

ITEM B 2

EXCO: 18-05-2017

**SECOND (2<sup>ND</sup>) 2016/2017 AMENDED SERVICE DELIVERY BUDGET  
IMPLEMENTATION PLAN (SDBIP) AND IT'S ALIGNMENT WITH THE INTEGRATED  
DEVELOPMENT PLAN (IDP)  
(MUNICIPAL MANAGER'S OFFICE – PERFORMANCE MANAGEMENT SYSTEMS)**

**ROUTING**

MCM	-	09 MAY 2017
SOSPC	-	10 MAY 2017
EXCO	-	18 MAY 2017
AC	-	22 MAY 2017
COUNCIL	-	25 MAY 2017

**PURPOSE**

To submit the second (2<sup>nd</sup>) 2016/2017 amended Service Delivery and Budget Implementation Plan (SDBIP) and its alignment with the Integrated Development Plan (IDP).

**BACKGROUND**

There has been a second (2<sup>nd</sup>) Adjustment to the 2016/2017 Budget and there has to be the second amendment to the Service Delivery and Budget Implementation Plan (SDBIP).

The Municipal Finance Management Act no. 56 of 2003, Circular no. 13, Service Delivery Budget Implementation Plan, dated 13 January 2005 states:

*"The SDBIP should be seen as a dynamic document that may (at lower layers of the plan) be continually revised by the Municipal Manager and other top Managers, as actual performance after each month or quarter is taken into account. However, the top-layer of the SDBIP and its targets cannot be revised without notifying the Council, and if there is to be changes in service delivery targets and performance indicators, this must be with approval of the Council, following approval of an adjustments budget (section 54 (1) (c) of MFMA). This Council approval is necessary to ensure that the Mayor or Municipal Manager do not revise service delivery targets downwards in the event where there is poor performance."*

**Attached** on a separate cover is the second (2<sup>nd</sup>) 2016/2017 Amended Service Delivery Implementation Plan (SDBIP).

**FINANCIAL IMPLICATIONS**

No financial implications.

**LEGAL COMMENTS**

The item is supported.

**RISK COMMENTS**

The item is supported.

## **CHALLENGES**

None.

## **CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING MANAGER: IDP/PMS/IGR& RESEARCH**

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings.

## **RECOMMENDATIONS BY ACTING MANAGER: IDP/PMS/IGR& RESEARCH**

1. That the second (2<sup>nd</sup>) 2016/2017 amended Service Delivery Budget Implementation Plan (SDBIP) and the Integrated Development Plan (IDP) be adopted by Council.
2. That the second (2<sup>nd</sup>) amended 2016/2017 SDBIP be circulated to the Auditor General, COGTA and National Treasury.
3. That the second (2<sup>nd</sup>) 2016/2017 Service Delivery Budget Implementation Plan (SDBIP) and the Integrated Development Plan (IDP) be submitted to the MEC within 10 days after the approval by Council.

## **RECOMMENDATIONS BY SOCIAL SERVICES PORTFOLIO COMMITTEE MEETING: 10/05/2017**

1. That the 2016/2017 Amended Service Delivery Budget Implementation Plan (SDBIP) and its alignment with Integrated Development Plan (IDP) be supported to EXCO and Council for adoption.
2. That the amended 2016/2017 Service Delivery Budget Implementation Plan (SDBIP) be circulated to Auditor General, COGTA and National Treasury.
3. That the amended 2016/2017 Service Delivery Budget Implementation Plan (SDBIP) be submitted to the MEC within 10 days after the approval by Council.

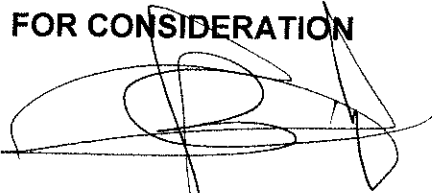
## **RECOMMENDATIONS BY MANAGEMENT COMMITTEE MEETING: 09/05/2017**

1. That the Second (2<sup>nd</sup>) 2016/2017 amended Service Delivery Budget Implementation Plan (SDBIP) and the Integrated Development Plan (IDP) as contained in the agenda be adopted by Council.
2. That the Second (2<sup>nd</sup>) 2016/2017 amended SDBIP be circulated to the Auditor-General and the Department of Co-operative Governance and Traditional Affairs as well as National Treasury.
3. That the Second (2<sup>nd</sup>) 2016/2017 amended Service Delivery Budget Implementation Plan and the Integrated Development Plan be submitted to the MEC for Cooperative Governance and Traditional Affairs within ten (10) days after adoption by Council.

**FURTHER RESOLVED**

4. That the Executive Director Public Works and Basic Services, the Executive Director Finance (CFO) and the Assistant Manager Performance Management Systems meet to discuss the amended SDBIP upon the conclusion of this meeting.

**FOR CONSIDERATION**

A handwritten signature in black ink, appearing to be 'JWB Mthethwa', written over a horizontal line.

**JWB MTHETHWA**

**ACTING MANAGER: IDP/PMS/IGR& RESEARCH**

Ref: ND Mwamba- Ext: 1215

10 May 2017

2/P

ITEM B 4

EXCO: 18-05-2017

**REVIEW : 2017/2018: PERFORMANCE MANAGEMENT SYSTEM POLICY FRAMEWORK AND POLICY: ALFRED DUMA LOCAL MUNICIPALITY  
(OFFICE OF THE MUNICIPAL MANAGER: PERFORMANCE MANAGEMENT SYSTEMS SECTION)**

**ROUTING**

MCM	-	09 MAY 2017
SOSPC	-	10 MAY 2017
EXCO	-	18 MAY 2017
AC	-	22 MAY 2017
COUNCIL	-	25 MAY 2017

**PURPOSE**

To review the Performance Management System Policy Framework and Policy in respect of the 2017/2018 financial year for Alfred Duma Local Municipality for adoption by Council.

**BACKGROUND**

The Performance Management System Policy Framework and Policy for the 2017/2018 financial year for Alfred Duma Local Municipality was adopted by Council in November 2016 as per ITEM B 18, LC22/11/2016.

**Attached hereto, the Performance Management System Policy Framework and Policy for the 2017/2018 financial year for Alfred Duma Local Municipality.**

*As stipulated in the Municipal Systems, Act no. 32 of 2000 as amended, Section 41:*

- (b) *set measurable performance targets with regard to each of those development priorities and objectives;*
- (c) *with regard to each of those development priorities and objectives and against the key performance indicators and targets set in terms of paragraphs (a) and (b)-*
  - (i) *Monitor performance; and*
  - (ii) *Measure and review performance at least once per year;*
- (d) *Take steps to improve performance with regard to those development priorities and objectives where performance targets are not met.*

**AMENDMENTS**

None

**CHALLENGES**

None

**LEGAL SECTION**

Noted

**FINANCIAL IMPLICATIONS**

Nil

**RISK COMMENTS**

Noted

**CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING MANAGER:  
IDP/PMS/IGR&RESEARCH**

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings.

**RECOMMENDATION BY ACTING MANAGER: IDP/PMS/IGR&RESEARCH**

That the reviewed Performance Management System Policy Framework and Policy in respect of the 2017/2018 financial year for Alfred Duma Local Municipality be adopted.

**RECOMMENDATION BY SOCIAL SERVICES PORTFOLIO COMMITTEE MEETING: 10/05/2017**

1. That the reviewed 2017/2018 Performance Management System Policy Framework and Policy in respect of the Alfred Duma Local Municipality be supported to EXCO and Council for adoption.
2. That Councillors be workshopped on the Performance Management System Policy Framework and Policy before Council meeting to be held on 25 May 2017.

**RECOMMENDATION BY MANAGEMENT COMMITTEE MEETING: 09/05/2017**

That the reviewed 2017/2018 Performance Management System Policy Framework and Policy in respect of the Alfred Duma Local Municipality be supported and submitted to the Social Services Portfolio Committee, EXCO and finally to Council for adoption.

**FOR CONSIDERATION**



**JWB MTHETHWA**

**ACTING MANAGER: IDP/PMS/IGR&RESEARCH**

Ref: ND Mwamba Ext: 1150

10 May 2017

2/P

**2016/2017 AMENDED PERFORMANCE PLANS IN TERMS OF LOCAL GOVERNMENT:  
MUNICIPAL PERFORMANCE REGULATIONS FOR MUNICIPAL MANAGER AND  
MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS  
(OFFICE OF THE MUNICIPAL MANAGER – PERFORMANCE MANAGEMENT  
SYSTEMS)**

**ROUTING**

MCM	-	09 MAY 2017
SOSPC	-	10 MAY 2017
EXCO	-	18 MAY 2017
AC	-	22 MAY 2017
COUNCIL	-	25 MAY 2017

**PURPOSE**

To submit the Amended 2016/2017 Performance Plans in respect of the Municipal Manager and Managers directly accountable to the Municipal Manager for adoption by Council.

