



O.R. TAMBO DISTRICT MUNICIPALITY

O.R. TAMBO DISTRICT MUNICIPALITY

DRAFT 2021/22 ANNUAL REPORT

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VOLUME I

CHAPTER 1 – MAYOR’S FOREWORD AND EXECUTIVE SUMMARY

COMPONENT A: MAYOR’S FOREWORD

**CLLR M. NGQONDWANA
EXECUTIVE MAYOR**

COMPONENT B: EXECUTIVE SUMMARY

This report presents the O.R. Tambo District Municipality's annual report for the financial year 2021/22. This report is also in compliance with the National Treasury Circular 63 guidelines. It is submitted in line with the objectives, indicators and targets as set out in the 2021/22 approved Reviewed Integrated Development Plan aligned with the approved budget 3 year MTRF, both of which informed the quarterly performance targets set out in the Service Delivery and Budget Implementation Plan (SDBIP). The annual report is tabled in accordance with the five (5) Local Governments Key Performance Indicators as follows (not in the order of priority): -

- a) Basic Service Delivery and Infrastructure Development
- b) Local Economic Development
- c) Financial Viability and Management
- d) Good Governance and Public Participation
- e) Municipal Transformation and Institutional Development

It depicts the level of achievement of the set targets from the period 1 July 2021 to 30 June 2022. It also reflects explanations on deviations where the institution has not met the set targets as well as corrective measures to be implemented, going forward.

1.1 Municipal Manager's Foreword

The O.R. Tambo District Municipality prepared its Annual Report for the year 2020/2021 in line with Section 121 of the Local Government Municipal Finance Management Act, No. 56 of 2003 as well as accompanying circulars, templates and guidelines. This report provides the overview of the performance and progress made by the district in fulfilling its strategic objectives and priorities as aligned in the Integrated Development Plan (IDP), National Development Plan (NDP) as well as Provincial and National strategic directives.

Investment in infrastructure remains an important priority for the district. Aging infrastructure and the demand for new infrastructure to accommodate population growth continue to place the municipality under severe financial pressure. Maintaining our infrastructure is also vital to allow us to fulfil our mandate.

The year 2020/21 has proven to be particularly difficult for our district due to a range of issues that transpired. Coronavirus (COVID- 19) pandemic presented an unprecedented crisis affecting all facets of normal life. Political instability that affected operations of the municipality, as well as economic conditions confronting us as the country continued to impact negatively on the collection rate of the municipality.

The district also experienced financial challenges, which have compromised the municipality's ability to perform its function. Due to non-performance of grants, the district lost R232million of its equitable share.

On the other hand, we had to ensure the roll out of the District Development Model (DDM), which is facilitated through and anchored around the 'One Plan', 'One Budget', 'One District'. The District One Plan was developed in collaboration with various local, provincial and national stakeholders. Consultative processes commenced towards the end of the financial year before it can be tabled to council for endorsement.

On behalf of the O.R. Tambo District Municipality, I would like express gratitude to the employees and management for their commitment, passion and hard work during the difficult year under review. Even though we were not able to deliver services as we wished, but we managed to deliver minimal water and sanitation services to our communities.

1.2 Municipal Overview

1.2.1 Municipal Functions

Table 1: Municipal Powers and Functions

	O.R. Tambo	KSD	Nyandeni	Ingquza Hill	Mhlontlo	PSJ
Water	Yes	No	No	No	No	No
Sanitation	Yes	No	No	No	No	No
Municipal Health	Yes	No	No	No	No	No
Electricity Reticulation	No	Yes	Yes	Yes	Yes	Yes
Air pollution	-	Yes	Yes	Yes	Yes	Yes
Building regulation	-	Yes	Yes	Yes	Yes	Yes
Child care facilities	-	Yes	Yes	Yes	Yes	Yes
Fire fighting	Yes	Yes	Yes	Yes	Yes	Yes
Local Tourism	Yes	Yes	Yes	Yes	Yes	Yes
Municipal Airports	Yes	Yes	Yes	Yes	Yes	Yes
Municipal Planning	Yes	Yes	Yes	Yes	Yes	Yes
Public Transport	Yes	Yes	Yes	Yes	Yes	Yes
Pontoons and ferries	-	Yes	Yes	Yes	Yes	Yes
Disaster Management	Yes	No	No	No	No	No
Storm water	-	Yes	Yes	Yes	Yes	Yes
Trading regulation	-	Yes	Yes	Yes	Yes	Yes

	O.R. Tambo	KSD	Nyandeni	Ingquza Hill	Mhlontlo	PSJ
Beaches and amusement facilities	-	Yes	Yes	Yes	Yes	Yes
Billboards and advertisements	-	Yes	Yes	Yes	Yes	Yes
Cemeteries, parlours and crematoria	-	Yes	Yes	Yes	Yes	Yes
Cleansing	-	Yes	Yes	Yes	Yes	Yes
Traffic packing	-	Yes	Yes	Yes	Yes	Yes
Street lighting	-	Yes	Yes	Yes	Yes	Yes
Street trading	-	Yes	Yes	Yes	Yes	Yes
Refuse removal dumps and solid waste disposal	-	Yes	Yes	Yes	Yes	Yes
Public places	-	Yes	Yes	Yes	Yes	Yes

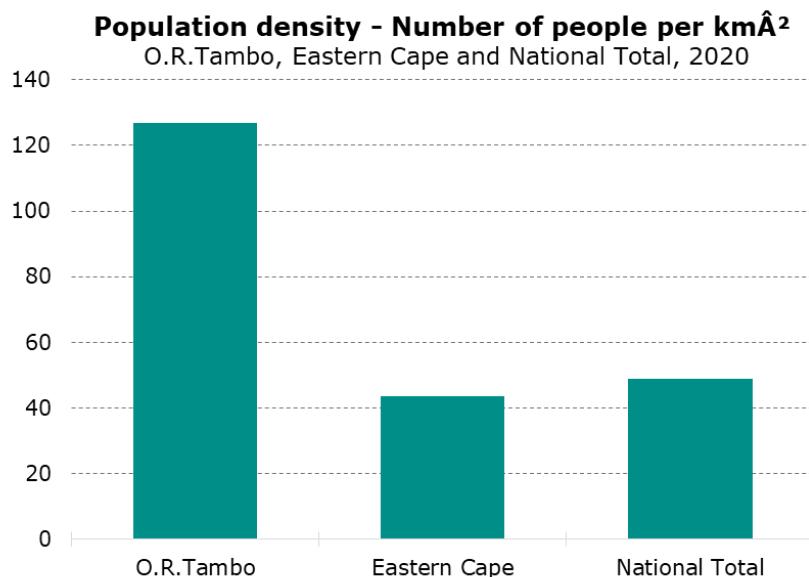
1.2.2 Population Overview

O.R Tambo is the most populous district in the province. It is ranked the fourth most populous district in the country. However, it must be noted that large population size has advantages and disadvantages linked to demand- and supply-side effects of demographic changes.

1.2.2.1 Population density

Using population density instead of the actual number provides a basis of comparison between these different places. ORTDM is relatively densely populated compared to most rural municipalities. A higher population density has an impact on household infrastructure provision, quality of services and access to resources (medical care, schools, sewage treatment, community centers, etc.). A high population density also has advantages (easy provision of basic services, economy of scale, infrastructure network and so on) and disadvantages (like congestion and loss of “green-belt” land).

Figure 1: Population Density



Source: IHS Market Regional eXplorer version 20175

In 2020, with an average of 127 people per square kilometer, O.R. Tambo District Municipality had a higher population density than Eastern Cape (43.4 people per square kilometer). Compared to South Africa (48.8 per square kilometer) it can be seen that there are more people living per square kilometer in O.R. Tambo District Municipality than in South Africa.

1.2.2.2 Households

A household is either a group of people who live together and provide themselves jointly with food and/or other essentials for living, or it is a single person living on his/her own. An individual is considered part of a household if he/she spends at least four nights a week within the household. To categorise a household according to population group, the population group to which the head of the household belongs, is used.

Relative to the province, the O.R. Tambo District Municipality had a higher average annual growth rate of 0.99% from 2010 to 2020. In contrast, the South Africa had 16.8 million households, with a growth rate of 1.82%, thus growing at a higher rate than the O.R. Tambo.

The composition of the households by population group consists of 98.9%, which is ascribed to the African population group with the largest number of households by population group. The colored population group had a total composition of 0.5% (ranking second). The Asian population group had a total composition of 0.3% of the total households. The smallest population group by households is the White population group with only 0.2% in 2020.

1.2.2.3 Socio Economic Status

The dependency ratio is the ratio between the number of dependents, aged 0-14 years and those over the age of 65 years, to the total population aged 15-64, The high number of children in the

district leads to high levels of dependency. A high dependency ratio means few breadwinners, a small number of taxpayers and a small proportion of the population who are productive – but a high reliance on the fiscus.

In 2019, the dependency ratio for the district was 72.97% compared to 80.5% in 2009, this indicates an increase in the economically active population, and however despite the decrease in the dependency ratio for the district, it is still higher than that of the province. At the Local Municipality level, King Sabatha Dalindyebo as the only local municipality with a dependency ration lower than that of the district and the province. In 2019, Port St Johns and Ingquza Hill recorded the highest dependency ratios.

1.3 Service Delivery Overview

During the financial year under review and the year 2020/21 the District was not only impacted by pandemic COVID-19 but also by political instability which resulted in a significant decrease in performance. The overall institutional performance reflects 88 targets set for the institution across all the Key Performance Areas, of which 56 are reported to be achieved with 32 not achieved. This brings the overall institutional performance to **64%** for the 2021/2022 financial year. The performance of the institution has increased by 9% from that of the previous financial year which was 55%. The charts below give details of performance in the municipality including performance per key performance area as well as per department.

Figure 2: Institutional Performance

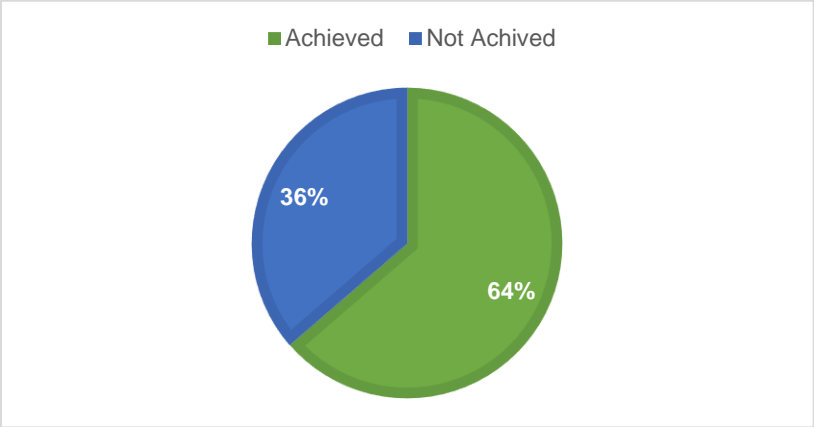


Figure 3: Institutional Performance per KPA

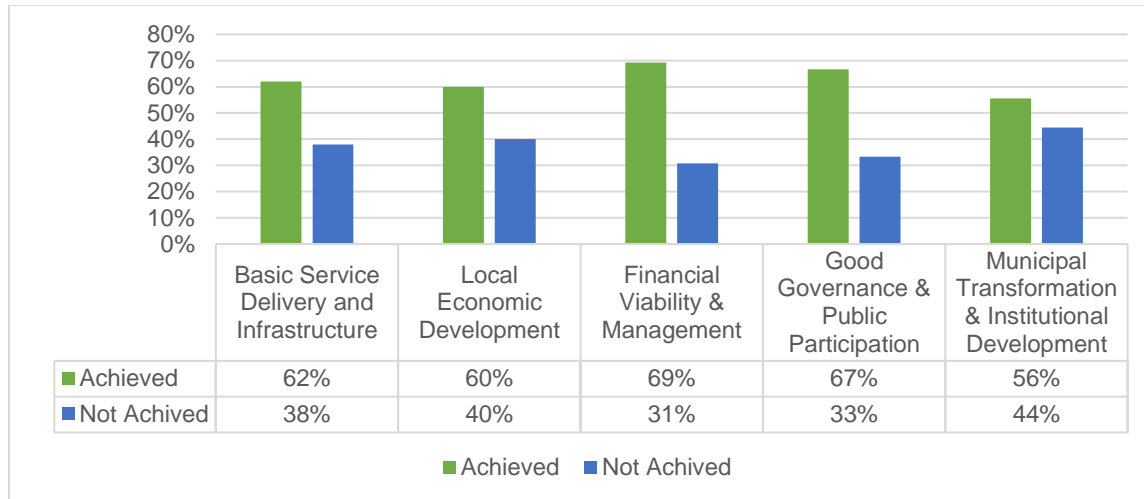
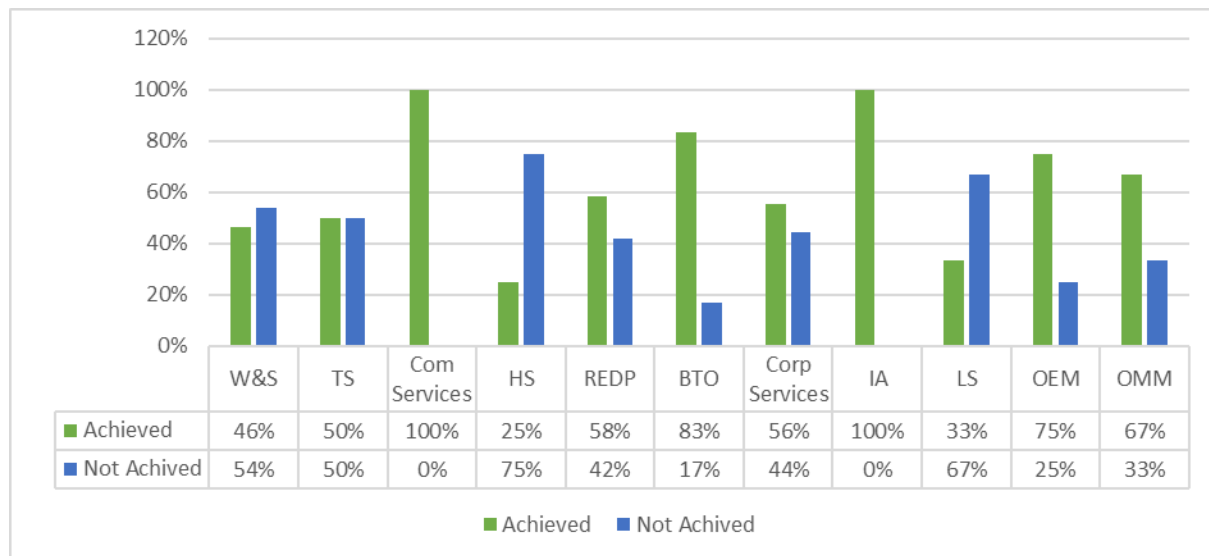
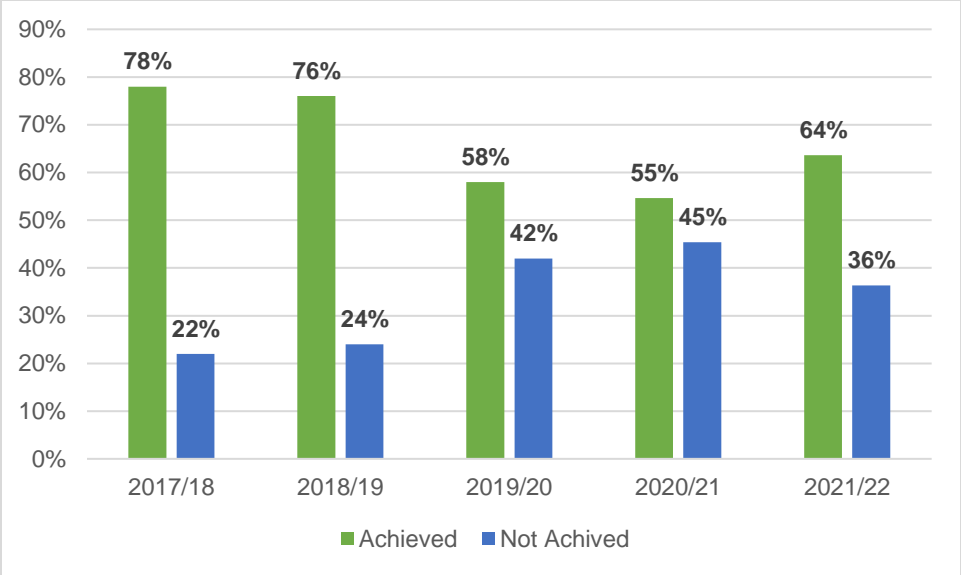


Figure 4: Institutional Performance per Department



The District continues to strive to improve its performance each financial year through improving institutional processes, employment of skilled personnel in key positions and capacitation of employees. The district managed to improve its performance from the previous financial year even though it was engulfed with many challenges. Over the council term 2017 – 2022 the performance of the district started relatively high but as the years went by the performance decreased slowly. The chart below demonstrates the performance of the District over the past 5 years.

Figure 5: Institutional Performance for the past 3 years



Even though the municipality has not done that well but improvements brought by the new leadership after Local Government election on 21 November 2021 are visible. The district is hopeful for the future.

1.4 Financial Health Overview

The District municipality liquidity is not in good state as the current ratio is 0.73 : 1 which is lower than the norm of 2 : 1 as prescribed by MFMA circular 71. The cash cost coverage ratio slightly improved from a less than a month situation in 2019/20 to one month in 2020/21 which is within the required norm of 1 – 3 months. As at 30 June 2021, this ratio meant that the operational funds available could only cover operational costs for one month. This is further compounded by the unspent conditional grants and rejection of rollover application by the National Treasury.

It must be noted that ORTDM is a non-delegated municipality and as such, National Treasury assesses its budget and plan. The 2021/22 budget was assessed as unfunded by the National Treasury and this partly resulted in the withholding of Equitable Share and other grants by National Treasury until certain conditions are met. The municipality working together with the Provincial Treasury and CoGTA prepared and submitted a financial recovery plan to the National Treasury.

1.5 Organisational Development Overview

The Human Resources Management has ensured compliance in implementation of the recruitment and selection policy, which is now is embed to the organisational culture from Senior to lower level management. When we began implementing there were challenges caused by resistance to change, perhaps now every manager is complying accordingly to the implementation of Recruitment and selection policy.

Over the year, Human resources Development policy implementation and compliance has been closely monitored, which has enabled the implementation of multiple training interventions in order to address long-term skills supply in the region as well as embrace the National and Provincial strategic skills programmes. Again, the District has maintained partnerships with the local universities such as Walter Sisulu University (WSU), University of Fort Hare (UFH), Nelson Mandela University and Technical and Vocational Education and Training (TVET) colleges for skills development and training.

The District maintained the implementation of its organisational structure through recruitment processes. It has continued to be stable in terms of its Senior Management/Section 54 and 57 Managers. All senior management vacancies have been filled. There are 1332 employees in total, with 50 labour turnover and 828 vacancies. The municipality maintained its prioritisation of service delivery departments for recruitment purposes; these are the departments of water services and budget and treasury office.

In an effort to improve labour peace in the institution, the Local Labour Forum has been strengthened by the formulation of LLF sub-committees; these committees are Conditions of Services, Skills development, Employment Equity and Restructuring to ease the smooth running of the Local Labour Forum. The municipality has a fully-fledged unit headed by a manager. The Local Labour Forum Sub-committees composed of both employer and employee component.

1.6 Auditor General Report

During the 2020/21 financial year, the Municipality received a Qualified Audit Opinion from the AGSA with six qualification items. The qualification items were Irregular expenditure, Capital Commitments, Property plant and equipment, Pre-payments, Employee cost and Fruitless and wasteful Expenditure. The qualification was based on the completeness of Commitments register, Irregular expenditure not correctly disclosed, no lease agreement for Municipal debtors, no system in place to account for pre payments and Property plant and Equipment, Covid-19 danger allowance paid to employees who worked during the national lockdown using the leave encashment formula instead of using the approved standby allowance formula and the figure was not disclosed as Fruitless and Wasteful expenditure. The findings were as follows:

- Lack of systems and processes in place at the municipality to ensure that commitments are correctly disclosed. A restatement was made to rectify the prior year misstatement, but it could not be substantiated by adequate supporting audit evidence.
- The municipality did not fully record irregular expenditure in the notes to the financial statements, as required by section 125(2)(d)(1) of the MFMA. This was due to the expenditure incurred in contravention of the supply chain management (SCM) requirements not being detected and appropriately disclosed in the financial statements.
- The municipality did not recognise all items of property, plant and equipment in accordance with GRAP 17, *Property, plant and equipment*. Infrastructure assets that were not completed (Infrastructure WIP) were incorrectly disclosed as completed infrastructure assets and some infrastructure assets that were completed in the prior

year were incorrectly disclosed as transfers in the current year. Some of these infrastructure assets were further recorded at incorrect amounts.

- The municipality incorrectly paid the covid-19 danger allowance to its employees who worked during the national lockdown using the leave encashment formula instead of using the approved standby allowance formula.
- The municipality did not have a system in place to account for prepayments made for the year and the previous year.
- The Covid-19 danger allowance paid to the Municipal employees who worked during the national lockdown was not disclosed under fruitless and wasteful expenditure.

Despite the Municipality having not received the unqualified audit outcome or clean audit in the 2020/21 financial year, the Municipality regressed compared in the previous financial year considering that there were only five qualification items which were only Property plant and equipment, Irregular expenditure, Capital Commitments Receivables from Exchange transactions and Prepayments

1.6.1 Steps Taken to Correct the Situation (Improve Audit Outcomes)

- The Municipality developed Management Audit Action Plan having implemented only 14% of the actions and 86% targeted to be implemented during the Annual Financial Statements and Annual Performance Report preparation as the Audit report was obtained in April;
- The municipality is still in the process of cleaning the Infrastructure asset register by transferring completed projects to the Infrastructure asset register and updating both the WIP and commitments register.
- Supporting documents for completed projects that were to be transferred to the Infrastructure asset register have been obtained.
- Conditional assessment of projects to be impaired is being conducted.

However, the municipality is not only focusing on the six qualifications but also tried to resolve findings that were raised under emphasis of matter.

1.7 Statutory Annual Report Process

Table 2: Annual Report Process

No	Activity	Timeframe
1	Consideration of next year's financial Budget and IDP Process Plan. Except for the legislative content, the process plan should confirm in-year reporting formats to ensure the reporting and monitoring feeds seamlessly into the Annual Report process at the end of the Budget/IDP implementation period	July

No	Activity	Timeframe
2	Implementation and monitoring of approved Budget and IDP commences (In year financial reporting)	
3.	Finalise the 4 th quarter report for previous year	
4.	Submit draft year 2021/22 Annual Report	
5.	Municipal entities submit draft annual reports to MM	
6.	Audit/Performance committee considers draft Annual Report of municipality and entities (where relevant)	August
7	Mayor tables the unaudited Annual Report to Council	
8.	Municipality submits Draft Annual Report including Annual Financial Statements and Annual Performance Report to Auditor General	
9.	Annual Performance Report as submitted to Auditor General to be provided as input to the IDP Analysis Phase	
10.	Auditor General audits Annual Report including Annual Financial Statements and Annual Performance Report	September-October
11.	Municipalities receive and start to address the Auditor General's comments	November
12	Mayor tables Final Audited Annual Report and Audited Annual Financial Statements to Council, complete with the Auditor General's Report	
13	Audited Annual Report is made public and representation is invited	
14	Oversight committee assesses Annual Report	
15	Council adopts oversight report	December
16	Oversight report is made public	
17	Oversight report is submitted to relevant provincial councils	
17	Commencement of draft Budget/IDP finalization for next financial year. Annual Report and Oversight Report to be used as input	January

CHAPTER 2 – GOVERNANCE

COMPONENT A: GOVERNANCE STRUCTURE

2.1 Political Governance

The O.R. Tambo District Municipality Council's primary role is that of political oversight of the municipality's functions, programmes and the management of the administration. All of the powers

of local government are vested in the municipal council. The council has the power to make by-laws (legislative authority) and the powers to put those laws into effect (executive authority). The Council of O.R. Tambo adopted a Separation of Powers governance model, with the executive arm of council led by the Executive Mayor and the legislative arm of council led by the Speaker.

The legislative arm of council is constituted of committees established in line with the provisions of Section 79 of the Municipal Structures Act, No. 117 of 1998, as Section 79 Standing Committees and Section 79 Portfolio Committees. The Section 79 Standing Committees play an important role in ensuring good governance, accountability and public participation. The Section 79 Portfolio Committees are established in line with the municipal departments to play an oversight role over the performance of the departments as to improve service delivery related matters. The O.R. Tambo District Municipality council has executive and legislative authority over the matters set out in Part B of schedule 4 and Schedule 5 of the Constitution. In administering the matters assigned to local government, the municipal council strives within its capacity to achieve the Constitutional objects of local government.

In the beginning of the 2021/22 financial year, the term for 2016/2021 lapsed on the 29 October 2021 and the new council for term 2021/2026 was inaugurated during its First Council Meeting which was held on the 1st December 2021, wherein the following were appointed as follows:

1. Cllr N. Y. Capa was appointed as the Speaker of the Council
2. Cllr M. D. Ngqondwana was appointed as the Executive Mayor,
3. Cllr T. Sokanyile as the Deputy Executive Mayor,
4. Cllr N. Ngqongwa was appointed as the Chief Whip.

The Speaker was delegated by the council to appoint Section 79 Committee Chairpersons and members as per the Municipal Oversight Model adopted by council on 30 September 2015. The new council was inducted on 24-26 January 2022. During the 2021/22 financial year, the council successfully held twenty six (26) Council meetings, twenty four (24) Special Council Meetings and two (2) Ordinary Council meetings. All the meetings are held in terms of Section 29 of Local Government: Municipal Structures Act, No. 117 of 1998.

The core mandate of the Legislative Arm of Council is focused on five themes:

- Accountability, Oversight and Scrutiny
- Strengthen capacity of the Legislative Arm of Council
- Public Participation to safeguard local democratic processes
- Monitoring and evaluation, and
- Sound Financial Management.

2.1.1 High Level Overview: Department of Legislative Services

Figure 6: Legislative Services Organogram

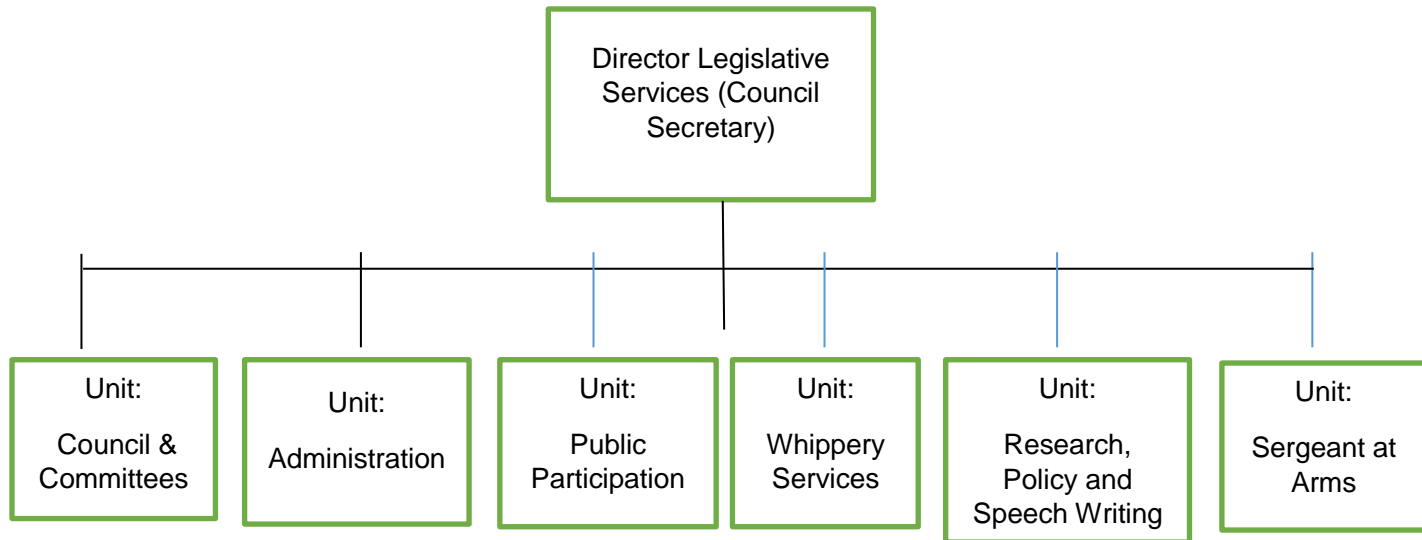
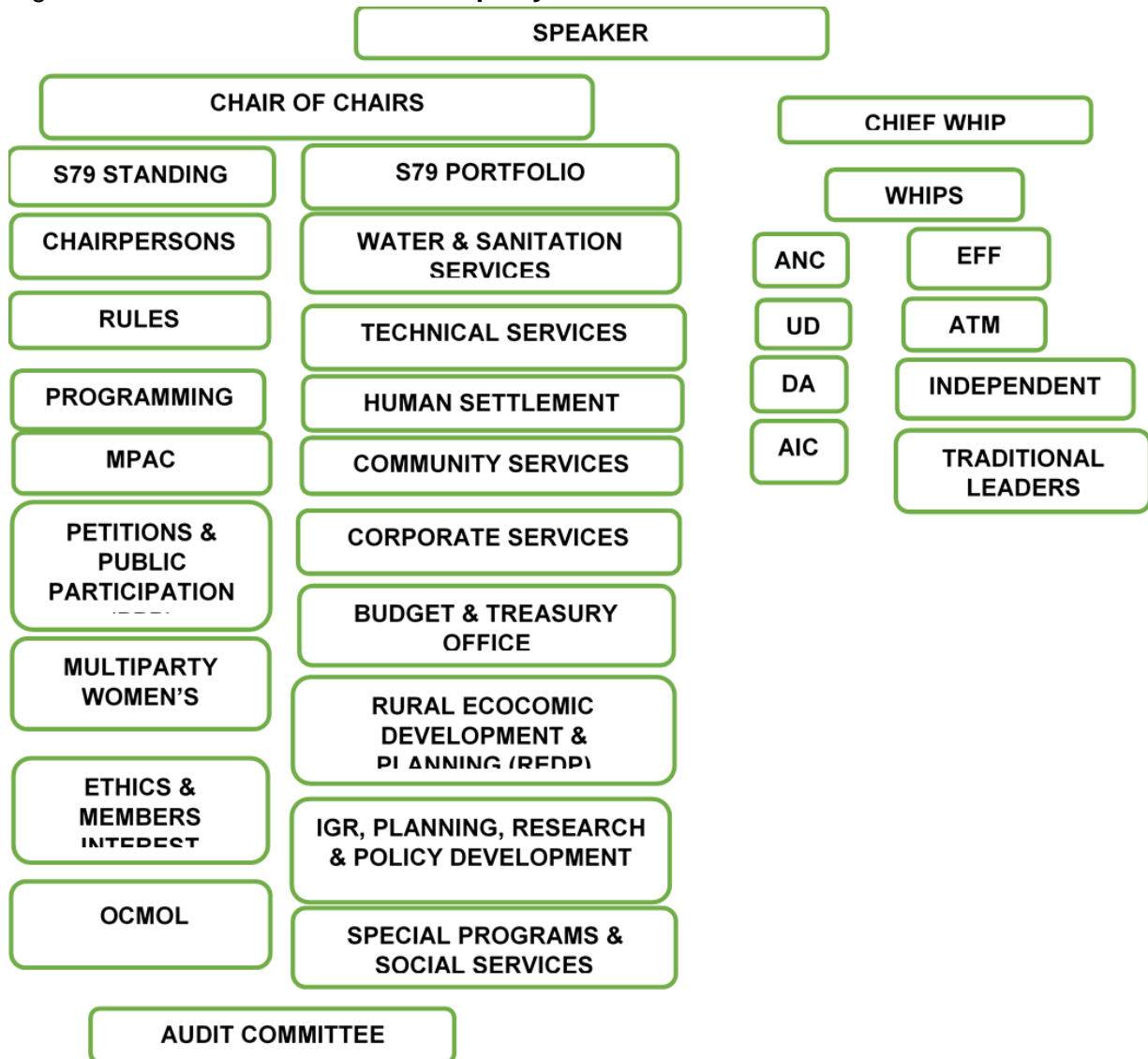


Figure 7: O.R. Tambo District Municipality Political



2.1.2 Council Composition

In terms of Section 12 Notice of Local Government: Municipal Structures Act No. 117 of 1998, O.R. Tambo is a category C municipality, which consists of **59** Councillors representing various political parties as shown in the table below:

Table 3: O.R. Tambo District Municipality Composition of Council

Party	Total No. of Cllrs	Part-Time Cllrs	Full-Time Cllrs	Number of Female Cllrs
ANC	40	25	24	23
UDM	06	04	02	01
DA	05	03	02	01
EFF	03	02	1	-
AIC	02	01	01	01
CI	02	02	-	-
MRRA	01	01	-	-

Table 4: O.R. Tambo District Municipality Local Municipal Councillors

Local Municipality	No. of Councillors	No. of Males	No. of Females
King Sabata Dalindyebo (KSD)	12	08	04
Nyandeni	7	03	04
Port St John's	4	03	01
Ingquza Hill	7	02	05
Mhlontlo	5	03	02

2.1.3 Councillor Resignations, Replacements, and Vacancies in 2021/22

During the 2021/22 financial year,

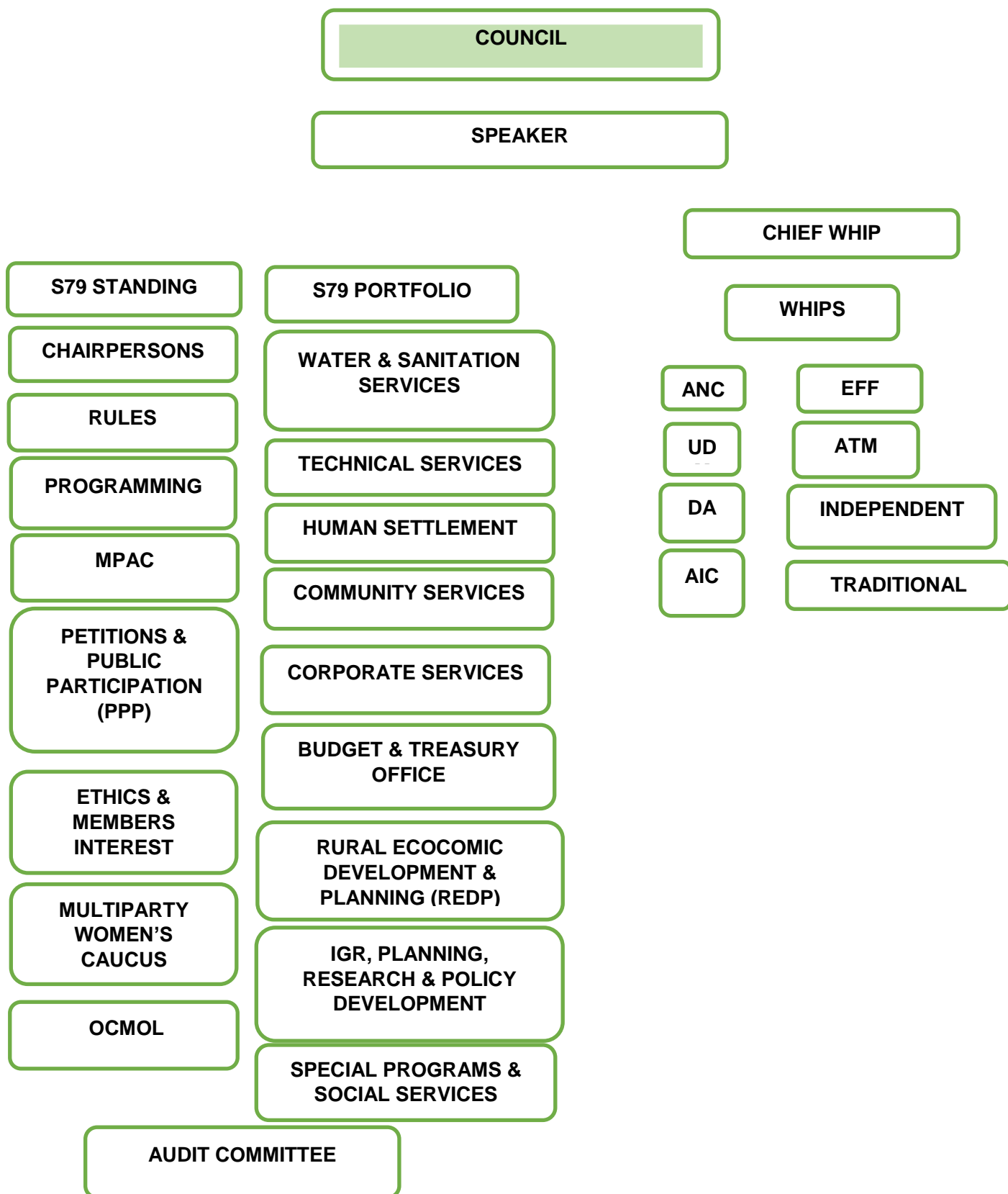
1. Cllr Myolwa resigned as the councillor of OR Tambo District Municipality on the 25 January 2021 and the vacancy was filled by Cllr Ndabeni.
2. Cllr Pepping and Cllr Gaxeni resigned as councillors of OR Tambo District Municipality.

