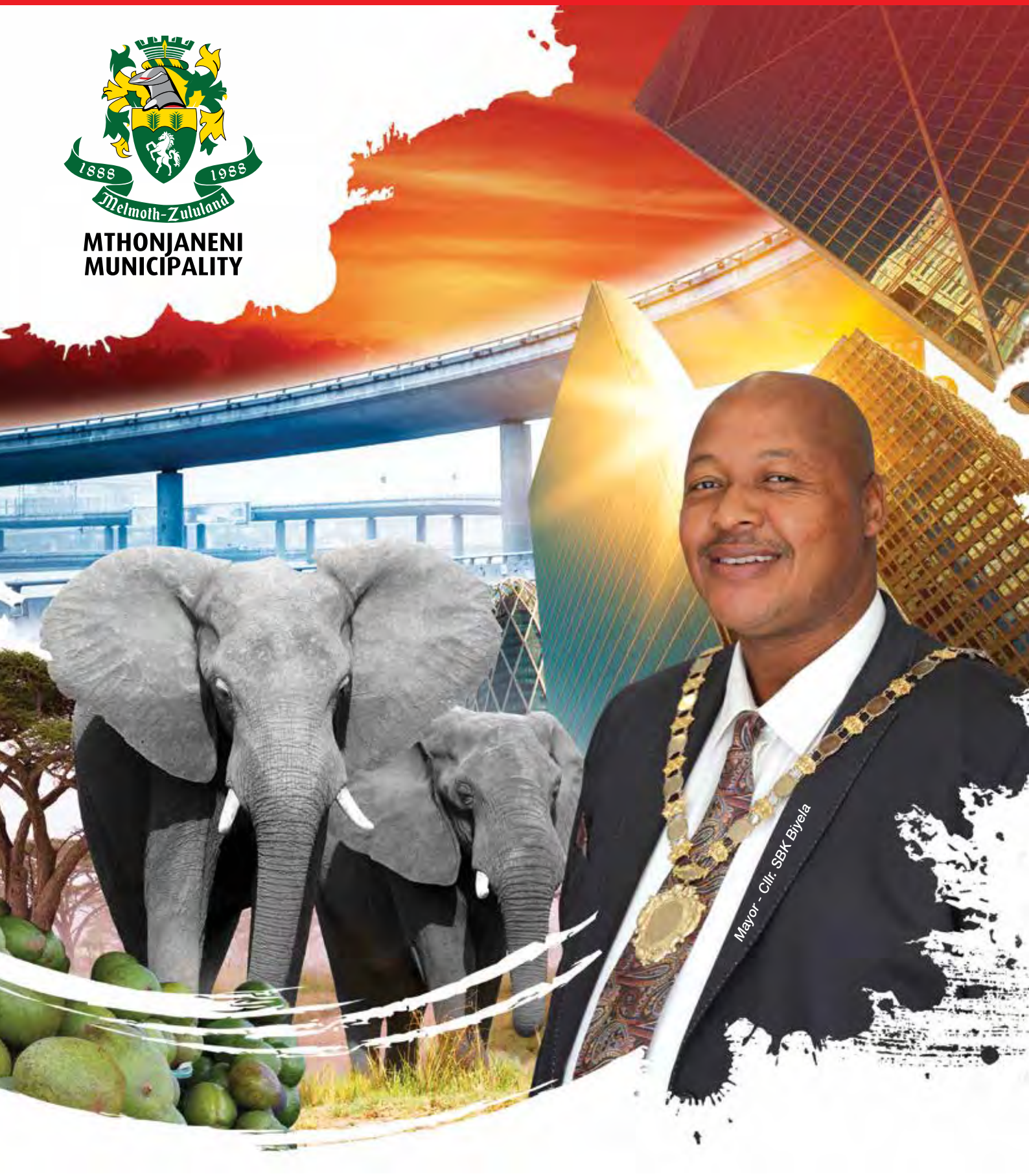


# ANNUAL REPORT 2017/2018



**MTHONJANENI  
MUNICIPALITY**



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## MAYOR'S FOREWORD



**His Worship: The Mayor**  
**Cllr SBK Biyela**

This has been another year where we have been working very hard to change the lives of all the people within our municipality. The co-operation amongst our leadership, the municipal management and the involvement of our communities has made it possible to deliver services despite the enlarged boundaries and with very minimal resources. This is an indication that we always strive for excellent service delivery.

During the last financial year we utilised all the MIG funding and as a result we got an extra allocation of R6 million for this financial year.

During this financial year, 2017/2018, we were operating at an estimated budget of R25 million.

We therefore embark on consultative meetings in all wards in order to implement both our IDP and Budget. Through these IDP/Budget road shows we were able to prioritise the following projects for 2017/2018 financial year:

- The construction of Municipal Admin block in ward 3,
- Renovation of Thubalethu hall in ward 2,
- 270 connections for Bomvini, Thunzini, Manzawayo electrification project in ward 4 and 5,
- 474 connections for Makhasaneni/ soqiwa electrification project in ward 3 and 7,
- Upgrade of rural roads phase 2 in all wards,
- Upgrade of urban roads in ward 2 and 3,
- Bulk access road for Thubalethu housing project in ward 2,
- Regravelling of Hawai road in ward 11,
- Regraveling of Sangoyana/ Nkakhwini road in ward 13,
- Construction of Gobihlahla crèche in ward 11,
- Construction of Mpevu community hall in ward 9 and
- Construction of Ntombokazi community hall in ward 12

Our philosophy is that of being trustworthy and that is why we ensure that we are always transparent when rendering services to our communities. We engaged on a variety of

programs to alleviate poverty. We have created job opportunities for 125 people through EPWP, issued an opportunity to 78 youth for drivers' licences, capacitated the business sector and funded a total of 15 co-operatives.

We have assisted our communities to bury their loved ones with dignity through our indigent burial programme.

We also put our youth at the fore front of our programs. We assisted about 78 of our youth with university registration fee. We also held a very successful mayoral cup and youth capacitation and empowerment through youth forums.

I like to thank the religious sector for being with us when we had a prayer for our learners towards the writing of their 2017 final exams and also praying for our communities during the festive season.

Despite all the achievements we had during this financial year, we would like to pass our condolences to the family of the late Cllr DMO Ngcobo who passed away and who was the member of our Council. We also mourn with families of our staff members who also passed away during this year.

I would also like to thank all the people who are within our municipality for your contribution in terms of opinions and advices. This is indeed an indication that you voted correctly for this leadership.

Trust us ....we are really committed in service delivery and improving the lives of our people.

Thank you.

## **MUNICIPAL MANAGERS FOREWORD**



**MR PP SIBIYA**  
**MUNICIPAL MANAGER**

2017/2018 has been a long year in terms of service delivery, considering the backlogs in our communities. Our officials worked industriously as a united team in ensuring that the needs of our communities, as prioritised by the leadership, are attended to.

Our main objective is to improve the lives of our people looking at the submissions that were made during the IDP/Budget road shows.

The allocation we received through MIG has been used towards the best interest of our people as we ensured that projects that were identified for this financial year are implemented.

The smooth functioning of our municipality is a result of the SMART targets that we set at the beginning of the financial year. We are therefore confident that we will again receive the unqualified audit opinion for this financial year.

I would like to thank all the citizens within our municipality for the support and inputs in ensuring that we really move towards the right direction.

Thank you.

# **MTHONJANENI COUNCIL**



**Cllr S.B.K Biyela**

**His Worship, The Mayor**



**Cllr P.E Ntombela**  
**Deputy Mayor (Ward 4 Councillor)**



**Cllr N.A Mbatha**  
**Speaker**





**Cllr M.N Biyela (ward 1)**



**Cllr E.M Masikane (Ward 2)**



**Cllr Z.M Ndlovu (ward 3)**



**Cllr Z.A Sibiyi (ward 5)**



**Cllr M.S Zulu (Ward 6)**



**Cllr T.P Ngema (Ward 7)**



**Cllr V.M Mchunu (ward 8)**



**Cllr T.F Zincume (Ward 9)**



**Cllr J Mlawu (Ward 10)**



**Cllr D.F Xulu (Ward 11)**



**Cllr B.N Zwane (Ward 12)**



**Cllr T.E Mpungose (Ward 13)**





**Cllr N.P Shobede (PR)**



**Cllr H.K.L Zungu (PR)**



**Cllr N.N Nzuza (PR)**



**Cllr M.N Ndlangamandla (PR)**



**Cllr D.M Dludla (PR)**



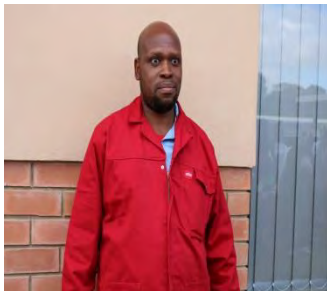
**Cllr M.J Xulu (PR)**



**Cllr S.P Buthelezi (PR)**



**Cllr B.M.T Sibiya (PR)**



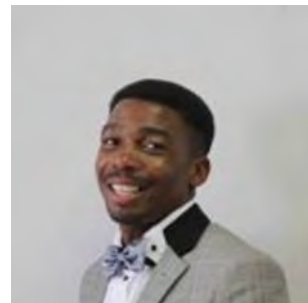
**Cllr Majola (PR)**



**Cllr D.M.O Ngcobo (PR)  
(Deceased)**



**Cllr P.S.M Mchunu (PR)**



**Cllr E.M Mthembu (Ward 7)  
Terminated (28/03/2018)**



**Cllr M E Zulu (Deceased)**

## **MTHONJANENI MUNICIPAL JURISDICTION DEMOGRAPHICS**

### **4.1. POPULATION STATISTICS.**

The 2017/2018 IDP Review makes use of the 2011 STATSSA Census data and the 2001 Census information. The municipality also acknowledges that Stats SA conducted a Community Survey in 2016 and this information is reflected in the IDP document for 2017/2018 financial year

The 2011 Census Data indicates that the population of the Mthonjaneni Municipality had decreased from 50,382 people in 2001 to 47,818 people in 2011. After the redetermination of municipal boundaries in 2016 and the inclusion of four wards from Ntambanana Municipality, the Mthonjaneni municipality now has a total estimated population of 83 563. The 2007 figures indicate a total population of 47,010 which indicates a decline of -6.69% from the 2001 population statistics. When comparing the population growth between 2001 and 2011 a total negative growth rate of -5.25% was experienced.

**Mthonjaneni Municipality; Key Municipal Demographic Information 2001 Census  
& 2011 Census**

	After 2016 redetermination of municipal boundaries.	2011	2007	2001
<b>Total Population</b>	78884	47, 818	47, 010	50, 383

	Male	Female	Total
<b>KZN285 : Mthonjaneni</b>	<b>38257</b>	<b>45306</b>	<b>83563</b>
<b>52805001 : Ward 1</b>	<b>3496</b>	<b>4427</b>	<b>7923</b>
<b>52805002 : Ward 2</b>	<b>3254</b>	<b>3607</b>	<b>6861</b>
<b>52805003 : Ward 3</b>	<b>2898</b>	<b>3414</b>	<b>6312</b>
<b>52805004 : Ward 4</b>	<b>2822</b>	<b>2948</b>	<b>5770</b>
<b>52805005 : Ward 5</b>	<b>2878</b>	<b>3263</b>	<b>6142</b>
<b>52805006 : Ward 6</b>	<b>2908</b>	<b>3483</b>	<b>6392</b>
<b>52805007 : Ward 7</b>	<b>3481</b>	<b>4041</b>	<b>7522</b>
<b>52805008 : Ward 8</b>	<b>1609</b>	<b>1963</b>	<b>3573</b>
<b>52805009 : Ward 9</b>	<b>3244</b>	<b>3758</b>	<b>7003</b>
<b>52805010 : Ward 10</b>	<b>3815</b>	<b>4693</b>	<b>8509</b>
<b>52805011 : Ward 11</b>	<b>2375</b>	<b>2778</b>	<b>5152</b>
<b>52805012 : Ward 12</b>	<b>3407</b>	<b>4439</b>	<b>7846</b>
<b>52805013 : Ward 13</b>	<b>2069</b>	<b>2489</b>	<b>4558</b>

## DEPARTMENT OF COMMUNITY SERVICES ANNUAL REPORT

This is a consolidated annual report for the Community Services Department. It contains activities and Projects under Mthonjaneni Community Services Directorate for 2017/2018 financial year. The report covers all sections that are under Community Services Department. Those sections are:

- Local Economic Development;
- Youth matters;
- Sports matters;
- Disaster Management Fire and Rescue Services;
- Special programmes; and
- Operation Sukuma Sakhe.

### 1. SPECIAL PROGRAMMES AND OPERATION SUKUMA SAKHE

#### THE REPORT IS ON THE FOLLOWING ACTIVITIES

- War room visits by Special Programmes Co-ordinator and
- Special visits of the war rooms 5, 6, 8, 11 &12 by the Office Of the Premier
- Local Task Team meeting.
- District Aids Council Meeting (DAC) at King Cetshwayo District Municipality
- District Disability Meeting at King Cetshwayo District Municipality
- Disability Operation Siyahlola Campaign
- District Men's Forum Meeting
- Special District Task Team meeting (DTT) with the MEC Honourable B. Sithole-Moloi
- Provincial Senior Citizens Forum Meeting in Pietermaritzburg

### 1.1 WARROOOM VISITS BY SPECIAL PROGRAMMES CO-ORDINATOR

On the 9th of February 2018 Special Programmes Co-ordinator visited Nomponjwana war room in ward 09. It was found to be functional, but not fully functional because the secretary of the war room was absent and had taken the minutes with him and the case register was not in the war room. Newly reported cases were not recorded.

### 1.2 SPECIAL VISITS OF THE WARROOMS 5, 6, 8, 11 &12 BY THE OFFICE OF THE PREMIER

During these visits only wards 6, 8, &11 were found to be functional.

### 1.3 LOCAL TASK TEAM MEETING

Local Task Team Meeting was held on the 22nd of February 2018 at Melmoth Town Hall.

### 1.4 DISTRICT AIDS COUNCIL MEETING HELD AT KING CETSHWAYO DISTRICT MUNICIPALITY (KCDM)

The challenge we are facing as a Local Municipality is that of the functionality of the structure that leads to the non-reporting of the structure to District Aids Council, which leaves the organization in red in as far as the reporting is concerned.

### 1.5 DISTRICT DISABILITY FORUM MEETING

This meeting was held in preparation of Operation Siyahlola Campaign that was to be held in Local Municipalities under KCDM, starting from Mthonjaneni Local Municipality.

### 1.6 OPERATION SIYAHLOLA CAMPAIGN

The campaign was held on the 14th of March 2018 in Mthonjaneni Local Municipality. There were many problems that were encountered during the Campaign. They will be reported to the relevant stakeholders.



## 1.7 DISTRICT MENS FORUM

It was held on 08 March 2018 at KCDM. The Mthonjaneni Local Municipality's Chairperson and Secretary are ex-officio members for the District Men's Forum.

## 1.8 SPECIAL DISTRICT TASK TEAM MEETING WITH MEC B. SITHOLE-MOLOI

The meeting was held at Mhlathuze Auditorium on 19 March 2018. The aim of the meeting was to discuss matters around the functionality of OSS in KCDM.

The MEC emphasized the importance of Senior Managers in the structures of OSS at Local Municipalities. There is a proposed meeting for Senior Managers and coordinators in the month of April 2018. The meeting will be chaired by MEC B. Sithole Moloi.

## 1.9 PROVINCIAL SENIOR CITIZENS FORUM MEETING

The meeting was about the 2017 Senior Citizens Parliament, its challenges and strengths. It was also about the Programmes for 2018/2019 financial Year which commences in April for Departments. All Local Municipalities were advised to submit their Reports to their Districts Co-coordinators.

## 2. YOUTH MATTERS

This report reflects the activities that took place within the youth office during 2017/18 financial year. This report includes progress on the project embarked on, challenges, achievements and recommendations. It covers the following topics:

- 2018 NYDA Youth Fund Consultative Breakfast
- Drivers Licence Project
- St Marys Career Day

The above are activities that the youth office was involved in for the 2017/18 financial year.

### 1.1 2018 NYDA YOUTH FUND CONSULTATIVE BREAKFAST

The National Youth Development Agency is a government agency directly focusing on youth development within South Africa. The NYDA has a memorandum of understanding with Mthonjaneni Municipality; hence it has an intern within the youth office strategically dealing with NYDA issues assisting the youth office.

NYDA hosted the 2018 youth fund consultative breakfast. The main purpose was to expose the fund that has been proposed and further get inputs and recommendations from the local youth managers to enhance the finalisation of the fund with inputs from the relevant stakeholders.

The municipality had Mr Sabatha Zulu as an intern within the MOU who was paid by the agency but working within the institution.

### 1.2 CHALLENGES

There are no challenges that were experienced between the NYDA and the youth office during the training and after the training.

### 1.3 RECOMMENDATIONS

That the municipality continuously support the relation the office has with the NYDA.

### 3.1 DRIVERS LICENCE PROJECT

The licence project was initiated to assist 78 youth with this opportunity. These students were selected as per ward by the ward councillors. Each ward within the Mthonjaneni Municipality submitted 6 youth and the additional 6 were from the traditional leaders as each tribal leader submitted 2 of their own. In total the numbers of beneficiaries were 84.

### 3.2 PROGRESS REPORT ON THE PROJECT

1. 84 Beneficiaries have received their drivers licence.
2. 22 Beneficiaries that dropped out of the program were replaced by new submissions from their respective wards.

### 3.3 CHALLENGES

Some beneficiaries have dropped out without notifying either the office or their wards councillor.

### 3.4 RECOMMENDATIONS

Ward councillors should replace the beneficiaries that have dropped out with new members.

## 3. LOCAL ECONOMIC DEVELOPMENT MATTERS

### (a) Informal Traders Progress Report

#### Background information

The informal sector is a versatile and dynamic sector which includes a variety of economic activities.

Council acknowledged the contribution of the informal economy to our locality's economy by registering all traders in our locality and also by quantifying the value of the street trading in our locality.

On the 22 February 2018 an informal traders mass meeting was held in our locality, the serving members of the informal traders committee were elected.

To avoid two centres of power Council resolved to use the ward committees representing the informal sectors as the serving members in the chamber and also approved to add street committee members where there are trading activities.

Council also recognised that the current status in our locality is getting out of hand (mushrooming of traders in our street) and Council resolved to register all traders in our locality.

To date Council 145 traders have registered in Mthonjaneni Informal Traders database and Council has purchased 250 cards that will be used to issue permit once the verification process of all traders to ensure that legitimate traders are issued with permits as per the Provincial Informal Trader Policy.

To accommodate all traders it is advisable that Council purchase more cards for this exercise.

Council is also in the process of organising an information workshop which is a prerequisite to all informal traders permit applicants, the information sharing will cover policy issues such as Provincial Policy, Mthonjaneni Bylaws and the Lease Agreements to restrict illegal activities in all trading areas.

#### (b) Maritime Incubation Programme

The Maritime Incubation Programme is a programme implemented by the Department of Economic Development Tourism and Environmental Affairs and the KZN Natal's Shark board is a government company with the mandate to support and promote the maritime industry within the areas of KwaZulu Natal.

The maritime incubation programme was initiated to champion and advocate for the maritime industry through bridging the gap between industrial policy from government and the private sector, thereby unleashing the economic growth in the maritime industry.

The key objective of the programme is to Foster the growth of small and medium sized businesses in the industry as well as the transformation of the maritime industry.

The programme is piloted in 2 coastline district municipalities, UGU District and King Cetshwayo District Municipalities and it is targeting the Human Development Index which are historically disadvantaged individuals (women, youth and people living with disabilities).

There were open invitations that were send out to all interested SMME's and they were expected to submit a 3 pages business plans.

Two candidates from Mthonjaneni have met the requirements of the programme and are part of the King Cetshwayo Maritime Incubation Programme.

The candidates will attend 20 days from March to June 2018 and on completion they will be required to submit a detailed business plan and that will lead them to the post incubation phase which will consist of 10 candidates.

#### (c) Tourism Graduate Development Programme

The Tourism Graduate Development Programmes aims to assist tourism graduates with opportunities for experiential learning with a view to providing them with much needed experience in preparation for full time employment or entrepreneurial opportunities.

Graduates are placed in various District, Local municipalities, Visitor Information Centres, and private businesses for a period of 12 months for those graduates who have completed their studies and six months for those who needs to complete their studies but needs in-service training.

The adverts were widely placed in local publications and the interviews were held on the 15 March 2018.

For Mthonjaneni one graduate will be place for the internship for a period of 12 months and one internship for 6 months for graduate that is still at school.

The financial implications for the stipends are incurred by the Department of Economic Development and Tourism as the custodians of the programme.

## 4. SPORTS MATTERS

### AMAKHOSI ASEMZANSI TOURNAMENT 2018.

#### 1. BACKGROUND:

1.1 Amakhosi Asemzansi Games started in the year of 2015 with participation of five Tribal authorities. The games were initiated by

Orange Groove Diaries and Amakhosi and they were supported by the Department of Sport and Recreation (KCDM) and Municipalities.

1.2 In 2017 the number of participating Tribal Authorities was increased from five to twelve that includes Ntembeni Tribal Authority from Mthonjaneni Municipality.

## 2. DISCUSSION:

### 3.1 Games Preparations.

3.1.1 The preparations started at local levels where teams from areas (Izigodi) under Ntembeni Tribal Authority competed amongst themselves to select the team for each code that will represent them at District level.

3.1.2 The selected participating codes were namely as follows: Soccer Male, Netball females, Boxing and IG's (Umlabalaba and Ingqathu).

3.1.3 The local selections were held on the 03 of March 2018 at Ndundulu Sport field.

3.1.4 The task team was formed to assist the Tribal Authority to participate in the tournament. The task team was consisting of representatives from participating Sporting codes, Tribal Court representative and Municipal official.

### 3.2 Amakhosi Asemzansi District Games.

3.2.1 The District games were hosted by City of uMhlathuze on the 17th of March 2018 at Eskhawini College.

3.2.2 Tribal Authorities were to select community organizations which will benefit with cash prize from Orange Grooves should their teams win.





Entembeni Netball team

### **SPORT KITS THAT WAS GIVEN TO LOCAL TEAMS.**

#### **3. BACKGROUND:**

3.1 Mthonjaneni Municipal council handed over two classical Sports fields to the community of ward 10 and ward 12 on the 1st and 2nd March 2018 respectively.

3.2 These ceremonial events were witnessed by the Council leadership led by his Worship, The Mayor Councillor SBK Biyela and the community members.

3.3 Community services Department were invited to be part of the occasions and requested to provide support.

#### 4. DISCUSSION.

4.1 Department of Community Services contributed with sport kits for two sporting codes in each ward.

4.2 Each ward was given quality soccer and netball jersey with balls. This was aimed to persuade community to utilise the facilities through local competitions.

4.3 Furthermore present local teams were encouraged to form local leagues and Local Football Association has been engaged to assist the teams.

4.4 The report was presented to the Local Football Association's meeting which was held on the 19 February 2018. The intention was to ensure that these facilities are being utilised to avoid vandalism.





## **SPORT PROGRAMS FOR DISABILITY.**

### **1. BACKGROUND:**

- 1.1 Department of Sport and Recreation convened a sport planning meeting on the 1<sup>st</sup> of March 2018.
- 1.2 The aim of the meeting was to present the budget for sport programs for Disability and planning for 2018 Disability games.

### **2. DISCUSSIONS.**

- 2.1 Department of Sport and Recreation (King Cetshwayo District) allocated R150 000 for Disability Sport Programs for 2018.
- 2.2 The allocation was divided into two portions of R100 000 was utilised for Provincial games and the balance of R50 00 assisted in local preparations.
- 2.3 Department of Sport and Recreation amongst other things provided insurance and equipment to ensure that the teams are protected and well prepared.

- 2.4 The proposed month for hosting the provincial games was November.
- 2.5 The District Games were proposed to be held on 29 August 2018.
- 2.6 Local Municipalities were requested to provide transport for their participants to and from the District Games.
- 2.7 King Cetshwayo District Municipality was also requested to support the games by providing Catering and Marquee during District Games and with transport and attire for District Team for Provincial Games.

## **DISASTER MANAGEMENT FIRE AND RESCUE SERVICES**

### **EXECUTIVE SUMMARY**

Mthonjaneni Disaster Management, Fire and Rescue Services department herewith presents its annual report for the 2017/18 financial year in compliance with Section 50 of the Disaster Management Act 57 2002 as amended. The report provides an overview of the activities undertaken by the section during the period under review. It also reflects on the progress made in line with its objective of promoting an integrated and coordinated system of disaster management, with special emphasis on prevention and mitigation working hand in hand with other role players involved in disaster management and communities.

According to the Disaster Management Act 57 of 2002 as amended, one of the key outputs of the Local Disaster Management is to develop a Disaster Management Plan through which a current and credible Disaster Management Risk Profile would be reflected. To comply with this requirement, Mthonjaneni Municipality has developed this strategic plan and was approved by the council in December 2017. In this strategic document, results of all risk and vulnerability

assessments conducted in the Mthonjaneni Local Municipality were consolidated, including climate change related assessments.

The project entailed a number of consultative workshops and participatory research in all thirteen wards of the Mthonjaneni Municipality which resulted in identification of all hazards, associated vulnerability and coping capacities; and the development of a coherent and credible municipal disaster risk profile that takes into account all relevant existing documentation informing disaster risk.

The Disaster Management Team embarked on a proactive approach to managing bush and structural fires which occurred in certain parts of the wards based on the risk assessment profile throughout the whole financial years. The aforesaid proactive approach to managing these fires includes fire awareness campaigns, fire building inspection program and the recruitment of fire safety volunteers in ward 1, 9 and 12. The communities and schools became the main beneficiaries of these awareness programs.

### **1. Purpose of the Report**

Section 50 of the Disaster Management ACT No 57 of 2002 stipulates that disaster management centre of a local municipality must submit an annual report to the municipal council on its activities during the year and disasters that occurred during the year in the area of the municipality. The purpose of this report thus is to provide an overview of the Disaster Management status of the Mthonjaneni Local Municipality as well as the activities undertaken during the 2017/2018 Financial Years. The report also highlights some of the activities embark on in line with the Service Delivery. It is in line with the Disaster Management Policy Framework (i.e. Key Performance Areas and Enablers)



## **2. Demographic Characteristics**

### **2.1 Population Statistics and Location / Settlements**

The 2017/2018 Mthonjaneni IDP Review makes use of the 2011STATSSA Census data and the 2001 Census information. The municipality acknowledges that Stats SA conducted a Community Survey in 2016 however the ward information has not been released by stats SA and as a result this IDP document does not reflect any ward statistic information.

The 2011 Census Data indicates that the population of the Mthonjaneni Municipality had decreased from 50,382 people in 2001 to 47,818 people in 2011. After the redetermination of municipal boundaries in 2016 and the inclusion of four wards from Ntambanana Municipality the Mthonjaneni municipality now has a total population of 78 884. The 2007 figures indicate a total population of 47,010 which indicates a decline of -6.69% from the 2001 population statistics. When comparing the population growth between 2001 and 2011 a total negative growth rate of -5.25% was experienced.

