



UGU 2017/2018 DRAFT ANNUAL REPORT

TABLE OF CONTENTS

CHAPTER 1 – MAYOR’S FOREWORD AND EXECUTIVE SUMMARY	6
COMPONENT A: MAYOR’S FOREWORD	6
COMPONENT B: EXECUTIVE SUMMARY	8
1.1. Municipal Manager’s Overview	8
1.2. Municipal Functions, Population and Environmental Overview	11
1.3. Service Delivery Overview	13
1.4. Financial Health Overview	13
1.5. Organisational Development Overview	15
1.6. Auditor General Report 2017/2018 (Highlights)	17
CHAPTER 2 – GOVERNANCE.....	19
Component A: Political and Administrative Governance	19
2.2 ADMINISTRATIVE GOVERNANCE	29
COMPONENT B: INTERGOVERNMENTAL RELATIONS.....	32
2.3 INTERGOVERNMENTAL RELATIONS.....	33
COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION.....	35
2.4 PUBLIC MEETINGS.....	36
COMPONENT D: CORPORATE GOVERNANCE	39
2.6 RISK MANAGEMENT	39
2.7 ANTI-CORRUPTION AND FRAUD.....	40
2.8 SUPPLY CHAIN MANAGEMENT	42
2.9 BY-LAWS	42
2.10 WEBSITES	42
2.11 PUBLIC SATISFACTION ON MUNICIPAL SERVICES	44
CHAPTER 3 – SERVICE DELIVERY PERFORMANCE (PERFORMANCE REPORT PART I).....	45
COMPONENT A: BASIC SERVICES	45
3.1. WATER PROVISION.....	46

3.3	WASTE MANAGEMENT	56
3.4	FREE BASIC SERVICES AND INDIGENT SUPPORT	56
COMPONENT C: PLANNING AND DEVELOPMENT		56
3.4	PLANNING	56
3.5	LOCAL ECONOMIC DEVELOPMENT	57
COMPONENT D: SPECIAL PROGRAMMES & YOUTH DEVELOPMENT		Error! Bookmark not defined.
3.6	RightS of a child	70
3.7	HIV and AIDS	75
3.8	People Living With Disability	76
3.9	Senior Citizens	77
3.10	Gender	79
3.11	Youth development	80
COMPONENT E: ENVIRONMENTAL PROTECTION		81
3.14	POLLUTION CONTROL	82
3.15	BIO-DIVERSITY; LANDSCAPE (INCL. OPEN SPACES); AND OTHER (EG. COASTAL PROTECTION)	84
COMPONENT F: ENVIRONMENTAL HEALTH		94
3.16	HEALTH INSPECTION; FOOD AND ABBATOIR LICENSING AND INSPECTION; ETC	Error! Bookmark not defined.
COMPONENT G: DISASTER MANAGEMENT		109
3.22	DISASTER MANAGEMENT INTRODUCTION TO DISASTER MANAGEMENT	109
COMPONENT H: SPORT AND RECREATION		127
3.23	SPORT AND RECREATION	128
COMPONENT I: CORPORATE POLICY OFFICES AND OTHER SERVICES		130
3.24	EXECUTIVE AND COUNCIL	130
3.25	FINANCIAL SERVICES	131
3.26	HUMAN RESOURCE SERVICES	133
3.27	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES	134
3.28	PROPERTY; LEGAL; RISK MANAGEMENT AND PROCUREMENT SERVICES	139
CHAPTER 4 – ORGANISATIONAL DEVELOPMENT PERFORMANCE		140
(PERFORMANCE REPORT PART II)		140
COMPONENT A: INTRODUCTION TO THE MUNICIPAL PERSONNEL		141
4.1	EMPLOYEE TOTALS, TURNOVER AND VACANCIES	141

COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE	142
4.2 POLICIES	Error! Bookmark not defined.
4.3 INJURIES, SICKNESS AND SUSPENSIONS.....	Error! Bookmark not defined.
4.4 PERFORMANCE REWARDS	148
PERFORMANCE REWARDS	148
COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE	149
4.5 SKILLS DEVELOPMENT AND TRAINING.....	150
COMPONENT D: MANAGING THE WORKFORCE EXPENDITURE	160
4.6 EMPLOYEE EXPENDITURE	160
CHAPTER 5 – FINANCIAL PERFORMANCE	165
5.1 STATEMENTS OF FINANCIAL PERFORMANCE	165
chapter 6: APPENDICES	167
APPENDIX A – COUNCILLORS; COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE	167
APPENDIX B – COMMITTEES AND COMMITTEE PURPOSES	178
APPENDIX C –THIRD TIER ADMINISTRATIVE STRUCTURE.....	184
APPENDIX D – FUNCTIONS OF MUNICIPALITY / ENTITY	185
APPENDIX E – WARD REPORTING	185
APPENDIX F – WARD INFORMATION	185
APPENDIX G – RECOMMENDATIONS OF THE MUNICIPAL AUDIT COMMITTEE 2017/2018.....	185
APPENDIX J – DISCLOSURES OF FINANCIAL INTERESTS	185
APPENDIX K: REVENUE COLLECTION PERFORMANCE BY VOTE AND BY SOURCE	188
APPENDIX K (i): REVENUE COLLECTION PERFORMANCE BY VOTE	188
APPENDIX K (ii): REVENUE COLLECTION PERFORMANCE BY SOURCE	188
APPENDIX L: CONDITIONAL GRANTS RECEIVED: EXCLUDING MIG	188
APPENDIX M: CAPITAL EXPENDITURE – NEW & UPGRADE/RENEWAL PROGRAMMES.....	188
APPENDIX M (i): CAPITAL EXPENDITURE - NEW ASSETS PROGRAMME	188
APPENDIX M (ii): CAPITAL EXPENDITURE – UPGRADE/RENEWAL PROGRAMME.....	188
APPENDIX N – CAPITAL PROGRAMME BY PROJECT YEAR 0	188
APPENDIX O – CAPITAL PROGRAMME BY PROJECT BY WARD YEAR 2017/2018	188

APPENDIX Q – SERVICE BACKLOGS EXPERIENCED BY THE COMMUNITY WHERE ANOTHER SPHERE OF
GOVERNMENT IS RESPONSIBLE FOR SERVICE PROVISION 188

APPENDIX R – DECLARATION OF LOANS AND GRANTS MADE BY THE MUNICIPALITY 188

CHAPTER 1 – MAYOR’S FOREWORD AND EXECUTIVE SUMMARY

COMPONENT A: MAYOR’S FOREWORD

1. Foreword by the Mayor

The Municipality has actively reaffirmed its commitment to the 2016 Local Government Elections Manifesto which is the Programme of Action for the current Council’s political term of office.

As this year marks twenty-two (22) years of democratic local government this calls for all of us to reflect on the road we have travelled towards creating a better life for all citizens through provision of service over the years. The system of local government has not only survived a fundamental restructuring over the past twenty-two years but has also made great strides towards extending service delivery and development to marginalised communities. Apartheid has left its imprint on human settlement, municipal infrastructure and transformation of these injustices requires an understanding of the historical impact the apartheid system had on local government development of certain communities.

Our municipality has made remarkable in-roads towards extending water and sanitation services to communities who had no access and provided economic opportunities by bringing jobs nearer to their areas of residence through our growth development initiatives. We still cannot stay at the comfort of these achievements as voices of the destitute communities are still echoing. And as a caring sphere of government, we shall ensure that no-one is left out and our leadership is resolute in ensuring a better life for all our communities to creating a better life for all.

Our task, going forward, is to work tirelessly in addressing the triple challenges of poverty, unemployment, and inequality. It is for this reason that part of our programme of action is to mobilize our resources towards poverty alleviation programmes as our collective response to the challenges faced by the communities. However, we need to change course as we continually strive to become an equitable, non-racial, prosperous, non-sexist and just society. Shifting course will require commitment and dedication from all who make this district their home. Extraordinary effort is demanded of all of us to work towards building a more equitable society, where everyone is cared for and none neglected.

Our key focus has been that of accelerating service delivery of water and sanitation services to our communities and the eradication of poverty. And we are determined to overcome whatever challenges we encounter in pursuit of this noble course.

This report will show that the municipality has continued to implement its Revenue Collection Strategy in a manner that builds confidence of residents. The people of Ugu District expect the municipality to provide uninterrupted water and sanitation services which requires full cooperation of our residents through the payment of municipal services. We are making all strides towards mitigating risks; improvements of our billing systems; improvement of our water infrastructure and bettered municipal

financial management which all culminated in us receiving a Qualified Audit Opinion from the Auditor-General.

We also have not departed from our deliberate efforts to actively intervene on the plight faced by local small businesses through ring-fencing 30% of total procurement to Ugu District-based companies which will increase participation of local businesses to the economy of the District.

We still place a high emphasis on the Expanded Public Works Programme (EPWP) which is part of the municipality's poverty alleviation programme tailored to absorb many within our communities into sustainable jobs. We also adopted an aggressive approach to encourage establishment of cooperatives as an easy-to-create business entity that can help numbers of people to get out of the ranks of the unemployed to self-employment.

Our journey continues, towards improving the lives of our communities through enhancing our efforts of delivering basic services. As we look forward towards the 2019 General Elections, we reiterate our unwavering allegiance to the core imperatives of the Freedom Charter and proudly proclaim our readiness to accelerate the radical transformation of economy to bring about an equitable, just, and inclusive District.

Cllr MA Chiliza

Mayor: Ugu District Municipality

COMPONENT B: EXECUTIVE SUMMARY

1.1. Municipal Manager's Overview

The downturn in the global economy has affected investment in our country which has placed government spending in the spotlight. As Local Government we are unable to generate adequate funding to meet our Service Delivery commitments and are dependent on the National fiscus to supplement funding for key infrastructure development.

Our core mandate of Water and Sanitation requires an injection of “serious” money for both maintenance of existing infrastructure and provision of new infrastructure. Our coverage of access to water 87% and sanitation, at 71% is an improvement, but more needs to be done to reach total coverage.

The increase in capacity at Boboyi Water Works and Umtamvuna Waterworks from 54 to 87 ML and 20 to 30ML per day respectively will provide stability of supply especially during peak seasonal periods.

All our water schemes in our rural areas must be brought to function-ability so that communities can live in dignity.

One of our priorities must be to source funding and commence with the construction of the Harding Weza Dam to deal with increase in demand in this area.

We must also be firm in our resolve to commit funding to our operation and maintenance of water and sanitation infrastructure. Water supply challenges due to ageing infrastructure has to be addressed urgently. Our non-compliance with Environmental legislation is cause for concern and “sewer spillages” occasioned by ageing infrastructure is becoming a major challenge.

Our IDP whilst reflecting the will of our communities has to be realistic and achievable. It must be also informed by our financial strength and should primarily focus on our core mandate of water and sanitation in terms of service delivery. We cannot be characterised as being “big on promises” and “small on delivery”. We need to find innovative funding and service delivery mechanisms to give effect to our IDP.

Our financial viability is now under serious strain and needs urgent attention. Whilst it is acknowledged that the economy is constraining disposable income, we have to be financially astute in our governance. A financial recovery plan is necessary to ensure the continued sustainability of the Municipality. Our focus must be on essential expenditure and all non – essential expenditure has to be curtailed or cancelled.

All non - core activities should be left to local municipalities with District only providing support and co-ordination.

A major cost driver which is on the radar but not being given effect to is the reduction in personnel costs. We cannot sustain our present staff complement and we have no option but to look at reduction through various legislated mechanisms. Management must find ways to improve productivity and work smarter. This matter of fiscal austerity needs urgent immediate attention.

Our revenue collection must yield greater dividends if we are to be a “going concern”. Our Billing problems during the year under review made matters worse and added to our financial challenges. Non – revenue water must be decreased and all attendant challenges viz. meter reading, meter replacement, illegal connections and non-payment must be resolved. Our monthly average collection rate and “debt book” is far from satisfactory.

The illegal labour disruptions have negatively impacted on the Municipality in terms of both finances and service delivery. These illegal activities by labour is detrimental to our existence and it is hoped that the present facilitation by the Provincial Government will yield positive results.

Audit Opinion (to be completed after receipt of AG report)

Notwithstanding our financial challenges, as a district municipality we need to play a coordinating role and provide support to the local family of municipalities were possible. We are presently providing Shared Services of

- Audit Committee
- G.I.S
- Disaster Management

The completion of phase 2 of the Disaster Management Centre should enhance our capability to assist and co-ordinate disaster management in the district. We do have a functional IGR Policy which promotes high levels of collaboration among all spheres of government.

Our two entities the Ugu South Coast Tourism (USCT) and Ugu South Coast Development Agency (USCDA) are well grounded in implementing their respective mandates. These public private partnerships are yielding expected outcomes and must strive to become self – funding.

Our cordial and collaborative relationship with our Amakhosi is a very positive influence in our stakeholder management. Sharing platforms at public and community engagements provides avenues to agree on a common development trajectory.

As we commit to focus on our core mandate and make service delivery our daily diet, we must ensure that we use all available opportunities to involve our communities in the affairs of local government.

All formations that champion the well-being of our communities must be embraced in a productive working relationship so that we create a tomorrow that is better than today for all our people.

“IF YOU WANT TO WALK FAST WALK ALONE

BUT

IF YOU WANT TO WALK FAR

WORK TOGETHER”

“RATANTATA”

D D NAIDOO

MUNICIPAL MANAGER

1.2. Municipal Functions, Population and Environmental Overview

Population Details						
Age in completed years	Population in 2013	Population in 2014	Population in 2015	Population in 2016	Population in 2017	
0-17						
18-35						
36-50						
51-70						
71-90						
91-120						
Socio Economic Status						
Year	Housing Backlog as proportion of current demand	Unemployment Rate	Proportion of Households with no Income	Proportion of Population in Low-skilled Employment	HIV/AIDS Prevalence	Illiterate people older than 14 years
2015/2016						
2016/2017						
2017/2018						

Table 1.2.4

MUNICIPAL MAJOR NATURAL RESOURCES OVERVIEW

The Municipality has taken a major focus on environment, considering the fact that environmental management issues are a major item of discourse across the globe. The municipality enjoys the natural resources tabulated below within its area of jurisdiction hence such resources ought to be managed properly through the development and implementation of a number of specific environmental management plans and capacitated institutional plan.

In extension to the district municipality, some local municipalities within the district are performing some of the Environmental Management functions with the district playing an oversight role.

Natural Resources	
Major Natural Resource	Relevance to Community
Coast	Tourism, recreation and aesthetics, religious beliefs, source of livelihood (food, employment and income), research and education
Biodiversity	Tourism, recreation and aesthetics, religious beliefs, source of livelihood (food and income), research and education, traditional health (medicine)
Air quality	Clean and safe environment, human health, education
Water resources	Domestic and industrial use, recreation, source of livelihood, education and research
Land	Agriculture, human settlements, resources for human consumption, source of power and human contentment

The Coast

Ugu District Municipality, in its Growth and Development Strategy identifies the coast as a major tourism attraction to the Lower South Coast. Further to tourism, the strategy identifies the coast as a source of livelihood for many families who depend on marine resources to cater for their families and access to employment opportunities.

Biodiversity

Like the coast, biodiversity is also used to attract tourism to the district. There are features of the district biodiversity that have been exploited and redesigned for tourism attraction. Apart from tourism the district biodiversity is also used for religious beliefs, livelihood, research and education as well as traditional health.

Air Quality is used to promote a clean and safe environment as well as for education.

Water Resources are used for domestic and industrial purposes, recreation, as a source of livelihood as well as for education and research

Land is one of the primary resources for agriculture, human settlements, resources for human consumption, source of power and human contentment. The district has therefore developed a number of policies to guide sustainable use of land.

1.3. Service Delivery Overview

1.3.1 Service Delivery Introduction: Water and Sanitation

Proportion of Households with minimum level of Basic Services				
	2015/2016	2016/2017	2017/2018	2017/2018
Water - available within 200 m from dwelling				
Sanitation - Households with at least VIP service				

1.4. Financial Health Overview

1.4.1 Financial Overview: Current Situation; Opportunities and Challenges

Financial Overview: 2017/2018 R' 000			
Details	Original budget	Adjustment Budget	Actual
Income:			
Grants	713 631 880	713 366 551	714 519 337
Taxes, Levies and tariffs	429 071 445	355 328 615	325 342 983
Other	31 825 452	9 326 437	25 305 422
Sub Total	1 174 528 777	1 078 021 603	1 065 167 742
Less: Expenditure	859 535 546	832 884 172	1 057 952 458
Net Total*	314 993 231	387 461 772	7 215 284
Table 1.4.1			

Operating Ratios	
Detail	%
Employee Cost	35.28%
Repairs & Maintenance	1.56%
Finance Charges & Impairment	0.98%
Table 1.4.2	

Operating Ratios

Total Capital Expenditure: 2016/2017 to 2017/2018 R'000
--

Detail	2016/2017	2017/2018	2017/2018
Original Budget	368 747 000	362 325 304	362 325 304
Adjustment Budget	369 147 000	343 195 103	343 195 103
Actual	353 253 546	316 465 509	316 465 509
<i>Table 1.4.3</i>			

Variations between the Original Budget; Adjustment Budget and Actual

1.5. Organisational Development Overview

The municipality finalised and adopted a new organogram in October 2017. This section therefore gives a thorough analysis of the new organogram and the vacancy rates within the institution. The current number of employees employed by the Ugu municipality is 902 as broken down in the table below. The total amount spent on the salaries averages to R17 – R18 million per month and R 2 million is allocated to overtime. The employee costs will be further analyzed under the Financial Viability section.

Table 3.5.3.1: Ugu District Employees per Department

Source: Ugu District Municipality Corporate Services, 2017

Department	Number of Employees
Water Services	612
Infrastructure and Economic Development	30
Budget and Treasury	94
Corporate Services	90
Municipal Manager's Office	76

The organogram currently has 910 positions approved with only 902 filled making the vacancy rate 0.8.% (including budgeted and unbudgeted vacancies). In terms of the age analysis of the Ugu District Municipality's employees, it is broken down as per table 3.5.3.2.

Age group	Number
22 - 35	162
36 – 45	312
46 – 55	332
56 – 60	63

61 – 65	33
---------	----

What emerges from the age analysis of the employees of Ugu District Municipality is that a total number of 96 employees are within a retirement bracket. This amounts to 10.5% of the total positions filled in the municipality. In the table below; Ugu District Municipality age analysis is further analysed with the age brackets and positions held.

Ugu District Employees per Age Group and Positions held.

Post Level	22-35	36-45	46-55	56-60	61-65	Total
0 – Municipal Manager	0	0	0	1	0	1
1 - General Managers	1	2	0	0	0	3
2- Senior Managers	0	4	1	1	1	7
3 - Managers	5	15	3	2	1	26
4 - Officers	8	24	5	2	1	40
5 - Practitioners	10	6	1	2	0	19
6 - Accountants/ other professionals	14	25	17	0	3	59
7 - Foremen / Personal Assistants	2	6	8	1	1	18
8 - Senior clerks, secretaries	3	4	1	0	0	8
9 - Clerks, operators Class 3, admin assistant	50	59	36	7	9	161
10 - Office Clerks	12	14	9	0	1	36
11 - Customer care clerks, VTS supervisors	11	14	11	0	1	37

Post Level	22-35	36-45	46-55	56-60	61-65	Total
12 - Operators Class 2, receptionist	5	11	11	1	2	30
13 - Drivers, machine operators	15	33	23	10	4	85
14 - Operators Class 1, Senior shift workers	6	21	11	7	1	46
15 - Handyman, shift workers	5	3	9	4	2	23
16 - Plant reproduction assistant	0	0	0	1	0	1
17 - General Workers Grade 1	0	1	3	1	3	8
18 - General workers, Filing clerks, General assistants	36	108	115	25	10	294
Totals	189	350	260	63	40	902

1.6. Auditor General Report 2017/2018 (Highlights)

STATUTORY ANNUAL REPORT PROCESS

No.	Activity	Timeframe
1	Consideration of next financial year's Budget and IDP process plan. Except for the legislative content, the process plan should confirm in-year reporting formats to ensure that reporting and monitoring feeds seamlessly into the Annual Report process at the end of the Budget/IDP implementation period	
2	Implementation and monitoring of approved Budget and IDP commences (In-year financial reporting).	
3	Finalise the 4th quarter Report for previous financial year	
4	Submit draft year 2017/2018 Annual Report to Internal Audit and Auditor-General	
5	Municipal entities submit draft annual reports to MM	
6	Audit/Performance committee considers draft Annual Report of municipality and entities (where relevant)	
9	Municipality submits draft Annual Report including consolidated annual financial statements and performance report to Auditor General	
10	Annual Performance Report as submitted to Auditor General to be provided as input to the IDP Analysis Phase	
11	Auditor General audits Annual Report including consolidated Annual Financial Statements and Performance data	
12	Municipalities receive and start to address the Auditor General's comments	
13	Mayor tables Annual Report and audited Financial Statements to Council complete with the Auditor- General's Report	
14	Audited Annual Report is made public and representation is invited	
15	Oversight Committee assesses Annual Report	
16	Council adopts Oversight report	
17	Oversight report is made public	
18	Oversight report is submitted to relevant provincial councils	
19	Commencement of draft Budget/ IDP finalization for next financial year. Annual Report and Oversight Reports to be used as input	

Table 1.6.1

CHAPTER 2 – GOVERNANCE

Component A: Political and Administrative Governance

2.1. Introduction to Political Governance

The Constitution of South Africa, in Section 151(3), states that a Municipality has the right to govern on its own initiative, the local government affairs of its community, subject to national and provincial legislation as provided for in the Constitution.

The Council is a legislative Political Structure which is entrusted with the oversight responsibility on matters pertaining to the developmental progress and implementation of service delivery projects. There are various Portfolio Committees as legislated through section 80 of the Municipal Structures Act 117 of 1998, that are each convened by the members of the Executive Committee who play a political oversight on various activities that are implemented by Municipal Administration Departments. All these Portfolio Committees report to the Executive Committee, whose chairperson is the Mayor, which takes decisions and resolves to recommend to Council for the implementation of service delivery matters.

The Portfolio Committees are as follows:

- Portfolio Committee on Finance
- Portfolio Committee on Water and Sanitation
- Portfolio Committee on Local Economic Development
- Portfolio Committee on Sound Governance and Human Resources
- Portfolio Committee on Special Programmes

2.1.1 Financial management and administration performance is further monitored and evaluated by the established Section 79 of the Municipal Structures Act 117 of 1998 Committees below,

- Municipal Audit Committee
- Municipal Public Accounts Committee (MPAC)

It is a legislative requirement that an Audit Committee be established which considers the Auditor General's report and its implications for internal risk management and performance audit matters. The purpose and objective of the Audit Committee is to advise the Municipal Manager on:

The members of the Audit Committee are defined in the MFMA 166(4), 166 (5) and at Ugu District Municipality, the unit of Internal Audit which is based within the Office of the Municipal Manager provides support to this committee.

The Audit Committee has the following responsibilities;

- **Financial Statements**

Ensure that all financial reports are complete and consistent with the information required. Review financial reports with management and the external auditors, before filing with regulators.

- **Internal Control**

Ensure the effectiveness of the council's internal control over annual and interim financial reporting, including information technology security and control. Understand the scope of internal and external auditor's review of internal control, and obtain reports on significant findings with specific reference to the safeguarding of assets, accounting records and the maintenance of effective internal control systems.

➤ **Internal Audit**

Review with management the charter, plans, activities, organisational structure of the internal audit activity. Ensure there are no unjustified restrictions or limitations. Review the effectiveness of the internal audit activity, including compliance with the Institute of Internal Auditor's Standards for the Professional Practice of Internal Auditing. On a regular basis, meet separately to discuss any matters that the committee or auditors believe should be discussed privately.

➤ **External Audit**

On a regular basis, meet with the external auditors to discuss any matters that the committee or external audit believes should be discussed privately.

➤ **Compliance**

Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of investigations, follow-ups of any instances of non-compliance. Review the findings of any examinations by regulatory agencies, and any auditor observations. Review the process for communicating the code of conduct to Council personnel and for monitoring compliance therewith. Obtain regular updates from management and legal counsel regarding compliance matters. Assess the reliability of performance information reported and commission in-depth performance investigations where there is continued poor performance. Evaluate the committee's performance on a regular basis. Institute and oversee special investigations as needed.

Review and assess the adequacy of the committee's Charter annually, requesting Executive Committee approval for proposed changes. Confirm annually that all responsibilities outlined in this charter have been carried out. Section 14(4) (a) (iii) of the Local Government Municipal Planning and Performance Management Regulations requires that the Audit Committee submit a report to the Municipal Council at least twice a year, regarding the Performance Management System. In fulfilling its role and in carrying out its duties and responsibilities, the Audit Committee may conduct such investigations and seek from any employee or councillor such information as it considers necessary to enable it to fulfill its functions, and all employees and councillors are required to co-operate with any request made by the Audit Committee. The committee must consider and recommend improvements in financial control and accounting systems as well as assess extraordinary items or abnormal disclosures with specific reference to: -

- The annual financial statements;
- Accounting policies and practices;
- Specific strategic reports;
- External audit procedure;
- The annual external audit report before submission to the relevant committee;
- All Internal audit activity;
- Compliance with law, audit and accounting standards; and
- Reports of the Head: Investigations.

Audit committee members do not have any authority to make any decisions on behalf of the Council.

In terms of the Municipal Audit Committee's functionality and oversight process at Ugu District Municipality, the following is applicable;

- All reports requiring Audit Committee consideration shall first go to the Management Committee
- The reports shall then go to the Audit Committee which shall meet at least once every two months;
- After consideration by the Audit Committee, the reports shall be tabled to the Executive Committee, by the Chairperson of the Audit Committee or his/her nominee;

2.1.2 The municipal public accounts committee (MPAC) must report directly to Council through the Speaker: Any other form of reporting line will compromise its independence, authority and integrity. As MPAC performs an oversight function on behalf of Council it is not a duplication of, and must not be confused with either the Audit Committee or the Finance Portfolio Committee. The Audit Committee is an independent advisory body that advises Council and the Executive on financial and risk matters and can act as an advisory body to MPAC. The Finance Portfolio Committee deals with financial management issues such as budget, revenue and expenditure management as well as supply chain management. The primary function of a MPAC is to help Council to hold the Executive and the municipal administration to account and to ensure the efficient and effective use of municipal resources. It will do this by reviewing public accounts and exercising oversight on behalf of the Council.

The committee must examine:

- financial statements of all executive organs of Council;
- any audit reports issued on those statements;
- any reports issued by the AG on the affairs of any municipal entity;
- any other financial statements or reports referred to the committee by Council; and
- the Annual Report on behalf of Council and make recommendations to Council thereafter; and

The committee may

- report on any of those financial statements or reports to Council;
- initiate and develop the annual oversight report based on the Annual Report;
- initiate any investigation in its area of competence; and
- must perform any other function assigned by resolution of Council.

