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INTRODUCTION

This is the annual report for 2011/2012 financial year. It will provide the outline of the targets set and the progress made to all the projects reflected in the previous Service Delivery and Budget Implementation for the year in question. The projects that were dealt with outside the projects reflected in the SDBIP will also be reflected to outline the activities managed in its entirety

The annual reports are developed in line with the existing legislative guidelines such as the Municipal Finance Management Act, Act No. 56 of 2003 and the Municipal Systems Act, Act No. 32 of 2000. This report is prepared annually and is linked to the Integrated Development Plan and Budget.

The municipality is compelled in terms of Section 214 (a), (b) & (c) of the Constitution of South Africa to undertake the annual report for financial allocations of the equitable share across the various spheres of government. This report will provide an annual reporting for the previous financial year for the mayor to provide his oversight and for the council to consider the report in line with Section 54 (1) (2) & (3) and any possible financial constraints.

The purpose of the annual report is to provide council with the departmental performance over a period of a year. The intention is for monitoring and evaluation of the institutions performance

MUNICIPAL MANAGER'S OFFICE

OBJECTIVES:

- To put into place a system that will allow for consistent monitoring and evaluation both full time employees and Managers
- To improve cooperative and good governance

FOCUS AREA/DELIVERABLES	ACTIVITIES	RESPONSIBLE OFFICIAL	TIME FRAME	KPI OUTPUT	PROGRESS TO DATE	CHALLENGES
Performance Management system	Submission of monthly reports Review of monthly, & quarterly reports	Municipal Manager	Monthly /quarterly	Adopted reports	The municipality managed to put together all the reports as required by the legislation. The monthly and quarterly reports were presented to the executive committee. Through the Mayor all those reports were presented to the council for noting and the council referred to the MPAC for assessment.	NONE
	Engagement of Mayor/Municipal Manager to assist in the reveiwal of reports	Municipal Manager / Mayor		Appointment letter	This function was outsourced to Ilitha Lelizwe. The reports were reviewed and the findings were presented to the audit committee for the attention of the Management through	NONE

					our internal auditor. The MPAC also reviewed the reports and presented their findings to the Council for noting and approval of the report.	
	Assessment of the 1 st quarter report	Municipal Manager and the PMS committee	October 2011	Adopted reports	Assessment done by the Audit committee and MPAC	NONE
	Submission and formal assessment of both quarterly and midterm reports	MM	January 2012	Adopted reports	The report was reviewed by the Audit committee and the MPAC	NONE
	Submission of quarterly report	Municipal Manager	April 2012	Adopted report	The 3 rd quarter report was presented to the council committees and has been presented to the council and referred to MPAC to review	NONE
	Submission of annual reports	Municipal Manager	August 2012	Adopted report	The draft annual report was due for submission to the office of the Municipal Manager on	NONE

					the 25 th of August 2012	
Intergovernmental Relations	Establish government structures at municipal level	Municipal Manager	September 2011	Established oversight structure	The IGR structure was launched and adopted the schedule of sitting of the structure the only challenge is the meaning of the IGR to the sector departments	NONE
	Sitting of cluster meetings	Municipal Manager	Bi monthly	coordinated programmes	The cluster meetings sat according to the schedule adopted by the IGR	Poor attendance by the departments
	IGR Meetings	Municipal Manager	November Quarterly	Coordinated programmes from spheres government	The IGR meetings were scheduled and sat	None
INTERNAL AUDIT						
Risk Assessment	Identifying the risks within the municipality and developing the risk assessment register. Develop a risk based audit plan	July 2011	Internal Auditor	Compiled of risk register and a report was submitted	None	Risk Assessment

Review of quarterly performance reports	Test the implementation of the municipality's performance management processes. Test whether performance reports are aligned with targets set in service delivery and budget implementation plans (SDBIP) and performance agreements of senior managers.	Quarterly	Internal Auditor	Internal audit report submitted to the audit committee	None	Review of quarterly performance reports
Annual Financial Statements Review and Working Paper File	To test whether the Annual Financial Statements has been disclosed according to the approved reporting standards, working papers	August	Internal Auditor	AFS reviewed by the audit committee before submission to the office of the AG	None	Annual Financial Statements Review and Working Paper File

	are attached. Test the accuracy of the totals and balances of the statements (e.g. Statement of Financial Performance, Trial balance, Cash flow etc.)					
Audit committee report to the council	To table the audit committee/ oversight report to the council	June 2012	Audit committee	The audit committee report was tabled to the council	None	Audit committee report to the council
Communications	Establishment of the Local Communication Forum	Miss.Samka		Coordinated programs of sector departments and fully functioning LFC	The Forum has been established and recommended that the Forum sit on monthly basis	
	Development of communication strategy and ensure adoption	Miss. Samka		Adopted Strategy	The draft strategy has been developed together with the communication plan and was adopted in the council meeting held on the 1 st June 2012.	

	Establishment of Ingquza Hill Newsletter	Ms Samka	half yearly	copies of Ingquza Hill newsletter	Development of the Newsletter is in progress and was delayed due to non availability of funds and has been passed to the new financial year.	
	Ingquza Hill Website Launch	Ms Samka	August 2011	upgraded and functioning of Ingquza Hill Website	The launch took place on the 27 August 2011 at Lusikisiki College. All stakeholders were present. 200 T-shirts and pens with Municipal website printed on were distributed in the Launch.	
COUNCIL SUPPORT						
<ul style="list-style-type: none"> To ensure that Council and its committees and office bearers are provided with the necessary support and resources; To ensure that Council is adequately supported legally 						
Council Support	Council meetings	Municipal Manager	Quarterly	Adopted reports	Council meetings sat at least 8 times, to consider reports for compliance and other matters that required council resolution	

	Municipal Public Accounts committee	Municipal Manager	Quarterly	Oversight role	MPAC was established and well functioning and has reviewed the reports (quarterly, half yearly and annually)	
	Standing Committee meetings	Municipal Manager	Bi monthly	Recommendations to the Executive committee	Standing committee meetings sat in accordingly and considered departmental reports and made recommendations to the Executive committee	
Public Participation						
Objective: to ensure a maximum participation of community on government programs						
Public Participation	Ward Committees	Municipal Manager		Established ward committees	In compliance with the municipal legislation the ward committees were established to ensure the maximum involvement of the citizens in the	Not all ward committee members attended the trainings

					affairs of council. All ward committee meetings have sat on monthly basis. Training of 256 number of ward committees by local government was done.	
	Election of Ward committee members	Municipal Manager			Notice was publicized for the election of ward committee members, nomination processes were followed and are fully functioning	None
	Coordination of CDWs			Linked programmes	Programmes conducted jointly	

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CORPORATE SERVICES SECTION

KPA: Human Resource Administration and Management

OBJECTIVE: To improve the management of worker benefits and to improve skills of employees, councillors and the community as a whole

PROJECT	TIMEFRAME	RESPONSIBLE OFFICIAL	PROGRESS	CHALLENGES
Formulation of new policies & reviewal of approved policies	June 2012	Mphako	All Policies have been presented to the Council Policy Workshop for review and adoption The following new Human Resource policies were introduced: Leave Policy and Resettlement Policy. All the policies were adopted by Council on the 01 st June 2012.	None
Recruitment and Selection	June 2012	Ms. Gumenge	Recruitment was completed for the following posts: Building Control Officer, Technician (Capital Projects), HRD Officer, Whip's Clerk, and 2 X Community Liaison Officers. One advertisement, which closed on the 07 th June 2012, has been issued this term for the following posts: Manager (Financial Planning), Administration Officer, Assistant Superintendent (Traffic Services), ENatis Supervisor, PA to the Director (Planning and Development) and Procurement Clerk.	None
Administration of Leaves & Payroll	Monthly until June 2012		Payroll amendments, capturing of leaves on the system and checking of leave registers are all done on a monthly basis. This was done and reported on monthly throughout the year	None

Maintaining labour relations	Bi monthly till June 2012	Labour Relations Officer	<p>The Local Labour Forum was formed and has been taken for training on responsibilities and general labour matters that need the attention of the forum.</p> <p>The first meeting set in November 2011.</p> <p>Workshops on disciplinary code and procedure collective agreement and grievance procedure with managers and supervisors as well as unions were done</p>	None
		Labour Relations Officer	An out of court settlement was reached with Mr Rhini and his case was withdrawn from the labour court	None
		Labour Relations Officer	One meeting was held with SAMWU and IMATU in order to identify areas of mutual concern and to establish communication channel in addition to the local labour forum.	None

KPA: SKILLS DEVELOPMENT

OBJECTIVE: To improve skills level and performance level of the Municipality

PROJECT	TIMEFRAME	RESPONSIBLE OFFICIAL	PROGRESS	CHALLENGES
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<p>Training of councillors and officials</p>	<p>June 2012</p>	<p>Miss Sompeta N.C.</p>	<p>Training on computer literacy for Exco members was arranged.</p> <p>Training for 5 officials in the ENatis system has been done.</p> <p>Coordination of the SETA programmes for training, learner-ships and internship for unemployed has been started.</p> <p>ICT connectivity workshop was attended by 1 official</p> <p>SDF LGSETA program was attended by the skills development facilitator of the municipality.</p> <p>Training for the Local Labour Forum has been done.</p> <p>Risk management workshop was done.</p> <p>The HR Administration Officer, Expenditure Accountant and Jnr Accountant (Payroll) attended a two days training by SARS on Medical Aid Tax organised by the Services SETA;</p> <p>The HR Administration Officer, Jnr Accountant Payroll, and Payroll Clerk attended PayDay Training on Tax Reconciliation</p> <p>The Workplace Skills Plan has been compiled and submitted to the Local Government Sector Education and Training Authority (LGSETA)</p>	<p>The Skills Development Committee meetings called are unsuccessful.</p>
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EMPLOYEE ASSISTANCE PROGRAMME: To enhance work performance, profitability and productivity of the organisation by addressing personal and work related issues affecting productivity				
EAP Awareness Campaigns and Workshops for IHLM employees	June 2012	EAP Officer	One-on-One meetings with Heads of Department on the importance of EAP in the municipality. Workshops for employees were done.	None
Counselling , Professional Advice and medical consultations & EAP Evaluation	June 2012	EAP Officer	Counselling session, with a follow-up with recommendations has been done with employees	Employees still hesitant to use the services of the EAP Officer due to stigmatization
KPA: Provision of Information & Communication Technology Services				
OBJECTIVE: To provide sustainable service delivery through maintenance & improvement of ICT infrastructure and systems				
Procurement, repairs of ICT infrastructure and Software licensing	Quarterly until 30 June 2012	Mr Gqamane	Laptops with 3g cards(councillors) were purchased for councillors and officials The contract for the Payroll System (Pay Day) has been renewed for another year. Email addresses have been created for all councillors A service provider has been appointed for the implementation of the bulk sms services for the municipality. This is going to be a tool to improve and quicken communication both in the municipality and between the municipality and residents	None

			<p>Contract for the mail servers has been renewed</p> <p>Data Projector has been procured.</p> <p>The UPS for the ICT office was purchase</p> <p>Payroll printer that prints payslips was purchased.</p> <p>All necessary information for the financial year of July 2011 to June 2012 has been placed on the website</p> <p>Munisoft recovery plan project has been tested and it's working.</p> <p>Draft recovery plan for the municipality has been finished</p>	
KPA: Provision of Administration services				
OBJECTIVE: To improve office environment, office ethics and service delivery in general				
Procurement of office equipment	31 August 2011 to June 2012	Mfingwana	Mobile offices have been purchased for Lusikisiki and Flagstaff. Telephone connection for the offices is in place	
Provision of registry & reprographic services	Monthly until June 2012	Mfingwana	Photocopy machines are in good order as new rental contract for faxes and copiers was implemented.	

KPA: Provision & maintenance of Customer Care Services

OBJECTIVE: To manage & improve relations between the Municipality and the community in line with the Batho Pele principles

Provision of reception services	Monthly until June 2012	Mfingwana	The provision of reception services has been done and monitored daily	None
Implementation of Batho Pele	June 2012	Mfingwana	<p>Upgraded signage at both entrances to the municipality along the R61 national road. Upgraded signage from Qaukeni to reflect Ingquza Hill Local Municipality.</p> <p>Business cards, diaries and name tags were done for councillors and officials</p> <p>The complaints management system and the management of suggestion boxes is monitored regularly and interaction is done with the department of local government and traditional affairs in order to keep up with the latest benchmarks on service standards. The municipality has also incorporated the Presidential hotline as part of its operations</p>	None

BUDGET AND TREASURY OFFICE

PROJECT	ACTIVITIES	RESPONSIBLE OFFICIAL	TIME FRAME	ACHIEVEMENT	DEVIATION FROM THE TARGET
Awareness meeting for rate payers and implementation of credit control policy		Portfolio Head, MM, CFO and All Other Managers	Quarterly	One meeting was held with rate payers at Flagstaff and there has been written communications between the municipality and rate payers	N/A
Provision of accurate billing and data cleansing	<p>Early identification of discrepancies between billings and deed search reports</p> <p>Updating of debtors accounts</p> <p>Age Analysis Report</p>	Fin Manager and Rev Accountant	<p>July 2011 to Dec 2011</p> <p>Monthly</p> <p>Monthly</p>	<p>Data cleansing was done and continuing as we receive complaints and/or amendments</p> <p>Updated</p> <p>Report drawn for the year</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>
Debtors reconciliation	Reconciliation of age analyses with payments	Finance Manager and Accountants		100% reconciliations have been done for the year	None

Formulation of revenue committee	Development of action plan Implementation of action plan Review and Monitoring of the action plan	MM & CFO	Quarterly by the15	Not done	This has to be headed by political leadership
Cash Management	Balancing daily receipts and banking. Monitoring cash control sheets Monthly income projections & variance	Cashers & Junior Accountant Jnr Acc Reveue Acc	Daily & Monthly Daily Monthly	100% achieved done on a daily bases and reconciled/reported monthly Signed by Jnior acc before daily banking Monthly reports	N/A N/A N/A
Indigent Support (FBS)	Issuing of indigent applications Reconcile the indigent beneficiaries from low cost houses Scrutinising and approving of indigent applicants Update the Indigent	Community and Social Services Department	July 2011 to June 2012	Subsidized according to requests from Community services/Infrastructure	None N/A

	Register Payment of indigent service supplier	Expenditure Acc	Twice in a month	Payment of creditors within 30days(MFMA)	
Bank reconciliations	Verification of bank balances and cash book balances Follow ups on identified reconciling items Reversing of stale cheques	Fin. Manager	Monthly by the 15 th Monthly by the 15 th Monthly by the 15 th	Bank reconciliations are done on a monthly bases Bank recon Bank recon	None N/A N/A
Discounting of debtors	Calculation of interest on outstanding debtors(backward) Levying of interest on outstanding debtors(once approved by Council)	Revenue accountant & Finance Manager Rev Acc	Monthly Monthly	This will be done provisionally on compilation of AFS using the prime interest rate(will be done monthly once the Council has taken a resolution to charge interest) Not yet approved by Council	Council resolution stating the interest rate

Enatis reconciliation –	Updated recons and easy identification of Gaps	Revenue Accountant and Natis Supervisor	Monthly by the 15th	Receipts are being captured: partially achieved	Reconciliation is done by Community and Social Services Department
Reporting and variance analyses	Monitoring of budget and cash-flow projections Issuing monthly budget statements and actual	All Accountants Finance Manager	10 th of every month 10 th monthly	Achieved : 100%, reports are submitted to management monthly Monthly report	None N/A
Revenue collection	Collection of budgeted revenues for the department Issuing of statements to debtors Attending to customer complaints	Rev. Accountant, Fin Manager Rev Acc Rev Acc	Monthly, Quarterly, Yearly Monthly Ad-hoc	Achieved : 100%, reports are submitted to management monthly 100% all the bills were issued for the year Customer queries were attended and resolved	None None N/A
Grant Income	Collection of budgeted revenues for the Municipality from the funding offices Reconciliation of grants received Prepare and submit grant reports to transferring officers	Rev. Accountant, CFO Finance Manager Budget acc.	Per Schedule of transfers 15 th Monthly 1 5 th Monthly	100% achievement, grants are recorded and reported as they are received Grant register was prepared for the year ended 2012 S71 reports, yearly returns	None N/A N/A

