

**A N N**  
**U A L**  
**R E P**  
**O R T**

**2020**  
**2021**



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## LIST OF ACRONYMS

A	African Race
ACVV	'Afrikaanse Christelike Vroue Vereniging'
AG	Auditor General
AGSA	Auditor-General South Africa
AQMP	Air Quality Management Plan
AR	Annual Report
ART	Anti-Retroviral Treatment
ASC	Audit Steering Committee
C	Coloured Race
CAD	Computer Aided Draft
CBD	Central Business District
CLW	Community Liaison Worker
CRR	Capital Replacement Reserve
CRF	Cape Retirement Fund
CSD	Central Supplier Database
CWD	Cape Winelands District
CWDM	Cape Winelands District Municipality
DA	Democratic Alliance
DCAS	Department of Cultural Affairs and Sport
DCF	District Coordinating Forum
DEADP	Department of Environmental Affairs and Development Planning
DHS	Department of Human Settlements
DLG	Department of Local Government
DM	District Municipality
DoHS	Department of Human Settlements
DSBD	Department of Small Business Development
DSD	Department of Social Development
DTIC	Department of Trade, Industry and Competition
DWA	Department of Water Affairs
EPWP	Extended Public Works Programme
GCIS	Government Communication and Information Systems
GDP	Gross Domestic Product
GDPR	Gross Domestic Product Per Region
GMA	Govan Mbeki Awards
GRAP	Generally Recognised Accounting Practice
GVA	Gross Value Added
HDI	Human Development Index
HIV/AIDS	Human Immuno-deficiency Virus/Acquired Immuno-deficiency Syndrome
HR	Human Resources
HSP	Human Settlement Plan
I	Indian Race
ICROP	Integrated Community Registration Outreach Programme
ICT	Information Communication and Technology
IDP	Integrated Development Plan
IEC	Independent Electoral Commission of South Africa
IERM	Institute of Environment and Recreation Management
IGR	Inter-Governmental Relations
IIAMP	Integrated Infrastructure Asset Management Plan

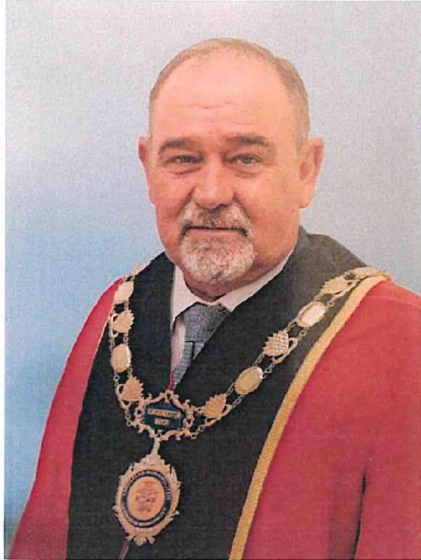
IIF	Infrastructure Investment Framework
IPS	Integrated Performance System
IRDP	Integrated Residential Development Programme/Project
ISA	International Standard on Auditing
ISSP	Informal Settlement Support Program
IT	Information Technology
ITP	Integrated Transport Plan
IWMP	Integrated Waste Management Plan
IYM	In-year Monitoring
JOC	Joint Operations Centre
KPA	Key Performance Area
KPI	Key Performance Indicator
Kv	Kilo Volt
LED	Local Economic Development
LGMTECH	Local Government Municipal Technical Engagement Committee
LG MTECH	Local Government Medium Term Expenditure Committee
LGSETA	Local Government Sector Education Training Authority
LIZS	Langeberg Integrated Zoning Scheme
LOC	Local Organisational Committee
LUPA	Land Use Planning Act
LUPO	Land Use Planning Ordinance
MAG	Montagu Ashton 'Gemeenskapsdienste' (Community Services)
MBRR	Municipal Budget and Reporting Regulations
MFIP	Municipal Finance Improvement Programme
MFMA	Municipal Finance Management Act
MIE	Management Integrity Evaluation
MIG	Municipal Infrastructure Grant
MM	Municipal Manager
MMC	Member of the Mayoral Committee
MMP	Maintenance Management Plan
MN	Municipal Notice
MOP	Municipal Outreach Programme
MPAC	Municipal Property Assessment Committee
MPRA	Municipal Property Rates Act
MRF	Materials Recovery Facility
MSA	Municipal Systems Act
mSCOA	Municipal Standard Chart of Accounts
MSS	Municipal Support Services
MTREF	Medium Term Revenue and Expenditure Framework
MuSSA	Municipal Strategic Self-Assessment
NDHS	National Department of Human Settlements
NCC	National Consumer Commission
NGO	Non-Governmental Organisation
NRCS	National Regulator for Compulsory Specifications
NO	Number
NPO	Non-Profit Organisation
PA	Personal Assistant
PMP	Pavement Management Plan
PMS	Performance Management System

PMS	Pavement Management System
PPCOM	Public Participation and Communication
PR	Proportional Representative
PROV	Provincial
PSG	Provincial Strategic Goal
PT	Provincial Treasury
RAD	Rural Arts Development
RDP	Reconstruction and Development Programme
SA	South Africa
SALGA	South African Local Government Association
SANS	South African National Standards
SAPS	South African Police Services
SASSA	South African Social Security Agency
SCM	Supply Chain Management
SDBIP	Service Delivery Budget Implementation Plan
SDF	Spatial Development Framework
SEDA	Small Enterprise Development Agency
SEPLG	Socio-economic Profile of Local Government
SLA	Service Level Agreement
SLIMS	Seta Library Information Management System
SMME	Small, Medium and Micro Enterprises
SMT	Senior Management Team
SOP	Standard Operating Procedure
SPCA	Society for the Prevention of Cruelty to Animals
StatsSA	Statistics South Africa
STEERCOM	Steering Committee
SWMP	Storm water Management Plan
TB	Tuberculosis
TL	Top Level
TRP	Title Deed Restoration Programme
UISP	Upgrade of Informal Settlements Programme
W	White Race
WC	Western Cape
WDM	Water Demand Management
WSDP	Water Service Development Plan
WSP	Workplace Skills Plan
WTW	Water Treatment Works
WWTW	Wastewater Treatment Works

# CHAPTER 1

## MAYOR'S FOREWORD & EXECUTIVE SUMMARY

## 1.1 MAYOR'S FOREWORD



Looking back on the period under review, we can proudly proclaim that, through a range of targeted interventions and strategic policy directives, we have again, succeeded to put our people first.

Not only have we taken great care to identify and respond to the needs of our community, as captured in our Integrated Development Plan (IDP), but the quality services delivered during the 2020/2021 financial year have also strongly put us on a path to achieve our vision to be the best municipality, in so far as providing strong leadership, good governance and sound financial management.

Our IDP highlights the identified needs of our residents for healthy and dignified living, safe communities, accessible economic opportunities and efficient service delivery. The IDP informs our budget and creates opportunities throughout our municipality, as far as our limited resources can reach.