When the committee examines the financial statements and audit reports of a municipality or municipal entity, it must take into account the previous statements and reports and report on the degree to which shortcomings have been rectified; The committee must monitor the extent to which its recommendations and that of the AG are carried out. The outcomes and the resolutions of the deliberations of this committee must be reported to Council and made public; and It must enhance the accountability process by ensuring that there is objective political oversight, which allows for public involvement and comments in addition to other established governance committees, such as the Finance Portfolio Committee and the independent Audit Committee. MPAC, like other council committees, should solely be comprised of Councillors appointed by a full council meeting. The actual size should be determined by the size of a Council (i.e. number of Councillors), but care should be taken to ensure that members represent a wide range of experience and expertise available in Council as well as political representation. ranging between a minimum of 5 to a maximum of 12, mainly dependent on the size of the Council. In keeping with the tradition of oversight function, the Council may consider whether a member of an opposition party must chair a MPAC. The Mayor and members of the executive committee are not allowed to be members of a MPAC.

Reports requiring the Municipal Public Accounts Committee's Consideration follow the process as below;

- All reports requiring Municipal Public Accounts Committee's consideration shall first go to the Management Committee;
- In order for the MPAC to be able to deal with a report, the Chairperson of the relevant Portfolio Committee and the Head of Department responsible should be present at the tabling of the report;
- Reports from MPAC shall go directly to the full Council with a report from the MPAC Chair;

This committee meets at least once quarterly as per the annual council roster of meetings. There is a person deployed by the KZN Department of Cooperative Governance and Traditional Affairs, who advises, provides support and gives strategic direction on matters of public participation.

2.1.3 POLITICAL DECISION-TAKING

The executive and legislative authority of a Municipality is vested in its Municipal Council. The pre-eminent roles of the Council, amongst others, are the approval of by-laws, budgets, policies, IDP, tariffs for rates and service charges. The Council consists of 35 members, seven of whom are full-time.

Refer to **Appendix A** where a full list of Councilors can be found (including committee allocations and attendance at council meetings).

Appendix B sets out Committees and Committee purposes

MUNICIPAL COUNCIL

SPEAKER: CLLR NH GUMEDE

MEMBERS: Cllrs MA Chiliza (Mayor), PH Mthiyane (Deputy Mayor), LMR Ngcobo (Exco Member), SP Mthethwa (Exco Member), NT Zwane (Exco Member) AD Ngubo (Exco Member), L Mzimela (Exco Member), SN Caluza, TB Cele, S Chetty, TA Disane, TW Dube, JJ East, M Gcwabe, GD Henderson, DMM Hlengwa, SE Khawula, BE Machi, MA Manyoni, H Mbatha, S Mngomezulu, NCP Mqwebu, ZZ Msani, NY Mweshe, Y Nair, PT Naude, D Nciki, SR Ngcobo, HJ Ngubelanga, B Ntusi, A Rajaram and MPL Zungu.

EXECUTIVE COMMITTEE:

Chairperson: Cllrs MA Chiliza (Mayor) (ANC), PH Mthiyane (Deputy Mayor) (ANC), LMR Ngcobo (Exco Member) (DA), SP Mthethwa (Exco Member) (IFP), NT Zwane (Exco Member) (ANC), AD Ngubo (Exco Member) (ANC), L Mzimela (Exco Member) (ANC), and NH Gumede (Speaker: Ex-Officio) (ANC).

Portfolio Committee on Sound Governance & Human Resources:	Portfolio Committee on Local Economic Development:	Portfolio Committee on Water & Sanitation:	Portfolio Committee on Finance:	Portfolio Committee on Special Programmes
<p>Chairperson: NT Zwane</p> <p>Members: SE Khawula - ANC S Mngomezulu - ANC NY Mweshe - ANC Y Nair – ANC LM Mzimela - ANC S Chetty - ANC LMR Ngcobo - DA</p>	<p>Chairperson: Cllr IM Mavundla until Aug 2017</p> <p>Members: SN Caluza - ANC TB Cele - ANC ZZ Msani – ANC AD Ngubo – ANC DMM Hlengwa - ANC SP Mthethwa -IFP JJ East - DA</p>	<p>Chairperson: Cllr PH Mthiyane</p> <p>Members: H Mbatha – ANC MPL Zungu - ANC HJ Ngubelanga – ANC L Mzimela - ANC SP Mthethwa – IFP TA Disane - IFP PT Naude - DA</p>	<p>Chairperson: Cllr MA Chiliza</p> <p>Members: B Ntusi - IFP SR Ngcobo – ANC AD Ngubo – ANC MPL Zungu – ANC S Chetty - ANC D Nciki ANC GD Henderson – DA MA Manyoni – ANC, Ex-Officio</p>	<p>Chairperson: (Vacant)</p> <p>Members: SN Caluza - ANC HJ Ngubelanga -ANC N Mweshe - ANC BE Machi - IFP GS Mngomezulu -ANC LMR Ngcobo - DA A Rajaram – DA</p>

2.1.2 Political Decision-Making

Every Municipal Council has the right to determine its internal procedures; this right is protected by S160 of the Constitution, which also allows the Municipal Council to decide what mandate or area of responsibility it assigns to political structures, office bearers and the Municipal Manager. This right is coupled with an obligation in the Municipal Systems Act 32 of 2000, which instructs each municipality to define the roles and areas of responsibility of political office-bearers and political structures. This definition process is done through the terms of reference, which seek to precisely outline the roles and responsibilities of the Councillors, political structures and officials in a municipality as identified in legislation.

The purpose of the Executive Committee is to delegate specific functions to committees as provided for in Part 5: Section 79 of the Municipal Structures Act, 1998. The Executive Committee exercises oversight responsibilities in respect of the day-to-day activities of Council.

The object of the Council Committee is to perform the following functions:

- To formulate and develop legislation and policies pertaining to the functions of the administration;
- To provide oversight in the implementation and monitoring of the approved legislation, by-laws, policies, municipal budget as well as Council's strategic plans;

-
- To consider any report on legislation, policies (Budget and Integrated Development Planning included), and bylaws with regard to the administration;
 - To ensure that the inputs from the communities and sector forums are given due consideration and Councillor Chiliza, Mayor/Chairperson of the Executive Committee, accounts where applicable; and

General Functions of the Executive Committee

- Recommends to Council after consultation with the relevant Portfolio Committee, policies where Council had reserved the power to make the policies itself
- Makes recommendations to Council in respect of Council's legislative powers
- Determines strategic approaches, guidelines and growth parameters for the draft budget including tariff structures

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

1. Portfolio Committee on Finance

The Portfolio Committee on Finance is a Section 80 Committee, responsible for the following functions and making recommendations to the Executive Committee thereon:

1. Familiarise, interrogate and recommend to the Executive Committee the budget and reports on economic issues, statistical information, agreements, financial reports and reports on economic and policy statements.
2. Sharpen public awareness of the budget and Government financial and economic policies, and encourage informed debate on the budget.
3. Advise the Executive Committee on the district municipality's domestic borrowing policies.
4. Study Government's policies as regards budgets and advise accordingly.
5. Seek advice from all three spheres of Government, on financial and other budget related matters.
6. Drive the entire budget process as alluded to by legislation, thus ensuring that budgets are based on priorities and realistic income and expenditure.
7. Advise on processes that need to be put in place for formulating and monitoring the budget, throughout its cycle, that will enhance the District Municipality's role in appropriating and overseeing the budget, and make the budget process more responsive to stakeholders.
8. Advise on budget programmes that need to be given special treatment during budget implementation.
9. Ensure that the budget of the District Municipality is used as a primary tool for implementing National and Provincial Policies.
10. Review the relevant legislation and future legislation (bills) with financial and budget implications and advise the Executive Committee accordingly.
11. Deal with any other budget related matter referred to the Committee by the Executive Committee.
12. Develop policy proposals on all the areas of responsibility with the intention of achieving municipal and/or general government objectives.

2. Portfolio Committee on Special Programmes

The Portfolio Committee on Special Programmes is a Section 80 Committee, responsible for the following functions, and making recommendations to the Executive Committee thereon:

- (i) Undertake the following special programmes in respect of Policy, Strategy and Programmes.
 - Youth;
 - Senior Citizens;
 - People with Disability;
 - Gender;
 - Moral Regeneration;
 - Rights of the Child; and
 - Farm Workers
- (ii) Lobby and advocate for special programmes interests by other Portfolio Committees within Council.
- (iii) Coordinate response for vulnerable groups
- (iv) Facilitate and monitor an evaluation framework for all the functional areas.

3. Portfolio Committee on Sound Governance and Human Resources

The Portfolio Committee on Sound Governance and Human Resources is a Section 80 Committee, responsible for the following functions, and making recommendations to the Executive Committee thereon

- i. To develop and recommend the Good Governance and Human Resources Services portfolio policies;
- ii. To develop and recommend the Good Governance and Human Resources portfolio by-laws;
- iii. To consider and make recommendations in respect of the draft budget and IDP of the Human Resources & Sound Governance Portfolio;
- iv. To ensure public participation in the development of policy, legislation, IDP and budget of the Human Resources & Sound Governance Portfolio;
- v. To monitor the implementation of Council policies in respect of the Human Resources & Sound Governance portfolio;
- vi. To ensure the provision of efficient, economical and effective administration of the municipality, to co-ordinate secretarial services, to oversee the delivery of the human resource services, and to render management and transformation services;
- vii. To oversee the delivery of support services to the Council
- viii. Exercise delegated authority after considering a report from the designated officials for the Human Resources & Sound Governance Portfolio;
- ix. Introduce to Exco the recommendations from the Human Resources & Sound Governance Portfolio Committee.

The objective of the Sound Governance & Human Resources Portfolio Committee is to assist the executive committee on the functions listed below:

Administration and Operational Support

- Corporate Strategies, Systems and Services;
- Records Management and Registry Services;
- Secretariat Support and Printing Services;
- Occupational Health and Safety;

-
- Employment Equity Planning;
 - Wellness: EAP;
 - Customer Relations;
 - Performance management
 - Information Communications Technology;
 - Facilities Management; and
 - Enterprise Security
 - Development planning including IDP Development and GIS
 - Intergovernmental Relations
 - Legal Services
 - Statutory Compliance Legislation, and
 - Legal Research
 - Strategic Human Resources and Personnel Services
 - Individual Performance Management;
 - Training and Development;
 - Labour Relations and
 - Personnel Management

4. Portfolio Committee on Local Economic Development

The Portfolio Committee on Local Economic Development is a Section 80 Committee, responsible for the following functions, and making recommendations to the Executive Committee thereon:

- i. Oversee the implementation of all applicable legislation relating to social and Economic Development, National Development Programmes, Provincial Development Programmes, trading regulations, investment opportunities, transport, land affairs, electrification, housing and public works.
- ii. Oversee all aspects, programmes and activities of local economic development.
- iii. Oversee all fiscal and other incentives designed to promote social and economic development.
- iv. Oversee environmental management and ensuring environmental planning, education, sustainable development management.
- v. Oversee the provision of efficient environmental health services through continuous monitoring and enforcement.
- vi. Develop policy proposals on all the areas of responsibility with the intention of achieving municipal and/or general government objectives.

5. Portfolio Committee on Water and Sanitation

The Portfolio Committee on Water and Sanitation is a Section 80 Committee, responsible for the following functions, and making recommendations to the Executive Committee thereon:

- i. Advise the Executive Committee on all legislation or prospective legislation relating to: -
 - Water and Sanitation Reticulation;
 - Water and Sanitation Treatment Works;
 - Water and Sanitation Capital Projects;
 - Water and Sanitation Operations;
 - Water and Sanitation Operational Projects;
 - Non-Revenue Water;
 - Water Restrictions;

-
- Water Services Planning;
 - Emergency Water and Drought Relief;
 - Ground Water;
 - Industrial Effluent and Recycling of Waste Water;
- ii. Oversee the following municipal services:
 - Water and Sanitation Reticulation;
 - Water and Sanitation Purification;
 - Water and Sanitation Designs;
 - Water and Sanitation Operations;
 - Water and Sanitation Capital projects;
 - iii. Oversee municipal infrastructure development and services to meet the needs of the Municipality in the discharge of its responsibilities.
 - iv. Oversee the commissioning of the best methods to deliver the aforementioned municipal services and facilities to the maximum benefit of the community of the municipality.
 - v. Develop policy proposals on all the areas of responsibility with the intention of achieving municipal and/or general government objectives.
- To obtain expert advice where deemed necessary.

The municipality has 35 Councilors, seven EXCO members, with the Speaker being the Ex Officio.

Executive Committee

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

The Statutory Functions of the Executive Committee, in respect of the municipal functions, are:

- Review of the performance of the municipality in order to monitor and improve performance;
- Economy, efficiency and effectiveness of the municipality;
- Ensure the efficiency of credit control and revenue and debt collection services
- Ensure the implementation of municipality by-laws
- Oversee the management of the municipality's administration in accordance with the policy directions of the municipal Council (output monitoring)
- Ensure the provision of services to communities in the municipality in a sustainable manner
- Ensure involvement of communities and community organisations in the affairs of the municipality
- Ensure the alignment of the IDP and the budget received; and to effect consultation on the decisions of the Council

The EXCO further makes recommendations to the Council regarding:

- The adoption of the estimates of revenue and expenditure, as well as capital budgets and the imposition of rates and other taxes, levies and duties
- The passing of by-laws
- The raising of loans
- Approval or amendment of the IDP
- Appointment and approval of conditions of service of a Municipal Manager and heads of departments / GMs
- Any other matters referred to it by the Council
- Matters delegated to it by Council in terms of the Systems Act and delegations framework
- Progress against the key performance indicators
- Reports received and considered from committees in accordance with the directives as stipulated by the EXCO
- Varied or revoked decisions taken by the Section 80 committees, subject to vested rights
- Development of strategies, programmes and services to address priority needs of the municipality through the IDP and estimates of revenue and expenditure, taking into account any applicable national and provincial plans
- Determination of the best methods, including partnerships and other approaches to deliver services, programmes and projects to the maximum benefit of the community subject to applicable legislation and delegated authority
- Identification and development of criteria in terms of which progress in the implementation of services, programmes and objectives to address the priority needs of the municipality can be evaluated, which includes KPIs which are specific to the municipality and common to Local Government in general.
- Management of the development of the Performance Management System by assigning responsibilities in this regard to the Municipal Manager and submits the proposed performance management system to Council for consideration
- Monitoring of progress against the said key performance indicators
- Receipt and consideration of reports from committees in accordance with the directives as stipulated by the EXCO
- Election of a chairperson to preside over meetings if both the Mayor and Deputy Mayor are absent from a meeting in the event of there being a quorum present at such meeting and the Mayor has not designated a member of EXCO in writing to act as Mayor
- Consideration of appeals from a person whose rights are affected by a decision of the Municipal Manager in terms of delegated powers, provided that the decision reached by this committee may not retract any rights that may have accrued as a result of the original decision
- Reporting of all decisions taken by EXCO at the ordinary Council meeting;

2.1.4 Traditional Leaders

Section 81(2) of the Municipal Structures Act, Act 117 of 1998, provides for the participation of traditional leaders in municipal Councils. This piece of legislation empowers the Provincial MEC to resolve on the details of Amakhosi to participate, and publish same in the provincial gazette.

This is to give an opportunity to a leader of a traditional authority directly affected by a decision to express a view on the matter before the municipal Council takes a decision. This is in line with government's values of transparency, inclusivity, and cooperation amongst its stakeholders.

In line with Section 81(5) of the same Act, the municipality's Code of Conduct for councillors and its Rules of Order will apply fully to traditional leaders participating in the meetings of Council.

The following Amakhosi participated in the Ugu District Municipal Council during the FY 2017/2018:

Inkosi RS Shinga
Inkosi NM Machi
Inkosi BS Nzimakwe
Inkosi ZE Ngcobo
Inkosi R Qwabe
Inkosi MBW Xolo; and
Inkosi ZGB Msomi

2.2 ADMINISTRATIVE GOVERNANCE

2.2.1 Introduction to Administrative Governance

The Ugu District Municipality is committed to transparent and accountable governance. The broad range of public participation programmes and processes, especially related to its IDP and Budget, bear testimony to the institution's commitment to involve its communities in its planning and decision-making processes.

The Council of the Ugu District Municipality is the highest decision making authority in the institution. It guides and instructs the administrative component, which implements the decisions taken by the political component. The head of the administrative component is the Municipal Manager, DD Naidoo and there are 4 GMs for the various Departments within the Municipality. The administrative wing consists of structures that are put together by the Municipal Manager in order to ensure efficiency and improve service delivery within the municipality. The refereed institutional arrangements relate to Management Committee and Extended Management Committee.

Management committee consists of GMs (S56) reporting directly to the Municipal Manager as well as Senior Managers and Managers that are reporting directly to the municipal manager, but who are not S56 Managers. This committee discusses strategic issues pertaining to the provision of municipal services and deals with those matters before they can be considered by the Portfolio Committees and Executive committee. The proceedings of Management committee are always recorded, whilst a formal agenda is followed.




The Extended Management Committee consists of all GMs, Senior Managers and Managers within Ugu district municipality and is an extension of Management committee. This committee serves the same purpose as Management committee, however it considers mainly issues that directly affect the section managers and which require implementation by managers. This committee is convened by the Municipal Manager and the meeting proceedings are always recorded. Both Management and Extended management meetings take place on Mondays following a formal agenda.



In order to give effect to the implementation of Council and management resolutions, the Management Committee has formed the Resolutions committee which is comprised of all GMs of Ugu district municipality. The role of GMs is to monitor and track implementation of Council and management resolutions. This committee has a separate agenda, and upon consideration of resolutions – those that are not implemented get followed up by the Secretariat unit. In all the above-mentioned committees, secretariat unit plays a crucial role in terms of minute taking, recording and distribution of the agenda. In the past financial year, the administrative governance within Ugu district

municipality has improved considerably both in terms of attendance to issues or challenges and compliance with the implementation of resolutions.

Top administrative structure:

Ugu District Municipality has five (5) departments which are led, administratively by the Municipal Manager and four (4) Heads of departments. The departments are: The Office of the Municipal Manager; Water and Sanitation Services; Budget and Treasury Office; Corporate Services and Infrastructure and Economic Development. These departments are allocated per National Key Performance Area as well as Powers and Functions.

TOP ADMINISTRATIVE STRUCTURE			
PHOTO	POSITION AND NAME	GENDER	FUNCTION
	Municipal Manager Mr D.D. Naidoo	Male	<ul style="list-style-type: none"> Overall Municipal Administration Management Performance Management System Legal Services Internal Audit and Risk Management Community Participation Mayoralty and Communication Intergovernmental Relations Special Programmes Youth Development Development and Strategic Planning
	General Manager: Water Services Mrs Lungile Cele	Female	<ul style="list-style-type: none"> Provision and management of Water and Sanitation Water and Sanitation Infrastructure development and Maintenance Water Services Authority
	General Manager: Treasury and Budget Mr Mkhululeni Simon Dlamini	Male	<ul style="list-style-type: none"> Municipal Budget Management Municipal Revenue Collection and Expenditure Management Municipal Assets Management Municipal Supply Chain Management

	<p>General Manager: Infrastructure and Economic Development</p> <p>Ms Zakithi Mbonane</p>	Female	<ul style="list-style-type: none"> • Local Economic Development • Environmental Services
	<p>General Manager: Corporate Services</p> <p>Ms Vuyiwe Tsako</p>	Female	<ul style="list-style-type: none"> • Human Resources Development and Management • Secretariat and Auxiliary services • Information Communication Technology (ICT) • Fleet Management • Occupational Health and Safety • Disaster Management Services

COMPONENT B: INTERGOVERNMENTAL RELATIONS

2.2.2 Introduction to Co-Operative Governance and Intergovernmental Relations

Guided by Section 41 of the Constitution of the Republic of South Africa, Section 3 of the Municipal Systems Act and the Intergovernmental Relations Act, the District Municipality has managed to establish the intergovernmental relations structures ranging from those which involve municipalities only to the general ones which include all sectors of the society.

Each individual structure has an important role to play towards service delivery. The structures address mainly the issues of alignment and coherent planning to eliminate duplication of the service delivery programmes and projects.

The main objectives of the IGR Act are as follows:

- Coherent government
- Effective service delivery
- Monitoring of the policies and legislation implementation and realization of national priorities.

These objectives will be achieved through the intergovernmental systems. IGR is an instrument for mobilizing the distinctive efforts, capacities, leadership and resources of each sphere of government towards service delivery and government defined development objectives.

The strategic role of the IGR is facilitating integrated service delivery and development and therefore the capacity of local municipalities to manage IGR is of vital importance. For this reason, the UGU IGR Framework has been developed as a specific strategy to strengthen the functionality of the IGR SYSTEM in respect of Local Government. This framework has advocated for the creation of IGR structures and sub structures to deal with specific matters of service delivery.

2.3 INTERGOVERNMENTAL RELATIONS

2.3.1 National Intergovernmental Structures

- The NCOP (National Council of Provinces) section 42(4) of the Constitution
- Cabinet Committees -FOSAD
- President's Co-ordinating Council (PCC)
- President's Infrastructure Coordinating Council (PICC)
- Ministers and Members of Provincial Executive Committees (MINMEC)
- Heads of Department Committee (HEADCOMM)

The participation and benefits derived from these structures to our municipality; are through the Provincial Government.

2.3.2 Provincial Intergovernmental Structure

- Executive Council, its Clusters and Committee for Heads of Departments (COHOD)
- Premier's Coordinating Forum (PCF)
- Technical Premier's Coordinating Forum (TPCF)
- Municipalities and MEC for COGTA (MUNIMEC)

2.3.3 Relationships with Municipal Entities

The municipal entities are accountable to the municipality and reports are submitted to the Municipal Managers' forum which is the Technical Support forum to the Mayors' forum. Recommendations are made at the technical level for the Political input and buy in.

2.3.4 District Intergovernmental Structures

- District Coordinating Council (Mayors' forum)
- Technical Support Forum (Municipal Managers' forum)
- And sub-forums to the Municipal Managers' forum:
 - Governance and Human Resources
 - ICT District Forum
 - Local Economic Development
 - Technical Services
 - Communicators
 - Finance

The forums are constituted by the members of the district and local municipalities thereby discussing issues which have commonalities to the development of the district.

The Speakers Forum which is convened by the District Speaker meets on a monthly basis to facilitate and perform a Political oversight role on matters of public participation.

The Intergovernmental Relations (IGR), District Mayors and Municipal Managers Forums further deliberate on decisions of the Speakers Forum and ensures that resolutions taken are put into practice.

2.3.5 Overview of Public Accountability and Participation

The District Municipality engages communities through Mayoral Izimbizo as well as IDP and Budget road shows. During this process communities are requested to voice their concerns and to have input on the budget. Government departments are also encouraged to be involved in these processes so that they will be able to address issues that concern them. Capacity building workshops are conducted, a performance management system is in place, and functionality of Ward Committees is monitored to empower Ward Committees for effective community participation.

Ward Committees

The District includes four local municipalities with 84 wards and all ward committees have been established. However, the key challenges that hinder effectiveness of ward committees include administration / logistics support and the vastness and inaccessibility of rural wards. Some of the areas are serviced by the Community Development Workers who have a dual responsibility to report to Department of Local Government and Traditional Affairs and Local Municipalities.

Sukuma Sakhe Programme is another one of the effective platforms for public participation.

2.4 PUBLIC MEETINGS

The **Operation Sukuma Sakhe Programme**, formerly known as the Flagship, Social Cluster Programme (War on Poverty), was introduced to the Ugu District in 2009. In introducing the programme, the Kwa-Zulu Natal, Office of the Premier gave a mandate to all districts, to ensure that the following is in place, to ensure successful implementation of the OSSP:

The structure constitutes the District Task-Team (DTT), Local Task-Teams (LTTs), Ward Task-Teams (WTTs), Political Champion (MEC), Administrative Champion (HOD) District Convener

Focus programmes include: Poverty Alleviation, HIV & AIDS, TB & STIs as well as all health matters, Employment Creation, Youth Development, Drug & Substance Abuse and other social ills, Orphaned & Vulnerable Children and other vulnerable groups (e.g. Senior Citizens, Women, Farm Workers & People Living with disabilities), Illiteracy & other educational programmes, Food Security & social relief, Economic Development and Provision of critical registration documents (e.g. birth certificates and IDs)

Areas of infrastructure focus include: Community halls, Schools, Clinics, Crèches, MPCCs, Churches or any other suitable infrastructure, depending on the area

The implementing process involves: Household Profiling (HHP), reporting of findings to WTT, Referral of cases to relevant department/entity, Provision of interventions, Capturing of HHPs in NISIS at the Office of the Premier (OTP), Operation MBO (To cover the general community and fast track service delivery)

2.4.1 COMMUNICATION, PARTICIPATION AND FORUMS

The Municipality has a broader spectrum of consultative and participatory public programmes in place to ensure community participation in municipal planning and decision-making processes.

In addition, awareness campaigns are held throughout the year to provide vital information to local communities, for example, on how they may access municipal services and support programmes. Invitations to the public to public meetings are communicated via Councillors, media (print and electronic), loud hailing and social media. These meetings provide communities with the opportunity to interact and share their concerns and complaints with the leadership and administration of the Municipality. Key in the Municipality's Public Participation Programme are the IDP/Budget and Annual Performance meetings. Public meetings are conducted by Ward Councillors and the District Municipality through Mayoral Izimbizo. The Municipal Political leadership is often deployed to communities if petitions are received through the Speaker's Office from the public.

The municipality has an established IDP Representative Forum which meets at least quarterly, an IGR forum, Speakers Forum, Municipal Managers Forum and CFOs Forum which ensure public and stakeholder participation in key decision-making processes.

Important public documents (i.e. IDP, SDBIP, Annual Report, Municipal Policies and By-laws) are published on the municipal website.

WARD COMMITTEES

Ward Committees are a Municipal Systems Act statutory formation within a ward. They consist of ten members including the ward councillor who, per the Act, must be the chairperson of the committee. Ward committees are one of the structures through which participation by the local community in the affairs of the municipality must take place.

Roles and Responsibilities of Ward Committees:

1. They play as an advisory body to the Ward Councillor
2. They are a public representative structure,
3. They are an independent structure that deals with community issues within a ward,
4. They are an impartial body that must perform its functions without fear, favour or prejudice. Ward Committee guidelines offer some possible powers and duties that municipalities may delegate toward committees, namely:
 - To serve as an official specialised participatory structure in the municipality.
 - To create formal unbiased communication channels as well as cooperative partnerships between the community and the Council
 - Advising and making recommendations to the Ward Councillor on matters and policy affecting the ward;
 - Assisting the Ward Councillor in identifying challenges and needs of residents;
 - Section 74 of the Act states that a ward committee may make recommendations on any matter affecting its ward to the Ward Councillor or through the Councillor to the Council, Executive Committee or Mayor
 - Ward Committees can also have any duties and powers delegated to them by the municipal Council.

Major issues that the ward committee have dealt with were the issues of shortage of water and social ills; ensuring that all in wards have identity documents and general development requirements.

