



*STEVE TSHWETE LOCAL
MUNICIPALITY*

2005/2006

ANNUAL REPORT

MEMBERS OF THE MAYORAL COMMITTEE

Councilors:

I M T Mahlangu	Executive Mayor
R T Mabanola	MMC Health, Housing & Social Services
H K Masango	MMC Technical & Facilities
J B Mayaba	MMC Business Development
B P Ndala	MMC Traffic & Emergency Services
S P Sithole	MMC Finance
A B Xulu	MMC Administration & Human resource
T R Mpye	Speaker

Ward Councilors:

N E Masemola	Ward 1	P B Koekemoer	Ward 13
T J Mokwana	Ward 2	J P Rossouw	Ward 14
J B Mayaba	Ward 3	M van der Merwe	Ward 15
M G Ntuli	Ward 4	M S Jooma	Ward 16
A Masina	Ward 5	R Xaba	Ward 17
R T Mabanola	Ward 6	T R Mpye	Ward 18
M O Masangu	Ward 7	J Jelle	Ward 19
B M Mlotshwa	Ward 8	E S Mathebula	Ward 20
A B Xulu	Ward 9	J K Mahlangu	Ward 21
C T Tonga	Ward 10	T J Morotobolo	Ward 22
G Nkamba	Ward 11	C J Bezuidenhout	Ward 23
M J Brits	Ward 12	I M T Mahlangu	Ward 24

Councilors, proportional:

C M McFarlane	H K Masango	L Seedat
E Du Toit	B B Matshiane	M J Selala
A D Heymans	S S Mdhululi	P R Sibanyoni
R D Jelle	T D Motau	B Simelane
H Knoesen	B S Mthimkhulu	S P Sithole
A M Mabena	B P Ndala	K P Tlou
N Mahlangu	H Pilodia	W J Harrington
R E Redman	H Msibi	

M van Rooyen resigned with effect from 31 January 2005 and was replaced by Cllr. W J Harrington.

GRADING OF LOCAL AUTHORITY: GRADE 4

AUDITORS	Auditor-General
BANKERS	ABSA Bank
LEGAL FIRMS	BRANDMULLER ATTORNEY'S VAN DEVENTER & CAMPHER STRÖH & COETZEE BIRMAN & SERFONTEIN
REGISTERED OFFICE	Civic Centre Wanderers Avenue P O Box 14 Middelburg 1050
TELEPHONE	(013) 249 7000
FACSIMILE	(013) 243 2550
WEBSITE / EMAIL	council@stevetshwetelm.gov.za

MUNICIPAL MANAGER	W D Fouché
TELEPHONE	(013) 249 7263
Email address	wfouche@stevetshwetelm.gov.za

MANAGER FINANCE	F J Naude (Registered Municipal Accountant)
TELEPHONE	(013) 249 7107
Email address	fnaude@stevetshwetelm.gov.za

MANAGER CORPORATE SERVICES	S M Mnguni
TELEPHONE	(013) 249 7242
EMAIL ADDRESS	mmnguni@stevestshwetelm.gov.za

MANAGER TECHNICAL AND FACILITIES

H N NIEMANN

TELEPHONE

(013) 249 7207

EMAIL ADDRESS

hniemann@stevetshwetelm.gov.za

MANAGER PUBLIC SERVICES

C N HLATSHWAYO

TELEPHONE

(013) 249 7202

EMAIL ADDRESS

chlatshwayo@stevetshwetelm.gov.za

STEVE TSHWETE LOCAL MUNICIPALITY

VISION

TO BE THE BEST LOCAL MUNICIPALITY
IN THE WORLD IN SERVICE DELIVERY

MISSION STATEMENT

THE STEVE TSHWETE LOCAL MUNICIPALITY IS COMMITTED TO THE
TOTAL WELL BEING OF ITS CITIZENS THROUGH :

- THE RENDERING OF AFFORDABLE, ACCESSIBLE, EFFICIENT AND QUALITY SERVICES
- THE MAXIMIZING OF INFRASTRUCTURAL DEVELOPMENT THROUGH THE UTILIZATION OF ALL AVAILABLE RESOURCES
- IMPLEMENTATION OF EFFECTIVE SYSTEMS AND PROCEDURES
- THE CREATION OF AN ENABLING ENVIRONMENT FOR LOCAL ECONOMIC DEVELOPMENT
- THE EFFECTIVE CO-OPERATION WITH RELEVANT STAKEHOLDERS

PRINCIPLES AND VALUES

- TO TREAT EACH OTHER WITH DIGNITY AND RESPECT AT ALL TIMES
- TO DILIGENTLY APPLY THE PRINCIPLES OF "BATHO PELE" IN OUR DEALINGS WITH OUR CITIZENS
- TO PERFORM OUR DUTIES WITH A SENSE OF PRIDE AND HONESTY
- TO APPROACH OUR RESPONSIBILITIES IN A SPIRIT OF TEAMWORK AMONGST OURSELVES AND WITH OTHER ORGANS OF STATE

2005/2006

ANNUAL REPORT

CORPORATE SERVICES

Information Technology

Public Relations

Property Valuation

Human Resource Management

Town Secretary

Function	Manager : Corporate Service	
Sub Function	Information Technology Services	
Reporting level	Detail	Total
Overview	<p>The Chief Information Technology Services is the head of the IT Services department at the municipality.</p> <p>The Information Technology Services department was created as per Council resolution M22/04/2004 which re-allocated the GIS Services section which was previously under the Technical and Facilities department to the Corporate Services department.</p> <p>The purpose of IT Services department is to improve service delivery to the municipality citizens through the provision of Information and Communication Technology and its related services in a maintained network security environment. Through e-Government it will promote efficiency of all its stakeholders.</p> <p>All ICT related products are procured through the department for the sake of standardization which will lead to cost saving. All ICT faults are reported in the IT Help Desk.</p>	
Description of Activity	<p>The services rendered by the Information Technology Services department are as follows:</p> <ul style="list-style-type: none"> • Procuring and maintaining all ICT equipment (hardware and software). • Update the network security in terms of antivirus and e-mail filtering. • Troubleshooting users' application software programs. • Backups of all network information for all users who store information on their network drives. • Administer the network accounts for all the users. • Maintenance of computer hardware and other related peripherals. • Ensure that computer network connectivity is always up and running which includes the wireless network to connects pay points, clinics and libraries. • Render support on the application systems running at Council which includes the Oracle, and IMIS Integrator (which contains documents management, Geographic Information Services such as sewer, storm water pipes, water meters, electrical meters, sewerages, stands, street names and other related services). • Investigate and analyze the needs of the users and develop or assist departments in acquiring their application software's. 	

	<p>Procure computer hardware in the form of quotations or tenders for all departments.</p> <ul style="list-style-type: none"> • Perform regular management of assets (software, computers and etc) using Track-IT system. • Updating the website (www.stevetshwetelm.gov.za) regularly in terms of relevant government legislations. • Printing maps for all stakeholders (i.e. public and staff) using GIS applications. • ICT Policy formulation. <p>The strategic objections of this function are to :</p> <ul style="list-style-type: none"> • The Information Technology Services is still in the process of developing the Information Technology Strategy (MSP). • Users are advised on network security matters such as how to create secure passwords and etc. The IT Services is constantly developing policies, standards, and procedures to guide users about legal use of network resources. Standardizing of computer equipments and software is being addressed by continuously checking the market for new technology. • With the help of the Surveyor General's office, GIS information is captured for the subdivisions and consolidations of stands. 	
<p>Key Issues for 2005/2006</p>	<p>Key Issues for 2005/2006</p> <ul style="list-style-type: none"> • The position of Clerk Grade 10 was upgraded to the Programmer / System Analyst position and placed at level 6 which was then filled. The incumbent developed the new look and feel of the Council's website which is now updated on regular basis to conform to all legislative requirements. These include: placing of the budget, adverts, tenders, quotes, as well as vacancies. The necessary tools were procured for this purpose under the project: Internet Access and Webpage development. • Most obsolete ICT assets like computers, monitors, and printers were identified and written off following Council's procedure on disposal of assets. This was done in conjunction with the Finance department. • Computers and notebooks were centrally procured through the tender process where specific hardware and standard was followed. The department procured its own computers of which one has been allocated to the service provider and has loaded Access Control System which was previously running on their own computer. The computer is utilized for call logging. Further, various miscellaneous hardware devices were procured throughout the financial year. • The Call Centre project is being implemented which will be used for logging of all emergency services, recording all radio calls for effective service delivery and quality control purposes. • Through the Communication (add radio links to external stations) budget, additional radios were procured to extend and upgrade the wireless network. The extended 	<p>2</p> <p>±470 items</p> <p>41</p> <p>±135</p> <p>5</p>

	<p>wireless network now caters for: Stores, Parks, Solid Waste and Engineering departments which were previously running on slow 64K Diginet lines. The above sites were unable to run the procurement system (I-Qual) which is used at Council. The 24 Hour Centre building has been connected via fiber as well as radio which serve as a backup link to the Civic Centre.</p> <ul style="list-style-type: none"> • The Computer Room (server room), PABX Room, Gerald Sekoto Library, Traffic Offices and Tower had lighting protection installed. This will minimize the risk of lighting strikes on Council's computer equipment which may disrupt the communication network necessary for service delivery. • The IMIS Integrator was upgraded to form part of the GIS System for effective management of services. Extensions 26,27,28,29 and 30 were captured to reflect on the system. Doornkop Informal Settlement was captured to form part of the IMIS System. Users can have all the above areas with their SG Diagrams in their finger tips at a click of a button. Wards were updated and aligned where necessary and made available on the System. Street addresses were allocated on the new townships. • Microsoft Exchange server was procured in order to enable the organization to have effective e-mail communication tool. • Installed networking cables on the New Traffic, Call Centre and licensing offices. Networking was further installed in the offices which were previously occupied by the Nkangala District Municipality personnel. • Surf Control was procured to help with Internet and email security issues on the network. • Tape library was procured in order to have large volumes of data stored on tapes for disaster recovery without intervention of technicians and this eliminated the need to pay for overtime. • Upgraded to Netback-up cross platform version 6 and procured additional licenses. • Upgraded to Oracle 10g standard edition one processor which enabled the IMIS Integrator to read Munsys data directly to achieve integration of systems. • Upgraded most computers from Microsoft Windows 98 to MS Windows XP with MS Office 2003 through the standardized software project. • Senior management attended the training of Local Government Resource Centre / LGNet which was presented by Deloitte behalf of the Development Bank of 	<p>5</p> <p>6</p> <p>1</p> <p>1</p> <p>1</p>
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	<p>Southern Africa. The LGNet created a portal in which municipalities can share information.</p>	
<p>Analysis of the Function</p> <p>Staff complement</p>	<p>Provide statistical information:</p> <ul style="list-style-type: none"> • Appointed Flaming Silver Joint Venture to do ICT maintenance and support. • Provided maps on the GIS to departments and communities. • Provided the year planners to departments. • Updated the subdivisions and consolidations on the IMIS Integrator system. • Write off old and obsolete computers and printers. <p>There is currently four positions headed by the Chief IT Services in the department namely Assistant Chief IT Services (MIS), GIS Practitioner, Data Technologist, Programmer / System Analyst</p>	<p>5</p>