2.1.4. Political Decision Making

In the with the Separation of Powers Governance Model, adopted by council in September 2013, the council on the 30th September 2015, adopted a Municipal Oversight Model (MoM) for strengthening the functionality of the Section 79 Portfolio Committees of council established to play an oversight role The council adopted the Reviewed Council Standing Orders and Political Delegations Framework in line with the afore stated governance frameworks on the 01 December 2021.

2.1.6 Political Governance

Figure 8: Council Structure



2.1.6.2. Participation of Traditional Leaders in Council

Additional to 59 councillors, O.R. Tambo District Municipality has been joined by 12 Traditional Leaders who were also sworn in on the 24th August 2016. Section 212 (1) of the Constitution of the Republic of South Africa refers to the recognition of the institution of Traditional leadership by stipulating that national legislation may provide for a role for the institution of traditional leadership at all local communities. Section 81 of Local Government: Municipal Structures Act, No.117 of 1998 as well as section 4 of the Traditional Leadership and Governance Framework, Act No.43 of 2003 give effect to section 212 (1) of the Constitution by allocating a role to the institution of traditional leadership on governance and development issues at the sphere of local government. Section 81 (2) of the same Act further stipulates that:

- (a) The MEC for local government in a province, in accordance with Schedule 6 and by notice in the Provincial Gazette, must identify the traditional leaders who in terms of section (1) may participate in the proceedings of a municipal council.

The Traditional Leaders participating in council have played an essential role in guiding all the decisions taken regarding any matter. All Traditional Leaders participate effectively in Council debates. They are represented in all Section 79 Council Committees (Standing and Oversight Portfolio Committees).

2.2 Administrative Governance

According to the MFMA 60(b): The Municipal Manager of O.R. Tambo District Municipality is the accounting officer of the municipality for the purposes of this Act and provides guidance on compliance with this Act to political structures; political office bearers, officials of the municipality and any entity under the sole or shared control of the district municipality. The O.R. District Municipality has well-established organisational structures and systems in place. The Municipality has, through the planning and performance units, introduced mechanisms that will catapult the municipality's service delivery. The municipality has filled 9 Section 56 positions and section 54 position. The municipality's administrative structure continues to earnestly serve its mandate for developmental local government assigned thereto through the Municipal Structure Act, 1998. The municipality serves through eleven (11) directorates namely: Water and Sanitation; Technical Services; Community Services; Human Settlements; Executive Mayoral Services; Legislative Services; Rural Economic Development and Planning; Budget and Treasury; Internal Audit; Corporate Services and Office of the Municipal Manager. The district has taken a decision to review its organisational structure after it was last reviewed in 2014. Two phases of the review process have been completed; the diagnosis and review and design of macro organisational structure. The council adopted a macro structure that is in line with strategy of the municipality and its powers and functions. The council further resolved that the review must be implemented at the lower level for adoption during the first quarter of 2022/23 financial year.

Current Administrative Structure

Municipal Manager – Mr. S.W. Mkhize
 Director Water and Sanitation – Vacant
 Director Technical Services – Mrs. M. Ndwandwe
 Director Community Services – Mr. L. Madzidzela
 Director Human Settlements – Ms. N. Mnyanda
 Director Executive Mayoral Services – Ms. N. Mbatani
 Director Legislative Services – Ms. T. Tseane
 Director Rural Economic Development and Planning – Ms. P.A.X. Dunywa
Chief Financial Officer – Mr. M. Moleko
 Director Internal Audit – Mrs. S. Mandla
 Director Corporate Services – Vacant
 Director Office of the Municipal Manager – Mr. B.B. Matomela

COMPONENT B: INTERGOVERNMENTAL RELATIONS

2.3 Intergovernmental Relations

The DM has an established Intergovernmental Relations functional area, under the Office of the Municipal Manager, which is guided by the council approved policy framework. Through the district policy framework there are various district Intergovernmental Relations Forum which serve as a Consultative platforms / forums for the District Municipality, the five Local Municipalities, the Eastern Cape Provincial Government, National Government and State-Owned Enterprises to discuss and consult on matters of mutual interest, which include but not limited to:

- development of National and Provincial policies and legislations relating to matters affecting Local Government;
- implementation of the National and Provincial policy imperatives;
- coordination of strategic issues arising from the Provincial and National Intergovernmental Forum;
- coordination of mutual support across municipalities, in terms of Section 88 of the Local Government: Municipal Structures Act, 1998 (Act no. 117 of 1998);
- provision of services, planning and development in the District;
- the coordination and alignment of the Strategic and performance plans strategies of the Municipalities in the District;
- submission and coordination of allocation of resources to MTRF budget; and
- any other matter of strategic importance, which affect the interest of the Municipalities in the District.

Over the year under review Intergovernmental relations functioning in the district has been compromised and undermined by the instability. Whilst the district has been identified to be the pilot for the District Development Model (DDM), the council infighting couldn't embrace that niche through its intergovernmental relations. This impacted to the extent to which the municipality had to coordinate the development the IDP sector Strategies which form the basis of the IDP;

development of the municipal support plan and reporting; strengthening interface between the political principals across the district and its locals and to ensure the interface between the District, the Province and National (PFC, MUNIMEC etc.)

The function of all IGR structures declined whilst there has been minimal interface at a provincial level through

: -

- **Premiers Coordinating Forum (PCF):** The forum is chaired by the Premier and all the members of the Executive Council (MECs) in the province. Participating and being members of the PCF are all the district Mayors and Municipal Managers.
- **Premiers Coordinating Forum Technical Support Group (TSG):** The TSG is the technical structure wherein the Director General of the province with all heads of departments and heads of state entities as well as Municipal Managers of the districts. The TSG provide technical support to the PCF and it makes the necessary administrative arrangements.
- **MUNIMEC:** This is the forum for wherein the MEC for Cooperative Governance and Traditional Affairs interface with all municipalities of the province at the level of Mayors and Municipal Managers. The intention of the MUNIMEC is to coordinate, guide and deliberate on matters of service delivery in the province.
- **Technical MUNIMEC:** The Technical MUNIMEC is the administrative forum wherein the Head of COGTA, all heads of department and state entities as well as municipal managers prepares for the political MUNIMEC and provide guidance and support.

COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION

2.4 Public Meetings

The ORTDM fulfils the objectives of local government by ensuring that it inculcates public accountability and participation. In its operations, it ensures that there are proper engagements through public meetings taking place in various platforms. From the Council point of view, in all ordinary council meetings members of the public are invited in order to understand council affairs. Moreover, open councils were convened on a quarterly basis across the local municipalities. These serve to gather service delivery needs as well as assessing the service delivery impacts. Moreover, the Speaker of the Council and the Chief Whip convened community outreaches. These served to link the district with its local municipalities as well as ward committee members and the entire community.

Apart from the open council and outreaches, the Executive Mayor further convened quarterly imbizo's. These are platforms of engagements with communities, which serve to assess service delivery implementation and to gather challenges that are faced on the ground. Issues emanating from the imbizo's are consolidated and form part of the municipal planning information. Other platforms of community meetings are the IDP roadshows. These are institutionalised in the planning trajectory in order for the communities to understand the municipal plans as well as

contribute in that regard. The IDP roadshows are complemented by the IDP representative forums which are convened throughout the IDP development process where stakeholders and members of community are provided an opportunity to participate in the planning process.

2.5 IDP Participation and Alignment

The ORTDM coordinates planning across the district and vertically with sector departments. It performs the strategic planning functions under the Office of the Municipal Manager. In executing the work related to planning, OR Tambo district municipality continue to comply with the regulations in the development of the IDP, as this is assessed by the relevant authorities. Over the year under review, the IDPs of the district and its local municipalities were all adopted by relevant Councils. Compliance on the planning for the year were coupled with the adoption of clear processes to ensure the development of the 2021/2022 IDPs & budget.

The Council adopted IDPs have also been complimented by the approval of the Service delivery and Implementation Plans by the Mayors / Executive Mayors. This guided the implementation of the IDPs, promoting reporting and accountability. The district and its locals have the relevant capacity with the Strategic Managers/ IDP Managers positions filled except for the DM which is challenged with the structural vacancy (IDP Manager is not in the organogram).

It must be noted that the year under review for this annual report is marked with another critical milestone of the District Development Model. The District Development Model (DDM) is one of the policy approaches necessitating government to strengthen alignment of planning and programmes. DDM was introduced as a national approach, wherein ORTDM was identified as one of the pilot sites for implementation. It was subsequently launched by the President in Lusikisiki, Ingquza Hill Local Municipality on the 17 September 2019. The Model is based on establishing **District Hubs** that embody **One Plan** of government to express the short term, medium term and long-term development objectives of national, provincial and local government in the geographic boundaries of the District. The One Plan will be strategic in nature expressing the commonly agreed diagnostics, strategies and actions which will be broken down to annual operation plans and five to ten-year implementation plans so as to enhance service delivery and development in the district's area of jurisdiction. The municipality therefore institutionalised the DDM within its IDP processes and was able to deliver on some of the outputs that include Demographic profile of the district, development of the Geographic Information Management System platform that spatial reference development programmes, alignment of provincial fiscal allocation to the district, infrastructure assessment as well as capacity assessment reports. The municipality is forging ahead with the model implementation as per national roadmap.

Whilst there are generally positive improvements in relation to planning and programme alignment some sector departments lack the understanding of the IDP processes. They generally do not participate in the processes at the required level. The district municipality is working tirelessly to ensure that these challenges are addressed. It can further be highlighted that the existing relationship and alignment between the DM and the LM on IDP processes has improved.

COMPONENT D: CORPORATE GOVERNANCE

2.6 Risk management

The Municipal Finance Management Act section 62 (l) (c) requires a municipality to have and maintain an effective, efficient and transparent system of risk management. Risk management is defined as the identification and evaluation of actual and potential risk areas applicable to an organization, followed by a process of mitigation, acceptance, transfer or avoidance of each risk.

O.R. Tambo District Municipality's council monitors risk through the Risk Management unit and Risk Management Committee. The Committee plays an oversight role to ensure that there is an effective risk management process and system within the organization. The Risk Management Committee reports to the Audit Committee which in turn recommends to Council risk strategies and policies that need to be set, implemented and monitored. This approach provides technical assistance to the Council to exercise its role in ensuring that an adequate and effective risk management system and process is in place.

With the technical support from the Risk Management Unit O.R. Tambo District Municipality identifies risk areas that are managed systematically and continuously. The municipality has a risk register in place which is treated as a working risk management document of which the identified risks are constantly recorded and properly managed. The municipality's Senior Management monitors and evaluates the implementation and efficiency of management's controls and such actions identified to improve current controls in the risk register.

There was no risk assessment performed for the 2021/22 financial year, while the assessment for the 2022/23 financial year was performed from the 2nd -3rd June 2022.

The risk management unit of the district is in place led by the Chief Risk Officer. The Risk Management committee is in place and held its first meeting on the 20th June 2022.

Risk management strategy and policy have been reviewed and the terms of reference of the risk committee has also been reviewed during the period under review. The culture of risk management has not yet fully inculcated in the municipal operations. In most instances risk management continues to be viewed as a compliance matter rather than being embedded on the day to day business and organizational culture. The focus is still at institutional and departmental assessment and has not yet reached or addressed project risk management.

2.7 Anti-corruption and Fraud

The council of O.R. Tambo District Municipality is committed to the highest possible standards of openness, probity and accountability and recognizes that the electorate needs to have confidence in those that are responsible for the delivery of services. A fraudulent or corrupt act can impact on public confidence in the Council and damage both its reputation and image.

Fraudulent and corrupt practices undermine the basic values and principles governing public administration and any criminal and other irregular conduct are detrimental to good, effective, accountable and transparent governance and can hamper the service delivery capacity of the Municipality. Procedures are provided in terms of which employees and councillors may without fear of reprisals, disclose information relating to suspected or alleged criminal or other irregular conduct. Policies and strategies are in place setting out the Council's approach and commitment to the prevention, deterrent and detection of fraud and corruption

A policy on declaration of conflict of interest by staff is in place. Incidents of suspected corruption are reported via the Presidential Hotline. Over the year under review the municipality initiated the processes for the development of its fraud hotline. Already the district had conceptualised the approach, developed specification and advertised the tender for the independent provider to manage, monitor, report and investigate fraudulent matters reported to the hotline. It has been unfortunately that the municipality hadn't been able to receive suitable qualified bidders and as such this is still pending. Further to the reflected processes, the municipality had also executed the followings: -

- Fraud awareness sessions have been held with staff across the departments who are by nature prone to fraud such as SCM, HR; Human settlements and Community services. A plan for fraud prevention has been developed.
- Workshop on the policies have been conducted
- The risk management unit is working with labour relations to ensure that staff has signed the code of conduct.

The institution has an internal audit unit who on an annual basis conduct annual audit awareness in areas of high risks.

2.8 Supply Chain Management

There are serious staff capacity issues that have led to the SCM unit unable to adhere to the strict internal controls. The procurement plans and service delivery budget and implementation plans are not followed by departments and programs are implemented in a haphazard way thus making it difficult to follow appropriate timelines in the whole value chain.

Contracts management is also a serious problem as it is scattered in all the various departments of the municipality and the SCM unit is sometimes not aware of other contracts that are entered into by the municipality.

There are instances where regulation 36 deviations are initiated and approved without the indulgence of the SCM unit to check if it meets all the requirements and these end up being irregular in nature.

Despite the above challenges there have been several improvement initiatives undertaken within the procurement function to ensure value-for money, greater efficiency and effectiveness, and reduce fraud and corruption. These include, inter alia, the following:

- Partial write off of previous irregular expenditure after investigation by MPAC
- Appointment of service providers through the use of transversal contracts with the National Treasury.
- Elimination of the use of regulation 32 of the SCM regulations.
- Improvement in the internal controls thus reducing the quantum of year under review irregular expenditure.
- Timeous sitting of bid committees
- Appointment of service providers by means of term contracts.
- Development of a procedure manual to ensure reduction in reduction of irregular expenditure
- Reduction of the use of paragraph 36 in order to ensure proper planning by departments

Table 5: SCM SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> • SCM Policy reviewed in line with latest legislation and best practices and adopted by Council on the 30 May 2020 • CSD Regulations implemented fully. • Review and update of existing procurement templates, which have standardized the procurement process for quotations and tenders. • There is a procurement plan for capital projects which is the Project Implementation Plan 	<ul style="list-style-type: none"> • Partial implementation of the SCM Policy. • Disjointed committee system • Continuous processing of transaction that lead to irregular expenditure (non adherence to procurement plans as well as project implementation plans, deviations that do not meet the requirements of Regulation 36). • Lack of SLA for contracts entered to with preferred bidders. • Contract registers not updated regularly and they are not integrated or combined. • Lack of contract management in line with Section 116 of the MFMA (infrastructure projects that are way beyond planned completion periods without any consequence management). • Lack of an automated database system that is linked to CSD and that automatically rotates suppliers of goods and services

Strengths	Weaknesses
	<ul style="list-style-type: none"> • Lack of implementation of turnaround time frames for demand management • Inadequate controls with regards to the logistical management (inventory management). • Decentralised stores • Slow process of filling of vacant posts within the SCM Section • Deficiencies in document management with regards to control and safekeeping of bid documents and SCM documents. • The lack of control over SCM activities that are conducted outside of SCM unit. • Lack of proper segregation of duties in the SCM unit due to high vacancy rates. • Lack of an automated system that is linked to other public entities to detect people who are in the service of the state and other related parties doing business with the municipality. • Lack of capacity building for SCM officials due to non-attendance. • Noncompliance to all SCM circulars • Lack of review of the SOP for SCM
Opportunities	Threats
<ul style="list-style-type: none"> • Appointment of service providers through term contracts for recurring expenditure items (rotation to be monitored). • SMME development and targeting through updated PPPFA Regulations. • Intensive use of transversal contracts where these are applicable especially for where the municipality can participate. 	<ul style="list-style-type: none"> • Fiscal dumping from other government institutions • Withholding of grant funding. • Business continuity due to continuous breakages to the server and no proper backup systems to retrieve data.

Remedial action for factors identified above:

- Conduct workshops for SCM policy with municipal officials.
- Implement consequence management in terms of Section 32 of MFMA.
- Strict adherence to the Cost containment regulation and approved policy.

- Procurement of an automated database system that will reduce the manipulation of SCM processes.
- Provision of proper filling rooms and in collaboration with registry department for the provision of document filling.
- Full implementation of demand management turnaround timeframes.
- Regularly update the contract registers and integration.
- Automation of the demand management system or processes.
- Sign SLA's for all contracts to ensure awarded bidders are monitored properly.
- Council to approve budget only when HOD's submit their procurement plans with realistic PIP's.
- Workshopping of the policy to all stakeholders and implement thereafter.
- Management to review the use of Regulation 32.
- Establishment of contract management unit.
- The functionality of all infrastructure projects to be reviewed and a more efficient procurement strategy be adopted to assist the municipality in ensuring that it is able to attract sufficient service providers.
- Council to approve adhoc portfolio committee meetings between budget and treasury and infrastructure to discuss any bottlenecks on stalled projects and identify root causes to clear those soon
- As part of value add, periodically liaise with AG for the review of the procurement made in order to identify all companies that have close family members through their CAATS systems.
- Fast-tracking of the recruitment process for the filling of vacant posts.
- Introduce purchase requisitions control register for coding of transactions at entry point.
- Introduce Deviations Control Register.
- Introduce tender closing register books.
- Realignment of SCM staff with the SCM structure and SCM processes.
- Introduce bid committee Charters (these will serve as terms of reference for bid committees).
- Introduce Demand planning and expenditure committee (to drive the process of Procurement plans, Implementation and subsequent performance)
- Compulsory implementation of SCM Regulation 49.
- Introduce Threshold forms and checklists for all the transactions.
- Introduce Pre approved lists of accredited supplier.
- Compulsory implementation of PPPFA regulation 4 for all procurement
- Centralise all the stores material and only keep only limited inventory off site to ensure that there is no material loss due to pilferages.
- Advise the corporate services unit to consider isolating the server room and or upgrading it to acceptable standards and have external backup systems in order to ensure business continuity.
- Review SOP's for SCM and facilitate that they be signed off by the AO and workshopped to all staff

2.9 By-laws

The ORTDM approved the following by-laws for the betterment of the community within the terms of the legislation as follows:

Table 6: By-Laws

By-laws developed, reviewed and approved during 2017/18 financial year					
Newly Developed	Revised	Public Participation Conducted prior to adoption of By-laws (Yes/No)	Dates of Public Participation	By-laws Gazetted (Yes/No)	Date of Publication
Water Services	Yes	In progress	May – June 2018	No	N/A
Municipal Health	Yes	Yes	N/A	No	N/A
Fire Services	Yes	Yes	31 January 2018	No	N/A

2.10 Website

Section 75 of the Municipal Finance Management Act prescribed for the minimum content that must be displayed on the municipality's websites. The municipality has updated its website to serve as a mode of communication to the district citizens at large on municipal services, functions and duties. The following is a tabulation of the documents published on the website during the financial year:

Table 7: Municipal Website Contents

Municipal Website: Content and Currency of Material		
Documents Published on the Municipal Website	Yes/No	Publishing Date
• Annual budget (2021/22)	No	
• All current budget-related policies	No	
• Budget adjustments and all budget-related documents (2021/22)	No	
• The previous annual report (2020/21)	No	
• The Annual Report (2021/22) to be published	Yes	January 2023
• All current performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act (2022/23) and resulting scorecards	No	

Municipal Website: Content and Currency of Material		
Documents Published on the Municipal Website	Yes/No	Publishing Date
• All service delivery agreements (2021/22)	No	
• All long-term borrowing contracts (2021/22)	N/A	
• All supply chain management contracts above a prescribed value R200 000.00 for 2021/22	No	
• An information statement containing a list of assets over a prescribed value that have been disposed of in terms of section 14 (2) or (4) during 2021/22.	No	
• Contracts agreed in 2019/20 to which subsection (1) of section 33 apply, subject to subsection (3) of that section	No	
• Public-private partnership agreements referred to in section 120 made in 2021/22	No	
• All quarterly reports tabled in the council in terms of section 52 (d) during 2021/22	No	

2.11 Public Satisfaction on Municipal Services

In order to fully fathom the magnitude of public satisfaction on municipal services, the municipality must put in place mechanisms that allow for direct feedback on services provided. It is paramount that a municipality evaluates its public satisfaction against its service delivery initiatives and deliverables. Every project or program implemented must be measured not only on its outcome but also on the impact; it has in the community in which it is intended to serve. The District municipality consists of five local municipalities namely: Mhlontlo, Nyandeni, Port St Johns, King Sabata Dalindyebo and Ingquza-Hill. In order to fathom the impact and magnitude of public satisfaction, the district municipality would have to conduct qualitative and quantitative research on the entire area by sampling a portion of the whole population thereof.

The municipality conducts recorded public meetings in order to consult with communities on burning issues, planned projects et cetera. These meetings are in place as a consultative process with citizens of the district. This is executed whilst the municipality is in the process of developing an information management system database that will store informative features and citizens' satisfaction information. The system will identify critical performance scopes of citizens' satisfaction together with a satisfaction tree. This will be developed in the form of an algorithm which will identify different steps.

The first step of these will determine the organizations scopes and identify features of services given to citizens. These performance features will be identified according to the mission and major duties of the municipality. The second of these steps will be to form a process execution matrix based on the records of process execution. This is to determine the status of citizens' satisfaction with the public services as the performance measures will be collected in the form of a questionnaire. The third of these steps will be determining and identifying critical features of satisfaction by analysing the relationship between the service and the impact it has had on

communities. The last of these steps is finding contingency mechanisms in areas where the service delivery initiatives did not produce the intended impact.

The aforementioned will assist in identifying a citizens' satisfaction model about services given by the municipality and how they can play a key role in the improvement of its citizens' satisfaction. This will assist the municipality in predicting citizens' satisfaction and to manage its performance to improve public satisfaction with its mandated services.

2.12 All Municipal Oversight Committees

2.12.1 Oversight Role of Council and Section 79 Committees

The council committees are established in terms of Section 79 of the Municipal Structures Act 117 of 1998 as Standing and Portfolio Committees. Non-executive fulltime councillors chair section 79 Standing Committees and the Section 79 portfolio committees are chaired by non-executive part time chairpersons.

The district municipality has seven Section 79 Standing Committees and eight Section 79 Portfolio Committees, which are managed and coordinated by the Office of the Speaker as per the Separation of Powers Model that was adopted by Council on 6 September 2013.

2.12.2 Governance Framework: Separation of Powers Model (SOP) & Municipal Oversight Model (Mom)

In the with the Separation of Powers Governance Model, adopted by council in September 2013, the council on the 30th September 2015, adopted a Municipal Oversight Model (MoM) for strengthening the functionality of the Section 79 Portfolio Committees of council established to play an oversight role. The council adopted the Reviewed council standing orders in line with theafore stated governance frameworks on the 01 December 2021.

Petitions & Public Participation Committee

The Petitions & Public Participation committee is constituted in terms of Section 79 of the Municipal Structures Act 117 of 1998 as a Section 79 Standing Committee of the Council of O.R. Tambo District Municipality. The main objectives of the Petitions & Public Participation Committee entail the following:

- (a) To encourage the involvement of Communities and Community Organisations in the matters of local government.
- (b) The development of systems to monitor and track petitions received in an accurate and effective manner.
- (c) The development of a feedback system for petitions received
- (d) To increase the effectiveness of public participation in the Council.
- (e) To develop and/or update a policy for public participation.
- (f) To diligently perform its power and functions in terms of these terms of terms of reference.

During the 2020/2021 financial year ORTDM conducted Speaker's Outreach programmes and Community education in various Local Municipalities under ORTDM jurisdiction (Mhlontlo LM, Port St Johns LM, KSD LM, Nyandeni LM and Ingquza Hill LM) as follows:

Table 8: Number of Ward Committee Members per LM

Date	LM	Venue
13 October 2020	Port St Johns	Ward 04, Hlamvana village
08 October 2020	Nyandeni	Ward 3, Luthubeni village
14 October 2020	Mhlontlo LM	Ward 10, Mdeni village
18 November 2020	Nyandeni LM	Ward 10, Dan's County Lodge
06 November 2020	Mhlontlo	Ward 7, Lutuka SSS
23 November 2020	Ingquza Hill	Ward 16, Nkuzimbini village
17 March 2020	Port St John's	Ward 9, Mkhazini village
18 March 2020	KSD	Ward 16, Mgcengane village
06 April 2021	Nyandeni	Ward 15, KwaMxhosa
14 April 2021	Ingquza Hill	Ward 5, Nkozo Traditional council
20 April 2021	Ingquza Hill	Ward 25, Mdeni village
29 April 2021	Port St John's	Ward 3, Mbenengeni village

The Municipality monitors the functionality of ward committees within the district by using the Ward Committee Monitoring Tool, submitted to the district municipality on a quarterly basis. The ward committee members' allocation per local municipality is as follows:

Table 9: Section 79 Standing Committee Progress Reports

Section 79 Standing Committee	Chairperson's Name
Rules Committee	Cllr N. Y. Capa
Programming Committee	
Chairperson's Committee	Cllr M.B. Dambuza
Municipal Public Accounts Committee (MPAC)	Cllr N. Dywili
Ethics and Members Interest Committee	Cllr U. Jacob
Multiparty Women's Caucus	Vacant
Petitions and Public Participation Committee	Cllr C.S. Tokwana
OCMOL	Cllr W.F. Ranai

Table 10: Section 79 Portfolio Committees

Section 79 Portfolio Committees Name	Names of Departments Oversighted	Chairperson
Water and Sanitation Services Portfolio Committee	Water and Sanitation Services	Cllr N.P. Ngaxmile
Human Settlement Portfolio Committee	Human Settlement	Cllr V. Ncapayi
Technical Services Portfolio Committee	Technical Services Department	Cllr T. Tshikitshwa
Corporate Services	Corporate Services	Cllr V.B. Zondani
Community Services	Community Services	Cllr Madolo S.
Budget & Treasury Office (BTO)	BTO	Cllr N.L. Vanda
Intergovernmental Relations, Planning, Research and Policy Development	Office of the Municipal Manager	Cllr K. Vava
Special Programs and Social Services Portfolio Committee	Office of the Executive Mayor	Cllr N.P. Matanda
REDP	LED, Ntinga Development Agency & Kei Fresh Produce Market	Cllr V.W. Ntshuba

Table 11: S79 Committee Allocations

Committee's Name	No. of Members	ANC	Total Opposition	UDM	DA	ATM	EFF	AIC	INDEPENDENT	TL
Rules Committee	18	09	8	1	1	1	2	1	2	1
Programming Committee	11	6	4	1	1	1	1	-	-	1
Chairperson's Committee	14	14	-	-	-	-	-	-	-	-
MPAC	10	5	4	1	1	1	1	-	-	1
Petitions & Public Participation	10	4	5	1	1	1	1	1	-	1
Ethics & Members Interest Committee	11	5	5	1	1	1	1	1	-	1
Women's Caucus	26	23	3	-	-	-	2	1	-	1
Water and Sanitation Services	11	5	5	1	1	1	1	-	1	1
Human Settlement	11	6	4	1	1	1	-	1	-	1

Committee's Name	No. of Members	ANC	Total Opposition	UDM	DA	ATM	EFF	AIC	INDEPENDENT	TL
BTO	11	5	5	1	1	1	1	-	1	1
IGR, Planning, Research & Policy Development	11	5	5	1	1	1	1	-	1	1
Corporate Services	11	6	4	1	1	1	1	-	-	1
Community Services & Disaster Management	11	5	5	1	1	1	1	-	1	1
Special Programs & Social Services	11	5	5	1	1	1	1	-	1	1
REDP	10	5	4	1	1	1	1	-	-	1
Technical Services	10	5	4	1	1	1	1	-	-	1
OCMOL	11	5	5	1	1	1	1	-	-	1
Local Labour Forum Committee	7									

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

COMPONENT A: BASIC SERVICES

3.1 Water Provision

Water services provision in the Municipality is under the Department of Water and Sanitation Services. This department has a vacancy rate of 21%. Staff compliment as the end of June 2022 for this department is depicted in the table below:

Table 12: *Employees - Water & Sanitation*

No. of Posts	No. of Filled Posts	Vacancies	Vacancy rate
772	607	165	21%

Over the financial year 2021-2022 the municipality had implemented projects funded by three national grants as follows:

Table 13: *Projects Implemented in 2021/22*

Grant	Amount	No of projects / Contracts		
		Planning	Construction	Completed
MIG				
RBIG				
WSIG				
Total				

A total of 71 projects were implemented valued to R 461 715 406,4 Out of these projects 27 many were completed. Out of completed projects 3062 Connections of Households was realised while 13 were phased projects which their completion could not translate to household connection. The completed projects in 2020/21 financial year were able to connect 3062 households to be served with portable water supply and 8764, for dry sanitation

Apart from the capital program the municipality continued to maintain, refurbish, upgrade and extend the existing infrastructure to the needy community. This program serves to ensure sustainability and improving the functionality of the existing schemes.

The District Municipality further considered those communities that do not have infrastructure and those affected by drought by providing them with remedial measures that include provisioning of water tanks as well as water carting. Over the year 167 mega litres of water was catered and delivered to communities across the district, whilst 120 water tanks were provided to needy communities as an interim service.

The table below illustrates level of access of water for the district households:

Table 14: Households with access to water services

Category	No. of Households
Proportion of households with access to water points (house connections)	32,211
Proportion of households with access to piped water (inside yard)	33,813
Proportion of households with access to standpipe connection (less than 200m radius)	38,445
Proportion of households receiving 6kl free water	319 385
Proportion of households with no access to piped (tap) water	269,276

In addition to the connections that were made, the District also managed to refurbish more than 40 non-working standalone water schemes, protected 12 springs and refurbished 8 water treatment plant schemes, and more than 30km of water reticulation was extended through internal EPWP programme in order to improve access of water. Accordingly, more than 500 households additionally were given access to water supply. With our District being rural amongst the 335,300 households, more than 319 385 households received access to free basic services of water.

Through the appointment of Lugaju Innovations as a support compliance laboratory, the District has been improving its water quality. Chemical compliance for year under review have been on average of 99% and physical compliance of not less than 84% with notable challenges of microbiological compliance which was 93% due to ageing infrastructure at the works, and deteriorated raw water quality. Lugaju Innovations contract also included training of the Process Controllers to meet the required classification levels.

The challenges that were experienced during the financial year that impacted badly to project implementation to mention but few were Covid 19 epidemic, disruption of construction by communities including local contractor forums and the instability of the municipality both at administrative and Council level. Given these challenges the District spending on grants increased from 60% to & 75,5% of its capital grants for the year under review. Other challenges experienced by the District were unaccounted water and losses due high level of illegal/unauthorized connections as well as lack of metering for the water provided to rural areas.

3.2 Waste Water (Sanitation) Provision

The sanitation provision within the district is compounded by the fact that our district is rural in nature and over 80% of our district population depends on pit latrine, chemical toilets and bucket system. For the year under review, the District has provided ventilated improvement pit to 1825 households. Moreover, the district municipality is faced with a challenge of VIP toilets and pit latrines which are full and pose a health risk and pollution of the receiving body. In this regard the

district municipality has embarked in a pilot programme of removing the sludge in the areas affected, through this programme 3000 households have been desludge and cleared of faecal sludge such that the toilets are usable again by the communities.

