

MALETSWAI LOCAL MUNICIPALITY



ANNUAL REPORT FOR THE PERIOD ENDED 30 JUNE 2010

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FOREWORD BY THE MAYOR

The 2009/10 financial year marked the end of four years of tenure of office for the current council. This essentially implies that the current council is left with one year before the end of its term.

Whilst the past 3 years registered a marked and accelerated pace towards the improvement of the lives of the community of Maletswai, the year under review afforded the council an opportunity not only to sustain that momentum but also to take stock of the ground traversed thus far.

It is not an exaggeration to report that of the 5-year developmental targets set in 2006, at the beginning of the tenure of the current council, 85% thereof were achieved within a space of 3 and half years. This is no mean leap as it does not only contribute to dispelling the widely held myth about the lack of capacity in municipalities but also contributed immensely to the efforts of making a remarkable dent in the improvement of the socio-economic conditions of Maletswai residents.

The challenges facing the municipality, like other municipalities across the length and breadth of the country, are daunting; the tasks to be performed are complex but we believe we have the requisite political will, competency and attitude to address them.

The municipal council continues to unleash its creative energy to deepen democratic participation of the community in the affairs of the municipality through, inter alia, ward committees, improve its corporate image and lay a firm foundation for good governance to take root by developing and reviewing policies, systems, processes and procedures to set the municipality on a path to an effective and efficient organisation capable of discharging its mandate and responsibilities.

The introduction of a new financial management system, SEBATA, was meant to deliver a fatal blow to the old-age challenges that dogged the financial being of the municipality such as unidentified deposits and monthly bank reconciliation. The migration from what was described as an archaic financial management system to a new one, hailed as being responsive to the legislative demands imposed by the Municipal Finance Management Act, stimulated a false expectation that all the financial management woes plaguing the municipality were going to disappear into the dustbin of oblivion.

Regrettably, some of the woes occasioned by the new financial management system in the previous financial year continue to punctuate the financial management of the municipality thus lending credence to the perspective that “when the difficulties of the mountains have been overcome, it is only then that we realise the difficulties of the plains”.

These challenges and numerous others that have not been mentioned here above have resulted in a negative audit opinion being expressed on the financial management and administration of the municipality by the auditor general.

Notwithstanding, all of these challenges and others not alluded to above there are significant successes to the credit of the municipality. These are, amongst others,:

- Obtaining funding from DEAT and DEDEA for the implementation of the Aliwal Spa revitalisation project;
- Facilitation of the implementation of Dukathole 743;
- Completion of the Joe Slovo community hall in ward 3;
- Finalisation of the supply chain management processes for the phase 2 of Dukathole bus route and hospital road;
- Installation of 25 new street lights in Joe Gqabi;
- Reduction of Electricity losses from 32% in 2009/10 to about 17% in 2009/10 financial year

These achievements and others not mentioned above would not have come to fruition had it not for the co-operation, assistance and support of the business association, rate payers association, Agricultural associations, service providers, other stakeholders and individuals who made it their business to support their municipality. For this reason we are grateful to all of them.

The role played by the ward committees, council and its structures and employees who, throughout the year, ensured that our community received decent municipal services. We are indeed indebted to them and wish to sincerely thank them.

The road ahead is long, steep and rocky, the ocean waters are high and rough, the stormy weather of the mother- nature is brewing on the horizon but none of them will inspire despondency and paralysis to surge ahead.

Z.E.PUNGWANI

MAYOR



PROGRAMME PRIORITIES BY THE MUNICIPAL MANAGER

The 2009/10 financial year saw the continuation of the municipality on the path to consolidating its successes by building on the foundation laid in the previous financial years. Necessarily, some of the projects whose implementation commenced in 2009/10 financial year were completed during the year under review. This was not occasioned by inadequate planning on the part of the municipality but by the multi-year approach that the municipality adopted towards project implementation.

True to its nature, the municipality identified, pursued and registered significant success in the following developmental areas:

- The upgrading and replacement of the old Plessey metres to enable consumers to purchase electricity not only in all vending stations but also via internet.
 - Improving information dissemination within the municipality by producing internal and external newsletters;
 - The adoption of the performance management policy as a guide to ensure that the municipality is enabled to manage performance of its employees;
 - Holding of a strategic planning session with the designated groups of allow north to collectively determine their needs and how these can be addressed by the municipality.
 - Obtaining funds from the Joe Gqabi District Municipality to upgrade Juanna park;
 - Development of the leave administration manual;
 - Raising funds up to R20 million for the implementation of the Aliwal Spa revitalisation programme;
 - Completion of the Joe Slovo community hall in ward 3;
 - Finalisation of the supply chain management processes for the phase 2 of Dukathole bus route and hospital road;
 - Installation of 25 new street lights in Joe Gqabi;
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- Reduction of Electricity losses from 39.9% in 2009/10 to about 17% in 2009/10 financial year

The list enumerated above is not exhaustive but represents a selection of major targets that were set and achieved during the year under review.

The actual expenditure was R79, 882, 807 compared to the budget of R86, 067, 559. The variance, between actual and budget, amounted to R6, 201, 619. Council introduced GRAP accounting in the 2009/2010 whereas the budget was compiled according to IMFO standards.

The actual revenue was R89, 822, 807 compared to the budget of R106, 516, 950. The variance, between actual and budget, amounted to R16, 694, 143.

Mcebisi Nonjola

MUNICIPAL MANAGER

OVERVIEW OF THE MUNICIPALITY

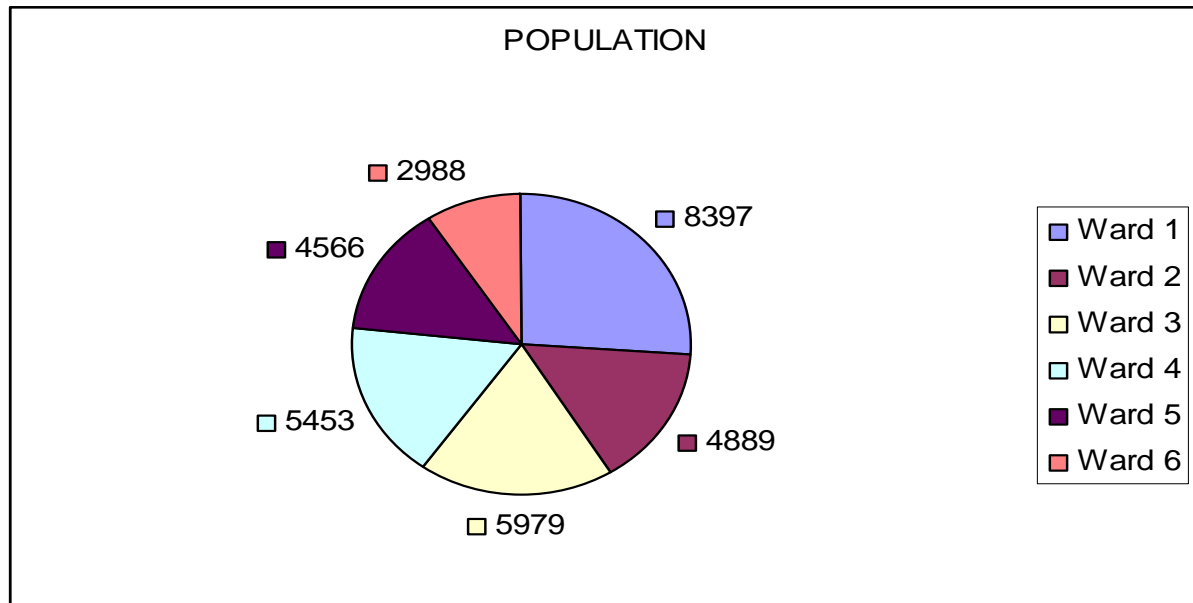
LOCATION

The Maletswai Municipality, comprised of Aliwal North and Jamestown, is situated on the N6 between Bloemfontein and Queenstown. It serves as a commercial centre for the North Eastern Cape area and towns forming part of the Southern Free State. On the north is the Free State; to the west is the North Cape Province with Lesotho to the East.

As a town on the N6 artery, it is a gateway into and out of the Eastern Cape. Aliwal North is the major town of the municipality and an economic hub of the Joe Gqabi District.

POPULATION DISTRIBUTION AND COMPOSITION

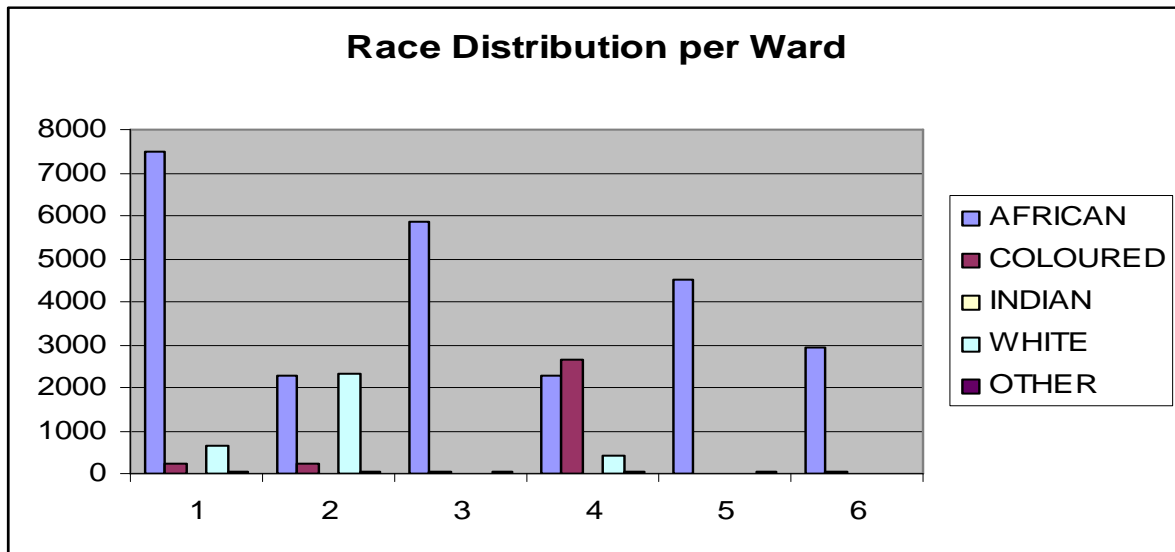
Population distribution: WARD



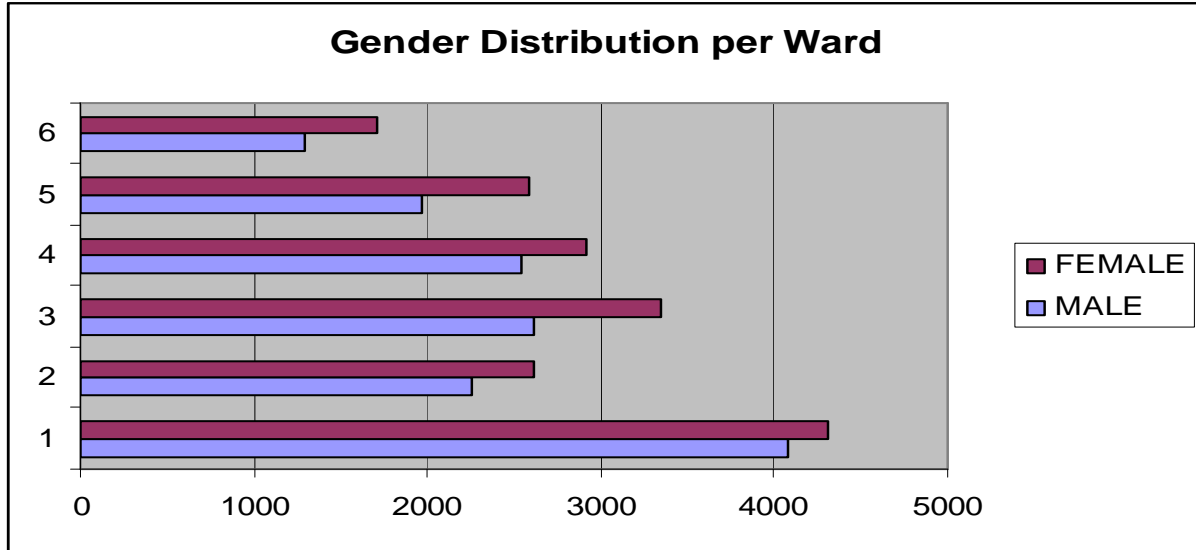
- According to the revised population estimates based on the community survey 2007(Statistics South Africa, 2007), the Maletswai Local municipality has a population of approximately 42 846(compared to the 2001 census estimate of 37 307) people residing in 11 444 households (Compared to 9 487 households in terms of 2001 census). This population accounts for 13.89% of the total population residing in the Joe Gqabi District, making it the second least populated local municipality in the district after Gariep.
- The largest population (26 %) of Maletswai is concentrated in Ward 1, Jamestown and neighboring farms. Jamestown was a municipality on its own under the Cape Administration until it amalgamated with Aliwal North to form Maletswai Local municipality.
- Ward 6, Dukathole, Block H 1 and area 13, has the smallest population (9%). This picture will change once Area 13 housing project is completed.

- Wards 2,4 and 5 are almost of the same size in terms of population size.
- The provision of middle- high income houses in ward 2 and the completion of Joe Gqabi Housing project will, of necessity, lead to increase in the population size of this ward.

Population Composition: RACE



Population composition: Gender



DEVELOPMENT INDICATORS

Human Development Index

The Human Development Index (HDI), as an indicator of life expectancy, literacy and income, is most reliable in the measurement of levels of development. Aliwal North records the highest level of development in the district with 0.55 as compared to the lowest record of 0.42 recorded against Steynsburg. Person living in poverty in Maletswai stands at 16 725 which represent 54.1%.

Annual Household Income

Most households (47%) in the Maletswai Local Municipal area fall into the lowest income category (an annual of between R 0 – R 6000) per annum.

Literacy

Maletswai records the highest illiteracy rate at 64.4% in the district.

Education Levels

Ten percent (10%) of people have no formal schooling, with 26% having completed Grade 11 and 14% having completed Matric. Only 5% of the total population boasts a tertiary qualification.

Unemployment

The unemployment rate stands at 34.7 % which represents roughly 3 219 unemployed persons within the Maletswai area.

Skills Levels

Maletswai as a less densely populated part of the district appear to have more skilled people with 15% of working people being skilled. Only 3% of persons are working in Senior Management positions, 10% are in Management positions, 4% are in the Technical Field. Clerks represent 6% and those working in service related jobs represent 9%, 15% are skilled, 9% are in the craft and trade fields, 3% in plant and machinery, with the biggest group in elementary positions.

Formal Sector Employment

A large majority (34%) are employed in Community Services, followed by Households at 18% and Agriculture at 17%.

Informal Employment

The Informal Employment Sector suggests a big percentage (59%) in Wholesale, followed by the Construction sector.

ECONOMIC INDICATORS

Gross Geographic Product (GGP)

Maletswai contributes R 371 million to the GGP of the Joe Gqabi District area spread over a range of sectors. The biggest is Food (contributing 17%), followed by Education (14,5%), Public Services (9%), Agriculture (8%), Furniture (7%) and Insurance Services (6.6%). Others include businesses (5%), Health (4%), Retail (3,6%), Land Transport (3.5%) and Electricity (3%).

SERVICE INFRASTRUCTURE

Water and Sanitation

More than 60% of the population in Maletswai has access to Water and Sanitation.

TELEPHONES AND ELECTRICITY

Fifty two percent (52%) of households in Maletswai have electricity whilst only 16% have access to telephones at their home or nearby.

TRANSPORT

Roads, Railways and Airfield

The N6 from Bloemfontein to East London passes through the centre of Maletswai with most towns in the District, except Sterkspruit, accessible through an unused rail link which runs from the south-east throughout the District.

There is an airfield, about 3 kilometres from the Central Business District (CBD) of Aliwal North.

PART B

1. KEY PERFORMANCE AREA ACHIEVEMENT REPORT

INSTITUTIONAL TRANSFORMATION

1.1 Presentation of the organizational structure

The municipality has a total of 389 approved posts on its organogram. These include the various categories of employees including those employed under special projects such as the cleaning campaign. The total number of approved has remained relatively constant over the past two years as there have never been significant paradigm shift in the focus of the municipality and its organizational machinery and developmental thrust.

Of the 389 posts on the organogram, 91 are vacant. This means that 23% of the total post establishment has not been filled. Whilst it may be desirable to have all the vacant positions in the organogram filled, it is not always possible to fill them at the same time on account of financial constraints.

Currently, the personnel expenditure stands at 31.2% of the total general expenditure. This represents a decline of 4.6% from 2007/08 financial year. The 31% expenditure on personnel represents a favourable exposition relative to the national norm of 36%.

The Municipal manager and managers accountable to him signed the performance agreements within the prescribed time frame and were submitted to the Department of Local Government and Traditional affairs.

1.2 Staff development initiatives during the Financial Year

During this financial year, the municipality has provided the following types of training to the officials and councillor.

Councillors received training on the following areas:

- Risk management;
- Leadership;
- Community participation;
- Disaster management; and computer literacy
- Local government law and
- Executive leadership and management

Employees received training on the following areas:

- Finance and administration learnerships;
 - Report writing;
 - Minutes taking;
 - Supervisory skills and finance system;
 - Labour relations;
-

- Local Government law;
- Municipal Finance management ;
- Executive leadership and management

The municipality is in the process of developing Human Resource Development plan and the WSP and the Employment Equity report were submitted in October 2009.

1.3 Key HR statistics per functional area

1. 4. Full time staff complement per functional area

a. MM/Section 57 and Line Managers

No.	Approved positions (e.g MM-S57 etc...)	Number of Approved and Budgeted posts per position	Filled Posts	Vacant p Posts
1.	Municipal Manager	1	1	-
2.	Managers S 57	4	4	-
3.	Assistant Managers	5	4	1
4.	Sectional Heads/ Line Managers	8	8	-
	Total	18	17	1

b. Staff Complement in the Technical Services

No.	Approved positions (e.g MM-S57 etc...)	Number of approved and Budgeted posts per position	Filled Posts	Vacant Posts
1.	Manager	1	1	0
2.	Assistant Manager	2	2	0
3.	Foremen	3	3	0
4.	Superintendent	1	1	0
	Toolmen	4	4	0
	Linesman	1	1	0
	Shiftworkers	17	16	1
	Drivers	5	5	0
	Operators	2	2	0
	Total	36	35	1

c. Water and Sanitation

No.	Approved Positions	Number of Approved and Budgeted Posts per position	Filled Posts	Vacant Posts
1.	Manager	1	1	0
2.	Assistant Manager	1	1	0
3.	Foreman	1	1	0
4.	Superintendent	1	1	0
5.	Shift workers	13	12	1
	Total	17	16	1

d. Public Works

No.	Approved Positions	Number of Approved and Budgeted Posts per Position	Filled Posts	Vacant Posts
1.	Manager	1	1	0
2.	Assistant Manager	1	2	0
3.	Foreman	1	1	0
4.	General assistants	24	24	0
5.	Drivers	5	5	0

e. Electricity

No.	Approved positions	Number of Approved and Budgeted posts per position	Filled posts	Vacant posts
1.	Manager	1	1	0
2.	Assistant Manager	1	2	0
3.	Senior electrician	1	1	0
4.	Electricians	2	2	0
5.	Toolmen	5	5	0
6.	Shiftworkers	4	4	0
7.	Temporary staff	3	3	0

2. Technical staff registered with professional bodies

Technical Service	Total No. of Technical Service Managers	Total no. Registered in the Accredited Professional Body	Total no. Pending Registration Confirmation in the Accredited Professional Body	Total no. not yet Registered in the Accredited Professional Body
Water	1	0	0	1
Electricity	1	0	0	1

3. Levels of education and skills

Total number of staff	No. of Staff without Grade 12	No. of staff with Senior Certificate only	No. of staff with Tertiary/Accredited Professionals Training
306 (exclusive of 84 cleaning campaign staff)	202	80	24

4. Trends on total personnel expenditure

Financial Years	Total No. of Staff	Total Approved Operating Budget	Personnel Expenditure	Percentage of Expenditure
2006-2007	-	56 679 318	20 976 446	37%
2007-2008	-	64 996 318	23 260 609	35.8%
2008-2009	-	93 485 779	26 903 536	28.7%

3. List of Pension and Medical Aids to whom Employees Belong

Names of Pension Fund	No. of Members	Names of Medical Aids	No. of Members
1. Cape Joint	20	Key Health	2
2.SAMWU Provident fund	119	Samwumed	21
3 .SALA Pension Fund	122	Bonitas	49
4.Municipal Pension Fund	6	LA Health	9
		Hosmed	4

1.4 Senior officials' wages and benefits (even if included in the financial statements);

Designation	Salaries	Allowances	Benefits	Bonus
Municipal Manager	839 502	18 000	-	-
Manager: Financial Services	666, 663	10 800	-	-
Manager: Corporate Services	666,663	10 800	-	-
Manager: Community Services	595,080	10 800	-	-
Manager: Technical services	666,663	10 800	-	-

1.5 Implementation of the Performance Management System (PMS):

Although the municipal manager and 57 managers have signed the performance agreements, no system was in place to evaluate the performance of other employees. However, the municipal and departmental SDBIPs, which are reported on a quarterly basis to the Council did serve the purpose of evaluating whether or not the municipality was meeting its targets.

