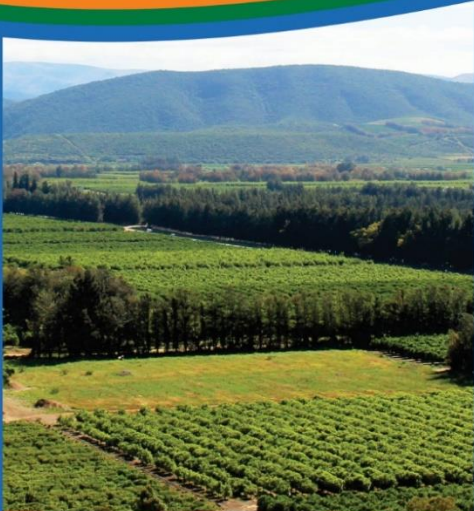




SUNDAYS RIVER VALLEY MUNICIPALITY



FIRST DRAFT ANNUAL REPORT 2018 2019

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CHAPTER 1 – MAYOR’S FOREWORD AND SUMMARY

COMPONENT A: MAYORS FOREWORD

OUR VISION

“A people-centred Municipality providing efficient and effective services to communities”

OUR MISSION

“To deliver effective and efficient services in an accountable and transparent manner and to create an inclusive, safe, sustainable socio-economic environment for improved quality of life”

KEY POLICY DEVELOPMENTS

Sundays River Valley Municipality has developed a credible IDP in terms of the MEC’s IDP assessment outcomes. All the KPA’s received a high overall score except Basic Services and Infrastructure Development and Finance who were rated medium.

KEY SERVICE DELIVERY IMPROVEMENTS

The following are the key service delivery improvements in the financial year.

- The municipality bought the state-of-the-art testing equipment in its roadworthy testing centre.
- Land audit is on tender and is instituted to ascertain the extent of land available for development.
- Upgrading of Parks and Playgrounds were completed to the value of R722 733.
- The municipality received two refuse trucks from the District and we took back the outsourced refuse removal function from local contractors due to very low satisfaction levels of the residents.
- Phase 2 of the Paterson Waste Water Treatment Works was also completed to the value of R723 604.

KEY CHALLENGES

In the previous annual report, we reported increased water demands through higher levels of service. As a Water Service Authority, the municipality is responsible for ensuring that efficient, affordable, economical and sustainable water services are accessible to all its residents. This challenge still remains however there were some interventions embarked on as far back as 2014 with the development of a business plan for Regional Bulk Infrastructure Grant (RBIG) consideration and we are constantly making follow-up for funding.

We are concerned that an amount of R9 000 000 awarded for SRVM through Amatola implementing agent has not been utilised until the end of 2018/19 financial year.

The exponential growth of Greenfields and informal settlements poses a challenge in meeting the water infrastructure requirements.

We have been informed that 8 wards are complaining about non-delivery of housing development. The municipality does not have a developer status that resides with the Provincial Department of Human Settlements. We have facilitated the housing needs register and forwarded it to the department.

PUBLIC PARTICIPATION

The following mechanisms were used to ensure our commitment towards an accountable, efficient and transparent government:

- Ward Committees
- IGR Forum
- IDP Representative Forum
- War Rooms
- Public meetings
- Other statutory forums

FUTURE ACTIONS

The municipality intends to upscale its service delivery and will also ensure the following outcomes are realised:

- The Performance Management System has not been cascaded to all the employees because it wants to perfect it at section 56 level first.
- The municipality ensures that competent people are employed in vacant critical and strategic positions.
- Timely procurement processes to avoid roll overs or non-expenditure of grants.
- Regular performance assessments of section 56/7 managers.
- Ensure the implantation of an Audit Action Plan and top ten risks is monitored.
- Reduction and or elimination of irregular, fruitless and wasteful expenditure.
- Consequence Management Plan to be in place and implemented
- With the assistance from the District an Emergency Centre is planned to be built in Paterson in the 2019/20 financial year.
- A donation of 40 desks and chairs and wheelchairs was received from the Department of Correctional Services and these will be handed over in July 2019 as part of the Nelson Mandela Day.

AGREEMENTS / PARTNERSHIPS

Sundays River Valley Municipality commits to honour all agreements that we entered with government departments and other agencies such as:

- The Office of the Premier – Rural Towns Revitalization Programme
- SANRAL – Roads development projects
- South African Local Government Association (SALGA) – Bargaining Council Collective Agreements
- Auditor General – Audit fees

CONCLUSION

The real success of Sundays River Valley Municipality will only be celebrated when we are eventually able to achieve clean audit outcomes. As the municipality, we have the commitment, capacity and tenacity to do it only if and only if we are all prepared to walk the talk.

I would like to thank the public, councillors and the administration and sector departments and all other stakeholders for their endeavours and their pledges in ensuring that we succeed in our primary duty to bring services to communities of SRVM.

N. Bixa

Mayor

COMPONENT B: EXECUTIVE SUMMARY

1.1 MUNICIPAL MANAGER'S OVERVIEW

INTRODUCTION

This Annual Report is prepared in accordance with the guidelines of Circular 63 issued by the National Treasury. The purpose of the Annual Report is:

- to provide a record of the activities of the municipality or entity during the financial year to which the report relates;
- to provide a report on performance in service delivery and budget implementation for the financial year;
- to promote accountability to the local community for the decisions made throughout the year by the municipality or municipal entity; and
- To reduce the additional reporting requirements that will otherwise arise from Government Departments, monitoring agencies and financial institutions.

The Integrated Development Plan (IDP) serves as a blueprint which guides and informs all planning, budgeting, management and decision-making processes of the municipality. The Service Delivery and Budget Implementation Plan (SDBIP) is a yearly implementation tool for the priorities and projects identified in the IDP. The in-year quarterly reports on the SDBIP are consolidated into a performance annual report as contained in component K (Organisational Performance Scorecard) of the Annual Report.

The executive summary provides a broad overview of the performance of the municipality in terms of its priorities and council oversight role. For the year under review the priorities that were approved by Council are:

- Provision of Infrastructure and Basic Services
- Local Economic Development
- Community and Social Services
- Institutional Transformation and Organizational Development
- Good Governance and Public Participation
- Financial Viability and Management

OVERSIGHT ROLE

The Council is the decision-making body of the municipality in line with the provisions of the relevant legislations. The IDP and the Budget are two important policy documents which are not delegated to any other Council structures for approval but Council itself. All councillors are involved in standing committees to deliberate issues and make recommendation to an Executive Committee and Council. Council is led by the Speaker and the Executive Committee is led by the Mayor.

Council has established an Audit and Risk Committee (ARC) and the Municipal Public Accounts Committee (MPAC) to assist Council in its oversight role. The Intergovernmental Relations Forum sits quarterly and it provides a platform where sector departments share and report on programmes and projects they implement in our municipal space.

PROVISION OF INFRASTRUCTURE AND BASIC SERVICES

This Key Performance Area (KPA) has the following Key Performance Elements (KPE) of focus areas: [Water, Sanitation, Electricity, Housing, Roads and Storm Water, Spatial Planning]

The municipality is a Water Services Authority and a Water Services Provider. Below is the summary of 2018/19 grant funded capital projects and their progress.

PROJECT NAME	BUDGET	PROGRESS
Upgrading of Valencia Bulk Water Supply	R 9 446 308	Construction
Augmentation of Bulk and Distribution of Water Infrastructure to the Valleys of Enon and Bersheba	R 2 497 959	Construction
Upgrading of Sewerage Network in Addo	R 3 118 450	Construction
Upgrading of Sewerage Network in Paterson - Phase 1	R 2 708 450	Construction
Upgrading of Roads & Stormwater in Enon and Bersheba - Phase 1	R 1 438 063	Procurement
Upgrading of Parks and Playgrounds	R 722 733	Completed
Upgrading of Paterson Waste Water Treatment Works (Phase 2)	R 723 604	Completed
Upgrading of Paterson Waste Water Treatment Works (Phase 2) - Budget Maintenance	R 3 248 333	Construction
PMU Administration	R 1 258 100	Admin
Small Towns Revitalization Programme (OTP funded)	R 37 200 000	Project 1 Construction, Project 2 and 3 on Construction
Kirkwood Bulk Electricity	R 16 731 000	Construction
Upgrading of Paterson Bulk Water Supply Phase 6 (RBIG Funded)	R 9 000 000	Procurement
Langbos Bulk Water Supply	R 2 980 000	Construction
Installation of Pressure Reducing Valves and Metering in Moses Mabida to alleviate pipe bursting and water losses (WSIG)	R 900 000	Construction
Noluthando 516 Rectification	R21 000 000	Construction

With respect to municipal funded capital projects this is the report on their progress:

PROJECT	BUDGET	PROGRESS
HNR/HSS HOUSING NEEDS CAPTURING PROGRAMME	R 96 000,00	On going
Plotter & Scanner	R 90 000,00	Complete
Furniture	R 100 000,00	Procurement
SPLUMA	R 350 000,00	Procurement
Land Audit	R 200 000,00	Procurement

SDF	R 700 000,00	Procurement
Replacement of Toilet Cisterns	R 500 000,00	Implementation
Chemicals	R 1 800 000,00	On going
Water Carting	R 500 000,00	On going
Desludging of Settling Tanks	R 300 000,00	On going
Replacement of Enon Sand Filters	R 250 000,00	Complete
Water Use Licensing Kirkwood & Enon	R 100 000,00	Implementation
Installation of Telemetry	R 250 000,00	Procurement
Upgrade of Enon Raw Water Pump	R 150 000,00	Complete
Upgrade of Canal Raw Water Pumps	R 150 000,00	Procurement
Installation of Water Meters	R 800 000,00	Procurement
Pavements	R 140 000,00	On going
Roads Marking & Signs	R 300 000,00	Complete
Emsengeni Bulk Taxi Route	R 3 000 000,00	Implementation
Resealing of Roads	R 1 000 000,00	On going
Parkhome	R 240 000,00	Redirected
Refurbishment of Infrastructure Department Offices	R 300 000,00	Implementation
Refurbishment of Life Esidimeni Sewer Pumpstation	R 420 000,00	Complete
Maintenance of Traffic & Street Lights	R 450 000,00	On going
	R 12 186 000,00	
PROJECT	BUDGET	PROGRESS

LOCAL ECONOMIC DEVELOPMENT

The above priority area includes some of the following key performance elements [SMME development, Agriculture, Tourism]. The municipality does not have a unit for local economic development (LED). The municipality lacks human capacity to monitor the implementation of tourism and agricultural related programmes.

The Addo Elephant Park and local tourism organization are primarily responsible for tourism development in the municipal area while the local office of the Department of Rural Development and Agrarian Reform

attend to all agricultural related programmes. Two tractors were donated by the department of Rural Development and Agrarian Reform. They are managed and utilised by emerging farmers for cultivation.

SMME development is well catered for by the SMME Coordinator. The number of SMMEs who benefited from training programmes are 133 in total and within the following focus areas:

- CIPC Annual Returns
- ETC Training on Paving Construction
- Absa Training on Business Start-ups
- SEDA on Hospitality Management

The capacity development initiatives undertaken were:

- SMME Outreaches / Workshops by NEF (National Empowerment Fund) in October 2018.
- SMME Summit 2018 on the 15 August 2018
- Development of SMME Database.

The beneficiation is reflected in the institutional scorecard.

The municipality hosted a successful wildlife festival from 29 to 31 June 2019. The District is implementing an Agri Park project in Addo and this project is funded by the Department of Rural Development and Land Reform. There were two projects who benefited from the Sara Baartman District Municipality's SMME support programme. The District has established a district economic support team to build capacity in the local municipalities to implement LED programmes.

COMMUNITY AND SOCIAL SERVICES

This priority area deals with the following focus areas [Traffic Services, Fire, Environmental Health, Libraries, Community and Social Amenities, Disaster and Transport]. The establishment of traffic services were to be done in three phases. The first two phases (i.e. licensing section and testing grounds) were done in the previous financial years. The third and last phase comprised of the establishment of Law Enforcement building. The testing route is now operational after it was closed for six months in the current financial year. This was possible after the maintenance of the testing route was done. As the Mayor has indicated in her foreword about the upgrading of the roadworthy testing centre and the purchase of the state of the art testing equipment, it gives me pleasure to report that this equipment is one of the few in the Eastern Cape.

