



---

## **Ingquza Hill 4th Quarter Report**

Author:

M. Fihlani

**TABLE OF CONTENTS**

<b>Contents</b>	<b>Page</b>
Municipal Manager's office .....	3
Budget & Treasury Section .....	6
Corporate Services .....	19
Strategic Development & Planning .....	31
Technical Services .....	65
Community Services .....	76

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

**Introduction**

This report is the summary of the SDBIP for 2010/2011 financial year. Many of the projects were not implemented due to the political instability and will be carried over to the next financial year.

- To put into place a system that will allow for consistent monitoring and evaluation both full time employees and Managers
- To improve cooperative and good governance

<b>PROJECT</b>	<b>ACTIVITIES</b>	<b>RESPONSIBLE OFFICIALS</b>	<b>TIME FRAME</b>	<b>PROGRESS TO DATE</b>	<b>CHALLENGES</b>
<b>Intergovernmental relations</b>	Establishment of structures at Municipal level	Municipal Manager	April –June	This project has been on stand still due to political instability. There is still a need to ensure that the IGR Structures are well established and fully functional The IDP rep forum was held on the 3 <sup>rd</sup> of June and was successful; the departments forwarded their plans as part our strategic document.	Political instability
	Sitting of cluster meetings	Municipal Manager		The cluster meeting as well have been going on a slow pace since they last set in the 3 <sup>rd</sup> quarter	
<b>PMS</b>	Submission of monthly reports  Review of monthly, & quarterly reports			The reports have been submitted on the date that was adopted in the full management and have been reviewed in the full management meeting Monitoring is done on weekly basis through the management committee meeting where the weekly	

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

				<p>plans are presented and are extracted from the Service Delivery and Budget Implementation Plan. These plans are also taken from the quarterly and monthly plans</p> <p>Lih Management Solutions was appointed to review and enhance Performance Management System as to look at issues raised by the Auditor General. The SDBIP has been consolidated and submitted to the office of the Mayor</p> <p>The draft PMS framework was presented to the council held on the 15<sup>th</sup> of June 2011 and was adopted. The management as well adopted the performance agreements and are therefore being used as official documents, they have been discussed and signed by the Managers and Municipal Manager</p>	
--	--	--	--	---	--

**Project**  **ACTIVITIES**  
**ACTIVITIES**  
 **Responsible**  
**official**  **Time**  
**frame**  **Progress to**  
**date**  **Challenges**    
**Responsible**  
**official**  **Time**  
**frame**  **Progress to**

date  Challenges    
Time  
frame  Progress to  
date  Challenges    
Progress to  
date  Challenges    
Challenges   Asset  
management (usage of  
municipal vehicles)  
 Asset management  
(usage of municipal  
vehicles)  
Asset management  
(usage of municipal  
vehicles)  
 Test the  
implementation of  
asset management  
policy and controls  
over usage of  
municipal  
vehicles.  Internal  
auditor  April  Review  
of internal control and  
perform detailed test  
and deviations  
discussed with the  
Transport Officer.  No  
proper authorization  
before usage of  
vehicles  
  Recruitment policy  
(recruitment and hiring  
process)  Review the  
following documents  
maintained to confirm  
that policy was

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

adhered to:

Test the implementation of asset management policy and controls over usage of municipal vehicles.

Internal auditor  April  Review of internal control and perform detailed test and deviations discussed with the Transport Officer.  No proper authorization before usage of vehicles

Recruitment policy (recruitment and hiring process)  Review the following documents maintained to confirm that policy was adhered to:

Internal auditor  April  Review of internal control and perform detailed test and deviations discussed with the Transport Officer.  No proper authorization before usage of vehicles

Recruitment policy (recruitment and hiring process)  Review the

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

following documents maintained to confirm that policy was adhered to:

April  Review of internal control and perform detailed test and deviations discussed with the Transport Officer.  No proper authorization before usage of vehicles

Recruitment policy (recruitment and hiring process)  Review the following documents maintained to confirm that policy was adhered to:

Review of internal control and perform detailed test and deviations discussed with the Transport Officer.  No proper authorization before usage of vehicles

Recruitment policy (recruitment and hiring process)  Review the following documents maintained to confirm that policy was adhered to:

No proper authorization before

usage of vehicles

Recruitment policy (recruitment and hiring process)  
 Review the following documents maintained to confirm that policy was adhered to:

Recruitment policy (recruitment and hiring process)  
 Review the following documents maintained to confirm that policy was adhered to:

Recruitment policy (recruitment and hiring process)  
 Review the following documents maintained to confirm that policy was adhered to:

Review the following documents maintained to confirm that policy was adhered to:

- Posts are filled according to the organisational structure.
- Posts are filled according to the approved municipal budget.
- Posts were

advertised.

- The master list was recorded and maintained.

Internal auditor  May  Test whether council policies are adhered to when new staff is employed by the municipality.    Third party payments including statutory payments  To confirm the accuracy and validity of the monthly third party payments, and verify the completeness of the statutory payments made. To confirm the accuracy of statutory reconciliations

Internal auditor  May/ June  Ensure that the third party payments are substantiated by authorized documentation  Not all reconciliations relating to deductions were performed at the time for audit   Year end stock count  To confirm the existence

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

of the stock captured into the system and that all stock existing has been recorded. Internal auditor June  
Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to be followed. Management reconciliations To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA. Internal auditor June  
Ensure the accuracy of all the reconciliations performed Received some documentation but not yet started with the reviews Internal



INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to be followed.    Management reconciliations  To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA.  Internal auditor  June  Ensure the accuracy of all the reconciliations performed  Received some documentation but not yet started with the reviews   May  Test whether council policies are adhered to when new staff is employed by the municipality.    Third party payments

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

including statutory payments  
To confirm the accuracy and validity of the monthly third party payments, and verify the completeness of the statutory payments made. To confirm the accuracy of statutory reconciliations  
Internal auditor  
May/ June  
Ensure that the third party payments are substantiated by authorized documentation  
Not all reconciliations relating to deductions were performed at the time for audit  
Year end stock count  
To confirm the existence of the stock captured into the system and that all stock existing has been recorded.  
Internal auditor  
June  
Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

be followed.  Management reconciliations  To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA.  Internal auditor  June  Ensure the accuracy of all the reconciliations performed  Received some documentation but not yet started with the reviews  Test whether council policies are adhered to when new staff is employed by the municipality.  Third party payments including statutory payments  To confirm the accuracy and validity of the monthly third party payments, and verify the completeness of the statutory payments

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

made. To confirm the accuracy of statutory reconciliations

- Internal auditor  May/ June
- Ensure that the third party payments are substantiated by authorized documentation
- Not all reconciliations relating to deductions were performed at the time for audit
- Year end stock count
- To confirm the existence of the stock captured into the system and that all stock existing has been recorded.
- Internal auditor  June
- Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to be followed.
- Management reconciliations
- To confirm the accuracy of periodic reconciliation statements such as

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA.  Internal auditor  June  Ensure the accuracy of all the reconciliations performed  Received some documentation but not yet started with the reviews   Third party payments including statutory payments  To confirm the accuracy and validity of the monthly third party payments, and verify the completeness of the statutory payments made. To confirm the accuracy of statutory reconciliations  Internal auditor  May/ June  Ensure that the third party payments are substantiated by authorized documentation  Not all reconciliations relating to deductions were

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

performed at the time for audit. Year end stock count. To confirm the existence of the stock captured into the system and that all stock existing has been recorded. Internal auditor. June. Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to be followed. Management reconciliations. To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA. Internal auditor. June. Ensure the accuracy of all the reconciliations performed. Received

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

some documentation but not yet started with the reviews    
 Third party payments including statutory payments  To confirm the accuracy and validity of the monthly third party payments, and verify the completeness of the statutory payments made. To confirm the accuracy of statutory reconciliations  
 Internal auditor  May/ June  
 Ensure that the third party payments are substantiated by authorized documentation  Not all reconciliations relating to deductions were performed at the time for audit   Year end stock count  To confirm the existence of the stock captured into the system and that all stock existing has been recorded.  Internal auditor  June  
 Ensure the existence and completeness of

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to be followed.  Management reconciliations  To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA.  Internal auditor  June  Ensure the accuracy of all the reconciliations performed  Received some documentation but not yet started with the reviews  Third party payments including statutory payments  To confirm the accuracy and validity of the monthly third party payments, and verify the completeness of the statutory payments

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

made. To confirm the accuracy of statutory reconciliations

- Internal auditor  May/ June
- Ensure that the third party payments are substantiated by authorized documentation
- Not all reconciliations relating to deductions were performed at the time for audit
- Year end stock count
- To confirm the existence of the stock captured into the system and that all stock existing has been recorded.
- Internal auditor  June
- Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to be followed.
- Management reconciliations
- To confirm the accuracy of periodic reconciliation statements such as

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA.  Internal auditor  June  Ensure the accuracy of all the reconciliations performed  Received some documentation but not yet started with the reviews   To confirm the accuracy and validity of the monthly third party payments, and verify the completeness of the statutory payments made. To confirm the accuracy of statutory reconciliations  Internal auditor  May/ June  Ensure that the third party payments are substantiated by authorized documentation  Not all reconciliations relating to deductions were performed at the time for audit   Year end stock count  To

confirm the existence of the stock captured into the system and that all stock existing has been recorded. Internal auditor June

Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to be followed. Management reconciliations To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA. Internal auditor June

Ensure the accuracy of all the reconciliations performed Received some documentation but not yet started with the reviews

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

Internal auditor  May/June  Ensure that the third party payments are substantiated by authorized documentation  Not all reconciliations relating to deductions were performed at the time for audit   Year end stock count  To confirm the existence of the stock captured into the system and that all stock existing has been recorded.  Internal auditor  June  Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to be followed.    Management reconciliations  To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

whether some of the funds received reconcile with amounts contained in DORA.  Internal auditor  June  Ensure the accuracy of all the reconciliations performed  Received some documentation but not yet started with the reviews   May/ June  Ensure that the third party payments are substantiated by authorized documentation  Not all reconciliations relating to deductions were performed at the time for audit   Year end stock count  To confirm the existence of the stock captured into the system and that all stock existing has been recorded.  Internal auditor  June  Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

be followed.    Management reconciliations  To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA.  Internal auditor  June  Ensure the accuracy of all the reconciliations performed  Received some documentation but not yet started with the reviews   Ensure that the third party payments are substantiated by authorized documentation  Not all reconciliations relating to deductions were performed at the time for audit   Year end stock count  To confirm the existence of the stock captured into the system and that all stock existing

has been recorded.  Internal auditor  June  Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to be followed.   Management reconciliations  To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA.  Internal auditor  June  Ensure the accuracy of all the reconciliations performed  Received some documentation but not yet started with the reviews   Not all reconciliations relating to deductions were performed at the time for audit   Year

end stock count. To confirm the existence of the stock captured into the system and that all stock existing has been recorded. Internal auditor June

Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to be followed. Management reconciliations To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA. Internal auditor June

Ensure the accuracy of all the reconciliations performed. Received some documentation but not yet started

with the reviews□□  
□Year end stock  
count□To confirm the  
existence of the stock  
captured into the  
system and that all  
stock existing has  
been  
recorded.□Internal  
auditor□June  
□Ensure the existence  
and completeness of  
stock in the records.  
Discussed the  
deviations with the  
SCM Officer and  
relevant procedures to  
be  
followed.□□□Manage  
ment  
reconciliations□To  
confirm the accuracy  
of periodic  
reconciliation  
statements such as  
cheque bank accounts,  
investments and Vat.  
This includes testing  
whether some of the  
funds received  
reconcile with amounts  
contained in  
DORA.□Internal  
auditor□June□Ensure  
the accuracy of all the  
reconciliations  
performed□Received

some documentation but not yet started with the reviews□□  
Year end stock count□To confirm the existence of the stock captured into the system and that all stock existing has been recorded.□Internal auditor□June□Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to be followed.□□□Management reconciliations□To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA.□Internal auditor□June□Ensure the accuracy of all the

reconciliations performed  Received some documentation but not yet started with the reviews   To confirm the existence of the stock captured into the system and that all stock existing has been recorded.  Internal auditor  June  Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to be followed.    Management reconciliations  To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA.  Internal auditor  June  Ensure

the accuracy of all the reconciliations performed. Received some documentation but not yet started with the reviews. Internal auditor. June. Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to be followed. Management reconciliations. To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA. Internal auditor. June. Ensure the accuracy of all the reconciliations performed. Received some documentation but not yet started with the reviews.

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

June  Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and relevant procedures to be followed.  Management reconciliations  To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA.  Internal auditor  June  Ensure the accuracy of all the reconciliations performed  Received some documentation but not yet started with the reviews  Ensure the existence and completeness of stock in the records. Discussed the deviations with the SCM Officer and

relevant procedures to be followed.  Management reconciliations  To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA.  Internal auditor  June  Ensure the accuracy of all the reconciliations performed  Received some documentation but not yet started with the reviews   
 Management reconciliations  To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in

INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011

DORA.  Internal auditor  June  Ensure the accuracy of all the reconciliations performed  Received some documentation but not yet started with the reviews   Management reconciliations  To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA.  Internal auditor  June  Ensure the accuracy of all the reconciliations performed  Received some documentation but not yet started with the reviews   Management reconciliations  To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat.

This includes testing whether some of the funds received reconcile with amounts contained in DORA. Internal auditor June Ensure the accuracy of all the reconciliations performed Received some documentation but not yet started with the reviews To confirm the accuracy of periodic reconciliation statements such as cheque bank accounts, investments and Vat. This includes testing whether some of the funds received reconcile with amounts contained in DORA. Internal auditor June Ensure the accuracy of all the reconciliations performed Received some documentation but not yet started with the reviews Internal auditor June Ensure the accuracy of all the reconciliations performed Received

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

some documentation  
but not yet started  
with the reviews□□  
June□Ensure the  
accuracy of all the  
reconciliations  
performed□Received  
some documentation  
but not yet started  
with the reviews□□  
Ensure the accuracy of  
all the reconciliations  
performed□Received  
some documentation  
but not yet started  
with the reviews□□  
Received some  
documentation but not  
yet started with the  
reviews□□

**BUDGET AND  
TREASURY  
SECTION** □ □

## **1. Introduction**

The purpose of this report is to give progress on financial matters of the municipality for the fourth quarter of the current financial year. The report will serve purpose of accountability from the management to the politicians and to comply with MFMA regulations.

The establishment of this report will among other things ensures the compliance with the legislation that governs the financial affairs of the municipality in terms of the Municipal Financial Management Act.

