



# 2016/17 DRAFT ANNUAL REPORT

## DR BEYERS NAUDE LOCAL MUNICIPALITY



## FOREWORD

**Section 121 of the Municipal Finance Management Act 2003 (Act 56 of 2003) provides that:**

*“Every municipality must for each financial year prepare an Annual Report and that the Council of a municipality must within nine (9) months after the end of that Financial Year deal with the Annual Report of the municipality in accordance with Section 129”.*

This Annual Report has been compiled to provide comprehensive evidence of the progress made with regard to improved audit outcome and service delivery in general by the Dr Beyers Naudé Local Municipality.

Council and its employees have great pleasure in presenting this Annual Report on their activities of the Camdeboo Municipality for the year ended 30 June 2017.

This Municipality strongly builds on the vision and key development objectives and priorities as outlined in the Mayor’s foreword.

## TABLE OF CONTENTS

FOREWORD	Pg 1
INDEX	Pg 02-09

### CHAPTER 1: MAYOR'S FOREWORD AND EXECUTIVE SUMMARY

#### COMPONENT A: MAYOR'S FOREWORD

1. MAYOR'S FOREWORD	Pg 10-12
---------------------	----------

#### COMPONENT B: EXECUTIVE SUMMARY

1.1 MUNICIPAL MANAGER'S OVERVIEW	Pg 13-14
----------------------------------	----------

#### 1.2 MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW

1.2.1 INTRODUCTION TO BACKGROUND DATA	Pg 15-17
1.2.2 POPULATION DETAILS	Pg 17
1.2.3 HOUSEHOLDS	Pg 18
1.2.4 SOCIO ECONOMIC STATUS	Pg 19
1.2.5 SOCIO ECONOMIC STATUS GRAPH	Pg 19
1.2.6 OVERVIEW OF NEIGHBOURHOODS	Pg 20
1.2.7 NATURAL RESOURCES	Pg 21

#### 1.3 SERVICE DELIVERY OVERVIEW

1.3.1 SERVICE DELIVERY INTRODUCTION	Pg 22
1.3.2 PROPORTION OF HOUSEHOLDS	Pg 22

#### 1.4 FINANCIAL HEALTH OVERVIEW

1.4.1 INTRODUCTION TO FINANCIAL OVERVIEW	Pg 23
1.4.2 TOTAL CAPITAL EXPENDITURE	Pg 23

#### 1.5 ORGANISATIONAL DEVELOPMENT OVERVIEW

1.5.1 ORGANISATIONAL DEVELOPMENT PERFORMANCE	Pg 24
--	-------

#### 1.6 AUDITOR-GENERAL REPORT

1.6.1 AUDITOR-GENERAL REPORT: 2016/17	Pg 25-32
1.6.2 AUDIT COMMITTEE REPORT: 2016/17	Pg 33-34

#### 1.7 STATUTORY ANNUAL REPORT PROCESS

1.7.1 STATUTORY ANNUAL REPORT PROCESS AND IDP 1 <sup>st</sup> REVIEW AND 2018/19 BUDGET PROCESS	Pg 35-44
---	----------

### CHAPTER 2: GOVERNANCE

1 INTRODUCTION TO GOVERNANCE	Pg 45
------------------------------	-------

#### COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE



2.1.0 INTRODUCTION TO POLITICAL AND ADMINISTRATIVE GOVERNANCE	Pg 45
2.1.1 INTRODUCTION TO POLITICAL GOVERNANCE	Pg 45
2.1.2 POLITICAL STRUCTURE	Pg 46
2.1.3 COUNCILLORS	Pg 46
2.1.4 POLITICAL DECISION-TAKING	Pg 47

---

## **2.2 ADMINISTRATIVE GOVERNANCE**

2.2.1 INTRODUCTION TO ADMINISTRATIVE GOVERNANCE	Pg 47
2.2.2 TOP ADMINISTRATIVE STRUCTURE	Pg 48

## **COMPONENT B: INTERGOVERNMENTAL RELATIONS**

---

## **2.3 INTRODUCTION TO CO-OPERATIVE GOVERNANCE AND INTER-GOVERNMENTAL RELATIONS**

Pg 49

---

### **2.3.0 INTERGOVERNMENTAL RELATIONS**

2.3.1 NATIONAL INTERGOVERNMENTAL STRUCTURES	Pg 49
2.3.2 PROVINCIAL INTERGOVERNMENTAL STRUCTURES	Pg 49
2.3.3 RELATIONSHIPS WITH MUNICIPAL ENTITIES	Pg 50
2.3.4 DISTRICT INTERGOVERNMENTAL STRUCTURES	Pg 50

## **COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION**

---

### **2.4 PUBLIC MEETINGS**

2.4.1 COMMUNICATION, PARTICIPATION AND FORUMS	Pg 50-51
2.4.2 WARD COMMITTEES	Pg 51
2.4.3 PUBLIC MEETINGS	Pg 51-54

---

### **2.5 IDP PARTICIPATION AND ALIGNMENT**

Pg 54

## **COMPONENT D: CORPORATE GOVERNANCE**

---

### **2.6 OVERVIEW OF CORPORATE GOVERNANCE**

Pg 54-55

2.6.1 RISK MANAGEMENT	Pg 55
-----------------------	-------

---

### **2.7 ANTI-CORRUPTION AND FRAUD**

2.7.1 FRAUD AND ANTI-CORRUPTION STRATEGY	Pg 55
--	-------

---

### **2.8 SUPPLY CHAIN MANAGEMENT**

2.8.1 OVERVIEW SUPPLY CHAIN MANAGEMENT	Pg 55
--	-------

---

### **2.9 BY-LAWS**

2.9.1 BY-LAWS INTRODUCED DURING 2016/17	Pg 56
2.9.2 COMMENT ON BY-LAWS	Pg 57

---

### **2.10 WEBSITES**

2.10.1 MUNICIPAL WEBSITE	Pg 57
--------------------------	-------

---

### **2.11 PUBLIC SATISFACTION ON MUNICIPAL SERVICES**

2.11.1 PUBLIC SATISFACTION LEVELS	Pg 58
2.11.2 COMMENT ON PUBLIC SATISFACTION LEVELS	Pg 58

## CHAPTER 3 – SERVICE DELIVERY PERFORMANCE (PERFORMANCE REPORT PART I)

### 3. INTRODUCTION

Pg 59

#### COMPONENT A: BASIC SERVICES

##### 3.0.1 INTRODUCTION TO BASIC SERVICES

Pg 59

#### 3.1 WATER PROVISION

3.1.1 INTRODUCTION TO WATER PROVISION	Pg 59-60
3.1.2 TOTAL USE OF WATER BY SECTOR (ml)	Pg 60
3.1.3 WATER SERVICE DELIVERY LEVELS	Pg 61
3.1.4 HOUSEHOLD: WATER SERVICE DELIVERY LEVELS BELOW THE MINIMUM	Pg 61
3.1.5 ACCESS TO WATER	Pg 62
3.1.6 WATER SERVICE POLICY OBJECTIVES TAKEN FROM THE IDP	Pg 63
3.1.7 FINANCIAL PERFORMANCE: WATER SERVICES	Pg 63
3.1.8 CAPITAL EXPENDITURE: WATER SERVICES	Pg 63-64
3.1.9 COMMENTS ON WATER SERVICES PERFORMANCE OVERALL	Pg 64

#### 3.2 WASTE WATER (SANITATION PROVISION)

3.2.1 INTRODUCTION TO SANITATION PROVISION	Pg 64
3.2.2 SANITATION/SEWERAGE MINIMUM LEVEL DIAGRAM	Pg 65
3.2.3 SANITATION SERVICE DELIVERY LEVELS	Pg 65
3.2.4 HOUSEHOLDS: SANITATION SERVICE DELIVERY LEVELS BELOW THE MINIMUM	Pg 66
3.2.5 ACCESS TO SANITATION	Pg 66
3.2.6 FINANCIAL PERFORMANCE: SANITATION SERVICES	Pg 67
3.2.7 CAPITAL EXPENDITURE: SANITATION SERVICES	Pg 67
3.2.8 COMMENT ON SANITATION SERVICES PERFORMANCE OVERALL	Pg 67

#### 3.3 ELECTRICAL SERVICES

3.3.1 INTRODUCTION TO ELECTRICAL SERVICES	Pg 68
3.3.2 ELECTRICITY SERVICE DELIVERY LEVELS	Pg 69
3.3.3 HOUSEHOLDS: ELECTRICITY SERVICE DELIVERY	Pg 70
3.3.4 FINANCIAL PERFORMANCE: ELECTRICAL SERVICES	Pg 70
3.3.5 CAPITAL EXPENDITURE: ELECTRICAL SERVICES	Pg 70
3.3.6 COMMENT ON ELECTRICITY SERVICES PERFORMANCE OVERALL	Pg 70

#### 3.4 WASTE MANAGEMENT

3.4.1 INTRODUCTION TO WASTE MANAGEMENT	Pg 71
3.4.2 SOLID WASTE SERVICE DELIVERY LEVELS	Pg 71
3.4.3 FINANCIAL PERFORMANCE: SOLID WASTE MANAGEMENT	Pg 72
3.4.4 CAPITAL EXPENDITURE: WASTE MANAGEMENT SERVICES	Pg 72
3.4.5 COMMENT ON WASTE MANAGEMENT SERVICES PERFORMANCE OVERALL	Pg 72

#### 3.5 HOUSING

3.5.1 INTRODUCTION TO HOUSING	Pg 73
3.5.2 PERCENTAGE OF HOUSEHOLDS WITH ACCESS TO BASIC HOUSING	Pg 74
3.5.3 FINANCIAL PERFORMANCE: HOUSING SERVICES	Pg 74
3.5.4 COMMENT ON THE PERFORMANCE OF THE HOUSING SERVICE OVERALL	Pg 74

---

### **3.6 FREE BASIC SERVICES AND INDIGENT SUPPORT**

3.6.1 INTRODUCTION TO FREE BASIC SERVICES	Pg 75
3.6.2 FREE BASIC HOUSEHOLD SERVICES	Pg 76
3.6.3 FREE BASIC SERVICES TO LOW HOUSEHOLD	Pg 76
3.6.4 FINANCIAL PERFORMANC: FREE BASIC SERVICES	Pg 76

## **COMPONENT B: ROAD TRANSPORT**

---

### **3.7 ROADS**

3.7.1 INTRODUCTION TO ROADS	Pg 76-77
3.7.2 GRAVEL ROAD INFRASTRUCTURE	Pg 77
3.7.3 TARRED ROAD INFRASTRUCTURE	Pg 77
3.7.4 FINANCIAL PERFORMANCE: ROAD SERVICES	Pg 77
3.7.5 CAPITAL EXPENDITURE: ROAD SERVICES	Pg 78
3.7.6 COMMENT ON THE PERFORMANCE OF ROADS OVERALL	Pg 78

---

### **3.8 WASTE WATER (STORMWATER DRAINAGE)**

3.8.1 INTRODUCTION TO STORMWATER DRAINAGE	Pg 78
3.8.2 COMMENT ON THE PERFORMANCE OF STORMWATER DRAINAGE OVERALL	Pg 78

## **COMPONENT C: PLANNING AND DEVELOPMENT**

---

### **3.9 PLANNING**

3.9.1 INTRODUCTION TO PLANNING	Pg 79
3.9.2 COMMENT ON THE PERFORMANCE OF PHYSICAL PLANNING OVERALL	Pg 79

---

### **3.10 LOCAL ECONOMIC DEVELOPMENT (INCLUDING TOURISM AND MARKET PLACES)**

3.10.1 INTRODUCTION TO ECONOMIC DEVELOPMENT	Pg 80
3.10.2 COMMENT ON LOCAL JOB OPPORTUNITIES	Pg 81
3.10.3 FINANCIAL PERFORMANCE: LOCAL ECONOMIC DEVELOPMENT SERVICES	Pg 81
3.10.4 CAPITAL EXPENDITURE: LOCAL ECONOMIC DEVELOPMENT SERVICES	Pg 81

## **COMPONENT D: COMMUNITY & SOCIAL SERVICES**

---

### **3.11 LIBRARIES, ARCHIVES, MUSEUMS, GALLERIES, COMMUNITY FACILITIES**

3.11.1 INTRODUCTION TO LIBRARIES, ARCHIVES, MUSEUMS, GALLERIES, COMMUNITY FACILITIES	Pg 82
3.11.2 FINANCIAL PERFORMANCE: LIBRARIES, ARCHIVES, MUSEUMS, GALLERIES, COMMUNITY FACILITIES	Pg 82
3.11.3 COMMENT ON PERFORMANCE OF LIBRARIES, ARCHIVES, MUSEUMS, GALLARIES, COMMUNITY FACILITIES	Pg 84

---

### **3.12 CEMETERIES AND CREMATORIUMS**

3.12.1 INTRODUCTION TO CEMETORIES AND CREMATORIUMS	Pg 83
3.12.2 FINANCIAL PERFORMANCE: CEMETORIES AND CREMATORIUMS	Pg 83
3.12.3 COMMENT ON THE PERFORMANCE OF CEMETORIES AND CREMATORIUMS OVERALL	Pg 83-84

---

### **3.13 CHILD CARE; AGED CARE; SOCIAL PROGRAMMES**

3.13.1 INTRODUCTION TO CHILD CARE; AGED CARE; SOCIAL PROGRAMMES	Pg 84-86
3.13.2 COMMENT ON THE PERFORMANCE OF CHILD CARE; AGED CARE; SOCIAL PROGRAMMES OVERALL	Pg 86

## COMPONENT E: ENVIRONMENTAL PROTECTION

### 3.14 POLLUTION CONTROL

3.14.1 INTRODUCTION TO POLLUTION CONTROL	Pg 86
--	-------

### 3.15 HEALTH INSPECTION; FOOD AND ABATTOIR LICENSING AND INSPECTION; ETC.

3.15.1 INTRODUCTION TO HEALTH INSPECTION; FOOD AND ABATTOIR LICENSING AND INSPECTION	Pg 86-87
3.15.2 SERVICE STATISTICS FOR HEALTH INSPECTION, ETC.	Pg 87
3.15.3 COMMENT ON PERFORMANCE OF HEALTH INSPECTIONS, ETC. OVERALL	Pg 87-88

## COMPONENT F: SECURITY AND SAFETY

### 3.16 MUNICIPAL TRAFFIC SERVICES

3.16.1 INTRODUCTION TO MUNICIPAL TRAFFIC SERVICES	Pg 88
3.16.2 MUNICIPAL TRAFFIC SERVICES DATA	Pg 89
3.16.3 MUNICIPAL TRAFFIC SERVICES POLICY OBJECTIVES TO THE IDP	Pg 89
3.16.4 EMPLOYEES: TRAFFIC OFFICERS	Pg 89
3.16.5 FINANCIAL PERFORMANCE: TRAFFIC CONTROLL	Pg 90
3.16.6 COMMENT ON THE PERFORMANCE: MUNICIPAL TRAFFIC OFFICER OVERALL	Pg 90

### 3.17 FIRE SERVICES

3.17.1 INTRODUCTION TO FIRE SERVICES	Pg 90
3.17.2 MUNICIPAL FIRE SERVICES DATA	Pg 91
3.17.3 FIRE SERVICE POLICY OBJECTIVES TAKEN FROM IDP	Pg 91
3.17.4 EMPLOYEES: FIRE SERVICES	Pg 91
3.17.5 FINANCIAL PERFORMANCE: FIRE SERVICES	Pg 91
3.17.6 CAPITAL EXPENDITURE: FIRE SERVICES	Pg 92
3.17.7 COMMENT ON THE PERFORMANCE OF FIRE SERVICES OVERALL	Pg 92-93

### 3.18 OTHER (DISASTER MANAGEMENT, ANIMAL LICENSING AND CONTROL, CONTROL OF PUBLIC NUISANCES AND OTHER

3.18.1 INTRODUCTION TO DISASTER MANAGEMENT, ANIMAL LICENSING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC.	Pg 93
3.18.2 SERVICE STATISTICS FOR DISASTER MANAGEMENT, ANIMAL LICENSING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC.	Pg 93
3.18.3 DISASTER MANAGEMENT, ANIMAL LICENSING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC. POLICY OBJECTIVES TAKEN FROM THE IDP	Pg 93-94
3.18.4 EMPLOYEES: DISASTER MANAGEMENT, ANIMAL LICENSING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC.	Pg 94
3.18.5 CAPITAL EXPENDITURE: DISASTER MANAGEMENT, ANIMAL LICENSING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC.	Pg 94
3.18.6 COMMENT ON THE PERFORMANCE OF DISASTER MANAGEMENT, ANIMAL LICENSING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC.	Pg 95

## COMPONENT G: SPORT AND RECREATION

### 3.19 SPORT AND RECREATION

3.19.1 INTRODUCTION TO SPORT AND RECREATION	Pg 95
3.19.2 FINANCIAL PERFORMANCE: SPORT AND RECREATION	Pg 95
3.19.3 CAPITAL EXPENDITURE: SPORT AND RECREATION	Pg 95
3.19.4 COMMENT ON THE PERFORMANCE OF SPORT AND RECREATION	Pg 96

## COMPONENT H: CORPORATE POLICY OFFICES AND OTHER

<b>3.20 CORPORATE POLICY</b>	
3.20.1 INTRODUCTION TO EXECUTIVE AND COUNCIL	Pg 97
3.20.2 FINANCIAL PERFORMANCE: EXECUTIVE AND COUNCIL	Pg 97
<b>3.21 FINANCIAL SERVICES</b>	
3.21.1 INTRODUCTION TO FINANCIAL SERVICES	Pg 97
3.21.2 FINANCIAL PERFORMANCE: FINANCIAL SERVICES	Pg 97
3.21.3 CAPITAL EXPENDITURE: FINANCIAL SERVICES	Pg 98
3.21.4 COMMENT ON THE PERFORMANCE OF FINANCIAL SERVICES OVERALL	Pg 98
<b>3.22 HUMAN RESOURCE SERVICES</b>	
3.22.1 FINANCIAL SERVICES: HUMAN RESOURCES	Pg 98
<b>3.23 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES</b>	
3.23.1 INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGY	Pg 98
3.23.2 COMPLETED PROJECTS OF ICT FOR 2016/17 FINANCIAL YEAR	Pg 98-100
<b>3.24 PROPERTY; LEGAL; RISK MANAGEMENT AND PROCUREMENT SERVICES</b>	
3.24.1 INTRODUCTION TO PROPERTY; LEGAL; RISK MANAGEMENT AND PROCUREMENT SERVICES	Pg 101
3.24.2 COMMENT ON PERFORMANCE OF SERVICES OVERALL	Pg 101
<b>CHAPTER 4 - ORGANISATIONAL DEVELOPMENT PERFORMANCE (PERFORMANCE REPORT PART II)</b>	
<b>4. INTRODUCTION</b>	Pg 102
<b>COMPONENT A: INTRODUCTION TO THE MUNICIPAL PERSONNEL</b>	
<b>4.1 VACANCIES AND TURNS</b>	
4.1.1 EMPLOYEES	Pg 102
4.1.2 VACANCY RATE	Pg 103
4.1.3 TURN-OVER RATE	Pg 103
4.1.4 COMMENT ON VACANCIES AND TURNS	Pg 104
<b>COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE</b>	
<b>4.2 MUNICIPAL WORKFORCE</b>	
4.2.0 INTRODUCTION TO MUNICIPAL WORKFORCE	Pg 104
4.2.1 HR POLICIES AND PLANS	Pg 104-105
4.2.2 COMMENT OF WORKFORCE POLICY DEVELOPMENT	Pg 105
<b>4.3 INJURIES, SICKNESS AND SUSPENSIONS</b>	
4.3.1 NUMBER AND COST OF INJURIES ON DUTY	Pg 105
4.3.2 NUMBER OF DAYS AND COST OF SICK LEAVE	Pg 105
4.3.3 COMMENT ON INJURY AND SICK LEAVE	Pg 106
4.3.4 NUMBER AND PERIOD OF SUSPENSIONS	Pg 106
4.3.5 COMMENT ON SUSPENSIONS AND CASES AND FINANCIAL MISCONDUCT OVERALL	Pg 106
<b>4.4 PERFORMANCE REWARDS</b>	
4.4.1 COMMENT ON PERFORMANCE REWARDS	Pg 106
<b>COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE</b>	



4.5.0	INTRODUCTION TO WORKFORCE CAPACITY DEVELOPMENT	Pg 106
-------	--	--------

---

#### **4.5 SKILLS DEVELOPMENT AND TRAINING**

4.5.1	SKILLS MATRIX	Pg 107
4.5.2	FINANCIAL COMPETENCY DEVELOPMENT: PROGRESS REPORT	Pg 107
4.5.3	SKILLS DEVELOPMENT EXPENDITURE	Pg 108
4.5.4	COMMENT ON SKILLS DEVELOPMENT AND RELATED EXPENDITURE AND ON THE FINANCIAL COMPETENCY REGULATIONS	Pg 108

### **COMPONENT D: MANAGING THE WORKFORCE EXPENDITURE**

---

#### **4.6 WORKFORCE EXPENDITURE**

4.6.1	INTRODUCTION TO WORKFORCE EXPENDITURE	Pg 109
4.6.2	COMMENT ON WORKFORCE EXPENDITURE	Pg 109
4.6.3	EMPLOYEES WHOSE SALARY LEVELS EXCEED THE GRADE DETERMINED BY JOB EVALUATION	Pg 109
4.6.4	EMPLOYEES APPOINTED TO POSTS NOT APPROVED	Pg 109
4.6.5	COMMENT ON UPGRADED POSTS AND THOSE THAT ARE AT VARIANCE WITH NORMAL PRACTICE	Pg 109

### **CHAPTER 5 - FINANCIAL PERFORMANCE**

---

#### **5. INTRODUCTION**

Pg 110

#### **COMPONENT A: STATEMENTS OF FINANCIAL PERFORMANCE**

5.1	INTRODUCTION TO FINANCIAL STATEMENTS	Pg 110
5.1.1	STATEMENTS OF FINANCIAL PERFORMANCE	Pg 111-113
5.1.2	FINANCIAL PERFORMANCE OF OPERATIONAL SERVICES	Pg 114

---

#### **5.2 ASSET MANAGEMENT**

5.2.1	REPAIR AND MAINTENANCE	Pg 114-115
-------	------------------------	------------

#### **COMPONENT B: SPENDING AGAINST CAPITAL BUDGET**

---

#### **5.3 BASIC SERVICE AND INFRASTRUCTURE BACKLOGS: OVERVIEW**

5.3.1	CAPITAL EXPENDITURE: FUNDING SOURCES	Pg 115-116
-------	--------------------------------------	------------

#### **COMPONENT C: CASH FLOW MANAGEMENT AND INVESTMENTS**

---

#### **5.4 CASH FLOW AND INVESTMENTS**

5.4.1	CASH FLOW OUTCOMES	Pg 116-117
-------	--------------------	------------

---

#### **5.5 BORROWING AND INVESTMENTS**

5.5.1	MUNICIPAL AND ENTITY INVESTMENTS	Pg 117-118
-------	----------------------------------	------------

#### **COMPONENT D: OTHER FINANCIAL MATTERS**

---

#### **5.6 SUPPLY CHAIN MANAGEMENT**

5.6.1	SUPPLY CHAIN MANAGEMENT	Pg 118-126
-------	-------------------------	------------

### **CHAPTER 6: AUDITOR-GENERAL AUDIT FINDINGS**

#### **COMPONENT A: AUDITOR-GENERAL OPINION OF FINANCIAL STATEMENTS 2015**

<b>6.1</b>	<b>AUDITOR-GENERAL REPORTS 2015</b>	
6.1.1	AUDITOR-GENERAL REPORT ON FINANCIAL PERFORMANCE	Pg 127
<b>6.2</b>	<b>AUDITOR-GENERAL REPORTS 2016</b>	
6.2.1	AUDITOR-GENERAL REPORT ON FINANCIAL PERFORMANCE	Pg 127
6.2.2	COMMENTS FROM AUDITOR-GENERAL ON 2016/17 DRAFT ANNUAL REPORT	Pg 127
<b>APPENDICES</b>		
APPENDIX A - COUNCILLORS, COMMITTEES ALLOCATED AND COUNCIL ATTENDANCE		Pg128-129
APPENDIX B - COMMITTEES AND PURPOSE OF COMMITTEES		Pg 129
APPENDIX C - THIRD TIER STRUCTURE		Pg 130
APPENDIX D - MUNICIPAL / ENTITY FUNCTIONS		Pg 130-131
APPENDIX E - FUNCTIONALITY OF WARD COMMITTEES		Pg 131
APPENDIX F - TOP FOUR SERVICE DELIVERY PRIORITIES FOR WARDS		Pg 132-135
APPENDIX G1 - REVENUE COLLECTION PERFORMANCE BY VOTE		Pg 135
APPENDIX G2 - REVENUE COLLECTION PERFORMANCE BY SOURCE		Pg 136
<b>VOLUME II: ANNUAL FINANCIAL STATEMENTS AND ANNUAL PERFORMANCE REPORT</b>		Pg 136

## CHAPTER 1: MAYOR'S FOREWORD AND EXECUTIVE SUMMARY

### COMPONENT A: MAYOR'S FOREWORD

#### 1. **MAYOR'S FOREWORD**

##### **INTRODUCTION:**

##### **a. Vision**

"A responsive, developmental and unifying Local Government providing quality services to its Communities in a safe, healthy and well-managed environment, with equal opportunities for all."

##### **b. Mission**

##### **c. Key Development Priorities:**

The tabling of a new 5-year Integrated Development Plan for this Municipality is the culmination of a process that commenced in August 2016, when Council approved the 2017/18 IDP & Budget Process Plan. Since then, the following consultations and meetings took place:

- 3 IDP Steering Committee meetings, with two Strategic Planning Sessions,
- 3 IDP Representative Forum meetings,
- 14 Ward-based Planning Public Participation Workshops,
- Several focus-group and inter-departmental meetings.

Local Government legislation provides that the Mayor co-ordinates, and be the champion of, the Budget preparation process and to either review or develop a new Integrated Development Plan, with the assistance of the IDP Manager, Chief Financial Officer and Municipal Manager, as well as the support staff of the Municipality.

##### **d. Key Service Delivery Improvements:**

Currently the Dr Beyers Naudé Local Municipality faces severe financial paralysis, infrastructure deficits, backlogs and failure in service delivery, governance and

institutional instability. A Financial Recovery Plan was developed to try and balance the budget, reduce debt to sustainable levels, benchmark its revenue and expenditure – to provide for its current contingent liabilities and to build reserves to invest in infrastructure that will promote its development and shared growth.

**e. Public Participation:**

During my inaugural speech on 18 August 2016 as the Mayor of the Dr. Beyers Naudé Local Municipality, I committed myself, the Councillors and Officials to make this new Municipality the best in the District. I listed all the challenges we are facing and how we will overcome them, and now I want to urge all Councillors and employees to keep up the good work.

We cannot achieve our goal without the support of our communities, stakeholders, government departments, businesses and all other sectors of society. My plan with you is for all of us to work together to make this the best Municipality, where everyone lives a happy life.

**f. Future Actions:**

The municipality strives to improve conditions within its area of service delivery and the quality of life of its citizens, as per the mandate of the Constitution of South Africa. This is illustrated by way of its short, medium and long term planning strategies, linked to projects in the IDP, LED, SPU and other departments.

Municipal and Sector Department Capital Programmes are outlined in the IDP's Project Register, which is structured according to a 5-year implementation period. Each year this report is updated and as funding becomes available, the projects are implemented, some of which are of an ongoing nature.

**g. Agreements / Partnerships:**

The Municipality is still in partnership with the District Municipality, the Department of Public Works (EPWP) and Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) and other organs of state to further increase job creation and alleviate poverty in our communities.

**h. Conclusion:**

The Municipality will continue to base its financial decisions on the principles of its Financial Plan.

I would like to extend my appreciation and gratitude to my fellow Councillors, the Municipal Manager, Directors and Municipal staff, for their ongoing support and



commitment to build a better future for all who live in the Dr Beyers Naudé Municipal area as well as their dedication, commitment and hard work for an effective and successful municipality.

MAYOR/SPEAKER  
COUNCILLOR D.W.S. DE VOS  
26 January 2018



## COMPONENT B: EXECUTIVE SUMMARY

### 1.1. MUNICIPAL MANAGER'S OVERVIEW

Dr Beyers Naudé Local Municipality, the third largest Local Municipality in the country, is well-positioned as a portal to the mystical Karoo, in a region renowned for its pristine natural environment, rich heritage, diverse peoples and cultures. The vast area (28,653 km<sup>2</sup> in extent) includes the towns of Graaff-Reinet, Willowmore, Aberdeen, Jansenville, Steytlerville, Nieu-Bethesda, Klipplaat and Rietbron; plus a number of smaller settlements and surrounding farms. It boasts several very popular tourist attractions, beautiful landscapes and a healthy climate. The town of Graaff-Reinet, 4<sup>th</sup> oldest in South-Africa and referred to as the “Gem of the Karoo”, is a hub of agri-tourism activity; it is the seat of the Municipal Council and is the centre where the biggest concentration of the population lives and works. The second largest town is Willowmore, also with a strong and vibrant tourism and agricultural sector. Willowmore should be viewed as a strategically situated centre for managing and co-ordinating service-delivery and public participation in the southernmost part of the Municipal area.

Dr Beyers Naudé LM was established as a result of a merger between the former Municipalities of Camdeboo, Ikwezi and Baviaans – on 8 August 2016 – after the Local Government Elections held on 3 August 2016. Geographically the new Municipality makes up 49.19% of the Sarah Baartman District Municipality's landmass, with a low population density of 2.8 persons per km<sup>2</sup>, which is much lower than the District average of 7.7 persons per km<sup>2</sup>. The area is characterised by large tracts of commercial farmlands that are sparsely populated. The most densely populated areas are found in and around the established main towns. There are vast distances between main centres; some of the smaller towns and settlements can only be reached by unsurfaced (gravel) roads, not all of which are being maintained on a regular basis. The most difficult areas to access are situated within the Baviaanskloof. The towns in the region have their own unique dynamics and attractions that draw visitors from far and wide, many of whom have made this their home. Well-known personalities that have carved a niche in our country's history and are closely associated with the Dr Beyers Naudé LM, include the likes of Robert Mangaliso Sobukwe, Dr Anton Rupert & Dr Beyers Naudé, Rev. Andrew Murray, Prof James Kitching, Athol Fugard, Anna Neethling Pohl, DF Malan, Helen Martins, Andries Pretorius.

Key features of the area include:

#### **Agriculture**

Biggest mohair producer in South Africa, wool and red meat production (sheep, beef, goats), poultry, game and crop farming.

#### **Public Amenities**

Libraries; sport, recreational and educational facilities; banks & post offices in the main centres.

### **Health Care Facilities**

Primary Health Care clinics in most towns, hospitals and other medical facilities in the larger towns and mobile clinics servicing rural areas.

### **Commerce & Industry**

Mostly small businesses in most of the towns, with some larger industry and government departments in the bigger towns, such as Graaff-Reinet.

### **Infrastructure & Services**

Good infrastructure and basic services (water, electricity, sanitation and refuse removal) in urban areas, with free basic services and subsidized support to qualifying indigent households.

Being situated in an arid area within the Sarah Baartman District, Dr Beyers Naudé Local Municipality faces many challenges, the biggest of which is water. Aberdeen and Nieu-Bethesda are in the fortunate position of having perennial springs that supply adequate and good quality water, which is used for both domestic consumption and irrigation. Graaff-Reinet gets its supply from the Nqweba Dam; when dry, the town is dependent on borehole water ~ an unreliable source as the water table drops drastically when the rain stays away. Other towns, such as Willowmore is supplied with water from Wanhoop which is a private property, and Council needs to resolve on water problems in Willowmore related to Wanhoop. Water quality is a problem in areas, such as Jansenville. The lack of a sustainable and permanent water supply is probably the most inhibiting factor in the area's economic development, as it restricts both agricultural and industrial activities.

Of particular concern is how the vast geographic spread of the new Municipal area has impacted on the delimitation of Ward boundaries, placing towns and settlements that are not only huge distances apart, but have wholly different situations and needs, in the same Ward; making Community-based planning and service delivery very challenging for the new Municipality and its Ward Councillors. Some towns and settlements in the split Wards are also spatially divided by geographic features such as mountains, rivers and farms, and are not connected to each other by direct routes; some are more than 50 kilometres apart. Even the Camdeboo National Park appears to now straddle two Wards, namely 2 and 7 and the Camdeboo National Park / Mountain Zebra National Park Protected Environment, currently 268,000 hectares in extent, is a good example of a cross-boundary partnership. The Protected Environment straddles two Local and two District Municipal areas.

MR. J.Z.A. VUMAZONKE  
ACTING MUNICIPAL MANAGER  
26 JANUARY 2018



---

## **1.2. MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW**

### **1.2.1 INTRODUCTION TO BACKGROUND DATA**

#### **CENSUS 2011**

The following statistical information has been calculated based on the combined figures of 2011 Census results released by StatsSA, for the former Municipalities of Camdeboo, Baviaans and Ikwezi – who amalgamated directly after the August 2016 Local Elections. Where only percentages were available, an average has been given.

According to 2011 Census, Dr Beyers Naudé Municipality had a total population of 79,291 – made up as follows:

Coloured	65%
Black	25%
White & Other	<u>10%</u>
	100%
Male	48%
Female	<u>52%</u>
	100%

The Youth (15 – 34 years) made up 34% of the total population.

The Official Unemployment Rate was 26%; however, we suspect that it was in fact higher due to an understatement of former Ikwezi Municipality's unemployment figure.

Of the 12,765 economically active Youth, 33% were unemployed.

The annual population growth rate was about 0.6% with an average of 3.9 persons per household, based on the calculation of 79,291 persons ÷ by 19,925 households.

#### **2016 COMMUNITY SURVEY**

Early in 2016, StatsSA, ahead of the Municipal Elections, conducted a Community Survey in the former Camdeboo, Baviaans and Ikwezi Municipal areas. Results, based on selected sampling, were indicative of a growth in population from 79,291 to 82,197 persons; which constitutes an estimated annual growth rate of 0.8% and a total growth of 3.6% since 2011, with an average of 4 persons per household, based on the calculation of 82,197 persons ÷ by 20,748 households. There was also an overall improvement in socio-economic conditions. More accurate data can only be provided after the next full Census.