Two refuse removal trucks were donated by the District Municipality. We are doing the refuse collection in Paterson, Addo and Enon-Bersheba in-house. This function was once outsourced to local contractors. The Waste Management Officer's post has been designated as a Waste Management Practitioner.

Our Environmental Health Practitioners were appointed as peace officers. Food sampling was done before but now it is done since the purchase of the food sampling equipment.

The department has appointed a Community Services Officer and among his responsibilities is the maintenance of community and social amenities.

MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

The municipality is supported by Sarah Baartman District Municipality to review and develop job descriptions for our staff which would contain job titles and job content. For this, these job descriptions would assist to embark on a job evaluation process wherein jobs would be evaluated in order to arrive at systematic ranking of jobs, and to determine the worth of jobs.

On the organisational structure, Council is obliged to review it on annual basis to be aligned with the provisions of the IDP and the budget. However, such alignment becomes a challenge due to additional demands and responsibilities that the structure should respond to.

The staff component of the municipality is comprised of 333 members of which 291 posts have been filled with 42 vacancies in existence. The positions that are strategic have been identified and prioritised to be filled, which are PMU Manager, Town Planner and Building Control Officers. The process is under way.

At the ICT area of work, many challenges were identified during the audit conducted by Auditor General. Such areas have been developed in the form of an Action Plan to be addressed. Policies have been drafted, and tabled for consideration to be adopted by Council.

The Workplace Skills Plan has been developed to become guiding framework with regard to training of staff. The skills audit is conducted on annual basis in order to be certain about skills training to concentrate on. Not all the training programmes have been implemented due to financial support.

Lastly, the HR and Finance related policies were reviewed and developed on annual basis. The policy framework assists the municipality to be consistent in dealing with its operations and programmes.

GOOD GOVERNANCE AND PUBLIC PARTICIPATION

The municipality is implementing an electronic performance management system through Sarah Baartman District Municipality. We are in consultations with the Unions to have the PMS cascaded to all municipal employees. That will require a performance incentives plan to be in place. It has been a challenge to hold quarterly performance assessments in time and that has to change the following year.

Our internal audit section is under-capacitated. We have two internal auditors without the Chief Internal Auditor (CIA). The municipality has explored the use of a shared service with the District as against the appointment of a CIA. The municipality has to ensure that it monitors the implantation of an Audit Improvement Plan and the Audit and Risk Committee recommendations if it aims to improve its audit outcome.

The coordination of IGR meetings by the municipality is efficient and effective, however there are still departments who are culprits of either non-attendance or sending junior officials who cannot take decisions. Communities were consulted during IDP and budget processes and their priorities are reflected in the IDP.

FINANCIAL OVERVIEW

SRVM is a developing or growing municipality simply because it has citrus farms and national parks making it one of the economic hubs in Sarah Baartman District Municipality. As a developing municipality it requires additional resources and funding to conduct the growth it desires.

The financial sustainability of the municipality remains our main priority and at all times we ensure that our operating budget is balanced and cash-backed. As there are limits on revenue, it is necessary to ensure that services are provided at levels that are affordable. Our biggest challenge of our financial plan is to match increased service demands with a relatively stagnant revenue base.

Financial viability and management remain one of the key priorities of Council. It remains more critical in the light of the current economic situation, which among other things self-sustenance and prudent financial controls,

SS FADI

MUNICIPAL MANAGER

1.1.1 MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW

INTRODUCTION TO BACKGROUND DATA

The Constitution, Chapter 7, Section 152 (1) and (2) as well as Section 153 (c) and (b) obliges and outlines the functions and services that are to be performed by a municipality. Sundays River Valley Municipality is mandated by these pieces of legislation. The only functions that the municipality is not doing is municipal airports, municipal public transport, beaches and amusement facilities, fences and fencing and noise pollution.

The municipality is dependent mostly on grants as a result there is a strong cooperation between it, sector departments and the District Municipality. The municipality is both a water service authority and a water service provider. The Department of Water and Sanitation assist with the building of reservoirs and pump stations. The Office of the Premier and Public Works is upgrading and rehabilitating our roads and storm water channels whilst the Department of Human Settlements is developing our housing services. The 1.85% increase in population growth from 54 503 (2011) to 59 793 (2016) has put a tremendous pressure on our service delivery. As a result, thereof of the service delivery backlogs do not decrease but stay the same.

The Addo Elephant National Park and Shamwari Game Reserve are situated within SRVM and they constitute our international tourism destination and attraction. Tourism and Agriculture are our strong sectors that contribute immensely to our economy and employment opportunities. Citrus produces almost 50% of employment in our area.

The valley is characterised by harsh climate conditions, with summer temperatures rising in excess of 40°C. Rainfall is spread over the year and is between 250-500mm per annum. The valley is characterised by wide, fertile flood plains and is associated with low-lying land and steep, less fertile soil. The area outside the Sundays River includes the Paterson area, the coastal belt, and the west of Alexandria.

POPULATION AND SETTLEMENTS

Total Population			Growth Rate
Age group	2011	2016	2011-2016
0-4	5682	5001	-2.55
5-9	4839	5923	4.04
10-14	4057	6495	9.41
15-19	4560	6162	6.02
20-24	5344	5095	-0.95
25-29	5473	5784	1.11
30-34	4341	5013	2.88
35-39	4254	4422	0.77
40-44	3787	3721	-0.35
45-49	3145	3500	2.14
50-54	2679	2191	-4.02
55-59	2055	2342	2.61
60-64	1451	1556	1.40
65-69	993	1178	3.42
70-74	829	469	-11.39

75-79	441	474	1.44
80-84	283	340	3.67
85+	290	127	-16.51
TOTAL	54503	59793	1.85

Source: Stats SA: 2016 Community Survey

SOCIO ECONOMIC STATUS

Year	Housing Backlog as Proposition of current demand	Unemployment Rate	Proportion of household with no income	Proportion of population in low-skilled employment	HIV-AIDS Prevalence	Illiterate people older than 14 years
2017/18						
2018/19						

HOUSEHOLDS

HOUSEHOLD DYNAMICS	2016	2011
Households	17 221	14 749
Average household size	3.5	3.5
Female headed households	34.8%	34.9%
Formal dwellings	84.2%	84.6%
Housing owned	30.5%	44.3%
Household services		
Flush toilet connected to sewerage	65%	53.5%
Weekly refuse removal	61.6%	61.2%
Piped water inside dwelling	30.9%	32.3%
Electricity for lighting	89.6%	79.8%

NATURAL RESOURCES

Major Natural Resources	Relevance to Community
Sand	It is used in housing construction and local brick manufacturing. Cooperatives Manufacture bricks using local sand. Paterson sand mining is identified in the IDP's ward priorities as one of the catalytic projects that needs assistance for resource mobilisation.
Forests	Forests are used as grazing lands and they present economic growth potential for game/livestock business initiatives.
National Park	Ecotourism opportunities, conservation and employment.
Enon-Bersheba communal land	It is readily available as the source of economic activity for the benefit of the whole community. Business plans for citrus, food security; vegetable production, game are readily available for sourcing development funding.
Water	Canals for irrigation and domestic use.

1.3 SERVICE DELIVERY OVERVIEW

Services such as water, sanitation, electricity, road maintenance and community services are rendered by Sundays River Municipality. Services such as Environmental Health and Fire Services are rendered on an agency basis for Sara Baartman District Municipality.

Service delivery overview is illustrated in Municipal Manager's executive summary from [page 6-8](#)

1.4 FINANCIAL HEALTH OVERVIEW

FINANCIAL OVERVIEW – See Executive Summary: Municipal Manager's overview pages

OPERATING RATIOS – See Finance KPA – page

TOTAL CAPITAL EXPENDITURE – Year 2017/18 to 2018/19 – See notes on Annual Financial Statements pages

1.5 ORGANISATIONAL DEVELOPMENT OVERVIEW

During the year under review the organizational structure has undergone review and the following changes were made:

- The number of new positions created were

The municipality has commissioned the development and delivery of three records management modules. These are HR Management, Property Management and Town Planning Modules. An amount of was spent on skills development.

1.6 AUDITOR GENERAL REPORT

Audit is still in progress

1.7 STATUTORY ANNUAL REPORT PROCESS

1	Consideration of next financial year's Budget and IDP process plan. Except for the legislative content, the process plan should confirm in – year reporting formats to ensure that reporting and monitoring feeds seamlessly into the Annual Report process at the end of the Budget/ IDP implementation period.	July 2019
2	Implementation and monitoring of approved Budget and IDP commences (In year financial reporting)	
3	Finalise the 4 th report for previous financial year	
4	Submit draft year of Annual report reports to MM	
5	Municipal entities submit draft annual reports to MM	
6	Audit / Performance committee considers draft Annual report of municipality and entities (where relevant)	August 2019
7	Mayor tables the unaudited Annual Report	
8	Municipality submits draft Annual Report including consolidated annual financial statements and performance report to Auditor General	
9	Annual Performance Report as submitted to Auditor General to be provided as input to the IDP Analysis Phase	
10	Auditor General audits Annual Report including consolidated Annual Financial Statements and Performance data	Sept/ October 2019
11	Municipalities receive and start to address the Auditors General comments	November 2019
12	Mayor tables Annual Report and Audited Financial Statements to Council complete with the Auditor – General's Report	
13	Audited Annual Report is made public and representation is invited	
14	Oversight Committee assesses Annual Report	December 2019
15	Council adopts Oversight report	
16	Oversight report is made public	
17	Oversight report is submitted to relevant provincial councils	
18	Commencement of draft budget/ IDP finalization for the next financial year. Annual Report and Oversight Report to be used as input	January 2020

CHAPTER 2

GOVERNANCE

Circular 63 of the Municipal Finance Management Act (MFMA) states that good governance and public participation must “ensure accountability and government arrangements are in place. The municipal political and administrative structures have applied the following nine major characteristics to ensure good governance:

- Participation
- Rule of Law
- Transparency
- Responsiveness
- Consensus Oriented
- Equity and inclusiveness
- Effectiveness and Efficiency
- Accountability
- Sustainability

COMPONENT A: POLITICAL GOVERNANCE

2.1 Political Governance Structure

The Municipal Systems Acts (MSA), section 4 (2) states that a municipal council must, within the municipality’s financial and administrative capacity and having regard for practical considerations,

- Exercise the municipality’s executive and legislative authority and use the resources of the municipality in the best interests of the community;
- Provide, without favour or prejudice, democratic and accountable government;
- Encourage the involvement of the community;
- Strive to ensure that municipal services are provided to the community in a financially and environmentally sustainable manner;
- Consult the community about the level, quality, range and impact of municipal services and the available options for service delivery;
- Give members of the community equitable access to the municipal services to which they are entitled;
- Promote and undertake development in the municipality;
- Promote gender equity in the exercise of the municipality’s executive and legislative authority;
- Promote a safe and healthy environment in the municipality; and
- Contribute together with other organs of state, to the progressive realisation of the fundamental rights contained in sections 24, 25, 26, 27 and 29 of the Constitution.

The following additional executive obligations are imposed on every municipal council. A council must annually review-

- The needs of the community
- Its priorities to meet those needs
- Its processes for involving the community
- Its organisational and delivery mechanisms for meeting those needs
- Its overall performance in achieving the objects of local government set out in the Constitution.