Receiving of Creditors vouchers/claims	Update of creditors to be paid on the payment list/system and/or FNB Reconciliation of requests with orders	Expenditure Clerk & Expenditure accountant SCM	Before the 10 th & 25 th of every month for creditors including s&t claims Monthly on receipt of a request	Recommended payment listing is inspected and paid Payments do not exceed what was issued in the order(record of payment history is attached)	Late payment/requisitions submissions N/A
Creditor payments with EFT or Cheques	In-time payments to the creditors. Compliance with MFMA	Expenditure Accountant Finance Manager	15 th and month end of every month for creditors	Recommended payment listing is inspected and paid Payments were made within 30 days	Late payment/requisitions submissions
Issuing of cheques	Sign off of Cheque register list with the Exp Clerk Issuing of cheque to services providers by filling the register form Deposit of cheques to the relevant banks	Sign off of Cheque register list with the Exp Clerk Issuing of cheque to services providers by filling the register form	After 15 and after month end	Achieved : cheques are issued as people collect them after the payment dates, ie, 15 th and month end	N/A

		Deposit of cheques to the relevant banks			
Reconciliation of creditors accounts and statements	Verification of invoices to statements vs GL history Accurate age analysis.	Expenditure Accountant Expenditure Accountant	Monthly by the 5 th	Done on a monthly bases, 100%	None
Bank reconciliations	Verification of bank balances and cash book balances	Finance Manager	Monthly by the 5 th	Bank reconciliations are done on a monthly bases	None
Consolidated report of all withdrawals made	Expenditure report	Expenditure Accountant	Quarterly	S71 reports	None
Expenditure Forecasts and Variances	Control of budget & expenditure.	Finance Manager	5 th monthly	Done monthly and shown in the monthly report	None
Payroll	To obtain a file of amendments from HR for consideration	Junior Payroll Accountant	15 th of every month	Achieved monthly	N/A

Payroll final review	Verification of salaries and amendments	Finance Manager	23 th of every month	Achieved monthly	N/A
Payroll Payment	Processing of salaries for Councillors, casuals and employees on FNB before the 25 th	Expenditure Accountant	25 th of every month or the last working day if the 25 th is on the weekend/holiday	Achieved monthly	N/A
Payroll System Closure & Printing Reports	Proper internal control of Payroll System	Junior Payroll Accountant & System Administrator	25 th of every month	N/A	This function is not our function it belongs to HR
General Ledger Interface	Linking of GL accounts with Payroll accounts	Junior Payroll Accountant	Before the end of every month	GL is updated on a monthly bases for cash base items	N/A
Expenditure forecast and variance analysis	Report of monthly expenditure forecasted Report on budget versus actuals analysis	Finance Manager	Monthly by the 10 th	Achieved monthly: monthly report submitted to management	None
Personnel Expenditure	Processing of personnel expenditure	Exp Accountant, Fin Manager	Monthly	Salaries are paid on a monthly bases on time	N/A

General Expenses	Processing of payments and reporting back about the budget	Exp. Acc & Finance Mngr	Monthly	Achieved monthly: monthly report submitted to management	None
Asset Verification	Asset count of the existing Assets Reconciliation of Asset Register Updating of asset register	Fin Man & Asset Clerk	January 2012 and June 2012	Done for the year, FAR	Some offices took time to get access in
Bar coding of Assets	Bar coding of the acquisition of the new asset	Asset Clerk	Monthly	Done : continuous as new assets are acquired or not bar coded assets identified	None
Monitoring of Asset Movement	Develop asset movement form Compile a monthly report of non compliance related on the asset movement	Asset Clerk	On going	Developed and circulated	Officials not signing the movement form
Fully implement GRAP 17 statements	Perform measurement, impairment, valuation, review depreciation rates and residual values	Fin Man	December 2011	Achieved , the Municipality ha a GRAP compliant asset register	N/A

Land Audit		Planning Department		Not Done by BTO	This function is for Planning Department
Review of Asset Management Policy	Make awareness of the policy	CFO, Fin Man & Asset clerkt	July 2011	Policies were approved by Council	N/A
Budget Implementation	Capturing of the Budget in to the Financial Management System	Fin Man	01 July 2011	Achieved the budget & adjusted budget were captured in the system for implementation	None
Budget awareness	Workshop all the users of the budget about the budget	CFO	July 2011	Officers were made aware of 2012 budget	N/A
Reporting and variance analysis	Report submitted to National Treasury by 10 th of every month	Fin Man	On or before the 10 th of every month	Achieved monthly, monthly report	None
Reports on Budget trends	Issuing detailed budget statements to the Hon. Mayor	MM & CFO	Quarterly and half yearly	Achieved monthly, monthly report	None
MFMA Implementation Strategy	Full compliance with MFMA in accordance with NT implementation strategy	MM & CFO	July 2011	100% achieved	End users not aware of the MFMA and its SCM regulations
AFS	Draft financial statements that are GRAP compliant	CFO	January to June 2012	On-going	None so far

Audit process	Provide support to the auditors during the audit	CFO	July 2011 to Nov 2011	Done	None
Action plan	Draft the action plan to be implemented in addressing audit findings	CFO	25 January 2012	Drafted and submitted to council and audit committee	None
Investments	Identification, recognition and measurement of all assets held as investments by the Municipality	MM, CFO & Finance Manager	September 2011	Done, with the exclusion of Investment property	Forrest to be transferred to the community
Reviewing and reconciliation of investment bank accounts	Compile a reconciled investment register	Finance Manager	Monthly	Done, ended the year with R 43 063 696 million compared to R 15 471 915 previous year	None
Roll out of the system	Development of system manuals for the users	Fin Man	On going	System was upgraded to 5i, but the upgrade is not complete some modules are still re-written	Training not yet done
System Upgrade	Upgrade the system to 4i to cater for things that were identified as gaps	Fin Man	On going	ZAMDA is alerting us that back-up is not done daily	UPS failure
Training on SCM Module	Organise training for the users on the system updates and for the new employees	Fin Man	August 2011	Not yet done(final re-write will be on February) modules are still piloted	Some modules, re-written

Implementation of the SCM Policy	Revised Supply Chain Management Policy that is in line with regulations made by MFMA and NT Regulations	Procurement Officer	On Going	Done	End user departments interfering
Supplier Data Base	Monitoring of database system Issuing of invitation through the media based on supplier categories Verification and accreditation of suppliers	SCM Officer	Quarterly	Done Website and news papers were used during the year 2012	N/A
Support to the committees	Provide technical support to the committees Provide technical support to other departments	SCM Officer SCM officer	On going On going	Done, on-going Done, Bid reports produced	None N/A
Managing the Acquisition Process	Managing the re-order level by having the turnaround period of 7 days Review the stock management system Minimum, maximum & re-order level maintained	SCM Officer	On going	Done, on-going Inventory count sheets	Above 30 000 acquisitions must be in the web-site for 7 days, end user departments still do not give time for this when planning

	per stock management system				
Supply chain management report	Listing of all awarded bidders	CFO and SCM Officer	Monthly by the 10 th	Done, on-going	None
Cost benefit/value for money	Cost effective procurement and accurate assessment of current and future needs.	Supply Chain Management Officer and middle management	2 nd of every month	Done, on-going	None
Analysis of past expenditure	Effective use of the list of prospective providers and determine the price paid for goods and services	Junior Accountant Supply Chain	On going	Done, on-going	None
Asking for quotes	Speedy delivery of goods and services, and proper recording of delivery notes Make verbal quotations or written quotations R1000 up to R10 000	Junior Accountant and procurement clerk Procurement clerk	7 days turnaround time 3 days turn around	Done, on-going Done	Above 30 000 acquisitions must be in the web-site for 7 days, end user departments still do not give time for this when planning Only written price quotations are accepted

Formal quotes	Speedy delivery of goods and services Request formal written quotations (R10 000 up to R200 000)	Procurement Officer and CFO approves	7 days turnaround time	Done, on-going	None
Term contracts	List services and acquiring of goods that can be sourced	Procurement Officer and CFO	7 days after the award	Done, on-going	None
Competitive Bidding Process	Submission of all adverts to the CFO for verification before the final approval by the Accounting Officer Compilation of bidding documentation, public invitation of bids, site meetings, the evaluation of bids, the award of contracts and the administration of contracts	Procurement Officer and CFO	Maximum 90 days	Done, on-going	None
Submission of payments	Submission of claims to the expenditure department for early	Procurement clerk	Deadlines are 8 th for 15th payments and 23 rd for month	Achieved monthly	Late submissions

	payment of creditors		end		
Internship Programme	Development of training programme Evaluation of interns Identification of mentors	CFO and department staff	On going	Done, on-going, training is on progress	None
Intern's Exposure	Identify training/education to be undergone by interns	CFO & Fin Man	September 2010	Don, on-going	None
Recruitment	Recruit two more interns as per National Treasury			5 interns employed, per National Treasury regulations	Non so far

TECHNICAL SERVICES SECTION

FOCUS AREA/DELIVERABLES	ACTIVITY	RESPONSIBLE OFFICIAL	TIMEFRAME	ACHIEVEMENT	DEVIATION FROM THE TARGET	KPI OUTCOME
Phase 2 electrification	Contraction, energizing, closeout and handover to Eskom.	M.S. Gqada	31/09/2011	611 households connected and energized.	454 households are waiting for Eskom to energize.	1065 houses with access to electricity
Thobile Ndabankulu C/Hall	Construction, commissioning and handover	A Dlanjwa	31/09/2011	complete	The where a few days in delays for the signing of the completion certificate	Access to community hall
Bisi C/Hall	Construction, commissioning and handover	A Dlanjwa	31/09/2011	Complete	The where a few days in delays for the signing of the completion certificate	Access to community hall
Hombe C/Hall	Construction, commissioning and handover	A Dlanjwa	31/09/2011	Complete	The project delayed completion due to the contractor fixing snags and other items that where not up the acceptable standards	Access to community hall

Joe Slovo C/Hall	Construction, commissioning and handover	A Dlanjwa	31/09/2011	Complete	The where a few days in delays for the signing of the completion certificate	Access to community hall
Nozayi Access Road	Construction, commissioning and handover	A Dlanjwa	31/09/2011	Complete	No deviation	Providing access to the community of Nozayi
Tribal authority to Mzaba Access Road	Construction, commissioning and handover	A Dlanjwa	30/06/2012	In Progress	The project could not proceed with construction as we had to re advertise for engineers to re-design the alignment to look for a more environmentally friendly alignment	Conditioned accessibility to Mbotyi village
Dikidikini Access Road	Construction, commissioning and handover	A Dlanjwa	11/04/2012	Complete	No deviation	Conditioned accessibility to Dikidikini
Mbilikati Access Road	Construction, commissioning and handover	A Dlanjwa	31/09/2011	complete	Phase 2 underway to deal with reducing the grade from 28% to less than 15%	Conditioned accessibility to Mbilikati
Sigubudwini Access Road	Construction, commissioning and handover	A Dlanjwa	31/09/2011	Complete	The completion certificate was signed on the	Conditioned accessibility to Sigubudwini

					(01/03/2012)	
Makaula Access Road	Construction, commissioning and handover	A Dlanjwa	31/09/2011	Not Complete	The contractor had to be terminated due to poor performance and is being completed by the internal plant	Conditioned accessibility to Makaula
Lukhahlambeni Access Road	Construction, commissioning and handover	A Dlanjwa		Practically complete	The project is practically complete and the contractor is dealing with snags on site	Access to Lukhahlambeni village
Zadungeni Access Road	Construction, commissioning and handover	A Dlanjwa	05/04/2012	complete	N/A	Access to Zanguneni Village
Mcamba Access Road	Construction, commissioning and handover	A Dlanjwa	13/06/2012	Complete	N/A	Providing access to the people of Mcamba Village
Nobhadula Access Road	Design, tender, construction and commissioning	A Dlanjwa	28/02/2012	complete	The completion certificate was issued on the 02/03/2012 due an additional stone-pitching for storm water management	Conditioned accessibility to Nobhadula village

Ntlembeni Access Road	Design, tender, construction and commissioning	A Dlanjwa	30/04/2012	Not complete	The project had started late due to delays in EIA processes and re-alignment of the road	Conditioned accessibility to Ntlembeni village
New-Rest Access Road	Design, tender, construction and commissioning	A Dlanjwa	30/06/2012	Complete	the project had some additional scope identified that to be done for storm-water management	Conditioned streets in New-Rest township
Tabazi Access Road	Design, tender, construction and commissioning	A Dlanjwa	30/04/2012	Not Complete	The project had delays due to discrepancies on the earthworks quantities and train delay but the contractor had applied for an extension of time	Conditioned accessibility to Tabazi village
Ndungunyeni Access Road	Design, tender, construction and commissioning	A Dlanjwa	30/11/2011	Complete	The original scope of work is complete and partial had over has been done, works outstanding are additional work connecting the Ndungunyeni to	Conditioned accessibility to Ndungunyeni and Lubala village

						Lubala	
Flagstaff Roads Upgrade	Design, tender, construction and commissioning	A Dlanjwa	30/06/2012	On Going		the design and tendering process where complete, this project is a 2012 2013 financial year project	Reduction to traffic congestion in the CBD
Phase 3 Electrification	Tender, design, contraction, energizing, closeout and handover to Eskom.	M.S. Gqada	31/03/2012	Construction of 301 connections is 65% complete.		665 connections are not switched on because of re-gazetting of R7mil by DOE.	665 houses with access to electricity
Solid Waste Management – Landfill sites and refuse collection	Feasibility study for registration and construction of new landfill sites.	A Dlanjwa	30/06/2012	An on going process		Geotechnical studies have been done on both sites and a submission of an application has been done to the department of environmental affairs	A legal and complying landfill sites
Driver's licence testing centre	Business Plan preparation, design, tender, construction and commissioning	A Dlanjwa	30/09/2011	Stand still		The project is on standstill, the municipality is unable to access the site as it still belongs to the contractor employed to do the	Operating driver's licence testing centre

						Vehicle testing centre done by the provincial office	
Lusikisiki Roads Upgrade	Tender, construction and commissioning	A Dlanjwa	30/06/2012	Stand still		Our role on this project is of a beneficiary status as it is done by the provincial department	Easy traffic movement in Lusikisiki town
One Community hall	Design, tender, construction and commissioning	A Dlanjwa	31/03/2012	On going		The project delayed in starting due to waiting for the department of public works as they initially committed to assist the municipality in implementing the project using only the local labour	The provision of a community hall that will allow the people to have access for social gathering
Matawu Pottery Structure	Design, tender, construction and commissioning	A Dlanjwa	31/03/2012	In progress		The project had experienced	Enhanced local economic development
Masakhiwe HVC Pottery Structure	Design, tender, construction and commissioning	A Dlanjwa	31/03/2012	complete		The project had a delayed start as we piloted to do LED projects in-house in terms of project management and	/*Enhanced local economic development

					construction monitoring in pursuit of maximum impact	
Vukani Self help sewing project	Design, tender, construction and commissioning	A Dlanjwa	31/03/2012	Complete		Enhanced local economic development
Bambisanani Poultry Structure	Design, tender, construction and commissioning	A Dlanjwa	31/03/2012	Complete	the project had a delayed start as we piloted to do LED projects in-house in terms of project management and construction monitoring in pursuit of maximum impact	Enhanced local economic development
Mkhumeni Poultry Structure	Design, tender, construction and commissioning	A Dlanjwa	31/03/2012			Enhanced local economic development
Toilets construction	Complete construction	A Dlanjwa	31/10/2012	Complete	The toilets are on a functioning state but what would be outstanding is the minor items such as toilet roll holders	Hygiene sanitation facilities.
Towards achieving electricity distribution license	Developing a business plan and application	M.S. Gqada	30/06/2012	Eskom Eastern Cape is refusing to give away distribution rights.	Municipality not yet received/submitted application to	NERSA consideration to award municipality a

	to NERSA			Objective is ongoing with targeted escalation to Eskom Group Executive.	NERSA for license	distribution license
Road maintenance	Assessment and maintenance of one road per ward.	A Dlanjwa	30/06/2012	complete	Maintenance on gravel roads where done as it was allowed by the available funds	Conditioned accessibility to a village/s
Street lighting maintenance	Repairs of street lights in both towns	M.S. Gqada	30/06/2012	Repairs are ongoing	None	Improved visibility
Free Basic Services (FBS)	Managing collection of refuse and discounting of electricity for indigents	M.S. Gqada	30/06/2012	To be reported by Community Services	Indigent register and increased number of beneficiaries in all wards	Accessibility to FBS
Building maintenance	Continuous repairs of building related defect	A Dlanjwa	31/03/2012		Maintained office environment	Safe and adequate offices
Project prioritization and Registration	Project list, Road assessments & costing, Loading on MIS	A Dlanjwa	31/10/2011		15 Registered project	Enhance service delivery

PLANNING AND DEVELOPMENT

1. Building Control Section					
PROJECTS	ACTIVITIES	RESPONSIBLE OFFICIAL	TIME FRAME	ACHIEVEMENT	DEVIATION FROM THE TARGET
Approval of Building Plans (Plan Fees & Servitude)	Assessment of building plans	Mr Mbozani	July 2011 – June 2012	<ul style="list-style-type: none"> The department has managed to collect R96 480.22 (Vat Inclusive) for building plans on this financial end July 2011-June 2012. The amount that was to be collected was R 65 000.00. 	No deviation
Advertising rental boards (Bill boards advertising)	Receiving of advertising bill boards installation application, thereafter, establishing contracts.	Mr Mbozani	July 2011 – June 2012	<p>The department has managed to collect some of R 228,204.73 inclusive of Vat and the amount expected for collection increased from the expected R 203 884.00.</p> <p>The department has approved an application from PRIMEDIA for the installation of two new advertising bill boards and the exchange of existing board. Initial there were some issues that we the municipality were not happy with, such as:</p> <ul style="list-style-type: none"> The rental of R2 000.00/pm instead of R2 500.00 The height of the cantilever 	No deviation, though there are still illegal signage's.