**BACKGROUND**

**Attached** as Annexure A pages 1-22 is the Amended 2016/2017 Performance Plans.

In terms of section 57 (2) (a) (b) & (c) of the Municipal Systems Act no. 32 of 2000:  
*The performance agreement referred to in subsection (1) (b) must-*

- a) *be concluded within a reasonable time after a person has been appointed as the municipal manager or as a manager directly accountable to the municipal manager, and thereafter, within one month after the beginning of the financial year of the municipality;*
- b) *in the case of the municipal manager, be entered into with the municipality as represented by the mayor or executive mayor, as the case may be; and*
- c) *in the case of a manager directly accountable to the municipal manager, be entered into with the municipal manager.*

Section 57 (4) (a) (b) & (c) of the Municipal Systems Act no. 32 of 2000 states that:  
The performance agreement referred to in subsection (1) (b) must include-

- a) *performance objectives and targets that must be met, and the time frames within which those performance objectives and targets must be met;*
- b) *standards and procedures for evaluating performance and intervals for evaluation; and*
- c) *the consequences of substandard performance.*

Section 23 of the municipal managers and managers directly accountable to the municipal manager states that:

The purpose of the agreement is to:

- 1) *comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties;*
- 2) *specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;*
- 3) *specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;*
- 4) *monitor and measure performance against set targeted outputs;*
- 5) *use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;*
- 6) *in the event of outstanding performance, to appropriately reward the employee; and*
- 7) *give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.*

#### **CHALLENGES**

None

#### **FINANCIAL IMPLICATIONS**

No financial implications.

#### **LEGAL COMMENTS**

The item is supported.

#### **RISK COMMENTS**

The item is supported

#### **CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING MANAGER: IGR/PMS/IGR&RESEARCH**

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings.

**RECOMMENDATION BY THE ACTING MANAGER: IGR/PMS/IGR&RESEARCH**

That the 2016/2017 Amended Performance Plans in respect of the Municipal Manager and Managers directly accountable to the Municipal Manager be considered for the adoption by Council.

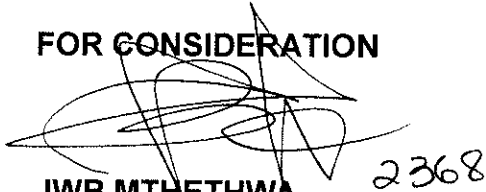
**RECOMMENDATION BY SOCIAL SERVICES PORTFOLIO COMMITTEE MEETING:  
10/05/2017**

That the 2016/2017 Amended Performance Plans in Terms of Local Government: Municipal Performance Regulations for Municipal Manager and Managers directly accountable to Municipal Manager be supported to EXCO and Council for adoption.

**RECOMMENDATION BY MANAGEMENT COMMITTEE MEETING: 09/05/2017**

That the 2016/2017 Amended Performance Plans in respect of the Municipal Manager and Managers directly accountable to the Municipal Manager be supported and submitted to the Social Services Portfolio Committee, EXCO and finally to Council for adoption.

**FOR CONSIDERATION**

A handwritten signature in black ink, appearing to be 'JWB Mthethwa', is written over the text 'FOR CONSIDERATION'. The signature is stylized and somewhat illegible.

**JWB MTHETHWA**

**ACTING MANAGER: IGR/PMS/IGR&RESEARCH**

Ref: ND Mwamba

Ext: 1215

10 May 2016

4/1/4/2



**2017/2018 SCHEDULE OF MEETINGS : COUNCIL AND ITS COMMITTEES : JULY 2017 TO JUNE 2018  
(DEPARTMENT CORPORATE SERVICES - ADMINISTRATION)**

**ROUTING**

MCM	-	14 March 2017
IEPC	-	6 April 2017
DPHSPC	-	12 April 2017
SSPC	-	12 April 2017
CSPC	-	12 April 2017
FPC	-	18 April 2017
MPAC	-	19 April 2017
SOSPC	-	26 April 2017
EXCO	-	11 May 2017
COUNCIL	-	25 May 2017

**PURPOSE**

To consider and approve the proposed dates in respect of Council and its meetings from July 2017 to June 2018 for adoption.

**BACKGROUND**

**Attached** the proposed schedule of meetings of Council and its meetings to be held from July 2017 to June 2018.

**A written request was received from the Office of the Speaker on 8 May 2017 to amend the days of Municipal Workshops to Fridays instead of Mondays. Council will have to determine whether the time of these workshops will remain at 13:00 or whether the times would change from 10:00 to 12:00 or 13:00, noting that it would not be possible to provide lunch at Council Workshops due to financial constraints**

**CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: EXECUTIVE DIRECTOR CORPORATE SERVICES**

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings.

**FINANCIAL IMPLICATIONS**

Nil

**LEGAL COMMENTS**

Recommendations by Executive Director Corporate Services are supported.

**RISK COMMENTS**

No risks were identified.

**RECOMMENDATIONS : EXECUTIVE DIRECTOR CORPORATE SERVICES**

1. That the attached Schedule of meetings for the period July 2017 to June 2018 be considered.
2. That it be considered whether Council Workshops should be moved from Mondays to Fridays and whether the time of such workshops would remain at 13:00 or would be changed from 10:00 to 12:00 or 13:00, noting that lunch cannot be provided at Council Workshops due to financial constraints.

**RECOMMENDATIONS : IEPC : 6 APRIL 2017**

1. That the Schedule of meetings in respect of Council and its committees from July 2017 to June 2018 be supported to EXCO and Council for approval.

**FURTHER RESOLVED**

2. That it be noted that the starting time in respect of the Council meetings be amended from 16:00 to 13:00.
3. That Councillors submit their concerns to the Office of the Chief Whip regarding the Workshops being scheduled for Mondays, noting that most of the time various Political Parties had arrangements on the same day.

**RECOMMENDATIONS : DPHSPC 12 APRIL 2017**

That the Schedule of Meetings in respect of Council and its Committees for the period July 2017 to June 2018 as attached to the agenda be to EXCO and Council for adoption.

**RECOMMENDATIONS : SSPC 18 APRIL 2017**

That the Schedule of Meetings in respect of Council and its committees for the period July 2017 to June 2018 be supported to EXCO and Council for approval.

**RECOMMENDATIONS : CSPC 12 APRIL 2017**

That the Schedule of meetings in respect of Council and its committees for the period July 2017 to June 2018 be supported to EXCO and Council for approval.

**RECOMMENDATIONS FPC 18 APRIL 2017**

That the Schedule of meetings in respect of Council and its committees for the period July 2017 to June 2018 be supported to EXCO and Council for approval.

**RECOMMENDATIONS : MPAC 19 APRIL 2017**

That the Schedule of meetings in respect of Council and its committees for the period July 2017 to June 2018 be supported to EXCO and Council for approval.

**RECOMMENDATIONS : SOSPC 26 APRIL 2017**

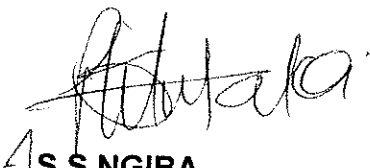
That the Schedule of meetings in respect of Council and its committees for the period July 2017 to June 2018 be supported to EXCO and Council for approval.

**RECOMMENDATIONS: MCM 14 MARCH 2017**

That the Schedule of meetings attached to the Agenda for the period July 2017 to June 2018 be supported, subject to the following:

1. That the Executive Director Corporate Services negotiates with the Chairperson of MPAC to amend the MPAC commencement times of meetings to be 11:00 to enable Executive Directors to finalise their weekly meetings with their staff members before the commencement of the MPAC meeting.
2. That the IDP Strategic Planning Workshop be moved to February 2018.
3. That the Oversight Report be included to be finalised by end of January 2018.
4. That a Special Council meeting be included in February 2018 for the finalisation of the 2017/2018 Adjustments Budget.

**FOR CONSIDERATION**



**S S NGIBA**  
**EXECUTIVE DIRECTOR CORPORATE SERVICES**

Reference: N Sokhela - ext 1091

2 March 2017/ns

2/3/4/1/5

ITEM B 7

EXCO: 18-05-2017

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**GENERAL FILE PLAN: ALFRED DUMA LOCAL MUNICIPALITY: 2017/2018 FINANCIAL YEAR**  
**(DEPARTMENT CORPORATE SERVICES – RECORDS MANAGEMENT)****ROUTING**

MCM	:	02/05/2017
SSPC	:	04/05/2017
EXCO	:	18/05/2017
COUNCIL	:	25/05/2017

**PURPOSE**

To inform the committee about the General File Plan in respect of the Alfred Duma Local Municipality approved by Kwazulu-Natal Provincial Archivist for the 2017/2018 financial year.

**BACKGROUND**

Section 18 (5)(a) of the Kwazulu-Natal Archives and Records Service Act (Act No. 08 of 2011) requires the a governmental body to have a general file plan approved by the Provincial Archivist to ensure that its record keeping and management practices comply with the Act, *“The Provincial Archivist must determine the records classification system to be applied by governmental bodies”*.

