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CHAPTER 1 – MAYOR'S FOREWORD AND EXECUTIVE SUMMARY

COMPONENT A: 1.1. MAYOR'S FOREWORD

THE VISION AND MISSION OF THE UTHUNGULU DISTRICT MUNICIPALITY

VISION

An economically viable district with effective infrastructure that supports job creation through economic growth, rural development and promotion of our heritage

MISSION

To create a prosperous district through:

- Rural development, agrarian reform and food security,
- Creating economic growth and decent job opportunities,
- Fighting crime and corruption,
- Promoting quality education for all,
- Improving the quality of health,
- Community participation, nation building and good governance.

COMPONENT B: MUNICIPAL MANAGER'S EXECUTIVE SUMMARY

1.2 MUNICIPAL MANAGER'S OVERVIEW

We have completed five years of successful leadership in this district, the last three whereby we attained clean audit outcomes. We have been an award-winning municipality, and we created a solid reputation for high standards and excellent service.

I am proud that we have reached the pinnacle of a long climb which has ended in greatness, by concluding the process of renaming of the uThungulu District Municipality to King Cetshwayo District Municipality. The name change however, only became official in the new financial year: 2016/2017. This is our legacy as the leadership of this district, and it is a proud one. Since 2000 we have achieved great success in eradicating our backlogs in water and sanitation. At Mthonjaneni and Ntambanana we have 100% completed all planned sanitation projects. Our water backlogs have decreased from 61% to 35% between 2001 and now. We have connected 67942 households with water from 2001 – 2015. As water levels at dams and other water sources in the uThungulu District continued to drop, the district was forced to take drastic steps to ensure water is available through the dry winter months. Our major water sources, including the Phobane Dam dropped to below 20% this past financial year. Many of our towns are struggling here and a project is currently being implemented to transfer water from the Tugela River to the Phobane Dam, which will greatly alleviate the situation.

In ensuring that we provide better services to people the National Government has redirected us to go back to basics, which means that for us to better service the people we will focus more on doing the following:

1. We will put people first by constantly listening and communicating with them.
2. Providing adequate community orientated services.
3. Ensuring that we provide clean governance and transparent administration.
4. Providing sound financial management and accounting.
5. Ensuring that we have robust institutions with skilled and capable staff.

For the past few years our activities have been structured along the lines of back to basics. As this administration we will dare not fail in providing services for people along the back to basics line.

MH NDOSI

MUNICIPAL MANAGER

2.1. MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW

uThungulu District Municipality is a category C municipality and is located in the north -eastern region of the KwaZulu-Natal Province on the eastern seaboard of South Africa. It covers an area of approximately 8213 square kilometres, from the agricultural town of Gingingdlovu in the south, to the uMfolozi River in the north and inland to the mountainous beauty of rural Nkandla. It has the third highest population in the province after the eThekwini Metro (Durban) and the uMgungundlovu district (Pietermaritzburg and surrounds).

The district has been home to six local municipalities:

- uMhlathuze,
- Ntambanana,
- uMlalazi,
- Mthonjaneni,
- Nkandla,
- uMfolozi.

With the redetermination of municipal boundaries after 2016, the District will comprise of five (5) Local Municipalities:

- uMhlathuze,
- uMlalazi,
- Mthonjaneni,
- Nkandla,
- uMfolozi

Wards from Ntambanana will be assimilated into uMhlathuze, uMfolozi and Mthonjaneni Local Municipalities. None of the outer boundaries of the district will be affected by the re-demarcation process.

LOCALITY MAP

This paradoxical district comprises the best and worst of the two economies of this country. We are home to several of the largest industrial giants in the world; the retail sector in our urban areas is burgeoning with economic activity, the agricultural and tourism potential is boundless and opportunities exist for local economic development. However, in recent times, the district has also experienced a number of difficulties in light of the world-wide economic recession. This coupled with crippling droughts and deep rural communities living in utter poverty, are also strong characteristics of uThungulu district, with a backlog of water and sanitation service delivery topping the municipal list of priorities.

COMPETITIVE ADVANTAGES

- uThungulu District Municipal area is well-endowed with natural resources with its competitive advantages:
- A good climate that opens up avenues for productive agricultural and tourism development;
- Agriculture with irrigation infrastructure in place; and
- A scenic environment and coastal terrain which create opportunities for tourism development.

uThungulu's unique qualities set it apart from many other regions in South Africa. It boasts the largest deep-water port on the African continent, which imports and exports the most bulk cargo of all African ports. It has double the capacity of the Port of Durban to the south and handles in excess of 75 million tons of cargo annually. The development of the harbour facilities at Richards Bay has promoted the development of the manufacturing sector, such that the manufacturing sector is one of the largest economic contributors to the gross geographic product in uThungulu.

CHALLENGES

Some 80% of the population is rural and 53% is aged between 0 and 19 years. Women make up 53% of the population due to migration patterns associated with the province in general and there are large disparities in settlement concentrations.

The challenge is to provide basic services such as water and sanitation to these people while stimulating local economic development, job creation and the growth of the small and medium business sector. The need to address poverty is one of the most critical issues.

uThungulu District Municipality allocates almost half of its annual budget to capital infrastructure projects in the local municipalities, where it supplies basic services. Sadly the vast majority of residents live in rural homesteads and unemployment is at about 50%. A lack of scarce skills has negatively affected the employment conditions, as industries have been forced to source labour outside of the region, to the detriment of local workers.

Severe drought conditions have resulted in water sources running completely dry causing further challenges.

LOCAL ECONOMIC DEVELOPMENT

uThungulu offers highly favourable agricultural conditions as it has extremely fertile soils, good rainfall and enjoys an excellent, frost-free climate all year round. A wide variety of bio-climatic conditions are on offer across the district, from the mountainous area of Nkandla down to the coastline. The agricultural sector is a dual economy, consisting of commercial agriculture on one hand

and traditional agriculture on the other. The commercial agricultural economy is based on the sugar and forestry industries. Traditional agriculture is practiced on most of the tribal lands in the district and has enormous potential for growth with agriculture as a niche area.

At uThungulu District Municipality giant steps have been taken in initiating skills transfer schemes and on-the-job training for members of our communities in the implementation of the majority of our capital infrastructure projects. The Local Economic Development initiatives have also led to job creation and entrepreneurship opportunities for our people. Partnerships with the Department of Agriculture and Poultry growers are assisting to develop commercial farmers. There have been further partnerships with iThala Development Finance Corporation for the training of SMME's.

POWERS AND FUNCTIONS

In terms of Circular 8/2009: 2008/09 Capacity Assessments and Recommendations: Adjustment of Powers and Functions between District and Local Municipalities in terms of Section 85 of the Local Government: Municipal Structures Act 1998, the uThungulu District Municipality has the following powers and functions to fulfil:

In terms of Circular 6/2008: 2008/09 Capacity Assessments and Recommendations: Adjustment of Powers and Functions between District and Local Municipalities in terms of Section 85 of the Local Government: Municipal Structures Act 1998, the uThungulu District Municipality has the following powers and functions to fulfil:

			2001	2002	2003		2004	2005
1		Integrated development planning for the district municipality including Development Plan for the local municipalities within the area of the District Municipality						
2	S 84(1)(b)	Potable water supply that affects a significant proportion of the municipalities in the district						
3	S 84(1)(c)	Bulk supply of electricity						
4	S 84(1)(d)	Domestic waste-water and sewage disposal system						
5	S 84(1)(e)	Solid waste disposal sites serving the area of the District Municipality as a whole						
6	S 84 (1)(f)	Municipal roads which form an integrated part of a road transport system for the area of the district municipality as a whole						
7	S 84 (1)(g)	Regulation of passenger transport services						
8	S 84 (1)(h)	Municipal airport serving the area of the district municipality as a whole						
	S 84 (1)(i)							
10	S 84 (1)(j)	Fire fighting services for district municipality as a whole						
11	S 84 (1)(k)	whole						
12	S 84 (1)(l)	Cemeteries and crematoria						
	S 84 (1)(m)	Promotion of local tourism for the district municipality						
14	S 84 (1)(n)	Municipal public works relating to any of the above function or and other functions assigned to the district municipality						
	S 84 (1)(o)	The receipt, allocation and if applicable distribution of grants made to the district municipality						
15	(1)(p)	The imposition and collection of taxes, levies and duties as related to the above functions or may be assigned to the District Municipality in terms of national						
16	Sched 4 B	Building regulations						
22	Sched 4 B	Local Tourism						
40	Sched 5 B	Licensing and control of undertakings that sell food to the public						
50	Sched 5 B	Refuse removal, refuse dumps, solid waste disposal and cleansing services						

Allocated functions to the District

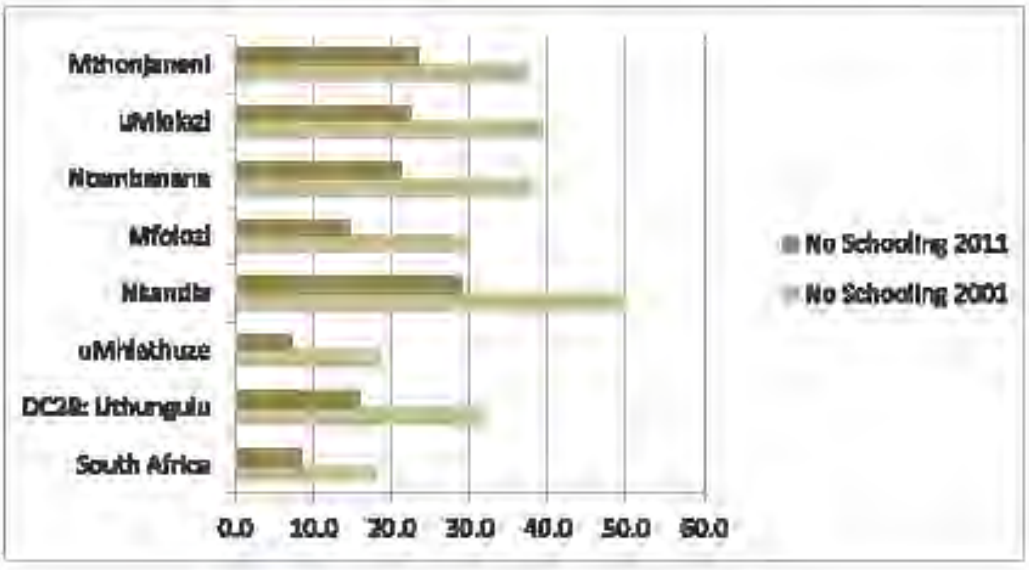
Functions omitted from existing enactment in terms of Extraordinary Provincial Gazette of KZN Vol3 No 298 dated 30 June 2008

DEMOGRAPHIC DETAILS

MUNICIPALITY	SPATIAL SIZE	DEMOGRAPHIC SIZE	NUMBER OF WARDS
uMfolozi	1208 km²	122,889	15
uMhlathuze	795 km²	334,459	30
Ntambanana	1083 km²	74,336	8
uMlalazi	2214 km²	213,601	26
Mthonjaneni	1086 km²	47,818	6
Nkandla	1827 km²	114,416	14
uThungulu	8213 km²	907,519	98

INDICATOR	UTHUNGULU MUNICIPALITY
Area	8 213 km²
Population	907 519
Households	202 976
Number of settlements	1 318 (WSDP 2007)
% rural population	80% (162 381 households)
% urban population	20% (40 595 households)
Gender breakdown	Males 47.1 %
	Females 52.9 %
Age breakdown	0 – 14 34.8 %
	15 – 64 60.7 %
	65 + 4.5 %
Life expectancy	2006 43.1 years (IDP 2012)
	2011 57.1 years

Percentage of the population aged 20 and above in each Local Municipality with no education



SCHOOL ATTENDANCE %

	No Schooling		Higher Education		Matric		Primary Educational Enrolment	
							aged 6-13	
	2001	2011	2001	2011	2001	2011	2001	2011
South Africa	17.9	8.4	8.4	8.7	22.1	27.6	91	93.1
DC28: Uthungulu	31.8	15.7	5.8	4.2	18.3	29.5	88.3	89.6
uMhlathuze	18.5	7.2	10.8	7.5	27.6	36.9	90.1	91.7
Nkandla	49.6	28.6	2.6	1.7	11.6	21.0	89.7	86.7
Mfolozi	29.6	14.6	2.6	1.2	14.6	30.6	89.3	88.2
Ntambanana	36.0	21.2	1.5	0.6	10.4	23.1	88.4	91.3
uMlalazi	39.2	22.5	3.5	2.9	13.2	22.9	87.0	88.8
Mthonjaneni	37.5	23.3	3.9	2.5	14.7	22.1	85.6	88.8

SOURCE: CENSUS 2011

[illegible]

SERVICE DELIVERY AND INFRASTRUCTURE

The council's highest priorities are aimed at eradicating rural backlogs for water supply and sanitation services, as measured against RDP standards. The following has been achieved in uThungulu District with regard to water and sanitation backlogs:

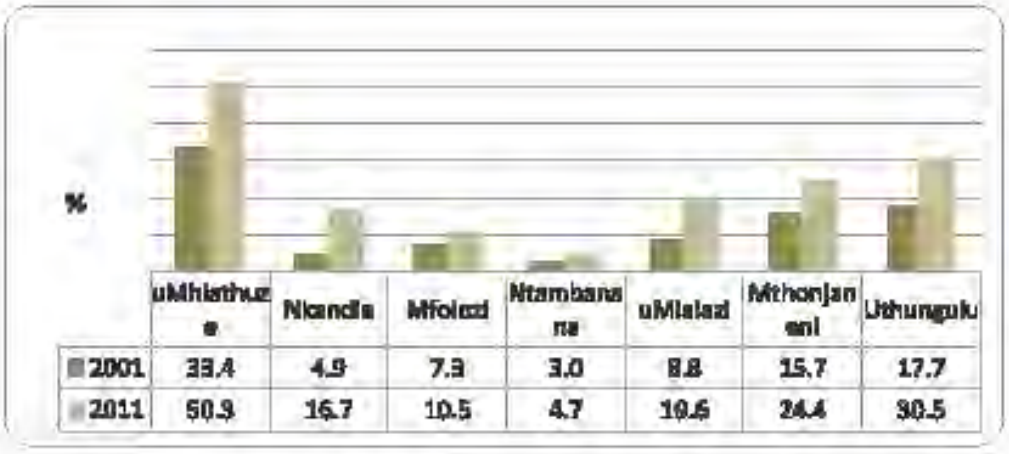
- Water backlog from 81% in 2001/02 to 29.4% 2015/16
- Sanitation backlog from 80% in 2001/02 to 12% in 2015/16

WATER SUPPLY BACKLOG IN UTHUNGULU DISTRICT

Water backlog reconciliation

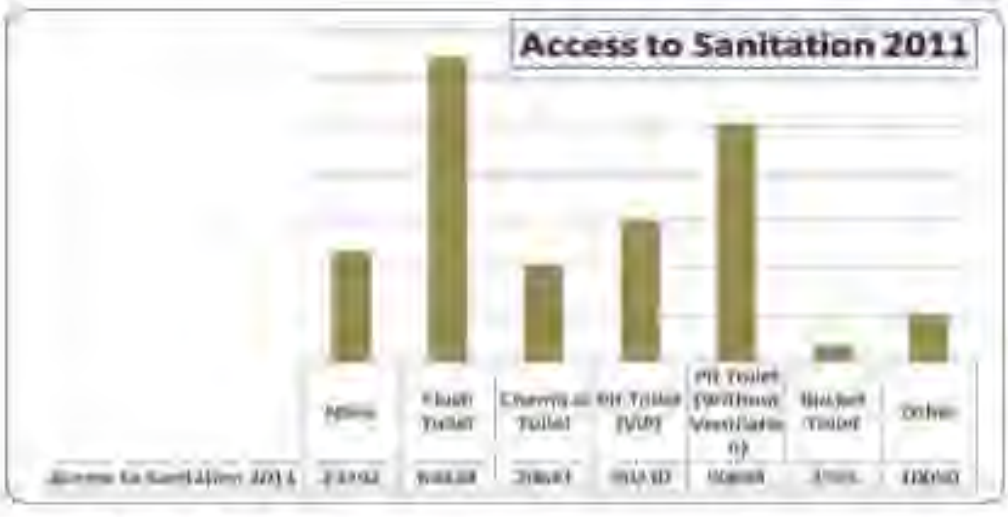
Financial Year	Overall population	Population with water	New connections	Coverage %	Backlog %
2012/13	116368	82817	1113	71.2	28.8
2013/14	116368	83930	1304	72.1	27.9
2014/15	116368	85234	800	73.2	26.8
2015/16 Jul - Dec	116368	86034	803	73.9	26.1
2015/16 Jan - Jul	116368	82818	265	71.2	28.8

PERCENTAGE OF HOUSEHOLDS WITH ACCESS TO PIPED WATER INSIDE DWELLING



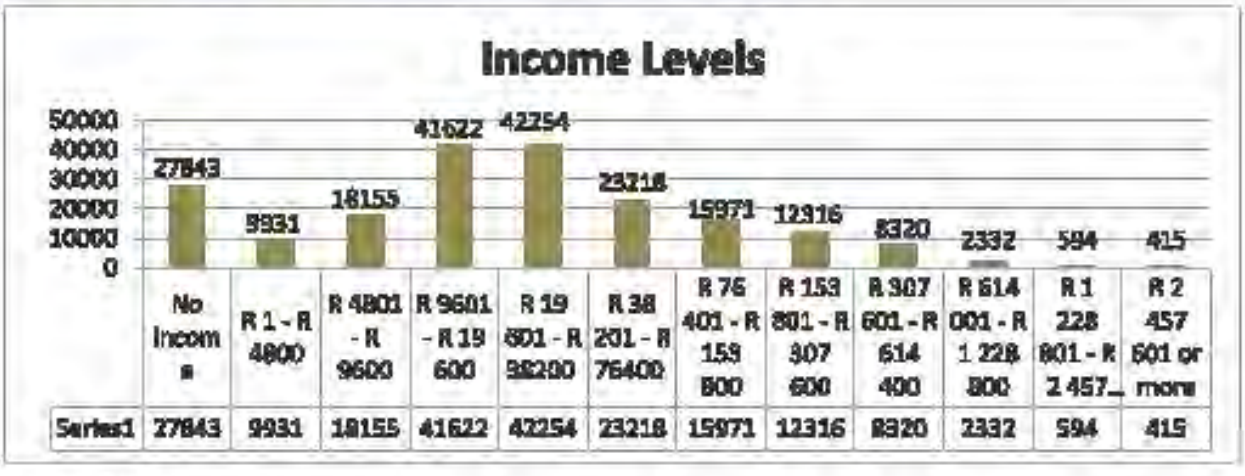
SANITATION BACKLOGS IN UTHUNGULU DISTRICT

Sanitation backlog reconciliation					
Financial Year	Overall population	Population with sanitation	New connections	Coverage %	Backlog %
2012/13	116368	77593	10622	66.7	33.3
2013/14	116368	88575	4559	76.1	23.9
2014/15	116368	93134	4172	80.0	20.0
2015/16	116368	97306	7826	83.6	16.4



Source: Census 2011

HOUSEHOLDS EARNING LESS THAN R1600 PER MONTH



Source: Census 2011

INCOME LEVELS

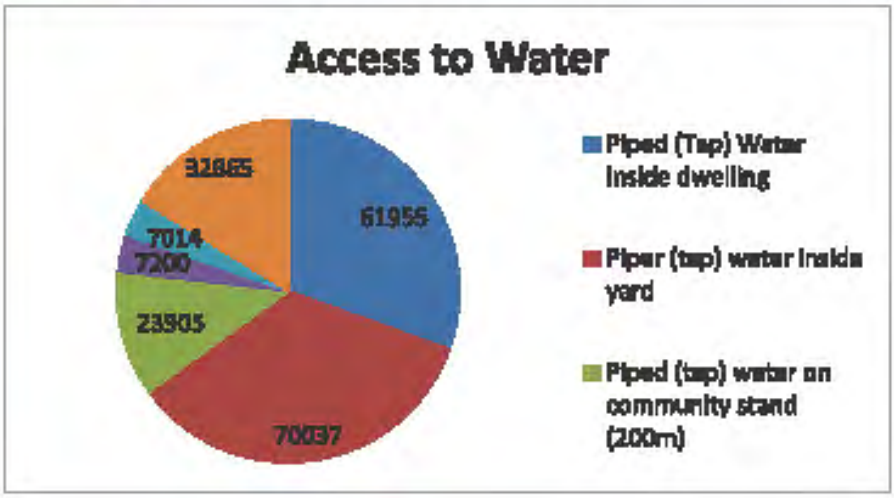
No income	27843
R 1 - R 4800	9931
R 4801 - R 9600	18156
R 9601 - R 19 600	41622
R 19 601 - R 38 200	42254
R 38 201 - R 76 400	23218
R 76 401 - R 153 800	15971
R 153 801 - R 307 600	12316
R 307 601 - R 614 400	6820
R 614 001 - R 1 228 800	2332
R 1 228 801 - R 2 457 600	594
R 2 457 601 or more	415
Total	202972

ACCESS TO WATER SOURCES

Piped water inside			Piped water on communal stand			No Access		
1996	2001	2011	1996	2001	2011	1996	2001	2011
26.8	38.1	66	4.7	17	15.8	68.2	44.9	18.2

Source: 2011 Census

ACCESS TO WATER



Source: Census 2011

[illegible] Adjustment Budget Summary						
	Approved Budget	Pre Adjustment Virements	Non Adjustment	Reducers	Current Virements	Adjusted Budget
Revenue by Source						
- Grants & subsidies	322 925 806	-			-	322 461 805
- Equitable Share	199 801 000	-	14 625 000		-	198 801 000
- Levy Replacement Grant	211 775 000	-	-		-	211 775 000
Total Government Grant & Subsidies	533 301 806	-			-	547 727 806
Public Contributions			14 625 000			
- RSM	2 650 000	-			-	2 650 000
- Taxes	650 000	-				650 000
- Other	25 250					25 250
Total Public Contributions	2 625 250	-			-	2 625 250
- Sundry Income	27 612 385	-	-			27 612 385
- Interest Income	32 650 358	-			-	32 650 358
Total Other Income	60 262 743	-			-	60 262 743
Trading Services	68 747 864	-	-		-	68 747 864
Borrowings	2 775 188	-	-		-	2 775 188
Prior Year Grant Funding	6 887 788	-	-		-	6 887 788
Project Reliefers - Internally Funded Projects	74 952 346	-	-	87 395	-	74 849 784
2014/2015 Accumulated Revenues - Landfill	22 650 000	-	-			22 650 000
2014/2015 - Accumulated Revenues - Depreciation	30 650 000	-			-	30 650 000
Total Revenues	1 187 114 861	-	-12 000 000	87 395	-	1 169 766 316
Expenditure			2 625 000			
Non-trading services	182 193 645	-22 000		-	-	182 193 645
Trading Services	337 035 830	700 000	-	-	-	335 735 830
Operational DP	195 049 425	-519 000	-12 000 000	5 199	-	206 393 625
Capital DP & Internal Fixed Assets	480 890 416	-	15 000 000	59 199	-	491 195 674
Total Expenditure	1 394 742 860	-	1 000 000	87 395	-	1 357 338 354
Less : Depreciation not Cash Backed	47 628 136	-	2 625 000	-	-	47 628 136
TOTAL EXPENDITURE EXCLUDING NON-CASH DEPRECIATION	1 187 114 861	-	-	-	-	1 169 766 316

REVENUE STATISTICS

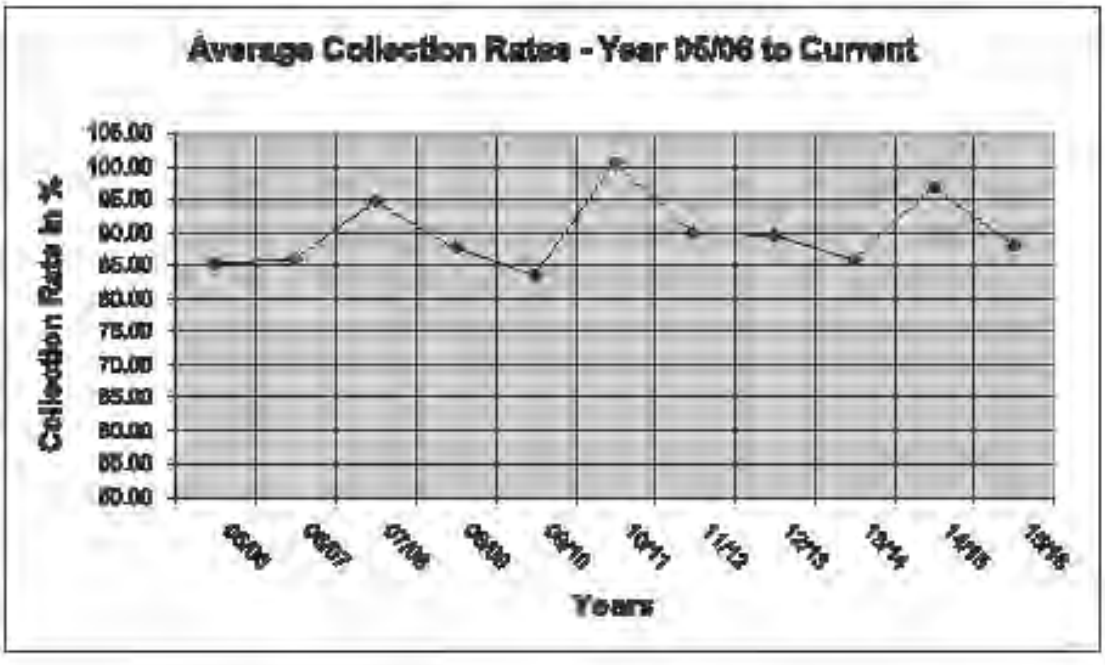
Revenue collection is based on the integrity of the two predominately components, metered service delivery and billing. There has been strict adherence to the Credit Control & Debt Collection Policy. Several debt collection strategies have been implemented, such as SMS's, a team focusing on government departments and indigent registration.

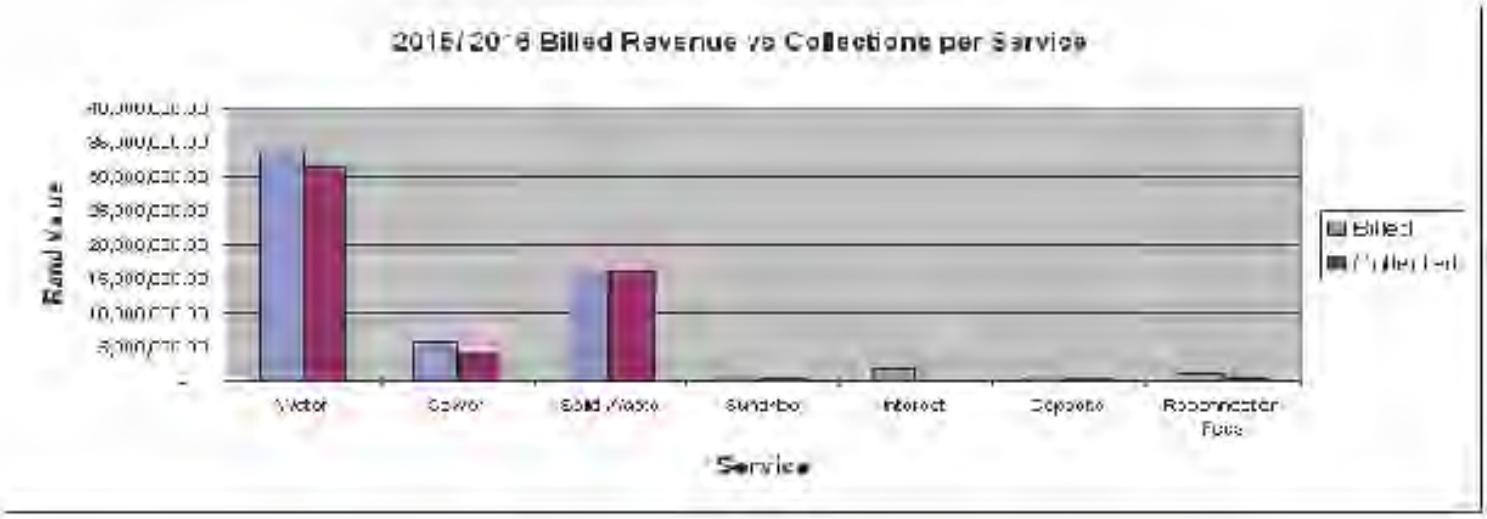
The initiative of smart meters installation, which commenced in 2013/2014 in some parts of the municipal area, have proved to be successful in the reduction of debt and simultaneously supporting water conservation. To date the following progress has been made in these areas:

- Mthonjaneni (Ward1) – Thubalethu - 1082 meters installed.
- uMlalazi (Ward 18) - Gingindlovu Low Cost housing - 143 meters installed.
- eShowe (Rural) - 942 meters installed
- Mfolozi (Ward 2) - Slovas – 507 meters installed.
- Nzalabantu – in progress
- King DinuZulu- in progress

It is the municipality's intention to roll out this project throughout its area of jurisdiction; however this is dependent on the availability of funds.

In relation to the provision of services, the graph below indicates the overall collection ratio for this municipality since the 2005/2006 year. The collection ratio on an annual basis is from 80% to 100% of billed revenue for the last 11 years.



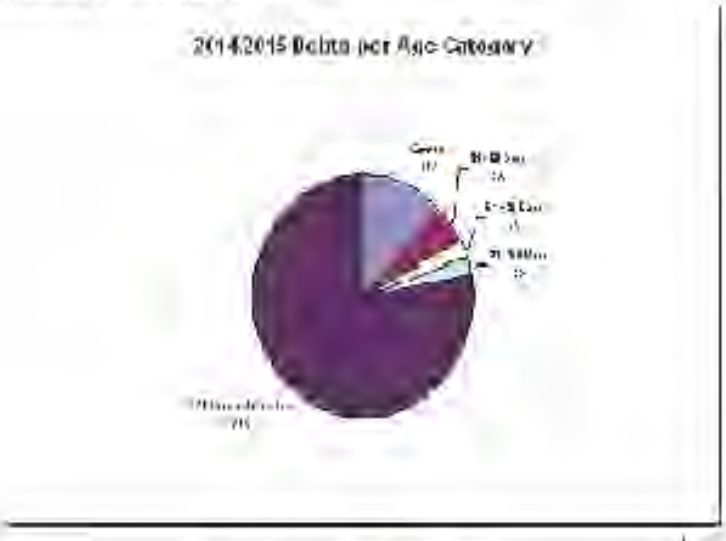


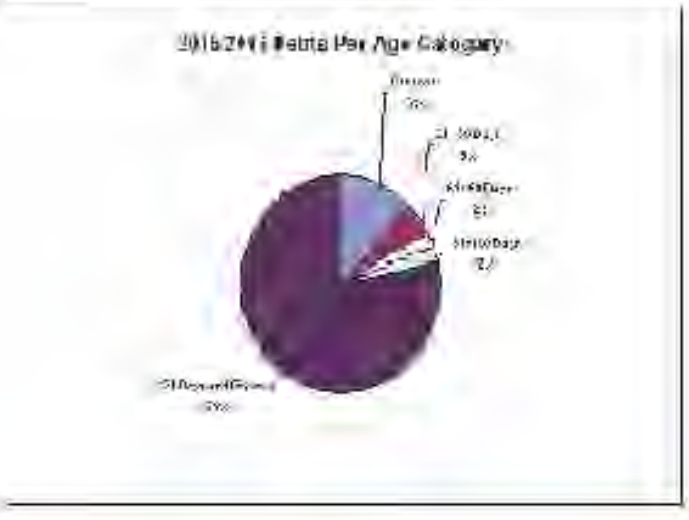
DEBTORS

To deliver the services effectively, the municipality relies on its own revenue and grants. However the issue of non-payment of municipal consumer debt poses a serious threat to the financial health of municipalities in South Africa. It cripples the cash position and therefore the ability to fulfill our constitutional mandate responsibilities and puts reliance on government for grants.

Municipal consumer debt is a complex challenge within the local government sphere. Our municipality is also affected by this persistent increase of consumer debt, which to date stands at R56 486 645-00, inclusive of current debt. Nevertheless the Municipality is working tirelessly to put in place creative measures towards the recovery of some of its debt and to curb the increase thereof.

A noteworthy project of installation of prepaid smart meters will in due course help to reduce the burden of accumulating debt, and simultaneously reduce the leakage and wastage of water, which will result in huge water savings and improve payment as the consumers will be compelled to pay in advance for the water usage. The graphs below indicate that the debt in excess of 121 days has remained constant from that of the previous year. The debt is predominately on water and sanitation services. The current economic climate in terms of rising fuel and electricity, food and interest rates are eroding the value of household income therefore such has an adverse impact on the level of payments for municipal services. Furthermore the level of unemployment and poverty in the rural and semi rural areas also contributes to the said debts.





CHAPTER 3 – GOVERNANCE

INTRODUCTION TO GOVERNANCE

ALIGNMENT WITH NATIONAL KEY PERFORMANCE AREAS

At National level, the Implementation Plan of Action for the 5 year Local Government Strategic Agenda, as adopted by Cabinet in January 2006, is used as the basis for determining a number of key performance areas for all municipalities. These set out the mandate to be achieved by all municipalities and as such represent an important guiding principle for municipal organizational design. The national key performance areas are the following:

1. BASIC SERVICE DELIVERY.

Aspects such as basic water, sanitation, electricity, refuse and roads include social infrastructure, e.g. housing, health, education, welfare and cemeteries. It also relates to the following:

- A sound and updated statistical based service delivery plan
- MDG's/Targets for municipal services (e.g. water, sanitation, electricity, refuse removal, transportation);
- Free Basic Services and Indigent Register;
- Operations & Maintenance;
- Capacity to implement an Integrated Capital Infrastructure Plan.

2. LOCAL ECONOMIC DEVELOPMENT

This includes Economic Development and Poverty Alleviation Strategies and awareness programmes. In addition to social infrastructure, social programmes also form part of this KPA, e.g. HIV/AIDS, ABET etc., and comprise economic generation objectives and projects. Elements of poverty alleviation could also be grouped under this area. It also relates to the following:

- Competitive and comperative advantages;
- Vision 2030 and second economy investment;
- Skills development;
- LED institutional capacity;
- Social partners.

3. GOVERNANCE AND PUBLIC PARTICIPATION

Measures how the local government sphere aligns and integrates with the Provincial and National spheres of government on cross cutting issues. Programmes to demonstrate how the community participates/is consulted/is empowered in government programmes; particularly the establishment and functionality of ward committees and community development workers. It also deals with the involvement of Traditional Councils in municipal affairs. It also relates to the following:

- Functional ward committees and other committees;
- Linkages with other governance structures;
- Sector engagements;
- Community informed IDP;
- Annual Report and Annual Performance Report submitted

4. MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

It relates to how the institution is (administratively and politically) expected to exercise its duties (human resource development and management). How is the organization structured to meet the needs of the IDP? Is the organization accountable to the public via the necessary reporting and performance management systems? The internal policies and processes to adhere to aspects like gender equity, disability and general management of the municipality. It also relates to the following:

- Performing of powers and functions;
- Organogram and vacancy rates;
- Capacity assessment to implement IDP;
- Various policies;
- Organisational PMS

5. MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

Comprises the policies and processes relating to revenue generation, debt and credit management as well as assets, liability control and auditing. Aspects such as submission of the financial statements to the Auditor General (AG) as well as the findings of the AG on the municipal affairs. As part of this KPA, the municipality should comply with the budgetary provisions and aspects as outlined in the MFMA. It also relates to the following:

- Service Delivery Budget Implementation Plan;
- Revenue management and billing system;
- Expenditure Reports;
- Debt Recovery Plan;
- Budget and IDP link

Provincially a 6th Key Performance Area has been added, as all of the above KPA's have a spatial implication:

6. SPATIAL PLANNING AND SPATIAL DEVELOPMENT FRAMEWORKS

This KPA relates to the following:

- Analysis shared by National, Provincial and DM/LM policies;
- Alignment with NDSP and PGDS profile;
- Spatial analysis translated into SDF;
- SDF includes LUMS guidelines;
- Credible statistics

SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP)

uThungulu carries out extensive consultation with the community and other stakeholders as part of the IDP and budgeting process to ensure awareness of, and to encourage input into the Budget and the IDP. Each department has prepared its own operational plan to give effect to both the organizational goals and to meet departmental service delivery and performance targets. These feed into this overall plan, providing the key performance areas against which each senior manager will be held accountable.