Function	Manager : Corporate Services	
Sub Function	Chief : Public Relations	
Reporting level	Detail	Total
Overview	The Public Relations Department is a service provider to all other departments within the municipality. It provides for the means through which communication internally and externally may be forged. The purpose of the department amongst others entail the management of events, administration of councils communication function, community development, publicity, marketing of council facilities, activities and services.	
Description of Activity	The Public Relations department function within the municipality is administrated as follows:	
	<ul style="list-style-type: none"> • Provision of publicity for Council events. • Marketing of Council activities and services Management of Council newsletters. • Maintenance of media relations; Co-ordination of events such as Festivals, ceremonial functions, cultural occasions, campaigns, etc. • Providing assistance to the national and provincial offices for any occasions that should be co-hosted by the municipality. • Administration of the municipal information desk. • Submission of reports with recommendations to the Mayoral Committee. • Dealing with general public enquiries (telephonically, in writing and otherwise). • Management of customer suggestions and complaints system. • Development of council website. • Liaison with other structures e.g. NGO's community based organizational and stakeholders; Representing Council at all relevant structures and formations e.g. Mpumalanga Tourism, Communication of Council policies, Telecommunications administration. • Access control administration and the maintenance of a photo library. 	
	The strategic objectives of this function are to:	
	<ul style="list-style-type: none"> • Ensure public awareness of council activities, events and services • Providing a mechanism through which the general public may submit their concerns and compliments and reacting thereto. • Creating a strong sense of community through festivities and ceremonials occasions. • Ensuring efficient communications electronically and 	

	<p>otherwise.</p> <ul style="list-style-type: none"> Continuously monitoring customer satisfaction by way of suggestion/complaints/compliments mechanism. Ensure the provision of effective assistance to the community by referring them through to the correct and relevant department for enquiries. Marketing of council incentives for possible investments Media relations 	
	<p>The key issues for 2005/06 have been:</p>	
	<ul style="list-style-type: none"> Purchase of an additional digital camera to capture council events. Purchasing of a corporate display The launch/handing over of all major projects completed for the era ending March 2006 Mayoral Inauguration of May 2006 Presidential visit HIV/AIDS Awareness campaign of December 2005 Upgrading of the PABX 	

Analysis of the Function:	<ol style="list-style-type: none"> Number of municipal publications <ul style="list-style-type: none"> ❖ External – 6 000 copies ❖ Internal – 1300 copies Slots with the Greater Middelburg FM Publication of council meetings Suggestion boxes at traffic generating points Press Statements Radio statements Advertisement of Council activities, e.g. joint effort with SAP against corruption Community development workers – towards community participation 	<p>Quarterly Quarterly 1/week as required as required as required as required</p> <p>20</p>
	Number of personnel	8

Function	Manager : Corporate Services	
Sub Function	Human Resources Management	
Reporting level	Detail	Total
Overview	<p>The Human Resources Department provides support services to all departments. The main focus areas includes amongst other ensuring accountable, efficient and transparent governance as well as the provision of an efficient and effective Human Resources support services to other departments, the public and external stakeholders.</p> <p>The Human Resources Department renders an advisory service with regard to providing and maintaining human resources for delivery of quality services to the communities.</p>	
Description of the activity	<p>The function of the Human Resources Department includes the following :</p> <ul style="list-style-type: none"> • Forecasting and predicting the human resources needs in the organization in consultation with the various departments (personnel budgeting) • Recruitment selection and placement of staff and the administration of the employment process. • Updating and maintenance of the human resources database for proper record keeping purposes. • Compilation, maintenance and updating the organizational diagrammes of the municipality after approval by Council. • Occupational health and Safety advisory and training services to all departments. • Administration of Council's employee Assistance (EAP) programme. • Administration and arrangements of HIV/AIDS consultative meetings and campaigns in the workplace in co-operation with all departments. A HIV/AIDS committee was established and met on a monthly basis. • The TASK Job Evaluation forms for most departments are completed. • The Employment Equity plan was proceeded with. The targets put by Council for namely that 75% of the administration must be composed of the designated groups in 2004/2005 (d.g.) were reached as follows: 	

		% status of d.g. 2000	% status of d.g. 2006	Improvement																												
	Levels 1 – 5	28%	62,5%	45 %																												
	Levels 1 – 10	58%	78,3%	20,3%																												
	Level 1 – 12	66%	82,9%	16,9%																												
	<p>The Employment Equity reports were submitted to the Department of Labor timeously.</p> <ul style="list-style-type: none"> • The Skills Development Plan and implementation report was submitted to the LGSETA and funds were paid back to Council as result of it. Courses were presented to 464 employees and 33 employees attended ABET classes. • In independent survey on employee well being was conducted and the results were made available to management. • Fringe benefit administration whereby employees were advised about their benefits e.g. housing, loans, pension or gratuity fund benefits, group life insurance etc. Most Councilors who were not re-elected received their pension money and was assisted with application for UIF. 																															
Strategic Objective	<p>This function is to:-</p> <p>To provide human resources support services to the entire institution.</p>																															
Key issues	<p>2005/2006</p> <ul style="list-style-type: none"> • The quantative objectives on employment equity. • Completion of the TASK Job Evaluation process 																															
Analysis of the function	<p>The Human Resources Departments statistical achievements during the 2004/2005 financial year was as follows:-</p> <table border="1"> <tbody> <tr> <td>Number of personnel in the department</td> <td>11</td> </tr> <tr> <td>Advertised vacancies</td> <td>150</td> </tr> <tr> <td>Application received</td> <td>9768</td> </tr> <tr> <td>Average per post advertised</td> <td>65</td> </tr> <tr> <td>Interviews conducted</td> <td>389</td> </tr> <tr> <td>Employees appointed</td> <td>74</td> </tr> <tr> <td>Employees promoted</td> <td>35</td> </tr> <tr> <td>Temporary appointments : average per month</td> <td>143</td> </tr> </tbody> </table> <table border="1"> <tbody> <tr> <td>New employees inducted</td> <td>91</td> </tr> <tr> <td>Resignations</td> <td>39</td> </tr> <tr> <td>Retirements</td> <td>20</td> </tr> <tr> <td>Deaths</td> <td>19</td> </tr> <tr> <td>Dismissals</td> <td>12</td> </tr> <tr> <td>Private work applications handled</td> <td>102</td> </tr> </tbody> </table>				Number of personnel in the department	11	Advertised vacancies	150	Application received	9768	Average per post advertised	65	Interviews conducted	389	Employees appointed	74	Employees promoted	35	Temporary appointments : average per month	143	New employees inducted	91	Resignations	39	Retirements	20	Deaths	19	Dismissals	12	Private work applications handled	102
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Function: Sub Function:	Corporate Services Property Valuation Services		
Reporting Level	Detail	Total	
Overview	The Property Valuation Services Department provides property valuation services to the Municipality including the compilation and maintenance of valuation rolls, ad-hoc valuations and advice to other departments concerning property related issues.		
Description of activity	<p>The function of the Property Valuation Services Department within the municipality is administered as follows:</p> <ul style="list-style-type: none"> • Continual updating and analyzing of property related data. • Inspection and valuation of all properties within the municipal boundaries. • Compilation of a quadrennial valuation roll. • Consider and decide objections. • Manage and monitor Valuation Board Hearings. • Maintenance of valuation rolls by conducting supplementary valuations and compiling a supplementary valuation roll. • Manage and decide on ad-hoc valuations. • Render advice to other departments on property related projects and issues. <p>The strategic objective of this department is to provide a cost-effective, equitable and sustainable valuation service to the municipality in order to ensure a reliable source of revenue from assessment rates.</p> <p>The key issue for 2005/2006 was to commence with the valuation process regarding the compilation of a comprehensive valuation roll in terms of the Property Rates Act.</p>		
Analysis of the function			
	1. Inspection and valuation of properties for valuation roll –(± 44 000 properties)	4 yearly	
	2. Inspection and valuation of properties for supplementary valuation roll	As required	
	3. Consider and decide objections	As required	
	4. Inspection and valuation of properties for ad-hoc requisitions	As required	

5.	Number of personnel	4	
Short history of Department	This is a newly formed department which has been established during the 2004/2005 financial year. The Chief: Property Valuation Services, two Senior Property Valuers and a Data Capturer have been appointed during this period, the required office equipment have been acquired and a fully operational office was established. During 2005/2006 the process of compiling a valuation roll was commenced with.		
Task accomplished in previous years	<ul style="list-style-type: none"> • The establishment of a fully operational department. • Conducted 91 ad-hoc valuations to address the backlog. • Determined prices for 1324 erven in Aerorand • Conducted 1010 supplementary valuations • Inspected and valued 187 properties in the newly incorporated Blinkpan Village • Commenced with the preparations for the valuation process regarding the compilation of a comprehensive valuation roll in terms of the Property Rates Act. 		
Tasks accomplished last year – Capital an Operating	<ul style="list-style-type: none"> • Purchased printer desk and one full computer system. • Conducted 99 ad-hoc valuations. • Conducted 587 supplementary valuations. • Determined prices for 596 erven in Middelburg Extension 18 • Inspected updated data and valued approximately 55% of properties within the MP 313 area for the compilation of the 2007 – 2011 valuation roll. 		
Tasks to be accomplished in current budget	<ul style="list-style-type: none"> • Purchase office desk, filing cabinets and aqua cooler. • Conduct ad-hoc valuations as required. • Conduct supplementary valuations as required. • Complete the valuation of properties for the compilation of a comprehensive valuation roll in terms of the Property Rates Act by 1 February 2007. • Consider and decide objections regarding the above-mentioned valuation roll. 		
Tasks to be accomplished according to IDP objectives	<ul style="list-style-type: none"> • Compile a comprehensive, fair and uniform quadrennial valuation roll. • Maintain the valuation roll by causing supplementary valuations. • Conduct valuations on immovable property for other municipal purposes including alienation of land, acquisition and expropriation, rental and replacement value. 		