**3 Table 1: Mthonjaneni Municipality; Key Municipal Demographic Information 2001 Census & 2011 Census**

	<b>After 2016 redetermination of municipal boundaries.</b>	<b>2011</b>	<b>2007</b>	<b>2001</b>
<b>Total Population</b>	78884	47, 818	47, 010	50, 383

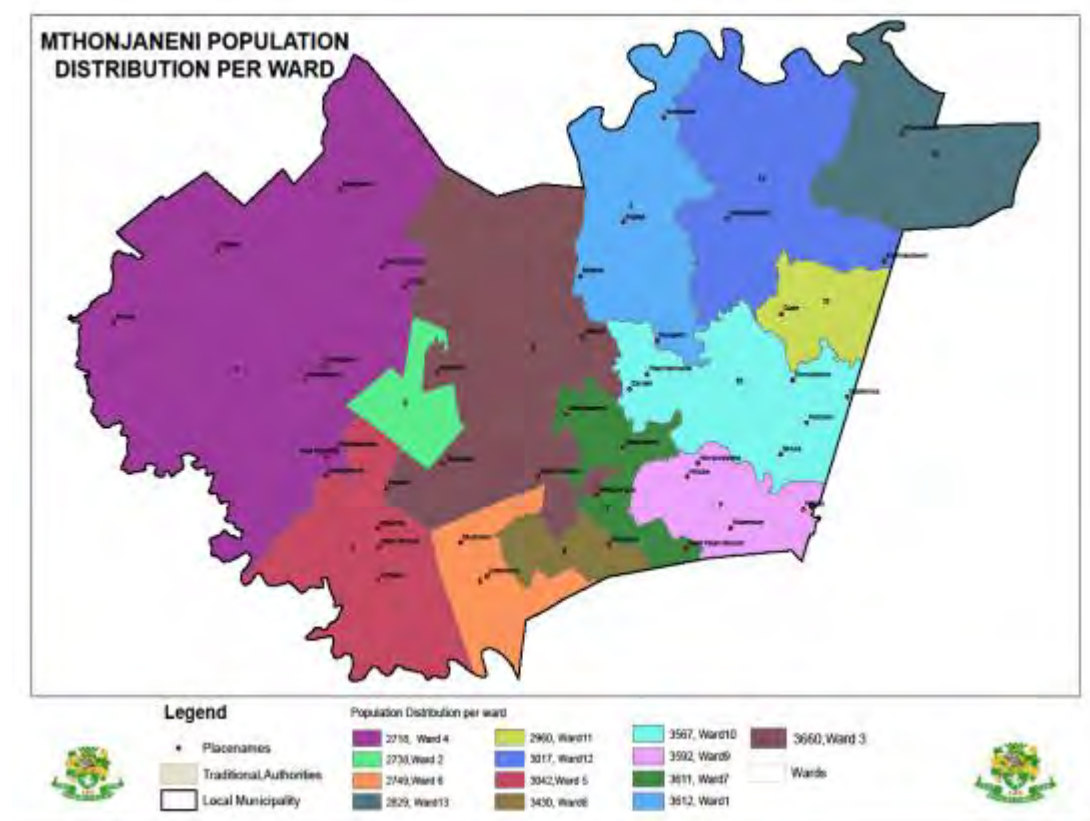
## **4 2.2 Population Density**

Population densities in the Mthonjaneni Local municipality show a decline in density from the western boundary of the municipality to the eastern boundary of the Municipality. The highest densities are found around Ndundulu which has a density of 150 to 200 people per km<sup>2</sup>.



In particular the northern, southern and central area stretching from the western boundary is primarily sparsely populated with a population density of less than 50 people per square kilometre. The north western boundary of the municipality has a density of less than 10 people per km<sup>2</sup>. Please refer to figure 2 for depiction of the above. Based on the STATSA 2011 census, the figure below indicates the population concentrations within the Mthonjaneni Municipality.

**Map 1: Population Distribution**



### 3. KPA 1: Integrated Institutional Capacity for Disaster Management

4. No	Institutional Indicators	Status	Remarks
3.1	Disaster Management Plan and Policy Framework	In place	Disaster Management Act of 57 Of 2002 mandates municipalities to compile their Disaster Management Plans and policy framework. The process of compiling this plan through out-sourcing had a number of challenges. As a result the Disaster Management section decided to compile this document in-house. The process of drafting the DMP started in June 2017 and the documents was in completion by September 2017 and got approved by the council in December 2017
3.2	Disaster Management Advisory Forum	In place	Mthonjaneni Disaster Management Advisory Forum is in place and its sits once per quarter in terms of the SDBIP 2016/2017. Four Forum's meeting conducted in 2017/2018 Financial Years. It was noted that there were poor attendance of Sector Departments in these meetings.
3.3	Disaster Management	Community Portfolio	Reports are submitted quarterly to this

	<b>Portfolio Committee</b>	Committee is in place which deals among other all issues of Disaster Management related issues	committee
<b>3.4</b>	<b>Disaster Relief Policy</b>	The policy is in place	It was approved in December 2017. This policy allows the Disaster Section to provide relief measured to the identified victims of any disaster incidents
<b>3.5</b>	<b>Disaster Management Personnel</b>	<p>The Section comprised of 13 personnel:</p> <p>Section Manager absorbed from the than Ntambanana Municipality</p> <p>No designated Disaster Management Officer</p> <p>Fire Officer</p> <p>2 Leading</p>	<p>The post for the Disaster Management Officer is budgeted for.</p> <p>We have two shifts, i.e Shift A with 6 Fire Fighters and Shift B with 5 Fire Fighters. They are all qualified Fire Fighters. Their qualification are accredited by SAESI</p>

		Fire Fighters 09 Fire Fighters and 1 Fire Officer	
<b>3.6</b>	<b>Operational Equipment</b>	1 Fire Engine Truck and 1 Bakke with skid unit and 1 trailer. The Fire Engine is equipped with rescue, forcible entry, medical and fire fighting equipment.	The Municipality has budgeted for the procurement of the one fire engine van in the 2018/2019 Financial Years
<b>3.7</b>	<b>Fire Services Standing Orders and Fire Service Disciplinary Code</b>	Required to promote discipline in the Fire Service	Both Documents were crafted in house and sent to Community Services for its consideration.

## **1. KPA 2: Disaster Risk Assessment**

### **4.1 Disaster Risk Profile**

Since the beginning of this financial year (2017/2018), the Municipality through the Disaster Management Section embarked on a participatory approach to source data from communities at ward level, which was based on historical events and experience, as well as indigenous knowledge. The municipality worked closely with municipality stakeholders to collect different kinds of data from different sources, using different platforms.

The PDMC provided risk assessment tools for sourcing data from municipal wards, using community-based structures. The assessment tool was explained to all practitioners prior to the commencement of the data collection process. Data collection was designed to sample on multi-hazard assessment, vulnerability assessment, and quantifying capacity within Organs of State and, within the 13 wards.

Mthonjaneni Municipality has 13 wards and all were profiled and analyzed and results were as follows:

Wards	Brief of Overview	Hazards and Threads
1	<p>Ward 1 is situated on the North Western part of Mthonjaneni municipal area. Ward 1 shares municipal boundaries with Ulundi Local Municipality and ward boundaries with ward 12, 10 and 3 of Mthonjaneni Municipality. The ward is entirely populated by the Traditional Rural Communities and Subsistence Farming is the only form of economic activity. There are no emergency facilities situated in this ward. The nearest SAPS Station is situated in Melmoth Town and clinic is at Upper-Nseleni in ward 12 of the Municipality.</p> <p>There are sufficient schools, churches and early childhood development centres that would be suitable for use as evacuation centres if necessary.</p>	<p>The following are the possible hazards and threats that are common occurrences in the ward and which have the potential to escalate to the level of a disaster:</p> <ul style="list-style-type: none"> <li>• Structural and bush fires</li> <li>• Storms and heavy rains</li> <li>• Drought</li> <li>• Lightning</li> <li>• Motor Vehicle Accidents in R66/R34</li> </ul>
2	<p>Ward 2 is situated in the middle of the ward 3, 4 and 5. The whole ward falls within a greater part of the Melmoth town and the surroundings. The economic activity of the area is the mall and other small shops.</p> <p>There is SAPS, Magistrate Court, Clinic and municipal offices which serve as the emergency facilities in the ward.</p>	<p>Interviews conducted with ward committee members and random members of the war room structure, have identified the hazards and threats that are common occurrences in the ward and which have the potential to escalate to the level of a</p>

	<p>There are sufficient schools, churches and early childhood development centres that would be suitable for use as evacuation centres if necessary.</p>	<p>disaster:</p> <ul style="list-style-type: none"> <li>• Storms</li> <li>• Heavy Rains</li> <li>• Structural Fire</li> <li>• Drought</li> <li>• Motor Vehicle Incidents in R66/R34</li> </ul>
<b>3</b>	<p>Ward 3 is situated in the central west part of Mthonjaneni Municipality and shares the Municipal boundary with Ulundi Municipality and ward boundaries with ward 1,2, 4,5,6,7 and 8. The ward consists of the Melmoth town, and large scale of land is occupied by commercial timber farmers and subsistence farmers. Melmoth Clinic, Police station are the only emergency facilities within the ward.</p> <p>There are sufficient schools, Early Childhood Development Centres and Town Hall that would be suitable for use as evacuation centres if necessary.</p>	<p>Interviews conducted with different community sectors revealed the following hazards and threats as the common occurrences in the ward with high potential to escalate to the level of a disaster:</p> <ul style="list-style-type: none"> <li>• Storms</li> <li>• Heavy Rains</li> <li>• Structural Fire</li> <li>• Bush fires</li> <li>• Motor Vehicle Incidents</li> <li>• Drought</li> </ul>
<b>4</b>	<p>Ward 4 is situated in the South/West part of Mthonjaneni and share municipal boundaries with Nkandla Municipality and ward boundaries with ward 2,3 and 5 of Mthonjaneni Municipality. The ward comprised of Mfule and Magwaza Missionary areas. The most economic activities in this ward are the subsistence farming and Commercial Timber Farming. In this ward there is Magwaza Hospital which can provide emergency services to the victims of the disaster incidents. The area is serviced by Melmoth SAPS and all other emergency services are provided in this town.</p> <p>There are sufficient schools, churches and early childhood</p>	<p>Interviews conducted with different community sectors revealed the following hazards and threats as the common occurrences in the ward with high potential to escalate to the level of a disaster:</p> <ul style="list-style-type: none"> <li>• Storms</li> <li>• Heavy Rains</li> <li>• Floods</li> <li>• Structural Fire</li> <li>• Bush fires</li> <li>• Motor Vehicle Incidents</li> <li>• Drought</li> </ul>



	development centres that would be suitable for use as evacuation centres if necessary.	
<b>5</b>	<p>Ward 5 is situated in the South part of the Mthonjaneni Municipality and shares the municipal boundaries with uMlalazi municipality and ward boundaries with ward 2,3,4 and 6. The most economic activities in this ward are the subsistence farming and Commercial Timber Farming. The area is serviced by Melmoth SAPS and all other emergency services are provided in this town.</p> <p>There are sufficient schools, churches and early childhood development centres that would be suitable for use as evacuation centres if necessary.</p>	<p>Interviews conducted with ward committee members and random members of the war room structure, have identified the hazards and threats that are common occurrences in the ward and which have the potential to escalate to the level of a disaster:</p> <ul style="list-style-type: none"> <li>• Storms</li> <li>• Heavy Rains</li> <li>• Structural Fire</li> <li>• Bush Fires</li> <li>• Lightning</li> <li>• Motor Vehicle Incidents</li> <li>• Drought</li> </ul>
<b>6</b>	<p>Ward 6 is situated in the South part of the Mthonjaneni Municipality and shares the municipal boundaries with uMlalazi municipality and ward boundaries with ward 5,3, and 8 of Mthonjaneni Municipality. The most economic activities in this ward are the subsistence farming and Commercial Timber Farming. In this ward there is Nogajula Clinic which renders emergency services to the community. The area is serviced by Melmoth SAPS and all other emergency services are provided in this town.</p> <p>There are sufficient schools, churches and early childhood development centres that would be suitable for use as evacuation centres if necessary.</p>	<p>Interviews conducted with ward committee members and random members of the community, have identified the hazards and threats that are common occurrences in the ward and which have the potential to escalate to the level of a disaster:</p> <ul style="list-style-type: none"> <li>• Storms</li> <li>• Heavy Rains</li> <li>• Structural Fire</li> <li>• Bush Fires</li> <li>• Motor Vehicle Incidents</li> <li>• Drought</li> </ul>
<b>7</b>	Ward 7 is situated on the South part of Mthonjaneni municipal area. The ward shares municipal	Interviews conducted with ward committee members and random

	<p>boundaries with uMlalazi Local Municipality and ward boundaries with ward 3, 8 and 9 of Umthonjaneni Municipality.</p> <p>The ward is entirely populated by the Traditional Rural Communities under Inkosi Zulu and Subsistence Farming is the only form of economic activity and community members use Ndundulu Market Stalls to sell their production. There are no emergency facilities situated in this ward and they get their health related services at Ndundulu Clinic in ward 8 of Mthonjaneni Municipality and Nkwadini Clinic situated uMlalazi Municipality. The nearest SAPS Station is situated in Melmoth Town.</p> <p>There are sufficient schools, churches and early childhood development centres that would be suitable for use as evacuation centres if necessary.</p>	<p>members of the war room structure, have identified the hazards and threats that are common occurrences in the ward and which have the potential to escalate to the level of a disaster:</p> <ul style="list-style-type: none"> <li>• Storms</li> <li>• Heavy Rains</li> <li>• Structural Fire</li> <li>• Run-away fires</li> <li>• Motor Vehicle Accidents</li> <li>• Drought</li> </ul>
<b>8</b>	<p>Ward 8 is situated on the North part of Mthonjaneni municipal area. The ward shares municipal boundaries with uMlalazi Local Municipality and ward boundaries with ward 3, 6 and 7 of Umthonjaneni Municipality.</p> <p>The ward is entirely populated by the Traditional Rural Communities under Inkosi Zulu and Subsistence Farming is the form of economic activity and they use Ndundulu Market Stalls to sell their production. There is Ndundulu Clinic which is used as emergency facility and they also access their health related services from Nkwadini Clinic under Mlalazi Municipality. The</p>	<p>Interviews conducted with ward committee members and random members of the war room structure, have identified the hazards and threats that are common occurrences in the ward and which have the potential to escalate to the level of a disaster:</p> <ul style="list-style-type: none"> <li>• Storms</li> <li>• Heavy Rains</li> <li>• Structural Fire</li> <li>• Run-away Fires</li> <li>• Motor Vehicle Incidents</li> <li>• Drought</li> </ul>

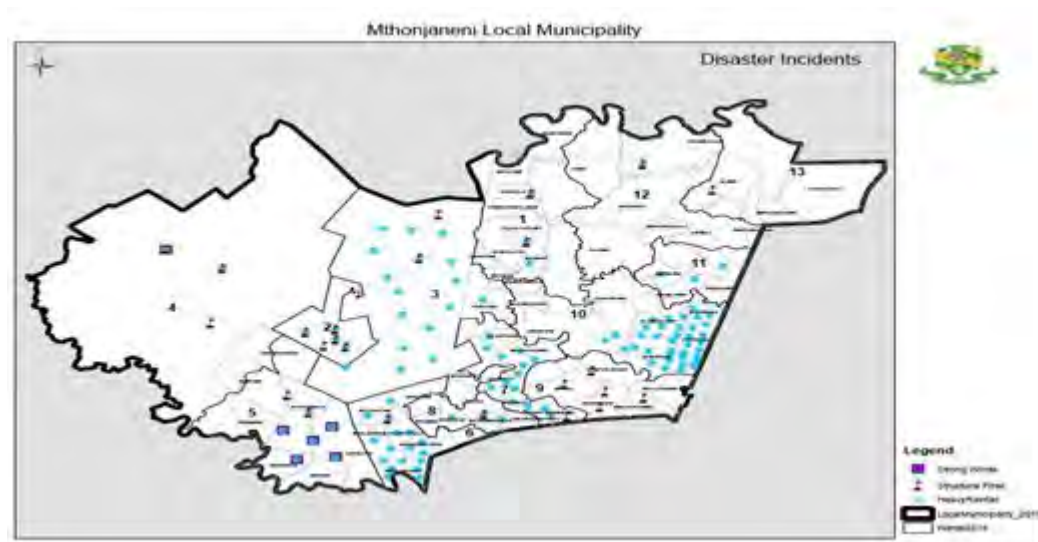
	<p>nearest SAPS Station is situated in Melmoth Town.</p> <p>There are sufficient schools, churches and early childhood development centres including Tembeni Traditional Court that would be suitable for use as evacuation centres if necessary.</p>	
<b>9</b>	<p>Ward 9 is situated on the South East part of Mthonjaneni municipal area. Ward 9 shares municipal boundaries with uMhlathuze and uMlalazi Local Municipalities and ward boundaries with ward 7 and 10 of Umthonjaneni Municipality. The ward is entirely populated by the Traditional Rural Communities under Inkosi PC Biyela and Subsistence Farming is the only form of economic activity. There is Nomponjwane Clinic in this ward which serves as the emergency facility and they are also closer to both Nkwalini Clinic and Nogajula Clinic. The nearest SAPS Station is situated in Melmoth Town.</p> <p>There are sufficient schools, churches and early childhood development centres that would be suitable for use as evacuation centres if necessary.</p>	<p>Interviews conducted with ward committee members and random members of the war room structure, have identified the hazards and threats that are common occurrences in the ward and which have the potential to escalate to the level of a disaster:</p> <ul style="list-style-type: none"> <li>• Storms</li> <li>• Heavy Rains</li> <li>• Structural Fire</li> <li>• Run-away Fires</li> <li>• Drought</li> </ul>
<b>10</b>	<p>Ward 10 is situated on the East part of Mthonjaneni municipal area. Ward 10 shares municipal boundaries with uMhlathuze Local Municipality and ward boundaries with ward 1,3,7, 9,11 and 12 of Umthonjaneni Municipality. The ward is entirely populated by the Traditional Rural Communities under Inkosi PC Biyela and Subsistence Farming is the only form of economic activity. There are no emergency facilities situated in this ward and they get</p>	<p>Interviews conducted with ward committee members and random members of the war room structure, have identified the hazards and threats that are common occurrences in the ward and which have the potential to escalate to the level of a disaster:</p> <ul style="list-style-type: none"> <li>• Storms</li> <li>• Heavy Rains</li> </ul>

	<p>their health related services at KwaMbiza Clinic in ward 12 of Mthonjaneni Municipality and Bhuchanana Clinic in ward 33 of uMhlathuze Municipality. The nearest SAPS Station is situated in Melmoth Town and ward 33 of uMhlathuze Municipality.</p> <p>There are sufficient schools, churches and early childhood development centres that would be suitable for use as evacuation centres if necessary.</p>	<ul style="list-style-type: none"> <li>• Run away fires</li> <li>• Tornadoes</li> <li>• Drought</li> </ul>
<b>11</b>	<p>Ward 11 is situated on the North part of Mthonjaneni municipal area. Ward 11 shares municipal boundaries with uMhlathuze Local Municipality and ward boundaries with ward 10 and 12 of Umthonjaneni Municipality. The ward is entirely populated by the Traditional Rural Communities under Inkosi PC Biyela and Subsistence Farming is the only form of economic activity. There are no emergency facilities situated in this ward and they get their health related services at KwaMbiza Clinic in ward 12 of Mthonjaneni Municipality and Bhuchanana Clinic in ward 33 of uMhlathuze Municipality. The nearest SAPS Station is situated in Melmoth Town and ward 33 of uMhlathuze Municipality.</p> <p>There are sufficient schools, churches and early childhood development centres, including Obuka Traditional Court that would be suitable for use as evacuation centres if necessary.</p>	<p>Interviews conducted with ward committee members and random members of the war room structure, have identified the hazards and threats that are common occurrences in the ward and which have the potential to escalate to the level of a disaster:</p> <ul style="list-style-type: none"> <li>• Storms</li> <li>• Heavy Rains</li> <li>• Structural Fire</li> <li>• Run-away Fires</li> </ul>
<b>12</b>	<p>Ward 12 is situated on the North part of Mthonjaneni municipal area. Ward 12 shares municipal boundaries with Ulundi Local Municipality and ward boundaries</p>	<p>Interviews conducted with ward committee members and random members of the war room structure, have</p>

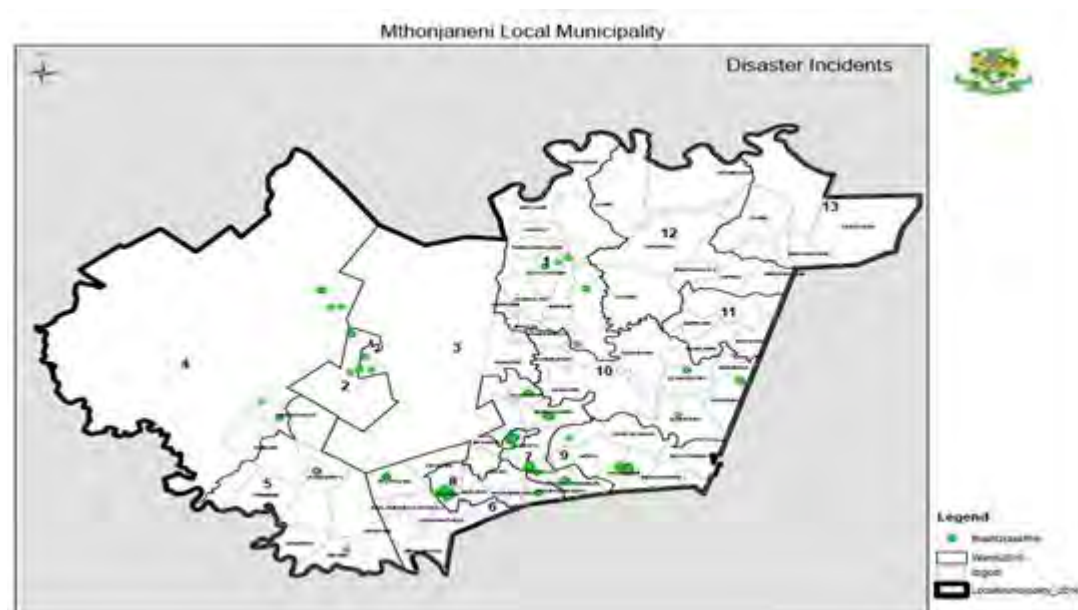
	<p>with ward 1, 10, 11 and 13 of Umthonjaneni Municipality. The ward is entirely populated by the Traditional Rural Communities under Inkosi PC Biyela and Subsistence Farming is the only form of economic activity. There are no emergency facilities situated in this ward and they get their health related services at KwaMbiza Clinic in ward 12 of Mthonjaneni Municipality and Bhuchanana Clinic in ward 33 of uMhlathuze Municipality. The nearest SAPS Station is situated in Melmoth Town and ward 33 of uMhlathuze Municipality.</p> <p>There are sufficient schools, churches and early childhood development centres that would be suitable for use as evacuation centres if necessary.</p>	<p>identified the hazards and threats that are common occurrences in the ward and which have the potential to escalate to the level of a disaster:</p> <ul style="list-style-type: none"> <li>• Storms</li> <li>• Heavy Rains</li> <li>• Floods</li> <li>• Structural Fire</li> <li>• Drought</li> </ul>
<b>13</b>	<p>Ward 13 is situated on the North East part of Mthonjaneni municipal area. It shares municipal boundaries with Ulundi, Umhlathuze and Mfolozi Local Municipalities and ward boundary with ward 12 of Umthonjaneni Municipality. The ward is entirely populated by the Traditional Rural Communities of Inkosi uMthiyane and PC Biyela . Subsistence Farming is the only form of economic activity in the ward. There are no emergency facilities situated in this ward and they get their health related services at KwaMbiza Clinic in ward 12 of Mthonjaneni Municipality and Bhuchanana Clinic in ward 33 of uMhlathuze Municipality. The nearest SAPS Station is situated in Melmoth Town and ward 33 of uMhlathuze Municipality.</p>	<p>Interviews conducted with ward committee members and random members of the war room structure, have identified the hazards and threats that are common occurrences in the ward and which have the potential to escalate to the level of a disaster:</p> <ul style="list-style-type: none"> <li>• Storms</li> <li>• Heavy Rains</li> <li>• Floods</li> <li>• Structural Fire</li> <li>• Run-away Fires</li> <li>• Lightning</li> <li>• Drought</li> </ul>

There are sufficient schools, churches and early childhood development centres that would be suitable for use as evacuation centres if necessary.

**Map 2 reflecting disaster incidents in all affected wards**



**Map 3 reflecting Bush fire in all wards of Mthonjaneni Municipality**





## 5. KPA 3: Disaster Risk Reduction

### 5.1 Public education and Mitigation Programs

Educating community members about possible life costing disastrous incidents is part of the Disaster Management Component of the Municipality. This is where we raise awareness on certain critical disastrous issues which affect our communities. In the 2017/2018 Financial Years, a number of Fire and Disaster Awareness Campaign were conducted throughout the financial year with an attempt to assist community members to stay cautioned about all possible fires and disasters and again educate them on how they can prevent them from occurring since they lead to fatalities and damage to properties as well as the environment.

The following table reflect the programs undertaken in this regard:

Date	Local schools visited	Date	Community areas visited
08.2017	Kwangconco combine	09.2017	Mkhwakhwini community hall
08.2017	Enhlube combine	09.2017	Ogelweni tribal court
02.2018	Phumosizini secondary	10.2017	All Mthonjaneni clinics
02.2018	Enungwini primary	10.2017	Ekuthuleni pay point
02.2018	Bonomunye primary	02.2018	Oviceni crèche
02.2018	Plant memorial	02.2018	Sanguye tribal court
02.2018	Gobihlahla primary	04.2018	Sangoyana hall
03.2018	Nkosithandile secondary	04.2018	Maduma hall
03.2018	Dumezweni secondary		
03.2018	Zibonele primary		
03.2018	Manzimbhlophe secondary		
03.2018	Mashoba primary		
03.2018	Mabhensa primary		

## 5.2 Fire and Disaster Building Assessment

Fire and disaster building assessment is mainly focus on the compliance of building structures, installation of fire fighting equipment's in all mainly community used building within the municipality. The following structures were assessed in the 2017/2018 Financial Years.

Super market	Municipal buildings	garages	Lodges and B&B	Clinics	Liquor stores	Restaurant
Arizona	Traffic section	Total	Golden reward	Melmoth	KwaBiyela liquor store	KFC
People's choice	New council chamber	Sasol	Doctors place	Ndundulu	Family tavern	
Ikhwezi	Municipal stores		Mari's cottage	Thubalethu	RN sport action bar	
	Finance building		Golf view lodge	Sanguye	Ikhwezi liquor	
	Technical offices		Oom Wessel guesthouse	Kwambiza	Zululand liquor	
	Town hall		Mthonjane ni lodge	Nomponjwana		
	Indoor sport centre		Nomusa's B&B	Kwanogajuka		
			Avocado cottage			
		Kwanzimela Pastoral centre				

## 6 KPA 4: Response and Recovery

### 6.1 Disaster Incidents

Response to disaster has improved dramatically in the past two years since the municipality employed and assigned personnel to disaster management. Other measures that improved response and recovery



efforts are the procurement of vehicles and relief stock. In winter, fire incidents are the most reported incidents during the year. The municipality witnessed the drastic decrease in the number of fire incidents in 2017/18 financial year compared to 2016/17 financial years.

The Financial Year 2017/2018 was characterized by heavy rain incidents and house fires which affected many households respectively in almost all wards with the exception of ward 6. The incidents were reported by Ward Councillors concerned. The Local Disaster Management Team visited the wards within the Mthonjaneni Local Municipality that were affected by the various types of disaster incidents. The purpose of the visitations was to conduct impact assessment on the households of the victims and facilitate instant mitigating response and relief within the provisos of the Disaster Management Act of 2002. There have been only two injuries and no fatalities recorded. Most of these injuries resulted from fire and lightning strikes. Much effort and resources still needs to be allocated in awareness creation and campaigns.

The following table contains summary statistics as per the assessment conducted after each reported incident.

