



UMzimkhulu Local Municipality

COUNCIL QUARTERLY REPORT

3RD QUARTER 2014/2015

JANUARY TO MARCH 2015

Section 71 MFMA Report for 2014/2015 Second Quarter

Introduction

Compliments of the New Year!!!!

Through commitment we think the municipality can still do more in terms of service delivery. We should lift up our heads to solicit funding in order to move forward addressing the plight to our people. Indeed the journey is still very far for us to say we have addressed all the challenges of service delivery. Hence more attention has to be focussed on Electrification and water. These are critical issues which still affect our people severely and it is really haunting us as this municipality.

We are on the verge to finalise the contract between us and DBSA in terms of the agreement. Though these technicalities might affect us in terms of accelerating the provision of electricity to our communities but we are obliged to observe them.

We still have to make strides by approaching Department of Energy to help us with funding since Eskom is not moving fast with the projects. It is going to harm our programmes because our people are becoming impatient with us since we are not fulfilling our promises.

The Umzimkhulu delegation led by the Mayor visited the office the National Treasury to deal with the issues of the funding. Particularly the Memorial Hall project which was mostly affected because the funding was cut then it crippled the progress in the project. National Treasury has made commitment to fund the project in order to complete the project.

REPORTS BY DEPARTMENTS

OFFICE OF THE MUNICIPAL MANAGER

COMPLIANCE WITH LAWS AND REGULATIONS

Background

In terms of 2013/14 **UMzimkhulu Risk Management Policy and Strategy** adopted by the council, Enterprise Risk Management contributes to effective reporting and monitoring of compliance with laws and regulations and assists with the limitation of damage to UMzimkhulu Municipality's reputation and associated consequences.

Status:

- **Municipal Finance Management Calendar and checklists** issued during the month November and December indicated 100% to the municipal finance management calendar
- We have also issued checklist to Internal Audit Unit regarding compliance of Internal Audit and Audit Committee to **MFMA Circular No 65**, the results were as follows:

Requirement as MFMA Circular No 65	Non Compliance
Rotation of members is encouraged as it enhances the independence of the audit committee. Members of the audit committee should not be contracted continuously for a period exceeding six years. After serving consecutively for six years, a cooling off period of two years should be provided for, before appointing the same member to the same audit committee.	Mr Mpungose have been employed for more than Six years and the cooling period of two years have not been adhered to
The audit committee should assess its performance and achievements against its charter on an annual basis. The assessment would cover the performance of the individual member as part of	Evidence regarding the audit committee self-assessment and the

<p>the overall audit committee with reference to the particular skills the member has brought to the audit committee as a whole.</p> <p>The aim of the self-assessment is to ensure that the audit committee is meeting its objectives efficiently and effectively. The findings of the self-assessment should be presented by the chairperson to the accounting officer and municipal Council</p>	<p>reporting of results of assessment has not been provided.</p>
<p>Review and approve the internal audit charter, including internal audit strategic plan;</p>	<p>Evidence regarding review and approval of internal audit charter by Audit Committee has not be provided,</p>
<p>The chief audit executive must ensure that internal assessments are performed. Internal assessments should include ongoing reviews of the performance of the internal audit activity. These should be performed through self-assessment or by other persons within the municipality with knowledge of internal audit practices and the IIA Standards. The chief audit executive, at least annually, must report on the results of internal assessments.</p> <p>Internal assessments should appraise among others, compliance with the legislative framework, definition of internal auditing, standards, internal audit charter, code of ethics and methodology.</p>	<p>Evidence regarding performance and reporting of internal assessment was not provided</p>
<p>The internal audit must be subjected to an external assessment at least once every five years, the results of which should be communicated to the audit committee and accounting officer. An external assessment must be conducted by a qualified reviewer or review team from outside the municipality.</p> <p>On completion of the external assessment, the review team should issue a formal report containing an opinion. The chief internal auditor in consultation with the accounting officer should prepare a written action plan in response to comments and recommendations in the report.</p>	<p>Evidence regarding performance and reporting of external assessment was not provided</p>

RESOLUTIONS :

Council resolved

- The municipality should write a letter to Treasury and AG to request to deviate from **circular 65(term of office)** and the response should be filed. Should the request not be accepted the

Municipality will have to terminate the contract immediately and disclose the non-compliance in the 2014/2015 Annual Financial Statement to avoid unnecessary queries

- Chief Internal Auditor should prepare an Audit Committee Assessment tool (**checklist against Audit Committee Charter**) to be used for the assessment of audit committee members, the tool should be submitted to Audit Committee annually and the report should be presented to Municipal Council by the Audit Committee Chairperson
- Internal Audit Charter should be submitted to audit committee for review and approval as soon as possible.
- The Chief Internal Auditor should ensure that both Internal and External assessment of internal audit activity is performed as required (annually and once in five years) and the reports are prepared and submitted

LOCAL STAKEHOLDERS

Hence this season calls for an integrated approach towards academically empowering, supporting and motivating learners the tone of this Stakeholders Forum must set a pace. This gathering is due to seat in March 2015, it is therefore recommended that this prestigious seating be in February 2015 so that its resolutions and recommendations should filter into the integrated Back to School Campaign. It will also be seating after the State of the Nation Address so that Presidential declarations could be better aligned.

RESOLUTIONS:

Council resolved

This item is to be adopted.