WARD COMMITTEES

Public Meetings						
Nature and purpose of meeting	Date of events	Number of Participating Municipal Councillors	Number of Participating Municipal Administrators	Number of Community members attending	Issue addressed (Yes/No)	Manner of feedback given to community
Mayoral Izimbizo						
Mayoral Izimbizo						
Mayoral Izimbizo						
Mayoral Izimbizo						
Mayoral Izimbizo						
Mayoral Izimbizo						
Mayoral Izimbizo						
Mayoral Izimbizo						
Mayoral Izimbizo						
Mayoral Izimbizo						
Mayoral Izimbizo						
Mayoral Izimbizo						
Mayoral Izimbizo						
Mayoral Izimbizo						

Mayoral Izimbizo						
Mayoral Izimbizo						
Mayoral Izimbizo						

Table 2.4.1

EFFECTIVENESS OF THE PUBLIC MEETINGS HELD:

The Ugu District Municipality has identified the following benefits from the public meetings

- Understanding of community development ideas and direction
- Close relationship with community members
- Effective implementation of participatory development
- Elimination of public protests
- Identification of community structures and their role in the community
- Enhancement of the municipal-community partnership
- Establishment of level of community satisfaction about the municipality's service delivery
- Establishment of the services standard expected by communities.

2.5 IDP PARTICIPATION AND ALIGNMENT

IDP Participation and Alignment Criteria*	Yes/No
Does the municipality have impact, outcome, input, output indicators?	Yes
Does the IDP have priorities, objectives, KPIs, development strategies?	Yes
Does the IDP have multi-year targets?	Yes
Are the above aligned and can they calculate into a score?	Yes
Does the budget align directly to the KPIs in the strategic plan?	Yes
Do the IDP KPIs align to the Section 57 Managers	Yes
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	Yes
Do the IDP KPIs align with the provincial KPIs on the 12 Outcomes	Yes
Were the indicators communicated to the public?	Yes
Were the four quarter aligned reports submitted within stipulated time frames?	Yes
* Section 26 Municipal Systems Act 2000	

Table 2.5.1

COMPONENT D: CORPORATE GOVERNANCE

Corporate governance is a system of rules, practices and processes by which the municipality is run.

Administratively the Accounting Officer is the head and accounts to the Council and the Executive Committee

To maintain oversight, Council has established Council Committees in terms of Section 79 and 80 of the

2.6 RISK MANAGEMENT

Risk Management is one of Management's core responsibilities in terms of section 62 of the Municipal Finance Management Act (MFMA) and is an integral part of the internal processes of a municipality.

It is a systematic process to identify, evaluate and address risks on a continuous basis before such risks can impact negatively on the service delivery capacity of a municipality. When properly executed, risk management provides reasonable assurance that the institution will be successful in achieving its goals and objectives.

Highlights

- The Risk Management Charter and Strategy are reviewed on an annual basis to ensure that there are no gaps and non-compliance,
- Every year risk assessments are done for all the departments and a new risk register is developed and submitted to the Risk Management Committee and other Governance structures,
- Monitoring of action plans is done on a quarterly basis by the Risk Management Officer to ensure implementation and improvement in strengthening controls in place therefore ensuring the reduction of like-hood of the risks occurring.
- Progress reports on risk mitigation plans are submitted to the Risk Management Committee and other governance structures on a quarterly basis.
- Management's buy-in on issues of risk management and understanding has improved.
- Risk management is now being filtered down to other employees besides management in that they get invited when risk assessments are conducted.
- On a quarterly basis submission on the progress of risk monitoring is done to provincial treasury.

Challenges

- There is no risk management software which will make it easy to track due dates as the system will have pop up alerts as and when due dates have been reached for action plans however this process is done manually on a quarterly basis.

The following are the high-risk areas that the municipality is facing:

- Ageing Infrastructure
- Revenue collection and overdue debt
- Billing administration

2.7 ANTI-CORRUPTION AND FRAUD

2.7.1 Fraud and Anti-Corruption Strategy

An approved Anti-Fraud and Corruption Strategy by the Council is in place. This Strategy includes the following:

-

- Regulatory Framework Relevant to Prevent Fraud and Corruption
- Fraud Exposures
- Governance structures to Mitigate Fraud and Corruption
- Anti- fraud and Anti-Corruption Prevention Initiatives
- Anti- fraud and Anti-Corruption Detection
- Anti- fraud and Anti-Corruption Response Strategy
- Compliance with the strategy

The Fraud Risk Assessment is conducted every year, and follow ups on the implementation of mitigation plans is done on a monthly basis and reported on a quarterly basis to the Risk Management Committee and other governance structures as per the policy.

High Risk Areas

-
- Failure to follow SCM processes
 - Falsified qualifications
 - Abuse of overtime and leave
 - Misuse of fuel cards
 - Exposure of critical data and systems to acts of irregularity such as hacking and system attacks, internet and e-mail misuse, manipulation of critical data, unauthorised access, virus and spam

2.8 SUPPLY CHAIN MANAGEMENT

2.8.1 Overview Supply Chain Management

The Municipality's Supply Chain Management functions are centralised in the Budget and Treasury Office (Supply Chain Management Unit). All bid committees are in place, and they sit as per the adopted roster of bid committee meetings.

The Supply Chain Management Unit is responsible for the procurement of goods and services, the management of supplier database and contracts management.

2.9 BY-LAWS

The Water Services bylaws were revised. Council approved the amendments on 26 April 2018. The main amendments were the compulsory paying of capital contributions and Quota acquisition. The amended bylaws make provision for the property owner to decide whether he/she would like to acquire quota or pay the penalty tariff for excessive water consumption. Rates for vacant stands has been replaced by basic charges for all properties.

2.10 WEBSITES

2.10.1 Municipal Website Content and Access:

The Municipality also has a Facebook page namely Ugu Talk where daily communication is published to residents regarding various services the Municipality is responsible for.

UGU DISTRICT MUNICIPALITY, MUNICIPAL COMPLIANCE CHECKLIST 2017/18		
Documents published on the Municipality's website	Yes/No	Date of Publication
The Annual Report (2017/18)	Yes	
All current performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act 2017/18 and resulting scorecards	Yes	01 July 2018
All service delivery agreements 2017/18	No	N/A
All long-term borrowing contracts 2017/18	No	N/A

UGU DISTRICT MUNICIPALITY, MUNICIPAL COMPLIANCE CHECKLIST 2017/18		
Documents published on the Municipality's website	Yes/No	Date of Publication
An information statement containing a list of assets over a prescribed value that have been disposed of in terms of section 14 (2) or (4) during 2017/18	No	N/A
Contracts were agreed upon in 2017/2018 to which subsection (1) of section 33 apply, subject to subsection (3) of that section	No	N/A
Public-private partnership agreements referred to in section 120 were made in 2017/18	No	N/A
All quarterly reports were tabled in the Council in terms of section 52 (d) during 2017/18	Yes	Q1 – 13 November 2017 Q2 – 24 January 2018 Q3 - 26 April 2018 Q4 - not on website
Copies of the draft and final <u>Medium-Term Revenue and Expenditure Framework</u> / (i.e. <u>Municipal Budgets</u>) in the prescribed format as per Section 17 of the Local Government: Municipal Finance Management Act, 2003 with the following supporting documents:	Yes	07 April 2017 – Draft Budget 2017/2018 24 August 2017– 2017/2018 Consolidated Budget
any proposed amendments to the municipality's <u>integrated development plan</u> following the annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act;	Yes	14 February 2018
any proposed amendments to the budget-related policies of the municipality:	Yes	12 March 2018

All Municipal websites, in respect of the MFMA, Section 75 require specific information to be published on the website. Ugu District Municipality maintained a website compliance checklist which was reviewed for compliance on a quarterly basis and submitted to the ICT Steering committee for Oversight. Information is published to the website on an ad hoc basis and vetted by content owners prior to being published.

Monthly website usage trends by visitors to the www.ugu.gov.za is monitored through Google analytics and allows the Communications Section of the Municipality to interrogate trends such as number of users visiting the site, number of sessions, number of page views, cities where the site is being accessed from and other useful statistical data.

2.11 PUBLIC SATISFACTION ON MUNICIPAL SERVICES

2.11.1 Public Satisfaction Levels

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

3.0 Introduction

As an established Water Service Authority, Ugu District Municipality has in this financial year responded to the growing need for water supply by providing access to 3266 households across the district. The municipality owns and operates 15 of its water treatment works and two other works which are operated by Umgeni Water.

COMPONENT A: BASIC SERVICES

A.1 Introduction to Basic Services

3.1. WATER PROVISION

3.1.1 Introduction to Water Provision

Total Use of Water by Sector (kl)					
	Agriculture	Forestry	Industrial	Domestic	Unaccountable water losses
2017/2018					
2016/2017					
					Table 3.1.1

Water Service Delivery Levels				
Description	2014/2015	2015/2016	2016/2017	2017/2018
	Actual No.	Actual No.	Actual No.	Actual No.
<u>Water: (above min level)</u>				
Piped water inside dwelling				
Piped water inside yard (but not in dwelling)				
Using public tap (within 200m from dwelling)				
Other water supply (within 200m)				
<i>Minimum Service Level and Above sub-total</i>				
<i>Minimum Service Level and Above Percentage</i>				
<u>Water: (below min level)</u>				
Using public tap (more than 200m from dwelling)				
Other water supply (more than 200m from dwelling)				
No water supply				
<i>Below Minimum Service Level sub-total</i>				
<i>Below Minimum Service Level Percentage</i>				
Total number of households*				
* - To include informal settlements				

T 3.1.2

Households - Water Service Delivery Levels below the minimum Households						
Description	2014/2015	2015/2016	2016/2017	2017/2018		
	Actual No.	Actual No.	Actual No.	Original Budget No.	Adjusted Budget No.	Actual No.
Formal Settlements						
Total households						
Households below minimum service level						
Proportion of households below minimum service level						
Informal Settlements						
Total households						
Households below minimum service level						
Proportion of households below minimum service level						

Table 3.1.3

Access to Water			
	Proportion of households with access to water points*	Proportion of households with access to piped water	Proportion of households receiving 6 kl free#
2015/2016			
2016/2017			
2017/2018			

Table 3.1.4

Employees: Water Services					
Job Level	2016/2017	2017/2018			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total posts) %
0 - 3	11	9	9	0	0
4-6	28	25	24	1.01	0.2
7-9	81	80	78	2.01	0.4
10-12	65	65	65	0	0
13-15	57	57	57	0	0
16 - 18	179	202	187	4.03	3.42
Total	421	438	420	7.05	4.02

Table 3.1.5

Financial Performance 2017/2018: Water Services				
R'000				
Details	2016/2017	2017/2018		
	Actual	Original Budget	Adjustment Budget	Actual
Total Operational Revenue	397 771	599 436	551 632	530 558
Expenditure:				
Employees	146 062	156 169	140 455	172 132
Repairs and Maintenance	31 591	41 915	12 932	17 708
Other	412 010	264 477	278 986	362 045
Total Operational Expenditure	589 663	462 561	432 373	460 890
Net Operational Expenditure	191 892	136 875	119 259	69 668

Table 3.1.6

Capital Expenditure 2017/2018: Water Services R' 000					
Capital Projects	2017/2018				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All - R					
Kwaxolo Water Supply: Reticulation	4 000	817	765	52	
Mhlabatshane Regional Water Supply	10 000	7 160	6 556	604	
Umtamvuna Water Works Raw Water Upgrade	20 000	24 149	26 213	-2 063	
Mabheleni East Water Project	5 000	9 744	9 880	-136	
Harding Weza Regional Water Supply (Dam)	35 000	33 580	34 120	-540	
Harding Weza Regional Water Supply (Bulk)	7 500	1 080	1 643	-563	
Thoyane Water Project		850		850	
Stick Farm Water Scheme					
Nyavini Water Supply Scheme		1 484	683	801	
Umkhulu Bulk Water Augmentation Scheme	10 500	9 744	9 880	-136	
Masinenge Bulk Water and Sanitation Project	5 500	7 477	4 893	2 584	
Msikaba and Surrounds Water Supply Scheme	15 000	12 000	201	11 799	
Umtinto Slum Clearance: Farm Isonti	10 000	3 178	5 795	-2 617	
Water Pipeline Replacements	33 500	87 265	89 615	-2 380	
Mistake Farm Supply Scheme	11 479	9 355	8 805	550	
Bulk Water and Sewer Infrastructure for Mazakhele, Harding	1 500		697	-697	
Vulamehlo Cross-Border Water Scheme	5 000	6 017	3 244	2 772	
Kwalemba Bulk Water Extension	2 500	702	581	121	
Kwanyuswa Water Scheme	2 500	2 775	127 099	-124 324	
<i>Total project value represents the estimated cost of the project on approval by council (including past and future expenditure as appropriate.</i>	181 979	214 602	203 601	11 031	

Table 3.1.7

3.1.1.2. Water Services Performance Overall:

3.2 WASTE WATER (SANITATION) PROVISION

3.2.1 Introduction to Sanitation Provision

Households - Sanitation Service Delivery Levels below the minimum						
Description	2014/2015	2015/2016	2016/2017	2017/2018		
	Actual No.	Actual No.	Actual No.	Original Budget No.	Adjusted Budget No.	Actual No.
Formal Settlements						
Total households						
Households below minimum service level						
Proportion of households below minimum service level						
Informal Settlements						
Total households						
Households below minimum service level						
Proportion of households below minimum service level						
					Table 3.2.2	

Sanitation Service Delivery Levels				
Households				
Description	2014/2015	2015/2016	2016/2017	2017/2018
	Outcome No.	Outcome No.	Outcome No.	Actual No.
<u>Sanitation/sewerage: (above minimum level)</u>				
Flush toilet (connected to sewerage)				
Flush toilet (with septic tank)				
Chemical toilet				
Pit toilet (ventilated)				
Other toilet provisions (above min.service level)				
<i>Minimum Service Level and Above sub-total</i>				
<i>Minimum Service Level and Above Percentage</i>				
<u>Sanitation/sewerage: (below minimum level)</u>				
Bucket toilet				
Other toilet provisions (below min.service level)				
No toilet provisions				
<i>Below Minimum Service Level sub-total</i>				
<i>Below Minimum Service Level Percentage</i>				
Total households				
*Total number of households including informal settlements				Table 3.2.1

Access to Sanitation	
	Proportion of households with access to sanitation
2015/2016	
2016/2017	
2017/2018	
Table 3.2.2	

Employees: Sanitation Services					
Job Level	2016/2017	2017/2018			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total posts) %
0 - 3	0	0	0	0	0
4-6	4	6	5	0.98	0.48
7-9	20	24	24	0	0
10-12	36	36	34	1.06	0.96
13-15	27	27	27	0	0
16 - 18	113	115	115	0	0
Total	200	208	205	2.04	1.44

Table 3.2.3

Financial Performance 2017/2018: Water Services					
R'000					
Details	2016/2017	2017/2018			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	107 384	95 891	57 907	55 695	-2 212
Expenditure:					
Employees	29 356	37 074	33 344	40 864	-7 520
Repairs and Maintenance	4 995	12 594	3 618	4 434	-816
Other	51 552	42 557	41 237	53 235	-11 998
Total Operational Expenditure	85 903	92 225	78 199	54 808	-20 334
Net Operational Expenditure	-21 481	3 666	-20 292	887	-22 546

Table 3.2.4

Municipal Vote/Capital project	Individually Approved (Yes/No)	Asset Class	Asset Sub-Class	2017/2018 Medium Term Revenue & Expenditure Framework	
R thousand	6	3	3	Budget Year 2017/2018	Actual 2017/2018
Parent municipality:					
<i>Capital projects grouped by Municipal Vote</i>					
Finance and Administration (mSCOA System Implementation (Phase 2))			BTO78	3 000	3 000
Finance and Administration (Replacement of assets from insurance pay outs)			BTO68	1 009	80
Finance and Administration (fridge)				3	3
OMM (Property Transfers Project)			OMM100	400	198
Corporate Services (Computer Equipment)			CS025A	1 950	1 947
Corporate Services (Furniture & Equipment)			CS021A	850	850
Corporate Services (Motor Vehicles)			CS011A	16 167	15 873
Corporate Services (Disaster Management Building)			CS023A	8 000	5 211
Corporate Services (Oslo Beach Phase 3)			CS023A	5 400	4 472
Corporate Services (Canteen & Toilet for Connor Street and ground floor)			CS023A	500	438
Corporate Services (Fleet workshop & garage earthworks)			CS023A	1 000	1 000
Corporate Services (Improvement various areas (including stores))			CS023A	16 800	14 797
IED: Environmental Management (Odometer for noise pollution)			IED59_EMS_CAP1	300 000	0
IED: Environmental Management (PM10 monitor)			IED59_EMS_CAP1	350 000	0
Water Services					

Bhobhoyi / Mkholombe Sanitation			WS/PMU26	120	0
Park Rynie Sanitation			WS/PMU27	80	0
KwaLatshoda			WS/PMU28	2 768	2 542
Harding Sanitation Scheme: Phase 3			WS/PMU31	4 474	4 474
Ugu South Coast Tourism Entity					
Ugu South Coast Development Agency					
Entity Capital expenditure					
Total Capital expenditure					
<u>References</u>				Table 3.2.5	

3.3 WASTE MANAGEMENT

3.4 FREE BASIC SERVICES AND INDIGENT SUPPORT

3.4.1 Introduction to Free Basic Services and Indigent Support

	Households earning less than R1,100 per month				
	Total	Access	Free Basic Water		Free Basic Sanitation
			%	Access	%
2015/2016					
2016/2017					
2017/2018					

Table 3.3.1

Financial Performance 2017/2018: Cost to Municipality of Free Basic Services Delivered					
Services Delivered	2016/2017	2017/2018			
	Actual	Budget	Adjustment Budget	Actual	Variance to Budget
Water	48 261	70 037	70 037	65 248	4 789
Waste Water (Sanitation)					
Waste Management (Solid Waste)					
Total					

Table 3.3.2

3.3.1.1 Free Basic Services and Indigent Support:

COMPONENT C: PLANNING AND DEVELOPMENT

3.4 PLANNING

3.4.1 Introduction to Planning and Development

The Development Planning unit deals mainly with three functions which are:

- **Strategic Planning** – this involves the development of an Integrated Development Plan (IDP) and Organisational Performance Management System.
- **Spatial Planning** – this involves the development of Spatial Development Framework and regional spatial plans. Furthermore, it includes the development of the Land Use Management Framework for the entire district
- **Performance Management System** - this involves the management and reporting of performance of the municipality on service delivery matters

Highlights: Development Planning

The highlights of the unit have been the consistent compliance on PMS legislated requirements and improved coordination of the development of both the IDP and OPMS. The Auditor General's opinion on PMs has again been an unqualified opinion.

Furthermore, the coordination of the District Planners Forum leading to healthy participation and relations within the district has been one of the highlights which has played a major role in ensuring effective implementation of Development Shared Services.

Challenges Development Planning

In the prior year, the review of the Spatial Development Framework (SDF) was a challenge but with the availability of a grant from CoGTA the SDF was attended to and councilors are to be trained on same.

What is further required is the development of an Integrated Transport Plan for the district.

3.5 LOCAL ECONOMIC DEVELOPMENT

INTRODUCTION TO ECONOMIC DEVELOPMENT

Municipalities derive the LED mandate from Section 152(1)(c) which envisages the role of local government as being to promote social and economic development and likewise from Section 153(a) and (b) which states that a municipality must manage its administration and budget and planning process to give priority to the needs of the community, and to promote the social and economic development of the community and to participate in the provincial and national development programs. Pursuant to this mandate Ugu District Municipality had during the past financial year implemented projects and programs under the four Portfolios which constitute the Economic Planning & Development Unit namely, Agriculture, Rural Development and Land Reform, Mining, Manufacturing & Energy, SMMEs & Cooperative Development and Economic Research, Development & Capacity Building. As a Unit that is charged with the responsibility of fulfilling the LED Function the Unit is responsible for formulating programs and projects as well as resource allocation and prioritization in selection of initiatives that will best tackle the triple of poverty, in equality and joblessness.

During the 2017/18 financial-year a decision was consciously made to prioritize the annual budget towards tangible assistance whereby projects across various sectors were provided with various forms of in-kind support, the rationale behind which is to promote entrepreneurial activity and livelihoods through Community Projects, Cooperatives and emerging enterprises. Through this rechanneling of budget allocation support was advanced to entities across the wide spectrum of manufacturing, among who are bakeries, block manufactures, emerging steel works, small scale food processing, upholstery, carpentry and in agriculture, various farming activities such as piggery farming, vegetable production, tea essential oils primary production i.e. extension of hectares under tea tree production, moringa plant processing and such support was extended to entities within the retail sector.

These initiatives position the LED Unit to influence outcomes related to PGDP Strategic Objectives related to unleashing the agricultural potential, SMME & ensuring that (hinter)land is With moringa and tea tree therefore unsaturated industries farmers within the district to enterprise which accords with enhance viability. Another initiatives is that they are receive very minimal external organic evolving. Furthermore, emerging farmers simultaneously to value adding together primary production. These are also labour-intensive production oriented which creates employment and therefore distribute income throughout the community. Finally, by virtue of them creating jobs where people reside, such initiatives are likely to stem the tide of and reverse the rural-urban migration trend, which mitigates some of the socio-economic ills that are associated with this phenomenon.



Photo A. Moringa Plantation Project by PCB & FG Moring Cooperative LTD located in Ward 1 Umzumbe which received assistance with irrigation and Processing Plant. The photo inside paragraph 2 above depicts harvesting in process.



Photo B. Sample of processed Moringa Tea by PCB & FG Moringa Cooperative LTD which represents value-adding and more income accrual to the project participants.



Photo C: Sample of production of Design Trim Primary Cooperative Ltd located in Ray Nkonyeni Municipality (KwaShobashobane Area) Ward



Photo C depicts an entrepreneur Nkossy Phungula t/a Foodie King Located in Umzumbe Ward 18 who received support during the reporting period under consideration.



Photo D depicts an entrepreneur Nelly Mkhize t/a Nelzank located at Umzumbe Municipality Ward 10 Nyangwini Area



Photo D depicts Bhomela Baking Cooperative located in Ray Nkonyeni Municipality Ward 24 which received raw materials and Baking Equipment.



Picture above shows LED section holding a meeting with Bhomela Cooperative members

Picture above shows members of the Cooperative receiving raw materials support from the LED Unit.





Picture above shows members of the cooperative standing next to the baking equipment which they received under the LED Unit's in-kind support during the financial-year.



Photo above shows sample of finished product manufactured by Bhomela Cooperative LTD.

Table 1

Economic Activity by Sector R '000			
Sector	2016	2017	2018 (Quarter 1)
Agriculture	1 936 930	2 121 366	2 009 688
Mining	164 016	171 879	131 363
Manufacturing	2 629 986	2 650 121	2 874 498
Trade	477 122	475 828	832 846
Finance.	1 245 429	1 244 450	1 129 966
Community Services	3 834 394	3 819 062	3 812 309
Electricity	1 743 000	1 779 328	1 804 884
Transport	3 186 342	3 234 349	2 933 580
Construction	4 355 839	4 405 142	4 584 732
Total	19 573 058	19 901 524	20 113 866

Economic Employment by Sector			
Sector	2016 No.	2017 No.	Jobs 2018 (Quarter 1) No.
Agriculture	11 552	10 802	10 686
Mining	1 361	1 422	1 407
Manufacturing	15 485	15 864	15 694
Trade	521	533	528
Finance	11 226	11 432	11 309
Community Services	34 362	35 231	34 853
Electricity	7 407	7 718	7 635
Transport	15 418	15 558	15 391
Construction	35 216	35 765	35 381
Households	14 921	14 935	14 774
Total	147 469	149 262	147 659
			<i>T 3.11.3</i>

Highlights

Jobs Created during 2017/2018 by LED Initiatives (Excluding EPWP projects)				
Total Jobs created / Top 3 initiatives	Jobs created No.	Jobs lost/displaced by other initiatives No.	Net total jobs created in year No.	Method of validating jobs created/lost
Total (all initiatives)				
2015/2016				
2016/2017				
2017/2018				
Initiative A (2017/2018) -Tea Tree Essential Oils				
Initiative B (2016/2017)- SMME & Cooperative Development				
Initiative C (2015/2016)-LED Capacity Support to LMs				

Comments of employment Statistics

Overall district employment stats tend to mirror the general economic trend as reflected in table 1 above. Consistent with table 1 above, the construction sector is the highest contributor to job creation followed closely by community services. Of major concern is that year-on-year growth is very marginal which implies an economy that tends towards stagnation. Meanwhile, agriculture, touted as staple industry for the region, shows a decline in employment which is of great concern. Overall, these stats underscore the importance of the need for stakeholder to roll-up their sleeves and intensify LED efforts.

Jobs Created during 2016/2017 by LED Initiatives (Excluding EPWP projects)				
Total Jobs created / Top 3 initiatives	Jobs created No.	Jobs lost/displaced by other initiatives No.	Net total jobs created in year No.	Method of validating jobs created/lost
Total (all initiatives)	222	Unknown	Unknown	As indicated in relevant rows below.
2015/2016 (SMME & Cooperatives Development Sector)	18	Unknown	Unknown	Extract of Minutes of Meeting of LED Portfolio Committee
2016/2017 (Ezingoloni Tea Tree Essential Oils Plantation and Value Chains Cluster)	80	Unknown	Unknown	Tea Tree Essential Oils Project Technical Report
2017/2018 (Performing Arts, Agriculture, Plumbing Apprenticeship, LED Capacity Support to LMs and One-home-one Garden Pilot Support Program)	124	unknown	unknown	LED Portfolio Committee Extract
T 3.11.5				

Job creation through EPWP* projects		
Details	EPWP Projects No.	Jobs created through EPWP projects No.
2014/2015		
2015/2016		
2016/2017		
* - Extended Public Works Programme	T 3.11.6	

Employees: Local Economic Development Services					
Job Level	2016/2017	2017/2018			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
0 – 3	1	1	1	1	0
4 – 6	1	4	4	1	75
7 – 9	1	1	1	1	0
10 – 12					
13 – 15					
16 – 18					
19 – 20					
Total					

Totals should equate to those included in the Chapter 4 total employee schedule. Employees and Posts numbers are as at 30 June. *Posts must be established and funded in the approved budget or adjustments budget. Full-time equivalents are calculated by taking the total number of working days lost (excluding weekends and public holidays) while a post remains vacant and adding together all such days lost by all posts within the same set (e.g. 'senior management') then dividing that total by 250 to give the number of posts equivalent to the accumulated days.

T 3.11.8

Financial Performance 2017/2018: Local Economic Development Services					
R'000					
Details	2016/2017	2017/2018			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	249 316	26 036	23 240	22 352	-888
Expenditure:					
Employees	16 627	15 690	14 111	17 294	-3 183
Repairs and Maintenance	0	0	0	0	0
Other	5 648	17 000	17 730	22 889	-5 159
Total Operational Expenditure	22 275	32 690	31 842	40 183	-8 341
Net Operational Expenditure	-227 041	-6 654	-8 602	-17 831	-9 229

Net expenditure to be consistent with summary T 5.1.2 in Chapter 5. Variances are calculated by dividing the difference between the Actual and Original Budget by the Actual.

