
FUNCTION: COMMUNITY SERVICES
SUB-FUNCTION: ENVIRONMENTAL HEALTH

Overview

Includes all activities relating to the provision of Environmental (Municipal) Health Services (MHS).

Description of activity

The function of Municipal Health Services in the Municipality is administered as follows:

The Municipality has entered into agreements with the local municipalities of Kouga, Blue Crane Route, Camdeboo, Makana and Ndlambe, and Sundays River Valley to render MHS on its behalf in their respective areas of jurisdiction.

CDM appointed a service provider to render EHS/MHS in Kou-Kamma Municipality as a short to medium term measure until the end of December 2010. CDM has permanently appointed an EHP to fully service Kou-Kamma Municipality from the 01 January 2011 and the services are running smoothly. The DMA, Ikwezi, Baviaans and now Kou-Kamma local municipality areas are serviced by 3 Environmental Health Practitioners (EHP's), employed by CDM.

The function includes the following activities:

- Water Quality Monitoring
- Food control
- Waste Management
- Health surveillance of premises
- Pauper Burial
- Surveillance and Prevention of Communicable Diseases
- Vector control
- Environmental pollution control
- Evaluation of Cemeteries, mortuaries and funeral undertaker establishments
- Attending to applications for exhumations and re-burials
- Active Environmental Education Sessions and Awareness Campaigns/ Programmes

The function as rendered by the Municipality excludes Port Health, Malaria Control and Hazardous Substances.

The strategic objectives of this function are to improve the health status of communities serviced through the identification, evaluation and control of critical factors that affect the physical, social and mental well-being of communities. MHS/EHS are mainly preventative health services, therefore is largely protecting public health and preventing health hazards/risks and diseases.

Key issues for 2010/2011:

- Highlighting and reporting a district overview of water quality in structures such as Mayoral Committee, District Wide Infrastructure Forum, Municipal Managers Forum and the District Mayor's Forum
- Maintenance of Environmental Health Joint Management Committee with all local municipalities.
- Health awareness projects were held in Ikwezi, Kou-Kamma and Baviaans Municipalities on waste management, water conservation and demand management, health and hygiene (water and sanitation) and food hygiene.
- Pest control outreaches were conducted and focused on dogs and cats' vaccination, dipping and deworming in Willowmore, Rietbron, Klipplaat, Jansenville, Glenconner, Wolvefontein, Kleinpoort, Vondeling and Miller.
- Training of formal food traders on 5 Keys to Food Safety and Hygiene Practices in Baviaans (Steytlerville and Willowmore) and Ikwezi (Klipplaat and Jansenville).
- Community Food Gardens were initiated and coordinated by EHP's in the DMA (two in Kleinpoort, one in Glenconner, one in SRVM (Kirkwood), one in Kou-Kamma (Kareedouw) and two in Steytlerville.
- Waste management and clean-up campaigns were conducted in Ikwezi (one in Jansenville and one in Klipplaat) and one in Baviaans (Steytlerville).
- The quality of water and food was monitored through routine inspections and drawing of water and food samples throughout the district.
- Disease outbreak monitoring executed with local municipalities in relation to both water-borne and food-borne diseases such Cholera, Shigella Dysentery and Swine Fever throughout the district.

Analysis of function

Number and cost of personnel associated with Environmental Health Function

Three Environmental Health Practitioners (Kou-Kamma, Ikwezi and DMA South and Baviaans and DMA North) and Manager: Environmental Health Services are employed by CDM. The total budget for the Environmental Health Service is **R8, 786,825.00**. This includes the CDM Head Office budget that is also used to service District Management Area, Ikwezi and Baviaans local municipalities and an allocation/subsidy to 6 Local Municipalities that have entered into service level agreement with CDM.

CDM contributions/subsidy to local municipalities for rendering EHS/MHS has increased substantially over the years from 2006. In the 2010/11 financial year the subsidy was based at R19.90 per capita while CDM remained receiving R12.00 per capita from National Treasury, which indicates under funding of this service by National Government.

