



**Umzumbe**  
MUNICIPALITY

**2011 – 2012 DRAFT**  
**ANNUAL REPORT**

Umzumbe Municipality is vastly rural and compounded by immense poverty. The area has challenges of unemployment and inadequate access to basic needs. In trying to respond to these challenges, the employment of Poverty alleviation programs as well as Indigent support programs are the core strategies to ensure that the indigent people are being supported.

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## Glossary of Terms

<b>MIG</b>	Municipal Infrastructure Grant
<b>DBSA</b>	Development Bank of South Africa
<b>DWARD</b>	Department of Water Affairs and Rural Development
<b>JIPSA</b>	Joint Initiative on Priority Skills Acquisition
<b>ASGISA</b>	Accelerated and Shared Growth Initiative- South Africa
<b>IDP</b>	Integrated Development Plan
<b>SDBIP</b>	Service Delivery and Budget Implementation Plan
<b>MSA</b>	Municipal Systems Act
<b>MFMA</b>	Municipal Finance Management Act
<b>GDS</b>	Growth and Development Summit
<b>COGTA</b>	Corporate Governance and Traditional Affairs
<b>EIA</b>	Environmental Impact Assessment
<b>DAEA</b>	Department of Agriculture and Environmental Affairs
<b>WSP</b>	Workplace Skills Plan
<b>HIV/AIDS</b>	Human immune Virus/ Acquired Immune Deficiency Syndrome
<b>ICT</b>	Information Communication Technology
<b>SALGA</b>	South African Local Government Association
<b>CPMD</b>	Certificate Programme in Management Development for Municipal Finance
<b>ELMDP</b>	Executive Municipal Leadership Development Programme
<b>CDWS</b>	Community Development Workers
<b>WSP</b>	Workplace Skills Plan
<b>HIV</b>	Human Immune Virus
<b>AIDS</b>	Acquired Immune Deficiency Syndrome
<b>ICT</b>	Information Communication Technology
<b>SALGA</b>	South African Local Government Association
<b>OMOP</b>	Observational Medical Outcomes Partnership

**CHAPTER 1: INTRODUCTION AND OVERVIEW**

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## **1.1. Executive Summary**

The Umzumbe Local Municipality's Annual Report has been developed according to the provisions of Section 121 of the Municipal Finance Management Act (MFMA), 56 OF 2003 AND Section 46 of the Local Government: Municipal Systems Act (MSA), 32 of 2000.

According to the National Treasury guidelines for the preparation of the Annual Report, the report should comprise five chapters to reflect the key activities undertaken within the organisation during the year under review. A brief summation of what is contained in each in each chapter is outlined below.

**Chapter 1:** contains the geographic location of the Municipality as well as the population dynamics of the Local Municipality. Key to this chapter is the consultative processes that the Municipality embarked on, which led to the creation of our IDP document. The chapter touches on issues of governance and how the Council is constituted.

**Chapter 2:** reports and highlights some of the key achievements and challenges of the organisation during the year under review. Though the Municipality had faced a number of challenges, but it continued to excel in service delivery as would be reflected in the report itself.

**Chapter 3:** reports on the programmes designed by the Municipality to improve employment equity and skills development. It also highlights Human Resource Management Policies and Practices that have been carried out to build staff capacity. To ensure transparency, issues of remuneration of Senior Management have also been covered.

**Chapter 4:** also key in this chapter is the fact that we have maintained our timely submission of the Annual Financial Statements to the Auditor-General for auditing.

**Chapter 5:** reports on functional areas, development and the Annual Performance Report which reports on performance of the Municipality for the year under review.

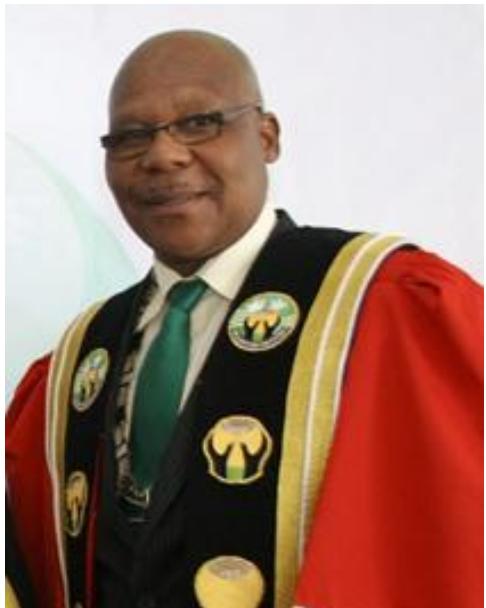
## **1.2. LEGAL FRAMEWORK**

The Constitution of South Africa describes the social values of the country, and sets out the structures of government, what powers and authority a government has, and right citizens have. The founding Provisions of our 1996 Constitution set out the principles of democracy in South Africa. Umzumbe Municipality is one such democratically founded institution.

The 2011/2012 Annual Report has been prepared in accordance with the provisions of Section 121 of the Municipal Finance Management Act (MFMA), 56 OF 2003 AND Section 46 of the Local Council after following all the processes and procedures prescribed by Section 129 of the MFMA. In compliance with the provisions of the MFMA, this Annual Report is to be tabled by the Mayor at a Municipal Council meeting to held in January 2013, as prescribed by Section 127 of the MFMA, and was thereafter publicised for comments for a period of 21 days, this is done in terms of Section 21 (a) of the MSA.

In presenting this for the financial year ended 30 June 2012, we acknowledge progress made during the 2011/2012 financial year and the challenges that lie ahead. A detailed account of all the challenges and remedial actions going forward has been provided within this report.

### 1.3. Mayor's Foreword



The 2011-2012 financial year annual report is a reflection of our commitment to the needs of our people as contained in our five year Integrated Development Plan. Through successful partnerships with government and other sectors of our society we have strengthened our pace in providing services to our people and have made remarkable strides towards the realisation of a better life for our people.

In addressing the challenge of poverty in our society we have opted to utilise our strength in agriculture to enable our community to engage in commercial farming activities which would provide sustainability and economic growth. The procurement of three new tractors and the fencing of 19 community gardens are indicative of our efforts to improve farming and agriculture in our community. Through this, we have realised our potential in agriculture and we endeavour to sharpen our peoples' interest in agriculture as our means to fight poverty and improve our economy. We aspire to develop a reliable market for fresh produce and agricultural products in our municipality, which will provide tangible opportunities for our small farmers to progress and compete with the best in the country.

In line with our Local Economic Development Strategy, we continue to provide necessary business training opportunities in partnership with SEDA, to our Small and Medium Enterprises (SMMEs) so as to give them capacity to participate actively in the economy and improve their business management skills. This, we are doing to maximise opportunities for growth and access to the economy for our local businesses. Each year, we update our database of local businesses, so as to prioritize them in our own business activities, as we also continue to monitor their progress and growth. In addition, we have established a clearly defined training and mentoring programme for cooperative businesses. In partnership with the Department of Economic Development in KwaZulu Natal, we have provided training and guidance to a number of cooperative businesses, which are now in our database of local businesses and currently benefiting from the available business opportunities.

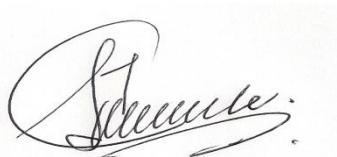
This year, we have explored our strength in tourism as one of our key economic potentials. We have identified lucrative tourism opportunities through our heritage projects, such as Ntelezi Msane Project, KwaShembe as well as Isivivane SikaShaka. These projects have been identified as our tourism sites and will be further developed to attract massive tourism activities in our municipality over time, thereby improving our economy. Through our tourism initiatives we have provided training to a number of our people to become Tour Guides and we are very confident that we shall reap the rewards of our investment in these initiatives sooner than we anticipate. Our partnership with the Department of Co-operative Governance in KwaZulu Natal has assisted us to gain funding for the establishment of Ntelezi Msane Heritage Centre, a project in which we all take pride.

However, we are aware that in order for business to prosper we need to improve on our infrastructure to enable free flow of activities and allow our people a good network to communicate easily. Through funding from the Municipal Infrastructure Grant (MIG), we have constructed at least 33 Kilometres of gravel roads in areas where there was no access, and we hope this will improve access to more areas in our society and allow services to be distributed evenly across the municipality. Furthermore, in some areas we have constructed bridges as our means to prevent incidents of drowning by scholars, especially in areas such as KwaMgayi and other areas where such incidents have been consistently reported. The construction of new bridges will further shorten the distance that our community will travel to reach government facilities, such as clinics and schools, as this has been one our challenge in the previous financial year.

Our collective efforts with our stakeholders to intensify the fight against HIV and Aids have culminated in the Establishment of a Local Aids Council, a structure which is responsible for ensuring that strategies and plans are developed and implemented to fight the spread of the epidemic. Through the Local Aids Council, we have managed to bring all partners together to share on resources and develop a joint programme of action against HIV and AIDS within Umzumbe Municipality. We take this initiative as a significant milestone in our plans to fight the spread of HIV and AIDS in the municipality. In all of our 19 wards, we aim to establish Ward AIDS Councils, which would work as substructures of the Local AIDS Council and provide consistent reports on the status of HIV and AIDS to the Local AIDS Council. This, we hope will provide a coordinated approach to the fight against HIV and AIDS.

In conclusion, I would like to indicate that we are indeed very proud to have been counted amongst municipalities that have shown drastic improvements in financial management, as we continuously obtain unqualified audit reports from the Auditor General. However, in the next financial year we shall strive to obtain a clean audit report and we are confident that through our consistency, commitment and team work we shall achieve this target.

Thank you

A handwritten signature in black ink, appearing to read "Cllr ST Gumedze".

**Cllr ST Gumedze**

(His Worship- The Mayor)

#### **1.4. MUNICIPAL MANAGER'S STATEMENT**



The year in question marked the new elected Council post May 2011 Local Government Elections. Through Council processes as enshrined in the transcript that governs local government, service delivery has been executed; the departments within the municipality such as Technical; Social and Economic Development; Corporate Services; Finance and the office of the Municipal Manager continue to be the vehicle in achieving it. Fostering a culture of accountability an annual report seeks to portray a picture of what has been implemented by the political and administrative leg of the council to better the lives of Umzumbe inhabitants.

The reviewed of the Integrated Development Plan (IDP) by the new council led to a clear direction on programs and projects to be implemented for the financial year 2011/12. In preparing for the new financial year 2012/13 a new five (5) year IDP has been developed, informed by the community needs. A new clear vision and mission for the municipality was formulated talking to the core strategic areas that are strengths to the municipality. Contained in the annual report as prepared by the Umzumbe Municipality were strategic objectives of the municipality, which were reduced to programs of action that will elucidate achievement and challenges during execution thereof of the 2011/12 financial year. Annual Performance Contracts that emanated from the Municipal Score Card gave effect to the implementation of programs and projects as asserted in the Service Delivery Budget Implementation Plan (SDBIP).

As a municipality we pride ourselves by executing the following programs as depicted from the strategic objectives as asserted hereunder:

- The office of the municipal manager continued to improve the lives of the people of Umzumbe by implementing Youth Programs; Special Programs Unit (SPU) Programs; Public Participation; Planning and IDP; Communications and Mayoralty and fostering the Batho Principles.
- In an endeavor to achieve the target of 2014 Clean Audit, the municipality prides itself by getting an unqualified report. This was achieved by tireless efforts of our Finance department staff supported by other departments.
- In upholding institutional development, Corporate Services department implemented programs that talked to staff development, functional Council committees, provision of HR imperatives and maintaining good administration.
- Implementation of LED, Tourism and Community Services driven by Social and Economic Development department saw to the assistance of Umzumbe communities.
- Through a Shared Services assisted by Ugu District Municipality, Disaster and Fire Services were executed in assisting the needy families when disasters occurred.
- Again through the Shared Services an Internal Audit unit was established at Umzumbe.
- Infrastructural development of the municipality resides within the Technical Services, wherein MIG programs got implemented.

In penning down our achievements it becomes important to mention the challenge faced by the municipality on medium expenditure of MIG in this financial year. This saw the municipality having to apply for a roll-over of unspent conditional grant. Due to the geographic nature of Umzumbe municipality and non-availability of specialized vehicles we were unable to maintain our response time to fires that occurred within our communities.

In conclusion, the administrative leg of the municipality will continue to the implementing leg in achieving the strategic goals as set by the political leg and communities of Umzumbe.

## **1.5 AUDIT COMMITTEE CHAIRPERSON'S REPORT**

### Audit Committee Chairperson's Report

We are pleased to present our report for the financial year ended 30 June 2012.

#### **1. Audit Committee Members and Attendance**

In terms of the Municipal Finance Management Act (MFMA) and the Audit Committee Charter, the Audit Committee as at the 30 June 2012, included four external independent members. None of the members were Councillors. The Audit Committee included the following members listed hereunder and meets at least four (4) times per annum as per its approved Charter. During the year under review four (4) meetings. Details of the external members and their attendance at audit committee meetings during the year are listed as follows:

Name of Member	Qualifications	Appointed	Meetings Attended
Mr. Paul Preston	BA LLB	01/07/2010	5
Mr. Sipho Nzuza	B.Com, MBA	01/02/2011	5
Ms. Chantel Elliott	B.Com(Hons), CA(SA)	01/02/2011	5
Mr. Imraan Lockhat	B.Com(Hons), CA(SA)	01/02/2011	4

Audit Committee meetings were held during the financial year as follows:

- 25 August 2011
- 21 October 2011
- 13 December 2011
- 16 February 2012
- 25 April 2012

#### **2. Audit Committee's Responsibilities**

The Audit Committee's responsibilities are outlined in Section 166(2) of the Municipal Finance Management Act, 56 of 2003. The Audit Committee has adopted appropriate formal terms of reference as its Audit Committee Charter, has regulated its affairs in compliance with this Charter and has discharged all its responsibilities as contained therein. A summary of the Audit Committee's responsibilities in terms of the MFMA and its Charter is that it is responsible for, among other things, the following:

## **Auditors and External Audit**

Discuss and review with external auditors, *inter alia*:

- the nature and scope of the audit function;
- agreeing to the timing and nature of reports from the external auditors;
- considering any problems identified in the going concern of the Municipality;
- review the Auditor-General's management letter and management response; and
- meeting the Auditor-General at least annually to ensure that there are no unresolved issues of concern.

## **Annual Financial Statements**

- Review significant adjustments resulting from the audit;
- Review effectiveness of the internal audit;
- Review risk areas of the operations to be covered in the scope of the internal and external audits; and
- Review the adequacy, reliability and accuracy of the financial information provided to management and other users of such information.

## **Performance Management**

- Review of the quarterly reports submitted by internal audit on the performance management system;
- Review the performance management system ensuring functionality thereof and compliance with the Act;
- Focus on economy, effectiveness, efficiency, reliability and impact applicable to the Municipality's own key performance indicators; and
- Reporting on the outcomes of its review and focus areas to the Council, at least twice per annum.

## **Internal Control and Internal Audit**

The monitoring and supervising of the effective function of the internal audit including:

- evaluating performance, independence and effectiveness of internal audit and external service providers through internal audit;
- review the effectiveness of the internal controls and to consider the most appropriate system for the effective operation of its business; and
- initiating investigations within its scope, e.g. employee fraud, misconduct or conflict of interest.

## **Ethics**

Reviewing the effectiveness of mechanisms for the identification and reporting of:

- any material violations of ethical conduct of Councillors and municipal staff;
- compliance with laws and regulations; and
- environmental and social issues.

## **Compliance**

- Carrying out investigations into financial matters as Council may request;
- Reviewing the effectiveness of mechanisms for the identification and reporting of:
  - compliance with laws and regulations; and
  - the findings of regulatory bodies or audit observations.

The Audit Committee is satisfied that it has complied with its responsibilities and has discharged them properly and efficiently.

### **3. The Effectiveness of Internal Controls**

The system of controls is designed to provide cost-effective assurance that assets are safeguarded and that liabilities and working capital are efficiently managed. In line with the MFMA and the King III Report on Corporate Governance requirements, Internal Audit provides the Audit Committee and management with assurance that the internal controls are appropriate and effective. This is achieved by means of the risk management process, as well as the identification of corrective actions and suggested enhancements to the controls and processes. From the various reports of the Internal Auditors, the Audit Report on the Annual Financial Statements, the matters of emphasis and management letter of the Auditor-General, it was noted that a number of significant findings over control weaknesses within the Information technology environment, the Supply Chain and Fleet Management processes were also identified and warrant management attention and redress. Accordingly, we can report that the system of internal control for the period under review was not entirely effective.

### **4. The Quality in Year Management and Monthly/Quarterly Report Submitted in terms of the MFMA**

The Audit Committee received and reviewed the annual budget, Service Delivery Budget Implementation Program and quarterly performance management reports and is satisfied with the content and notes the progress on the quality of these quarterly reports prepared and issued by the Accounting Officer and management during the year under review.

### **5. Internal Audit Function**

The municipality does not have its own internal audit function. The internal audit function of the Ugu District Municipality is used by the municipality.

During the year under review, an audit plan was prepared based on the Annual Risk Assessment. The following is a list of areas reviewed by Internal Audit, arising from the risk assessment:

- Financial Report Discipline
- Fleet Management
- Information Technology General Controls
- Performance Management System
- Supply Chain Management
- Records Maintenance Management
- Secretarial and Council Support
- Section 36 Awards in terms of SCM.

An annual assessment of the Internal Audit Function had been completed by Management and the Audit Committee. The internal audit function is limited with respect to resources however the Audit Committee is satisfied with the performance of the Internal Audit Function and reports that most of the projects in terms of the approved annual plan had been completed by the end of the financial year.

### **6. Evaluation of Annual Financial Statements**

The Audit Committee has:

- reviewed and discussed with the Auditor-General and the Accounting Officer the audited Annual Financial Statements to be included in the Annual Report;
- reviewed the Auditor-General's management letter and management responses;
- reviewed the accounting policies and practices;
- evaluated the audited Annual Financial Statements to be included in the Annual Report and, based on the information provided to the Audit Committee, considered that the said statements comply in all material respects with the requirements of the MFMA and Treasury Regulations as well as the statements of Generally Recognised Accounting Practice (GRAP).

The Committee concurs and accepts the conclusions of the Auditor-General on the Annual Financial Statements and is of the opinion that the audited Annual Financial Statements be accepted and read together with the report of the Auditor-General.

- There was an overstated commitment in the sum of R4,436,673.00
- There have been awards to Counsellors in the service of the Municipality and the State.
- The operational effect of this and efficiency of the drivers of internal control.
- The exercise of oversight responsibility regarding financial performance reporting and compliance and related internal controls.
- Performance management compliance in terms of Section 40, 41 and 46 of the MSA.
- Valid Tax Certificates.
- IT Strategy.

## **7. Conclusion**

OI would like to thank my colleagues for making themselves available to serve on this Committee and for the significant contribution that they have made. As an Audit Committee, we rely to a great extent on the Manager: Internal Audit and her staff in the Internal Audit Section from the Ugu District Municipality for their support and assistance and, in particular, for the role they continue to play in improving the accounting and internal auditing systems and controls at the Municipality. We are indebted to them for their efficient service and assistance.

We are also grateful to the Chief Financial Officer, the Auditor-General and other invitees to our meetings, including the external service providers, all of whom provided invaluable information to the Committee.



**Mr Paul Preston**  
Chairperson  
Audit Committee  
Date: 01 December 2012

## **1.6. INTRODUCTION AND BACKGROUND**

The Annual Report document represents part of the long journey that has been travelled by the Umzumbe Municipality with regard to service delivery to its people. It represents a rigorous process, shared analysis with the community and various stakeholders within the financial year 2011/2012 in making sure that the municipality has an authentic, credible and closely monitored service delivery that represents the aspirations of its civic people.