Function	Manager : Corporate Services	
Sub Function	Town Secretary	
Reporting level	Detail	Total
Overview	<p>The Department of the Town Secretary provides support services to the mayoral offices and all of the other departments within the institution. The main focus areas includes amongst other ensuring accountable, efficient and transparent governance as well as the provision of an efficient and effective services to other departments, the public and other external stakeholders.</p> <p>The department consists of two sections, an administrative, and a legal and property section.</p>	
Description of Activity	<p>The function of the Town secretary within the municipality includes the following :</p> <ul style="list-style-type: none"> • The management of all incoming post and dispensation to relevant • The compilation of Council, Mayoral, Portfolio Committees and Ward Committee agendas as well as the minutes thereof • Rendering secretariat services to the aforementioned committees and council meetings • Rendering of an overall professional legal and secretariat service • Ensuring compliance with relevant legislation and related matters • Implementing and facilitating processing to ensure the passing, execution, implementing and safeguarding of resolutions. • Attending to all property transactions including the sale of erven that are sold by Council fro time to time, leasing of properties from the Council, leasing of equipment by Council, service level agreement,. Etc. • Disposal of properties in accordance with guidelines as set by the national Department of Housing • Rendering of contract management function • Revision of existing municipal by-laws and compilation of new by-laws. • Conducting activities relating to the overall procurement function of municipality such as the compilation of tenders, 	

	<p>contract management etc.</p> <ul style="list-style-type: none"> • Attending of disciplinary hearings • Administration of community halls • Approval of applications for marches and public gatherings • Co-operation with all spheres of government working with all other departments and relevant stakeholders to ensure timeously reporting. 	
	<ul style="list-style-type: none"> • The compilation of agendas for Portfolio, Mayoral and Council meetings. • The prompt execution of resolution taken • Compilation of a manual in terms of the access to the Information Act. • The development of an electronic postal system with the assistance of the GIS department. 	
Analysis of the Function	<p>Number of all personnel</p> <p>Number of incoming post received</p> <p><u>Number of agendas compiled :</u></p> <p>Council meeting agendas</p> <p>Mayoral Committee meeting agendas</p> <p>Portfolio Committee meeting agendas</p> <p>Ward Committee meeting agendas</p> <p>Naming & Renaming Committee</p> <p>Ethics Committee</p> <p>Number of Ward Committees established</p> <p>Applications for public gatherings</p> <p>Number of community hall bookings</p> <p>Number of disciplinary hearings held</p> <p>Number of bid awarded</p> <p>Number of erven sold</p>	<p>32</p> <p>10722</p> <p></p> <p>13</p> <p>30</p> <p>4</p> <p>80</p> <p>3</p> <p>0</p> <p>24</p> <p>9</p> <p>1293</p> <p>65</p> <p>52</p> <p>560</p>

2005/2006

ANNUAL REPORT

TECHNICAL & FACILITIES

Town Electrical Engineer

Parks and Recreation

Town Engineer (Water, Sewerage and Roads)

Municipal Buildings

Town Planning

Solid Waste Disposal

Function	Technical & Facilities : Town Electrical Engineer	
Sub Function	Electricity distribution	
Reporting level	Detail	Total
Description of Activity	<p><i>The distribution and transformation of electrical energy as a function of the municipality is administered as follows and include:</i></p> <ul style="list-style-type: none"> ❖ Maintenance of existing electricity networks consisting of lines, cables switchgear and transformers. ❖ Provide infrastructure for new developments. ❖ Responsible for the acquisition, transformation and distribution of bulk electricity. ❖ Operation and maintenance of networks and substations. ❖ Ensure sustainable, affordable, effective and efficient access to electricity for its residents, businesses and industrial sector. ❖ Management and metering of electricity to reduce losses and power interruptions. ❖ Provision of efficient street and area lightning to cater for the needs of the community. ❖ Provides new infrastructure for developments. <p>These services extend to include function/area, but do not take account of <function/area> which sits within the jurisdiction of <national/provincial/other private sector> government. The municipality has a mandate to:</p> <p><i>The strategic objectives of this function are to:</i></p> <ul style="list-style-type: none"> ➤ Provide electricity to all households in the licensed area. ➤ Provide free electricity connections to all RDP households in the licensed area. ➤ Maintain existing electrical infrastructure. ➤ Reduce and minimize power interruptions ➤ Provide electricity to new developments. <p><u>The key issues for 2004/5 are:</u></p> <ul style="list-style-type: none"> ✓ Effective maintenance of existing electrical infrastructure, equipment and vehicles to provide a good quality and a affordable service. ✓ Maintenance of existing street and area lighting infrastructure, equipment and vehicles to provide efficient area and street lighting. ✓ Continuous replacement of redundant & unsafe switchgear to ensure safety of workers and public, reduce damage to equipment and ensure a continuous supply of electricity. ✓ The provision of connections to all new developments as and when required ✓ Upgrading of distribution network in Mhluzi and Middelburg. ✓ Provision of new infrastructure and connections for RDP houses 	

Financial year 2005/2006

The following projects were completed.

Electrification Projects

Project	Qty	Description	Amount spent
Doornkop phase 1	130	The network was installed for approximately 300 houses & connections made to 130 informal dwellings. Transformers to be installed in Des 2006 to complete installation.	R 1,951,768
Extension 24 phase 2	444	The network was installed & connections made to 444 informal dwellings. Transformers to be installed in Des 2006 to complete installation.	R 1,534,530
Tokologo phase 3	80	Installation completed & 80 dwellings connected.	R 264,749
RDP houses		Connections to RDP houses with reallocation of squatters & allocation of RDP houses	R 100,000
Kwaza Ext 3	50	Phase 1 of installing services to new erven	R 154,630
Mhluzi Ext 2	17	Infrastructure installed to subdivided erf	R 54,217
Mhluzi Ext 4	39	Phase 1 of infrastructure installed to subdivided erf	R 57,067
Aerorand	96	Services to new domestic stands	R 1,046,279
Extension 18	100	Services to new domestic stands	R 260,048
Primary & Link services			
Project	Qty	Description	Amount spent
Kwaza Ext 6	1300	Replace bare overhead MV conductor with ABC	R 331,954
Doornkop Reroute Line		An Eskom MV line was rerouted around new erven	R 240,094
Doornkop links		Eskom Links - new bulk connection	R 250,000

Master-plan		Master plan to increase supply capacity to Middelburg	R 322,140
Bulk Connections		Bulk connections - Councils contribution to network expansion	R 170,078
Network Reinforcement		Reinforce network where capacity is required	R 480,000
Roberts Development		New MV switchgear in substation.	R 83,721
Upgrading & Safety of networks			
Project	Qty	Description	Amount spent
Replace LT lines		Redundant overhead lines were replaced with underground cabling	R 149,352
Ring Main Units		MV Switchgear (RMU's) were installed in network to improve network.	R 614,337
Cubicle Locks & Photo cells		Safety requirement - Installation of new locking mechanisms & locks on kiosks & cubicles where required	R 132,825
Replace meter kiosk		Unsafe, rusted & damaged kiosks were replaced	R 118,029
Hendrina LT overhead lines & poles		Lt overhead lines in Hendrina were upgraded to improve service delivery	R 308,771
Fire protection Lang substation		The completion of the installation of ventilation in an indoor 88kV substation (phase 2)	R 79,765
Botshabelo Line		The replacement of rotten wooden MV poles with concrete poles phase1	R 89,038
English Medium Substation		New MV switchgear was purchased	R 118,905
Middelburg dam MV line		Replacing old overhead MV line	R 246,868
Streetlights en High masts			
Project	Qty	Description	Amount spent
Upgrade Streetlights Eastdene		Replace redundant light fittings	R 161,344

Streetlights Mhluzi/Kwaza		New streetlights	R 1,044,389
Streetlights Hendrina/Kwaza		New streetlights	R 202,412
Streetlights Middelburg/Mhluzi		New streetlights	R 594,020
High-masts		The installation of new high mast lights in Mhluzi, Doornkop, Ext 24 & Kwaza	R 6,107,984

Function	Technical & Facilities	
Sub Function	Parks & Recreation : Cemeteries	
Reporting level	Detail	Total
Overview	Currently eight cemeteries are maintained in Middelburg area and three in Hendrina and Kwazamokuhle. The community in the rest of the incorporated areas in the Steve Tshwete municipality area utilise the cemeteries in the nearest vicinity.	
Description of Activity	<p>The function of provision of various community and social services within the municipality is administered as follows and include:</p> <ul style="list-style-type: none"> • Provision of cemeteries • Continuous updating and record keeping of cemetery registers • Planning and development of future cemeteries to ensure that sufficient space is available • The maintenance and upgrading of existing equipment, vehicles, system and procedures to ensure a quality service to the community 	
	<p>The strategic objectives of this function are to:</p> <ul style="list-style-type: none"> • To upgrade the existing cemeteries which include fencing tarred roads and ablution facilities • To provide new cemeteries in the rural area at places such as Pullenshope, Rietkuil, Komati and Kwa-Makalane. • To maintain existing facilities on a high standard. 	
	<p>The key issues for 2005/2006 have been:</p> <ul style="list-style-type: none"> • The continuous upgrading and maintenance of cemeteries • The surfacing and kerbing of gravel roads at Phumolong • The new area of Fontein Street cemetery and temporary grading of gravel roads and surfacing portion thereof. • The new area at Hendrina cemetery, surfacing and kerbing portion of the roads. • New fencing on part of Hindu and Voortrekker Street cemeteries. • Extension of Phumolong cemetery. • Identify sites for cemeteries in rural areas. Komati and Pullenshope. 	
Analysis of the Function	<ul style="list-style-type: none"> • The planning process on new cemetery in Komati Pullenshope • The planning process to extend Fontein street cemetery and Phumolong 	
1	NUMBER AND COST ALL PERSONNEL:	25
2	NUMBER AND INCOME FROM BURIALS:	
	<ul style="list-style-type: none"> ❖ Phumolong ❖ Fontein Street ❖ Nasaret 	

	<ul style="list-style-type: none"> ❖ Voortrekker Street ❖ Hendrina/Kwaza ❖ Avalon <p>TOTAL BURIALS</p>	1781
3	<p>LIST OF CEMETERIES:</p> <ul style="list-style-type: none"> ❖ Cross Roads cemetery ❖ Avalon cemetery ❖ Phumolong cemetery ❖ Voortrekker Street cemetery ❖ General ❖ Jewish ❖ Moslem ❖ Hindu ❖ Fontein Street cemetery ❖ Nasaret Old cemetery ❖ Nasaret New cemetery ❖ Hendrina cemetery ❖ Kwaza old cemetery ❖ Kwaza children's old cemetery ❖ Karee street cemetery 	
Short History of Department	This department always took pride in the cemeteries and maintenance thereof and hope to keep it part of the pride of the Town and Townlands.	
Tasks accomplished in Previous Years	<ul style="list-style-type: none"> • Upgraded the existing cemeteries which include fencing tarred roads and ablution <p>Facilities.</p> <ul style="list-style-type: none"> • Provided new cemeteries in the areas that needed it. • Maintained existing facilities on a high standard. 	
Tasks accomplished last year – Capital and Operating	<ul style="list-style-type: none"> • The continuous upgrading and maintenance of cemeteries • The new area of Fontein Street cemetery temporary grading of gravel roads and surfacing portion thereof. • The new area at Hendrina cemetery, surfacing and kerbing portion of the roads. • New fencing on part of Hindu and Voortrekker Street cemeteries. • Extension of Phumolong cemetery • Surveys on portions in Komati and Pullenshope and Phumolong and Fontein street cemeteries for development 	
Tasks to be accomplished in current budget	<ul style="list-style-type: none"> • The continuous upgrading and maintenance of cemeteries • The new area of Fontein Street cemetery and temporary grading of gravel roads and surfacing portion thereof. • The new area at Hendrina cemetery, surfacing and kerbing 	