The processes to develop a performance management system were already underway as of the end of the year.

1.6 Annual performance as per key performance indicators in municipal transformation and organizational development

No.	Indicator name	Total number of people (planned for) during the year under review	Achievement level during the year under review	Achievement percentage during the year	Comments on the gap
1.	Vacancy rate for all approved and budgeted posts;	2%	98%	98%	2%
2.	Percentage of appointment in strategic positions (Municipal Manager and Section 57 Managers)	1	1	100%	-
3.	Percentage of Section 57 Managers including Municipal Managers who attended at least 1 skill development training course within the FY	100%	100%	100%	-
4.	Percentage of Managers in Technical Services with a professional qualification	100%	100%	100%	
5.	Percentage of municipalities within the district area that have a fully functional Performance Management System (DM only)	Not applicable	Not applicable	Not applicable	Not applicable
6.	Percentage of staff that have undergone a skills audit (including competency profiles) within the current 5 year term	100%	100%	100%	-
7.	Percentage of councillors who attended a skill development training within the current 5 year term	100%	100%	100%	Still undergoing training
8.	Percentage of staff complement with disability	4%	1%	1%	Difficult to recruit
9.	Percentage of female employees	30%	35%	35%	-
10.	Percentage of employees that are aged 35 or younger	35%	60%	-	-

1.7. Major challenges and remedial actions in regard to human resource and organizational Management

Challenge	Remedial action
Insufficient funds for training of councillors, staff and ward committees;	Participation in programmes offered by PSA and Vulindlela institute of the DBSA
Inability to fill all posts in the organogram to ensure effective service delivery;	Maximum utilisation of available staff by strengthening supervision and performance management of all employees
Partial implementation of the performance management system in the sense that it does not cover non-s56 employees	The municipality has developed the implementation plan that cascades the system down to all employees. Accountability Agreements and Performance Promise for employees at post level 1-13 have been developed. These agreements will be signed before the end of September 2010.

CHAPTER 2: BASIC SERVICE DELIVERY PERFORMANCE HIGHLIGHTS

2.1 Water services

a. Water services delivery strategy and main role-players:

The Maletswai Municipality is the WSP (Water Services Provider) and Joe Gqabi District Municipality is WSA (Water Services Authority). The function of the Maletswai Local Municipality is to provide basic water and sanitation services. The key functions of Maletswai Municipality are amongst others to abstract raw water from Orange River, and treat raw water before distribution (full water purification process is being adhered to). When the potable water quality is satisfactory is then distributed to the consumers for consumption. The distribution of potable water is the complex exercise on its own whereby the Maletswai Municipality has 24 hours shift workers responsible for the distribution.

Maintenance of water infrastructure such as pumps, electric motors, bulk pipe bursts and reticulation pipes is done by Maletswai Municipal water section and the replacement of faulty water meters. The role played by Joe Gqabi is to provide infrastructural capital injection where is deemed necessary. The employment of personnel should be authorised by WSA.

The water challenges in Jamestown were alleviated after the functioning of the chemical plant was activated, due to availability of water in the dam. Over and above this the 1mg/l is functioning. The challenge of water is still being experienced in 858 RDP houses. There were no house connections or stand pipe installed.

b. Levels and standards in water services:

The access to water in Maletswai Municipal area is in two fold Jamestown and Aliwal North distribution. Aliwal North water quality and provision can be regarded as high level because all formal dwellings have access to high level water and sanitation. i.e. every formal house has house water connection and full sewer water borne system. The informal settlements since they are informal are only provided with the basic services such as stand pipes within RDP standards.

As for sanitation facilities public toilets are provided and maintained by the Municipality to informal settlements. With regard to service level at informal settlement it can be regarded as low standard.

In Jamestown the water and sanitation service level can be regarded as low level standard for the reasons mentioned here above.

c. Annual performance as per key performance indicators in water services

No.	Indicator name	Total number of household/customer expected to benefit	Estimated backlogs (actual numbers)	Target set for the FY under review (actual)	Number of HH/customer reached during the FY	Percentage of achievement during the year

				number		
1.	Percentage of households with access to potable water	11967	700	700	758	108%
2.	Percentage of indigent households with access to free basic potable water = 100%	4689	700	700	700	100%
3.	Percentage of clinics with access to potable water = 100%	100%	0	0	0	100%
4.	Percentage of schools with access to potable water = 100 %	11967	0	0	0	100%
5.	Percentage of households using buckets 0.09%	11	11	11	0	99.91%

d. Major challenges in water services and remedial actions

The challenges that are faced by the Maletswai Municipality in Aliwal North are as follows; the old infrastructure prohibits the Municipality from growing as a results it affects the economic development of the town. In terms of the red book design standards the minimum clean water storage capacity of at least 48 hours is recommended. The current storage capacity of clean water reservoirs is about 8 hours which is way below recommended standards. Every time when major repairs are done to water treatment works interruptions of water supply is an inevitable exercise.

Jamestown Water: Challenges are very serious in this town, the Joe Gqabi District Municipality completed a water reticulation project in 2005/6, chemical purification plant together with the construction of a dam, and all these interventions are not functioning to maximally benefit the community. The water chemical plant and 1mg/l storage reservoir is now functioning.

2.2 Electricity services

a. Electricity services delivery strategy and main role-players

The Municipality should provide electricity to its community for the following consumers as one of the requirements of the Constitution of South Africa to deliver basic services to its Industrial consumers, Commercial consumers and households within the municipal area of jurisdiction. The municipality has a role of maintaining a sustainable supply and quality of electricity for its community in a healthy and safe way without endangering the lives of those who consume it.

As a municipality, we must ensure that requirements for availability of supply based on the individual household load growth, developments around and inside the municipal area are met.

We have to do feasibility studies in assessing the electricity needs in our area so that the Electricity Master Plan could be drawn up, this was undertaken by the appointed professional service provider.

The consultants had to compile the Master plan to meet the electricity needs of the Maletswai community reflecting the following on their reports:

- The estimated load growth of the municipality in the next 5yrs and the required plant in maintaining availability of supply for the period determined.
- Condition of the network; whether it will be able to sustain the transmission and distribution of such loads for its consumers and for how long can it sustain that the provisions of that service. Substation construction programme which was funded by Department of Minerals and Energy was completed.

This is to ensure that there is sufficient capacity for all end users, two 20MVA transformers and its switchgears has been installed.

To enhance electricity service delivery, we have changed 263 metres out of the 355 that were audited and found to be faulty, meter audits are carried out on an ongoing process and faulty meters removed. Faulty kiosks and/or distribution boxes that are the main connection between the municipal network and the customer, are repaired and kept locked to prevent vandalism or interruption of supply to consumers. Network maintenance is carried out as per the monthly planners derived and prepared from the inspections carried out on the network.

100 RDP houses were electrified. 18 infill sites were electrified. Application for electrification of 743 housing project has been submitted and will commence upon approval. The municipality has attended to 2036 electricity complaints in the 2009/10 financial year ranging from faulty meters, vandalised meters, tempered meters and households with no supply at all.

To enhance revenue collection 3740 consumers were disconnected for non payment of Municipal Services. 3114 has been reconnected for services. A total of 626 have not been reconnected. A superficial investigation revealed that most of indigent consumers are prepared to stay without electricity hence the number 626 is not been reduced.

All of the above mentioned houses that are registered on the institutions Indigenous register receive the free 50kW of electricity per month and all the repairs and maintenance done on their electricity dispensers or faults are then claimed from the equitable share.

Part of our role in electricity service delivery, is to ensure that there is sufficient public lighting to prevent /minimise crime activities in and around our residential and business areas. The municipality has more than 1800 street lights, and we maintain an average of 42 street lights per month; this yield to about 500 street lights maintained per annum. The municipality has embarked on street lighting programmes on the following areas; Joe Gqabi bus route, Sebolaoa, Moloisane, Baduza, and Moshoeshoe Street , Flood light plus Post Top Luminaires in Area 13 to intensify street lighting. An ongoing street light maintenance programme is maintained which includes the Jamestown town and township that are part of the Maletswai municipality.

a. Level and standards in electricity services

The municipality has built a couple of reticulation network to provide the following; 200kva for department of health in Springs area Williams court, 50kva Buffels valle. Upgrading Dicks scrap yard transformer from 100 kva to 200 kva. Upgrading of Ikhala of FET college from 100kva to 315kva.

The electrical losses in 2008/2009 were recorded 39.9%. The department has since employed serious measures to ensure substantial reduction. As at June 2010 the electrical losses were reduced to 5.86%. Meter audits are being performed on monthly bases to minimise electrical losses. 16 fines were issued to defaulters for tempering.

c. Annual Performance as per Key Performance Indicators in Electricity Services

No.	Indicator name	Total number of household/customer expected to benefit	Estimated backlogs (actual numbers)	Target set for the f. year under review (actual numbers)	Number of HH/customer reached during the FY	Percentage of achievement during the year
1.	% of households with access to electricity services = 97%	11967	420	743	300	40.4%

2.	Percentage of indigent households with access to basic electricity services = 92%	4689	420	743	300	40.4%
3.	Percentage of indigent households with access to free alternative energy sources = 8.5%	1177	1077	1177	100	8.5%

d. Major challenges in electricity services and remedial actions

The major problems regarding electricity are the infrastructure upgrading and high replacements costs. The transformers services have never been done in many years, and as a result it makes the continuous supply of electricity to be unpredictable. The old underground cables must immediately be replaced because they are small and cannot cope with the increased consumers' demands.

2.3 Sanitation

a. Sanitation services delivery strategy and main role-players

The Maletswai Municipality is the WSP (Water Services Provider) and Joe Gqabi District Municipality is WSA (Water Services Authority). The function of the Maletswai Local Municipality is to provide basic water and sanitation services.

On sanitation the key role of Maletswai Municipality as WSP is to ensure that every formal house has an approved sewer connection. The sewer is then gravitated to pump station where is being automatically pump to central pump station called Dukathole pump station. The central pump station then pumps it to sewer treatment plant.

The key operations on sanitation are done regularly. Since the infrastructural backlog is unimaginably huge the sewer blockages are so severe that sewer team spends all their valuable time unblocking sewer main lines and house blockages to an extent. Repairs on sewer pumps and motor, and construction of sewer manholes and sewer pipe repairs where necessary.

b. Level and standards in sanitation services

In Jamestown the sanitation service level can be regarded as low level standard. The conservancy tanks are still being used and the rate of them filling up is high.

b. Annual Performance as per key Performance Indicators in Sanitation Services

No.	Indicator name	Total number of household/customer expected to benefit	Estimated backlogs (actual numbers)	Target set for the f. year under review	Number of HH/customer reached	Percentage of achievement during the year
1.	Percentage of households with access to sanitation services 100 %	11967	0	720	720	100%
2.	Percentage of indigent households with access to free basic sanitation services = 100%	4689	0	720	720	100%
3.	Percentage of clinics with access to sanitation services = 100%	11967	0	0	0	100%
4.	Percentage of schools with access to sanitation services 100 %	11967	0	0	0	100%

a. Major challenges in sanitation services and remedial actions

Aliwal North Sanitation: in this area we experience sewer spillages in the main streets due to small size pipes. The problematic areas are well known that the ultimate solution could only be upgrading of pipe lines. The influx of people to Aliwal North contributes to growth of town and usage in sanitation services. The jetty blowing and sucking truck was hired to clean the sewer system in Aliwal North during 2009/2010 and was paid directly by Joe Gqabi DM. The several and areas requiring urgent attention were made to Joe Gqabi DM regarding the upgrading of sewer system in Aliwal North. In springs Aliwal spa the sewer network next to the ablution facilities were upgraded.

Contractor to upgrade sewer line adjacent to the river in Dukathole was appointed during the reporting month by the Joe Gqabi DM.

Jamestown sewer: The Joe Gqabi District Municipality implemented and completed a project destined to be full water borne sewer system but opted with conservancy due to financial constrains.

2.4 Road maintenance

a. Road Maintenance Services Delivery Strategy and main role-players

The Maletswai Municipality road maintenance strategy is improving gradually. Since the Municipality purchased plant (i.e. grader, TLB and tipper truck) the road maintenance programme has improved even though we are still in need of full set of road maintenance plant.

Within the technical services department there is a division called PWD (Public Works Division) 100% focusing on roads maintenance and storm water maintenance. Key function of this division is continuously patching the potholes from all the tar roads in the Municipal Jurisdiction.

The roads maintenance programme is a continuous programme in the Municipality there are resources human and mechanical allocated only for road maintenance.

b. Level and Standards in Road Maintenance Services

The service level standard is regarded as high in Maletswai Municipality; all the communities have access to roads facilities. There are no backlogs in roads construction especially in provision of basic services which gravel access in context of RDP.

The Maletswai Municipality through MIG funding has embarked on the programme to upgrade all Major routes to surfaced roads as opposed to gravel roads.

c. Annual Performance as per Key Performance Indicators in Road Maintenance Services

No.	Indicator Name	Total No. of hh/customer expected to benefit	Estimated backlogs (actual no.)	Target set for the f. year under review (Actual no.)	No. of HH/customer reached during the FY	Percentage of Achievement during the year
1.	% of households without access to gravel or graded roads = 0%	11967	420	420	420	100%

2.	% of road infrastructure requiring upgrade = 80%	9574	9574	1978	6223	315%
3.	% of planned new road infrastructure actually constructed = 0%	0	0	0	0	0

d. Major challenges in road maintenance services and remedial actions

Major challenges are regarding funding to upgrade from gravel roads to surfaced roads. There are no major challenges in roads provision.

2.5 Waste management

The municipality implements daily refuse removals from residential, business and public refuse bins. It has placed waste receptacles in business premises. The municipality has availed land for the Maletswai recyclers to construct a buy back centre. It has provided 10 skip bins in areas where illegal dumping is rife to minimise and eliminate illegal dumping, has erected the “No dumping” signs in designated areas. It is still continuing using the cleaning campaigners to buff up the available personnel. It has adopted prevention of nuisance by laws and is in a process of educating the community. Peace officers have been appointed. The municipality engages in the Greenest town competitions. It involves the different stake holders such as schools and other government departments in its waste management initiatives.

The district municipality through the Environmental Health Practitioners it has conducted public awareness programmes on health and hygiene, trained and supplied hawkers with trading stands. The focus area of the district is the enforcement of the national legislation regarding smoking in public places, identifying overgrown erven. The Maletswai Recyclers they separate the refuse and take what they need. The Department of Economic and Environmental Affairs The municipality is in the process of adopting the integrated waste management plan after which implementation will take place. There are two solid waste sites in the municipality, one is in Aliwal North and the other is in Jamestown. Both sites are registered with the Dept and operate in line with the prescribed permit conditions. The two sites have a manual for operational plan.

Maletswai municipality being the district’s economic powerhouse is the most densely populated in the district. Due to increased population growth and urban development there is an increase in demand for waste services. The increased population resulted in increased domestic waste. The refuse removal is

relatively moderate due to continuous breakdown of old refuse vehicles and equipment and shortage of staff. There are two landfill sites of which one is licensed. An application for Jamestown landfill site was lodged in 2002. Attempts were made to get the Jamestown licence without success. The district waste management plan was also adopted by the municipality in September 2009. There are three independent recycling companies, one of which works in tandem with the municipality.

f. Level and Standards in Waste Management Services

The municipality has provided:

- High level access to waste management services: formal settlements pay for waste removal services that they receive as per waste removal programme.
- Low level access to refuse removal services: informal settlements have been provide with ten skip bins which are located in strategic areas for waste disposal.

The major challenges in waste management are the following:

- Landfill site management is inadequate because of the absence of the site supervisor, employees and site users operate without supervision. Most of the time employees are found without their masks on
- Damaged incinerator at the landfill site makes it impractical to burn waste in line with the permit
- Untrained staff in waste management makes the staff vulnerable
- Unlicensed landfill site
- Absence of earth moving equipment
- Sickly staff who are frequently booked off duty

c. Annual performance as per key performance indicators in waste management services

No.	Indicator name	Total number of household/customer expected to benefit	Estimated backlogs (actual numbers)	Target set for the f. year under review	Number of HH/customer reached	Percentage of achievement during the year
1.	Percentage of households with access to refuse removal services	11459				100%

d. Major challenges in waste management services and remedial actions

- Shortage of resources- council will organise funds for purchasing a bulldozer, front end loader, 2 tipper trucks, weight bridge and employ drivers of the mentioned vehicles.
- Implementation of by laws- council should conduct community education and determine the fines.

- Council is considering replacing the two refuse trucks because they are too old, disrupt waste management programme and costly to maintain
- The incinerator is in an acceptable condition- repairs to the walls of the incinerator can improve the situation, funds will be sought to improve the situation
- Farm areas are still excluded from waste management and this will be rectified as soon as the funds are available

2.6 Housing and town planning

a. Housing and Town Planning Services Delivery Strategy and main role-players

Developmental Local Governance is defined as local government committed to working with citizens and groups within the community to find sustainable ways to meet their social, economic and material needs and improve the quality of their lives. The IDP process, Local Government Municipal Systems Act (Act 32 of 2000) and the Development Facilitation Act (Act 67 of 1995) allow for involvement of community based organisations, giving civil society more influence in the matters that affect their lives. Other organs of civil society such as NGO's, labour unions, employer organisations and business organisations play a prominent role.

The role of the municipality with regard to housing delivery is to ensure that:

- a) Inhabitants of its area of jurisdiction have access to adequate housing on a progressive basis;
- b) Services in respect of water, sanitation, electricity, roads, storm water drainage and transport are provided in a manner which is economically efficient;
- c) Identify and designate land for housing development
- d) Initiate plan, coordinate, facilitate, promote and enable appropriate housing development in its area of jurisdiction
- e) Provide bulk engineering services, and revenue generating services in so far as such services are not provided by specialist utility suppliers
- f) Plan and manage land use and development

The Municipalities' strategy to provide town planning and housing delivery services is to contract Town Planning Consultant and Housing Development Agencies to assist in determining needs and to provide and plan to meet those needs. The role players are the Council and its officials, Town Planners, Housing Development Agents such as private developers and the Department of Human Settlement.

Town Planning Consultants provides land and layout plans for new residential areas, whilst Development Agencies will provide services and housing for the low, middle and high income groups.

The civil society combines the financial, labour and other resources among the masses of our people to rebuild our communities and engage people in their own development through sustainable economic activity.

b. Level and Standards in Housing and Town Planning Services

The municipality renders high level and standard in housing, however the pace of housing provision is very slow, due to contradictions between service providers and the Department. The quality of housing has improved dramatically. The dilapidated sewer infrastructure limits housing development. There were backlog +6000 houses in Maletswai. A noticeable improvement in the control of informal settlement. Council requires additional land for middle to high income housing development.

c. Provision of Housing

The right to have access to adequate housing (Article 26) where adequate housing is defined in the RDP white paper of November 1994, in the following terms: "As a minimum, all housing must provide protection from weather, a durable structure, and reasonable living space and privacy. A house must include sanitary facilities, storm water drainage, a household energy supply, and convenient access to clean water. Moreover it must provide for secure tenure in a variety of forms. The Municipality as a coordinator and facilitator with the assistance of the Department of Human Settlements subscribes to the statement mentioned above as well as the National Norms and standards of 40 m² top structure.

