17
6	1	NONE	NONE	NONE	9
6	1	NONE	NONE	NONE	8
6	1	NONE	NONE	NONE	1
6	1	NONE	NONE	NONE	5
6	2	NONE	NONE	NONE	7
6	1	NONE	NONE	NONE	7
6	1	NONE	NONE	NONE	8
6	1	NONE	NONE	NONE	2
6	1	NONE	NONE	NONE	7
6	1	NONE	NONE	NONE	9
19	1	NONE	NONE	NONE	5
19	2	NONE	NONE	NONE	2
19	1	NONE	NONE	NONE	4
19	2	NONE	NONE	NONE	5
19	1	NONE	NONE	NONE	5
19	1	NONE	NONE	NONE	6
					Total Number of affected people=278

## MOTOR VEHICLE ACCIDENTS

### Background

A Fire Department or Fire Brigade (also known as Fire and Rescue Services) is entitled to extricate trapped Victims of Motor Vehicle Accident Scene using the Rescue Equipment, Jaws of Life. Fire Officers are also required to provide First Aid to the victims when required.

### Purpose

Is to report on motor vehicle accidents that we responded to during the month of December 2018.

### Discussions

There was one motor vehicle accident reported on R56 road near Madakeni location during the month of December 2018. The White Renault caught fire and the causes of the fire are unknown. There were no passengers and the driver of the vehicle was coded green. **PICTURES OF**



## Financial implications

The municipality Procured food parcels

## Recommendations

The report is for noting.

## OPERATION SUKUMA SAKHE

### Background

UMzimkhulu Local Municipality is situated in the province of KwaZulu under the district of Harry Gwala. Furthermore, UMzimkhulu Local Municipality consists of 22 wards and is the most populous municipality in the district, hence it mostly affected by social ills. Sukuma Sakhe plays a vital role in curbing various social ills that are facing the communities and ensuring that necessary and appropriate interventions take place where required.

### Interventions provided by ULM OSS

Operation Sukuma Sakhe office assisted 1 ward (Ward 17) with social relief.  
Submission of war room minutes/ Reports

TOTAL NO. OF WARDS:	Wards Submitted	Wards that did not submit
22	3, 5, 6,10, 13, 15, 18, 20	2, 4,7, 8 11, 12, 14 17, 19, 21 & 22

### WARD 3

Date : 12 December 2018  
Venue : Bomvini hall

### Report from community

- Ntombovuyo Tshabalala has a problem with her Identity Document, she appear as deceased in the system of Dept. of Home Affairs
- Nombulelo Basi advocated for more job opportunities and skills development since there is high unemployment rate in the ward especially the youth.
- Mrs. Majiya stated that there are children without identity documents and thus they are negatively impacted because some of them end up dropping out of school.
- Mrs. Jaca stated that they have opened a registered crèche and they require support from the community
- Zanele Lukhozi who is not well and her child are need of identity documents.  
Report from ward councilor
- Bomvini and Mncweba villages still have water crisis.
- The contractor that was responsible for sanitation at Ntsikeni did not pay the employees and that resulted in protest by the affected people to the ward councillor
- Access road project at Deda village is on progress.
- SASSA promised to distribute 50 food parcels to the ward.
- Encouraged crime preventions forums to work very hard since crime is in the rise in ward.

### WARD 5

Date : 06 December 2018

Venue : St Michael Hall

### **Report from community**

- Mjuqu Azizipho who was born on 1999 from Sidadeni village requested for a job whenever there are any job vacancies.
- Noxolo Gumede and Thokozile Dlamini advocated for more job opportunities as the youth of the ward is unemployed.
- Thokozile Dlamini also for seeds so that she can adequately tackle the issue of food security in her household.
- Zamokuhle Zuma needs to be assisted with school uniform.
- Bukeka Gumede from Sidadeni is unemployed and she only survive with a social grant of her child which is very little, therefore she would like to be prioritized when it comes to employment in the ward.

### **Report from different sectors**

#### **Youth:**

- The youth stated that, they were promised with the computers long time ago but even now they are still waiting.
- The youth from Ndabayilali came up with a plan of being active in sport activities during the festive season to eliminate substance abuse.

#### **Women:**

- The women were encouraged by a lady from Phakamani to start their own businesses.

#### **Agriculture:**

- The residents requested for the injections which are suitable for dogs and cats.

#### **Business:**

- Sidadeni access road need to be maintained, as it is in a very bad condition.
- The residents are also complaining about the Cabhani road which is damaging their vehicles.

#### **Health:**

- Residents raised the issue of children who are struggling to register for a child support grant after the death of their grandmother. SASSA needs the death certificates of their parents which are nowhere to be found. Therefore they need assistance on this matter.

#### **Education:**

- The residents raised the issue of schools vandalism with the purpose of stealing school assets. They further suggested that there should be two security guards who will patrol at night.

### **Report from ward councilor**

- The process of installing solar panels has already started.
- The contractor that was responsible for regravelling P749 left it incomplete due to the protest by Gwijendlini residents that were complaining about the dust caused by the trucks.
- There is a problem of water at Tonjeni location.
- There is a problem of access road at Sidadeni and as a result water engine which was requested cannot be delivered to the desired venue.
- People are still waiting for sanitations.
- There are type 2 and type 3 of electricity which must be installed in the ward.

#### **WARD 6**

Date : 07 December 2018

Venue : Mthetheleleni Ndlangisa community hall

### **Report from community**

- The residents raised a word of thanks about 104 food parcels which were distributed by SASSA to eradicate poverty and hunger.
- They also raised the issue of the high level of youth who are committing suicide. They further stated that it would be better for the youth to get counseling and a prayer.

### **Report from different sectors**

#### **Youth:**

- The process of circumcision is in progress and the youth is participating
- Furthermore, the youth of the ward is engaged in sport

#### **Women:**

- Makholweni support group has already planted potatoes, beetroot, carrot and they are growing well although they have the water challenge.

#### **Health, DSD and Home Affairs:**

- Health officials were encouraging people to test for diseases especially the disease called TB as it seems to be highly spreading in these days.
- The issue of IDs seems to be the challenge in the entire ward.
- The residents highly requested for the lightning conductors which will prevent lightning, at least two per village. The thunderstorm has already caused many damages to the villages.

#### **Religion:**

- The contractor who is building the church at ST Paul has promised to assist the needy learners with school uniform.

#### **Business and Transport:**

- The access road from Dumisa to Thembalihle has completed.
- The access road at Mafabela has also completed.
- Vuka residents requested for road blading for D2406 to Vuka village as it is in a very bad condition.
- There is a confusion of access road at Magcakini which is going to school. Department of Transport stated that the road is supposed to be maintained by the municipality on the other hand the municipality directs the duty to Transport. Therefore the residents need a further clarity about this matter.

### **Report from ward councilor**

- The installation of electricity is on progress at Ndzombane, Magcakini, Vuka and Mt Sheba.
- There are 11 houses at Ndzombane which didn't get electricity because they don't appear on the map. There are 6 houses at Magcakini which don't have electricity due to the mentioned reason.
- There are procedures which will be followed to assist the houses which are left aside.

WARD 10

Date : 05 December 2018

Venue : Sisonke hall

### **Report from different sectors**

#### **Women:**

- There's a woman who experienced an incident whereby her house ablaze with everything inside. The fire fighters tried by all means but the fire was uncontrollable.

- Mpola residents requested for the addition of water pipes.
- There's a woman from Ngele who is being abused by her son. Therefor she needs the SAPS to intervene in this matter.
- Ncambele residents requested the addition of water pipes.

#### **Youth:**

- The youth of the ward requested for road and sport field maintenance.
- People are struggling to get water due to the tank which is filled with mud. There are also those who don't receive water at all due efficient sources of water

#### **CWP:**

- There is a water tank which was stolen at Zamokuhle Crèche.
- CWP assisted Zamokuhle Crèche with the toys.

#### **WARD 13**

Date : 12 December 2018

Venue : Mfundweni hall

#### **Report from different sector**

#### **EDTEA:**

- The department is ready to support small businesses to develop. It was sponsored by Ithala Bank.
- They assist all small businesses with a business plan. Person who can be contacted is K. L. Mbhele office number is 0398347300 and cell phone number is 0724346113.

#### **Community safety:**

- All community safety structures need to work hand in hand with SAPS to combat crime in the festive season.

#### **Report from ward councillor**

- Kwa Meyi and Teekloof water scheme project will resume on the next financial year.
- Electricity infills of the ward are in plans
- Provision of Indigent basic free electricity was a success.
- Blading of access roads in the villages is also in plans
- Sanitation program will resume on the next financial year.
- Building of ward 13 sport field is in progress.
- SASSA food parcels program is in progress.

#### **WARD 15**

Date : 12 December 2018

Venue : Bombo hall

#### **Report from community**

- Learners are still waiting for bicycles which were requested.
- The DSD program of teaching the parents who have children (from 9 to 12 years old) is on progress.
- The team which is playing for the region requested to use Bombo sport field as a home ground.
- Long kloof community will be provided by 40 tractors to help them in plantation.
- The needy people who are raised by the community are as follows:-

Name and Surname	Cell phone number	ID Number
Kheswa Nonkululeko	076 700 4151	720310 1593 088
Mzizi Thandeka	060 4918 869	581223 1055 081
Dlomo Zwelinjani	076 1379 137	700310 5580 085

- The residents requested for the trucks to provide them with water whilst they are still waiting for the Greater Summerfield water project.

#### **WARD 18**

Date : 05 December 2018

Venue : Zintwala Hall

#### **Report from community**

- Mr. Jaca from Ntlangwini reported the issue of leaking pipes which need to be fixed. People are struggling to get water due to the leaking pipe.
- Mr. Mkhonde also raised the issue of leaking pipe at Ndakeni location. People don't get water at all. Therefore they want to get back to the dam as it is easy to get water to it.
- Access road at Mmisa Location need urgent intervention as it is in a very devastating state.

#### **Report from different sectors**

##### **Business sector and Transport:**

- Projects are still on the right track.
- Department of Transport promised people with job opportunities as there will be a rank building.

##### **Disability:**

- There is someone at Ntlangwini who got injured while he was a kid and became disabled. SASSA doctor refused to grant him disability grant.

#### **Ward service delivery update**

- The access road at Ntlangwini is completed but people are complaining about the few pipes on the bridges.
- The contractor has left without paying for the security guard.
- Ward councilor requested for the contractor who will be responsible for the building of sanitations to be honest and pay workers on time.
- There will be an installation of type 2 electricity on 2019.

#### **WARD 20**

Date : 13 December 2018

Venue : Thembeni hall

#### **Report from departments**

##### **Economic department:**

- Khulekani Mbele (the official) stated that developing communities economically is amongst the core objectives of the department.
- People who are willing to start businesses or those who already have their own businesses should come forward so that they can be assisted.
- People were also encouraged to open cooperatives.

#### **Report from community**

- People are still waiting for service provider who will build sanitations.
- The ward has water challenges.
- The ward requested department of Transport to do the road maintenance.

#### **Financial implications:**

The municipality procured food parcels

## **Recommendation**

The report is for noting.

## **HIV/AIDS**

The 2018 16 Days of Activism campaign was launched on 25 November in Melmoth, KwaZulu-Natal under the theme: Hear Me Too: End Violence against Women and Children!

It is quite pivotal that the 16 Days Campaign is not viewed as a stand-alone event. It is another leg of the #356Days of Activism Campaign, which aims to mobilize members of society, especially men to join hands with government in the fight to curb violence against Women. It is in this light that the UMzimkhulu Local Municipality held its 16 days of activism on the 29<sup>th</sup> of November which commenced with a march from Gate Way Center to UMzimkhulu sports ground led by MEC Thusi, the leadership of the Local as well as the district of Harry Gwala. The day ended off with the main event at UMzimkhulu sport field characterized with speeches from various stakeholders inclusive of Amakhosi.

### **Objectives of the campaign:**

UMzimkhulu Local Aids Council Team planned 16 Days of activism campaign as the platform to address the following:

- Attract all South Africans to be active participants in the fight to eradicate violence against women and children.
- Expand accountability beyond the Justice, Crime Prevention and Security (JCPS)
- Make use of Man and Woman structures as well as the PLHIV structure

## **AIDS DAY REPORT**

On the first World AIDS Day is commemorated each year on the 1st of December and is an opportunity for every community to unite in the fight against HIV, show support for people living with HIV and remember those who have died.

The World AIDS day global theme is "Know Your Status". The South African theme is "Cheka Impilo. Know Your Status". This year's theme is a call to action to all South Africans to take responsibility for their health and wellness. The event of 2018 was held at Dobsonville Stadium on Saturday 1 December from 08h00 to 15h00.

Harry Gwala District was celebrating AIDS day at UMzimkhulu L.M, at Mvubukazi location ward 19. The event was honored by Minister of COGTA and the District Mayor as well all local councilors.

## **LIBRARY SERVICES**

### **Background**

UMzimkhulu municipality has 1 main library in town and 2 Mobile library units in ward 6 and ward 19 which are fully operational and 1 modular library at IBISI, these libraries cater for all community members. Our libraries have become very helpful for students from local schools and Esayidi VET College, UNISA students and the community at large as it stocks a wide range of books and other resources that will help them with their school projects, reading for leisure and studies especially the long distance learners (e.g. UNISA, North West University etc.). Our membership is growing every month, and people are joining the library to utilize the facilities.

## **LIBRARY MEMBERSHIP**

Name of the library	Category	Existing Members	Cancelled members	New members	Total	Grand total
Umzimkhulu library	Adults	3156	00	07	3163	
	Young adults	2402	00	03	2405	
	Juveniles	1720	00	01	1721	
Total no. Of lib.members		<b>3 163</b>	<b>00</b>	<b>11</b>	<b>7 289</b>	
Mountain hall (MLU)	Adults	102	00	02	104	
	Young adults	102	00	01	103	
	Juveniles	50	00	00	50	
Total no. Of lib.members		<b>254</b>	<b>00</b>	<b>03</b>	<b>257</b>	
Mthetheleli Ndlangisa hall (MLU)	Adults	200	00	00	200	
	Young adults	143	00	03	146	
	Juveniles	142	00	00	142	
Total no. of lib.members		<b>485</b>	<b>00</b>	<b>03</b>	<b>488</b>	
IBISI MODULAR LIBRARY	Adults	55	00	00	55	
	Young adults	23	00	01	24	
	Juveniles	26	00	00	26	
Total no. of lib.members		<b>104</b>	<b>00</b>	<b>01</b>	<b>105</b>	
Grand total		<b>4 006</b>	<b>00</b>	<b>18</b>	<b>8 139</b>	<b>8 139</b>

## INTERNET @ YOUR LIBRARY

UMzimkhulu library has **10** computers with internet and for general use by the library patrons and the community at large. Patrons are allowed to use it for **45 minutes per** person and they have to sign a register before they use the computer. They are also allowed to re-book the computer. Patrons were assisted in the creation of E-mail accounts. A total number of **742** email accounts excluding those who create accounts without our assistance.

Computer Class commenced, **7** members of the community were trained on the following:

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Publisher and
- Internet & Emailing

Typing Techniques the duration of this program is four weeks. Their attendance and cooperation was very impressive. The attendees are going to be awarded with the certificates of attendance, these certificates are not accredited because our Library is not a registered institution or college. A total number of **2 774** community members used computers for both internet and typing.

Computer usage statistics copy is attached to the next page, and computer usage increased this month as compared to previous month due to most patrons are applying.

#### **THE COMPUTER USAGE STATISTICS (JANUARY – DECEMBER 2018)**

<b>MONTHS</b>	<b>COMPUTER USAGE PER MONTH- USERS</b>	<b>GROUP IN A CLASS</b>	<b>TYPING</b>	<b>INTERNET</b>	<b>E-MAIL ACCOUNT CREATED</b>
JANUARY	1133	0	233	900	238
FEBRUARY	1670	9	545	1125	298
MARCH	1764	11	664	1100	315
APRIL	498	11	460	20	18
MAY	675	11	675	0	0
JUNE	947	10	685	262	58
JULY	879	10	172	707	98
AUGUST	1098	8	347	780	101
SEPTEMBER	1147	9	449	698	115
OCTOBER	1544	19	346	1198	345
NOVEMBER	2289	15	546	1743	589
DECEMBER	2774	7	649	2125	742
<b>TOTAL</b>	<b>16418</b>	<b>120</b>	<b>5771</b>	<b>10658</b>	<b>2917</b>

#### **MTHETHELELI NDLANGISA HALL MOBILE LIBRARY UNIT**

This mobile library is functioning and library materials are circulating very well.

#### **MOUNTAIN HALL MOBILE LIBRARY UNIT**

This mobile library is operating well and community members are utilizing it.

#### **IBISI MODULAR LIBRARY**

This modular library is functioning very well the community members are utilizing the library services and facilities.

#### **Recommendations**

The report is for noting.

#### **ARTS AND CULTURE**

#### **SUBJECT: MUSICAL EXPO ISICATHAMIYA VS MASKANDI**

On the 16<sup>th</sup> December 2018 there was a first time ever Musical Expo that that held at UMzimkhulu Park for Isicathamiya and Maskandi. The programme was indeed a success, because of the venue or space that used which is the park. It also gained popularity that it deserves.



The selection of the artists was done by the committee members both Maskandi and Isicathamiya. It was then said that to avoid confusion and sense of entitlement for some artists this will need to rotate so as to benefit other artists as well.

This musical expo was divided into three categories, Phase A, B & C. Each category was determined by the level of experience for that particular participant/group. To elaborate on that point category B and C had five groups of artists and A had ten participants. Category A groups are those that pose more experience in the music industry. In total on stage we had forty performances on that day, both Maskandi and Isicathamiya.

### **Financial implications**

- Catering
- Hired Facilities
- Cash Payment for participating groups

### **Recommendations**

The report is for noting.

## **TRAFFIC DEPARTMENT**

### **Background**

- Traffic officers are working seven days as per shifts during festive season.
- Local roadblocks were conducted as per operational plan.
- Point duty was performed in town and at the busy intersections to control a traffic flow during busy hours.
- Foot patrols were conducted in town to deal with unlicensed street traders and goods were confiscated and released after payment.
- On 07 December 2018 multi-disciplinary roadblock was conducted at Sisulu turn off.
- On 14 December 2018 roadblock was conducted at border location as per plan.
- Stray animals were impounded along R56 during Festive season to reduce road accidents.
- On 17 December 2018 inspection was conducted by provincial inspectorate to check our driving license testing center compliance.
- Upon inspection it was found that driving license testing centre meets a minimum requirement of registration as a grade E DLTC.
- The construction of yard test is in progress in order to upgrade to grade B testing centre.

## **REVENUE COLLECTION**

- R140 fines were issued by traffic officers with amount of R46 250.
- R1320 was paid at Magistrate Court
- Seventeen vehicles were impounded and released after payment.
- R1950 was paid as a spot fine during foot patrol operations and one vehicle is still impounded.

### **Recommendation**

The report is for noting.

## **REGISTERING AND LICENCING AUTHORITY AND DLTC MONTHLY REPORT**

## **REGISTERING AND LICENCING AUTHORITY AND DLTC**

### **Background**

Motor Licensing Section deals with licensing and registration of motor vehicles onto the eNatis system. The DLTC Section deals with renewals of licence's and PrDP's as well as learner's licence.

### **REVENUE**

Revenue collected for the day is banked the next day.

### **Motor Licensing**

The total revenue collected for MOTOR LICENCING is R515 418.30 including the 8.55% that belongs to the Municipality.

### **DLTC**

The total revenue collected for DLTC is R45 120.00

### **BANKED**

#### **Motor Licensing**

The amount banked to the Department of Transport is R474 662.60 and the amount banked to the Municipality is R40 755.70

### **DLTC**

The amount banked to the DLCA Company is R6 241.00 and the amount banked to the Municipality is R38 879.00

## **ANIMAL POUND**

**Purpose:** To report about the current status and operations of the Pound.

### **Back Ground And Reasoning:**

The Pound Master, Rangers and Traffic Officers impounded animals as they were doing by-law enforcement in respective areas as follows:

4 December 2018

- 1 cow from Old traffic. Released 1 cow on the 2<sup>nd</sup> of January 2019. Total cost R1630 (undercharged by R50).

5 December 2018

- 10 cows from Mabasini. Released 10 cows on the 5<sup>th</sup> of December. Total cost R1800.

9 December 2018

- 34 cows from Standerton. Released 34 Horses on the 10<sup>th</sup> of December. Total cost R1700.
- 70 cows from Standerton. Released 70 on the 10<sup>th</sup> of December. Total cost R3500.

10 December 2018

- 3 cows+ 3 calves from New Park. Released 3 cows + 3 Calves on 18<sup>th</sup> of December. Total cost R840.
- 12 cows from Koki. Released 12 cows on the 10<sup>th</sup> of December. Total cost R2160.

11 December 2018

- 8 cows from New-City. Released 8 cows on the 18<sup>th</sup> of December. Total cost R1840.

12 December 2018

- 9 Goats from Kromhoek. Released 9 on the 14<sup>th</sup> of December. no cost incurred because animals had a case number with Stock-theft. (referring to No: 14 bullet 3 of the Pound Policy states that the owner is not liable for the payment)

13 December 2018

- 13 cows from Embuzweni. Released 12 cows on the 14<sup>th</sup> of December. Total cost R2810 (overcharged by R50).

19 December 2018

- 6 horses from Extension 8. Released 5 horses on the 19<sup>th</sup> of December. Total cost R900.
- 7 horses from Clydesdale. Released 7 horses on the 19<sup>th</sup> /21<sup>st</sup> of December. Total cost R1660.

21 December 2018

- 4 cows from Rietvlei. Released 4 cows on the 21<sup>st</sup> of December. Total cost R720.

23 December 2018

- 14 cows+ 1 Calf from Mabolidi. 13 cows + 1 calf Released on the 29<sup>th</sup> /30<sup>th</sup> /31<sup>st</sup> of December and the 1<sup>st</sup> of January. Total cost R6730.

24 December 2018

- 7 Horses from Extension 8. 4 horses Released on the 24<sup>th</sup> / 25<sup>th</sup> of December. Total cost R770.
- 3 horses+ foul from Rietvlei. 3 horses+ foul Released on the 24<sup>th</sup> of December. Total cost R360.

26 December 2018

- 3 cows from Clydesdale. 3 cows Released on the 27<sup>th</sup> of December. Total cost R690.

31 December 2018

- 8 cows from Koki. 8 cows Released on the 31<sup>st</sup> of December. Total cost R1440.

**Total revenue collected is R30 030**

### **Recommendation**

The report is for noting.

### **POST KZN SALGA GAMES REPORT**

- The KZN SALGA games were hosted successfully in Pietermaritzburg under UMsunduzi District Municipality from 6-10 December 2018.
- During the opening ceremony which was held at Athletic Track Field on the 6<sup>th</sup> December, KZN SALGA Chairperson Cllr M. Ndobe welcomed all athletes and District Municipalities to the games.
- He officially declared the games open after the hosting UMsunduzi District Mayor had also welcomed everyone.
- All 16 sport codes were participating in these games in both male and female categories.
- Harry District Municipality managed to get an overall position 3 out of 11 District Municipalities during the games.
- This was a remarkable achievement by Harry Gwala District Municipality in the KZN SALGA games and the athletics were the best performing sport codes during the games.

- The closing ceremony was hosted at Harry Gwala Stadium after the games were concluded, Mr Mluleki Gorge who is the Chief Executive Officer of SALGA in South Africa said that he is encouraging participation in sport by our youth.
- The MEC for Sport, Arts and Culture Ms Bongzi Sithole Moloi thanked all parting athletes during the games and wish them well in their journey back home.

### **Recommendation**

- For noting

## **TERTIARY REGISTRATION FEE ASSISTANCE PROGRAMME**

### **Background**

Education is one of the National Government five priorities which make it very important for all to put hands on deck to assist in the Education system.

UMzimkhulu Municipality has a tertiary registration fee assistance program for the needy students in January as part of assisting in Education department.

Some of the learners of UMzimkhulu struggle to have tertiary registration fee after passing their matric because they are from a needy families.

This tertiary registration program is an annual program that is open from 3<sup>rd</sup> – 11 January each year with the requirements needed from applicants as follows:

- ✚ Statement of Results/ Senior Certificate
- ✚ An Affidavit stating unaffordability to pay by parent or Guardian
- ✚ Copy of an Identity Document of the applicant
- ✚ Letter confirming acceptance from the University
- ✚ Letter of the Ward Councillor
- ✚ Covering motivation letter from the applicant

The successful applicants will be assisted with an amount of R3, 000 each paid directly to the bank account of the tertiary institution.

Priority will be given to those students enrolling for the first time in credible tertiary registration institutions.

This year UMzimkhulu Municipality is targeting to assist 88 students with each of the 22 wards benefitting

### **Financial implications**

- R270, 000 will be paid for needy students.

## **STRATEGIC PLANNING, HOUSING, LED & TOURISM DEPARTMENT**

### **PLANNING UNIT REPORT FOR THE MONTH OF DECEMBER 2018.**

### **REVIEW OF THE INTEGRATED DEVELOPMENT PLAN FOR 2019/2020 FY.**

#### **Purpose**

To present the progress report on the review of the 2019/2020 IDP for noting by Standing Committee, EXCO & council.