During 2010/11, contributions were paid to the LM's for MHS as follows:

• Kouga	R1,411,412.00
• Makana	R1,508,141.00
• BCR	R 698,968.00
• Camdeboo	R 885,858.00
• Ndlambe	R1,107,627.00
• SRV	<u>R 830,136.00</u>
Total	<u>R6, 442,142.00</u>

This excludes an additional R 673,769.00 set aside for EHS/MHS in Kou-Kamma Municipality and additional four (4) vehicles purchased by CDM for the LM's such as: two bakkies for SRVM, one bakkie for BCRM and one sedan for Ndlambe.

This financial year (2010/11) CDM fully funded this service (EHS/MHS) as CDM did not receive allocation/subsidy from the Eastern Cape Department of Health (Bhisho) as a co-funding for the delivery of EHS/MHS.

Lastly, in this financial year (2010/11) Council took a resolution of devolving EHS/MHS through the signing of the PPSLA (service level agreement) or appointing as CDM agencies Municipalities of Ikwezi and Baviaans for the financial year (2012/13) and that in the financial year of 2011/12 all preparatory work must be finalised.

FUNCTION : COMMUNITY AND SOCIAL SERVICES**SUB-FUNCTION: ALL INCLUSIVE**

Overview

Includes activities associated with provision and upgrading of cemeteries, community halls, libraries and crèches, programmes for the empowerment of Youth, Women and the Disabled, programmes towards mitigation of the effect of HIV and Aids on communities, and heritage related matters.

Description of Activity

The implementation of Special Programmes for Youth, Women and the Disabled, HIV and Aids mitigation measures, co-ordination of the Community Development Workers (CDW) programme throughout the District, as well as preparation of business plans to access funds for and monitoring of purchase of library equipment, are administered in the Office of the Executive Mayor and Municipal Manager.

The function of provision and / or upgrading of community facilities within the Municipality is administered in the form of infrastructure projects and is performed by the Department : Infrastructure Services in response to specific requests from Local Municipalities or communities in the DMA.

The provision of cemeteries also includes administrative functions relating to acquisition, subdivision and rezoning of land, which functions are dealt with by the Department : Finance and Corporate Services, and all activities necessary to comply with any conditions attached to the land use approvals granted by other relevant bodies, e.g. landscaping, environmental management planning, layout planning, fencing, ablution facilities, etc, which are performed by the Department : Infrastructure Services.

Strategic Objectives

The strategic objectives of this function are:

- to ensure that communities are provided with facilities they need in terms of social upliftment and human dignity
- to improve the HIV and Aids status of the community

Key Issues for 2010/2011**Libraries**

- Installed “Connect with Cacadu” project in 10 more libraries within the District, providing access to internet and a range of educational software for use, free of charge, by communities
- Library funds distributed to local municipalities on receipt of substantiated claims for purchase of library furniture, books and equipment

Special Programmes

- Provided support to Local Municipalities with development of their youth empowerment, empowerment of disabled persons and women empowerment policies.
- Provided support to Local Municipalities with development of strategic plans for the above mentioned policies.
- Hosted commemoration days

HIV and Aids

- Provided support to local municipalities to revive their Local Aids Councils
- Conducted training for Local Aids Council members on roles and responsibilities
- Commemoration of the Provincial World Aids Day

Analysis of function

The vacant posts of Special Programmes Officer and HIV and Aids Co-ordinator were filled during the year under review.

No specific personnel are allocated to the function of provision and/or upgrading of libraries and other community facilities within the municipality. Staff employed for other ongoing infrastructural and administrative functions are utilised for this purpose on an ad-hoc basis.

Number and cost of personnel associated with the Community and Social Services Function:

FUNCTION: PUBLIC SAFETY
SUB-FUNCTION: DISASTER MANAGEMENT

Overview

Includes planning, co-ordination and alignment of disaster management activities throughout the District.