Both the political and administrative leadership of the municipality, together with our partners in development, collectively understand the common vision 2030.

The development of the Umzumbe Municipality's IDP, which in principle is reviewed annually, is based on the meaningful contributions that have been made by the members of the community. This is because the municipality adopted the Area Based Management Plan as its community participation methodological tool that allows it to extract the current development path and real status quo on the ground with regard to service delivery. This methodology has enabled the municipality to reflect back to the initial IDP of the financial year 2002- 2003—that was adopted by the Council at the time in order to evaluate the progress that has been made. This has allowed the development of new strategies that will ensure that the municipality is still on the right track in fulfilling its developmental mandate.

We have used the five (5) National Key Performance Areas as our Key Focus Areas that will continue to guide us in our strategic direction. However, the programmes/ projects have been refined and refocused in order to be more effective and maximize the service delivery benefits accruing to the community.

## **VISION**

By 2030 Umzumbe will be economically viable, enjoying tourism, heritage and agricultural benefits.

## **Mission Statement**

The Municipality is dedicated to promote people-centred development, acceleration of service delivery and sustainable local economic development.

**Our mission will be achieved by:**

- ❖ Implementing “new development approach” that strategically addresses the key challenges of the people.
- ❖ Integrated development planning and proper co-ordination and integration of development initiatives of the Municipality and other spheres of government.
- ❖ Ensuring the fair and just allocation and distribution of resources within the municipality.
- ❖ Enhancing the economic development and growth within the municipality.
- ❖ Infrastructure development and service provision that meets priority needs of communities.
- ❖ Learning from other municipalities with the best practice in service delivery
- ❖ Empowering our citizen through capacity building initiatives that characterizes developmental local government.

## VALUES

- ❖ To be responsive to the needs of citizens of Umzumbe.
- ❖ Develop partnership for development with “friends of Umzumbe” (other government departments and service providers).
- ❖ To be transparent, accountable and participative in our dealings with each other and our partners.
- ❖ To cultivate a work ethic on performance, achievement and results.
- ❖ To promote and pursue key national, provincial and local development goals.
- ❖ To ensure a representative organization
- ❖ To be democratic in the pursuance of our objectives

### 1.7. MUNICIPAL PROFILE

Umzumbe Municipality (KZ213) is a local municipality falling within the Ugu District Municipality (DC21). It is one of the six (6) local municipalities within the District. It is the largest municipality within the district in terms of the geographic area coverage. The municipal boundary runs along the coast for a short strip between Mthwalume and Hibberdene and then balloons out into the hinterland for approximately 60km. It covers a vast, largely rural area of some 1260km<sup>2</sup> with approximately 1% being built up / semi-urban. The municipality incorporates 17 traditional authority areas comprising ten (10) municipal wards. The Municipal Council comprises of 19 ward councillors and 19 proportional representative councillors.

One of the greatest challenges in Umzumbe is that the municipality does not own any land, most of the land is owned by the Ingonyama Trust and private owners. The municipality has very close ties with its people, and invests in their growth and development. In the past financial year initiatives such as dress a child, seeds project, community participation and various others have been implemented on the plight to alleviate extreme poverty.

The (2011) national statistics state that “the total population within Umzumbe Municipality has been estimated at 160, 975 persons”. The average ward population is 8472 people, but there is significant variation above and below this figure. Ward 6 is the least populated with 5923 people and Ward 18 with the most population of 13056.

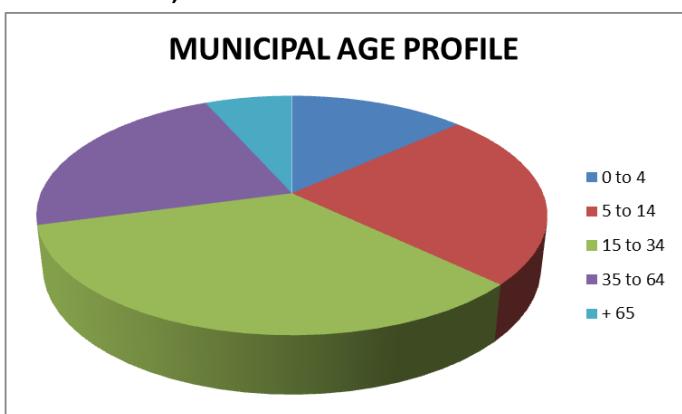
A large proportion of the population is poor, and is characterized by low levels of employment, limited and irregular households’ income, and inadequate levels of education and training. It is estimated that approximately 50% of the municipal population falls within the economically active group, but of this group, a municipal average of only 9.5% are formally employed.

The dominant land uses in order of significance are: thicket and bush land (27%), subsistence farming (24%), grassland (17%), forestry (12%) and sugar cane farming (7%). There are very little dense residential settlements (1%). The most striking feature, however, of the municipality is the extent of undeveloped natural land cover, which represents almost 60% of the total land area. The topography can be described as extremely rocky and hilly. The municipality embraces 17 traditional authority areas: the Bhekani, Cele, Dungeni, Emandleni, Hlongwa, Hlubi, Izimpethu Zedlovu, Mabheleni, Ndelu, Nhlangwini, Nyavini, Qoloqolo, Qwabe N, Qwabe P, Shiyabanye and Thulini. Because of the size, the municipality has decided to follow an area-based management approach to planning and development. It is divided into four clusters such as follows:

The tables and graphs below provide a brief socio-economic overview of the area. This overview serves as a background to the strategic planning basis of the municipality:

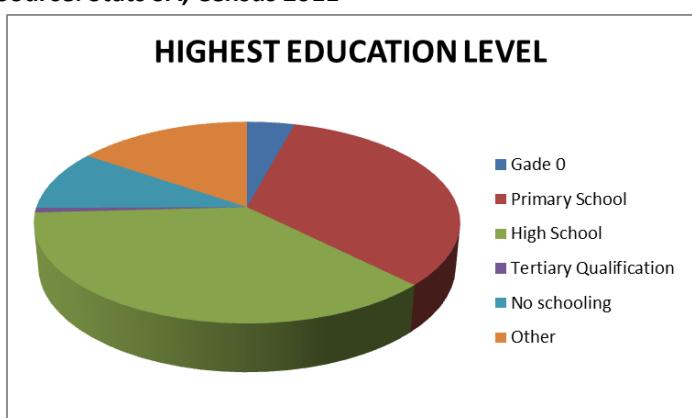
**Graph 1 : Municipal Profile**

Source: Stats SA, Census 2011



**Graph 2 : Education Levels**

Source: Stats SA, Census 2011



**Graph 3: Population Group**

Source: Stats SA, Census 2011

	Black African		Coloured		Indian or Asian		White		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	160 975
Population Group	74463	85825	99	95	82	99	88	83	87	54	160 975

**Table 1 : Socio- Economic Overview**

**Individual monthly income**

Source, Stats SA Census 2011

	No income	R 1 - R 1 600	R 1 601 - R 12 800	R 12 801 - R 204 800	R 204 801 or more	Unspecified	Not applicable	Total
Number of people	73515	72202	6380	1114	26	6683	1055	160975

**Employment status**

Source, Stats SA Census 2011

	Employed	Unemployed	Discouraged work-seeker	Other not economically active	Total
Number of People	12630	13604	9687	54679	90600

**1.1. INSTITUTIONAL ARRANGEMENTS, ROLES AND RESPONSIBILITIES**

**Table 2:** Below illustrates the organizational structure adopted to coordinate the IDP process. There has been no change to the existing structure as the roles and responsibilities have not changed.

**Institutional Arrangements, Roles and Responsibilities**

ROLE PLAYER.	ROLE AND RESPONSIBILITIES
<b>Municipal Council</b>	Final decision making body of the municipality Adopts the IDP & Budget Process Plan Considers and Adopts the Reviewed Final IDP
<b>Executive Committee</b>	They are the executive authority of the municipality Delegate the overall management, co-ordination and monitoring of the process and development of the IDP & Budget to the Municipal Manager
<b>IDP Steering Committee</b>	Consists of the Heads of Departments (HODs), which are: The Municipal Manager's Office, Director Corporate Services,

	Director Financial Services, Director Technical Services, Director Economic & Social Services and the IDP manager. Oversee the alignment of the planning process internally (within the municipality) and externally (with other stakeholders).
<b>IDP Forum</b>	Consists of all the ward councilors/ communities, Government Department NGOs, GBOs and other role players/ services providers. The stakeholders provide input in the developmental process of the municipal IDP.
<b>IDP Manager/ Municipal Manager</b>	Provides relevant technical input throughout the IDP process Gives an input in the preparation of the sector plans/ programmes Managers and co-ordinates the IDP process

## **1.8 GOVERNANCE COMMITTEES STRUCTURES**

### **1.8.1 EXECUTIVE COMMITTEE STRUCTURE**

The Executive Committee has delegated plenary powers to exercise the powers, duties and functions of Council, excluding those plenary powers expressly delegated to other standing committees and those powers which are wholly resolved to the Umzumbe Local Council. Notwithstanding the above, the Executive Committee is authorised to exercise any of those plenary powers delegated to other Standing Committees in circumstances where any matters from these committees are referred to the Executive Committee.

In line with Section 80 of the Municipal Structures Act, the Municipality currently has five multi-party Portfolio Committees, namely: FBCC portfolio committee; LED & Infrastructure portfolio committee; Community Services portfolio committee and Planning portfolio committee.

These Portfolio Committees continue to assist the Executive Committee in policy development and monitoring to accelerate service delivery, as well as the oversight of strategic programmes and projects



**His Worship the Mayor**

**Cllr S.T. Gumede**

**Exco Chair and Head FBCC Portfolio Committee**



**Deputy Mayor**

**Cllr NY Mweshe**

**Head: LED and Infrastructure Portfolio Committee**

**Honourable Speaker**

**Cllr S.R. Ngcobo**

**Chairperson of Council**



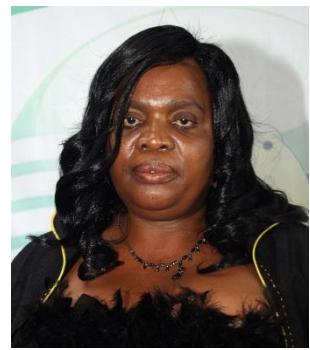
**Cllr M.P Shozi**

**Planning Portfolio**

**Cllt Y.L Duma**

**Cllr J.P Mtambo**

**Human Settlement portfolio**

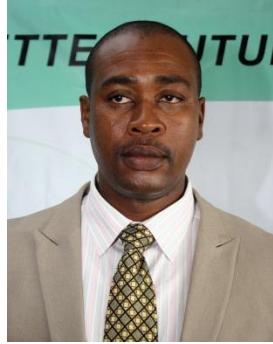


Cllr M Ndlovu

Cllr M.P.L Zungu Community Services Portfolio

### 1.8.2 COUNCIL MEMBERS

The executive and legislative authority of a municipality is vested in its Municipal Council. The pre-eminent roles of the Council, amongst others, are the approval of by-laws, budgets, policies, IDP, tariffs for rates and service charges. The Council consists of 36 members, 6 of whom are full-time.



Cllr A.E Zindela Ward  
19

Cllr C.L Shezi

Cllr C.S Ngwabe  
Ward 2

Cllr D.S Lushaba

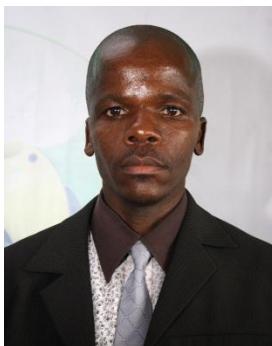


Cllr B.I Mbhele

Cllr M Ndlovu

Cllr M Mtolo

Cllr M Hlongwa



Cllr S.P Maluleka Ward 4



Cllr T.M Khuzwayo



Cllr B Sikhosana



Cllr D.Z Shozi



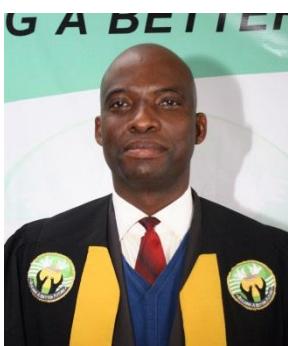
Cllr T.M Mbayi Ward  
10



Cllr T.L Peters Ward 7



Cllr S.T Gumede Ward  
5



Cllr S.R Ngcobo



Cllr S.R Cele  
Ward 13



Cllr N Caluza



Cllr S.E Radebe Ward 6



Cllr P.A Hlongwa Ward  
17



Cllr O.J Mbambo  
Ward 18



Cllr N.Y Mweshe



Cllr N.E Mhlango ward  
11



Cllr M.P.L Zungu ward 15



Cllr M.Z Luthuli Ward 16



Cllr M.S Mdletshe Ward 14



Cllr M.R Mqadi Ward 3



Cllr M.P Shozi



Cllr M.J Mkhize Ward 9



Cllr D.K Msomi ward 1



Cllr K.B Mbhele Ward 12



Cllr J.P Mtambo Ward 8



Cllr S.C Gasa



Cllr Y.L Duma



Cllr B.N Shozi



Cllr S.N Caluza



Cllr T.S Khuzwayo

#### 1.8.3. Statistical report on Council Committees Sittings

Committee	No. Of Meetings Scheduled	No. Of Meetings Held	Percentage Of Meeting Sittings
Finance, Budget control and corporate services	10	8	80%
Planning Committee	5	4	90%
Local Economic Development and Infrastructure	5	5	100%
Executive Committee	12	13	110%
Municipal Publics Accounts Committee	10	9	90%
Full Council	5	12	240%
Community Services Committee	5	4	90%
Youth	3	1	33.33%
Human Settlement	7	4	57%

#### 1.8.4. Political and Gender Representation in Council

Party	Number of Councillors	No. of Female Councillors	No. of Male Councillors
African National Congress	26	12	14
Inkatha Freedom Party	2	0	2
Democratic Alliance	1	0	1
National Freedom Party	8	3	5
Independent	1	0	1

## **CHAPTER 2: PERFORMANCE HIGHLIGHTS AND CHALLENGES**

### **2.1. Municipal Manager's Office**

### **2.2. Finance Department**

### **2.3. Technical Services**

### **2.4. Corporate Services**

### **2.5. Social and Economic Development**



**Sod Turning for Malukhakhi Access Road**

## **2.1. MUNICIPAL MANAGER'S OFFICE**

### **PERFROMANCE HIGHLIGHTS AND CHALLENGES**

#### **Highlights**

- IDP review for 2012/2013-2015/2016 financial years was developed in accordance with the prescribed consultative, publicity and approval steps.
- Preparation of a communication policy to ensure a coordinated communication process
- Preparation of a media plan to enhance communication through media relations.
- Establishment of Men's Forum, this structure is under Gender programme and it shows that gender is not for women only but for the benefit of both men and women. This is part of gender mainstreaming to different levels of the community.
- Establishment of Umzumbe Local AIDS Council (UMAC) which is a highly structured body.
- Establishment of Risk Management Committee.
- Development of Municipal Service Commitment Charter and Service Standards.
- With regard to Capacity building programme in the Speaker's Office, all 190 ward committee members were trained on module 2.

#### **Challenges**

- Lack of baseline information to guide planning.
- Lack of human capacity.
- Website not fully functional due to shortage of relevant skills as well as the IT system that is not reliable.
- The main challenge is the non-sitting of Ward Committees in certain wards. This is caused by poor communication between Ward Councillors and Ward Committees.

## **2.2. FINANCE DEPARTMENT**

#### **Highlights and Challenges**

##### **Annual Financial Statements:**

As per section 122 and 126 of the MFMA, the municipality must for each financial year prepare annual financial statements which must be submitted by the 31 August to the Auditor General.

The annual financial statements for the financial year 2011/2012 was compiled in terms of Generally Recognized Accounting Practice (GRAP).The annual financial statements were submitted to the Auditor General on time and compliance was confirmed. The municipality received an unqualified audit on the 2 December 2012 from the Auditor General.

### **Monthly Financial Reports:**

In terms of section 71 of the MFMA, the municipality must by no later than 10 working days after the end of each month submit to the mayor and the relevant treasury monthly budget statements. The monthly financial reports were prepared timeously and were submitted to the Executive Committee (Exco) and Treasury as well as other portfolio committees.

### **Mid-year budget and performance assessment:**

In terms of section 72 of the MFMA, a mid-year budget and performance assessment of the municipality must be made by the 25 January each year.

The preparation of the mid-year budget and performance assessment was compiled and adopted by the Council by the 25 January 2012.

### **Annual budget:**

The annual budget for the 2011/12 financial year was successfully compiled and adopted by council on the 31<sup>st</sup> of May as per the MFMA deadline.



### **Compliance to the Supply Chain Management (SCM) Policy:**

The municipality is in its third year of implementation of Pastel Evolution which has assisted in the facilitating of procurement such as electronic requisitions and orders. Separate files were opened for each individual contract which contained details of the contractor, evaluation and adjudication reports, payments details etc.

Bids of at least R 100 000 were submitted to Treasury in accordance with SCM regulations.

The evaluation and adjudication of the tenders was done accordingly. New amendments regarding BBBEE and thresholds came into effect in December 2011 which have been incorporated into our SCM policy. These amendments have been taken into account during the evaluating and adjudicating of tenders.

### **Compilation of the Assets Register:**

The municipality had to convert to full GRAP 17. The requirements of GRAP 17 posed challenges such as componentizing of infrastructure assets which required specialized knowledge. The municipality was thus assisted by a service provider in order to compile the assets register.

The physical verification of the assets was also challenging due to assets being spread over the geographical area of Umzumbe.

However, taking into account these challenges, the 2010/11 asset register was prepared and audited by the AG resulting in the municipality achieving an unqualified audit.

**The preparation of the 2011/12 asset register is currently in progress.**

**Municipal Property Rates:**

As of 1 July 2009, the municipality began charging for property rates in terms of the Municipal Property Rates Act. The valuation roll was compiled and the property rates billing system was integrated with the general ledger system. During the year the supplementary valuation rolls were advertised and updated on the system. In addition there has been a considerable reduction of government debt.

**Challenges :**

- The requirements of GRAP 17 posed challenges such as componentizing of infrastructure assets which required specialized knowledge.
- The physical verification of assets was also challenging due to assets being spread over the large geographical area of Umzumbe.
- Non - payment of rates and capacity challenges with regards to property rates.
- Capacity constraints within the department.

### **2.3. TECHNICAL SERVICES**

**Actual performance**

All projects identified by Umzumbe Local Municipality were implemented and the Municipality achieved 54% expenditure on MIG funding. The allocation of MIG funding for the financial year 2011/2012 was R24,654,668.00

The internal road allocation fund (Equitable share) was R 9, 255.623.00. The following roads were not implemented due to various reasons.

<b>Ward No</b>	<b>Name of Access road</b>	<b>Delays on project</b>
11	Jiba Access road	The contractor was appointed and some delays were experienced in the implementation of the project due to EIA approval challenges
03	Cimeni (Sosibo)Access Road	The project implementation commencement was delayed due to procurement processes.
19	Mpisane Access Road	The contractor was appointed and there was some delay in the implementation due to insufficient funds emanating from under-budgeting by the municipality. The project shall therefore be implemented during the 2012/2013 financial year.
01	Mgamule Access Road	Delays were experienced in the completion of this project due to contractor challenges.
04	Esivandeni access Road	There had been delays in the

		completion of the project by the appointed contractor and the municipality resorted to appoint subcontractors to complete the project.
07	Tate Access Road	The road was not completed due to additional funding requirements.
14	Ukhathi Access Road	The issue of the Additional Funding was not finalised.
04	Sthabathaba Access Road	The contractor was rejected by community members who complained about the quality of gravel being laid on the road.
02	Ngcengesi Access Road	The road was not completed due to challenges with the appointed contractor.
02	Shibase Sportfield	The sports field was not completed due to challenges with the appointed contractor.