				<p>board that is less 6000mm above the ground</p> <ul style="list-style-type: none"> The unspecified distance of column of a bill board from the edge of the road. <p>All the above mentioned queries that we had were have been addressed by PRIMEDIA, the contract is now concluded.</p> <p>The municipality is waiting for the dates where PRIMEDIA will be commencing with the construction of these sign boards.</p> <p>The department has also received an application from Department of Justice for the installation of sign board at Lusikisiki and Flagstaff, but we still to get the design of the proposed sign boards so that we can be able to know the size of the sign board so then determine the tariff to be paid.</p>	
Construction Cost Estimates And Specifications		Mr Mbozani	July 2011 – June 2012	<p>Community halls: ward 17/28</p> <ul style="list-style-type: none"> Palmerton Community Hall (Ward 17); the project is now at wall plate level. The money that has been spent on the salaries for the salaries of Three month (May, June and 	The was to be finished on this financial year 2011-212, but it has been delayed

				<p>July) is R174 060.00, i.e. 12% of the budgeted amount. The service provider has been already paid a total amount of R332 962.00, i.e. 23% of the budgeted sum,</p> <ul style="list-style-type: none"> • Ward 28 Community Hall; only foundations have been completed in this project and the service providers have been struggling to supply the materials on site. 	by the initial plan where the Public Works was to assist in the implementation of this program.
Land Invasions	Land use management.	Mr Mbozani	July 2011 – June 2012	<ul style="list-style-type: none"> • The department has managed to facilitate for the removal of about 4 unoccupied illegal structures situated at New rest including removal of illegal fencing. • Detail information will be covered by our legal section. 	There is an increase that has been perpetuated and allegations are levelled against the traditional leaders.
Construction of hawker stalls: Flagstaff	Provision of informal trading in Flagstaff.	Mr Mbozani	July 2011 – June 2012	<ul style="list-style-type: none"> • Dumack Consulting was appointed by Ingquza Hill Local Municipality on the 05th April 2011 to prepare a Design Report, Design and Construct of 103 hawker stalls in Flagstaff. • The total budget for the complete planning, design 	The informal traders occupied the stalls without permits.

				<p>and implementation of the project is R 995 351.62 including Construction Costs and Professional Fees.</p> <ul style="list-style-type: none"> • The project has now been completed with all 103 hawker stalls have been built, and • This project has been funded by both Ingquza Hill Local Municipality and DEDEAT. 	
Lusikisiki stalls	<ul style="list-style-type: none"> • Appointment of the contractor, • Development of the informal trading policy, • Land identification, • Approval of plans, • Training of the hawkers, • Formation of the hawker association, • Appointment of the people to assist in the construction, • Construction of stalls, • Baseline analysis, and • Handover. 	Mr Mbozani	July 2011 – June 2012	<ul style="list-style-type: none"> • The contractor was appointed in December 2011, • Trading policy has been developed and will be integrated to the policy formulation of the municipality, • Ongoing training is conducted for the hawkers, • Baseline analysis was done, • Criminal case was opened against the offenders, • Trainings were carried out by SEDA for the informal traders, • Meetings have been facilitated with the informal traders, • exposure visits carried out, • Visit by the Mayor of Grosseto held, and • Workshops were facilitated 	There are conflicts experienced and the matter has been handed to the Public Protector.

				including provincial programs by Nets Africa.	
Removal of containers in both towns	<ul style="list-style-type: none"> Obtain the legal opinion, Removal of the containers and shacks. 	Mr Mbozani	July 2011 – June 2012	<ul style="list-style-type: none"> The meetings were held with the container owners and were advised of the need to move from the road reserve, Names of the container owners were gathered, 	
Deceased person on construction	Report on Erf 51, Flagstaff: Salim Munshi Family Trust	Mr Mbozani	July 2011 – June 2012	<p>The matter of erf 51; Flagstaff where a person was electrified and died on site.</p> <p>The department has provided all the information asked by the Department of Labour, Department of Labour is now busy with preparation to lay charges against the developer.</p>	The matter is being facilitated by the Department of Labour.

List of building plans submitted	
<ol style="list-style-type: none"> Mrs. V. N. Mgwili: Proposed new house in Lusikisiki Ms .N. Nceza: Proposed new house in Lusikisiki Yebo Centre: Proposed new development in Lusikisiki Ms .N. Nceza: Proposed new house in Lusikisiki Mrs. N. Matshaza: Proposed new house in Flagstaff Ms. N. Ndlala: Proposed new house in Flagstaff Mr. Ndimeni: Proposed new house Mr. M. Flatela: Proposed new house 	<ol style="list-style-type: none"> Mrs Ganyile: Proposed House Arnold Properties: Proposed Septic Tank; Flagstaff Salim Mushi Family Trust: Proposed Shops & Flats; Lusikisiki. Mr Ndamase; Proposed Funeral Palour; Flagstaff Mr N. Mohamed: Proposed New Warehouse; Flagstaff Mr Nabile & Miss Samka: Proposed Funeral Palour; Flagstaff

<p>9. Mr. V. Madikizela: Proposed flats</p> <p>10. Mr. P. Bhebhe: Proposed accommodation</p> <p>11. Mr. M.M. Bheshe: Proposed flats</p> <p>12. Mrs. V.B. Swana: Proposed outbuilding</p> <p>13. Mr. Ndiki: Proposed flats</p> <p>14. Mr. S. Sivuka: Proposed outbuilding</p> <p>15. Mr. & Mrs. Dobe: Proposed new house</p> <p>16. Public Works: Proposed New Police Station</p> <p>17. Public Works: Proposed Renovations of Lusikisiki Magistrate Court</p> <p>18. Public Works: Proposed New Resource Center</p> <p>19. Dr Magcotywa: Proposed New Conference & Gym Lusikisiki</p> <p>20. St Savior Anglican Church Flagstaff: Proposed</p> <p>21. New Church Hall</p> <p>22. Mr Dlatu: Proposed Residential Dwelling</p> <p>23. Mr Madyibi: Proposed Special Dwelling</p>	<p>30. Build It Hard Ware: Proposed Ware House; Lusikisiki</p> <p>31. Dr Vamela: Proposed Residential House; Flagstaff</p> <p>32. MTN: Proposed Network MTN Pole.</p> <p>33. Vodacom; Proposed network pole.</p> <p>34. Mr Jojo: Proposed House; Lusikisiki</p> <p>35. Mr Ngwaqa: Proposed House; Lusikisiki</p> <p>36. Miss Ngcanga: Proposed House; Flagstaff</p> <p>37. Miss N. Ndlala: Proposed New House</p> <p>38. Mr Songca: Proposed House; Flagstaff</p> <p>39. Mr Ndimeni: Proposed House; Flagstaff</p> <p>40. Miss Nodunyelwa: Proposed House; Flagstaff</p> <p>41. Mrs Matshaza: Proposed Warehouse; Flagstaff</p> <p>42. Mrs Nodunyelwa: Proposed New House; Lusikisiki.</p> <p>43. Mr Bam; Proposed New Shop.</p>
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Approved Building Plans

<p>The department has approved 07 building plans:</p> <ol style="list-style-type: none"> 1. Mr. Nabile: Proposed Sicelithemba Funeral Palour 2. Ms Xoliswa Singiswa, Proposed outbuilding, Flagstaff 3. Mr. M.O. Nguqu, Proposed new house in Lusikisiki 4. M Mrs. V. N. Mgwili: Proposed new house in Lusikisiki 5. Mr. Yusuf: Bargain Wholesale in Flagstaff 	<ol style="list-style-type: none"> 6. Public Works: Proposed Renovations of Lusikisiki Magistrate Court 7. Mr Mohamed: Proposed Flats; Flatgstaff 8. Arnold Properties: Proposed Septic Tank 9. Mr Songca: Proposed House; Lusikisiki 10. Miss Nozuko Ngcanga: Proposed House; Flagstaff
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<p>11. Mr. Mr. N. Mohammed : Proposed Gibela Trading Store</p> <p>12. Senzile communications, Flagstaff</p> <p>13. Mr Yusuf: Proposed Flats & Offices.</p> <p>14. St Savior Anglican Flagstaff Church; Proposed New Hall</p>	<p>15. Beshe Investments; Proposed Flats; Flagstaff</p> <p>16. Mngeyane Zamindlela: Proposed Car Wash; Flagstaff</p> <p>17. Built It; Proposed Warehouse</p> <p>18. Public Works; Proposed New Resource Center; Lusikisiki.</p> <p>19. Mr Ndimeni: Proposed House; Lusikisiki.</p> <p>20. Flatela; Proposed House.</p>
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<p>Disapproved building plans</p>	
<p>10 (Ten) building plans have not been approved for the following reasons:</p> <p>1. Proposed new house for Mr. J. G. Nxumalo has been rejected for the following reasons: Registration of an Architect is not shown and septic tank drawings are not submitted.</p> <p>Recommendations: The plan must be done by the registered person and septic tank drawings needs to be submitted.</p> <p>2. Proposed new bachelor flats on Erf 2616 in Flagstaff for Mr. Dikwayo has been rejected for the following reasons:</p> <p>Zoning in line with the Town Planning Scheme restricts the owner on building flats for accommodation in extension 4 Flagstaff.</p>	<p>7. Mrs. V. B. Swana: Proposed outbuilding was not recommended for approval;</p> <p>8. Mr. Ndiki: Proposed flats were not recommended for approval; site is restricted to build only one dwelling and an outbuilding as a house for a motor vehicle</p> <p>9. Mr Ndamase; Proposed Funeral Palour was not approved; the owner of the site needs to firstly do an enquiry on Environmental Impact Assessment implications for the establishment of a Funeral Palour.</p> <p>10. Mr Dlatu: Proposed House; this house has been not recommended for approval, the owner need to hire services of a Professional Structural Engineer as the proposed building is a double storey building.</p>

<p>Recommendations</p> <p>That Mr. Dikwayo should wait for the revalidation of the township establishment before he can conduct a rezoning application process.</p> <p>3. Proposed new house for Mr. J. G. Nxumalo has been rejected because the registration of an Architect is not shown.</p> <p>4. Proposed new outbuilding for Salim Family Trust in Flagstaff.</p> <p>5. Mrs. S. N. Ganyile: Proposed new house was not recommended for approval; the subdivision of the site has been not final finalized yet.</p> <p>6.</p>	<p>11. Mr Bam; Proposed New shop; the development was not approved due to the zoning of the where the building is to be erected, the area is zoned for residential not for business.</p>
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Public Works Properties

Site no	Size in s.q.m	Registered owner as per the Deeds Registry	Zoning	Current Land Use	Town	Proposal
102	4,5 hectares in extent	Government of Transkei	Residential	Residential, illegal occupation.	Flagstaff	<ul style="list-style-type: none"> • The municipality intends to build public toilets for the Flagstaff town and the site for informal traders, • Intend to utilize the site for the mixed use purposes, and • Lastly, the municipality plans to have the

						secondary road bisecting the property which will need to be registered as the servitude.
149	9527 m ²	ECDC	Light Industrial	Unused industry	Flagstaff	<ul style="list-style-type: none"> To lease the land privately.
36	1957 m ²	Government of Transkei	Commercial	Unused buildings	Lusikisiki	<ul style="list-style-type: none"> Proposed parking bays and public toilets to enhance the municipal revenue.
40	8819 m ²	Government of the Union of South Africa	Commercial	Taxi rank	Lusikisiki	<ul style="list-style-type: none"> The intention is to register and formalize the existing rank, provision of hawker stalls.
55	3.2 hectares	South African Bantu Trust	Government	Unused building structure	Lusikisiki	<ul style="list-style-type: none"> Registration of the servitude of the R 61 road cutting across the site, Portion required for multi-purpose centre on the unused building structure for community development initiatives.
80		South African Bantu Trust	Government	Subdivided portions for residential purposes	Lusikisiki	<ul style="list-style-type: none"> Registration of the properties for private ownership.
86	3952 m ²	South African Bantu Trust	Government	Occupied building privately	Lusikisiki	<ul style="list-style-type: none"> The intention is to lease the land privately, The challenge is this land might be hijacked by the illegal occupants.
105	2820 m ²	Government of Transkei	Government	Unused site	Lusikisiki	<ul style="list-style-type: none"> Municipal Depot and Workshop for the plant

106	2584 m ²	South African Bantu Trust	Government	Used by Christian School	Lusikisiki	<ul style="list-style-type: none"> Leasing the land to the private school
107	2437 m ²	South African Bantu Trust	Government	Used by Christian School	Lusikisiki	<ul style="list-style-type: none"> Leasing the land to the private school
108	2021 m ²	South African Bantu Trust	Government	Used by Christian School	Lusikisiki	<ul style="list-style-type: none"> Leasing the land to the private school
115	5135 m ²	Government Transkei of	Government	Vacant/unused	Lusikisiki	<ul style="list-style-type: none"> The municipality intends to lease the land for business development
118	10 000 m ²	Government Transkei of	Government	Old prison with illegal occupants	Lusikisiki	<ul style="list-style-type: none"> Multi purposes center for the gym and other welfare necessities
148-146						<ul style="list-style-type: none"> The sites in question were previously used for police camp purposes and it is assumed that they are owned by your department.

1. LED PROJECTS

Project Name	Service Provider	Budget (Contract amount)	Expenditure up to date	Progress made	Comments
1. Magquzu Poultry Renovations (Renovations)	Gcinuxolo Trading	R99 599.00	R88 868.83	100%	This site has been completed.
2. Masakhane Poultry (Renovations)	Gcinuxolo Trading	R166605.00	R111 538.00	75%	This new toilet constructed by the service provider is not built up to a right workmanship; therefore the service provider has been instructed to re-build the toilet according to the provided drawing.
3. Nkunzimbini Community Garden (Renovations)	Mawe Works	R 112,299.04	R 106,446.59	100%	This project has been completed.
4. Khonjwayo Community Garden (Renovations)	MVCOING Trading	R106 143.00	R99 487.79	100%	The works at Khonjwayo Community Garden had been completed and the Ward Concilor of Ward 23 (Clr Deliwe) through the present of Ward Committee and project beneficiaries were part of the site inspection in order confirm the completion of works.
5. Tshaweni Agri-Co-op structure and fencing (New and)	Kwangi Developers 12	R 191,114.50	R 181,291.48	100%	This project has been completed.

7. Masakhiwe H.V.C.P (New Structure)	Rweba Trading	R838 976.16	R641 459.64	100%	This project is to be finished end of July 2012.
8. Mkhumeni Poultry Structure(New Structure)	Nase Construction	R493 750.00	R367 260.88	100%	It has reached Practical Completion.
9. Mathawu Pottery Project (New Structure)	Qaqambile Construction Jv Inyameko Construction.	R735 709.26	R 479,682.54	70%	This project has been damaged by the wind, and that has caused delays to the progress of the project.
10. Bambisanani Poultry Project (New Structure)	Manyobo Trading	R490 026.72	R458,868.53 -	100%	This project has reached Practical Completion.
11. Sophumelela Mthontsasa Poultry Project (New Structure)	Harmpmis Construction	R485 233.02	R210 633.76	65%	The structure is at roof level. The service provider ha abandoned the site as from May and e-mails were sent to him asking him to come on site and submit revised program. But all that has fail. He is not adhering to the program he set for himself. On the 16 th July 2012, the service provider was sent letter giving him 7 calendar days to return on site otherwise he won't be notice of his termination of the contract, and he has not response to that letter which automatically terminate his contract. We now in the process to appoint new service provider to complete the outstanding works.
12 Ngcengce Poultry Project (New Structure)	Tonsela Construction	R499 004.22	R436,665.60	100%	This project has been Practical Completed.