### **Key Policy Developments**

To improve good governance and accountability, our policies and strategies are regularly revised to ensure that it remains relevant and that the Municipality's management systems stay effective, efficient and transparent. The municipality ensured alignment of its core service delivery strategy with the National Development Plan (NDP- 2030 Vision) and the Provincial Strategic Plan.

### **Key Service Delivery Improvements**

We continued to anchor our vision to be the best municipality and committed to serve and impact the lives of Langeberg residents in the most positive way possible. We have implemented projects that allowed for upgrades to electrical infrastructure and recreational facilities, and focussed on keeping towns clean, to mitigate the possible spread of COVID19.

### **Public Participation**

Public Participation is a key performance area for the municipality, and it is included in the performance agreements of senior management. The municipality adapted well to the new norms for public participation and kept communities well-informed via existing non-contact channels. The IDP participation programme complied with all the required Covid-19 safety protocols.

### **Future Actions**

The adopted 2021/2022 IDP sets out Council's development path, goals and actions for the Langeberg municipal area for the next reporting year. Although a huge challenge, stimulating the local economy, job creation and the upgrading of our roads remain pressing priorities.

### **Conclusion**

This Annual Report is a true testimony of the committed effort of our Council, administration and communities to harness our challenges and to unify and collaborate in our quest to achieve our goals.



**Alderman SW Van Eeden**  
**Executive Mayor**



## 1.2 EXECUTIVE SUMMARY

### 1.2.1 MUNICIPAL MANAGER'S OVERVIEW



The annual report serves as a platform to account for the activities and financial performance of Langeberg Municipality. The report highlights the progress and achievements made towards the outlined priorities set out in the Integrated Development Plan (IDP) and aligned projects of the Service Delivery Budget and Implementation Plan (SDBIP).

This report of the 2020/2021 financial year is presented against the backdrop of a COVID-19 pandemic. With the primary intention to save lives, the implementation of a lockdown and alert level restrictions directly affected our economy and the livelihoods of our people.

It severely affected exports, tourism, production, business viability, job creation and job retention. This caused Langeberg Municipality to face increased operational and budgetary challenges.

The impact on our local economy and businesses has been significant and it will affect us for some time to come. A decrease in revenue collection, a direct increase in poverty and indigent support and an

increasing demand for access to basic services, linked to the continued growth of informal settlements and illegal land invasion, have been recorded.

The restrictions have also tested our flexibility to adapt to a new normal and a changed way of ensuring public participation.

Despite these challenges, progress was made. Various interventions could be implemented, because of political collaboration, accountable, administrative governance and the committed support of all other government spheres.

We proudly upheld our record of maintaining a **XXX audit finding** by the Auditor-General of South Africa, underpinning our compliance with legislation and the management of public funds to the benefit of our citizens.

The achievements and challenges for each of our strategic objectives are listed below, including some projects that were carried over from the previous financial year, and which were completed in the 2020/2021 financial year.

#### 1. **Effective approach to human settlement and improved living conditions of all households**

- One of the municipality's major challenges is the continued spate of illegal squatters in the Langeberg area. This puts pressure on service delivery, financial viability and a housing backlog that cannot be met. The municipality however continues the aim for integrated communities and improved living.
- Completed 43 purchase agreements for the registration of title deeds.

#### 2. **Maintain the infrastructure to provide basic services to all citizens**

- Spent 95% of the budget allocation for new connections
- Upgraded the ablution facilities at the Van Zyl Street sports grounds
- Upgraded the sports ground in McGregor
- Replaced the sand filter system at the Dirkie Uys swimming pool
- Upgraded the Happy Valley security fencing
- Upgraded the 11Kv line at Buitekantstraat, McGregor
- Upgraded of the 11Kv line at Mc Gregor / Boesmansrivier
- Upgraded of the 11Kv line at Goedemoed
- Replaced the 66Kv switchgear (Goudmyn and Le Chasseur substations)
- Replaced 11Kv oil insulated switchgears
- Rehabilitated/upgraded existing tar roads in the central business districts of all 5 towns
- Electrification of Kenana, Robertson

- Upgraded the roads and storm water in Nkqubela, Robertson
- Upgraded the water network in Zolani, Ashton
- Installed palisade fencing at the Ashton landfill site
- Refurbished the old filters at McGregor Water Treatment Works
- Replaced the 66Kv transformers at Robertson Main Substation
- Upgraded the 11Kv cable feeder from White Street Substation to Van Zyl Street, Robertson
- Upgraded the 11Kv Line to Poortjieskloof
- Upgraded roads & stormwater infrastructure in Asbury Montagu, Ashton and Robertson
- Replaced pre-paid meters
- Upgraded the filters at Montagu Water Treatment Works
- Replaced safety and test equipment
- Replaced and repaired street lights
- 100% of water samples complied with SANS241 micro biological indicators
- Upgraded of the bus route at August Street in Nkqubela, Robertson
- Reconstructed Wolhuter Street in Nkqubela, Robertson
- Upgraded the ICT Infrastructure
- Purchased corporate equipment for the directorates

**3. Create an enabling environment for economic growth and decent employment**

- Created 557 job opportunities through the Expanded Public Works Programme

**4. An efficient, effective, responsive and accountable administration**

- Limited the unaccounted for water to 13.36% by 30 June 2021
- Recycled 2 647.13 tons of domestic waste by 30 June 2021
- Limited the unaccounted for electricity to 5.00%
- Comply with the approved EE Plan, in terms of the number of people from the employment equity target groups, employed in the 3 highest levels of management
- Implemented the Workplace Skills Plan
- Submitted the draft Annual Report to Council
- Submitted the Mid-Year Performance Report to Council, in terms of Sect. 72 of the MFMA
- Submitted the final, reviewed IDP to Council
- Reviewed the Disaster Management Plan and submitted it for assessment
- Submitted the Top Layer SDBIP to the Mayor for approval, within 14 days after the approval of the Annual Budget
- Completed the review of the Spatial Development Framework and submitted to Council
- Submitted the Oversight Report on the Annual Report
- Developed a Risk Based Audit Plan, submitted to the MM and Audit Committee
- Made alterations to Ablution Building
- Upgraded the Wilhelm Thys Community security fencing
- Upgraded the ablution facilities at Zolani Sports field

**5. Sound financial management: adherence to all laws and regulations applicable to Local Government**

- Spent 95% of the total amount budgeted for the purchase of office furniture & office equipment
- 82.47% of lab- tested effluent samples complied with permit values
- Spent 95% of the total amount budgeted for replacement and repairs on the electricity network
- Spent 95% of the total amount budgeted for the upgrade and alteration of the municipal offices
- Provided free basic water to 6 657 indigent households
- Provided free basic electricity to 6 685 indigent households
- Provided free basic sanitation to 6 673 indigent households
- Provided free basic refuse removal to 6 682 indigent households
- Provided water to 14 761 formal residential households
- Provided electricity to 17 729 formal residential households
- Provided sanitation to 15 027 formal residential households

- Removed refuse at 15 069 residential properties once per week
- Submitted monthly reports in terms of Section 71 of the MFMA to Council;
- Submitted the final Annual Budget to Council
- Achieved a debtor payment percentage of 99.68%

**6. Effective stakeholder engagements: to promote civic education**

- Arranged and attended 72 monthly Ward Committee Meetings
- Obtained inputs for the Integrated Development Plan and in the budget process

Although faced with major challenges and uncertainties, our passion and dedication allowed us the continued promotion of good governance, accountability, financial health and improved service delivery to our citizens.