COUNCIL AS AT 30 JUNE 2018

NAME OF COUNCILLOR	CAPACITY	PARTY	WARD
MC PAYI	CLLR	ANC	WARD 1
ZA TOM	CLLR	ANC	WARD 2
A DANCEY	CLLR	ANC	WARD 3
LE BAKA	CLLR	ANC	WARD 4
SC NODONTI	CLLR	ANC	WARD 5
S H RUNE	CLLR	ANC	WARD 6
AM NDAWO	CLLR	DA	WARD 7
NG KAUSELE	CLLR	ANC	WARD 8
PROPORTIONAL REPRESENTATIVE			
K SMITH	CLLR	DA	PROPORTIONAL REPRESENTATIVE
K MBANGI	CLLR	EFF	PROPORTIONAL REPRESENTATIVE
N JACK	CLLR	ANC	PROPORTIONAL REPRESENTATIVE
F ADAMS	CLLR	ANC	PROPORTIONAL REPRESENTATIVE
P R BLOU	CLLR	ANC	PROPORTIONAL REPRESENTATIVE
M BOSMAN	CLLR	DA	PROPORTIONAL REPRESENTATIVE
L ERASMUS	CLLR	DA	PROPORTIONAL REPRESENTATIVE
N BIXA	EXECUTIVE MAYOR	ANC	PROPORTIONAL REPRESENTATIVE

POLITICAL HEADS & ADMINISTRATIVE HEADS



EXECUTIVE MAYOR
N BIXA



SPEAKER & WARD CLLR 6
SH RUNE



MPAC CHAIR & WARD CLLR 8
NG KAUSELE



PORTFOLIO HEAD
INFRASTRUCTURE & TECHNICAL
SERVICES
CLLR F ADAMS



PORTFOLIO HEAD
COMMUNITY SERVICES
CLLR PR BLOU



PR COUNCILLOR
M BOSMAN



PORTFOLIO HEAD
IDP & LED
CLLR K SMITH



**PR COUNCILLOR
L ERASMAS**



**PR COUNCILLOR
K MBANGI**



**PR COUNCILLOR
N JACK**



**WARD COUNCILLOR 1
MC PAYI**



**WARD COUNCILLOR 2
Z TOM**



**WARD COUNCILLOR 3
A DANCEY**



**WARD COUNCILLOR 4
L BAKA**



**WARD COUNCILLOR 5
SC NODONTI**



**WARD COUNCILLOR 7
A NDAWU**

2.2 ADMINISTRATIVE GOVERNANCE STRUCTURE

The municipal Manager is the accounting officer of the municipality for the purposes of the Finance Management Act. He provides guidance on compliance with this Act and other legislation applicable to local government.

Senior management positions of the municipality are all filled. They comprise of the Municipal Manager and four section 56 managers. The section 56 managers are responsible for providing reports to the standing committees, the Exco and Council. The Municipal Manager and the Directors work together to formulate policies and procedures for adoption by Council. The performance agreements of senior managers outline the strategies and projects to be developed, together with targets for service delivery. Each department is provided with a budget through which the IDP is implemented.

Council has established and implemented a Performance Management System, which is electronic and it is administered in-house, and maintained by the system developers, Aspire Solutions.

TIER 1
MUNICIPAL MANAGER Mr. SS. FADI
FUNCTIONS In terms of Section 55 of the Municipal Systems Act, the Municipal Manager is responsible and accountable for some of the following functions: <ul style="list-style-type: none">• The formation and development of an economical, effective, efficient and accountable administration.• The management of the municipality's administration in accordance with this Act and other legislation applicable to the municipality.• The implementation of the municipality's Integrated Development Plan, and the monitoring of progress with implementation of the plan.• The management of the provision of services to the local community in a sustainable and equitable manner.• The appointment of staff other than those referred to in section 56 (a), subject to the Employment Equity Act, 1998 (Act No.55 of 1998).• The management, effective utilization and training of staff.• The maintenance of discipline of staff. The promotion of sound labour relations and compliance by the municipality with applicable labour legislation.

There are also functions entrusted in the office of the Municipal Manager. These include:

- Local Economic Development
- Performance Management
- Intergovernmental Relations
- Special Programmes
- Service delivery
- Financial Management

TIER 2				
Director: Corporate Services (Mr. T Machelesi)	Director: Technical Services (Mr. M Nzuzo)	Director: Community Services (Ms. N Nyengeza)	Chief Financial Officer (Ms. N Ponco)	
Functions: Human Resources management Skills Training and Development Registry and Archives Administration	Functions: Basic service delivery and infrastructure development Electrical distribution and system maintenance	Functions: Traffic Services Fire and Disaster Management Library Services Environmental Health and Cleansing	Functions: Income and Revenue Management Expenditure Management Supply Chain Management	
Legal Services Labour Relations Council Support Information & Communications Technology (ICT)	Planning, development and maintenance of roads, streets and storm water infrastructure Planning, operation and maintenance of water reticulation system and sewerage treatment infrastructure Management of civil engineering contracts and projects	Public Amenities	Budget and Reporting Asset management Contract Management Risk management and internal controls	



MUNICIPAL MANAGER
S FADI



CHIEF FINANCIAL OFFICER
N PONCO



DIRECTOR- CORPORATE SERVICES
T MACHELESI



DIRECTOR – TECHNICAL SERVICES
M NZUZO



DIRECTOR - COMMUNITY SERVICES
N MNYENGEZA

COMPONENT B: INTERGOVERNMENTAL RELATIONS

2.3 Intergovernmental Relations

The SRVM IGR structure is functional and it meets once per quarter. It is under the Municipal Manager's office and it is chaired by the Mayor or the Speaker in her absence. SRVM participates in the local, district and provincial IGR structures.

Provincial Intergovernmental Relations

SRVM participates in the following Provincial Intergovernmental Relations:

- Premiers Coordinating Council **(No. of meetings attended)**
- Political Munimec comprising Province and all local municipalities in the Eastern Cape
- Provincial Speakers' Forum
- Provincial Communicators' Forum

District Intergovernmental Relations

We further participate in the following District Intergovernmental Relations:

- IGR Forum
- IDP Representative Forum
- District Support Team
- District Mayors' Forum
- Municipal Managers' Forum
- Chief Financial Officers' Forum
- District Wide Infrastructure Forum
- District Communicators' Forum

At a local level the municipality has still some challenges which are a competency of sector departments. These challenges which are not exhaustive are the following:

- Sewer pipe connections for housing development which result in sewer overspill.
- Land for emerging stock farmers.
- Formalization of informal settlements
- Land audit and access to land for development
- Formal clinic for Enon-Bersheba community

COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION

OVERVIEW OF PUBLIC ACCOUNTABILITY AND PARTICIPATION

The function of public participation resides mainly with the Office of the Speaker. Administratively it reports to the Municipal Manager through the IDP/LED standing committee.



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2.4 PUBLIC MEETINGS

Nature and Purpose of Meeting	Date of Events	Number of Participating Municipal Councillors	Number of Participating Municipal Administrators	Number of Community Members Attending
Engagement with sector departments and tavern owners on issues of gender-based violence	15 Nov 2018	0	1	27
IDP Consultation	26 March 2019	10	8	41
Home Affairs Screening Committee Workshop with Councillors and CDWs	21 May 2019	7	3	4
National Freedom Day Celebrations		7	4	+ 456
IDP/Budget Consultations	15 & 16 May 2019	3	9	+ 55 per ward x 7

Comment on Effectiveness of Public Meetings

- There is poor attendance in some wards by community members.
- Some members of the ward committees are not active in the community and the forums they represent are not holding them accountable.
- Not all issues of ward committees find expression to council.
- Some ward councillors are not holding feed-back meetings in their constituencies

2.5 WARD COMMITTEES

The function of ward committees resides with the corporate services directorate. The department is responsible for secretariat services of ward committee meetings. The schedule of ward committee meetings was developed. Notices are sent out for the meeting. There are minutes and attendance registers for the meetings that set. Out of 32 meetings that were supposed to sit only 10 set.

The functionality of ward committees and ward projects are further depicted in **Appendix E and F** respectively.



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2.6 IDP PARTICIPATION AND ALIGNMENT

IDP Participation and Alignment	Yes/No
Does the municipality have impact, outcome, input, output indicators?	Yes
Does the IDP have priorities, objectives, KPIs, development strategies?	Yes
Does the IDP have multi-year targets?	Yes
Are the above aligned and can they calculate into a score?	Yes
Does the budget align directly to the KPIs in the strategic plan?	Yes
Do the IDP KPIs align to the Section 57 Managers	Yes
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	Yes
Do the IDP KPIs align with the provincial KPIs on the 12 Outcomes	Yes
Were the indicators communicated to the public?	Yes
Were the four quarterly aligned reports submitted within stipulated time frames?	Not timeously
*Section 26 Municipal Systems Act 2000	

2.7 Risk Management

Section 62 (1) (c) (i) of the Municipal Finance Management Act (Act 56 of 2003) (MFMA) requires that:

"(1) The accounting officer of a municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all responsible steps to ensure -

(c) that the municipality has and maintains effective, efficient and transparent systems -

- of financial and risk management and internal control."

The internal audit unit of a municipality or municipal entity must -

(a) prepare a risk based audit plan and an internal audit program for each financial year;

(b) advise the accounting officer and report to the audit committee on the implementation on the internal audit plan and matters relating to:

- risk and risk management."

Section 2110 - Risk Management of the International standards for the Professional Practice of Internal Auditing

Section 2110 - Risk Management of the International standards for the Professional Practice of Internal Auditing states:



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"The internal audit activity should assist the organisation by identifying and evaluating significant exposures to risk and contributing to the improvements of risk management and control systems.

2110. A1 - The internal audit activity should monitor and evaluate the effectiveness of the organisation's risk management system.

2110. A2 - The internal audit activity should evaluate risk exposures relating to the organisation's governance, operations, and information systems regarding the:

- Reliability and integrity of financial and operational information;
- Effectiveness and efficiency of operations;
- Safeguarding of assets;
- Compliance with laws, regulations, and contracts.

The strategic Risk Assessment was conducted on the 6th and 7th March 2019, however the top 5 risks were not identified.

2.8 Fraud and Anti-Corruption

There is a Fraud Prevention Plan in place, however it was last updated and adopted in June 2010. The Plan is premised on the organisations core ethical values driving the business of SRVM, the development of its systems, policies and procedures, interactions with ratepayers, the public and stakeholders, and even decision-making by individual managers representing the organisation. This means that in practice all departments and other business units of SRVM and even external stakeholders must be guided by the plan as the point of reference for their conduct in relation to SRVM.

The plan documents detail the steps, which have been, and will continually be taken by SRVM to promote ethical conduct and address Fraud and Corruption.

Key risk areas regarding Fraud and Corruption have not been identified, however the plan reflects the processes in place for detection and dealing with Fraud and Corruption as follows:

- All employees must immediately report all allegations or incidents of fraud and corruption to their immediate manager.
- Should the employee be concerned that the manager is involved, the report can be made to any other member of management, municipal manager and/or the Chairperson of the Audit and Risk Committee.
- All managers are responsible for the detection, prevention and investigation of fraud and corruption and must report all incidents and allegations of fraud and corruption to the Municipal Manager.
- The Municipal Manager will initiate an investigation into the matter.
- The Plan provides the National Hotline for reporting fraud and corruption, however it is not sure whether the hotline number is still in existence.



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2.9 Supply Chain Management

The municipality has a Supply Chain Management Unit that is fully functional and is located in the finance section under the Chief Financial Officer (CFO). The unit is adequately staffed. All the bid committees are established and all members received appointment letters to serve in these committees. All capital projects' contracts awarded are subject to subcontracting requirements as contained in the SCM Policy. The municipality's turnaround time for procurement is 30 days.

Quotations for transactions below R30 000 are solicited from entities listed on the Treasury's Central Supplier Database (CSD). All procurement requests exceeding R30 000 up to R200 000 are advertised on the municipal website and notice boards for at least 7 days. Transactions above R200 000 are processed in terms of a competitive bidding process.