### Highlights

The municipality only managed to gravel 33km of access roads out of the annual target of 55km.

### Challenges

- Huge infrastructure delivery backlog
- Project management capacity.
- Insufficient funding for projects

### Housing Unit

This unit is responsible for the facilitation of rural housing delivery. It works with the provincial Department of Human Settlement in ensuring delivery of human settlements to the community of Umzumbe municipality.

### Actual performance

The following are highlights of performance achieved in terms of housing unit delivery at Umzumbe:

- In Cluster A: the Municipality managed to complete 131 houses after approval of Tranche 2 application by the MEC (Department of Public Works and Human Settlement).
- In Cluster B: the Municipality managed to complete 461 housing units after approval of 1000 houses.
- In Cluster C: the Municipality appointed the other Implementing Agent due to poor performance by the other Implementing Agent.

- In Cluster D: the Municipality experienced difficulties in preparation of project description as most of land is privately owned. The Municipality is working with the National Housing Agency and the Department of Land Affairs in sorting out land issues.
- In Nhlangwini the Municipality has managed to secure an approval of Tranche 1 application by the Department of Human Settlements.



### **Challenges**

- Scarcity of land.
- Poor working relations between Municipal Councillors and Traditional Authorities.
- Poor performance by the Implementing Agents.

### **Electricity**

This unit is responsible for the facilitation of Electricity supply. It works with Eskom for the projects that are funded by the Department of Energy.

### **Actual performance**

The Municipality is currently working on the funding which was secured by the DME to appoint the service provider to carry the planning ,design and monitoring of Umzumbe Electricity project for certain areas where the Networks allows electricity connections.

### **Challenges**

- Lack of power capacity with the Jurisdiction of Umzumbe

### **Waste Management**

The municipality collect waste from its community in compliance with the National Integrated waste management Act and the constitution of South Africa.

### **Actual performance**

The Municipality has procured some of the waste management facilities such as wheelie bins, skip beam and various plastic bags in order to start and carry the mandate.

### **Challenges**

- Insufficient funds to carry out the waste management function.
- Scattered human settlements.

### **Actual Performance**

Start Date	Contract No.	Contract Name	Description	Contractor	Award Value	Surety	Status
06 July 2011	UMZ-15T-2011	Ward 17 MPCC	Renovation of Ward 17 MPCC	Ziqhenye Trading Construction	R971,323.32	R97,132.33	Construction
21 February 2011	UMZ-12T-2011	Shibase sportfield	Construction of Shibase sportfield	Zeedo Trading	R1,693,664.94	R169,366.49	Construction
28 February 2012	UMZ-20T-2011	Mantiyaneni sportfield	Construction of Mantiyaneni sportfield	Zeedo Trading	R2,234,963.47	R223,496.34	Construction
26 October 2010	UMZ-02T-2010	Esivandeni Access road	Construction of Esivandeni Access road	Sinotho Electricals and Civils	R3,307,957.32	R 330,795.73	Construction
09 January 2012	UMZ-18T-2011	Ndunge access road	Construction of Ndunge access road	Zondle Trading cc	R4,610,877.55	R461,087.75	Construction
17 November 2011	UMZ-19T-2009	Mfomfo access road	Construction of Mfomfo access road	Dokose Construction	R1,886,342.04	R188,634.20	Complete
8 November 2010	UMZ-05T-2010	Mgamule access road	Construction of Mgamule access road	Gwabini Development Contractors	R980,874.41	R98,087.44	Construction

29 September 2011	UMZ-14T-2011	Maintenance of access roads	Maintenance of access roads	Ubunye Plant Hire	R2,164,780.20	R216,478.02	Complete
02 September 2011	UMZ-16T-2011	Ndilindi access road	Construction of Ndilindi access road	Uluntu Emerging Contractors	R2,156,165.00	R215,616.50	Complete
02 September 2011	UMZ-15T-2011	Sthabathaba access road	Construction of Sthabathaba access road	Ziphizindlovu Trading Enterprise	R1,582,610.70	R158,261.07	Construction
13 August 2012	UMZ-03T-2012	Jiba access road	Construction of Jiba access road	Khazi Trading/Ziphizindlovu Trading cc JV	R3,034,053.54	R303,405.35	Construction
03 November 2011	UMZ-14T-2011	Mkhoba access road	Construction of Mkhoba access road	Mokoena Construction	R5,299,861.71	R529,986.17	Construction
08 June 2011	UMZ-02T-2012	Malukhakhe access road	Construction of Malukhakhe access road	Microzone Trading 890 cc	R4,587,693.74	R458,769.37	Construction
08 June 2011	UMZ-01T-2012	Zakhe access road	Construction of Zakhe access road	Dixie Bay T/A Bethlice Projects	R4,463,341.45	R446,334.14	Construction
26 September 2011	UMZ-17T-2011	Mpisane access road	Construction of Mpisane access road	Ah-Tak-THI-Ki Trading	R3,146,392.50	R314,639.25	Construction
22 March 2012	UMZ-13T-2011	Cimeni access road	Construction of Cimeni access road	Ingqondo Construction	R4,118,499.66	R411,849.67	Construction
18 January 2012	UMZ-15T-2011	Gospel access road	Construction of Gospel	New Boss Construction JV Sezwe	R2,883,710.94	R288,371.09	Construction

			access road	Investments cc			
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## 2.4. CORPORATE SERVICES

### **PERFORMANCE HIGHLIGHTS**

#### **WORKPLACE SKILLS PLAN AND HUMAN RESOURCES POLICIES**

- The Workplace Skills Plan (WSP) was submitted to LGSETA on time and refund is expected to be made to the Municipality in terms of Skills Development Levy.
- Information Technology related Policies were developed and are still waiting to be adopted by Council.
- Employment Equity Plan and Records Management Policy were reviewed and developed, respectively.
- The Local Labour Forum exists and is functional.
- The municipal organogram was reviewed and adopted by Council.

#### **ABET PROGRAMME**

- Six (3) internal employees and three (1) semi-literal were enrolled through ABET programme and have made good progress.

#### **FLEET MANAGEMENT AND VEHICLE ACQUISITION**

- Installation of vehicle monitoring system C-track has produced significant reduction in vehicle abuse.
- The municipality purchased three (3) tractors for the promotion of LED
- One new Toyota bakkie was acquired through the trade-in method of the old Mayoral vehicle.

#### **TELEPHONE AND CELLPHONE COSTS**

- Soft-locking of contracted cell phones and deactivation of codes for land line phones has yielded positive results in the reduction of costs.

#### **RULES OF ORDER**

- The rules of order were reviewed and successfully gazetted by COGTA

#### **CHALLENGES**

- Training for Councilors was not adequately done due to the lack of proper programs from LGSETA
- Inadequate contribution by Councillors towards the development of WSP

- Poor attendance of Councilors to workshops.
- Inadequate equipment such as vehicles to carry out municipal work.
- Lack of IT capacity within the municipality

## **2.5. SOCIAL AND ECONOMIC DEVELOPMENT**

### **COMMUNITY SERVICES**

#### **BACKGROUND**

Community Services Section is responsible for activities that aim at addressing social challenges faced by people of Umzumbe. The focus of the unit is on various activities and initiatives that are guided by non-discriminatory principles, gender sensitivity and pro poor agenda. The significance in achieving the objectives of these activities is by developing partnership with sector departments in championing the constitutional mandate vested on the municipality.

#### **KEY ISSUES/ PROGRAMMES**

##### **Poverty Alleviation/ Indigent support program**

Umzumbe Municipality is vastly rural and compounded by immense poverty. The area has challenges of unemployment and inadequate access to basic needs. In trying to respond to these challenges, the implementation of Poverty alleviation programs as well as Indigent support programs are the core strategies to ensure that the indigent people are being supported. The unit has partnered with Social Development, Home Affairs, Dept. of Health and SASSA in ensuring that these people's interests are being championed. Poverty alleviation program has various components such as 38 women.

38 women as a program was established specifically to address the issue of poverty whereby 2 unemployed poverty affected women in all wards were identified as indigent. These women were placed as general workers to clean all Municipal Community facilities in all 19 wards and receive a stipend for performing such tasks. This programme eventually provided job opportunities.



##### **Free Basic Energy**

The main focus of the programme is to provide alternative energy to the most deprived sections of the community. These initiatives include Free Electricity Tokens which are collected every month as a form of subsidy when purchasing electricity with a subsidy of 50 klwts per purchase. Solar electricity panels maintenance to targeted households that are categorized as living below poverty line as well as Gel provision to 634 families in ward 11 and 15.

#### **Management of Community Facilities.**

Umzumbe Municipality revenue mainly comes from property rates and immensely from equitable share grant. The municipality identified and implemented management of community facilities as one of the cash cows of the municipality.

## **NGO Programme**

This program encourages and strengthens the working partnership with civil societies. Various initiatives are implemented for the realization of the programme. The programme ranges from training of the civil societies on different skills to the Grant in Aid whereby these organizations are accorded with opportunities to submit proposal for funding.

## **CHALLENGES**

- Understaffing/ lack of Human capacity
- Financial/Budget constraints that hinder the section in meeting and responding to the unlimited number expectations from the Community.
- Slow response of councilors in conducting the profiling of indigent households.

## **DISASTER MANAGEMENT SECTION**

### **BACKGROUND**

The Disaster Management Section has been able to accomplish most of the tasks set out to do in the financial year. The accomplishments are progressive and give direction to the section with projections of a section that has a great potential to establish itself as a unit. Programs that were implemented this year again were more into taking department to the community e.g. awareness campaigns, risk assessments, volunteer program, etc. In the past year, time constraints and lack of resources did not allow for systems e.g. operational plans, etc. to be put in place. Below are the programs and projects that were implemented, successes and challenges met and how those were approached and dealt with.

#### **➤ Mitigation of Disasters in Municipal Events**

The section has a big role to play in ensuring safety of both community and officials during events that are hosted by the municipality. The section develops floor plans, security plans etc in ensuring that the events are free from incidents.

The gap here was that service providers are not complying to regulations by providing temporal structure certificates when erecting a temporal structure. Legally the erection of such structures (tents, marquees, stages etc.) requires that the service provider appoints an engineer who will assist those responsible for evacuation with important information relating to strength of the structure, wind notches, etc. Without this certificate the municipality stands to be sued should the structure collapse. The MOU was developed but the challenge still persists.

#### **➤ Responding to Disaster Incidents**

This section responds to reported cases of families affected by fires, heavy rains, winds, storms, lightning, etc. This year (June and July also in November and December) we had heavy rains and strong winds that swept along the coast and left many families needing assistance. The section responded to about 400 cases that were reported and provided assistance where needed the most.

#### **➤ Awareness Campaigns**

A number of awareness campaigns were conducted this year. There was one with the community leaders in Nyavini Tribal Authority. Issues of fire, climate and environmental issues were discussed. The second awareness campaign was done in collaboration with the Provincial Disaster Management Centre (PDMC) which included all 19 wards of Umzumbe. Other stakeholders were also invited to Mantyaneni Sportsfield.

A campaign was also done in collaboration with the Department of Environmental Affairs, Agriculture and

Forestry. Issues of fire, wild pigs, environmental issues, etc were discussed. These were successful campaigns and were able to inform communities of assistance that is available and how to access it. There also were a number of presentations and awareness created in events and other gatherings e.g. religious leaders, and youth meetings and summits.

➤ **Risk Assessments**

Risk assessments were finalized this year and a document was developed that highlight all risks of Umzumbe and profile them. The document further list the top 10 risks that the section need to concentrate on. The next step now is to compile mitigation plans for the 10 risks.

➤ **Stakeholders Advisory Forum**

Disaster Management Stakeholders' Advisory Forum was established and is currently meeting on quarterly basis or specially if there are urgent matters that need discussion. This is the most important structure of the section in that it assists with the direction for the department. With a vibrant stakeholders' forum the section is able to link projects with those of the stakeholders like government departments. The section was able to hold 5 advisory forum meetings. The second quarter (November/December) there were heavy rains and strong winds that left about 165 families affected. This meant that focus was shifted from programs to assisting families that were affected. A number of regional and provincial meetings were held to seek assistance and to present our case in higher structures.

➤ **Trainings**

A number of training were conducted in this financial year, the highlight is the volunteer training that was held in Ward 17 MPCC and in Phungashe Education Centre. There also were training of Traditional leaders (Amakhosi) that was done in collaboration with the District Disaster Management Centre (DDMC) and the training of ward committee members on Disaster Management.

➤ **Firefighting Shared Services**

The section has shared services with Umdoni, Vulamehlo and Ugu District. The training for fire fighters is not yet completed as they do not have the advance driving which should allow them to drive the fire engines.

**CHALLENGES**

➤ **Understaffing**

The section is struggling with regards to the staff. Currently only the manager is managing and also implementing the programs. The unemployed graduate that was allocated had to leave because his contract came to an end. This is hindering the progress and rendering it very slow. It becomes a challenge when multi activities have to be performed and one person is not enough especially when disasters strike.

➤ **Resources**

The section is dealing with emergencies e.g. fires and accidents. The section also has a target of 72 hours response time that has to be met and this requires resources. Space is also important if we are to bring back the fire fighters to work here in the municipality.

➤ **Firefighting Shared Services**

The shared service seems to be going through challenges. Operational funding is the main challenge. Umzumbe was requested to pay R233 340 on top of the R250 000 that was paid in the beginning of the financial year. Other municipalities also in the shared services were requested to pay their share. It then became apparent that Ugu is struggling financially thus could not pay. This resulted in staff (fire fighters) being out of work. This also in turn meant that services delivery was hindered.

**LOCAL AND ECONOMIC DEVELOPMENT**

Local Economic Development is responsible for all the activities associated with economic development initiatives which include the following brief over view and challenges

### **SMME DEVELOPMENT**

The data base has been continuously updated with new SMMEs.

Training needs were identified with the assistance of SEDA. Most SMMEs prefer technical skills like welding, woodwork and plumbing. These courses are expensive and are not available locally as short courses. However with the assistance of DEDT and SEDA some SMMEs were happy to attend the available courses. The following training was provided to the SMMEs namely: bricklaying, business plan compilation, business plan, export promotion and shoe making. Initially 22 people were registered for the bricklaying course. Although only 15 were able to graduate due to the challenges of the training. The FET being in Port Shepstone was inconvenient for the trainees as at some point the trainees had to be transported in a bakkie to Gamalakhe from Nyavini which was a bit strainous. Also meals were an issue as the FET was not geared for this while funding accommodated meals.

### **CO OPERATIVE DEVELOPMENT**

As far as capacity building is concerned the following co operatives were trained: khombindlela (20) were trained in decorative beadwork, nazoke (5) was trained in export promotion, Shinga co op (22), friednor co op (16) & Gqubhinhlabathi co op (6) all of organic farms; all these co ops were trained in Value adding to purple passion fruit. Siyavuka co operative (6) was trained in vegetable production with the assistance of the department of Agriculture. Bungwane co operative (7) was trained in nursery management funded by National Development agency through UGU secondary co op. Mkhalihi is currently being trained in corporate management and eventually baking and they are also being mentored by Hlahlindlela.

Hlahlindlela is being contracted by DEDT on behalf of all the bakeries in UGU. It is not easy to secure markets for the co operatives as most of the produce is not meeting market quality standards required by the markets. Saving clubs were discontinued when the District experienced financial problems. The district was the originator of this project as a result this project was not budgeted for by the municipality. Mkhalihi bakery equipment is one of the co operatives that has been assisted with the construction of the bakery. The building has been finished and awaiting the fitting of equipment which is in the process of being procured. The section has registered 28 co operatives for the ADLUCK project. The DTI co operative incentives are supposed to be applied for; in order for the co operatives to attain capital for this huge project. The reliability of the ADLUCK programme is the key to the success of this project.

### **TOURISM DEVELOPMENT**

Ntelezi Msane project was granted R1000 000.00 funding by COGTA. The other sites that are being developed are Isivivane sika Shaka, kwa Shembe and Ntelezi Msane, These sites are in the process of being registered with AMAFA akwa Zulu. The section is working with Port Shepstone Museum in order to have the documentary of these sites done. Research and references necessary for registration has been done and documented for submission to AMAFA. The time travel programme that is earmarked for the Isivivane sikaShaka is progressing well. Some of the tour guides have been trained as

time travellers. The tour guides were trained so that they qualify to host tourists professionally. Unfortunately due to the pitch of the training, out of 12 people only 5 passed and are now qualified tour guides.

### **LED STRATEGY**

The LED strategy was reviewed and adopted by council. A workshop for councilors was arranged so that the document could be unpacked. Only a few councilors attended. In terms of LED forums, only 2 LED forums were held in the past financial year and the last two were combined into an even a bigger and more interactive LED summit.

### **ARTS AND CRAFT DEVELOPMENT**

The crafters have been supported and trained and new ones have been entered into the data base. Crafters have been exhibiting in shows nationally. The following are the exhibitions that crafters attended: Gate way Christmas exhibition, Decorex Cape Town, SMME fair EThekwini, SMME fair Botswana and the Royal show in PMB. The crafters that took place in the exhibitions are: Nazoke, Mkhuba arts and craft, Inqabayokuphila disabled organisation, Khombindlela co operative, Thulisile cc and Siyabangena cc.

### **ARTS AND CULTURE**

The arts and culture competitions were successfully held in Umzumbe. This fed into the festivals that followed starting with the Ziltrex gospel festival, the MTN joyous celebration festival, and UGU jazz festival. There was also training by the university of Natal. This training was meant to equip artist with skills necessary to ensure that artist are able to conduct their trade and talent as a business. It is known as “artists in business administration for creative arts”.

Here is how Umzumbe groups performed at professional levels as per the annual target: Mthwalume brass band performed at the opening of African Renaissance at the ICC. Gods messengers, Afro Rio, and Inhlanhleni gospel groups performed at the Ziltrex Gospel festival. Impunyela and Storm performed at the UGU Summer Music Festival. The Power singers performed at the Led Summit. Afro Rio performed at the Joyous MTN Gospel Festival. The scathamiya group known as Easy walkers is already played on Ukhosi FM and they took first price at the Scathamiya Festival held at uMzumbe as a pre event to UGU Jazz Festival. Khululeka, is an Ingoma group that performed at the opening of jazz festival gala dinner and is also the winner of provincial competitions at Pietermaritzburg and are the title holders (the best in KZN).

### **RURAL DEVELOPMENT THROUGH AGRICULTURE**

This financial year fencing was provided in wards 5, 19, 11 and 17 completing the cycle of 19 community gardens as previously 15 were fenced due to financial constraints. The municipal tractors have been experiencing mechanical failures. By April only one tractor was working and it also broke down. Inputs have been acquired for projects that have been fenced and for those that have sent letters of requests.

In order to ensure that all fenced Umzumbe community gardens become sustainable, an on-going monitoring is done by

LED Officer in charge and the Department of agriculture is on board. One of the critical inputs that is required in the community gardens is water pump engines, in order to ensure that water is available for growing of the crops

### **BUSINESS LICENSING**

The policy is provincial.

Applications have been coming in and assessments done. Only three businesses have qualified for trading license. The problem is that most applicants do not comply. The challenge that is faced by the programme is that all applications are for liquor trading which may have a negative social impact on moral regeneration.

### **SUSTAINABILITY OF ONGOING PROJECTS**

The assessments were done and a list of beneficiaries was drawn after which the procurement process began. A list of the beneficiaries was made available for the LED portfolio committee. The challenge faced by the section is that there is no storage for the goods.

### **CHALLENGES**

- A Large portion of land within the jurisdiction of Umzumbe municipalities belongs to the Ingonyama Trust which makes it difficult for the municipality to have access to land required for developmental purposes
- Umzumbe local municipality is less revenue based, which result in budget constraints for other projects to be implemented efficiently.