BACK to SCHOOL CAMPAIGN

One of the items in the top 5 priorities of Government is education hence numerous interventions and programmes had been implemented. As a leader of the third sphere of Governance, Umzimkhulu Municipality has a responsibility to further contribute to the betterness of education at this level while Department of Education is competently leading the day to day plans. The Municipality has an undisputed and unquestionable responsibility to lead an integrated approach towards academically empowering the community it serves therefore BACK to SCHOOL CAMPAIGN is proposed since it is the only wheel in this season of the year.

RESOLUTIONS:

Council resolved

This is for adoption.

CORPORATE SERVICES DEPARTMENT

CUSTOMER CARE REPORT

Background

The customer care office received +-20 complaints during the period of December 2014. All queries are reported in the office and also submitted via suggestion box, face to face communication, text messages, telephone calls and are all recorded on the query register. Queries are categorized into five i.e. **compliments, reported queries, resolved queries, queries related to misbehaviour of staff and unattended queries.**

PROGRESS MADE TO DATE

- The Operation is doing its best to respond to these complaints on time.
- The Customer care normally do post incident follow up calls to the complainants.
- Customer care committee has been appointed and is doing its best to deal with Community demands

The quick wins that may be implemented to reduce volumes are as follows:

- Inform customers of any interruption of services either planned or unplanned.

White city -The nature of complaints that we received this month are on vacant sites which are used as dump sites, as follow-up queries again in the month of November 2014. Un attended properties that are used by criminals.

Sisulu- The nature of complaints is that there are no storm water pipes/drains, as a result when people open their tapes the water flow to the road and causes damage on the road. Animals like pigs, sheep and goats are kept by others as domestic animal where as this is not good for people living nearby these people as this put their lives at risk.

Extension 6. People are having problems with people who do not want to move out of their rooms that were given to them to keep for the period the owner is still not in a position to occupy the house, but those problems have been resolved immediately by Mrs. Mkhize.

New Clydesdale People have challenges of the people who are keeping their houses without their approval and refuse to move out when they come back.

ENHANCING CUSTOMER SATISFACTION

- Customer survey form for Municipal event has been developed.
- Customer care service standards have been developed and translated to isiZulu
- Suggestion box to be opened weekly

SERVICE DELIVERY IMPLICATIONS

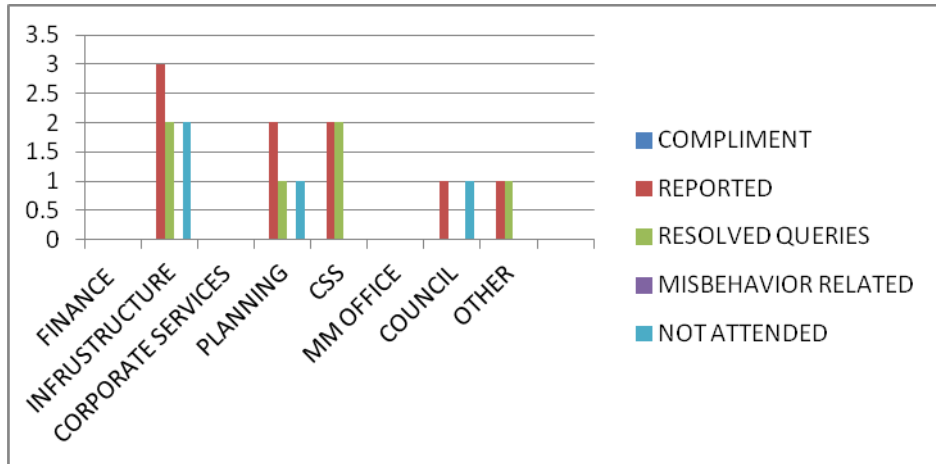
A safe and sustainable service delivery, maintaining and cleaning of our street and good hygiene are fundamental for a healthy, productive and dignified life.

RESOLUTIONS:

Council resolved

- Awareness campaign should be done by relevant department on municipal bylaws on what animals are allowed to be kept as domestic animals.

GRAPH ANALYSIS OF REPORTED QUIRIES AS PER UNITS



Background

The customer care office received +-50 complaints during the period of October 2014. All queries are reported in the office and also submitted via suggestion box, face to face communication, text messages, telephone calls and are all recorded on the query register. Queries are categorized into five i.e. compliments, reported queries, resolved queries, queries related to misbehavior of staff and unattended queries.

PROGRESS MADE TO DATE

- The Operation is doing its best to respond to customer complaints on time.
- The Customer care normally do post incident follow up calls to the complainants.
- Customer care committee is fully functional in ensuring that customer complaints are dealt with accordingly and that the turnaround time in responding to complaints is adhered to.
- Customer care service standards has been developed and waiting for approval by the Customer Care committee..

White city -The nature of complaints that we received this month are on vacant sites that are not developed that are used by criminals for their activities.

Sisulu- The nature of complaints is that property owners are keeping animals which are not allowed by the municipality as per the Municipality By laws eg pigs and Sheep.

Extension 6 -The nature of complaints that comes in are more on to the Land issue that is not registered to the rightful owner of the land follow-up queries.

People are fencing their sites and encroachment always take place through that people are not given information on where the site start and where it ends.

IBISI Township has got complements and also complains about street lights that some of them are working and some are not working properly as some of them are kept on even during the day, as follow up query that was reported in the September and October.