**Table 2: Summary Statistics**

<b>Heavy Rains (HR) Structural Fire (SF) Incidents Statistics</b>										
Keywords :HR-Heavy Rains L-Lightning F - Fire HS - Hail storm FL- Flood SW - Strong winds SC-Structural collapse SF-Structural fire										
	Types of Incidents	Ward	No. of Incidents	No. Households Affected	Houses Destroyed		People Affected	Fatalities	Injuries	Missing Persons
					Totally Destroyed	Partially Damaged				
<b>Mthonjaneni</b>	SF SW L	01	01	01	00	02	07	00	00	00
			01	01	00	01	06	00	00	00
			01	02	00	03	12	00	00	00
	HR	02	01	01	00	01	04	00	00	00

	HR SF	03	01 01	01 01	00 01	00 01	07 06	00 00	00 00	00 00
	HR SF	04	22 01	22 01	09 01	24 00	152 11	00 00	00 00	00 00
	SF	05	04	04	10	00	40	00	01	00
	SF	07	02	2	02	00	12	00	00	00
	SC		01	01	01	01	03	00	00	00
	HR SC	08	01 01	01 01	00 01	02 00	03 09	00 00	00 00	00 00
	HR SF	09	08 05	08 05	05 05	05 00	55 44	00 00	00 00	00 00
	SF	10	06	06	07	00	35	00	00	00
	SF	11	01	01	00	05	422	00	01	00
	HR SF L	12	08 03 01	08 03 01	04 02 00	08 01 00	61 34 01	00 00 00	00 00 00	00 00 00
	HR SF SW L	13	19 01 72 02	19 01 72 02	11 01 40 01	19 00 53 02	108 05 465 14	00 00 00 00	00 00 00 00	00 00 00 00
<b>TOTAL</b>		<b>12</b>	<b>164</b>	<b>164</b>	<b>90</b>	<b>130</b>	<b>1516</b>	<b>00</b>	<b>02</b>	<b>00</b>

**NB:** Assessments were conducted in all reported cases. However the municipality had some challenges in rendering the mitigation services to the affected victims and procurement of intervention services is still underway in finance department. In some cases blankets and mattresses were provided to the victims in need of them. Most victims are in need of the temporal shelters.

## 6.2 Emergency Response

TYPE OF CALLS	NUMBER OF CALLS
Grass and Bush fires	115
House fires	17
Transport fires	06
Special services	09
Motor Vehicle Accidents	142
Drowning	02
Community Protest	03
Rescue	02
Trash Fires	02
<b>Total</b>	<b>298</b>

### **6.3 Disaster Relief Material/Mitigation Response**

#### **6.3.1 Disaster Relief Material Support**

As part of the legislative mandate of the Provincial Disaster Management Centre stipulated under National Framework on Disaster Management, the PDMC is expected to support municipal disaster management centers with an aim to enhance their functionality and ensuring that they are able to respond quicker, efficiently and effectively to disasters and incidents.

In complying with the above said National Framework, the KwaZulu/Natal Disaster Management Business Unit has identified municipalities to benefit from the Disaster Relief Material Program. Mthonjaneni Disaster, Fire and Rescue Section were among the municipalities which received Disaster Relief Material Support from PDMC (Provincial Disaster Management Centre) and the following table reflects the items received.

<b>Blankets</b>	<b>Plastic Rolls</b>	<b>Box "B"</b>	<b>Tents</b>
<b>30</b>	50	10	10

#### **6.3.2 Emergency Relief Issued in the 2017/2018 Financial Years**

<b>Items</b>	<b>Issued</b>	<b>Remaining Balance</b>
Mattress	73	33
Tents	05	05
Blankets	147	76
Plastic sheeting	14	36
Box "B"	04	06

**Figure 1: Types of Calls Received**

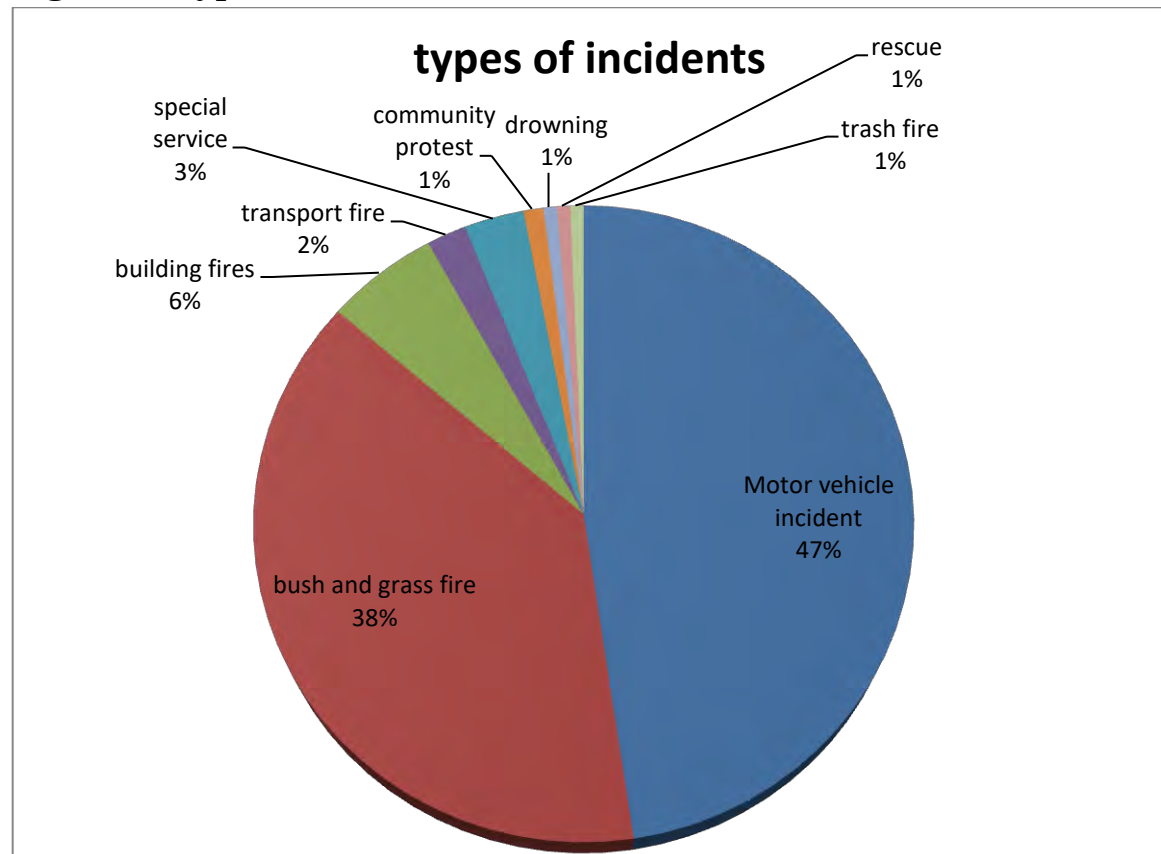
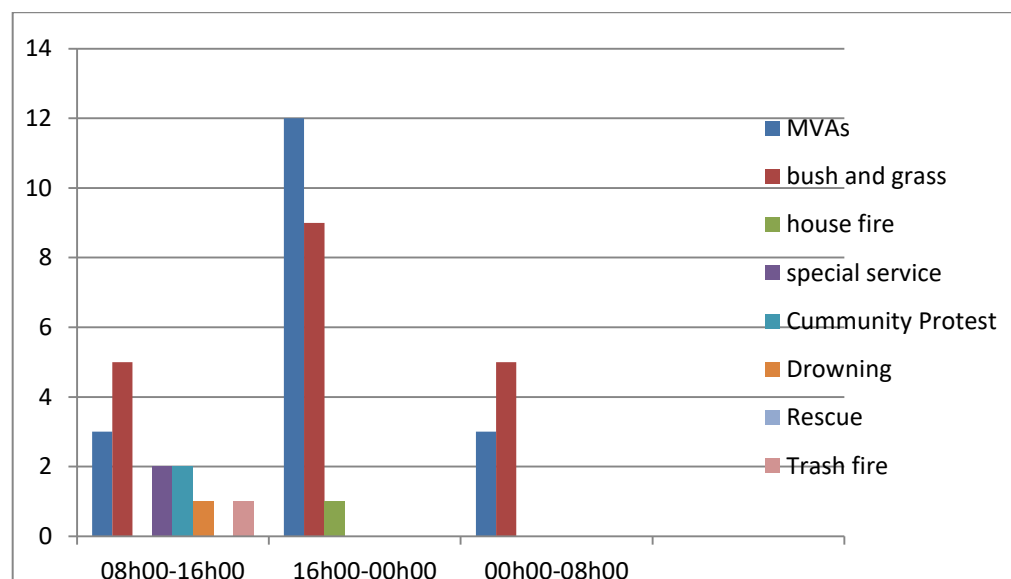


Figure 1 reflects that there are many number of bush and grass fires compared to house fire and other special services.

**Figure 2: Busy Time of the Day**



## Major Accident Pictures





## Pictures for Awareness Campaign



## **7. Budget Allocation for Disaster and Fire Services**

<b>Financial Years</b>	<b>Allocation</b>	<b>Expenditure</b>	<b>Balance</b>	<b>Remarks</b>
<b>2017/2018</b>	800 000.00			
<b>2018/2019</b>	1 500 000.00			

## **8. Challenges**

- High Accident Rate on R34/66
- Staff Shortage
- Shortage of Vehicles
- Limited Budget for the Section
- Lack of Disaster Management Centre
- Poor attendance of Sector Departments to Local Disaster Advisory Forum

## **9. Recommendations**

In the light of the above accounts , the following is recommended:

- The municipality to conduct more community awareness programs as part of disaster risk reduction program.
- Temporal shelters (20) be made available for those households critically affected.
- Food hampers (20) be made available to mitigate the impact of the incident to those family whose food happen to be destroyed during the disaster incidents
- Some cases be refered to the KZN Department of Human Settlement for considering assisting the victims under OSS Special Housing Project.
- The hydrants that are at the shopping centre must have SANS fire regulations signs.
- Damaged fire hydrants in town must be fixed.

## **10. Conclusion**

- Activities like fire inspection and fire awareness were not much conducted due to the shortage of enabling resources in this financial year.
- Heavy Rain assessments took many days due to many wards affected which are made up of wide spreads localities and this has compelled the team to pay more attention on it.
- The municipality have secured a site for disaster management centre; however, the question of funding for the building of the centre remains a huge challenge.



## **CORPORATE SERVICES PERFORMANCE**

### **BACKGROUND**

Corporate Services is one of the Departments amongst five that ensures municipal transformation, institutional development as well as good governance and community participation.

#### **The functions are as follows:**

1. To manage Corporate Administration and support services
2. To provide strategic HR Management Services and Corporate HR Services
3. To provide Labour Relations and collective bargaining processes.
4. To provide skills development and employment equity services for the institution.
5. To manage the provisioning of information and Communication Technology Services (ICT)
6. To provide Library, Mobile Library and e-Library services to local community.
7. To provide cleaning and security services.
8. To manage legal services
9. To provide executive management support for the division.

#### **Corporate Services has the following units according to the functional structure;**

1. Municipal Administration- to manage corporate service administration and support services.
2. Human Services- to provide human resources services.
3. Libraries- to library, mobile library and e-library services to local community.
4. Information Technology – to manage the provision of information and communication Technology Services.

## **2.I The following is the report on Municipal Administration which embraces Committees, Registry and reception services.**

### **2.1. INTRODUCTION**

Section 121 of the Local Government: Municipal Finance Management Act No 56 of 2003 (MFMA) stipulates that: “Every Municipality and Municipal entity must for each year prepare an annual report in accordance with its guidelines.” The purpose of the annual report is to

- (a) Provide a record of the activities of Mthonjaneni Municipality Council during the financial year 2017/2018,
- (b) Provide a report on performance against the budget of the Mthonjaneni Council for the financial year 2017/18.
- (c) Promote accountability to the local community for the decisions made throughout the year by the Municipality.

This annual performance report is prepared in terms of section 45 (b) of the Local Government: Municipal Systems Act 32 of 2000 (MSA)

### **2.1.3 COMMITTEE**

Mthonjaneni Municipal Council has a number of responsibilities mandated to them by the Constitution of the Republic of South Africa (Act Not 108 of 1996 and Local Government legislation as well as Standing Rules and Orders. Amongst other things, the following are executive powers of municipal councils as prescribed by relevant local government legislation.

- Monitor the municipal administration and review the performance of all aspects of local Government
- Make recommendations to Council
- Oversee provision of service to the community
- Report annually to council on the effect of community participation and consultation in local Government (Section 44 (3) of the Municipal Structures Act)

Mthonjaneni Municipality comprises Council and its support Committee structures

### **2.2.4 COUNCIL**

<b>Number of Meetings Scheduled</b>	<b>Number of Meetings Held</b>
4	13

This is a final decision-making body of the Municipality on issues pertaining to the affairs of the local community. Council holds executive and legislative power of the Municipality. The Council is established in terms of Section 18 of the Municipal Structures Act 117 of 1998. All Councillors of the Municipality serve on Council. In terms of Section 18(2) of the Local Government: Municipal Structures Act, No 117 of 1998, the Municipal Council must meet at least quarterly. However, on its Rules of Order Bylaw, the Mthonjaneni Municipality has held Special Meetings. During the financial year under review, the Municipality convened 10 meetings to deliberate on recommendations submitted by the Executive Committee and the other Committees reporting directly to Council.

During March 2018, Cllr D.M.O. Ngcobo passed away and a vacancy was opened and Cllr S.V. Majola replaced him.  
During December 2018, Cllr E.M. Mthembu was charged with a criminal offence.

The following are the photos of their appointments as Councillors



## **2.2. EXECUTIVE COMMITTEE**

This is a Principal Committee of the Municipal Council established in terms of Section 42 of the Municipal Structures Act 117 of 1998. The Committee guides Council to make decision on Municipal functions and programmes as

well as the management of administration. 13 Meetings were held by this committee on this 2017/2018 financial year.

This committee is comprised of the following members:-

Cllr S.B.K. Biyela : Chairperson

Cllr P.E. Ntombela

Cllr E.M. Masikane

Cllr D.M. Dlodla

Cllr M.J. Xulu

Cllr N.A. Mbatha –Ex - Officio

## **2.2.6 PORTFOLIO COMMITTEES**

The Portfolio Committee meets once a month which makes the total number of 11 meetings held on the reviewed financial year. Mthonjaneni Municipality comprises of 3 Traditional Leaders who are participating in the Municipal Council. The Traditional Leaders are divided into these 3 Portfolio Committees.

### **FINANCE PORTFOLIO COMMITTEE**

**Cllr S.B.K. Biyela: Chairperson**

**Cllr J. Mlawu**

**Cllr T.F. Zincume**

**Cllr S.V. Majola**

**Cllr H.K.L. Zungu**

**Cllr M.N. Ndlangamandla**

**Inkosi P.C. Biyela(Obuka Tribal Court)**

## **CORPORATE AND COMMUNITY SERVICE PORTFOLIO COMMITTEE**

**Cllr E.M. Masikane : Chairperson**

**Cllr T.E. Mpungose**

**Cllr Z.A. Sibiya**

**Cllr N.P. Shobede**

**Cllr N.N. Nzuza**

**Cllr P.S.M. Mchunu**

**Inkosi V. Biyela( KwaSanguye Tribal Court)**

## **TECHNICAL AND PLANNING PORTFOLIO COMMITTEE**

**Cllr P.E. Ntombela(Chairperson)**

**Cllr M.N. Biyela**

**Cllr B.N. Zwane**

**Cllr S.V. Majola**

**Inkosi S.T. Zulu (Entembeni Tribal Court)**

### **2.2.7 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)**

Municipal Public Accounts Committee Assists Council to hold the administration, municipal agencies and entities accountable for their management of municipal funds and assets in order to ensure the efficient and effective utilisation of Council resources. Committees Established in terms of Section 80 of the Municipal Structures Act 117 of 1998. Their meetings are scheduled once in a quarter and there were 4 meetings held in this financial year.

This Committee is comprised of the following members:-

**Cllr M.S. Zulu: Chairperson**

**Cllr S.P. Buthelezi**

**Cllr N.N. Nzuza**

**Cllr N.P. Shobede**

**Cllr Z.A. Sibiya**

**Cllr T.F. Zincume**

#### **2.2.8 AUDIT COMMITTEE**

Advises Council, political office bearers, the Municipal Manager and Management on matters relating to internal financial control and financial audits; accounting policies; the adequacy, reliability and accuracy of financial reporting and information; performance management; effective governance; enterprise risk management; compliance with the Municipal Finance Management Act, the Annual Division of Revenue Act and any other applicable legislation; and performance

This Committee is comprised of the following members:-

**Mr J.S. Coetzee**

**Mr R.G. Morrow**

**Mr K.N. Ngubane**

**Cllr S.B.K. Biyela: His Worship the Mayor**

**Cllr P.E. Ntombela: Hon. Deputy Mayor**

**Cllr M.S. Zulu: MPAC Chairperson**

#### **2.2.9 LOCAL LABOUR FORUM**

This Committee is established to serve as consultative/bargaining forums which deal with matters at a workplace level to ensure speedy and amicable resolutions to optimise service delivery. Councillors form part of Employer Representatives in this Forum. This committee is comprised of the following members:-

**Cllr E.M. Masikane**

**Cllr N.P. Shobede**

**Mr P.P. Sibiya (Municipal Manager)**

**Mrs S.F. Mchunu (Director Technical Services)**

**Mrs N.B. Mathe (Acting Director Corporate Services)**

**Mr S. Mhlongo (Chairperson)**

**Mr S.M.J. Ndlovu (Union Representative)**

**Mr L.F. Magwaza (Shopsteward)**

Ms L.K. Makhiwane (Union Representative)

Mr J.N. Magwaza (Union Representative)

### **3. REGISTRY**

The KwaZulu Natal Archives and Records Service of South Africa Act, No 8 of 2011 requires the Mthonjaneni Local Municipality to manage its records in a well-structured record keeping system, and to put the necessary policies and procedures in place to ensure that its record keeping and records management practices comply with the requirements of the Act.

Registry Management is managed by two Records Classification Systems that are approved by the Department of Arts and Culture – Provincial Archives Services. These two systems comprises of Paper based Records Classification system and Electronic Records Classification System which is managed by Metro File.

The Mthonjaneni Municipality has a centralised Registry . The new offices were built and occupied in April 2018. The Registry Office has moved to a new building with all the requirements in complying to the outlined legislation of KwaZulu Natal Archives.

The following is the structure and layout of an Old Registry









The following is the new structure and layout of Registry.







## 1. RECEPTION

A reception area is where there is telephone duties of controlling the in- coming and outgoing phones as well welcoming the public. It further control booking of venues by completing booking sheets, confirms bookings maintain record of furniture in venues, order expendables for venues and report breakables and ensures maintenance. The following tables show the number of bookings per month and the hire fee per booking, from July 2017 to June 2018.

Jul-17				
Booked by	Venue	Receipt no.	Booked @	Hire Fee
LCFC	Town Hall	3222	3-Jul-17	75
Holy Trinity	P centre	3794	3-Jul-17	119
Sphesihle	Boardroom		6-Jul-17	75
Light of the world	Thubalethu Hall	3414	10-Jul-17	75
Holy Trinity	P centre	3425	10-Jul-17	264
Skhumbuzo	Boardroom	3471	12-Jul-17	75
Holy Trinity	P centre	3547	17-Jul-17	132
Light of the world	Thubalethu Hall	3565	17-Jul-17	75

Nxumalo Senzo	Town Hall	3579	18-Jul-17	750
LCFC	Town Hall	3581	18-Jul-17	150
MaDlamini	Boardroom	3588	19-Jul-17	75
Receive Zion Church	Town Hall	3589	19-Jul-17	189
Sbusiso Nsibande	Park	3340	20-Jul-17	189
Holy Trinity	P centre	3596	20-Jul-17	44
Busisiwe Mpungose	Boardroom	3597	20-Jul-17	75
Holy Trinity	P centre	23	24-Jul-17	44
Mr OS Khathi	Town Hall	27	24-Jul-17	1568
House of Glory	Thubalethu Hall	28	24-Jul-17	75
Light of the world	Thubalethu Hall	29	24-Jul-17	150
<b>Grand total</b>				<b>4199</b>
<b>Captured by: NPN Ngcobo</b>				
<b>Date :</b> <b>01/08/2017</b>				

## AUG 2017

<b>Booked by</b>	<b>Venue</b>	<b>Receipt no.</b>	<b>Booked @</b>	<b>Hire Fee</b>
Light of the world	Thubalethu hall	130	4/8/2017	75
Holy Trinity	P centre	1813	1/8/2017	132
Land Affairs	Boardroom	129	4/8/2017	150
Holy Trinity	P centre	1864	11/8/2017	176
Zulu Apostolic	Boardroom		10/8/2017	75
Holy Trinity	P centre	131	7/8/2017	264
House of Glory	Thubalethu hall	132	7/8/2017	150
Sphe	Boardroom	1852	8/8/2017	75
Holy Trinity	P centre	1868	14/08/2017	132
LCFC	town hall	157	14/08/2017	75
IFP	town hall	165	17/08/2017	359
Mrs S Ncanana	town hall	168	21/08/2017	359
Light of the world	Thubalethu hall	169	21/08/2017	150
House of Glory	Thubalethu hall	1877	21/08/2017	75
Holy Trinity	P centre	175	21/08/2017	220
Spar stores	town hall	176	21/08/2017	75
Mr S Mpungose	Boardroom	182	24/08/2017	75
Light of the world	Thubalethu hall	184	25/08/2017	225
Holy Trinity	P centre	186	28/08/2017	264



Light of the world	Thubalethu hall	189	28/08/2017	75
KRCC	Thubalethu hall	226	31/08/2017	75

**Grand Total**

**3256**

**Captured by : NPN Ngcobo**

**Date :  
04/09/2017**

**Sep-17**

<b>Booked by</b>	<b>Venue</b>	<b>Receipt no.</b>	<b>Booked @</b>	<b>Hire fees</b>
Shoprite Stores	Sportfield	234	1/9/2017	252
Holy Trinity	P.centre	236	4/9/2017	264
Light of the world	Thubalethu Hall	240	4/9/2017	75
House of Glory	Thubalethu Hall	242	4/9/2017	150
BV Mchunu	Town Hall	248	5/9/2017	1000
LCFC	Town Hall	253	6/9/2017	150
Avon	Boardroom	260	8/9/2017	75
Sphe	Boardroom	261	8/9/2017	75
Holy Trinity	P.centre	263	11/9/2017	264
Light of the world	Thubalethu Hall	266	11/9/2017	75
Skhumbuzo	Boardroom	260	14/09/2017	75
Holy Trinity	P.centre	292	18/09/2017	264
BV Mchunu	Town Hall	296	19/09/2017	680
Light of the world	Thubalethu Hall	1620	21/09/2017	225
Mzo Magwaza	Park	310	21/09/2017	189
KRCC	Thubalethu Hall	311	21/09/2017	75
ECG	Town Hall	316	22/09/2017	189
Holy Trinity	P.centre	318	26/09/2017	220
E. Morris	Town Hall	325	29/09/2017	1555

**Grand total**

**5852**

**Captured by : NPN Ngcobo**

**Date : 03/10/2017**

**Oct-17**

<b>Booked by</b>	<b>Venue</b>	<b>Receipt no.</b>	<b>Booked @</b>	<b>Hire Fee</b>
Holy Trinity	P centre	328	2/10/2017	176
The house of 12 Apostle	Town Hall	342	5/10/2017	258
Holy Trinity	P centre	346	9/10/2017	264
Sphehile	Boardroom	353	10/10/2017	75
Holy Trinity	P centre	363	16/10/2017	308
Melmoth Academy	Town Hall	365	16/10/2017	359
Healing Wounds	Town Hall	354	16/10/2017	189
Spar Stores	Town Hall	367	16/10/2017	359
Spar Stores	Sportfield	378	19/10/2017	252
IFP	Town Hall	384	20/10/2017	359
MCC	Town Hall	385	20/10/2017	189
NtuthukoPrimary School	Town Hall	387	20/10/2017	718
Holy Trinity	P centre	389	23/10/2017	308
Healing Wounds	Town Hall	391	24/10/2017	189
Holy Trinity	P centre	397	30/10/2017	264
Light of the world	Town Hall	403	30/10/2017	258
Mvuzo Church	Town Hall	404	30/10/2017	183
Vukani Mthimkhulu	Town Hall	589	18/10/2017	1568

**Grand Total****6276****captured by : NPN Ngcobo****Date : 1/11/2017**

<b>ov-17</b>				
<b>Booked by</b>	<b>venue</b>	<b>Receipt no</b>	<b>Booked @</b>	<b>Hire Fee</b>
TP Gumede	Town hall	415	1/11/2017	1580
Mr Myeki	Boardroom	412	1/11/2017	75
Holy Trinity	P Centre	419	6/11/2017	132
Life of Christ Church	Town hall	420	6/11/2017	225
Sphe Nxumalo	Boardroom	424	7/11/2017	75
Tupperware	Boardroom	425	7/11/2017	75
Sbongile Phiri	Park	427	7/11/2017	180
Holy Trinity	P Centre	434	13/11/2017	176
The House of 12	Town/Boardroo	436	14/11/2017	252



Apostle	m			
Land Claims	Boardroom	437	14/11/2017	300
SAPS (Nkandla)	Sportfield	439	14/11/2017	252
Phumelele	Boardroom	1728	15/11/2017	75
Seventh Day Adv. Chur.	Town hall	445	16/11/2017	183
Holy Trinity	P Centre	451	20/11/2017	132
Shabangu Family	Park	454	20/11/2017	183
Makhasaneni primary	Park	461	24/11/2017	183
Holy Trinity	P Centre	468	27/11/2017	264
Thubalethu Primary	Town hall	470	28/11/2017	359
Boxer Stores	Park	474	29/11/2017	183
Bono	Sportfield	477	30/11/2017	252
<b>Grand Total</b>				<b>5136</b>
<b>Captured by : NPN Ngcobo</b>				
<b>Date : 01/12/2017</b>				

<b>Dec-17</b>				
<b>Booked by</b>	<b>Venue</b>	<b>Receipt no.</b>	<b>Booked @</b>	<b>Hire Fee</b>
House of 12 Apostle	Town /Boardroom hall	1736	4/12/2017	258
Nomthandazo Mthethwa	Park	487	8/12/2017	183
SAPS	Park	491	8/12/2017	183
House of Glory	Sportfield	492	8/12/2017	252
Xaba Family	Sportfield	495	11/12/2017	1555
Holy Trinity	P Centre	506	15/12/2017	88
Mrs TB Nxumalo	P Centre	507	15/12/2017	75
Holy Trinity	P Centre	510	18/12/2017	44
Nozipho Ngcobo	Park	511	18/12/2017	183
Holy Trinity	Park	516	20/12/2017	183
Malibongwe Nene	Park	520	27/12/2017	183
Holy Trinity	P Centre	522	28/12/2017	132
<b>Grand Total</b>				<b>3319</b>
<b>Captured by : NPN Ngcobo</b>				
<b>Date : 29/01/2018</b>				

<b>Jan-18</b>				
<b>Booked by</b>	<b>Venue</b>	<b>Receipt no</b>	<b>Booked @</b>	<b>Hire Fee</b>
Holy Trinity	P centre	529	4/1/2018	44
Mrs Ngidi	Town Hall	533	5/1/2018	1568
Holy Trinity	P centre	542	8/1/2018	176
District Office	Town Hall	544	8/1/2018	183
Mpumelelo Myeza	Town Hall	545	8/1/2018	800
LCFC	Town Hall	546	8/1/2018	300
LCFC	Town Hall	564	15/01/2018	140
Kwa Joe	Boardroom	565	15/01/2018	75
Holy Trinity	P centre	566	15/01/2018	264
Esiphambanweni	P centre	577	19/01/2018	44
Holy Trinity	P centre	579	22/01/2018	264
LCFC	Town Hall	582	22/01/2018	150
Melmoth Club	Boardroom	585	22/01/2018	75
Holy Trinity	town hall/p centre	597	29/01/2018	227
Nompumelelo Myeza	Town	606	31/01/2018	768
<b>Grand Total</b>				<b>5078</b>
Captured by : NPN Ngcobo				

<b>Feb-18</b>				
<b>Booked by</b>	<b>Venue</b>	<b>Receipt no.</b>	<b>Booked @</b>	<b>Hire Fee</b>
Holy Trinity	P. Centre	616	5/2/2018	44
Muzi Wokuthula	Town Hall	617	5/2/2018	189
LCFC	Town Hall	621	5/2/2018	150
Holy Trinity	P. Centre	626	7/2/2018	88
MaDlamini	Boardroom	629	8/2/2018	75
Avon	Boardroom	633	9/2/2018	75
LCFC	Town Hall	637	12/2/2018	75
Vusi Nyathi	Town Hall	636	12/2/2018	1568
Holy Trinity	P. Centre	645	15/2/2018	88
Muzi Wokuthula	Town Hall	647	15/2/2018	189
LCFC	P. Centre	651	16/2/2018	44
Holy Trinity	P. Centre	653	19/2/2018	132
Sanda	Sportfield	654	19/2/2018	252