This general file plan is therefore intended to ensure that the records keeping and management practices of the Alfred Duma Local Municipality comply with the act.

**AMENDMENTS**

No amendments

**ATTACHED ANNEXURE A: APPROVAL LETTER OF THE GENERAL FILE PLAN – Pages 1 to 3. ANNEXURE B: GENERAL FILE PLAN – Pages 1 to 41**

**CHALLENGES**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK MANAGEMENT COMMENTS**

Noted

**LEGAL COMMENTS**

Noted

**CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: EXECUTIVE DIRECTOR CORPORATE SERVICES**

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their task/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings.

**RECOMMENDATION BY THE ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES**

That the General File Plan approved by the Provincial Archivist in respect of Alfred Duma Local Municipality for the 2017/2018 financial year be supported for onwards submission to SSPC, EXCO and Council for information.

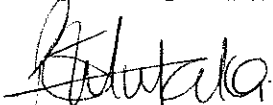
**RECOMMENDATION BY THE SUPPORT SERVICES PORTFOLIO COMMITTEE – MEETING HELD ON 4 MAY 2017**

That the contents of the General File Plan in respect of Alfred Duma Local Municipality for the 2016/2017 financial year as contained in the agenda be noted.

**RECOMMENDATION BY MANAGEMENT COMMITTEE: 2 MAY 2017**

That the contents of the General File Plan in respect of the Alfred Duma Local Municipality for the 2017/2018 financial year be noted.

**FOR INFORMATION**



**P S MNTAKA**

**ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES**

Ref. Z J Dladwa – Ext 1062

09/05/2017/zjd

File no: 2/8/1/1

12/1/4/10

URGENT

**arts & culture**

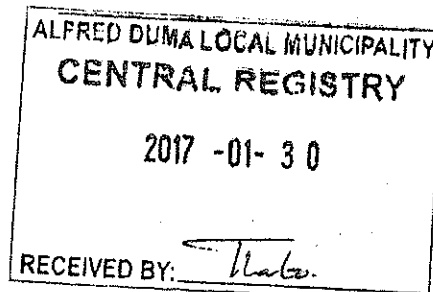
Department:  
Arts & Culture  
PROVINCE OF KWAZULU-NATAL

KwaZulu-Natal Archives and Records Service Durban Archives Repository  
Private Bag X 22, Demazenod Road, Greyville, 4023  
Tel: 031 309 5681 | Fax: 031 309 5685 | [www.kzndac.gov.za](http://www.kzndac.gov.za)

**ENQUIRIES: MR. AYANDA DANCA**

REF: D9/3/6/1A  
DATE: 2016-09-30


**THE MUNICIPAL MANAGER  
ALFRED DUMA MUNICIPALITY  
P.O BOX 29  
LADYSMITH  
3370**

**ATTENTION: MR. Z.J. DLAEDWA**

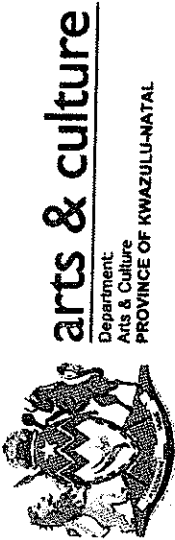
**THE APPROVAL LETTER OF THE GENERAL FILE PLAN: ALFRED DUMA MUNICIPALITY. YOUR LETTER DATED 22 JULY 2016 REFERS.**

1. Thank you for the first draft file plan you submitted to this office for evaluation and approval.
2. It gives me great pleasure to inform you, that the proposed Alfred Duma Municipality File Plan has been examined in accordance with section 5(5)(a) of the KwaZulu-Natal Archives and Record Services Act, (Act No. 8 of 2011), and has been found to be in order.
3. Please note the following pages which have been included in the system; The **Approval Sheet**, which provide information regarding the approval and implementation dates of the system. You are kindly requested to complete the form, and return a copy to this office for our records. (Attach the original to your Master Copy.)
4. Please note that all future amendments and additions to this system should be submitted to this office on a regular basis, for notification and formal approval.
5. All files from the previous filing system should be closed in their entirety, on the day prior to the implementation date of the new system, with the exception of current case files.

6. Application for Disposal Authority on the terminated files should be submitted to this office, accompanied by the list of files in question. If available, a copy of the previous filing system, should accompany the application.
7. Please be assured of our assistance and cooperation in further records management matters.
8. Thank you.



.....  
PROVINCIAL ARCHIVIST



## RECORDS CLASSIFICATION SYSTEM APPROVAL SHEET

NAME OF OFFICE: ALFRED DUMA MUNICIPALITY

TYPE OF RECORDS CLASSIFICATION SYSTEM: GENERAL FILE PLAN

REFERENCE NUMBER: D9/3/6/1A

DATE OF APPROVAL: 21/11/2016

DATE OF IMPLEMENTATION: .....

RECORDS MANAGER	NAME	SIGNATURE	DATE
COMPILER	MR. Z.J. DLAEDWA		21/11/2016
<b>FOR OFFICE USE:</b>			
COMMENTARY	MR. A. DANCA		21/11/2016
EXAMINED	MS.L.P. DUBE		21/11/2016
RECOMMENDED	MR. R.B. SINGH		21/11/2016
APPROVED	DR. V. KHUMALO		21/11/2016

DISPOSAL AUTHORITY ..... AUTHORITY NUMBER: ..... TYPE:

TERMINATION ..... DATE: ..... REASON: .....



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**REVIEW OF RECORDS MANAGEMENT POLICY: ALFRED DUMA LOCAL MUNICIPALITY: 2017/2018 FINANCIAL YEAR  
(DEPARTMENT CORPORATE SERVICES – RECORDS MANAGEMENT)**

**ROUTING**

MCM	:	02/05/2017
SSPC	:	04/05/2017
EXCO	:	18/05/2017
COUNCIL	:	25/05/2017

**PURPOSE**

To consider review of the Records Management Policy in respect of the Alfred Duma Local Municipality for the 2017/2018 financial year.

**BACKGROUND**

Section 13 (4) of the National Archives and Records Service of South Africa Act (Act No 43 of 1996) as amended, requires any government body to put in place the necessary policies and procedures to ensure that its record keeping and management practices comply with the Act, *“The National Archivist may from time to time issue directives and instructions, which shall not be inconsistent with the regulations, as to the management and care of public records in the custody of governmental body”*.

This policy is therefore intended to ensure that the records keeping and management practices of the Alfred Duma local Municipality comply with the act.

**AMENDMENTS****9.1. Correspondence system****9.1.1. File Plan**

9.1.1.1. Only the file plan approved on 21 NOVEMBER 2016 and implemented on.....shall be used for the classification of correspondence records. The file plan shall be used for the classification of paper-based and electronic (including e-mail) records.

**ATTACHED ANNEXURE A: RECORDS MANAGEMENT POLICY – Pages 1 to 14****CHALLENGES**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK MANAGEMENT COMMENTS**

Noted

## **LEGAL COMMENTS**

Noted

### **CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: EXECUTIVE DIRECTOR CORPORATE SERVICES**

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their task/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings.

### **RECOMMENDATION BY THE EXECUTIVE DIRECTOR CORPORATE SERVICES**

That the reviewed Records Management Policy in respect of Alfred Duma Local Municipality for the 2017/2018 financial year be supported for onwards submission to Support Services Portfolio Committee, EXCO and adoption by Council.

### **RECOMMENDATION BY THE SUPPORT SERVICES PORTFOLIO COMMITTEE - MEETING HELD ON 4 MAY 2017**

1. That the Reviewed Records Management Policy in respect of Alfred Duma Local Municipality for the 2016/2017 financial year be supported to EXCO for adoption by Council.

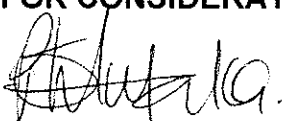
### **FURTHER RESOLVED**

2. That it be noted that should items be brought to the committee for review, it should be indicated under the background and Routing when such an item had already been workshopped.

### **RECOMMENDATION BY MANAGEMENT COMMITTEE: 2 MAY 2017**

1. That the reviewed Records Management Policy in respect of the Alfred Duma Local Municipality for the 2017/2018 financial year be supported for onward submission to the SSPC, EXCO for support and to Council for adoption.
2. That it be noted that comments could still be submitted before Thursday, 4 May 2017.

### **FOR CONSIDERATION**



**P S MNTAKA**

**ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES**

Ref. Z J Diaedwa – Ext 1062

09/05/2017/zjd

File no: 2/8/P

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**REVIEW OF REGISTRY PROCEDURE MANUAL: ALFRED DUMA LOCAL MUNICIPALITY: 2017/2018 FINANCIAL YEAR  
(DEPARTMENT CORPORATE SERVICES – RECORDS MANAGEMENT)**

**ROUTING**

MCM	:	02/05/2017
SSPC	:	04/05/2017
EXCO	:	18/05/2017
COUNCIL	:	25/05/2017

**PURPOSE**

To consider review of the Registry Procedure Manual in respect of Alfred Duma Local Municipality for the 2017/2018 financial year.