#### **Background.**

From the 19<sup>th</sup> until the 22<sup>nd</sup> of November 2018 the municipality conducted an EXCO Strategic Planning Session for 2019/2020 to inform the IDP. The strategic planning session discussed matters of service delivery and economic development for the municipality. Also present were few government departments and agencies of government such as ESKOM.

During the month of December 2018, there was supposed to be Departmental Strategic Planning Sessions conducted, however, due to unforeseen circumstances the strategic planning sessions were postponed to 28 January to 6 February 2019.

Going forward the municipality will be producing a draft strategic planning session document which will detail all issues discussed in the EXCO strategic planning session.

## **Recommendations**

That the progress report on the review of IDP 2019/2020 be noted by Standing Committee, EXCO and Council.

## **REVIEW OF THE SPATIAL DEVELOPMENT FRAMEWORK (SDF) FOR 2019/2020 FY.**

### **Purpose**

To present the progress report on the review of the 2019/2020 SDF for noting by Standing Committee, EXCO & council.

### **Background**

Umzimkhulu Local Municipality (ULM) is mandated to prepare a Spatial Development Framework (SDF) in line with relevant legislation namely the Spatial Planning and Land Use Management Act No 16 of 2013 as well as the Municipal Systems Act (Act 32 of 2000) and Constitution of the Republic of South Africa.

On the 24<sup>th</sup> of October 2018 a presentation on the SDF was made to the IDP & Budget Steering Committee. The purpose of this presentation was to outline the relationship between the IDP and the SDF, highlight the roles and responsibilities of the municipal council and municipal administration in the preparation of an SDF and lastly to provide a snapshot of the comments from COGTA on the SDF. The major points of reference were the lack of an SDF vision as well as the non-capturing of municipal projects spatially. On the same day an IDP Representative Forum meeting was held whereby COGTA made a presentation on the SDF. The main focus of the presentation was on SPLUMA. Sector Departments that were in attendance also made presentations on the projects that they will be implementing within the municipality in the upcoming financial year. These projects will also have to be incorporated into the SDF.

From the 19-22 November a municipal strategic planning session was held. During this session a presentation was made on the SDF with regards to the SDF vision in order to address the MEC comments. The approach of the municipality was to adopt the IDP vision as that of the SDF vision as well. The vision being

*“To become an economically viable municipality by 2030”*

As per the requirements of SPLUMA this vision will need to be unpacked and aligned to spatial principles that are applicable to the municipality.

On the 11<sup>th</sup> of October The Department of Social Development (DSD) hosted a Demographics Dividend workshop. The purpose of this workshop was to highlight the importance of demographics with regards to forward planning and thus sensitize and capacitate IDP

practitioner, Planners, municipal officials etc. on the concept of a “*Demographic Dividend*”. This concept will thus be unpacked in the SDF document as it has a significant bearing on the population dynamics and future growth patterns of the municipality.

A link containing population projection estimates that have been produced by Statistics South Africa has been received. SPLUMA requires that municipalities incorporate population projections into the SDF.

Department of Rural Development and Land Reform (DRDLR) provided the municipality with the SDF guideline document which outlines the process that needs to be followed in developing an SDF document.

## **Recommendations**

That the progress report on the review of SDF 2019/2020 be noted by Standing Committee, EXCO and Council.

## **APPOINTMENT OF PANEL OF TOWN PLANNERS & LAND SURVEYORS FOR UMZIMKHULU MUNICIPALITY.**

### **Purpose**

To present a report on appointment of a Panel of Town Planners & Land Surveyors for Umzimkhulu Municipality for adoption by Standing Committee, EXCO & council.

## **BACKGROUND AND REASONING**

Umzimkhulu municipality has a number of land issue that are currently existing and there is a need for a specific professional skills required in order to ensure that there is proper land administration within Umzimkhulu municipality and location of municipal assets in order to allow for proper planning in service delivery for communities.

The appointment of a panel of town planners and land surveyors for a period of not more than 36 months will assist the municipality in ensuring that proper planning processes are undertaken in implementation of municipal projects and also ensure that all currently existing municipal infrastructure that missed an opportunity of going through proper planning processes are also considered under this exercise.

## **RECOMMENDATIONS**

A report on appointment of a Panel of Town Planners & Land Surveyors for uMzimkhulu Municipality be adopted by Standing Committee, EXCO & council.

## **TOWNSHIP ESTABLISHMENT FOR ERF 152 (MANKOFU).**

### **Purpose**

To present a progress report on Township establishment for ERF 152 (Mankofu) for noting by Standing Committee, EXCO & council.

### **Background and reasoning**

The draft prefeasibility has been finalised as it has been prepared by the IA. The municipality is finalising the assessment of the draft report so that it can be submitted to the DoHS for approval.

After submission, the municipality will be waiting for feedback from the department so that the project can commence accordingly.

### **Recommendations**

The progress report on Township establishment for ERF 152 (Mankofu) be noted by Standing Committee, EXCO & council.

### **PRE-FEASIBILITY STUDY FOR RURAL HOUSING (ZONE- 1).**

#### **Purpose**

To present a progress report on appointment of Implementing Agent for Rural housing project (zone 1) for noting by Standing Committee, EXCO & council.

#### **Background and reasoning**

The IA's were provided with the checklist to be followed in undertaking the prefeasibility studies and also timeframes were agreed upon between the municipality and the IA's as per the submitted inception reports from consultants.

#### **Ward 1 & 2 (Umpisi Group):**

Draft prefeasibility report has is being finalised by the IA and currently waiting for confirmation of bulk services from the district so that the report can be finalised. The IA anticipates that by the 05<sup>th</sup> of December 2018 the draft report will be finalised after confirmation of bulk services has been received from district municipality. According to the inception and the agreed timeframes the IA is behind schedule according to the milestones due to the outstanding bulk confirmation.

#### **Ward 3 & 4 (Siyeza Consulting Engineers):**

Draft prefeasibility report has been finalised and the municipality will be accessing the report prior submission to the DoHS for approval. The process of finalising the report was delayed by the comments from district municipality for the confirmation of bulk services for the project however since the draft report has been finalised submission can be made to the DoHS for approval.

### **RECOMMENDATIONS**

The progress report on appointment of Implementing Agent for Rural Housing Projects (Zone 1) be noted by Standing Committee, EXCO & Council.

### **FORMALIZATION OF EXTENTION 9 & 10**

#### **Purpose**

To present a progress report on appointment of Implementing Agent for Formalization of Extension 9 & 10 for noting by Standing Committee, EXCO & council.

#### **Background and reasoning**

The draft prefeasibility report has been submitted to the municipality and will be accessed by the municipality prior submission to the DoHS for approval.

Project area:



## RECOMMENDATIONS

The progress report on appointment of Implementing Agent for Formalization of Extension 9 & 10 noted by Standing Committee, Exco & Council.

## APPOINTMENT OF EIA: IBISI INFILL PLANNING & SURVEY

### Purpose

To present a progress report on the appointment of EIA for Ibisi Infill planning & Survey in uMzimkhulu for noting by Standing committee, Exco & council.

### Background and reasoning

The appointment of EIA service provider for Ibisi infill project is still on going. Currently the municipality is finalising the appointment of service provider and it is awaiting to be forwarded to Evaluation committee and bid committee for appointment of successful service provider.

### Recommendations

To present a progress report on the appointment of EIA for Ibisi Infill planning & Survey in uMzimkhulu for noting by Standing committee, EXCO & council.

## RIETVLEI FORMALISATION

### Purpose

To present a progress report on the Rietvlei Formalization in Umzimkhulu for noting by Standing committee, Exco council.

### Background and reasoning

The municipality has been trying to set up a meeting with the DRDLR to discuss the land acquisition for the above mentioned land portion and obtain consent to utilize the land so that the project can commence. The department has not yet confirmed availability for the proposed



meeting and has either provided the municipality with any progress regarding the process of acquiring land.

The department (DRDLR) last promised to formulate a team with different custodians of the land in question so that the issue of disposing land is dealt with and also the implementation plan with timeframes on dealing with the issue as promised by the department. Communication with the department is ongoing.

Since Erf 175 Rietvlei is unregistered state land, DRDLR needs to register Farm Rietvlei so that consent can be provided for the municipality prior commencement with registration of proposed layout for Rietvlei area. Once farm has been registered, the department will have to follow disposal processes in order to obtain affected land parcels in Rietvlei. So far there has been no feedback from the DRDLR regarding the implantation plan on survey of Rietvlei which will give the municipality an idea of the anticipated timeframes for this exercise.

### **Recommendations**

To present a report on the Formalization of Rietvlei in Umzimkhulu for noting by Standing committee, EXCO and Council.

### **FORMALIZATION OF CLYDESDALE.**

#### **Purpose**

To present a progress report on Formalization of Clydesdale for noting by Standing Committee, EXCO & council.

#### **Background and reasoning**

##### **Clydesdale - Phase 1 (formalization)**

Since submission to SGO for the submitted layout has been submitted to the department, there has been no positive feedback with regards to submissions made. Communication with SGO is still on going and follow ups on the progress on the submitted GP's for approval.

##### **Clydesdale - Phase 2**

As part of the municipal objective on making provision for future housing in Clydesdale, topographical surveys have comments and SPLUMA application is currently being compiled for circulation to relevant stakeholders.

### **RECOMMENDATIONS**

To present a progress report on the Formalization of Clydesdale (Phase1 & 2) in UMzimkhulu for noting by Standing committee, EXCO and Council.

### **UMZIMKHULU EXTENSION 5 (GP AMENDMENT)**

#### **Purpose**

To present a progress report on the Amendment of General Plan for Extension 5 in uMzimkhulu for noting by Standing committee, EXCO and Council.

#### **Background and reasoning**

Public notice was put out on the Fever Newspaper (closed on the 29<sup>th</sup> of November 2018) as part of public participation. The municipality is trying to finalize this process by engaging relevant community so that they can be addressed. So far attempts have been unsuccessful due to unavailability of community, however another community is currently being arranged with the community before the application can be forwarded to MPT for consideration and approval.

### **Recommendations**

To present a progress report on the Amendment of General Plan for Extension 5 in UMzimkhulu for noting by Standing committee, EXCO and Council.

### **REQUEST FOR DISPOSAL OF ERF 17 & ERF 225 IN UMZIMKHULU FOR URBAN AGRICULTURE.**

#### **Purpose**

To present a progress report on request for disposal of Erf 17 & Erf 225 in uMzimkhulu which land identified for urban agriculture for noting by Standing Committee, EXCO & council.

#### **Background and reasoning**

The municipality has been in communication with the Department of Rural Development & Land Reform regarding the acquisition of erf 17 and erf 225. Since the department has done verification on the above mentioned properties, the municipality was advised to make submission to the department for the disposal of the properties in question. Due to the urgency of the on the issue of acquiring erf 17 and erf 225, the municipality has suggest that the department provides the municipality with DRA so that we can be able to obtain rights for the land while the disposal process is being handled by the department. However the department has rejected on the suggestion on the bases that the DRA only caters for in situ housing projects. Therefore we are still communicating with the department in order to try and obtain the best way forward for acquiring rights on the land. There has been no progress in relation to request sent to department.

### **Recommendations**

To present a progress report on request for disposal of Erf 17 & Erf 225 in uMzimkhulu which land identified for urban agriculture for noting by Standing Committee, EXCO & council.

### **SPLUMA - DEVELOPMENT APPLICATIONS REPORTS**

#### **Purpose**

To present a report on development applications received by the uMzimkhulu Municipality, for noting by Standing committee, Exco & council.

#### **Background and reasoning**

The following applications were received by the Department of Strategic Planning for development:

<b>Property Description</b>	<b>Type of application</b>	<b>Status</b>
Erf 1453 Clydesdale	Special consent for tavern on erf 1453 Clydesdale in terms of the Spatial Planning and Land Use Management Act, 2013	Public notice closed on the 26 <sup>th</sup> November 2018. Waiting an outstanding information in order to proceed with the approval.

Erf 2432 Mixed Use Development	Proposed permanent closure of public open space and rezoning of erf 2432 and a portion of the remainder of erf 152 Umzimkhulu from Active open space to mixed use development.	Awaiting comments from relevant departments. Public Notice closed on the 23 <sup>rd</sup> November 2018
Erf 444 Ext 5 (Sisulu)	1). Proposed partial cancellation of a general plan S.G. No.26/1989u. 2). Proposed sub- division of Erf 444 Umzimkhulu 3). Proposed sub- division of erven 455, 488 & 510 Umzimkhulu 4). Resubmission of a revised general plan of Umzimkhulu extension no.5	Awaiting comments from relevant departments and currently finalising public participation by holding community meeting with the affected community members before application can be forwarded to MPT for consideration, the meeting has been scheduled for January 2019. Public notice closed on the 26 <sup>th</sup> November 2018
Erf 152 Umzimkhulu	Subdivision of Erf 152 umzimkhulu into proposed Erf 2461 (portion of Erf 152) umzimkhulu, umzimkhulu municipality	Awaiting comments from relevant departments. Public notice closed on the 26 <sup>th</sup> November 2018
Erf 513 Ext 5 - Sisulu	A consent use on erf 513, extension 5 (sisulu). The proposed consent use application over 513 from Residential only detached to medium density residential so as to accommodate already existing residential structures and other future developments.	Advert has been closed on the 31 <sup>st</sup> December 2018. Waiting an outstanding information in order to proceed with the approval.

## Recommendations

To present a report on development applications received in Umzimkhulu for noting by Standing committee & EXCO.

## BUILDING UNIT REPORT FOR THE MONTH OF DECEMBER 2018

### SUBMITTED BUILDING PLANS & APPROVED BUILDING PLANS FOR

#### Purpose

To report progress on the submitted building plans & approved building plans for the month of November 2018 for noting by Standing Committee, EXCO and Council.

#### Background and reasoning

In terms of the National Building Regulations and Building Standard Act “No person shall without the prior approval in writing of the local authority in question, erect any building in respect of which plans and specifications are to be drawn and submitted in terms of this Act and if a local authority, having considered a recommendation referred to, is satisfied that the application in question complies with the requirements of the Act and any other applicable law, shall grant its approval in respect thereof.

Building Control Section is mandated by council to enforce the National Building Regulations Act 103 of 1977 as amended through the following aspects plan submission, plan processing, referred plans, approved plans and archiving of original plans.

**Submitted Building Plans:** 1 Residential plan and 2 rural area building plans submitted for the month of December 2018.

REF. NO	CLIENT NAME	SUBMISSION DATE	ERF. / FARM NO.	PROPOSED AREA	DESCRIPTION	SUBMISSION FEE	BUILDING VALUE
67/2018	C Dzanibe	28/11/2018	Erf Farm dumanomhuhu	Proposed turven	Rural area	R 752.00	R59 310.00
68/2018	D.H. Nomnganga	10/12/2018	Farm Ntsikeni	Proposed turven and bottle store	Rural area	R1 505.00	R129 900.00
69/2018	N.F. Posekana	13/12/2018	Erf 1490	Proposed outside building	Residential	R 1 003.00	R34 650.00
<b>TOTAL AMOUNT</b>						<b>R3 260.00</b>	<b>R223 860.00</b>

**Approved building plans:** 1 commercial building plan approved and 1 residential building plan approved for the month of December 2018.

REF. NO	CLIENT NAME	SUBMISSION DATE	ERF.NO	PROPOSED AREA	DESCRIPTION	SUBMISSION FEE	BUILDING VALUE	APPROVAL DATE
66/2018	PP Scina	19/11/2018	Erf 841	Propose outside building	Residential	R1 505.00	R143 445.00	11/12/2018
12/2018	Mr .S .Keswa	12/02/2018	Erf 2002/ 1988	Proposed Taxi and Bus Rank	Commercial	-	-	19/12/2018
<b>TOTAL AMOUNT</b>						<b>R 1 505.00</b>	<b>R143 445.00</b>	

### Financial implications

Total amount or revenue generated is = R3 260.00

### Recommendations

That the progress report on the submitted building plans for the month of December 2018 be noted by Standing Committee, EXCO and Council.

## NOTICES ISSUED FOR ILLEGAL LAND USE AND BUILDING WORK FOR THE MONTH OF DECEMBER 2018

### Purpose

To report progress on the contravention notices issued for illegal land use for the month of December 2018.

### Background and reasoning

UMzimkhulu Local Municipality is faced with the continuous proliferation of informal settlements and land invasion, particularly on the periphery of the urban areas. Most of these informal settlements have developed through the invasion of state owned land which makes service delivery by the municipality difficult.

Building Control Section is mandated by council to enforce the National Building Regulations Act 103 of 1977 through the following aspects plan submission, plan processing, referred plans, approved plans and archiving of original plans.

# CONTRAVENTION NOTICES ISSUED IN THE MONTH OF OCTOBER 2018:

OWNERS DETAILS	ERF.NO FARM NO	ADDRESS	CONTRAVENTION	PROBITION NOTICE DATE	CONTRAVENTION NOTICE DATE	NOTICE PERIOD DAYS	NBR AND BY-LAWS	COMMENTS AND STATUS
Mr Shoba	Portion 173, Rietvlei	Rietvlei, Umzimkhulu.	Unauthorised container and Illegal operating a business without consent from the municipality	28/11/2018	06/12/2018	7 days	The Municipality must enforce the municipal informal trader policy and other municipal by-laws	The municipality has stopped the illegal operation.
Mr T Somakahle	Portion 173, Rietvlei	Rietvlei Umzimkhulu.	Unauthorised container and Illegal operating a business without consent from the municipality	28/11/2018	06/12/201`8	7 days	The Municipality must enforce the municipal informal trader policy and other municipal by-laws	The municipality has stopped the illegal operation.
Unknown	Portion 173, Rietvlei	Rietvlei, Umzimkhulu.	Illegally operating a car wash without consent from the municipality.	28/11/2018	06/12/2018	7 days	The Municipality must enforce the municipal informal trader policy and other municipal by-laws	The municipality has stopped the illegal operation.
Unknown	Portion 173, Rietvlei	Rietvlei, Umzimkhulu.	Illegal shack on municipal land.	28/11/2018	06/12/2018	7 days	The Municipality must enforce the municipal informal trader policy and other municipal by-laws	The municipality will remove the illegal shack on municipal land.
Ms N Dzanibe	Erf 152	UMzimkhulu CBD	Illegal operating a business without consent from the municipality	03/12/2018	-	Immediate effect	The Municipality must enforce the municipal informal trader policy and other municipal by-laws	The municipality has stopped the illegal operation.

## **Recommendations**

That the progress report on the notices issued for illegal land use and building work for the month of December 2018 to be noted by Standing committee, EXCO and council.

## **BUILDING UNIT REPORT FOR THE MONTH OF DECEMBER 2018**

### **UMZIMKHULU HOUSING PROJECTS.**

#### **Purpose**

To present the progress report on the urban and rural housing projects of UMzikhulu LM to be noted by the Standing Committee, EXCO and Council.

#### **Background and reasoning**

The municipality and department of human settlement are busy implementing the six blocked housing projects and below is the progress for each

### **RIVERSIDE PHASE 1 EXPROPRIATION**

As the Department has granted the Municipality a go ahead with the sought expropriation, the Municipality has since requested a meeting with Early Moon (Social Facilitators) to take place on the 14<sup>th</sup>-18<sup>th</sup> January 2018. The meeting will be to officialise the commencement of social facilitation in Riverside, basically validating the information that the Municipality has, to see if the data that was collected based on the people who were staying in affected houses would still be the same. A further commune is currently taking place between the Municipality and DOHS to sit and discuss a way forward based on the findings of the beneficiary validation.

### **IBISI HOUSING PROJECT**

<b>PROGRESS SUMMARY</b>		
<b>MILE STONE</b>	<b>111 NEW HOUSES</b>	<b>501 REHAB HOUSES</b>
<b>SLABS</b>	61	
<b>WALL PLATES</b>	56	195
<b>ROOFS</b>	56	195
<b>COMPLETIONS</b>	56	195

With regards to the advert for Missing Beneficiaries, the Implementing Agent has reported that fee that they have been charged by a National News Paper specialty is huge and was not budgeted for. A meeting therefore, will be held in the presence of DOHS to establish if the department cannot assist with supplying the sought fee. Since the pilot project will be incorporated into the project, IA is currently facilitating signing of the new sale agreements with the rightful beneficiaries after which submission will be made to DoHS.

#### **CHALLENGES:**

The appointed CLO has been dismissed from work due to a reported behaviour which is unsatisfactory to the community. The Municipality will meet with the Ward Councillor and Project Steering Committee for a resolution.

## **EXT 5 & 6 HOUSING PROJCT**

On the 28<sup>th</sup> of November 2018, there was a community meeting held for appointment of new Project Steering Committee and 6 members were elected to form the PSC. A new Community Liaising Officer was appointed on the 12<sup>th</sup> December 2018.

The Implementing Agent has completed rehabilitation of four (4) houses, and handed them over to the beneficiaries. The 4 houses that have been rehabilitated, have been connected to the old bulk lines due to absence of water on the new lines. The Municipality therefore, is engaging with HGDM to have a meeting wherein this matter will be discussed and settled.

Currently, all houses are being assessed to confirm structural stability and also verifying beneficiaries to find out whether or not they are still occupying the houses. A full report will be submitted by the Implementing Agent by end of January 2019.

## **CLYDESDALE HOUSING PROJECT**

With regards to the funding allocation for rehabilitation of existing houses and construction of the new houses, the department has confirmed signing of the application by MEC to approve funding for the project. However, there are conditions which the department still need to address before work can commence on site.

## **CHALLENGES**

### **Current invasion.**

A total of 29 sites have been invaded with fences and structures these are the following:-1028, 1029, 1030, 1031, 1570, 1571, 1572, 1573, 1597, 1598, 1599, 1576, 1577, 1578, 1591,1592, 1593, 1185, 1184, 1220, 1221, 1284, 1084, 1085, 1088, 1270

### **Site Affected by Bad Rock.**

A total of 34 sites were affected by bad rock and the blaster successfully blasted rock for 20 sites, however there were a total of 14 sites that the blasting contractor would not blast for the following reasons.

## **RURAL VILLAGES HOUSING PROJECTS**

The Department outlined that the project proposal is currently undergoing processes from Audit Committee to validate SCM processes that had been carried out during appointment and will later be submitted to Treasury for approval. The decision that will be issued by Treasury will enable the Department to resolve whether the project will be implemented as a new project or a rehabilitation. The Municipality is currently awaiting response from the Department in terms of the finalized decision that the project should be undertaken.

## **Recommendations**

That the progress report on UMzimkhulu Urban and Rural housing projects be noted by Standing Committee, EXCO and Council.

## **IBISI HOUSING PROJECT, SKILLS DEVELOPMENT PROGRAMME.**

### **Purpose**

To present the progress report on the urban and rural housing projects of UMzimkhulu LM to be noted by the Standing Committee, EXCO and Council.

### **Background and reasoning**

The Department of Human Settlements together with National Home Builders Regulation Council (NHBRC) have identified Umzimkhulu LM's, Ibisi Housing Project for Skills Development Programme. The programme is a short skills learning intervention designed as an occupationally based, short term learning programme designed for school leavers and unemployed youth from challenged backgrounds. The programme identified 30 youth from Ibisi to be trained in the skills such as civil engineering, building, quantity surveying & plumbing.

The municipality together with NHBRC and Human Settlements conducted a meeting with the community on the 10<sup>th</sup> of April 2018 to introduce & brief them (community) of the expectations of the project. Subsequently the youth submitted their CV's at Ibisi Community Hall on the 20<sup>th</sup> of April 2018 which was a closing the date for submission of CV's.

### **PROGRESS TO DATE**

With regards to finalising appointment of the mentor, the Municipality has been informed by the department that there still are gaps that would have to be attended to by NHBRC, EPWP and Capacity Building Unit from the department. A meeting is being scheduled to take place before the end of January 2019 for the three (3) parties to engage. Until such time as when the mentor is appointed, candidates will continue on site as General Workers to assist on any task available and with unchanged rates that were initially agreed upon.

### **CHALLENGES**

Processes to procure a mentor are taking long, and candidates have been reported to be not performing the work that gets assigned to them by the site manager.

### **Recommendations**

That the progress report on IBisi Skills Development Programme be noted by Standing Committee, EXCO and Council.

## **TITLE DEED RESTORATION PROGRAMME**

### **Purpose**

To present the report on Title Deed Restoration Programme for Umzimkhulu housing projects to be noted by the Standing Committee, EXCO and Council.

### **Background and reasoning**

The key component of Human Settlements Programme is that title deeds should be provided to secure tenure and clear property rights. However due to disparities which have been acquired during the apartheid era, many Municipalities (including Umzimkhulu LM) had been left incapable/ not equipped to assume ownership and administration responsibility for housing



asset. The lack of necessary skills has caused delay of transfer in which this has led into beneficiaries occupying their houses without receiving the rightful ownership.