Mpungose				
LCFC	Town Hall	664	21/2/2018	75
B Mchunu	Boardroom	667	22/2/2018	75
Holy Trinity	P. Centre	677	26/2/2018	132
Holy Trinity	P. Centre	681	26/2/2018	44
Zulu Apostolic	Boardroom	683	26/2/2018	75
LCFC	Town Hall	706	28/02/2018	75
<b>Grand Total</b>				<b>3445</b>
<b>Captured by :</b>	<b>NPN Ngcobo</b>			
<b>Date :</b>	<b>5/3/2018</b>			

<b>Booked by</b>	<b>Venue</b>	<b>Receipt no.</b>	<b>Booked @</b>	<b>Hire Fee</b>
Most High Recording	Town Hall	714	1/3/2018	1140
Holy Trinity	P centre	720	5/3/2018	176
LCFC	Town Hall	727	5/3/2018	150
Spar Stores	Sportfield	730	6/3/2018	252
Nhlengethwa	P centre	743	8/3/2018	183
Holy Trinity	Town Hall	747	12/3/2018	220
Sbusiso Ngema	Town Hall	759	15/3/2018	1080
VV Msimango	Town Hall	761	15/3/2018	183
Nokuthula Shibe	Sportfield	769	19/3/2018	252
Holy Trinity	P centre	772	20/3/2018	176
LCFC	Town Hall	777	22/3/2018	75
Holy Trinity	P centre	785	26/3/2018	44

**Grand total**

**3931**

<b>Apr-18</b>				
<b>Booked by</b>	<b>Venue</b>	<b>Reciept no.</b>	<b>Booked @</b>	<b>Hire Fee</b>
Mr Thokozani Gina	Town hall	812	3/4/2018	1568
Boxer Stores	Sportfield	819	3/4/2018	252
Holy Trinity	P Centre	816	4/4/2018	176
Goodman Myeza	Boardroom	817/818	4/4/2018	150
Holy Trinity	P Centre	858	9/4/2018	264
LCFC	Town hall	873	12/4/2018	150
Holy Trinity	P Centre	904	16/04/2018	220
FSC Mdlalose	Sportfield	953	17/04/2018	504
Spar Stores	Sportfield	963	18/04/2018	252

Childline	Town hall	970	19/04/2018	359
ZEBS	Boardroom	974	20/04/2018	75
Holy Trinity	P Centre	978	23/04/2018	295
Holy Trinity	Town hall	982	24/04/2018	75
Bongo	Sportfield	988	25/04/2018	252
Holy Trinity	P Centre	1002	30/04/2018	220
<b>Grand total</b>				<b>4812</b>
<b>Capture by :</b>	<b>NPN</b>			
<b>Ngcobo</b>				
<b>Date :</b>	<b>2-May-18</b>			

<b>May-18</b>				
<b>Booked by</b>	<b>Venue</b>	<b>Receipt no</b>	<b>Booked @</b>	<b>Hire Fee</b>
Pastor Msomi	P Centre	1009	2/5/2018	44
LCFC	Town hall	1010	2/5/2018	225
Pastor Msomi	Town hall	1011	2/5/2018	75
Holy Trinity	P Centre	1008	2/5/2018	44
Thywill Ministry	Thubalethu hall	1032	4/5/2018	150
Thywill Ministry	Thubalethu hall	1033	4/5/2018	150
TM Biyela	Boardroom	1034	4/5/2018	44
12 Apostle Church	Town hall	1038	7/5/2018	75
NB Nzuza	Thubalethu hall	1047	8/5/2018	183
Holy Trinity	P Centre	1043	7/5/2018	132
House of Glory	Thubalethu hall	1048	8/5/2018	75
KD Mngadi	Park	1049	8/5/2018	183
ZEBS	Boardroom	1056	11/5/2018	75
Holy Trinity	P Centre	1063	14/05/2018	264
House of Glory	Thubalethu hall	1067	15/05/2018	75.7
Shalom	Town hall	1071	17/05/2018	184.6
Protus Q Ngcobo	Town hall	1074	18/05/2018	75
Holy Trinity	P Centre	1077	21/05/2018	176
House of Glory	Thubalethu hall	1080	22/05/2018	75.7
Lutheran Church	Thubalethu hall	1085	24/05/2018	75.7
House of Glory	Thubalethu hall	1092	28/05/2018	75.7
Holy Trinity	P Centre	1093	28/05/2018	176

Lutheran Church	Thubalethu hall	1095	29/05/2018	151.4
Lindinkosi High School	Sportfield	1101	31/05/2018	252
<b>Grand total</b>				<b>3036.8</b>
<b>Captured by :</b>	<b>npn ngcobo</b>			
<b>Date :</b>	<b>4-Jun-18</b>			

<b>Jun-18</b>				
<b>Booked by</b>	<b>Venue</b>	<b>Receipt no.</b>	<b>Booked @</b>	<b>Hire Fee</b>
Mrs Shange	Sportfield	1103	1-Jun-18	243
B Buthelezi	Boardroom	1105	1-Jun-18	44
House of Glory	Thubalethu Hall	1118	4-Jun-18	75.7
Mr KD Mngadi	Town Hall	1120	4-Jun-18	1568
Longrich	Town Hall	1123	5-Jun-18	362.15
Nelly Lamula	Park	1197	6-Jun-18	183
B Mchunu	Town Hall	1183	6-Jun-18	1568
12 Apostle Church	Town Hall/Boardroom	1227	8-Jun-18	260.3
M Madela	Sportfield	1231	8-Jun-18	252
Avon	Boardroom	1237	11-Jun-18	75.7
Holy Trinity	P.Centre	1234	11-Jun-18	44.4
Lutheran Church	Thubalethu Hall	1236	11-Jun-18	75.7
House of Glory	Thubalethu Hall	1242	12-Jun-18	75.7
LCFC	Town Hall	1248	12-Jun-18	260
Lutheran Church	Thubalethu Hall	1252	13-Jun-18	369.2
Mrs Shange	Sportfield	1265	14-Jun-18	252
Mr Dludla	Park	1260	14-Jun-18	184.6
Mfundisi Hlabisa	Thubalethu Hall	1275	15-Jun-18	184.6
House of Glory	Thubalethu Hall	1285	18-Jun-18	75.7
LCFC	Town Hall	1287	20-Jun-18	487.4
Holy Trinity	P.Centre	1289	21-Jun-18	88
Ms Judy	Park	1291	21-Jun-18	184.6
JJ Hadebe	Boardroom	1293	22-Jun-18	75
House of Glory	Thubalethu Hall	1298	25-Jun-18	75.7
Holy Trinity	P.Centre	1295	25-Jun-18	266.4
Mr S Dlamini	Park	1413	26-Jun-18	183
Mr S Dlamini	Town Hall	1417	26-Jun-18	1568
NB Nzuza	P.Centre	1434	27-Jun-18	120.1
CLLR Zulu	Boardroom	1443	29-Jun-18	75.7
DA	P.Centre	1444	29-Jun-18	75
<b>Grand total</b>				<b>9352.65</b>

## **5. PUBLIC PARTICIPATION**

One of the purposes of Corporate Services Department is good governance and community participation. The following is the report on Public Participation and ward committees.

### **5.1 INTRODUCTION**

Section 16 (1) of the Municipal systems act no 32 Of 2000 instruct municipalities to develop a culture of municipal governance that complements formal representative government with a system of participatory governance where community members are encouraged to actively participate in the affairs of municipality. The administrative duty of the municipality is than to establish the unity within the ranks of the municipality to drive the public participation as per the provisions of the act in question. Public participation is the process by which an organization consults with interested or affected individuals, organizations, and government entities before making a decision. Public participation is two-way communication and collaborative problem solving with the goal of achieving better and more acceptable decisions.

General aims for involving the public include the following:

- the identification of key issues of concern to the public, addressing public perceptions,
- the provision of local expertise and knowledge,
- the identification of possible alternatives/options,
- ensuring that affected groups are involved at the very beginning of project design,
- The critical review of documentation.

The separation of these objectives is somewhat artificial as the achievement of one will often depend upon the achievement of another.

Public participation is, however, necessary for increasing the legitimacy of planning decisions and enhancing the political credibility of developers.

### **6.4 MANDATE OF PUBLIC PARTICIPATION OFFICE**

It is to enhance public participation in the affairs of the municipality and maintain the good image of the Municipality, by so doing encourage community members to develop a sense of ownership and became chief directors of their development. This will only be achieved through thoroughly engagement, involvement, and consultation of all Community members from all 13 Wards irrespective of their gender, religion and political affiliation.

## 6.5 KEY FUNCTIONS OF PUBLIC PARTICIPATION

- Ward Committees
- Indigent Support
- Community engagements/ consultations such as IDP Meetings, War Rooms
- Rapid Response
- Attending of District Public Participation Meetings, Provincial Public Participation Steering Committee meeting and Speaker's Forum.

## 6.6 Ward Committees:

The following are the indicators set by COGTA to ascertain the functionality of ward committees:

Indicator	Minimum Requirement	Evidence Required
Number of ward committee meetings held	One meeting per month	Minutes and attendance register
Number of ward committee meetings chaired by Ward Councillor in terms of Sec 73 (2) of the Municipal Structures Act;	One meeting per month	Minutes and attendance Register
Percentage attendance by ward committee members	50% + 1	Attendance register
Number of community feedback meetings held	One per quarter	Minutes / Report and attendance register

Months	TOTAL NO OF WARDS	NO OF FUNCTIONAL WARDS	FUNCTIONAL WARDS	EVIDENCE OF FUNCTIONALITY
July to September 2017	13	13	All wards	Minutes and attendance register in respect of all 13 wards
October to December 2017	13	13	All Wards	Minutes and attendance register in respect of 13 all wards
January to March 2018	13	13	All Wards	Minutes and attendance register in respect of all 13 wards
April to June 2018	13	13	All Wards	Minutes and attendance register in respect of all 13 wards



Despite the fact that all wards within the jurisdiction of Mthonjaneni Municipality were functional, however there were some wards with vacancies which needed to be filled. The Speaker determined the procedure for Filling of vacancies in terms of section 73 of the Municipal Structures Act. In filling the vacancies, the Speaker presented all lists of wards with vacancies to the council for the purpose of by-elections. The By- Elections were held successfully as per the supplied table.

WARD	WARD COMMITTEE	DATE OF THE ELECTION	NEW WARD COMMITTEE MEMBER	SECTOR
2	Mthandeni Makhoba	18 January 2018	Blessing Thusi	Safe and Security
4	Emmanuel Luhlazana	03 September 2017	Berly Xulu	Transport
5	Sibusiso Tembe	23 January 2018	Bongeka Nene	Youth
11	Sne Ncube	09 March 2018	Zandile Magwaza	Sports
12	Zenzinkosi Qwabe	05 March 2018	Ntombizethu Mavundla	Safety and Security

According to Municipal Structures Act No 117 of 1998 Section 73 sub section 5(a), the act speaks of Out of pocket expenses that need to be paid by every Local Municipality.

Public Participation Office pays Ward Committees the stipend of R1200.00 as per Council Resolution when they have submitted Ward Committee Minutes and sector reports to the office of the Speaker.

Below the Speaker addresses the Ward Committees



## 6.7 INDIGENT BURIAL SUPPORT

The municipality is also assisting those needy people who have lost their relatives but are not able to bury them since they have no means of employment and other initiatives to get money to bury their loved ones

The budget for 2017/2018 for Indigent Support was R530 000.00 and after adjustment it went up to R1 330 000 .00

## **6.7 INDIGENT PAUPER BURIAL SUPPORT / PAUPER BURIAL**

The municipality is also assisting those needy people who have lost their relatives but are not able to bury them since they have no means of employment and other initiatives to get money to bury their loved ones

The budget for 2017/2018 for Indigent Support was R530 000.00 and after adjustment it went up to R1 330 000 .00

The following reflect the numbers of the assisted beneficiaries per ward in the year under reporting:

<b>Ward</b>	<b>Number of Beneficiaries</b>
<b>1</b>	44
<b>2</b>	17
<b>3</b>	26
<b>4</b>	34
<b>5</b>	34
<b>6</b>	36
<b>7</b>	43
<b>8</b>	29
<b>9</b>	38
<b>10</b>	22
<b>11</b>	27
<b>12</b>	26
<b>13</b>	19

## **6.8 COMMUNITY ENGAGEMENTS/CONSULTATION SUCH AS IDP MEETINGS, WAR ROOMS**

One of the key elements of ensuring proper Public Participation is through consultative meetings such as IDP Meetings which were held to get all the Community submissions to be put in the IDP document. The following are the dates and venues at which IDP Road Shows took place:

<b>Ward</b>	<b>Venue</b>	<b>Date</b>	<b>Time</b>
1	Yanguye Tribal Court	16 April 2018	10h00
2	Thubalethu Hall	17 April 2018	17h00
3	Mkhindini P- Centre	18 April 2018	10h00
4	KwaMagwaza Community Hall	19 April 2018	10h00
5	Mfanefile Community Hall	23 April 2018	10h00
6	Pay Point	24 April 2018	10h00
7	Makhasaneni Hall	25 April 2018	10h00
8	Ndundulu Hall	26 April 2018	10h00

9	Mkhwakhwini Hall	30 April 2018	10h00
10	Siyethemba Hall	02 May 2018	10h00
11	Hawayi Hall	03 May 2018	10h00
12	Mawanda Hall	07 May 2018	10h00
13	Debe Hall	08 May 2018	10h00
2 & 3	Melmoth Town Hall	09 May 2018	10h00

## 6.9 Community needs per ward.

Out of these public consultations, the following community needs were raised by the participants:

**Table 48: Community needs per ward.**

WARD 1	Area	Potential Funder
Electricity Infiles	Whole ward	Department of Energy
Bridge	Manzamyama	Department of Transport
Jojo tanks	Nungwini	King Cetshwayo District Municipality
Library and skill center	Yanguye	Department of arts and Culture
Satellite Police station	Yanguye	South African Police Services
Lightning conductors	Whole ward	Mthonjaneni LM
Crèche	Mahehe	Department of Social Development
Sewing project	Candolo	Mthonjaneni LM
Access road	Nungwini, Mahehe, Ncanyini	Mthonjaneni LM
Poultry project	Whole ward	Mthonjaneni LM
Garden project	Nungwini, Mahehe, Lumbi, Ncanyini	Mthonjaneni LM
Borehole	Candolo	King Cetshwayo District Municipality
Renovation of poultry house	Sizanani	Mthonjaneni LM
Goats project	sizanani	Mthonjaneni LM & department of Agriculture
Transport for learners	sizanani	Department of Transport
WARD 2	Area	Potential funder
Street lights	R34, R68	Mthonjaneni LM
Renovation of swimming pool	Melmoth town	Mthonjaneni LM
Renovation of tennis court	Thubalethu	Mthonjaneni LM
Tar	Osborn road	Mthonjaneni LM
Community hall	High street	Mthonjaneni LM
High School	High street	Department of Education
Hospital	High street	Department of Health
Hotel	Golf street	Business sector
Bulk access roads for the extension housing project	Thubalethu	Mthonjaneni LM
Industrial Park	Thubalethu	Mthonjaneni LM
Crèche	Thubalethu	Department of social Development
Electrification for the extension	Thubalethu	Mthonjaneni LM

housing project		
Renovation of ground 1 and 2	Thubalethu	Mthonjaneni LM
Jojo and water pump	Thubalethu	King Cetshwayo District Municipality
Old Age home	Thubalethu	Department of Social Development
Library	Thubalethu	Department of Art and Culture
<b>WARD 3</b>	<b>Area</b>	<b>Potential funder</b>
Bridge	Fankomo, Soqiwu, Ndamukane and Ngobansizwa	Department of Transport
Market stalls	Oom Wessel	Mthonjaneni LM
Refuse skip	Melmoth town	Mthonjaneni LM
Learner transport	Mayeni to Stheku	Department of Transport
Infils	Whole ward	Department of energy
Crèche	Gcongco	Department of Social Development
Lightning conductors	Whole ward	Mthonjaneni LM
<b>WARD 4</b>	<b>Area</b>	<b>Potential funder</b>
Housing	Whole ward	Department of Human Settlement
Crèche	Kataza, KwaMagwaza, Mfule Mission	Department of Social Development
Soccer and Netball poles and nets	Whole ward	Department of Sports and Recreation
Gravel road	Kataza and Mfule	Mthonjaneni LM
Electricity	Kataza, Bomvini	Department of Energy
LED Projects	KwaMagwaza	Mthonjaneni LM
Sports Field	Thengele, KwaMagwaza, Kataza, Bomvini	Mthonjaneni LM
Soccer kits	Whole ward	Department of Sports and Recreation
Poultry house	Mfule, Kataza and Bomvini	Mthonjaneni LM
Skills Centre	KwaMagwaza	Mthonjaneni LM
Gymnasium	KwaMagwaza	Mthonjaneni LM
Grazing camp	Thunzini, Mfule and KwaMagwaza	Department of Agriculture
Garden project	Kataza, Thengele and Bomvini	Mthonjaneni LM
Livestock farming project	KwaMagwaza, Thunzini and Mfule	Department of Agriculture
Water tanks	Thengele, Bomvini	King Cetshwayo District Municipality
Container	Bomvini	Mthonjaneni LM
Electricity	Bomvini, Thunzini, Thengele	Department of Energy
School	Thunzini, Kataza	Department of education
Hall	Kataza	Mthonjaneni LM
<b>WARD 5</b>	<b>Area</b>	<b>Potential funder</b>
Housing	Whole ward	Department of Housing
Electrification Infils	Whole ward	Department of Energy
Maintenance of gravel road	D550	Department of Transport
Jojo tanks	Ntondweni, Amazule, Mgabhi, Sogawu, Manzawayo, Ezimbube	
Maintenance of access roads	Whole ward	Mthonjaneni LM
Crèche	Langwe, Nkosana, Othini	Department of asocial Development

Network tower	Mgabhi	Network companies
Provision of water	Othini	King Cetshwayo District municipality
Primary School	Mazule	Department of Education
Poultry Project	Langwe, Mazule	Mthonjaneni LM
Mgabhi Rural Road	Mgabhi to Mhlathuze	Mthonjaneni LM
Goats Project	Whole ward	Mthonjaneni LM and Department of Agriculture
Bakery Project	Manzawayo	Mthonjaneni LM
Lightning conductors	Whole ward	Mthonjaneni LM
<b>WARD 6</b>	<b>Area</b>	<b>Potential funder</b>
Poultry house	Dubeni, Ekuthuleni, Nogajuka	Mthonjaneni LM
Community hall	Ekuthuleni, Mehlamasha, Matshansundu, Nsengeni, Nogajuka	Mthonjaneni LM
Crèche	Ekuthuleni, Mehlamasha, Matshansundu	Department of Social Development
Bridge	Ekuthuleni	Department of Transport
Livestock dipping tank	Mashobeni, Mehlamasha, Nsengeni, Tshelensimbi, Nogajuka	Department of Agriculture
Grazing camp	Ekuthuleni, Tselensimbi, Matsansundu	Department of Agriculture
Borehole	Ekuthuleni & Nogajuka	King Cetshwayo District Municipality
Mobile Police Station	Ntembeni	South African Police Services
Street lights	Ntembeni	Mthonjaneni LM/ Department of Energy
Gravel road	Mehlamasha	Department of Transport
Access roads	Nogajuka, Matshansundu, Nsengeni	Mthonjaneni LM
Sports field	Matshansundu, Ekuthuleni, Tshelensimbi	Mthonjaneni LM
Bus Stop Shelters	Whole ward	Department of Transport
Housing	Whole ward	Department of Housing
Electricity	Whole ward	Department of Energy
Access road	Nsengeni	Mthonjaneni LM
Dam	Tshelensimbi	King Cetshwayo District Municipality
<b>WARD 7</b>	<b>Area</b>	<b>Potential funder</b>
Housing	Whole ward	Human settlement
Multi purpose sport facility	Ohawule	Department of Arts and Culture
Poultry Housing project	Whole ward	Mthonjaneni LM
Sports field	Ndabazensangu, Makhasaneni	Department of Sports and Recreation & Mthonjaneni LM
Grazing camp	Hlabathini, Ohawule, Nkwenkwe	Department of Agriculture
Dip tank	Hlabathini	Department of Agriculture
Bridge	Hlabathini	Department of Transport
Toilets	Whole ward	King Cetshwayo District Municipality
Chickens and Goats Project	Whole ward	Department of Agriculture
Renovation of crèche	Ohawule	Department of Social Development & Mthonjaneni LM

New gravel road	Bedlana, Nkwenkwe, Hlabathini, Makhasaneni	Department of Transport
Fencing and irrigations of garden projects	Whole ward	Department of Agriculture
Library	Ndabazensangu	Department of Education
Skills Development Centre	Ohawule	Department of Arts & Culture
High School	Hlabathini	Department of Education
Primary Schools	Ohawule, Ndabazensangu	Department of Education
Halls	Whole ward	Mthonjaneni LM
Access road	Ehlabithini	MIG Grant
Crèche	Gcongco and Makhasaneni	Mthonjaneni LM
Lightning conductors	Whole ward	Mthonjaneni LM
<b>WARD 8</b>	<b>Area</b>	<b>Potential funder</b>
Gravelling of access road	Whole ward	Mthonjaneni LM
Provision of water	Nkisa, Ndundulu	King Cetshwayo District Municipality
Crèche	Nkisa, Oshini	Department of Social Development
Bus Stop Shelters	Whole ward	Department of Transport
Community hall	Bedlana	Mthonjaneni LM
Electrification infills	Whole ward	Department of Energy
<b>WARD 9</b>	<b>Area</b>	<b>Potential funder</b>
Clinic	emkhwakhwini	Department of Health
Primary school	Emkhwakhwini	Department of Education
High school	Mpemvu	Department of Education
Poultry house	Mkhwakhwini and Nkwenkwe	Mthonjaneni LM
Water tank	Whole ward	King Cetshwayo District Municipality
Infills	Whole ward	Department of Energy and Mthonjaneni LM
<b>WARD 10</b>	<b>Area</b>	<b>Potential funder</b>
Housing	Qomintaba, Ncemane, Sivanande, Mabhensa, Gamu	Department of human settlement
Infills	Qomintaba, Noziphiva	Mthonjaneni LM and Eskom
Water	Mabhensa, Qomintaba, Dlomodlomo, Ncemane, Phumosizini	King Cetshwayo District Municipality
Market stalls	Whole ward	Mthonjaneni LM
Bridge	Ndulinde	Department of Transport
Causeway	Ndulinde	Mthonjaneni LM
Water tank	Whole ward	King Cetshwayo District Municipality
Water dams	Whole ward	King Cetshwayo District Municipality
Community gardens	Whole ward	Department of Agriculture
Crèche	Siyethemba, Phumosizini	Department of Social Development
Hall	Dlomodlomo, Phumosizini, Qomintaba, Nqunqu	Mthonjaneni LM
Poultry house	Whole ward	Mthonjaneni LM
Gravel road	Phumosizini, Dlomodlomo, Qomintaba	Department of Transport
Vodacom aerial	Whole ward	Network company
Access roads	Whole ward	Mthonjaneni LM
Clinic	Phumosizini	Department of Health

Course way	Siyethemba	Mthonjaneni LM
<b>WARD 11</b>	<b>Area</b>	<b>Potential funder</b>
Dams	Whole ward	King Cetshwayo District Municipality
Community halls	Sisingeni, Gobihlahla, Folishini, Upper Nseleni, Mabhula, Mbiza	Mthonjaneni LM
Satellite Police station	Upper Nseleni	South African Police Service
Gravel road	Whole ward	Department of transport
Sports field	Upper Nseleni, Sdakeni, Gobihlahla, Mabhula	Mthonjaneni LM
Community gardens	Whole ward	Mthonjaneni LM and Department of Agriculture
Crèche	Sdakeni, Mgodlane, Upper Nseleni, Mbiza	Mthonjaneni LM
Sewing machines	Whole ward	Mthonjaneni LM
Poultry house	Whole ward	Mthonjaneni LM
Market stalls	Whole ward	Mthonjaneni LM
Infills	Whole ward	Mthonjaneni LM
Boreholes	Whole ward	King Cetshwayo District Municipality and Mthonjaneni LM
Bridges	Nselenyane and Nseleni rivers	Department of transport
Fire fighter station	Upper Nseleni	Mthonjaneni LM
Vodacom and MTN aerial	Gobihlahla and Sqhomaneni	Network companies
Access roads	Whole ward	Mthonjaneni LM
Gravel road	Mashoba, Sqhomaneni	Department of Transport
Houses	Whole ward	Department of human settlement
<b>WARD 12</b>	<b>Area</b>	<b>Potential funder</b>
Poultry house	Whole ward	Mthonjaneni LM
Community gardens	Mawanda	Mthonjaneni LM and Department of Agriculture
Building blocks project	Ntombokazi	Mthonjaneni LM
Access roads	Whole ward	Mthonjaneni LM
Crèche	Keteza, Nkosithandile	Department of Social Development
Vodacom & MTN Aerial	Mawanda	Network companies
Mobile Police Station	Mawanda	South African Police Services
Provision water	Oviceni	King Cetshwayo District Municipality
Jojo tanks	Mzini	King Cetshwayo District Municipality
Clinic	Mawanda	Department of Health
Electricity infills	Whole ward	Department of Energy
Dipping tank	Ntombokazi, Maphukanqola	Department of Agriculture
<b>WARD 13</b>	<b>Area</b>	<b>Potential funder</b>
Sports fields	Sangoyana	Mthonjaneni LM
Clinic	Debe	Department of Health
Crèche	Sangoyana, Debe	Mthonjaneni LM
Housing	Whole ward	Department of human settlement
Boreholes	Whole ward	King Cetshwayo District Municipality
Dam	Maduma	King Cetshwayo District Municipality
Access road	Whole ward	Mthonjaneni LM
Gravel road	Sangoyana to Maduma	Department of Transport



Electricity	Whole ward	Department of Energy
Provision of water	Whole ward	King Cetshwayo District Municipality

Below the Mayor address Community on IDP Issues to get their submissions



## **7. OSS / WAR ROOMS //**

War Room is a local structure in a ward level which deals with OSS issues at Ward level. It is supposed to have its own executive committee and schedule its own meeting wherein all sectors in community would come together to deal with issues affecting the ward. The ward Councillor becomes the champion of the war room.

### **7.1 ROLE OF PUBLIC PARTICIPATION IN THE WAR ROOMS**

- The Public Participation Office ensures that the ward committee members participate in the war rooms meetings since they form part of the stakeholders that need to report in the war room structure.

## **8 RAPID RESPONSE**

Municipality also encourages all Community members to have a criteria of reporting their complains rather than resulting to violent activities that would destroy the community facilities/ structures given to them e.g Halls, P-Centres, and roads.

There is a committee in place established by the municipality. It consists of Senior Managers and the Councillors. The Speaker chairs the committee. In

the year under reporting terms of reference were established and approved by the Council. About 3 meetings that were held.

**RT SERVICE DELIVERY/PUBLIC PROTESTS**

DATE	MUNICIPALITY	NATURE OF COMPLAINTS	WARD	INTERVENTION	STATUS
<b>MTHONJANENI MUNICIPALITY</b>					
23/01/2018	Mthonjaneni Municipality	Electricity Infills	3	Municipality convened the meeting with Ward 3 Community Members and all areas of infills were covered since the project Soqiwa Makhasane ni was still on site	All household were covered by the contractor on site
14/09/2017	Mthonjaneni Municipality	Electricity infills	7	Municipality convened the meeting with Community members and explained that all households that were left for infills will all be assisted since the Contractor was still on site	All Household left for electricity were to be covered by the contractor on site

Below the Speaker addresses the Community on the Rapid Response issues



## **9. DISTRICT FORUMS**

### **9.1 DISTRICT PUBLIC PARTICIPATION MEETINGS**

These meetings sit once every month at King Cetshwayo District.

Public Participation Office attend these meetings with the aim of improving public participation Office and also make a uniform Office in all 5 Local Municipality of King Cetshwayo District as far as Ward Committee Functionality is concerned.