The SDBIP is a requirement under the MFMA. The National Treasury has issued a circular identifying the key components as:

- Monthly projections of revenue to be collected for each source;
- Monthly projections of expenditure (operating and capital) and revenue of each vote;
- Quarterly projections of service delivery targets and performance indicators for each vote;
- Ward information for expenditure and service delivery; and
- Detailed capital works plan broken down by ward over three years.

The information systems at a district level do not allow detailed operational expenditure to be broken down by ward. However, capital projects do identify individual wards wherever possible.

COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE

INTRODUCTION TO POLITICAL AND ADMINISTRATIVE GOVERNANCE

The Constitution section 151 (3) states that the council of a municipality has the right to govern on its own initiative, the local government affairs of the local community.

A.H Mthembu
Speaker

T.V.B Mchunu
Mayor

Cllr Ker Hadebe
Chief Whip

Cllr NNP Mkhulisi
Deputy Mayor

2.2. POLITICAL GOVERNANCE

OFFICE OF THE SPEAKER

The Office of the Speaker is amongst other things, charged with the responsibility of contributing towards ensuring that community members are able to enjoy their rights as espoused in the Constitution through affording them the opportunity to fully participate in the delivery of services. The Office of the Speaker manages this process through the councillors who have all been empowered, through training and experience, to execute their responsibilities maximally. Each councillor is an effective agent of change that rallies the community around the projects being undertaken.

EXCO MEMBERS

1. Cllr. TVB Mchunu – District Mayor
2. Cllr. NNP Mkhwibi – District Deputy Mayor
3. Cllr. IT Gcabashe
4. Cllr. JD Vilakazi
5. Cllr. BV Mthethwa
6. Cllr. IJ Naidoo
7. Cllr. SS Zungu

COUNCIL MEMBERS (EXCL EXCO)

1. Cllr. AH Mthembu - Speaker
2. KER Hadebe – Chief Whip
3. IJ Naidoo
4. LW Fourie
5. CPG Cele
6. SG Ngema
7. MM Ngobese
8. NC Mthalane
9. N Naidoo
10. JM Mathaba
11. BL Mkhwanazi
12. X Bhengu
13. ZD Mfusi
14. S Mgangа
15. EF Mbatha
16. JK Powell
17. M Mhlongo
18. A Viljoen
19. MT Mkhathini

20. LS Sabelo
21. SZ Xulu
22. NT Thusi
23. T Zulu
24. KD Sibiya
25. M Lourens
26. EN Malinga-Mtshali
27. X Ngwazi
28. M Dludla
29. BL Thusi
30. MS Ndlangamandla
31. BZ Mncadi-Mpanza
32. TA Ntuli
33. NPM Magubane
34. SA Mpanza
35. M Simelane

In terms of Section 81 of the Municipal Structures Act, Act 117 of 1998, the participation of traditional leaders in Municipal Councils has been implemented at uThungulu District Council. The Traditional leaders serving on the uThungulu District Municipality Council are as follows:

NAME OF TRADITIONAL LEADER	TRADITIONAL COMMUNITY
VT Dube	Kholweni
BS Mthembu	Somopho
ZD Mpungose	Mpungose
SR Biyela	Mombeni
V Biyela	Yanguye
BS Shezi	Chube
MT Zume	Nxamalala
MM Mkhwanazi	Mkhwanazi

ANNUAL REPORT ON PORTFOLIO COMMITTEE MEETINGS 2015/2016

	Corporate Services		Comm. Services		Technical Services		Plan. & Econ. Dev.		Financial Services	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Jul-15	1	0	1	0	1	0	1	1	1	2
Aug-15	1	1	1	1	1	1	1	1	2	2
Sep-15	1	1	1	1	1	1	1	1	1	1
Oct-15	1	1	1	1	1	1	1	0	1	0
Nov-15	1	0	1	1	1	1	1	1	1	0
Dec-15	0	1	0	0	0	0	0	0	1	2
Jan-16	0	0	0	0	0	0	0	0	2	2
Feb-16	1	1	1	1	1	1	1	1	1	1
Mar-16	1	1	1	1	1	1	1	1	2	2
Apr-16	1	1	1	1	1	1	1	1	2	1
May-16	1	1	1	1	1	1	1	1	1	1
Jun-16	1	0	1	1	1	0	1	0	1	0
	10	8	10	9	10	8	10	8	16	14

	Audit		MPAC		Rules	
	Target	Actual	Target	Actual	Target	Actual
Jul-15	0	0	1	1	1	0
Aug-15	1	1	1	1	0	0
Sep-15	1	1	1	0	0	0
Oct-15	0	0	1	1	1	1
Nov-15	1	0	1	1	0	0

Dec-15	1	1	1	1	0	0
Jan-16	0	0	0	0	0	0
Feb-16	0	0	1	1	1	1
Mar-16	1	1	1	1	0	1
Apr-16	0	0	1	0	0	0
May-16	0	1	1	1	1	1
Jun-16	1	1	1	1	0	0
	6	6	11	9	4	4

SUMMARY : PORTFOLIO COMMITTEES			
			%
	77	67	87%

ANNUAL REPORT ON EXCO & COUNCIL MEETINGS: 2015/2016 FINANCIAL YEAR

	EXCO		COUNCIL	
	Target	Actual	Target	Actual
Jul-15	1	3	0	1
Aug-15	2	2	2	1
Sep-15	2	2	1	1
Oct-15	1	2	0	1
Nov-15	1	1	1	0
Dec-15	1	1	1	3
Jan-16	1	1	1	1
Feb-16	2	2	1	1
Mar-16	2	2	1	1
Apr-16	2	2	1	0
May-16	2	1	0	1
Jun-16	2	2	1	1
	19	21	10	12

SUMMARY			
	Target	Actual	%
EXCO	19	21	110%
Council	10	12	120%

COMPONENT B: INTERGOVERNMENTAL RELATIONS

2.4 INTERGOVERNMENTAL RELATIONS

uThungulu District Municipality institutionalised its existing IGR structures in the past financial years, in compliance with the Intergovernmental Relations Framework Act, 2005. The District is represented provincially at the following structures:

- KZN Premier's Coordinating Forum,
- MUNIMEC, chaired by the MEC for Cooperative Governance – KZN,
- Political Change Management Committee and
- Technical Change Management Committee
- Provincial Communicators Forum
- Provincial IDP Forum
- Provincial Public Participation Forum
- SALGA IGR & Governance Forum
- Provincial AIDS Council
- Provincial Batho Pele Forum
- Various other provincial structures dealing with Corporate Governance, Human Resources, Legal Services, Finance, Marginalised Groups, Operation Sukhuma Sakhe, Infrastructure, Tourism and Economic Development.

The following structures were formalized internally:

DISTRICT INTERGOVERNMENTAL FORUM (DIF) / DISTRICT MAYOR'S CO-ORDINATING FORUM

The DIF exists to facilitate IGR between the District Municipality and the Local Municipality in the district. According to the adopted Terms of Reference, the uThungulu DIF consists of the Mayor of the uThungulu District Municipality; and the Mayors of Local Municipalities in the district and any other member invited by the District Mayor. The DIF shall have the following standing items on the Agenda:

- Matters referred to and arising from the PIF
- Matters referred to and arising from Provincial IGR forum
- Matters regarding traditional leadership
- Matters arising from the inter-municipal forums
- Matters submitted by local municipalities
- Matters from the Technical committee
- IGR progress report from the Technical committee
- Report to the MEC for Cooperative Governance on the District's progress on the 5 year Local Government Strategic agenda
- Monitoring and Evaluation

TECHNICAL SUPPORT FORUM (TSF) OR TECHCOM

The role of the technical support structure is to provide technical support to the DIF and to prepare for decision-making in the political structure. The purpose of the uThungulu TSF is to discuss management and implementation matters of a district wide nature and also to monitor the sub committees of the TSF. The composition of the forum is made up of all the Municipal Managers from the Local Municipalities and the Municipal Manager of the uThungulu District Municipality who is also the chairperson of the forum.

The agenda for the TSF shall have the following standing items:

1. Matters for the DIF
2. Matters from the Technical Sub committees
3. District wide Monitoring and Evaluation Issues
4. Technical Issues from the Provincial Intergovernmental forums
5. Legal Issues
6. DIF (Mayor's Forum) Agenda
7. IGR status report and the IGR Budget
8. Compliance Issues
9. Shared Services Issues
10. Monitoring and Evaluation

Only issues which cannot be resolved at this forum shall be escalated to DIF.

The following sub-committees have been established in terms of the IGR Act:

a. Infrastructure forum

b. Planning and Development forum

c. Corporate Services Forum

d. District Communications Forum

e. Community Services Forum

f. District Area Financial (CFO) Forum

g. Speakers Forum

COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION

PUBLIC PARTICIPATION

The District Speaker is responsible for public participation, whereby the Council works to empower local communities to have control over their own lives and livelihoods. Public participation is designed to promote the values of good governance and human rights. Public participation acknowledges a fundamental right of all people to participate in the governance system.

The Municipal Systems Act 2000 defines "the legal nature of a municipality as including the local community within the municipal area, working in partnerships with the municipality's political and administrative structures...to provide for community participation".

Section 16(1) requires the municipality to develop "a culture of municipal governance that complements formal representative government with a system of participatory governance".

According to the Systems Act: Section 4 (c) (e), the council has the duty to...

(c) encourage the involvement of the local community

(e) consult the community about the level quality, range and impact of municipal services provided by the municipality, either directly or through another service provider

5 (a) Members of the community have the right...

(b) to contribute to the decision-making processes of the municipality and submit written or oral recommendations, representations and complaints to the municipal council..

(c) To be informed of decisions of the municipal council.

(d) To regular disclosure of the affairs of the municipality, including its finances

Section16 (1):

(a) Encourage and create conditions for the community to participate in the affairs of the municipality, including in the IDP, performance management system, monitoring and review of performance...preparation of the budget, strategic decisions re municipal services

(b) Contribute to building the capacity of the local community to participate in the affairs of the municipality and councillors and staff to foster community participation...

Section 42:

A municipality, through appropriate mechanisms, processes and procedures .. must involve the local community in the development, implementation and review of the municipality's performance management system, and in particular, allow the community to participate in

the setting of appropriate key performance indicators and performance targets of the municipality

Among the functions that the district fulfils are:

- District-wide integrated development planning;
- Infrastructural development and bulk service delivery;
- Capacity-building of local municipalities;
- Administrative assistance to local municipalities, where capacity is not yet established.

2.4 PUBLIC MEETINGS

The Public Relations Section is responsible for the following:

- To promote community participation in local government;
- To promote synergies with the private and public sector to market the district;
- To improve the municipality's public image by communicating in a transparent, effective and pro-active manner;
- Batho Pele
- Intergovernmental Relations & District Communicators Forum

The section is broadly responsible for the facilitation of public events and community events for the municipality, as well as maintain open communication with both internal and external stakeholders. In terms of public participation the section organized two rounds of roadshows to the six local municipalities, as well with the District House of Traditional Leaders, the corporate sector and sector government departments, to communicate the district's IDP and 2016/2017 budget process respectively, as well as various events to commemorate landmark projects.

One such event was the State of the District Address (SODA), which attracted over 2000 community members at the Ntingwe Sportsfield in ward 12 of Nkandla Municipality. The SODA 2016 was held so that the District Mayor could share with the public and other stakeholders the highlights of the 2016/2017 budget as well as the achievements of government during the past 16 years of local government.

16 YEARS OF LOCAL GOVERNMENT FLAME TOUR

The KZN Provincial Cabinet approved the tour of the Celebration Flame in the Uthungulu District Municipality from 17 June 2016 to 21 June 2016. The flame was handed over to the Uthungulu District Municipality from Umkhanyakude District Municipality on 15 June 2016.

The flame toured in the Uthungulu District as follows:

- 15 June 2016 – Receipt of the Flame from Umkhanyakude District / Mtubatuba Local Municipality
- 17 June 2016 – Umfolozi Municipality / City of Umhlathuze
- 18 June 2016 – Ntambanana Municipality
- 19 June 2016 – Mthonjaneni Municipality
- 20 June 2016 – Nkandla Municipality
- 21 June 2016 – Umlalazi Municipality and handover of flame to Hlamba District Municipality.

Build-up Activities

A Steering Committee was established comprising (the previous) Office of the MEC Champion (Premier of KZN), KZN COGTA, the District and 6 local municipalities. The Local municipalities were responsible for planning and logistics for the event held in that particular municipality and the District Steering Committee had oversight over the planning of the event.

Following the changes to the KZN Cabinet, the MEC for Arts, Culture, Sports and Recreation, Mrs Bongi Sithole-Moloi was deployed as the new MEC Champion for the uThungulu District. The Office of the Premier however continued to support the programme with funding, as the procurement process had already begun.

The stakeholder engagements included, MEC Champion; District Mayor; Deputy Mayor; Speaker; Chief Whip; District House of Traditional Leaders; Councillors; Religious sector per affected local municipality; Amakhosi as per affected local municipality and Business Chamber per affected local municipality.

The celebration also raised the need to recognize those councillors that have worked tirelessly since the dawn of democracy to ensure that the basic services were delivered to the communities of the District. The uThungulu District Municipality chose to honour the above-mentioned councillors with a certificate of recognition and a trophy. The following categories of Councillors were recognized during the Closing Ceremony Gala Dinner:

- First Category: 2000-2016 Democratic Local Government
- Second Category: 1996-2000 Pioneers of Local Government.

Further, community members were mobilised for the event through municipal structures including loud hailing; Icora FM; 1KZNTV; Zululand Observer; SMS Alerts; Service Delivery booklet distribution and newspaper advertisements.

RENAMING OF THE DISTRICT

uThungulu District Municipality recently concluded a public participation process to rename the Council-owned uThungulu municipal offices to King Cetshwayo House. As part of that consultation process, it was further communicated to the public that the district wished to change the name of the district municipality to King Cetshwayo District Municipality.

As a first step towards fulfilling the desire to name the building and the district after King Cetshwayo, permission had to be sought from the current monarch, His Majesty, King Zwelithini Goodwill who is the direct descendant of King Cetshwayo.

In a meeting with the leadership of the district, His Majesty indicated that he greatly welcomed the renaming of the district, taking into consideration the links King Cetshwayo had with the District. His Majesty further requested that a statue of the late King Cetshwayo be manufactured and erected outside the building.

The process of public participation took place during the Budget/IDP Roadshows during the months of October and November 2014. Furthermore, public comment was sought through an advert in the newspaper in September 2015. The majority of comments received from the public have been in support of the name change proposal.

The MEC for COGTA published the name change of uThungulu District Municipality to King Cetshwayo District Municipality in the Government Gazette at the start of the new financial year, i.e. 21 July 2016.

BACKGROUND TO KING CETSHWAYO

The naming of the building after King Cetshwayo is motivated by the desire to honour King Cetshwayo for the role he played in trying to protect the rights of his people. He was born in an area currently falling under uThungulu District and is also buried within uThungulu boundaries.

King Cetshwayo was renowned for his strong military leadership and political acumen. He was considered a threat to British colonial interests. His refusal to bow to land demands by the British colonialists led to the so-called Anglo- Zulu War in early 1879. He led his warriors against the British at the Battle of Isandlwana where the British suffered the most crushing defeat the English had ever experienced in a war against the indigenous people of South Africa in modern history. However, after the Battle of Isandlwana, the British became more determined, finally capturing the Zulu capital at the Battle of Ulundi in July 1879. King Cetshwayo died in February, 1884, never having surrendered his principles for the freedom for his people.

PUBLIC INFORMATION PROGRAMMES:

A number of different communication tools were used to promote the uThungulu District Municipality in the public arena as part of the communications strategy.

Roadshows

Seventeen (17) IDP/Budget roadshows were held between October 2015 to May 2016, involving a multi-functional team of our political leadership and officials from the various departments dealing with service delivery. The purpose of the roadshows was to communicate uThungulu's multi-year budget and Integrated Development Plan to the communities it serves, with the objective of achieving community participation in the budget and IDP. The roadshows also served to create an awareness of the functions and powers of the district municipality and helped engender a culture of payment for services. A cross-section of roleplayers, including ward committee members, councillors, community liaison officers and municipal officials attended each roadshow, with pre-publicity being done by means of broadcast messages via community media channels and mobilization by ward Councillors. The roadshows received a tremendously positive response from communities throughout the district.

Izindaba Ezimnoti

Our monthly external newsletter *Izindaba Ezimnoti* has proven to be an invaluable communication tool, containing interesting articles and dynamic photographs depicting events, activities and information relating to the district. Copies of the *Ezimnoti* are printed each month and distributed to businesses in Empangeni, Richards Bay, Kwambonambi, Mbuzini, Eshowe and Melmoth, as well as the offices of the six local municipalities.

Ezisemathemi

A monthly staff newsletter, the *Ezisemathemi* is distributed internally to all employees of the municipality, carrying staff news and policies.

Batho Pele

The district conforms to the principles of Batho Pele and the Public Relations Officer serves as the Batho Pele Coordinator for the District, attending the quarterly meetings of the Provincial Batho Pele Forum.

2.6 IDP PARTICIPATION AND ALIGNMENT

IDP Participation and Alignment Criteria*	Yes/No
Does the municipality have impact, outcome, input, output indicators?	Yes
Does the IDP have priorities, objectives, KPIs, development strategies?	Yes
Does the IDP have multi-year targets?	Yes
Are the above aligned and can they calculate into a score?	Yes
Does the budget align directly to the KPIs in the strategic plan?	Yes
Do the IDP KPIs align to the Section 57 Managers	Yes
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	Yes
Do the IDP KPIs align with the provincial KPIs on the 12 Outcomes	Yes
Were the indicators communicated to the public?	Yes
Were the four quarter aligned reports submitted within stipulated time frames?	Yes

COMPONENT D: CORPORATE GOVERNANCE

2.6. ENTERPRISE RISK MANAGEMENT, INCLUSIVE OF ANTI-FRAUD AND CORRUPTION PREVENTION AND INFORMATION TECHNOLOGY

The role of the Risk Management Unit is to develop a comprehensive process for assessing, identifying, monitoring and reducing pertinent business risks that could interfere with the Councils objectives and goals.

It ensures that the Council is in substantial compliance with its internal operating policies and procedures and any external legal, regulatory or contractual requirements.

The Chief Risk Officer co-ordinated and ensured that all quarterly Risk Steering Committee Meetings sat timeously during the financial year.

The Risk Management Unit also conducted Fraud Prevention Plan awareness training to all staff in the organisation.

The Risk Management Unit is also involved in the development of a phased Business Continuity Management Plan to ensure that contingencies are in place so that if a normal business process fails for whatever reason, an organisation can fall back on a contingency which will enable it to continue business as usual.

An Annual Risk Assessment was also conducted.

2.7 SUPPLY CHAIN MANAGEMENT

KEY PERFORMANCE AREAS

Compliance with legislation

- Management of risk inclusive of Business Continuity Plan and implementation of proper internal controls
- Develop and implement sound internal controls
- Review, amend and implement the District's Supply Chain Management policy annually and effect changes if applicable

DISCUSSION:

The procurement in the municipality is according to the Supply Chain Management Policy and Supply Chain Management Regulations pertaining to the Municipal Finance Management Act. The municipal procurement is carried out in a manner which is fair, transparent, cost effective, competitive, equitable and considers the organization's financial and social responsibilities.

The journey to achieving the goals of National Treasury and compliance with National and Provincial Government legislation could be considered to be highly regulated, however we have been successful in the formation of a supply chain management policy and the implementation thereof.

The tables below depict the volume of supply chain management transactions processed during the financial year. The graphs show the trends during the Financial Year.

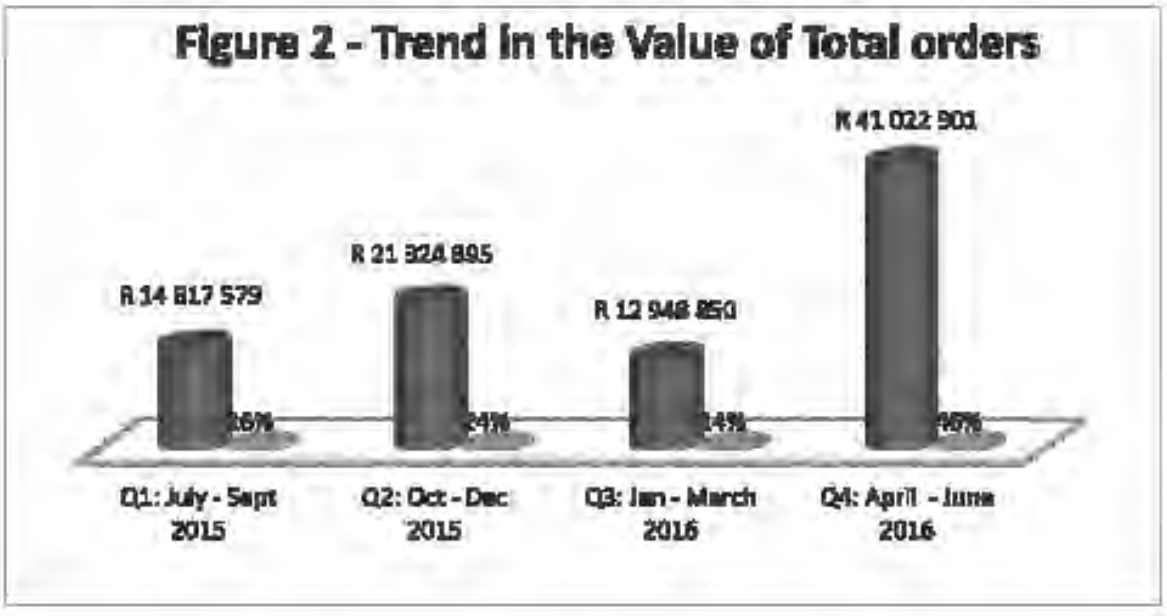
Quantity of orders:

Table 1 – Quantity of Orders		
Period		Total Orders / Invoices
Quarter 1:	July – Sept 2015	839
Quarter 2:	Oct – Dec 2015	771
Quarter 3:	Jan – March 2016	788
Quarter 4:	April – June 2016	885
TOTAL		3283

Figure 1 - Trend in quantity of Total orders and commitments

Value of orders:

Table 2 – Value of Orders and Commitments		
Period		Total Value of Orders
Quarter 1:	July – Sept 2015	R 14 817 579.18
Quarter 2:	Oct – Dec 2015	R 21 324 895.04
Quarter 3:	Jan – March 2016	R 12 949 850.33
Quarter 4:	April – June 2016	R 41 798 876.65
TOTAL		R 90 264 412.20



Deviations:

In terms of section 36 of the SCM regulations, the municipality is allowed to deviate from the normal process of Supply Chain Management. The deviations submitted to the Municipal Manager for 2015/16 are reflected in the table below:

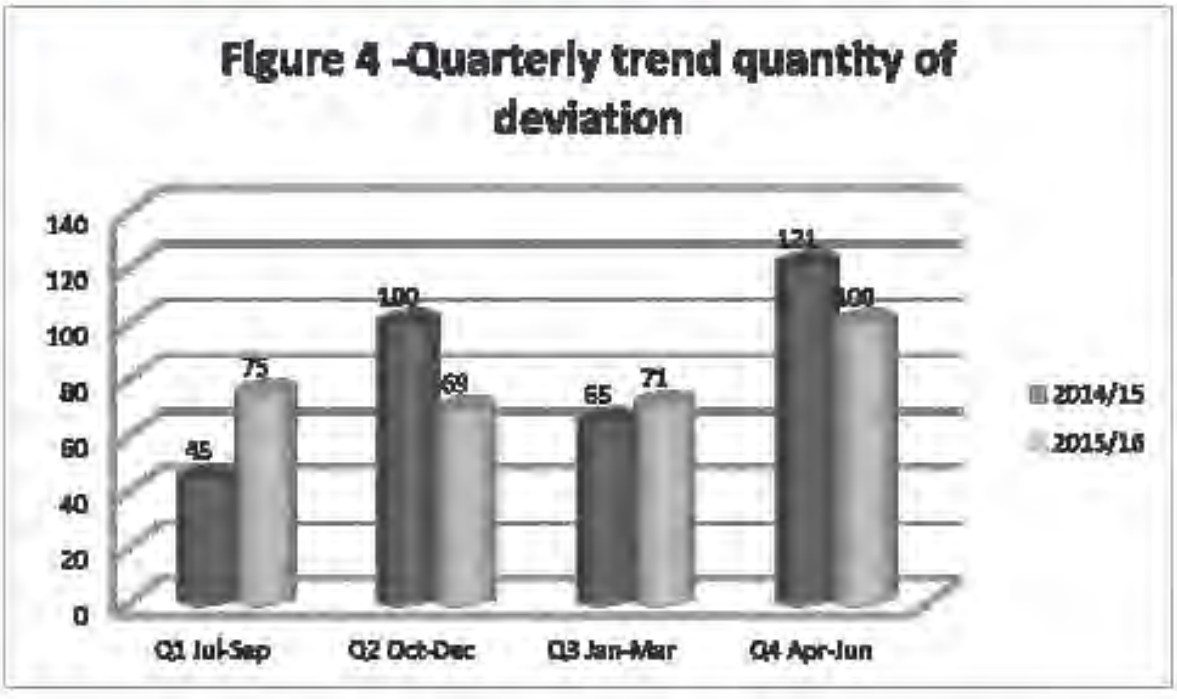
Period	[July 2014 – June 2015]		[July 2015 – June 2016]	
	Number of Deviations	Value of Deviations	Number of Deviations	Value of Deviations
Jul	11	R 961 272.88	23	R 8 126 695.10
Aug	14	R 2 013 509.12	21	R 3 696 334.12

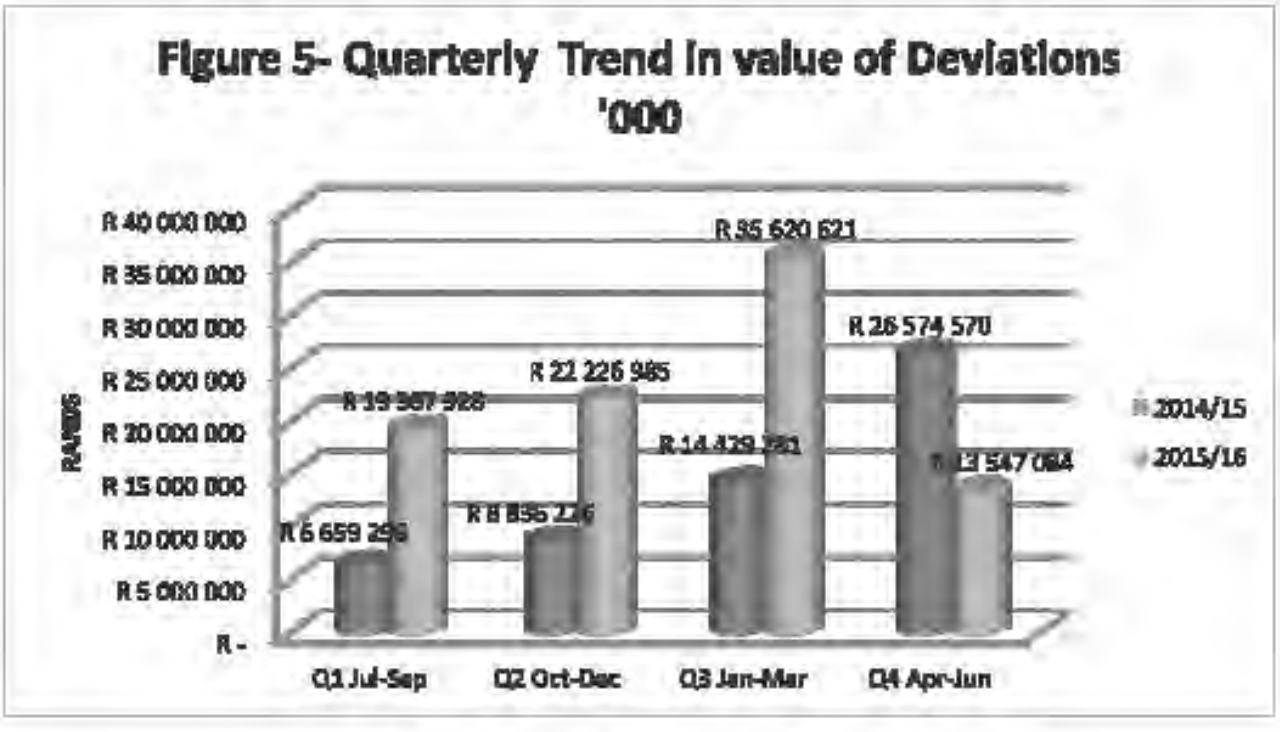
Sept	20	R 3 684 513.64	31	R 7 544 898.38
Total Quarter 1 (Jul – Sept)	[illegible]	[illegible]	[illegible]	[illegible]
Oct	44	R 4 084 889.14	19	R 8 150 529.74
Nov	36	R 2 913 765.72	36	R 8 219 104.04
Dec	20	R 1 837 570.75	14	R 5 857 351.17
Total Quarter 2 (Oct – Dec)	[illegible]	[illegible]	[illegible]	[illegible]
Jan	20	R 10 637 294.04	4	R 2 567 439.26
Feb	20	R 1 303 471.00	31	R 6 135 905.01
March	25	R 2 488 516.09	36	R 4 843 739.84
Total Quarter 3 (Jan – March)	[illegible]	[illegible]	[illegible]	[illegible]
April	37	R 5 344 042.59	39	R 21 787 801.29

May	43	R 13 512 232.06	21	R 11 585 209.00
June	41	R 7 718 295.18	40	R 2 247 610.62
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

The following can be reported on deviations in the 2015/16 financial year:

- The quantity of deviations decreased when comparing 2014/15 to 2015/16, by 5%.
- The value of deviations increased when comparing 2014/15 to 2015/16, by 81%. This increase can be attributable to:
    - The implementation of rudimentary projects as part of the drought intervention program.
    - Appointment of service providers to purchase and distribute vegetables for the fresh produce market.
    - Month to month extension of plant hire services for landfill site, due to the tender being cancelled.
    - Additional water tankers supplied for drought relief.





SCM DATABASE

In ensuring that we have an adequate pool of suppliers to approach, and to ensure that we are able to attain the best available pricing and quality, we have created a database of service providers. This database allows potential suppliers to register with Council so they thereafter may be eligible for future transactions with the municipality. The database also serves to attract small and emerging enterprises.

The fully operational database now affords the opportunity to seek quotations from registered suppliers through the mechanism of advanced information technology and systems, which has eliminated the human factor in most instances, thus mitigating risks associated with prejudicial selection.

2.8 BY-LAWS

The following bylaws have been approved by Council:

1. Credit control and debt collection bylaws: Approved by Council on 28 May 2014 (UDMC: 1660/2014). The bylaws were open for public comment and closed on 11 June 2014. An application for gazetting of the bylaws has been made and is currently awaited.

2. Water Supply Bylaws: The Council of the uThungulu District Municipality has in terms of Section 156 of the Constitution, 1996 (Act 108 of 1996) read in conjunction with Section 11 of the Municipal Systems Act (Act No 32 of 2000), adopted the Water Supply Bylaws.

2.9 WEBSITE

The uThungulu website is updated regularly in line with Section 75 of the MFMA (2003) which requires financial and performance reporting information to be available to the public. Tender and quotation advertisements and awards are also published on the website. In addition to this, the activities of Council are publicised in terms of the district's communication strategy.

2.10 PUBLIC SATISFACTION ON MUNICIPAL SERVICES

The Service Commitment Charter is our commitment as the district municipality to our stakeholders throughout the uThungulu district. It is intended to inform residents of what services we offer, how best to make use of our services, how to measure our success, and how members of the public can lodge complaints or make suggestions for improvement. It also spells out how we will deal with the queries and what steps to take if queries are not adequately addressed. The Charter is distributed at all roadshows and at all service delivery points of the municipality.

Through the Service Charter we invite comments from the public about our services and how we can improve them. The Service Charter further urges the communities to visit our website for more information about our services, including a complete copy of our SDBIP (Service Delivery Budget Implementation Plan), our IDP and our Access to Information Manual.

CHAPTER 3 – SERVICE DELIVERY PERFORMANCE (PERFORMANCE REPORT PART I)

COMPONENT A: WATER SERVICES AUTHORITY

3.1. WATER PROVISION

The Directorate: WSA has 16 staff members: Director WSA; Manager: Planning & Design; 2 Design Technicians, 2 Technicians in training, 2 in-training Technician GIS Officer, Project Administrator, Senior Community Development Officer and 4 Community Development Officers. Figure 1.6.2 shows the organogram of the Directorate which consists of two subsections: the Design Office and Community Development.

The Design team investigates and design new small schemes and extensions to existing schemes. This section has designed several projects in-house as shown in Table 1. These projects include spring protection, extensions and borehole development.

The Community Development Section is responsible for ensuring that community participation takes place throughout water and sanitation projects cycle. This includes the establishment of Project Steering Committees and training and educating the communities on water and sanitation social issues such as water conservation, health and hygiene (e.g. hand wash programme).