The Department of Human Settlements together with Umzimkhulu Municipality has embarked on Tittle Deed Restoration Programme which is aimed at eradicating the registration backlog in both Pre- 1994 and Post- 1994 Projects. In facilitating implementation of the programme, the DoHS has appointed service providers for the purpose of undertaking social facilitation in the following projects:

<b>POST-1994</b>			
<b>SERVICE PROVIDER</b>	<b>PROJECT NAME</b>	<b>REGISTER BACKLOG</b>	<b>REGISTERED</b>
<b>Early Moon Trading</b>	Ibisi Post 1994	25	0
<b>Early Moon Trading</b>	Ibisi Pre 1994	319	0
<b>Ganwa Consulting &amp; Development</b>	Ext 5&6	398	0
<b>Early Moon Trading</b>	Riverside- P1	87	0
<b>Early Moon Trading</b>	Clydesdale	151	0
<b>Early Moon Trading</b>	Riverside- P2	489	0

## **PROGRESS TO DATE**

### **IBISI**

#### **Cater Msomi**

The service provider has submitted all 25 reports and 15 of them have gone for conveyancing. The remaining 10 reports will have to be decided on by the dispute committee which the Municipality still has to form.

#### **Old Ibisi**

The service provider has submitted 292 reports in total: 150 have gone for conveyancing and 76 will have to collect letters of authority from the court, 49 are missing beneficiaries, 17 have to be decided on by a dispute resolution committee.

### **EXT 5&6**

The Service Provider has submitted all 392 reports for verification. The Municipality has verified and submitted 138 reports to DoHS for conveyancing.

### **CLYDESDALE**

The Service Provider has submitted 31 reports which the Municipality has verified and recommended for amendment of the provided information.

### **RIVERSIDE- P1 & P2**

Since a decision was taken that Transfers will be undertaken once the issue of Expropriation has been addressed. The Municipality has is currently arranging a meeting the Service Providers to introduce them to the ward councillor in order to commence with social facilitation.

On the meeting that took place on the 7<sup>th</sup> December 2018, it was agreed that service providers must submit to the Municipality for the problematic sites i.e beneficiaries that are unwilling to participate in the process, beneficiaries that are unable to/have not obtained letter of authority, and missing beneficiaries etc. This information will be presented in war rooms as means of sensitising people of the situation and in trying to minimise the number of problematic sites.

## **RECOMMENDATIONS**

That the progress report on Title Deed Restoration Programme be noted by Standing Committee, EXCO and Council.

## **LAND TITTLE ADJUSTMENT PROGRAMME**

### **Purpose**

To present the report on Land Tittle Adjustment Programme for Umzimkhulu housing projects to be noted by the Standing Committee, EXCO and Council.

### **Background and reasoning**

Department of Rural Development and Land Reform had embarked on process to regulate the allocation or devolution of certain land or particularly farms, in respect of which one or more persons claim ownership, but do not have registered title deeds in respect thereof; and to provide for related matters.

## **PROGRESS TO DATE**

Since the next step will be to partition transfers and registration, the Department has informed that they are still waiting for funds to be released next year (2019) to effect the transfers. The Municipality is currently assisting in terms arranging public participations to capacitate communities about the formation of Trust as required for registration purposes. Also the municipality is facilitating compilation of the terms of reference for procurement of the service provider who will be undertaking town planning processes.

## **CHALLENGES**

Insufficient funding for Town Planning and Conveyancing process for the awarded properties.

Insufficient information submitted by the claimants and thus hindering processing of the applications.

### **Recommendations**

That the progress report on Land Tittle Adjustment for Umzimkhulu housing projects be noted by Standing Committee, EXCO and Council.

## **OPERATION SUKUMA SAKHE HOUSING PROJECT.**

### **Purpose**

To provide a progress report for Operation Sukuma Sakhe housing projects for noting by Standing Committee, EXCO and Council.

### **Background & reasoning**

The Department of Rural Development and Land Reform assisted the municipality in acquiring Developmental Right Agreement and subsequently were signed by the municipality and the department in order to continue with the OSS Programme.

Appointments were issued by the Department of Human Settlement which authorises the contractor Isibani Sezwe Construction, Bathombe Construction and Chushisanani construction to commence with the construction.

### **PROGRESS TO DATE**

#### **Isibanisezwe contraction – ward 6:**

<b>MILE STONE</b>	<b>PROGRAMME</b>	<b>ACTUAL</b>	<b>DEFERRENCE</b>
<b>APPROVED BENEFICIARY</b>	40	20	20
<b>SLABS</b>	40	12	28
<b>WALL PLATES</b>	40	12	28
<b>ROOF</b>	40	5	35
<b>COMPLETION</b>	40	7	33

The engineers have confirmed remedial work to have been completed in accordance with their recommendations. The report that was submitted to NHBRC by the contractor for enrolment of the project has been approved. The contractor will therefore embark on construction of the 28 outstanding houses from the week of 14<sup>th</sup> – 18<sup>th</sup> January 2019.

### **CHALLENGES:**

The service provider has complained about the issue of the absence of water at most times becomes a dragging factor in terms of work delivery. The matter has been escalated to HGDM for their intervention.

### **Recommendations**

That the progress report on Operation Sukuma Sakhe housing projects be noted by Standing Committee, EXCO and Council.

### **BUILDING UNIT REPORT FOR THE MONTH OF DECEMBER 2018**

### **GEOGRAPHIC INFORMATION SYSTEMS PROGRESS REPORT**

## Purpose

To report progress on the geographic information systems for noting by council.

## Background & reasoning

The following represents progress that has been achieved within the GIS Unit:

NAME OF PROJECT	BACKGROUND
<b>Implementation of General Valuation Roll</b>	The GIS office assisted Revenue unit with rates categories in terms of landuse.
<b>IDP/SDF</b>	Feedback from COGTA has been received with regards to the SDF. This will be used as a basis for the review of the document.
<b>Housing Projects</b>	The GIS unit generated numerous maps for the Housing unit. See annexure A.
<b>Building Plans Information Management System</b>	<p>The GIS unit drafted the ToR for the BPIMS, they were presented at the Specification Meeting. We are now awaiting the advert in order to preapare the tender document.</p> <p>On 05 December the GIS unit along with the Building unit as well as IT and COGTA travelled to Pietermaritzburg for a benchmarking exercise at the Msunduzi Municipality on their BPIMS. They showed us everything on their system as to how it works and how it has simplified their processes and what their future plans are for the systems.</p>
<b>GIS DATA</b>	<p>The GIS unit obtained cadastral data from DRDLR SG Office.</p> <p>The GIS unit captured the villages of ward 1-3 into shapefiles.</p>
<b>GIS Hardware</b>	The large format scanner does not have an anti-virus and adobe reader. It also requires maintenance. This was shared with IT. IT also advised us on how we should save scanned documentation the scanner for accessibility issues.
<b>GIS Software</b>	<p>The GIS unit is to draft new ToR for ArcGIS upgrade and ArcGIS Server. These are being drafted.</p> <p>Some of the folders on the server are corrupt and thus cannot be opened. This has been communicated with IT.</p>

<b>GIS TASKS &amp; DUTIES</b>	<p>The GIS unit has attended to data and map requests internally and externally. External clients are being charged for their maps and are duly paying for them. The unit also attended to various tasks and queries.</p> <p>The GIS unit captured into GIS the Infrastructure projects of the new community halls and sports fields that are to be constructed. The unit also verified the ownership of the land parcels.</p> <p>The GIS unit captured and mapped the locations of the proposed locations of the telecommunication towers for Aurecon.</p> <p>The GIS unit collated data and generated maps on Erf 43 (Memorial Hall) for the HOD: SPH &amp; LED.</p> <p>On 29 November the GIS unit a SALGA workshop on Secondary Cities.</p> <p>On 10 December the GIS unit attended a meeting with DRDLR Property Management in order to discuss land related issues regarding DRA, Umzimkhulu and PTOs. The settlement plans have been redone in order to comply with their request.</p>
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## **ANNEXURES**

Annexure A – Ward 1 Villages

### **Financial implications**

R127 000 upgrade of GIS Software

### **Recommendations**

That the progress report on the geographic information system be noted by EXCO/Council

## ANNEXURE A

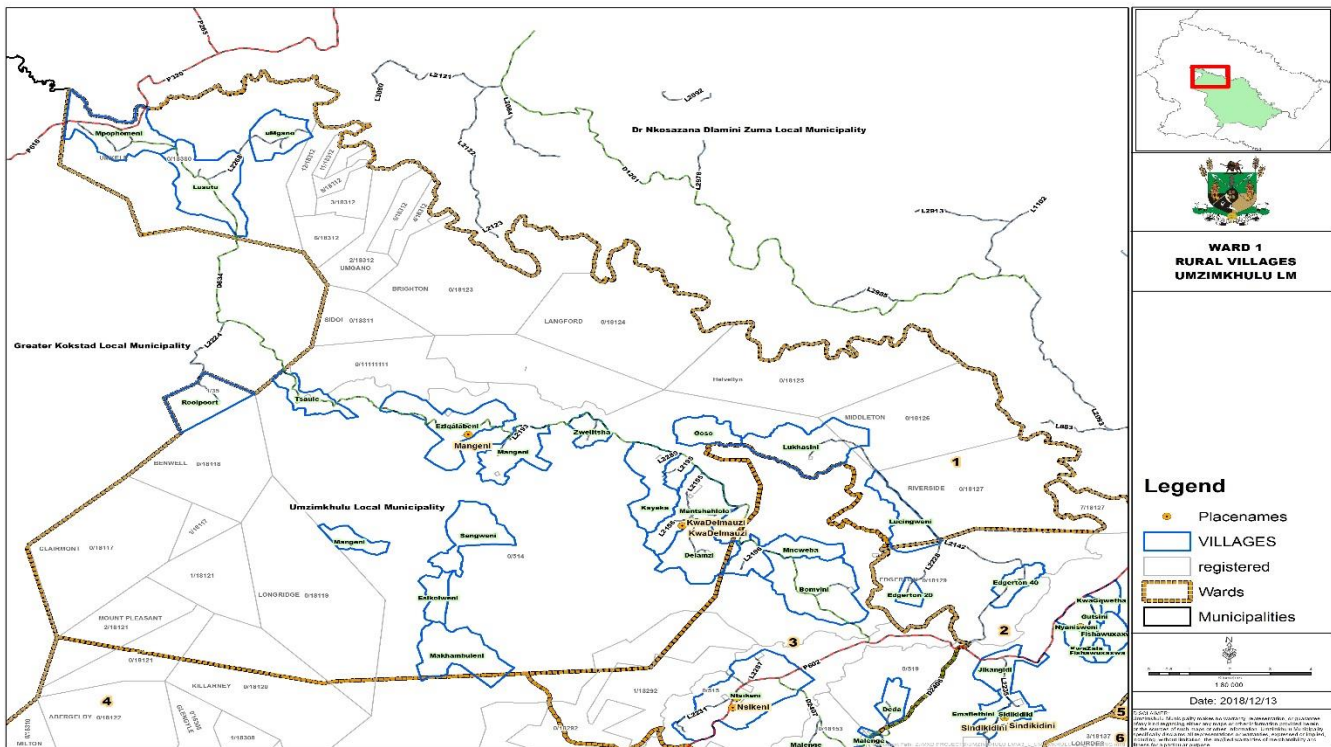


Figure 1: Ward 1 villages

## LED PROJECTS PROGRESS REPORT

## Purpose

To present the progress on projects within UMzimkhulu Local Municipality.

## Background

This report provides progress on projects based in UMzimkhulu.

Project Name	Background And Progress	Interventions Required
1. LED Project monitoring.	<ul style="list-style-type: none"> <li>The LED official conducted a small business management workshop at Dumanomuhu Agricultural project (ward 06) on the 26 November 2018. The small business management workshop covered 4 modules which are: the introduction to business and business management, marketing and costing, record keeping and business plans.</li> <li><b>Learning Method used:</b> Visual method was used for workshop facilitation. With visual method, learners tend to learn by looking, viewing and watching. Learners need to see a facilitator's facial expression and body language to fully understand the content of a lesson.</li> <li>The LED unit together with Building unit had a site visit at Gugwini (ward 14) Car wash site on the 18 December 2018. The aim was to monitor the progress made by the appointed service provider for the construction of a Car wash. The fencing process on site is completed and the building of an office with a storage is in progress.</li> </ul>	<ul style="list-style-type: none"> <li>The report is submitted for information and noting.</li> </ul>
2. LED Projects Funded for 2018/2019 Financial year	<ul style="list-style-type: none"> <li>The service providers have been appointed by Supply chain for the supply and delivery of Honey Bee production equipment (ward 11), Supply and delivery of fencing material ( ward 03,09 &amp; 22), Supply and delivery of Day old Chicks, vaccines and poultry feed (ward 02, 10 &amp; 19). The service providers plan to start in January 2018 to render their services to the projects.</li> </ul>	<ul style="list-style-type: none"> <li>The report is submitted for information and noting.</li> </ul>
3. KZN Trade and Investment Strategy Workshop.	<ul style="list-style-type: none"> <li>The workshop has been Held at Ugu District Municipality on the 27 November 2018. The aim of the workshop was to develop a value proposition for KZN that will be used to market the province to investors. Identify priority economic sectors that will be targeted for investment promotion. Develop value proposition for each sector that will be used to market the province.</li> </ul>	<ul style="list-style-type: none"> <li>The report is submitted for information and noting.</li> </ul>
4. Business Forum Workshop	<ul style="list-style-type: none"> <li>The workshop has been held on the 05 December 2018. The LED unit decided to invite KZN Department of Economic Development, Tourism and Environmental Affairs as the local municipality is in the revival process of Umzimkhulu Business forum. The aim of the workshop was to revive and strengthen the working relationship between the Umzimkhulu LM and the current Business forum committee. Umzimkhulu business forum was formed with an aim of working with the Local Municipality to promote and improve business within its jurisdiction but the elected structure is not effective, therefore the LED unit saw a need to invite KZN EDTEA to come and highlight the role should be played by either of the two parties to achieve that.</li> </ul>	<ul style="list-style-type: none"> <li>The report is submitted for information and noting.</li> </ul>

5. RASET Meeting	<ul style="list-style-type: none"> <li>The meeting was held on the 11 December 2018. The aim was to inform the famers that the RASET programme will be facilitated by Harry Gwala Development Agency. Currently the Agency has been allocated the amount of R 3 000 000.00 by COGTA and EDTEA. This budget will be spent according to the needs of the farmers from all the local municipalities within Harry Gwala District.</li> </ul>	<ul style="list-style-type: none"> <li>The report is submitted for information and noting.</li> </ul>
6.Expanded Public Works Programme	<ul style="list-style-type: none"> <li>The projects that are benefitting in 2018/19 are the following. <ol style="list-style-type: none"> <li>1. Isibane agricultural project ward 19 amount spent R9840</li> <li>2. Ubumbano Agricultural project ward 13 amount spent R6240</li> <li>3. Peace of mind baking project ward 07 amount spent R6240</li> <li>4. Masakhane poultry project ward 21 amount spent R6240 and</li> <li>5. Sakhimpilo crop project ward 09 amount spent R6240</li> </ol> </li> </ul> <p>The total amount spent in December 2018 is R34800.00</p>	<ul style="list-style-type: none"> <li>The report is submitted for information and noting.</li> </ul>
7. Informal Traders Trading Permits	<ul style="list-style-type: none"> <li>As per operational plan the office has opened for new applications on the 17<sup>th</sup> September and closed on the 18<sup>th</sup> September 2018</li> <li>The office has received 168 applications and approved 150 traders that have meet all the requirements.</li> <li>As of the 21<sup>st</sup> December 2018 104 trading permits have been issued out of 150 traders approved.</li> <li>The office is now closed for issuing permits as this is not an ongoing process.</li> </ul>	<ul style="list-style-type: none"> <li>The report is for information.</li> </ul>
8. Umzimkhulu Business compliance operation	<ul style="list-style-type: none"> <li>The operation was conducted within the CBD, The aim was to check the compliance and identify the gaps of trading enterprises.</li> <li>The operation took place in UMzimkhulu CBD and the surroundings ( Skonplaas)</li> <li>Three shops were identified which is Macksons, Champion Supermarkets and Mojos food outlet at the mall, two liquor outlets at Skomplaas: Ntuthuko bottle store and 250 tavern.</li> <li>The operation revealed that many businesses do not comply with conditions of their liquor licenses and some do not have business licenses, even those who once had them they do not renew, these business have been operating for years without business licenses.</li> <li>The stakeholders who took part in the operation were as follows;</li> </ul>	<ul style="list-style-type: none"> <li>The report is for information.</li> </ul>



	Planning and LED unit, Community Social Services Department (Fire safety and Traffic Department) Liquor board, SAPS, Department of Home Affairs and Harry Gwala Environmental Health.																																													
8.Small support Partnership	Farmer LIMA  <table><tr><td colspan="6">Input linkages</td></tr><tr><td>INPUT</td><td></td><td>QUANTITY</td><td>SUPPLIERS DETAILS</td><td>VALUE OF INPUTS</td><td>WARD/ VILLAGE</td></tr><tr><td>Poultry feed</td><td></td><td>31x 50 kg</td><td>AFGRI</td><td>R6553.90</td><td>KwaDayi (ward 17), Mfulamhle (ward 07) and KwaMaduna (ward 07).</td></tr><tr><td>Spinach seedlings</td><td></td><td>1000</td><td>Sutherland seedlings</td><td>R360.00</td><td>Nonginqa (ward 04)</td></tr><tr><td>Total</td><td></td><td></td><td></td><td>R 6913.90</td><td></td></tr></table> <p>Market linkages: No Market linkages this month.</p> <p>Partners developed</p> <table><tr><td>Name of farmer /department /organization</td><td>Contact person</td><td>Purpose of interaction</td></tr><tr><td>uMzimkhulu L.M</td><td>Mr Z. Masiza</td><td>Farmer Support</td></tr></table> <p>Training conducted this month:</p> <table><tr><td>Type of training</td><td>Number of beneficiaries</td><td>Village</td><td>Ward</td></tr><tr><td>Broiler production training</td><td>04</td><td>Machunwini</td><td>Ward 12</td></tr></table> <p>Training conducted</p> <ul style="list-style-type: none"><li>Poultry training was provided at Machunwini (ward 12) poultry farmers. The training covered site selection, different types of poultry structures, preparation of chicken house before arrival of chicks. daily activities for broiler enterprise. health and different types of diseases.</li></ul>	Input linkages						INPUT		QUANTITY	SUPPLIERS DETAILS	VALUE OF INPUTS	WARD/ VILLAGE	Poultry feed		31x 50 kg	AFGRI	R6553.90	KwaDayi (ward 17), Mfulamhle (ward 07) and KwaMaduna (ward 07).	Spinach seedlings		1000	Sutherland seedlings	R360.00	Nonginqa (ward 04)	Total				R 6913.90		Name of farmer /department /organization	Contact person	Purpose of interaction	uMzimkhulu L.M	Mr Z. Masiza	Farmer Support	Type of training	Number of beneficiaries	Village	Ward	Broiler production training	04	Machunwini	Ward 12	<ul style="list-style-type: none"><li>The report is for information and noting.</li></ul>
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	<p><b><u>What worked out well this month / success story</u></b></p> <p>New farmers were registered and GPS Co-ordinates were also taken at KwaJames (ward 11), Gudlintaba (ward 21), Corinth (ward 2), Mfulamhle (ward 7) and Machunwini (ward 12). The assessment of farmers was done at Makhanya (ward 22), Kwa Dayi (ward 17), Ntsikeni (ward 3), Mfundweni (ward 13), KwaJames (ward 11) and Mfulamhle (ward 7). Crop production farmers have been assisted with seedlings at Nonginqa (ward 4). Assists poultry farmers with feed, and wood shavings at Mfulamhle (ward 7), Kwa Dayi (ward 17), and Kwamakhanya (ward 22).</p> <p><b><u>Plans for next month.</u></b></p> <ul style="list-style-type: none"> <li>• Soil samples collection</li> <li>• Registration and assessment of farmers</li> <li>• Conduct necessary trainings</li> </ul>	
9. Umzimkhulu Music Experience - 2018	<ul style="list-style-type: none"> <li>• This is a music project initiated by Makwande Lifestyle Events. It started in 2016 and is hosted at Ncalu River Lodge.</li> <li>• The objective is to provide musical experience event that will be nurtured into a meaningful and sustainable economic annual event.</li> <li>• To provide direct and indirect opportunities for local business to generate income for the event.</li> <li>• This is was scheduled to take place from the 14-17 of December 2018 at Ncalu Lodge.</li> <li>• The event took place as scheduled with wonderful attendance which seems to be more than what we had on previous year. This year it attracted a crowd of more than 3500 people.</li> <li>• The organisers requested direct support from Umzimkhulu local municipality for the current year-2019. They will forward the proposal document as early as March of this year.</li> </ul>	This is for noting
10. CTO & LTF Meeting	<ul style="list-style-type: none"> <li>• The quarterly meeting for the above mentioned structures, took place as scheduled on the 5<sup>th</sup> of December 2018 at uMzimkhulu Hotel.</li> <li>• The purpose of this meeting is to interact with tourism stakeholders with issues pertaining tourism within Umzimkhulu. Giving clarity on progress then challenges encountered and the intervention of relevant departments.</li> <li>• Some of the recommendations/ resolutions were as follows:</li> </ul>	This report is for noting

	<ul style="list-style-type: none"> <li>➤ HGDA will assist on grading of establishments by getting a service provider to do all the Umzimkhulu establishment together.</li> <li>➤ The upcoming events must be reported to SAPS as compliance for safety and security.</li> <li>➤ Disaster unit- to inspect the erected marques at the events for safety compliance</li> <li>➤ Invite EMS, to any gathering of more than 150 people to ensure health safety.</li> <li>➤ DOT to re-install all the directory signage removed during construction and erect new ones where required.</li> </ul>	
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## INFRASTRUCTURE AND ENGINEERING DEPARTMENT

### REPORT ON CAPITAL PROJECTS

#### Purpose and decisions requested

The purpose of the submission is for Standing Committee, Executive Committee, & Council to note the progress and make necessary recommendations / resolutions.

#### PROGRESS REPORT

#### MIG PROJECTS

##### FINANCIAL REPORT: 2018/2019 Financial Year

MIG ANNUAL ALLOCATION (2018/2019)	TO DATE TOTAL MIG TRANSFERS	EXPENDITURE			
		Submitted & approved by MIG	Submitted but not yet approved by MIG	Total MIG expenditure VS MIG Allocation	Total expenditure VS to date transfers
42,536,000.00 100%	R34,000,000.00 70%	R19,707,369.44	R0.00	R19,707,369.44 46%	58%
ROLLOVER ALLOCATION R5,700,000.00	R5,700,000.00 100%	R3,834,688.71	R444,350.86	R3,834,688.71 67%	67%
OVERALL ALLOCATION R48,236,000.00	R39,700,000.00	R23,542,058.15	R0.00	R23,542,058.15 49%	59%

- Against the actual annual MIG allocation exclusive of the rollover allocation, as of month end DECEMBER 2018 our MIG expenditure is sitting at 46% against the provincial target of 41%, we are 5% above target.
- Against the rollover allocation, as of month end DECEMBER 2018 our MIG expenditure is sitting at 67%, we have a standing condition to spend 100% of the rollover by June 2019 which is very much likely because all associated projects are progressing well.
- Overall, our MIG expenditure is sitting at 49% against total allocation (Annual + Rollover).
- We managed to spend beyond the standing target of 40% expenditure by December 2018 as per the conditions of the 2018/2019 MIG Framework and that qualified the Municipality to receive the next trench of R16million which was through in December 2018.