### **9.2 PROVINCIAL PUBLIC PARTICIPATION STEERING COMMITTEE MEETING**

These meetings sit once every quarter in Durban or Pietermaritzburg, depending on the venue chosen by COGTA Public Participation Unit.

Public Participation Officers are expected to attend these meeting to form a uniform Public Participation Office in all the Local Municipalities in the KZN province.

COGTA Public Participation sets the standard for Functionality of Ward Committees, Ward Operational Plans and Ward Base Plans.

### **9.3 SPEAKER'S FORUM.**

These meetings sit every quarter depending on the venue chosen by the District Speaker

Public Participation Officer attends the Speaker's Forum with the aim of maintaining the standard of work required in the Office of the Speaker such as

maintaining functional Ward Committees by ensuring that Ward Committees do submit reports to COGTA.

Public Participation Officer attends the Speaker's Forum to support the Office of the Speaker. eg. When there are IDP Road Shows the Speaker's require Public Participation Office to mobilize the Community members to attend IDP Road Shows.

## **10 CHALLENGES**

Limited Budget to Train Ward Committees from Module two to eight

Limited Budget to do all Ward Committee activities

Training of secretaries since the minutes are not up to standard.

## **6. HUMAN RESOURCES MANAGEMENT**

7.1 Human Resources Management has the following functions

1. Recruitment and Selection
2. Management of Employee benefits
3. HR Strategic Planning
4. Management and Development of Policies
5. Management of Individual Performance Management framework.
6. Management of Job Evaluation for the municipality
7. Management of remuneration framework
8. Management of appeals and disputes
9. Handle grievances and disciplinary matters
10. Provide Labour Law function for the Municipality.

## **7.2 THE ORGANISATIONAL STRUCTURE**

Attached as annexure

### 7.3 STAFF ESTABLISHMENT

<b>Employees per Section</b>				
<b>DEPARTMENT</b>	<b>NO. OF POSTS</b>	<b>FILLED POSTS</b>	<b>VACANT (BUDGETED)</b>	<b>VACANT (NON-BUDGETED)</b>
Office Of The Municipal Manager	6	6	0	0
Corporate Services	27	23	4	0
Community Services	48	42	6	0
Financial Services Department	26	24	2	0
Technical Services	60	55	5	0
<b>TOTAL</b>	<b>167</b>	<b>151</b>	<b>16</b>	<b>0</b>

### STAFF TRAINING REPORT

<b>DEPARTMENT</b>	<b>NO. OF EMPLOYEES TRAINED</b>	<b>TRAINING PROGRAMME</b>
Financial Services Department	1	MBA
Corporate & Community Services	1	Local Government Certificate
Corporate & Community Services	1	Bachelor of Public Administration
Financial Services Department	1	Principles of Payroll & Basic Report Writer
Corporate Services Department	1	Principles of Payroll & Basic Report Writer
Corporate Services Department	1	HR Leave Modules
Technical Services	2	Electrical Course 2
Financial Services	1	Programme in Purchasing and Supply Chain Management
Technical Services	1	B-Tech Construction Management
Office of the MM	1	Bachelor of Public Administration
Corporate Services	1	Bachelor of Public Administration

### **TERMINATIONS FOR THE PERIOD 2017 2018**

<b>Employee No.</b>	<b>Employee Name</b>	<b>Position</b>	<b>Termination Date</b>	<b>Reason</b>
565	S S Mbuyazi	Deputy CFO	31/01/2017	Resignation
2016306	D T Hlekwayo	Admin Clerk	31 /01/2017	Early Retirement
2015606	S S Khanyile	Meter Reader	13/11/2017	Dismissed
2016165	B M Moloi	Secretary to DCS	30/11/2017	Resigned
09	D Z Ntombela	General worker	28/04/2018	Deceased
2016704	N P Gwala	Driver	16/06/ 2018	Deceased
512	J Ndlovu	HR Officer	30/06/ 2018	Resigned
2017593	K N Mthethwa	CFO	30/06/2018	Resigned

### **APPOINTMENT OF NEW STAFF MEMBERS 2017/2018**

<b>EMPLOYEE NO.</b>	<b>EMPLOYEE NAME</b>	<b>GENDE R</b>	<b>DATE APPOINTED</b>	<b>OCCUPATION</b>	<b>DEPARTMENT / SECTION</b>
2017709	J S Mdletshe	F	01/07/2017	General Worker	Technical Services
2017708	P Mhlongo	M	01/07/2017	General Worker	Technical Services
2017619	B D Mlondo	M	01/08/2017	SCM Manager	Finance
2017620	MBS Sibiya	M	01/08/2017	Assets Management Clerk	Finance
2017207	T P Ngema	M	01/08/2017	Messenger	Corporate
2017208	S N Mathaba	F	01/08/2017	Admin Clerk	Corporate

2017595	N A Buthelezi	F	01/08/2017	Secretary to the Speaker	Office of the MM
2017807	T P Majozi	F	01/08/2017	Examiner Learners Licenses	Protection Services
2017209	S T G Mthimkhulu	M	01/11/2017	IT Support Officer	Corporate Services
2017210	Z Z K Mncwango	F	01/11/2017	OHS Officer	Corporate Services
2017710	T M Biyela	F	13/11/2017	General Worker	Technical Services
2017621	S G Nxumalo	F	01/12/2017	Finance Intern	Finance
2017589	Z J Ndlovu	M	01/12/2017	Manager Internal Audit	Office of the MM
2017594	S F Mchunu	F	01/12/2017	Director Technical Services	Technical Services

## **Health and Safety section.**

### **1.1 Introduction**

Occupational Health is the promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations by preventing departures from health, controlling risks and the adaptation of work to people, and people to their jobs.

Objectives of the Occupational Health and Safety Act 85 of 1993 are;

To provide for the health and safety of persons at work;



And for the health and safety of persons in connection with the use of plant and machinery;

The protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work;

To establish an advisory council for occupational health and safety;

And to provide for matters connected herewith.

In terms of the OHS Act 85 of 1993 section 9(1); every employer shall conduct his undertaking in such a way that persons other than those in his employment who may be directly affected by his activities. Subject to such arrangements as may be prescribed, every employer whose employees undertake listed work or are liable to be exposed to the hazards emanating from listed work.

## **8.2 In-House training / safety workshops during the year 2017/2018**

There were no safety workshops or trainings conducted in this year due to budget allocation and the position being a new development in the organization. The importance of trained and competent personnel cannot be stressed enough in achieving compliance with legislation.

During the year 2017/2018 financial year we invited Ms Fundi Zungu who is the Chief Occupational Health and Safety (OHS) Officer for City of Umhlathuze Municipality to give insight and recommendations to management and the OHS Officer in the development of a management system for Mthonjaneni municipality.

Ms Zungu tabled a report of her visit with a recommended action plan for Mthonjaneni management to close OHS compliance gaps which include legal requirements and the development of an Occupational Health and Safety Policy. The report is attached, see Annexure A.

<b>In House Safety Workshop or Training Required</b>	
Contractors Safety Induction	
Employee Safety Induction	
Interns Induction	
Drivers Workshop	

PPE	
Briefing on New Construction Regulations	
Mini HIRA / Continuous Risk Assessment	
Incident Investigation Procedure	
Letter of Good Standing	
Heat Stress	
Smoking	
Housekeeping	
Working at height	
Fighting Fatigue	
<b>External Safety Training</b>	<b>Name of session</b>
Incident Investigation – <i>Managers</i>	
HIRA – <i>Managers</i>	
First Aid Level 2 – <i>Employees</i>	
Basic Fire Fighting - <i>Emergency Coordinators</i>	

### OHS Compliance Inspections – Including contractors

For most of the year 2017/2018 the position of OHS officer had not been filled therefore putting a delay in the development of a OHS management system that will underline Mthonjaneni Municipality service level expectations and communicate to all including a contractors' management requirement and standards to adhere to.

Due to the lack of OHS Management System and no provision of tool of trade i.e. PPE, poses a threat on the performance and maintenance. Currently contractor SHE File are checked by the OHS from the office, on-site inspections and job observations are not taking place.

### SHE Committee Structure

Our SHE committee has not been formed yet. Departments have not completed nominations for Health and Safety Reps. The nomination and selection process will continue departmentally, with the OHS Officer present, in the new financial year. There is no structure available at the stage, no meetings were held.

**Note:** Legal requirement: OHS Act 19(4) Meetings to be held at least once in three months.

## **Occupational Hygiene Surveys**

Occupational Hygiene risks such as noise levels above 85db could lead to occupational diseases and could lead to impaired hearing. Hazardous

Biological agents surveys in places such as industrial areas and dumping sites where macerators are operated. Environmental surveys also form an integral part of occupational hygiene surveys for air quality, water quality and waste management.

There were no occupational hygiene surveys conducted in the year 2017/2018.

## **Compliance**

In the financial year 2017/2018 there was no budget allocation for OHS programmes such as medical examinations and OHS training, for signage, Hazard Identification and Risk Assessment, Surveys, traveling allowance and S&T, etc. The main reason behind is that the position was not yet filled and that the unit is new to the organization.

With reference to the report by Miss Fundi Zungu, (Annexure A), financial implications will also be felt in the provision for tools of trade for the OHS Officer, Compliance training, Medical Surveillance, and items such as Safety signage, procurement of equipment and PPE will have to be allocated for in the new year.

Legal Liability, Incident Investigation Training for management and supervisors has been scheduled for the 2018/2019 financial year due to financial constraints as mentioned above. An accredited service provider will present training to staff and issue certificates of competency upon completion.

## **Recommended Plan for Compliance in financial year 2018/2019**

1. Mthonjaneni Municipality needs to comply with OHSAS 85 of 1993. To achieve this, training must be prioritized in order to issue legal appointment letters to relevant staff and subsequently the adoption of the OHSAS legislation.
2. Aims of the OHS Section are to prioritize strategies of Identification of Occupational Risk Exposures therefore an Occupational Health and Safety Management System that is OHSAS 18001 compliant must be developed to manage the occupational risks.

3. Communicate the system and standards to all. Taking into consideration employees who may not be able read, write or comprehend in certain language or who may have limited access.
4. Evaluate the effectiveness of the Occupational Health and Safety management system. There current is not system in place therefore evaluation and review will not take place at this stage.
5. Upon establishment of an approved OHS structure for the municipality, management should begin a process of closing compliance gaps before unsafe acts are reported and must be formally reported to the department of labour which may lead to charges where a fine is payable and/or suspension of work activities and at worst case, the private prosecution of individuals in legal appointments.
6. To increase OHS awareness in the organization steps must be taken to give training and workshops to employees at all levels to be aware of hazards in their workplaces and those arising from their work activities. This training must include incident management and an OHS action plan.
7. A performance management system for the Occupational Health and Safety unit must be communicated so that assessment and review of such may take place annually.

## **LIBRARY SECTION**

### **INTRODUCTION**

Melmoth Public Library is the only library that is serving the whole community of Mthonjaneni. This library is considered fundamental to the development and upliftment of this community it is also the heart of Mthonjaneni community. The access to this library creates and sustains a reading culture. The value of our library in terms of support of literacy, education and the principle of lifelong learning forms an integral part of our democracy. To ensure the provision of these services, our library is committed to developing and sustaining a culture of reading and provision of access to information for all people of Mthonjaneni.

The library has been used to its full capacity especial in the afternoons and on weekends by school learners and adult learners. Sometimes you find that some learners don't even have the chairs to sit on and they sit on the floor or between the shelves.



Staff member checking learners.



This is how our library looks like in the afternoons.

### **SERVICES OFFERD BY LIBRARY**

Services offered by our library includes material in all formats (books, music, audio books, DVDs, posters, games that is chess and monopoly, newspapers and magazines). Free public internet access is also available in our library. We also have

Cybercadet (library computer assistant) to develop ICT skills in computer users and to manage the internet facilities in the library.

### **1.LIBRARY EVENTS**

On the 27<sup>th</sup> September 2017 our library had a successfully Literacy Day that was hosted at Yanguye High School and Nqaba Primary School also attended that event. Our aim was to invite all the schools, crèches and community of Sanguye Area but due to insufficient funds we only invited only those two schools.

The library also hosted Heritage Day on 22<sup>nd</sup> September 2017, World Book Day on the 23<sup>rd</sup> April 2018, Library Week, World Play Day 28 May 2018 and Career Guidance that was on the 11<sup>th</sup> May 2018.



World Play Day





Heritage Day



Library Week



Learners with their gifts that they received during the career guidance.  
It was pencil cases written be a WOW Woman @ your library



World Book Day, library visited Siyathuthuka crèche at Thubalethu



## **2.HOLIDAY PROGRAMS**

On June/July 2017 the library had a holiday program where were teaching the kids chess. Mrs Ngidi of Ntuthuko Primary school and Mr Ndoda from Nkandla visited our library and help by teaching chess to our library users (Children).



Mr Ndoda giving chess classes.

### **3.OUTREACH PROGRAMS**

On the 9<sup>th</sup> September 2017 some library staff visited Yanguye High school and Nqaba Primary School in ward 1,they also visited Nungwini Primary School and Phumosizini High School in ward 10.The reason for the visit was to promote reading and to give career guidance to learners.On February 2 2017 we visited Ntembeni High School, Nogwajuka Primary School and Prince Gqokubukhosi High School.



Outreach (Ntembeni High School)



Nogwajuka Primary School

#### **4.IGF, BOOK EXCHANGE AND CONFERENCE**



Our first Interest Group forum was on the 23 August 2017 at Eshowe Library, the second one was on the 3rd November 2017, the third was at Kwambonambi Library 2018 and last one was hosted by us on the 4<sup>th</sup> May 2018.

The first book exchange was the 23<sup>rd</sup> August 2017, the second one was on the 29<sup>th</sup> November 2017, the third one was on the 28<sup>th</sup> February 2018 and the last one was the 28<sup>th</sup> February 2018.

The Annual KZN Librarian Conference was on the 12-14 February 2018 in Durban ICC, the conference was successfully and fruitfully.

## **5.DISPLAY AND SCHOOL PROJECTS**

The displays that had was career, youth, cultures, women, aids and DIY(do it yourself).

The school projects that the learners were busy with was based on careers, social issues, animal diseases, aids, trade unions, health, free trade, development, woman in power, freedom fighters and Bantu education.

## **6.MEMBERSHIP,CIRCULATION AND STATISTICS**

Our membership and our circulation have grown up on the year 2017-2018.

### **MEMBERSHIP**

<b>Months</b>	<b>Adult</b>	<b>Young Adult</b>	<b>Juveniles</b>	<b>Total</b>
July	1177	380	295	1852
August	1181	385	297	1863
September	1184	389	300	1873
October	1189	391	302	1885
November	1195	394	306	1895
December	1195	395	307	1897
January	1200	400	312	1712
February	1205	401	312	1918
March	1203	403	315	1921
April	1152	430	382	1964
May	1156	430	385	1971
June	1159	436	389	1984

### **CIRCULATION**

<b>Months</b>	<b>Non print material</b>	<b>Printed material</b>
July	10	352
August	25	407
September	38	391
October	27	401
November	56	495

December	19	402
January	19	451
February	56	420
March	45	389
April	10	410
May	15	380
June	13	518
<b>TOTAL</b>	<b>333</b>	<b>5016</b>

## **7. NEWSPAPERS**

The library is still receiving the following newspapers:

Ilanga, Isolezwe, Zululand Observer, Mercury, Sunday Times and City Press. These newspapers have been helpfully to our library users.

## FINANCIAL SERVICES DEPARTMENT REPORT

REVENUE COLLECTION PERFORMANCE BY VOTE						
	<b>Year 2016/2017</b>	<b>Current Year 2017/2018</b>			<b>Year 2017/2018 Variance</b>	
<b>DESCRIPTION</b>	<b>Actual</b>	<b>Budget</b>	<b>Adjustment Budget</b>	<b>Actual</b>	<b>Budget Original (%)</b>	<b>Adjustment Budget (%)</b>
<i>Revenue By Source</i>						
Property rates	R 9,788,938.00	R 13,165,070.00	R 13,165,070.00	R 11,616,534.00	-11.76	-11.76
Property rates - penalties & collection charges	R 1,045,586.00	R 0.00	R 0.00	R 1,160,079.00	100	100.00
Service charges - electricity revenue	R 18,471,840.00	R 22,375,164.93	R 22,375,164.93	R 20,267,916.00	-9.42	-9.42
Service charges - water revenue					0.00	0.00
Service charges - sanitation revenue					0.00	0.00
Service charges - refuse revenue	R 1,417,674.00	R 1,163,914.60	R 1,163,914.60	R 1,473,553.00	26.60	26.60
Service charges - other					0.00	0.00
Rental of facilities and equipment	R 228,853.00	R 251,847.75	R 251,847.75	R 162,919.00	-35.31	-35.31
Interest earned - external investments	R 2,176,370.00	R 3,334,844.80	R 3,334,844.80	R 708,446.00	-78.76	-78.76
Interest earned - outstanding debtors					0.00	0.00
Dividends received					0.00	0.00
Fines	R 31,617,600.00	R 21,400,000.00	R 21,400,000.00	R 9,538,109.00	-55.43	-55.43
Licences and permits	R	R	R	R	-36.90	-36.90

	1,923,226.00	2,692,590.80	2,692,590.80	1,698,984.00		
Agency services					0.00	0.00
Transfer receipts - operational	R 71,384,058.00	R 76,584,000.00	R 79,370,000.00	R 82,302,000.00	7.47	3.69
Other revenue	R 3,753,233.00	R 3,545,189.57	R 3,545,189.57	R 432,995.00	-87.79	-87.79
Gains on disposal of assets	R 228,268.00					
<b>TOTAL REVENUE (Excluding Capital Transfers &amp; Contributions)</b>	<b>R 142,035,646.00</b>	<b>R 144,512,622.45</b>	<b>R 147,298,622.45</b>	<b>R 129,361,535.00</b>	<b>-181.29</b>	<b>-185.07</b>

CAPITAL SPENDING ON 5 LARGEST PROJECTS					
Capital Programme by Projects Year 2016/2017					
CAPITAL PROJECT	ORIGINAL BUDGET	ADJUSTMENT BUDGET	ACTUAL	BUDGET VARIANCE	ADJ. VARIANCE
Soqiwa Makhasaneni Electrification	R 8,000,000.00	R 8,000,000.00	R 8,000,000.00	R 0.00	R 0.00
Upgrading of Rural Roads in Mthonjaneni Phase 3 - Hawai Gravel Road	R 4,789,026.00	R 4,789,026.00	R 4,168,216.55	R 620,809.45	R 620,809.45
Upgrading of Rural Roads in Mthonjaneni Phase 3 - Nkakhwini & Sangoyana Gravel Road	R 4,789,026.00	R 4,789,026.00	R 4,142,962.92	R 646,063.08	R 646,063.08
Upgrade of Rural Roads in Mthonjaneni Phase 2	R 4,219,267.78	R 4,219,267.78	R 4,219,267.78	R 0.00	R 0.00
Urban Roads Upgrade and Rehabilitation Phase 5A	R 3,784,000.01	R 3,784,000.01	R 3,784,000.01	R 0.00	R 0.00
<b>TOTAL CAPITAL SPENDING ON 5 LARGEST PROJECTS</b>	<b>R 25,581,319.79</b>	<b>R 25,581,319.79</b>	<b>R 24,314,447.26</b>	<b>R 1,266,872.53</b>	<b>R 1,266,872.53</b>

GRANT PERFORMANCE						
DESCRIPTION	YEAR 2017	YEAR 2017/2018				2017/2018 UNSPENT GRANTS
	ACTUAL	BUDGET	ADJUSTMENTS	ADJUSTED BUDGET	ACTUAL EXPENDITURE	
<b>OPERATING TRANSFERS AND GRANTS</b>						
<b>NATIONAL GOVERNMENT</b>	108,045,058	102,091,000	8,786,000		-110,877,000	
EQUITABLE SHARE	59,349,000	67,317,000	0	67,317,000	-67,317,000	0.00
FMG	2,738,000	2,850,000	0	2,850,000	-2,850,000	0.00
ELECTRIFICATION	8,500,000	8,000,000	0	8,000,000	-8,000,000	0.00
MIG	28,899,000	18,278,000	6,000,000	24,278,000	-24,278,000	0.00
Waste Grant	83,058	0	0	0	0	0.00
DERMACATION TRANSITION GRANT	6,315,000	3,424,000	2,786,000	6,210,000	-6,210,000	0.00
EPWP	2,161,000	2,222,000	0	2,222,000	-2,222,000	0.00
<b>PROVINCIAL GOVERNMENT</b>	738,000	771,000	0	771,000	-771,000	0.00
LIBRARY,ECONOMIC DEV, LIBRARY	738,000	771,000	0	771,000	-771,000	0.00
<b>DISTRICT MUNICIPALITY</b>	0		0		0	0
<b>OTHER GRANT PROVIDERS</b>						
<b>TOTAL OPERATING TRANSFERS AND GRANTS</b>	108,783,058	102,862,000	8,786,000	111,648,000	-111,648,000	0.00



		Year 2016/2017	Current Year 2017/2018			Year 2017/2018 Variance	
DESCRIPTION		Actual	Budget	Adjustment Budget	Actual	Budget Original (%)	Adjustment Budget (%)
<i>Capital Expenditure</i>							
Vote 1	Council	R 9,755,689.00	R 5,020,000.00	R 9,526,589.02	R 7,197,855.57	43.38	-24.44
Vote 2	Municipal Manager	R 426,500.00	R 25,000.00	R 75,000.00	R 26,926.17	7.70	-64.10
Vote 3	Finance & Administration	R 214,000.00	R 299,000.00	R 239,000.00	R 464,696.38	55.42	94.43
Vote 4	Community & Social Services	R 6,049,406.00	R 11,000.00	R 58,763.89	R 208,061.65	1791.47	254.06
Vote 5	Public Safety		R 90,000.00	R 457,800.00	R 440,950.00	389.94	-3.68
Vote 6	Planning and development	R 197,000.00	R -	R -		0.00	0.00
Vote 7	Road Transport	R 30,953,416.00	R 18,748,000.00	R 18,628,000.00	R 25,269,176.83	34.78	35.65
Vote 8	Waste management	R 1,100,000.00	R 1,250,000.00	R 38,900.00	R 37,000.00	-97.04	-4.88
Vote 9	Energy sources	R 20,800,000.00	R 14,240,000.00	R 20,399,023.38	R 11,897,818.32	-16.45	-41.67
	<b>TOTAL REVENUE BY VOTE</b>	<b>R 69,496,011.00</b>	<b>R 39,683,000.00</b>	<b>R 49,423,076.29</b>	<b>R 45,542,484.92</b>	<b>2209.21</b>	<b>245.37</b>

			APPENDIX L: CONDITIONAL GRANTS RECEIVED: EXCLUDING MIG							
Conditional Grants: excluding MIG										
DETAILS		BUDGET	ADJUSTMENTS	ACTUAL RECEIPT	VARIANCE		Major conditions applied by donor (continue below if necessary)			
					BUDGET %	ADJUSTMENTS BUDGET %				
Transfers & Grants										
National										
FINANCE MANAGEMENT GRANT		2,850,000	0	2,850,000	0	0				
EPWP		2,222,000	0	2,222,000	0	0				
ELECTRIFICATION		8,000,000	0	8,000,000	0	0				
DERMACATION TRANSITION GRANT		3,424,000	2,786,000	6,210,000	81	0				
		16,496,000	2,786,000	19,282,000	-13	0				
Provincial										
MAP, LIBRARY, ECONOMIC DEVELOPMEN		771,000	0	771,000	0	0				
		771,000	0	771,000		0				
TOTAL		17,267,000	2,786,000	20,053,000	-13	0				

## TECHNICAL AND PLANNING SERVICES PERFORMANCE

### Objectives

The overall objective of the Technical and Planning services is to supply efficient, effective and economical services to the community it serves.

### Vision

Service delivery to the community in line with the powers and functions allocated to the Mthonjaneni Municipality, in accordance with the Integrated Development Plan.

### Mission Statement

The Technical and Planning Services Department will improve the quality of life of the Mthonjaneni Municipality through a sustainable maintenance and service delivery programme conducted with all applicable legislation.

### Key Performance Areas

The Technical and Planning Services department is mainly responsible for the provision of infrastructure and basic services within the municipality. The main focus is based on the following categories:

- Electricity
- Access Roads – Urban and Rural
- Waste Management Services
- Cemeteries
- Housing
- Community facilities
- Sport and recreation facilities
- Basic water and sanitation services
- Town Planning

The Technical and Planning services department is responsible for the on-going operation and maintenance of the above services as well as the capital projects funded by MIG, INEP and other related grants. It should, however, be noted that the water and sanitation projects are the competence of King Cetshwayo District Municipality.

### A: PMU SECTION

#### 1. MIG PROJECTS - 2017/2018

NO.	Project Name	Project Status	Approved MIG Funding	Completion Date
1	Upgrade of Rural Roads in Mthonjaneni Phase 2	100% complete	R4 703 252.40	18-Aug-17
2	Urban Roads Upgrade & Rehabilitation Phase 5A	100% complete	R3 784 000.00	21- Aug-17

3	Thubalethu Extension Housing Development Project – Bulk Roads and Associated Services	50% complete	R15 784 263.52	30-June-19
4	Hawai Gravel Road	99% complete	R3 362 721.38	26-June-18
5	Sangoyana and Nkakhwini Gravel Roads	94% complete	R3 533 330.61	07-Jul-18
6.	Gobihlahla Creche – Ward 11	5% complete	R972 379.26	24-Jan-19
7.	Mpevu Community Hall – Ward 9	5% complete	R2 810 145.60	10-Jan-19
8	Ntombokazi Community Hall – Ward 12	5% complete	R2 810 145.60	10-Jan-19

## 2. INTERNAL FUNDED PROJECTS - 2017/2018

NO.	Project Name	Project Status	Project Value	Completion Date
1	Construction of New Admin Block	100% complete	R9 475 803.44	28-Feb-18
2	Thubalethu Community Hall – Remedials	100% complete	R1 093 784.40	28-Mar-18

## 3. RURAL ELECTRIFICATION PROJECTS - 2017/2018

NO.	Project Name	Ward No.	No. of Connections	Project Value	Project Status	Completion Date
1	Bomvini Thunzini Manzawayo Electrification Projects	4 & 5	270	R13 654 752.13	100% complete	02-May-18
2	Soqiwa Makhasaneni Electrification Project	3 & 7	474	R20 108 886.22	50% complete	30-May-19

## 4. EPWP INCENTIVE GRANT 2017/18

FINANCIAL YEAR	INCENTIVE GRANT	WORK OPPORTUNITIES REPORTED	FTEs CREATED
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2017/2018	R2 222 000.00	125	125
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## 5. HOUSING PROJECTS

1. Thubalethu Extension Low Cost Housing Project – Ward 2 - 1120 Units
2. KwaMagwaza/Mfule Rural Housing Project – Ward 4 -1000 units
3. Esibayeni Rural Housing Project – Ward 6 - 986 units
4. Yanguye Phase 2 Rural Housing Project – Ward 1 – 1000 Units
5. Makhasaneni Rural Housing Project – Ward 7 – 1000 units
6. Dubeni/ Mabhungu Phase 2 Rural Housing Project – Ward 8 – 360 Units
7. Ogelweni Rural Housing Project- Ward 11 – 1000 units
8. Nomponjwane Rural Housing Project – Ward 9 & 10 - 1000 units
9. Obuka Rural Housing Project – Ward 12 & 13 - 1000 units
10. Njomelwane rural Housing Project – Ward 3 & 10 – 1000 units
11. Thubalethu Refurbishment Project (Toilets) – Ward 2 – 539 units

## B: ELECTRICAL SECTION

### 1. ELECTRICAL MAINTENANCE

ACTIVITY	% TARGET	% ACHIEVED	CHALLENGES
1. Boundry Box Maintenance	100%	100%	None
2. Kiosk Maintenance	100%	100%	None
3. Meter Rooms Maintenance	100%	100%	None
4. Meter Boxes Maintenance	100%	65%	Stock shortage
5. Street lights poles replaced	100%	50%	ONGOING
6. Street lights repaired	100%	97%	ONGOING
7. Municipal building Maintenance	100%	98%	ONGOING
8. Planned Maintenance	100%	100%	
9. Substation Repair	100%	60%	ONGOING
11. Line clearance	100%	80%	ONGOING

12. Label Kiosk/Boundary Box	100%	75%	ONGOING
13. Removal of Christmas lights	100%	100%	
14. Installation of Christmas lights	100%	100%	
15. Removal of weeds around sub	100%	80%	ONGOING
17. Reactive Maintenance	N/A	445	N/A
18. Prune Trees around street lights	100%	40%	ONGOING
22.Power outages	N/A	56	N/A
24.New installed meters	N/A	10	N/A
25. Meters changed from conventional to pre-paid	N/A	13	N/A
26. Meters changed due to a faults		43	

## 2. INTERNAL PROJECTS

- Installed 350KVA Minisub for new Police Station
- Installed 200KVA mini sub at Simmons street
- Installed 200KVA transformer at sub N
- Upgraded 3.3KV line at Industrial area to 11KV and installed 3 11KV transformers
- New metal galvanised doors installed in 3 sub stations
- Installed 35 street lights at Babanango road
- Installed lightning protection and earthing at protection services
- Installed change over switch at generator to support main hall and technical offices

The budget for the above projects was R700 000.00

### 3. ELECTRICAL STAFF

STAFF	NUMBER
SENIOR ELECTRICIAN	01
ELECTRICIAN	01
HANDYMAN	02
GENERAL ASSISTANTS	02
EPWP	02
PRIVATE TRAINEES	03

### 4. ELECTRICAL STAFF TRAINED

NAME	COURSE
S. MHLONGO	COMPLETED ELECTRICAL COURSE 3
B.P. BIYELA	COMPLETED ELECTRICAL COURSE 4
M.A. KHANYILE	COMPLETED ELECTRICAL COURSE 4
F.Z. SIBIYA	COMPLETED ELECTRICAL COURSE 4
D.Z. NTOMBELA	COMPLETED ELECTRICAL COURSE 4
FOUR ELECTRICAL DRIVERS GOING FOR PRDP	COMPLETED – ELECTRICAL COURSE
M. HLONGWA TO GO FOR C.O.C.	COMPLETED – ELECTRICAL COURSE

## D: OPERATIONS AND MAINTENANCE SECTION

### Key Performance Areas

The Maintenance Section is mainly responsible for the Waste management and maintenance of municipal infrastructure and facilities. The main focus is based on the following categories:

- Waste Management Services
- Cemeteries
- Roads and Sidewalks
- Municipal and Community facilities
- Sport and recreation facilities
- Mowing
- Fleet Management

The Operation and Maintenance section is responsible for the on-going operation and maintenance of the above services.