T 3.11.9

Capital Expenditure 2016/2017: Economic Development Services					
R' 000					
Capital Projects	2016/2017				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All					
Project A	Nil	N/A	N/A	N/A	N/A
Project B	Nil	N/A	N/A	N/A	N/A
Project C	Nil	N/A	N/A	N/A	N/A
Project D	Nil	N/A	N/A	N/A	N/A
Total project value represents the estimated cost of the project on approval by council (including past and future expenditure as appropriate).					

T 3.11.10

COMMENT ON LOCAL ECONOMIC DEVELOPMENT PERFORMANCE OVERALL:

In view of the emphasis provincially on the role of District Development Agencies (DDAs) in the delivery of large scale/high impact development initiatives, the LED Unit of Ugu is no exception to this and thus, has followed suit and assigned most of the projects of this nature to the Ugu South Coast Development Agency (USDA) and this has resulted in the nature of projects assigned to the LED Unit to assuming a more small and medium scale character. Likewise, in line with this change in emphasis the LED Unit is now dedicating more of its focus on individual SMMEs, Cooperatives, Community Groups such as communal gardens with an even greater emphasis on providing these entities with in-kind, technical and other capacity enhancing support in order to help them deal with immediate challenges they confront in their daily struggles as they try to eke out livelihoods. In practical terms, this means that the Unit has shed all its potential capital projects in favour specialization as per the foregoing. This situation will carry on into the foreseeable future with the USFDA taking a leading role and the Unit participating in such initiatives as the case is with other primary LED stakeholders.

T 3.11.11

3.6 RIGHTS OF A CHILD

Introduction

Rights of the Child is a responsibility of government institutions including municipalities to create an environment that is child-friendly; prioritizes and protects children's rights.

Over the years it has become a common-place for children to be neglected; abused; exploited and killed. This is a result of society's disregard for the value of human life, dignity and rights of vulnerable groups, especially children. Our responsibility is to protect those rights. The role of the District Municipality is to coordinate all programmes in relation to this cause and create a platform for all stakeholders sharing common cause such as NGOs, CBOs, Local Municipalities and Government Departments, particularly DSD and DOE who are key stakeholders.

The following are programmes achieved

- Dress a Child Campaign
 - provide school uniforms to learners from disadvantaged backgrounds.
- Children's Rights Awareness Campaigns
 - capacitate children on their rights and responsibilities. Furthermore, to empower children in terms of protective behaviour.
- Take a Girl Child to Work
 - an annual Cell C corporate social investment is a girl empowerment campaign, held in South Africa since 2003. Companies involved organise for female high school learners, usually from disadvantaged backgrounds, to spend the day at their place of work on the last Thursday of May.
- Children's Parliament/Child Ambassador
 - National Children's Parliament is a way of saluting Nelson Mandela for prioritizing children on the national development agenda ranked as the key strategic activity in the building of a national child rights movement the Children's Parliament is initiated through a partnership between the Department for Women, Children and People with Disabilities and the NMCF.
- Support for Child-Headed Households
 - Provide immediate hunger relief to children living without parents or guardians by providing food parcels before cases are referred to the Department of Social Development for further intervention.
- Christmas for Children Living in Shelters
 - Targets children in shelters with no families to make them feel important as well and can enjoy childhood through playing.
- Spelling Bee
 - Children in different schools compete on spelling

Challenges

3.7 HIV AND AIDS

Introduction

The Special Programmes Unit coordinates the functioning and the implementation for the HIV and AIDS programmes in the district. The coordination is done through working hand in hand with the Department of Health which is the key department in the implementation of the HIV and AIDS programme and also working with other government departments and NGOs (BroadReach, FHI360 NACOSA, Khethimpilo, AIDS Foundation, MiET Africa, Lovelife, right to Care and relevant community NGOs including the Civil Society and People Living with HIV).

Programmes achieved

- Functional District AIDS Council with full support of Political Leadership. Members of civil society being represented in the Council
- Continuous reporting to the Provincial AIDS Council
- Vibrant and visible PLHIV sector
- Extensive awareness campaigns on HIV, TB, STIs teenage pregnancy conducted in communities, schools and churches wherein the district partnered with various stakeholders
- Conducted Intergenerational Dialogues between senior citizens and youth and partnered with district partners in 18 community dialogues
- Capacity building programmes conducted for PLHIV sector
- Good relations with partners working in the district
- Establishment and functioning of She Conquers campaign committee-meeting monthly and conducts various activities which deal directly with the 5 She conquers objectives: i.e.
 - Decrease new HIV infections in adolescent girls and young women by at least 30%
 - Decrease teenage pregnancy by at least 30%
 - Keep girls in schools till matric-increase retention by 20%
 - Decrease gender base and sexual violence by 10%
 - Increase economic opportunities for young girls by 10%
- Overnutritional supplements provided to the Organizations dealing with HIV and AIDS in the community
- Convened a 2-day District HIV and AIDS Summit and developed multi sectoral District Implementation Plan 2017-2022 (draft) which is aligned to the National Strategic Plan 2017-2022 which has 8 goals:
 - Goal 1: To accelerate prevention to reduce new HIV, TB and STI infections
 - Goal 2: To reduce morbidity and mortality by providing HIV, TB and STIs treatment, care and adherence support for all
 - Goal 3: To reach all key and vulnerable populations with customised and targeted interventions
 - Goal 4: To address the social and structural drivers if HIV, TB and STI infections
 - Goal 5: To ground the response to HIV, TB and STIs in human rights principles and approaches
 - Goal 6: To promote leadership and shared accountability for a sustainable response to HIV, TB and STIs
 - Goal 7: To mobilise resources to support the achievement of NSP goals and ensure a sustainable response
 - Goal 8: To strengthen strategic information to drive progress towards achievements of NSP goals

-
- Condom distribution enhanced through support of a Health Promoter based in the District (appointed by Office of the Premier)
 - Geospatial mapping done by KZN treasury in Umdoni Municipality (relevant stakeholders and civil society were present)
 - Ongoing support to people who are infected and affected by HIV and AIDS.

Challenges

3.8 People Living With Disability

Introduction

People with Disability in South Africa encounter a range of physical, cultural social and attitudinal barriers, which prevent them from enjoying and accessing their full civil, political, economic, and social and developmental rights. The Special Programmes Section is committed to promoting an integrated National Disability Forum strategy. The collaboration is aimed at ensuring that those with disability are included in making decisions about their lives, have access to justice, achieve independent living, establish an adequate standard of living, personal mobility, enjoy freedom of expression and participate fully in society.

The Special Programmes Section is tasked with mainstreaming the Disability Programme within the District. Mainstreaming involves the integration of disability issues and interventions with government legislation and programmes and other sector organisations or programs.

Roles and Responsibility:

- Develop an Ugu District Municipality implementation plan that is aligned to the National Disability Strategy.
- Promote participation by relevant stakeholders in the development and use of research
- Encourage a process allowing the development an integrated project based budget.
- Facilitate capacity development among stakeholders to enhance INDS implementation
- Develop a reporting mechanism to facilitate the dissemination of information by using appropriate medium e.g. Braille.
- Encourage the sharing of resources and the adoption of asset-based approaches.
- Change attitudes through sensitization and awareness programmes.
- Advocate and facilitate inclusion in the decision-making process.

Programmes achieved:

- Therapeutic Session for mothers with disabled children
- Disability Sports Day
- Skills development workshop
- Awareness campaigns
- Driver's license program
- Economic empowerment workshop
- Sanitary dignity campaign in special schools
- Disability NPO Grant's Support

Challenges

3.9 Senior Citizens

Introduction

Senior Citizens must be full participants in the development process and share in its benefits. No individual must be denied the opportunity to benefit from development. Older persons have been previously marginalised, as ageing has been perceived as a problem rather than a natural process.

The Special Programmes Section is the main facilitating section. All this operation's work is founded on the goal of mainstreaming senior citizens into all policies, programmes and projects across all government spheres. This means effectively ensuring that the focus on the empowerment of and protection of senior citizens is effective coordinated and monitored. It further has a vital role to play as the principal coordinating institution for the Ugu District Senior Citizens Forum.

Roles and Responsibility:

- Coordinate and facilitate a comprehensive agenda for the promotion & protection of senior citizens,
- Ensure that government translates its constitutional & global commitments into measurable & meaningful programmes,
- Establish multi-sectoral Forums to mainstream & monitor rights of senior citizens.
- To promote close collaboration between the UDSCF, government departments and the broader NGO-sector involved with senior citizens sector,
- To coordinate, monitor, evaluate and report on the implementation of programmes and strategies aimed at achieving goals for senior citizens,
- To raise awareness, advocate and lobby on, and conscientise the public about senior citizens' rights with a view to stimulating public debate,

Programmes achieved

- Functional Ugu District Senior Citizens Forum (UDSCF). The objectives of the UDSCF:
 - To guide the District response
 - To create and strengthen partnerships for an expanded provincial response to issues of Senior Citizens
 - To mobilize resources for partnership activities
 - To promote the Senior Citizen Act
 - To establish medium and long-term goals of Senior Citizen's, based on the Senior Citizen's Act
 - To identify and formulate strategies for the attainment of the above goals
 - To coordinate, monitor evaluate and report on the implementation of programmes and strategies aimed at achieving goals for Senior Citizens
 - To raise awareness, advocate, lobby on and consociates the public about the Rights of Senior citizens
 - To lobby / advocate for allocation of resources by the Government
 - To identify, solicit and mobilize resources to implement initiatives aimed at promoting and protecting the rights of Senior Citizens

-
- To receive reports of all sectors on sectoral responses for the purposes of monitoring and evaluation of the effectiveness and impact of all sector efforts
 - To facilitate and support the establishment of the Local Municipality Senior Citizens Forums.
 - To strengthen capacity at all levels by providing the necessary framework, guidance and support to all sectors to achieve these objectives
-
- Functional Senior Citizens Forums at local level with vocal members and Chairperson's who also participate in the District Forum
 - Conducted awareness campaigns on elder abuse, chronic diseases, active ageing and healthy living etc.
 - Coordinated the District Intergenerational dialogue with senior citizens and youth
 - Coordinated workshop on social benefits and means test for senior citizens
 - District senior citizens participated in Provincial and National Golden Games 2016
 - District senior citizens participated in the Provincial Senior Citizens Parliament and submitted a motion
 - All local municipalities are represented in the district senior citizen's forum
 - District is also represented in the Provincial and National Senior Citizens Forum
 - Provided 4 senior citizens clubs with sewing machines and material (all local municipalities received material)
 - Providing ongoing support to senior citizen's luncheon clubs
 - Coordinating and supported destitute elderly
 - Provided 400 senior citizens with walking sticks, 50 blankets, and nutritional supplements

Challenges

-

3.10 Gender

Introduction

The Gender Programme promotes the respect for the rule of law, human rights as well as economic and social development for both women and men to ensure that equal opportunities are achieved. The Gender section aims to promote, protect, monitor, and evaluate gender equality within the District. The programme is responsible for the coordination and implementation of strategies that would ensure that women play an active role in the economy of the District and the country at large thereby escaping the cycle of poverty and abuse. This it does by raising awareness on issues pertaining to women's health, men's health, skills development, sexual health, fighting domestic abuse and access to justice.

The Special Programmes Unit works closely with the 4 local municipalities to coordinate and implement strategies that promote gender equality and raise awareness on issues such as sexual and reproductive health, gender-based violence, and access to legal, health, economic and social services within the District.

Roles and Responsibility:

- Guide the District response to gender-related issues.
- Create and strengthen partnerships for an expanded provincial response to issues of Gender.
- Mobilize and streamline resources to effectively implement partnership activities.
- Establish medium and long-term goals for the Gender Programme based on the Gender Equality Act.
- Coordinate, monitor, evaluate and report on the implementation of programmes and strategies aimed at achieving Gender goals.
- Raise awareness, advocate, lobby on and consociates the public about the Rights of Gender

Programmes achieved

- Women in Leadership
- Annual Umkhosi Womhlanga
- Men Empowerment Session
- Boys-to-Men Session
- Women Empowerment Session
- Young Women's Summit
- Widows Workshop
- Ondlunkulu Workshop
- Men's Summit
- Sanitary Dignity Campaigns
- Moral Regeneration

Challenges

3.11 YOUTH DEVELOPMENT

Introduction; programmes achieved and challenges

Employees: Special Programmes					
Job Level	2016/2017	2017/2018			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total posts) %
0 - 3	1	1	1	0	0
4-6	5	5	5	0	0
7-9	1	1	1	0	0
10-12	0	0	0	0	0
13 - 15	0	0	0	0	0
16 - 18	0	0	0	0	0
Total	7	7	7	0	0

Table 3.11.1

Employees: Youth Development					
Job Level	2016/2017	2017/2018			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total posts) %
0 - 3	1	1	1	0	0
4-6	1	1	1	0	0
7-9	1	1	1	0	0
10-12	0	0	0	0	0
13 - 15	0	0	0	0	0
16 - 18	0	0	0	0	0
Total	3	3	3	0	0

Table 3.11.2

Financial Performance 2017/2018: Special Programme					
R'000					
Details	2016/2017	2017/2018			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue		9 487	8 468	8 145	-324
Expenditure:					
Employees		6 756	5 572	6 829	-1 257

Repairs and Maintenance		0	0	0	0
Other		15 729	16 045	21 178	-4 773
Total Operational Expenditure		22 485	21 977	12 099	-6 030
Net Operational Expenditure		-12 998	-13 509	-3 955	-6 353
Table 3.11.3					

Financial Performance 2017/2018: Youth Development					
R'000					
Details	2016/2017	2017/2018			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue		9 187	8 200	7 887	-313
Expenditure:					
Employees		4 755	3 572	4 378	-806
Repairs and Maintenance		0	0	0	0
Other		15 729	16 045	21 178	-4 773
Total Operational Expenditure		20 484	19 977	12 099	-5 579
Net Operational Expenditure		-11 297	-11 777	-4 212	-5 892
Table 3.11.4					

COMPONENT E: ENVIRONMENTAL PROTECTION

E.1 Introduction to Environmental Protection

Environmental management is essentially the manner in which natural resources are utilized in order to serve the social, economic and other needs of the present and future generations. The level and extent of protection of natural environmental carrying capacity in order to uphold and maintain the development needs is very important for the realisation of sustainable development.

Ugu as a region is a tourist destination, and this economic pillar relies on its natural scenic beauty. As a water and sanitation service provider and authority, the municipality relies on water resources and such must be protected and treasured in order to ensure sustainable water and sanitation service delivery.

Ugu Environmental Management has developed various environmental management instruments, while others are still under development, as per legislative requirements of the National Environmental Management Act (NEMA) and other legislations. These provide a strategic direction during planning phases of development as the municipality has to work within the capacity the current natural assets for sustainability of the development. As per chapter 5 of NEMA, some of the instruments are essential for risk management and compliance with environmental legislation as they proactively assess the impacts of development on the environment in order to mitigate negative effects and maximise positive impacts. The infrastructural investments of the municipality are also protected in cases of natural events. In order to achieve environmental protection while meeting the development social needs of the communities, the municipality has complied with these requirements and still strives to improve in the immediate to long-term.

3.14 POLLUTION CONTROL

3.14.1 Introduction to Pollution Control

Ugu is on its final year of the first generation of Atmospheric Emissions Licence (AEL) regime under the National Management: Air Quality Act of 2005 (NEMA: AQA). While compliance was achieved, some improvements are very necessary in order to achieve and maintain a good state of air in Ugu District Municipality. This is for the benefit of the environment and ultimately public health.

As an atmospheric emissions licensing (AELA) authority atmospheric emissions licensing, air quality management is essential to ensure the protection of air quality in the district. The responsibilities of a district municipality as required by the Air Quality Act have been met and air pollution mitigation measures are continuously being implemented. Air quality management by-laws, Air Quality Management Plan and Atmospheric Emissions Licensing are in place. A reasonable number of eligible facilities that are listed under Section 21 Notice of the Air Quality Act are being licenced while others are still being followed up for compliance with this requirement. A database of Controlled Emitters according to Section 23 of the same legislation has been compiled and declared by the Council. Therefore, legislative measures are being followed with regard to their reporting and compliance measures for those that do not comply are being applied gradually.

The SAAELIP is an online portal for applying for an Atmospheric Emission License (AEL) in terms of the National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004) as well as the reporting of emissions data for the compilation of the National Atmospheric Emissions Inventory (NAEIS). The portal allows users to:

- Create and manage user accounts;
- Submit and manage AEL applications online;
- Track the status of an application;
- Submit emission inventory data & compliance reports;
- Receive e-mail notifications on licensing results;
- Receive e-mail alerts of upcoming reporting obligations; and
- Track historical versions of all applications

Our facilities have all been registered with this online system and are reporting emission inventory data and compliance report as and when required.



Figure 3.14.1 Air pollution measures: Industrial inspections to determine eligibility for licensing or compliance with license conditions

3.14.2.1 Performance of Pollution Control Overall:

Ugu District Municipality as a water and sanitation services authority has invested in the development and maintenance of infrastructure. It therefore has a crucial responsibility towards environmental protection through prioritising environmental

impact management and compliance, environmental planning and education and awareness. Due to interface with the coastal environment, minimizing coastal pollution remains a serious challenge for the municipality. However, measures are continuously being taken on an ongoing basis to minimize impacts on the environment and human health, hence working with Environmental Health Services is critical.

3.15 BIO-DIVERSITY; LANDSCAPE (INCL. OPEN SPACES); AND OTHER (EG. COASTAL PROTECTION)

INTRODUCTION BIO-DIVERSITY AND LANDSCAPE

Biodiversity management is very crucial for ensuring the conservation and sustainability of natural capital in order to sustain ecological goods and services that support livelihood (food and income), pollution control, tourism, recreation and aesthetics, religious beliefs, research and education, traditional health (medicine).

3.16 BIO-DIVERSITY; LANDSCAPE (INCL. OPEN SPACES); AND OTHER (EG. COASTAL PROTECTION)

COMMENT ON THE PERFORMANCE OF BIO-DIVERSITY; LANDSCAPE, CLIMATE CHANGE, COASTAL MANAGEMENT AND OVERALL

The following are the strategic areas of focus with regards to the above:

1. Biodiversity management focusing on both fauna and flora.

(a) Feral animal (bushpigs) management

Three different local municipalities have been explored in 3 local municipalities in order to empower communities to be self-reliant in terms of feral animal management. However, one of the critical things to be do is develop a strategy that will give a strategic, science-based policy direction to the management of problem animals in the district. This will be the 4th phase of the bushpig management attempt.

(b) Invasive Alien Species Programme

Research and practical experience have shown that the IAS, in their many forms have severe, detrimental economic and ecological effects whose extent is not well understood and appreciated. This lack of understanding is not good for economic policy and decision-making. Plant invasions alter ecosystems, as well as important natural processes such as fire frequency, nutrient cycling, erosion, hydrologic cycles and sediment deposition, which, in turn, result in significant negative environmental, and therefore socio-economic impacts – for both current and future generations.

The National Environmental Management: Biodiversity Act requires each and every property owner to control and manage these species in their backyard. In compliance to this legal call, Ugu's efforts have been invested in programmes, projects and engagements that focus on the control and management of IAS in Ugu's land and properties. There are initiatives that are being undertaken that stand to benefit every citizen of Ugu in various ways. These include organizations responsible for alien plant control through national government funding, local conservatives, youth, women and schools. A close focus is being placed on the common plants that are found in Ugu properties (even homes), the dangerous ones to our workers, how to handle/report those that need special methods. Having said all this, Ugu believes that controlling and managing invasive alien plants is everyone's business. Research by the South African Biodiversity Institute (SANBI) is ongoing, focusing on emergency weeds.

(c) Biodiversity management forum – this is a multi-stakeholder forum that stages dialogue amongst all stakeholders that take part in the management of biodiversity in the district. Of primary interest and urgency now is the invasive alien plants control. The year under reporting concluded with planned positive changes that will take the forum and its deliberations and projects to the next level.

2. Coastal management

(a) Coastal Management Programme (CMP)

The CMP is in its 3rd year of implementation. Some challenges are being experienced in some priority areas like pollution management and those that are finance intensive. However, a multi-stakeholder approach to the general coastal management is the most effective mechanism, especially with regard to resource efficiency.

(b) Coastal education and awareness

Central to coastal management is environmental education and awareness of the coastal users and visitors. This is delivered through Ugu Environmental Education and Awareness Forum partnership across all societal groups. In this way resources are leveraged and optimally used, avoid duplication. Events of the year are observed and celebrated across coastal local municipalities. These include coastal clean-up campaigns like International Coastal clean-up held at Umdoni municipality by national, provincial and municipal environmental department and schools (Isulabasha and Dududu Primary schools).





Figure XXX: International Coastal Clean-up at Umdoni LM

(c) Working for the Coast project

The aforesaid annual event was aligned with the DEA: Working for the Coast project which is implemented on the Ugu Coastline from Port Edward to Scottburg, funded by the National Department of Environmental Affairs' Environmental Protection and Infrastructure Programme (EPIP). This has seen short-term employment of more than 90 people for this period of 3 years in line with the EPWP. The 2015/18 project cycle is coming to an end and a new cycle is being planned.

3. Climate change response actions

Ugu District Municipality adopted its Climate Change Vulnerability Assessment and Response Strategy, which is the first generation of any climate response strategic actions. It seeks to formalise and consolidate programmes and projects that had been haphazardly implemented with no formal structure. It is now in its first year of implementation.

The CKZNCCC regional networking forum is still doing its best to provide a networking and capacity building opportunity for its member municipalities. Ugu was nominated to take part in the Educational Partnerships for Innovation in

Communities Network (EPIC-N) training opportunity that was provided by the United Nations in Cape Town, South Africa. EPIC-N is a partnership and learning model that has been employed in the United States of America for many years to assist Local Government with capacity by involving a local university in the implementation of community projects. It was implemented through more than 30 Universities in the US and is now being piloted outside the US for the first time. Ugu Municipality in South Africa has found itself a space in it. This led to the launch of the EPIC Africa in Cape Town, with membership from South Africa (Ugu District and EThekweni Metro Municipalities, but not limited), Mozambique, Zimbabwe, Zambia, Kenya and Uganda). This capacity building may see Ugu forming partnership with the University of KwaZulu-Natal in establishing community-municipal-University actions on climate change and other projects. The University of Ugu Municipality need to enter into a formal agreement in order to initiate such projects. This opportunity does not necessarily have to be limited to climate change, as the agreement may be all encompassing and flexible.



Figure XX: Launch of EPIC-Africa, Ugu and Ethekeeni municipalities, and SALGA UKZN Social Sciences as first South African members.

4. Environmental education and awareness

Due to a never ending need to educate the community and the municipality about the environment and its impact on the health and socio-economic aspect and vice versa, Environmental Management continues to undertake a number of environmental education initiatives in schools, communities and inside the municipality. This is done under the banner of the Environmental Education and Awareness forum and individually. The areas of educational interest cover waste management with local municipalities, biodiversity management, climate change, air quality and many more. For some aspects, an international environmental calendar is followed in order to make education more thematic and therefore interesting. The following are some of the examples of education initiatives:

(a) Energy saving in municipal buildings Campaign

The municipality utilizes electricity in order to carry out its daily functions. This also has financial implications as it equally has resource implications in terms of the environment. As part of the Green/Eco-Office programme, a door-to-door energy conservation campaign was piloted in one municipality building of hyperactivity. It contained information about energy conservation, energy generated, carbon footprint, and so on. Lessons were designed such that they could be applicable both in workplace and home situations. This is being followed by a phase 1 energy audit project, which will officially communicate to the municipality the meaning of its energy consumption in economic, environmental terms and make recommendations on alternatives and savings. This is also aimed at accounting for the carbon footprint and reporting thereof.

(b) Pollution

The WWTWs workers have been taken through environmental education it is required by the Environmental Management Programme (EMPr). This compounded by the fact that they need to understand the implications of their work and actions on the environment and the entire value chain of wastewater treatment. During the education sessions, the workers raised issues that required management actions and Ugu management need to take these matters forward in order to abate pollution of rivers, streams and coastal environments. This will be a continuous exercise that will be aimed at achieving environmental compliance at all levels. However, management commitment and actions on operations are more critical.

(c) Waste recycling at Ugu offices

This project has worked well for many years. However, improvements can still be made through education and commitment. The most critical waste stream in offices is paper, but paper, cardboard, soft plastic are also provided for although they are in small volumes in the municipality at the moment. Due to cost and environmental implications, a paperless municipality is being explored, but this will have to be done in line with archiving requirements. Plastic pollution education was undertaken with Corporate Services employees as part of the 2018 theme for the World Environmental Day/Month.

(d) School environmental education programme (SEEP) and campaigns

The SEEP - led and mainly sponsored by the Department of Economic Development, Tourism and Environmental Affairs with the District) - runs annually. Schools get involved in environmental management as part of the curriculum through

various themes. Their themes covered areas like waste management, school greening, gardening (especially permaculture), science and technology, culture and heritage, community involvement, etc. At the end of 2017 calendar year, the participating schools were assessed for their work and were awarded on 28 February 2018. They have started working again for the ensuing year, which is 2018 to be awarded in 2019. New ones will be being recruited.

The following SEEP 2017 highlights are worth noting:

- Total registration: 90 schools
- Prepared for assessment: 74 schools
- Out of 74, visited just for assistance: 30 schools
- Actual completed: 44 schools
- Environmental clubs resuscitated by the Department of Environmental Affairs (provincial) 2017: 20
- Partnerships: Hans Merensky (maintained) and UShaka Marine World (new – 2017)
- Hans Merensky proposed enhancement of health and hygiene and youth development in rural areas. They have developed a Community Engagement strategy and activities in the rural areas of Umuziwabantu in the areas of youth development and environmental management.
- For some schools more inroads being made into the international competition by schools, did well in 2017 and were awarded as such.



Figure XX: SEEP 2017 Awards



Figure XX: At SEEP 2017 Awards, excellent late learner Slindokuhle Mpisane from Bongucele Junior Secondary School, who passed away two weeks later from a freak car crash that killed 4 learners. She will forever be remembered by the Environmental Education Forum and her educators for her last excellent presentation at the 2017 Awards.

(e) Environmental Calendar days

Schools and communities also get educated on environmental management through the celebration of the annual environmental calendar days: Nelson Mandela Day in Umzumbe municipality with schools and communities, Arbor Month and weed buster with Ray Nkonyeni (former Ezinqoleni side) and Umzumbe schools. These were coupled with energy saving by Eskom and emergency education by Ugu Disaster Management.