	<p>portion of the roads.</p> <ul style="list-style-type: none"> • New fencing on part of Hindu and Voortrekker Street cemeteries. • Extension of Fontein street cemetery. • Development of new cemetery in Komati and Pullenshope 	
<p>Tasks to be accomplished according to IDP objectives</p>	<ul style="list-style-type: none"> • The new area at Hendrina cemetery, surfacing and kerbing portion of the roads. • New fencing on part of Hindu and Voortrekker Street cemeteries. • Extension of Fontein street cemetery. • Development of new cemetery in Komati and Pullenshope 	

Function	Technical & Facilities 2005/2006	
Sub Function	Parks & Recreation : Department	
Reporting level	Detail	Total
Overview	<p>The Parks and Recreation service provides a wide range of services to the community. This reaches from the administration of sports and recreational facilities to arts and cultural events. The department is also responsible for the maintenance of all parks and recreational facilities and resort like Botshabelo, Middelburg Dam and Kosmos Dam.</p>	
Description of Activity	<p>The function of provision of Parks and Recreation Services is administered as follows:</p> <ul style="list-style-type: none"> • Provide and maintain sport facilities and day-to-day running of the municipal swimming pools at Kees Taljaard and Mhluzi. • Provide and maintain parks and open spaces as well as sidewalks pavements. • Maintain recreational facilities and resorts. • Administrate applications of pesticides and herbicides. • Arboriculture and construction services. • The operation of a municipal nursery and maintenance of diverse gardens and garden refuse removal. • Provide and maintain recreation furnishings and equipment • The operation of a mechanical workshop and a vehicle fleet. • Seasonal maintenance of Council properties and other sites, when necessary • Development of new parks and facilities 	
	<p>The strategic objectives of this function are to:</p> <ul style="list-style-type: none"> • To provide additional sporting facilities and equipment for different sporting codes. • To maintain and upgrade the existing sport and recreational facilities. • To provide basic sporting facilities such as soccer fields in the rural area where there is a concentration of people. • To maintain and upgrade the existing facilities at Botshabelo Museum and Game Reserve. • To try and settle the Botshabelo land claim to the benefit of all parties involved. • To ensure that the existing museum at Hendrina is maintained and extended if possible. • To carry out general operational repairs and maintenance to parks, open spaces, sidewalks, sports and recreational facilities. • To further develop existing parks, open spaces, sidewalks and recreational facilities. • To bring into being new parks, open spaces, sidewalks and recreational facilities. 	

	<p>The key issues for 2005/2006 have been:</p> <ul style="list-style-type: none"> • The replacement of fencing and various sports facilities with concrete palisade fencing. • The refurbishment of the cloakrooms and ablution facilities of the Kees Taljaard stadium and Cricket facility. • Protection of power points at Middelburg Dam camp sites. • Upgrading and maintenance of playing equipment. • Development of new parks all over the jurisdiction. • Settle the Botshabelo land claim to the benefit of all parties involved. 	
Analysis of the Function	This Department became autonomous and is functioning as such.	
1	<p>NUMBER AND COST ALL PERSONNEL:</p> <p>Parks 180</p> <p>Sport and Recreation 23</p> <p>Arts and culture (Botshabelo) 15</p>	230
2	<p>NUMBER OF PARKS DEVELOPED:</p> <p>Existing parks 74</p> <p>New parks 2</p>	
3	<p>NUMBER OF FACILITIES PROVIDED:</p> <p>Rugby 2</p> <p>Bowls 2</p> <p>Netball 8</p> <p>Korfball 6</p> <p>Tennis 20</p> <p>Jukskei 36</p> <p>Hockey 0</p> <p>Cricket 1</p> <p>Badminton 3</p> <p>Squash 3</p> <p>Wrestling 1</p> <p>Boxing 1</p> <p>Pigeon clubs 2</p>	

	Marathon	3
	Karate	2
	Basketball	5
	Aerobics	1
	Soccer (grass fields)	9
	Volleyball	3
	Soccer (ground fields)	16
	Total operating cost of Parks and Recreation	
Short History of Department	This Department became autonomous and is functioning as such.	
Tasks accomplished in Previous Years	<ul style="list-style-type: none"> • Provided sporting facilities and equipment for different sporting codes. • Maintenance and upgraded the existing sport and recreational facilities. • Provided basic sporting facilities such as soccer fields in the rural areas. • Maintained and upgraded the existing facilities at Botshabelo Museum and Game Reserve. • Ensured that the existing museum at Hendrina is maintained. • General operational repairs and maintenance to parks, open spaces, sidewalks, sports and recreational facilities. • Developed existing parks, open spaces, sidewalks and recreational facilities. • Developed new parks, open spaces, sidewalks and recreational facilities. 	
Tasks accomplished last year – Capital and Operating	<ul style="list-style-type: none"> • Replaced fencing and various sports facilities with concrete palisade fencing. • Refurbished the cloakrooms and ablution facilities of the Kees Taljaard stadium. • Power points at Middelburg Dam camp sites. • Upgraded and maintained playing equipment. • Kerbstones around park 880 Pullenshope. • Developed new parks all over the jurisdiction. 	
Tasks accomplished in current budget	<ul style="list-style-type: none"> • Replaced fencing and various sports facilities and pools with concrete palisade fencing. • Refurbished the cloakrooms and ablution facilities of the Kees Taljaard stadium. • Power points at Middelburg Dam camp sites. • Upgraded and maintained playing equipment. • Kerbstones around park 880 Pullenshope. 	

Function	Technical & Facilities : Town Engineer 2005/2006		
	Water Waste Management		
Sub Function	Sewerage		
Reporting level	Detail	Total	Cost
Overview	Includes provision of sewerage services not including infrastructure and water purification, also includes toilet facilities.		
Description of Activity	<p>The sewerage functions of the municipality are administered as follows and includes.</p> <ul style="list-style-type: none"> • The maintenance of existing internal and outfall sewer networks. • The provision of new infrastructure for new developments. • The provision and management of waste treatment plants. • The treatment of waste water (sewerage and effluent) to statutory standards according to the Water Services Act. <p>The strategic objectives of this function are to:</p> <ul style="list-style-type: none"> • To maintain the existing sewer networks in the urban areas. • To provide infrastructure for new developers. <p>Address the problems regarding sanitation and farms that might result in the contamination of water service and spreading of diseases.</p> <p>The key issues.</p> <ul style="list-style-type: none"> • Proper maintenance of all existing sewer infrastructure equipment and vehicles to provide a good quality service. • The effective treatment of human and industrial waste effluent at the treatment plants. • The effective management of sewer according to the water services act and national water laws. • The provision of new sewer connections to all new buildings upon request. • The replacement of outfall sewer lines along the river. 		

Analysis of the Function		Total	Cost R(000s)
	1.Number and costs to employer of all personnel associated with sewerage functions: <ul style="list-style-type: none"> • Number and costs of all personnel 	84	7445
	2.Number of households with sewerage services, and type and cost of service: <ul style="list-style-type: none"> • Flush toilet (connected to sewerage system) • Biological Units • No toilet provision 		27 789 1051 4921
	3.Cost of the total sewerage function <ul style="list-style-type: none"> • Number of treatment plants 4. Free Basic Service Provision:	2	18 239 8 796

Function	Technical & Facilities : Town Engineer		
	Road Transport		
Sub Function	Roads & Stormwater		
Reporting level	Detail	Total	Cost
Overview	<p>Construction and maintenance of roads within the municipality's jurisdiction</p> <p>The Town Engineer is responsible for the proper functioning of roads and storm water. This department is responsible to maintain a satisfactory standard of planning, design, construction and maintenance of roads and storm water networks in the area.</p>		
Description of the Activity:	<p>The road maintenance and construction responsibilities of the municipality are administered as follows and include:</p> <p>The development and implementation of maintenance management system consists of:</p> <ul style="list-style-type: none"> • Pavement monitoring programme for surfaced roads • Storm water maintenance management system • Resealing programme <p>Designing of new roads and storm water drainage systems</p> <ul style="list-style-type: none"> • Planning of paving and kerbing • Collect traffic data for planning, design, maintenance and operation management • Roads and storm water planning for new developments and maintenance of existing infrastructure • Contract/construction management of new roads and storm water <p>The strategic objectives of this function:</p> <ul style="list-style-type: none"> • To install an effective storm-water drainage system in all developed areas • To tar all existing gravel roads in the township areas • To maintain existing roads, paying special attention to potholes • To improve the quality of gravel access roads in rural areas • To provide paved sidewalks in areas with high density of pedestrians • To construct roads, kerbing and storm-water drainage for new developments <p>Key issues:</p>		

	<ul style="list-style-type: none"> • Effective storm water planning and management • Execution of capital projects and maintenance work on roads and storm-water infrastructure • The construction and maintenance of paved sidewalks • The provision of new roads and storm-water infrastructure 			
Analysis of function	1. Number and cost of all personnel:	81	5272	
	2. Total Number, kilometers and value of road projects:			
	<ul style="list-style-type: none"> • New bituminized 	8,7	10930	
	<ul style="list-style-type: none"> • Existing re-tarred 			
	<ul style="list-style-type: none"> • New gravel (number) 	3,0	700	
	<ul style="list-style-type: none"> • Existing re-sheeted (number) 			
	<ul style="list-style-type: none"> • Existing re-sealed 	21,3	3190	
	<u>Note: If other types of road projects, please provide details</u>			
	3. Total kilometers and maintenance cost associated with existing roads :	724	3501	
	<ul style="list-style-type: none"> • Tar 	524		
<ul style="list-style-type: none"> • Gravel 	200			
Total Number of kilometers :	8,7	10930		
<ul style="list-style-type: none"> • Constructed 	8,7			
<ul style="list-style-type: none"> • Rebuilt 				
<u>Note : If other types of road projects, please provide details</u>		0		
4. Average frequency and cost of re-tarring, re-sheeting roads :				
<ul style="list-style-type: none"> • Tar 				
<ul style="list-style-type: none"> • Gravel 				
5. Estimated backlog in number of roads, showing kilometers and capital costly				
<ul style="list-style-type: none"> • Tar 				
<ul style="list-style-type: none"> • Gravel 				