**BACKGROUND**

Section 13 (4) of the National Archives and Records Service of South Africa Act (Act No 43 of 1996) as amended, requires any government body to put in place the necessary policies and procedures to ensure that its record keeping and management practices comply with the Act, *“The National Archivist may from time to time issue directives and instructions, which shall not be inconsistent with the regulations, as to the management and care of public records in the custody of governmental body”*.

National Archives of South Africa Directive G5 of January 1997 general remark 1.1. *“Every governmental body which falls under the stipulations of the National Archives of South Africa Act No 43 of 1996, is required to compile a Registry Procedure Manual and submit it to the National Archivist for approval”*.

This manual is therefore intended to ensure that the records keeping and management practices of Alfred Duma Local Municipality comply with the act.

**AMENDMENTS****2.1.2. Private Post**

2.1.2.2. Private letters received will be placed in a pigeonhole outside the registry for collection by individuals concern.

**ATTACHED ANNEXURE A: REGISTRY PROCEDURE MANUAL – Pages 1 to 22****CHALLENGES**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK MANAGEMENT COMMENTS**

Noted

## **LEGAL COMMENTS**

Noted

### **CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: EXECUTIVE DIRECTOR CORPORATE SERVICES**

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their task/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings.

### **RECOMMENDATION BY THE ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES**

That the reviewed Registry Procedure Manual in respect of Alfred Duma Local Municipality for the 2017/2018 financial year be supported for onwards submission to Support Services Portfolio Committee, EXCO and adoption by Council.

### **RECOMMENDATION BY THE SUPPORT SERVICES PORTFOLIO COMMITTEE – MEETING HELD ON 4 MAY 2017**

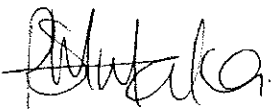
That the Reviewed Registry Procedure Manual in respect of Alfred Duma Local Municipality for the 2016/2017 financial year be supported to EXCO for adoption by Council, with the inclusion of the following under Clause 2.1.2.2:

"Private letters received will be placed in a separate pigeon hole outside the Registry Office and it will be the responsibility of staff members to collect their private letters themselves".

### **RECOMMENDATION BY MANAGEMENT COMMITTEE: 2 MAY 2017**

1. That the reviewed Registry Procedure Manual in respect of the Alfred Duma Local Municipality for the 2017/2018 financial year be supported for onward submission to the SSPC, EXCO for support and to Council for adoption.
2. That it be noted that comments could still be submitted before Thursday, 4 May 2017.

## **FOR CONSIDERATION**



**P S MNTAKA**

**ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES**

Ref. Z J Diaedwa – Ext 1062

09/05/2017/zjd

File No: 2/8/1/3

**1<sup>st</sup> ADDENDUM**

ITEM B 10

EXCO: 18-05-2017

**GRANT AGREEMENT FOR THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP)  
INTEGRATED GRANT TO MUNICIPALITIES  
(DEPARTMENT: PUBLIC WORKS & BASIC SERVICES: PUBLIC WORKS SECTION)**

**ROUTING**

MCM	16 May 2017
EXCO	18 May 2017
COUNCIL	25 May 2017

**PURPOSE**

To approve the Agreement to be entered into between the Alfred Duma Local Municipality and the Department of Public Works in respect of Alfred Duma Local Municipality being legible to retrieve its Expanded Public Works Programme (EPWP) Grant Allocation within the specified time frames i.e. 25% of the allocation will be claimed at the beginning of the Financial Year (15 August 2017) and a further (2) payments of 45% will be allocated on 15 November 2017 and the balance of 30% on 15 February 2018.

**BACKGROUND**

The Alfred Duma Local Municipality has been allocated an amount of R3 347 000.00 for the 2017/2018 Financial Year in respect of the Expanded Public Works Program, which equates to a minimum of One Hundred and Forty Nine (149). FTEs (Full Time Equivalents) to be created.

**COMMENTS LEGAL**

Recommendations by the Executive Director are supported.

**FINANCIAL IMPLICATIONS**

None

**COMMENTS RISK**

None

**CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: EXECUTIVE  
DIRECTOR: PUBLIC WORKS AND BASIC SERVICES**

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the Committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.

2. That should more information to the contrary to what was made available to the Committee become available at a later stage; I reserve the right to revisit my findings.

### **ADDITIONAL INFORMATION**

Labour Intensive Projects are to be implemented in all Sectors e.g.:

#### **1. SOCIAL SECTOR**

1. Flood Management.
2. Municipal Security.
3. Scholar Patrol.

#### **2. INFRASTRUCTURE SECTOR**

1. Construction Projects.
2. Zibambebe Programme.
3. Stormwater maintenance
4. Asphalt Maintenance

#### **3. ENVIRONMENTAL AND CULTURE SECTOR**

1. Solid Waste Management.


### **RECOMMENDATION: EXECUTIVE DIRECTOR: PUBLIC WORKS AND BASIC SERVICES**

1. That the Agreement be entered into between the Alfred Duma Local Municipality and the National Department of Public Works and that the Municipal Manager be authorized to sign the Agreement; subject to the Legal Section scrutinizing the document as same has to be returned to Director General Department Public Works (Mr. Mziwonke Dlabantu) by no later than 19 May 2017.
2. That all Executives complete the attached Project Template referred heretoas Annexure "A" Page 1 illustrating all information pertaining to Projects administered by their respective Departments during the 2017/2018 Financial Year and same be forwarded to the Executive Director : Public Works & Basic Services by no later than Wednesday, 17 May 2017 for collation and submission.
3. That should (2) above not be complied with, the Municipal Manager be authorised to provide projects that need to be included on Annexure "A".
4. That Projects identified in para (2) and (3) above, be funded from the 2017/2018 Integrated Expanded Public Works Programme Grant for the implementation of Labour Intensive Projects, taking into consideration the Municipal allocation.

**RECOMMENDATION: BY MCM ON THE 16/05/2017**

1. That the Grant Agreement to be entered into between the Alfred Duma Local Municipality and the National Department of Public Works be approved and that the Acting Municipal Manager be authorised to sign the Agreement, subject thereto that the Legal Section scrutinized the document, which had to be returned to the Director-General Department Public Works (Mr Mziwonke Dlabantu) by no later than Friday, 19 May 2017.
2. That all Executive Directors complete the Project Template attached to item as Annexure "A", illustrating all information pertaining to Projects administered by their respective Department during the 2017/2018 Financial Year and that they forward their lists to the Executive Director Public Works and Basic Services by no later than Wednesday, 17 May 2017 for collation and submission.
3. That should paragraph (2) above not be complied with, the Acting Municipal Manager be authorised to provide project that needed to be included on Annexure "A".
4. That Project identified in para (2) and (3) above, be funded from the 2017/2018 Integrated Expanded Public Works Programme Grant for the implementation of Labour Intensive Project, taking into cognisance of the Municipal allocation.

**FOR CONSIDERATION**

  
**S O HLATSHWAYO**  
**EXECUTIVE DIRECTOR PUBLIC WORKS & BASIC SERVICES**  
Reference (Mr. S Pachkowdie/nm – Ext 1417)  
15 May 2017  
Ref 5/4/2

**NAME OF MUNICIPALITY: ALFRED DUMA LOCAL MUNICIPALITY**  
**MIG PAYMENT SCHEDULE (PROJECTS TO BE IMPLEMENTED IN THE 2017/18 FINANCIAL YEAR)**