I conclude with the Municipality's commitment to stay focussed on achieving this Council's objectives, all aimed at improving the lives and prospects of our residents.

I herewith present this 2020/2021 Annual Report.



**ASA de Klerk**  
**Municipal Manager**

## 1.2.2 MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW

### 1.2.2.1 Municipal Functions

In accordance with Section 155/156 of the Constitution and Chapter 3 of the Municipal Systems Act, 2000 (Act no. 32 of 2000), the broad functions and powers of the Municipality are tabled in this Annual Performance Report.

Langeberg Municipality is a Category B municipality that shares municipal executive and legislative authority with the Cape Winelands District Municipality.

### 1.2.2.2 Access to Basic Services and Housing

Access to basic services such as potable water, basic sanitation, safe energy sources and refuse removal services ensures that the **30 543** households within the Langeberg Municipality enjoy a decent standard of living. To satisfy these basic requirements, the Municipality contributed as follows to the functions below (StatsSA's Community Survey 2016). *The next household survey, which includes municipal level access to household services, will be the Census in 2021.*

- **Water:** Access to potable water in Langeberg was recorded at 97, 8%.
- **Sanitation:** An estimated 89, 1% of households in Langeberg had access to basic sanitation services.
- **Electricity:** Langeberg Municipality's household access level to electricity was 94.2%.
- **Refuse removal:** The household access level to refuse removal in the Langeberg municipal area was 71, 5%.
- **Housing:** 90, 4% have access to housing in the form of a formal dwelling.
- **Roads:** Road construction and maintenance are costly. Addressing inherited backlogs, coupled with funding constraints, remain a persistent challenge.

Table 1: Basic Services

Non-Financial Census of Municipality	2018/2019	2019/2020	2020/2021
Number of formal residential properties that receive piped water	14 142	14 211	14761
Number of indigent households receiving free basic water	6 665	6 516	6657
Number of residential properties which are billed for electricity or have pre-paid meters	15 201	17 062	17729
Number of indigent households receiving free basic electricity	6 954	6 704	6685
Number of residential properties which are billed for sanitation/sewerage	14 619	14 676	15027
Number of indigent households receiving free basic sanitation services	6 828	6 585	6673
Number of residential properties which are billed for refuse removal	14 664	14 747	15069
Number of indigent households receiving free basic refuse removal services	6 836	6 593	6682

### 1.2.2.2.1 Free Basic Services

As per the Constitution, it is the responsibility of the local sphere of government to provide services that satisfy the basic needs of its citizens. The Municipal Systems Act 32 of 2000 in turn defines basic municipal services as those necessary to ensure an acceptable and reasonable quality of life and, if not provided, would endanger public health or safety or the environment. Such basic services include, but are not limited to the provision of water, sewage collection and disposal, refuse removal, municipal health services, street lighting, parks and recreation facilities etc.

Government however provides a basket of free basic services (water, sanitation, refuse removal and electricity) which aims to improve the lives of the poorest and most vulnerable communities. To qualify for the basket of free basic services, a household must be classified as an indigent household as per the criteria determined by individual local municipalities. In general, a household is classified as indigent when the occupants in said households earn a combined income of less than a certain amount (poverty threshold) defined by the indigent policy of a municipality at that point in time. Municipalities review their indigent policies (and as such the determined amount) on an annual basis to bring the defined amount in line with reigning socio-economic conditions. According to StatsSA, in 2017 most municipalities classified an indigent household as a family earning a combined income of less than R3 200 per month.

Indigent households qualify for free basic water, electricity, sanitation and waste removal services. In 2021, the Langeberg municipal area had 6685 indigent households, 53 households less compared to 2020.

### 1.2.2.3 Population

The population of the Langeberg municipal area equated to 118 434 people in 2020, making it one of the less populated areas in the Cape Winelands District (CWD). This total is expected to grow to 126 640 by 2024, equating to an average annual growth rate of 1.7 per cent.

#### Sex Ratio

The overall sex ratio (SR) depicts the number of males per 100 females in the population. The data indicates that there are more females than males in the Langeberg area with a ratio of 95.4 males per 100 females in 2020, rising to a predicted 96.1 males per 100 females in 2024. The increasing sex ratio for the Langeberg municipal area could be attributed to a wide range of factors such as an increase in female mortality rates as well as the potential inflow of working males to the municipal area.

#### Age Cohorts

Table 2: Population composition per age cohorts

Langeberg: Age Cohorts, 2019 – 2025				
Year	Children 0 – 14 Years	Working Age 16 – 65 Years	Aged 65+	Dependency Ratio
2019	35 318	75 400	6 732	55,8
2022	37 125	80 044	7 516	55,8
2025	38 750	84 311	8 079	55,5
Growth	1,6%	1,9%	3,1%	-

The above table depicts the Langeberg population composition per age cohorts. These groupings are also expressed as a dependency ratio which in turn, indicates who are part of the workforce (Age 15 - 64) and who are depending on them (children and seniors). A higher dependency ratio means a higher pressure on social systems and the delivery of basic services.

In Langeberg, the expected dependency ratio remained unchanged at 55.8% between 2019 and 2022, however, in 2025, it is expected to decrease to 55.5%.

## Household Size

Household size refers to the number of people per household. In the Langeberg municipal area, no change in household size is expected between 2020 and 2023, with the actual size of households estimated to remain at 3.9 persons per household. The average household size is expected to drop marginally in 2024 to 3.8 persons per household

### 1.2.2.3.1 Population Reality and Implications

**Size:** Langeberg has the lowest population within the Cape Winelands District, and according to population forecasts by the Department of Social Development, Langeberg Municipality's population will continue to grow at a rate of 4.4% on average per annum..

*Graph 1: Distribution of the Population by Population Group in Langeberg Municipal Wards*



**Age/Gender:** Population increases are expected at the younger ages, particularly 10 to 14 years, as well as in the working age population between 35 and 44 years. This holds particular implications for the provision of educational facilities and services related to children about to enter (and already attending) high school. The growth in the labour force results in a greater need for employment opportunities.

## **1.2.2.4 Environmental Reality and Natural Resources**

### **1.2.2.4.1 Land-use**

The Premier of the Western Cape province has assented to Act no 3 of 2014: Western Cape Land Use Planning Act, 2014 (LUPA), which was published in Provincial Gazette Extraordinary, 7250, for general information on 7 April 2014.