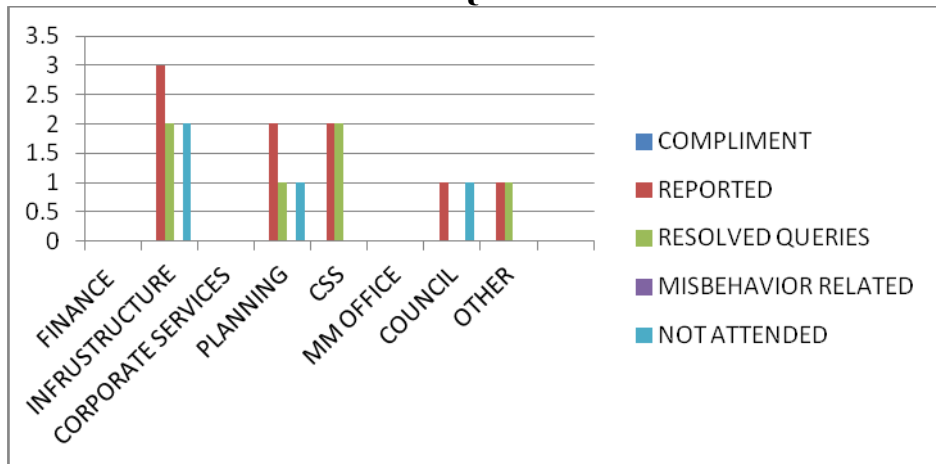
ENHANCING CUSTOMER SATISFACTION

- All front line staff is scheduled to attend customer care training as per Batho Pele principles.
- Twelve frontline staff has been sent to attend the customer care training.
- Customer survey form for Municipal event has been developed.
- Customer care service standards have been developed and translated to isiZulu

SERVICE DELIVERY IMPLICATIONS

A safe and sustainable service delivery, maintaining and cleaning of our street and good hygiene are fundamental for a healthy, productive and dignified life.

GRAPH ANALYSIS OF REPORTED QUIRIES AS PER UNITS



Financial implications

None

RESOLUTIONS :

Council resolved

[a]The Customer care office be given full support from all departments.

[b]The Sisulu committee and new Clydesdale committee to consult the Municipality or ward committees when they give these RDP houses to people who want to occupy them.

[c]Awareness campaign to be done by relevant department on municipal bylaws on what animals are allowed to be kept as domestic animals.

INFORMATION TECHNOLOGY REPORT

PERFORMANCE OF IT AGAINST AGREED SERVICE LEVELS (MONTHLY)

Background

This serves to assist the organization in monitoring the performance of the below listed ICT service providers.

Service Provider	Service Rendered
ITNA	Disaster Recovery, Munsoft server support
Munsoft	Financial Services Software
ZMS	Billing & Credit control Software Support Service
SAGE	HR & Payroll Software License agreement
Minolta	Provision Of Printing Services
Telkom	MPLS Network Provider
Vodacom	Municipal Services

SLA Monitoring

Service Provider	Exceptions for current reporting period
<ul style="list-style-type: none"> Munsoft 	<ul style="list-style-type: none"> Credit Control module installed Four revenue officials trained
<ul style="list-style-type: none"> SAGE 	<ul style="list-style-type: none"> HR Module Installed Training for HR Officials scheduled
<ul style="list-style-type: none"> ZMS 	<ul style="list-style-type: none"> Decommissioned SLA discontinued
<ul style="list-style-type: none"> Telkom 	<ul style="list-style-type: none"> New SLA is the process of being developed as this current contract has expired.
<ul style="list-style-type: none"> ITNA 	<ul style="list-style-type: none"> There no exceptions Planned Migration

RESOLUTIONS:

Council resolved

- It is recommended that the ICT Unit together with the Contracts Management unit develop a monitoring mechanism that is going to assist in reporting and monitoring all SLAs within the organisation.

KEY IT INCIDENTS AND PROBLEMS

Background

This serves to inform the IT Steering Committee on exceptional issues for noting and resolution where necessary.

Key Incidents

1.1.1 ENVIRONMENTAL ISSUES

- Park home cabling infrastructure at risk from water damage. See attached pictures.
- Access control project, additional CCTV (required for Pound, Shed and recognized blind spots) project are experiencing extended delays due to budgetary constraints.
- The 3 server rooms that the municipality have require upgrades. These upgrades are in line with Business continuity recommendations.

Recommendations

- The infrastructure department attend to the localized flooding as it has already eroded some of the cabling.
- A resolution on the usage of the buildings maintenance budget. As there are more environmental changes that are prescribed by the Disaster Recovery Plan that are still to be implemented.

SOFTWARE LICENSING

- The current software acquisition model utilised by the municipality is inefficient and expensive. The individual acquisition of Word processing software licenses is an inefficient model that sees the municipality lose out of potential discounts and support benefits.

Recommendations

- Volume licensing provides substantial savings. Volume Licenses are easy to manage since they involve minimal paperwork and provide two or three-year license agreements with a set price level for additional licenses and ensure automatic compliance management.
- It is recommended that the municipality should invest in volume licensing. This will reduce the expenditure on licensing fees greatly and assist in managing the costly and valuable municipal asset that is software licensing.

ICT FAULT LOGGING SYSTEM

The municipality has been utilizing Spiceworks Helpdesk to manage the Municipal Fault logging process. The Spiceworks system is a free software solution that has been utilised by the IT unit to monitor, manage and report on fault handling within the organisation.

The Spiceworks system has encountered some critical issues. The issues have resulted in the municipality requesting assistance from the Spiceworks support team. The collaboration with the Spiceworks support team have failed to yield any tangible results. Due to extended period it has taken the IT unit to attempt a resolution, it has become beneficial to abort the exercise of repairing the system and instead look for alternatives for helpdesk/fault logging.

RESOLUTIONS:

Council resolved

- The municipality has appointed a service provider to provide a Customer care system to manage community/customer issues.
- This system is essentially a fault logging system. The IT unit will work together with the appointed provider's Developers to integrate IT Fault logging into the modifications into the system.