Strategic Objectives:

- Mitigate disasters in the Cacadu District
- Support and Capacitate local municipalities within the District and Communities at Risk on Disaster Risk Management issues.

Description of activity

The main activity is to co-ordinate disaster management activities in the Cacadu District consistent with the provisions of the Disaster Management Framework and Disaster Management Act 57 of 2002. The framework covers the following KPAs and Enablers:

KPA 1: Integrated Institutional Capacity for Disaster Risk Management

Under this KPA, the following was achieved during the 2010/11 Financial Year:

The first and second draft Disaster Management Plan has been tabled to the Management for comments and is awaiting adoption by Council. This plan was drawn according to the risks identified during the risk study. Cacadu Disaster Management Centre also assisted in drawing up plans for all nine local municipalities within the district. Draft disaster plans for local municipalities have also been forwarded to the respective local municipalities.

KPA 2: Disaster Risk Assessment

On 22 December 2010, Aberdeen in Camdeboo Local Municipality was affected by flash floods. Cacadu DM Centre visited the area on 22 December 2010 for assessment. About 19 houses were partially damaged, roofs blown away and windows broken

KPA 3: Disaster Risk Reduction

Cacadu Disaster Management Centre played a significant role in ensuring that the 2010 PVA was a success. The Centre drew up a contingency plan for the event. The Centre was also involved in ensuring that the Cell C Cycling Tour was successful and safe.

KPA 4: Disaster Response and Recovery

On 14 June 2010 heavy snow fell in the Camdeboo area, resulting in road closures in some areas. A City to City bus was trapped overnight. This weather spread to the N10 route between Paterson and Cradock. Oliphant Kop pass was closed as well for few hours. Provincial traffic services were deployed there for traffic control.

On 8 June 2011 Cacadu District was affected by floods and the following local municipalities were badly affected.

- Kouga Municipality
- Koukamma Municipality
- Ndlambe Municipality
- Makana Municipality and
- Sundays River Valley Municipality.

Relief in the form of blankets and mattresses were provided to the local municipalities. In some local municipalities, soup kitchens were set up.

Enabler 1: Information Management and Communication

The Information System has been installed at the DM Centre and in the following local municipalities:

- Kouga Municipality
- Makana Municipality
- Ndlambe Municipality And
- Camdeboo Municipality

Radios have been installed to improve communication in the following local municipalities:

- Sundays River Valley Municipality
- Kouga Municipality
- Makana Municipality
- Ndlambe Municipality
- Camdeboo Municipality

Enabler 2: Education, Training, Public Awareness and Research

Description of projects undertaken, public awareness programmes and how communities were involved.

Cacadu DM Centre has embarked on a number of projects with local municipalities. The projects were.

- Cleaning of storm water drainage system and.
- Fire breaks

The Disaster Management volunteers were utilized in these projects, monitored by Disaster Management Satellite Officers

Participation and responsibilities relating to the FIFA 2010 World Cup. (e.g. achievements, financial implications, etc.).

The Cacadu District Municipality PVA for 2010 World Cup was hosted by Makana Municipality in Grahamstown.

In preparation for the 2010 World Cup, a task team for Safety and Security was established and meetings were held. Kouga municipality also had a PVE (Public Viewing Event) which was held in Jeffreys Bay.

Best Practice / Achievements / Successes

Cacadu DM Centre created temporary jobs for volunteers by carrying out projects such as fire hydrant cleaning and marking, provision of fire breaks, and storm water drainage cleaning. These were projects aimed at utilizing disaster management volunteers and paying them a stipend in compensation for their time and dedication.

FUNCTION: PUBLIC SAFETY
SUB-FUNCTION: FIRE

Overview

Activities relating to managing fire services serving the District as a whole during the 2010/2011 financial year.