2.10 BY-LAWS

The following by-laws were developed in the financial year under review

2.11 WEBSITES

Municipal Website and Currency of Material		
Documents published on the municipality websites	Yes/ No	Publishing Date
Current annual and adjustment budgets and all budget related documents	NO	
All current budget related Policies	YES	
The Previous Annual Report (Year 2017/18)	YES	
The Annual Report 2017/18 published	YES	
All current performance agreement required in terms of section 57 (1) (b) of the Municipal Systems Act (Year 2018/19) and resulting scorecards	YES	
All service delivery agreements (Year 2018/19)	NO	
All long-term borrowing contracts (Year 2018/19)	NO	
All Supply Chain Management contracts above prescribed value for the year 2017/18)	NO	
All information statement containing a list of assets over a prescribed value that have been disposed of in terms of section 14 (2) or (4) during year 2018/19	NO	
Contracts agreed in Year 2018/19 to which subsection (1) of section 33 applies, subject to subsection (3) of that section	NO	
Public-private partnership agreements referred to in section 120 made in Year 2018/19	N/A	
All quarterly reports tabled in council in terms of section 52 (d) during the year 2018/19	NO	



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2.12 PUBLIC SATISFACTION ON MUNICIPAL SERVICES

There were no satisfaction surveys conducted in the current and previous financial years. Generally, people are not satisfied with the services that the municipality is rendering. The evidence to that is received during community consultation on IDP ward priorities. More than 80% of ward priorities are issues that are recurring and not implemented.



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CHAPTER 3

SERVICE DELIVERY PERFORMANCE

3. SERVICE DELIVERY PERFORMANCE

COMPONENT A: BASIC SERVICES

Introduction to Basic Services

Sundays River Valley Municipality has a huge infrastructure backlog in all facets of its infrastructure within its footprint. The following were identified challenges as per IDP and interventions made in the current year:

- i. Old dilapidated and irreparable infrastructure:
- ii. Poorly planned and poorly designed infrastructure
- iii. Improperly/poorly designed infrastructure:
- iv. Undersized infrastructure (due to poor planning for expansions)
- v. Neglected infrastructure (due to poor or no maintenance resulting in failures or due to insufficient finances to eradicate backlogs)

Interventions

As at 30 June 2019 out of 14 grant funded projects only two are completed, two are on procurement and 10 are under construction (See table and names of projects under the Municipal Manager's overview).

3.1 Water Provision

SRVM has the following water schemes:

- **Major Water Schemes** (Kirkwood Scheme and Addo Scheme). Raw water is pumped to the Kirkwood Water Treatment Plant where it is purified to SANS Standards for drinking water.
- **Medium Scheme** (Enon-Bersheba). Raw water from the canal is pumped into a detention dam. It is further pumped into the Enon-Bersheba Treatment Plant to be purified for drinking water.
- **Minor Schemes** (Glenconnor, Kleinpoort and Zuney). Raw water is pumped from boreholes to storage reservoirs and distributed to communal stand pipes.



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No.	Strategic Objective	Indicator Name	Total no. of households/ Customer expected to benefit	Estimated backlogs (Actual Numbers)	Target Set for 2018/19 (Actual Numbers)	Number of households/ Customers reached during 2018/19	Percentage of Achievements during 2017/18
WATER SERVICES							
1	Households with access to potable water	Percentage of households with access to potable water	13 576 (billing system)	0	13 576	13 576	100%
2	Indigent households with access to free basic potable water	Percentage of indigent households with access to free basic potable water	5586 2704 (Registered)	0	2704	2704	100%
3	Clinics with access to potable water	Percentage of clinics with access to potable water	7 Clinics	0	7	7	100%
4	Schools with access to potable water	Percentage of schools with access to potable water	26	0	26	26	100%
5	Informal settlements using buckets	Percentage of households with informal settlement using buckets	369	369	369	369	0%



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3.2 Waste Water (Sanitation) Provision

The definition of this function according to MDB is the establishment or procurement, where appropriate, provision, operation, management and maintenance and regulation of a system, including infrastructure for the collection, removal and disposal or purification of human excreta and domestic waste water. The following is the current level of service regarding sanitation:

- a) 2,2% of consumer units are served with buckets
- b) 23,4% of consumer units are served with pit latrines
- c) 0,2% of consumer units are served with septic tanks
- d) 7,4% of consumer units are served with VIP's
- e) 66,9% of consumer units are served with waterborne sewer system

The minimum service level for informal settlements which is Ventilated Improved Pit system is required to ensure that informal settlements are provided with adequate sanitation facilities until formalization takes place;

Interventions

- Upgrade of Paterson Sewer Network, including conversion of town to FWBS and the 369 houses in Kwazenzele
- Addo Nomathamsanqa and Valencia sewer upgrades on procurement for construction
- Budgeting for temporal VIP Toilets for informal settlements
- Maintenance plan for water and sanitation is in place

No .	Strategic Objective	Indicator Name	Total no. of households / Customer expected to benefit	Estimate d backlogs (Actual Numbers)	Target Set for 2018/19 (Actual Numbers)	Number of households / Customers reached during 2018/19	Percentage of Achievements during 2017/18
Sanitation							
1	Households with access to sanitation services	Percentage of households with access to sanitation services	13 576 (billing system)	369	369	13 207	97%
2	Indigent households with	Percentage of indigent household	2 704		2704	2704	100%



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	access to free basic	s with access to free basic sanitation services					
3	Clinics with access to sanitation services	Percentage of clinics with access to sanitation services	7 clinics	7	0	7	100%
4	Schools with access to sanitation services	Percentage of schools with access to sanitation services	26	5	5	21	80,7%

3.3 Electricity

The Municipality is servicing Kirkwood, Bergsig, Moses Mabida and Aqua Park for electrical infrastructures. The outlying areas are serviced by ESKOM. The Municipalities have engaged the services of Vokon Africa to develop a master plan that focuses on restructuring the electrical infrastructure in a way that will provide safety to operational staff, the general public as well as electrical infrastructure that is capable of stimulating growth for the area. The Municipality has a Master plan (20 year) that provides project costing for budget purposes based on cost estimates compiled for the different proposed infrastructure upgrading and/or strengthening projects. There are no service providers around the Valley to execute the plan however the infrastructure is still new. Funding is insufficient. The municipality has increased the staff in the unit to four employees. A business plan has been submitted to the Department of energy to improve internal reticulation (infrastructure in the streets). Eskom has been upgraded from 3 MVA to 5 MVA. Informal settlements have grown and there is a need for further high mast lights.

No.	Strategic Objective	Indicator Name	Total no. of households/ Customer expected to benefit	Estimated backlog (Actual Numbers)	Target Set for 2018/19 (Actual Numbers)	Number of households/ Customers reached during 2018/19	Percentage of Achievements during 2017/18
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1	Households with access to potable electricity services	Percentage of households with access to electricity services	11 529	577	8 070	10 952	94.5%
2	Indigent households with access to basic electricity services	Percentage of indigent with access to basic electricity services			3676	3676	100%
3	Indigent households with access to free alternative energy sources	Percentage of indigent households with access to free alternative energy sources				602 (non-grid) - Nomathamsanqa/ Molly; Valencia	100%
4	Upgrade electricity network for future development	% compliance with NERSA assessment (D form)			70%	70%	100%

3.4 Waste Management

- The municipality has a fully integrated waste management service which is executed by the department of Community Services.
- It comprises of household collection, transportation and disposal.
- Technical Services is responsible for the management of the Landfill Sites. Refuse is collected two days per week in business areas and once for residential areas per week.
- In the Lower Valley (Addo, Valencia, Nomathamsanqa, Paterson, KwaZenzele, Moreson) and Enon-Bersheba (Upper Valley) waste was collected by local Cooperatives but now it is collected by the municipality.



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- There are three landfill sites in the Sundays River Valley Municipal area of jurisdiction, and all three are fully operational.
- Out of 13 576 households in our billing system, 100% have access to waste removal services

3.5 Housing

The status of a developer now resorts with the Department of Human Settlements. There were no new housing developments in the current financial year. The municipality facilitated the development of a housing needs register and that process still continues. There were title deeds that were issued in this financial year.

There are three officials in the housing unit.

3.6 Free Basic Service and Indigent Support

Since 1994 the South African government has introduced numerous laws, policies and strategies to improve the socio-economic conditions of poor households. At the national level there is social assistance in the form of cash grants that target different groups e.g. children, foster children, people with disabilities, older persons and the unemployed. These social grants have been very successful, contributing in large part to combating absolute poverty in the country.

There is also a system that operates at the local government level, relating to the provision of benefits in kind in respect of basic municipal services e.g. water, sanitation, electricity, and refuse removal known as indigent support. The Sundays River Valley Municipality has an Indigent Policy in place; the indigent support entails:

- Provision of "free basic" water up to 6 kilolitres every month
- Provision for "free basic" sewer services
- Provision for "free basic" electricity at 50 kilo watts
- Provision for "free basic" refuse services
- Provision for "free basic " Alternative Energy 5 litres of Gel (This was not implemented)

The household income beneficiary threshold qualification for indigent support is R 3 500 per household. The register of Indigent consumers is being updated monthly and is limited to consumers who have made application and have been approved. However, some consumers have not applied even though they qualify for the Indigent Programme. This is mostly due to a lack of knowledge about the programme. In most areas of the municipality (satellite offices), a Free Basic Service unit is being developed to ensure they educate and advise the customers accordingly.

The FBS section being established will have staff who dedicate their time and energy only on the allocated accounts as the service provider for debt collection has been allocated certain portfolios, building the necessary relations with the respective debtors and ensuring that the debts are recovered in the shortest possible time.

The municipality has 14 thousand customers and 2413 are registered as indigent with a book debt value of R51 million.

3.7 Roads

Most of our internal roads are in a poor state. The municipality is unable to sustain the network of 160 km of roads, the backlog is reversing leading to a need for substantial financial injection. We are using a master plan that was developed in 2012 as a tool to lobby funding.

The Office of the Premier has managed to eradicate at least 5,1 km of backlog. Treasury has managed to eradicate 3,8 km of rural access roads in Paterson, Addo and Moses Mabida. Msengeni is still on construction.



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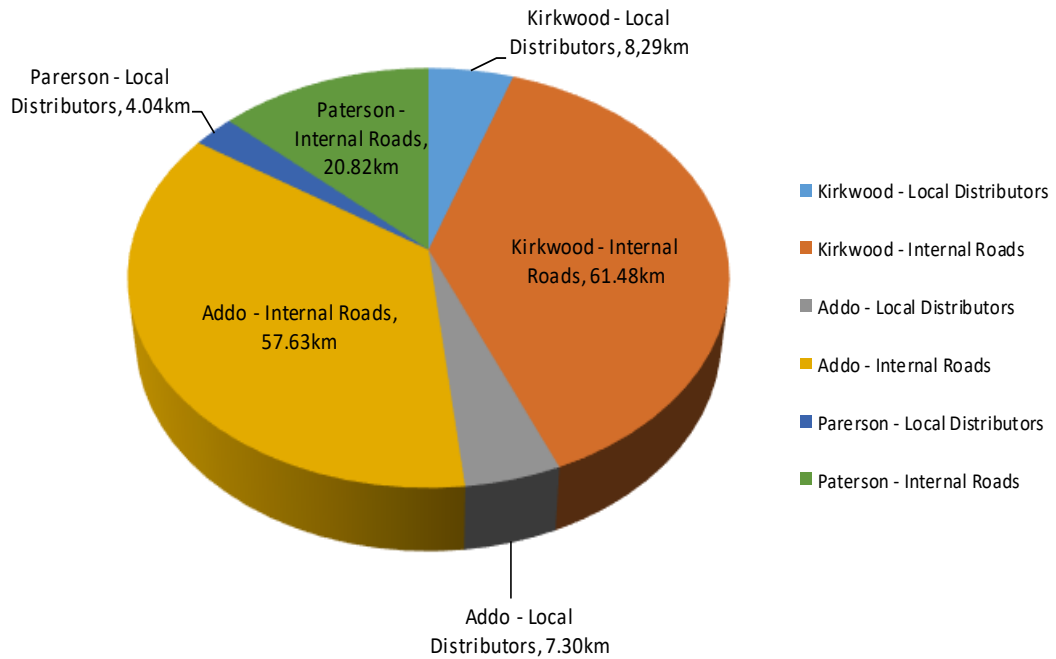


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The table below indicates the lengths of local distributor and internal roads in each area that require development. Existing roads and storm-water infrastructure are in a very poor condition with most of the local distributor and internal roads having a gravel surface.



Roads that are surfaced are in such a poor condition that they cannot be successfully rehabilitated without a complete re-construction.