SERVER ROOM UPGRADES

Auditor general found that key environmental and access controls not present in the server room.

This finding was initially recognized in the 2012/13 financial year. Due to lack of funding this was not resolved in the 2013/14 financial year.

RESOLUTIONS:

Council resolved

The municipality should implement the below mentioned changes;

- Smoke detectors in all server rooms
- A temperature monitoring systems installed
- Alarm system
- Automated fire suppression system
- Raised server room floor

STATUS OF IT AUDIT FINDINGS (QUARTERLY)

Findings

Audit Findings	.3 Action Plans	1.1.4 Implementation 1.1.5 Progress
1. Service Level Agreement (SLA) with Telkom did not include Key Performance Indicators, reporting requirements and contract violation penalties. Both the Telkom and Munsoft deliverables are not being reviewed.	A SLA monitoring process has been developed by the IT unit and is awaiting approval at next IT steering committee meeting. Further these issues will be raised with the relevant service provider and corrective action will be implemented as soon as possible.	Monitoring tool to be approved by steering committee. Teleconference meetings have been happening with the Services providers.
2. ICT Security Policy not approved.	The ICT Security policy will be sent to the council for approval.	IT Security Policy has been submitted to council at previous Policy review session, awaiting Council approval.

<p>3. Account access violation monitoring is not performed (Network, Munsoft, VIP and ZMS)</p>	<p>Access logs are being generated on the Munsoft, VIP and Active directory server; these will be monitored on a monthly basis. Management will further ensure user access violations are monitored and any discrepancies will be resolved accordingly.</p>	<p>The 1st Bi-Annual user access review has been conducted and report to be submitted at next IT Steering Committee.</p>
<p>4. No patch management procedure/policy</p>	<p>A patch management policy will be added to the ICT Security Policy. The municipality has acquired hardware (Servers) that will enable it to utilize patch management software which will assist in the process of Patch Management. This will be sent to Council for approval.</p>	<p>Patch management policy has been submitted to council as part of ICT Security Policy. Awaiting Council approval.</p>
<p>5. The Password Management Policy does not specify controls for password history values and password lockout threshold.</p>	<p>A patch management policy will be added to the ICT Security Policy. The municipality has acquired hardware (Servers) that will enable it to utilize patch management software which will assist in the process of Patch Management.</p>	<p>Password Policy has been amended with required changes.</p>
<p>6. The ZMS application does not have password length, password complexity, lockout threshold and password history controls.</p>	<p>These parameters will be placed into the ICT Security policy and the necessary adjustments will be made.</p>	<p>The ZMS System has been decommissioned and is no longer utilized by the Municipality.</p>
<p>7. User access rights and administrator access rights not reviewed (Network, Munsoft, VIP and ZMS)</p> <p>1.1.6</p>	<p>The ZMS system has been decommissioned and all its functionality has been transferred to the Munsoft system. The vendor has been given sixty day notice on non renewal as per SLA. The system is currently being extracted of all its data and this is being captured into the Munsoft system.</p>	<p>The 1st Bi-Annual user access review has been conducted and report to be submitted at next IT Steering Committee.</p>
<p>8. The User Management Policy does not include a change in user access process and user access reviews.</p>	<p>User access reviews will be carried out. Management will ensure the process to be followed when a change in user access is requested be added to the User Management Policy. A separate change in user access request form will also be</p>	<p>User Management Policy has been amended with required changes.</p>

	drawn up.	
9. No confirmation of user identify when password reset has been requested.	The Unit is in the process of devising a verification step that can be plugged into the already existent user process with the office of Human resources.	01 December 2014
10. New user forms do not detail the level of access that is required for the user for each financial system.	The IT Unit is working with the vendor support staff to in creating user forms that detail the differing access levels. These forms will detail user access as per module granted and also the show a clear connect between user access and user job description.	01 December 2014
11. The server room did not have smoke detectors, no temperature monitoring system, no automated fire suppression system, the alarm system was not functional and the server room floor was not raised.	Management will request assistance from treasury to ensure that the above mentioned controls will be implemented.	February 2015
12. Business Continuity (BCP) and Disaster Recovery Plans (DRP) have not been tested	Management noted and agreed with the finding. Management has already begun planning when the next set of tests for the BCP and DRP will take place.	20 January 2015
13. Inadequate backup processes detailed in the Backup policy and procedure	Management will ensure that the back-up policy is updated as the recommendations.	08 eember 2014

FLEET MANAGEMENT REPORT

Background

STATUS QUO FOR FLEET MANAGEMENT.

Compliance with the fleet management policy adhered and the utilization of vehicles is 100%

Status quo for fleet management.

New fleet management system installation process is ongoing. The system has got various fleet management options where only officials with driver identification tags will be allowed to use municipal vehicles. The fleet management systems and policy workshop with staff will be conducted before end of November.

It is also recommended that the tracking system should also be installed to the municipal cars used by Municipal leadership to comply and to avoid the following:-

- For security reasons and pre preventative measures to ensure maximum safety and security in case of the following unexpected events e.g, hijacking, theft and mobilize door jamming scam.
- For vehicle recovery
- Compliance to the car insurance policy

FINANCIAL IMPLICATIONS

None

RESOLUTIONS:

Council resolved

[a]Fleet Officer to meet with Municipal Leadership before implementing the tracking system.

INFRASTRUCTURE AND ENGINEERING DEPARTMENT

PROJECT MANAGEMENT UNIT

PURPOSE AND DECISIONS REQUESTED

The purpose of the submission is for noting the progress and make necessary recommendations.