#### **ACCESS TO BASIC SERVICES**



High levels of accessibility to Basic Services are reflected in the Dr Beyers Naudé Municipal area, estimated to consist of 17,450 households in the urban areas and 3,300 households in the non-urban (farm) areas. The urban households are serviced by the Municipality.

- 97% of households have access to a minimum standard of electricity (energy for lighting);
- 98% of households have access to a min. standard of piped potable water (within 200 metres);
- 96% of households have access to a min. standard of sanitation (flush, chemical & VIP pit latrines);
- 99% of households have access to a min. standard of refuse removal & disposal facility (Municipal, communal or private).

Households that do not have direct access to these basic services are informal dwellings – mainly shacks situated in backyards or informal settlements, or those on farms in the more remote areas.

## **CHALLENGES IN POPULATION AND BASIC NEEDS**

Some of the main challenges in terms of Dr Beyers Naudé Municipality's growing population and increasing demand for basic services are :

- High welfare dependency and serious social problems (e.g. unemployment and substance abuse);
- The provision of suitable skills development and training, as well as the creation of sufficient and sustainable employment opportunities – especially amongst the unemployed Youth;
- Addressing the current housing backlog adequately in order to reduce and eventually eradicate the number of unserviced households;
- A few areas are experiencing problems with electricity: some towns require their maximum demand to be upgraded by Eskom and one or two very small and remote settlements do not have access to basic energy, or easy access to an electricity vendor. A number of small settlements do not fall within the Municipality's area of service delivery.
- There are also water supply and quality issues in a few areas.

## **MUNICIPAL AMALGAMATIONS**

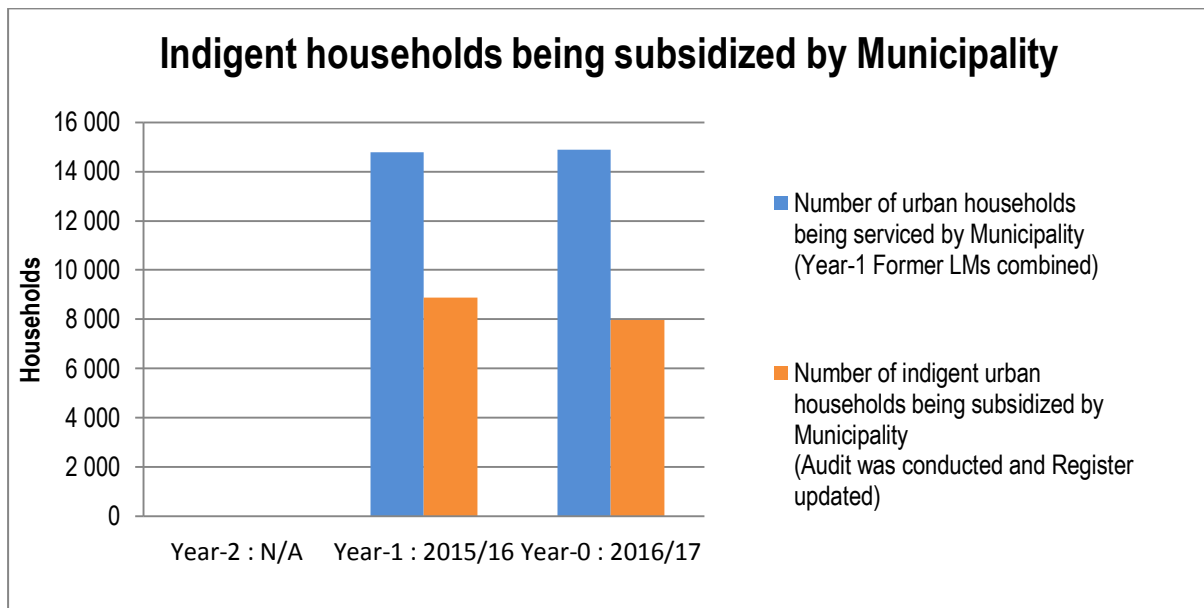
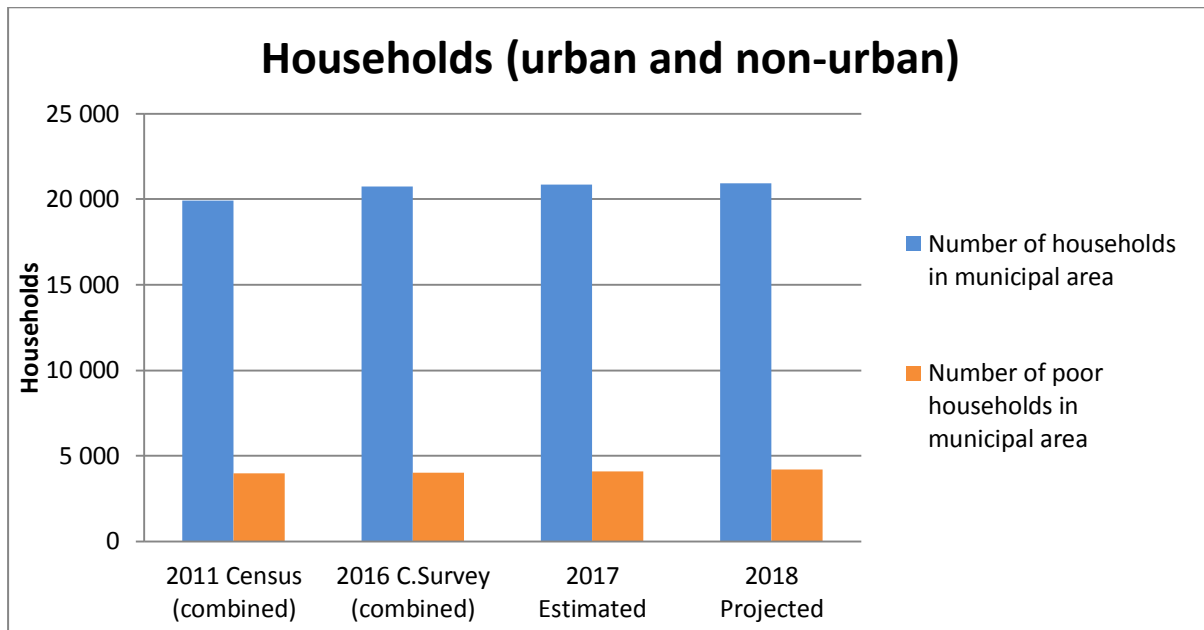
The amalgamation of Camdeboo, Baviaans and Ikwezi Local Municipalities has created a very extensive Municipal area (49% of the District surface), with vast distances between main- and sub-places. Some Wards are extremely large; this and inner boundaries between towns and settlements have created spatially divided communities. All three Municipalities were experiencing financial difficulties before the amalgamations; this situation has worsened after the amalgamations. The new Dr Beyers Naudé Municipality is not receiving adequate support to overcome these challenges.

## 1.2.2 POPULATION DETAILS

Population Details									
Age	Year -2 : 2011 Census (Former LMs combined)			Year -1 : 2016 Community Survey (Former LMs combined at 3.66%)			Population '000 Year 0 : 2017 Estimated (at 0.8% p.a. growth estimate)		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Age: 0 - 4	4,218	4,185	8,403	4,370	4,470	8,840	4,410	4,510	8,920
Age: 5 - 9	3,969	4,027	7,996	4,110	4,160	8,270	4,145	4,195	8,340
Age: 10 - 19	7,619	7,429	15,048	7,885	7,685	15,570	7,975	7,760	15,735
Age: 20 - 29	6,420	6,284	12,704	6,647	6,502	13,149	6,565	6,570	13,135
Age: 30 - 39	4,924	5,211	10,135	5,100	5,400	10,500	5,150	5,455	10,605
Age: 40 - 49	4,582	4,946	9,528	4,740	5,120	9,860	4,785	5,170	9,955
Age: 50 - 59	3,453	3,964	7,417	3,570	4,100	7,670	3,600	4,145	7,745
Age: 60 - 69	2,106	2,567	4,673	2,180	2,658	4,838	2,200	2,680	4,880
Age: 70+	1,305	2,082	3,387	1,350	2,150	3,500	1,365	2,175	3,540
<b>TOTAL</b>	<b>38,596</b>	<b>40,695</b>	<b>79,291</b>	<b>39,952</b>	<b>42,245</b>	<b>82,197</b>	<b>40,195</b>	<b>42,660</b>	<b>82,855</b>

**NB:** Above data was calculated by combining the figures of former Camdeboo, Ikwezi and Baviaans Municipalities, from results released by StatsSA and a calculated projection for 2017. The 2016 Community Survey did not provide the same comprehensive breakdown per category as the 2011

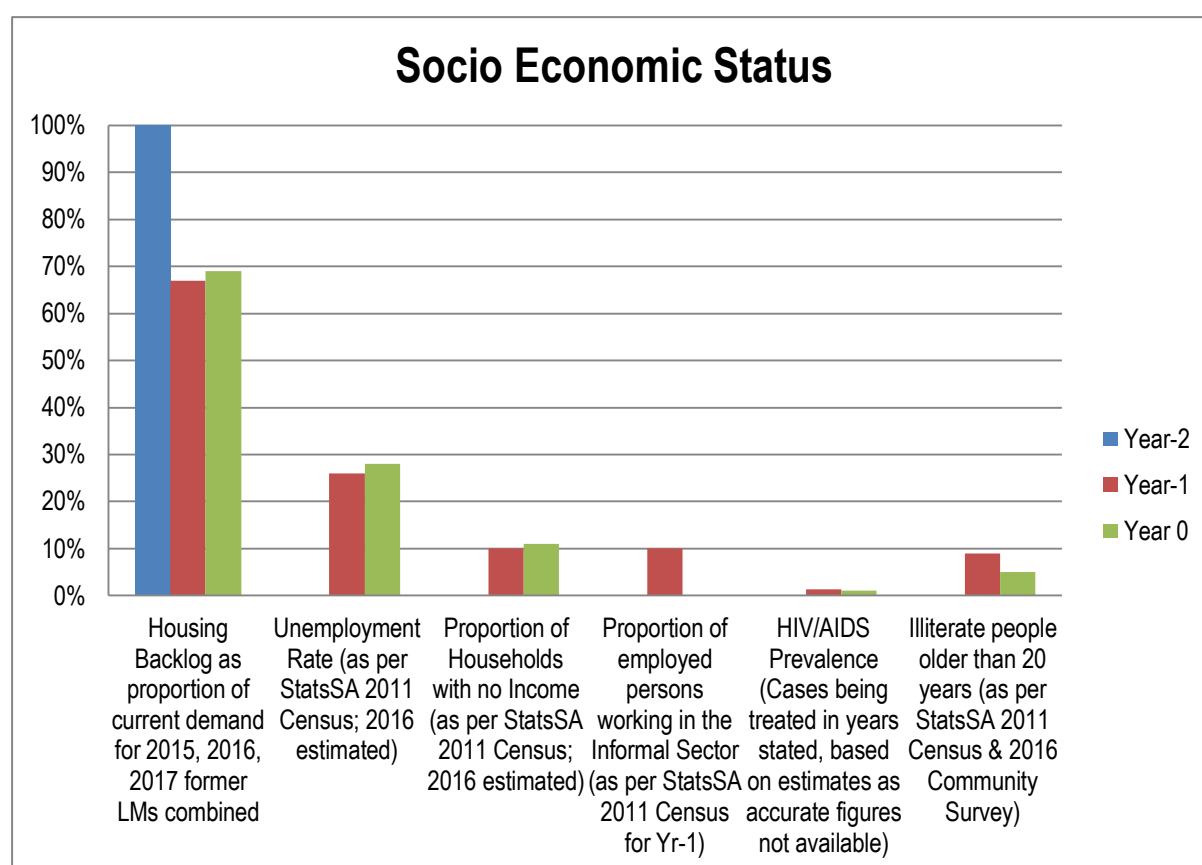
### 1.2.3 HOUSEHOLDS



## 1.2.4 SOCIO ECONOMIC STATUS

Year	Housing Backlog as proportion of current demand for 2015, 2016, 2017 former LMs combined	Unemployment Rate (as per StatsSA 2011 Census; 2016 estimated)	Proportion of Households with no Income (as per StatsSA 2011 Census; 2016 estimated)	Proportion of employed persons working in the Informal Sector (as per StatsSA 2011 Census for Yr-1)	HIV/AIDS Prevalence (Cases being treated in years stated, based )	Illiterate people older than 20 years (as per StatsSA 2011 Census & 2016 Community Survey)
Year-2	2015 : 12,672	N/A	N/A	N/A	N/A	N/A
Year-1	2016 : 8,448	2011 : 26%	2011 : 10%	2011 : 10%	2015 : 1,000	2011 : 9%
Year 0	2017 : 8,793	2016 : 28%	2016 : 11%	N/A	2016 : 1,210	2016 : 5%

## 1.2.5 SOCIO ECONOMIC STATUS GRAPH





## 1.2.6 OVERVIEW OF NEIGHBOURHOODS

Overview of Neighbourhoods within Dr Beyers Naudé Municipality (as per StatsSA Census 2011 data combined)		
Settlement Type	Households	Population
<b>Towns</b>		
Graaff-Reinet (incl. Kroonvale)	5,932	26,585
Willowmore	1,938	7,673
Aberdeen	1,407	5,133
Klipplaat	618	2,214
Steytlerville	540	1,836
Nieu-Bethesda (incl. Pienaarsig)	318	1,540
Rietbron	378	1,184
Jansenville	347	1,134
<b>Sub-Total</b>	<b>11,478</b>	<b>47,299</b>
<b>Townships</b>		
Umasizakhe (Graaff-Reinet)	2,460	9,087
KwaZamukucinga (Jansenville)	1,172	4,479
Vuyolwethu (Willowmore)	656	2,184
Thembalesizwe (Aberdeen)	648	2,030
Wongalethu (Klipplaat)	256	750
<b>Sub-Total</b>	<b>5,192</b>	<b>18,530</b>
<b>Rural settlements</b>		
Waterford	14	43
Non-urban settlements & farms	3,241	13,419
<b>Sub-Total</b>	<b>3,255</b>	<b>13,462</b>
<b>Informal settlements</b>		
There are informal settlements in Graaff-Reinet (Umasizakhe and Asherville areas), Aberdeen and Nieu-Bethesda, but their household and population figures have been included in the listings above by StatsSA. Currently there are approximately 400 units.		
<b>TOTAL</b>	<b>19,925</b>	<b>17,291</b>

**NB: Above figures were sourced from the Municipal Profiles on StatsSA's website, featuring the three former Municipalities of Camdeboo, Ikwezi and Baviaans.**

## 1.2.7 NATURAL RESOURCES

Natural Resources	
Major Natural Resource	Relevance to Community
Sun	Can be utilized extensively for solar power (panels). Challenge : The systems are expensive to install and can be damaged easily, as well as be aesthetically unattractive in the case of large areas being utilized for purpose of feeding into the national grid.
Wind	Can be utilized extensively for wind power (turbines). Challenge : The systems are expensive to install and can be harmful to the environment (destroying bats and birds, cause noise pollution and have a detrimental impact on the area's pristine landscape, i.e. viewshed).
Water	Required for domestic, agricultural and industrial use. We have surface and underground water, but not in sustainable supply – heavily dependent on good annual rainfall, which in this semi-arid region of the Karoo is unreliable. Systems are systematically being upgraded for improved storage and reticulation capacity and new RDP houses will be fitted with gutters and rainwater tanks. Due to a prolonged drought the past few years, dam and underground water levels have dropped substantially and strict water restrictions were imposed during the year of reporting.
Land	The Dr Beyers Naudé Municipality Municipal area is 28,653 km <sup>2</sup> in extent and the majority of the land is utilized for agricultural purposes – one of our main economic drivers. Commonage land is quite extensive but is not being managed properly and serious land degradation is occurring. The Municipality has created a post on its Organizational Structure for an Officer to deal with this issue. Closer to the urban areas there is a big need for smaller tracts of land that can be utilized for agricultural purposes, and also a demand for sites that can be utilized for recreational, commercial and other purposes. The Town Planner has been investigating ways and means of addressing this need: it will receive more attention during the development of a new Spatial Development Framework.
Minerals (sand, clay, gravel and stone)	Sand, clay, gravel and stone is being mined for building new houses and road maintenance, but stricter monitoring is required to ensure that these resources are not being over-exploited. Critical problems are being experienced with one of the stone quarries being right on the northern boundary of the Camdeboo National Park and the threat of a proposed sand mine (large scale) on its eastern boundary, close to the mouth of the Sunday's River. There are serious concerns about the exploration and extraction of shale gas, as well as the mining of uranium within or close to the Municipal area.

## 1.3. SERVICE DELIVERY OVERVIEW

### 1.3.1 SERVICE DELIVERY INTRODUCTION

The municipality has continued to provide IGG support to all residents qualifying in terms of our Indigent Policy providing a subsidy for basic municipal services such as water, electricity, sanitation and refuse removal as well as property rates.

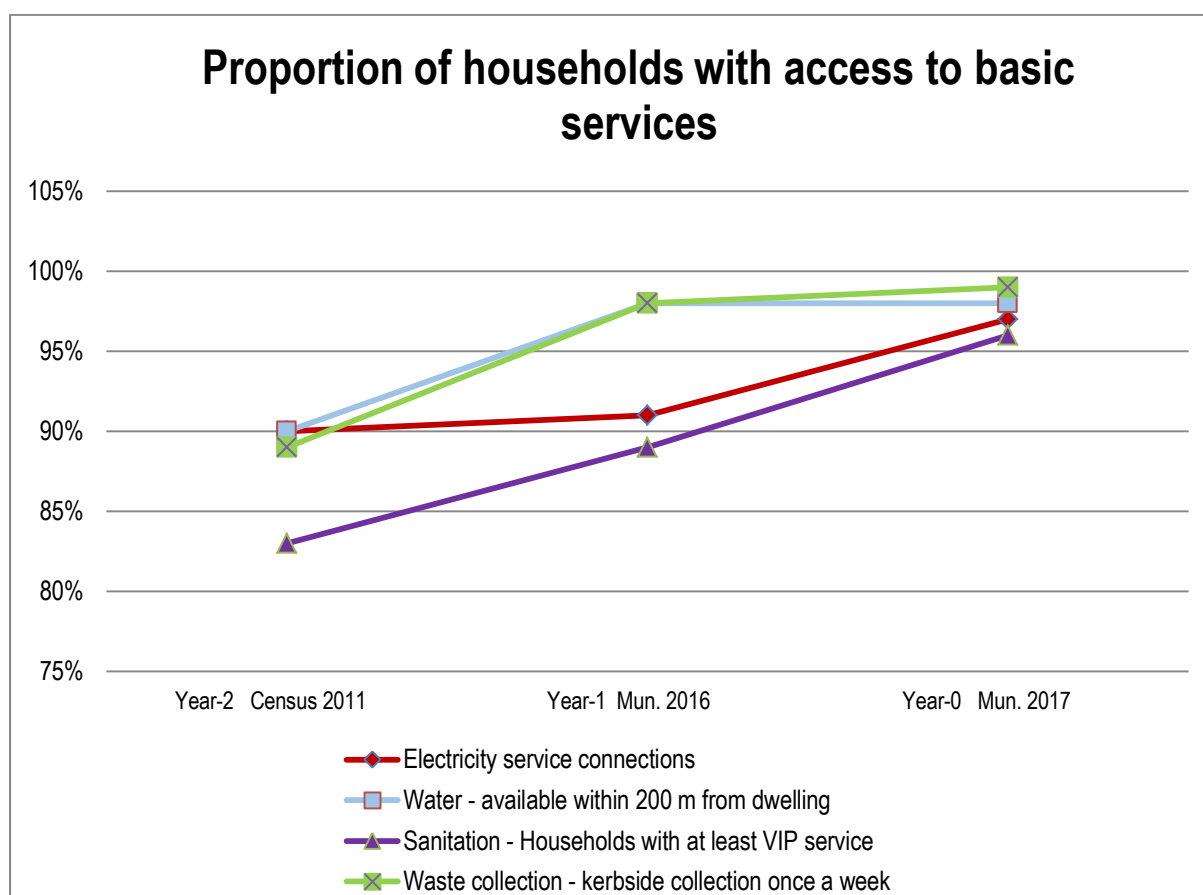
#### Achievements

- Annual free basic services awareness week
- Improved communication with applicants (successful or unsuccessful letters)
- Conversion of 30 conventional electricity boxes to prepaid boxes

#### Challenges

- Verification of applications
- Exit strategy
- Inactive forum meetings
- The municipality is committed to ensuring that poverty is alleviated.

### 1.3.2 PROPORTION OF HOUSEHOLDS



## 1.4 FINANCIAL HEALTH OVERVIEW

### 1.4.1 INTRODUCTION TO FINANCIAL OVERVIEW

Over the period in question, the Camdeboo Municipality succeeded in providing basic municipal services in an economic environment of continued pressure on financial resources. The institution responded to various challenges, most importantly rising costs and expansion of services to an increased number of households, keeping tariffs affordable to residents and servicing poverty stricken households that rely on state support to weather the economic times.

Through consistent political and administrative cooperation, financial decision-making contributed to an environment that was predictable and driven by clear objectives. In this regard, council saw through the building of a number houses through three different housing projects, requiring huge investment in bulk infrastructure.

The increase in debt this year is reason for alarm. Although one acknowledges the incidence of high unemployment and the historic burden of very old debt, it is clear that more needs to be done to collect monies due and payable to council. Failure will mean massive increases to rates and tariffs, which in turn will impact on the livelihood of all citizens.

The quest for better audit outcomes has necessitated the investment in human resources in all departments. The material losses experienced in electricity and water, as well as responding to the audit qualification of last year, required big financial outflows to address systems and personnel, as well as acquiring consulting services to address shortcomings in asset information.

In spite of all the challenges mentioned, the municipality remains viable and ready to assume a new growth path. The relatively new senior management looks forward putting the strategic structure in place to ensure that the municipality attains its goals as set out in the IDP.

### 1.4.2 TOTAL CAPITAL EXPENDITURE

Total Capital Expenditure: Year -2 to Year 0			
			R'000
Detail	Year -2	Year -1	Year 0
Original Budget	0	0	99 309
Adjustment Budget	0	0	99 309
Actual	0	0	23 726

---

## **1.5 ORGANISATIONAL DEVELOPMENT OVERVIEW**

### **1.5.1 ORGANISATIONAL DEVELOPMENT PERFORMANCE**

In respect of the turnover and vacancies, the Municipality has a relatively low turnover of employees, but there are certain departments, such as the Electrical Department where, due to the salary packages being unattractive for suitably qualified and skilled electricians, as well as the institution being a smaller Municipality, the employees are reluctant to stay in the employment on a long term basis.

In addition to the abovementioned, the Municipality has a Performance Management System and all senior managers have performance agreements and performance plans, as well as personal development plans. Quarterly reviews were done with all senior managers for quarter 1 to quarter 3, and the quarter 4 report is ready for review, pending the outcome of the Auditor-General's Report. The only challenge remaining is the cascading of the Performance System to middle management and staff, which will commence in 2015/16 as well as the improvement on smart KPIs and the Alignment Process.

## 1.6 AUDITOR-GENERAL REPORT

### 1.6.1 AUDITOR-GENERAL REPORT 2016/17

#### Report of the auditor-general to the Eastern Cape Provincial Legislature and the council on the Dr Beyers Naude Local Municipality

##### Report on the audit of the financial statements

##### Disclaimer of opinion

1. I was engaged to audit the financial statements of the Dr Beyers Naude Local Municipality set out on pages ... to ..., which comprise the statement of financial position as at 30 June 2017, the statement of financial performance, statement of changes in net assets, cash flow statement and statement of comparison of budget information with actual information for the year then ended, as well as the notes to the financial statements, including a summary of significant accounting policies.
2. I do not express an opinion on the financial statements of the municipality. Because of the significance of the matter described in the basis for disclaimer of opinion section of my report, I have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion on these financial statements.

##### Basis for disclaimer of opinion

##### Limitations on the financial statements

3. I was unable to obtain sufficient appropriate audit evidence regarding the financial statements as a whole, as the financial statements were presented for audit purposes without accurate and complete underlying accounting records. I was unable to audit the financial statements by alternative means. Consequently, I was unable to determine whether any adjustments relating to the financial statements as a whole were necessary.

##### Other matters

4. I draw attention to the matters below:

##### Withdrawal from the audit engagement

5. Due to the limitation imposed on the scope of the audit by management, I have disclaimed my opinion on the financial statements. Were it not for the legislated requirement to perform the audit of the municipality, I would have withdrawn from the engagement in terms of the International Standards on Auditing (ISAs).

##### Unaudited disclosure notes

6. In terms of section 125(2)(e) of the MFMA, the municipality is required to disclose particulars of non-compliance with this legislation. This disclosure requirement did not form part of the audit of the financial statements and, accordingly, I do not express an opinion thereon.



## Unaudited supplementary information

7. The supplementary information set out on pages x to x does not form part of the annual financial statements and is presented as additional information. I have not audited these schedules and, accordingly, I do not report thereon.

## Responsibilities of the accounting officer for the financial statements

8. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) and the requirements of the Municipal Finance Management Act of South Africa, 2003 (Act No. 56 of 2003) (MFMA) and the Division of Revenue Act of South Africa, 2016 (Act No. 3 of 2016) (DoRA), and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
9. In preparing the financial statements, the accounting officer is responsible for assessing the municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the accounting officer either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.

## Auditor-general's responsibilities for the audit of the financial statements

10. My responsibility is to conduct an audit of the financial statements in accordance with the ISAs and to issue an auditor's report. However, because of the matters described in the basis for disclaimer of opinion section of my report, I was not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion on these financial statements.
11. I am independent of the municipality in accordance with the International Ethics Standards Board for Accountants' Code of ethics for professional accountants (IESBA code) together with the ethical requirements that are relevant to my audit of the financial statements in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA code.

## Report on the audit of the annual performance report

### Introduction and scope

12. In accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA) and the general notice issued in terms thereof, I have a responsibility to report material findings on the reported performance information against predetermined objectives for selected objectives presented in the annual performance report. I performed procedures to raise findings but not to gather evidence to express assurance.
13. My procedures address the reported performance information, which must be based on the approved performance planning documents of the municipality. I have not evaluated the completeness and appropriateness of the performance indicators included in the

planning documents. My procedures also did not extend to any disclosures or assertions relating to planned performance strategies and information in respect of future periods that may be included as part of the reported performance information. Accordingly, my findings do not extend to these matters.

14. I evaluated the usefulness and reliability of the reported performance information in accordance with the criteria developed from the performance management and reporting framework, as defined in the general notice, for the following selected objectives presented in the annual performance report of the municipality for the year ended 30 June 2017:

Objectives	Pages in the annual performance report
KPA 2 – Basic service delivery and infrastructure development	x – x
KPA 3 – Local economic development	x – x

15. I performed procedures to determine whether the reported performance information was consistent with the approved performance planning documents. I performed further procedures to determine whether the indicators and related targets were measurable and relevant, and assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.

16. I did not raise material findings on the usefulness and reliability of KPA 3 – Local economic development. The material findings in respect of the usefulness and reliability of KPA 2 – Basic service delivery and infrastructure development are as follows:

#### **KPA 2 – Basic service delivery and infrastructure development**

##### *Usefulness*

Performance indicators not well defined

Upgrading of waste water treatment works in Klipplaat by 31 March 2017

17. The source information, evidence and method of calculation for the achievement of the planned indicator were not clearly defined, as required by the Framework for Managing Programme Performance Information.

##### *Reliability*

Reported achievement not supported by sufficient appropriate audit evidence

##### *Various indicators*

18. I was unable to obtain sufficient appropriate audit evidence for the 2 indicators below relating to this programme. This was due to limitations placed on the scope of my work. I was unable to confirm the reported achievements by alternative means. Consequently, I was unable to determine whether any adjustments were required to the reported achievements of the following indicators:

Nr	Description	Reported Achievement
1.	Construction of 4km pipeline between Wanhooop WTW and Willowmore by 30 June 2017	Camp Establishment – 100%, Locate existing pipeline 90%, Setting out new pipeline – 90%, Excavate trench – 40%;
2.	To extend the Indigent Register by registering 120 houses by 30 June	187 Households registered

#### Other matters

19. I draw attention to the matters below.

#### Achievement of planned targets

20. Refer to the annual performance report on pages x to x and x to x for information on the achievement of planned targets for the year and explanations provided for the under-achievement of a number of targets. This information should be considered in the context of the material findings on the usefulness and reliability of the reported performance information in paragraphs 25 and 26 of this report.

#### Adjustment of material misstatements

21. I identified material misstatements in the annual performance report submitted for auditing. These material misstatements were on the reported performance information of KPA2 – Basic service delivery and infrastructure. As management subsequently corrected only some of the misstatements, I raised material findings on the usefulness and reliability of the reported performance information. Those that were not corrected are reported above.

### Report on the audit of compliance with legislation

#### Introduction and scope

22. In accordance with the PAA and the general notice issued in terms thereof, I have a responsibility to report material findings on the compliance of the municipality with specific matters in key legislation. I performed procedures to raise findings but not to gather evidence to express assurance.

23. The material findings on compliance with specific matters in key legislation are as follows:

#### Annual financial statements and annual report

24. The financial statements submitted for auditing were not prepared in all material respects in accordance with the requirements of section 122 of the MFMA. Supporting records that could not be provided resulted in the financial statements receiving a disclaimer of audit opinion.

### Strategic planning and performance management

- 25. The service delivery and budget implementation plan for the year under review did not include monthly revenue projections by source of collection, the monthly operational and capital expenditure by vote, and the service delivery targets and performance indicators for each quarter, as required by section 1 of the MFMA.
- 26. A mid-year performance assessment was not performed, as required by section 72(1)(a)(ii) of the MFMA.
- 27. A performance management system was not established, as required by section 38(a) of the Municipal Systems Act of South Africa, 2000 (Act No. 32 of 2000) (MSA) and municipal planning and performance management regulation 8.

### Budget

- 28. Reasonable steps were not taken to prevent unauthorised expenditure of R33,7 million as disclosed in note 39 to the annual financial statements, as required by section 62(1)(d) of the MFMA. The full extent of the unauthorised expenditure could not be quantified, as indicated in the basis for disclaimer of opinion paragraph.

### Expenditure management

- 29. Money owed by the municipality was not always paid within 30 days, as required by section 65(2) of the MFMA.
- 30. An effective system of expenditure control was not in place, including procedures for approval and authorisation, as required by section 65(2) of the MFMA.
- 31. An adequate management, accounting and information system was not in place to recognise expenditure when it was incurred and to account for creditors and payments made, as required by section 65(2)(b) of the MFMA.
- 32. Effective steps were not taken to prevent irregular expenditure of R2,1 million as disclosed in note 41 to the annual financial statements, as required by section 62(1)(d) of the MFMA. The full extent of the irregular expenditure could not be quantified, as indicated in the basis for disclaimer of opinion paragraph.
- 33. Effective steps were not taken to prevent fruitless and wasteful expenditure of R1,5 million as disclosed in note 40 to the annual financial statements, as required by section 62(1)(d) of the MFMA. The full extent of the fruitless and wasteful expenditure could not be quantified, as indicated in the basis for disclaimer of opinion paragraph.

### Revenue management

- 34. A tariff policy was not adopted for the levying of fees for the provision of municipal services, as required by section 74(1) of the MSA and section 62(1)(f)(i) of the MFMA.
- 35. A credit control and debt collection policy was not adopted, as required by section 96(b) of the MSA and section 62(1)(f)(iii) of the MFMA.

36. A policy on the levying of rates on rateable property within the municipality was not adopted, as required by section 3(1) of the Municipal Property Rates Act of South Africa, 2004 (Act No. 6 of 2004) and section 62(1)(f)(ii) of the MFMA.

37. An adequate management, accounting and information system was not in place to account for revenue, debtors and receipts of revenue, as required by section 64(2)(e) of the MFMA.

38. An effective system of internal control for debtors and revenue was not in place, as required by section 64(2)(f) of the MFMA.

39. Revenue due to the municipality was not calculated on a monthly basis, as required by section 64(2)(b) of the MFMA.

40. Accounts for municipal tax and charges for municipal services and service charges were not prepared on a monthly basis, as required by section 64(2)(c) of the MFMA.

#### Asset management

41. The municipality did not establish an investment policy that was adopted by council, as required by section 13(2) of the MFMA.

42. An adequate management, accounting and information system which accounts for assets was not in place, as required by section 63(2)(a) of the MFMA.

43. An effective system of internal control for assets was not in place, as required by section 63(2)(c) of the MFMA.

#### Liability management

44. An adequate management, accounting and information system which accounts for liabilities was not in place, as required by section 63(2)(a) of the MFMA.

45. An effective system of internal control for liabilities was not in place, as required by section 63(2)(c) of the MFMA.

#### Conditional grants

46. The municipality did not evaluate its performance in respect of programmes funded by the municipal infrastructure grant, as required by section 12(5) of DoRA.

#### Consequence management

47. Unauthorised, irregular and fruitless and wasteful expenditure incurred by the municipality was not investigated to determine if any person was liable for the expenditure, as required by section 32(2) of the MFMA.

#### Human resource management

48. An approved staff establishment was not in place, as required by section 66(1)(a) of the MSA.

49. Appropriate systems and procedures were not developed and adopted to monitor, measure and evaluate staff performance, as required by section 67(1)(d) of the MSA.

50. Senior managers did not sign performance agreements within the prescribed period, as required by section 57(2)(a) of the MSA.

#### Procurement and contract management

51. Goods and services with a transaction value below R200 000 were procured without obtaining the required price quotations, in contravention of supply chain management (SCM) regulation 17(a) and (c).

52. Competitive bids were adjudicated by a bid adjudication committee that was not composed in accordance with SCM regulation 29(2).

#### Internal control deficiencies

53. I considered internal control relevant to my audit of the financial statements, reported performance information and compliance with applicable legislation; however, my objective was not to express any form of assurance thereon. The matters reported below are limited to the significant internal control deficiencies that resulted in the basis for the disclaimer of opinion, the findings on the performance report and the findings on compliance with legislation included in this report.