The major achievement in waterborne sanitation is advanced planning and successfully receiving funds approval for four projects i.e. Flagstaff phase two, PSJ WWTW and reticulation, Qumbu WWTW, Libode phase 2 reticulation network while Lusikisiki sewerage upgrade is under construction already.

Table 15: Sanitation level of service per local municipality

Local Municipality	Above & at Minimum Service Level		Below Minimum Service Level			Total
	Flush Toilet	Ventilated Improved Pit (VIP)	Pit Toilet	Informal Systems	No Toilet	
King Sabata Dalindyebo (KSD)	34 000	64 045	16 600	606	6 660	1 22 000
Ingquza Hill	6 870	44 400	11 200	1 100	2 800	53 200
Port St Johns	8 530	15 849	6 100	590	5 200	34 900
Nyandeni	6 380	51590	6 900	313	4 200	59100
Mhlontlo	4 720	27874	11 800	156	3 730	46 100
Total	60 527	203 758	52 666	2 768	22 590	335 091
Sub Total Above / Below Minimum Service Level	264 285		78 024			

3.3 Electricity

This is not a function of a District Municipality however the district plays a coordinating role. The municipality is a coordinator of the district electricity forum where all stakeholders that include local municipalities, National Department of energy as well as Eskom participate.

Only KSD Municipality has a distribution licence for electricity, other municipalities are solely dependent on Eskom for electricity services in their jurisdiction. This is the area that still need improvement as owning a distribution licence can assist in the enhancement of revenue.

3.4 Environmental Management and Waste Management

The White Paper on Environmental Management Policy emphasizes the need for implementing an effective information management system that makes environmental information accessible to all interested and affected parties responsible for and/or interested in effective environmental management. In this regard, the O.R. Tambo DM in the 2019/20 financial year appointed a service provider to review its Integrated Waste Management Plan, Environmental Management Plan

(EMP), and Air Quality Management Plan which provides a baseline assessment of the main environmental issues and challenges facing the District.

Based on the information obtained from the reviewed sector plans, the District Environmental Management Section has managed to prioritize programs and develop appropriate action plans and sector plans to respond to the most pressing and threatening issues of environmental management.

One of the most prioritised projects is the implementation of the Regional Recycling Program as a tool to face the waste management challenge that the district is facing. This program is emanating from Part B of Schedule 5 of the Constitution which places overall waste management, refuse removal and cleansing as a function of municipalities. National Environmental Management: Waste Act, 59 of 2008 ("NEMWA), which is the primary legislation regulating waste in South Africa and National Waste Management Strategy mandates the district municipalities to develop Integrated Waste Management Plan (IWMP) as a guiding municipal policy to deal with all the waste related issues within its jurisdiction.

The ORTDM planned a number of programs for the 2019/20 financial year on environmental education. The purpose of the environmental education program is to disseminate environmental information on how to manage the environment and deal with environmental challenges. The program incorporates both theory and practical. In addition to environmental education is the Greenest Municipality Competition that starts from the district, provincial and ends nationally. This competition takes place on an annual basis and the district has conducted at least nine competitions until this year.

Summary Plans

- All of these plans have been appointed for a service provider for review in 2020/21 financial year and presented in the council workshop for noting in the council.
- AQMP- Gondwana was appointed in 2020/2021 to review Air Quality Management Plan. The district has managed to finish the draft and it is awaiting for council adoption, provincial Air Quality's approval and implementation.
- IWMP – has been reviewed in 2020-21 financial year, awaiting for council adoption and DEDEAT approval thus implementation of projects will be presented to the Waste Forum quarterly (EQM)
- EMP- has been reviewed 2020-21 financial year, the district is currently on a draft Environmental Management Plan.
- Biodiversity Sector Plan – The district has appointed EarthFree to develop a BSP. The district is sitting with Draft Biodiversity sector plan awaiting for council adoption, provincial approval and gazzerting.

Overall Environmental Governance

Through this pillar, the district has managed to establish and maintain about 4 **environmental**

clubs throughout the district in Sigoyo JSS, Dininkosi SSS, Ndevu JSS, Gobinamba and EN Seku High School. In partnership with DEDEAT, DEA and other stakeholders, O.R Tambo has managed to host and form part of the Marine Day Celebrations, Coastal Cleaning campaigns and Awareness throughout the district.

Environmental Awareness Campaigns

1. Wetland day celebration
2. Marine Day Celebration
3. Port ST Johns Annual Cleaning Campaign

3.4.1 Air Quality Management

Over the last five years, the O.R Tambo DM as mandated by the National Environmental Management: **Air Quality Management Act** of 2004 has amongst other things managed to develop the first generation Air Quality Management Plan that has been endorsed by the council and a designated Air Quality Officer for the district. Several Air Quality related complaints have been attended to in the 2019/2020 financial year.

The section also has held several awareness campaigns together with DEDEAT. The O.R Tambo DM continues to participate fully in the Provincial Environmental Management and **Air Quality officers' forum** that sits quarterly to cascade issues to the province.

Waste management

The function of refuse collection from households, waste disposal and street cleaning is done by the Local Municipalities. The O.R. Tambo District Municipality mainly focuses on co-ordination of waste planning and recycling activities in the district. A regional recycling facility through the IWMP has been identified as the major priority program within the district, which is having its own build-up processes. The involvement of communities in recycling through recycling cooperatives is one of the priority programs building up to the establishment of to the regional recycling facility as well as creating jobs in the communities.

The O.R Tambo DM in its 2020/21 financial year has managed to implement the **Regional Recycling Project** which was signed in a three-year term contract. The uniqueness and nature of the project has attracted attention from all districts to replicate the approach. This project has been successfully implemented and now it's operating smoothly. The district over the five-year cycle has managed to review its district Integrated Waste Management Plan (**IWMP**); managed to designate a waste officer; participate in national and provincial waste forums to cascade local waste management issues in 2019/20. The district has in all times successfully implemented the **Greenest Municipality Competition awards**. The District in 2020/21 has given position one to compete in the province and the PSJ Local Municipality managed through the support of the District Managed to get position five in the provincial awards.

The largest capital project that has been planned is the regional recycling program, which is at implementation stage. The program has aimed at benefiting more than 500 people with direct and indirect jobs. For now, that program has already employed more than 70 permanent jobs and more than 660 indirect jobs. This is the first project that has produced a convenient, reliable and people centred market for the customers to sell their recyclables. It provided the highest prices for the waste pickers and ensured the upliftment of all O.R Tambo District Waste pickers and the only project that also has supported and captured all the **waste pickers** into the database.

The District has nine licensed landfill sites, with seven (**Qweqwe, Mqanduli, Libode, Qumbu, Tsolo, Flagstaff and Port St Johns**) landfill sites licensed for operation and two (**Lusikisiki and Mthatha**) landfill sites licensed for closure. All landfill sites except for Libode and Flagstaff have signage, record waste volumes in the entrances, reporting to the Waste Information system and landfilling. However, the biggest challenge for all the O.R Tambo landfill sites is the compliance with the minimum standard conditions for landfill operation as well as compliance with the license conditions. Port St Johns and Qumbu both have material recovery facilities in their landfill sites.

Continued landfill audits and reporting to the waste information system still pose a challenge to all our landfill sites. The District as a form of ensuring extended landfill space has introduced the concept of transfer station facilities and in 2018/19 financial year the district has managed to license for operation at least three transfer station (**Tsolo, Ngqeleni & coffee bay**) which have been converted to Buy-back centers for assisting in the regional recycling program.

Through the Regional Recycling Project the district has managed to participate in covid-19 relief fund and support atleast 100 waste pickers with PPE, working tools and stipend. The district has supplemented all the programs with Personal Protective clothing, more bailing machines, trolleys for all waste pickers within the region, procurement of trucks to assist in recycling across the district. The district has managed to host an investment fair to attract bugger investors to assist the district Regional Recycling with machinery and infrastructure. The district has also forged partnerships with UN, British Commission, UNDP, UNEP and other international organisations to supplement the assistance provided by the district. Through these partnerships the district is currently implementing some of the catalic projects.

The district in 2020/21 FY in response to covid-19 pandemic has managed to roll-over Personal Protective clothing to protect waste pickers from Covid -19.

3.5 Human Settlements

Human Settlements is the third department with high vacancy rate of 71%. Staff compliment as the end of June 2021 for Human Settlements department is a depicted in the table below:

Table 16: Employees – Human Settlements

No. of Posts	No. of Filled Posts	Vacancies	Vacancy rate

35	10	25	71%
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The District Municipality as a sphere of government has a role to play in order to ensure that the right to access to adequate housing is realized on a progressive basis as enshrined in the Constitution of the Republic of South Africa, 1996 and the National Housing Code Policy. The Municipal Structures Act no.117 of 1998 also spells out that a District Municipality is expected to build the capacity of local municipalities in its area to perform their functions and exercise their powers where such capacity is lacking.

O.R Tambo is a Municipality which is predominantly rural and is dominated by destitute families who are unable to build their own homes due to various reasons. Among the reasons, the fact that the region is prone to disasters contributes a lot towards having homeless people who are destitute with no means to build their own houses.

It is worth noting that the housing backlog is a moving target due to various reasons like disasters, unemployment, rural set up of the region etc. where by as the department we: -

- Facilitate and co –ordinate the formulation of needs register for Local Municipalities
- Initiate housing projects in consultation with Local Municipalities
- Co- ordinate, plan and develop sustainable Human Settlements
- Co-ordinate and provide housing in response to emergencies, special cases and disaster victims
- Facilitate and provide temporal shelters in Emergency situations
- Facilitate Informal Settlements Upgrading

3.5.1 Emergency Housing Solutions

The Department of Human has complete one hundred and eighty-two (182) housing units within the OR Tambo Region for the 2019/2020 financial year. one hundred and eighty-two (182) completed housing units were built in different locations listed hereunder: -

Table 17: Completed housing units per LM

Local Municipality	Village	Wards	No of Units completed
Port St Johns Local Municipality	Mbokazi	13	177
King Sabatha Dalindyebo Local Municipality	Qunu	19	5

3.5.2 Temporal Structures Distributed

The Department planned to complete 670 temporary shelters for disaster affected beneficiary within the district municipality for the financial year. However due to the poor performance of the appointed service provider only 15 temporary shelters were completed and the fifteen completed shelters were not erected in accordance with the specifications. The department made strides to remedy situation by implementing regulation 36(1)(a) were a sufficient number of service providers will be appointed to assist with the backlog in the following local Municipalities: Nyandeni, Mhlontlo, Port St Johns, Ingquza Hill Local Municipality and certain wards in King Sabatha Dalindyebo Local Municipality.

3.5.3 Training of PDI contractors

A total of Fifty-one (51) emerging contractors/ local builders were trained consisting of youth and women. The trainings were held in King Sabata Dalindyebo Municipality (KSD). The trainings were conducted in consultation with NHBRC National Home Builders Regulation Council, due to interest shown by emerging contractors and possible registration with NHBRC which is a requirement to work in low cost housing projects, the target was exceeded.

3.5.4 Housing Consumer Education (HSE)

Housing Consumer Education awareness campaigns were conducted in various wards within the District. These are information sharing session aiming at educating communities about different Human Settlements Programmes, policies, rights and responsibilities, programmes offered by the District and those from the Province and National Departments. The District Municipality has managed to develop information Pamphlets which were then translated into Xhosa language in order to accommodate all residents. Eleven(11) distribution of Brochures and Five (5) Housing Consumer Education campaigns were conducted in following wards: -

Table 18: Wards covered for Consumer Education

Local Municipality	Wards
King Sabata Dalindyebo Municipality	17 Xhongorha, 19 (distribution of Pamphlets)
Mhlontlo Local Municipality	21 Ntaboduli,21 Hukwini (HCE)12 and 13 (distribution of Pamphlets),
Port St Johns Local Municipality	01 Nqutyana (HCE), 2, 8,16(distribution of Pamphlets)
Ingquza Hill Local Municipality	09 HCE ,27,11, 14 (distribution of Pamphlets)
Nyandeni Local Municipality	13 and 21 (distribution of Pamphlets)

3.5.5 District Human Settlements Strategy

The District Municipality is in a process of reviewing the District Human Settlements Strategy and formation of Housing Chapters for inclusion into the IDP document. It is still at procurement stages as it has been on the advertised numerous times.

3.5.6 National Housing Needs Register (NHNR)

The District Municipality plays a pivotal role in assisting its Local Municipalities in formulating National Housing Needs Register (NHNR). Data captures are capturing the information collected from various wards within the District. The district municipality receives the survey forms from Local Municipalities in batches then the district assists the Local municipalities by capturing the forms to the NHNR. However, the covid 19 pandemic challenged the municipality to assist with capturing of forms.

3.5.7 Human Settlements forum

The Department managed to have four (03) information sharing sittings where all political principals and officials from all LMs and the Provincial Department of Human Settlements met to discuss all human settlements development issues.

3.5.8 Facilitation of Informal Settlements Upgrading

The program is aimed at upgrading informal settlements and the formalisation of shacks into formally established townships. The District Municipality has signed an agreement with the Department of Human Settlements to be an implementing agent for 13 Informal Settlements in Ingquza Hill local Municipality, Mhontlo Local Municipality, Port St John Municipality and Nyandeni Local Municipality with a budget of R47 147 122. This is for Phase 1 which includes planning and designing of basic services.

3.5.9 Challenges Identified in the Implementation of the 2020/21 SDBIP

- Poor performance by emerging contractors is a factor, as established contractors are not interested in the construction of low cost houses, because of low profit margins and the limited scope of work.
- Unavailability of building material as per NHBRC manual halts timeous progress as contractors are, at times, compelled to source material from other provinces.
- The cumbersome tender processes are not conducive to emergency situations and are therefore limiting to the redress and distribution of social relief houses and temporal structures to vulnerable groups.
- Budgetary constraints mean that there will always be an imbalance in terms of supply and demand. The housing backlog is widening instead of narrowing.
- Land invasions Jeopardies the municipal plans and miss use of space for further urban growth and land for human settlements,
- Urbanisation and Increasing of informal settlements
- Informal settlements from land invasions demand for unplanned infrastructure services in an unlawful place and with no proper land use management,
- Land claims delays human settlement development,
- Land Availability and land ownership leading to legalities and complexness of land acquisition for human settlements development.

Table 19: Strategies in Place, improvement areas and interventions to challenges identified.

strategies	Improvement areas	Interventions
To facilitate speedy procurement of goods and services	<ul style="list-style-type: none"> Record keeping Meet set timeframes Constant follow up on requisitions 	<ul style="list-style-type: none"> Introduce correspondence delivery register. Monitor budget expenditure Alignment with district records system
Improve work conditions for staff	<ul style="list-style-type: none"> Conducive office space and tools of trade 	<ul style="list-style-type: none"> Provisioning of offices with office equipment
Emergency procurement plan	<ul style="list-style-type: none"> Emergency procurement arrangements 	<ul style="list-style-type: none"> Facilitate development of dedicated emergency procurement plan
Building material term contact	<ul style="list-style-type: none"> Improve time frames in providing housing for social relief housing projects 	<ul style="list-style-type: none"> Material will be procured from several service providers and delivery on site for construction of houses

Table 20: Strategies, Projects, Outputs and Impact

Strategies	Projects	Output	Impact
Emergency Housing Provision	Emergency houses & Social Relief construction, Temporary shelters, EPHP Policy formulation	Housing units for the destitute	Improvement on Quality of household life, and restoration of dignity of beneficiaries.
Capacitation of Communities, Youth and Emerging Contractors	Training of Communities, Youth and Emerging Contractors (SMMEs)	Geography of Knowledge production	Improvement on capacity of local contractors
Sustainable Human Settlement Research and planning	Housing Needs Register project (Credible list of potential beneficiaries), Human Settlements Strategy, Champion ISUP, Benchmarking of Alternative building technologies, Township	Human Settlements Strategy, Housing Needs, Informal Settlements upgraded,	Strategic Direction, Planning and funding allocation, viable and Liveable Human Settlements

Strategies	Projects	Output	Impact
	Establishment, and Housing Sector Plan		
Human Settlements Consumer Education	Consumer education workshops	Workshops and Training	Well informed communities, smooth running of projects,

Table 21: Proposed Projects and programmes 2020/2021

Strategic Objective/Focus Area	Proposed project/program	Proposed Budget	Local Municipality	Number of beneficiaries/Wards and villages to benefit
To build new housing units for destitute	Social Relief Houses	R8M	All LM's	50
Emergency Houses	Maladini 104 Lutshaya 300 Ingquza 76(40) Ingquza 158 Mabhulwini & Mbokazi 259 Ext Tombo 26 & PSJ 8 Social Relief 50	R 58M	Port St Johns Mhlontlo Nyandeni Ingquza Hill	
To train emerging Previously Disadvantaged Individuals (Youth and Emerging Contractors)	NHBRC Community Capacity Building	R2M	PSJ and Nyandeni LM	100
To provide Temporal Structures	Temporal Structures	R25M	All LM's	250
National Housing Needs Register	Capturing of National Housing Needs Register Forms	R1M	All LM's	10 000
Township Establishment and development	Township establishment	R800 000	Support one Local Municipality	N/A

Strategic Objective/Focus Area	Proposed project/ program	Proposed Budget	Local Municipality	Number of beneficiaries/ Wards and villages to benefit
Housing Settlement Planning	Review Housing Sector Plan/ housing chapter	R800 000	Support one Local Municipality	N/A

3.6 Free Basic Services and Indigent Support

The O.R. Tambo District Municipality is a predominantly rural municipality and the largest district municipality in South Africa. The district services copious amounts of people, who predominantly live below the bread line. This means that a large number of O.R. Tambo region residents are indigents. Indigents as per Indigent Policy are persons that earn a living wage of R 3000 and below. Indigents for the purposes of the policy are exhaustively defined to include members of child-headed households.

As a Water Services Authority and Provider, the sole mandate of the municipality is to make sure that water is provided to O.R. Tambo home owners. The municipality has developed an Indigent Policy as a guiding document for the provision of free basic services to people.

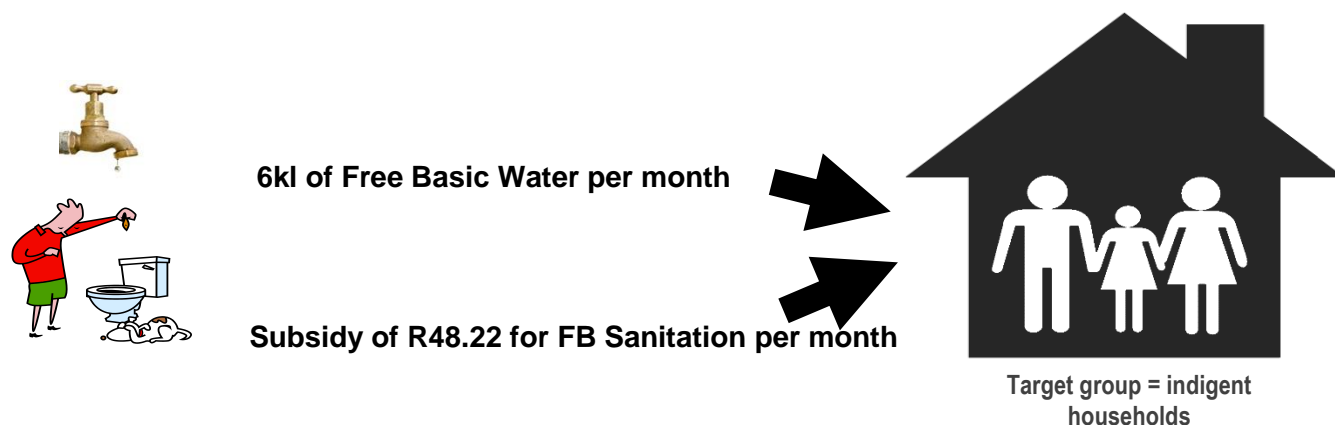
The Constitution of the Republic of South Africa Act, 1996, in the Bill of Rights protects social and economic rights, which include Free Basic Services (FBS). The role of developmental local government in partnership with the other spheres of government, that is, provincial and national, is to ensure the improvement of access of free basic services by the vulnerable groups. FBS are, therefore, a poverty alleviation measure that exists to cushion poor households against vulnerability. Access to these services improve the general well-being of indigent households and improve their health standards and economic circumstances. The implementation of an Indigent Policy becomes a progressive government programme that is critical for social transformation.

The fundamental aim of Indigent Policy is to guide the process of improving access to Free Basic Services by deserving indigent beneficiaries so that their lives can be improved. Establish a manner in which, these residents can be identified and registered in the municipality's indigent register.

The policy also recognizes the need for inter-governmental cooperation to ensure that there is proper coordination in targeting the poor when rolling out these services. The policy should primarily focus on achieving the fundamentals of an efficient and effective Free Basic Services Programme through both the basic alignment of this legislation and the identification of gaps in the current implementation of the Free Basic Services Programme by offering practical solutions to solve these challenges.

The general accepted definition of an indigent, are people who due to a number of factors, are unable to make any monetary contributions towards basic services, no matter how small those amounts. People who earn less than the minimum household joint gross income (two state pension grants), as prescribed by the National Policy from time to time. Indigent refers to those who lack “the necessities of life”.

Households who cannot afford the above are considered to be indigent. At this sphere of government, O.R. Tambo DM is obliged to offer the following services to the indigents:



Free Basic Water – FBW

Each qualified indigent beneficiary/household shall receive subsidy to a maximum of 6 kl (6000 litres of water) per month, including the basic charges for such supply; provided that:

- a) Where the consumption exceeds 6 kl per month the municipality shall be entitled to restrict water supply to the property; and
- Where excessive consumption is partly due to leaking or poor plumbing, the municipality may install a yard connection to the outside of the dwelling and meter the consumption.

Free Basic Sanitation – FBSan.

Each qualified indigent beneficiary/household shall be fully subsidised for sanitation as provided for in the annual budget as determined by the municipality.

COMPONENT B: ROAD TRANSPORT

Within the District the Technical Services department is responsible for roads, transport, buildings as well as the facilitation of electricity within the District. This department is first with high vacancy rate of 81%. Staff compliment as the end of June 2021 for this department is a depicted in the table below:

Table 22: **Employees – Technical Services**

No. of Posts	No. of Filled Posts	Vacancies	Vacancy rate
63	12	51	81%

3.7 Roads

3.7.1 Quality Road Infrastructure

Local Municipalities and the EC Department of Transport are the custodians of the function of roads infrastructure in the province in terms of powers and functions. The District Co-ordinates this function to ensure that it is performed adequately. The district intervenes from time to time in construction of some critical roads in the District. The district responded through intervention approach to the two (2) roads that were forwarded in 2017 by the communities in KSD and Mhlontlo.

Both Xabane(Mhlontlo) and Dumrhana (KSD) access roads have been practically completed awaiting the release of the final retention. Unfortunately, Dumrana is one of the roads that was affected by the recent disaster in Umtata. The assessment of damages were done and costed for repairs.

The District has an obligation of providing infrastructure for non-motorised transport i.e sidewalks and walkways to promote road safety. In the previous year these could not be attended due to budget constraints.

3.7.2 Rural Road Asset Management Systems (RRAMS)

This is a program or system used to assess the extent of the roughness of the roads in all the local municipalities. No roads were assessed in the 2021/22 financial year due to late appointment of a service provider. This is a continuous programme that will also be implemented in the next financial year.

3.8 Transport

The district is engaged in transport through the programs that support road safety. These programs were stalled due to covid 19 safety regulations of gatherings. The program will resume in the next financial year.

The district still needs to improve in the co-ordination of this sector as there are many transport services happening in the district that are not properly co-ordinated which include the rail,air transport as well as cargo transportation.

3.9 Buildings Facilities

The district has continued with the maintenance of its own facilities within the limited funding. Most facilities are old and need major repairs as a result the district prioritises the ones that need refurbishment to those that need minor repairs.

Minor repairs are done as and when needed through the daily job cards. The major repairs take the most of the budget that gets allocated to the buildings and installations. It will take a couple of years to complete the major repairs required by the district due to budget constraints.

The district is still continuing with the construction of the Regional Disaster Management Centre in Nyandeni. The project had its own challenges including recently the budget constraints experienced due to the invocation of section 216 of the constitution. When completed, this facility will accommodate all disaster management personnel in that area, finance staff responsible for billing as well as some water services staff.

3.10 Waste Water (Storm water Drainage)

All Local Municipalities in the district takes care of the storm water drainage as they develop their roads infrastructure. The district did not have any programmes or projects to support this service.

COMPONENT C: PLANNING AND DEVELOPMENT

Planning and Local Economic Development in the District is housed under Rural Economic and Development Planning (REDP). This department is the second with high vacancy rate of 77%. Staff compliment as the end of June 2021 for this department is a depicted in the table below:

Table 23: Employees - REDP

No. of Posts	No. of Filled Posts	Vacancies	Vacancy rate
107	25	82	77%

3.11 Planning

O.R. Tambo District Municipality's Planning Unit is charged to provide support to local municipalities under its area of jurisdiction with the aim of improving their planning capacities. This support seeks to provide a well-coordinated approach to balance the need for rapid development with orderly sustainable development. The Spatial Planning and Land Use Management Unit assists local municipalities with Town And Regional Planning Services in respect of policy formulation, proper land use development taking into account social, economic, and physical factors, the aim being to establish the basis on which one can create a positive environment for development initiatives; and to ensure sustainable and orderly land utilization and development

through the development of Spatial Development Frameworks (Regional, District Municipality, Local Municipality, Local Nodes and corridors), Precinct Plans, Land Use Management Systems etc.

The O.R. Tambo Spatial Development Framework (SDF) was reviewed in the 2017/18 financial year in line with the requirements of the Spatial Planning and Land Use Management Act No.16 of 2013 (SPLUMA). Another minor SDF review was conducted during the 2020/21 financial year to align the ORTDM SDF with newly established District Development Model (DDM), the new National Spatial Development Framework (NSDF) as well as the Integrated Urban Development Framework (2016).

In the 2020/21 financial year the District Municipality took an initiative to assist Local Municipalities (LMs) through the development of Two Policy on Prevention of Land Invasion and Telecommunication Mast Infrastructure Mast Models in-house. The Model policies are meant to assist Local Municipalities that do not have policies in place or their policies are outdated. LMs are then at liberty to customise the policies to suite their circumstances and adopt them. The ORTDM had also planned to develop the Mthatha Future Metro Urban Development Plan (Mthatha FMR UDP), which is a concept derived from the Provincial SDF meant to assist municipalities to improve cross-border planning. The Mthatha FMR UDP study area included some parts of KSD, Nyadeni and Mhlontlo LMs. Unfortunately, the project was unsuccessful as Bidders were found to be unresponsive in their Bids for the project.

In addition to the above, in the 2020/21 financial year, the District Planners Forum, which is composed of members from all LMs, ORTDM, EC-CoGTA, DARDLR (Province) and SALGA continued unlocking challenges faced by the municipalities regarding the spatial planning, land use management, land survey, and GIS issues through the engagements and technical assistance offered to Municipalities. The Planners Forum is technical in nature, addressing day to day challenges faced by Planners, and it has been very instrumental in the fast-tracking of SPLUMA implementation by the municipalities.

Some of the achievements that have been identified through the current O.R. Tambo DM SDF implementation include development of the following sector plans:

- Ntabelanga Dam LSDF
- Laleni Dam LSDF
- Ntlangano LSDF
- Ntlaza Precinct Plan
- Nyandeni Land Use Management Systems
- Mngazana Node LSDF
- Mpande Node LSDF

All Local Municipalities under the District have SPLUMA compliant SDFs. There is still a challenge regarding to the projects from National Government which tend to have no clear coordinators placed at a District/Regional and or Provincial level, resulting in poor coordination, and alignment.

This therefore affects municipalities, as they are unable to properly plan and align their programs to fully benefit from such projects. It is therefore hoped that the effective implementation of the District Development Model will assist to improve coordination and maximise benefits for local communities from those projects.

The SPLUMA requires that local municipalities should develop single Land Use Management Systems (LUMS) covering areas within their jurisdiction. The main challenge faced by LMs in developing LUMS is the issue of Traditional Leaders not agreeing with SPLUMA implementation in areas under their jurisdiction pending proper SPLUMA consultations and some amendments on the act to address their concerns. The issue of first conducting extensive consultations by the DRDLR and COGTA then is paramount for the development of credible and practical LUMS by LMs.

Some of the land use management challenges in the District relate directly to the issue of complex land administration. Land administration in the district vests in different structures (municipal commonages, State land/communal land, and private land) and some of the challenges that have been noted are as follows: -

- Unclear Land Management Roles & Responsibilities
- LMs have limited planning and LUM capacity
- LMs have limited authority in rural areas (No policies means no enforcement)
- Un-managed settlement formation as a result of in land “Informal” trading.
- No link between planned development and sustainable provision of services
- Environmental Management not taken seriously thereby threatening natural resources that are a critical comparative advantage in ORTDM

In order to systematically address the above listed challenges the ORTDM intends to continue providing support to LMs in 2022/23 financial year. The support to be provided include the development of Precinct Plans and Local Spatial Development Frameworks for key Nodes and Corridors identified by the LMs.

3.11.1 Spatial Planning and Land Use Management

The O.R. Tambo District Municipality is located in the eastern part of the Eastern Cape Province, bound by the Indian Ocean to the East and the Mhlahlane and Baziya mountains behind Tsolo, and Qumbu to the west. The District encompasses diversity in physical landscape, land use and access to economic opportunities. Agricultural development forms part of the DM's competitive advantage due to its temperature and soil. The coast is an excellent tourist attraction, with a number of resorts and hotels already in existence. Some of the challenges faced by the district with regard to economic development and physical planning include: Lack of skills resulting to unemployment in the key sectors of the economy, high illiteracy rate, diseases such as HIV/AIDS, poor infrastructure, lack of incentives to industries, land claims, crime and an inefficient public transport system & network

The Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA) was assented by the President of the Republic of South Africa on the 05 August 2013, and it came into effect on the 1st July 2015. SPLUMA provides for: -

- a) A framework for a Planning System for the country (Sec2 [2])
- b) Development Principles (Sec 7)
- c) Policies and legislation (Sec 6)
- d) Spatial Development Frameworks (Chapter 4)
- e) Land Use Management through Schemes (Chapter 5)
- f) Land Development Management (Chapter 6)
- g) Other provisions (Chapter 7)

SPLUMA Applies to the entire area of the Republic as a supreme law on spatial planning and land use management. SPLUMA is meant to address racially based pre-1994 planning legislations, as well as to repeal most of them. SPLUMA came into effect on the 01 July 2015. Section 35 (1) of the Spatial Planning and Land Use Management Act, 16 of 2013 (SPLUMA) states that, a Municipality must in order to determine land use and development applications within its municipal area, establish a Municipal Planning Tribunal (MPT) to assess and decide on the Land Development Applications. MPTs were established for a period of five years, and under the O.R. Tambo District municipality (ORTDM there are 3 types of MPTs that were established by Municipalities (see table below):

Table 24: Municipal Planning Tribunals

MUNICIPALITY	TYPE OF MPT	START DATE	END DATE
ORTDM, Mhlontlo & Nyandeni LM	District MPT	June 2018	June 2023
Port St Johns & Ingquza Hill LM	Joint MPT	June 2016 (with extension of 2 years)	June 2023
King Sabata Dalidyebo LM	Single MPT	October 2018	October 2023

In order for SPLUMA to be effectively implemented key milestones have been achieved, and the progress to date is as follows:

- All municipalities under the O.R. Tambo District Municipality adopted and gazetted their SPLUMA By-Laws
- All Municipalities have appointed their Municipal Planning Tribunals and they are functional
- All Local Municipalities have appointed their Authorised Officials and Appeal Authorities
- The DM working with SALGA, EC-COGTA, DALRRD- Provincial SPLUM & five LMs has conducted SPLUMA consultations for four kingdoms under the District, and the report is being prepared for Council submission in 22/23 financial year.

Since the term of office for the MPTs will be coming to an end in 2023, the ORTDM intends to assist LMs to start the process re-establish their Municipal Planning Tribunals (MPTs) in preparation for the second term of the MPTs in line with requirements of Chapter 6 of SPLUMA. The process to establish MPTs is expected to take not less than 10 months, and therefore the ORTDM will be engaging LMs to start preparing to establish their MPTs for a period of five years (2023-2028).

3.12 Local Economic Development

LED in the O.R. Tambo Region seeks to promote sustainable socio-economic community driven programs. The O.R Tambo District further operates on principles that are focused on pursuing and building on the district's latent strengths and competitive advantages. Latent strengths relate to those forms of economic activities that the district has a significantly untapped developmental potential such as its landscapes and tourism potential.

According to Section 152 (1) (c), of South African Constitution under Local Economic Development Objective, it mandates that Local Economic Development should promote social and economic development.

LED in the district therefore seeks to grow the economy based on presently unrealized, under-realized and unexploited development potential, which represent a low hanging fruit. It is through such a perspective that factors such as local knowledge and skills, as well as communal aptitudes and capabilities are prioritized to drive economic growth and development.

LED for O.R Tambo also seeks to provide support for the needs of local communities in pursuance of improving the quality of life within the district through facilitation of local economic development. Whilst micro-enterprises have absorbed large numbers of unemployed people, they are in themselves not always able to generate appropriately remunerated long-term jobs. As part of carrying the above responsibility, the LED section is divided into two units i.e. Informal Trade and SMME development, and Rural Economic Development, Research and Resource Mobilization (REDRRM). The REDRRM unit has three subunits i.e. Rural Development (mainly agriculture), Research, and Resource Mobilization. The Rural Development subunit deals with rural development in general, and agriculture in particular. The Research subunit deals with gathering of data and researched information useful for economic development and Aquaculture Development. The Resource Mobilization deals with mobilizing extra resources as municipal budget is not enough to cover all the needs.

(ITED) The Informal trade and enterprise Development unit has two subunits i.e. Informal Trade sector which deals with supporting Informal Traders which is a sector that has long been neglected in mainstream trade and industry policies in the country, even though it is recognised as a significant contributor to economic growth in terms of employment creation, income generation and output growth, and is often the vehicle by which people in the lowest-income bracket gain access to economic opportunities in societies. Enterprise development Subunit deals with facilitating support to SMME'S and Co-operatives with funding, development of service excellence, skills development and identification of training needs such as registration of

Cooperatives and individual operators. This goes hand in hand with facilitation of resource mobilization and forging linkages to marketing.

