



ÉDUMBE MUNICIPALITY

SECTION 72 MID-TERM PERFORMANCE

ASSESSMENT REPORT

2019/2020 FINANCIAL YEAR

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CHAPTER 1

MESSAGE BY THE ACCOUNTING OFFICER

As the Accounting Officer of eDumbe Municipality, I am taking this opportunity again to express my sincere gratitude thanks to His Worship Hon. S.J.Kunene, Executive Committee Members and the whole Council for trusting me and my management team with the responsibility of being the agency of change in this municipality. Since we started with our responsibilities as Municipal management team, we have committed ourselves in working as one team with one vision and mission.

In terms of Section 72 of the Municipal Finance Management Act, 56 of 2003 Municipal Systems Act, 32 of 2000, municipalities are required to prepare the Mid-Term Performance Report that forms part of the Annual Report. This Performance Report is based on organisational objectives and the progress made by eDumbe Local Municipality.

It also gives an indication of expected targets in the Service Delivery and Budget Implementation Plan that was approved by Council for 2019/2020 financial year. This is in a form of a template that was prepared to monitor performance at an operational level.

CoGTA defines PMS as “a strategic approach to management which equips leaders, managers, employees and stakeholders at different levels, with a set of tools and techniques to regularly plan, continuously monitor and periodically measure and review performance of the organisation (municipality) in terms of indicators and targets for efficiency, effectiveness and impact”.

Performance Management System is also intended to assist Council to improve service delivery by channelling its resources to meet performance targets and in doing so, ensures that the municipality achieves its strategic objectives as contained in its IDP. Service delivery excellence has its firm basis on providing the optimum services to the community of eDumbe and its periphery.

This document reads better in conjunction with the Integrated Development Plan, Service Delivery and Budget Implementation Plan for the same period to formulate objectives and key performance indicators. The essence of this linkage is simple;

- Firstly the Community through visits to wards that happened for the year under review leading to the strategic document or the Integrated Development Plan, which contains the aspirations, projects and programmes thereof, was approved by Council.
- Secondly Council approved the budget that funds certain programmes that are contained in the IDP, and
- Thirdly Council approved the Organisational Performance Management System

Let me take this opportunity to thank all staff members, strategic personnel and all my management for once again giving it their best performance for the success of the municipality

MP KHATHIDE

ACCOUNTING OFFICER

BACKGROUND TO MUNICIPAL PERFORMANCE REPORTING

Section 72 of the Municipal Finance Management Act No 56 of 2003 states that, the Accounting Officer of a municipality must by 25 January of each year assess the performance of the municipality during the first half of the financial year, taking into account (ii) the municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan.

OVERVIEW

A Municipality's Performance Management System is the primary mechanism to monitor, review and to improve the implementation of the Municipal IDP, and to measure the progress made in achieving the objectives set out in the IDP. The performance system provide early warning on poor or non service delivery and facilitate decision-making.

The Municipality should set out indicators and targets to compile a Municipal scorecard. Indicators are then cascaded into Departmental SDBIP's and are to be set on a SMART principle as follows:

- Specific
- Measurable
- Achievable
- Relevant, and
- Time bound

The Key Performance Areas as appear and reported on eDumbe Municipal Scorecard and SDBIP are as follows:

Basic Service Delivery

Municipal Financial Viability and Management

Good Governance and Public Participation

Local Economic Development

Municipal Institutional Development and Transformation

Timeous and regular reporting of performance by Departments on the above KPA's is then crucial. It also allows for better preparation for audit. Section 56 Manager's performance are evaluated based on these KPA's and will be weighted in two components, KPA – 80% and Competencies – 20%.(a set of expectations on good management practice).

Purpose of the Report

The main purpose of this report is to account to MEC for Local Government, Provincial legislature, NCOP, Minister of Cooperative Governance and Traditional Affairs, National Treasury, Auditor-General and to the citizens of South Africa on progress being made by municipalities towards achieving the mid-term goals of “a better life for all”. Furthermore, the report is a key performance report to the communities and other stakeholders in keeping with the principles of transparency and accountability of government to the citizens. It subscribes to the South African developmental nature of participatory democracy and cooperative governance and responds to the principles of the Constitution, Batho Pele, White Paper on Local Government, MSA and the MFMA

The Assessment Process and the Methodology followed in Compiling the Report

According to the provisions of the Municipal Systems Act, 32 of 2000, municipalities must monitor and measure the progress of their performance by preparing quarterly and mid-year performance reports, in terms of Chapter 6 of the MSA, on performance management systems. These quarterly and mid-year reports make up the municipalities’ annual performance reports (Section 46 report), which are submitted to the Auditor-General, together with the financial statements, for auditing. After adoption of the audited performance report by the municipal council, it must then be submitted to the MEC for Local Government.

Compilation and Structure of the Report

The report should present the status of current progress on mid-term performance which has been conducted. This is followed by the SDBIP assessment attached as Annexure 1 showing the status of each Key Performance Indicator, Portfolio of evidence, Variances and Corrective Measures on KPI’s that were not achieved.

CHAPTER 2 - GOVERNANCE

Administrative Governance

The main focus in this key performance area is the institutional and organizational capacity of municipality to perform their functions and fulfill their developmental role as stipulated in the Constitution and the White Paper on Local Government. Institutional and organizational reform in local government is the key to sustainable municipalities. Having been allocated separate powers and functions entrenched in the Constitution; municipalities had to organize themselves in preparation to fulfill these functions and powers. Organizational transformation in local government is further explicitly prescribed in Section 51 of the Municipal Systems Act which provides as follows:

A municipality must, within its administrative and financial capacity, establish and organise its administration in a manner that would enable the municipality to:-

- a. be responsive to the needs of the local community;
- b. facilitate a culture of public service and accountability amongst its staff;
- c. ensure that its political structures, political office bearers and managers and other staff members align their roles and responsibilities with the priorities and objectives set out in the municipality's integrated development plan;
- d. establish clear relationships, and facilitate co-operation, co-ordination and communication, between-
 - i. its political structures, political office bearers, its administration and the local community
 - ii. its political structures, political office bearers and administration and the local community;
- e. organise its political structures, political office bearers and administration in a flexible way in order to respond to changing priorities and circumstances;
- f. perform its functions—
 - i. through operationally effective and appropriate administrative units and mechanisms, including departments and other functional or business units; and
 - ii. when necessary, on a decentralised basis;
 - iii. assign clear responsibilities for the management and co-ordination of these administrative units and mechanisms;

- iv. hold the municipal manager accountable for the overall performance of the administration;
- v. maximise efficiency of communication and decision-making within the administration;
- vi. delegate responsibility to the most effective level within the administration;
- vii. involve staff in management decisions as far as is practicable; and
- viii. provide an equitable, fair, open and non-discriminatory working environment

This key performance area focuses on organizational capacity and includes indicators that show progress on how the municipality has organized itself in terms of building capacity to deliver, compliance with equity targets as well as implementing both the organizational and individual performance management systems. Municipal performance in this KPA is assessed in the following six (6) focus areas:

- Performance Management Systems.
- Filling of Section 57 Manager positions;
- Signed performance agreements by Section 57 Managers;
- Disciplinary processes against Section 57 Managers;
- Employment Equity; and
- Skills development.

During Quarter 1 and 2 (Mid-year of 2019/2020), the Municipal Manager and the Managers directly accountable to the Municipal Managers have signed their performance agreements, employment contracts and were forwarded to COGTA as per the stipulated timeframe

| eDumbe Municipality | MID-YEAR | | |
|--------------------------------|----------------------|--------------------|-----------------|
| | No of posts approved | No of posts filled | No of vacancies |
| Municipal Manager | 1 | 1 | 0 |
| Chief Financial Officer | 1 | 0 | 1 |
| Infrastructure & Planning | 1 | 1 | 0 |
| Corporate & Community Services | 1 | 1 | 0 |
| TOTAL | 4 | 3 | 1 |

POLITICAL GOVERNANCE

Council Committees are fully functional and effective in performing their delegated tasks.

CHAPTER 3

MID-TERM ORGANISATIONAL PERFORMANCE

The MSA section 17 (2): requires a municipality to establish and organise its administration to facilitate a culture of accountability amongst its staff. Section 16 (1): states that a municipality must develop a system of municipal governance that compliments formal representative governance with a system of participatory governance. Section 18 (a) - (d): requires a municipality to supply its community with information concerning municipal governance, management and development

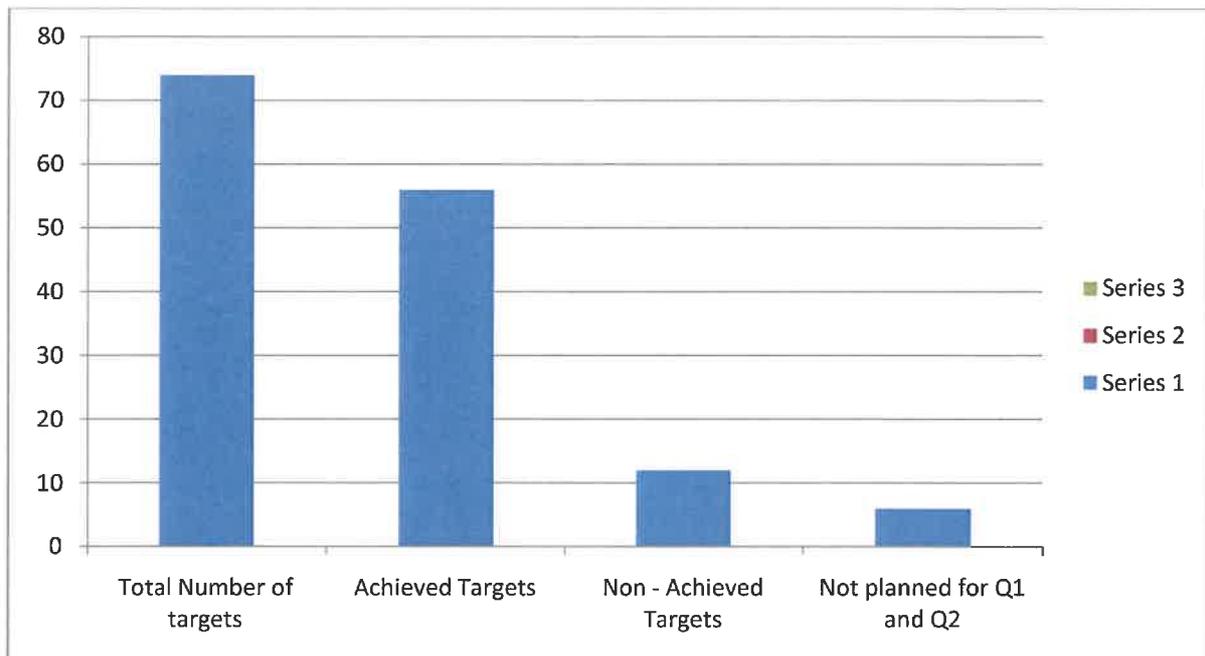
SUMMARY OF MUNICIPAL MID-TERM PERFORMANCE 2019/2020 FINANCIAL YEAR

The information provided on the table below indicates the overall mid-term performance status on key performance indicators as listed on the 2019/2020 SDBIP. The analysis on targets were performed in line with the 6 national KPAs as regulated in the Municipal Systems

Table 1

| | |
|-----------------------------------------------|----|
| Total number of targets | 74 |
| Total number of Mid-Year achieved targets | 56 |
| Total number of Mid-Year non achieved targets | 12 |
| Number of targets not planned for Mid-Term | 6 |

A detailed report on each target indicating the status of achievement is listed on Annexure A of the report, which gives analysis to the Organisational SDBIP



MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

The above Key Performance Area focuses on improving Municipal financial viability by ensuring revenue collection, expenditure on Capital and operational budget and submission of in-year financial reports in line with legislations.

Section 54 outlines Budgetary Control and early identification of financial problems, and states that

- 1) On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, the mayor must:
 - a) Consider the statement or report
 - b) Check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;
 - c) Consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget;
 - d) Issue any appropriate instructions to the accounting officer to ensure:

- i. that the budget is implemented in accordance with the service delivery and budget implementation plan; and
 - ii. that spending of funds and revenue collection proceed in accordance with the budget;
 - e) Identify any financial problems facing the municipality, including any emerging or impending financial problems; and
 - f) In the case of a section 72 report, submit the report to the council by 31 January of each year.
- 2) If the municipality faces any serious financial problems, the Mayor must:
- a) Promptly respond to and initiate any remedial or corrective steps proposed by the accounting officer to deal with such problems, which may include:
 - i. steps to reduce spending when revenue is anticipated to be less than projected in the municipality's approved budget;
 - ii. the tabling of an adjustments budget; or
 - iii. steps in terms of Chapter 13; and
 - b) Alert the council and the MEC for local government in the province to those problems.
- 3) The mayor must ensure that any revisions of the service delivery and budget implementation plan are made public promptly.