	<p>Note: total number should appear in IDP, and cost in future budgeted road construction programme</p> <p>6. Type and number of grants and subsidies received:</p> <p>Note: total value of specific road grants actually received during year to be recorded over five quarters – Apr to Jun this year, Jul to Sep, Oct to Dec, Jan to Mar, Apr to Jun this year.</p> <p>7. Total operating cost of service</p>		<p>32109</p>
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Function	Technical & Facilities : Town Engineer		
Sub Function	Water		
Reporting level	Water distribution		
Description of Activity	Detail	Total	
	<p>The water distribution and purification function of the municipality is administered as follows and included:</p> <ul style="list-style-type: none"> • Maintenance of existing water infrastructure and provides new infrastructure for developments. • Responsible for the acquisition, abstraction, purification and distribution of bulk water. • Operation and maintenance of water treatment plants. • Ensure sustainable, affordable, effective and efficient access to water for its residents. • Management of water meter replacement programme to reduce water losses. • Maintenance of existing water infrastructure and provides new infrastructure for developments. <p>These services extend to include function/area, but do not take account of <function/area> which sits within the jurisdiction of <national/provincial/other private sector> government. The municipality has a mandate to:</p> <p>The strategic objectives of this function are to:</p> <ul style="list-style-type: none"> • Provide drinking water to all households in the urban areas • Provide drinking water to people residing on farms/Informal settlements and who do not have access to safe water sources • Maintain existing water infrastructure • Provide infrastructure for new development <p><u>The key issues for 2005/6 are:</u></p> <ul style="list-style-type: none"> • Proper maintenance of all existing water infrastructure, equipment and vehicles to provide a good quality but affordable service. • Continuous replacement of water meters according to meter replacement programme • The provision of new connections to all new buildings upon request • Upgrading of network in Mhluzi and Middelburg • Provision of new water networks/infrastructure for the rural area • To effective management of the water networks and treatment plants according to the Water Service Act and according to the Water Service Act and by-laws. 		

<p>Analysis of the function:</p>	<p>1. Number and cost to employer of all personnel</p> <p>2. Percentage of total water usage per month</p> <p>Note: this will therefore highlight percentage of total stock used per month.</p> <p>3. Total volume and cost of bulk water purchase in kilolitres and Rand, by category of consumer.</p> <ul style="list-style-type: none"> • Residential/other • Commercial • Kilolitres pumped (portable) 13,546 620 • Kilolitres sold (portable) 10,875 558 <p>4. Total year to date water losses in kilolitres and rand</p> <p>Total year to date water losses in kilolitres 2, 605 380</p>	<p>70</p>	<p>5791</p> <p>30985810</p> <p>7112687</p>
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Function	Technical & Facilities	
Sub Function	Municipal Buildings : Department	
Reporting level	Detail	Total
Overview	This department is responsible for the provision of new municipal buildings and structures and maintenance thereof.	
Description of Activity	The municipal services are administered as follows and include: "The provision of new and upgrading municipal buildings and structures; the maintenance of municipal buildings; the cleansing of municipal buildings; public toilets and taxi ranks; the planning and installation of security systems and the compilation of replacement values of municipal buildings for insurance purposes."	
Strategic Objectives	To interact with other departments smoothly and without disturbance in order to ensure accurate implementation for planning and maintenance of municipal buildings e.g. upgrade existing ablution facilities and to install new ones at various cemeteries, taxi ranks and sports grounds, to install new shelters and carports at taxi ranks; to upgrade old and build new libraries, clinics and sporting facilities throughout the municipal area. Additional fire stations and other municipal facilities are to be provided as well.	
	<p>The key issues for 2005/2006 have been:</p> <p>During this period a total number of 13 capital projects with the value of about 4 million rand have been undertaken, from the Community hall Extension 7 to the upgrading, extension and renovating of facilities and the provision of security fences and air-conditioning. Maintenance work to the value of 2.6 million rand was carried out in about 82000m² of municipal buildings.</p> <p>Staff component of department</p> <p>1 Engineering Technician</p> <p>2 Senior Carpenters</p> <p>1 Caretaker Cleansing</p> <p>1 Clerical Assistant</p> <p>1 Artisan Assistant</p> <p>24 Worker Grade 3</p>	
Tasks to be accomplished in current budget	<p>Challenges the department face:</p> <ul style="list-style-type: none"> • Maintaining Municipal buildings within the allocated budget for various departments and external factors like contractors and suppliers. 	
	<p>Improvement of departmental performance:</p> <ul style="list-style-type: none"> • Ensuring projects are executed within the specific time frame. • Compile yearly maintenance programme. 	
Capital Project 2005/2006	<ol style="list-style-type: none"> 1. Upgrade Electrical workshop Hendrina 2. Extension and upgrade Vaalbank Hostel 	

	<ol style="list-style-type: none"> 3. Extension and erection of garage at Extension 8 Clinic 4. Fencing at Hendrina Workshop 5. Upgrading of Taxi facilities Hendrina 6. Renovate toilet facilities at Newtown 7. Expansion of workshop Parks 8. Erection of community hall X5 9. Upgrade cloakrooms and Kees Taljaard Stadium 10. Name boards community halls 11. Upgrade of sound system Council Chamber 12. Palisade fencing at Van Calder pay point 	
<p>Tasks to be accomplished in current budget</p>	<ol style="list-style-type: none"> 1. Upgrade Rates Hall 2. Fencing 24hr Control centre 3. Erection of new community centre Extension 7 4. Fencing at Nasaret Hall 5. Fencing at Vaalbank 6. Replace floor coverings at community halls 7. Expansion of workshop Parks 8. Upgrade taxi facilities 9. Upgrade cloakrooms and Kees Taljaard Stadium 10. Upgrade taxi facilities at Kwaza taxi rank 11. Sealing grand stands at Kees Taljaard Stadium 12. Upgrade Phomolong cemetery ablution 13. Renovate old NDM offices – floor coverings 14. Upgrade Hendrina and Kwaza offices 	

Number, cost and extent of buildings maintained:

Buildings	Number	Cost
Housing	205	R253 000.00
Libraries	8	R112 500.00
Municipal Offices	3	R501 700.00
Community Halls	5	R164 000.00
Public Toilets	6	R67 200.00
Dumping Sites	4	R3 000.00
Clinics	9	R129 320.00
Hostel	2	R96 000.00
Squatter Control	1	R13 000.00
Cemeteries	5	R13 000.00
Fire Stations	2	R147 000.00
Sport grounds Middelburg	13	R230 000.00
Botshabelo Nature Reserve/Museum	1	R135 000.00
Workshops	2	R12 000.00
Sewerage Purification Plants	10	R116 000.00
Service Centre	21	R123 000.00
Fixed Property	12	R111 000.00
Taxi Terminals	6	R54 000.00
Water Purification Plants	5	R138 000.00
Electricity Sub-stations	100	R70 000.00
Vehicle Testing Centers	2	R37 000.00
24 hr Control centre	1	R40 000.00

Function	Technical & Facilities	
Sub Function	Town Planning Services	
Reporting level	Detail	Total
Overview	<p>This department is constituted mainly by two divisions namely, Town Planning and Building Control. The Town Planning Division provides the strategic direction regarding the spatial two physical development of the towns in the Steve Tshwete Municipality and ensures that the development of towns take place within appropriate pieces of legislation such as acts, buildings regulations, town planning schemes and by laws. It further facilitates and promotes the development of an integrated spatial plan in order to attain urban and rural growth management by means of physical, social, economic and institutional development.</p> <p>STAFF COMPONENT</p> <p>1 X Chief Town Planning Services 2 X Town Planners 1 X Town Planning Assistant 1X Chief Building Control Officer 1X Senior Building Control Officer 1X 5 Building and Drainage Inspector 2X Clerk Grade 1 1X Senior Clerical Assistant</p>	
Description of Activity	<p>The function of Town Planning Department within the municipality includes:</p> <ul style="list-style-type: none"> • Evaluation of applications for township establishment, rezoning, consent use, subdivision consolidation, placing of public telephone containers and applications for any land related development • Regulation and management of land uses • Evaluation and approval of building plans and site development plans • Conducting inspections of building plans and site development plans • Conducting inspections of buildings to be erected to ensure that they are in accordance with the building plans approved 	
Development Priorities	<ul style="list-style-type: none"> • To involve the community in town planning matters • To attend to the management of underdeveloped land • To provide additional land that can be used for building of churches • To attend to problems experienced with illegal use of land • To provide additional residential sites for purchase by the community • To provide land for farming purposes in the rural areas • To inform the community of the rights and responsibility of land ownership • To investigate the possibility of crating rural villages 	
Analysis of the function	<p>Number and cost of all personnel :</p> <ul style="list-style-type: none"> • Total number and value of buildings plans approved • Total number of building inspections performed 	<p>12</p> <p>1610</p> <p>860</p>

	Town planning status : <ul style="list-style-type: none"> • Total amendment schemes recorded • Total building line • Total consents recorded • Article 92's - not registered yet • Subdivisions applications 	87 62 240 12 85
Tasks accomplished last year – Capital and Operating	<p><u>Township Establishment: Kwazamokuhle Extension 7: (600 stands)</u></p> <p>The only outstanding stage of the process of township establishment is the registration and proclamation of the township. Such application is already in the office of the Registrar of Deeds.</p> <p><u>Town Planning: Rural Village (Bankfontein): (500 stands)</u></p> <p>Application for township establishment was approved by Council. The process of township establishment is in progress. Completion of the township establishment process is envisaged towards the end of June 2007.</p> <p><u>Town Planning: Establishment of Rockdale Township: (3062 stands)</u></p> <p>Formal township establishment application has been approved by Council. The township layout has been pegged and framed into the general and approval of the Surveyor General is awaited. Completion of township establishment is envisaged at the end of June 2007</p>	