Description of activity

The function of fire fighting within the municipality is administered within the Disaster Management Centre and includes:

- planning, co-ordination and regulation of fire services throughout the Cacadu District
- provision of specialized fire fighting services such as mountain, veld and chemical services
- co-ordinating of the standardization of infrastructure, vehicles, equipment and procedures
- training of fire officers

Strategic Objectives:

- Assist local municipalities with the development of fire services plans for their areas
- Assist each local municipality with the implementation of its fire services plan by rendering support with:
 - establishment of satellite fire stations in identified areas
 - appointment of full time fire officers
 - recruitment of fire fighters, reservists and/or volunteers
 - acquisition of fire/rescue vehicles, equipment and tools
 - training of fire officers, fire fighters, reservists and volunteers
- Lobby for funding to assist local municipalities with implementation of their fire services plans
- Prepare business plans where necessary to secure funding
- Make general public aware of the dangers of fires

The key issues for 2010/2011

- Implementation of the Section 78 Assessment of Fire Service by entering into Service Level Agreements with Local Municipalities.
- 30 Fire Officers within the District trained in Fire Fighter 1, Hazmat Awareness and Basic Ambulance Assistant.
- Improved fire service delivery at local municipalities by:
 - Purchasing of a Multi-purpose Hazmat Fire fire engine, with equipment for Sundays River Valley Municipality.
 - Purchasing of Hazmat Trailer for Bavians Local Municipalities.

- Purchasing of Hazmat equipment for Sundays River Valley and Bavians local Municipalities.
- Procurement of Hydraulic Rescue Systems for Ikwezi, Blue Crane Route and Sundays River Valley Local Municipalities.
- Restoration of Fire Hydrants at all nine Local Municipalities.
- Preparing fire breaks at Koukamma Local Municipality.
- Presenting fire awareness and Hazmat Awareness at schools in Koukamma, Blue Crane Route, Sundays River Valley municipal areas and DMA.

Funding

No funding was received from Department of Provincial and Local Government.
CDM has made an amount of R9, 576,937 available for the unit for the 2010/2011 financial year.

Staff complement in the fire service unit:

1 x District Fire Co-ordinator
7 x Fire Reservists

Staff expenditure: R351 545

FUNCTION : ENVIRONMENTAL PROTECTION
SUB-FUNCTION : BIODIVERSITY AND LANDSCAPE

Overview

Includes activities related to the protection of flora and fauna species, the protection of habitats and the protection of landscapes for their aesthetic values.

Description of the Activity

The function of biodiversity and landscape is administered jointly by the Economic Development and the Infrastructure & Planning Department. At present the main activities are :

- ensuring participation by local municipalities in biodiversity capacity building programmes; and
- participating in meetings of planning forums such as the Greater Addo (SANParks) Planning forum, the Baviaanskloof Mega-Reserve Steering Committee, the Eastern Cape Biodiversity Implementing Committee, as well as the Coastal Management Steering Committee.

Strategic Objectives

To safeguard the District's biodiversity in terms of indigenous plants and animals and the processes that sustain them

Analysis of Function

No specific personnel are allocated to this function, which is dealt with by officials within the respective Departments.

FUNCTION: ROAD TRANSPORT
SUB-FUNCTION: OTHER (TRANSPORT PLANNING)

Overview

Includes all activities related to transport planning for the entire District in accordance with the National Land Transport Act, No. 5 of 2009 (NLTA).

Description of Activity

The road transport function of the municipality is administered by the Department: Infrastructure Services & Planning and includes:

- Review of the Integrated Transport Plan through the provision of a five-year prioritized implementation programme for the improvement of the transportation system within the District.
- Identifying infrastructure and public transport needs in the District
- Lobby for funding for transport infrastructure
- Promote road safety in the District
- Construction of public transport facilities including sidewalks
- Formulate guidelines for transport planning purposes

The Strategic Objectives of this function are to:

- To promote mobility
- Promote non-motorized vehicle usage.
- Promote public transport usage.
- Improve existing public transport facilities.
- Improve CDM road conditions.
- To promote an integration between spatial planning and transportation planning to achieve sustainable human settlements
- To provide technical support to the Local Municipalities

Key issues for 2010/2011

- In the process of analyzing the recently developed Accident Database in collaboration with CSIR in order to treat and monitor the occurrence of road accidents for planning and road safety purposes
- In the process of refining the recently developed Road Prioritization Model for the prioritization of roads in the District and packaging of priorities for purposes of lobbying for funding in collaboration with CSIR.

