

# RAYMOND MHLABA LOCAL MUNICIPALITY



**RAYMOND**  
**MHLABA**  
MUNICIPALITY  
.....  
UMANYANO KUPHHLISO

## **2023/2024** **DRAFT AUDITED ANNUAL REPORT**

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|                  |   |
|------------------|---|
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## CHAPTER 1: EXECUTIVE SUMMARY

### 1.1 MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW

#### INTRODUCTION

The Annual Report is one of the key instruments of transparent governance and accountability. It is a post financial year document which provides an overview of the process of financial and non-financial performance in respect of the previous financial year. In accordance with MFMA every year municipality is mandated to prepare an Annual Report. The purpose of the annual report is;

- a) To provide a record of the activities of the municipality during the financial year to which the report relates;
- b) To provide a report on performance against the budget of the municipality for the financial year; and
- c) To promote accountability to the local community for the decisions made throughout the year by the municipality.
- d)

This Chapter will provide an overview of the Municipality with specific focus on the demographics , functions of the municipality and service delivery overview.

#### 1.1.1. ABOUT THE MUNICIPALITY

The Raymond Municipality was formally established in 2016, through the merger of the Nkonkobe and Nxuba Local Councils following the local government elections in that year. Alice town is a legislative seat and KwaMaqomais the administrative head of the municipality. The municipal area covers approximately 6 474 km<sup>2</sup>, with major towns being Alice, Adelaide, Bedford, KwaMaqomaand Middledrift. Smaller settlements include Hogsback, Seymour, Balfour, Blinkwater and Debenek. The Raymond Mhlaba municipality is situated along the southern slopes of the Winterberg Mountain range escarpment in the hinterland of the Eastern Cape, and is under the jurisdiction of the Amathole District municipality.

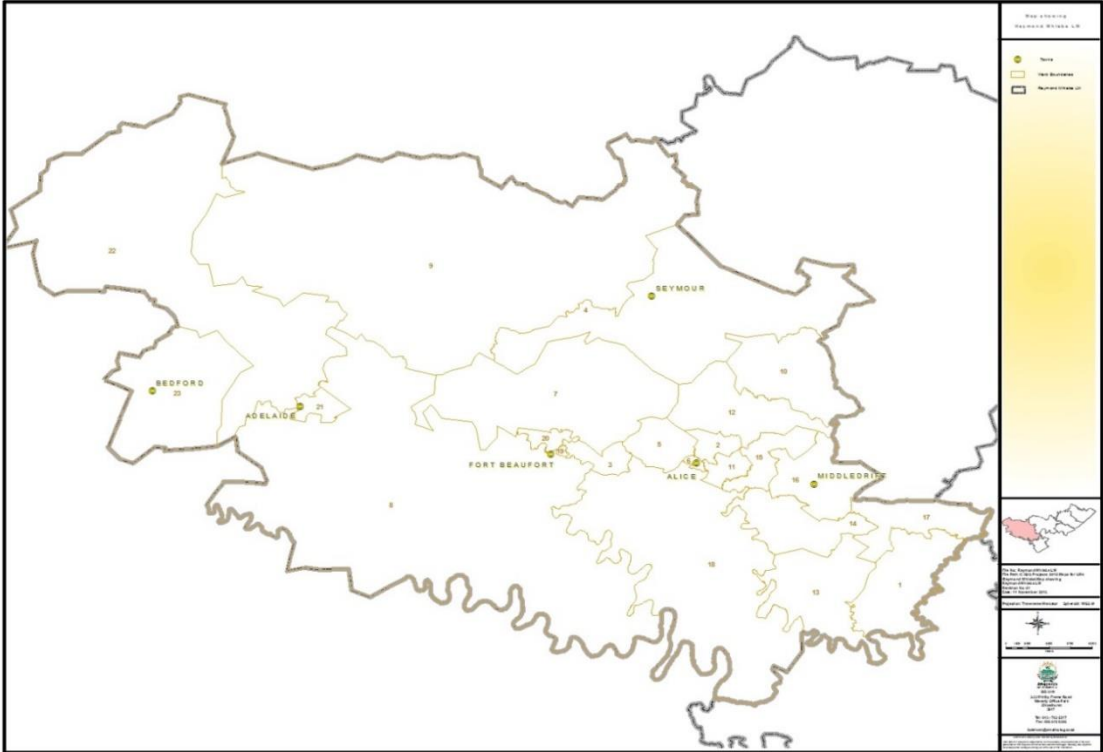
Main access corridors are the R63 from King Williams Town through Alice and KwaMaqomatowards Adelaide and Bedford and the R67 from Grahamstown through Fort Beaufort, Blinkwater, Seymour towards Queenstown. Raymond Local Municipality is comprised of 23 wards with a total population of approximately 178 594 of which the majority about 72% resides in rural villages and farms. Urbanization is concentrated in Alice, Adelaide, Bedford and Fort Beaufort.

Raymond Mhlaba is a rural municipality, and the economy is largely driven by the agricultural sector, which includes citrus, forestry, livestock and crop production. Raymond Mhlaba Local

Municipality is well-known for its rich heritage and culture. The historic education institutions of Healdtown, Lovedale College and the University of Fort Hare – are important heritage sites in Raymond Mhlaba but as yet are underutilized as tourism or cultural sites. Some of the major challenges facing Raymond Mhlaba LM include infrastructure challenges and high levels of unemployment and poverty.

The municipality is the second largest local municipality within the Amathole District Municipality covering 6 474 km<sup>2</sup>, of the surface area of the Amatole District Municipality. The municipality has the following satellite offices – Middledrift, Hogsback, Alice, Seymour, Adelaide and Bedford. The Raymond Mhlaba area is neighboured by the boundaries of Makana Local Municipality, Blue Crane Local Municipality, Amahlathi Local Municipality, Ngqushwa Local Municipality, Enoch Mgijima Local Municipality and the Buffalo City Metropolitan Municipality.

The following map represents the geographic location of Raymond Mhlaba Local Municipality



## 1.1.2 DEMOGRAPHIC INDICATORS

### 1.1.2.1 TOTAL POPULATION

The 2022 Census indicates that the total population in Raymond Mhlaba Municipality is 178 594. The municipality has 23 wards; and it is dominated by large populace which is indigent. The majority of the population of Raymond Mhlaba resides in both villages and farms, and minorities are located in urban dwellings. Urbanisation is mainly concentrated in Alice, KwaMaqoma, Adelaide and Bedford.

### WARD INFORMATION

The table below provides areas or villages per ward.

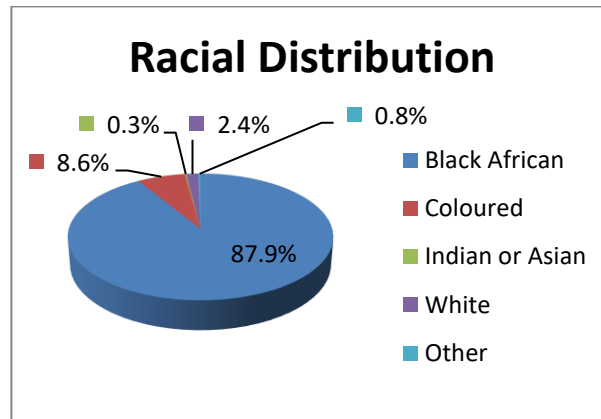
| Ward | Area/Villages  |
|------|--|
| 1    | Qamdobowa, Zigodlo, Ndindwa, Mgxotyeni, Kulile, Mnqaba, Xhukwane, Ssekwen, Koloni  |
| 2    | Township, Ntsela, Upper & Lower Gqumashe, Skhutshwane  |
| 3    | Takalani, Kanana, Mpolo 1-2-3, Nkukwini, Tyoks Valley, Ntlekisa , Tambo Square   |
| 4    | Seymour, Katkat Valley, Lushington, Lundini/Elukhanysweni, Hogsbag, Hertzog/Tambuksvlei, Platform  |
| 5    | Ngobe, Ngwabeni, Gaga Sikolweni; Kwameva, Mgquba, Lenge, Nkobonkobo, Mavuso, Roxeni, Nomaqamba, Sgingqini, Lalini, Skolweni, Memela                |
| 6    | Tukulu Farm, Guburha, Golf Course, Happy Rest, Town Central, Hillcrest   |
| 7    | Rwantsane, Nobhanda, Mabheleni, Lamyeni, Ngwevu, Tyatyora, Luzini, Sikolweni, Mdeni, Cimezile, Tebha, Gontsana, Oakdene, Mankazana, Pikat, Ntilini |
| 8    | KwaMaqomaTown, Newtown, Rietsfontein, Sparkington, Smithkraal, Wagondrift, Kluklu Farm   |
| 9    | Balfour, Buxton, Upper Blinkwater, Glenthon, Winterberg country club, Post Retief, Ekuphumleni, Massdor, Jurieshoek, Katberg,                      |

|    |  |
|----|--|
|    | Readsdale, Blackwood, Philipton, Fairbain, Kolomani (Marais, Grafton, Ngqikane, Votywe, Phathikala, Edika, Dunedin, Cains, Diphala)  |
| 10 | Gomoro, Machibi, Mpundu, Gilton, Guquka, Sompondo, Khayaletu, Hala, Nothemba, Hopefield, Benfield, Gato, Mathole, Komkhulu, Ngwangwane, Mkhuthuleni, Mdeni, Esphingweni, Machibini, Mqayise, Ndlovurha, Zixinene, Chamama, Mdlankomo |
| 11 | University of Fort Hare  |
| 12 | Msobomvu, Magala, Ngcothoyi, Bergplaas, Melani, Krwakrwa, Upper Ncera, Majwareni; Khwezana, Mazotweni, Macfalani, Wordon, Dish, Mkhobeni, Taylor   |
| 13 | Zalaze, Quthubeni, Fama, Ngcabasa, Ngqolowa, Qhomfo, Didikana, Phewuleni, Qhibira, Ndulwini  |
| 14 | Saki, Ngwenya, Njwaxa, Mbizana, Gxadushe, Debe Marele, Faki, Mxumbu  |
| 15 | Lower Ncera, Tyhali, Zibi, Mabheleni, Tyutyuza, Ngqele 1, Ngqele 2, Ncera Skweyiya, Dyamala  |
| 16 | Annschaw, Town/Gugulethu, Lower Regu, Mfiki, Cwaru, Qawukeni, Cilidara, Ngele, Nothenga, Gudwini   |
| 17 | Qanda, Trust 1&2, Koloni, Farm Bill, Thafeni, Nonaliti, Debenek, Zihlahleni, Mayiphase, Ntonga   |
| 18 | Joji, Loyd, Phumlani, Khayamnandi, Thembisa, Xolani, Gxweder, Balura, Lalini, Eskolweni, Kwali, Mpozisa, Lower Sheshegu, Nofingxana, Nomtayi, Lokhwe, Jowu, Jimi, Korks Farm, Krwanyini, Kwezana West                                |
| 19 | Gontsi, Dudu, Gommagomma, Zwelitsha, Nkukwini, Mike Valley, Kuwait, Group 5, Zwide, Daweti 1&2   |
| 20 | Hillside, Golf Course, Ndaba, Kwepile, Ntoleni, Mlalandle  |
| 21 | Red Location, Lingeletu, Adelaide Town, Mount Pleasant, Molweni Game Reserve, Mount Pleasant   |
| 22 | Bezville, New Area, Gelvandale, Springgrove, Elandsdrift, Red Location,  |

|    |  |
|----|--|
| 23 | Goodwin Park, Nonzwakazi, Bhongweni, Bedford Town, Phola Park, New Brighton, Khayelitsha, Ndlovini, Sizakhele and Tyoksville |
|----|--|

### 1.1.2.2 RACIAL DISTRIBUTION

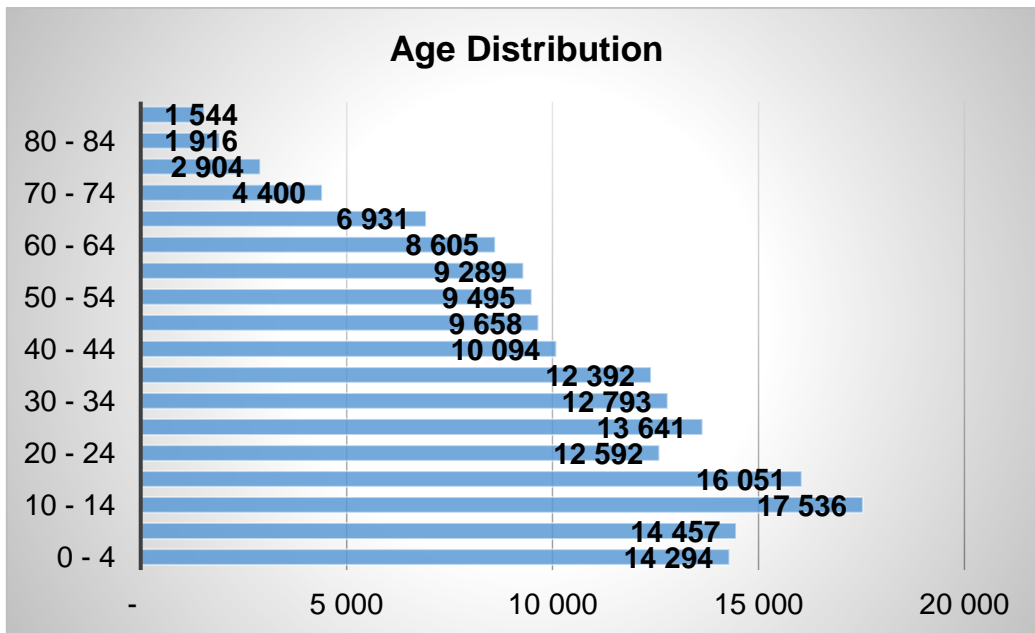
The results from the pie chart foreshadowed (below) indicate that Black Africans form majority of the total population in Raymond Mhlaba Local Municipality, whereas there is small Coloured population sporadically populated around the municipal area and Indians/ Asians and Whites being the least represented population group. The pie chart below depicts the racial distribution of the Municipality.



Source: Census, 2022

### 1.1.2.3 POPULATION GROWTH RATE

In 2022, population consisted of 87.9% African, 2.4% White 9% Coloured, 8.6 %, Indian 0.3% and other 0.8%. The largest share of population is within the age category of 15-34 years with a total number of 55 077. The age category with the second largest number is the older working age category between (35-59) years with a total of 50 928 , followed by babies and kids (0-14 years) with 46 288. The age category with the least number of people is the retired / old age (60+ years and older) with only 26 300 people. It is notable, that in comparison to the 2011 census and 2016 community survey, there is an increase in the growth of coloureds, decrease in other racial groups being black and white. The diagram below shows the population growth of Raymond Mhlaba Municipality.



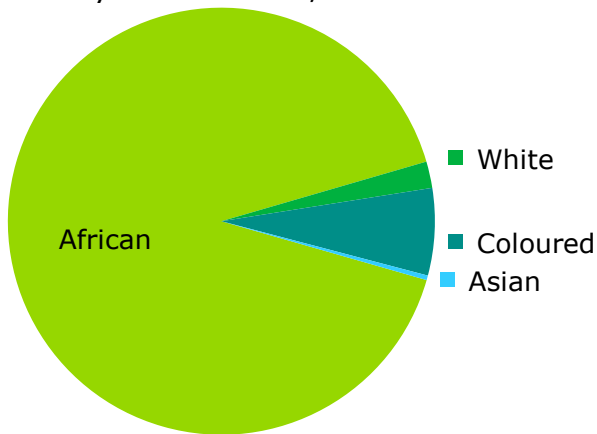
The population pyramid above, indicates that the population of Raymond Mhlaba Local Municipality is dominated by youth and women, ages from 25-44.