## CHAPTER 3: ORGANISATIONAL MANAGEMENT AND HUMAN RESOURCES

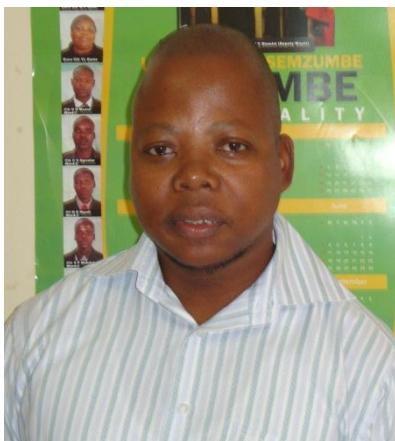
- 3.1 Organisational Structure
- 3.2 Human Resources Profile
- 3.3 Staffing Information
- 3.4 Skills Development Programme
- 3.5 Disclosures



### 3.1 Organisational Structure



**Ms N C Mgijima**  
**Municipal Manager**



**Mr. S E Ngcobo**  
**Director Technical Services**



**Mr. B Nyuswa**  
**Director Corporate Services**



**Mr. T P Cele**  
**Director Social & economic dev.**



**M K Audan**  
**Chief Financial Officer**



**Mr. S J Cele**

**Senior Manager: Communications, Mayoralty & Youth  
Development**

**Ms. L P Radebe**

**IDP Manager**

### **3.1.1. EXTENDED TOP MANAGEMENT COMMITTEE**

#### **Financial Services Department**



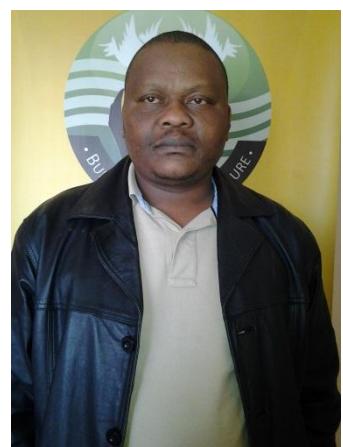
**Miss. M Msomi**

**Budget Manager**



**Miss M Mantanzi**

**Income and Expenditure**



**Mr. L Ngidi**

**Manager Supply Chain Manager**

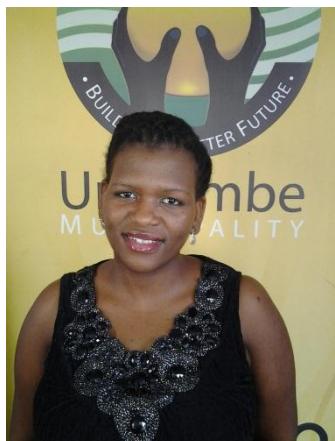
## **Corporate Services Department**



**Miss. T Mdubeki**  
**Human Resources Manager**

**Manager Administration**  
**Vacant**

## **Municipal Managers Office**



**Miss. M Msomi**  
**Youth Manager**



**Mr. N Khomo**  
**Manager Special Programs**



**Ms. M Thabede**  
**Manager in the Municipal managers  
office**



**Miss M Msomi**  
**Manager in the Speakers Offices**

### **Technical Services Department**



**Mrs. L Mkhithi**  
**Housing Manager**

**Mr. N I Ngcobo**  
**PMU Manager**

### **Social and Economic Development Department**



**Mrs. N E Ngcobo**  
**LED Manager**

**Mr. V Shozi**  
**Manager Community Services**

**Mrs. N Lushaba**  
**Disaster Manager**

### **3.1.1. Administration**

The administration of the Municipality is headed by the Municipal Manager. The Municipality has five administrative departments: Corporate Services; Treasury; Social and Technical services, Municipal Managers office

#### **3.1.1.1. Municipal Manager's Office**

The office of the Municipal Manager is headed by the Municipal Manager and comprises the following sections: Development Planning, Mayoralty, Communications, Youth Development and special programmes and shared services internal auditing.

#### **3.1.1.2. Treasury Department**

The Treasury Department is headed by the Chief Financial Officer and comprises the following sections: Expenditure and Assets; Budget, Treasury and Revenue and Supply Chain Management.

#### **3.1.1.3. Technical Services Department**

The Technical Services Departments is headed by the Director: Technical Services and comprises 2 sections: Housing Development and project Management Unit.

#### **3.1.1.4. Corporate Services Department**

The Department is headed by the Director: Corporate Services and consists of four sections: Human Resources, Secretariat, Information and Communication Technology (ICT), Registry and Auxiliary Services.

#### **3.1.1.5. Social Economic Development**

This department is headed by Director: Social and Economic Development and comprises of three units namely: Community Services; Local Economic Development; Disaster Management.

### 3.2. Human Resource Profile

	Region Demograph hics	Umzumbe – OVERALL														
		TOP MANAGEMENT			SENIORMANAGEMENT			MIDDLE MANAGEMENT			JUNIOR MANAGEMENT			GENERAL WORKERS		
LEVEL			0-1			2-3		4-6			7-12			13-18		
Nos. OFF																
		Exist	Ideal	Diff	Exist	Ideal	Diff	Exist	Ideal	Diff	Exist	Ideal	Diff	Exist	Ideal	Diff
African Males		3	0	0	4	0	0	9	0	0	18	0	0	0	0	0
African Females		1	0	0	11	0	0	13	0	0	9	0	0	3	0	0
Coloured Males		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Coloured Females		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Indian Males		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Indian Females		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
White Males		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>White Females</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other Males</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other Females</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>		5	0	0	15	0	0	12	0	0	27	0	0	7	0	0

### **3.3. Staffing Information**

The municipality has total number of 69 staff members employed, with 11 vacant posts as illustrated in the following table:

<b>Function</b>	<b>No of Staff</b>	<b>No of Vacancies</b>
Municipal Manager's	18	1
Corporate Services	23	3
Treasury	10	1
Planning LED & Community Services	11	5
Technical Services	7	1
Total	69	11

#### **3.3.1. Policies**

Corporate Services Department is responsible for developing and reviewing the policies. The following policies were developed and in certain cases reviewed during 2010/2011 financial year.

- Skills Retention Policy formulated and approved by Council
- Supply Chain Management Policy reviewed
- Property Rates Policy formulated
- Credit control policy amended and approved by Council
- Rules and Orders approved and gazetted
- Workplace Skills Plan (WSP) and Annual Training Report approved and submitted to LGSETA on time.
- Telephone and cell phone policy formulated and approved by Council.
- Registry Policy Developed.

The following are pension fund schemes in existence in the Municipality

- Provident Fund
- Natal Joint Pension Fund

### **3.4. Skills Development Programme**

A total of thirty eight (38) employees received training in the 2011/12 financial year. Other trainings were funded by LGSETA and DBSA.

### **3.4.1. Minimum Competency Levels for Senior Management**

The Municipal Finance Management Act, Sections 83, 107 & 119 prescribe that the Accounting Officer, Senior Managers, the Chief Financial Officer and other financial officials of a municipality must meet the financial management competency levels prescribed by regulation. National Treasury issued regulations on Minimum Competency Levels on the 15 June 2007 the regulation prescribe the minimum competency levels for the following categories of employees:

- Accounting Officers of Municipalities and Municipal entities;
- Chief Financial Officers of Municipalities and Municipal entities;
- Senior Managers of Municipalities and Municipal entities;
- Other Financial Officials of Municipalities and municipal entities; and
- Supply Chain Management Officials of Municipalities and Municipal entities.

The regulations further require each municipality to report in its Annual Report a consolidated information in respect of progress made in the attainment of minimum competency levels by the above mentioned category of employees.

- Accounting Officers of Municipal entities.
- Chief Financial Officers of Municipalities and Municipal entities
- Senior Managers of Municipalities and Municipal entities
- Supply Chain Management Officials of Municipalities and Municipal entities

The regulations further each municipality to report in its Annual Report a consolidated information in respect of progress made in the attainment of minimum competency levels by the above-mentioned category of employees.

OFFICIAL	A	B	C	D	E	F
	Total number of officials employed by municipality (Regulation 14(4)(a) and (c)	Total of officials employed by municipal entities (Regulation 14(a) and (c)	Consolidated: Total of A and B	Consolidated: Competency assessments completed for A and B (Regulation 14(4)(b) and (d)	Consolidated: Total number of officials whose performance agreements comply with Regulation 16 (Regulation 14(4)(f)	Consolidated: Total number of officials that meet prescribed competency levels (Regulation 14 (4)(e)
<b>FINANCIAL OFFICIAL</b>						
Accounting Officer	1	-	1	1	1	1
Chief Financial Office	1	-	1	1	1	1
Middle Manager	3	-	3	3	3	6
Any other financial officials	8	-	8	8	-	
<b>Supply Chain Management Officials</b>						
Head of supply chain management unit	1	-	1	1	-	1
Supply chain management managers	1	-	1	1	-	1
Total	15	-	15	15	5	17

### **3.4.2. Staff Training**

2 employees trained and graduated CPMD  
1 employee trained on payday  
2 employees trained in ELMDP  
1 employee trained in presiding office prosecutor investigation  
1 employee trained in Records Management  
1 employee trained in archives management  
1 employee trained in VIP protection  
1 employee trained in module in pastel

### **3.4.3. BURSARIES AWARDED:**

<b>Field of Study</b>	<b>Number of Bursaries</b>	<b>Monetary Value</b>
Project Management	3	R56400.00
MBA Finance	1	R24800.00
Human Resource Course	1	R5770.00
Public Administration	1	R4470.00

### **3.4.4. Training for councillors**

Due to the leadership change in 2011, the majority of the Councillors needed to be trained in various aspects of institutional development and good governance. The main aim of the training was to provide continuous capacity building to the Councillors so as to allow them to take informed decisions for service delivery. As noted above, the majority of the Councillors have been trained largely on issues of good governance and institutional development.

As part of the strategy to speed up service delivery, the municipality has been able to comply with the DLGTA requirement by confirming all the councillors who sit in the EXCO into full-time status. This has given the municipality extra capacity in service delivery and it has provided an opportunity to the leadership to interact on daily basis on developmental issues.

Below is a list of Councillors who were trained on different programmes:

15 Councillors trained on financial reporting  
2 Councillors trained and graduated in CPMD  
1 Councillor trained for Project Management  
1 Councillor studied for Tourism  
2 Councillors trained and graduated in ELMDP

### 3.5. Disclosures

COUNCILLOR	Total Cost (R)	
	2011/2012	2010/2011
Mayor	565 098	524 129.00
Deputy Mayor	528 550	482 224.00
Speaker	523 816	458 552.00
Councillors	7 462 082	6 398 870.00
<b>Total</b>	<b>9 079 546</b>	<b>7 863 775.00</b>

#### Remuneration of Senior Management

Municipal Manager	2011/2012	Acting Municipal Manager 2010/2011
Annual remuneration	242 965.00	74 086.00
Car Allowance and Telephone Allowances	80 772.00	58 802.00
Acting Allowance	22 053.00	-
Housing allowance	-	4 603.00
Other	31 232	1 067.00
<b>Total</b>	<b>377 022.00</b>	<b>138 558.00</b>

Chief Financial Officer	2011/2012	2010/2011
Annual remuneration	450 853.00	421 126.00
Car Allowance and Telephone Allowances	127 000.00	112 000.00
Performance Bonus	96 525.00	-
Other	8 527.00	921.00
<b>Total</b>	<b>682 905</b>	<b>534 047.00</b>

Technical Services Director	2011/2012	2010/2011
Annual remuneration	450 853.00	421 126.00
Car Allowance and Telephone Allowances	127 000.00	112 000.00
Other	5 065.00	248
<b>Total</b>	<b>582 918.00</b>	<b>533 374.00</b>

<b>Social and Economic Development Director</b>	<b>2011/2012</b>	<b>2010/2011</b>
Annual remuneration	363 627.00	331 717.00
Car Allowance and Telephone Allowances	192 000.00	187 562.00
Performance Bonus	27 781.00	-
Other	17 200.00	43 308.00
<b>Total</b>	<b>600 608</b>	<b>562 587.00</b>

<b>Corporate Services Director</b>	<b>2011/2012</b>	<b>2010/2011</b>
Annual remuneration	318 268.00	388 593.00
Car Allowance and Telephone Allowances	98 453.00	130 686.00
Performance Bonus	38 295.00	-
Leave payout	4 326,00	25 719,00
Other	17 200.00	43 308.00
<b>Total</b>	<b>456 607.00</b>	<b>583 293.00</b>

## **CHAPTER 4: ANNUAL FINANCIAL STATEMENTS**

4.1. Annual Financial Statements

4.2. Audit Report

4.3. Corrective Measures



## 4.1. Annual Financial Statements



### UMZUMBE LOCAL MUNICIPALITY

ANALYSIS OF PROPERTY, PLANT AND EQUIPMENT AS AT 30 JUNE 2012

#### APPENDIX A

Description	COST			ACCUMULATED DEPRECIATION			Impairment Accumulated Impairment 2012	CARRYING VALUE		
	Balance 30/6/2011	Total additions	Disposals 2012	Balance 30/6/2012	Balance 30/6/2011	Depreciation 2012	Disposals 2012	Balance 30/6/2012	Carrying value 30/6/2011	Carrying value 30/6/2012
ASSETS UNDER CONSTRUCTION	8,643,341.95	11,973,090.07	-	20,616,432.02	-	-	-	-	8,643,341.95	20,616,432.02
COMPUTER EQUIPMENT	1,608,771.41	187,220.21	-190,342.60	1,605,649.02	851,631.51	235,849.38	-130,958.34	956,522.55	22,778.23	757,139.90
DWELLINGS	431,775.78	-	-	431,775.78	105,943.10	43,266.22	-	149,209.32	-	325,832.68
FURNITURE AND OFFICE EQUIPMENT	2,231,910.00	202,941.23	-56,408.60	2,378,442.63	1,136,849.26	268,294.99	-37,056.26	1,368,087.99	4,084.98	1,095,060.74
MACHINERY AND EQUIPMENT	3,181,824.80	-	-6,397.42	3,175,427.38	1,274,836.36	217,818.03	-4,601.38	1,488,053.01	1,828.51	1,906,988.44
NON RESIDENTIAL DWELLINGS	48,450,912.62	82,488.42	-	48,533,401.04	6,034,701.79	1,663,000.05	-	7,697,701.84	2,959,666.71	39,473,786.64
ROADS	65,326,821.03	4,228,921.26	-	69,555,742.29	6,388,793.49	5,178,442.13	-	11,567,235.62	86,714.82	58,860,241.57
SOLID WASTE DISPOSAL	37,793.73	-	-	37,793.73	4,892.11	1,704.65	-	6,596.76	-	32,901.62
TRANSPORT ASSETS	2,591,858.23	877,236.84	-6,416.00	3,462,679.07	620,917.53	295,527.24	-1,468.02	914,976.75	-	1,970,940.70
	132,505,009.55	17,551,898.03	-259,564.62	149,797,342.96	16,418,565.15	7,903,902.69	-174,084.00	24,148,383.84	3,075,073.24	113,066,234.24
										122,573,885.88



### SEGMENTAL STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2012

#### APPENDIX B

Description	COST			ACCUMULATED DEPRECIATION			Impairment Accumulated Impairment 2012	CARRYING VALUE		
	Balance 30/6/2011	Total additions	Disposals 2012	Balance 30/6/2012	Balance 30/6/2011	Depreciation 2012	Disposals 2012	Balance 30/6/2012	Carrying value 30/6/2011	Carrying value 30/6/2012
EXECUTIVE AND COUNCIL	1,588,864.14	963,250.24	-128,602.83	2,423,511.55	863,746.38	186,192.12	-86,372.00	963,566.50	10,953.69	1,189,113.30
FINANCIAL AND ADMIN	20,535,621.34	133,499.02	-90,408.72	20,578,711.64	4,491,634.23	1,134,435.41	-59,555.26	5,566,514.38	12,666.83	11,627,327.55
TECHNICAL SERVICES	72,148,438.63	14,272,992.40	-13,681.96	86,407,749.07	6,465,313.55	5,200,142.67	-11,633.79	11,653,822.43	89,161.67	65,636,214.04
PLANNING AND DEVELOPMENT	68,497.41	47,426.08	-6,990.35	108,933.14	28,679.54	14,159.96	-6,272.79	36,566.71	-	47,334.19
COMMUNITY & SOCIAL SERVICES	38,163,588.03	2,134,730.29	-19,880.76	40,278,437.56	4,569,191.45	1,368,972.53	-10,250.16	5,927,913.82	2,962,291.05	34,566,245.16
	132,505,009.55	17,551,898.03	-259,564.62	149,797,342.96	16,418,565.15	7,903,902.69	-174,084.00	24,148,383.84	3,075,073.24	113,066,234.24
				#####	#####	#####	#####	#####		122,573,885.88



**UMZUMBE LOCAL MUNICIPALITY**  
**SEGMENTAL STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2012**

**APPENDIX C**

2011			Classification by function	2012		
Actual Revenue	Actual Expenditure	Surplus / (Deficit)		Actual Income	Actual Expenditure	Surplus / (Deficit)
R	R	R	R	R	R	R
16,455,681	9,496,193	6,959,488	Executive & Council	11,788,806	7,578,350	4,210,456
47,895,019	27,639,108	20,255,911	Financial and Administration Services	43,475,890	40,832,732	2,643,158
12,682,806	7,318,954	5,363,852	Technical Services	32,289,310	8,424,887	23,864,423
2,653,844	1,531,472	1,122,372	Planning and Development Services	1,876,509	1,529,344	347,165
19,491,730	11,562,792	7,928,938	Community and Social Services	8,315,116	6,987,097	1,328,019
99,179,080	57,548,519	41,630,561		97,745,631	65,352,410	32,393,221
<b>99,179,080</b>	<b>57,548,519</b>	<b>41,630,561</b>	<b>Total</b>	<b>97,745,631</b>	<b>65,352,410</b>	<b>32,393,221</b>



**UMZUMBE LOCAL MUNICIPALITY**  
**ACTUAL VERSUS BUDGET (REVENUE AND EXPENDITURE) FOR THE YEAR ENDED 30 JUNE 2012**

**APPENDIX D1**

REVENUE	Actual (R)	Budget (R)	Variance (R)	Variance (%)	Explanation of Significant Variances greater than 10 %
Property rates	2,355,091	2,302,848	(52,243)	-2.3%	Not required
Interest earned - external investments	1,893,608	1,100,000	(793,608)	-72.1%	Surplus funds were invested for longer periods than anticipated.In addition interest rates achieved on investments were competitive
Government grants and subsidies	92,595,949	105,143,000	12,547,051	11.9%	There has been a slow spending of conditional grants which resulted in less realisation of income.
Other income	900,983	3,970,000	3,069,017	77.3%	The budget for other income included the VAT refund of R3.9 million which was anticipated.However this was not treated as income.
<b>Total revenue</b>	<b>97,745,631</b>	<b>112,515,848</b>	<b>14,822,460</b>	<b>13.2%</b>	
EXPENDITURE	Actual (R)	Budget (R)	Variance (R)	Variance (%)	Explanation of Significant Variances greater than 10 %
Salary related costs	28,029,345	30,278,542	2,249,197	7.4%	Not required
Repairs and maintenance, depreciation and debt impairment	9,422,249	9,453,049	30,800	0.3%	Not required
Community Participation	1,539,892	1,850,000	310,108	16.8%	Savings due to cost cutting in municipal events
General expenses	26,366,344	30,772,180	4,405,836	14.3%	Some projects such as water, implementation of KZN Pounds Acts and Ntelezi Msane projects were not implemented during this financial year.
<b>Total expenditure</b>	<b>65,357,830</b>	<b>72,353,771</b>	<b>6,995,941</b>	<b>9.7%</b>	
<b>NET SURPLUS FOR THE YEAR</b>	<b>32,387,801</b>	<b>40,162,077</b>	<b>7,826,519</b>		