54. There was a lack of leadership in the municipality, as no permanent municipal manager and chief financial officer were appointed for the financial year. This contributed to the breakdown in the control environment and administration of the municipality and the lack of implementation of approved policies and procedures.

55. Leadership did not exercise oversight over financial, performance and compliance reporting, as the annual financial statements, annual report and compliance reporting were not adequately reviewed, which contributed to the material findings reported.

56. The municipality did not maintain a proper record management system for electronic records, or for the timely retrieval thereof, as evidenced by the fact that the annual financial statements were not supported by relevant schedules and supporting documentation. Furthermore, the general ledger and trial balance did not agree to the annual financial statements, and numerous instances of material non-compliance with legislation were identified.

57. The audit committee did not review the annual financial statements and annual performance report in the current year, as it was submitted late for their review.



58. The internal audit unit lacked the capacity required to effectively perform their duties. Furthermore, management did not follow up the implementation of internal and external audit recommendations to address internal control deficiencies.

*Auditor-General*

East London

30 November 2017



AUDITOR-GENERAL  
SOUTH AFRICA

*Auditing to build public confidence*

**STILL IN PROCESS**

**STILL IN PROCESS**

## 1.7 STATUTORY ANNUAL REPORT PROCESS

### 1.7.1 STATUTORY ANNUAL REPORT PROCESS

No .	Activity	Timeframe
1	Consideration of next financial year's Budget and IDP process plan. Except for the legislative content, the process plan should confirm in-year reporting formats to ensure that reporting and monitoring feeds seamlessly into the Annual Report process at the end of the Budget/IDP implementation period <b>Note by IDP: I have attached copy of 2018/19 IDP &amp; Budget Process Plan.</b>	July
2	Implementation and monitoring of approved Budget and IDP commences (In-year financial reporting).	
3	Finalise the 4th quarter Report for previous financial year	
4	Submit draft year 0 Annual Report to Internal Audit and Auditor-General	
5	Municipal entities submit draft annual reports to MM	
6	Audit/Performance committee considers draft Annual Report of municipality and entities (where relevant)	August
8	Mayor tables the unaudited Annual Report	
9	Municipality submits draft Annual Report including consolidated annual financial statements and performance report to Auditor General	
10	Annual Performance Report as submitted to Auditor General to be provided as input to the IDP Analysis Phase	
11	Auditor General audits Annual Report including consolidated Annual Financial Statements and Performance data	September - October
12	Municipalities receive and start to address the Auditor General's comments	November
13	Mayor tables Annual Report and audited Financial Statements to Council complete with the Auditor-General's Report	
14	Audited Annual Report is made public and representation is invited	
15	Oversight Committee assesses Annual Report	
16	Council adopts Oversight report	December
17	Oversight report is made public	
18	Oversight report is submitted to relevant provincial councils	January
19	Commencement of draft Budget/ IDP finalization for next financial year. Annual Report and Oversight Reports to be used as input	

## 2017 - 2022 IDP 1st REVIEW &amp; 2018/19 BUDGET PROCESS

[illegible]

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Aug '17	Sep '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	Jul '18	
								1	2	3	4	1	2	3	4	1	2	3	4	1
9	CONSULTATIONS WITH WARD COMMITTEES	Ward Councilors and their Committees to be informed about the IDP Review process and be provided with the template with which to assess and review their Ward Development Priorities.	Dr Beyers Naude LM	IDP Manager, with the assistance of Willemse colleagues	To commence immediately once Ward Committees are in place.	4,000	In progress													
10	PUBLIC PARTICIPATION PROGRAMME COMMENCES A. Public informed about the Launch of the 1st Review of 2017 - 2022 IDP & 2018/19 Budget Process. B. Stakeholder database updated.	A. Send notices to local newspaper on 07/08/2017. Ward Cites to sensitize their Wards, Ward Committees and Ward-based Stakeholder groups that the process is about to start. CDWs also involved in spreading the word. B. In same notice call for all interested parties to register as Stakeholders in the process in order to promote public participation (also to review details). C. Send out invitations to registered IDP Rep Forum Stakeholders.	Dr Beyers Naude LM	IDP Manager, Ward Councilors, Ward Committees, CDWs, all listed Stakeholders	Newspaper 10th August 2017; Invitations for IDP RF out during 3rd week.	5,000	In progress													
11	IGR FORUM MEETING A Forum providing Inter-Governmental Relations	Mayor's IGR meeting with key roleplayers from other spheres of Government with the aim to improve service delivery through effective communication, consultation and engagement.	Dr Beyers Naude LM, Sarah Beartman DM & Sector Departments	Mayor, Councilors, all relevant senior Officials from Government Departments & Mun.	Thursday 17th August 2017	-	Postponed													
12	mSCOA Steering Committee Meeting	Progress of mSCOA implementation.	Dr Beyers Naude LM	MM, CFO & mSCOA Committee	Wednesday 23rd August 2017	-														
13	DRAFT 2018/19 ANNUAL REPORT	Complete 1st Draft 2018/19 Annual Report. (NB: Oversight Committee)	Dr Beyers Naude LM	MM, Directors, HODs & PMO	By last week of August 2017	-														
14	A. Launch of 2018/19 IDP & Budget Process. B. IDP Representative Forum activated.	First IDP Representative Forum meeting for the 1st review cycle of the IDP and compilation of 2018/19 Budget. Information session, as well as presentation of DM Framework Plan & LM Process Plan.	Dr Beyers Naude LM, Sarah Beartman DM / COGTA	Mayor, all Councilors, MM, Directors, HODs, IDP Manager and relevant Officials, all IDP Stakeholders	Launch Wednesday 6th September 2017 at 10:00	3,000														
15	SECTOR PLANS OPERATIONAL STRATEGIES MUNICIPAL BY-LAWS AND POLICIES	Implement processes required for the development or review of Plans, Policies and Strategies (e.g. Financial, Institutional, ITP, Infrastructure Master Plans, DMF, SDF, LED, NMAP, WSDP, HSP, By-laws, HR & Financial Policies). Secure funding (through Operating Budget or external sources). Endeavour to do in-house where possible, or follow SCM and appoint Service Providers.	Dr Beyers Naude LM	MM and relevant Officials	To run concurrently with IDP process	-														
16	Management Meeting	To include discussions on progress with review of Ward Development Priorities.	Dr Beyers Naude LM	MM, Directors, HODs, IDP Manager	Monday 11th September 2017	-														
17	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Beartman DM Dr Beyers Naude LM	MM, Mayor / IDP Portfolio Councilor & IDP Manager	Thursday 14th September 2017	3,000														
18	mSCOA Steering Committee Meeting	Progress of mSCOA implementation.	Dr Beyers Naude LM	MM, CFO & mSCOA Committee	Wednesday 27th September 2017	-														

All Councilors (especially Ward Councilors) and all Managers are encouraged to participate in the IDP planning meetings and any IDP training workshops or skills development programmes that are announced from time-to-time.



Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Aug '17	Sep '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	Jul '18	
								1	2	3	4	1	2	3	4	1	2	3	4	1
B	PHASE 1 : ANALYSIS																			
19	Budget Steering Committee Meeting	Discuss and prepare for 2019/20 Budget process.	Dr Beyers Naudé LM	Mayor & BSC	TBC	-														
20	SEPTEMBER = IDP MONTH ALL SYSTEMS ACTIVATED AND STRUCTURES MOBILE FOR THE REVIEW OF THE IDP Community Based Planning (CBP) Community Dev. Workers (CDWs) Ward Councilors Ward Committees War Room Committees Ward-based Stakeholder Org. IDP Steering Committee IDP Representative Forum Budget Steering Committee Inter-governmental Forum All Municipal Departments Municipal Satellite Offices	A. PUBLIC PARTICIPATION MEETINGS in each Ward, to interrogate progress in addressing Ward Development Priorities; the review of these Priorities in line with changing situation - as part of Ward-based Plans to be updated. B. CONDUCT institutional & GAP Analysis and update statistical data on levels of Service Delivery, etc. C. REPORTS to be prepared by Senior Management and other relevant Officials for purpose of feeding into IDP Analysis review. D. MEETINGS with other Stakeholders for the purpose of forward planning.	Dr Beyers Naudé LM	Mayor, Ward Councilors & IDP Manager (assisted by colleagues). All other relevant Roleplayers & Stakeholders, incl. MM, Directors, HODs and other senior Officials.	Preparations July - August. Process to commence last week of August 2017 (Ward-based engagements 28 August - 28 September. Arrangements will be made with Ward Clls)	20,000														
21	IDP Steering Committee Meeting	Reportback on Ward Consultations and updated Ward Plans (inclusive of revised Ward Development Priorities) to assist HODs in Project identification, formulation of KPIs and setting of targets, in preparation of 2019/20 Budget & SDBSP.	Dr Beyers Naudé LM	Mayor & Ward Councilors, MM, Directors, HODs, IDP Manager (assisted by IDP colleagues) and other relevant Officials	Wednesday 18th October 2017 at 10:00	1,500														
22	DISTRICT-LEVEL MEETING & CONSULTATIONS	Consultation with IDP Managers and submission of Progress Reports.	Sarah Beartman DM (meetings with LMs)	IDP Managers and IDP Co-ordinators	Thursday 26th October 2017	1,500														
23	BUDGET PLANNING PROCESS STARTS Budget Steering Committee Meeting	All Managers and Budget Drivers to determine Operating & Capital Budget requirements for 2019/20 (staff estimates, general expenses, maintenance). Identify roll-over Projects; review costings and duration of project (implementation & completion). Start preparing 1st Draft SDBSP with available project data (financial & non-financial KPIs)	Dr Beyers Naudé LM	MM, CFO, Directors, CA, HODs, other Budget Drivers and PMO	To commence 1st week of November 2017	-														
24	Management Meeting and Departmental Consultations A. IDP Analysis, Priorities & Strategies B. 2016/17 Annual Report C. 1st Quarterly Report D. Oversight Report & AFS E. Oversight Meeting	Consolidate Status Reports and Needs Analysis Reports. Confirm that all Departments are in the process of reviewing Objectives and considering how to address Ward Priorities; are they ready to commence with Phase 2 : Strategies? Determine what can be done by the Municipality and what falls within the competency of Sector Departments. Prepare 1st Draft Project Register. Schedule Oversight Committee meeting, to report to be referred to Council.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager & PMO	1st week of November 2017	-														

Ward Councilors: Mobilize your Ward Committees and assist the IDP Manager during Workshops and Public Consultations. We need to know what is happening on the ground.



HODs remember to consider Ward Priorities first and foremost when formulating (or reviewing) Objectives, developing Strategies and identifying and designing your Projects. Please complete this activity within specified timeframes.

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Aug '17	Sep '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	97/3																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
								1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	

[illegible]

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timescale	Cost Estimate (IDP)	STATUS	Aug '17	Sep '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	Jul '18			
								1	2	3	4	1	2	3	4	1	2	3	4	1	2	3
43	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting for Sector Alignment. Consultation with IDP Managers and submission of Process Reports.	Sarah Beartman DM (meetings with LM)	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Thursday 22nd February 2018	3,000																
44	Management Meetings and Departmental Consultations	Reflect on process thus far, inputs received and progress made. Determine whether we are still on track and which areas require special attention. Track progress on Process Plan, FIP and AAP. Make necessary amendments to Action Planning. Make sure that all audit queries have been attended to.	Dr Beyers Naude LM	MM, Directors, HODs, IDP Manager and other relevant Officials & Councilors	By end of February 2018	1,000																
45	DRAFT CAPITAL & OPERATING BUDGET Workshop	Workshop proposed 2018/19 Capital and Operating Budgets with Council: Discussions of draft Budget.	Dr Beyers Naude LM	MM, CFO, Directors, HODs, relevant Officials and full Council	Wednesday 28th February 2018	-																
E	PHASE 4 : INTEGRATION																					
46	<p><b>FULL INTEGRATION</b> of all Developmental Priorities, Objectives, Strategies, Plans, Policies and Programmes. All data collated, consolidated within a logical and cohesive framework.</p> <p><b>WARD PLANS COMPLETED. ALL SECTOR &amp; STRATEGIC PLANS ARE IN PLACE AND 1ST DRAFT OF REVIEWED IDP IS AVAILABLE.</b></p> <p>• Consultations • Ward and Public Meetings • Management Meetings • Budget &amp; IDP Steering Committee Meetings • IDP Rep. Forum Meetings • Inter-governmental Forum &amp; Sector Department Meetings</p>	Ensure that the following form core components of the IDP : <b>SECTOR PLANS / PROGRAMMES</b> Housing Sector Plan Water Services Development Plan Integr. Transport Plan Integr. Waste Management Plan Disaster Management Plan <b>MANAGEMENT PLANS / PROGRAMMES</b> 3-5 Yr Financial Plan (incl. 1 Yr SDBP) 3-5 Yr Capital Investment Framework 3-5 Yr Action Plan Performance Management Syst. (PMS) Institutional Plan (Strategic) Comprehensive Infrastr. Plan (CIP) <b>CROSS-CUTTING DIMENSIONS</b> Spatial Dev. Framework (SDF) Environmental Management Local Economic Dev. (LED) Social Development (SPUs, HIV/AIDS, Gender Equity, Poverty Alleviation, Skills Development)	Sarah Beartman DM Dr Beyers Naude LM	MM, Directors, HODs, IDP Manager & other relevant Officials, Committees & Forum	Management Meeting : Monday 12th March 2018  IDP Steering Committee : Wednesday, 14th March 2018 at 10:00  IDP Repr. Forum Meeting : Tuesday, 20th March 2018 at 10:00  Budget SC TBC	8,000																
47	mSCOA Steering Committee Meeting	Progress of mSCOA implementation.	Dr Beyers Naude LM	MM, CFO & mSCOA Committee	Monday 19th March 2018	-																
48	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Beartman DM Dr Beyers Naude LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Thursday 22nd March 2018	3,000																
49	DRAFT 2018/19 IDP & BUDGET Prepared for Tabling	Prepare draft IDP & Budget for tabling to Council, taking into consideration all inputs, promulgations, amendments and alignments. Advise Ordinary Council Meeting. (Notice to reach Advertiser by 12th March for publication on 15th March.)	Dr Beyers Naude LM	MM, CFO & IDP Manager, with the assistance of relevant Officials	By 3rd week in March 2018	1,500																
F	PHASE 5 : APPROVAL																					
50	DRAFT 2018/19 IDP, BUDGET & SDBP ADOPTED Ordinary Council Meeting	Table completed draft IDP, Budget & 1st draft SDBP before Council for adoption, to be advertised for public comment. After adoption prepare copies of Draft IDP for distribution and upload to website.	Dr Beyers Naude LM	MM, CFO, Directors, IDP Manager, HODs, PMS, other relevant Officials, full Council, with interested members of the public & other Stakeholders	Tuesday 27th March 2018	3,000																



Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS																								
								Aug '17	Sep '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	Jul '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19	Jul '19
63	IDP & BUDGET Official Notice in Newspaper	Place notice in Advertiser, informing public about Special Council Meeting to approve 2018/19 IDP & Budget. (Notice to reach Advertiser by 14th May 2018.)	Dr Beyers Naude LM	MM, Administration	Ad to appear on Thursday 17th May 2018	1,500																									
64	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Beartman DM Dr Beyers Naude LM	MM, Mayor / IDP Portfolio Councilors & IDP Manager	Tuesday 15th May 2018	3,000																									
65	IDP - FINAL STEPS IDP Representative Forum Meeting	Discuss final amendments with Stakeholders in order to reach consensus about the preparation and submission of the final document to Council for Approval, with clearly formulated recommendations.	Dr Beyers Naude LM	IDP Manager, IDP Rep. Forum (Relevant Officials, Councilors & Stakeholders)	Wednesday 16th May 2018 at 10:00	3,000																									
66	DISTRICT ALIGNMENT Final Draft IDP	Forward amended draft IDP to Sarah Beartman DM for final alignment & adjustments.	Sarah Beartman DM, Dr Beyers Naude LM	CFO, IDP Manager & other relevant parties	By 16th May 2018	-																									
67	2018/19 IDP & BUDGET APPROVED Special Council Meeting	Prepare and submit final IDP, SDBP, Budget & Budget-related Policies, Rates & Tariffs to Council for Approval and Implementation. Ensure that resolutions are recorded and minuted, for future implementation and monitoring.	Dr Beyers Naude LM	MM, CFO, Directors, IDP Manager, HODs, PMO, other relevant Officials, full Council, with interested members of the public & other Stakeholders	Tuesday 26th May 2018	2,000																									
68	DISTRIBUTION OF APPROVED IDP & BUDGET	A. Forward hard & soft copies of IDP to MEC COGTA, SDCM and ensure that other Provincial & National Government Departments (e.g. Treasury) are also supplied with copies. B. Additional copies of IDP & Budget to be made available to internal and external Auditors. C. Ensure copies are distributed to MM, all Directors & HODs, Municipal Satellite Offices and all Libraries for the public to view and uploaded to website.	Dr Beyers Naude LM	MM, CFO, IDP Manager	During first week of June 2018 (10 days from date of approval)	5,000																									
69	DISTRICT & PROVINCIAL UPDATE OF IDP PROCESS	A. Interaction with SDCM regarding processes followed and adoption dates. B. Confirmation of completion of process and adoption dates with COGTA.	Sarah Beartman DM, Dr Beyers Naude LM	MM, Directors, HODs, IDP Manager & Planning Staff	First week of June 2018	-																									
70	IMPLEMENTATION OF 2018/19 BUDGET	A. Post on website and upload to internal systems, make necessary adjustments to tariff, print Budget Document, submit final Budget to National & Provincial Treasury. B. SDBP and annual Performance Management Contracts (linking KPIs & KPIs to IDP & Budget) to be completed and Mayor to table these for Council's approval. To be submitted to MEC and published within 14 days after approval.	Dr Beyers Naude LM	Mayor, MM, CFO, Administration, ICT	A. During June 2018. B. Budget to be implemented on 1st July 2018.	-																									
71	A. IMPLEMENTATION OF NEW 5-YEAR IDP B. IDP & BUDGET PROCESS PLAN 2019/20	A. Post on website and upload to internal systems. Implement programmes as soon as official approval has been received from relevant authorities. Monitor, assess, review by way of regular Status & Progress Reports, linked to PMS. Keep Sarah Beartman DM informed. B. Commence with planning for 2nd review of IDP.	Dr Beyers Naude LM	Mayor, MM, IDP Manager, PMO, all Directorates and their Departments	A. During 1st week of June 2018. 2nd Edition of IDP to be implemented on 1st July 2018. B. By 31st July 2018.	-																									



Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (RDP)	STATUS	Aug '17	Sep '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	Jul '18					
								1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1
72	2018/19 IDP ASSESSMENTS	Provincial Assessments of 2018/19 IDPs - dates and venue to be confirmed. Being done per District and specific dates allocated. Print 10 - 15 copies of IDP.	Dr Beyers Naude LM	MM, Directors and IDP Manager	July or August 2018	18,500																		
73	A. 4th Quarterly Report B. Oversight Meeting C. 1st Draft 2018/19 Annual Report	Prepare final Quarterly Report. Prepare 1st Draft 2018/19 Annual Report. Oversight Committee to meet. Submit reports to Council.	Dr Beyers Naude LM	Mayor, MM, CFO & PMO	July 2018	-																		
74	INCIDENTALS	Upgrading / refurbishment of IDP Office and purchase of equipment necessary for the IDP Process, including Community-based Planning.	Dr Beyers Naude LM	IDP Manager	As required for annual review IDP and Ward Plans	15,000																		
TOTAL COST ESTIMATE FOR THE 1ST REVIEW OF THE 2017 - 2022 IDP PROCESS						182,500	NB : Cost estimates are for IDP processes and activities only.																	

**IMPORTANT NOTES : IMPLEMENTATION & PROGRESS OF PROCESS PLAN**

Line Item	Comments by IDP Manager



GOOD PLANNING, GOOD CO-OPERATION, GOOD COMMUNICATION AND SYNERGY BETWEEN THE PROCESSES WILL MAKE THIS THING WORK!

## **CHAPTER 2: GOVERNANCE**

### **2.1 INTRODUCTION TO GOVERNANCE**

Dr Beyers Naude Local Municipality strives to, within its financial and administrative capacity, achieve the objectives set out in Section 1 of Chapter 7 of the Constitution. Camdeboo Municipality is a Category B municipality as stipulated in the Municipal Structures Act (Act 117/98). This is a Plenary Type municipality with a Ward Participatory System and all executive and legislative powers are vested in the Council in terms of Section 9 of the Structures Act (117/98). Council takes its mandate from Section 152 of the Constitution, namely within its financial and administrative capacity to achieve the objectives of Local Government.

Council approved an Administrative Structure through its staff establishment to ensure all resolutions are implemented timeously. The staff establishment consists of an Institutional Structure (Organogram) with all posts included to deliver on the mandate of Council and it includes the macro and micro structure (Senior Management, middle management and other staff) in line with the Human Resource needs of Council to implement the IDP.

Council is also dependent on sound intergovernmental relations with the other spheres of government to ensure integrated planning and resource mobilization for significant impact in the community. All decision making is reliant on the effective participation of the residents and the responsiveness of the Council and the municipality to ensure public accountability.

## **COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE**

### **2.1.0 INTRODUCTION TO POLITICAL AND ADMINISTRATIVE GOVERNANCE**

This Local Government works together as Council and Administration, as well as the Communities served by this Council, to meet the set Vision and Mission enshrined in its 2012 – 2017 Integrated Development Plan.

### **2.1.1 INTRODUCTION TO POLITICAL GOVERNANCE**

Council has three (3) Standing Committees that meet as scheduled. There are several sub-committees that have been established by Council that also meet according to the scheduled meetings in the Annual Planner. MPAC has also been established, but has indicated that it needs more training. Ordinary and Special Council meetings sit as scheduled. Rules of Order; Delegations Register; By-laws and the Municipal Code are in place. The Local Labour Forum has not always met as scheduled. The relationship between Council and Trade Unions is still sound and healthy. Service delivery protests have been experienced during the past 5 years. Our budget is spent in line with our IDP and our MIG and Capital Budgets is very effective.

## 2.1.2 POLITICAL STRUCTURE



**MAYOR**  
**CLLR. D.W.S. DE VOS**



**SPEAKER**  
**CLLR. T. NONNIES**



**CHIEF WHIP (ANC)**  
**CLLR. A. BOOYSEN**



**CHIEF WHIP (DA)**  
**CLLR. E. CAROLUS**

## 2.1.3 COUNCILLORS



*Back row from left: Wilton le Grange (PR), Daniel Williams (PR), Willem Säfers (Ward 1), Eldan Carolus (PR), Bradley Seekoei (PR), Glenda Mackelina (Ward 5), Daniel Bezuidenhoud (Ward 12), Joy Williams (Ward 14), Eldridge Ruiters (PR), Katie Hoffman (Ward 3), Hendrik Booysen (PR), Louis Langeveldt (Ward 10), Thembile Tshona (Ward 6), Xolile Galada (Ward 4), Errol Rossouw (Ward 13).*

*Front from left: Rudy Jacobs (Ward 7), Asanda Mboneni (PR), Ewald Looock (Ward 8), Samantha Jankovich (PR), Thembisa Nonnies (Speaker), Deon de Vos (Mayor), Angeline Booysen (PR), Pieter Koeberg (PR), Notizi Vanda (PR), Linda Botha (Ward 2), Abraham Arries (Ward 11) and Piet Bees (Ward 9)*

#### **2.1.4 POLITICAL DECISION-TAKING**

As a Plenary Type Municipality with a Ward Participatory System, only the Council has the legal power to make decisions and all other Committees provide assistance to ensure effective decision-making.

---

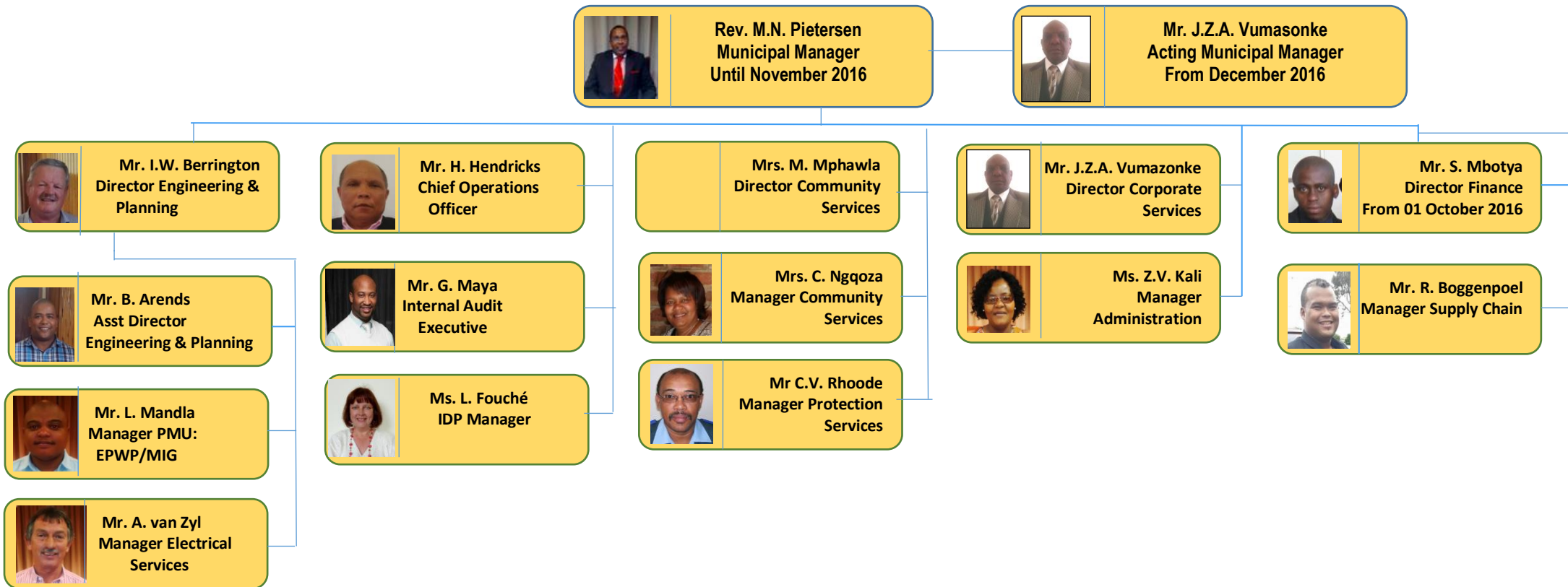
## **2.2 ADMINISTRATIVE GOVERNANCE**

### **2.2.1 INTRODUCTION TO ADMINISTRATIVE GOVERNANCE**

Dr. Beyers Naudé Local Municipal Council consists of 27 Councillors selected in accordance with sub-sections (2), (3), (4) and (5) of the Constitution.

Decisions are taken in Ordinary Council Meetings as scheduled per the year planner and at Special Council Meetings convened, as the need arises. The Municipality strives to implement Council decisions in the shortest of time after resolutions have been taken. The position of the Communications Officer has been advertised and filled which will further hasten the implementation of Council Resolutions.

## 2.2.2 TOP STRUCTURE



## COMPONENT B: INTERGOVERNMENTAL RELATIONS

### 2.3. INTRODUCTION TO CO-OPERATIVE GOVERNANCE AND INTERGOVERNMENTAL RELATIONS

Intergovernmental Relations are very important for Dr Beyers Naudé Local Municipality. The Council works within the confines of the Intergovernmental Framework Act and Chapter 3 of the Constitution of RSA to ensure good relations with all spheres of government in the interests of the Community. There is a local IGR Forum in place, with the aim of bringing all sectors and departments of Provincial and National Government together to plan for development in the Dr Beyers Naude area of jurisdiction.

The representatives of the IGR Forum provide information, programmes and projects earmarked for this municipal area.

Dr Beyers Naudé Local Municipality is also represented at the Sarah Baartman District Municipality IGR Forum to meet with National and Provincial Government Departments where Senior Officials attend with the objective of the alignment of the National Development Plan, the Provincial Growth and Development Strategy and the District IDP and the Municipal IDPs.

The IGR Forums provide relevant information from the two other spheres of government to the municipality to include in the municipal IDP to ensure a seamless integrated development process, with significant impact for the local community.

The MEC for Cooperative Governance and Traditional Affairs in the Province of the Eastern Cape also convenes a MuniMec meeting for Mayors and Municipal Managers to interact on the Key Performance Areas of government as well also to use this platform to address issues related to IGR.

### 2.3.0 INTERGOVERNMENTAL RELATIONS

#### 2.3.1 NATIONAL INTERGOVERNMENTAL STRUCTURES

Dr Beyers Naude Local Municipality has representatives attending the IGR meetings conducted by SALGA.

#### 2.3.2 PROVINCIAL INTERGOVERNMENTAL STRUCTURE

The Dr Beyers Naude Local Municipality has their quarterly IGR meetings with the different state departments. These meetings are sometimes postponed unexpectedly because of other government programmes which take preference.



### **2.3.3 RELATIONSHIPS WITH MUNICIPAL ENTITIES**

A District Development Agency namely Cacadu Development Agency has been established by Sarah Baartman District Municipality to assist all (7) seven local municipalities within the district with local economic development. Dr Beyers Naude Local municipality has no municipal entities.

### **2.3.4 DISTRICT INTERGOVERNMENTAL STRUCTURES**

District Intergovernmental Relations meetings are convened by the Sarah Baartman District Municipality. The Local Intergovernmental Relations are very effective and active. Quarterly and sometimes bi-monthly meetings are being conducted between the Municipality and the State Departments situated in the Municipal Area. The relationship between the State Departments and the Municipality is stable but still needs to improve. The Municipality works closely with the Provincial and District Departments, especially the Office of the Premier, Office of the MEC and departments such as DSRAC, Rural Development, Social Development, Human Settlements, etc.

## **COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION**

### **2.4 PUBLIC MEETINGS**

#### **2.4.1 COMMUNICATION, PARTICIPATION AND FORUMS**

A Communications Strategy and Action Plan were developed and approved by the Municipal Council and implemented with immediate effect. An Internal and External Newsletter – *Our News* and *Dr Beyers Naude News* respectively – was developed and distributed quarterly. However, the Internal Newsletter is now being distributed bi-annually. The local media is being utilised to communicate to residents.

There are Ward Committees in all the Wards that submit reports via their Ward Councillors on a monthly basis. Feedback is being given to all the Ward Committees via the Ward Councillor. Ward Councillors are not conducting regular Ward meetings and this creates a serious problem during the Mayoral Outreach Programme.

Not all Ward Committee members are functional and this too causes problems, particularly in the respective portfolios the non-active Committee Members represent.

Community representatives serve on the Project Steering Committees from time to time. The Public Participation Strategy and Policy must be reviewed urgently with the assistance of the Department of Cooperative Governance and Traditional Affairs.

## 2.4.2 WARD COMMITTEES

Ward Committees were established to serve as specialised participatory structures to be the formal unbiased communication channels and to create cooperative partnerships between the community and the Council.

Ward Committees make recommendations through the Ward Councillor to council; conduct satisfaction surveys to assist the committee in its work; express dissatisfaction on non-performance; advise and make recommendations on policy affecting residents and wards; spread information concerning municipal affairs such as budget, IDP, service delivery options and municipal properties; receive queries and complaints; ensure participation of community in service payment campaigns, IDP process, budget process, decisions about municipal service provision and by-laws and act in the best interest of community.

Ward Committee Training has been scheduled for February/March 2018.

## 2.4.3 PUBLIC MEETINGS

Public Meetings						
Nature and purpose of meeting	Date of events	Number of Participating Municipal Councillors	Number of Participating Municipal Administrators	Number of Community members attending	Issue addressed (Yes/No)	Dates and manner of feedback given to community
<b>DEVELOPMENT OF A NEW 5-YEAR IDP FOR DR BEYERS NAUDÉ LOCAL MUNICIPALITY : ANALYSIS PHASE</b> <ul style="list-style-type: none"> <li><b>WARD-BASED FOCUS GROUP WORKSHOPS FOR COMMUNITY-BASED PLANNING</b></li> <li><b>SWOT ANALYSIS AND IDENTIFICATION OF WARD DEVELOPMENT PRIORITIES</b></li> </ul>						
WARD 1 CBP Workshop with Community members	24/10/2016	Ward & PR Councillor (Mayor ex Officio)	IDP Manager	16	Yes, interactive discussions & input received	Mayoral Outreach in April 2017, CBP Report in IDP and Ward Councillor.
WARD 2 CBP Workshop with Community members	27/10/2016	Ward & PR Councillor (Mayor ex Officio)	IDP Manager	18	Yes, interactive discussions & input received	Mayoral Outreach in April 2017, CBP Report in IDP and Ward Councillor.
WARD 3 CBP Workshop with Community members	31/10/2016	Ward & PR Councillor (Mayor ex Officio)	IDP Manager	14	Yes, interactive discussions & input received	Mayoral Outreach in April 2017, CBP Report in IDP and Ward Councillor.
WARD 4 CBP Workshop with Community members	03/11/2016	Ward & PR Councillor (Mayor ex Officio)	IDP Manager, with assistance of COGTA EC IDP Officials	18	Yes, interactive discussions & input received	Mayoral Outreach in April 2017, CBP Report in IDP and Ward Councillor.