Chapter 13 (135) of MFMA – which outlines Resolution of Financial Problems; states that:

- a) The primary responsibility to avoid, identify and resolve financial problems in a municipality rests with the municipality itself.
- b) A municipality must meet its financial commitments.
- c)) If a municipality encounters a serious financial problem or anticipates problems in meeting its financial commitments, it must immediately:
 - i. Seek solutions for the problem;
 - ii. Notify the MEC for local government and the MEC for finance in the province; and
 - iii. Notify organised local government

Whilst eDumbe has over years has been experiencing financial challenged it need to start maintaining a strong financial position through having sufficient reserves. Our reserves depleted long time as were financing long term contracts, capital and operational projects internally. The

municipality is experiencing a service delivery backlogs and financial intervention is from National Treasury. Due to the rural nature of the municipality, we rely heavily on government grants as we have a low.

| Consolidated Overview of the final Budget 2019/20 | | |
|----------------------------------------------------------|------------------------|----------------------|
| Description | Approved Budget | Actual Budget |
| Revenue | 172,063,095 | 136,727,487 |
| Total Revenue | 172,063,095 | 172,465,707 |
| Total Operation Expenditure | 138,363,095 | 56,365,087 |
| Total Capital Expenditure | 33,700,000 | 21,093,000 |
| Total Expenditure | 172,063,095 | 77,458,087 |
| Surplus (Deficit) | 4,402,612 | (59,269,400) |

The Municipality had a deficit which was caused by multi-year capital projects and existing long term contracts.

Financial problems or risks facing the municipality

It is a known fact that due to the nonpayment of debtors and endemic poverty in the area, the collection rate for municipal services and Rates debt recovery is low. This has a detrimental effect on the municipality's financial resources.

Financial administration should be the second most important focus point of municipality with basic service delivery as the most important. Any additional resources should be directed at developing a financial administration turnover strategy. It must concentrate on in-service training and assistance on every aspect of financial administration with detail to the lowest level and administrative powers be delegated to the lowest level without impeding on proper internal control.

Remedial Action Taken on Audit Outcomes of Prior Year

EDumbe Local Municipality had not received the opinion still pending with Auditor General.

The Municipality put extensive effort into implementing the recommendations in respect of prior year's findings that were made during the previous audit. All the audit recommendations are within the Audit Action Plan where progress is regularly monitored. The Audit Action Plan form part of the 2018/19 Annual Report.

The annual report of the 2018/19 financial year is covered in a separate report to Council. Any problems and/or corrective actions identified in the oversight by Council will be monitored and action for correction in the current financial year.

Mid-Year Performance Assessment Municipal Adjustments Budgets

A municipality may revise an approved annual budget through an adjustments budget.

An adjustments budget—

- Must adjust the revenue and expenditure estimates downwards if there is material under-collection of revenue during the current year;
- May appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programs already budgeted for;
- May, within a prescribed framework, authorize unforeseeable and unavoidable expenditure recommended by the mayor of the municipality;
- May authorize the utilization of projected savings in one vote towards spending under another vote;
- May authorize the spending of funds that were unspent at the end of the past financial year where the under spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council;
- May correct any errors in the annual budget; and
- May provide for any other expenditure within a prescribed framework.

“An adjustment budget may be tabled in the Municipal Council at any time after the Mid-year Budget and Performance Assessment has been tabled in the Council, but not later than 28 February of each year. Furthermore, except under certain circumstances only one adjustment budget may be tabled in Council during a financial year.”

OPERATING REVENUE

It should be noted that column full year forecast should be used as guidance for adjustments except for projects and programmes that are seasonal in nature. Line managers are expected to study their expenditure trends as they have an insight at this stage considering the duration and payment schedule for such projects. Under normal circumstances, Pro-rata expenditure should be around 100% and 110% as at December 2019 and departments need to analyse all votes that are against the norm to be considered during the adjustment budget.

Monthly Budget Statement Summary

For the month of December 2019, the municipality have realised a revenue of R79.9 million this is due to the grants received, an equitable trench as well as own revenue.

Operating expenditure year to date expenditure is R77,7 million against the budgeted expenditure of R138, 5 with a variance of R58, 3 million. The expenditure includes the amount of orders issued not processed for payment of R1, 7 million. The reconciliation has started in ensuring that service is rendered or not and follow up on the invoices

The total outstanding debtors' amount to R146,5 million Total amounts of creditors is R4,2million which included prior year accruals.

The year-to-date performance indicate that own operating revenue is below the projected revenue; and this need attention and strategies to increase our revenue base as the municipality

There is no alignment between the financial system and Schedule C and NT reports, actually the report has not been populated in full, making it hard to produce credible financial information and analysing report. The municipality needs to align all returns that are submitted to NT with Schedule C returns for compliance and credible information

The municipality is under spending when compared to their projections as per table General Expenditure. This is due to the fact that Accrual was not taken care of when the budget was approved. The Available Cash received get allocated to creditors owed first before if get distributed to the approved Budget activities.

Monthly Financial Performance by Revenue Source

The municipality have managed to collect as per below

| MID-TERM REVENUE ANALYSES - DECEMBER 2018 | | | | | | |
|--------------------------------------------------|------------------------|-------------------------------|-------------------|-----------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SOURCE OF REVENUE | ORIGINAL BUDGET | MIDTERM PRORATA BUDGET | Mid Year | Variance | % Variance | COMMENTS |
| Rates | 21,531,976,00 | 10,156,593 | 7,254,419 | 2,902,174 | 29% | The municipality needs to implement debt management and credit control policy to improve the collection rates |
| Electricity | 14,552,915 | 7,276,458 | 7,512,118 | 1,597,638 | -27% | |
| Prepaid | 10,294,783 | 5,147,392 | 4,682,323 | 1,182,323 | -34% | |
| Refuse | 6,286,843,00 | 3,037,122 | 909,439 | 2,127,682 | 70% | The nonpayment was caused by the availability of service rendered to the community affecting collection rates. The refuse trucks were only delivered this financial year |
| Fines | 3,000,000 | 1,901,874 | 110,020 | 1,791,853 | 94% | The budget needs to be revised. New strategies need to be introduced to improve collection |
| Licenses and Permits | 1,011,500 | 477,122 | 336,733 | 140,389 | 29% | |
| Rental From Fixed Assets | 1,793,325 | 617,530 | 1,356,107 | 738,578 | -120% | |
| Other | 618,000 | 309,000 | 445,445 | 445,445 | -1343% | The BTO is busy with the reconciliation to ensure that funds are receipted in the correct votes to ensure that we are not overstating our budget |
| TOTAL INCOME | 51,827,439 | 25,913,720 | 22,606,604 | 705,215 | | |

TOTAL REVENUE - DECEMBER 2019

| Description | Budget | YTD Actual | Year TD budget | YTD variance | YTD variance | Full Year Forecast |
|-------------------------------------|----------------------|----------------------|---------------------|-------------------|--------------|----------------------|
| Default [Revenue] | - | (43,864) | - | (43,864) | 0% | - |
| Interest, Dividend and Rent on Land | (1,060,000) | (628,392) | (530,000) | (218,56) | 218% | (1,060,000) |
| Licences or Permits | (502,536) | (154,606) | (251,268) | 45,009 | -18% | (502,536) |
| Operational Revenue [Revenue] | | (38,877) | - | 38,877 | -100% | - |
| Rental from Fixed Assets | (1,772,122) | (1,592,902) | (886,061) | (706,8410) | 84% | (2,920,034) |
| Interest on overdue account | | (7,407,228) | - | 7,407228 | 100% | |
| Sales of Goods | (226,508) | (30,504) | (113,254) | (37,745) | 37% | (226,508) |
| Service Charges | (24,903,204) | (11,798590) | (15,576,270) | (1,071,748) | 9% | (27,046,700) |
| Fines, Penalties and Forfe. | (3,000,000) | (95,511) | (1,500,000) | 1,400,000 | -93% | (1500,000) |
| Licences or Permits | (683,749) | (215,138) | (341,874) | 15,841 | -7% | (420,028) |
| Property Rates | (23,231,218) | (11,581,068) | (11615,609) | (3,888,223) | 199% | (23,231,218) |
| Transfers and Subsidies | (94,447749.9) | (79,962,502) | (47,223,875) | (32,738,627) | 69% | (94,447,749) |
| CAPEX | (33,700,000) | (24,116,602) | (20,456,950) | (3,659,652) | 18% | (48,233,203) |
| Total Operating Revenue | (172,063,093) | (135,445,909) | (83,060,558) | 52,385,351 | | (189,751,296) |

Based on the above analysis, the collection levels are very low meaning that the municipality is depending on grant funding. Therefore the municipality needs to invest in Infrastructure Assets i.e. to priorities in Road and Electricity Infrastructure and look at other Sources of funding that may increase revenue base such as New Developments, Property Investments, Rental of Municipal Houses and revising existing lease agreements to identify if what we get is market related or not

ACTUAL VS BILLING (Collections)

| DESCRIPTION | BILLING | INCOME RECEIVED | % | ESKOM PAYMENT | ELECTRICITY SALES | % |
|--------------------------|-------------------|-------------------|-----|-------------------|-------------------|------|
| ELECTRICITY BILLING VS C | 10,800,130 | 7,138,809 | 151 | 12,300,000 | 11,821,132 | 0.94 |
| PREPAID SALES BUDGET | 4,338,138 | 4,338,134 | | | | |
| RATES | 14,044,817 | 7,900,419 | 52 | | | |
| REFUSE REMOVAL | 1,208,541 | 328,566 | 25 | | | |
| TOTAL | 30,391,634 | 19,705,928 | | 12,300.000 | 11,821,132 | |

- Our Billing system needs to improve to work reasonably well. The audit needs to take place to identify gaps, errors and areas which are not being billed. This in the process of being addressed when we start employing the Debt Management and Credit Control Policy implementation
- Electricity Meter readings- All queries need to be attended to and the fact that officials can't read some meters to access control
- Credit control and debt management policy. This policy had been approved by the eDumbe Council and only needed to be promulgated into a bylaw. This would be done in the very near future.
- Indigent policy - The municipality has a policy and busy updating the indigent register and those listed would be double-checked once we have established a cheaper way of verification.
- Cleaning up of data – This project is on the pipeline. With the Compilation of Final Valuation Roll was done to be release for consumers inspection and Debt Management in place, it will address done.

Monthly Financial Performance by Expenditure Type

| TOTAL EXPENDITURE - DECEMBER 2019 | | | | | | |
|------------------------------------------|--------------------|-------------------|----------------------|---------------------|-----------------|---------------------------|
| Description | Budget | YTD Actual | YearTD budget | YTD variance | YTD Var. | Full Year Forecast |
| Bad Debts Written Off | 11,000,000 | - | 5,500,000 | (5,500,000) | -100% | 11,000,000 |
| Bulk Purchases | 21,850,000 | 12,300,191 | 10 925 000 | 4,150,000 | 16% | 21,080,232 |
| Contracted Services | 20,157,500 | 7,524,020 | 10,078,000 | 2,554,729 | 25% | 20,157,500 |
| Depreciation and Amortisation | 10,000,000 | - | 5,000,000 | (3,627,150) | -100% | 10,000,000 |
| Interest, Dividends and Rent on Land | 160,000 | 90,737 | 79,500 | 11,238 | 97% | 160,000 |
| Inventory Consumed | 6,680,000 | 865,892 | 1,580,000 | 714,107 | 45% | 6,680,000 |
| Operating Leases | 472,500 | 461,448 | 236,250 | 46,406 | 95% | 472,500 |
| Operational Cost | 7,746,762 | 5,645,116 | 4,589,290 | (1,771,734) | -45% | 7,746,762 |
| Transfer and Subsidies | 495,440 | 495,440 | 1,350,000 | (495,440) | -100% | 495,440 |
| Remuneration of Councillors | 5,629,193 | 3,023,727 | 2,731,970 | (209130) | 21% | 5,629,193 |
| Employee Related Cost | 58,686,432 | 26,730,061 | 29,343,216 | (2,613,155) | -3% | 58,686,432 |
| Total Revenue | 138,363,094 | 56,365,087 | 69,181,147 | | | 138,363,094 |

This monthly expenditure management ensures that funds of the Municipality are spent in terms of an approved budget and sets up controls to minimize misuse of funds through fraud and corruption and it ensures that the municipality is financially viable

Operating expenditure year to date expenditure is R77, 4 million against the budgeted expenditure of R136,7 with a variance of R58, 3 million. Total amount of creditors is R4, 8 million which includes prior year accruals. Payments are not yet all processed within 30 days of receipt of invoice due to financial constraints

During the Assessment review it was identified that municipality has incurred unforeseeable and unavoidable expenditure recommended by the mayor of the municipality. Some errors were identified during the year. Some vote have been under/over spent due it nature. The municipality needs to reprioritise.