## 1. WASTE MANAGEMENT

NO.	Activity	Quantity
1	Street Cleaning and litter picking	On-going
2	Number of Refuse bags Supplied	288 660
3	Refuse collected and disposed (m <sup>3</sup> )	30 000



**Town street cleaned**



**Waste Transfer Station**

## 2. ROADS AND SIDEWALKS

NO.	Activity	Quantity
1	Road channels cleaned (km)	49
2	Number of Drains opened and cleaned	150



3	Number of Graves dug	55
4	Grave sand removal and refill (m <sup>3</sup> )	75
5	Cemetery Yard cleaned (Ha)	25
6	Weed killing along streets (km)	67
7	Tree cutting (m <sup>3</sup> )	75
8	Potholes repaired (m <sup>2</sup> )	1 380
9	Roads painting (m)	1 526
10	Number of Road signs repaired	70



**Opening & Cleaning of Drain**



**Repaired Potholes**



**Graves refilled**

### **3. MOWING, FIRE BREAKS AND BUSH CLEARING**

NO.	Activity	Quantity
1	Mowing along streets (Ha)	97
2	Mowing of Municipal facilities and Parks (Ha)	350
3	Mowing of open areas (Ha)	49
4	Bush clearing (Ha)	326
5	Fire Breaks (km <sup>2</sup> )	22
6	Trace belts (km)	23
7	Hoeing of Fire belts (Ha)	2



**Grass cut along the street**



**Grass cut in open area**



**Municipal Offices**



**Recreational Park**



**Sportsfield**



**Bush clearing**



**Fire breaks**

#### 4. FLEET MANAGEMENT

1. Licence renewal was done for all Municipal vehicles.
2. Service and maintenance of all vehicles were done when required.
3. Two Municipal Graders were repaired by Barloworld, but there is still a challenge of continuous breakdowns leading to downtime.
4. Breakdown of tractors also lead to downtime and backlog in refuse removal.
5. There are thirteen (13) that are leased from Wesbank and the usage report is attached.

##### Fleet list per cost centre:

Make	Model	Year	Capacity	TYPE	Registration	Cost Center	Chassi	Engine	Colour
TOYOTA	RAV4	2016	2	SUV	NO 2263	COMMUNITY	TMZD3EV60J060098	3ZRB796425	BLUE
TOYOTA	RAV4	2016	2	SUV	NO 5181	MM	JTMZD3EV60J060019	3ZRB795685	WHITE
HYUNDAI	H100	2016	2.6	BAKKIE	NO 5228	REFUSE	KMFZBX7BLGU262514	D4BBF033923	WHITE
HYUNDAI	H100	2016	2.6	BAKKIE	NO 3587	ROADS	KMFZBX7BLGU261903	D4BBF033941	WHITE
TOYOTA	HILUX 2.4 GD-6 SRX	2016	2.4	BAKKIE	NO 4060	PROTECTION	AHTJB8DB404570362	2GDC010779	WHITE
TOYOTA	HILUX 2.4 GD	2016	2.4	BAKKIE	NO 4412	TECHNICAL	AHTEB6CB802501466	2GD0128829	WHITE
TOYOTA	HILUX 2.4 GD-6 SRX	2016	2.4	BAKKIE	NO 5163	DISSAS TER	AHTJB8DB304570188	2GDC006204	WHITE
TOYOTA	HILUX 2.4 GD	2016	2.4	BAKKIE	NO 5180	ELECTRICAL	AHTEB6CB702501104	2GD0118118	WHITE

TOYOTA	HILUX 2.4 GD-6 SRX	2016	2.4	BAKKIE	NO 5238	TECHNICAL	AHTJB8DB904 570146	2GDC005150	WHITE
TOYOTA	HILUX 2.4 GD	2016	2.4	BAKKIE	NO 5239	CORP	AHTEB6CB802 500382	2GDC007064	WHITE
TOYOTA	HILUX 2.4 GD	2016	2.4	BAKKIE	NO 5240	ELECTRICAL	AHTEB6CB702 500499	2GDC008785	WHITE
TOYOTA	HILUX 2.4 GD	2016	2.4	BAKKIE	NO 5244	ELECTRICAL	AHTEB6CB602 500557	2GDC009559	WHITE
TOYOTA	TOYOTA HILUX 2.8 GD-6	2016	2.8	D/CAB	NO 5237	COUNCIL	AHTGA3DD20 0960711	1GD0091109	WHITE
TOYOTA	ETIOS	2014	1.6	SEDAN	NO 4928	COMMUNITY	MBJB29BT200 085625	2NRD056835	WHITE
CHEVROLET	TRAILBLAZER	2011	3	SUV	NO 1389	COMMUNITY	MMM156MH 0DH804095	A9LG1319 01264	SILVER
NISSAN	2.7D S/CAB HARDBODY	2007	2.7	LDV	NO 1509	TECHNICAL	ADNJ560000E 000705	TD27793016	WHITE
ISUZU	NPR400	2016	5.193	CHERRY/P	NO 1816	ELECTRICAL	ADMNP75PFB G770432	4HK1462574	WHITE
NISSAN	NP200	2012	1.6	UTILITY	NO 2219	ELECTRICAL	ADNUSN1D5U 0043573	K7MF710 UG52562	WHITE
TOYOTA	QUANTUM	2013	2.5	M BUS	NO 2226	COUNCIL	JTFRS13P8000 28510	2KDA068806	WHITE
NISSAN	NP300	2015	2	LDV	NO 2468	TECHNICAL	ADNAPGD222 R075544	YD255654 94T	WHITE
CATERPILLAR	140K	2013	7.2	GRADE R	NO 3326	ROADS	CAT0140KJSZL 02071	KHW51904	YELLOW
CATERPILLAR	140K	2011	7.2	GRADE R	NUF 43225	ROADS	CAT0140KLSZL 00780		YELLOW
JOHN DEERE	5503	2013	2.94	TRACTOR	NO 4033	TECHNICAL	PY5503E0053 51	PY3029T2 21531	GREEN
HYUNDAI	H930S	2015	4.4	TLB	NO 4302	ROADS	HHKHU901KF 0000203	RG75487R 009186X	YELLOW
ISUZU	KB250	2012	2.5	D/CAB	NO 4452	TECHNICAL	ADM2RD86BA 4563469	4JK1137549	WHITE
ISUZU	CHASIS CAB	2012		SKIP TRUCK	NO 4593	REFUSE	ADMFT34K8 G601936	6HK1622664	WHITE
BEIFANGBENCHI	POWER STAR-SKIP TRUCK	2016		SKIP TRUCK	NO 2842	REFUSE	LBZF46GBOFA 005030	1615F040 898	WHITE
ISUZU	N-SERIES	2010		fire engine	NO 5303	DISASTER	ADMNP75LS8 G495668	4HK1729919	RED
MASSEY FERGUSON	400	2005	4	TRACTOR	NO 2267	REFUSE	ABZMF440X3 B2WD057	B676544M	RED
NEW HOLLAND	TS90	2001		TRACTOR	NO 812	REFUSE	NHB090N200 163549B	NA947807	BLUE
YTO	3A ASSEM	2017		TRACTOR	NO 2875	REFUSE	AF9618923GS KC1111	16025036 P11	RED
YTO	3A ASSEM	2017		TRACTOR	NO 4448	REFUSE	AF9606343GS KC1032	16025017 P10	RED
TOYOTA	FORTUNER4.0 V6 4X4 6AT	2017	4	SUV	NO 001 ZN	MAYOR	AHTKU3FS300 280328	H175712	CHAR COAL
TOYOTA	FORTUNER4.0 V6 4X4 6AT	2017	4	SUV	NO 002 ZN	D/MAYOR	AHTKU3FS800 615835	1GD42748 20	CHAR COAL
TOYOTA	FORTUNER4.0 V6 4X4 6AT	2017	4	SUV	NO 003 ZN	SPEAKER	AHTKA3FS300 616164	1GD02915 17	CHAR COAL
TOYOTA	FORTUNER	2012		SUV	NUF 30963	COUNCIL	AHTZR62G604 103039	2KD58838 66	GOLD
TRAILER - BOX BODY HOME BUILT	BOX BODY HOME BUILT			TRAILER	NO 2511	REFUSE	AAPV0460570 438961		YELLOW
XRAD TRAILER - FLAT DECK	FLAT DECK			TRAILER	NO 2931	TECHNICAL	AE9B175009H KR1107		YELLOW
TIP TRAILER	HOME BUILT			TRAILER	NO 3161	REFUSE	ME200		YELLOW
RIVIM	CHIPPER			TRAILER	NO 4329	REFUSE	AA9B175UBA WKC2005		YELLOW
CCE	BOX BODY			TRAILER	NO 9586	REFUSE	AE9BA08H1V CCZ1024		YELLOW
				FUEL TANKE R	NUF 40027		AA98175UBC RJW2012		SILVER



## **6. PHOTOS GALLERY**



**Official Opening – Admin Block Ward 3**



**Upgrade of Rural Roads in Mthonjaneni Phase 3 - Nkakhwini Road  
Ward 6**



**Nkakhwini Gravel Road – Ward 6**



**Upgrade of Rural Roads in Mthonjaneni Phase 2 – Ward 5**





**Sangoyana Gravel Road – Ward 13**



**Sangoyana Gravel Road – Ward 13**





**Sangoyana Nkakhwini Gravel Road – Ward 13**



**Upgrade of Rural Road Phase 3 –Hawai Ward 11**



**Sod Turning – Gobihlahla Creche – Ward 11**



**Sod Turning – Mpevu Community Hall - Ward 9**





**Sod Turning – Ntombokazi Community Hall Ward 12**





**EPWP Beneficiaries**







**Thunzini Bomvini Manzawayo Electrification Project**



**Thunzini Bomvini Manzawayo Electrification Project**



**Installation of new transformer at sub N**



**Planned maintenance**





**Babanango Road Street lights project**



**3.3KV to 11KV upgrade**



**Labelled boundary box**





**Kiosks maintenance**

## ANNUAL PERFORMANCE REPORT FOR 2017/2018 FINANCIAL YEAR

### 1. Legislative requirements

Outlined in Section 40 of the Municipal Systems Act of 2000 (MSA), Municipalities must establish mechanisms to monitor and review its Performance Management System (PMS) so as to measure, monitor, review, evaluate and improve performance at organizational, departmental and employee levels. Section 34 of the MSA furthermore points out that the Integrated Development Plan (IDP) has to be reviewed on an annual basis, and that during the IDP review process the Key Performance Areas, Key Performance Indicators and Performance Targets be reviewed and this review will form the basis for the review of the Organizational Performance Management and Performance Contracts of Section 56 Managers.

The Municipal Planning and Performance Management Regulations (2001) stipulates that a “municipality’s performance management system entails a framework that describes and represents how the municipality’s cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organized and managed, including determining the roles of the different role-players” (Chapter 3, Section 7, Municipal Planning and Performance Management Regulations, 2001).

Section 46 of the Municipal Systems Act (Act 32 of 2000), stipulates the following:-

*"Annual performance reports*

46. (1) A municipality must prepare for each financial year a performance report *reflecting* -
- (a) the performance of the municipality and of each external service provider during that financial year;
  - (b) a comparison of the performances referred to in paragraph (a) with targets set for and performances in the previous financial year; and
  - (c) *measures taken to improve performance.*
- (2) ***An annual performance report must form part of the municipality's annual report in terms of Chapter 12 of the Municipal Finance Management Act."***

### 2. Introduction

The first performance management framework was adopted by the Mthonjaneni Local Municipality in the 2008/2009 financial year to align with the best practice guidelines suggested by the then Department of Provincial and Local Government and Traditional Affairs of KwaZulu Natal.

The Performance Management unit, residing in the Office of the Municipal Manager, was capacitated during the 2017/2018 financial year with the appointment of an external service provider to deliver assistance with the institutionalization of the Performance Management System.

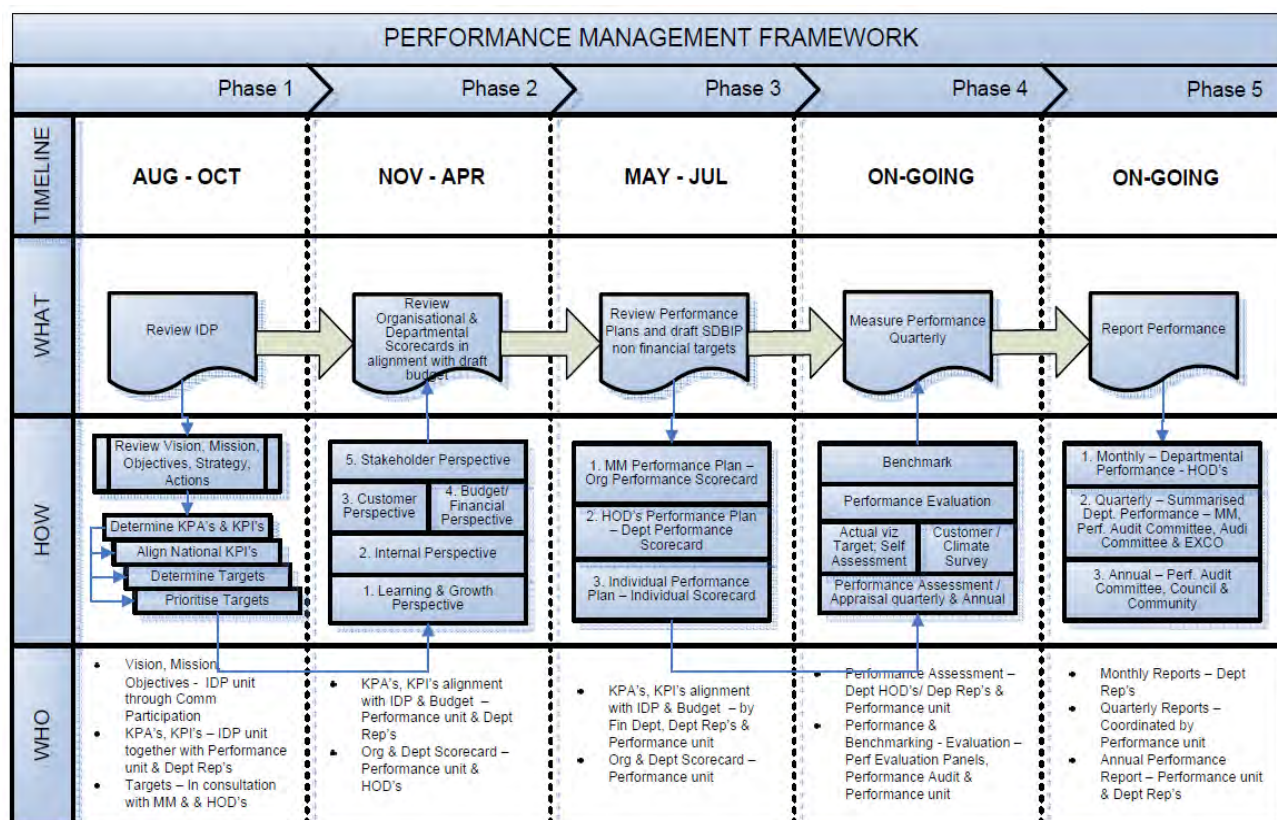
### 3. Organisational Performance Management Process

Key performance indicators have been refined in support of the municipality’s development priorities and objectives as set out in the revised IDP framework and will remain for the duration of the IDP period for consistency in measuring and reporting on long term strategies and projects. Measurable performance targets with regard to each of these development priorities and objectives were established. A process to ensure regular reporting is in place and is fed back to the Council via the Audit Committee.

Individual performance agreements and performance plans were prepared in line with provisions prescribed in the Performance Regulations (Notice 805, published on 1 August 2006 in the official gazette) and signed by the Municipal Manager and Heads of Department. These agreements are fully implemented and aligned with the Service Delivery and Budget Implementation Plan as required in terms of the Municipal Finance Management Act.

Performance Evaluation Panels have also been established for the assessment of performance of the Municipal Manager as well as Managers directly accountable to the Municipal Manager. These panels meet on a quarterly basis to evaluate individual performance.

The following diagram illustrates a summary of the newly developed performance management framework for the Mthonjaneni Local Municipality for performance measurement and reporting, adhering to the guidelines suggested by KwaZulu-Natal Province, Department for Cooperative Governance and Traditional Affairs:



### Mthonjaneni Performance Management Framework diagram

#### 4. Audit Committee

New members of the Audit committee were appointed during the 2017/2018 financial year.

The Audit Committee did meet as required by legislation on a quarterly basis. The minutes of meetings are available in the Portfolio of Evidence of the Municipal Manager.

#### 5. Auditing of Performance Information

The Municipal Systems Act, 2000, Section 45 requires that the results of performance measurements in terms of section 41 (1)(c), must be audited as part of the internal auditing process and annually by the Auditor-General.

All auditing must comply with section 14 of the Municipal Planning and Performance Management Regulations, 2001 (Regulation 796).

The auditing of the Performance Management System and Audit of Performance Information was performed and reports were received for each quarter in terms of the following:

**Quarter 1**

Review the functionality of the Performance Management System and management's compliance thereto.

**Quarter 2:**

Review scorecards on a test basis to supporting evidence on a sample basis;  
Record the system/systems (electronic and/or manual) that are used to generate the performance information and perform walkthrough testing to validate (AOPI); and  
Perform detailed testing on selected performance information (AOPI).

**Quarter 3:**

Ensure compliance with the requirements of the PMS regulations for quarter 3.

**Quarter 4:**

Review scorecards on a test basis to supporting evidence on a sample basis;  
Perform detailed testing on selected performance information (AOPI); and  
Ensure the accuracy and validity of the information included in the annual report based on the evidence inspected, on a sample basis.

**6. STRATEGIC FRAMEWORK AS PER 2017/2018 IDP**

IDP REF	NATIONAL KPA	GOAL	OBJECTIVE	STRATEGY	RESPONSIBLE DEPARTMENT
A.1	SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT	PROVIDING HIGH LEVEL OF AFFORDABLE ESSENTIAL SERVICES	To reduce infrastructure backlogs	Provision of rural access roads	Director Technical Services
				Provision of urban roads	Director Technical Services
A.2			To provide electricity/energy within Mthonjaneni	Ensure the provision of new electrification connections in urban and rural areas.	Director Technical Services

A.3			To provide waste management services within Mthonjaneni	Implement Integrated Waste Management Plan	Director Technical Services
A.4			To ensure the availability of office space for municipal employees	Construction of Municipal Admin block	Director Technical Services
A.5			To maintain Council immovable property/assets	Maintain Council buildings within budget for the financial year	Director Technical Services
				Maintenance of rural access roads	
B.1	MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT		Ensure safe and secure work environment	Implement approved municipal organogram	Director Corporate Services
C.1	FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT	Providing service excellence	To be financial viable by increasing revenue and reducing debt	Manage finances in line with required legislation	Chief Financial Officer
C.2			To ensure that transparency is attained	Ensure regular reporting on SCM and Municipal Assets	Chief Financial Officer

D.1	<b>GOOD GOVERNANCE AND COMMUNITY PARTICIPATION</b>	<b>Good governance</b>	To provide sound external and internal communication	Ensure effective municipal structures i.e. Council, EXCO and ward committees	Director Corporate Services
D.2			To ensure accountability and transparency	Implement the Performance Framework Policy	Office of the Municipal Manager
D.3			To ensure access to information	Ensure approval of Annual Report	Office of the Municipal Manager
D.4	<b>LOCAL ECONOMIC DEVELOPMENT</b>	<b>Providing opportunities for all to aspire to a better future</b>	To ensure LED in the municipality and create economic opportunities	Create job opportunities through poverty alleviation programs	Director Technical Services
E.1	<b>CROSS CUTTING INTERVENTIONS</b>	<b>Encouraging community participation in service delivery</b>	To ensure that Council is striving towards its vision and mission	Preparation of an IDP within the legal guidelines	Office of the Municipal Manager
				Effective community participation as promulgated in terms of Chapter 4 of the MSA no 27 of 2000	Office of the Municipal Manager
E.2		<b>Environmentally friendly developments</b>		Develop Mthonajneni Spatial Development Framework (SDF) by 30 June 2018.	Director Technical Services

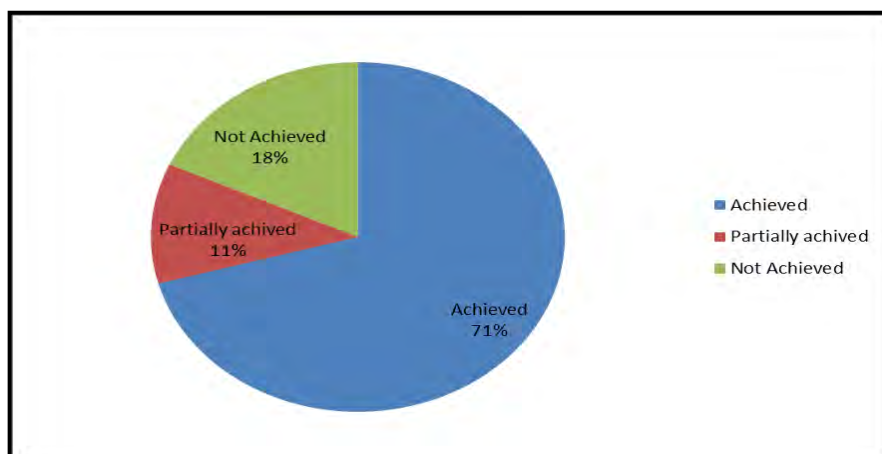


E.3		<b>Supporting the poor and vulnerable groups</b>	To facilitate the social development of marginalized groups	Ensure effective gender, disabled and senior citizens structures	Director Community Services
E.4			To reduce incidents of HIV/AIDS Infections	Implement HIV/AIDS Reduction programs	Director Community Services
E.5		<b>Ensure community safety and security</b>	To implement Traffic Management services	Implement traffic management	Director Community Services

## 7. ANNUAL ORGANISATIONAL PERFORMANCE INFORMATION

The Annual Performance Report for the 2017/2018 financial year has been completed and reflected in the Organisational Performance Scorecard in a table format (as prescribed by KZN COGTA). The Organisational Performance Scorecard table will be presented to the Auditor General for auditing together with the Annual Financial Statements by 31 August 2018.

### 7.1 OPERATIONAL PLAN GRAPHICAL REPRESENTATION OF PERFORMANCE: ALL MUNICIPAL PERFORMANCE INDICATORS



### 7.2 SUMMARY OF MUNICIPAL PERFORMANCE

#### Electricity:

The Mthonjaneni electricity losses have slid from the previous year of 11.38% to 13.51%. The plan in place to further reduce the electricity losses were vigorously implemented during the financial year.

Mthonjaneni Municipality electricity has connected a total of 75761 Households within the financial year. Most of these connections were from the rural wards.

#### **Roads:**

The Roads Section continues to address the backlog of gravel roads. An attempt is made every year to upgrade 20 km of gravel roads into “all weather” surfacing in order to render uninterrupted access and safety.

The department has continued with its programme of upgrading gravel roads with a vision of reducing the high backlog of gravel roads within the municipal area. A total of 9.7 km were upgraded in 2017/2018 financial year. Funds are slowly being made available by the municipality towards the rehabilitation programme, which makes up the preventative maintenance. In access, 30000m2 of road surfacing was attended in 2017/2018.

#### **Disaster Management**

During financial year 2017/2018, an estimation of 200 incidents responded to affected 12506 community members, cost emergency relief R150 000.00 Community and school awareness campaigns conducted reached 6000 community members in Mthonjaneni area.

Disaster Management plan was approved in March 2018 by council.

#### **Indigents (Free Basic Services)**

Council receives Equitable Share to subsidise those who cannot afford to pay for the minimum needs in life. The objective in calculating the amount to be subsidised, must be to prevent an increasing balance on the account of an indigent as it will be difficult to recover the debt in a humanly way. According to the Municipal Systems Act 2000, Section 74(3) and 75(2) stipulates, “A tariff policy may differentiate between different categories of users/debtors. The Mthonjaneni Municipality provided free basic electricity to a total of 1117 households during the 2017.2018 financial years.