Function	Technical & Facilities	
Sub Function	Solid Waste Disposal : Department	
Reporting level	Detail	Total
Overview	The Solid Waste Disposal Services of Middelburg are managed "in a closed account", i.e. it is not subsidised at all. It consists of four main components: Residential, Business and industrial refuse removal; street cleansing and removal of refuse from illegal dumping sites; management of landfill site: provision of bulk refuse containers.	
Description of Activity	<p>The refuse collection functions of the municipality are administered as follows and include :</p> <p>Residential refuse removal (plastic bags and dustbins), 1,7³ m bulk containers in residential units, business and industrial refuse removal, street cleansing activities in central business areas and in open areas like parks, main entrances, riverbanks and vacant land, removal of excess household and garden refuse in 3m³ bulk containers.</p>	
	<p>The strategic objectives of this function are to:</p> <p>To provide collection containers at strategic points for garden refuse; to provide all households with a dustbin; to remove all illegal dumping sites; to manage all landfill sites environment friendly and according to specifications, to ensure a safe and proper operation at most cost effective rates.</p>	
Key Issues for 2005/2006	Mass refuse containers were completely refurbished, Pendula type refuse bins were installed through out the area; garden refuse disposal sites were established in the Hendrina, Rietkuil and Komatie districts; provision of new 1,75m ³ refuse removal containers, purchase a new 19m ³ refuse removal compactor vehicle, cleaning of illegal dumping sites.	
Analysis of the Function	<p>Number of households receiving regular refuse removal services, and frequency and cost of service :</p> <p>Removed by Municipality at least once a week</p> <p>Removed by Municipality less often</p> <p>Communal refuse dump used</p> <p>Own refuse dump</p> <p>No rubbish disposal</p> <p>Note: If other intervals of services are available, please provide details.</p>	<p>31982</p> <p>0</p> <p>3</p> <p>1</p> <p>0</p>
	Total and projected tonnage of all refuse disposed :	238.33

	Domestic/Commercial Garden Note : Provide total tonnage for current and future years activity	tons per day Not measured
	Total number, capacity and life expectancy of refuse disposal sites : Domestic/Commercial (number) Garden (number) Note : Provide the number of tip sites, their total current capacity and the expected lifespan as at end of reporting period.	20 3
Tasks accomplished in Previous Years	<ul style="list-style-type: none"> • Sales of refuse bins to the public on a cost price • Establishment of the Garden Refuse site in Komati, Rietkuil, and Hendrina • Establishment of the garden waste sites in Hendrina, Komati and Rietkuil 	
Tasks accomplished last year – Capital and Operating	<ul style="list-style-type: none"> • Purchase and Installation of the 851 Pendula refuse bins and repair 1.75m³ refuse containers • Identify all the illegal dumping sites and continue cleaning up of all sites • Purchase and distribution of the 1.75m³ refuse containers to the business • Completed the construction of the waste transfer station in Hendrina, Komati and Rietkuil 	
Tasks to be accomplished in current budget	<ul style="list-style-type: none"> • Purchase a refuse compactor truck • Continue cleaning and reducing the illegal dumping areas • Purchase and Install the 851 Pendula refuse bins • Develop further sites of the Dumping site • Operate and maintenance of the garden refuse sites as well as the waste transfer station • Purchase of a light Delivery Vehicle • Refurbishment of the damaged refuse containers • Continue with the sales of refuse bins to the public on a cost price • Purchase and distribution of the 1.75m³ refuse containers to the business 	
Tasks to be accomplished according to IDP objectives	<ul style="list-style-type: none"> • Provide all house holds with refuse bins at a cost price • Reduction of all illegal dumping areas • Develop further sites of the landfill site and management of the landfill sites as per conditions prescribed in the permit • Cleaning the areas around the outskirts of the town • To ensure proper operation and management of the refuse removal and street cleansing 	

2005/2006

ANNUAL REPORT

PUBLIC SERVICES

Health Services

Fire & Rescue Services

Library

Housing

Licensing

Traffic Services

Function	Public Services		
Sub Function	Health Department		
Reporting level	Detail	Total	Cost
Overview	The Health Services have two sections namely Personal Health and non-Personal Health Services. The personal services rendered by Nursing Personnel and non-personal health services rendered by Environmental Health Officers.		
Description of Activity	<p><u>1. There are nine fixed clinics and one mobile rendering the following services</u></p> <ul style="list-style-type: none"> • Maternal child and women health services • Prevention and Management of communicable and non communicable diseases • Mental health services • Community rehabilitation services • Primary oral health services • In-service training for staff, student nurses and Environmental students • Management of emergency cases and refer to hospital • Attending meetings to update from National and Provincial level • Participating in National Provincial surveys and research • Supporting community with health information as a need rise <p><u>2. Non-personal health services (Environmental Health Services)</u></p> <ul style="list-style-type: none"> • Inspection and follow up of pre-schools, schools, crèches, health services, prisons, mortuaries, sources of nuisance, food and milk premises • Investigating of complaints from the public and arrangement for rectification of nuisance conditions e.g. noise and air pollution • Confiscation and / destruction of foodstuff for human consumption • Monitoring program, which includes regular preparation and collection of samples and chemicals analysis in the laboratory e.g. air pollution and food and water • Ensure law enforcement where applicable • Assisting with Occupational Health and Safety at the workplace • Education and awareness of communities • Conduct and support the Environmental Health Surveillance • Issuing of licenses, certificates and condemnation certificates • Drawing application for court orders / interdict with respect to non complying persons • Assisting in drafting and revision of Councils by-laws and issuing of introduction permits • Responsible to scrutinize building plans alterations and 		

	additions		
	<p><u>3. Provide Statistical Information</u></p> <p>3.1 Number and cost of all Health Clinics and environmental personnel</p> <ul style="list-style-type: none"> • Professional Nurse 31 • Environmental Health Officers 5 • Non-professional Staff 22 <p>3.2 Number and cost of public, private clinics servicing population</p> <ul style="list-style-type: none"> • Public Clinics (owned by municipality) 10 • Private Clinics (owned by private, fees based) 1 <p>3.3 Total annual patient head count:</p> <ul style="list-style-type: none"> • > = 5 years and older 163 073 • < 5 years 51 097 <p>3.4 Type and number of grants and subsidies received:</p> <ul style="list-style-type: none"> • Health Clinics • Environmental Health Services <p><u>3.5 Number and cost of activities:</u></p> <p>3.5.1 Food Premises</p> <ul style="list-style-type: none"> • Restaurants/Canteen 51 • Butcheries 20 • Street food vendors 41 • Milking sheels 74 • Milk shops/depots • Bakeries/confectioneries • Food trans vehicles • Fruit and Vegetable premises • Supermarkets • Other food premises 		±R4 Million 0

	<ul style="list-style-type: none"> No. of license applications Food condemnation 	63	
		5	
	3.5.2. Accommodation and related facilities		
		2	
	<ul style="list-style-type: none"> Hotels Crèche/Daycare Centers Centre for disabled Building plans 	4	
		41	
		17	
	3.5.3. Public 2 miscellaneous facilities	15	
	<ul style="list-style-type: none"> Mortuaries/undertakers Taxi-ranks Vacant stands 	11	
		1	
		37	
	3.5.4 Samples	1	
	<ul style="list-style-type: none"> Raw milk Pasteurized milk Drinking water Food samples 	877	
		6	
		5	
		41	
	3.5.5 Water and sanitation		
		26	
	<ul style="list-style-type: none"> Water treatment plant Refuse disposal sites Uncontrolled refuse dumps Public toilet complexes 	56	
		21	
		0	
	3.5.6 Environmental Management	2	
	<ul style="list-style-type: none"> Air pollution samples Vehicle emissions test Noise pollution sample 	4	
		67	
		6	
	3.5.7 General	108	
	<ul style="list-style-type: none"> Complaints Workshops Meetings Student capitation 	86	
		0	

		911	
		1	
		7	
		27	
	<u>4.Achievements of Previous Financial Years (2005/2006)</u>		
	4.1 Community awareness and development		
	4.1.1 Environmental Health Services		
	<ul style="list-style-type: none"> • Environmental awareness • Awareness on illegal dumping 	12	
		16	
	4.1.2 Health		
	<ul style="list-style-type: none"> • HIV/AIDS/TB awareness 	15	
	4.2 Capital Projects		
	4.2.1 Environmental Health Services		
	<ul style="list-style-type: none"> • 4 drawer cabinets, wooden • Desk • High-back chairs • Computer • Portable dust sampler • Erected palisade fencing for second air pollution monitor 	1	
		1	
		2	
		1	
	4.2.2 Health Clinic	1	
	<ul style="list-style-type: none"> • Tele-video - Nasaret Clinic • Aqua-cooler • Typist chair • Installed Air conditioner – Nasaret • Footstool with double steps – Mhluzi • 4 drawer cabinet – Newtown • Ext 8 clinic garage • Database patient care, Ext 8, Simunye • Desk with chair – Eastdene Clinic • Air conditioner installation – Kwazamokuhle Clinic • Equipment for clinics • Baby scale (Tanita) • Desk with type BP machine • Accu weigh baby scale • Accu check glucometer • Chairs for patients • Washing machine – Ext 8 clinic • Database patient care licensing Mhluzi and Civic centre clinic, X12 months 	1	
		3	
		3	
		1	
		3	
		1	
		1	
		2	
		2	
		1	

	<u>5.Targets 2006/2007</u>		R2.2million
	5.1 Building clinic – Tokologo		R10.000.00
	5.2 Clinic equipment		R63.000.00
	5.3 Database patient care, Nasaret and Eastdene		R6.000.00
	5.4 Patient chairs		R4.500.00
	5.5 Aqua-coolers, Ext 8 and Mhluzi clinic		R1.100.00
	5.6 Desk with chair		R2.400.00
	5.7 4 Drawer cabinet		R2.500.00
	5.8 Footstools with double step		R1.000.00
	5.9 Typist chair		R50.000.00
	5.10 Microwave – Hendrina clinic		R20.000.00
	5.11 Air conditioners – Mhluzi clinic		R320.000.00
	5.12 Air conditioner – Kwazamokuhle clinic		R50.000.00
	5.13 Air quality monitor		R14.000.00
	5.14 Directional garages		R3.000.00
	5.15 Replace computers		
	5.16 Alarm system – Air quality monitor		R6.000.00
	5.17 Portable radio		

Function	Public Services	
Sub Function	Library Department	
Reporting level	Detail	Total
Overview	The main aim of the Library is to render two types of services namely (A) the Technical Service and (b) the Public Service. The latter service is vital important.	
Description of Activity	<p>Public Services rendered in the library are the following:</p> <ul style="list-style-type: none"> • Invitations of schools especially from the rural areas to orientate them to the Library and teach them how to retrieve information since these library facilities are not available in their areas. • Provision of information on book material and non-book material (CD-rom, audio books etc.) to the users. • Provision of computerized information on Internet, Encarta and Britannica. • Provisions of inter library loan on PALS if the library material is not available in the library. The book on demand can be located on libraries within Mpumalanga jurisdiction. • Rendering door to door service for the old age home namely Kosmos, Vergeet-my-nie, St'Josephs and SAVF. • The services are highly appreciated • Rendering recreational service for children during school holidays (story telling videos, puppet shows etc) 	
Analysis of the Function	<ul style="list-style-type: none"> • Number and cost of personnel • Management (level 0 to 3) • Professionally qualified and mid management (level 3 to 6) • Office (level 7 to 12) • Non-professional – semi skilled (level 13 to 16) • Temporary staff • Contract staff 	<p>1</p> <p>14</p> <p>2</p> <p>1</p> <p>0</p>
Achievements	<ul style="list-style-type: none"> • Alarm system has been installed at Eastdene Library • Furniture has been bought for all the branches • New staff members have been appointed • Books have been bought to improve the reading conditions for the use at the library • Microwaves have been bought for Mhluzi, Eastdene, Nasaret and Gerard Sekoto to improve the working conditions for the staff members. 	