#### 1.1.2.4 NUMBER OF HOUSEHOLDS

For the year under review, the Municipality had a total of 53 048 households . The composition of the households by population group consists of 91.4% which is ascribed to the African population group with the largest number of households by population group. The Coloured population group had a total composition of 6.2% (ranking second). The White population group had a total composition of 2.0% of the total households. The smallest population group by households is the Asian population group with only 0.4%. The growth in the number of African headed households between 2010 and 2020 was on average of 0.47% per annum, which translates in the number of households increasing by 1 820 in the period. The average annual growth rate in the number of households for all the other population groups has increased by 0.44%. The pie chart below illustrates the number of households by population group.

## Number of Households by Population group

Raymond Mhlaba, 2022



### 1.2 SERVICE DELIVERY OVERVIEW

#### SERVICE DELIVERY INTRODUCTION

Raymond Mhlaba Local Municipality performs the following functions as embedded in the Constitution:

- Road Traffic Regulations;
- Vehicle Licensing;
- Municipal planning;
- Local tourism;
- Stormwater management systems;
- Cemeteries;
- Cleansing;
- Municipal Roads;
- Electricity;
- Municipal Parks and Receptions;
- Street Lighting;
- Public Spaces; and
- Refuse removal, refuse dumps and solid waste etc.

Basic service delivery and infrastructure development is one of the cornerstones for development and service delivery, as such; the municipality has invested in infrastructural

development and to ensure that basic services are accessible by everyone within the municipal area.

***The Amathole District Municipality is the Water Services Authority (WSA) and the Water Service Provider for the entire Raymond Mhlaba area. Water reticulation is provided by the WSP in the urban areas.***

### 1.3 FINANCIAL OVERVIEW

The tables below represent the financial overview of the municipality during 2023/24.

| Financial Overview<br>Year 2023/2024 |                  |                   |          |
|--------------------------------------|------------------|-------------------|----------|
| Details                              | Original budget  | Adjustment Budget | Actual   |
| Income:                              |                  |                   |          |
| Grants                               | 241 164          | 305 309           | 203      |
| Taxes,<br>Levies and<br>tariffs      | 241 849          | 250 349           | 365      |
| Other                                | 149 488          | 35 954            | 78       |
| Sub Total                            | 632 501          | 591 612           | 646      |
| Less:                                |                  | 583               |          |
| Expenditure                          | 514 345 731      | 292 264           | 645      |
| Net<br>Total*                        | -<br>513 713 230 | -<br>700 652      | 582<br>1 |

| Operating Ratios             |     |
|------------------------------|-----|
| Detail                       | %   |
| Employee Cost                | 53% |
| Repairs & Maintenance        | 4%  |
| Finance Charges & Impairment | 9%  |

## 1.4 ORGANISATIONAL DEVELOPMENT PERFORMANCE

The Municipality takes a holistic approach to human resource management and capacity development. Priority is given to skills and capacity development initiatives, change management, development and implementation of policies that support individual development while also striving to create an exciting workplace for full realization of everyone's potential in order to improve competencies and efficiencies.

In demonstrating a commitment **"To provide effective and efficient workforce by aligning institutional arrangements to the overall strategy in order to deliver quality services"** the following activities took place;

### Human Resources

#### Recruitment and Selection

- For 2023/ 2024 Financial year the Municipality has appointed six ( 6) females against the planned annual target of 4.

#### Policy Reviewal

- Policy workshop was held on the 11 to 12 April 2024.
- The workshop was attended by Councillors, Top Management, Labour Unions and officials .

#### Capacity Building

- Providing training to Councillors and employees based on skills and capacity demands as captured in the Workplace Skills Plan.
- Conducted Councillor & Employee assistance programmes through the office of the EAP Practitioner.
- Developed and submitted a Workplace Skills Plan to the Local Government SETA by April 2024.

#### ***Employee Assistance Programmes (EAP) and Occupational Health & Safety conducted as of June 2024.***

1. Workplace Inspection (all satellites offices)
2. Functional OHS Committee
3. EAP Interventions for troubled Employees -one on one session in all Satellite Offices.
4. Financial Wellness
5. Exit Interviews for retired officials

6. Management of trauma debriefing sessions, internal counselling and external referrals to rehabilitation centers.
7. National Condom Week, Pregnancy awareness, STI and Prostate Cancer Awareness
8. TB Screening for vulnerable employees (all satellite offices)
9. Bereavement debriefing sessions
10. Ill health employees on-going active cases

## **1.5 AUDITOR GENERAL REPORT FOR 2023/2024**

**ATTACHED AS AN ANNEXURE.**

## **1.6 STATUTORY ANNUAL REPORT PROCESS**

In terms of the Local Government Municipal Finance Management Act (MFMA) No 56 of 2003, Section 121, the Council of a Municipality must within nine months after the end of the financial year deal with Annual Report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with Section 129 of the MFMA. The table below demonstrates the process the municipality followed in the preparation of the Annual Report for Adoption by Council.

| No | Activity   | Timeframe               |
|----|--|-------------------------|
| 1  | Consideration of next financial year's Budget and IDP process plan. Except for the legislative content, the process plan should confirm in-year reporting formats to ensure that reporting and monitoring feeds seamlessly into the Annual Report process at the end of the Budget/IDP implementation period | July                    |
| 2  | Implementation and monitoring of approved Budget and IDP commences (In-year financial reporting).  |                         |
| 3  | Finalize the 4th quarter Report for previous financial year  |                         |
| 4  | Submit draft 2023/2024 Annual Report to Internal Audit and Audit Committee   | August                  |
| 5  | Municipal entities submit draft annual reports to MM   |                         |
| 6  | Audit/Performance committee considers draft Annual Report of municipality and entities   |                         |
| 8  | Mayor tables the unaudited Annual Report   |                         |
| 9  | Municipality submits draft Annual Report including consolidated annual financial statements and performance report to Auditor General  |                         |
| 10 | Annual Performance Report as submitted to Auditor General to be provided as input to the IDP Analysis Phase  | September –<br>December |
| 11 | Auditor General audits Annual Report including consolidated Annual Financial Statements and Performance data   |                         |
| 12 | Municipalities receive and start to address the Auditor General's comments   |                         |
| 13 | Mayor tables Annual Report and audited Financial Statements to Council complete with the Auditor- General's Report   |                         |
| 14 | Audited Annual Report is made public and representation is invited   |                         |
| 15 | Oversight Committee assesses Annual Report   |                         |
| 16 | Council adopts Oversight report  |                         |
| 17 | Oversight report is made public  |                         |
| 18 | Oversight report is submitted to relevant provincial councils  |                         |
| 19 | Commencement of draft Budget/ IDP finalization for next financial year. Annual Report and Oversight Reports to be used as input  |                         |

## 1.7 COMMENTS ON THE ANNUAL REPORT PROCESS:

The 2023/2024 Annual Report reflects the performance of the Raymond Mhlaba Local Municipality as well as the achievement obtained and challenges encountered by the municipality during the year under review. This Annual Report provides a full reporting version as required by National Treasury's MFMA Annual Report Circular 63 and is structured as follows:

Chapter 1: Mayor's Foreword and Executive Summary

Chapter 2: Governance

Chapter 3: Service delivery performance

Chapter 4: Organizational development performance

Chapter 5: Financial performance

Chapter 6: Auditor-General Audit Findings

APPENDICES

## CHAPTER 2 – GOVERNANCE

## 2.1 INTRODUCTION TO GOVERNANCE

This chapter integrates the municipality's overarching governance structures and decision-making processes. There are several role players for corporate governance in the municipality. Good governance in the municipality embodies processes, structures and systems by the municipality is directed and held to account for. It is characterized by a dynamic interface between political office bearers, administration, public participation and corporate governance.

Raymond Municipality Local Municipality strives towards achieving the following characteristics of efficient government in both legs of governance (political and administrative):

- Participation;
- Transparency;
- Responsiveness;
- Consensus orientation;
- Equity;
- Effectiveness and efficiency;
- Accountability; and
- Strategic vision.

## COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE

### 2.2 INTRODUCTION TO POLITICAL AND ADMINISTRATIVE GOVERNANCE

Raymond Mhlaba Local Municipality has comprehensive, effective governance structures, both political and administrative, systems, policies and procedures underpinned by a sound set of values and ethics to support the municipality's growth and development. Furthermore, it has a fully representative and highly structured Council, compliant with legislative requirements. Council is led by the Mayor working collectively with the Executive committee (EXCO) and Councillors. Raymond Mhlaba Municipality has established committees to enhance its all-governance structures. These committees' function with clearly defined roles and responsibilities. For an example, the section 79 and 80 committees are set up to deal with oversight roles, and to provide advisory role to Raymond Mhlaba Municipality Council.

Raymond Mhlaba Municipality has a highly competitive and capable administrative leadership led by the Municipal Manager. The administrative arm of governance consists of the Municipal Manager and 5 Directors.

RMM has an active Inter-Governmental Relations function, which is shared across the entire institution. There are on-going engagements with all intra and inter-stakeholders, with a purpose to gather information and updates and to communicate such on continuous basis. External stakeholders include all spheres of government.

The Municipality has established committees to encourage compliance with all legislations and enhance ethical consideration by all its employees and Councillors. The Risk Management Committee guides to identify all risk and oversee processes to managing such. All Supply Chain Management Bid Committees have been established and are operational, i.e. Specification Committee, Evaluation Committee and Adjudication Committee. An Audit Committee is operational and holds its meetings quarterly, and as and when the situation warrant. This committee of Council deals with all audits of the municipality, performance issues, risk management, and provide advice to and reports to RMM Council.

## **2.3 POLITICAL GOVERNANCE**

### **2.3.1 INTRODUCTION TO POLITICAL GOVERNANCE**

The political arm is comprised of 45 Public elected representatives (Councillors). Twenty-three of that fourth five are ward Councillors and the remaining twenty-two are proportional representatives.

The elected public representatives represent the views of their political parties in Council. The Legislative Arm in Council is led by the Speaker of Council who presides as the Chair in Council Sittings. The Executive Arm in Council is led by the Mayor who presides as the Chair in the Executive Committee. Members of the Executive Committee are appointed by Council amongst Councillors elected to serve in the Raymond Mhlaba Municipal Council

#### **MAYOR: NOMHLE SANGO**

Councillor Nomhle Sango is the Mayor of Raymond Mhlaba Municipality and is discharged for presiding at meetings of the executive committee and performs the duties including any ceremonial functions, and exercise the powers delegated to the Mayor by the municipal council or the executive committee. In addition, the Mayor recommends to the Municipal Council strategies, programmes and services to address priorities needs through the IDP, and the estimates of revenue and expenditure, taking into account any applicable national and provincial development plans.

#### **SPEAKER OF COUNCIL: COUNCILLOR THOZAMA NGAYE**

Councillor Ngaye is the Speaker of Council. The Speaker of Council is the Chairperson of Council, presiding over council meetings in accordance with council's Standing Rules and Orders of Raymond Mhlaba Municipal Council. The Speaker also advice on major legislative compliance matters. The Speaker also has a responsibility for Section 79 oversight committees and Councillor affairs to develop political governance capacity among Councillors. Over and above the Speaker is also the driving force of public participation, petitions and ward committees.

#### **CHIEF WHIP OF COUNCIL: COUNCILLOR NONKAZIMLO MLAMLA-KLAAS**

Councillor Mlamba is the Chief Whip of Council. The Chief Whip is an official office bearer, who is also the Chief Whip of the Majority Party. The Chief Whip ensures proportional distribution of Councillors to various Committees of Council. The Chief Whip maintains sound relations among the various political parties by attending to disputes among political parties.

#### **POLITICAL STRUCTURE**

##### **MAYOR**



**CLLR NOMHLE SANGO**

##### **SPEAKER**

Cllr Thozama Ngaye

##### **CHIEF WHIP**

Councillor Nonkazimlo Mlamba-Klaas

#### **EXECUTIVE COMMITTEE:**

Cllr Nomhle Sango (Mayor)

Cllr Bukelwa Tyali  
 Cllr Zingiswa Rasmeni  
 Cllr Portia Sabane  
 Cllr Elton Bantam  
 Cllr Sinethemba Mjakuca  
 Cllr Sithembela Zuka  
 Cllr Mhlangabezi Nombombo  
 Cllr Ernst Lombard

### 2.3.2 COUNCILLORS

The Raymond Mhlaba Council is composed of 45 councillors of which 23 are Ward Councillors and the remaining Councillors are Proportional Representatives Councillors (PR). Councillors of Raymond Mhlaba Municipality contribute to the strategic direction of the municipality through their participation in the development in the development and review of the Integrated Development Plan. Furthermore, Council received a Government Gazette appointing 2 traditional leaders to participate in the municipality in line with the provisions of section 83 of the Local Government Municipal Structures Act, 1998 as amended, read with Traditional Leadership and Governance Framework Act 2003. The traditional leaders participate in all council committees except the Executive Committee. Council adopted a schedule of meetings that provides for the meetings of Council to be convened at least 4 times a year, except where circumstances require the convening of a special meeting of Council.

### 2.3.3 COMMITTEES OF COUNCIL

The Municipality has functional section 79 and 80 committees of which section 80 committees are as follows; Engineering, Finance, Strategic Planning and Local Economic Development, Corporate Services, Community Services, Sport and Recreation Committee headed by Members of the Executive Committee. These Committees are set up to deal with oversight roles, support and performs an advisory role to the Mayor and Council.

**The following Councillors are chairpersons of the above-mentioned committees:**

| NO. | NAME            | COMMITTEE                    |
|-----|-----------------|------------------------------|
| 1.  | Cllr B. Tyali   | Corporate Services Committee |
| 2.  | Cllr S.Zuka     | Engineering Services         |
| 3.  | Cllr S. Mjakuca | Finance Committee            |
| 4.  | Cllr E.Bantam   | Community Services Committee |

|    |                |                                      |
|----|----------------|--------------------------------------|
| 5. | Cllr Z.Rasmeni | Strategic Planning and LED Committee |
| 6. | Cllr P.Sabane  | Sports and recreation Committee      |

### 2.3.3.1 BELOW IS THE LIST OF SECTION 79/OVERSIGHT COMMITTEES:

#### 1. Municipal Public Accounts Committee (MPAC)

The Municipal Public Accounts Committee is functional and exercise oversight responsibilities over the executive responsibilities of Council. It also assists Council to hold the executive and municipal entities to account, and to ensure the economic, efficient and effective use of municipal resources. By doing so the Committee helps to enhance the public awareness on financial and performance matters of Council and its entities, where applicable.

#### 2. Petitions committee

The committee regularly or at intervals not exceeding six months submits to Council a report indicating all the petitions received, referred, resolved and a summary of the response to the petitioners or community.

#### 3. Ethics Committee

The committee as mandated by Council in terms of delegated powers must ensure that issues of Councilor's ethical conduct and discipline become key fundamental values that will shape the future of the Council.

