



**UTHUKELA DISTRICT  
MUNICIPALITY  
ANNUAL REPORT 2017/2018**

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# CHAPTER 1- INTRODUCTION

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## COMPONENT A: HONOURABLE MAYOR'S FOREWORD

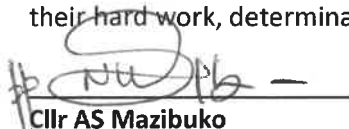


It is always a daunting task to provide a complete account on the responsibilities conferred upon us by the electorate. Most significantly, we do so being quite conscious of the fact that the public deserves its rightful place at the apex of the 'accountability chain'. In presenting this Annual Report, UThukela District Municipality sets out the performance challenges and highlights experienced in the 2017/2018 financial year.

We owe this timely reporting to our colleagues in government, the people of UThukela and all those who live, work and play in our municipal area by providing them an insight into our approach to governance and service delivery. This Annual Report is a culmination of the implementation of the Council's adopted Integrated Development Plan (IDP), Budget and Service Delivery and Budget Implementation Plan for the 2017/18 financial year. The report is an account of UThukela District Municipality's achievements in the year under review, and it also assists in identifying our successes and failures. This report is therefore intended to attest to the collective efforts of the administrative and political arms of the Municipality to progressively address the expectations of our people.

Uthukela district is not resistant to drought, persistent heat and lack of rain which adversely affected water supply to households and the commercial sector. Uthukela District Municipality residents and commercial sector had challenges in providing piped water, as a result of low water levels in dams and the low yield in production boreholes. At the end of this financial year 78.7 % of the district population had access to piped water, while 81% had access to sanitation. This service delivery record inspired the Municipality to press ahead harder with more projects on the pipeline.

To conclude I would like to take this opportunity to thank the Deputy Mayor, the Speaker, Chairpersons of Portfolio Committees (EXCO Members), the full Council, the Municipal Manager, the staff from different departments established and the entire community of the uThukela District for their hard work, determination, commitment and valuable support to service delivery.



**Cllr AS Mazibuko**

**Mayor: uThukela District Municipality**

## COMPONENT B: MUNICIPAL MANAGER'S OVERVIEW

UTHukela District Municipality's Annual Report for the 2017/2018 financial year gives one an in-depth



picture of the breadth of work that was undertaken in the year under review. This report is published in terms of the Local Government: Municipal Finance Management Act, 56 of 2003 and the local government legislation that has brought about considerable changes to the local sphere of government since 2000. One such change has been the implementation of performance management regulations and guidelines, which require municipalities to report on progress in specific areas. The Local Government: Municipal Finance Management Act, 56 of 2003 places high standards and requirements when it comes to accounting

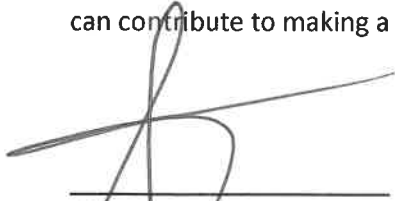
on the use of public funds. As is the case with many high capacity municipalities, UThukela District Municipality strives to achieve service excellence in all areas of its operation. This report provides readers with a substantial insight into the workings of UThukela District Municipality.

Over the past few years we have been seeing a steady improvement in the quality of our reporting as performance management becomes entrenched in our organisational culture. Our staff members continuously gain insight on how the identification of key performance indicators and the tracking thereof can assist delivery and create opportunities for ongoing improvement. As this way of working becomes entrenched in municipalities, it also becomes possible for our customers to measure our progress based on clearly stated objectives. We have taken the opportunity in this Annual Report to reflect on the significant progress made in basic service delivery, rolling out and expanding services such as the provision of water and sanitation. One thing is clear – as we move into the next financial year, the challenges will be ever greater.

The economic conditions over the next year and beyond will place tremendous burdens on many of our citizens, who will depend on effective public services more than ever. Meanwhile, no effort is spared in attaining efficiency targets in our work and responding to the performance framework. We look forward to working with all stakeholders to deliver even better public services.

This Annual Report outlines the details of the various programmes managed by the Head of Departments of UThukela District Municipality and how we have performed towards meeting our set targets. On behalf of UThukela District Municipality's Management, we wish to express our profound appreciation to the Political Leadership and the opportunity that they have given us to serve the

people of UThukela. The staff of UThukela District Municipality continues to put in every effort to ensure our organisation implements its mandate effectively and that we, individually and collectively, can contribute to making a difference in the quality of life in our communities.

  
**SN Kunene**  
**Municipal Manager**

## COMPONENT C: MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW

### SPATIAL ANALYSIS

UThukela district municipality boundaries were delineated in terms of the Municipal Demarcation Act taking into account a number of factors including physical features of the area, population movement patterns, economic trends and social organisation of communities. As such, the boundaries are not simple administrative, but also provide a framework for regional economic development planning.

UThukela is located within the middle west of KwaZulu-Natal Province. The district comprises of three local municipalities, namely:

- Okhahlamba(KZ235);
- Inkosi Langalibalele (KZ237);
- Alfred Duma (KZ238);

It is strategically positioned within the centre of Durban and Johannesburg, which are the national hubs within the country in terms of trade of commerce. It also largely comprises of UKhahlamba Drakensberg Park that is a declared World Heritage Site and this places the area as global interest. The district is anchored around Ladysmith Town, which serves as a service and administrative centre, and a commercial hub for UThukela District and beyond. However, the role and function of Ladysmith commercial centre cannot be exaggerated a regional scale given the fact that it is a relatively smaller town when a comparison is drawn from the nearest regional centres such as Newcastle and Pietermaritzburg.

Therefore, Ladysmith can be classified as a sub-regional centre and not a regional centre that serves as a feeder for smaller towns that are located between 100km to 200km away from it. Although

UThukela does not boast with a notable regional centre, it is strategically located at the intersection of two major national and provincial development corridors and trade routes that is:

- The N11 which runs in a north- south direction linking KwaZulu-Natal with Mpumalanga Province; and
- The N3, which runs in an east west direction linking Durban and Johannesburg Metropolitan areas.

The railway line linking KwaZulu-Natal with Gauteng and Mpumalanga Provinces runs through the UThukela District Municipality. As such, the UThukela District Municipality is highly accessible at both regional and national level. The size of the Municipality is approximately 11,500km<sup>2</sup> and is located along the western boundary of KwaZulu-Natal. It is predominately rural. The Municipality is characterised by socio-economic challenges such as a low revenue base, poorly maintained infrastructure and limited access to social and other services. High levels of poverty, unemployment, skills shortage, a lack of resources and low levels of education is also prevalent. The settlement patterns are dispersed, which resulted in underdeveloped land and settlement patterns that make it challenging and expensive to deliver effective services.



#### DEMOGRAPHIC CHARACTERISTICS

The population of uThukela District Municipality forms part of the ultimate objective of the development process, as well as being a subject in the process, since the people provide labour and entrepreneurship for production also consume the output of production. Likewise, demographic processes e.g. fertility, mortality and migration determine the demographic outcomes such as size,

age-sex structure and spatial distributions of the population which affect the functioning of socio-economic processes of land use, labour absorption, consumption and expenditure which in turn define the socio-economic outcomes in terms of income, employment, education, health, housing etc. In short, this analysis will shade some light on the dynamics of uThukela District population, which can then be used to develop strategic interventions.

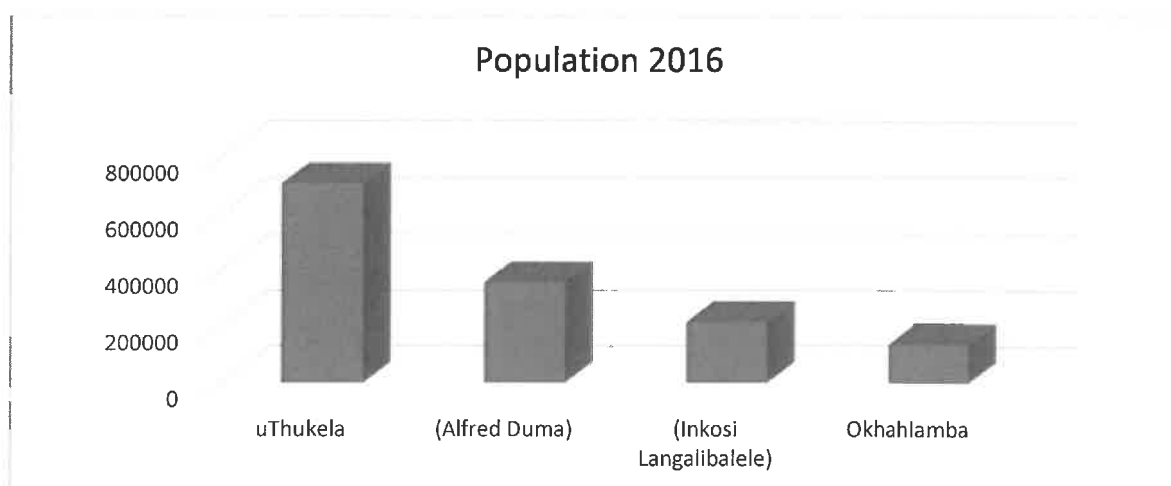
#### TOTAL POPULATION AND GROWTH RATE

The population of uThukela District increased from 668,848 in 2011 to 706,589 in 2016 recording approximately 2% growth, which translates to an annual growth rate of 0.17% during the period. Alfred Duma municipality experienced the highest increase followed by Inkosi Langalibalele municipality (1.69%). Okhahlamba also experienced an increase in its population recording 4.2% respectively between 2001 and 2016. The increase of the population in uThukela district is attributed by amongst other factors the impact of high birth rate and immigration. The following figure indicates the population size of uThukela district and its family of municipalities before and after amalgamation from 2001 to 2016:

**Figure 1: Population Size**

	uThukela	Emnambithi / Ladysmith	Indaka	Umtshezi	Imbabazane	Okhahlamba
		(Alfred Duma)		(Inkosi Langalibalele)		
<b>2001</b>	656986	225459	113644	60087	120622	137924
<b>2011</b>	668848	237437	103116	83153	113073	132068
<b>2016</b>	706590	356276		215182		135132

**Source: Statistics SA, Census 2001, 2011, 2016**



**Source: Statistics SA, Community survey, 2016**



## POPULATION DISTRIBUTION

The population of the uThukela district municipality is unevenly distributed. The largest population is in Alfred Duma local municipality and the small population is in Okhahlamba local municipality. It is noted that the population distribution has changed after the emerging of Emnambithi with Indaka and Umtshezi with Imbabazane local municipalities. The table below shows the number of wards in the uThukela district and how the population is distributed from the 2007 to 2016.

Figure 2: Population Distribution

MUNICIPALITY	WARDS	2007 SURVEY	2011 CENSUS	2016 SURVEY	PERCENTAGE
Okhahlamba	15	151 441	132 068	135 132	19.12%
Inkosi Langalibalele	23	224 651	196 226	215 182	30.45%
Alfred Duma	36	338 305	340 5530	356 276	50.42%
Total	74	714 909	668 848	706 590	100%

(Source: Statistics SA: Census 2001 and 2011 and Community survey 2007&2016)

## POPULATION GROUPS

The majority of the people that live in the uThukela district municipality are Africans and Coloureds are minority. The following table shows the population breakdown of the uThukela district municipality. This breakdown is showing the Africans, Coloureds, Indians and Whites.

Figure 3: Population Groups (Race)

Group	POPULATION GROUP PER SURVEY YEAR					
	2007		2011		2016	
	Population	Percentage	Population	Percentage	Population	Percentage
African	681998	95.40	636394	95.30	679912	96.22
Coloured	2231	0.31	3923	0.59	3789	0.54

Indian	23200	3.25	16023	2.40	15310	2.17
White	7482	1.05	11437	1.71	7578	1.07
<b>Total</b>	<b>714911</b>		<b>667777</b>		<b>706589</b>	

*Source: Statistics South Africa: Census 2011 and Community Survey 2007 and 2016*

#### AGE STRUCTURE & GENDER

According to the Census 2011, the number of people between 15-64 aged has increased to 391,369. Females are more than male and are occupying 55% in this category whereas male are on 45%. With regards to 0-14, males are leading with 51% while females are sitting in 49%. The last category which is 65-120, females are more with 69% and males are in 31% compare to males.

Figure 4: The breakdown below shows age and gender of uThukela district municipality.

AGE	MALES	%	FEMALES	%	TOTAL
0-14	124,497	51%	121,712	49%	246,209
15-64	177,056	45%	214,314	55%	391,369
65-120	9,631	31%	21,638	69%	31,269

*Source: Statistics South Africa, Census 2011*

#### MIGRATION (INTERNAL / EXTERNAL)

The population movement in the district follows the concentration of economic and employment opportunities. These are located mainly in the town of Ladysmith followed by the smaller industrial town of Estcourt in Inkosi Langalibalele. Ladysmith has a high concentration of social and economic infrastructure resulting in a development imbalance compared to other towns in the district. People from smaller towns and rural settlements in Okhahlamba and other dispersed areas flock to Ladysmith for a number of activities beyond employment.

The same trend is noticed with small towns and rural settlements of UMzinyathi district municipality coming to Ladysmith. This could be influenced by the number of regional government offices located in Ladysmith and serving both uThukela and uMzinyathi district municipalities. Subsequently, this puts pressure on Ladysmith suggesting strain on local and physical infrastructure. Few economic and employment opportunities in the district pulls people to larger urban areas in the district. The N11

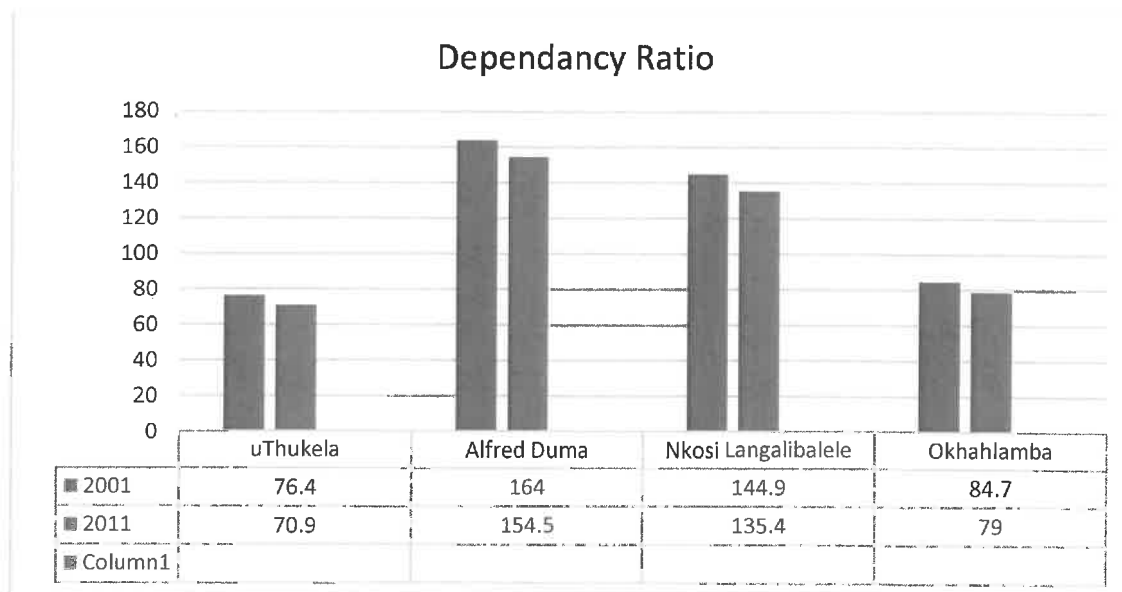
leads them to Newcastle and Johannesburg, while the N3 corridor leads them to the north of Gauteng, Pietermaritzburg and Durban in the south.

#### DEPENDENCY RATIO

Dependency ratio defines the number of dependents (i.e. people under the age of 15 and over the age of 65 years) per 100. A high dependency ratio is a challenge to guardians who in many instances are unemployed particularly in rural parts of uThukela. The dependency ratio in uThukela declined from 76.4 to 70.6 between 2001 and 2011. Dependency ratio is high in Alfred Duma local municipality compared to all other municipalities within uThukela. Alfred Duma especially the part of former Indaka is a settlement economy without any core economic source, hence the high dependency ratio. Okhahlamba also have high dependency ratio (79%).

Generally, uThukela District experienced a decline in its dependency ratio between 2001 and 2011. However, the ratio is still high compared to the provincial (65.4%) and national (58.7%) averages. The following diagram illustrates the dependency ratio per local municipality.

**Figure 5: Dependency Ratio**



**Source: Statistics South Africa, Census 2011, community survey 2016**

#### HIV/AIDS

HIV and AIDS have had a major impact on both the quality of life of communities and families and on the economy. Number of initiatives have been carried through the National Department of Health to combat the current epidemic however, major challenges remain.

Among the 11 districts in KwaZulu-Natal, the impact of the HIV epidemic when a five-year comparison was done between 2009 and 2013. The 2013 National Antenatal Sentinel HIV Prevalence Survey, South Africa illustrates that the most significant decrease in HIV prevalence is in UThukela district which decreased by 6.4%, i.e. from 46.4% in 2009 to 40.0% in 2013, but still remains very high. The table below shows the HIV Prevalence from 2009 to 2013 in the whole districts of KZN

DISTRICTS	PREVALENCE IN 2009(%)	PREVALENCE IN 2013(%)	VARIANCES
Amajuba	37.3	37.8	0.5
Harry Gwala	35.2	36.6	1.4
UGu	40.2	39.9	-0.3
King Cetshwayo	37.7	38.9	1.2
uThukela	46.4	40.0	-6.4
UMzinyathi	28.2	35.7	7.5
Zululand	36.7	38.1	1.4
EThekweni	41.5	41.1	-0.4
ILembe	40.6	45.9	5.3
UMgungundlovu	40.9	42.4	1.5
UMkhanyakude	39.7	44.1	4.4
KZN	39.5	40.1	0.6

*Source: The 2013, National Antenatal Sentinel HIV Prevalence Survey, South Africa*

#### UTHUKELA DISTRICT AIDS COUNCIL (DAC)

UTDM has established a co-ordinating forum for HIV/AIDS issues involving all stakeholders and role-players called uThukela District Aids Council to fulfil the following functions as outlined under the terms of reference.

- Development of the District AIDS Plan;
- Monitor the implementation of the District AIDS Plan quarterly;
- Review and evaluate the implementation of the District AIDS Plan annually;

- Facilitate the establishment of Local AIDS Councils;
- Facilitate multi-sectoral and interdepartmental collaboration in the campaign against AIDS;
- Facilitate capacity building on HIV related issues;
- Mobilise financial and technical resources for the campaign against HIV/AIDS and ensure equitable distribution of such resources;
- Commission relevant research and review statistics and other research reports relating to the District;
- Serve as the leading District public advocate to create an enabling environment for HIV/AIDS prevention, care and support;

Report to the Provincial AIDS Council quarterly and annually on the progress made and challenges, which need to be addressed to combat HIV/AIDS in the District

#### MORTALITY RATE

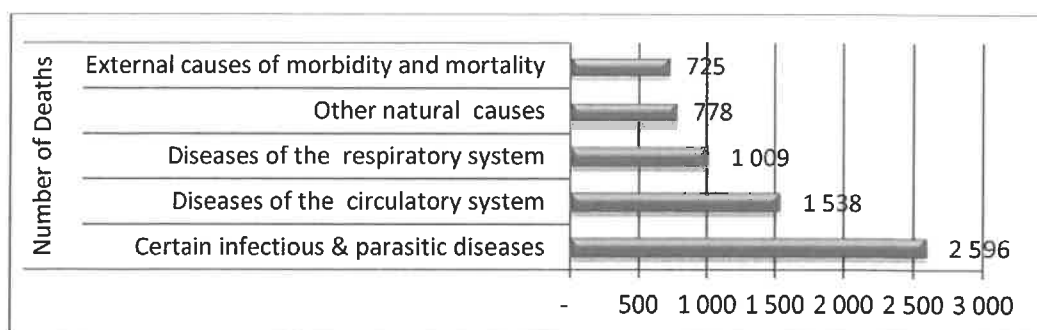
##### PERINATAL MORTALITY RATE (PNMR)<sup>1</sup>

The perinatal mortality rate is the number of perinatal deaths per 1000 live births. The perinatal period starts as the beginning of foetal viability (28 weeks gestation or 1000g) and ends at the end of the 7th day after delivery. Perinatal deaths are the sum of stillbirths plus early neonatal deaths. The PNMR is the most sensitive indicator of obstetric care. For developed countries, the rate for babies over 1000g is usually less than 6/1000 births, whereas for developing countries PNMR ranges from 30-200. The average PNMR rate for uThukela District is approximately 37 per 1000 which is slightly above the SA average (34.5 per 1000).

#### LEADING CAUSES OF DEATH

Certain infectious & parasitic, diseases of the circulatory system and diseases of the respiratory system are the main group causes of death in the district accounting 2,596, 1, 38 and 1,009 deaths in 2011. The diagram below illustrates the number of deaths by main groups of causes of death

**Figure 7: Number of deaths by main groups of causes of death**



## THE 10 LEADING UNDERLYING NATURAL CAUSES OF DEATH<sup>2</sup>

Other natural causes and tuberculosis (A15 A19) are the top two (2) leading underlying natural causes of death in the district accounting for 32, 7% and 15, 8% of the deaths reported in the district. The table that follows illustrate.

**Figure 8: The 10 leading underlying natural causes of death**

No		Number	%
1	Tuberculosis (A15 A19)**	1 349	15,8
2	Intestinal infectious diseases (A00-A09)	648	7,6
3	Influenza and pneumonia (J09-J18)	644	7,5
4	Cerebrovascular diseases (I60-I69)	598	7,0
5	Other forms of heart disease (I30-I52)	429	5,0
6	Diabetes mellitus (E10-E14)	358	4,2
7	Certain disorders involving the immune mechanism (D80-D89)	340	4,0
8	Ischemic heart diseases (I20-I25)	229	2,7
9	Inflammatory diseases of the central nervous system (G00-G09)	223	2,6
10	Hypertensive diseases (I10-I15)	214	2,5
11	Other natural causes	2 792	32,7
12	Non-natural causes	725	8,5
	All causes	8 549	100%

**Source: Department of Health**

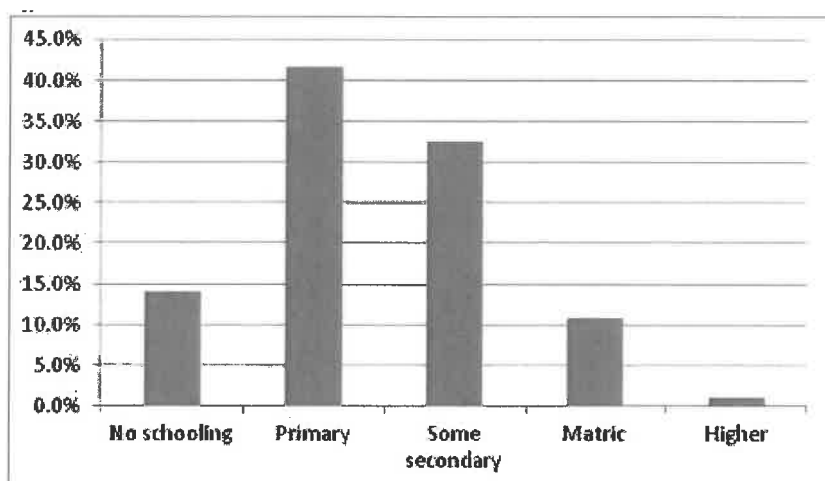
## EDUCATION PROFILE

Education serves as the means to bring about the desired change in society, to develop a generation of virtuous individuals and thus contribute to the development of good human beings. The importance of education is that it empowers individuals to take better care of themselves and their children. Education also serves as a gate to higher economic growth through higher level of skilled society. This is why the provision of good education and educational resources remains a high priority for uThukela district municipality. The department of education in uThukela district is playing a vital role in ensuring that the education is given the priority.