The municipality provides housing to the low income group through RDP housing projects and other subsidized projects of the Department of Human Settlement in those areas for which layout plans have been specifically provided for. It may be a green fields project or an upgrading of housing in an existing residential area or even infill erven in existing residential areas. The municipality is the coordinator and the Department is the provider, funder and implementer.

Completed projects:

- 1218 houses in a Greenfield RDP project, Joe Gqabi.
- 858 houses in a Greenfield RDP project, Masakhane in Jamestown.
- 359 houses in a Greenfield RDP project, Jamestown.
- 89 houses in a Greenfield RDP project, Hilton in Aliwal North
- 100 houses informal Settlement Upgrading RDP project, Dukathole in Aliwal North
- 300 houses in a Greenfield RDP project, Dukathole

Current Projects:

- 743 houses in Aliwal North, RDP upgrading of informal Settlement and Greenfield combined, started September 2008.

The Municipality does not provide housing for the middle and higher income groups, but facilitates the provision of housing through the alienation of land planned and intended for housing those income groups to developers. The developers will provide in the different needs of their market segment. The following projects will commence within 2 years:

- 24 erven High income project, Arbor View. Iskofu Developers
 - 280 erven middle to high income project at Birds Eye View Iskofu Developers
-

Lastly the Municipality, with the assistance of the Department of Human Settlement, will provide housing for the low, middle and High income in a Breaking New grounds housing project which will accommodate all the socio- economic groups in a single residential area. The Department is presently assisting the Municipality to purchase the land required for the project. The Land to provide housing for the different types of projects is already identified in the spatial development framework plan of the Maletswai Municipality.

Council adheres to the levels and standards prescribed by the Department of Human Settlement for RDP housing projects for the low income group. The private sector's standards for housing levels and quality prevail in middle and high income groups. All housing provision projects for all income groups are monitored by National Home builders Regulatory Council inspectors, Municipalities building inspectors, Eastern Cape Department of Human Settlement Project Managers, Quality Coordinators and Building Inspectors.

Provision of Town Planning

The Municipality is responsible for the provision of housing and town planning services. The municipality contracts the services of Town Planning Consultants to provide layout plans for new residential areas and for other land use needs such as commercial, industrial institutional recreational and tourism.

The Municipality implemented a spatial development framework plan in 2007 and reviews the plan bi-annually to keep in line with changing circumstances. All town planning is done within the confines of the framework plan.

The Municipality also implemented a town planning scheme in 2001 through which effective land use is applied. The following applications were processed for land use changes were processed:

- Rezoning 31
- Sub-division 15
- Consent use 9
- Departures 51
- Removal of restrictive conditions 2
- Township establishments 3

c. Annual performance as per key performance indicators in housing and town planning services

No.	Indicator Name	Total no. of hh/customer expected to benefit	Estimated backlogs (Actual no.)	Target set for the f. year under review	No. of HH/customer reached	Percentage of achievement during the year
1.	Percentage of households living in informal settlements	562	3925	550		

2.	Percentage of informal settlements that have been provided with basic services	2497	3925	550		
3.	Percentage of households in formal housing that conforms to the minimum building standards for residential houses	7834	3925	550		

c. Major challenges in housing and town planning services and remedial actions

The major challenges in spatial planning services have all been met. Town Planning Consultants have been appointed; the spatial development framework plan is adopted by Council and has already been reviewed once. Remedial actions are done on a need as we go basis in between the biannual reviews.

2.7 Spatial planning

a. Provision of Town Planning

The Municipality is responsible for the provision of housing and town planning services. The municipality contracts the services of Town Planning Consultants to provide layout plans for new residential areas and for other land use needs such as commercial, industrial institutional recreational and tourism.

The Municipality implemented a spatial development framework plan in 2007 and reviews the plan bi-annually to keep in line with changing circumstances. All town planning is done within the confines of the framework plan.

The Municipality also implemented a town planning scheme in 2001 through which effective land use is applied. The following applications were processed for land use changes were processed:

- Rezoning 31
- Sub-division 15
- Consent use 9
- Departures 51
- Removal of restrictive conditions 2
- Township establishments 3
-

b. Major challenges in spatial planning services and remedial actions

- Shortage of municipal land for development.

1.7 Senior officials' wages and benefits (even if included in the financial statements);

Designation	Salaries	Allowances	Benefits	Bonus
Municipal Manager	879 232	18 000	-	-
Manager: Financial Services	672 506	10 620	-	-
Manager: Corporate Services	604 307	10 800	-	-
Manager: Community Services	294 496	5 714	-	-
Manager: Technical services	689 650	10 800	-	-

Chapter 3. Municipal Local Economic Development Framework

3.1 Brief presentation of LED Strategy/Plan:

LED PRIORITY AREAS	ROLE PLAYERS
Tourism Development	Product Owner Maletswai Tourism Joe Gqabi Tourism Maletswai LM Joe Gqabi DM DEDEA ECTB
Agriculture and Agro-Processing	Emerging Farmers Established Farmers NAFU Agri-EC Maletswai LM Joe Gqabi DM Department Agriculture
Skills Development and Training	Department of Higher Education Ikhala FET College SETA's SEDA ECDC DTI Local Businesses Farmers Maletswai LM Joe Gqabi DM
Investment Promotion	Local businesses Maletswai LM Joe Gqabi DM ECDC Local farmers
Development of Economic Infrastructure	Maletswai LM Joe Gqabi DM DEDEA CoGTA (Provincial & National) DoRT DME

3.2 Status on developing the LED Strategy:

The Maletswai Local Economic Development Strategy was completed in July 2009. The project of strategy development was cofounded by Thina Sinako and Department of Local Government through the Municipal systems grant funding.

3.3 Setting up a LED Unit:

The municipality assigned the LED function to its development agency, Mthombo Sediba Development Agency. This was done as an interim measure until the unit is functional. The approved organogram makes a provision for the establishment of a fully fledged unit but has not been populated by warm bodies. It is envisaged, though, that in the subsequent financial years a serious consideration will be given to the filling of the vacancies in the LED unit.

The LED unit has been located in the office of the Municipal Manager in terms of the organogram.

3.4 The availability of a LED expertise:

The limited expertise on LED in the municipality affects the ability of the municipality to deliver on this service. It is hoped that the capacity of the unit will be augmented once the vacant positions have been filled.

3.5 LED stakeholder forum functional (number of meetings held):

A LED stakeholders forum (LED Advisory Committee consisting of various community structures) was established in January 2008 to assist in the process of compiling the Maletswai LED Strategy. The committee met 5 times between January 2008 and June 2009.

3.6 Funding opportunities of LED activities:

The municipality received a R684 000 grant funding from the Thina Sinako Provincial LED Support Programme in order to develop a Maletswai LED Strategy and pilot Community Based Planning for LED.

The municipality through its development agency, Mthombo Sediba Development Agency, received a grant funding of R2.5-million from the EC Department of Economic Development and Environment Affairs (DEDEA), for undertaking Phase 2A & B of the Aliwal Spa Revitalisation Project.

3.7 Progress towards achieving the LED key objectives:

3.7.1 Spatial Development Framework/Land Use Management System:

The growth of the town is stymied by the lack of the bulk infrastructure for water and Sanitation. There are numerous development plans that are proposed for Aliwal North but are delayed due to infrastructural inadequacies.

3.7.2 Red tape reduction (turn-around time for licensing and other business related):

Maletswai Municipality is part of the SALGA P3 Project, which seeks to assist municipalities with a number of approaches related to Local Economic Development and Transparency. As part of the bigger programme, there a project on Red Tape Reduction and Business Retention and Expansion with an expressed aim to create a business friendly climate and transparency. The Red Tape Reduction Plan will be complete by end of this financial year.

3.7.3 Investment and Trading by-laws:

After facing numerous challenged with 'informers' traders, a Hawkers Trading By-Law was developed and gazetted and it is to be workshoped with hawkers for proper implementation. An Investment Policy/By-Law is yet to be developed.

3.7.4 Provision and maintenance of quality and reliable infrastructure: Roads; ITC; Market Places:

- The municipal area has tarred and gravelled internal roads in good and acceptable condition. The municipality provides quality maintenance and the infrastructure is reliable and contributes to easy use by the various economic sectors (e.g. transport providers, business, etc.) for economic benefit.
- The municipality with the assistance of the Department Sport, Recreation, Arts & Culture (EC DSRAC) has acquired computers and grant funding to improve access to information, technology and communication by the general public on library services. The municipality has undertaken to provide universal access of these services to for various others users for economic development, e.g. downloading tender documents, access to information on business operations, business registration, etc.

3.7.5 Disaster Management within the context of conducive environment for Economic Development (Policy/framework adoption and implementation):

None

3.7.6 Exploit Comparative and Competitive Advantage for Industrial Activities:

- Maletswai and Aliwal North in particular is a business and economic centre of the Joe Gqabi District Municipal area. 90% of industries located in the district area are found in Maletswai and the area is regarded as business conferencing area of choice for many users (district, provincial and national government departments; parastatals, etc.)
-

3.7.7 Intensify Enterprise support and business development

a. Types of business development services provided to SMME:

- Company Registration (CC's)
- Funding for company registration
- Advise on types of companies for registration
- Development of Business Plans
- Assessment of business plans
- Skills Development and Training opportunities
- Letters of support for funding opportunities
- Referrals for further assistance (ECDC, SEDA, etc.)
- Referrals for mentorship/linkages

b. Public and Private Partnerships established:

None.

c. Number of new formal SMME established within the municipality:

- Ilithalomzi B&B Project
- Rehab Masters
- Maletswai Hawkers Association
- Morena Agente
- Sakhisizwe General Construction
- Hola Nyamazana Hola Construction & Security Services
- Maletswai Waste & Recycling Project
- Number 1 Poultry Project
- Smany Trading
- Puvas General Trading
- Hot Springs Tourism & Travels
- Maletswai Communications
- Lathitha
- Sinethemba Maletswai Crafters
- Masimanyane Makhosikazi Butchery
- N6 Youth B&B
- Ekuphumleni B&B
- Silver Solutions

d. Number of new employment opportunities through EPWP and PPPs:

Expanded Public Works Programme:

The municipality has created 102 job opportunities for women, youth and men under the Cleaning Campaign Programme that subscribe to EPWP principles and focusing on waste management and beautifying the area. The project is still to continue for a number of years.

The EC Department of Economic Development and Environmental Affairs (DEDEA) funded the Aliwal Spa Revitalisation Project to a tune R2-5 million and the project employed 36 people for a period of 9 months. The project subscribed to EPWP principles.

3.8 Public Private Partnerships:

No PPP was created and no job opportunities were created through the PPP.

3.9 Support Social Investment Programme:

- The municipality is yet to develop a plan on supporting Social Investment Programme.

3.10 Annual performance as per key performance indicators in LED

No.	Indicator Name	Target set for the year	Achievement level during the year (absolute figure).	Achievement percentage during the year
1.	% of LED Budget spent on LED related activities.	100%	R2,5m	100%
2.	Number of LED stakeholder forum held.	4	4	100%
3.	% of SMME that have benefited from SMME support programme.	100%	18	95%
4.	Number of job opportunities created through EPWP.	141	141	100%
5.	Number of job opportunities created through PPP.	0	Not applicable	Not applicable

3.11 Challenges regarding LED strategy implementation:

CHALLENGES	REMEDIES
Implementation of the LED Strategy (funding for operational and programme activities)	A number of funding enquiries have been placed with various non-governmental donors' agencies, government departments and parastatals.
Limited human resources/capacity	The organogram for the LED Unit is in the process of development and internal re-organisation of the Office of the Municipal Manager and relocation of staff from the municipal development agency will assist.
Limited participation of the private sector in LED	The SALGA P3 Project has developed mechanisms for attracting participation by the private sector and once implemented after thorough consultation we are hopeful that the private sector will participate. Relations between the municipality and the private

	sector have improved; as a result there is indication of good working relations.
Land availability for future development	Municipality to sources funding to acquire land adjacent to new municipal development or purchase private land.
Low capacity of LED supporting infrastructure e.g. water, sanitation, etc.	Lobbying to have additional funding from the Joe Gqabi District Municipality to improve water and sanitation infrastructure.
Lack of LED understanding in the institution	Once the Strategic Planning and Economic Development Unit (SPEDU) has been operationalise, one of its main tasks is to create awareness or conduct workshops within the institution on what is local economic development.

Chapter 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

4.1 The Audited Financial Statements

The Annual Financial statements were submitted to the Auditor General within the timeframes set out in the Municipal Finance Management Act, Act 53 of 2004. Subsequently, the audit was undertaken and completed by November 2010 and the draft audit report was presented to the management during the same month.

The audit report has been attached for ease of reference.

4.2 Budget to Actual Comparison

The actual expenditure was R79, 882, 807 compare to the budget of R86, 067, 559. The variance, between actual and budget, amounted to R6, 201, 619. Council introduced GRAP accounting in the 2009/2010 whereas the budget was compiled according to IMFO standards. The accounting recognition is not the same

The actual revenue was R89, 822, 807 compare to the budget of R106, 516, 950. The variance, between actual and budget, amounted to R16, 694, 143.

Council introduced GRAP accounting in the 2009/2010 whereas the budget was compiled according to IMFO standards. The accounting recognition is not the same

4.3 Grants and transfers' spending

Grant Details			Amount Received and Spent each Quarter										
		R,000	4 th Quarter		1 st Quarter		2 nd Quarter		3 rd Quarter		Total		
			R,000		R,000		R,000		R,000		R,000		
Project Name	Donor Name	BF Amount	Rec.	Spent	Rec.	Spent	Rec.	Spent	Rec.	Spent	Spent	Rec.	Spent
INEG	DME	R5,357			R3,000	R0,502		R9,129				R3,000	R9.631
MIG	MIG	R0,000			R2,702	R1,528	R4,647	R2,301		R0,425	R3,207	R7,349	R7,681
FMG	FMG	R0,805		R0,245	R1,000	R0,285		R0,177		R0,087	R1,217	R1,000	R1,766
MSIG	MSIG	R0,200			R0,500						R0,700	R0,500	R0,700

4.4 Meeting of Donors' Requirements in respect of Conditional Grants

All the conditions of the MIG were met and all funds were spent on approved projects.

A contract was awarded on DME funding. It however included transformers that were imported from France, which were installed in October 2009.

Contracts were awarded on FMG funding for the installation of a new financial system (SEBATA) and conversion from IMFO to GRAP of the Ledger, budget, financial statements and the assets register.

A contract was awarded for conversion from IMFO to GRAP of the Ledger, budget, financial statements and the assets register and finding from MSIG was added to the FMG to complete this project.

4.5 Long Term Contracts entered into by the Municipality

Council did not enter into any long term contracts during the 2009/10 financial year

4.6 Annual Performance as per Key Performance Indicators in Financial Viability

No.	Indicator Name	Target set for the year R(000)	Achievement Level during the year R(000)	Achievement Percentage during the year
1.	Percentage of expenditure on capital budget	R16,838,837	R20,449,391	82,34%
2.	Salary budget as a percentage of the total operational budget	R29,642,191	R32,245,695	36.06%
3.	Total actual trade creditors as a percentage of total actual revenue	R7,789,567	R7 799 878	9%
4.	Total municipal own revenue as a percentage of the total actual budget	R60,007,460	R50,929,524	84,87%
5.	Rate of municipal consumer debt reduction	R5,977,743	+R1,632,755	-27%
6.	Percentage of MIG budget appropriately spent	R7,349,000	R7,349,000	100%

No.	Indicator Name	Target set for the year R(000)	Achievement Level during the year R(000)	Achievement Percentage during the year
7.	Percentage of MSIG budget appropriately spent	R700,000	R700,000	100%

4.7 The Audit committee functionality

The audit committee is operational and holds its meeting regularly as prescribed by the MFMA and by the agreement entered into with the municipality. Its minutes and reports are submitted to the Council from time to time. The audit committee was constituted by 4 members, all of whom are not employees of the Council.

The recommendations of the audit committee on leave administration and bank reconciliations and other matters were carried out by the management and reported on at subsequent meetings.

The audit committee performed the following functions among others:

- Approval of the audit charter of the internal audit unit, which is outsourced to Price Waterhouse Coopers;
- Recommended the appointment of the internal audit unit;
- Approved and monitored the implementation of the internal audit plan ;
- Approval of the completed internal audit projects, which were
 - GRAP conversion
 - Performance management
 - Supply chain management
 - Leave and payroll

4.8 Anti corruption strategy

The council, at its meeting of December 2008 adopted anti-fraud and corruption strategy and policy as but one way of strengthening fight against these twin social ills. The roll out plan was entailed in the strategy itself.

As a build up to its adoption and a way of raising employees' awareness about the existence of such policies, a workshop was held comprising municipal officials and employees. The strategy and policy are being implemented.

Chapter 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

5.1 Overview of the Executive and Council functions and achievements;

Maletswai local municipality is a category B municipality with a plenary system as established by Section 12 Notice as promulgated by the Department of Housing, Local Government and Traditional affairs in the Eastern Cape. This municipality comprises the erstwhile Aliwal North and Jamestown Transitional Local Councils as well as the Transitional Representative council.

The Council consists of 12 Councilors of which the composition is as follows:

- 10 African National Congress Councilors
- 2 Democratic Alliance Councilor

The Mayor/ Speaker is Mr Z.E. Pungwani. The following councilors are the Chairpersons of Standing Committees: *{insert photos}*

Cllr N Mathetha : Corporate Services
Cllr M Mokhoabane : Technical Services
Cllr N.B.Mokhantso : Financial Services
Cllr Z Betana : Community Services

The Committees of council are constituted as follows:

Corporate Services Committee

1. Cllr. N.S. Mathetha - Chairperson
2. Cllr. M.W. Mokhoabane
3. Cllr. P. Williams
4. Cllr. Z. Betana
5. Cllr. G. Swart

Community Services Committee

1. Cllr. Z. Betana - Chairperson
2. Cllr. N. Ngubo
3. Cllr. E. Mbana
4. Cllr. M. Mtshingana
5. Cllr. N.S. Mathetha

Financial Services Committee

1. Cllr. E. Mbana - Chairperson
 2. Cllr. N. Ngubo
 3. Cllr. T. Gaba-Schoeman
 4. Cllr. F. Loest
 5. Cllr. G Swart
-

Technical Services Committee

1. Cllr. M.W. Mokhoabane - Chairperson
2. Cllr. T. Gaba-Schoeman
3. Cllr. P Williams
4. Cllr. N.S Mathetha
5. Cllr. DG Fourie

5.2 SUCCESSES OF THE COUNCIL

Some of the successes registered by the council during the period under review were the following:

- Adoption of the draft and final budgets within the prescribed time frames;
- Adoption of the Integrated Development Plan in line with legislative prescripts;
- Review of the Human Resource budget related policies especially the property rates policy;
- Adoption of the Annual report and oversight report;
- Promulgation of the by-laws

The main function of the standing committees is to consider matters relevant to their departments and make recommendations to council with regards to the same. Standing committees also exercise oversight role over the performance of their departments.

5.2 Public participation and consultation;

As part of enabling the community an opportunity to participate in the decision making processes of the municipality numerous mechanisms were employed. 24 public participation meetings were held with communities in the 6 wards that constitute the municipality. These meetings were preceded by meetings with ward committees. After each session of imbizo, an action plan is drawn up for all the matters raised by the members of the community. The implementation of the plan is then monitored by the Mayor and Chairpersons of standing committees and on a quarterly basis a report is presented to the Council. At subsequent meetings with communities a feedback on the progress made in addressing the actions is presented.

Members of the ward committee attend the council meetings. They are also furnished with the agenda of the Council to enable them to prepare themselves for the council meetings.

Public hearings were held in each ward in preparation for the general valuation of the property. These were attended by the municipal councillors, officials and the municipal valuer. The purpose was to explain the entire process of property valuation and its implication to them. It must however be pointed out that attendance to these meetings was not impressive in some wards.

Further to the above measures, the municipality developed a website and newsletter as platforms of information dissemination and engagement with the members of the community. We have received

quite valuable comments and recommendations via e-mail especially from those who reside out of the municipality.