#### **8. SUMMARY OF PERFORMANCE PER NATIONAL KPI**

**POOR**

**SATISFACTORY**

**GOOD**

Infrastructure Development and Service Delivery	85%
Municipal Transformation and Institutional Development	93%
Good Governance and Public Participation	89%
Financial Viability and Financial Management.	97%
Local Economic Development	

<b>Cross Cutting Intervention-(Community &amp; Social Development)</b>	<b>80%</b>

The following table reflects the organizational performance targets and achievements as reflected in the Integrated Development Plan, in relation to the achievements of the previous financial years as well as reflecting corrective measures to be taken in the 2018/2019 financial year in cases of under achievement:

Mthonjaneni Local Municipality Annual Performance Report 2017/2018													
ORGANISATION PERFORMANCE REPORTING													
									2017/2018 ACHIEVEMENT				
NATIONAL KPA	GOAL	OBJECTIVE	STRATEGY	PERFORMANCE TARGET	Unit of measure	BASELINE 2016/2017	Annual Target	ACTUAL ACHIEVEMENT	ACHIVED/NON-ACHIED	REASONS FOR NON ACHIEVEMENT	CORRECTIVE ACTION	POE REFERENCE	RESPONSIBLE DEPARTMENT
SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPEMENT	PROVIDING HIGH LEVEL OF AFFORDABLE ESSENTIAL SERVICES	To reduce infrastructure backlogs	Provision of rural access roads	Ensure the upgrading 9.7km of rural roads phase 3 in wards 6,11 & 13, Nkakhwini area (2.5km), Hawaii area (4.6km), Sangoyane area (2.6km) by 30 June 2018.	Number of kilometers	5 KM	9,7 kilometers to completed by 30 June 2018.	A total of 9,7 kilometers of roads have been completed. The project was 100% completed by 30 June 2018	Achieved	N/A	N/A	A	Director Technical Services
			Provision of urban roads	Ensure the construction and 100% completion of phase 1 of Thubalethu access roads by 30 June 2018.	Percentage of construction completed	N/A	Completion of 100% of urban roads projects.	Target not met. The project has been placed on hold due to the Housing project currently underway.	Not Achieved.	Target not met. The project has been placed on hold due to the Housing project currently underway. The movement of heavy transport would have damaged the newly built road.	The project will resume once the construction of houses has been completed during the 2018/2019 financial year	B	Director Technical Services

		To provide electricity/energy within Mthonjaneni	Ensure the provision of new electrification connections in urban and rural areas.	Ensure the eradication of electrification backlogs in Mthonjaneni by providing electrification infrastructure and connections to 270 new households in Thunzini, Bomvini & Manzawayo area, for the first time by 31 March 2018.	Number of connections	140 connections	270 connection by 31 March 2018	This project has been completed. A total of 270 connections has been completed.	Achieved	N/A	N/A	C	Director Technical Services
				Ensure the eradication of electrification backlogs in Mthonjaneni by providing 840 new connections to households in Syavuna Area (Syavuna electrification project phase 1,2,3), for the first time by 31 March 2018.	Number of connections	250 connections	840 connections by 31 March 2018.	Target not achieved. A total of 809 connections were completed and a total of 31 connections could not be done due to vandalised houses.	Not Achieved.	It was not safe to provide electric connections to these houses were vandalised and nobody was staying in those houses.	These houses will be removed from the project target because these are vandalised houses and nobody is staying in those houses.	D	
		To provide electricity/energy within Mthonjaneni	Ensure the provision of new electrification connections in urban and rural areas.	Ensure the eradication of electrification backlogs in Mthonjaneni by providing 228 new connections to households in Makhasaneni/Soqiwa areas, for the first time by 30 June 2018.	Number of new connection completed	New Project	228 connections completed by 30 June 2018	Target not met. All electrification infrastructure for all 228 households has been constructed, however house connections have not been completed due to delays from ESKOM to provide outages.	Not Achieved.	All electrification infrastructure has been constructed in the project area, however house connections have not been completed due to delays from ESKOM to provide outages. This was caused by the strike at ESKOM.	ESKOM has provided new dates for outages and this will be done during the first quarter of 2018/2019 financial year	E	Director Technical Services
		To provide waste management services within Mthonjaneni	Implement Integrated Waste Management Plan	Facilitate the implementation of the Integrated Waste Management Plan by ensuring that 1716 households receive the waste collection service by 30 June 2018.	Number of Households	1716	1716 households to receive waste collection by 30 June 2018.	As per the billing reconciliation a total of 1630 households received waste collection by 30 June 2018.	Not Achieved.	Waste was collected to all households who had accounts with the municipality. The shorfall was due to some of the accounts being closed on the system and as a result no billing was done on that particular account.	N/A	F	Director Technical Services

		To ensure the availability of office space for municipal employees	Construction of Municipal Admin block	Ensure 100% construction of the Municipal Admin block by 31 March 2018	Percentage of construction completed	50%	100% construction of the Municipal Admin block by 31 March 2018	The project was 100% completed by 31 March 2018	Achieved	N/A	N/A	G	Director Technical Services
		To maintain Council immovable property/assets	Maintain Council buildings within budget for the financial year	Ensure the maintenance of Council facilities within a budget by ensuring that the Thubalethu hall project is 100% completed by 30 June 2018.	Percentage of work completed	N/A	100% completion spending of the O&M vote on maintenance of Council buildings by 30 June 2018	Target met. The projects was 100% completed by 30 June 2018.	Achieved	N/A	N/A	H	Director Technical Services
			Maintenance of rural access roads	Ensure 100% completion of gravel roads maintenance project by 30 June 2018.	Percentage	N/A	100% completion of maintenance of gravel road infrastructure by 30 June 2018	The project was 100% completed. The project was completed during the second quarter	Achieved.	N/A	N/A	I	Director Technical Services
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	ENSURE SAFE AND SECURE WORK ENVIRONMENT	Ensure safe and secure work environment	Implement approved municipal organogram	Ensure the implementation of the approved municipal organogram by ensuring that 2 critical positions are filled by 30 December 2018.	Number of vacant budgeted posts filled	1	Director Corporate services and Technical Director positions to be filled by 30 December 2018	Only the Director Technical position was filled. The Director corporate has not been filled.	Not Achieved.	The position had to be re-advertised to ensure compliance.	The position will be filled during the first quarter of 2018/2019 financial year. Shortlisting has taken place and a date for the interviews has been set.	J	Director Corporate Services
		Staff capacity building	Implement the municipal work skills plan	Prepare and submit the Skills Development Plan to Council for approval by 30 April 2018 as well as the Annual Training Report and Workplace Skills Plan for approval to Council by 30 June 2018 and submit to LGSETA by 30 Jun 2018.	DATE	30-May-17	SDP to be submitted to Council 2018/04/30	SDP was approved by Council on 30 April 2018.	Achieved	N/A	N/A	K	Director Corporate Services



FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT	Providing service excellence	To be financial viable by increasing revenue and reducing debt	Manage finances in line with required legislation	Ensure financial sustainability and viability of the organisation by maintaining the cost coverage and outstanding service debtors to revenue quarterly and debt coverage ratio bi-annually.	(Total operating revenue received - operating grants) / Debt service payments	1.50:100	1.50:100	1.50:100	N/A	N/A	N/A	L	Office of the Municipal Manager
					Outstanding service debtors / revenue actually received for services		0.50 : 1.00	0.50 : 1.00	N/A	N/A	N/A	M	Office of the Municipal Manager
					((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))		2 months	2 months	N/A	N/A	N/A	N	Office of the Municipal Manager
				Ensure 100% expenditure of grants and subsidies by 30 June 2018.	Percentage	100%	100% expenditure on all grants and subsidies by 30 June 2018.	100% was spent on all grants and subsidies by 30 June 2018.	Achieved	N/A	N/A	O	Office of the Municipal Manager
			Ensure the review of the Indigent Register by 30 June 2018.	Date of approval of reviewed indigent register	Date	30-May-16	Indigent register approved by 30 June 2018.	Indigent register was not developed.	Not Achieved.	There was no proper coordination and stakeholder consultation. This will be rectified during the 2018/2019 financial year.	The indigent register will be developed during the 2018/2019 financial year	P	Chief Financial Officer

GOOD GOVERNANCE AND COMMUNITY PARTICIPATION	Good governance	To ensure that transparency is attained	Ensure regular reporting on SCM and Municipal Assets	Ensure the approval of the updated Asset Register and reviewed Supply Chain Management Policy by Council by 30 June 2018	Date	30-May-16	Assest register approved by 2018-06-30	Assest register was approved on 31 May 2018	Achieved	N/A		Q	Chief Financial Officer
					Date	30-May-16	SCM Policy approved by 2018-05-31	SCM policy was approved by Council by 31 May 2018.	Achieved	N/A	N/A	R	Chief Financial Officer
		To provide sound external and internal communication	Ensure effective municipal structures i.e. Council, EXCO and ward committees	Ensure effective municipal structures and communication both externally and internally by facilitating 4 Council meetings, 11 EXCO, 12 Portfolio and 156 ward committee meetings by 30 June 2018 as per the approved schedule of meetings.	Number	14 meetings	4 Council meetings by 30 June 2018.	11 Council meetings were held.	Achieved	N/A	N/A	S	Director Corporate Services
					Number	11 Meetings	11 EXCO meetings by 30 June 2018.	A total of 12 EXCO meetings were held by 30 June 2018,	Achieved	N/A	N/A	T	Director Corporate Services
					Number	33 meetings	33 Portfolio committee meetings by 30 June 2018.	A total of 33 portfolio committees were held by 30 June 2018.	Achieved	N/A	N/A	U	Director Corporate Services
					Number	156 meetings	156 ward committee meetings by 30 June 2018.	A total of 156 ward committee meetings were held by 30 June 2018.	Achieved	N/A	N/A	V	Director Corporate Services

		To ensure accountability and transparency	Implement the Performance Framework Policy	Prepare and submit the final 2018/2019 OPMS scorecard to Council by 30 June 2018.	Date	28-Jun-17	Approved 2018/2019 scorecard by Council by 2018-06-30	The scorecard for 2018/2019 financial year was approved on 27 June 2018.	Achieved	N/A	N/A	W	Office of the Municipal Manager
				Ensure the submission of the Annual Performance report to Auditor General by 31 August 2017.	Date	27-Aug-16	APR submitted to AG by 2017-08-30	The Annual performance report was submitted to AG on 23 August 2017.	Achieved	N/A	N/A	X	Office of the Municipal Manager
				Ensure that all senior managers sign performance agreement for the 2017/2018 financial year by 31 July 2017.	Number	4 performance agreements	5 Performance agreements signed by 31 July 2017.	5 performance agreement were signed during the 2017/2018 financial year	Achieved	N/A	N/A	Y	Office of the Municipal Manager
				Ensure that performance reviews of Senior managers takes place on a quarterly bases and a total of 4 to be held by 30 June 2018.	Number	4 meetings	4 performance evaluations to be held by 30 June 2018.	All 4 quarterly evaluations were done by 30 June 2018.	Achieved	N/A	N/A	Z	Office of the Municipal Manager
		To ensure access to information	Ensure approval of Annual Report	Ensure the drafting and submission of the draft 2016/2017 Annual Report to Council approval by 31 January 2018. Submit the final Annual Report to Council for approval by 31 March 2018.	Date	24-Jun-17	Final 2016/2017 Annual Report approved by Council by 2018-03-30	The final 2016/2017 Annual report was approved by Council on 28 March 2018.	Achieved	N/A	N/A	AA	Office of the Municipal Manager
LOCAL ECONOMIC DEVELOPMENT	Providing opportunities for all to aspire to a better future	To ensure LED in the municipality and create economic opportunities	Create job opportunities through poverty alleviation programmes	Ensure poverty alleviation through the creation of 80 EPWP by 30 July 2018.	Number	110 jobs	80 EPWP jobs created by 30 July 2017.	A total of 114 EPWP jobs created by 30 June 2018.	Achieved	N/A	N/A	BB	Director Technical Services

CROSS CUTTING INTERVENTIONS	Encouraging community participation in service delivery	To ensure that Council is striving towards its vision and mission	Preparation of an IDP within the legal guidelines	Prepare and submit the final 2018/2019 IDP to Council for approval by 30 June 2018.	Date	28-Jun-17	30-Jun-18	The 2018/2019 IDP was approved by Council on 27 June 2018.	Achieved	N/A	N/A	CC	Office of the Municipal Manager
			Effective community participation as promulgated in terms of Chapter 4 of the MSA no 27 of 2000	Ensure public participation during the IDP process by ensuring a total of 12 IDP/Budget roadshows takes by 30 June 2018	Number	7 meetings	12 IDP/Budget roadshows by 30 June 2018.	A total of 14 IDP road shows and 14 IDP/Budget roadshows held by 30 June 2018,	Achieved	N/A	N/A	DD	Office of the Municipal Manager
	Environmentally friendly developments		Develop Mthonajneni Spatial Development Framework(SDF) by 30 June 2018.	Ensure the completion and approval by Council of the final Mthonajneni Spatial Development Framework by 30 June 2018.	Date	N/A	Approved SDF by 2018-06-30	The tender for the SDF was advertised however the appointment of the service provider was not done.	Not Achieved.	There was not sufficient budget available.	The service provider will be appointed during the first quarter of 2018/2019 financial year	EE	Director Technical Services
	Supporting the poor and vulnerable groups	To facilitate the social development of marginalised groups		Number of Men's Forum meetings held	Number of Men's Forum meetings held	0	4	A total of 4 meetings were held by 30 June 2018. Attendance registers and minutes are attached.	Achieved	N/A	N/A	FF	Director Community Services
			Ensure effective gender, disabled and senior citizens structures		Number of Women's Forum meetings held	0	4	A total of 4 meetings were held by 30 June 2018. Attendance registers and minutes are attached.	Achieved	N/A	N/A	GG	Director Community Services
				Ensure the effectiveness of marginalised group structures within the municipality by ensuring 1 meeting per marginalised group per quarter.	Number of Youth Forum meetings held	0	4	A total of 4 meetings were held by 30 June 2018. Attendance registers and minutes are attached.	Achieved	N/A	N/A	HH	Director Community Services

	Ensure community safety and security				Number of Disability Forum meetings held	0	4	A total of 4 meetings were held by 30 June 2018. Attendance registers and minutes are attached.	Achieved	N/A	N/A	II	Director Community Services
					Number of Widow's Forum meetings held	0	4	A total of 4 meetings were held by 30 June 2018. Attendance registers and minutes are attached.	Achieved	N/A	N/A	JJ	Director Community Services
		To reduce incidents of HIV/AIDS infections	Implement HIV/AIDS Reduction programmes	Ensure world AIDS day is held on 30 December 2017.	Date	01-Dec-16	World Aids day held by 2017-12-30	The world AIDs day was held on 14 December 2017.	Achieved	N/A	N/A	KK	Director Community Services
		To implement Traffic Management services	Implement traffic management programmes		Number of tickets issued	1000	1500 hand written tickets to be issued by 30 June 2018	A total of 2238 tickets were issued by 30 June 2018.	Achieved	N/A	N/A	LL	Director Community Services
					Number	80	80 roadblocks by 30 June 2018.	No road blocks were held during the 2017/2018 financial year.	Not Achieved.	The contract between the Municipality was terminated and the municipality was unable to have roadblock due to unavailability of resources and traffic management infrastructure.	Department to plan properly for roadblocks during the 2018/2019 financial year.	MM	Director Community Services
				Ensure implementation of effective traffic management through atleast 2520 camera operating hours and the issuing of 1500 hand written tickets by 30 June 2018									

No	Name of Service Provider/Consultant	Service provided in terms of the	Duration of Service	Assessment of service provided (0-5)	Measures Taken For Improvement
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## 9. ASSESSMENT OF THE PERFORMANCE OF EXTERNAL SERVICE PROVIDER

### 9.1 Assessment rating scale:

Terminology	Description	Rating				
		1	2	3	4	5
<b>Outstanding performance</b>	Performance far exceeds the standards of the service provider at this level. The appraisal indicates that the service provider has achieved above fully effective results against all performance criteria and indicators as specified and maintained this in all areas of responsibility throughout the year.			<b>5</b>		
<b>Performance significantly above expectation</b>	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the service provider has fully achieved effective results against all significant performance criteria and indicators as specified.			<b>4</b>		
<b>Fully effective</b>	Performance fully meets the standards expected in all areas of the job. The appraisals indicate that the service provider has fully achieved effective results against all significant performance criteria and indicators as specified.			<b>3</b>		
<b>Performance not fully satisfactory</b>	Performance is below the standards required for the job key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the service provider has achieved below fully effective results against more than half the key performance criteria and indicators as specified.			<b>2</b>		
<b>Unacceptable performance</b>	Performance does not meet the standard expected for the job. The review/assessment indicates that the service provider has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance up to the level expected in job despite management efforts to encourage improvement.			<b>1</b>		



		SLA			
1	Camelsa	Financial System	3 Years	4	The system needs to be developed so that it allows all users to change passwords by themselves.
2	PayDay	HR & Payroll	3 years	2	We have requested to attend Payday training for another of times because we cannot review audit trail.
3	Leaf Technologies	Telephone Management System	1 year	1	The SLA's does not cater to the turn around time for the Service Provider to attend call outs when logged.
4	Netwize	Internet Service Provider	3 years	1	The Internet Service Provider needs to be changed because they offer the same bandwidth, whilst there is an increase in users also change of infrastructure.
5	Fidelity CIT	Cash Security	3 Years	5	None
6	Izingalabezi Consulting	Construction of Admin Block	08 months	5	None
7	CIVTECH Engineers	Construction of Nkakhwini (ward 6) and Sangoyana (ward 13) gravel roads and related works	04 months	5	None
8	CIVTECH Engineers	Construction of Hawai (ward 11) gravel roads and related works	04 months	5	None
9	SIBGEM MGT CONSULTING ENGINEERS (PTY) LTD	Electrification of Manzawayo / Thunzini /Bomvini in Ward 2	06 months	5	None
10	Izingalabezi Consulting	Construction of Admin Block	08 months	5	None
11	CIVTECH Engineers	Construction of Nkakhwini (ward 6) and Sangoyana (ward 13) gravel roads	04 months	5	None

		and related works			
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## **2017/2018 AUDITOR GENERAL REPORT**

## AUDIT FINDING ACTION PLAN

### MTHONJANENI LOCAL MUNICIPALITY – AUDIT ACTION PLAN 2017-18 FINANCIAL YEAR

Type of Opinion Current Year (2017/18) : Unqualified

Type of Opinion Previous Year : Unqualified

### INTRODUCTION

For an action plan to properly produce the desired results, the transactions need to be divided into the two main classes:

- (a) Financial Matters – which can be addressed in retrospect
- (b) Non-financial Matters – This may not be adjusted in retrospect. For example if a deadline was not met, nothing can be done in retrospect but measures must be in place to avoid that in future.

Addressing (a) leads to a financially unqualified report whilst addressing both (a) and (b) leads to a clean audit report. Having a disclaimer may entail prioritizing (a) so as to improve the audit opinion.

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
<b>PROCUREMENT AND CONTRACT MANAGEMENT</b>	Three quotations not obtained and reasons not documented and approved  In terms of supply chain management (SCM)	<u><b>ACTION TO BE TAKEN</b></u>  The management will ensure that there are three quotes for all	<u><b>ACTION TO BE TAKEN</b></u>	<u><b>ACTION TO BE TAKEN</b></u>	<u><b>ACTION TO BE TAKEN</b></u>

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>regulation 12(1)(c) &amp; 17(a):</p> <p>A supply chain management policy must, subject to regulation 11(2), provide for the procurement of goods and services by way of formal written price quotations for procurements of a transaction value over R10 000 up to R200 000 (VAT included).</p> <p>Further quotations must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the municipality.</p> <p>Three (3) quotations were not obtained for the following procurement of services nor were any reasons recorded and approved by the delegated official:</p> <ul style="list-style-type: none"> <li>(a) Gcinisbusiso Trading , catering for umkhosi womhlanga , R118 080</li> <li>(b) ZAQ, Long service &amp; medical aid, R21 090</li> <li>(c) Bizathina Technologies (Pty) Ltd, Aircon servicing, R20 395</li> <li>(d) Fakaumoya Alpha Communications, Installation of door, repairs to windows and installation of ceiling board, R27 200</li> </ul> <p>All amounts paid should be regarded as irregular expenditure and disclosed accordingly. This results in</p>	<p>purchases above R 2000 as per the municipal SCM Policy. A checklist has been developed in order to trace the documents required during procurement process.</p> <p><u>Responsible Officials</u></p> <p><b>SCM MANAGER , DB Mlondo</b></p> <p><b>ACTING CFO, NM Myeni</b></p> <p><u>Target Date</u></p> <p>With immediate effect</p>	<p><u>Responsible Official</u></p> <p><u>Target Date</u></p>	<p><u>Responsible Official</u></p> <p><u>Target Date</u></p>	<p><u>Responsible Official</u></p> <p><u>Target Date</u></p>

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	material non-compliance with key legislation and will be included in the audit report as such.				
<b>Local content</b>	<p>Local content did not stipulate minimum threshold for local production and content to be considered</p> <p>PPR 9(1) stipulates that an organ of state must, in the case of designated sectors, where in the award of tender's local production and content is of critical importance, advertise such tenders with a specific tendering condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered."</p> <p>(3) Where there is no designated sector, an organ of state may include, as a specific tendering condition, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered, on condition that such prescript and threshold(s) are in accordance with the specific directives issued for this purpose by the National Treasury in consultation with the Department of Trade and Industry.</p> <p>The bid specification for the following local content procurement did not specify the minimum threshold for local production and content which is not less than the</p>	<p><b><u>ACTION TO BE TAKEN</u></b></p> <p>All advertisement for goods and services falling within designated sectors will specify minimum threshold. The bidders will be required to complete the relevant declaration documents.</p> <p><b><u>Responsible Officials</u></b></p> <p><b>SCM MANAGER , DB Mlondo</b></p> <p><b>ACTING CFO, NM Myeni</b></p> <p><b><u>Target Date</u></b></p> <p>07 January 2019</p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>threshold prescribed in the relevant NT Instruction Notes:</p> <p>All amounts paid in respect of these awards should be regarded as irregular expenditure and disclosed as such. This also results in a material non-compliance with legislation and will be reported in the audit report accordingly.</p>				
<b>Declarations not obtained</b>	<p>In terms of section 13 of the general preconditions for consideration of written quotations or bids,</p> <p>a supply chain management policy must state that the municipality may not consider a written quotation or bid unless the provider who submitted the quotation or bid –</p> <p>(c) has indicated -</p> <p>i) whether he or she is in the service of the state, or has been in the service of the state in the previous twelve months;</p> <p>(ii) if the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been</p> <p>(iii) in the service of the state in the previous twelve months; or whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph (ii) is in the service of the state, or has been in the service of the state in the</p>	<p><b><u>ACTION TO BE TAKEN</u></b></p> <p>The management will ensure that declaration forms are completed for all quotes submitted. A checklist has been developed in order to trace the documents required during procurement process.</p> <p><b><u>Responsible Officials</u></b></p> <p><b>SCM MANAGER , DB Mlondo</b></p> <p><b>ACTING CFO, NM Myeni</b></p> <p><b><u>Target Date</u></b></p> <p>07 January 2019</p>			



Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>previous twelve months.</p> <p>This results in a material non-compliance with key legislation and will be included in the audit report as such. All amounts paid in terms of these awards should be regarded as irregular expenditure.</p>				
<b>PRE-DETERMINED OBJECTIVES</b>	<p>Performance indicator not clearly defined</p> <p>In terms of FMPPi chapter 3.2, A performance measure or indicator is well defined when it has a clear definition so that data will be collected consistently and is easy to understand and use.</p> <p>FMPPi chapter 3.2 A target is specific when the nature and required level of performance of the target is clearly identifiable.</p> <p>The following indicator is not well defined and clear.</p> <p>“To ensure 100% completion of gravel roads maintenance project by 30 June 2018.”</p> <p>It does not include a clear description of roads that are going to be maintained. This also results in the level of performance of the target to be not clearly identifiable. A communication has also been raised that the maintenance plan lacks critical information.</p> <p>As a result, thereof, we were unable to obtain sufficient</p>	<p><b><u>ACTION TO BE TAKEN</u></b></p> <p>Similar Performance indicators will be rectified during the amendment of the 2018/2019 SDBIP.</p> <p><b><u>Responsible Officials</u></b></p> <p><b>IDP/ PMS MANAGER, B DUBE</b></p> <p><b>SNR MANAGER TOWN PLANING, N Mathomsi</b></p> <p><b><u>Target Date</u></b></p> <p>25 February 2019.</p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	appropriate audit evidence to support the reported achievement of the target of 100% completion of maintenance of gravel road infrastructure by 30 June 2018. This was due to a lack of a proper technical indicator description that predetermined how the achievement would be measured, monitored and reported. Further we were unable to confirm the reported achievement of the indicator by alternative means. Consequently, we were unable to determine whether any adjustments were required to the achievement of 100% completed as reported in the annual performance report.				
<b>Procurement and contract management</b>	<p>Reasons for deviations are not valid.</p> <p>Municipal Supply Chain Management Regulations 36 requires:</p> <p>Deviation from, and ratification of minor breaches of, procurement processes</p> <p>36. (1) A supply chain management policy may allow the accounting officer-</p> <p>(a) to dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –</p> <p>(i) in an emergency;</p>	<p><b><u>ACTION TO BE TAKEN</u></b></p> <p>A pre-numbered book has been developed with the relevant reasons for deviation as per regulation 36.</p> <p>Management will make sure that deviations are in line with the legislated reason in the SCM regulations.</p> <p><b><u>Responsible Official</u></b></p> <p><b>SCM MANAGER , DB Mlondo</b></p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>(ii) if such goods or services are produced or available from a single provider only;</p> <p>(iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;(iv) acquisition of animals for zoos; or</p> <p>(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes;</p>	<p><b>ACTING CFO, NM Myeni</b></p> <p><u>Target Date</u></p> <p>07 January 2019</p>			
<b>PROCUREMENT AND CONTRACT MANAGEMENT</b>	<p>Awards to persons in service of state and employees with interest</p> <p>In terms of MFMA SCM reg. 13(c)(1) –</p> <p>A supply chain management policy must state that the municipality may not consider a written quotation or bid unless the provider who submitted the quotation or bid –</p> <p>(c) has indicated –</p> <p>(i) whether he or she is in the service of the state, or has been in the service of the state in the previous twelve months;</p> <p>(ii) if the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months; or</p> <p>(iii) whether a spouse, child or parent of the provider or of a</p>	<p><u><b>ACTION TO BE TAKEN</b></u></p> <p>This will be investigated.</p> <p><u>Responsible Officials</u></p> <p><b>SCM MANAGER , DB Mlondo</b></p> <p><b>ACTING CFO, NM Myeni</b></p> <p><u>Target Date</u></p> <p>28 February 2019</p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)															
	<p>director, manager, shareholder or stakeholder referred to in subparagraph (ii) is in the service of the state, or has been in the service of the state in the previous twelve months.</p> <p>The results of our CAATS testing revealed the following exceptions:</p> <p>6.1 The following findings were found to have submitted false declarations as their members were found to be in employed in other state institutions:</p> <table><tr><th>Supplier Name</th><th>CIPC Name</th><th>Government Department</th></tr><tr><td>ICEBOLENKO SI CONSTRUCTION &amp; TRADING</td><td>SIMPHIWE MBUSO VICTOR</td><td>SOUTH AFRICAN POLICE SERVICE</td></tr><tr><td>Emphethweni medical centre (Pty) Ltd</td><td>SIPHESIHLE THULANI</td><td>KZN: HEALTH</td></tr></table> <p>The following employee had an interest in a supplier that did business with the municipality:</p> <table><tr><th>Supplier Name</th><th>Name</th><th>Position</th></tr><tr><td>Emphethweni</td><td>MS TL</td><td>SECRETARY</td></tr></table>	Supplier Name	CIPC Name	Government Department	ICEBOLENKO SI CONSTRUCTION & TRADING	SIMPHIWE MBUSO VICTOR	SOUTH AFRICAN POLICE SERVICE	Emphethweni medical centre (Pty) Ltd	SIPHESIHLE THULANI	KZN: HEALTH	Supplier Name	Name	Position	Emphethweni	MS TL	SECRETARY				
Supplier Name	CIPC Name	Government Department																		
ICEBOLENKO SI CONSTRUCTION & TRADING	SIMPHIWE MBUSO VICTOR	SOUTH AFRICAN POLICE SERVICE																		
Emphethweni medical centre (Pty) Ltd	SIPHESIHLE THULANI	KZN: HEALTH																		
Supplier Name	Name	Position																		
Emphethweni	MS TL	SECRETARY																		