4.5. Table C5: Monthly Budget Statement -Capital Expenditure

| CAPITAL EXPENDITURE DECEMBER 2019 | | | | | | |
|------------------------------------------|-------------------|-------------------|----------------------|---------------------|-----------------|---------------------------|
| DESCRIPTION | Budget | YTD Actual | YearTD budget | YTD variance | YTD Var. | Full Year Forecast |
| Motor Vehicles | 2,200,000 | - | | | | 2,200,000 |
| Nkonkotho Pension Point | 2,000,000 | 786,577,06 | 1,000,000 | 213,423 | 78% | 2,000,000 |
| Fencing of Mangosuthu | 2,000,000 | 315,452 | 1,000,000 | 645,00 | 110% | 2,000,000 |
| eDumbe Community Renew | 2,000,000 | 1,230,808 | 1,000,000 | 230,808 | 66% | 2,000,000 |
| KwaMpunzi Access Roads | 2,700,000 | | 1,350,000 | 474,820 | 10% | 2,700,000 |
| Khambula Community Hall | 2,700,000 | 1,637,555 | 1,100,000 | 537,555 | 49% | 2,700,000 |
| Emfeni Access Road | 2,400,000 | 909,735 | 1,200,000 | 290,265 | 80% | 2,400,000 |
| Paddafontein Community Hall | 2,700,000 | 793,226 | 1,500,000 | -317,983 | -21% | 2,700,000 |
| Lenjane Electrification | 1,786,780 | 1,782,500 | 1,500,000 | 441,749 | 29% | 1,786,780 |
| Obivane Electrification | 4,104,952 | 2,298,785 | 2,052,476 | 345,720 | 23% | 4,104,952 |
| PhoQukhalo Electrification | 1,500,000 | 1,500,000 | 750,000 | 1,026,731 | 137% | 1,500,000 |
| Infrastructure Electrification | 376,257 | 376,257 | 188,129 | -4,082,734 | -86% | 376,257 |
| Nkembeni Electrification | 1,392,142 | 1,392,142 | 696,071 | 370,000 | 74% | 1,392,142 |
| Nhlungwane Electrification | 5,592,185 | 2,101,559 | 2,796,923 | 695,364 | 75% | 5,592,185 |
| Ntungwini Electrification | 886,173 | 886,173 | 443,086 | - | 100% | 886,173 |
| TOTAL CAPITAL | 33,700,000 | 21,093,00 | 16,850,000 | 3,659,602 | | 33,700,000 |

Table C5 indicates the year actual expenditure on capital expenditure for all votes of Capital expenditure amounts to R20,3 were realized against the budgeted amount of R33,7 million as at the end December 2019. This expenditure is in a form of infrastructure projects and motor vehicles. The municipality only budget for Laptops under furniture and equipment due to adverse cash flow. The Mayoral vehicle will be delivered before the end of the March 2019 and expenditure already committed.

The municipality has 5 months to ensure that projects are implemented and budget will be completed.

Monthly Statement Cash Flow

| CFA : CASH FLOW STATEMENT ACTUALS - DECEMBER 2019 | | | | | | |
|---------------------------------------------------|-------------------|------------------|------------------|------------------|------------------|-------------------|
| Detail | Jul | Aug | Sep | Oct | Nov | Dec |
| Cash Receipts by Source | | | | | | |
| Property rates | 372,991 | 345,926 | 444,601 | 644,667 | 1,612,206 | 3,000,539 |
| Property rates - penalties & collection charges | 1,414,168 | 1,385,099 | 1,110,607 | 1,295,789 | 1,104,983 | 1,096,853 |
| Service charges - electricity revenue | 605,820 | 1,134,195 | 921,963 | 994,508 | 676,519 | 680,389 |
| Service charges - refuse revenue | 151,455 | 283,549 | 230,491 | 248,627 | 169,130 | 170,097 |
| Rental of facilities and equipment | 18,998 | 32,592 | 50,332 | 1,425,287 | 51,783 | 13,911 |
| Interest earned - external investments | 71,784 | 161,660 | 118,173 | 85,303 | 70,026 | 121,444 |
| Fines | 19,732 | 23,685 | 8,550 | 19,039 | 11,624 | 12,880 |
| Licences and permits | 30,531 | 30,903 | 26,580 | 23,583 | 27,532 | 15,478 |
| Agency services | - | - | - | - | - | - |
| Transfer receipts – operational | 28,625,000 | 2,247,000 | 2,770,000 | 2,000,000 | 546,000 | 22,623,222 |
| Other revenue | 969,324 | 951,052 | 827,456 | 1,067,212 | 4,744,204 | 5,920,178 |
| Cash Receipts by Source | 30,934,262 | 5,185,597 | 6,705,367 | 5,087,943 | 7,873,693 | 32,506,706 |
| Transfer receipts – | 15,000,000 | - | - | 5,000,000 | - | 8,550,000 |

| | | | | | | |
|------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| capital | | | | | | |
| Total Cash Receipts by Source | 45,934,262 | 5,185,597 | 6,705,367 | 10,087,943 | 7,873,693 | 41,056,706 |
| Cash Payments by Type | | | | | | |
| Employee related costs | 4,216,483 | 4,633,714 | 4,587,000 | 4,358,631 | 4,662,931 | 4,271,299 |
| Remuneration of councillors | 429,507 | 429,507 | 435,078 | 455,899 | 831,743 | 441,990 |
| Interest paid | 301,91 | 4,590 | 153,85 | 2,525,71 | 83,124 | 42,17 |
| Bulk purchases – Electricity | 13,991,30 | 3,396,129 | 3,218,632 | 1,931,279 | 1,990,542 | 1,749,615 |
| Contracted services | 1,717,590 | 295,928 | 803,099 | 1,227,588 | 1,415,026 | 2,064,786 |
| General expenses | 2,329,517 | 1,799,088 | 13,361,543 | 3,335,870 | 1,948,415 | 26,662,624 |
| Cash Payments by Type | 10,351,10 | 17,157,427 | 18,550,312 | 12,646,772 | 8,134,961 | 33,987,662 |
| Capital assets | - | 2,183,012 | - | 5,331,567 | 3,464,726 | 5,595,534 |
| Total Cash Payments by Type | 10,351,100 | 19,340,439 | 18,550,312 | 17,978,339 | 11,599,687 | 39,583,196 |
| Net Increase / (Decrease) in Cash Held | 35,583,12 | (14,154,84) | (11,844,94) | (7,890,39) | (3,725,994) | 1,473,510 |
| Cash/cash equivalents at the month/year begin: | 2,794,275 | 38,377,437 | 24,222,595 | 12,377,650 | 4,487,254 | 761,260 |
| Cash/cash equivalents at the month | 38,377,437 | 24,222,595 | 12,377,650 | 4,487,254 | 761,260 | 2,276,000 |

The municipality's cash flow is still negative currently, which shows that the municipality still needs to recover its financial stability but the current status has improved as compared to the previous years; this is due to the approved cost cutting measures that the municipality is strongly applying. The second tranche of the equitable share and other conditional grants have also contributed on revenue increase. Also the monies that are not used immediately are being invested on call accounts to attract. There are no borrowing that exist within the institution except money owed by creditors.

Debtors' ageing report

| AD : AGE ANALYSIS OF DEBTORS December 2019 | | | | | | | |
|---------------------------------------------------|------------------------|-------------------------|-------------------------|--------------------------|----------------------------|--------------------|----------|
| Detail | 0 - 30 Days | 31 - 60 Days | 61 - 90 Days | 91 - 120 Days | 121 - Over year | Total - | % |
| Debtors Age Analysis By Income Source | | | | | | | |
| Electricity | 964462 | 344363 | 333037 | 163341 | 4386802 | 6192006 | |
| Property Rates | 767930 | -360622 | 992247 | 964312 | 34903870 | 37267737 | |
| Waste Management | 54542 | 100285 | 87499 | 87644 | 84910637 | 85240607 | |
| Other | 1558321 | 1558070 | 1820601 | 1559148 | 11355246 | 17851385 | |
| Total By Income Source | 3345255 | 1642096 | 3233384 | 2774445 | 135557055 | 146552235 | |
| Debtors Age Analysis By Customer Group | | | | | | | |
| Organs of State | 388442 | -902017 | 6454235 | 619326 | 13239282 | 13999267 | |
| Commercial | 1603295 | 1027400 | 764038 | 565857 | 17132630 | 21093220 | |
| Households | 1520350 | 1290288 | 1590148 | 1373467 | 99281955 | 105056208 | |
| Other | - | 226426 | 224963 | 215795 | 5903189 | 6403540 | |
| Total By Customer Group | 3345255 | 1642096 | 3233384 | 2774445 | 135557055 | 146552235 | |

The total debtor's book continues to grow and to-date, total debtors amount to R146. million

An intensive collection drive aimed at ensuring that collection of outstanding debtors is improved is underway and this will be implemented during the current financial year. This process was which will start by ensuring that debtors are encouraged to ensure that their current monthly account is settled by implementing the credit control and debt management policy. Also, a Revenue Enhancement Strategy is currently being developed it will include projects such as meter audit, customer care line, correctness of billing and will ensure that queries are attended to timorously, faulty meters are being fixed to ensure the correctness and also to avoid customer dissatisfaction. This will ensure Statements to the customers are issued on a monthly basis.

Arrears – we have lot of queries relating to customer account. The municipality needs to tackle to 100 debtors and to deal with problematic government accounts.

Customer care we need to improve on this can find a way of providing a service to customers with a 'one-stop shop' where all accounts could be paid to allow accounts to be paid at banks, the Post Office, retail chain stores, etc.

4. Table SC4- creditors Age Analysis

| Supplier | 150 Days | 120 Days | 90 Days | 60 Days | 30 Days | Current | Balance |
|-----------------------------|------------------|-------------|-------------|-------------|-------------|-------------------|---------------------|
| Department of Labour | | | | | | 842,947,88 | 842,947,88 |
| SALGA | 2,596,471,00 | - | - | - | - | - | 2,596,471,00 |
| ESKOM HOLDINGS SOC LIMITED) | - | - | - | - | - | 19,063,63 | 19,063,63 |
| INNOVATION GOVERNMENT | 325,000,00 | - | - | - | - | - | 325,000,00 |
| MALAMBANE ENTERPRISE | | | | | | 6,400,00 | 6,400,00 |
| SIBAYA ASPHALTING JV ZT | 303,873 | - | - | - | - | - | 303,872,99 |
| SIMPULWAZI ENGINEERS | - | - | - | - | - | 17,500,00 | 17,500,00 |
| SL AND PROPERTIES MANAGERS | - | - | - | - | - | 95,840,00 | 95,840,00 |
| TELKOM | - | - | - | - | - | 42,17 | 42,17 |
| ZP KHANYILE | - | - | - | - | - | 12,199,67 | 12,199,67 |
| TOTALS | 9,442,197 | 0,00 | 0,00 | 0,00 | 0,00 | 993,993,35 | 4,219,337,34 |

Table SC4 shows the amount of Creditors ageing as at 31 December 2019. An amount of R 4,2 million remains a liability at the end of the month; the table also shows how the municipality arrived to this amount. Even though the municipality is not paying its creditors within 30 days as required by the MFMA, the ageing of the creditors has been reduced as compared to the previous years.

It should be noted that withdrawals in terms of Section 11(1) (b) to (j) of the Local Government Municipal Finance Management Act, 2003 are prohibited and the municipality made no such withdrawals during the midterm from July 2019 to December 2019.

The following information should be noted:

Section 11(1) (b): Expenditure that was authorised in terms of Section 26(4)

- No withdrawals in terms of this section

Section 11(1) (c) Unforeseeable and unavoidable expenditures

- No withdrawals

Section 11(1) (d): Withdrawals in respect of Trust and so forth

- No withdrawals

Overpayments on monies received on behalf of a person or state body

- No withdrawals

Section 11: Withdrawals 11(1) (f): Monies erroneously deposited into bank account

- No withdrawals

Section 11 (1) (g): Guarantees, sureties and security deposits refunded

- No withdrawals

Investment Portfolio

Investment revenue is the amount of interest earned on the amount invested with various financial institutions registered with South African Banking Council. The total amount of money in the bank amounts to R33 Million as at the end of December 2019.

In line with the investment policy, funds are invested only on call accounts with FNB and Grin rod institutions. The municipality is still dealing with it financial state which does not allow us to start looking for better interest rates as cash is needed now and then and has no reserves.