#### 4. Rules Committee

The committee exists to create a clear road map in as far as the implementation of rules within the Raymond Mhlaba Municipality. To enforce compliance in all stings and official gatherings of the Council and also to put into place systems that will enhance the development of members of the council in terms of conducting fruitful gathering within council.

#### 5. Women Caucus

The committee oversee/review the alignment, efficiency and effectiveness of gender policy, mainstreaming strategy to implementation, it also oversees and ensure that civic education/awareness programmes, gender analysis and impact assessment are activated within the municipality.

### 2.3.3.2 Performance and Audit Committee

The Performance and Audit Committee is a Committee of Council and performs the statutory responsibilities assigned to it in terms of sections 165 and 166 of the MFMA. It is an independent advisory body that advises Council and is responsible for oversight over the following functions:

- Internal audits
- External audits
- Financial reporting
- Risk management
- Internal controls
- Information technology governance
- Performance management

## COMPOSITION OF THE AUDIT & PERFORMANCE COMMITTEE AND ATTENDANCE OF MEETINGS

### *List of Members and meetings held during as end June 2024:*

| <b>NO</b> | <b>Name of members</b>   | <b>Meeting dates and Description of meeting</b>  | <b>Attendance</b> |
|-----------|--|--|-------------------|
| 1.        | Mr Wayne Manthe (Chair): <b>Chairperson of the Audit and Performance Committee</b> | 18/08/2023 = Special Meeting<br>25/08/2023= Special Meeting<br>19/01/2024=Ordinary Meeting<br>03/04/2024 = Ordinary Meeting<br>27/06/2024 = Ordinary Meeting | All members       |
| 2.        | Mr Samkelo Mxunyelwa   |  |                   |
| 3.        | Dr Ngwadi Mzamo  |  |                   |

### 2.3.4 POLITICAL DECISION-TAKING

Standing Committees sit monthly to discuss issues pertaining to their respective departments and make recommendations to Executive Committee. Executive Committee meeting is then convened to discuss reports and recommendations submitted by Portfolio Heads and agree on the matters to be referred to Council.

Troika, which consists of Speaker, Chief Whip and Mayor, convenes a meeting prior to the sitting of each Council meeting to discuss all issues to be tabled in the Council. The Municipal Manager also attends the Troika meetings to provide guidance and advice. Council sits quarterly and makes decisions on all matters pertaining to community development and service

delivery. Council resolutions are taken on the basis of reports and recommendations made by the Committees.

## **2.4 ADMINISTRATIVE GOVERNANCE INTRODUCTION TO ADMINISTRATIVE GOVERNANCE**

### **2.4.1 INTRODUCTION TO ADMINISTRATIVE GOVERNANCE**

The Administrative Arm of the municipality is driven by the Municipal Manager: Ms U.T Malinzi as the Accounting Officer. The Municipal Manager is supported by a team of five (4) Directors. The municipal administration has the overall responsibility for management and strategic direction of the municipal business affairs. Other duties of the Municipal Administration include planning, reporting and accountability, enforcing internal controls revenue enhancement etc.

#### **TOP ADMINISTRATIVE STRUCTURE**

##### **MUNICIPAL MANAGER**

Ms Unathi Malinzi

##### **DIRECTORS:**

##### **Acting Director Corporate Services**

Dr. Lulamile Donacious Hanabe

##### **Director Engineering Services**

Mr Daluxolo Mlenzana

##### **Director Community Services**

Ms Nosimphiwe Speelman

##### **Chief Financial Officer**

Mr Mveleli Ngxowa

##### **Director Strategic Planning & LED**

Dr. Lulamile Donacious Hanabe

## **2.5 INTRODUCTION TO CO-OPERATIVE GOVERNANCE AND INTERGOVERNMENTAL RELATIONS**

Raymond Mhlaba Local Municipality has fostered Intergovernmental Relations (IGR) to ensure the coordinated delivery of services to citizens. This aligns with the Intergovernmental Relations Framework Act, Act No 13 of 2005, which requires all spheres of Government to coordinate, communicate, align and integrate service delivery to ensure effective access to services. During the financial year under review, the municipality has made significant strides in as far as operationalising the IGR Forum. To this effect, during the year under review , the municipality has managed to convene all the planned IGR Structure with maximum participation of relevant stakeholders. As such 34 action issues were taken during the said IGR Forums , and of that 35 , 21 actions have been implemented or actioned and the remaining actions that were not actioned were taken during the last seating which was in June 2024 and their progress will be reported during the first sitting of 2024/25.

Furthermore, the municipality has been actively involved in all National and Provincial IGR programmes. Key amongst these is the maximum attendance of the municipality in Provincial IGR structures such as the Premiers Coordinating Forum (PCF), the MuniMec as well as the Technical MuniMec. The Raymond Mhlaba IGR Forum is chaired by the Mayor, and includes Portfolio Heads, Senior Managers from sector departments within Raymond Mhlaba Municipality as well as the Municipal Manager and Senior managers from the municipality. Government departments in this forum present their programmes within the municipal space for the year as well as programmes they want the municipality to be involved in.

### **2.5.1 PROVINCIAL INTERGOVERNMENTAL STRUCTURES**

The municipality is participating in the Eastern Cape Provincial Political and Technical MUNIMEC. This is where all MECs, Municipal Managers, Mayors and Heads of Departments sit. In terms of the value obtained from the meetings; it is challenging to quantify it. There are thorny issues that the municipality has over the years raised in the local structures, and these have been escalated to both the DIMAFO (Mayor's forum) and the provincial IGR structure (MuNIMEC).

## **COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION**

### **2.6 OVERVIEW OF PUBLIC ACCOUNTABILITY AND PARTICIPATION**

The Municipality has a long-standing culture of community and stakeholder engagement, which promotes transparency and accountability. These values are an integral part of any truly democratic society, and are enshrined in the Constitution.

**The following consultations were facilitated, among others:**

- Stakeholder engagement session in Bedford
- Demarcation Meetings
- IDP and Medium-term Revenue and Expenditure Framework (MTREF)
- Annual Report Roadshows

Chapter 4 of the Local Government Municipal Systems Act, 32 of 2000 encourages municipalities to create conditions for the local community to participate in the affairs of the municipality. In terms of strengthening public participation, a wide range of communication tools are used to communicate with the community and also to disseminate information. These include;

- Newspapers: Times Media, Umhlali newsletter
- Imbizo's / Road shows,
- Loud hailing,
- Library;
- Notice boards
- Social Media Pages (Facebook, Twitter)
- Municipal Website
- Intergovernmental Relations (IGR)
- Meetings of ward committees
- Forte FM, Tru FM, Algoa FM, Umhlobo wenene FM

### **2.6.1 CUSTOMER CARE**

Raymond Mhlaba Municipality has an electronic customer care system in place. The system is accessed through the emails, Facebook, website and walk in. The Customer Care System aims to improve on the customer care loyalty and customer care satisfaction within our municipality by placing all people at the centre of development. The customer care system is one of the strategic indicators that seeks to assist the municipality in achieving its vision of being a service excellence driven municipality. In this way we are displaying our commitment to our values and main principle of putting people first and ensuring that service excellence is an integral part of the planning and delivering of all municipal services to the people. Complaints/ queries are received through a dedicated email ([customercare@raymondmhlaba.gov.za](mailto:customercare@raymondmhlaba.gov.za)) and Customer Care Office landline (046 645 7478).

## 2.7 WARD COMMITTEE MEMBERS

Municipal Structures Act provides forward committee members to be established with primary function to be a formal communication channel between the community and the municipal council. There are 23 wards that constitute Raymond Mhlaba Municipality and for each ward, ten (10) ward committee members were elected. Ward Committees are a true reflection of a geographical spread, as well as sectoral composition of each ward (where applicable). Ward Committees are playing a huge role in the municipality's IDP and budget processes including Community Based Plans. Ward committees support the ward councillor by providing reports on development, participate in development planning processes and facilitate wider community participation.

## 2.8 IDP PARTICIPATION AND ALIGNMENT

The Municipality's commitment regarding the promotion of public participation and consultation are based on constitutional and legal obligations including the governance model. Therefore, the Municipality continues to promote participatory engagements with communities in all its processes, including the development of the IDP. Public participation is a critical part of democracy, as it affords members of the community and stakeholders an opportunity to inform the Municipality about their developmental needs. The process also gives community members a clear understanding of how the Municipality arranges for public participation.

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

## COMPONENT D: CORPORATE GOVERNANCE

## 2.9 RISK MANAGEMENT

The purpose of risk management is to identify potential problems before they occur that may affect the municipality, manage risks to be within its risk tolerance and to provide reasonable assurance regarding the achievement of municipality's objectives. Section 62 of the Municipal Finance Management Act 56 of 2003 states that:

- The accounting officer of municipality is responsible for managing the financial administration of the municipality and must for this purpose take all reasonable steps.
- That the resources of the municipality are used effectively, efficiently and economically.
- That full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards.
- That the municipality has effective, efficient, and transparent systems.
- Of financial and risk management and internal control; and
- Of internal audit operating in accordance with any prescribed norms and standards

Risk Management Policy and Risk Management Strategy were developed and approved by the Council and a workshop on strategic risks and policy was conducted to Councilors and employees to promote a positive risk culture.

The strategic risk profile for 2023/24 had 16 risks which were monitored and managed on an ongoing basis through various risk governance structures. Operational risk profiles were also developed and monitored for all departments. **The table below reflects the top 7 high strategic risks identified in 2023/24 FY,**

| No |                                  |   |   |   | RESIDUAL RISK ASSESSMENT |                        |                     |
|----|----------------------------------|---|---|---|--------------------------|------------------------|---------------------|
|    | Priority area                    | STRETEGIC OBJECTIVE   | RISK DESCRIPTION  | CURRENT CONTROLS  | Impact Value (1-5)       | Likelihood Value (1-5) | Residual Risk Value |
| 1  | <b>Engineering (electricity)</b> | To ensure adequate, efficient, sustainable energy supply and infrastructure by 2027 | 1. Interruption of electricity supply.                            | 1. Funding of Infrastructure.<br>2. Training and upskilling of personnel.<br>3. Apply for funding to upgrade the current infrastructure.<br>4. Conduct Awareness Complain and Civic Education, Work with SAPS<br>5. Revision and updating of Electricity Maintenance Plan.        | 4                        | 4                      | 16                  |
| 2  | <b>Engineering (PMU)</b>         | To ensure adequate, efficient, sustainable energy supply and infrastructure by 2027 | 1. Delay in community development project through infrastructure. | 1. Have grant allocations as per Dora.<br>2. Implementation of capital projects using available grant<br>3. PMU Manager and technicians monitor service providers<br>4. Performance of service providers is monitored and reported on monthly basis to contract management.<br>5. | 4                        | 4                      | 16                  |

|   |                                  |   |  |  |   |   |           |
|---|----------------------------------|---|--|--|---|---|-----------|
| 3 | <b>Engineering (civil works)</b> | To ensure adequate, efficient, sustainable energy supply and infrastructure by 2027   | 1.Roads might fail road worthy compliance<br>2. Poor quality of road network | 1. Make use employee assistance wellness programme<br>2. On job training<br>3. Roads are maintained in place<br>4. Upgrading of aging roads.<br>5. RAMS (road asset management system) has been conducted. | 4 | 5 | <b>20</b> |
| 4 | <b>Corporate services</b>        | To ensure effective and efficient workforce by aligning institutional arrangements to the overall strategy to deliver quality services by 2027          | Increased employee cost in comparison to current budget                      | 1. Review Organogram and Job Evaluation.   | 5 | 5 | <b>25</b> |
| 5 | <b>ICT</b>                       | To provide an effective and efficient workforce by aligning our institutional arrangements to our overall strategy in order to deliver quality services | Lack of daily backups and offsite storage.                                   | Cibecs user data backup in place for backing up data in user machines (desktop/laptop)<br><br>SAGE system back-ups.<br><br>Daily, monthly & annual back-ups on-site.                                       | 4 | 4 | <b>16</b> |

|   |                           |  |   |  |   |   |           |
|---|---------------------------|--|---|--|---|---|-----------|
| 6 | <b>Community services</b> | To ensure the provision and standardization of fire services by 2027 | Inability to provide Fire and Disaster Management services. | 1. Implementation of Disaster management plan.<br>2. Fire & awareness campaigns.<br>3. medium pumper and 1 RRV .4<br>Trained personnel.<br>4. Quarterly meeting with relevant stakeholders | 4 | 4 | <b>16</b> |
| 7 | <b>Strat &amp; LED</b>    | To ensure sustainable Local Economic Development by 2027.            | 1. Inability to attract investors)                          | 1. Development Agency.<br>2. Tourism master plan.  | 4 | 4 | <b>16</b> |

## 2.10 SUPPLY CHAIN MANAGEMENT

Raymond Mhlaba implements a Supply Chain Management Policy that is aligned with MFMA and SCM regulations which includes all the elements of Supply Chain Management namely:

- Demand management,
- Acquisition management,
- Logistics management,
- Disposal management,
- Risk management and
- Performance management.

SCM policy has allocated 30% of procurement above R200 000 to be prioritized to local SMME's and 70 % of procurement below R200 000 to be awarded to local SMME's and vulnerable groups. As such , for the year under review the municipality has awarded 87% of tenders below R200 000 to local SMME's and vulnerable groups and 42 % of tenders above R200 000 to local SMME's and vulnerable groups.

**There are three committees established in the bidding process namely:-**

- Bid Specification Committee
- Bid Evaluation Committee
- Bid Adjudication Committee

**2.11 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES**  
**INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES**

Information Communication Technology section oversee the stability of business systems and network infrastructure within the organization, which require constant performance monitoring. Set institution-wide standards for software configurations and implementation guidelines in line with Policies and Procedure Manuals. Ensure maximized uptime, performance optimization, and full utilization of ICT resources and implementation of security measures & electronic data operations. Co-ordinates tasks/activities associated with the provision of End User support and analyses, diagnoses and resolves software/ hardware related problems ensuring optimum and uninterrupted functionality of operating systems and applications across the Municipality. Use system analysis techniques and procedures, including consulting with users, to determine hardware, software, or system specifications. Managing LAN\WAN infrastructure, making sure it's up, and running.

In ensuring that the above comes to realization, the ICT unit has installed a cloud-based backup system to ensure that all user files are kept safe and in an event of a disaster there will be business continuity. Daily user support is provided to ensure that the institution and its workforce can perform their duties. ICT Policies have been developed and approved for proper ICT Governance. Internet and Telephone system upgrades have been implemented for effective communication, transfer of data and seamless access to systems. The table below reflects the ICT projects implemented during 2023/2024.

| <b>Capital Expenditure Year 2023/2024: ICT Services</b> |                       |                           |
|---|-----------------------|---------------------------|
| <b>Capital Projects</b>                                 | <b>Year 2023/2024</b> |                           |
|   | <b>Budget</b>         | <b>Actual Expenditure</b> |
| Purchase of Microsoft Licences                          | R1,3 Million          | R1,3 Million              |
| Telephone and Internet system                           | R616 892.80           | R616 892.80               |
| Photocopy Machines                                      | R576 573.76           | R576 573.76               |

**COMMENT ON THE PERFORMANCE OF ICT SERVICES OVERALL**

Information Communication Technology Unit has ensured that stability of business systems and network infrastructure within the organization is maintained, which required constant performance monitoring. The municipality has a fully-fledged ICT unit. Internet connection is

installed and accessible to all municipal offices. The Municipal website was upgraded with continuous maintenance.