## **2. Approach**

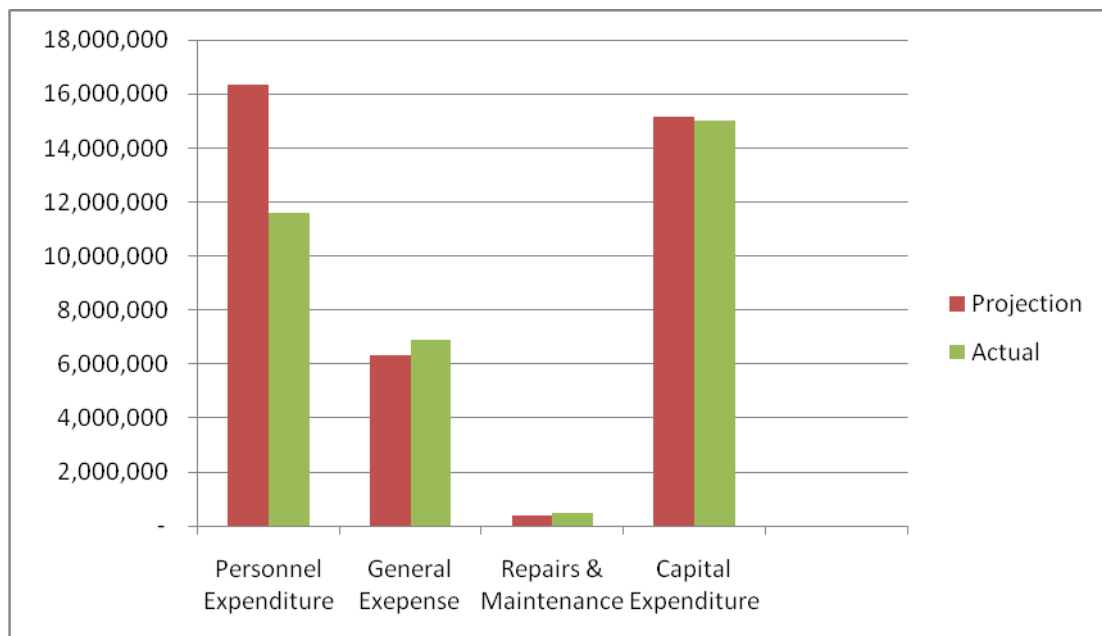
We will report according to the key performance areas of the budget and treasury department. We will break the annual budgeted items for twelve months to get to the monthly projections. Then we will determine progress variance based on those monthly projections and reasons for variance will also be indicated. Since the department is guided by SDBIP we will thus report based on the progress of the project reflected on the SDBIP.

### 3. High level overview

#### Total Expenditure for the month

Items	Budget	Projection	Actual	% Variance
Personnel Expenditure	65,468,901	16,367,226	11,574,489	71%
General Exepense	25,344,875	6,336,219	6,895,340	109%
Repairs & Maintenance	1,610,655	402,663	486,121	121%
Capital Expenditure	60,600,700	15,150,174	15,003,842	99%
<b>Total Budgeted Expenditure</b>	<b>153,025,131</b>	<b>38,256,282</b>	<b>33,959,792</b>	<b>89%</b>

Graphical illustration



This is to illustrate to the management how the expenditure was incurred in the 4<sup>th</sup> quarter and where the bigger chunk of the expenditure goes to:

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

a) All the budget categories when compared to actual for the 4<sup>th</sup> quarter were above the border line except personnel expenditure which did not exceed the quarterly projection.

NB: Now the Municipality pays its creditors within 30 days as per MFMA. There were few creditors which were more than 30 days ageing and our creditors will be on the average of one million and the reason for that is outstanding debt of compensation fund which we have the payment agreement of six months.

**See detailed expenditure variance in annexure A attached.**

**Total Income for the month**

Item	Projection	Actual	% Variance
Services	2 375 289	1 135 173	48%
Other income	6 517 182	2 859 025	44%
Grants	29 378 499	190 000	1%
<b>Total Budgeted Income</b>	<b>38 270 970</b>	<b>4 184 198</b>	<b>11%</b>

This is the revenue that was made by the Municipality in the 4<sup>th</sup> quarter of 2011 financial year:

- a) Services represent assessment rates income and refuse removal income that is received by the Municipality from its Debtors. The debtors do not pay for the services the way they are expected to because of various reasons and the means of enforcing other than handing over to the debt collectors are limited in the credit control and debt collection policy
- b) The overall of other income is 44% above the projected income and the biggest contributor was income received for VAT refund for the month of June 2010.
- c) Grant funding, all the expected grant funding has been all received by the IHLM Municipality for the current year and R190 000 was for EPWP claim.

**DEBTORS OUTSTANDING PER CATAGORY**

- Residential - R 16,057,185
- Business - R 17,534,049
- Government - R 4,175,551

Provincial Public works is still busy with the reconciliation of their debt.

**See detailed income variance in annexure B attached.**

#### **4. Cash flow**

High level,

Grants income monthly income	R 15 003 842
Total other income for the month	R 4 184 198
Income from reserve	R 14 771 752
Total expenditure for the month	R 33 959 792
<b>Difference</b>	R Nil

This is not a very bad because we have made a lot of savings during the financial year and our closing balances on the reserve are still positive.

#### **5. Assets and Liabilities management**

We have procured two Fleet side single cabs from Johnston Motors who was appointed through a tender. It's both Isuzu KB 250 LWB Fleet side, white in colour. The cheapest one is the one without the radio.

- At an amount of **R200, 938.20** (Inclusive of vat)
- And **R197, 688.20** (Inclusive of vat) without radio.

Assets are all verified and we are busy with the inventory lists to be signed by the responsible users. The IHLM also received **8 laptops from Vodacom for the upgrade of 3G cards.**

#### **DISPOSAL MANAGEMENT**

**Proposed:** The redundant database for assets is as follows to be disposed:

- Switch TP Link
- HP Laser jet P1005 Printer
- Mercer CPU box (white)
- 4 Mercer CPU box (Black)
- 3 LG Monitor (Black)
- 3 Mercer Monitor (White)
- HP Laser jet 1300n
- Chair

NB: the items above are the proposed items they have not yet gone to council for approval.

#### **INSURANCE**

We have informally been informed that the Toyota Fortuner had an accident but we requested a report from the driver but we have not received anything, we have not started sending the claim documents

## **6. Supply Chain Management**

This section is responsible for the procurement of goods, logistics and the disposal of those assets that can no longer provide the required service quicker and at the lowest price possible. The supply chain management section is committed to complying with the supply chain management policy which governs the procurement of goods and services in a fair, equitable, competitive, transparent and cost effective supply chain processes.

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

PROCUREMENT OF GOODS AND SERVICES up to 10 000 FOR APRIL

Vote No	Inv No	Doc.Date	Supplier Name	Department Name	Value	Status
501260541	'inv 39	18/04/2011	MUNSOFT	BUDGET AND TREASURY	798.00	RECEIVED
601260050	IHLM0004	04/04/2011	BONUVE EVENTS	CORPORATE SERVICES	5,730.00	RECEIVED
601260050	'100	04/04/2011	MYEZO B&B	CORPORATE SERVICES	700.00	RECEIVED
601400060	'22	20/04/2011	UMKHOMBE BUSINESS SYST	CORPORATE SERVICES	8,349.25	OPEN
903260220	N/A	12/04/2011	P.Z MOTORS	PLANNING	5,036.83	RECEIVED
801235015		05/04/2011	V.S. NKWENKWE ELECTRICAL	INFRASTRUCTURE	1,094.00	RECEIVED
801235065		14/04/2011	EMZANTSI PLANT HIRE	INFRASTRUCTURE	3,990.00	OPEN
801235065		14/04/2011	INGQUZA HILL PLANT UNIT	INFRASTRUCTURE	3,900.00	OPEN
801235065		14/04/2011	LUKHA CONSTRUCTION	INFRASTRUCTURE	4,000.00	OPEN
401260260	N/A	04/04/2011	S.S.M.O LODGE	MUNICIPAL MANAGER	1,880.00	RECEIVED
					<b>35 478.08</b>	

PROCUREMENT OF GOODS AND SERVICES up to 10 000 FOR MAY

Vote No	Inv No	Doc.Date	Supplier Name	Department Name	Value	Status
401-260260		20/05/2011	COSY POSY	MM	3 750.00	RECEIVED
705-260332		11/05/2011	KFC	CSS	4 380.00	RECEIVED
705-260332		11/05/2011	LANGA SPAR	CSS	1 605.40	RECEIVED
705-2603332		11/05/2011	BARGAIN WHOLESALERS	CSS	3 520.10	RECEIVED
705-260332		11/05/2011	SING'S SUPERMARKET	CSS	3 891.00	RECEIVED
601-260050	6	05/05/2011	THALIMDI TRADING	HR	850.00	RECEIVED
601-260006		31/05/2011	KHUNJULWA TRADING	HR	6 500.00	RECEIVED
601-260006		31/05/2011	MFOLOZI CATERING	HR	5 000.00	RECEIVED
903-260421		02/05/2011	INKONJANE FM	PLANNING	2 500.00	RECEIVED
903-400185		24/05/2011	XHASANI TRADING	PLANNING	4 500.00	RECEIVED
903-400185		24/05/2011	NDLWAYINETHI TRADING	PLANNING	6 750.00	RECEIVED
					<b><u>43 246.50</u></b>	

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

PROCUREMENT OF GOODS AND SERVICES FROM 10 000 up to 100 000 FOR APRIL

<b>Vote No</b>	<b>Inv No</b>	<b>Doc.Date</b>	<b>Supplier Name</b>	<b>Department Name</b>	<b>Value</b>	<b>Status</b>
501260050	'inv49	19/04/2011	IMFO	BUDGET AND TREASURY	11,100.00	RECEIVE
601260475	231	06/04/2011	PAYDAY	CORPORATE SERVICES	11,243.82	RECEIVED
903260440		12/04/2010	BUTTON O'CONNOR	PLANNING	37,687.26	OPEN
903260440		12/04/2011	TSHANI CONSULTING CC	PLANNING	46,968.00	OPEN
801260365		11/04/2011	JOHN SHEEKEY PACKAGING	INFRASTRUCTURE	47,581.32	RECEIVED
801260085	PR655	11/04/2011	COLAS	INFRASTRUCTURE	15,549.60	OPEN
801260283	'696	19/04/2010	MADIBA HARDWARE	INFRASTRUCTURE	46,800.00	OPEN
801260283	QUOT	19/04/2011	PONDOLAND QUARIES	INFRASTRUCTURE	42,000.00	OPEN
801235065	QUOT220311	27/04/2011	BARLOWORLD EQUIPMENT	INFRASTRUCTURE	23,468.45	OPEN
801235015	20610058	24/04/2011	EUROCAR	INFRASTRUCTURE	29,249.50	RECEIVED
801260085	JW343PE	28/04/2011	JOSHUA WEST	INFRASTRUCTURE	9,004.86	RECEIVED

**320 652.81**

PROCUREMENT OF GOODS AND SERVICES FROM 10 000 up to 100 000 FOR MAY

<b>Vote No</b>	<b>Inv No</b>	<b>Doc.Date</b>	<b>Supplier Name</b>	<b>Department Name</b>	<b>Value</b>	<b>Status</b>
903-260421	2030	02/05/2011	PAGES FUNERAL PALOUR	PLANNING	10 716.00	RECEIVED
903-260421		03/05/2011	FLAGSTAFF HOTEL	PLANNING	10 475.00	RECEIVED
801-260283		25/05/2011	RHWEBA TRADING	INFRASTRUCRURE	54 890.80	OPEN
801-260283		25/05/2011	AMAQOYI CIVIL CONTRACTORS	INFRASTRUCRURE	79 850.00	OPEN
801-260283		25/05/2011	AMAVOVO GENERAL TRADING	INFRASTRUCRURE	54 500.00	OPEN
801-260283		25/05/2011	MSESHIMO TRADING CC	INFRASTRUCRURE	82 567.85	OPEN
705-260329		05/05/2011	AZI 4 LIFE	CSS	22 800.00	RECEIVED

**315 799.65**

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

PROCUREMENT PER DEPARTMENT

<b>BUDGET &amp; TREASURY</b>	<b>VOTE NO</b>	<b>Order No.</b>	<b>Inv No</b>	<b>Doc.Date</b>	<b>Supplier Name</b>	<b>Department Name</b>	<b>Value</b>	<b>Status</b>
	501-260010			09/06/2011	DISPATCH MEDIA	BUDGET AND TREASURY	7,927.56	RECEIVED
	501-260010			10/06/2011	DISPATCH MEDIA	BUDGET AND TREASURY	9,667.00	RECEIVED
	501-260010			13/06/2011	DISPATCH MEDIA	BUDGET AND TREASURY	2,086.20	RECEIVED
	501-260010			21/06/2011	DISPATCH MEDIA	BUDGET AND TREASURY	4,172.40	RECEIVED
	501-260010			21/06/2011	DISPATCH MEDIA	BUDGET AND TREASURY	6,258.60	RECEIVED
	501-260010			29/06/2011	DISPATCH MEDIA	BUDGET AND TREASURY	2,503.44	RECEIVED
<b>TOTAL</b>							<b>32,615.20</b>	

<b>CORPORATE SERVICES</b>	<b>VOTE NO</b>	<b>Order No.</b>	<b>Inv No</b>	<b>Doc.Date</b>	<b>Supplier Name</b>	<b>Department Name</b>	<b>Value</b>	<b>Status</b>
	601-260335			10/06/2011	POSTNET	CORPORATE SERVICES	29,449.20	RECIEVED
	601-400060			13/06/2011	UNATHI COMP. SOLUTIONS	CORPORATE SERVICES	26,699.67	RECIEVED
	601-260335			14/06/2011	KOKSTAD LOCKSMITH	CORPORATE SERVICES	8,835.00	RECIEVED
	601-260050			15/06/2011	MANTAG TRADING	CORPORATE SERVICES	7,520.00	RECIEVED
	601-260050			17/06/2011	THALIMDI	CORPORATE SERVICES	1,560.00	RECIEVED
	601-260060			20/06/2011	NDLWAYINETHI TRAD.	CORPORATE SERVICES	1,480.00	RECIEVED
<b>TOTAL</b>							<b>75,543.87</b>	

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

<b>STRATEGIC DEVELOPMENT &amp; PLANNING</b>	<b>VOTE NO</b>	<b>Order No.</b>	<b>Inv No</b>	<b>Doc.Date</b>	<b>Supplier Name</b>	<b>Department Name</b>	<b>Value</b>	<b>Status</b>
	903-260220			03/06/2011	PAGES FUNERAL PARLOUR	PLANNING	1,311.00	RECEIVED
	903-260355			22/06/2011	FLAGSTAFF	PLANNING	995.00	RECEIVED
	903-260335			21/06/2011	MVEMVE LODGE	PLANNING	1,550.00	RECEIVED
<b>TOTAL</b>							<b>3,856.00</b>	