The Langeberg Municipal Land Use Planning By-Law, May 2015, was published (PN 264/2015) for general information on 30 July 2015.

The Langeberg Integrated Zoning Scheme By-Law, 2018 was published (PN 71/2018) for general information on 18 May 2018.

### **1.2.2.4.2 Solid Waste Management**

Providing sufficient disposal airspace has been identified as a priority, as the commissioning of the Cape Winelands Regional Facility has been delayed to at least mid- 2023. The Langeberg Municipality has to continue with waste disposal at viable alternatives, until the Regional Facility can accept waste.

### **1.2.2.4.3 Waste Minimisation**

All the waste management facilities, which trigger waste listed activities, are licensed or authorised in terms of the National Environmental Management: Waste Act, 59 of 2008. The municipality delivers waste removal, storage and disposal services in a manner that does not conflict with national or provincial norms and standards and conducts internal and external audits on all sites as required.

The Langeberg Solid Waste Management Department engages in multiple waste minimisation, reuse and recycling initiatives. Besides offering separation at source for the main towns, the municipality provides educational programmes that drive and increase the community's levels of participation. The municipal newsletter is used to encourage waste minimisation and spread useful information on recycling.

An average of between 60% to 85% compliance in terms of waste licence conditions has been maintained.

### **1.2.2.4.4 Air Quality**

The Department of Environmental Affairs and Development Planning and the Cape Winelands District Municipality are maintaining good intergovernmental relations on air quality matters and continue to deal with air quality, noise, odour and dust complaints

An Air Quality Management Plan for the Langeberg Municipal area was approved by Council and the Air Quality By-law for the Langeberg Municipal area was promulgated in the Provincial Gazette Extraordinary, 8194, on Friday, 24 January 2020.

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#### **1.2.2.4.5 Climate Change and Global Warming**

In line with the Climate Change Response Strategy of the Western Cape Government, Langeberg Municipality's response to climate change and global warming, include the following:

- Minimizing resource use and wastage by improving water and energy efficiencies
- Waste minimisation;
- An Air Quality Management Plan and approved Air Quality By-law
- A Disaster Management Plan with disaster risk assessments; and
- Improved institutional capacity to coordinate environmental management

Since climate change has a direct impact on the Municipality's ability to meet service delivery objectives, the Municipality's response also included driving citizen-awareness to the need for social and economic adaptation. This was mainly achieved by means of information sharing on pressing matters in the Municipality's monthly newsletter.

#### **1.2.2.5 Economy and Labour Market Performance**

In 2018, the economy of Langeberg municipal area was valued at R6.996 billion (current prices) and employed 54 041 people. Historical trends between 2014 and 2018 indicate that the municipal economy realised an average annual growth rate of 1.9 per cent which can be attributed to the relatively good tertiary sector growth of 3.4 per cent as well as relatively good growth in the electricity, gas and water and construction sectors (within the secondary sector) of 2.6 per cent and 2.3 per cent respectively.

In terms of sectoral contribution, finance, insurance, real estate and business services, the transport, storage and communication and the wholesale and retail trade, catering accommodation sectors were the main drivers that contributed to the strong growth in the tertiary sector, growing at 5.1 per cent, 4.0 per cent and 2.8 per cent respectively between 2014 and 2018.

Overall, the finance, insurance, real estate and business services performed well in 2019, with growth of 4.7 per cent, with relatively good growth in the transport, storage and communication and community, social and personal services sectors, with estimated growth of 1.8 per cent and 1.6 per cent in 2019 respectively.

Employment creation for 2019 was poor overall, with most sectors registering poor employment growth or contractions in the number of jobs per sector. Overall, a balance of 223 jobs was lost, mostly through the losses in the construction (loss of 215 jobs), community, social and personal services (loss of 193 jobs) and agriculture, forestry and fishing (loss of 183 jobs) sectors.

Despite the agriculture, forestry and fishing sector's important role in the local economy, being the sector employing the largest number of people in the municipal area (25.9 per cent in 2018), this sector experienced below-average performance between 2014 and 2018 and is estimated to have contracted by 0.9 per cent in 2019. Fortunately, this sharp contraction led to an estimated loss of only 183 jobs. The agriculture, forestry and fishing sector is still recovering from the Province wide drought.



Table 3: GDP Growth

SECTOR	GDP			Employment		
	R Million value 2018	Trend 2014 - 2018	Real GDP growth 2019e	Number of jobs 2018	Average annual change 2014 - 2018	Net change 2019e
<b>Primary Sector</b>	<b>908.8</b>	<b>-0.9</b>	<b>-10.0</b>	<b>14 016</b>	<b>44</b>	<b>-184</b>
Agriculture, forestry & fishing	898.1	-0.9	-10.1	13 998	45	-183
Mining & quarrying	10.7	1.2	-2.9	18	0	-1
<b>Secondary sector</b>	<b>1 762.6</b>	<b>0.1</b>	<b>-2.2</b>	<b>7 402</b>	<b>88</b>	<b>-355</b>
Manufacturing	1 238.9	-0.6	-2.2	4 650	0	-140
Electricity, gas & water	149.9	2.6	-2.0	106	2	0
Construction	373.8	2.3	-2.5	2 646	85	-215
<b>Tertiary sector</b>	<b>4 324.2</b>	<b>3.4</b>	<b>2.5</b>	<b>32 623</b>	<b>980</b>	<b>316</b>
Wholesale & retail trade, catering & accommodation	1 354.7	2.8	1.2	12 981	401	282
Transport, storage & communication	743.6	4.0	1.8	2 119	63	129
Finance, insurance, real estate & business services	1 187.3	5.1	4.7	7 202	328	27
General government	573.0	0.6	1.2	3 425	51	71
Community, social & personal services	465.6	2.5	1.6	6 896	137	-193
<b>Langeberg</b>	<b>6 995.6</b>	<b>1.9</b>	<b>-0.3</b>	<b>54 041</b>	<b>1 112</b>	<b>-223</b>

Source: Socio-Economic Profile, 2020

#### 1.2.2.6 Formal and Informal Employment

It is estimated that the Langeberg municipal area's total employed will in 2019 amount to 53 818 workers of which 32 858 (61.1 per cent) are in the formal sector while 20 960 (38.9 per cent) are informally employed. Most of the formally employed consisted of low-skilled workers (45.7 per cent) and semi-skilled (37.9 per cent) workers. Although the skilled category only contributed 16.4 per cent to total formal employment (2019), it outpaced the other two categories in terms of average annual growth – between 2015 and 2019, the skilled cohort grew on average by 3.5 per cent (albeit off a small base) while the semi-skilled and low-skilled categories grew at 3.2 and 0.1 per cent respectively. The growth in the skilled category reflects the market demand for more skilled labour. Evidently, the demand for skilled labour is on the rise which implies the need to capacitate and empower low-skilled and semi-skilled workers. Formal employment overall grew by 1.8 per cent between 2015 and 2019.