To improve corporate governance of ICT, new policies (Change Management, ICT Strategy and Business Continuity Policy) were developed and submitted to Council for approval and are reviewed continuously. Telephone system upgrade has been performed in all municipal offices including the previously disadvantaged sites i.e. Hogsback and Seymour. Continuous upgrade of wireless network Infrastructure in a phased approach is implemented. A functional ICT Steering Committee was established to enhance ICT monitoring and performance. This committee sits regularly. One vacant position has been filled.

## **2.12 CUSTOMER CARE**

The institution receives complaints/ queries through a dedicate email ([customercare@raymondmhlaba.gov.za](mailto:customercare@raymondmhlaba.gov.za)) and communications Office landline. Once a complaint/ query has been received, officials from customer care acknowledge receipt of the query to the resident / rate payer, then its forwarded to departmental personnel, who investigates and resolves the query and forward update/ action to Customer Care Unit. The Customer Care contacts the resident/ rate payer and provides feedback and once the resident/ rate payer is satisfied with feedback and the query is resolved.

## **2.13 BY-LAWS**

By the legislative powers vested in the Raymond Mhlaba Municipal council, the following By-laws have been developed and gazetted in 2019/2020 financial year. The Law Enforcement is responsible for the implementation of these by-laws.

- a) Cemeteries by-law
- b) Credit Control and Debt Collection by -law
- c) Customer Care and Revenue Management by-law
- d) Dilapidated building and unsightly objects by-law
- e) Fire Brigade by-law
- f) Impounding of animals by-law
- g) Liquor trading hours by-law
- h) Nuisance and animals by-law
- i) Public amenities by-law
- j) Rates by-law
- k) Roads and Streets by-law
- l) Solid waste disposal by-law
- m) Street Trading by-law
- n) Traffic by-law

## CHAPTER 3: SERVICE DELIVERY PERFORMANCE

### 3.1 INTRODUCTION

This chapter presents the performance of the Municipality over the 2023/2024 financial year. In the main, the focus is on performance against predetermined objectives as presented in the SDBIP scorecard approved by Council. The Municipality identified the following strategic pillars to anchor its development objectives and guide the implementation of programmes for effective service delivery:

- To ensure a safe, friendly and sustainable environment by 2027.
- To ensure adequate, efficient, sustainable energy supply and infrastructure by 2022

Over the financial year under review, the Municipality committed to improve effectiveness in the provision of basic services. The provision of roads and storm water networks, waste management, electricity, housing, disaster management, emergency services such as firefighting, social programmes for the elderly and other vulnerable groups were all identified as priority focus areas.

***The Amathole District Municipality is the Water Service Authority (WSA) and the Water Service Provider for the entire Raymond Mhlaba area.***

## COMPONENT A: BASIC SERVICES

This component includes: electricity; waste management; and housing services; and a summary of free basic services.

### 3.2 INTRODUCTION TO BASIC SERVICES

This key performance area (kpa) deals with the core functions of the Municipality by providing the provision of electricity, roads and stormwater, community facilities, and town planning services. The departments responsible for this KPA are Engineering and Community Services and they are entrusted with ensuring that services are delivered to the communities *i.e.* construction of community halls, day care facilities; construction or development or maintenance of gravel roads, paving of roads, installation of electricity, maintenance of municipal buildings and consideration of plans (building plans), zoning *etc.* Land and Human Settlements is also located in this department, registration for houses, rectification is referred to this department and channeled to the Provincial Department.

### 3.3 INTRODUCTION TO ELECTRICITY

The supply of electricity in Raymond Mhlaba Municipality is provided for by two suppliers, i.e. Eskom and the Local Municipality. The municipality has a NERSA license to provide electricity in Adelaide, Bedford and KwaMaqoma and the surrounding townships. Electricity in the other administrative areas namely; Alice, Middledrift, Hogsback, Seymour, farm areas and all rural villages is supplied by Eskom.. The department executes the maintenance of the electrical infrastructure within the municipality area of supply, this includes maintenance of streetlights and highmast lights .

The following electricity were implemented during the 2023/24 financial year using the INEP grant .

1. Electrification of KwaMaqoma Infills through Turnkey Solutions
2. Electrification of Households in Fairview , Eskom , Tyoks and Mpolweni (Adelaide)
3. Electrification of Households in Nonzwakazi, Sizakhele and Ndlovini

The electricity section has been encountering recurring number of theft and vandalism and as a result that has impacted maintaining continuity of supply. A number of interventions have been put in place like installation of cable sleeves and replacing underground cables with overhead lines.

The table below shows progress made against planned target for 2023/2024;

| INDICATOR   | TARGET | ACTUAL  |
|---|--------|---|
| Percentage of INEP projects implemented   | 100%   | <b><u>Achieved</u></b> ; 100 % INEP project implemented                               |
| Number of illegal connection audits conducted   | 4      | <b><u>Achieved</u></b> ; 4 illegal audits conducted                                   |
| Percentage of new connections within 21 days of application                               | 100%   | <b><u>Achieved</u></b> ; 100%   |
| Percentage of reconnections completed within 7 days after settlement of municipal account | 100%   | <b><u>Achieved</u></b> ; 100%   |
| Percentage of unplanned outages restored within 4 hours                                   | 70%    | <b><u>Achieved</u></b> ; 79,16%   |
| Number of maintenance 'jobs conducted' for planned or preventative maintenance            | 2      | <b><u>Achieved</u></b> ; 3 maintenance 'jobs' for planned or preventative maintenance |

## **COMMENT ON ELECTRICITY SERVICES PERFORMANCE OVERALL:**

The electricity section deals with day-to-day maintenance and repairs of the electrical infrastructure in Fort Beaufort, Adelaide and Bedford. These include, but not limited to, maintenance of highmast and streetlights, providing supply for new customers, maintaining/replacing faulty meters, attending to cable/line faults etc. Some parts of the electrical network are vulnerable and requires upgrade to mitigate power outages.

The electricity section implemented the electrification of infills and households through INEP funding in Fairview, Eskom Tyoks , Mpolweni (Adelaide), Nonzwakazi, Sizakhele and Ndlovini.

The Municipality has also bought new meters to ensure new customers are supplied with electricity and the consumption is monitored. Quarterly meter audits are also conducted in Fort Beaufort, Adelaide and Bedford towns.

Some of the challenges hindering the continuity of electrical supply was the recurring theft of cables and vandalism of electrical assets. The ageing infrastructure also adds to the vulnerability of the network.

## **3.4 WASTE MANAGEMENT**

### **INTRODUCTION TO WASTE MANAGEMENT**

Waste Management is the primary function of the municipality as enshrined in the Constitution of RSA, 1996, Part B Schedule 5. The municipality collects refuse on a weekly basis in the following areas: Fort Beaufort, Alice, Middledrift, Hogsback, Seymour, Adelaide and Bedford. The service is rendered only in urban areas. Refuse in businesses and households is collected as per the municipal refuse schedule which is based on the volume of waste generated. Only a few number of business premises have proper refuse storage facilities and there have been campaigns made to encourage them to construct the said storage facilities. Businesses are also encouraged to call the municipality when they have consumed large volume of waste to avoid refuse being put in front of their shops, but that is still a challenge as some of the are still doing it. The waste that is collected is disposed off to the waste disposal sites namely; Alice, Middledrift and Bedford. All these disposal sites are permitted but need to be reconstructed in order to comply with the National Environmental Waste Act (NEMWA). However, there are strides that are done by the municipality. The municipality also conducts environmental awareness campaigns quarterly and as when necessary. These campaigns are conducted in collaboration with Higher Institutions of Learning, schools, sector departments, CWP, EPWP,

ADM, etc. During the year under Peace Officers have been able to enforce by-laws on problem areas identified within the central business and urban areas. The municipality has appointed a panel of service providers to assist with yellow plant to maintain the landfill sites.

The Department of Environmental has introduced 2 Municipal Cleaning and Greening Programmes, wherein 164 participants were employed for a period of 6 and 12 months. The aim of the programme was to create job opportunities, environmental management practice, street cleaning, litter picking, clearing of illegal dumps, and strengthening support for small medium and micro enterprise. Also, the Department of Forestry, Fisheries and the Environment (DFFE) has introduced a Greening Project at Raymond Mhlaba LM towards planting 1500 trees in the RDP houses. All these programmes have yielded good results especially on awareness campaigns on waste management.

### **3.5 SPATIAL PLANNING**

Spatial Planning is responsible for ensuring the management of the overall planning activities (Town planning and building control) which is associated with the planning, building of physically, socially and economically sustainable communities through spatial planning and development frameworks, service standards and acquisition management of municipal property, planning and plans for approval in order to ensure priorities in the Integrated Development Plan are afforded the necessary attention. Main objectives of the unit involve:

- Ensuring efficient and effective Spatial Planning and Land Use Management
- Managing Spatial Planning (SDFs and other development frameworks)
- Land Use Management (Development Applications: rezoning, subdivision etc.)
- Support Unit to Revenue, LED, Technical Services and IDP
- Ensuring building control and Management (Endorsing Building Plans and Inspections)
- Land Administration and land related issues.

In the municipalities efforts to ensure compliance with the Spatial Planning and Land Use Management Act 16 of 2013 it has since appointed an Authorized Official to approve all Category 2 land development applications as well as a registered Town Planner in terms of the Planning Professions Act 36 of 2002. The municipality currently has adopted a Wall-to-Wall Land Use Scheme and it is currently in the process of being Gazetted. Furthermore, Council has approved and Gazetted SPLUMA By-laws that have been customized by Raymond Mhlaba Local Municipality.

### **3.6 FREE BASIC SERVICES AND INDIGENT SUPPORT**

Raymond Mhlaba LM has a free basic services unit which is discharged at ensuring that all indigent households within the jurisdiction of the municipality receive free basic services. The municipality has an indigent policy in place, which was adopted in May 2024. The policy

regulates the indigent beneficiary programme. A register of qualifying beneficiaries is updated monthly and only person(s) in the register gets the subsidy. As of June 2024 all qualifying indigent households who registered in the database of the municipality have received the indigent support. The services rendered under this programme are as follows;

1. Subsidised electricity
2. Subsidised refuse removal
3. Alternative energy i.e. paraffin (27 customers)
4. Subsidised property rates

#### **COMMENT ON FREE BASIC SERVICES AND INDIGENT SUPPORT:**

Raymond Mhlaba LM has a free basic services unit which is dedicated at ensuring that all indigent households within the jurisdiction of the municipality receive free basic services. There is an indigent policy in place which regulates the whole indigent beneficiary programme.

### **COMPONENT B: ROADS AND STORMWATER**

This component includes: roads and waste water (stormwater drainage).

#### **3.7 INTRODUCTION TO ROADS**

The role of the Municipality is to provide appropriate, cost effective and affordable roads, storm-water drainage, transport infrastructure and public services in-order to improve the quality of life of the communities. The main role players are the Municipality, Department of Roads and Public works, as well as SANRAL. The Department of Roads and Public Works and SANRAL are responsible for the construction and maintenance of National, Provincial Road networks whereas the Municipality is responsible for the access roads leading to villages and those in urban areas.

All the households have the access to gravel or surfaced roads. The gravel roads are maintained according to the work schedule of the Engineering Department and also immediately after rainstorms. The surfaced roads are maintained from the operating maintenance budget. The table below illustrates the targets planned against achieved for 2023/24.

| Stormwater drainage: 2023/2024                                |        |                    |
|---|--------|--------------------|
| Outcome Based Indicator                                       | TARGET | ACTUAL PERFORMANCE |
| Number of streets where stormwater system has been maintained | 160    | 522                |
| Number of km maintained (gravel roads)                        | 300    | 306                |
| Number of road markings maintained                            | 24     | 14                 |

#### COMMENT ON THE PERFORMANCE OF ROADS OVERALL:

All the roads that fall under the jurisdiction of the Municipality are being attended by the Civil Works Unit according to their work schedule. The surface roads are repaired and cleaned after heavy rainfalls including storm-water channels

The storm-water management system is provided for the towns of Adelaide, Alice, Bedford, Fort Beaufort, Middledrift, and Seymour. The municipality has prioritised storm-water and storm-water management needs.

### COMPONENT C: PLANNING AND DEVELOPMENT

This component includes: planning; and local economic development.

#### 3.8 INTRODUCTION TO PLANNING AND DEVELOPMENT

Spatial Planning is responsible for ensuring the management of the overall planning activities (Town planning and building control). These include planning, building of physically, socially and economically sustainable communities through spatial planning and development frameworks, service standards and acquisition management of municipal property, planning and plans for approval in order to ensure priorities in the Integrated Development Plan are afforded the necessary attention.

Main objectives of the unit involve:

- ❖ Ensuring efficient and effective Spatial Planning and Land Use Management

- ❖ Managing Spatial Planning (SDFs and other development frameworks)
- ❖ Land Use Management (Development Applications: rezoning, subdivision etc.)
- ❖ Support Unit to Revenue, LED, Technical Services and IDP
- ❖ Ensuring building control and Management (Endorsing Building Plans and Inspections)
- ❖ Land Administration and land related issues.

In the municipalities efforts to ensure compliance with the Spatial Planning and Land Use Management Act 16 of 2013 it has since appointed an Authorised Official to approve all Category 2 land development applications as well as a registered Town Planner in terms of the Planning Professions Act 36 of 2002. The municipality has adopted a Wall-to-Wall Land Use Scheme and currently in the process of being Gazetted. Furthermore, council has approved and Gazetted SPLUMA By-laws that have been customized by Raymond Mhlaba Local Municipality.

### **3.9 LOCAL ECONOMIC DEVELOPMENT (INCLUDING TOURISM AND MARKET PLACES)**

#### **3.9.1 INTRODUCTION TO ECONOMIC DEVELOPMENT**

Local economic development is designed to improve the socio-economic status of the local communities. At the heart of the local economic development is to encourage collective and inclusive partnership amongst the local communities in order to achieve the desired outcomes. It is for this reason that the Raymond Mhlaba Local Municipality regards LED as a cardinal strategy explored in order to address socio-economic problems such as poverty and unemployment facing local communities. In short, LED is a bottom-up socio-economic instrument, within a broader IDP, New Growth Path (NGP) to create conducive business environments to improve community's livelihood

The LED Unit continues to conduct outreach programs to encourage young people to form cooperatives and be part of cooperative movement. Most cooperatives and group enterprises are started with unemployed people, often with low technical skill capacity levels and no prior business experience in economically marginal areas; hence their chances of success is reduced to the absolute minimum. The Cooperative Act No.14 of 2005 spells out how cooperatives should operate and as such the Municipality has assisted local cooperatives in the form of training and legal registration. However there is new amendment Act No. 6 of 2013 which seeks to address the strengthening of Cooperative governers, adhering to cooperative regulations as per cooperative constitution and also to ensure the effective directorship, leadership and management of the cooperative.

The Municipality has started the process of developing a Local Economic Development strategy in order to prioritize the allocation of resources, promote local ownership; community involvement and joint decision making, to date, the Municipality have a draft LED strategy and the said draft was table Council.