## LEVEL OF EDUCATION

A small percentage of the population in the district has post-matric qualifications at only 1%, whilst 14% of the population has no schooling whatsoever. 41% have primary school education and 33% have some secondary schooling, whilst only 10.9% achieved matric. This means that there is a limited pool of skilled labour in the municipality and that basic education needs to be addressed in order to improve skills levels in the future. Basic education is considered fundamental to the future success of the local economy.

**Figure 9: Education Level**



**Source: Statistics South Africa, Community survey 2016**

The matric results has shown some increase in 2017 from 67.75% to 72.85% and this translate that the matric results has increased by 5.1%. The graph below shows the performance of uThukela district (education) from 2013 to 2017.

**Figure 10: District Performance in Five (5) Years**



**Source: Department of Education, 2017**

#### AVERAGE EDUCATION ATTAINMENT

The number of people with no schooling dropped between 2011 and 2016 with a further decline between 2010 and 2011 in uThukela, while the number of those people with grade 0-11 shows a significant increase over the period under review. The number of people with matric only has shown a large increase. The tables below show the average education attainment of uThukela and its family of municipalities from 2011 to 2016.

HIGHEST EDUCATION LEVEL	KZN	THUKELA	ALFRED- DUMA	INKOSI- LANGA LIBALELE	OKHAHLAMBA
<b>Grade 0</b>	351,701	26,129	13,119	7,82	5,190
<b>Grade 1/Sub A</b>	337,208	25,522	12,238	7,82	5,465
<b>Grade 2/Sub B</b>	334,645	25,197	12,151	7,432	5,615
<b>Grade 3/Std1/ABET 1Kha Ri Guide-SANLI</b>	342,542	26,036	12,646	7,555	5,834
<b>Grade 4/Std 2</b>	392,225	29,405	14,324	8,739	6,343
<b>Grade 5/ Std 3/ABET 2</b>	384,132	27,847	13,943	7,973	5,931
<b>Grade 6/Std 4</b>	397,690	28,320	14,235	8,284	5,801



<b>Grade 7 Std 5/ABET 3</b>	471,585	33,651	17,125	9,73	6,796
<b>Grade 8/ Std 6 /Form 1</b>	619,449	40,467	21,379	11,647	7,442
<b>Grade9/ Std 7/ Form 2/ ABET 4</b>	530,018	34,714	18,013	9,772	6,928
<b>Grade 10 / std 8 / Form</b>	732,789	47,127	24,801	13,376	8,950
<b>Grade 11/ Std 9 Form 4</b>	788,117	49,272	25,427	14,797	9,048
<b>Grade 12 / Std 10 / Form 5</b>	1,934,771	100,496	54,491	29,947	16,458
<b>NTC   / N1/NIC/ V Level 2</b>	15,273	753	450	224	80
<b>NTC    /N2/NIC/V Level 3</b>	11,388	434	267	135	35
<b>NTC      /N3/NIC/V Level 4</b>	15,606	617	356	198	63
<b>N4/NTC 4</b>	12,001	440	280	114	45
<b>N5/NTC 5</b>	10,537	399	257	107	35
<b>N6/NTC 6</b>	13,255	514	316	141	57
<b>Certificate with less than Grade 12 / Std 10</b>	12,248	502	300	141	61
<b>Diploma with less than Grade 12/ Std 10</b>	14,499	599	304	327	76
<b>Certificate with Grade 12/ Std 10</b>	90,427	4,346	179,43	1186	553
<b>Diploma with Grade 12 / Std 10</b>	119,312	5,795	363,325	2335	718
<b>Higher Diploma</b>	100,777	3,521	184,814	939	575

<b>Post Higher Diploma Masters: Doctoral Diploma</b>	17,305	564	326	169	70
<b>Bachelor's Degree</b>	80,354	2,524	110,451	653	310
<b>Bachelor's Degree and Post graduate Diploma</b>	32,913	979	585	241	153
<b>Honours degree</b>	34,948	1,121	720	276	126
<b>Higher Degree Masters/ PhD</b>	24,019	564	346	131	88
<b>Other</b>	16,632	791	546	185	59
<b>No schooling</b>	720,791	54,503	23,952	18,356	12,195
<b>Unspecified</b>	-	-	-	-	-
<b>Not applicable</b>	1,308,143	95,694	47,802	26,924	20,968
<b>GRAND TOTAL</b>	<b>10,267,300</b>	<b>668,848</b>	<b>6103,245</b>	<b>7691.092</b>	<b>132,068</b>

## INCOME LEVELS

### HOUSEHOLD INCOME

Household income can be used as a proxy for economic well-being of household and individuals, as it determines their consumption and savings potentials. Changes in the income by households is one of the direct indicator available that can be used to establish who benefits from economic development and by how much are the beneficiaries benefiting. Furthermore, data on household income can be used to inform poverty analysis.

In uThukela the R1-R4, 800 and R, 4801-R9600 household income categories have increased considerably throughout the years; this can be an indication of improvement in the socio-economic status of the households in the district. The number of households in the upper end income categories (i.e.R1 228 801-R 457 600) have decreased throughout the years. The table below displays the households income of uThukela district municipality and KZN province in 2011.

INCOME CATEGORY 2011	KZN 2011	UTHUKELA 2011

No income	387,240	22,150
R 1 - R 4800	125,843	8,876
R 4801 - R 9600	217,220	17,024
R 9601 - R 19 600	494,870	32,817
R 19 601 - R 38 200	500,449	31,121
R 38 201 - R 76 400	300,450	15,365
R 76 401 - R 153 800	210,595	9,339
R 153 801 - R 307 600	158,363	6,174
R 307 601 - R 614 400	98,245	3,271
R 614 001 - R 1 228 800	30,829	638
R 1 228 801 - R 2 457 600	9,201	253
R 2 457 601 or more	6,017	254
Unspecified	107	3
Grand Total	2,539,429	147,286

**Source: (Statistics South Africa: Census 2011)**

#### INDIVIDUAL INCOME

Approximately 286, 410 (i.e. 42.8%) of the population has no source of income and about 184, 170 (i.e. 27.5%) earn less than R400 per month which translate to almost 70.3% of the population leave below the poverty line. Approximately 2,894 of the population in uThukela earn over R25, 600 per month. These people work around Ladysmith, Estcourt, and Bergville in senior management and

professional positions in government and private institutions. The diagram and table below illustrate the status of the individual monthly income in uThukela district as per the 2011 statistics South Africa.

INDIVIDUAL MONTHLY INCOME	
No Income	286410
< R400	184170
R400 - R800	24891
R800 - R1600	72182
R1600 - R3200	21541
R3200 - R6400	12597
R6400 - R12800	11936
R12800 - R25600	7149
R25600 - R51200	2022
R51200 - R102400	347
R102400 - R204800	273
> R204800	252
Income Unspecified	38808
Income NA	6247

#### EMPLOYMENT PROFILE

The unemployment rate in the municipality decreased from 58.8% in 2001 to 39.6% in 2011. The level of unemployment in the district is bigger to that of the province, which was 49.0% in 2001 and 33.0% in 2011. Alfred Duma local municipality has the highest levels of unemployment with the rate being 92.2% in 2016, whilst the lowest unemployment rate in 2011 was in Okhahlamba local municipality at 43.4%. The number of people who are not economically active increased from 207 830 in 2001 to 268 503 in 2011 (29% increase), compared to an increase in

employed people of 21%.

Figure 14: The table below depicts the unemployment rate per local municipality from 2011 to 2016.

	uThukela	Emnambithi / Ladysmith	Indaka	Umtshezi	Imbabazane	Okhahlamba
		(Alfred Duma)		(Inkosi Langalibalele)		
2011	39.6%	34%	57.2%	36.9%	48.6%	43.4%
2016	39.6%	92.2%		85.5%		43.4%

Source : ( Statistics South Africa: Census 2011, community survey, 2016

Figure 15: Employment Levels in the uThukela District

Total population	Population -	Total employed	Unemployed	Not economically active	Unemployment Rate	Labour Force
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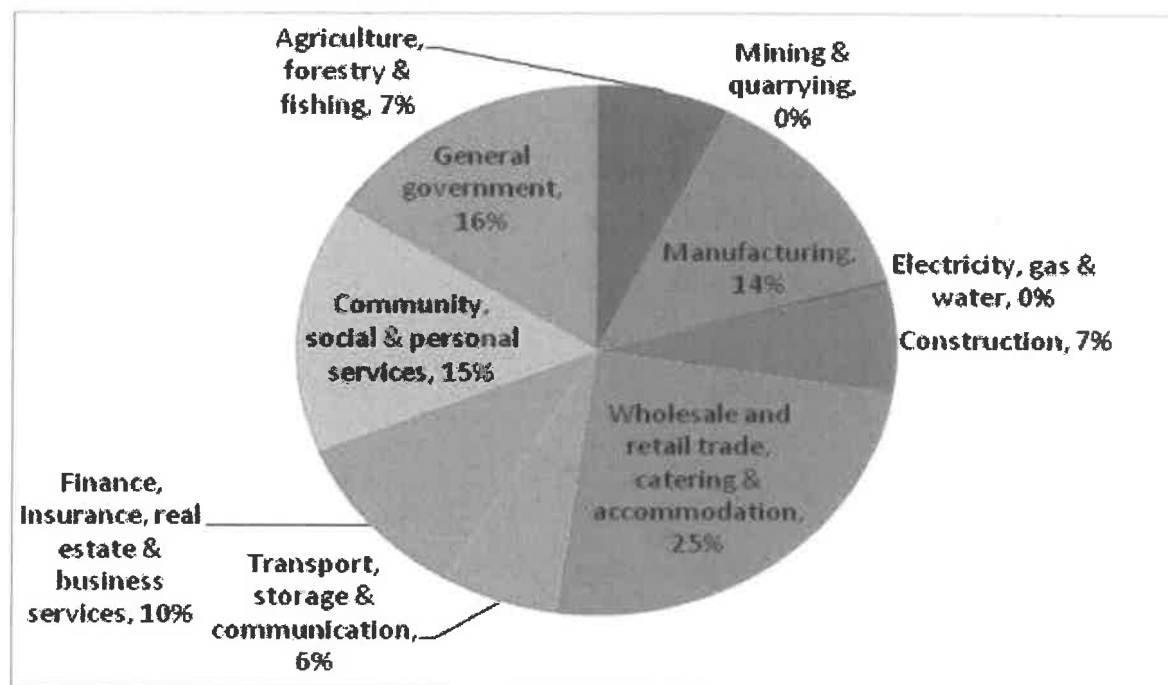
Working age						Participation Rate	
2001	656986	351 530	97 545	46 155	207 830	32%	41%
2006	699 941	384 081	112 228	60 079	211 774	35%	45%
2011	668,848	418 990	118 190	32 297	268 503	39.6%	36%

Source: uThukela LED strategy

#### EMPLOYMENT BY SECTOR

The main source of employment within the district in 2011 was wholesale and retail trade, catering and accommodation at 25%. This was followed by government at 16% and community, social and personal services at 15%. Employment in the primary sector comprised around 7% of total employment in the district in 2011.

Figure 16: Employment per Sector



Source: uThukela LED strategy

From an employment growth perspective, the agriculture; manufacturing; and electricity, gas and water sectors showed an average decrease in employment of 5%, 2% and 1% respectively between

2001 and 2011. The biggest employment gains were in mining and quarrying (6% growth); finance, insurance, real estate and business services; transport, storage and communications; and general government (all 5% growth respectively).

#### POVERTY LEVELS

The overall proportion of people living in poverty in uThukela is about 65.7% in 2016, and the indications is that number of people living in poverty is increasing in uThukela.

Within the district context, the most poverty-stricken areas are found in some areas of Alfred Duma and Inkosi Langalibalele municipalities (The former Indaka and Imbabazane). The overwhelming majority of people living in poverty are from the black community. The three measures of poverty and social inequality clearly show that poverty is concentrated in the Black communities and that inequality are widening over time.

#### KEY FINDINGS

- ⇒ The population of uThukela District increased from 668,848 in 2011 to 706,589 in 2016 recording approximately 2% growth as per 2016 Community survey;
- ⇒ Inkosi Langalibalele municipality experienced the highest increase (38.4%) followed by Alfred Duma (1.69%);
- ⇒ The population of uThukela district municipality is unevenly distributed;
- ⇒ The number of people between 15-64 age is increased to 391,369;
- ⇒ Females are more than male and are occupying 55% in this category whereas male are on 45%;
- ⇒ The dependency ratio in uThukela declined from 76.4 to 70.9 between 2001 and 2011;
- ⇒ 2016 Community survey show a slight increase from 70.9% in 2011 to 72.39%.
- ⇒ Dependency ratio is high (93.8%) in Alfred Duma municipality compared to all other municipalities within uThukela;
- ⇒ Okhahlamba and Inkosi Langalibalele also have high dependency ratio (79% and 72.7% respectively);
- ⇒ Generally, uThukela District experienced a decline in its dependency ratio between 2001 and 2011. However, the ratio is still high compared to the provincial (65.4%) and national (58.7%) averages;
- ⇒ Certain infectious & parasitic, diseases of the circulatory system and diseases of the respiratory system are the main group causes of death in the district accounting 2,596, 1,38 and 1,009 deaths in 2010;

- ⇒ Other natural causes and tuberculosis (A15 A19) are the top two (2) leading underlying natural causes of death in the district accounting for 32,7% and 15,8% of the deaths reported in the district;
- ⇒ The majority of the people that lives in uThukela district municipality are Africans and Coloureds are minority

#### TRADITIONAL AUTHORITIES AREAS

The traditional authority areas account for 18% (2078 km<sup>2</sup>) of the whole district. These areas comprises of settlements, subsistence agricultural land and limited social and economic activities. The composition of these areas is as follows:

<b>Name</b>	<b>TA Area km<sup>2</sup></b>	<b>% TA Area km<sup>2</sup></b>
Alfred Duma	699	33
Okhahlamba	931	45
Inkosi Langalibalele	448	22
<b>Total</b>	<b>2078</b>	<b>100</b>





## STATUTORY ANNUAL REPORT PROCESS

Activity	Legislation and Guidance	Process Owner Role Player	Timeframe
Consideration of next financial year's Budget and IDP process plan. In-year reporting formats should ensure that reporting and monitoring feeds seamlessly into the Annual Report process at the beginning of the Budget / IDP Implementation period.	MSA S41(1)(e)	MM Assisted by other s56 managers & the CFO	July
Implementation and monitoring of approved Budget and IDP through the approved SDBIP commences (In-year financial reporting and quarterly performance reports).	MSA S41(1)(e)	MM Assisted by other s56 managers & The CFO	July
Finalise 4th quarter report of previous financial year	MFMA S52(d)	MM Assisted by other s56 managers & CFO	July
Submit draft previous financial year Annual Report and evidence to Internal and the Auditor General including annual financial statements and financial and non-financial information <sup>1</sup> .	Submission of annual financial statements as per section 126(1) of the MFMA. Additional step, a draft Annual Report is prepared. Annual Performance report needs to be included as per section 46 of the MSA.	MM & CFO	July
Submit Annual Report including annual financial statements and Annual Performance Report to the Combined Audit/Performance Committee.	Joint Committee assessing both financial and non-financial performance advances accountability and expedites corrective measures	MM & CFO	July/August

Combined Audit/Performance committee considers unaudited Annual Report of municipality and entities (where relevant).	Joint Committee assessing both financial and non-financial performance advances accountability and expedites corrective measures	Audit and Performance Committee	August
Mayor tables the unaudited Annual Report in Council.	The Annual Report submitted complies with the requirements of Section 121(3) (a-k). Information on pre-determined objectives to be included. Note that it is unaudited and will not include any of the Auditor-Generals reports as the auditing thereof will still be in progress. (Municipalities with Municipal entities to submit a consolidated Unaudited Annual Report by September)	Mayor	August
Municipality submits Annual Report including final annual financial statements and annual performance report to Auditor-General for auditing purposes – due 31 August. Council to submit unaudited tabled annual report to MPAC for vetting and verification of councils' directive on service delivery & the committee to evaluate senior managers' performance against agreement entered into.		CFO	August
Commencement of IDP analysis of institutional, services and infrastructure provision, backlogs and priorities. Unaudited Annual Report as submitted to Auditor-General to be used as input into the IDP strategic phase process and community verification & input by MPAC on reported performance. Such information includes that of various entities incorporated into the information of the parent entity.	If the above process is followed, the unaudited Annual Report can add value to the IDP/Budget planning process for the next year as well oversight by MPAC on the reported deliverables communities and achievements targets reached.	Council	August
Auditor-General audits the unaudited Annual Report and submit an audit report to the accounting officer for the municipality / municipal entity.	Section 126(3) (b) require the Auditor- General to submit an audit report within three months after receipt of statements from the municipality.	Auditor- General	November for municipalities without entities & December for municipalities with entities

<b>Annual Report and oversight report process for adoption to be used as input into public participating meetings for the IDP review process.</b>	Section 127, 128, 129 and 130	Council	September November
The Auditor-General's reports are issued during the period of Oct/Nov. Once the AG audit reports have been issued no further changes are allowed as the audit process is completed	Section 129, 130 and 131. Tabling the audited Annual Report within 5 or 6 months after the end of the financial year. Section 75 for publication on website.	MM	November/December
<b>Mayor tables audited Annual Report and financial statements to Council</b>	Section 129, 130 and 131. Tabling the audited Annual Report within 5 or 6 months after the end of the financial year. Section 75 for publication on website.	Mayor	November/December
Audited Annual Report is made public, e.g. posted on municipality's website.	Section 129, 130 and 131. Tabling the audited Annual Report within 5 or 6 months after the end of the financial year. Section 75 for publication on website.	MM and Manager: Communications	November/December
Oversight committee finalises assessment on Annual Report. This must be concluded within 7 days of receipt of AGs report. Council is expected to conclude on this matter before going on recess in December.	Section 129, 130 and 131. Tabling the audited Annual Report within 5 or 6 months after the end of the financial year. Section 75 for publication on website.	Oversight Committee	January
Council adopts Oversight report.	The entire process, including oversight reporting and submission to provincial legislators is completed in December and not in March the following year.	Council	January

Oversight report is made public.		The entire process, including oversight reporting and submission to provincial legislators is completed in December and not in March the following year.	MM	January
Oversight report is submitted to Legislators, Treasuries and Cogta		The entire process, including oversight reporting and submission to provincial legislators is completed in December and not in March the following year.	Mayor	January

## CHAPTER 2 – GOVERNANCE

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### COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE

The Council performs both legislative and executive functions. It focuses on legislative, oversight and participatory roles. Its primary role is to debate issues publicly and to facilitate political debate and discussion. Apart from their functions as policy makers, Councillors are also actively involved in community work and various social programmes in the municipal area.

Council comprises of the political and administrative components responsible for decision-making and implementation respectively. The Mayor and the Speaker head the political component of the municipality. The Municipality has all the powers assigned to it in terms of the Constitution as well as relevant national and provincial legislations. The Municipality has the authority to take any possible actions to effectively exercise powers assigned to it. Uthukela District Municipality has an approved delegation system that seeks to decentralize and democratize decision-making within the institution, and improve the pace at which services are delivered to the community. This is intended to maximize administrative and operational efficiency and provide for adequate checks and balances. In line with the delegations system, some decision-making powers have been cascaded from Council to the Mayor, Executive Committee, Council Committees (Portfolio Committees) and the full-time Councillor(s). Other powers have been delegated to the Municipal Manager.

#### POLITICAL GOVERNANCE STRUCTURE

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. The Uthukela Council is the highest decision making body within the Municipality. It is made up of 32 Councillors. The Chairperson of Council is the Speaker. There are four portfolio committees in the municipality.



**Mayor**

**Cllr AS Mazibuko**

A delegated powers and functions to our mayor-

- to promote the image of the municipality
- to ensure that the executive committee performs its functions properly
- to lead and promote social and economic development in municipality
- to preside over public meetings and hearings
- to convene public meetings and hearings
- to promote inter-governmental and inter-institutional relations
- to identify those of the municipality's activities that need a specific committee of councillors to investigate, discuss, evaluate and report and make recommendations to the executive committee after consultation with the municipal manager;
- to appoint a member of the executive committee as chairperson for each committee established by the council;
- to ensure, in consultation with the municipal manager, that a proper committee service responsible for the agendas and minutes is in place for the executive and other committees, that all committees meet regularly and that they submit reports to the executive committee timely;
- to take responsibility for the quality and speed of decision-making in the executive committee;
- to, build, maintain and enhance sound relationships between the council, councillors and the administration in consultation with the municipal manager;
- to be available on a regular basis to interview the public and visitors to the municipal offices, and to interact with prominent business people as well as developers;
- to perform such ceremonial role as the council may determine by resolution from time to time; and
- to assess the performance of the municipal manager and the mayor's personal assistant, if any, in terms of the relevant performance agreement.



### **The Speaker**

#### **Cllr DCP Mazibuko**




The speaker of a municipal council is assigned the following functions per section 37 of the Local Government: Municipal Structures Act, No. 117 of 1998 (Municipal Structures Act):

- To preside at meetings of the Council;
- To perform the duties and exercise the powers delegated to the speaker;
- To ensure that Council meets at least quarterly;
- To maintain order during council meetings;
- To ensure compliance in the council and council committees with the Code of Conduct for Councillors; and
- To ensure that Council meetings are conducted in accordance with the rules and orders of the council.




The Executive Committee is made up of six (6) Councillors. The chairperson of the Executive Committee is the Mayor. The Executive Committee (Mayor) must submit a report and recommendation to the Municipal Council before Council decides to:

- Adopt and Enforce a By-Law;
- Approve a Budget;
- Impose Rates, Taxes or Other Charges;
- Take out Loans;
- Approve the IDP; and

- Decide Human Resource issues such as the Hiring and Conditions of Service of the Municipal Manager and Heads of Administrative Departments

Councillor	Designation/Portfolio	Political Party
 <p><b>Cllr AS Mazibuko</b></p>	<p>Hon. Mayor &amp; Chairperson: Finance Portfolio Committee</p>	African National Congress
 <p><b>Cllr NW Sibiya</b></p>	<p>Deputy Mayor &amp; Chairperson: Planning, Local Economic Development, Disaster Management, Special Programmes, Communications, Public Participation and Operation Sukuma Sakhe Portfolio Committee</p>	African National Congress
 <p><b>Cllr MV Khumalo</b></p>	<p>EXCO Member &amp; Chairperson: Water, Sanitation, Technical and Municipal Health Services Portfolio Committee</p>	African National Congress



 <p><b>Cllr TP Shabalala</b></p>	<p>EXCO Member &amp; Chairperson: Corporate Services and Performance Management Portfolio Committee</p>	<p>African National Congress</p>
 <p><b>Cllr S A Mvelase</b></p>	<p>EXCO Member</p>	<p>Inkatha Freedom Party</p>
 <p><b>Cllr S V Shabalala</b></p>	<p>EXCO Member</p>	<p>Inkatha Freedom Party</p>

The following are the committees of Council:

- Planning, Local Economic Development, Disaster Management, Special Programmes, Communications, Public Participation and Operation Sukuma Sakhe Portfolio Committee,
- Finance and Budget Portfolio Committee,
- Corporate Services and Performance Management Portfolio Committee
- Water, Sanitation, Technical and Municipal Health Portfolio Committee.