## UMZUMBE LOCAL MUNICIPALITY

ACTUAL VERSUS BUDGET (ACQUISITION OF PROPERTY, PLANT AND EQUIPMENT) FOR THE YEAR ENDED 30 JUNE 2012

### APPENDIX D (2)

	Actual Additions	Under Construction	Total Additions	Budget	Variance	Variance	Explanation of Significant Variances greater than 10%
	R	R	R	R	R	%	
COMPUTER EQUIPMENT	187,220	-	187,220	260,000	72,780	27.99%	Some positions were not filled during the year for which computer equipment was budgeted for.
FURNITURE,MACHINERY AND OFFICE EQUIPMENT	202,941	-	202,941	376,000	173,059	46.03%	Some positions were not filled during the year for which furniture and office equipment was budgeted for.
TRANSPORT ASSETS	877,237	-	877,237	1,500,000	622,763	41.52%	The underspending is due to the non acquisition of a vehicle that was budgeted for.
ROADS AND INFRASTRUCTURE	4,311,410	11,973,090	16,284,500	43,363,543	27,079,043	62.45%	Projects were carried over to the new financial year as they were not completed
<b>TOTAL</b>	<b>5,578,808</b>	<b>11,973,090</b>	<b>17,551,898</b>	<b>45,499,543</b>	<b>27,947,645</b>	<b>61.42%</b>	



## UMZUMBE MUNICIPALITY

GRANTS REGISTER FOR THE FINANCIAL PERIOD ENDED 30 JUNE 2012

### APPENDIX E

GRANT NAME	BALANCE UNSPENT BEGINNING OF PERIOD 1 JULY 2011	CURRENT YEAR RECEIPTS	CURRENT YEAR EXPENDITURE	INTEREST RECEIVED FOR THE YEAR	BALANCE UNSPENT END OF PERIOD 30 JUNE 2012
Project consolidate	99,885	-	-		99,885
Municipal systems improvement grant	158,002	790,000	948,002		-
Financial management grant	-	1,500,000	1,500,000		-
GIS grant	36,340	-	-		36,340
Municipal infrastructure grant	-723,648	24,655,000	13,661,004		10,270,348
Low cost housing grant	577,473	145,725	145,725	21,272	598,746
Internal Auditor	285,000	-	143,218		141,782
KZN Pounds Act	1,000,000	-	-		1,000,000
Ntelezi Msane		1,000,000	-		1,000,000
<b>TOTAL</b>	<b>1,433,051</b>	<b>28,090,725</b>	<b>16,397,949</b>	<b>21,272</b>	<b>13,147,099</b>

## Corrective measures

NO	FINDING	CORRECTIVE ACTION	COMPLETION DATE	RESPONSIBLE MANAGER
1	No valid tax clearance certificates were obtained	A documents check list will be developed which will facilitate the submission of tax clearance certificates. These tax clearance certificates will be checked for validity and be properly filed. Notify service providers that failure to submit required documents will result in disqualification.	28 February 2013	SCM Manager
2	Awards to persons who are in the service of the state	The municipality has flagged these suppliers and will not continue to do business with them. In addition, request for quotations documents will have spaces provided for suppliers to declare their interests. Notify service providers that failure to submit required documents will result in disqualification.	28 February 2013	SCM Manager
3	Preferential points system not applied to procurement of goods and services above R 30 000	A documents check list will be developed which will facilitate the submission of BBBEE verification certificates. The calculation of points will be documented. Notify service providers that failure to submit required documents will result in disqualification.	28 February 2013	SCM Manager
4	Inconsistency between planned and reported objectives	These will be corrected during IDP review/ strategic session	31 January 2013	IDP Manager

<b>5</b>	Targets set not specific and measurable	SDBIP targets have already been reviewed and submitted to Council for approval	26 October 2012	IDP Manager
<b>6</b>	Non compliance with SCM regarding councilors engaging in business with municipality	The municipality will flag these suppliers and will not do business with them. All declarations for councilors will be updated and presented to the municipal manager. These matters will also be emphasized to councilors during meetings.	31 March 2013	Municipal manager
<b>7</b>	Interest on payments to Eskom & Telkom	Requesting department has tasked certain staff members to follow up on monthly payments to Eskom and Telkom. This will be thoroughly monitored. Possible alternative is the use of debit orders which will be looked into further.	31 January 2013	Director: Corporate Services
<b>8</b>	Request for quotation not advertised on website	The website will be fully functional and maintained by the IT manager.	28 February 2013	Director: Corporate Services
<b>9</b>	Goods and services procured but not used	Submission of plan to portfolio committees and council for adoption.	28 February 2013	Director: Corporate Services
<b>10</b>	Impairment of assets	These assets will be included in an impairment assessment that will be conducted.	30 June 2013	Chief Financial Officer
<b>11</b>	Budget amount for contract less than award value	The contract register will be updated and monitored.	Immediately	Director: Technical services
<b>12</b>	Actual targets achieved were incorrectly documented under SDBIP targets for 2011/12 and in some not documented	Changes have been effected and performance information aligned according to relevant KPAs	Immediately	IDP Manager
<b>13</b>	Budget allocation not included in targets	In such instances, activities were done in-house hence there was no budget	Immediately	IDP Manager

		reflected and explanation was provided during the Audit period		
14	No IT Governance framework	This will be included in the IT Policy. The policy will be submitted to council for adoption.	28 February 2013	Director: Corporate Services
15	No approved IT Strategic plan	This will be included in the IT Policy. The policy will be submitted to council for adoption.	28 February 2013	Director: Corporate Services
16	No approved IT security policy in place	The policy will be submitted to council for adoption.	28 February 2013	Director: Corporate Services
17	No approved IT disaster recovery plan in place	This will be included in the IT Policy The policy will be submitted to council for adoption.	28 February 2013	Director: Corporate Services
18	No backup storage facility	Engage with service providers/other entities to provide off-site storage.	28 February 2013	Director: Corporate Services
19	Upgrades on PAYDAY and Pastel not approved	All updates will be recorded on register and signed.	28 February 2013	Director: Corporate Services

## **CHAPTER 5: FUNCTIONAL AREAS**

### **5. Functional Areas**

- 5.1.1. Municipal Manager's Office
- 5.1.2. Technical Services
- 5.1.3. Social and Economic Development
- 5.1.4. Corporate Services
- 5.1.5. Treasury

### **5.2. Annual Performance Report**



### **5.1.1 MUNICIPAL MANGER'S OFFICE**

The office of the Municipal Manager comprises of the following Sections:

1. Development Planning
2. Communications, Mayoralty and Youth Development
3. Special Programmes (new)
4. Office of the Municipal Manager
5. Speaker's Office

### **2. OVERVIEW OF THE SECTION**

**Development Planning Department** is responsible for land applications, land development administration of the municipality. This links Integrated Development Planning (SDBIP) and Spatial Planning. The section is also responsible for Performance Management System (PMS) which is used to monitor and report on progress and implementation thereof.

**Communications, Mayoralty and Youth Development Section** is subdivided into three units, namely the Communications unit, the office of the Mayor and Youth Development unit.

**The Special Programmes Section** was initiated in May 2010 at Umzumbe Municipality to deal with the needs of Special Groups/ Vulnerable Groups namely:

1. Disabled People
2. Gender which was called Women before
3. HIV/AIDS
4. Senior Citizens
5. Right of a Child which was called Orphans and Vulnerable Children (OVC)
6. Farm workers/ Traditional Healers

This unit has facilitated the establishment of Forums representing these groups and among them there are different Government Departments, NGOs, Traditional Healers, Traditional Leaders and Religious Groups.

### **Office of the Municipal Manager**

Part of the Municipal Manager's Office is to ensure that delivery of services to our communities is improved constantly. Implementation of Batho Pele Principles will recognise the influence of organisational culture on service delivery and highlights people issues in the attainment of organisational structure.

Change Management programme is therefore needed to allow a culture change process to foster appropriate behaviours and attitudes amongst staff to reinforce the ethos of Batho Pele.

## **Speaker's Office**

The Speaker's office mainly focusing on the functionality and support Ward Committees in all Wards in order to ensure community participation and community communication through ward committees. The office also responsible for the support and assist Councillors on issues related to service delivery and administrative issues.

## **6. DESCRIPTION OF ACTIVITIES**

### **Development Planning Functions**

\***Integrated Development Plan** – directs all planning and budgeting of the municipality. IDP for 2010/2011 financial year has enabled the municipality to direct its resource allocation and institutional systems to a set of development objectives.

\***Performance Management System** – fulfils a legislative mandate, serves as an inspection mechanism on the implemented programmes and aligns such programmes to the goals of the municipality. It also encourages a culture of accountability and performance.

\***Development Planning** - guides and informs day-to-day decisions as to whether or not planning permission should be granted, under the system known as development control. In order to ensure that these decisions are rational and consistent, they must be considered against the development plan adopted by the municipality, after public consultation and having proper recommendation for the matter at hand.

### **Communications, Mayoralty and Youth Development Functions**

The main functions of the section are to plan, develop and implement strategies and projects to:

\*Achieve a co-ordinated internal and external communication process.

\*Support the administrative functioning of the Mayor's Office.

### **\*Speaker's Office-**

- Ensure public participation
- Arrange capacity buildings/trainings for Ward Committees
- Ensure timeous payments of monthly stipends.

## **7. KEY PRIORITIES FOR 2011/2012 FINANCIAL YEAR**

<b>Development Planning</b>	<b>Communications, Mayoralty and Youth Development</b>
<ul style="list-style-type: none"><li>● Credible adopted IDP</li><li>● PMS preparation</li><li>● Spatial Development Framework</li><li>● Planning Development Act</li></ul>	<ul style="list-style-type: none"><li>● To improve community access and involvement in municipal affairs through efficient Public Participation Mechanisms.</li><li>● To develop and review communication policies and plans to effectively achieve a coordinated</li></ul>

	<p>communication process.</p> <ul style="list-style-type: none"> <li>• To establish good working relations with the media to promote a positive image of Umzumbe Municipality</li> <li>• to provide consistent branding advises in all municipal activities in order to ensure uniformity and compliance with the corporate image of the institution</li> </ul>
<b>Special Programmes</b>	<b>Office of the Municipal Manager</b>
<ul style="list-style-type: none"> <li>• To provide support and capacity building to Special Groups</li> <li>• To provide gender equality and empowerment to women.</li> <li>• To promote a healthy and hygienically safe environmentally educated society.</li> <li>• To implement programmes and projects targeting special groups.</li> <li>• To fight poverty and protecting vulnerable groups in society.</li> </ul>	<ul style="list-style-type: none"> <li>• Batho Pele awareness campaigns</li> <li>• Management of Enterprise Risk</li> <li>• Provision of Internal Audit services to the municipality (shared services)</li> </ul>

### 5.1.2. Corporate Services Department

#### OVERVIEW

Corporate Services Department is mainly operational in nature. It provides strategic direction and support to the services department that by ensuring that Human/Physical Resources are in place to enable the Municipality to meet its services delivery objectives.

The Department is composed of two sections with different legislative mandate i.e. Human Resource Management and Administration and Support Services.

#### DEPARTMENTAL ACTIVITIES

HUMAN RESOURCES	ADMINISTRATION
<ul style="list-style-type: none"> <li>➤ Recruitment ,selection and placement</li> <li>➤ Foundation , review and monitoring of implementation of policies and plans</li> <li>➤ Provision of capacity training to Councillors and Employees through training initiatives-thereby enlarging individual capacity and performance.</li> <li>➤ Foundation of procedures, plans and</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision of administrative support to the Council, its Committees and Management.</li> <li>➤ Acquisition and management of fleet</li> <li>➤ Provision of office accommodation and maintenance of boundaries and premises,</li> <li>➤ Provision of sound IT system and its</li> </ul>

<p>programmes responsive to legislation governing work environment.</p> <ul style="list-style-type: none"> <li>➤ Provision of fraud financial management through budget monitoring and compliance with finance legislation.</li> </ul>	<p>management.</p> <ul style="list-style-type: none"> <li>➤ Enhancement of corporate image.</li> <li>➤ Ensuring that safety measures are in place to access the building and safe keeping of municipal property.</li> </ul>
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### **5.1.3. SOCIAL AND ECONOMIC DEVELOPMENT**

#### ***STRATEGIC OVERVIEW***

The Department of Social and Economic Development is headed by the Director: Social and economic Development. This department has three units, i.e. Community services, Local Economic Development and Disaster Management Services Unit.

This is a department that was established during the year 2007/2008, which was informed by the challenges that the people of Umzumbe municipality are facing such as the high level of poverty, unemployment, HIV/AIDS and other pandemic diseases, low levels of education, slow pace of economic growth, disasters and lack of access to basic services such as social grants, Identity documents, etc.

**The Constitution of 1996 requires that a municipality "must structure and manage its administration and budgeting and planning processes to give priority to the basic needs of the community and to promote the social and economic development of the community.**

Therefore a country's economic development is related to its human development, which encompasses, among other things, health and education. These factors are, however, closely related to economic growth so that development and growth often go together, while Local Government is not directly responsible for creating jobs rather; it is responsible for taking active steps to ensure the overall economic and social conditions of the locality are conducive to the creation of employment opportunities.

#### **LOCAL ECONOMIC DEVELOPMENT UNIT**

According to World Bank – LED is the process by which the public, business and NGOs partners work collectively to create better conditions for economic growth and employment creation.

This Unit is head by the Manager: Local Economic Development who is responsible for all the activities associated with economic development initiatives which include the following key functions;

- **Agricultural Development Programme**

This programme focuses on identifying agricultural projects that will be able to stimulate economic development and assist project beneficiaries to fight poverty

- **SMME Development and Support**

This programme focuses on Assisting the SMME's of Umzumbe with Capacity building and technical support and further link them with other business sectors aiming for improving their productivity.

- **Cooperative Development**

This programme focuses on building the capacity of cooperatives within Umzumbe and the establishment of secondary cooperatives while linking them with various market opportunities.

- **Tourism Development and Support**

This programme is focusing on identifying tourism opportunities and nodes that have potential for promoting tourism and develop them into packages while assisting beneficiaries in doing feasibility studies for tourism development.

- **Performing Arts Development programme**

This one is aimed at identifying the local talent and build capacity to artists so that such talent is commercialised by providing support and promotion of local talent, which includes drama, Ingoma, music, dance, etc.

### **COMMUNITY SERVICES UNIT**

This Unit is headed by the Manager: Community Services who is responsible for all the activities that seeks to address the basic social challenges faced by the people of Umzumbe. The functioning of this unit seeks to fulfil the constitutional mandate which is found from the Constitution of SA act 108 of 1996 chapter 7 (151) & 152 which has the following objectives

- To provide democratic and accountable government for communities
- To ensure the provision of services to communities in a sustainable
- To promote social and economic development
- To encourage the involvement of communities and community organisations in the matters of local government.

### **THE KEY FUNCTIONAL AREAS**

The objectives of the unit are mainly to ensure that services to the community are provided in a sustainable manner with no prejudice and also to provide a democratic and accountable government. The key functional areas are:

- facilitate the implementation of poverty alleviation programmes,
- Development of partnerships with civil society organizations and autonomous organizations through various interactions such as Grant in Aid with an objective of advancing service delivery to the Community of Umzumbe.
- Development of work partnership with sector government departments in realizing the vision of the national and provincial government through Operation Sukuma Sakhe.
- Provision of Indigent support such as burial support and alternative Energy
- Establishment of an Indigent Register for the implementation of the Indigent Support Programs and other subsidies.

### **DISASTER MANAGEMENT UNIT**

This unit is headed by the Manager: Disaster Management who is responsible for all the issues, incidents and activities relating to management and mitigation of disasters within Umzumbe Local Municipality

The Disaster Management Act, (Act 57 of 2002) in which the main features of disaster management are described as preventing or reducing disasters, mitigation, preparedness, response, recovery and rehabilitation.

The Disaster Management Act, 2002, provides for the declaration of disasters through national, provincial and local government spheres.

#### **The Disaster Management Unit is responsible for the following key functions;**

- Facilitating the development and implementation of the Disaster Management Plan;
- Facilitating the establishment of the Umzumbe Disaster Management Advisory Forum
- To assess, prevent or reduce the risk of disasters

- Responding to disaster incidents and provide necessary support in liaison with Ugu District Disaster Management Centre

#### **5.1.4. Technical Services**

Technical Services Department is mandated to provide and maintain infrastructural services. It comprises of four units i.e. Project Management unit, Housing Units, Electricity and Waste Management.

##### **1. Project Management Unit**

This unit is responsible for the delivery of infrastructural services through the implementation of Municipal Infrastructure Grant funded projects such as roads, access bridges and community facilities. Project Management Unit ensures the provision of high quality infrastructure services that will enhance the better standards for the people of Umzumbe.

#### **Legislative Mandate**

In terms of Section 53 (1) (c) (ii) of the MFMA, the SDBIP is defined as a detailed plan approved by the Mayor of a Municipality for implementing the municipality's delivery of municipal services and its annual budget.

According to Section 53 of the MFMA, the Mayor is expected to approve the SDBIP within 28 days after the approval of the budget. In addition, the Mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators as set out in the SDBIP are made public within 14 days after their approval.

In terms of the MFMA, a vote is a department or a functional area of a municipality and represents the various levels at which the Council approves the budget.

The Technical services department also considered the following legislative requirements:

- Constitution of the Republic of South Africa.
- DORA reports (MIG).
- CIDB regulations.
- SANS OHS Act and GCC 2004.
- National Housing Code.
- Guidelines of Municipal Infrastructure Grant.

#### **Sector Plans**

The following sector plans were considered in the preparation of the SDBIP

- Housing Sector Plan.
- Three year Capital Plan.

#### **Department's Developmental Objectives and Strategies**

## **KPA: Infrastructure Development and service delivery**

### Strategies

- To ensure that community have access to safe clean water.
- To ensure the provision of high quality infrastructure services that will enhance the better standard of living for the people of Umzumbe.
- To ensure provision of adequate shelter for the people of Umzumbe.

## **KPA: Institutional Development and Transformation**

### Strategies

- To ensure the provision of capacity building to the Technical services staff.
- To ensure the availability of resources to carry out duties and implementation of Technical services mandate.

## **KPA: Financial Viability**

### Strategies

- To ensure the Municipality avoids irregular and fruitless expenditure.
- To ensure the Municipality avoids a negative AG opinion.

## **KPA: Good Governance and Community Participation**

### Strategies

- To ensure the Municipality operates in line with the legislative requirements.
- To ensure transparency.
- To ensure compliance with the OHS Act.

### **5.1.5. Financial Viability**

#### **Overview/Objectives**

The management of the municipal finances involves both a strategic and operational component. Strategically, the finances must be managed to accommodate fluctuations in the economy and the resulting changes in costs and revenues. Operationally, the municipality must put in place clear financial goals, policies and tools to implement its strategic plan.

The overall strategic plan is to ensure that there is transparency, accountability and sound financial management. Forming part of this plan are key performance areas such as : ensuring that all statutory reporting is compiled and submitted to the different spheres of government timeously, annual financial statements are prepared in accordance with GRAP and submitted on time, effective and efficient utilisation of financial resources, compliance to the Supply Chain Management Policy and the maintenance of assets effectively with respect to additions;disposals;impairments on the assets register.

Formed with a purpose to manage this strategic and operational component of municipal finance, the Financial Services Department is headed by the Chief Financial Officer and comprises the following sections:

- Expenditure and Assets
- Budget, Treasury and Revenue
- Supply Chain Management

#### **Function of the Financial Services Department**

***Income Expenditure and Assets*** – The Manager: Expenditure and Assets is responsible for salaries administration, creditor's management, VAT compliance, government grants administration, maintenance of assets and investments.