Grants Income and Expenditure December 2019

| EDUMBE MUNICIPALITY - GRANTS REGISTER DECEMBER 2019 | | | | | | |
|-----------------------------------------------------|---------------------------------|-----------------|-----------------------|------------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------|
| GRANT | GRANT' BUDGET(DoRA) 2018 - 2019 | AMOUNT RECEIVED | YEAR-TO-DATE PAYMENTS | UNSPENT CLOSING BLANCE | % Spent | COMMENTS |
| Equitable Share | 74,585,000 | (55 910 000) | 36 910 000 | (19,000,000) | 53% | The amount of R29K was withheld for FMG due to submission of the section 71 report that are accurate but this was spent last financial year |
| FMG | 2,435,000 | (2,435,000) | 1,888,641,87 | (546,358,13) | 78% | |
| Energy | 15,000,000 | (10,500,000) | 10,337,416,44 | 162,583,56 | 98% | |
| MIG | 18,047,000,00 | (15,000,000) | 10,755,584,64 | (4,244,415,36) | 98% | |
| EPWP | 1,267,000 | (888,000,00) | 540,953,78 | (347,046,22) | 60% | |
| Art & Culture | 2,931,000 | (3,511,611,45) | 1,851,939,95 | (1,659,671,50) | 54% | The amount include R434k from previous year |
| KZN DOHS | - | (1, 474, 290) | 1,474,290 | - | 100% | To be included in the Adj. Budget housing Project . |
| KZN DOHS | | (545,405) | 545,405 | - | 100% | To be included in the Adj. Budget housing Project . |
| KZN DOHS | | (999,078) | - | 999,078 | -100% | To be included in the Adj. Budget housing Project. |
| KZN DOHS | | (3 ,183,187) | 3 ,183,187 | - | 100% | To be included in the Adj. Budget housing Project . |

| FUNDS RECEIVED IN THE PREVIOUS YEAR | | | | | | |
|-------------------------------------|--------------------------------|------------------|-----------------------|-------------------------|---------|--------------------------------------------------------------------------------------------------|
| GRANT | GRANT BUDGET(DORA) 2018 - 2019 | OPENING BALANCES | YEAR-TO-DATE PAYMENTS | UNSPENT CLOSING BALANCE | % Spent | COMMENTS |
| Bilanyoni Sport field - NT | | 445,445,72 | - | 445,445,72 | 0% | The amount is a prior year which was unspent last year reminder as liability to the Municipality |
| | - | (445,445,72) | - | (445,445,72) | | |

- The transfers recognised relates to grants and subsidies received. Operational and Capital Grants recognised. The municipality received a further allocation of R6, 2 million during the midterm from Human Settlement for Housing Project . The communication from the relevant transferring department is taking place to ensure that funds are received as this will affect our budget negatively

Grant Expenditure

It should be noted that some of the operational grants have low percentage in terms of their spending; this due to the nature of the grant and some expenditures will be reflected in the following months once they are included the approved budget

Table SC8 Councillor and Staff benefits

| DESCRIPTION | July | August | September | October | November | December |
|-----------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Salary | 2,734,971 | 2,793,602 | 2,856,369 | 2,817,284 | 2,823,007 | 2,804,716 |
| Councillor Allowance | 306,023 | 306,023 | 306,023 | 306,023 | 306,022 | 306,022 |
| Cell phone Allowance | 51,324 | 51,324 | 51,324 | 51,324 | 51,324 | 51,324 |
| Acting Allowance | 68,134 | 75,554 | 74,594 | 78,732 | 75,554 | 54,909 |
| Standby Allowance | 71,114 | 17,655 | 188,223 | 98,529 | 115,819 | 68,532 |
| Overtime | 36,015 | 35,873 | 50,464 | 49,808 | 26,592 | 90,486 |
| Housing | 44,303 | 44,303 | 44,303 | 44,303 | 43,557 | 43,557 |
| Travel 80% | 236,321 | 236,321 | 236,329 | 236,329 | 236,329 | 236,329 |
| Annual Bonus | 169,996 | 349,595 | 347,448 | 373,110 | 435,181 | 21,560 |
| Unpaid | - | - | -9,202 | - | - | -9,980 |
| Leave Sold | - | - | - | 25,324 | - | - |
| Back Pay | 4,506 | 1,682 | - | - | - | - |
| Long service | 54,403 | 55,055 | 12,675 | 30,916 | 12,594 | 5,623 |
| Responsible Person | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 |
| Pension Portion | 16,292 | 16,292 | 16,292 | 16,292 | 16,292 | 16,292 |
| Reimbursement | 1,806 | - | 4,638 | 12,399 | 1,230 | 4,870 |
| Medical Aid Allowance | 11,121 | 11,121 | 11,120 | 11,120 | 11,121 | 11,120 |
| 4% Remote Allowance | 9,252 | 9,252 | - | - | 9,252 | 9,252 |
| Motor vehicles | 12,300 | 12,300 | 12,300 | 12,300 | 12,301 | 12,300 |
| Risk Allowances | - | - | 30,334 | 23,834 | 417,104 | 17,334 |
| Reimbursement KM | 79,645 | 1,990 | 74,128 | 25,273 | - | 186,341 |
| Protective Clothing | - | - | 10,111 | 7,945 | - | 5,778 |
| UIF CC | 20,713 | 21,460 | 21,679 | 21,711 | 21,465 | 36,281 |
| SDL CC | 37,100 | 38,869 | 40,987 | 40,360 | - | 151,648 |
| Pension CC | 154,463 | 155,023 | 155,197 | 149,548 | 73,198 | 300,926 |
| SUNDRY | - | - | - | - | - | - |
| NJMPPF Provident CC | 287,801 | 292,669 | 298,439 | 299,776 | 154,289 | 300,926 |
| Medical Aid CC | 141,901 | 141,240 | 141,240 | 147,660 | 108,475 | 143,049 |
| Bargaining Council CC | 1,342 | 1,388 | 1,398 | 1,398 | 1,379 | 1,351 |
| TOTAL | 4,554,349 | 4,891,156 | 4,955,117 | 4,891,156 | 4,955,590 | 4,594,117 |

In terms of section 66 of the Municipal Finance Management Act number 56 of 2003, the Accounting Officer of a Municipality must report to the council on all expenditure incurred by the municipality on staff salaries, allowances and benefit.

Employee related costs

The expenditure to date for employee related costs amounts to R26, 5 million against the expected expenditure of R29, 6 million. This is still within. For the breakdown of the employee related costs please refer to table SC8

Remuneration of Councillors

The expenditure to date for remuneration of Councillors amounts to R3,02 Million against the expected budget of 2, 8 million. The variance is caused by the travel cost that has been paid out which exceeds the amount budgeted for

CHALLENGES: IN YEAR MONITORING (IYM)

- The in year reporting (IYM) or Schedule C template is not adhered to nor completed; only returns are submitted to treasury. We are still using the manual format when submitting our report
- Lack of review by senior managers on submissions made to Provincial Treasury;
- Cash flow projections for the municipality are prepared on the straight line basis, therefore not realistic;
- The creditors reports which is AC of appendix B and Schedule C report submitted are often not aligned;
- Municipal commitments are also understated as the municipal orders are not all disclosed, therefore the contracts register and commitments register not updated monthly;
- The municipal under spending is also due to bid committees not sitting and appointment of bid committees;
- The municipality not submitting the narrative document and therefore not complying with Municipal Budgeting and Reporting Regulations (MBRR).

SUPPLY CHAIN MANAGEMENT

Chapter 11 of the MFMA prescribes that municipalities must have and maintain a supply chain management system that is fair, equitable, transparent, competitive and cost-effective.

Irregular expenditure

The Municipality reported, through the SCM policy implementation report, an irregular expenditure are yet to be investigated and recovered by the municipality. The irregular expenditure is caused, inter alia, by non-compliance to the PPPFA and SCM regulations.

It is therefore recommended that:

- Compliance to the relevant legislations and regulations is always adhered to in order to minimize and stop the irregular expenditure.
- Recovery of irregular expenditure.

SCM Reg. 36 Deviations from normal procurement processes

The municipality reported a very minimum number of procurement done through SCM Reg. 36. The municipality is applauded for keeping a very minimum number of procurement done through regulation 36.

Compliance issues

- **Website information**

The website of the municipality does not show up to date bid information as required in terms of Supply Chain Management Regulations. For example the advertisement of all bid invitation, Bid received register & awarded bids.

It is recommended that all the required information be published on the website so as to achieve the transparency of the procurement system and fairness as envisaged by the MFMA and SCM policy of the municipality.

- **Other matters**

- Model SCM Policy for infrastructure (MFMA circular 77)
- Procurement Plan vs. SDBIP & IDP
- Centralised supplier database (CSD) and adverting of tender as per MFMA circular 83 of

Detailed information is available on Q1 and Q2 SCM report

AUDIT OUTCOME FOR 2018/2019

The financial statements were submitted on time and Final audit Outcome is still pending for eDumbe Municipality with Auditor General.

- Irregular Expenditure
- Unauthorised Expenditure
- Fruitless and wasteful expenditure
- Commitments understated

BTO ASSESSMENT

The functionality of the BTO within our municipality has such challenges:

- Approved of the Organogram and Filling of vacant post on the organogram especially the Asset Management Unit
- No aligned reporting process
- There is no Chief Financial Officer for the last 10 months
- Lack of implementation of internal controls (Weak internal controls) and accountability
- No capacitating of staff
- Dependency on consultants
- Subordinates are not supervised as reports are submitted to outside stakeholders without the knowledge of supervisors;
- The intervention through internal audit, when doing their audit charter is critical to BTO, so as to ensure implementation of the recommendations raised in this report

| NO | CHALLENGES PROGRAMMES IDENTIFIED | / PROGRESS ON RESOLVING PROBLEMS |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | The municipality does not collect revenue to its maximum level | <p>The municipality is facing serious backblocks especially with the roads infrastructure and maintenance thereafter.</p> <p>The municipality must develop and adopt Revenue Enhancement Strategy</p> <p>There has been a slight improvement for revenue collection. In order to effectively implement this strategy we need more funding for installation of meters</p> <p>We need to maintain credible Indigent register to identify qualifying indigent consumers for free basic services and ensure that we don't increase our debt book with consumers who are indigent</p> |
| 2. | Non Payment of Service providers and Inadequate Spending Against Capital Budget. | <p>The municipality is looking at other source of financial modeling to speed up the implementation of projects and to strengthen the municipal cash flows. Several tenders have been advertised for Source of funding</p> <p>The municipality has multi projects that have not been completed affecting the service delivery and this should be addressed in the next two years once as our financial situation is improving</p> |
| 3. | Grants Expenditure not in line with DORA requirements. | <p>The normally affects and reduces grant allocation for outer year.</p> <p>The municipality to fast-track and accelerate projects and to utilise entire funding as allocated to avoid holding of funds by NT</p> |
| 4. | Inadequate funding for Repairs and Maintenance. The budget does not provide enough funding to meet the demand of repairing existing water infrastructure asset. | Funding should be made available for the Development of Asset Maintenance and Replacement plan. This will assist the municipality to budget accordingly to meet the challenges faced for un-maintained infrastructure assets |
| 5. | Multi Year projects not completed on time and poor contract management | <p>The issue of work in progress remain a challenge even the audit has vast of issues raised for projects not completed on time, non-performing Service Providers (SP's) not charged penalties and extension of Contract now and then</p> <p>The projects which are under construction to be completed within time frames and be capitalised; and non performing SP be charged penalties</p> <p>The project files be updated monthly with financial and non-financial information and this will assist in compiling credible Contract Management Register.</p> |
| 6. | Supply Chain Management – Non sitting | The bid committees to adhere to the calendar for bid schedule meeting. The report for sitting of bids and |

| | | |
|-----|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | of bid committees causing delay in the implementation of projects | implementation of procurement plans be submitted to Municipal Manager on a monthly basis |
| 7. | Supply Chain Management – non implementation of SCM policy resulting to deviation from SCM regulations | The deviation reports are being compiled on monthly bases but no investigations have taken place as per the Municipal Public Accounting Committee |
| 8. | Lack of Office Space | ANDM need to source funding for the construction or of municipal office space, this will ensure that service delivery is appropriately implemented and improve performance |
| 9. | No Standard Operating Procedures (SOP's) | The SOP's are currently being reviewed to assist with the segregation of duties within the Budget and Treasury Office (BTO). The document should be ready for implementation by end of January 2018 and are in the stage of finalisation. |
| 10. | Non-Implementation of audit action plan | The non-resolve issues will be included in the audit action plan and implementation is imperative to improve audit opinion from Unqualified to Clean Audit Opinion . Some of the queries were addressed during the preparation of Annual Financial Statement (AFS) |
| 11. | Delay in implementation of Data Cleansing project due to planning | The municipality need to launch the Data Cleansing exercise ASAP. Community outreach and other source of communication will be utilised to communicate this project to all communities. The revenue to perform reconciliation between billing system, data collected to date as well valuation roll information |

RECOMMENDATIONS ON PLANNING AND BUDGET PROCESS

- The municipality must put added effort in ensuring that all the information that is indicated as not submitted/populated in the budget check list is fully submitted and or populated to achieve full compliance;
- The municipality's grant budget must be captured as per DoRA and gazette Provincial allocations;
- The executive summary must encompass all the critical components of the budget;
- Clear and sufficient information on measurable performance objectives and indicators must be included in the budget report;
- An explanation on movements that are above or below the norm must be provided in the municipality's budget report;
- An allocation towards repairs and maintenance budget must be increased;
- The MTREF budget and IDP has to be fully aligned and SA tables A4 to A6 must be fully populated;

- The municipality must state clear and measurable objectives and also populate Table SA7;
- The must be clear information on how the municipality's SDF, IDP priorities, SDBIP and budget are aligned;
- Previous years' figures must be submitted to the LG-database; and the municipality must ensure at all times when preparing its budget that it is fully funded budget and realistic in accordance with Circular 28.