COMPLETED PROJECTS IN THE 1ST QUARTER 2015/2016

Extensions	Ward	Clr Name	Quote No. (Construction of Project)	Estimated Cost	Households Benefiting	Jojo Tanks removed	Jobs Created	Completion Status
Ezinkunzini Spring extension	2	Manyathi	UDM/QTE/179/2012 UDM/QTE/168/2012	R132,149.16 R170, 625. 95	35	None	50	100%
Matshansikazi B/hole pipe network	1	Ntombala	UDM/QTE/33/2013 UDM/QTE/34/2013 UDM/QTE/35/2013	R119, 760.30 R160 000. 00 R171,672.60	45	6 x 10kl	2	100%
Ngwangwani B/hole	4	Ngcobo	UDM/QTE/167/2012 UDM/QTE/166/2012	R500,000.00	35	None	20	100%
Dlabe B/hole	11	Mncadi Mpanza	UDM/QTE/160/2013 UDM/QTE/153/2013 UDM/QTE/154/2013	R450,000.00	55	2 x 10kl	20	100%
Manzamnyama Pump system installation	1	Ntshangase	UDM/QTE/80,81,100/2013: CIV UDM/QTE/116/2012:MECH & UDM/QTE/117/2012: ELEC	R500,000	50	2 x 5kl	30	100%
Vuma extension	8	Mhlongo	UDM/QUOTE/07/2013: CIV UDM/QUOTE/08/2013:	R128, 627, R250,000	5	None	25	100%
Ncwanenjomeiwano	3	Xulu	UDM/QTE/78/2015: mech	R130,091.10	3	None	20	100%

COMPLETED PROJECTS IN THE 2ND QUARTER 2015/2016

Extensions	Ward	Clr Name	Quote No. (Construction of Project)	Estimated Cost	Households Benefiting	Jojo Tanks removed	Jobs Created	Completion Status
Ogelde extension from Bhekuzulu to Eskhaleni	6	Mntengu	UDM/QUOTE/32/2013	R135,463.00	40	2 x 5kl	26	100%

COMPLETED PROJECTS IN THE 3RD QUARTER 2015/2016

Extensions	Ward	Clr Name	Quote No. (Construction of Project)	Estimated Cost	Households Benefiting	Jojo Tanks removed	Jobs Created	Completion Status
Manzamnyama Springs	5	Xulu	UDM/QUOTE/81/2015	R120,000.00	20	None	26	100%

COMPLETED PROJECTS IN THE 4TH QUARTER 2015/2016

Extensions	Ward	Ole Name	Quote No. (Commencement of Project)	Estimated Cost	Households Benefiting	Jojo Tanks removed	Jobs Created	Completion Status
Nomponjwana extension Retic	4	Xuku	UDM/QUOTE/05/2016	R200,000.00	25	None	15	100%
Sangoyane	1	Vilakazi	UDM/QUOTE/79/2015	R200,000.00	40	2 x 5kl	26	100%
Ngwadla Borehole	19	Powell	Tender civil Electro mechanic	Civil: R182,497.17 Electro: R696,899.90	40	None	15	100%
Ngiba Borehole	19	Powell	Tender civil Electro mechanic	Civil: R151,663.82 Electro: R696,899.90	35	None	15	100%
Mankengane ni extension	6	Mntengu	UDM/QUOTE/131/2015 UDM/QUOTE/152/2015	R200,000.00	30	1X 10 kl	25	100%
Cinci Borehole	11	Mgenge	UDM/QTE/113/2015 UDM/QTE/115/2015 UDM/QTE/133/2015	R500,000.00	60	None	15	100%
Hlawini pump system installation	1	Ntshangase	UDM/QTE/135/2015 RETIC UDM/QUOTE/02/2016 ELEC	R550,000	45	None	20	100%

COMPONENT B: WATER AND SANITATION PROJECTS

3.2. WATER SERVICES CAPITAL EXPENDITURE (CAPEX)

1.9.1 WATER AND SANITATION PROJECTS

Table 1: Sources of external CAPEX funds for the 2015/16 financial year as of 30 June 2015

SOURCE OF FUNDING	ALLOCATION	EXPENDITURE	% SPENT	BALANCE
RBIG	247,052,005	175,826,860	71%	71,235,145
MIG	175,330,000	175,330,000	100%	0
MWIG	88,118,000	74,536,491	85%	13,581,509
TOTALS	510,510,005	425,693,351	83%	84,816,654

Table 2:Rural Water projects under construction

PROJECT	WARD	Project Value (R)	% Complete
Middledrift Water Supply Phase 2	Ward 14 (KZ 286) & Ward 1 (KZ 284)	132,409,907	86
Mbonambi Water Supply Phase 2	Wards 2 & 3 (KZ 281)	156,725,350	37
MhlanaSomopho Phase 3C	Wards 7,8 & 11 (KZ 281)	116,618,865	68
Kwahlokohloko SSA 5	Wards 22 & 23 (KZ 284)	157,844,574	30
Kwahlokohloko SSA 1	Wards 9 & 10 (KZ 284)	263,150,511	72
Greater Mthonjaneni SSA 4	Wards 4 (KZ 283)	86,786,269	67
Greater Mthonjaneni SSA 5	Wards 2,3 & 1 (KZ 283)	90,739,717	44
PROJECT	WARD	Project Value (R)	% Complete
Mpungose Phase 1D Reticulation	Wards 24 & 25 (KZ 284)	70,219,891	59
Middledrift SSA 5	Wards 2 & 3 (KZ 284)	208,304,337	53
Nkandla Vutshini SSA 5	Wards 9,11 & 13 (KZ 286)	189,341,223	26
Eshowe SSA 1	Wards 9,11,12 & 13 (KZN 284)	474,659,360	43

Table 3:Town Upgrade Water projects under construction

PROJECT	WARD	Project Value (R)	% Complete
Eshowe/KDS Pipe replacement	Ward 11 (KZ 284)	R 109,529,239	48.7
Melmoth Town upgrade	Ward 1 (KZ 285)	R 73,026,415	13

Table 4: Rural Sanitation projects under construction

	and 2015/16					Completion since start of program	Comments
	Q1		Q3	Q4	Total	(units)	
uMlalazi Phase 6 (Ward 8 & 14)	1044	0	21	9	1065	2879	Construction in progress
uMlalazi Phase 7 (Ward 10,13 & 20)	505	0	0	0	505	5255	Completed
uMlalazi Phase 8 & 9	0	0	412	1088	412	1500	Construction in progress
Nkandla Phase 6 (Ward 4,5 & 11)	1225	700	333	900	2258	4748	Completed
Mfolozi Phase 4 (Ward 11 & 15)	923	730	502	702	2155	2857	Completed
TOTAL	3697	1430	1268	2699	9094		

Table 3 Number of jobs created under various programmes in each quarter

Job Creation Programmes:		Job opportunities in each quarter under various programmes			
		Q1st	Q2nd	Q3rd	Q4th
Capital projects funded by MIG & MWIG	New water and wastewater projects	90	55	200	152
	New rural sanitation projects	0	82	103	184
	Continuing water and wastewater projects	185	216	217	263
	Continuing rural sanitation projects	0	0	77	180
Capital projects: Tanker Reduction	New Projects	0	0	0	147
	Continuing projects	25	0	0	0
Water Services Provider (SSA)	New job opportunities	0	0	15	1
	Continuing jobs	550	541	541	556
Grant funded projects	New projects	101	10	120	0
	Continuing projects	13	114	124	237
Total job opportunities under all projects which are:	New capital	90	137	303	489
	Continuing capital	210	216	294	443
	New operational & Grant funded projects	101	10	135	1
	Continuing operational and Grant funded projects	563	655	665	783
TOTAL NUMBER OF JOBS		964	1018	1397	1720

3.3. WASTE MANAGEMENT SERVICES

INTRODUCTION TO PROVISION OF WASTE MANAGEMENT SERVICES

uThungulu District Municipality (the permit holder) was granted authority to develop and operate the site according to the requirements of the Permit Conditions issued in terms of Section 20(1) of the Environmental Conservation Act 73, 1989.

The Master Plan for the uThungulu Regional Landfill Site (URLS) was finalised and adopted by the council, to which Load Cell 1 was partly rehabilitated. The report further indicates that the future cells will allow enough space to carry on until 2070 before the site can be closed.

The feasibility report for recycling was finalised in December 2015. The main focus of this report was on the potential for recycling of part of the municipal solid waste (MSW) fraction of the waste stream. In brief the feasibility report covered the following options:

- Material recycling facility (MRF)
- Composting
- Energy Recovery
    a) Incineration
    b) Autoclaving
    c) Pyrolysis and gasification
    d) Anaerobic digestion
- MRF design
- Demand, market and financial implications

Some of the recommendations were as follows:

- Currently, mixed waste stream is disposed to the UDM landfill Site from six LM's and including neighbouring LM's at a rate of approximately 400 tonnes per day.
- Since no formal waste stream analysis has been conducted at this stage to determine the breakdown of the MSW waste stream. A full waste stream analysis will have to be completed to predict the quantities of recyclables available in each municipal solid waste stream and to verify the suitability of any particular technology.
- It was also recommended that the UDM should consider implementing a plan to separate recyclables at source, which would have to be conducted through the various local municipalities and industries in the catchment area. If this is done, a clean MRF system could be implemented as a starting point.
- It has been proven through trial and error at various sites in South Africa that a dirty MRF processing mixed MSW is undesirable and results in very little benefit at a significant cost. Subsequently it was recommended that the establishment of a dirty MRF was not recommended based on the basic financial model.
- In the interim, an option may be to set aside a 'recycling area' at the landfill site, to which specific loads of clean or semi-clean recyclable material could be diverted upon entry to the site. A simple portal frame structure could be constructed over this area, and the existing waste pickers could use this area to collect recyclable waste from the incoming loads. The residual waste would have to be moved onto the landfill as part of the day-to-day landfill operations. The mixed MSW arriving at the site would still be directed to the landfill.

2.2 TOTAL USE OF WASTE MANAGEMENT SERVICES

The waste data is recorded on a monthly basis to the Waste Information System as required by the Department of Environmental Affairs for the activities of URLS. The quantity of waste streams received, of which approximately 60% is domestic waste are presented in Table 2.2.1 and indicates a 5% increase from the previous year:

Table 2.2.1: Amounts of wastes received in 2015/2016 financial year

Quarter	Q1	Q2	Q3	Q4	Total (Tons)
Tonnage	36 688	30 762	24 605	33 039	125 087

2.3 WASTE MANAGEMENT SERVICE DELIVERY LEVEL

2.3.1 UMHLATHUZE MUNICIPALITY:

- Produces domestic, business, industrial, garden waste, street sweepings, medical waste and hazardous waste.
- Currently 77% of households within the municipality are covered by waste collection systems whilst 23% is not covered (mainly rural households)

- It uses kerb side collection, skips and a combination thereof to collect domestic, business, industrial waste and street sweepings. The waste collected is disposed at uThungulu Regional Landfill Site.
- Specialised containers for medical waste are used but the municipality does not collect medical waste, there are private contractors who collect waste and dispose it in designated Medical waste sites.
- Hazardous waste is collected by private waste collection companies and disposed of in designated Class A Landfill sites.
- uMhlathuze Municipality has an updated IWMP available.

2.3.2 UMLALAZI MUNICIPALITY

- There are only three towns within the municipality where waste is generated and are covered by waste collection and removal services namely; Eshowe, Mtunzini and Gingindlovu.
- Currently 100% of urban households are covered by a waste collection system whilst 0% of rural households are covered.
- At Eshowe domestic, business, building, garden, industrial waste, street sweepings and except medical waste are generated and disposed at the Uthungulu Regional Landfill Site via transfer station except the medical waste. Medical waste is collected by private contractors and disposed of in Durban. There is also saw dust generated but it is not collected by the municipality.
- At Mtunzini domestic, business, building, garden, industrial waste, street sweepings and medical waste (doctors' rooms) are generated within the town. Building and garden waste are disposed of at Mtunzini Transfer Station. Medical waste is collected by private contractors and disposed of in Durban and the other waste types are disposed at uThungulu Regional Landfill Site in Empangeni.
- A combination of skips and kerbside collection is used to collect waste within the municipal area.
- Private recycling plants are also in operation in both Eshowe and Mtunzini towns.

2.3.3 MTHONJANENI MUNICIPALITY

- There are three areas within the municipality where wastes are generated and are covered by waste collection and removal systems namely, Melmoth town, Thubalethu and KwaMagwaza Hospital.
- There is one transfer station that is currently in operation.
- Domestic, business, garden, building waste, street sweepings and medical waste are generated within the municipal area.
- Cages, bins and kerbside collection is the method of waste collection within the municipal area. Building waste is collected on request, medical waste is collected by private contractors and the rest of the waste is collected by the municipality and disposed at the uThungulu Regional Landfill Site via the new transfer station.
- Mthonjaneni Municipality has an updated IWMP available.

2.5.4 NKANDLA MUNICIPALITY

- Currently 100% of urban households within Nkandla Town are covered by waste collection system, whilst 0% of rural households are covered. The waste collected is disposed of at the Nkandla Landfill site.
- Domestic, business, garden, building waste, street sweepings and medical waste are generated within the municipal area.
- Medical waste is collected and disposed of by private contractors in Durban while building waste is collected and disposed of at Nkandla Landfill Site by waste generators.
- Nkandla Municipality has an updated IWMP available.
- Nkandla Municipality has a newly constructed and permitted landfill site which started working in 2014/2015.

2.5.5 UMFOLOZI MUNICIPALITY

- Kwambonambi town and the Slovo Township are the only areas covered by waste collection and removal system.
- Domestic, business, industrial and garden waste, street sweepings, medical waste and hazardous waste is generated within the municipal area.
- Waste generated with the exception of garden waste is disposed of at uThungulu Regional Landfill site via Kwambonambi Transfer Station.
- Recyclables are collected at the transfer station and recycled in Richards Bay.
- Mbonambi Municipality is in the process of updating the IWMP.

2.5.6 NTAMBANANA MUNICIPALITY

- Ntambanana Municipality has very dense rural settlements, waste collection and removal system covers about 70% of households.
- Possible waste generators within the municipality are:
  - Clinics and Private Doctor's rooms
  - Two Game Reserves
  - Commercial Cane Farmers
  - Schools and
  - Denser rural settlements
- Medical waste generated in the clinics is collected by private contractors and disposed off in Durban.
- Ntambanana Municipality has an updated IWMP available.

2.4 ACCESS TO WASTE MANAGEMENT

The District has a regional landfill site at Empangeni and a number of transfer facilities at Melmoth, Bucanana, Eshowe, Mtunzini and Mbonambi

2.4.1 UTHUNGULU REGIONAL LANDFILL SITE (URLS)

URLS has been servicing most of the uThungulu area of jurisdiction including the Ulundi Municipality under Zululand District Municipality and Mandeni Municipality under iLembe District Municipality since 2003. The site accommodates seven waste cells and has a design lifespan of at least 50 years.

As per the permit, the following conditions are applicable:

- A monitoring committee was formed in June 2008 and meets on a quarterly basis to monitor the operations of the site.
- An Annual External Audit was performed in May 2016 and the issues raised are currently being addressed.
- Bi-Annual water quality samples are done on the 15 July and the 15 January every year.
- The Landfill Waste Management Permit or Waste Management License was amended to incorporate recycling activities and was granted permission by the KwaZulu Natal Department of Agriculture and Environmental Affairs as from June 2012.

The following urban areas make use of the facility at present:

- uMhlathuze City
- Bucanana in Ntambanana
- Mbonambi in uMfolozi
- Mtunzini and Gingindlovu towns in uMlalazi LM
- Melmoth Town
- Ulundi Town
- Mandeni

2.5 WASTE MANAGEMENT SERVICES POLICY OBJECTIVE

A Regional landfill site at Empangeni was established in 2004. Waste transfer stations at Eshowe, Mtunzini, Ntambanana, Melmoth and Kwambonambi towns were constructed to transport waste to the regional site. The review of the Integrated Waste Management Plan will be done in 2016/2017.

2.6 HUMAN CAPITAL IN WASTE MANAGEMENT SERVICES

HUMAN CAPITAL IN WASTE MANAGEMENT SERVICES

Table 2.6.1: UDM Personnel involved with waste management at URLS

Personnel	Number
Facility Manager (permanent)	1
Weighbridge Operator (permanent)	2
General Worker (permanent)	10
Total Landfill Staff	13

2.8 WASTE MANAGEMENT SERVICES CAPITAL EXPENDITURE

The site infrastructure was successfully upgraded with a total value of R350 000.00.

The design and construction of Cell 3 of the Empangeni Regional Landfill Site will be implemented in the 2016/2017 financial year.

5. CEMETERY SERVICES

5.1 INTRODUCTION TO PROVISION OF CEMETERY SERVICES

The regional cemetery in Empangeni was developed by uThungulu in 2004 when the first phase was completed where after uMhlatuze City managed the operations. uThungulu took over the cemetery operations since July 2010.

5.2 TOTAL USE OF CEMETERY SERVICES

The Burial statistics is summarized in Table 5.1 and there has been a drastic reduction in utilization due to uMhlathuze's new Esikhaleni cemetery closeby.

Table 5.1: Cemetery services in the 2015/16 financial year

Quarter	1	2	3	4	Totals
New graves	105	89	68	79	341
Tombstones	29	33	9	12	83
Reserves	5	0	2	0	7

5.3 CEMETERY SERVICE DELIVERY LEVEL

The District is responsible for the Regional Cemetery but UDM is also assisting uMlalazi Municipality in establishing a cemetery at Mandawe. ZAI consulting Engineers were appointed in May 2013 to conduct a feasibility study and are currently busy collating information and performing investigations.UDM assists with pauper burials as well as burials of indigent residents.

5.4.1 CEMETERY SERVICES CAPITAL EXPENDITURE (CAPEX)

The scoping report for Phase 2 of the Empangeni Regional Cemetery was finalized in October 2008 and the construction was planned to start in February 2010 with the 2009/2010 financial year budget. However, due to financial constraints, the implementation of this phase was split into sub phases:

- Phase 2A, for the clearing and fencing of the site - completed May 2011
- Phase 2B, for the conversion of conservancy system into municipal sewer system - completed in March 2012

- Phase 2C, for the construction of infrastructure such as roads, storm water drainage, water main, parking, etc - currently under construction with progress at 20% completed in September 2014.
- Phase 2D, to complete infrastructure, fencing and clearing estimated at R2.8m planned to be completed in 2016/2017.

5.4.2 HUMAN CAPITAL IN CEMETERY SERVICES

HUMAN CAPITAL IN CEMETERY SERVICES

The human capital for this function is shown below:

[illegible]	[illegible]
Supervisor	1
General Worker (permanent)	6
Cleaner (permanent)	1
Total Cemetery Staff	8

COMPONENT: F WATER USE EFFICIENCY

The Directorate: WUE has 2 staff members: Senior Manager and Senior Project Administrator.

Water Use Efficiency is the new unit that started operating from May 2015 due to the effect of drought. The Unit is responsible for the Water Conversation and Water Demand Management (WC/WDM). The King Cetshwayo (uThungulu) District Municipality is a water scarce area and therefore water conservation and Water Demand Management (WC/WDM) is necessary to avert any further water crisis.

WATER USE EFFICIENCY

Strategy, Planning and Implementation

KEY PERFORMANCE INDICATORS

Developing and implementing strategies to reduce non-revenue water, including:

- Active leak detection and repair programmes
- Pressure management optimization
- Improvement Speed and quality of repairs
- Infrastructure Management
- Implementation of advanced pressure control
- Verification of consumer billing data
- Checking the legality of Water connections

Provide a detailed water resource balance diagram with:

- Current demand,
- Available supply as per WUL or SLA,
- Projected (5 year) demand estimates with and
- Without implementing WDM.

Provide monthly and annual composite IWA water balance diagrams and supporting documents for the complete system as part of the water audit (as component in the WSDP) as per Reg. 509 of 2001 clause 10 of the Water Supply Regulations. Balance diagram to specify as a minimum the main components of the IWA balance including Water Losses broken down into:

- System input volumes.
- Billed Metered and unmetered usage
- Unbilled Authorized Consumption,
- Water losses broken down into Real and Apparent Losses,
- Free Basic Water, and

- Non Revenue Water
  and to be supported by schematic showing bulk meters, zones and main infrastructure components.

a) Evidence must be provided of a council approved WDM strategy and business plan consisting of the following:
   - Background and Context
   - Situation Assessment including a Need Statement
   - Key Issues and Challenges
   - Focus areas of interventions
   - List of proposed intervention interventions
   - Set targets for demand, NRW, commercial and real losses
   - Budget and Multi-year Implementation Timeline

b) Provide details on the action, budgets, timelines and progress of water demand management activities undertaken. Reg. 509 of 2001 Clause 10.
c) Percentage of Customers who are metered including those who have been supplied with a measuring control device a calculated from the data presented in the summary section:
d) Number of customers billed against installed meters. Households billed on a flat rate or on a deemed consumption method as a percentage of all households (not only metered households) in order to indicate percentage or rate of unconfirmed billing.
e) Provide copy of all water tariffs
   a) for past three years
   b) indicating rising block tariff that would discourage high water use (highest tariff at least double lowest tariff).
f) Water balance for multiple years in line with Reg 509 of 2001 Clause 10
g) Provide details of household leak repair programme including:
a) Households visited
b) Methodology
c) Policy
d) Costs (audited)

5. ROADS AND TRANSPORT SERVICES

The responsibility of roads (excluding some municipal roads) within the district remains the responsibility of the Department of Transport and SANRAL. The planning responsibility is with the district. Rural Access roads have the most impact for future development of the district. The uThungulu District completed its Integrated Transport Plan during April 2005 and the review of the Public Transport Plan component thereof has recently been drafted. Broadly, the scope of work is as follows:

- Review and Collection of Additional CPTR Data
- Review and Update Public Transport Status Quo

- Review and Update Public Transport Vision, Goals and Objectives
- Review and Update Initial Public Transport Proposals
- Review and Update Rationalisation Strategy
- Review and Update Operations Strategy
- Review and Update Prioritised Public Transport Proposals and
- Implementing programme
- Review and Update Financial Implications

To this end, the uThungulu District is engaging closely with the National and Provincial Departments of Transport in respect of the following:

- To ensure that there is a clear understanding of the financial and operational implications of the reviewed PTP on the district.
- The preparation of a Roads Asset Management System (RAMS) that will include classification of roads and collection of data.
- The proposed preparation of an Integrated Rapid Public Transport Plan.

The District has a coordinating role when it comes to roads and transportation services. The National Department of Transport (NDOT) has commenced with a programme of classifying and mapping all rural roads by providing a grant to District Municipalities to carry out the programme. The Rural Transport Services and Infrastructure Grant from the National Department of Transport were gazetted with its conditions of grant in the Government Gazette on 10 May 2011. The amount allocated and received from the 2011/12 to 2015/16 financial year was R9.8 million. The conditions have been revised and the allocation will continue for the financial year of up to 2018/19 MTEF allocation and subject to periodic review. The objective of the grant is to ensure efficient and effective investment in rural roads by means of development of Road Asset Management Systems (RAMS) through:-

- Collection of road inventory data including conditions assessment and traffic data; and
- Setting up pavement and bridge management systems compatible with national standards.

In pursuance of the objectives of the grant, the implementation agents were appointed under a performance based contract in order to assist uThungulu District Municipality with the overall Road Asset Management System. During the initial recruitement twelve interns were trained and eight were appointed after evaluations. It is envisaged that they will be absorbed by the Local Municipalities once the mapping is completed to ensure human capacity at municipalities for the roads maintenance and the continuous operation is built. The road municipal captured data for the first circle of the RRAMS was submitted through to the road authorities. The bridge and culverts training and assessments started from July 2014 and to be finalized with detailed bridge condition survey schedule to commence in July 2015. The second circle of road network assessments has commenced and requires the latest GIS imagery database. But, the previous submissions of the RRAMS data are now required to be in line with the TMH18 data format standard before the end of August 2016. Therefore, some activities have to be suspended.

6. ELECTRICITY AND RENEWABLE ENERGY SERVICES

The uThungulu District Municipality reviewed its Energy Master Plan during 2009/ 2010. Of the estimated 141 532 Households in uThungulu, 75 514 were connected by 2009 leaving a backlog of 66 018 connections (47%). Not many opportunities were identified for renewable and alternate energy sources. Feasibility studies and pilot project initiatives were identified for Micro Hydro, Wind and Bio-Gas generation and Solar Water Heating.

Eskom supplies electricity in bulk to Richards Bay, Melmoth, Eshowe and Empangeni who in turn distribute to their consumers. The Local Municipality of Nkandla was assisted by the UDM with the provision of basic electricity until July 2010, but is now responsible for service provision in the town. The supply to rural areas is slow due to high costs associated with scattered settlements and no anchor clients. Eskom's supplies grid electrification while the Department of Mineral and Energy Affairs is responsible for non-grid electrification.

A combined strategy/partnership between uThungulu and Eskom is urgently required to form an integrated and sustainable electrical service delivery within the district. In conjunction with the Department of Minerals & Energy and Eskom a plan should be devised to implement the uThungulu Energy Master Plan as compiled.

RENEWABLE ENERGY PROJECTS

uThungulu District Municipality celebrated another accolade this past financial year when it received a Certificate of Appreciation signed by the Deputy Minister in the Department of Environmental Affairs, Mrs Barbara Thompson at the department's Waste Khoro Conference held in June 2016.

The award was for uThungulu's Biogas implementation initiative in rural areas in the KZN province. uThungulu has been a pioneer in rolling out renewable energy programmes in Umlalazi and Mthonjaneni municipalities, turning animal waste into biogas.

The Waste Management Officers (WMO) Khoro (conference in the Vhenda language) is an annual conference of all government institutions dealing with waste. The aim of this conference is to provide a platform for WMOs in the three spheres of government to share information and exchange thoughts in a mutually beneficial manner. It further aims to strengthen capacity and streamline the institutional framework across government entities to enhance effective waste management.

BACKGROUND TO BIOGAS PROJECT

The Bio-gas energy project is a process involving the mixture of manure, food waste and water which is fermented and produces gas that can be used as cooking purposes.

A pilot project was conducted in June 2013 after a similar successful project was visited in the Limpopo province in an area called Giyane. Six bio-gas digesters were constructed in Mthonjaneni and uMlalazi Local Municipalities. The Technical Staff involved in the Bio-gas project within uThungulu District Municipality together with some Local builders received training on how to construct these bio-gas digesters.

The Bio-gas Technical Staff monitors the operations and maintenance of the bio-gas digesters that were constructed in uMlalazi and Mthonjaneni Local Municipalities.

Cogta contributed R2 million for the construction of biogas digesters at the deep rural Edakeni area in uMlalazi Local Municipality two years ago, and 70 digesters have been built there for the poverty-stricken community.

Thereafter, after winning the award for Best District in KZN in the Municipal Excellence Awards two years in a row, the uThungulu District Municipality put its prize money of R2 million to good use.

Utilising the prize money from the Department of Cooperative Governance and a top-up of its own internal funds, the Municipality identified two projects that it believed should benefit from the funding grant. These two projects were:

1. Judea Communal Ablution and
2. Thatha Falaza Communal Ablution

The two projects were successfully completed and were officially handed over. The Judea facilities were handed over to the Shembe Church of Nazareth in October 2015.

The Thatha Falaza facilities, which consist of ablution facilities and a biogas renewable energy programme, were officially handed over at Mthonjaneni in April 2016.

COMPONENT D: OPERATIONS AND MAINTENANCE

3.7. MANDATE AND STRUCTURE

3.1.3 OPERATIONS AND MAINTENANCE

The Directorate of Operations and Maintenance has 144 internal staff members while the support service agent (WSSA) employs well over 560 employees. The structure of this Directorate is graphically illustrated in Figure 1.6.4

The work of this directorate is split into a number of sections reflected in the directorate's organizational structure as follows:

1. Operation and maintenance of the water plants and waste water treatment plants within Mtunzini, Gingindlovu, Eshowe, Melmoth and Nkandla Towns and operations maintenance of bulk and reticulation networks in the aforementioned town including Kwambonambi Town.
2. Water quality testing and compliance with legislative requirements of the Blue and Green Drop Systems
3. The operation and maintenance of all rural schemes including the water and sewage plants for the clinics and hospitals within UThungulu District
4. Repairs and maintenance of boreholes, hand pumps and spring protection
5. Management of the Service Support Agent (WSSA)
6. Support Water Services Authority Section (WSA) with water quality testing and compliance with legislative requirements.

The main functions of this directorate can be summarized as follows;

- operation and maintenance of all water services infrastructure which includes the following:
- Ensuring that all rural water schemes are operational
- Water production is done in terms of the applicable specifications and national guidelines
- Ensuring that all Town water networks are functional and without leaks and the turnaround time for repairs is kept to a minimum
- Ensuring that the sewage systems and plants are operational and maintained in accordance with the DWA guidelines and prevailing legislation
- Ensuring that water quality tests are done and checked against the SANS 241 specifications
- Support WSA with effective implementation of the water loss management system.
- Effective implementation and management of the Emergency and Drought Relief Programmes of the municipality which includes the following:
    - Drilling, testing and equipping of new boreholes
    - Repairs and maintenance of hand pumps
    - Spring development and protection to provide safe and clean water (with support from WSA)
    - Provision of water through tankers to the drought stricken areas
- Ensuring that the sewage systems and plants are operational and maintained in accordance with the DWA guidelines and prevailing legislation
- Ensuring that water quality tests are done and checked against the SANS 241 specifications
- Effective implementation of the water loss management system

- Effective implementation and management of the Emergency and Drought Relief Programmes of the municipality which includes the following:
  - Drilling, testing and equipping of new boreholes
  - Repairs and maintenance of hand pumps
  - Spring development and protection to provide safe and clean water
  - Provision of water through tankers to the drought stricken areas

1.8 WATER SERVICES FINANCIAL PERFORMANCE

1.8.1 WATER SUPPLY NETWORK SERVICES

Our town water supply schemes are managed, operated and maintained by our own staff while those in the rural area are managed, operated and maintained by a Services Support Agent (SSA). Whereas all costs of the schemes under the SSA are will accounted for, those managed internally are not linked to our Issue Manager which is a system that tracks repairs costs. As a result, it is a bit difficult to give a true reflection of the financial performance of the water services. However, in order to give an estimate of what it costs UDM to supply water to its communities, the report for quarter 4 is presented on Table 1.8.1 which indicates the summary of water production per Local Municipality per month and the number of schemes where bulk metering is taking place as well as the served number of households.

Table 1.8.1: Water production per LM for quarter 4 of 2015/16

Local Municipality	No. of schemes measured	Monthly production (ml)			Total (ml)	Number of Households served
		Apr'16	May'16	Jun'16		
uMfolozi	29	49.39	43.28	53.07	145.74	12689
Ntambanana	24	27.40	20.84	19.59	67.83	9024
uMlalazi	67	171.01	209.73	354.46	729.20	21885
Mthonjaneni	20	48.13	40.09	42.91	131.13	5026
Nkandla	30	248.53	277.61	242.18	748.32	8131
TOTAL	165	544.46	585.55	712.21	1822.22	56 755

The total water production costs per kiloliter of water for the 4th quarter is calculated as follows:

$$\frac{\text{Total staff costs (4th quarter)} + \text{SSA costs} + \text{chemicals} + \text{bulk purchase} + \text{cost}}{\text{Water produced on the 4th quarter}}$$

= 48.16 /kl

The above production cost is very high compared with the best practice of about R3-6/kl. Three main problems can be attributed to this high cost of production. These include but not limited to:

a) A high number of schemes without bulk meters
b) A high number of inefficient small schemes
c) Lack of control of non-revenue water

UDM has about 265 schemes but as can be seen from Table 2, only 192 schemes are metered. Therefore over or about 73 schemes are not metered and hence the seemingly high production cost. Consequently there is an urgent need to install bulk meters in all the schemes. Besides that, UDM needs to accelerate bulk infrastructure in order to account for all water produced and do away with the inefficient small schemes so as to reduce the production costs. Non-revenue water needs to b monitored and controlled in order to bring down the cost of water production. The Water Use Efficiency unit has been created and the Department is in the process of filling the posts of the unit since the head of the section was appointed. The unit will be responsible for developing the water conservation and water demand management (WC/WDM) strategy and implementing it so as to control non-revenue water.

As we strive to install more bulk meters, more schemes will be added on the list of metered projects. This will certainly bring down the cost per kilolitre of producing water in uThungulu. If we have more details on the scheme design productions, one could be making comparisons but as detailed t above this is not possible.

1.8.2 Water tanker service

Despite the efforts to reduce the carting of water with tankers, UDM has a number of water tanker requests from different councilors/ communities and these requests are increasing by day as a result of prevailing drought conditions. It should be mentioned that 29 water tanker requests was received and only 10 water tankers were approved due to the financial constraints. Any urgent requests, either once off or permanent are referred to the office of the Mayor for consideration. Table 1.8.2 shows the various indicators for the water tanker service.

Table 3u : Delivery of water by tankers (scheduled and ad hoc) for Quarter 4 of 2015/16

Month	April '16	May' 16	June '16	TOTAL
Number of Loads	3328	3523	3553	10404
Distance travelled by tankers (km)	267487	286942	285491	839920
Volume of water delivered (ML)	49.9	52.8	53.2	155.9
Actual Paid during this period	R 5 712 850.90	R 6 067 910.4	R 6 082 992.4	R17 863 754.

Table 3b : Cost of ad hoc requests for Quarter 4 of 2015/16

Month	April '16	May' 16	June '16	TOTAL
Number of Loads	847	946	1096	2889
Distance travelled by tankers (km)	71311	80788	91303	243402
Volume of water delivered (ML)	12.7	14.2	16.4	43.3
Cost of service (Rands)	R 1 581 615.5	R 960642.96	R 1 257 820.8	R 3 800 079.3

In the first half of the financial year, tankers were travelling about 160 000 km/month and UDM was spending an average of R3.75M per month on water supply by tankers. Since the district has been stricken by drought, the service of water tanker deliveries was increased, resulting in an average of R4.39M per month, and due to the fact that most of the water sources were affected by drought and have dried up, it left UDM with no choice but to increase the water tanker utilisation.

A summary of the main UDM water schemes that have dried up:

MUNICIPALITY	SCHEME NAME	REASON
KZ 286	THALANGENI	PARTIALLY DRY
KZ 286	THALANENI	PARTIALLY DRY
KZ 286	MANDABA 2	PARTIALLY DRY
KZ 286	MKHALAZI	SOURCE DRIED UP
KZ 286	NHLOSHANA	PARTIALLY DRY
KZ 286	MANYANE CLINIC	PARTIALLY DRY
KZ 286	JAMESON DRIFT	PARTIALLY DRY

KZ 286	NGWEGWENI	SOURCE DRIED UP
KZ 286	SAMUNGU	PARTIALLY DRY
KZ 286	SDUMUKA SPRING	PARTIALLY DRY
KZ 286	NTSHIZA SPRING	PARTIALLY DRY
KZ 286	CUPHUCHUKU SPRING	PARTIALLY DRY
KZ 286	DLOMO SPRING	PARTIALLY DRY
KZ 286	NKANDLA BULK	PARTIALLY DRY
KZ 286	KWADINA	PARTIALLY DRY
KZ 286	THALENI	PARTIALLY DRY
KZ 286	VIMBIMBOBO	PARTIALLY DRY
KZ 286	NSONSWANA	PARTIALLY DRY
KZ 286	MBIZWE	PARTIALLY DRY
KZ 286	MAHLAYIZENI BOREHOLE 1	SOURCE DRIED UP
KZ 286	NYAWOSHANE	PARTIALLY DRY
KZ 286	KWABADALA WEIR	PARTIALLY DRY
KZ 286	AMAPHUTHU WEIR	PARTIALLY DRY
KZ 286	QHUDENI DAM	PARTIALLY DRY

KZ 285	MCHUNU	PARTIALLY DRY
KZ 285	EKHOMBE	PARTIALLY DRY
KZ 285	ESIHOSHENI	PARTIALLY DRY

MUNICIPALITY	SCHEME NAME	REASON
KZ281	MAKHANDENI	PARTIALLY DRY
KZ281	MBABE 1	PARTIALLY DRY
KZ281	MBABE 2	PARTIALLY DRY
KZ281	NDLABEYILANDULA	PARTIALLY OPERATIONAL
KZ281	HOLINYOKA A	PARTIALLY DRY
KZ281	HOLINYOKA C	PARTIALLY DRY
KZ281	HLAWINI	PARTIALLY OPERATIONAL
KZ281	MANZAMNYAMA 1	PARTIALLY OPERATIONAL
KZ281	MZINGELI	PARTIALLY DRY
KZ281	MALALENI SOKHULU	PARTIALLY OPERATIONAL
KZ281	WELA WELA	PARTIALLY OPERATIONAL
KZ281	MTINYA	PARTIALLY OPERATIONAL

KZ281	EZIDONINI	PARTIALLY OPERATIONAL
KZ281	MGAZINI	PARTIALLY DRY
KZ281	DONDOTHA	PARTIALLY DRY
KZ281	MENDU	PARTIALLY DRY
KZ281	MPEVU	PARTIALLY DRY
KZ281	NKUMBANINGI	PARTIALLY DRY
KZ281	NHLANZINI	DRY
KZ281	MBONAMBI TOWN	DRY
KZ281	EKUPHELENI MHLANA	PARTIALLY DRY
KZ281	NOZAMBULA	PARTIALLY DRY
KZ281	NHLABOSINI	DRY
KZ281	ZISIZENI 1	PARTIALLY OPERATIONAL
KZ281	ZISIZENI 2	PARTIALLY OPERATIONAL
KZ281	ZISIZENI 3	PARTIALLY OPERATIONAL
KZ281	SABHUZA	DRY
KZ281	EMPUMELELWENI	PARTIALLY DRY
KZ281	NKANYEZI	DRY

KZ281	CINCI	PARTIALLY DRY
KZ281	HLANZENI/THUKWINI	DRY

MUNICIPALITY	SCHEME NAME	REASON
KZ283	MZINGAZI LAKE	PARTIALLY DRY
KZ283	NJOMELWANE	PARTIALLY DRY
KZ283	CROCODILE DAM	DRY
KZ283	MKHIZE DAM	PARTIALLY DRY
KZ283	OBUKA	PARTIALLY DRY
KZ283	MQUZANKUNZI	PARTIALLY DRY
KZ283	HLAZA	PARTIALLY DRY
KZ283	NDONDWANE	PARTIALLY DRY
KZ283	MAMBUKA	PARTIALLY DRY
KZ283	ISIHUZU (SOMOPHO NORTH)	PARTIALLY DRY

Municipality	SCHEME NAME	REASON
KZ 284	EMANYAMENI	SOURCE DRIED UP

KZ 284	FELISILWANE	SOURCE DRIED UP
KZ 284	NSINGWENI	SOURCE DRIED UP
KZ 284	KWAMFANA	SOURCE DRIED UP
KZ 284	MABHOKWENI	SOURCE DRIED UP
KZ 284	HLUNGWINI	SOURCE DRIED UP
KZ 284	MOMBENI MGEBISA	SOURCE DRIED UP
KZ 284	OGAYE	SOURCE DRIED UP
KZ 284	MOMBENI OFENI	SOURCE DRIED UP
KZ 284	HHAYINNYAMA ZINQUMELE	SOURCE DRIED UP
KZ 284	THUTHUKANI	PARTIALLY DRY
KZ 284	SQANDAQANDA	PARTIALLY DRY
KZ 284	SABE	PARTIALLY DRY
KZ 284	ZINQUMELE	PARTIALLY DRY
KZ 284	NSINGWENI CLINIC	PARTIALLY DRY
KZ 284	MAQHULU	PARTIALLY DRY
KZ 284	OYEMENI	PARTIALLY DRY
KZ 284	QWAYINDUKU	PARTIALLY DRY

KZ 284	EYETHENI	PARTIALLY DRY
KZ 284	OHHAHHENI	PARTIALLY DRY
KZ 284	NGUQU	PARTIALLY DRY
KZ 284	ISIDIBHA	PARTIALLY DRY
KZ 284	DONSINTABA	PARTIALLY DRY
KZ 284 KZ 284	LUBISANI OYAYA	PARTIALLY DRY PARTIALLY DRY

DROUGHT INTERVENTION

Table 1 shows the summary of the current allocation and supply points of tanks and tanker distribution within the District, including tanks and tankers activated as a result of the intensification of drought in table 2.