- In the process of adopting the District's Integrated Transport Plan.

Analysis of Function

Statistical information not applicable as function is limited to planning only.

Number of all personnel associated with the road transport function:

1 x Infrastructure Planner

FUNCTION: OTHER
SUB-FUNCTION: OTHER : PERFORMANCE MANAGEMENT

Overview

Includes all activities related to monitoring the organisational and individual performance of the Cacadu District Municipality and its officials.

Description of Activity

The function of Performance Management within the Municipality is performed in the Office of the Municipal Manager, and includes monitoring the implementation of the Integrated Development Plan (IDP) through the SDBIP and the performance of all employees within the Cacadu District Municipality. The function also performs a supporting role to the Local Municipalities with regards to Performance Management.

Legislation states that key performance indicators and targets must be implemented to enable continual monitoring of the municipality and its administration. These indicators pin-point areas of focus for each financial year as developed through the process of public participation, and are listed in the IDP. Once approved, the IDP is married with the budget in a document called the SDBIP (Service delivery and budget implementation plan) which provides a workable management tool from which to operate under and monitor progress. The SDBIP is then used to develop a personalised performance plan system for each and every official, through the delegation of activities included in the SDBIP, and agreed upon individual performance plans. The SDBIP and performance plans of the Municipal Manager and Directors are published on the Municipal website.

Through quarterly monitoring, performance of each individual is tracked to ensure that progress remains in line with what was originally planned. The final result is included per functional area in the annual report.

Strategic Objectives

To ensure implementation of the Municipality's Integrated Development Plan and continued improvement in the standard of performance of the Cacadu District as a whole through the following: -

- Increased certainty of job roles, accountability and transparency of both officials and the institution
- Increased communication across the institution
- Provision of a platform for learning and development
- Facilitation of decision making through the clarification of goals and priorities
- Provision of early warning signals highlighting underperformance so that timely interventions can steer performance back on track

- Continual assessment of the performance of the Municipality so as to address areas requiring improvement
- Investigation and assessment of outcome indicators to guide strategic direction
- Creation of a culture of performance at CDM amongst all officials including recognizing excellent performance and curtailing and correcting poor performance
- Capacitation of officials at Local Municipalities within the District, to enable the entire District to benefit from the above

Key Issues for 2010/2011

- Entrenchment of the CDM performance management system to all employees to ensure continual monitoring of performance through quarterly reviews
- Training of all CDM employees in the above system.
- Third final performance reviews for the Municipal Manager and sec 57 Managers held with full review panels into the regulation, 2006.
- Continued refinement of the performance management automated system to ensure compliance with legislation and effectiveness of it.
- Regular quarterly performance reporting to Council on individual performance through reviews per department and institutional performance through the SDBIP.
- Continual Performance Management Support to LM's: Makana, Koukamma, Camdeboo and Blue Crane Route supported.
- Workshopping performance management with departments on a regular basis.

- **Analysis of Function**

One Senior Performance Management Systems Officer is employed to ensure the achievement of the above objectives at a total cost of R485 655 pa.

ANNEXURES

1. Performance Report 2010/11 (Page 159 - 181)
2. Auditor General's report on Annual Financial Statements and Performance (Page 182 - 186)
3. Management response to the findings of the AG report (Page 187 - 189)
4. Audit Committee report (Page 190 - 194)
5. Approved Municipal Structure (Page 195)
6. Council resolutions adopting the annual report (to follow)