PROGRESS REPORT

MIG PROJECTS FINANCIAL REPORT: 2014/2015 Financial Year

MIG ALLOCATION	TOTAL	TO DATE TOTAL MIG TRANSFERS	SPENT TO DATE			TRANSFERRED VS. SPENT (MIG BALANCE)	BANK
			Submitted Certified by MIG	& by	Submitted but not certified by MIG		
R41,033,000.00		R29,857,000.00	R13,320,629.22		R5,282,800.00	R13 320,629.22	70% of transfers has been spent

Up to and including the month of December 2014 our accumulative expenditure is sitting at R **13 320 629.22** which is **44%** of the total allocation vs The December's Provincial target of **41%**, therefore we are **3%** above the target.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly expenditure	0.00	2,445,437.69	2,563,062.44	4,831,565.14	2,886,957	2,978,607						
Target (%)	8%	13%	19%	25%	32%	41%	47%	56%	66%	73%	84%	100%
Actual (%)	0%	6%	12%	23%	31%	44%						

1.1.2. PROJECTS CURRENTLY ON DEFECTS LIABILITY PERIOD

Project Name	Ward	Expiry Date
Angus Farm Community Hall	15	07 February 2015
R2129	16	15 February 2015
R2131	16	15 February 2015
Ward 16 Sports field	16	19 March 2015
Ward 19 sport field	19	23 February 2015
Ward 13 Community hall	13	27 February 2015

1.1.3 2013/2014 MIG PROJECTS

PROJECT NAME	PROGRESS REPORT	CHALLENGE(S) & PROPOSED

		ACTION	
Ward 19 Sports field (Mountain)	<p>Start Date: 10 September 2013 Completion Date: 16 May 2014 Revised Completion: 30 August 2014</p> <p>The project is 100% practically complete and ready for official handover,</p>	The borehole is delayed by Eskom connection, other than that the structure is complete.	
Ward 13 Community Hall	<p>Start Date: 03 March 2014 Completion Date: 03 Aug 2014 Revised Completion: 05 Sept. 2014</p> <p>Site clearance = 100% complete Ablution facility = 100% Main Hall = 100% Fencing = 100% Guard house = 100%</p> <p>The overall progress is 100%</p>	Nil	
Landfill Site Development	EIA and Licensing processes are still in progress.	We have experienced a lot of unforeseen delays with this project; a meeting with the relevant Consultants has been conducted. so far we are awaiting the presentation that has been scheduled for May 2015 to the Department of Water affairs.	N/A
Fencing of Cemeteries	<p>The EIA study is still in progress, we are now finalizing the flood line studies but the contractor were given the go ahead with the fencing of the existing cemeteries while the studies are still continuing for the new proposed sites.</p> <p>Commencement date for all Existing cemeteries was: 24 October 2014</p> <ul style="list-style-type: none"> • Ward 16 cemetery: progress is 85% • Ibisi cemetery: progress is 10% complete, boundaries were marked and digging of holes has commenced. • Ward 12 cemetery-Rietvlei: progress is 95% complete. <p>(Town, Ibisi & Rietvlei).</p>	Nil	N/A
1.1.4 2014/2015 MIG PROJECTS			

PROJECT NAME	PROGRESS REPORT	CHALLENGE(S) & PROPOSED ACTION	
Zintwala Community Hall	<p>Start Date: 03 Sept. 2014 Complete: 31 March 2015</p> <p>The contractor is currently working on Mass earthworks and excavations for foundation. The order for steel structure has been placed.</p> <p>Site Establishment : 100% Earthworks : 60% Building Works : 12% Storm water : 0% Fencing : 0% Roadwork : 0% Ablution facilities : 0%</p> <p>The overall progress is 22%.</p>	Nil	
Nsingizi – Mtshayazafe Access Road	<p>Start Date: 03 Sept. 2014 Complete: 31 March 2015</p> <p>Site establishment = 95% Survey and Setting out = 95% Clearing and Grubbing = 100% Roadbed preparation = 100% Tipping = 90% Processing = 90% Pedestrian bridge = 0% Concrete section = 0%</p> <p>The overall progress is 75%, which is so far satisfactory.</p>	Community has requested extension of road to the Clinic. This will be within budget. It is recommended that this extension be approved.	
Ward 6 Sportsfield	Contractors have been appointed for the following projects:	Nil	N/A
Ward 20 Community Hall			
Tarring of Residential roads (Ext. 8)			
	Tarring of Residential roads(ext. 8) Ward 20 Community hall Ward 6 Sportsfield.		