#### 1.2.2.7 Unemployment

Over the last decade, the unemployment rate has fluctuated starting at 5.1 per cent in 2009, ending at 7.2 per cent in 2019. Langeberg's unemployment rate of 7.2 per cent in 2019 is lower than the District's 10.7 per cent and considerably lower than the Province's 19.4 per cent.

Table 4: Langeberg trends in labour force skills, 2015-2019

Langeberg: Trends in labour force skills, 2015 – 2019				
Formal employment by skill	Skill level contribution 2019 (%)	Average growth (%) 2015-2019	Number of jobs	
	2017	2014 - 2018	2018	2019
<b>Skilled</b>	16.4	3.5	5 268	5 404
<b>Semi-skilled</b>	37.9	3.2	12 187	12 449
<b>Low skilled</b>	45.7	0.1	14 854	15 005
<b>Langeberg</b>	<b>100.0</b>	<b>1.8</b>	<b>32 309</b>	<b>32 858</b>

Source: Socio-Economic Profile, 2020

Table 5: Langeberg employment growth per sector, 2009 - 2019

Informal Employment	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Number of informal jobs	21 402	19 316	19 260	19 570	20 917	21 287	23 109	21 342	22 233	21 732	20 960
% of Total Employment	45.8	43.7	43.2	42.5	43.1	43.5	43.0	40.5	41.3	40.2	38.9

Source: Socio-Economic Profile, 2020

Table 6: Unemployment Rates for the Western Cape (%)

Informal Employment	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Number of informal jobs	21 402	19 316	19 260	19 570	20 917	21 287	23 109	21 342	22 233	21 732	20 960
% of Total Employment	45.8	43.7	43.2	42.5	43.1	43.5	43.0	40.5	41.3	40.2	38.9

Source: Socio-Economic Profile, 2020

### 1.2.2.8 Poverty

- **GDPR Per Capita**

An increase in real regional gross domestic product (GDPR) per capita, i.e. GDPR per person, is experienced only if the real economic growth rate exceeds the population growth rate. Even though real GDPR per capita reflects changes in the overall well-being of the population, not everyone within an economy will earn the same amount of money as estimated by the real GDPR per capita indicator.

The Langeberg municipal area has the lowest GDPR per capita in the District. At R39 000 in 2018, Langeberg's per capita GDPR is below that of the Cape Winelands District (R 50 000) and Western Cape as a whole (R59 000).

- **Income Inequality**

The National Development Plan (NDP) has set a target of reducing income inequality in South Africa from a Gini coefficient of 0.7 in 2010 to 0.6 by 2030. However, between 2015 and 2018, income inequality has worsened in Langeberg area, with the Gini-coefficient increasing from 0.52 in 2015 to 0.59 in 2018.

Worsening income inequality could also be seen across the Cape Winelands District (0.55 in 2015 and 0.61 in 2018) as well as the Western Cape Province (0.56 in 2015 and 0.62 in 2018).

- **Human Development**

The Human Development Index (HDI) is a composite indicator reflecting on education levels, health, and income. It is a measure of peoples' ability to live a long and healthy life, to communicate, participate in the community and to have sufficient means to be able to afford a decent living. The HDI is represented by a number between 0 and 1, where 1 indicates a high level of human development and 0 represents no human development. The United Nations uses the Human Development Index (HDI) to assess the relative level of socio-economic development within countries.

There has been a general increase in the HDI for the Langeberg municipal area, from 0.73 in 2012 to 0.78 in 2018. There has been a similar upward trend for the Cape Winelands District as well as for the Western Cape.

### 1.2.2.9 Indigent Households

The objective of the indigent policies of municipalities is to alleviate poverty in economically disadvantaged communities.

*Table 7: Indigent Households*

Area	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Langeberg	7 265	7 478	6 954	6 738	6685

*Table 8: Basic Service Delivery Challenges as at June 2021*

Informal settlement area	Backlog Housing Database List	Number of dwellings	Challenges
Nkanini, Nkqubela	1479	724	5 X Water Tanks, Limited water access points and toilets
Robertson North	2638	234	2 X Water Tanks, Water Taps, No access to Sanitation
Nkandla, Zolani	1423	381	2 X Water Tanks, No access to sanitation
Riemvasmaak, Ashton		141	2 X Water Tanks, No access to sanitation
Mandela Square, Montagu	1113	271	Limited water access points and communal toilets
Boekenhoudskloof, Bonnievale	1562	588	Limited water access points and communal toilets
McGregor	509	28	Limited access to water and communal toilets

### 1.2.3 FINANCIAL HEALTH OVERVIEW

Table 9: Financial Overview

Financial Overview - Year 2020/2021			
Details	Original Budget	Adjustment Budget	Actual
Income			
Grants	153 780 000	186 248 161	146 587 651
Taxes, Levies and tariffs	604 301 962	613 775 390	615 931 707
Other	36 523 918	34 971 669	50 507 813
Sub Total	<b>794 605 008</b>	<b>834 995 220</b>	<b>813 027 171</b>
Less Expenditure	777 861 851	817 160 768	779 063 139
Net Total*	<b>16 743 157</b>	<b>17 834 452</b>	<b>34 033 186</b>
*Note: surplus/deficit)			

The following table highlights some key financial management challenges experienced in 2020 / 2021.

- Financial system functionality

Table 10: Key Financial Challenges and Interventions

Key Financial Challenges and Interventions	
Challenges	Interventions
Improving the current turnaround time in populating financial information for financial reporting purposes.	Upgrading of the PROMUN financial system to its full capacity, to timely generate financial information for improved financial reporting
Ensuring more effective, efficient and improved interpretation of financial information, to make informed decisions throughout the financial planning process.	Linking the Stores requisition system to Collaborator for the electronic processing of transactions
	Updating the Accounting Policy in the financial statements to ensure consistency with the treatment of capitalized restoration cost
Debt collection: Outstanding debts of more than 90 days are increasing	Third Party Vending Project is on-going
The high rate of staff turnover negatively affects productivity. Trained staff is lost - many within a short space of time.	Debt collection (long outstanding) by external service provider is on-going
	Investigate the viability of outsourcing external pay points through third party vending in the future
	General Valuation
Timely processing of requisitions during high volume periods (at the beginning of a financial year and before cut-off date for requisitions)	Updating of the Suppliers Database to ensure that no duplicate suppliers are registered thereon
Verification of false information supplied by suppliers	Ensure implementation of the SCM Policy i.t.o. action taken against suppliers providing false information
	Develop staff capacity, to give effect to all SCM functions as prescribe in the SCM regulations
	Develop efficiency on demand management.

### 1.2.3.1 Financial Health

Based on the operating ratios provided below as well as endorsed by the opinion of the Auditor General, the municipality is of sound financial health.