NATIONAL PROJECT NUMBER (MIG registration number as provided on the approval letter)	MIS NUMBER	PROJECT NAME	STATUS (registered, design and tender, construction)	PLANNED DATE FOR APPOINTMENT OF CONSULTANTS (dd-mm-yyyy)	PLANNED DATE FOR APPOINTMENT OF CONTRACTORS (dd-mm-yyyy)	TOTAL PROJECT COST (Rands)	MIG AMOUNT REGISTERED (Rands)	EXPENDITURE TO DATE (AGAINST MIG) (Rands) as at end March 2017	PAYMENT SCHEDULE / DRAWDOWN REQUESTS (Rands)			TOTAL BUDGET FOR THE 2017/18 FINANCIAL YEAR (Rands)
									JULY 2017	OCTOBER 2017	MARCH 2018	
	265092	Construction of lane roads in Ward 3 Phase II	Not registered	02-02-2017	01-07-2017	10 000 000.00	10 000 000.00	-	3 852 000.00	3 229 000.00	2 919 000.00	10 000 000.00
		Construction of Creche in Ward 4	Not registered	02-02-2017	01-07-2017	2 000 000	2 000 000	-	-	500 000.00	1 500 000.00	2 000 000.00
	264837	Construction of Enangweni access Road	Not registered	02-02-2017	01-07-2017	6 475 875	6 475 875	-	2 054 125.00	1 972 937.50	1 972 937.50	6 000 000.00
	265470	Construction of Kwa Zimba bridge	Not registered	01-07-2016	01-07-2017	13 500 000	13 500 000	-	3 000 000.00	6 022 143.00	3 977 857.00	13 000 000.00
		Construction of Community Hall in Pieters Ward 8	Not registered	02-02-2017	01-07-2017	4 000 000.00	4 000 000.00	-	1 500 000.00	1 500 000.00	1 000 000.00	4 000 000.00
	264818	Construction of KwaMangeni gravel road	Not registered	01-07-2016	01-07-2017	6 000 000	6 000 000	-	622 410.15	3 526 990.85	1 850 599.00	6 000 000.00
		Construction of Sportfield in Burford ward 14 phase II	Not registered	02-02-2017	01-07-2017	2 000 000.00	2 000 000.00	-	-	1 000 000.00	1 000 000.00	2 000 000.00
		Installation of Streetlights in Bluebank ward 26	Not registered	02-02-2017	01-07-2017	1 500 000	1 500 000	-	500 000.00	1 000 000.00	1 000 000.00	1 500 000.00
		Installation of Streetlights in ward 18	Not registered	02-02-2017	01-07-2017	1 500 000	1 500 000	-	500 000.00	1 000 000.00	1 000 000.00	1 500 000.00
		Installation of Highmast lights in ward 19	Not registered	02-02-2017	01-07-2017	3 000 000	3 000 000	-	1 000 000.00	1 000 000.00	1 000 000.00	3 000 000.00
		Installation of Highmast lights in ward 7&27	Not registered	02-02-2017	01-07-2017	8 000 000	8 000 000	-	2 500 000.00	3 000 000.00	2 500 000.00	8 000 000.00
		Cilo to Gravel Ethole gravel road	Not registered	02-02-2017	01-07-2017	4 249 000	4 249 000	-	2 000 000	249 000	200 000.00	4 249 000
2009MIGFK232177521	177521	Establishment of New landfill site and Rehabilitation of existing	Registered			53 724 875	75 955 741	1 022 345.91	17 528 535.15	24 500 071.35	20 720 393.50	62 749 000.00
<b>TOTALS</b>												

Name of Chief Financial Officer: M. ZINGISI HLOBA Date: 15-05-2017

Name of Municipal Manager: Mrs S S NGIBA Date: 15-05-2017

Annexure A



# EPWP PROJECT FILE CHECKLIST

## CONTRACTORS

Project Name: Construction of tarred roads

Project Profiled ID: 265092

Region/Location: Ward 3 Phase II

No	Item	Submitted (Y/N)	Comments
1.	Beneficiary/Worker/Participant capture form.		
2.	Payment upload.		
3.	Training capture form (if there is Training provided)		
4.	Attendance register for workers on – site.		
5.	Employment Contracts (Applies to new work opportunities created).		
6.	Certified copies of IDs (submitted once if new employee has been appointed).		
7.	ID Photos (submitted once if new employee has been appointed)		
8.	Proof of UIF and COIDA registration (submitted once if new employee has been appointed)		
9.	Proof of Payment by Contractor.		
10.	Payroll Register.		
11.	Business Plan (submitted once at an initial stage of a project).		
12.	Acknowledgement of receipt of payment (Applies where there is no payslip or proof of payment).		

Checked by : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

# EPWP PROJECT FILE CHECKLIST

## CONTRACTORS

Project Name: Construction of creche

Project Profiled ID: \_\_\_\_\_

Region/Location: Ward 4

No	Item	Submitted (Y/N)	Comments
1.	Beneficiary/Worker/Participant capture form.		
2.	Payment upload.		
3.	Training capture form (if there is Training provided)		
4.	Attendance register for workers on – site.		
5.	Employment Contracts (Applies to new work opportunities created).		
6.	Certified copies of IDs (submitted once if new employee has been appointed).		
7.	ID Photos (submitted once if new employee has been appointed))		
8.	Proof of UIF and COIDA registration (submitted once if new employee has been appointed)		
9.	Proof of Payment by Contractor.		
10.	Payroll Register.		
11.	Business Plan (submitted once at an initial stage of a project).		
12.	Acknowledgement of receipt of payment (Applies where there is no payslip or proof of payment).		

Checked by : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

# EPWP PROJECT FILE CHECKLIST

## CONTRACTORS

Project Name: Construction of Ensongweni access road

Project Profiled ID: 264832

Region/Location: Ward 28

No	Item	Submitted (Y/N)	Comments
1.	Beneficiary/Worker/Participant capture form.		
2.	Payment upload.		
3.	Training capture form (if there is Training provided)		
4.	Attendance register for workers on – site.		
5.	Employment Contracts (Applies to new work opportunities created).		
6.	Certified copies of IDs (submitted once if new employee has been appointed).		
7.	ID Photos (submitted once if new employee has been appointed)		
8.	Proof of UIF and COIDA registration (submitted once if new employee has been appointed)		
9.	Proof of Payment by Contractor.		
10.	Payroll Register.		
11.	Business Plan (submitted once at an initial stage of a project).		
12.	Acknowledgement of receipt of payment (Applies where there is no payslip or proof of payment).		

Checked by : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

# EPWP PROJECT FILE CHECKLIST

## CONTRACTORS

Project Name: Construction of Kwa Zimba bridge

Project Profiled ID: 265470

Region/Location: \_\_\_\_\_

No	Item	Submitted (Y/N)	Comments
1.	Beneficiary/Worker/Participant capture form.		
2.	Payment upload.		
3.	Training capture form (if there is Training provided)		
4.	Attendance register for workers on – site.		
5.	Employment Contracts (Applies to new work opportunities created).		
6.	Certified copies of IDs (submitted once if new employee has been appointed).		
7.	ID Photos (submitted once if new employee has been appointed)		
8.	Proof of UIF and COIDA registration (submitted once if new employee has been appointed)		
9.	Proof of Payment by Contractor.		
10.	Payroll Register.		
11.	Business Plan (submitted once at an initial stage of a project).		
12.	Acknowledgement of receipt of payment (Applies where there is no payslip or proof of payment).		

Checked by : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

# EPWP PROJECT FILE CHECKLIST

## CONTRACTORS

Project Name: Construction of community hall

Project Profiled ID: \_\_\_\_\_

Region/Location: Pieters Ward 8

No	Item	Submitted (Y/N)	Comments
1.	Beneficiary/Worker/Participant capture form.		
2.	Payment upload.		
3.	Training capture form (if there is Training provided)		
4.	Attendance register for workers on – site.		
5.	Employment Contracts (Applies to new work opportunities created).		
6.	Certified copies of IDs (submitted once if new employee has been appointed).		
7.	ID Photos (submitted once if new employee has been appointed)		
8.	Proof of UIF and COIDA registration (submitted once if new employee has been appointed)		
9.	Proof of Payment by Contractor.		
10.	Payroll Register.		
11.	Business Plan (submitted once at an initial stage of a project).		
12.	Acknowledgement of receipt of payment (Applies where there is no payslip or proof of payment).		

Checked by : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

# EPWP PROJECT FILE CHECKLIST

## CONTRACTORS

Project Name: Construction of kwaMnangeni gravel road

Project Profiled ID: 264818

Region/Location: Ward 31

No	Item	Submitted (Y/N)	Comments
1.	Beneficiary/Worker/Participant capture form.		
2.	Payment upload.		
3.	Training capture form (if there is Training provided)		
4.	Attendance register for workers on – site.		
5.	Employment Contracts (Applies to new work opportunities created).		
6.	Certified copies of IDs (submitted once if new employee has been appointed).		
7.	ID Photos (submitted once if new employee has been appointed))		
8.	Proof of UIF and COIDA registration (submitted once if new employee has been appointed)		
9.	Proof of Payment by Contractor.		
10.	Payroll Register.		
11.	Business Plan (submitted once at an initial stage of a project).		
12.	Acknowledgement of receipt of payment (Applies where there is no payslip or proof of payment).		

Checked by : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

# EPWP PROJECT FILE CHECKLIST

## CONTRACTORS

Project Name: Construction of sportfield in Burford

Project Profiled ID: \_\_\_\_\_

Region/Location: Ward 14 Phase II

No	Item	Submitted (Y/N)	Comments
1.	Beneficiary/Worker/Participant capture form.		
2.	Payment upload.		
3.	Training capture form (if there is Training provided)		
4.	Attendance register for workers on – site.		
5.	Employment Contracts (Applies to new work opportunities created).		
6.	Certified copies of IDs (submitted once if new employee has been appointed).		
7.	ID Photos (submitted once if new employee has been appointed))		
8.	Proof of UIF and COIDA registration (submitted once if new employee has been appointed)		
9.	Proof of Payment by Contractor.		
10.	Payroll Register.		
11.	Business Plan (submitted once at an initial stage of a project).		
12.	Acknowledgement of receipt of payment (Applies where there is no payslip or proof of payment).		