## **Planning, Local Economic Development, Disaster Management, Special Programmes, Communications, Public Participation and Operation Sukuma Sakhe Portfolio Committee**

The terms of reference of this committee are to advise and make recommendations to the executive committee on all applicable legislation relating to social and economic development, national development programmes, provincial development programmes, trading regulations, investment opportunities, Tourism, youth, sports and gender, Public Participation, project facilitation and Communications. The Planning, Local Economic Development, Disaster Management, Special Programmes, Communications, Public Participation and Operation Sukuma Sakhe Portfolio Committee consists of the following councillors:

<b>Councillor</b>	<b>Political Party</b>
<b>Cllr N W Sibiya</b>	<b>African National Congress</b>
<b>Cllr N M Mlotshwa</b>	<b>African National Congress</b>
<b>Cllr G Ndaba</b>	<b>African National Congress</b>
<b>Cllr N L Zikalala</b>	<b>African National Congress</b>
<b>Cllr E M Majola</b>	<b>Inkatha Freedom Party</b>
<b>Cllr S V Shabalala</b>	<b>Inkatha Freedom Party</b>
<b>Cllr G S Mdluli</b>	<b>Democratic Alliance</b>

## **Finance and Budget Portfolio Committee**

The terms of reference of this committee are to advise and make recommendations to the executive committee on budgeting, supply chain, asset management, revenue and expenditure.

The Finance Portfolio Committee is made up of the following councillors:

<b>Councillor</b>	<b>Political Party</b>
<b>Cllr A S Mazibuko</b>	<b>African National Congress</b>
<b>Cllr B S Dladla</b>	<b>African National Congress</b>
<b>Cllr M H Msimanga</b>	<b>African National Congress</b>
<b>Cllr S A Mvelase</b>	<b>Inkatha Freedom Party</b>
<b>Cllr N M Hadebe</b>	<b>Inkatha Freedom Party</b>

## **Corporate Services and Performance Management Portfolio Committee**

The terms of reference of this committee are to advise and make recommendations to the executive committee on all aspects of Human Resources Development, Administration, Fleet Management, Legal Services and Performance Management Systems. The Corporate Services and Performance Portfolio Committee is made up of the following councillors:

Councillor	Political Party
Cllr T P Shabalala	African National Congress
Cllr E S Ndumo	African National Congress
Cllr P A M Mfuphi	African National Congress
Cllr N K P Mbongwa	Inkatha Freedom Party
Cllr G E Mbhele	Inkatha Freedom Party

#### **Water, Sanitation, Technical and Municipal Health Services Portfolio Committee**

The terms of reference of this committee are to advise and make recommendations to the Executive Committee on the municipality technical tasks, such as, water and sanitation constructions and maintenance thereof, Water quality, municipal health services and environmental management services. The Water, Sanitation & Technical Services and Municipal Health Portfolio Committee consists of the following councillors:

Councillor	Political Party
Cllr M V Khumalo	African National Congress
Cllr S B Dlungwane	African National Congress
Cllr M B Mbhele	African National Congress
Cllr S Z P Msibi	African National Congress
Cllr M C Mkhize	Inkatha Freedom Party
Cllr S M Buthelezi	Inkatha Freedom Party
Cllr M M Khoza	Inkatha Freedom Party

#### **Municipal Public Accounts Committee**

The terms of reference of this committee are to advise and make recommendations to Council on all the reports of the Audit and Performance Audit Committee and Council may refer matters to this committee for investigation. The Municipal Public Accounts Committee made up of the following councillors:

Councillor	Political Party
Cllr S Z Khumalo	African National Congress
Cllr T B Njapha	African National Congress

<b>Cllr S E Mbongwa</b>	<b>African National Congress</b>
<b>Cllr T P Dlamini</b>	<b>Inkatha Freedom Party</b>
<b>Cllr X F Mhlongo</b>	<b>Inkatha Freedom Party</b>
<b>Cllr Z Msobomvu</b>	<b>Economic Freedom Fighters</b>
<b>Cllr M R Suddaby</b>	<b>Democratic Alliance</b>

***List of Councillors***

<b>Name of councillor</b>	<b>Political Party</b>	<b>Gender (M/F)</b>
<b>MAZIBUKO A S</b>	<b>ANC</b>	<b>M</b>
<b>MAZIBUKO D C P (Ms.)</b>	<b>ANC</b>	<b>F</b>
<b>SIBIYA N W (Ms.)</b>	<b>ANC</b>	<b>F</b>
<b>KHUMALO MV</b>	<b>ANC</b>	<b>M</b>
<b>SHABALALA T P (Ms.)</b>	<b>ANC</b>	<b>F</b>
<b>MVELASE S A</b>	<b>IFP</b>	<b>M</b>
<b>SHABALALA S V</b>	<b>IFP</b>	<b>F</b>
<b>NDABA G</b>	<b>ANC</b>	<b>F</b>
<b>MDLULI G S</b>	<b>DA</b>	<b>M</b>
<b>MSOBOMVU Z</b>	<b>EFF</b>	<b>M</b>
<b>HADEBE N M</b>	<b>IFP</b>	<b>M</b>
<b>MBONGWA N K P</b>	<b>IFP</b>	<b>F</b>
<b>KHUMALO S Z</b>	<b>ANC</b>	<b>M</b>
<b>DLADLA B S</b>	<b>ANC</b>	<b>M</b>
<b>NDUMO E S</b>	<b>ANC</b>	<b>M</b>
<b>MBONGWA S E</b>	<b>ANC</b>	<b>M</b>
<b>MKHIZE M C</b>	<b>IFP</b>	<b>M</b>
<b>MAJOLA E M</b>	<b>IFP</b>	<b>M</b>
<b>MBHELE G E</b>	<b>IFP</b>	<b>F</b>
<b>SUDDABY M R</b>	<b>DA</b>	<b>M</b>
<b>MLOTSHWA M N</b>	<b>ANC</b>	<b>F</b>
<b>MBHELE M B</b>	<b>ANC</b>	<b>M</b>
<b>ZIKALALA N L (Ms.)</b>	<b>ANC</b>	<b>F</b>
<b>DLUNGWANE S B</b>	<b>ANC</b>	<b>M</b>
<b>MSIBI S Z P</b>	<b>ANC</b>	<b>F</b>
<b>NJAPHA T B</b>	<b>ANC</b>	<b>M</b>

<b>KHOZA M M</b>	<b>IFP</b>	<b>M</b>
<b>DLAMINI T P</b>	<b>IFP</b>	<b>M</b>
<b>MHLONGO X F</b>	<b>IFP</b>	<b>F</b>
<b>BUTHELEZI S M</b>	<b>IFP</b>	<b>M</b>
<b>MFUPHI P A M</b>	<b>ANC</b>	<b>M</b>
<b>MSIMANGA M H</b>	<b>AIC</b>	<b>M</b>

In terms of Section 81 of the Municipal Structures Act, Act 117 of 1988, the participation of traditional leaders in Municipal Council is being implemented in UThukela District Council. The Traditional leaders serving in UThukela District Municipality's Council are as follows:

<b>Name of Traditional Leader</b>	<b>Representing</b>
<b>Inkosi NS Sithole</b>	<b>Sithole Tribal Authority</b>
<b>Inkosi TR Khumalo</b>	<b>Abantungwa Tribal Authority</b>
<b>Inkosi M Hlongwane</b>	<b>Amangwane Tribal Authority</b>
<b>Inkosi CN Zwane</b>	<b>Ingwe Tribal Authority</b>
<b>Inkosi SS Kunene</b>	<b>Sgweje Tribal Authority</b>
<b>Inkosi SN Mkhize</b>	<b>Abambo Tribal Authority</b>

#### ADMINISTRATIVE GOVERNANCE STRUCTURE


The administrative structure of Uthukela District Municipality comprises of six (6) departments. The Municipal Manager is the municipality's Accounting Officer. The administrative structure is divided into six departments headed by Section 56 Managers reporting directly to the Municipal Manager. The departments are:



- Office of the Municipal Manager;
- Budget and Treasury;
- Corporate Services;
- Water, Sanitation & Technical Services;
- Water Service Authority & Municipal Health Services
- Social and Development Planning




The Municipal Manager is responsible, subject to the policy direction of the council, for the management of the administration in accordance with the Systems Act and other applicable legislation. Importantly, the municipal manager is tasked with the implementation of the IDP and the monitoring of its progress and making sure that the municipality is financially viable. The onus is on the municipal manager, as head of the administration, to see to the implementation of the principles and values in his or her administration. Critically, section 51(d) of MSA stipulates

that all staff and councillors must align their roles and responsibilities with the priorities and objectives of the IDP. The municipal manager also ensures that everyone within the administration contributes towards the implementation of the IDP.

Uthukela District Municipality council also appointed General Managers, after consultation with the Municipal Manager. Municipal manager has negotiated performance contracts (section 56 of the Systems Act) with new appointees. This represents a balance between the council's interest in appointing a Senior Management team to drive its IDP goals and the municipal manager's interest in having an opportunity to influence appointments and subsequently formalizing what is expected of the new manager in a performance agreement. The working relations in Uthukela District Municipality is of high-quality. The Municipal Manager together with Section 56 managers has established a Senior Management committee where departmental issues of the municipality are deliberated and such matters are taken to Council for decision making.

Name	Portfolio	Roles and Responsibilities
 <p><b>Mr SN Kunene</b></p>	Municipal Manager	<p>To ensure effective executive management of the municipality addressing agreed political priorities, ensuring that the operation of the Municipality is restructured to deliver effectively and also to ensure that citizens are given sufficient information, opportunity and encouragement to participate in and influence the affairs of the municipality. The Municipal Manager's Office has the following divisions:</p> <ul style="list-style-type: none"> <li>• Internal Audit Section</li> <li>• Performance Management Systems Section</li> <li>• Integrated Development Plan Section</li> <li>• Monitoring and Evaluation</li> <li>• Mayoral</li> </ul>

 <p><b>Mrs PZH Kubheka</b></p>	<p><b>Chief Financial Officer</b></p>	<p>To ensure that the District Municipality's finances are managed in a sustainable manner and meet the needs of the community in the following sections:</p> <ul style="list-style-type: none"> <li>• Revenue</li> <li>• Expenditure</li> <li>• Budgeting and Financial Management Services</li> <li>• Supply Chain Management Services</li> <li>• Contract Management</li> <li>• Asset Management</li> </ul>
 <p><b>Mr BS Hlomuka</b></p>	<p><b>General Manager: Corporate Services</b></p>	<p>To ensure that effective and efficient services are rendered by the Municipality. This division has the following units:</p> <ul style="list-style-type: none"> <li>• Human Resources Services</li> <li>• Administration</li> <li>• Legal Section</li> <li>• Information and Communication Technology</li> <li>• Fleet Management</li> </ul>

 <p><b>Mr SCB Zikalala</b></p>	<p>Acting General Manager: Water, Sanitation and Technical Services</p>	<p>The main function of this division is to operate and maintain the water and sanitation networks in both urban and rural areas within the District and to also ensure that water and waste water infrastructure is managed properly in order to produce water which is of good standard. This division has the following units:</p> <ul style="list-style-type: none"> <li>• Project Management Section</li> <li>• Operations and Maintenance</li> <li>• Bulk Water</li> <li>• Waste Water Management</li> <li>• Rural And Urban Water Reticulation</li> </ul>
 <p><b>Mr BH Khoza</b></p>	<p>General Manager: Municipal Health and WSA</p>	<p>To perform the governance and compliance functions which include planning, regulating and ensuring access to basic water and sanitation services and also to ensure the health and wellness of the employees within the working environment. This division has the following sections:</p> <ul style="list-style-type: none"> <li>• Municipal Health Services</li> <li>• Water Services Authority</li> <li>• Occupational Health &amp; Safety</li> </ul>
 <p><b>Mr ZN Khuzwayo</b></p>	<p>General Manager: Social and Economic Development</p>	<p>To assist economical distressed communities by promoting a favourable business environment through strategic investment public infrastructure and technology and also to provide tools and information to maximise district competitiveness and enable economic growth for UThukela Industries. The main purpose of this division is to enhance economic growth for communities</p>



		by developing partnership with private sectors and non-governmental organisations. This division is comprised of the following sections: <ul style="list-style-type: none"> <li>• Planning and Local Economic Development</li> <li>• Disaster Management</li> </ul>
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## COMPONENT B: INTERGOVERNMENTAL RELATIONS

Inter-Governmental Relations (IGR) is really about improving the delivery of outcomes through effective systems, processes and procedures that ensured cooperation of different role players around policy formulation, planning, monitoring and support and delivery. Uthukela District Municipality has established IGR Structures in terms of the Intergovernmental Relations Act 13 of 2005. The District Mayor IGR is the decision making within the District and its family of municipalities. The Mayor's forum participates to the Premier's IGR forum that is convened by the Premier to implement resolutions taken at Provincial level.

The Municipal Managers IGR sits on regular bases to recommend issues to be discussed and implement resolutions of the political IGR. The following are "political" and non-political inter-governmental Structures that facilitate inter-governmental relations within the province, between the district, province and local municipalities:

Structure	Participants	Responsibilities
<b>Political Structures</b>		
<b>Premier's</b>	Premier Mayors Heads of Departments Municipal Managers	Co-ordination of inter-governmental relations (Provincial and Local Government)
<b>Intergovernmental Relations (Mayors) Forum</b>	Executive Mayor Mayors Traditional Leaders Municipal Managers	Co-ordination of inter-municipal relations (District and Local Municipalities)
<b>Speakers' Forum</b>	Speakers of District and Local Municipalities	Co-ordinate public participation processes in the municipalities
<b>Non-Political Structures</b>		
<b>Technical support (Municipal Managers) Forum</b>	All municipal managers within the District as well as sector departments	To support the District Intergovernmental Forum (DIF) by promoting and supporting the

		<p>facilitation of intergovernmental relations and cooperative governance in the UDM area by:</p> <ul style="list-style-type: none"> <li>– ensuring effective and efficient service delivery unhampered by jurisdictional boundaries, powers and functions</li> <li>– supporting the DIF by ensuring that sufficient technical analysis has been conducted before making recommendations</li> <li>– coordinating activities and/or functions throughout the district</li> <li>– Implementing decisions its own decisions as well as those of the DIF in a coordinated and cooperative manner.</li> </ul>
<b>District Area Finance Forum</b>	All Chief Financial Officers within the District	<p>To promote and support the facilitation of intergovernmental relations and cooperative governance in the Uthukela District Municipal area by:</p> <ul style="list-style-type: none"> <li>– ensuring effective and efficient service delivery unhampered by jurisdictional boundaries, powers and functions</li> <li>– supporting the TSF by ensuring that sufficient technical analysis has been conducted before making recommendations</li> </ul>

		<ul style="list-style-type: none"> <li>– coordinating activities and/or functions throughout the district</li> <li>– Implementing decisions of the DIF, TSF as well as those of the forum in coordinated and cooperative manner.</li> </ul>
<b>Planning and Development Forum</b>	All Planning General Managers within the District	<p>To promote and support the facilitation of intergovernmental relations and cooperative governance in the Uthukela District Municipal area by:</p> <ul style="list-style-type: none"> <li>– Ensuring effective and efficient service delivery unhampered by jurisdictional boundaries, powers and functions</li> <li>– Supporting the TSF by ensuring that sufficient technical analysis has been conducted before making recommendations</li> <li>– Coordinating activities and/or functions throughout the district</li> <li>– Implementing decisions of the TSF as well as those of its own in coordinated and co-operative manner.</li> </ul>
<b>Technical/ Infrastructure Forum</b>	All Technical and Engineering Senior Managers within the District	<p>To promote and support the facilitation of intergovernmental relations and cooperative governance in the Uthukela District Municipal area by:</p> <ul style="list-style-type: none"> <li>– ensuring effective and efficient service delivery unhampered by jurisdictional boundaries,</li> </ul>

		<p>powers and functions</p> <ul style="list-style-type: none"> <li>– supporting the TSF by ensuring that sufficient technical analysis has been conducted before making recommendations</li> <li>– coordinating activities and/or functions throughout the district</li> <li>– Implementing decisions of the DIF, TSF as well as those the forum in coordinated and cooperative manner.</li> </ul>
<b>General and Social Services</b>	All Social including communications Senior Managers	<p>To promote and support the facilitation of intergovernmental relations and cooperative governance in the Uthukela District Municipal area by:</p> <ul style="list-style-type: none"> <li>– ensuring effective and efficient service delivery unhampered by jurisdictional boundaries, powers and functions</li> <li>– supporting the TSF by ensuring that sufficient technical analysis has been conducted before making recommendations</li> <li>– coordinating activities and/or functions throughout the district</li> <li>– Implementing decisions of the DIF, TSF as well as those the forum in coordinated and cooperative manner.</li> </ul>
<b>Corporate services</b>	All Corporate Services General Managers within the District	<p>To promote and support the facilitation of intergovernmental relations and cooperative governance</p>

		<p>in the Uthukela District Municipal area by:</p> <ul style="list-style-type: none"> <li>– ensuring effective and efficient service delivery unhampered by jurisdictional boundaries, powers and functions</li> <li>– supporting the TSF by ensuring that sufficient technical analysis has been conducted before making recommendations</li> <li>– coordinating activities and/or functions throughout the district</li> <li>– Implementing decisions of the DIF, TSF as well as those of the forum in coordinated and cooperative manner.</li> </ul>
<b>Technical Task Team</b>	<p>Sector Departmental Officials</p> <p>Municipal Senior Managers (Directors)</p> <p>Municipal Officials</p>	Provide inter-governmental inputs into the work of Clusters
<b>Provincial Development Planning Forum</b>	<p>IDP Managers at local and District level;</p> <p>Development Planners from the Provincial Sector Departments; and</p> <p>Parastatals</p>	Provide for a coherent intergovernmental planning framework and alignment and integration of development plans in the province.
<b>IDP District Steering Committee</b>	<p>Managers in IDP, LED, Infrastructure and Town Planning Units at local and district level; Development Planners from the Provincial Sector Departments at district and provincial level;</p> <p>and Parastatals</p>	Forum wherein planners in the district converge and conduct joint planning as well as co-act on the directives from both the National Development Planning Forum and the Provincial Development Planning Forum

<b>District Technical Advisory Committee (PMS)</b>	PMS Officials and IDP Managers	Provide for a district wide OPMS & IPMS frameworks implementation plans
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INSERT INSERT IGR TABLE

#### COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION

Uthukela District Municipality had public participation mechanisms within its area of jurisdiction which included among others Council Outreach programme and IDP/Budget Public Consultative meetings. The District Municipality has achieved remarkable progress in institutionalizing and implementing its Communication Strategy, Consultation mechanisms, Stakeholder participation and Customer Care. The mechanisms that the District utilizes in communication included the annual report, website, print media, events, as well as loud hailing and local radio station.

The District has put in place various programmes of public participation to strengthen interaction with community members and stakeholders in local municipalities, that is, through outreach programmes and IDP/Budget Consultative Meetings. The main purpose of this interaction is to create platform and opportunity for political leadership of the District to directly communicate with community members and stakeholders on issues relating to service delivery in municipalities implemented in line with the IDP, as well as to promote transparency and accountability. The following programmes were held during the financial year- 2017/2018 financial year:

Programme	Venue	Date
<b>Stakeholders engagement session</b>	UThukela District Municipality Boardroom	12 February 2018
<b>Public Participation Meeting</b>	Bhekuzulu Community Hall	13 February 2018
<b>Public Participation Meeting</b>	KwaDlamini Community Hall	
<b>Public Participation Meeting</b>	Forderville Community Hall	
<b>Public Participation Meeting</b>	Tourism Centre	14 February 2018
<b>Public Participation Meeting</b>	Obanjeni Community Hall	
<b>Public Participation Meeting</b>	Ezakheni Section B Community Hall	
<b>Public Participation Meeting</b>	Nkuthu Community Hall	15 February 2018
<b>Public Participation Meeting</b>	Mbuzweni Community Hall	
<b>Public Participation Meeting</b>	Egoqweni Community Hall	
<b>Public Participation Meeting</b>	Emanqomfini Community Hall	16 February 2018
<b>Public Participation Meeting</b>	Tholeni Community Hall	



## WARD COMMITTEES

All local municipalities in the District have established ward committees in all their wards and have ward committee annual programmes, which are in line with the Provincial Guidelines. The work and functionality of ward committees are accounted for quarterly in the District Speakers Forum which is convened and presided over by the Speaker of Uthukela District Municipality. The District Speakers Forum is held quarterly and is attended by all the Speakers of the local municipalities.

## IDP PARTICIPATION AND ALIGNMENT

IDP Participation and Alignment Criteria	Yes/No
Does the municipality have impact, outcome, input, output indicators?	Y
Does the IDP have priorities, objectives, KPIs, development strategies?	Y
Does the IDP have multi-year targets?	Y
Are the above aligned and can they calculate into a score?	Y
Does the budget align directly to the KPIs in the strategic plan?	Y
Do the IDP KPIs align to the Section 54/56 Managers	Y
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	Y
Do the IDP KPIs align with the provincial KPIs on the 12 Outcomes	Y
Were the indicators communicated to the public?	Y
Were the four quarter aligned reports submitted within stipulated time frames?	Y

## COMPONENT D: CORPORATE GOVERNANCE

### RISK MANAGEMENT

Uthukela District Municipality is in a continuous process of ensuring pro-activeness by putting in place preventative and protective measures that will mitigate business risks, thus ensuring that all the objectives set out in the IDP are achieved. The Risk Management Strategy and Anti-Fraud Corruption Strategy are in place and being implemented. The risk management committee is there to monitor the implementation of risk mitigation strategies employed by departments on a quarterly basis. The fraud hotline is fully functional with reported cases being investigated continuously. Awareness campaigns are conducted annually.

#### Legal Mandate

*Municipal Finance Management Act No 56 of 2003*

*Section 62(1) (c) (i) of the Municipal Finance Management Act, 2003 requires that:*

*"The accounting officer of a municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure –*

*(c) that the municipality has and maintains effective, efficient and transparent systems –*

*(i) of financial and risk management and internal control"*

#### Risk Committee Members

The Risk Committee Members are nominated annually by the Municipal Manager. A risk committee charter is reviewed annually by the Risk Committee and approved by the Municipal Manager. The Risk Committee meet quarterly for risk committee meetings.