At the municipal offices, both in Jamestown and Aliwal North, there are suggestion/complaints boxes placed at designated locations which are clearly visible to the members of the public for them to be able to utilize them effectively. There is a municipal official designated to open the boxes weekly and channel the comments/complaints to the relevant departments for a response.

The ward committees were established during the 2006/07 financial year and have been functional since then. During the year under review 49 ward committee meetings were held across the municipal wards as follows:

Ward number	Number of meetings held
1 (Jamestown)	8
2 (Joe Gqabi and town)	6
3 (Dukathole)	9
4 (Hilton, soul city, part of Dukathole)	9
5 (Dukathole)	9
6 (Dukathole)	8

5.3 Ward committees' establishment and functionality

There is an official appointed to take minutes at these meetings and they are filed for future reference and 49 Ward committee meetings were held during the year under review.

The minutes are kept together with the attendance registers, which are in turn used to process the payment of the sitting allowance for the ward committees.

Almost every Sunday morning, there are community meetings between the ward councilor, ward committee and community to address a wide range of issues affecting them.

The increase in the sitting allowance from R100 to R800 during the year under review stimulated the impetus of the functioning and activism of the ward committees.

5.4 Community Development workers performance monitoring

The working relations with the Community Development Workers were not that structured during the year under review but 12 meetings were held between our communications unit and the CDWs.

The participation of the CDWs in municipal activities especially the Imbizos or outreach programmes preparing for the adoption of the IDP and Budget was quite notable. There is however a need to delineate their responsibilities with regards to these matters.

5.5 Communication strategy

A communications unit was established comprising a Senior communications Officer and clerk. Part of their responsibility is to ensure that the local communications forum is operational. Indeed, the local communications forum was established and held two meetings. They are also members of the District communications forum, chaired by the District municipality.

During the year under review 4 volumes of the internal newsletter, Umthombo , were produced and distributed; and 3 volumes of Ulwazi, the external newsletter, were produced and distributed.

Regarding the communications strategy, a decision was taken by the District forum that a district communication strategy will be developed for all local municipalities in the District. The municipalities were expected to model theirs against that of the District to ensure synergy and consistency between the local and District municipality. As a consequence of this, there was a delay in adoption of the municipal communication strategy. The communication strategy was only adopted at the Council meeting held in September 2009.

5.7 Intergovernmental Relations

Although the IGR framework was not developed, the working relations between the Departments and municipality were always cordial. Whilst some Departments attended the IDP Representative forum, others did not. Some of those who attended were represented by staff members who lacked the requisite authority to take decisions on behalf of their Departments. This is an area that requires much attention.

5.8 Legal matters

5.8.1 Setting up of Legal Units

The municipality has no internal legal capacity as a result the legal services were outsourced to local firms of attorneys which are: Douglas and Botha; Horn and Kumm. There is no structured arrangement with these attorneys in the form of Service level agreements or contracts with them as their services are enlisted as and when circumstances so demand.

Lovius Block attorneys were utilised for a Labour Court case between the municipality and a former employee of council.

5.8.2 Management of litigation

Case Load Management with specific reference to:

Favourable cases

Case Name	Recovery (yes/No)	Reasons for non recovery
None	Not applicable	Not applicable

Unfavourable cases

Case name	Compliance with judgement (yes/No)	Reasons for non compliance with judgement
Maletswai municipality vs Mzana	Yes	Not applicable

Case age analysis,

Case name	Nature of the case	Date of commencement	Cases of 2 years or below	Cases beyond 2 years	Reasons for extensive duration
State vs De Goede	Criminal	Not yet known			This case has not yet been heard before court due to the evidence still being collected.

Default judgements

Case name	Reasons for default judgement
None	Not applicable

1.Prevention mechanisms of current litigations

The municipality has developed a risk action plan in terms of which risks inherent in the business of the municipality are identified and ranked according to their likelihood and impact. The action plan are closely monitored by the risk action committee comprising top management and other key municipal officials

2. Criminal matters emanating from corruption and fraud

The case between the Municipality/ State and De Goede is a case in point- it relates to the alleged siphoning of councils' funds by an employee who worked at the traffic Department.

5.8.3 Management of Legal Risks

The municipality, through its council, adopted risk management policy in 2006/07 financial year and it is being implemented. The policy makes provision for the development of a risk profile of the municipality and an action plan to mitigate the effect thereof. Legal risks have been no exception to this exercise as they form an important component of the risk assessment process carried out by the municipality.

FUNCTIONAL AREA SERVICE DELIVERY REPORTING

1. General information (Population Statistics)

MALETSWAI LOCAL MUNICIPALITY GENERAL INFORMATION

Reporting Level	Detail	Total	
Overview:	<p>The Maletswai Municipality, comprised of Aliwal North and Jamestown, is situated on the N6 between Bloemfontein and Queenstown. It serves as a commercial centre for the North Eastern Cape area and towns forming part of the Southern Free State. On the north is the Free State; to the west is the North Cape Province with Lesotho to the East.</p> <p>As a town on the N6 artery, it is a gateway into and out of the Eastern Cape. Aliwal North is the major town of the municipality and an economic hub of the Joe Gqabi District.</p> <p>Maletswai local municipality is a category B municipality with a plenary system as established by Section 12 Notice as promulgated by the Department of Housing, Local Government and Traditional affairs in the Eastern Cape. This municipality comprises the former Aliwal North and Jamestown Transitional Local Councils as well as the Transitional Representative council.</p>		
Information:	<i>Statistical information</i>		
1.	Geography: Geographical area in square kilometers Note: Indicate source of information	<i><total></i>	
2.	Demography: Total population Source : Stats SA Community Survey, 2007	42 846	
3.	Indigent Population Note: Indicate source of information and define basis of indigent policy including definition of indigent	5439	
4.	Total number of voters	18 436	

2. Planning and Development function's performance

Function:	Planning and Development		
Sub Function:	Economic Development		
Reporting Level	Detail	Total	
Overview:	Economic development in Maletswai is driven by the following key economic sectors: government services, finance and business services, manufacturing, construction, tourism and agricultural services.		
Description of the Activity:	<p>Municipal Service Delivery (provision of quality & adequate municipal services that support local economic development) is about providing water and sanitation, electricity, roads infrastructure, primary health care, library service, etc.</p> <p>Provincial/National Government: Provision of important services such as ID/Passport, ITC, Tender Information, safety and security, infrastructure planning and development, land for agricultural needs, agricultural services, social security, health services, community development etc.</p> <p>Business Sectors provides opportunities for trade (trade sector includes activities related to wholesale and commission trade, retail trade and sale, maintenance and repair of motor vehicles) and services (banking, insurance, real estate, technical, travel, hospitality, etc.)</p> <p>Manufacturing sector includes activities related to the manufacturing of food products, beverages, textiles, clothing and leather goods, footwear, wood, refined petroleum, cement products, metals and machinery.</p> <p>Agricultural sector includes all activities related to growing of crops, gardening and horticulture, farming with animals, agricultural husbandry services, hunting, trapping and game propagation, forestry and logging, fishing and operation of fish hatcheries.</p> <p>Construction sector includes activities related to site preparation, construction of buildings, building</p>		

	<p>installations, building completion and the renting of construction equipment.</p> <p>Tourism (It should be noted that the tourism sector is not classified as a sector to the Standard Industrial Classification, however it is a significant economic sector in Maletswai) sector includes activities related to accommodation, hospitality, adventure activities, redevelopment of the Aliwal Spa, etc.):</p>		
	<p>The municipality has a mandate to: Maletswai Municipality's LED unit provides the following functions:</p> <ul style="list-style-type: none"> ➤ Facilitate skill training ➤ Business Advice ➤ Business Plan Development ➤ Business Registration ➤ Business Linkage ➤ Municipal Land acquisition ➤ Facilitate project/business financing by DFI's ➤ Create platform for networking ➤ Facilitate learning encounters <p>In many instances the LED Unit depends on government entities (SEDA, ECDC, etc), district municipality, provincial and national government to initiate or finance these activities in order for them to take place. We have limited financial capacity in undertaking these functions, and our role would be to make logistical arrangement and other administrative matters.</p>		
	<p>The strategic objectives of this function are to: In order to achieve the long-term economic vision for Maletswai "(Maletswai will have a vibrant and sustainable economy by effectively using available resources and promoting investment opportunities and skills development, thereby reducing unemployment and poverty levels within communities)" the following strategic objectives of the function must be met:</p> <ul style="list-style-type: none"> ➤ Skills Development and Training ➤ Investment Promotion ➤ Tourism Development 		

	<ul style="list-style-type: none"> ➤ Agriculture and Agro-Processing Development ➤ Development of Economic Infrastructure 		
	<p>The key issues for 2009/10 are:</p> <ul style="list-style-type: none"> • Completion of phase 2 of the revitalization of the Aliwal Spa; • Determination of the future of the Mthombo Sediba Development Agency; • Contribute in the efforts to establish District Development Agency 		
Analysis of the Function:	Statistical information		
1.	Number and cost to employer of all economic development personnel:		<i>R (000s)</i>
	- Professional (Directors / Managers)	1	
	- Non-professional (Clerical / Administrative)	1	37 000
	- Temporary	0	
	- Contract	2	80 000
2.	Note: total number to be calculated on full-time equivalent (FTE) basis, total cost to include total salary package		
3.	Detail and cost of incentives for business investment:		<i>R (000s)</i>
	<i>None</i>		0
4.	Note: list incentives by project, with total actual cost to municipality for year		
	Detail and cost of other urban renewal strategies:		<i>R (000s)</i>
	<i>None</i>		
5.	Note: list strategies by project, with total actual cost to municipality for year		
	Detail and cost of other rural development strategies:		<i>R (000s)</i>
	<i>Not applicable</i>		0
6.	Note: list strategies by project, with total actual cost to municipality for year		
7.	Number of people employed through job creation schemes:		
	- Short-term employment	36	
	- Long-term employment	<i>none</i>	
	Note: total number to be calculated on full-time equivalent (FTE) basis, and should only be based on direct employment as a result of municipal initiatives		
	Number and cost to employer of all Building Inspectors employed:		<i>R (000s)</i>
	- Number of Building Inspectors	2	
	- Temporary	0	
	- Contract	0	

	Note: total number to be calculated on a full-time equivalent (FTE) basis, total cost to include total salary package		
	Details of building plans:		
	- Number of building plans approved	87	
	- Value of building plans approved		
Reporting Level	Detail	Total	
	Note: Figures should be aggregated over year to include building plan approvals only		
8.	Type and number of grants and subsidies received:		R (000s)
	<ul style="list-style-type: none"> • <i>Conditional grant for the revitalization of the Aliwal Spa</i> 	1	R2,5m
	Note: total value of specific planning and development grants actually received during year to be recorded over the five quarters - Apr to Jun last year, Jul to Sep, Oct to Dec, Jan to Mar, Apr to Jun this year.		

a. Community and social services function's performance

Function:	Community and Social Services
Sub Function:	All inclusive

Reporting Level	Detail	Total	
Overview:	The community services department consists of eight sections which are basic service delivery oriented. The municipality won two awards during the financial year, these were the Govan Mbeki award and the provincial Greenest municipal competition		
Description of the Activity:	<p>The function of provision of various community and social services within the municipality is administered as follows and includes:</p> <ol style="list-style-type: none"> 1. Waste management: This function includes solid waste and involves refuse collection from households, schools, public places and businesses. It further includes waste minimisation, 2. Housing: The function includes beneficiary identification, administration of identified beneficiaries and beneficiary education 3. Land Administration: This function includes spatial planning 4. Public Amenities/Parks and open spaces 5. Libraries 6. Primary Health 7. Traffic 8. Aliwal Spa Resort 		

	<p>These services extend to include <function/area>, but do not take account of: <i>medical and industrial waste in hospitals and industries. The provision of housing, schools and crèches respectively</i> which resides within the jurisdiction of <national/provincial/other private sector> government. The municipality has a mandate to: Facilitate the provision housing to local communities in a sustainable manner.</p> <p>The strategic objectives of this function are to: Facilitate the provision of basic housing in a sustainable manner.</p> <p>The key issues for 2010/11 are: Completion of 743 housing project Approval of the development of 550 infill sites by DEDEA</p>		
Analysis of the Function:	<Provide statistical information on (as a minimum):>		
1	<p>Nature and extent of facilities provided:</p> <ul style="list-style-type: none"> - Library services - Museums and art galleries - Other community halls/facilities - Cemeteries and crematoriums - Child care (including crèches etc) - Aged care (including aged homes, home help) - Schools - Sporting facilities (specify) - Parks <p>Note: the facilities figure should agree with the assets register</p>	<p><i>no of facilities:</i></p> <p>2 2 8 8 30 2 17 3 3</p>	<p><i>no of users:</i></p> <p>1200 250 35 000 35 000 15 00 189 15000 4500 7000</p>
2	<p>Number and cost to employer of all personnel associated with each community services function:</p> <ul style="list-style-type: none"> - Library services - Museums and art galleries - Other community halls/facilities - Cemeteries and crematoriums - Child care - Aged care - Schools - Sporting facilities - Parks <p>Note: total number to be calculated on full-time equivalent (FTE) basis, total cost to include total salary package</p>	<p>4 2 26 0 0 0 0 25</p>	<p>R(000s)</p> <p>R473 860 0 R1 539144 0 0 0 0 R1 528 680 0</p>
6	Total operating cost of community and social services function		R3540684

5. Housing function's performance

Function:	Housing
Sub Function:	N/A

Reporting Level	Detail	Total	
Overview:	Includes all activities associated with provision of housing		
Description of the Activity:	<p>The function of provision of housing within the municipality is administered as follows and includes:</p> <ul style="list-style-type: none"> • <i>Beneficiary identification</i> • <i>Lodging of subsidy applications for beneficiaries applications</i> • <i>Communicating the HSS status to applicants</i> • <i>Act as a link to between the dept and the beneficiaries</i> <p>These services extend to include, facilitation of registration and transfer of properties to beneficiaries but do not take account of construction which resides within the jurisdiction of the provincial government. The municipality has a mandate to: Facilitate the provision of sustainable human settlements</p> <p>The strategic objectives of this function are to: Provide an equitable access to sustainable human settlements Reinstate human dignity to the dispossessed</p> <p>The key issues for 2009/10 are:</p> <ul style="list-style-type: none"> • Completion of the Aliwal 743 housing project • Rectification of the Dukathole 197 • Processing the development of the 550 infill sites • 		
Analysis of the Function:			
1.	<p>Number and cost of all personnel associated with provision of municipal housing:</p> <ul style="list-style-type: none"> - Professional (Architects/Consultants) - Field (Supervisors/Foremen) 	0 0	R 0 0

	- Office (Clerical/Administration)	4	R1494031
	- Non-professional (blue collar, outside workforce)	0	0
	- Temporary	0	0
	- Contract	0	0
	Note: total number to be calculated on full-time equivalent (FTE) basis, total cost to include total salary package. Professional includes project design, Field includes all tradespersons.	4	R 1494 031
2.	Number and total value of housing projects planned and current:	1198	R34742000
	- Current (financial year after year reported on)	648	R19000 000
	- Planned (future years)	550	R20900 000
	Note: provide total project and project value as per initial or revised budget	1198	39 900 000
3.	Total type, number and value of housing provided:	1198	R 39 900
	Note: total number and total value of housing provided during financial year		
4.	Total number and value of rent received from municipal owned rental units	27	R46 000
	<i>Number of units handed over to residents</i>	29	R1566000
5.	Estimated backlog in number of (and costs to build) housing:		
	<1	6260	R0. 00
	Note: total number should appear in IDP, and cost in future budgeted capital housing programmes		
6.	Type of habitat breakdown:		
	- number of people living in a house or brick structure	46 000	
	- number of people living in a traditional dwelling	150	
	- number of people living in a flat in a block of flats	3170	
	- number of people living in a town/cluster/semi-detached group dwelling	150	
	- number of people living in an informal dwelling or shack	1170	
	- number of people living in a room/flat let	6000	

Waste Management function's Performance

Function:	Waste Management
Sub Function:	Solid Waste

Reporting Level	Detail	Total	
Overview:	Includes refuse removal, solid waste disposal and landfill, street cleaning and facilitation of recycling		
Description of the Activity:	<p>The refuse collection functions of the municipality are administered as follows and include:</p> <p><i>Removal of domestic and garden refuse once a week and daily from businesses. Removal of illegal dumping and management of the landfill site</i></p> <p>These services extend to include <i>industrial waste</i>, but do not take account of <i>medical waste</i> which resides within the jurisdiction of <i>provincial</i> government. The municipality has a mandate to: To take responsibility for waste once it leaves the household</p> <p>The strategic objectives of this function are to:</p> <p><i>Reduce, recycle and dispose waste in an environmentally and ecologically friendly manner</i></p> <p>The key issues for 2009/10 are:</p> <ul style="list-style-type: none"> • Acquisition of Jamestown landfill site permit • Training of peace officers • Partner with Buyisa iBag to facilitate • Conduct public education on bylaws 	10950	Could not be quantified because of absence of measuring instrument
			1
1.	<p>Number and cost to employer of all personnel associated with refuse removal:</p> <ul style="list-style-type: none"> - Professional (Engineers/Consultants) - Field (Supervisors/Foremen) - Office (Clerical/Administration) - Non-professional (blue collar, outside workforce) - Temporary - Contract <p>Note: total number to be calculated on full-time equivalent (FTE) basis, total cost to include total salary package</p>	<p>0</p> <p>0</p> <p>1</p> <p>26</p> <p>89</p> <p>90</p>	<p>R (000s)</p> <p>0</p> <p>0</p> <p>R181749</p> <p>R2919141</p> <p>R1458035</p> <p>R3558925</p>

2.	Number of households receiving regular refuse removal services, and frequency and cost of service: - Removed by municipality at least once a week - Removed by municipality less often - Communal refuse dump used - Own refuse dump - No rubbish disposal Note: if other intervals of services are available, please provide details	9529 0 0 0	R (000s) R3 000000 0
3.	Total and projected tonnage of all refuse disposed: - Domestic/Commercial - Garden Note: provide total tonnage for current and future years activity	10950	12000
4.	Total number, capacity and life expectancy of refuse disposal sites: - Domestic/Commercial and garden(number)	219000	20years
Reporting Level	Detail	Total	
5.	Anticipated expansion of refuse removal service: - Domestic/Commercial - Garden Note: provide total number of households anticipated to benefit and total additional operating cost per year to the municipality	12 000 12 000	R (000s) R3000000 R30000
6.	Free Basic Service Provision: - Quantity - Quantum (value to each household)	5060 43	R217580
7.	Total operating cost of solid waste management function		R

6. Waste Water Management

Function:	Waste Water Management
Sub Function:	Sewerage etc

Reporting Level	Detail	Total	Cost
Overview:	Includes provision of sewerage services not including infrastructure and water purification, also includes toilet facilities		
Description of the Activity:	<p>The sewerage functions of the municipality are administered as follows and include:</p> <p><i>Maletswai Municipality as WSP is to ensure that every formal house has an approved and proper sewer connection. Maintenance of pump station and water treatment plant. Maintenance of sewer pumps and electrical motors, construction of sewer manholes and sewer pipe repairs and replacements where necessary. Ensure sewer spillages are unblocked from time to time.</i></p> <p>The municipality has a mandate to:</p> <ul style="list-style-type: none"> • Maintain infrastructure for sewerage • Maintain public toilets <p><i>Continuously treat sewer. Unblock sewer blockages that pose health hazards to the community are immediately.</i></p> <p>The strategic objectives of this function are to:</p> <p><i>Is to provide basic sanitation to all Maletswai Community members.</i></p> <p>The key issues for 2009/10 are:</p> <ul style="list-style-type: none"> • <i>That all residents should have access to basic sanitation services.</i> • <i>Proactive maintenance of infrastructure to avoid blockages and spillages</i> 		
Analysis of the Function:	<p><i>Statistical information</i></p> <p>1. Number and cost to employer of all personnel associated with sewerage functions:</p> <ul style="list-style-type: none"> - Professional (Engineers/Consultants) - Field (Supervisors/Foremen) - Office (Clerical/Administration) - Non-professional (blue collar, outside workforce) 	14	R (1,155,866.00)