The most critical issue common to all of the areas is the lack of proper storm-water management. Rudimentary storm-water infrastructure has been installed on some of the roads, while most overland flow is uncontrolled causing significant damage during high rainfall occurrences. The difference between pre and post development run-off are not catered for.



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Table : The Lengths of local distributor and internal roads in each area

AREA	LENGTH OF BULK ROADS(m)	LENGTH OF INTERNAL ROADS(m)	WIDTH BULK ROADS(m)	WIDTH INTERNAL ROADS(m)	AREA OF BULK ROADS (m ²)	AREA OF INTERNAL ROADS	NO. OF SITES
MosesMabhid	2283.44	18402.01	6	3	13928.98	62566.8	1320
Emsengeni	2091.96	9073.97	6	3	12760.96	30851.	808
KirkwoodTown	0	16023.79	6	5	0	88130.8	494
AquaPark	1458.09	3336.43	6	3	8894.35	11343.8	414
Bersig	800.21	3160.51	6	3	4881.28	10745.7	261
Enon	1659.18	11487.77	6	3	10121	39058.4	781
SUBTOTAL	8292.88	61484.48			50586.57	242697.	4078
Langbos	4228.34	35264.56	6	3	25792.87	119899.	1600
Addo	0	5178.94	6	3	0	17608.	234
Valencia	3071.07	17182.98	6	3	18733.53	58422.13	1581
SUBTOTAL	7299.41	57626.48			44526.4	195930.	3415
Patterson	4037.98	20815.85	6	3	24631.68	70773.8	1479
SUBTOTAL	4037.98	20815.85			24631.68	70773.8	1479
TOTALS	19630.27	139926.81			119744.65	509401.	8972

3.8 Transport

The road transport function is administered by the Community Services directorate. The municipality is dependent on the district for transport planning through an Integrated Transport Plan. We have a unit for motor vehicle licensing and registration. Our Traffic Officers provide an excellent traffic law enforcement service.

The municipality does not have its own public bus operation. However, bus services are rendered by private companies mainly to transport employees of citrus industry. Taxi operations are Uncedo and The municipality has provided taxi ranks in Nomathamsanqa and Kirkwood Central Business District.



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3.9 Waste Water (Stormwater Drainage)

Sundays River Valley Municipality (SRVM) is responsible for urban storm water along urban streets. Currently storm water infrastructure is being upgraded/replaced and repaired with rebuilding of some internal streets. Upgrading storm water through projects, also including installing where none was previously, for example, at Addo Valencia, in line with the municipal Roads & Storm Water Plan.

Inspections and Clearing of storm water infrastructure is done quarterly and even monthly in Kirkwood where the irrigation channels being used.

Application has been made for funding in Kirkwood area to construct bulk channels from the lower (southern) end of Kirkwood, taking it to Sundays River.

Problem Areas:

- Kirkwood Main Street: Flooding with every rainfall due to no proper fall down
- stream. This street is SANRAL property and the upgrade is in planning stage.
- Addo Valencia: Centre area lower than surrounding areas (Adam Crescent, Vygie and Alloes Street). Phase I (bulk main storm water infrastructure) and phase II (storm water channel for Wilger Street) to address part of the problem, have being completed.

Challenges:

- Sourcing of funding for repair and reseal of paved roads and storm water (Registration of project on the MIS system for MIG funding).
- MIG project to upgrade existing minor gravel streets and storm water infrastructure.

COMPONENT C: PLANNING AND DEVELOPMENT

3.10 Planning

3.10.1 The National Development Plan – Vision 2030 and Beyond

In 2011 the National Planning Commission (NPC) conducted a diagnosis of the challenges facing South Africa. This process culminated in the NPC producing a Diagnostic Report which highlighted critical challenges facing the people of this country which is unemployment, poor education, disease, poor health, corruption etc. The situation that the country finds itself has had an effect of leaving the majority of the population trapped in a vicious cycle of poverty and a growing disparity between the wealthy and underprivileged. NPC has developed a 20-year National Development Plan (NDP) to address this situation.

The plan calls for a major change in the way we conduct our lives. In the past, people were reliant on government to provide jobs and opportunities. South Africa now needs its citizens to be active and to work together – government, business, communities – in order to achieve common goals that are beneficial to everyone. It is possible to eradicate poverty and reduce inequality in 20 years. South



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Africa has skilled people, goodwill, the resources – and now, a plan. This is how the plan proposes how to achieve the goal of fighting poverty and reducing inequality:

Create Jobs

- Create 11 million more jobs by 2030 by expanding the Public Works Programme
- Lower the cost of doing business and costs for households
- Help match unemployed workers to jobs
- Make it possible for very skilled immigrants to work in South Africa
- Reward the setting up of new businesses, including partnering with companies
- Increase value for money for tourists by selling regional packages that meet different budgets. Consider a single visa for SADC visitors

Expand Infrastructure

- Invest in a new heavy-haul rail corridor to the Waterberg coal field and upgrade the central basin coal network
- Enable exploratory drilling to see whether there are viable coal seam and shale gas reserves, while investigations continue to make sure that operations do not damage the environment
- Move Eskom's system operator, planning, power procurement, power purchasing and power contracting functions to the independent system and market operator
- Closely regulate the electricity maintenance plans of large cities
- Set up an investment programme for water resource development, bulk water supply and wastewater management this year, with reviews every five years
- Fix and build transport links

Transition to a low-Carbon Economy

- Speed up and expand renewable energy and waste recycling, and ensure buildings meet energy-efficient standards
- Set a target of 5 million solar water heaters by 2030
- Introduce a carbon tax
- Scale up investments and R&D for new technologies

Transform Urban and Rural Spaces

- Stop building houses on poorly located land and shift more resources to upgrading informal settlements, provided that they are in areas close to jobs
- Improve public transport
- Give businesses incentives to move jobs to townships
- Fix the gap in the housing market by combining what banks have to offer with subsidies as well as employer housing schemes
- Give communal farmers, especially women, security of tenure

Education and Training

- Develop a nutrition programme for pregnant women and young children, to be piloted by the Department of Health for two years
- Make sure all children have two years of pre-school
- Get rid of union and political interference in appointments and appoint only qualified people



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3.10.2 Greater Addo Elephant National Park Project

The spatial and economic impact of the Greater Addo Park within the study area is of critical importance, specifically regarding future planning and development and the integration of park activities and settlement patterns within the Sundays River Valley Municipal area.

Expansion plans for the Park are focused around the establishment of a 372 000-ha terrestrial zone in addition to a 120 000-ha marine reserve which would include the Bird and St Croix Islands group in Algoa Bay. These plans would see Addo becoming the third largest conservation area in South Africa after the Kgalagadi Transfrontier Park and Kruger National Park. The expansion includes opportunities not only for a core conservation area managed by the SANParks, but also makes provision for a private contractual area within the planning boundary. Driving the expansion are efforts to conserve representative examples of the varied landscapes and their associated biodiversity patterns and processes, while simultaneously promoting sustainable development and eco-tourism in the region.

Critical to the expansion of Addo is the identification of a key area within a greater planning domain, loosely related to the proposed 'Greater Addo' boundary, which would conserve the unique features of the area. The dynamic conservation plan developed by the consultants for the region will allow SANParks to make informed decisions around which area should be prioritised for such conservation efforts.

It is the vision of SANParks that a critical core conservation area will be established that would be in excess of 250 000 ha and would be able to support viable free ranging populations of the 'Big 5' tourist draw cards. However, the Park will offer much more than just the lure of the 'Big 5' in a malaria free environment. With the proposed inclusion of a marine protected area, species such as the southern right whale and great white shark are guaranteed to ultimately make the park a 'Big 7' destination. Furthermore, with the emphasis on the conservation of biodiversity, a complete wildlife experience is possible across a series of landscapes unrivalled in beauty, all within a single conservation area. At the moment the bulk tourism activities are restricted to the main elephant camp, which is only some 13 500 ha.

At the moment Addo receives about 115 000 visitors each year, of which 50% are foreign, and this figure is increasing. A number of new developments are on the horizon to cater for a range of visitor aspirations from the first-time visitor or wildlife generalist, to the specialist, with the prime objective to accommodate tourists for a longer period in the Park.

This includes a new entrance gate and camp being planned near the Sundays River and the N2 national road. Accommodation will range from the standard SANParks camps/camping sites and bush camps accessible to non 4x4 traffic, to sophisticated, "up-market" camps operated by concessionaires. Any developments will take place in designated zones to minimize the impact on sensitive environments.

The Park expansion also has opportunities for local communities to benefit. The Mayibuye Development Trust is the vehicle through which communities benefit in the Park. Developments in the sector are being run by a private tour operator, Bukani Tours.

The plans for expansion have also seen the creation of broader based forums and focus groups that include representation from local communities, businesses, tourism and industry.



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3.10.3 People and Parks Project

This project is supported by Resource Africa; it educates people about the parks and the tangible and intangible benefits from the parks, also about the seasons that the traditional healers are allowed to dig their roots. Resource Africa auditioned traditional groups around SRVM and the group from Paterson took the first place- they were awarded with equipment.

3.11 NATIONAL KEY PERFORMANCE AREA: LOCAL ECONOMIC DEVELOPMENT

LOCAL ECONOMIC DEVELOPMENT OVERVIEW

Sundays River Valley Municipality seems not to put emphasis on local economic development. This is evidenced by the fact that the LED position has been taken out of the organogram lately. The position has been vacant since 2013 and only one official is responsible for SMME development yet our region is rich in Agriculture and Tourism. The underlying report dwell more on National, Provincial, District and Private Sector Programs that the municipality taps into and support.

Local Economic Development (LED) is an approach towards economic development which allows and encourages local people to work together to achieve sustainable economic growth and development thereby bringing economic benefits and improved quality of life for all residents in a local municipal area.

As a programme, LED is intended to maximise the economic potential of all municipal localities throughout the country and, to enhance the resilience of the macro-economic growth through increased local economic growth, employment creation and development initiatives within the context of sustainable development. The “local” in economic development points to the fact that the political jurisdiction at a local level is often the most appropriate place for economic intervention as it carries alongside it the accountability and legitimacy of a democratically elected body.

Local economic development is seen as one of the most important ways of decreasing poverty. It must aim to create jobs by making the local economy grow. This means that more businesses and factories should be started in the municipal area. As part of the IDP, key stakeholders in a municipality must come together to reach agreement and take decisions to make the economy grow and create income opportunities for more people, especially the poor.

National government makes policy and provides funds, research and other support for local economic development. Municipalities decide on LED strategies and the process of arriving at a LED strategy must be part of the Integrated Development Program.

The LED strategies should be based on the overall vision outlined in the IDP and should take into account the results of the analysis done to identify problems and prioritise development projects. It should also look at things like integrating our residential and work areas, building development corridors between areas and supporting the economy with good public transport.

National and Provincial government provides support for municipalities in developing local economic strategies



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The Department of Provincial and Local Government has identified the following as key principles underlying LED:

- Poverty and unemployment are the main challenges facing South Africa. LED strategies must prioritise job creation and poverty alleviation
- LED must target previously disadvantaged people, marginalised communities and geographical regions, black economic empowerment enterprises and SMMEs to allow them to participate fully in the economic life of the country
- There is no single approach to LED. Each locality may develop an approach that is best suited to its local context
- LED promotes local ownership, community involvement, local leadership and joint decision making
- LED involves local, national, and international partnerships between communities, businesses and government to solve problems, create joint business ventures and build local areas
- LED uses local resources and skills and maximizes opportunities for development
- LED involves the integration of diverse economic initiatives in an all-inclusive approach to local development
- LED relies on flexible approaches to respond to changing circumstances at local, national and international level

LED strategies for Municipalities

Developing an LED Strategy requires that a municipality does an analysis of the existing situation, looks at opportunities for growth and decides on the best strategies to achieve their goals.

The following are some key strategies that a municipality can put in place to meet its goals:

- Developing the infrastructure of the municipality to make it easier for businesses to operate (i.e. houses, transport, roads, water and electricity etc.). This is mainly addressed in the IDP of the municipality. Whilst it contributes to providing better living conditions it also creates an environment that promotes economic growth.
- Promoting tourism, which currently is one of the biggest growth industries in South Africa. This includes developing local tourist sites and facilities, improving security and ensuring that all residents are welcoming of tourists.
- The municipalities tender and procurement policies must favour small contractors and emerging businesses. Where these companies cannot provide the required services, steps must be taken to get larger companies to enter into joint ventures with smaller partners.
- Marketing the municipality, its infrastructure and people to local and international businesses. This can be combined with service centres that provide assistance and information to businesses that wants to start operations in the municipality.