**Tabulated below are the 2018/2019 monthly expenditure targets set by CoGTA for Municipalities, it is one of the tools for compliance measure.**

**MIG Expenditure Targets vs Municipal Actuals (Amounts in Million Rands)**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly expenditure (Rm)	R1.4	R4.2	R5.3	R5.8	R5.0	R1.6						
CoGTA Targets (%)	8%	13%	19%	25%	32%	41%	47%	56%	66%	73%	84%	100%
ULM Actual Achieved (%)	3.3%	13%	28%	39%	46%	49%						
Variance (%)	-4.7%	0%	+9%	+14%	+14%	+8%						

**1.2. PROJECTS CURRENTLY ON DEFECTS LIABILITY PERIOD**

Project Name	Ward	Defects Liability Period Expiry Date
Surfacing of Ibisi Access Road Phase 2	11	15 December 2018, site inspection scheduled for 25/01/2019
Surfacing of Umzimkhulu Township roads - Majardini	16	12 March 2019
Surfacing of Umzimkhulu Township roads - White city /Skoonplaas link	16	03 May 2019
Fire & Rescue Services Unit	16	22 December 2018, site inspection scheduled for 25/01/2019
Ntlasi Access Road	05	27 December 2018, site inspection scheduled for 25/01/2019

1.3 2018/2019 MIG PROJECTS							
INDICATORS	2018/19 Q1 Progress Reporting						
	Q2 Target	Dec 2018 progress	Key challenges / highlights	Award Amount		Expenditure to Date	Balance
Construction of Chamto Access Road 4.9KMs	100% Construction	97% Construction	The project started very well and the contractor was impressively progressing, however, at some point he had to pull off from site awaiting finalization of the application for additional works. Following the receipt of Council resolution in December 2018, the Contractor and his 2 sub-contractors have now been recalled to resume their duties, and the anticipated due completion date is 06 Feb 2019, the project was approved for an additional 0.8km due to developmental demands within the village, the	R 3 147 723.46		R 2 856 983.46	R 290 740.00

			revised overall extent is now 5.7km.				
Construction of Ibisi Internal roads phase 3 - 2.4 KMs	60% Construction	76% Construction	<p>The contractor has resumed his duties following the shutdown period. This project was exempted from the EIA and is progressing effectively well, currently at 400m of laying asphalt which is the final road layer and they are polishing other road sections in preparation for priming. Following Council resolution for the additional works, the Contractor has started working on the upper stream towards the Ibisi main intersection.</p> <p>The 3 sub-contractors Slekelele Trading (Youth Male); Zwezwe Transport Services (Adult Female); Inkonyane Construction (Youth Male) will soon be commencing their duties which includes sidewalks, gabions and road signs.</p>	R10,478,166.35		R 8 844 277.27	R 1 633 889.08
Construction of Tshaka Access Road – 4.0KMs	100% Construction	92% Construction	<p>The project is progressing effectively, however the target was set to complete during Q2 of 18/19 but due to the fact that the target was based on the original 4km, progress is sitting at 92% because of the extension of scope to cover an additional 1.3km,</p>	R 3 544 105.63		R 3 293 736.21	R 250 369.42

			the due completion date has been extended beyond Q2 and now falls in March 2019. The revised extent of road is now 5.3km. Two(2) subcontractors are currently active on site, Mamtisheni trading & projects (youth male) and Burning Issues General Trading Enterprise (adult male)				
Construction of Qondeni Access Road – 3.5KM's	80% Construction	66% Construction	Tipping and processes is complete in all areas exempted from the EIA, polishing will be done once the rest of the items listed under the EIA have been complete. The Contractor is currently off site awaiting to be recalled once EIA authorization has been issued.	R5,735,551.47		R 1 866 488.95	R 3 869 062.52
Thonjeni Access Road – 7.8KM's	60% Construction	47% Construction	The current progress is 47%, The Contractor is behind schedule, however, the main contributing factor is the EIA authorization still outstanding, as such construction on site cannot be carried out as effect as initially planned as there are restricted	R6,216,454.76		R 2 422 497.20	R 3 793 957.56



			sections of the works that cannot be touched until receipt of EIA approval.				
Mahawini Access Road – 7.6KM's	60% Construction	65% Construction	The current progress is 65%, however, construction on site cannot be carried out as effect as initially planned as there are restricted sections of the works that cannot be touched until receipt of EIA approval. The Contractor is currently off site awaiting to recalled on approval of the EIA.	R5,365,752.41		R 3 363 436.87	R 2 002 315.54
Ward 13 Sport field	50% Construction	54% Construction	The Contractor is back on site following the shutdown period. This project was exempted from the EIA and is progressing effectively well. The platform is complete and the topsoil has been laid in preparation for grassing, Fencing and construction of Combo courts is currently underway.	R5 922 183.73		R 2 108 406.27	R 3 813 777.46
<b>1.4 2017/2018 MIG PROJECTS</b>							
INDICATORS	2018/19 Q1 Progress Reporting		Key challenges / highlights	Award Amount		Expenditure to Date	Balance
	Q2 Target	Dec 2018 progress					

HOD/PMU							
% completion of Ntlangwini access road	100% construction	98% construction	The project is not far from finish, there are snags identified relating to fencing and the low level bridge structure that the Contractor has been ordered to fix to reach practical completion.	R7 204 009.30		R 6 562 248.25	R 641 761.05
number of reports submitted to Standing Committee on development of Umzimkhulu Landfill Site (NDEA project)	3 monthly reports shall be submitted to Stanco	The project is about to reached practical completion and the meeting that is hoped to be the final TRC progress meeting is scheduled for 31/01/2019 whereby any outstanding issues such as training of end-user staff will be discussed. The proposed date for project handover is 28/02/2019 but is subject to confirmation.	None	—		—	—

Number of Consulting Engineers appointed towards the development of HGRMSC (Fitness centre)	Advert Issued for the appointment of the Contractor towards development of HGRMSC (Fitness centre)	The Implementing Agent was appointed on 26 September 2018.	In December 2018 a letter of EIA exemption by EDTEA was received by the Municipality, the content was that: upon the amendments to the EIA Regulations in April 2018, EDTEA is declaring that the proposed development in the construction of HGMPSC does not trigger listed activities as such the development may proceed following the duty of care principles.	—		—	—
% completion of fire service unit	100% construction	100% construction	The project is complete and has reached expiry date for Defects Liability. The contractor has been given the snags list to attend to prior final retention release.	R 5 085 727.75		R 4 818 630.93	R 267 096.82
% completion of Traffic Offices (Testing Ground)	100% construction	74% construction	The project is progressing well. The layer that was abandoned by the previous contractor was contaminated due to exposure to nonconductive weather condition and had to be ripped off, disposed and replaced with suitable imported material to form a stable layer. Processing of G2 material is currently underway. The Contractor	R 1 830 865.00		R 816 015.50	R 1 014 879.50

			has submitted an intent to claim for extension of time due to delays associated with rain and additional works. A need for a retaining wall has been realized to protect the steep walls against soil erosion, however, we are still busy quantifying the area and associated cost implications.				
Ward 16 Cemetery site fenced	100% construction	76% construction	The project is running effectively, however we have not managed to meet our originally set target as per approved SDBIP. The Contractor was appointed on time (17/01/2018) to fully meet the set target which was based on the anticipation to receive EIA approval by June 2018, however, it was received in September 2018 thus causing a 3 months shift in our targets, site was handed over 24/10/2018 and the planned completion date was therefore shifted from December 2018 to March 2019.	R 1 675 971.00		R 0.00	R 1 675 971.00

## EIA APPROVALS

The Harry Gwala Multipurpose Sports Center has been officially exempted from the EIA, the exemption letter was received by the Municipality in December 2018.

The following projects are still undergoing the Environmental Impact Assessment. In consultation with EDTEA they confirmed that some projects are considered for approval end January whilst some early February 2019.

1. Qondeni Access Road
2. Mahawini Access Road
3. Thonjeni Access Road

In August 2019 at Qondeni Access Road one of the listed activities around the river stream was tempered with by Harry Gwala District Municipality, their intention was to retain water for their abstraction point due to lack of water in the river to support or increase their abstraction rate. The department has visited the site and declared that as an illegal action which is against the rule of law. We have written an explanatory letter to the department and awaits their response.

## **PROJECT REGISTRATIONS**

Submission of Business Plans for 2019/2020 MIG projects has been achieved. We are awaiting on CoGTA's response. The plan is to advertise all projects by 28 February 2019 to allow for early start.

### **1. PROCUREMENT ISSUES**

The following project in on tender phase.

<b>No.</b>	<b>Project Name</b>	<b>Briefing date</b>	<b>Tender Closing date</b>	<b>Date of Appointment</b>	<b>Time elapsed</b>	<b>Name of Service Provider</b>
1.	Pool of EIA Consultants 3 year contract	22 Jan 2019	15 Feb 2019	-	-	-

## **Recommendations**

Note the report

## **CONSTRUCTION OF SMME FACILITY – Development of Umzimkhulu SMME Facility Phase 2 Ward 16 (COGTA - Small Town Rehabilitation Programme)**

### **Purpose of the Report**

The purpose of this report is to give progress on the Construction of SMME Facility Phase 2 which is funded by CoGTA under Small Town Rehabilitation Programme.

### **Progress to Date**

- Roof trusses on main structure and mini office complete
- Plastering on walls complete
- Environmental audits conducted on monthly bases
- Concrete floor slab on building complete
- Drainage manhole at 70%
- Wet land offset completed
- Kerbing on access road complete
- Commercial G2 material processed as second layer on the access road
- Overall progress is sitting at 58%

### **Financial Implications/breakdown**

The table below shows the budget allocation and phases for the project as approved by Council.

<b>Project Name</b>	<b>Approved Budget by COGTA</b>	<b>ULM Counter fund</b>	<b>Total Contract Value</b>	<b>Expenditure Todate</b>	<b>Balance</b>
Development of Umzimkhulu SMME Facility	R 18 000 000.00	R 9 535 230.70	R 27 535 230.70	R 15 548 385.14	R 11 986 845.56

### **Recommendations**

Report for noting

## **INTEGRATED PUBLIC TRANSPORT FACILITY**

### **Project Background**

This is the project aimed at improving the Transport System and Public Transport Facilities of Umzimkhulu as a whole. The project was initiated during financial year 2011/2012 by the KZN Department of Transport, however it has been delayed by EIA approval. The project is made up of two facilities in two sites which is a modern Taxi Rank and a Bus rank both have well accommodated facilities of offices; local & long Distance rout bays; market stalls; ablutions etc. Stakeholder engagements continue as part of planning for the project. The project is directly implemented by the Department of Transport; the municipality is playing a facilitation role.

### **Progress to date**

- Contract start date – 22 November 2018 for a period of 20 months
- PSC meeting formed and meeting held on the 22 November 2018
- Contractor given the site for establishment which is anticipated to fully establish during January 2019
- The municipality continues to remove the spoil material from the bus site

### **Recommendations - Report for noting**

## **REPORT ON ELECTRIFICATION**

### **Purpose and decisions requested**

The purpose of the submission is for Standing Committee to note the activities on electrification programs for the Municipality.

### **NSIKENI ELECTRIFICATION 2015/16 PHASE 3**

### **NDAWANA RURAL ELECTRIFICATION**

All the work is completed and meters have been installed

An outage was scheduled for 06<sup>th</sup> December; however during inspection it was established that the Section breaker was leaking and therefore it was removed for repairs.

The CNC Manager has advised that since it is a small job there will be no complications to connect, it will be a day's work.

#### **Nkukhwini Electrification**

The project was energized.

The project has been declared complete.

**Overall progress is 98%.**

#### **RURAL ELECTRIFICATION WARD 1 - DELAMZI & PHOLANYONI ELECTRIFICATION – Imbawula Technical Services**

##### **DELAMUZI/Pholanyoni - November**

The Contractor has completed all construction works both at Delamzi and Pholanyoni and is waiting for outage.

Currently they are doing inspections to be ready for the outage.

**Overall progress is 99%.**

##### **December**

- The outage date for Delamuzi was confirmed to be 12<sup>th</sup> December 2018.
- At Pholanyoni the Contractor was busy correcting defects.

#### **Lukhasini, Lucingweni, Goso and Khayeka phase 2 Electrification**

Contractor Veez Micro Enterprize (VME) has been appointed and was introduced to the community on the 27<sup>th</sup> September 2018.

The kick-off meeting was conducted on the 12<sup>th</sup> of November 2018 and the Contractor presented their working program with 100% establishment.

The Contractor will start working from the Khayeka side with three teams to ensure that the connection for Mangeni which is needed for the Eskom project is finished on-time.

The material delivered on site is approximately 50% and is fully established.

The project duration is 8 months and therefore energizing will be done in August 2019.

There was not too much work in **December** due to Builder's shut-down; however all the materials have been delivered on site.



Planting of poles in Khayeka line is in progress.

**Overall progress is sitting at 27%**

### **RURAL ELECTRIFICATION WARD 16 AND - MATHATHANE 105 CONNECTIONS AND MANKOFU 22 CONNECTIONS**

Mathathane village, stakeholders was held on the 23<sup>rd</sup> August 2018 and project was approved, waiting for the DRT date to approve the designs.

Designs have been approved; however the scope has increased and thus shall require an urgent appointment of a Contractor.

Council has resolved for this project to be prioritized for the financial year 2019/20 due to the shortage of funds this year.

The process of appointing a Consultant shall commence in January 2019. All the Wards have submitted their In-fills requirements for submission to Dept Energy for the coming financial years.

**The proposed priority list for 2019/20 projects is as follows:**

Priority 1 2019/20 – Ward 9 = 280h/h; Ward 18 = 256h/h; Ward 14 = 201h/h & Ward 13 = 200h/h	Total = 937
Priority 2 2020/21- Ward 2 = 140h/h; Ward 4 = 150h/h; Ward 15 = 130h/h & Ward 19 = 180h/h	Total = 600 plus <b>600 rural housing in Zone 1</b>
Priority 3 2021/22 - Ward 8 = 110; Ward 17 = 80h/h; Ward 22 = 70h/h	Total = 260 plus housing

### **Recommendation**

The Standing Committee recommended that the above priority be adopted for inclusion in the IDP.

### **Magqagqeni/Masamini electrification – Ward Rural electrification 2019/20**

This project has been prioritized under Eskom program for implementation during 2019/20.

### **Maintenance of streetlights, high masts and municipal buildings**

#### **November**

There no complaints received for the November month as per complaints/faults register.

#### **December**

Repairs were conducted at Ibisi sport field and streetlights.  
No complaints in the CBD.

### **Provision of Solar units**

The Department of Energy confirmed provision of 350 solar units which shall be distributed to various wards.  
The previous list shall be used for distribution as per attached list.  
The Contractor shall resume work in January 2019.

### **Recommendations**

It is recommended that Standing Committee, Executive Committee, & Council notes the report

### **REPORT 3**

### **CLEANSING & ENVIRONMENTAL MANAGEMENT**

### **MAINTENANCE SECTION – CLEANSING & ENVIRONMENT**

### **Cleansing and Environmental Management**

### **Purpose and decisions requested**

The purpose of the submission is for Standing Committee, Executive Committee, & Council to note Cleansing and environmental report.

<b>IDP Ref NO.</b>	<b>Output (Activity)</b>	<b>Indicator</b>	<b>Quarter 2 Target</b>	<b>November 2018</b>	<b>Reasons/Comments &amp; Corrective Action</b>
WM 1	Monitor Dump Site Usage	Number of reports on dump site usage prepared	3	The Monitoring of all vehicles entering the site is done at the entrance by the security guard and the checking of the	

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	November 2018	Reasons/Comments & Corrective Action
				volumes and type of waste entering the site is done by landfill site operators.	
WM 03		Number of dumpsite audit reports submitted by specialist	NA	The soft copy of the Final Environmental audit report has been submitted the consultant with the recommendations that needs to be implemented in a short and Long term.	
	Procurement of waste skips 10	Appointment of service provider for the procurement of 10 waste skips	Advertisement issued for procurement of Waste skips	Waiting for Supply chain management For appointment of the service provider by SCM.	
IDP/SDBIP 14	Procurement of Two Waste skip Trucks	Appointment of service provider for procurement of two Waste skip Trucks	Appointment of service provider for procurement of two Waste skip Trucks	Waiting for Supply chain management for appointment of the service provider.	

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	November 2018	Reasons/Comments & Corrective Action
	Procurement of cleaning equipment (Refuse bags)	Number of refuse bags procured	advert issued	Waiting for the Supply Chain management for appointment of the service provider.	
	Procurement of brush cutters	Number of brush cutter procured	Appointment of service provider for procurement of Brush Cutters	Memo has been sent to SCM for re-advertisement of brush cutters.	
WM 04	Monitor the effectiveness of the Recycling programme	Number of reports prepared recycled waste.	20	The recycling at the dumping site is still in progress of materials such as cardboards, PET etc.	
WM 06	Collection of waste from designated areas	Number of households with access to waste collection services as per principle plan / household Eskom count	5842	Waste collection is ongoing as the collection schedule but at Riverside the collection does not take place every week but once after a week since there is less refuse waste.	
	Number of indigent households with	Number of indigent households with access to free	N/A	N/A	N/A

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	November 2018	Reasons/Comments & Corrective Action
	access to free basic services	refuse removal & Rates services			
WM 07	Street Cleaning to 12 streets	Number of reports prepared on streets cleaned	3	The street cleaning services is conducted daily in town.	
WM 08	Cleaning of public toilets	Number of reports on public ablution facilities	3	The cleaning of all ablution facilities in town is continuous and it is conducted by the General workers. Cleaning material and toilet papers are provided. However there was a break in the taxi rank toilets and house pipe that supply water to the other toilet was stolen.	
WM 09	Monitor and report on Illegal dumping	Number of reports on illegal dumping identified	3 monthly reports	The illegal dump has been Identified at Sisulu location.	
WM 10		Turnaround time (in months) from identification to closure	1		

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	November 2018	Reasons/Comments & Corrective Action
	Monitor the implementation of street cleaning service by the Service Provider	Number of reports prepared on street cleaning services conducted on weekends, public holidays and municipal shutdown	1 Quarterly report signed by HoD	The service provider for street cleaning is being implemented around town and at the ranks.	
	Implementation of greening plan	Number of trees planted as per the Greening plan	Procurement of trees and plants	The process for the procurement of trees it's in a process whereby memo has been submitted to SCM.	
WM 11	Number of reports on grass cutting as per Greening plan	Number of reports on grass cutting as per Greening plan	1 quarterly report signed by HoD	01/11/2018- Grass cutting along R56 next to white city. 02/11/2018- Grass cutting along R56 05/11/2018- Grass cutting R56 next to traffic office. 06/11/2018- Grass cutting along R56 next social services up to council chamber. 07/11/2018- Grass cutting at Makhosini. 08/11/2018- grass cutting cemeteries	

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	November 2018	Reasons/Comments & Corrective Action
				09/11/2018-Grass cutting at cemeteries 12/11/2018- Grass cutting at the cemeteries 13/11/2018- Grass cutting at Majalidini along the road to Ekuphumleni BnB 14/11/2018- Grass cutting at Majalidini along the road next to DSD and Umzimkhulu JSS. 15/11/2018- Grass cutting at Majalidini next to the main street. 16/11/2018- Grass collection and the remains of illegal dumping by the community members. 19/11/2018- Grass cutting at Majalidini 20/11/2018- Grass cutting at Majalidini 21/11/2018-Grass cutting at David Ndawonde park.	

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	November 2018	Reasons/Comments & Corrective Action
				22/11/2018- Grass cutting at old traffic offices. 23/11/2018- Grass cutting at outside David Ndawonde Park. 26/11/2018- Grass cutting along the road DRC and on the open space next to exit at Majalidini. 27/11/2018- Grass cutting at Library and behind buss rank at the mall. 28/11/2018- Grass cutting at skoomplass. 29/11/2018- Grass cutting white city. 30/11/2018-Grass cutting at white city	
WM 12	Implementation of Uphuhliso Lwemvelo Ngococeko program.	Number of beneficiaries maintained on Uphuhliso Lwemvelo Ngococeko Program.	190	<ul style="list-style-type: none"> <li>- The program is ongoing with 194 participants paid.</li> <li>- Two participant is on maternity leave.</li> </ul>	



IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	November 2018	Reasons/Comments & Corrective Action
				- They are working in Town, Nodes and some are assisting in the cleaning of schools and Halls.	
MW 13	Monitor implementation of the community work programme	Number of Local reference committee meeting sit to monitor functionality of the program.	1	The next LRC meeting date has not been confirmed.	
	Creation of Jobs through Community Work Programme (CWP)	Number of work opportunities maintained on CWP	1000	The total number of the Participants on the program is 984 and it's below the target. The recruitment was done but there are delays in the approval of participants.	
Infr 04	Training of Waste Management Staff as per Waste management training plan	Number of workers trained as per waste management plan.	advert issued	No training has been conducted this month.	

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	November 2018	Reasons/Comments & Corrective Action
WM 05	Conduct Waste Management Awareness Campaigns	Number of Waste Management Awareness Campaigns conducted	1 Waste Management Awareness Campaigns conducted	There has been an awareness campaign this month that has been conducted at St. Bernard School.	
Infr 05	provision of SABS approved protective clothing to I&E workers and EPWP participants	number of I&E workers receiving protective clothing	200	The procurement process of the PPC clothing for the 189 beneficiaries of Uphuhliso Lwemvelo Ngococeko has been delivered.	
WM 11	Reviewal of Annual Greening Plan	Reviewed Annual Greening Plan adopted by Council		N/A	
Infr 06	Reviewal of the Integrated Waste Management plan	Reviewed Integrated Waste Management plan adopted by Council	N/A	N/A	N/A
WM 16	Reviewal of Infrastructure policies (Waste Management Policy)	Reviewed Waste Management Policy adopted by Council	N/A	N/A	N/A
WM 17	Effective reporting and accountability	Number of reports prepared to on Waste Management	3 monthly reports signed by HoD	3 monthly reports has been prepared	

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	November 2018	Reasons/Comments &Corrective Action
<b>INTER- GOVENMENTAL INTERACTIONS</b>					
Program	Number of participants			Funder	Progress report
Clothing and Textile	24	Learnership		Training is in progress	DEA
Environmental Practice	25	Learnership		The program of environmental practice has ended.	DEA
CWP	984			The program is in progress. With 129 participants are loaded in a portal and still waiting for approval.	DCoG
Uphuhliso Lwemvelo Ngococeko	194	Program		The program is in progress	Internal fund and Incentive grant.
YES program	4	Program		Program is in progress and participants are being trained.	The program is in progress

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December 2018	Reasons/Comments & Corrective Action
WM 1	Monitor Dump Site Usage	Number of reports on dump site usage prepared	3	The Monitoring of all vehicles entering the site is done at the entrance by the security guard and the checking of the volumes and type of waste entering the site is done by landfill site operators.	
WM 03		Number of dumpsite audit reports submitted by specialist	NA	The soft copy of the Final Environmental audit report has been submitted the consultant with the recommendations that needs to be implemented in a short and Long term.	
	Procurement of waste skips 10	Appointment of service provider for the procurement of 10 waste skips	Advertisement issued for procurement of Waste skips	Waiting for Supply chain management For appointment of the service provider by SCM.	

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December 2018	Reasons/Comments & Corrective Action
IDP/SDBIP 14	Procurement of Two Waste skip Trucks	Appointment of service provider for procurement of two Waste skip Trucks	Appointment of service provider for procurement of two Waste skip Trucks	Waiting for Supply chain management for appointment of the service provider.	
	Procurement of cleaning equipment (Refuse bags)	Number of refuse bags procured	advert issued	Waiting for the Supply Chain management for appointment of the service provider.	
	Procurement of brush cutters	Number of brush cutter procured	Appointment of service provider for procurement of Brush Cutters	Memo has been sent to SCM for re-advertisement of brush cutters.	
WM 04	Monitor the effectiveness of the Recycling programme	Number of reports prepared recycled waste.	20	The recycling at the dumping site is still in progress of materials such as cardboards, PET etc.	
WM 06	Collection of waste from designated areas	Number of households with access to waste collection services as per principt plan / household Eskom count	5842	Waste collection is ongoing as the collection schedule.	

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December 2018	Reasons/Comments & Corrective Action
	Number of indigent households with access to free basic services	Number of indigent households with access to free refuse removal & Rates services	N/A	N/A	N/A
WM 07	Street Cleaning to 12 streets	Number of reports prepared on streets cleaned	3	The street cleaning services is conducted daily in town.	
WM 08	Cleaning of public toilets	Number of reports on public ablution facilities	3	The cleaning of all ablution facilities in town is continuous and it is conducted by the General workers. Cleaning material and toilet papers are provided. However there was a break in the taxi rank toilets and house pipe that supply water to the other toilet was stolen.	
WM 09	Monitor and report on Illegal dumping	Number of reports on illegal dumping identified	3 monthly reports	The illegal dump has been Identified along R56 at Boarder location.	

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December 2018	Reasons/Comments & Corrective Action
WM 10		Turnaround time (in months) from identification to closure	1		
	Monitor the implementation of street cleaning service by the Service Provider	Number of reports prepared on street cleaning services conducted on weekends, public holidays and municipal shutdown	1 Quarterly report signed by HoD	The service provider for street cleaning is being implemented around town and at the ranks.	
	Implementation of greening plan	Number of trees planted as per the Greening plan	Procurement of trees and plants	The process for the procurement of trees it's in a process whereby memo has been submitted to SCM.	
WM 11	Number of reports on grass cutting as per Greening plan	Number of reports on grass cutting as per Greening plan	1 quarterly report signed by HoD	03/12/2018- Grass cutting at White City 04/12/2018- Grass cutting at taxi rank and behind super spar. 05/12/2018- Grass cutting along R56 road next to SASSA and Umzimkhulu Hotel.	

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December 2018	Reasons/Comments &Corrective Action
				06/12/2018- Grass cutting main building and outside. 07/12/2018-Grass cutting at ext.8 to DRC S.S.S 10/12/2018-Grass cutting at Tourism center and main building. 11/12/2018- Grass cutting along R56 and at CBD park next to build it and cash build. 12/12/2018- Grass cutting at along R56 and the municipal house Majalidini. 13/12/2018- Grass cutting along R56 at Majalidini. 18/12/2018- Grass cutting at along R56 in white city side. 19/12/2018- Grass cutting	



IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December 2018	Reasons/Comments & Corrective Action
				<p>along R56 at white side.</p> <p>20/12/2018- Grass cutting along R56 at white city.</p> <p>21/12/2018- Grass cutting at the shed.</p> <p>27/12/2018- Grass cutting at David Ndawonde Park.</p> <p>28/12/2018- Grass cutting at David Ndawonde Park.</p> <p>31/12/2018- Grass cutting at Cemeteries</p>	
WM 12	Implementation of Uphuhliso Lwemvelo Ngococeko program.	Number of beneficiaries maintained on Uphuhliso Lwemvelo Ngococeko Program.	190	<ul style="list-style-type: none"> <li>- The program is ongoing with 194 participants paid.</li> <li>- One participant is on maternity leave.</li> </ul>	

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December 2018	Reasons/Comments & Corrective Action
				- They are working in Town, Nodes and some are assisting in the cleaning of schools and Halls.	
MW 13	Monitor implementation of the community work programme	Number of Local reference committee meeting sit to monitor functionality of the program.	1	The next LRC meeting didn't take place in this quarter.	
	Creation of Jobs through Community Work Programme (CWP)	Number of work opportunities maintained on CWP	1000	The total number of the Participants on the program is 984 and it's below the target. The recruitment was done but there are delays in the approval of participants.	
Infr 04	Training of Waste Management Staff as per Waste management training plan	Number of workers trained as per waste management plan.	advert issued	No training has been conducted this month.	