***Budget, Treasury and Revenue*** – The Manager: Budget, Treasury and Revenue is responsible for ensuring that budgets are prepared, budgets are effectively utilised, reporting to National treasury and other spheres of government, financial forecasting, property rates, collection of other income.

***Supply Chain Management*** – The Manager: Supply Chain Management is responsible for the implementation of the Supply Chain Management policy and ensuring that the goods and services are procured in manner which is transparent, competitive, equitable, cost effective and fair.

## 5.2. Annual Performance Reports

Objective	Key Performance Indicator	UMZUMBE PERFORMANCE INFORMATION 2011/2012				Concerns and Challenges	Measures To Improve performance
		2010/2011	2011/2012	SDBIP Target (Annual Target)	Actual Achievement		
Municipal Transformation and Organizational Development							
To ensure establishment of all core municipal policies and system as required by law	IDP preparation for 2012/2013 financial year	credible adopted IDP that complies with the MSA	IDP 2011/2012 document completed and adopted by council	IDP adopted by Council	Target achieved: IDP 2012/2013 - 2016/2017 document adopted by Council	Nil	Use of outcome based approach as prescribed by COGTA
To ensure compliance to MFMA and MSA	PMS Preparation for 2011/2012	Adopted PMS framework/ policy	PMS is being reviewed	Adopted PMS policy	Target Achieved: Reviewed PMS policy for 2011/2012 financial year	Nil	Use of PMS guide
To ensure a fully functional performance management system and alignment of IDP and SDBIP	PMS Preparation for 2011/2012	Number of quarterly review reports for all the 4 quarters put together	Four quarterly reviews by the 20 July 2011	Number of quarterly reviews conducted	Target Achieved: Four quarterly reviews conducted by 13 July 2012	Nil	Use of templates as prescribed by COGTA
Municipality's annual report to be in accordance with MFMA	Annual Report preparation for 2010/2011	Adopted annual report	Compilation of the annual report	Adopted annual report	Target Achieved: Adopted annual report by council	Picture resolutions are not of a good quality.	Communications Department to be responsible for photographs co-ordination
	Translation of IDP from English to Zulu	Translated IDP	IDP not translated into Zulu	Nil	Target Not Achieved	Budgetary constraints	Nil
	Training/ workshops	Trained councillors and officials on IDP	IDP training provided to councillors and officials. PDA training provided to Councillors	Trained councillors on IDP	Target Achieved: IDP training provided to councillors and officials. PDA training provided to Councillors	Nil	Nil

Improving intergovernmental relations	Shared services	Development administration through 48 visits to Umzumbe	Five visits by PMS specialist and one visit by GIS coordinator	Functional development planning shared services	Target Achieved: Development administration through 48 visits	Office space is an issue since we currently have one office and some of the equipment will need more space than we currently have and there are challenges in terms of visitations per work plan due to internal issues at UGU	Move to bigger space preferably a park home if one is available
	Recruitment and selection	09 Appointments	4 Admin Assistants , Disaster Manager, Registry clerk, 2 Accountants expenditure and Assets, Manager Special Programmes, Manager Community Services, Manager: Speakers office, Finance Intern and 10 graduates	8 Post filled by 30 June 2012  Advert issued for 8 post ( Separate Budget)  Medical check -ups for 8 posts done	Target Achieved: Municipal Manager, Senior planner, Internal Auditor, Communication Practitioner, Budget Revenue and Treasury Accountant and Sub-Accountant Payment, Personal Assistant to the Mayor , Accountant revenue, Director: Corporate Services, Director Technical Services, Technical Services officer and Unemployed Graduate were appointed. PMU Manager and Housing Manager Resigned	NA	N/A
	Staff Training	2 Managers trained on ELMDP, 4 employees enrolled for formal qualifications, (further education) 20 employees (Corporate Services), trained in line with the WSP and 10 unemployed graduates trained on computer,	Target Achieved: 2 Managers trained on ELMDP, 4 employees enrolled for formal qualifications, (further education) 20 employees (Corporate Services), trained in line with the WSP and 10 unemployed graduates trained on computer, customer care (Batho Pele) .	46 Staff members to be trained in various qualifications and short courses	Target Achieved: Finance: 2 attended Payroll tax reconciliation and 2 Finance intern attended finance management course. 1 Top MANCO attended a Team Building course. Social and Economic Development: 3 employees attended a HR policy workshop, 1 advanced office executives. Municipal Manager and Office of the	NA	N/A

		customer care (Batho Pele) .			Mayor:1 employee, strategic risk management, 2 employees, advanced office executives. Technical Services: 2 employees attended fundamentals of project management. 3 technical officers enrolled in Project Management and 1 Top MANCO attended team building session. Corporate Services:1 top MANCO employee attended team building session, 1 employee attended CPMD(monthly), 2 employees trained on payday (HR module) 1 employee is enrolled for undergraduates' studies. 1 Post graduate qualification.		
	Councillors Training	37 Councillors trained in accordance with the WSP	<i>Target Achieved</i> :5 EXCO Councillors enrolled for computer training, at DCC College 1 Councillor enrolled for formal qualification in Tourism 2 Councillors attending CPMD 6 Councillors trained on Scopa 2 Councillors attending ELMPD	20 Councillors to be trained in various qualifications and short courses	Target Not Achieved: 37 Councillors were inducted, EXCO Councillors attended team building session they were trained on Batho Pele Principles.2 Councillors (LLF Members) went for a Local Labour Forum Training Facilitated by SALGA.	The Councillors could not provide their PDPs in time and there were delays in receiving the educational programmes from LGSETA.	Facilitate the receipt of educational programmes from LGSETA as early in the financial year as possible.
	Review of job description	11 Job descriptions developed for new employees and reviewed as and when required	11 Job descriptions developed for new employees and reviewed as and when required	8 Job descriptions developed for new employees and reviewed as and when required	Target Not Achieved: Job descriptions developed for new employees and reviewed as and when required	There were delays in appointments of new staff hence the department could not develop descriptions for all posts filled.	Appointment to be done early in the financial year.

	Development of the Workplace Skills Plan	Work plan skills Plan to be developed and submitted to LGSETA by the end of June	Work plan skills Plan to be developed and submitted to LGSETA by the end of June	Compilation of annual training report	Target Not Achieved: Compilation of annual training report	N/A	N/A
	Advertising and public relations	9 Adverts to be published in Local and National newspapers	Target met: 9 Adverts published for 9 Appointments	8 advert to be published in Local and National Newspaper	Target Achieved: Senior Development Planner, Municipal Manager, Communications Practitioner, PA to the Speaker, Director Technical Services, Director: Corporate Services, Technical Officer, Housing Manager and Committee Officer were advertised	NA	N/A
	Leave reconciliation	Leave updated and reconciled with pay day as and when required	Leave updated and reconciled with pay day (continuous) Human Resources Module acquired and implemented	Leave updated and reconciled with pay day as and when required	Target Achieved: Leave updated and reconciled with pay day (continuous) Human Resources Module acquired and implemented	NA	N/A
	Formulation and Review of Policies, Plans and Pay day costs (Consultants fees)	Number of employees appointed	Pay recruitment expenses for 9 employees appointed as and when required	4 Policies	Target Achieved: Institutional Plan was formulated by appointed service provider. IT Disaster recovery plan was procured by appointed specialists. IT Policy developed. Insurance Policy for cell phones and laptops was developed	NA	N/A

	Legal Services	Functional Labour Forum and payment of all legal charges as incidents arise	Represent Management and provide administrative advice in Local Labour Forum  Coordinate disciplinary hearings when necessary  Payment of legal charges for 2 on-going cases (HR and Cheques)	Functional Labour Forum and payment of all legal charges as incidents arise	Target Achieved: Court representation by Director: Corporate Services Legal fees paid for court case involving stolen cheques, case finalized. SALGA KZN requested to orientate LLF, as all members are new. (both admin and political)	NA	N/A
	License fees : Information Technology and Vehicles	Provision of sound IT Systems and its licencing. Efficient fleet management including its licensing	IT Systems and Processes License and renewal of licenses when due	Provision of sound IT Systems and its licencing. Efficient fleet management including its licensing	Target Not Achieved: Acquisition and configuration of 65 licensing of the Symantec Antivirus. IT service provider procured to assist with queries raised by Auditor General. Renewal and configuration of Symantec antivirus and back up  Rebuild of file server Configuration of fortigate for internet  IT specialist procured to assist with queries raised by Auditor General  Licensing of all Municipal vehicles done. Semantic Anti-virus installed.	File server crashed.	File Server procured and re-installed.
	Contracted cell phone bills	Acquire cell phones in accordance with the appointments at applicable levels	Target Achieved: Contract cell phones upgraded and downgraded Contract acquired for new users Soft-locked. All codes deactivated and reallocated to deserving users.	Reduce cell phone expenditure by 2%	Target Achieved: Payment of cell phones on a monthly basis	Cell phone bills are monitored however problems of stolen telephone cables put strain on cell phone budget as they were the only means of communication.	N/A

	Telephones	Facilitate payment of telephone bills	Target Achieved: telephone bills paid.	Reduce telephone expenditure by 20%	Target Achieved: Payment of telephone on a monthly basis	There was a technical problem with Telephone lines which impacted negatively on functioning of Municipality.	Satellite dish installed
	Security Services	100% Monitor security performance and ensure that access control plan complies with section 63 (1)a of the MFMA	Monthly inspection of security records as evidence of security check when entering or exiting municipal buildings  Quarterly meetings with Security Company Management  Facilitate payment of monthly bill	100% Monitor security performance and ensure that access control plan complies with section 63 (1)a of the MFMA	Target Achieved: Monthly inspection of security records as evidence of security check when entering or exiting municipal buildings. Quarterly meetings with Security Company Management, Facilitate payment of monthly bill and new security company appointed.	NA	N/A
	Subsistence and travelling including reimbursement of interviewees	Ensure that authorisation for councillors and employees' travelling done by the Speaker and relevant HOD respectively	Reports to the relevant Portfolio on workshops, conferences, summits and courses attended  Reimbursed candidate for the Municipal Manager's post	Ensure that authorisation for councillors and employees' travelling done by the Speaker and relevant HOD respectively	Target Achieved: Municipal Manager, Director: Technical and Director: Corporate Services candidates were reimbursed	NA	N/A
	Workmen's compensation Commissioner	5% reduction in work related accidents and incidents	Report on incidents as they occur and reduction measures and facilitate payment to the Commissioner	5% reduction in work related accidents and incidents and purchase of uniforms for staff	Target Achieved: Purchasing of uniforms and protective clothing for general assistants. Report on incidents as they occur and reduction measures and facilitate payment to the Commissioner	NA	N/A
	Effective Property Management	Cleaning offices, premises and purchase of cleaning	Target Achieved: The Registry and Reception were painted, Blocked and broken toilets were fixed Windows and office blenders were fixed	To repair and paint municipal building as and when required.	Target Achieved: Installing of a sliding door for the reception. The new facilities repaired and locked after hours to minimise breakages. Distributor boxes were installed. Cleaning	NA	N/A

					materials and detergents purchased for cleaning (continuous)		
	Maintenance of motor vehicles and running costs	Payment of maintenance costs for the municipal vehicles as and when due	Target Achieved: 5 Vehicles went for service, 4 vehicle were repaired, 4 Vehicle with new tyres and new registration numbers for 2 vehicles.	10 municipal vehicles, 3 tractors, TLB and grader effectively maintained by 2012	Target Achieved: Two tractor were repaired TLB went for a service : all vehicles went for service, new number plate purchased for 3 vehicles, wheel alignment (balancing and rotation), 1 battery purchased, 3 vehicles went for repairs (clutch, bumper, and back window), 3 vehicles procurement of tyres, procured disc pads for 3 vehicles	NA	N/A
	Secretariat for Council meetings	Agendas for all committees must be distributed (5) five days before the date of the meeting	Agendas for all committees must be distributed (5) five days before the date of the meeting	4 Council meetings, 12 Exco meetings, 24 Portfolio Committees meetings and related logistics.	Target Achieved: 4Council, 12 EXCO, 12 FBCC, 4Community Services, 4 LED and 4Planning Committee, 8 Scopa meetings, 4 LLF meetings	NA	N/A
	Printing and Stationery	Acquisition of printing stationery for secretariat and daily use	Printing and stationery for secretariat and daily use procedure when due.	Acquisition of printing stationery for secretariat and daily use	Target Achieved: Printing and stationery for secretariat and daily use procedure when due.	NA	N/A
	Newspaper	Purchase newspapers on daily basis	Ilanga newspapers is delivered on daily basis to extract issues relevant to the Municipality	Purchase newspapers on daily basis	Target Achieved: iLanga newspaper is delivered on weekly basis to extract issues relevant to the municipality. The English newspaper is at procurement stage.	NA	N/A

	Distribution of Agendas.	Agendas for all committees must be distributed (5) five days before the date of the meeting	Agendas for all committees must be distributed (5) five days before the date of the meeting	Agendas for all committees must be distributed (5) five days before the date of the meeting	Target Achieved: Agendas were distributed to all committees five days before the date of the meeting.	Multifunctioning of the photo copying machine.	N/A
	Rental and lease charges	Payment of rent and lease on a monthly basis	Payment of rent and lease on a monthly basis	Payment of rent and lease on a monthly basis	Target Achieved: Lease agreement facilitated and payment of rent and lease done on a monthly basis.	NA	N/A
	Electricity (Bills)	Monitor budget and facilitate payment of monthly bills	Facilitate payment of monthly bills for electricity	Monitor budget and facilitate payment of monthly bills	Target Achieved: Participated in the process leading to the upgrading of electricity. Facilitated payment of monthly bills for electricity. Electricity bills were paid on monthly basis.	NA	N/A
	Water (Bills)	Monitor budget and facilitate payment of monthly bills	Facilitate payment of monthly bills for electricity	Monitor budget and facilitate payment of monthly bills	Target Achieved: Water leakages identified and fixed in the water tank. Facilitated payment of monthly bills for water.	NA	N/A
	Risk management	Adopted risk register and implementation thereof	Adopted risk register and implementation thereof	Adopted risk register and implementation thereof	Target Achieved: Risk assessment presented to Top MANCO and continuously monitored. Risk Assessment Policy developed.	NA	N/A
	Avoid unauthorised, unnecessary and irregular expenditure	Adhered to relevant legislation	Compile budget projections and stick to it Submission of monthly reports to Top MANCO and relevant Portfolio Committee	Adhered to relevant legislation	Target Achieved: Report submitted to the Top Management and FBCC.	NA	N/A
	Management of audit queries	Implementation of corrective action plan from the previous financial year	Implementation of corrective action plan from the previous financial year	Implementation of corrective action plan from the previous financial year	Target Achieved: Implementation of corrective action plan from the previous financial year.	NA	N/A

	Fleet Management	acquisition of fleet	Target partially achieved: Mayoral Vehicle and 1 Bakkie procured. Auctioning of 2 Tractors and old Mayoral vehicle. Fleet movement monitored through C-track.	Purchase 2 Tractors, Fleet movement is monitored through C-Track.	Target Achieved: 3 Tractor Purchased	N/A	N/A
Financial Viability							
To ensure financial viability and compliance	Approved 2012/2013 Annual Budget	Approved 2011/2012 Annual Budget	Target achieved	Approved 2012/2013 Annual Budget	Target Achieved: The budget was approved by council in May 2012	N/A	N/A
To ensure financial viability and compliance	Approved 2011/2012 performance assessment and adjustment budget	Approved 2010/2011 performance assessment and adjustment budget	Target achieved	Approved 2011/2012 performance assessment and adjustment budget	Target Achieved: The 2011/2012 performance assessment and adjustment budget was approved in January 2012	N/A	N/A
To ensure financial viability and compliance	12 Monthly Financial Reports submitted to the Accounting Officer and Provincial Treasury before the 10th working day of each month	12 Monthly Financial Reports submitted to the Accounting Officer and Provincial Treasury before the 10th working day of each month	Target achieved	12 Monthly Financial Reports	Target Achieved: The monthly financial reports are submitted every month to EXCO, FBCC and Treasury. There are no challenges anticipated in meeting this target for the rest of the year.	N/A	N/A
To ensure financial viability and compliance	Audited Annual Financial Statements for 2010/2011	Audited Annual Financial Statements for 2009/2010	Target achieved	AFS prepared and submitted by 31 August 2011	Target Achieved: The AFS was prepared and submitted by 31 August 2011. The municipality received an unqualified audit report	N/A	N/A
To ensure financial viability and compliance	2010/2011 Approved Annual Report	2009/2010 Approved Annual Report	Target achieved	2010/2011 Approved Annual Report	Target Achieved: The financial related items were submitted to the Accounting Officer for inclusion in 2010/2011 Annual Report. The Annual report was approved by council in March 2012.	N/A	N/A

To ensure financial viability and compliance	Report on closing balances	Report on closing balances	Target achieved	Report on closing balances	Target Achieved: The report on closing balances were submitted to Treasury and AG	N/A	N/A
To ensure financial viability and compliance	Updated cash books, Updated General Ledger, Bank and Creditors reconciliation statements	Updated cash books, Updated General Ledger, Bank and Creditors reconciliation statements	Target achieved	12 Updated cash books. Updated General Ledger,12 Bank reconciliations, Creditors reconciliations	Target Achieved: The transactions were recorded and month end processes completed	N/A	N/A
To ensure financial viability and compliance	Payment vouchers	Payment vouchers	Target achieved	Maintaining timeous payment of internal and external audit fees	Target Achieved: Payment of internal and external audit fees were made timeously	N/A	N/A
To ensure financial viability and compliance	Payment of service providers within 30 days	Payment of service providers within 30 days	Partially achieved	Maintaining timeous payment of service providers upon the receipt of the invoice	Target Not Achieved: There has been a steady improvement in paying within 30 days. However there are still delays caused by invoices being handed to incorrect officials or invalid tax invoices. Also delays by requesting department officials in providing adequate documents/GRN's	There has been a steady improvement in paying within 30 days. However there are still delays caused by invoices being handed to incorrect officials or invalid tax invoices. Also delays by requesting department officials in providing adequate documents/GRN's	Invoices are stamped when received, centralised receiving office, monitored by payment department; SCM procedure handed to all staff
To ensure financial viability and compliance	No. of VAT 201 returns	No. of VAT 201 returns	Target achieved	Submission of 12 VAT 201 returns	Target Achieved: The VAT 201 returns submitted	N/A	N/A
To ensure financial viability and compliance	Remuneration schedule and payslips by the 19th of each month.	Remuneration schedule and payslips by the 19th of each month.	Target achieved	Maintaining timeous payment of salaries and delivery of salary advices	Target Achieved: The monthly payroll was authorised prior to the payment. Signed payslips register acknowledging the receipt of payslip. The salary schedule was authorised and sent to the bank by the 19th of each month	N/A	N/A