#### Municipal Top 20 risks 2017/2018 financial year

##### **TOP 20 MUNICIPAL RISKS 2017/2018**

##### ***RISK ACTION PLAN % PROGRESS***

Risk No.	Risk Description	Risk Action Plan Progress Annual Target %	Risk Action Plan Progress Quarterly Target %	Q1 Progress %	Q2 Progress %	Q3 Progress %	Q4 Progress %	Total Progress Achieved %
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1	Unsafe work environment	5	1.25	1.25	1.25	1.25	1	4.75
2	Unsafe drinking water	5	1.25	1.25	1.25	1	1.25	4.75
3	Pollution of water resources	5	1.25	1.25	0.25	1	0.25	2.75
4	Challenges to improve revenue collection	5	1.25	1.25	0.25	0.25	0.25	FALSE
5	Challenges to sustain financial viability	5	1.25	1.25	0.25	0.25	0.25	2
6	Inadequate support on mSCOA software from service provider	5	1.25	1.25	1.25	1.25	0.25	4
7	Inadequate SCM processes	5	1.25	1.25	0.25	0.25	1.25	3
8	Over / Under payment of salaries	5	1.25	1.25	1.25	1.25	0.25	4
9	Inadequate management of municipal fleet	5	1.25	1	0.25	0.25	0.25	1.75
10	Lack of credible POE submitted	5	1.25	1.25	0.25	0.25	0.25	2
11	Inadequate alignment between IDP, Budget ,SDBIP and the PMS System	5	1.25	1.25	0.25	1.25	1.25	4
12	Non-compliance with back to basics reporting	5	1.25	1.25	1.25	1.25	1.25	5
13	Economic decline	5	1.25	1.25	1.25	1	1.25	4.75
14	Ineffective Customer Call Centre	5	1.25	1.25	1	1	0.25	3.5

15	Inadequate of infrastructure to water supply & sanitation infrastructure	5	1.25	0	1	0.25	1	2.25
16	Poor performance by service providers	5	1.25	0	1	1	0.25	2.25
17	Water losses	5	1.25	0	0.25	0.25	0.25	0.75
18	Ageing infrastructure	5	1.25	0	0.25	0.25	0.25	0.75
19	Poor performance of WTW & WWTW plants.	5	1.25	0	0	0.25	0.25	0.5
20	Shortage of supply of water due to Drought	5	1.25	0.25	1	1	0.25	2.5
<b>Total % Progress Achieved</b>		<b>100</b>	<b>25</b>	<b>17.5</b>	<b>13.75</b>	<b>14.5</b>	<b>11.5</b>	<b>55.25</b>

The Anti-Fraud and Corruption Policy and Prevention Plan and Whistle Blowing Policy has been developed and reviewed annually by Council. Awareness on Anti-Fraud is conducted annually to employees. A District Anti-Fraud Hotline is established and is operational for fraud and corruption to be reported. The challenges in Risk Management is Risk Committee members and employees not understanding the concept of risk management. The shortage of staff in risk management has also proven to be a challenge. However in-house workshops and training for Risk Committee Members and employees on Risk Management Policies has been put as an intervention to assist with the current risk challenges. The risk management committee meetings held as follows:

Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Target	Actual	Target	Actual	Target	Actual	Target	Actual
1	1	1	1	1	1	1	1

## INTERNAL AUDIT

The Internal Audit reviews are conducted regulatory through the approved Audit plan. The reviews are conducted to assess the effectiveness on the internal control system put by management. The audit areas covered includes performance audits, Information Technology audits and Risk based audits which reports are presented to Audit and Performance Committee on quarterly basis. We also do follow up on the finding raised by the Auditor General to review whether that proposed controls as suggested by the Auditor General of South Africa are put in place and

functioning. The Audit and Performance audit committee is functional and reports to Council on quarterly basis highlighting shortcomings which may hinder the achievements of our business objectives.

## WEBSITE

Section 75 of the Municipal Finance Management Act requires municipalities to place key documents and information on their website, including the IDP, the annual budget, adjustments budgets and budget related documents and policies, Sections 21 (a) & 21 (b) of the Municipal Systems Act also obliged municipalities to convey specific documents and information to the public, displaying these documents on the municipality's official website. Based on the abovementioned, the ICT Unit strives to place all relevant and updated information on the website. The Municipality views its website as an integral part of communication infrastructure and strategy. The website serves as a tool for community participation, information sharing and disclosure information about decisions taken, council's finances and activities.

Documents Published in Municipal Website	Yes/ No	Year published
<b>Current annual and adjustments budgets and all budget related documents (2017/2018)</b>	<b>Y</b>	<b>2017</b>
<b>All current budget-related policies for the 2017/2018budget</b>	<b>Y</b>	<b>2017</b>
<b>The annual report for 2016/2017</b>	<b>Y</b>	<b>2017</b>
<b>All current performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act (2017/2018)</b>	<b>Y</b>	<b>2017</b>
<b>All quarterly reports tabled in the council in terms of section 52 (d) during 2017/2018</b>	<b>Y</b>	<b>2017-2018</b>

## SUPPLY CHAIN MANAGEMENT

The reviewed supply chain management policy in place is in line with the MFMA, Supply Chain regulations and MFMA circulars. The goal of this policy is to provide a framework to ensure a sound and accountable system of supply chain management within the UThukela District Municipality to ensure value for money, open and effective competition, fair dealing, accountable and equity

UThukela District Municipality has a centralized supply chain management function responsible for the procurement of goods and services. The supply chain management unit is supported by the three committees namely, the Bid Specification, Evaluation and Adjudication Committees, appointed in terms of the municipal SCM policy. The following table depicts the number of Bid Committee Meetings held in the 2017/2018 financial year.

Bid Specification	Bid Evaluation	Bid Adjudication
<b>14</b>	<b>8</b>	<b>8</b>

Awards made by Bid Adjudication Committee

The ten highest bids awarded by the bid adjudication committee are as follows

Bid Number	Title of bid	Department	Successful bidder	Value of bid awarded in rands
<b>10/2017-CON</b>	Bergville Sewer Reticulation	Water Services	Shula IFS JV	R 50 431 360.40
<b>03/2017-CON</b>	Bhekuzulu Ephangweni water supply	Water Services	Maxode Trading and Projects	R 22 777 841.76
<b>01/2017-MEU</b>	Weenen Ezitendeni Sewer Treatment Works	Water Services	Klomac Engineering	R 13 349 410.55
<b>02/2017-PEH</b>	Hiring of Water Tankers	Water Services	Pool	n/a
<b>05/2017-PMS</b>	Supply and Delivery of Plumbing materials	Water Services	Mgazi Engineering	R 2 434 023.10 unit costs
<b>10/2017-CON</b>	VIP Toilets in Okhahlamba	Water Services	Lemalwa Trading	R 4 536 634.40
<b>06/2017-PRS</b>	Debt Management Services	Finance	SP Pearl Ndaba Hann Collections	10%/15%
<b>04/2017-VEH</b>	Supply and Delivery of Batteries and tyres	Corporate Services	AutoZone	R 62 902.92 Unit costs
<b>08/2017-TRA</b>	Supply and delivery of SUV	Mayoral Office	Williams Hunt	R 606 172.00

Awards made to businesses within UThukela District Municipality

Number of contracts awarded	Number of contracts awarded to businesses	Percentage of contracts awarded to businesses within	Value of contracts awarded
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within UThukela District Municipality		UThukela District Municipality	
9	4	36%	25 274 767.20

Deviation from normal procurement processes

Department	Less than R30 000	Between R30 001- R200 000	Between R200 001 – R2 000 000	Above R2 000 000
Office of the Municipal Manager	R 23 821.00	R0.00	R 0.00	R 0.00
Budget and Treasury Office	R 0.00	R 0.00	R 0.00	R 0.00
Department of Social Development	R 0.00	R 0.00	R 0.00	R 0.00
Municipal Health and Water Services Authority	R 0.00	R 0.00	R 0.00	R 0.00
Corporate Services	R 20 266.92 R 29 979.22	R 40 612.50 R 58 413.60 R44 590.10 47 483.28		
Water Sanitation and Technical Services	R 2247.40 R 29 775.69	R 113 145.89 R 154 223.19 R 173 052.00 R 159 917.65	R 0.00	R 2 171 105.76

**Total 3 213 707.40**

## CHAPTER 3 – SERVICE DELIVERY PERFORMANCE

### COMPONENT A: BASIC SERVICES

This component includes: water; waste water (sanitation); and a summary of free basic services.

Uthukela District Municipality is the Water Service Authority (WSA). The core function of Uthukela District Municipality is the provision of water and sanitation services. The primary objective is to extend portable water and sanitation services throughout the district by eliminating the backlogs and also to maintain and ensure sustainability of the existing water and sanitation infrastructure. The main objective of the municipality is to ensure the quality of drinking water in the region is improved in as far as the blue and green drop is concerned.

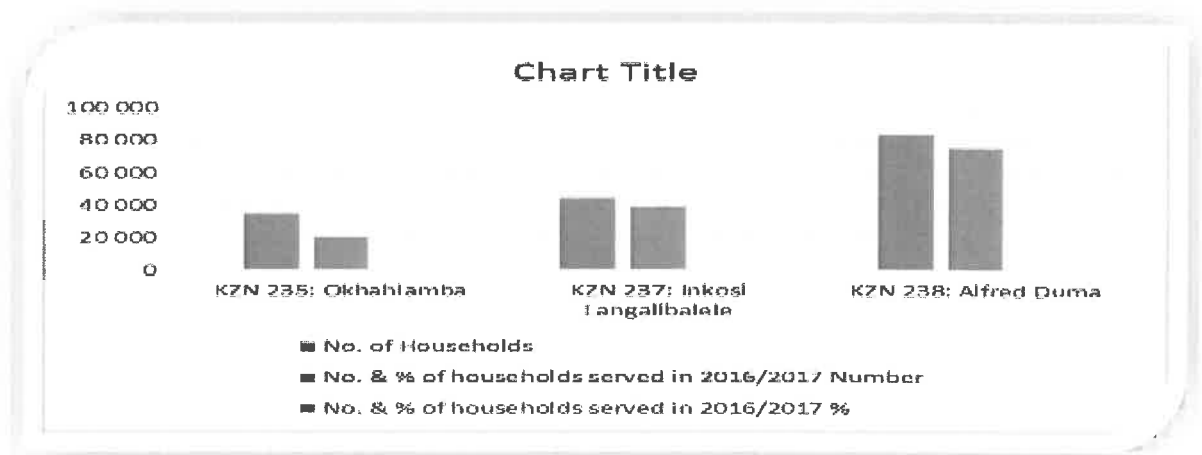
Availability of infrastructure services such as water and sanitation are necessary conditions for economic growth and improvement in the quality of life of citizens. The state of infrastructure within the district has improved over the past years, the challenge in the district is however not primarily the lack of public investment on infrastructure, but poor coordination between the various spheres of government, although this can still be improved.

### WATER PROVISION

Water Supply to Households Municipality	No. of Households	No. & % of households served in 2017/2018	
		Number	%
KZN 235: Okhahlamba	34 565	20 401	59.0%
KZN 237: Inkosi Langalibalele	44 687	38 985	87.2%
KZN 238: Alfred Duma	83 717	75 356	90.0%

*Uthukela DM Backlog Study for Water & Sanitation, 2017*

In  
terms



recent legislation includes the Water Services Act 1997, the Uthukela District Municipality is both a Water Services Authority (WSA) and Water Services Provider (WSP).

## Status of Water Services

Sixty seven (67) drinking water sampling points were monitored in uThukela Region. Chemical and Physical analysis were conducted over a period of 12 months by qualified and experienced Laboratory Technicians. Analysis is done to ensure that the water supplied to the public is fit for human consumption. The overall microbiological compliance rate for uThukela District Municipality has reduced from 94.7% to 92.3%. This percentage is reflected on the Department of Water Affairs' Blue Drop website. Results are compared with the SANS-241 drinking water quality standard for South Africa.

Uthukela district municipality's Water Treatment Works and Waste Water Treatment Works performances are evaluated according to the Blue Drop and Green Drop criteria. The Blue Drop and Green Drop Status scores for uThukela District Municipality are low. Based on the Department of Water and Sanitation Blue Drop regulator's assessment, the district achieved a score of 34.50%. The Green drop score was <30%. Uthukela District Municipality is still not on par with the expectations of the Blue Drop and Green Drop regulatory programme as per compliance and best practices requirements.

## The Status of Drought in Uthukela and its Family of Municipalities

It is important for the municipality report on the update on the impact of drought experienced by the KZN province particularly in uThukela district municipality and its family of municipalities. The Premier in consultation with other MEC' s declared the province of KwaZulu Natal a disaster area in respect of drought in January 2015. This was in line with the legislation (Disaster Management Act 57 of 2002). It must be noted that the drought has never been fully eradicated and currently Uthukela district is experiencing severe water shortages.

### *Alfred Duma Local Municipality*

The operation of the water treatment works at or supplied with raw water from Oliphantskop Dam which had silted up and the storage capacity reduced drastically. The direct impact of the non-operation of the plant is that; communities that were supplied by a minimum of 6Ml/day are without piped water.

The Ladysmith Water Treatment Works extract water from the Klip River; during the period under review, the flow in this river was not up to standard and two raw water pumps have been switched off. Normally the treatment works in Ladysmith receive a total of +31 000 000 L/d i.e. 750 000 L/d from Spoienkop Dam and 541 000 L/d from the Klip River; it therefore means that the raw water supply was 40% less than normal. The 40% was for the higher lying areas of Ladysmith namely Golf Course, Observation Hill, Hyde Park, Mkhamba Gardens, Model Kloof, Limit Hill and Danskraal Industries, Steadville (parts), St Chads (until the new Clinic) and Roosboom.

Driefontein block accessed water from boreholes/underground water; the areas benefiting from this source were without water. The raw water abstraction point Embizeni/Ezakheni plant designed to produce 34 000 000 L/d however during the period under view, it produced 52 800 000 L/d.

#### *Okhahlamba Local Municipality*

Okhahlamba has four water treatment works namely Bergville WTW, Winterton, Zwelisha/Moyeni and Langkloof. The Zwelisha Treatment Works is where a challenge of raw water shortage was experienced, especially when a farmer in close proximity was irrigating the crops. The farmer sources his irrigation water above our abstraction within a canal controlled by a public member.

Four (4) water tankers serviced the entire Bergville area during the financial year under review. Of the thirteen (13) existing boreholes, five (5) were not in use, two (2) were undergoing repairs, and two (2) more had undergoing electrical repairs with six (6) were non-functioning.

#### *Inkosi Langalibalele Local Municipality*

The Injisuthi river abstraction always gives challenges in winter months. The situation is aggravated with the drought.

#### *Municipal Response to Drought*

The proposed interventions to refurbish boreholes (hand pumps), drill and equip new production boreholes, drill and equip new boreholes hand pumps, protect and supply water storage to springs, and erect a package plant.

The progress achieved during the financial year 2017/2018:

- One hundred and thirty (130) static tanks (5kl) have been delivered and distributed throughout the district, in Alfred Duma, Okhahlamba and Inkosi Langalibalele Local Municipality.
- Twelve (12) boreholes have been identified, six (6) have been drilled and six (6) awaiting to be equipped.

The Department of Co-operative Governance and Traditional Affairs has approved R10 million for upgrading and refurbishment of boreholes within Uthukela District Municipality:

<b>224 boreholes (hand pumps) refurbished throughout the District</b>	
<b>June 2018</b>	27
<b>July 2017</b>	35
<b>August 2017</b>	40
<b>September 2017</b>	34



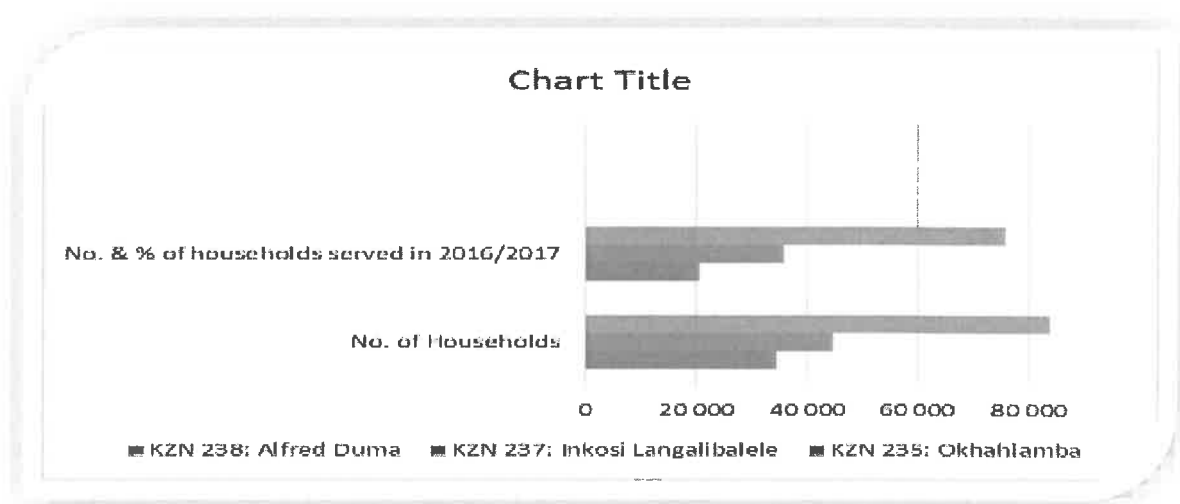
<b>October 2017</b>	34
<b>November 2017</b>	32
<b>December 2017</b>	22

## WASTE WATER (SANITATION) PROVISION

Sanitation is the hygienic means of promoting health through prevention of human contact with the hazards of wastes. The fact that most households within the district do not have RDP level sanitation constitutes a major risk in terms of ground water pollution, environmental and health problems. The main types of sanitary systems used in the district are water-borne sewerage (flush toilets), septic tanks and Ventilated Improved Pit latrines. Water-borne sewerage is mainly found in towns and townships, septic tanks are mainly on privately owned properties like farms, hotels, etc.

Sanitation Supply to Households Municipality	No. of Households	No. & % of households served in 2017/2018	
		Number	%
<b>KZN 235: Okhahlamba</b>	34 565	20 576	59.5
<b>KZN 237: Inkosi Langalibalele</b>	44 687	36 235	80.2
<b>KZN 238: Alfred Duma</b>	83 717	76 559	91.5

*Uthukela DM Backlog Study for Water & Sanitation, 2017*



## Operational and Maintenance Plan for Water and Sanitation

Generally, water and sanitation projects experience their most serious problems with operation and maintenance and with cost recovery aspects. Infrastructure projects have a finite design life and require routine maintenance. Therefore, it is imperative to plan for operation and maintenance, with a planned withdrawal of external support as local ownership builds.

Uthukela District Municipality as a Water Service Authority have developed the Operational and Maintenance (O&M) Plan and the plan is under implementation.

The Uthukela District Municipality Operational & Maintenance Plan refers to all of the activities needed to run water supply and sanitation schemes, except for the construction of new facilities. The overall aim of the uThukela district municipal Operational and Maintenance (O&M) plan is to ensure efficiency, effectiveness and sustainability of water and sanitation facilities in the uThukela family of municipalities. The following are some of the advantages of the uThukela district municipality Operational and Maintenance (O&M) Plan:

- Operation and Maintenance activities ensure that the project is sustainable in a long-term
- Operational and Maintenance activities enhances the efficiency of the infrastructure and sustains the provision of services

### Challenges

Since demographic details are dynamic and changes all the time, it is recommended that the household and settlement data sets be updated on a continuous basis in order for the data sets, any spatial analysis thereof, be kept relevant.

- Operations and maintenance budget does not cater for aging infrastructure.
- The demand vs current infrastructure (New development)

### Intervention

It is hoped that the abovementioned water supply challenges will be addressed if all relevant role players namely, the community, private sector and spheres of government co-operate and play their respective roles in supporting uThukela District Municipality in managing water services. The implementation of effective interventions to address water and sanitation challenges will not only improve the quality of water and sanitation services delivery in the district. The effective monitoring of the water and waste water treatment plants will improve the Blue Drop and Green Drop scores. At the end of this financial year 78.7 % of the district population had access to piped water, while 81% had access to sanitation. This service delivery record inspired the Municipality to press ahead harder with more projects on the cards to meet Millennium Development Goals.

### DISASTER

UThukela District Disaster Management Centre comprises of Fire Unit, Disaster Unit and Call Centre. The Disaster Unit functions includes reducing and eradicating any risk that the area may face due to disasters. Attend any disaster incidents occurred within the district and report all incidents to Provincial Disaster Management Centre.

Provide support to our local municipalities on disaster related matters. Coordinate all stakeholders when there is a disaster occurred within the district.

Section 42 of the Disaster Management Act (Act 57 of 2002) states that each metropolitan and each district municipality must establish and implement a framework for disaster management in the municipality aimed at ensuring an integrated and uniform approach to disaster management in its area. The Uthukela district municipality Disaster Risk Management Framework was developed. The framework is in line with the National and Provincial frameworks and deals with each of the four Key Performance Areas as well as the three enablers. Key performance indicators have been set for each of the KPA's as well as the three enablers and it will be reviewed.

#### Municipal Disaster Management Advisory Forum

Section 51 of the Disaster Management Act (Act 57 of 2002) states that district municipalities may establish a municipal disaster management advisory Forum. The uThukela District Disaster Risk Management Advisory Forum was established. According to subsection (1) a forum is a body in which the municipality and other key stakeholders consult one another and co-ordinate their actions on matters relating to disaster management in areas under their jurisdiction. The uThukela district municipality advisory forum is made up of all relevant stakeholders within the district who may be involved in issues related to disaster management. One of the challenges faced by the forum is non-attendance of key stakeholders at the meetings; the forum meets on quarterly basis.

#### Disaster awareness campaign

Communities need to be made aware and educated on the risks in their areas, and what to do when the disaster strikes. The District Disaster Management unit has therefore developed this Community Awareness, Educational Programme, Capacity Building and Workshops in order to create resilient communities on disaster management. One of the fundamental aims of this campaign is to ensure the visibility of District Disaster Management unit at local level.

District Disaster Management unit in consultation with other stakeholders rolled out campaigns to in the form of Community Awareness, Educational Programme, Capacity Building and Workshops, where locals will play a huge role in identifying proper venues and mobilising local communities, amongst other things. During the programme itself, all messages were based on the district risk profiles for those particular areas.

The Disaster awareness campaigns in schools took place as follows:

DATE	TIME	NAME OF SCHOOL	AREA
16 May 2018	8h00	Zikode High School	Mhlumayo next to Mteyi Clinic
17 May 2018	7h30	Tatazela High School	Loskop
18 May 2018	11h00	Vuma High School	Emablesini Okhahlamba
21 August 2018	7h30	Vukasekusile High School	Inkosi Langalibalele LM (ward 19)
22 August 2018	7h30	Hoye High School	Okhahlamba LM (ward 8)
23 August 2018	7h30	Bambazi High School	Okhahlamba LM (ward 2)
28 August 2018	7h30	Esigodini Primary School	Inkosi Langalibalele LM (ward 19)

<b>29 August 2018</b>	7h30	Phindokuhle High School	Alfred Duma LM (ward 11)
<b>07 September 2018</b>	7h30	Sizakahle High School	Alfred Duma LM (ward 11)



### Risk reduction and Prevention

It is not possible to completely prevent all disaster events. Their severity can be reduced, however, through ongoing disaster mitigation efforts. Disaster prevention refers to actions that provide “outright avoidance” of the adverse impact of hazards and related environmental, technological and biological disasters. UThukela District Municipality uses the following strategies applicable to preventive intervention:

- Effective land-use planning;
- Basic public works and

- Effective municipal services that factor in the frequency and severity of natural or other hazards as well as human actions.

#### Response and Discovery

Section 53 of the Disaster Management Act (Act 57 of 2002) deals with disaster management plans for municipal areas. Section 53 ( 1) (k) of the Act prescribes that a disaster management plan must contain contingency plans and emergency procedures in the event of a disaster, providing for prompt disaster response and relief and the procurement of essential goods and services.