1.1.5 NDPG PROJECTS - 2011/2012 PROJECTS			
PROJECT NAME	PROGRESS REPORT	CHALLENGE(S) & PROPOSED	

		ACTION	
Road 2130	<p>Commencement date:10 June 2012 Completion date: 31 July 2013 Revised Completion: 19 December 2014</p> <p>The contractor have finished surfacing the portion of Eskom Poles as per the scope, the street light had been also been relocated along the new road</p>	The paving of side walk from Van Rank to the intersection of R2130&R2131 could not be completed due to the holiday's shutdown by the suppliers. The contractor had made orders which will be received the following year	N/A
Upgrading of Memorial Hall to a Heritage Site.	<p>Start Date: 14 April 2014 Completion Date: 14 October 2015</p> <p>Old Structure: Demolishing Attachment hall = 100% Removal of old windows = 100% Striping of old plaster = 100% Removal of old roof tiles = 100% Re-instating new roof = 99%</p> <p>New Structure Site establishment = 100% complete Pile Foundations = 100% Strip Foundation = 100% Columns = 100% Overall Progress = 30% The steel for the columns all delivered on site and the contractor is assembling it.</p>	We have been experiencing problems with payment of contractors since we did not have funds for this project. This has since improved as Treasury has approved.	Photos Attached
1.1.6 COGTA - SMALL TOWNS REHABILITATION PROGRAMME (2)			
PROJECT NAME	PROGRESS REPORT	CHALLENGE(S) & PROPOSED ACTION	
Street Lighting along Main Street	The Street lights are 100% waiting to be energized. Closeout report have been submitted by the consultant and submitted to the funder as well	The consultant had not yet energized the street light and they reported to have difficulty in communicating with their subcontractor who installed these street lights. They had resolved to hire another contractor for switching them on.	N/A
Street Naming	The Street names have been completed accordingly and the closeout report has been submitted to the client and to the funder as well.	N/A	N/A
Completion of Traffic Offices	<p>Start Date: 01 July 2013 Completion Date: 31 March 2014 Revised Completion Date: TBC</p> <p>The contractor by the name of Zenzulwazi</p>	N/A	N/A

	Plumbing had been appointed on the 21 st November 2014. The site establishment is anticipated on January 2015.		
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1. APPROVALS

- The following projects are undergoing the EIA and Licensing processes:
 - Grave sites (Riverside, Rietvlei, Kokshill, Ibisi and Clydesdale)
 - Land Fill Site
 - Gwijendlini Access Road
 - KwaFile Access Road
 - Cebe Access Road
 - Gudlintaba Access Road
 - Mbuzweni Extension
 - Ntlasi Access Road
 - Ntlangwini Access Road
 - Gugwini Access Road

2. PROJECT REGISTRATIONS

- The Municipality remains 100% committed for the 3 year MTEF as per the requirements of the Municipal Infrastructure Grant.
- The business plan for completing the Traffic Department has been approved to the value of R7m.

3. PROCUREMENT ISSUES

- The following capital project is still on tender phase:
 - - Traffic Department

Resolutions

Council resolved

To approve extension of road to Clinic at Mtshayazafe. It falls within budget.

REPORT 2 - ELECTRICITY

Purpose and decisions requested

The purpose of the submission is for noting the activities on electrification programs for the Municipality.

**REPORT 4- MAINTENANCE ROADS & STORM WATER
REPORT ON PROGRESS AND EXPENDITURE FOR ROADS
MAINTAINANCE PROJECTS– EQUITABLE SHARE**

Purpose and decision requested

The purpose of the submission is to outline the progress and expenditure of the Roads maintenance projects for noting, advise accordingly and support the proposed recommendations.

PROGRESS REPORT

PROJECT NAME	DESCRIPTION OF WORK	WARD	ZONE	Km	Blading & and shaping	Tipping & processing	Pipe De-silting	New Pipe crossing	General Comments
Ntlambamasoka A.R.	Blading	19	2	6.5	100%	0%			
Marhwaqa to Sayimane A.R	Blading and Tipping and processing	19	2	6.9	100%	0%			
Nazareth Access Road (to clinic)	Blading and Tipping to process	7	2	0.8	100%	100%			
Chief Jozana Access Road	Blading and Shaping, tipping and processing, pipe desilting	7	2	5.5	100%	100%	100%	100%	
Ndabayilali Access Road	Blading and Shaping, Tipping and processing	5	2	3	100%	100%	100%		
Clydesdale Ext (Emxhasweni) Access Road	Blading and Shaping, Tipping and processing	17	5	5.6	100%,	100%			

	selected areas								
Ext 8 Access Road	Blading and Shaping, Tipping & processing	16	5	2.8	100%	100%	100%		
Goxe Access Road	Blading, tipping and Processing	9	2	3.5	100%	100%			
Ncambele Access Road	Blading, tipping and processing At selected areas	8	3	3	100%	100%	100%		
Ndideni Access Road	Blading and tipping at selected areas	14	4	5.6	100%	0%			
Ngwaqa Access Road	Blading and shaping	2	1	6.4	100%				
Gudlintaba (Entsiken) A.R.	Blading and shaping Tipping & processing	3	1	2	100%	0%			
Nozingila A.R.	Blading and shaping	3	1	5.6	100%				
Nongingqa Access Road	Blading and shaping, tipping and processing at selected areas	4	1	5.1	100%	0%			

Base Mthaleni Access Road	Blading and shaping	10	3	9.6	100%	100%			
Maqhuqhu Access Road	Blading and shaping	20	5	4.2	100%				
Gcebeni Access Road	Blading and shaping	15	5	0.5	100%				
Qwalu(Esiceleweni) Access Road	Blading and shaping	7	2	4.5	100%				
Driefontein Access Road	Blading and shaping of the Existing road & tipping and processing	8	3	5.6	100%	100%		100%	
St Paul Access Road	Blading and shaping of the Existing road & tipping and processing	6	2	3.5	100%,	100% tipping	No pipe desilting	No New Pipe inst	Finishing Processing
Manxiweni Access Road	Blading and shaping of the Existing road & tipping and processing	12	4	7.4	100%	40%			Steal has to Go back & Finish tipping
Sangweni Access Road	Blading and Shaping & tipping and & processing	1	1	0.75	0%	0%			

Mbulumba Access Road	Blading and shaping	12	4	3.7	100%				Only blading
Ndlovini Access Road	Blading and Shaping, tipping & processing	14	4		0%				
Dresini Access Road	Blading and Shaping, tipping & processing	8	3	2.5	100%	Tipping 100%			Processing in progress

Emergency Request Activities

Blading is 100% and Tipping and processing is complete at Ngunjini to Drienfontein Access Road, currently the trucks are busy tipping at Marhwaqa to saymani access road while the grader and the roller are finishing up with processing at Dressini access road.