Checked by : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

# EPWP PROJECT FILE CHECKLIST

## CONTRACTORS

Project Name: Installation of streetlight in bluebank

Project Profiled ID: \_\_\_\_\_

Region/Location: Ward 26

No	Item	Submitted (Y/N)	Comments
1.	Beneficiary/Worker/Participant capture form.		
2.	Payment upload.		
3.	Training capture form (if there is Training provided)		
4.	Attendance register for workers on – site.		
5.	Employment Contracts (Applies to new work opportunities created).		
6.	Certified copies of IDs (submitted once if new employee has been appointed).		
7.	ID Photos (submitted once if new employee has been appointed))		
8.	Proof of UIF and COIDA registration (submitted once if new employee has been appointed)		
9.	Proof of Payment by Contractor.		
10.	Payroll Register.		
11.	Business Plan (submitted once at an initial stage of a project).		
12.	Acknowledgement of receipt of payment (Applies where there is no payslip or proof of payment).		

Checked by : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_



# EPWP PROJECT FILE CHECKLIST

## CONTRACTORS

Project Name: Installation of streetlights

Project Profiled ID: \_\_\_\_\_

Region/Location: Ward 18

No	Item	Submitted (Y/N)	Comments
1.	Beneficiary/Worker/Participant capture form.		
2.	Payment upload.		
3.	Training capture form (if there is Training provided)		
4.	Attendance register for workers on – site.		
5.	Employment Contracts (Applies to new work opportunities created).		
6.	Certified copies of IDs (submitted once if new employee has been appointed).		
7.	ID Photos (submitted once if new employee has been appointed)		
8.	Proof of UIF and COIDA registration (submitted once if new employee has been appointed)		
9.	Proof of Payment by Contractor.		
10.	Payroll Register.		
11.	Business Plan (submitted once at an initial stage of a project).		
12.	Acknowledgement of receipt of payment (Applies where there is no payslip or proof of payment).		

Checked by : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

# EPWP PROJECT FILE CHECKLIST

## CONTRACTORS

Project Name:

Cilo to gravel Ethole gravel road

Project Profiled ID:

\_\_\_\_\_

Region/Location:

Ward 34

No	Item	Submitted (Y/N)	Comments
1.	Beneficiary/Worker/Participant capture form.		
2.	Payment upload.		
3.	Training capture form (if there is Training provided)		
4.	Attendance register for workers on – site.		
5.	Employment Contracts (Applies to new work opportunities created).		
6.	Certified copies of IDs (submitted once if new employee has been appointed).		
7.	ID Photos (submitted once if new employee has been appointed))		
8.	Proof of UIF and COIDA registration (submitted once if new employee has been appointed)		
9.	Proof of Payment by Contractor.		
10.	Payroll Register.		
11.	Business Plan (submitted once at an initial stage of a project).		
12.	Acknowledgement of receipt of payment (Applies where there is no payslip or proof of payment).		

Checked by : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

# EPWP PROJECT FILE CHECKLIST

## CONTRACTORS

Project Name: Installation of highmast lights

Project Profiled ID: \_\_\_\_\_

Region/Location: Ward 7 # 27

No	Item	Submitted (Y/N)	Comments
1.	Beneficiary/Worker/Participant capture form.		
2.	Payment upload.		
3.	Training capture form (if there is Training provided)		
4.	Attendance register for workers on – site.		
5.	Employment Contracts (Applies to new work opportunities created).		
6.	Certified copies of IDs (submitted once if new employee has been appointed).		
7.	ID Photos (submitted once if new employee has been appointed))		
8.	Proof of UIF and COIDA registration (submitted once if new employee has been appointed)		
9.	Proof of Payment by Contractor.		
10.	Payroll Register.		
11.	Business Plan (submitted once at an initial stage of a project).		
12.	Acknowledgement of receipt of payment (Applies where there is no payslip or proof of payment).		

Checked by : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

# EPWP PROJECT FILE CHECKLIST

## CONTRACTORS

Project Name: Installation of highmast lights

Project Profiled ID: \_\_\_\_\_

Region/Location: Ward 19

No	Item	Submitted (Y/N)	Comments
1.	Beneficiary/Worker/Participant capture form.		
2.	Payment upload.		
3.	Training capture form (if there is Training provided)		
4.	Attendance register for workers on – site.		
5.	Employment Contracts (Applies to new work opportunities created).		
6.	Certified copies of IDs (submitted once if new employee has been appointed).		
7.	ID Photos (submitted once if new employee has been appointed))		
8.	Proof of UIF and COIDA registration (submitted once if new employee has been appointed)		
9.	Proof of Payment by Contractor.		
10.	Payroll Register.		
11.	Business Plan (submitted once at an initial stage of a project).		
12.	Acknowledgement of receipt of payment (Applies where there is no payslip or proof of payment).		

Checked by : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

# EPWP PROJECT FILE CHECKLIST

## CONTRACTORS

**Project Name:** Establishment of new landfill site and rehabilitation of existing

**Project Profiled ID:** 177521

**Region/Location:** \_\_\_\_\_

No	Item	Submitted (Y/N)	Comments
1.	Beneficiary/Worker/Participant capture form.		
2.	Payment upload.		
3.	Training capture form (if there is Training provided)		
4.	Attendance register for workers on – site.		
5.	Employment Contracts (Applies to new work opportunities created).		
6.	Certified copies of IDs (submitted once if new employee has been appointed).		
7.	ID Photos (submitted once if new employee has been appointed))		
8.	Proof of UIF and COIDA registration (submitted once if new employee has been appointed)		
9.	Proof of Payment by Contractor.		
10.	Payroll Register.		
11.	Business Plan (submitted once at an initial stage of a project).		
12.	Acknowledgement of receipt of payment (Applies where there is no payslip or proof of payment).		

Checked by : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_



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- 20 Address and Signature of the National Department of Public Works  
**Error! Bookmark not defined.**
- 21 Address and Signature of the Municipality. **Error! Bookmark not defined.**

## PREAMBLE

**WHEREAS** the National Department of Public Works in its EPWP Programme has been allocated a budget for the EPWP Integrated Grant to Provinces and Municipalities for the 2017/18 to 2019/20 Medium Term Expenditure Framework (MTEF) period, to incentivise Infrastructure, Social and Environment & Culture programmes in the 9 (nine) provinces within the Republic;

**AND WHEREAS** the National Department of Public Works intends to enter into agreements with the City Managers / Municipal managers in the 9 (nine) provinces to incentivise eligible municipalities to maximise its EPWP contribution towards job creation;

**AND WHEREAS** the National Department of Public Works intends to establish an agreed framework for cooperation and coordination between the parties in the implementation of its EPWP Programme(s); this agreement sets out the basis of the EPWP Integrated Grant; and records the terms and conditions which will govern the disbursement of the EPWP Integrated Grant by National Department of Public Works to eligible municipalities.



## PART I: INTRODUCTION

### 1. Parties to the Incentive Agreement

1.1 The parties to this Agreement are:

1.1.1 The National Department of Public Works (NDPW) represented herein by **Mziwonke Dlabantu** in his representative capacity as the Director-General and Accounting Officer of the Department; and

1.1.2 The Alfred Duma Local Municipality represented herein by \_\_\_\_\_ in his/her representative capacity as the accounting officer and Municipal Manager.

### 2. Interpretation

2.1 The head notes to the Clauses in this EPWP Integrated Grant Agreement are inserted for convenience purposes and shall affect the interpretation thereof;

2.2 In this EPWP Integrated Grant Agreement, unless inconsistent with the context or the contrary is clearly indicated;

2.2.1 Words purporting the one gender shall include the other gender, and

2.2.2 The singular shall include the plural and vice versa, unless the contrary is clearly intended.

### 3. Definitions

3.1 In this EPWP Integrated Grant Agreement, unless the context indicates otherwise –

3.1.1 “**Division of Revenue Act, 2017**” refers to the Division of Revenue Act

3.1.2 “**Eligible Public Body**” Refers to any organisation defined by legislation as a government body; and for purposes of this document, refers to a municipality within the Local Government sphere of government that complies with the criteria of eligibility as set by the National Department of Public Works;

- 3.1.3 **"EPWP"** means the Expanded Public Works Programme third phase (2014 – 2019) as approved by Cabinet;
- 3.1.4 **"EPWP Integrated Grant"** refers to the conditional grant paid to public bodies (Municipalities) to incentivise job creation;
- 3.1.5 **"EPWP target group"** refers to unemployed, local, low skilled South Africans willing to work on EPWP projects and programmes at a wage rate not lower than R83.59 per day, which is the current minimum wage rate stipulated as per the Ministerial Determination for the Expanded Public Works Programme.
- 3.1.6 **"EPWP worker"** is a person employed to work in an EPWP project under the Ministerial Determination for the Expanded Public Works Programme stipulated in Gazette No 9745, 4<sup>th</sup> May 2012; or the Learnership Determination for unemployed learners;
- 3.1.7 **"Full time equivalent job"** refers to one person-year of employment. One person year is equivalent to 230 person days of work. Person-years of employment = total number of person days of employment created for targeted labour during the year divided by 230;
- 3.1.8 **"Grant allocation"** is the grant amount appropriated by Parliament which is available for payment to the respective public body (provincial department and/or municipality) provided conditions of the grant allocation are met.
- 3.1.9 **"Infrastructure or Environment and Culture or Social sector budget"** for purposes of this Agreement, it refers to the EPWP Integrated allocation to a municipality available for construction or the maintenance of infrastructure or any other environment and culture or social services;
- 3.1.10 **"Intergovernmental Relations Framework Act, 2005"** refers to the Intergovernmental Relations Act, 2005 (Act No. 13 of 2005);
- 3.1.11 **"Party"** means a signatory to this Grant Agreement;
- 3.1.12 **"This Agreement"** means this EPWP Integrated Grant Agreement and the Annexure hereto.