LED provides support in the following areas:

- Development and review of national policy, strategy and guidelines on LED;
- Providing direct and hands-on support to provincial and local government
- Management and Technical Support to Nodal Economic Development Planning;
- Facilitating coordinating and monitoring of donor programmes, and
- Assisting on LED capacity building processes



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Local economic development and the drafting of the Sundays River Valley municipal LED strategy and priorities is guided by the principles and objectives of the National Development Plan, the New Growth Path, the National Spatial Development Perspective (NSDP), etc.

The LED Plan had ensured synergy and alignment with the objectives of national and provincial government programs. In addition to the Constitution, a number of government policies and statutes are relevant to LED at the local government level.

The White Paper on Local Government (1998) reinforces the concept of developmental local government which is defined as:

“Local government committed to working with citizen and groups within the community to find sustainable ways to meet their social, economic and material needs and to improve the quality of their lives”

It further states that the powers and functions of local government should be exercised in such a way that it has maximum impact on the development of communities, to meet the basic needs of the poor and to grow the local economy.

Due to its influence on local economies, local government needs a clear vision for the local economy and needs to work in partnership with local business to maximise job creation and investment by taking responsible steps to ensure the overall economic and social conditions of the locality are conducive to the creation of employment opportunities.

Relevance: The White Paper guides LED at a local government level, as it advocates support services and leadership in the field of economic development, and provides a mandate for LED to create an enabling environment for sustainable economic growth.

The objectives and municipal performance for LED is depicted under the organizational scorecard in **Component K**

COMPONENT D: COMMUNITY AND SOCIAL SERVICES

3.12 Community Facilities

The definition

Public Amenities: are resources, conveniences, facilities or benefits continuously offered to the general public for their use and or enjoyment, with or without charge (e.g. community halls, sports fields, and parks etc.)

The objectives of Public Amenities office under the directorate of Community Service are -but not limited

- a) To render public amenities that are safe and healthy
- b) To improve and maintain the standard of public amenities
- c) To uplift the standard of living of residents, especially the vulnerable groups such as the youth
- d) Provide landscape and general maintenance for public amenities
- e) Provide general maintenance and burial services on cemeteries



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Communities have a range of needs that are social, cultural, recreational and informational. Strong and healthy communities are built on their capacity to meet these needs through encouraging participation, forming relationships and instilling a sense of belonging.

Thus, community facilities are not just about buildings and space – they are the arena for a range of services that provide opportunities for people to come together to meet, play, learn, share information and help each other. They are venues for arts, cultural, educational, recreational, and leisure activities, provide accommodation for voluntary groups, and are important gathering points in civil defence emergencies.

As the municipality it then becomes mandatory that as an institute to prescribe a set of norms and objectives for the Management of these facilities that should align to:

- The provision of a public facility to the local and wider community for recreation, community activities and services, training etc.
- To ensure equitable access to diverse recreation and social opportunities across the Municipality.
- To encourage multiple use of facilities.
- To safeguard the community by taking appropriate measures to control risk.
- To effectively manage assets held by municipality on behalf of the community.
- To develop a sense of belonging and ownership amid constituencies
- To build a sense of place/sense of community.
- To provide an economic return to municipality commensurate with the use of the facility.
- To manage facilities in an environmentally sensitive manner where appropriate.

These amenities are used for various events and activities ranging from music, meetings/ conference, burial activities and needs like church or weddings and municipal activities. Thus, it becomes imperative that an allocation of minimum standards for public amenities that should follow:

- a) Public amenities must be easily accessible, fenced and clear signage for emergency and security purpose
- b) Must have access to restrooms
- c) Must have disabled ramps
- d) Provide areas for information display
- e) Installed of electricity
- f) Complies with the OHS Act and all applicable health and safety
- g) Beautification and landscape
- h) Provision of signage and dust bins

SRVM has a total of nine Community Halls, a total of eight cemeteries and a total of seven sports fields in the areas of Kirkwood, Addo and Paterson and smaller settlement such as Enon-Bersheba and Zuney.

SPORTFIELDS

There are currently 6 facilities that are under the ownership of the municipality, but all have very minimal or no turf management or maintenance in place. But to note there is an issue with access control, but this exasperated by public vandalising the boundary barrier



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Much needed maintenance is required for these facilities. The project should focus on the maintenance of turf, ablution facilities, a netball court, a security booth, a store room and a change room. Below is the status summary of the main components of the facility:

The following scope of work is proposed for the project:

- a. Construction/upgrading of a Football Turf
- b. Upgrading of a spectator grandstand
- c. Grading of a gravel athletic track
- d. Electrification of the facility (Ablution and change room facility)
- e. Installation of Floodlights
- f. Installation of a turf irrigation system

CEMETERIES

The existing cemeteries in the Sundays River Valley municipal area of jurisdiction can be classified as municipal (owned, operated and maintained by the Sundays River Valley Municipality), semi-private (operated and maintained by specific religions or church denominations) and private (owned, operated and maintained private farm owners). The very poor geotechnical soil conditions exacerbate the poor image of the cemeteries in the region.

Sundays River Valley Municipal is faced with a number of challenges with regard to cemetery management. These can be grouped into the following categories:

- a) shortage of land for cemeteries; Full cemeteries
- b) cemeteries located on unsuitable land
- c) insufficient budgets for cemetery management and purchase of new land; Funding
- d) Illegal cemeteries
- e) Unregistered cemeteries
- f) Safety and security; Vandalism
- g) Record-keeping
- h) Sustainability

In order for the Sundays River Valley Municipality to effectively and efficiently take care of its local government function regarding the provision and management of cemeteries, it recognised the need to:

- a) Take stock of current cemetery provision and requirements within its area of jurisdiction;
- b) Take awareness of recent trends within the municipality (such as HIV/Aids rate) and its impact;
- c) Take cognizance of current growth patterns within the municipality in relation to existing cemetery provision;
- d) Be pro-active in the identification and provision of new cemetery sites;
- e) Optimize the utilization of existing and new cemeteries in the light of:
 - i. The spatial extent of cemeteries and their impact on the form and growth of the town;
- f) Develop a uniform cemetery policy that will consolidate and streamline the policies of the all extents within the Sundays River Valley Municipal area.

Land required for burial space in the Sundays River Valley municipal area should, due to the lack of accessibility and travelling distances between areas, not be determined for the region but rather on locality specifications. This may not materialize given the scarcity of available and suitable land. Each cemetery area needs to be evaluated individually due to the local burial patterns.



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It is recommended that additional land be allocated and planned as soon as possible for certain areas/wards. Ideally this should be done in consultation with the stakeholders. Alternative solutions include expanding either or both existing cemeteries or developing a new cemetery to serve the deferent area, based on the current population projections.

The goal should also be that all cemeteries in the Sundays River Valley municipal area should be provided with proper and adequate infrastructure and facilities.

- a) Proper access roads.
- b) Fencing (particularly fencing that cannot be easily stolen such as electric fencing). Water supply.
- c) Cemetery infrastructure e.g. Toilets.

Greater Kirkwood/Upper Valley

The Greater Kirkwood area has seven schools of which three primary schools and one secondary school is situated in Moses Mabida. The Emsengeni residential extension made provision for the construction of additional schools.

Community facilities are mostly concentrated in Kirkwood, such as community halls, the hospital, and main police station and sports fields. Facilities in Moses Mabida and Bergsig need to be upgraded – particularly, the cemetery site needs to be expanded. The Kuyasa Hall is currently utilised as a community gymnasium.

In the Sarah Baartman District, SRVM is the first to have a community gymnasium and Combo Courts in the province. At Enon-Bersheba there are 2 primary schools and two community halls and cemeteries.

Lower Valley Addo

Community facilities are limited to three primary schools and one secondary school (situated in Nomathamsanqa). Two clinics are in operation with a police station, library, 2 sports fields and 2 community halls. The provision of these facilities is not adequate. The facilities are over utilized and upgrading is needed. Sports facilities are limited to two sports fields in Nomathamsanqa and one sports field in Valencia. The sportfield in Nomathamsanqa needs serious upgrading.

Paterson and Zuney

Education and community facilities are limited to three primary schools, a secondary school, clinic, police station, two community halls, a library and a sports field. The Sundays River Valley IDP process identified a number of these facilities for upgrading and expansion. The cemetery in Paterson is close to being full.

Phase 1 in Addo sportfield has been finished. Phase 2 will commence soon. Phase 2 for Nomathamsanqa sport field will also commence soon. Moses Mabida sport-field is in the process of completing phase 2. Paterson sport-field has been completed. Valencia sport-field is in phase 2. Sport-field in Enon is in phase 2, as well as the sportfield in Bergsig.

Sundays River has two (2) recreational fields (playgrounds); Bergsig and Paterson.



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COMPONENT E: ENVIRONMENTAL PROTECTION

The municipality provides services sustainably and encourages cooperative environmental governance as mandated by the National Environmental Management Act 107 of 1998. There were two projects that required Environmental Impact Assessment before their implementation, it was the Paterson Waste Water and Valencia Bulk Water. The AENP and Shamwari game reserve are dominant nature and conservation areas in our jurisdiction.

COMPONENT F: HEALTH SERVICES

The Sunday's River Valley is demarcated under Kouga Health Sub-district Authority together with Kouga Local Municipality and Kou-Kamma Local Municipality. Primary Health Care Service Function has since 01 January 2010 been provincialized and this was to address duplication and fragmentation of services and to create and establish uniform norms and standards and ensure that the service is provided by the single authority (Eastern Department of Health) through District and Sub-district structures.

The biggest **challenge** with Health Services is the poor provision of Emergency Medical Services (Ambulance Services) which require serious attention. The other challenge is the sizes of the Clinics, especially in Nomathamsanqa where the community has significantly grown and yet the facility not extended. The other two townships that must be considered for new clinics is Msengeni and Enon/Bersheba. These challenges will be pursued with the Eastern Cape Department of Health.

Education

The functional area is not the competency of the Sundays River Valley Municipality; however, SRVM plays a role of lobbying for the required services by the community. Through IGR structures an integrated approach to development is facilitated. The municipality cannot plan a new housing development without understanding the need and plans of education, for example a new housing development may need a school and a reserved site where such school could be built. Development issues that emanated from IDP community consultation are reflected below:

- Skills training centres are needed in the municipal area
- Learner transport is very critical especially for remote rural areas such as Zuney
- Education support services are needed for children with learning disabilities;
- It is required to introduce skills development for Municipal staff, the community, and especially emerging farmers. Emerging farmers mentorship programme is started and facilitated by the District General access to farm schools is problematic and restricts learners from attending school on a regular basis. The Zuney school is an example
- Crèches are needed in Aqua Park, Dunbrody, Midtskraal and West Bank. The Sakhuxolo preschool has since its establishment been sending several correspondences to the Department of Social development complaining about non-recognition of the number of learners despite proofs. That has impacted on the allocation of grants and supervisors suffer consequences. The municipality has in the past tried to intervene but to no avail.
- Langbos has Multipurpose Centre which include a crèche.
- Through Municipal involvement a crèche for Aqua Park is temporary housed at Aqua Park municipal hall.
- School Governing Councils are important institutions that should play a role in municipal planning activities and in ensuring that the quality of education is upheld. These engagements will take place through IGR structures.



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COMPONENT G: SECURITY AND SAFETY

This component includes: fire, disaster management, licensing, control of animals and control of nuisances.