13. Phumlo Poultry Project	Sivest Civils and Earthworks	R495 584.22	R 428,432.01	98%	The roof of this project was blown away by wind, and that has caused some delays to the progress of the project. The project is now at 98%
14. Taxbos Carpentry Warehouse (New Structure)	Sivest Civils and Earthworks	R464 319.72	R 403,108.16	100%	The projects are at Practical Completion.
Vukani Sewing Self Help (Fencing, construction of toilets, renovation of existing structure and water tanks)	Pangwa Trading Enterprise	R 151,305.00	R 151,305.00	100%	There project is at Practical Completion stage.

3.1 Town Planning					
PROJECTS	ACTIVITIES	RESPONSIBLE OFFICIAL	TIME FRAME	ACHIEVEMENT	DEVIATION FROM THE TARGET
Subdivision and rezoning of erf 49, Cluster offices	<ul style="list-style-type: none"> Preparation of the motivation report, Approval by council, and Approval by the township board, 	Pauline Birungi	July 2011- June 2012	<ul style="list-style-type: none"> Council approved the layout plan, Approval of the land use application and receiving a letter of approval in June 	Delays in receiving the letter from the township board and the letter took more than 6 months for

	<ul style="list-style-type: none"> • Submission and approval of the subdivision by the surveyor general, and • Registration of the property in terms of the Deeds Registry Act of 1937. 			<p>2012,</p> <ul style="list-style-type: none"> • The specification for the survey work has been concluded, and • Land surveyor appointed, 	<p>response. Approved in November 2011.</p>
<p>Subdivision and rezoning of erf 49, Prison site</p>	<ul style="list-style-type: none"> • Preparation of the motivation report, • Approval by council, • Approval by the township board, • Submission and approval of the subdivision by the surveyor general, and • Registration of the property in terms of the Deeds Registry Act of 1937. 	<p>Pauline Birungi</p>	<p>July 2011- June 2012</p>	<ul style="list-style-type: none"> • Subdivision and rezoning was approved by the township board and submission will be made by the surveyor to the surveyor general, • The surveyor is currently doing the diagram for the survey. There is a need to consult a District Roads Engineer for inputs. 	<p>No deviation except for delays in the approval of process from the District Roads Engineer.</p>

<p>Subdivision and Rezoning of Erf 49, Vehicle Testing centre</p>	<ul style="list-style-type: none"> • Preparation of the motivation report, • Approval by council, • Approval by the township board, • Submission and approval of the subdivision by the surveyor general, and • Registration of the property in terms of the Deeds Registry Act of 1937. 	<p>Pauline Birungi</p>	<p>July 2011/ June 2012</p>	<ul style="list-style-type: none"> • Survey diagram was approved, • The title deed has been registered on the vehicle testing centre, • The fencing is encroaching to the site earmarked for the magistrate's office and will need to be moved. 	<p>No deviation</p>
<p>250 Middle income sites</p>	<ul style="list-style-type: none"> • Preparation of the topographical survey, • Environmental Impact Assessment, • Engineering study (Geo-technical study), and • Preparation of the layout plan 	<p>Pauline Birungi</p>	<p>July 2011/ June 2012</p>	<ul style="list-style-type: none"> • Service providers appointed for EIA, • Geo-hydrology was carried out, • The layout plan has been approved, • The EIA report is underway, • Site visits for the EIA's undertaken, and • Topographical survey conducted. 	<p>Delays in environmental approvals</p> <p>Invasions are likely to create problems with regards to sites to be developed.</p>
<p>Geotechnical study : cemetery sites,</p>	<ul style="list-style-type: none"> • Appointment of the service provider, 	<p>Owethu</p>	<p>July 2011/</p>	<ul style="list-style-type: none"> • Land identification has been done, 	<p>No deviation, however the leadership has to</p>

flagstaff	<ul style="list-style-type: none"> • Land identification, and • Deal Flagstaff Claimants for the land identified. 	Pantshwa	June 2012	<ul style="list-style-type: none"> • The service provider has been appointed. 	assist in dealing with Communal property Association.
Cemetery site in Lusikisiki	<ul style="list-style-type: none"> • Land identification, • Geotechnical studies, and • EIA. 	Owethu Pantshwa	July 2011/ June 2012	<ul style="list-style-type: none"> • The EIA is underway as the service providers are waiting for the approval from DEDEA, • Topographical survey has been conducted, • Members of the Joe Slovo were taken through the public participation process, • Site visits conducted for EIA, and • The tribunal hearing is earmarked for the first quarter of 2012/2013 Financial Year 	The municipality has to undertake public participation to deal with the proposed cemetery.
Shopping Complex: Erf 260, Flagstaff	<ul style="list-style-type: none"> • Closure of the public open space, • Special consent for erf 260, • EIA report, • TIA report, • Geotechnical study, • Signing of the memorandum of agreement between the Taxi Associations, municipality and the Developers, 	Pauline Birungi	July 2011/ June 2012	<ul style="list-style-type: none"> • Closure of the public open done and the developer will be doing a rezoning application, • Special consent meanwhile has been approved by council, • Geotechnical studies completed with recommendations, • The District has not committed funding to this project for infrastructure 	No deviation

	<ul style="list-style-type: none"> • Provision of infrastructure, and • Application of the Lost Deed. 			<p>upgrading, and</p> <ul style="list-style-type: none"> • Meetings have been held with the developer, who indicated that the development will take place before the end of the year. 	
Subdivision and Rezoning of 38 Business sites: Lusikisiki	<ul style="list-style-type: none"> • Preparation of the motivation report, • Approval by council, • Approval by the township board, • Submission and approval of the subdivision by the surveyor general, and • Registration of the property in terms of the Deeds Registry Act of 1937. 	Pauline Birungi	July 2011/ June 2012	<ol style="list-style-type: none"> 1) Submission made to the township board in 2011, 2) Approval of the layout plan was done in April and letter of approval was received in June 2012, 3) Specification for the survey work has been carried out, and 4) The service provider has been appointed to carry out a traffic impact assessment. 	<ol style="list-style-type: none"> 1) No deviation except for delays in the approval of process caused by the lack of capacity of infrastructure in the area in question, No site plans per site, No public toilets provided, and No traffic impact assessment
Subdivision and Rezoning of 25 business sites: Flagstaff	<ul style="list-style-type: none"> • Preparation of the motivation report, • Approval by council, • Approval by the township board, • Submission and approval of the subdivision by the surveyor general, and • Registration of the 	Pauline Birungi	July 2011/ June 2012	<ul style="list-style-type: none"> • Conveyencer certificate has been prepared by the conveyencer for erf 93, Flagstaff, • Lack of infrastructure has been raised, however the District Municipality has given a letter of assurance to the municipality, and • Awaiting an agreement from 	The land claim is the biggest obstacle that needs to be attended to. The provincial department (DPLG) cannot consider any land developments on erf 93, Flagstaff without the letter from

	property in terms of the Deeds Registry Act of 1937.			the claimants.	the Spaqeni CPA.
Subdivision and Rezoning of Sectional Title: Lusikisiki	<ul style="list-style-type: none"> • Preparation of the motivation report, • Approval by council, • Approval by the township board, • Submission and approval of the subdivision by the surveyor general, and • Registration of the property in terms of the Deeds Registry Act of 1937. 	Pauline Birungi	July 2011/ June 2012	<ul style="list-style-type: none"> • Approval has been received for the application by the Township Board in April 2012, • The service provider was appointed for the Traffic Impact Assessment and the report will be given to the municipality in the first quarter of the financial year (2012/2013). 	No deviation except for delays in the approval of process
Subdivision and Rezoning for proposed township establishment for 32 erven, Lusikisiki	<ul style="list-style-type: none"> • Preparation of the motivation report, • Approval by council, • Approval by the township board, • Submission and approval of the subdivision by the surveyor general, and • Registration of the property in terms of the Deeds Registry Act of 	Pauline Birungi	July 2011/ June 2012	<ul style="list-style-type: none"> • The layout plan was advertised in this term calling for objections, • The matter will be submitted to council and has already been presented to the Standing Committee. 	No deviation except for delays in the approval process

	1937.				
Lusikisiki Sports field	<ul style="list-style-type: none"> • Approval of the motivational report, • Approval of the land use application by the Surveyor General in terms of Section 9 (13) (b) of the Ordinance 33 of 1934, • Registration of the property in the Deeds Office. 	Pauline Birungi	July 2011/ June 2012	<ul style="list-style-type: none"> • The site is registered in the Deeds office and title deed is available, and • Survey is completed. 	No deviation
Rezoning of Erf 40, Flagstaff	<ul style="list-style-type: none"> • Approval of the motivation report, • Approval by the township board, and • Building plan approval. 	Pauline Birungi	July 2011/ June 2012	<ul style="list-style-type: none"> • The application was submitted to the Department of Local Government, • Council has approved the layout plan in November 2011. 	No deviation
Erf 1234, Lusikisiki Shopping Complex	<ul style="list-style-type: none"> • Approval of the building plan, • Acquisition of the legal opinion, and • Construction of the shopping mall. 	Pauline Birungi	July 2011/ June 2012	<ul style="list-style-type: none"> • The matter has been challenged legally and the affidavits have been prepared. 	No deviation.

<p>Lusi Park Development, erf 49 Lusikisiki</p>	<ul style="list-style-type: none"> • Council resolution for the addendum, • A policy be developed to provide protection to development, • Memorandum of agreement, • Funding support from external stakeholders, • Identification and seating of monthly meetings with the municipal stakeholders, and • Timeframes for the project implementation more especially on planning matters. 	<p>Owethu Pantshwa</p>	<p>July 2011/ June 2012</p>	<ul style="list-style-type: none"> • Approximately R 2 million funding has been acquired from ECDC for Viability and feasibility studies will be developed, • Stakeholders such as: Manager for Planning and Development, Infrastructure, Portfolio heads of both departments, ward councillor, 1 ordinary cllr, two executive members of council and 2 traditional leaders as councillors, and • Meetings were held with the developers and land development agreement will be concluded. 	<p>No deviation except for the delays in the project implementation.</p>
<p>Rezoning of the B&B's, application for the Restrictive Conditions</p>	<ul style="list-style-type: none"> • Approval of the rezoning and removal of the restrictive conditions, • Circulation of letters of objections, • Advertise for objections, and • Lastly, advertisement in the Gazette. 	<p>Pauline Birungi</p>	<p>July 2011/ June 2012</p>	<ul style="list-style-type: none"> • Circulation of letters of objections to the surrounding owners nearby. 	

Quanza Group	<ul style="list-style-type: none"> • Consolidation of the adjacent properties, • Approval of the building plans, and • Construction of the Shopping Complex. 	Owethu Pantshwa	July 2011/ June 2012	<ul style="list-style-type: none"> • The developer has indicated that the development will take place in the next financial year, • Meeting was held with the Standing Committee. 	No deviation, except for the Developer to provide us with project timelines.
Supplementary Valuation	<ul style="list-style-type: none"> • The advertisement was placed in the Daily Dispatch calling for objections in terms of the Municipal Property Rates Act, • Data collection, and • Valuation compilation. 	Owethu Pantshwa	July 2011/ June 2012	<ul style="list-style-type: none"> • The service provider has submitted a project plan, • Condonation was granted in June for the supplementary valuation by the MEC for Local Government and Traditional Affairs, and • Council approved in March 2012. 	No deviation
Mthonjeni Town Development	<ul style="list-style-type: none"> • Stakeholder engagement: CoGTA, IHLM, Mkhambati Trust and IDC, • Signing of the Memorandum of Agreement, and • Feasibility study 	Owethu Pantshwa	July 2011/ June 2012	<ul style="list-style-type: none"> • Stakeholder meetings held approximately 3 meetings, • Feasibility study to be developed by IDC as indicated. 	No deviation, except for delays in concluding the matter.
Flagstaff Factory	<ul style="list-style-type: none"> • Engagement of the stakeholders: 	Owethu	July 2011/	<ul style="list-style-type: none"> • The project will be postponed as the result of funding 	CoGTA has indicated that the budget will be

	Communal Property Association, IHLM and CoGTA, <ul style="list-style-type: none"> • Land identification, and • Memorandum of Agreement. 	Pantshwa	June 2012	challenges, <ul style="list-style-type: none"> • Land identification was done and • The matter will be followed up with the Department as there is some work done. 	reduced from the initial R 40 million due to delays in the project.
Flagstaff Land Claim	<ul style="list-style-type: none"> • Engagement with the CPA, • Obtain council resolution on agreement reached, • Undertake the valuation of the land in question, • Identification of the boundaries of the land given back by the municipality. 	Owethu Pantshwa	July 2011/ June 2012	<ul style="list-style-type: none"> • Agreement was sent to the Land Claims office and has not been signed by the CPA, • Meeting was held with the Land Claims Commissioner. 	CPA has not signed the agreement and there are invasions happening in the Msikaba area.
Extension 4, Flagstaff revalidation	<ul style="list-style-type: none"> • Preparation of the motivation report for revalidation, • Approval by council, • Carry out the EIA, • Approval by the township board, • Submission and approval of the subdivision by the surveyor general, and • Registration of the property in terms of the 	Pauline Birungi	July 2011/ June 2012	<ul style="list-style-type: none"> • The EIA was carried out by the service providers, but the outcome from DEDEA has not been received by the municipality, • The Flagstaff land claim will lead to this project not being approved, • The issue of infrastructure has been raised by the township board which will affect the approval as there is 	The application will only be considered if the land claim is resolved.

	Deeds Registry Act of 1937.			no capacity.	
Land disposal: Residential Lusikisiki	<ul style="list-style-type: none"> • Submission of building plans, • Payment of all the outstanding balances, and • Electrification of the area 	Owethu Pantshwa	July 2011/ June 2012	The property owners must submit the building plans between now and December 2012. In January the construction must be undertaken.	The inability of all the property owners to attend the meetings.
Land disposal: Residential Flagstaff	<ul style="list-style-type: none"> • Rectify the road constructed incorrectly on the secondary road behind Mr Vatsha and Ms Flatela's property, • Payment of sites, • Provision of access roads, • Provision of services 	Owethu Pantshwa	July 2011/ June 2012	<ul style="list-style-type: none"> • The arterial road under construction will be aligned to the cadastral boundaries of the town plan, • The District Municipality was notified of the need to install services and that has not been done. 	
Light industrial erven: Lusikisiki	<ul style="list-style-type: none"> • Advertisement of the land sale, • Briefing of the land sale process to the public, • Evaluation of the proposals submitted, and • Selection and appointment of successful bidders. 	Owethu Pantshwa	July 2011/ June 2012	<ul style="list-style-type: none"> • Evaluation not carried out and the municipality must re-advertise. 	No deviation

<p>War on Poverty: Lubala Poverty Alleviation</p>	<ul style="list-style-type: none"> • Engage the D.M for the borehole that is not working, • They requested the municipality to assist in terms upgrading the existing sports field, • Installation of electricity, • Construction of the Community Hall and • Lubala Rural Housing 	<p>Owethu Pantshwa</p>	<p>July 2011/ June 2012</p>	<ul style="list-style-type: none"> • Stakeholder meetings held, • Site visit conducted with the Minister for Local Government and Traditional Affairs, • Facilitate the outage for electricity. 	<p>No deviation</p>
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Mbotyi Village Settlement Plan:

The Department of Economic Development, Environmental Affairs’ and Tourism has been approached by the Mbotyi Community about problems regarding allotment of sites for residential plots. The process initiated by the Department is being run in conjunction with the Mbotyi community, Agriculture and Land Affairs in respect of applications for residential site within the village in terms of their Coastal Management legislation. The list below are individuals that have requested permits in respect to the above and the Department has asked for municipal involvement in order to ascertain what planning and LED related work IHLM has for the area of Mbotyi.