The Disaster management centre budgets annually for the purchase of relief materials in the form of temporal shelters/tents, blankets, lightning conductors and plastic sheeting. This material is provided to victims of disasters or serious incidents when necessary. All local municipalities are supported in this programme and relief materials are provided to them when it is necessary. Relief efforts, in the event of disasters and/or incidents, are coordinated through the local municipality disaster management officials and the district disaster management centre. The following outlines the incidents that were reported in the Local areas.

Local Municipality	Type of Incidents	Number of Incidents	Households Affected	People Affected	Fatalities	Injuries	Missing Persons	Fire
<b>Inkosi Langalibalele</b>	Structural collapse, Hailstorms, Strong winds, Fire, Heavy rainfall	136	1100	3259	0	3	0	8
<b>Okhahlamba</b>	Structural collapse, Hailstorms, Fire and Heavy rainfall	110	764	1936	0	2	0	13
<b>Alfred Duma</b>	Structural collapse, fire, Hailstorms, Heavy rains	237	1329	9391	1	7	0	25

	and Strong winds							
<b>Totals</b>		483	3193	14586	1	12	0	46

## COMPONENT B: PLANNING AND DEVELOPMENT

The Spatial Development Framework is an integral part of the Municipality's IDP. It represents the spatial expression of the Council's development vision.

### PLANNING

#### Land Development and Land Use Management

The SDF integrate and coordinate on a broader level spatial information which includes the four local municipalities and Land Use Management Schemes on the other hand deals with the detailed administration of land development and land use change. These schemes assist to guide development and land control management. The implementation of the Land Use Management Schemes is still a challenge as majority of the settlements in the district are not formalized therefore, a phased approach will be used in order to address the challenge. The recent promulgation of Spatial Planning Land Use Management Act (SPLUMA) Act; 16 of 2013 requires all local municipalities to develop wall to wall Land Use Schemes according to the reviewed guidelines that are now aligned to the Act.

#### Land Use Management and Implementation of Spatial Planning and Land Use Management Act, 16 of 2013 (SPLUMA)

Spatial Planning and Land Use Management Act (SPLUMA) was signed into law by the President on 02 August 2013, and formally published in the gazette on the 05 August 2013. The enactment of SPLUMA has brought several fundamental changes in spatial planning and land use management. Among those changes are:-

- Reiteration of the sole mandate of municipalities where municipal planning (land development, land use management) is concerned, placing municipalities as authorities of first instance in validating inconsistent parallel mechanisms, parallel systems, measures or institution that existed dealing with land development application;
- Establishment and composition of Municipal Planning Tribunals and Appeals structures by municipalities to determine and decide on land development applications. Also providing municipalities with options for Tribunals and appeals structures to be created based on capacity.

## LOCAL ECONOMIC DEVELOPMENT

The purpose of the LED Strategy is to position the Uthukela district as a centre of sustainable economic growth and development. The LED is in partial fulfilment of the district's IDP goals, which will position the district in attaining its vision as "An improved quality of life for all in a globally interconnected, stable and developed region."

### Sectoral Contribution to Uthukela District Municipality's economy

	2001	2006	2011	Average annual growth 2001-2011
<b>Agriculture, forestry and fishing</b>	425	619	946	8%
	90	75	76	-2%
<b>Manufacturing</b>	1 917	2 389	2 857	4%
	333	378	402	2%
<b>Construction</b>	184	249	394	11%
	1 116	1 688	2 342	8%
<b>Transport, storage and communication</b>	806	1 326	1 873	9%
	833	1 433	2 069	10%
<b>Community, social and personal services</b>	475	617	730	4%
	1 116	1 334	1 784	5%

### UThukela Economic Development Agency

A development agency is a Special Purpose Vehicle and independent legal entity that can be used effectively by municipalities to facilitate the implementation of economic development projects. Development agencies throughout South Africa have been designed to bridge the gap between the public and private sectors in terms of industrial and economic development. Such agencies are developed to become competitive enterprises within the industry that operate using sound business management principles in order to stimulate local economies and increase regional economic growth. The key objective of development agencies in KwaZulu-Natal is to facilitate, package and achieve the implementation of strategic and sustainable economic development investment projects.

UThukela District Municipality has established a District Development Agency and the following board of directors were appointed.

Board Member	Gender
<b>Augustine Mxolisi Msomi</b>	Male

Mumtaz Asmal	Female
Osman Dawood Amla	Male
Peter Arthur Stockil	Male
Joseph Mhambi Mosia	Male
Kwazi Henry Nduli	Male
Sanele Shabalala	Male

## COMPONENT C: COMMUNITY & SOCIAL SERVICES

The Special Programmes section ensures that all previously marginalised groups - the youth, women, elderly and disabled in the municipality are mainstreamed into the developmental agenda. In making sure that Uthukela District Municipality responds to the needs of these groups of people, various special programmes structures have been launched and implemented. During the period under review the district successfully coordinated and commemorated the following special programmes:



**Youth March Against Abuse-** Nqubeko Community Radio Station together with UThukela District Municipality Youth Office staged a march in Murchison Street on the 6<sup>th</sup> of March 2018 as part of an awareness against abuse.





**UThukela District Municipality Career Exhibition-** DEPARTMENT OF EDUCATION TOGETHER WITH UTHUKELA YOUTH OFFICE HOST THE CARRER EXPO. PROSPECTIVE STUDENTS AND HIGH SCHOOL WERE INVITED SO THAT THEY CAN FIND OUT ABOUT CAREERS AND FIND OUT ABOUT TOOLS TO SUCCEED IN TERTIARY EDUCATION AND BEYOND FROM TERTIARY INFORMATION, COURSES, LOANS, TRANSPORTIATION AND ACCOMMODATION.



**WINTER WARMTH-**THE UTHUKELA DISTRICT MUNICIPALITY IDENTIFIED ONE SCHOOL WHICH IS THEMBSIZWE PRIMARY SCHOOL AS A BENEFICIARY OF THE "WINTER-WARMTH PROGRAMME ". THIS ITEM WAS DELIVERD BY THE DISTRICT HON MAYOR CLLR A.S MAZIBUKO.THIS WAS DONATED BY AL-IMDAAD FOUNDATION.



**MAYORAL EXCELLENCE AWARDS-** THE EVENT WAS HOSTED BY THE UTHUKELA DISTRICT MUNICIPALITY MAYOR HON. AS MAZIBUKO, DEPUTY MAYOR NW SIBIYA AND ALFRED DUMA MAYOR HON. MV MADLALA ON BEHALF OF THE MUNICIPALITY. THE MUNICIPALITY ONCE AGAIN CONTRIBUTED TOWARDS

ASSISTING LEARNERS FROM PREVIOUSLY DISADVANTAGED BACKGROUND TO CLAIM THEIR RIGHT TO EDUCATION THROUGH THE MUNICIPALITY'S ANNUAL BURSARY PROGRAMME.



**Golden Games-** The aim for Golden Games is to improve the quality of life for Older Persons. To promote the active healthy lifestyle. The games encourage South Africans to provide support to older persons. Golden games were held at UGu District. UThukela District also participated in all sports codes. Some of our participants were selected to represent KZN Province team in the National Golden Games



**Year end function- 16 days of activism-** The club was gathered to assess all the activities done in the whole year for the year. They also raised the issues about the gender violence that occurred in the community. Women were also encouraged to speak out when they are abused. The programme was a success.



**Voluntary Male circumcision-** To raise awareness around male circumcision as a way to offer additional protection against HIV, sexually transmitted infection (STIs) and other life threatening health condition that impact man.



**World Aids day Commemoration-** this event was held to show support for people living with HIV, and to commemorate those who have died from and AIDS related illness.

## HIV and AIDS

UThukela District Municipality has established a co-ordinating forum for HIV/AIDS issues involving all stakeholders and role players called uThukela District Aids Council to fulfil the following functions as outlined under the terms of reference:

- Development of the District AIDS Plan;
- Monitor the implementation of the District AIDS Plan quarterly;
- Review and evaluate the implementation of the District AIDS Plan annually;
- Facilitate the establishment of Local AIDS Councils;
- Facilitate multi-sectoral and interdepartmental collaboration in the campaign against AIDS;
- Facilitate capacity building on HIV related issues;
- Mobilise financial and technical resources for the campaign against HIV/AIDS and ensure equitable distribution of such resources;
- Commission relevant research and review statistics and other research reports relating to the District;
- Serve as the leading District public advocate to create an enabling environment for HIV/AIDS prevention, care and support;
- Report to the Provincial AIDS Council quarterly and annually on the progress made and challenges, which need to be addressed to combat HIV/AIDS in the District.

UThukela District Municipality has developed the HIV/AIDS strategy for both the community and for the workplace. In the strategy there are number of projects identified in mitigating the impact of HIV/AIDS such as awareness programmes.

## COMPONENT D: ENVIRONMENTAL PROTECTION

To manage all the components of environmental management within the Uthukela district, including planning, monitoring, enforcement, education and awareness, air quality management, environmental advisory services as well as capacity building and empowerment to ensure that the function of environmental management is established and promoted with the Uthukela district. Uthukela District Municipality aims to manage and direct the effective rendering of a comprehensive and professional Environmental Management service to residents of the district to ensure a sustainable, healthy and safe environment for every person to live, work and recreate within the district.

UThukela District Municipality in conjunction with relevant sector departments celebrated environmental calendar days and offered environmental awareness education campaigns and other capacity building initiatives to stakeholders throughout the district to address environmental management challenges. Compliance monitoring

inspections and enforcement actions were undertaken on Environmental Management by our team together with other enforcement agencies.

## COMPONENT E: HEALTH

### HEALTH INSPECTION: PREMISES AND FOOD INSPECTIONS

Health inspections involve inspection of food handling premises, non-food handling premises and institutions and issuing of compliance certificates and notices. These include inspection of water, waste water and solid waste management. The two main targets include food safety monitoring and water quality monitoring services.

Service Statistics For Health Inspection	
Number of water samples taken	1989
Number of food premises inspected	917

Section 32 of the National Health Act No.61 of 2003 mandates District and Metropolitan municipalities to perform Municipal Health Services in their areas of jurisdiction. In terms the division of powers and functions between Local and District municipalities as provided for in section 84 of the Municipal Structures Act No.117 of 1998, Municipal Health Services must be performed by District Municipalities.

Since the District is the custodian of municipal health services, it has drafted and adopted Municipal health Services by-laws and submitted them to be gazetted.

The Municipal Health system functions within the Uthukela district municipality and ensures that there is improvement in the quality of:- food, water, waste, communicable diseases control, the monitoring of compliance as well as holding formal health and hygiene education sessions.

The following aspects of Municipal Health Services were rendered in Uthukela District during the period under review: Water Quality Monitoring, Food Safety Control, Waste Management, Health Surveillance of Premises, Surveillance and Control of Communicable Diseases, Control of Disease Vectors, Control of Environmental Pollution, Control of the Disposal of the Dead, Ensure Chemical Safety.

## COMPONENT F: SECURITY AND SAFETY

### FIRE AND RESCUE

The uThukela district municipality has two personnel coordinating fire service unit at a district level. The operations on fire services are currently based at our family local municipalities, which is Alfred Duma, Inkosi Langalibalele and Okhahlamba.

Uthukela district municipality has a draft document for fire bylaws which is being circulated to various departments for comments and it will also be presented to the IGR, Advisory forum meeting, Portfolio committee and the council for adoption. However, they are currently facilitating that all local municipalities in our family to submit their draft fire bylaws.

Table 8: Identified Hazards for uThukela District Municipality

<b>Identified Hazards</b>
<b>Lightning</b>
<b>Strong Winds</b>
<b>Chlorine leakage or an hazcem incident (esp. in Ladysmith)</b>
<b>Large industrial fires, bulk depots spillages or fires</b>
<b>Lightning</b>
<b>Fires</b>
<b>Railway Accidents (railway passes dam wall)</b>
<b>Strong winds and storms</b>
<b>Soil Erosion</b>
<b>Environmental Degradation</b>
<b>Floods</b>
<b>Snow</b>
<b>Hazmat</b>
<b>Air Pollution (CO2, Acid rain, Plants)</b>
<b>Water contamination</b>
<b>N3 or N11 incidents</b>
<b>Possible dam failure (Thukela and Bushman intersect)</b>

These risks have been identified during risk analysis workshops with communities throughout the district as well as historical data gathered from incident assessments over the past five years. It was possible to compile appropriate GIS profile maps Using the detail disaster hazard, vulnerability and risk assessments of UTDM. These GIS-profile maps summarise the disaster hazard, vulnerability and risk analysis of UDM. Hence, these profile maps indicate the risk profile of the UTDM area of jurisdiction. Below is the disaster hazards profile map and a diagram of uThukela district municipality and its family of municipalities.

### Map 3: Hazard Map

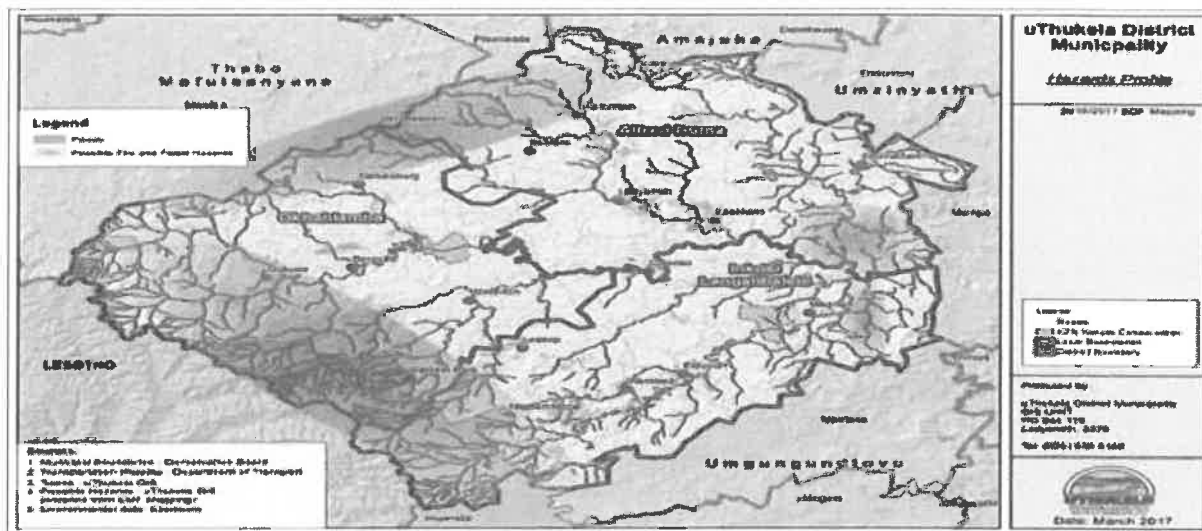
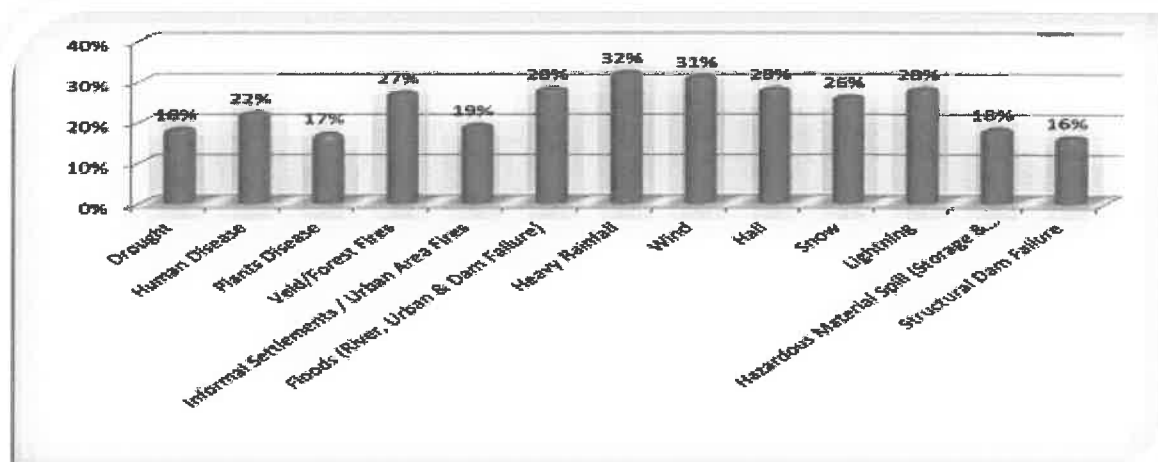


Figure 5: Hazard Identification



OTHER (DISASTER MANAGEMENT, ANIMAL LICENCING AND CONTROL, CONTROL OF PUBLIC NUISANCES AND OTHER)

The District Disaster Management Centre is located under Alfred Duma Local Municipality servicing the entire district. Main Disaster hazards identified in the District are the strong winds, drought, heavy storms and veld fires amongst others. Almost all communities in the district are affected in one way or the other by these hazards although, the degree in which they are affected differs based on their vulnerability. The focus of the services is measured based on the following key performance areas and enablers:

- Institutional Capacity building for the Disaster Management

- Pre-Disaster Risk Reduction
- Post Disaster Recovery
- Public Awareness Campaigns

The top service delivery priorities	
<b>Institutional Capacity Building</b>	<ul style="list-style-type: none"> <li>• Recruitment and establishment of Disaster Management Volunteers</li> <li>• Capacity building program –for community based structures to promote disaster risk reduction programs.</li> </ul>
<b>Pre-Disaster Risk Reduction</b>	<ul style="list-style-type: none"> <li>• Development of risk reduction strategies</li> <li>• Incorporating risk reduction strategies and plans into the municipal IDP.</li> </ul>
<b>Post –Disaster Recovery</b>	<ul style="list-style-type: none"> <li>• Responding to disasters (windstorms, displaced families due to disaster activities).</li> <li>• Facilitated provision of disaster emergency houses to disaster victims with the help of different stakeholders</li> </ul>
<b>Education, Training, Awareness campaigns</b>	<ul style="list-style-type: none"> <li>• Conducting community based training and awareness campaigns (primary and secondary schools as well as in communities).</li> </ul>
<b>Response and relief interventions</b>	<ul style="list-style-type: none"> <li>• Respond to all reported incidents within the set standard of 72 hours.</li> </ul>

### Challenges

Disaster Management Services is run from a minimum budget and this can pose a challenge in case of a major disaster, another challenge that is experienced by Disaster Management Services is not receiving cooperation from sector departments and Local Municipalities.

### Interventions

- Disaster Management Services convened a session with sector departments and the sector departments committed to cooperate and assist where they can regarding disasters in the district.
- A Disaster Management workshop was conducted for all councillors
- Community based training and awareness campaigns were conducted
- Operation Sukuma Sakhe works closely with Disaster Management Services



## COMPONENT F: SPORT AND RECREATION

The district is playing a minimum role within the context of its powers and functions. Most of these services reside within the ambit of department of Sport, Arts and Culture as well as that of local municipalities with the district offering some support within the extent of available resources. However the following were some sport activities the sports office carried out.



**DUNDEE JULY**-The Provincial Horse Riding Event was held in July, it has brought excitement in the province as it also involves people from other provinces and even other neighbouring Countries like Swaziland and Lesotho.



**PROVICIAL JUNIOR CHAMPIONSHIP BOXING**- The event took place in King Cetshwayo District Municipality. The District had 20 Boxers.11 out of those boxers won their fights and formed part of the Provincial Boxing Team



**INDIGENOUS GAMES** -This is an event which started at a Ward level all the way up to National, the Provincial event took place at Uthukela District Municipality.



**DISTRICT WORK AND PLAY LEAGUE AND PROVINCIAL TOURNAMENT** – The Office of the Premier has initiated games for the employees to participate in, Uthukela District played a league with different departments within the District and the winner represented the District at the Provincial Tournament.

## CHAPTER 4 – ORGANISATIONAL DEVELOPMENT PERFORMANCE

Human Resource Management is central to the strategic thrust of the District. It is geared to achieve optimal outcomes and impact on Service Delivery. The function is organized and discharged through the following units; Human Resources Management and Human Resources Development.

- Human Resources Management – the unit is responsible for employee relations, provisioning and maintenance which include recruitment, selection, labour relations as well as benefits administration.
- Human Resources Development – the unit is responsible for training and development of employees and implementation of the organizational structure.

In terms of human resources development the municipality ensures that employees realize their personal as well as organizational goals as far as career development is concerned. Employee personal problems that may adversely impact their work performance, health and wellbeing are dealt with through the Employee wellness programme.

Recruitment and selection of positions is done continuously as a result of vacancies. The human resources division has facilitated municipal transformation by ensuring the implementing the Employment Equity Act. The municipality implements a performance management system and assessments are done on a quarterly basis for all municipal employees. Performance rewards for eligible employees are paid annually to the municipal personnel.

#### COMPONENT A: TURNOVER AND VACANCIES

Department	Number of Employees	Number of Approved Posts
<b>Office of the Municipal Manager</b>	62	83
<b>Department of Social Services</b>	41	51
<b>Corporate Services</b>	61	84
<b>Municipal Health and Water Services Department</b>	37	62
<b>Budget and Treasury Office</b>	114	136
<b>Water and Technical Services</b>	458	652

Financial Year	Number of total appointments at the end of the financial year	New Appointments	No. of terminations in the financial year	Turnover rate
<b>2017/2018</b>	129	03	21	16.2 %

In terms of the Employment Equity Act, 1998, it is the duty of uThukela district municipality to consult, draft and implement the Employment Equity Plan in order to achieve equity in the workplace. Uthukela District Municipality has developed and adopted the Employment Equity Plan that is promoting equal opportunity and fair treatment in employment through the elimination of unfair discrimination.

In drafting of the Employment Equity Plan all, the relevant stakeholders were involved including the Local Labour Forum. One of the objectives of the Plan is to focus on the development of present staff and an affirmative action programme aimed at specifically addressing the training and advancement needs of previously disadvantaged groups.

### Racial classification

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	5	0	0	0	1	0	0	0	0	0	6
Senior management	2	0	1	2	3	0	0	0	0	0	8
Professionally qualified and experienced specialists and mid-management	31	0	3	5	6	1	0	1	0	0	47
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	92	2	5	5	38	0	2	0	0	0	144
Semi-skilled and discretionary decision making	103	0	5	0	59	0	2	0	0	0	169
Unskilled and defined decision making	255	0	1	0	32	0	0	0	0	0	288
<b>TOTAL PERMANENT</b>	<b>488</b>	<b>2</b>	<b>15</b>	<b>12</b>	<b>139</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>662</b>
Temporary employees	291	0	6	0	56	0	0	0	0	0	353
<b>GRAND TOTAL</b>	<b>779</b>	<b>2</b>	<b>21</b>	<b>12</b>	<b>195</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1015</b>

### Critical posts

Name	Department	Status	Gender
<b>SN Kunene</b>	Municipal Manager	Filled	Male
<b>BS Hlomuka</b>	General Manager: Corporate Services	Filled	Male
<b>PHZ Kubheka</b>	Chief Finance Officer	Filled	Female
<b>SCB Zikalala</b>	Acting General Manager: Water, Sanitation and Technical services	Acting	Male

<b>BH Khoza</b>	General Manager: Municipal health and water service authority	Filled	Male
<b>NZ Khuzwayo</b>	General Manager: Social and Economic Services	Filled	Male

Uthukela district municipality has developed and adopted the human resource strategy. On the other hand, the municipality have compiled and adopted the Human Resource Policies in an enabling spirit and sets out the policy relating to employment within the municipality. These policies are the enabling tool to facilitate human resources management within the municipality. In compiling the uThukela District Municipality Human Resource Policies, reference was made to documents such as the Employment Equity Act No.55 of 1998, the Labour Relations Act No.66 of 1995, the Skills Development Act No.97 of 1998, the Municipal Finance Management Act No.56 of 2003, White Paper on Affirmative Action in the Public Service and the White Paper on Human Resource Management in the Public Service. Uthukela district municipality has developed and adopted the following HR policies.

#### COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

The municipality developed and adopted the Recruitment and Selection Policy, which is being implemented. Recruitment and selection in the municipality is done according to the documented municipal policy. The recruitment policy highlights that all posts shall be analysed to determine realistic person and post requirements that meet the needs of the job and which do not privilege people with higher qualifications than those needed for the position. The selection policy emphasises that first preference will be given to the best candidate as per the interview results regardless of whether the applicant is internal or external. Among others, the following HR related policies were also developed, reviewed and developed:

Human Resources Policies & Plans				
	Name of Policy	Reviewed Y/N	Date adopted by council	
	Placement Policy	Y	28 June 2018	
	Employment policy	Y	28 June 2018	
	Employment Equity policy	Y	28 June 2018	
	Leave policy	Y	28 June 2018	
	Recruitment, Skills Retention and Selection policy	Y	28 June 2018	
	Permanent employment policy	Y	28 June 2018	
	Temporal employment policy	Y	28 June 2018	
	HIV/AIDS policy	Y	28 June 2018	
	Smoking policy	Y	28 June 2018	

	Sexual Harassment policy	Y	28 June 2018	
	In service Training policy	Y	28 June 2018	
	Communication policy	Y	28 June 2018	
	Training and Development policy	Y	28 June 2018	
	S&T policy	Y	28 June 2018	
	Promotion policy	Y	28 June 2018	
	Placement Policy	Y	28 June 2018	
	Employment policy	Y	28 June 2018	
	Employment Equity policy	Y	28 June 2018	

Injury on duty statistics 2017/2018			
Number of reported injury on duty	Temporary disabled	Permanently disabled	Cost to municipality
00	0	0	R0

Performance Rewards 2017/2018				
Designation	Gender	Total number of employees in group	Number of beneficiaries	Expenditure on rewards 2017/18
Section 56 Managers	Females	1	0	Performance Rewards were not paid in the year under review
	Males	4	0	
Municipal Manager	Male	1	0	

## COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE

Section 68(1) of the MSA states that a municipality must develop its human resource capacity to a level that enables it to perform its functions and exercise its powers in an economical, effective, efficient and accountable way. For this purpose, the human resource capacity of a municipality must comply with the Skills Development Act (SDA), 1998 (Act No. 81 of 1998), and the Skills Development Levies Act, 20 1999 (Act No. 28 of 1999).

The municipality will as required by legislation, develop a Workplace Skills Plan on annual basis. This will be followed by a development of a detailed implementation plan that will outline the process to be followed in implementing the plan. The municipality will continue to make funds available on each financial year to ensure that capacity building is funded and both the organization and employees benefit from this project.

#### SKILLS DEVELOPMENT AND TRAINING

Skills planning are central to the improvement of the overall skills level of the municipal officials as well as the unemployed in the Uthukela District Municipality. The municipality identifies what skills are required and develop strategies, tasks and schedules to ensure that we build those skills in order to deliver on our Integrated Development Plan strategic objectives.

Uthukela District Municipality do comply with Skills Development Act. The District has developed and implementing workplace skills development plan in order to enhance the skills of the staff and thereby improve their competencies. The Workplace Skills Plan is developed on annual basis and adopted by Council. After the adoption, it is then submitted to LGSETA for accessing funds. However, the funding that was received was insufficient to meet the needs of the District. Uthukela workplace skills plan outlines the training and development for the municipality. It also addresses the gaps and shortfalls in skills required and identified positive ways of addressing them.

#### *Skills Matrix*

Department	Number of employees identified for training at start of financial year	Number of employees that received training at end of financial year
<b>Legislators/ Councillors</b>	31	04
<b>Office of the Municipal Manager</b>	10	02
<b>Department of Social Services</b>	03	02
<b>Corporate Services</b>	11	05
<b>Municipal Health and Water Services Department</b>	18	8
<b>Budget and Treasury Office</b>	74	14
<b>Water and Technical Services</b>	111	02

#### List of trainings provided

- Good Laboratory Practice
- End User Computing
- Munsoft
- Employment Equity

## COMPONENT D: DEPARTMENTAL SERVICE DELIVERY REPORT

This component includes gives a brief departmental performance for the current year.

### a) Introduction

In terms of section 46 of the Municipal Systems Act of 2000, municipalities are required to prepare an Annual Performance Report that is to form part of the Annual Report to be prepared in terms of the Municipal Finance Management Act. This Report therefore reports on performance on Organisational Objectives with regard to the progress made by the Municipality. It also gives an indication of achievements and failures made with regard to the implementation of programmes and projects' on planned targets as set out in the approved Service Delivery and Budget Implementation Plans (SDBIP).

### b) Purpose of a Performance Management System

PMS is defined as “ a strategic approach to management which equips leaders, managers, employees and stakeholders at different levels, with a set of tools and techniques to regularly plan, continuously monitor and periodically measure and review performance of the organisation (municipality) in terms of indicators and targets for efficiency, effectiveness and impact.” A PMS is also intended to assist the Council to improve service delivery by channelling its resources to meet performance targets and in doing so, ensure that the municipality achieves its strategic objectives as contained in its IDP.

### c) Service Delivery Excellence

Essentially, service delivery excellence has its firm basis on providing the optimum services to the community of Uthukela District Municipality in its area of jurisdiction.

	Office of the Municipal Manager	Corporate Services	Budget & Treasury Office	Social & Economic Services	Water, Sanitation & Technical Services	Municipal Health & Water Service Authority	Total
<b>No. of targets</b>	20	10	20	14	29	6	99
<b>No. of targets achieved</b>	20	7	13	14	16	4	74
<b>% of targets achieved</b>	100%	70%	55%	100%	55.1%	66,6%	75.5%



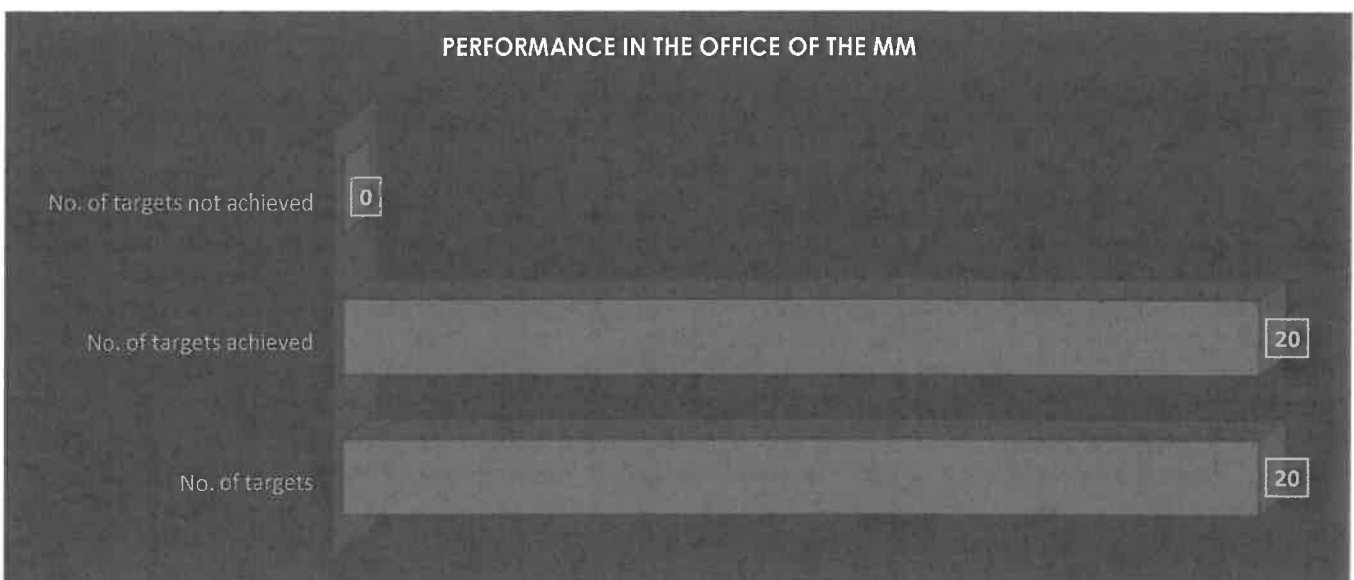
<b>No. of targets not achieved</b>	0	3	7	0	13	2	25
<b>% of targets not achieved</b>	0%	30%	35%	0%	45.8%	33.3%	25.2%

### Office of the Municipal Manager

*The Office of the Municipal Manager achieved target with an overall score of 100% at the end of the financial year. Overall, (20/20) achieved targets. Some of the successes were as follows:*

- *The Audit charter was developed and approved by the Audit Committee*
- *Performance quarterly reports were submitted on time to Council.*
- *The Annual Performance Report was submitted to the Auditor General on time.*
- *The risk register was reviewed and approved for the entire municipality.*
- *Municipal Communication Strategy was reviewed and adopted by Council*

*Challenges: No quarterly newsletters issued during the year under reviewed due to financial constraints.*

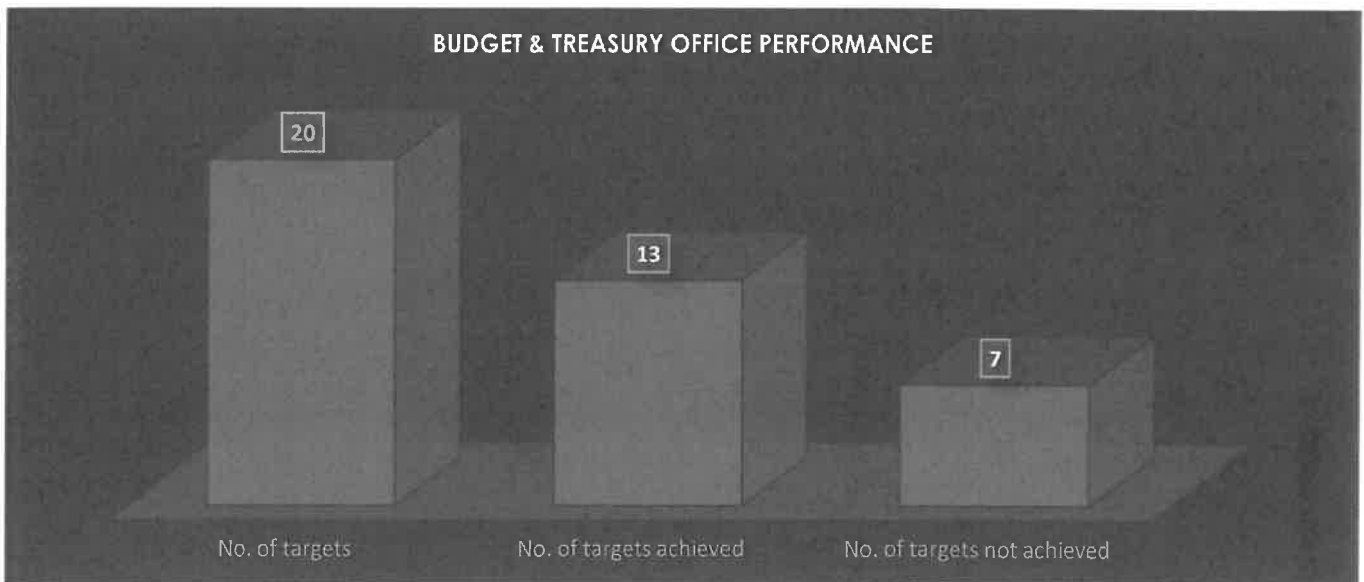


### Budget and Treasury Office

*The Budget and Treasury Office achieved target with an overall score of 65% at the end of the financial year. Overall, (13/20) achieved targets and (7/20) targets not achieved. Some of the successes were as follows:*

- *The budget and reporting programme had success in that all budget related policies were reviewed and approved by council; the draft budget was tabled to Council before the end of March and the final budget for 2017-18, together with IDP and SBDIP, was approved by Council*
- *Asset verification was done according to schedule.*

*Challenges: Revenue Collection & Financial Cash Flow*

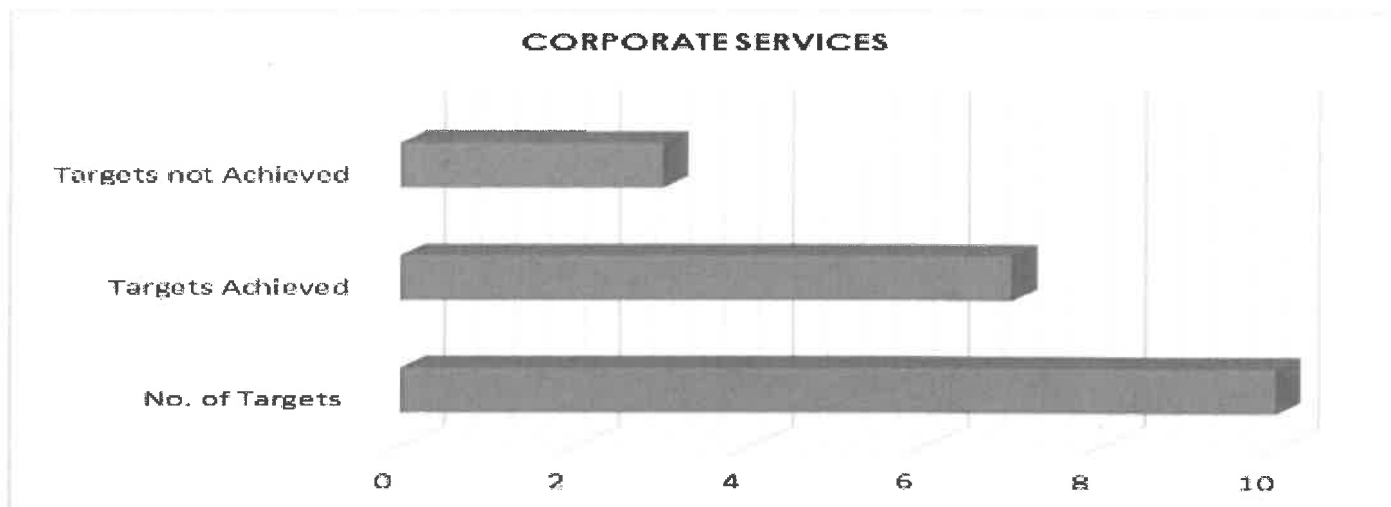


## Corporate Services

*The Corporate Services achieved target with an overall score of 70% at the end of the financial year. Overall, (7/10) achieved targets and (3/10) targets not achieved. Some of the successes were as follows:*

- *All legal requirements have been complied to and no corruption cases were identified.*
- *The organogram have been reviewed.*
- *All Council structures are functional and sit as planned*

*Challenges: Appointment of women in the senior management positions (section 54/56) was at 20% at the end of financial year. Four (4) out of five (5) section 56 managers' positions were filled.*



## Social and Economic Services

*The Social and Economic Services achieved target with an overall score of 100% at the end of the financial year.*

*Overall, (14/14) achieved targets. Some of the successes were as follows:*

- *Facilitating the establishment of Uthukela Development Agency*
- *Completion of phase 1 of the District Disaster Management Centre and its operational*
- *Co-ordination and facilitation of Economic Development Summit*
- *Completion of phase 1 of Agri-Park*

*Challenges: Financial constraints*

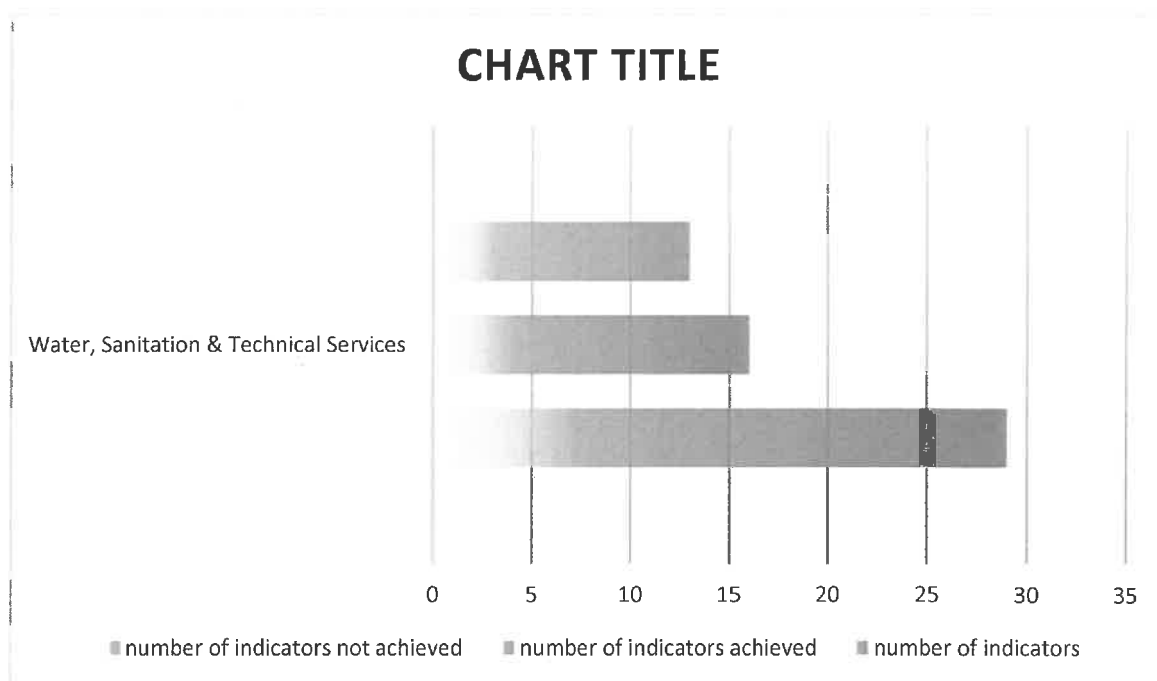


## Water, Sanitation & Technical Services

*The Water, Sanitation & Technical Services achieved target with an overall score of 55% at the end of the financial year. Overall, (16/29) achieved targets and (13/29) targets not achieved. Some of the successes were as follows:*

- *Water Master Plan is in place and monitored for its implementation.*
- *Able to source funding for projects implementation*

*Challenges: Aging infrastructure, Capacity in terms of staffing (vacant posts: General Manager, PMU Manager, and Area Engineer: Inkosi Langalibalele)*

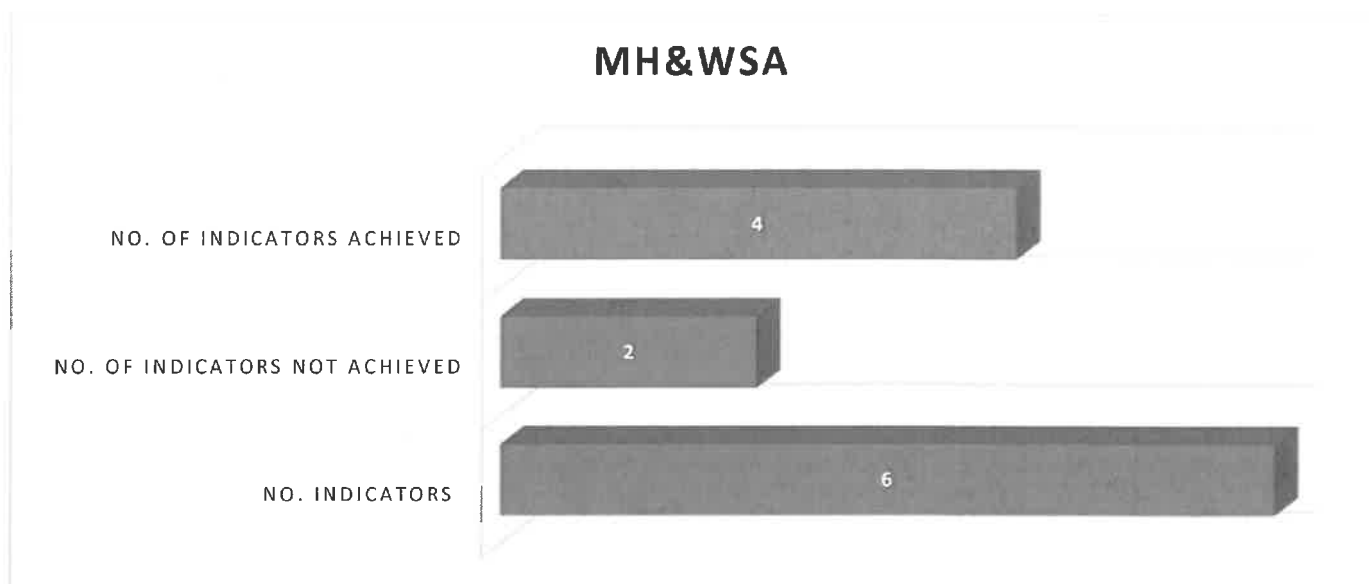


## Municipal Health and Water Service Authority

*The Municipal Health and Water Service Authority achieved target with an overall score of 66.6% at the end of the financial year. Overall, (4/6) achieved targets. Some of the successes were as follows:*

- *Development of green drop/blue drop improvement plans*

*Challenges: Filling of vacant positions: EHPs and Manager WSA and Safe measures during plants visits*



## CHAPTER 5 – FINANCIAL PERFORMANCE

A key indicator of wealth from a municipal perspective is its ability to generate revenue from its communities. A holistic approach to local government sustainability is therefore crucial to ensure maximization of revenue, reducing inefficiency and costs and reducing uncollectible debt. Therefore, there is currently insufficient planning and institutional gearing for the funding and human resources requirements and resources flow between national, provincial sector departments on one hand, and the district and local municipalities on the other.

In turn, this means that the operation and maintenance costs associated with the assets and other resources being transferred to municipalities are inappropriately accounted for. The role of the finance department is to carry out REAL (Revenue, Expenditure, Assets and Liability) management. The challenge that UThukela District Municipality faces is to manage these REAL efficiently, effectively and economically. The District also drafted the Financial Plan which indicates the budget projections for the next MTERF, source of revenue and cost recovery plan.