Table 1:Storage facilities serviced by tankers in the District

Local Municipality (KZ)	No. of Jojo Tanks	Other Storages
281 uMfolozi	140	None
283 Ntambanana	308	9 Steel tanks
284 uMlalazi	232	2 concrete & 3 steel tanks
285 Mthonjaneni	43	1 concrete reservoirs

286 Nkandla	125	8 concrete reservoirs
TOTAL	946	23

Table 2: Additional Storage facilities serviced by tankers in the District as a result of intensifying/severe drought

Local Municipality (LM)	No. of Jojo Tanks	Other Storage
281 Mfolozi	50	None
283 Ntambanana	72	None
284 uMlalazi	73	None
285 Mthonjaneni	24	None
286 Nkandla	6	None
TOTAL	225	None

The supply of water to these storages is attained through the use of a schedule that has been formulated for each and every water tanker that operates within this fleet.

Over the years the Technical Department has been compelled to continuously review and reduce the frequency of the supply as a result of the increase in demand of water tankers and the decrease in the availability of funds to finance this operation. In some instances we are compelled to add tanks as a result of the dire need of potable water in that area. Water tanker operation is an expensive mode of water supply to the communities and had an average expenditure of R 4.3 million a month for this quarter. We are striving to bring it down but with the recent increase of Adhoc requests and severe drought this goal looks unachievable

COMPONENT D: PLANNING AND DEVELOPMENT

This component includes: Planning and Local Economic Development.

3.12 PLANNING

SPATIAL PLANNING AND SPATIAL DEVELOPMENT FRAMEWORKS

This KPA relates to the following:

- Analysis of Development Issues shared by National, Provincial and DM/LM policies;
- Alignment with NDP PGDS and DSGDP profile;
- Spatial analysis translated into Spatial Development Frameworks (SDF) Human Settlement Strategy (HSS) and Strategic Environmental Assessment (SEA).

OBJECTIVES AND STRATEGIES AS PER THE IDP 2014/2015

No	Strategy	Objective
1	Municipal Transformation and Organisational Development	To provide effective human resource development to staff and Councillors
		To strengthen programmes on information and communication technology services.
		To ensure the monitoring and evaluation of municipal performance.
		To ensure best practice principles are followed by the enhancement of institutional development.
		To ensure integrated development in order to achieve sustainable development.
2	Municipal Financial Viability and Management	To aim at achieving a clean audit in 2015.
3	Good Governance and Public Participation	To promote community participation and communication.
4	Infrastructure Development and	To plan and institute the provision, upgrading and maintenance of solid waste

2.6 HUMAN CAPITAL IN WASTE MANAGEMENT SERVICES

HUMAN CAPITAL IN WASTE MANAGEMENT SERVICES

Table 2.6.1: UDM Personnel involved with waste management at URLS

Personnel	Number
Facility Manager (permanent)	1
Weighbridge Operator (permanent)	2
General Worker (permanent)	10
Total Landfill Staff	13

2.8 WASTE MANAGEMENT SERVICES CAPITAL EXPENDITURE

The site infrastructure was successfully upgraded with a total value of R350 000.00.

The design and construction of Cell 3 of the Empangeni Regional Landfill Site will be implemented in the 2016/2017 financial year.

5. CEMETERY SERVICES

5.1 INTRODUCTION TO PROVISION OF CEMETERY SERVICES

The regional cemetery in Empangeni was developed by uThungulu in 2004 when the first phase was completed where after uMhlatuze City managed the operations. uThungulu took over the cemetery operations since July 2010.

5.2 TOTAL USE OF CEMETERY SERVICES

The Burial statistics is summarized in Table 5.1 and there has been a drastic reduction in utilization due to uMhlathuze's new Esikhaleni cemetery closeby.

Table 5.1: Cemetery services in the 2015/16 financial year

Quarter	1	2	3	4	Totals
New graves	105	89	68	79	341
Tombstones	29	33	9	12	83
Reserves	5	0	2	0	7

5.3 CEMETERY SERVICE DELIVERY LEVEL

The District is responsible for the Regional Cemetery but UDM is also assisting uMlalazi Municipality in establishing a cemetery at Mandawe. ZAI consulting Engineers were appointed in May 2013 to conduct a feasibility study and are currently busy collating information and performing investigations.UDM assists with pauper burials as well as burials of indigent residents.

5.4.1 CEMETERY SERVICES CAPITAL EXPENDITURE (CAPEX)

The scoping report for Phase 2 of the Empangeni Regional Cemetery was finalized in October 2008 and the construction was planned to start in February 2010 with the 2009/2010 financial year budget. However, due to financial constraints, the implementation of this phase was split into sub phases:

- Phase 2A, for the clearing and fencing of the site - completed May 2011
- Phase 2B, for the conversion of conservancy system into municipal sewer system - completed in March 2012

- Phase 2C, for the construction of infrastructure such as roads, storm water drainage, water main, parking, etc - currently under construction with progress at 20% completed in September 2014.
- Phase 2D, to complete infrastructure, fencing and clearing estimated at R2.8m planned to be completed in 2016/2017.

5.4.2 HUMAN CAPITAL IN CEMETERY SERVICES

HUMAN CAPITAL IN CEMETERY SERVICES

The human capital for this function is shown below:

[illegible]	[illegible]
Supervisor	1
General Worker (permanent)	6
Cleaner (permanent)	1
Total Cemetery Staff	8

COMPONENT: F WATER USE EFFICIENCY

The Directorate: WUE has 2 staff members: Senior Manager and Senior Project Administrator.

Water Use Efficiency is the new unit that started operating from May 2015 due to the effect of drought. The Unit is responsible for the Water Conversation and Water Demand Management (WC/WDM). The King Cetshwayo (uThungulu) District Municipality is a water scarce area and therefore water conservation and Water Demand Management (WC/WDM) is necessary to avert any further water crisis.

WATER USE EFFICIENCY

Strategy, Planning and Implementation

KEY PERFORMANCE INDICATORS

Developing and implementing strategies to reduce non-revenue water, including:

- Active leak detection and repair programmes
- Pressure management optimization
- Improvement Speed and quality of repairs
- Infrastructure Management
- Implementation of advanced pressure control
- Verification of consumer billing data
- Checking the legality of Water connections

Provide a detailed water resource balance diagram with:

- Current demand,
- Available supply as per WUL or SLA,
- Projected (5 year) demand estimates with and
- Without implementing WDM.

Provide monthly and annual composite IWA water balance diagrams and supporting documents for the complete system as part of the water audit (as component in the WSDP) as per Reg. 509 of 2001 clause 10 of the Water Supply Regulations. Balance diagram to specify as a minimum the main components of the IWA balance including Water Losses broken down into:

- System input volumes.
- Billed Metered and unmetered usage
- Unbilled Authorized Consumption,
- Water losses broken down into Real and Apparent Losses,
- Free Basic Water, and

- Non Revenue Water
  and to be supported by schematic showing bulk meters, zones and main infrastructure components.

a) Evidence must be provided of a council approved WDM strategy and business plan consisting of the following:
   - Background and Context
   - Situation Assessment including a Need Statement
   - Key Issues and Challenges
   - Focus areas of interventions
   - List of proposed intervention interventions
   - Set targets for demand, NRW, commercial and real losses
   - Budget and Multi-year Implementation Timeline

b) Provide details on the action, budgets, timelines and progress of water demand management activities undertaken. Reg. 509 of 2001 Clause 10.
c) Percentage of Customers who are metered including those who have been supplied with a measuring control device a calculated from the data presented in the summary section:
d) Number of customers billed against installed meters. Households billed on a flat rate or on a deemed consumption method as a percentage of all households (not only metered households) in order to indicate percentage or rate of unconfirmed billing.
e) Provide copy of all water tariffs
   a) for past three years
   b) indicating rising block tariff that would discourage high water use (highest tariff at least double lowest tariff).
f) Water balance for multiple years in line with Reg 509 of 2001 Clause 10
g) Provide details of household leak repair programme including:
a) Households visited
b) Methodology
c) Policy
d) Costs (audited)

5. ROADS AND TRANSPORT SERVICES

The responsibility of roads (excluding some municipal roads) within the district remains the responsibility of the Department of Transport and SANRAL. The planning responsibility is with the district. Rural Access roads have the most impact for future development of the district. The uThungulu District completed its Integrated Transport Plan during April 2005 and the review of the Public Transport Plan component thereof has recently been drafted. Broadly, the scope of work is as follows:

- Review and Collection of Additional CPTR Data
- Review and Update Public Transport Status Quo

- Review and Update Public Transport Vision, Goals and Objectives
- Review and Update Initial Public Transport Proposals
- Review and Update Rationalisation Strategy
- Review and Update Operations Strategy
- Review and Update Prioritised Public Transport Proposals and
- Implementing programme
- Review and Update Financial Implications

To this end, the uThungulu District is engaging closely with the National and Provincial Departments of Transport in respect of the following:

- To ensure that there is a clear understanding of the financial and operational implications of the reviewed PTP on the district.
- The preparation of a Roads Asset Management System (RAMS) that will include classification of roads and collection of data.
- The proposed preparation of an Integrated Rapid Public Transport Plan.

The District has a coordinating role when it comes to roads and transportation services. The National Department of Transport (NDOT) has commenced with a programme of classifying and mapping all rural roads by providing a grant to District Municipalities to carry out the programme. The Rural Transport Services and Infrastructure Grant from the National Department of Transport were gazetted with its conditions of grant in the Government Gazette on 10 May 2011. The amount allocated and received from the 2011/12 to 2015/16 financial year was R9.8 million. The conditions have been revised and the allocation will continue for the financial year of up to 2018/19 MTEF allocation and subject to periodic review. The objective of the grant is to ensure efficient and effective investment in rural roads by means of development of Road Asset Management Systems (RAMS) through:-

- Collection of road inventory data including conditions assessment and traffic data; and
- Setting up pavement and bridge management systems compatible with national standards.

In pursuance of the objectives of the grant, the implementation agents were appointed under a performance based contract in order to assist uThungulu District Municipality with the overall Road Asset Management System. During the initial recruitement twelve interns were trained and eight were appointed after evaluations. It is envisaged that they will be absorbed by the Local Municipalities once the mapping is completed to ensure human capacity at municipalities for the roads maintenance and the continuous operation is built. The road municipal captured data for the first circle of the RRAMS was submitted through to the road authorities. The bridge and culverts training and assessments started from July 2014 and to be finalized with detailed bridge condition survey schedule to commence in July 2015. The second circle of road network assessments has commenced and requires the latest GIS imagery database. But, the previous submissions of the RRAMS data are now required to be in line with the TMH18 data format standard before the end of August 2016. Therefore, some activities have to be suspended.

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A combined strategy/partnership between uThungulu and Eskom is urgently required to form an integrated and sustainable electrical service delivery within the district. In conjunction with the Department of Minerals & Energy and Eskom a plan should be devised to implement the uThungulu Energy Master Plan as compiled.

RENEWABLE ENERGY PROJECTS

uThungulu District Municipality celebrated another accolade this past financial year when it received a Certificate of Appreciation signed by the Deputy Minister in the Department of Environmental Affairs, Mrs Barbara Thompson at the department's Waste Khoro Conference held in June 2016.

The award was for uThungulu's Biogas implementation initiative in rural areas in the KZN province. uThungulu has been a pioneer in rolling out renewable energy programmes in Umlalazi and Mthonjaneni municipalities, turning animal waste into biogas.

The Waste Management Officers (WMO) Khoro (conference in the Vhenda language) is an annual conference of all government institutions dealing with waste. The aim of this conference is to provide a platform for WMOs in the three spheres of government to share information and exchange thoughts in a mutually beneficial manner. It further aims to strengthen capacity and streamline the institutional framework across government entities to enhance effective waste management.

BACKGROUND TO BIOGAS PROJECT

The Bio-gas energy project is a process involving the mixture of manure, food waste and water which is fermented and produces gas that can be used as cooking purposes.

A pilot project was conducted in June 2013 after a similar successful project was visited in the Limpopo province in an area called Giyane. Six bio-gas digesters were constructed in Mthonjaneni and uMlalazi Local Municipalities. The Technical Staff involved in the Bio-gas project within uThungulu District Municipality together with some Local builders received training on how to construct these bio-gas digesters.

The Bio-gas Technical Staff monitors the operations and maintenance of the bio-gas digesters that were constructed in uMlalazi and Mthonjaneni Local Municipalities.

Cogta contributed R2 million for the construction of biogas digesters at the deep rural Edakeni area in uMlalazi Local Municipality two years ago, and 70 digesters have been built there for the poverty-stricken community.

Thereafter, after winning the award for Best District in KZN in the Municipal Excellence Awards two years in a row, the uThungulu District Municipality put its prize money of R2 million to good use.

Utilising the prize money from the Department of Cooperative Governance and a top-up of its own internal funds, the Municipality identified two projects that it believed should benefit from the funding grant. These two projects were:

1. Judea Communal Ablution and
2. Thatha Falaza Communal Ablution

The two projects were successfully completed and were officially handed over. The Judea facilities were handed over to the Shembe Church of Nazareth in October 2015.

The Thatha Falaza facilities, which consist of ablution facilities and a biogas renewable energy programme, were officially handed over at Mthonjaneni in April 2016.

COMPONENT D: OPERATIONS AND MAINTENANCE

3.7. MANDATE AND STRUCTURE

3.1.3 OPERATIONS AND MAINTENANCE

The Directorate of Operations and Maintenance has 144 internal staff members while the support service agent (WSSA) employs well over 560 employees. The structure of this Directorate is graphically illustrated in Figure 1.6.4

The work of this directorate is split into a number of sections reflected in the directorate's organizational structure as follows:

1. Operation and maintenance of the water plants and waste water treatment plants within Mtunzini, Gingindlovu, Eshowe, Melmoth and Nkandla Towns and operations maintenance of bulk and reticulation networks in the aforementioned town including Kwambonambi Town.
2. Water quality testing and compliance with legislative requirements of the Blue and Green Drop Systems
3. The operation and maintenance of all rural schemes including the water and sewage plants for the clinics and hospitals within UThungulu District
4. Repairs and maintenance of boreholes, hand pumps and spring protection
5. Management of the Service Support Agent (WSSA)
6. Support Water Services Authority Section (WSA) with water quality testing and compliance with legislative requirements.

The main functions of this directorate can be summarized as follows;

- operation and maintenance of all water services infrastructure which includes the following:
- Ensuring that all rural water schemes are operational
- Water production is done in terms of the applicable specifications and national guidelines
- Ensuring that all Town water networks are functional and without leaks and the turnaround time for repairs is kept to a minimum
- Ensuring that the sewage systems and plants are operational and maintained in accordance with the DWA guidelines and prevailing legislation
- Ensuring that water quality tests are done and checked against the SANS 241 specifications
- Support WSA with effective implementation of the water loss management system.
- Effective implementation and management of the Emergency and Drought Relief Programmes of the municipality which includes the following:
    - Drilling, testing and equipping of new boreholes
    - Repairs and maintenance of hand pumps
    - Spring development and protection to provide safe and clean water (with support from WSA)
    - Provision of water through tankers to the drought stricken areas
- Ensuring that the sewage systems and plants are operational and maintained in accordance with the DWA guidelines and prevailing legislation
- Ensuring that water quality tests are done and checked against the SANS 241 specifications
- Effective implementation of the water loss management system

- Effective implementation and management of the Emergency and Drought Relief Programmes of the municipality which includes the following:
  - Drilling, testing and equipping of new boreholes
  - Repairs and maintenance of hand pumps
  - Spring development and protection to provide safe and clean water
  - Provision of water through tankers to the drought stricken areas

1.8 WATER SERVICES FINANCIAL PERFORMANCE

1.8.1 WATER SUPPLY NETWORK SERVICES

Our town water supply schemes are managed, operated and maintained by our own staff while those in the rural area are managed, operated and maintained by a Services Support Agent (SSA). Whereas all costs of the schemes under the SSA are will accounted for, those managed internally are not linked to our Issue Manager which is a system that tracks repairs costs. As a result, it is a bit difficult to give a true reflection of the financial performance of the water services. However, in order to give an estimate of what it costs UDM to supply water to its communities, the report for quarter 4 is presented on Table 1.8.1 which indicates the summary of water production per Local Municipality per month and the number of schemes where bulk metering is taking place as well as the served number of households.

Table 1.8.1: Water production per LM for quarter 4 of 2015/16

Local Municipality	No. of schemes measured	Monthly production (ml)			Total (ml)	Number of Households served
		Apr'16	May'16	Jun'16		
uMfolozi	29	49.39	43.28	53.07	145.74	12689
Ntambanana	24	27.40	20.84	19.59	67.83	9024
uMlalazi	67	171.01	209.73	354.46	729.20	21885
Mthonjaneni	20	48.13	40.09	42.91	131.13	5026
Nkandla	30	248.53	277.61	242.18	748.32	8131
TOTAL	165	544.46	585.55	712.21	1822.22	56 755

The total water production costs per kiloliter of water for the 4th quarter is calculated as follows:

$$\frac{\text{Total staff costs (4th quarter)} + \text{SSA costs} + \text{chemicals} + \text{bulk purchase} + \text{cost}}{\text{Water produced on the 4th quarter}}$$

= 48.16 /kl

The above production cost is very high compared with the best practice of about R3-6/kl. Three main problems can be attributed to this high cost of production. These include but not limited to:

a) A high number of schemes without bulk meters
b) A high number of inefficient small schemes
c) Lack of control of non-revenue water

UDM has about 265 schemes but as can be seen from Table 2, only 192 schemes are metered. Therefore over or about 73 schemes are not metered and hence the seemingly high production cost. Consequently there is an urgent need to install bulk meters in all the schemes. Besides that, UDM needs to accelerate bulk infrastructure in order to account for all water produced and do away with the inefficient small schemes so as to reduce the production costs. Non-revenue water needs to b monitored and controlled in order to bring down the cost of water production. The Water Use Efficiency unit has been created and the Department is in the process of filling the posts of the unit since the head of the section was appointed. The unit will be responsible for developing the water conservation and water demand management (WC/WDM) strategy and implementing it so as to control non-revenue water.

As we strive to install more bulk meters, more schemes will be added on the list of metered projects. This will certainly bring down the cost per kilolitre of producing water in uThungulu. If we have more details on the scheme design productions, one could be making comparisons but as detailed t above this is not possible.

1.8.2 Water tanker service

Despite the efforts to reduce the carting of water with tankers, UDM has a number of water tanker requests from different councilors/ communities and these requests are increasing by day as a result of prevailing drought conditions. It should be mentioned that 29 water tanker requests was received and only 10 water tankers were approved due to the financial constraints. Any urgent requests, either once off or permanent are referred to the office of the Mayor for consideration. Table 1.8.2 shows the various indicators for the water tanker service.

Table 3u : Delivery of water by tankers (scheduled and ad hoc) for Quarter 4 of 2015/16

Month	April '16	May' 16	June '16	TOTAL
Number of Loads	3328	3523	3553	10404
Distance travelled by tankers (km)	267487	286942	285491	839920
Volume of water delivered (ML)	49.9	52.8	53.2	155.9
Actual Paid during this period	R 5 712 850.90	R 6 067 910.4	R 6 082 992.4	R17 863 754.

Table 36 : Cost of ad hoc requests for Quarter 4 of 2015/16

Month	April '16	May '16	June '16	TOTAL
Number of Loads	847	946	1096	2889
Distance travelled by tankers (km)	71311	80788	91303	243402
Volume of water delivered (ML)	12.7	14.2	16.4	43.3
Cost of service (Rands)	R 1 581 615.5	R 960642.96	R 1 257 820.8	R 3 800 079.3

In the first half of the financial year, tankers were travelling about 160 000 km/month and UDM was spending an average of R3.75M per month on water supply by tankers. Since the district has been stricken by drought, the service of water tanker deliveries was increased, resulting in an average of R4.39M per month, and due to the fact that most of the water sources were affected by drought and have dried up, it left UDM with no choice but to increase the water tanker utilisation.

A summary of the main UDM water schemes that have dried up:

MUNICIPALITY	SCHEME NAME	REASON
KZ 286	THALANGENI	PARTIALLY DRY
KZ 286	THALANENI	PARTIALLY DRY
KZ 286	MANDABA 2	PARTIALLY DRY
KZ 286	MKHALAZI	SOURCE DRIED UP
KZ 286	NHLOSHANA	PARTIALLY DRY
KZ 286	MANYANE CLINIC	PARTIALLY DRY
KZ 286	JAMESON DRIFT	PARTIALLY DRY

KZ 285	NGWEGWENI	SOURCE DRIED UP
KZ 285	SAMUNGU	PARTIALLY DRY
KZ 285	SDUMUKA SPRING	PARTIALLY DRY
KZ 285	NTSHIZA SPRING	PARTIALLY DRY
KZ 285	CUPHUCHUKU SPRING	PARTIALLY DRY
KZ 285	DLOMO SPRING	PARTIALLY DRY
KZ 285	NKANDLA BULK	PARTIALLY DRY
KZ 285	KWADINA	PARTIALLY DRY
KZ 285	THALENI	PARTIALLY DRY
KZ 285	VIMBIMBOBO	PARTIALLY DRY
KZ 285	NSONSWANA	PARTIALLY DRY
KZ 285	MBIZWE	PARTIALLY DRY
KZ 285	MAHLAYIZENI BOREHOLE 1	SOURCE DRIED UP
KZ 285	NYAWOSHANE	PARTIALLY DRY
KZ 285	KWABADALA WEIR	PARTIALLY DRY
KZ 285	AMAPHUTHU WEIR	PARTIALLY DRY
KZ 285	QHUDENI DAM	PARTIALLY DRY

KZ 285	MCHUNU	PARTIALLY DRY
KZ 285	EKHOMBE	PARTIALLY DRY
KZ 285	ESIHOSHENI	PARTIALLY DRY

MUNICIPALITY	SCHEME NAME	REASON
KZ281	MAKHANDENI	PARTIALLY DRY
KZ281	MBABE 1	PARTIALLY DRY
KZ281	MBABE 2	PARTIALLY DRY
KZ281	NDLABEYILANDULA	PARTIALLY OPERATIONAL
KZ281	HOLINYOKA A	PARTIALLY DRY
KZ281	HOLINYOKA C	PARTIALLY DRY
KZ281	HLAWINI	PARTIALLY OPERATIONAL
KZ281	MANZAMNYAMA 1	PARTIALLY OPERATIONAL
KZ281	MZINGELI	PARTIALLY DRY
KZ281	MALALENI SOKHULU	PARTIALLY OPERATIONAL
KZ281	WELA WELA	PARTIALLY OPERATIONAL
KZ281	MTINYA	PARTIALLY OPERATIONAL

KZ281	EZIDONINI	PARTIALLY OPERATIONAL
KZ281	MGAZINI	PARTIALLY DRY
KZ281	DONDOTHA	PARTIALLY DRY
KZ281	MENDU	PARTIALLY DRY
KZ281	MPEVU	PARTIALLY DRY
KZ281	NKUMBANINGI	PARTIALLY DRY
KZ281	NHLANZINI	DRY
KZ281	MBONAMBI TOWN	DRY
KZ281	EKUPHELENI MHLANA	PARTIALLY DRY
KZ281	NOZAMBULA	PARTIALLY DRY
KZ281	NHLABOSINI	DRY
KZ281	ZISIZENI 1	PARTIALLY OPERATIONAL
KZ281	ZISIZENI 2	PARTIALLY OPERATIONAL
KZ281	ZISIZENI 3	PARTIALLY OPERATIONAL
KZ281	SABHUZA	DRY
KZ281	EMPUMELELWENI	PARTIALLY DRY
KZ281	NKANYEZI	DRY

KZ281	CINCI	PARTIALLY DRY
KZ281	HLANZENI/THUKWINI	DRY

MUNICIPALITY	SCHEME NAME	REASON
KZ283	MZINGAZI LAKE	PARTIALLY DRY
KZ283	NJOMELWANE	PARTIALLY DRY
KZ283	CROCODILE DAM	DRY
KZ283	MKHIZE DAM	PARTIALLY DRY
KZ283	OBUKA	PARTIALLY DRY
KZ283	MQUZANKUNZI	PARTIALLY DRY
KZ283	HLAZA	PARTIALLY DRY
KZ283	NDONDWANE	PARTIALLY DRY
KZ283	MAMBUKA	PARTIALLY DRY
KZ283	ISIHUZU (SOMOPHO NORTH)	PARTIALLY DRY

Municipality	SCHEME NAME	REASON
KZ 284	EMANYAMENI	SOURCE DRIED UP

KZ 284	FELISILWANE	SOURCE DRIED UP
KZ 284	NSINGWENI	SOURCE DRIED UP
KZ 284	KWAMFANA	SOURCE DRIED UP
KZ 284	MABHOKWENI	SOURCE DRIED UP
KZ 284	HLUNGWINI	SOURCE DRIED UP
KZ 284	MOMBENI MGEBISA	SOURCE DRIED UP
KZ 284	OGAYE	SOURCE DRIED UP
KZ 284	MOMBENI OFENI	SOURCE DRIED UP
KZ 284	HHAYINNYAMA ZINQUMELE	SOURCE DRIED UP
KZ 284	THUTHUKANI	PARTIALLY DRY
KZ 284	SQANDAQANDA	PARTIALLY DRY
KZ 284	SABE	PARTIALLY DRY
KZ 284	ZINQUMELE	PARTIALLY DRY
KZ 284	NSINGWENI CLINIC	PARTIALLY DRY
KZ 284	MAQHULU	PARTIALLY DRY
KZ 284	OYEMENI	PARTIALLY DRY
KZ 284	QWAYINDUKU	PARTIALLY DRY

KZ 284	EYETHENI	PARTIALLY DRY
KZ 284	OHHAHHENI	PARTIALLY DRY
KZ 284	NGUQU	PARTIALLY DRY
KZ 284	ISIDIBHA	PARTIALLY DRY
KZ 284	DONSINTABA	PARTIALLY DRY
KZ 284 KZ 284	LUBISANI OYAYA	PARTIALLY DRY PARTIALLY DRY

DROUGHT INTERVENTION

Table 1 shows the summary of the current allocation and supply points of tanks and tanker distribution within the District, including tanks and tankers activated as a result of the intensification of drought in table 2.

Table 1:Storage facilities serviced by tankers in the District

Local Municipality (KZ)	No. of Jojo Tanks	Other Storages
281 uMfolozi	140	None
283 Ntambanana	308	9 Steel tanks
284 uMlalazi	232	2 concrete & 3 steel tanks
285 Mthonjaneni	43	1 concrete reservoirs

286 Nkandla	125	8 concrete reservoirs
TOTAL	946	23

Table 2: Additional Storage facilities serviced by tankers in the District as a result of intensifying/severe drought

Local Municipality (LM)	No. of Jojo Tanks	Other Storage
281 Mfolozi	50	None
283 Ntambanana	72	None
284 uMlalazi	73	None
285 Mthonjaneni	24	None
286 Nkandla	6	None
TOTAL	225	None

The supply of water to these storages is attained through the use of a schedule that has been formulated for each and every water tanker that operates within this fleet.

Over the years the Technical Department has been compelled to continuously review and reduce the frequency of the supply as a result of the increase in demand of water tankers and the decrease in the availability of funds to finance this operation. In some instances we are compelled to add tanks as a result of the dire need of potable water in that area. Water tanker operation is an expensive mode of water supply to the communities and had an average expenditure of R 4.3 million a month for this quarter. We are striving to bring it down but with the recent increase of Adhoc requests and severe drought this goal looks unachievable

COMPONENT D: PLANNING AND DEVELOPMENT

This component includes: Planning and Local Economic Development.

3.12 PLANNING

SPATIAL PLANNING AND SPATIAL DEVELOPMENT FRAMEWORKS

This KPA relates to the following:

- Analysis of Development Issues shared by National, Provincial and DM/LM policies;
- Alignment with NDP PGDS and DSGDP profile;
- Spatial analysis translated into Spatial Development Frameworks (SDF) Human Settlement Strategy (HSS) and Strategic Environmental Assessment (SEA).

OBJECTIVES AND STRATEGIES AS PER THE IDP 2014/2015

No	Strategy	Objective
1	Municipal Transformation and Organisational Development	To provide effective human resource development to staff and Councillors
		To strengthen programmes on information and communication technology services.
		To ensure the monitoring and evaluation of municipal performance.
		To ensure best practice principles are followed by the enhancement of institutional development.
		To ensure integrated development in order to achieve sustainable development.
2	Municipal Financial Viability and Management	To aim at achieving a clean audit in 2015.
3	Good Governance and Public Participation	To promote community participation and communication.
4	Infrastructure Development and	To plan and institute the provision, upgrading and maintenance of solid waste

Atmospheric Emission License Status	
Atmospheric Emission License Renewal applications received	3
Atmospheric Emission Licenses issued	4
Atmospheric Emission Licenses drafted awaiting industry comments	4
Atmospheric Emission Licenses under administrative	3
Number of inspections conducted	8
Number of EMI inspections conducted	2
National Air Emission Inventory Reporting submitted	95%

The four drafted Atmospheric Emission Licences will be issued in the first quarter and second quarter of the 2016/2017 financial year. National Department has gazetted the processing fee to be paid by industries applying for the Atmospheric Emission Licence the District has issued invoices to various industries

AIR QUALITY PERFORMANCE

The Air Quality Management Plan was adopted into the District IDP for 2015/2016. The Air Quality Management Plan extensively highlights the implementing procedures and the time frames to overcome challenges; which include amongst others, the development of the Air Quality Unit, which will effectively and efficiently manage air quality within the District.

Five goals have been formulated to achieve the vision and Mission of the EDMA	
• The air quality management capacity in the UDM meets all the requirements of their mandate.	Complete in 2015/2016
• Air quality management in UDM is enhanced	On going

through co-operative governance.	
• UDM has the systems and tools for effective air quality management	Procurement in 2016/2017 of tools
• Air quality management in the UDM considers the development objective of the region	Ongoing
• Air quality management is understood throughout UDM	Awareness's to start in 2016/2017 and ongoing

COMPONENT F: HEALTH

This component covers health inspections, investigations, water and food sampling.

Environmental Health is defined by the World Health Organization as referring to the theory and practice of assessing, correcting, controlling and preventing those factors in the environment that can potentially adversely affect the health of present and future generations.
Basically it is about preventing diseases before they occur.

The National Health Act, 2003, defines Environmental Health Services (EHS) as focusing on the following:

(a) Water Quality Monitoring: Monitoring and surveillance of the quality and availability of water that is intended for human consumption, and recreational and industrial use.

(b) Food Control: Food control is described by the World Health Organisation (WHO) as a mandatory regulatory activity of enforcement by National and Local authorities to provide consumer protection and ensure that all food during production, handling, storage, processing and distribution are safe, wholesome and fit for human consumption; conform to quality and safety requirements and are honestly and accurately labelled as prescribed by law.

(c) Waste Management: Monitoring of waste management systems- refuse, health care waste and sewage.

(d) Health Surveillance of Premises: The identification, monitoring and evaluation of health risks, nuisances and hazards and instituting remedial and preventative measures.

(d) Surveillance and Prevention of Communicable Diseases, excluding Immunizations: The identification, monitoring and prevention of any disease which can be communicated directly or indirectly from any animal or through any agent to any person or from any person suffering thereof or who is a carrier to any other person.

(e) Vector Control: Monitoring, Identification, Evaluation and Prevention of vectors.

(f) Environmental Pollution Control: The identification,evaluation,monitoring and prevention of land, soil, noise, water and air pollution.

(g) Disposal of the Dead: Compliance monitoring of funeral undertakers, mortuaries, embalmers, crematoria, graves and cemeteries to manage, control and monitor exhumations and reburials or disposal of human remains.

(h) Chemical Safety: Monitoring, identification, evaluation, and prevention of the risks of chemicals that are harmful to human health.

The work of Environmental Health Practitioners is mainly routine, revolving around the activities listed above as provided for by the National Health Act of 2003.The annual report comprises work done by six(6) sub districts i.e. uMhlathuze, uMfolozi, uMlalazi, Nkandla, Ntambanana and Mthonjaneni.

The following table illustrates the number of inspections, health education sessions, water and food samples conducted during the year under review:

1.Water Quality Monitoring	
1.1. Water sampling	707
2. Food Control	
2.1. Food sampling	242
2.2. Milk sampling	31
2.3. Food condemnation	56 186.68kg
3. Waste Management	
3.1 Inspection of HCRW generators	507
4. Health Surveillance of Premises	
4.1. Inspection of Schools and Places of Care	2755

4.2. Inspection of Food Premises	2909
4.3. Inspection of health care facilities	507
4.4.Building plans scrutinised	103
4.5. Business licence applications received and commented on	108
5. Surveillance and Prevention of Communicable diseases.	
5.1 Communicable Disease investigations	178
5.2 Health Education rendered	356
5.3.People reached through H&H education	87 441
6. Vector Control	
6.1. Premises inspected for vectors without infestation.	2485
7. Environmental Pollution Control	
7.1 Complaints received and investigated	72
8. Chemical Safety	
8.1 Hazardous substances premise licensing inspections	5
9. Disposal of the Dead	
9.1. Funeral Undertakers or Mortuaries inspected	59

Challenges: Shortage of Environmental Health Practitioners poses a major challenge resulting in inadequate and inequitable distribution of environmental health services in the district.

COMPONENT G: SECURITY AND SAFETY

This component includes: fire and disaster management.

3.18 DISASTER MANAGEMENT

STATUS OF DISASTER MANAGEMENT CENTRE.

Fully functional, although now the centre operates with other departments within the disaster centre building.

STATUS OF IGR STRUCTURES.

The Advisory Forum is fully functional, meeting quarterly. The dates of the forum were as follows:

Figure 1: uThungulu District Advisory Forum

04 July 15

03 October 15

04 February 16

07 April 2016

Municipality	Disaster Management Unit Established	Fully functional	Forums Established	Disaster Management Plans	Disaster Management Framework	Status of Municipal Fire Services	Volunteers Personnel	Number of Staff
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

STATUS OF DISASTER MANAGEMENT PLANS

LOCATION	REMARKS
uThungulu District Municipality	Plan complete in 2012 and approved by Council
Mfolozi	Reviewing process completed in 2013.
uMhlathuze	Level 1: Risk Assessment completed 2010.
Ntambanana	Plan complete and approved by council in 2013
uMlalazi	Plan reviewed in 2015
Mthonjaneni	Plan completed and adopted by Council in 2011.
Nkandla	Plan completed in 2010.