<b>INFRASTRUCTURE AND PLANNING DEPARTMENT</b>	<b>VOTE NO</b>	<b>Order No.</b>	<b>Inv No</b>	<b>Doc.Date</b>	<b>Supplier Name</b>	<b>Department Name</b>	<b>Value</b>	<b>Status</b>
	801-245005			07/06/2011	V BIATA CONSTRUCTION	INFRASTRUCTURE	13,635.00	OPEN
	801-260283			14/06/2011	BARLOWORLD	INFRASTRUCTURE	6,894.72	RECEIVED
	801-260283			29/06/2011	KAYTECH	INFRASTRUCTURE	303,168.18	OPEN
<b>TOTAL</b>							<b>323,697.90</b>	

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

<b>COMMUNITY SERVICES</b>	<b>VOTE NO</b>	<b>Order No.</b>	<b>Inv No</b>	<b>Doc.Date</b>	<b>Supplier Name</b>	<b>Department Name</b>	<b>Value</b>	<b>Status</b>
	903-260421			06/06/2011	GOLDEN REWARDS	COMMUNITY SERVICES	3,500.00	RECEIVED
	903-260421			06/06/2011	HOLY CROSS	COMMUNITY SERVICES	7,200.00	RECEIVED
	903-260421			06/06/2011	HOLY CROSS	COMMUNITY SERVICES	4,000.00	RECEIVED
	903-260421			06/06/2011	R.S. MFUYWA	COMMUNITY SERVICES	7,000.00	RECEIVED
	903-260421			06/06/2011	Z.C. HOZA	COMMUNITY SERVICES	1,800.00	RECEIVED
<b>TOTAL</b>	<b>TOTAL</b>						<b>23,500.00</b>	
<b>GRAND TOTAL</b>							<b>R 459,212.97</b>	

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

**TENDERS**

Tenders that were are awarded in the 4<sup>th</sup> quarter:

<b>NAME OF TENDER</b>	<b>ADVERTISED AND CLOSING DATE</b>	<b>TENDER STATUS</b>	<b>AMOUNT</b>
Lukhahlambeni Access Road	21/02/11-01/03/11	Awarded to Brava Consulting Engineers	R574 972.68
New Rest Access Road	21/02/11-01/03/11	Awarded to Umpisi Consulting Engineers	R707 311.32
Ntlembeni Access Road	21/02/11-01/03/11	Awarded to Usiba LweAfrica Consulting Engineers	R610 205.34
Mcamba Access Road	21/02/11-01/03/11	Awarded to Tibaa Consulting Engineers	R628 464.31
Performance Management System	21/02/11-01/03/11	Awarded to Lih Management Solution	R657 000.00
Construction of Ingquza Hill Hawker Stalls	21/02/11-01/03/11	Awarded to Dumac Consulting based on condition stated below.	R900 000.00
Nobhadula Access Road	21/02/11-01/03/11	Awarded to S. Zoko Consulting Engineers	R420 990.32
Tabazi Access Road	21/02/11-01/03/11	Awarded to Sokhani Access Road	R591 190.32
Zadungeni Access Road	21/02/11-01/03/11	Awarded to Masakhane Project Managers & Consulting Engineers	R471 618.00
Ndungunyeni Access Road	21/02/11-01/03/11	Awarded to Indwe Consulting Engineers	R452 157.82
Electrification Professional Services	10/03/11-25/03/11	Awarded to MBSA Consulting	R657 344.85
Supply of Ingquza Hill Vehicles	24/01/11-02/02/11	Awarded to Johnston's Motors	R395 376.40

**ADVERTISED TENDERS IN JUNE 2011**

<b>NAME OF TENDER</b>	<b>PROJECT DESCRIPTION</b>	<b>ADVERTISED AND CLOSING DATE</b>	<b>TENDER STATUS</b>
Mcaba Access Road (MIG: R/EC/6583/09/11)	Construction of Mcaba Access road 4.8 km	03/06/11-17/06/11	To be evaluated
Zadungeni Access Road (MIG:R/EC/7009/09/11)	Construction of Zadungeni Access road 3.9 km	10/06/11-24/06/11	To be evaluated
Ndungunyeni Access Road (MIG:R/EC/6587/09/10)	Construction of Ndungunyeni access road 4 km	17/06/11-01/07/11	To be evaluated

### **Deviations for the month**

- There is one deviation in June it was to Kaytech they are the suppliers of the Geotech Material
- Catering for co-memoration at Flagstaff Hotel for R10 475.00.

### **INVENTORY**

We have not purchased an Inventory on June however we have issued items to our end users. Our Inventory is now valued using the first in first out method and is now **R148 743.10**

## **7. Budgeting and Reporting**

- The Adjusted Budget is now being implemented in the Munsoft Accounting System, departmental heads are urged to familiarise themselves with the System for budget control purposes – Live System.
- Departments must log on into the system to view their budget and to monitor variances because the system is now live.
- Treasury reports and other budget monitoring reports are prepared and submitted to treasury departments on a monthly bases.
- Caseware has been installed but it is still not working according the expectations.

## **8. Internship Program**

The department has requested assistance from the office of Mr Magalela (Provincial Treasury) to help with the internship programme. The internship programme is still running smoothly

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

## 9. Bank and Investment

ACCOUNT NUMBER	BANK	ACCOUNT TYPE	ACC NAME	BALANCE	RECONS
<b>405 276 4652</b>	MEEG	Cheque account	Main Account	R 289,605.25	30/06/2011
<b>911 963 5044</b>	MEEG	Call account	Main Account	R 268,757.67	30/06/2011
<b>9191358983</b>	MEEG	Call account	Ingquza Hill	R 5,180.02	30/06/2011
<b>9191358488</b>	MEEG	Call account	Ingquza Hill	R 5,179.94	30/06/2011
<b>280 784 090</b>	STD	Cheque Account	Ingquza Hill	R 9,624.87	30/06/2011
<b>388760 435 005</b>	STD	Call account	NATIS	R 92,180.12	30/06/2011
<b>6200 323 5307</b>	FNB	Cheque Account	Ingquza Hill	R 1,403,410.58	30/06/2011
<b>62224175712</b>	FNB	Cheque account	Ingquza Hill	R 1,269,180.54	30/06/2011
<b>62219877836</b>	FNB	Call account	Ingquza Hill	R 169,978.41	30/06/2011
<b>62231473761</b>	FNB	MIG Call Acc.	Ingquza Hill	R 581,038.90	30/06/2011
<b>62231474537</b>	FNB	Call account	Ingquza Hill	R 1,227,562.75	30/06/2011
<b>74233699310</b>	FNB	DME Call Acc.	Ingquza Hill	R 7,503,209.06	30/06/2011

The Revenue Section request that Account Number 9191358983, 9191358488, 9119635044 and 388760435 005 must be closed now that the bank indicated that they will not issue bank statements to these accounts they are dormant.

## 10. Attachments

- Section 71 reports(available on request)
- Annexure A
- Annexure B

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

**CORPORATE SERVICES SECTION**

**KPA: Human Resource Administration and Management**

OBJECTIVE: To improve the management of worker benefits and to improve skills of employees, councillors and the community as a whole

<b>PROJECT</b>	<b>OPEX</b>	<b>CAPEX</b>	<b>TIMEFRAME</b>	<b>ACTIVITIES</b>	<b>PROGRESS</b>	<b>COMMENTS</b>
Formulation of new policies & reviewal of approved policies	50 000		March 2011	Workshoping all departmental policies both internally & externally	The following policies were adopted by council: HR Plan, Backup Policy, Anti Fraud and Anti Corruption Policy. Draft Policy on fleet management is complete and is ready for presentation to council	
Complying with Provisions of Employment Equity Act (EEA)	Xx		31 December 2010	Finalisation and implementation of the employment equity plan	The Employment Equity Plan for the municipality is in place and has already been reported upon to the department of labour.	The report on the plan was submitted and acknowledged by DOL
Complying with the Provisions of Occupational Health & Safety Act (OHSA)	xx		31 December 2010	Formulation and training of safety committee	Training of employees on OHS has been completed	The next step is forming a committee with departmental reps to monitor the implementation of OHSA

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Recruitment and Selection	60 000		Quarterly	Reviewal of the organogram, Identification and filling of vacant posts	The following posts were finalised: Payroll Clerk, Registry Clerk, Asset Clerk Public Participation Officer, Labour Relations Officer, Security Officers, Assistant Librarians, Security Supervisor, Finance Interns Legal Services Officer, Supply Chain Management Officer, Customer Care Services Officer , Customer Care Services Clerk , VIP Supervisor & Building Inspector. The draft reviewed organogram is complete and ready to be discussed in preparation for its adoption by council. Recruitment is now being undertaken to strengthen the offices of the Mayor and Speaker respectively	
Administration of Leaves & Payroll	Xx		Monthly until June 2011	Confirmation of leave days in the system	Done on a monthly basis	Leave report system is currently being improved to tally

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

					with leave register information. The leave registers have been updated in order to implement the 48 day limit on capped leave.
			Effecting approved salary structure & employee benefits	Done on a monthly basis	

**KPA: SKILLS DEVELOPMENT**

OBJECTIVE: To improve skills level and performance level of the Municipality

<b>PROJECT</b>	<b>OPEX</b>	<b>CAPEX</b>	<b>TIMEFRAME</b>	<b>ACTIVITIES</b>	<b>PROGRESS</b>	<b>COMMENTS</b>
Training of councillors and officials	1,000 000		June 2011	<ul style="list-style-type: none"> <li>Identifying of skills gap and conducting skills audit</li> <li>Compiling of WSP aligned with IDP objectives</li> <li>Providing workshops, short courses and bursaries &amp; study assistance</li> </ul>	<p>The following trainings were undertaken: Report Writing and Minute Writing, Computer training for 9 officials, 4 officials &amp; 1 councillor received financial assistance to further their qualifications.</p> <p>Training on Performance</p>	

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

					<p>Management System by the Vulindlela Academy.</p> <p>Training on the Occupational Health &amp; Safety was completed.</p> <p>ABET programme is continuing for 30 learners</p>	
Training of unemployed people and people with disabilities			August 2010 to June 2011	Providing short courses and learnerships		Scheduled to start in the next financial year

**KPA: EMPLOYEE ASSISTANCE PROGRAMME**

OBJECTIVE: To enhance work performance, profitability and productivity of the organisation by addressing personal and work related issues affecting productivity.

<b>PROJECT</b>	<b>OPEX</b>	<b>CAPEX</b>	<b>TIMEFRAME</b>	<b>ACTIVITIES</b>	<b>PROGRESS</b>	<b>COMMENTS</b>
EAP Awareness Campaigns and Workshops for IHLM employees	100 000		December 2010	<p>Appointment of EAP Officer and establishment of EAP Office</p> <p>Implementation of EAP Policy</p>		Recruitment will start in the next financial year

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

**KPA: JOB EVALUATION**

OBJECTIVE: To enhance work performance, profitability and productivity in the institution

<b>PROJECT</b>	<b>OPEX</b>	<b>CAPEX</b>	<b>TIMEFRAME</b>	<b>ACTIVITIES</b>	<b>PROGRESS</b>	<b>COMMENTS</b>
Establishment of a Job Evaluation Unit	100 000		September 2010	Allocation of staff and resources to support the process.	Not done	Staff still needs to be recruited for the unit and this will form part of the 2011/12 recruitment
Job Analysis			June 2011	Job description writing and filling in of Job analysis questionnaires	Done	

**KPA: Provision of Administration services**

1. OBJECTIVE: To improve office environment, office ethics and service delivery in general

<b>PROJECT</b>	<b>OPEX</b>	<b>CAPEX</b>	<b>TIMEFRAME</b>	<b>ACTIVITIES</b>	<b>PROGRESS</b>	<b>COMMENTS</b>
Procurement of stationery & cleaning material	300 000		Monthly until June 2011	Purchasing & distributing all office stationery & cleaning material	Done on a monthly basis	The function is partly managed by the Supply Chain Management Unit
Procurement of office equipment	500 000		31 August 2010 to June 2011	Purchasing of office furniture, heaters, fans &	Done on a monthly basis	

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Provision of registry & reprographic services	50 000		Monthly until June 2011	blinds	Done on a monthly basis	The registry is being renovated and a new photocopying contract has been signed. A further contract of 2 giant copiers with all the registry functions, e.g. faxing, copying, scanning and sorting is currently being procured.
				Upgrading registry; photocopying all documents; receiving, recording & distributing all faxes		
				Managing Municipal records		The function is decentralised

**KPA: Administration & maintenance of all Municipal vehicles including allocation of vehicles & petrol card reconciliation**

OBJECTIVE: To properly control all Municipal vehicles

PROJECT	OPEX	CAPEX	TIMEFRAME	ACTIVITIES	PROGRESS	COMMENTS
Provision of fleet management services	300 000		Daily up to June 2011	Inspection and allocation of vehicles on a daily basis	Done on a daily basis	The fleet is aging and needs renewal. Two bakkies have been purchased to add to the fleet. More vehicles are scheduled to be purchased in the in the next financial

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

						year. There are proposals to relocate the function to BTO in the supply chain management unit.
				Management and reconciliation of petrol cards and log sheets on a daily basis	Done on a daily basis	A policy on fleet utilisation and management is at a draft stage. The policy is due to be adopted in the first policy season of 2011/12 financial year.