# COMPONENT A: STATEMENTS OF FINANCIAL PERFORMANCE

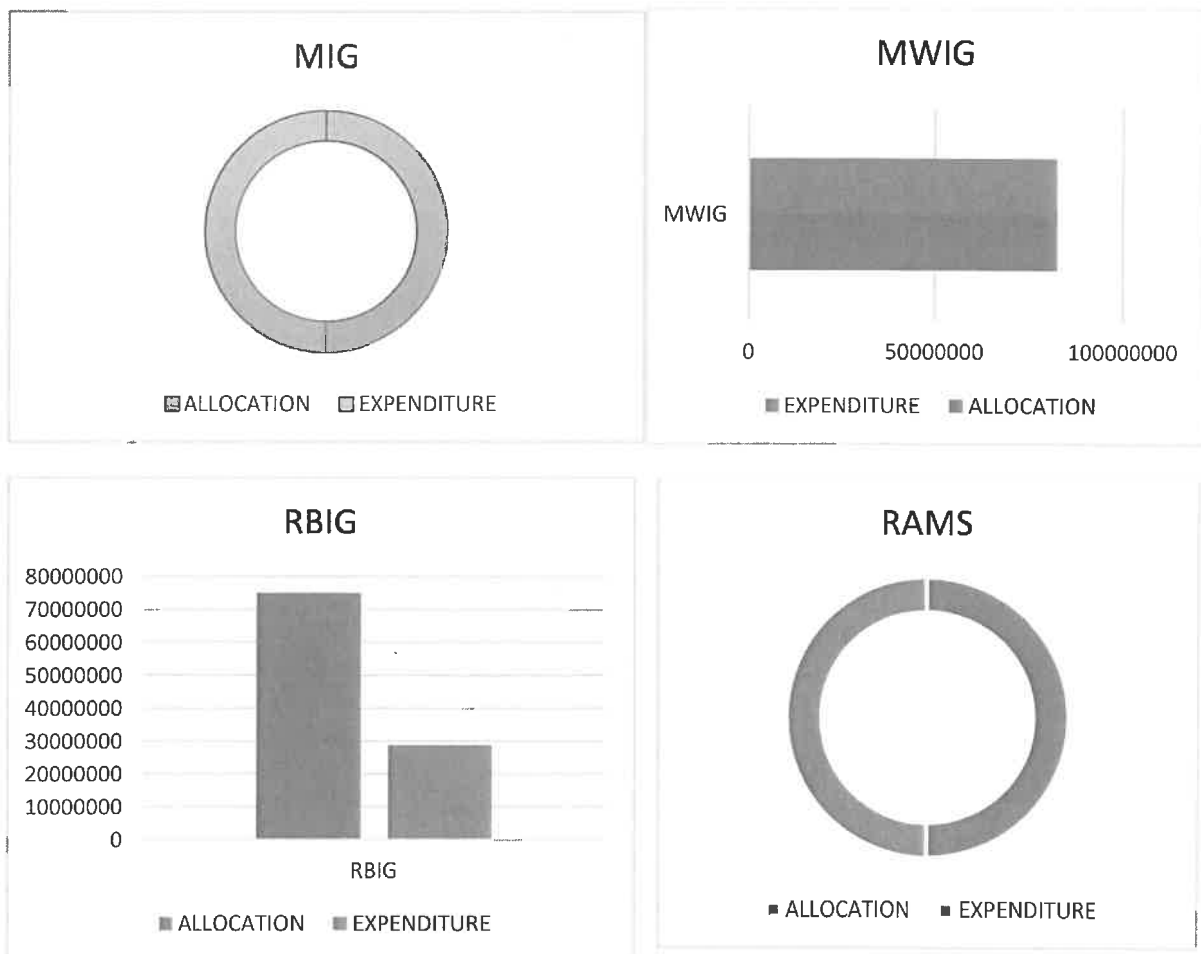
## Statement of Financial Performance

		2018	2017
	Note(s)	R	Restated* R
<b>Revenue</b>			
<b>Revenue from exchange transactions</b>			
Service charges	22	169,245,359	158,498,508
Interest received (trading)	21	43,393,190	43,647,586
Other income	21&23	3,750,848	1,727,253
Interest received - investment	24	4,191,714	7,189,148
Actuarial gains	7	1,172,704	2,363,782
<b>Total revenue from exchange transactions</b>		<b>221,753,815</b>	<b>213,426,277</b>
<b>Revenue from non-exchange transactions</b>			
<b>Transfer revenue</b>			
Government grants & subsidies	25	669,572,517	621,619,784
Public contributions and donations	21	7,786,949	20,000
<b>Total revenue from non-exchange transactions</b>		<b>677,359,466</b>	<b>621,639,784</b>
<b>Total revenue</b>		<b>899,113,281</b>	<b>835,066,061</b>
<b>Expenditure</b>			
Employee related costs	26	(253,202,908)	(218,667,448)
Remuneration of councillors	27	(6,546,749)	(5,482,999)
Depreciation and amortisation	28	(68,222,192)	(62,577,084)
Impairment loss	4&29	(5,629,839)	(10,807,571)
Finance costs	30	(2,788,880)	(2,554,911)
Lease rentals	36	(836,040)	(10,863,782)
Debt Impairment provision	31	(109,458,724)	(94,881,113)
Bad debt written off	47	(13,392,510)	(32,257,350)
Bulk purchases	32	(3,439,550)	(8,439,311)
Contracted services	33	(88,701,494)	(120,136,356)
Loss on disposal of assets and liabilities	4	(3,884,205)	(5,204,839)
Inventories losses/write-downs		-	(828,880)
General Expenses	34	(136,825,152)	(208,601,966)
<b>Total expenditure</b>		<b>(692,928,243)</b>	<b>(781,303,610)</b>
<b>Surplus for the year</b>		<b>206,185,038</b>	<b>53,762,451</b>

## GRANTS AND SUBSIDIES

Grant allocation to the value of **663,084,260** was received from various funders during the 2017/2018 financial year. The allocations comprised **309,253,000** unconditional grants and the balance being conditional grants. Of the total allocations received an amount of **308,004,517** was recognized as revenue.

Grants vs Expenditure Status			
Grant	Allocation	Expenditure	Balance
MIG	187,304,000	187,304,000	0
MWIG	82,500,000	82,500,000	0
RBIG	75,052,000	28,672,202	46,379,798
RRAMS	2,483,000	2,483,000	0
	367,339,000	300,959,202	



## ASSETS MANAGEMENT

Asset management is practiced within the organisation based on a comprehensive asset management policy. The Asset Management Policy provides direction for the management, accounting and control of Property, Plant & Equipment (Assets) owned or controlled by the municipality to ensure the following:

- Implementation of the approved Asset Management Policy as required in terms of section 63 of the Municipal Finance Management Act (MFMA).
- Verify assets in possession of the Council annually during the course of the financial year.
- Keep a complete and balanced record of all assets in possession of the Council.
- Report in writing all asset losses, where applicable, to Council. Those assets are valued and accounted for in accordance with a statement of GRAP.
- Assets are properly maintained and safeguarded.

The utilization and management of property, plant and equipment is the prime mechanism by which a municipality can fulfil its constitutional mandate for delivery of sustainable services and providing the basic needs to the community. Assets are maintained and recorded in the fixed asset register which is in the format that complies with current standards of accounting practice and in accordance with the applicable

GRAP as well as National Treasury.

### Largest Assets Acquired

#### Asset 1

Name				
Description				
Asset Type	Infrastructure			
	2014/2015	2015/2016	2016/2017	2017/2018
Asset value	R276,657,421	R589,791,156	R308,726,885	R648,437,660
Policies in place to manage asset	Yes			



**Asset 2**

Name				
Description				
Asset Type	Movables			
	2014/2015	2015/2016	2016/2017	2017/2018
Asset value	R14,888,219	R29,987,730	R38,230,659	R48,184,849
Policies in place to manage asset	Yes			

**Asset 3**

Name				
Description				
Asset Type	Buildings			
	2014/2015	2015/2016	2016/2017	2017/2018
Asset value	R495,408	R1,464,628	R2,049,868	R3,004,440
Policies in place to manage asset	Yes			

**Repairs and Maintenance**

Repair and Maintenance Expenditure 2017/2018				
Repair and Maintenance	Original Budget	Adjustment Budget	Actual	Budget variance
	40,322,000	42,025,000	30,053,455	1,703,000

**INVESTMENTS, CASH FLOWS AND BORROWINGS**

Compliance with all legislation applicable to local government and the compilation of fully GRAP compliant financial statements has been a challenging task which has been overcome through the cooperation of every department within the finance section. All inputs are co-ordinated by the

Management accounts section and such information ultimately forms the core of the Annual Financial Statements. The following table depicts some of the key ratios which gives a snap shot of the performance of the district municipality over the years.

Ratio	2015/2016	2016/2017	2017/2018
<b>Current Ratio</b>	0,92:1	0,66:1	0,70:1
<b>Debt Coverage</b>	0,40	2,59	1,47
<b>Cost Coverage</b>	1 month	-1 month	-1 month

## Cash flow

### UThukela District Municipality

Unaudited Annual Financial Statements for the year ended 30 June 2018

#### Cash Flow Statement

	Note(s)	2018 R	2017 Restated R
<b>Cash flow from operating activities</b>			
Receipts			
Service charges		220,470,895.00	199,125,404.00
Grants		670,799,908.00	621,619,784.00
Interest income		4,191,714.00	7,189,148.00
Other cash item		7,220,750.00	4,767,943.00
		<u>902,683,267.00</u>	<u>832,702,279.00</u>
<b>Payments</b>			
Employee and councilor costs		(259,749,657.00)	(224,150,447.00)
Suppliers and others		(405,264,535.00)	(445,099,930.00)
Finance costs		(2,788,880.00)	(2,554,911.00)
		<u>(667,803,072.00)</u>	<u>(671,805,288.00)</u>
<b>Net cash flows from operating activities</b>	37	<b><u>234,880,195.00</u></b>	<b><u>160,896,991.00</u></b>
<b>Cash flows from investing activities</b>			
Purchase of property, plant and equipment	4	(241,235,133.00)	(193,065,673.00)
Donated assets		7,786,949.00	-
<b>Net cash flows from investing activities</b>		<b><u>(233,448,184.00)</u></b>	<b><u>(193,065,673.00)</u></b>

### Cash flows from financing activities

Net increase in other liability(consumer deposits)		(1,393,864.00)	1,695,749.00
Increase/(decrease) in finance lease liability		(25,265.00)	(244,590.00)
<b>Net cash flows from financing activities</b>		<b>(1,419,129.00)</b>	<b>1,451,159.00</b>
<b>Net increase in cash and cash equivalents</b>		<b>12,882.00</b>	<b>(30,717,524.00)</b>
Cash and cash equivalents at the beginning of the year		5,997,885.00	36,715,409.00
<b>Cash and cash equivalents at the end of the year</b>	13	<b>6,010,767.00</b>	<b>5,997,885.00</b>

### Borrowings and Investments

#### UThukela District Municipality

##### Investment register as at 30 June 2018

Opening balance at 1 June 2018	386,227.95
Movement	1,548.69
<b>Closing balance at 30 June 2018</b>	<b>387,776.64</b>

INVESTMENT ACCOUNT	OPENING BALANCE 01-06-18	MOVEMENT	CLOSING BALANCE 30-06-18
<b>NICKNAME</b> FNB 62283176644 INTEREST RATE 6.35%	336,856.23	1,356.65	338,212.88
<b>NICKNAME</b> FNB 62600579679 INTEREST RATE 6.35%	1,303.32	-58.84	1,244.48
<b>NICKNAME</b> FNB 62600812102 INTEREST RATE 6.35%	48,068.40	250.88	48,319.28
	<b>386,227.95</b>	<b>1,548.69</b>	<b>387,776.64</b>

## COMPONENT B: BUDGET AND REPORTING

2017/2018 Adjustment Budget Summary			
Areas of Focus	Original Budget	Adjusted Budget	Variance
Operating Budget	599,410,000	621,957,000	22,547,000
Capital Budget	371,539,000	368,089,000	3,450,000

### Challenges Facing Municipalities Budgets

- Global economic meltdown
- Huge maintenance and service delivery backlogs
- Rising cost of Operations and Maintenance of water schemes
- Persistent drought in the region, requiring carting of potable water
- Maintaining collection rates at targeted levels
- Unpredictable sporadic changes to cost of fuel
- Increasing cost of electricity
- High maintenance and refurbishment expenditure of ageing infrastructure

### EXPENDITURE

The Expenditure Section is structured into several subsections so as to ensure that adequate focus is placed on every aspect i.e. stringent monitoring of payments so as to comply with the requirements of the MFMA Act, as the accurate and timeous payments of staff salaries.

The core vision of the expenditure section, is to, with very limited resources, endeavour to settle payments timeously and ensure that payments are valid, accurate and in accordance with the statutory bodies such as SARS, National Treasury etc. The department also attempts to pay Service Providers within 14 working days of receipt of invoices, to assist small businesses who are cash-strapped.

The challenges that are faced by the department are that of the suppliers' inability to send invoices and required documents on time in order to enable the department to fully achieve the vision of timeous payments of creditors.

## MSCOA COMPLIANCE

- A) The Annual Financial Statement in respect of the 2017/2018 financial year based on the mSCOA 6.1 chart of accounts was successfully completed and the financial statements was submitted to the office of the Auditor General and Provincial Treasury on the 31<sup>st</sup> of August 2018.
- B) The municipality successfully migrated to mSCOA version 6.2 as from the 1<sup>st</sup> of July 2018 and is currently transacting on the 6.2 chart of accounts in respect of the 2018/2019 financial year.
- C) Initial challenges were experienced with consumer debtor's tariff codes which were incorrectly linked to the general ledger however these have been resolved.
- D) The municipality is in the process of implementing the automated bank reconciliation facility which is part and parcel of the cashbook module of the Munsoft financial system.
- E) The use of Caseware software for the generation of section 71 and other financial reporting is also in the process of being implemented.
- F) Provincial Treasury indicated on the 6<sup>th</sup> of September 2018 that developments are undergo with regards to the release of mSCOA version 6.3
- G) The mSCOA version 6.3 chart of account will be release in December 2018 and will be effective from 1 July 2019.
- H) The budget in respect of the 2019/2020 f and outer years will have to be done on the mSCOA 6.3 chart of accounts.

## APPENDIX A- POWERS AND FUNCTIONS OF DISTRICT MUNICIPALITY

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A municipality has all the powers and functions assigned to it in terms of sections 156 and 229 of the Constitution, and must exercise them subject to Chapter 5 of the Municipal Structures Act.

The Municipal Structures Act of 1998 made provision for the division of powers and functions between district and local municipalities. It assigned district-wide functions to district municipalities and most day-to-day service delivery functions to local municipalities. The provincial MECs were empowered to adjust these powers and functions according to the capacity of municipalities to deliver services.

The powers and functions of Uthukela District Municipality are as follows:

- a. Integrated development planning for the district municipality as a whole, including a framework for integrated development plans of all municipalities in the area of the district municipality.
- b. Potable water supply systems.
- c. Domestic waste-water and sewage disposal systems.
- d. Municipal health services.
- e. Promotion of local tourism for the area of the district municipality.
- f. Municipal public works relating to any of the above functions or any other functions assigned to the district municipality.
- g. The receipt, allocation and, if applicable, the distribution of grants made to the district municipality.
- h. The imposition and collection of taxes, levies and duties as related to the above functions or as may be assigned to the district municipality in terms of national legislation.

## APPENDIX B- PORTFOLIO COMMITTEE MEETINGS

Name of Portfolio	Member	Planned Meeting	Actual Meeting
<b>Corporate Service and Performance Management System Portfolio Committee</b>	<b>1. Chairperson:</b>	13 July 2017	13 July 2017
	<b>CLlr TP</b>	10 August 2017	15 August 2017
	<b>Shabalala</b>	14 September 2017	14 September 2017
	2. Cllr ES Ndumo	12 October 2017	-
	3. Cllr PAM	09 November 2017	09 November 2017
	Mfuphi		
	4. Cllr NKP	11 January 2018	11 January 2018
	Mbongwa	08 February 2018	08 February 2018
	5. Cllr GE Mbhele	06 March 2018	12 March 2018
		12 April 2018	12 April 2018
<b>Finance and Budget Portfolio Committee</b>		10 May 2018	10 May 2018
		14 June 2018	14 June 2018
	<b>1. Chairperson:</b>	13 July 2017	11 July 2017
	<b>CLlr AS</b>	18 August 2017	14 August 2017
	<b>Mazibuko –</b>	12 September 2017	14 September 2017
	<b>Mayor</b>	10 October 2017	12 October 2017
	2. Cllr SAM Diadla	07 November 2017	14 November 2017
	3. Cllr MH		
	Msimango	09 January 2018	16 January 2018
	4. Cllr SA Mvelase	06 February 2018	19 February 2018
<b>Planning, Local Economic Development, Disaster</b>	5. Cllr NM Hadebe	06 March 2018	13 March 2018
		10 April 2018	17 April 2018
		08 May 2018	10 May 2018
		12 June 2018	12 June 2018
	<b>1. Cllr NW Sibiya</b>	13 July 2017	19 June 2017
	2. Cllr MN	10 August 2017	14 August 2017
	Mlotshwa	14 September 2017	19 September 2017
<b>Disaster</b>	3. Cllr G Ndaba	12 October 2017	12 October 2017
		09 November 2017	09 November 2017

<b>Management, Special Programmes, Communication, Public Participation and Operation Sukuma Sakhe Portfolio Committee</b>	4. Cllr NL Zikalala		
	5. Cllr EM Majola	11 January 2018	11 January 2018
	6. Cllr SV Shabalala	08 February 2018	08 February 2018
		08 March 2018	13 March 2018
	7. Cllr GS Mdluli	12 April 2018	17 April 2018
		10 May 2018	10 May 2018
		14 June 2018	14 June 2018
<b>Water, Sanitation, Technical Services, Health Services Portfolio Committee</b>	<b>1. Chairperson:</b>	11 July 2017	11 July 2017
	<b>Cllr MV Khumalo</b>	08 August 2017	08 August 2017
		12 September 2017	12 September 2017
	2. Cllr SB Dlungwane	10 October 2017	11 October 2017
		07 November 2017	08 November 2017
	3. Cllr MB Mbhele		
	4. Cllr SZP Msibi	09 January 2018	17 January 2018
	5. Cllr MC Mkhize	06 February 2018	20 February 2018
	6. Cllr SM Buthelezi	08 March 2018	16 May 2018
		10 April 2018	17 April 2018
	7. Cllr MM Khoza	18 May 2018	10 May 2018
		12 June 2018	12 June 2018
<b>Municipal Public Accounts Committee</b>	<b>1. Chairperson:</b>	23 August 2017	
	<b>Cllr SZ Khumalo</b>		28 September 2017
	2. Cllr TB Njapha		
	3. Cllr SE Mbongwa	24 November 2017	22 November 2017
	4. Cllr TP Dlamini		
	5. Cllr XF Mhlongo		
	6. Cllr Z Msobomvu	16 March 2018	19 March 2018
	7. Cllr MR Suddaby	22 June 2018	23 May 2018



## APPENDIX C- COUNCIL MEETING

Council Member	Political Party Representing	Number of meetings for the year	Number of meetings attended	Number of special meetings attended	Reasons for not attending/Comments
MAZIBUKO A S	ANC	5	10	5	
MAZIBUKO D C P (Ms.)	ANC	5	9	5	Apology
SIBIYA N W (Ms.)	ANC	5	8	5	Apology
KHUMALO MV	ANC	5	9	5	Apology
SHABALALA T P (Ms.)	ANC	5	8	5	Apology
MVELASE S A	IFP	5	10	5	
SHABALALA S V	IFP	5	1	5	Off sick
NDABA G	ANC	5	5	5	Apology
MDLULI G S	DA	5	8	5	Apology
MSOBOMVU Z	EFF	5	10	5	
HADEBE N M	IFP	5	10	5	
MBONGWA N K P	IFP	5	8	5	Absent
KHUMALO S Z	ANC	5	10	5	
DLADLA B S	ANC	5	7	5	Apology
NDUMO E S	ANC	5	7	5	1 x Apology 2 x absent
MBONGWA S E	ANC	5	6	5	2 x Apology and 2 x absent
MKHIZE M C	IFP	5	8	5	2 x Absent
MAJOLA E M	IFP	5	6	5	1 x Apology 3 x absent
MBHELE G E	IFP	5	8	5	2 x absent
SUDDABY M R	DA	5	7	5	2 x apology 1 x absent

<b>MLOTSHWA M N</b>	ANC	5	10	5	
<b>MBHELE M B</b>	ANC	5	9	5	absent
<b>ZIKALALA N L (Ms.)</b>	ANC	5	8	5	2 x apology
<b>DLUNGWANE S B</b>	ANC	5	9	5	Apology
<b>MSIBI S Z P</b>	ANC	5	9	5	Apology
<b>NJAPHA T B</b>	ANC	5	8	5	2 x absent
<b>KHOZA M M</b>	IFP	5	8	5	1 x apology 1 x absent
<b>DLAMINI T P</b>	IFP	5	6	5	4 x absent
<b>MHLONGO X F</b>	IFP	5	7	5	1 x apology 2 x absent
<b>BUTHELEZI S M</b>	IFP	5	8	5	1 x apology 1 x absent
<b>MFUPHI P A M</b>	ANC	5	10	5	
<b>MSIMANGA M H</b>	AIC	5	9	5	absent

## APPENDIX D- SERVICE PROVIDERS PERFORMANCE FOR CAPITAL PROJECTS

### **ASSESSMENT OF EXTERNAL SERVICE PROVIDERS IN TERMS OF SECTION 46(1) (a) OF THE MUNICIPAL SYSTEMS ACT, 32 OF 2000**

*The monitoring of the service provider performance is ensured through the signing of the Service Level Agreement. It is currently being done by user department levels. The end user department is providing monthly reports:*

<b>Assessment Key</b>	
<b>Good (G)</b>	<i>The service has been provided at acceptable standards and within the time frames stipulated in the SLA/Contract</i>

<b>Satisfactory (S)</b>	<i>The service has been provided at acceptable standards and outside of the timeframes stipulated in the SLA/Contract</i>
<b>Poor (P)</b>	<i>The service has been provided below acceptable standards</i>

Bid Number	Name of external Service Provider	Service provided in terms of the SLA	Value of project	Comparison with previous year		Current Financial Year		Assessment of Service Providers Performance	
				Target	Actual	Target	Actual	G	S
90-2012 PRS MOTEKO	Moteko Construction	Implementation of the rural road asset management system (RRAMS) grant objectives	R 7 800 000,00	New	New	100%	40%		x
161-2015 CON SINETHEMBA	Sinethemba Construction	Ezakheni e sewer reticulation	R 19 824 949,84	New	New	100%	100%	x	
154-2014 CON WINWATER MECH	Winwater Mechanical	Construction of Bhhekuzulu/Ephangweni water supply scheme phase 7	R 29 141 908, 52	New	New	100%	96%	x	
178-2015 HIDROTECH	Hidrotech Infra	Construction of Kwanobamba/ Ezitendeni water supply phase 2b		New	New	100%	98%	x	
179-2015 CON SIKOTI	Sikoti Investment cc	Construction of Kwanobamba/ Ezitendeni water supply phase 2b	R 27 687 405.57	New	New	100%	90%		x

11-2015 -CON KENTECH	Kentech	Construction of Kwanobamba/ Ezitendeni water supply 3ml water treatment works	R 23 134 117, 90	New	New	100%	98%	x	
16-2015 CON SBT CIVILS	SBT Civils	Construction of Kwanobamba/Ezitendeni sanitation sewer reticulation and pump station phase 1a	R 39 304 763,00	New	New	100%	96%	x	
04-2016 CON SINETHEMBA JV CLUS	Sinethemba JV Clus	Sanitation infrastructure upgrade at Ezakheni E	R 19 824 949, 84	New	New	100%	100%	x	
15/2015-CON NJENGAMANJE	Njengamanje Trading cc	Weenen/Ezitendeni sanitation project waste water treatment works	R 10 239 217,91	New	New	100%	100%	x	
03/2017-CON MAXODE TRADING & PROJECTS	Maxode Trading & Projects	Bhekuzulu/Ephangweni community water supply scheme: completion of outstanding works	R 84 894 697,69	New	New	25%	10%		x