2.	Number of households with sewerage services, and type and cost of service: - Flush toilet (connected to sewerage system) - Flush toilet (with septic tank) - Chemical toilet - Pit latrine with ventilation - Pit latrine without ventilation - Bucket latrine - No toilet provision Note: if other types of services are available, please provide details	7384 1888 <total> 858 <total> <total> <total>	R4,731,667.00 R1,209,830.00 <cost> R817,000.00 <cost> <cost> <cost>
3.	Anticipated expansion of sewerage: - Flush/chemical toilet - Pit latrine - Bucket latrine - No toilet provision Note: provide total number of households anticipated to benefit and total additional operating cost per year to the municipality	<total> <total> <total> <total>	R (000s) <cost> <cost> <cost> <cost>
4.	Free Basic Service Provision: - Quantity (number of households affected) - Quantum (value to each household)	4689	3,004,711.00
Reporting Level	Detail	Total	R 5,482,144
	Note: Provide details of how many households receive the FBS provision, and the average value it means per household. Describe in detail the level of Free Basic Services provided.		
5	Total operating cost of sewerage function		R (000s)

7. Road maintenance's function's performance

Function:	Road Transport
Sub Function:	Roads

Reporting Level	Detail	Total	Cost
Overview:	Construction and maintenance of roads within the municipality's jurisdiction		
Description of the Activity:	The road maintenance and construction responsibilities of the municipality are administered as follows and include: <i>The roads programme and construction is championed by the technical services department and</i>		

	<p><i>roads division within technical services department which is headed by assistant manager technical services with dedicated supervisor for the division.</i></p> <p>These services extend to include <function/area>, but do not take account of <function/area> which resides within the jurisdiction of <national/provincial/other private sector> government. The municipality has a mandate to:</p> <p><i>Provide the basic road services to all residents of Maletswai Municipality. Maintain the standard of roads in to at least passable conditions, by ensuring that potholes are regularly patched. The roads inspection is done to regularly by various technical services employees as they are working doing their various inspections. On gravel roads our key function is to ensure that roads are regularly gravelled and graded especially after rainfalls. The roads maintenance programme is being adhered to</i></p> <p>The strategic objectives of this function are to:</p> <p><i>To ensure effective coordination of local transport forum. And facilitate information flow from local transport forum to District Forum. To upgrade and maintain roads in Maletswai Municipality</i></p> <p>The key issues for 2009/10 are:</p> <p><i>Tarring of strategic routes, and re-gravelling of streets.</i></p>		
<p>Analysis of the Function:</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p><i>Statistical information</i></p> <p>Number and cost to employer of all personnel associated with road maintenance and construction:</p> <ul style="list-style-type: none"> - Professional (Engineers/Consultants) - Field (Supervisors/Foremen) - Office (Clerical/Administration) - Non-professional (blue collar, outside workforce) - Temporary - Contract <p>Note: total number to be calculated on full-time equivalent (FTE) basis, total cost to include total salary package</p> <p>Total number, kilometres and total value of road projects planned and current:</p> <ul style="list-style-type: none"> - New paving (number) <p>Note: if other types of road projects, please provide details</p> <p>Total kilometres and maintenance cost associated with existing roads provided</p>	<p><i>R 2,122,399.00</i></p> <p><total> 1 <total> 20 10</p> <p>26.9km 1.9km</p>	<p><i><cost> R131,434,00 <cost> 1,840,965.00 150,000.00</i></p> <p><i>R 8,750,879 R5,124,000</i></p> <p><i>R (000s)</i></p>

4.	- Tar	2.5km	R572,524.00
	- Gravel		
	Note: if other types of road provided, please provide details		
	Estimated backlog in number of roads, showing kilometres and capital cost	147,420km	R169,549,875.00
	- Tar	39.510 km	R111,121,875.00
	- Gravel	107,910km	R58,428,000.00
Reporting Level	Detail	Total	Cost
5.	Note: total number should appear in IDP, and cost in future budgeted road construction programme		
	Type and number of grants and subsidies received:		R (000s)
	<i>MIG grants</i>	3,3km	10,148,000
	Note: total value of specific road grants actually received during year to be recorded over the five quarters - Apr to Jun this year, Jul to Sep, Oct to Dec, Jan to Mar, Apr to Jun this year.		
6.	Total operating cost of road construction and maintenance function		R 3,626,879.00

8. Water Distribution Function's Performance

Function:	Water
Sub Function:	Water Distribution

Reporting Level	Detail	Total	Cost
Overview:	Includes the bulk purchase and distribution of water		
Description of the Activity:	<p>The water purchase and distribution functions of the municipality are administered as follows and include:</p> <p>The key functions of Maletswai Municipality are to abstract raw water from Orange River, and treat raw water before distribution (full water purification process is being adhered to). When the potable water quality is satisfactory is then distributed to the consumers for consumption. The distribution of potable water is the complex exercise on its own whereby the Maletswai Municipality has 24 hours shift workers responsible for the distribution.</p> <p>These services extend to include <i><function/area></i>, but do not take account of <i><function/area></i> which sits within the jurisdiction of <i><national/provincial/other private sector></i> government. The municipality has a mandate to:</p> <p><i>Provide basic service to the community.(Potable water)</i></p> <p>The strategic objectives of this function are to:</p> <p>To facilitate household access to at least basic level of water supply by 2010. To facilitate provision of free basic water supply to the poor in 2010</p> <p>The key issues for 2009/10 are:</p> <p><i>Provided water to all formal settlements</i></p>		
1.	<p><i>Statistical information</i></p> <p>Number and cost to employer of all personnel associated with the water distribution function:</p> <ul style="list-style-type: none"> - Professional (Engineers/Consultants) - Field (Supervisors/Foremen) - Office (Clerical/Administration) - Non-professional (blue collar, outside workforce) - Temporary 	<p>1</p> <p>1</p> <p><total></p> <p>30</p> <p><total></p>	<p>R3,204,604</p> <p>399,984.00</p> <p>340,271.00</p> <p><cost></p> <p>2,464,349</p> <p><cost></p>

	- Contract Note: total number to be calculated on full-time equivalent (FTE) basis, total cost to include total salary package.	<total>	<cost>																
2.	Percentage of total water usage per month <i>Water usage table from July 2009 to June 2010</i>	<volume>	<volume>																
	<table border="1"> <thead> <tr> <th>Units Billed</th> <th>Free Basic</th> <th>Units paid</th> <th>Losses</th> </tr> </thead> <tbody> <tr> <td>11 961 659.2</td> <td>2 153 196.7</td> <td>8 858 059.8</td> <td>950 402.5</td> </tr> <tr> <td>6</td> <td>9</td> <td>8</td> <td>9</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Units Billed	Free Basic	Units paid	Losses	11 961 659.2	2 153 196.7	8 858 059.8	950 402.5	6	9	8	9						
Units Billed	Free Basic	Units paid	Losses																
11 961 659.2	2 153 196.7	8 858 059.8	950 402.5																
6	9	8	9																
	Note: this will therefore highlight percentage of total water stock used per month																		
3.	Total volume and cost of bulk water purchases in kilolitres and rand, by category of consumer		R (000s)																
4.	Total volume and receipts for bulk water sales in kilolitres and rand, by category of consumer:		R (000s)																
5	Total year-to-date water losses in kilolitres and rand	950,402.59	625,364.90																
	Reporting Level	Total	Cost																
	Detail																		
6.	Number of households with water service, and type and cost of service:		R (000s)																
	- Piped water inside dwelling	11600	40,020,000																
	- Piped water inside yard	367	1,266,150																
	- Piped water on community stand: distance < 200m from dwelling	125	431,250																
	- Piped water on community stand: distance > 200m from dwelling	0	<cost>																
	- Borehole	1996	R 6,886,200																
	- Spring	<total>	<cost>																
	- Rain-water tank	<total>	<cost>																
	Note: if other types of services are available, please provide details																		
7.	Number and cost of new connections:		R (000s)																
	720 RDP water connections were done in Area 13 predominantly funded by department of human settlement. 38 water connections were non indigent.	758	2,615,100																
8.	Number and cost of disconnections and reconnections:		R (000s)																
	<detail total>	<number>	<cost>																
9.	Number and total value of water projects planned and current:		R (000s)																
	- Current (financial year after year reported on)	<total>	<cost>																
	- Planned (future years)	<total>																	

	Note: provide total project and project value as per initial or revised budget		
10.	Anticipated expansion of water service: - Piped water inside dwelling - Piped water inside yard - Piped water on community stand: distance < 200m from dwelling - Piped water on community stand: distance > 200m from dwelling - Borehole - Spring - Rain-water tank Note: provide total number of households anticipated to benefit and total additional operating cost per year to the municipality	<total> <total> <total> <total> <total> <total> <total>	R (000s) <cost> <cost> <cost> <cost> <cost> <cost>
11.	Note: total number should appear in IDP, and cost in future budgeted capital housing programmes Free Basic Service Provision: - Quantity (number of households affected) - Quantum (value to each household) Note: Provide details of how many households receive the FBS provision, and the average value it means per household. Describe in detail the level of Free Basic Services provided.	4689 6,752,160	
12.	Type and number of grants and subsidies received: <list each grant or subsidy separately> Note: total value of specific water grants actually received during year to be recorded over the five quarters - Apr to Jun last year, Jul to Sep, Oct to Dec, Jan to Mar, Apr to Jun this year.	<total>	R (000s) <value>
13.	Total operating cost of water distribution function		R 10,667,214

9. Electricity distribution function's performance

Function:	Electricity
Sub Function:	Electricity Distribution

Reporting Level	Detail	Total	Cost
Overview:	Includes the bulk purchase and distribution of electricity		
Description of the Activity:	<p>The electricity purchase and distribution functions of the municipality are administered as follows and include:</p> <p>The Municipality should provide electricity to its community for the following consumers as one of the requirements of the Constitution of South Africa to deliver basic services to its Industrial consumers, Commercial consumers and households within the municipal area of jurisdiction. The municipality has a role of maintaining a sustainable supply and quality of electricity for its community in a healthy and safe way without endangering the lives of those who consume it.</p> <p>As a municipality, we must ensure that requirements for availability of supply based on the individual household load growth, developments around and inside the municipal area are met.</p> <p>We have to do feasibility studies in assessing the electricity needs in our area so that the Electricity Master Plan could be drawn up, this was undertaken by the appointed professional service provider. The consultants had to compile the Master plan to meet the electricity needs of the Maletswai community reflecting the following on their reports:</p> <p>These services extend to include electricity distribution, but do not take account of power generation which resides within the jurisdiction of Eskom. The municipality has a mandate to:</p> <p><i>Provide basic electricity to all Maletswai residents and alternative energy to those who don't have access to electricity.</i></p> <p>The strategic objectives of this function are to:</p> <p>To facilitate increase of HH access to electricity connections to 90% by 2010</p>		

	The key issues for 2009/10 are: <i>Provide electricity to all formal settlements.</i>				
Analysis of the Function:	<i>Statistical information</i>				
1.	Number and cost to employer of all personnel associated with the electricity distribution function: - Professional (Engineers/Consultants) - Field (Supervisors/Foremen) - Office (Clerical/Administration) - Non-professional (blue collar, outside workforce) - Temporary - Contract Note: total number to be calculated on full-time equivalent (FTE) basis, total cost to include total salary package.			25	R 2,700,000
				1	325,556
				4	446,054
				8	603,564
				3	587,456
				9	126,979
					118,800
2.	Total quantity and cost of bulk electricity purchases in kilowatt hours and rand, by category of consumer				R (000s)
				<volume>	<cost>
				<volume>	<cost>
				<volume>	<cost>
				<volume>	<cost>
				<volume>	<cost>
				<volume>	<cost>
3.	Total quantity and receipts for bulk electricity sales in kilowatt hours and rand, by category of consumer:				R (000s)
				<volume>	<cost>
				<volume>	<cost>
				<volume>	<cost>
				<volume>	<cost>
				<volume>	<cost>
				<volume>	<cost>
4.	Total year-to-date electricity losses in kilowatt hours and rand				R (000s)
	2009/10	Total units received	Eskom Units	losses	
				3,642,710	R
					2,294,907.30
	Jun09-Jul-10	58,571,434	62,214,144	3,642,710	
	Total			5.86%	
	<i>detail total></i>				
5.	Number of households with electricity access, and type and cost of service:				R (000s)
Reporting Level	Detail			Total	Cost
	- Electrified areas				
	- Municipal			300	R3,900,000

	- Eskom	300	R3,900,000
	Note: if other types of services are available, please provide details		
6.	Number and cost of new connections:		R (000s)
	<i>Infill sites that were provided with electricity</i>	95	R 230,146
7.	Number and cost of disconnections and reconnections		R (000s)
	3740 disconnections and 3114 reconnections		
8.	Number and total value of electrification projects planned and current:		R (000s)
	- Current (financial year after year reported on)		
	- Planned (future years)	743	R 6,501,250
	Note: provide total project and project value as per initial or revised budget		
9.	Anticipated expansion of electricity service:		R (000s)
	743 housing projects	743	R 6,501,250
	Note: provide total number of households anticipated to benefit and total additional operating cost per year to the municipality		
10.	Estimated backlog in number (and cost to provide) water connection:		R (000s)
	Note: total number should appear in IDP, and cost in future budgeted capital housing programmes		
11.	Free Basic Service Provision:		
	- Quantity (number of households affected)	4689	R6,639,624
	- Quantum (value to each household)	1 416	
12.	Type and number of grants and subsidies received:		R (000s)
	<i>Department of Energy</i>	1	R3,000,000
	Note: total value of specific electricity grants actually received during year to be recorded over the five quarters - Apr to Jun last year, Jul to Sep, Oct to Dec, Jan to Mar, Apr to Jun this year.		
13.	Total operating cost of electricity distribution function		R 6,428,741

PART C : ANNUAL PERFORMANCE REPORT

The Local Government: Municipal systems Act, Act 32 of 2000 requires municipalities to prepare a performance report reflecting the performance of the municipality during that financial year, a comparison of the performances with targets set for and performances in the previous financial year and measures taken to improve performance.

An attempt has been made to comply with these prescripts in terms of the structure and content of the report

The municipality established 4 departments in its organizational structure namely, Corporate Support Performance areas, Community Performance areas, Technical Performance areas and Financial Performance areas Departments. The report on the performance of the municipality has therefore been structured to reflect the performance of each Department including the council and municipal manager against the targets set in the Performance area Delivery and Budget Implementation Plan.

It should be clear, however that the report focuses on the activities regarded as significant for the pursuit and attainment of municipality's objectives and targets set out in the Performance area Delivery and Budget implementation Plan (SDBIP).

2. PERFORMANCE AREA DELIVERY PERFORMANCE TARGETS

2.1. COUNCIL AND MUNICIPAL MANAGER

Performance area	Actual performance 2008/09	Target for 2009/10	Actual performance in 2009/10	Key problems and challenges
Functioning of the Council	4 ordinary and 3 special council meetings were held	4 ordinary and 4 Special Council meetings were planned	4 ordinary council meetings; 4 special council meetings. Ordinary Council meetings: <ul style="list-style-type: none"> ▪ 7 July 2009; ▪ 29 September 2009; ▪ 15 December 2009; ▪ 30 March 2010 Special Council meetings: <ul style="list-style-type: none"> ▪ 17 November 2009; ▪ 26 January 2010; ▪ 25 February 2010; 	

Performance area	Actual performance 2008/09	Target for 2009/10	Actual performance in 2009/10	Key problems and challenges
			31 May 2010	
Functioning of the standing committees	26 Standing committee meetings were held: Corporate Services: 8 Technical Services : 6 Financial Services : 7 Community services: 5	6 reports of the standing committee meetings	35 standing committee meetings were held. <ul style="list-style-type: none"> ▪ Corporate Services Committee (10) ▪ Community Services (10) ▪ Technical Services (6) ▪ Financial Services(9) 	Some standing committees were beset by absence of quorum in their meetings which result in them not meeting the target of 11 meetings per financial year.
Functioning of ward committees	39 ward committee meetings were held as follows: Ward 1: 12 Ward2 : 1 ward 3 : 9 Ward 4 : 6 ward 5 : 6 Ward 6 : 5	24 ward committee meetings	49 Ward committee meetings were held. <ul style="list-style-type: none"> ▪ Ward 1: 6 meetings were held; ▪ Ward 2: 8 meetings were held; ▪ Ward 3: 9 meetings were held; ▪ Ward 4: 9 meetings were held; ▪ Ward 5: 9 meetings were held; ▪ Ward 6: 8 meetings were held. 	

Performance area	Actual performance 2008/09	Target for 2009/10	Actual performance in 2009/10	Key problems and challenges
Municipal outreach meetings	18 outreach meetings were held in 3 sessions in the 6 wards of the municipality	6 ward meetings to be held in all wards	3 imbizos/ outreach meetings were held. <ul style="list-style-type: none"> ▪ October 2009; ▪ February 2010; ▪ May 2010 	
Reviewal of the delegation framework	The delegation framework was adopted by the Council	Review the delegation framework.	On implementation it became apparent that there was no need for reviewal.	Vacant positions in other departments result in overloading of other employees and compromise fundamental administrative principle of separation of roles.
Performance agreements for s56 and 57 managers	5 performance agreements were signed	5 performance agreements to be signed	5 performance agreements of s56 managers were signed.	
Development and submission of the SDBIP	The SDBIP was developed and submitted to the Mayor for Approval within the prescribed timeframe.	Development and submission of the SDBIP report	The SDBIP was developed and submitted to the Mayor for Approval within the prescribed timeframe.	
Performance assessment of managers	The s57 managers were assessed in all 4 quarters	Assess 5 managers in all 4 quarters.	Reports on performance plans were submitted and reviewed by the Municipal Manager.	
Internal audit meetings	4 meetings of the audit committee were held.	4 Audit committee meetings	5 audit committee meetings were held.	

Performance area	Actual performance 2008/09	Target for 2009/10	Actual performance in 2009/10	Key problems and challenges
Management meetings	11 Management meetings were held.	12 Management meetings.	12 Management meetings were held. <ul style="list-style-type: none"> ▪ 3 July 2009 ▪ 9 September 2009 ▪ 24 November 2009 ▪ 25 February 2010 ▪ 18 March 2010 ▪ 3 May 2010 ▪ 19 May 2010 ▪ 3 April 2010 ▪ 12 April 2010 ▪ 7 June 2010 ▪ 18 June 2010 ▪ 25 June 2010 	
Mayor/ Municipal Managers meetings	This performance area was not included as a target in the 2009/10 financial year.	24 meetings were planned	24 meetings were held	None
Develop anti-fraud and corruption strategy and plan	The anti-fraud and corruption strategy and plan were adopted by council at its December 2008 meeting.	Develop/ review antifraud and corruption strategy and plan	The anti-fraud and corruption strategy and policy were implemented	None

Performance area	Actual performance 2008/09	Target for 2009/10	Actual performance in 2009/10	Key problems and challenges
Compile annual report	Annual report was prepared and submitted to the relevant departments	Preparation, adoption and submission of Annual report to DPLG and Provincial Treasury	The Annual report was prepared, adopted by council and submitted to the relevant Provincial Department of Local government	None
Compile oversight report	The oversight report was compiled and submitted to the relevant departments	Preparation, adoption and submission of oversight report to DPLG and Provincial Treasury	The oversight report was compiled and adopted by the council.	None
Integrated Development planning and Budget process plan	The process plan was adopted and made public within the prescribed timeframe.	Adoption of the process plan within the timeframe prescribed by the Municipal Systems Act and MFMA.	The process plan was adopted and made public within the prescribed timeframe.	None

2.1.1. INTEGRATED DEVELOPMENT PLANNING

PERFORMANCE AREA	ACTUAL PERFORMANCE 08/09	TARGET FOR 2009/2010	ACTUAL PERFORMANCE 09/10	KEY CHALLENGES
SDBIP reports to Council	Reports for 3 quarters were presented to the Council.	Quarterly SDBIP reports.	3 quarterly reports were submitted to the Council. The fourth quarter report was presented to the various standing committees of Council.	
IDP Representative forum	One IDP Representative forum was held.	4 IDP representative forum meetings.	2 IDP rep forum meetings were held:	
Community based planning	Not applicable	6 community based planning sessions	6 community based planning sessions were held.	
Consolidate IDP and Budget outreach meetings	Not applicable	4 reports were planned	3 reports were prepared as 3 meetings were held.	
IDP /Budget outreach meetings	18 meetings were held with communities and 3 meetings with all ward committees were held.	6 ward meetings to be held in all wards	3 imbizos were held. <ul style="list-style-type: none"> ▪ October 2009; ▪ February 2010; ▪ May 2010. 	
Draft reviewed IDP	The draft IDP was adopted and made public for comments.	Adopt a draft reviewed IDP by 30 March 2009	A draft reviewed IDP was adopted by Council on 30 March 2009	
Publish and make known the composition of committees & consultation forum	Not set as a target in SDBIP but was one of the activities contained in the process plan.	Advert in the local newspaper	An advert was placed on the local newspaper-Weekblad.	