To ensure financial viability and compliance	Payment vouchers by the 7th of each month	Payment vouchers by the 7th of each month	Target achieved	Maintaining Timeous payment of 3rd parties.	target Achieved: The 3rd parties were paid timeously	N/A	N/A
To ensure financial viability and compliance	No. of Journal entries	No. of Journal entries	Target achieved	12 monthly journal entries for Payday to agree to GL	Target Achieved: The processing for payroll journals was completed	N/A	N/A
To ensure financial viability and compliance	IRP5's issued as per approval from SARS	IRP5's issued as per approval from SARS	Target achieved	IRP5's issued to all employees	Target Achieved: IRP5's were issued to all employees and councillors	N/A	N/A
To ensure financial viability and compliance	No. of authorised input forms	No. of authorised input forms	Target achieved	12 monthly authorised inputs for payroll	Target Achieved: Monthly inputs for payroll were authorised	N/A	N/A
To ensure financial viability and compliance	Post billing report and valuation roll	Post billing report and valuation roll	Target achieved	Maintain accurate rates billing and maintenance valuation roll	Target Achieved: There has been a reduction in government debt	N/A	N/A
To ensure financial viability and compliance	Assets Register and General ledger	Assets Register and General ledger	Target achieved	1 GRAP compliant asset register and updated general ledger for 2010/2011	Target Achieved: The 2010/2011 asset register was compiled.	N/A	N/A
To ensure financial viability and compliance	Investment Register and Bank Statements	Investment Register and Bank Statements	Target achieved	1 Updated investment register and updated general ledger	Target Achieved: Accounted for interest on investments on a monthly basis and updated investment register for interest	N/A	N/A
To ensure financial viability and compliance	Authorised requisition , Purchase order, quotations and quotation summaries	Authorised requisition , Purchase order, quotations and quotation summaries	Target achieved	Authorised orders, requisition forms and quotations	Target Achieved: The SCM process entailed usage of pastel evolution and Authorised orders, requisition forms and quotations were utilised	N/A	N/A
To ensure financial viability and compliance	Bid adjudication report	Bid adjudication report	Target achieved	Maintain Timeous adjudication of Bid documents after evaluation	Target Achieved: Adjudication of Bid documents done after evaluation	N/A	N/A
To ensure financial viability and compliance	Listing of bids as per Treasury web site	Listing of bids as per Treasury web site	Target achieved	Maintain reporting compliance	Target Achieved: Reports to provincial treasury for each bid of at least R100,000 awarded to service providers if any	N/A	N/A

					were submitted		
To ensure financial viability and compliance	Tax clearance certificates and registration certificates	Tax clearance certificates and registration certificates	Target achieved	Tax clearance certificates submitted	Target Achieved: Tax clearance certificates were submitted for compliance	N/A	N/A
To ensure financial viability and compliance	Management responses	Management responses	Target achieved	Compliance with policies through addressing of corrective measures	Target Achieved: There was timeous responses to all audit queries	N/A	N/A
To ensure financial viability and compliance	Local suppliers used	Local suppliers used	N/a	Local suppliers are used by the municipality where possible	Target Achieved: The municipality tried its best to use local suppliers where possible	N/A	N/A
To ensure financial viability and compliance	Public participation	Public participation	N/a	Service delivery is aided through Batho Pele principles	Target Achieved: Budget road shows, Valuation roll objections, Supplier database registration.	N/A	N/A
Basic Service Delivery							
To ensure the provision of high quality infrastructure services that will enhance the better standard of living for the people	Km of roads constructed.	55 km of gravel roads.	The target was achieved.	53 Km roads to be constructed.	Target Achieved: 33 km achieved	Delays in the approval of the MIG projects in the MIS System and Environmental Impact Assessment.	The committee members to sit once the evaluation report has been submitted.
To ensure the provision of high quality infrastructure services that will enhance the better standard of living for the people	Km of gravel roads maintained.	65 km of gravel roads.	The target was achieved.	65 Km of gravel roads maintained.	Target Achieved: 80km	There were concerned in terms of the Machinery breakdown and weather condition.	The contractor will have to submit a clear breakdown plan.
To ensure the provision of high quality infrastructure services that will enhance the better standard of living for the people	No of community facilities upgraded.	2 sport fields upgraded.	The target was not achieved.	Community facilities to be upgraded.	Target Not Achieved : 1- Completed and the other one under construction(Shibase sport field).	Bridge of SCM process	All projects on the SDBIP should be identified immediately after approval.

To ensure the provision of high quality infrastructure services that will enhance the better standard of living for the people	No of community facilities constructed.		The target was not achieved.	Community facilities to be upgraded.	Target Achieved: 24 Community Facilities upgraded	Some of the community upgraded there are not in a standard or specification was expected	Technical Services need to investigate and make a follow up with the appointed contractor this include one sport field under construction
To ensure the provision of high quality infrastructure services that will enhance the better standard of living for the people	Facilitation for the construction of houses	Facilitation for the construction of 650 houses.	The target was achieved.	Facilitating the construction of 650 houses.	Target Achieved: The Municipality managed to develop	NIL	All copies of payments processes must be filed, inspection must be done with the parties in the tripartite agreement
To ensure the provision of high quality infrastructure services that will enhance the better standard of living for the people	No of houses electrified.	150	The target was not achieved.	Houses to be electrified.	Target Not Achieved: 2 community schools connected (Gobume and Sibusisweni)	Delays in term of communication and also the problem with our electricity network.	consult Eskom for their entire master plan under Umzumbe rural area
To ensure the provision of high quality infrastructure services that will enhance the better standard of living for the people	No of PSC meetings held.	30 PSC meetings	The target was not achieved.	No of PSC meetings held.	Target Achieved: 14 PSC meeting	Delays in procurement processes. PSC meetings can only sit if there is progress in the implementation of projects.	identification of other stakeholders that may assist in the translation process
To ensure transparency and encourage public participation.	Approved SDIP (Service Delivery Improvement Plan) thereof.			Adopted SDIP by Council	Target achieved		The SDIP should be formulated and adopted
<b>Local Economic Development</b>							
To strive towards a vibrant Local Economic Development.	No of jobs created.	35 jobs created.	Target achieved	35 jobs created through labour intensive program	Target achieved	Nil	Nil
To strive towards a vibrant Local Economic Development.	No of staff personal trained in labour intensive method.	4 staff personal trained.	Target achieved	4 staff personal trained	Target was achieved	Nil	Nil

To thrive towards a vibrant Local Economy	Ukwakhana craft market constructed	Facilitate production and markets identification	Target achieved. Inputs were procured for projects in wards 3,4,5,6,8,10,13,14,19 and were delivered to the beneficiaries	Facilitate production of quality craft products	Target not met. The targets were based on the market being there, since it did not happen then the targets could not be met	If technical services could engage a better qualified service provider in the execution of this project, it can still be a reality.	R 100 000.00
To thrive towards a vibrant Local Economy	number of Arts and craft development trainings provided	Facilitate production and markets identification	Target partially achieved. Khayalokwakhana received and utilized shoe materials	provision of support material to trained members of Ikhaya Lokwakhana	Target achieved. Training has been provided on traditional sandal making, Inputs have also been procured, as well as clay for the clay pot training	N/A	R 200 000.00
To thrive towards a vibrant Local Economy	1 Ex-convicts cooperative trained and assisted with inputs	Facilitate production of quality products	Target partially achieved. Umzumbe artists were trained in 2010 readiness to improve the quality of their production to international level.	Facilitate production and market identification	Target achieved. The ex-convicts have been part of the shoe making course. Some have been able to find employment, whilst others are making a success of their newly acquired skills.	N/A	R 50 000.00
To thrive towards a vibrant Local Economy	Mkhaliphi bakery constructed	Facilitate production of quality products	Target partially achieved. The service provider was appointed and the project is under construction.	facilitate production and market identification	Target Achieved. Mkhaliphi Bakery has been constructed	N/A	R 200 000.00
To thrive towards a vibrant Local Economy	Facilitate the renovation of Sakhisizwe bakery	Facilitate production of quality products	Target partially achieved. The renovation of the bakery entailed roofing which was not covered in the business plan and therefore could not be covered by the funds that were available.	facilitate production and market identification	Target partially achieved. The last target could not be met as the project has since been listed with MIG and Technical department is handling the construction phase of the project.	The section would do with the Technical departments support in ensuring that the project construction is undertaken as soon as possible.	R 50 000.00
To thrive towards a vibrant Local Economy	Number of SMME development and capacity building programmes implemented.	Facilitate training and advise	Target achieved. Forms for the SMME development programme have been distributed to SMMEs on the data base.	SMME Development and support	Target achieved. SMMEs have been identified, trained on poultry production and inputs procured for them.	The section shall explore paying for the required trainings.	R 350 000.00

To thrive towards a vibrant Local Economy	establishment of a 10 Women led cooperative and provision of support.	Establish a women co operatives that will assist the 10 women of Umzumbe to grow economically	Target achieved. The service level agreement has been signed and the land for block making is being developed and inputs procured.	Sustain Umzumbe10 women co operative	Target achieved. The co op was able to benefit from the municipal procurement.	The co op should be able to sustain itself now. Only the block making project is going to be supported by the section.	R 100 000.00
To thrive towards a vibrant Local Economy	Number of seeds provided per household	Develop database of co operatives within Umzumbe	Target achieved. Co operatives have been trained in poultry, craft, and sewing; 128 people benefited from this programme.	Provide seeds per each home in all wards	Target achieved. 3000 Seed packs have been procured and distributed as required.	The project should be relocated to community services.	R 100 000.00
To thrive towards a vibrant Local Economy	LED forum establishment	Database of all agencies that are involved in SMME development	Target achieved. The data base has been developed and is updated regularly.	All stakeholders to participate in LED forum	Target partially achieved. LED stakeholder forum could not continue to meet when the LED strategy was clearly in need of a review.	The forum shall be resuscitated as soon as the LED strategy is reviewed.	R 25 000.00
To thrive towards a vibrant Local Economy	Number of artist developed and engage in economic opportunities	Engage Small Economic Development Agency (SEDA) in SMME development within the Municipality	Target achieved. SEDA representatives consults from Umzumbe on Tuesdays and Thursdays.	10 local artists developed and marketed	Target achieved. The artists data base keeps growing. The ones with potential were selected for training and have been promoted to perform outside of Umzumbe.	None	R 100 000.00
To thrive towards a vibrant Local Economy	Creative arts	Qualified 20 Tourism officers	Target not achieved. The project had to be aborted due to financial constraints.	Creative arts competitions	Target achieved. Artists show cased their talent in the competitions that were hosted by the municipality with the support of the Department of Arts & culture.	None	R 100 000.00
To thrive towards a vibrant Local Economy	1 Heritage day celebration hosted	Furniture producing	Target achieved. The section has 5 furniture producers in its database. They have been assisted with production inputs to improve their service and they also got trained in business management.	Heritage day celebration event	Target achieved. The heritage day was celebrated with an Ingoma festival at Nhlalwane sports field in ward 3. this was held in partnership with UGU District.	None	R 150 000.00

To thrive towards a vibrant Local Economy	Number of flea market exhibitions	Give assistance to disadvantaged community members	Target achieved. More than 1000 households have been assisted with seeds.	Sustainable flea market	Target achieved. The LED section has done all that it set out to do but the participants feel that the site is not good enough & would like to move to the rank again as well as Hibiscus	None	R 50 000.00
To thrive towards a vibrant Local Economy	Number of community gardens fenced	Provide relevant business information and opportunities for business owners of Umzumbe	Target not met. Budgetary constraints prevented the implementation of this project.	Fencing of community gardens	Target achieved. 15 community gardens were successful fenced and provided with inputs due to budgetary constraints.	None	R 800 000.00
To thrive towards a vibrant Local Economy	number of community gardens hydroponics erected			Hydroponics project	Target achieved. The project is currently under erection. It was difficult to find a service provider who offers the type of service that was required.	None	R 120 000.00
To thrive towards a vibrant Local Economy	number of Umzumbe organic farming assisted with inputs and fencing	Heritage day celebration event	Target achieved. Heritage day was hosted at kwa Mpande in ward 10 in commemoration of the role played by Ntelezi Msane in the fight against the Poll tax in 1906.		Target achieved. Umgai, Gqubhinhlabathi and kwa Shinga have progressed steadily & have successfully made the best of the UGU OMOP project.	Renew or Re-advertise	R 200 000.00
To thrive towards a vibrant Local Economy	LED business advisory	Facilitate production and markets identification	Target achieved. Crafters were assisted with beads from wards 8 and 2. Ex-convicts were assisted with training in bedside lamp and beadwork and assisted with inputs.	Provision of business advise to projects, SMMEs and Co operatives	Target achieved. The LED staff sees up to 10 clients per day, on a variety of issues pertaining to business and LED.	None	R 0.00

To thrive towards a vibrant Local Economy	Municipal tractor programme	120 entrepreneurs trained in business management	Target achieved. With the assistance of SEDA the target of 120 trainees was met. The training was on business management and was received by 30 people per cluster. The certificate were also handed out at Sbanini.	Effective and efficient tractor programme	Target met. Land preparation services have been given to all wards for community gardens, one home one garden and semi commercial farmers as well as schools.	To renew or re-advertise for the mechanical services.	R 100 000.00
To thrive towards a vibrant Local Economy	Co operative support and Development	10 trained tourism SMMEs	Target met. The training was offered by South Coast Tourism and was free. The recipients were members of the tourism forum	Self sufficient co operatives	Target Achieved. This programme is doing well, proposals were processed and goods procured and handed over. The data base is up to date. Umzumbe co ops also participate in district initiative such as the fast move and saving clubs.	The business information dissemination could address this issue.	R 100 000.00
To thrive towards a vibrant Local Economy	Tourism including Ntelezi Msane Heritage project	Sustainable flea market	Target achieved. The flea market co coordinating committee has been established and launched	Ntelezi Msane Heritage project	Target achieved. The monument has been erected whilst the process of fund raising for land acquisition is going ahead.	Fund raising and increased budget.	R 400 000.00
Good Governance and Public Participation							
To ensure implementation of Batho Pele programmes	Availability of Service Commitment Charter and Service Standards	NIL	NIL	Service Commitment Charter and service standards for each department	Target Achieved: Implementation of Service Commitment Charter and Service Standards	N/A	N/A
To ensure implementation of Batho Pele programmes	Adopted Municipal SDIP	NIL	NIL	Adopted Municipal SDIP by Council	Target Not Achieved: SDIP still at draft stage and is led by departmental champions in their respective departments.	Staff do not understand the concept of SDIP	Engaged with Ugu Batho Pele Forum to assist in the understanding

To ensure implementation of Batho Pele programmes	Approved risk register	NIL	NIL	Adopted and implemented risk register	Target Not Achieved: Risk Assessment was done, an updated Risk Register in place but not adopted by Council	At the time of finalising the assessment report all committee meetings had already passed. Another challenge is lack of capacity to be assigned for risk, e.g. Risk Officer.	to fast track the prioritisation of critical posts
To ensure implementation of Batho Pele programmes	Number of staff with name tags	Nil	Nil	All staff(name tags)	Target Achieved: Monitored compliance. All staff were wearing their name tags.	Name tags were lost and not replaced in time	to have a list of people without name tags so as to procure for those who do not have
To ensure implementation of Batho Pele programmes	An approved municipal service week and its implementation	Nil	Nil	2 municipal service week	Target Achieved: 2 Municipal service week was held, one with Top MANCO and the other with extended MANCO.	N/A	N/A
To ensure a free fraud and corruption environment	Number of reports Presidential Hotline)	Nil	Nil	4 quarterly reports	Target Not Achieved: Presidential Hotline ongoing	Backlog due to the following reason: - Program was on hold for the first 2 quarters	Allocate more time to the programme to attend to the queries.
to ensure development of core municipal policies as required by law	Developed public participation Framework	Nil	Nil	Development of draft framework on public participation	Target Not Achieved	Project on hold pending COGTA's approval of the Provincial Strategy on public Participation, which will be aligned to Umzumbe's public Participation framework.	awaiting finalisation of the reviewed of a provincial framework
to ensure that ward committees are capacitated	number of trainings and workshops conducted	Arrange capacity building workshops and ensure timeous payment of ward committee stipends for meeting	A workshop was held from 27 March - 01 April 2012. in addition all necessary documents for processing payments to ward committees have been submitted in time to enable payment to be made to Ward Committees, however, in certain instances payment has been	Conduct training on ward committees as per skills gaps & ensure monthly payment of stipends	Target Achieved: training conducted on module 1 & 2	attendance registers for Ward Committee meetings not submitted in time by ward councillors, thereby causing delays in the payment of stipends	N/A

			delayed due to external factors.				
to ensure interactions with all key stakeholders	Council Adopted media Communications Strategy	Development of a media policy and plan	A draft media policy and plan has been developed and will be presented to Top MANCO and ultimately to Council for approval.	Adoption of a media communication plan by Council	Target Achieved: policy prepared and submitted to council for approval	N/A	N/A
	Percentage of implemented strategy	Council approved internal Communication plan	Internal communication plan approved by Council in July 2012	Implementation of communication strategy .	Target Not Achieved: media briefing held with different media houses to improve communication and information dissemination, internal communication operational plan drafted and presented to top management	IT infrastructure needs upgrading to ensure adequate use of technology to improve internal communication, e.g. use of emails, intranet and website	To upgrade IT system to ensure staff and councillors have access to IT communication tools & to implement the system of bulk SMSs
	no of printed and distributed quarterly newsletters	Production and distribution of 20 000 copies Inkanyazi yomzumbe newsletter	Due to financial constraint 15 000 copies have been produced and distributed during this financial year.	printing and distribution of 20 000 copies	Target Not Achieved: 15 000 copies of Inkanyazi YomZumbe Newsletter printed and distributed	printing of the last of issue of a newsletter has been delayed due to rotation of suppliers	to appoint a service provider on an annual basis to avoid change of suppliers which impacts on the time frames and the quality of work to be done
	No of radio slots and print adverts	Ensure planning and implementation of twelve Mayoral Slots on Ukhodzi FM and 08 slots on Radio Sunny South.	All Mayoral slots on uKhozi FM were done according to schedule	3 radio slots plus one advert	Target Not Achieved: monthly radio slots on Ukhodzi FM and Radio Sunny South	N/A	N/A
	Updated municipal website	Website updated once per quarter	New information (photos of new councillors, profiles and documents required for compliance purposes) has been submitted to web designer for inclusion on the website.	review and update content on the website	Target Not Achieved: content was submitted to web designer for inclusion on the website	website is currently being reviewed to make corrections on the scripting errors that are preventing it from displaying on the internet	A graduate has been allocated to work on reviewing of the website working closely with Ugu and Communications Department. A new software has been secured through COGTA
	approved communication policy	Nil	Nil	Adoption of communication policy by Council	Target Achieved: communication policy prepared and adopted by	N/A	N/A

					council		
	adopted policy guidelines			presentation of a draft plan to top Manco for inputs	Target Not Achieved: consultation and preparations of inputs for draft policy done	project will be implemented in the new financial year	a proposal to relocate the budget to community services department/special programmes in the next financial year . This will enable proper assessment of community initiatives and recommendations for funding from this department.
	Annual calendar of events and no of events held.	100% community attendance at major events	100% attendance of community in all municipal events was achieved through vigorous community mobilisation mechanisms.	co-ordinate logistical requirements for municipal events	Target Achieved: A calendar of events is developed on a quarterly basis. And events are planned and implemented by events management committee.	N/A	N/A
To promote and encourage full participation of young people in all sporting codes	Sporting Development programmes for all sport codes	03 sport tournaments for all sport codes at Umzumbe	02 tournaments were held	03 sport tournaments for all sport codes at Umzumbe	Target Not Achieved: 02 tournaments were implemented winter games and Beach games	Mayoral cup finals was not implemented due to budgetary constrains	Proper budgeting for this program for the next financial year.
To provide a platform for 10 unemployed graduates to gain working experience within the municipality	Enrolment of unemployed graduates	10 unemployed graduates enrolled	10 unemployed graduates were given a 12 months working experience within the municipality	10 unemployed graduates enrolled	Target Achieved: 10 unemployed graduates enrolled	There is no selection guideline or policy thereof.	The Cooperate Department to develop a policy that will guide the selection processes and monitoring of graduates
To lobby for leaderships that will increase the skills base within Umzumbe	Youth benefiting from leaderships	Learner ships	38 youth were trained on Hospitality in OR Tambo Hospitality school, 19 young women were trained on women empowerment both in Johannesburg.	Learner ships	Target Achieved: Learner ships	Wood production, NQF level 05, Computer mobile class. These project were not implemented because they were planned in partnership with Ugu District which later had financial challenges therefore	The programmes will be implemented on the next financial year depending on the feasibility of each program. The budget was used for other youth programs i.e. capacity building and youth strategic session

						they were terminated for this financial year.	
To create a platform where young people get information about career pathing and opportunities in tertiary institutions	Career Motivation and Exhibition	Career exhibition implemented	Career exhibition was implemented at Phungashe Resources centre benefiting 1200 grade 12 leaners	Career exhibition implemented	Target Achieved: Career exhibition was implemented at Phungashe Resources Centre with about 30 schools attended	N/A	N/A
To create a platform where young people deliberate on youth development issues and progress of previous youth Summit resolutions to advance youth development agenda	4th Umzumbe Local Youth Development Summit	3rd Umzumbe youth development Summit	Youth Development Summit was held at Carousel Holiday Resort on 24-27 February 2010, resolutions report compiled	4rd Umzumbe Local Youth Development Summit	Target Achieved: Youth Summit was held at Margate Hotel. Resolutions report compiled.	The actual budget for this project was exceeded due to under budgeting.	Proper budget projection and adherence for the new financial year.
To allow young people to showcase their talents in by participating in SALGA games	Coordination of SALGA Games	Preparations, participation and coordination of SALGA games	The Games were held at Richards Bay in 09-13 December 2009. Umzumbe participated with players representing Umzumbe	Preparations, participation and coordination of SALGA games	Target Achieved: The SALGA games were held at EThekweni Municipality on 08-12 December 2011/2012 Accommodation for 2012 has been secured	N/A	N/A
To raise awareness through campaigns on issues affecting young people	Campaigns	03 campaigns implemented	Drug & Substance abuse, exams prayer, Mandela Day and career guidance school visits	04 campaigns implemented	Target Achieved: Mandela Day, Exams Prayer, HIV/AIDS and Drug Awareness campaigns	N/A	N/A
To create a platform where young people in business share challenges and strategies in the business world, being capacitated by experts in the business world.	Youth in Business Indaba	1st Umzumbe Youth In Business Indaba implemented	Youth in business indaba held at St Michaels Hotel	2nd Umzumbe Youth In Business Indaba implemented	Target Achieved: Youth in business indaba was held at Kapenta Bay Hotel	Some of the resolutions were not implemented on the side of the internal departments of the Municipality. However this matter was resolved in a form of meeting at Hibberdene Hall.	To support resolutions for young people in business
To ensure commemoration of Soweto uprising in 16 June1976	June 16, Youth Day Commemoration	3rd Umzumbe Youth Day implementation	The youth Day was commemorated at Mantyaneni Sport ground where about 2000 youth attended.	4th Umzumbe Youth Day Implementation	Target Achieved: the youth day was not implemented	The youth budget was exhausted before the implementation date of this project	Proper monitoring of the budget projections