Target	<ul style="list-style-type: none">● To help schools with the functioning of their libraries and to increase awareness in reading● To purchase fax machines for Mhluzi, Kwaza, Nasaret and Eastdene to improve work faster and effectively● To obtain property for Pullenshope library● To purchase a mobile library to render services to rural areas e.g. Doornkop etc.● To utilize some offices on the first floor for study areas● To utilize some space down stairs to make a reference section to improve services to the community.	

Function	Public Services		
Sub Function	License Department		
Reporting level	Detail	Total	
Overview	This function mainly ensures the registering and licensing of vehicles & drivers for the purpose of maintaining order & legality and to promote Road Safety in general.		
Description of Activity	<p><u>The license service of the municipality is administered as follows and include:</u></p> <ul style="list-style-type: none"> • Issuing of licenses for businesses • Testing for learners & drivers licenses • Renewal of credit card type drivers licenses • Renewal of public permits • Responsible for the registration of and licensing of vehicles • Testing of vehicles for roadworthiness <p><u>Strategic objectives of this function:</u></p> <ul style="list-style-type: none"> • To register and license vehicles in accordance with legislation • To test applicants for learners & drivers licenses in accordance with prescribed procedures • Operate and maintain testing centre of vehicles for roadworthiness <p><u>Key Issues:</u></p> <ul style="list-style-type: none"> • Proper implementation of the provision of the Road Traffic Act • Improve service delivery by reduce waiting time and proper training of officials • Operate and maintain testing centre for vehicles for roadworthiness 		
Analysis of the Function	Learners Licenses issued	1705	2552
	Drivers license issued (conversions & New)	8 673	9 813
	Learners license tests	3 273	5 067
	Drivers License tests	3 151	3 456

	Motor vehicle licenses issued	55 360	57 458
	Motor vehicles registered	18 953	20 245
	Applications for professional driving permits	1 900	2 594
	<u>HENDRINA REGISTERING AUTHORITY</u>		
	Learners licenses issued	555	378
	Drivers licenses issued (conversions & new)	1 554	1 352
	Learners license tests	1 044	663
	Drivers license tests	644	472
	Motor vehicle licenses issued	6 673	6 531
	Motor vehicles registered	813	772
Short History of Department	<p>Since 1994 this Council moved over to a Transitional Local Municipal Council and included Hendrina, Rietkuil, Pullenshope and Komati which is known as the MP 313 area. These areas are now also serviced by the License Dept. with regards to the registering & licensing of vehicles. On 17 June 2006 this department moved to the new 24 Hour Control Centre and is the first registering authority in Mpumalanga that implemented the Best Practice Model System.</p> <p><u>This department consists of 26 officials which are divided into the following sections:</u></p> <ul style="list-style-type: none"> • Steve Tshwete Motor Vehicle Registration and Licensing • Steve Tshwete Drivers License Testing Centre • Steve Tshwete Motor Vehicle Testing Station • Hendrina Registration and Licensing • Hendrina Drivers License Testing Centre <p>Three of the Supervisors did go on training for the Best Practice Model. One of the Supervisors did attend the e`Natis training.</p> <p>Some of the license personnel received training on the new Live Scan unit (this is the new system for the application for renewal of drivers licenses)</p>		
Tasks accomplished in previous years	The license department achieved all the objectives in the previous years with regards to the Capital & Operating budget		

Tasks accomplished last year – Capital and Operating	<p><u>The following was achieved from last years capital budget:</u></p> <ul style="list-style-type: none"> • Staff • The vacancy of posts were filled • Health & Safety Committee <p>We established our own committee to:</p> <ul style="list-style-type: none"> • Identify the various hazards within the workplace • Promote a safe working environment • Put measures into place to ensure safety at work etc. 	
Tasks to be accomplished in current budget	<p><u>The following was accomplished in this current budget year:</u></p> <ul style="list-style-type: none"> • <u>Purchasing of new furniture:</u> <ol style="list-style-type: none"> a. Bulk Filer b. Calculators c. Draughtsman Chairs d. Facsimile e. Visitors chair f. Workstation 	
Tasks to be accomplished according to IDP objectives	<p>Additional staff were employed to serve the MP 313 area</p> <p>We reduced the awaiting time of public to be served.</p>	

	ORDER	ACHIEVED	AMOUNT	BUDGET
1 – 8 Bulk Filer	06.06.06	30.04.06	R 25 515.00	R35 000.00
Sharp Printing Calculator EL291OR	26.08.06	24.10.06	R4 413.00	R 4 500,00
Heavy Duty Draughtsman Chair	31.08.05	22.09.05	R 3 985,00	R4 000,00
Facsimile Machine	29.08.05	31.10.05	R 3 000,00	R3 000,00
Visitors Chair	26.08.05	22.09.05	R 2 403,00	

Workstation	06.01.06	30.04.06	<u>R16 000,00</u>	R2 500,00
TOTAL			<u>R55 316,00</u>	<u>R16 000,00</u> <u>R65 000,00</u>

Function	Public Services	
Sub Function	Traffic Department	
Reporting level	Detail	Total
Overview	<p>This function mainly ensures, promotes and sustains the safety, care and protection of the community through traffic Control.</p> <p>They deal with various patrol- and court duties, speed violations, administrative warrants and summonses issued and are responsible for the maintenance and erection of Road and Traffic signs as well as street names.</p>	
Description of Activity	<p>The Traffic control functions within the municipality includes :</p> <ul style="list-style-type: none"> • Responsible for various patrol duties at schools, marches and marathons • Participate in “Arrive Alive” projects especially during the Easter period and school holidays. • Ensuring and promoting Traffic safety to the communities through visible traffic policing in all areas. • Maintain and erect new Traffic signs, including speed humps. • Proper monitoring of taxi overloading. • Responsible for the erection of new traffic lights and the maintenance on existing ones • Respond to vehicle accidents, fire and rescue call outs to regulate traffic incidents. <p>Strategic objectives of this function:</p> <ul style="list-style-type: none"> • To improve the quality of the service by providing more vehicles and manpower, • To ensure that Traffic officers are operating in all areas in order to reduce overloading and reckless driving. • To provide more speed humps as high risk places reducing speeding and ignoring of stop signs at intersections. • To assist with the provision of scholar patrols at strategic points to ensure the safety of children. • To assist with the correct placing of hawkers at strategic points to ensure the safety of all pedestrians and motorists. • To acquire specialized Traffic control orientated vehicles, equipment etc. <p><u>Key issues:</u></p> <ul style="list-style-type: none"> • Improve traffic control and safety • Provide additional vehicles and equipment • Provision and maintenance of existing roads and traffic signs as well as speed humps and traffic lights. • Reduce speed violations and promote traffic control and safety. 	

<p>Short History of Department</p>	<p>Since 1994 this council moved over to a Transitional Local Municipal Council and included Hendrina, Rietkuil, Pullenshope and Komati, which is now known as the MP313 area. These areas are now serviced by the Traffic Department with regards to Law Enforcement.</p> <p>The traffic officers received training on the latest equipment and technology on traffic law enforcement.</p>	
<p>Tasks accomplished in Previous Years</p>	<p>The Traffic Department achieved all the objectives in the previous years with regards to the Capital and Operating Budget.</p> <p>The Department issued in each financial year about 20 000 written notices.</p>	
<p>Tasks accomplished last year – Capital and Operating</p>	<p><u>Our major tasks accomplished this last year are as follows:</u></p> <p>Law Enforcement Staff:</p> <ul style="list-style-type: none"> • We employed additional staff to work in Hendrina after the amalgamation • We acquired staff with cast knowledge and qualifications to assist us in our duties. • Many of our staff received diplomas and degrees to enrich themselves in their fields of expertise. <p>Technical section:</p> <ul style="list-style-type: none"> • We acquired a road making machine to help speed up the process of marking our roads. • We erected and maintained speed humps at various high risk areas. • We painted street names on sidewalks • We are on a continuous basis busy to maintain proper markings and signage on our roads. • We have a technical team that concentrate on pedestrian crossings at schools as to ensure the safety of our scholars. <p>Traffic Wardens</p> <p>We appointed a number of temporary Wardens to assist our Department in :-</p> <ul style="list-style-type: none"> • Point duties at schools • Point duties at funerals • Special occasions <p>Patrol Vehicles:</p> <ul style="list-style-type: none"> • We acquired additional patrol vehicles during the current financial year. 	

Training

We initiated a training section who is dealing with the following issues:-

- Training of Scholar patrols throughout the MP313.
- Internal Training of traffic officers in: –

1. The completion of AR-Forms
2. The completion of Sect. 56 notices
3. Scholar Patrols
4. Selected firearm skills
5. The national Road Traffic Act
6. The Criminal Procedure Act
7. Safe working procedure for Law Enforcement and Technical staff
8. Safe working procedures for administration staff etc.

Our Traffic Officers performed the following external training:

- Defensive driving
- Practical shooting in Johannesburg

Specialized equipment :

We installed a number on board offence monitoring systems in our patrol vehicles (VASCAR) These systems are mainly used to record violations. It also helped us to better out conviction rate in court cases.