Figure XXX Planting of Indigenous Trees at Enxolobeni Primary School



Figure XX: Weed Buster at Khumbuza Primary School

Employees: Bio-Diversity; Landscape and Other					
Job Level	2015/2016	2016/2017			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
0 - 3					
4 – 6					
Total					

Table3.16.4

Employees: Environmental Management					
Job Level	2016/2017	2017/2018			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total posts) %
0 - 3	1	1	1	0	0
4-6	3	3	3	0	0
7-9	1	1	1	0	0
Total	5	5	5	0	0

COMPONENT F: ENVIRONMENTAL HEALTH

COMPONENT F: HEALTH

This component includes: clinics; ambulance services; and health inspections.

INTRODUCTION TO HEALTH

Note: Recent legislation includes the National Health Act 2003.

Financial Performance 2017/2018: Bio-Diversity; Landscape and Other					
Details	2016/2017	2017/2018			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	1373	9 301	83 02	7 985	-317
Expenditure:					
Employees	14934	12 500	11 242	13 778	-2 535
Repairs and Maintenance		0	0	0	0
Other	1273	0	0	0	0
Total Operational Expenditure	16207	12 500	11 242	13 778	-2 535
Net Operational Expenditure	14834	-3 199	-2 940	-5 793	-2 853

Table 3.16.5

Municipal Health Services division focus on the key performance areas as defined in the National Health Act (Act 61 of 2003) under municipal health services which includes water quality monitoring, food control, waste management, health surveillance of premises, surveillance and prevention of communicable disease excluding immunisations, vector control, environmental pollution control, disposal of the dead and chemical safety.

Therefore, the role of Municipal Health Services, in minimizing disease morbidity and mortality, **cannot be over-emphasized**, as our role is preventative rather than curative.

The discipline of water quality monitoring, food safety and control and health and hygiene education, **has received higher priority, than the remaining disciplines**, as our mandate, as a District Municipality, is the provision of water and sanitation services.

The Municipal health services divisions follows a water quality and safety Programme to monitor, evaluate and control the quality of water supplied to citizens to ensure that the water has no threat to the health and well - being. Microbiological and physical testing is also done monthly to ensure safe and adequate water supply for domestic use, water used for recreational purposes, industrial uses, food production purposes and any other human and animal use. Also, to monitor and ensure effective waste water treatment and pollution control including collection, treatment and disposal of sewage and other water borne waste and control of surface and ground water.

Vigilant and continuous monitoring of food outlets, events and izimbizo has resulted in positive outcomes as no food poisoning cases were reported. The caterers are trained on the 5 keys to food safety prior to events which has resulted in no food poisoning cases being reported by Health facilities.

CATERERS TRAINED AND PRESENTATED WITH APRONS FROM ENVIRONMENTAL HEALTH SERVICES



INFORMATION SHARING CATERERS WORKSHOP HELD WITH SECTOR DEPARTMENTS TO SENSITISE CATERERS ON LEGISLATIVE REQUIREMENTS



HEALTH EDUCATION

Health education is necessary, to elicit long term behavioral changes in individuals and the community. Health education awareness continues to be intensified focusing on poor communities in high risk areas by means of disease profiling. Our health education component has always played a pivotal role in sensitizing the disadvantaged communities on communicable diseases water and sanitation, chemical safety, clean up campaigns among others.



**CLEAN UP CAMPAIGN IN
UMDONI**



CLEAN UP CAMPAIGN IN GAMALAKHE

CLEAN UP CAMPAIGN IN THE CBD AREA BY ENVIRONMENTAL HEALTH PRACTITIONERS AND ENVIRONMENTAL HEALTH ASSISTANTS



BYLAWS

Environmental Health Services played a significant role, in successfully developing the Draft Public Health Bylaws. The major part of the public participation process was conducted in-house by Environmental Health staff, implying a considerable cost saving.

The bylaws were adopted on 25 May 2017 and, gazetted on 21 June 2018. This is deemed to be a monumental milestone for the Environmental Health Services unit, as it will imply that with the promulgation and enforcement of the Public Health By-laws, public health compliance will be placed on alert and offenders will no more be allowed to flaunt public health legislation.

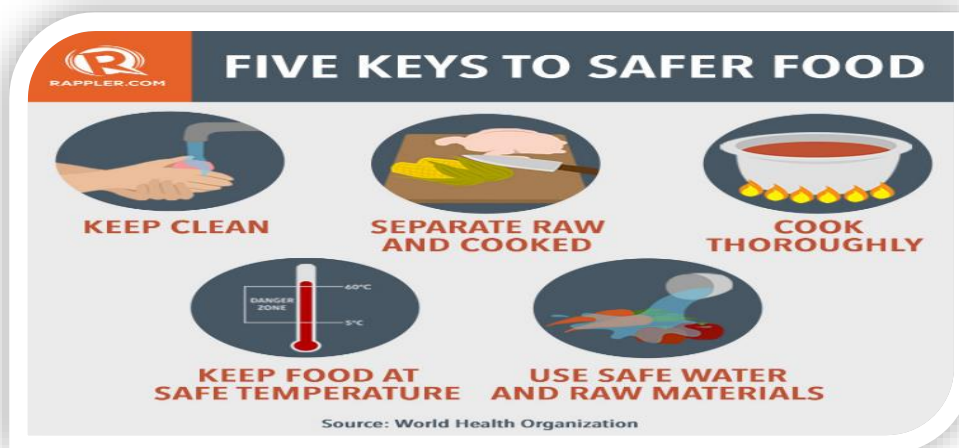


FOOD CONTROL

FOOD CONTROL

Food is a fundamental need, a basic right and a prerequisite to health which is also the major source of exposure to pathogenic agents, both chemical and biological. Foods contaminated impose substantial health risk to consumers. The Food Stuffs, Cosmetics And Disinfectants Act 54 of 1972, controls the safe manufacturing and importing of foods, cosmetics and disinfectants. The Municipal Health Service has a food quality and safety programme in place to monitor, evaluate, control and regulate the quality and safety of food products, with the ultimate to reduce or eliminate health risks, eg. Food poisoning. The programme entails certification of food outlets, investigations and inspection of food premises, investigations of food poison cases, investigating food related complaints, executing food sampling activities etc.

Environmental Health Practitioners vigilantly monitor all food outlets, to ensure that food is prepared and handled under hygienic conditions; thereby preventing food spoilage and food borne illness. The implementation of the 5 keys to food safety at food establishments, has been of paramount importance.



Microbial swabbing was conducted at various food outlets to analyze the level of bacteriological contamination on food surfaces. Unsound foodstuffs are condemned, either through voluntary surrender, or through the application of the necessary legislation.

The provision of safe foods and food products from the point of handling, storage, transportation, and preparation has constantly improved, which is attributed largely to the vigilant monitoring of food outlets by Environmental Health Practitioners. Intersectoral collaboration with Provincial and other stakeholders has resulted in desired outcomes.

Environmental Health played a significant role during a Business Licensing Blitz held in Port Shepstone on 20/9/2017 with different stakeholders which included RNM (Town Planning, LED, Building Control, Law Enforcement, Fire Safety Services), UGU – Environmental Health, KZN EDTEA – (Business Regulations, Office of the Consumer Protector), Home Affairs and Department of Labour.

The main objectives of the KZN ICOREF are amongst others;

- Taking an integrated and structured approach towards ensuring regulatory compliance by all businesses for the benefit of all consumers
- developing a collaborative and reciprocal relationship between government and stakeholders;
- protecting the rights of the consuming public;
- developing an outcomes approach to compliance monitoring, regulation and enforcement;

The food premises were inspected in the CBD to ensure legislative compliance and unsound food stuffs were identified and such products were removed for destruction.

This initiative sensitized business in terms of Environmental Health compliance and requirements and also focused on illegal operating business within the CBD.

The Blitz carried out with other stakeholders strengthen the enforcement thereby ensuring compliance



**BUSINESS BLITZ CARRIED OUT IN PORT SHEPSTONE
BY ENVIRONMENTAL HEALTH PRACTITIONERS**

COMMUNICABLE DISEASE

A communicable disease is one that is spread from one person to another through a variety of ways that include: contact with blood and bodily fluids; breathing in an airborne virus; or by being bitten by an insect. How these diseases spread depends on the specific disease or infectious agent.

Reporting of cases of communicable disease is important in the planning and evaluation of disease prevention and control programs, in the assurance of appropriate medical therapy, and in the detection of common-source outbreaks. Environmental health plays a vital role in preventing an outbreak of diseases.

South Africa experienced an increase in the number of Listeriosis cases and by the end of 2017, The Minister of Health declared Listeriosis a notifiable disease. Due to the outbreak Environmental Health played a critical

role in the education of the public on food safety protocol thereby reducing the risk of the disease. Environmental Health Practitioners were also involved in the removal of all recalled products from food stores in the District, as per the National Directive. Samples were taken from high risk areas and analysed for the bacteria *Listeria monocytogenes*.



LISTERIOSIS EDUCATION TO SCHOOL CHILDREN BY ENVIRONMENTAL HEALTH OFFICIALS

ENVIRONMENTAL HEALTH OFFICIALS INVOLVED IN PARTICIPATORY EDUCATION



INTRODUCTION TO HEALTH

Note: Recent legislation includes the National Health Act 2004.

Environmental Health Services includes, among others, the monitoring, evaluation, control, and prevention of environmental factors that can adversely affect human health and well-being. Environmental Health Practitioners therefore play an important role in minimizing disease morbidity and mortality, as our role is preventative rather than curative. The transfer has yielded positive outcomes, as Environmental Health Services are no longer fragmented and duplicated, resulting in improved delivery of Environmental Health Services. The National Health Act, 2004 defines Municipal Health Services in terms of nine key competencies viz. Water quality monitoring, food control, waste management, health surveillance of premises, Environmental pollution control, surveillance and prevention of communicable disease, vector control, Disposal of the Dead and chemical safety.

The discipline of water quality monitoring, food safety and control, and health and hygiene education, has received high priority, taking cognizance that our mandate, as a District Municipality, is the provision of water and sanitation services.

Drinking water, from standpipes, water tankers, boreholes and other sources, is tested and analyzed regularly, to ensure that such water is safe for human consumption, and in compliance of SANS 241. The frequency of water sampling from rivers has also been increased, as some residents, particularly those in the rural areas, are still reliant on rivers, for drinking water. Sampling is also conducted at lagoons and at the final discharge point of all municipal waste water treatment works.

Vigilant and continuous monitoring of food outlets, events and imbizos has resulted in positive outcomes as no food poisoning cases were reported.

HEALTH EDUCATION

Health education is regarded significant to positively influence the health behavior of individuals and communities. Environmental Health recently took an initiative to capacitate 92 CWP workers pertaining to environmental health issues.

Health education awareness continues to be intensified focusing on poor communities in high risk areas by means of disease profiling. Our health education component has always played a pivotal role in sensitizing the disadvantaged communities on communicable diseases water and sanitation, chemical safety, clean up campaigns among others.



HEALTH EDUCATION USING PHAST METHODOLOGY

CLEAN UP CAMPAIGN



BYLAWS

Environmental Health Services unit has successfully developed the Draft Public Health Bylaws which has been adopted by Council. Public Participation drew a welcomed expectancy on the much-needed relevancy and application of the By-laws with the result that many welcomed the scope and enforceability of the By-laws application against the backdrop of public health offences that never before had a platform of monitoring.

The bylaws will be gazetted as the officially promulgated Environmental Health By-laws for the Ugu District Municipality, and it is a milestone for the Environmental Health services unit as it will mean that with the promulgation and enforcement of the Public Health By-laws, public health compliance will be placed on alert and offenders will no more be allowed to flaunt public health legislation.

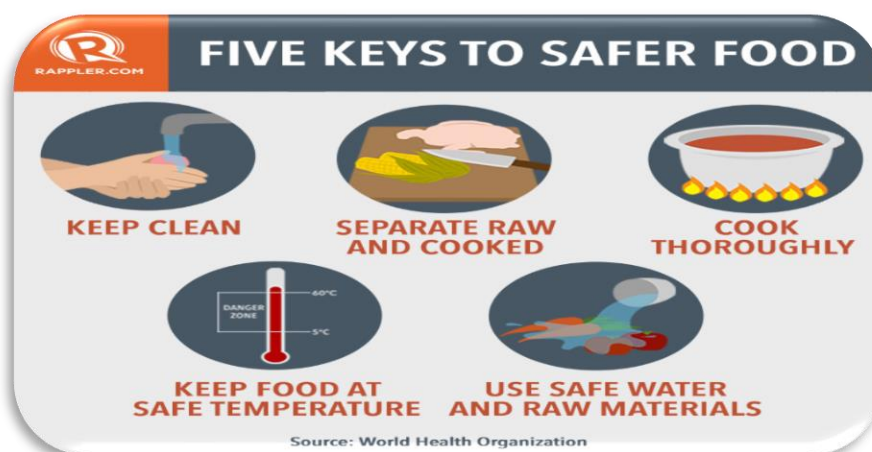
T 3.17

3.11 HEALTH INSPECTION; FOOD AND ABBATOIR LICENSING AND INSPECTION; ETC

INTRODUCTION TO HEALTH INSPECTIONS; FOOD AND ABBATOIR LICENCING AND INSPECTIONS, ETC

FOOD SAFETY

All food outlets are vigilantly monitored by Environmental Health Practitioners, to ensure that food is prepared and handled under hygienic conditions; thereby preventing food spoilage and food borne illness. The implementation of the 5 keys to food safety at food establishments, has been of paramount importance.



Microbial swabbing was conducted at various food outlets to analyze the level of bacteriological contamination on food surfaces. The District also participates in the Provincial Food Runs, where food products are analyzed for bacteriological content. Unsound foodstuffs are condemned, either through voluntary surrender, or through the application of the necessary legislation.

The provision of safe foods and food products from the point of handling, storage, transportation and preparation has constantly improved, which is attributed largely to the vigilant monitoring of food outlets by Environmental Health Practitioners. Intersectoral collaboration with Provincial and other stakeholders has resulted in desired outcomes as all imported foods including sea foods are inspected at district level.

3.19.1

0 - 3	0	0	0	0	0
4-6	3	3	3	0	0
7-9	1	1	1	0	0
10-12	0	0	0	0	0
13 - 15	0	0	0	0	0
16 - 18	0	0	0	0	0
	0				
Total	4	4	4	0	0

Table 3.17.4

Financial Performance 2017/2018: Health Inspection and Etc					
R'000					
Details	2016/2017	2017/2018			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue		8 801	7 856	7 556	-300
Expenditure:					
Employees		11 500	10 343	12 675	-2 333
Repairs and Maintenance		0	0	0	0
Other		0	0	0	0
Total Operational Expenditure		11 500	10 343	12 675	-2 333
Net Operational Expenditure		-2 699	-2 487	-5 120	-2 633

Table 3.19.5

Health Inspection and Etc Policy Objectives Taken From IDP									
Service Objectives	Outline Service Targets	Year 0(15-16)		(16-17)Year 1			(17-18)Year 2	(18-19)Year 3	
		Target	Actual	Target		Actual	Target		
		*Previous Year		*Previous Year	*Current Year		*Current Year	*Current Year	*Following Year
Service Indicators (i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)
Service Objective xxx									
Water quality monitoring	No. of samples tested	800	1010	1320	1256	1496	1256	1256	1270
Food safety	No of food premises inspected	700	717	700	1000	765	1000	1000	1200
Food handlers workshop	No of food handlers workshop conducted	8	10	40	48	55	48	48	50
Sanitation compliance	No of projects attended for compliance	100%	100%	100%	100%	100%	100%	100%	100%

*Note: This statement should include no more than the top four priority service objectives. The indicators and targets specified above (columns (i) and (ii)) must be incorporated in the indicator set for each municipality to which they apply. These are 'universal municipal indicators'. * 'Previous Year' refers to the targets that were set in the Year -1 Budget/IDP round; *'Current Year' refers to the targets set in the Year 0 Budget/IDP round. *'Following Year' refers to the targets set in the Year 1 Budget/IDP round. Note that all targets in the IDP must be fundable within approved budget provision. MSA 2000 chapter 5 sets out the purpose and character of Intergrated Development Plans (IDPs) and chapter 6 sets out the requirements for the reduction of performance management arrangement by municipalities in which IDPs play a key role. T 3.19.3*

3.22 DISASTER MANAGEMENT INTRODUCTION TO DISASTER MANAGEMENT**1. OVERVIEW**

The Ugu District Municipality is one of the ten districts of KwaZulu-Natal. The Disaster Management within the district is coordinated in partnership with the four local municipalities, namely: Umdoni, Umzumbe, Ray Nkonyeni and Umuziwabantu.

The area covered by the district municipality is 5046 km² and includes a coastline of some 112 kilometres with 42 estuaries. The topography of the district is severe, characterized by extensive river gorges and hilly areas. These characteristics make the development of infrastructure difficult and costly as well as making rescue operations difficult in the event of an emergency.

2. INTRODUCTION TO DISASTER MANAGEMENT CENTRE

Ugu District Disaster Management centre was established in 2005, to enable the effective implementation of disaster risk management policy and legislation. The centre is promoting an integrated and coordinated approach to disaster management, with special emphasis on prevention and mitigation, by the department and other internal units within the administration of the District and Local Municipalities. Phase 1 of the construction of the District Disaster Management Centre which was completed in April 2015 and Construction of Phase2 of the Disaster Management centre is underway and due to be completed in August 2018.

2.1 Details of the Current DM-Centre: -.

- The centre is located at R102 Ext 2, Marburg in the Ray Nkonyeni Municipality;
- The centre has two floors with 8 offices, kitchen, boardroom that can accommodate 50pp, reception area, camera room, server room and control room.

-
- Phase 2 of the centre will consist of the following: -
 - 3x Fire Tenders, Accommodation and ablution facilities, Gymnasium & Lounge Area, Equipment Store Room, Standby quarters for Fire Fighters, S
 - We are currently using four (4) lockable storerooms located at the Ugu Fresh Produce Market for safe keeping of the Emergency relief stock.

3. STATUS OF IGR STRUCTURES

3.1. DISTRICT DISASTER ADVISORY FORUM

The district disaster management advisory forum is functional and was formed in terms of the Disaster Management Act No. 57 of 2002, Section 51 coupled to Section 42 and Disaster Management Framework, which requires the municipality to establish a formal structure consisting of representatives from the District Municipality, local municipalities within the area of jurisdiction of the district municipality, relevant sector departments offices within the area, senior representatives of national departments within the area and all role-players i.e. NGO's in the district.

The Forum is being utilised as “a body in which a municipality and relevant disaster management role players in the municipality consult one another and coordinate their actions on matters relating to disaster management.” The Forum meets at least four times per annum and the special meetings are called as per the need arises.

Local Municipalities have established their own Local Disaster Management Advisory Forum which assists in terms of disaster management coordination and planning. The Forum is currently having a challenge in terms of getting full stakeholder representation, not all relevant stakeholders are being represented at the forum.

Number of Meetings Convened:

No	Type of Meeting & Venue	Date
----	-------------------------	------

1.	District DMAF – Disaster Management Centre	23/05/2018
2.		23/03/2018
3.		10/11/2017
4.		11/08/2017
Total		04

3.2 DISTRICT PRACTITIONERS FORUM MEETINGS

The District together with Local Municipalities convened the District Disaster Management Practitioners Meeting. The aim of these meetings is to deliberate, strategise and planning of disaster management to have a well-co-ordinated and standardise approach on disaster management. The Practitioners meetings are convened bi- monthly and were held as follows:

No.	District Practitioners Forum Meeting	Date
1.		05/06/2018
2.		16/02/2018
3.		24/10/2017
4.		21/07/2017
Total		4

3.3

No	Type of Meeting & Venue	Date
----	-------------------------	------

1.	District Post Disaster – Disaster Management Centre	05/06/2018
2.		15/03/2018
3.		19/10/2017
4.		29/09/2017
Total		04

4. STATUS OF THE DISASTER MANAGEMENT CAPACITY

Approved Personnel Structure for District Disaster Management Centre is as follows:

- The Manager
- 1 x Fire Protection Officer
- 3 x Disaster Management Practitioners
- 1 x Administrative Assistant (vacant)
- 1 x Office Assistant
- 2 x Fire fighters
- 3 x Trainee Fire Fighters
- 1x Fire Fighter/Emergency response driver (Vacant)

5. STATUS OF THE DISASTER MANAGEMENT PLANS

The District Disaster Management is currently having an approved Disaster Management Sector Plan which is aligned with the Integrated Development Plan (IDP).

6. STATUS OF READINESS TO DEAL WITH A DISASTER INCLUDING FINANCIAL CAPABILITIES.

The District Municipality in partnership with the family of Local Municipalities is ready to deal with incidents/ disasters. Ray Nkonyeni and Umdoni Municipality has 24hr emergency Call Centres, deals

with reporting of emergency incidents. The call centres also support the other local municipalities by recording incidents reporting and allow for the necessary response. The Control Centers are operating on a shift system, with two controllers on each shift. Each local municipality has one or two staff members dedicated to disaster management duties and is available for 24 hours. The District Disaster Management Control Centre operates for eight hours and after hours all calls are diverted to Water services call centre and Practitioners are always on standby.

In terms of financial capabilities, the district has budgeted for the disaster management and for this financial year budgeted the amount of **R7.1 million** which is for Fire Services and Disaster Management operations as well as response and recovery. Each LM has been encouraged to put aside a budget for disaster management although it is not sufficient to deal with all programs for disaster management.

7. STATUS AND RESULTS OF DISASTER RISK ASSESSMENTS UNDERTAKEN

Key performance Area 2 in the Disaster Management policy framework requires the implementation of disaster risk assessment and monitoring for all spheres of government. The outcomes of disaster risk assessments

directly inform the development of disaster risk management plans. The Disaster risk assessment is the first step in planning an effective disaster risk reduction programme. It also examines the likelihood and outcomes of expected disaster events this includes investigating related hazards and conditions of vulnerability that increase the chances of loss.

Ugu DM is primarily responsible for the implementation of the Disaster Management Amendment Act 16 of 2015 within its area of jurisdiction, with a specific focus on ensuring effective and focused integration and standardised district wide risk reduction planning. The district is exposed to a wide range of weather hazards, including drought, fires and severe thunderstorms that can trigger widespread hardship and devastation.

With the new approach to Disaster Risk Management in South Africa and world-wide, the emphasis changed from response to disaster pre-disaster risk. The process of disaster risk reduction should therefore commence with a process of risk identification and assessment.

Risk assessment is “work in progress”, it is a continuous and interactive process which requires regular review as well as adjustment to the prevailing circumstances, and it must lead to action.

In view of the foregoing UDM called for proposals for the appointment of a service provider to conduct a District Wide Ward - Based Risk Assessment within their area of jurisdiction. The study was undertaken with the aim of providing relevant UDM disaster risk managers and local municipality's municipal role players with a user-friendly working document focusing on then pertinent risks in UDM.

The risks assessment consisted of the following:

1. Undertaking a current reality assessment of the said area.
2. Engage stakeholders via workshops to determine the perceived risk as highlighted in the current wards risk assessment.
3. Mapping areas of high risk within the area.
4. Analyse, consolidated and map result.
5. Incorporate results into the current Disaster Risk Management Sector Plan.
6. Identify possible risks reduction projects and programmes for the prioritised risks and make relevant recommendations.
7. Presentation to the District Advisory Forum and the local municipalities.

In the case of the UDM community workshops was arranged as follows:

Date	Local Municipality	Town/Venue	Comments
28/08/17	Umdoni Local Municipality	Umzinto Dinning Hall Mandela Drive Umzinto	Cancelled by client
01/03/17	Umuziwabantu Local Municipality	Umuziwabantu Municipal Hall Harding	19 People in attendance

02/03/17	Umzumbe Local Municipality	Isihlonyane Ebeneza Hall (Ward 18) Sipofu Road Hibberdene St Faiths Community Hall St Faiths	24 People in attendance
03/03/17	Ray Nkonyeni Local Municipality	Margate Hall Cook St, Margate	30 People in attendance

TOP 10 PRIORITIZED HAZARDS

Hazards
Road Accidents
Lightning & Thunderstorms
Substance abuse and drugs
Wild pigs
Drought
Deforestation
Floods
Veldfire
Structural fire
Hail storm

8. INCIDENT REPORTED

The summary statistics gives an overview of the incidents that were reported to the District Disaster Management Centre during the month of June 2016 – July 2017. The incidents occurred in four Local municipality within the district which are Ray Nkonyeni, Umzumbe, Umuziwabantu and Umdoni Municipalities. The district was mostly affected by structural fires heavy rains and strong winds.

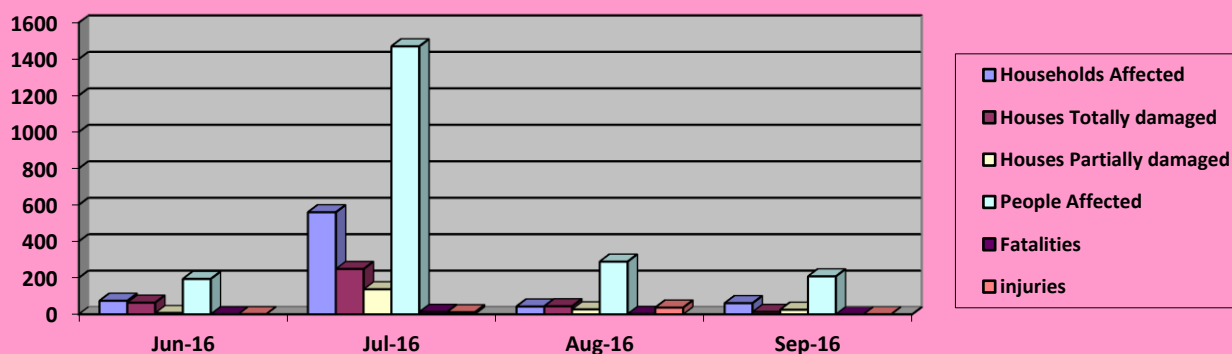
The district continuously provided support to municipalities in terms of physical damage assessments and emergency relief response as municipalities does not have sufficient budget to deal with incidents, relevant emergency relief stock was also issued.

The incident breakdown below highlights incident per quarter, number of households and people affected as well as relief efforts.