Applications - Mbotyi Community (07 2011)

Full name(s)	ID Number
1. DlaminiNowethu	751215 1114086
2. NdubeNomfuneko	811009 0667089
3. MalindiLungeleniMasukube	700211 0825089
4. FunekaDumani	620927 1001
5. NomazweJani	390213 0132081
6. Sango Mongezi	750215 6376087
7. MayiguzeNkosiphendule	781116 5630081
8. MagulaNkosivumile	690717 5895085
9. MagulaMlamli	851221 582808
10. YaphiMvume	780123 510080
11. Msindwana MexonVumile	710903 5918087
12. SoyiphaDlekile	640611 500808
13. Delpaul Xavier	80032 65223087
14. Soyipa Zamekile	6001145917086
15. Marillier Ernes James Raphael	421231 5047081

16. Mpoqo Amanda	870329 0809087
17. Crous Etienne	551219 5066088
18. Crous Andre	761211 5051083

The Department DEDEAT in terms of the Integrated Coastal Management Act of 2008 AND THE Transkei Environmental Conservation Decree No of 1992 is responsible to manage the Coastal Zone. Amongst its responsibility in line with the White Paper for Sustainable Coastal Development in South Africa is to consider development applications in this case at Mbotyi consider applications for residential plots and building with the Coastal Conservation area (1000M from the High Water Mark of the Sea). 19 people were found to have built without these permits and issued with warning.

DEDEA

The Chief (Mr. Malindi) and his council wrote to our Head Office requesting assistance with the problem our General Manager responded and held meetings with the community and Chief. The Municipality unfortunately could not attend the meetings community requested the councilor in the last meeting Mr. Joyi attended. Since this has implications for land and planning Department of Agriculture, Land Affairs and Municipality have to comment. We have received all comments except the Municipality so that we can issue the permits to the affected people at Mbotyi.

Names of people involved in the land invasions

Name	Address of the land and Town	Status of the matter	Erf no
1. Timoty Mdiya	Lusikisiki; land around power Station/ Testing center up to sport ground.	Interdict granted	Portion of 49
2. Ndumiso Nomandindi	Lusikisiki; west side of the testing center.	Interdict granted	Portion of 49

3. Ms Sapho	Lusikisiki; south side of the Eskom Power station.	Interdict granted	Portion of Erf 49
4. Mathandabuzo	Lusikisiki; south west side of the Eskom Power station.	Interdict granted	Portion of Erf 49
5. Fanele	Lusikisiki; By the Eskom Power Station.	Interdict granted	Portion of Erf 49
6. Sigosa	Close to a bridge leading to Lusikisiki from Flagstaff.	Interdict granted	Portion of Erf 49
7. Lungisa/Fundile Mhlonhlo	Flagstaff; On the turn off to Holly Cross	Interdict granted	Portion of Erf 93
8. Vimba	Flagstaff; North of Total patrol garage.	On the application stage for the interdict.	Portion of Erf 93
9. Sinukela Sinukela	Flagstaff; North of Total patrol garage.	On the application stage for the interdict.	Portion of Erf 93

The detailed status of the cases will be cover by the Legal Services Office.

Sale Agreement: Erf 379, Lusikisiki

The council took a decision to dispose erf 379, Lusikisiki in favour of Theck Family located closer to Cash Build. The Department is currently dealing with Deed of Transfers and the rates clearance. The municipality received an offer to purchase for R 380 000.00. The municipality advised the Theck Family to carry out the valuation to determine the exact price of the property from the registered valuer. The valuation was received by the municipality and the value of the site was R 410 000 more than the offer to purchase.

Recommendations

- The new valuation carried out by the valuer must be considered as it is more beneficial to municipal revenue.

Municipal Property Rates Act,

The meeting for the development of the supplementary valuation has been held. The municipality has embarked on a supplementary valuation number 2 for the financial year 2011/2012 in accordance with Section 78 and 79, Municipal Property Rates Act of 2004. Act No. 6 of 2004 which Incorporate: Supplementary valuation number 1 for the financial year 2010/2011 in accordance with Section 78 and 79, Municipal Property Rates Act of 2004. Act No. 6 of 2004. The old and new Supplementary shall come into effect on the 1st day of July 2012.

Recommendations

- That the council has to approve the process of the supplementary valuation for compliance purposes.

Precinct Plan Development

The municipality has received funding support for the Precinct Plan for Flagstaff and Lusikisiki. The inception report for the project was done and the stakeholders attended. The O.R Tambo DM and the Roads and Transport did not attend. The project will run for 5 months and it will require maximum participation of all the stakeholders.

- Congested streets affecting traffic flow,
- Lack of spatial order and development direction,
- Identification of areas for potential land development,
- Growth management, and
- Revitalization Plan.

Land disposal of Erf 365, Lusikisiki

The site was sold to Bosman Kapa Phindela, according to the submitted information it reflects that the first payment was made on the 13/04/1994 being an amount of R 24 000.00, another amount of R 6000 in 2009/04/11 and lastly an amount of R 32 000.00 paid on the 13/04/2009. The transfers were never done by the person referred to above. Therefore, erf 365, Lusikisiki has been claimed by other people in the past and it makes it very difficult to consider the request from Ms Pindela.

Recommendations

- The person must be refunded as she did not have a sale agreement with the municipality and has also not transferred the property as required.

Erf 383, Eskom Site

The municipality is disposing erf 383 to Eskom for the purposes of developing a service centre. Eskom was advised to do the property valuation in order to determine the current market value. The valuation was carried out and the site according to the valuation carried out by the service provider (Penny Lindstoom Valuations) from Eskom was cheaper (R 400 000) than the amount reflected in the municipal valuation roll. Therefore, the municipality requested that the valuation roll of the municipality be considered.

The municipal valuation is R 1, 2 million and the eskom valuation is R 880 000 in total. Eskom has requested the municipality has to consider the difference between the valuation by their service provider and our service provider. Therefore, the amount that is being proposed is R 1 015 000.00 (million) to be paid to the municipality.

Recommendations

- The municipality has to consider the request from Eskom and the valuation from Eskom is the current market value, but the difference between the existing municipal valuations is way too high. The amount of R 1 015 000.00 is suitable for the site in question,
- In the Real Estate profession, it is normally required that when the valuations from two separate valuers are totally different, the difference between the two values is always considered. Thereafter the sale agreement and the deed of transfer must be prepared.

Subdivision of 3 erven for Business purposes

The municipality has prepared a Power of Attorney for Tshani Consulting to be the representatives of the Municipality for the subdivision and rezoning of erf 49 for 3 business erven. However, the delays experienced as a result of the required information by the Board makes it very difficult to get the approvals on time.

Proposed rezoning of erf 126, Lusikisiki (Institutional use to general business use)

The municipality has received an application for the rezoning of erf 126, Lusikisiki. The current use is for the Methodist church and the property was transferred to Steven Reddy Family Trust.

Recommendations

- It is recommended for approval.



Recommendations

The town planners will have to avoid the areas pointed out as dangerous for development as the result of the underground water or wetlands.

Housing register

Housing register has been done by the department of human settlements for 20 potential beneficiaries.

Quanza Group Shopping Complex

The municipality has been requested by the O.R Tambo DM to provide the following information for the purposes of estimated the required water supply. The Gross Leasable Area (GLA) is approximately 11300 m² including all the shops with the total land area. Therefore, it is assumed that the demand /consumption will be 49Kilo litres per day with a peak demand of 4.6 litres per second.

Recommendations

- The DM has to give support to the Quanza Group development and other developments within the towns of Ingquza Hill Local Municipality.

Land Dispute: portion of erf 49, Lusikisiki

There is a person claiming that the municipality has demolished his site in Lusikisiki. The land in question is closer to the stadium and was given to Mr Bene. There is a letter from the then councilor in 2005, the traditional leaders and the department of agriculture giving a go ahead with the construction. This is deemed illegal as the land belongs to the municipality and the municipality has to approve any land development on erf 49, Lusikisiki.

Lubala Project

The municipality is currently facilitating the implementation of the War on Poverty Project by the Presidential Office. The meetings were held in February between the municipality, the Department of Social Development and other government departments. The project is currently progressing fairly well with the intergovernmental support being integral to the project implementation. The following issues are prioritized and need the intervention of the municipality:

- Sports ground to be leveled by the municipal TLB's,
- Speed up Lubala electrification,
- Mayoral intervention on water provision,
- DEDEAT Scholarship: a letter was sent to the Provincial Department of DEDEAT to intervene,
- Make a follow up on the progress made by the students placed in the FET: 18 students.

Subdivision of erf 49, Lusikisiki

The department has requested support for the subdivision of erf 49, Lusikisiki currently used illegal by Eskom. The land will be rezoned and the subdivided for the purposes of leasing the land to Eskom. This will assist in the municipal revenue as currently the land is not deriving any revenue.

Recommendations

- Approval of the rezoning and subdivision for erf 49, Lusikisiki.

Ratepayers meeting

The department has been involved in the facilitation of the meeting with ratepayers for the problems highlighted. The main issues raised are as follows:

Provision of basic services, the rates currently being issued out as the rate is high, land invasions, town hall, pound, abbotair
Cleanliness of towns, and one way street.

Land request for OLD AGE HOME

The District Municipality was approached by the Department of Human Settlements to identify areas where an Old Age Home can be initiated. The District Municipality has identified Ingquza Hill Local Municipality as one of the areas where this initiative could be piloted. The fact that there are incidents of violence to elderly people in your area has been considered. The intention is to request a municipality to identify land to be used for this purpose.

Recommendation

The sites owned by Public Works to be utilized for this purposes and secondly, the survey must be carried out to determine the need considering the cultural connotations.

- Old Age Home: to consider land closer to the peri-urban,

B&B's

The municipality is supporting the B&B's with land legal compliances. The rezoning application were made but could not be approved as a result of the restrictive conditions obtained from the Deeds Registry in the title deeds of the B&B's. The advert was to be placed in the government printer in the gazette for 13 February 2012, but it was not advertised and it was indicated that it will be advertised in March 2012. There will be a need to accommodate for the public comments and objections.

Recommendation

- The rezoning was approved by council and therefore the removal of restrictive conditions in line with the Removal of Restrictions Act of 1967.

Erf 333, Lusikisiki

Cash build has not been paying rates for erf 333, Lusikisiki. Cash Build indicated that they will respond before the 5 March 2012, but the correspondence was not received. The municipality has to pursue legal proceedings to deal with this matter.

SALGA meeting

The municipality was invited to the SALGA meeting earmarked for the jobs fund and informal trading. The first meeting was scheduled for the 24 February 2012 and the municipality was advised very late that the meeting was cancelled. The municipality could not attend the next meeting for the 28 February 2012 as the municipality was expected to host the Mayor from Grosseto for the informal trading.

Servitude on erf 34, Flagstaff

The municipality has signed the registration of the servitude for erf 34, Flagstaff. The subdivision was done in favour of the private resident and the transfers were never made. The diagram lapsed and on the revalidation of the subdivision the township board suggested that the registration of the servitude must be done.

Erf 307, Flagstaff, Mr Ndabankulu,

Mr Ndabankulu purchased a portion of land before the previous term of council, but the transfers were never done. Mr Ndabankulu intends to development a petrol filling station. The municipality does not have any objection in principle, however the following conditions must be adhered to:

- Size of the development,'
- Franchise requirements: Sasol, total and Engen (etc),
- Advertise for objections,
- Verification of the zoning with the land surveyors, and
- Will have to comply with the town planning standards and other development requirements such TIA and EIA's.

Zoning of erf 386, Lusikisiki

There is a portion of land closer to Cahsbuild that was owned by Mr Zozi, but was sold to a certain church in Lusikiski. The Zoning certificate has been issued which confirm the land rights to be light industrial in nature.

Mrs Mhatu sale, erf 2778 Lusikisiki:

Mrs Mhatu intends to sell the land to the municipality at R 2 million above its current market value. Erf 2778, Lusikisiki was purchased by Mr Mhatu and transferred on the 04 August 2005. The site is vacant at the moment closer to the excel garage. The site was sold to Mr Mhatu at the amount of R 30 000.00 and therefore the market value has increased from what it was at the time. The site currently measures 5001 s.q.m in extent, it is zoned for commercial purposes with the current valuation of R 1 100 000.00.

Recommendations

It is recommended that the land in question be not be bought by the municipality and there is no value for money. The municipality can retain some of the sites that are vacant still registered to our name for any future development, and The person must dispose the land privately and the municipality will only be involved for the rates clearance of transfers of the site to a private person.

OTHER TASKS

- Attended the Housing summit hosted by OR Tambo District Municipality in conjunction with the Provincial Department. Here the two day affair was directed by MMC, Cllr Socikwa and was an array of presentations from provincial department, as well as the National Department of Human Settlements. It was attended by the political leadership of the legislature, the district municipality as well as the local municipalities under the OR TDM umbrella, municipal officials and other various departments and stakeholders. Various issues around housing, its delivery and the move from the concept of housing to human settlements were themes that were driving the summit for the two days. Commissions were also held that could set a backdrop and provide some solutions to various issues facing housing delivery in the OR TDM region.
- Various meetings were attended by myself during the month of May, including a stakeholders forum meeting with NETSAFRICA in Lusikisiki that was to brief on the progress of the project and other expectations that will need to be met by both the district and local municipality. The service providers were also present to give feedback on their progress on the construction of the stalls and a site visit was conducted for to discuss the issue of infrastructure.
- Meeting was held with the Association of Driving Schools in Lusikisiki, were they wanted to introduce the structure to the municipality and make themselves known. Issues that they hope to address with the municipality in follow up meetings will be their need for land to use for practice sessions and for their role in strategic sessions such as the IDP and to add their voice should they have issues and requests for funding.
- The municipality's policy review workshop was held from the 23rd April to the 26th April. This workshop gives the different departments in the municipality a chance to present their overall departmental policies to the councilors, and get their views on what other issues can be addressed in the various policies.

LAND APPLICATIONS

Mr. Sanele Tushana, has put submitted an application for a portion of land of Erf 49 Lusikisiki in the vicinity of Excel and the St Elizabeth Hospital for the purpose of opening a Car Wash that has the services of a restaurant and butchery. This establishment he has motivated will be safe, attractive to look at and also enhance the area it terms of the structures that will be built and the set up of the establishment.

Recommendation: The area he has identified is set aside for proposed business sites of Lusikisiki and should hence submit his name onto the existing database for business sites or identify another area for this application.

Mr. Victor Mkwenkwe has requested land in Flagstaff located in an area close to Langa School that is demarcated as open space on municipal plans but quite adjacent to residential areas. This application is for the purposes of having a small spaza shop that will service the pupils of Langa School and surrounding residents.

Recommendation: That the application be approved on provision that it is on a lease basis and the rental be determined by the square metres of the portion of land.