Nature Of Audit Query	Audit Query			Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	i medical centre (Pty) Ltd	NDLOVU	TO THE MAYOR				
	The cases identified are indicative of fraud and should be investigated by management.						
	<b>SCM policy not updated with the latest legislation</b>  In terms of MFMA Circular no 77, circular 81 and National Treasury Instruction No.4 of 2015/16 a municipality must ensure that it policy addresses use of the Web Based Central Supplier Database, Infrastructure, procurement and delivery management.  The current SCM Policy has not been updated to include the Web Based Central Supplier Database, infrastructure, procurement and delivery management and control framework for infrastructure development.			<b><u>ACTION TO BE TAKEN</u></b>  The SCM Policy will be reviewed to cover the provisions of the MFMA Circular 77 and 81.  <b><u>Responsible Officials</u></b>  <b>SCM MANAGER , DB Mlondo</b>  <b>ACTING CFO, NM Myeni</b>  <b><u>Target Date</u></b>  28 February 2019			
<b>Deviations</b>	<b>Deviations not reported to Council at next meeting</b>  Municipal Supply Chain Management Regulation 36 reads: (1) A supply chain management policy may allow the			<b><u>ACTION TO BE TAKEN</u></b>  A pre-numbered book is already being used to track all the			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>accounting officer-</p> <p>a) to dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only -</p> <p>(i) in an emergency;</p> <p>(ii) if such goods or services are produced or available from a single provider only;</p> <p>(iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;</p> <p>(iv) acquisition of animals for zoos; or</p> <p>(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and</p> <p>(b) to ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.</p> <p>(2) The accounting officer must record the reasons for any deviations in terms of sub regulation (l)(a) and (b) and report them to the next meeting of the council, and include as a note to the annual financial statements.</p>	<p>deviations. All the deviations are reported to the Manco and council committees monthly/ quarterly.</p> <p><u>Responsible Official</u></p> <p><b>SCM MANAGER , DB Mlondo</b></p> <p><b>ACTING CFO, NM Myeni</b></p> <p><u>Target Date</u></p> <p>31 March 2019</p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)																								
	<p>The following deviations were not reported at the next council meeting following the approval of the deviation:</p> <table><tr><th>Supplier</th><th>Description</th><th>Amount</th></tr><tr><td>East Toyota</td><td>Toyota Furtuner</td><td>R716 590</td></tr><tr><td>Somkhanda Plant Hire</td><td>Transportation of graders to Rbay</td><td>R60 000</td></tr><tr><td>Kwa-Qiniso Holdings</td><td>Relocation of Park homes</td><td>R31 625</td></tr><tr><td>Judy Magwaza Enterprises CC</td><td>Prayer day - event planner</td><td>R856 430</td></tr><tr><td>Shanti's Electrical</td><td>Transformers</td><td>R533 248</td></tr><tr><td>MetGovis (Pty) Ltd</td><td>Professional services, insight and review of existing valuation roll</td><td>R190 145</td></tr><tr><td>Mdu Shandu</td><td>Rehabilitation of municipal gravel roads</td><td>R980 331</td></tr></table> <p>This results in non-compliance with the MSCM regulations.</p>	Supplier	Description	Amount	East Toyota	Toyota Furtuner	R716 590	Somkhanda Plant Hire	Transportation of graders to Rbay	R60 000	Kwa-Qiniso Holdings	Relocation of Park homes	R31 625	Judy Magwaza Enterprises CC	Prayer day - event planner	R856 430	Shanti's Electrical	Transformers	R533 248	MetGovis (Pty) Ltd	Professional services, insight and review of existing valuation roll	R190 145	Mdu Shandu	Rehabilitation of municipal gravel roads	R980 331				
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Contract management	<p>Section 116 (a) of the MFMA reads:</p> <p>(1) A contract or agreement procured through the supply</p>	<p><b><u>ACTION TO BE TAKEN</u></b></p> <p>Tender/ Bid documents will be</p>																											



Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>chain management system of a municipality or municipal entity must—</p> <p>(a) be in writing;</p> <p>Municipal SCM regulation 21(a) reads:</p> <p>21. A supply chain management policy must determine the criteria to which bid documentation for a competitive bidding process must comply, and state that in addition to regulation 13 the bid documentation must take into account -</p> <p>(i) the general conditions of contract;</p> <p>MFMA sec 116(2)(c) reads:</p> <p>(2) The accounting officer of a municipality must—</p> <p>(c) establish capacity in the administration of the municipality or municipal entity—</p> <p>(i) to assist the accounting officer in carrying out the duties set out in paragraphs (b) and</p> <p>(ii) to oversee the day-to-day management of the contract or agreement; and</p> <p>regularly report to the council of the municipality or the</p>	<p>signed by both parties in the inception meeting of the successful bidders.</p> <p><u>Responsible Officials</u></p> <p><b>SCM MANAGER , DB Mlondo</b></p> <p><b>ACTING CFO, NM Myeni</b></p> <p><u>Target Date</u></p> <p>31 January 2019</p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)												
	<p>board of directors of the entity, as</p> <p>may be appropriate, on the management of the contract or agreement and the</p> <p>performance of the contractor.</p> <p>The following issues were noted:</p> <p>(a) The following contracts where not singed by both parties</p> <table><tr><td>Supplier</td><td>Description</td><td>Amount</td></tr><tr><td>Silo Construction SA</td><td>Construction of Mpevu community hall</td><td>R2 828 281</td></tr><tr><td>Silo Construction SA</td><td>Construction of Ntombikazi community hall</td><td>R2 284 603</td></tr><tr><td>Jabulani Teresa Construction</td><td>Construction of Gobihlahla community</td><td>R2 201 393</td></tr></table>	Supplier	Description	Amount	Silo Construction SA	Construction of Mpevu community hall	R2 828 281	Silo Construction SA	Construction of Ntombikazi community hall	R2 284 603	Jabulani Teresa Construction	Construction of Gobihlahla community	R2 201 393				
Supplier	Description	Amount															
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Nature Of Audit Query	Audit Query				Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	and Services	hall						
	(b) The following contracts were not prepared in accordance with General conditions of contract.							
	Supplier	Description	Amount					
	Brand Partners	Marketing, advertising and communications management	R3 109 462					
	Contour Technology (Pty) Ltd	Supply, delivery and installation of a financial vending system, including 3rd party host vending system	Rate based					
	BBBEE Certificates not obtained				ACTION TO BE TAKEN			
					A checklist has been developed in			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>PPPFA Sec 2(1)(a) reads:</p> <p>Framework for implementation of preferential procurement policy. — (1) An organ of state must determine its preferential procurement policy and implement it within the following framework:</p> <p>(a) A preference point system must be followed;</p> <p>BBBEE points were found to be awarded for the following bids, however no BBBEE certificates were found on file.( Powerite Electrical , Electrical equipment , R40 628)</p> <p>This results in irregular expenditure and a material non-compliance with legislation.</p>	<p>order to trace the documents required during procurement process.</p> <p><u>Responsible Officials</u></p> <p><b>SCM MANAGER , DB Mlondo</b></p> <p><b>ACTING CFO, NM Myeni</b></p> <p><u>Target Date</u></p> <p>31 January 2019</p>			
<b>Indigent Register</b>	<p>Section 64 of the MFMA requires that the accounting officer of a municipality is responsible for the management of the revenue of the municipality. The accounting officer must for the purposes of subsection (1) take all reasonable steps to ensure that the municipality has effective revenue collection systems consistent with section 95 of the Municipal Systems Act and the municipality's credit control and debt collection policy including having and maintaining a management, accounting and information system which-</p> <p>(i) recognizes revenue when it is earned;</p> <p>(ii) accounts for debtors; and</p>	<p><u><b>ACTION TO BE TAKEN</b></u></p> <p>Findings noted and each case will be investigated.</p> <p><u>Responsible Officials</u></p> <p><b>SCM MANAGER , DB Mlondo</b></p> <p><b>ACTING CFO, NM Myeni</b></p> <p><u>Target Date</u></p> <p>28 February 2019</p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>(iii) accounts for receipts of revenue;</p> <p>and that the municipality has and maintains a system of internal control in respect of debtors and revenue, as may be prescribed;</p> <p>The municipality received a 207-18 equitable share allocation of R67,31 million. Part of the equitable share is used to fund free basic services that are meant for the poor.</p> <p>The indigent register was reviewed utilising computer aided auditing techniques (CAATS) which highlighted the following exceptions:</p> <ul style="list-style-type: none"> <li>a) Indigent debtors with no ID Number</li> <li>b) Deceased indigents</li> <li>c) Invalid ID Numbers</li> <li>d) Employed in another government institution</li> <li>e) CIPC Directors All Payments</li> </ul> <p>All of these exceptions identified are indicative of fraud and should be investigated by management.</p>				

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p><b>Lack of approval for indigent debtors</b></p> <p>In terms of Section 62 subsection 1 of the Municipal Financial Management Act 56 of 2003, the accounting officer of a municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure—</p> <ul style="list-style-type: none"> <li>a) that the resources of the municipality are used effectively, efficiently and economically;</li> <li>b) that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards;</li> </ul> <p>In terms of Section 3 of the Mthonjaneni Local Municipality's Indigent Policy, application for Indigent Support:</p> <p>3.1 Indigents, whose level of income is less than the amount determined by Council as qualifying for indigent support, may apply in writing to the Council for such support.</p> <p>3.2 Owners or occupiers who apply for such support shall be required to apply annually, in writing, for such support on the prescribed form.</p>	<p><b><u>ACTION TO BE TAKEN</u></b></p> <p>Application forms in question will be completed in full including the approval sections. However, the indigent applicants were evaluated and then a list of qualifying applicants was approved by Council</p> <p><b><u>Responsible Official</u></b></p> <p><b>SCM MANAGER , DB Mlondo</b></p> <p><b>ACTING CFO, NM Myeni</b></p> <p><b><u>Target Date</u></b></p> <p><b><u>30 March 2019</u></b></p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>3.3 Only registered residential consumers of services delivered by Municipality qualify for support.</p> <p>3.4 No consumer conducting a business on a residential property, with or without special consent from the Council, shall qualify for assistance.</p> <p>3.5 Support in terms of this policy only be provided to owners or residents who occupy the premises.</p> <p>3.6 Applications for support must be made during March of each year and will apply from the first of the month following the month application and will continue for 12 months.</p> <p>3.7 Should further support be required a new application must be lodged.</p> <p>a) No evidence example signature, date, stamp etc. could be sighted on the application form to indicate that the under mentioned indigent debtors were approved by the accounting officer and did qualify for indigent support.</p>				
<b>Appointments</b>	<p>The required minimum competency levels for senior managers, for municipalities with annual budget of a value below R 500 million, as per Government Gazette No.29967 are:</p> <ul style="list-style-type: none"> <li>At least NQF Level 6 in a field relevant to the</li> </ul>	<p><b><u>ACTION TO BE TAKEN</u></b></p> <p>The appointment of Director Technical Services is sub judice. The Municipal Legal advisors are communicating with COGTA on</p>			



Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>senior management position or Certificate in Municipal Management (SAQA Qualification ID No. 48965)</p> <ul style="list-style-type: none"> <li>Minimum 5 years at middle management level, work experience.</li> </ul> <p>The required minimum competency levels for supply chain management managers, for municipalities with annual budget of a value below R 500 million, as per Government Gazette No.29967 are:</p> <ol style="list-style-type: none"> <li>At least NQF level 5 in fields of accounting, finance or economics or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No. 49554)</li> <li>2 years' work experience.</li> </ol> <p>Furthermore:</p> <p>Paragraph 7.2.2 of the Mthonjaneni Municipality Recruitment and Selection Policy states, inter alia that, prior to the recruitment process commencing, the outputs, skills, knowledge and competencies and stated educational requirements as contained in the job descriptions are scrutinized for relevance and applicability.</p> <p>On review of the appointment process for the Director</p>	<p>the matter and we are still waiting for the finalization of the matter.</p> <p>Verification report for the qualifications has been sought. The incumbent will be submitting the diploma certificate end of January 2019.</p> <p><b><u>Responsible Official</u></b></p> <p><b>ACTING Director Corporate Services, N Mathe</b></p> <p><b><u>Target Date</u></b></p> <p>31 January 2019</p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>Technical Services, it was noted that the applicant appointed does not possess the required minimum experience of 5 years at middle management level, no remedial action was noted in this regard.</p> <p>The SCM Manager does not possess a B.com Degree or National Diploma in finance with accounting or supply chain management as a major subject, from recognised tertiary institution. Though the applicant has N4, N5 and N6, which equates to a National Diploma, there is no certified copy of the National Diploma, furthermore the applicant had completed a consent form for verifications, but was not signed by the municipality, and was never submitted to V Report, for verification.</p>				
<b>Disciplinary Committee</b>	<p>In terms of Municipal Regulations on Financial Misconduct Procedures and Criminal Procedures Government Gazette No. 37682, of 30 May 2014 4(1) of the establishment of disciplinary board and its functioning a municipal council must establish a disciplinary board to investigate allegations of financial misconduct in the municipality and to monitor the institution of disciplinary proceedings against an alleged transgressor. The board is an independent advisory body that assists the council with the investigation of allegations of financial misconduct, and provides recommendations on further steps to be taken regarding disciplinary</p>	<p><b><u>ACTION TO BE TAKEN</u></b></p> <p>Item on establishment of the disciplinary board will be taken to council for approval as per government gazette no. 37682</p> <p><b><u>Responsible Official</u></b></p> <p><b>ACTING Director Corporate</b></p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>proceedings, or any other relevant steps to be taken.</p> <p>Further a disciplinary board must consist of maximum five members appointed on a part- time basis by the council for a period not exceeding three years, in accordance with a process as determined by the municipal council.</p> <p>Discussions held with officials confirmed that a Disciplinary Committee was established however no documentary evidence could be provided to confirm that the establishment thereof.</p>	<p><b>Services, N Mathe</b></p> <p><u>Target Date</u></p> <p>31 March 2019</p>			
<b>Property, plant and equipment</b>	<p>Property, plant and equipment – assets under-insured</p> <p>In terms of Section 62 of the Municipal Finance Management Act, Act 56 of 2003, the accounting officer of a municipality is responsible for managing the financial administration of the municipality and must for this purpose take all reasonable steps to ensure:</p> <p>a) that the resources of the municipality are used effectively, efficient and economically.</p> <p>b) that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards.</p> <p>c) that the municipality has and maintains effective, efficient and transparent systems</p>	<p><u><b>ACTION TO BE TAKEN</b></u></p> <p>The difference between the assets book value and the insured value was largely due to the reclassification of the asset items to meet the MSCOA requirements. The reclassification exercise was finalized towards the end of the financial year.</p> <p><u>Responsible Official</u></p> <p><b>ACTING CFO, NM Myeni</b></p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)																												
	<p>As per the table below it is observed that the assets of the municipality are under-insured by R16,69 million. This places the municipality at a risk should a disaster occur and assets may not be adequately replaced.</p> <table><tr><td>Assets</td><td>30 June 2018</td><td>Insurance contract</td><td>Difference</td></tr><tr><td>Buildings</td><td>0</td><td>R 49 037 478.00</td><td>-R 49 037 478.00</td></tr><tr><td>Electricity</td><td>R 67 703 563.00</td><td>R 3 874 269.00</td><td>R 63 829 294.00</td></tr><tr><td>Furniture</td><td>R 877 956.00</td><td>R 505 308.00</td><td>R 372 648.00</td></tr><tr><td>Vehicles</td><td>R 7 306 250.00</td><td>R 7 045 249.30</td><td>R 261 000.70</td></tr><tr><td>Machinery &amp; Equipment</td><td>196.00</td><td>976.00</td><td>220.00</td></tr><tr><td><b>Total</b></td><td><b>R 79 058 965.00</b></td><td><b>R 62 373 280.30</b></td><td><b>R 16 685 684.70</b></td></tr></table>	Assets	30 June 2018	Insurance contract	Difference	Buildings	0	R 49 037 478.00	-R 49 037 478.00	Electricity	R 67 703 563.00	R 3 874 269.00	R 63 829 294.00	Furniture	R 877 956.00	R 505 308.00	R 372 648.00	Vehicles	R 7 306 250.00	R 7 045 249.30	R 261 000.70	Machinery & Equipment	196.00	976.00	220.00	<b>Total</b>	<b>R 79 058 965.00</b>	<b>R 62 373 280.30</b>	<b>R 16 685 684.70</b>	<p><u>Target Date</u></p> <p>30 June 2019</p>			
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<b>ROAD INFRASTRUCTURE</b>	<p>Lack of formal policy for the management of road infrastructure</p> <p>The Municipal Systems Act, Act 32 of 2000, section 11(3) (a) states that “A municipality exercises its legislative or executive authority by—</p>	<p><u>ACTION TO BE TAKEN</u></p> <p>A Specification (covering road maintenance plan and policy, RAMS &amp; SCIPDM POLICY) has been done, a Consultant will be appointed from a panel of service</p>																															

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>Developing and adopting policies, plans, strategies and programmes, including setting targets for delivery.</p> <p>During the audit of road infrastructure at the Mthonjaneni Municipality it was noted that the municipality did not have an approved policy on roads clearly indicating the following:</p> <ul style="list-style-type: none"> <li>• Strategic planning</li> <li>• Proactive and routine maintenance planning</li> <li>• Funding of new road infrastructure and maintenance of existing road infrastructure</li> <li>• Management information system</li> <li>• Addressing backlogs</li> </ul> <p>The absence of an approved Roles and responsibilities of the staff members policy and procedures to manage road infrastructure, could result in the following:</p> <ul style="list-style-type: none"> <li>• Staff not aware of their roles and responsibilities</li> <li>• Each division unaware of their roles and functions</li> </ul>	<p>providers form MIG Projects. It will be prudent that we utilise one of our Consultants from MIG Projects as they will provide professional Engineering skills in procuring and implementation of our road infrastructure maintenance/policies. Appointment is targeted to start on 21 January 2019 to speed up the processes.</p> <p><b><u>Responsible Official</u></b></p> <p><b>Director Technical Services: SF Mchunu</b></p> <p><b><u>Target Date</u></b></p> <p>21 January 2019</p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<ul style="list-style-type: none"> <li>Road infrastructure backlogs not being addressed</li> </ul> <p>Although this matter was raised in the two preceding financial years and management did commit in both its action plan for the 2105-16 and 2016-17 financial years to develop and implement a policy, this has not been done to date.</p>				
	<p>No approved road maintenance strategy in place and maintenance plan lacks critical information</p> <p>The Local Government Capital Asset Management Guideline states:</p> <p>“Once the asset policy has been formulated, operation and maintenance plans should be developed to give effect to the policy.</p> <p>Operation and maintenance plans define the approaches to be used, and what needs to be done, to optimise performance and asset life. The objective of operation and maintenance plans is to ensure that:</p> <ul style="list-style-type: none"> <li>Assets remain appropriate to programme</li> </ul>	<p><b><u>ACTION TO BE TAKEN</u></b></p> <p>A Specification (covering road maintenance plan and policy, RAMS &amp; SCIPDM POLICY) has been done, a Consultant will be appointed from a panel of service providers form MIG Projects. It will be prudent that we utilise one of our Consultants from MIG Projects as they will provide professional Engineering skills in procuring and implementation of our road infrastructure maintenance/policies.</p> <p>Appointment is targeted to start on 21 January 2019 to speed up</p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>requirements.</p> <ul style="list-style-type: none"> <li>Assets are efficiently utilised;</li> <li>And assets are maintained in the condition necessary to support programme delivery at the lowest possible long-term cost”.</li> </ul> <p>It was noted that the municipality did not have an approved maintenance strategy.</p> <p>A maintenance strategy is a comprehensive plan that:</p> <ul style="list-style-type: none"> <li>defines the asset, the performance required of it, and the level to which it is to be maintained;</li> <li>identifies the risks associated with the chosen strategy in terms of service delivery in the event of asset failure;</li> <li>describes the systems (not specifically IT) and procedures to be used to plan and manage the maintenance work;</li> <li>specifies the types of maintenance to be carried out (i.e. in-house or outsourced), and why;</li> <li>nominates the means of resourcing and</li> </ul>	<p>the processes.</p> <p><u>Responsible Official</u></p> <p><b>Director Technical Services: SF Mchunu</b></p> <p><u>Target Date</u></p> <p>21 January 2019</p>			



Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>implementing maintenance;</p> <ul style="list-style-type: none"> <li>• indicates any requirements for in-house spare parts and any specialist equipment needed to maintain certain assets; and</li> <li>• outlines the projected costs of routine (and corrective/preventive) maintenance and forecasts major replacements for the next 5–10 years, depending on the type of asset</li> </ul> <p>The municipality does have a maintenance plan (dated 2014) in place but it is not comprehensive as it does not provide for critical aspects, as per the abovementioned guideline, which is necessary for the efficient management of the assets. In terms of the above mentioned guideline, maintenance plan should include the following:</p> <ul style="list-style-type: none"> <li>• definition of maintenance standards;</li> <li>• allowance for the rectification of existing defects;</li> <li>• description of the work to be carried out; and</li> <li>• forecast of the necessary maintenance, major repairs and preventative maintenance expenditure for the planning period.</li> </ul>				

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<ul style="list-style-type: none"> <li>the entire road network and the condition of the road network including the visual condition index (VCI)</li> </ul> <p>Consequently, the lack of a comprehensive strategy and plan impacts negatively on the efficient management of the asset and its continued value in providing effective and quality service delivery.</p> <p>Furthermore, management is not in a position to make informed decisions, e.g. prioritising which roads require urgent intervention. The following findings serve as examples:</p> <p>a. The following two roads are examples of upgrading/rehabilitation undertaken in 2017-18 which were not included in the maintenance plan:</p> <ul style="list-style-type: none"> <li>Project Name: Hawai Gravel Road and Related Works</li> </ul> <p>Contract No: M1027-2016/17</p> <ul style="list-style-type: none"> <li>Project Name: Nkakhwini and Sangoyana gravel Roads Contract No: M1028-2016/17</li> </ul>				

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>b. No planned maintenance conducted for the 2017-18 financial year has a high probability of deterioration as well as an increase in repair and maintenance costs.</p> <p>c. No conditional assessments were conducted to update the road maintenance plan due to a lack of funding and therefore management could not make informed decisions on its maintenance priority.</p> <p>d. The road maintenance plan did not include the roads taken over by Mthonjaneni Local Municipality from Ntambanana Local Municipality, thus impacting negatively on the completeness of the maintenance plan.</p>				
<b>Road Asset Management System</b>	<p>Paragraph 4.2.1 of the road infrastructure strategic framework of South Africa (RISFSA) defines a road asset management system (RAMS) as follows:</p> <p>“it is a structured procedure, to facilitate coordination and project management of all road networks aimed at ensuring the desired service delivery. RAMS comprises of various systems such as:</p> <ul style="list-style-type: none"> <li>• Construction management system</li> </ul>	<p><b><u>ACTION TO BE TAKEN</u></b></p> <p>Specification (covering road maintenance plan and policy, RAMS &amp; SCIPDM POLICY) has been done, a Consultant will be appointed from a panel of service providers from MIG Projects. It will be prudent that we utilise one of our Consultants from MIG Projects as they will provide professional Engineering skills in procuring and implementation of</p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<ul style="list-style-type: none"> <li>• Pavement management system</li> <li>• Maintenance management system</li> <li>• Bridge management system</li> </ul> <p>Road network information is a basic requirement for planning and budgeting purposes. If accurate information is kept it will ensure that the priorities outlined in the IDP are met and aligned with the community's needs.</p> <p>An audit at the municipality indicated that the municipality has a manual RAMS document in place, however it only indicates the completed projects from 2011 to 2015 as well as the roads that needed to be constructed. This document does not suffice as RAMS and lacks the critical information as outlined in Paragraph 4.2.1 of the RISFSA (as explained above).</p> <p>Furthermore, management did indicate in the previous financial years that a Road Network Assessment was done and documented and that the Technical Department will develop the RAMS before the end of the 2015-16 financial year and this is still not done to date in the 2017-18</p>	<p>our road infrastructure maintenance/policies. Appointment is targeted to start on 21 January 2019 to speed up the processes.</p> <p><u>Responsible Official</u></p> <p><b>Director Technical Services: SF Mchunu</b></p> <p><u>Target Date</u></p> <p>21 January 2019</p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>financial year.</p> <p>Consequently, management is not in a position to make informed decisions to manage its road network and to adequately plan for necessary intervention. Failure to appropriately manage road network would lead to unsustainable increase in costs which according to RISFSA is estimated between 6 to 18 times more.</p> <p>Cognisance must also be taken of the fact that in response to this finding in the previous financial year, management did indicate in their action plan that the King Cetshwayo District Municipality will coordinate the municipal training on the RAMS software that will assist the local municipalities to access the data on the internet. Although the training was arranged for August 2018, there was no evidence that training had taken place.</p>				
	<p>Evidence and Approval of the requirements of SIPDM into the SCM policy not provided</p> <p>In November 2015 National Treasury issue the Standard for Infrastructure Procurement and Delivery Management (SIPDM) in order to improve project outcomes. The effective implementation date by organs of state subject to MFMA was 1 July 2016. The full implementation of the</p>	<p><b><u>ACTION TO BE TAKEN</u></b> The policy will be developed and tabled to Council for adoption</p> <p><b><u>Responsible Official</u></b></p> <p><b>Director Technical Services: SF</b></p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>SIPDM, which is expected to deliver better value for money within an auditable system, requires that a number of actions be undertaken, and one of the action is to establish a suitable SCM policy for Infrastructure Procurement and Delivery Management. This policy should be approved by the head of Department and incorporate the following:</p> <ul style="list-style-type: none"> <li>• assign responsibilities for approving or accepting deliverables associated with a gate in the control framework or authorising a procurement process or procedure;</li> <li>• establish committees which are required by law, or equivalent quality management and governance arrangements;</li> <li>• establish delegations for the awarding of a contract or the issuing of an order; and</li> <li>• establish ethical standards for those involved in the procurement and delivery of infrastructure.</li> </ul> <p>According to the instruction by National Treasury the SCM policy should have been completed by 1 April 2017 but this has not been done to date.</p> <p>The SIPDM provides a control framework for the planning, design and execution of infrastructure projects which are required to provide better quality of life for the citizen of</p>	<p><b>Mchunu</b></p> <p><u>Target Date</u></p> <p>31 March 2018</p>			

Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	the country. Therefore, any delay in implementing the requirements of the SIPDM will affect the timely delivery of all infrastructure projects prolonging better service delivery and value for money.				
<b>INFORMATION SYSTEMS</b>	<p>Disaster Recovery Plan not tested</p> <p>A Disaster Recovery Plan (DRP) was in place; however, it had not been tested by the municipality to assess its effectiveness in recovering critical IT resources in the event of a disaster. Furthermore, the DRP requires updating as the server rooms have been merged into a single room and the DRP needs to be reflective of that.</p> <p>Without testing the DRP, the municipality may not be aware of any shortcomings in the plan and will not be able to assess its effectiveness in an objective and quantifiable manner. If the DRP is not reflective of the current IT environment at the municipality it may not be an adequate reference to effectively to restore IT systems. The risk has however not materialised during the 2017-18 as there were no disruptions during the year that required the DRP to be invoked.</p> <p>This is a repeat finding from the prior year.</p>	<p><b><u>ACTION TO BE TAKEN</u></b></p> <p>Periodic testing of the Disaster Recovery Plan (DRP) will be performed to ensure that the steps detailed within the DRP policy are adequate to restore the municipality's business operations in a timely manner. The test result will be formally documented and distributed to the relevant staff within the municipality. A provision will be done during the adjustment budget.</p> <p><b><u>Responsible Official</u></b></p> <p><b>IT Manager: KG Mbatha</b></p> <p><b><u>Target Date:</u></b></p> <p><b>31 March 2019</b></p>			



Nature Of Audit Query	Audit Query	Audit Response (Quarter 1)	Audit Response Progress (Quarter 2)	Audit Response Progress (Quarter 3)	Audit Response Progress (Quarter 4)
	<p>Network diagram not documented</p> <p>A network diagram that reflects the current IT infrastructure of the municipality had not been documented.</p> <p>In the absence of a complete, accurate and approved network diagram the municipality may not be able to effectively manage and assess the overall security of its network infrastructure.</p> <p>The municipality is busy upgrading and making changes to its network and only once this process is finalised can the network diagram be documented.</p>	<p><b><u>ACTION TO BE TAKEN</u></b></p> <p>A new network diagram will be documented and sent to management for review and approval.</p> <p><b><u>Responsible Official</u></b></p> <p><b>IT Manager: KG Mbatha</b></p> <p><b><u>Target Date:</u></b></p> <p><b>31 March 2019</b></p>			

## **AUDIT COMMITTEE REPORT**

## **ANNEXURE A**

### **AUDITED ANNUAL FINANCIAL STATEMENTS 2017/2018**



**MTHONJANENI  
MUNICIPALITY**

21 Reinhold Street, Melmoth, 3835, Tel: 035 450 2082,  
Postal Address: PO Box 11, Melmoth, KwaZulu-Natal, 3835  
[www.mthonjaneni.org.za](http://www.mthonjaneni.org.za)