Ntinga O.R Tambo Development Agency is the O.R Tambo DM municipal Entity, which is mainly focusing on implementing the district's key LED initiatives for poverty alleviation and business development and support.

The District Municipality utilized its budget to undertake the following critical activities as per the IDP targets:

- I. To boost agricultural contribution and to improve food security in the district through number of Agro-Industrial Programs developed and implemented.
- II. Through Enterprise Development, numbers of programs were implemented including District Informal Traders Summit which later resulted into O.R Tambo District hosting successfully a Provincial Informal Traders Summit.
- III. A continuous partnership program with Furntech (the Furniture Technology Centre) has managed to train 22 incubates for 2018/19 financial year from five local municipalities into furniture manufacturing with the following objectives:
 - ✓ Create an enabling environment for Small and Micro Enterprise (SME's) in the furniture and wood products industries to grow through business technology incubation,
 - ✓ Develop business and production skills through skills development and technology demonstration
 - ✓ Facilitate the exit plan and access to markets for the trainees.

During the 2020/2021 we recruited twenty learners (5per LM). We could not proceed with the training for the new learners due to financial constraints that were experienced by the institution.

Co-operatives/SMME Supported: We could not support all the 35 Co-op's and SMME's as per the target due to covid-19 protocols. Engagement with business Community conducted was partially conducted due to Covid-19 regulations. Training of SMME's in the District was conducted.

The ORTDM in partnership with Ntinga and Chris Hani Cooperatives Development Centre in implementing the Rural Agro-industries Finance Initiative through a signed Implementation Protocol in line with IGR Act. Following the council approvals of the three (3) districts municipalities (Chris Hani, OR Tambo and Joe Gqabi) regarding the implementation of Rural Agro-Industries and Financial Initiative as part of a commercial pilot production of grains in the selected local municipalities and villages. The Chris Hani Co-operative Development Centre for an Implementation of **Rural Agro Industries and Financial Initiative (RAFI)** which services include the establishment of the **O. R. Tambo Co-operative Development Centre** which has started on September 2018 as it has its Center manager.

The total five-year target for O.R Tambo District Municipality to implement the RAFI program is 45000 hectares. Currently for 2019/20 the RAFI pilot project is ongoing at Ncise A/A in King Sabatha Dalindyebo Local Municipality. On the 16 of December 2018 there was an official RAFI pilot project launch at Ncise. The project was graced by the presence of President Cyril Ramaphosa.

The budget for 2019/2020 financial is **R 8 013.000.00 for the RAFI project implementation including land mapping**. The process of land identification is under way in the respect of community land owner and establishment of cooperative for the Pilot.

There has been a council resolution taken by Nyandeni Local Municipality on RAFI pilot project during the 2019/2020 financial year planned for implementation in 2020/21 financial year. The targeted hectorage for RAFI program at Nyandeni LM is 100 hectares.

Social Facilitation at Nyandeni, KSD and Ingquza Hill LMs were continuously done. Enterprise Development workshop was conducted at Nyandeni and registration in progress. Nyandeni fencing was done but it was poorly done. Nyandeni and KSD planting of 200 ha of maize was done to both LMs and harvested.

3.12.1 LED Infrastructure and Investment Promotion

As part of the District coordinating work, the investment task team with its sub-committees under the guidance of the **Regional Industrial Development Forum (RIDF)** organized preparations for investment conference scheduled for quarter four of 2020/21 Year. Unfortunately, due to Covid19, the conference could not sit and is scheduled for quarter three of 2021/22 Year. This is part of the resource mobilization program aimed at enhancing economic growth and job creation.

In 2020/21 Year, **35 Co-operatives in vegetables, piggery, poultry among others were supported in among others; seedlings, fertilizers, renovating their structures, provide water tanks, installation of boreholes, ram pump, fencing, chicken cages, feed and other necessary inputs as a program, which intends to uplift our Co-ops within the District. Some co-operatives have been upskilled on manufacturing through Mangosuthu University of Technology, Tswane University Technology, University of Limpopo (LATS) and Tsoho Agriculture Rural Development Institute.**

3.12.2 Agro-Processing & Facilities

As part of implementing the District Agri-Parks programs, the Agri-Sector partners such as Department of Rural Development, Agriculture and Land Reform, Department of Agriculture and Agrarian Reform, OR Tambo District Municipality, private sector partnership has developed a joint program which identified **catalytic** projects on agriculture such **livestock improvement, Dairy production and processing, and Grain production** and are mobilizing resources for implementation of those programs. One of the key programs implemented by district on livestock improvement was the supply of 470 of rams through rams exchange program benefitting more than 400 farmers which seeks to improve wool production and is implemented by DM with partnership with Ntinga Development Agency. Grain production famers were supported with mechanization, planting, and spraying at about 630ha of land for maize production benefitting 55 famers.

3.12.3 Forestry & Timber Production

As the IDP and other Strategic documents of the DM have identified Forestry and Timber as one

of the economic pillars, a **Forest Development Strategy was developed and adopted by Municipal structures**. The document provides implementation plan and clear projects proposal, which would take the District forward in terms of developing this sector and create job opportunities for our communities. A **Forestry Development Forum** was established and is used as platform to share information, expertise and resources. Through the forestry forum, partnerships are being established with various stake holders to drive implementation plan of the Strategy.

3.12.4 Mari-Culture & Aquaculture Industry

The District strategic documents identified this sector as one among others, which has not yet been used to its full potential yet it has a major opportunity of boosting the economy of the District. The Aquaculture strategy was developed and adopted by council in the 2018/19 financial year. As part of implementing some parts of the strategy, the District Municipality in collaboration with DAFF and Eastern Cape Provincial Government launched **Eastern Cape Ocean's Economy Master Plan in March 2020**. The DM further provided support to fisheries by procuring Four (4) Refrigerated Containers with forty (40) cool mobile and forty (40) fishing equipment in this current year. This would help the co-operatives/individuals not only to fish for subsistence but also for commercial purposes and help to create sustainable jobs and improve quality of life.

The success story is that, the DM with its partners is making significant inroads in this sector as this is a new sector in which the government is focusing on, given the above program.

The challenge is that, this is a sector predominantly dominated by whites and is not fully transformed to include historically disadvantage individuals. Researched information is not easily available. The Enterprises/Co-operatives in this sector lack skills, equipment and facilities, rights and permits to enter the mainstream economy in this sector.

3.12.5 Tourism Development and Marketing

Tourism marketing is critical to the enhancement of the competitive and comparative advantage of the tourism sector. The **National Tourism Sector Strategy (NTSS)** states that; *the role of Local Government in the tourism sector is to manage assets such as public land, and to provide important infrastructure.*

- *Create awareness through campaigns, using appointed advertising agencies, the public broadcaster, radio stations, social media, etc.*
- *Engage the Department of Basic Education to develop a school tour programme, possibly integrated with, for example, the curriculum for Life Orientation in the early high-school grades. Take into account any existing programmes; investigate funding from sponsorships/AID, and develop the programme.*
- *Develop an exchange programme where employees in enterprises within the industry visit another industry operator to experience holiday-making and/or visiting attractions. Use off-season and low season periods, when both labour and capacity are available. Look for*

transport/funding sponsors.

O.R. Tambo district endowed with the most picturesque tourism destinations such as Port St Johns, Lusikisiki, Coffee Bay, Qunu, Mthatha and Mhlontlo. The District encapsulates a large portion of the Wild Coast belt and is home to some pristine nature reserves such as Luchaba Nature Reserve, next to Umtata Dam and a string of coastal nature reserves (including Mkambati, Silaka, and Hluleka). There are also indigenous forest reserves as well as a proclaimed marine reserve, adjacent to Mkambati. Furthermore, the District is endowed with several significant cultural and heritage sites, it is also boosts with being home to South Africa's iconic legends such as the late Nelson R. Mandela and O.R Tambo, however despite such enormous tourism potential tourism still contributes under 10% to the district's GDP.

3.12.6 Tourism

3.13.6.1 Tourism Marketing & Promotion

There are local tourism marketing and promotion platforms that are being utilised as means to support of local SMMEs with regards to access to markets listed as follows.

Trade Shows

- Africa Travel Indaba Formerly Tourism Indaba
- Mangaung African Cultural Festival (**MACUFE**)
- National Arts Festival (**NAF**)
- Events Promotion

Africa Travel Indaba formerly known as Tourism Indaba

Africa's Travel Indaba is one of the largest tourism marketing events on the African calendar and one of the top three 'must visit' events of its kind on the global calendar. Africa's Travel Indaba brings together a showcase of Southern African tourism products and services for the international travel trade. An exhibitor in the DEC (Durban Exhibition Centre) includes provincial authorities, provincial products and African Countries. In the ICC (International Convention Centre), exhibitor categories include accommodation, tour operators, game lodges, transport, online travel, luxury products, Hidden Gems, media publications and industry associations. Outdoor exhibitors include transport, camping and safari companies. The event was cancelled due to the COVID-19. During the financial year 2020/21 the O.R Tambo District did not attend the event due to Covid 19 outbreak.

Mangaung African Cultural Festival(MACUFE)

Macufe is a cultural-based festival that showcases a wide range of African arts and culture to the world. It is held in Bloemfontein every year. Macufe, the ten-day Mangaung African Cultural Festival, showcases the cream of African and international talent.

During the financial year 2020/21 the O.R Tambo District did not attend the event due to Covid 19 outbreak.

National Arts Festival

The National Arts Festival is an important event on the South African cultural calendar, and the biggest annual celebration of the arts on the African continent. Starting at the end of June/beginning of July, it runs for 11 days and is held in the small university city of Makhanda (formerly Grahamstown), which is situated in the Eastern Cape, 130km from Port Elizabeth.

The above mentioned shows are well known events that give O.R Tambo business people a platform to market and sell their products at the highest level, Tourism Section every year take about a certain number of business people to these shows in order to promote and market their products and selling the region as a Tourism Destination of choice. The impact of the trade shows is to attract investment opportunities and the opportunity to promote and market O.R Tambo hand made products through arts, craft and fashion design exhibitions. Product owners also get best practices by learning from other business from various countries, provinces and districts. During the 2020/21 financial year, the event was unfortunately cancelled due to covid-19 but the district improvised by attending the National arts festival pop up shop where crafters also got an opportunity to showcase and sell some of their work.

Events Promotion

Platforms have always been aimed at targeting to market the region through these platforms; however, the Tourism section also aims to contribute to the economic improvement of its people as these events benefit the people of the region by creating the platform to show case and to sell their products. **TOURISM BEACH SPORT** held in PSJ Local Municipality on the 30 August 2019, this is one of the programs that proved to be successful as more than 1000 people attended the event and most of accommodation establishment were fully booked throughout the PSJ area and also the event gave back to the community of the area by creating temporal employment to more than 50 people (marshals, life guards, caterers, Tourists Guides, adventure guides, Local Arts). The event attracted fitness clubs all over Africa. Unfortunately, due to COVID-19 all the events were cancelled for the 2020/21.

LOCAL EVENTS PROMOTION: The events that the district usually supports which could not be supported for the financial year reported due to covid-19 are as follows: **Bikers Rally**-the event attracts bikers from all over the continent to come and spend weekend at O.R Tambo Region which is also a good platform to promote tourism the event is in KSD Local Municipality, there were more 400 bikes that were present during the event ; **Natives Summer Party**- the event attracts people all over the country as has potential for growth, it creates employment for local communities and all create a platform for the SMME;S to exhibit and also share best practices, it is the one of the best economic boosters, the event attracts more than 15 000 people and it is also at KSD Local Municipality. Eve in Lusiki is held at Lusikisiki it attracts people from all over the province, the event is doing well in promoting Ingquza Hill local municipality and Port St Johns Local Municipality. All the above mentioned local events were never supported during the 2020/2021 financial year as some of them never took place because of the covid-19 pandemic except for the Coffee Bay Cultural festival where we provided technical support due to insufficient funds.

Visual Arts and Craft Development

The program enables members of the creative industries to promote their work and showcase their product to national and international markets and it also stimulate and strengthen the local economy. The program also aims at promoting and providing opportunities for visual artists, crafters and fashion designers in all disciplines to develop their art and talent in order to improve economic and other development opportunities. Access to markets is facilitated through the national and international exhibitions, museums, art centres, craft hubs, flea market events, cultural events as well as a business linkages program. Arts and craft co-operatives were supported with sewing material, crafting equipment according to their requests submitted to the DM. The items were delivered and handed over to the co-ops according to their respective LMs. The beneficiaries were as follows; Lilitha Sewing Co-Op from Gomolo, PSJ, Siphiswa Ngothando from Mthumbane in PSJ, Aza Creations from Chaguba in PSJ and Ezihle Zenkosi from Majola in PSJ, Vuvu M Designs in Ntlaza, Madakeni Kayaking in Chwebeni Village, Sokhula Traditional Wears And Catering Ltd, Nyandeni LM, Sinomtha Primary Co-op, Mhlontlo LM, 6.1 Bezz Nature, Mhlontlo Lm, Coffey Bay Kayaking, KSD/Nyandeni LM, Mthatha Creative Visual Arts Co Op, KSD LM, Isinamuva Liyabukwa Co-op, KSD LM, Imbabazane Co-operative, IHLM, Ilinge Lethu Co-operative Ltd, KSD, K-wood Furniture, KSD.

3.13.6.2 Tourism Research and Development

The programme seeks to audit and facilitate the provision of bulk infrastructure to and at tourist sites, e.g. access roads, signage, water and sanitation, electricity, ablution facilities, viewing sites and amenities, and the overall destination management. Facilitate and coordinates activities and key deliverables associated with tourism support factors. The programme is meant to improve or expand our tourism products or operation to fit identified trends in global tourism and to position our local business to meet future market demands. In 2020/2021 financial year infrastructure assessment was conducted, 40 sign boards were also erected to attractions, arts and craft and accommodation establishments, also phase 2 of capacity building for tourist guides on First aid was conducted.

3.13.6.3 Tourism Education and Awareness

Campaigns to create awareness focusing on host communities (where there is tourist activities), use of media (print and electronic) to engage learners and public to debate and support the cause for tourism. Holding tourism and cultural events, safety and security related activities with SAPS.

An annual tourism beach sport competition and awareness was held for the 5th time since its inception in 2014/15 at Port St John's LM in August 2019. This tournament was held to educate the communities about the importance of taking part in tourism development as the domestic tourists in their own areas and how to treat tourists from outside. It also creates the awareness on the importance of keeping our own natural resources like the untapped vegetation for filming industry and unspoiled beaches for tourism sport activities. The tournament involves the different codes of tourism sports like; beach soccer, volley ball, beach netball, beach aerobics, beach Boot camp and Body Builders showcasing. These codes are being played by the youth from different LMs of O.R Tambo District. This tournament also uplifts local economy as the locals come and sell during the event, SMMEs of the identified local municipality to render services during the day

of the event and lastly accommodation establishments of the area increase their occupancy rate during this time.

COMPONENT D: COMMUNITY & SOCIAL SERVICES

Community Services as a Department is responsible for the advancement of basic service delivery objectives and outcomes within the District Municipality. The community services department focuses on areas that provide a sustainable improvement in the welfare of human beings and their basic livelihood. The department focuses on an array of services which are: Sports, Recreation, Arts, Culture & Heritage; Libraries, Education and Information services; Community Safety; Disaster & Fire Services; Municipal Health Services et cetera.

This department has a vacancy rate of 22%. Staff compliment as the end of June 2021 for Community Services department is depicted in the table below:

Table 25: *Employees – Community Services*

No. of Posts	No. of Filled Posts	Vacancies	Vacancy rate
175	132	43	25%

3.13 Libraries, Information and Education Unit

The Libraries, Information and Education Services (**LIES**) Unit is the sub-section of Sport, Heritage, Arts, Culture, Libraries, Information and Education. The main focus of the unit is to coordinate and facilitate the development of public/community libraries and school libraries. It supports Department of Education (**DoE**) with supplementary materials in order to overcome the high failure rate within the district. It also promotes a culture of reading, library usage and lifelong learning.

3.13.1 Relevant Legislations and Policies

The following legislation has a bearing on the different role-players in the South African Library and Information Services Sector:

- ***The Constitution of the Republic of South Africa (108 of 1996)*** describes the legislative framework for the governance of LIS in South Africa. It clearly states that libraries, other than national libraries, are a provincial responsibility. Each of the nine provinces is therefore obliged to develop a legislative framework within which public library and information services can be provided. Constitution of the Republic of South Africa and the Bill of Rights recognises access to information as a Human Right.

- ***The Education Laws Amendment Act, No. 31 of 2007*** (that amends the South African Schools Act of 1996) lists the availability of a library as a minimum uniform norm and standard for school infrastructure.
- ***South African Schools Act, No. 84 of 1996*** is to provide for a uniform system for the organisation, governance and funding of schools; to amend and repeal certain laws relating to schools; and to provide for matters connected therewith.
- ***Eastern Cape Provincial Library and Information Services Act (Act No.6 of 2003)***
- ***The Copyright Act (Act No. 98 of 1978, amended 1992)*** protects all literary, musical and artistic works, whether in written, printed or digital form.
- ***The National Education Policy Act (Act No. 27 of 1996)*** enables the development of national policies that will contribute towards quality education, including founding school libraries. Standards for these libraries are the responsibility of provincial education departments, so coordination between national and provincial education departments is imperative.
- ***The Legal Deposit Act (Act No. 54 of 1997)*** requires producers and publishers of published material to deposit a certain number of copies of their publications in the five legal deposit libraries. It also requires a Legal Deposit Committee to be responsible for coordinating and promoting implementation.
- ***The South African Library for the Blind Act (Act No. 91 of 1998)***, the first of its kind in the country, provides separate legislation for LIS to blind and print-handicapped people in South Africa through the Library for the Blind in Grahamstown, Eastern Cape Province.
- ***The National Library of South Africa Act (Act No. 92 of 1998)*** focuses on the information needs of the nation in order to enhance the development and delivery of effective library programmes, services and products. The Act facilitates a common platform for information technology, with a view to achieving optimal use of limited resources and coordinated systems.
- ***The Promotion of Access to Information Act (Act No. 2 of 2000)*** aims to foster a culture of transparency and accountability in public and private bodies through citizens' right to access to information, and also to empower people to gain access to information that will enable them to exercise and protect their rights.
- ***The National Council for Libraries and Information Services Act (Act No. 6 of 2001)*** provides for a council to advise the Minister of Arts, Culture, Science and Technology on LIS issues. The council interacts with all LIS role-players (at local, provincial or national level) and, most importantly, advises on policy as well as operational matters across the entire LIS system; it is therefore best placed for dealing with issues of coordination.

3.13.2 Functions of the Unit

The unit provides support in various educational activities as follows:

Poor Performing Schools – various schools were supported with educational learning materials in order to improve pass rate.

The Unit also facilitated the delivery and officially handing over of educational material 2

Support Mthatha Medium Centre Library - The Unit also support Department of Justice and Correctional Services **Special Library for Inmates** with Library Materials in the form of periodicals (*Newspapers, Daily Dispatch*), Books, etc.

Support Literacy Programs:

(i) **International Literacy, National Book Week & Heritage Day Celebrations** that is held annually in various local municipalities

(ii) **South African Library Week -**

(iii) **Career Exhibition -**

- Support **Poor Performing Schools**
- Support **Literacy Programs** – International Literacy, National Book Week and Heritage Day Celebrations, South African Library Week and Career Exhibition.
- Support Capacity Building Program

Impact of the programmes:

- ✓ Improvement on the pass rate of the supported schools
- ✓ Improvement on the quality of results

3.13.3 Challenges

1. The main challenge for the entire section is the insufficient budget.

3.13.4 Recommendations

- Improving the co-operation leading to good working relations with the relevant stake holders

3.14 Community Safety

As Community Safety, our core mandate is to ensure and works well within the confinements of the relevant legislative frameworks that governs community safety and security.

3.14.1 Legislative mandate as reflected in our IDP:

- **South African Constitution Act. 108 of 1996**
 - Section 151 and 152 – safer and sustainable community, through local government involvement

- **Community Safety & Security** Prioritize community safety & security Programmes focusing on crime prevention, school safety and coastal safety in partnership with relevant stakeholders (LM's and SAPS, Department Safety & Liaison). The main objectives are to promote innovative partnership-driven ways of reducing the current levels of crime to low levels and preventing crime from taking place in an integrated manner with various stakeholders e.g., SASSA, SAPS, Civilian Secretariat for Police Services, Safety and Liaison., other key stakeholders
- **These guidelines are from;**
- The White Paper on Safety and Security 2016, dealing with role of local government, State agencies and communities – in safety issues, creating cohesive and enabling environment were ...” all people are and feel safe”.
- **NDP 2030, Outcome 12, dealing with safer communities**
- Role of Government with a vision towards 2030, drawing energy from community participatory processes, and the centralized role of government through its sector departments and local government structures (Provinces, Metro's, DM's, LM's). Aims to eliminate poverty and inequality by inclusive economic growth, building capacity and leadership.
- **MTSF focus on National Development Plans 2030**
 - Reduce levels of contact crime
 - Secure South African Borders
 - Creating an efficient and effective criminal justice system
 - Increase levels of domestic stability
 - Secure the identity of everyone in South Africa
 - Securing cyber space in South Africa

3.14.2 Core mandate of Community Safety

- These strategies are implemented in line with other existing National and Provincial measures aimed both at tackling crime and addressing the underlying root causes of crime and violence, such as victim empowerment, substance abuse, child protection and community developmental Programmes with other role players.
- Supporting and advising on implementation of developmental and preventative diversion Programmes, improving community safety, strengthening families, promoting safety at schools with DoE.

- Promote and support Crime prevention, crime risk reductions across various spheres of governance and advice Council accordingly.
- A supportive role in Anti- GBVF (gender base violence and femicide), VCP (violent crime prevention), through awareness programmes, strategic planning and interventions with relevant role-players.
- Monthly participate as a District in the Local SAPS clusters level (Mthatha & PSJ), in planning, meetings, programmes, to address rampant crime, find common solutions and intervention with other role players.
- Enhance the participation in crime reduction programmes and initiatives, identifying with relevant role players' social crime issues at scholar or community level, and designing/ supportive programmes of intervention through multi- stakeholder collaboration.
- Capacity building through workshop, support and training for LM's on safety initiatives (safety plans / safety audits), with multi stakeholder collaborations partners in community safety; GIZ (Deutsche Gesellschaft fur Internationale Zusammenarbeit), South African Local Government Association, Dep. of Community Safety, South African Police Services LM's, Dep. of Social Development, to name a few.
- Promote the building of community social cohesion and improving the quality of life of all people which includes infrastructural development recommendations for safer spaces through influencing, SPLUMA (Spatial Planning and Land use Management Act), local economic development, or infrastructure departments towards "safer spacers" for communities, e.g. adequate street lighting, safe parks and recreational facilities, the built of high mast lighting in crime prone areas etc.
- This is further underpinned by supporting government's ongoing efforts to build better and safer communities that respect human rights and contribute to the government outcome "All People are and feel safe", *NDP Outcome 12*.

3.14.3 Programmes achieved, highlights and plans: 2021-22

The programme of awareness and school safety target was revised from 8 to 6 targets. The following schools and communities' safety programmes were done with supportive stakeholders; - GBVF and COVID19 Awareness, level 3 lockdown, across the District, visiting shops and communities was reduced due to a highly infectious DELTA variant. No direct contact and programme with communities was encouraged,

- ✓ GBVF supportive initiatives were done; AB 350 march and a supportive assistance to the District Department of Health, within their GBVF programme (2 targets set and achieved).
- ✓ 2 targets set and 5 achieved, schools safety and GBVF at E.N Seku S.S.S (drug blitz: 510 learners), Thyalarha J.S.S. (336 learners-awareness), Bityi Primary School (Girl-child: GBV-awareness), Mthatha Post Office: Community Safety, Jongushlanga Primary School (Safety -awareness).
- ✓ 2 targets set, achieved 7, #7th.April & 27th.April: Operation: Coca /KSD area, # 7-8th.May KSD Crime OPS, #13-14th.May: JOCOM_ Anti-Crime OPS: KSD CDB, #4 Justice for Hlehle (GBVF-March -ORTDM), # 5 Justice for Namhla_GBVF awareness march #2, 6 # Unregistered Drug Rehabilitation Centre_ Chris Hani: Com. Awareness, #7 Zwelibangile SSS_ Ncengane AA (School Safety)

SAPS Cluster meetings attended, towards crime reductions and inclusive community safety planning: 3 cluster meetings attended in (Mthatha). This focus area is on community safety involvement through Community Policing. Business fraternity and Rural Safety Planning of communities is part of participatory process of reducing crime, e.g. Bityi SAPS precinct area. Various crime and safety operations held jointly with SAPS, Tyeks Security, DoH, Municipal Health Services, King Sabata Dalindyebo LM, and other law enforcement agencies.

- Visits of the Presidency, as well as Ministerial session coordinated and supported, jointly during year in safety and cluster.
- Crime and safety challenges gave rise to programme/ project interventions within the new financial year 2021-22, addressing student/ scholars/challenges safety through multi stakeholder collaboration.
- Swim Safety (Swim Survival Programme), with stakeholders, NSRI (National Sea Rescue Institute), Swim Safety South Africa, ensuring reduction senseless drowning in our scholars / learners.

3.14.4 Shortcomings/ challenges

- Lack of certain municipalities involvement towards coastal safety programme
- Budgetary challenges.

3.14.5 Recommendations

- Building community resilience to crime, through collaborated multi stakeholder's efforts, and the role of LG support in safety. New discussion document on “The role of LG in building safer communities” inputs will guide roles and responsibility of all spheres of government (building safer communities through (IUDF-Integrated urban development framework)
- Continue supporting Coastal Safety programmes through LM's involvement and ensure SLA'S are effective in addressing programme challenges.
- Handing costal safety programme responsibility back to Local Municipalities and District performing a more strategic role of support (equipment and facilities).
- Ensure continuous involvement of communities in advising, designing, working and contributing to an environment where all people are and feel safe, free from fear of harm, or crime by encouraging programmes, projects for the LMs IDPs, which must mainstream CSF's (community safety forums), and ensure a developmental approach to safer communities.
- Continuous supporting of GBVF (gender base violence and femicide) programmes, and accountability stakeholders engagement through the District Development Model
- Mainstreaming school safety related support, through District Community Safety Forums and other programmes / initiatives through a multi-sectorial approach.

3.15 Social Development Section

The *Constitution of the Republic of South Africa, Chapter 7, and Section 153* stipulates that, the developmental duties of the municipality as follow:

“A municipality must –

- a) Structure and manage its administration and budgeting and planning processes to give priority to basic needs of the community, and promote the social and economic development of the community and
- b) Participate in national and provincial development programs.”

Therefore, from the above preamble, the section seeks to protect and promote rights of vulnerable groups by coordinating the mainstreaming of their basic needs & interests whilst improving livelihoods of indigent families under distress.

3.15.1 Legislative Frameworks

- The Constitution of the Republic of South Africa (Act 108 of 1996)
- Local Government: Municipal Systems Act 2000 (32 of 2000)
- Older Person's Act 2006 (13 of 2006)
- Children's Act 2005 (38 of 2005)
- Prevention and Treatment of Drug Dependency Act, 1992
- District Crime Prevention Strategy
- Draft District Social Relief Policy
- Social Relief Fund Act 2003 (59 of 2003)
- South African Social Security Agency Act 2004 (9 of 2004)

3.15.2 Source of Funding

The only fund that the section depends upon is Equitable Share.

3.15.3 Projects/Programmes/Activities of the Section

- Moral Regeneration Life Skills Programs
- Early Childhood Development (ECD)
- Social Relief program(SRD)
- Child Protection Services

3.15.4 2020/21 Financial Year Achievements

- Funds set for ECD centres were relocated to the institutional central Covid-19 vote.
- Two quarterly District ECD Forum sittings held to coordinate the district early childhood development activities.

3.15.5 Areas of High concern

- Lack of Staff
- Minimum budget

3.15.6 Programmes affected by institutional financial constraints

- Moral Regeneration (life skills programme)
- Child Protection (foster parents training)

- Early Childhood Development: ECD (material support to ECD Centres)

3.15.7 Recommendations

- Strengthening of the section through staff establishment
- Financial support

3.16 Municipal Health Services

Environmental Health/Municipal Health Services is about creating and maintaining sustainable environments, which promote good public health. Environmental Health Services include a package of Municipal Health Services as defined in the National Health Act 2003, (Act No 61 of 2003). It also refers to the theory and practice of ascertaining, correcting, controlling and preventing those factors in the environment that can potentially adversely affect the health of present and future generations.

3.16.1 Illegal dumps

Environmental Health Practitioner (EHP) encourages the waste generators to dispose their waste to the landfill site or disposal site, in accordance to the Norms and Standards and prescripts e.g. National Environmental Management Act: Waste Act 59 of 2008. Any indiscriminately disposal of waste is discouraged as it results to the degradation of the land and environment and/or vermin that cause contagious and infectious diseases.

The annual target set was 100% of identified and reported illegal dumps to local municipalities. However, most of the illegal dumps were identified in the KSD LM N2 bypass, Maiden Farms bypass, N2 near Qweqwe.

3.16.2 Communicable Diseases (Notifiable Medical Conditions)

A communicable disease is an illness that is transmitted through contact with disease-causing agents or microorganisms that cause an infection. Carriers of these microorganisms can include people, animals, food, surfaces, and air, OR Tambo experienced the COVID 19 which started at Majola Location in April 2020 and Environmental Health practitioners worked tirelessly in

investigating the disease, traced contacts, conducting awareness's and monitoring COVID -19 burials. Covid 19 cases were investigated in Ingquza Hill LM, in Cabekwana, kwa Bala Location in Flagstaff, Food Poisoning in Ngwenyeni SSS in Khanyayo Location, KSD LM Covid -19 cases were investigated in Swadwa, Marhambeni, Bhongweni and PSJ LM in Mathombe, Mzintlava villages.

The annual target set was 100% of notifiable medical conditions investigated within 24hrs of reporting. Though following of the patients is very difficult and a tedious exercise/process at most the unit has managed to investigate all the reported cases of infectious/communicable diseases within the prescribed period of reporting.

3.16.3 Business Inspections

Inspections were conducted in low and high health risk business premises as part of inspections exercise. Focus was on food preparation premises (formal and informal), funeral Undertakers, and industries. Inspections report, results of water and food samples were communicated to the respective business owners with clear recommendations.

O.R. Tambo District Municipality has been authorized to enforce Food, Cosmetic and Disinfectant Act (FCD Act). That led to it achieving 100% on this target inclusive of businesses, environmental swabs and food samples, unpotable water samples and swabs were taken from all LMs for bacteriological and chemical analysis.

3.16.4 Certificate of Acceptability

Certificate of Acceptability - is issued to a business that meets the acceptable health standards or such premise that complies with the conditions stipulated in the regulation. The DM is expected to issue Certificates of Acceptability in all existing food preparation premises that do in all respects comply with the provisions of Regulation 638. For the financial year in question the Municipal Health Services section has issued Certificates of Acceptability only to food handling premises in compliance with the provision of the laid down regulation.

3.16.5 Water Quality Monitoring

The 1996 Constitution of the Republic of South Africa states that "everyone has the right of access to an environment that is not harmful to their health or wellbeing". The primary responsibility of

providing clean water rests with the municipalities. To ensure that the quality of water supplied on the premises complies with the specifications of the SANS 241 for drinking water, with regards to microbiological, chemical and physical quality. The following matter must have observed a constant supply of clean, safe potable water and should ideally have a pleasant appearance, taste, and odour. Environmental Health Practitioners regularly take water samples for bacteriological testing.

The annual target set 300 water samples taken and analysed by the National Health Laboratory Services the set target was achieved (100%).

3.16.6 Waste Quality Monitoring

Section 24 of the Constitution of RSA, which provides that “everyone has a right to an environment that is not harmful to their health or well-being; and to have the environment protected, for the benefit of present and future generations. National Norms and Standards for the environmental Health asset that the “health establishment (municipality) must ensure that waste is handled, stored, and disposed of safely in accordance with the law.” Environmental Health Practitioners in their day-to-day operations conduct inspection in all waste disposal sites, and ensure that appropriate trash receptacles are located at the point of waste generation; and also ensure that better environment outcome is maintained; promote and protect human life, property and entire environment. Environmental Health Practitioners further ensure that waste generators assess their waste in accordance with the Norms and Standards, prior disposal to the waste disposal site, however, this is not the case in our disposal sites as they do not meet the laid down health standards. Environmental Health Practitioner (EHP) encourages the waste generator to dispose their waste to the waste disposal site. Any indiscriminately disposal of waste is discouraged as it results to the degradation of the land and environment and/or spread of vector-borne diseases. The annual performance target was set at 10 inspections of waste disposal sites and MHS section worked beyond its capacity and managed to achieve 100%.

3.16.7 National Health Insurance (NHI)

National Health Insurance (NHI) - is a way of providing good health care services for all the citizens of the country (South Africans) through sharing of available financial resources for health care for all. It's being introduced to bring about reform that will improve service provision, and entails major changes in the service delivery structures, administration and management systems.

In the process, O.R. Tambo District Municipality (ORTDM) was identified to pilot National Health Insurance (NHI). ORTDM established its National Health Insurance Forum (NHIF) in 2017. ORTDM in conjunction with the Department of Health are working tirelessly to ensure that NHICF convene as per signed schedule. The meeting was held through virtual in compliance with COVID -19 regulations that were designed to mitigate spread of the pandemic.

3.16.8 Commemoration of World Environmental Health Day

The O.R. Tambo District Municipality, Municipal Health Services under the Department of Community Services hosted World Environmental Health Day Build up at Port St. Johns LM, on the 23 September 2020 under the theme “Environmental Health, a key public health intervention in disease pandemic prevention”, the awareness was conducted by the Environmental Health Practitioners on COVID - 19 in Majola great place.