Challenges

We are still waiting for the appointment of the foreman which was put on hold during December, the grader operator and the other operators have been appointed. And also the heavy rains have played a vital role in delaying us to complete the outstanding works during the festive season. Nothing has been done so far to the below listed roads only blading was done during the last financial year.

Phase 3 projects: (2014/15 LIST)

- The Committee has agreed on finishing up of the identified roads as per the report that require tipping and processing before new prioritization take place. The list below illustrate the roads that were left from the original plan of 2013/2014 and the roads that were identified for blading only, but due to the community demand this roads need to be tipped and processed where applicable. New plan has to be developed while we still busy completing the outstanding works for previous financial year.

1. Ntlambamasoka Access Road	11. Manxiweni Access Road
2. Marhwaqa to saymani Access Road	12. Sangweni Access Road
3. Ndideni Access Road	13. Mbulumba Access Road
4. Ngwaqa Access Road	14. Ndlovini Access Road
5. Gudlintaba(Entsikeni) Access Road	
6. Nozingila Access Road	
7. Nongingqa Access Road	
8. Maqhuqhu Access Road	

9. Qwalu(Esichelweni) Access road	
10.Gcebeni Access Road	

PROCUREMENT

The contractor has been appointed at Ncambele low level bridge during the month of November 2014, The appointed contractor is Alunga Construction. Procurement of the excavator is still on evaluation processes.

Resolutions

Council resolved

To the assessments done on all the roads we maintaining it is evident that there is need for short-term contracts, such as stage 1 contractors to assist us with works such as construction of headwalls, sign installations, Pipe desilting.

It is therefore recommended that the EXCO/Council should approve the sourcing of stage 1 contractors in order to fast track the maintenance processes.

DEVELOPMENT PLANNING LED & HOUSING

STRATEGIC PLANNING, HOUSING & LED DEPARTMENT: PLANNING UNIT REPORT FOR THE MONTH OF NOVEMBER 2014.

DISTRICT GROWTH AND DEVELOPMENT PLAN.

Purpose

To report progress on the District Growth and Development Plan to be noted

To request the Strategic Planning, Housing and IDP Standing Committee to support the District Growth and Development Plan for the Executive Committee to recommend to the Council the approval.

Background

Municipalities within KwaZulu Natal are required to align their development goals and plans with the PGDS and PGDP. As a result of this, it was noted that in order for the PGDS to be achieved, all District Municipalities (including the eThekweni Metro) need to develop District Growth and Development Plans which will extract all the issues and goals raised in the PGDS in order to further the implementation of the plan at a District level. Thus essentially the DGDP is an implementation plan. The requirement to prepare the District Growth and Development Plans (DGDPs) has the support of the Provincial Planning Commission and KZN COGTA, and will inform the current 2012-2017 Integrated Development Planning process.

The preparation of the District Growth and Development Plan has been funded by KZNCOGTA, however, it is intended to be a Municipal plan and will be managed by the District Municipality with the participation of the Local Municipality family. All Local Municipalities are thus required and encouraged to fully participate in the process of preparing the plan and the ongoing implementation thereof.

Participation Process

Stakeholder engagement is a critical component of this work to ensure buy-in from the family of Municipalities that make up the District and achieve what the brief has termed "One Plan for All". However given budget and time constraints this needs to be undertaken in the most efficient manner. Presented below is the proposed engagement process.

A Project Steering Committee has been set up to facilitate engagement between Municipalities, source information, make presentations and seek buy-in to key milestones. Local Municipal Officials who have been invited to participate in the Steering Committee will be expected to keep their Municipal Officials and Councillors apprised on the project progress and to feed their comments back to the project team.

Two forum workshops will be held where stakeholders are invited to participate in the process.

Targeted telephonic and face-to-face interviews were held with key stakeholders to firstly inform them of the project, secondly to identify issues and thirdly to understand their ideas on strategies and interventions.

Deliverables

The following are the key deliverables for the project:

- Inception report setting out the project milestones, payment schedule and programme that will be used as the primary project management tool for the project (see Sections 7 and 8)
- Status Quo Report
- Policy and legislative review
- Report on issues and Vision
- Report on Strategic Goals, Objectives and Key Indicators
- Report on Catalyst Projects and Interventions
- Report on Institutional Framework
- Implementation, Monitoring and Evaluation Framework Report
- Closeout Report chiropractor

The project was planned to follow a 10 month programme and it is anticipated that it should be completed by the end of October 2014, however, due to some issues that arose during the work flow it should be completed by December 2014.

This plan has been presented to a number of stakeholders for comments. These stakeholders include Sector Departments and Local Government Leadership. As the committee considers this report, attention is being drawn to the following issues: Vision, Strategic Goals, Objectives and Key Indicators, Catalyst Projects and Interventions and Institutional Framework. The attached report covers these issues on detail.

ANNEXURES

Annexure A: The District Growth and Development Plan.

RESOLUTIONS

Council Resolved

- That the progress report on the review of Integrated Development Plan for 2015/2016 financial year be noted
- To approve the District Growth and Development Plan.

APPLICATION IN TERMS OF CHAPTER 3 OF KWAZULU NATAL PLANNING AND DEVELOPMENT ACT, 2008 (Act no. 6 of 2008) (PDA) FOR THE SUBDIVISION OF A PORTION OF FARM CLYDESDALE NO. 18233 (SEWERAGE TREATMENT WORKS).