Raymond Mhlaba Municipality has identified Tourism as one of the catalyst to drive economic growth and development. Tourism alone cannot be exclusively looked at without considering heritage given the historic endowment of the municipal area. The Tourism sector within Raymond Mhlaba Municipal area is clustered according to accommodation, game reserves, heritage and history, education, outdoor activities, cultural villages, craft and tour guiding. Many studies that have been undertaken in the Raymond Municipal area reveals that the Tourism sector is one of the sectors that seems to possess a strong potential to regenerate the economy of the Raymond Mhlaba Municipal area.

| LOCAL ECONOMIC DEVELOPMENT |               |  |   |          |                           |                               |
|----------------------------|---------------|--|---|----------|---------------------------|-------------------------------|
| REF                        | PRIORITY AREA | STRATEGIC OBJECTIVE                                      | Outcome Based Indicator                         | Baseline | 2023 - 2024 Annual Target | 2023/ 2024 Actual performance |
| LED 1                      | Unemployment  | To ensure sustainable Local Economic Development by 2027 | Number of jobs created through Capital Projects | 700      | 100                       | 243                           |
| LED 2                      |               | To ensure sustainable Local Economic Development by 2027 | Number of jobs created through EPWP             | 251      | 100                       | 483                           |
| LED 3                      |               | To ensure sustainable Local Economic Development by 2027 | Number of jobs created through LED initiatives  | 92       | 50                        | 80                            |
| LED 4                      |               | To ensure sustainable Local Economic Development by 2027 | Number of economic activities supported         | 10       | 6                         | 6                             |
| LED 5                      | SMMES         | To ensure sustainable Local Economic Development by 2027 | Number of SMMES supported by the Municipality   | 23       | 10                        | 154                           |

## COMPONENT D: COMMUNITY & SOCIAL SERVICES

### 3.10 INTRODUCTION TO COMMUNITY

A wide range of social services and amenities are provided to promote sustainable communities and ensure that the dignity of the people is restored. The aim is to achieve social empowerment and cohesion by promoting social development and strengthening communities, with a dedicated focus on poor, vulnerable and marginalized residents. The municipality's interventions include establishing and maintaining inclusive community amenities such as municipal halls, parks/ recreational facilities, sport grounds, markets and libraries. These play a critical role in the development of society and in enhancing social cohesion.

#### 3.10.1 Cemeteries

Raymond Mhlaba Municipality has a total of eleven (11) cemeteries that are located in urban areas. All of the cemeteries are almost full to capacity as such the municipality has identified new sites through the assistance of the town planning section in all our towns and as such the Environmental Impact Assessment needs to be conducted in ensuring that the identified sites meets the required standards. The municipality continues to roll out the fencing of rural cemeteries. This is done in consultation with ward councillors. Their responsibility is to identify which cemetery to be fenced. The fence is procured and later erected per identified space making use of local youth. This is to ensure that the project is owned by the communities while the same youth receives income. The municipality continues to roll out the fencing of rural cemeteries, however during the year in question no rural fencing was done that due to financial constraints. Four urban cemeteries were maintained; Bedford, Adelaide, KwaMaqoma and Alice.

#### 1.10.2 Community facilities

The municipality has 19 halls and 5 municipal parks under its jurisdiction which are rented out to communities as per approved municipal tariffs. All the municipal halls need major renovations and as such the office has been receiving numerous complaints about the conditions of such properties. For the year under review, no hall was renovated due to the financial position of the institution.

#### 3.10.3 Libraries

Raymond Mhlaba Municipality has eight public libraries in the following areas; Bedford x 1, Adelaide x 2, Alice x 1, KwaMaqomax 3 and Seymour which the municipality is rendering the service on behalf of the Department of Sport, Recreation, and Arts & Culture (DSRAC). On a yearly basis the municipality is requested to submit a business plan which outlines the activities that will be carried out within these libraries for DSRAC to fund those.

### **3.12 INTRODUCTION TO CHILD CARE, AGED CARE AND SOCIAL PROGRAMMES**

The Department of Social Development is well positioned to empower the poor, as a crucial component of ensuring a sustainable solution to poverty and hunger in the long term. The Department's targeted interventions focus on poverty reduction, food security and developmental initiatives that enable self-sustainability and social inclusivity. These interventions further respond to the conditions of both individual and household poverty by providing a broad variety of programmes and support services. A critical enabling milestone in addressing the inter-generational poverty confronting many poor households is food and nutrition security. To this end the municipality supports small scale farmers so that they can contribute to the municipality food trade surplus.

## **COMPONENT E: HEALTH**

This component includes: clinics and hospitals.

### **3.13 INTRODUCTION TO HEALTH**

Department of Health is mandated to develop a high quality, efficient, equitable health system that is accessible to all Raymond Mhlaba Municipality's residents. The Department is responsible for the provision of primary health care services in the Raymond Mhlaba through its 38 clinics network. The municipality's clinics operate in conjunction with the six hospitals managed by the Eastern Cape Provincial Department of Health.

## **COMPONENT F: DISASTER AND SAFETY**

This component includes: fire & disaster management services, Traffic, registration and licencing and control of animals.

### **3.14 FIRE SERVICES INTRODUCTION TO FIRE SERVICES**

The Municipality is rendering the firefighting service full time and the main fire base is located in Fort Beaufort. The building does not have all necessary technological equipment / resources as to enable fire fighters to operate effectively and efficiently, however since December 2022, the section operates 24/7 (24hours) . Satellite bases have been established in Adelaide and Alice and Hogsback. All these fire bases operational.

**PERFORMANCE IMPROVEMENT:**

- 1) Fully fledges unit
- 2) One Rapid Response Vehicle to attend to rescue related incidents,
- 3) One medium pumper with the capacity of 6 000 L of water
- 4) One skid unit with minimum equipment.
- 5) In a process to procure fire truck in 2024/2025 FY.
- 6) Main Fire base in KwaMaqoma operational
- 7) Adelaide satellite base opened and operational between 08h00 and 17h00 Monday to Saturday
- 8) Alice satellite base operational.
- 9) Bedford satellite base established.
- 10) Hogsback satellite fire base established and operational.

The table below illustrates the performance of fire services and turn-around time during the year under review.

| Fire Service Data |   |             |              |            |              |
|-------------------|---|-------------|--------------|------------|--------------|
|                   | Details   | 2021 / 2022 | 2023/ 2024   |            | 2024/2025    |
|                   |   | Actual No.  | Estimate No. | Actual No. | Estimate No. |
| 1                 | Total fires <i>attended</i> in the year                   | 80          | 120          | 127        | 181          |
| 2                 | Total of other incidents attended in the year             | 50          | 30           | 48         | 279          |
| 3                 | Average turnout time - urban areas                        | 30 minutes  | 30 minutes   | 30 minutes | 30 Minutes   |
| 4                 | Average turnout time - rural areas                        | 60 minutes  | 60 minutes   | 60 minutes | 60 Minutes   |
| 5                 | Fire fighters in post at year end                         | 8           |              | 12         | 17           |
| 6                 | Total fire appliances at year end                         | 2           | 2            | 2          | 3            |
| 7                 | Average number of appliances off the road during the year | 2           |              | 1          | 1            |

**3.15 INTRODUCTION TO TRAFFIC SERVICE**

Traffic services unit is responsible to carry the following functions;

- Deliver satisfied service to all citizens.
- Making appointments for learners licence.
- Renewal of driving licence.
- Conducting eye tests
- Renewal of professional driving permits.

- Conducting learners licence class.
- Testing for driving licence.
- Serving residents with queries on certain transactions.
- Registration and licensing of motor vehicles.
- To regulate and control traffic upon any public road within our area of jurisdiction.
- To attend to accidents.
- To do escorts.
- To serve warrants of arrest.
- To conduct external training at schools.
- To visit scholar patrols and conduct traffic safety talks

### **COMPONENT G: SPORT AND RECREATION**

This component includes: community parks; sports fields; sports halls and stadiums.

#### **3.16 INTRODUCTION TO SPORT AND RECREATION**

Raymond Mhlaba Local Municipality provides access to facilities and encourages recreational activities and other healthy lifestyle activities. It strives for sporting excellence, encouraging the transformation of sporting codes and facilitates various initiatives that reinforce the national sport plan initiatives. The municipality has a total of 7 sports facilities in the following urban areas, Bedford x 3, Adelaide x 1, KwaMaqomax 2, Alice x1 and Middledrift x1.

## CHAPTER 4 – ORGANISATIONAL DEVELOPMENT PERFORMANCE

### INTRODUCTION

The organization is the key transformation agent dealing with the structure of the Municipality to ensure that it remains aligned to its strategy, job evaluation process and change management philosophy. Organizational Development as a function is placed under Corporate service Department. The core functions of the department are as follows.

- i. Organizational design
- ii. Job analysis and evaluations
- iii. Employee assistance programme

### COMPONENT A: INTRODUCTION TO THE MUNICIPAL PERSONNEL

#### 4.1 Employee totals, Vacancies and Turnover rate

Raymond Mhlaba Municipality currently employs 544 (full time =445, part time =95; Section 56 & 57=4) officials, who individually and collectively contribute to the achievement of municipality's objectives. The primary objective of the Human Resources Management is to render an innovative HR service that addresses both skills development and an administrative function. The Municipality is guided by policy and procedures of HR.

##### 4.1.1 EMPLOYEE TOTALS

| Description                                       | 2023/2024 | 2022/2023      |           |           |           |
|---|-----------|----------------|-----------|-----------|-----------|
|   | Employees | Approved Posts | Employees | Vacancies | Vacancies |
|   | No.       | No.            | No.       | No.       | %         |
| Municipal Manager Office                          | 2         | 2              | 2         | 0         | 100%      |
| Communications                                    | 3         | 4              | 3         | 1         | 25%       |
| Internal Audit                                    | 3         | 4              | 3         | 1         | 25%       |
| Office of the Speaker                             | 7         | 9              | 7         | 2         | 22%       |
| Office of the Mayor                               | 4         | 4              | 4         | 4         | 0%        |
| Strategic Planning and Local Economic Development | 18        | 26             | 18        | 6         | 23%       |
| Local Economic Development                        | 15        | 20             | 15        | 5         | 25%       |
| IDP & PMS   | 3         | 4              | 3         | 1         | 25%       |

|  |    |    |    |    |      |
|--|----|----|----|----|------|
| Finance                                    | 2  | 2  | 2  | 0  | 0%   |
| Budget                                     | 3  | 3  | 4  | 0  | 0%   |
| Asset                                      | 3  | 3  | 3  | 0  | 0%   |
| Revenue                                    | 29 | 34 | 29 | 5  | 11%  |
| Expenditure                                | 5  | 5  | 5  | 0  | 0%   |
| Supply Chain                               | 8  | 10 | 10 | 0  | 0%   |
| Corporate Services<br>Director & Secretary | 0  | 2  | 0  | 2  | 100% |
| Council Support and<br>Records Management  | 18 | 19 | 18 | 1  | 5.3% |
| ICT  | 4  | 5  | 4  | 1  | 20%  |
| Administration                             | 39 | 50 | 40 | 8  | 16%  |
| Human Resources                            | 13 | 14 | 13 | 1  | 7.6% |
| Fleet                                      | 18 | 36 | 21 | 18 | 20%  |
| Community Services                         | 1  | 2  | 2  | 2  | 0%   |
| Waste and Social Needs                     | 59 | 75 | 96 | 8  | 7.7% |
| Fire and Disaster<br>Management            | 8  | 33 | 8  | 25 | 76%  |
| Law Enforcement<br>Manager                 | 1  | 1  | 1  | 1  | 0%   |
| Peace Officer                              | 10 | 14 | 10 | 4  | 40%  |
| Traffic & Admin                            | 16 | 38 | 18 | 18 | 32%  |
| Rangers                                    | 12 | 12 | 12 | 0  | 0%   |
| Pound Master                               | 4  | 4  | 4  | 4  | 0%   |
| Security                                   | 39 | 43 | 39 | 5  | 11%  |
| Engineering                                | 1  | 2  | 2  | 2  | 0%   |
| Housing and Land-use                       | 21 | 38 | 22 | 16 | 42%  |
| PMU  | 4  | 6  | 5  | 1  | 20%  |
| Civil Works                                | 31 | 37 | 37 | 6  | 16%  |
| Roads and Storm water                      | 39 | 55 | 53 | 2  | 3.6% |
| Electricity Services                       | 25 | 40 | 25 | 15 | 32%  |

#### 4.1.2 VACANCY RATE

The table below illustrates the vacancy rate as at end June 2024.

| <b>Vacancy Rate: Year 2023/24</b>                                 |                              |  |   |
|---|------------------------------|--|---|
| <b>Designations</b>   | <b>*Total Approved Posts</b> | <b>*Vacancies (Total time that vacancies exist using fulltime equivalents)</b> | <b>*Vacancies (as a proportion of total posts in each category)</b> |
|   | <b>No.</b>                   | <b>No.</b>   | <b>%</b>  |
| Municipal Manager   | 1                            | 0  | 0%  |
| CFO   | 1                            | 0  | 0%  |
| Other S57 Managers (excluding Finance Posts)                      | 3                            | 1  | 25%   |
| Other S57 Managers (Finance posts)                                | 0                            | 0  | 0%  |
| Police officers (Security Officers)                               | 44                           | 5  | 9%  |
| Fire fighters   | 18                           | 11   | 16%   |
| Senior management: Levels 13-15 (excluding Finance Posts)         | 16                           | 5  | 31%   |
| Senior management: Levels 13-15 (Finance posts)                   | 6                            | 0  | 0%  |
| Highly skilled supervision: levels 9-12 (excluding Finance posts) | 35                           | 8  | 22%   |
| Highly skilled supervision: levels 9-12 (Finance posts)           | 18                           | 3  | 16%   |
| <b>Total</b>  | <b>142</b>                   | <b>33</b>  | <b>2324%</b>  |

#### 4.1.3 TURN-OVER RATE

| <b>Turn-over Rate</b> |   |   |                        |
|-----------------------|---|---|------------------------|
| <b>Details</b>        | <b>Total Appointments as of beginning of Financial Year</b> | <b>Terminations during the Financial Year</b> | <b>Turn-over Rate*</b> |
|                       | <b>No.</b>  | <b>No.</b>                                    |                        |
| <b>Year 2022/23</b>   | <b>9</b>  | <b>11</b>                                     |                        |
| <b>Year 2023/24</b>   | <b>5</b>  | <b>8</b>                                      |                        |

### COMMENT ON VACANCIES AND TURNOVER:

During 2023/2024 critical positions were filled within the prescribed time as prescribed in the Municipal HR policies.

Officials who have reached their retirement age are terminated from the system and all other service termination types are implemented on the system guided by the processes and procedures.

## COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

### 4.2 POLICIES

| HR Policies and Plans |  |           |          |  |
|-----------------------|--|-----------|----------|--|
|                       | Name of Policy                         | Completed | Reviewed | Date adopted by council or comment on failure to adopt |
|                       |  | %         | %        |  |
| 1                     | Whistle Blowing                        | x         | 100%     | 22 May 2022  |
| 2                     | Internal Sport & Recreation            | x         | 100%     | 22 May 2022  |
| 3                     | Housing& Rental for Staff              | x         | 100%     | 22 May 2022  |
| 4                     | Imprisonment                           | x         | 100%     | 22 May 2022  |
| 5                     | Councillor Employee Assistant Programs | x         | 100%     | 22 May 2022  |
| 6                     | Records Management                     | x         | 100%     | 22 May 2022  |
| 7                     | S & T                                  | x         | 100%     | 30 August 2021   |
| 8                     | Employee Assistance / Wellness         | x         | 100%     | 30 August 2021   |
| 9                     | Employment Equity Plan                 | x         | 100%     | 30 August 2021   |
| 10                    | Exit Management                        | x         | 100%     | 30 August 2021   |
| 11                    | Grievance Procedures                   | x         | 100%     | 30 August 2021   |
| 11                    | HIV/Aids                               | x         | 100%     | 30 August 2021   |
| 12                    | Human Resource and Development         | x         | 100%     | 30 August 2021   |
| 13                    | Information Technology                 | x         | 100%     | 30 August 2021   |
| 14                    | Job Evaluation                         | x         | 100%     | 30 August 2021   |
| 15                    | Leave                                  | x         | 100%     | 30 August 2021   |
| 16                    | Occupational Health and Safety         | x         | 100%     | 30 August 2021   |
| 17                    | Smoke                                  | x         | 100%     | 30 August 2021   |
| 18                    | Substance Abuse                        | x         | 100%     | 30 August 2021   |

|    |  |   |      |                |
|----|--|---|------|----------------|
| 19 | Attendance & Punctuality               | x | 100% | 30 August 2021 |
| 20 | ICT users access Management            | x | 100% | 30 August 2021 |
| 21 | ICT Security Management                | x | 100% | 30 August 2021 |
| 22 | ICT Email                              | x | 100% | 30 August 2021 |
| 23 | Telephone                              | x | 100% | 30 August 2021 |
| 24 | Recruitment & Selection                | x | 100% | 30 August 2021 |
| 25 | Dress code                             | x | 100% | 30 August 2021 |
| 26 | Bursary                                | x | 100% | 30 August 2021 |
| 27 | Sexual Harassment                      | x | 100% | 30 August 2021 |
| 28 | Skills Development                     | x | 100% | 30 August 2021 |
| 29 | Insurance                              | x | 100% | 30 August 2021 |
| 30 | Succession                             | x | 100% | 30 August 2021 |
| 31 | Exit Management                        | x | 100% | 30 August 2021 |
| 32 | Danger Allowance                       | x | 100% | 30 August 2021 |
| 33 | Performance Management and Development | x | 100% | 30 August 2021 |

#### 4.3 INJURIES, SICKNESS AND SUSPENSIONS

| Number and Cost of Injuries on Duty   |                         |                                  |   |  |                            |
|---------------------------------------|-------------------------|----------------------------------|---|--|----------------------------|
| Type of injury                        | Injury Leave Taken Days | Employees using injury leave No. | Proportion employees using sick leave % | Average Injury Leave per employee Days | Total Estimated Cost R'000 |
| Required basic medical attention only | 0                       | 0                                | 0%                                      | 0                                      | 00.00                      |
| Temporary disablement total           | 0                       | 0                                | 0%                                      | 0                                      |                            |
| Permanent disablement                 | 0                       | 0                                | 0%                                      | 0                                      |                            |
| Fatal                                 |                         |                                  |   |  |                            |
| <b>Total</b>                          | <b>0</b>                | <b>0</b>                         | <b>0</b>                                | <b>0</b>                               | <b>00.00</b>               |

The table reflects the number of sick days taken during 2023/24

| Number of days and Cost of Sick Leave (excluding injuries on duty) |                  |  |                            |                          |                                   |                |
|--|------------------|--|----------------------------|--------------------------|-----------------------------------|----------------|
| Salary band  | Total sick leave | Proportion of sick leave without medical certification | Employees using sick leave | Total employees in post* | *Average sick leave per Employees | Estimated cost |

|  | Days       | %          | No.       | No.        | Days     | R' 000 |
|--|------------|------------|-----------|------------|----------|--------|
| Lower skilled (Levels 1-2)               |            |            |           |            |          |        |
| Skilled (Levels 3-5)                     | 80         | 20%        | 45        | 173        | 2        |        |
| Highly skilled production (levels 6-8)   | 10         | 10%        | 25        | 198        | 1        |        |
| Highly skilled supervision (levels 9-12) | 12         | 15%        | 5         | 99         | 1        |        |
| Senior management (Levels 13-15)         | 5          | 5%         | 0         | 21         | 0        |        |
| MM and S57                               | 10         | 10%        | 1         | 4          | 1        |        |
| <b>Total</b>                             | <b>117</b> | <b>60%</b> | <b>76</b> | <b>495</b> | <b>5</b> |        |

The tables below reflect number suspensions and disciplinary actions taken as at end June 2024.

| Number and Period of Suspensions |                              |                    |  |                |
|----------------------------------|------------------------------|--------------------|--|----------------|
| Position                         | Nature of Alleged Misconduct | Date of Suspension | Details of Disciplinary Action taken or Status of Case and Reasons why not Finalised | Date Finalised |
| Contract worker: Fire Fighter    | Insulting a fellow employee  | 01/08/2023         | Suspension of Salary increment for eight months                                      | May-24         |
| Electrical Assistant             | Cable Theft                  | 15 /08/2023        | Dismissal  | Jan-24         |

| Disciplinary Action Taken on Cases of Financial Misconduct |   |                           |                |
|--|---|---------------------------|----------------|
| Position   | Nature of Alleged Misconduct and Rand value of any loss to the municipality | Disciplinary action taken | Date Finalised |
| Secretary to Director                                      | Breach of Supply Chain Policies +-R100 000,00                               | Dismissal                 | 30-Nov-23      |

## **COMMENT ON SUSPENSIONS AND CASES OF FINANCIAL MISCONDUCT:**

All the above suspensions are above four months as the cases are continuing and the extensions were done appropriately.

### **4.4 PERFORMANCE REWARDS**

No performance rewards were paid under the period under review.

### **4.5 DISCLOSURES OF FINANCIAL INTERESTS**

Councillors, Senior Management and all employees including those sitting in Bid committees have signed the declaration of interest forms.

## **COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE**

### **INTRODUCTION TO WORKFORCE CAPACITY DEVELOPMENT**

The MSA states that a municipality must develop its workforce to a level that enables it to perform its functions and exercise its powers in an economical, effective, efficient and accountable manner. For this purpose, the HR Capacity of a municipality must comply with the Skills Development Act and Skills Development Levies Act.

Skills development programmes were implemented for both Councillors and Employees through the Institution of Higher Learning. Unemployed learners were taken through Learnership programmes

**Skills Matrix**

Number of skilled employees required and actual as at 30 June Year 0

| Management level                           | Gender | Employees in post as at 30 June Year 0 | Number of skilled employees required and actual as at 30 June Year 0 |                        |                       |   |                        |                       |                         |                        |                       |               |                        |                       |
|--|--------|--|--|------------------------|-----------------------|---|------------------------|-----------------------|-------------------------|------------------------|-----------------------|---------------|------------------------|-----------------------|
|  |        |  | Learnerships   |                        |                       | Skills programmes & other short courses |                        |                       | Other forms of training |                        |                       | Total         |                        |                       |
|  |        |  | No.  | Actual: End of Year -1 | Actual: End of Year 0 | Year 0 Target                           | Actual: End of Year -1 | Actual: End of Year 0 | Year 0 Target           | Actual: End of Year -1 | Actual: End of Year 0 | Year 0 Target | Actual: End of Year -1 | Actual: End of Year 0 |
| MM and s57                                 | Female | 2                                      | 1  |                        |                       | 1                                       |                        |                       |                         | 0                      | 1                     | 2             | 2                      | 2                     |
|  | Male   | 3                                      | 1  |                        |                       |   |                        |                       |                         | 1                      | 1                     | 1             | 1                      | 1                     |
| Councillors, senior officials and managers | Female | 34                                     | 2  |                        |                       |   |                        |                       |                         | 8                      | 3                     | 8             | 8                      | 3                     |
|  | Male   | 38                                     | 1  |                        |                       |   |                        |                       |                         | 7                      | 4                     | 6             | 7                      | 4                     |
| Technicians and associate professionals*   | Female | 18                                     |  |                        |                       |   |                        |                       |                         | 2                      | 2                     | 2             | 2                      | 2                     |
|  | Male   | 21                                     |  |                        |                       |   |                        |                       |                         | 8                      | 9                     | 8             | 8                      | 9                     |
| Professionals                              | Female | 22                                     |  |                        |                       |   |                        |                       |                         | 6                      | 6                     | 6             | 6                      | 6                     |
|  | Male   | 15                                     |  |                        |                       |   |                        |                       |                         | 2                      | 2                     | 2             | 2                      | 2                     |
| Sub total                                  | Female | 76                                     |  |                        |                       |   |                        |                       |                         | 16                     | 12                    |               | 18                     | 13                    |
|  | Male   | 77                                     |  |                        |                       |   |                        |                       |                         | 18                     | 16                    |               | 18                     | 16                    |
| <b>Total</b>                               |        | <b>306</b>                             | <b>5</b>   | <b>0</b>               | <b>0</b>              | <b>1</b>                                | <b>0</b>               | <b>0</b>              | <b>0</b>                | <b>68</b>              | <b>56</b>             | <b>35</b>     | <b>72</b>              | <b>58</b>             |

**Financial Competency Development: Progress Report\***

| Description  | A.<br>Total number of<br>officials employed by<br>municipality<br>(Regulation 14(4)(a)<br>and (c)) | B.<br>Total number of<br>officials<br>employed by<br>municipal entities<br>(Regulation<br>14(4)(a) and (c)) | Consoli-<br>dated:<br>Total of<br>A and<br>B | Consolidated:<br>Competency<br>assessments<br>completed for A<br>and B<br>(Regulation<br>14(4)(b) and (d)) | Consolidated: Total<br>number of officials<br>whose performance<br>agreements comply<br>with Regulation 16<br>(Regulation 14(4)(f)) | Consolidated: Total<br>number of officials<br>that meet prescribed<br>competency levels<br>(Regulation 14(4)(e)) |
|--|--|---|--|--|---|--|
| <b>Financial<br/>Officials</b>                             |  |   |  |  |   |  |
| <i>Accounting<br/>officer</i>                              | 1  | 0   | 1  | 1  | 1   | 1  |
| <i>Chief<br/>financial<br/>officer</i>                     | 1  | 0   | 1  | 1  | 1   | 0  |
| <i>Senior<br/>managers</i>                                 | 3  | 0   | 3  | 3  | 3   | 0  |
| <i>Any other<br/>financial<br/>officials</i>               | 13   | 0   | 13   | 0  | 0   | 13   |
| <i>Supply Chain<br/>Management<br/>Officials</i>           |  |   |  |  |   |  |
| <i>Heads of<br/>supply chain<br/>management<br/>units</i>  | 1  | 0   | 1  | 0  | 0   | 1  |
| <i>Supply chain<br/>management<br/>senior<br/>managers</i> | 0  | 0   | 0  | 1  | 1   | 1  |
| <b>TOTAL</b>   | <b>19</b>  | <b>0</b>  | <b>19</b>                                    | <b>6</b>   | <b>6</b>  | <b>16</b>  |

| Skills Development Expenditure             |        |   |   |        |   |        |                         |        |                 |        |
|--|--------|---|---|--------|---|--------|-------------------------|--------|-----------------|--------|
|  |        |   |   |        |   |        |                         |        |                 | R'000  |
| Management level                           | Gender | Employees as at the beginning of the financial year | Original Budget and Actual Expenditure on skills development Year 1 |        |   |        |                         |        |                 |        |
|  |        |   | Learnerships  |        | Skills programmes & other short courses |        | Other forms of training |        | Total           |        |
|  |        | No.   | Original Budget   | Actual | Original Budget                         | Actual | Original Budget         | Actual | Original Budget | Actual |
| MM and S57                                 | Female | 1   | 50000   | 46000  |   |        |                         |        | 50000           | 46000  |
|  | Male   | 3   |   |        |   |        |                         |        |                 |        |
| Legislators, senior officials and managers | Female | 25  |   |        |   |        |                         |        |                 |        |
|  | Male   | 40  |   |        |   |        |                         |        |                 |        |
| Professionals                              | Female | 34  | 300000  | 252170 |   |        |                         |        | 300000          | 252170 |
|  | Male   | 29  | 350000  | 717232 |   |        |                         |        | 350000          | 717232 |
| Technicians and associate professionals    | Female | 68  |   |        |   |        |                         |        |                 |        |
|  | Male   | 38  |   |        |   |        |                         |        |                 |        |
| Clerks                                     | Female | 38  |   |        |   |        |                         |        |                 |        |
|  | Male   | 32  |   |        |   |        |                         |        |                 |        |
| Service and sales workers                  | Female | 17  |   |        |   |        |                         |        |                 |        |
|  | Male   | 12  |   |        |   |        |                         |        |                 |        |
| Plant and machine operators and assemblers | Female | 0   |   |        |   |        |                         |        |                 |        |
|  | Male   | 18  |   |        |   |        |                         |        |                 |        |

|                        |        |            |               |                |          |          |          |          |               |                |
|------------------------|--------|------------|---------------|----------------|----------|----------|----------|----------|---------------|----------------|
| Elementary occupations | Female | 41         | 100000        | 42888          |          |          |          |          | 100000        | 42888          |
|                        | Male   | 11         | 100000        |                |          |          |          |          | 100000        |                |
| Sub total              | Female | 224        | 350000        | 298170         |          |          |          |          | 350000        | 298170         |
|                        | Male   | 183        | 350000        | 717232         |          |          |          |          | 350000        | 717232         |
| <b>Total</b>           |        | <b>407</b> | <b>700000</b> | <b>1015402</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>700000</b> | <b>1015402</b> |

| Skills Development Expenditure             |        |   |   |        |   |        |                         |        |                 |        |
|--|--------|---|---|--------|---|--------|-------------------------|--------|-----------------|--------|
|  |        |   |   |        |   |        |                         |        |                 | R'000  |
| Management level                           | Gender | Employees as at the beginning of the financial year | Original Budget and Actual Expenditure on skills development Year 1 |        |   |        |                         |        |                 |        |
|  |        |   | Learnerships  |        | Skills programmes & other short courses |        | Other forms of training |        | Total           |        |
|  |        | No.   | Original Budget   | Actual | Original Budget                         | Actual | Original Budget         | Actual | Original Budget | Actual |
| MM and S57                                 | Female | 3   | 50000   | 46000  |   |        |                         |        | 50000           | 46000  |
|  | Male   | 3   |   |        |   |        |                         |        |                 |        |
| Legislators, senior officials and managers | Female | 23  |   |        |   |        |                         |        |                 |        |
|  | Male   | 52  |   |        |   |        |                         |        |                 |        |
| Professionals                              | Female | 2   | 300000  | 252170 |   |        |                         |        | 300000          | 252170 |
|  | Male   | 2   | 350000  | 717232 |   |        |                         |        | 350000          | 717232 |
| Technicians and associate professionals    | Female | 33  |   |        |   |        |                         |        |                 |        |
|  | Male   | 83  |   |        |   |        |                         |        |                 |        |

|  |        |            |               |                |          |          |          |          |               |                |
|--|--------|------------|---------------|----------------|----------|----------|----------|----------|---------------|----------------|
| Clerks                                     | Female | 43         |               |                |          |          |          |          |               |                |
|  | Male   | 34         |               |                |          |          |          |          |               |                |
| Service and sales workers                  | Female | 38         |               |                |          |          |          |          |               |                |
|  | Male   | 67         |               |                |          |          |          |          |               |                |
| Plant and machine operators and assemblers | Female | 38         |               |                |          |          |          |          |               |                |
|  | Male   | 75         |               |                |          |          |          |          |               |                |
| Elementary occupations                     | Female | 96         | 100000        | 42888          |          |          |          |          | 100000        | 42888          |
|  | Male   | 116        | 100000        |                |          |          |          |          | 100000        |                |
| Sub total                                  | Female | 142        | 350000        | 298170         |          |          |          |          | 350000        | 298170         |
|  | Male   | 241        | 350000        | 717232         |          |          |          |          | 350000        | 717232         |
| <b>Total</b>                               |        | <b>383</b> | <b>700000</b> | <b>1015402</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>700000</b> | <b>1015402</b> |

## **COMMENT ON SKILLS DEVELOPMENT AND RELATED EXPENDITURE AND ON THE FINANCIAL COMPETENCY REGULATIONS:**

Councillors and employees who registered or progressing with their studies were given the financial support. The municipality has ensured that the budget for training was put within affordability and prevented over commitment. This was done through ensuring that a plan is in place .