WARD 5 CBP Workshop with Community members	01/11/2016	Ward & PR Councillor (Mayor ex Officio)	IDP Manager	15	Yes, interactive discussions & input received	Mayoral Outreach in April 2017, CBP Report in IDP and Ward Councillor.
WARD 6 CBP Workshop with Community members	02/11/2016	Ward & PR Councillor (Mayor ex Officio)	IDP Manager, with assistance of COGTA EC IDP Officials	56 > 30	Yes, interactive discussions & input received	Mayoral Outreach in April 2017, CBP Report in IDP and Ward Councillor.
WARD 7 CBP Workshop with Community members	25/10/2016	Ward & PR Councillor (Mayor ex Officio)	IDP Manager	11	Yes, interactive discussions & input received	Mayoral Outreach in April 2017, CBP Report in IDP and Ward Councillor.
WARD 8 CBP Workshop with Community members	01/11/2016	Ward & PR Councillor (Mayor ex Officio)	IDP/Comms Admin. Officer (Willowmore)	43	Yes, interactive discussions & input received	Mayoral Outreach in April 2017, CBP Report in IDP and Ward Councillor.
WARD 9 CBP Workshop with Community members	26/10/2016	Ward & PR Councillor (Mayor ex Officio)	IDP/Comms Admin. Officer (Willowmore)	14	Yes, interactive discussions & input received	Mayoral Outreach in April 2017, CBP Report in IDP and Ward Councillor.
WARD 10 CBP Workshop with Community members	25/10/2016	Ward & PR Councillor (Mayor ex Officio)	COGTA EC IDP Official	34	Yes, interactive discussions & input received	Mayoral Outreach in April 2017, CBP Report in IDP and Ward Councillor.
WARD 11 CBP Workshop with Community members	24/10/2016	Ward & PR Councillor (Mayor ex Officio)	COGTA EC IDP Official	32	Yes, interactive discussions & input received	Mayoral Outreach in April 2017, CBP Report in IDP and Ward Councillor.
WARD 12 CBP Workshop with Community members	26/10/2016	Ward & PR Councillor (Mayor ex Officio)	COGTA EC IDP Official	20	Yes, interactive discussions & input received	Mayoral Outreach in April 2017, CBP Report in IDP and Ward Councillor.
WARD 13 CBP Workshop with Community members	27/10/2016	Ward & PR Councillor (Mayor ex Officio)	IDP/Comms Admin. Officer (Willowmore)	22	Yes, interactive discussions & input received	Mayoral Outreach in April 2017, CBP Report in IDP and Ward Councillor.
WARD 14 CBP Workshop with Community members	26/10/2016	Ward & PR Councillor (Mayor ex Officio)	IDP Manager	18	Yes, interactive discussions & input received	Mayoral Outreach in April 2017, CBP Report in IDP and Ward Councillor.
<b>DEVELOPMENT OF A NEW 5-YEAR IDP FOR DR BEYERS NAUDÉ LOCAL MUNICIPALITY AND 2017/18 BUDGET</b>						
<b>▪ WARD-BASED MAYORAL OUTREACH TO INTRODUCE DRAFT 2017 – 2022 IDP, KPIs AND TARGETS, DRAFT 2017/18 BUDGET, RATES &amp; TARIFFS</b>						
WARD 1 Mayoral Outreach	10/04/2017	Mayor, Speaker, Ward & PR Cllrs	Acting CFO and IDP Manager, Director/Asst Dir. of Infra & Planning plus	55	Yes, interactive discussions & input received	Where applicable, issues were taken up in IDP, or referred to the responsible Mun/Sector Dept.

			other HODs			
WARD 2 Mayoral Outreach	11/04/2017 26/04/2017	Mayor, Ward & PR Cllrs	Acting CFO and IDP Manager, Director/Asst Dir. of Infra & Planning plus other HODs	75 & 30	Yes, interactive discussions & input received	Where applicable, issues were taken up in IDP, or referred to the responsible Mun/Sector Dept.
WARD 3 Mayoral Outreach	20/04/2017	Mayor, Ward & PR Cllrs	Acting CFO and IDP Manager, Director/Asst Dir. of Infra & Planning plus other HODs	70	Yes, interactive discussions & input received	Where applicable, issues were taken up in IDP, or referred to the responsible Mun/Sector Dept.
WARD 4 Mayoral Outreach	24/04/2017 25/04/2017 26/04/2017	Mayor, Ward & PR Cllrs	Acting CFO and IDP Manager, Director/Asst Dir. of Infra & Planning plus other HODs	130 70 30	Yes, interactive discussions & input received	Where applicable, issues were taken up in IDP, or referred to the responsible Mun/Sector Dept.
WARD 5 Mayoral Outreach	25/04/2017	Mayor, Ward & PR Cllrs	Acting CFO and IDP Manager, Director/Asst Dir. of Infra & Planning plus other HODs	50	Yes, interactive discussions & input received	Where applicable, issues were taken up in IDP, or referred to the responsible Mun/Sector Dept.
WARD 6 Mayoral Outreach	24/04/2017	Mayor, Ward & PR Cllrs	Acting CFO and IDP Manager, Director/Asst Dir. of Infra & Planning plus other HODs	130	Yes, interactive discussions & input received	Where applicable, issues were taken up in IDP, or referred to the responsible Mun/Sector Dept.
WARD 7 Mayoral Outreach	10/04/2017 21/04/2017	Mayor, Speaker, Ward & PR Cllrs	Acting CFO and IDP Manager, Director/Asst Dir. of Infra & Planning plus other HODs	55	Yes, interactive discussions & input received	Where applicable, issues were taken up in IDP, or referred to the responsible Mun/Sector Dept.
WARD 8 Mayoral Outreach	12/04/2017	Mayor, Ward & PR Cllrs	Acting CFO and IDP Manager, Director/Asst Dir. of Infra & Planning plus other HODs	95 & 25	Yes, interactive discussions & input received	Where applicable, issues were taken up in IDP, or referred to the responsible Mun/Sector Dept.
WARD 9 Mayoral Outreach	12/04/2017	Mayor, Ward & PR Cllrs	Acting CFO and IDP Manager, Director/Asst Dir. of Infra & Planning plus other HODs	55	Yes, interactive discussions & input received	Where applicable, issues were taken up in IDP, or referred to the responsible Mun/Sector Dept.
WARD 10 Mayoral Outreach	13/04/2017	Mayor, Ward & PR Cllrs	Acting CFO and IDP Manager, Director/Asst Dir. of Infra & Planning plus other HODs	80	Yes, interactive discussions & input received	Where applicable, issues were taken up in IDP, or referred to the responsible Mun/Sector Dept.

WARD 11 Mayoral Outreach	13/04/2017	Mayor, Ward & PR Cllrs	Acting CFO and IDP Manager, Director/Asst Dir. of Infra & Planning plus other HODs	130	Yes, interactive discussions & input received	Where applicable, issues were taken up in IDP, or referred to the responsible Mun/Sector Dept.
WARD 12 Mayoral Outreach	19/04/2017	Mayor, Ward & PR Cllrs	Acting CFO and IDP Manager, Director/Asst Dir. of Infra & Planning plus other HODs	20 & 65	Yes, interactive discussions & input received	Where applicable, issues were taken up in IDP, or referred to the responsible Mun/Sector Dept.
WARD 13 Mayoral Outreach	12/04/2017 19/04/2017	Mayor, Ward & PR Cllrs	Acting CFO and IDP Manager, Director/Asst Dir. of Infra & Planning plus other HODs	55 58	Yes, interactive discussions & input received	Where applicable, issues were taken up in IDP, or referred to the responsible Mun/Sector Dept.
WARD 14 Mayoral Outreach	20/04/2017 25/04/2017	Mayor, Ward & PR Cllrs	Acting CFO and IDP Manager, Director/Asst Dir. of Infra & Planning plus other HODs	70 50	Yes, interactive discussions & input received	Where applicable, issues were taken up in IDP, or referred to the responsible Mun/Sector Dept.

## 2.5 IDP PARTICIPATION AND ALIGNMENT

IDP Participation and Alignment Criteria*	Yes/No
Does the municipality have impact, outcome, input, output indicators?	Yes
Does the IDP have priorities, objectives, KPIs, development strategies?	Yes
Does the IDP have multi-year targets?	Yes
Are the above aligned and can they calculate into a score?	Yes
Does the budget align directly to the KPIs in the strategic plan?	Yes
Do the IDP KPIs align to the Section 57 Managers	Yes
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	Yes
Were the indicators communicated to the public?	Yes
Were the four quarter aligned reports submitted within stipulated time frames?	No

## COMPONENT D: CORPORATE GOVERNANCE

### 2.6 OVERVIEW OF CORPORATE GOVERNANCE

Corporate Governance ensures trustworthiness and a moral and an ethical environment. It encourages transparency and deals with determining ways of effective strategic decision making. It also includes ethical leadership and citizenship; compliance with laws, rules and regulations, codes and standards; governance of

risk, governance of IT; integrated reporting and disclosures; Audit Committee and MPAC; internal audit; governance of IGR and an anti-corruption strategy and plan.

Dr Beyers Naudé Local Municipality does have these corporate governance structures in place and has tried to instill ethical behaviour and moral conduct monitored through the Audit Committee and MPAC.

### **2.6.1 RISK MANAGEMENT**

The municipality has a Risk Management Framework with a risk register to identify the types of risks and to develop strategies to mitigate these risks. Senior managers ensure that the risk registers are developed and completed regularly to mitigate the highest risk of the municipality and to safeguard its assets and resources.

---

## **2.7 ANTI-CORRUPTION AND FRAUD**

### **2.7.1 FRAUD AND ANTI-CORRUPTION STRATEGY**

Council is about to develop a Fraud and Anti-Corruption Strategy so that all Councillors and employees understand the consequences of criminal conduct and the process to follow when it does take place. An awareness campaign will be conducted to prevent fraud and corruption and employees will be informed of their rights and protection when they want to blow the whistle on it. One fraud and corruption case was detected during the year under review and the responsible employee has been dismissed.

---

## **2.8 SUPPLY CHAIN MANAGEMENT**

### **2.8.1 OVERVIEW SUPPLY CHAIN MANAGEMENT**

Supply Chain Management seeks to ensure the proper flow of goods and services between the supplier and the municipality in the right quality and quantity whilst advancing the goals of the IDP, ensuring value for money, and expeditious and appropriate service delivery. As a financial management tool, it seeks to reform and regulate the manner in which public funds are utilized when procuring goods and services, whilst in pursuit of service delivery that is responsive to the needs of the society and to curtail any mal administrative and fraudulent practices on the procurement front.

## 2.9 BY-LAWS

### 2.9.1 BY-LAWS INTRODUCED DURING 2016/17

By-laws Introduced during Year 0					
Newly Developed	Revised	Public Participation Conducted Prior to Adoption of By-Laws(Yes/No)	Dates of Public Participation	By-Laws Gazetted (Yes/No)	Date of Publication
Aerodromes	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Commonages	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Cemeteries	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Customer Care	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Electricity	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Community Fire Safety	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Fencing and Fences	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Liquor Hours	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Outdoor Advertising	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Municipal Pounds	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Public Amenities	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Roads and Traffic	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Solid Waste	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Sport Facilities	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Street Trading	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Storm Water	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks
Water Services Supply	Yes	Yes	Apr-12	No	WaitingforGovernmentPrintingWorks

The Municipal By-Laws were reviewed in 2012 for the betterment of the community served by this institution. These By-Laws were subjected to public participation prior to it being adopted by Council and having been advertised in the Government Gazette.

In respect of the reviewed by-laws identified to be amended, all the stakeholders were invited to a session where the amendments were highlighted and explained. The participants were granted an opportunity to pose questions and/or submit comments. An invitation for public comments was also advertised.

The following By-Laws were amended during review in 2015:

- Prevention of Public Nuisances and Upkeep of Animals.
- Public Amenities
- Impoundment of Animals
- Street Trading
- Road and Traffic

## 2.9.2 COMMENT ON BY-LAWS

The newly established Dr Beyers Naudé Local Municipality has embarked on a process of rationalising and reviewing of by-laws whereafter the required consultation processes will be followed. The final stage will be the official promulgation of the by-laws as per Provincial Government Gazette.

## 2.10 WEBSITES

### 2.10.1 MUNICIPAL WEBSITE

Municipal Website: Content and Currency of Material		
Documents published on the Municipality's / Entity's Website	Yes / No	Publishing Date
Current annual and adjustments budgets and all budget-related documents	No	
All current budget-related policies	No	
The previous annual report (2015/16)	Yes	
The annual report (2016/17) to be published	No	
All current performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act (Year 0) and resulting scorecards	No	
All service delivery agreements (Year 0)	No	
All long-term borrowing contracts (Year 0)	None	
All supply chain management contracts above a prescribed value (give value) for Year 0	Yes	
An information statements containing a list of assets over a prescribed value that have been disposed of in terms of section 14 (2) or (4) during Year 1	No	
Contracts agreed in Year 0 to which subsection (1) of stet 33 apply, subject to subsection (3) of that section	None	
Public-private partnership agreements referred to in section 120 made in Year 0	None	
All quarterly reports tabled in the council in terms of section 52 (d) during Year 0	No	

---

## **2.11 PUBLIC SATISFACTION ON MUNICIPAL SERVICES**

### **2.11.1 PUBLIC SATISFACTION LEVELS**

The municipality did not conduct public satisfaction surveys to determine the satisfaction levels of the community with service delivery in Dr Beyers Naudé Local Municipality.

It was however able to gauge the satisfaction levels through the community participation process. The municipality was regarded as only doing its job but was not excellent and huge improvements still need to be made to fully satisfy the residents.

### **2.11.2 COMMENT ON SATISFACTION LEVELS**

Much still needs to be done to improve service delivery and it has started with us instilling ethical behaviour; demanding production and efficiency in doing the work; adhering to the performance targets and timeframes set in the SDBIP; working as a team; understanding and internalizing the Strategic Objectives of Council, Back to Basics and Batho Pele principles; and the effective and efficient use of scarce resources of the municipality.

## CHAPTER 3 – SERVICE DELIVERY PERFORMANCE (PERFORMANCE REPORT PART I)

### 3. INTRODUCTION

The key services provider by Dr Beyers Naude Municipality are water, sanitation, electricity, solid waste, roads and streets, stormwater, town planning, building control and traffic services. The municipality also own and manages a surfaced airfield in Graaff-Reinet. Fire services, disaster management and health services function is included in services provided locally and on an agency basis in some areas on behalf of the Sarah Baartman District Municipality. All household structures have access to basic services (urban areas) and free basic services are provided to indigent households.

SERVICES	HH WITH NEEDS
Water	100%
Sanitation	100%
Electricity	98%
Solid Waste	100%
Roads & Stormwater	100%

## COMPONENT A: BASIC SERVICES

### 3.0.1 INTRODUCTION TO BASIC SERVICES

The universal access targets set by the Government as well as Outcome 9 emphasized the fact that Municipalities must meet the set targets. The Dr Beyers Naude Municipality is happy to report that it has achieved these targets in respect of all the basic services.

### 3.1 WATER PROVISION

#### 3.1.1 INTRODUCTION TO WATER PROVISION

Dr Beyers Naude Municipality is a Water Services Provider (WSP) and Water Services Authority (WSA). 100% of households in the Dr Beyers Naude Municipal area have access to piped water on their premises or within 200m from the dwellings. The Municipality's strategy is to provide water services in an efficient, affordable, equitable, economical and sustainable manner to all customers in the urban area.

A total of water was produced and was billed in the Dr Beyers Naude area equatively to a non-revenue figure of. The major factor contributing to the big NRW is aging infrastructure and old water meters.



Town	Design Capacity	Operating Capacity
Graaff-Reinet	16ML/d	9,2ML/d
Aberdeen	3,4ML/d	3,3ML/d
Nieu Bethesda	0,83ML/d	0,25ML/d

All the above towns have spare capacity except Aberdeen where demand is at the design capacity. Provision has been made in 2016/17 MIG programme to increase the design capacity of Aberdeen. Camdeboo Water Safety Plans need to be reviewed and updated

Town	Design Capacity	Operating Capacity
Willowmore	1,5ML/d	1,3ML/d
Steytlerville	2,0ML/d	1,2ML/d
Rietbron	0,27ML/d	0,21ML/d

Willowmore's demand is almost at design capacity. Extra boreholes have been drilled at Wanhoop to augment the water supply to Willowmore however there is an ongoing dispute with the property owner. The Department Water and Sanitation have agreed to the purchase/expropriation of the farm. The process has stalled and it's important that to secure the water supply to Willowmore the process is concluded. The main pumping main from Wanhoop is also in the process of being upgraded. A full cost estimate is required so as to secure additional funding.

Town	Design Capacity	Operating Capacity
Jansenville	0,98ML/d	1,4ML/d
Klipplaat	0,5ML/d	0,81ML/d

As can be seen from the above, the demand outstrips the supply. Fortunately, a Regional Bulk Infrastructure grant has been secured.

### 3.1.2 TOTAL USE OF WATER BY SECTOR (ml)

Total Use of Water by Sector (cubic meters)					
Year 1					
Year 0	0	0	628 000	3 762 534	1 467 442

### 3.1.3 WATER SERVICE DELIVERY LEVELS

Water Service Delivery Levels				
Description	Year -3	Year -2	Year -1	Households Year 0
	Actual No.	Actual No.	Actual No.	Actual No.
<b>Water: (above min level)</b>				
Piped water inside dwelling				17 324
Piped water inside yard (but not in dwelling)				1 053
Using public tap (within 200m from dwelling )				411
Other water supply (within 200m)				
<i>Minimum Service Level and Above sub-total</i>				18 788
<i>Minimum Service Level and Above Percentage</i>				100%
<b>Water: (below min level)</b>				
Using public tap (more than 200m from dwelling)				
Other water supply (more than 200m from dwelling)				0
No water supply				
<i>Below Minimum Service Level sub-total</i>				0
<i>Below Minimum Service Level Percentage</i>				0
<b>Total number of households*</b>				<b>18 788</b>

### 3.1.4 HOUSEHOLDS-WATER SERVICE DELIVERY LEVELS BELOW THE MINIMUM

Households - Water Service Delivery Levels below the minimum						
Description	Year -3	Year -2	Year -1	Year 0		
	Actual No.	Actual No.	Actual No.	Original Budget No.	Adjusted Budget No.	Actual No.
<b>Formal Settlements</b>						
Total households	0	0	0	0	0	0
Households below minimum service level	0	0	0	0	0	0
Proportion of households below minimum service level						
<b>Informal Settlements</b>						
Total households	0	0	0	0	0	193
Households below minimum service level	0	0	0	0	0	0
Proportion of households below minimum service level						

### 3.1.5 ACCESS TO WATER

Access to Water			
	Proportion of households with access to water points*	Proportion of households with access to piped water	Proportion of households receiving 6 kl free#
Year -2	0	100 %	4620 (43 %)
Year -1	0	100 %	4695 (43 %)
Year 0	0	99 %	5359 (48 %)

### 3.1.6 WATER SERVICE POLICY OBJECTIVES TAKEN FROM IDP

Water Service Policy Objectives Taken From IDP									
Service Objectives  <i>Service Indicators</i> (i)	Outline Service Targets  (ii)	Year -1		Year 0			Year 1	Year 3	
		Target	Actual	Target		Actual	Target		
		*Previous Year (iii)	(iv)	*Previous Year (v)	*Current Year (vi)	(vii)	*Current Year (viii)	*Current Year (ix)	*Following Year (x)
Service Objective xxx									
<i>Households without minimum water supply</i>	Additional Households provided with minimum water supply during the year (Number of households (HHs) without supply at year end)				0	0	0	0	0
<i>Improve reliability of water supply</i>	Reduce the number of interruptions (Ints) in supply of one hour or more compared to the baseline of Year 2014 interruptions of one hour or more during the year				11%	11%	11%	11%	10%
<i>Improve water conservation</i>	Reduce unaccountable water levels compared to the baseline of Year -1 unaccounted for during the year				37%	31,93%	37%	37%	35%
<i>Blue Drop Improvement Plan</i>						50%	60%	60%	65%

### 3.1.7 FINANCIAL PERFORMANCE: WATER SERVICES

Financial Performance Year 0: Water Services					
R'000					
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>		89284	89284	38318	-133%
Expenditure:					
Employees		4543	4543	812	-459%
Repairs and Maintenance		2800	2800	2745	-2%
Other		35975	35975	43853	18%
<b>Total Operational Expenditure</b>	0	43318	43318	47410	9%
<b>Net Operational Expenditure</b>	0	-45966	-45966	9092	606%

### 3.1.8 CAPITAL EXPENDITURE: WATER SERVICES

Capital Expenditure Year 0: Water Services					
R' 000					
Capital Projects	Year 0				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All	62875	62875	4984	-1162%	
Project A	62875	62875	4984	-1162%	280

### 3.1.9 COMMENT ON WATER SERVICES PERFORMANCE OVERALL

There has been a commendable improvement in the quality and quantity of potable water produced. This can mainly be attributed to better supervision and training offered.

Challenges still remaining are the consolidation of the Water Service Delivery Plan and associated Risk Management Plan for the Water Treatment Plants and systems.

Other major challenges are the expropriate of the farm Wanhoop from which Willowmore receives its potable water. The appointment of Water Boards as implementing agents for the Dr Beyers Naude Municipality by the Department of Water and Sanitation. The delay in the implementation of the Regional Bulk Infrastructure Grant project for Klipplaat and Jansenville. There are also not domestic water meters in Klipplaat.

A Water and Wastewater Master Plan will have to be developed for Dr Beyers Naude Municipality in order to plan and identify areas that require upgrading.

## **3.2 WASTE WATER (SANITATION PROVISION)**

### **3.2.1 INTRODUCTION TO SANITATION PROVISION**

The major strategy for sanitation is to ensure that all urban households have access to water borne sanitation by systematically upgrading existing infrastructure.

Waste Water Systems, Design Capacity and Operating Capacity.

<b>TOWN</b>	<b>DESIGN CAPACITY</b>	<b>OPERATING CAPACITY</b>
Graaff-Reinet	4,5ML/d	3,7ML/d
Aberdeen	1,0ML/d	0,78ML/d
Nieu Bethesda	0,05ML/d	0,03ML/d

All above plants are operating well within their design capacities.

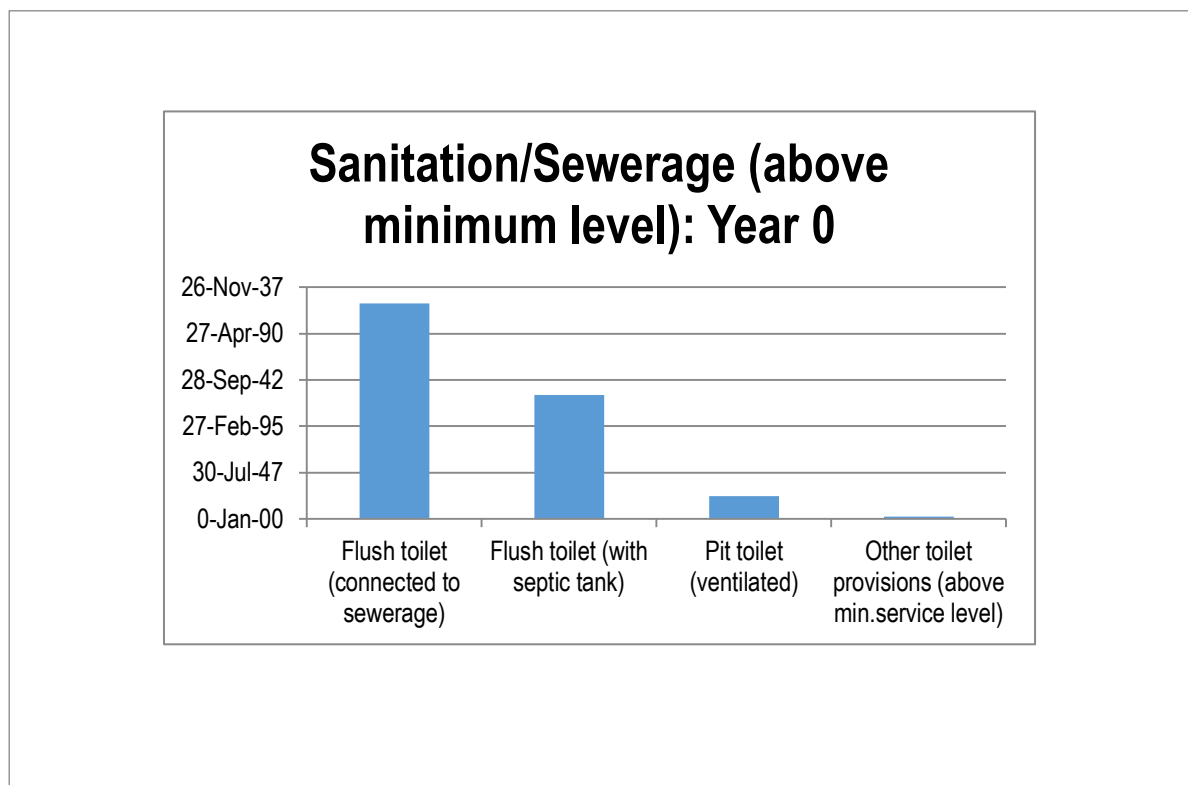
<b>TOWN</b>	<b>DESIGN CAPACITY</b>	<b>OPERATING CAPACITY</b>
Willowmore	1,0ML/d	0,6ML/d
Steytlerville	1,0ML/d	0,5ML/d
Rietbron	0,2ML/d	0,15ML/d

Rietbron is nearing its design capacity and will have to be upgraded in the near future. Grant funding is to be secured for the upgrading.

<b>TOWN</b>	<b>DESIGN CAPACITY</b>	<b>OPERATING CAPACITY</b>
Jansenville	Unknown	Unknown
Klipplaat	0,6ML/d	0,2ML/d

Although all plants will be operating within their design capacities, funding for repair work will have to be secured to repair a breached wall of the irrigation pond of Jansenville WWTW.

### 3.2.2 SANITATION/SEWERAGE MINIMUM LEVELS



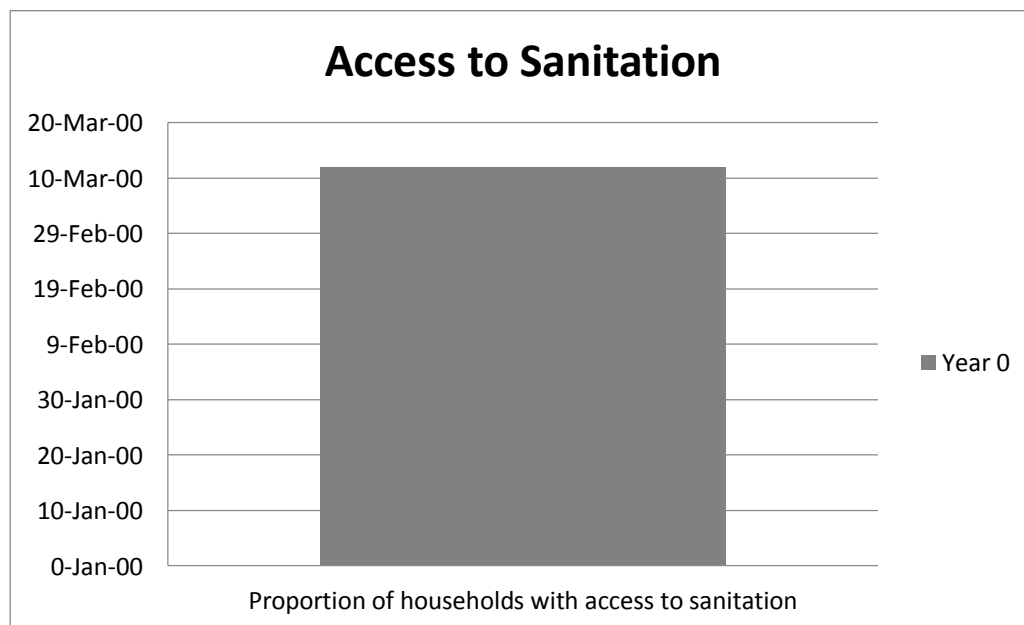
### 3.2.3 SANITATION SERVICE DELIVERY LEVELS

Sanitation Service Delivery Levels	
Description	*Households
	Year 0 Actual No.
<b><u>Sanitation/sewerage: (above minimum level)</u></b>	
Flush toilet (connected to sewerage)	14 044
Flush toilet (with septic tank)	746
Chemical toilet	3
Pit toilet (ventilated)	282
Other toilet provisions (above min.service level)	287
<i>Minimum Service Level and Above sub-total</i>	15 362
<i>Minimum Service Level and Above Percentage</i>	100%
<b><u>Sanitation/sewerage: (below minimum level)</u></b>	
Bucket toilet	0
Other toilet provisions (below min.service level)	0
No toilet provisions	0
<i>Below Minimum Service Level sub-total</i>	0
<i>Below Minimum Service Level Percentage</i>	0%
<b>Total households</b>	<b>0</b>

### 3.2.4 HOUSEHOLDS: SANITATION SERVICE DELIVERY LEVELS BELOW THE MINIMUM

Households - Sanitation Service Delivery Levels below the minimum			
Description	Year 0		
	Original Budget	Adjusted Budget	Actual
	No.	No.	No.
<b>Formal Settlements</b>			
Total households	15362	15362	15362
Households below minimum service level	0	0	0
Proportion of households below minimum service level	0	0	0
<b>Informal Settlements</b>			
Total households	0	0	0
Households is below minimum service level	0	0	0
Proportion of households is below minimum service level	0	0	0

### 3.2.5 ACCESS TO SANITATION



### 3.2.6 FINANCIAL PERFORMANCE: SANITATION SERVICES

Financial Performance Year 0: Sanitation Services					
R'000					
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue		37485	37485	23013	-63%
Expenditure:					
Employees		6938	6938	2297	-202%
Repairs and Maintenance		1600	1600	1387	-15%
Other		32859	32859	38488	15%
Total Operational Expenditure	0	41397	41397	42172	2%
Net Operational Expenditure	0	3912	3912	19159	80%

### 3.2.7 CAPITAL EXPENDITURE: SANITATION SERVICES

Capital Expenditure Year 0: Sanitation Services					
R' 000					
Capital Projects	Year 0				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All	13109	13109	12099	-8%	
Project A	13109	13109	12099	-8%	280

### 3.2.6 COMMENT ON SANITATION SERVICES

Overall the sanitation systems are operating well. Funding will have to be sourced for the publication of Waste Water Risk Abatement Plans for all plants Water Use licenses have to be secured for all plants.

Application have been submitted to the Department Water & Sanitation however there is no feedback from them.

Green Drop System of the former municipality will all have to be combined for Dr Beyers Naude Local Municipality.

A Water and Waste Water Master Plan will have to be developed for Dr Beyers Naude Municipality in order plan and to supply area that require upgrading.



---

### **3.3 ELECTRICAL SERVICES**

#### **3.3.1 INTRODUCTION TO ELECTRICAL SERVICES**

The objective is to adequately upgrade the electrical supply and install the necessary electrical infrastructure as well as maintain them to ensure a sufficient supply to all consumers in the Dr Beyers Naude supply area.

**The following are the major strategies:**

- \* To review the Electricity Master Plan for each supply area.
- \* To conduct a meter audit in the Dr Beyers Naude Supply area.
- \* Identify and implement suitable electrification projects.
- \* To upgrade old Infrastructure.

Electrification needs are identified in the IDP based on the Ward and Master Plans.

**The Municipality supporting three renewable energy projects in the area namely**

- \* Solar PV Farm (Carbon Metrics)
- \* Giant Flag Solar PV Project, and
- \* Aberdeen Wind Farm (Eskom)

The identification and implementation of electrification projects are done continuously and are identified in the IDP.

**The following projects were implemented during the 2016/17 financial year**  
**Projects:**

- \* Installation of energy efficient street lights in Willowmore and Steytlerville.
- \* Upgrading of MV and LV Infrastructure Graaff-Reinet and Steytlerville.

**Dr Beyers Naude Supply Area**

Graaff-Reinet, Jansenville, Willowmore, Steytlerville, Aberdeen and Rural Consumers.

uMasizakhe (Graaff-Reinet), Lotusville (Aberdeen) Nieu Bethesda, Klipplaat, Rietbron, Baviaans Kloof are being supplied by Eskom. This function includes the Bulk Purchase of electricity in which

**Service Delivery Priorities**

- \* To maintain the infrastructure and to upgrade and replace old/or ageing infrastructure to ensure sufficient electricity supply in the Dr Beyers Naude Area.
- \* To maintain normal street lights and Highmast Lights.

**IGG Services**

All registered IGG electricity customers received 50Kwh free on a monthly basis

### 3.3.2 ELECTRICITY SERVICE DELIVERY LEVELS

Electricity Service Delivery Levels	
Description	Households
	Year 0
	Actual No.
<b><u>Energy: (above minimum level)</u></b>	
Electricity (at least min.service level)	1 243
Electricity - prepaid (min.service level)	9 864
<i>Minimum Service Level and Above sub-total</i>	11 107
<i>Minimum Service Level and Above Percentage</i>	99,3%
<b><u>Energy: (below minimum level)</u></b>	
Electricity (< min.service level)	77
Electricity - prepaid (< min. service level)	
Other energy sources	
<i>Below Minimum Service Level sub-total</i>	77
<i>Below Minimum Service Level Percentage</i>	0,7%
<b>Total number of households</b>	11 184

### 3.3.3 HOUSEHOLDS: ELECTRICITY SERVICE DELIVERY

Households - Electricity Service Delivery Levels below the minimum			
Description	Households		
	Year 0		
	Original Budget	Adjusted Budget	Actual
	No.	No.	No.
<b>Formal Settlements</b>			
Total households	0	0	0
Households below minimum service level	0	0	0
Proportion of households below minimum service level	0%	0%	0%
<b>Informal Settlements</b>			
Total households	0	0	77
Households ts below minimum service level	0	0	77
Proportion of households ts below minimum service level	0%	0%	100%

### 3.3.4 FINANCIAL PERFORMANCE: ELECTRICITY SERVICES

Financial Performance Year 0: Electricity Services					
R'000					
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue		127649	127649	89037	-43%
Expenditure:					
Employees		9256	9256	9460	2%
Repairs and Maintenance		2530	2530	4695	46%
Other		91852	91852	79547	-15%
Total Operational Expenditure	0	103638	103638	93702	-11%
Net Operational Expenditure	0	-24011	-24011	4665	615%

### 3.3.5 CAPITAL EXPENDITURE: ELECTRICITY SERVICES

Capital Expenditure Year 0: Electricity Services					
R' 000					
Capital Projects	Year 0				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All	8244	8244	1529	-439%	
Project A	8244	8244	0	#DIV/0!	280

### 3.3.6 COMMENT ON ELECTRICITY SERVICES PERFORMANCE OVERALL

Existing infrastructure, especially those serviced by the municipality in rural areas, are either old or near its full load capacity.