### 3.2 Duration and termination of the EPWP Integrated Grant Agreement.

Notwithstanding the date of signature by the parties, this Agreement applies to the municipal financial year commencing on 1 July 2017 and ending on 30 June 2018.

## 4. Purpose of the EPWP

4.1 The Expanded Public Works Programme (EPWP) is one element within a broader government strategy to reduce poverty through the alleviation and reduction of unemployment. The Expanded Public Works Programme involves creating work opportunities for unemployed persons, and so allowing them to participate economically and contribute to the development of their communities and the country as a whole.

4.2 Phase III of EPWP aims to:

- 4.2.1 Significantly expand the creation of temporary work opportunities that provide income to the poor and unemployed;
- 4.2.2 Increase the duration of work opportunities for maximum impact;
- 4.2.3 Utilise EPWP grants to motivate increased job creation efforts by public bodies, as anticipated in clause 8 below, for the provision of a financial reward.

4.3 The National Department of Public Works is mandated to lead and coordinate the EPWP.

4.4 The success of EPWP depends on concerted effort, cooperation and implementation across all sectors, spheres of government as well as non-state entities.

## **5. Purpose of the EPWP Integrated Grant Agreement**

5.1 The purpose of the grant Agreement is –

- 5.1.1 To establish an agreed framework for cooperation and coordination between the parties in the implementation of its EPWP programmes/projects;
  - 5.1.2 To set out the basis of the EPWP Integrated Grant; and record the terms and conditions which will govern the disbursement of the EPWP Integrated Grant by National Department of Public Works to eligible municipalities;
  - 5.1.3 To provide EPWP funding to expand job creation efforts in specific focus areas, where labour intensive delivery methods can be maximised;
  - 5.1.4 To confirm the municipality's agreement and commitment to:
    - 5.1.4.1 Promote the objectives of the EPWP;
    - 5.1.4.2 Utilise the grant effectively, to increase and maximise job creation in the delivery of its EPWP programmes/projects;
    - 5.1.4.3 Aim to achieve the targeted number of full time equivalent jobs through its EPWP programmes/projects by the end of June 2018 as specified in clause 9 of this Agreement.
  - 5.1.5 To specify the processes and procedures to report on progress in achieving job creation targets; as well as the processes to indicate the incentive amounts earned and spent;
  - 5.1.6 To provide a framework for technical support to public bodies in implementing EPWP.
- 5.2 This Agreement does not limit the constitutional and statutory powers and functions of the parties.

## **6. Principles of Cooperation**

- 6.1 In order to achieve the purpose of the Grant Agreement, the parties have adopted and undertaken to comply with the following principles of cooperation:
- 6.2 The parties will perform their obligations under this Grant Agreement –

- 6.2.1 In accordance with applicable laws;
- 6.2.2 In accordance with this Agreement and related prescripts.
- 6.3 The Parties will assist and support one another in the exercise of their powers and the performance of their functions in order to ensure the effective implementation of the EPWP.
- 6.4 The Parties will cooperate with each other in mutual trust and good faith and will take into consideration the impact of their decisions on the other.
- 6.5 The Parties will adhere to the processes and procedures contained in this Agreement.

## PART II: EPWP INTEGRATED GRANT TO MUNICIPALITIES

## 7. Basis of the EPWP Integrated Grant

- 7.1 The parties record that the Alfred Duma Local Municipality satisfies the criteria to be eligible to receive the EPWP Integrated Grant to Municipalities.
- 7.2 The goal of the EPWP Integrated Grant is to provide EPWP funding to expand job creation efforts in specific focus areas, where labour intensive delivery methods can be maximised and the expansion of job creation in line with the EPWP guidelines.
- 7.3 The EPWP Integrated Grant allocation for the 2017/18 financial year is determined based on:
  - 7.3.1 the number of full time equivalent jobs (FTEs) reported in the 2015/16 financial year and or before the 15<sup>th</sup> of October 2016 in the 2016/17 financial year;
  - 7.3.2 labour intensity of the FTE creation in 2015/16; and
  - 7.3.3 Need factors for the municipality based on Census 2011 data.
  - 7.3.4 Service delivery factors for the municipality based on the community survey of 2016
- 7.4 The disbursement of the EPWP Integrated Grant will take place in 3 payments. 25% of the allocation will be disbursed at the beginning of the financial year and a further 2 payments of 45% and 30% each will take place in the remainder of the



- 8.1.2.2 A further 2 payments of 45% and 30% each will take place in the remainder of the year (15<sup>th</sup> November 2017 and 15<sup>th</sup> February 2018), provided the public body is implementing its EPWP projects and spending as planned towards its job creation.

## **9. Conditions on the Use of the EPWP Integrated Grant**

- 9.1 Once received, the EPWP Integrated Grant cannot be used for any other purpose except EPWP approved project. The EPWP Integrated Grant must be applied to continuing or expanding job creation programmes in any sector.
- 9.2 The EPWP target group may not be paid below the EPWP minimum wage rate of R83.59 per person day of work and all conditions stipulated in the Ministerial Determination for Public Works Programmes should be complied with.
- 9.3 Expenditure on the EPWP Integrated Grant must be reported to the relevant Provincial Treasury in the monthly In-Year-Monitoring tool used by your municipality to report to Provincial Treasury, and copied to National Department of Public Works by 10 calendar days after the end of every month.
- 9.4 The reports should include the outputs intended to be achieved on the projects implemented through the grant. This will be measured monthly until the projects are finished.

## **PART III: PROCEDURES SUPPORTING THE IMPLEMENTATION OF THE EPWP INTEGRATED GRANT**

### **10. EPWP Planning**

- 10.1 Your municipality must prepare an EPWP project list, which must include:
- 10.1.1 project details: the sector to which it belongs, the name of the project, a description of the project, its start date and projected end date, and the type of work ;

- 10.1.2 the project budget;
- 10.1.3 the project's planned job creation outputs: estimated number of work opportunities, FTEs and training days to be created in respect of the project, as well as a description of the products/services produced by the project.
- 10.2 The National Department of Public Works may assist your municipality through the provision of technical support in preparing its EPWP project list by identifying suitable EPWP projects and assisting to develop targets for such projects.
- 10.3 Your municipality is required to register all of its EPWP programmes/projects, at the beginning of the financial year (in terms of its EPWP project list) and as new programmes/projects are initiated, on the EPWP Reporting System by providing the information required in the EPWP project data fields.
- 10.4 Any proposed amendments of the project list must be done in writing to the National Department of Public Works. Consideration of the amended project list will be done by the technical official in the National Department of Public Works managing the grant who will respond in writing. No amendment of the project list will be accepted in the last quarter of the applicable financial year.

## 11. Project Information Management

- 11.1 Your municipality must ensure that the following information is being collected and verified for your EPWP programmes/projects for the purpose of determining progress towards job creation targets:
  - 11.1.1 Site information: Monthly attendance registers showing the number of person days worked per beneficiary for all beneficiaries;
  - 11.1.2 Payment information: Payment records, in either a payment register or reflected in bank records, confirming what was paid in wages, at what wage rate, for how much work and to whom;
  - 11.1.3 Participants information: This should be a list of Participants containing information on the identity and profile of Participants, including: name and surname, identity or other official number; date of birth; gender; and disability status.



## 12. Reporting

12.1 Your municipality must report the progress of all EPWP programmes/projects on the EPWP reporting system 15 calendar days after the end of every quarter - *on the following dates: 15 July 2017, 15 October 2017, 15 January 2018 and 15 April 2018*. This quarterly report must be "authorised" by a delegated official from your municipality. The following information will be required to update progress on the EPWP Integrated Reporting System:

### 12.1.1 Employment information

Number of work opportunities, person days of work and training days created for the quarter being reported.

### 12.1.2. Financial information

Any changes to the project's budget; spending and the wage bill for the project for the quarter being reported

### 12.1.3 Participants information

Summary of Participants, their days worked and their daily wage rate for the quarter being reported.