8.1 Incident Stats per Local Municipality

NO	Local Municipality	June 2016	July 2016	August 2016	September 2016	TYPE OF INCIDENT
Strong Winds – SW, Structural Fire- SF, Heavy Rains – HR , Severe Thunderstorm						
1	Ray Nkonyeni	7	1	2	5	SF, HR, SW
2	Umdoni	N/A	1	1	NA	HR, SF
3	Umuziwabantu	3	3	5	6	SF,HR,ST, SW
4	Umzumbe	2	2	6	6	ST, HR, SW
5	Vulamehlo	1	N/A	NA	N/A	HR,SF
6	Zinqoleni	4	2	NA	N/A	HR,SW
Total		10	8	12	17	

Description	JUNE 2016	JULY 2016	AUGUST 2016	SEPTEMBER 2016	Total
Strong Winds-SW, Structural Fire -SF, Heavy Rains -HR					
Households Affected	74	560	43	61	738
Partially Damaged	64	249	44	13	374
Totally Destroyed	7	137	27	25	196
People Affected	194	1470	289	208	2161
Injuries	1	11	37	0	49
Fatalities	1	13	2	0	16
Missing	0	0	0	0	0



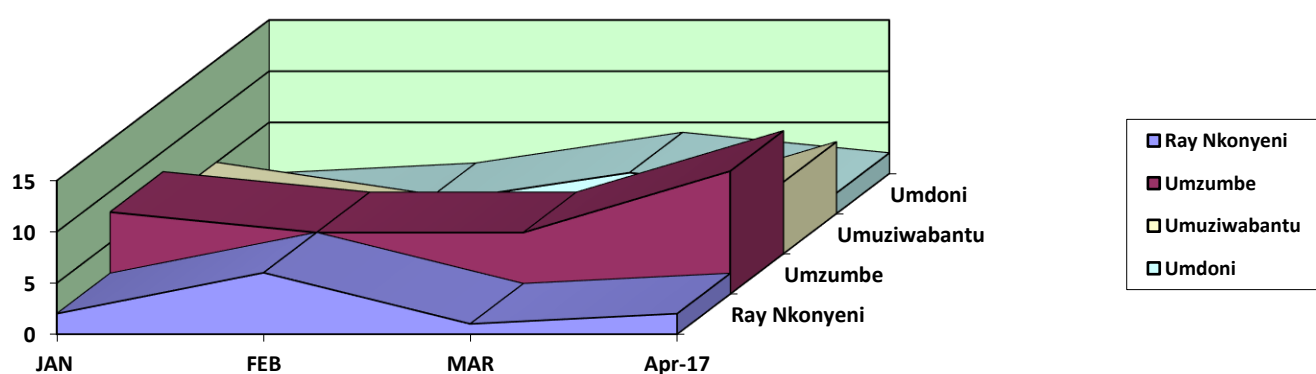
NO	Local Municipality	October 2016	November 2016	December 2016	TYPE OF INCIDENT
1	Ray Nkonyeni	4	3	4	SF, HR, SW

2	Umdoni	N/A	0	0	HR, SF
3	Umuziwabantu	4	2	3	SF, HR,ST, SW
4	Umzumbe	3	4	20	ST, HR, SW
Total		11	9	27	

Description	OCTOBER	NOVEMBER	DECEMBER	Total
		2016	2016	
Households Affected	14	26	29	89
Partially Damaged	6	6	4	16
Totally Destroyed	14	4	45	
People Affected	143	126	169	438
Injuries	0	0	1	
Fatalities	2	2	0	
Missing	0	0	0	

NO	Local Municipality	January 2017	February 2017	March 2017	April 2017	TYPE OF INCIDENT
Strong Winds – SW, Structural Fire- SF, Heavy Rains – HR, Severe Thunderstorm						
1	Ray Nkonyeni	2	6	1	2	SF, HR, SW
2	Umdoni	N/A	1	1	2	HR, SF

3	Umuziwabantu	5	2	5	7	SF,HR,ST, SW
4	Umzumbe	8	6	6	12	ST, HR, SW
Total		15	15	13	23	HR,SF



Description	JANUARY 2017	FEBRUARY 2017	MARCH 2017	APRIL 2017	TOTAL
Households Affected	39	26	30	17	106
Partially Damaged	6	6	31	9	52
Totally Destroyed	14	4	30	6	54
People Affected	191	726	210	110	1237
Injuries	0	3	1	0	4
Fatalities	1	2	0	1	3

Missing	0	0	0	0	0
---------	---	---	---	---	---

MAY 2017 – JULY 2017

NO	Local Municipality	May 2017	June 2017	July 2017	TYPE OF INCIDENT
Strong Winds – SW, Structural Fire- SF, Heavy Rains – HR, Severe Thunderstorm					
1	Ray Nkonyeni	7	11	1	SF, HR, SW
2	Umdoni	1	N/A	N/A	HR, SF
3	Umuziwabantu	3	3	3	SF,HR,ST, SW
4	Umzumbe	1	6	2	ST, HR, SW
Total		12	20	6	HR,SW

Description	MAY 2017	JUNE 2017	JULY 2017	TOTAL
Households Affected	336	23	96	455
Partially Damaged	242	4	3	249
Totally Destroyed	94	16	93	203
People Affected	1404	108	172	1684
Injuries	3	2	1	6
Fatalities	2	1	1	4

Missing	0	0	0	0
---------	---	---	---	---

9. CAPACITY BUILDING

As part of community based risk reduction measures the District embarked of the following capacity building programmes:-

9.1 NUMBER OF COMMUNITY AWARENESS CONDUCTED

The district embarked on a number of community awareness campaign with the aim of mitigating Disaster Risks. The list below highlights areas visited during the year. Different structures including Amakhosi, Izinduna , Ward Committee Members as well as volunteers formed part of the initiative.

DATE	VENUE	MUNICIPALITY
05 JULY 2016	HARDING CORNER MALL	UMUZIWABANTU
06 JULY 2016	HARDING CLINIC	UMUZIWABANTU
07 JULY 2016	HARDING TAXI RANK	UMUZIWABANTU
12 JULY 2016	CEKEKA PRIMARY SCHOOL	UMUZIWABANTU
15 JULY 2016	BASHISE HIGH SCHOOL	RAY NKONYENI
01 SEPTEMBER 2016	MBHELE TRADITIONAL COUNCIL	UMZUMBE
12 AUGUST 2016	SCOTTBURG PRIMARY SCHOOL	UMDONI
11 OCTOBER 2016	KWAMAVUNDLA TRADITIONAL COUNCIL	RAY NKONYENI

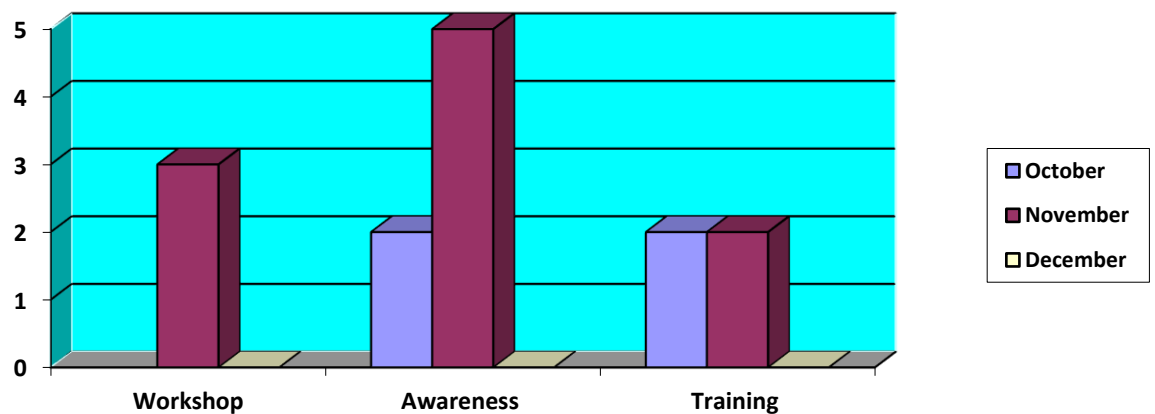
24 OCTOBER 2016	BHILIYA SPORTS GROUND -WARD 1 (KWA-FODO)	UMUZIWABANTU
01 NOVEMBER 2016	GCILIMA CLINIC	RAY NKONYENI
02 NOVEMBER 2016	ETSHENI LIKASHOBA PRIMARY SCHOOL	RAY NKONYENI
02 NOVEMBER 2016	MTHINI PRIMARY SCHOOL	RAY NKONYENI
24 NOVEMBER 2016	UMTHUNZI HOTEL	UMUZIWABANTU
03 NOVEMBER 2016	EKUZAMENI PRIMARY SCHOOL	UMUZIWABANTU
04 NOVEMBER 2016	NHLALWANE PRIMARY SCHOOL	UMZUMBE
04 JANUARY 2017	INKOSI ZUNGU TRADITIONAL COUNCIL	UMUZIWABANTU
17 JANUARY 2017	SOSUKWANE PRIMARY SCHOOL	UMZUMBE
01 MARCH 2017	HARDING TOWN HALL	UMUZIWABANTU
02 MARCH 2017	SIHLONYANENI COMMUNITY HALL	UMZUMBE
02 MARCH 2017	ST FAIT COMMUNITY HALL	UMZUMBE

a. TRAININGS AND WORKSHOPS CONDUCTED

The District has conducted numerous workshops for Traditional Councils and its community during the course of the year. The purpose of the trainings and workshops conducted was to mainstream disaster risk management and explain the incident management protocol in detail. Disaster Risk Management workshops were also conducted for the establishment of ward based community structures and these were conducted in partnership with EMRS and Environmental Services unit and other role-players

Trainings and workshops were conducted as follows: -.

DATE	VENUE	TRAINING / WORKSHOP CONTENT	MUNICIPALITY
17 November 2016	Umthunzini Hotel and Conference	Disaster Management councillor workshop	Umuziwabantu Local Municipality
14 November 2016	KwaMthimude Traditional Council	Awareness Campaign on the Enforcement of By-Laws	Umuziwabantu Local Municipality
24 November 2016	Disaster Management Boardroom	Peak Season workshop	Ugu District Municipality
01 January 2017	Kwa Zungu TC	DRM Workshop – Izinduna and Inkosi	Umuziwabantu Local Municipality
01-02 February 2017	Harding Town Hall	EPWP Volunteer Workshop	Umuziwabantu Local Municipality
08 February 2017	Boboyi Community Hall	DRM Workshop	Ray Nkonyeni Local Municipality
09 February 2017	District Disaster Management Centre	DRM Workshop	Ugu District Municipality



10. BEST PRACTICE / ACHIEVEMENTS / SUCCESSES (Disaster Management training)

10.1. ACCREDITED FIRE FIGHTING AND DISASTER MANAGEMENT TRAINING

The District through the assistance of the District Human Resources Unit received funding from the LGSETA towards an accredited training on Fire fighting. A total of four (4) learners sourced from Local Municipalities were accepted for such training however only 3 have completed the training and were placed at Ray Nkonyeni services.

a. Disaster Risk Management Training

The District disaster management and fire services office appointed the above-mentioned Consultants to provide accredited training on Disaster Risk Management to (4) learners for 12 months. The learners have completed six of learning and they have joined the district team for in-service training. The learners will receive a NQF level 5 certificate in Disaster Risk Management on completion of the training.

b. Events & Contingency Plans

The Act requires that the Disaster Management Centre ensures the co-ordination of stakeholders with the aim of providing measures to safeguard physical well - being and safety persons and property at sport, recreational, religious, cultural, exhibition, organisational or similar events held in stadium, public venues; to also provide for the accountability of event role players,

In line with the above, the District in conjunction with the Local Municipalities and the Security Cluster were able to convene planning meeting and Section 4 meetings in preparation for these events;-

NAME OF EVENT	DATE	VENUE	MUNICIPALITY
Sibahle Siyazethemba	24 October 2016	Bhiliya sports ground	Umuziwabantu
Ugu District Mayoral Inauguration	29 March 2017	Civic Centre – Port Shepstone	Ray Nkonyeni
Easter Convention	13-16 April 2017	Harding	Umuziwabantu
District Sports Day	21 April 2017	Margate Sports Field	Margate
Awareness Campaign of Drug Abuse	23 April 2017	Ugu Sport and	Ray Nkonyeni
Launch of A Boy to Men	09 September 2017	Olwandle High School Gamalakhe	Ray Nkonyeni
Infrastructure Project Launch	29 July 2016	Ugu Sport and Leisure Centre	Ray Nkonyeni

Employees: Disaster Management					
Job Level	2016/2017	2017/2018			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total posts) %
0 - 3	1	1	1	0	0
4-6	3	4	4	0	0
7-9	0	2	2	0	0
10-12	0	0	0	0	0
13 - 15	0	0	0	0	0
16 - 18	1	1	1	0	0
Total	5	8	8	0	0

Table 3.22.4

Financial Performance 2017/2018: Disaster Management					
R'000					
Details	2016/2017	2017/2018			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	109	8 434	7 528	7 241	-288
Expenditure:					
Employees		9 700	8 724	10 691	-1 968

Capital Expenditure 2017/2018: Disaster Management R' 000					
Capital Projects	Year 0				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All					
Firefighting equipment (Disaster trucks)	8000	8000	5210	2789	
Table 3.22.5					
Repairs and Maintenance		0	0	0	0
Other	2515	0	0	0	0
Total Operational Expenditure	2515	9 700	8 724	10 691	-1 968
Net Operational Expenditure	2406	-1 266	-1 196	-3 451	-2 255
Table 3.22.6					

Comment on the Performance of Disaster Management Overall:

COMPONENT H: SPORT AND RECREATION

INTRODUCTION TO SPORT AND RECREATION

3.23 SPORT AND RECREATION

Service Statistics for Sport and Recreation

UGU SPORTS AND LEISURE 2015/2016		
MONTH	SPORT CODE	NUMBER OF GAMES
JULY 2017		
AUGUST 2017		
SEPTEMBER 2017		
OCTOBER 2017		
NOVEMBER 2017		
DECEMBER 2017		
JANUARY 2018		
FEBRUARY 2018		
MARCH 2018		
APRIL 2018		
MAY 2018		
JUNE 2018		

Table 3.23.2

Employees: Sport and Recreation					
Job Level	2016/2017	2017/2018			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
0 - 3	0	0	0	0	0
4-6	0	0	0	0	0
Total	0	0	0	0	0

Financial Performance 2017/2018: Sport and Recreation		
R'000		
Details	2016/2017	2017/2018

	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	222	7 487	6 683	6 428	-255
Expenditure:					
Employees	3	3 755	2 572	3 152	-580
Repairs and Maintenance	73	0	0	0	0
Other	390	15 729	16 405	21 178	-4 773
Total Operational Expenditure	466	19 484	18 977	12 099	-5 353
Net Operational Expenditure	244	-11 997	-12 294	-5 672	-5 608
<i>Table 3.23.4</i>					

COMPONENT I: CORPORATE POLICY OFFICES AND OTHER SERVICES

INTRODUCTION TO CORPORATE POLICY OFFICES

The Municipality has introduced a Policy Management Office in the OMM, which is responsible for all policy development and review of existing policies. The unit is headed by a Manager Policy development and a Policy Management committee convenes once a month. This unit will greatly assist the municipality in regulating policy formation.

3.24 EXECUTIVE AND COUNCIL

INTRODUCTION TO EXECUTIVE AND COUNCIL

The Ugu district Municipality is a category C, (grade 5) with 35 Councillors (21 directly elected and 14 representing the Local municipalities. The Council convenes once a month. Ugu DM has an Executive Committee of seven Councillors. The 5 portfolio Committees assist and report to the Executive committee.

Provision of Water and Sanitation services to communities within the district is a constitutional mandate. The UGU DM is a Water services Authority (WSA) and a Water Services Provider (WSP) and the Council is focussing on ensuring that all its communities have access to clean drinking water and decent sanitation.

This remains a focus area with an improvement of now receiving water and sanitation.

Financial Performance 2017/2018: The Executive and Council					
R'000					
Details	2016/2017	2017/2018			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	1831	6 443	5 751	5 531	-220
Expenditure:					
Employees	47277	11 755	12 584	15 422	-2 838
Repairs and Maintenance		0	0	0	0
Other	7925	4 760	4 964	6 409	-1 444
Total Operational Expenditure	55202	16 515	17 549	12 099	-4 283
Net Operational Expenditure	53371	-10 072	-11 798	-6 568	-4 502
Table 3.24.5					

Capital Expenditure 2017/2018: The Executive and Council R' 000					
Capital Projects	2017/2018				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All					
Property Transfers Project	1 000	400	198	202	
Project B					
Project C					
Project D					

Table 3.24.6

3.25 FINANCIAL SERVICES

3.25.1 Introduction Financial Services

Debt Recovery R' 000							
Details of the types of account raised and recovered	2016/2017		2017/2018				2017/2018
	Actual for accounts billed in year	Proportion of accounts value billed that were collected in the year %	Billed in Year	Actual for accounts billed in year	Proportion of accounts value billed that were collected %	Estimated outturn for accounts billed in year	Estimated Proportion of accounts billed that were collected %
Water - B							
Water - C	239,784	89.00%		217,888	91.00%	228,782	95.00%
Sanitation	93,777	89.00%		102,346	91.00%	107,463	95.00%
Other	11,312	95.00%		19,420	98.00%	20,391	95.00%

T 3.25.2

Employees: Financial Services					
Job Level	2016/2017	2017/2018			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total posts) %
0 - 3		8	7	1	1.05
4-6		23	23	0	0
7-9		43	43	0	0
10-12		21	21	0	0
13 - 15		0	0	0	0
16 - 18		0	0	0	0
Total		95	94	1	1.05

Table 3.25.4

Financial Performance 2017/2018: Financial Services					R'000
Details	2017/2018				
	Original Budget	Adjustment Budget	Actual	Variance to Budget	
Total Operational Revenue	16 368	45 851	44 099	-1 752	
Expenditure:					
Employees	25 065	22 543	27 627	-5 084	
Repairs and Maintenance	0	0	0	0	
Other	20 604	21 489	27 741	-6 252	
Total Operational Expenditure	45 669	44 032	55 368	-11 336	
Net Operational Expenditure	-29 301	1 819	-11 269	-13 088	

Table 3.25.5

Capital Expenditure 2017/2018: Financial Services					
R' 000					
Capital Projects	2017/2018				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All					
mSCOA System Implementation (Phase 2)	3 000	3 000	3 000	0	
Replacement of assets from insurance pay outs	1009	1009	79	930	

Table 3.25.6

3.26 HUMAN RESOURCE SERVICES

3.26.1 Introduction to Human Resource Services

The Human Resources Section provides leadership and works together with other departments within the Municipality to promote managerial and employee excellence while fostering and understanding and observance of legislative requirements.

The Human Resources Section's goal is to support the Municipality as it attracts, retains and rewards a talented and diverse workforce to enable the departments to efficiently meet their objectives. The Section adds value to the organization by providing human resource management tools, promoting employee development and managing change. The Section consults and works in partnership with management, employees to solve employee related issues.

3.26.2 Service Statistics for Human Resource Services

Employees: Human Resource Services					
Job Level	2016/2017	2017/2018			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total posts) %
0 - 3	1	2	0	2.9	8
4-6	10	12	11	0.4	4
7-8	2	2	2	0	0
9-12	12	12	12	0	0
13 - 15	0	0	0	0	0
16 - 18	0	0	0	0	0
Total	28	28	25	2.94	12

Table 3.26.4

Financial Performance 2017/2018: Human Resource Services					
R'000					
Details	2016/2017	2017/2018			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	944	30 379	30 440	29 277	-1 163
Expenditure:					
Employees	14858	17 460	15 703	19 245	-3 542
Repairs and Maintenance		6 165	0	0	0
Other	36213	47 066	49 088	63 370	-14 282
Total Operational Expenditure	51070	70 691	64 791	82 614	-17 824
Net Operational Expenditure	50126	-40 312	-34 351	-53 337	-18 986

Table 3.26.5

3.27 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

During the 2017/2018 FY the Municipality has continued to focus on ICT and has sustained a reliable ICT environment, services, and sound ICT governance practices.

ICT services can be classified into three categories: Application Development; Technical Services; and Enterprise Programmes.

- Application Development, application programmes are provided that not only match the user departments specific needs, but allow all such departments to utilise these application programmes in achieving their specific objectives as set out in the IDP, harmoniously, efficiently, and timeously.
- Technical Services, the hardware and network infrastructure that enables all departments to electronically communicate both internally and externally, are provided and maintained using quality equipment and network technology in this provision.

- Enterprise Programmes, in line with the requirements of mSCOA were prioritized in 2017/2018 and a new ERP solution procured, implementation and migration was embarked upon with a go live date of 1 July 2017 targeted and met.

ICT SERVICES POLICY OBJECTIVES AS TAKEN FROM THE IDP

NKPA	S.O. No.	Objectives	IDP REF	Organisation KPI	Strategies	Baseline	Demand	Backlog	2017/2018 Achievement
NKPA 1: Municipal Transformation and Organisation Development	MTI D 2	Optimise systems and operations	MTI D 2.2	Number of policies which have detailed standard operating procedures.	Develop and adopt the 5-year organisation re-engineering plan and implement it	0	14	14	14
			MTI D 2.3	Number of Policies Reviewed, Formulated and Adopted		6	6	0	6
			MTI D 2.4	Number of ICT Facilities and Infrastructure Resource projects commissioned.	Commission ICT Facilities and Infrastructure	N/A	4	N/A	4
			MTI D 2.5	Percentage reporting on compliance to ICT Service Continuity and Availability Assurance	Reporting on ICT Service continuity	100%	100%	0	100%

NKPA	S.O. No.	Objectives	IDP REF	Organisation KPI	Strategies	Baseline	Demand	Backlog	2017/2018 Achievement
			MTI D 2.6	Percentage Compliance to ICT Governance Phase 1 and Phase 2	ICT Governance Framework and Charter reviewed and implemented	80%	100%	20%	100%
			MTI D 2.7	Percentage Reporting on ICT Incident Management	Analysed Incident report presented quarterly to ICT Steering Committee	100%	100%	0	100%
			MTI D 2.8	Number of ICT Service Delivery programmes implemented	Implement ICT Programmes such as; Monitoring of Network operations, Soft and VOIP Phones installations Licencing management, Website compliance ICT Security Assessments	N/A	5	0	5

COMMENT ON THE PERFORMANCE OF ICT SERVICES OVERALL:

The already established ICT District Forum comprising of the District Municipality and the Local Municipalities within the District as a strategic objective aims to accomplish;

- Mainstreaming ICT Services and ICT infrastructure in the District
- Explore opportunities for the sharing of ICT services
- Drive ICT development in the District both socially and economically
- Ensuring efficient and effective employment of ICT resources in the District
- Monitor and evaluate legislative compliance of ICT infrastructure and services in the district
- Harmonisation of ICT and associated policies in the District
- Ensuring digital inclusiveness in the District
- Enhance service delivery through ICT tools in the District
- Collaboration
- Knowledge Management opportunities
- State of the Nation / Province / District issues
- AG Audit and Risk issues in the ICT Environment
- Areas of Support
- Share information in the developments within the ICT Environment such as legislation, white papers, bills, etc
- Invitation of key stakeholders that can assist with ICT efficiencies

The ICT District Forum is a functional IGR structure and during the 2017/18 FY met 8 times for various meetings, events and workshops.

An ICT SUMMIT was hosted by the Municipality on 22 May 2018. The Municipal Managers resolved that an ICT Summit be held within the Ugu District and on 22 May 2018, the Ugu District ICT Forum hosted an ICT Summit at the Ugu Sports and Leisure Centre and 114 attendees attended the event.

The event theme was "The role technology can play in the delivery or acceleration of Municipal Service Delivery through e-Governance"

Innovations in ICT Introduced in 2016/17 & 2017/18 FY's

1. Soft IP Phones installations for users
2. Video Conferencing
3. Monitoring and Reporting of Network Availability through Software
4. Network Refresh LAN
5. WAN expansion using LTE Technology
6. WAN expansion to Municipal Entities
7. Paperless Office Solution implementation
8. Mobile devices for ICT Technicians service desk
9. Automation of Password Resets
10. Patch management through automation
11. Disaster Recovery Simulations

The continued improvement in the ICT Service rendered by Ugu ICT can be seen in the analysis of the Auditor General Findings over 5 Financial years;

2012/13	DISCLAIMER	MATERIAL ICT FINDINGS
2013/14	QUALIFIED	
		14 FINDINGS
		SECURITY MANAGEMENT (7)

USER ACCESS CONTROL (2)
 PROGRAM CHANGE MANAGEMENT (1)
 FACILITIES & ENVIRONMENTAL CONTROLS (1)
 ICT SERVICE CONTINUITY (3)

2014/15 UNQUALIFIED
 11 FINDINGS ICT GOVERNANCE (4)
 USER ACCESS MNGT (4)
 IT SERVICE CONTINUITY (2)
 PROGRAM CHANGE MANAGEMENT (1)

2015/16 UNQUALIFIED
 3 FINDINGS USER ACCESS MANAGEMENT (1)
 IT SERVICE CONTINUITY (1)
 PROGRAM CHANGE MANAGEMENT (1)

2016/17 QUALIFIED
 5 FINDINGS USER ACCESS MANGEMENT (2)
 PROGRAM CHANGE MANAGEMENT (2)

2017/18 UNKNOWN YET

With the continued support of the Executive Management and Council, ICT will continue to provide an enabling environment to the core service delivery goals of the Municipality, in a cost effective and efficient manner, always considering the technological opportunities available in the market to assist in the attainment of these goals.

Financial Performance 2017/2018: ICT Services					
R'000					
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue		60 379	30 439	29 276	-1 163
Expenditure:					
Employees	14858	15 460	13 904	17 040	-3 136
Repairs and Maintenance	23548	6 165	0	0	0
Other	12665	47 066	49 088	63 370	-14 282
Total Operational Expenditure	51070	68 691	62 992	80 410	-17 418
Net Operational Expenditure	51070	-8 312	-32 553	-51 134	-18 581

Table 3.27.5

Capital Expenditure Year 2017/2018: Financial Services R' 000					
Capital Projects	2017/2018				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All	856				
Table 3.25.6					

3.28 PROPERTY; LEGAL; RISK MANAGEMENT AND PROCUREMENT SERVICES

Employees: Property; Legal; Risk Management; and Procurement Services					
Job Level	2016/2017	2017/2018			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
0 - 3	3	3	3	0	0
4-6	9	8	8	0	0
7-8	11	11	11	0	0
9-12	5	5	5	0	0
13 - 15	0	0	0	0	0
16 - 18	4	0	0	0	0
Total	28	0	27	0	0
Table 3.28.4					

Introduction

COMPONENT A: INTRODUCTION TO THE MUNICIPAL PERSONNEL

4.1 EMPLOYEE TOTALS, TURNOVER AND VACANCIES

Employees					
Description	2016/2017	2017/2018			
	Employees	Approved Posts	Employees	Vacancies	Vacancies
	No.	No.	No.	No.	%
CORPORATE SERVICES	81	91	90	1	0.98
IED	32	31	30	1	0,96
OFFICE OF MUNICIPAL MANAGER	74	76	76	0	0
TREASURY	101	95	94	1	0
WATER SERVICES	614	617	612	5	5,04
Totals	902	920	902		6,98
Headings follow the order of services as set out in chapter 3. Service totals should equate to those included in the Chapter 3 employee schedules. Employee and Approved Posts numbers are as at 30 June, as per the approved organogram.					