186-2015 SEC REDSPIKE	Red Spike Security Services cc	Provision of armed security services	R 22 050 111,84	Provision of security services	Achieved	Provision of security services	Achieved	x	
KZN UTDM 116-2015 TEL VODACOM	Vodacom	Telephone/cell phone expenses for Uthukela District Municipality employees	R 11 155 247	Provision of cellphone	Achieved	Provision of cellphone	Achieved	x	
KZN UTDM 20-2015 BONAKUDE	Bonakude Consulting	Compile a GRAP compliant asset register	R 15 345 950	Assets verification	Achieved	Assets verification	Achieved	x	
KZN UTDM 06-2016 PRS INKAZIMULO	Inkazimulo Business Solutions	Financial management and reporting	R 4 501 219	Revenue Management	Achieved	Revenue Management	Achieved	x	
06/2017-PRS SP PEARL NDABA ATTORNEYS	SP Pearl Ndaba Attorneys	Debt management services for Uthukela District Municipality	Percentage based	New	New	Debt Collection	In progress	x	
06/2017-PRS HAHN COLLECTIONS	Hahn Collections	Debt management services for Uthukela District Municipality	Percentage based	New	New	Debt Collection	In progress	x	

## APPENDIX E- AUDIT AND PERFORMANCE AUDIT COMMITTEE RECOMMENDATIONS

Date of meeting	Committee recommendations	Recommendation adopted (Y/N)
<b>22/08/2017</b>	<ul style="list-style-type: none"> <li>• A consolidated progress report be submitted addressing work done, challenges and plans developed to address the issue.</li> <li>• The AFS be noted with amendments</li> <li>• Amended AFS be submitted to members be submission to AG</li> <li>• Report highlight the cash movement be submitted in the next meeting.</li> <li>• The final annual report be forward to members.</li> <li>• The draft annual report be noted.</li> <li>• Progress in terms of the Audit Committee and Internal Audit evaluations will be communicated in due course.</li> </ul>	YES
<b>22/09/2017</b>	<ul style="list-style-type: none"> <li>• That on weekly basis a meeting with the Management and the AG team be scheduled to discuss the status of the audit.</li> <li>• That UBAC monthly progress reports be submitted to Audit Committee in future meetings</li> <li>• That top ten cost drivers on repairs and maintenance vote be submitted to the committee and an action plan to address them.</li> </ul>	YES

	<ul style="list-style-type: none"> <li>• That a status on review carried out on fleet management be submitted to the committee on the next meeting.</li> <li>• That a status on investigation on overtime carried out be submitted to the committee on the next meeting.</li> <li>• That the internal audit start with the execution of the projects while awaiting approval.</li> <li>• That amended Internal Audit Plan be circulated to members for approval.</li> <li>• That amended Internal Audit Charter be circulated to members</li> <li>• That amended Internal Audit Methodology be circulated to members</li> <li>• That an amended Fraud Prevention Plan be circulated to members.</li> <li>• That an amended Risk Management Policy be circulated to members</li> <li>• That an amended Whistle Blowers Policy be circulated to members.</li> <li>• That an amended Risk Register be circulated to members.</li> </ul>	
<b>08/12/2017</b>	<ul style="list-style-type: none"> <li>• AG action plan be submitted in the next meeting.</li> <li>• The Revenue collection projections be submitted in the next meeting.</li> <li>• The Indigent register be updated.</li> <li>• The minutes of the MPAC be an item in the Audit and Performance audit committee.</li> <li>• A progress report be submitted to the committee on the implementation of the Revenue Enhancement Strategy</li> <li>• The Cash flow report be submitted in the next meeting</li> <li>• The top ten cost drivers report be submitted in the next meeting.</li> </ul>	YES



	<ul style="list-style-type: none"> <li>• Monthly meeting be held to monitor progress the collection.</li> <li>• An action plan be developed to address the issues raised by AG on PMS</li> <li>• PMS report be tabled in the next meeting</li> <li>• The annual report be submitted to the committee in the next meeting</li> </ul>	
<b>19/01/2018</b>	<ul style="list-style-type: none"> <li>• The Chairperson of the MPAC be invited to the Audit committee meetings</li> <li>• The Audit committee be present during the oversight committee meeting.</li> <li>• That Monthly status reports be e-mailed to Audit committee members.</li> <li>• That the discussions be held with Auditor General to discuss the issues as they are being addressed.</li> <li>• That the financial status of the municipality should be emphasized to Council in order corrective measures to reduce costs be supported fully.</li> <li>• That the financial status of the municipality should also be communicated to staff as the vote balance do not give a true reflection of the actual cash on hand.</li> <li>• That the a proposed cost reduction report be submitted to the Audit Committee</li> <li>• The Cash flow should be enhanced to indicate the shortfall the municipality is experiencing an a summary projection up to June be done</li> <li>• The final Annual Report should be submitted to the committee</li> </ul>	YES
<b>22/03/2018</b>	<ul style="list-style-type: none"> <li>• The UBAC final report be circulated to the members</li> <li>• Internal Audit to monitor the issues raised on the report and be included on the Action Plan</li> <li>• A special Audit Committee meeting be held to discuss Revenue Management</li> <li>• Consequence Management be implemented at all levels</li> </ul>	YES

	<ul style="list-style-type: none"> <li>• A register be developed for matters under investigation and status be tabled in the next committee meeting.</li> <li>• Internal controls be implemented to ensure no person/ director of a service provider are not in the service of the state.</li> <li>• The action plan be a standing item for MANCO to ensure issues are being addressed</li> <li>• Progress on the implementation of the action plan be tabled in the next meeting</li> <li>• The municipality vet all potential candidates before a tender is awarded.</li> <li>• A time frame be given to service providers to declare and/or clear up any queries.</li> <li>• The projection of the cash flow be presented to the committee</li> <li>• The SLA be scrutinized and necessary steps be taken to deal with the issues at hand</li> <li>• A meeting be held with CQS and Munsoft to address the issues</li> <li>• The Disaster management report be withdrawn</li> <li>• The requested(Disaster Management) information be submitted to Internal Audit after the meeting</li> <li>• The time frame for the submission of information be 2 days</li> <li>• Follow-ups be reported to the committee</li> <li>• An Action Plan column be added in the reports</li> <li>• Management to engage with UBAC to address issues raised and the Internal Audit findings be part of the agenda</li> <li>• A progress report be tabled to the committee</li> <li>• The risk register be presented in excel format</li> </ul>	
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03/05/2018	<ul style="list-style-type: none"> <li>•An action plan be developed and updates be submitted to the committee.</li> <li>•The issues raised by AG and Internal Audit be incorporated in the action plan</li> <li>•Further steps be taken to verify service providers who are in the service of the state</li> <li>•The municipality to engage with Treasury and AG to enquire about the process that is used to vet the service providers</li> <li>•Management to engage with AG regarding conducting investigations and an audit committee member must be present</li> <li>•Internal resources be utilised in the Asset section</li> <li>•Rotation of officials in the acting positions be introduced</li> <li>•The bank recons be done on a monthly basis</li> <li>•The municipality should impose penalties on the service provide</li> <li>•The Chairperson to engage with the MM and CFO in regard to the Munsoft system</li> </ul>
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## APPENDIX F- ACTION PLAN TO ADDRESS AG QUERIES

ACTION PLAN	PROGRESS : JUNE 2018	STATUS
<p>1.To reconcile the customer Masterfile to our LMs property rates valuation rolls.</p> <p>2. The deviations report with be reviewed for accounts that are not billed for 3 consecutive months and a verification will be conducted to determine the reasons.</p> <p>3. A recon between the properties that have meter installed as per peter meter system and debtors billed for that period will be conducted.</p> <p>4.The customers with no accounts will be issued with notices to come forward and open new accounts.</p>	<p>Opening of Accounts as per reconciliation results has commenced. The status per suburb is as follows:</p> <p>Completed Suburbs: Leonardsville, Klipbank, Hillside, Daanskraal, Illing, Rosebank, Van Riebeeck, Observation Hill, Model Kloof, Reservoir Hills, Winterton, Wembezi A, Nkanyezi, Wembezi B, Colenso.</p> <p>In Progress (% Completion): Egerton 10 %, Wembezi E 55% , Ezakheni B 91%, Khethani 70%, Area J 88%, Central 5%, Acaciavale 5% Ezakheni CDE 12%.</p> <p>Remaining Suburbs are Bergville &amp; Hyde Park.</p>	
<p>1. The tariffs policy will be amended to correct the customer categories.</p> <p>2.The population will be investigated to identify the errors and the corrections will be applied retrospectively.</p> <p>3.The grouping of debtors in the Munsoft system will be reviewed to ensure separation of the Industrial and Commercial customers.</p>	<p>For consumers found to be billing on the incorrect tariffs, the journals correcting the charges have been prepared, they should be captured on Munsoft by 13 July 2018. Correct Tariffs have been loaded on the system.</p>	

<p>1.The deviations report will be reviewed by the Senior data capturer by the 20th of Every month, Accountant by the 25th of every month and Revenue Manager by the last day of every month to ensure that all exceptions are address prior the approval of the billing , The deviations report will be signed as evidence of reviewal by all the relevant personnel..</p> <p>2. The population will be revisited to ensure that similar errors are picked and corrected retrospectively.</p>	<p>Adjusting journals to correctly allocate adjustments to prior year sales processed in the current year have been prepared, needs to be captured. Refer to Annexure C</p>	
<p>1.The population will be reviewed and corrections will be applied retrospectively.</p> <p>2. SOP on consumer debtors will be developed</p> <p>3.The CFO will ensure that the SOP is applied accordingly.</p> <p>4.A reconciliation of the newly created accounts will be performed to ensure that the balance recorded in that account for individual debtors is equal to the outstanding balance for the said debtor.</p>	<p>The reconciliation report is still to be finalised.</p>	

<p>1.The Service Provider (Munsoft ) will be engaged to change the configurations of calculation interest on debtors on the system as detailed in the approved policy.</p> <p>2.</p> <p>The population will be investigated to ensure that similar errors from July till date are identified and corrected.</p> <p>3.</p> <p>Municipality is required in terms of the legislation to determine the tariff for that particular year in accordance with its budget related policies, the interest rate to be charged will also be part of that process.</p>	<p>Reconciliation ensuring interest per month is charged at 10% as per policy has been completed.</p>
<p>1.A team of plumbers has been identified focus on faulty meters moving forward.</p> <p>2. Reconciliation will be conducted between munsoft and Peter metre to identify meters that were not read.</p> <p>3.System will be configured to automatically calculate an estimate for meters that are not read in line with the policies (Average of the previous 3 months actual consumption)</p>	<p>95% of the meters have been checked and the system updated accordingly. The remaining 5% are either vacant land or vacant houses/building. Moving forward, meter readers will be expected to take readings even if it is same reading.</p>

<p>1.The process of investigation before the debtors are tabled to council for write-off will be followed , as per the approved policy.</p> <p>2. The policy will be implemented where each debtor that qualify for write off is supported by the evidence that all avenue have been exhausted and such will be to be tabled to council for approval</p> <p>3.Debtors written off already will be investigated and the proper process of write off will be followed , if the debtors do not qualify for the write-off, the write off will be reversed.</p>	<p>The report is yet to be finalised after year end roll over.</p>
<p>1.The unauthorised discount will be investigated.</p> <p>2.Population will be revisited for the similar misstatement and corrective action be effected on the annual financial statements where deemed applicable</p> <p>3.The policy will be implemented where each debtor that qualify for write off is supported by the evidence that all avenues have been exhausted and such will have to be tabled to council for approval.</p> <p>4.The policy reviewed to consider the incentive on other consumers (businesses)</p>	

<p>1. The population will be investigated to ensure that all similar transactions are identified</p> <p>2. The Manager Asset will review all the transactions classified as R&amp;M to ensure that they are classified correctly , evidence of that review will be documented (name and signature) in order to isolate responsibility.</p>		
<p>1.SCM compliance checklist will be reviewed and be implemented. All applicable legislation will be included in the checklist. The official reviewing the checklist (for any procurement) will acknowledge that they've performed the review. A signature and name of official will be on the checklist for accountability and responsibility .</p> <p>2. The Budget accountant will verify the availability of budget prior the approval of the requisition</p> <p>3.The Manager Expenditure will ensure that invoices are costed timeously to ensure that the votes are up to date.</p>	<p>Monthly invoice register is prepared</p>	
<p>1.The register of the invoices will be maintained and a reconciliation between the invoices received and invoices paid will be done on monthly basis.</p> <p>2.A report detailing the invoices that are not paid and the reasons will be prepared on monthly basis</p>		



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<p>The SCM policy will be amended to include the SCM section 32 circular no 01A/2016.( Where consent must be sought from PT to apply section 32)</p>	
<p>1. The CFO will ensure that the grants are used in terms of the conditions by conducting a review of all the expenditure costed against the Grants related votes. The invoices will be signed for isolation of responsibilities and as evidence of reviewal. 2. Grants register will be monitored and be reported to the Management committee</p>	

<p>1. Quarterly review of the SDBIP to ensure that indicators are time bound and measurable will be conducted by management.</p> <p>2. The SDBIP (2017/2018) will be reviewed to ensure that the numerator and denominator are well defined in each performance target.</p> <p>3. SDBIP (2017/2018) will be adjusted to reflect timelines in all performance targets set. The project will be considered in formulating the timeline.</p> <p>4. The numerator and denominator will be defined in the Technical Indicator Description (TID) and standard operating procedures.</p>	<p>The SDBIP has been amended to reflect timelines in all performance targets and ensure that numerator and denominator are well defined in each performance target.</p>	
<p>1. The processes and procedures to collate, collect, verify and store performance information will be clearly documented and communicated to all middle management.</p> <p>2. Performance Information submitted by various departments will be interrogated by management to identify and correct any discrepancies.</p>	<p>Detailed document on process and procedures to collate, collect, verify and store of performance information is now reviewed and circulated to all senior managers. The process of maintenance of portfolio of evidence will be monitored on quarterly basis and audited by IA</p>	
<p>The annual performance report will be adequately reviewed by the accounting officer, internal audit and audit &amp; performance committee before its submission to ensure that there are no inconsistencies.</p>	<p>Due in August</p>	
<p>Compliance checklist was developed and monitored to ensure that 2017/18 PMS adopted on time. All applicable legislation will be included in the checklist. The official reviewing the checklist will acknowledge that</p>	<p>The 2017/18 performance management systems has been adopted at the same with the setting of KPIs and targets as contained in the IDP and the PMS.</p>	

they've performed the review. A signature and name of official will be on the checklist for accountability and responsibility	
<p>1. MFMA compliance checklist will be reviewed and be implemented. The official reviewing the checklist will acknowledge that they've performed the review. A signature and name of official will be on the checklist for accountability and responsibility</p> <p>2. Instances of non-compliance will be investigated and proper steps in terms of section 32 will be implemented. The investigation will include the terms of reference, scope and it will be approved at the appropriate level.</p>	<p>The investigation was conducted by the MPAC and recommendations were submitted to Council on 29 June 2018 for the unauthorised, irregular and fruitless expenditure to be written off</p>
<p>1. Population will be investigated to identify all customers from the relevant areas and ensure that the customers are properly classified/flagged on the system.</p> <p>2. The population will be investigated to ensure that all similar errors are identified.</p>	<p>Journals to correct the flat rate charge for the year have been prepared, need to be uploaded onto Munsoft</p>
<p>1. Exception report will be reviewed for meters that are estimated for 3 consecutive months to ensure that the actual reading is done.</p> <p>2. Faulty meters will be repaired</p> <p>3. Petermeter devices will be procured for all meter readers.</p> <p>4. Detailed</p>	<p>All accounts that have been estimated for the whole year are currently being checked by the meter reading section to ascertain correct readings or reasons causing the problem.</p> <p>Actual readings are updated as they are found.</p>

report indicating actual readings, estimates and flat rate billed will be extracted for review by the CFO on monthly basis to ensure compliance.	
<p>1.The estimates will be reviewed against the policy and the system will be configured to ensure automatic calculations of estimates.</p> <p>2..Detailed report of estimated readings will be extracted for review by the CFO on monthly basis to ensure compliance with the policy.</p>	
<p>1.Monthly report indicating arrears amounts will be populated for review by the CFO. The report detailing steps taken be tabled to Management committee.</p>	
<p>1.The process of assessing indigent will be improved by using the services of TransUnion in confirming the data or documents provided.</p> <p>2.The indigents applications will be reviewed by the Manager revenue and be approved by the Senior Manager Finance.</p> <p>3.A schedule will be sent to Council for approval on quarterly basis.</p>	
<p>1. The database of suppliers associated with the state will be developed.</p> <p>2.The database will be used for future verification of suppliers to confirm</p>	

the declaration of interest. 3. Only the supplier who are on CSD will be used to procure services. .		
1. New bid committee members will be appointed. 2. SCM compliance checklist will be reviewed and be implemented. All applicable legislation will be included in the checklist. The official reviewing the checklist (for any procurement) will acknowledge that they've performed the review. A signature and name of official will be on the checklist for accountability and responsibility.		
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<p>1.The Bulk Supply Agreement with Umgeni Water be implemented.</p> <p>2.Metering and water balancing will be completed for all plants once implementation has been completed by Umgeni Water.</p>	
<p>1. The reconciliation of invoices not yet received (approved orders) at year end will be conducted.</p> <p>2. The invoices will be reviewed by the Manager Expenditure and the Senior Manager Finance to ensure that transactions are recorded in the correct period.</p>	Invoices are reviewed by manager expenditure and Senior manager finance.
<p>1. The reconciliation of invoices not yet received (approved orders) at year end will be conducted.</p> <p>2. The invoices will be reviewed by the Manager Expenditure and the Senior Manager Finance to ensure that transactions are recorded in the correct period.</p>	Invoices are reviewed by manager expenditure and Senior manager finance.
<p>1. The reconciliation of invoices not yet received (approved orders) at year end will be conducted.</p> <p>2. The invoices will be reviewed by the Manager Expenditure and the Senior Manager Finance to ensure that transactions are recorded in the correct period.</p>	Invoices are reviewed by manager expenditure and Senior manager finance.

The invoices will be reviewed by Manager Expenditure and the Senior Manager Finance to ensure that they are processed in the correct financial period.	Invoices are reviewed by manager expenditure and Senior manager finance.	
1. The Manager Expenditure will ensure that invoices are reviewed against the purchase order, quotation/contract to ensure accuracy.	Invoices are reviewed against orders by manager expenditure and Senior manager finance.	
1. The ICT security policy will be reviewed. 2. The service provider will be engaged to assist with Munsoft password configuration.	The ICT policy has been reviewed and approved by council	
1. The firewall policy will be reviewed to include the following : -The procedure for the review of change logs & -Firewall user access controls including user registration, password resets and termination of an account . 2.A standard operating procedure will be developed. The access level of all users will reviewed , amended and documented accordingly.	The Firewall policy has been reviewed and approved by council	
The change management procedure will be reviewed to include a detailed process to ensure segregation of duties.	The change management procedure has been reviewed and was approved by Council.	



The service provider will be engaged to make changes logs available to the Municipality for review.	ICT Manager, Services Provider (Sage VIP) and Auditor General had engaged on this finding and agreed upon that the release notes will be submitted on request	
The DRP will be reviewed to include business impact analysis.	The DRP has been reviewed and it was approved by Council	
1.The change management procedure manual will be reviewed to ensure that it included MSCOA system and data conversion processes as well as documentation which will be signed off by Management.	The change management policy was drafted and adopted by Council on the 23rd of March 2018	
1.The metre readers will be trained on how to use the device to ensure that the data is transferred directly from the metre to the device. 2.Service provider will be engaged to assist with the challenges experienced with the devices.	New financial year starts in July 2018.	
The service provider (Munsoft ) will be engaged to request assistance with the encrypting of the downloaded data to reduce errors.	We are still waiting for a feedback from Munsoft	
The tariff policy will be amended to include commercial tariffs and the policy will be submitted to Council for approval.	For consumers found to be billing on the incorrect tariffs, the journals correcting the charges have been prepared. Correct Tariffs have been loaded on the system. Refer to Annexure B	
The service provider (Munsoft ) will be engaged to request assistance with the configuration of the interest calculation.	We are still waiting for AGSA IT	

<p>1. Verify the leave opening balances recording and updating of leave records</p> <p>3. Proper review and reconciliation of leave records.</p>	
<p>2. Timeously</p> <p>1. An approved Travel Allowance policy will be submitted to the CFO for immediate implementation.</p> <p>2. Variance reports on the application of the approved policy will be submitted to Manco monthly.</p> <p>3. A training session will be conducted for payroll officers.</p>	<p>The travel Allowance policy was submitted. The session to familiarize the payroll office was conducted and a variance report on the implementation of the policy has been submitted to MANCO</p>
<p>1. Communication be sent to all staff, on the pre-authorization of overtime.</p> <p>2. overtime authorization procedure be developed for all employees.</p> <p>3. The DM will draw up policy documentation that will stipulate all conditions of overtime and signed by all employee's representatives.</p> <p>4. All overtime will be pre-approved and signed off by Area Engineers &amp; Superintendents, captured and recorded in-line with the uThukela DM Policy.</p>	
<p>1. Condonation will be requested from the Bargaining Council in terms of the collective agreement.</p> <p>2. The exemption will be documented in the municipality's HR policies as guided by legislation.</p>	<p>The condonation was awarded until the end of December 2018</p>

<p>1. The overtime policy will be reviewed.</p> <p>2. The department will ensure that overtime is pre-authorised.</p> <p>3. The legislation does allow certain employee to work overtime more than the stipulated timeframe provided that reasons are documented and approved, this will be included in the policies and procedures</p>	<p>the policy review has been completed will be submitted to Council for adoption in June 2018</p>	
<p>1. All non-section 56 managers (middle managers), in the current financial year, have signed their performance agreements in accordance with the Municipal PMS Policy and Procedural Framework</p> <p>2. The signing of agreements will be included in the HR policy and on adverts in the future appointments.</p> <p>3. The performance of the non section 56 Managers will be monitored.</p>	<p>All non-section 56 managers have signed their performance agreement and submitted their quarterly performance reports and POEs for the purpose of quarterly reviews</p>	
<p>1. The position will be re-advertised as Council could not secure a candidate after last recruitment process.</p> <p>2. An application to the MEC will be sent for approval to condone Acting appointment of the current incumbent as it has exceeded 6 months or another suitable candidate will be identified to ensure compliance until the position is filled.</p> <p>3. The HR compliance checklist will be developed and implemented to monitor compliance.</p>		

4.The population will be reviewed to ensure that similar cases are identified and addressed.		
1. The reconciliation of invoices not yet received(approved orders) at year end will be conducted. 2.The population will be investigated to ensure that similar errors are corrected retrospectively.	All Prior year vouchers were reviewed	
1.The external services providers monitoring policy Framework will be reviewed to include proper implementation of the procedures for accurate monitoring of non-service delivery based consultants. 2.The performance of all services providers will be monitored in terms of the policy.	The process has been started and will complete the 26 July 2019	
1.The Annual Financial Statement will be reviewed for accuracy and completeness. 2.A turnaround strategy to improve the cash flow will be developed and be implemented.	Due in August 2018.	

1. The reconciliation of invoices not yet received (approved orders) at year end will be conducted. 2. The population will be investigated to ensure that similar errors are corrected retrospectively.	
1. The FAR will be updated for accuracy and completeness. 2. Asset verification will be conducted to ensure that all assets are recorded.	All transaction which affects prior financial year has consolidated and submitted to Munsoft to effect changes in the FAR module.
1. The centralised storeroom will be used for critical documents 2. Documents audit will be conducted to identify all the missing documents 3. The municipality will start a process of obtaining copies of the missing documents.	The records management steering committee was formed. This will assist in the development of strategy and plans to address the records management issues.