3.16.9 Challenges

- Insufficient political and administrative engagements to fast-track devolution processes
- Recurring accumulation of illegal dumps (debris, rubbles and general refuse) in vacant plots and open space.
- Shortage of staff resulting to each EHP serving above 90 000 populations versus the WHO/National Norm of 1:10 000

3.16.10 Recommendations

- Expedite the transfer of EHP's from KSD LM (Devolution Process)
- Encourage the Department of Health to resuscitate infection control committee.
- EHP post to be added in order to meet the WHO/National norm of EHPs to be employed which is 1:10 000.
- Clear programme on illegal dumps

COMPONENT E: SPECIAL PROGRAMMES

Special programs are performed under the Office of the Executive Mayor which is mandated to promote the wellbeing of designated groups (youth, gender, children, senior citizens, and persons living with disabilities) and the general welfare of O.R Tambo communities. The department also focuses on the implementation of poverty relief, prioritizing the vulnerable groups

The department is also responsible for the promotion of good governance and public participation by creating platforms for citizen participation and stakeholder engagement in the decision-making process of the municipality. It also strengthens stakeholder engagement by coordinating and engaging sectors that are instrumental in improving the livelihoods of communities in the district.

This department has a vacancy rate of 24%. The staff compliment as the end of June 2021 for the department is depicted in the table below:

Table 26: Employees – Executive Mayoral Services

No. of Posts	No. of Filled Posts	Vacancies	Vacancy rate
167	142	25	15%

3.17 Executive Mayoral Office

In the 2020/2021 financial year, the annual performance targets for the department were to implement 20 programmes to support vulnerable groups within the district. In light of this, the department implemented 25 programmes following the Livelihood Improvement and Greater Household Transformation (LIGHT) approach. LIGHT is a poverty alleviation approach that focuses on improving the quality of life of the designated groups through the implementation of empowerment and capacity building programs and partnering with communities and organizations in the district. Overall, the department recorded an average percentage achievement of 125% against the annual key performance targets

Below is a brief narrative of each target or program implemented through LIGHT.

3.17.1 Programmes for women

The following empowerment programs focusing on women were implemented;

Provincial Women’s Parliaments

The provincial women’s parliament was virtually held on the 27th of August 2020, whereby all municipalities in the district were required to present their status on women’s empowerment. It was noted that the municipality is implementing various programs and initiatives to empower women in the district.

Virtual Provincial Women’s Day

The municipality through the women’s desk facilitated the attendance and participation of women from the district in the provincial women’s day celebration which was held virtual on the 29th of August 2020, under the theme, “COVID-19 and Food Security for Women and

Children". The event focused on gender-based Violence and identifying responses to the COVID-19 outbreak to protect and support young women's economic empowerment.

Gender-Based Violence Awareness Campaigns

In the quest to fight against Gender-Based Violence and Femicide, the municipality partnered with and provided support to various stakeholders and organizations hosting gender-based violence awareness in the district. In the year under review, a total of three GBV awareness campaigns in the district were held as follows;

- Provincial GBV Awareness was held on the 1st of September 2020 Ward 24, 26, and 32 in Ingquza Hill Local Municipality.
- Gender-Based Violence with the LGBTIQA+ Sector was held on the 28th of August 2020 in King Sabatha Dalindyebo Local Municipality.
- Gender-Based Violence Awareness with the Walter Sisulu University (WSU)

These GBV awareness campaigns were held successfully with various stakeholders including the provincial government, sector departments such department of Justice, local municipalities, Walter Sisulu University, the O.R Tambo LGBTQI+ sector, and local representatives.

Cancer Awareness

The event was held in Kwakhonjwayo A/A Ward 23 in Ingquza Hill Local municipality in partnership with the Department of Health in the district aimed at raising awareness and increasing knowledge about cancer and the importance of screening, prevention, and treatment.

Awareness on Healthy Living

One hundred and fifteen (115) women were empowered healthy living through aerobics.

Provision of Vegetable Seedlings to Women

Two hundred (200) young women and men farmers from Mdeni A/A KSD were with vegetable seedlings. In addition, two hundred (200) bags of potato seedlings were provided to designated groups in Ward 23 in Ingquza Hill Local municipality.

3.17.2 Programmes for Youth

Youth empowerment programs include the following;

- Youth Soccer Tournament
- Awareness on Youth Day
- Support of Mnya Academy Annual Youth Tournament
- Distribution of 1180 Vegetable Seedlings to young people

3.17.3 Programmes for people living with disabilities

The following are the key achievements in terms of empowering the disabled people in the district.

- Gender-Based Violence focusing on people living with disabilities conducted in partnership with Rise and Shine Magazine
- Empowered Zozibini Nangamso Foundation for the Physically Challenged
- National Disability Games
- Handing over of eight wheelchairs to disabled people in Port st Johns and five wheelchairs in Ingquza Hill local municipality.
- Albinism Day in which a total of eighty (80) sunscreens were distributed to people living with Albinism in Port st Johns (20), Ingquza Hill LM (20), Nyandeni LM (20), and Mhlontlo LM (20)

3.17.4 Programmes for senior citizens

Empowerment workshop for senior citizens: Thirty-six (36) senior citizens across the district were empowered to attend and participate in the senior citizen's workshop which was held from the 30th to the 31st of March 2021 focusing on issues of old age homes, safety, and security measures for elderly people as well as Covid-19 Vaccination. The department of Social Development and the Department of health formed part of the workshop. In addition, thirty-six (6) elderly people were given branded fleece blankets, fleece jackets, fleece, Bunnies and Scarfs, and re-usable pampers.

Distribution of Blankets to Elderly people: A total of forty (40) senior citizens, twenty (20) people from ward 03 in Port St Johns, and twenty (20) people from ward 30 in Ingquza hill were supported with blankets.

Provision of Winter hampers: The municipality provided one thousand (1000) winter hampers to elderly people from the district

Assessment on the status of living of a destitute family: This assessment was a result of the standard of living concerns raised by community members during a Mayoral Imbizo that was held in ward 34, KSD local municipality whereby a mother of seven children lives in a dilapidated two-roomed flat without any form income.

3.17.5 Programmes for children

Children are facing a range of challenges including inadequate access to better education, health care, social services and continue to live in severe poverty. These challenges undermine children's development and inhibit their access to better life opportunities, quality education, and healthcare, therefore compromising sustainable livelihoods.

The Constitution of the Republic of SA, The South African Children's Charter, and Children's Act 38 of 2005 encourage the government to develop a non-sexist, discrimination-free, equitable, and inclusive society that protects and develops the human potential of its children. In light of the above, the municipality prioritizes children by implementing programs aimed at ensuring that

children have fair access to better and meaningful life opportunities. Below are highlights of achievements of empowerment programs for children;

Financial Academic Assistance: Sixty-nine (69) continuing students from the O.R Tambo district are academically funded by the municipality.

Support initiatives to improve matric Results: The department has implemented several programs and initiatives to support schools and learners with special needs. This includes the provision of studying material and school uniforms.

Handing over of Water tanks and PPE's: The department partnered with Liberty Group and handed over Forty (40) water tanks and PPEs to forty schools from the O.R Tambo Coastal.

3.17.6 HIV and AIDS, Communicable and Non Communicable Diseases

The O.R. Tambo District Municipality acknowledges that HIV and AIDS is one of the huge challenges the country is faced with. The rate of infection is rapidly increasing, more people are getting ill and dying from AIDS. The prevalence of HIV/AIDS continue to rise among key populations with KSD and Ingquza Hill local municipalities being the highest infected.

A report by the Eastern Cape Aids Council indicated that 30.5% of adults in the district are accessing antiretroviral therapy (ART), 4% of females between 15-24 years as well as 2.2% of males between 15-24 years are HIV positive. Furthermore, the district recorded 3 787 new HIV positive tests and 1746 TB confirmed cases. The death rate as a result of the TB in the district is 16.6%. To fight against the spread and reduce the mortality rate as a result of HIV/AIDS and other related diseases, several programs have been implemented mostly focusing on young males and females in the district. Of note, the following were achieved in the 2020/2021 financial year.

O.R Tambo DAC and Civil Society Forum: O.R Tambo DAC and Civil Society Forum was held from the 26th to the 27th of January 2021.

Inkciyo Empowerment Program: Twenty-five (25) virgin Inspectors drawn across the district were trained on making beadwork necklaces and beaded headpieces.

3.17.7 Initiation Support

The O.R Tambo District has been a hotspot for initiation deaths in the province. Every season there are reported initiation fatalities experienced by young men who went for traditional circumcision in the district. These fatalities are attributed to numerous factors such as botched circumcision, non-compliance to health and safety measures, the existence of illegal traditional surgeons and initiation schools as well as dehydration.

In the quest to curb initiation fatalities in the district, the District Initiation Forum (DIF) and 5 Local Initiation Forums in the 5 Local Municipalities have been established. These have been established in terms of the Eastern Cape Male Initiation Practice Act No5 of 2016 and are led by Traditional Leaders who are members of Councils in the O R Tambo District. The DIFs responsibilities include

- Planning of Initiation at District Level
- Mobilization of resources for a male initiation monitoring program from the municipality and other stakeholders within the district.
- Monitor and evaluate the general functioning of initiation schools
- Support Local Initiation Fora

The role players include Local Municipalities, the Department of Health, SAPS, the Department of Social Development, 2 NGOs, the National Prosecuting Authority, CoGTA, and the Department of Education.

The following are the key achievements in terms of empowerment relative to initiation support.

District and local Initiation Forum Meetings: A total of four (4) district initiation forum meetings focusing on the general functioning of initiation schools, challenges, statistics, and the Covid-19 pandemic were held during the 2020/2021 financial year.

District initiation monitoring: Five chiefs from the district were supported with resources including transport and accommodation to monitor summer and winter initiation seasons in each local municipality in the district.

Initiation awareness for the winter season: Twenty winter season initiation awareness campaigns were held across the district aimed at raising awareness and educating communities about the initiation Act and Covid-19 regulations

3.17.8 Poverty Alleviation Programmes

The O.R. Tambo District has a low economy, high levels of poverty, unemployment, underdevelopment, and heavy reliance on government grants.

The development priorities of the district are accordingly directed at four areas: Alleviation of poverty and high levels of unemployment that contributes to the high crime rate; Access to basic services, housing, and social infrastructure, especially in more rural areas.

According to the StatsSA community survey results of 2016, 57.2 % of households in the O.R. Tambo District are headed by women reflecting a higher presence of women in the area and the overwhelming majority (82.17%) of the population is living in poverty and the unemployment rate stands at about 70. %.

According to COGTA, in 2019, 1,006,431 people were living in poverty, using the lower poverty line definition, across the OR Tambo District which accounts for 66.5% of the total population. This is a significantly higher percentage of the population when compared to the Eastern Cape provincial figure which was at 54.3%. The O.R Tambo District was ranked fourth in terms of the poorest districts in the country. Three (3) out of the (ten)10 poorest local municipalities in the

country are in O.R. Tambo District which are Port St Johns (73.5%), Nyandeni (72.5%), and Ingquza Hill (72.3%).

The importance of household food security has been highlighted by the occurrence of the COVID-19 pandemic. Many households struggled to provide basic food staff and were thus supported by the government with food packages. The establishment of food gardens through the provision of vegetable seedlings ensures sustainable food security in households.

- Beneficiary criteria:
- elderly
- child-headed households,
- HIV/Aids affected,
- Women
- People with disability
- Youth
- and generally needy households.

As part of improving food security, income, and sustaining needy households in the district, the Office of the Executive Mayor implemented two prominent programs and One Home One Food aimed at poverty alleviation by giving out seedlings, food parcels, and gardening tools to needy households; One Tree One Child Program aimed at contributing to household food and nutrition security and environmental conservation through planting indigenous trees and establishing orchards in schools and distributing fruit trees to children.

A total of 1050 households were supported through the poverty alleviation program in the form of;

- Provision of vegetable seedlings and gardening tools
- Provision of food parcels to needy households and disaster victims in the district

3.17.9 Training On Primary Agriculture and Financial Management

This was a five days training for designated groups including youth, males, females, people living with disabilities and senior's citizens aimed at inspiring young men and women to venture into the agricultural industry. The training focused on three agricultural disciplines, Crop Production, Pig production and, Poultry Production as well as financial management.

3.17.10 National and International Icons Celebrations

The celebration of national and international icons includes programs and interventions conducted to commemorate the life and legacy of two struggle stalwarts and global icons, Nelson Mandela and O.R Tambo. Thus, the month of July is declared as Mandela month while October is also known as O.R Tambo Month.

Below are the key activities and achievements recorded in celebration of national and international icons

- O.R Tambo Memorial Lecture
- Mayoral Golf Day
- Operation Wanya Tsotsi
- Shot-left exposure visit
- Executive Mayor's attendance to O.R Tambo and Adelaide Tambo Wreath Laying ceremony.

3.17.11 Centre Support

The District Municipality has an existing desk specific to Centre Support. Although this sub-unit does not have an allocated Key Performance Area (KPA) and Key Performance Indicator (KPI), it is functioning and continue to execute its tasks in line with the development mandate of the municipality and the strategic objective of improving the lives of vulnerable groups and the general welfare of O.R Tambo communities.

Thusong Service Centres formerly known as Multi-Purpose Centres are intended for bringing services closer to the communities. The rationale behind the Thusong Service program is set within the development communication model. It is a one-stop service and information center aimed at providing people with all services under one roof. The aim is to reduce the influx of people and long-distance traveling by providing the same services that are rendered by many organizations and sectors in the town. Apart from government services, Thusong Centres house activities and community projects that are operated on day to day basis.

During the year under review 2020/2021 financial year, the municipality conducted a workshop in partnership with the National Department of Cooperative Governance and Traditional Affairs and the United Nations. The aim was to assist in the resuscitating and the functionality of Thusong centers in the District.

Part of the workshop activities and deliverables was visiting Tombo Thusong Centre in Port St Johns and Qunu Thusong centre in King Sabatha Dalindyebo Local Municipality (KSD)

In addition,

- A dry run was conducted by the centre support desk in preparation of Career expo that was going to be held at Tombo Thusong centre on the 9th of April 2021
- Career expo was held Tombo Thusong Centre.

COMPONENT G: SECURITY AND SAFETY

3.18 Disaster Risk Management

3.18.1 Legislative background

In line with international trends and our national objectives of efficient and effective management of local resources, O.R. Tambo disaster management policy underscores the importance of disaster risk reduction, integrated prevention of human fatalities, lifeline infrastructure, personal property, and the environment efficiently and effectively by tapping and improving in the following risk reduction capitals:

- Human,
- Economic,
- Political,
- Organisational,
- Financial,
- Natural, and
- Technological.

This is intended to ensure that the municipality using the District Development Model can contribute towards the realisation of the Millennium Development Goals, the National Development Plan and a disaster risk reduction based sustainable development. The district municipality through its disaster management policy framework using the human and political resource within its disaster management centre, advances an integrated disaster risk reduction and mitigation approach to its development initiatives, the development and application of integrated disaster preparedness measures aimed at ensuring efficient and effective disaster response, recovery, reconstruction and rehabilitation operations. The municipality seeks to realign itself towards implantation of programs, initiatives and projects that not only integrate disaster risk reduction but also mitigation and prevention measures.

The following pieces of legislation and policies have a bearing on the disaster management function:

- South African Constitution Act. 108 of 1996
- Disaster Management Act, 57 2002
- White Paper on Disaster Management
- National Disaster Management Framework

- National Disaster Management Guidelines
- National Disaster Management Regulations
- National Disaster Management Handbook
- Provincial Disaster Management Policy Framework
- O.R. Tambo Disaster Management Policy Framework
- DORA
- Municipal Systems Act
- Access to Information Act
- POPI Act
- Health Act
- Social Assistance Act, etc.

The primary responsibility for disaster management in South Africa rests with the government. In terms of section 41(l) (b) of the Constitution of the Republic of South Africa, all spheres of government are required to “secure the well-being of the people of the Republic”. Disaster management is listed as a functional area in Part A of Schedule 4 of the Constitution, meaning that both the national and provincial spheres of government are competent to develop and execute laws within this area and have powers and responsibilities in relation to disaster management. Disaster management has also been ‘assigned’ to local government through the promulgation of the Disaster Management Act, 2002 (Act no 57 of 2002).

The Disaster Management Act 57 of 2002 (as amended) is the primary legislation dealing with DM in the country. This Act provides for an integrated & coordinated disaster management policy that focuses on:

- Preventing or reducing the risk of disasters (Prevention);
- Mitigating the severity of disasters (Mitigation);
- Emergency preparedness;
- Rapid & effective response to disasters; and
- Post-disaster recovery and rehabilitation.

The Act also makes provision for the establishment and functioning of DM across all focal point spheres of government and access to disaster management volunteers; and matters incidental thereto.

3.18.2 Disaster Management function

In support of the core concepts of integration and uniformity the disaster management centre performs its duties in realisation of the four key performance areas (KPAs) supported by three performance enablers (PEs) as follows:

KPA 1: Integrated Institutional Capacity for DRM

KPA 2: Disaster Risk Assessment (DRA)

KPA 3: Disaster Risk Reduction

KPA 4: Disaster Response and Recovery

PE 1: Information Management and Communication

PE 2: Knowledge management

PE 3: Funding

These KPAs and KEs are interrelated and should be implemented following cooperative governance and project management principles.

3.18.3 2021/22 Planned Targets and Achievements

The disaster management centre had 4 targets to achieve during this financial year, these were targets for the year 2021/22:

- 1) Percentage of destitute households supported due to disaster – achieved
- 2) Number of District Disaster Risk profiles revised -- Not achieved
- 3) Number of a localised severe weather early warning systems upgraded – Not achieved.
- 4) Number of quarterly reports generated on functionality of the localised severe weather early warning system – Not achieved.

3.18.4 Challenges

The Centre has experienced challenges in the implementation of the municipality disaster management policy framework. The Centre is facing difficulties in:

- Budget constraints affecting tools of trade
- Inadequate Disaster facilities
- Non participation of stakeholders in Disaster planning

3.18.5 Recommendations

- Allocation of adequate budget for operations and capital projects.
- Strengthening of Public Private Partnership.

3.19 Fire and Emergency Services

Fire and rescue services has a social mandate to save, property and preserve environment. Throughout history, fires have inflicted a heavy cost in human infrastructure, and damages to the environment in a manner capable of undermining socio economic development. The risk of fire in South Africa is influenced by a variety of socio-economic factors notably the rising levels of urbanisation which often result in the informal settlement comprised of shacks built by highly combustible material and in close proximity to each other in peri-urban which heighten the risk of fire in these areas. The danger posed by fire to human lives, infrastructure and the environment has been demonstrated by some of the major fire that humanity has experienced over the years. The service operates under four key performance areas which narrated as follows:

- **Fire Operations** involve rendering of rescue; administration and emergency functions. This includes all day to day operations of the unit and all its four satellite fire stations.
- **Fire Prevention** which focuses on the application of legislation on prevention, mitigation and reduction of fire risks. It includes evaluation and analysis of building plans, advisory services, and risk analysis and compliance inspections to buildings.
- **Training** sub unit involves undertaking in house trainings, simulations, drills and exercises. It also encourages readiness of equipment and personnel to deal with and respond to reported fire or other incidents requiring role of the service.
- **Fire Public Information, public education & public relations (PIER)** focuses on fire prevention through the engagement of communities, the private sector and other key role players. The sub unit also actively participate and facilitate operation and establishment of FPAs (Fire Protection Association).

3.19.1 Legislative Background

- Constitution of SA,
- Fire Brigade Services Act 99 of 1987,
- SANS 10090 - Community Protection against Fire,

- SANS 0400 - Building Regulations
- SANS 10087- LPG Installation
- SANS 10089- Flammable Liquids Installation
- National Veld Forest Fire Act 101 of 1998

3.19.2 2021/22 Planned Targets and Achievements

1. Percentage of fire and emergency incidents responded to within 60 minutes for areas within a 50 kilometres radius = 100%
2. Percentage of fire and emergency incidents responded to within 02 hours for areas more than 50 kilometres radius = 100%

The above achievement was made possible by contracting fire reservists to main four shift system of the service.

3.19.3 Unit managed to achieve the following activities for the period under review:

1. Percentage of fire and emergency incidents responded to within 60 minutes for areas within a 50 kilometres radius = 100%
2. Percentage of fire and emergency incidents responded to within 02 hours for areas more than 50 kilometres radius = 100%

3.19.4 Challenges

- There are no fire fighters.
- High vacancy rate affects other crucial aspects of fire services
- Limited Mechanical Resources such as Fire Engines to service the district.
- Insufficient Budget,
- Absence of By-Laws affects the operation of fire prevention, difficulty in enforcing safety policies, difficulty in charging tariffs on fire prevention activities and on emergency response activities.
- Shortage of fire hydrants (pillar posts) throughout the district satellites being a major problem for structural fires.

3.19.5 Recommendations

- Speed up recruitment processes.
- Establish Fire Safety Unit.
- Budget consideration improvement.

COMPONENT H: SPORTS AND RECREATION

3.20 Sports and Recreation

The unit is responsible for the co-ordination and facilitation of the development of sport and recreation initiative and activities within the O.R Tambo district municipality. This is executed having cognisance of sport and recreation activities as an instrument for social cohesion, nation building, mass participation, recognition of the marginalised group(people living with disability, women, disadvantaged communities).The aim of the unit is to liaise with the relevant stake holders, various spheres of government, The unit is also responsible for the management of the budget allocated to the unit for delivering the quality services in co-ordinating the sport and recreation initiatives.

3.20.1 Legislative Framework

- The Constitution of South Africa, 1996
- National Sports Plan
- White Paper on Sport and Recreation
- National Framework on Sport and Recreation

3.20.2 Sports and Recreation Programmes

- Support to Sport Development programmes ranging from Local, District, Provincial, National and International arenas. (Mayor's Cup, O.R Tambo Games programme)
- Staging capacity building initiatives for sport and recreation administrators
- Rendering support to sport for the vulnerable groups (people living with disability, women and disadvantaged)
- Rendering support to elite sport initiatives for the provincial national and international arena
- Assist in the provision of sport and recreation equipment to various schools, clubs, individuals and federations and sport confederation e.g. Boxing.

3.21 Arts, Culture and Heritage

Arts, Culture & Heritage is being recognised as fundamental to the social-cohesion and economic development of the country. The government's policy for local arts, culture and heritage need to be seen overarching context of building a just and equitable society where citizens are enabled to enjoy the social-cohesion and economic benefits that flow from access to and participation in culture.

The aim of the unit is to develop and preserve ORTDM arts, culture, and heritage to ensure social cohesion and nation-building. It strives to promote and sustain economic development through influencing partnerships (Public Private Partnership). Focus is also directed to the strengthening of the liberation Heritage Route.

3.21.1 Legislative Framework

- The Constitution of South Africa, 1996
- National Heritage Council Act (No. 11 of 1999)
- National Art Council Act 1997, (No. 56 of 1997)
- National Resources Act (No. 25 of 1999)
- Culture Promotion Act (No. 35 of 1983)
- National Library of South Africa Act (No. 92 of 1998)
- White Paper on Arts, Culture and Heritage, 1996
- National Film Strategy, 2014

3.21.2 Functions of the Unit

- The unit is responsible for the co-ordination, facilitation, assistance and support to the LMs, sectors, stakeholders and individuals. It also facilitates, implement the development of Artistic, Cultural, and preservation of Heritage within the district municipality
 - To provide support to associations of artists and to individuals involved in artistic and cultural activities
 - To promote cultural interaction among different cultural components within the district as recognition of cultural diversity;
 - To promote cultural interaction among different cultural components within the district.
 - To encourage the development of a dynamic arts and culture sector
 - To preserve and foster cultural values both at individual and collective levels
- To ensure the preservation of the heritage Liberation Route

3.21.3 2021/2022 Financial Year Plans and Achievements

The unit managed to achieve the following activities for the financial year under review:

- Arts and Craft Material delivered to the Bumbane Art Centre
- Supported Ingquza Hill Massacre Commemoration
- Supported the Artists with music equipment.

COMPONENT I: CORPORATE POLICY OFFICES AND OTHER SERVICES

3.22 Executive and Council

The Executive arm of the municipality is politically headed by the Executive Mayor and administratively by the municipal manager. The District municipality is a non-delegated municipality with the Municipal Manager serving as the accounting officer and advisor to the Executive Mayor. The Executive Mayor has the power to elect a Mayoral Committee, which serves as an executive committee of council, to advise the Executive Mayor on executive decisions. The Mayoral Committee is made up of political Members of the Mayoral Committee (MMCs) which are equivalent to the number of executive departments within the municipality. The Executive Mayor reports to Council on all executive functions subsequent to Mayoral Committee meetings.

The Council is the legislative arm of the municipality which is headed by the Council Speaker. The legislative arm houses councillors which serve on different oversight committees. The legislative arm has section 79 committees which are politically headed by chairpersons and these serve as oversight committees to legislative departments. The legislative committees report to and compile reports to council on their oversight function. The legislative arm also houses the Office of the Chief Whip, which impartially takes care of all interests of political parties serving in council.

3.22.1 Mayoral Committee Operations

The Municipality is governed in terms of an Executive Mayoral System. It has a functional Mayoral Committee in place, headed by the Executive Mayor, supported by the Deputy Executive Mayor and the members of the Mayoral Committee. The Mayoral Committee is appointed by the Executive Mayor in terms of Section 60 of the Municipal Structures Act 117 of 1998 and its role is to assist and advise the executive mayor on the day-to-day business of the municipality. The Mayoral Committee of the municipality consisting of councillors who serve as Mayoral Committee members for the following;

- Budget and Treasury office
- Human Settlements
- Planning Research and IGR
- Special Programs Unit
- Technical Services
- Corporate Services
- Infrastructure, Water, and Sanitation
- Community Services

The Mayoral Committee meetings sit monthly and a special mayoral committee is convened when the need or matters of urgency arises. During the 2020/2021 financial year, overall sixteen (16) including special Mayoral Committee meetings were held mostly virtual on the following dates;

Table 27: Mayoral Committee Meetings Held

Quarter One	Quarter Two	Quarter Three	Quarter Four
01 July 2020	07 October 2020	24 January 2021	26 April 2021
23 July 2020	09 October 2020	03 February 2021	28 May 2021
25 August 2020	21 November 2020	23 February 2021	23 June 2021
14 September 2020	01 December 2020	23 March 2021	28 June 2021

3.22.2 Sectoral Engagements and Support

Engagement and support to sectors are integral for the municipality to develop and understand stakeholders' development views, needs, interests, and expectations as well as assisting the

municipality with strategic decision-making. The Executive Mayoral Office supports several sectors that are instrumental in the livelihood of communities and business interests.

With the ultimate responsibility for sectoral engagement and support vested in the Executive Mayoral Office, the Sectoral Engagement Section is responsible for the Coordination of community involvement in the affairs of the municipality and for providing support to sectors where necessary. Of note, the section has the following desks responsible for ensuring that coordination and support is provided;

- Traditional Leadership
- District Chaplaincy and Interfaith
- Business Fraternity;
- Military veterans

In the year under review, the following engagements by the Office of the Executive Mayor were recorded and achieved.

Table 28: Sector Engagements

Date	Engagement	Purpose
12 November 2020	Executive Mayor's engagement with the Business Sector	Focused on development issues and concerns affecting the Business sector in the district
03 November 2020	Executive Mayor's Engagement with the Eastern Cape Chamber of Business	To share platform and engage with the business fraternity on ways of developing and improving the district economy
04 March 2021 17 March 2021	Executive Mayor's Engagement with Rate Payers in the district	To engage the district's ratepayers on the resolution and procedures to the municipal debt relief/amnesty program.
26 May 2021 25 June 2021	District Initiation sector forum Meetings	Focus on monitoring the winter initiation season in the district.
24 June 2021	Executive Mayor's Engagement with the District Chaplaincy	Focus on the status quo of the municipality and discussing the role of the chaplaincy in the fight against GBV and as well as raising awareness about Covid-19 vaccination

In addition to the engagements, the Methodist Church, Palmerton in Ingquza Hill received empowerment support from the Municipality when it hosted a three their 3-day Synod Programme.

3.22.3 Mayoral Imbizo's an IDP Roadshows

A total of six (6) Mayoral Imbizos were held in the 2020/2021 financial year. In addition, IDP and Budget Roadshows were held in various clusters across the district. the following tables below

provide insight on Mayoral Imbizo's as well as the IDP and Budget roadshows held in the financial year under review.

Table 29: Mayoral Imbizo's

Date	Local Municipality	Village & Ward No.
03 November 2020	Mhlontlo	Dumba A/A, 10
05 November 2020	Nyandeni	Mhlanganisweni A/A, 03
09 November 2020	Port St Johns	Tombo A/A, 04
24 March 2021	Port St Johns	Mngazana A/A, 03
30 March 2021	Ingquza Hill	Debese A/A, 30
June 2021	KSD	Ngqunge A/A, 34

Table 30: IDP and Budget Roadshows Cluster Allocation

Date	Ward	Venue	Time	Cluster	Wards expected
Port St Johns Local Municipality					
06 May 2021	02	Gomolo A/A, Sihlanjeni Sports Ground –ward	11hh00	1	1,2,3,4,7
	05	Chaguba A/A, Chwebeni JSS	11hh00	2	5,6,8,9,10,16
	13	Kwazulu A/A, Komkhulu Kwabhala	11hh00	3	11,12,13,15
	14	Maphindela A/A - Paypoint	11hh00	4	14,17,18,19,20
Nyandeni Local Municipality					
07 May 2021	11	Ngolo A/A	11hh00	1	1,9,10,11,12&31
	32	Lijizweni No.5	11hh00	2	14,22,23,26 &32
	21	Ngqeleni Sports ground	11hh00	3	13,21,24,25,28,29 & 30
	18	Njiveni A/A	11hh00	4	6,7,8,15,16,17,18,19
	4	Apostolic Faith Mission church	11hh00	5	2,3,4,5&27
Mhlontlo Local Municipality					
11 May 2021		Qumbu Town hall	11hh00	1	9,10,11 (part of),13,14,15,16,17 & part of ward 17.
	06	Tsolo Junction Multi-Purpose Centre	11hh00	2	4,6,7,8,26

Date	Ward	Venue	Time	Cluster	Wards expected
	02	Upper Mjika-Mqobiso JSS Sports Ground	11h00	3	1,2,3,5 & part of ward 24
	21	Sulenkama	11h00	4	17,18,19,20,21,22 & 23
	25	Tholeni A/A	11h00	5	11,12,13,25 & part of ward 17
KSD Local Municipality					
12 May 2021		Qhogi Great Place	11h00	1	24,25,26,27 & 36
		O.R Tambo Hall	11h00	2	1,2,3,4,5,6,7,8,9,1 0,11,12,13,30&35
		Mqanduli Town Hall	11h00	3	21,22,23&29
		Ngqunge Great Place	11h00	4	14,,34,30,16,15,17 ,18,31,&33
		Cacadu Great Place	11h00	5	19,20,28,32,
Ingquza Hill Local Municipality					
27 May 2021	02	Hlababomvu Community Hall	11h00	1	1,2,3
	19	Lusikisiki College	11h00	2	4,12,13,14,15,17,1 8,19,21
	09	Amos Kango Community Hall	11h00	3	5,6,7,8,9,11,30,31
	16	Nkunzimbini Hall	11h00	4	16,20,22,23,24
	26	Sicelo Shiceka Community Hall	11h00	5	10,25,26,27,28,29, 32.

3.23 Financial Services

Financial services are performed under the Budget and Treasury Office which is headed by the Chief Financial Officer. The department is responsible for revenue collection, expenditure management, asset management and supply chain management. This department has a vacancy rate of 48%. Staff compliment as the end of June 2021 for this department is a depicted in the table below:

Table 31: Employees – Budget & Treasury Office

No. of Posts	No. of Filled Posts	Vacancies	Vacancy rate
187	98	89	48%

3.23.1 Revenue Collection

With regards to municipal revenue, water supply remains a viable cost recovery mechanism and a primary source of revenue. Insufficient collection of revenue affects the growth of the municipal

budget adversely hence the introduction of cost recovery measures. The aforementioned cost recovery measures will be enhanced by the review and development of financial policies that are to be tabled to Council for adoption.

The department has sought for alternative sustainable sources of revenue generation to boost the municipality's cost recovery mechanisms; to reduce reliance on grants; and improve budget growth.

3.23.2 Expenditure and Liability Management

Expenditure and Liability management is the responsibility of the accounting officer of the municipality, the Municipal Manager. Upon the instance where a municipality incurs unauthorized, irregular or fruitless and wasteful expenditure; the municipality must investigate the cause and hold a person responsible. According to section 32 of the Municipal Finance Management Act, the municipal council must elect/nominate a council committee to investigate the unauthorized, fruitless and wasteful expenditure.

OR Tambo currently sits at an inflated amount of unauthorized, irregular or fruitless and wasteful expenditure, which has been historically accumulated since time immemorial. The accumulation of this amount is the reason the 2017-2022 council delegated MPAC to investigate the deliberate or negligent authorization of a fruitless and wasteful expenditure.

The Committee presented a report to Council with the recommendations that some of the transactions should be condoned on the fact that there was value for money and the services were rendered. The committee then tabled the report to Council and the Council approved the condonement. In its approval the Council further requested the Committee to continue with further investigations of the remainder of the balance as well as the current irregular expenditure.

Irregular expenditure in the District is the result of the implementation of programmes and projects for water services and one of the major contributor is the agreement between the Municipality and Amatola Water Board which was crafted in line with the PFMA but does not comply with the MFMA. Moreover, the other major contributor is the composition of BAC which led to disagreement with AG. Para 29 of SCM regulation regulates composition of committee but is silent on the quorum, AG regarded composition as quorum and any less members' sittings, tenders awarded or recommended are included in irregular expenditure. Management is working tirelessly to regularize the contract of Amatola Water whilst engagements with AG on the BAC composition matter are still continuing.

3.24 Corporate Services

Human resources functions in the District are performed under Corporate Services Department. This department is the second with a high vacancy rate of 83%. Staff compliment as the end of June 2021 for this department is a depicted in the table below:

Table 32: Employees – Corporate Services

No. of Posts	No. of Filled Posts	Vacancies	Vacancy rate
431	75	356	83%

3.25 Legal Services

The municipality have an in-house legal service department with the support model from the private attorneys, contracted through the panel. The legal services unit manages the litigations through the register and provide legal advice and guidance to the institution on all legal related matters. The unit further provide supports to other Local Municipalities within the district such as Nyandeni, Ingquza Hill and King Sabata Dalindyebo Local Municipalities, and its entity Ntinga Development Agent. This approach serves to build capacity to other municipalities and entities whilst others do not have legal advisors and rely on external legal service providers (consultants).