The National Road Agency with Traffic services are conducting meetings on a regular basis to discuss issues of road safety and community safety at large. Regular road blocks are being conducted in major routes N10; N2; R366; R334; R75; R72; With respect to general safety the municipality still experiences challenges around: ☐ Medium accident rate ☐ Municipal by-law with respect to stray animals and hawkers trading areas were promulgated but the level of enforcing them is very low. Peace Officers will attend to these challenges. ☐ The municipality intends soliciting proposals from potential partners for the development of a pound. ☐ Crime generally decrease in all areas but Paterson does not show any significant improvement

Traffic Services

SRVM is rendering a full traffic service to the communities within the jurisdiction of the Municipality. The services rendered are as follows;

- Law enforcement,
- Traffic emergency services (accidents, incidents & disasters),
- Motor vehicle registration and licensing o Roadworthy services (currently not functional due to upgrading).
- Drivers licensing functions is partly operational (applications for renewal of drivers' licences; application for learners' license; application for driver's license). Regular maintenance needs to be done for the testing route to be compliant with national norms.
- Application for professional driving permits & dangerous goods. We are registered as a grade "A" driver's license testing and roadworthy testing centre.

SRVM is investigating the construction and establishment of the Weighing Bridge in the area of Addo and Mobile Weighing Spots/Scales across SRVM major National and Provincial Roads. This will improve Law Enforcement and ensure that Heavy Duty Vehicles travelling in our area don't overload and in return damage the existing road infrastructure.

Disaster Management Plan

The Disaster Management Act defines disaster management to mean a continuous and integrated multisectoral, multi-disciplinary process of planning and implementation of measures aimed at:

☐ Prevention or reducing the risk of disasters

☐ Mitigating the severity of consequences of disasters

- Emergency preparedness
- A rapid and effective response to disasters
- Post-disaster recovery and rehabilitation
- All Local Authorities and the District Municipalities are required, in terms of legislation, to prepare disaster management plans as outlined in the Bill.



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- Various District Municipalities have embarked on this process on a regional level, including the local municipalities

The draft Disaster Management Plan is available. The District Municipality has developed and adopted a Disaster Management Plan and all Municipalities are encouraged to customise the plan taking into consideration their respective contextualises. The Disaster Management function has always resided with the District Municipality, the enabling Act has allowed local municipalities to perform this function in conjunction with the District and as a result the following functions now apply

☑ Disaster prevention/risk reduction Disaster mitigation priorities and the promotion of sustainable livelihoods

- Disaster preparedness
- Disaster response and relief
- Post disaster recovery, rehabilitation and reconstruction
- Establishment of effective management of the function
- Strategies to ensure the involvement of the community and volunteers
- The Emergency Centre in Paterson is required

The staff compliment in the Fire & Disaster Unit is eight, inclusive of the Chief Fire Officer. However, the position of the Chief Fire Officer is currently vacant due to the resignation of the previous incumbent. The chief fire officer in fire division and the section is headed by the Director of Community Services. Additional three of the fire fighters in the Unit are appointed through the funding from the SBDM in line with the Service Level Agreement entered into between SRVM and SBDM.

There are plans in place to operationalize a Satellite Station in Addo which will assist the response related to fires and disasters and this again is in line with SRVM Council resolution of decentralisation and improvement of Emergency Services. The district has budgeted funds for the development of an emergency centre in Paterson.

Environmental Health Services (Municipal Health Services)

Municipal Health Services (MHS) what was historically known as Environmental Health and MHS is a function and a competency of Sarah Baartman District Municipality (SBDM) and SRVM is rendering MHS on behalf of SBDM in its area of jurisdiction. The Municipality is responsible for Municipal Health services which mainly focus on:

- Water quality monitor
- Communicable disease
- Waste Management
- Disposal of Dead.
- Food control
- Food premises licenses
- Health surveillance of premises

SRVM through the Service Level Agreement (SLA) that entered into with SBDM is allocated annual subsidy from the SBDM for this service (MHS). In order to render MHS, SRVM appointed two Environmental Health Practitioners (EHP's) in its staff establishment.



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COMPONENT H: SPORT AND RECREATION

The Sport and Recreation function resides with the Department of Sport Arts and Culture (DSRAC), The municipality acts as its agent. The position of Sport and Recreation Coordinator has with effect from 1st June 2019 been scrapped from the organogram.

The main sport activities which took place in the financial year were:

- Boxing
- Rugby
- Soccer
- Netball

COMPONENT I: CORPORATE POLICY OFFICES AND OTHER SERVICES

Corporate Policy Office

This is a political office that deals with policy-related matters and decision-making processes. Policies are taken to Council for finalization. Ward consultations are established to enhance public participation. Ward committees have been constituted such that its community representatives serve their stakeholders' interests and aspirations. Extensive training has been conducted to empower them in executing their work. The executive committee members were appointed to serve on a full-time basis.

Financial Services

To be populated in relation to AFS

Human Resource Services

To be populated

Information and Communication Technology

AG has identified findings that mostly relate to ICT policy related issues. The ICT Strategic Plan and Disaster Recovery Plan are developed and will be workshopped before they are approved by Council. Once approved Council would have resolved around 80% of ICT audit findings.

COMPONENT J:

Not applicable to Sundays River Valley Municipality.

COMPONENT K: ORGANISATIONAL PERFORMANCE SCORECARD

This component includes: Annual Performance Scorecard Report for 2018/19 **and is submitted separately as Annual Performance Report.**



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CHAPTER 4: ORGANIZATIONAL PERFORMANCE REPORT

COMPONENT A: INTRODUCTION TO MUNICIPAL PERSONNEL

4.1. Employee Total, Vacancies and Turnover

Description	Employees			
	2017/18: Employee No	2018/19		
		Approved No of Positions:	Employees No:	Vacancies
Water	13	13	13	0
Waste Water- Sanitation	9	9	6	3
Electricity	1	2	2	0
Waste Management	18	18	18	0
Housing	10	2	1	1
Waste Water_ Storm water drainage	10	10	5	5
Roads	0	9	9	0
Transport	5	0	0	0
Local Economic Development	1	2	0	2
Planning (Strategic and Regulatory)	3	4	4	0
Community & Social services	78	89	78	11
Environmental Health	2	2	2	0
Health	0	0	0	0
Security and Safety	25	25	25	0
Sport and Recreation	1	1	1	0
Corporate Policy Offices and other	27	31	29	2
Total	203	217	191	24



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Approved Number of employees	254
Current Number of employees	233
Section 56/57 Managers positions occupied	Yes
Number of Section 56 / 57 Managers	5

Table: Staff Compliment

Directorate		Positions on structure	Filled positions	Vacant positions
Office of the mayor		5	3	2
Municipal manager		15	12	3
Corporate services		31	29	2
Financial services		36	27	9
Community services		89	78	11
Technical Services		73	55	18
Total		255	204	45

Table: Vacancy rate



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COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

4.2 Policies

Name of Policy	Completed	Reviewed	Date of Adoption or Comment on failure to adopt
Alcohol and drug policy and procedure	100%	4 April 2018	31 July 2018
Cellular phone Policy	100%	4 April 2018	31 July 2018
Indigent Policy	100%	4 April 2018	31 July 2018
Leave Policy	100%	4 April 2018	31 July 2018
Rates Policy	100%	4 April 2018	31 July 2018
Revised Draft Tariff Policy	100%	4 April 2018	31 July 2018
Revised Supply Chain Management Policy	100%	4 April 2018	31 July 2018
Unauthorised Absence from Work	100%	4 April 2018	31 July 2018
Writing off of unrecoverable debt	100%	4 April 2018	31 July 2018

4.3 Workforce Profile

The total number of **employees** (including employees with disabilities) in each of the following **Occupational levels**: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	MALE				FEMALE				FOREIGN NATIONALS		TOTAL
	A	C	I	W	A	C	I	W	MALE	FEMALE	
Top management	3	0	0	0	2	0	0	0	0	0	5
Senior management	1	0	0	1	1	0	0	1	0	0	4
Professionally qualified and experienced specialists and mid- management	4	13	0	1	10	0	0	0	0	0	15



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Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	18	13	0	1	4	0	0	0	0	0	36
Semi- skilled and discretionary decision making	16	9	0	0	31	11	0	3	0	0	70
Unskilled and defined decision making	65	26	0	1	11	2	0	1	0	0	106
TOTAL PERMANENT	107	48	0	4	59	13	0	5	0	0	262
Temporary employees	7	0	0	0	16	3	0	0	0	0	0
GRAND TOTAL	114	48	0	4	75	16	0	5	0	0	262

People with Disabilities

The total number of **employees with disabilities only** in each of the following occupational levels:

Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	MALE				FEMALE				FOREIGN NATIONALS		TOTAL
	A	C	I	W	A	C	I	W	MALE	FEMALE	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and	0	0	0	0	0	0	0	0	0	0	0



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mid-management											
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	1	0	0	0	0	1	0	0	0	0	2
Unskilled and defined decision making	3	1	0	0	0	0	0	0	0	0	4
TOTAL PERMANENT	4	1	0	0	0	1	0	0	0	0	6
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	7	1	0	0	0	1	0	0	0	0	6

Table: 65

Recruitment

The total number of new recruits, **including people with disabilities** are reflected below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	MALE	FEMALE	FOREIGN NATIONALS	TOTAL



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	A	C	I	W	A	C	I	W	MALE	FEMAL E	
Top management	3	0	0	0	0	0	0	0	0	0	3
Senior management	0	0	0	0	1	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	3	0	0	0	1	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	5	0	0	0	9	1	0	0	0	0	0
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	9	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	3	0	0	0	0	0	0	0	0	0	3
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	17	0	0	0	11	1	0	0	0	0	3



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Skills Matrix

Management Level	Gender	Number of employees identified for training at start of the year	Number of Employees that received training
MM and S57	Female	1	1
	Male	0	0
Legislators, senior officials and managers	Female	1	1
	Male	4	4
Associate professionals and Technicians	Female	0	0
	Male	2	2
Professional	Female	0	0
	Male	0	0
Clerks	Female	30	20
	Male	12	9
Plant and machine operators and assemblers	Female	3	3
	Male	12	12
Elementary occupations	Female	0	0
	Male	13	10
Sub total	Female	27	18
	Male	77	61
Total		0	0

4.4 INJURIES, SICKNESS AND SUSPENSIONS

Directorate	2017/18	2018/19
Municipal Managers Office	N/A	N/A
Chief Financial Officer	N/A	N/A
Section 57 Managers	N/A	N/A
Highly Skilled	N/A	N/A
Skilled	1	N/A
Lower Skilled	2	2

Table: Injuries

Sick Leave

The number of sick leave days an employee takes has direct and indirect cost implications to a municipality. Monitoring this can identify patterns and trends and ensure that corrective measures are taken.