RECOMMENDED for THE BUDGET ADJUSTMENT THAT:

- 1) The Mid-year Budget and Performance Assessment Report of eDumbe Municipality for the period ended 31 December 2019 as referred to in S72 of the MFMA be and are hereby NOTED.
- 2) The Monthly Budget Statement for the month of December 2019 and the supporting documents as referred to in S71 of the MFMA be and is hereby NOTED.
- 3) The Quarterly Budget Implementation Report and supporting documents as referred to in S52 (d) of the MFMA be and is hereby NOTED.
- 4) The Consolidated Report of withdrawals from municipal bank account be and is hereby NOTED.
- 5) The Mid-Year Budget and Performance Assessment 2019-20 be submitted to the Provincial and National Treasury in both electronic and hard copies.
- 6) The revision to the Service Delivery and Budget Implementation plan as referred to in S54(c) of the MFMA be and is hereby APPROVED.
- 7) The service delivery targets and performance indicators in the SDBIP will only be approved by Council following the approval of the adjustment budget.
- 8) The financial problems facing the municipality including any pending financial problems be and is hereby NOTED.
- 9) Instructions as referred to in S54(d)(i) of the MFMA be and is hereby given to the Municipal Manager to ensure that the budget is implemented in accordance with the service delivery and budget implementation plan be NOTED.
- 10) Instructions as referred to in S54 (d) (ii) of the MFMA be and hereby given to the Municipal Manager that spending of funds and revenue collection proceed in accordance with the budget be NOTED.
- 11) The municipality as referred to in S54(2)(a) of the MFMA be and is hereby committing to:-
 - i. Introduce steps spending since revenue anticipated is less than the projected in the municipality's approved budget;
 - ii. Steps in terms of section Chapter 13 of MFMA is and hereby NOTED;
- 12) The MEC for the Department of Co-operative Governance and Traditional affairs as referred to in S54 (2) (b) of the MFMA be and is hereby alerted to the financial problems facing EDumbe Local Municipality

MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT, GOOD GOVERNANCE AND PUBLIC PARTICIPATION

The above Key Performance Areas were designed to focus on improving institutional capacity through Policy development and enforcement, also to promote effective Community participation. The indicator covers the following sections:

- A. Information Technology Services;
- B. Library Services;
- C. Community Services
- D. Administrative Services and
- E. Human Resource Management (People Management) Services

A: INFORMATION AND COMMUNICATION TECHNOLOGY

Introduction

The Public Service Corporate Governance of Information and Communication Technology Policy Framework (2012) stipulate that COBIT (*Control Objectives for Information and Related Technologies*) should be adapted and implemented as the Governance of ICT Framework on the Governance of ICT layer.

COBIT will enable the municipality to achieve their strategic goals by deriving optimal value from ICT through the realisation of benefits and optimising resources and risk.

2. Background

As a set of Governance of ICT and management processes, COBIT will provide Managers, ICT users and Auditors with the following:

- Standard indicators;
- Processes for implementing the Governance of ICT;
- Good practice to maximise the corporate value in using ICT.
- Identification of the accountability and responsibilities of business and ICT process owners.

3. Internet Usage

A new service provider appointed with effect from June 2019 was unable to supply with Diginet as per the specification on the advert but proposed a new solution called Enterprise Internet at the same price that was to be charged for Diginet.

Therefore, eDumbe Municipality had to sign a new contract with Business Connexion (Pty) Ltd for Enterprise Internet but the terms and conditions and the price did not change from the initial contract signed for the Diginet supply.

Meanwhile the process of supplying with the Internet by Business Connexion is on, the municipality is still using Mweb as the service provider for the Internet.

4. Reviews conducted

As per clause 6.10 of the User Account Management policy reviews are conducted on a monthly or quarterly basis. ICT systems for which reviews conducted are Pastel, Sage VIP, Syntell and Network controller server. The PoEs for the reviews conducted are submitted to the director signing off and compilation of a monthly report to PMS Manager for assessment and keeping them.

5. Disaster Recovery Plan

The ICT unit is implementing the physical backing up of information on a weekly and monthly basis and restores on a quarterly basis as per clause 4 of Backup and Restore policy. Should the disaster occur, for the equipment required the municipality would consider contacting the service providers to supply with the resources to ensure the continuity of the business using an alternative site. It is unfortunate that ICT section could not on its budget for 2019/2020 be able to cater for the required equipment to implement DRP/BCP test. However, on the ICT Steering Committee meeting held on 30 September 2019 the committee resolved that purchasing of the server and the related equipment for backups on an alternative site should be prioritized.

6. Backups performed

The ICT unit is implementing the backing up of information on a weekly and monthly basis and restores on a quarterly basis as per clause 4 of Backup and Restore policy. It must be noted that the online backup of information is also performed on a daily basis should any disaster or disruption of the systems occur.

7. ICT Contracts

| ICT contracts | |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Itec Company copier machines – | New service provider appointed in June 2019. |
| 2. OTSG – Website | Contract expired in October 2018 and terminated in June 2019. However, no new service provider is appointed. |
| 3. Mweb – Internet | Contract expired in November 2017 and terminated in June 2019, but still supply with Internet service the process on delivering Enterprise Internet solution by the new service provider is still on. |
| 4. Conlog – Electricity (Finance) | New service provider appointed in June 2019. |
| 5. Hexing – Electricity | Contract valid until February 2021. However, Electrical section has removed all Hexing meters and replaced them with Conlog meters. |
| 6. PABX s – Telephone system | New service provider - Business Connexion (Pty) Ltd was appointed to supply and deliver with PABX system. The municipality decided to do an outright purchase for this service because the equipment for this service last for a long time provided the maintenance is done properly. |
| 7. CCG Systems – Financial management | Contract expired in August 2017. MEMORANDUM OF AGREEMENT was signed between the municipality and CCG Systems (Camelsa Consulting Group). |

8. ICT Challenges and Proposals

| Challenge | Proposed Solution |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. The Internet is slow, but has improved after the minor changes performed on the firewall. | <ul style="list-style-type: none"> The current technology (ADSL LINE) needs to be upgraded for better performance. The Enterprise Internet proposed is the fastest technology to bring the solution. |
| 2. Shortage of working tools and equipment. | <ul style="list-style-type: none"> The ICT section will consider purchasing, cabinets, wall mounted boxes, Punch down tool, Network testers, ladder, screw drivers. |
| 3. The construction and the appliances of the server room are inadequate. | <p>The ICT unit still have to purchase the applicable equipment for the server room.</p> <ul style="list-style-type: none"> Purchase the steel door Concrete ceiling Smoke detector Fire suppressor |

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4. DRP/BCP is not tested, therefore in an event of a disaster (i.e. burnt building, floods etc.) the municipality may encounter difficulties responding to the incident as there is inadequate preparation for the event and this could result a delayed business recovery from the event.</p> | <p>The ICT unit was unable to budget for the purchase of equipment for the implementation of DRP/BCP test in 2019/2020. Sourcing of fund required to purchase all the required equipment.</p> |
| <p>5. The municipality is using older software version in addition the products are unlicensed (Microsoft office and windows, network firewall).</p> | <p>The ICT unit should purchase for the applicable software licenses in 2019/2020 budget, but there is no budget available for this in the current financial year.</p> |
| <p>6. Aging and Shortage of computers.</p> <p>About 14 computers (laptops) were purchased for the staff that was short of computers and to replace those that were aging. However, the Operating Software and Microsoft Software installed were not the one in specification, hence the computers could not be added on the municipal domain.</p> <p>There is still shortage of computers for certain staff in various departments. Furthermore, laptops for the staff have insufficient OS and Office software as a consequent to that are not added to the municipal domain.</p> | <p>The ICT section and Finance should work on getting the OS and MS Office that required to add the computers on the municipal domain.</p> <p>The adding of the lacking computers should be considered in budget for 2020/2021 financial year. The ICT section has initiated the SCM process to appoint the network service provider to supply with the Internet connectivity equipment. The municipality should budget and purchase the software licenses for OS and Office software to cater for 14 laptops.</p> <p>The ICT section should attempt to purchase the parts for repairing the laptops and computers that can be repaired.</p> <p>ICT section should engage with the HR section; to request that before the departments advertise for new employees, they should have the budget of the laptop or computer for the new employee. The ICT section should again make budget available to purchase the laptops and computers in the 2020/2021 financial year.</p> |

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Other employees at the municipality are still in possession of laptops and computers with the duration of more than 5 years and the condition of the equipment has depreciated significantly.</p> | |
| <p>7. Non-approval of ICT policies About 15 ICT policies reviewed but not approved by Council. Only 11 policies were approved.</p> | <p>The CCS director will ensure that the remaining ICT policies get approved by the Council at least in the 3rd quarter for implementation in 2019/2020 and beyond.</p> |
| <p>8. Information Security and Cyber-attacks The network infrastructure currently in place is inadequate and vulnerable from external and internal attacks (Cyber-attacks and Fraud).</p> | <ul style="list-style-type: none"> • A licensed firewall software has to be purchased. |
| <p>9. ICT unit still uses old version King III for implementation of its policies, and this was identified during the audit process of 2017/2018 financial year.</p> | <ul style="list-style-type: none"> • A provision for ICT staff budget should be made available to attend workshops and training in order for them to become conversant with the new technologies. |

9. MUNICIPAL WEBSITE

The municipality could struggle to get very huge documents uploaded for compliance due to the fact that the service provider (OTSG) could withhold her services if not paid. With the exception of the above, the ICT section ensures that all necessary documents that need to be uploaded are getting uploaded on time.

10. COMMENT ON MUNICIPAL WEBSITE CONTENT AND ACCESS

ICT section has a support function within the municipality, it works with other directorates and departments to ensure that services reach the community through such facilities as community libraries and multi-purpose community halls. Furthermore, access has been increased by ensuring upwards and backwards compatibility of our systems, to ensure that anyone with a device that can process data and that has access to the Internet can open and access our website content. The municipality should monitor and report on the use of its website by the public, for example, by measuring the number of hits on the website.

11. CONCLUSION

ICT as a section that plays an integral part in ensuring that all departments of the municipality are seamlessly receiving support with technology as the 4th generation compels that we move to the digitisation model, the municipality equally has a task to ensure that the budget is adequately available for ICT section to fulfil its institutional mandate.

B: PUBLIC SAFETY

1. VEHICLES TESTING STATION {VTS}

The sub-section deals mainly with Testing of vehicles for Roadworthiness. This sub-section has 12 in number of equipment that needs to be calibrated and it is inspected by SABS annually. The revenue generated by this sub-section is for municipality. South African Bureau of Standards {SABS} only takes 3% of each vehicle that has been tested. This sub-section is manned by x2 Examiners with Grade A, X1 Pit Assistance x1 General worker, x1 Supervisor and x2 Cashiers

NB. Traffic officer Mr IM Sibiya went through to traffic Training College and completed his Examiners of Vehicles course and he is now registered through the Department of transport as a qualified examiner and has recently been linked on to eNATIS systems and he has already commenced with his duties.

1.1 REVENUE COLLECTED JULY TO SEPTEMBER 2019

| Item | April –June 19 | July-Sept. 19 | +/-Variance | % Increase | % Decrease |
|-----------------|----------------|---------------|-------------|------------|------------|
| COR Application | R15'090.00 | R12'940.00 | R5'150.00 | | 86 |
| COR Issued | R5'760.00 | R5'160.00 | R600.00 | | 90 |

| Item | July – Sept 2019 | Oct – Dec 2019 | +/-Variance | % Increase | % Decrease |
|-----------------|------------------|----------------|-------------|------------|------------|
| COR Application | R12'940.00 | R14'350.00 | 1'410 | | |
| COR Issued | R5'160.00 | R6'120.00 | 960 | | |

2. Drivers Licence Testing Centre {DLTC}

The sub-section deals mainly with applications of Driving licence and learners licence, testing and issuing of Learners Licence and Driving Licence, Driving Licences renewals, application and issue Professionals Driving Permits{PrDP}as well as Eye Test. The total revenue generated by this sub-section is for the municipality. This sub-section is manned by 6 employees x2 Examiners with Grade A, X1 Examiner with Grade L, X1 Examiner with Grade F, X1Supervisor and x2 Cashiers.

NB. Senior Traffic officer Ms SF Ngobese went through to traffic Training College and completed her Driving license course and she is now registered through the Department of transport as qualified examiner and has recently been linked on to eNATIS systems and already commenced her duties although she had been on the maternity leave for a period of 3 months .

2.2 REVENUE COLLECTED FROM JULY TO SEPTEMBER 2019

| ITEM | April – June 19 | July -Sept 19 | +/-Variance | % Increase | % Decrease |
|------------------------------|-----------------|---------------|-------------|------------|------------|
| Drivers Test | R16'900.00 | R13'350.00 | R3'550.00 | | 79 |
| Learners Test | R21'000.00 | R24'000.00 | R3'000.00 | 88 | |
| Learners Licence Issued | R3'960.00 | R4'440.00 | R480.00 | 89 | |
| Professional Driving Permits | R17'400.00 | R21'300.00 | R3'900.00 | 82 | |
| Driving Licence Cards Issued | R50'787.00 | R53'694.00 | R2'907.00 | 95 | |
| Temporary & Duplicates | R10'710.00 | R8'460.00 | R2'250.00 | | 79 |

| ITEM | July-Sept 19 | Oct – Dec 2019 | +/-Variance | % Increase | % Decrease |
|------------------------------|--------------|----------------|-------------|------------|------------|
| Drivers Test | R13'350.00 | R8'850.00 | 4'500 | | |
| Learners Test | R24'000.00 | R12'150.00 | 11'850 | | |
| Learners Licence Issued | R4'440.00 | R2'580.00 | 1'860 | | |
| Professional Driving Permits | R21'300.00 | R13'350.00 | 7'950 | | |
| Driving Licence Cards Issued | R53'694.00 | R33'345.00 | 20'349 | | |
| Temporary & Duplicates | R8'460.00 | R6'300.00 | 2'160 | | |

3. REGISTRATION AND LICENSING OF VEHICLES

The sub-section deals with functions related to vehicles mainly Registration and Licensing. Agency fee calculated at 8.55% of the total revenue is retained by the municipality. This sub-section is manned by 3 employees comprising of x1 Supervisor, x2 Cashiers.