**KPA: Provision & maintenance of Customer Care Services**

OBJECTIVE: To manage & improve relations between the Municipality and the community in line with the Batho Pele principles

PROJECT	OPEX	CAPEX	TIMEFRAME	ACTIVITIES	PROGRESS	COMMENTS
Provision of reception services	650 000			Directing telephone calls in & out of the institution	Done on a daily basis. The telephone management system is functioning effectively	
				Telephone management & control		
				Two Customer Care workshops for front-line staff		
			30 September 2010	Formation of Batho Pele Committee	The committee is in place	

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

**KPA: Provision of Information & Communication Technology Services**

OBJECTIVE: To provide sustainable service delivery through maintenance & improvement of ICT infrastructure and systems

<b>PROJECT</b>	<b>OPEX</b>	<b>CAPEX</b>	<b>TIMEFRAME</b>	<b>ACTIVITIES</b>	<b>PROGRESS</b>	<b>COMMENTS</b>
Procurement of ICT infrastructure and Software licensing		450 000	Quarterly until 30 June 2011	Procuring of ICT equipment	Two servers have been purchased. 8 Laptops were also purchased for new users as well as to replace obsolete ones.	
Website Upgrade	210 000		Monthly until 30 June 2011	Upgrading of the Website	The site has been updated and is fully operational	
Systems Maintenance			28 February 2011	Munisoft maintenance	Done on a daily basis	
			31 March 2011	Payday and Pay Roll Maintenance		
			30 June 2011	Desktop Support		

**KPA: council support**

OBJECTIVE:

<b>PROJECT</b>	<b>OPEX</b>	<b>CAPEX</b>	<b>TIMEFRAME</b>	<b>ACTIVITIES</b>	<b>PROGRESS</b>	<b>COMMENTS</b>
<b>Year plan</b>	160 000		30 July 2010	Development of the year plan:	Year plan has been developed	
<b>Management of council &amp; council committees</b>			30 August 2010	Establishment of Oversight and rules committees	Council has set twice in the quarter	The council has yet to finalize the formation of section 79 and section 80 committees

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

LEGAL SERVICES  
Update on current cases

<b>CASE NUMBER</b>	<b>NAME OF PARTIES</b>	<b>CAUSE OF ACTION</b>	<b>STATUS</b>
315/2010	Brenda Lamla Dana Vs Ingquza hill local municipality	Alleged under payment.	Pending.
534/09	Lutshetu Naothi Vs Ingquza Hill Local Municipality	Application for returning of his property	Finalized against the municipality to return the property to the owner.
9434/08	Econ Holding Asset Management Vs IHLM	Application for eviction	Application was not opposed and finalized against us.
533/09	Nokuzola Margaret Sigcau	Application for returning of his property	Finalized against the municipality to return the property to the owner.
343/09	Tembinkosi Hlupheko Vs IHLM	Application for returning of his property	Finalized against the municipality to return the property to the owner.
878/09	Kholeka Bhodlani Vs IHLM	Dismissed from the court roll. The matter is prescribed.	Pending
366/08	Mbelebele Sonwabile	Application for returning of his property	Finalized against the municipality to return the property to the owner.
151/09	Nomtshato Mabhovula Vs IHLM	Application for returning of his property	Finalized against the municipality to return the property to the owner.
New Case(2010)	Bhekinkosi Mbede	Fraud & Corruption	Disciplinary Hearing in process.

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

	Vs IHLM		The official has since resigned from the municipality.
New Case(2010)	Sonwabiso Templeton Teto Vs IHLM	Fraud & Corruption	Disciplinary Hearing in process
New Case(2010)	Ntomboxolo Cynthia Kobo Vs IHLM	Fraud & Corruption	Disciplinary Hearing in process
New Case(2010)	Tembisile Gaulana Vs IHLM	Fraud & Corruption	Disciplinary Hearing in process. The official has since resigned from the municipality
New Case(2011)	Fundisiwe Emaculate Mjweni Vs IHLM	The SIU uncovered some wrongs in their office. Once charged they offered to make confession in exchange for a lenient sanction.	The matter has been amicable resolved between the two parties
New Case	Noluvuyo Nyenyiso Vs IHLM	The SIU uncovered some wrongs in their office. Once charged they offered to make confession in exchange for a lenient sanction.	The matter has been amicable resolved between the two parties
New Case(2011)	Samzuza Mjobo Vs IHLM	The SIU uncovered some wrongs in their office. Once charged they offered to make confession in exchange for a lenient sanction.	The matter has been amicable resolved between the two parties
ECD50913	Nomvelo Mabena Vs IHLM	Complaint about demotion	The matter is being revived by the official's union
ECD50913	Bulelwa Njilo	Complaint about demotion	The matter is being revived by the official's union
ECD50913	Phakamile Mayeza Vs IHLM	Complaint about demotion	The matter is being revived by the official's union

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

ECD50913	Wiseman Zwelivumile Madikane Vs IHLM	Complaint about wage gap	The matter is being revived by the official's union
ECD80912	Wiseman Zwelivumile Madikane Vs IHLM	Gross Negligence	The matter is in Labour Court. There are still prospects of success.
ECD08915	Songezo Mangcotywa Vs IHLM	In possession of municipal property without authorization	The matter is in Labour Court. There are still prospects of success.
ECD080914	Temba Derrick Qumba Vs IHLM	Fraud & Corruption	The matter is in Labour Court. There are still prospects of success.
ECD80913	Winile Rhini	Theft of municipal diesel	The matter is in the labour court
ECD110917	Wilson Sizwe Mdolo Vs IHLM	Dismissed for misconduct which emanated from allegations of fraud, corruption and gross dishonesty.	He referred his matter to Labour Court for reviewal.
ECD11091	Dinilamahlobi Luthuli Vs IHLM	Dismissed for misconduct which emanated from allegations of fraud, corruption and gross dishonesty.	Finalised/Dismissed
Hq071006	Qumba & Others(casual workers) Vs IHLM	Application of collective agreement	Default judgment in favour of the municipality
ECD111008	Sizwe Lulama Qwalela Vs IHLM	Termination of services	This former employee took municipality to Labour Court against their dismissal, for an urgent application to have their dismissal set aside.
ECD111006	Ntombentle Stoffela	Termination of services	This former employee took

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

	Vs IHLM		municipality to Labour Court against their dismissal, for an urgent application to have their dismissal set aside.
ECD111001	Primrose Vuyokazi Zameka Gonya Vs IHLM	Termination of services	This former employee took municipality to Labour Court against their dismissal, for an urgent application to have their dismissal set aside.
EC EL 2972-07	Nompendulo Madlebe Vs IHLM	Theft of ENatis safe with +/- R300 000.00	Dismissed
New Case(2011)	Noxolo Gubeka Vs IHLM	Abscondment	It was agreed upon with her that a deduction be made from her salary to pay the municipality back for the loss incurred.
New Case(2011)	Sandile Vice Vs IHLM	Abscondment	Investigation stage

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

**STRATEGIC DEVELOPMENT AND PLANNING**

This is the quarterly report that covers the 4rd quarter of the financial year 2010/2011. This report has been prepared to provide an overview of what has happened in this period being April to June 2011. This has been a busy period considering the elections that were held in May 18, 2011 and there has been major events also held for this period and the department facilitated the events.

These events include the Workers Day function held in Flagstaff as well as the launch of the clean cities pilot project led by CoGTA. The municipality also embarked on the IDP assessment and outreach programs for the ward based information. The construction of Hawkers stalls in both towns is underway and the implementation plans have been developed.

Development Planning

1 Building Control

Project Name	Performance Target	Variance	Alternative Solution	Budget	Revenue
Building plans	<p>The department has an available record of all the building plans approved for the 1<sup>st</sup> Quarter. The list includes building plans for both Flagstaff and Lusikisiki.</p> <ol style="list-style-type: none"> <li>1. Proposed new offices for Mr. Mjobo, Erf 318 Lusikisiki</li> <li>2. Proposed renovations on Roman Catholic Church, Erf 26 Lusikisiki</li> <li>3. Proposed new shops for Mr.Godo, Erf 136 Flagstaff</li> <li>4. Proposed renovations for Mr. Zote, Flagstaff</li> <li>5. Proposed alterations for Bargain Wholesale, Flagstaff</li> <li>6. Proposed new house on Erf 2128</li> <li>7. Proposed new house on Erf 2149</li> <li>8. Proposed new shop for Intense</li> </ol>	None	None	None	R8 212.00

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

	<p>Heat, Lusikisiki</p> <p>9. Proposed new house for Mr. Nguqu, Lusikisiki</p> <p>10. Proposed alterations for Mrs. Mqheliswa</p> <p>11. Proposed alterations for Mr. Marharhwa</p>				
Disapproved building plans	<p>Building plans has been disapproved by the department due to sanitation details that are not indicated in the drawings, title deeds that owners do not have.</p> <p>The list of disapproved building plans is as follows:</p> <ol style="list-style-type: none"> <li>1. Mr. Bangani: Erf 193, Lusikisiki</li> <li>2. Mr. Ndziba: Erf 247, Flagstaff</li> <li>3. Ms. Mqheliswa: Erf 883, Joe Slovo Lusikisiki</li> <li>4. Mr. Marwarwa: Erf 285, Joe Slovo Lusikisiki</li> <li>5. Shopping Complex, Mr. Tabloid: Erf 1234, Lusikisiki</li> <li>6. Mr. Rwalumbana: Erf 176, Flagstaff</li> </ol>	None	None	None	None

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Submitted building plans	<p>List of building plans submitted from May to June 2011.</p> <ol style="list-style-type: none"> <li>1. Proposed new wholesale on Erf 133, Flagstaff</li> <li>2. Proposed new Church, Z.C.C Joe Slovo Lusikisiki</li> <li>3. Proposed new Church, Z.C.C in Flagstaff</li> <li>4. Proposed new workshop on Erf 19</li> <li>5. Proposed new house on Erf 2141</li> <li>6. Proposed new house on Erf 2134</li> <li>7. Proposed new house on Erf 1215</li> </ol>				
Incident occurred on Erf 51, Flagstaff	Public fatality inquiry meeting with Eskom, contractor and the municipality was held on the 01 <sup>st</sup> of July 2011 on the purpose of setting out a task team that will investigate the cause of the incident. Site plans showing the building lines were requested as part of this investigation.	None	None	None	None
Bheshe Investments, Erf 16, Flagstaff	Building plans submitted for Bheshe Investments were drawn by non registered architect, therefore they are not recommended for approval.	None	None	None	None
Sicelithemba Funeral Palour, Erf 71	Building plans were not recommended for approval, the site used by Sicelithemba Funeral Palour was not approved by the	None	None	None	None

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Main Street, Flagstaff	Local Authority for that operation				
Re pricing the bill of quantities for new municipal halls	Building control section is in the process of changing the rates according to the prices of Local Hardwares.	None	None	None	None
Intense Heat 3 Pty Ltd, Erf 24, Lusikisiki	Building plans for Intense Heat 3 will only be recommended when the ventilation details are submitted.	None	None	None	None
Proposed new dwelling for Ms Victoria Mgwil, Erf 1201, Lusikisiki	Building plans were not recommended for approval; connections from the house to the septic tank are not shown.	None	None	None	None
Building plan approval for Vodacom cellular mast installation in Qhasa	Request for refund of R5 000.00 was submitted to the finance department. Building plans were not scrutinized as the site is not under the jurisdiction of Ingquza Hill Local Municipality.	None	None	None	None
Application for the placement of an Antennae	Cell C plans for Mwelo, Mbandango Dect and Mateku were scrutinized and they were not recommended for approval.	None	None	None	None

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Identification of dilapidated buildings	Halali food shop, Christian School and Old police camp house in Lusikisiki have been identified as dilapidated buildings.	Cracks on walls, roof leakages and old timber can cause danger to people.	Letters should be circulated notifying owners of the danger they can cause.	None	None
Audit of building plans	The department has managed to collect 48 building plans in Lusikisiki and most of them were not approved.	Owners do not have the title deeds.	None	None	None
Statistics South Africa Building Survey	Building statistics survey reporting number of dwelling houses larger than 30m2, townhouses, blocks of flats, offices, banks, churches and other business and residential sites completed in 2010 has been forwarded to Stats SA.	None	None	None	None
Mbeki Housing Project	The project construction has stalled and there is nothing taking place with regards to construction. The department is currently dealing with the registration of title deeds and administration of beneficiaries.	Vandalism on completed houses is reported on daily basis and the department is in process of identifying number of structures that are being vandalized.	Occupation permits should be given to beneficiaries.	None	None

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

**OUTSTANDING BUILDING PLAN FEEES (APRIL-JUNE 2011)**

BUILDING PLAN DETAILS	REGISTERED OWNER	CONTACT DETAILS	ADRESS	OUTSTANDIN G AMOUNT
Proposed new house on Erf	Mr. Nguqu	073 854 1409	Arthur Homes, Lusikisiki	R1 512.00
Proposed new house on Erf 1215	Mr. Mcondobi		Arthur Homes, Lusikisiki	R1 512.00
Proposed new house on Erf 2134	Ms. P. N. Mkhohlwa	083 573 2224	Arthur Homes, Lusikisiki	R1 512.00
Proposed new house on Erf 2141	Mr. Vamela	082 690 8488	Arthur Homes, Lusikisiki	R1 512.00
Proposed new workshop on Erf 19	Mrs. Matshaza	073 996 1301	Main Street, Flagstaff	R1 512.00
Additions to existing wholesale on Erf 150	Yusuf Family Trust	039 685 4130	Main Street, Flagstaff	R27 900.00
Proposed new Church, Z.C.C Joe Slovo Lusikisiki	Z. C. C		Joe Slovo, Lusikisiki	R11 800.00
Proposed new wholesale on Erf 133, Flagstaff	Gibela Trading	078 433 9896	Main Street, Flagstaff	R3 888.00
				R51 148.00

**Signage/Billboard**

62 billboards have been identified and contracts verified. Only 11 billboards have valid contracts and letters for non complying billboards have been forwarded. Phezulu outdoor and Dumamanje fitment centre are paying monthly, Corpcorn and PRIMEDIA on quarterly basis.

**SIGNAGE'S AND BILLBOARDS PAID FROM APRIL TO JUNE 2011**

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

BILLBOARD DETAILS	CONTACT PERSON	APRIL 2011	MAY 2011	JUNE 2011	TOTAL AMOUNT PAID/ QUARTER
DUMAMANJE FITMENT CENTRE	ELMARIE	R300.00	R300.00	R300.00	R900.00
PHEZULU OUTDOOR ADVERTISEMENT	PERCY MATABATHE	R3 420.00	R3 420.00	R3 420.00	R10 260.00
CORPCORN/ CLEAR CHANNEL	MPHO	R0.00	R0.00	R902.21	R902.21
PRIMEDIA	CHERRIL	R0.00	R0.00	R32 160.00	R32 160.00
TOTAL AMOUNT					R44 222.21

**2 Town Planning**

Project	Timeframe	Responsible	Achievement/ Progress	Challenges	Solutions
Rezoning and Subdivision 50 business sites: Flagstaff	April /June 2011	Ms P. Birungi	Submission has been made to the provincial department for their consideration. The municipality has met with the provincial department. The project is likely to be approved in July. The Power of Attorney required by the province has been submitted for the service providers to act on behalf of the municipality.	The service providers can only fit 25 business sites due to the space available. The municipality has been requested to prepare a conveyencer's certificate	The municipality has to instruct the conveyencers to get the certificate.
Rezoning and subdivision for Sectional Title:	April /June 2011	Ms P. Birungi	Submission has been made to the provincial department for their consideration. The	None	None

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Lusikisiki			municipality has met with the provincial department. The project is likely to be approved in July. The Power of Attorney required by the province has been submitted for the service providers to acting on behalf of the municipality.		
Rezoning and Subdivision 100 Business sites: Lusikisiki	April /June 2011	Ms P. Birungi	The tachy survey has been completed and the application has been submitted to the Provincial Department. The municipality has met with the provincial department. The project is likely to be approved in July. The Power of Attorney required by the province has been submitted for the service providers to act on behalf of the municipality.	The number of business sites has reduced to 38 sites.	The municipality has to do with the possible sites.
Rezoning and Subdivision of Cluster Offices: Lusikisiki	April /June 2011	Ms P. Birungi	The tachy survey has been completed and the application has been submitted to the Provincial Department. The municipality has met with the provincial department. The project is likely to be approved in July. The Power of Attorney	None	None

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

			required by the province has been submitted for the service providers to act on behalf of the municipality.		
250 Middle income sites	April /June 2011	Ms P. Birungi	Bush clearing is underway and the surveyors will be on site immediately after the clearing is done.	The community has stopped the municipality to proceed with the clearing of the bush claiming to have lodged a land claim.	The community must be given the letter from the land claim commission stating that there is no land claim for Lusikisiki town.
Rezoning & Subdivision, Prison site: Lusikisiki	April /June 2011	Ms P. Birungi	The tachy survey has been completed and the application has been submitted to the Provincial Department. The municipality has met with the provincial department. The project is likely to be approved in July. The Power of Attorney required by the province has been submitted for the service providers to act on behalf of the municipality.	None	None
Settlement Planning: Holy Cross	April /June 2011	Ms P. Birungi	The application has been submitted to Bhisho.	Holy cross area falls within the Communal Land and as such the province requires consent from the Department of Rural Development and Land Reform. The application cannot be approved in terms	Dept. of Rural Dev must be requested to provide support and this process will take a longer period.