Directorate	2017/18	2018/19
Municipal Managers Office	201	156
Chief Financial Officer	3	3
Section 57 Managers	32	25
Highly Skilled	121	531
Skilled	17	343
Lower Skilled	254	143

Table: Sick Leave



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APPENDIX A: COUNCILLORS; COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

Councillor	03 July 2018	31-Jul-18	29-Aug-19	03-Oct-19	30-Oct-19	13-Dec-19	30-Jan-19	26-Feb-19	27-Feb-19	29-Mar-19
Adams F	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Baka L E	✓	✓	✓	Apology	✓	✓	✓	✓	✓	✓
Bixa N G (Mayor)	✓	✓	✓	✓	✓	✓	✓	Apology	✓	✓
Blou P R	✓	✓	✓	✓	✓	✓	Absent	✓	✓	✓
Bosman M	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dancey A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Erasmus L	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jack N	✓	✓	✓	Apology	✓	Apology	✓	✓	✓	✓
Kausele N	✓	✓	✓	✓	✓	✓	Apology	✓	✓	✓
Mbangi K	Absent	✓	Absent	✓	Apology	✓	Absent	Absent	✓	Absent
Ndawo A	✓	✓	✓	Apology	✓	✓	✓	✓	✓	✓
Nodonti S	✓	✓	✓	Apology	✓	✓	✓	✓	✓	✓
Payi M	✓	✓	✓	Apology	✓	✓	✓	✓	✓	✓
Rune S (Speaker)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Smith K	✓	✓	Apology	✓	✓	Apology	✓	✓	✓	✓
Tom Z	✓	✓	✓	✓	✓	✓	✓	Apology	Apology	✓
				□						



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Councillors, Committees Allocated and Council Attendance					
Council Members	Full Time / Part Time FT/PT	Committees Allocated	*Ward and/or Party Represented	Percentage Council Meetings Attendance	Percentage Apologies for non-attendance
				%	%
Adams F	FT	Engineering (Chair)	PR		
Baka L E	PT	Community Services MPAC	Ward 4		
Bixa N G	FT	Finance & Admin (Chair)	PR		
Blou P R	FT	Community Services (Chair) District Council	PR		
Bosman M	PT	Finance & Admin	PR		
Dancey A	PT	Engineering IDP/LED MPAC	Ward 3		
Erasmus L	PT	Community Services	PR		
Jack N	PT	Finance & Admin MPAC	PR		
Kausele N G	PT	MPAC (Chair)	Ward 8		
Mbangi K	PT	IDP/LED	PR		
Ndawo A M	PT	Engineering MPAC	Ward 7		
Nodonti S C	PT	Finance & Admin IDP/LED MPAC	Ward 5		
Payi M C	PT	Community Services IDP/LED MPAC	Ward 1		
Rune S H	FT	Local Labour Forum	Ward 6		
Smith K	FT	IDP/LED (Chair) District Council	PR		
Tom Z A	PT	Finance & Admin MPAC	Ward 2		



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APPENDIX B: COMMITTEE AND COMMITTEE PURPOSES

Committees (other than Mayoral / Executive Committee) and Purposes of Committees	
Municipal Committees	Purpose of Committee
Finance & Administration Committee	Investigate and make recommendations to executive committee on all matters within its functional area.
Infrastructure Services Committee	Investigate and make recommendations to executive committee on all matters within its functional area.
Community Services Committee	Investigate and make recommendations to executive committee on all matters within its functional area.
IDP/LED Committee	Investigate and make recommendations to executive committee on all matters within its functional area.



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APPENDIX C: THIRD TIER ADMINISTRATIVE STRUCTURE

Third Tier Structure	
Directorate	Director/Manager (State title and name)
MM's Office	Mr T Dlamini (Strategic Services Manager)
Corporate Services	Mrs S. Fourie (Manager Administration) Mr A Mahambehla (ICT Administrator)
Community Services	Mr L Snyman (Chief Traffic Officer) Mr M D Ntsham (Principal Librarian)
Engineering Services	Mr R Herholdt (Manager Technical Services) Mr V Mata (Superintendent) Mr X Louw (Superintendent)
Finance Department	Ms O Tyhali (Senior Accountant) Ms T Vetsheza (Senior Accountant) Ms Joko (Senior Accountant)



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APPENDIX D: FUNCTIONS OF MUNICIPALITY / ENTITY

Municipal / Entity Functions		
MUNICIPAL FUNCTIONS	Function Applicable to Municipality (Yes / No)*	Function Applicable to Entity(Yes / No)
Constitution Schedule 4, Part B functions:		
Air pollution	Yes	
Building regulations	Yes	
Child care facilities	No	
Electricity and gas reticulation	Yes	Eskom
Fire fighting services	Yes	
Local tourism	No	LTO
Municipal airports	No	
Municipal planning	Yes	
Municipal health services	No	
Municipal public transport	No	
Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities to administer functions specifically assigned to them under this Constitution or any other law	Yes	
Pontoons, ferries, jetties, piers and harbours, excluding the regulation of international and national shipping and matters related thereto	No	
Storm-water management systems in built-up areas	Yes	
Trading regulations	Yes	
Water and sanitation services limited to potable water supply systems and domestic waste-water and sewage disposal systems	Yes	
Beaches and amusement facilities	No	
Billboards and the display of advertisements in public places	Yes	
Cemeteries, funeral parlours and crematoria	Yes	
Cleansing	Yes	
Control of public nuisances	Yes	
Control of undertakings that sell liquor to the public	No	
Facilities for the accommodation, care and burial of animals	No	
Fencing and fences	No	
Licensing of dogs	No	
Licensing and control of undertakings that sell food to the public	Yes	
Local amenities	Yes	
Local sport facilities	Yes	
Markets	No	
Municipal abattoirs	No	
Municipal parks and recreation	Yes	
Municipal roads	Yes	

Noise pollution	Yes	
Pounds	Yes	
Public places	Yes	
Refuse removal, refuse dumps and solid waste disposal	Yes	
Street trading	Yes	
Street lighting	Yes	
Traffic and Parking	Yes	

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward committee members	Committee established (Yes / No)	Number of monthly Committee meetings held during the year	Number of monthly reports submitted to Speakers Office on time	Number of quarterly public ward meetings held during year
Ward 1	Clr M Payi	Yes	3		
	J Hendricks				
	XC Mni				
	S L Daweti				
	M Mazungula				
	P M Same				
	T Nyati				
	P Tom				
	S Matyu				
	N Mboya				
	L L Antoni				
Ward 2	Clr Z Tom	Yes	0		
	M Nkalishana				
	M Screech				
	P Bayini				
	R Malgas				
	S Saaymon				
	M R April				
	X S Jonas				
	M Plaatjies				
	M White				
	N P Jinikwe				
Ward 3	Clr A Dancey	Yes	3		
	S Tom				
	Z Kimberley				
	V I Sikani				



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	E Toring			
	P Fingxana			
	H G Dolph			
	H Brander			
	N L Booysen			
Ward 4	Cllr L Baka	Yes	2	
	M Clay			
	L Peter			
	C Dingane			
	B Bojo			
	A Kitsana			
	N Goba			
	M E Mayana			
	E T Hermans			
	X Ntsele			
Ward 5	Cllr S Nodonti	Yes	2	
	S Kleinbooi			
	R Peni			
	Z July			
	L Ngcangca			
	T Buza			
	S Slip			
	N C Sophazi			
Ward 6	Cllr S Rune	Yes	1	
	N Phandle			
	A Dabaza			
	M Sopapaza			
	M Scritch			
	P Kula			
	K Conini			
	V Magwa			
	L Ngidana			
	N Jacobs			
	N Jali			
Ward 7	Cllr A Ndawo	Yes	1	
	M Nyiki			
	N Nyiki			



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	S Flip			
	L Stalmeester			
	F V Ndawo			
	N Ndawo			
	T du Toit			
	Y Dobo			
Ward 8	Cllr G Kausele	Yes	2-Jan-00	
	V J Peter			
	D Jim			
	A Bans			
	M Makana			
	T P Nofemele			
	V N Makhalima			
	A Jackson			
	P Mbena			
	V Fiyani			



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APPENDIX G: RECOMMENDATIONS OF THE AUDIT COMMITTEE YEAR 0

Municipal Audit Committee Recommendations		
Date of Committee	Committee recommendations during Year 0	Recommendations adopted (enter Yes) If not adopted (provide explanation)
23-Oct-17	Corporate Service to develop leave management plan	
	Water Carting irregular expenditure of R45 000 be followed up and Council to request Internal Audit to investigate the expense of water carting	
29-Jan-18	Mayor to take action against Councillors owing the Municipality	
	Analysis of overtime to be done for the past 2-3 years	
26-Feb-18	Report on plan on money received from insurance for burnt buildings	
	Municipal Manager to get assistance from Provincial Treasury or District Municipality for reviewing Internal Audit Work	
23-Apr-18	Collection of debt from SRVM employees by June 2018	
10-Oct-18	Half year Financial Statement to be prepared and plan to be submitted in the next ARC meeting	
	Institutionalisation of Risk Assessments and development of Risk Plan for each Directorate	
	Follow up with Sarah Baartman District Municipality on the assistance requested on Shared Internal Audit	
	Appointment of Caretaker for Internal Audit Unit	
07-Nov-18	CFO to provide current irregular expenditure vs previous financial year on sec 52 report	
	REVCO to table a report on debt to be written off and also indicate irrecoverable debt	
	Separate list of employees owing the municipality to be tabled to Audit and Risk Committee	
	CFO to submit a plan on how to achieve half-year financial statements. Due date for half-year AFS end February 2019	
	POE files to be submitted as per Council resolution and that the Council implements corrective action to employees who does not submit POE files on time for auditing	
28-Jan-19	IDP Manager to forward the Fraud Prevention Plan to Audit and Risk Committee members	
	CFO to provide holistic plan on irregular expenditure plan on Irregular expenditure and Supply Chain Management plan, outside the Audit Action Plan	
06-May-19	That the Audit and Risk Committee receives the minutes 10 working days after the meeting	
	That the minutes of the Audit and Risk Committee meeting dated 10 October 2018 be deferred to the next Ordinary meeting of the Audit and Risk Committee	
	The plan for Annual Financial Statements be submitted in the next ordinary Audit and Risk Committee meeting	



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	<p><u>Establishment of Disciplinary Board:</u> -Specific positions and titles should be appointees not individuals.</p> <ul style="list-style-type: none">- That a plan, framework and reference be tabled to the audit committee.- That the Chairperson of the MPAC be part of the Disciplinary Board	
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APPENDIX H: LONG TERM CONTRACTS AND PUBLIC PRIVATE PARTNERSHIPS

Long Term Contracts (20 Largest Contracts Entered into during Year 0)					
					R' 000
Name of Service Provider (Entity or Municipal Department)	Description of Services Rendered by the Service Provider	Start Date of Contract	Expiry date of Contract	Project manager	Contract Value
HALLOWED GROUND	INVESTIGATION, DRILLING AND EQUIPING OF BOREHOLES IN ZUNEY	Jul-18	Nov-18	PMU Manager	R 1 100 000,00
REITY DON CIVILS	UPGRADING OF VALENCIA BULK WATER SUPPLY	Oct-18	Aug-19	PMU Manager	#####
Magoba Maphuthi and Associates	Rural TOWN REVITALIZATION PROGRAMME -KIRKWOOD, BERSIG, AQUA PARK, MOSES MABIDA YEAR 2 P2	Mar-19	Dec-20	PMU Manager	#####
STAR TIME TRADING CC	UPGRADING OF SEWER NETWORK IN PATERSON	Apr-19	Feb-20	PMU Manager	#####
CZAR CONSTRUCTION JV	UPGRADING OF SEWER NETWORK IN ADDO	Apr-19	Feb-20	PMU Manager	#####
ZAMA-ZONDO CONSTRUCTION	RURAL TOWNS REVITALISATION PROGRAMME-P3	May-19	Feb-20	PMU Manager	#####
TECHNI CIVILS (Pty) Ltd	Augmentation of Bulk and Distribution of Water Infrastructure to the Villages of Enon and Bersheba	May-19	Mar-20	PMU Manager	#####

Public Private Partnerships Entered into during Year					
					R' 000
Name and Description of Project	Name of Partner(s)	Initiation Date	Expiry date	Project manager	Value 2008/09
The Municipality does not have Public Private Partnerships as all projects belong to the Municipality and appoints service providers to do all projects					



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APPENDIX J: DISCLOSURE OF FINANCIAL INTEREST

Disclosures of Financial Interests		
Period 1 July 2018 to 30 June 2019		
Position	Name	Description of Financial interests* (Nil / Or details)
Mayor	CLlr N G Bixa	Pension - Government Employees Pension Fund
Member of Exco	CLlr K Smith	Properties in Kirkwood and Port Elizabeth
	CLlr P R Blou	Pension – ESKOM
	CLlr F Adams	Nil
Councillor	CLlr L E Baka	Nil
	CLlr M Bosman	Employed at A & R Attorneys
	CLlr A Dancey	Nil
	CLlr L Erasmus	Nil
	CLlr N Jack	Nil
	CLlr N Kausele	Pension – Government Employees Pension Fund
	CLlr K Mbangi	Nil
	CLlr A Ndawo	Nil
	CLlr S Nodonti	Nil
	CLlr M Payi	Nil
	CLlr S H Rune	
	CLlr Z Tom	Nil
Municipal Manager	S Fadi	Employed by IEC as MEO / Property in Port Elizabeth
Chief Financial Officer	N Ponco Tatani	Owner of properties / Director/Partner in a Slimming Clinic
Directors		
	M Mnyengeza	Nil
	T Machelesi	Properties in Jeffreys Bay and Plettenberg Bay
	M B Nzuzo	Nil
Other S57 Officials		



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