3.1 Agency fee calculated at 8.55%

| Item | April – June 19 | July - Sept 19 | +/- Variance | % Increase | % Decrease |
|------------|-----------------|----------------|--------------|------------|------------|
| Agency Fee | R50'787.00 | R71'984.94 | R21'197.94 | 70 | |

| Item | July – Sept 2019 | Oct - Dec 2019 | +/-Variance | % Increase | % Decrease |
|------------|------------------|----------------|-------------|------------|------------|
| Agency Fee | R71'984.94 | R15'405.00 | R56'580 | | |

4. TRAFFIC

This sub-section deals with all traffic related matters through National Road Traffic Act, Criminal procedure act and Municipal By-Laws. The revenue generated by this sub-section is for the Municipality. It is manned by x1 Traffic Chief Officer, x1 superintendent, x1Senior Traffic officer, x 5 Traffic officers and x1 Traffic clerk.

4.1 SECTION 56 NOTICES ISSUED FOR THE MONTH OF JULY TO SEPTEMBER 2019 AND OCTOBER TO DECEMBER 2019

| SECTION 56 NOTICES ISSUED | TOTAL | AMOUNT |
|---------------------------|-------|--------------|
| April to June 2019 | 1592 | 1,157'157.00 |
| July to September 2019 | 1050 | 870'000.00 |

| SECTION 56 NOTICES ISSUED | TOTAL | AMOUNT |
|---------------------------|-------|-------------|
| July to September 2019 | 1050 | 870'000.00 |
| October to December 2019 | 1047 | R796'800.00 |

4.2 REVENUE COLLECTED ON SECTION 56 NOTICES FOR JULY TO SEPTEMBER 2019 AND OCTOBER TO DECEMBER 2019

| April to June 19 | July-Sept.19 | +/- Variance | %Increase | % Decrease |
|------------------|--------------|--------------|-----------|------------|
| R70'400.00 | R57'480.00 | R12'920.00 | | 82 |

| July – Sept 2019 | Oct - Dec 2019 | +/- variance | %Increase | % Decrease |
|------------------|----------------|--------------|-----------|------------|
| R57'480.00 | R64'700.00 | R7'220 | | |

5. ROAD PAINTING

No road painting was done during month of July to September 2019, however it was done during month of November 2019, after a long while waiting for requisition process to be finalised. Yellow markings were not done due to shortage of stock from supplier.

6. STAFF TRAINING AND ORGANISATIONAL STRUCTURE

- The municipality due to financial constraints has been forced to in-source the security and VIP protection services with effect from July 2019.
- 11 VIP Protection services and 23 Security guards employed.
- Public safety section has been assigned to monitor and supervise the security and VIP protection services under supervision of the Manager public safety Mr T.R Nkosi.
- Security is on the field of work successfully and the uniform has been issued.

7. OVERTIME

No over time worked during the period under review as nothing has been submitted for approval.

8. FIRE

This sub-section deals with fire related functions throughout the whole of eDumbe Area {08 Wards}.It is controlled by the Fire Brigade Act, Standard Municipal By-Laws and Building Regulation SABS 0400-1990.The equipment, to service the community the Fire Team has one old and dilapidated truck SAMAL 50,one old Bakkie and two Bakkie Sakkie and 12 beaters. It is manned of 5 Fire Fighters that do all the functions.

9. Disaster Management

These sub-section deals with all issues related to Disaster and it works hand in hand with Fire Sub-section. This sub report all incidents occurred in eDumbe area to Council and District Disaster Management .It is manned by Acting Disaster officer (Manager Public Safety) and Five Fire Fighters

**SUMMARY STATISTICS ON –HR-HEAVY RAIN, FI-FIRE, LT-LIGHTNING, HS-HAILSTORM,
F-FLOODS, SW-STRONG WIND**

éDumbe municipality summary statistics - JULY TO SEPTEMBER

| Wards | Types of incidents | Number of incidents | Household affected | People affected | Fatalities | Injuries | Assistant given |
|-------|--------------------|---------------------|--------------------|-----------------|------------|----------|-------------------------------|
| 1 | Fire | 4 FI | 4 | 17 | 0 | 0 | 8 Blankets & 2 plastic sheets |
| 2 | None | 0 | 0 | 0 | 0 | 0 | None |
| 3 | Fire | 1FI | 1 | 04 | 0 | 0 | 2 Blankets |
| 4 | None | 0 | 0 | 0 | 0 | 0 | None |
| 5 | Fire | 1FI | 1 | 04 | 0 | 0 | None |
| 6 | Fire | 1 FI | 1 | 02 | 0 | 0 | 2 Blankets & 1 Plastic sheet |
| 7 | Fire | 3 FI | 3 | 27 | 0 | 0 | 5 Blankets |
| 8 | Fire & strong wind | 1FI & 1SW | 2 | 18 | 0 | 0 | 6Blankets |

| | | | | | | |
|--------------|----|----|----|---|---|-------------|
| TOTAL | 12 | 12 | 72 | 0 | 0 | 23BL & 03PL |
|--------------|----|----|----|---|---|-------------|

OCTOBER TO DECEMBER 2019

| Wards | Types of incidents | Number of incidents | Household affected | People affected | Fatalities | Injuries | Assistant given |
|--------------|---------------------------|----------------------------|---------------------------|------------------------|-------------------|-----------------|-----------------------------------------|
| 1 | 5FI,1HS,1HR & 3L | 10 | 10 | 55 | 3 COWS | 0 | 18 Blankets, 3 plastic sheets & B BOX |
| 2 | 15HS & 1HR | 16 | 16 | 122 | 0 | 3 | 2 Blankets & 1 plastic sheet |
| 3 | 2FI | 2 | 2 | 4 | 0 | 0 | None |
| 4 | 1SW & 3HS | 4 | 4 | 37 | 0 | 0 | None |
| 5 | 12SW & 2HR | 14 | 14 | 494 | 0 | 0 | 6Blankets & 3plastic sheets |
| 6 | 1FI,1HR & 50 SW | 52 | 52 | 291 | 0 | 0 | 10 Blankets, 14 Plastic sheet & 2 B BOX |

| | | | | | | | |
|--------------|---------------|-----|-----|------|-------|---|-------------------------|
| 7 | 1FI, 9SW & 1L | 11 | 11 | 82 | 0 | 0 | 4 Blankets |
| 8 | 1SW & 1HS | 2 | 2 | 14 | 0 | 0 | 2Blankets |
| TOTAL | | 123 | 123 | 1099 | 3COWS | 3 | 42BL , 21PL& 3 B BOX |

10. CHALLENGES

- Alarm System and Fencing of the premises/yard
- Office Space
- Waiting area for applicants
- Shortage of Fire Equipment
- Shortage of Fire Fighters Uniform
- Disaster officer or Fire Chief

Desired State for Public Safety

- Testing of Driving Licence and Vehicles 5 days a week
- To have Disaster Centre and Fire Equipment
- Disaster Officer
- Fire Engine

C: ADMINISTRATION AND SUPPORT SERVICES

BACKGROUND

The Administration Section consists of committee (council support), registry and cleaners. In the Committee Section there is Committee Officer and Committee Clerk. Registry has got Registry Officer and Registry Clerk. Cleaners have no supervisor, Cleaners are cleaning administration buildings like main offices, community hall and some satellite offices have one cleaner and some have no cleaners due to non replacement when they have retired.

ADMINISTRATION ACTIVITIES:

Meetings under period in review:

| Meetings | Ordinary | Special | Actual Meetings for the month |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------|
| 1. EXCO Meeting | No meeting held in the month of July 2019. August 2019 <ul style="list-style-type: none"> • Agendas were prepared but the meeting did not seat due to other commitment of committee members. September 2019 <ul style="list-style-type: none"> • Agendas were prepared but the meeting did not seat due to no quorum. | | 0 |
| 2. Cou | No meeting held in the month of July 2019. | | 1 |

| | | | |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------|
| <p>ncil Meeting</p> | <p>August 2019</p> <ul style="list-style-type: none"> • There was a quorum but IFP and DA Councillors walked out and subsequently Council did not discuss anything due to issues raised by opposition not part of the agenda. <p>September 2019</p> <ul style="list-style-type: none"> • Agendas were prepared but the meeting did not seat due to no quorum. • Meeting was held on the 09th December 2019. | | |
| <p>3. Portfolio Committee Meetings</p> | | | |
| <p>3.1 Infrastructure & Planning Portfolio Committee</p> | <ul style="list-style-type: none"> • No meeting held in July 2019. • Meeting was held on the 06 August 2019. • Meeting was held on the 18 September 2019. • November: Agendas were prepared but the meeting was postponed due to AG meeting and subsequently held on the 3rd December 2019. | <p>Special Meeting was held on the 27th September 2019</p> | <p>04</p> |

| | | | |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------|
| <p>3.3 Corporate and Community Services Portfolio Committee</p> | <p>Meetings were held as follows:</p> <ul style="list-style-type: none"> • 02 July 2019. • 18 September 2019 • 2 Oct. 2019, and • 5 Nov. 2019 • 19 Nov. 2019 • No meeting held in August 2019. | <p>Ordinary meeting Special Meeting</p> <p>Special meeting. Continuation meeting</p> <p>Special</p> | <p>04</p> |
| <p>3.4 MPAC meeting</p> | <ul style="list-style-type: none"> • Meeting was held on the 05 December 2019. | | <p>1</p> |

4. Amakhosi Travelling Allowance Claims

- Claims for Amakhosi were submitted August and December 2019 to Finance Department for processing.
- Claims for iNkosi SW Mthethwa who was attending the following activities Dundee Horse Riding, Indigenous games and uMkhosi woMhlanga in September 2019 were submitted to Finance Department for processing

5. Council Resolution Certificates

- Council resolutions are filed and issued to the relevant department as and when necessary.

6. CORRESPONDANCE REGISTER

- On daily basis we receive emails, collect municipal mail, insert appropriate reference numbers and register the work related letters in the above mentioned register.
- Make copies and distribute to the relevant officials after the comment of the Municipal Manager.

7. INVOICE REGISTER

- 📁 All invoices received by post or hand delivered are recorded in the invoice register.
- 📁 Invoices are distributed to creditor's office.

8. REGISTER OF FILES OPENED

- 📁 This register is used when there is a record that is created or received and is not accommodated to the existing files.
- 📁 Allocate a reference number for that record and register it in the register of files opened.

9. TENDER OPENING REGISTER

- 📁 Registry officials are part of tender box opening; they register bid documents and quotations received for that particular tender.

10. PHOTOCOPYING, PRINTING AND SCANNING

- 📁 These duties are performed on daily basis as per personnel request.

11. FILING OF CORRESPONDANCE AND CONTRACTS

- ✚ Filing of correspondence is updated on daily basis.
- ✚ Filing of contracts is done when receiving new contracts.

12. CLEANING

- ✚ Short listing for cleaning post was done and the interviews were conducted on the 9th December 2019.
- ✚ Toilets need to be repaired as there is only two toilets at ladies which are functioning though it is difficult to flush them
- ✚ Cleaners are using cold water to clean the floors even during winter as the geyser is non-functional.

13. BY-LAWS

Two By-laws were submitted for gazetting to government printers, the gazette notice number is **N190822-1397-972** and these were:

- Customer care, credit control and debt collection By-law
- Electricity By-law.