STATUS OF READINESS TO DEAL WITH A DISASTER INCLUDING FINANCIAL CAPABILITIES

Looking at the Disaster Management Act 57 of 2002, Section 44 speaks about the powers and function of the Disaster Centre which is assisted by Section 42 which talks about the framework in which the disaster must implement according to it and with the limited human resource it cannot be

implemented accordingly. Hence the District is semi ready for implementation of the Act and lacking in terms of capacity to deal with disasters. This means that other functions would not be able to be rendered in house because of the lack of human capacity, then the service would be outsourced i.e. Risk Assessment.

In addition, sector/ government departments are not playing or integrated in the manner that is envisaged by the Disaster Management Act. The non compliance of not having their own Disaster Management Plan in place, places a huge burden on the DMC when coordinating incidences.

The PDMC has deployed 2x staff members (Administrator and Deputy Manager) to assist in the rendering of the disaster management centre and there's been improvement in that the added staff members increase personnel and work is distributed accordingly.

STATUS OF DISASTER RISK ASSESSMENTS UNDERTAKEN

Summary Of hazards but the Risk Assessment Report 2012 .

MOST LIKELY RISKS FOR UTHUNGULU DISTRICT MUNICIPALITY	
	Higher Priority
Hydro-meteorological Hazards - Severe Storms (Wind, Hail, Snow, Lightning,	▲

Fog) Higher Priority	
Disease / Health - Disease: Human (HIV/AIDS & TB)	
Disease / Health - Disease: Human (Other Disease)	
Fire Hazards - Veld/Forest Fires	
Hydro-meteorological Hazards - Floods (River, Urban & Dam Failure)	
Hydro-meteorological - Drought	
Civil Unrest - Demonstrations / Riots	
Hazardous Material - Hazmat: Fire/Explosion (Storage & Transportation)	
Hazardous Material - Hazmat: Spill/Release (Storage & Transportation)	
Civil Unrest - Crime	
Transport Hazards - Road Transportation	
Pollution - Water Pollution (Fresh and Sea)	
Infrastructure Failure / Service Delivery Failure - Water	
Oceanographic - Storm Surge	
Infrastructure Failure / Service Delivery Failure - Sanitation	
Hydro-meteorological Hazards - Extreme Temperatures	
Infrastructure Failure / Service Delivery Failure - Electrical	
Geological Hazards - Earthquake	

Civil Unrest - Xenophobic Violence	
Fire Hazards - Formal & Informal Settlements / Urban Area	
Geological Hazards - Landslides/Mud flows	
Disease / Health - Disease: Animal	
Geological Hazards - Rock-fall	
Transport Hazards - Rail Transportation	
Pollution - Air Pollution	
Environmental Degradation - Erosion	
Infrastructure Failure / Service Delivery Failure - Transport	
Disease / Health - Disease: Plants	
Major Event Hazards (Cultural, Religious, Political, Recreational, Commercial, Sport)	
Transport Hazards - Water Transportation	
Environmental Degradation - Land Degradation	
Environmental Degradation - Loss of Biodiversity	
Infrastructure Failure / Service Delivery Failure - Gas	
Civil Unrest - Terrorism	
Oceanographic - Tsunami	

Structural Failure - Building Failure	
Geological Hazards - Subsidence	
Civil Unrest - Refugees / Displaced People	
Civil Unrest - Armed Conflict (Civil/Political War)	
Infestations - Insect Infestation	
Transport Hazards - Air Transportation	

PROJECTS UNDERTAKEN AND PUBLIC AWARENESS PROGRAMMES

VOLUNTEER (ONGOING PROJECT)

There's an ongoing partnership between the Working on Fire (WoF) team and uThungulu District Municipality in conducting Module 1 of WoF and fire-wise awareness in Municipal areas targeting prone areas.

The training of volunteers started in February 2016 in Ntambanana (Somapho and Obizo) and uMfolozi (Nhlabane, Mzingazi, Dondotha, Nzoza) Municipalities. Then there was a certification ceremony conducted in both municipalities, certificates of attendance was handed by WoF. Political leadership as well community leaders were in attendance.

Municipality	Date	No of Wards	Areas	Number of Volunteers Trained
uMfolozi LM	29 February 2016 & 01 March 2016	09	Dondotha	68
		05	Zonza	18

	07 March 2016 & 09 March 2016	08	Nkunzebomvu	45
		06	Mzingazi	14
Ntambanana LM	15 March 2016 & 16 March 2016	07	Somapho	67
Total Number of Volunteers Trained			212	

The district will no longer establish volunteers but will capacitate the ones that have already been established. In the budget 2016/2017 there is no provision for the volunteers or their capacity program.

EPWP

All Nkandla trained volunteers were enlisted on the EPWP program under the Environmental Sector. They are now known as Fire and Disaster Prevention Field Workers and their duties are as follows;

- Door to door campaign
- School prevention campaign
- Public awareness campaign (traditional authorities, war rooms etc.)
- Fire breaks (field, households, schools, traditional courts etc.)
- Attending meetings (fire prevention as an item).
- Assist in conducting assessments of affected households by disaster or fire related incidents.
- Monthly reports 30/31 monthly.

The field workers receive a stipend of R1577.2 and supervisor R1700 per month. The program started in January 2016 and the contracts will be renewed for 11 months starting in June and ending in May 2016.

PUBLIC AWARENESS

Door to Door

Door to door community awareness campaigns are conducted as a public awareness and prevention strategy. Targeting vulnerable groups in the rural areas (child headed households, senior citizen, a household with a person living with a disability). The aim is to create awareness and increase capacity of those in a home, the household is assessed in fire safety, disaster hazards and hand over buckets with water and soil to be stationed at the room where they sleep, fire beater, slasher and food parcels where a local municipality made a provision.

Door to door community awareness campaigns were conducted in all six (6) local municipalities and a total of fifty three (53) random households were visited as follow; (Nkandla LM visited 9 households; Mthonjaneni LM visited 10 households; uMlalazi LM visited 10 households; uMhlathuze LM visited 10 households; uMfolozi LM visited 5 households; and Ntambanana LM visited 9 households) all under the UThungulu area of jurisdiction.

uMfolozi household during door to door awareness campaign

uMlalazi household during door to door

Nkandla household during door to door

EPWP

All Nkandla trained volunteers were enlisted on the EPWP program under the Environmental Sector. They are now known as Fire and Disaster Prevention Field Workers and their duties are as follows;

- Door to door campaign
- School prevention campaign
- Public awareness campaign (traditional authorities, war rooms etc.)
- Fire breaks (field, households, schools, traditional courts etc.)
- Attending meetings (fire prevention as an item).
- Assist in conducting assessments of affected households by disaster or fire related incidents.
- Monthly reports 30/31 monthly.

The field workers receive a stipend of R1577.2 and supervisor R1700 per month. The program started in January 2016 and the contracts will be renewed for 11 months starting in June and ending in May 2016.

Mandela Fire and Disaster Prevention Field Workers

PROBLEMS EXPERIENCED AND CONCERNS

Inadequate funding for both the Disaster Management Centre as the structure and Disaster Management Plan update and review to a level 3 plan.

Lack of capacity equipment and human resources as the district has 99 wards and the personnel directly involved is only two personnel the Manager: Disaster Management and Disaster Management Officer.

Out of the six municipalities only three municipalities (uMhlathuze, uMlalazi & Nkandla) have disaster dedicated personnel and the rest they have other functions to perform and from experience those other programs consume their time.

Disaster management is often given attention only when there are incidents but reports would not be forthcoming to the district. One of the resolutions taken during the engagements sessions was that each municipality should have disaster management personnel for disaster management only.

uThungulu District Municipality is predominately rural and the characteristics of these areas are poverty, non registration documentation as citizens, lack of proper housing (mud and thatch which are vulnerable to any kind of weather), lack of basic services etc. and these communities are always at the forefront of disasters. They don't have capacity to deal with incidences, they are vulnerable to the weather, and they are faced with hazards that they can't eliminate or prevent.

OTHER DISASTER MANAGEMENT INITIATIVES

This financial year the disaster centre has taken an initiative to plan per season for incidences related to the seasons.

The winter season which is the month of May, June, July (it can spill over to August) is characterized by hazards such as uncontrolled fires as they pose a risk to life, property, and the environment.

Looking at the graphs below it reflects the trends in reporting the incidents which are largely fires. One can compare the months from the previous year and track activities between months. The sharper or the more zigzag the bad is the situation on the ground. The district's worse months are August and early September where reports of fires increase. The alarming part of the incidents is the impacts it has in the communities. One incident affects 10-20 people in one household and most of the affected or victims don't work and are also in need of houses. The worse month in this financial year was November 2015 where plantations and households were burnt down and blown away. The incident largely affected uMhlathuze and Mfolozi.

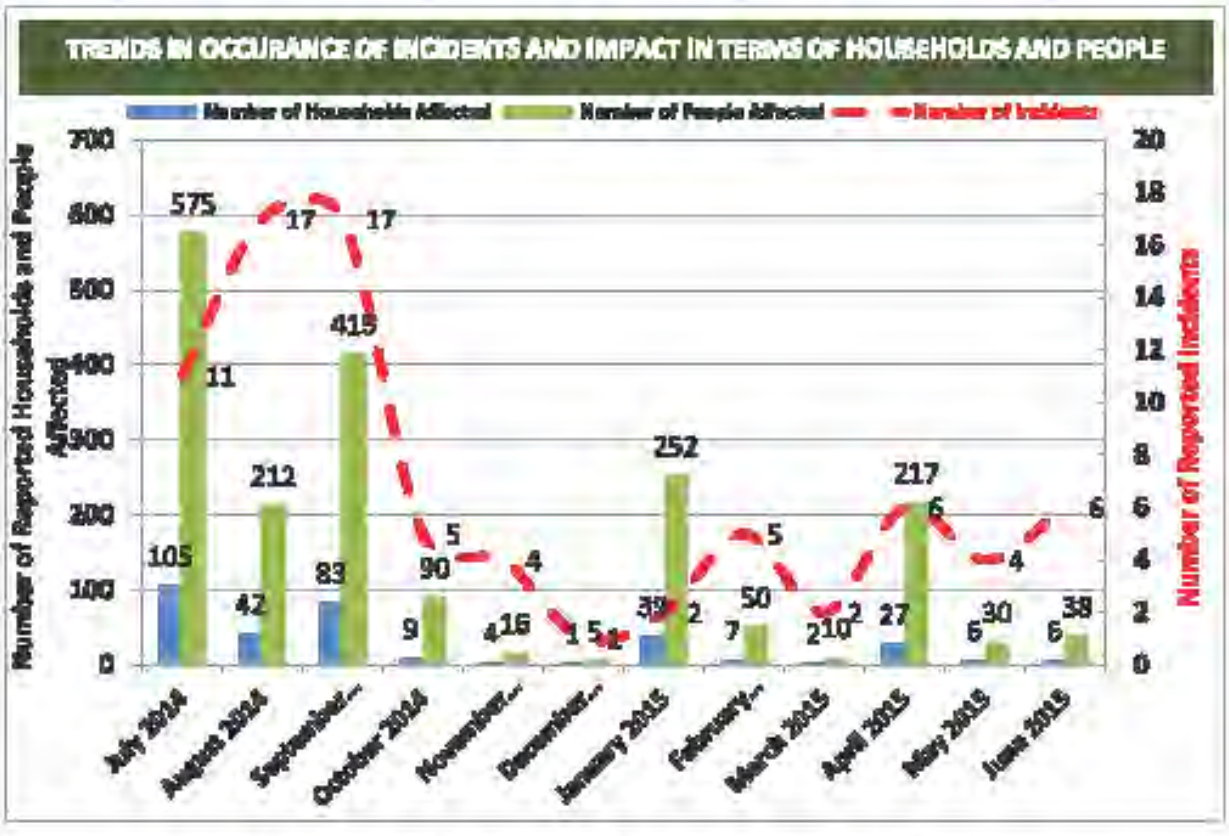


Figure 1: 2014/2015 Annual trends and impacts per household.

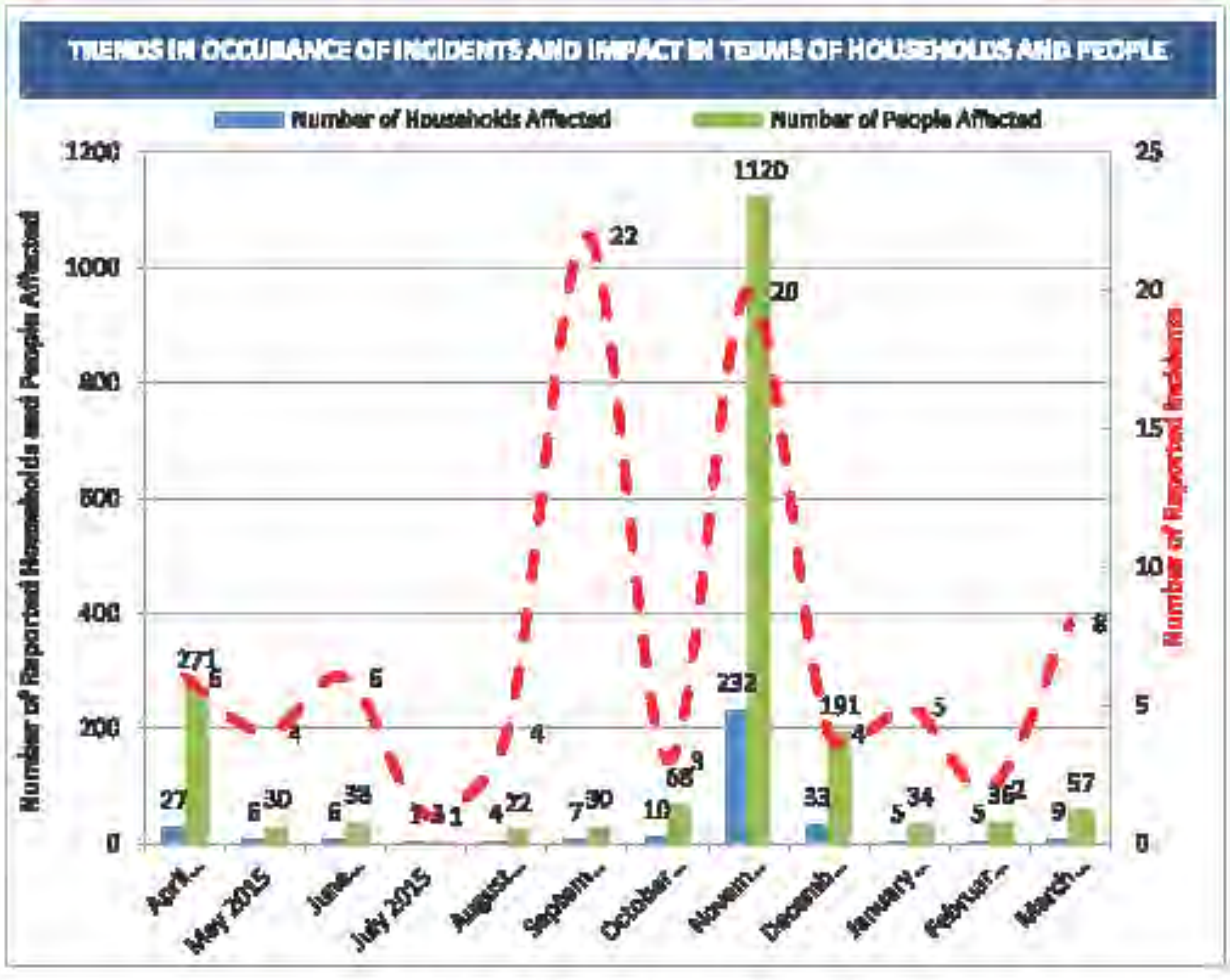
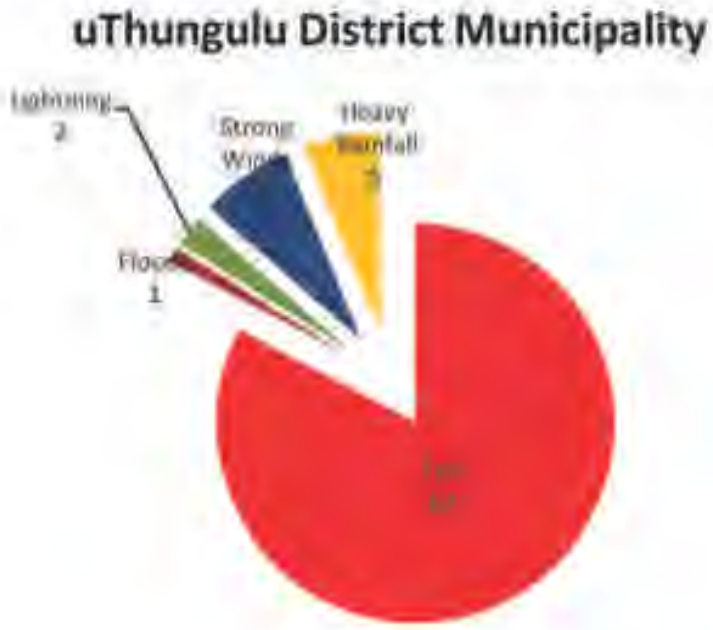
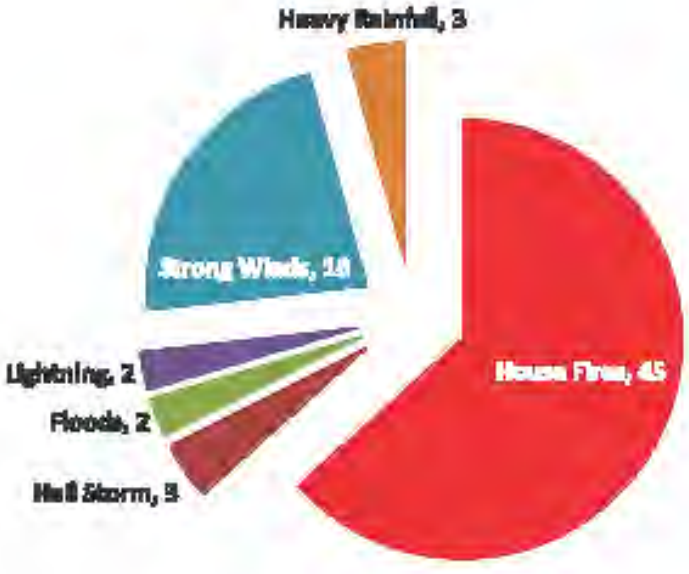


Figure 2: 2015/2016 Annual trends and impacts per household.

FIGURE 11.1: Trends in incidents per month, number of affected people and number of

According to figure 3 it depicts the types of incident that are prevalent in the district. The fire incidents are more on the wild fires meaning all the grass, bush and debris are lumped followed by the house fires that might be impacted or as the result of the veldfires.





According to Figure 3 & Figure 4 - It depicts the types of incident that are prevalent in the district. The fire incidents are more veldfires meaning all the grass, bush and debris are lumped followed by the house fires that might be impacted or as the result of the wild fires.

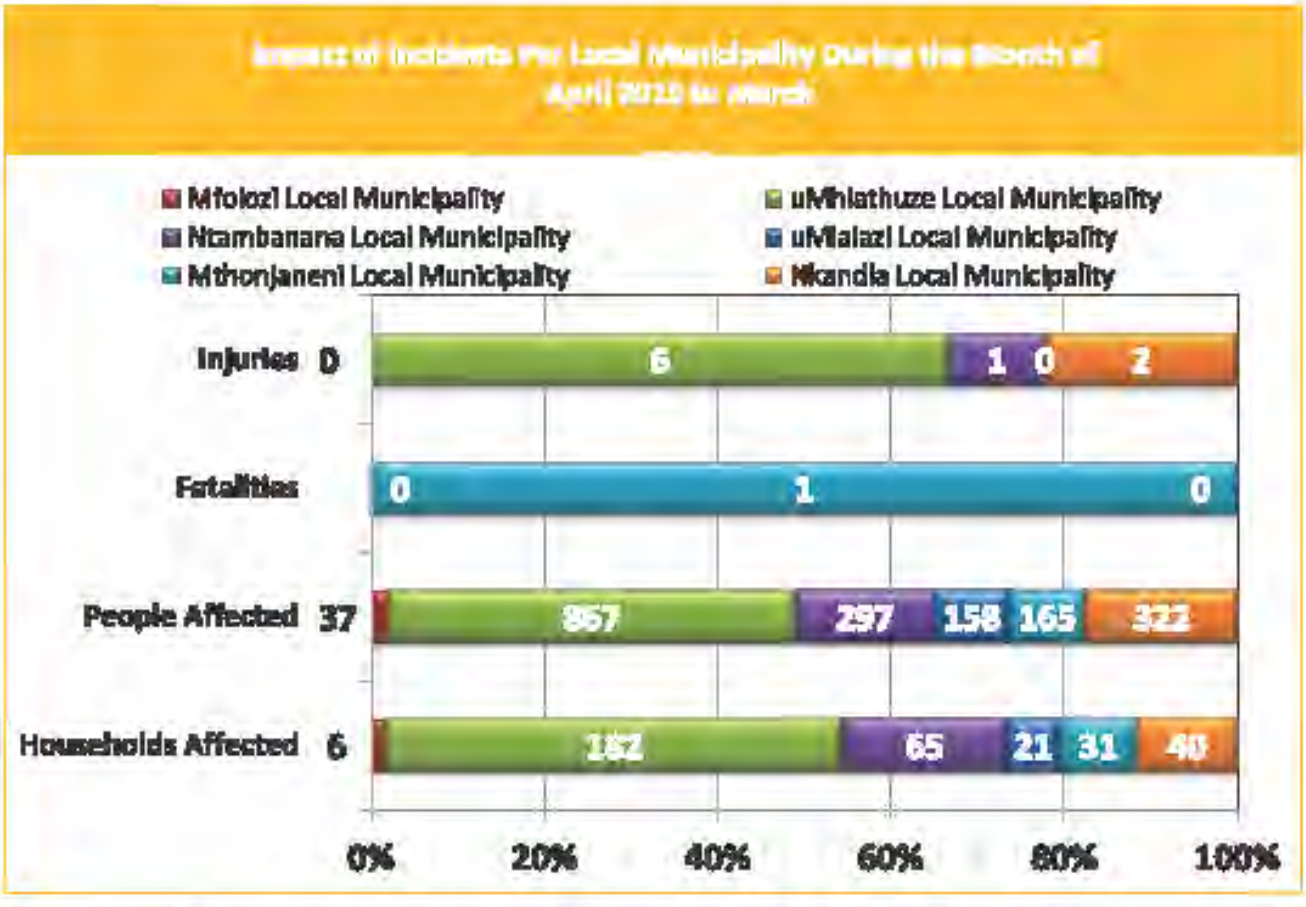
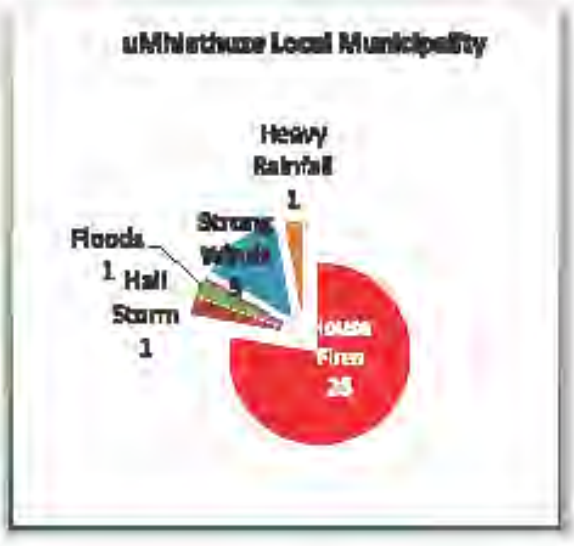


Figure 5: depicts the impact of incidents in terms of injuries or facalities, people effected and the number of households

ANALYSIS OF THE TYPES OF INCIDENTS PER MUNICIPALITY 2015/2016



CONCLUSION

In summary the incidents that were reported for the financial year July 2015 to June 2016 were the fires which had a number of sixty seven (67) reports of which 17 incidents reported in November 2015. There were 339 households affected and 1009 people were impacted by all the incidents. One fatality of the senior citizen was reported in Mthonjaneni due to a house fire.

Heavy rainfall incidents reported were five (5) (1- Nkandla, 1- uMlalazi and 3- uMhlathuze). Strong winds incidents reported totaled six (6) (2- uMhlathuze, 1 -uMlalazi, 1- Mthonjaneni, 2- Nkandla).

Lastly the worrying recurring and increase of lightning incidents in the summer months of December and January with the devastating effects and there were two incidents reported one in Mthonjaneni which resulted in three (3) injuries and two (1) fatalities. In uMlalazi one incident was reported and there was one injury reported and no fatalities.

SECURITY PROVISION TO THE MUNICIPALITY

The Security Governance as part of Security is in progress where the Municipality will have a dedicated Security wing and its personnel, taking care of all in-depth Security Governance issues.

Currently, the service of facilities' security and that of VIP security is outsourced. The Service Provider has to be PSIRA Registered. The Facilities Security tender has been run by Makheda Security from September 2013 for the duration of 3 years. This covers the guarding service of the premises and satellite offices. It also includes taking responsibility and liability of overall safety, security and order of the premises and all personnel and property on a 24 hour basis. They regulate and control ingress and egress to the premises. This is done in compliance with the laws and policies of the organization.

The VIP Protection Service to the Mayor, Deputy Mayor and Speaker together with any other Councillor as the case may be is provided through their preferred service provider because of the sensitivity of the political situation.

COMPONENT I: CORPORATE POLICY OFFICES AND OTHER SERVICES

This component includes: corporate policy offices, human resource services, ICT services, property services.

HUMAN RESOURCE SERVICES AND POLICIES

Human Resources' main areas of focus for the year were Training and Development, Employee Wellbeing, the Health and Safety of our employees, as well as pro-active and engaged Labour Relations. towards those ends, Employment Equity, the Workplace Skills Plan, Employee Assistance Program, regular Health & Safety inspections, and Pre-Local Labour Forums became the main vehicles for implementation.

As a result, up to 72.78% of all appointments have met the EE target. The Training Budget has been spent in its entirety and additional budget was requested in adjustment budget to address outstanding trainings. The Local Labour Forum has seen an improvement in its functioning, and there has therefore been a drastic reduction in the Grievances lodged. Regular Health and Safety inspections ensure a steady improvement in conditions at plant level.

Name of Policy	Completed	Reviewed	Date adopted by council or comment on failure to adopt
	%	%	
Attraction and Retention	Yes	No	12/03/2008
Code of Conduct for employees	Yes	N/A	As per Schedule 2 of Local Government Systems Act
Disciplinary Code and Procedures	Yes	N/A	As per Collective Agreement and disciplinary procedures
Essential Services	Yes	N/A	Certificate of Essential Service approved by CCMA on 10 May 2016
Employee Assistance / Wellness	Yes	Yes	27.09.2013
Employment Equity	Yes	Yes	13/07/2016
Exit Interview Policy	Yes	No	12/09/2007 to be reviewed in 2016/2017 FY
Grievance Procedures	Yes	N/A	As per Main Collective Agreement and grievance procedure
HIV/Aids	Yes	Yes	13/07/2016
Leave	Yes	Yes	28.06.2014
Occupational Health and Safety	Yes	Yes	13/07/2016
Official Housing	Yes	Yes	21/09/2013
Official Working Hours and Overtime	Yes	Yes	06/12/2012 to be reviewed in 2018/2019 FY
Organisational Rights	Yes	N/A	As per Main Collective Agreement
Recruitment, Selection and	Yes	Yes	13/07/2016

Appointments			
Sexual Harassment	Yes	No	12/03/2008 - to be reviewed in 2016/2017 FY
Training and Development Policy	Yes	Yes	13/07/2016
Smoking Policy	Yes	No	12/03/2008
Bursary Policy for Officials and Dependants of Officials	Yes	Yes	12/03/2008 - to be reviewed in 2016/2017 FY
Termination Policy	Yes	Yes	24.06.2015
Development of Retention Policy	Yes	No	2016/2017 FY
Acting Allowance Policy	N/A	N/A	As per the existing KZN Conditions Collective Agreement
Travel Allowance Policy for Management Officials	Yes	Yes	12/03/2008; to be reviewed in 2016/2017 FY
Emergency Evacuation policy & Procedure	Yes	Yes	12/03/2008; to be reviewed in 2016/2017 FY
Scarce Skills Allowance Policy	Yes	Yes	05.12.2014
Long service leave Policy	Yes	Yes	17.09.2013
Relocation Assistance to Officials	Yes	Yes	11.11.2009
Travel Allowance Scheme for Non Management Officials	Yes	Yes	28.08.2014
Rental Allowance Scheme	Yes	Yes	17.03.2011
Substance Abuse Policy	Yes	Yes	09.03.2011
Subsistence & Travel Allowance Policy	Yes	Yes	06.12.2012

IT GOVERNANCE

The Accounting Officer is ultimately responsible for the Information Technology Governance and Security functions. The responsibility for implementation and monitoring of the information technology governance and security and related frameworks is delegated to the Information Technology (IT) Section within the Corporate Services Department (CS: IT) which ensures adequate management and reviews of the IT Governance Charter, IT Strategic Plan and IT Security Plan.

The IT Strategy plan is reviewed annually to ensure that it stays relevant and is supportive of the Integrated Development Plan (IDP) and approved IT budget. The updating of policies and procedures are an ongoing exercise throughout the year. Through the use of our Internal Auditors, the IT Section is able to ensure that policies meet the standards of "Best Practice" The IT section also makes use of external consultants to assist in policy formulations and procedures for IT Governance and IT Security matters.

BUSINESS CONTINUITY AND DISASTER RECOVERY PLANS

A Business Continuity Management (BCM) Plan is an organizational plan devised to ensure continuity of essential business services in the event of a disaster. Together with the IT Section, the municipality embarked on an exercise to develop a Business Continuity Management Plan. The project was started in the previous financial year and was concluded in June 2016. As part of the plan, the IT Section completed the construction of a new data centre. This data centre, not only provides the facilities for a Disaster Recovery Plan as a component of the BCM Plan, it will facilitate and service municipal staff that will need to perform critical functions at the recovery site in the event of a disaster.

As part of the readiness plan, disaster simulations were performed during the year in order to train IT staff to be prepared for possible disasters and to ensure that the backup systems were functioning properly. In spite of using the latest Anti-Virus software, the municipality did experience a situation where a server and data had to be recovered due to malware rendering the server inoperable. Fortunately due to the frequently tested Disaster Recovery System, the server and data was recovered very quickly with minimal loss of data.

The implementation of the BCM plan is budgeted for an additional two years before total completion. During the coming year, additional computer equipment will be procured so that in the event of loss of equipment due to a disaster, that critical staff will be equipped to perform their functions.

IT STEERING COMMITTEE

The IT Steering Committee (ITSC) is a mechanism that assists those responsible for IT, to ensure that ongoing IT operations and systems are aligned with the Strategic / Master Plan and ultimately the IDP. In addition, IT related risks, projects, audit issues and required system changes are managed. The ITSC is chaired by the Municipal Manager and assisted by the IT Manager and Deputy Municipal Managers from each of the Departments. The IT Steering Committee sits at least once a quarter. The ITSC's main function is to propose and approve strategic initiatives that are envisaged to enhance and improve IT systems and facilitate the organisation to become more effective.

IT RELATED PROJECTS

During the past year, the quest for the paperless office continued with the development of electronic portals that facilitate the paperless office. Although there is still much work to be done, good progress has been made

One of the initiatives include an Employment Self Service (ESS) portal which is linked the payroll and Human Resource system. ESS enables staff to apply for leave on line and to see their own personal information and have access to their leave status, electronic payslips and IRP5 certificates etc. Additional portals include, Legal Services, Internal eRecruitment and Mobile Device Application services.

The IT Section has continued to develop the internal CCTV system and has increased the number of CCTV cameras to twenty nine. Additional cameras will be installed in the new year, as funds become available.

IT OPERATIONS

The Information Technology Management Department is responsible for the installation and maintenance of computerized hardware and software and as such must act as an enabler for all the other departments within uThungulu District Municipality to reach their objectives that are aligned with the approved IDP. IT strives to build infrastructure for each of the departments operating at various locations within its jurisdiction. Since many of the areas are very rural and do not have the benefits of modern technology infrastructure it is challenging to provide services at high bandwidth. Currently IT uses the services provided by Telkom. Two additional remote sites have been added to our Wide Area Networks using services provided by mobile network operators. This has increased the number of connected sites from fourteen to sixteen. We anticipate connecting two additional remotes sites per annum depending on the available budget. Funding has been identified enabling us to grow the WAN with two additional sites for the new financial year

At year-end, the IT staff compliment numbered five plus two intern. Although most of UDM's staff are concentrated at our head office in Richards Bay, IT staff support IT systems at sixteen remotes sites over an area of eight thousand square kilometers. The number of Personal Computers number more than three hundred and fifty however we support well over a thousand devices that are

connected to the network in some way. These include laptops, printers, CCTV cameras, access points and mobile devices.

Since mobile data devices and smart phones are becoming smarter and their ability to interface with IT systems become the standard, it was decided that the IT section take over the management of mobile data and cell phone devices from the Finance department. This will help to ensure that these devices are compatible with Council's IT systems in order to facilitate the quest of the paperless office. The function was transferred during the latter half of the financial year.

3.23 PROPERTY AND LEGAL

LEGAL SERVICES

The role of Legal Services is to ensure that the municipality conducts its business within the applicable legal framework. In this regard Legal Services provides an information legal service to the municipality and the district.

In order to improve responsiveness to customer needs, Legal Services in liaison with IT department developed an online legal service portal for purposes of giving updates on recent decided court cases and its implication on the municipal business. This legal portal further provides regular legal updates on matters which impact the municipality's activities. Legal services did a presentation to council on the delinquent provisions of the Company's Act in order to assist council to effectively carry out its oversight role in respect of the management of the uThungulu Fresh produce Market entity.

Legal Services played an active role in the development and review of various policies in the organisation in order to ensure that necessary controls are implemented and maintained to ensure compliance with laws.

Legal Services is committed to sharing best practices with and providing assistance and legal education to the local municipalities in the district especially on legal issues that have major impact on service delivery matters. In this regard legal services did a presentation to Mthonjaneni Local Municipality on the impact of business rescue proceedings on service providers which are appointed to deliver services by the municipalities.

During the past financial year, Legal Services assumed the contract management role in the municipality .On 1 June 2016 a contract manager who is responsible for contract management in the entire organisation was appointed. The contracts manager, in liaison with a service provider appointed by Provincial Treasury, are currently developing a contract management system in the entire organisation. This process will be finalised by the end of September 2016

COMPONENT J: ADMINISTRATIVE SERVICES

INTRODUCTION TO ADMINISTRATIVE SERVICES

The Administrative Services Section is part of the Corporate Services Department. This Section specializes in Records and Registry Management, Secretariat Services, Councillor Support and Auxiliary Services, which includes the general office services, security issues and building maintenance.

RECORDS AND REGISTRY MANAGEMENT SECTION:

This Section is responsible for the process of ensuring the proper creation, maintenance, use and disposal of records to achieve efficient, transparent and accountable governance. This Section's actions are bound by the Statutory and Regulatory Framework in which sound records management practice is found i.e. The National Archives and Records Service of South Africa Act (Act No 43 of 1996 as amended) and The Promotion of Access to Information Act (Act No. of 2000). The Records Management Policy has been approved by Council to ensure that this Council promotes transparency, accountability and effective governance by empowering and educating the officials to understand and exercise their rights.

Council makes use of Hummingbird for its Electronic Record Management and makes use of Metro File for off site record keeping. An Access to Information Manual is updated and submitted to relevant Government Departments annually as per the legislative requirement. The Section has successfully worked hand in hand with Provincial Archives to effect disposals and disposal authorities as prescribed by the Records Management Act and this is fully functional and implemented through Metro File.

SECRETARIAT SERVICES

With a staff complement of three Committee Officers, Committee Intern and Principle Clerk, the Admin Section is responsible for managing the provision of secretariat services to the Section 79, Section 80 Committees, Exco and Council meetings within the municipality. It arranges all meetings, including all the necessary logistical requirements, drafting of agendas and minutes of meetings. The quality control of all documents, agendas and minutes that are distributed to the Committee members is part of the responsibilities of the Section Head. It also keeps track of the decisions taken by the Committees. It is again tasked to ensure that all meetings take place according to the Standing

Rules of Order, pre approved schedule and according to the Terms of Reference of respective Committees.