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

				of Ordinance and LEFTEA.	
Settlement Planning: Unity Park	April /June 2011	Ms P. Birungi	The layout plan has been approved by the municipality and there are challenges in terms of getting the final submission to Bhisho. The service providers have been requested to assist.	The service providers have not been responding to our calls.	The letter of the intention to terminate a contract will need to be submitted to the service provider should they fail to provide an update before the end of the financial year.
Subdivision and rezoning of unsurveyed cemetery site: Flagstaff	April /June 2011	Ms P. Birungi	The service provider has been appointed to carry out this exercise	The geotechnical report has identified the area that has the cemetery is unsuitable and there is a need to identify alternative site. The worst attribute was the high risk of groundwater contamination to the water table resting near the surface rock. It was also suggested that not surrounding portions of land be used for extension and no new burials should be allowed.	There is a need to identify new cemetery site.

QUOTATIONS REQUESTED IN THIS QUARTER VIA ADVERTISEMENT IN DAILY DISPATCH

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

1. REZONING AND SUBDIVISION OF CEMETERY: FLAGSTAFF
2. GEOTECH STUDY FOR WASTE DISPOSAL SITES: FLAGSTAFF & LUSIKISIKI
3. GEOTECH STUDY FOR ALTERNATIVE CEMETERY SITE: FLAGSTAFF
4. DESIGN LAYOUT PLANS FOR SITES BELOW ERF 80: LUSIKISIKI



RDP Houses Mbeki, stolen window  
stolen window



Wall Plate level RDP House



Completed roof with

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

3 Housing

Mbeki Housing Project	April/May 2011	Ms Mhlahlo	121 houses that are under construction were inspected and out of the 121, 82 are roofed with ceiling, 39 are on wall plate level.11 steel window frames have been stolen from Erf 389, 393, 395, 398, 506, 497, 523, 351 and on Erf 396 and 530 steel windows have been vandalized and are not in their original position. 15 houses are plastered and Erf 466, 465,464, 459, 458 and 457 are 100% complete.	Vandalism on completed houses.	None
Project	Timeframe	Responsible	Achievement/ Progress	Challenges	Solutions
41 beneficiaries to be added at Thabo Mbeki	April/May 2011	Ms Bangani	Application forms already filled in and waiting for MM to sign.	There is a need for houses to be built for 41 beneficiaries.	Construction of the outstanding houses must be built.
Houses for 5 disabled people	April/May 2011	Ms Bangani	Human Settlement is waiting for their HOD to approve the letter for appointing the contractor	Delays in signing authorization	The municipality to prepare a letter for the attention of the HoD.
Deed of Transfers for Thabo Mbeki	April/May 2011	Ms Bangani	123 Deed of Transfers available.  78 transferred in this 123 and 45 not yet transferred.	Outstanding ones to be signed by the beneficiaries. Most of these beneficiaries cannot be traced.	The councilors must assist in identification of the missing beneficiaries.

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

			40 Deed of Transfers signed and 83 not signed. Announcements were made through the Nkonjane Community Radio and people have not all responded.		
Appointment with the Conveyancer	April/May 2011	Ms Bangani	For delivering 40 Deed of Transfers and come back with others	Conveyancer to proceed with Title Deeds	

**4 Land Disposal**

Name	Amount Pd	Date Pd
1. M,Venn	R10 000-00	04th April 2011
2. N.Ndlala	R2000-00	28th June 2011
3. M.K.Jingxi	R11 250-00	30th May 2011
4. N.P.Mantanga	R5000-00	10th June 2011
5. W.Ngxaliwe	R17 500-00	23rd June 2011

TOTAL = R45 750-00

**Refunds :**

Name	Amount	Date pd
1. B.J.Nkani	R8000-00	April 2011
2. N.H.Mda	R8559-00	May 2011
3. E.Msithwa	R7500-00	May 2011
4. J.Mhlengi	R12 750-00	May 2011
5. P.Lingani	R10 000-00	May 2011

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

TOTAL = R46 809-00

5. Local Economic Development

5.1 SMME Development

Strategic and Development Planning: SMME Promotion Section  
Quarterly Report 2011: April – June 2011

Project Name	Performance Target	Variance	Alternative Solution	Budget R	Expenditure R	Progress to date
Khulani Sewing	Procurement of Production inputs	Production materials have been procured and this has lead to the overall improvement of the business.	Funding allocated for this project in the previous Financial Year to be utilized on this Current Financial Year to procure the necessary production inputs  SEDA has been consulted for assistance in this regard.	100 000	29 232, 42	This project is currently active.  Production materials have been procured and delivered. This has brought an improvement in the overall performance of the business.  Lack of marketing material is still a problem for this Cooperative
Facilitation of payment levies by Informal Traders	Creation of flexible ways for the management of Informal Trading	Progress on street trading has not been as fast as expected.  Poor implementation and enforcement street trading regulations and Illegal occupation of stalls is	The departments that are involved in Street trading matters have been consulted to come up with ideas on how to regulate this	Nil	Nil	There are currently ongoing consultation with all the relevant stakeholders in order to regulate street trading and this will assist in facilitating payment of levies by informal traders

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

		one of the major challenges. However there are processes that are currently ongoing in order to regulate this sector.	sector.			
Khulani Bakery	<p>Training of members on Business Skills</p> <p>Procurement of production inputs</p>	<p>Members have been trained on Business Skills through the assistance from the Department of Social Development</p> <p>Production inputs have been delivered.</p>	<p>Extra funding from Social Development have been secured for an additional oven and mixer and this has brought an increase in production levels.</p>	150 000	27 319,15	<p>Members have also been trained by the Fort hare University on Project management and this was also funded by Social Development.</p>
Vukani Self Help	Procurement of production inputs	Production inputs have been delivered		100 000	26 600,00	<p>Production inputs have been delivered .</p> <p>There has been an improvement in production and overall performance of the project as a result of the supply of production inputs .</p>
Mathawu Pottery	Procurement of Production	Procurement of	This project is		R77 512.55	Production inputs have

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

	inputs Production	production inputs is in progress.	also being considered for funding from MIG for Construction there is a need for more space			been delivered although there have been delays in the procurement processes. These production inputs have brought an improvement in the performance.
Construction of Hawker Stalls (Flagstaff)	Appointment and Construction of Hawker Stalls	A service provider has been appointed for designs and construction of stalls. Designs have been approved and construction is due to start in July 2011.	There have been delays in terms of identifying relevant sites for stalls. The Land Use Management section has been consulted to assist in identifying suitable sites. The Infrastructure Department has also been tasked with the responsibility to assist in monitoring the actual construction process together with the departmental building inspector.	R2 500 000	Nil	Consultation with stakeholders is currently ongoing and this is supposed to run until the project handover. Construction is due to start on the first week of July 2011.

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Construction of Hawker Stalls (Lusikisiki)	Construction of Hawker Stalls	Service providers have been appointed for all the relevant tasks. Technical aspects and a consultant to assist in developing legislative framework	There has been delays in the whole project processes.	R 5,000 000	NIL	<p>A baseline study is currently underway in Lusikisiki regarding informal trading and this study is aimed at collecting baseline information and assessment survey, which will assist in regulating the sector.</p> <p>Buyeye Consulting has been appointed in order to assist the Municipality to identify site, design and construct Hawker Stalls.</p> <p>These consultants will work together with the town planner and building control officer, in identifying suitable sites, design and construction of hawker stalls.</p>
Cooperatives development	Monitoring & Evaluation	<p>Monitoring &amp; Evaluation is taking place</p> <p>Out of the visits to these cooperatives</p>	All prospective and registered Cooperatives have been referred to SEDA for assistance in all the basic	R100 000	Nil	There is a reasonable number of registered cooperatives and some are still in process of registration

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

		<p>results show that most of them have funding and training problems</p>	<p>business assistance that they offer.</p> <p>Workshops on Cooperative Governance have started and are planned to run throughout the year through SEDA assistance</p> <p>A number of Cooperatives have been successfully assisted in their applications for funding by DTI</p>			
Establishment of LED forum	Creation of a platform for information sharing	The Municipality have created good relations with other stakeholders	Facilitation of information Sharing Sessions with other stakeholders are underway as a step towards establishment of the forum	Nil	Nil	Consultative meetings with all the relevant LED stakeholders are due to start in July. These meetings will lead to the actual formation of the forum
Stars Herb Processing	Monitoring and Evaluation				Nil	They have harvested for the first time and oil has been extracted and taken

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

						for tests. Results are good and this has been achieved through the assistance of SEOBI
EX FET Clothing Manufacturers	Business Support		Funding applications were submitted to DTI for the Cooperatives Incentives scheme		Nil	This cooperative is already registered, all its members are trained clothing producers, and they only need training on Business Skills.

Other issues of importance

- Livestock trading: This sector also needs to be regulated; terms and conditions for issuing out permits for traders have been drafted. Sites for livestock trading in both towns have been identified. Currently these traders are on the Lusikisiki Main Street of which this is inappropriate and are soon to be relocated to the identified sites. The meeting was held in June 2011 and the informal traders were advised to relocate to the site nearby the Magistrate office.
- Facilitation of Payment of levies by street traders: This project needs full involvement of all the relevant Municipal departments and craft a way of working together to govern street trading.
- DST: The meeting was held in Mthatha for the DST to discuss the status of the Local Action Team. The status of the LAT was provided to the District and shortfalls were outlined.

Presidential Revitalization Project:

- KSD Presidential Revitalization Project: an initiative by the Presidency to revitalize KSD as the economic hub of the region, a number of projects has been identified (from Agrarian Reform to SMME Development).
- Government to enable the environment for the private sector to invest in the region.
- Government has been identified as the major contributor to the GDP in the region
- The DTI to implement the project as appointed by the Presidency

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

**5.2 Agriculture**

Project Name	Performance Target	Variance	Alternative Solution	Budget	Expenditure	Progress to date
1.Mtshayelo Community Garden	Irrigation maintainace Store-room construction Revival of the PSC	There has been discussions with the Ward Councilor regarding the performance of the project and further meeting need to be convened together with the Ward Committee and CDW	We need to stop funding this project as members are no longer attending meetings and have since stopped working in project hence there is one member remaining who is also not active.	R 102 000-00	R 39 000-00	Harvesting was done
2. Khonjwayo Comm. Garden	Relocation of pump house and irrigation system  Specification has been developed with the assistance of Building Control	Purchase a new Engine and a pump	We need to procure a new engine and replace damaged pvc pipes because they have not been used since 2004	R 205 000-00	R 40 000-00	Harvesting have been done

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

3. Nkunzimbini Comm. Garden	Completion of a storeroom and installation of irrigation  Specification for fencing and store room completion has been done	We need to redirect part of the remaining budget to fence part of the project	Appointment of a service provider for irrigation system and also designs thereof	R 283 000-00	R 38 000-00	Production inputs were procured and supplied to this project
4. Masakhane Poultry Project	Renovations and completion of existing poultry structure	We need to provide budget for fencing of this project	None	R 200 000-00	R 20 000-00	They are selling live chicks continuously
5.Masizame Women's Project	Water supply borehole	Nil	Appoint a service provider to design and erect a borehole	R 135 000-00	R 35 000-00	Production inputs were procured and supplied to this project
6.Manqguzu Poultry Project	Renovations	Make budget for farm gate	None	R 132 500-00	R 20 000-00	Production inputs were procured and supplied to this project
7.Sophumelela Mtontsasa Poultry Project	Design and construction of fencing and poultry structure	Designs have been done	This project have also been budgeted for this financial year	R 242 000-00	R 30 000-00	Production inputs were procured and supplied to this project

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

8.Mthombolwazi Comm. Garden	Design and fencing`	Nil	None	R 185 000-00	Zerro	
9.Mkhumeni Poultry Project	Design and construction ( fencing and poultry structure )	Nil	This has been approved for funding by MIG	R 290 000-00	R 30 000-00	Production inputs were procured and supplied to this project
10. Bambanani Poultry Project	MIG	MIG	MIG	MIG	MIG	MIG
11. Vuka Youth project	Design and construction ( fencing and irrigation )	Nil	Appoint a service provider to make designs and do the construction and fencing and irrigation installation	R 226 000-00	R 30 000-00	Harvesting has been concluded

**5.3 Tourism Development**

Project Name	Performance Target	Variance	Alternative Solution	Budget	Revenue
	<ul style="list-style-type: none"> <li>Formation of a Local tourism</li> </ul>	<ul style="list-style-type: none"> <li>Five Community Tourism Organizations have been</li> </ul>	Revival of all the CTOs is	NIL	