## **COMPONENT D: MANAGING THE WORKFORCE EXPENDITURE**

### **INTRODUCTION TO WORKFORCE EXPENDITURE**

The municipality tried to ensure that the workforce expenditure is kept within the accepted proportion of the equitable share. This was affected by the absorption of more than 100 contract employees in the middle of the financial year. Nevertheless, the municipality did not tap into Grants meant for service delivery. Instead, it enhanced its human capital expenditure through own revenue source.

#### **4.6 DISCLOSURES OF FINANCIAL INTERESTS**

Councillors, Senior Management and employees including those sitting in Bid Committees have signed the declaration of interest forms for the year under review.

## CHAPTER 5 – FINANCIAL PERFORMANCE

### COMPONENT A: STATEMENTS OF FINANCIAL PERFORMANCE

ANNUAL FINANCIAL STATEMENTS ARE ATTACHED.

## CHAPTER 6 – AUDITOR GENERAL AUDIT FINDINGS

### 6.1 INTRODUCTION:

Section 188 (1) (b) of the Constitution states that the functions of the Auditor-General includes the auditing and reporting on the accounts, financial statements and financial management of all municipalities. The responsibility of the Auditor-General is to perform an audit to obtain reasonable assurance whether the financial statements are free from material misstatement and to express an opinion based on the audit conducted in accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA).

The Municipal System Act section 45 states that the results of performance measurement must be audited annually by the Auditor-General. The reported performance against predetermined objectives is evaluated against the overall criteria of usefulness and reliability. The usefulness of information relates to whether the reported performance is consistent with the planned development priorities or objectives and if indicators and targets are measurable (i.e. well defined, verifiable, specific, measurable and time bound) and relevant as required by the National Treasury Framework for managing programme performance information.

**COMPONENT A: AUDITOR-GENERAL OPINION OF FINANCIAL STATEMENTS  
YEAR: 2023/2024 ( ATTACHED AS AN ANNEXURE)**

**APPENDIX A: COUNCILLORS, COMMITTEES ALLOCATED AND COUNCIL ATTENDANCE**

| <b>Councillors, Committees Allocated and Council Attendance</b> |                              |                                       |  |   |  |  |
|---|------------------------------|---------------------------------------|--|---|--|--|
| <b>Council Members</b>  | <b>Full Time / Part Time</b> | <b>Committees Allocated</b>           | <b>*Ward and/ or Party Represented</b> | <b>Percentage Council Meetings Attendance</b> | <b>Percentage Apologies for non-attendance</b> |  |
|   |                              |                                       |  | <b>%</b>                                      | <b>%</b>                                       |  |
| Cllr. Nomhle Sango  | FT                           | Mayor and EXCO Member                 | PR                                     | 100%  | 0%   |  |
| Cllr Thozama Ngaye  | FT                           | Speaker                               | PR                                     | 100%  | 0%   |  |
| Cllr Nonkazimlo Primrose Mlamla                                 | FT                           | Chief Whip                            | PR                                     | 66%   | 34%  |  |
| Cllr Zingisa Rasmeni  | FT                           | Portfolio Head - LED                  | PR                                     | 100%  | 0%   |  |
| Cllr Elton Bantam   | PT                           | Portfolio Head - Community Services   | PR                                     | 100%  | 0%   |  |
| Cllr Sinethemba Mjakuca   | FT                           | Portfolio Head - Finance              | PR                                     | 100%  | 0%   |  |
| Cllr Sithembele Zuka  | FT                           | Portfolio Head - Engineering          | PR                                     | 100%  | 0%   |  |
| Cllr Portia Sabane  | PT                           | Portfolio Head - Sport and Recreation | PR                                     | 67%   | 100%   |  |
| Cllr Bukelwa Sharon Tyhali                                      | FT                           | Portfolio Head - Corporate Services   | PR                                     | 100%  | 0%   |  |
| Cllr Enerst Lombard   | PT                           | EXCO Member                           | PR                                     | 67%   | 33%  |  |
| Cllr Mhlangabezi Nombombo                                       | PT                           | EXCO Member                           | PR                                     | 55%   | 0%   |  |
| Cllr Zikhona Tyali  | FT                           | Chairperson of MPAC                   | PR                                     | 100%  | 0%   |  |
| Cllr Nolisindiso Brenda Hans                                    | PT                           |                                       | PR                                     | 67%   | 33%  |  |
| Cllr Cecilia Anne Auld  | PT                           |                                       | PR                                     | 67%   | 33%  |  |
| Cllr Dion Pete Mandeka  | PT                           |                                       | PR                                     | 44%   | 100%   |  |
| Cllr Khayaletu Baliso   | PT                           |                                       | PR                                     | 88%   | 0%   |  |

|                                |    |  |     |      |      |
|--------------------------------|----|--|-----|------|------|
| Cllr Lindile Theophilus Ngetu  | PT |  | PR  | 89%  | 100% |
| Cllr Patrick Ntengu            | PT |  | PR  | 78%  | 50%  |
| Cllr Nomgcobo Kilimani         | PT |  | PR  | 80%  | 0%   |
| Cllr Vusani                    | PT |  | PR  | 25%  | 0%   |
| Cllr Milicent Nonkoliseko Qawu | PT | Chairperson - Women's Caucus                         | PR  | 100% | 0%   |
| Cllr Thandeka Tito             | PT |  | PR  | 78%  | 0%   |
| Cllr Nonkoliso Primrose Ruselo | PT | Ward Councillor                                      | W1  | 56%  | 25%  |
| Cllr Mzinkhulu Matayo          | PT | Ward Councillor                                      | W2  | 67%  | 33%  |
| Cllr Sinovuyo Kley             | PT | Ward Councillor                                      | W3  | 44%  | 100% |
| Cllr Xolani Dyantyi            | PT | Ward Councillor & Chairperson of Ethics Committee    | W4  | 78%  | 0%   |
| Cllr Masixole Tsotsa           | PT | Ward Councillor                                      | W5  | 67%  | 0%   |
| Cllr Unathi Ngcume             | PT | Ward Councillor & Chairperson of Petitions Committee | W6  | 89%  | 0%   |
| Cllr Kwanele Siduli            | PT | Ward Councillor                                      | W7  | 89%  | 100% |
| Cllr Evelyn Nompucuko Zizi     | PT | Ward Councillor                                      | W8  | 89%  | 0%   |
| Cllr Nkuthalo Gideon Quillie   | PT | Ward Councillor                                      | W9  | 78%  | 50%  |
| Cllr Simon Justice Xego        | PT | Ward Councillor                                      | W10 | 89%  | 0%   |
| Cllr Luxolo Nqala              | PT | Ward Councillor                                      | W11 | 100% | 0%   |
| Cllr Mthetheleli Gqokro        | PT | Ward Councillor                                      | W12 | 78%  | 0%   |
| Cllr Sindiswa Magxwalisa       | PT | Ward Councillor                                      | W13 | 78%  | 0%   |
| Cllr Songezo Mashengqana       | PT | Ward Councillor                                      | W14 | 67%  | 33%  |
| Cllr Ntombomzi Klaas           | PT | Ward Councillor                                      | W15 | 55%  | 0%   |
| Cllr Monwabiso Moses Zamo      | PT | Ward Councillor                                      | W16 | 100% | 0%   |

|                               |    |                 |     |     |     |
|-------------------------------|----|-----------------|-----|-----|-----|
| Cllr Liziwe Faith Matyholo    | PT | Ward Councillor | W17 | 89% | 0%  |
| Cllr Thobeka Priscilla Mjo    | PT | Ward Councillor | W18 | 55% | 0%  |
| Cllr Sindiswa Cynthia Tokwe   | PT | Ward Councillor | W19 | 89% | 0%  |
| Cllr Zikhona Nandipha Lento   | PT | Ward Councillor | W20 | 78% | 0%  |
| Cllr Masixole Jonathan Tukani | PT | Ward Councillor | W21 | 89% | 0%  |
| Cllr Nolizwi Nomacwerha Yanta | PT | Ward Councillor | W22 | 67% | 33% |
| Cllr Mpho Mahleza             | PT | Ward Councillor | W23 | 78% | 0%  |

## APPENDIX B – COMMITTEES AND COMMITTEE PURPOSES

| <b>Committees (other than Mayoral / Executive Committee) and Purposes of Committees</b> |   |
|---|---|
| <b>Municipal Committees</b>   | <b>Purpose of Committee</b>   |
| Finance Committee   | <p>Provide political guidance of the fiscal and financial affairs of the municipality, including the budget process and the priorities that must guide the preparation of the budget;</p> <p>Monitor and oversee the exercise of financial responsibilities assigned to the Accounting Officer and Chief Financial Officer in terms of the MFMA;</p> <p>Take reasonable steps to ensure the municipality performs its Constitutional and statutory functions within the limits to the municipality's approved budget;</p>   |
| Strategic planning and Local Economic Development                                       | <p>Identify the social and economic needs of the municipality;</p> <p>Review and evaluate those needs in order of priority;</p> <p>Recommend to Council strategies, programmes and services to address priority needs through the integrated development plan and the estimates of revenue and expenditure involved;</p> <p>Recommend to Council the best way to deliver those strategies, programmes and services to the maximum benefit of the municipality;</p> <p>Identify and develop criteria in terms of which progress in the implementation of the recommended strategies, programmes and services can be evaluated, including the key performance indicators;</p> |
| Community Services  | <p>Oversee the provision of services to communities in a sustainable manner.</p> <p>Areas of Responsibility of the Committee:</p> <p>Solid waste disposal services;</p> <p>Traffic services;</p> <p>Fire Services;</p>  |
| Sports , Arts and Culture   | <p>Assist the Mayor to enhance unity in diversity through the provision of sport, arts and culture for sustainable development.</p>   |
| Corporate Services  | <p>Assist the Mayor to monitor the management of the municipality's administration in accordance with the directions of Council.</p> <p>Areas of responsibility of the Committee;</p> <p>Personnel Administration;</p> <p>Public Administration;</p> <p>Occupational Health and Safety in respect of Council officials;</p> <p>Conditions of Services and Staff Benefits;</p>   |
| Engineering serves  | <p>Oversee the provision of services to communities in a sustainable manner.</p> <p>Areas of Responsibility of the Committee:</p> <p>Electricity;</p>   |

|   |  |
|---|--|
|   | Projects<br>Land and housing,  |
| Whips Committee                             | To ensure adherence to all council programmes and quorums by all parties serving in council  |
| Petition and Public Participation Committee | To consider every petition with a view to resolve matters, to the satisfactory of the petitioners  |
| Ethics Committee                            | To ensure compliance with code of conduct as set out in schedule 1 of the Local Government System Act 32 of 2000                                   |
| Rules Committee                             | To develop and maintain the implementation of the procedures and rules for the efficient functioning of the council and its committees             |
| Municipal Public Accounts Committee         | To exercise oversight over the executive obligations of Council. It also assists Council to hold the executive and municipal entities accountable. |

## APPENDIX C –THIRD TIER ADMINISTRATIVE STRUCTURE

| THIRD TIER STRUCTURE               |                               |
|------------------------------------|-------------------------------|
| DIRECTORATE                        | Director (TITLE AND NAME)     |
| <b>Municipal Manager</b>           | <b>Ms Unathi Malinzi</b>      |
| Budget and Treasury                | Mr Mveleli Ngxowa             |
| Community Services                 | Ms Nosiphiwe Speelman         |
| Acting Director Corporate Services | Dr. Lulamile Donacious Hanabe |
| Director Engineering Services      | Mr Daluxolo Mlenzana          |
| Strategic Planning and LED         | Dr. Lulamile Donacious Hanabe |

## APPENDIX D – FUNCTIONS OF THE MUNICIPALITY

The municipality is mandated to perform the following powers and functions as enshrined in the Constitution of the Republic of South Africa 1996. The functions and powers between Amathole District Municipality and Raymond Mhlaba Local Municipality are reflected hereunder.

| <b>SCHEDULE 4 B</b>                                      | <b>Amathole DM</b> | <b>Raymond Mhlaba LM</b> |
|--|--------------------|--------------------------|
| Air Pollution  |                    | ✓                        |
| Building Regulations                                     |                    | ✓                        |
| Child Care Facility                                      |                    | ✓                        |
| Electricity  |                    | ✓                        |
| Fire Fighting Services                                   |                    | ✓                        |
| Local Tourism  |                    | ✓                        |
| Municipal Planning                                       |                    | ✓                        |
| Stormwater management system                             |                    | ✓                        |
| Trading Regulations                                      |                    | ✓                        |
| Water (potable)  | ✓                  |                          |
| Sanitation   | ✓                  |                          |
| <b>SCHEDULE 5 B</b>                                      |                    |                          |
| Billboards and display of advertisement in public places |                    | ✓                        |
| Cemeteries   |                    | ✓                        |
| Cleansing  |                    | ✓                        |
| Control of Public nuisance                               |                    | ✓                        |
| Control of undertaking that sells liquor to the public   |                    | ✓                        |
| Fencing and Fences                                       |                    | ✓                        |
| Local Amenities  |                    | ✓                        |
| Local Sport Facilities                                   |                    | ✓                        |
| Markets  |                    | ✓                        |

|  |   |   |
|--|---|---|
| Municipal Parks and Recreation                                     |   | ✓ |
| Municipal Roads  |   | ✓ |
| Noise Pollution  |   | ✓ |
| Pounds   |   | ✓ |
| Licensing and control of undertakings that sell food to the public | ✓ |   |
| Public Places  |   | ✓ |
| Refuse Removal, Refuse Dumps, Solid waste disposal                 |   | ✓ |
| Street Trading   |   | ✓ |
| Street lighting  |   | ✓ |
| Traffic and Parking  |   | ✓ |