Over the year under review, the district managed to reduce the number of litigation by 47%. This demonstrates improvement from the planned percentage reduction of 25%. Key matters that have been resolved over the year include matters where there have been claims for breach of contractual obligations, labour matters and some claims for damages suffered especial the loss of life. Whilst there is improvement in the management of the litigations in the institution, the district is still faced with some challenges that include: -

- General failure in the institution to respond to agreements and contractual matters which yield to litigations.
- Non-compliance to policy and legislative matters that are challengeable;
- The increasing labour litigations due to employees deserting the bargaining council processes
- Continuous individuals instructing attorneys to claim the municipality.

3.26 Oversight for Service Delivery

Oversight for service delivery functions in the District are performed under Legislative Services Department. This department has a vacancy rate of 7%. Staff compliment as the end of June 2021 for this department is depicted in the table below:

Table 33: Employees – Legislative Services

No. of Posts	No. of Filled Posts	Vacancies	Vacancy rate
59	55	4	7%

The Legislative Services Department acts as the legislative arm of the municipality by being the home of the District Municipality Council. The Council is the highest decision making body within the municipality and remains independent to the executive arm.

One of the instrumental role(s) the Legislative Department plays is that of municipal oversight in all service delivery initiatives implemented by the executive. Legislative Services Department took an extra mile at improving oversight and accountability by implementing the Municipal Oversight Model (MoM). The background relates to Council of O.R. Tambo District Municipality taking a resolution in September 2013 on the implementing the Separation of Powers. This came as a mandate from the ruling party to pilot the model in O.R. Tambo District Municipality. The Council of O.R. Tambo District Municipality, after adopting the concept of Separation of Powers in 2013, did not have a guiding document in playing its oversight role, hence the Sector Oversight Model (SOM) (used by legislatures) was customized by the municipality, with the assistance of technical experts, to suite the municipal environment. It was therefore referred to as Municipal Oversight Model (MOM). In 2015 the Council adopted the MOM.

After the adoption of Separation of Powers, the Council of O.R. Tambo achieved the following critical milestones that assisted towards the successful implementation of the Oversight Model:

- Restructuring of Section 79 Committees
- Amended Council Standing Orders
- Development of Terms of Reference for S79 Standing & Portfolio Committees
- Development and adoption of Committee System
- Development of Committees and Research Process Maps
- Development of Council Agenda Process Flow
- Development of Committee Analysis Tool
- Alignment of Committee Oversight Reports with Covac Framework.

For smooth implementation of the MOM, the Council had to restructure its Section 79 Committees in a way that will enhance effective oversight. Each municipal department is being oversighted by a Portfolio Oversight Committee that is chaired by a non-executive councillor. O.R. Tambo District Municipality has the following 8 Section 79 Portfolio Oversight Committees:

- | | |
|---|---------------------------|
| • Infrastructure Services Portfolio Committee | : Chaired by Cllr Gusana |
| • Budget and Treasury and Internal Audit | : Chaired by Cllr Mandita |
| • Corporate Services Portfolio Committee | : Chaired by Cllr Mziba |
| • Community Services Portfolio Committee | : Chaired by Cllr Nkungu |
| • Planning, Research & IGR Portfolio | : Chaired by Cllr Mcimbi |
| • Human Settlement & Disaster Management | : Chaired by Cllr Fono |
| • Rural Economic Developmental Planning | : Chaired by Cllr Kuluta |
| • Special Programs & Social Services | : Chaired by Cllr Mgaweni |

According to MOM, each Portfolio Oversight Committee must focus on the following imperatives in each financial year:

- IDP & Budget
- SDBIP
- AG's Report based on Annual Financial Statements
- Focused Intervention Study Report
- Annual Report
- 1st Quarter Report
- 2nd Quarter Report
- 3rd Quarter Report
- 4th Quarter Report

When interrogating each report, the committee chairperson has to follow these steps:

- Step 1: Speaker refers the report to COMMITTEES (Chair of Chairs)
- Step 2: Chairperson and Committee staff analyse the report in line with Municipal Oversight Model (MOM) Analysis Tool
- Step 3: Chairpersons Obtain briefing from Researchers / Committees Officers/Legal Advisor/ Public Participation Officer
- Step 4: Chairperson and Committee Staff Develop preliminary questions
- Step 5: Chairperson and Committee Adopt preliminary questions and send to the Member of the Executive
- Step 6: Chairperson and Committee Receive responses to preliminary questions
- Step 7: Chairperson analyses responses & call for a hearing
- Step 8: Chairperson Convenes a hearing for the Executive to account
- Step 9: Chairperson and Committee make findings, draft report, adopt the oversight report
- Step 10: Chairperson Reports back to Chair of Chairs, then to Speaker
- Step 11: The Chairperson presents the Oversight Report in a Council meeting

The above steps are time consuming and they need to be concluded within 6 weeks for each report.

For each Oversight report to qualify for council adoption, it has to be in line with Committee Oversight & Accountability (COVAC) Framework. This framework is too technical, but demands in-depth understanding and involvement of the Chairperson for effective oversight. In line with COVAC framework, the Chairperson analyses each report looking at the following areas:

- Outcomes (inclusive of the Political Priorities)
- Other National, Provincial, District political and strategic priorities
- Other Oversight Bodies (e.g. CH 9 / CH10 – AGSA etc.)
- Oversight on Technical Performance, Compliance and Quality
- Oversight on Strategic Achievements
- Oversight on Financial Performance (Budget expenditure) (and avoidance / reduction of fruitless and wasteful expenditure)
- Oversight on Meaningful Public Involvement
- Oversight on Resolutions Management (Council and Committee Resolutions)

The above oversight analysis has yielded to positive performance and Audit outcomes in the municipality when comparing the past 6 years. Before the Model was introduced, the Audit Opinion from 2011/12 to 2013/14 the Municipality received disclaimer opinion; meaning the Municipality was unable to provide evidence to substantiate what has been disclosed in the Annual Financial Statements and Annual Performance Report. The stagnation in the audit outcome was due to leadership instability, vacancies in top management, a culture of good governance and accountability not being embedded, and practices that promote clean administration not being entrenched within daily, weekly and monthly activities. The ineffectiveness of governance structures also called into question the reliability of the evidence obtained and the authenticity of the accounting records and documentation.

After the implementation of the Oversight Model, the Audit Opinion changed drastically. From 2014/15 to 2016/17 the Municipality received qualifications. In 2016/17 financial year, the municipality received a Qualified Audit Opinion from the AG with one qualification item. The qualification item was the Irregular Expenditure from prior years, going as far back 2012-2013, which was not investigated by Council.

The above analysis clearly shows that the Chairpersons of Section 79 Portfolio Committees played a very big role in improving municipal performance.

However, since the Chairpersons of Section 79 Portfolio Committees are not part-time, the quality of oversight work gets compromised and tends to be influenced by officials.

3.27 Monitoring, Reporting and Evaluation

Monitoring, Reporting and Evaluation unit is under the Office of the Municipal Manager which is led by the Director together with other functions such as Risk Management, Legal Services, Integrated Development Plan, Intergovernmental Relations, Communications and the management of the Municipal Managers office.

This department has a vacancy rate of 48%. Staff compliment as the end of June 2022 for this department is a depicted in the table below:

Table 34: Employees – Office of the Municipal Manager

No. of Posts	No. of Filled Posts	Vacancies	Vacancy rate
44	23	21	48%

3.27.1 Monitoring, Reporting and Evaluation

The performance management system in ORTDM is driven by a Performance Management Policy/ Framework that was developed and adopted by the Council together with the Budget

related policies in May 2017. This policy/framework provides an overarching framework for managing performance in the district. Strategically, the performance management system used by the ORTDM focuses on supporting the realisation of the Municipality’s development objectives, the achievement of predetermined results and promoting compliance with the statutory requirements. The policy/framework is under review to incorporate developments that took place with the performance management space.

The ORTDM has continued to inculcate a culture of performance management and accountability, through various instruments. However, over the past 3 financial years the District has seen decline in the way departments behave in relation to performance management. The decline was as a result of Covid-19 pandemic from 2019/20 and political instability that started to creep in during the 2020/21 to 2021/22 financial year.

The District continues to use manual reporting system which also pose a challenge. Since the start of the challenges listed above, most employees were impacted in different ways resulting in some cases employees having to work from home. The absence of an electronic system and is still a challenge and as a result reporting timelines are not met.

Management of the municipality is held accountable for municipal performance through their Performance Agreements. However, the Municipality has not performed any performance evaluation since the year 2018/19.

There is further an Audit Committee which performs oversight on institutional performance. The structure and its work is further supplemented by the Municipal Oversight Model, wherein there are Council committees per department that provide oversight of the performance. All these play a significant role in improving reporting systems and in strengthening accountability. For the financial year under review only the Audit Committee remained functional. The oversight committees are behind with their work due to institutional instability.

3.28 Internal Audit Services

There’s an in house Internal Audit function that is independent and that reports directly to the Audit Committee with dotted line responsibilities to the Municipal Manager. Currently the Internal Audit function has 8 staff members and 43% vacancy rate.

Table 35: Employees – Internal Audit

No. of Posts	No. of Filled Posts	Vacancies	Vacancy rate
14	12	2	14%

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It assists an organisation to accomplish its

objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The situation in the district is as follows:

- Nyandeni, Ingquza Hill, King Sabata Dalindyebo and Mhlontlo Local Municipalities have functional internal audit functions, whereas Port St Johns Local Municipality, its Agency as well as Ntinga OR Development Agency are fully supported by the District Municipality, as the audits are performed by the District Internal Auditors;
- Audit committees in all the Local Municipalities are in place and functional;
- Ad-hoc support is provided to municipalities with functional internal audit units upon request i.e. Nyandeni LM, KSD LM and Ingquza Hill LM;
- All municipalities in the district have been audited by the Auditor General for the financial year;
- Furthermore, the District Municipality has since established a District Internal Audit Forum during the 2016/2017 financial year, and is of convening with the local municipalities twice a year for the purposes of information sharing.

Key challenges that have been identified in this area include the following:

- audit issues identified raised by AG are not fully addressed as per the management audit action plan.
- recommendations made by Internal Auditors not fully implemented;

3.28.1 Audit Committee

The district municipality has a functional Audit Committee. The committee has skills to address financial matters, risk management and audit matters, performance management issues and legal issues. The functions of the Audit Committee are performed within the parameters of the Council-approved Audit Committee Charter. The Charter was approved in August 2021. The Audit Committee sits quarterly and its reports are submitted to Council.

The following table (Table 68) summarises the status of audit committees in the DM and the five LMs in the District:

Table 36: Status of Audit Committees

Name Of The Organization	Audit Committee Status
Ntinga O.R. Tambo Development Agency	Committee is in place
Port St Johns Local Municipality	Committee is in place
King Sabata Dalindyebo Local Municipality	Committee is in place
Ingquza Hill Local Municipality	Committee is in place
Nyandeni Local Municipality	Committee is in place
Mhlontlo Local Municipality	Committee is in place

Table 69 below summarises the status of the internal audit function in the DM and the five LMs in the District:

Table 37: Status of Internal Audit Function

Name Of The Organisation	Internal Status
Ntinga O.R. Tambo Development Agency	Shared with District Municipality i.e. fully supported by the District Internal Audit unit
Port St Johns Local Municipality	Shared with the District Municipality i.e. fully supported by the District Internal Audit unit
Port St Johns Development Agency	Shared with the District Municipality i.e. fully supported by the District Internal Audit unit
King Sabata Dalindyebo Local Municipality	In-house function but supported by the District on an Ad-hoc basis and attendance of Audit Committee meetings
Ingquza Hill Local Municipality	In-house function but supported by the District on an Ad-hoc basis
Nyandeni Local Municipality	In-house function but supported by the District on an Ad-hoc basis and attendance of Audit Committee meetings
Mhlontlo Local Municipality	In-house function but supported by the District on an Ad-hoc basis and attendance of Audit Committee meetings

3.29 Communications

Municipalities must ensure that they have a Communications Unit that empowers and encourages citizens to participate in democracy and improve the lives of all. This should ensure coherence of messages, open and extended channels of communication between the municipality and the people towards a shared vision. The District Municipality has a Communications Unit.

A District Communicators Forum (DCF) has been established and is functional. Over the past year there has been maximum participation of local municipalities, sector department and government entities in the quarterly DCF meetings.

Issues pertaining to the communication cluster are attended to by the relevant LMs. Communicators have been inducted on the role that they need to play in their respective municipalities. A Communication Strategy and Plan was approved by Council in April 2014. For the 2016-2021 term of Council, a Communications Policy remains a draft.

The political and administrative instability in the district in the last two years of the term of council, has however affected the implementation of the following communication programs. Talk to Your Mayor Radio program, Newsletter and Media walkabout. The Talk to you Mayor program couldn't continue after community radio stations were not paid for services rendered during the 2020/21 virtual IDB/Budget roadshows. This then led to the radio stations blacklisting the district municipality.

Newsletter and Media walkabout were affected by the poor performance of the district, as these two initiatives mainly focus on service delivery milestones.

Besides the aforementioned challenges there are challenges that the Communication Strategy and Plan seeks to address. They are the following:

- non- centralised communications;
- communications units not sufficiently resourced in terms of Human Resources and finances (PSJ communications units only has one official in the LM);
- inconsistency in updating information in the municipal websites;
- negative perceptions in the Media;
- inconsistency in attendance of the DCF by some municipalities;
- lack of Corporate Identity;
- varying and inconsistent communication (internal and external);
- internal communication is not done properly;
- communication with external institutions that is poorly managed/channelled;
- service delivery communication to LM and communities;
- no clear communication between DM and LM councils (especially DM and LM council decisions);
- no proper coordination of communication in the district; and
- non-responsive Communication Strategy.

COMPONENT K: ORGANISATIONAL PERFORMANCE SCORECARD

Table 38: Organisational Performance Scorecard

KPA 1: BASIC SERVICE DELIVERY AND INFRASTRUCTURAL DEVELOPMENT

KPA 2: LOCAL ECONOMIC DEVELOPMENT

KPA 3: FINANCIAL MANAGEMENT AND VIABILITY

KPA 4: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPA 5: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

CHAPTER 4 - ORGANISATIONAL DEVELOPMENT PERFORMANCE (PERFORMANCE REPORT PART II)

COMPONENT A: INTRODUCTION TO THE MUNICIPAL PERSONNEL

4.1 Employee Totals, Turnover and Vacancies

4.1.1 Total Number of Number of Municipal Employees per Department

Table 39: *Total Employees*

Employees				
Description	2020/21			
	Approved Posts	Employees	Vacancies	Vacancies
	No.	No.	No.	%
Water and Sanitation	772	607	165	21%
Technical Services	63	12	51	81%
Community Services	175	132	43	25%
Human Settlements	35	10	25	71%
Rural, Economic and Development Planning	107	25	82	77%
Budget & Treasury Office	187	98	89	48%
Corporate Services	431	75	356	83%
Internal Audit	14	8	6	43%
Legislative Services	59	55	04	7%
Executive Mayoral Office	117	95	22	19%
Office of the Municipal Manager	44	23	21	48%
Executive Mayoral Services	50	47	3	6%
TOTAL	2054	1187	867	42%

4.1.2 Turnover Rate

4.1.2.1 Turnover rate on top management positions

Table 40: Vacancy Rate at top management level

Vacancy Rate on Top Management Positions: 2020/21			
Designations	*Total Approved Posts	*Vacancies (Total time that vacancies exist using fulltime equivalents)	*Vacancies (as a proportion of total posts in each category)
	No.	No.	%
Municipal Manager	1	0	0.00
CFO	1	0	0.00
Director Water and Sanitation	1	0	0.00
Director Technical Services	1	0	0.00
Director Community Services	1	0	0.00
Director Human Settlements	1	0	0.00
Director Executive Mayoral Services	1	0	0.00
Director Legislative Services	1	0	0.00
Director Rural Economic Development and Planning	1	0	0.00
Director Internal Audit	1	0	0.00
Director Corporate Services	1	0	0.00
Director Office of the Municipal Manager	1	0	0.00
Total	12	0	0.00

4.1.2.2 Vacancy Rate on District Employees

Table 41: District Vacancy Rate

Vacancy Rate on all District Employees				
Total number of employees	Vacant positions	New Employees (2019/20)	Resignations in 2019/20	Turnover Rate
1187	867	16	56	0.5%
288 (casual employees)				

4.1.2.3 Staff Turnover per Category and Post Level

Table 42: Staff Turnover

Resignations/Terminations	
Senior Managers	00
Middle management	03
General staff	35
Total	38

Retirements	
Senior Managers	00
Middle management	00
General staff	06
Total Retirements	05
Deaths	
Senior Managers	00
Middle Managers	00
General staff	25
Total deaths	25

COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

4.2 Policies

Table 43: Municipal Policies

Policy	Status	Date Adopted by Council or Comment on failure to adopt
Attendance & Punctuality	New	12 October 2015
Essential user scheme	Reviewed	27 June 2019
Overtime policy	Reviewed	27 February 2019
Acting allowance policy	Reviewed	12 October 2015
Code of conduct policy	Reviewed	03 November 2018
Termination of services policy	Reviewed	12 October 2015
Bursary policy	Reviewed	28 June 2019
Subsistence & Travelling policy	Reviewed	28 June 2019
Integrated Employee/Employer Wellness	Reviewed	28 June 2019
Retention policy	Reviewed	28 June 2019
Whistle Blowing policy	New	12 October 2015
Sexual Harassment	New	27 June 2019
Information & Communication Technology	Reviewed	27 June 2019
Security Management & Access Control policy	Reviewed	12 October 2015
Danger Allowance	New	30 October 2020
Cellphone policy	New	31 May 2019
Recruitment & Selection Policy	New	27 June 2019

4.3 Injuries, Sickness and Suspensions

Table 44: Injuries, Death, Pensions and Terminations

Category	Number Of Employees
Injuries	00
Death	32
Pension	05
Contract expired	02

Category	Number Of Employees
Resignations	14

The table below illustrates the number and cost of injuries on duty incurred during the financial year:

Table 45: Cost of Injuries

Type of injury	Injury Leave Taken	Employees using injury leave	Proportion employees using sick leave	Average Injury Leave per employee	Total Estimated Cost
	Days	No.	%	Days	R'000
Required basic medical attention only	16	1	6%	3	60
Total	16	1	6%	3	60

The table below illustrates the number of days and cost of sick leave for the financial year under review:

Table 46: Cost of Sick Leaves

Salary band	Total sick leave	Employees using sick leave	Proportion of sick leave without medical certification	Total employees in post*	*Average sick leave per Employees	Estimated cost
	Days	No.	%	No.	Days	R' 000
Unskilled skilled (TG 1-3)	0	0	00	00		
Semi-Skilled (TG 4-8)	254	44	5,77%	511		
Skilled Technical & Academically Qualified/Junior Management/Supervisors/fore man/superintendents (TG 9-13)	321	32		494		
Professionally qualified & experienced specialist (TG 14-18)	170	13	18,13%	173		
Senior management (TG 18-22)	0	0	0.0	04	0.00	
MM and S57	0		0.0	12	0.00	
Total	745	89		1182		0

During the financial year, the District suspended nine employees and the details of the case are illustrated in the table below:

Table 47: Details of Cases for Suspended Employees

Nature of Alleged Misconduct	Date of Suspension	Details of Disciplinary Action taken or Status of Case and Reasons why not Finalised	Date Finalised
Intimidation, Threats, Gross Insolence, Gross Impropropriety, & Assault, Gross dereliction of duties, Bringing the name of municipality into disrepute, Gross insubordination	21/02/2021	A disciplinary enquiry is in process	Not yet finalised
Harassment, hurling insults, and derogatory remarks to a fellow employee, obstructing fellow employees from entering municipal premises for the purposes of executing their duties. Organizing, participating and leading an illegal or unprotected strike, contrary to the provisions of the standard of conduct clause 1.2.11 and Labour Relations Act 66 of 1995 and breach of municipal communication policy. Intimidation, Gross Insubordination, putting the name of municipality into disrepute	09/02/2021	The disciplinary matter is partially completed and awaiting for the final sanction from the appointed Presiding Officer.	Not yet finalised
Intimidation or / and threats to another fellow employee, harassment and further initiated,	09/02/2021	The matter is scheduled to sit on the 15 th December 2021.	Not yet finalised

Nature of Alleged Misconduct	Date of Suspension	Details of Disciplinary Action taken or Status of Case and Reasons why not Finalised	Date Finalised
organised, led and participated in an unprotected / illegal industrial action			

The table below has the list of disciplinary cases that were handled during the financial year:

Table 48: Disciplinary Cases

Position	Department	Area	Nature Of Offence	Progress	Date Finalized	Finding	Sanction
Manager: IGR, IDP, International Relations & Municipal Support	Municipal Manager	Myezo	Harassment, hurling insults, and derogatory remarks to a fellow employee, obstructing fellow employees from entering municipal premises for the purposes of executing their duties. Organizing, participating and leading an illegal or unprotected strike, contrary to the provisions of the standard of conduct clause 1.2.11 and Labour Relations Act 66 of 1995 and breach of municipal	The matter is partially completed and awaiting for the sanction.	14/12/2021		Not yet issued.

Position	Department	Area	Nature Of Offence	Progress	Date Finalized	Finding	Sanction
			communicati on policy. Intimidation, Gross Insubordinati on, putting the name of municipality into disrepute				
Senior Community Safety and Coastal Officer	Community Services	Myezo	Intimidation or / and threats to another fellow employee, harassment and further initiated, organized, led and participated in an unprotected / illegal industrial action	A disciplinary enquiry was previously held on the and invited panelist were present except for the alleged employee and her representative (even though a notice of enquiry was acknowledged by employee as received).	Not yet	N/A	N/A
Security Guard	Corporate Services	Government Printers	Intimidation, Threats, Gross Insolence, Gross Impropropriety, & Assault, Gross dereliction of duties, Bringing the name of the municipality into disrepute and Gross insubordinati on.	The matter was held on the 16 th February 2022. Both employer and alleged employee led the evidence successfully. Parties will make a submission of closing arguments to Presiding Officer not	16 th February 2022	Not yet issued.	N/A

Position	Department	Area	Nature Of Offence	Progress	Date Finalized	Finding	Sanction
				later than end of business, Friday, 25th February 2022.			

4.4 Employee Wellness

The employee wellness program seeks to assist employees with dealing with emotional, psychological, health, financial and physical well-being to ensure that they are productive at work to ensure the mandate of the O.R Tambo District Municipality is executed. Under the employee wellness, we have the Occupational Health and Safety unit, which seek to ensure employees are free from risk and hazard in the work place guided by OHS Act 58 of 1993 as amended.

4.4.1 Employee Wellness programs implemented 2020/2021 financial year

During the first quarter the unit conducted a financial education workshop at Nyandeni Satellite offices, the purpose of conducting the financial education workshop was to assist the employees to change their mind-set in term of handling money, budgeting and saving and to also allow them to make informed decisions with their financial resources.

On the 3rd and 4th quarter the unit conducted a wellness program on Emotional well-being and coping during the COVID-19 pandemic at Mhlontlo area and again at Port St Johns area for the water purification plants surrounding the area and KSD area. Following an assessment and discussion of the challenges that employees may be faced with during the COVID-19 pandemic the wellness unit decided to plan these program to provide emotional support for the employees of O.R Tambo DM.

4.4.2 Occupational Health and Safety programs implemented 2020/21 financial year

The OHS unit conducted medical surveillance and vaccination after receiving reports that there are employees who are exposed to biomedical agents they work with. An Occupational Medical Practitioner was appointed to investigate all reported cases on occupational illness and prevent illnesses by vaccinations. The following areas were vaccinated:

1. 20 employees were vaccinated at Mqanduli water purification plant.
2. 20 employees vaccinated at Coffee bay treatment works
3. 20 employees vaccinated at Mthatha blockage
4. 20 employees Port St John's water purification plant
5. The OHS unit conducted risk assessment as per the regulations issued out by Department of employment and labour.

COMPONENT C: CAPACITATING MUNICIPAL WORKFORCE

4.5 Performance Rewards

The District is not yet at the stage of implementing performance rewards as it is still at the stage of developing individual performance management.

4.6 Skills Development and Training

Training interventions are structured according to the:

- Study assistance programme (Formal qualifications)
- Skills programmes/ Short courses
- Learner ships &
- Experiential training programme (student trainees and Internships)

Table 49: Skills Programme/ Short Course – Employed Learners (18.1)

Learning Programme	Department	Duration of Training	Actual No. of Beneficiaries Trained	COST	Name of Training Provider
IMPSA Conference/ SABPP	CPS	Membership Renewal	27	R 8 100.00/ R 38700.00	N/A
IPM Conference	CPS	Membership Renewal	2	R 3 678.00	N/A
ODETDP	SD& EE Comm.	12 months	16	R 194 680.00	GOTSEC Skills Train.
SAMTRAC	LEG SERV/CPS	3 Weeks	8	R 172 979.00	NOSA EC
Computer Literacy	WASS	6 Months	2	R 8 400.00	Silulo Ulutho Technologies
Total			55	R426 537.00	

Table 50: Study Assistance- Employed Learners (18.1)

No.	Institution	Learning Programme	Actual No. Enrolled	Department
1	University of Fort Hare	Masters in Pub Admin, Bachelor of Public Admin, Bachelor of Science, Honours in Criminology	5	CPS, OEM, Legislative services
2	Walter Sisulu University	LLB, Bachelor of Law	2	OEM, WASS
3	University of South Africa	PGD in Public Admin, PGD in Security Management, PGD in Forensic Audit, Bachelor of Laws, Bachelor of Com Science, LLB, Dip. in public Admin, BA in Int. Relations, BA in Communication, Honours in Industrial Psychology, Masters in Communication, Honours in Financial Management, PGD in Accounting Science, Advance Diploma in internal Audit, Advance Diploma in information Resource Management,	14	BTO, REDP, CPS, OMM, Legislative, OEM, Comm Serv, OMM
4	University of Free state	Masters in Disaster Management	1	COMM SERV
5	Regent Business School	Master's in Business Administration, Bcom in Accounting, Bcom General, Bachelor of Commerce	20	BTO
6	Info Tech	ND in Office Admin, Certificate in Office Admin	4	BTO, OEM
7	MANCOSA	Bachelor of Public Admin, Bachelor of Commerce in HRM, PGD –Project Management, Masters in Public Admin, Honours in Public Admin,	18	CPS, Comm Serv, WASS, OEM, REDP, LEG SERV
8	Rhodes University	PHD- Humanities	1	OEM
9	Institute of Management	Advanced Diploma –Management Accounting	1	BTO

No.	Institution	Learning Programme	Actual No. Enrolled	Department
	Accounting & Strategy			
10	Damelin	NC- Public Management	1	OEM
11	Southern Business School	Dip in Management	1	OEM
12	NMU	Mphil in Development	1	REDP
TOTAL NO.			69	
TOTA EXPENDITURE		R 1 736 447.90		

Table 51: Learnership & Experiential Training (18.1 & 18.2)

No.	Name of Training Intervention	Stake Holder	Actual No. Trained	Type Of Training
2	Students Trainees	Youth	6	Experiential training WIL
3	Internships	Youth	5	Graduate Experiential training
TOTAL			11	

COMPONENT D: MANAGING THE MUNICIPAL WORKFORCE EXPENDITURE

4.7 Employee Expenditure

Employee costs for the financial year under review were R805, 575, 560 and to R21, 211, 997 for Councillors.

CHAPTER 5 – FINANCIAL PERFORMANCE

COMPONENT A: STATEMENT OF FINANCIAL PERFORMANCE

5.1 Statement of Financial Performance

Table 52: Statement of Financial Performance

5.2 Grants

Table 53: Grant Performance

Overall unspent conditional grant amounted to R245 million. Rollover application submitted but rejected by the National Treasury has informed.

5.3 Asset Management

For the year ended 30 June 2021, the municipality reported a total of R 7, 1 billion (30 June 2020: (R 6, 8 billion) of property plant and equipment. This shows a significant increase of R 941 million and is due to the acquisition of new assets and the transfer of completed infrastructure assets. Property plant and equipment is broken down into immovable property, moveable property, infrastructure assets, intangible assets and heritage assets.

These assets are recorded in GRAP 17 compliant assets registers, and the registers comply with the approved assets management policy adopted by the municipality council. On a quarterly basis, the asset management unit submits reports to council in the form of asset registers. These asset registers are divided under moveable assets and infrastructure asset registers.

There have been serious challenges in both the implementation of the asset management policy and the completeness of the asset registers. This is evidenced by the findings of auditor general as they form part of the qualification paragraphs of the audit report. Some of the challenges are but not limited to:

- Completeness of the asset registers.
- Impairment issues and revaluation of useful life.
- Asset verification issues.
- Rights and obligation issues.
- Fleet management issues
- Overstatement of assets register and

- Depreciation and amortisation

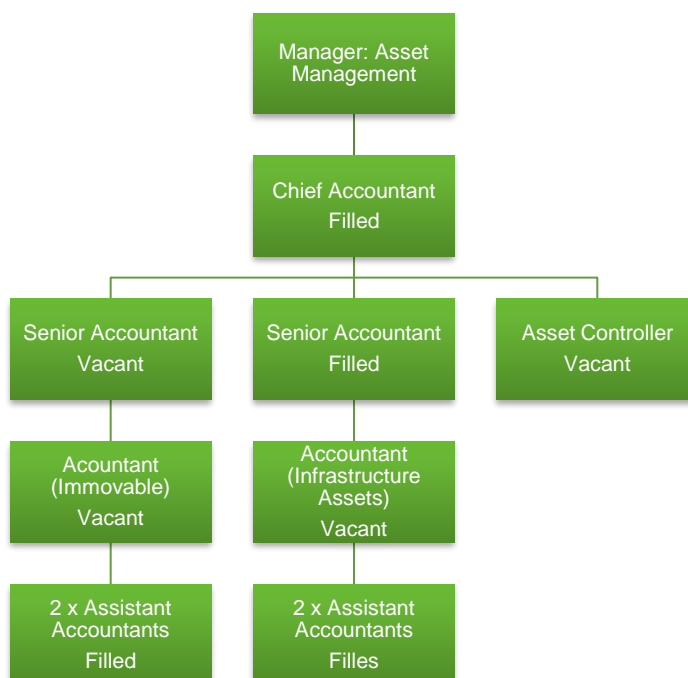
5.3.1 Key Elements from the Asset Management Policy

The O. R. Tambo District Municipality's asset management policy has the following key elements. These elements also incorporate the responsibilities of municipal officials as required by section 78 (1) (e) of the municipal finance management act.

- Recognition of capital assets: initial measurement
- Subsequent measurement of capital assets
- Recognition of inventory items
- Asset types
- Discontinued operations
- Minor assets
- Asset acquisition
- Creation of new infrastructure assets
- Donated assets
- Asset maintenance and useful life
- Residual value of assets
- Depreciation
- Maintenance of assets and asset registers
- Renewal of assets
- Replacement of assets
- Asset disposal
- Writing off of assets
- Physical control of assets
- Insurance of assets
- Safekeeping of assets

5.3.2 Organisational Structure of the Asset Management Unit

Figure 9: Asset Management Structure



5.3.3 Staff Delegation

Listed below is the work plan for Asset Management, Property Plant and Equipment

Isolation of responsibilities and Segregations of duties for the current Asset Management staff is illustrated in the table below:

Table 54: Asset Management Staff Delegation

Roles and Responsibilities	Position
Manager	All functions
Chief Accountant	All functions
Land and Building	Assistant Accountant
Intangible assets and Leases	Assistant Accountant
Computers, Laptops and Insurance	Assistant Accountant
Furniture	Assistant Accountant
Motor Vehicles and its Insurance	Assistant Accountant

5.3.4 Issues under Development

- The municipality is in the process of procuring an asset management as well as the asset verification system
- Integration of all asset registers into the financial management system Solar
- Review of the organisational structure

- Review of the policies and introduction of standard operating procedures
- Capacity building of the current staff in GRAP standards

5.3.5 Plans to Address the Development Issues

- Conversion of manual asset register into the system is in progress.
- Acquisition of an automated asset verification tool
- Advertisement of critical vacant positions
- Conduct workshops for reviewed assets management policies and procedure manuals.
- Capacitation of asset management staff will be done through training and workshops.

5.4 Financial Ratios based on Key Performance Ratios

5.4.1 Liquidity ratio

Figure 10: Liquidity Ration Analysis from 2017 - 2021

5.4.2 Cost coverage

Figure 11: Cost Coverage from 2017 - 2021

5.4.3 Total outstanding service debtors

Figure 12: Total outstanding service debtors from 2017 - 2021

5.4.4 Debt coverage

Figure 13: Debt coverage from 2017 - 2021

5.4.5 Creditors system efficiency

Figure 14: Creditors system efficiency from 2017 - 2021

5.4.6 Capital charges to operational expenditure

The District does not have loans that it is servicing.

5.4.7 Employee costs

Figure 15: Employee costs from 2017 - 2021

5.4.8 Repairs and maintenance

Figure 16: Repairs & Maintenance from 2017 - 2021

Repairs and maintenance expenditure is below the norm of 8%.

COMPONENT B: SPENDING AGAINST CAPITAL BUDGET

5.5 Capital Expenditure

Total expenditure amounted to R562 million (2020: R734 million) which is comprised of:

Table 55: Capital Expenditure

5.6 Sources of Finance

Table 56: Sources of Finance

- Rental of Assets – Hall hire decreased due to lockdown
- Interest Earned on Outstanding Debtors – Decrease attributed to amnesty write-offs and improvement in collections associated with write-off conditions.
- Interest Earned on External Investments – The general decrease in interest rates offered by banks resulted in decrease in Interest earned.
- Income from Agency Services – Commission from garnishee orders.

COMPONENT C: CASH FLOW MANAGEMENT AND INVESTMENTS

5.9 Cash Flow

Cash and cash equivalent opening balance amounted to R336.2 million, the net increase in cash and cash equivalents during the year amounted to R64.5 million and resulting in the closing balance on cash and cash equivalents of R400.7 million.

5.10 Borrowing and Investments

The District maintained its status of having no borrowings during the financial year.

With regards to investments, the district made cash investments during the financial and earned R199,4 million. The investments were made in the following institutions:

*Table 57: Investments***5.11 Public Private Partnership**

The District does not have any Public Private Partnerships.