The municipality has an agreement with Eskom for the provision of free basic electricity (FBE) to registered indigent households in the Eskom supply areas. Credit control in the Eskom supply areas are problematic since enforcement of Councils Credit Control Policies can not be implemented.

## 3.4 WASTE MANAGEMENT

### 3.4.1 INTRODUCTION TO WASTE MANAGEMENT

#### WASTE MANAGEMENT SERVICES DELIVERY STRATEGY AND MAIN ROLEPLAYERS

Dr. Beyers Naude Municipality has a fully integrated waste management services, from refuse collection at households and businesses to recycling at the Transfer Station and disposal at the landfills. Waste Management has become more challenging with the amalgamation of the three previous Municipalities. Dr. Beyers Naude Municipality has inherited all challenges around waste management of the three municipalities, the area is big and the resources available must be shared between towns. This function is designated in the Department of Community Services it has become difficult for the Department of Technical and Infrastructure to assist Community Services when needed due to the high demand of service delivery in all towns.

### 3.4.2 SOLID WASTE SERVICE DELIVERY LEVELS

Solid Waste Service Delivery Levels				
Description	Year -3	Year -2	Year -1	Households Year 0
	Actual No.	Actual No.	Actual No.	Actual No.
<b><u>Solid Waste Removal: (Minimum level)</u></b>				
Removed at least once a week	8551	8574	9300	9758
<i>Minimum Service Level and Above sub-total</i>	8551	8574	9300	9758
<i>Minimum Service Level and Above percentage</i>				
<b><u>Solid Waste Removal: (Below minimum level)</u></b>				
Removed less frequently than once a week				
Using communal refuse dump				
Using own refuse dump				
Other rubbish disposal				
No rubbish disposal				
<i>Below Minimum Service Level sub-total</i>				
<i>Below Minimum Service Level percentage</i>				
<b>Total number of households</b>	<b>8551</b>	<b>8574</b>	<b>9300</b>	<b>9758</b>

### 3.4.3 FINANCIAL PERFORMANCE: SOLID WASTE MANAGEMENT SERVICES

Financial Performance Year 0: Solid Waste Management Services					
R'000					
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>		11257	11257	3175	-255%
Expenditure:					
Employees		9926	9926	9125	-9%
Repairs and Maintenance		1226	1226	502	-144%
Other		7868	7868	2973	-165%
<b>Total Operational Expenditure</b>	0	19020	19020	12600	-51%
<b>Net Operational Expenditure</b>	0	7763	7763	9425	18%

### 3.4.4 CAPITAL EXPENDITURE: WASTE MANAGEMENT SERVICES

No, capital projects due to shortage of funding.

### 3.4.5 COMMENT ON WASTE MANAGEMENT SERVICES PERFORMANCE OVERALL

Regular waste removal service is provided to all residents both formal and informal settlements, businesses, schools and other institutions within the Municipal area. No refuse removal is provided to farms in the Municipal area due to the remote location of the farm and it is not economical.

Illegal dumping are still a main concern, in the previous year it was reported that the dumping of household refuse has reduced but do to the increase in towns that must be serviced it has been noted that dumping of household refuse and organic waste has increased dramatically although households are being serviced on a regular basis as per scheduled times. Control measures are put in place, illegal dumping signage is erected in most of the towns and fines issued. Waste Management services are as follow:

- Refuse are removed twice a week in areas prone to illegal dumping and once a week in other areas.
- Skips are cleaned twice a week in all areas
- Townships are cleaned weekly with tractors and front loaders
- Business are serviced between two and three times a week
- The landfills and Transfer Station are management by Community Services
- A contingency plan is in place for any fire incidents at the refuse sites, refuse are covered regularly to minimise fires.

---

## **3.5 HOUSING**

### **3.5.1 INTRODUCTION TO HOUSING**

Housing is a Provincial function and the municipality does not have accreditation in this regard and is therefore only responsible for bulk infrastructure, beneficiary administration and the identifying of suitable available land for purposes of erecting residential structures under the RDP Schem.

Officials of the municipality have been trained with regards on the National Housing Needs Register. Credible information has been captured for Graaff-Reinet, Aberdeen, Nieu Bethesda, Willowmore, Rietbron and Steytlerville. No reliable figures has been captured for Jansenville, Klipplaat and Waterford.

Although Housing Sector Plan where developed for the former municipalities, all will have to be reviewed and consolidated into one for Dr Beyers Naude Local Municipality, a similar exercise will be necessary with the Spatial Development Plan in order to identify suitable land for housing.

Projects that are in the construction or planning phases are as follows:

#### **1. Graaff-Reinet, Aberdeen and Nieu Bethesda**

Current Housing projects

98 units (242 uMasizakhe project)

11 units (Mandela Park)

08 units Destitutes

250 units (Nieu Bethesda)

Future housing projects in planning (bulk service in place)

360 units Graaff-Reinet

100 units Thembalesizwe - Aberdeen

100 units Lotusville - Aberdeen

#### **2. Willowmore and Steytlerville**

110 units (Willowmore Down housing project)

82 units (Steytlerville)

13 units Destitute (2 Steytlerville, 2 Rietbron , 9 Willowmore)

#### **3. Jansenville and Klipplaat**

There are no projects planned or being continued.

### 3.5.2 PERCENTAGE OF HOUSEHOLDS WITH ACCESS TO BASIC HOUSING

Percentage of households with access to basic housing			
Year end	Total households (including in formal and informal settlements)	Households in formal settlements	Percentage of HHs in formal settlements
Year 0	17861	200	98.9%

### 3.5.3 FINANCIAL PERFORMANCE: HOUSING SERVICES

Financial Performance Year 0: Housing Services					
R'000					
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>		722	722	731	1%
Expenditure:					
Employees				0	
Repairs and Maintenance					
Other		629	629	375	-68%
<b>Total Operational Expenditure</b>	0	629	629	375	-68%
<b>Net Operational Expenditure</b>	0	-93	-93	-356	74%

### 3.5.4 COMMENT ON THE PERFORMANCE OF THE HOUSING SERVICE OVERALL

It must be remembered that the figures quoted in T3.5.2 does not include “back yard dwelling” or the waiting list.

A serious challenge to the delivery of housing is the fact that funding for electrification of the new RDP houses is only considered by the Department of Energy once 80% of the houses of that specific project are completed and occupied. This results in a situation where beneficiaries must live in the new houses without electricity for up to two year, this naturally has its own ramification.

## 3.6 FREE BASIC SERVICES AND INDIGENT SUPPORT

### 3.6.1 INTRODUCTION TO FREE BASIC SERVICES

The municipality strives to fulfil its constitutional objective which stipulates that poor households must have access to basic services. An indigent subsidy, in line with national government regulations and guidelines, is available to assist the poorest households in the community to receive a basket of basic municipal services for free, including up to 6 kl water, basic sanitation, refuse removal and 50 kWh electricity. To provide further relief, the Rates Policy makes provision for taxes payable by indigent property owners.

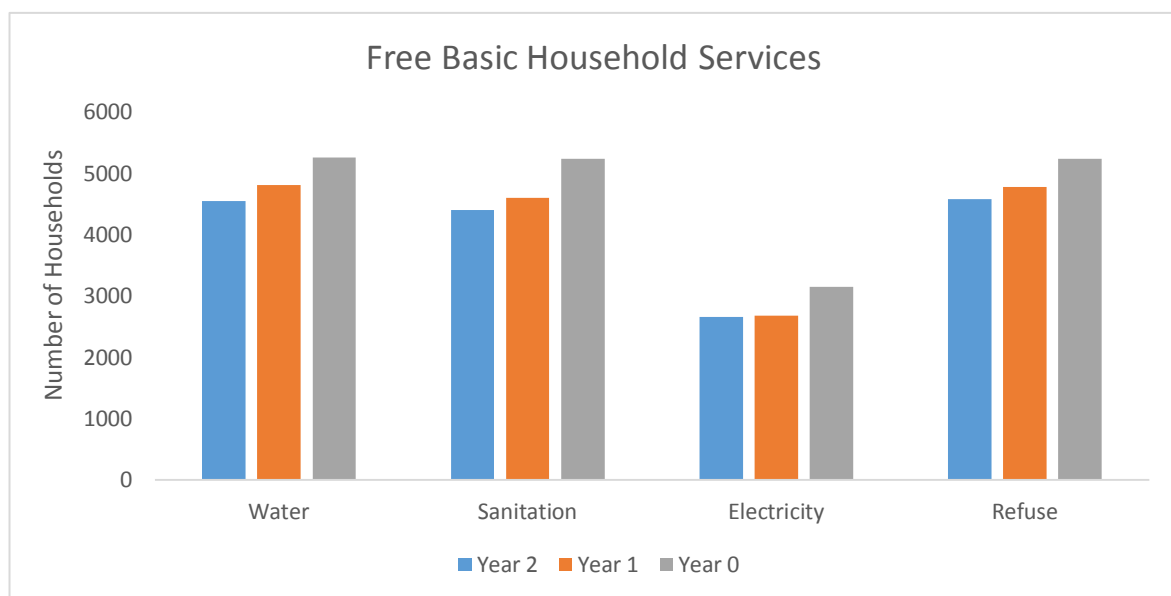
Indigent subsidies are available to domestic households where the total household income of all the residing occupants of legal age is less than two state pensions, among other criteria.

A total number of 475 households were added to the Indigent Register during the year. A Free Basic Services awareness campaign was held in February 2016 in each of the 7 wards to inform the community of the availability of the subsidy, the services subsidised, the eligibility criteria and the process to apply for subsidy. Residents had the opportunity to have any questions and uncertainties addressed.

Provision was made to write off a portion of aged debt that is considered irrecoverable. To promote fairness and to aid residents who are making a concerted effort to keep current consumption low and not adding to the existing historical debt, the arrear amounts that were handed over to the attorneys were pardoned.

Meetings with internal and external stakeholders were conducted to discuss challenges and sharpen controls where needed. Some of the major challenges relating to Free Basic Services include the rising debt amounts owed by indigent households for water and electricity consumption not covered by the subsidy, the lack of an exit strategy to cancel the subsidy of beneficiaries who no longer qualify and to keep records up to date where residents have moved away or passed away. To effectively handle these challenges and to promote Free Basic Services within the greater community, a new person will be appointed in the new financial year.

### 3.6.2 FREE BASIC HOUSEHOLD SERVICES





### 3.6.3 FREE BASIC SERVICES TO LOW HOUSEHOLD

Free Basic Services To Low Income Households										
	Number of households									
	Total	Households earning less than R3200 two state pensions per month								
		Free Basic Water			Free Basic Sanitation		Free Basic Electricity		Free Basic Refuse	
		Total	Access	%	Access	%	Access	%	Access	%
Year -2	8 940	5 276	5 276	100%	5231	99%	3 144	60%	5 231	99%
Year -1	10 672	5 389	5 389	99%	5 382	100%	3 445	60%	5 231	99%
Year 0	13 713	7 709	7 709	100%	6 305	82%	3 287	43%	6437	83%

### 3.6.4 FINANCIAL PERFORMANCE: FREE BASIC SERVICES

Financial Performance Year 0: Cost to Municipality of Free Basic Services Delivered			
Service Delivered	Year 0	Year 1	Year 2
	Actual	Actual	Actual
Water	5 005 682	4 458 216	4 620 767
Waste Water (Sanitation)	4 522 917	4 416 695	4 306 314
Electricity	3 152 779	2 463 771	2 151 604
Waste Management (Solid Waste)	3 133 427	2 802 990	2 753 460
Sundry Income			
Rates	132 858	858 480	1 104 713
Total	15 947 663	15 000 152	14 936 859
Budgeted Amount	22 746 145	11 009 152	10 504 916
Variance to Budget	70%	-36%	-42%

## COMPONENT B: ROAD TRANSPORT

### 3.7 ROADS

#### 3.7.1 INTRODUCTION TO ROADS

The major strategies are:

To develop a roads management system (master plan) of all urban roads in order to determine the extent as well as a maintenance plan. Funding is however required.

To identify and implement suitable projects.

This is done annually based on ward based planning of the IDP Process. Wards identify projects according to their needs.

To make adequate provision for street maintenance in the operational budget.

The successful systematic upgrading of gravel roads by means of EPWP principles using concrete paving blocks instead of conventional surfacing, is creating much more job opportunities.

#### Challenges:

- \* Surfaced roads require urgent resealing. Many are of the old “Macadam” surfacing technique and are badly cracked as the binder has dried; resulting in potholes forming every time it rains.
- \* The identification and implementation of a dedicated truck route through Graaff-Reinet is required as well as a weighbridge.
- \* Funding for the development of a Roads Management System as well as an integrated Transport Plan is required.

All households have access to a minimum level of service.

### 3.7.2 GRAVEL ROAD INFRASTRUCTURE

Gravel Road Infrastructure					Kilometers
	Total gravel roads	New gravel roads constructed	Gravel roads upgraded to tar	Gravel roads graded/maintained	
Year 0	198	0	0		198

### 3.7.3 TARRED ROAD INFRASTRUCTURE

Tarred Road Infrastructure						Kilometers
	Total tarred roads	New tar roads	Existing tar roads re-tarred	Existing tar roads re-sheeted	Tar roads maintained	
Year 0	114	0	1	0		114

### 3.7.4 FINANCIAL PERFORMANCE: ROAD SERVICES

Financial Performance Year 0: Road Services						R'000
Details	Year -1	Year 0				
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget	
<b>Total Operational Revenue</b>		5368	5368	25709	79%	
Expenditure:						
Employees		18986	18986	14880	-28%	
Repairs and Maintenance		4465	4465	1148	-289%	
Other		13368	13368	2031	-558%	
<b>Total Operational Expenditure</b>	0	36819	36819	18059	-104%	
<b>Net Operational Expenditure</b>	0	31451	31451	-7650	511%	

### 3.7.5 CAPITAL EXPENDITURE

Capital Expenditure Year 0: Road Services					R' 000
Capital Projects	Year 0				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All	11587	11587	4541	-155%	
Project A	11587	11587	4541	-155%	280

### 3.7.6 COMMENT ON THE PERFORMANCE OF ROADS OVERALL

More funding will be required in the future years to address the maintenance of municipal roads and surfacing of gravel roads. Roads and streets have being identified in all wards as being a priority for maintenance and upgrading.

The District roads are maintained by the Department of Roads & Public Works and SANRAL is maintaining National Roads in the Dr Beyers Naude area.

## 3.8 WASTE WATER (STORMWATER DRAINAGE)

### 3.8.1 INTRODUCTION TO STORMWATER DRAINAGE

Stormwater drainage, minor and major system, is a major problem in the Dr Beyers Naude area and was highlighted as concern of residents at Ward Committee meetings.

#### Challenges:

- Old and under capacity infrastructure needs to be upgraded or replaced.
- Regular flash floods cause damage to property and road infrastructure especially in the southern and eastern areas of Graaff-Reinet.

### 3.8.2 COMMENT ON THE PERFORMANCE OF STORMWATER DRAINAGE OVERALL

The current stormwater system is a major concern in all wards, especially where there are gravel roads and steep slopes involved. The area is prone to intense thunderstorm resulting in flash flooding of properties and streets. Funding for this function is limited and should receive a high priority.

A Stormwater Master and Maintenance Plan is urgently required to assist in addressing the problem.

## COMPONENT C: PLANNING AND DEVELOPMENT

### 3.9 PLANNING

#### 3.9.1 INTRODUCTION TO PLANNING

Planning is generally considered to be part of a comprehensive process when a public sector institution (municipality) intervenes in a problem solution that affects human society.

The major strategies are:

- Develop a Spatial Development Framework Plan (SDF).
- To consolidate and update the land use management system to a fully integrated Geographical Information System (GIS).
- Systematically release suitable land for housing and commercial development.
- Develop a Zoning Scheme

The Town Planner and Building Control Officer perform the function of land use management and building control. The administration Department provides the administrative assistance and Protection Services assists with law enforcement of by-laws and contravention of land use management and building regulations.

#### 3.9.2 COMMENT ON THE PERFORMANCE OF PHYSICAL PLANNING OVERALL

*The top five (5) services delivery priorities were:*

- Formulation of the Dr Beyers Naudé Integrated Scheme Regulations which includes public participation in the formulation of the policy, updating of land use register, and zoning maps;
- Crafting of SPLUMA By-laws which also includes public participation for the adoption by Council;
- Aligning the Zoning Scheme Regulations with the Spatial Planning and Land Use Management Act 16 of 2013;
- Investigation of non-conforming and illegal land uses; and
- Implementation of the Spatial Development Framework (SDF) to eradicate spatial distortions and advancing Social Justice.

The Department has been actively involved in awareness campaigns to educate the community about the applicable Zoning Scheme Regulations. By-laws and the Restrictive conditions in Title Deeds. The policy for Spaza Shop Applications makes provision for Ward Councillors and Ward committee members.

### **3.10 LOCAL ECONOMIC DEVELOPMENT (INCLUDING TOURISM AND MARKET PLACES)**

#### **3.10.1 INTRODUCTION TO ECONOMIC DEVELOPMENT**

##### **Legislative framework**

**According to the DPLG (2006 – NATIONAL FRAMEWORK FOR LED IN SA), local government now has three key roles to play in LED:**

- (i) to provide leadership and direction in policy making (by-laws and processes to regulate land in a manner that reduces the costs of doing business and maximise the involvement of people in the local economy).
- (ii) to administer policy, programme and projects ( the core function of anybody or structure responsible for LED is to coordinate and maximise the impact of programmes and projects with respect to growth and development).
- (iii) to be the main initiator of economic development programmes through public spending, regulatory powers, and their promotion of industrial, small business development, social enterprises and cooperatives.

##### **Our LED plan sets to address:**

- Socio-Economic Development and Economic Development – the focus is on the findings and recommendations of the Socio-Economic Survey and the Business Survey.
- Institutional Structures and Systems and Capacity – the focus is on the analysis of the Dr Beyers Naudé Municipality's budget and finances, IDP, Organogram and capacities.
- Infrastructure and Resources – this combines the findings of the Socio-Economic Survey with the Institutional and Financial Analysis of the Municipality.
- Sector Focus summarizes the findings and recommendations of the Analysis of the Dr Beyers Naude Economy.
- Urban and Rural Environment – the focus is on the environmental issues that arose and give focus to smaller urban towns.
- The Regional Department of Human Settlement is responsible for providing houses to the local Municipality. The Municipality in this instance is therefore responsible to provide the basic services such as water and sanitation.

### 3.10.2 COMMENT ON LOCAL JOB OPPORTUNITIES

Dr Beyers Naudé Local Municipality is mainly tourism and a heritage area. Most people in our area are employed by the hospitality sector. We continue to concentrate on promoting labour intensive programmes. Programmes implemented by the Department of Public Works and SANRAL have largely contributed to us achieving this goal. CWP remains one of our major employers and a job safety net to many. Agriculture is again proving to be the fastest growing sector which can employ a number of people.

Our focus for our Agricultural Sector this year has been to provide technical support to those individual companies and associations that are struggling to sustain themselves, and as a result this year, in partnership with DRDAR/ DRDLR and DWA we invested in infrastructural development, mostly fencing and water services. Infrastructure development has also improved and the Municipality through the EPWP and MIG funded projects, employed over ±150 people during the financial year.

### 3.10.3 FINANCIAL PERFORMANCE: LOCAL ECONOMIC DEVELOPMENT SERVICES

Financial Performance Year 0: Local Economic Development Services					
R'000					
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>		797	797	174	-358%
Expenditure:					
Employees		3047	3047	1660	-84%
Repairs and Maintenance		248	248	6	-4033%
Other		1249	1249	298	-319%
<b>Total Operational Expenditure</b>		4544	4544	1964	-131%
<b>Net Operational Expenditure</b>		3747	3747	1790	-109%

### 3.10.4 CAPITAL EXPENDITURE: LOCAL ECONOMIC DEVELOPMENT SERVICES

Capital Expenditure Year 0: Economic Development Services					
R' 000					
Capital Projects	Year 0				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All	487	487	22	-2114%	
Project A	487	487	22	-2114%	

## COMPONENT D: COMMUNITY & SOCIAL SERVICES

### 3.11 LIBRARIES, ARCHIVES, MUSEUMS, GALLERIES, COMMUNITY FACILITIES

#### 3.11.1 INTRODUCTION TO LIBRARIES, ARCHIVES, MUSEUMS, GALLERIES, COMMUNITY FACILITIES

The objective is to address critical needs and problems being experienced by the community of Dr Beyers Naude Local Municipality by providing facilities that will address the recreational and other social needs of the community.

The Municipality does not have the function of museums but we provide the buildings for some of the museums situated in Graaff-Reinet and attend to maintenance of same.

- In addition to the above, the Municipality attended to the upgrade of the Collie Koeberg sports facility which is a sports complex utilised by the community at large and the intention is to provide a suitable sports complex for use by the community.
- The Municipality also attended to the upgrade and erection of play parks for the use of the community and it has been successfully implemented.

#### CHALLENGES:

There are no major challenges except the upgrading/extension of the buildings and improvement of technology and IT Infrastructure for the libraries specifically.

There is a lack of instruments/equipment at libraries for blind persons. Budget or accessing funds for continuous maintenance of community facilities remains problematic.

#### 3.11.2 FINANCIAL PERFORMANCE: LIBRARIES, ARCHIVES, MUSEUMS, GALLERIES, COMMUNITY FACILITIES

Financial Performance Year 0: Libraries; Archives; Museums; Galleries; Community Facilities; Other					
R'000					
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>		3462	3462	2554	-36%
Expenditure:					
Employees		4591	4591	3263	-41%
Repairs and Maintenance		135	135	3	-4400%
Other		874	874	419	-109%
<b>Total Operational Expenditure</b>		5600	5600	3685	-52%
<b>Net Operational Expenditure</b>		2138	2138	1131	-89%

### 3.11.3 COMMENT ON PERFORMANCE OF LIBRARIES, ARCHIVES, MUSEUMS, GALLERIES, COMMUNITY FACILITIES, OTHER

General performance is satisfactory during the year under review especially with libraries.

## 3.12 CEMETERIES AND CREMATORIUMS

### 3.12.1 INTRODUCTION TO CEMETERIES & CREMATORIUMS

Cemetery sites were originally maintained and operated by churches within the community. Cemetery Services is customer focused and provides an essential service to those who have experienced a loss. We provide a sanctuary for the final resting place of loved ones, where lives are commemorated, deaths are recorded and the families are reunited.

### 3.12.2 FINANCIAL PERFORMANCE: CEMETERIES & CREMATORIUMS

Financial Performance Year 0: Cemeteries and Crematoriums					
					R'000
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>		1995	1995	207	-864%
Expenditure:					
Employees		128	128		#DIV/0!
Repairs and Maintenance		1	1		#DIV/0!
Other		128	128		#DIV/0!
<b>Total Operational Expenditure</b>	0	257	257	0	#DIV/0!
<b>Net Operational Expenditure</b>	0	-1738	-1738	-207	-740%

### 3.12.3 COMMENT ON THE PERFORMANCE OF CEMETERIES AND CREMATORIUMS OVERALL

Dr. Beyers Naude is currently faced with a huge crisis regarding availability and suitability of land for burials. Old cemeteries are full and the process of erecting new cemeteries cannot start without funding.

The soil in the Jansenville and Willowmore is rocky that makes it difficult for burials to take place as prescribed by Legislature.

First Phase of Construction completed in 2015/2016 at the new Graaff-Reinet Cemetery site and basic assessment completed at the Aberdeen Cemetery site.

The Department of Environmental Affairs and Tourism is in the process of issuing approval for burial at the Graaff-Reinet Cemetery.



Funding must be made available for the second phase at the Graaff-Reinet cemetery in order to complete it due to the amalgamation and the focus on basic service delivery the Municipality is currently not in a position to make funding available for upgrade or construction of new cemeteries.

Construction is delayed at the Aberdeen Cemetery due to funding. We do not have a crematorium. Bodies are sending to Port-Elizabeth for cremation.

---

### **3.13 CHILD CARE; AGED CARE; SOCIAL PROGRAMMES**

#### **3.13.1 INTRODUCTION TO CHILD CARE; AGED CARE, SOCIAL PROGRAMMES**

The Special Programmes Unit of the Municipality are responsible for a vast base of vulnerable groups, ranging from amongst others Disabled Persons, Youth, Sport and Recreation, Women, Children and Elderly Persons.

The majority of Older Persons in the Dr Beyers Naudé Local Municipal Area have been deprived from adequate education, employment and socio-economic opportunities. Without the means to break free from the bondage of poverty, secure retirement benefits or by ensuring that their children would flourish. Older Persons not only need assistance, they deserve respect.

The Municipality are still involve in a number of Child and Aged Care facilities by means of service delivery in terms of the care of children and aged people. Ageing is recognised as an inevitable stage of life, which requires special needs. The development paradigm aims to enable Older Persons to live active, healthy and independent lives for as long as possible.

The Local Aids Council had an Induction Workshop on 7 June 2017 whereby it was agreed that a fully-fledged Local Aids Council (LAC) be established before the end of the 2016/17 Financial Year.

The AIDS councils are to identify testing opportunities, mobilize people and DOH will provide the testing. We as coordinators do not have to negotiate or facilitate testers from health that support the LAC will be getting from DOH and the DAC.

The Municipality is very concerned about the social progress of persons living with disabilities and therefore support the Schools and Crèches which caters for children 0-5 years, school going children 7-18 years and for youngsters and adults 19 years and above.

The Dr Beyers Naudé Local Municipality is in the process of establishing a Children Forum as well as a Forum for the Elderly. This will give these groups a platform to share their views and raise their issues, concerns and also presents solutions. The Municipality continues to support all special facilities that fall under the jurisdiction of the Municipality by way of basic service delivery as set out in the Municipal Systems Act, 2000 (Act 32 of 2000).

The majority of older persons in the Dr Beyers Naudé Municipal Area have been deprived of adequate education, employment and socio-economic opportunities. Without the means to break free from the bondage of poverty, the majority of older people were unable to provide for their old age through secure retirement benefits or by ensuring that their children would flourish. Older persons not only need assistance, they deserve it. Older persons face many challenges and the South African legislation addresses The Constitutional mandate to protect the human rights of older persons by removing all forms of racial discrimination and by addressing inequality in government-funded services. Ageing is recognised as an inevitable stage of life, which requires special needs. The developmental paradigm aims to enable older persons to live active, healthy and independent lives for as long as possible.

Despite the small challenges, it remains the vision of the Dr Beyers Naudé Local Municipality to cultivate and promote stronger relationships with sector departments.

The Municipality is built on good relationships with the local, district and provincial Departments and will continue to work together with these departments, to ensure a better life for the residents of our municipality.

Skills shortages are widely regarded as the main factor which slows economic growth in our municipal area. As a result, the Special Programmes Unit and the Human Resources Department are in the process of drafting our Skills Development Policy as well as establishing our Skills Development and Training (SD&T) Department and to identify sectors with skills deficiencies, and then develop programmes to nurture individuals to drive economic growth across the municipal area, district and South Africa.

The main focus of the Municipality is to explore solutions to overcome skills shortages in the various industries.

Projects / Programmes supported by the Special Programmes Unit – Including the ones listed and many more projects as they arise in the IDP -593, IDP-592

- 8.1 Vuyani Safe Haven**
- 8.2 Ikamva School**
- 8.3 Camdeboo Hospice**
- 8.4 ACVV**
- 8.5 Cluster Home, Aberdeen**
- 8.6 Eliakim Cluster Foster Home - Graaff-Reinet**
- 8.7 HCBC SC - Graaff - Reinet Masithembe Action Group - Aberdeen**
- 8.8 Single Parents Associations**
- 8.9 Intergenerational for the Aged**
- 8.10 Home-based Care for the Aged**
- 8.11 Crime Prevention - various towns in collaboration with CPF**
- 8.12 Skills Development - various towns in collaboration with the HR Department**
- 8.13 Teenagers against Drugs Abuse (TADA)**
- 8.14 Aberdeen Victim Support Centre**
- 8.15 Camdeboo Aquaculture Fish Project**
- 8.16 Khomonani Victim Support Centre**

- 8.17 Passionate Gospel Convention
- 8.18 Kroonvale Brass Band
- 8.19 Little Lamb Disabled Group
- 8.20 Klipplaat Soup Kitchen
- 8.21 Simunye Youth Group in Jansenville
- 8.22 DOS Mobile Crèche – Baviaanskloof, Zaaimanshoek, Fondling, Rietbron and surrounding farms.

### **3.13.2 COMMENT ON THE PERFORMANCE OF CHILD CARE, AGED CARE SOCIAL PROGRAMMES OVERALL**

The mandate of the Special Programmes Unit is to promote, facilitate, coordinate and monitor the realization of the rights of women, men, youth, children, senior citizens and people with disabilities.

The Special Programmes Unit is determined to ensure that the mandate is executed in terms of mainstreaming the rights and upliftment of women, men, children, senior citizens, youth, sport and recreation and people with disabilities through advocacy, intersectional collaboration, capacity development, monitoring and evaluation.

## **COMPONENT E: ENVIRONMENT PROTECTION**

### **3.14. POLLUTION CONTROL**

#### **3.14.1 INTRODUCTION TO POLLUTION CONTROL**

Pollution control is a District function; this function has been put under the Local Municipality on an agency basis and budget is allocated from the District Municipality in order to perform this task. Numerous complaints have been received from the community about the air pollution from the industrial area and it is investigated and monitored on a regular basis.

### **3.15 HEALTH INSPECTION; FOOD AND ABATTOIR LICENSING AND INSPECTION; ETC**

#### **3.15.1 INTRODUCTION TO HEALTH INSPECTION; FOOD AND ABBATOIR LICENSING AND INSPECTION**

All businesses are visited on a quarterly basis or when complaints are received by the community. The Certificate of Acceptability is issued by the Health Inspection Section within the Community Services Department.

Illegal dumping of waste by abattoirs and butcheries is still a main concern, and alternative dumping measures are being put in place, in order to eliminate dumping

in residential areas. Land has been made available to abattoirs as stipulated in the NEMA.

### 3.15.2 SERVICE STATISTICS FOR HEALTH INSPECTION; ETC

No	Data Elements	Value	Comment
<b>1.</b>	<b>WATER QUALITY MONITORING</b>		
	EH Domestic water sample collected	312	
	EH Domestic water sample compliant	308	
<b>2.</b>	<b>FOOD CONTROL</b>		
	EH Food premises inspected	35	
	EH Food premises compliant	33	
	EH Food poisoning reported new	0	
	EH Food sample bacteriological analysis	35	
	EH Food sample bacteriological compliant	35	
<b>3.</b>	<b>WASTE MANAGEMENT</b>		
	EH Health care waste generator inspected	3	
	EH Health care waste generator compliant	3	
<b>4.</b>	<b>HEALTH SURVEILLANCE OF PREMISES</b>		
	EH Premises tobacco legislation inspected	25	
	EH Premises tobacco legislation compliant	28	
<b>5.</b>	<b>VECTOR CONTROL</b>		
	EH Surveillance/Inspection of premises	35	
	EH Rodent/Pest compliant	33	
<b>6.</b>	<b>ENVIRONMENTAL POLLUTION CONTROL</b>		
	EH Pollution control on premises	64	
	EH Pollution on premises compliant		
<b>7.</b>	<b>DISPOSAL OF THE DEAD</b>		
	EH Inspection of Funeral Parlours	4	
	EH Funeral undertaker's/mortuaries compliant	4	
<b>8.</b>	<b>CHEMICAL SAFETY</b>		
	EH Lead poisoning reported new	0	
	EH Mercury poisoning reported new	0	

### 3.15.3 COMMENT ON PERFORMANCE OF HEALTH INSPECTION; ETC.

Camdeboo Municipality currently employs two health inspectors under the Department Community Services. There are three posts on the staff establishment, but only two are filled and budgeted for; the other post is currently not budgeted for.

The following are the duties that are performed by the Health Section on a regular basis:

- Testing of Samples of Dairy and Milk products
- Testing of drinking water according to the Water Quality Management System (WQMS)
- Inspections of Funeral Undertakers in the Area

- Formal and informal food handling premises are inspected regularly
- Assistance with the application of pauper burials
- Assistance with the application of exhumed bodies for reburial
- Submission of quarterly reports to District Municipality
- Visiting Circumcision sites during June and December

## COMPONENT F: SECURITY AND SAFETY

### 3.16 TRAFFIC SERVICES

#### 3.16.1 INTRODUCTION TO MUNICIPAL TRAFFIC SERVICES

The Protection Services are incorporated as a division under the Directorate of Corporate Services. The aforementioned means that the Manager: Protection Services reports directly to a section 57 appointee, the Director: Community Services. This division, Protection Services, are mainly responsible for the sub-divisions: Traffic Control, Law Enforcement, Fire Brigade Services and Disaster Management.

The main objective is to promote voluntary compliance with traffic legislation, to reduce traffic contraventions and road carnage and to improve safe road user behaviour. We has planned as many as possible roadblock actions and speed measurement plans in order to combat road accidents during holiday and festive periods.

Our goals, objectives and main themes will be the basis of ongoing, day-to-day road traffic law-enforcement and communication programmes as agreed for National, Provincial, Metropolitan and Local traffic authorities.

The critical offences in our town is disobeying of no-parking / no-stopping offences, driving without driving licences, operating without the necessary transport operating licences, held cell phone in hand while driving and also exceeding the speeding limit. Graaff-Reinet, Aberdeen and Willowmore are on the route between Cape Town and Queenstown / Umtata as well as Johannesburg and George where passenger transport operators should be request to ensure that the drivers of the vehicles become a more responsible and safe road user and to respect the rights and lives of other road users.

Our target was to reduce road traffic offences by implementing and managing of our Business Plan. Efforts were made to obtain co-operation of the local passenger transport operators to introduce and manage road safety plans for their vehicle fleet and drivers on a voluntary basis through our draft Integrated Local Transport Plan.