T 4.1.1

Vacancy Rate:2017/2018			
Designations	*Total Approved Posts	*Vacancies (Total time that vacancies exist using fulltime equivalents)	*Vacancies (as a proportion of total posts in each category)
	No.	No.	%
Municipal Manager	01	00	00
CFO	01	00	00
Other S57 Managers (excluding Finance Posts)	02	0.25	12,5
Other S57 Managers (Finance posts)	01	00	00
Senior management: Levels 2-3 (excluding Finance Posts)	34	00	03
Senior management: Levels 2-3 (Finance posts)	07	01	13.42
Highly skilled supervision: levels 4-6 (excluding Finance posts)	112	00	00

Highly skilled supervision: levels 4-6 (Finance posts)	23	00	00
Total	181	2.21	28.92
<i>Note: *For posts which are established and funded in the approved budget or adjustments budget (where changes in employee provision have been made). Full-time equivalents are calculated by taking the total number of working days lost (excluding weekends and public holidays) while a post remains vacant and adding together all such days lost by all posts within the same set (e.g. 'senior management') then dividing that total by 250 to give the number of posts equivalent to the accumulated days.</i>			
T 4.1.2			

COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

INTRODUCTION TO MUNICIPAL WORKFORCE MANAGEMENT

Every Manager in the Municipality must ensure Workforce management in their Sections. To guarantee sensible normalisation and uniformity in the management of the employees, staff policies, procedures and conditions of service are developed at central level and are then implemented by line management. The Minister of Cooperative Governance is responsible for promulgation and regulation of Conditions of service for Senior Management, and are further approved by Council. Conditions of staff below senior management level are negotiated at central level by the National and Provincial divisions of the South African Local Bargaining Council (SALGBC) and, where relevant, at a local level between management and the representative unions SAMWU and IMATU. A wide range of policies, procedures and directives are approved by relevant approval authorities after due consultation with stakeholders such as Council, Local Labour Forum and Management. These policies, procedures and directives are then circulated to all staff for implementation and compliance. Policies, procedures and directives are revised as the need arises.

4.2 POLICIES

HR Policies and Plans				
	Name of Policy	Completed	Reviewed	Date adopted by council or comment on failure to adopt
		%	%	
1	Recruitment and Selection Policy		100%	28 SEPTEMBER 2017
2	Acting and Acting Allowance Policy		100%	30 MAY 2013
3	Leave Regulations Policy		100%	28 SEPTEMBER 2017
4	Car Allowance Policy		100%	29 OCTOBER 2015

HR Policies and Plans				
	Name of Policy	Completed	Reviewed	Date adopted by council or comment on failure to adopt
		%	%	
5	Employment Equity Policy		100%	24 MARCH 2013
6	Bursary Policy		100%	27 FEBRUARY 2014
7	Internship Policy		100%	29 OCTOBER 2015
8	Disciplinary Procedure and Code		100%	26 OCTOBER 2017
9	In service training policy		100%	12 OCTOBER 2013
11	S & T Policy		100%	29 MAY 2014
12	Human Resource Policy and Procedures Manual: - Human Resources Framework - Organisational Design - Recruitment, Selection, Appointment, Promotion, Transfer, Secondment - Employment Remuneration - Allowances - Hours of work and attendance - Leave Management - Relocation Expenses for newly appointed staff - Occupational Health & Safety and Employment Wellness - Legal Aid to Employment - Conditions of permission to private work - Human Resource Development - Staff Retention, succession planning and Performance Management Labour Relations		100%	23 APRIL 2014
13	Human Resource Plan		100%	22 NOVEMBER 2016
14	Hours of Work Policy		100%	28 JUNE 2018

COMMENT ON WORKFORCE POLICY DEVELOPMENT:

The Municipality has adopted the Human Resources Plan that is aimed at ensuring that all the Human Resources Functions are well managed and that adherence to same is recognised by every employee in the Municipality. The Human Resources Policies and Procedures Manual that is in use, closes a major gap which exists in the organisation, where there are no clear procedures to follow.

4.3 INJURIES, SICKNESS AND SUSPENSIONS

Number and Cost of Injuries on Duty				
Type of injury	Injury Leave Taken	Employees using injury leave	Average Injury Leave per employee	Total Estimated Cost
	Days	No.	Days	R'000
Required basic medical attention only	29	7	3.85	68 000
Temporary total disablement	123	31	3.96	0
Permanent disablement	0	0	0	0
Fatal	0	0	0	0
Total	152	38	7.81	68 000

Table 4.3.1

INJURY ON DUTY AND SICK LEAVE

Although the number of employee injured was the same as the 2015/16 FY, there was a decrease of 20.94% in the number of sick leave days taken. This means that although the same number of employees were injured, the injuries that did occur in this financial year were less serious.

There was one (1) injury that exceeded 20 days; a Staff member injured his back and knee – injured Back and right knee (26 Days)

In 2015/16 FY were two (2) injuries that exceeded 20 days.

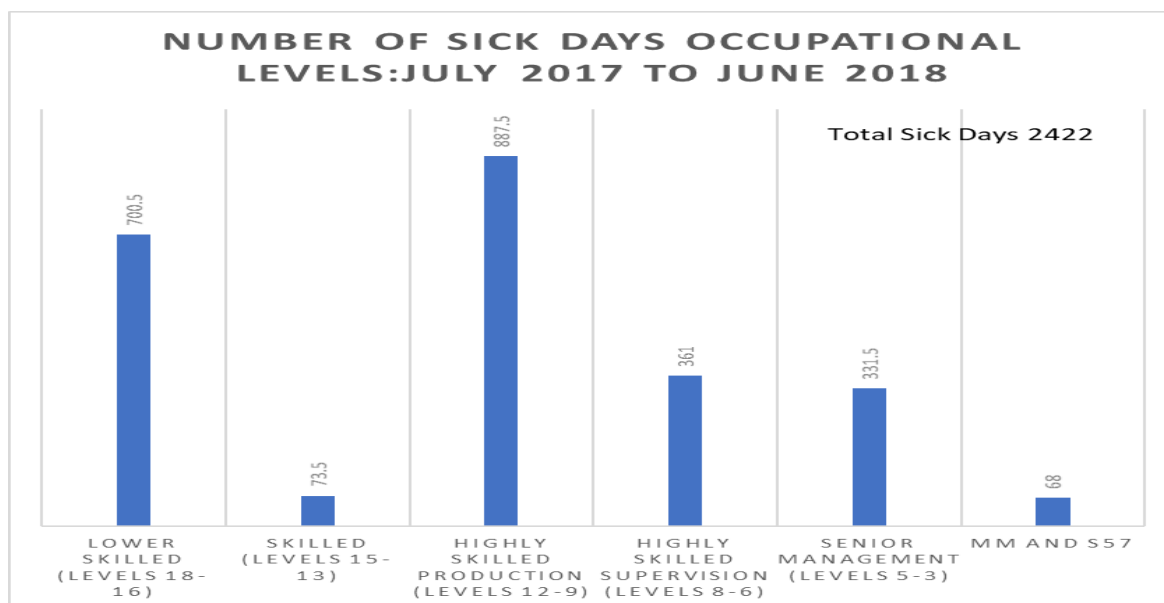
All municipal injured staff members are sent to local hospitals for treatment, the municipality does not have a dedicated Medical Practitioner.

How to Reduce the Workplace Injuries:

1. Communicate your health and safety policy to staff. Every business is required to have one, and if you employ more than five staff, it must be in writing and available for employees to read.
2. Assess the risks. All businesses are obliged to carry out a health and safety risk assessment. Consider all the potential hazards in your workplace? for example, are employees required to carry heavy items or work from height? Or is there any chance that customers could trip or hurt themselves on your premises? Keep a written record of your risk assessment and any steps you take to reduce the chance of accidents.
3. Deal with any hazards promptly. According to the HSE, slips and falls account for more than a third of all workplace accidents - mainly caused by preventable dangers like slippery floor surfaces, trailing cables and poor lighting. Reducing risk is usually straightforward, so act quickly to mop up spillages, repair broken steps and encourage staff to report maintenance faults straightaway.
4. Invite feedback from staff on safety improvements. Create a safer workplace by consulting with staff on risk management, inviting feedback on safety issues and encouraging your team to flag up workplace hazards.
5. Display safety information clearly. Make sure you stay within the law by clearly displaying safety signs for staff and customers - for example, directions to emergency exits, warnings about moving industrial vehicles or providing information on the location of first-aid equipment.
6. Maintain comfort and cleanliness. Aside from providing basics such as clean working toilets, adequate lighting and drinking water, you must also provide appropriate tools. Try to provide the most ergonomic layout to reduce the chance of injuries such as repetitive strain injury (RSI). Buying cheap chairs and desks is a false economy if half your employees end up with back problems.
7. Provide first-aid supplies. The minimum businesses are required to provide is a suitably stocked first-aid box, a person appointed to take charge of first-aid management and information for staff on first-aid arrangements. Ideally, you should arrange emergency first-aid training for the appointed person in cardiopulmonary resuscitation (CPR) and helping someone who is unconscious or bleeding.
8. Meet fire safety standards. You are obliged to carry out regular fire safety risk assessments and maintain a fire management plan that identifies possible hazards. Typical workplace breaches can include blocking fire exits, propping open fire doors and failing to train staff in evacuation procedures.
9. Learn from any mistakes. If someone is injured, however slight, take steps to ensure it cannot happen again. The law insists you keep a record of all accidents or illnesses that happen to your employees during working hours.
10. Keep safety procedures updated. Don't forget to review your policies at least once a year or more often if you are expanding fast. Keep up to date with legislation - remember it's your job to stay within the law

Number of days and Cost of Sick Leave (excluding injuries on duty) 2017/2018						
Salary band	Total sick leave	Proportion of sick leave without medical certification	Employees using sick leave	Total employees in post*	*Average sick leave per Employees	
	Days	%	No.	No.	Days	R' 000
Lower skilled (Levels 18-16)	700.5	10%	272	304	2.30	188728
Skilled (Levels 15-13)	73.5	7%	32	93	0.79	23384

Highly skilled production (levels 12-9)	887.5	5%	232	325	2.73	554434
Highly skilled supervision (levels 8-6)	361	3%	87	87	4.15	338815
Senior management (Levels 5-3)	331.5	2%	83	80	4.14	433039
MM and S57	68	0%	15	13	5.23	162157
Total	2422		721	902		1700557
* - Number of employees in post at the beginning of the year						Table
*Average is calculated by taking sick leave in column 2 divided by total employees in column 5						4.3.2



COMMENT ON INJURY AND SICK LEAVE

The graph above depicts the number of sick leave days taken by employees across Occupation levels. As can be seen, a total number of 2422 sick leave days were recorded during the July 2017 to June 2018 Financial Year. The highest number of days taken was amongst the staff within the highly skilled Production Levels (Levels 9-12) at a total of 887.5 days. Lower skilled production employees those within Level 16-18 took 700.5 days, the rest of the days were spread amongst the other levels, number of days decreasing considerably as the levels progress towards Management, MM and S57 employees. Management Levels only recorded 331.5 sick leave days and MM and S57 a total of 68 days.

The abuse of sick leave in any organization, including the Ugu District Municipality, not only has financial implications, it also has a detrimental effect on the delivery of services. The keeping of adequate management information on trends regarding sick leave assists Managers to manage sick leave in an efficient and effective manner, and also to plan and organize work in their Sections.

Number and Period of Suspensions			
Position	Nature of Alleged Misconduct	Details of Disciplinary Action taken	Date Finalised
Practitioner	Negligence	Finalized, Written Warning	12 July 2017
Operator	Participation in an un-protected strike	Finalized, Not Guilty	12 July 2017
Driver	Damage to Municipal Vehicle	Finalized, Payment of Excess	02 August 2017
Driver	Damage to Municipal Vehicle	Finalized, Payment of Excess	07 August 2017
Driver	Damage to Municipal Vehicle	Finalized, Payment of Excess	10 August 2017
Driver	Damage to Municipal Vehicle	Finalized, Payment of Excess	10 August 2017
Driver	Damage to Municipal Vehicle	Finalized, Final Written Warning	14 August 2017
Driver	Damage to Municipal Vehicle	Finalized, Payment of Excess	16 August 2017
Driver	Damage to Municipal Vehicle	Finalized, Payment of Excess	22 August 2017
Driver	Damage to Municipal Vehicle	Finalized, Final Written Warning	24 August 2017
Driver	Damage to Municipal Vehicle	Finalized, Payment of Excess	25 August 2017
Driver	Damage to Municipal Vehicle	Finalized, Payment of Excess	28 August 2017
Driver	Damage to Municipal Vehicle	Finalized, Payment of Excess	29 August 2017
Driver	Damage to Municipal Vehicle	Finalized, Payment of Excess	30 August 2017
Practitioner	Late-coming	Finalized, Written Warning	09 November 2017

Disciplinary Action Taken on Cases of Financial Misconduct			
Position	Nature of Alleged Misconduct and Rand value of any loss to the municipality	Disciplinary action taken	Date Finalised
Fleet Superintendent	Dishonesty	Yes, then demoted	01 November 2017
Fleet Co-ordinator	Dishonesty	Finalized, Dismissed	21 November 2017
Truck Driver	Dishonesty	Not Yet Finalized	N/A

COMMENT ON SUSPENSIONS AND CASES OF FINANCIAL MISCONDUCT:

The Municipality has set strict standards for disciplinary action to be taken in all cases of serious misconduct. Where such serious misconducts are identified, accused staff members are suspended on a precautionary basis. There were three cases that employees were suspended which were finalised within a three -month period during the 2017/2018 Financial Year.

4.4 PERFORMANCE REWARDS

PERFORMANCE REWARDS

Performance Rewards By Gender					
Designations	Beneficiary profile				
	Gender	Total number of employees in group	Number of beneficiaries	Expenditure on rewards Year 1	Proportion of beneficiaries within group
				R' 000	%
Lower skilled (Levels 1-2)	Female		N/A	N/A	
	Male				
Skilled (Levels 3-5)	Female		N/A	N/A	
	Male				
Highly skilled production (levels 6-8)	Female				
	Male				
Highly skilled supervision (levels 9-12)	Female		N/A	N/A	
	Male				
Senior management (Levels 13-15)	Female		N/A	N/A	
	Male				
MM and S57	Female	4	4	0	381 542.34
	Male	1	1	0	150 909.00
Total					
Has the statutory municipal calculator been used as part of the evaluation process ?					Yes/No

Note: MSA 2000 S51(d) requires that ... 'performance plans, on which rewards are based should be aligned with the IDP'... (IDP objectives and targets are set out in Chapter 3) and that Service Delivery and Budget Implementation Plans (developed under MFMA S69 and Circular 13) should be consistent with the higher level IDP targets and must be incorporated appropriately in personal performance agreements as the basis of performance rewards. Those with disability are shown in brackets '(x)' in the 'Number of beneficiaries' column as well as in the numbers at the right hand side of the column (as illustrated above).

T 4.4.1

COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE

INTRODUCTION TO WORKFORCE CAPACITY DEVELOPMENT

The Municipality develops and implements a Workplace Skills Plan on an Annual Basis. This is based on the capacity-building and development needs identified by employees and Managers, and is then affected through a training plan. Although these needs are identified by Managers and employees, the alignment of such needs with formal development needs, identified in terms of performance management is lacking. This challenge is anticipated to be addressed by the implementation of the IPMS and alignment with identified capacity gaps and interventions which are then contained in individual employees' Personal Development Plans (PDPs).

Skills Matrix 2017/2018										
Management level	Gender	Employees as at the beginning of the financial year	Number of skilled employees required and actual as at 30 June 2017/2018							
			Learner ships (N/A)		Skills programmes & other short courses		Other forms of training		Total	
		No.	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual
MM and S57	Female	4	0	0	0	0	0	0	0	0
	Male	1	0	0	0	0	0	0	0	0
Councilors	Female	15	0	0	0	0	0	0	0	0
	Male	27	0	0	0	0	0	0	0	0
Sen. Managers	Female	1	0	0	0	0	0	0	0	0
	Male	6	0	0	R 51 468.00	R 51 468.00	0	0	R 51 468.00	R 51 468.00
Managers	Female	12	0	0	R 98 420.10	R 98 420.10	0	0	R 98 420.10	R 98 420.10
	Male	14	0	0	R 227 605.70	R 227 605.70	0		R 227 605.70	R 227 605.70

Professionals	Female	58	0	0	R 276 335.15	R 276 335.15	0	0	R 276 335.15	R 276 335.15
	Male	50	0	0	R 276 335.15	R 276 335.15	0	0	R 276 335.15	R 276 335.15
Technicians and associate professionals	Female	1	0	0	0	0	0	0	0	0
	Male	26	0	0	R 539 505.40	R 539 505.40	0	0	R 539 505.40	R 539 505.40
Clerks	Female	101	0	0	R 402 950.57	R 402 950.57	0	0	R 402 950.57	R 402 950.57
	Male	43	0	0	R 134 316.85	R 134 316.85	0	0	R 134 316.85	R 134 316.85
Service and sales workers	Female	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	Female	12	0	0	0	0	0	0	0	0
	Male	91	0	0	R 188 873.39	R 188 873.39	0	0	R 188 873.39	R 188 873.39
Elementary occupations	Female	60	0	0	R 98 420.10	R 98 420.10	0	0	R 98 420.10	R 98 420.10
	Male	179	0	0	R 319 940.71	R 319 940.71	0	0	R 319 940.71	R 319 940.71
	Female	59	0	0	R 96 457.24	R 96 457.24	0	0	R 96 457.24	R 96 457.24

General Workers	Male	191	0	0	R 289 371.71	R 289 371.71	0	0	R 289 371.71	R 289 371.71
Sub total	Female	314	0	0	R 972 583.02	R 972 583.02	0	0	R 972 583.02	R 972 583.02
	Male	628	0	0	R 2 027 416.98	R 2 027 416.98	0	0	R 2 027 416.98	R 2 027 416.98
Total		942	0	0	R 3 000 000.00	R 3 000 000.00	0	0	R 3 000 000.00	R 3 000 000.00
*% and *R value of municipal salaries (original budget) allocated for workplace skills plan.								1%*	* R 3 000 000.00	

Financial Competency Development: Progress Report*						
Description	A. Total number of officials employed by municipality (Regulation 14(4)(a) and (c))	B. Total number of officials employed by municipal entities (Regulation 14(4)(a) and (c))	Consolidated: Total of A and B	Consolidated: Competency assessments completed for A and B (Regulation 14(4)(b) and (d))	Consolidated: Total number of officials whose performance agreements comply with Regulation 16 (Regulation 14(4)(f))	Consolidated: Total number of officials that meet prescribed competency levels (Regulation 14(4)(e))
Financial Officials						
Accounting officer	1	1	2	0	2	1

Chief financial officer	1	1	2	0	2	2
Senior managers	3	1	4	0	4	3
Finance Managers	3	0	3	0	0	3
Other Financial Officials	17	0	0	0	0	17
Supply Chain Management Officials	3	0	3	0	0	3
Heads of supply chain management units	0	0	0	0	0	0
Supply chain management senior managers	1	0	1	0	0	1
TOTAL	29	4	15	0	8	30



Skills Matrix 2017/2018																		
Management level	Number of skilled employees required and actual as at 30 June 2017/2018																	
	Gender	No.	Learner ships				Skills programmes & other short courses				Other forms of training				Total			
			Actual: End of Year - 2014/2015	Actual: End of Year 2016/2017	Year 0 Target 2016/2017	Actual: End of Year- 2017/2018	Actual: End of Year - 2014/2015	Actual: End of Year 2016/2017	2016/2017 Target	Actual: End of Year- 2017/2018	Actual: End of 2014/2015	Actual: End of 2016/2017	2016/2017 Target	Actual: End of Year- 2017/2018	Actual: End of 2015/2016	Actual: End of 2016/2017	2016/2017 Target	Actual: End of Year- 2017/2018
MM and S57	F	4	1	0	0	0	2	1	0	0	0	0	0	0	3	1	2	0
	M	2	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Councillors	F	15	0	0	0	0	5	1	2	0	0	0	0	0	5	1	2	0
	M	27	0	0	0	0	11	0	4	0	0	0	0	0	11	0	4	0
Sen. Managers	F	1	1	0	0	0	0	1	1	0	0	0	0	0	1	1	1	0
	M	6	1	0	0	0	2	1	2	2	0	0	0	0	3	1	2	2
Managers	F	11	5	0	0	0	3	3	3	0	0	0	0	0	8	3	3	0
	M	14	1	0	0	0	4	1	4	4	0	0	0	2	5	1	4	6

Technicians and Trade Workers	F	1	2	0	0	0	9	0	1	1	2	0	0	1	12	0	1	2
	M	27	0	0	0	0	18	12	8	9	15	0	0	8	33	12	8	17
Professionals	F	60	0	0	0	0	2	60	40	0	0	0	0	40	2	60	40	40
	M	59	0	0	0	0	1	59	30	0	0	0	0	42	1	59	30	42
Community & Personal Workers	F	N/A	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0
	M	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clerical & Administrative Workers	F	101	1	0	0	0	12	33	15	47	0	0	0	0	52	33	15	47
	M	43	0	0	0	0	6	13	22	26	0	0	0	0	6	13	22	26
Plant and Machine Operators	F	12	3	0	0	0	5	0	0	4	2	0	0	0	7	0	0	4
	M	91	9	0	0	0	20	0	0	16	2	0	0	0	31	0	0	16
Elementary Workers	F	60	4	0	0	0	8	4	4	12	0	0	0	0	12	4	4	12
	M	179	4	0	0	0	33	8	21	43	0	0	0	0	37	8	21	43
General workers	F	59	0	6	30	0	0	15	15	21	0	0	0	0	0	21	45	21
	M	191	0	3	100	0	0	71	50	37	0	0	0	0	0	74	150	37
Sub total	F	314	17	6	30	0	47	118	83	85	4	0	0	41	103	124	83	126
	M	628	16	3	100	0	95	165	141	137	17	0	0	52	128	168	141	189
Total		942	33	9	130	0	142	283	224	222	21	0	0	93	231	292	354	315

COMMENT ON SKILLS DEVELOPMENT AND RELATED EXPENDITURE AND ON THE FINANCIAL COMPETENCY REGULATION

The municipality has developed a long-term strategy on training and development of its employees. Emanating from that strategy, an annual workplace plan was developed according to the requirements of LGSETA. It is in this plan, where budget equivalent to 1% of the total personnel costs is set aside for training purposes. The total budget for the year under review was R 3 000 000 .00 and the full amount was spent on skills development during the period under review. The WSP makes provision for the implementation of accredited training programmes such as, plumbing, financial competency, computerized ABET, computer training and other training programmes. Implementation of these programmes has proven to be meaningful and effective and has improved service delivery. The Bursary Scheme has given opportunity to employees to acquire/improve qualifications. The UGU District Training and Development committee has played a very good oversight role in ensuring that programmes are implemented in a fair manner and as planned. This committee sits monthly and receive reports from the Human Resources Department on the progress made.

Turn-over Rate 2017/2018			
Details	Total Appointments as of beginning of Financial Year	Terminations during the Financial Year	Turn-over Rate*
	No.	No.	
2016/2017	55	90	
2017/2018	34	104	104 / 972 = 10,69

Table 4.1.3

The municipality has made enormous progress on filling critical posts. Every year the municipality embarks on a process of reviewing the organogram and identifies posts to be funded during that year on the bases of criticality. All budgeted posts are filled with priority being placed on internal staff members on merit.



COMPONENT D: MANAGING THE WORKFORCE EXPENDITURE

INTRODUCTION TO WORKFORCE EXPENDITURE

4.6 EMPLOYEE EXPENDITURE

Number Of Employees Whose Salaries Were Increased Due To Their Positions Being Upgraded		
Beneficiaries	Gender	Total
Lower skilled (Levels 1-2)	Female	N/A
	Male	N/A
Skilled (Levels 3-5)	Female	N/A
	Male	N/A
Highly skilled production (Levels 6-8)	Female	N/A
	Male	N/A
Highly skilled supervision (Levels 9-12)	Female	N/A
	Male	N/A
Senior management (Levels 13-16)	Female	N/A
	Male	N/A
MM and S 57	Female	N/A
	Male	N/A
Total		N/A

COMMENT

There are no employees whose salaries were increased due to their positions being upgraded

Employees Whose Salary Levels Exceed the Grade Determined By Job Evaluation				
Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

Employees appointed to posts not approved				
Department	Level	Date of appointment	No. appointed	Reason for appointment when no established post exist
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

COMMENT ON UPGRADED POSTS AND THOSE THAT ARE AT VARIANCE WITH NORMAL PRACTICE:

- There were no upgraded positions.

DISCLOSURES OF FINANCIAL INTEREST

Disclosures of Financial Interests		
Period 1 July to 30 June of 2017/2018		
Position	Name	Description of Financial interests* (Nil / Or details)
Mayor	MA Chiliza	Taxi Owner
Member of Mayors Committee / EXCO		
	IM Mavundla	None
	PH Mthiyane	Taxi owner
	NT Zwane	None
Councillors	MA Manyoni	None
	SN Caluza	None
	ZR Gwabe	None
	PT Naude	Hibiscus hospital
	LMR Ngcobo	Millennium Contraction
	SP Mthethwa	Stomp Dayard (pty) Ltd, taxi owner
	BE Machi	None
	NH Gumede	None
	WT Dube	Taxi owner, kusabelele investment
	DMM Hlengwa	None
	JJ East	None
	SR Ngcobo	None
	ZE Ngcobo	None
	MPL Zungu	None
	N Mweshe	None
	ZZ Msani	None
	D Nciki	None
	HJ Ngubelanga	None
	TA Disane	None
	DA Ngubo	None

	NC Mqwebu	None
	H Mbatha	None
	GS Mngomezulu	None
	BT Cele	None
	R Nair	None
	GD Henderson	Property company, Anglo American, Anglo platinum, aspen, Billiton, discovery, DRD gold, kumbha, net care, old mutual, Sanlam, Steinhoff, Vodacom, better bond.
	A Rajaram	Kzn Hydronics
	S Chetty	None
	MW Xolo	None
	MS Lubanyana	None
	ZD Cele	None
	TB Cele	None
	BS Nzimakwe	None
	ZR Qwabe	None
	ZGB Msomi	None
	RS Shinga	None
	B Ntusi	None
	SE Khawula	None
	LM Mzimela	Sanlam, Southern Ambition 1036cc, IPM Plants hire, Vuyie Xolie Contractions
Municipal Manager	DD Naidoo	Business Partner – Sak Investments GC Reddy Via Super Auto Midas, Picorite Investments.
Other S57 Officials		
GENERAL MANAGER: CORPORATE SERVICES	Vela Mazibuko	None
GENERAL MANAGER:TREASURY	Mkhululeni Dlamini	None
GENERAL MANAGER : IED	Mandla Mabece	None
GENERAL MANAGER:	Lungile H Cele	None

WATER SERVICES		
-----------------------	--	--

COMMENT ON THE PERFORMANCE OF HUMAN RESOURCE SERVICES OVERALL

The Human Resources Management Services rendered by the Municipality aims to achieve the following:

- Attend to the human resources requirements of the various municipal departments
- Establish and maintain a working environment that encourages personal growth, development, enrichment and job satisfaction.
- Ensure that human resources policies and procedures are administered in such a way as to protect the interests of both the Municipality and its employees. To accomplish this purpose, professional support services are rendered in respect of the following functional areas:
 - Recruitment and selection
 - Induction of newly appointed staff
 - Personnel administration – administration of staff benefits and maintaining employee records
 - Maintaining and monitoring Conditions of Service in terms of the applicable legislation, Bargaining Council agreements and Council policies
 - Placement at the behest of the institution
 - Staff movement
 - EHSW Unit ensures compliance with the Occupational Health and Safety Act 85 of 1993, and ensures employee wellness.
 - General administration

Ugu District Municipality values all its employees and commits itself to promoting their wellbeing. It is therefore the aim of the Employee Health, Safety and wellness Programme to improve the quality of life of all employees by providing support and helping to alleviate the impact of everyday work and personal and family problems. It is therefore intended, that, with this Employee Health, safety and Wellness Strategy that the Municipality will be effective in providing employees with a programme that provides innovative methods of managing performance related problems.