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December 2018	Reasons/Comments & Corrective Action
WM 05	Conduct Waste Management Awareness Campaigns	Number of Waste Management Awareness Campaigns conducted	1 Waste Management Awareness Campaigns conducted	N/A	
Infr 05	provision of SABS approved protective clothing to I&E workers and EPWP participants	number of I&E workers receiving protective clothing	200	The procurement process of the PPC clothing for the 189 beneficiaries of Uphuhliso Lwemvelo Ngococeko has been delivered.	
WM 11	Reviewal of Annual Greening Plan	Reviewed Annual Greening Plan adopted by Council		N/A	
Infr 06	Reviewal of the Integrated Waste Management plan	Reviewed Integrated Waste Management plan adopted by Council	N/A	N/A	N/A
WM 16	Reviewal of Infrastructure policies (Waste Management Policy)	Reviewed Waste Management Policy adopted by Council	N/A	N/A	N/A
WM 17	Effective reporting and accountability	Number of reports prepared to on Waste Management	3 monthly reports signed by HoD	3 monthly reports has been prepared	

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December 2018	Reasons/Comments & Corrective Action
<b>INTER- GOVERNMENTAL INTERACTIONS</b>					
Program	Number of participants			Funder	Progress report
Clothing and Textile	24	Learnership		Training is in progress	DEA
Environmental Practice	25	Learnership		The program of environmental practice has ended.	DEA
CWP	984			The program is in progress. With 129 participants are loaded in a portal and still waiting for approval.	DCoG
Uphuhliso Lwemvelo Ngococeko	194	Program		The program is in progress	Internal fund and Incentive grant.
YES program	4	Program		Program is in progress and participants are being trained. A meeting was held on the 13 <sup>th</sup> December 2018 where it was discussed that a new recruitment will be done for 9	The program is in progress

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December 2018	Reasons/Comments & Corrective Action
				additional beneficiaries. These will be divided as 3 being trained at TVET college and other 6 to work on community. An advert will be issued by Ezemvelo during January 2019	

#### **REPORT 4- MAINTENANCE: ROADS & STORM WATER**

#### **REPORT ON PROGRESS FOR ROADS MAINTAINANCE PROJECTS AND STORMWATER MANAGEMENT**

##### **Purpose and decision requested**

The purpose of the submission is to outline the progress of the Roads maintenance projects for Standing Committee to note, advise accordingly and recommend or support the proposed recommendations.

##### **Progress report**

IDP Ref NO.	Indicator (Unit of Measure)	2018/2019 Q2 progress reporting		Comments & Corrective Action
		Quarter 2 Target	November & December 2018	
IDP/SD BIP 22	77.5kms of gravel roads bladed as per approved maintenance plan (Mountain AR 8km-W19; Mbulumba Makhaleni AR 4.1km-W12; Cabazi AR 2.6km-W9; Mtshazo AR 2.7km-W14; Ibisi AR 9km-W11; Elusizini Through Fare AR 3.2km-W9; Tweefontein AR 5.2km-W10; Mkangala to Singisi AR 4.8km W4; Khayeka AR 11.9km W1; Chancele AR 10,7km W9; Mvolozana AR 2.1km W18; Mbuzweni AR 2,4km W12; Slovas AR(KwaMeyi/Mgwili) 2.8km W11 & Breama AR 8km W20)	10 km of roads Bladed	<p><b><u>October 2018 progress</u></b>  Khayeka Access Road <b>8.9km</b> has been bladed  Mkangala to Singisi Access Road <b>4.8km</b> has been bladed  <b><u>November 2018 progress</u></b>  Mvolozana Access Road 2.1km has been bladed.  Mtshazo Access Road 2.7km has been bladed.  Khayeka Access Road 2km has been bladed.  <b><u>December 2018 progress</u></b>  A special request for intervention at Ntlambamasoka was received and attended.</p>	
IDP/SD BIP 23	49.3kms of gravel roads fully maintained/processed as per approved	5 km roads Fully maintained/ Processed	<b><u>October 2018 progress</u></b>	

IDP Ref NO.	Indicator (Unit of Measure)	2018/2019 Q2 progress reporting		Comments & Corrective Action
		Quarter 2 Target	November & December 2018	
	maintenance plan (Senti AR-5km-W8; Mthintwa AR 2.5km-W1; Chief Jozana (Ngqokozweni) AR 5.5km-W21; Goxe 5km W9; T10 to Deda AR 3.2km-W3; Rocky mount AR 5.5km-W8; Gijima Magaqa AR 3.6km-W17; Nyanisweni AR 7.1km-W2; Mgwili(Slovas) AR 3.7km; Sibovini AR 8.2km W21)	(Re-gravelled)	Finishing with tipping and processing at Memeza Access Road of about <b><u>1.5kms.</u></b> <b><u>November 2018 progress.</u></b> Mgwili (Slovas) Access Road tipping has been completed; outstanding is processing. The back-up team was working at T10 Deda Access Road for tipping and processing of 2km. <b><u>December 2018 progress.</u></b> The team was busy finalising at T10Deda processing and outstanding of 1.2kms. The team proceeded to Ntlambamasoka Access Road as an intervention for 0.6km processing.	

IDP Ref NO.	Indicator (Unit of Measure)	2018/2019 Q2 progress reporting		Comments & Corrective Action
		Quarter 2 Target	November & December 2018	
RD 01	number of metres on unblocking of Storm water pipes for gravel roads <u>OR</u> (service provider for storm water pipes unblocking appointed)	75 m	<b>November progress:</b> Grade 1 Contractors started working at various zones with the exception of those that had not complied with the contractual requirements. Attached is a report from Foreman.	
IDP/SD BIP 24	number of headwalls maintained	50 headwalls maintained	Contractors were anticipated to start with their work not later than 02 of November 2018, so far no contractor has been started due to non-compliance with the contractual requirements. Such as safety issues, insurances	
	Number of Service Providers appointed for Procurement of 3 Tipper trucks	1 Service provider appointed for procurement	This Tender was re-advertise due to non-responsive of the service providers still	



IDP Ref NO.	Indicator (Unit of Measure)	2018/2019 Q2 progress reporting		Comments & Corrective Action
		Quarter 2 Target	November & December 2018	
		of 3 Tipper trucks	awaiting the appointment of service provider from SCM	
RD 02	Number of contractors appointed for repairs on bridges(Nongingqa Low level Bridge)	1 Bridge Maintained (Nongingqa Low Level Bridge)	The hand over was conducted and The contractor has started and progress is 10% complete. The Contractor failed to submit the relevant contractual requirements	
RD 05	Number of reports Prepared on Roads maintenance.	2 reports prepared on Roads maintenance	1 monthly reports submitted	
IDP/SD BIP 64	Reviewed Road Maintenance Plan adopted by council	N/A	N/A	
IDP/SD BIP 64	Reviewed Road Maintenance Policy adopted by council	N/A	N/A	

IDP Ref NO.	Indicator (Unit of Measure)	2018/2019 Q2 progress reporting		Comments & Corrective Action
		Quarter 2 Target	November & December 2018	
RD 06	1 Grid Roller procured	Service Provider appointed towards procurement of Grid Roller	Still awaiting the appointment of service provider.	
RD 07	1 Water Tanker procured	Service Provider appointed towards procurement of Water Tanker	Advert was delayed by Fleet management office.	
RD 08	1 Excavator procured	Service Provider appointed towards procurement of Excavator	Still awaiting the appointment of service provider.	
RD 09	Number of Bob Cat procured	Service provider appointed for procurement of 1 Bob Cat	Still awaiting the appointment of service provider.	

IDP Ref NO.	Indicator (Unit of Measure)	2018/2019 Q2 progress reporting		Comments & Corrective Action
		Quarter 2 Target	November & December 2018	
RD 10	Number of service provider appointed (Back-up plant (Excavator, Grader, Water tank, Dozer, roller smooth and grid, TLB, Tipper truck and load)	Appointment of the service provider	The contractor has been appointed, but has not yet started with works as anticipated	
RD 11	1 Bomag procured	Service Provider appointed towards procurement of Bomag Roller	Still awaiting the appointment of service provider.	

### EMERGENCY REQUEST ACTIVITIES (INTERVENTIONS)

A request for intervention was received from Ntlambamasoka due to a protest on December

### PROCUREMENT

The request for the supply and delivery of New Tipper Trucks was issued to Corporate Services and the advert was out on the 15<sup>th</sup> of February 2018, the Briefing was 22<sup>nd</sup> of February 2018 and Tender closing was on 09<sup>th</sup> of March 2018, the project went for evaluation and findings were that non-responsive of service providers leading to Re-Advert of the tender project is still on evaluation processes.

### 2.7 RECOMMENDATIONS

- To note the report

## REPORT 5 - SOCIAL FACILITATION REPORT

**TO :** STANDING COMMITTEE, EXECUTIVE COMMITTEE, & COUNCIL  
**UNIT :** Social Facilitation:

### 1. Background

The Social facilitation unit executes various activities although some of them are on-going activities. The main activities are as follows:

- MANCO & STANCO monthly reports.
- To ensure OHSA compliance on construction sites through monthly audits and sites visits
- Facilitating sites meetings
- Ensuring labour Intensive on projects sites and collecting beneficiary lists for jobs created as EPWP requirements (extensive labour)
- Strategizing working systems for the unit e.g. formulating working documents (Policy formulation).
- Facilitating mass community meetings for new capital projects
- Appointing of Community Liaison officers
- Formulating Project Steering Committees
- Coordinating, ensuring registration, monitoring, implementing and reporting of EPWP projects
- Submission of EPWP monthly expenditure reports and quarter report to National Public Works.

The report will state the activities that were performed on the month of October 2018. The report will also mention the achieved as well as not achieved activities. For not achieved activities there will be actions taken in order to inform the plan on how to achieve in future. Furthermore, for not achieved activities the reasons will be itemized together with the challenges. The information will be presented in a form of a table and Photos as evidence will be viewed on a separate page as Annexure A.

Moreover, there will be recommendations in order to advance the proficiency of the unit and to influence the future deliverables of the institution as a whole.

### 2. Legislation Requirement

OHSA no 85 of 1993 for compliance

EPWP Policy: Phase 3

EPWP National Guideline document - Social Facilitation policy

## REPORT 5 - SOCIAL FACILITATION REPORT

To ensure integration of the communities in development programmes by 2022 and beyond	monitoring of the OHSA compliance in construction sites (External Contractors)	Number of OSHE compliance audit reports conducted	7 OSHE conducted	Achieved	<p>The OHSA audits for all sites were visited are measured in percentages for compliance. OHSE audit compliance is rated in percentages as follows.</p> <table><tr><td>1.SMME Facility</td><td>= 100%</td></tr><tr><td>Chamto Access road</td><td>=0%</td></tr><tr><td>Ibisi tarring Phase 3</td><td>=0%</td></tr><tr><td>2.Tshaka Access Road</td><td>= 85%</td></tr><tr><td>3.Qondeni Access Road</td><td>= 0%</td></tr><tr><td>4.Mahawini Access Road</td><td>85%</td></tr><tr><td>5.Ward 13 sport field</td><td>= 0%</td></tr><tr><td>6.Thonjeni Access Road</td><td>= 80%</td></tr><tr><td>8.Traffic offices</td><td>=60%</td></tr><tr><td>9.Cemecry Fencing</td><td>=20%</td></tr><tr><td>10.Electrification</td><td>safety file stage</td></tr></table> <p>The underneath projects OSHE audits:</p> <p><b>Qondeni Access Road, Chamto, Ibisi phase 3 and Ward 13 sport field (audits will be submitted by the consultant )</b></p> <p><b>Challenge/s</b></p> <p>- The consultant has never submitted the audits reports for the aforementioned projects.</p>	1.SMME Facility	= 100%	Chamto Access road	=0%	Ibisi tarring Phase 3	=0%	2.Tshaka Access Road	= 85%	3.Qondeni Access Road	= 0%	4.Mahawini Access Road	85%	5.Ward 13 sport field	= 0%	6.Thonjeni Access Road	= 80%	8.Traffic offices	=60%	9.Cemecry Fencing	=20%	10.Electrification	safety file stage	<p>1. Dated Photos</p> <p>2. Compliance letters and</p> <p>3. Audit report signed by SFU manger</p>
1.SMME Facility	= 100%																											
Chamto Access road	=0%																											
Ibisi tarring Phase 3	=0%																											
2.Tshaka Access Road	= 85%																											
3.Qondeni Access Road	= 0%																											
4.Mahawini Access Road	85%																											
5.Ward 13 sport field	= 0%																											
6.Thonjeni Access Road	= 80%																											
8.Traffic offices	=60%																											
9.Cemecry Fencing	=20%																											
10.Electrification	safety file stage																											

					<b>Action</b> -There was a meeting between PMU and Umpisi to iron out the safety issues towards compliance. <b>Comments:</b> Veez Enterprises safety file was assessed and approved. The comments were sent to the relevant stakeholders. Assessed Cutama and Mzomtsha emerging contractors for Maintenance of head walls projects.	
		Monitoring of the OSHA compliance in construction sites on internal Contraction sites.	Number of OHSA compliance audits conducted by SFU I all municipal site offices ( internal sites)	1 per quarter. It is not on monthly reported.	For the first quarter the report was submitted.	1.Dated photos 2.Audit checklist as per OSHA signed by SFU 3. Quarterly report signed by HOD.
Municipal Transformation and institutional development	To ensure on effective, efficient and compliant Human Resource Function in support of the IDP by 2022 and beyond	To coordinate medical surveillance to all employees of ULM		34 monthly target	The progress is now under SCM because the tender was closed on the 19 <sup>th</sup> of October 2018.	1. Surveillance report submitted to HR HOD by the appointed Medical Practitioner. 2.Register of examined employees

TO : STANDING COMMITTEE, EXECUTIVE COMMITTEE, & COUNCIL

	To coordinate compliance of hazards identification and Risk Assessment (HIRA) report in the workshop of UMzimkhulu Municipality	Number of reports submitted on all municipal sites assessed ( Council Chamber, Main Building ,Makhosini, Traffic offices, Gateway & Library)	Compiled document on Hazard identification and Risk Assessment in the workplace of UMzimkhulu Municipality	1 report per quarter, not monthly.	The progress is now under SCM because the tender was closed on the 19th of October 2018.	1. A compiled HIRA report submitted to HR HOD by the appointed HIRA practitioner approved HOD Corporate Services.
		Ensure compliance with EPWP branding statutory requirements (EPWP projects)	Number of EPWP branding sign boards erected as per EPWP Sectors	1 EPWP branded sign board erected. Not achieved.	The tender proposal to be developed and submitted to SCM in this quarter.	1. Dated sign board erected. 2. Appointment letter of the service provider.

**UNIT : Social Facilitation:**

## **2. Background**

The Social facilitation unit executes various activities although some of them are on-going activities. The main activities are as follows:

- MANCO & STANCO monthly reports.
- To ensure OHSA compliance on construction sites through monthly audits and sites visits
- Facilitating sites meetings
- Ensuring labour Intensive on projects sites and collecting beneficiary lists for jobs created as EPWP requirements (extensive labour)
- Strategizing working systems for the unit e.g. formulating working documents (Policy formulation).

	Attendance of projects site meetings (Tshaka AR-4km ; Thonjeni AR-7.8km; Mahawini AR-7,6km; Chamto AR-4,9km; Qondeni AR-3.5km;Ibisi Internal roads phase 3; Ward 13 Sportsfield)	Number of project site meetings attended		10	<p>Site meetings for the month of October 2018  Mahawini Access Road on the Tue 23 Oct-2018  Ward 13 Sports field on the Fri 26 Oct-2018  Ibisi Access Road on the Wed 24-Oct-2018  Thonjeni access roads on 25 Oct-2018  Tshaka access roads = Tue October 2018  Ntlangwini access roads Fri 26 Oct-2018  Chamto access roads Mon 01-Oct-2018  Qondeni access roads Wed 24-Oct-2018  Traffic Offices =Tue 23 Oct-2018  Cemetery fencing Thu 25 Oct-2018  Handover.</p> <p><b>Challenges</b>  There is still a challenge in terms of late progress site meetings that makes it very difficult for the SFU to report on site meetings attended. As of now the meetings for the month of August have not been conducted.</p> <p><b>Action</b>  It is always communicated with the consultant that meetings be held earlier so that we are able to report full information as for STANCO report and on time due.</p>	<p>1. Signed minutes and attendance register  2. Schedule of meetings</p>
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➤ Facilitating mass community meetings for new capital projects



	Attendance of EPWP projects site visits conducted	Number of EPWP projects site visits conducted	14	4 Achieved	<p>On the 4<sup>th</sup> October 2018, 3 site visits were conducted on the following: Uphuhliso Lwemvelo Ngococeko: Mackson area, Van Rank and Majaldini.</p> <p>On the 19<sup>th</sup> October, 1 site visits were conducted on the following projects: SMME Facility and Pound.</p> <p><b>Challenge/s</b></p> <p>Beneficiaries for Uphuhliso Lwemvelo Ngococeko have no PPE's and they are not visible and it is difficult to identify them from the people in town.</p> <p><b>Action</b></p> <p>Sizes of beneficiaries have been taken and in a process of purchasing the PPE.</p> <p>A correspondence on the withholding of the second tranche grant was received from the National public works stating that there are projects which are not reporting on the EPWP reporting system. We responded stating that there is a project from LED which changed its name but it is reporting. National public works responded that the tranche will be released and transferred to the municipality.</p>	<p>1. Dated Photos</p> <p>2. DPW Check List signed by Supervisor</p>
To facilitate a 0.6% growth increase in the local economy by 2022 and beyond	Creation of jobs through (EPWP SECTORS: social, Environmental,MI	Number of jobs created through the EPWP	125	154 Achieved	<p><b>October :</b></p> <p>Surfacing of Ibisi phase 3 = 16 ,Tshaka Access road = 12, Mahawini Access Road = 12,Thonjeni Access Road = 9,Qondeni Access road = 11, Isibane Co-op = 8, Siyazama Co-op = 5,</p>	<p>1.Payment sheets signed by beneficiaries</p> <p>2.System generated</p>

	G and Municipal projects)				<p>Masakhane Poultry = 5, Sakhimpilo Veg Crop = 5, Ubumbano Agri = 4, Peace of mind Baking Co-op = 5, ULM Rangers = 5, ULM Caregivers = 40, SMME Facility =17</p> <p><b>Total</b> = 154 All the above projects are registered and reporting on the EPWP reporting system. <b>Challenge/s</b> None</p>	proof of payment
		Number of jobs created through the EPWP (Public Facilities)	18	93 Achieved	<p>All beneficiaries are working on designated sites. <b>Challenges:</b> Working tools and PPE still unavailable. <b>Action:</b> A list of cleaning material has been submitted to HR department and have started supply chain processes. The PPE sizes have been taken from the beneficiaries on the 10th of September 2018. We are still waiting for the budget adjustment in order to procure the PPE.</p>	<p>1.Payment sheets signed by beneficiaries 2.System generated proof of payment</p>
	Monitoring of the expenditure of EPWP integrated grant	Number of expenditure reported submitted	3 expenditure report	1 expenditure report. Achieved	<p>The expenditure report is submitted every month on the 10<sup>th</sup>.It was submitted for October on the 08<sup>th</sup> November 2018. An amount of R453 440 was spent on EPWP beneficiaries' salaries. The second tranche grant is expected to be transferred on the 15<sup>th</sup> November 2018.</p>	<p>1. Signed expenditure report. 2.Transmit/fax report</p>

- Appointing of Community Liaison officers
- Formulating Project Steering Committees
- Coordinating, ensuring registration, monitoring, implementing and reporting of EPWP projects

	Co-ordinates sittings of the EPWP committee	Number of sittings of the EPWP committee	1	1 Not Achieved	The meeting was supposed to sit on the 07 November and was postponed due to IDP and it will be convened on the 21th November 2018.	1.Invitation to a meeting 2.Attendance register 3.Minutes
To ensure effective, efficient and compliant Human Resources function in support of the IDP by 2022 and beyond	To ensure EPWP contracts are signed by EPWP participants(Social, Environment, LE D, Infrastructure and	Number	1	1 Achieved	Public Facilities 93 beneficiaries signed the contracts.	1.Quarterly report signed by HOD
Procurement of SFU Double Cab Bakkie Procured	Number of SFU Double Cab Bakkie Procured				According to fleet report the advert was issued for procuring the barkier.	

- Submission of EPWP monthly expenditure reports and quarter report to National Public Works.

The report will state the activities that were performed on the month of November and December 2018. The report will also mention the achieved as well as not achieved activities. For not achieved activities there will be actions taken in order to inform the plan on how to achieve in future. Furthermore, for not achieved activities the reasons will be itemized together with the challenges. The information will be presented in a form of a table and Photos as evidence will be viewed on a separate page as Annexure A.

Moreover, there will be recommendations in order to advance the proficiency of the unit and to influence the future deliverables of the institution as a whole.

## 2. Legislation Requirement

OHSA no 85 of 1993 for compliance

EPWP Policy: Phase 3

EPWP National Guideline document - Social Facilitation policy

## REPORT 6 – PUBLIC FACILITIES

TO : STANDING COMMITTEE, EXECUTIVE COMMITTEE, & COUNCIL  
FROM : PROJECT MANAGEMENT UNIT  
SUBJECT : REPORT ON PUBLIC FACILITIES

## PURPOSE AND DECISION REQUESTED

To ensure integration of the communities in development programmes by 2022 and beyond	monitoring of the OHSA compliance in construction sites (External Contractors)	Number of OSHE compliance audit reports conducted	7 OSHE conducted	Not Achieved	<p>1.SMME Facility = 100%</p> <p>Chamto Access road =0%</p> <p>Ibisi tarring Phase 3 =0%</p> <p>2.Tshaka Access Road = 85%</p> <p>3.Qondeni Access Road = 0%</p> <p>4.Mahawini Access Road =85%</p> <p>5.Ward 13 sport field = 0%</p> <p>6.Thonjeni Access Road = 80%</p> <p>8.Traffic offices =60%</p> <p>9.Cemecry Fencing =20%</p> <p>10.Electrification safety file stage</p> <p>The underneath projects OSHE audits:</p> <p><b>Challenge/s</b></p> <p>-Compliance audit was not conducted the above projects were due to shut down period.</p> <p>- Qondeni Access Road, Chamto, Ibisi phase 3 and Ward 13 sport field (audits were supposed to be submitted by the consultant )</p> <p>-The consultant has never submitted the audits reports for the aforementioned projects.</p> <p><b>Action</b></p> <p>-There was a meeting between PMU and Umpisi to iron out the safety issues towards compliance.</p>	<p>1. Dated Photos</p> <p>2. Compliance letters and</p> <p>3. Audit report signed by SFU manger</p>
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				1 per quarter not monthly.	<b>Road Maintenance Challenge/s</b> -Safety meetings sit quarterly. It was held on October 2018, the following meeting was set on the 20 <sup>th</sup> March 2019.	
		Monitoring of the OSHA compliance in construction sites on internal Contraction sites.	Number of OSHA compliance audits conducted by SFU I all municipal site offices ( internal sites)	1 per quarter not monthly.	This is a quarterly report	1.Dated photos 2.Audit checklist as per OSHA signed by SFU 3. Quarterly report signed by HOD.
Municipal Transformation and institutional development	To ensure on effective, efficient and compliant Human Resource Function in support of the IDP by 2022 and beyond	To coordinate medical surveillance to all employees of ULM		34 monthly target	The progress is now under SCM because the tender was closed on the 19 <sup>th</sup> of October 2018. Evaluation meeting will be on 3 <sup>rd</sup> quarter January to March 2019.	1. Surveillance report submitted to HR HOD by the appointed Medical Practitioner. 2.Register of examined employees
	To coordinate compliance of hazards identification and Risk Assessment (HIRA) report in the workshop of	Number of reports submitted on all municipal sites assessed (	Compiled document on Hazard identification and Risk Assessment in the workplace	1 report per quarter, not monthly.	The progress is now under SCM because the tender was closed on the 19 <sup>th</sup> of October 2018. Evaluation meeting will be on 3 <sup>rd</sup> quarter January to March 2019	1. A compiled HIRA report submitted to HR HOD by the appointed HIRA practitioner

	UMzimkhulu Municipality	Council Chamber, Main Building, Makhosini, Traffic offices, Gateway & Library)	of UMzimkhulu Municipality			approved HOD Corporate Services.
		Ensure compliance with EPWP branding statutory requirements (EPWP projects)	Number of EPWP branding sign boards erected as per EPWP Sectors	1 EPWP branded sign board erected. Not achieved.	The tender proposal to be developed and submitted to SCM in this quarter.	1. Dated sign board erected. 2. Appointment letter of the service provider.
	Attendance of projects site meetings (Tshaka AR-4km ; Thonjeni AR-7.8km; Mahawini AR-7,6km; Chamto AR-4,9km; Qondeni AR-3.5km; Ibisi Internal roads phase 3; Ward 13 Sports field)	Number of project site meetings attended	0	Not Achieved	<b>Challenge/s</b> Site meetings for the month of December 2018 did not sit due to the shutdown period. Usually the site meetings are held on the last week of the month.	1. Signed minutes and attendance register 2. Schedule of meetings

The purpose of the submission is to outline the progress and expenditure of the Public Facilities maintenance projects for Standing Committee to note, advise accordingly and recommend or support the proposed recommendations.