Specialized projects:

Our department participated in various special law enforcement projects with province, SAPS, and the SANDF, with regards to:

- The" Arrive Alive" Campaign.
- Roadblocks

Media :

We liaise with the media to inform the general public about :

- Events happening in town
- New legislation
- Traffic safety education

We perform radio announcements during peak hours to inform motorists of:

- Dangerous situations
- Collisions
- Technical problems

	<p>Council and Councilors</p> <ul style="list-style-type: none"> • We assist Council and Councilors with announcements • We transport Councilors to and from meetings outside the MP313 area. <p>Health and Safety Committee :</p> <ul style="list-style-type: none"> • We established our own committee to : • Identify the various hazards within the workplace • Promote a safe working environment • Put measures into place to ensure safety at work etc. 	
<p>Tasks to be accomplished in current budget</p>	<p>Our major tasks accomplished in this current budget year are as follows:</p> <ul style="list-style-type: none"> • Purchasing of new vehicles • Purchasing of new speed equipment • Purchasing of new computers • Purchasing of a Base Station radio and additional radios • Purchasing of additional Road signs • Erecting and painting of new street names • Upgrading of the Robot system • Employed additional staff to work in MP313 area and the filling of all vacant posts. • Purchasing of furniture for the new building. 	
<p>Tasks to be accomplished according to IDP objectives</p>	<p>As the MP313 area increased we employed additional staff.</p> <p>This also increased the hours the Traffic officers spend in areas like Pullenshope, Rietkuil and other areas in the MP313 area.</p> <p>Traffic Calming measures at high risk areas.</p> <p>A 100% of the available budget was spent within the MP313 area.</p> <p>To assist with provision of scholar patrol.</p> <p>All schools were trained in scholar patrol including 192 scholars to provide patrols at the various schools.</p>	

Analysis of the functions performed:

MONTH	NUMBER	HOURS SPENT ON OVERTIME
July	10	20
August	20	45
September	156	300
October	17	36
November	45	50
December	15	42
January	17	34
February	31	65
March	14	30
April	4	8
May	10	23
June	63	94
Total	402	747

Funeral escorts 2005/2006

MONTH	NUMBER	HOURS SPENT
July	125	250
August	60	120
September	44	90
October	67	130
November	43	86
December	52	104
January	47	93
February	52	104
March	41	82
April	59	118
May	53	106
June	49	91
Total	692	1374

Man hours worked in Mhluzi/Pullenshope and Rietkuil

MONTH	NUMBER OF HOURS WORKED
July	90
August	106
September	87
October	79
November	116
December	126
January	113
February	119
March	107
April	117
May	129

June	96
Total	1285

1. There were a total of 50 roadblocks set up for 2005/2006. With 1 500 hours spent.
2. There were 12 marches during 2005/2006.
3. There were 2 major marathons namely the: Loskop Marathon and the Greatest Train Race, and 10 other marathons.

Hawkers 2005/2006

All demarcated stands were allocated to the applicants together with the hawkers permit. A total of 172 demarcated stands were allocated which generated an income of R41 280.00 to Council.

Technical Section 2005/2006

Traffic signs and Paint used

MONTH	WHITE	YELLOW	BLACK	RED	TRAFFIC SIGNS
July	308		55	16	31
August	1005	110		140	39
September	1030	165	10		28
October	1186	130	15	60	48
November	200	420	10	85	79
December	40	20	10	15	30
January	69	10		79	42
February	207	30	26	76	140
March	726		4	20	111
April	585	25	15	5	108
May	829	165	15	15	116
June	925	492	10	95	51
TOTAL	7110	1567	170	606	823

Law enforcement duties 2005/2006 (Notices issued)

MONTH	NUMBER ISSUED
July	1533
August	2145
September	2082
October	1793
November	1385
December	1714
January	1226
February	1043
March	1849
April	2320
May	1843

June	1749
TOTAL	20682

Accidents 2005/2006

MONTH	NUMBER OF ACCIDENTS
July	246
August	244
September	218
October	246
November	246
December	221
January	216
February	228
March	255
April	214
May	218
June	213
TOTAL	2756

Warrants 2005/2006

There were a total of 1831 warrants issued.

Function	Public Services	
Sub Function	Chief : Fire Services	
Reporting level	Detail	Total
Overview	The department of the Chief Fire Services strives to save the lives of the inhabitants and visitors of the MP313 area to protect the properties and the rendering of humanitarian services. An integral part of this service is the evaluation of the area and the pro-active planning to provide a safer area for all.	
Description of Activity	Some of the services provided include but is not limited to: <ul style="list-style-type: none"> • Fire Fighting – structural, industrial, wild land, vehicle, ext. • Rescues – motor vehicle accidents, water related, confined space, high-angle ext. • Hazardous Materials – Identifying, managing, leak sealing ext. • Special Services – Mitigation of situations involving bees, snakes ext. pumping of water etc. • Prevention – Fire prevention inspections, building plan inspections, risk assessments, public awareness campaigns, registration and inspection of hazardous installations and premises etc. • Mutual aid agreements – Land owners, neighboring Council's, NGO's, State Departments, etc. 	
The strategic objectives of this function	<ul style="list-style-type: none"> • Disaster Management in accordance with the Prescriptions of the Disaster Management Act. • To establish and maintain a peaceful environment for the Steve Tshwete Municipal area of jurisdiction to ensure and enhance sustainable development. • To strive for effective and world class prevention, mitigation and emergency response to incidents through optimal utilization of financial, human and national resources to amicably reduce risk for the people and environment of Steve Tshwete Municipality. 	
The key issues for 2005/2006 have been	<ul style="list-style-type: none"> • The completion of the infrastructure and the commissioning of the 24-Hour Control and Complaint Centre. • The acquiring of sufficient vehicles and equipment and the appointment of sufficient staff to render an effective service and to meet the minimum requirements as stipulated in the SANS 10090 Code of Practice – Community Protection against Fire. 	
Analysis of the function	Total number of call outs : Middelburg	Total
	Total Calls	1802
	Special Services	132
	Fire Fighting	670
	Rescues	1009

	Fire Prevention Functions	470
	Total Injuries	1630
	Fatal	98
	Serious	354
	Minor	1178
	Total number of call outs : Hendrina	
	Total Calls	278
	Special Services	7
	Fire Fighting	136
	Rescues	130
	Fire Prevention Functions	27
	Total Injuries	219
	Fatal	22
	Serious	68
	Minor	129
History of department	<p>This department started out as a department being manned by Traffic Officials under the guidance of the previous Chief Fire Services, Mr. G. Pretorius. At current a full professional service is being rendered from two fire stations. One at Middelburg and one at Hendrina which is staffed as follows:</p> <p>Chief Fire Services - 1</p> <p>Assistant Chief Fire Services - 1</p> <p>Disaster Management - 1</p> <p>Station Officers - 6</p> <p>Fire Fighters - 22</p> <p>Senior Clerical Assistant - 1</p> <p>General workers - 3</p> <p>Control Room Attendants - 18</p> <p>Total 54</p>	
Tasks accomplished in Previous Years	With funding from Council not only equipment were purchased, but also a medium rescue pumper, and a primary response vehicle.	

<p>Tasks accomplished last year – Capital and Operating</p>	<ul style="list-style-type: none"> • The Council provided for the purchasing of additional equipment. • The completion of the Hendrina Fire Station was funded by the Nkangala District Municipality. • A Disaster Management workshop was conducted with all stakeholders in order to execute a proper Risk Assessment with Province playing an integral part. • A contingency plan was drafted and included in the IDP of Council. 	
<p>Tasks to be accomplished in current budget</p>	<ul style="list-style-type: none"> • This year a new medium rescue pumper was bought and equipped. • A light delivery vehicle and the primary response vehicle were also replaced by Council. • The Nkangala District Municipality provided for the final phase at Hendrina Fire Station. • A proper Risk Assessment be finalized after the completion of the District Disaster Management Framework. 	
<p>Tasks to be accomplished according to IDP objectives</p>	<p>The following tasks must still be completed as stipulated in the IDP:</p> <ol style="list-style-type: none"> a. The provision of a fire station in Mhluzi. b. The acquiring of two more fire engines. c. The purchasing of a water tanker. d. The purchasing of two more veldt fire vehicles. e. The provision of equipment f. Appointment of additional personnel. g. Execution of a comprehensive Disaster Management Risk Assessment h. Provision of a Disaster Management Framework and Plan. 	

2005/2006

ANNUAL REPORT

IDP AND LED UNITS

Function	Municipal Manager	
Sub-Function	IDP/PMS	
Reporting Level	Detail	Total
Overview	The IDP/PMS unit is the embodiment of the core business of the Municipality. It functions across all Departments in the Municipality expressing the strategic direction the Municipality has planned to take	
Strategic Goals	Creation and Revision of Council's Integrated Development Plan Creation and Implementation of a Performance Management System	
Objectives	To Conduct community meetings in each Ward to obtain inputs with regard to developmental needs of the community To compile the IDP document To conduct IDP/PMS Forum meetings for further stakeholder inputs To provide assistance in the compilation of Managers' Performance Agreements and have them processed	
Activities	1. Number of IDP/PMS Forum held : 3	
	2. Number of Community meetings held : 21	
	3. Managers' Performance Agreements processed	
	4. Compilation of the 2005/2006 IDP	

2005/2006

ANNUAL REPORT

FINANCE

2005/2006

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ANNUAL FINANCIAL

STATEMENTS

2005/2006

ANNUAL REPORT

AUDIT REPORTS

2005/2006

ANNUAL REPORT

*COMMENTS OF SENIOR OFFICIALS AND PARTICULARS OF CORRECTIVE ACTION TO BE
TAKEN IN RESPONSE TO ISSUES IN THE REPORTS OF THE AUDITOR GENERAL*

2005/2006

ANNUAL REPORT

ASSESMENT OF ARREARS IN RESPECT OF MUNICIPAL TAXES AND SERVICE CHARGES

2005/2006

ANNUAL REPORT

*ASSESSMENT OF THE MUNICIPALITY'S PERFORMANCE AGAINST OBJECTIVES FOR
REVENUE COLLECTION FROM EACH REVENUE SOURCE IN THE MUNICIPALITY'S
APPROVED BUDGET FOR THE 2005/06 FINANCIAL YEAR*

2005/2006

ANNUAL REPORT

MUNICIPAL PERFORMANCE REPORT

Function	Municipal Manager	
Sub-Function	LED	
Reporting Level	Detail	Total
Overview	The Local Economic Development is responsible for the socio-economic growth of the whole Steve Tshwete Local Municipality area to better the livelihoods of the communities. The purpose of the department amongst others entails managing projects, liaising with business (big and small) and facilitating LED initiatives.	
Description of the Activity	The LED department function within the municipality is administered as follows: <ul style="list-style-type: none"> • Liaise with other structures such as private companies, CBO`s, NGO`s and relevant stakeholders. • Stimulating and facilitating the activities that are LED related. • Liaise with the departments within the municipal and provincial and national governments 	
Strategic Objectives	<ul style="list-style-type: none"> • Introducing job creating projects within the municipal area • Developing of a LED/marketing strategy that will attract investors to our locality • Assist with capacity building especially for the small entrepreneurs • Provision of incentives for business and investors • Provision of enabling environment for business development 	
Key Issues for 2005/2006	<ul style="list-style-type: none"> • A development of a LED plan /strategy which serves as an important document to assist in driving issues of economic development in the Steve Tshwete area • An establishment of a Youth Advisory Centre in partnership 	

	<p>with Umsobomvu Youth Fund to address entrepreneurship and career guidance issues that will benefit the youth at large</p> <ul style="list-style-type: none">• An information session in partnership with seda (Witbank) and including other organizations like Absa, Landbank, etc to provide information to the small business on how to start a business or to grow an existing one• The re-launching of the LED forum with four working groups (Big business WG, Agricultural Development WG) are fully functional• The LED forum is held once quarterly and the working groups are held bi-monthly• The Thushanang School in Mhluzi is currently being utilized to provide manufacturing businesses with proper infrastructure to do their business• The Strawberry and MSI projects are still running even though with difficulties	
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