To ensure functional youth development structures to address the interests of young people within Umzumbe	Functionality of youth development elected structures	Functional of youth development elected structures	youth structures meetings are held monthly	Functional of youth development elected structures	Target Achieved: Youth council, sport council, youth in business forum meetings are held monthly	Sport Council require capacity building on the functionality of the structure and activities	Capacity building to be conducted for sport council in the next financial year.
To ensure smooth functioning of the youth advisory centre point	Functioning of Youth Advisory Centre Poing	100% functioning of Youth Advisory Centre point	Young people attended	100% functioning of Youth Advisory Centre Point	Target Achieved: Youth advisory centre is functioning	N/A	N/A
To ensure transparent selection criteria for the external bursaries, education and training	Adopted Policy on Registration fees	N/A	N/A	Adopted Policy on Registration Fees	Target Achieved: Policy on registration fees was adopted by council	N/A	N/A
To ensure provision of registration fees for grade 12 learners who have been accepted to a tertiary institutions	Registration fees for grade 12 learners	External bursaries (Registration fees for 70 students)	135 students were assisted with registration fees	External busaries (Registration fees for 70 students)	Target Achieved: 128 students were assisted with registration fees in Public Tertiary institutions	N/A	N/A
To ensure that the interest of Special Groups are championed.	Disability Sports Day, Disability Forum Meeting Local, Disability District Forum, National Disability Day Event, Training on Job Hunting Skill and business skills	N/A	N/A	10 Projects	Target Not Achieved: 7 projects implemented, only 3 were not implemented namely: Carrier day, Music show/drama and Health and hygiene awareness	Lack of human resource and too many projects in short space of time.	The employment of additional staff and/or to reduce the number of project will improve performance.
To ensure that the interest of Special Groups are championed.	Ugu Men's Dialogue, Provincial Men's Dialogue, establishment of Umzumbe Men's Forum, Induction workshop for Men's Forum, women in health workshop, isicathamiya.	N/A	N/A	12 Projects	Target Not Achieved: 6 Projects implemented and 6 were not implemented. Sixteen days of Activism was done together with World Aids Day. 6 Project that were not implemented were: Establishment of young women forum, Moral regeneration, and establishment of young men's forum, National Women's Day, International Women's	Lack of human resource and too many projects in short space of time.	The employment of additional staff and/or to reduce the number of projects will improve perfomance.

					Day and Umzumbe men's dialogue.		
To ensure that the interest of Special Groups are championed.	Breast Cancer and TB Awareness, World AIDS Day, Revival of Local Aids Council, Induction Workshop of Local Aids Council Members, Local Aids Council Meeting, District Aids Council Meeting, Mother to Child Transmission Campaign, Provincial Aids Council Meeting.	N/A	N/A	10 Projects	Target Not Achieved: 7 Projects implemented, only 3 were not implemented namely: Training of health care givers, establishment of home base care and Umzumbe Aids Summit	Lack of human resource and too many projects in short space of time.	The employment of additional staff and/or to reduce the number of projects will improve the performance.
To ensure that the interest of Special Groups are championed.	Mandela Day: Assisted Sacred heart Children's Home by painting their home and provided seeds to cultivate in their gardens. We were also working in their garden. Take a Girl Child to work, Take a Boy child to work, Sanitary dignity campaign in schools, Reed dance, Christmas party for Orphans, back to school campaign, dress a child campaign.	N/A	N/A	13 Projects	Target Not Achieved: 8 Projects were implemented	Lack of human resource and too many projects in short space of time.	The employment of additional staff and/or to reduce the number of projects will improve the performance.
	Dress a child programme			1520	Target not achieved	List of children submitted late and sizes were not correct	
To ensure that the interest of Special Groups are championed.	Intergenerational dialogue, Promotion on establishment of Lunch on Clubs in ward 12, 08 and 12, Wednesday Games, District Golden Games, Provincial Golden Games, Local selections for Golden Games.	N/A	N/A	10 Projects	Target Not Achieved: 7 Projects implemented and only 3 were not implemented namely: Care and support workshop, and senior citizens summit.	Lack of human resource and too many projects in short space of time.	The employment of additional staff and /or to reduce the number of projects will improve the performance.
To ensure that the interest of Special Groups are championed.	No project implemented	N/A	N/A	Farm Worker's Programme	Target Not achievement	The program is not implementable even from the District and the Province because farm workers cannot be found during the days because of their long working ours.	
To ensure transparency and encourage public participation.	No of Departmental assessments.	Adopted risk register and implementation thereof.	Target was not achieved	Adopted risk register and implementation thereof	Target not achieved	Delays in the procurement processes	The risk register should be formulated and adopted by the council
To facilitate the creation of safe environment for all	Implementation of risk management	Adopt risk register and implementation	Target not achieved	Adopt risk register and implementation	Target not achieved	Delays in the procurement processes	The risk register should be formulated and adopted by the council

inhabitants.		thereof.		plan			
To ensure that the interests of special groups are championed	number of on disability awareness and Trainings implemented.	N/A	N/A	Training of disability members	Target Achieved: Training was conducted on life skills development was done at Hibberedene Civic Centre	N/A	N/A
To ensure that the interests of special groups are championed	Business Skills awareness	N/A	N/A	Taining of Disability members	Target Achieved: Training was conducted on Business skills development was done at Hibberedene Civic Centre	N/A	N/A
To ensure that the interests of special groups are championed	Hosting of Disability Indaba	Trained Members of Disability executive Committee	Target Achieved, Disability Indaba was hosted in St Michaels from 10th - 11th September 2009	N/A	N/A	N/A	N/A
To ensure that the interests of special groups are championed	Disability Stakeholder's management	N/A	N/A	Disability stakeholder's meeting hosted on quartely basis	Target Achieved: Disability quarterly meeting hosted in all 4 quarters	N/A	N/A
To ensure that the interests of special groups are championed	Career day for people living with Disability	N/A	N/A	Career enlightened for people living with Disability hosted	Target Achieved: Career day was hosted in conjunction with Department of Labour	N/A	N/A
To ensure that the interests of special groups are championed	Sports Day for Disabled people	N/A	N/A			N/A	N/A
To ensure that the interests of special groups are championed	Disability Day	N/A	N/A	Disability day hosted	Target Achieved: disability day hosted at ward 17 Community hall in December 2010	N/A	N/A
To ensure that the interests of special groups are championed	Assist project of Disabled people with capacity and resources	N/A	N/A	Provision of progress report by the end of 3rd quarter.	Target Not Achieved: Information was disseminated to relevant stakeholders and there was no response	Gaps identified ( projects not registered and also not benefiting people living with disability but operating under particular individuals)	Analysis of gaps and development of database for all projects aiming at benefiting disabled people.
To ensure that the interests of special groups are	Training of Disability Executive Members and Focal Rep form Government Departments on Leadership	N/A	N/A	Train disability executive members	Target Achieved: Training was done per Custer.	Training was done with only 2 representatives per	N/A

championed						ward	
To ensure that the interests of special groups are championed	Establishment ward Disability Forums	Establish	N/A	Establish ward disability forums	Target Achieved: Forums were established in all 19 wards	N/A	N/A
To ensure that the interests of special groups are championed	Host Worlds Aids day	N/A	N/A	Host World Aids day	Target Achieved: World Aids day was hosted together with the Sixteen days of Activism at Mgai in Ward 11	N/A	N/A
To ensure that the interests of special groups are championed	Purchase of HIV ad Aids Kits	N/A	N/A	First purchase of HIV and Aids Kits	Target Achieved: HIV and Aids kits have been purchased and handed over to Cllrs for further distributions.	The project had 2 phases. The second phase could not be attained due to budget constraints	To ensure the project is budgeted accordingly for proper implementation
To ensure that the interests of special groups are championed	Training of people living with Orphans on Home Based care	N/A	N/A	N/A	N/A	N/A	N/A
To ensure that the interests of special groups are championed	Establishment of Cluster HIV and Aids support Groups	N/A	N/A	N/A	N/A	N/A	N/A
To ensure that the interests of special groups are championed	Condom distribution	N/A	N/A	N/A	N/A	N/A	N/A
To ensure that the interests of special groups are championed	Women's day Celebration hosted			Host Celebration of Women's day	Target Achieved: Celebration was hosted in ward 1 Dweshula. 60 needy women identified by Premier's Flagship program were provided with mattress, blankets, and food parcels, 2 houses were handed over to 2 needy families in ward 1. The event was done in partnership with sector departments		

To ensure that the interests of special groups are championed	Sixteen Days of Activism hosted			Host 16 days of Activism	Target Achieved: the commemoration was hosted with World Aids day in ward 9	N/A	N/A
To ensure that the interests of special groups are championed	Gender Forum Executive members trained on Leadership			Train ward executive Gender forum members on Leadership	Target Achieved: Training was done at Hibberdene Civic centre, 2 representatives per ward attended	N/A	N/A
To ensure that the interests of special groups are championed	Host Fun Run and Sports day for Senior Citizens			Host Fun run and Sports day for Senior citizens	Target Achieved: The provincial golden games were held in partnership with the District special programmes unit. 80 Participants from Umzumbe participated.		
To ensure that the interests of special groups are championed	Christmas Celebration for senior citizens hosted			Christmas for senior citizens hosted	Target Achieved: all 19 wards celebrated Christmas for senior citizens	N/A	N/A
To ensure that the interests of special groups are championed	Number of Luncheon clubs for Senior Citizens established and supported			4 Luncheon clubs launched and supported	Target Achieved: ward 2, 09, 12 Luncheon clubs were Launched. Awareness Campaigns on Elderly abuse were also done in ward 2 and ward 15 as form of support towards the senior citizens ward structures.	Budget constraints are the primary factors in halting the progress of the program.	To ensure that the program is budgeted accordingly.
To ensure that the interests of special groups are championed	number of learners identified and assisted with school uniforms	2850 learners supported with school uniforms	Achieved , learners from indigent families were given full uniform	Dress a child roll out of uniforms to beneficiaries	Target Achieved: 2850 vulnerable learners received school uniform		
To ensure that the interests of special groups are championed	Life skills training for Orphans						
To ensure that the interests of special groups are championed	OVC Tour organised			OVC Tours to be done in the 2nd quarter	Target Achieved: Orphans ad Vulnerable Tours was done in December 2011. The event was held at Hibberdene whereby all OVC within Umzumbe were invited.	Budget for the project is minimal for the proper implementation	To ensure that it is budgeted accordingly.

	Development of database for farms in the Municipality			database for farm workers be developed	Target Achieved: Database for farms within the Municipality have been developed	N/A	N/A
To ensure that the interests of special groups are championed	Purchasing of cleaning material for 38 women (General workers for Community Facilities			Cleaning material for 38 women to be purchased	Target Achieved: Cleaning material for 38 women were purchased and distribution to all 19 wards	N/A	N/A
To ensure that the interests of special groups are championed	Payment of 38 women	Employment of 38 women	38 women employed to clean facilities	Provision of progress report on monthly basis.	Target Achieved: Payment procured and R400.00 stipend paid every month to 38 women to clean Community facilities	Budget limitations halted the progress of the program.	To ensured that it properly budgeted for
To ensure that the interests of special groups are championed	Extended public works Programme			Provision of progress report on monthly basis.	Target Achieved: Coordination and the provision of space for storeroom containers	N/A	N/A
To ensure that the interests of special groups are championed	Number of vulnerable families assisted and linked with other relevant departments	food parcels for vulnerable families	Indigent families assisted with food parcels and linked with other sector departments	Provision of progress report on monthly basis on the type of assistance provided	Target Achieved: 60 Indigent families assisted with food relief and linked with other sector Department for accessing social grants	Budget limitations halted the progress of the program.	that the budget for the program be increased
To ensure that the interests of special groups are championed	Gel provision to Indigent people			Provision of progress report on monthly basis.	Target Not achieved	The project is compounded by budget constraints which eventually could not be implemented	To ensure the budget is in suffice for the actual implementation of the project
To ensure that the interests of special groups are championed	Number of free basic electricity tokens provided to indigent families	provision of free basic electricity	Achieved, Indigent households are collecting free tokens	provision of free basic electricity	Target Achieved: 4000 electricity tokens have been provided to indigent families	The project is compounded by budget constraints which eventually could not be implemented	To ensure the budget is in suffice for the actual implementation of the project
To ensure that the interests of special groups are championed	Facilitate the maintenance of Solar panels	Provision of progress on monthly report	Partially met	Provision of progress report on monthly basis.	Partially achieved,	The project is compounded by budget constraints which eventually could not be implemented	to ensure the budget is in suffice for the actual implementation of the project

To ensure that the interests of special groups are championed	Participate in the Premier's Flagship Programme	N/A	N/A	Participate in the Premier's Flagship Programme	Target Achieved: Umzumbe participate in the Premier Flagship programmes	N/A	N/A
To ensure that the interests of special groups are championed	Training of NGOs, NPOs, and CBOs.	host 1 day workshop for NGO	Achieved, 1 day workshop/ capacity building for NGO conducted	Training of NGO members	Target Achieved: Training was conducted at Carousel holiday resort. The training was on Basic Public relations, Financial Management, roles and responsibilities of Office Bearers, Fundraising, Project management, as well as Leadership Skills	N/A	N/A
To ensure that the interests of special groups are championed	Number of NGO's supported through Grant in Aid	N/A	N/A	Grant-in-Aid support to NGOs	Target Achieved: Grant in Aid as a support program for NPOs registered under Social Development was advertised to Local Newspapers for dissemination of information. The selection was properly done based on the project type as well as proposals for support material. 8 NGOs were eventually selected. Handover was done at Mantyaneni Sports ground in June 2011	NGOs within Umzumbe are in thriving stage which then require that the support be maximising. The approach be reviewed in terms of support as it has an impact on the budget	That the budget for the program be increased
To ensure that the interests of special groups are championed	Number of families assisted through Burial Support programme	Burial support	125 families supported with food relief as a burial support	Burial support	Target Achieved: 185 Indigent families supported with food relief as a burial support	The program is compounded by budget constraints.	development of a policy framework that guides this kind of a support
To ensure that the interests of special groups are championed	Risk identification, reduction and mitigation	N/A	N/A	Disaster Management Awareness Campaign	Target Achieved: Awareness campaigns conducted in 6 schools in cluster A	Comment: Material developed and purchased for the awareness campaigns	N/A
To ensure that the interests of special groups are championed	Risk identification, reduction and mitigation	N/A	N/A	Disaster Management Risk Assessments	Target Achieved: Risk Assessments were done in all 19 wards	Attendance in some wards was not satisfactory	Those wards were re-done

To ensure that the interests of special groups are championed	Disaster Risk Reduction and preparedness: Responding to incidents on occurrence	N/A	N/A	Disaster Management Incident Support	Target Achieved: 54 families affected by disaster incidents were assessed and assisted. 13 families were affected and reported but no assistance was offered	Some families need housing rehabilitation.	List is compiled and will be submitted to Housing Settlement Department
To ensure that the interests of special groups are championed		N/A	N/A	Disaster Management Local Stakeholders Forum	Target Achieved: 3 Disaster Management Forum meetings were held.	N/A	N/A
ADDENDUM							
To ensure that the interests of special groups are championed	Training of community leaders on Disaster Management	N/A	N/A	Training of Municipal Councillors	Target Achieved: A 4 day training on Disaster Management was held at St Michael's	N/A	N/A
	To ensure safety of communities, VIPs and officials attending events e.g. floor plans, compliance of temporal structures, marshalling, etc.	N/A	N/A	To provide safety and security measures in municipality hosted events	Target Achieved: Planned and provided security measures in events hosted by municipality	Some service providers still fail to comply e.g. to provide temporal structure certificate, etc.	Service providers have to sign a memorandum of understanding and commit to safety measures.
Spatial Analysis and Environmental Management							
Creating a favourable environment for service delivery	Availability of reviewed SDF for 2010/2011 financial year	Reviewed and adopted SDF for 11/12 financial year	SDF not Reviewed	Adopted SDF by Council	Target Not Achieved: work in progress status quo is complete as well as the analysis phase, currently underway with the strategy formulation	Umzumbe Municipality was amongst the municipalities to be assisted by COGTA and process started in the 2nd quarter of 2011/2012 financial year, the process is approximately nine months	Nil
Investing in localities of economic growth and economic potential in order to gear up private sector investment	St Faiths Township Establishment	Council approved internal Communication Plan	NIL	Concept plan of the development	Target Not Achieved	There is no way forward in terms of the land issue with Mr Choncho, Awaiting finalisation of SDF	Nil

To promote a healthy and hygienic safe environment which supports sustainable utilisation of natural resources.	No of environmental management plan.	10 environmental management plan.	Target not achieved	10 environmental management plan.	Target not achieved	Delay in procurement processes and approval of EMP by the Department of Agriculture and Environmental affairs.	The department should be made aware of the implication.
To create an environmentally educated society.	Adoption of the waste management plan.	1 Waste Management Plan adopted.	Target not achieved	waiting for a workshop date for councilors and staff	Target achieved	Nil	Nil