PERFORMANCE AREA	ACTUAL PERFORMANCE 08/09	TARGET FOR 2009/2010	ACTUAL PERFORMANCE 09/10	KEY CHALLENGES
Adoption of the final IDP	The IDP was reviewed together with its sector plans and adopted by the Council	Review the IDP in line with the requirements of the MSA and MFMA	The IDP was reviewed together with its sector plans and adopted by the Council	Low participation of sector departments which sometimes resulted in postponement of meetings and the final product not reflective of other sector department's plans.

2.1.2. SPECIAL PROGRAMMES UNIT

PERFORMANCE AREA	ACTUAL PERFORMANCE 08/09	TARGET FOR 2009/2010	ACTUAL PERFORMANCE 09/10	KEY CHALLENGES
YOUTH PROGRAMMES				
Strategic Planning Session	Not set as a target this year.	One strategic planning session	One (1) session was held	
Gender mainstreaming policy	Not set as a target this year.	One gender mainstreaming policy	No policy was developed in this regard	Funding and transport <ul style="list-style-type: none"> - that sufficient funds be made available - that better planning be done to fast track the development of the policy that better communication channels be developed to gather as much input from the community in developing the policy

PERFORMANCE AREA	ACTUAL PERFORMANCE 08/09	TARGET FOR 2009/2010	ACTUAL PERFORMANCE 09/10	KEY CHALLENGES
Host the Mayoral cup	The mayoral cup was held.	Three (3) preparatory meetings and the event	Three(3) preparatory meetings were held and the event	Funding <ul style="list-style-type: none"> - that sufficient funds be made available - more sporting codes be involve in the Mayoral Cup - that the people living with disabilities also be involved in the games
Prepare and host of Youth Day Celebrations	Not set as a target during this year.	Twelve (12) preparatory meetings and the event	Only two (2) official meetings were held	Funding <ul style="list-style-type: none"> - this programme needs proper funding and planning - that all the necessary resources be made available for the success of this event involvement of all the stakeholders in the planning process of this event is very crucial
Host of Gospel Competition	Not set as a target	One (1) preparatory meeting and the event	One preparatory meeting was held on: 12 November 2009 Event was held on: 21 November 2 009	Funding <ul style="list-style-type: none"> - that sufficient funds be made for this programme - that more categories of gospel music be involved in the competition
WOMEN (MALWEEP)				

PERFORMANCE AREA	ACTUAL PERFORMANCE 08/09	TARGET FOR 2009/2010	ACTUAL PERFORMANCE 09/10	KEY CHALLENGES
General meeting of the structure	A general meeting of MALWEEP was held.	One (1) session	The Annual General Meeting was held on: 05 August 2009	
Strategic Planning Session	Not set as a target	One (1) session	The strategic session was held on: 30 September 2009	
Liaise with other stakeholders to build and enhance the economic literacy of the women	Not set as a target	One training session	No training session was held	Financial constraints, - that sufficient funds be made available
Evaluate the progress of the projects already operating and apply monitoring and evaluation tools	Not set as a target	Four (4) Monitoring and evaluation sessions	Three project visiting sessions was held: ▪ 16 September 2009 ▪ 14 October 2009 ▪ 12 November 2009	Funds - that sufficient funds be made available
Fundraise for the women projects	Not set as a target	An amount of R500 000 divided into the four quarters	No fundraising programmes was held	
Prepare for women's day celebrations	Not set as a target	Four (4) preparatory meetings and the event	None	Funding - that sufficient funds be made available for this programme
MORAL REGENERATION				
Establish a moral regeneration forum in the community	Not set as a target	one (1) session to be held	The forum was not established	

PERFORMANCE AREA	ACTUAL PERFORMANCE 08/09	TARGET FOR 2009/2010	ACTUAL PERFORMANCE 09/10	KEY CHALLENGES
Develop a policy that regulates Moral Regeneration issues	Not set as a target	One (1) official document	The policy document has not been developed	Funding <ul style="list-style-type: none"> - that sufficient funds be made available for the development of the policy document
Conduct workshops on Moral regeneration	Not set as a target	Two (2) training sessions	No training session were conducted	Financial constrains <ul style="list-style-type: none"> - that sufficient funds be made available for this programme
PEOPLE LIVING WITH DISABILITIES				
Strategic Planning Session	Not set as a target	One (1) session	The strategic session was held on the: 30 September 2009	
Develop business plans for new projects	Not set as a target	Two (2) business plans to be develop for the new projects	No business plan was development for the new projects	
Identify sustainable funders for the programmes of people living with disability.	Not set as a target	One (1) to be identified for the	No funders was identified for the disable programmes	
Secure a business centre for the projects of the people living with disability	Not set as a target	Two buildings (for the people in Jamestown and in Aliwal North)	Letters requesting the buildings was written on: <ul style="list-style-type: none"> ▪ 30 March 2009; ▪ 09 December 2009 	
Facilitate training for the people living with disabilities	Not set as a target	Two (2) training sessions be held	No training sessions was held	Financial constrains <ul style="list-style-type: none"> - that sufficient funds be made available for this programme

PERFORMANCE AREA	ACTUAL PERFORMANCE 08/09	TARGET FOR 2009/2010	ACTUAL PERFORMANCE 09/10	KEY CHALLENGES
Undertake skills audit for the disable people	Not set as a target	Two sessions be held	One training session was held: 09 December 2009	
ELDERLY				
Establish a forum for the elderly that will address all the needs of the elderly	Not set as a target	One session to be held	The forum was not established.	
Develop a business plan for the elderly	Not set as a target	One business plan developed.	No business plan was developed.	
Organise the Christmas event for the elderly	Christmas event was organized for the elders	One (1) event to be held	The event was held on the: 16 December 2009	Funding - that sufficient funding be made available for this event
HIV AND AIDS UNIT				
Develop a strategy that will assist to curb the spread of HIV/AIDS	Not set as a target	One strategic document	The document was not developed	Funding and transport that funding be made available to outsource the this function
Monitoring, facilitating and evaluating programmes in schools precisely to capacitate the youth with relevant information regarding HIV/AIDS	Not set as a target	Twenty-five trained students per school	No training programmes were conducted at schools	Funding and involvement of sectoral departments - that sufficient funding be made available for this programme that the sectoral departments commit to the programme

PERFORMANCE AREA	ACTUAL PERFORMANCE 08/09	TARGET FOR 2009/2010	ACTUAL PERFORMANCE 09/10	KEY CHALLENGES
Host candle light memorial Performance areas	Candle light memorial Performance areas were held.	Two candle light memorial Performance areas to be hosted	Two candle light memorial Performance areas was held: <ul style="list-style-type: none"> ▪ 24 May 2009 ▪ 25 May 2009 	
Coordinating the internal HIV/AIDS management committee	Not set as a target	Eight management meetings to be held	No meetings were held	Commitment of management to this programme that management avail staff members to the meetings
Organise a joint HIV/AIDS and TB day	Joint HIV/AIDS days were held.	Two events is scheduled to be held	TB awareness day was held in partnership with Community Performance areas.	Funding and transport that sufficient funding be made available for this programme
Co-ordinate the local AIDS Council	2 meetings of the Local Aids Council were held	Four LAC meetings to be held	One LAC meeting was held on: 17 November 2009	Funding, transport and involvement of sectoral departments <ul style="list-style-type: none"> - that sufficient funding be made available - that sectoral departments commit to this programme
Co-ordinate a summit that will facilitate the greater involvement of people living with HIV/AIDS	Not set as a target	One summit to be held	No summit was held	Funding sufficient funding must be made available for this programme

PERFORMANCE AREA	ACTUAL PERFORMANCE 08/09	TARGET FOR 2009/2010	ACTUAL PERFORMANCE 09/10	KEY CHALLENGES
Resuscitate support groups for people living with HIV/AIDS	Not set as a target	Four support groups to be established	None	Funding and transport <ul style="list-style-type: none"> - that sufficient funding be made available - that better communication measures to implemented to communicate with the community for better involvement
Organise an HIV/AIDS youth day to capacitate the youth in Maletswai and also to do talent scout.	HIV/AIDS youth day was held.	Four preparatory meetings to be held	No meetings was held and the event did not take place	Funding <ul style="list-style-type: none"> - that sufficient funding be made available
Coordinate the traditional practitioners structure		Four meetings to be held	No meetings were held	Prolonged absence of the co-ordinator due to ill-health and precautionary suspension.
Coordinate a prevention, education and awareness on sexually transmitted infections and HIV/AIDS and prevention of unwanted pregnancies	Awareness campaigns were held.	Four awareness campaigns to be held	One awareness campaign was held: 16 – 24 November 2009	Funding <ul style="list-style-type: none"> - that sufficient funding be made available for this programme
Capacity building for internal staff on HIV/AIDS	1 session was held with municipal employees	Four employees to be trained	No training was provided for the employees	Funding and availability of staff <ul style="list-style-type: none"> - that sufficient funding be made available - that management release staff for the training sessions

PERFORMANCE AREA	ACTUAL PERFORMANCE 08/09	TARGET FOR 2009/2010	ACTUAL PERFORMANCE 09/10	KEY CHALLENGES
Host World Aids Day	The World Aids day was commemorated.	One event to be held	The World Aids Day was commemorated on:- <ul style="list-style-type: none"> ▪ 24 November 2009 	None

2.1.3. COMMUNICATION UNIT

PERFORMANCE AREA	Actual Performance 2009/10	Target 2009/10	Actual 2009/10	Challenges
Organize the Mayoral public Imbizos	12 meetings were held	12 meetings in 6 wards were planned	12 meetings in 6 wards were held	None
Print and distribute an internal newsletter	4 copies were printed and distributed	Print and distribute 6 copies of the newsletter	4 copies were printed and distributed	Insufficient budget
Print and distribute an External newsletter	3 copies were printed and distributed	Print and distribute 4 copies of external newsletter	4 copies were printed and distributed	Insufficient budget
Develop a Communications Policy	Developed a Communication Policy	Policy document to be adopted by Council	Policy document adopted by Council in December 2009 and implemented	None
Host public information day	No information day was hosted	Host 4 public information day	No information days were hosted	An action plan purposed in educating and informing residents was developed but was never actioned due to the challenge relating to the Liquor

PERFORMANCE AREA	Actual Performance 2009/10	Target 2009/10	Actual 2009/10	Challenges
				Bylaws. All by-laws will be promulgated afresh.
Coordinate the functioning of the Local Communications forum	2 meetings were held	4 sittings were planned	3 meetings were held	The LCF meeting in the 4 th quarter was postponed owing to a tight schedule and some stakeholders indicated that they won't form part of the meeting. Some were already on leave.
Co-ordination of community development workers	12 meetings were held	Hold 12 meetings with CDWs	No meeting	The meetings with CDWs could not be held due to poor relations with CDWs. Meetings were convened by CDWs and not by the Communication Unit which made impossible for the unit to have a direct control over success of the meetings convened.
Marketing in publications	2 adverts were placed	4 adverts were planned	4 adverts were placed in the To-go-to Magazine	None

Highlights of the year:

Council prides itself that, for the first time, there has been insurmountable strides made to beef up the communication channel with the communities. Through the newsletters and media releases, Council intends consolidating its public participation endeavors ensuring that it communicates better with its populace.

Remedy to address challenges:

- All the set of Municipal Bylaws is in the process of being promulgated.
- The unit will ensure that the LCF meetings convene on the projected dates as planned.
- The meetings with CDWs will be convened by the Communications Unit and not by the CDW Co-ordinator.

3. CORPORATE PERFORMANCE AREAS DEPARTMENT

PERFORMANCE AREA	ACTUAL PERFORMANCE 2008/2009	TARGET PERFORMANCE 2009/2010	ACTUAL PERFORMANCE 2009/2010	KEY CHALLENGES
Functioning of Council meetings	4 ordinary and 3 special council meetings were held	8 council meetings were planned.	4 ordinary council meetings; 4 special council meetings. Ordinary Council meetings: <ul style="list-style-type: none"> ▪ 7 July 2009; ▪ 29 September 2009; ▪ 15 December 2009; ▪ 30 March 2010 Special Council meetings: <ul style="list-style-type: none"> ▪ 17 November 2009; ▪ 26 January 2010; ▪ 25 February 2010; ▪ 31 May 2010 	None

PERFORMANCE AREA	ACTUAL PERFORMANCE 2008/2009	TARGET PERFORMANCE 2009/2010	ACTUAL PERFORMANCE 2009/2010	KEY CHALLENGES
Functioning of the Standing Committees	8 standing committees were held	11 standing committee meetings were planned.	Number of standing committee meetings held. <ul style="list-style-type: none"> ▪ Corporate Performance areas (10) ▪ Community Performance areas (10) ▪ Technical Performance areas (6) ▪ Finance (9) 	None
Departmental Meetings	2 meetings were held	11 departmental meetings were planned	6 departmental meeting were held. <ul style="list-style-type: none"> ▪ 20 January 2009 ▪ 26 January 2009 ▪ 05 March 2010 ▪ 30 March 2010 ▪ 02 June 2010 ▪ 03 August 2010 	Clash of council activities
Public Participation	4 imbizos were held	4 Imbizos were planned.	4 imbizos were held: <ul style="list-style-type: none"> ▪ March 2009; ▪ October 2009; ▪ February 2010; ▪ May 2010. 	None

PERFORMANCE AREA	ACTUAL PERFORMANCE 2008/2009	TARGET PERFORMANCE 2009/2010	ACTUAL PERFORMANCE 2009/2010	KEY CHALLENGES
Functioning of Ward Committees	39 ward committee meetings were held	66 ward committee meetings were planned.	49 Ward committee meetings were held. <ul style="list-style-type: none"> ▪ Ward 1: 6 meetings were held; ▪ Ward 2: 8 meetings were held; ▪ Ward 3: 9 meetings were held; ▪ Ward 4: 9 meetings were held; ▪ Ward 5: 9 meetings were held; ▪ Ward 6: 8 meetings were held. 	None
Municipal records	Developed a draft records management policy and file plan.	Registry Procedure Manual.	A draft registry procedure manual was developed.	None
By- Laws	Thirteen (13) By-Laws were submitted to the government printers for promulgation.	Promulgation of the nineteen (19) remaining municipal By-Laws.	Thirteen (13) By- Laws have been promulgated but still have (19) nineteen that have not yet been promulgated.	None
Telephone	Improving and effectively monitoring telephone management system	Reduce the telephone costs in all departments by 25%	The telephone costs have been reduced by 25%	Telkom tariffs increase every year.
Performance area Delivery and Implementation Plan.	Reports for 3 quarters were presented to the Council	Departmental SDBIP. No. of reports. Four (4) SDBIP reports.	4 departmental SDBIPs were submitted to the standing committee for corporate Performance areas.	

PERFORMANCE AREA	ACTUAL PERFORMANCE 2008/2009	TARGET PERFORMANCE 2009/2010	ACTUAL PERFORMANCE 2009/2010	KEY CHALLENGES
Risk Action Plans	Development of Risk Action Plan.	To address the risks identified. The example of a risk that was the possibility of staff being paid for unrecorded/unauthorized absences from work.	Reconciliation of attendance register and leave register is done on monthly basis. Documentation for leave is submitted for reconciliation purposes.	None
Performance Management System	Performance management system policy and framework was developed.	Implementation of the performance management system to employees below section 57 managers.	Performance Management system is implemented at the level of section 57. 4 managers were assessed as per the performance agreements. The performance management system was adopted by council in December 2009.	None
Development of Information Management Strategy	Not set as a target	Not done	Not done	This target belongs to communication section. Council has to be requested to remove it.
Promotion of Access to Information	Development of a manual in terms of Promotion of Access to Information (PAI) Act.	To ensure that the Manual is developed.	The manual was not developed.	Financial constraints
Standing rules	Council standing rules have been developed and signed by the Mayor and the Municipal Manager	Implementation of council standing rules.	Implementation of council standing rules.	none

PERFORMANCE AREA	ACTUAL PERFORMANCE 2008/2009	TARGET PERFORMANCE 2009/2010	ACTUAL PERFORMANCE 2009/2010	KEY CHALLENGES
Municipal policies	The policy on travelling allowance was reviewed. The procedure manual for recruitment and selection was developed based on recruitment and selection policy.	Implementation of the travelling allowance policy. Implementation of the procedure manual for recruitment and selection policy.	Implementation of the travelling allowance policy. Implementation of the procedure manual for recruitment and selection policy.	None
Employment Equity	Employment Equity Plan was developed and approved by Council and submitted to the Department of Labour.	Implementation of the approved Employment Equity Plan in terms of gender, race, disability and youth	Implementation of Employment Equity Plan is continuous	Equity targets partly achieved.
Organogram	Organisational structure was reviewed in line with municipal responsibilities	Reviewal of organogram and filling of critical posts in line with municipal responsibilities	The organogram was reviewed, approved by the MM and noted by Council	None
Skills Development	Skills implementation plan has been developed and the submission of Equity report will be done in October 2009. Employees and councillors were trained on the following areas: (2) Finance and administration Learnership; (5) report writing and minute taking; (11) supervisory skills training; (16) Sebata financial management system; (19) landscaping and construction; (10) clientele Performance areas; (2) local government law and	1. Submission of WSP and implementation reports. 2. Submission of the Employment Equity report. 3. Submission of monitoring reports to LGSETA. 4 Training of officials and councillors.	1. WSP and implementation reports have been submitted to LGSETA 2. Employment Equity report will be submitted in October to the Department of Labour. 3. Monitoring reports have been submitted to LGSETA. 4. Officials were trained on the following: - Policy development (2) - mentoring and coaching (3) - Hygiene purposes workshop (10) - CPMD (2) - Oversight committee (4)	Insufficient funding

PERFORMANCE AREA	ACTUAL PERFORMANCE 2008/2009	TARGET PERFORMANCE 2009/2010	ACTUAL PERFORMANCE 2009/2010	KEY CHALLENGES
	administration.		<ul style="list-style-type: none"> - Minute taking & report writing (3) - Debtors (3) - Protocol for PA (10) - Premier's Office Protocol (3) - Communication skills (1) <p>Councillors were trained on the following:</p> <ul style="list-style-type: none"> - Socio economic (4) - Risk management (5) - Compliance to liquor board - Computer (3) - Project management (2) - Executive leadership (1) 	
Develop and implement an action plan for the findings emanating from the AG's report and internal report	An action plan for the findings emanating from the AG's report and internal audits was developed and is being implemented.	<ul style="list-style-type: none"> - Leave reconciliation 	A Procedure manual for leave administration was developed.	Lack of capacity of HR Staff on SEBATA system.
Verification of staff	Implementation of the travelling allowance policy. Implementation of the procedure manual for recruitment and selection policy.	(4) Quarterly physical verification of staff.	(2) Physical verification of staff was done. <ul style="list-style-type: none"> ▪ 26 August 2009 ▪ 5 April 2010 	None

PERFORMANCE AREA	ACTUAL PERFORMANCE 2008/2009	TARGET PERFORMANCE 2009/2010	ACTUAL PERFORMANCE 2009/2010	KEY CHALLENGES
Occupational Health and Safety.	Holding Occupational Health and Safety meetings	Occupational Health and Safety meetings are held.	Holding four (4) Occupational Health and Safety meetings.	None
Local Labour Forums.	Holding Local Labour Forum meetings	Local labour forum meetings are held.	Holding four (4) local labour forum meetings.	None
Development of job description.	Submission of reports on job descriptions.	Job descriptions will be submitted in the second quarter.	Not done	
Human Resource Strategy and Plan	Development of Human Resource Strategy and Plan.	Development of Human Resource Strategy and Plan.	Not done	Insufficient funding
Leave	Leave management and administration.	Monthly reconciliations report of employees. Eleven (11) reconciliatory reports	Leave reconciliation is done.	Human Resource capacity.