FLEET

With a pool of 80 vehicles, two Fleet Officers control the utilization and give guidance to officials and Councillors on vehicle utilisation. This is done in line with the Pool Motor Vehicle Policy and Procedures. The Officer controls the day to day management of the municipal fleet. The pool vehicles may only be used by licensed employees who are not on the subsidised scheme, to perform their duties. Through the monthly reporting to Management and quarterly to the Performance Panel on the mileage, fuel and oil consumption, Council prevents unnecessary costs and misuse of vehicles from occurring. The Policy on Upper Limits of Remuneration for Councillors, touching specifically on travel allowances and out of pocket expenses is reviewed regularly and is currently being implemented in terms of the latest gazette issued. This policy also regulates the use of pool vehicles by councillors to ensure that it is in terms of the revised government notice of the time.

This function has since January 2016 been moved to be controlled and Managed by Asset Management Unit.

AUXILLIARY SERVICES SECTION

The Auxiliary Services Officer is responsible for the building maintenance and General office services which include the communication services (PABX), photocopy and messenger service and the cleaning service. The cleaning service is in-house with 18 cleaners who are full time employees of uThungulu. Auxillary Services is also assigned with the responsibility of implementing and managing physical security within Council. This covers physical security measures for the safeguarding of the premises, personnel, equipment and assets. The surveillance cameras controlled by IT Section were commissioned to enforce and improve the security measures within the premises.

COUNCILLOR SUPPORT

The Department has appointed a Manager in the Office of the Deputy Mayor to complement the existing positions of the Manager in the Office of the Speaker and Manager in the Office of the

Mayor. The filling of these three positions has greatly enhanced the support that is continuously given to Councillors. To ensure that every Councillor participates meaningfully in meetings of Council, Councillors are provided with continuous support from the Administrative Section. The Municipality through the Admin Section ensures that its Standing Rules of Order are in line with the Legislation and drafted in such a way that all Councillors can understand them to exercise their democratic right to participate in Council and Committee meetings. As applicable to all By-laws, Council's Standing Rules of Order has been revised, approved by Council and were gazette and published in December 2015.

Councillor support is also provided in terms of liaising with the Municipal Pension Fund for Councillors' Pension Funds and Medical Aid Schemes and co-ordinates with uThungulu's Finance Section for any other finance related matters pertaining to councillors.

COMPONENT K:ORGANISATIONAL PERFORMANCE SCORECARD

This component includes: Annual Performance Scorecard Report for the current year.

ORGANISATIONAL PERFORMANCE MANAGEMENT SYSTEM

UTHUNGULU

UTHUNGULU DISTRICT MUNICIPALITY

DRAFT ANNUAL PERFORMANCE REPORT

FOR THE

2015/2016 FINANCIAL YEAR

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	Organisational Performance Management Scorecard	A
	Performance Agreement (MM & DMM: CS)	B

Organisational performance management system

1. **Legislative requirements**

Outlined in Section 40 of the Municipal Systems Act of 2000 (MSA) "A municipality must establish mechanisms to monitor and review its Performance Management System", so as to measure, monitor, review, evaluate and improve performance at organisational, departmental and employee levels. In terms of Section 34 of the MSA a municipal council must review its integrated development plan annually in accordance with an assessment of its performance measurements in terms of section 41. During the IDP review process the Key Performance Areas, Key Performance Indicators and Performance targets are reviewed, this review will form the basis of the review of the Organisational Performance Management and Performance Contracts of Section 54/56 Managers.

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

Section 46 of the Municipal systems Act (ACT 32 of 2000) stipulates the following:

Annual performance reports

46 (1) A municipality must prepare for each financial year a performance report reflecting:

(a) the performance of the municipality and of each external service provider during the financial year;

(b) a comparison of the performances referred to in paragraph (a) with targets set for and performances in the previous financial year;

(c) measures taken to improve performance.

(2) An annual performance report must form part of the municipality's annual report in terms of Chapter 12 of the Municipal Financial Management Act

2. **Introduction**

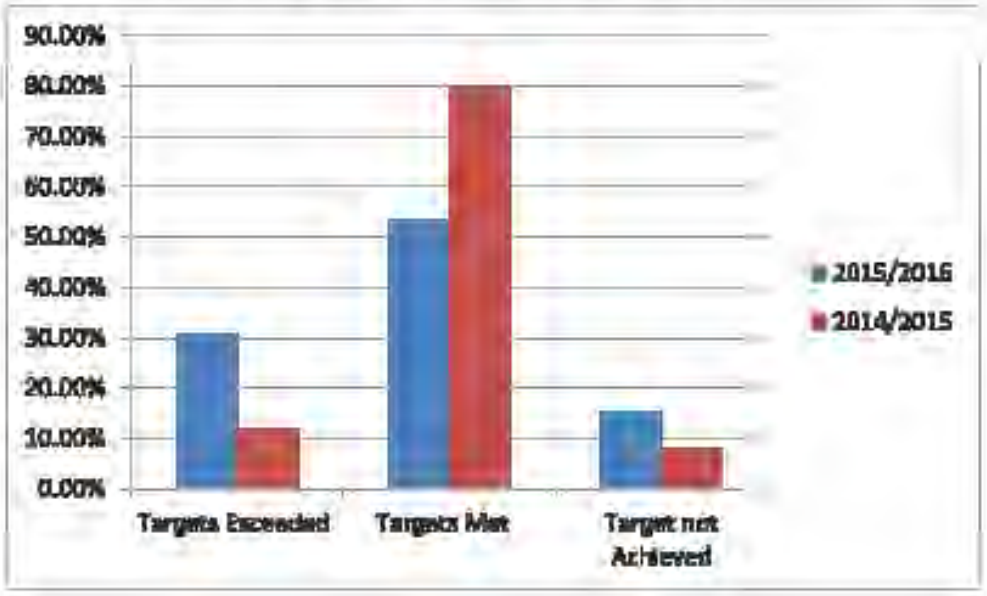
During the 2015/2016 financial year a Performance Management Framework Policy together with the standard operating procedures were reviewed and adopted by Council during the 2016/2017 financial year.

This report includes highlights from the key performance measures included in the Integrated Development Plan (IDP) for the 2015/16 financial year. These priority measures constitute the Organisational Scorecard for 2015/2016.

At the end of quarter 4 (April to June 2016), 84.52% of priority performance measures have been met or exceeded this year-end target. Areas for improvement are shown in the Organisational Performance Scorecard for 2015/16. Accountable officials have provided commentary to put performance into context and identified actions that are taken to address under performance.

In 2015/2016 performance has slightly declined when compared to 2014/2015 financial year due to the overwhelming drought which was beyond the district's control. Benefits from transformational challenges taking place are starting to have an impact but have not yet been fully realised. Performance and monitoring underpins the municipality's IDP in terms of reviewing progress regularly in achieving priorities and delivering value for money. Early investigation of variances enables remedial action to be taken where appropriate.

The following graph compares overall performance from the 2015/2016 financial year with performance achieved during the 2014/2015 financial year.



Graph: Comparative target achievement information

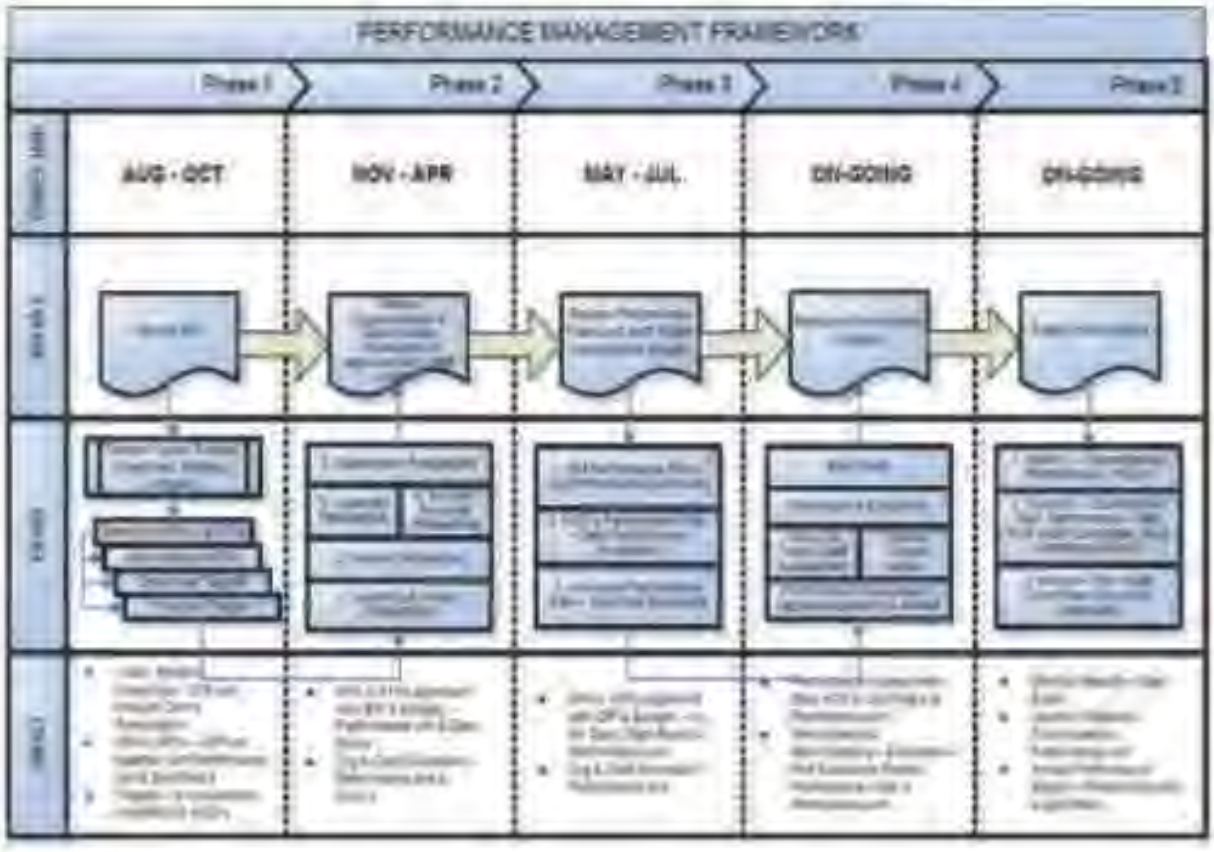
3. Organisational Performance Management Process

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

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

Performance Evaluation Panel has also been established for the assessment of the performance of the Municipal Manager as well as Managers directly accountable to the Municipal Manager. The panel members meet on a quarterly basis to evaluate individual performances.

The following diagram illustrates a summary of the newly developed performance management framework for uThungulu District Municipality for performance measures and reporting adhering to the guidelines suggested by Kwa-Zulu Natal Province, Department of Cooperative Governance and Traditional Affairs:



4. Performance Audit Committee

The Performance Audit Committee members for the 2015/2015 financial year were as follows:

Mr Z Mzimela - Chairperson
Prof JLW de Clercq
Cllr SW Mgenge

The Performance Audit Committee did meet as required by legislation on 26 November 2015, 14 January 2016, 09 March 2016, 05 May 2016 and a special PAC meeting took place on 15 June 2016.The minutes of these meetings are available in the Portfolio of Evidence of the Municipal Manager.

5. Auditing of Performance Information

The Municipal Systems Act 2000, Section 45 requires that the results of the performance measurements in terms of section 41 (1) c, must be audited as part of the internal auditing process and annually by the Auditor-General. All auditing must comply with section 14 of the Municipal Planning and Performance Management Regulations, 2001 (Regulation 796).

Ngubane and Company were appointed by uThungulu District Municipality to perform the Internal Audit function within the municipality. As part of their scope, auditing of the Performance Management System and audit of Performance Information was performed and reports received for each quarter in terms of the following:

Quarter 1

Review the functionality of the Performance Management System and management's compliance thereto. Dated 16 November 2015.

Quarter 2:

Review scorecards on a test basis to supporting evidence on a sample basis, record the systems that are used to generate the performance information and perform walkthrough testing to validate (AOPI), and perform detailed testing on selected performance information (AOPI). Dated 15 February 2016.

Quarter 3:

Ensure compliance with the requirements of the PMS regulations for quarter 3 (Dated 13 May 2016).

Quarter 4:

Review scorecards on a test basis to supporting evidence on a sample basis; Perform detailed testing on selected performance information (AOPI); and Ensure the accuracy and validity of the information included in the annual report based on the evidence inspected, on a sample basis. The Internal Auditor is currently reviewing quarter 4 and will submit the report during the month of August 2016).

6. Performance of External Service Providers

The monitoring of the service provider performance is ensured through the signing of Service Level Agreements. It is currently being done on a user department level. The end user department provides reports on performance of service providers through Council's committee structures.

The following are the service providers engaged in each business unit during the 2015/16 financial year on critical financial services and basic services:

ASSESSMENT OF EXTERNAL SERVICE PROVIDERS				
External Service Provider	Service provided in terms of signed SLA	Performance Target/ Timeframes	Assessment of Service Providers Performance	PoE and corrective measure in case of underperformance
Lasercom (Finance)	Printing of monthly debtors statements.	The monitoring of this tender ensures that statements are printed in accordance with the prescribed specifications and within prescribed timeframes	The services were performed in accordance with signed SLA.	N/A
SBV (Cash in Transit) (Finance)	Cash in transit facility	The monitoring of this tender by the department includes ensuring that cash/cheques are collected per the prescribed days as outlined in the signed off tender.	The services were performed in accordance with signed SLA.	N/A
RC Industrial (Technical/Finance)	Water meter reading	Measurements in terms of number of meters read correctly	The services had initially commenced in July 2015, with operational issues causing actual performance to be lower than expected. This was addressed through regular engagements and service levels subsequently improved. Currently the meter read rate is +- 92 % which was also the same for previous meter reading companies. It be noted that not all meters are accessible due to factors outside the control of the SP, eg meters within locked properties or buried meters etc.	N/A

External Service Provider	Service provided in terms of signed SLA	Performance Targets Timeframes	Assessment of Service Providers Performance	PoE and corrective measure in case of underperformance
Nedbank (Finance)	Banking facilities	Performe the function as the District's bankers.	The Services were rendered to the satisfaction of the department during the period under review 2015/2016	SLA Meetings
ACIA South Africa (Pty)Ltd	Administration of Council's Insurance portfolio	Timeous settlement of Insurance claims	The services were rendered to the satisfaction of the department during the period under review	Claims report Council items SLA meetings

ASSESSMENT OF EXTERNAL SERVICE PROVIDERS				
External Service Provider	Service provided in terms of signed SLA	Performance Target/ Timeframes	Assessment of Service Providers Performance	PoE and corrective measure in case of underperformance
Incidon (Technical)	Supply & Delivery of material to various sites within uThungulu District Municipality	Material to be delivered on all sites within a month.	Average to Poor	Various calls and emails made to SP, SP failed to deliver the full order- only a portion of the order was delivered. UDM paid only for the items delivered. The order was late by 1.5 months. Contract has since expired.
Gwanga Investments (Technical)	To construct water pipelines or installation of pumps (Civil works and mechanical works).	Installing water pipeline network for transporting water closer to the community.	He did the work within specified time and of great quality	N/A
Off-Camp Trading (Technical)	To construct water pipelines (Civil works)	Installing water pipeline network for transporting water closer to the community.	He did the work within specified time and of great quality	N/A
N. Muji Trading (Technical)	To construct water pipelines or installation of pumps	Installing water pipeline network for transporting water closer to the community.	He did the work within specified time and of great quality	N/A
Gabzin Business Enterprise (Technical)	Construction of a weir in Nkazi River in Mthunzini works	Being able to save water from spreading in the river, and allowing water volume to increase so the pumps will be able to extract from that water gathering.	He did the work within specified time and of great quality	N/A

Insitu Consulting (Technical)	Siting of boreholes	Number of boreholes sited	Did not perform due to the issue of yearly escalation of which they did not receive for the first year	The issue was resolved and section 116 advertisement was made.
Kwa Natal Drilling (Technical)	Drilling of boreholes	Number of boreholes drilled	Did not perform due to the issue of yearly escalation of which they did not receive for the first year	The issue was resolved and section 116 advertisement was made.
BKST Water Flow (Technical)	Pump testing of boreholes	Number of boreholes tested	Did not perform due to the issue of yearly escalation of which they did not receive for the first year	The issue was resolved and section 116 advertisement was made.
Ntau (Technical)	Repairs to hand pumps	Number of hand pumps investigated and repaired.	Good - 42 hand pumps refurbished	N/A

WSSA (Technical)	WSSA is a Services Support Agent (SSA) performing the water services provider function in the rural areas of UDM. WSSA operates and maintains our rural schemes	Volume of water delivered	Good Volume = 199.4 Number =132 92	N/A
Msuftu (Technical)	To deliver water via motorised water carts	Number of loads and total distance covered	Good Number =6198 Km = 488967	N/A

Midmar Transport (Technical)	To deliver water via motorised water carts	Number of loads and total distance covered	Good Number =7084 Km =583 758	N/A

7. Annual Organisational Performance Information

The Annual Performance Report for the 2015/2016 financial year has been completed and reflected in the Organisational Performance Scorecard in a table format (as prescribed by KZN CoGTA). The Organisational Performance Scorecard table will be presented to the Auditor General for auditing together with the Annual Financial Statements and Draft Annual Report by 31 August 2016.

This Annual Performance Report (Tables) should be read in conjunction with the Annual Report, including the Annual Financial Statements as well as the Auditor General Report on the Annual Financial Statements and Performance Information for 2015/2016.

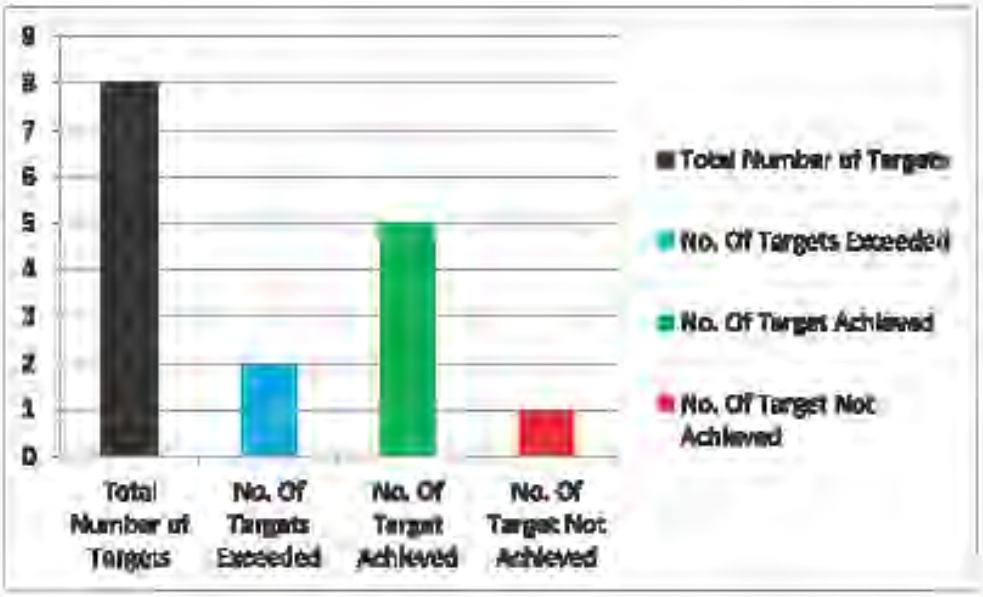
The colour coded system used to report performance is as follows:

- Blue – Performance above 2% of the target
- Green –Performance meets target
- Amber- Performance within 5% of target
- Red –Performance more than 5% adverse target.

In 2015/2016 OPMS there were 84 targets. Out of 84 targets, 71 targets were achieved. The breakdown of the indicators is as follows:

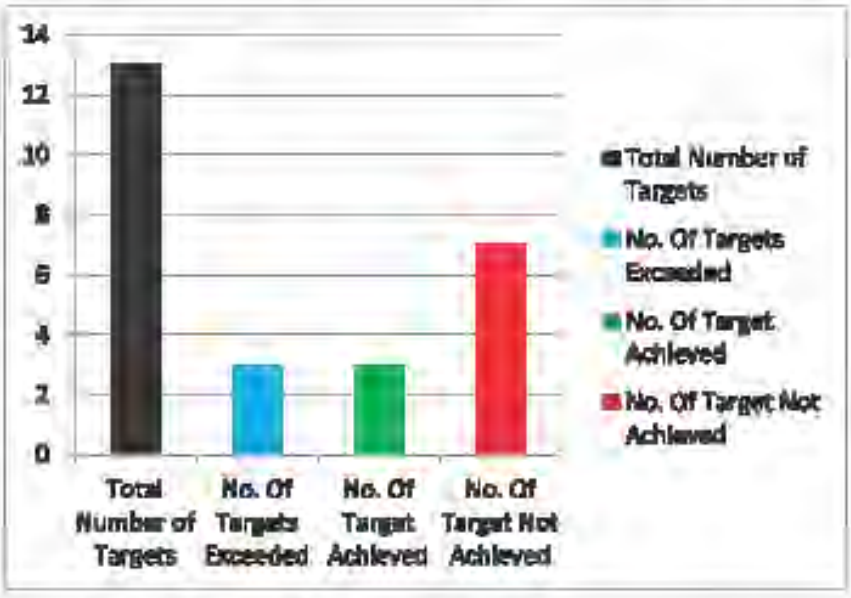
1) Municipal Transformation and Institutional Development:

Total Number of Targets	No. Of Targets Exceeded	No. Of Target Achieved	No. Of Target Not Achieved	Overall Percentage
8	2	5	1	87.5%



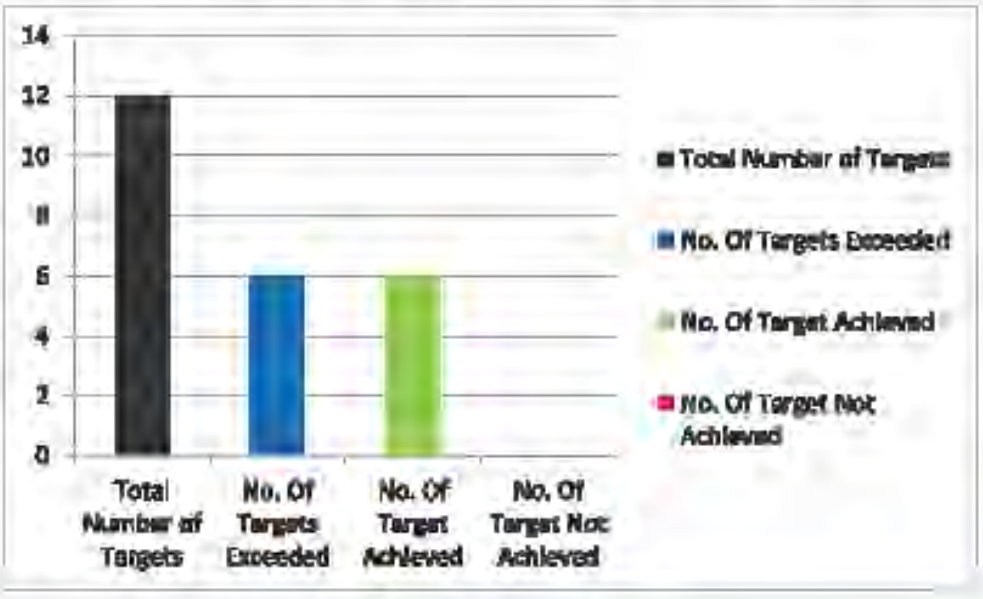
2) Basic Service Delivery and Infrastructure Development:

Total Number of Targets	No. Of Targets Exceeded	No. Of Target Achieved	No. Of Target Not Achieved	Overall Percentage
13	3	3	7	46.15 %



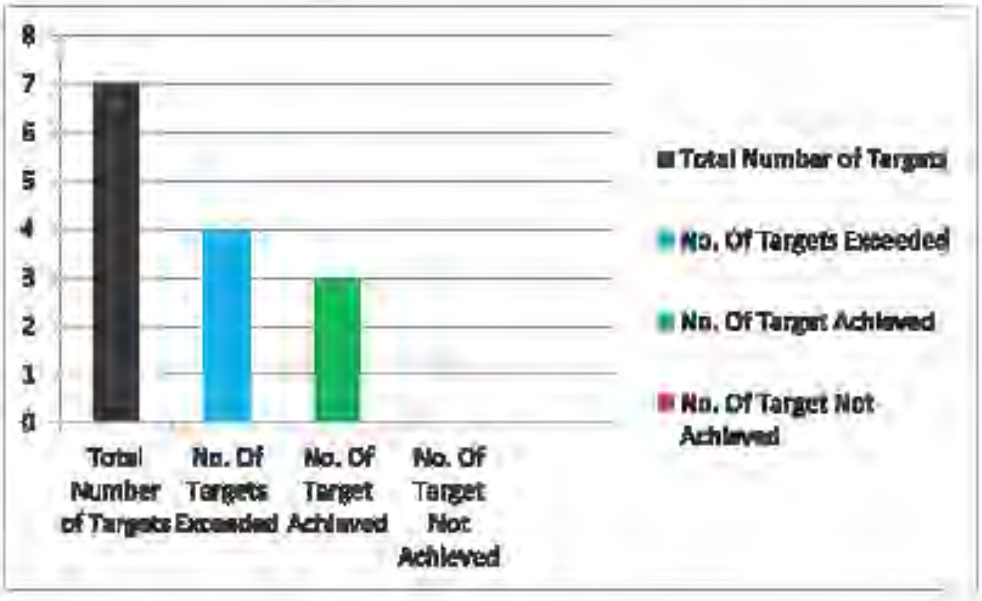
3) Local Economic Development (LED):

Total Number of Targets	No. Of Targets Exceeded	No. Of Target Achieved	No. Of Target Not Achieved	Overall Percentage
12	6	6	0	100%



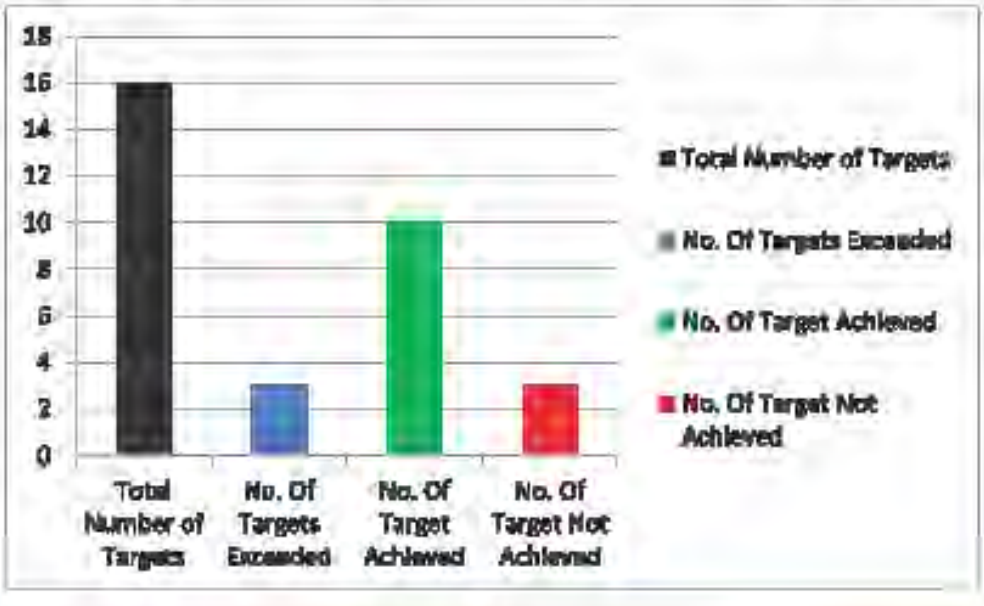
4) Municipal Financial Viability and Management:

Total Number of Targets	No. Of Targets Exceeded	No. Of Target Achieved	No. Of Target Not Achieved	Overall Percentage
7	4	3	0	100%



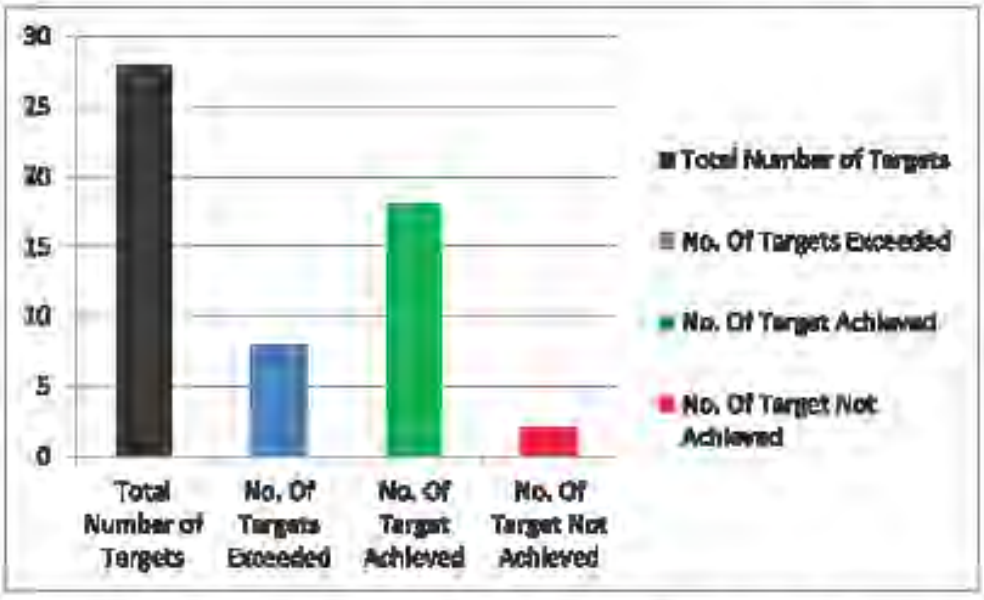
5) Good Governance and Public Participation:

Total Number of Targets	No. Of Targets Exceeded	No. Of Target Achieved	No. Of Target Not Achieved	Overall Percentage
16	3	10	3	81.25%



6) Cross Cutting:

Total Number of Targets	No. Of Targets Exceeded	No. Of Target Achieved	No. Of Target Not Achieved	Overall Percentage
28	8	18	2	92.85%



In relation to the 2015/2016 year end performance results, the final position shows that:

- 84.52% of measures have met or exceed the year-end target
- 15.47% of measures were not achieved which is a 5.48% decrease on the overall performance compared to 2014/2015 financial year.

The performance results for the organizational priorities can be summarized as follows:

Traffic Light Status	2015/2016 Performance	2014/2015 Performance
[illegible]	30.95%	10%
Green – Met target	53.57%	83.3%
[illegible]	4.76%	3.3%
Red – Missed Target by more than 5 %	10.71%	3.3%

7.1 Municipal Transformation and Institutional Development

The achievement of this KPA has decreased by 5.3% in the 2015/2016 financial year from 92.8% in 2014/2015 financial year to 87.50% for the current year.

The municipality excelled in the implementation of the Workplace Skills Plan by exceeding the set target. The target was 240 and by the end of the financial year a significant number of 501 officials had been trained.
To ensure the development of internal employees, the district has developed a training programme consisting of various training interventions as indicated in the table below:

Name of the Accredited Program	NQF Level	Occupational Level	Address the Employment Equity Target	Number of attendees
Structured Trainings				
Adult Education Training	2	Unskilled	8 Females	12
Advanced Labour Relations Management	7	Skilled	1 Female	1
Masters in Infrastructure Management	9	Mid-Management / Professional	N/A	1
Public and Development Sector Monitoring and Evaluations	6	Mid- Management / Professional	N/A	1
Compliance Structured Trainings				
Municipal Finance Management Program	6	Top Management	2 Females	2
		Senior Management	1 Female	2
		Mid- Management / Professional	3 Females	7
		Skilled	2 Females	8
Structured Trainings				
Adult Education Training	2	Unskilled	6 Females	12
Advanced Labour Relations Management	7	Skilled	1 Female	1
Masters in Infrastructure Management	9	Mid-Management / Professional	N/A	1
Public and Development Sector Monitoring and Evaluations	6	Mid- Management / Professional	N/A	1

Compliance Structured Trainings				
Municipal Finance Management Program	8	Top Management	2 Females	2
		Senior Management	1 Female	2
		Mid- Management / Professional	3 Females	7
		Skilled	2 Females	6
Internal Learnership				
Water and Wastewater treatment Learnership	2	Un-skilled	6 Females	13
External Learnership				
Work Integrated Learnership	6	Semi-Skilled	5 Females	5
Fire fighting and Rescue operations	4	Unskilled	7 Females	15
Bursaries aligned to the Local Government				
	Male	Female	N/A	
Officials	10	13		
Dependants	3	8		
External Students	5		5 students awarded external bursaries to pursue Civil Engineering at various institutions for the value of R45 000 per learner	

7.2 Basic Service Delivery and Infrastructure Development

The severe drought that affected the district in the 2015/2016 financial year had a negative impact on the service delivery targets in particular the provision of basic water services.

Due to this national crisis, the KPA significantly dropped from 71.42% in the 2014/2015 financial year to 46.15% in the 2015/2016 financial year, which is a decline of 25.27%.

The municipality successfully achieved 823 new water connections despite the overwhelming drought within the District. As part of the drought relief strategy, the municipality submitted a business plan to the Department of Water and Sanitation (DWS) and the Department approved and delivered seven (7) water tankers. The targeted number of households for new sanitation connections was 3000 and the municipality exceeded the target by 6094, connecting 9094 new households which is an outstanding achievement.

7.3 Local Economic Development (LED)

The overall score achieved for this KPA improved from 83% in the 2014/2015 financial year to an impressive 100% in the 2015/2016 financial year.

Both LED and EPWP jobs created exceeded the targeted figures for the 2015/2016 financial year. The target for the EPWP jobs was 800 and 1281 jobs were created. It should be noted, that the figure contains only new jobs created during the financial year. The target for LED jobs opportunities created was 40 and the achievement was 73 job opportunities created.

There was also an increase in the number of crafters marketed in 2015/2016 financial year. The set target was 20 and the number of crafters marketed was 65 by the end of the financial year.

7.4 Municipal Financial Viability and Management

The overall score for the KPA is 100% for the 2015/2016 financial year, which is an notable 10% improvement from 90% for the 2014/2015 financial year.

R53 086 522 was collected from customers during the 2015/2016 financial year. The rand value collected has increased by R2 574 285 in comparison to 2014/2015 financial year.

During the 2015/2016 financial year the municipality was able to achieve 104% expenditure on grants and subsidies.

7.5 Good Governance and Public Participation

The achievement for this KPA in the 2015/2016 financial year was 81.25% which is a 18.75 % decline from the 2014/2015 financial year.

In the 2015/2016 financial year, the district welcomed on a Back to basics programme as mandated by the Office of the MEC: KZNCOGTA. The purpose of the back to basics programme is to strengthen local government by getting the basics right, through building strong municipal administrative systems and processes to ensure that

performance is closely monitored.
administrative positions are filled with competent and committed people whose At the end of the 2015/2016 financial year, the district achieved an overall score of 84%, for the Back to Basics programme which deems the district as being functional.

7.6 Spatial Planning and Spatial Development Frameworks

The Joint Municipal Planning Tribunal was established to ensure readiness and effective implementation of the Spatial and Land Use Management Act. The achievement for this KPA was 100% during the 2015/2016 financial year.

7.7 Cross Cutting

The achievement on this target is 92.85% in the 2015/2016 financial year.

Social Development Services:

To ensure the implementation of an Integrated Skills Development within the district, 25 Youth were assisted with registration grants in January 2016 which is a huge improvement in comparison to 2014/2015 financial year, where only 10 learners were assisted with registration grants. Furthermore, an Annual Metric Achievers Award ceramony was held for the 2015 best performing students within the district.

The Annual District Elimination Games were held on 19 September 2015 and thereafter the SALGA games in which 16 sports codes participated, the event was held on 10-14 December 2015.

Great emphasis was placed on Environmental Health Awareness; the target set for the year was 12 campaigns however an overwhelming total of 46 awareness campaigns were held with the community to ensure health awareness on a number of health issues more so the focus being on the Bilharzia disease.