### 3.16.2 MUNICIPAL TRAFFIC SERVICES DATA

Municipal Traffic Services Data Service Data					
	Details	Year -1	Year 0		Year 1
		Actual No.	Estimate No.	Actual No.	Estimate No.
1	Number of road traffic accidents during the year	274			
2	Number of by-law infringements attended	10			
3	Number of Traffic Officers in the field on an average day	4	5	4	5
4	Number of Traffic Officers on duty on an average day	4	5	4	5

### 3.16.3 MUNICIPAL TRAFFIC SERVICES POLICY OBJECTIVES TAKEN BY THE IDP

Traffic Police Policy Objectives Taken From IDP									
Service Objectives  <i>Service Indicators</i> (i)	Outline Service Targets  (ii)	Year -1		Year 0			Year 1	Year 3	
		Target	Actual	Target		Actual	Target		
		*Previous Year (iii)	(iv)	*Previous Year (v)	*Current Year (vi)	(vii)	*Current Year (viii)	*Current Year (ix)	*Following Year (x)
Service Objective									
<i>Reduction in road accidents within jurisdiction</i>	5 % reduction in road accidents over the target for the previous year	5% reduction in year -1	A0% reduction in year -1	5% reduction in year 0	T1% reduction in year 0	A1% reduction in year 0	T2% reduction in year 1	T5% reduction in year 3	T5% reduction in year 3

### 3.16.4 EMPLOYEES: TRAFFIC OFFICERS

Employees: Traffic Officers					
Job Level	Year -1	Year 0			
Traffic Officers	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
Administrators	No.	No.	No.	No.	%
Chief Traffic Officer & Deputy	2	2	2	0	0%
Other Traffic Officers	4	4	4	4	n/a
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>4</b>	<b>67%</b>

### 3.16.5 FINANCIAL PERFORMANCE: TRAFFIC CONTROL

Financial Performance Year 0: Traffic Control					
					R'000
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue		4356	4356	4559	4%
Expenditure:					
Employees		2962	2962	3725	20%
Repairs and Maintenance		91	91	172	47%
Other		64	64	35	-83%
Total Operational Expenditure		3117	3117	3932	21%
Net Operational Expenditure		-1239	-1239	-627	-98%

### 3.16.6 COMMENT ON THE PERFORMANCE: MUNICIPAL TRAFFIC OFFICERS OVERALL

The department did not meet their target by conducting preventative traffic patrols and enforce traffic legislation compliance as per our business plan due to staff shortages.

After the amalgamation, we started with various internal consultative workshops to develop an organizational structure for the new established Dr Beyers Naude Local Municipality. Based on the fact that Jansenville and Willowmore do not have appointed traffic officials, we had developed such a structure which will be addressed during the placement process.

## 3.17 FIRE

### 3.17.1 INTRODUCTION TO FIRE SERVICES

The main objectives of our fire services are to prevent fires and to protect life and property should a fire occur. Our top four service delivery priorities are vehicle and equipment availability and maintenance, replacement of fire equipment, fire safety inspections and reviewing of building plans.

The measures taken to improve performance are based on the risk assessment that was done in terms of SANS Code 10090:2003.

### 3.17.2 MUNICIPAL FIRE SERVICES DATA

Fire Service Data					
	Details	Year -1	Year 0		Year 1
		Actual No.	Estimate No.	Actual No.	Estimate No.
1	Total fires attended in the year	64			
2	Total of other incidents attended in the year	9			
3	Average turnout time - urban areas	11 minutes	13 minutes	11 minutes	13 minutes
4	Average turnout time - rural areas	29 minutes	27 minutes	29 minutes	27 minutes
5	Fire fighters in post at year end	4	13	4	13
6	Total fire appliances at year end	6	6	6	6
7	Average number of appliance off the road during the year	0	0	0	0

### 3.17.3 FIRE SERVICE OBJECTIVES TAKEN FROM IDP

Dr Beyers Naude Local Municipality operates strictly according to the SANS Code 10090:2003, Community Protection against Fire Standard. After the amalgamation in August 2016, the fire services of Jansenville, Klipplaat, Willowmore and Steytlerville were incorporated.

Our challenges are to develop and adopting the different contingency plans of all the amalgamated fire services into one consolidated contingency plan in order to deal with fires, stabilizing an incident and protection of properties.

### 3.17.4 EMPLOYEES: FIRE SERVICES

Employees: Fire Services					
Job Level	Year -1	Year 0			
Fire Fighters	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
Administrators	No.	No.	No.	No.	%
Chief Fire Officer & Deputy	1	2	1	1	50%
Other Fire Officers	0	3	0	3	100%
0 - 3	4	75	4	71	95%
<b>Total</b>	<b>5</b>	<b>80</b>	<b>5</b>	<b>75</b>	<b>94%</b>

### 3.17.5 FINANCIAL PERFORMANCE: FIRE SERVICES

Financial Performance Year 0: Fire Services					
					R'000
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>		349	349	1172	70%
Expenditure:					
Employees		2749	2749	2676	-3%
Repairs and Maintenance		295	295	83	-255%
Other		47	47	121	61%
<b>Total Operational Expenditure</b>		3091	3091	2880	-7%
<b>Net Operational Expenditure</b>		2742	2742	1708	-61%



### 3.17.6 CAPITAL EXPENDITURE: FIRE SERVICES

We are trying to meet the requirements as set out in SANS 10090/2003 with the financial support that we receive every book year. This funding is basically used to meet the protective clothing and equipment standards.

### 3.17.7 COMMENT ON THE PERFORMANCE OF FIRE SERVICES OVERALL

The Fire Protection Association of Southern Africa was mandated by the Short-term Insurance Industry to assess the level of preparedness and service delivery capability of a few Fire Services within South Africa by using the SANS 10090:2003 as their bench-mark. In the Eastern Cape, the previous Camdeboo Municipal Fire Services were identified to be assessed in relation to resources available with the view of the fire functions in total. A follow-up assessment will be conducted in 2019.

The fire brigade structure for the Dr Beyers Naude Protection Services consists of the following areas:

TOWN	EQUIPMENT	MANPOWER
GRAAFF-REINET	Hino Medium Pumper Magirus Deutz Pumper Ford Cargo watertanker Chevrolet F250 Pumper Toyota Landcruiser with skid unit Hazmat Trailer	Chief Fire Officer – vacant Station Officer - vacant Leading Firefighter – resigned Firefighter – One Retain Firefighter – One Reserve Firefighters - Three
ABERDEEN	Dennis Medium Pumper	Firefighter – One Reserve Firefighters – Three
NIEU BETHESDA	Ford F350 Pumper	Reserve Firefighters – Three
JANSENVILLE	Hino Medium Pumper	Station Officer – One Junior Firefighters – Two
KLIPLAAT	Trailer Unit	Junior Firefighters – One
WILLOWMORE	Hino Medium Pumper Nissan Hard body with skid unit Hazmat Trailer	Station Officer – One Volunteers – Four
STEYTLERVILLE	Trailer Unit	Station Officer – One
RIETBRON	Trailer Unit	Volunteers - Three

All the different towns within the Municipal areas have hydrants. The clean-up of these hydrants are the responsibility of the Protection Services division within the Community Services and a reservist program has been implemented to inspect and test hydrants.

Records of fire hydrant inspections were available at the time of the review. Reports indicated that water flow and pressures were reasonable within the town areas.

Based on the information gathered during this project the Dr Beyers Naude Protection Services fire function has been allocated a preliminary overall FPASA Classification of Category C.

During this book year, Sarah Baartman District Municipality has assisted with phase two of a restoration of fire hydrants projects where two hundred and eight (208) of our fire hydrants were converted to pillar post in order to have a standardize hydrant system which is compatible to all fire engines within the district. During these projects, the service provider has to create temporary job opportunities for unemployed community members where six was appointed.

---

### **3.18 OTHER (DISASTER MANAGEMENT, ANIMAL LICENCING AND CONTROL, CONTROL OF PUBLIC NUISANCES AND OTHER)**

#### **3.18.1 INTRODUCTION TO DISASTER MANAGEMENT, ANIMAL LICENCING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC.**

In terms of Chapter 5 of the Disaster Management Act, 57 of 2002, Dr Beyers Naude Local Municipality has participated during the review of a disaster risk assessment framework. A service provider was appointed by Sarah Baartman District Municipality which conducted consultative workshops within our area during May and June 2016. This framework was to ensure that Dr Beyers Naude Local Municipality has an integrated and uniform approach towards disaster risk management in line with our integrated development plan.

#### **3.18.2 SERVICE STATISTICS FOR DISASTER MANAGEMENT, ANIMAL LICENSING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC.**

Dr Beyers Naude Local Municipality did not have any disasters which was classified as a local disaster during the financial book year. We had some extreme snow and rain falls as well as strong wind damages during the month of November but it was not classified as a local disaster due to minor damages to RDP houses.

In respect of Law Enforcement, an additional Law Enforcement Officer has been appointed to ensure that our by-laws were enforce. The areas of Willowmore and Steytlerville make use of internal employees which assisting with Law Enforcement duties when needed. Awareness campaigns has been running by Council in a few Wards in respect of littering and waste disposal within the Wards with the assistance from our Community Services.

#### **3.18.3 DISASTER MANAGEMENT, ANIMAL LICENSING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC. POLICY OBJECTIVES TAKEN FROM IDP**

As indicated, our Disaster Management Plans were reviewed and approved by the various Councils and included in the Integrated Development Plans However, we need to develop a strategy in consolidate the Disaster Management Plans of the three amalgamated three municipalities in order to have one DMP. This action will start as soon as we receive the final Risk Assessment Framework from SBDM.

However, we still have a challenge with attendance of our Local Disaster

Management Advisory Forum by the local stakeholders who does not regularly attend the LDMAF meetings.

Disaster Management, Animal Licencing and Control, Control of Public Nuisances, Etc Policy Objectives Taken From IDP									
Service Objectives  <i>Service Indicators</i> (i)	Outline Service Targets  (ii)	Year 0		Year 1			Year 2	Year 3	
		Target	Actual	Target		Actual	Target		
		*Previous Year (iii)	(iv)	*Previous Year (v)	*Current Year (vi)	(vii)	*Current Year (viii)	*Current Year (ix)	*Following Year (x)
To develop and implement an uniform and		Annual review of	Annual review of	Review of our	Review of our	Review of our	Review of our	Review of our disaster	Review of our
integrated disaster risk management policy		Disaster Management	Disaster Management	Contingency Plans	Contingency Plans	Contingency Plans	Disaster Management	risk management	Contingency plans
and contingency plans in line with		Plan	Plan				Plan	plan	
applicable legislations									

#### 3.18.4 EMPLOYEES: DISASTER MANAGEMENT, ANIMAL LICENCING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC.

Employees: Disaster Management, Animal Licencing and Control, Control of Public Nuisances, Etc					
Job Level	Year -1	Year 0			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
0 - 3	3	3	3	1	33%
4 - 6					
7 - 9					
10 - 12					
13 - 15					
16 - 18					
19 - 20					
Total	1	3	3	1	33%

#### 3.18.5 CAPITAL EXPENDITURE: DISASTER MANAGEMENT, ANIMAL LICENCING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC.

No capital budget funding has been allocated on the capital budget for disaster management.

### 3.18.6 COMMENT ON THE PERFORMANCE DISASTER MANAGEMENT, ANIMAL LICENCING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC.

This municipality does not have an approved operating nor a capital budget for disaster management functions. We depend on financial assistance from Sarah Baartman District and Eastern Cape Province when a local disaster occur in our area.

## COMPONENT G: SPORT AND RECREATION

### 3.19 SPORT AND RECREATION

#### 3.19.1 INTRODUCTION TO SPORT AND RECREATION

The Local Sports Council was elected on 19 May 2017 and has representatives in the entire Dr Beyers Naudé Local Municipality. During this quarter the LSC were very active and conducts regular meetings and interactions with the SPU Officer and others. They will be having their first Annual Mayoral Tournament in April 2018. They are determined to turn things around in the Dr Beyers Naudé Local Municipal area.

#### 3.19.2 FINANCIAL PERFORMANCE: SPORT AND RECREATION

Financial Performance Year 0: Sport and Recreation					
R'000					
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>		79	79	70	-13%
Expenditure:					
Employees		11458	11458	10464	-9%
Repairs and Maintenance		655	655	192	-241%
Other		2674	2674	2773	4%
<b>Total Operational Expenditure</b>	0	14787	14787	13429	-10%
<b>Net Operational Expenditure</b>	0	14708	14708	13359	-10%

#### 3.19.3 CAPITAL EXPENDITURE: SPORT AND RECREATION

Capital Expenditure Year 0: Sport and Recreation					
R' 000					
Capital Projects	Year 0				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All	1847	1847	158	-1069%	
Project A	1847	1847	158	-1069%	

### 3.19.4 COMMENT ON THE PERFORMANCE OF SPORT AND RECREATION

Section 9 of the constitution states that: No person, including the State, may unfairly discriminate against anyone on the basis of race, gender, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth.

Whether it is with disabled bodies or able bodies, let us implement a system that says we need 50 percent women and 50 percent men in sport.

The municipality offers a number of facilities and caters for virtually all the sporting codes, i.e. Soccer, Rugby, Netball, Cricket, Tennis, Athletics, etc. There are caravan parks in most towns; as well as established hiking trails and picnic spots. The municipality also have a few Recreation Hubs, namely; Rietbron, Aberdeen and Klipplaat.

Some facilities are non-functional; others are undergoing extensive repairs and upgrading. The Municipality is in the process of planning more sports and recreational facilities where suitable land has been identified in order to address the needs of the Communities, as identified during Ward Consultations.

Each ward has a Sport and Recreation Portfolio Committee Member who works together with the LSC and the SPU to ensure that sport and recreational activities takes place within their wards.

The LSC and the DSRAC together with the Municipality are working hand-in-hand on a daily basis ensuring that our citizens, young and old, get the proper sport and recreational exposure needed for a healthy lifestyle.

The SPU and Sports Council meet on a regular basis to ensure the sustainability of projects and plans implemented.

During the IDP consultation process of 2013/2014, Sport and Recreational Facilities was one of the top priorities. The following Capital projects were completed by Community Services in 2016/2017.

**IDP-408:** Sports facilities (Kroonvale Soccer Field) ward 5, second phase started in 2016/2017 with MIG funding, R 656 000. Upgrades of the pavilion in Rietbron started in 2-16/2017.

**IDP-407:** The hall at Collie Koeberg Stadium has been repaired and the clubhouse painted through donations for clubs.

## COMPONENT H: CORPORATE POLICY OFFICES AND OTHER

### 3.20 CORPORATE POLICY OFFICES AND OTHER SERVICES

#### 3.20.1 INTRODUCTION TO EXECUTIVE AND COUNCIL

Dr. Beyers Naudé Local Municipality is a Category B Municipality with a plenary executive system combined with a Ward Participatory System. The Council consists of 27 Councillors.

#### 3.20.2 FINANCIAL PERFORMANCE: EXECUTIVE AND COUNCIL

Financial Performance Year 0: The Executive and Council					
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>		69568	69568	24855	-180%
Expenditure:					
Employees		7670	7670	8144	6%
Repairs and Maintenance		65	65	22	-195%
Other		51143	51143	20045	-155%
<b>Total Operational Expenditure</b>	0	58878	58878	28211	-109%
<b>Net Operational Expenditure</b>	0	-10690	-10690	3356	419%

### 3.21 FINANCIAL SERVICES

#### 3.21.1 INTRODUCTION TO FINANCIAL SERVICES

Financial services took steps to achieve the goals/objectives of capacity building in Budget and Treasury office; improving the municipal audit outcome; establishing a supply chain management unit.

#### 3.21.2 FINANCIAL PERFORMANCE: FINANCIAL SERVICES

Financial Performance Year 0: Financial Services					
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>		109028	109028	109471	0%
Expenditure:					
Employees		18487	18487	10967	-69%
Repairs and Maintenance		4653	4653	930	-400%
Other		31898	31898	64049	50%
<b>Total Operational Expenditure</b>	0	55038	55038	75946	28%
<b>Net Operational Expenditure</b>	0	-53990	-53990	-33525	-61%

### 3.21.3 CAPITAL EXPENDITURE: FINANCIAL SERVICES

Capital Expenditure Year 0: Financial Services					
R' 000					
Capital Projects	Year 0				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All	611	611	349	-75%	
Project A	611	611	349	-75%	

### 3.21.4 COMMENT ON THE PERFORMANCE: FINANCIAL SERVICES

For financial services, the two projects outlined represent fairly the capital expenditure needs of the department, however due to inadequate implementation of the capital budget particularly on office furniture, there were large variances.

## 3.22 HUMAN RESOURCE SERVICES

### 3.22.1 FINANCIAL PERFORMANCE: HUMAN RESOURCES

Financial Performance Year 0: Human Resource Services					
R'000					
Details	Year -1	Year 0			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	0	0	0		#DIV/0!
Expenditure:					
Employees		295	295	0	#DIV/0!
Repairs and Maintenance		0	0	0	
Other		679	679	122	-457%
Total Operational Expenditure	0	974	974	122	-698%
Net Operational Expenditure	0	974	974	122	-698%

## 3.23 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

### 3.23.1 INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES

Thanks and appreciation to all Dr Beyers Naudé Local Municipal Staff for having patience with the ICT Unit. The municipality's network and user database continue to increase and currently we stand at 280 Computers and 12 Servers. This year, with all the unknown procedures, staff and applications was a learning curve for the ICT Unit and it can only get better as time goes on. ICT is hard at work with the amalgamation process and the establishment of the new municipality.

We can confidently say that Dr Beyers Naude Local Municipality is no longer a high risk pertaining our data and security. We will always strive to keep our network up to date with the latest trends that technology has to offer. ICT has been restructuring many, if not all, things like: over complicated networks, unstable (outdated) servers, open WIFI in buildings that have had the same password for the past 10 years, changing of passwords of all administrative devices, servers, antennas, WIFI and computers to avoid any unauthorised access to our network and confidential data.

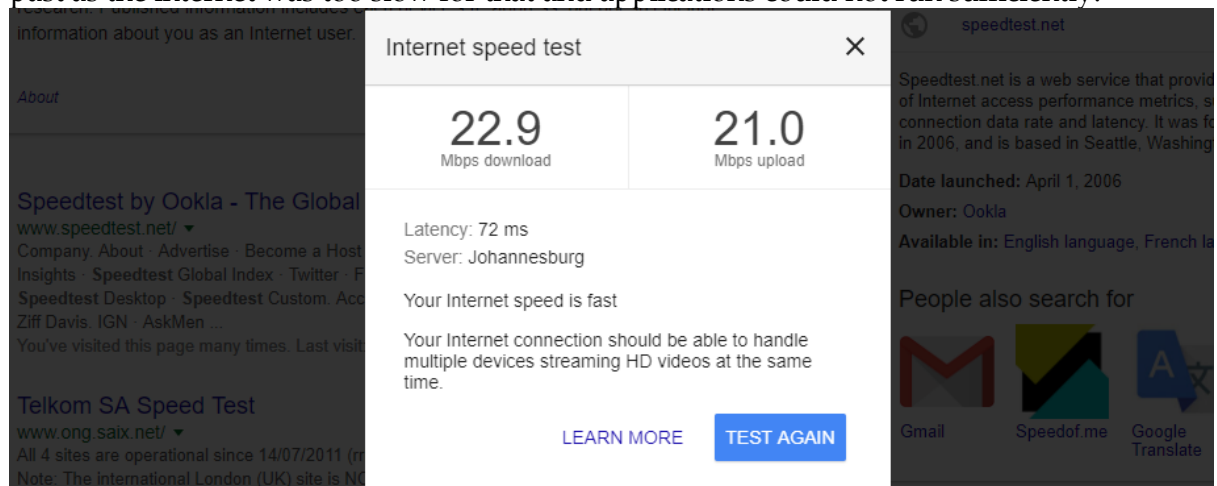
The municipality has been applauded by suppliers and contractors in the ICT field for the progress it has made so far, and we are told that our IT Infrastructure is way ahead of most if not all surrounding municipalities in the region.

### 3.23.2 COMPLETED PROJECTS OF ICT 2016/17 FINANCIAL YEAR

#### BNLM Internet

I am glad to say that we have went from 10mbps adsl internet to a very stable 25mbps up and download speed metro fibre internet connection for the Graaff-Reinet area as the infrastructure allows it here. The tender process for the new phones and network will then in turn allow us to share this 25mbps fibre connection with the other municipal towns, with the option to upgrade the fibre to 100mbps if needed.

The fibre allows us to make use of cloud based solutions, that we could not do in the past as the internet was too slow for that and applications could not run sufficiently.

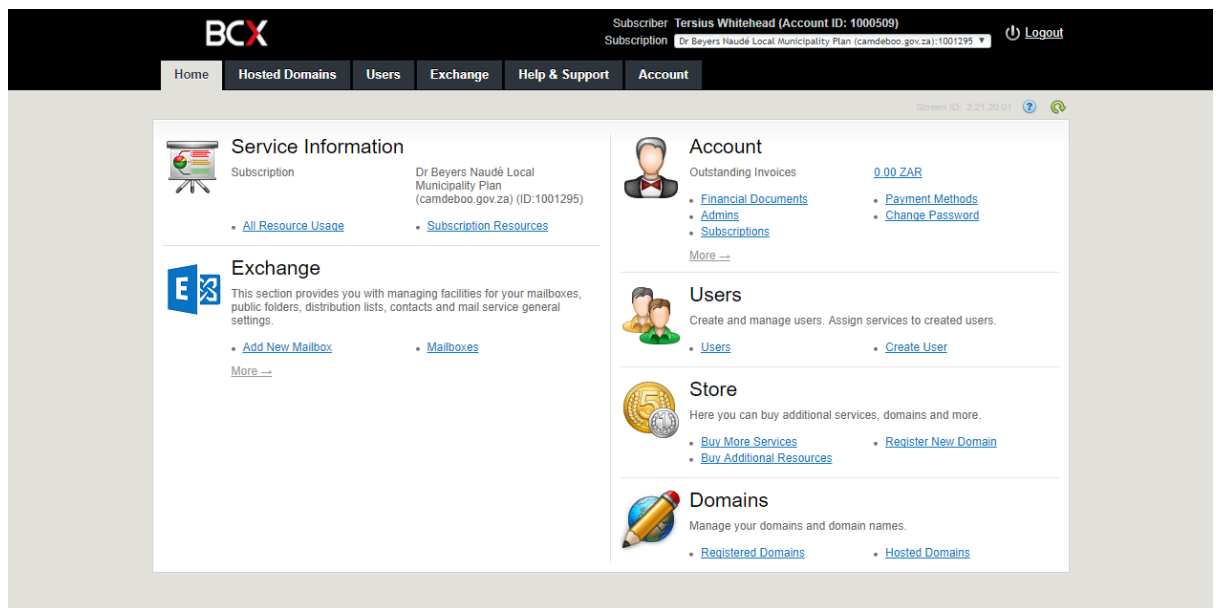


#### Hosted Exchange (BNLM Emails)

As mentioned above the cloud based solutions. Emails is our 1<sup>st</sup> application we moved to the cloud due to us having all these different towns connection to one email solution, cloud based was the only viable option that would work for us. This hosted exchange also means that as long as the employee has internet connection, he can connect to his emails without any troubles.

We have been using the hosted exchange for more than a year now, and I am happy to say that I have not have any issues or downtime whatsoever.





## BNLM Antivirus and ICT Policies

The BNLM Antivirus has changed from Panda Endpoint Protection Plus to ESET Antivirus. We are currently having some issues regarding viruses, as we are not yet able to deploy our antivirus to all users in the new BNLM scope of computers. As soon as the network is merged we will be able to address this issue.

New Policies and procedures have been created for the new BNLM entity and have been workshopped with management and council. We are still waiting for an resolution to be written up.

## Printers

2 new high capacity printers have been added to the Head offices of BNLM, with the aim towards all bulk printing be done in a central Printroom, and be collected from the Printroom by the individuals. This will save a huge sum of money for us in this area. We have added one more employee to our dept who is responsible for manning the IT Helpdesk and managing the bulk printing jobs.

We were not able to manage the print usage up to the user level that we had in mind, due to us having 3 different networks for the 3 regions that amalgamated region. This will be corrected as soon as tender process is completed and we have one network for BNLM.

## ICT Unit

I would like to mention to all staff having problems with ICT, that the ICT workload has increased by roughly 150%, and we are currently 3 in this dept, with the addition of an intern for Jansenville area that was assigned to us this year, we are hoping to also get another intern to service the Willowmore and surrounding areas.

---

### **3.24 PROPERTY; LEGAL; RISK MANAGEMENT AND PROCUREMENT SERVICES**

#### **3.24.1 INTRODUCTION TO PROPERTY; LEGAL; RISK MANAGEMENT AND PROCUREMENT SERVICES**

The Municipality does not have a dedicated unit dealing with property management. The lease agreements are done in-house for all Municipal properties and we have a limited budget for maintenance and repairs of the properties.

The Municipality does not have a legal unit but all legal matters are outsourced as and when needed to Dercksen & Partners in Graaff-Reinet.

#### **3.24.2 COMMENT ON PERFORMANCE OF PROPERTY SERVICES OVERALL**

Despite the fact that there is no dedicated unit to deal with legal and property matters, limited capacity and staff shortage, all matters are attended to although not necessarily effectively and efficiently.

There is a huge backlog with lease agreements, drawing up of contracts, monitoring, terminations and renewal of expired contracts.

However, there has been a huge improvement in the administration and management of contracts. Some highly complicated contracts are outsourced to attorneys.

## **CHAPTER 4 – ORGANISATIONAL DEVELOPMENT PERFORMANCE (PERFORMANCE REPORT PART II)**

### **4. INTRODUCTION**

The aim of this document is to provide a Staff Structure in terms of reporting and remuneration levels for the municipality. The review of the organizational structure is a strategic process of monitoring sustainable service delivery. A recent audit process found lack of supervision at a municipal level. In response to the audit finding and informed by its service delivery objectives, the organizational structure is reviewed and developed.

To achieve the objectives set out in the IDP, it is vital that the capacity and transformation needs of the Municipality be clearly defined and understood. With the inauguration of the newly elected mayor and councilors on 18 August 2016, a provisional organizational structure was put in place. The organogram was finally approved in September 2017 with implementation still outstanding

## **COMPONENT A: INTRODUCTION TO THE MUNICIPAL PERSONNEL**

---

### **4.1 VACANCIES AND TURNOVERS**

#### **4.1.1 EMPLOYEES**

There was no organogram in place for the financial year 2016/17. An organogram was adopted by council in September 2017, but has not been implemented, nor has placement been done.

During the 2016/17 financial year, until September 2017, the posts of Municipal Manager and Chief Financial Officer were vacant. The total number of post in Dr Beyers Naudé Municipality was 737 of which 522 were filled.

#### 4.1.2 VACANCY RATE

Vacancy Rate: 2016/17			
Designations	*Total Approved Posts	*Vacancies (Total time that vacancies exist using fulltime equivalents)	*Vacancies (as a proportion of total posts in each category)%
Municipal Manager	1	1	100
CFO	1	1	100
Other S57 Managers (excluding Finance Posts)	3	1	33
Other S57 Managers (Finance Posts)	0	0	0
Police Officers	0	0	0
Firefighters	9	0	0
Senior management levels 13-15 (excluding Finance posts)	19	5	26
Senior management levels 13-15 (Finance posts)	6	2	33
Highly skilled supervision levels 9-12 (excluding Finance posts)	95	0	0
Highly skilled supervision levels 9-12 (Finance posts)	48	0	0
<b>Total</b>	<b>182</b>	<b>10</b>	<b>5.5</b>

#### 4.1.3 TURN-OVER RATE

Turn-over			
Details	Total Appointments as of beginning of Financial Year	Terminations during the Financial Year	Turn-over Rate
2015	5	8	1.5%
2016	0	18	3.5%
2017	3	8	1.5%

#### 4.1.4 COMMENT ON VACANCIES AND TURNOVER

The positions of Municipal Manager, CFO and Director: Community Services were vacant for a number of months, but were filled in September 2017.

In line with the Municipality's Succession Planning Policy, opportunities are created for employees to advance within the ranks of the institution, through vacant posts first being advertised internally, and only if no suitable internal candidate can be found, will the post be advertised externally.

## COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

### 4.2 MUNICIPAL WORKFORCE

#### 4.2.0 INTRODUCTION TO MUNICIPAL WORKFORCE

With the inauguration of the newly elected Council on 18 August 2016, a provisional organisational structure was put in place, pending the development of a new one.

Dr Beyers Naudé Municipality is committed to the principles of Employment Equity and will be making a conscious effort to appoint historically and previously disadvantaged individuals in the top four tiers of its Staff Establishment.

#### 4.2.1 HR POLICIES AND PLANS

HR Policies and Plans				
	Name of Policy	Completed %	Reviewed %	Date adopted by council
1	Institutional Plan (HR Plan)	0	0	Draft
2	Employment Equity Plan	0	0	Draft
3	Workplace Skills Plan	100	0	30/04/2017
4	Relocation Policy	100	0	23/05/2017
5	Migration & Placement policy	100	0	23/05/2017
6	Subsistence & Travel	100	0	23/05/2017
7	Recruitment and selection	100	0	23/05/2017
8	Leave	100	0	23/05/2017
9	Skills development and training	100	0	23/05/2017
10	Overtime	100	0	23/05/2017
11	Termination of employment	0	0	Policy needs to be revised for new municipality
12	Legal assistance & indemnification	0	0	Policy needs to be revised for new municipality
13	Administration of council-owned housing stock leased to employees	0	0	Policy needs to be revised for new municipality
14	Private work & declaration of interests	0	0	Policy needs to be revised for new municipality
15	Smoking control	0	0	Policy needs to be revised for new municipality
16	Alcohol and drug abuse	0	0	Policy needs to be revised for new municipality
17	Remuneration	0	0	Policy needs to be revised for new municipality
18	Allowances	0	0	Policy needs to be revised for new municipality
19	Succession planning	0	0	Policy needs to be revised for new municipality
20	Scarce skill and retention	0	0	Policy needs to be revised for new municipality
21	Employee study assistance (bursary)	0	0	Policy needs to be revised for new municipality
22	Health & safety	0	0	Policy needs to be revised for new municipality
23	Employee Wellness	0	0	Policy needs to be revised for new municipality
24	HIV/Aids in the workplace (HR/SPU)	0	0	Policy needs to be revised for new municipality
25	Bad weather / inaccessibility	0	0	Policy needs to be revised for new municipality
26	Heat & Stress & Discomfort levels	0	0	Policy needs to be revised for new municipality
27	Sexual Harassment	0	0	Policy needs to be revised for new municipality
28	Organisational rights & LLF	100	0	ORA & LLF in place
29	Code of Conduct (Sec.69 of MSA)	100	0	In place, applied
30	Grievance & Disciplinary procedures	100	0	SALGBC procedures in place
31	Customer care policy	0	0	Draft

32	Communication and public participation strategy (incl. stakeholder mobilization) (Internal/External)	100	0	06/04/2017
33	Records management policy	0	0	Outstanding
34	ICT policies and procedures	0	0	Draft

#### 4.2.2 COMMENT ON WORKFORCE POLICY DEVELOPMENT

Policies were in place for former disestablished municipalities, but many must still be developed or adopted by Council.

### 4.3 INJURIES, SICKNESS AND SUSPENSIONS

#### 4.3.1 NUMBER AND COST OF INJURIES ON DUTY

Number and Cost of Injuries on duty					
Type of injury	Injury leave time taken (days)	Employees using injury leave (no.)	Proportion employees using sick leave %	Average injury leave per employee	Total estimated cost R
Required basic medical attention only					
Temporary total disablement	0	0	0	0	0
Permanent disablement	0	0	0	0	0
Fatal	0	0	0	0	0
<b>Total</b>					

#### 4.3.2 NUMBER OF DAYS AND COST OF SICK LEAVE

Number of days and Cost of sick leave (excluding injuries on duty)					
Salary Band	Total sick leave (days)	Proportion of sick leave without medical certification %	Employees using sick leave (no.)	Total employees in post	Average sick leave per employee
Lower skilled (Levels TG 1-3 / PL 15-16)	1182	14.97	108	172	6.87
Skilled TG4-6 / PL 14-11	380	28.68	50	70	5.42
Highly skilled supervision TG 7-12 / PL9-4	371	18.59	38	63	5.88
Senior management PL 3-1	66	13.63	09	14	4.71
MM and S57	18	27.77	04	05	3.6
<b>Total</b>	<b>2286</b>	<b>18.28</b>	<b>238</b>	<b>357</b>	<b>6.4</b>

#### 4.3.3 COMMENT ON INJURY AND SICK LEAVE

For injuries on duty, supervisors take injured workers to HR department where necessary forms are completed and injured person is then referred to medical practitioner. The municipality does not have its own doctor and make use of local practitioners. Sick leave is monitored by municipality; and personal records maintained of the number of instances of sick leave and amount of time taken each year.

#### 4.3.4 NUMBER AND PERIOD OF SUSPENSIONS

Number and period of suspensions				
Position	Nature of alleged misconduct	Date of suspension	Details of disciplinary action taken	Date finalised
Asst storekeeper	Damage of council property	30/03/2016	Pending	
Meter reader	Alleged fraud	27/01/2017	Dismissal	12-14/12/2017
Supervisor	Theft of petrol	14/12/2016	Dismissal	01/06/2017
Truck driver	Interference with council operations	18/11/2016	Employee passed away	28/08/2017
General worker	Theft of petrol	05/12/2016	Written warning	11/09/2017
General worker	Theft of petrol	05/12/2016	Written warning	11/09/2017
Acting supervisor	Alleged bribery	05/12/2016	Matter withdrawn	11/09/2017
Supervisor	Alleged theft of petrol	24/11/2017	Pending	

#### 4.3.5 COMMENT ON SUSPENSIONS AND CASES OF FINANCIAL MISCONDUCT OVERALL

No cases of financial misconduct occurred.

### 4.4 PERFORMANCE REWARDS

#### 4.4.1 COMMENT ON PERFORMANCE REWARDS

No performance rewards were rewarded during the 2016/17 Financial Year.

## COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE

#### 4.5.0 INTRODUCTION TO WORKFORCE CAPACITY DEVELOPMENT

The Municipality's Workplace Skills Plan is reviewed annually; the most recent one was submitted to LGSETA along with the Municipality's annual Training Report in April 2017. 1% of the municipality's annual Operating Budget is applied towards implementing the WSP. Section 10 of the WSP addresses the issue of Critical and Scarce Skills, and the Municipality fully supports its staff being trained in Capacity Building and Scarce Skills.