14. CHALLENGES

| Recording System | Computers | Stationery | éDumbe Municipality Rules of Orders | Record. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • The recordings of Council, Executive Committee, Audit Committee and other meetings has been a challenge as the recording system in the Council Chamber is no longer functioning | <ul style="list-style-type: none"> • The Committee Office has received one laptop waiting to receive 1 desktop in order to store more information. • Computers used have exhausted their life cycle | <ul style="list-style-type: none"> • The Committee Section performs its duties under a lot of pressure as there is no enough resources e.g. heavy duty stapler and punch as this tool plays an important role | <ul style="list-style-type: none"> • A workshop is required for Councillors in order to familiarise themselves with legislations. | <ul style="list-style-type: none"> • The Registry Office needs a counter and that was a finding from Provincial Archives office. • There is a shortage of steel filing drawers. That was also a finding from Provincial Archives office. |

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>properly. In 2015/2016 financial year the procurement processes were instituted but due to that the municipality budget for the recording system was not enough therefore it was not purchased as the service providers quoted more than what was budgeted for. This exercise has not been fulfilled to date. On the year 2016/2017 to 2017/2018 recording system was budgeted for and it was removed from the budget during budget review.</p> <ul style="list-style-type: none"> In 2019/2020 all processes were instituted and the advert was withdrawn by the Accounting Officer due to reasons to known to him. Finally advert was issued and closed in December 2019. Awaiting bid committee reports. | <p>therefore it makes it difficult to type accurately. They are not enough for duties performed at Committee.</p> | <p>on binding of the agendas.</p> <ul style="list-style-type: none"> Staplers bought are not for office use. | <ul style="list-style-type: none"> A new postbag with padlock is needed. A new desktop and laptop is needed. Records Management Inspection was conducted on Thursday, 16 May 2019 by the officials from uLund Archives and the report is attached with recommendations for your consideration. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| <p>Council Chamber</p> <ul style="list-style-type: none"> • Chairs in the Council Chamber needs to be replaced or purchased as soon as possible. • Curtains needs to be replaced with blinders. | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|

D: COMMUNITY SERVICES SECTION

BACKGROUND

The Community Services Section is one of the sections within the Municipality that renders services that involve the lives of the community direct. The quarterly report comprises of the following reports from the units below:

- **Sport and youth** - To give support to the youth and elderly through Sport activities. The youth is assisted with nurturing the raw talents through sports activities such as Mayoral Cup.
- **Public participation**- This section is rooted in all Municipal activities, this is done to enforce the participation of the community in all Municipal activities.
- **Social Cohesion** -
- **Library Section** - is to assist the community within the Municipality boundaries to install, increase and improve the culture of reading and learning.
- **Parks and gardens:** To maintains clean and safe parks as well as the Paulpietersburg town.
- **Waste and Environmental:** To improve environmental management through the awareness campaigns within the community. This is done through practise of good waste management while collecting waste for the good of the environment.

SPORT AND YOUTH

Background

The Sport & Youth section's main objective is to support youth on its activities. This is done through youth development on sport. This section also facilitate the elderly sport ,where the

senior citizen are encourage to keep fit through sports .There quite a number of events that took place under this section ,namely :

- Golden games,
- indigenous games,
- Local Mayoral cup ,
- District Mayoral cup,
- Disability games and
- Salga games .

A meeting with ward councillors were held on the 20 August 2019 to discuss preparation for local Mayoral cup.

Secondly there would be Provincial **Disability games** to be hosted by King Cetshwayo on the 10th November 2019 but district elimination games will be played on the 23rd October 2019 at ulundi. The KZN Department of Sports and Recreation will provide five wheel chairs per District. The District has been requested to provide more wheel chairs. The Department DSR has set aside the budget of R 130 000 for the event both District and Provincial. The number of participants to be as follows :

- eDumbe were required to provide fifteen (15).

The local Municipalities were requested to provide transport for participants. The KZN DSR has vowed to assist with equipment to éDumbe.

On the 8 August 2019 a meeting was held at Ulundi DSR for the preparation of the District championship was held on the 26 October 2019 at Ulundi.

INDIGENOUS GAMES

On the 16 -17 August 2019 indigenous games were hosted by UThukela District.

Social Cohesion

The ceremony was reintroduced by King Goodwill Zwelethini in 1984, as a means to encourage young Zulu girls to delay sexual activity until marriage, and thus limit the possibility of HIV transmission. In 2007, about 30,000 girls took part to the event. The organisers of the ceremony have occasionally enforced strict rules on photographers, as some of them have been accused of publishing pictures of the participants.

The activities undertaken in this section are aimed at promoting arts and culture. Activities include Isicathamiya, Umbele wethu, Royal Reed dance and Umkhosi weLembe. During the September

month, the éDumbe Municipality partook with 400 maidens. The maidens are encouraged to abstain from sex and other immoral activities. The pictures below depict maidens carrying their Reed and the King.



Above picture: King Goodwill Zwelithini

The KZN Department of Arts and Culture supports the event with 380 buses to transport people from around the Province and had been in discussions with the Passenger Rail Agency of SA to make trains available from KwaDukuza, KwaMashu and uMlazi.

Challenges

- Budget limitation.

LIBRARIES:

BACKGROUND

The library is the heart of the community. Therefore education is a vital component of every community, since the South Africa economy is changing to the forth industrial revolution we as the staff of Bilanyoni Study library must play a vital role encouraging youth to get educated. Bilanyoni Study Library serving 3 wards in total. The role of this library is to transform the community into a reading, learning and a playing community. The library's role is very important in the life of its community by bridging information gap/divide between the literate and illiterate, bridging technological gap between young and old and bridging communication gap between the rich and the poor. We as Bilanyoni Study Library are in a process of transforming our communities through conducting community outreach programs to schools in the area (Bilanyoni Primary School) and social activities. The following report is on the progress on Bilanyoni Study library.

Bilanyoni Study library programs (school visit)

The library has visited the nearest school where we made awareness to the learners at the school. We taught them how the library operates, since we are still a new modular library there is no circulation of books as yet until we have a system (SLIMS) that is up and running and we have been trained on it. We taught them how to behave in the facilities

| Date | Name of School Visited | Expected Behavior |
|------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30/09/2019 | Bilanyoni Primary School | <ul style="list-style-type: none">• Cleanliness• no noise• no eating & drinking• no uniform during school hours• Cellphones must remain on silent mode |



The above picture shows Bilanyoni Primary learners



Display

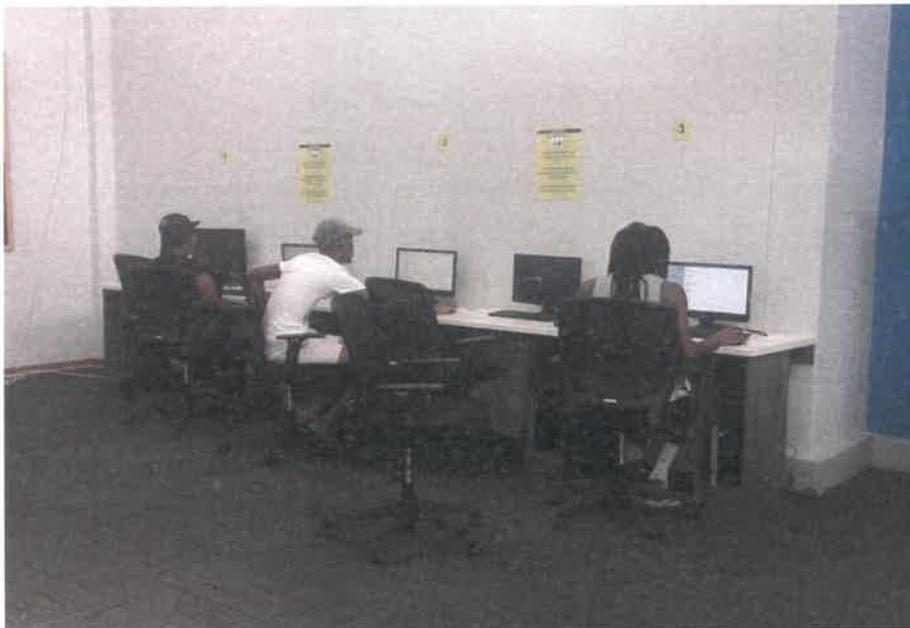
The Bilanyoni Study Library put up a display celebrating Heritage month on the 01 - 30 September which is celebrated annually in South Africa. It is a day set out to observe and celebrate the diverse heritage and culture of the nation. The purpose of this display was to make patrons feel the need to recognize and celebrate Heritage month.



Daily usage of Bilanyoni Study Library



Patrons playing board game (umlabalalaba)



Patrons surfing the net

Challenges faced by Bilanyoni Study Library

- The internet where data is still very much limited
- Issuing out of materials tends to be a challenge
- Construction within the building is incomplete as in some parts of the building, we cannot use air conditioners ,because the electricity voltage has to be increased, door handles are broken, leakage in the ladies toilets etc.

ÉDUMBE LOCATION LIBRARY

eDumbe library programs

Outreach program for matric

eDumbe library working together with eBilanyoni Library staff plus Scelo Shongwe the local motivational speaker, had a program for all grade 12 learners at all high schools at eDumbe (all wards) we visit schools according the wards and learners book a day at the library to apply online for free. The program aims to promote and motivate learners to apply to many institutions of high education and also NASFAS plus bursaries which are relevant to the fields of study for free.

Scelo Shongwe start the program by motivating grade 12 learners about the seriousness of doing grade 12 by shaping their minds to be positive since soon grade 12 will be starting the finally exams.

The aim is to reduce the stress that learners experience after passing matric and cannot study the following year since they didn't apply on time. They are provided with all bursaries available for them and also assist them with applying online via CAO or any high institution of their choice (Online) and NASFAS. Below are picture:





Above are grade 11 from Sogaduzela high



Above are pictures of oZwane high school grade 12

0

0



eBilanyoni library and eDumbe library had a school visit (eBilanyoni primary school) where we had 2 sessions with foundation phase (grade R-3) and intermediate phase (grade 4-7). Above is the picture of learners feeling happy to meet us on the hall.



Above are learners from grade R to grade 3, we had a program of educating learners about the library and all the materials found at the library. We had a successful program with learners and we had to share a story telling since learners of foundation phase love stories.





Above are still eBilanyoni primary school learners from grade 4 to grade7, we also educated them about the library collection and what is expected from them to do at the library.

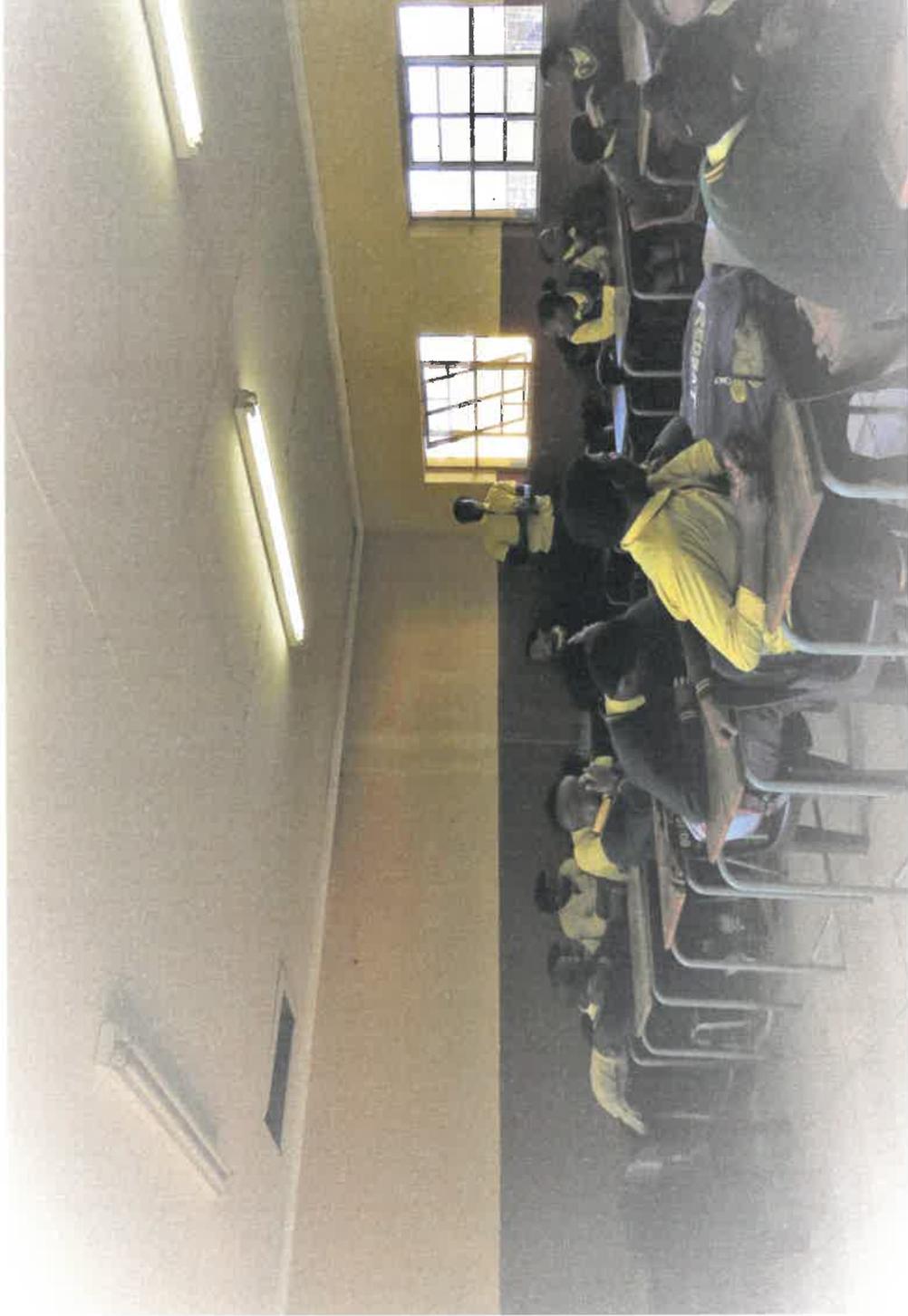


Above are grade 12 learners from Khambula secondary school (Glearns) with the principal, we had a successful session with them since it was a small number of learners and we could get to understand each and every learners needs.



Above are learners from Ikusasa Elihle high school grade 12, which were plus 50 learners with two educators to listen to what we had come to offer for the grade 12 learners. We had a successful sessions with learners.





The learner who is the class representative was giving the words of thanks as appreciating the effort we had to visit the school for informative information.