3.1 Housing

<p>Unity Park upgrade</p>	<ul style="list-style-type: none"> Approval of the layout plan by the Township Board, Confirmation letter of whether the land is not under claim, Application for housing subsidy 	<p>Pauline Birungi</p>	<p>July 2011-2012</p>	<ul style="list-style-type: none"> Advert in terms of the Ordinance 33 of 1934 was done, The municipality has had a meeting between Land Administration Department of DPLG & TA and all the service providers, The matter will be referred to the township board, and The project was submitted to the Department of Human Settlements for consideration, and Site visits were conducted for the EIA applications with DEDEA. 	<p>There have been delays in this project and the housing project has not yet been approved.</p>
<p>Joe Slovo Settlement</p>	<ul style="list-style-type: none"> Preparation of the amendment plan to cover the encroachments, 	<p>Owethu Pantshwa</p>	<p>July 2012-June 2012</p>	<ul style="list-style-type: none"> Amendment plan presented to the steering committee of Joe Slovo and the plan has avoided the 	<p>The project was meant to be approved in December 2011</p>

	<ul style="list-style-type: none"> • Community participation, and • Submission of the plan in terms of the Development Facilitation Act of 1995, and • Registration of title deeds 			<p>permanent structures but it will definitely affect the illegal fencing that did not cover the site boundaries as specified in the building control act,</p> <ul style="list-style-type: none"> • The meeting was facilitate with the councillor only to find out that the public is not aware, • The plan cannot be submitted without the public being engaged or the committee giving the go ahead, and • Title deeds have not been registered and cannot be registered without the approval of the plan being done, and • The community meeting was held in January and submission of the final report was done in March, • Confirmation of ownership for Erf 242 to an estate office in Lusikisiki, • The tribunal seating is scheduled for July 2012, and 	and therefore the approval will affect the finalization of this project.
Thabo Mbeki Settlement	<ul style="list-style-type: none"> • Formation of the Steering Committee, • Signing of the Deeds of Transfer and Registration of title deeds, • Appointment of the service provider for reconstruction , 	Lakhe Mbozani	July-December 2011	<ul style="list-style-type: none"> • The steering committee has been formed consisting of 11 members, • Deeds of transfers were signed for the beneficiaries for the compilation of the title deeds and there are outstanding 	No deviation

	<ul style="list-style-type: none"> • Street naming for the settlement 			<p>beneficiaries. For the deed of transfers to be signed beneficiaries need to sign before the accounting officer can give a go ahead. Radio announcements were made and to no avail,</p> <ul style="list-style-type: none"> • The service provider has been appointed to undertake the reconstruction of the structures and will likely take a year to complete the entire project as per the project plan, • The street names will be facilitated through the community participation and the council endorsed the methodology, • Street names not carried out, but meetings were organised but the attendance was poor, • 55 houses completed, 33 given to beneficiaries, 2 vandalisms, • 96 deed of transfers submitted to the conveyancer and 180 agreement of sales submitted for creation of title deeds, • 11 outstanding deeds of transfers signed by the municipal manager, • An email sent to the conveyancer and the Director has also made a call to the conveyancers nothing has materialized, 	
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				<ul style="list-style-type: none"> • 9 agreements of sales filled by the dependants and signed by the municipality for the deceased, • Erf 815, 574 deceased letter written for the estate office, and • Letter for extension of CLO's contract was faxed to the department. 	
Rural Housing projects	<ul style="list-style-type: none"> • Topographical plans, • Verification of beneficiary lists, • Approval of beneficiaries, • Deceased beneficiaries, and • Construction of rural housing. 	Pauline Birungi	July-December 2011	<ul style="list-style-type: none"> • Topographical plans for the rural housing projects were carried out by the survey, • There are challenges in terms of approval of beneficiaries, • Some areas were affected by the approval of the beneficiaries who reside in other areas such as Ingquza 500 that consisted of the beneficiaries from Holy Cross, • The Department of Human Settlements has decided to capture the beneficiary lists for Ward 26 again to address their initial mistake, and • The construction of all the rural housing projects has not been done. 	Generally, there are delays in the implementation of the rural housing projects and therefore the Department of Human Settlements has improved in terms of support to the Ingquza Hill Local Municipality.

Rural Housing projects	<ul style="list-style-type: none"> • Topographical plans, • Verification of beneficiary lists, • Approval of beneficiaries, • Deceased beneficiaries, and • Construction of rural housing. 	Pauline Birungi	July-December 2011	<ul style="list-style-type: none"> • Topographical plans for the rural housing projects were carried out by the survey, • There are challenges in terms of approval of beneficiaries, • Some areas were affected by the approval of the beneficiaries who reside in other areas such as Ingquza 500 that consisted of the beneficiaries from Holy Cross, • The Department of Human Settlements has decided to capture the beneficiary lists for Ward 26 again to address their initial mistake, and • The construction of all the rural housing projects has not been done. 	Generally, there are delays in the implementation of the rural housing projects and therefore the Department of Human Settlements has improved in terms of support to the Ingquza Hill Local Municipality.
Training of councilors on housing demand	Training of standing committee councilors	Pauline Birungi	July-December 2011	<ul style="list-style-type: none"> • The councillors for the standing committee of Planning and Development were trained through the housing demand process, • It is strongly encouraged that the ward councillors be taken through the training. • 	No deviation

3.2 Strategic Planning

PROJECTS	ACTIVITIES	RESPONSIBLE OFFICIAL	TIME FRAME	ACHIEVEMENT	DEVIATION FROM THE TARGET
IDP	<ul style="list-style-type: none"> • Adoption of the process plan, • Presentation of the situational analysis: Representative Forum, • Presentation of the strategies and objectives, • Project identification, • 	Owethu Pantshwa	July 2011- June 2012	<ul style="list-style-type: none"> • Process plan adopted by council, • Representative forum held in October and November, • The strategies are being developed by the municipality and the affected departments. 	The rep-forum scheduled for December 2011 did not take place because of the Provincial General Council of the leading organization and most of the cllrs were there.
Corporate Strategy	<ul style="list-style-type: none"> • Intended for planning purposes, • Compliance with the legislative guidelines, • To guide the 5 year targets for the current term of council, and • Report back on the previous 5 year 	Owethu Pantshwa	July- December 2011	<ul style="list-style-type: none"> • Concept plan developed which will guide the municipal plans for the next 5 years. 	No deviations
Precinct Plan	<ul style="list-style-type: none"> • Project funded by the Department of Rural Development for urban renewal, • Appointment of the service 	Owethu Pantshwa	July 2011- June 2012	<ul style="list-style-type: none"> • Service provider appointed, • Inception report to be presented in January 	No deviations

	<ul style="list-style-type: none"> provider, and Inception report 			2012.	
Housing Sector Plan	<ul style="list-style-type: none"> Preparation of the situational analysis, Identify gaps in the housing needs, Strategies and housing delivery plan, and Stakeholder engagement 	Owethu Pantshwa	July 2011-June 2012	<ul style="list-style-type: none"> Situational analysis, Gaps identification using the district municipality information, Strategies developed and District stakeholders were engaged however the municipality (IHLM) was not engaged through its local stakeholders. 	No deviation, but the Housing Sector Plan has to be taken through local structures before the approval can be recommended.
Local professionals engagement	<ul style="list-style-type: none"> Formation of the “Think Tank”, Development of the terms of reference, and Ensure quarterly meetings. 	Owethu Pantshwa	July 2011-June 2012	<ul style="list-style-type: none"> The engagement of the local professionals has been done, Terms of reference to be developed, different sectors will be formed, and The minutes of the meetings held in December 2011 will be circulated, The meeting was held in April to follow up on some of the resolutions, 	No deviation

				and • The local professionals facilitated a mayoral week.	
Advocacy Platforms	<ul style="list-style-type: none"> • District Housing Forums attended, • LED forums attended, • Spatial Land Use Management Bill, • District Support Team, • IGR meetings, • Farmers Day, • IDP representative forums, and • Visits by the Deputy Minister for Lubala. 	All staff members	July 2011- June 2012	• The municipality has been attending all the advocacy platforms to deal with coordination.	No deviation

1. Local Economic Development

4.1 SMME Development

3.2 SMME Development					
PROJECTS	ACTIVITIES	RESPONSIBLE OFFICIAL	TIME FRAME	ACHIEVEMENT	DEVIATION FROM THE TARGET

<p>Lusikisiki Hawker Stalls</p>	<p>Social Facilitation Prepare & Approval of Designs for stalls</p> <p>Construction of Stalls</p> <p>Registration & Licensing of informal traders Allocation of stalls</p>	<p>NNN Malupali</p>	<p>July 2011- June 2012</p>	<p>Continuous engagement with informal traders through meetings, exposure visits and workshops has been done as planned</p> <p>Kitchen, Chicken, kraals & precast tables and chairs Stalls complete and Allocation of kraals and precast tables & Chairs complete</p> <p>Registration has been completed but lisencing was affected by the riots</p>	<p>Precast tables & Chairs, chicken and kitchen stalls were vandalized during the riots by informal traders, before the actual handover.</p> <p>The remaining batch of tables & chairs was delivered in a safe place by the ORTDM</p> <p>Covered Stalls couls not be delivered as they were vandalized by the LTOA members at their foundation phase</p>
<p>Flagstaff Hawker Stalls</p>	<p>Completion of Stalls</p> <p>Engagement with Informal Traders</p> <p>Registration & Licensing of Informal Trading</p> <p>Allocation of stalls</p>	<p>NNN Malupali</p>	<p>July 2011- June 2012</p>	<p>Hawker stalls complete</p>	<p>There are people occupying the stalls illegally.</p>

Support Informal Trading	to	Establishment of a representative Structures in both towns Training of Informal Traders Formation of Sector committees Facilitation of estashmnet of Ingquza Informal Traders Association	NNN Malupali	July 2011- June 2012	Informal Traders representative structures in both towns are in place SEDA has started with training of Informal Trading on Business Skills Sector Committees are in place A service provider (KHANYANJALO Development) was appointed, through the NETSAFRICA program to facilitate this process but this was all affected by the Informal Trading riots	The current disputes with informal traders have a direct effect in the finalization of the implementation of the informal trading policy.
Vukani Help	Self	Fencing Construction of VIP toilets Renovations of the existing structure Procurement of production inputs	NNN Malupali	July 2011- June 2012	Fencing is 100% complete Toilets are complete Renovations are 95% complete Production inputs have been delivered	No deviation, however the sustainability of this project is questioned.
Khulani Bakery		Training of project members on Business Skills	NNN Malupali	July 2011- June 2012	Project members have been part of the Business Skills training by the University of Fort Hare	No deviation

	Procurement of production inputs			Production inputs have been supplied	
Masakhiwe HVP Cooperative	Establishment of the PSC Procurement processes for fencing, construction of the structure and toilets Actual Construction of the structure Training of project members	NNNN Malupali	July 2011- June 2012	PSC has been established A service provider was appointed for construction and the job is now 100% complete The project members have been part of the training on Business Skills by the University of Forte Hare	No deviation
Mathawu pottery Gallery	Establishment of the PSC Procurement processes for fencing, construction of the structure and toilets Actual Construction of the structure Training of project members	NNN Malupali	July 2011- June 2012	PSC has been established A service provider was appointed for construction and the job is progressing well. The project members have been part of the training on Business Skills by the University of Forte Hare	No deviation
Zalu Sewing Cooperative	Procurement Of Equipment & Machinery	NNN Malupali	July 2011- June 2012	Equipment and Machinery supplied for the project	No deviation
TAXBOS	Establishment of the PSC Procurement processes for	NNN Malupali	July 2011- June 2012	PSC has been established A service provider was	Electricity connection is still outstanding and will be completed

	fencing, construction of the structure and toilets Actual Construction of the structure Training of project members			appointed for construction and the job is now 95% complete The project members have been part of the training on Business Skills by the University of Forte Hare	during the Financial Year 2012/13
EXFET Clothing Manufacturers	Procurement Of Equipment, Machinery and production materials Training of project members	NNN Malupali	July 2011- June 2012	Production materials was supplied The project members have been part of the training on Business Skills by the University of Forte Hare	No deviation
Khulani Sewing	Procurement Of Equipment, Machinery and production materials Training of project members on embroidery	NNN Malupali	July 2011- June 2012	Production materials and machinery were delivered Training of members on embroidery did not take place because the computerized embroidery machine needs a computer to function	No deviation Embroidery training to take place during the year 2012/13 after a computer has been supplied
Cooperatives Development	Facilitation of Establishment of a Local Cooperatives Forum Facilitation of	NNN Malupali	July 2011- June 2012	The LCF and other cooperatives have been part of both Regional and Provincial Cooperatives Indaba	No deviation

	<p>representation in the DCF</p> <p>Facilitate Registration of LED funded projects</p> <p>Cooperatives Capacity Building</p>			<p>All the LED funded projects have been assisted through the DEDEAT office and SEDA for registration as Cooperatives and NPO's</p> <p>A number of cooperatives have been part of presentations by the Services SETA and trainings are in progress,</p> <p>Local Cooperatives have also been part of the LED workshop offered by the Tshwane University of Technology,</p> <p>Site visit: Workshop by ECDC in February 2012.</p>	
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Ingquza Hill Local Municipality Cooperatives

Name of the Cooperatives	Type	Contact Person	Contact Number
1. At Last Sewing Primary Cooperative	Manufacturing	Ms Sogobile	083 9681 673
2. Mathawu Pottery Cooperative	Pottery	Mrs Mantshontsho	072 300 7300
3. Masakhiwe Agricultural Primary Coopeartive	Agricultural	Mr Tamella	073 966 5686
4. Isintu Arts & Culture Cooperative	Craft	Ms T.Zozi	079 137 6189

5. Ibhongo lamaMpondo	Craft	N.Zweni	073 705 3580
6. Ziboneleni Savings Primary Cooperative	Finance	Mr. Sityhala	083 668 5413
7. Masenze Cooperative	Agriculture	Mrs Pennington	078 183 1788
8. Lukhahlambeni Primary Cooperative	Agriculture	B.Sileyo	073 190 8908
9. Wonkumntu Cooperative	Craft	Ms Njilo	073 401 8339
10. Lusikisiki Tractors Association	Transport Services	Mr Bhontshi	073 358 2013
11. Masizame Women's Coperative	Agriculture		083 206 1529
12. Tshaweni Primary Agricultural Coopeartive	Agriculture	Khuselwa	076 744 1786
13. Nxarabe development Cooperative	Finance	Mr T.Giyo	083 764 5146
14. Tauka Development Cooperative	Farming	Mr. Mgcina	083 976 4353
15. MayibuyiAfrika Ngeyethu Cooperative	Catering	Ms Deliwe	0733741020
16. Ludisco Welding & Multipurpose Cooperative	Manufacturing	Mr Mbhalo	073 654 7268
17. Lusikisiki Bakkies Cooperative	Transport	Mr Klaas	073 662 8478
18. Zalu Sewing Cooperative	Manufacturing	Ms N Langa	073 693 0700
19. EX FET Clothing Manufacturing Cooperative	Manufacturing	Mr W. Ndlangwe	073 989 6365/078 644 6788
20. Mxhokozweni Poultry Cooperative	Farming	W.V Mbhekephi	083 981 9356

4.2 Agricultural Development

PROJECTS	ACTIVITIES	RESPONSIBLE OFFICIAL	TIME FRAME	ACHIEVEMENT	DEVIATION FROM THE TARGET
<ul style="list-style-type: none"> Phumlo Poultry Project 	<ul style="list-style-type: none"> Construction of a Poultry House. Construction of toilets. Erection of fence around the project. Supply of water tanks. Supply and installation of poultry curtaining. 	B. Lugongolo	July 2011- June 2012	<ul style="list-style-type: none"> Work in progress and the poultry house is at a roof level. Toilets have been constructed. Fencing complete. 	Delay in finishing as it was supposed to have been finished by the end of June.
<ul style="list-style-type: none"> Ngcengce Poultry Project 	<ul style="list-style-type: none"> Construction of a Poultry House. Construction of toilets. Erection of fence around the project. Supply of water tanks. Supply and installation of poultry curtaining. 	B. Lugongolo	July 2011- June 2012	<ul style="list-style-type: none"> Complete and ready for hand-over. 	No variation.
<ul style="list-style-type: none"> Vuka Youth Project 	<ul style="list-style-type: none"> Erection of fence covering 600meters. Soil preparation and supply of inputs. Irrigation system. 	B. Lugongolo	July 2011- June 2012	<ul style="list-style-type: none"> Fencing has been completed within the specified timeframe. Soil preparation was done in time. 	We need to source budget for irrigation system from other stakeholders.
<ul style="list-style-type: none"> Masizame Women's Project 	<ul style="list-style-type: none"> Supply of inputs Soil preparation. 	B. Lugongolo	July 2011- June 2012	<ul style="list-style-type: none"> Inputs and soil preparation was done within the specified 	Borehole is budgeted for financial year

	<ul style="list-style-type: none"> • Borehole. 			time.	2012/2013.
<ul style="list-style-type: none"> • Masakhane Poultry Project 	<ul style="list-style-type: none"> • Completion of the existing poultry structure. • Renovations to the old existing poultry house. • Construction of two toilets. • Supply of boiler chicks and feed. • Re-erection of fence and installation of a farm gate. 	B. Lugongolo	July 2011-June 2012	<ul style="list-style-type: none"> • Slow progress as the expected time for completion of existing and renovation to the existing structures was December 2011. 	Slow progress.
<ul style="list-style-type: none"> • Mkhumeni Poultry Project 	<ul style="list-style-type: none"> • Construction of a Poultry House. • Construction of toilets. • Erection of fence around the project. • Supply of water tanks. • Supply and installation of poultry curtaining. 	B. Lugongolo	July 2011-June 2012	<ul style="list-style-type: none"> • Construction works were done within the expected timeframe. • The project is ready for handing over. 	No variation needed.
<ul style="list-style-type: none"> • Bambanani Poultry Project 	<ul style="list-style-type: none"> • Construction of a Poultry House. • Construction of toilets. • Erection of fence around the project. • Supply of water tanks. • Supply and installation of poultry curtaining. 	B. Lugongolo	July 2011-June 2012	<ul style="list-style-type: none"> • Construction works is finished except for minor things that require attention. • This project will be handed over before the month end. 	There was a delay in starting this project.
<ul style="list-style-type: none"> • Khonjwayo Veg Project 	<ul style="list-style-type: none"> • Completion of the storeroom. • Relocation of pump house. • Maintainace to the existing engine 	B. Lugongolo	July 2011-June 2012	<ul style="list-style-type: none"> • Completion of the existing storeroom is complete. 	We need to give these production inputs to another

	<p>thus checking capacity to pump.</p> <ul style="list-style-type: none"> • Supply of inputs for production. • Soil preparation. 			<ul style="list-style-type: none"> • Relocation of the pump house was done and completed. • Maintenance done and completed. • Supply of inputs not done yet but the service provider was appointed and a project member is demanding that the municipality should re-fence the project before they could accept the inputs for production. 	deserving project as matter of urgency.
<ul style="list-style-type: none"> • Nkunzimbini Veg. Project 	<ul style="list-style-type: none"> • Erection of fence covering 200meters. • Construction of toilets. • Finishing of the existing storeroom. • Supply of inputs for production. 	B. Lugongolo	July 2011-June 2012	<ul style="list-style-type: none"> • Erection of fence, construction of toilets, finishing and inputs has been done. 	No variation.
<ul style="list-style-type: none"> • Sophumelela Mtontsasa Project 	<ul style="list-style-type: none"> • Construction of a Poultry House. • Construction of toilets. • Erection of fence around the project. • Supply of water tanks. • Supply and installation of poultry curtaining. 	B. Lugongolo	July 2011-June 2012	<ul style="list-style-type: none"> • The construction of the poultry house is at a roof level. • Fencing is yet to be erected. • Toilets remain incomplete. • The contractor has abandoned the site 	<p>The contractor has been terminated.</p> <p>We need to invite more contractors to give us quotation in order to finish this project as a matter</p>

				with report.	of project.
<ul style="list-style-type: none"> • Tshaweni Primary Agric. Coop 	<ul style="list-style-type: none"> • Erection of fencing covering 400meters diameter. • Construction of toilets. • Construction of storeroom and an office. 	July 2011- June 2012	January- June 2012	<ul style="list-style-type: none"> • Fencing and construction has been finished. 	No Variation.
<ul style="list-style-type: none"> • Mangquzu Veg. and Poultry Project 	<ul style="list-style-type: none"> • Renovations o the existing poultry houses, toilets and office. • Supply of broiler chicks and supply of inputs. • Supply of water tanks. 	July 2011- June 2012	January - June 2012	<ul style="list-style-type: none"> • Renovations are complete with minor things to be done. 	No variation.