## 4.5 SKILLS DEVELOPMENT AND TRAINING

### 4.5.1 SKILLS MATRIX

Skills Matrix														
Management Level	Gender	Employees in post as at 30 June 2017	Number of skilled employees required and actual as at 30 June 2017											
			Learnerships			Skills programmes & other short courses			Other forms of training			Total		
		No.	Actual: End of 2016	Actual: End of 2017	Year Target	Actual: End of 2016	Actual: End of 2017	Year Target	Actual: End of 2016	Actual: End of 2017	Year Target	Actual: End of 2016	Actual: End of 2017	Year Target
MM and S57	Female		0	0	-	0	0	-	0	0	-	0	0	-
	Male		0	0	-	0	0	-	2	0	-	2	0	-
Councillors, senior officials and managers	Female		0	0	-	0	8	-	6	0	-	6	8	-
	Male		0	0	-	0	19	-	5	0	-	5	19	-
Technicians and associate professionals	Female		0	0	-	0	0	-	2	0	-	2	0	-
	Male		0	0	-	0	0	-	8	8	-	8	8	-
Professionals	Female		0	0	-	0	0	-	1	3	-	1	3	-
	Male		0	0	-	0	0	-	1	3	-	1	3	-
Sub Total	Female		0	0	-	0	8	-	0	3	-	9	11	-
	Male		0	0	-	0	19	-	0	11	-	16	30	-
Total			0	0	-	0	27	-	35	28	-	50	82	-

### 4.5.2 FINANCIAL COMPETENCY DEVELOPMENT: PROGRESS REPORT

Financial Competency Development: Progress Report*						
Description	A. Total number of officials employed by municipality (Regulation 14(4)(a) and (c))	B. Total number of officials employed by municipal entities (Regulation 14(4)(a) and (c))	Consolidated: Total of A and B	Consolidated: Competency assessments completed for A and B (Regulation 14(4)(b) and (d))	Consolidated: Total number of officials whose performance agreements comply with Regulation 16 (Regulation 14(4)(f))	Consolidated: Total number of officials that meet prescribed competency levels (Regulation 14(4)(e))
<b>Financial Officials</b>						
Accounting officer	1	0	1	0	0	0
Chief financial officer	1	0	1	0	0	0
Senior managers	0	0	0	0	0	0
Any other financial officials	0	0	0	0	0	0
<b>Supply Chain Management Officials</b>						
Heads of supply chain management units	1	0	1	0	0	0
Supply chain management senior managers	0	0	0	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>



#### 4.5.3 SKILLS DEVELOPMENT EXPENDITURE

Skills Development Expenditure										
Management Level	Gender	Employees in post as at 30 June 2017	Number of skilled employees required and actual as at 30 June 2017							
			Learnerships		Skills programmes & other short courses		Other forms of training		Total	
		No.	Original budget	Actual	Original budget	Actual	Original budget	Actual	Original budget	Actual
MM and S57	Female	1			13810				13810	
	Male	3			13810				13810	
Legislators, senior officials and managers	Female	11			13810				13810	
	Male	26			13810				13810	
Technicians and associate professionals	Female	10			13810				13810	
	Male	53			13810		3247.5	13810	3247.5	
Professionals	Female	12			13810				13810	
	Male	14			13810				13810	
Clerks	Female	5			13810				13810	
	Male	1			13810				13810	
Service and sales workers	Female	79			13810		29915.33	13810	29915.33	
	Male	39			13810		17620.64	13810	17620.64	
Plant and machine operators	Female				13810				13810	
	Male	57			13810		500	13810	500	
Elementary occupations	Female	32			13810				13810	
	Male	246			13810	7400.45		13810	7400.45	
Sub Total	Female	150								
	Male	439								
Total										

#### 4.5.4 COMMENT ON SKILLS DEVELOPMENT AND RELATED EXPENDITURE AND THE FINANCIAL COMPETENCY REGULATIONS

The municipality's budget is effective for training of staff. However the implementation of the budget is not adequately addressed, thus the need for a skills development official to identify training needs, and coordinate and assist to ensure that amounts are accurately budgeted for and utilised.

## COMPONENT D: MANAGING THE WORKFORCE EXPENDITURE

### 4.6 WORKFORCE EXPENDITURE

#### 4.6.1 INTRODUCTION TO WORKFORCE EXPENDITURE

Expenditure such as overtime controlled via policies put in place and managers are encouraged to monitor this and use their discretion.

#### 4.6.2 COMMENT ON WORKFORCE EXPENDITURE

A 32% of the budget is allocated to employee costs.

#### 4.6.3 EMPLOYEES WHOSE SALARY LEVELS EXCEED THE GRADE DETERMINED BY JOB EVALUATION

Employees whose salary levels exceed the grade determined by Job Evaluation				
Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
Electricians	5	T10	R253 785	
General Assistants	3	T3	R139 164	
Grade 2 clerk	1	T6	R180 912	
Snr Cashier	1	T6	R184 932	
Expenditure clerk	1	T6	R218 652	
Snr motor registration clerk	1	T6	R193 464	
Meter reader	1	T5	R127 416	
Supervisor storm water	1	T6	R180 912	
Handyman / Carpenter	1	T5	R153 264	
Snr clerk Electricity	1	T11	R162 804	
Chief clerk SOOA	1	T11	R225 420	
Cleaner/ messenger	1		R89 400	
PA to MM	1	T11	R236 400	
Admin officer: PMU/EPWP	1	T7	R140 316	
PA to Director Engineering	1	T7	R193 464	
PA to Director CS	1	T8	R202 968	

#### 4.6.4 EMPLOYEES APPOINTED TO POSTS NOT APPROVED

No employees were appointed to posts not approved.

#### 4.6.5 COMMENT ON UPGRADED POSTS AND THOSE THAT ARE AT VARIANCE WITH NORMAL PRACTICE

Job evaluations for new entity must be done by District – no job descriptions for new entity.

## CHAPTER 5 – FINANCIAL PERFORMANCE

### 5. INTRODUCTION

Chapter 5 contains information regarding financial performance and highlights specific accomplishments.

## COMPONENT A: STATEMENTS OF FINANCIAL PERFORMANCE

### 5.1. INTRODUCTION TO FINANCIAL STATEMENTS

The objective of asset management per the Asset Management Policy is to ensure effective and efficient control over the municipality's assets by or through:

- The proper recording of assets from the date of authorisation, acquisition and to subsequent disposal.
- Providing for safeguarding procedures
- Setting proper guidelines regarding permissible utilisation; and
- Prescribing requirements for the proper maintenance of assets.

This policy must comply with all relevant legislative requirements, including:

- The Constitution of the Republic of South Africa, 1996;
- Municipal Structure Act 1998;
- Municipal Systems Act, 2000;
- Division of Revenue Act (enacted annually);
- Municipal Finance Management Act no. 56 of 2003.

## 5.1.1 STATEMENTS OF FINANCIAL PERFORMANCE

### Reconciliation of Table A1 Budget Summary

Description  R thousands	Year 0											Year -1			
	Original Budget	Budget Adjustments (i.t.o. s28 and s31 of the MFMA)	Final adjustments budget	Shifting of funds (i.t.o. s31 of the MFMA)	Virement (i.t.o. Council approved policy)	Final Budget	Actual Outcome	Unauthorised expenditure	Variance	Actual Outcome as % of Final Budget	Actual Outcome as % of Original Budget	Reported unauthorised expenditure	Expenditure authorised in terms of section 32 of MFMA	Balance to be recovered	Restated Audited Outcome
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<b>Financial Performance</b>															
Property rates	35 441	–	35 441			35 441	21 626		(13 815)	61.02 %	61.02 %				
Service charges	176 985	–	176 985			176 985	117 962		(59 023)	66.65 %	66.65 %				
Investment revenue	1 340	–	1 340			1 340	1 696		356	126.57 %	126.57 %				
Transfers recognised - operational	131 095	–	131 095			131 095	101 847		(29 248)	77.69 %	77.69 %				
Other own revenue	14 780	–	14 780			14 780	15 222		443	102.99 %	102.99 %				
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>359 641</b>	<b>–</b>	<b>359 641</b>	<b>–</b>		<b>359 641</b>	<b>258 353</b>		<b>(101 288)</b>	<b>71.84 %</b>	<b>71.84 %</b>				
Employee costs	120 181	–	120 181			120 181	100 826		(19 356)	83.89 %	83.89 %				
Remuneration of councillors	10 189	–	10 189			10 189	7 377		(2 812)	72.40 %	72.40 %				
Debt impairment	7 105	–	7 105			7 105	32 986		25 881	464.29 %	464.29 %				
Depreciation & asset impairment	66 612	–	66 612			66 612	65 157		(1 455)	97.82 %	97.82 %				
Finance charges	1 313	–	1 313			1 313	4 914		3 601	374.15 %	374.15 %				
Materials and bulk purchases	73 936	–	73 936			73 936	69 019		(4 917)	93.35 %	93.35 %				
Transfers and grants	28 075	–	28 075			28 075	14		(28 062)	0.05 %	0.05 %				
Other expenditure	116 866	–	116 866			116 866	85 799		(31 067)	73.42 %	73.42 %				
<b>Total Expenditure</b>	<b>424 278</b>	<b>–</b>	<b>424 278</b>	<b>–</b>		<b>424 278</b>	<b>366 091</b>		<b>(58 187)</b>	<b>86.29 %</b>	<b>86.29 %</b>				

<b>Surplus/(Deficit)</b>															
Transfers recognised - capital	108 129	–	108 129			108 129	66 239		(41 890)	61.26 %	61.26 %				
Contributions recognised - capital & contributed assets			–			–									
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>	43 492	–	43 492	–		43 492	(41 498)		(84 991)	– %	– %				
Share of surplus/ (deficit) of associate	43 492	–	43 492			43 492	(41 498)		(84 991)	95.42 %	95.42 %				
<b>Surplus/(Deficit) for the year</b>	43 492	–		–		43 492	(41 498)		(84 991)	95.42 %	95.42 %				
										#DIV/0 !	#DIV/0 !				
<b>Capital expenditure &amp; funds sources</b>															
<b>Capital expenditure</b>	99 309	–	99 309	–		99 309	23 727		(75 582)	23.89 %	23.89 %				
Transfers recognised - capital	99 169		99 169			99 169	23 727		(75 442)	23.93 %	23.93 %				
Public contributions & donations	–		–			–			–						
Borrowing	–		–			–			–						
Internally generated funds	140		140			140			(140)	0.00%	0.00%				
<b>Total sources of capital funds</b>	99 309	–	99 309	–		99 309	23 727		(75 582)	23.89 %	23.89 %				
										#DIV/0 !	#DIV/0 !				
<b>Cash flows</b>															
Net cash from (used) operating	45 666		45 666			45 666	94 107		48 442	206.08 %	206.08 %				
Net cash from (used) investing	(102 435)		(102 435)			(102 435)	(58 806)		43 629	57.41 %	57.41 %				
Net cash from (used) financing	2 010		2 010			2 010	2 970		960	147.78 %	147.78 %				
<b>Cash/cash equivalents at the year end</b>	(54 232)		(54 232)			(54 232)	38 271		92 503	– %	– %				

#### Notes

3 = sum of column 1 and 2

2 represents movements in original budget to get to final adjustments budget (including shifting of funds)

Virements must offset each other so that virements in Total Expenditure equals zero

6 = sum of column 3, 4 and 5

8 does not necessarily equal the difference between 9 and 8 because overspending is not the only reason for unauthorised expenditure

9 = 7 - 6

10 =  $(7/6) \times 100$

11 =  $(9/1) \times 100$

14 = 13 - 12

15 in revenue equals Audited

Outcome plus funds actually recovered

15 in expenditure equals Audited

Outcome less funds actually recovered

15 in Cash Flow equals Audited

Outcome plus funds recovered

**This schedule must be part of the financial statements of the municipality (all other schedules, A2 - A7, should form part of the annexures to the financial statements. These schedules do not directly form part of the audit opinion)**

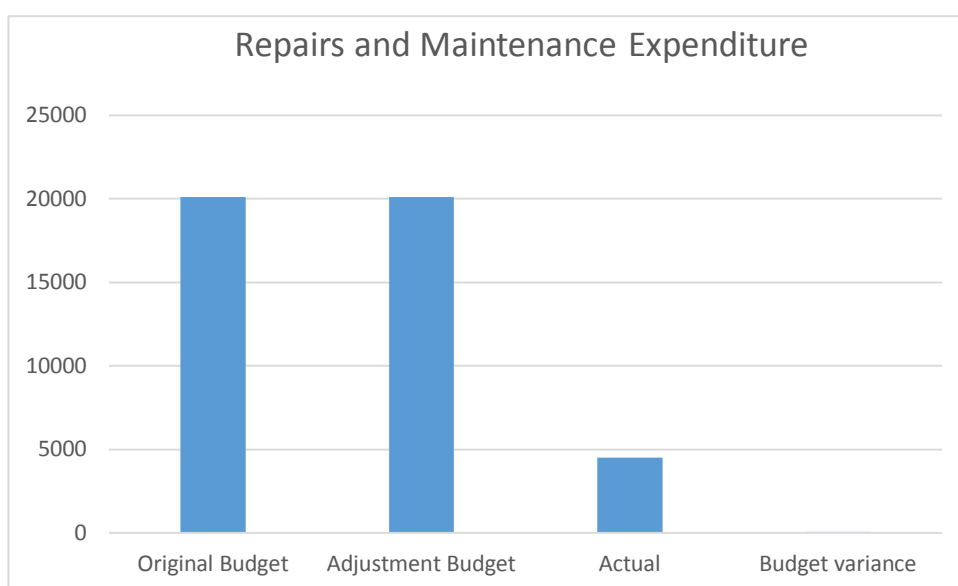
## 5.1.2 FINANCIAL PERFORMANCE OF OPERATIONAL SERVICES

Financial Performance of Operational Services						
R '000						
Description	Year -1	Year 0			Year 0 Variance	
	Actual	Original Budget	Adjustments Budget	Actual	Original Budget	Adjustments Budget
<b>Operating Cost</b>						
Water		43 183	43 183	47 410	8.92%	8.92%
Waste Water (Sanitation)		30 154	30 154	23 666	-27.41%	-27.41%
Electricity		103 638	103 638	93 702	-10.60%	-10.60%
Waste Management		19 020	19 020	12 601	-50.94%	-50.94%
Housing		629	629	377	-66.61%	-66.61%
Component A: sub-total	–	196 623	196 623	177 757	-10.61%	-10.61%
Waste Water (Stormwater Drainage)		11 243	11 243	18 507	39.25%	39.25%
Roads		36 819	36 819	18 059	-103.88%	-103.88%
Transport						
Component B: sub-total	–	48 061	48 061	36 566	-31.44%	-31.44%
Planning						
Local Economic Development						
Component B: sub-total	–	–	–	–	#DIV/0!	#DIV/0!
Planning (Strategic & Regulatory)						
Local Economic Development		6 241	6 241	2 590	-140.94%	-140.94%
Component C: sub-total	–	6 241	6 241	2 590	-140.94%	-140.94%
Community & Social Services		6 926	6 926	3 665	-88.99%	-88.99%
Environmental Protection						
Health		2 117	2 117	2 307	8.25%	8.25%
Security and Safety		6 634	6 634	7 030	5.63%	5.63%
Sport and Recreation		14 788	14 788	13 429	-10.12%	-10.12%
Corporate Policy Offices and Other		142 888	142 888	122 747	-16.41%	-16.41%
Component D: sub-total	–	173 353	173 353	149 178	-16.21%	-16.21%
<b>Total Expenditure</b>	–	<b>424 278</b>	<b>424 278</b>	<b>366 091</b>	<b>-15.89%</b>	<b>-15.89%</b>

## 5.2 ASSET MANAGEMENT

### 5.2.1 REPAIR AND MAINTENANCE EXPENDITURE

Repair and Maintenance Expenditure: Year 0				
R' 000				
	Original Budget	Adjustment Budget	Actual	Budget variance
Repairs and Maintenance Expenditure	20103	20103	4505	78%



## COMPONENT B: SPENDING AGAINST CAPITAL BUDGET

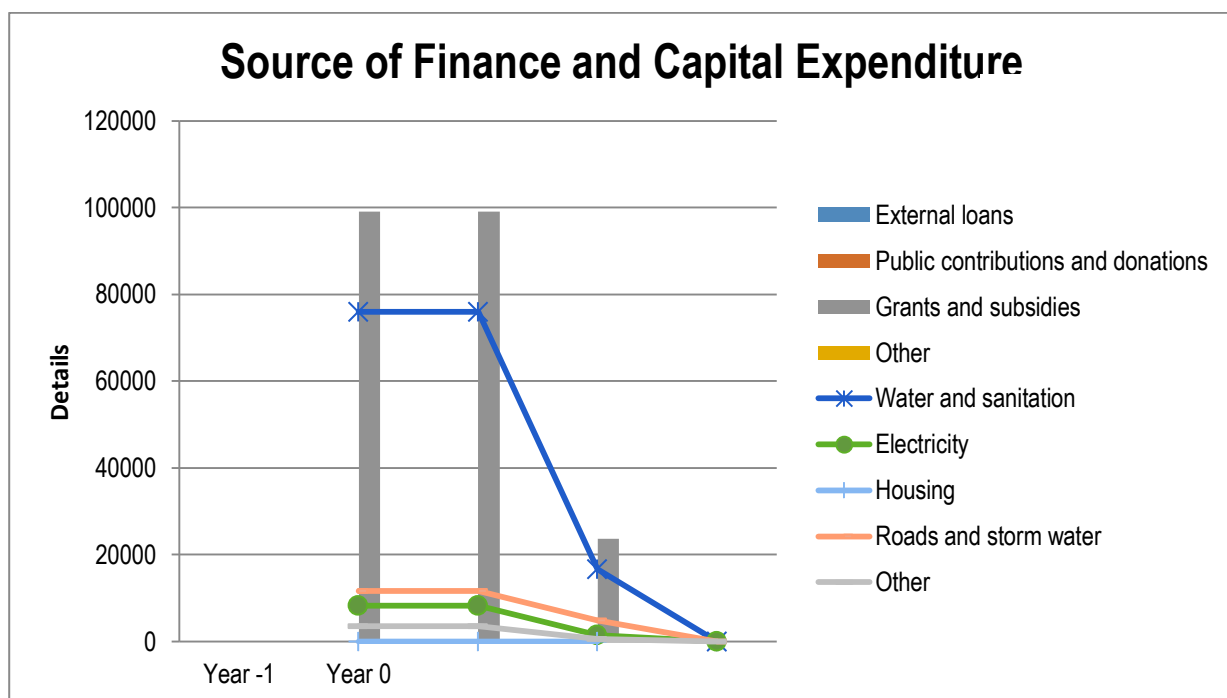
### 5.3 BASIC SERVICE AND INFRASTRUCTURE BACKLOGS: OVERVIEW

#### 5.3.1 CAPITAL EXPENDITURE: FUNDING SOURCES

Capital Expenditure - Funding Sources: Year -1 to Year 0							
R' 000							
Details		Year -1	Year 0				
		Actual	Original Budget (OB)	Adjustment Budget	Actual	Adjustment to OB Variance (%)	Actual to OB Variance (%)
Source of finance							
	External loans		0	0	0		
	Public contributions and donations		0	0	0		
	Grants and subsidies		99169	99169	23727	0.00%	-76.07%
	Other		140	140		0.00%	-100.00%
<b>Total</b>		<b>0</b>	<b>99309</b>	<b>99309</b>	<b>23727</b>	<b>0.00%</b>	<b>-176.07%</b>
Percentage of finance							
	External loans						
	Public contributions and donations						
	Grants and subsidies		99.9%	99.9%	100.0%	0.00%	43.2%
	Other		0.1%	0.1%	0.0%	0.00%	56.8%
Capital expenditure							
	Water and sanitation		75984	75984	16700	0.00%	-78.02%



	Electricity		8244	8244	1529	0.00%	-81.45%
	Housing		0	0	0		
	Roads and storm water		11587	11587	4923	0.00%	-57.51%
	Other		3490	3490	574	0.00%	-83.55%
<b>Total</b>		<b>0</b>	<b>99305</b>	<b>99305</b>	<b>23726</b>	<b>0.00%</b>	<b>-300.54%</b>
<i>Percentage of expenditure</i>							
	Water and sanitation		76.5%	76.5%	70.4%	0.00%	26.0%
	Electricity		8.3%	8.3%	6.4%	0.00%	27.1%
	Housing		0.0%	0.0%	0.0%		0.0%
	Roads and storm water		11.7%	11.7%	20.7%	0.00%	19.1%
	Other		3.5%	3.5%	2.4%	0.00%	27.8%



## COMPONENT C: CASH FLOW MANAGEMENT AND INVESTMENTS

### 5.4 CASH FLOW MANAGEMENT AND INVESTMENTS

#### 5.4.1 CASH FLOW OUTCOMES

Cash Flow Outcomes				
				R'000
Description	Year -1	Current: Year 0		
	Audited Outcome	Original Budget	Adjusted Budget	Actual
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>				
Receipts				
Ratepayers and other		222 508	222 508	133 694

Government - operating		131 095	131 095	104 124
Government - capital		108 129	108 129	63 962
Interest		5 178	5 178	7 556
Dividends		–	–	–
<b>Payments</b>				
Suppliers and employees		(413 206)	(413 206)	(213 669)
Finance charges		(105)	(105)	(1 492)
Transfers and Grants		(7 934)	(7 934)	(67)
<b>NET CASH FROM/(USED) OPERATING ACTIVITIES</b>	<b>–</b>	<b>45 666</b>	<b>45 666</b>	<b>94 107</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
<b>Receipts</b>				
Proceeds on disposal of PPE		489	489	3 590
Decrease (Increase) in non-current debtors				
Decrease (increase) other non-current receivables				
Decrease (increase) in non-current investments				
<b>Payments</b>				
Capital assets		(102 924)	(102 924)	(62 396)
<b>NET CASH FROM/(USED) INVESTING ACTIVITIES</b>	<b>–</b>	<b>(102 435)</b>	<b>(102 435)</b>	<b>(58 806)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
<b>Receipts</b>				
Short term loans				
Borrowing long term/refinancing				
Increase (decrease) in consumer deposits		2 010	2 010	–
<b>Payments</b>				
Repayment of borrowing				
<b>NET CASH FROM/(USED) FINANCING ACTIVITIES</b>	<b>–</b>	<b>2 010</b>	<b>2 010</b>	<b>–</b>
<b>NET INCREASE/ (DECREASE) IN CASH HELD</b>	<b>–</b>	<b>(54 760)</b>	<b>(54 760)</b>	<b>35 301</b>
Cash/cash equivalents at the year begin:		528	528	2 970
Cash/cash equivalents at the year end:		(54 232)	(54 232)	38 271

## 5.5 BORROWING AND INVESTMENTS

### 5.5.1 MUNICIPAL AND ENTITY INVESTEMENTS

Municipal and Entity Investments			
Investment* type	R' 000		
	Year -2	Year -1	Year 0
	Actual	Actual	Actual
<b>Municipality</b>			
Securities - National Government			
Listed Corporate Bonds			
Deposits - Bank			32 654
Deposits - Public Investment Commissioners			
Deposits - Corporation for Public Deposits			
Bankers Acceptance Certificates			
Negotiable Certificates of Deposit - Banks			
Guaranteed Endowment Policies (sinking)			
Repurchase Agreements - Banks			

Municipal Bonds			
Other			
<b>Municipality sub-total</b>			1 309
<b><u>Municipal Entities</u></b>			
Securities - National Government			
Listed Corporate Bonds			
Deposits - Bank			
Deposits - Public Investment Commissioners			
Deposits - Corporation for Public Deposits			
Bankers Acceptance Certificates			
Negotiable Certificates of Deposit - Banks			
Guaranteed Endowment Policies (sinking)			
Repurchase Agreements - Banks			
Other			
<b>Entities sub-total</b>	0	0	0
<b>Consolidated total:</b>	0	0	1308936

## COMPONENT D: OTHER FINANCIAL MATTERS

### 5.6 SUPPLY CHAIN MANAGEMENT

#### 5.6.1 SUPPLY CHIAN MANAGEMENT

##### OVERVIEW SUPPLY CHAIN MANAGEMENT

Supply Chain Management seeks to ensure the proper flow of goods and services between the supplier and the municipality in the right quality and quantity whilst advancing the goals of the IDP, ensuring value for money, expeditious and appropriate service delivery. As a financial management tool, it seeks to reform and regulate the manner in which public funds are utilized when procuring goods and services, whilst in pursuit of service delivery that is responsive to the needs of the society and to curtail any maladministrative and fraudulent practices on the procurement front.

##### LEGISLATIVE REQUIREMENTS

Dr Beyers Naudé Local Municipality is committed to apply and create the prescribed legislative environment pertaining Supply Chain Management by way of:

- The constitution
- The Municipal Finance Management Act
- Regulations in terms of section 168 of the Municipal Finance Management Act
- Local Government: Municipal Systems Act
- The Preferential Procurement Policy Framework Act (PPPFA)
- The Prevention and Combating of Corrupt Activities Act
- The Construction Industry Development Board (CIDB) Act

- Other applicable by-laws, ordinance and legislation

## **POLICY CHANGES/AMENDMENTS 2016/2017 FINANCIAL YEAR**

Baviaans, Camdeboo and Ikwezi Local Municipality amalgamated in 2016 to form Dr Beyers Naudé Local Municipality. The Dr Municipality Supply Chain Management Policy was approved on 23 May 2017.

## **FUTURE DEVELOPMENTS**

The vacant position of Senior Contracts Clerk is in the process of being filled. The successful future municipal employee will assist with expenditure contracts procured through tenders etc., while the current contracts that result in revenue for the municipality such as property rentals will also be under the spotlight as mechanisms will be put in place to ultimately enhance the revenue the municipality receives from such contracts.

The Senior Contracts Clerk will also deal with contract monitoring and performance that will ultimately help the Performance Management Officer with the implementation and the monitoring of SDBIP.

## **MFMP COMPETENCY LEVELS**

The Manager SCM, Chief Clerk SCM and the Senior Clerk SCM have all met the minimum competency levels as prescribed by the National Treasury Regulations for Supply Chain Management officials.

## **SUPPLY CHAIN MANAGEMENT PROCUREMENT PLAN 2016/2017**

The procurement plan is derived from the Municipal Service Delivery Budget Implementation Plan (SDBIP) which in turn directly relates to the municipal Integrated Development Plan (IDP).

The plan indicates quarterly targets that must be met by each department with regards to the procurement of goods and services. The report must be analysed in conjunction with the SDBIP.

Below please find a summary of the 2016/17 Procurement Plan:

DESCRIPTION OF GOODS / SERVICES / INFRASTRUCTURE PROJECT	AMOUNT BUDGETED	STARTING QUARTER	ENVISAGED DATE OF ADVERTISEMENT IN THE WEBSITE, NEWSPAPERS OR OTHER MEDIA	ENVISAGED CLOSING DATE OF BID	ENVISAGED DATE OF AWARD	RESPONSIBLE OFFICE
IT SOFTWARE: Number of Office H&B Licenses Purchased by 30th September 2016.	R 35 000	1	N/A	N/A	Friday, 30 September 2016	ICT
IT SOFTWARE: Number of Windows 10Pro Licenses purchased by 30th September 2016.	R 30 000	1	N/A	N/A	Friday, 30 September 2016	ICT
Number of Corporate scanners and Number of Digital recorders purchased by 31 December 2016.	R 30 000	2	N/A	N/A	Thursday, 08 December 2016	ICT
Number of new laptops purchased by 31 March 2017.	R 175 000	2	Thursday, 06 October 2016	Friday, 21 October 2016	Friday, 04 November 2016	ICT
IT INFRASTRUCTURE Wireless, Fibre Backbone & general installations.	R 130 000	1	Thursday, 29 September 2016	Friday, 14 October 2016	Friday, 28 October 2016	ICT
Number of Office furniture purchased by 31 December 2016.	R 50 000	2	N/A	N/A	Thursday, 24 November 2016	CFO
CLEANING APPLIANCES - Polishers & Vacuum Cleaners	R 10 000	2	N/A	N/A	Thursday, 01 December 2016	CFO
ELECTRONIC SYSTEMS -Prepaid Electricity Vending Machines/Clock-in Employee Monitoring System/Public Address System (Loudhailers)	R 52 500	2	Thursday, 08 December 2016	Friday, 23 December 2016	Wednesday, 13 January 2016	CFO/Chief Accountant
ELECTRICAL INFRASTRUCTURE,New, Upgrade, replace (incl.u/g cables)	R 5 000 000	2	Thursday, 13 October 2016	Friday, 28 October 2016	Friday, 18 November 2016	Manager: Electrical
ELECTRICAL INFRASTRUCTURE,New, Upgrade, replace (incl.u/g cables). Low electricity demand in Willowmore	R 3 209 243	2	Thursday, 06 October 2016	Friday, 21 October 2016	Friday, 04 November 2016	PMU Manager
Purchase 2 Vehicles: LDV	R 450 000	1	Thursday, 15 September 2016	Friday, 30 September 2016	Friday, 14 October 2016	Manager: Administration
Supply and install 3 Air conditioners to Aberdeen Library Hall, Sopkombuis and Thembalisizwe Hall. By 31 December 2016	R 100 000	1	Thursday, 22 September 2016	Friday, 07 October 2016	Friday, 21 October 2016	Manager: Administration

Equip offices and areas of service delivery with adequate equipment	R 35 088	1	N/A	N/A	Thursday, 24 November 2016	Community services
SPORTS FACILITIES Upgrading, Construction & Fencing	R 658 000	2	Thursday, 20 October 2016	Friday, 07 October 2016	Friday, 04 November 2016	Manager: Community services
SPORTS FACILITIES General Upgrading	R 616 545	2	Thursday, 20 October 2016	Friday, 07 October 2016	Friday, 04 November 2016	Manager: Community services
BULK WATER SUPPLY, Boreholes & Reservoirs	R 350 000	1	Thursday, 01 September 2016	Friday, 16 September 2016	Friday, 30 September 2016	Manager PMU
BULK WATER SUPPLY, Boreholes & Reservoirs	R 5 825 996	1	Thursday, 01 September 2016	Friday, 16 September 2016	Friday, 30 September 2016	Manager PMU
EMERGENCY WATER SUPPLY, Upgrading (Camdeboo)	R 23 440 000	1	N/A	N/A	N/A	Assistant Director: Infrastructure & Technical Services
EMERGENCY WATER SUPPLY. Upgrading (Ikwezi)	R 12 615 000	1	Thursday, 08 September 2016	Friday, 23 September 2016	Friday, 07 October 2016	PMU Manager
EMERGENCY WATER SUPPLY. Upgrading (Baviaans)	R 20 958 772	1	Thursday, 01 September 2016	Friday, 16 September 2016	Friday, 30 September 2016	PMU Manager
Upgrading of the Thembalesizwe Sewerage Reticulation System in Aberdeen	R 7 271 656	1	Thursday, 15 September 2016	Friday, 30 September 2016	Friday, 14 October 2016	PMU Manager
WASTE WATER TREATMENT WORKS. Pump stations & reticulation: install new	R 2 011 319	1	Thursday, 15 September 2016	Friday, 30 September 2016	Friday, 14 October 2016	Assistant Director: Infrastructure & Technical Services
STREET CONSTRUCTION - Building & Tarring (new Surfacing)	R 1 027 501	1	Thursday, 06 October 2016	Friday, 21 October 2016	Friday, 04 November 2016	PMU Manager
CAMDEBOO: Rehabilitation of Roads	R 2 466 430	1	N/A	N/A	N/A	PMU Manager
IKWEZI: Construction of Phumlani Roads	R 5 605 400	1	Thursday, 22 September 2016	Friday, 07 October 2016	Friday, 21 October 2016	PMU Manager
Upgrading of Streets and Stormwater, (Willomore)	R 877 193	n/a	N/A	N/A	N/A	PMU Manager
SPORTS FACILITIES Upgrading, Construction & Fencing	R 1 189 079	1	Thursday, 08 September 2016	Friday, 23 September 2016	Friday, 07 October 2016	PMU Manager
Upgrading of Solid Waste Site: Construction of 2 new cells (Graaff-Reinet)	R 6 495 519	1	Thursday, 08 September 2016	Friday, 23 September 2016	Friday, 07 October 2016	Manager: Community services
Baviaans LED project	R 451 850	3	Thursday, 26 January 2017	Friday, 10 February 2017	Friday, 24 February 2017	PMU Manager

**SUPPLY CHAIN REPORT ON TENDERS AND QUOTATIONS (ITQ)  
AWARDED FOR THE 2016/2017 FINANCIAL YEAR: 01 JULY 2016 – 30 JUNE  
2017**

The report indicates all the tenders as well as ITQ's that were awarded, it also shows the successful bidders as well the contract amounts.