Mthingane Secondary school grade 12 learners, above 70 learners were in attendance and excited about municipal library staff visit to provide educative information. Learners appreciated first of its kind visit for assisting them with how to apply for NSFAS and enrolment to tertiary institutions.





Above are Kanyekanye secondary school grade 12 learners during our successful session.



Bilanyoni Cyber Cadet presented documents needed for NSFAS applications as services we provided at our municipal libraries.



Above are grade 12 learners from Kwasa Secondary school who were soon to start exams but were willing to get information provided by the library officials. The session was well attended.



Below are grade 12 learners from Muziwesizwe high school and the municipal library staff we had a successful session with above 50 learners and learners were excited to be visited to provide educative information.





B. Crech visit

As eDumbe library we had a crech visit from eDumbe location on the 14 November 2019, about +20kids from Ikusasa labantwana cresh were in attendance. Orientation was done where kids were shown all the library materials such as books, computer and games. Kids enjoyed the orientation especially on the section of games since it has toys to play with.

Figure 1:



Figure 2

Above picture from the left were children's walking around the library from the section of children and the right picture is children's sitting while playing at the library. One of the objectives as library service is to make all patrons feel at home such as kids should feel the love of reading and playing at the library. As librarian we have been given a task of plummeting kids at the age of 10 years who could not read with understanding. Our main focus is to develop all kids from eDumbe to be able to read with understanding in English and isiZulu.

Challenges

Most of the high schools were busy with tests which ended up us getting less time with learns and most of the learners didn't have such information while their educators claims that they have applied which made it more hard for us to whom to believe.

Conclusion

The library is able to reach out to the community and engage the community, and is able to take its services to the community irrespective of challenges encountered by library during planning.

2. WARD COMMITTEE SYSTEM

Participatory democracy is a key element of all the object of local government as provided for in Section 152 of the constitution. Below are activities undertaken for public participation such as schedule of meetings and fora for period July – December 2019. Furthermore the report reflects stipends paid to ward committee members during this period under review

2.1 Meetings and Forums July to September 2019:

| Name of Meeting /Forum | Date |
|---------------------------------------------|----------------|
| District Public Participation Forum meeting | 13 August 2019 |
| éDumbe PSC Meeting | 16 August 2019 |
| Ward 07 war-room | 28 August 2019 |
| LTT Meeting | 15 August 2019 |

| Indicator | Evidence | Ward Number | Date |
|---------------------------------------------|---------------------------------|--------------------|----------------|
| Ward Committee meeting held | Minutes and attendance register | Ward 1 | 23 August 2019 |
| Ward Committee meeting held | Ward Committee meeting held | Ward 2 | 20 August 2019 |
| Ward Committee meeting held | Ward Committee meeting held | Ward 3 | 27 August 2019 |
| Ward Committee meeting held | Ward Committee meeting held | Ward 4 | 28 August 2019 |
| Ward Committee meeting held | Ward Committee meeting held | Ward 5 | 19 August 2019 |
| Ward Committee meeting held | Ward Committee meeting held | Ward 6 | 14 August 2019 |
| Ward Committee meeting held | Ward Committee meeting held | Ward 7 | 02 August 2019 |
| Ward Committee meeting held | Ward Committee meeting held | Ward 8 | 08 August 2019 |
| Total number of ward committee meeting held | | 08 | |

2.2 Expenditure Incurred for Ward Committee stipends: July to September 2019

| Description | Month | Amount |
|--------------------|--------------|---------------|
| Ward 1 | August 2019 | R 5 600-00 |
| Ward 2 | August 2019 | R 7 200-00 |
| Ward 3 | August 2019 | R 5 600-00 |
| Ward 4 | August 2019 | R 7 200-00 |
| Ward 5 | August 2019 | R6 400-00 |
| Ward 6 | August 2019 | R 7 200-00 |
| Ward 7 | August 2019 | R 5 600-00 |
| Ward 8 | August 2019 | R 7 200-00 |

| | |
|-------------------|-------------------|
| Total Paid | R52 000-00 |
|-------------------|-------------------|

2.3 Number of ward committee meeting : July to September 2019

| Month | July | August | September |
|----------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Ward no. | Ward 01 Ward 02 Ward 03 Ward 04 Ward 05 Ward 06 Ward 07 Ward 08 | Ward 01 Ward 02 Ward 03 Ward 04 Ward 05 Ward 06 Ward 07 Ward 08 | Ward 01 Ward 02 Ward 03 Ward 04 Ward 05 Ward 06 Ward 07 Ward 08 |
| Number of meetings sitted | Eight (8) | Eight (8) | Eight(8) |

2.4 Meetings and Forums: October to December 2019

| Name of Meeting/ Forum | Attendance | Date |
|---------------------------------|------------|------------------|
| eDumbe Transportation Committee | Attended | 05 December 2019 |

| Indicator | Evidence Presented | Ward Number | Date |
|-----------------------------|---------------------------------|-------------|------------------|
| Ward Committee meeting held | Minutes register and attendance | Ward 01 | 06 December 2019 |
| Ward Committee meeting held | Minutes register and attendance | Ward 02 | 07 December 2019 |
| Ward Committee meeting held | Minutes register and attendance | Ward 03 | 03 December 2019 |
| Ward Committee meeting held | Minutes register and attendance | Ward 04 | 10 December 2019 |
| Ward Committee meeting held | Minutes register and attendance | Ward 05 | 06 December 2019 |
| Ward Committee meeting held | Minutes register and attendance | Ward 06 | 05 December 2019 |
| Ward Committee meeting held | Minutes register and attendance | Ward 07 | 06 December 2019 |
| Ward Committee meeting held | Minutes register and attendance | Ward 08 | 05 December 2019 |

| | |
|----------------------------------------------|----|
| Total number of ward committee meetings held | 08 |
|----------------------------------------------|----|

3. PARKS AND GARDENS

3.1 Dumbe Dam Park

Dumbe dam park is always cleaned and maintained on Fridays and when need arises by CWP's and Municipal staff. Heritage park is cleaned and maintained always since the community members are always using it, therefore there is a vital need for heritage park toilets to keep it clean in order for the community not to attend the call of nature at anywhere in the park and there should be a tight security to avoid vandalism of toilets.

3.2 Heritage Park

Pruning of trees and flowers in the front of Heritage park nearby main road took place once in the last three months since there were no invasive plants needed to be taken out since there were no more rains to make them grow fast.

3.3 Golf Park

The member of community launched a complain about unwanted trees that needs to be removed because their roots are extending to their house and cause a huge damage, therefore the municipality was requested to consider the complain urgently.

3.4 Main office

Maintenance and cleaning takes place every day by EPWP's and general workers.

3.5 Digging of graves

Every Thursdays the Municipality TLB Driver Operator ensures that there are enough graves in all three areas of eDumbe that needs such services.

3.6 Challenges

1. Insufficient of working tools, e.g rakes, hand gloves, masks and etc
2. Extra & heavy duties performed in all wards.
3. Municipal TLB must be always in a good condition to be able to assume its duties accordingly.

4. WASTE AND ENVIRONMENTAL MANAGEMENT

The éDumbe waste management services comprises of collection of waste from the generator to disposal site. The refuse bags are available at the Municipal offices on request. Refused bags are used to collect domestic waste, bulk waste or commercial waste is collected by skips The Municipality has disposal site situated approximately two kilometres from Paulpietersburg town. The Municipal disposal site only accepts general waste. The life span of the site is less than ten years as the site is not engineered .Waste disposed on site is buried .The waste collection services within Municipality is executed on Mondays to Saturdays. During Saturdays only Paulpietersburg town is serviced..

The waste collection service within Municipality is executed on the following days:

| Days of the week | Area | Responsible Person |
|------------------|------------------------------------|----------------------------------------------------------------------------|
| Monday | éDumbe location | Environmental Officer; Youth Environmental Coordinator and Supervisor |
| Tuesday | éDumbe location, Bilanyoni and CBD | Environmental Officer; Environmental Coordinator and Supervisor |
| Wednesday | éDumbe location Bilanyoni and CBD | Environmental Officer; Environmental Coordinator and Supervisor |
| Thursday | Bilanyoni, éDumbe location and CBD | Environmental Officer ; Environmental Coordinator and Supervisor |
| Friday | CBD | Environmental Officer ; Environmental Coordinator and Supervisor and Parks |

The CBD is serviced on every Saturday, the waste collection services

4.2 Challenges

- Unlicensed disposal site.
- Lack of control on waste reclaimers on disposal sites and exposure to illegal hazardous waste disposed on disposal sites due to poor operations and management of the disposal site.
- Mushrooming of informal housing , extension of Waste Collection to un-serviced areas
- Waste collection systems within the Municipality do not encourage at source separation and recycle.
- Environmental and health impacts associated with poor waste disposal

4.3 Achievements

- Continuity in education and awareness programmes

Environmental education and awareness in schools is conducted at least once a month. This enables the community to be alerted on any environmental and health impacts within their surroundings.

5. YOUTH COMMUNITY OUTREACH PROGRAMME

On the 11th July 2019 the Department Environmental Affairs and Forestry and Fisheries hosted a meeting in Richards Bay. The purpose of the meeting was to familiarise the YCOP with the workplace. The Chief Director outlined the importance of the programme. During the workshop, YCOP were assisted with formulating work plans as well as reporting. She applauded the Local Government Support for supporting the Municipalities as the programme has proved to be a success. The YCOP is the 1st phase of the programme as the 2nd is the Thuma mina Good Green Deeds. She outlined that the Municipalities has sent their 22 beneficiaries .The service provider has submitted the work plans for approval to the Department .The programme duration is 12 months for general assistants.

5.1 ENVIRONEMNTAL EDUCATION IN SCHOOLS

On the 14 August 2019, a school awareness programme was conducted at Siphalaza Primary School in Tholakele. The focus topics were:

- Hygiene
- Importance of water
- Nature conversation
- Recycling

There were 120 learners from grade 7. After an awareness the questions were asked to learners. The question and answer was the assessment to observe if the learners were paying attention on the topics.



5.2 OFFICIAL HAND OVER OF IWMP

On the 22 August the Department of Environmental Affairs ,Forestry and Fisheries were at eDumbe Municipality .The purpose of the meeting was to hand over the IWMP document. The document is meant to assist with Environmental Management within the Municipality. The department is the founder of the project.

5.3 PAULPIETERSBURG CLEANING CAMPAIGN

On the 22 August the eDumbe Municipality conducted a cleaning up campaign in Paulpietersburg town. The purpose of the meeting was to help out with skip emptying in town .The Manager Community Services, the municipal workers and CWP's were part of the campaign. The target area was the skips around town.

5.4 SCHOOL ENVIRONMENTAL AWARENESS AND EDUCATION

On 17 September 2019, Parks and Garden office and Environmental Coordinator visited Mthonjeni Combine Primary School, Zicabangele Primary School and Paddafontein Combine Primary School to conduct Environmental Awareness and education to the learners. The classes were targeted were grade 7 learners. The awareness was achieved in all 3 schools.



Above picture shows the environmental coordinator at Zicabangele.

During the awareness, learners were encouraged to do Afforestation as it is concerned with our lives. They were encouraged on the plantation of the trees and making of gardens at schools and even at homes. The importance of trees and gardens emphasised as it protect the soil from erosion. Environmental Coordinator encourages the learners to keep their environment clean for the benefit in their health. Learners were so excited about the lessons. They raised their concerns by asking the question. Mthonjeni Combine Primary school had a problem with water which comes out dirty from the tap. Learners mentioned that all the community of Mangosuthu has the same issue. They also mentioned that in the community, they don't have dams for the cattle to drink. The issue was taken and the ward committee member who is responsible for school and Environment promised to report the issue to the ZDM.

5.5 B2B CLEANING CAMPAIGN AT DUMBE LOCATION IN WARD 3

On 20 September 2019, Ward 3 was visited to conduct B2B Cleaning up campaign. The targeted places were the street and the illegal dump spot. The participants were the CWP as we depend on them in all cleaning up campaigns conducted. The most waste founded on the places was papers, plastics, bottles and pampers. The streets were cleaned and the pictures were taken from illegal dump spot as portfolio of evidence.



Above figure: employees at work collecting waste

5.6 Dumbe Dam Park

Dumbe dam park is always cleaned and maintained on Fridays and when need arises by CWP's and Municipal staff. Heritage park is cleaned and maintained always since the community members are always using it, therefore there is a vital need for heritage park toilets to keep it clean in order for the community not to attend the call of nature at anywhere in the park and there should be a tight security to avoid vandalism of toilets.

5.7 Digging of graves

Every Thursdays the Municipality TLB Driver Operator ensures that there are enough graves in all three areas of eDumbe that needs such services. The municipality have also found a good Sponsor to supply Flowers and trees for Parks to achieve greening and beautifying of Parks around the town which start during rain time.

The above mentioned Sponsor had conversation with Acting Parks and Garden Officer that they will start to consider the Heritage park as per their agreement follows with Dumbe dam park for greening and beautifying.

6. CLEANING OF PARKS

The below figure shows official cleaning the town park,



Acting Parks and Garden Officer at Heritage Park with her team



Grass-Cutters with Manager Community Services & other officials