The explicit aim of the EHSW Strategy is to improve the quality of life of all employees by providing support and helping to alleviate the impact of everyday work and personal and family problems. EHSW Strategy offers new and exciting prospects to assist in the wellbeing of employees while at the same time increasing the effectiveness of the Organization. . Participation in the programme is voluntary and will not jeopardize job security. The programme does not intend to interfere with workers' private lives; however when a member does not perform according to the standard expected, management has a right to intervene.

The programme is a cost free worksite based programme providing confidential and professional assistance to employees of UGU District Municipality employees. EHSW Strategy does not replace any existing procedures, but provides innovative methods of managing performance related problems.

CHAPTER 5 – FINANCIAL PERFORMANCE

5.1 STATEMENTS OF FINANCIAL PERFORMANCE

Financial statements attached.

0

CHAPTER 6: APPENDICES

APPENDIX A – COUNCILLORS; COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

PARTY	MALE	FEMALE
AFRICAN NATIONAL CONGRESS (ANC)	11	10
AFRICAN INDEPENDENT CONGRESS (AIC)	1	0
INKATHA FREEDOM PARTY (IFP)	3	3
DEMOCRATIC ALLIANCE (DA)	5	0
TOTAL – 33 (35 seats, 2 vacant)	20	13

REPORT ON ATTENDANCE OF COUNCIL BY COUNCILLORS: JULY 2017 TO JUNE 2018

REPORT ON ATTENDANCE OF EXECUTIVE COMMITTEE BY COUNCILLORS

Councillors' Names	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	07 Feb 2018	21 Feb 2018	Mar 2018	Apr 2018	May 2018	02 June 2018	06 June 2018
Cllr MA Chiliza	Yes	Yes	Yes	Yes	Yes	No meeting	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cllr PH Mthiyane	Yes	Yes	No 1	Yes	Yes	No meeting	Yes	Yes	Yes	Yes	Yes	Yes	No 1
Cllr SP Mthethwa	Yes	Yes	Yes	Yes	Yes	No meeting	Yes	Yes	No 1	No 1	Yes	Yes	Yes
Cllr LMR Ngcobo	Yes	Yes	Yes	Yes	Yes	No meeting	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cllr NT Zwane	Yes	Yes	Yes	No 1	Yes	No meeting	No 1	No 1	Yes	Yes	Yes	Yes	Yes

Cllr NH Gumedede	Yes	No 1	Yes	Yes	Yes	No meeting	No 1	Yes	Yes	No 1	Yes	Yes	Yes
Cllr IM Mavundla		No 1											

REPORT ON ATTENDANCE OF PORTFOLIO COMMITTEE ON FINANCE BY COUNCILLORS

Councillors' Names	19 July 2017	10 Aug 2017	07 Sept 2017	05 Oct 2017	02 Nov 2017	Dec 2017	Jan 2018	01 Feb 2018	01 Mar 2018	05 Apr 2018	03 May 2018	June 2018
Cllr MA Chiliza	Meeting did not sit	Yes	Yes	Meeting did not sit	Meeting did not sit	-	-	Yes	Yes	Meeting did not sit	Yes	Did not sit
Cllr D Nciki		Yes	Yes					Yes	Yes		Yes	

Cllr TW Dube		Yes	Yes					Not member	Not member		Not member	
Cllr S Chetty		Not member	Not member					Yes	Yes		Yes	
Cllr NCP Mqwebu		Yes	No.1					Not member	Not member		Not member	
Cllr MA Manyoni		Yes	Yes					Not member	Not member		Not member	
Cllr SR Ngcobo		Yes	Yes					Yes	No.1		Yes	
Cllr AD Ngubo		Yes	Yes					Yes	Yes		Yes	
Cllr MPL Zungu		Not member	Not member					Yes	Yes		No.1	

ClIr B Ntusi		No.1	Yes					Yes	Yes		Yes	
ClIr GD Henderson		No.1	No.1					Yes	Yes		Yes	

REPORT ON ATTENDANCE OF SOUND GOVERNANCE AND HUMAN RESOURCES COMMITTEE BY COUNCILLORS

Councillors' Names	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018
ClIr NT Zwane	Yes	Yes	Yes	Yes	Yes	No meeting	No meeting	No 1	Yes	Yes	Yes	Yes
ClIr Y Nair	Yes	Yes	Yes	Yes	No 1	No meeting	No meeting	No 1	No 2	Yes	Yes	No 1

Cllr L Mzimela	No 1	Yes	Yes	Yes	Yes	No meeting	No meeting	Yes	Yes	Yes	Yes	Yes
Cllr GS Mngomezulu	Yes	Yes	Yes	Yes	Yes	No meeting	No meeting	Yes	Yes	Yes	No 1	Yes
Cllr SE Khawula	Yes	Yes	Yes	Yes	No 1	No meeting	No meeting	Yes	Yes	Yes	Yes	Yes
Cllr S Chetty	—	—	—	—	—	No meeting	No meeting	—	—	Yes	No 1	No 2
Cllr LMR Ngcobo	Yes	Yes	Yes	Yes	Yes	No meeting	No meeting	Yes	Yes	Yes	Yes	No 1
Cllr NY Mweshe	Yes	Yes	Yes	Yes	Yes	No meeting	No meeting	Yes	Yes	Yes	Yes	Yes

REPORT ON ATTENDANCE OF PORTFOLIO COMMITTEE ON LOCAL ECONOMIC DEVELOPMENT

Councillors' Names	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018
CIlr SP Mthethwa	Yes	No 1	No 2	Meeting did not sit	Yes	No meeting	No meeting	Yes	Yes	Meeting did not sit	Yes	Meeting did not sit
CIlr DMM Hlengwa	Yes	Yes	Yes	Meeting did not sit	Yes	No meeting	No meeting	Yes	No 1	Meeting did not sit	Yes	Meeting did not sit
CIlr TB Cele	No 1	Yes	Yes	Meeting did not sit	No 1	No meeting	No meeting	No 1	Yes	Meeting did not sit	Yes	Meeting did not sit
CIlr JJ East	Yes	Yes	Yes	Meeting did not sit	Yes	No meeting	No meeting	Yes	No 1	Meeting did not sit	Yes	Meeting did not sit
CIlr ZZ Msani	Yes	No 1	No 2	Meeting did not sit	Yes	No meeting	No meeting	No 1	Yes	Meeting did not sit	No 1	Meeting did not sit

Cllr SN Caluza	Yes	Yes	Yes	Meeting did not sit	Yes	No meeting	No meeting	No 1	Yes	Meeting did not sit	Yes	Meeting did not sit
Cllr AD Ngubo	Yes	Yes	Yes	Meeting did not sit	No 1	No meeting	No meeting	Yes	Yes	Meeting did not sit	Yes	Meeting did not sit

REPORT ON ATTENDANCE OF PORTFOLIO COMMITTEE ON SPECIAL PROGRAMMES

Councillors' Names	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018
Cllr SN Caluza	Yes	Yes	Yes	Yes	Yes	No meeting	No meeting	No Meeting	Yes	No 1	Yes	No Meeting
Cllr HJ Ngubelanga	Yes	Yes	No1	No 1	Yes	No meeting	No meeting	No Meeting	Yes	Yes	No 1	No Meeting
Cllr LMR Ngcobo	Yes	Yes	Yes	Yes	Yes	No meeting	No meeting	No Meeting	Yes	Yes	No 1	No Meeting

Cllr SH Mngomezulu	Yes	Yes	Yes	Yes	Yes	No meeting	No meeting	No Meeting	Yes	Yes	No 1	No Meeting
Cllr BE Machi	Yes	Yes	Yes	Yes	Yes	No meeting	No meeting	No Meeting	Yes	Yes	Yes	No Meeting
Cllr A Rajaram	Yes	No 1	No 1	Yes	Yes	No meeting	No meeting	No Meeting	Yes	Yes	Yes	No Meeting
Cllr NY Mweshe			Yes	Yes	Yes	No meeting	No meeting	No Meeting	Yes	Yes	Yes	No Meeting

REPORT ON ATTENDANCE OF PORTFOLIO COMMITTEE ON WATER AND SANITATION

Councillors' Names	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018
Cllr PH Mthiyane	Yes	Yes		Yes	No meeting	Yes	No meeting	Yes	Yes	No meeting	Yes	Yes

Cllr MPL Zungu	Yes	Yes	Yes	Yes	No meeting	Yes	No meeting	Yes	Yes	No meeting	Yes	Yes
Cllr HJ Ngubelanga	Yes	Yes	Yes	Yes	No meeting	Yes	No meeting	Yes	Yes	No meeting	No 1	Yes
Cllr SP Mthethwa	Yes	Yes	No 1	Yes	No meeting	Yes	No meeting	Yes	Yes	No meeting	Yes	Yes
Cllr H Mbatha	Yes	Yes	No 1	Yes	No meeting	Yes	No meeting	Yes	Yes	No meeting	No 1	Yes
Cllr TA Disane	Yes	Yes	Yes	No 2	No meeting	No 1	No meeting	Yes	Yes	No meeting	Yes	No 1
Cllr PT Naude	Yes	Yes	Yes	Yes	No meeting	Yes	No meeting	Yes	Yes	No meeting	Yes	Yes
Cllr L Mzimela	Yes	Yes	Yes	Yes	No meeting	Yes	No meeting	Yes	Yes	No meeting	Yes	No 1

Indicate with "Yes" where the meeting was attended

-
- # Indicate with “No” where the meeting was not attended
 - # Indicate with “No 1” where the meeting was not attended but the application for leave of absence was furnished
 - # Indicate with “No 2” where the meeting was not attended and the application for leave of absence was not furnished and no apology was recorded

APPENDIX B – COMMITTEES AND COMMITTEE PURPOSES

Committees (other than Mayoral / Executive Committee) and Purposes of Committees	
Municipal Committees	Purpose of Committee
Portfolio Committee on Finance	<p>The Portfolio Committee on Finance is a Section 80 Committee, responsible for the following functions, and making recommendations to the Executive Committee thereon:</p> <ul style="list-style-type: none"> ➤ Familiarise, interrogate and recommend to the Committee of the budget and reports on economic issues, statistical information, agreements, financial reports, and reports on economic and policy statements. ➤ Sharpen public awareness of the budget and Government financial and economic policies, and encourage informed debate on the budget. ➤ Advise the executive committee on the district municipality's domestic borrowing policies. ➤ Study Government's policies as regards budgets and advise accordingly. ➤ Seek advice from all three spheres of Government, on financial and other budget related matters. ➤ Drive the entire budget process as alluded to by legislation, thus ensuring that budgets are based on priorities and realistic income and expenditure. ➤ Advise on processes that need to be put in place for formulating and monitoring the budget, throughout its cycle, that will enhance the District Municipality's role in appropriating and overseeing the budget, and make the budget process more responsive to stakeholders. ➤ Advise on budget programmes that need to be given special treatment during budget implementation. ➤ Ensure that the budget of the District Municipality is used as a primary tool for implementing National and Provincial Policies. ➤ Review the relevant legislation and future legislation (bills) with financial and budget implications and advise the Executive Committee accordingly. ➤ Deal with any other budget related matter referred to the Committee by the Executive Committee. ➤ Develop policy proposals on all the areas of responsibility with the intention of achieving municipal and/or general government objectives.
Portfolio Committee on Special Programmes	<p>The Portfolio Committee on Special Programmes is a Section 80 Committee, responsible for the following functions, and making recommendations to the Executive Committee thereon:</p> <ol style="list-style-type: none"> 1. Oversight over the following functional areas:- <ol style="list-style-type: none"> vi. Undertake the following special programmes in respect of Policy, Strategy and Programmes. <ul style="list-style-type: none"> ➤ Youth ➤ Senior Citizens ➤ People with Disability

Committees (other than Mayoral / Executive Committee) and Purposes of Committees	
Municipal Committees	Purpose of Committee
	<ul style="list-style-type: none"> ➤ Gender ➤ Moral regeneration ➤ Rights of the Child ➤ Farm workers <p>vii. Lobby and advocacy for special programmes interests by other Portfolio Committees within Council.</p> <p>viii. Coordinate response for vulnerable groups.</p> <p>ix. Facilitate and monitor an evaluation framework for all the functional areas.</p>
Portfolio Committee on Sound Governance and Human Resources	<p>The general responsibilities of the Portfolio Committee, in respect of the functional area of Corporate Services, are:</p> <ul style="list-style-type: none"> ➤ to develop and recommend the Good Governance and Human Resources Services portfolio policies; ➤ to develop and recommend the Good Governance and Human Resources portfolio by-laws; ➤ to consider and make recommendations in respect of the draft budget and IDP of the Human Resources & Sound Governance Portfolio; ➤ to ensure public participation in the development of policy, legislation, IDP and budget of the Human Resources & Sound Governance Portfolio; ➤ to monitor the implementation of Council policies in respect of the Human Resources & Sound Governance portfolio;
Functional Role of the Human Resources & Sound Governance Portfolio Committee	<p>The objective of the Human Resources & Sound Governance Portfolio Committee is to assist the executive committee on the functions listed below:</p> <ol style="list-style-type: none"> 1. Administration and Operational Support <ul style="list-style-type: none"> ➤ Corporate strategies, systems and services ➤ Records Management and Registry Services ➤ Secretariat Support and Printing Services ➤ Occupational Health and Safety ➤ Employment Equity Planning ➤ Wellness: EAP ➤ Customer Relations ➤ Performance management: Individual (and OPMS) ➤ Information Communications Technology ➤ Facilities Management ➤ Enterprise Security 2. Legal Services <ul style="list-style-type: none"> ➤ Statutory Compliance Legislation, and ➤ Legal Research 3. Strategic Human Resources and Personnel Services <ul style="list-style-type: none"> ➤ Individual Performance Management ➤ Training and Development

Committees (other than Mayoral / Executive Committee) and Purposes of Committees	
Municipal Committees	Purpose of Committee
	<ul style="list-style-type: none"> ➤ Labour Relations ➤ Personnel Management <ol style="list-style-type: none"> 4. To ensure the provision of efficient, economical and effective administration of the municipality, to co-ordinate secretarial services, to oversee the delivery of the human resource services, and to render management and transformation services; 5. To oversee the delivery of support services to the council and community; 6. Exercise delegated authority after considering a report from the designated officials for the Human Resources & Sound Governance Portfolio; 7. Introduce to Exco the recommendations from the Human Resources & Sound Governance Portfolio Committee; 8. Introduce departmental reports on the functions of the relevant sections to Exco; 9. General administration inclusive council & committee secretariat, legal, council support, policies & procedures, facilities management, capacity building & training, human resources, including, Governance, democracy and Skills development.
Portfolio Committee on Local Economic Development	<p>The Portfolio Committee on Local Economic Development is a Section 80 Committee, responsible for the following functions, and making recommendations to the Executive Committee thereon:</p> <ul style="list-style-type: none"> ➤ Oversee the implementation of all applicable legislation relating to social and economic development, national development programmes, provincial development programmes, trading regulations, investment opportunities, transport, land affairs, electrification, housing and public works. ➤ Oversee all aspects, programmes and activities of local economic development. ➤ Oversee all fiscal and other incentives designed to promote social and economic development. ➤ Oversee environmental management and ensuring environmental planning, education, sustainable development management ➤ Oversee the provision of efficient environmental health services through continuous monitoring and enforcement. ➤ Develop policy proposals on all the areas of responsibility with the intention of achieving municipal and/or general government objectives.
Portfolio Committee on Water and Sanitation	<p>The Portfolio Committee on Water and Sanitation is a Section 80 Committee, responsible for the following functions, and making recommendations to the Executive Committee thereon:</p> <ul style="list-style-type: none"> ➤ Advise the Executive Committee on all legislation or prospective legislation relating to: <ul style="list-style-type: none"> - ➤ Water and sanitation reticulation; ➤ Water and sanitation treatment works; ➤ Water and Sanitation Capital projects;

Committees (other than Mayoral / Executive Committee) and Purposes of Committees	
Municipal Committees	Purpose of Committee
	<ul style="list-style-type: none"> ➤ Water and sanitation operations; ➤ Water and sanitation operational projects; ➤ Non-revenue water; ➤ Water restrictions; ➤ Water Services planning; ➤ Emergency water and drought relief; ➤ Ground water; ➤ Industrial effluent and recycling of waste water; ➤ Oversee the following municipal services: <ul style="list-style-type: none"> ➤ Water and Sanitation reticulation; ➤ Water and sanitation purification; ➤ Water and Sanitation designs; ➤ Water and sanitation operations; ➤ Water and sanitation capital projects; ➤ Oversee municipal infrastructure development and services to meet the needs of the Municipality in the discharge of its responsibilities. ➤ Oversee the commissioning of the best methods to deliver the aforementioned municipal services and facilities to the maximum benefit of the community of the municipality. ➤ Develop policy proposals on all the areas of responsibility with the intention of achieving municipal and/or general government objectives.
Human Resources Development Committee	<p>The Human Resources Development Committee is established within the prescription of the main collective agreement to, in its preparatory consultation, report to the Local Labour Forum regarding issues concerning the development of human resources and other related activities within the Municipality.</p> <p>The Committee is established with a primary objective to exercise oversight over issues concerning the Workplace Skills Plan (WSP), education and training, employment equity and all such other related human resources issues.</p> <p>The Committee is responsible for the following functions, and making recommendations to the Local Labour Forum thereon:</p> <ul style="list-style-type: none"> ➤ Oversight over the following functional areas: -

Committees (other than Mayoral / Executive Committee) and Purposes of Committees	
Municipal Committees	Purpose of Committee
	<ul style="list-style-type: none"> ➤ Human Resources Management; ➤ Skills Development; ➤ Performance Management; ➤ Organisational Development; ➤ Implementation of Employment Equity Plan and Affirmative Action; ➤ Councillor Support; ➤ Education and Training; ➤ Develop strategy and policy proposals on all the areas of responsibility with an intention of achieving municipal and/or general government objectives.
Employee Assistance Programme	<p>Ugu District Municipality, in recognizing the importance of its service delivery machinery or employees introduced Employee Assistance Programme (EAP), which is located in the Corporate Services Department within Human Resources Section to play an integral part in meeting the Municipal objective with a view to providing a satisfying, safe and healthy environment within which all employees are working. The EAP as a programme is dedicated to support and strengthen the workplace environment by providing assistance for employees whenever they need it. According to the Employee Assistance Professionals Association of South Africa (EAPA), <i>“Employee Assistance is the work organization’s resource based on core technologies or functions to enhance employee and workplace effectiveness through prevention, identification, and resolution of personal and productivity issues.”</i></p> <p>The EAP Committee in the Ugu District Municipality is established to ensure that it provides employee assistance programme to encourage and assist employees with personal and work related problems for them to take responsibility for their own health and wellness</p>
Municipal Public Accounts Committee (MPAC)	<p>The Municipal Finance Management Act (MFMA) creates a favourable environment for the establishment of municipal structures that can adequately deal with municipal financial accountability. Such a structure is mandated to deal with financial and related management aspects of municipalities.</p> <p>The Municipal Public Accounts Committee (MPAC) is an important component of the financial reforms and it is achieved through the separation of roles and responsibilities between Council, the Executive (Executive Committee and Political Office Bearers) and administration. Good governance, effective accountability and oversight can only be achieved if there is a clear distinction between the functions performed by the different role players.</p> <p>The Municipal Council is required to maintain oversight on the performance of specific responsibilities and delegated powers to the Executive (Executive Committee & Political Office Bearers). In other words, in exchange for the powers in which Council has delegated to the Executive, Council retains a monitoring and oversight role ensuring that there is accountability for the performance or non-performance of the municipality.</p>

Committees (other than Mayoral / Executive Committee) and Purposes of Committees	
Municipal Committees	Purpose of Committee
	<p>The Committee is a Section 79 Committee, responsible for the following functions, and reporting back to Council for consideration of all matters and formal adoption:</p> <ul style="list-style-type: none"> ➤ Examination of financial statements of the Municipality; ➤ Examination of audit statements issued on the financial statements; ➤ Examination of any reports issued by the Auditor-General on the affairs of the Municipality and any Municipal Entity; ➤ Examination of quarterly and mid-year performance reports; ➤ Examination of any other financial statements or reports referred to the Committee by the Council, and may report on any of those financial statements or reports to Council; ➤ May recommend any investigation in its area of competence; ➤ Must perform any other function assigned by resolution of Council; ➤ To call any person, including Councillors to appear before the Committee to account or clarify on any matter the committee deems fit; and ➤ Make recommendations to Council for corrective and / or disciplinary action that may be instituted in terms of the MFMA regarding mismanagement of funds, unauthorised, irregular, fruitless and wasteful expenditure.
Local Labour Forum	<p>In terms of the Labour Relations Act, 66 of 1995, Section 80 makes provision for the establishment of workplace forum in any workplace in which an employer employs more than 100 employees. In compliance with the Act, Municipalities have established workplace forums and are constituted as per the SALGBC main collective agreement clauses 2.8 to 2.8.4.5. In this regard, the composition of such forum shall be established with equal representation from the trade unions and the employer. Trade Unions' representation shall be divided in proportion to their respective membership in the employer. Likewise, employer representatives shall consist of Councillors and of Management. The workplace forum in the Local Government is referred to as the Local Labour Forum. Such Forum seeks to promote the interests of all employees in the workplace, irrespective of whether they belong to trade unions; enhance efficiency in the workplace; engage in consultation with the employer on a wide range of workplace related issues; and participate in joint decision-making.</p> <p>The Local Labour Forum shall have the powers and functions of negotiating and / or consulting on the following functions:</p>

Committees (other than Mayoral / Executive Committee) and Purposes of Committees	
Municipal Committees	Purpose of Committee
	<ul style="list-style-type: none"> ➤ On matters of mutual concern pertaining to the employer and which do not form the subject matter of negotiations at the council or its divisions; ➤ On such matters as may from time to time be referred to such forum by the council or its divisions; ➤ Provided that it may not negotiate on any matter, which has been reserved for exclusive bargaining in the council or the divisions; ➤ Concluding of minimum service agreements; ➤ Disputes over what is negotiable, what are the matters that are for consultation and over whether a specific process constitutes sufficient consultation are to be resolved through the dispute resolution mechanism of the council.

APPENDIX C –THIRD TIER ADMINISTRATIVE STRUCTURE

Third Tier Structure	
Directorate	Director/Manager (State title and name)
Office of the Municipal Manager	DD Naidoo Municipal Manager
Corporate Services	Mr VO Mazibuko
Budget and Treasury Office	Mr MS Dlamini
Water Services	Ms LH Cele
Environmental Health Management and Economic Planning & Development	Mr M Mabece

APPENDIX D – FUNCTIONS OF MUNICIPALITY / ENTITY

APPENDIX E – WARD REPORTING

APPENDIX F – WARD INFORMATION

APPENDIX G – RECOMMENDATIONS OF THE MUNICIPAL AUDIT COMMITTEE 2017/2018

APPENDIX J – DISCLOSURES OF FINANCIAL INTERESTS

Disclosures of Financial Interests		
Period 1 July to 30 June of 2017/2018		
Position	Name	Description of Financial interests* (Nil / Or details)
Mayor	MA Chiliza	Taxi Owner
Member of Mayors Committee / EXCO		
	IM Mavundla	None
	PH Mthiyane	Taxi owner
	NT Zwane	None
Councillors	MA Manyoni	None
	SN Caluza	None
	ZR Gwabe	None
	PT Naude	Hibiscus hospital
	LMR Ngcobo	Millennium Contraction
	SP Mthethwa	Stomp Dayard (pty) ltd, taxi owner
	BE Machi	None
	NH Gumede	None
	WT Dube	Taxi owner, kusabelele investment
	DMM Hlengwa	None
	JJ East	None
	SR Ngcobo	None
	ZE Ngcobo	None
	MPL Zungu	None
	N Mweshe	None
	ZZ Msani	None
	D Nciki	None
	HJ Ngubelanga	None
	TA Disane	None
	DA Ngubo	None

	NC Mqwebu	None
	H Mbatha	None
	GS Mngomezulu	None
	BT Cele	None
	R Nair	None
	GD Henderson	Property company, Anglo American, Anglo platinum, aspen, Billiton, discovery, DRD gold, kumbha, net care, old mutual, Sanlam, Steinhoff, Vodacom, better bond.
	A Rajaram	Kzn Hydronics
	S Chetty	None
	MW Xolo	None
	MS Lubanyana	None
	ZD Cele	None
	TB Cele	None
	BS Nzimakwe	None
	ZR Qwabe	None
	ZGB Msomi	None
	RS Shinga	None
	B Ntusi	None
	SE Khawula	None
	LM Mzimela	Sanlam, Southern Ambition 1036cc, IPM Plants hire, Vuyie Xolie Contractions
Municipal Manager	DD Naidoo	Business Partner – Sak Investments GC Reddy Via Super Auto Midas, Picorite Investments.
Deputy MM and General Managers	N/A	
Other S57 Officials		

GENERAL MANAGER: CORPORATE SERVICES	Vela Mazibuko	None
GENERAL MANAGER:TREASURY	Mkhululeni Dlamini	None
GENERAL MANAGER : IED	Mandla Mabece	None
GENERAL MANAGER: WATER SERVICE	Lungile H Cele	None

APPENDIX K: REVENUE COLLECTION PERFORMANCE BY VOTE AND BY SOURCE

APPENDIX K (i): REVENUE COLLECTION PERFORMANCE BY VOTE

APPENDIX K (ii): REVENUE COLLECTION PERFORMANCE BY SOURCE

APPENDIX L: CONDITIONAL GRANTS RECEIVED: EXCLUDING MIG

APPENDIX M: CAPITAL EXPENDITURE – NEW & UPGRADE/RENEWAL PROGRAMMES

APPENDIX M (i): CAPITAL EXPENDITURE - NEW ASSETS PROGRAMME

APPENDIX M (ii): CAPITAL EXPENDITURE – UPGRADE/RENEWAL PROGRAMME

APPENDIX N – CAPITAL PROGRAMME BY PROJECT YEAR 0

APPENDIX O – CAPITAL PROGRAMME BY PROJECT BY WARD YEAR 2017/2018

APPENDIX Q – SERVICE BACKLOGS EXPERIENCED BY THE COMMUNITY WHERE ANOTHER SPHERE OF GOVERNMENT IS RESPONSIBLE FOR SERVICE PROVISION

APPENDIX R – DECLARATION OF LOANS AND GRANTS MADE BY THE MUNICIPALITY