NON ACHIEVEMENT FOR THE 2015/2016 FINANCIAL YEAR

The organisation achieved 71 targets out of a total of 84 targets; which means that out of 84 targets only 13 targets were not achieved.

The table below provides an analysis of targets which were not achieved inclusive of reasons for non achievements and measure for improvement:

1. Municipal Transformation and Institutional Development:

National KPA	Objective	Strategy	Performance Indicator	Annual Target	Actual Achievement	Responsible Department
Municipal Transformation and Institutional Development	To ensure effective human resource development for staff and councillors	Enhance Staff and Councillor s	Number of staff from employment equity groups employed in the three highest levels of management	19	15	Corporate Services
Reasons for non achievement:				Measures for improvement:		

There were 15 appointments made in the three highest levels of management mainly due to the great emphasis that was placed on appointing staff for the Technical Services department as there was a high vacancy rate. The focus therefore was placed on appointing staff for the department which caters for our core function which is water services.	The target has been carried over in the 2016/17 financial year and the appointments of the remaining vacancies in the three highest levels of management are currently in progress.

2. Basic Service Delivery and Infrastructure Development

National KPA	Objective	Strategy	Performance Indicator	Annual Target	Actual Achievement	Responsible Department
Basic Service Delivery and Infrastructure Development	To institute the provision, upgrading and maintenance of water services	Implement Water Loss Management Strategy	Percentage of water loss reduction in towns	2%	0%	Technical Services
Reasons for non achievement: Due to various delays with the contract document, the service provider was not appointed. The municipality had initiated the Section 32 appointment process with uMhlathuze to try and source the service of their Service provider. Unfortunately during this process, uMhlathuze City (organ of state), started the process of terminating the same service provider. The municipality then could not continue with the section 32 appointment, hence the new tender documents.				Measures for improvement: A new contract document had been prepared and is going through the bid committees for approval. Once approved, the appointment will be finalized by the bid committees.		
Basic Service Delivery and Infrastructure Development	To institute the provision, upgrading and maintenance of regional cemeteries and crematoria	Implement regional cemetery upgrades	Percentage completion of construction of new fence and gate	50%	30%	Technical Services
Reasons for non achievement: There were delays experienced by bid committees to finalize the appointment of the contractor. These delays led to the contractor being appointed in February 2016.				Measures for improvement: The contractor is currently on site and the project will be completed by the end of September 2016.		
Basic Service Delivery and Infrastructure Development	To institute the provision, upgrading and maintenance of solid waste services	Implement solid waste disposal site upgrades	Percentage completion of regional landfill site upgrades	100%	50%	Technical Services
Reasons for non achievement: The service provider declined the order and stated that they had under quoted which caused the delay. A new requisition and quotation document was therefore prepared.				Measures for improvement: The project has commenced and is 50% complete with 42% of the allocated funds spent.		

Basic Service Delivery and Infrastructure Development	To ensure effective rural transport services	Implement rural transport services and infrastructure strategy	Percentage of objectives completed as per approved business plan	100%	90%	Technical Services
Reasons for non achievement: The 90% achievement is based on the objectives completed as per approved business plan; The classification of class 5 roads was not applicable during the term of review.				Measures for improvement: The classification of class 5 roads will be considered in the 2016/2017 financial year.		
Basic Service Delivery and Infrastructure Development	To ensure a basic standard of living for all through the provision of basic service delivery	Eradicate water services backlog in the district through the provision of basic water services	Percentage of household with access to basic water services	88.72	88.03	Technical Services
Basic Service Delivery and Infrastructure Development			Number of household with access to basic water	77639	77166	
			Number of new water connection s	2000	1527	
Reasons for non achievement: The targeted water connections could not be achieved because of the drought within the district. Also the delays in the appointment of contractors led to the delays in the implementation of the water projects.				Measures for improvement: The Municipal Manager, as the custodian of the bid committees has encouraged the committees to meet regularly and finalize appointments. Also as a temporary measure, an application was made and 7 water tankers were received from DWA to assist with the drought issue within the District.		

3. Good Governance and Public Participation:

National KPA	Objective	Strategy	Performance Indicator	Annual Target	Actual Achievement	Responsible Department
Good Governance and Public Participation	To promote community participation and communication	Participate and coordinate district forums	Number of Districts Mayors Forums	4	3	Office of the Municipal Manager
Reasons for non achievement: Attempts were made to ensure that the meetings sit however due to the non availability of Mayors the meetings could not sit. There were three (3) meetings in quarter 1 with one (1) failed attempt, three (3) attempts were made in quarter 2 and one (1) attempt was made in quarter 3 with no success.				Measures for improvement: The Mayors had additional engagements/programmes which took priority in the 2015/16 financial year seeing that preparations had to be made for the local government elections.		

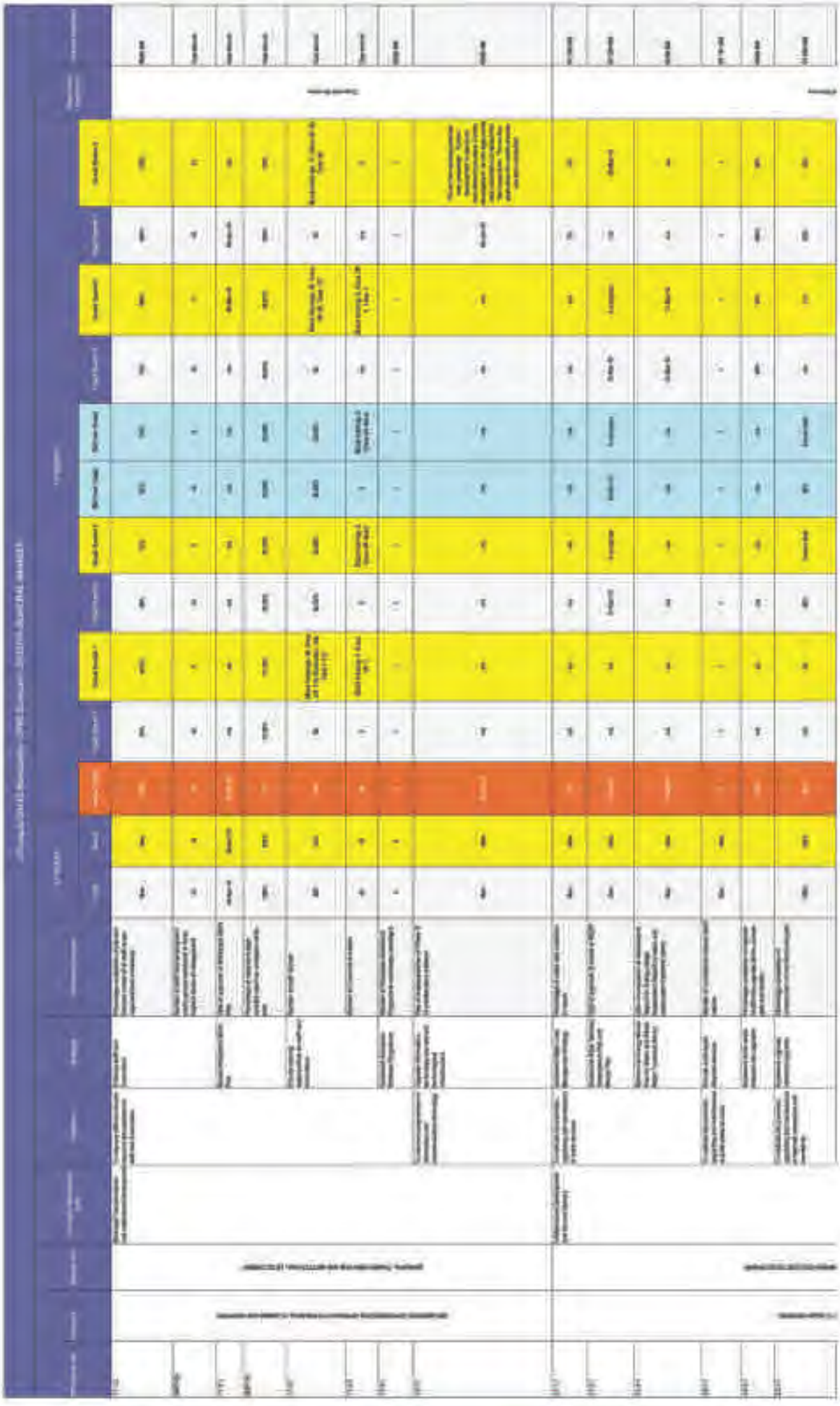
were no responses from service providers due to the insufficient budget allocated for the plan.	budget was not approved, however the department will seek assistance from KZNCOGTA through the use of the Back to Basics support plan which is completed by the municipality to seek assistance where required. The Disaster Management Plan will be listed in the support plan and submitted to COGTA by the end of Quarter 1 2016/17 together with the quarterly submissions.

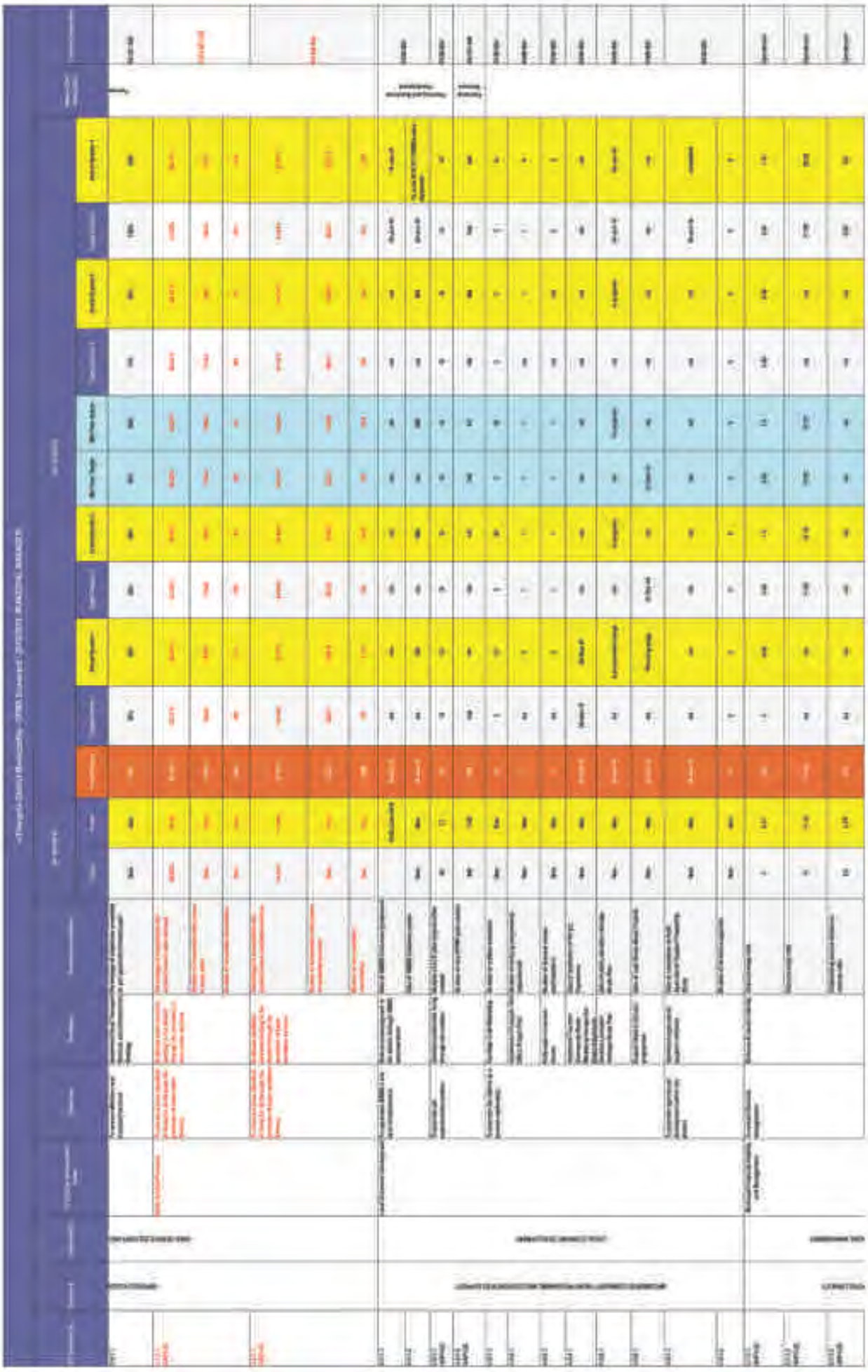
The following table reflects the organisational performance targets and achievements as reflected in the Integrated Development Plan.

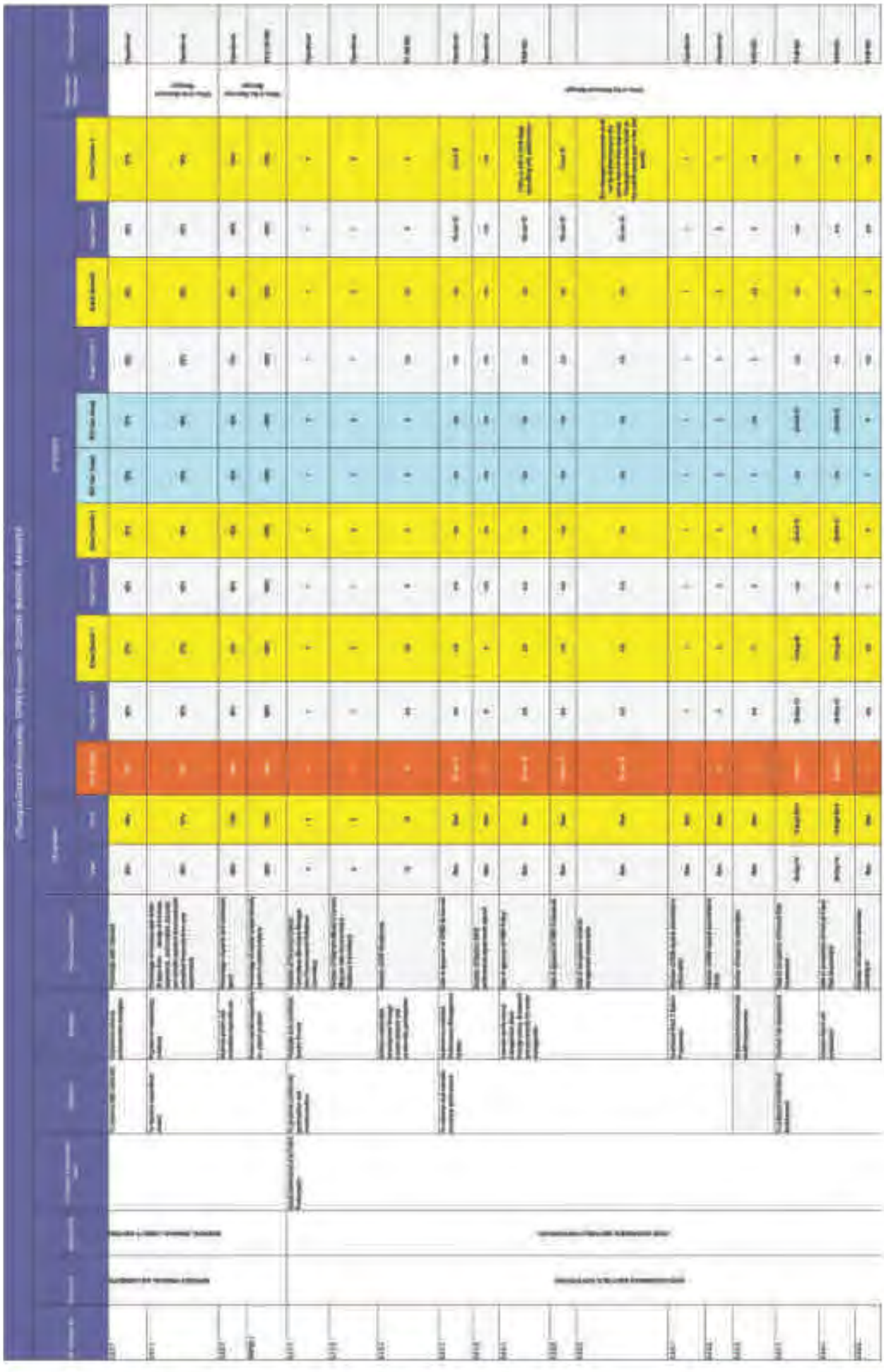
Good Governance and Public Participation	To enhance and evaluate municipal performance	Cascade performance management down through policy, framework and scorecards for senior managers	Date of approval of PMS policy	30 June 2016	Policy was not approved, still in draft stage	Office of the MM
			Date of completion of senior managers scorecards	30 June 2016	Scorecards not drafted because policy had to approved first	
Reasons for non achievement: The policy was submitted to SALGA National for input and there were delays from SALGA with the review of the draft policy therefore causing further delays for the necessary processes which need to take place for the policy to be approved. The scorecards therefore cannot be developed without the approved policy hence the target has been moved to the next financial year.				Measures for improvement: The target has been carried over to the 2016/17 financial year OPMS and active engagements are currently taking place between the municipality and SALGA in terms of providing the necessary support to achieve the set target. The scorecards will be developed upon approval of the policy.		

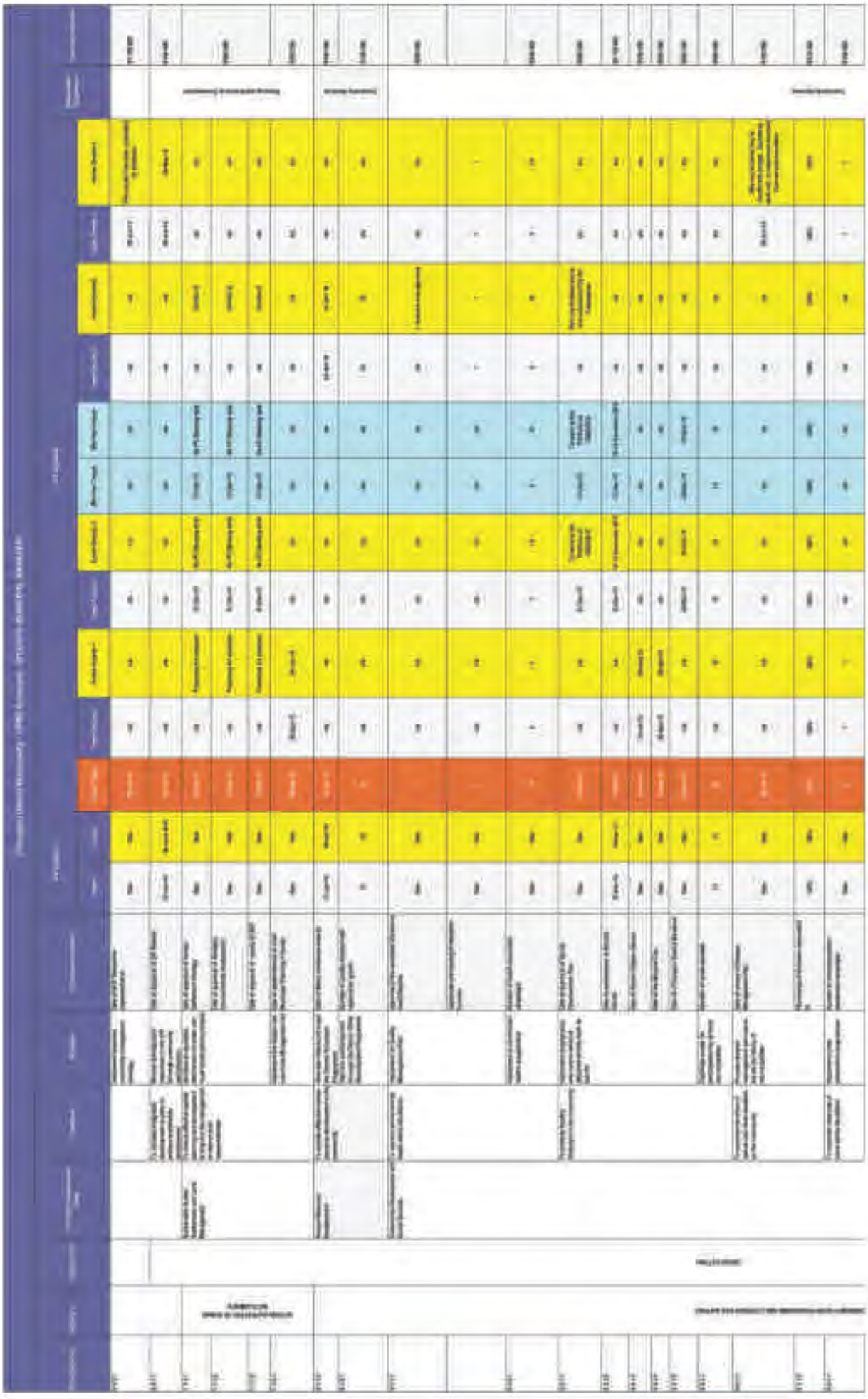
4. Cross Cutting:

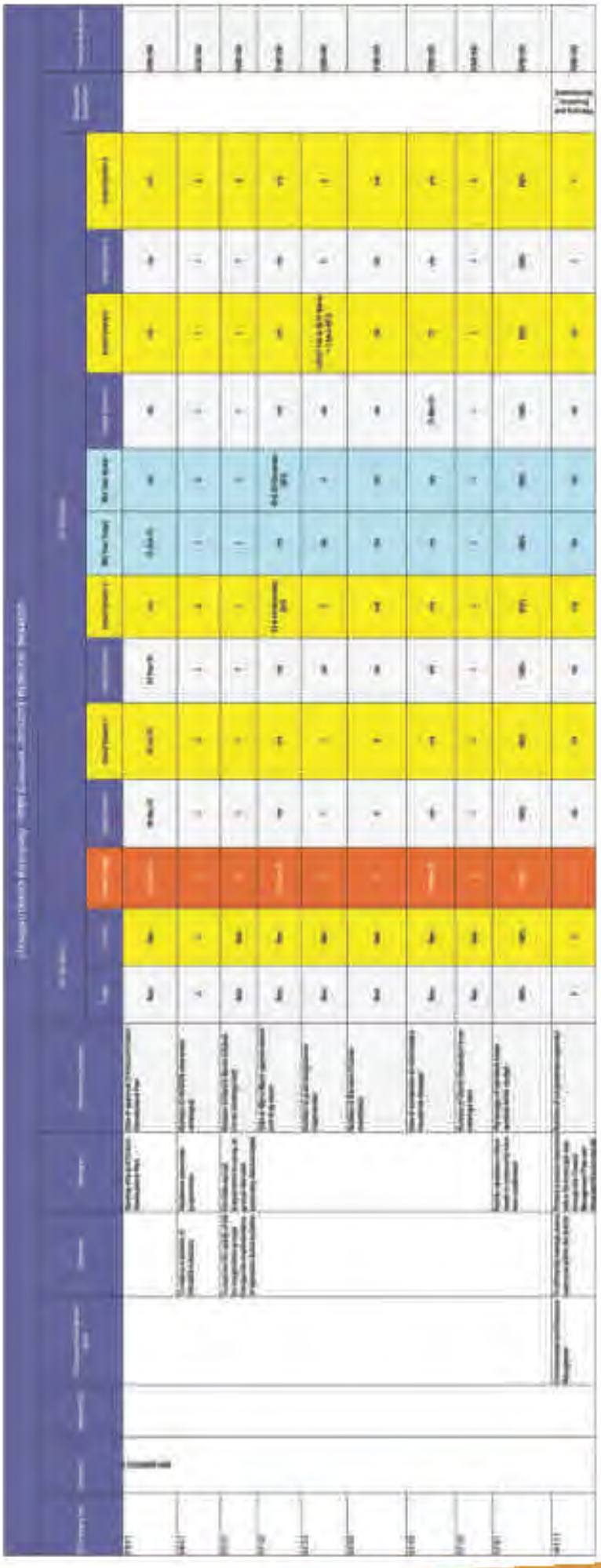
National KPA	Objective	Strategy	Performance Indicator	Annual Target	Actual Achievement	Responsible Department
Cross Cutting	To promote healthy lifestyles for the community	Implement programmes and events aimed at physical activity such as sports	Date of approval of Sports Development Plan	31 December 2015	Plan was not approved	Community Services
	To minimise the effect of natural and other diseases on the community	Provide disaster management services to aid all the local municipalities	Date of review of Disaster Management Plan	30 June 2016	Plan was not approved	
Reasons for non achievement: The Sports Development Plan was not approved due to the non submission from federations, however in the absence of the plan programmes were implemented upon requests received from federations. The quote for the appointment of a service provider for the Disaster Management Plan was advertised however there				Measures for improvement: The plan has been carried over to the 2016/17 financial year. The district had a Sports development indaba in July 2016 with all the federations in trying to get their buy-in, where the importance of the plan was explained to them. The department requested additional funding for the plan in the 2016/17 financial year but the		











COMPONENT A: INTRODUCTION TO THE MUNICIPAL PERSONNEL

EMPLOYEE TOTALS, TURNOVER AND VACANCIES

APPOINTMENTS MADE IN THE FIRST QUARTER

(01 JULY 2015 TO 30 SEPTEMBER 2015)

Total Number of Appointments	24
Internal	17
External	7
Appointments by Gender	**24**
Females	14
Males	10
Appointments by Occupational Level	**24**
Senior Management	2
Professional / Mid-Mngt	5
Skilled	9
Semi Skilled	6
Unskilled	2

APPOINTMENTS MADE IN THE SECOND QUARTER

(01 OCTOBER 2015 TO 31 DECEMBER 2015)

Total Number of Appointments	18
Internal	13
External	5
Appointments by Gender	**18**
Females	9
Males	9
Appointments by Occupational Level	**18**
Professional / Mid-Mngt	2
Skilled	2
Semi Skilled	13
Unskilled	1

APPOINTMENTS MADE IN THE THIRD QUARTER

(01 JANUARY 2016 TO 31 MARCH 2016)

Total Number of Appointments	**54**
Internal	11
External	23
Appointments by Gender	**34**
Females	14
Males	20
Appointments by Occupational Level	
Professional / Mid-Management	3
Skilled	4
Semi Skilled	15
Unskilled	12

APPOINTMENTS MADE IN THE FOURTH QUARTER

(01 APRIL 2016 TO 30 JUNE 2016)

Total Number of Appointments	**85**
Internal	5
External	30
Appointments by Gender	**35**
Females	20
Males	15
Appointments by Occupational Level	**35**
Senior Management	1
Professional / Mid-Management	3
Skilled	5
Semi Skilled	12
Unskilled	14

SUMMARY OF APPOINTMENTS MADE (01 JULY 2015 TO 30 JUNE 2016)

Total Number of Appointments	**111**
Internal	47
External	64
Appointments by Gender	
Females Males	57 54

To note that there were extensions, transfers and absorptions of employees within the District as outlined below:

Quarter	Extensions	Absorptions	Transfers	Total
First	2	0	0	2
Second	3	0	0	3
Third	2	12: The General Workers who worked for the Municipality dating back from 2009, were absorbed in this quarter, to comply with amendments to the Labour Relations Act	0	2
Fourth	4	0	0	4
Total	11	0	0	11

INJURIES, SICKNESS AND SUSPENSIONS

OCCUPATIONAL HEALTH AND SAFETY

The Occupational Health and Safety Act 85 of 1993 states that every employer and employees have a duty to comply with the requirements of the Act. The municipality must ensure that responsibilities for health and safety are assigned, accepted and fulfilled at all levels within the municipality. A work environment where hazards and associated risks are eliminated and/ or mitigated through our Occupational Health and Safety solutions, support and training, thereby ensuring that all employees are equipped to work together in order to achieve a safe and healthy working environment for all.

Number of satellite office that are non compliant are decreasing over the last two years. Corporate and Technical Services Departments are working together to ensure that areas of non compliance are addressed.

In house safety workshops conducted during 2015/2016 Financial Year	Number of attendees
Fire marshals were trained	17
Safe handling of chlorine gas training	46
Health and Safety Induction	41
First Aid Level 2	13

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Department	Target	Number of Meetings Held
All the Health & Safety Reps from all the Departments attended the meetings	4	4

Injuries on duty (IOD)

The uThungulu District Municipality has shown a marked improvement regarding compliance with administration of occupational health and safety. Employees are also better-informed of their responsibility to report sustained injuries.

The uThungulu District Municipality has shown a marked improvement regarding the management over injury on duty cases. The number of IODs reported for this financial year is eight (8) incidents which is the decrease compare to twelve (12) incidents reported in 2014/2015. The following eight (8) incidents/ injuries were recorded in line with the Occupational Health and Safety Act.

GENDER	DEPARTMENT	INJURY SUSTAINED
Male	Technical	Twisted left ankle whilst walking on site
Male	Technical	He was punched on the face and sustained swollen upper lip
Female	Technical	Fell from a chair and sustained a deep cut on right calf
Male	Technical	Glass fragments entered his eye when a stone smashed the side window of the car
Female	Corporate	She was knocked by a door on right knee
Female	Planning	She was burnt on the stomach and left thigh by food warming gel
Male	Technical	He fell on his mouth and broke one tooth and had a cut on lower lip
Female	Technical	She accidentally inhaled HTH and had difficulty breathing

Number and Cost of Injuries on Duty					
Type of injury	Injury Leave Taken	Employees using injury leave	Proportion employees using sick leave	Average Injury Leave per employee	Total Estimated Cost
	Days	No.	%	Days	R'000
Required basic medical attention only	9	2	2	4.5	R7 142.85
Temporary total disablement	0	0	0	0	0
Permanent disablement	0	0	0	0	0
Fatal	0	0	0	0	0
Total	9	2	2	4.5	R7 142.85

EMPLOYEE ASSISTANCE PROGRAMMEN (EAP)

uThungulu District Municipality cares about the health and social well-being of its employees and recognizes that there are a number of personal problems which impact negatively to the employees personal and work lives. Personal problems can have to a detrimental effect on performance, productivity and behaviour in the workplace. A healthy workforce is a happy workforce, is a productive workforce and less likely to take time off work due to stress-related illnesses.

The new Service Provider Yonanikasi Consulting Projects was appointed in November 2015 to provide the EAP services. The following are the EAP activities that were conducted under the year review:

MARKETING OF EAP

The first responsibility that Yonanikasi Consulting project was given to advertise the Employment Assistance Programme to uThungulu District Municipality employees. The marketing was conducted to head office staff and satellite offices. The Marketing was crucial in order to increase the utilization rate and the accessibility of this service to employees, and indeed the strategy worked since now the utilization rate of the program is ranging from 8 to 9%.

FIRST QUARTER

FINANCIAL EDUCATION

Employees often look to their employer for help navigating the personal financial issues that are part of their changing environment. The uThungulu District Municipality advocates best practices in workplace financial programs to increase employee well-being. Standard Bank addressed the following satellite offices on financial matters

- August 2015 : Financial Literacy
- September 2015 : Financial Literacy at Eshowe, Landfill and Cemetery

SECOND QUARTER

FINANCIAL EDUCATION

The following financial organizations Old Mutual, Sanlam, Standard Bank, Nedbank, Metropolitan and Capitec were invited by the municipality to conduct financial education to employees. The main purpose was to equip employees about how they can manage their finances by insisting on budgeting and savings. These were the dates for financial education session:

- November 2015 : Financial wellness: Head Office
- November 2015 : Financial wellness: Eshowe (including other satellite office)

EMPLOYEE WELLNESS DAY

It is now a culture of the Employee Relations section to conduct Health and Wellness days since these proved to boost the employee's morale and encouraged them to live a healthy Lifestyle. In November 2015, uThungulu District Municipality screened its head as well as satellite office staff for HIV/AIDS, cholesterol, BP, Sugar, weight, height, BMI etc.

HIV / AIDS AWARENESS

On 01 December 2015 UDM employees had a special prayer in memory of the deceased from HIV/AIDS. Red ribbons were issued

THIRD QUARTER

SPIRITUAL UPLIFTING PROGRAMME (PRAYER DAY)

EAP (Employee wellness) section organized a prayer day (where different Pastors were invited to pray for our organization). The main objective is to revive our employees and to request God through his power to protect our employees and their families on Suicide and Spiritual inner being

FOURTH QUARTER

Employees were addressed on how to live a life with a purpose and how to dress in a workplace.

PHYSICAL ACTIVITIES

On April 2016, uThungulu District Municipality employees participated in the netball, soccer tournament with Harry Gwala District, uMzimkhulu and City of uMhlathuze.

PROMOTIONAL MATERIAL

There were 12 Newsletters that were emailed to UDM employees and displayed for satellite employees. Also 50 poster and 400 pamphlets were received from Yononkosi which were in English and Zulu. Articles were on mental health, heart awareness, HIV progression, eye care, skin cancer, sexually transmitted infections, kidney disease, haemophilia, drug awareness etc

EAP UTILIZATION

The utilization in July 2015 was 1% and in July 2016 was 8.7%. There has been an improvement in the utilization of EAP.

Salary band	Total sick leave	Proportion of sick leave without certification	Employees using sick leave	*Total employees in post*	*Average sick leave per Employees
	Days	No.	No.	No.	Days
Lower skilled (Levels 1-2)	436.50	30	57	89	5
Skilled (Levels 3-5)	1610	184	153	201	8
Highly skilled production (levels 6-8)	120	12	17	85	1.5
Highly skilled supervision (levels 9-12)	221	32.5	30	42	5
Senior management (Levels 13-15)	47	7	8	14	3
MM and S57	10	0	3	6	1.5
Total	2444.5	265.5	268	437	24

** - Number of employees in post at the beginning of the year*

**Average is calculated by taking sick leave in column 1 divided by total employees in column 5*

ANNUAL REPORT FOR LABOUR RELATIONS

Labour Relations Core functions is to maintain and control the application of specific procedures associated with sound industrial relations climate by attending to and guiding disciplinary and grievance processes, reporting to specific Committees on the status of the function, capacitating Management Representatives on the application and interpretation of policies and agreements, in the long run thus ensuring proper function of Council.

Labour Relations co-ordinates frequent meetings with Organised Labour to keep abreast with internal labour related developments within the sector and in particular the Municipality.

Labour Relations Interventions conducted in 2015/2016 FY

Labour Relations conducted nine (9) workshops to all staff of UThungulu District Municipality.