COMPONENT D: OTHER FINANCIAL MATTERS**5.12 Supply Chain Management**

The municipality has made a significant progress in developing and implementing the supply chain management policy and practices in compliance with the guidelines set out in the Supply Chain Management Regulations as well as the amended Preferential Procurement Regulations, 2017.

Whilst internal controls have also been strengthened by developing check list for compliance with SCM regulations in procurement there have been serious deficiencies in fully complying with the supply chain management regulations due to persistent staff vacancies and lack of systems to detect people who close family members who are conducting business with the municipality. This is evidenced by the finding of the auditor general in their audit report.

As part of its strategic improvement goal in reducing irregular expenditure, the municipality has adopted a strategy to reduced unauthorised, irregular, fruitless and wasteful expenditure.

Currently the general manager supply chain management unit is only left with one (1) module to be fully compliant with the requirements of regulation 12 of the Minimum Regulations on Minimum Competency Levels.

5.13 Generally, Recognised Accounting Practice (GRAP) Compliance

GRAP it provides the rules by which municipalities are required to maintain their financial accounts. Successful GRAP compliance will ensure that municipal accounts are comparable and more informative for the municipality. It will also ensure that the municipality is more accountable to its citizens and other stakeholders. Information on GRAP compliance is needed to enable National Treasury to assess the pace of progress and consider the implications.

The Municipality is fully GRAP compliant. The current year accounting framework is consistent with the previous year. The requirements as per the Accounting Standards Board have been taken into consideration to the improved Standards of GRAP.

CHAPTER 6 – AUDITOR GENERAL AUDIT FINDINGS

COMPONENT A: AUDITOR GENERAL OPINION OF FINANCIAL STATEMENTS

6.1 Auditor General Reports: Year (2021/22)

The Municipality obtained qualified audit opinion for the 2019/20 financial year. Upon receipt of the audit report during April 2021, the Municipality conducted a thorough analysis and understanding of the AGSA's audit report. The findings informed the development of the "Management Audit Action Plan" (MAAP), which has been summarised into the "Strategic Audit Action Plan 2019/20 document. A MAAP is a tool that the Municipality uses to address the qualification matter and the emphasis of matter.

Management has identified the following areas deserving strategic focus in the implementation of the Management Audit Action Plan. These areas are:

- Implementation of internal controls for identification, recording and reporting of irregular expenditure for the 2018/19 and 2019/20 financial years.
- Review and updating of the contracts register to enable accurate reporting of commitments;
- Review and updating of the Infrastructure and Work in progress registers to enable accurate reporting of commitments;
- Review both the Infrastructure and WIP register in order to have accurate and complete register.
- Develop a methodology that will talk to the impairment and disposal of infrastructure assets.
- Review and updating of SCM compliance checklists to improve controls around procurement processes.
- Develop Service level agreements for all the debtors of the municipality.
- Develop controls around the prepayments and also monitoring the spending the expenditure of all prepayments done.
- Continuously monitor the grant spending and develop controls which will prevent the underspending of grants.
- Review, updating and documentation of internal control processes (procedure manuals) for all key processes of the Municipality, followed by a change management process to ensure the attitude of council, management and staff on internal controls is transformed;
- Implementation of a compliance monitoring functioning within departments coordinated by the Municipal Manager's office and the review of the 2020/21 SDBIP and implementation of corrective measures immediately after the approval of the budget adjustment by Council;
- Council adoption of a stringent process for monitoring the implementation of the management audit action plan and consequence management in the event of failure to implement. The MAAP is a standing item of Management, Audit Committee and MAYCO meetings.

The action plan will be submitted to Council, together with the Annual Report at the Council meeting of May 2021.

COMPONENT B: AUDITOR GENERAL OPINION – 2021/22

6.2 Auditor General Report Year: (2021/22)

6.3 Management Audit Action Plan 2021/2022

Table 58: Management Audit Action Plan (MAAP)

APPENDICES

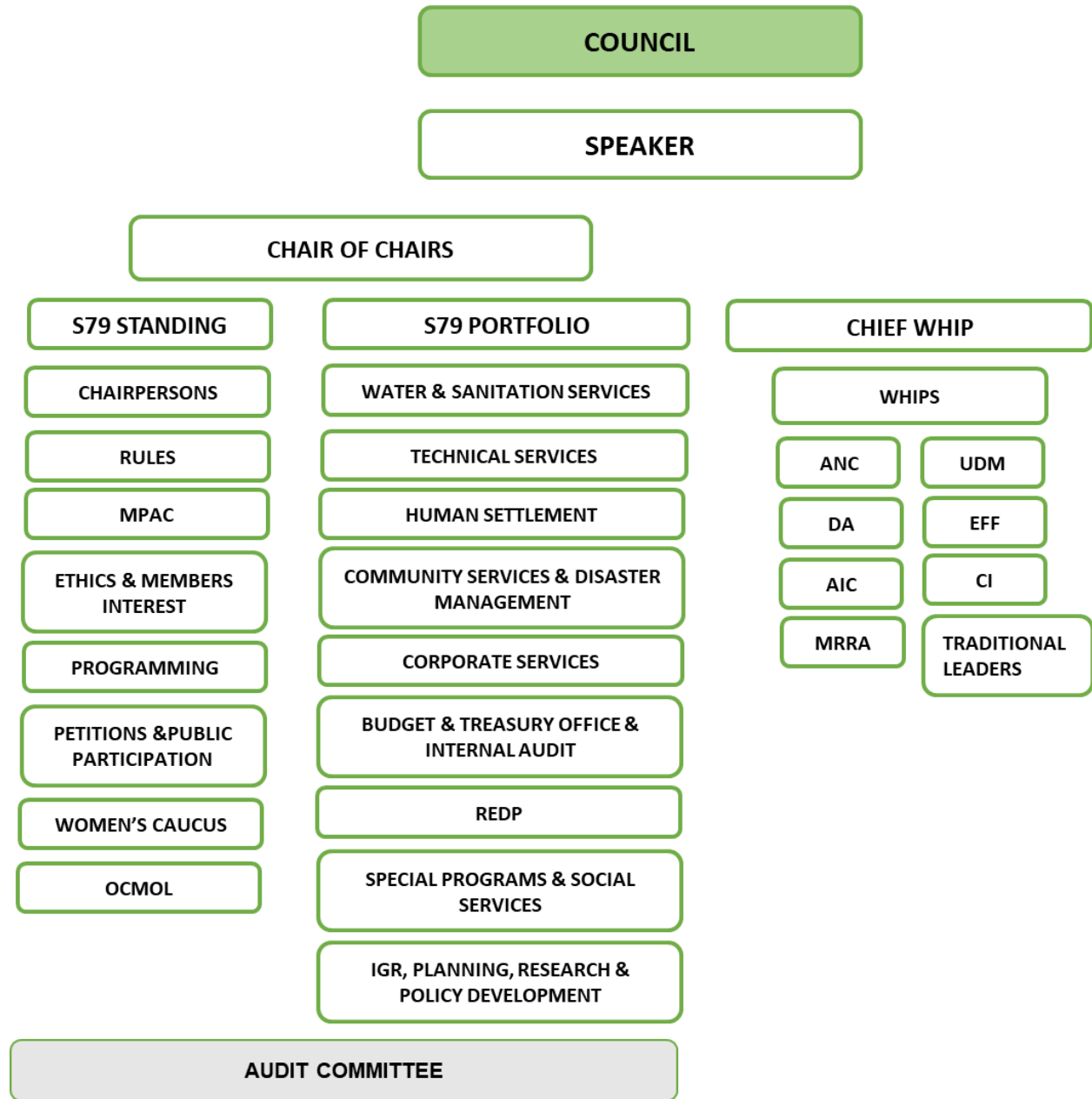
APPENDIX A – COUNCILLORS: COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

1. List of Council Members

No	Surname & Initial	Designation
1	Nkompela X.	SPEAKER
2	Sokanyile T.	EXECUTIVE MAYOR
3	Ngozi W.	CHIEF WHIP
4	Nogumla R.Z	DEPUTY EXECUTIVE MAYOR
5	Ngqongwa N.	MMC: WATER AND SANITATION SERVICES
6	Giyose R.M	MMC: BTO AND INTERNAL AUDIT
7	Mdledle N.	MMC: CORPORATE SERVICES
8	Mjokovana D.	MMC: COMMUNITY SERVICES & DISASTER MANAGEMENT
9	Zozo D.	MMC: REDP
10	Mdoda Z.	MMC: HUMAN SETTLEMENT
11	Godongwana S.	MMC: SPECIAL PROGRAMMES & SOCIAL SERVICES
12	Dambuza M.	MMC: IGR, PLANNING, RESEARCH AND POLICY DEVELOPMENT
13	Sabona J.	MMC: TECHNICAL SERVICES
14	Nokhanda B.	CHAIR OF CHAIRS
15	Gcinindawo N.	CHAIRPERSON : ETHICS & MEMBERS INTEREST
16	Pepping P.N	CHAIRPERSON: MPAC
17	Cwecwe N.	CHAIRPERSON: WOMENS CAUCUS
18	Rolobile L.	CHAIRPERSON : PETITIONS AND PUBLIC PARTICIPATION
19	Mgaweni T.	CHAIRPERSON: OCMOL STANDING COMMITTEE
20	Mandita K.	CHAIRPERSON: BTO & INTERNAL AUDIT PORTFOLIO COMMITTEE
21	Mchithakali N.	CHAIRPERSON: COMMUNITY SERVICES & DISASTER MANAGEMENT PORTFOLIO COMMITTEE
22	Ntukuntezi S.I.	CHAIRPERSON: REDP PORTFOLIO COMMITTEE
23	Gusana Z.	CHAIRPERSON: WATER AND SANITATION SERVICES PORTFOLIO COMMITTEE
24	Qaqa M.S.	CHAIRPERSON: PLANNING, RESEARCH AND IGR PORTFOLIO COMMITTEE
25	Mziba L	CHAIRPERSON: CORPORATE SERVICES PORTFOLIO COMMITTEE
26	Fono N.	CHAIRPERSON: HUMAN SETTLEMENT
27	Malindi X.	CHAIRPERSON: SPECIAL PROGRAMS AND SOCIAL SERVICES
28	Sabisa T.N.	CHAIRPERSON: TECHNICAL SERVICES PORTFOLIO COMMITTEE
29	Bara B.	CLLR
30	Beqezi N.	CLLR
31	Bokwe F.	CLLR
32	Bontsa E.S.	CLLR

No	Surname & Initial	Designation
33	Bunzana M.	CLLR
34	Cube Z.	CLLR
35	Dudumayo B.R	CLLR
36	Dumisa T.	CLLR
37	Gaxeni F.	CLLR
38	Gqetywa N.I.	CLLR
39	Gqwetha B.	CLLR
40	Mabasa S.N.	CLLR
41	Mabongo L.	CLLR
42	Madwantsi P.	CLLR
43	Malghas B.	CLLR
44	Malghas U.	CLLR
45	Maqhajini L.	CLLR
46	Matanzima S.	CLLR
47	Mbangatha N.	CLLR
48	Mjoji L.	CLLR
49	Mkontwana N.	CLLR
50	Msakeni M.	CLLR
51	Mzimane N.	CLLR
52	Ndabeni M.	CLLR
53	Ndude L.M.	CLLR
54	Nkani N.	CLLR
55	Pato T.Z.	CLLR
56	Qangani S.	CLLR
57	Tshotsho L.	CLLR
58	Xangayi C.T.	CLLR
59	Nkosi Dudumayo M.	TRADITIONAL LEADER
60	Nkosi Groom J.J.	TRADITIONAL LEADER
61	Nkosi Mdutshane A.C.G.	TRADITIONAL LEADER
62	Nkosi Meji N.	TRADITIONAL LEADER
63	Nkosi Mjoji P.A.	TRADITIONAL LEADER
64	Nkosi Mtirara B.P.	TRADITIONAL LEADER
65	Nkosi Mtirara M.	TRADITIONAL LEADER
66	Nkosi Ndabeni V.	TRADITIONAL LEADER
67	Nkosi Ndamase N.	TRADITIONAL LEADER
68	Nkosi Ndamase H.	TRADITIONAL LEADER
69	Nkosi Ranuga M.	TRADITIONAL LEADER
70	Nkosi Sandile A.	TRADITIONAL LEADER
	Note	1 vacancy for a councillor

APPENDICE B – COMMITTEE AND COMMITTEE PURPOSES



STRUCTURE OF SECTION 79 COMMITTEES

SECTION 79 STANDING COMMITTEE	CHAIRPERSON	SECTION 79 OVERSIGHT PORTFOLIO COMMITTEES	CHAIRPERSON
1. Rules Committee	Cllr X. Nkompela	1. Special Programmes and Social Services	Cllr. X. Malindi
2. Programming Committee		2. IGR, Planning, Research and Policy Development	Cllr. M.S. Qaqa
3. Chairperson's Committee	Cllr. B. Nokhanda	3. Human Settlements	Cllr. N. Fono
4. Municipal Public Accounts Committee (MPAC)	Cllr. N. Pepping	4. Community Services and Disaster Management	Cllr. N. Mchithakali
5. Ethics and Members Interest Committee	Cllr. N. Gcinindawo	5. Corporate Services	Cllr. L. Mziba
6. Multiparty Women's Caucus	Cllr. N. Cwecwe	6. Water and Sanitation Services	Cllr. Z. Gusana
7. Petitions and Public Participation Committee	Cllr. L. Rolobile	7. Budget and Treasury Office and Internal Audit	Cllr. K.D. Mandita
8. Oversight Committee for Mayor's Office and Legislature(OCMOL)	Cllr. T. Mgaweni	8. Rural and Economic Development & Planning	Cllr. S.I. Ntukuntezi
		9. Technical Services	Cllr. T. Sabisa

SCOPE OF THE TERMS OF REFERENCE (PURPOSE) FOR S79 STANDING COMMITTEES

SECTION 79 STANDING COMMITTEE	SCOPE OF THE TERMS OF REFERENCE
1. Rules Committee	<ol style="list-style-type: none"> 1. To promote the realisation of the vision, strategic objectives and priorities of O.R. Tambo District Municipality. 2. To assist the Council in developing and administering Standing Rules for Council meetings for its efficient functioning of the committees of Council. 3. To develop, advise and monitor the implementation of Council's policy with regard to Civic Functions and presentations. 3. To diligently perform its power and functions in terms of these terms of references.

SECTION 79 STANDING COMMITTEE	SCOPE OF THE TERMS OF REFERENCE
	4. To promote adherence to appropriate dress code for all council and committee meetings.
2. Programming Committee	1. To oversee and regulate the programming of Council's agenda and proceedings. 2. To recommend a Programme of debates. 3. To diligently perform its power and functions in terms of these terms of references.
3. Chairperson's Committee	1. To oversee and regulate the functioning of the Section 79 Standing Committees and Portfolio Committees activities\ programmes, and reporting. 2. To strengthen the oversight role and accountability played by council committees. 3. To diligently perform its power and functions in terms of these terms of references.
4. Municipal Accounts Committee (MPAC) Public	<p>3.1 ROLE OF THE MPAC</p> <p>The Committee is accountable to Council and is operating as an overseer and makes recommendations to the Council for its consideration and final approval. The Committee does not assume the functions of management, which remain the responsibility of the Accounting Officer, Heads of Departments, officials and other members of senior management. The role of the Committee is to assist the Council to ensure that:</p> <p>3.1.1 The municipality fulfils its constitutional mandate of service delivery to the community and achieves the set objectives;</p> <p>3.1.2 The municipality is managed in an efficient, effective and ethical, corruption and fraud free manner; and</p> <p>3.1.3 The municipal resources are utilised in an economic manner.</p> <p>3.2 AUTHORITY OF THE MPAC</p> <p>The MPAC Committee has the authority as per the SALGA recommendations:</p> <p>3.2.1 To call the Executive and/or any Councillor to report on any matter reported in terms of finances to ensure that every cent is accounted for.</p> <p>3.2.2 To oversee all programmes of the municipality and to investigate value for money on projects – overseeing the planning and implementation of projects against expenditure.</p>

SECTION 79 STANDING COMMITTEE	SCOPE OF THE TERMS OF REFERENCE
	<p>3.2.3 To request, access information and monitor such based on suspicion of imprudent financial management.</p> <p>3.2.4 to instruct the Executive and any other committee members, management and other employees to be present at a given meeting to hear and answer for themselves and for possible interview and input regarding items of the agenda.</p> <p>3.2.5 To direct any matter for investigation through the relevant investigation Departments, Office of the Auditor General and law enforcement agencies within its terms of reference.</p> <p>3.2.6 To have unrestricted access through the Office of the Accounting Officer to employees of Council, information relating to all personnel, books of account, records, assets and liabilities of the Council and to any other sources of relevant information that may be required from the Council for the purpose of carrying out its duties and responsibilities.</p> <p>3.2.7 To seek any information (and have access) it requires from any MMC/Councillor. All MMCs and Councillors are directed to co-operate with any request made by the Committee.</p> <p>3.2.8 MPAC shall have direct access to internal and external auditors and may direct investigations in any matter when necessary.</p> <p>3.2.9 The Committee should have permanent referral as they become available, of –</p> <ul style="list-style-type: none"> (a) all accounts and financial statements of the municipality; (b) all reports of the Auditor-General; (c) all reports of the Audit Committee; (d) Information on compliance (see section 128 and 133 of the MFMA); (e) Information in respect of any disciplinary actions taken in terms of the Municipal Finance Management Act (MFMA); (f) Information in respect of transgressions in terms of the MFMA. <p>3.2.10 The Committee also has the right to summon any person to give evidence before it, or to require any person or institution to report to it. In the interest of accountability, the Committee may call individuals who were responsible at the time of the events, even though they may since have resigned from the municipality.</p>

SECTION 79 STANDING COMMITTEE	SCOPE OF THE TERMS OF REFERENCE
	<p>3.2.11 Receive technical support from the Internal Audit office.</p> <p>3.2.12 The committee must hold public hearings and instruct other committee members, management and other employees to be present at a given meeting to hear and answer for themselves and for possible interview and input regarding items of the agenda.</p> <p>3.2.13. The committee must monitor the extent to which its recommendations and those of the AG are carried out.</p> <p>3.2.14 The committee must invite and receive submissions from the public.</p> <p>3.2.15 The committee must undertake fieldwork (i.e. oversight visits within the municipality) to get first-hand information on any municipal matters.</p> <p>3.2.16 The committee must consider recommendations and reports from the Audit Committee.</p> <p>3.2.17 MPAC may consider any financial reports or financial statements jointly with the Audit Committee.</p> <p>3.2.18 MPAC must consider the oversight reports of the portfolio committees with regard to quarterly performance, budget expenditure and focused intervention study.</p> <p>3.2.19 The committee must ensure that the municipality complies with the provisions of the King IV Report.</p> <p>3.2.20 MPAC requires the executive to attend its meetings where required, and will not be able to engage the municipal manager (accounting officer) and senior management in the absence of the executive or political office bearers, as this will encroach on the role of the executive who has the responsibility for oversight over the administration of the municipality.</p> <p>The MPAC is not authorised to:</p> <ul style="list-style-type: none"> (a) Discuss matters that are still under investigation or <i>sub-judice</i>, but can in-committee receive progress reports on matters under investigation. (b) Report to Council on allegations not investigated. (c) Call any person outside Council (e.g. contractor, service provider, etc.) to account for the monies of the municipality and municipal entities where such outside person is implicated in the forensic investigation report.

SECTION 79 STANDING COMMITTEE	SCOPE OF THE TERMS OF REFERENCE
5. Ethics and Members Interest Committee	<p>(1) To promote adherence to the Code of Conduct for councilors.</p> <p>(2) To develop, advise and monitor the implementation of Council's policy with regard to councilor's welfare and benefits.</p> <p>(3) To diligently perform its power and functions in terms of these terms of references.</p> <p>(4) To promote adherence to council standing orders.</p> <p>(5) To promote adherence to appropriate dress code for all council and committee meetings.</p>
6. Multiparty Women's Caucus	<p>1. To act as an advisory, influencing and consultative body by representing the interests and concerns of women members in Council and making submissions to the Council.</p> <p>2. To engage on empowerment issues with women in political structures outside Council.</p>
7. Petitions and Public Participation Committee	<p>1. to encourage active involvement of communities and community organisations in the affairs of the municipality;</p> <p>2. to increase the effectiveness of Public Participation in the affairs of the municipality;</p> <p>3. to ensure the consideration, monitoring and tracking of petitions lodged to the municipality;</p> <p>4. to ensure that timeous feedback is given to Petitioners;</p> <p>5. to ensure adherence to Community Complaints and Petitions Handling Policy; Public Participation Policy; and Public Participation Strategy;</p>
8. OCMOL	<p>The Committee's work is based on four important goals, namely:</p> <ul style="list-style-type: none"> ➤ Ensure that the Office of the Executive Mayor (OEM) and Legislature are governed with effective oversight, transparent and accountable governance; ➤ To roll out effective community participation mechanisms to ensure involvement of O.R. Tambo District Municipality residents in the business of the Municipality with specific emphasis on the OEM and oversee whether the Legislature effectively and efficiently discharges its key obligation of Public Participation; ➤ To entrench multi-party democracy in the business of Council; ➤ To ensure that the two offices adhere to relevant legal frameworks or provisions for optimal service delivery <p>COMMITTEE STRATEGIC OBJECTIVES</p>

SECTION 79 STANDING COMMITTEE	SCOPE OF THE TERMS OF REFERENCE
	<p>The OCMOL Standing Committee recognized that the Strategic Objectives needed to speak to the following key areas:</p> <ul style="list-style-type: none"> • Promote Good Governance • Improve Transparency • Ensure Accountability • Enhance Efficiency and Effectiveness <p>The work of the Committee is also driven by three main Strategic Objectives (SO) along with accompanying imperatives. The strategic objectives are as follows:</p> <p>(a) To conduct oversight and scrutiny of the Executive and Administration to assist in the attainment of the municipality's strategic agenda.</p> <ul style="list-style-type: none"> ➤ The imperatives entail the scrutiny of the IDP and Strategic Plans, SDBIP Quarterly reports, Budget, Annual Report as well as conducting Focused Intervention Studies / Oversight Visits. <ul style="list-style-type: none"> ➤ Scrutiny Process: research analysis of SDBIP, deliberating on the Departments' presentation through Oversight Committee questions to the Department and compiling a Committee report to Council. <p>(b) Involve the public in overseeing the work of the OEM and Legislature, by securing public input as a means to verify performance and on the IDP / budget and Annual Report.</p> <ul style="list-style-type: none"> ➤ The imperatives entail inviting relevant stakeholders (NGO's, individuals) to Committee meetings. <ul style="list-style-type: none"> ➤ Process: inviting communities to contribute to Committee's IDP/ Budget and Annual Report deliberations, involving targeted stakeholders e.g. NGOs, Chapter 9 & 10 institutions by identifying relevant issues for Chapter 9 & 10 institutions' participation and considering community inputs in compilation of Committee reports to Council. <p>(c) Committee oversees whether the Legislature effectively and efficiently discharges its key obligation of Public Participation (Overseeing the Overseer).</p> <ul style="list-style-type: none"> ➤ The imperative entails securing presentations and reports by Secretary on the institution's public participation activities

SECTION 79 STANDING COMMITTEE	SCOPE OF THE TERMS OF REFERENCE
	<ul style="list-style-type: none"> ➤ Process: Scrutiny and analysis of reports, engaging the Public on the finding of the contents of the reports, creating a Committee report to Council <p>(d) Enhance the capacity of the Committee to be able to execute its roles and responsibilities efficiently and effectively.</p> <ul style="list-style-type: none"> ➤ The imperative entails initiating research projects on review of policies and bylaws. <ul style="list-style-type: none"> ➤ Process: identifying by-laws to be reviewed; conducting socio-economic impact and legal study on the bylaw or policy; engagement with Departments on identified by-laws; compiling a Committee report.

SCOPE OF THE TERMS OF REFERENCE (PURPOSE) FOR S79 PORTFOLIO COMMITTEES

SECTION 79 PORTFOLIO COMMITTEES NAME	PURPOSE
<p>1. Water and Sanitation Services</p> <p>2. Technical Services Portfolio Committee</p> <p>3. Human Settlement and Disaster Management Portfolio Committee</p> <p>4. Corporate Services</p> <p>5. Community Services</p> <p>6. Budget & Treasury Office (BTO) and Internal Audit</p> <p>7. Planning, Research and Intergovernmental Relations</p> <p>8. Special Programs and Social Services Portfolio Committee</p> <p>9. REDP</p>	<p>(1) The Committee maintains oversight on the Member of the Mayoral Committee (MMC), and the department in fulfilling their responsibilities, including the implementation of policies, By-laws, regulations and other applicable legislation.</p> <p>(2) To fulfil its oversight responsibility, the Committee must scrutinize and oversee the extent to which the department is fulfilling its Constitutional obligations in respect of –</p> <ul style="list-style-type: none"> (i) the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5, and any other matter assigned to it by national or provincial legislation; and (ii) the promotion and fulfilment of all the rights enshrined in Chapter 2 - the Bill of Rights, sub-sections 7 – 39; <p>(3) To scrutinize the reports of the department, for submission to Council pursuant to the requirements of, but not limited to, the Structures, Systems and Finance Acts</p>

SECTION 79 PORTFOLIO COMMITTEES NAME	PURPOSE
	<p>respectively and to report to Council with recommendations;</p> <p>(4) To scrutinize the reports of institutions established by Chapter 9 of the Constitution, in particular, the reports of the Auditor-General to the extent that reflections on the department are made by the Auditor-General.</p> <p>(5) To establish mechanisms that will enable the Committee to undertake Focused Intervention studies and Oversight visits;</p> <p>(6) To facilitate the participation of the public in the oversight processes of the Committee; and</p> <p>(7) To ensure the scrutiny and review of the efficacy of policies and By-laws made, as a means of ensuring accountable and responsive local government.</p>

COUNCIL & COMMITTEE MEETINGS ATTENDANCE

COUNCIL MEETINGS ATTENDANCE

No	Surname & Initial	Designation	% Attendance for 37 Council meetings held in 2020/21	Other
1	Nkompela X.	SPEAKER	68	
2	Sokanyile T.	EXECUTIVE MAYOR	78	
3	Ngqongwa N.	CHIEF WHIP	73	
4	Nogumla R.Z	DEPUTY EXECUTIVE MAYOR	73	
5	Ngozi W.	MMC: WATER AND SANITATION SERVICES	62	
6	Giyose R.M	MMC: BTO AND INTERNAL AUDIT	65	
7	Mdledle N.	MMC: CORPORATE SERVICES	51	
8	Mjokovana D.	MMC: COMMUNITY SERVICES & DISASTER MANAGEMENT	89	

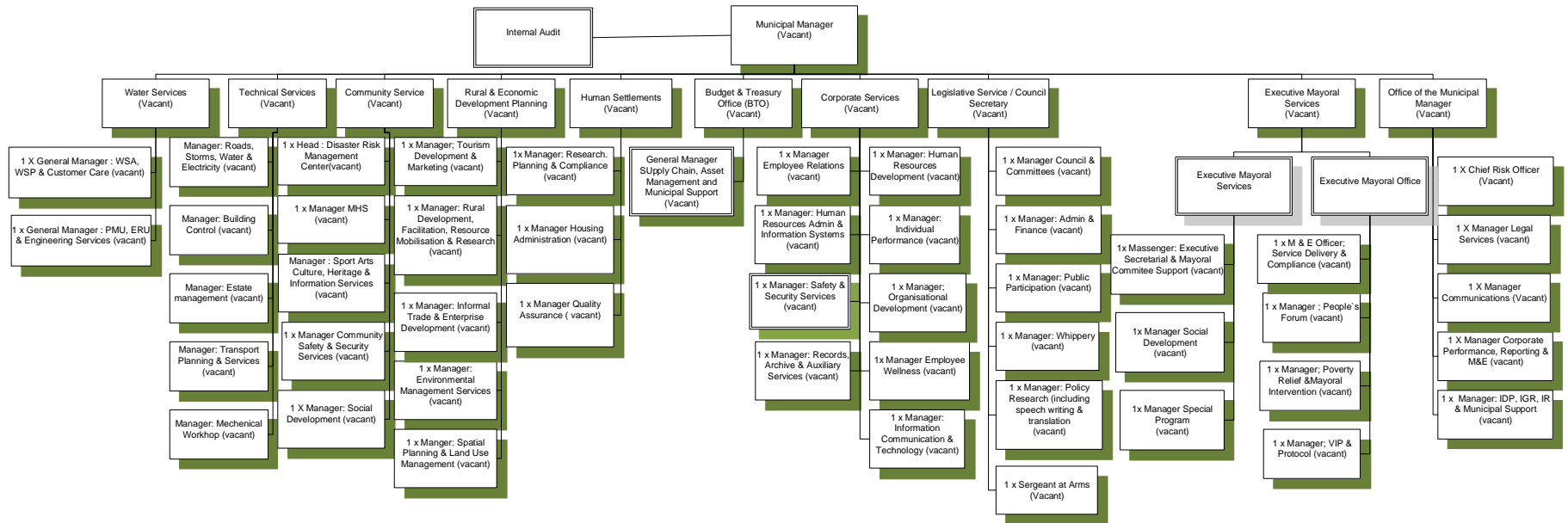
No	Surname & Initial	Designation	% Attendance for 37 Council meetings held in 2020/21	Other
9	Zozo D.	MMC: REDP	81	
10	Mdoda Z.	MMC: HUMAN SETTLEMENT	100	
11	Godongwana S.	MMC: SPECIAL PROGRAMMES & SOCIAL SERVICES	57	
12	Dambuza M.	MMC: IGR, PLANNING, RESEARCH AND POLICY DEVELOPMENT	32	
13	Sabona J.	MMC: TECHNICAL SERVICES	86	
14	Nokhanda B.	CHAIR OF CHAIRS	86	
15	Gcinindawo N.	CHAIRPERSON : ETHICS & MEMBERS INTEREST	92	
16	Pepping P.N	CHAIRPERSON: MPAC	57	
17	Cwecwe N.	CHAIRPERSON: WOMENS CAUCUS	24	
18	Rolobile L.	CHAIRPERSON : PETITIONS AND PUBLIC PARTICIPATION	92	
19	Mgaweni T.	CHAIRPERSON: OCMOL STANDING COMMITTEE	100	
20	Mandita K.	CHAIRPERSON: BTO & INTERNAL AUDIT PORTFOLIO COMMITTEE	73	
21	Mchithakali N.	CHAIRPERSON: COMMUNITY SERVICES & DISASTER MANAGEMENT PORTFOLIO COMMITTEE	97	

No	Surname & Initial	Designation	% Attendance for 37 Council meetings held in 2020/21	Other
22	Ntukuntezi S.I.	CHAIRPERSON: REDP PORTFOLIO COMMITTEE	81	
23	Gusana Z.	CHAIRPERSON: WATER AND SANITATION SERVICES PORTFOLIO COMMITTEE	100	
24	Qaqa M.S.	CHAIRPERSON: PLANNING, RESEARCH AND IGR PORTFOLIO COMMITTEE	95	
25	Mziba L	CHAIRPERSON: CORPORATE SERVICES PORTFOLIO COMMITTEE	78	
26	Fono N.	CHAIRPERSON: HUMAN SETTLEMENT	100	
27	Malindi X.	CHAIRPERSON: SPECIAL PROGRAMS AND SOCIAL SERVICES	86	
28	Sabisa T.N.	CHAIRPERSON: TECHNICAL SERVICES PORTFOLIO COMMITTEE	89	
29	Bara B.	CLLR	86	
30	Beqezi N.	CLLR	95	
31	Bokwe F.	CLLR	100	
32	Bontsa E.S.	CLLR	57	
33	Bunzana M.	CLLR	73	
34	Cube Z.	CLLR	43	
35	Dudumayo B.R	CLLR	49	
36	Dumisa T.	CLLR	100	

No	Surname & Initial	Designation	% Attendance for 37 Council meetings held in 2020/21	Other
37	Gaxeni F.	CLLR	54	
38	Gqetywa N.I.	CLLR	97	
39	Gqwetha B.	CLLR	92	
40	Mabasa S.N.	CLLR	84	
41	Mabongo L.	CLLR	68	
42	Madwantsi P.	CLLR	100	
43	Malghas B.	CLLR	97	
44	Malghas U.	CLLR	97	
45	Maqhajini L.	CLLR	81	
46	Matanzima S.	CLLR	97	
47	Mbangatha N.	CLLR	92	
48	Mjoji L.	CLLR	78	
49	Mkontwana N.	CLLR	68	
50	Msakeni M.	CLLR	70	
51	Mzimane N.	CLLR	76	
52	Ndabeni M.	CLLR	27	<i>Replaced Cllr Myolwa in Quarter 3 of 2020/21</i>
53	Ndude L.M.	CLLR	76	
54	Nkani N.	CLLR	92	
55	Pato T.Z.	CLLR	84	
56	Qangani S.	CLLR	95	
57	Tshotsho L.	CLLR	43	
58	Xangayi C.T.	CLLR	89	
59	Nkosi Dudumayo M.	TRADITIONAL LEADER	97	
60	Nkosi Groom J.J.	TRADITIONAL LEADER	89	
61	Nkosi Mdutshane A.C.G.	TRADITIONAL LEADER	92	
62	Nkosi Meji N.	TRADITIONAL LEADER	62	
63	Nkosi Mjoji P.A.	TRADITIONAL LEADER	86	
64	Nkosi Mtirara B.P.	TRADITIONAL LEADER	46	
65	Nkosi Mtirara M.	TRADITIONAL LEADER	49	

No	Surname & Initial	Designation	% Attendance for 37 Council meetings held in 2020/21	Other
66	Nkosi Ndabeni V.	TRADITIONAL LEADER	62	
67	Nkosi Ndamase N.	TRADITIONAL LEADER	30	
68	Nkosi Ndamase H.	TRADITIONAL LEADER	73	
69	Nkosi Sandile	TRADITIONAL LEADER	17	<i>Replaced Nkosi Cebiso in the mid of Quarter 3 of 2020/21</i>
70	Nkosi Ranuga M.	TRADITIONAL LEADER	68	

APPENDIX C- THIRD TIER ADMINISTRATIVE STRUCTURE



APPENDIX D – FUNCTIONS OF MUNICIPALITY/ ENTITY

	O.R. Tambo
Water	Yes
Sanitation	Yes
Municipal Health	Yes
Electricity Reticulation	No
Air pollution	-
Building regulation	-
Child care facilities	-
Fire fighting	Yes
Local Tourism	Yes
Municipal Airports	Yes
Municipal Planning	Yes
Public Transport	Yes
Pontoons and ferries	-
Disaster Management	Yes
Storm water	-
Trading regulation	-
Beaches and amusement facilities	-
Billboards and advertisements	-
Cemeteries, parlours and crematoria	-
Cleansing	-
Traffic packing	-
Street lighting	-
Street trading	-
Refuse removal dumps and solid waste disposal	-
Public places	-

APPENDIX E & F WARD REPORTING & INFORMATION

Current Operational Status Quo

In various wards across the District the wards are operating as per the table below.