4.3 Tourism Development

PROJECTS	ACTIVITIES	RESPONSIBLE OFFICIAL	TIME FRAME	ACHIEVEMENT	DEVIATION FROM THE TARGET
Tourism Sector Plan	<ul style="list-style-type: none"> • 2nd PSC meeting held and inception report submitted to the municipality • Workshop on the development of the sector plan was held at Mvemve Lodge • Draft Tourism Sector Plan presented to the IDP-Rep Forum and copy submitted to 	S. Mhatu	July 2011/ June 2012	<ul style="list-style-type: none"> • Service providers appointed, • Final draft is with the municipality and a go ahead has been given to the service provider to submit the final document as well as the business plan 	<ul style="list-style-type: none"> • The was a slow process in appointing the service provider, hence the delay in completion of the project

	<p>the municipality for comments</p> <ul style="list-style-type: none"> • Comments forwarded back to Tshani Consulting for compilation • Draft document posted on the municipality's website for public commentary • Final commentary submitted to Tshani for compilation • Final document to be submitted to the municipality as well as a bankable business plan 				
Tourism Awareness	<ul style="list-style-type: none"> • The municipality is listed on the Eastern Cape Tourism Directory • A DVD and a brochure were developed for marketing purposes and distributed to various information centres e.g. at the Kei Bridge, Ultra City in Mthatha, Grahamstown Tourism office, hotels, BnBs, Tourism Indaba in Durban, etc. 	S. Mhatu	July 2011/ June 2012	<ul style="list-style-type: none"> • This marketing material distributed to various areas of the country • The municipality has booked a place on the Eastern Cape Tourism Directory • The development of a brochure is currently underway, • Facilitated the traditional day for exhibitions, traditional dancing and traditional drama's, and • The tourism day has been linked to the heritage day. 	NONE

<p>Tourism Product Development (Signage, Identification of new tourism products, Promotion of existing tourism products)</p>	<ul style="list-style-type: none"> • A survey has been developed in order to identify new tourism offerings offered by accommodation establishments and also to identify new tourism products • A brochure was developed to promote or market the newly identified products as well as the existing ones • Signage (brown boards) were erected for a number of products e.g. Mkhambathi Nature Reserve 	<p>S. Mhatu</p>	<p>July 2011/ June 2012</p>	<ul style="list-style-type: none"> • Signage, brochure in place 	<p>NONE</p>
<p>Ingquza Hill Commemoration</p>	<ul style="list-style-type: none"> • An organizing committee formed • Preparatory meetings were held • Event held on the 06th June 2012 	<p>S. Mhatu</p>	<p>July 2011/ June 2012</p>	<p>Event held</p>	<p>NONE</p>
<p>Tourism Indaba</p>	<ul style="list-style-type: none"> • See attached report 	<p>S. Mhatu</p>	<p>July 2011- June 2012</p>	<ul style="list-style-type: none"> • The municipality exhibited at the trade show 	<p>NONE</p>
<p>Arts and Craft Support (Grahamstown National Arts Festival)</p>	<ul style="list-style-type: none"> • See attached report 	<p>S. Mhatu</p>	<p>July 2011- June 2012</p>	<p>The municipality exhibited at the arts festival</p>	<p>NONE</p>

No. of Co-ops exhibited	No. of Co-ops sold the most; and reason	No. of Co-ops sold the least: and reason	Total amount made
13	07 <ul style="list-style-type: none"> Produced buyable products like beaded shoos and beaded sticks 	06 <ul style="list-style-type: none"> Produced non-buyable products like beaded clothes 	R12 000.00

4.4 Forestry Development

Project Name	Time Frame	Responsible Official	Achievements/ Progress	Solution
Sita Plantaion Project (ward 30)	July 2011-June 2012	B.Njilo	Handing over meeting(bank books) not yet set	To re-arrange same meeting just before the end of the year
Nyuswa Project (ward 16)	July 2011-June 2012		Conflict between the project executive members was resolved by dissolving the executive	To hold meeting before the end of the year and elect the new executive
Ntanzi Project	July 2011-June 2012		Ring weeding	
Ngcukeni	July 2011-June		Rin pruning	Tried to call Stranda-snakes handlers

(Mvimvane)	2012		Problem of the mamba weeding	in Cape Town for assistance, they were unable to assist us. Reason being that they do not Hunt snakes as snakes do not stay in one place.
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2. SEDA

DATE	NAME	SURNAME	Project Type	CONTACTS	COMPANY /CLIENT NAME	ASSISTANCE NEEDED
04-07-11	Noncedo	Mbelu	Sewing Project	0730636259	Masibonisane co-op	Co-op registration
07-07-11	Nkosi	Gowana	Crop Farming	0739540429	Ithemba project	Co-op registration
12-07-11	Vuyisani	Sikhulume	Service Co-op	0719482429	SVBNZ Co-op	Follow –up
15-07-11	Nokubonga	Tundzi	Trading in all aspects	0719374784	Isimamva Trading	information
18-07-11	Phetuxolo	Mdingi	Crop Farming	0786592896	Hlalanathi co-op	Co-op registration
22-07-11	Malixole	Mthimde	Cattle Farming	0783010629	Sizanani	Co-op registration
25-07-11	Nodumo	Nokhele	Sewing Project	New net	Niniva primary co-op	Co-op Registration
28-07-11	Khuselwa	Nxele	Sewing Project	039-253-1626	Niniva co-op	Follow –up
18-08-11	Babalwa	Nakasa	Gymnasium	0731172351	Imbumba Primary Co-op	Co-op Registration
19-08-11	Nomabhulu	Msuka	Recycling Project	0786680681	Siyazama Primary Co-op	Co-op Registration
19-08-11	Nozuko	Langa	Onao Project	0733116450	Crop Farming	Co-op Registration
22-09-11	Bongani	Kenqu	Loyibonga cc	07337270502	Retailing	Promotional Material
23-09-11	Mfolozi	France	Painting Services	072216615	Mfolozi Painting Co.	Funding Advice

30-09-11	Zwelombuso	France	Vegetable Farming	0738709332	Uncedo Trdng co-op	Financial Advice
12-10-11	Mondi	Xwayi	Transport	08349863202	Jama Trading cc	Financial Advice
27-10-11	Mzukisi	Bezana	Cattle Farming	0833963202	Mthimde Project	CO-Op Registration
27-10-11	Zipho	Bangani	Vetable Farming	0733322258	Co-op Registration	Co-op Registration
27-10-11	Nolwazi	Matha	Craft Works	0838492777	Lwazikazi Craft work	Co-op Registration
02-11-11	Vuyokazi	Phandela	Catering services	0733133825	Masikhupulane trading	Financial advice
15-11-11	Victoria	Ngxiya	Potato farming	0731314998	Ilinge CO-OP	Co-op Registration
22-11-11	Julia	Mamncube	Craft work	0791251603	Lapumilanga co-op	Co-op Registration
16-12-11	Zebron	Kalvas	Vegetable Farming	0729587738	Siyalima Project	Co-op Registration
04-1-12	Boniswa	Ntlokwana	Nomzamo poultry farm	Poultry farming	Sibatatu	0721038351
10-01-12	Zipo	Bangani	Nyawontle co- op	Vegetable farming	0733322258
16-01-12	Nolwazi	Matha	Lwazikazi craft work	Craft work	0838492777
	Gloria	Mbonisweni	Igqange lempuma co-op	Potato farming	0738101138
	Sipho	Ngqwangi	Vukuzenzele butchery	Buchery	0837176435
09-03-12	Iungile	Tomose	Masters touch cc	Video studio	Sibatatu	00732600985
12-03-12	Pumza	Mazikwana	Zamajwara trading	Sewing project	Sibatatu	0742419717

			cc			
21-03-12	Nomabhulu	Msuka	Siyazama co-op	Craft work	Sibatatu	0786680681
23-03-12	Nomathemba	Thotshi	Guteng Travels	Travelling Agency	Sibatatu	039-2531273
27-03-12	Lutando	Ndabeni	Victory Ticket 900 cc	Gymnasium	Sibatatu	0797714890
19-04-12	Nomalizo	Magaya	hawker	clothing	Sibatatu	0836979978
19-04-12	Nokufika	Vukaphi	Hawker	Fruit& veg	Sibatatu	0711374165
20-04-12	Zanyiwe	Mgxothe	Hawker	Fruit&veg	Sibatatu	0738625844
20-04-12	Nozityebi	Mbebe	Hawker	Fruit& veg	Sibatatu	0792159451
23-04-12	Nomandla	Zantingana	hawker	Food	Sibatatu	0792159451
23-04-12	Vuyokazi	Siko	Hawker	jewellery	Sibatatu	0739059402
23-04-12	Taleni	Raslinha	Hawker	Fruit&veg	Sibatatu	0730936395
05-06-12	Duduzile	Cokoto	Ukhanyo gardening& cleaning co-op	Cleaning services	Sibatatu	073 3004744
05-06-12	Nomabhulu	Msuka	Siyazama Project	Recycling	Sibatatu	
01-06-12	Phetuxolo	Mdingi	Hlalanati co-op	Agricultural	Sibatatu	0733116450
07-06-12	Babalwa	Nakasa	Imbumba co-op	gymnasium	Sibatatu	07337270502
08-06-12	Mondli	Xwayi	Jama cc	Transport	Sibatatu	0834986796

12-06-12	Mzukisi	Bezana	Mthimde co-op	Cattle Farming	Sibatatu	083 3963202
18-06-12	Vuyokazi	Phandela	Masikhupulane Trading	Catreing services	Sibatatu	0733133825
19-06-12	Victoria	Ngxiya	Ilinge co-op	Catreing services	Sibatatu	0733133825
21-06-12	Manyawuza	Madolo	Zamanim Project	Potato Farming	Sibatatu	073 1314998
22-06-12	Julia	Mamncube	Lapumilanga Project	Vegetable Farming	Sibatatu	082 0635640
22-06-12	Zebtron	Kalvas	Siyalima Project	Craft work	Sibatatu	079 125-1603

COMMUNITY SERVICES

1. PUBLIC SAFETY DIVISION

TRAFFIC SERVICES					
PROJECT	ACTIVITIES	RESPONSIBLE PERSON	TIMEFRAME	ACHIEVEMENT	DEVIATION FROM THE TARGET
Transport Forum	Meeting	M. Garane	July 2011-June 2012	3 meeting were convened successful and 2 failed.	Target not met due to poor attendance.
Operational readiness	Procurement of equipment i.e. Uniform, Blue lamps, Identification stickers, Torches, Road block set	M. Garane	Nov 2011	Procurement done, equipment and uniforms for traffic and security officer delivered in end May 2012.	Some items were wrong sizes and were taken back by the service provider for replacement.
	Procurement of traffic patrol vehicles	M. Garane	Sep 2011	3 traffic patrol vehicles procured, delivered and handed over to traffic services section.	Specification was changed from 4 vehicles to 3 vehicles to accommodate gravel roads patrolling with a bakkie.
Traffic Control & Law enforcement	Conducting Patrols & Road Blocks	Chief Traffic Officer	July 2011-June 2012	TRAFFIC OFFENCES STATISTICS: Total number of summons issued	None

				-986 Out of traffic fines which were issued, the most prevalent were driving without a Professional Driving Permit, driving without valid driving licence, overloading.	
	Speed management- Manning of speed checks, calibration of pro-laser	Assistant Superintendent	July 2011-June 2012	44 speed summons issued	None
	Adjudication of traffic fines	Chief Traffic Officer	July 2011-June 2012	Revenue collected from magistrate offices for payment of traffic fines and the amount paid to municipality is R371 000.00	None
	Execution of Warrants	Chief Traffic Officer	July 2011-June 2012	55 warrants of arrests executed	
Traffic Safety & Education	Community Awareness Campaigns	SCSO	July 2011-June 2012		
	Monitoring of Scholar Patrols	Chief Traffic Officer	July 2011-June 2012	Traffic Safety Officers had assisted in need analysis.	
Heavy Vehicle Driver training and	Facilitation of driver training	SCSO	Jun 2012	No training of drivers done.	Budget constraints on department of Transport made the program not

DOTY Competition					to take place
	Organising local eliminations and preparing for participation in district eliminations	SCSO	Jul 2011	Local and District eliminations were not done.	Competition was not conducted due to Budget constraints on department of Transport.
Stray animal management	Impoundment of stray animals	Pound Supervisors	July 2011-June 2012	Flagstaff pound Animals were impounded and released after payment Lusikisiki pound Animals were impounded and released after payment. Revenue generated for both pounds- R8390.00	
	Auction of stock	M. Garane	Sep 2011	The auction was conducted in both towns on the 8 th of September 2011. The revenue generated was R74 770.13	None
	Road Ranger Programme	M. Garane	July 2011-June 2012	The road rangers are more visible than previous times even though the element of supervision is still lacking.	None
Registration and licensing	Training, workshops and meetings on ENatis	SCSO	July 2011-June 2012	5 cashiers were trained in eNatis usage and registered as eNatis users. The shortage of personnel has been resolved.	None

				3 Provincial ENaTIS meetings that were held in East London were attended as per schedule in August 2011, February and May 2012	
	Provision of stationery, face values, ISS forms	SCSO	Oct 2011	Account opened with Government Printing Works to enable the municipality to procure stationery. Stationery awaiting delivery.	Lengthy GPW procedures were challenge to SCM personnel.
			April 2012	20 000 Face Value Documents were delivered by Government Printing Works.	None
	Registration and licensing of motor vehicle and drivers	ENATIS Supervisor	July 2011-June 2012	<p><u>1. Vehicle Registration and Licensing (Veli)</u></p> <p>Total amount collected by the Registering Authority-R 2 281 606.17</p> <p>Amount deposited to Department of Transport- R1 754 739.10</p> <p>Total amount deposited RTMC-R118 152.00</p> <p>Amount deposited to Municipality for agency fees – R1 208 904.40</p> <p><u>Driving License Testing Centre (DLTC)</u></p>	Revenue generation target achieved even though power outages, industrial action and protest march affected the provision of services.