OUTPUTS	Q2	Key challenges	Budget	Expenditure to Date	Balance
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	Attendance of EPWP projects site visits conducted	Number of EPWP projects site visits conducted	14	3 Achieved	<p>On the 06<sup>th</sup> December 2018, 1 site visit was conducted on the following: Routine Maintenance of Township roads: Majardini</p> <p>On the 5<sup>th</sup> December 2018, The induction for Uphuhliso Lwemvelo Ngococeko has been conducted by Public Works</p> <p>On the 6<sup>th</sup> December 2018, the in house induction of ULM Home based Caregivers was conducted as they had been inducted by Public Works.</p> <p>On the 12<sup>th</sup> December 2018, 1 site visit was conducted on the Uphuhliso Lwemvelo Ngococeko: Mackson area, Van Rank and Majaldini.</p> <p>On the 18<sup>th</sup> December 2018: 1 site visit was conducted on Masakhane Agri co-op as well as the induction for all LED projects was conducted.</p>	<p>1. Dated Photos</p> <p>2. DPW Check List signed by Supervisor</p>
To facilitate a 0.6% growth increase in the local economy by 2022 and beyond	Creation of jobs through (EPWP SECTORS: social, Environmental, MIG and Municipal projects)	Number of jobs created through the EPWP	125	75 Not Achieved	<p><b>December</b> : Isibane Co-op = 8, Siyazama Co-op = 5, Masakhane Poultry = 5, Sakhimpilo Veg Crop = 5, Ubumbano Agri = 5, Peace of mind Baking Co-op = 5, ULM Rangers = 5, ULM Caregivers = 35, Fencing of cemeteries = 7</p> <p><b>Total</b> = 75</p> <p>All the above projects are registered and reporting on the EPWP reporting system.</p> <p><b>Challenge/s</b></p>	<p>1. Payment sheets signed by beneficiaries</p> <p>2. System generated proof of payment</p>

					The payment sheets for all MIG projects were not submitted as the beneficiaries did not work due to early shutdown of projects.	
		Number of jobs created through the EPWP (Public Facilities)	18	93 Achieved	All beneficiaries are working on designated sites. <b>Challenges:</b> Working tools and PPE still not provided to the beneficiaries. <b>Action:</b> A list of cleaning material has been submitted to HR department and have started supply chain processes.	1.Payment sheets signed by beneficiaries 2.System generated proof of payment
	Monitoring of the expenditure of EPWP integrated grant	Number of expenditure reported submitted	3 expenditure report	1 expenditure report. Achieved	The expenditure report is submitted every month on the 10 <sup>th</sup> .It was submitted for December on the 10 <sup>th</sup> January 2019. An amount of R462 349.80 was spent on EPWP beneficiaries' salaries.	1. Signed expenditure report. 2.Transmit/fax report
	Co-ordinates sittings of the EPWP committee	Number of sittings of the EPWP committee	1	1 Achieved	The meeting was convened on the 29 <sup>th</sup> November 2018.	1.Invitation to a meeting 2.Attendance register 3.Minutes
To ensure effective, efficient and compliant Human Resources function in support of the IDP by 2022 and beyond	To ensure EPWP contracts are signed by EPWP participants(Social,Environment,LED and Infrastructure	Number	1	1 Achieved	All beneficiaries from different sectors signed the contracts.	1.Quarterly report signed by HOD
Procurement of SFU Double Cab Bakkie Procured	Number of SFU Double Cab Bakkie Procured				According to fleet report the advert was issued for procuring the barkier.	



	Target	December-18 Progress				
<b>Public Facilities</b>						
Number of Sport Fields as per maintenance plan (Madakeni Sport Field - Ward 20)	Advertisement for Maintenance of Madakeni Sport Field - Ward 20	The Spec meeting was on the 14th November 2018. Briefing meeting was on the 18th December 2018 and Closed on the 21st of December 2018.		<b>R100000</b>	<b>0</b>	<b>0</b>
Number of Sport Fields maintained (Ward 06 - Ward 06)	Service provider appointed for Maintenance of Ward 6 - Ward 06	Contractor appointed on the 12 Dec 2018 and completed on the 21st Dec 2018.		<b>R50,000.00</b>	<b>0</b>	<b>R 0.00</b>
Number of Sport Fields maintained (Marhewini - Ward 04)	Service provider appointed for Maintenance of Marhewini - Ward 04	Marhewini Sport Field -Ward 04 Spec Meeting was on the 1st March 2018 Briefing meeting was on the 29 March 2018 Closing on the 13th April 2018 Site Handover was on the 21st of August 2018. The Contractor has completed the project.				
Number of Sport Fields maintained (Zwelinzima Ward 10)	Service provider appointed for Maintenance of Zwelinzima Ward 10	Specification set on the 14th of November 2018 and advert has been issued on the 12th of December 2018 still waiting for appointment.		<b>R200000</b>	<b>0</b>	<b>0</b>

Number of Sport Fields maintained (Ntsikeni Ward 03)	Service provider appointed for Maintenance of Ntsikeni Ward 03	Specification set on the 14th of November 2018 and advert has been issued on the 12th of December 2018 still waiting for appointment.		<b>R250000</b>	<b>0</b>	<b>0</b>
Number of community halls as per maintenance plan (Nsikeni CH Ward 03)	2 reports prepared on community halls maintained	This facility will be Maintained through using three quotations.		<b>R50000</b>	<b>0</b>	<b>0</b>
Number of community halls as per maintenance plan (New Mountain CH Ward 19)	2 reports prepared on community halls maintained	This project has been completed during quarter one 2018-2019.				
Number of community halls as per maintenance plan (St Michaels CH Ward 05)	2 reports prepared on community halls maintained	This project has been completed during quarter one 2018-2019.				
Number of community halls as per maintenance plan (Ward 13 CH)	2 reports prepared on community halls maintained	Specification set on the 14th of November 2018 and advert has been issued on the 12th of December 2018 still waiting for appointment.				
Maintenance of Ibisi Library Fence	Advertisement for Ibisi Library Fencing issued	Advert was issued on the 06th August 2018. Contractor appointed on the 31st October 2018 and the contractor is still on site		<b>R100000</b>	<b>R28500</b>	<b>R71500</b>

# **MUNICIPAL BUILDING & CBD PUBLIC FACILITIES**

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December Actual	Progress to Date	Challenges and remedial Actions	Budget	Expenditure todate	Balance
IDP/S DBIP 27 - 28	Appointment of Service Providers for the Rehabilitation/ Upgrade of municipal buildings as per the consultants assessments (Municipal Offices; Gateway Facility)	Number of service providers appointed for the Rehabilitation/ Upgrade of municipal buildings as per the consultants assessments (Municipal Offices; Gateway Facility)	N/A	N/A	A meeting was held with the appointed consultant for rehabilitation of Municipal buildings on the 13 <sup>th</sup> December 2018 and the MANCO members to discuss the proposed conceptual designs for the new municipal offices. Further discussion were based on rehabilitation of existing buildings on their scope. The next progress meeting is	N/A	R2 185 000.00	R 287 000.00	R 1 782 500.00

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December Actual	Progress to Date	Challenges and remedial Actions	Budget	Expenditure to date	Balance
					<p>proposed on the 16<sup>th</sup> January 2019.</p> <p>Memo request issued to SCM for the repairs of water leaks in ablution and kitchen – order issued for service provider to do repairs – anticipate to complete during after the closure for the holidays.</p>				
IDP/S DBIP 26	Maintenance of municipal buildings as per maintenance plan (Municipal Offices; Council Chambers; Gateway; Traditional House; Library;	(Municipal Offices; Council Chambers; Gateway; Traditional House; Library; Old Traffic Offices;	1 reports prepared on Municipal Buildings maintained	1 reports prepared on Municipal Buildings maintained	Achieved, orders had been requested and issued for minor repairs at Turf Ground (plumbing repairs); Municipal House (plumbing repairs) and Main	N/A			

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December Actual	Progress to Date	Challenges and remedial Actions	Budget	Expenditure to date	Balance
	Old Traffic Offices; New Traffic Offices; Municipal Pound; Municipal House; Turf Ground; New Fire Depot)	New Traffic Offices; Municipal Pound; Municipal House; Turf Ground; New Fire Depot)			Offices (Plumbing repairs). These are emergency repairs which are done through a three quotation process which does not necessitate a maintenance plan.				
PF 02 - 04	Maintenance of CBD Public Facilities as per maintenance plan (Umzimkhulu Park; Taxi Rank Ablutions; SMME Hub Ablutions )	Number of reports prepared on CBD Public Facilities maintained (Umzimkhulu Park)	1 reports prepared on CBD Public Facilities maintained	1 reports prepared on CBD Public Facilities maintained	Achieved, report prepared on maintenance of CBD Public Facilities maintained: no minor repairs identifies this quarter and on our maintenance plan	N/A			
PF 05	Maintenance of Umzimkhulu Pound Fence	Number of Umzimkhulu Pound Fence	Advertisement for Construction of Umzimkhulu	The Fence is Still in good condition	Fully Effective, the fence at the pound is still in good condition and does not necessitate	The fence at the pound is still in good condition and does not			

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December Actual	Progress to Date	Challenges and remedial Actions	Budget	Expenditure todate	Balance
			Pound Fence issued	at the pound	major maintenance	necessitate major maintenance			
PF 07	Rehabilitation of Umzimkhulu Pound Kraals	Number of Umzimkhulu Pound Kraals Rehabilitated	Advertisement for Rehabilitation of Umzimkhulu Pound Kraals issued	The memo request was issued on the 14 November 2018 and the specification meeting was held on the 11th December 2018. We are waiting for SCM to issue advert.	Fully Effective,	The memo request was issued on the 14 November 2018 and the specification meeting was held on the 11th December 2018. We are waiting for SCM to issue advert.			

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December Actual	Progress to Date	Challenges and remedial Actions	Budget	Expenditure to date	Balance
PF 08	Construction of Umzimkhulu Cemetery Guard House; David Ndawonde Guard House; New Traffic Offices Guard House; New Fire Services Unit Guard House	One Guard House constructed at Umzimkhulu Cemetery	Service provider appointed for Construction of Umzimkhulu Cemetery Guard House	Service provider appointed for Construction of Umzimkhulu Cemetery Guard House	Achieved, Service provider was appointed on the 26 November 2018	N/A			
PF 09		One Guard House constructed at David Ndawonde	Service provider appointed for Construction of David Ndawonde Guard House	Service provider appointed for Construction of David Ndawonde Guard House	Achieved, Service provider was appointed on the 26 November 2018	N/A			
PF 10		One Guard House constructed	Service provider appointed for	Service provider appointed for	Achieved, Service provider was appointed on the	N/A	1.	2.	3.

IDP Ref NO.	Output (Activity)	Indicator	Quarter 2 Target	December Actual	Progress to Date	Challenges and remedial Actions	Budget	Expenditure todate	Balance
		d at New Traffic Offices	Constructio n of New Traffic Offices Guard House	Constructi on of New Traffic Offices Guard House	26 November 2018				



MUNICIPAL MAIN OFFICES	1 Quarterly reports prepared on sport facilities maintained	The consultant is going ahead with their schedule as per the proposed implementation plan. The activities that are currently working on includes:- Measure buildings and create layout drawings;	N/A	N/A	N/A	N/A
Construction of Concrete palisade Fence & Maintenance at Mankofu Dump Site	1 Quarterly reports prepared on sport facilities maintained	Rehabilitation of guard house and toilet is – 100% complete. Construction of concrete palisade fence at – 100% complete.  contractor is attending on identified snags	A draft presentation of investigation to the buildings by appointed consultant was scheduled to take place before the end of the Month but could not materialise to amendments and finalisation of contract.	R1 825 640.40	R1 728 359.73	R 97 280.68

## BUDGET AND TREASURY OFFICE FINANCIAL REPORT FOR 31 DECEMBER 2018

### 1. BORROWINGS AND EXTERNAL INVESTMENTS REPORTS

On 31 December 2018 the investments of council were as follows:

Financial Institution	Amount Invested	Monthly interest
	R	R
FNB CALL ACCOUNTS	R 140 018 387.23	R 563 243.32
INVESTEC	R 70 226 918.23	R 474 682.19
NEDBANK	R 21 164 121.78	R 143 361.58
STANDARD BANK	R 20 524 317.86	R 330 126.08
<b>TOTAL</b>	<b>R 251 933 745.10</b>	<b>R 1 511 413.17</b>

### 2. REVENUE COLLECTION

SOURCE OF REVENUE	AMOUNT RECEIVED
OWN REVENUE	R 7 333 068.52

GRANTS	R 81 460 500.00
<b>TOTAL</b>	<b>R 88 793 568.52</b>

## OUTSTANDING DEBT TO BE COLLECTED

Please see a detailed debt collection overview report below

<b>DECEMBER 2018</b>	
<b>DEBTORS RECONCILIATION</b>	<b>R</b>
Closing Balance Per Age Analysis	R 9 785 056.91
Balance As Per Debtors Control Account Vote No: 949522005	R 9 719 578.15
<b>DIFFERENCE</b>	<b>R 65 478.76 -</b>

<b>DEBT BY CATEGORY</b>	
<b>TOWN</b>	<b>TOTAL</b>
TOWN - COMMERCIAL	R 412,353.46
SKOONPLAAS	R 135,456.56
MAJALDINI	R 369,221.03
COMMERCIAL FARMERS	R 120,809.29
SISULU	R 677,016.49
WHITE CITY	R 678,918.96
EXTENTION 6	R 1,662,309.53
DEPARTMENT OF TRANSPORT	R -1,627.75
PLACE OF WORSHIP	R 4,878.23
IBISI	R 1,388,699.56
CLYDESDALE	R 797.12
REITVLEI	R -856.21
RIVERSIDE AA	R -1,056.67
EXTENSION 8	R 417,861.22
FARMERS	R -12,498.38
PUBLIC WORKS NATIONAL	R 267,900.32
MUNICIPAL RENTAL	R 462,793.20
PUBLIC WORKS PROVINCIAL	R 1,492,514.42
SKIP WASTES	R 57,591.43
DUMPING FEES	R 99,939.66
RAILWAY	R -
ESKOM HOLDINGS	R 5,190.40
TOWN RESIDENTIAL	R 16,034.13
PROVINCIAL PUBLIC WORKS REFUSE	R 9,175.30
NATIONAL PUBLIC WORKS REFUSE	R 13,031.59
FET COLLEGE	R -
SECTION 14 EDUCATION DEPARTMENT	R 1,357,234.56
DEPT OF EDUCATION REFUSE	R 64,499.12
RURAL DEVELOPMENT & LAND REFORM	R 21,391.58
NEW TOWN IN MNZ	R -
GOVERNMENT ON MUNICIPAL NAME	R -
<b>TOTAL</b>	<b>R 9,719,578.15</b>

TOP 20 BUSINESS DEBT					
Account No	Account No Customer Name	ERF Number		Outstanding Balance	Payment & Date
8431	CONCO MUSAWONKE	237	R	79,832.31	19-12-2018
9002760	DREAMWORKS INVESTMENT	1607	R	70,977.99	25-09-2018
440	CHOOKIE REDMAN	46	R	39,029.70	19-11-2018
7318	ENYUKA PROP HOLIDAY	735	R	35,520.00	31-12-2018
9999000132	NGQOYIYA B	999999999	R	22,908.82	10-05-2013
8390	UMZIMKHULU MUNICIPALITY	232	R	16,992.00	25-09-2018
553	MOOLA CASSIM	57	R	16,062.22	31-12-2018
9999000129	IEC (ELECTORAL)	999999999	R	9,830.97	30-11-2018
1997	BAYI DAPHNE NOZIPHO	251	R	8,800.47	28-11-2018
514	CITOPIX CC	53	R	6,684.90	21-08-2018
14122	MALANDA SC SIYA	656	R	6,165.68	31-10-2018
457	NGQULA LUCY T	47	R	5,291.26	31-10-2018
2007	ALLY E.D.	252	R	5,026.50	19-11-2018
1531	MUNICIPALITY (HOTEL)	155	R	4,695.00	31-08-2015
432	Y AND F TRUST T	45	R	3,828.61	27-11-2018
496	Y AND F TRUST	51	R	3,643.19	27-11-2018
190	NOLUTSHUNGU M.C	21	R	2,849.85	22-10-2018
8424	KESWA ELEAZOR R	236	R	2,142.08	10-09-2018
8400	NONDABULA V.Z	233	R	1,896.15	29-11-2018
560	COMMSHEY CC	58	R	1,613.00	30-11-2018

## **CREDIT CONTROL AND DEBT MANAGEMENT REPORT**

### **DEBT PACK SYSTEM**

During the month of December 2018 the following credit control process were done:

Arrangements/AOD, reminder, Final demand, email SMS, phone calls, Summons S129 , to business accounts on arrear, continuous check of account status, final demand and sec 29 demand to be prepared, report is available for browsing

### **INDIGENT REPORT FOR DECEMBER 2018**

There were 0 approved indigent applications for rates and refuse in the month of December 2018, therefore we have a total of 58 approved indigent applicants as at the end of December 2018 for rates and refuse.

There is 1 Pensioner applicant till this period.

There were no rural applicants for electricity in the month of December 2018.

There were 13 disqualified applicants as at end December 2018

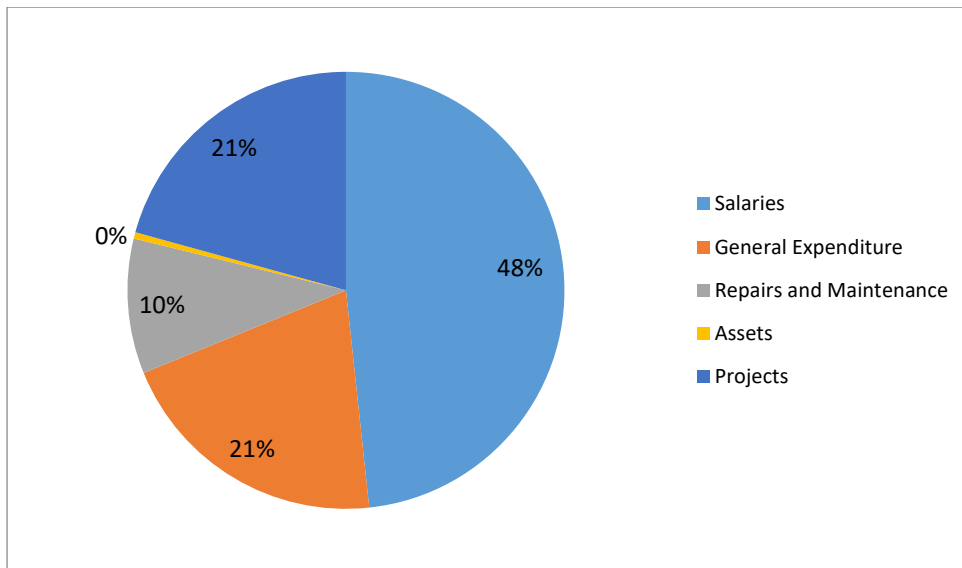
### **INDIGENT WRITE OFFS**

Indigent write offs for the month of December will be done probably in January.

## **3. EXPENDITURE**

### **EXPENDITURE REPORT FOR DECEMBER 2018**

Salaries	R	9 329 592.00
General Expenditure	R	3 965 347.00
Repairs and Maintenance	R	1 928 954.00
Assets	R	91 036.00
Projects	R	4 001 236.73
Total Expenditure	<b>R</b>	<b>19 316 165.73</b>



#### DEBIT ORDERS FOR 31 DECEMBER 2018

Payee	Amount
VODACOM	R 185 958.90
VODACOM	R 28 105.04
VODACOM	R 1 067.19
MWEB	R 438.81
SPEEDPOINT	R 1 502.85
FNB CARD	R 113.50
TELKOM	R 4 033.80
FUEL	R 115 182.96
FUERL	R 3 405.81
TELKOM	R 617.58
TELKOM	R 99.87
AFRIHOST	R 350.00
FUEL	R 115 339.60
FNB CARD	R 113.50

#### 4. GRANTS REPORT

NAME OF THE GRANT	ALLOCATION FOR 2018/2019	OPENING BALANCE / ROLL-OVER	RANT/INTEREST RECEIVED TO DATE	EXPENDITURE TO DATE	UNSPENT GRANT/ROLL OVER
ELECTRIFICATION DoE	15 000 000.00	5 253 009.95	15 000 000.00	8 985 906.33	11 267 103.62
SMALL TOWNS	-	13 312 580.60		9 833 180.96	3 479 399.64
FMG	1 900 000.00	0.00	1 900 000.00	1 124 645.62	775 354.38
MIG	42 536 000.00	5 651 618.18	34 000 000.00	25 804 129.49	13 847 488.69
HUMAN SETTLEMENT		20 173 325.18	1 337 790.44		21 511 115.62
EPWP GRANT	2 324 000.00	0.00	1 627 000.00	1 627 000.00	0.00
ARTS & CULTURE GRANT		0.00	1 617 000.00	1 365 928.66	251 071.34
SPORTS GRANT		286 060.00	2 616 500.00	0.00	2 902 560.00
<b>TOTAL</b>		<b>44 676 593.91</b>	<b>58 098 290.44</b>	<b>48 740 791.06</b>	<b>54 034 093.29</b>

## 5. SUPPLY CHAIN REPORT

### Procurement Threshold

#### Level 1 Petty Cash: R0-R500 per transaction

During the month of December an amount of **R 3772.90** was utilized for Petty cash purchases.

#### Level 2 Purchase Orders: R500.01-R30 000.

During the month of December an amount of **R 270 967.78** was utilized for purchases in this level

#### Level 3 Notice board advert: R30 00.01- R200 000

During the month of December an amount of **R 163 160.00** was utilized for purchases in this level

#### Level 4 Competitive Bidding: R200 001 and above

During the month of December an amount of **R 6 085 483.90** for competitive bidding

Purchase orders for **Destination Travel**      **R 396 628.31**

### Outstanding Commitments

During the month of December there are outstanding commitments that amounts to **R 319 233.19**

Destinations Travel	R 124 759.01
General	R 194 474.18

### Breakdown of general orders

Order No.	Creditor Name	Function	Total Amount	Status
030414	THABINGISA TRADING (PTY) LTD	Administrative and Corporate Support: Administrative and Corporate Support	27 677.00	OPEN
030413	Clean Spot	Community Halls and Facilities: Community and Social Services (500)	14 088.74	OPEN
030412	AMComms the-can-do company	Roads: Roads	15 750.81	OPEN
030399	Vuyani Masenti trading and pro	Community Halls and Facilities: Community and Social Services (500)	7 300.00	OPEN
030383	Nkokhelo Business Enterprise	Mayor and Council: Mayor & Council	3 420.00	OPEN
030382	BRIGHT PICTURES PRODUCTION AND	Municipal Manager Town Secretary and Chief Executive: Municipal Manager's Office	8 000.00	OPEN
030381	MALIWA STATIONERY AND PROJECTS	Town Planning Building Regulations and Enforcement and City Engineer: Town Planning; Building Regulations and Enforcement and City	12 497.36	OPEN
030369	BRIGHT PICTURES PRODUCTION AND	Municipal Manager Town Secretary and Chief Executive: Municipal Manager's Office	8 000.00	OPEN

030366	AMComms the-can-do company	Roads: Roads	13 748.12	OPEN
030365	MDZURITOS CATERING AND TRADING	Roads: Roads	14 700.00	OPEN
030364	ESGODIN PROJECTS	Sports Grounds and Stadiums: Sports Grounds & Stadiums	26 400.00	OPEN
030363	UC Informatics cc	Town Planning Building Regulations and Enforcement and City Engineer: Town Planning; Building Regulations and Enforcement and City	29 939.10	OPEN
030362	PAGE FIRST PRODUCTS AND TRADING	Budget and Treasury Office: Budget and Treasury Office	7 453.05	OPEN
030361	Nkokhelo Business Enterprise	Mayor and Council: Mayor & Council	5 500.00	OPEN

### Specification

#### List of the specification that we held during the month of December 2018

Item	Date	Departments	Description
01	04/12/2018	Infrastructure	Honey Sucking & sewer line unblocking
02	04/12/2018	Strategic Planning	Building Plan Information Management System
03	11/12/2018	Infrastructure	Maintenance of pound kraals & Installation of crusher
04	11/12/2018	Corporate Services -IT Unit	Supply & Install wireless LAN Access Points

### Tenders / Projects on Advert

- Repairs and Upgrade of Madakeni Sports field ward 20
- Repairs and Upgrade of Zwelinzima Sports field ward 10
- Repairs at ward 13 Community hall
- Repairs and Upgrade of Nsikeni Sports field in ward 3
- Upgrade of Dumanomuu Low level Bridge
- Upgrade of Nyanisweni Low Level Bridge

### Rotation of Suppliers

When procuring goods and services, suppliers are rotated using database register. The following is the list of suppliers used in different categories during the Month of December 2018

Category	No. of Suppliers Used
Catering	10
Stationery	1
Assets (Laptops Printer Machines)	1
Hired facilities ( Sound, Tents, Tables & Chairs)	8
Maintenance	2
Uniform	2
Branding	1



## Economic Goals

During the month of December the following economic goals were achieved.