Please refer to the next table:

<b>DR BEYERS NAUDE MUNICIPALITY</b> <b>SUPPLY CHAIN MANAGEMENT</b> <b>TENDERS AWARDED: JUL 2016 TO JUNE 2017</b> <b>80/20 &amp; 90/10</b>				
NR	TENDER NR	DESCRIPTION	TENDERER	VALUE OF TENDER
	TENDER 21/2016	ABERDEEN: UPGRADING OF THE THEMBALESIZWE SEWERAGE RETICULATION SYSTEM – PHASE 2	DE JAGER LOODGIETERS	R 5 800 257.41
	TENDER 25/2016	CONSULTING ENGINEERS: ABERDEEN: UPGRADING OF THE BULK WATER SUPPLY: PHASE 2: MULTI YEAR PROJECT	NEIL LYNERS & ASSOCIATES	R 496 880.40
	TENDER 26/2016	CONSULTANTS: GRAAFF REIENT: DEVELOPMENT OF A SOCCERFIELD IN KROONVALE, PHASE 2 & BAVIAANS SPORTSFIELD IN RIETBRON	UHAMBISO	R 96 900.00
	TENDER 27/2016	CONSULTING ENGINEERS: REHABILITATION OF ROADS	NEIL LYNERS & ASSOCIATES	R 424 570.20
	TENDER 20/2016	SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF STREETLIGHTS IN STEYTLERVILLE AND WILLOWMORE	POWERREC	R 2 145 599.43
	TENDER 28/2016	UPGRADES TO MV AND LV INFRASTRUCTURE IN GRAAFF REIENT AND STEYTLERVILLE	VE RETICULATION	R 4 048 322.10
	TENDER 04/2017	GRAAFF REINET SOLID WASTE DISPOSAL FACILITY: STAGE 2 CONSTRUCTION OF NEW CELLS	LRC CIVILS	R 6 943 668.86
	TENDER 06/2017	REHABILITATION OF ROADS IN JANSENVILLE, STEYTLERVILLE AND KLIPPLAAT	URWEBO E TRANSAND	R 9 279 600.00
	TENDER 07/2017	WILLOWMORE BULK WATER SUPPLY FROM WANHOOP WTW-NEW MAINS TO TOWN	ACTIVE PHAMBILI CIVILS	R 6 879 926.16
	TENDER: 10/2016	PROVISION OF MINIMUM COMPETENCY TRAINING	SUMMAT TRAINING INSTITUTE	R 1 767.00 PER LEARNER PER UNIT STANDARD
	TENDER: 20/2017	UPGRADING OF SPORTSFIELD:KROONVALE IN GRAAFF REINET AND RIETBRON	ACTIVE PHAMBILI CIVILS	R962 802.00
	TENDER: 27/2017	SHORT TERM INSURANCE FOR A PERIOD OF 3 YEARS	LATERAL UNISON	R 1 137 089.03
	TENDER: 29/2017	FLEET/FUEL MANAGEMENT SYSTEM	CAR TRACK	R 311.00 PER VEHICLE PER MONTH
<b>ADVERTISED AND EVALUATED QUOTATIONS AWARDED: JUL - DEC 2016</b> <b>80/20 EVALUATION PROCESS</b>				

	CAM SCM 148	SUPPLY AND DELIVERY OF JOJO TANK	SERVIPIX 72CC	R 2 188.00 (PER TANK)
	CAM SCM 149	SUPPLY AND DELIVERY OF AVK VALVES	SERVIPIX 72CC	R 44 816.98
	CAM SCM 150	CLEANING OF ANEROBIC PONDS	WORLD FOCUS 1212CC	R 79 230.00
	CAM SCM 151	CLEANING AND MAINTENANCE OF RESERVOIRS	WORLD FOCUS 1212CC	R 121 980.00
	CAM SCM 152	SUPPLY AND DELIVERY OF CEMENT	SERVIPIX 72	R 47 500.00
	CAM SCM 153	SUPPLY AND DELIVERY OF FITTINGS	SERVIPIX 72CC	R 103 261.50
	CAM SCM 154	SUPPLY AND DELIVERY OF OIL AND TROLLEY	SERVIPIX 72CC	R 95 210.20
	CAM-SCM-155	CLEANING ANAEROBIC PONDS	SERVIPIX 72CC	RATES
	CAM-SCM-156	CLEANING OF RESERVOIRS	SERVIPIX 72CC	R 105 777.00
	BEY-SCM-1	SUPPLY & DELIVERY OF COLDMIX	SERVIPIX 72CC	R 190 500.00
	BEY-SCM-2	SUPPLY & DELIVERY OF BOOTS	MAC REID TRADE	R 104 520.00
	BEY-SCM-3	SUPPLY & DELIVERY OF REFUSE BAGS	MR PAINT	R 17 100.00
	BEY-SCM-5	INTERNAL AUDIT SERVICES	MORAR INCORPORATE	RATES
	BEY-SCM-6	SUPPLY & DELIVERY OF SAND	HUMAN & SNELL	R 65 000.00
	BEY-SCM-7	SUPPLY & DELIVERY OF PAPER	SERVIPIX 72CC	R 131 250.00
	BEY-SCM-8	SUPPLY & DELIVERY OF BULK MATERIAL	SERVIPIX 72CC	RATES
	BEY-SCM-9	SUPPLY & DELIVERY OF VALVES	SERVIPIX 72CC	RATES
	BEY-SCM-10	SUPPLY & DELIVERY OF BOREHOLES	SERVIPIX 72CC	R 118 451.34
	BEY-SCM-11	REPAIR AND MAINTENANCE OF SEWERAGE PUMP STATION	SERVIPIX 72CC	R 188 407.30
	BEY-SCM-12	SUPPLY & DELIVERY OF SEWERAGE PUMPS	SERVIPIX 72CC	R 198 638.00
	BEY-SCM-13	SUPPLY & DELIVERY OF AIRDAC	ACTOM	R 62 608.80
	BEY-SCM-14	SUPPLY & DELIVERY OF BOOTS	SERVIPIX 72CC	R 53 927.00
	BEY-SCM-16	SUPPLY & DELIVERY OF CIRCUIT BREAKERS	ARTIVOLT	R 104 673.52
	BEY-SCM-17	SUPPLY & DELIVERY OF SAND	SERVIPIX 72CC	R 84 240.00
	BEY-SCM-18	SUPPLY & DELIVERY OF ARMADAC CABLE	ARTIVOLT	R 36 320.40
	BEY-SCM-20	SUPPLY & DELIVERY OF OIL	SERVIPIX 72CC	R 58 687.27
	BEY-SCM-21	OIL SAMPLING ANALYSIS	TRANSFORMER FIELD SERVICES	RATES
	BEY-SCM-26	ICT NETWORK REPAIRS	DIGITAL DYNAMICS	R 59 613.10
	BEY-SCM-29	SUPPLY & DELIVERY OF CLEANING MATERIALS	SUPERCLEAN	R 65 880.50
	BEY-SCM-30	SUPPLY & DELIVERY OF SAFETY BOOTS	MR PAINT	R 42 860.00
	BEY-SCM-33	SUPPLY AND DELIVERY OF AIRDAC CABLE	ARTIVOLT	R 114 433.20
	BEY-SCM-36	SUPPLY AND DELIVERY OF BOREHOLE PUMPS AND MOTORS	SERVIPIX 72CC	R 198 720.00
	BEY-SCM-47	CONSTRUTION OF SIDEWALKS IN KLIPPLAAT	SIYAVUYISANA CONSTRUCTION	R 57 800.00
	BEY-SCM-48	CONSTRUTION OF LANGHOVEN STREET IN WILLOWMORE: PAVERS	SIYAVUYISANA CONSTRUCTION	R 71 000.00
	BEY-SCM-49	CONSTRUTION OF STEENBOK STREET IN WILLOWMORE: PAVERS	SIYAVUYISANA CONSTRUCTION	R 71 000.00
	BEY-SCM-50	CONSTRUTION OF SIDEWALKS IN JANSENVILE	SIYAVUYISANA CONSTRUCTION	R 67 050.00
	BEY-SCM-51	ASSESMENT OF SECURITY & CCTV NEEDS	SCS AFRICA	R 150 400.00
	BEY-SCM-52	SKILLS DEVELOPMENT & SMME SUPPORT CENTRE IMPLEMENTATIO	ANDA CONSULTING	R 99 870.00



	BEY-SCM-53	SUPPLY AND DELIVERY OF LAMPS	TAC	R 62 729.00
	BEY-SCM-55	SUPPLY AND DELIVERY OF GENERAL ELECTRICAL MATERIALS	ARTIVOLT	R 141 043.48
	BEY-SCM-56	SUPPLY AND DELIVERY OF LIME	FORMCORECON	R 55 656.00
	BEY-SCM-57	SUPPLY AND DELIVERY OF PHOTOSTAT PAPER	FORMCORECON	R 110 950.00
	BEY-SCM-60	SUPPLY AND DELIVERY OF STONE	HUMAN & SNELL	R 136 340.00
	BEY-SCM-62	SUPPLY AND DELIVERY OF GENERAL ELECTRICAL OF FUSES	ARTIVOLT	R 166 185.38

### **COMMITMENTS AS AT 30 JUNE 2017**

The commitment register refers to outstanding commitments with the regards to contracts entered into as well as ITQ's awarded. It reflects a measurement in terms of monetary value as at 30 June 2017. These commitments will ultimately also form part of the annual financial statements.

Dr Beyers Naudé Local Municipality had a total of 56 Contracts in place that includes various types of contracts such as Infrastructure projects, Supply of Goods, Service contracts and Operating leases. Contract periods range from once off to various years. Appointment dates ranges from 2002 up to date.

The total monetary value of these contracts amounted to R 172 886 086, payments to date on these contracts amounted to R 82 257 807.

Therefor the commitment as at 30 June 2017 is R 90 628 279 of which R 75 178 323 relates to Infrastructure assets and other amounting to 15 449 956.

### **DEVIATIONS INCURRED DURING THE 2016/2017 FINANCIAL YEAR.**

The Dr Beyers Naudé Local Municipality Supply Chain Management Policy states:

- (1) The accounting officer may -
  - (a) after consultation with the chief financial officer, dispense with the official procurement processes established by this policy and procure any required goods or services through any convenient process, which may include direct negotiations, but only -
    - (i) In an emergency;
    - (ii) if such goods or services are produced or available from a single provider only;
    - (iii) For the acquisition of special works of art or historical objects where specifications are difficult to compile;
    - (iv) Acquisition of animals for zoos and/or nature and game reserves; or

- (v) In any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
- (b) Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.
- (2) The accounting officer must record the reasons for any deviations in terms of subparagraphs (1) (a) and (b) of this policy and report them to the next meeting of the municipal council and also include such reasons as a note to the annual financial statements of the municipality.

The deviations were recorded and reported to council on a quarterly basis:

## **SUPPLY CHAIN MANAGEMENT ANNUAL REPORT ON DEVIATIONS**

The purpose of this item is to report on SCM deviations that have taken place from 01 July 2016 to 30 June 2017.

The MFMA defines irregular expenditure as; inter alia, expenditure incurred by a municipality that is not in accordance with a requirement of the supply chain management policy which has not been condoned in terms of such a policy.

Cross references of the relation of the deviations as per our policy were incorporated into the deviation register. Outlined as follow:

- Paragraph 39(1) (a) (i) which relates Emergency procedures in terms of the Dr. Beyers Naudé Local Municipality SCM Policy.
- Paragraph 39(1) (a) (ii) which deals with sole providers and agents etc.
- Paragraph 39(1) (a) (v) that gives effect to exceptional cases where it is impractical or impossible to follow the official procurement processes of the Municipality.

It should be noted that the expenditure is neither fruitless, wasteful nor unauthorized, but that due to circumstances out to the control of the SCM unit, the SCM Policy could not be adhered to. Total deviations for the **2016/2017** financial period amounted to a grand total of **R 12 682 410**.

Total deviations for the different quarters were as follows:

- Quarter one R 679 881;
- Quarter two R 1 313 455;
- Quarter three R 8 643 061 (These deviations can be attributed to the amalgamation of former Camdeboo, Ikwezi; and Baviaans Municipalities)
- Quarter four R 2 046 012.

## **SECTION 32 CONTRACTS PROCURED FROM OTHER ORGANS OF STATE**

The SCM Policy states that “The accounting officer may procure goods or services under a contract secured by another organ of state” , For 2016/17, the municipality had the following:

- 1.1 **CLINCKSCALES MAUGHAN-BROWN (CMB)** – Consulting Engineers – Energy Efficient and Demand Side Management (EEDSM) Project – R 335 000.
- 1.2 **REVENUE CONSULTING (REVCO)** – Collection of Revenue – Collection recovery percentage based commission.
- 1.3 **MAXIMUM PROFIT RECOVERY (MAX PROF)** – VAT Review on municipal vat returns – VAT amount recovered percentage commission.

#### **REPORTING: NATIONAL, PROVINCIAL, CIDB, DTI NATIONAL**

- All contracts/tenders awarded above R 100 000 were reported to national treasury through.
- Various reports were submitted to provincial treasury.
- All construction related tenders/contracts were advertised through the CIDB website, the necessary CIDB grading were at all times adhered to, the Contracts were also registered and updated on the CIDB website.

#### **CHALLENGES FACED DURING THE YEAR**

- DTI reporting a lack of support from DTI National treasury reporting. Website unavailable and struggle with logging in.
- Local Supplier participation in larger capital projects.
- Increased compliance requirements.
- CIDB e tender that is not very user friendly, very slow and offline most of times.
- Change in management of different departments led to noncompliance with procurement plan and SDBIP hence the lagging and delay of projects.
- Lack of SCM knowledge and understanding led to duplication of work and failure from departments to initiate projects at the appropriate times.
- No real support from internal auditors through the 2016/2017 financial year, their service did not have a great impact on the processes and procedures and audit outcome and also timing of the review of SCM by Internal Auditors (Always the exact time when the AG is already busy with external audit).

#### **FUTURE DEVELOPMENTS**

Different Supply Chain Management officials from previous municipalities to all work from the Graaff-Reinet offices to ensure integration. Supply Chain Management to review Audit findings and compile an action plan to address inefficiencies in the Supply Chain Management processes to improve future audit outcomes. Supply Chain Management also to embark on roadshows to develop service providers and suppliers within the demarcated boundaries of the Dr Beyers Naudé Local Municipality.

## CHAPTER 6: AUDITOR-GENERAL AUDIT FINDINGS

### COMPONENT A: AUDITOR-GENERAL OPINION OF FINANCIAL STATEMENTS 2015

#### 6.1 AUDITOR-GENERAL REPORTS

##### 6.1.1 AUDITOR-GENERAL REPORT ON FINANCIAL PERFORMANCE

Amalgamation took place on 7 August 2016 – No prior year audit.

#### 6.2 AUDITOR-GENERAL REPORTS

##### 6.2.1 AUDITOR-GENERAL REPORT ON FINANCIAL PERFORMANCE

Auditor-General Report on Financial Performance Year 2017	
Status of audit report:	Disclaimer of opinion
Non-Compliance Issues	Remedial Action Taken
Property Plant and Equipment	Ducharme consulting services contracted to compile GRAP compliant asset register
Unauthorised Expenditure	Budgeted amounts reviewed in Adjustment Budget Spending on non-cash items determined on a monthly basis in order to accurately monitor in year spending.
Irregular Expenditure	Stricter controls implemented over SCM

##### 6.2.2 COMMENTS FROM THE AUDITOR-GENERAL ON 2016/17 ANNUAL REPORT

Please note the following comments from the review:

No comments were received.

## APPENDICES

### APPENDIX A

Councillors, Committees Allocated and Council Attendance					
Council Members	Full Time / Part Time	Committees Allocated	*Ward and/ or Party Represented	Percentage Council Meetings Attendance	Percentage Apologies for non- attendance
	FT/PT			%	%
Cllr Deon de Vos		Chair of EXCO Chair of IDP Rep Forum and political champion of the IDP	Mayor		
Cllr Willem Säfers	PT	MPAC Chairperson	Ward 1 Councillor		
Cllr Linda Botha	PT		Ward 2 Councillor		
Cllr Katie Hoffman	PT		Ward 3 Councillor		
Cllr Xolile Galada	PT		Ward 4 Councillor		
Cllr Glenda Makelina	PT		Ward 5 Councillor		
Cllr Thembile Tshona	PT		Ward 6 Councillor		
Cllr Rudy Jacobs	PT		Ward 7 Councillor		
Cllr Ewald Looek	PT		Ward 8 Councillor		
Cllr Piet Bees	PT		Ward 9 Councillor		
Cllr Louis Langeveldt	PT		Ward 10 Councillor		
Cllr Abraham Arries	PT		Ward 11 Councillor		
Cllr Danie Bezuidenhout	PT		Ward 12 Councillor		
Cllr Errol Rossouw	PT		Ward 13 Councillor		
Cllr Joy Williams	PT		Ward 14 Councillor		
Cllr Thembisa Nonnies	FT		Speaker & PR Councillor		
Cllr Pieter (Penn) Koeberg	PT	Portfolio Head on Engineering & Planning Committee	PR Councillor		
Cllr Angeline Booysen	PT		PR Councillor		
Cllr Notizi Vanda	PT		PR Councillor		
Cllr Asanda Mboneni	PT		PR Councillor		
Cllr Samantha Jankovich	PT		PR Councillor		

Cllr Daniel Williams	PT		PR Councillor		
Cllr Eldrige Ruiters	PT		PR Councillor		
Cllr Wilton Le Grange	PT		PR Councillor		
Cllr Eldan Carolus	PT		PR Councillor		
Cllr Hendrik (Japie) Booyesen	PT		PR Councillor		
Cllr Bradley Seekoei	PT		PR Councillor		

## APPENDIX B

Committees (other than Mayoral / Executive Committee) and Purposes of Committees	
Municipal Committees	Purpose of Committee
Local Labour Forum	Discussing labour related issues
Training & Occupational Health & Safety Committee	Discussing training of employee and employer and occupational health and safety issues
Housing & Encroachment Committee	Discussing housing related issues
MPAC Committee & Oversight Committee	The committee plays an oversight role over operations of the Municipality
Disaster Management Committee	Discussing all issues relating to disaster
IGR Meeting Committee	Discussing Inter Governmental issues relating to all stakeholders or state departments
Disability Forum	Discussing Special Programmes pertaining to disabled people
Youth Forum	Discussing Special Programmes pertaining to youth of Dr Beyers Naude Local Municipality
Sports Council	Discussing Special Programmes pertaining to sport codes of Dr Beyers Naude Local Municipality
LED Committee	Discussing social and economic development issues
Audit Committee	Discussing audit related issues
Commonage Committee	Discussing all municipal commonage/farming land issue
IDP Representative Forum	Discussing all Integrated Development related items
IDP Steering Committee	Discussing Ward-Based Planning and Integrated Development Planning
Management Committee	Discussing all issued that needs recommendation/input from management
Technical & Infrastructure Committee	Discussing all the technical and infrastructural items
Community Development & Human Resources Committee	Discussing all HR and community developmental issues
Budget & Treasury Committee	Discussing all financial related matters

## APPENDIX C

Third Tier Structure	
Directorate	Director/Manager (State title and name)
Municipal Manager	Rev. M.N. Pietersen from December 2014 until November 2016
Acting Municipal Manager	Mr. J.Z.A. Vumazonke from December 2016 until August 2017
Municipal Manager	Chief Operations Officer – Mr. H. Hendricks
Municipal Manager	Internal Executive Audit – Mr. G. Maya
Municipal Manager	IDP Manager – Ms. L. Fouché
Municipal Manager	IDP Manager – Mr. A.C. (Jansenville) Damane
Corporate Services	Director Corporate Services -Mr. J.Z.A Vumazonke from September 2017
Corporate Services	Manager Administration – Ms. Z.V. Kali
Corporate Services	Manager Administration – Mrs. L. De Beer (Willowmore)
Corporate Services	Manager Corporate Services – Mr. X. Jack (Jansenville)
Community Services	Director Community Services– Mrs. M. Mpahlwa From August 2016
Community Services	Manager Protection Services - Mr. C.V. Rhooode
Community Services	Manager Community Services – Mrs C. Ngqoza
Budget & Treasury	Chief Financial Officer – Mr. Joubert until October 2016
Budget & Treasury	Acting Chief Financial Officer – Mr. S. Mbotya from November 2016 until August 2017
Budget & Treasury	Manager Finance – Ms. U. Baartman (Willowmore) until February 2017
Budget & Treasury	Manager Supply Chain Management – Mr. R. Boggenpoel
Engineering & Planning Services	Director: Engineering & Planning - Mr. W.I. Berrington
Engineering & Planning Services	Asst. Director Engineering & Planning – Mr. B. Arends
Engineering & Planning Services	Manager Electrical Services – Mr. A. Van Zyl
Engineering & Planning Services	Manager PMU: EPWP/MIG – Mr. L. Mandla

## APPENDIX D

Municipal / Entity Functions		
MUNICIPAL FUNCTIONS	Function Applicable to Municipality (Yes / No)*	Function Applicable to Entity (Yes / No)
<b>Constitution Schedule 4, Part B functions:</b>		
Air pollution	NO	
Building regulations	YES	
Child care facilities	NO	
Electricity and gas reticulation	YES	
Fire fighting services	YES	
Local tourism	YES	
Municipal airports	YES	
Municipal planning	YES	
Municipal health services	NO	
Municipal public transport	NO	
Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities to administer functions specifically assigned to them under this Constitution or any other law	YES	
Pontoons, ferries, jetties, piers and harbours, excluding the regulation of international and national shipping and matters related thereto	NO	
Storm water management systems in built-up areas	YES	
Trading regulations	YES	

Water and sanitation services limited to potable water supply systems and domestic waste-water and sewage disposal systems	YES	
Beaches and amusement facilities	NO	
Billboards and the display of advertisements in public places	YES	
Cemeteries, funeral parlours and crematoria	YES	
Cleansing	YES	
Control of public nuisances	YES	
Control of undertakings that sell liquor to the public	YES	
Facilities for the accommodation, care and burial of animals	YES	
Fencing and fences	YES	
Licensing of dogs	NO	
Licensing and control of undertakings that sell food to the public	NO	
Local amenities	YES	
Local sport facilities	YES	
Markets	YES	
Municipal abattoirs	NO	
Municipal parks and recreation	YES	
Municipal roads	YES	
Noise pollution	YES	
Pounds	YES	
Public places	YES	
Refuse removal, refuse dumps and solid waste disposal	YES	
Street trading	YES	
Street lighting	YES	
Traffic and parking	YES	

## APPENDIX E

Functionality of Ward Committees					
Ward Name (Number)	Name of Ward Councillor and elected Ward committee members	Committee established (Yes / No)	Number of monthly Committee meetings held during the year	Number of monthly reports submitted to Speakers Office on time	Number of quarterly public ward meetings held during year
Cllr Willem Säfers	Ward 1 Councillor	Not yet during 2016/17	N/A	N/A	N/A
Cllr Linda Botha	Ward 2 Councillor	Not yet during 2016/17	N/A	N/A	N/A
Cllr Katie Hoffman	Ward 3 Councillor	Not yet during 2016/17	N/A	N/A	N/A
Cllr Xolile Galada	Ward 4 Councillor	Not yet during 2016/17	N/A	N/A	N/A
Cllr Glenda Makelina	Ward 5 Councillor	Not yet during 2016/17	N/A	N/A	N/A



Cllr Thembile Tshona	Ward 6 Councillor	Not yet during 2016/17	N/A	N/A	N/A
Cllr Rudy Jacobs	Ward 7 Councillor	Not yet during 2016/17	N/A	N/A	N/A
Cllr Ewald Look	Ward 8 Councillor	Not yet during 2016/17	N/A	N/A	N/A
Cllr Piet Bees	Ward 9 Councillor	Not yet during 2016/17	N/A	N/A	N/A
Cllr Louis Langeveldt	Ward 10 Councillor	Not yet during 2016/17	N/A	N/A	N/A
Cllr Abraham Arries	Ward 11 Councillor	Not yet during 2016/17	N/A	N/A	N/A
Cllr Danie Bezuidenhout	Ward 12 Councillor	Not yet during 2016/17	N/A	N/A	N/A
Cllr Errol Rossouw	Ward 13 Councillor	Not yet during 2016/17	N/A	N/A	N/A
Cllr Joy Williams	Ward 14 Councillor	Not yet during 2016/17	N/A	N/A	N/A

## APPENDIX F

**PLEASE NOTE:** *As a result of the amalgamation of former Camdeboo, Ikwezi and Baviaans LMs during the period of reporting, the top 4 Development Priorities of each of the 14 Wards in the new Dr Beyers Naudé LM is being provided below, as it was not possible to coherently combine the various Wards and their divergent Priorities as contained in their final 2016/17 IDPs. The information below stems from the Situation Analysis, public participation and other consultative sessions held during the year of reporting.*

WARD 1 -Top Four Service Delivery Priorities for Ward (Highest Priority First)		
No.	Priority Name and Detail	Progress During Year 0
1	Cemeteries (Fence, fix and maintain. Attend to flood damage as indicated on map)	
2	Stormwater (reconstruct and address ongoing problem in front of Clinic)	
3	Playparks (fence, repair, maintain existing; construct new as indicated on map)	
4	Pedestrian Safety Walls (alongside R338)	Provincial competency.
WARD 2 -Top Four Service Delivery Priorities for Ward (Highest Priority First)		

No.	Priority Name and Detail	Progress During Year 0
1	Heavy Vehicle rerouting : GRT (as per recommendations in Urban Design Plan)	Provincial / National competency.
2	MR605: NB (last section of road up to Sam's Drift must be tarred. The bridge on bend at De Toren is deteriorating; structural safety is a concern.)	Provincial competency.
3	Waste Management : GRT (address illegal dumping on river banks and other areas)	
4	RDP Housing : NB (housing development below Pienaarsig to be expedited)	Provincial competency.
<b>WARD 3 - Top Four Service Delivery Priorities for Ward (Highest Priority First)</b>		
No.	Priority Name and Detail	Progress During Year 0
1	Streets (surfacing/paving of gravel streets that carry high traffic volumes)	
2	Multi-purpose Centre (Community Hall, Clinic, Library, SPU desks, Care Centre, etc)	Provincial competency. Site has been identified and allocated by the Municipality.
3	RDP Housing (fallen and rectifications in Smartie Town & Geluksdal)	Provincial competency.
4	Electricity (conversion to Koopkrug and removing illegal connections)	
<b>WARD 4 - Top Four Service Delivery Priorities for Ward (Highest Priority First)</b>		
No.	Priority Name and Detail	Progress During Year 0
1	RDP Housing (Lower Umas : replace all mud houses with new units & indoor toilets)	Provincial competency.
2	Streets & Stormwater (Lower Umas : all gravel streets to be surfaced/paved)	
3	Bulk Infrastructure (Lower Umas : all to be refurbished and upgraded)	
4	Middle-income Housing (Umnyama Park development to be expedited)	Provincial partnership / Twinning Agreement. Land has been allocated by the Municipality.
<b>WARD 5 - Top Four Service Delivery Priorities for Ward (Highest Priority First)</b>		
No.	Priority Name and Detail	Progress During Year 0
1	Streets & Stormwater (surfacing/paving of identified streets, filling of potholes and urgent attention required at areas prone to flooding)	
2	Clinic (New facility urgently required at site identified. Existing one must be closed)	Provincial competency.
3	Sewerage Network (blockages, overflowing in Mandela Park; to be upgraded)	
4	RDP Housing (housing delivery)	Provincial competency.
<b>WARD 6 - Top Four Service Delivery Priorities for Ward (Highest Priority First)</b>		
No.	Priority Name and Detail	Progress During Year 0
1	Land Release (unblock land in Eunice Kekana Village, Tjoksville & Chris Hani areas for housing, clinic, commercial & church sites)	
2	Streets & Stormwater (stormwater systems to be upgraded, streets to be widened)	
3	RDP Housing (remove and replace asbestos roofs in Umasizakhe & Elite View)	Provincial competency.
4	Traffic calming measures (speedhumps required at crèche and Main Street)	
<b>WARD 7 - Top Four Service Delivery Priorities for Ward (Highest Priority First)</b>		
No.	Priority Name and Detail	Progress During Year 0
1	Streets & Stormwater : Aberdeen (surfacing/paving of all internal streets; priority to those indicated on map)	
2	Cemetery : Aberdeen (construction of new cemetery to be expedited and existing to be repaired & maintained)	

3	Streets & Stormwater : Wolwas & Adendorp (surface gravel street and address stormwater flooding where indicated)	
4	Speedhumps and other traffic control measures: Aberdeen (as indicated on map)	Partially a Provincial competency.
<b>WARD 8 - Top Four Service Delivery Priorities for Ward (Highest Priority First)</b>		
<b>No.</b>	<b>Priority Name and Detail</b>	<b>Progress During Year 0</b>
1	Connection of houses in Willowmore town to main sewerage line (removal of septic tanks)	
2	RDP Housing <ul style="list-style-type: none"> <li>Willowmore (new housing for Vondeling)</li> <li>Rietbron (40 houses built – identification of beneficiaries)</li> <li>Baviaanskloof (for people living in mud dwellings)</li> </ul>	Provincial competency
3	Electricity in Vondeling & Baviaanskloof	Eskom / Dept of Energy?
4	Water (provision to households in Vondeling to be addressed)	Transnet competency?
<b>WARD 9 - Top Four Service Delivery Priorities for Ward (Highest Priority First)</b>		
<b>No.</b>	<b>Priority Name and Detail</b>	<b>Progress During Year 0</b>
1	Streets & Stormwater (new, fix, maintain, pave or tar all gravel streets, maintenance of all manholes)	
2	Sidewalks along Noord- & East Street (Willowmore)	
3	Lighting in dark areas (High mast & flood lights)	
4	Building of a closed stadium at existing sport fields	
<b>WARD 10 - Top Four Service Delivery Priorities for Ward (Highest Priority First)</b>		
<b>No.</b>	<b>Priority Name and Detail</b>	<b>Progress During Year 0</b>
1	Provincial Road R338 (to be tarred)	Provincial competency.
2	ATM/Mobile Bank (to be positioned close to Police Station)	Private sector.
3	Water Purification Plant	
4	Railway Line (revitalisation)	Transnet competency.
<b>WARD 11- Top Four Service Delivery Priorities for Ward (Highest Priority First)</b>		
<b>No.</b>	<b>Priority Name and Detail</b>	<b>Progress During Year 0</b>
1	RDP Housing (new development next to Klipplaat Rd to address backlog)	Provincial competency.
2	Bulk Water Supply (pipeline between Klipfontein & Jansenville, and water quality)	
3	Sidewalks (to be constructed along gravel streets, where indicated on map)	
4	Hospital / Clinics (to be upgraded and better staffed)	Provincial competency.
<b>WARD 12 - Top Four Service Delivery Priorities for Ward (Highest Priority First)</b>		
<b>No.</b>	<b>Priority Name and Detail</b>	<b>Progress During Year 0</b>
1	RDP Housing (next to Daleview & Bosman Streets)	Provincial competency.
2	RDP Housing (approved project at Waterford to be implemented)	Provincial competency.
3	Electricity (provision at Waterford)	Eskom?
4	School/s (more teachers to be appointed)	Provincial competency.
<b>WARD 13 - Top Four Service Delivery Priorities for Ward (Highest Priority First)</b>		
<b>No.</b>	<b>Priority Name and Detail</b>	<b>Progress During Year 0</b>

1	Streets & Stormwater (new, fix, maintain, pave or tar all gravel streets, new signage)	
2	RDP Housing (housing backlog must be addressed urgently) & rectification	Provincial competency.
3	High-mast lights & flood lights in dark areas	
4	Upgrading of Vuyolwethu hall (Steytlerville)	
<b>WARD 14 -Top Four Service Delivery Priorities for Ward (Highest Priority First)</b>		
<b>No.</b>	<b>Priority Name and Detail</b>	<b>Progress During Year 0</b>
1	RDP Housing (housing delivery must be expedited to address critical need)	Provincial competency.
2	Streets (surfacing/paving of gravel streets with priority to those indicated on map)	
3	Stormwater (address areas prone to flooding as indicated on map)	
4	Speedhumps (to be constructed in areas as indicated on map)	

## **APPENDIX G.1**

<b>Revenue Collection Performance by Vote</b>						
<b>R' 000</b>						
<b>Vote Description</b>	<b>Year -1</b>	<b>Current: Year 0</b>		<b>Year 0 Variance</b>		
	<b>Actual</b>	<b>Original Budget</b>	<b>Adjusted Budget</b>	<b>Actual</b>	<b>Original Budget</b>	<b>Adjustments Budget</b>
Vote 1 - EXECUTIVE & COUNCIL		70 364	70 364	25 030		
Vote 2 - CORPORATE SERVICES - ADMINISTRATION		8 307	8 307	450		
Vote 3 - CORPORATE SERVICES - COMMUNITY SERVICES		15 579	15 579	4 655		
Vote 4 - CORPORATE SERVICES - PROTECTION		6 111	6 111	5 732		
Vote 5 - FINANCIAL SERVICES		109 028	109 028	109 471		
Vote 6 - TECHNICAL SERVICES - ENGINEERING		130 733	130 733	90 217		
Vote 7 - TECHNICAL SERVICES - ELECTRICAL		127 649	127 649	89 037		
Example 8 - Vote 8						
Example 9 - Vote 9						
Example 10 - Vote 10						
Example 11 - Vote 11						
Example 12 - Vote 12						
Example 13 - Vote 13						
Example 14 - Vote 14						
Example 15 - Vote 15						
<b>Total Revenue by Vote</b>	<b>-</b>	<b>467 771</b>	<b>467 771</b>	<b>324 592</b>	<b>-</b>	<b>-</b>

## APPENDIX G.2

Revenue Collection Performance by Source						
R '000						
Description	Year - 1	Year 0			Year 0 Variance	
	Actual	Original Budget	Adjustments Budget	Actual	Original Budget	Adjustments Budget
Property rates		33 057	33 057	21 626	-53%	-53%
Property rates - penalties & collection charges		2 384	2 384	3 903	39%	39%
Service Charges - electricity revenue		116 392	116 392	86 523	-35%	-35%
Service Charges - water revenue		32 909	32 909	24 280	-36%	-36%
Service Charges - sanitation revenue		15 716	15 716	3 116	-404%	-404%
Service Charges - refuse revenue		11 036	11 036	3 176	-248%	-248%
Service Charges - other		932	932	867	-7%	-7%
Rentals of facilities and equipment		1 124	1 124	592	-90%	-90%
Interest earned - external investments		1 340	1 340	1 696	21%	21%
Interest earned - outstanding debtors		3 779	3 779	1 957	-93%	-93%
Dividends received						
Fines		251	251	77	-228%	-228%
Licences and permits		4 098	4 098	4 125	1%	1%
Agency services		1 650	1 650	329	-402%	-402%
Transfers recognised - operational		131 095	131 095	101 847	-29%	-29%
Other revenue		3 425	3 425	691	-396%	-396%
Gains on disposal of PPE		453	453	3 550	87%	87%
Environmental Protection						
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>–</b>	<b>359 641</b>	<b>359 641</b>	<b>258 353</b>	<b>-39.21%</b>	<b>-39.21%</b>

## VOLUME II: ANNUAL FINANCIAL STATEMENTS ANNUAL PERFORMANCE REPORT 2016/17