*Table 11: Operating Ratios*

Operating Ratios				
Detail	%	Expected	Variance from norm	Comment
		Norm		
Employee Cost	29.06%	30%	<b>0.94%</b>	Below industry norm
Repairs & Maintenance	2.78%	8%	<b>5.22%</b>	Below industry norm
Finance charges and Impairment	2.63%	12%	<b>9.37%</b>	Low reliance on external funding

*Table 12: Total Capital Expenditure*

Total Capital Expenditure				
Detail	2018/2019	2019/2020	2020/2021	Comments on variations between
				Actual and Adjustment Budgets
Original Budget	88 111	95 434	79 802	Various factors contributed to the capital budget not being fully spent
Adjustment Budget	101 331	83 732	109 322	
Actual	94 270	69 068	57 635	

### 1.2.4 RISK ASSESSMENT

The organisational risks for 2020/2021 were assessed and a Risk Register was developed. The Langeberg Municipality's strategic risks and mitigation measures follow below:

Table 13: Strategic Risks and Mitigating Measures

Risk Description	Mitigating Measures
<b>SO2: Basic Service Delivery: Maintain the infrastructure to provide basic services to all citizens</b>	
Power failures in the municipal area.	<ul style="list-style-type: none"> <li>• Appointment of service provider to assist with relocation and eviction services to prevent illegal land invasion.</li> <li>• Implementation of the municipality's Credit Control &amp; Debt Collection Policy and Municipal By-law on Electricity Supply, whereby the municipality sends out notices for the disconnection of electricity supply to households identified of providing electricity to other households by means of illegal connections.</li> <li>• Members of the community contact the municipality's call centre to log complaints about power failures / outages.</li> </ul>
Risk that the municipality is approaching a shortage of cemetery space in all towns.	<ul style="list-style-type: none"> <li>• EIA permission has been received for the expansion of Ashton Silo's cemetery.</li> <li>• In instances where the walls in-between graves collapsed the municipality convert these graves into a trench for built-in graves. These graves will be used, whether for bricked out or pauper burials.</li> <li>• The remaining space provided for roads be utilised for digging of additional graves.</li> </ul>
Risk that the municipality is approaching a shortage of airspace at the Ashton landfill site.	<ul style="list-style-type: none"> <li>• Application for increased height of cells at Ashton Landfill Site, recycling.</li> <li>• Palisade fencing build at the Ashton landfill site for access control.</li> </ul>
Insufficient water supply.	<ul style="list-style-type: none"> <li>• Cameras were placed at the Ashbury lower and Zolani pump stations, and reservoirs at Cogmanskloof.</li> <li>• Alarm system installed at the Zolani pump station which includes security patrols by a security company.</li> <li>• The municipality charges block tariffs to consumers based on their water consumption.</li> <li>• Water restrictions and penalties are imposed during drought conditions. Implement standard operating procedures for implementing water restrictions.</li> <li>• Communities can report on a 24/7 basis, complaints and faults at the Call Centre.</li> <li>• Implementation of Water Services Development Plan (WSDP).</li> <li>• Emergency replacements of burst pipes.</li> <li>• Repairs of pump stations.</li> <li>• Load shedding schedule.</li> </ul>

Risk Description	Mitigating Measures
Risk of flooding.	<ul style="list-style-type: none"> <li>• Storm water master plans were developed and updated for all towns, except McGregor</li> <li>• Cleaning of storm water systems in the municipal area.</li> <li>• The municipality uses a high pressure pipe cleaning machine to clean the channels.</li> <li>• Management ensures that all complaints received are attended to by performing a reconciliation on complaints received and job cards for each complaint attended to.</li> <li>• Communities can report faults and lodge complaints on a 24/7 basis, at the Call Centre.</li> </ul>
Poor roads infrastructure.	<ul style="list-style-type: none"> <li>• A Pavement Management System (PMS) plan providing an overview on the conditions of roads and recommendations was developed and approved.</li> <li>• Master plans are in place and funding has been allocated for maintaining the roads.</li> </ul>
Under spending of capital budget.	<ul style="list-style-type: none"> <li>• Annual procurement plan.</li> <li>• Quarterly targets on SDBIP to monitor performance.</li> <li>• Performance evaluations.</li> <li>• Project Management Unit.</li> <li>• Contract register.</li> <li>• Set time frames for bid committee operations</li> </ul>
<b>SO4: An Efficient, Effective, Responsive &amp; Accountable Administration</b>	
Unlawful land use in the Municipal jurisdiction.	<ul style="list-style-type: none"> <li>• Implementation of law enforcement unit to apply applicable legislation/bylaws</li> <li>• Availing of legal capacity to implement legal action against transgressors</li> </ul>
Compromised water and wastewater quality.	<ul style="list-style-type: none"> <li>• Expansion of existing water and sanitation master plans to include analysis of water and wastewater treatment plants management, processes, capacities and compilation of comprehensive operation manuals.</li> <li>• Water &amp; wastewater treatment training programmes included annually in the workplace skills plan (WSP). For monitoring in terms of the WSP, reporting is done to the Training Committee on a quarterly basis.</li> <li>• Compliance with SANS 241, Microbiological indicators. Internal monitoring done at the treatment works to ensure compliance with the SANS standards.</li> <li>• Safeguarding of water and wastewater treatment works by means of attendants at treatment works' and fencing.</li> <li>• The SANS standards are displayed at all treatment works for ease of reference when performing testing on water and wastewater samples.</li> <li>• Load shedding schedule.</li> <li>• Implementation of Water Services Development Plan (WSDP).</li> </ul>

Risk Description	Mitigating Measures
Non-compliance with the Municipal Pound by-law.	<ul style="list-style-type: none"> <li>• The Pound bylaw has been promulgated.</li> </ul>
Lack of preparedness for disasters.	<ul style="list-style-type: none"> <li>• Disaster Management Plan</li> <li>• Establishment of Joint Operations Centre</li> </ul>
Limitations to attract and retain skilled staff.	<ul style="list-style-type: none"> <li>• Recruitment and selection policy.</li> </ul>
<b>SO5: Sound financial management: adherence to all laws and regulations applicable to local government</b>	
Increased strain on the financial viability and sustainability.	<ul style="list-style-type: none"> <li>• The financial situation of the municipality is monitored on a daily basis. Reports indicating the liquidity ratios are generated and monitored to ensure that the municipality is financially viable.</li> <li>• Appointment of service provider to assist with illegal land invasion. Installation of prepaid water meters.</li> <li>• Avoid giving rate payers and customers relief measures that will significantly reduce the cash inflow to the municipality. Where relief is granted, it should be in the form of delayed payments granted and no debt forgiveness should be considered.</li> <li>• Be cognisant of the highly sensitive impact collection rate has on liquidity of the municipality and prioritise decisions and actions that will support and strengthen the collection rate, without a loss of income or undue increases in expenditure.</li> </ul>
ICT continuity disruptions.	<ul style="list-style-type: none"> <li>• SLA Monitoring</li> <li>• Automated Monitoring and notifications (Email alerts) of Internet connectivity.</li> <li>• Surveillance monitoring and alert through motion detection cameras at Ashton Head Office.</li> <li>• The Disaster Recovery Site is tested monthly by IT Department and annually by user departments.</li> <li>• We have implemented an automated pre-configured backup strategy, with notifications for successful backups, warnings, or failed backups.</li> <li>• Ongoing awareness to the Municipal staff (emails are circulated to inform staff to save their documents on the share drive).</li> <li>• Implementation and monitoring of hardware and software upgrades.</li> <li>• Access control- USB, file sharing (downloads and uploads), content filtering, virtual meeting, email filtering, strong password criteria, anti-viruses, patch management, firewall, ICT security policy, ongoing awareness.</li> </ul>
Non-compliance with the Protection of Personal Information Act.	<ul style="list-style-type: none"> <li>• Fraud &amp; Risk Management Committee.</li> <li>• Business Continuity Committee.</li> <li>• IT Steering Committee.</li> </ul>