HDI 25

- Women 14
- Disability 0
- Locality-UMzimkhulu 20
- KZN 25

## Evaluated Projects

PROJECT NAME	SERVICE PROVIDER	PROJECT AMOUNT	RESPONSIBLE DEPARTMENT	DATE
Supply and Delivery of Plotter Machine	Not Recommended		Strategic Planning & Tourism LED	12/11/2018
Fencing of Old Traffic Department	Not recommended		Infrastructure	12/12/2018
Provision of Audio and Video Services	Not recommended		Municipal Manager / Communications	12/12/2018
Supply and Delivery of CSS Furniture	Mdzuritos Catering and Projects	R 163 160.00	CSS	12/12/2018
Supply and Delivery of 2 Specialised 8 ton Waste Skiploader Trucks	Brian Thomas t/a Thompson Motors	R 1 166 346.90	Infrastructure	12/12/2018
Supply and Delivery of 3 New licenced Cubic Tipper Trucks	NMI DSM Commercial (Pinetown)	R 4 919 137.50	Infrastructure	12/12/2018

## Appointment of Service Providers

Project Name	Service Provider	Project Amount	Responsible Department	Appointment Date	Locality
Supply and Delivery of CSS Furniture	Mdzuritos Catering and Projects	R163 160.00	CSS	12/12/2018	UMzimkhulu
Supply and Delivery of 2 Specialised 8 ton Waste Skiploader Trucks	Brian Thomas t/a Thompson Motors	R1 166 346.90	Infrastructure	14/12/2018	Port Shepstone
Supply and Delivery of 3 New licenced	NMI DSM Commercial (Pinetown)	R4 919 137.50	Infrastructure	14/12/2018	Pinetown

Cubic Tipper Trucks					
Appointment For Maintenance and Repairs of Fleet, Plant and Machinery (36 Months)	CME Properties T/A EMC Motors	Rates	Corporate Services	13/12/2018	Harding

On the 20<sup>th</sup> of December a list of Awarded projects was sent to IT for website upload

### **Deviations on SCM Procedure / Regulations**

During the month of December there were no deviation on the SCM Procedures when acquiring goods and services from suppliers.

### **Submission by suppliers updating information and CSD registered suppliers to date**

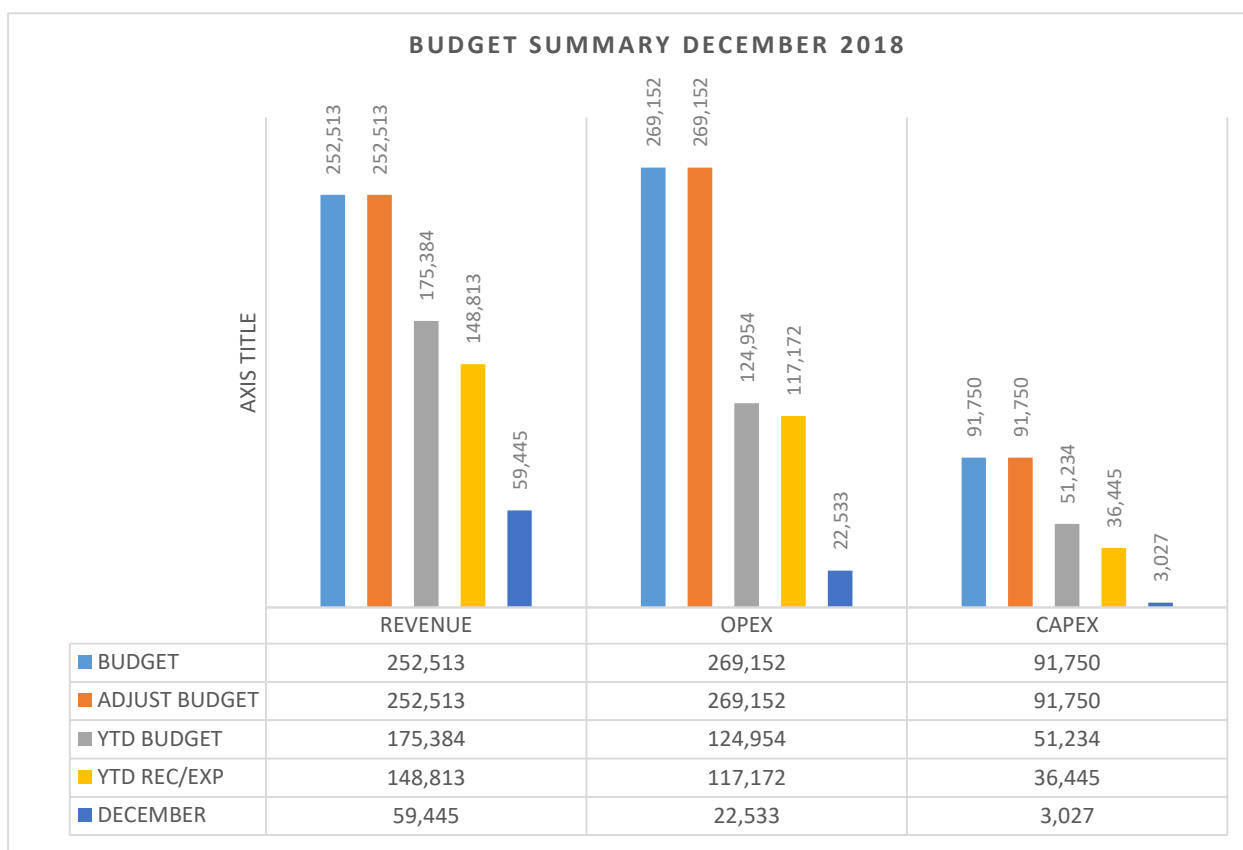
<b>CSD Registered Suppliers</b>	<b>1031</b>
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### **Service Providers Working for the State**

Verification was conducted on the database and on the information submitted by suppliers for update, there were no suppliers that works for the state.

## **6. BUDGET REPORT**

### **BUDGET PERFORMANCE ANALYSIS**



## Financial Position

**Current assets** include cash and those assets which can be easily converted into cash within a short The **CURRENT RATIO** up to date for the municipality is **3:1**. This shows that the municipality's **current assets** of **R282.9 million** up to date can be able to pay the municipality's **current liabilities** of **R73.4 million**. This is an indication that the Municipality is liquid and has the ability to pay its current obligations in time and when they become due period of time, generally, one year, such as marketable securities or readily realizable investments, bills receivables, sundry debtors, (excluding bad debts or provisions), inventories, work in progress, etc. Prepaid expenses should also be included in current assets because they represent payments made in advance which will not have to be paid in near future.

**Current liabilities** are those obligations which are payable within a short period of time generally one year and include outstanding expenses, bills payable, sundry creditors, bank overdraft, accrued expenses, short term advances, income tax payable, dividend payable, etc. However, sometimes a controversy arises that whether overdraft should be regarded as current liability or not. Often an arrangement with a bank may be regarded as permanent and therefore, it may be treated as long term liability. At the same time the fact remains that the overdraft facility may be cancelled at any time. Accordingly, because of this reason and the need for conversion in interpreting a situation, it seems advisable to include overdrafts in current liabilities.

## Cash Flow Position

At the beginning of the financial year the municipality had Cash/Cash equivalents amounting to **R159 million**, and after the inflows and outflows of cash the municipality has got **R224.6 Million** up to date. This shows that the municipality is financially able to finance its operations.

The Cash Flow is a summary of all the transactions that affect cash. It shows how the cash moved during the period. The term cash as used in the statement of cash flows refers to both cash and cash equivalents. Cash flow statement provides relevant information in assessing a company's liquidity, quality of earnings and solvency.

**BUDGET PROCESS PLAN IMPLEMENTATION**  
**IMPLEMENTATION AS AT 31 DECEMBER 2018**  
**PROCESS FOR THE BUDGET 2018/2019**

<b>Activity</b>	<b>Achieved / Not Achieved</b>	<b>Reason for not achieved</b>
Submit monthly report on the budget to the mayor, treasury and national treasury – within 10 working days of the start month including mSCOA portal upload.	Achieved	N/A
Internal Engagements on Adjustment budget.	Achieved	N/A
Place quarterly (section 52) report on budget implementation on the municipal website	Achieved	N/A
Consider again any relevant adjustments to powers and functions.	Achieved	N/A

<b>DASHBOARD BUDGET REPORT 2018/2019</b>				
<b>31 December 2018</b>				
	<b>Yearly Budget 2018/2019</b>	<b>Monthly Budget</b>	<b>December</b>	<b>Variance</b>
<b>REVENUE</b>				
Property rates	10 224 657	390 684	438 728	112%
Service charges - refuse revenue	2 915 327	242 944	227 519	94%
Rental of facilities and equipment	1 259 607	116 837	39 331	34%
Interest earned - external investments	10 196 458	874 705	1 406 130	161%
Interest earned - outstanding debtors	648 200	29 017	7 690	27%
Fines	295 000	24 583	37 070	151%
Licences and permits	1 127 000	93 917	92 732	99%
<b>Transfers Grants Receipts- operational</b>	<b>174 931 000</b>	<b>50 709 600</b>	<b>56 344 000</b>	<b>111%</b>
Local Government Equitable Share	169 032 000	50 709 600	56 344 000	111%
Finance Management	1 900 000			
EPWP Incentive	2 324 000			
Community Library Services Grant	779 000			
Provincialisation of Libraries	838 000			
Transfers and Subsidies - Farmer Support Househo	-			
Sport Facility Grants	58 000			
<b>Transfers Grants Receipts- Capital</b>	<b>65 386 000</b>	<b>23 110 800</b>	<b>25 116 500</b>	<b>109%</b>
Municipal Infrastructure Grant (MIG)	42 536 000	12 760 800	16 000 000	125%
Integrated National Electrification Programme	15 000 000	6 500 000	6 500 000	100%
Finance Management				
Sport Facility Grants	7 850 000	3 850 000	2 616 500	68%
Other revenue	1 983 700	67 887	77 013	113%
<b>Total Revenue</b>	<b>268 966 949</b>	<b>75 660 974</b>	<b>83 786 713</b>	<b>111%</b>
<b>EXPENDITURES</b>				
Employee related costs	90 961 335	7 580 111	9 329 592	123%
Remuneration of councillors	15 364 828	1 280 402	1 109 953	87%
Debt impairment	3 800 000			
Depreciation & asset impairment	50 637 825	4 007 425	4 099 306	102%
Finance charges				
Other Materials	5 490 000	465 833	66 663	14%
Contracted services	33 022 825	2 751 902	1 896 937	69%
Transfers and grants	12 110 000	1 009 167	136 600	14%
Other expenditure	40 149 775	3 345 815	3 965 347	119%
Repairs and Maintenance	17 615 000	1 467 917	1 928 954	131%
<b>Total Expenditure</b>	<b>269 151 588</b>	<b>21 908 572</b>	<b>22 533 352</b>	<b>103%</b>
<b>Transfers recognised - Operational</b>	<b>174 931 000</b>	<b>609 922</b>	<b>774 679</b>	<b>127%</b>
Local Government Equitable Share	169 032 000			
Finance Management	1 900 000	190 000	489 989	258%
EPWP Incentive	2 324 000	258 222	-	
Community Library Services Grant	779 000	77 900	-	
Provincialisation of Libraries	838 000	83 800	284 690	340%
Sport Facility Grants	58 000			
<b>Transfers recognised - capital</b>	<b>65 386 000</b>	<b>4 794 667</b>	<b>2 800 949</b>	<b>58%</b>
Municipal Infrastructure Grant (MIG)	42 536 000	3 544 667	1 735 257	49%
Integrated National Electrification Programme	15 000 000	1 250 000	1 065 692	85%
Small Town Rehabilitation		-		
Sport Facility Grants	7 850 000	-	-	
Internally Generated Fund	41 364 007	2 615 333	1 291 385	49%
<b>Total Expenditure</b>	<b>375 901 595</b>	<b>29 318 572</b>	<b>26 625 686</b>	<b>91%</b>
<b>Surplus/(Deficit)</b>	<b>-106 934 646</b>	<b>46 342 402</b>	<b>57 161 027</b>	<b>123%</b>

## REPORT ON ASSETS FOR 31 DECEMBER 2018

### STATUS OF THE REPORT

#### Purpose

Report to Finance Committee Sec 71 reports as per MFMA

### BACKGROUND AND REASONING

The Municipal Manager, as Accounting Officer of the Municipality, is required by Section 71(1) of the Municipal Finance Management Act to submit a report in a prescribed format to the Mayor within 10 working days after the end of each month on the state of the Municipality's budget.

#### Summary of Fixed Asset Register

All municipal Assets existing, newly purchased and newly constructed are insured with Lateral unison the current Municipal Insurer.

ASSETS	DECEMBER 2018 O/B	ADDITIONS	PAYMENTS MADE	DECEMBER 2018 C/B
LAND	10, 104, 000	0	0	10, 104, 000
BUILDING	46, 925, 849	0	0	46, 925, 849
INVESTM PROPERTY	31, 827, 992	0	0	31, 827, 992
INFRASTRUCTURE	418,741,131	0	0	418, 741, 131
COMMUNITY	125, 894, 277	0	0	125, 894, 277
HERITAGE ASSETS	255, 000.00	0	0	255, 000
OTHER ASSETS	47, 308, 653	91, 036.00	0	47, 399, 689
WIP	68, 036, 477.73	0	1, 405, 154.98	69, 441, 632.71
INTANGIBLE ASSETS	2, 515, 529.63	0	0	2, 515, 529.63
	<b>751,608,909.36</b>	<b>91, 036.00</b>	<b>1, 405, 154.98</b>	<b>753,143,100.34</b>

#### Capitalized Projects

There is no project capitalized this month.

#### Intangible Assets Capitalized

There is no Intangible Procured this month.

#### Other Fixed Assets Additions

Asset Description	Amount	Department
Data Card Printer	R 26, 034.00	Thidos (700)
Air-Conditioner	R 8, 500.00	Fire Department (500)
Air-Conditioner	R 8, 500.00	Fire Department (500)
Air-Conditioner	R 8, 500.00	Fire Department (500)
Air-Conditioner	R 10, 500.00	Fire Department (500)
Air-Conditioner	R 10, 500.00	Fire Department (500)
Air-Conditioner	R 8, 500.00	Infrastructure Office (800)
Combination Glass Unit	R 10, 002.00	Infrastructure (Andiswa)

**Assets Written –Off**

There are no assets written-off this month

**Interdepartmental Transfer of Assets**

There were no assets transferred in this month.

**Donations Received**

There were no donations received in this month.

**Financial Implications**

New assets for the month amounted to **R 91, 036.00**

- |                      |              |
|----------------------|--------------|
| ➤ Buildings          | R 0.00       |
| ➤ Other Fixed Assets | R 91, 036.00 |
| ➤ Intangible Assets  | R 0.00       |
| ➤ Roads              | R 0.00       |

**Depreciation for the month is R 4, 099, 306.28**

DESCRIPTION OF GOODS/SERVICES/PROJECTS	CONTRACT VALUE AS PER CONTRACT	CONTRACT AMOUNT PAID	BALANCE OF CONTRACT VALUE	CONTRACT START DATE	CONTRACT END DATE	CONTRACT DURATION IN MONTHS	CONTRACT STATUS	CONTRACT EXTENSION PERIOD IN MONTHS	CONTRACT EXTENSION VALUE	COMMENTS
BURIAL SERVICES		R 343 660.00	R -343 660.00	2016-01-20	2019-01-19	36	CURRENT	0	R -	
MUNICIPAL FINANCIAL SOFTWARE LICENSE, SUPPORT AND MAINTENANCE		R 6 629 291.63	R -6 629 291.63	2017-07-01	2019-06-30	24	CURRENT	0	R -	the project progressed well and there are no challenges ever reported. The contract is ending on 30 June 2019.
REQUEST FOR PROPOSAL: SUPPLY, DELIVERY AND INSTALLATION OF CREDIT CONTROL AND DEBT COLLECTION SYSTEM	R 693 366.75	R 498 439.62	R 194 927.13	2016-07-21	2019-07-20	36	CURRENT			the project is ongoing and there are no challenges ever reported.
DESIGN AND MONITOR DEVELOPMENT OF MIXED USE (PHASE 3) AND RESIDENTIAL (PHASE 6) AREA OF UMZIMKHULU	R 4 269 999.90	R 443 460.00	R 3 826 539.90	2016-08-15	2019-08-16	36	CURRENT		R -	the project is ongoing and there are no challenges ever reported.
RURAL ELECTRIFICATION FOR WARDS 1, 6, & 8 – APPOINTMENT OF CONSULTING ENGINEER	R 2 850 000.00	R 2 645 176.92	R 204 823.08	2016-08-15	2019-07-30	35	EXPIRED		R -	the service provided was good and ongoing and there are no challenges ever reported.
MAINTENANCE & REPAIRS OF MUNICIPAL FLEET AND EQUIPMENT (24 MONTHS)		R 3 877 684.69	R -	2016-09-01	2018-08-30	24	CURRENT	3	R -	The services have been well and there are no challenges that were ever reported. The provider had an extension since the contract expired. The same provider has since been re-tendered for SCM processes well.



MANAGEMENT OF CELLULAR SERVICES AND DATA LINES		1 534 766.00		2016-10-07	2019-10-06	36	CURRENT	R -	the service is progressing no challenges reported
PROVISION OF MULTI FUNCTIONAL PRINTERS		R 1 350 354.85	R -1 350 354.85	2016-06-01	2019-05-30	36	CURRENT	R -	the service is progressing no challenges reported
PROTECTIVE CLOTHING		R 774 586.03	R -774 586.03	2017-03-31	2019-04-01	24	CURRENT	R -	The service was satisfactory. The contract has since been exhausted we no longer have to spend to this service we can only explore options for the one under contract whenever we need services
GENERAL VALUATION AND PREPARATION OF ROLL FOR IMPLEMENTATION ON 1 JULY 2017 AND PREPARATION AND UPDATING OF THE VALUATION ROLL	R 1 839 380.00	R 1 417 197.03	R 422 182.97	2017-03-01	2023-06-30	76	CURRENT	R -	the project is ongoing challenges ever reported
TOWNSHIP ESTABLISHMENT FOR A REMAINDER PORTION OF 152 IN UMZIMKHULU (MANKOFU)	R 709 878.00	R -	R 709 878.00			0		R -	the project was on hold on re activating and this project have since
IMPLEMENTING AGENT OF SMME'S FACILITIES IN UMZIMKHULU MUNICIPALITY	R 3 351 600.00	R 2 346 120.00	R 1 005 480.00	2017-07-18	2020-07-18	36	CURRENT	R -	the project is ongoing challenges ever reported
IMPLEMENTING AGENT: INSITU UPGRADING OF EXTENSION 9 & 10 HOUSING PROJECTS IN UMZIMKHULU	R 968 577.00	R -	R 968 577.00			0		R -	the project was on hold on re activating and this project have since

IMPLEMENTING AGENT FOR RURAL HOUSING PROJECT- WARD 1 & 2	R 3 876 000.00									the project was on h on re activating and this project have si
IMPLEMENTING AGENT FOR RURAL HOUSING PROJECT- WARD 3 & 4	R 5 520 888.90	R -	R 5 520 888.9 0			0	CUR RENT		R -	the project was on h on re activating and this project have si
NTLANGWINI ACCESS ROAD	R 7 204 009.30	R 6 536 993.6 7	R 667 015.6 3	201 7- 08- 08	201 8- 04- 07	8	CUR RENT		R -	The project ha Challenges led to th for completion. T issues that led to time as well as th nature. No docum furnished as to how it extended for and financial adjustmen occasions I have with the end us requesting for thos be furnished Management Unit unfurnished. So t documents shall re and we should n amendments mad contract shall at le and meaning con amended. So t amendments on contracts. This me payments made irregular by the fact ( main contr unchanged )
MIG PROGRAMME MANAGER 2017 TO 2020 - NTLASI ACCESS ROAD	R 697 382.12	R 621 861.7 0	R 75 520.4 2	201 7- 09- 14	202 0- 09- 13	36	CUR RENT		0	There are challe service provider. provider is not rend with care and dilige provider is underperforming. I that the end user ON NUMEROUS o the service provid but the situation rer There is a meeting
MIG PROGRAMME MANAGER 2017 TO 2020 - NTLANGWINI ACCESS ROAD	R 803 490.08	R 676 613.3 8	R 126 876.7 0							

MIG PROGRAMME MANAGER 2017 TO 2020- FIRE STATION	R 610 287.33	R 610 287.3 3	R 75 520.4 2							15/01/2019 to furt service provider
MIG PROGRAMME MANAGER 2017 TO 2020- COMPLISHMEN T OF TRAFFIC DEPARTMENT	R 226 800	R 143 112.0 0	R 180 288							
MIG PROGRAMME MANAGER 2017 TO 2020 SURFACING OF UMZIMKHULU TOWNSHIP ROADS	R 1 051 771.98	R 920 530.1 3								
MIG PROGRAMME MANAGER 2017 TO 2025	R 5 067 936.20	R 533 978.2 8								
MIG PROGRAMME MANAGER 2017 TO 2020										
AND SURVEYOR FOR MUNICIPAL AD HOC SURVEY	R -	R 1 885 320.0 0	R -1 885 320.0 0	201 7- 08- 01	201 9- 07- 30	24	CUR RENT		R -	the service provi ongoing and t challenges ever rep
ROUTINE MAINTANCE OF UMZIMKHULU TOWNSHIP ROADS		R 244 776.9 3	R -244 776.9 3	201 7- 09- 22	201 9- 09- 21	24	CUR RENT		R -	the service provi ongoing and t challenges ever rep
ENVIRONMENT AL CONTROL OFFICER FOR SMME FACILITY TAXI AND BUS RANK	R 360 000.00	R 140 701.7 6	R 219 298.2 4	201 7- 10- 02	202 0- 10- 01	36	CUR RENT		R 90 231.00	the service provi ongoing and t challenges ever rep
SUPPLY AND DELIVERY OF GROCERY FOR SOCIAL RELIEF	R -	R 1 394 395.0 0	R -1 394 395.0 0	201 7- 12- 01	201 8- 11- 30	12	CUR RENT		R -	There were challe once challenged. ' with the quality fo were rendered. It and the contract ha exist
DEVELOPMENT OF SMME FACILITY	R 27 535 230.70	R 14 462	R 13 072	201 8-	201 9-	18	CUR RENT		R -	There were challe once experienced. shut down and I

CONSTRUCTION)		346.31	884.39	02-06	08-05					sorted. The project is progressing well and facing challenges that are
CONSTRUCTION OF DELAMZI-PHELANANYONI ELECTRIFICATION FOR 477 NEW CONNECTIONS	R 12 463 655.79	R 10 238 008.74	R 2 225 647.05	2018-01-15	2018-09-14	8	CURRENT		R -	The contract signed is supposed to be completed. The project has since been granted. The documentation remain not furnished. The management office noted also that communicated my end user department on numerous occasions. The original contract unchanged. it means nothing that has been of the original contract irregular
CASH -IN TRANSIT SERVICES		R 65 611.91	R -65 611.91	2018-03-01	2020-02-28	24	CURRENT		R -	the project is ongoing challenges ever reported
APPOINTMENT OF TRAVEL AGENT	R -	R 617 132.10	R -617 132.10	2018-02-06	2021-02-05	36	CURRENT		R -	the project is ongoing challenges ever reported
DESIGN,PRINT & SUPPLY 2017/2018 MULTI-LINGUAL NEWSLETTER AND ANNUAL REPORT	R 896 040.00	R 150 000.00	R 746 040.00	2018-02-26	2019-02-25	12	CURRENT		R -	the project is ongoing challenges ever reported contract shall be ended /02/02019
HANDLING OF LEGAL MATTERS	R -	R 142 807.98	R -142 807.98	2018-02-15	2021-02-14	36	CURRENT		R -	the project is ongoing challenges ever reported contract
PROFESSIONAL ASSESSMENT FOR REHABILITATION/UPGRADE OF MUNICIPAL BUILDING OFFICES	R 2 166 000.00	R 402 500.00	R 1 763 500.00	2018-05-01	2021-04-30	36	CURRENT		R -	the project is ongoing that are reported
SUPPLY AND DELIVERY OF SOFTWARE/APPLICATION LICENSES	R 38 867.74	R 90 695.99	R -51 828.25	2018-06-01	2021-05-30	36	CURRENT		R -	the project is ongoing no challenges that