Purpose

To provide the evaluation and recommendation in terms of section 24 of the PDA regarding the proposed subdivision as set out above.

Background

The aim of this application is to alienate the Umzimkhulu Sewerage Treatment works from the land owned by Umzimkhulu Municipality. The development consists of water treatment ponds and offices within the property and 5 meter wide Right of way servitude over the rem of erf 152 Umzimkhulu in favour of the Harry Gwala District municipality.

The extent of the property is 10, 5614 ha

APPLICATION SITE AND SURROUNDINGS

Property Description

The underlying cadastral is the remainder of the Farm Clydesdale no. 18233 registration Division ES represented by SG333/1883U.

The proposed subdivision will be portion 9 of Farm Clydesdale no. 18233 registration division ES.

The proposed extent of the subdivision will be approximately 10, 5614 ha.

Surrounding Land Uses

The property is surrounded by mix land use including residential, open space and unused rural land.

Topography:

A site is located on suitable flat land and as such there are no outstanding features pertaining to the topography or the soil conditions to be noted.

Ownership:

The property is registered in the name of Umzimkhulu Municipality according Title Deed No. T383/2005UMT.

Applicant

The application was submitted by Mr. Terrence Elliot from MHP Geomatics (Pty) Ltd who has been appointed by the municipality to conduct the subdivision of the proposed property.

Advertising and Notice

The application was advertised in the Fever Newspaper on the 08th August 2014 and no comments were received.

MERITS OF THE APPLICATION

The application has been assessed in terms of the requirements of Section 42 of the PDA for the purposes of determining the merits of an application for development land situated outside the area of a scheme, and the following is noted:

No.	Document	Complete
1	Application form	Yes
2	Written motivation	Yes
3	Nature of the proposed development	Yes
4	Present land use of the site	Yes
5	Accessibility to the site	Yes
6	Area of the proposed development (in Ha or m ²)	Yes
7	Service requirements (water, sewage disposal, electricity)	Non required
8	A certified copy of the Title Deed	Yes
9	Copy of the diagram	Yes
10	A certified copy of the Surveyor-General diagram	Yes
11	Locality plan	Yes
12	Site plan	Yes
13	Other Plans required	Non required
14	Additional documentation	Non required
15	Fee	Non required

Comments in response to the invitation for public comment on the application:

Comments were not received in response to call for public comment.

The Potential impact of the application on the environment, socio-Economic conditions and cultural heritage.

1. Environmental Impact:

There is no environmental impact on the subject properties.

2. Socio-economic impact:

There is no socio-economic impact with the proposed subdivision.

Proposed developments or land uses in the vicinity, or on existing developmental or mineral rights:

When undertaking this assessment it was identified that the subdivision will have no impact on the existing development patterns in this area.

The provision and standard of engineering services (water, sanitation, electricity):

All the services are currently available on the property. No bulk services or additional services are required. Engineering services drawings for the new subdivision will be lodged to the authorities for final approval before any development will take place.

Impact on traffic and parking requirements:

The proposed layout plan for the development does not impact on the current traffic patterns.

Impact from Scheme perspective:

The proposed subdivision of property will have no impact on the existing town planning scheme of Umzimkhulu. The property falls outside the area of jurisdiction of the town planning scheme.

The general principle for land development stated in section 3 of the Development Facilitation Act No. 67 of 1995.

This application is in line with the existing principles of the Act and also does not conflict with other policies or norms and standards.

The Municipality's Integrated Development Plan:

The proposal is fully compatible with the Municipal IDP and existing land uses in the immediate vicinity. The proposed subdivision falls within the SDF, which indicates the area as "mixed use development areal"

Any local practice or approach to land use management:

The proposed sub-division is not conflict with any other law, policy etc.

Final Assessment:

The application has not raised any concerns so far and there are no adverse comments received from the public in general. Based on the above no reasons are identified which prohibit the application.

Reasons for Decision:

It is recommended that the application be approved for the following reasons:

1. The application is not in conflict with the Municipal IDP/SDF.
2. The application has minimal impacts and can be serviced effectively.
3. No negative environmental impacts have been identified.
4. The development fits in with the character of the area.
5. The proposed subdivisions will benefit the local economic development of the area.

ANNEXURES

Annexure 1 : Registered Planners Certificate.

Annexure 2 : Application Document (will made available at meeting, due to the format of all documentation).

Annexure 3 : Public notice.

RESOLUTIONS

Council resolved

- To note the application for subdivision of portion 9 of Farm Clydesdale no. 18233 registration division ES (10,5614ha), as lodged in terms of the KwaZulu-Natal Planning and Development Act, 2008 (Act No.6 of 2008)
- That the Council approves the application for the subdivision of portion 9 of Farm Clydesdale no. 18233 registration division ES (10,5614ha), as lodged in terms of the KwaZulu-Natal Planning and Development Act, 2008 (Act No.6 of 2008) be approved subject to the conditions:

LAND REQUEST FOR BUSINESS

Purpose

To present a report on the business site land request in Ibisi for approval

Background and reasoning

An application was received by the municipality from Soiltech bricks and Tile cooperative requesting land for exercising a brick making business. The needed extent for the kind of business that has been requested is 1 hector, within Ibisi Township. The identification of the suitable site for the development will be allocated in line with the area plan for Ibisi and Spatial Development Framework.

RESOLUTIONS

Council resolved

The report on land request in Ibsi be adopted with the following recommendations:

- A site be located for the business proposal
- The corporative to enter in to a lease agreement with the municipality
- Depending on the suitability of land, the corporative shall submit a Planning Development Application to the municipality prior the development.