## APPENDIX E – WARD REPORTING

| Functionality of Ward Committees |   |                                  |   |  |   |
|----------------------------------|---|----------------------------------|---|--|---|
| Ward Name (Number)               | Name of Ward Councillor and elected Ward committee members  | Committee established (Yes / No) | Number of monthly Committee meetings held during the year | Number of monthly reports submitted to Speakers Office on time | Number of quarterly public ward meetings held during year |
| Ward 1                           | <b>Cllr. Nonkoliso Ruselo :</b><br>1. Mr. Thandolwethu Jali.<br>2. Xabisa Ngxoweni.<br>3. Vusimzi Mdyova.<br>4. Linda Ngwabane.<br>5. Joshua Mejane.<br>6. Simanye Ntanta.<br>7. Bongile Wecu.<br>8. Monde Kidde.<br>9. Weziwe Kapo.<br>10. Lindelwa Belani.    | Yes                              |   |  | 4   |
| Wrd 2                            | <b>Cllr. Mzimkhulu Matayi</b><br>1. Unathi Bom<br>2. Bambelele Ntoni.<br>3. Luphumlo Ningi.<br>4. Andiswa Kopoka.<br>5. Mandla Dakuse.<br>6. Zikhona Tembani.<br>7. Michael Gesewuli.<br>8. Mphumezi Sigonyela.<br>9. Simiso Boo.<br>10. Phakamisi Plaartjie.   | Yes                              |   |  | 4   |
| Ward 3                           | <b>Cllr. Sinovuyo Kley</b><br>1. Maureen Kayi.<br>2 Nontwazana Matina.<br>3. Anele Mgcuwe.<br>4. Vukile Nomxango.<br>5. Thulethu Dyantyi.<br>6. Bukiwe Joubert.<br>7. Thobani Gqoloshu.<br>8. Luyanda Mlonyeni.<br>9. Luzuko Mtwabana.<br>10. Thandiwe Ndulula. | Yes                              |   |  | 4   |

|        |  |     |  |  |   |
|--------|--|-----|--|--|---|
| Ward 4 | <b>Cllr. Xolani Dyantyi</b><br>1. Monica Twetwa.<br>2. Bongeka Vanga.<br>3. Mandla Mani.<br>4. Sivenathi Ngemnetu.<br>5. Xolani Kheswa.<br>6. Maqhayisa Kamese.<br>7. Luvo Mgwali.<br>8. Weile Baartman.<br>9.   | Yes |  |  | 4 |
| Ward 5 | <b>Cllr. Masixole Tsotsa</b><br>1. Kholekile Mhambi.<br>2. Phumelelo Tshona.<br>3. Lusindiso Matu.<br>4. Nomonde Nzuzo.<br>5. Philiswa Xabanisa.<br>6. Xoliswa Nquma.<br>7. Mzukisi Binqela.<br>8. Nosikhumbuzo Mbema.<br>9. Yandiswa Lonzi.<br>10. Andiswa Sihluku. | Yes |  |  | 4 |
| Ward 6 | <b>Cllr. Unathi Ngcume</b><br>1. Khanyiswa Jaji.<br>2. Phakamile Nohamba.<br>3. Sisandile Ophila.<br>4. Bongwiwe Hoyana.<br>5. Lyzette Pitso.<br>6. Mthuthuzeli Solani.<br>7. Luyanda Mbontsi.<br>8. Sive Sawa.<br>9. Cynthia Mancontywa.<br>10. Martin September.   | Yes |  |  | 4 |
| Ward 7 | <b>Cllr. Kwanele Siduli</b><br>1. Lizelle Swaartbooi.<br>2. Noluvuyo Ganyaza.<br>3. Yandiswa Yeko.<br>4. Nombulelo Resman.<br>5. Sifiso Fandesi.<br>6. Eliah Manga.<br>7. Zuko Matsha.<br>8. Nandipha Mvundlela.<br>9. Nomkhitha Madyo.                              | Yes |  |  | 4 |

|         |  |     |  |  |   |
|---------|--|-----|--|--|---|
| Ward 8  | <b>Cllr. Nompucuko Zizi</b><br>1. Willem Plaartjies.<br>2. Laurianne Arendse.<br>3. Monica Mafestile.<br>4. Chumani Langa.<br>5. Azola Tabalaza.<br>6. Ntombozuko Tshikila.<br>7. Ntombekhaya Mgwanga.<br>8. Thanduxolo Ngqoba.<br>9. Thembela Fiyane.<br>10. Malibongwe Kwayinto. | Yes |  |  | 4 |
| Ward 9  | <b>Cllr. Nkuthalo Quillie</b><br>1. Nokuthula Boso.<br>2. Lizo Ndziweni.<br>3. Nceba Mene.<br>4. Siyabalela Ncume.<br>5. Lizeka Gqobani.<br>6. Ntombise Ntsenge.<br>7. Nomsa Nzube.<br>8. Zamixolo Tyingwa.<br>9. Gcobisa Higa.<br>10. Lwandiso Matya.                             | Yes |  |  | 4 |
| Ward 10 | <b>Cllr. Simon Xego</b><br>1. Nomfusi Nguta.<br>2. Khanyiswa Mpete.<br>3. Bongani Bavuma.<br>4. Phumeza Celina Magqira.<br>5. Wandile Nonkonyane.<br>6. Thembela Gogela.<br>7. Fezile Mlanjana.<br>8. Thokoza Sogwazile.<br>9. Thabo Mathwala.<br>10. Madoda Mthunzini.            | Yes |  |  | 4 |
| Ward 11 | <b>Cllr. Luxolo Nqala :</b><br>1. Zolani Fatyi.<br>2. Ziyanda Rawutini.<br>3. Nqubela Nqala.<br>4. Mvuzethu Mjikeliso.<br>5. Noxolo Mncono.<br>6. Lubabalo Nyathi.<br>7. Siyamthanda Ngquthawane.<br>8. Yonela Dube.<br>9. Sibusiso Zonke.   | Yes |  |  | 4 |

|         |   |     |  |  |   |
|---------|---|-----|--|--|---|
| Ward 12 | <b>Cllr. Mthetheleli Gqoro</b><br>1. Khanyisa Mabandla<br>2. Duduzile Sokani.<br>3. Thobeka Platyi.<br>4. Nozicelo Gugwini.<br>5. Noluyolo Mtsiba.<br>6. Msingathi Mthobi.<br>7. Awonke Tshetshe.<br>8. Sinethemba Apleni.<br>9. Asanda Dayimani.<br>10. Nobesuthu Mata.          | Yes |  |  | 4 |
| Ward 13 | <b>Cllr. Sindiswa Magxwalisa</b><br>1. Ntombekhaya Ngcivane.<br>2. Ntombizabantu Kwetana.<br>3. Mzolisi Mege.<br>4. Andile Yoyo.<br>5. Neziswa Ntuli.<br>6. Nomakhaya Thontsi.<br>7. Nomaza Maluleke.<br>8. Hlokomile Danyela.<br>9. Noxilisile Nkulana.<br>10. Mzwandile Ndosso. | Yes |  |  | 4 |
| Ward 14 | <b>Cllr. Songezo Mashengqana</b><br>1. Xolelwa Vandala.<br>2. Nonkosi Tyelo.<br>3. Nontobeko Shumi.<br>4. Miranda Gosani.<br>5. Bongwiwe Tsomo.<br>6. Nosicelo Vula.<br>7. Siphosethu Nohana.<br>8. Sokhanya Matana.<br>9. Thobilizwe Piti.<br>10. Siphosethu Balasana.           | Yes |  |  | 4 |
| Ward 15 | <b>Cllr. Ntombomzi Klaas</b><br>1. Bukeka Dyakala.<br>2. Thina Santi.<br>3. Zingisa Gxolo.<br>4. Sandiswa Mana.<br>5. Amanda Myeki.<br>6. Nomakhuko Mzileni.<br>7. Anelisa Tyholo.<br>8. Zithobile Njamela.<br>9. Nceba Kanti.<br>10. Luyolo Qhogi                                | Yes |  |  | 4 |

|         |  |     |  |  |   |
|---------|--|-----|--|--|---|
| Ward 16 | <b>Cllr. Monwabisi Zamo</b><br>1. Phumeza Maseti.<br>2. Nomakhwezi Neku.<br>3. Siyabonga Mtima.<br>4. Thabisa Kewuti.<br>5. Mbeko Mayekiso.<br>6. Linda Oliphant.<br>7. Mayizukiswe Mbula.<br>8. Masibulele Ngwekwazi.<br>9. Nwabisa Gila.<br>10. Mnxedisi Jende | Yes |  |  | 4 |
| Ward 17 | <b>Cllr. Liziwe Matyholo</b><br>1. Vusiwe Mapu.<br>2. Melikhaya Mngxe.<br>3. Vuyolwethu Jack.<br>4. Ntombomzi Radoni.<br>5. Lindiwe Xujwa.<br>6. Nomalizo Sitwayi.<br>7. Thandeka Matshaya.<br>8. Nomaseko Ntlangu.<br>9. Pheleka Mxela.<br>10. Kholeka Mlambo   | Yes |  |  | 4 |
| Ward 18 | <b>Cllr. Thobeka Mjo</b><br>1. Nomathemba Maneli<br>2. Ntombesipho Nyamezele<br>3. Sipho Sintwa<br>4. Funeka Nqayi<br>5. Nolufefe Dyani<br>6. Nomawethu Mafestile<br>7. Liyolo Siyawu<br>8. Nolulo Nduku<br>9. Vuyokazi Otola<br>10. Andiswa Cophiso             | Yes |  |  | 4 |

|         |   |     |  |  |  |
|---------|---|-----|--|--|--|
| Ward 19 | <b>Cllr. Sindiswa Tokwe</b><br>1. Ntomboxolo Mateyisi<br>2. Thembekazi Khonzani<br>3. Sibulele Mnyepa<br>4. Luyanda January<br>5. Nomawethu Blou<br>6. Sibabalo Nabo<br>7. Noluphelo Nkumanda<br>8. Phumezo Jack<br>9. Nomonde Pasimani.<br>10. Khaya Baartman. | Yes |  |  |  |
| Ward 20 | <b>Cllr. Zikhona Lento :</b><br>1. Mzwamadoda Maziko<br>2. Nolusindiso Mgxashe<br>3. Sebenzile Marks<br>4. Mamkeli Yoli<br>5. Lindeka Matiwane<br>6. Mkhuseleli Matanga<br>7. Bulelwa Mbem<br>8. Phumza Ndawo<br>9. Litha Magocoma<br>10. Xoliswa Hoga.         | Yes |  |  |  |
| Ward 21 | <b>Cllr. Masixole Tukani</b><br>1. Mandenkosi Madlana<br>2. Simphiwe Mase<br>3. Sisanda Dyantyi<br>4. Xolani Nkohla<br>5. Siwaphiwe Slatsha<br>6. Nomfundo Mhaga-Goba.<br>6. Tulani Tambo<br>7. Mvuseleli Lamani<br>9. Sizakele Dyambo<br>10. Thozamile Frans.  | Yes |  |  |  |

|         |  |     |  |  |  |
|---------|--|-----|--|--|--|
| Ward 22 | <b>Cllr. Nolizwi Yanta</b><br>1. Siphokazi August<br>2. Nicoleene Witbooi<br>3. Bendry Peters<br>4. Gugulethu Mabindla<br>5. Stuart Jacobs<br>6. Xolelwa Ketshani<br>7. Theoleen Kitching.<br>8. Nobhelu Peters.<br>9. Phindile Ntegu                                    | Yes |  |  |  |
| Ward 23 | <b>Cllr. Mpho Mahleza</b><br>1. Morien Bouwer<br>2. Zoliswa Mboya<br>3. Lindelwa Nawule<br>4. Johnny Rex<br>5. Andile Tawule<br>6. Noliyolo Mpampani<br>7. Nombulelo Kweta<br>8. Ntombizandile<br>Lolwana.<br>9. Thembinkosi Ngxelo<br>(deceased)<br>10. Siggibo Brukwe. | Yes |  |  |  |

**APPENDIX F – RECOMMENDATIONS OF THE MUNICIPAL AUDIT COMMITTEE  
YEAR 2023/2024**

| <b>Municipal Audit Committee Recommendations</b> |   |   |
|--|---|---|
| <b>Date of Committee</b>                         | <b>Committee recommendations during Year 2023/24</b>  | <b>Recommendations adopted (enter Yes) If not adopted (provide explanation)</b> |
| 29/06/2023                                       | Comprehensive ICT governance report to be submitted quarterly to AC   | Yes   |
| 2024/01/19                                       | The office of Mayor and Municipal Manager should have a discussion on how the risk management will be moved from internal audit unit.   | Yes   |
| 2024/01/19                                       | CFO to split the debtors according to categories.   | Yes   |
| 2024/01/19                                       | Management to submit a fully detailed report on litigations   | Yes   |
| 2024/01/19                                       | ICT government report to be presented again to the committee  | Yes   |
| 2024/01/19                                       | ICT backup plan and business continuity plan to be on the amended risk register   | Yes   |
| 2024/01/19                                       | Management to review the time frames and specific responsibilities on the internal audit reports.   | Yes   |
| 2024/04/03                                       | Institutional report to be sent a day before the meeting begins.  | Yes   |
| 29/06/2023                                       | IA to share the report of Interim financial statements to AC  | Yes   |
| 2024/04/03                                       | Management to include the time frames and specific dates on audit action plan template  | Yes   |
| 2024/04/03                                       | On litigation register, the management should seek guidance from Treasury department or AGSA regarding the disclosure of complainants details, on AFS so that the municipality does not contravene with the POPI act. | Yes   |
| 2024/04/03                                       | ICT government report to be presented again to the committee  | Yes   |
| 2024/04/03                                       | IA to make a follow up on the issues raise  | Yes   |

|            |   |     |
|------------|---|-----|
| 2024/04/03 | IA to review the time frames on the presented reports | Yes |
|------------|---|-----|

**APPENDIX G – MUNICIPAL SERVICE PROVIDER PERFORMANCE SCHEDULE**

## APPENDIX H: DISCLOSURES OF FINANCIAL INTEREST

| <b>Disclosures of Financial Interests</b>                |                            |   |
|--|----------------------------|---|
| <b>Period 1 July to 30 June of Year 0 (Current Year)</b> |                            |   |
| <b>Position</b>  | <b>Name</b>                | <b>Description of Financial interests* (Nil / Or details)</b> |
| <b>(Executive) Mayor</b>                                 | Hon. Cllr. Nomhle Sango    | Nil   |
| <b>Member of MayCo / Exco</b>                            | Cllr. Elton Bantam         | Ranoz Construction Civil Eng Building Construction            |
|  | Cllr. Sinethemba Mjakuca   | Nil   |
|  | Cllr. Sithembele Zuka      | Nil   |
|  | Cllr. Zingisa Rasmeni      | Nil   |
|  | Cllr. Bukelwa Tyhali       | Nil   |
|  | Cllr. Mhlangabezi Nombombo | Nil   |
|  | Cllr. Enerst Lombard       | Nil   |
| <b>Councillor</b>  | Cllr. Thozama Ngaye        | Nil   |
|  | Cllr. Nonkazimlo Mlamla    | Nil   |
|  | Cllr. Zikhona Tyali        | Nil   |
|  | Cllr. Milicent Qawu        | Nil   |
|  | Cllr. Xolani Dyantyi       | Nil   |
|  | Cllr. Unathi Ngcume        | Nil   |
|  |                            |   |
| <b>Municipal Manager</b>                                 | Ms Unathi T. Malinzi       | Nil   |
| <b>Chief Financial Officer</b>                           | Mr Mveleli Ngxowa          | Nil   |
| <b>Directors</b>   | Dr Lulamile Hanabe         | Nil   |
|  | Mr Daluxolo Mlenzane       | Nil   |
|  | Ms Nosiphiowo Speelman     | Nil   |

**APPENDIX I: LONG TERM CONTRACTS**

**VOLUME II: ANNUAL FINANCIAL STATEMENTS**