FARRING OF BISI ACCESS ROAD-PHASE 3	R 10 478 166.35	R 7 699 947.2 1	R 2 778 219.1 4	201 8- 05- 04	201 9- 02- 04	9	CUR RENT		R -	the project is ongoing that are reported
CONSTRUCTION OF CHAMTHO ACCESS ROAD	R 3 147 723.46	R 2 299 231.3 4	R 848 492.1 2	201 8- 05- 04	201 8- 10- 03	5	CUR RENT		R -	The contract signed is supposed to be completed. The since been granted. The documentation remain not furnished. management office noted also that communicated this user department. s contract that is Variations , all that concerning scope original contract is irregular
PROVISION OF INSURANCE SERVICES (5 YEARS CONTRACT)	R 1 083 693.00	R 1 083 826.3 0	R - 133.3 0	201 8- 07- 01	202 3- 06- 30	60	CUR RENT		R -	the project is ongoing challenges that are
SUPPLY AND DELIVERY OF CLEANING DETERGENTS	R -	R 505 527.7 5	R -505 527.7 5	201 8- 05- 30	201 9- 06- 01	12	CUR RENT		R -	the project is ongoing no challenges that
ADVERTISING AGENT (36 MONTH CONTRACT)	R -	R 821 824.2 4	R -821 824.2 4	201 8- 06- 05	202 1- 06- 04	36	CUR RENT		R -	the project is ongoing no challenges that
CONSTRUCTION OF QONDENI ACCESS ROAD	R 5 735 551.47	R 1 866 488.9 5	R 3 869 062.5 2	201 8- 07- 13	201 9- 03- 12	8	CUR RENT		R -	the project has been there were no challenges reported
CONSTRUCTION OF TSHAKA ACCESS ROAD	R 3 207 286.60	R 3 005 019.3 4	R 202 267.2 6	201 8- 07- 05	201 9- 02- 04	7	CUR RENT		R -	there is a variation its documents are not to contracts management that renders all the regard to that Variations irregular
ENVIRONMENTAL CONSULTANT - 2018/19 MIG PROJECTS	R -	R -	R -	201 8- 06- 27	202 0- 01- 27	19	CUR RENT		R -	the project is ongoing no challenges that
PROVISION OF SECURITY SERVICES (24)	R 15 605 077.95	R 2 617 283.3 3	R 12 987	201 8- 06- 29	202 0- 06- 30	24	CUR RENT		R 6 354 007.13	the project is ongoing no challenges that

MONTH CONTRACT)			794.6 2							
INSTALLATION OF ACCESS CONTROL	R 227 994.12	R 227 994.12	R -							
4 x ARMED CLOSE PROTECTION OFFICE FOR SIX MONTHS	R 752 100.00	R 376 050.00	R 376 050.00							
2 x Armed Guards 3 Unarmed Guards with Riot Shields	R 11 040.00	R 11 040.00	R -							
2 x UNARMED GRADE C GUARD FIRE DEPARTMENT ) 23 MONTHS	R 536 983.93									
CONSTRUCTIO N OF THONJENI GRAVEL ACCESS ROAD	R 6 216 454.76	R 2 530 484.29	R 3 685 970.47	201 8-08-02	201 9-04-01	8	CUR RENT		R -	the project is on contract shall be 2019
CONSTRUCTIO N OF MAHAWINI GRAVEL ACCESS ROAD	R 5 365 752.41	R 3 062 275.65	R 2 303 476.76	201 8-07-27	201 9-03-27	8	CUR RENT		R -	the project is on contract shall be 2019
TRAFFICE IMPACT ASSESSMENT	R 564 300.00	R -	R 564 300.00	201 8-09-03	201 9-03-31	7	CUR RENT		R -	the project is on challenges that are
CONSTRUCTIO N OF WARD 13 SPORTFIELD	R 5 922 183.73	R 2 108 406.27	R 3 813 777.46	201 8-07-01	201 9-03-01	8	CUR RENT		R -	the project is ongoing that are reported
SUPPLY, MAINTAIN AND REPAIR MUNICIPAL AIRCONDITIONE RS	R -	R 254 564.14	R -254 564.14	201 8-08-08	202 0-08-07	24	CUR RENT		R -	the project is ongoing that are reported
COMPLETION OG TRAFFIC DEPARTMENT - TESTING GROUND	R 1 830 895.00	R 816 015.49	R 1 014 879.51	201 8-09-26	201 8-12-24	3	CUR RENT		R -	The project was for the 24th December last day for the pro objective, To this c remain on site. T under performing
CONSTRUCTIO N OF NONGINQA LOW LEVEL BRIDGE	R 774 851.00	R -	R 774 851.00	201 8-11-05	201 9-03-04	4	CUR RENT		R -	the project is completion date is

STREET CLEANING SERVICES		R 40 926.5 0	R -40 926.5 0	201 8- 11- 03	201 9- 10- 31	12	CUR RENT		R -	the project is ongoing challenges that we regard to the number and the parties still discuss as this could implication
SUPPLY AND DELIVERY OF 2019 COUNCILLORS POSTERS, CALENDAR AND DIARIES	R 230 000.00	R -	R 230 000.0 0	201 8- 10- 05	201 8- 11- 30	2	EXPI RED		R -	the project has been no challenges have
PROVISION OF BACKUP CONSTRUCTION PLANT	R 28 620.00	R -	R 28 620.0 0			0			R -	The project / service rendered as and when far there are no challenges reported
IMPLEMENTING AGENT: DEVELOPMENT OF HARRY GWALA REGIONAL MULTI- PURPOSE SPORTS COMPLEX	R -	R -	R -			0			R -	the project has not
CONSTRUCTION OF LUCINGWENI, LUKHASINI, GOSO AND KHAYEKA ELECTRIFICATION ( GRADE 7 OR HIGHER)	R 15 655 973.82	R 4 616 582.3 9	R 11 039 391.4 3			0			R -	the project is ongoing challenges that are
FENCING OF CEMETERY SITE IN WARD 16	R 1 675 971.00	R 704 524.5 0	R 971 446.5 0			0			R -	the project has started Contractor has complete this project 2019
PROVISION OF BANKING SERVICES	R -	R -	R -	201 8- 09- 03	202 3- 09- 02	60			R -	the project is ongoing challenges that are

## **RESOLUTION FOR OFFERING DISCOUNT TO ERF 377 & 903**

### **Background**

ERF 377 owned by Mr M Wardle & ERF 903 Owned by Mr M.F Mtyana must be offered a discount as per council resolution that discount must be offered and cases differ from property to property, as it was a form of incentives granted to consumers.

After liaising with the Mr Wardle and Mr Matyana and analysis was done, we then came to a conclusion that 25% should be granted hence there was no discount provided before on these accounts.

### **Financial implication**

Write off an Amount of ERF 377 **R 2 710.52** which is the 25% discount on outstanding debt of R 10 842.05 and ERF 903 **R 3 012.26** which is the 25% discount on outstanding debt of R12 049.04

### **Recommendation**

We recommend that ERF 377 owned by Mr M. Wardle must be given 25% discount amounting to **R 2 710.52** and ERF 903 Owned by Mr M.F Mtyana with 25% discount of **R 3 012.26**

## **APPROVAL TO AMMEND 2018/2019 SCM POLICY**

During the Provincial Treasury Assessment on the 4 - 7 of December 2018 and Public Protector's investigation there were recommendations for the amendment of SCM policy that are in line with the MFMA. Therefore we request the council to adopt the amendments on the SCM Policy which covers the following Sections;

- Sec 61. Conflict of Interest by Prospective Service Providers
- Sec 62 Turnkey Projects / Implementing Agents
- Sec 63 Local Production and Content

### **General**

- Alignment of CSD database
- Alignment of National Treasury Circular 90 (Tax Compliance Matters)

## **REQUEST FOR INVESTMENT**

### **Background**

The municipality realized some savings in the year 2017/2018 and municipalities are encouraged to diversify their investment to ensure that its liquidity and sustainability. Therefore the municipality would like to invest as follows;

R 10 million for 12 months Municipal Housing Operating Account

### **Recommendation**

A request for an approval to invest an amount of R 10 million for 12 months.



## **REQUEST FOR RESOLUTION TO WRITE-OFF MOVABLE ASSET**

### **Background**

There were two Air-Conditioners that were removed since they were not functioning properly, these air-conditioners were at Revenue office and Expenditure office.

### **Financial Implication**

The Financial Implication for these Air-Conditioners

Asset Description	Barcode	Cost	Acc. Depr.	Book Value
Air-Conditioner	FA002639	R 6, 520.00	R 6, 206.68	R 313.32
Air-Conditioner	FA002774	R 6, 520.00	R 6, 206.68	R 313.32

### **Recommendation**

To write-off these Air-Conditioners since they are not available for use.

### **Resolution Request**

#### **Purpose**

To inform Council of progress made in the implementation of the budget and the performance outcomes in respect of the first six months of the 2018/2019 financial year, and to recommend whether an adjustments budget is necessary.

#### **Legal requirements**

In terms of Section 72(1)(a) and 52(d) of the Local Government Municipal Finance Management Act No. 56 of 2003 (MFMA) the Accounting Officer must by 25 January of each year assess the performance of the municipality during the first half of the financial year (1 July- 31 December). A report on such assessment must in terms of Section 72(1)(b) of the MFMA be submitted to the Mayor, Provincial Treasury and National Treasury. Once the Mayor has considered the report, he/she must submit the report to Council by 31 January in terms of Section 54(f) of the MFMA.

Section 33 of the Municipal Budget and Reporting Regulations (MBRR) states that a Mid-Year Budget and Performance Assessment Report of a municipality referred to in Section 72 of the MFMA must be in the format specified in Schedule C and include all the required tables, charts and explanatory information.

### **Recommendation**

That the council adopts the Mid-year budget and performance assessment 2018/2019 Financial Year.

## **TASK TEAM REPORT BY HON PREMIERE W MCHUNU**

HON Premiere W Mchunu presented an investigation report of the task team that was prompted by COSATU protest in 2016 to investigate Corruption and Maladministration in the Municipality. The report was tabled to the council for the purpose of implementing the recommendations.

HON Premiere W Mchunu informed the council that engagements was done with the Municipal leadership and that the report was concluded according to the terms of reference.

### **Recommendations**

- To note the report.

## **THE UMZIMKHULU MUNICIPALITY'S RESPONSE TO THE REPORT OF THE JOINT TASK TEAM APPOINTED BY THE PREMIER OF THE PROVINCE OF KWAZULU-NATAL CONCERNING ALLEGED IRREGULARITIES AT THE UMZIMKHULU MUNICIPALITY**

The council of UMzimkhulu Municipality sat in the special council meeting dated 14<sup>th</sup> December 2018 to look at Joint Task Team report as stipulated in the report. However, the council felt impossible to furnish its response within the requisite period determined by the Joint Task Team. The Municipality needs time to gather the necessary information, to provide its legal representatives with the same, to consult with its legal representatives and to furnish instruction with a view to formulating a response. The Municipality has not been able to do this within given time.

### **Recommendations**

- To note the Task Team report.
- The Municipality needs time to discuss the report

## **CLOSING OF MUNICIPAL OFFICES FOR DECEMBER HOLIDAYS**

The Municipality must at all times create an environment that encourages professional service delivery community development, personal development and achievement. In ensuring courtesy and ethics and settings standards the municipality must acknowledge employee's needs. The vacation time-off of all employees is regarded as one important element in a workplace environment to allow employees to go on leave.

On that note we are proposing that the closing dates of Municipal offices for December holidays should be the 21<sup>st</sup> of December 2018 whereby all municipal employees will be forced to take compulsory leave except those employees who are working as essential services employees. And the re-opening of offices in January should be the 03<sup>rd</sup> of January 2019. It is also proposed that the pay day for December should be the 14<sup>th</sup> of December 2018 and for January the pay day should be the 18<sup>th</sup> of January 2019.

It is also recommended that the Council take the recess as from the 14<sup>th</sup> of December 2018 to 11<sup>th</sup> of January 2019.

Financial implications

To utilize the personnel budget to cater for the above.

### **Recommendations**

- To approve the closing date of municipal offices on the 21st of December 2018 and re-opens on the 03rd of January 2019.
- To approve the compulsory staff leave of employees from the 24th of December 2018 to the 02nd of January 2019.
- To approve that the Council take recess as from the 14th of December 2018 to 11th of January 2019
- To approve the payment of salaries for December to be the 14th of December 2018 and for January it should be the 18th of January 2019.

### **COST OF LIVING INCREASES FOR SENIOR MANAGERS**

The latest regulations on the upper limits of total remuneration of Senior Managers as published on the 08<sup>th</sup> of November has been issued to Municipalities. The regulations essentially outline an increase of 5.4 %, the municipality is obliged to inform its members' managers of the revised costs of living adjustment. This increase is only applicable for Senior Managers employed and remunerated in accordance with the upper limits on the remuneration of Senior Managers. We therefore recommend that the salary increase of Senior Managers that are appointed and remunerated in accordance with the upper limits on the remuneration of Senior Managers.

### **Financial implications**

5.4% employee costs

### **Recommendations**

- To approve the adjustment of salaries of managers who are employed in accordance with the upper limits regulations on the remuneration of Senior Managers

### **CENTRALIZED PRINTING FOR UMZIMKHULU BUILDING**

We have been running a three year lease agreement with Nashua for the provision of multi-Functional printers. The centralized printing was initiated for a more cost effective solution that will cater for all municipal staff with the effect to reduce standalone printers that have high rate of hardware failure and also very expensive toner and cartridge.

The contract with Nashua is coming to an end by the end of April 2019 we therefore have to start with procurement process as to cater for the 90 days tender period to acquire new services for the leasing of MFP that can handle the municipality printing capacity.

### **Recommendations**

- That the municipality must advertise for leasing of Multi Functioning Printer for the period of 36 Months. Leasing agreement will cover supplying of printer

machines with toners and also maintenance and services of the printer machines.

### **REQUEST FOR RESOLUTION TO WRITE-OFF MOVABLE ASSET**

Mr. M Mlengane has lost his laptop and he didn't report that, we therefore request to write-off this Asset since it is no longer available for use. An Amount of R 500.00 was deducted from his salary, as per municipal asset policy an employee may after his/her term of service buy the laptop at the book value and where the asset has reached its useful life, the asset should be sold to an employee/councilor at a minimum amount of R 500.00.

#### **Financial Implication**

The Financial Implication for this Laptop

Asset Description	Barcode	Cost	Acc. Depreciation	Book Value
HP PRO-BOOK 450 G1	FA003548	R 10, 020.00	R 10, 019.00	R 1.00

#### **Recommendations**

- To write-off this Laptop since it is not available for use

### **DISASTER MANAGEMENT PLAN**

The Disaster Management Plan has been reviewed and we are submitting it for approval by the STANCO and adoption by the EXCO and Council.

#### **Recommendations**

- To adopt the Disaster Management Plan

### **1 VARIATION ORDER APPLICATION - CONSTRUCTION OF NTLANGWINI ACCESS ROAD – Contract No. ULM-INFR016/17**

A report was previously issued to Council regarding the incidence of an unusual underground water flow sequence that was encountered on this project which eventually led to the re-alignment of the road, however, processes for a scope measurements and actual costing were still underway. So far we have received the two (2) approvals that were key towards final decision.

1. Chief Manci agreed that the road can be diverted to pass through his mealie fields (approval received on 07 August 2018)
2. National Treasury has formally approved the project rollover application (approval received on 22 October 2018).

The project is progressing well and the community is grateful about the interventions.

#### Financial Implications – Including VAT

Amongst other attempted alternatives, diverting the road was proposed by the community and indeed it was found to be the most effective and efficient option because the additional works incurred will remain within the approved MIG budget.

The table below reflects the financial implications that will be encountered as a result of the addition in scope. Based on the Contractors tendered rates the shortfall was R534, 517.79 but was negotiated to remain within the available budget saving of R365, 717.83.

Approved Construction Budget (CoGTA – MIG)	Contractor Award amount (ULM)	Additional amount required	% against Award amount
R7,569,727.13	R 7 204 009.30	R365.717.83	5%

#### Recommendations

- To approve the road diversion at Ntlangwini Access Road with the associated additional cost of R365, 717.83 in addition to the Contractors Award amount of R7, 204,009.30, in total, the revised Appointment value will be R7,569, 727.13.
- It is important for Council to note that the remaining progress and expenditure on this project will be reported against the approved MIG Rollover.

#### **VARIATION ORDER APPLICATION – FENCING OF WARD 16 NEW CEMETERY SITE – Contract No. ULM-INFR012/18**

On 28<sup>th</sup> October 2016 UMzimkhulu Municipality appointed Nzingwe Environmental Consultancy to conduct the Environmental Impact Assessment towards the establishment of a New Cemetery site in Ward 16. The application was submitted in January 2017, however, the approval processes took way longer than usual as it was only issued in September 2018 (20 months later). In September 2017, i.e. 8 months into the EIA application process UMzimkhulu Municipality issued an advert towards the appointment of the Contractor, the purpose was to rather run processes concurrently considering that the EIA had gone past its due completion duration of 6 months whilst we were also running behind our set targets.

On 17 January 2018 the Contractor was appointed, whilst the Environmental Authorization was still outstanding and was eventually issued in September 2018. The Contractor was then re-called to resume duties, however, he raised his concerns for price escalation as a

result of the time lapsed. The outcome of our investigation was that the cost of the fence at tender stage has increased, and the price difference is stipulated below.

### **Financial Implications – Including VAT**

The table below reflects the financial implications as a result of the price escalation effect, however, there is another contributing factor to the project shortfall, the successful bidder was awarded at an amount greater than the MIG approved budget towards the project.

		<b>Accumulative balance</b>
Approved Construction Budget (CoGTA-MIG)	R 1,281,635.53	R 1,281,635.53
Contractor award amount	R 1,675,971.00	-R394,335.47
Escalation value	R 69,740.55	-R464,076.02

In view of the above financial demands, two options may be looked at:

1. UMzimkhulu Municipality to counter fund the shortfall from internal funds which shall be balanced out during budget adjustment (preferred option).
2. Submission of a Business Plan to CoGTA – MIG to apply for funding for the remainder of the works as a separate project because the amount involved does not qualify for the quicker AFA application process since it exceeds the maximum allowable 20% of the original approved budget. This application is a process of +- 4 months duration.

### **Recommendations**

- Approve the internal counter funding of R464,076.02 shortfall towards Fencing of Ward 16 new Cemetery site project. The resultant of the shortfall was that:
- The successful bidder was awarded at prices slightly higher than the approved budget, the prices escalated from the time lapsed since the date of appointment of the Contractor - 17 January 2018 and the date of instruction to resume duties following the Environmental Authorization - 19 September 2018.
- It is important for Council to note that this project forms part of the MIG rollover approval, therefore the MIG project balance of R1,364,464.50 (Including Professional Fees) will be reported as such.

## **VARIATION ORDER APPLICATION - CONSTRUCTION OF CHAMTO ACCESS ROAD – Contract No. ULM-INFR014/18**

Chamto Access Road was planned for construction over 5 months, the due completion date was set to be 06 October 2018, the Contractor is currently at practical completion stage sitting at 97% toward completion. The actual road constructed measures 5.7km against the initial planned 4.9km. This resulted from an additional 0.8km that was requested by the community and was found to be a critical piece of road that will provide access to others community members whilst providing everybody with easy access to the main road.

As a result of the additional scope, the project requires 8 weeks additional time to complete the works, the revised completion date will therefore be

03 December 2018.

### **Financial Implications – Including VAT**

The Contractor is a well-established Contractor, he owns 80% of the resources necessary to construct the road, that is why the contractor managed to tender at low rates against the market related rates used for budget purpose hence the budget savings. Tabulated below is the financial implications of the proposed additional 0.8km.

Approved Construction Budget (CoGTA – MIG)	Contractor Award amount (ULM)	Savings on Budget	Shortfall required to cover additional 0.8km	% against Award amount
R4,208,347.83	R 3,147,723.46	R1,060,624.37	R338,232.68	10.7%

### **Recommendations**

- To approve that construction of Chamto Access Road incorporates the additional scope of 0.8km that comes with an additional cost implications of R338, 232.68, which brings the revised construction budget from R3, 147,723.46 to R3, 485,956.14

## **APPLICATION FOR APPROVAL FOR ADDITIONAL WORKS Surfacing of Ibisi Access Roads – Phase 3**

The project is currently under construction, officially started 04 May 2018 and is planned to complete 05 February 2019. During construction a need to extend the scope of works was realized as a result of the following unforeseen circumstances:

During deep excavations for stormwater installations, an underground water seepage was realized at 1m depth below the design layer works of the road. These conditions did transpire during the investigations, however did not prove to be major as the tests were conducted at intervals, as such were only quantified at 700m<sup>3</sup>. During the process of excavations to box for road layers it was discovered that there are more sections of the road

that are subjected to ground water seepage at a depth more than that which the geotechnical investigations were based on. This resulted to a huge quantity of rock fill required to replace the soft underground material that would compromise the quality of the road and thus shorten its lifespan. The required quantity ended up being nine times more than what had originally been allocated for.

Secondly, there has been an outcry in relation to the Ibisi main access point that intersects with P416, the main problem at this stage is that the intersection is informal with a lot of storm water overflows resulting from all the water runoffs collecting at upper stream channeling all the way towards the intersection thus causing floods at this point which poses a risk for accidents. This section was initially not included within the Scope of work of the Contractor because the problematic area is within DOT's road reserve whom has confirmed to have plans to widen P416 over the upcoming years which will then cover the formalization of the intersection, however, during a meeting held with DOT on 16 November 2018 it was agreed that the Municipality should so long attend to the stormwater management related items in full because it is life threatening whilst DOT plans lies in the outer years. The scope for stormwater management involves mainly 33 x 900mm stormwater pipes which will be laid parallel to make 3 lines of 11m each, Gabion baskets 300m<sup>3</sup>, Gabion mattresses 40m<sup>3</sup>, Inlet and Outlet structures, Closing dongas upstream using spoil material excavated from the project.

### Financial Implications

Attached herewith is the Bill of Quantities for the additional items involved in this application. Tabulated below is a reflection of the anticipated revised project values:

Approved Project Budget (CoGTA-MIG)	R15,481,412.69
Contractor Award amount	R10,478,166.35
Savings balance currently available	R5,003,246.34
Value of Additional Works including 15% VAT	R2,094,807.46
Anticipated Revised Award amount	R12,572,973.81
% against Award amount	20%

### Recommendations

- To approve the scope of works towards Surfacing of Ibisi Access Roads Phase 3 project shall be extended to include additional works to the value of R2, 094,807.46 which will lead to Contractor award amount revised from R10, 478,166.35 to R12, 572,973.81. As a result of additional scope of works, the project will require extension of time for completion which shall be revised from 05 February 2019 to 29 March 2019.



**THE NATIONAL DEPARTMENT OF COOPERATIVE GOVERNANCE HAS PUBLISHED THE GOVERNMENT NOTICE NO. 42138 WHICH WAS ISSUED BY THE NATIONAL MINISTER OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS IN THE GOVERNMENT GAZETTE DATED 21 DECEMBER 2018, AFTER CONSIDERATION OF THE COMPREHENSIVE COMMENTS OF SALGA SUBMITTED TO THE MINISTER OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS DR. ZWELI MKHIZE ON THE 21ST OF DECEMBER 2018.**

The Notice states that the Municipal Manager should note that the Upper limits notice may not be implemented before respective municipal councils have considered a report and has resolved on the levels of remuneration which will apply in the Municipality. The consideration must occur with regard to the financial year (2018/2019) within which the payments will have to be made, and the affordability thereof for municipalities. This implies that the budget for the year in question must reflect the liability to pay the level of remuneration determined by council and this must be cash funded.

Furthermore, before the implementation, it is necessary for a council to consult with the MEC responsible for Local Government in the Province, motivating the affordability and demonstrating that the liability has been budgeted for. Also councils are required to apply the formula contained in paragraph 2, 3 and 4 of the gazette, in order to determine which grade of Municipality they are.

#### **Recommendations**

- To approve the implementation of the increase of 4% which will be implemented as from the 01 July 2018 upon the approval from the MEC, however it is also important to note that under no circumstances the Accounting Officers are permitted to implement any increases in the remuneration levels prior to their applications being submitted and approval having been obtained from the MEC

#### **2018/2019 MID TERM PERFORMANCE REPORT**

In terms of section 72(1)(a) of the MFMA, the Accounting officer is required by the 25th January of each year to assess the performance of the municipality during the first half of the year. These performance outcomes/reports on such assessments must in terms of Section 72(1)(b) of the MFMA be submitted to the Mayor, Provincial Treasury and National Treasury. In terms of Section 54(f) of the MFMA, once the Mayor has considered the report, he/she must submit the report to Council.

Financial implications

None

#### **Recommendations**

- That 2018/2019 Mid-year performance report be adopted

## **2017/2018 ANNUAL REPORT**

Municipalities are in accordance with the MSA and MFMA required to report on the performance of the municipality and must submit the Annual Report to Council annually by latest 25 January. The Annual Report at minimum must consist of the following main sections;

- Performance report.
- Annual Financial Statements.
- The report of the Auditor General

### **Financial implication**

None.

### **Recommendations**

- That 2017/2018 Annual Report be adopted.
- That 2017/2018 Annual Report after being adopted by Council, be made known by inviting the local community to make comments.
- That 2017/2018 Annual Report be referred to MPAC for consideration and preparation of the Oversight report