4. COMMUNITY SERVICES DEPARTMENT**A. HOUSING AND LAND ADMINISTRATION**

Performance area	Actual performance 2008/2009	Target 2009/2010	Actual performance 2009/2010	Key Challenges
Housing and land administration	Not set as target	Acquire land for extension Joe Gqabi	The municipality facilitated land acquisition but the land was registered in the name of the department of human settlement as they had funded the project	None
Housing and land administration	The Spatial Development Framework was reviewed	Review housing sector plan	Housing Sector plan was chapter in the IDP and was reviewed concurrently with the IDP	None
Housing and land administration	Not set as a target	Facilitate implementation of new housing projects	The 743 new housing project was implemented and 120 houses were completed	None
Housing and land administration	Not set as a target	Facilitate the development of 289 infill sites	The 289 infill sites were not developed because the DEDEA did not approve the development of the land	None
Housing and land administration	Not set as target	Lodging of applications of all 47 RDP houses	Applications were lodged and status reports were receive by the municipality	None

Performance area	Actual performance 2008/2009	Target 2009/2010	Actual performance 2009/2010	Key Challenges
Housing and land administration	Not set as target	Control of household ownership against the submission of the building plans	Ownership of property was verified whenever a list of building plans was received from the Tech Performance areas building inspector	None
Management of commonage	Not set as target	Adoption and implementation of the commonage management plan	The plan was adopted and was partly implemented due to lack of funds	Lack of funds
Management of leased Municipal property	Leased properties are managed properly	Management of 72 municipal leased properties	A total of 105 municipal leased properties were managed and lease agreements were signed	None
Housing and land administration	Not set as target	Submission for the approval of layout plans with street names for Area 13 and Birds Eye view to the surveyor general	The layout plans were approved but they do not contain street names	None
Transfer of properties	Not set as target	Submission of Application to the Conveyancer for the transfer of 14 properties to Department of Public Works	The applications for transfer were submitted to the conveyancer and a response is awaited	None

B. PARKS, PUBLIC SPACES AND CEMETERIES

Performance area	Actual performance 2008/2009	Target 2009/2010	Actual performance	Key Challenges
Design and implement a cemetery management programme to ensure well up keeping and availability of land	Revitalization of all parks	Operational Management plan developed for all cemeteries	The operational and management plan for cemeteries was developed and approved	None
Numbering of graves	All graves sites in the new cemetery are numbered	Installation of a computerised records management system for all the cemeteries	Computer records management system was not installed because the Performance area provider was busy installing the financial system	None
Cleaning of cemeteries	A new cemetery with 17 000 grave sites has been constructed and fenced	Official closure of 4 old cemeteries	Official closure of cemeteries could not be achieved because of shortage of funds, a fence had to be erected before a cemetery can be closed	None
Upgrading of recreation facilities(parks open spaces, halls, tennis court, soccer field)	Parks were mainly maintained	Re-design parks and open spaces and maintain regularly	Parks were regularly maintained, trees were pruned, lawn was mowed regularly in parks and targeted open spaces, additional open spaces were designed, taps were installed, unfortunately there are no municipal managed tennis courts	None
Upgrading of recreation	Not set as target	Apply for funds for the	Applications for funds were made to	None

Performance area	Actual performance 2008/2009	Target 2009/2010	Actual performance	Key Challenges
facilities(parks open spaces, halls, tennis court, soccer field)		upgrading of sports and recreational facilities	the District Municipality and R40 000 was made available for upgrading the Juana Park	

MEASURES TAKEN TO ADDRESS CHALLENGES

- External workers were engaged to clean cemeteries from time to time

C. REFUSE REMOVAL

Performance area	Actual performance 2008/2009	Target 2009/2010	Actual performance 2009/2010	Key Challenges
Waste Management	The Waste Management Officer was appointed in September 2008	Compliance with the provisions of the permit	Compliance was not achieved because the incinerator was not in working order	None
Waste Management	Permit obtained from the Department of Environmental Affairs and Tourism.	Training of employees on the IWM	36 Employees were trained in house by the waste management officer	None
Management of landfill site	Permit obtained from the Department of Environmental Affairs and Tourism.	Management of landfill site	Compliance with the landfill site manual was not achieved as there was no landfill site supervisor, no weigh bridge and the incinerator was not in working order	Lack of financial resources hindered improvement

Performance area	Actual performance 2008/2009	Target 2009/2010	Actual performance 2009/2010	Key Challenges
Management of waste dumped in an open spaces	Eight (8) skip bins were purchased and placed in strategic areas	Appointment of Peace Officers for the management of illegal dumping	7 Peace Officers were trained and subsequently appointed and the management of illegal dumping was continuously dealt with.	None
Conduct public education on Council by –laws	By –Laws were promulgated and workshops were conducted in all the wards	Conduct public education on by laws	Public education was conducted by peace officers and the waste management officer through issuing of warnings to transgressors and one on one education	None
Waste Management	Not set as target	Partner with the NGO and Buyisa e Bag to facilitate recycling of waste for job creation	A memorandum of agreement was signed between the municipality and Buyisa e bag. The municipality is currently waiting for Buyisa e bag to support the recyclers	None
Refuse collection	A permanent Driver has been appointed	Implement the refuse removal programme	The exact number of tons disposed could not be determined due to the absence of the weighbridge	Absence of disposed refuse measuring instrument

HIGHLIGHTS

- The municipality won the provincial greenest municipal competition
- There has been a substantial decrease in overtime expenditure

D. LIBRARIES

Performance area	Actual performance 2008/2009	Target 2009/2010	Actual performance	Key Challenges
Compliance with SLA Training of staff	100% compliance with the Service Level Agreement. Held a Career Exhibition for the Grade 12 students from all schools within the Maletswai Municipal area	100% compliance with the service level agreement	The SLA was complied with at all times	None
Purchase Library building in Jamestown	Library was renovated fully	To renovate Hilton library	The Library could not be renovated	Lack of funds
Upgrading of the Hilton library to cater the broader needs of the community	Not set as a target	Facilitate the renovation of the library in Hilton and acquire books from DSRAC	The library could not be renovated as it is no longer in use and there are no funds to renovate it for other council's functions	None

E. PRIMARY HEALTH CARE

Performance area	Actual performance 2008/2009	Target 2009/2010	Actual performance	Key Challenges
Primary Health Care	Not set as target	Provide PHC Performance areas in terms of the requirements of the Department of Health	<ul style="list-style-type: none"> • The addendum to the Performance area level agreement was signed and submitted to the DoH • The monthly 	None

Performance area	Actual performance 2008/2009	Target 2009/2010	Actual performance	Key Challenges
			expenditure reports were submitted to the Do H <ul style="list-style-type: none"> • Monthly medicine orders were made 	
Primary Health Care	Not set as target	Facilitate awareness campaigns on preventable diseases	Facilitation of condom use campaign during the condom week was conducted	None
Primary Health Care	Not set as target	Facilitate awareness campaigns on preventable diseases	Facilitation of a campaign on preventing TB spread encouraging sputum testing, completion of treatment for those who have started,	None
Primary Health Care	Not set as target	Facilitate awareness campaigns on preventable diseases	Candle light memorial was conducted	None
Primary Health Care	Not set as target	Facilitate awareness campaigns on preventable diseases	Facilitation of the awareness campaign against TB	None

F. ALIWAL SPA

Performance area/ Performance objective	Actual performance 2008/2009	Target 2009/2010	Actual performance	Key Challenges
Aliwal spa	Not set as target	Maintenance of existing upgraded facilities	The Aliwal Spa was maintained regularly in the following manner: <ul style="list-style-type: none"> • Grass was cut • The ablution block was repaired • The super tube motor was repaired • The electric appliances at the conference centre were repaired 	None
Aliwal Spa	Not set as target	Maintenance of existing upgraded facilities	<ul style="list-style-type: none"> • Outside lighting at the spa and conference centre was repaired 	
Aliwal Spa	Not set as target	Maintenance of existing upgraded facilities	<ul style="list-style-type: none"> • A security firm was employed to ensure safety of the assets 	None
Aliwal Spa	Not set as target	Apply for funds for the revamping of the indoor pool complex	Funds for revitalising of the indoor pool were applied for and a sum of R20mil was received	None

Highlights

A number of break- ins was experienced however that was mitigated by strengthening security

G. TRAFFIC MANAGEMENT PERFORMANCE AREAS

Performance area	Actual performance 2008/2009	Target 2009/2010	Actual performance	Key Challenges
Erection and maintenance of roads signs	Road markings maintained on a regular basis	Painting of road markings and erection of road signs	Road markings were repainted whenever they showed signs of fading	None
Erection and maintenance of roads signs	Not set as target	Maintenance of markings at the aerodrome	The annual aerodrome licence was issued as a sign of compliance	None

Highlights

There has been a substantial increase in revenue generated.

H. GOVERNANCE AND MANAGEMENT

Performance area	Actual performance 2008/2009	Target 2009/2010	Actual performance	Key Challenges
Management and Governance	SDBIP was developed and implemented.	Development of a second layer SDBIP	The second layer SDBIP was developed	None
Management and Governance	Reports on the implementation of Council's resolutions were prepared	The implementation of council resolutions	Reports on implementation of council resolutions were submitted to council quarterly	Shortage of funds Made it difficult to implement some resolutions

Performance area	Actual performance 2008/2009	Target 2009/2010	Actual performance	Key Challenges
Develop and implement an action plan for the findings emanating from AG's report and internal audits	The action plan was developed and issues arising from the AG report were addressed	The development and implementation of an action plan for the findings emanating from AG's report and internal audits	The action plan was developed and issues arising from the AG report were addressed	None
Develop a compliance checklist for the department in line with the relevant legislation and policies	Not set as a target	Develop a compliance checklist for the department in line with the relevant legislation and policies	The compliance checklist was developed	None

5. TECHNICAL SERVICES DEPARTMENT

5.1. CIVIL SECTION

Highlights of the year

1. Construction of Ward 3 Community Hall
2. Construction of Joe Gqabi Bus Route - Phase 2.
3. Maletswai Storm water Construction.

Performance area	Actual Performance in 2008/9	Target for 2009 /2010	Actual Performance in 2009/2010	Key Problems and Challenges
Technical Performance area Committee meetings	8 Committee meetings held	11 Committee meetings	6 Committee meetings	In some instances could not form a quorum

Performance area	Actual Performance in 2008/9	Target for 2009 /2010	Actual Performance in 2009/2010	Key Problems and Challenges
Monthly Reports	12 reports	12 reports	12 reports	
Quarterly Reports	4 Reports	4 Reports	4 Reports	
MIG Projects Capturing & Registration	3 Business Plans submitted and Approved by MIG	Register 3 projects with MIG MIS	3 projects registered with MIG MIS	
Building Plans applications	79 building plans were approved.	80	81	
Construction of Ward 3 Community Hall. (Joe Slovo)	Tender for steel structure awarded. Manufacturing in progress.	Complete construction	Ward 3 Community Hall completed	
Operation and Maintenance of Buildings				
Building Maintenance	Renovated 4 Aliwal Spa Flats, 6 more were painted outside. Disa Court 5, Municipal Manager, Mayor offices of Traffic Department were painted. Hilton and Community Hall was renovated. Constructed 2 offices in town hall with partitioning.	Planned to renovate 3 Flats one office and the Jamestown Offices.	Renovated Flat No.19, C9 , L – Building and No 9 Dan Pienaar Ave. at Springs. Municipal Offices: Jamestown Library, Poly Clinic, Mayors Office, Manager Community Performance areas Office, section (20%) of Jamestown Office.	

Performance area	Actual Performance in 2008/9	Target for 2009 /2010	Actual Performance in 2009/2010	Key Problems and Challenges
Maletswai Storm water Construction	Contractor appointed 4 June 2009	Complete project	Project Completed	
Joe Gqabi bus route	Completed planning, tenders closed, awaiting adjudication.	Award tenders, Start and complete construction.	Construction is in progress.	Progress slow due to contractors cash flow problems (5)
Fencing of Joe Gqabi Community hall	Planning and Designs	Fencing of Joe Gqabi Community hall 340m	No Financial allocation for the project	No funds available nor allocation available to implement this project.
Maintenance of roads	Resealing of streets in the old section of Hilton completed.	Attend to defects	Paid Retention.	
Grading of Streets (Km)	9	50	79.65	
<i>Re-gravelling of Streets (Km)</i>	25	25	2.51	
Storm water Maintenance (Km)	9	18	10.63	
Maintenance of Public Toilets	2	10	9	
Speed humps construction	Speed humps completed.			
Bus Route Dukathole Phase 2	Due to budget constraints no progress.	Plan, request tenders, appoint contractor, start construction	Construction started 19 May 2010	

Performance area	Actual Performance in 2008/9	Target for 2009 /2010	Actual Performance in 2009/2010	Key Problems and Challenges
Construction of Hospital road	Plan, Application for funding.	Call for tenders, Award, start construction after April 2010	Tender awarded, Construction started 14 June 2010	
Sewer				
Public Toilets	Construction of 18 toilets completed.			
New sewerage connections	97	750	720	
Facilitate the construction of a new sewer line in Dukathole next to the Orange River		Plan new sewerage line; go on tender, award tender.	Tenders awarded, project started 23 June 2010	
Facilitate the upgrading of water treatment works	12 Filters refurbished.	Complete phase 2 and 3	Phase 2, 80% complete, phase 3, tenders awarded	Slow progress due to contractor rarely on site and financial constraints. (1)
Repairs and maintenance (sewer)				
Manholes repairing and reconstruction		20	6	
Attend sewer blockages	1234	1000	1439	
Replacing broken pipes	1270 m	2000 m	63 m	Replace only when needed.
Purchase of Inoculants	1	15 Drums	105 Drums	

Performance area	Actual Performance in 2008/9	Target for 2009 /2010	Actual Performance in 2009/2010	Key Problems and Challenges
Maintenance of Sewer Treatment Works		Replacement of aerator pump	Completed	
Water Trading Account				
Reducing water losses		80%		No funding from WSA for water meters purchases
Water Performance areas	8 new pumps purchased, 4 installed, reservoir fencing completed.	Fencing of 3 reservoirs in Aliwal North and 2 in Jamestown.	No progress. The Joe Gqabi District Municipality indicated that they do not have budget for fencing, as Maletswai we should fund it from O&M funding.	Financial constraints. (2)
Attend water faults	733	1200	1234	
Water meters Performance aread and replaced	244	340	246	
Water connections to new consumers	33	700	758	
Area 13 main sewer line	Some problems rectified.	Put pump stations in operation	Both operational	Not working automatically, no screeds – blockages occur regularly. (3)
Servicing of 128 high and middle income sites.	24 Performance aread sites do not sell. Application for erection of two dwellings on certain sites not approved.		None	Awaiting for SG (Surveyor General) approval of sub - division

MEASURES TAKEN TO MITIGATE CHALLENGES.

- (1) Non-payment of contractor resulted in contractor to stop working. Contractor sometimes unwilling to continue. Manufacturing of mechanical and electrical equipment for phase 3 completed. MIG application for additional funds for installation of equipment waiting for approval.
- (2) Tenders submitted to Joe Gqabi District Municipality. Responded that no funds were available.
- (3) Problems reported to Joe Gqabi District Municipality.
- (4) Joe Gqabi Community hall fencing is not budgeted for hence difficult to implement the project. The different potential donors has been approached and identified but have not yet responded.
- (5) Contractor ceded most of the material purchasing to other Performance area provider who then promised to take full responsibility of material purchasing.

5.2. ELECTRICAL SECTION**Highlights of the year**

1. Substation construction and completion
2. Streets lighting in Sebolaoa, Baduza, Moloisane and Moshoeshoe completed.
3. Completion of Street lights in Joe Gqabi
4. Aliwal 100 electrification completed
5. Reduction of power losses by more than 60%.

Performance area	Actual performance in 2008/9	Target for 2009/2010	Actual performance in 2009/2010	Key problems and challenges
Street lights installation on Joe Gqabi route	Feeder line From Eskom substation to Municipality substation completed.	Street lighting Joe Gqabi Bus route	25 Street Lights were installed in Joe Gqabi bus route	Construction of bus route delaying installation of the remaining 25 street lights.
Street lights installation	Upgrading of North Ring Feeder from 70mm ² to 185mm ² completed	To install street lights at Moloisane, Baduza, and Sebolaoa	Installation of street lights in Moloisane, Sebolaoa, Bhaduza, Moshohesohe	None

Performance area	Actual performance in 2008/9	Target for 2009/2010	Actual performance in 2009/2010	Key problems and challenges
739 Electricity houses connection	Ring Main Unit normalized, Installed permanent transformer	Area 13 electrification and house connection	18 houses connected to Electricity	Lack of funds
High mast installation		4	Projects advertised twice on the news paper	No suitable Performance area provider could be found even after advertising twice.
Reduce electricity losses	39.9 % losses	60%	Electricity losses as at the 30-June 2010 were standing at 5.86%	None
Attend to electricity faults	778	900	718	None
Electricity meter Performance aread and replaced	188	200	402	None
Construction of a new sub station	DME approved R60m for the next three years for construction of the sub-station and reticulation upgrading	1	New Aliwal North Substation Construction and complete By May 2010	None
Maintenance of Street lights	998	1200	706	
New Connections	322	900	120	
New prepaid meter installation	340	912	149	

Performance area	Actual performance in 2008/9	Target for 2009/2010	Actual performance in 2009/2010	Key problems and challenges
Network operation and maintenance (unplanned outages)	10	3	15	
High Tension	<p>Ikhala FET College, Upgrade from 100 to 200kVA. Dicks Scrap Yard, Upgrading from 100 to 200kVA. Dukathole Brick Works, New 100 kVA supply point installed</p> <p>Faulty cable replaced and a new Mini-substation installed at Aliwal Spa</p>	<p>New connections</p> <p>Network Operation and maintenance</p> <p>Maintenance of switchgear</p>	<p>Williams Court 200kVA point connection</p> <p>BuffelsVallei, upgraded supply to 50kVA</p> <p>New 50kVA connection done for Golf Course</p> <p>Aliwal Spa 315 kVA RMU maintenance done.</p>	None
Low Tension	Finalizing adjudication for street lighting material supply.	Electricity meters replaced/Performance already underway	263 faulty meters were replaced	None
Low Tension	New Isuzu LDV purchased	Meters audits	Replaced 92 blank meters dissipating free electricity. Issued 16 fines to electricity defaulters and tempering. Performed meter audits to Municipal area of jurisdiction to reduce losses	These Plessey meters fault at an ongoing process, consumers do not report until caught during audits. Refusal to admit guilt and non-payments of fines.

Performance area	Actual performance in 2008/9	Target for 2009/2010	Actual performance in 2009/2010	Key problems and challenges
Low Tension	160 Houses electrified 8 houses were electrified	New customer connections	99 New connections were done comprising of Joe Gqabi, Hilton and Dukathole including town.	Back lock due to customers who want to be immediately connected and not giving connection time as per NRS standard of connection within 10 days after payment.
Low Tension	256 meters were replaced	Meter audits and customer connection verification.	Every third month, verification starts from the beginning, ongoing exercise.	Customers who do not allow meter auditor's access to their homes, customers who are not always present for verification.
Low Tension	100% Audits completed in the Township, Blocks A-H.	Electrical Faults Attended, ranging from cable faults, LV network faults, LV switchgear faults	Attended to 2036 faults reported	None
Low Tension	Disconnections/Defaulters disconnected for non - payment of Performance areas	Disconnect defaulters owing municipal Performance areas	3740 Customers disconnected	Incorrect addresses, incorrect customer names, incorrect account numbers
Low Tension	Reconnections for payments of Performance areas	Reconnect customers who have settled/made payments for Performance areas	3114 Customers supply restored	Customer complaints and claims due to incorrect disconnection of supply.

MEASURES TAKEN TO MITIGATE CHALLENGES

- Contractor was notified about clause in the GCC regarding termination of the contract should the contractor decides not to occupy site
- Installation high poles for a better clearance.