### 1.2.5 AUDITOR GENERAL REPORT

The Auditor-General awarded the municipality **XXX** with **XXX** findings for the 2020/2021 financial year.

## 1.2.6. STATUTORY ANNUAL REPORT PROCESS

The Annual Report process follows below:

Table 14: Annual Report Process

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 confirms in-year reporting formats to ensure that reporting and monitoring feeds seamlessly into the Annual Report process at the end of the Budget/IDP implementation period	July
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 1 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	
19	Commencement of draft Budget/IDP finalisation for next financial year. Annual Report and Oversight Reports to be used as input	January

It is important to achieve the above deadlines, not only to achieve legislative compliance, but to ensure the smooth running of municipal planning, budgeting, service delivery implementation and reporting cycles which all feed and depend on one another. The Municipal Annual Report also informs the planning process of other spheres of government, thus influencing our equitable share of future government grants.

The table below shows that the municipality complied with legislative requirements and timeframes in terms of the 2020/2021 Annual Report Process.

*Table 15: Legislative Compliance of the 2020/2021 Annual Report Process*

	Applicable Legislation	Comment
Annual Report tabled to Council within 7 months after end of financial year	MFMA No. 56 of 2003 Section 127(2)	The Annual Report was tabled in Council on XXX - within 7 months after the end of the financial year
Annual Report made public for public comment	MFMA No. 56 of 2003 Section 127(5a)	Communities were invited to make comments on the AR on XXX. The advert was published at <a href="http://www.langeberg.gov.za">www.langeberg.gov.za</a>
Annual Report placed on website within 5 days after tabling in Council	MFMA No. 56 of 2003 Section 75	The Annual Report was placed on the municipal website on XXX.
Annual Report submitted to Provincial Treasury	MFMA No. 56 of 2003 Section 127(5b)	The Annual Report was submitted to PT on XXX.

## 1.3 COMMITTEES OF COUNCIL

### 1.3.1 POLITICAL HEADS OF SECTION 79 COMMITTEES



Table 16: Mayoral Committee

Councillors		Party	PR/Ward
1	Executive Mayor - Ald SW Van Eeden	DA	Ward 8
2	Deputy Mayor - Cllr GD Joubert	DA	PR 3
3	Mayoral Committee Member - Ald JD Burger	DA	Ward 1
4	Mayoral Committee Member - Cllr DB Janse	DA	Ward 6
5	Mayoral Committee Member - Cllr EMJ Scheffers	DA	Ward 12
6	Mayoral Committee Member - Cllr SW Van Zyl	DA	Ward 5

### 1.3.2 PORTFOLIO COMMITTEES

Table 17: Portfolio Committees

Portfolio Committee	Chairperson
Corporate Services	Cllr SD Beginsel
Financial Services	Cllr J Kriel
Engineering Services	Cllr DJW Kuhn
Community Services	Cllr EW Hohlo
Strategy and Social Development	Cllr LJ Prince
Municipal Public Accounts	Cllr TM van der Merwe

### 1.3.3 WARD COMMITTEES AND COMMUNITY PARTICIPATION

The municipality works together with Ward Committees in its public participation processes and reaches the community by disseminating information through these ward committee members. This is done by engaging with them in consultation and by allowing community inputs in municipal decision-making regarding service delivery, developing credible IDPs, policy formulation, budgeting processes and organisational performance. For this purpose, the Ward Committees of Langeberg Municipality hold various meetings with the community e.g. IDP Community Input Meetings, Ward-based Planning Sessions and ordinary Community Feedback Meetings. The Council has twelve (12) Ward Committees. Each Ward Committee has approximately ten members. Ward-based Planning reviews were conducted in all twelve (12) wards.

*Table 18: Ward Committees and Chairpersons*

Ward Committee	Chairperson
Ward 1 – Robertson	Ald JD Burger
Ward 2 – Robertson Nkqubela	Cllr AJ Shibili
Ward 3 – Robertson	Cllr P Hess
Ward 4 – Bonnievale (Happy Valley)	Cllr JJS Januarie
Ward 5 – McGregor	Cllr SW Van Zyl
Ward 6 – Robertson	Cllr DB Janse
Ward 7 – Montagu	Cllr J Kriel
Ward 8 – Bonnievale	Ald SW Van Eeden
Ward 9 – Ashton	Cllr S Beginsel
Ward 10 – Ashton Zolani	Cllr BH Nteta
Ward 11 – Ashton Rural	Cllr JDF Van Zyl
Ward 12 – Montagu	Cllr EMJ Scheffers

### 1.3.4 COMMUNITY LIAISON WORKERS

The Langeberg Municipality embraces the use of CLWs to strengthen effective, participative democracy in the municipality.

*Table 19: Community Liaison Workers (CLW) and their Linkage to Wards*

CLW	Town/Area	Ward Deployed
Mr Wiaan Booysen	Robertson	1 & 3
Mr Johannes Jansen	Robertson and Nkqubela	2 & 6
Mr Andries Willemse	McGregor	5
Ms Lindiwe Kahla	Bonnievale	4 & 8
Ms Nandipha Fikizolo	Zolani	10
Mr Petrus Frans	Ashton	9 & 11
Ms Shani Pekeur	Montagu	7 & 12

### 1.3.5 PERFORMANCE MANAGEMENT COMMITTEE

The Municipal Systems Act, 32 of 2000, requires the Langeberg Municipality to establish a performance management system that is commensurate with its resources, best suited to its circumstances and in line with the priorities, objectives, indicators and targets contained in the IDP.

For the purpose of evaluating the performance of employees, an evaluation panel was established in terms of Section 6.6 of the Performance Agreement.

It includes:

- Mr A S A de Klerk, Municipal Manager
- Mr A W J Everson, Acting Municipal Manager
- Ald S W van Eeden, Executive Mayor
- Mayoral Committee Members attending the evaluations for the portfolio's they represent
- Mr A Mati, Chief Audit Executive
- Mr. D McThomas, Municipal Manager from Breede Valley Municipality
- Mr. E Abrahams, Chairperson of the Audit & Risk Committee

### **1.3.6 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)**

In terms of the provision of Section 79 of the Local Government Municipal Structures Act, 117 of 1998, five MPAC members were appointed to strengthen oversight within the Municipality and to determine the institutional functionality of the Municipal Council in terms of effectiveness.