				Total revenue collected and deposited – R1 508 682.00 Total Revenue generated by RA and DLTC –R2 717 586.40	
Driver fitness	Examination of Learners and Drivers License applicants	Examiners for Driving Licences	July 2011-June 2012	Examination of Learners Licence applicants has been conducted throughout the year. 3884 learners licences applications were administered.	Power outage has a detriment effect on provision of efficient service delivery.
	Honoring of PRODIBA debt for driving license cards	M. Garane	July 2011-June 2012	At total amount of R135805.00 for driving licence cards produced on behalf of our DLTC for renewal of driving licences and Professional Driving Permits had been paid through the year.	None
	Couriering of Driving License Card Applications	eNatis Supervisor	July2011-June 2012	No couriering done as there was no need, due to the LCU machines which operated efficiently throughout the period.	Couriering will not be done any more as the submission as done electronically through Live Capturing Units.
SAFETY AND SECURITY					
PROJECT	ACTIVITIES	RESPONSIBLE PERSON	TIMEFRAME	ACHIEVEMENT	DEVIATION FROM THE TARGET
Community safety Forum	Meetings and workshops	M. Garane	July 2011-June 2012	5 meetings were convened, out of 3 expected.	

Operational readiness	Procurement of firearms and Safes	M. Garane	Jan 2012	Firearms procurement processes completed. Safes procurement done in May 2012	Lengthy procurement period due to the changes in legislative requirement of placing of advert in website.
	Procurement of equipment and uniform	M. Garane	Nov 2011	Uniform procured and delivered in April 2012.	Lengthy procurement period due to the changes in legislative requirement.
	Training & Retraining on firearm competency	M. Garane	Nov- Dec 2011	4 members had undergone firearm training and 24 members had undergone firearm refresher training in November and December 2011.	None
Community Safety Plan	Awareness campaigns and crime prevention activities	M. Garane	Sep & Dec 2011	Campaigns were done with SAPS on issues of copper cables theft and behavior in the beaches.	None
			July 2011-June 2012	On the 24 th of February 2012, the municipality, police and other stakeholders had embarked on the campaign of fighting the murder of women because of the myths of witchcraft.	None
	Enforcement of the bylaws	Security Supervisors	June 2011-July 2012	Enforcement of street trading, forest chopping, beach safety etc.	None
Protection of Municipal assets	Access control stationery	Security Supervisors	June 2011-July 2012	Improvement in searching of vehicles entering and leaving	None

				municipal premises.	
VIP Protection	VIP protection operations	VIP Team Leader	June 2011-July 2012	Duties performed well as there are no incidents of whatever nature treating the principals' safety.	None
	Allocation of clothing allowance	M. Garane	Jan 2012	VIP clothing procured.	The service provider had not delivered on various promised dates.
Beach Safety	Beach Patrols Operations	M. Garane	Dec 2011-Jan 2012	Life saving service provider was appointed.	
	Provision of additional sanitation services	M. Garane	Dec 2011-Jan 2012	Sanitation not provided.	Promised sanitation by ORTDM was not provided.
DISASTER AND RISK MANAGEMENT					
Risk Assessment	Community based risk assessment	Ms M. Myolwa	July 2011-June 2012	Volunteers were recruited and trained. They had performed the risk assessment in some wards.	
Risk Reduction	Awareness Campaigns	Ms M. Myolwa	July 2011-June 2012	Workshop for councilors conducted and Awareness campaigns conducted in different wards. On February 2012 the workshop to induct councilors on Disaster & Risk Management was conducted at Lusikisiki College of	None

				Education.	
Response and Relief	Damage Assessment and quantification	Ms M. Myolwa	July 2011-June 2012	Assessment done in various locations after incidents of disasters had occurred	None
	Provision of relief	Ms M. Myolwa	July 2011-June 2012	Assistance given to number of destitute victims.	None
HEALTH					
Education, Prevention and Awareness	Awareness campaigns and special events	Mr. V Tukani	July 2011-June 2012	<ul style="list-style-type: none"> - The Lusikisiki Paralegal Advice Centre and other sister organizations had held awareness campaign in the area of Ward 17, this was a response by the community which had invited the organizations to educate the youth with regards to career development, rampant child abuse cases and substance abuse. These malpractices result in domestic violence and the spread of HIV/AIDS. - Lusiskisi Child Abuse Resource Centre conducted an awareness campaign on child abuse in Jikindaba Senior Secondary School in ward 26 	None

				<ul style="list-style-type: none"> - The Local AIDS Council in partnership with the Department of Health had a Partnership Day on the 12 October 2011. - The Local Aids Day was celebrated on the 7th December 2011 at Lusikisiki College of Education. - The Summer Circumcision Season continued with a decreased number of fatalities (2 initiates died) - Circumcision – doing the awareness campaigns in schools in preparation for the Winter Circumcision Period; - Drug Abuse – it has been noted that most of the schools in Ingquza Hill Local Municipality are affected by the drug abuse, so the LAC has resorted to focus in these schools. The Department of Education put its focus for the month of April in Flagstaff. - In the alleviation of joblessness, the Department 	
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				<p>of Education has employed more the 20 (twenty) out of school youths in the programme of Peer Education.</p> <ul style="list-style-type: none"> - Build-ups of the Candlelight Memorial event have been done at schools in the month of April. - HCT with the NGO's within the LAC and the Clinics are continuing to do HCT and it has been reported that many people in the municipal jurisdiction are busy testing which is positive for the start. We have made use of the retired nurses from O.R.Tambo District Municipality. - PMTCT: prevention of mother to child transmission – this is also continuous but it has been aggravated this time by the youth pregnancy especially in schools. - Social Mobilization – there 	
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				<p>were many awareness campaigns that were done and we were assisted by Metropolitan Foundation and O.R.Tambo District Municipality.</p> <ul style="list-style-type: none"> - The Department of Education has embarked on the HIV/AIDS Life skills since the scholars took the Winter recession, this phenomenon is aimed at reminding the scholars at their holidays about the dangers posed by HIV/AIDS. The Department of Education had used their Peer Educators for this practice and it was launched formally in Flagstaff on the 05/06/2012. - HCT – The Department of Health has continued with the HCT in its clinics, however, there are two clinics that have outstanding numbers of people who have tested, these clinics are Qaukeni and Khanyayo Clinics. This is attributed to the work of the Health Promoters and the Support Groups. 	
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				<ul style="list-style-type: none"> - The Department of Health also has endorsed TB month to also the month of June, this has made many patients (clients) in different clinics to screen for TB. About 156 sputums have been sent to the laboratory and we are awaiting the results. - Candlelight Memorial at schools – The Department of Education, though, it is the member of the LAC does its Candlelight events at schools because it is sticking to the principle of abstinence. So, all the schools did their Candlelight Memorial events at their Circuit level; <p>Child Protection Week – The Calendar dates from the 28/05 – 03/06/2012 are regarded as the Child Protection Week, during this week the Department of Education in collaboration with Lusikisiki Paralegal Advice Centre, embarked on awareness campaigns to educate the children at schools about their rights and what to do if their rights are</p>	
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				violated within the community. So, at Circuit level these awareness campaigns were conducted.	
Treatment, Care and Support Committee.	Provision of post treatment support to avoid defaults	Mr. V. Tukani	July 2011- June 2012	<ul style="list-style-type: none"> - This Committee is led by Treatment Action Campaign and other Community Based Organizations. The Treatment Action Campaign was busy with the Workshop of the Traditional Court's Bill – they were preparing the communities in different wards for the Public Hearing for this above-mentioned Bill. - The Statistics for the rate of the Defaulters dropping, it shows that there is stability and meaning that people who are taking treatment are serious about it. 	
OVCs management	Identification and registration of OVC's	Mr. V. Tukani	June 2011 – July 2012	<ul style="list-style-type: none"> - The Department of Social Development in partnership with the Department of Education and the LAC have embarked in the programme of identifying the schools which have many OVC's, we are currently compiling the list. - Compilation of the 	None

				<p>programmes of the Support Groups per Clinic which are funded by the O. R. Tambo District Municipality.</p> <ul style="list-style-type: none"> - Door-to-Door Campaign was conducted at Gunyeni Location on the 22/05-23/05/2012, the LAC has observed that there are still many OVC that are not registered in its database which correlates with that of the afore-mentioned department. - The OVC Committee has been informed that there is a possibility for the drop in the database of the OVC's because of the fraudulent documents that were submitted in the Department of Social Development. - There are about 55 OVC's who are bound to lose their status of being the OVC's. - The Departments of Education and Social Development have met and discussed at length about the status of OVC's and have agreed to have a budget that will address the OVC 	
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					status in terms of their uniform, food and their total wellbeing including Psycho-social Support	
Ward Forums	AIDS	Establishment/coordination of stakeholders of Health related issues at community level	Mr. V. Tukani	December 2011	<ul style="list-style-type: none"> - The councilors were part of the training that was conducted for the LAC so that they understand their role in the formation of ward aids forums as well as data collection for the establishment of the database 	
Clinic Gardens					<ul style="list-style-type: none"> - No new clinic gardens were established during this period because the department of Health was rehabilitating the existing ones. - The District Aids Council provided seedlings for five (5) clinics in Lusikisiki 	
EDUCATION AND LIBRARIES						
Library Marketing		School visits and marketing events	Mr. W. Nqalo		<ul style="list-style-type: none"> - As part of library awareness campaigns some ABET centers were visited in wards e. g. Magwa centre, Vulindlela center, Nkoko center, Mqikela center, and St Denis A .C. o The following schools were 	

				<p>also visited: e.g. Hillbrow S.S.S; Little Chicks J.S.S; Village J.S.S.; Ntontela J.S.S; Jiba S.S.S, Vulindlela S.S.S; Palmerton S.S.S; Lukhanyisweni J.S.S; Mantlaneni J.S.S; Mbayi J.S.S and Mdingi J.S.S.</p> <ul style="list-style-type: none"> ○ All the visited schools assisted to transport their learners to the library to read and use computers in different times during the school working hours. - Parents were also encouraged to do leisure reading and accompany their kids to the library. - On the 24th April 15 learners from ward 31 were taken to partake in the National World Book & Copyright day in Mqanduli. - The Library assistants in both libraries prepare and read stories for kids. Some of the library material e.g. books, Toy cabinets x 2, fridge x 1, HP printers x 2 were delivered in both libraries on the 11 May 	
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				2012 from DSRAC.	
Provision of ABET programs		Mr. W. Nqalo		<ul style="list-style-type: none"> - In conjunction with the Department of Sports Recreation Arts and Culture as well as Department Education we held the Literacy Day and Readerthon on 14 September 2011 - Library Week is Due was held in February 2012 - World Book and Copyright Day was held in May 2012 	
Library Committee		Mr. W. Nqalo		<ul style="list-style-type: none"> - The Library Committee met once a quarter 	
Career Guidance at Senior phase		Mr. W. Nqalo		<ul style="list-style-type: none"> - On 18 July 2011, Minister of Higher Education conducted career exhibition which was attended by large number of our high school learners. 	
<i>SPORTS, RECREATION, ARTS AND CULTURE</i>					
Special events	Participation in calendar/special events	Ms Managalisio/ Mr. H Mosea		As part of the fight against Women Abuse during the Women's Month the Mayor of the Municipality and the MEC for Social Development assisted in the funeral of a women who was assassinated in Mayalweni Women were transported to a District event in Port St Johns for	

				<p>Women's Month</p> <ul style="list-style-type: none"> - The Municipality becomes part of the Ingquza Hill commemoration annually 	
Arts Development	Promotion of local artists	Mr. H. Mosea	June 2011 – July 2012	<ul style="list-style-type: none"> - Ms Ingquza, with contestants from various wards was held at Lusikisiki College on 08 October 2011 and Nolitha Mbedeni from ward 03 obtained a position of being Ms Ingquza, 1st Princess is Nolitha Dana from ward 15 and 2nd Princess is Theresa Jones from ward 18. - Ms OR Tambo was held in Umtata on 22 October and Nolitha Dana from ward 15 Joe Slovo obtained a position of being Ms Personality at a District level. - District Choral Music Festival was held in Flagstaff at the Methodist Church Hall on 02 October 2011 - We further assisted the two choirs that were position 1 and 2 with accommodation at a Provincial level - With the Department of Sport Arts & Culture conducted Word 	

				<p>Fest competition where all writers and poets from Ingquza Hill Municipality competed against all Municipalities from O.R.Tambo.</p> <ul style="list-style-type: none"> - The three winners from our Municipality exhibited at the Grahamstown National Arts Festival on 27 July to 08 August 2012 	
Sports Development	Identification and promotion of local sports talent	Mr. H. Mosea	June 2011 – July 2012	<ul style="list-style-type: none"> - The District Department of Sports Recreation, Arts and Culture in conjunction with the SPU appointed sports assistants in wards: 1,7,16,18,22,23,27,29 & 30 - The District Mayoral Cup was played for at ward level and winning teams from the 31 wards played to come up with an Ingquza Hill team that played against other municipalities within the district - The “Fight against Poverty” Tournament in Ward 12 (all villages) sponsored by the Metropolitan Foundation was played at Lubala on the 20th December 2011. - The Lubala team was awarded a 	

				<p>Trophy which is to become the Ingquza Hill Floating Mayoral Cup</p> <ul style="list-style-type: none"> - Net ball teams from Ingquza Netball participated in trials that took place in Umtata & one (1) player from under 19 & one (1) from under 21 were selected for the Provincial team. <ul style="list-style-type: none"> o They are Afika Jompolo (ward 21) & Nomhle Ntuli (ward 10) o The Department of Sport Arts & Culture funded the Easter Tournament that was played at Ngqungqushe and New Rest sport fields during the Easter weekend. o We conducted Ingquza Hill Mayoral Cup and Ingquza Hill Commemoration, where all wards participated in sport activities that is soccer and netball and ward 10 emerged champions in men's soccer and ladies soccer and ward 21 in netball. - Netball South Africa conducted a workshop in umpiring and new rules introduced by the structure, also in netball administration 	
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Youth Development	Identification of youth programmes, assistance of disadvantaged youth to access services	Mr. H. Mosea	June 2011-July 2012	<ul style="list-style-type: none"> - During the youth month we conducted a youth dialogue focusing on youth development programmes and HIV/AIDS programmes in conjunction with the Department of Social Development at KwaCele (ward 28), this was a success because there are programmes that will continuously running in that area for the benefit of the entire community. We also supported the June 16th celebrations that took place at the Christian Church where all youth in Church from all churches gathered for the commemoration of the day. - Department of Health awarded bursaries for needy students on the following fields: MBCHB (4 students),B.Pharm (4 students),Speech & Audio (1 student),Dental Therapy (1 student),Oral therapy (1 student) 	
Cultural Development				<ul style="list-style-type: none"> - An Ingquza Hill Cleansing Prayer was held at the site of the massacre on December 6, 2011. - The municipality was part of the initiation programmes in December and June which 	

				started with three hundred and fifty two (352) initiates and we had forty one (41) admissions and five (5) Mortalities, also two (2) amputations	
Early Childhood Development	Identification and assistance of needy pre-schools	Miss M. Managaliso	December 2011	<ul style="list-style-type: none"> - Preschool visit on these wards: - Ward 30- Fama Pre School - Ward 08 Lathitha Pre-school , - Ward 18 kwa –Ndumiso Pre – School , - Ward 21 Makukhanye Pre-School and Lukhanyisweni Grade R these Pre-schools are not funded by government and also checked their needs. - Assessment of three Pre – schools that are not funded Ward 18 and Ward 08 and submitted the proposal to O.R. Tambo District Municipality for equipment assistance 	
PARKS AND CEMETERIES					
Protective clothing	Procurement of safety gear and working equipment			<ul style="list-style-type: none"> - Protective Clothing, Chainsaws and herbicides were procured and distributed to employees 	
Cleaning and	Cutting of excess			<ul style="list-style-type: none"> - Cutting of excess vegetation, 	

Greening	vegetation and maintenance of municipal gardens			removal of alien plants and; planting of trees and planting of flowers was done in both towns	
Cemetery Management	Management and maintenance of graveyards			<ul style="list-style-type: none"> - Procurement of cemetery management software was postponed to the next financial year - Burial sites were sold to clients through BTO 	Due to the SCM requirements there were not enough competing suppliers
WASTE MANAGEMENT					
PROJECT	ACTIVITIES	RESPONSIBLE PERSON	TIMEFRAME	ACHIEVEMENT	DEVIATION FROM THE TARGET
Refuse Removal				Refuse removal is done in both towns and residential areas during the scheduled times	The congestions in our towns and breakdown of waste removal trucks had a bad impact on the function