HR Workshop Content	Areas visited
Main Collective Agreement	All UThungulu Staff including satellite Offices were workshoped.
Code of Conduct for the Municipal employee	All UThungulu Staff including satellite Offices were workshoped.
Staff Disciplinary Procedure	All UThungulu Staff including satellite Offices were workshoped
Case Awareness's	All UThungulu Staff including satellite Offices were workshoped.
Recruitment Processes and Procedure	All UThungulu Staff including satellite Offices were work shopped
I.R intervention on number of issues including new tender vehicle	All UThungulu Staff including satellite Offices were work shopped

I.R intervention on issues related to previous group life scheme and building relations among other employees and supervisors.	All Satellite employees of UThungulu District Municipality.
Review of Policies : • Recruitment & Selection Policy • Employment Equity Policy • OHS Policy • HIV/AIDS Policy • EPWP Policy	All UThungulu Staff including satellite Offices were work shopped
Old Mutual Group life Presentation	All UThungulu Staff including satellite Offices were work shopped

COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE

SKILLS DEVELOPMENT AND TRAINING

Training Section reconfigures to reach new heights in the development of staff, various programs have been implemented to fully capacitate skills and add value to uThungulu District Municipality employees and we pride ourselves with the these achievements: The Municipality is supporting their employees in order for them to acquire skilled programs, as well as preparing them to management level. It also addresses the compulsory competency level which is a requirement of the Municipal Finance Management Act. The Municipality also offers bursaries to employees as part of its retention strategy, and to assist them to broaden their skills and careers. The beneficiaries are listed below:

Name of the Accredited Program	NQF Level	Occupational Level	Address the EE	Number of attendees
Structured Trainings				
Adult Education Training	1	Unskilled	6 Females	12
Advanced Labour Relations Management	7	Skilled	1 Female	1
Masters in Infrastructure Management	9	Mid-Management / Professional	N/A	1
Public and Development Sector Monitoring and Evaluations	6	Mid- Management / Professional	N/A	1
Compliance Structured Trainings				
Municipal Finance Management Program	6	Top Management	2 Females	2
		Senior Management	1 Female	2
		Mid- Management / Professional	3 Females	7
		Skilled	2 Females	6

Name of the Accredited Program	NQF Level	Occupational Level	Address the EE	Number of attendees
Development Programs				
Management Advanced Program	8	Mid-Management / Professional	1 Female	1
Mentoring and Coaching Program	5	Senior Management	2 Females	9
		Mid- Management / Professional	1 Female	6
		Skilled	1 Female	1
Management Development Program	6	Senior Management	1 Female	1
		Mid- Management / Professional	4 Females	7
		Semi-Skilled	1 Female	1
Emerging Managers' Program	6	Skilled	7 Females	9
		Semi-Skilled	1 Female	1

Name of the Accredited Program	NQF Level	Occupational Level	Address the EE	Number of attendees
Internal Learnership				
Water and Wastewater treatment Learnership	2	Un-skilled	6 Females	13
External Learnership				
Work Integrated Learnership	6	Semi-Skilled	5 Females	5
Firefighting and Rescue operations	4	Unskilled	7 Females	15
Bursaries aligned to the Local Government				
	Male	Female	N/A	
Officials	10	13		
Dependants	3	8		
External Students	5		5 students awarded external bursaries to pursue Civil Engineering at various institutions for the value of R45 000 per learner	

REPORT ON TRAINING CONDUCTED IN THE 2015/16 FINANCIAL YEAR	
TRAINING REPORT FOR THE FIRST QUARTER OF 2015/2016 FINANCIAL YEAR	
1. Officials	Structured trainings:36, Once off: 114, Workshops: 162, Total: 312 (including workshop)
2. Councillors	Structured training: 4, Once Off: 3, Total: 7
Total	157 (excluding workshops)
TRAINING REPORT FOR THE SECOND QUARTER OF 2015/2016 FINANCIAL YEAR	
1. Officials	Block trainings:41, Once off: 66, Total: 107
2. Councillors	Block training: 9, Once Off: Total: 9
Total	116

REPORT ON TRAINING CONDUCTED IN THE 2015/16 FINANCIAL YEAR	
TRAINING REPORT FOR THE THIRD QUARTER OF 2015/2016 FINANCIAL YEAR	
1. Officials	Block trainings:29, Once off: 98, Workshops: 106, Total: 204 (including workshop)
2. Councillors	Block training: 5, Once Off: 2, Total: 7
Total	184 (excluding workshops)
TRAINING REPORT FOR THE FOURTH QUARTER OF 2015/2016 FINANCIAL YEAR	
1. Officials	Block trainings:31, Once off: 63, Workshops: 51, Total: 145
2. Councillors	None – due to preparations for elections. Councillors will be trained after the new term of office
Total	94 (excluding workshops)
TOTAL NUMBER OF EMPLOYEES AND COUNCILLORS WHO ATTENDED TRAINING IN THE 2015/16 FY= 501	

EMPLOYMENT EQUITY REPORT

The uThungulu recruits for vacancies against an approved employment equity plan. The employment equity plan is approved internally and has to be considered by the Department of Labour. There are Employment Equity quarterly meetings that monitor the implementation of Employment Equity Plan. UDM is committed to ensuring that the overall purpose of the EE Act is achieved in the workplace by:

- promoting equal opportunity and fair treatment in employment through the elimination of unfair discrimination
- implementing affirmative action measures to redress the disadvantages in employment experienced by designated groups (black people, women and people with disabilities), in order to ensure their equitable representation in all occupational categories and levels in the workforce.

UDM will demonstrate its commitment by taking active steps to promote employment equity in the workplace by:

- Implementing transformation interventions, which are aligned with and driving UDM's business strategy.
- Facilitating an equitable representation of the workforce by attracting, developing and retaining employees from the designated groups.
- Implementing effective diversity management initiatives to establish and maintain an all-inclusive culture conducive to transformation.
- Making reasonable accommodation for employees from the designated groups and to provide a safe and enabling work environment for all employees.
- Implementing effective diversity management initiatives to establish and maintain an all-inclusive culture conducive to transformation.
- Making reasonable accommodation for employees from the designated groups and to provide a safe and enabling work environment for all employees.

The following are the Employment Equity Committee members:

EMPLOYMENT EQUITY REPRESENTATIVE	CONSTITUENCY REPRESENTED
MRS T MNGUNI	TOP MANAGEMENT OCCUPATIONAL LEVEL
MS M. MATHEBULA	SENIOR MANAGEMENT OCCUPATIONAL LEVEL
MS T MBATHA	PROFESSIONAL/ MIDDLE MANAGEMENT OCCUPATIONAL LEVEL
MS P HLALATU	SKILLED OCCUPATIONAL LEVEL (CHAIRPERSON)
MR S MTHALANE	SEMI – SKILLED OCCUPATIONAL LEVEL
MR. D. MPUNGOSE	UNSKILLED OCCUPATIONAL LEVEL
MR B HLOPHE	AFRICAN MALES AND FEMALES
MR A JACOBSEN	COLOURED MALES AND FEMALES
MRS P RAMPERSAD	INDIAN MALES AND FEMALES
MRS B NGCOBO	ALL FEMALES
MR VAN COLLER	WHITE MALES
MR. S. NGWENYA	NON UNIONISED
MS. S. NDLANZI	SAMWU
MR. T. MKHIZE	SAMWU
MS R PADAYACHEE	IMATU
MR. B. ZWANE	DISABLED

The EE committee submitted its reports to Department of Labour on EEA2 and EEA4 on 13 December 2015. The table below provides the numeric targets, including people with disabilities as at 30 June 2016. The EE Target for the 2015/2015 financial year is 80% per quarter, and the achievements are as follows:

1 July to 30 Sept. 2015	1 Oct. to 31 Dec 2015	1 Jan to 31 March 2016	1 April to 30 June 2016
90.9%	72.2%	62%	66%
Overall percentage achieved for the 2015/2016 Financial Year			72.78%

The table below provides the numeric targets, including people with disabilities as at 30 June 2016

Occupational Levels Percentages as per DOL Provincial Employment Active Population (EAP) Data Sept 2013 - for Numerical Goals uThungulu District Municipality - WORKFORCE PROFILE: Including the total Vacant Positions as at 30 June 2015

KEY:	Appointments / Terminations - numbers to increase by	Within target range to increase numbers	Can be addressed to reduce numbers	Target Met	Unrealistic target range or goals due to sample size. 1 employee would still be more than target percentage

Occupational Levels	Male				Female				Foreign Nationals		Disabled		Total current staff	Male Total	Female Total	Current staff against post	No of vacant positions per level
	A	C	I	W	A	C	I	W	Male	Female	Male	Female					
PROVINCIAL TARGET AT EACH OCC LEVEL	2.00%	1.00%	7.00%	3.00%	10.00%	5.00%	4.00%	2.00%			2%						
Top Management	2	0	0	0	2	0	1	0	1	-	-	-	6	2	3	5	0
Current	2.00%				4.00%								100.00%	40.00%	60.00%		
Variance	0.00%	1.00%	7.00%	3.00%	6.00%	5.00%	-96.00%	2.00%									
Shortfall / Over Surplus	-1	0	0	0	0	0	1	0									
Senior Management	7	0	0	0	0	0	0	1	1	1	-	-	10	0	0	14	4
Current	10.00%			0.00%	0.00%	0.00%	0.00%						100.00%	0.00%	0.00%		
Variance	3.00%	1.00%	7.00%	3.00%	10.00%	5.00%	4.00%	-2.00%									
Shortfall / Over Surplus	-1	0	-1	-1	-2	0	-1	1									
Professionally qualified and experienced specialists and mid-mngt	21	0	1	0	10	0	2	0	-	-	-	-	40	22	18	42	2
Current	52.50%	0.00%	2.50%	0.00%	25.00%	0.00%	5.00%	0.00%					100.00%	55.00%	45.00%		
Variance	-1.50%	1.00%	6.50%	-3.00%	8.15%	5.00%	0.50%	-2.00%									
Shortfall / Over Surplus	1	-1	-3	0	-4	0	0	2									
Skilled technical and academically qualified workers, junior management,	35	1	2	0	30	1	2	2	-	-	-	-	103	64	43	84	21
Current	34.00%	0.00%	1.94%	0.00%	29.13%	0.00%	1.94%	1.94%					100.00%	62.14%	37.86%		
Variance	7.00%	0.00%	5.06%	3.00%	0.87%	-5.00%	1.06%	0.06%									
Shortfall / Over Surplus	-3	1	-3	-1	-3	1	-1	-1									
Semi-Skilled	25	1	3	2	21	1	3	4	-	-	0	0	70	31	39	70	0
Current	35.71%	1.43%	4.29%	2.86%	30.00%	1.43%	4.29%	5.71%					100.00%	44.29%	55.71%		
Variance	-5.71%	1.43%	7.29%	3.86%	-1.71%	-3.57%	1.29%	-1.71%									
Shortfall / Over Surplus	2	-1	-17	-5	-4	1	-3	-3									
Unskilled and defined decision making	31	1	5	5	27	5	5	0	-	-	2	-	81	42	37	66	2
Current	47.00%	1.19%	6.00%	0.00%	32.00%	6.00%	6.00%	0.00%					100.00%	51.19%	45.81%		
Variance	-32.00%	0.81%	7.00%	3.00%	8.00%	0.00%	4.00%	2.00%									
Shortfall / Over Surplus	15	0	-7	-4	-6	-1	-4	-2									
TOTAL	107	3	11	7	170	7	13	10	-	-	1.00	0	350	161	189	281	27
Current	45.40%	0.40%	0.90%	1.40%	48.50%	0.50%	2.50%	2.60%			2.70%	1.50%	100.00%	46.20%	41.20%		
Variance	-3.10%	0.60%	6.70%	1.60%	3.20%	9.60%	1.50%	-9.60%									
Target/shortfall/surplus	0	0	0	0	0	0	0	0					0	0	0		
GRAND TOTAL	107	3	11	7	170	7	13	10	-	-	2.00%		350	161	189		

EMPLOYMENT EQUITY: 1ST QUARTER: (01 JULY 2015 - 30 SEPTEMBER 2015)

SUMMARY OF APPOINTMENTS: 1ST QUARTER 2015												
Appointments (categories)	Appointments			Youth		EE Target		Not EE Target		Designated		Non-Designated
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Internal	17	7	10	4	9	5	10	2	0	7	10	0
External	7	3	4	2	3	0	0	0	0	3	4	0
TOTAL	24	10	14	6	12	5	10	2	0	10	14	0
		24		18		15		2		24		0
						17				24		
						81%		9%		100%		0%

SUMMARY OF APPOINTMENTS: 2nd QUARTER 2015 (01 October 2015 – 31 December 2015)

Appointments (categories)	Appointments			Youth		EE Target		Not EE Target		Designated		Non-Designated
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Internal	18	7	6	6	5	2	6	5	0	6	6	1
External	3	2	3	1	3	2	3	0	0	2	3	0
TOTAL	18	9	9	7	8	4	8	5	0	8	9	1
		18		15		13		5		17		1
						18				18		
						72%		28%				

SUMMARY OF APPOINTMENTS: 3rd QUARTER 2016 (01 JANUARY 2016 TO 31 MARCH 2016)											
Appointments			Youth		EE Target		Not EE Target		Designated		Non-Designated
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
11	6	5	4	3	4	5	2	0	6	5	0
23	14	9	10	8	3	9	11	0	14	9	0
34	20	14	14	11	7	14	13	0	20	14	0
	34		25		21		13		34		0
					34				34		
					62%		38%				

APPOINTMENTS MADE IN LINE WITH THE EMPLOYMENT EQUITY IN THE FOURTH QUARTER: (1 APRIL TO 30 JUNE 2016

SUMMARY OF APPOINTMENTS MADE IN APRIL 2016

Appointments (categories)	Appointments			Youth		EE Target		Not EE Target		Designated		Non-Designated
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Internal	0	0	0	0	0	0	0	0	0	0	0	0
External	17	9	8	5	6	0	8	9	0	9	8	
TOTAL		9	8	5	6	0	8	9	0	9	8	
		17		11		8		9		17		
						17				17		
						47%		52.9%				
						100%						

SUMMARY OF APPOINTMENTS MADE IN APRIL 2016 (INCLUDING ABSORPTION)

A ts (categories)	Appointments			Youth		EE Target		Not EE Target		Designated		Non-Designated
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Internal	0	0	0	0	0	0	0	0	0	0	0	0
External	17	9	8	5	6	0	8	9	8	9	8	0
External - Disabled	0	9	8	0	0	0	0	0	0	0	0	0
TOTAL	17	9	8	5	6	0	8	0	8	0	8	0
		17		11		8		17		17		
						17				17		
						47%		52.9%				
						100%						

SUMMARY OF APPOINTMENTS MADE IN MAY 2016

Appointments (categories)	Appointments			Youth		EE Target		Not EE Target		Designated		Non-Designated
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Internal	2	0	2	0	2	0	2	0	0	0	2	0
External	4	2	2	2	2	1	2	1	0	2	2	0
TOTAL	6	2	4	2	4	1	4	1	0	2	4	0
		6		6		5		1		6		
						5				6		
						83.33%		16.66%				
						100%						

SUMMARY OF APPOINTMENTS MADE IN JUNE 2016

Appointments (categories)	Appointments			Youth		EE Target		Not EE Target		Designated		Non-Designated
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Internal	3	3	0	1	0	2	0	1	0	2	0	1
External	9	1	8	1	7	0	8	1	0	1	8	0
TOTAL	12	4	8	2	7	2	8	2	0	3	8	1
		12		9		10		2		11		1
						12				12		
						83.33%		16.66%				
						100%						

APPOINTMENTS MADE IN LINE WITH THE EMPLOYMENT EQUITY IN THE FOURTH QUARTER 2015/2016 (01 APRIL 2016 TO 30 JUNE 2016)

Appointments (categories)	Appointments			Youth		EE Target		Not EE Target		Designated		Non-Designated
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Internal	5	3	2	1	2	2	2	1	0	2	2	1
External	30	12	18	8	15	1	18	11	0	12	18	0
TOTAL	35	15	20	9	17	3	20	12	0	14	20	1
		55		26		23		12		34		1
						35				35		
						66%		34				
						100%						

Figure 3 and 4 illustrates the Assets completed and capitalized for 2015/2016

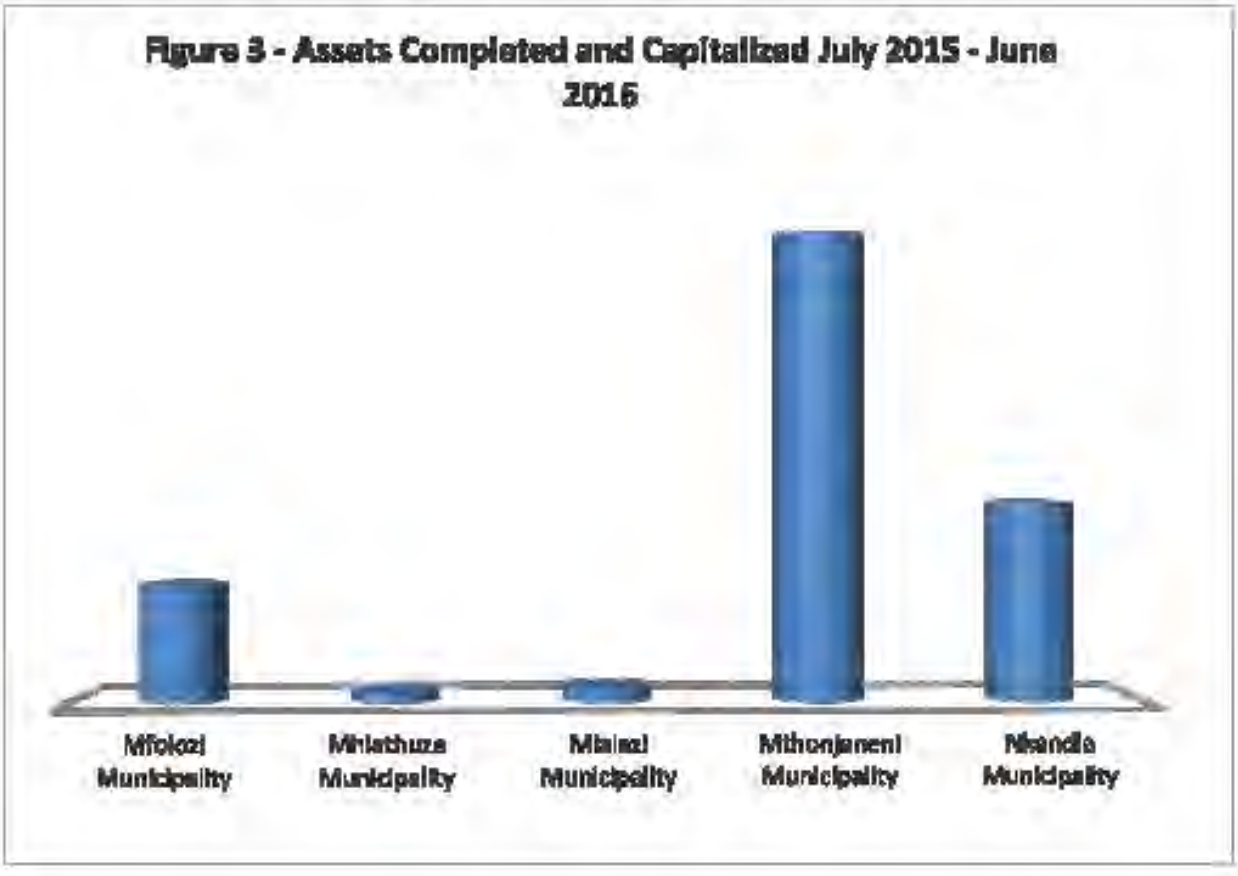
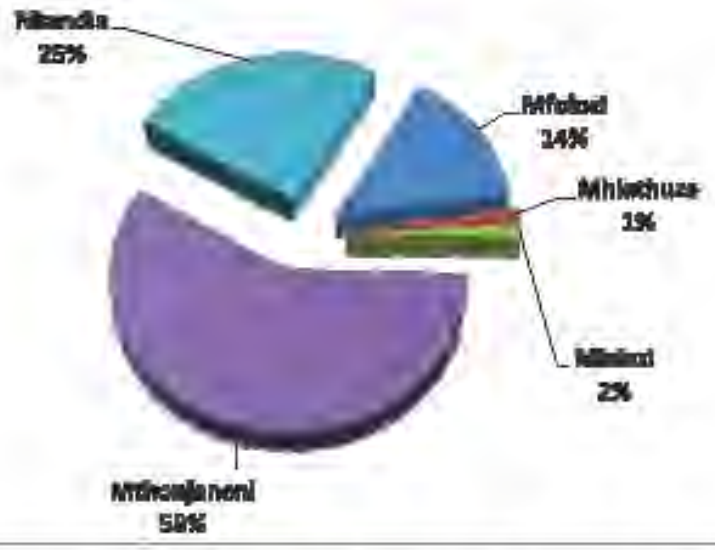


Figure 4 -
Trend in Assets Capitalized and Completed
July 2015 - June 2016



Lastly, this section is responsible for the handling of the Council's insurance Portfolio to ensure that the Council's assets are safeguarded against risks such as damages, theft and any other occurrences that may disturb the functioning of the Council business, which may in turn affect service delivery negatively.

The Council also insures projects which are currently in progress in order to mitigate any risks during the construction processes.

PAYROLL

The payroll section manages the salaries and wages to permanent and contract staff.

CHAPTER 6 – AUDITOR GENERAL AUDIT FINDINGS

INTRODUCTION

The Constitution S188 (1) (b) states that the functions of the Auditor-General includes the auditing and reporting on the accounts, financial statements and financial management of all municipalities. MSA section 45 states that the results of performance measurement... must be audited annually by the Auditor-General.

COMPONENT A: AUDITOR-GENERAL OPINION OF FINANCIAL STATEMENTS YEAR 2014/2015

AUDITOR-GENERAL REPORT 2014/2015 AUDIT

The Annual Financial Statements for 2014/2015 were submitted to the Auditor General on 28 August 2015 for auditing in compliance with Section 126 (1) (a) of the MFMA and served at the Audit Committee on 24 August 2015 and MPAC on the 25th of August 2015.

The Annual Financial Statements for 2014/2015 also served at EXCO and Council on 25 August 2015 (UDMC: 2508/2015).

On 30 November 2015, the Office of the Auditor General at a hand over ceremony in Durban presented the 2014/15 Unqualified Audit Report's with no material findings (Clean audit).

The office of the Auditor-General expressed the following opinion on the annual financial statements:

"In my opinion, the Financial Statements present fairly, in all material respects, the financial position of the uThungulu District Municipality as at 30 June 2015, and its financial performance and cash flows for the year then ended in accordance with the SA standards of GRAP and the requirements of the MFMA and DoRA."

2014/2015 AUDIT REPORT

The unqualified Audit Report with no material findings for the financial year ending 30 June 2015 was tabled at a joint meeting between the Office of Auditor General, Honourable Mayor and members from management, held on 23 November 2015, where the management letter and audit report was presented and discussed.

The Auditor General's office have included in the report as additional matters, which did not have an impact on the report the following:

1. Material under-spending of capital budget

APPENDICES

APPENDIX A – COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

A	CORPORATE SERVICES
1.	Clr NNP Mkhulisi
2.	Clr N Ndlangamandla
3.	Clr TB Zulu
4.	Clr KER Hadebe
5.	Clr IM Matheba
6.	Clr BV Mthethwa
7.	Clr BL Thusi

B	COMMUNITY SERVICES
1.	Clr JD Vilakazi
2.	Clr CPG Cele
3.	Clr MM Ngobese
4.	Clr Z Mncadi- Mpanza

APPENDICES

5.	Clr NT Thusi
6.	Clr BN Shandu
7.	Clr BL Mkhwanazi

C	TECHNICAL SERVICES
1	Clr N Gcabashe
2	Clr MG MNongo
3	Clr S Ngema
4	Clr KD Sibiya
5	Clr X Bhengu
6	Clr M Dludla
7	Clr S Sabelo

APPENDICES

D	PLANNING & LED
1	Clr SS Zungu
2	Clr WM Mthenjana
3	Clr NR Cele
4	Clr S. Mgenge
5	Clr N Naidoo
6.	Clr U Naidoo
7.	Clr TA Ntuli

E	FINANCIAL SERVICES
1	Clr T Mchunu
2	Clr M Lourens
3	Clr S Mgenge
4	Clr M W Mthenjana
5	Clr X Ngwezi
6	Clr NL Ngidi
7	Clr NPN Magubane

APPENDICES

F	RULES COMMITTEE
1	Clir AH Mthembu
2	Clir KER Hadebe
3	Clir X Ngwezi
4	Clir BL Mkhwanazi
5	Clir LW Fourie

	MPAC COMMITTEE
1	Clir N Naidoo
2	Clir N Malinga-Mtshali
3	Clir N Mthelana
4	Clir D Mfusi
5	Clir SZ Xulu
6.	Clir MT Makhathini
7.	Clir LS Sabelo

APPENDICES

H	AUDIT COMMITTEE
1.	Prof. Louis de Clercq
2.	Mr. I Sinjee
3.	Mr. B.S Ndaba
4.	Internal Audit – Observer Status

G	LOCAL LABOUR FORUM
1	Cllr NNP Mkhulisi
2	Cllr BV Mthethwa
3	Cllr JT Zulu
4	Ms R Padayachee - IMATU
5	Ms Z Fakude - SAMWU
6.	Mr M Mkhize - SAMWU
7	Municipal Manager - Management
8.	DMM : Corporate Services - Management
9.	Ms G Gwala - Management

APPENDICES

APPENDIX B – COMMITTEES AND COMMITTEE PURPOSES

CORPORATE SERVICES PORTFOLIO COMMITTEE

"The following personnel matters be delegated to the Corporate Services Portfolio Committee within the framework of existing policies approved by the Executive Committee, as well as within the framework of the budget approved by Council:

1. Consideration and approval of staff structures;
2. Adoption and amendment, from time to time, on the Conditions of Service;
3. The adoption and amendment, from time to time, on all service benefits as provided within the Framework of the bargaining process by the National Bargaining Council for Local Government;
4. To obtain legal opinions;
5. The nomination of representative Councillors to represent Council in respect of Corporate Services related matters;"

COMMUNITY, CULTURAL AND RECREATIONAL SERVICES PORTFOLIOCOMMITTEE

"The following matters be delegated to the Community, Cultural and Recreational Services Portfolio Committee within the framework of existing policies approved by the Executive Committee, as well as within the framework of the budget approved by Council:

1. To formulate, adopt and amend Disaster Management Plans and Preventative Strategies;
2. To formulate, adopt and amend Public Health Policies for the District;
3. To recommend expenditure within the terms of the Policy;
4. To consider and approve Capacity Building initiatives within the District;
5. To negotiate with public transport providers with a view to resolving regional transport issues;
6. To liaise with line function Government Departments that provide services to communities with a view to promoting the improvement thereof e.g. welfare services etc.;
7. To build, foster and strengthen the relationship between non-government organizations, including CBO's, with a view to improving service provision to communities."

APPENDICES

TECHNICAL SERVICES PORTFOLIO COMMITTEE

"The following matters be delegated to the Technical Services Portfolio Committee:

1. Approval of electricity supply network extension in areas where uThungulu holds the licence;
2. All matters relating to Building Control including the approval of Encroachment Agreements;
3. Any proposed amendments to the Delegated Powers of the Committee be submitted to the Committee in the first instance;
4. The nomination of representatives to Forums related to the work of the Committee be the responsibility of the Committee.

PLANNING, SOCIAL AND ECONOMIC DEVELOPMENT PORTFOLIO COMMITTEE

"The following matters be delegated to the Planning, Social and Economic Development Portfolio Committee:

1. In principle approval of (rural) housing projects;
2. Preliminary identification and in principle support of land reform projects;
3. Comments on and approval of comments on:
    a. Development Facilitation Act applications
    b. Environmental Impact Assessments/Scoping reports
    c. Other development applications
4. Preliminary identification and in principle support of Agricultural projects;
5. Amendments of, and amendments in terms of, Town Planning Schemes/ Land Use Management Systems;
6. Comments on Development Frameworks and Integrated Development Plans;
7. Preliminary identification and in principle support of Local Economic Development projects and Investment Opportunities;
8. Consideration, approval and amendment of Policies related to Portfolio functions;
9. Consideration of issues relating to Environmental Management;
10. Nomination of representatives to represent Council on Forums relating to Portfolio functions.

TOURISM

1. Powers to approve marketing and advertising allocations within the framework of the budget;
2. Approval of prioritization and allocations within the framework of the budget in respect of signage;
3. Nomination of Councillors and officials to attend tourism related meetings, conferences and workshops.

FINANCIAL SERVICES PORTFOLIO COMMITTEE

"The following matters be delegated to the Financial Services Portfolio Committee:

1. Preparation of the Annual Budget;
2. Preparation of annual tariffs and charges
3. Write off and sale of redundant capital equipment be considered and thereafter be submitted to ExCo for final approval
4. Matters related to levy collection
5. To launch legal action for debt recovery;
6. Investment of surplus funds;
7. Settlement of internal and external debt to be considered and submitted to ExCo for final approval;
8. Credit Policy Management."

RULES COMMITTEE

To consider all matters falling within its Terms of Reference as set out below and to give direction to the Executive Committee and Council in respect of these matters :

- To investigate processes and procedures to facilitate efficient and expeditious carrying out of the work of Council and Committees where difficulties are found to exist;
- To make recommendations of a procedural nature to implement (1) above;
- To ensure that all Standing Orders and other matters of a procedural nature are complied with by Council and its Committees;
- To consult with Committee Chairperson's where necessary to ensure the smooth running of Committees;
- To consider and make recommendations for the resolution of disputes where such may occur;

- To interpret and give guidance on the Standing Orders where disputes as to meaning or interpretation may occur.

The following matters be delegated to the Rules Committee within the framework of existing Legislation:

I. To formulate and recommend amendments to the Standing Orders;

II. To consider and resolve disputes of interpretation in respect of theStanding Orders;

III. To request Councillors who have transgressed the rules to appear before it to explain their actions;

IV. To recommend the removal of Councillors who have transgressed theStanding Orders or the provision of any Legislation which governs their behaviour and/or attendance at meetings;

V. To recommend the censure of any Councillor in respect of any matterarising from (4) above;

VI. To make recommendations on any matter which relates to the efficientoperation of the Council and it's Committees;

VII. To carry out Disciplinary Hearings in terms of transgression referred to in (3) and (4) above.

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)

INTRODUCTION:

Circular No 32 of the Municipal Finance Management Act No 56 of 2003 recommends the establishment of an Oversight Committee under sections 33 and 79 of the Municipal Structures Act 1998.

The MPACs are established in terms of section 79 (as opposed to section 80) of the Municipal Structures Act.

The guideline for Establishment of MPACs provides municipalities and councillors on the establishment and functioning of MPACs to strengthen the oversight arrangements in municipalities.

PURPOSE:

The MPACs will assist council to hold the executive and municipal entities to account, and to ensure the efficient and effective use of municipal resources.

The MPAC would help to increase council and public awareness of the financial and performance issues of the municipality and its entities.

The MPAC as a Municipal Structures Act section 79 Committee performs an oversight function on behalf of Council and is not a duplication of other committees of Council, such as the Finance Committee or that of the Independent Audit Committee.

The MPAC reports directly to Council through the Speaker of the municipality and interfaces with the other committees of Council through the Speaker, where relevant.

The MPAC may engage directly with the public and consider public comments when received and will be entitled to request for documents or evidence from the accounting officer of a municipality or municipal entity, and can request the support of both the internal and external auditors (advisory) when necessary.

FUNCTIONS AND POWERS:

The primary functions of MPACs are the following :

- To consider and evaluate the content of the annual report and to make recommendations to Council when adopting an oversight report on the annual report;
- In order to assist with the conclusion of matters that may not be finalised, information relating to past recommendations made on the Annual Report, must also be reviewed. This relates to current in-year reports, including the quarterly, mid-year and annual reports;
- To examine the financial statements and audit reports of the municipality and municipal entities, and in doing so, the Committee must consider improvements from previous statements and reports and must evaluate the extent to which the Audit Committee's and the Auditor General's recommendations have been implemented.
- To promote good governance, transparency and accountability on the use of municipal resources;
- To recommend or undertake any investigation in its area of responsibility, after reviewing any investigation report already undertaken by the municipality or the Audit Committee; and
- To perform any other functions assigned to it through a resolution of council within its area of responsibility.

The MPAC shall have permanent referral of documents as they become available relating to:

- In-year reports of the municipality and municipal entities;
- financial statements of the municipality and municipal entities as part of the committee's oversight process;
- audit opinion, other reports and recommendations from the Audit Committee;
- information relating to compliance in terms of section 126 and 133 of the MFMA (submission of Annual Financial Statements to AG and tabling of Annual Report before council);
- information in respect of any disciplinary action taken in terms of the MFMA where it relates to an item that is currently serving or has served before the committee;
- any other audit report from the municipality or its entities; and
- performance information of the municipality and municipal entities.

COMPOSITION AND MEMBERSHIP

- The MPAC, similar to other committees of council should comprise solely of Councillors appointed by resolution of a full Council meeting.

- A Councillor who is serving as an Executive Mayor or Deputy Executive Mayor, Mayor or Deputy Mayor, Speaker, Chief Whip, a member of Mayoral Committee, a member of the Executive Committee, is excluded from MPAC membership.
- Where the municipality has a sufficient number of councillors, councillors serving on the MPAC should preferably not serve in other Committees of Council to minimise possible conflict of interest.
- Councillors serving on MPAC should be appointed for a term which corresponds to the term of sitting Council.
- Care should be taken that councillors represent a wide range of experience and expertise available in council and represent various political affiliations.
- The names of councillors serving on MPAC will be published in the annual report.
- The actual size of the MPAC will be determined by the number of councillors in the municipality:
    - Municipalities with less than 15 councillors may nominate up to 6 councillors;
    - Municipalities with between 15-30 councillors may nominate up to 9 councillors;
    - Municipalities with between 31-60 councillors may nominate up to 11 councillors;
    - Municipalities with more than 60 councillors may nominate up to 13 councillors.

CO-OPTING OF OTHER MEMBERS:

- As a committee established in terms of section 79 of the Municipal Structures Act, the MPAC may invite representatives of the community and co-opt members of the public who have expertise in relevant specific fields to assist and advise in the deliberations when the need arise.
- These representatives and other members of the public will have no voting rights as they are not elected councillors.

CHAIRMANSHIP

- The Chairperson of the Committee is to be appointed by Council Resolution.
- In deciding on the Chairperson, the Council may consider appointing councillors from parties other than the majority party in Council.
- The Council may consider making the position of Chairperson of the Committee full-time.

ANNUAL AGENDA

- MPAC must develop its work programme (which must be approved by Council) annually and link such programmes to the overall planning cycle of council and conclude with the evaluation of the annual report and the recommendations to Council when adopting the Oversight Report on the Annual Report.
- The committee shall develop a monitoring mechanism in line with the approved work programme to determine if actions have been taken to implement its recommendations.

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- The Council must ensure that the MPAC is supported by officials to coordinate and undertake research activities as required by the committee work programme.

REPORTING

- The MPAC will report to council on the activities of the committee; include a report detailing its activities of the preceding and current financial years, the number of meetings held, the membership of the committee and key resolutions taken in the annual report.
- The committee must discuss and adopt its report for Council.
- The MPAC should report to full Council at least quarterly and may bring items before Council as and when necessary.
- The full Council should deliberate on the recommendations from the MPAC, at a meeting open to the public, and must reach finality in the shortest possible time. Council must evaluate the performance of the MPAC on an annual basis.

MONITORING BY MPAC

- The Committee shall develop a monitoring mechanism in line with the approved work programme to determine if actions have been taken to implement its recommendations.
- The responses to reports are to be provided to the MPAC as soon as possible after the date of the resolution, together with the recommendations to which they relate.

AUDIT COMMITTEE

The Audit committee is established in accordance with Chapter 14 Section 166 of the Municipal

Finance Management Act No 56 of 2003.

MEMBERSHIP :

The Committee shall comprise of three (3) members: a) Council shall appoint 3 external members for a period of two years.

FREQUENCY OF MEETINGS :

The Committee shall meet at least four times a year or as often as required.

OBJECTIVES AND RESPONSIBILITIES OF THE AUDIT COMMITTEE

The Audit Committee is an independent advisory body which must:-

APPENDICES

(a) Advise the Municipal Council , Political Office Bearers , the Accounting Officer and Management staff of the Municipality on matters relating to:

i. Internal Financial Control & Internal Audit;

ii. Risk Management;

iii. Accounting Policies;

iv. The adequacy, reliability & accuracy of financial reporting &information;

v. Performance Management;

vi. Effective Governance;

vii. Compliance with the MFMA, annual Division of Revenue Act(DORA) & any other applicable Legislation;

viii. Performance Evaluation;

ix. Any other issue referred to it by the Municipality.

(b) Review the Annual Financial Statements to provide the Council of the Municipality with an authoritative and credible view of the financial position of the Municipality, it's efficiency and effectiveness and its overall level of compliance with the MFMA, the annual Division of Revenue Act and any other applicable Legislation;

(c) Respond to Council on any issues raised by the Auditor General in the Audit Report;

(d) Carry out such investigations into the financial affairs of the Municipality as may be requested;

(e) Perform such other functions as may be prescribed.

PERFORMANCE AUDIT

- The Performance Audit Committee consist of (3) three members, namely:
    - two members be sourced from outside and must be Previously Disadvantaged Individual Candidates and;
    - One Councillor of the uThungulu District Municipality.
- Interviews of candidates be done by Management and the Chairperson of the Finance Portfolio Committee;
- The Chairperson of the Audit Portfolio Committee be invited to sit in at the Performance Evaluation Meetings as an ex-officio member;
- The Performance Audit Committee meet at least twice a year.

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VOLUME II: ANNUAL FINANCIAL STATEMENTS

Provide the Annual Financial Statements (AFS) to the respective financial year as submitted to the Auditor-General. The completed AFS will be Volume II of the Annual Report.