### 12.2.4 Project outputs

A description of the products/services produced by the project. This will be measured in kilometres of roads constructed, kilometres of roads maintained, number of units erected, etc.

12.2 The EPWP Reporting System will validate the performance information captured on the EPWP Integrated Reporting System; and will upon this basis determine the EPWP Integrated Grant amounts earned against the FTEs created above the quarterly threshold.

## 13 Disbursement of the EPWP Integrated Grant

- 13.1 An EPWP Integrated Grant allocation of **R 3 347 000** *has been allocated to your municipality for the 2017/18 financial year, which 25% of the allocation will be disbursed at the beginning of the financial year.* A further 2 payments of 45% and 30% each will take place in the remainder of the year provided the public body is implementing its EPWP projects and spending as planned towards its job creation targets. *This is indicated below.*
- 13.2 Within 45 calendar days of the end of every quarter - *on the following dates: 15 August 2017, 15 November 2017, 15 February 2018* - National Department of Public Works will authorise the disbursement of that portion of the EPWP Integrated Grant which your municipality has earned and is entitled to receive by issuing a disbursement letter to your municipality and the relevant Provincial Treasury. The disbursement letter will record:
- 13.2.3 the *validated* (cumulative) number of full time equivalent jobs your municipality has created in the relevant quarter;
- 13.2.4 the portion of the grant that your municipality that has been transferred in a particular tranche.
- 13.3 Your municipality undertakes that it will receive the portion of the EPWP Integrated Grant to which it is entitled every quarter from the transferring national officer –
- 13.3.3 in accordance with the terms of the disbursement letter.

#### **14 Compliance and performance auditing**

- 14.1 Your municipality must ensure that adequate records (as indicated in clause 12 and 13 of this Agreement) are maintained for the purpose of verifying and/or auditing job creation performance reported.
- 14.2 The National Department of Public Works reserves the right to *formally* request your municipality to provide any further information and documentation it may require for the purposes of reviewing, auditing and verifying actual performance

by your municipality towards achieving its FTE targets. Your municipality undertakes to comply with such request.

- 14.3 The National Department of Public Works reserves the right not to disburse the EPWP Integrated Grant to your municipality in cases where there is failure to comply with the requirements of the Division of Revenue Act, 2017, the grant framework and/or this Agreement.

## **PART IV: OBLIGATIONS OF THE PARTIES**

Part IV of this Agreement details the obligations of a municipality implementing EPWP programmes/projects as well as the obligations of the National Department of Public Works as the Department leading and coordinating the EPWP and its EPWP Integrated Grant funding.

### **15 Obligations of National Department of Public Works in terms of the EPWP Integrated Grant**

15.1 The National Department of Public Works will:

15.1.3 Provide your municipality with technical support and assistance as agreed to by the Parties in order to promote the achievement of the municipality's performance target;

15.1.4 Disburse the incentive grant in three tranches of 25%, 45% and 30% respectively provided that the eligible public body is compliant to the conditions of this agreement according to the approved payment schedule and issue a disbursement letter to your municipality and the relevant Provincial Treasury indicating the portion of the grant allocation to be disbursed in a particular tranche;

15.1.5 In cases of considerable over or under expenditure, revise the municipality's allocation based on actual and projected performance for 2017/18 in the Adjusted Estimates of National Expenditure;

15.1.6 Undertake sample audits on the reported performance of the municipalities.

## **16 Obligations of the Municipalities**

16.1 Your municipality must:

- 16.1.3 Sign a standard EPWP Integrated Grant Agreement with National Department of Public Works by 9<sup>th</sup> June 2017 to agree to comply with the conditions and obligations of the EPWP Integrated Grant. The grant agreement must be signed in order to receive the initial 25% disbursement;
- 16.1.4 Agree to comply with the conditions regarding the use of the EPWP Integrated Grant as contemplated in the framework for the grant;
- 16.1.5 Prepare an EPWP project list that it will implement, as indicated in the annexure of this Agreement, in order to meet or exceed its performance target;
- 16.1.6 Register all of its EPWP projects on the EPWP reporting system by providing the minimum information required in the EPWP Reporting System project data fields as contemplated in clauses 12 and 13 of this Agreement;
- 16.1.7 Comply with the stipulations of National Department of Public Works regarding the content and form of reporting on its EPWP programmes/projects and the timelines for submission of such reports to DPW;
- 16.1.8 Expenditure on the EPWP Integrated Grant must be reported to the relevant Provincial Treasury in the monthly In-Year-Monitoring tool used by your Provincial Treasury, and copied to National Department of Public Works by 10 calendar days after the end of every month;
- 16.1.9 On a quarterly basis, within 15 calendar days after the end of every quarter, report to National Department of Public Works the progress of its EPWP programmes/projects on the EPWP reporting system as contemplated in clause 13 of this Agreement;
- 16.1.10 Maintain project and payroll records as specified in the EPWP Audit Requirements for all of its EPWP programmes/projects;

- 16.1.11 Ensure that these project and or payroll records are available for auditing as and when required by National Department of Public Works;
- 16.1.12 Comply with the terms of the EPWP Integrated Grant Manual, the relevant provisions of the Division of Revenue Act, 2017 and this Agreement.
- 16.1.13 Ensure that the project sign board of a project funded by the EPWP Integrated Grant is branded according to the EPWP Corporate Identity. In addition, the Personal Protective Clothing worn by the workers on funded projects must be branded according to the EPWP Corporate Identity.

## **PART V: GENERAL**

### **17 Dispute resolution**

The Parties agree that any disagreement or dispute arising between the parties with regard to the interpretation or application of this Agreement will be dealt with in terms of Chapter 4 of the Intergovernmental Relations Framework Act, 2005.

### **18 Amendments to the EPWP Integrated Grant Agreement**

No amendment, alteration, addition or variation of this EPWP Integrated Grant is of any force or effect unless reduced to writing and signed by the Parties.

### **19 Whole EPWP Integrated Grant Agreement**

- 19.1 This Grant Agreement together with its annexure constitutes the entire contract between the Parties, no agreement varying, adding to, deleting from or cancelling this Grant Agreement and no waiver of any right under this Grant Agreement is effective unless reduced to writing and signed by or on behalf of the Parties.

- 19.2 This Grant Agreement contains all of the express provisions agreed on by the Parties with regard to the subject matter hereof and the Parties waive the right to rely on any alleged express provision not contained in this Grant Agreement.
- 19.3 No Party may rely on any representation that allegedly induced that party to enter into this Grant Agreement, unless the representation is recorded in this Grant Agreement.
- 19.4 No relaxation by a party of any of its rights in terms of this Grant Agreement at any time prejudices or constitutes a waiver of its rights (unless it is a written waiver) and it will be entitled to exercise its rights thereafter as if such relaxation had not taken place.
- 19.5 No party may cede any of its rights or delegate or assign any of its obligations in terms of this Grant Agreement without the prior written consent of the other Party.
- 19.6 Headings of clauses are inserted for the purpose of convenience only and must be ignored in the interpretation of this Grant Agreement.



## 20 Address and Signature of the National Department of Public Works

- 20.1 Notice of change of address must be given in writing by the party concerned and delivered by registered mail, hand or telefax to the other party.
- 20.2 The parties choose the following as their respective addresses for the purpose of any notices contemplated by this Grant Agreement –
- 20.3 The Director-General of the National Department of Public Works:

**Mr. Mziwonke Diabantu**

Physical Address:	CGO Building Cnr Bosman and Vermeulen Streets 7 <sup>th</sup> Floor, Room 736 Pretoria, 0001
Postal Address:	Private Bag X65 Pretoria, 0001
Tel:	012 406 1988/012 406 1000
Fax:	012 310 5180
E-mail:	Dgpa@dpw.gov.za

Signed at ..... on the ..... day of ..... 2017.

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**Signed for and on behalf of  
THE NATIONAL DEPARTMENT OF PUBLIC WORKS  
who warrants his authority**



**21 Address and Signature of the Municipality**

21.1 Notice of change of address must be given in writing by the party concerned and delivered by registered mail, hand or telefax to the other party.

21.2 The parties choose the following as their respective addresses for the purpose of any notices contemplated by this Grant Agreement –

**21.2.3 The Municipal Manager of the Alfred Duma Local Municipality**

Physical Address:

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Postal Address:

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Tel:

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Fax:

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E-mail:

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Signed at ..... on the.....day of..... 2017.

\_\_\_\_\_  
**ALFRED DUMA LOCAL MUNICIPALITY**  
**who warrants his/her authority**



## Annexure A

### **List of Projects to be funded by the 2017/18 EPWP Integrated Grant:**

*Please use the attached Project List Template, to submit a list of projects to be funded by the EPWP Integrated Grant.*

*A signed hard copy of the list must be attached to the signed Grant Agreement.*

*A soft copy of the list must be submitted to the National Department of Public Works by email.*