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Restoration of Local Tourism Organization	Organization	<p>formed at five nodal points with tourism potential which will eventually form an LTO.</p> <ul style="list-style-type: none"> <li>• However there' s limited cooperation by the relevant stakeholders with regard to the latter.</li> </ul>	vital.		
Tourism Awareness and Capacity Building Programme	<ul style="list-style-type: none"> <li>• To encourage good hospitality</li> </ul>	<ul style="list-style-type: none"> <li>• Product owners trained on basic customer care and good hospitality.</li> <li>• Tourism Awareness campaigns conducted during the tourism month and beyond.</li> </ul>	more of these initiatives are needed	R200 000.00	
Flea-market	<ul style="list-style-type: none"> <li>• To promote local SMMEs</li> </ul>	<ul style="list-style-type: none"> <li>• The Local Cooperatives Forum wrote a letter to the municipality requesting a place to display their products to passers-by.</li> <li>• Differences within the LCF make it difficult for the project to start.</li> </ul>	Intervention by the municipal principals is needed	NIL	
Tourism Sector Plan	<ul style="list-style-type: none"> <li>• To have a document which talks to the challenges faced by the tourism sector within IHLM</li> </ul>	<ul style="list-style-type: none"> <li>• Submitted proposal to the Municipality of Florence concerning the funding of the project.</li> <li>• The investor with drew.</li> </ul>	The municipality should budget for the project in the next F/year	NIL	
Arts and Craft Support	<ul style="list-style-type: none"> <li>• To have local production shown to international tourists</li> </ul>	<ul style="list-style-type: none"> <li>• More than 100 projects exhibited at the Grahamstown National Arts Festival</li> <li>•</li> </ul>	Crafters need to produce more buyable products so as to expand their target market	R100 000.00	

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Programme		<ul style="list-style-type: none"> <li>reparations for the Tourism Indaba</li> <li>• Three of our establishments exhibited at the Tourism Indaba in Durban.</li> <li>• DSRAC and IHLM to share responsibilities for the Grahamstown National Arts Festival as part of the Arts and Craft Support Programme.</li> </ul>			
Ingquza Hill Art Centre	<ul style="list-style-type: none"> <li>• To conserve our heritage</li> </ul>	<ul style="list-style-type: none"> <li>• Feasibility study and other related studies and designs already made.</li> <li>• Funds not yet transferred to the provincial department of Arts and Culture.</li> </ul>	The municipality to write a letter requesting a written explanation as to why is the project not moving.	R15m (DSRAC)	
Other important issues	<ul style="list-style-type: none"> <li>• meeting was held on the 20<sup>th</sup> April 2011, which aimed at introducing the new service provider, the project is facilitated by the National Department of Environmental Affairs.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• KSD Presidential Revitalization Project : an initiative by the Presidency to revitalize KSD as the economic hub of the region, a number of projects have been identified (from Agrarian Reform to SMME Development).</li> <li>• Government to enable the environment for the private sector to invest in the region.</li> </ul>	<ul style="list-style-type: none"> <li>• Wild Coast Project: attended a steering committee meeting in East London, the aim was to update the members about the current situation of the project.</li> <li>• Wild Coast Project: a meeting was held on the 28 June 2011 with the Lambasi CPA, so as</li> </ul>		

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

	<p>ALP Holdings who's the implementer of the latter requests a letter of support from the municipality</p> <ul style="list-style-type: none"> <li>• site visit was conducted, and we visited two places (Msikaba and Mbotyi).</li> </ul>	<ul style="list-style-type: none"> <li>• Attended the Marine Resource Management Training facilitated by the Rhodes University.</li> <li>• The DTI to implement the project as appointed by the Presidency.</li> </ul>	<p>to address issues faced by the CPA.</p> <ul style="list-style-type: none"> <li>• The meeting resolved that they need the municipality's IDP, LED Strategy and SDF so as to align their plans with those of the municipality</li> </ul>		
--	--	--	---	--	--

5.4 Lubala Project

There has written a letter to the Department of Justice requesting them to attend the next meeting for the project. We were provided with the name of the court manager who will be our contact person, Mr Mlamli Kwetana his e-mail address is [kwetana.mlamli@justice.gov.za](mailto:kwetana.mlamli@justice.gov.za), and phone number is 0392520127\0392520188. Municipality has spoken to Mr Kwetana, an indication we got is that he was not aware of this programme and did not understand their role as the department.

We also wrote to the Department of Sport and the correspondence was faxed to Mrs Yolisa Wopula her phone number is 083 942 4197. She will be part of the next meeting and the intention was to ensure that there is synergy in terms of the plans proposed by the Metropolitan Foundation for the construction of a sportsfield in Lubala.

2. Agriculture Bursary for Tsolo training:

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

We have further engaged the CDW for the ward Miss Dlungwana. According to Ms Dlungwana, the names of the 5 learners were received from the then Councillor Mr. Nongoma and the learners were selected to the various villages of ward 12. The meeting to explain the criteria used; to Lubala community is scheduled for the 8 June 2011. The meeting scheduled for today in Lubala will discuss about this issue as the view from the CDW is that they could not find suitable candidates in Lubala.

3. Solar System:

Mr. Gqada referred the matter of quotations for the solar system to our finance dept. and our finance department is still looking for the companies.

However, we don't have local companies that are selling Solar Systems as initially required by DEDEA. We'll then consider companies within the District.

4. Sport Ground:

The Municipality was asked to level the ground for the community; however the municipality does not have the TLB available as we speak.

5. Electricity:

The electricity project plan has been circulated to everyone by the Municipality.

PHASE 2 ELECTRIFICATION PROJECT				ROGRAM OF INSPECTION AND OUTAGES	
<i>Village Name</i>	<i>Village Code</i>	<i>No of TRFs</i>	<i>No of Customers</i>	<i>Eskom Inspection</i>	<i>Outage Dates</i>
Maxaxibeni	18331D3	6	299	06/07/2011	17/7/2011
Mhlumba	18331B4		56	28/6/2011	08/09/2011
Lubala	19233A1		120	20/7/2011	31/8/2011
Redhill (Bukase)	18329B2		180	25/07/2011	09/05/2011
Mbhadango (Bhodweni)	18331B3		78	25/07/2011	09/05/2011
Lower Mapheleni	20195A3		132	08/09/2011	19/9/2011

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

(Sikezini)					
Dzaka (Sidabukweni)	20197A4		103	08/09/2011	19/9/2011
Upper Mapheleni (Siphezini)	19233D1		97	08/09/2011	19/9/2011

- That the Steering Committee for the Electricity programme must be taken for basic training so that they can understand the programme expectations. Mr Gqada: the electricity project manager confirmed that they will assist together with the service providers and the date for this training will be set after 20 May 2011 ( After the meeting with Service providers and muni. ) ,
- Lubala area has been prioritized for the electrification programme and the contractor is expected to be on-site next week. Nevertheless, Mr Gqada will prepare a letter confirming next week's date for the initiation of the Lubala powerline construction,
- The revised project programme will be forwarded to all the affected parties early next week and therefore the service provider was requested to provide a detailed programme specifically for Lubala. This programme will exclude other surrounding areas, it will only target Lubala A.A showing deadlines for the project and ,
- It has also been noted that the PSC for electricity has not held a meeting and it was discussed that the PSC must have weekly meetings for the purposes of updating their communities i.t.o the progress made,
- One member of Electricity PSC should form part of the Broader Lubala Project Meeting that includes all the departments, we have noted that this PSC was not forming part of the project,
- The survey work has been done for Lubala, but the pegs have been removed and that the land surveyor will provide us with survey work plan to ascertain the exact location of the line and also check the possible building line compliances,
- Eskom will also require the certificate of compliance before the electrification is done and therefore we request DEDEA to assist us w.r.t this certificate,
- The Lubala project will connect to the Maxaxubeni powerline and it will be required that Maxaxubeni A.A is given 30 days notice before the switch off of the entire village. This will be done on construction of the Power Line for Lubala Project.

### 3.4 Forestry

STRATEGIC PLANNING & DEVELOPMENT REPORT FOR JUNE 2011

SECTION:FORESTRY

Date :QUARTERLY REPORT- June 2011

--	--	--	--	--

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Project	Progress /Status	Challenges	Funding	Financial year
Meeting with SITA Plantation project members	Conflict between the project members was resolved. Structure reviewed	Handing over meeting to be arranged before the end of the month- July 2011	None	2010/2011
Environmental Awareness Campaigns meeting@Lusikisiki	On progress	School holidays had a bad impact	None	2010/2011
Attended Marine Resource workshop-13 <sup>th</sup> to 15 <sup>th</sup> June@Mbotyi	Completed	None	None	2010/2011
SDBIP Strategic Plan workshop @Lusikisiki	Completed	None	None	2010/2011
Sita Plantation Project :Fire protection training	Completed	None	None	2010/2011
Ntanzi project:Fire protection training	Ripping-10.0Ha Pitting Pre-plant spray Planting Fire breaks spray Tracer preparation	None	None	2010/2011

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Nyuswa project: Fire protection training	Weeding-15.0Ha Fire breaks spray-40.77Ha Tracer preparation	None	None	2010/2011
Mvimvane: Fire protection training	Fire breaks spray Tracer preparation	None	None	2010/2011
Ntlanjane project	Not yet visited	None	None	

3.4 Quarterly report for Seda Satellite Office: Ingquza Hill Municipality

Responsible person	Achievement/ Progress	Challenges	Solutions
S MNGOMENI	<ul style="list-style-type: none"> <li>During this quarter the SEDA deployee attended training in Umtata for two weeks. The main aim was to empower information desk officers so as to improve services in the satellite offices.</li> <li>There have been too many people requesting the status quo reports of their applications for registration and intention is also to get funding support.</li> </ul>	<p>Getting the input from CIPRO has been a challenge for the output of the projects registration process.</p> <p>Business plans will be done after these co-ops have passed their assessments so they can be assisted on funding, marketing materials etc.</p>	<p>There is a need to engage CIPRO and it is anticipated that CIPRO now that they are changing to CIPC. People needs to be trained before they can register co-operatives so as for them to understand what they getting into.</p> <p>There is a need to engage community based structures.</p>

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

	<ul style="list-style-type: none"> <li>• Presentation of the services provided by SEDA and the section also invited the Youth in business. It was held on the 29-06-11 in Umtata town hall ( youth in business workshop)</li> <li>• From the first of April we will no longer register close co-operation &amp; this is the law from the government.</li> <li>• Our business advisor visited some of our registered co-op for assessments.</li> </ul>	<p>The youth in business wanted to be assisted with the transportation for the function to be held in Mthatha.</p> <p>None</p>	<p>The municipality should transport people to attend the functions of this nature.</p> <p>None</p>
--	---	--	---

**3.5 SEDA Satellite Office- Ingquza Hill Local Municipality Client Register Form**

Date	Name	Surname	Representing (organisation name)	Ward	Project Description	Assisted by	Contact details
						Sibathathu	
04-05-11	Nolwazi	Notshaya	Nyawontle co-op	14	Vegetable Farming		0733322581
10-05-11	Nolwazi	Matha	Lwazikazi Craft work	15	Craft work		0838492777
11-05-11	Gloria	Mbonisweni	Ingqange Lempuma Co-op	14	Potato Farming		0738101138
12-05-11	Sipho	Ngqwangi	Vukuzenzele Buchery		Buchery		0837176435
19-05-11	Nancy	Hughes	Malamba Projects	15	Potato Farming		0729990861
25-05-11	Zuzekile	Mboyi	Siyancedana co-op		Poultry Farming		0833644953
26-05-11	Zola	Jwacu	Lupoma Projet		Vegetable Farming		0733747631

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

04-03-11	Manyathi	Sifeju	Ihlumelo co-op		Craft work		0728445059
08-04-11	Bongani	Kenqu	Loyibonga trading enterprise		Retail		0835480704
19-04-11	Nozuko	Langa	Onanao construction		construction		0737859968
05-06-11	Lucky	Hlongwe	Vuyabedlala Group	25	Cultural Dancers		0731172351
11-06-11	Ndumiso	Dlungwana	Luthulini Project		Poultry Farming		
18-06-11	Sivuyile	Siqhelo	Nothen Trading	21	Retailing		0733116450
21-06-11	Sibusiso	Maboza	Ingwe cc	9	Vegetable Farming		07337270502
21-06-10	Mondli	Xwayi	Jama cc	11	Transport		0834986796
27-06-11	Mfolozi	France	Mfolozi Painting co.	9	Paintinting		072216615
28-06-11	Mzolisi	Cingo	Niyawola trading cc	11	Hawker		0738709332
28-06-11	Lwandiso	Bam	Versus Media	17	Recording Studio		
28-01-11	Siqinisekiso	Xwayi	Rumbo co-op	11	Poultry Farming		
30-01-11	Buzeke	Zono	Masakhane Group	24	Cultural Dancers		0793936249

6. Communication & Public Participation

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Quarterly Report for April- July 2011 Programme: Communication and Public Participation Official : B Samka Department: Strategic and Development Planning				
Project	Progress\ Status	Challenges	Funding	Financial year
Establishment of Communication Forum	All relevant stakeholders were identified and we are planning a programme to visit the Departments to explain the necessity of the forum with the assistance of Mr.Duka from GCIS and the District.	Slow progress in convening the meetings with the GCIS.	Nil	2010/2011
Communication strategy	No progress as we were advised by the GCIS that the communication strategy be shelved until the new political principals resumes work. The communication plan is in place that guides communication activities.		Nil	2010/2011
Development of Municipal logo	The Manager made a suggestion that we should not proceed with it because it needs the approval from the management meeting and the Exco.	We are looking for the Resolution taken by the Council from the committee clerks that says the Logo should be reviewed	Nil	2010/2011
Lubala poverty alleviation project	Progress meetings sit each and every month and the Municipality is attending, Mr Duka also arranged an information day in Lubala for the 10 <sup>th</sup> June because of bad weather it was postponed. Inkonjane FM was also invited;	The project is not budgeted by the Municipality	Nil	2010/2011

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

	the purpose was to promote the booklet called POA. They will bring the copy to the Municipality			
Clean cities and Towns	The programme is complete and was launched by the acting Minister from COGTA.	The continuity of the programme is a challenge as there has not been any meeting held ever since the launch.	Nil	2010/2011

Public participation

**1. Formation of the Ward Committees**

The municipality needs to facilitate the election of the Ward Committee Structures within the Ingquza Hill Local Municipality. The District Municipality has invited all the LM's to be part of the meeting wherein the terms of reference were presented.

**2. Ward Based Projects: IDP**

The IDP outreach programmes were facilitated and the projects per ward have been received. They were all integrated to the final IDP document.

**7. Establishment of a Protective Clothing Factory**

This part of the LED section deserves to be highlighted as it has some dire implications for development in this area. It will be recalled that this factory was proposed to the Municipality as far back as the 20<sup>th</sup> December 2010. Land was identified but after protracted discussions between the Municipality the Department of Cooperative Governance, the Communal Property Association (CPA) of Flagstaff and the municipality, it appeared that there was no possibility of confirming land availability as the CPA kept on shifting goal posts.

## INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY REPORT 2011

The Department of Cooperative Governance then decided to relocate the site of the factory to Mthontsasa; a service provider appointed by the DCoG and SANACO went to confirm the site. It also appeared that there was a parallel process that was run by DCoG, this process was led by another official as opposed to what had been led by the Deputy Director General.