- Regular power failure at Ikhala FET college = installed isolator and got rid of 30yrs old steel terminations.
 - New cable was laid to address the caravan park challenge.
 - Since DME does not fund the street lighting innovative measures are implemented to use internal source of funding to finance the project.
 - Internal operation and maintenance funding used to overcome the electrification backlog, the department of housing has been engaged to ensure that planning is jointly done prior the houses could be build.
 - Due to malfunctioning electric meters = a meter audits programme was mobilized and all faulty meters in the municipality were identified and replaced.
-

6. FINANCIAL PERFORMANCE AREAS DEPARTMENT

Service	Actual Performance 2008/2009	Target 2009/2010	Actual Performance 2009/2010	Key Challenges
Completion of Financial Statements	Financial Statements complete 30 September 2008	Complete Financial Statements on 31 August 2009	Financial Statements completed on 31 August 2009	None
Budgeting	Operating and Capital Budget completed on 31 May 2009	Complete Operating and Capital Budget before 31 May 2010 in new format	Operating and Capital Budget completed on 29 May 2009 in new format	None
Revenue Management	Bank reconciliations done in 2008/2009	To have up-to-date bank reconciliations at 30 June 2010	Bank reconciliations done for 2009/2010	None
Compilation of all reports as prescribed in the MFMA, including FMG, MSIG, MIG, INEG and Section 71 reports	Reports submitted according to the requirements of the MFMA	Monthly reports to be prepared in accordance with Section 71 of the MFMA in the new format	Reports submitted according to the requirements of the MFMA in the new format	Reports not always submitted within 10 working days after the end of the month due to the Sebata Financial system not that user friendly to assist in the completion of the reports
Governance and management	All financially related policies develop by 31 May 2009	All financially related policies revised and approved by 31 May 2010	Indigent Policy revised and an IT Policy approved on 29 May 2010	None
Compile SDBIP for 2010/2011	SDBIP was compiled for 2009/2010	Compile SDBIP for 2010/2011	SDBIP for 2010/2011 compiled	None

Service	Actual Performance 2008/2009	Target 2009/2010	Actual Performance 2009/2010	Key Challenges
Submission of Quarterly SDBIP Reports	Quarterly SDBIP Reports were submitted to the Municipal Manager	To submit quarterly SDBIP reports to the Municipal Manager	Quarterly SDBIP Reports were submitted to the Municipal Manager	None
Compile Annual Financial Report	Annual Financial Report compiled for 2008/2009	Compile Annual Financial Report for 2009/2010	Annual Financial Report compiled for 2009/2010	None
Plan IDP review & budget process	Process plan was approved by council June 2008	Plan IDP review & budget process to be approved before 30 June 2009	Process plan was approved by council June 2009	None
Updating investment register	Investment register updated on 30 June 2009	Investment register be updated not later than 30 June 2010	Investment register updated on 30 June 2010	None
GAMAP / GRAP implementation	Appoint Service Provider and to start with GRAP conversion of Financial Statements	To convert the IMFO Financial Statements to GRAP and to have GRAP compliant Financial Statements for 2009/2010	The Financial Statements for 2008/2009 Financial Year was converted to GRAP and will the Financial Statements for 2009/2010 be fully compliant as at 31 August 2010 for submission to the Auditor General	None

Service	Actual Performance 2008/2009	Target 2009/2010	Actual Performance 2009/2010	Key Challenges
Maintain IT Hardware and Software	IT Hardware and Software was maintained	Maintain IT Hardware and Software	IT Hardware and Software was maintained	None
Maintain internet and email facilities and organize IT Training	Internet and email facilities were maintained and IT Training was organized	Maintain internet and email facilities and organize IT Training	Internet and email facilities were maintained and IT Training was organized	None
Implementation of New Financial System	Sebata financial system was 70% completed. Salary and Human Resources package as well as the resorts program will be installed during the later part of 2009/2010	To install the Sebata Financial System in total	Council terminated the payment of salaries as at 28 February 2010 by Luros. Salary and Human Resources package was put into operation as from 1 March 2010	The resort system at the Aliwal Spa will be completed no later than 31 October 2010.
Safeguarding the financial systems(backup)	Back-ups done daily and monthly	To do back-ups daily on site and remotely by means of Sebata Connect	Back-ups were done daily, weekly and monthly in house and remotely by means of Sebata Connect from Centurion	None
Prepare and submit Debt Collection Report Monthly	Debt collection reports were submitted monthly to the Municipal Manager depicting the amount collected as well as the collection rate (%)	Prepare and submit Debt Collection Report	Debt collection reports were submitted monthly to the Municipal Manager depicting the amount collected as well as the collection rate (%)	Suspension of services of defaulters not regularly done due to limited staff at the electricity division and the non-availability of vehicles. Council has made provision in the 2010/2011 budget for the

Service	Actual Performance 2008/2009	Target 2009/2010	Actual Performance 2009/2010	Key Challenges
				appointment of the following staff members to combat this problem; Revenue Protection Officer 2 semi-skilled electricians
Data cleansing of all erven to have an accurate and reliable database	Data cleansing of all erven were done	Data cleansing of all erven need to be done as to ensure that council have an accurate and reliable database	Data cleansing of all erven were done	None
To reconcile the valuation roll with the computer, to reconcile the valuation multiplied with the tariff to balance it with the amount levied and to send out the rates accounts	The valuation roll was reconciled with the valuations in the computer, the valuation was multiplied with the tariff to ensure that the amount levied balances and the rates accounts were send out	To reconcile the valuation roll with the computer, to reconcile the valuation multiplied with the tariff to balance it with the amount levied and to send out the rates accounts	The valuation roll was reconciled with the valuations in the computer, the valuation was multiplied with the tariff to ensure that the amount levied balances and the rates accounts were send out	
Complete General Valuation	General Valuation was completed and advertised for objections. Objections satisfactory resolved	Outstanding problems on the valuations of farm properties was singled out to be resolved	Outstanding problems on the valuations of farm properties were not resolved	Dispute arises between the valuer and council on the correctness of the valuation of farm valuations which still remains unresolved

Service	Actual Performance 2008/2009	Target 2009/2010	Actual Performance 2009/2010	Key Challenges
Review Rates policy	Rates policy designed and work shopped with the stakeholders and approved by council on 29 May 2009	Review rates policy to amend it if circumstances should require so	Rates policy was reviewed but no amendments had to be done	
Implementation of the credit and debt control policy	Defaulters given notice and their services suspended on a daily basis and defaulting prepaid consumers blocked	Implementation of the credit and debt control policy	Defaulters given notice and their services suspended on a daily basis and defaulting prepaid consumers blocked	
Calculation and timeously delivery of accounts	Accounts were processed and delivered monthly	Calculation and timeously delivery of accounts	Accounts were processed and delivered monthly	
Process monthly financial records	Financial records were processed monthly.	Process monthly financial records	Monthly records were processed monthly.	
Timeously processing of amendments to payroll	Payroll was process monthly and deductions paid over	Timeously processing of amendments to payroll	Payroll was process monthly and deductions paid over.	
Service external & internal loans	The monthly payment of ABSA Leases were debited against our current account and DBSA Loan was serviced during September and March	Service external & internal loans	The monthly payment of ABSA Leases were debited against our current account and DBSA Loan was serviced during September and March	

Service	Actual Performance 2008/2009	Target 2009/2010	Actual Performance 2009/2010	Key Challenges
Updating insurance portfolio	Insurance portfolio was revisited and renewed. Premiums were debited monthly against our current account. Council went out on tender and appoint AON as council's new Insurance Brokers	Updating insurance portfolio	Insurance portfolio was revisited and renewed. Premiums were debited monthly against our current account.	None
Annual assets stock takings	Stock takes were done once during the year	To compile a GRAP compliant assets register with the assistance of a consultant	The scope of Mubesko who was appointed to convert the financial statements from IMFO to GRAP was extended to also compile a GRAP compliant asset register. This new assets register will form part of the 2009/2010 GRAP compliant financial Statements	The unbundling of infrastructure assets which will be expenses need still to be done and did council make use of the transitional provision available
Update Assets register from financial records	Assets register was updated during the year. Not all assets purchased or constructed were recorded	Update Assets register from financial records	Assets register was updated during the year. All assets purchased or constructed were recorded. Farms, donated to council years ago were	None

Service	Actual Performance 2008/2009	Target 2009/2010	Actual Performance 2009/2010	Key Challenges
			recorded. The assets register balances to the general ledger	
Develop and implement an action plan for the findings emanating from AG's report and internal audits	An action plan for the findings emanating from AG's report and internal audits were developed	Council decided that the services of a consultant had to be obtained to improve council's audit opinion. Joe Gqabi District Municipality has make R150, 000 available for this purpose	Council has decided to extend the scope of Mubesko to do an OPCAR which monitor progress in resolving the queries raised by the auditor general in the 2008/2009 audit report	None
Develop, implement and monitor risk action plan for the Department	A Risk profile and action plan was developed with the assistance of PWC. Areas that requires immediate intervention were identified	Monitor risk action plan for the Department and introduced additional measures where necessary to mitigate risk	The risk action plan was reviewed in May 2010 as to establish whether the risks initially identify is still material and whether the steps taken do really mitigate the occurrence of the risk and its impact	None
Implement Council's resolutions	Council resolutions were regularly monitored to ensure timeously implementation there-of	Implement Council's resolutions	Council resolutions were regularly monitored to ensure timeously implementation there-of	None
Develop a compliance checklist for the Department in line with	A checklist of all relevant legislations and policies were developed to ensure	Develop a compliance checklist for the Department in line with	A checklist of all relevant legislations and policies were developed to ensure	None

Service	Actual Performance 2008/2009	Target 2009/2010	Actual Performance 2009/2010	Key Challenges
relevant legislation and policies	compliance	relevant legislation and policies	compliance	
A report on adjudications performed during the month, quarter and year to be submitted to the Municipal Manager for tabling at council meetings	Reports on adjudications performed during the month, quarter and year were submitted to the Municipal Manager to be tabled at council meetings	A report on adjudications performed during the month, quarter and year to be submitted to the Municipal Manager for tabling at council meetings	Reports on adjudications performed during the month, quarter and year were submitted to the Municipal Manager to be tabled at council meetings	None
To ensure that all reports regarding Supply Chain Management are submitted to National Treasury not later than the 10 th working day	All reports regarding Supply Chain Management were submitted to National Treasury on time	To submit all reports regarding Supply Chain Management to National Treasury not later than the 10 th working day	All reports regarding Supply Chain Management were submitted to National Treasury on time	None
Prepaid electricity sold from Plessey System in the Main office and to other prepaid meters in the main office and outside vendors	Problems were experienced when the wireless system got interrupted an then technical assistance have to be obtained from Bloemfontein	To sell prepaid electricity from all selling points with-out interruption	Council decided to upgrade the old Plessey system to the new version which operates by means of a 3 G connection which will always operate as long as a cell phone signal is available. The Plessey system was upgrade during the last week of the 2009/2010 financial year. Teething trouble was experience	

Service	Actual Performance 2008/2009	Target 2009/2010	Actual Performance 2009/2010	Key Challenges
			but if 19 old meters are replaced the system will be fully functional.	
			The system will now be extended that people would be able to purchase prepaid electricity via the internet	
Regular Finance Standing Committee Meeting and Finance Staff meetings should be held	Regular Finance Standing Committee Meeting and Finance Staff meetings were held	Regular Finance Standing Committee Meeting and Finance Staff meetings should be held	Regular Finance Standing Committee Meeting and Finance Staff meetings were held	None

MEASURES TAKEN TO OVERCOME CHALLENGES

Budget provision has been made in the 2010/2011 financial year for the appointment of a Revenue Protection Officer and two semi-skilled electricians to increase debt collection.

CONCLUSION

Clearly, the report chronicles not only the targets that were pursued and achieved but also those in which less than satisfactory performance was achieved, challenges that impacted on the attainment or lack thereof and measures taken to overcome those challenges.

The achievement of success by various departments against set targets seems to be above average. Notwithstanding the foregoing, there is still a room for improvement in the areas where targets could not be met.

ACTION PLAN TO ADDRESS AUDIT FINDINGS

FINDING	SOLUTION TO THE PROBLEM	RESPONSIBLE PERSON	DUE DATE	PROGRESS TO DATE
Revenue amounting to R290 780 has been recognised at the incorrect amount due to incorrect rates being used in the calculation of rates revenue	<p>Ensure that the correct rates are captured in the computer system</p> <p>Ensure that the correct rate is link to each property (business, residential)</p>	<p>J Hattingh</p> <p>Reviewed by N Smith</p>	31 January 2011	
No supporting documentation to support an amount of R192 175 disclosed under fines	<p>Print outs of library fines to be kept on file and a covering receipt should be issued for fines received.</p> <p>Fines for tampering are levied against the debtors account. Electricity department to keep a register of fines issued as to monitor the payment</p>	<p>Librarian J Hattingh</p> <p>J Mosenene J Hattingh</p>	<p>Immediately - back dated to 1 July 2010</p> <p>Immediately - back dated to 1 July 2010</p>	
There was no system of control over traffic fines on which the auditor could rely for the purpose of the audit,	<p>Traffic department must keep a register for all fines issued.</p> <p>Chief traffic officer to split cheque received for fines</p>	<p>E Khewu</p> <p>J Hattingh</p>	<p>Immediately - back dated to 1 July 2010</p> <p>Immediately - back dated to 1 July 2010</p>	

	between Provincial and Municipal fines.			
There was no supporting documentation available to support an amount of R2.1million disclosed as water services authority contribution	Accounting officer to ensure that an SLA between the Maletswai Municipality and Joe Gqabi District Municipality.	Municipal Manager	31 January 2011	
There was no supporting documentation available to support an amount of R206 545 disclosed under rental of facilities and equipment	Item to be taken to council to abolish the levying of a rent on houses in Hongerbult and White City, that the outstanding amounts in respect of arrear rentals be written off and that council take a decision to transfer the houses to their owners without paying the difference in the purchase price.	CFO J Hattingh N Smith	30 March 2011	
There was no system of control over revenue from electricity re-connections disclosed under other income in note 24	The reconnections fees and connections fees are levied as from 1 December 2010 on the debtors account	J Mosenene J Hattingh N Smith	Immediately and where possible back dated to 1 July 2010	
There was no system of control and documentation over additional refuse pickups to be included as services charges under revenue	Community services Department to provide the finance department weekly with a list of additional refuse removals done	Manager Community Services J Hattingh	Immediately and where possible back dated to 1 July 2010 where a fix amount of removals can be determined for a consumer. Every Monday of the week.	

<p>There was no supporting documentation available to support an amount of R455 260 disclosed under income in note 24 to the financial statements</p>	<p>Other income will be indicated on the AFS from each source received Records will be kept of all revenue recorded under other income</p>	<p>J Hattingh Reviewed by N Smith</p>	<p>Immediately – back dated to 1 July 2010</p>	
<p>Revenue for electricity amounting to R192 381 was recognised using the incorrect rates. As a result, revenue from exchange transactions has been overstated by this amount</p>	<p>The adjustment were done on the Sebata and will be monitored on a continuous basis to ensure that it remains correct</p>	<p>N Smith</p>	<p>Ongoing</p>	
<p>In terms of councils credit control policy, interest must be charged on debtors pass due date. Interest amounting to R63 843 was not charged on various debtors accounts due to a system error that occurred.</p>	<p>Currently busy with the assistance of the depart of housing that the indigent consumers who did not reapply to be indigent to be taken off the system and that indicator is set that they pay interest</p>	<p>J Hattingh Reviewed by N Smith</p>	<p>Immediately – back dated to 1 July 2010</p>	
<p>Revenue for rentals of facilities and equipment amounting to R49 097 was not recognised as the escalations in terms of the lease agreements was not applied</p>	<p>All rentals were correct and are levied according to their agreements. Increases were back dated to an earlier date Council’s approval will be obtained that the effective date of increases on all rental contract be change to 1 July of every year and that the % increase be determined as part</p>	<p>CFO N Smith J Hattingh</p>	<p>31 January 2011 31 March 2011</p>	

	of the tariffs in the budget.			
As a lack of system control and documentation over revenue from rental of facilities and equipment disclosed in the financial statements no satisfactory audit procedures could be performed. The auditor could not satisfy himself as to the completeness of the amount of R1.5million disclosed in the financial statements	Rentals will be indicated on the AFS from each source received Records will be kept of all rentals recorded VAT will also in future only be charge on holiday accommodation and not on permanent accommodation	J Hattingh Reviewed by N Smith	Immediately – back dated to 1 July 2010	
No supporting documentation available to support an amount of R110 579 included as other debtors in note 17 to the AFS	This was a computer error and was corrected by SEBATA. Management will ensure that this is reviewed on a monthly basis as to avoid a reoccurrence.	N Smith	Ongoing	
There was no supporting documentation available to support an amount of R10.6million as Joe Gqabi District Municipality in note 17 to the AFS	Accounting officer to ensure that an SLA is in place for performing the function on behalf of Joe Gqabi District Municipality. Council to explore possibility of writing off this amount.	Municipal Manager	31 January 2011	
No impairments were done to other receivables. Had this impairment loss been recognised other receivables	Management will in the 2010/2011 financial year evaluate each debtor to establish whether the money	N Smith CFO	Ongoing and finally on 31 May 2011	

<p>from non-exchange transactions and accumulated surplus would have been reduced by an amount of R499 413</p>	<p>owed is collectable and if not bad debt provision will be made for such debtors and if amounts according to management is irrecoverable a write-off list will be compiled and submitted for councils approval.</p>			
<p>Included in other creditors in note 7 to the AFS is an amount of R1.2million due to the municipality. Council could not provided an explanation or supporting documentation to support the amount disclosed</p>	<p>Management has entered into negotiations with Data-m, and will have enquiry rights on the Data-m system as from 1 January 2011 at the payment of R25 000 for the year and in so doing will resolve this long outstanding exception</p>	<p>B J Vorster CFO</p>	<p>31 January 2011</p>	
<p>Included in trade and other payables are debtors with credit balances of R917 193. The amount includes credit balances for indigent of R145 750 that arose because subsidies were allocated to the debtors accounts but no debt was raised for services provided</p>	<p>Management identified those accounts and that had credit balances and reversed the credit balances. Sebata corrected the program in the computer that caused this error. The computer will be checked regular to prevent a reoccurrence</p>	<p>N Smith</p>	<p>Ongoing</p>	

<p>Included in trade and other payables is an amount of R671 839 for unidentified deposits. Council was unable to provide any supporting documentations or explanations on why the amounts had been deposited into councils bank account</p>	<p>Management will again scrutinise the list of unidentified deposit as to try and resolve it. If it cannot be resolved councils approval will then be obtained to transfer the funds to the accumulated surplus.</p>	<p>B Sunduza CFO</p>	<p>31 January 2010</p>	
<p>Council did not conduct regular assets counts to ensure that all property, plant and equipment were disclosed correctly in the AFS. A sample was taken of assets and 4 items (value R3 795) within the sample could not be found. This error was extrapolated to an amount of R1.9 million and the auditors could not confirm the existence and rights and obligations of those assets</p>	<p>Management will ensure that when assets are moved from one office to another or if assets are disposed off that the Senior Procurement Officer be informed as to amend the assets register. Regular assets counts will also be performed</p>	<p>Z Taleni All departmental heads</p>	<p>On going Assets counts to be done before 31 January 2011 and 31 May 2011</p>	
<p>During the audit it was discovered that council maintains an inventory of electrical supplies which were not disclosed in the AFS. No supporting documentation were supplied in time to the auditors as to allow council to adjust the AFS to avoid this query</p>	<p>Management will ensure that all inventory on hand at year end whether it is electrical-, water- or roads inventory be taken into the books of account</p>	<p>Assistant Manager Roads Assistant Manager Electricity Assistant Manager Financial Services</p>	<p>30 June 2011</p>	

<p>Audit procedures conducted on leave balances showed that leave days taken were not updated in the leave system and the balances of leave days were therefore overstated at year end. The amount disclosed in note 5 to the financial statements has been overstated by an amount of 1.3 million</p>	<p>Management will assist the Corporate Services Department to establish the correct balances that had to be transferred and will correct the incorrect balances</p>	<p>C Joseph B J Vorster</p>	<p>28 February 2011</p>	
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