Local Municipality	Number of Wards	Actual Number of Ward Committee members	Reason for Variation	Vacancies not filled till June 2018
Ingquza Hill LM	32	320	N/A	None
King Sabata Dalindyebo LM	36	358	N/A	N/A
Mhlontlo LM	26	257	N/A	N/A
Nyandeni LM	32	320	N/A	N/A
Port St Johns LM	20	200	N/A	N/A
TOTALS	146	1,452		

REPORT ON FUNCTIONALITY OF WARD COMMITTEES WITHIN THE DISTRICT

NYANDENI LOCAL MUNICIPALITY

First Quarter (July-Sept) 2019

No. of Wards	No. of wards with Ward Schedules	No. of Ward Committee Meetings Organized	% Attendance by Ward Committee Members	% Attendance by CDWs	Door-to-Door Campaigns Conducted	Issues raised to Council	Community Meetings Organized	No. of wards submitted Monthly Reports to the Office of the Speaker	No. of wards with Updated Ward Profile
32	32	32	302 of 320= 94%	24 of 29= 83%	Nil	Nil	04 of 283	32	32
		32	303 of 320=95%	24 of 28=85%	Nil	Nil	07 of 283	32	
		32	305 of 320= 95	24 of 28= 85%	Nil	Nil	13 of 283	32	

Issues Raised to the Council:

- No issues raised to local municipal Councils;

Resolutions on Issues Raised to the Council:

- N/A
- **Comments:**

1. Improvements of attendance of CDWs
2. Three wards have vacancies of CDWs 14,29 and 22

Challenges:

- Encourage CDWs to attend the ward committee sittings
- Most of wards does not conduct ward Community meetings.
- Encourage all wards to conduct door to door to their wards
- High resignation of ward committee members
- There are serious challenges that the wards are facing and they forward them through their reports but they do not form any part of the agenda of the Council, in the Local and the District Municipality, as a result there are lots of petitions and service delivery protests.

Second Quarter (October- Dec) 2019

No. of Wards	No. of wards with Ward Schedules	No. of Ward Committee Meetings Organized	% Attendance by Ward Committee Members	% Attendance by CDWs	Door-to-Door Campaigns Conducted	Issues raised to Council	Community Meetings Organized	No. of wards submitted Monthly Reports to the Office of the Speaker	No. of wards with Updated Ward Profile
32	32	32	290 of 320= 91%	23 of 28= 82%	Nil	Nil	06 of 283	32	32
		32	285 of 320= 89%	24 of 28=86%	Nil	Nil	07 of 283	32	
		32	301 of 320= 94%	25 of 28 =89%	Nil	Nil	09 of 283	32	

Issues Raised to the Council:

- No issues raised to local municipal Councils;

Resolutions on Issues Raised to the Council:

- N/A

- **Comments:**

1. Ward 11 did not sit in November due to non-attendance of ward committee members hence there is no report submitted for the month
2. Improvements of attendance of CDWs
3. Four wards have vacancies of CDWs 8,14,22 and 29

Challenges:

- Encourage CDWs to attend the ward committee sittings
- Most of wards does not conduct ward Community meetings.
- Encourage all wards to conduct door to door to their wards
- High resignation of ward committee members
- There are serious challenges that the wards are facing and they forward them through their reports but they do not form any part of the agenda of the Council, in the Local and the District Municipality, as a result there are lots of petitions and service delivery protests.

Third Quarter (January- March) 2020

No. of Wards	No. of wards with Ward Schedules	No. of Ward Committee Meetings Organized	% Attendance by Ward Committee Members	% Attendance by CDWs	Door-to-Door Campaigns Conducted	Issues raised to Council	Community Meetings Organized	No. of wards submitted Monthly Reports to the Office of the Speaker	No. of wards with Updated Ward Profile
32	32	32	306 of 320= 96%	20 of 28= 71%	Nil	Nil	07 of 283	32	32
		32	312 of 320= 98%	22 of 28=79%	Nil	Nil	07of 283	32	

		32	303 of 320= 95%	23 of 28 =82	Nil	Nil	09 of 283	32	
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Issues Raised to the Council:

- No issues raised to local municipal Councils;

Resolutions on Issues Raised to the Council:

- N/A
- **Comments:**
- Improvements of attendance of CDWs
- Four wards have vacancies of CDWs 14,29,08 and 22
- All ward committee members have been trained for 2017\2018 financial year.

Challenges:

- Encourage CDWs to attend the ward committee sittings
- Most of wards does not conduct ward Community meetings.
- Encourage all wards to conduct door to door to their wards
- High resignation of ward committee members
- There are serious challenges that the wards are facing and they forward them through their reports but they do not form any part of the agenda of the Council, in the Local and the District Municipality, as a result there are lots of petitions and service delivery protests.

REPORT ON FUNCTIONALITY OF WARD COMMITTEES FOR INGQUZA HILL

Quarter 3 2019/2020

No. of Wards	No. of wards with Ward Schedules	No. of Ward Committee Meetings Organized	% Attendance by Ward Committee Members	% Attendance by CDWs	Door-to-Door Campaigns Conducted	Community Meetings Organized	No. of wards submitted Monthly Reports to the Office of the Speaker	No. of wards with Updated Ward Profile
32	31	28	192 of 320 = 68%	15 of 24=70%	1 of 32	Nil	28 of 32	ONE
32	31	24	196 OF 320 = 90%	14 of 24 =63	5 of 32	4 of 32	31 of 32	
32	31							

Issues raised to council

- Training of ward committees especially ward committee secretaries on report writing
- None siting of ward committees in certain wards
- Lack of report back by O.R Tambo on issues raised in ward committee meetings
- None sitting of community meetings
- Electricity for infills and extension
- Free basic services
- Construction and maintenance of access roads

MONITORING TOOL TO MONITOR THE FUNCTIONALITY OF WARD COMMITTEES KING SABATHA DALINDYEBO MUNICIPALITY

Ward	Existence of Ward Schedule	No. of Ward Committee Meetings Organized	% Attendance by Ward Committees	% Attendance by CDW	Village/s covered for Door-to-Door Campaigns	Community Meetings Organized	Monthly Report submitted to the Office of the Speaker	Existence of an Updated Ward Profile
01	YES	1	10/10	01/00	DONE	NONE	1	YES
02	YES	1	10/09	01/0	DONE	YES	1	YES
03	YES	1	10/10	01/01	DONE	YES	1	YES
04	NO	1	10/09	01/00	DONE	NONE	1	NONE
05	NO	1	10/10	01/00	DONE	NONE	1	NONE
06	NO	1	10/10	01/01	DONE	NONE	1	NONE
07	YES	1	10/10	00/01	DONE	NONE	1	YES
08	NO	1	10/09	01/00	DONE	NONE	1	YES
09	YES	1	10/10	01/01	DONE	NONE	1	NONE

Ward	Existence of Ward Schedule	No. of Ward Committee Meetings Organized	% Attendance by Ward Committees	% Attendance by CDW	Village/s covered for Door-to-Door Campaigns	Community Meetings Organized	Monthly Report submitted to the Office of the Speaker	Existence of an Updated Ward Profile
10	YES	1	10/10	00/00	NONE	NONE	1	YES
11	NO	1	10/10	01/01	DONE	NONE	1	NONE
12	YES	1	10/10	01/01	DONE	NONE	1	NONE
13	YES	1	10/10	01/00	NONE	NONE	1	NONE
14	YES	1	10/10	01/01	NONE	NONE	1	NONE
15	NO	1	10/10	01/01	NONE	NONE	1	YES
16	YES	1	10/10	01/00	NONE	YES	1	YES
17	YES	1	10/10	01/00	NONE	NONE	1	YES
18	YES	1	10/10	01/01	NONE	NONE	1	YES
19	YES	1	10/10	10/01	NONE	NONE	1	NONE
20	NO	1	10/10	01/00	NONE	NONE	1	YES

Ward	Existence of Ward Schedule	No. of Ward Committee Meetings Organized	% Attendance by Ward Committees	% Attendance by CDW	Village/s covered for Door-to-Door Campaigns	Community Meetings Organized	Monthly Report submitted to the Office of the Speaker	Existence of an Updated Ward Profile
21	NO	1	10/10	01/01	NONE	NONE	1	YES
22	YES	1	10/10	01/01	NONE	NONE	1	YES
23	NO	1	10/10	01/01	NONE	NONE	1	YES
24	NO	1	10/10	01/01	NONE	NONE	1	YES
25	YES	1	10/10	00/00	NONE	NONE	1	NONE
26	YES	1	10/10	01/00	NONE	NONE	1	NONE
27	NO	1	10/09	01/00	NONE	NONE	1	YES
28	YES	1	10/09	01/01	NONE	NONE	1	YES
29	YES	1	10/10	01/01	NONE	NONE	1	NONE
30	YES	1	10/10	02/01	NONE	NONE	1	NONE

Ward	Existence of Ward Schedule	No. of Ward Committee Meetings Organized	% Attendance by Ward Committees	% Attendance by CDW	Village/s covered for Door-to-Door Campaigns	Community Meetings Organized	Monthly Report submitted to the Office of the Speaker	Existence of an Updated Ward Profile
31	YES	1	10/10	01/01	NONE	NONE	1	NONE
32	YES	1	10/10	01/00	NONE	NONE	1	NONE
33	YES	1	10/10	01/01	NONE	NONE	1	NONE
34	YES	1	10/10	01/0`1	NONE	NONE	1	NONE
35	YES	1	10/10	01/01	NONE	NONE	1	NONE
36	YES	1	10/10	01/01	NONE	NONE	1	NONE

Narrative report

- In October all Ward Committees were paid accordingly, as that deduction was for two months.

Recommendations

- In future, all Ward Committees must be informed that, they should inform Speakers Office if they were double paid.

NAME OF THE MUNICIPALITY: PORT ST JOHNS LOCAL MUNICIPALITY

No. of Wards	No. of wards with Ward Schedules	No. of Ward Committee Meetings Organized	% Attendance by Ward Committees	% Attendance by CDWs	Door-to-Door Campaigns Conducted	Community Meetings Organized	No. of wards submitted Monthly Reports to the Office of the Speaker	No. of wards with Updated Ward Profile
20	20	N/A	N/A	N/A	N/A	N/A	N/A	20
		20 of 20	177 of 200 =90	10 of 20	103 of 191	133 of 191	20 of 20	
		20 of 20	176 of 200 =90	16 of 20	77 of 191	55 of 191	20 of 20	

Matters Raised to Council

The matter of ward centres was tabled to the Council as an urgent matter.

Resolutions to Issues Raised to Council

The matter was reported to the District Municipality. They promised to assist with the building of temporary ward centres.

Comments:

The functionality of the Ward Committees: They are doing well in terms of sittings but in some areas like door-door and community meetings they need to improve. The provision of the policy that established the Ward Committees is adhered to by the Ward Committees. It speaks of good relation for the purpose of good governance. It must be noted that the Ward Committees because they are a structure of government, it transpires that more can be done to build strong relations between Ward Committees and their government departments. It appears that there is no good reception from departments. Something should be done to strengthen the relationships between them.

Challenges:

The work of the Ward Committees does not have a central co-ordination at the administrative ward level. This in turn hinders their administrative arm. The Ward Committee secretaries are not elected based on quality of skill but through the political understanding. With this being said, there is a lack of quality on their report writing system and formulation.

This further escalate to their filling and bookkeeping and as it is stipulated in the guide which is the guiding tool in their working relations between the ward committees and CDWs, in certain wards CDWs are not doing well as they seldom attend ward committee meeting. Non-adherence of ward councillors to the tool that guides them on their operations is also a great problem

Another great challenge is the non - attendance to reports submitted by Reps of local municipalities to the District Municipality as well as reports that are submitted by Public Participation Officers to various departments from Local Municipalities are also not given necessary attention by those respective departments.

Recommendations:

1. Ward clerks/administrators must be employed.
2. Statutory documents (MFA, MSA, etc.) are highly recommended that they be delivered as soon as possible.
3. Establishment of Ward offices are needed to strengthen the co-ordination and proper recording of the administrative work of ward committees.
4. CDWs need to be encouraged and sensitized about their role as they are the civil servants of our government.
5. All councillors must be advice to work according to the tool that them.
6. The Executive must be sensitized about the importance of these reports.

NAME OF THE MUNICIPALITY: MHLONTLO LOCAL MUNICIPALITY

July to September 2019

No. of Wards	No. of wards with Ward Schedules	No. of Ward Committee Meetings Organized	% Attendance by Ward Committee Members	% Attendance by CDWs	Door-to-Door Campaigns Conducted	Community Meetings Organized	No. of wards submitted Monthly Reports to the Office of the Speaker	No. of wards with Updated Ward Profile
26	None	09 of 26	79 of 257 = 30%	04 of 22= 18%	30 of 257	34 of 257	09/26	26
26	None	10 of 26	80 of 257= 31%	02 of 22= 09%	23 of 257	23 of 257	09/26	26
26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

- Only nine (09) Ward Committee Meetings were organized,
- Only four (04) CDWs attended meetings
- Door-to-door campaigns conducted were 30 out of 257 villages
- Community Meetings Organized were only 34 out of 257
- Only nine (09) Wards submitted Monthly Reports to the Speakers Office

OCTOBER – DECEMBER 2019

No. of Wards	No. of wards with Ward Schedules	No. of Ward Committee Meetings Organized	% Attendance by Ward Committee Members	% Attendance by CDWs	Door-to-Door Campaigns Conducted	Community Meetings Organized	No. of wards submitted Monthly Reports to the Office of the Speaker	No. of wards with Updated Ward Profile
26	None	09 of 26	79 of 257 = 30%	04 of 22= 18%	30 of 257	34 of 257	09/26	26
26	None	10 of 26	80 of 257= 31%	02 of 22= 09%	23 of 257	23 of 257	09/26	26
26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

In October;

- Only nine (09) Ward Committee Meetings were organized,
- Only four (04) CDWs attended meetings
- Door-to-door campaigns conducted were 30 out of 257 villages
- Community Meetings Organized were only 34 out of 257
- Only nine (09) Wards submitted Monthly Reports to the Speakers Office

In November;

- Only ten (10) Ward Committee Meetings were organized,
- Only two (02) CDWs attended meetings
- Door-to-door campaigns conducted were 23 out of 257 villages
- Community Meetings Organized were 23 out of 257
- Only nine (09) Wards submitted Monthly Reports to the Speakers Office

Recommendations;

It is recommended that;

- the Speaker monitors the submissions of Ward Committee Meetings schedules
- encourages the conduction of door-to-door campaigns
- Ward Councillors should be encouraged to conduct Ward Committee Meeting
- the Speaker encourages the sittings of Ward Committee Meetings

In November;

- Only ten (10) Ward Committee Meetings were organized,
- Only two (02) CDWs attended meetings
- Door-to-door campaigns conducted were 23 out of 257 villages
- Community Meetings Organized were 23 out of 257
- Only nine (09) Wards submitted Monthly Reports to the Speakers Office

Recommendations;

It is recommended that;

- the Speaker monitors the submissions of Ward Committee Meetings schedules
- encourages the conduction of door-to-door campaigns
- Ward Councillors should be encouraged to conduct Ward Committee Meeting
- The Speaker encourages the sittings of Ward Committee Meetings

JANUARY – MARCH 2020

Month	No. of Wards	No. of wards with Ward Schedules	No. of Ward Committee Meetings Organized	% Attendance by Ward Committee Members	% Attendance by CDWs	Door-to-Door Campaigns Conducted	Community Meetings Organized	No. of wards submitted Monthly Reports to the Office of the Speaker	No. of wards with Updated Ward Profile
January	26	03	11 of 26	26 of 257 =10%	10 of 22=45%	38 of 257	46 of 257	11 of 26	26
February	26	03	13 of 26	117 of 257=45%	08 of 22=36%	39 of 257	43 of 257	13 of 26	26
March	26	03	09 of 26	85 of 257=33%	08 of 22=36%	31 of 257	32 of 257	09 of 26	26

In January;

- Only eleven (11) Ward Committee Meetings were organized,
- Only ten (10) CDWs attended meetings
- Door-to-door campaigns conducted were 38 out of 257 villages
- Community Meetings Organized were only 46 out of 257
- Only eleven (11) Wards submitted Monthly Reports to the Speakers Office

In February;

- Only thirteen (13) Ward Committee Meetings were organized,
- Only eight (08) CDWs attended meetings
- Door-to-door campaigns conducted were 39 out of 257 villages
- Community Meetings Organized were only 43 out of 257
- Only thirteen (13) Wards submitted Monthly Reports to the Speakers Office

In March;

- Only nine (09) Ward Committee Meetings were organized,
- Only eight (08) CDWs attended meetings

- Door-to-door campaigns conducted were 31 out of 257 villages
- Community Meetings Organized were only 32 out of 257
- Only nine (09) Wards submitted Monthly Reports to the Speakers Office

Recommendations;

It is recommended that;

- the Speaker monitors the submissions of Ward Committee Meetings schedules
- encourages the conduction of door-to-door campaigns
- Ward Councillors should be encouraged to conduct Ward Committee Meeting monthly
- the Speaker encourages the sittings of Ward Committee Meetings

**APPENDIX G – REPORT OF THE MUNICIPAL AUDIT
COMMITTEE**

APPENDIX H - LONG TERM CONTRACTS AND PUBLIC PRIVATE PARTNERSHIPS

The municipality had no long-term contracts or Public Private Partnership contract during the current financial year.

APPENDIX I - SERVICE PROVIDER PERFORMANCE SCHEDULE

**APPENDIX J - DISCLOSURE OF FINANCIAL INTERESTS
DECLARATION OF INTEREST REGISTER FOR MEMBERS OF O.R. TAMBO DISTRICT
MUNICIPAL COUNCIL**

INITIAL & SURNAME	DATE OF DECLARATION	DECLARATION OF INTERESTS
1. CLLR ZOZO	10 JULY 2010	DIRECTOR BATHOPELE CLEANING HOUSE 16 MNYAMANZI HILLCREST ERF 23 MQANDULI
2. CLLR R.Z NOGUMLA	10 JULY 2019	BOARD MEMBER –PHUMULO MASUALLE FOUNDATION
3. CLLR T.SOKANYILE	07 OCTOBER 2019	DONATION OF A CHIEF FROM CHIEF ZWELAGUGI,CHIEF RANUGA, KING NDAMASE AND CHIEF DUDUMAYO
4. CLLR R.B.DUDUMAYO	04 MARCH 2020	DIRECTOR RIBO DISTRIBUTORS AND DELIVERY
5. CHIEF P.A. MJOJI	27 FEBRUARY 2020	TRADITIONAL LEADER <u>DIRECTOR</u> <ul style="list-style-type: none"> • INKONJANE COMMUNITY RADIO STATION • DIRECTOR MALANGENI DEVELOPMENT TRUST • KHWALO FUNERAL SERVICES CONSULTANCY : QAPO COMMUNITY STATION SPONSORSHIP: <ul style="list-style-type: none"> • R70 000 from Mineworkers • Laptop and furniture from Provident Fund • Sandiso Consultants – Desktop Computer <u>DIRECTOR:</u> Waka-Madanga Business Enterprise
6. CLLR. L.MJOJI	30 JANUARY 2020	NOTHING TO DECLARE
7. CLLR MANDITA	19 FEBRUARY 2020	<ul style="list-style-type: none"> • COMPENSATION FROM ROAD ACCIDENT FUND and WORKMEN'S COMPENSATION • TELKOM RETIREMENT FUND

INITIAL & SURNAME	DATE OF DECLARATION	DECLARATION OF INTERESTS
		<ul style="list-style-type: none"> RESIDENTIAL PROPERTY AT KUYASA, ZIMBANE and Location
8. CLLR MADWANTSI	17 FEBRUARY 2020	NOTHING TO DECLARE
9. CLLR U MALGHAS	17 FEBRUARY 2020	DIRECTOR NIKHO'S LODGE AND CLEANING SERVICES 15 BLUEGUM STREET FORTGALE
10. CLLR NOKHANDA		BUZONGOMA HOUSE 3 VEHICLES
11. CLLR.N.MKONTWANA	17 FEBRUARY 2020	NOTHING TO DECLARE
12. CLLR GQETYWA	17 FEBRUARY 2020	NOTHING TO DECLARE
13. CLLR MABONGO	17 FEBRUARY 2020	NOTHING TO DECLARE
14. CLLR T.Z. PATO	17 FEBRUARY 2020	FARM PORTST JOHNS
15. CHIEF .P.MTIRARA	17 FEBRUARY 2020	NOTHING TO DECLARE
16. CLLR N.BEQEZI	17 FEBRUARY 2020	NOTHING TO DECLARE
17. CLLR BUNZANA	17 FEBRUARY 2020	19 5 TH AVENUE NORWOOD GOGOZAYO A/A MQANDULI
18. CLLR L.TSHOTSHO-MPINI	17 FEBRUARY 2020	NOTHING TO DECLARE
19. CLLR .N.FONO	17 FEBRUARY 2020	NOTHING TO DECLARE
20. CLLR L.MZIBA	04 MARCH 2020	NOTHING TO DECLARE
21. CLLR.BONTSA	19 FEBRUARY 2020	GEPF -PENSION
22. CLLR N.MZIMANE	17 FEBRUARY 2020	NOTHING TO DECLARE
23. CLLR. T. MGAWENI	17 FEBRUARY 2020	DIRECTOR INTLUTHA PROJECTS HOUSE CHLOOKOP
24. CHIEF B.P MTIRARA	24 AUGUST 2020	LAND AND PROPERTY
25. CLLR DUDUMAYO	24 AUGUST 2020	LAND AND PROPERTY
26. CLLR Z. MDODA	19 FEBRUARY 2020	PART-TIME COUNCILLOR COGTA SENIOR TRADITIONAL LEADER LAND AND PROPERTY IN MBOBELENI
27. CLLR. N. MCHITHAKALI	16 MAY 2020	NOTHING TO DECLARE
28. CLLR.N.F.BOKWE	04 MARCH 2020	NOTHING TO DECLARE
29. CLLR.Z.M.GUSANA	04 MARCH 2020	NOTHING TO DECLARE
30. CLLR.N.GCININDAWO	25 MARCH 2020	NOTHING TO DECLARE
31. CLLR.S,QANGANI	16 MARCH 2020	NOTHING TO DECLARE
32. CLLR B.B.GWETA	16 MARCH 2020	Consultant for <ul style="list-style-type: none"> KETIWE LIVESTOCK MQANANA CONSTRUCTION PROPERTY ERF 994 BOOI STR NGANGELIZWE LOC UMTATA

INITIAL & SURNAME	DATE OF DECLARATION	DECLARATION OF INTERESTS
		<ul style="list-style-type: none"> • 6HECTARES OF CROPLAND BAZIYA ADMIN AREA UMTATA
33. CLLR.M.S.QAQA	16 MARCH 2020	HOUSE AT ERF 825 NGQELENI
34. CLLR.C.T.XANGAYI	16 MARCH 2020	NOTHING TO DECLARE
35. CLLR.L.NDUDE	16 MARCH 2020	NOTHING TO DECLARE
36. CLLR.S.N.T.MATANZIMA	16 MARCH 2020	NOTHING TO DECLARE
37. CLLR.A.D.V.MDUTSHANE	16 MARCH 2020	<ul style="list-style-type: none"> • TRADITIONAL LEADERS SALARY COGTA • IHLWATI PROJECTS • GOVT. EMPLOYEES PENSION FUND
38. CLLR.R.M.GIYOSE	16 MARCH 2020	Govt Pension fund

APPENDIX K- REVENUE COLLECTION PERFORMANCE (BY VOTE AND SOURCE)

APPENDIX L- CONDITIONAL GRANTS RECEIVED (EXCLUDING MIG)

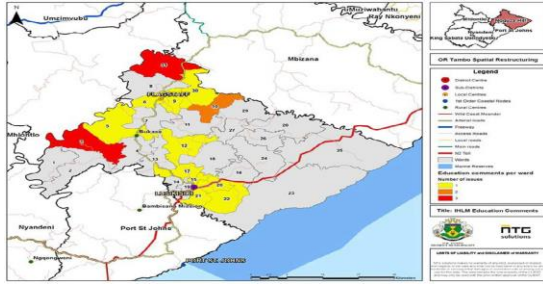
National Grants	Amounts Received	Expenditure	% Expenditure
Financial Management Grant			
EPWP			
Water Services Infrastructure Grant			
Regional Bulk Infrastructure Grant			
Rural Roads Asset Management			
Emergency Housing Grant			
Total			

APPENDIX M, N & O - CAPITAL EXPENDITURE: NEW & UPGRADE RENEWAL PROGRAMMES: INCLUDING MIG & NEW

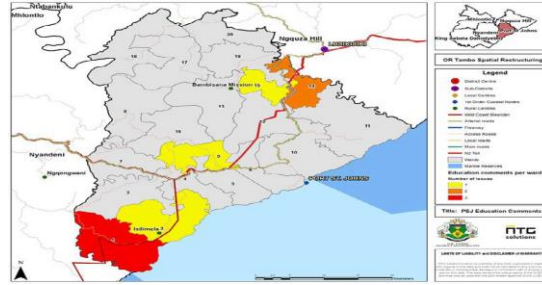
APPENDIX P - SERVICE CONNECTION BACKLOG AT SCHOOLS AND CLINICS

Education

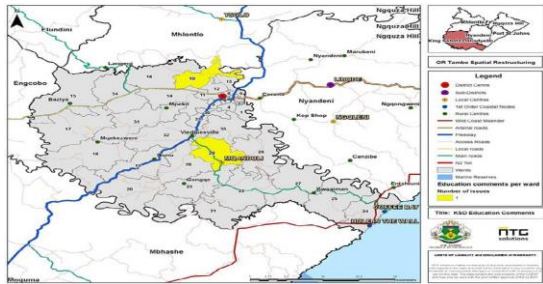
Ingquza Hill LM



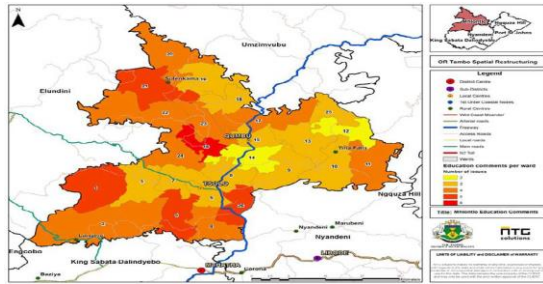
Port St Johns LM



King Sabata Dalindyebo LM

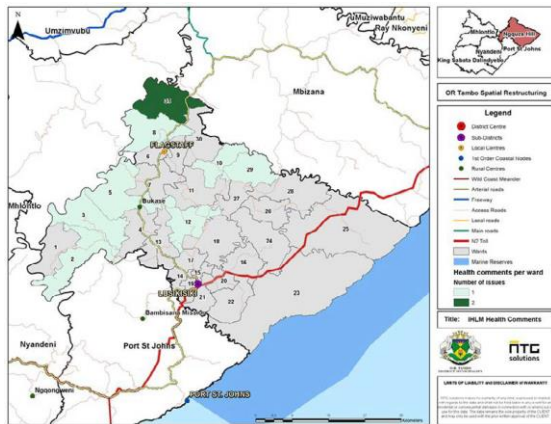


Mhlontlo LM

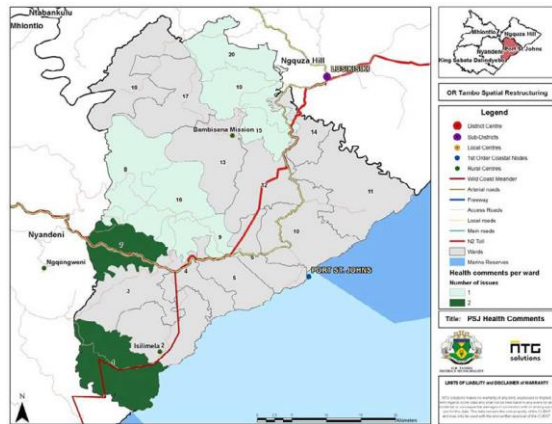


Health

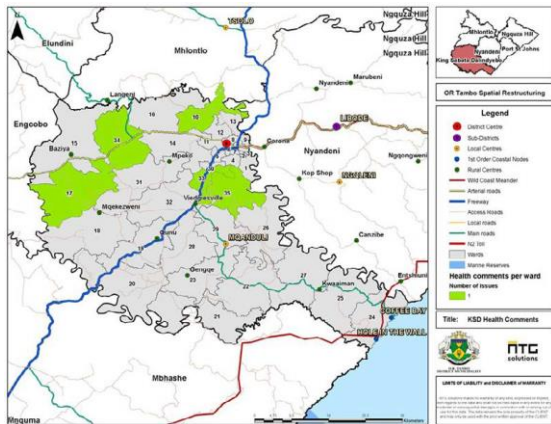
Inguza Hill LM



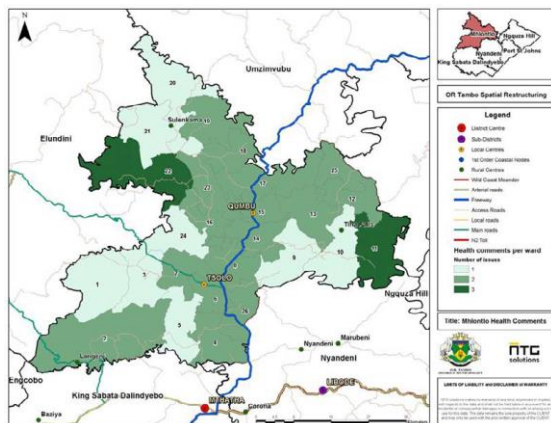
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King Sabata Dalindyebo LM



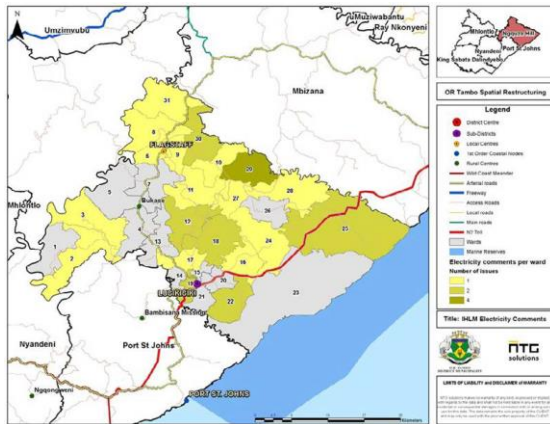
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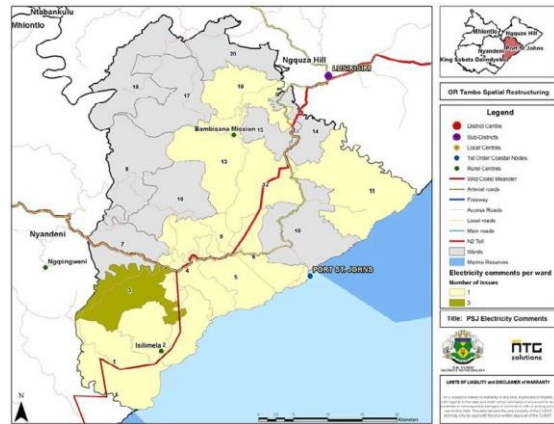
APPENDIX Q - SERVICE BACKLOG EXPERIENCED BY THE COMMUNITY WHERE ANOTHER SPHERE OF GOVERNMENT IS RESPONSIBLE FOR SERVICE PROVISION

Electricity

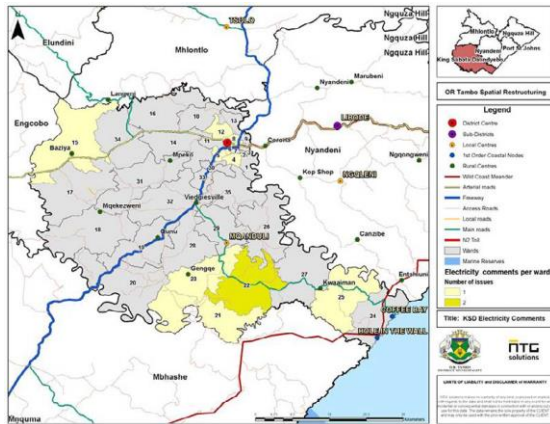
Ingquza Hill LM



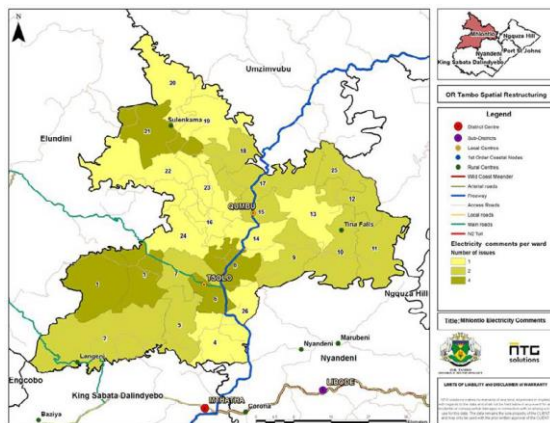
Port St Johns LM



King Sabata Dalindyebo



Mhlontlo LM



APPENDIX R- DECLARATIONS OF LOANS AND GRANTS MADE BY THE MUNICIPALITY

The municipality did not make any loans out or provide grants to any organisations during the current financial year.

APPENDIX S- DECLARATION OF RETURNS NOT MADE IN DUE TIME MFMA S71

All Section 71 reports were submitted with 10 working days of the month as required by section s71 of the MFMA

VOLUME II

VOLUME II: ANNUAL FINANCIAL STATEMENTS