There has been baseless allegation by faceless individuals, of an attempt to relocate the factory by municipal officials. This allegation is not truthful and must be condemn in strongest terms possible as this risks a political upheaval that we cannot afford.

Lastly, this project is a project owned and driven by DCoG, the municipality is consulted on the understanding that it's a government programme and in the spirit of IGR such consultation must be made. However, some officials from trhe department (DCoG) leave a lot to be designed in their conduct.

### **8. Conclusion**

The above mentioned activities were undertaken in the last quarter of the financial year. The budget for the LED projects was not fully utilized as there were cash flow problems. There department has been responding to legal cases relating to land and there are delays envisaged. However, the case for the Ingquza Hill versus Bodlani has been terminated by Ms Bodlani and it will be settled out of court. The planning projects will be fast tracked and the approvals will be received in the next financial year.

TECHNICAL SERVICES SECTION

## INTRODUCTION AND OVERVIEW

### EXECUTIVE SUMMARY

Performance highlights

#### 1.1 Review of the departmental programmes

Social services and infrastructure play a vital role in the development of both, urban and rural communities and this section is meant to assess the existing level of development as well as problems that exist in the department and /or projects which are in 2010/2011 SDBIP will be assessed, those which are also being implemented out of SDBIP as well as the 2009/2010 projects that could not be completed on time. These include roads and storm water, social facilities, solid waste management Buildings and electrification.

The Ingquza Hill LM is neither WSA nor electricity distributor, hence we can only comment on facilitation of these programmes except for Tshonya electrification project which is a turn-key project that is being implemented by the municipality.

#### 1.2 Refuse removal

Refuse is collected two (2) days per week in the residential areas while in the CBDs should be collected on daily basis. Currently this service is limited to urban centres and peri-urban areas of both towns, namely Lusiksiki and Flagstaff. The waste that is being collected is getting disposed off in dumping site which have almost reason reach their full capacity. Moreover these dumping sites are neither legalised nor registered and operation of these sites does not meet the minimum prescribed or regulated standards .As per the approved SDBIP, the table below shows projects which are implemented in the 2009/2010 and 2010/2011 financial year using either grant funding or equitable share and other sources.

#### 1.3 Roads and Storm water

Regional Road (R61) connects both units to other towns, namely Mbizana and the rest of the road network is secondary roads linking villages to either regional road or central business districts.

The general condition of road network within the Ingquza Hill LM is poor and continuing to decline.

There is a project that is currently running of R61 revitalisation whereby the damaged parts of R61 are being repaired

#### 1.4 Departmental Organogram

## INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY REPORT 2011

The departmental organogram have three crucial position that are either not filled or filled with unqualified personnel. These position are as follows:

- Technician: Capital Projects which has an acting employee
- Junior technicians (Roads and Buildings) both vacant
- Technician: Operations and Maintenance which is currently filled by an employee with no technical qualifications.
- Departmental administrator

### 1.5 SERVICE DELIVERY OBJECTIVES

- 
- To ensure provision of basic services to all.
- To ensure accessibility of communities to social amenities.
- To ensure that physical infrastructure is maintained.
- To ensure safe working environment of municipal employees.
- To ensure access to social facilities and economic points of attraction

### 1.6 Monthly programmes and activities

#### Capital Projects

The 2010/11MIG Capex projects were awarded to the PSPs, designs completed and awarded to Contractors except for the community halls. Two of such projects are on construction and others are being held by RODs that are still outstanding.

#### MIG Funded Projects 09/10 FY (Roads)

Project Name	Length (km)	Target	Actual Performance	Deviation from target	Reason for Deviation	Progress to date	Remedial measure/ comments
Tribal Authority to Mzaba A/R	9km	Address to environmental issues	The project awaits court verdict.	Environmental issues still pending	Court case is the delaying matter.	Project was about 90% complete when it was stopped.	The project cannot be continued until the court verdict is received.
Gunyeni A/R	3km	Close the project.	Project closed	Nil	Nil	Project in the retention phase and final inspection 6	The retention will be released after six 6 months

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

						month from June 2011.	
Mbilikati to Xhurana access Road	4km	Close phase 1 and register the concrete slab as phase 2.	Phase 1 closed and registration of phase 2 pending.	Phase 2 is yet to be approved.	The DAC queried the project costs.	Phase 1 complete and phase 2 loaded on MIG-MIS	Senior officials from the department to attend the next DAC so as to put up strong motivation.
Dikidikini Access Road	9km of which 1 km will be surfaced.	Complete phase 2 and commence with the portion left on phase 1	Phase 2 complete and finalising the portion left on phase 1.	Nil	Nil	Phase 2 of this project is complete and phase 1 at its final stages.	Portion of phase 1 will be completed in July 2011.
Khabingele to Ntlalwane Access Road	10km	Close the project.	Construction completed	Project not closed	It became very difficult to reach the consultant to come and close the project.	Construction complete and final inspection for releasing retention funds done.	The project will be fully closed before 15 <sup>th</sup> July 2011. The behaviour similar to the one displayed by this consultant needs to be condemned.

MIG Funded Projects 10/11 FY (Roads)

Project Name	Length (km)	Target	Actual Performance	Deviation from target	Reason for Deviation	Progress to date	Remedial measure/comment
Dimfi Access Road	4km (2km already an existing road)	Complete construction	Construction complete and completion certificate signed.	Nil	Nil	Project in the retention phase and final inspection 6 month from June 2011.	The retention will be released after six 6 months from June 2011.
Lupandlasi Access Road	3km	Complete construction	Construction complete and completion certificate signed.	Nil	Nil	Project in the retention phase and final inspection 6 month from May 2011	The retention will be released after six 6 months from May 2011.

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Nozayi via Mhlopekazi to Norhatshaza Access road	8.2km	Complete construction	Project is about 90 % complete.	Nil	Nil	Original scope has been completed.	The period of this project was extended due to an extra scope that was approved in the form of a V.O.
Sigubudwini Access Road	7km	Complete construction	Project is about 90 % complete.	Nil	Nil	Actual construction is complete except for some road furniture including concrete slab.	The plant delayed in completing this project as it was forced to assist in maintaining roads for the elections.
Makaula Access Road	5.5km	Complete construction	Project is about 88 % complete.	Nil	Nil	Original scope completed.	The period of this project was extended due to an extra scope that was approved in the form of a V.O.

MIG Funded Projects 10/11 FY Social Facilities

Project Name	Size m <sup>2</sup>	Target	Actual Performance	Deviation from target	Reason for Deviation	Progress to date	Remedial measure/ comments
Bisi Community Hall	200m <sup>2</sup>	Complete construction	Project is about 90 % complete.	Construction in progress	The project was delayed due to different views by management on how the project should be implemented.	Wall structure is complete	The project will be completed latest by September 2011.

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Hombe Community Hall Ward 20 (IHLM)	200m <sup>2</sup>	Complete construction	Project is about 70 % complete.	Construction progress in	The project was delayed due to different views by management on how the project should be implemented. Further delays were caused by community needs which lead to some changes in the designs.	Wall structure is about 85 % complete	The contractor is very slowly and needs more pushing, however also had challenges in accessing material. The project is to be completed latest by September 2011.
Thobile Ndabankulu Community Hall	200m <sup>2</sup>	Complete construction	Project is about 90 % complete.	Construction progress in	The project was delayed due to different views by management on how the project should be implemented.	Project is about 95% complete.	Project to be completed early in September 2011. The contractor also had some difficulties in accessing the material for roofing but has since got it.
Joe Slovo Community Hall	2. 400m <sup>2</sup>	Complete construction	Project is about 90 % complete.	Construction progress in	The project was delayed due to different views by management on how the project should be implemented. Further delays were caused by community	Wall structure is about 95 % complete and the roof structure is about 90%complete.	Project to be completed early in September 2011.

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

					needs which lead to some changes in the designs.		
--	--	--	--	--	--	--	--

Other Capital Projects 10/11 FY

Project Name	Qty	Target	Actual Performance	Deviation from target	Reason for Deviation	Progress to date	Remedial measures/ Comments
LED Projects	Projects to the value of R3 mil	Projects to go to tender.	The projects approved by DAC	Tender advert not yet out	The DAC delayed in verifying the projects so that they can be registered.	The projects approved by DAC	Planning to develop a tender document for the implementation of these projects.
Solid Waste Management – Landfill sites.	2 Landfill sites for Lusikisiki and Flagstaff	Implementation of the project should be complete.	Proposals from service providers were requested but were never evaluated nor adjudicated due to some technicalities internally.	Project never implemented.	The proposals were never evaluated due to capacity constraints.	Some information that can be used for tendering purposes has been compiled.	Engagements with DEDDEA are planned so that they assist the municipality in procuring service providers. Project to kick-off early in the new financial year.

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

Flagstaff Arterial Road	580m and 1.4 km	Construction to be completed	Project registered on MIG-MIS and presented to the DAC.	Actual implementation never commenced.	Enough funds couldn't be sourced for the implementation of this project.	Project loaded on MIG-MIS and site verification visit made by the provincial officials.	The project will go back to DAC for the approval.
Lusikisiki Storm-water upgrade	R20 mil	Construction to be completed	Hawker traders accommodation provided. Desitlgn and tender document compiled.	No actual indications of the progress could be sourced from the department.	The department of public is not cooperative in terms of providing information to the municipality regarding this project.	Different information is being communicated by the engineers and public works department which contradicts each other.	We are continuing with our facilitation role but Public works is not co-operating at all hence we are not even sure of the actual progress. Political intervention is required on this project.
Drivers License Testing Centre (DLTC)	R3.3 mil	Construction to be completed	Construction started but was quickly terminated.	Construction still at about 15%.	The appointed contractor quickly abandoned the site citing tendered rates as the main reason.	Only minor trenches opened and concrete pipes bought.	The project is going to be implemented in-house whilst the legal processes against the

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

							contractor who abandoned the site will continue. The project is on standstill until the dispute is resolved between public works and the service provider that worked on the VTC.
--	--	--	--	--	--	--	---

Operations and Maintenance

Project Name	Qty	Target	Actual Performance	Deviation from target	Reason for Deviation	Progress to date	Remedial measure/ comments
Municipality offices and registry	9 offices and registry	Construction to be complete.	The main office block in Flagstaff is about 90% and exterior of the registry room.	Construction works is still at about 65%	Service has been on and off the site due to a number reasons which amongst was the late payment of the contractor followed by the departure of one of the key personnel from the contractor.	The main office building in Flagstaff is 90% complete.	A strong worded letter was sent to the contractor to get back to site but is yet to respond or get back to site. The only reasons mentioned by the service provider is that their skilled worker had to leave due to some personal reasons and is not yet back.
Internal streets in Lusikisiki (New-town)	Repairs on critical points on the streets in Flagstaff and	Maintain all badly damaged internal streets.	Damaged streets especially during and after the December	Nil	Nil	Badly damaged streets have always been attended to.	The internal streets needs major upgrade and drainage system to be improved as well for them to be

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

	Lusikisiki		holidays were repaired.				effective. This exercise will need a lot of resources in terms of money, equipment, time, and qualified human resource to be effective.
Gravel roads maintenance	Ward councillors to prioritize one road per ward.	Each ward to have a road maintained.	More than one road in each ward were maintained thus due to elections.	Exceeded the target.	Roads leading to voting stations were all maintained.	A total of 33 roads totalling to about 138.9 km	The general maintenance schedule was incorporated to the voting stations access roads maintenance.
Lusikisiki internal toilets	Internal block in Lusikisiki	Complete construction	Construction complete	Nil	Nil	Toilets structure complete.	It came to light that there was a need for the sink as well to be installed.
Lusikisiki public toilets	A block of toilets in Lusikisiki next to drivers license practising grounds.	Complete construction and fitting of doors.	Door frames fitted but removed.	Toilets are unusable.	The burglars (both doors and windows) and door frames were vandalised.	Toilets structures complete but not functioning.	These toilets have to wait for the Flagstaff internal block to be complete before they can be repaired. Someone to look after these toilets has to be engaged.
Flagstaff internal toilets	A block of toilets inside the municipality premises.	Complete construction	Wall construction complete.	Construction in progress.	Material at first was underestimated and it took time to source another material. The brick-layer in use	Wall construction complete.	Plumbing works to commence in July and roofing to be complete early in August 2011.

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

					is also not the best and therefore is moving at a very slow pace.		
Public toilets construction by OR Tambo DM	Not in the SDBIP	Not in the SDBIP	A list of areas identified for constructing toilets was sent to ORTDM.	Nil	Nil	A list of proposed sites was given to OR Tambo DM consultants.	A follow-up needs to be made to OR Tambo DM.

**Electricity Projects and programmes**

Tshonya Phase 1 electrification	To complete 1773 energised connections	Construction complete, 229 connections energised and the remainder is scheduled to be energized before end November.	Still seeking Eskom to finalise approval of outages.	Remaining connections not energised.	Correction of snags was not completed in time and outages were not approved for November month. Eskom made error by not updating their network record to reflect Tshonya village as energized.	Finalising Eskom approval of outages which is delayed by Eskom not updating their network information.
Tshonya Phase 2 electrification	To appoint main contractor for electrification	Re-tender briefing has been done. Tender closing on 17/11/2010	Main contractor issued a letter of appointment.	None	N/A	Awaiting for supplier to accept appointment so that a contract can be signed.
Street lighting	To repair street lights in both towns.	Disused with Eskom to agree on responsibilities	RACEC has started with evaluation of the current condition. And will carry on repairs.	None	None	RACEC team has started with the rehabilitation of network.

### **General Comments**

- The level of skill of some of the current staff members needs to be anchored
- Some of the activities being done are not reported and that is attributed to the above comment.
- A dedicated unit to manage project and monitor MIG funding and regulations needs to be established and should comprise of qualified officials.
- Most of the projects have exceeded their durations and this can be alluded to the fact that there has been no close monitoring of the projects due to limitations in the above recommendation..
- Maintenance both roads and buildings have no dedicated suitable people responsible for them which makes it challenging to implement effectively.
- To change behaviour and attitudes completely in the department would require some more time.
- Most of our professional service providers lack capacity and become a burden to the municipality. As a result we find ourselves most of the time training them on how to execute their works. An example: A service provider is advised that the projects are going to exceed their duration and therefore requests for extension of time must to be submitted with clear motivation. The service provider submits two letters with not attached request from the contractors and this shows clearly that this service provider does not understand hi functions as consultant.

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

**COMMUNITY SERVICES SECTION**

- **TRAFFIC SERVICES**
- **CRIME PREVENTION**
- **DISASTER AND RISK MANAGEMENT**
- **HEALTH**
- **LIBRARIES AND EDUCATION**
- **SPECIAL PROGRAMMES**

<b>TRAFFIC SERVICES</b>				
<b>SDBIP Focus Area</b>	<b>Time frame</b>	<b>Progress</b>	<b>Target</b>	<b>Remarks</b>
<b>Transport Forum</b>	April- June 2011	No meetings convened on both local and district levels.	Once quarterly.	As the forum is conveying the transportation challenges to the district transport forum, it is directly influenced by the convening district meetings. The
<b>Conducting Speed checks, Patrols &amp; Road Blocks</b>	April- June 2011	<b>90</b> traffic fines were issued and the most prevalent being overloading, driving without a Professional Driving Permit followed by driving without driving licence. Expected revenue- R59200.00	5 summons per officer per day.	This quarter we had three officers using one vehicle. The expected revenue will certainly diverge due to outcome on court findings, reduction of fines, death of accused and other factors that may contribute to non-payment.
<b>Adjudication of traffic fines</b>	April- June 2011	Revenue collected from magistrate offices for payment of traffic fines and the amount paid to municipality is R27 150.00	R12 500 per month	Payment of traffic fines has been low than anticipated projections. There are number of contributing factors such as lack of resources, suspension of traffic officers, etc.
<b>Execution of Warrants</b>	April- June 2011	No warrants of arrests were served during this quarter.	Ad-hoc basis	Due to shortage of equipment, priority is only on law enforcement through visible patrolling..

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

<b>Community Awareness Campaigns</b>	April- June 2011	Two meetings were held at Gcinilifu School and where the communities had raised their concern about traffic safety along R61. The traffic safety officers have embarked on a program of education learners of Walter Cingo Senior Secondary School. 30 students are being given learners licence classes and will be examined at our DLTC to obtain their learners licences if found competent.	Once quarterly.	The traffic safety officers are not servicing the area as they would have if they were locally based.
<b>Stray animal management</b>	April- June 2011	<p><b><u>1. Impoundment of stray animals</u></b> No cattle were impounded.  Revenue generated-<b>R0.00</b></p>	R1 666.66	There was no stock accepted from the police during this quarter as the pounds were being fenced. Fencing of pounds has been completed and stock from the SAPS will be accepted once more.
		<p><b><u>2. Road Ranger Programme</u></b> The road ranger programme has covered the entire R61 crossing over our jurisdiction.</p>	Zero accidents involving stray animals.	The road rangers are more visible than previous times but their performance has not reached the satisfying level.
<b>Training, workshops and meetings on ENatis</b>	April- June 2011	<p><b>PROVINCIAL ENATIS USER GROUP WORKSHOP</b></p> <p>The workshop was held at Blue Waters Hotel in East London on the 16<sup>th</sup> of May 2011.</p> <p>The workshop was chaired by MR P.</p>	Once quarterly	This is the only platform where municipalities obtain information on the developments affecting the functioning of eNaTIS, in particular and traffic services, in general. The eNaTis supervisors are workhoped on daily activities and Traffic Managers are

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

		<p>Swartz</p> <p><b>The duties and responsibilities of supervisors were outlined by Ms Brownwyn.</b> They are responsible for planning the daily operations of their staff. They should exercise control by monitoring activities in the Registering Authority and DLTC. They should provide guidance to the cashiers. They have to organize resources and assign tasks.</p> <p><b>Filing</b> Closing of files must be done by supervisors and filing should be done according to register numbers. The files should be kept in filing cabinets. Face Value documents must be captured before issue to cashiers and registered again after completion of daily work. When transactions 161, 162, 163 &amp; 164 have been performed, the print-out must be filed in the relevant file.</p> <p><b>Administrative Adjudication of Road Traffic Offences by MR Williams.</b> The purpose of this law is to have uniform processing and amounts of penalties on traffic violations in the Republic. The current enforcement success rate is between 20% and 25% in reduction of accidents. The point demerit system will improve</p>	<p>sensitized with the latest trends on corruption and monitoring to counteract.</p>
--	--	---	--

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

		<p>compliance and thereby contributing positively on accidents reduction. Most Issuing Authorities had not acquired the stationery from Government Printers and it is emphasized that they must order before or on the 20<sup>th</sup> of May 2011 in order for the Eastern Cape to be ready to implement the programme as soon as the National Minister pronounces. The training of staff i.e. back office personnel and traffic officers is to be arranged. It is still unclear whether the equipment will be from Road Traffic Management Corporation (RTMC) or DOT.</p> <p>The municipalities can arrange with DOT for MR Williams to go and make a presentation on AARTO to the municipal council and management as there are many grey areas in the roll-out of AARTO. There is a meeting at Port Elizabeth on the 1<sup>st</sup> of June 2011 for law enforcement managers and on the 2<sup>nd</sup> of June 2011 for the other stakeholders such as Municipal Managers and CFOs. The issue of amount paid by RTMC to the municipalities will be dealt with in depth. There is a possibility that RTMC is going to take over the management of DLTCs and the revenue generated thereof.</p> <p><b>Debt collection by Mr Swartz</b> About 26 000 vehicles are in default</p>		
--	--	--	--	--

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

		<p>of licensing fees payment and this millions of rand lost by the government.</p> <p><b>Periodic Vehicle Testing by MR Naidoo.</b> All Road Transport Quality Vehicles (RTQS) and vehicles older than 10 years will be subjected to annual roadworthiness examination. The targeted vehicles will be increased until the five year old vehicles. The issue of roadworthiness is still a challenges in the event of accidents and the private Vehicle Testing Stations are the most contraveners and there is no way that this function could be performed by government facilities only.</p> <p>The emissions test should be done everytime the vehicle is examined for roadworthiness.</p> <p><b>PROVINCIAL ENATIS USER GROUP MEETING</b></p> <p>The meeting was held in East London on the 17<sup>th</sup> of May 2011 at Bluewaters Hotel.</p> <p>Chaired by Mr R. Rodgers</p> <p><b>Computerized Learners Licence Test</b> The roll-out for the Eastern Cape is very close as the programme</p>		
--	--	--	--	--

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

		<p>showed success in the pilot centres. LCU roll-out is still on for these centres that did not get LCUs.</p> <p><b>Acknowledgement of debt</b> The process was suspended due to abuse and referred to national. Once the national accepts the proposal, the province has to make a policy to manage debt. People must be allowed to pay what they have even though the licence disk will not be generated until the amount being owed is paid in full.</p> <p><b>Revenue collection</b> Registering Authorities have to pay what is due to Department of Transport and RTMC within 2 days. The DOT will close these agencies that default on payment after 21 days as the reason for these debts cannot be justified. PRODIBA is also experiencing challenge with some DLTCs as they are owed over R8 million and they threatening to withdraw their services with the Eastern Cape. This will affect the entire province, therefore be not the cause of service delivery hiccups. If RAs and DLTCs fail to abide by the SLA, they set the department for failure and the department will have no choice but to cancel the relationship.</p> <p><b>Conversion of Foreign Driving</b></p>		
--	--	---	--	--

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

		<p><b>Licences</b> There should be confirmation letter from the country's embassy. There is a challenge will USA since September 2001 attacks on releasing the particulars of their citizens.</p> <p><b>Conversion of ID driving licences</b> There is no cut-off date for Transkei and Ciskei licences.</p> <p><b>Instructors Certificate</b> The issuing is still a challenge as they have after passing the prescribed test, the results are sent to inspectorate for some ground work before the issue. The delay is with the Inspectorate.</p> <p><b>SIU AUDITS</b> There are spread sheets that were sent to audited DLTCs and RAs. It is the discretion of the traffic manager to act but SIU will follow-up on the irregularities raised to check whether these centres have improved or not. The recommendation is that the examiners and cashiers who failed to conduct their duties professionally, be dealt with accordingly. The province should give a directive if the center fails to act.</p> <p><b>Training</b> The RA or DLTC must make a written request to the province with</p>		
--	--	---	--	--

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

		names of people who need training and in turn the province will wait for the class to be full before conducting the training. The people do not inform the province in time when they are no longer going to attend the training.  <b>Change of ownership</b> Cashiers must stick to the regulations.		
<b>Registration and licensing of motor vehicle and drivers</b>	April- June 2011	Registration and Licensing (RA & DLTC) has generated <b>R632 190.10</b>	R200 000 per month	The revenue collection for this quarter was per estimated projections.
<b>Examination of Learner's Licence applicants</b>	April- June 2011	Examination of Learners Licence applicants resumed this month. 807 applicants were examined. 465 applicants passed 378 applicants failed 26 applicants were absent.	Adhoc	The first month was not busy due to the effect of the closure we had but in the two last months, the situation was normal.
<b>Provision of stationery, face values, ISS forms</b>	April- June 2011	Stock level for most forms required to.	Two month stock level	The use of Live Capturing Unit has reduced the demand for ISS forms as the renewal of driving licenses is done online. ISS forms are only used when the system is down.

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

<b>CRIME PREVENTION</b>				
<b>SDBIP Target</b>	<b>Time frame</b>	<b>Progress</b>	<b>Target</b>	<b>Remarks</b>
<b>Community Safety Forum</b>	April- June 2011	No meeting convened during this quarter.	Bi-monthly	The quarter was filled with election fever and safety issues were discussed with SAPS.
<b>Community Safety Plan-Awareness campaigns and crime prevention activities</b>	April- June 2011	The council has adopted the Community Safety Plan.	Once quarterly	The Community Safety Plan booklets should be printed and dispatched to all relevant stakeholders.
<b>Access control stationery</b>	April- June 2011	No stock was ordered.	Two month stock level	Procurement was postponed as requested by BTO.
<b>Enforcement of the bylaws</b>	April- June 2011	<b>Forest Patrols</b> The patrols were not conducted at the planned rate and one bakkie was caught. <b>Town patrols</b> There has been a significant decline of articles displaced outside the shops.	Daily	The shortage of vehicles and their unroadworthiness is affecting other task like banking. The option of cash-in transit should be consider for banking of municipal moneys.
<b>Safe guarding of Municipal Assets</b>	April- June 2011	One incident of breaking in happened at Flagstaff Municipal offices. The internal investigations are underway even though the case	Daily	Addressing the shortage of personnel in order to reduce the effect of fatigue that may play as role in the concentration

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

		was opened at Flagstaff Police Station.		level.
<b>VIP Protection</b>	April- June 2011	Duties performed well as there are no incidents of whatever nature treating the principals' safety.	Daily	There is a shortage of personnel to be deployed for VIP protection due to resignation of two incumbents and the general shortage of security personnel.

**DISASTER AND RISK MANAGEMENT**

<b>SDBIP Target</b>	<b>Time frame</b>	<b>Progress</b>	<b>Target</b>	<b>Remarks</b>
<b>Conducting awareness campaigns of</b>	April- June 2011	Disaster volunteers were trained to do the assessment in their respective areas or wards. They were supposed to consult stakeholders in their wards and conduct workshop to get the relevant information in all the areas under Ingquza Hill Local Municipality. Eight workshops have been conducted in Ward 20, 16, 10, 6, 15, 22, 5 and 8. The workshops are still in progress as the closing date is the 25 <sup>th</sup> of May 2011.	Once quarterly	The number of the volunteers is not sufficient to make a significant impact as the awareness should be done on continuous basis.
<b>Provision Disaster Relief of</b>	April-June 2011	The relief material was supplied to Ingquza Hill Disaster satellite office. Hundred and sixty eight corrugated iron sheets were supplied and the material was not enough to be distributed to the beneficiaries.	When need arise.	When the relief material is supplied, it must be enough and as specified so that the beneficiaries of the same disaster incidents can be given at once to avoid complaints and unnecessary suspicions.

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

<b>HEALTH</b>				
<b>POVERTY ALLEVIATION</b>				
<b>Establishment of Health committees</b>	April- June 2011	<p><b>LAC Year Plan</b> The LAC has finalized the year plan and now we are waiting for the Task Team to call a meeting where the year plan will be put on table and adopted by all the LAC members.</p> <p><b>Capacity Building for the LAC members</b> While the LAC is still waiting for the Treatment Action Campaign to take its course with the capacity building exercise, the District AIDS Council has offered to do training which will commence late this month. They will be accompanied by the members of the Eastern Cape AIDS Council.</p>	Once quarterly	The LAC activities are well planned and coordination amongst stakeholders is satisfactory.
<b>Awareness campaigns in wards.</b>	April- June 2011	The LAC held its Candlelight Memorial in Flagstaff on the 31 May 2011. This event was preceded by the door to door campaign where as the LAC, we identified many people who are directly affected by the scourge of HIV/AIDS.	Once quarterly	Home based caregivers have to be assisted in the identification of sick people who are not hospitalized.

**INGQUZA HILL CONSOLIDATED 4<sup>TH</sup> QUARTERLY  
REPORT 2011**

<b>EDUCATION AND LIBRARIES</b>				
<b>SDBIP Focus Area</b>	<b>Time Frame</b>	<b>Progress</b>	<b>Target</b>	<b>Remarks</b>
<b>Library Marketing</b>	April- June 2011	As part of library awareness campaigns some schools were visited in wards 2 &3 e.g. Ntontela J.S.S, Jiba S.S.S, Vulindlela S.S.S, Palmerton S.S.S, Lukhanyisweni J.S.S, Mantlaneni J.S.S, Mbayi J.S.S, Mdingi J.S.S.	Monthly	The marketing is hampered by the shortage staff.
<b>Library committee</b>	April- June 2011	The Library committee met on the 14 <sup>th</sup> of April 2011 to discuss the date & venue for World book & Poetry celebration. It was agreed that celebration should be held inward 3 (Makhwaleni circuit) on the 05 <sup>th</sup> May 2011.	Bi-monthly	The public participation on libraries issues is increasing.
<b>Lusikisiki &amp; Flagstaff library</b>	April- June 2011	Statistics of users visited library: <b>Lusikisiki library</b>	Ad-hoc basis	Belmont is close to two instituons of learning, Ngqungqushe

**SPECIAL PROGRAMMES**

<b>SDBIP Area</b>	<b>Focus</b>	<b>Time Frame</b>	<b>Progress</b>	<b>Target</b>	<b>Remarks</b>
<b>Organization of youth summit and sport activities</b>		April-June 2011	The progress of New Rest stadium project is still faced with a challenge of financial constraints for the construction of an alternative playing field that will be used during the construction of an artificial pitch. The attempts to obtain R480 000 from ORTDM which was pronounced for the reinforcement of funds for the construction of New Rest Stadium has yield not fruits.		The internal plant can be utilized for construction of the alternative playing field so that the project can proceed.
<b>Facilitation of Child protection and people with disability awareness campaigns</b>		April-June 2011	Schools identified for uniform support for needy children has been handed to the beneficiaries.	50 learners	This support has made difference to the beneficiaries and should be continued to the coming years as the rate of children who are destitute by being orphans.