The members of Langeberg Municipal Public Accounts Committee are:

- |                         |                                   |
|-------------------------|-----------------------------------|
| • Cllr TM van der Merwe | Member of Committee & Chairperson |
| • Cllr SD Beginzel      | Member of Committee               |
| • Cllr JJ Januarie      | Member of Committee               |
| • Cllr J Kriel          | Member of Committee               |
| • Cllr LJ Prince        | Member of Committee               |

### **1.3.7 INTERNAL AUDIT AND AUDIT AND PERFORMANCE COMMITTEE**

The Audit and Performance Committee is an independent advisory body established in terms of section 166 of the MFMA, which is responsible for the oversight of internal controls, risk management, performance information, financial reporting and compliance with regulatory matters.

The members of the Langeberg Municipal Audit & Performance Committee are:

- Mr Ebrahim Abrahams - Chairperson
- Mr Rowan Graham Nicholls
- Mr Omar Valley
- Ms Kirstie Marcha Talmakkies
- Mr Anda Njeza

### **1.3.8 ANTI-CORRUPTION AND FRAUD PREVENTION**

The following institutional arrangements are in place for the detection of fraud:

- An Internal Audit & Risk Management Unit has been established;
- Management takes steps against fraudulent actions;
- The Directors, together with the Internal Audit & Risk Management Department, identify risks;
- The Audit & Performance Committee approves the risk based Internal Audit Plan; and,
- The Risk Management Committee evaluates the effectiveness of the implementation of the Fraud Prevention and Response Plan

### 1.3.9 B-BBEE COMPLIANCE PERFORMANCE INFORMATION

In terms of Section 13G of the B-BBEE Act, read with Regulation 12 of the B-BBEE Regulations, all spheres of government, public entities and organs of state must report on their compliance with broad-based black economic empowerment in their audited annual financial statements and annual reports.

#### 1.3.9.1 Management Control

This element addresses issues surrounding black management and the control and/or decision-making within the organisation. The information provided is the same information submitted to the Department of Labour for employment equity reporting.

Table 20: Management Control Element

Categories	% Number for each category	Race Classification	Gender	Age	Location	Disability
Board	N/A	N/A	N/A	N/A	N/A	N/A
Exec Directors	N/A	N/A	N/A	N/A	N/A	N/A
Non-Exec Directors	N/A	N/A	N/A	N/A	N/A	N/A
Senior Management	50%	A x2, C x1, I x0	M x2, F x1	63, 58, 48	WC x3	F x0, M x0
Middle Management	50%	A x5, C x5, I x0	M x8, F x2	56, 53, 48, 45, 43, 41, 36, 35, 34, 33	WC x10	F x0, M x0
Junior Management	71.4%	A 13, C x 42, I x0	M x42, F x13	56, 55, 54 x3, 53 x2, 52 x2, 50 x4, 49 x2, 48 x2, 47 x2, 46, 43 x2, 42 x4, 40 x2, 41 x2, 39 x2, 38 x3, 36 x3, 35, 34, 33, 32 x2, 31, 30 x3, 29 x4, 28, 27 x2, 26	WC x 55	F x0, M x1
Dividends Declared						

### 1.3.9.2 Skills Development

The Skills Development element measures the extent to which Langeberg Municipality carries out initiatives that are designed to develop the competencies of black employees and black people internally and externally through learnerships and other training programmes.

Table 21: Skills Development Element

Categories	Number for each category	Race Classification	Gender	Age	Location	Disability	Total Amount Spend
Black Employees	270	A-57, C-213, I-0	F-66, M-204	57 x2, 56, 55 x4, 54 x6, 53 x6, 52, 51 x3, 50 x4, 49 x6, 48 x12, 47 x5, 46 x11, 45 x12, 44 x8, 43 x16, 42 x15, 41 x14, 40 x16, 39 x8, 38 x6, 37 x11, 36 x9, 35 x18, 34 x18, 33 x11, 32 x19, 31 x6, 30 x3, 29 x4, 28 x6, 27 x2, 26 x3, 24, 23, 22, 21	WC-270	F-0, M-4	806 720
Black non-employees	0	N/A	N/A	N/A	N/A	N/A	N/A
Black People on internships, apprenticeship, learnership	44	A-11, C-33, I-0	F-3, M-41	53 x3, 52 x2, 50 x2, 49 x2, 48 x2, 47 x2, 45 x5, 44 x4, 43 x3, 42, 41 x2, 39 x2, 37 x3, 35 x5, 34, 33, 31 x2, 28	WC-44	F-0, M-1	Funds were received from LGSETA
Unemployed black people on any programme under the learning programme matrix	0	N/A	N/A	N/A	N/A	N/A	N/A
Black people absorbed at end of learnership, internship and apprenticeship	44	A-11, C-33, I-0	F-3, M-41	53 x3, 52 x2, 50 x2, 49 x2, 48 x2, 47 x2, 45 x5, 44 x4, 43 x3, 42, 41 x2, 39 x2, 37 x3, 35 x5, 34, 33, 31 x2, 28	WC-44	F-0, M-1	N/A
Junior Management	19	A-5, C-14	F-3, M-16	54, 49, 47, 45 x2, 42 x2, 41, 40 x2, 39 x2, 33 x3, 30, 29, 28, 26	WC-19	F-0, M-0	
Dividends Declared							



### 1.3.9.3. Enterprise and Supplier Development

Measuring the extent to which the Municipality carries out supplier development and enterprise development initiatives intended to assist and accelerate the growth and sustainability of black enterprises.

Table 22: Enterprise and Supplier Development Element

Total Procurement Spend					
Total number of suppliers	Total Value spend				
Total number of EME supplier	Total Value Spend	% Black Ownership		% Black Women Ownership	
2	1 377 003,55	15,38%		0,00%	
Total number of QSE supplier	Total Value Spend	% Black Ownership		% Black Women Ownership	
3	7 471 615,02	15,54%		8,30%	
Total number of large suppliers	Total Value Spend				
8	139 083 719,95				
Total value of 2% NPAT or 0.2% of allocated Budget					
Total number of EMEs	Total Value Spend	% Black Ownership	% Black Women Ownership	Location	Sector
Total number of QSEs	Total Value Spend	% Black Ownership	% Black Women Ownership	Location	Sector
Total value of 1% NPAT or 0.1% of allocated Budget					
Total number of EMEs	Total Value Spend	% Black Ownership	% Black Women Ownership	Location	Sector
Total number of QSEs	Total Value Spend	% Black Ownership	% Black Women Ownership	Location	Sector

### 1.3.9.4 Socio Economic Development

Socio-economic Development measures the extent to which Langeberg Municipality carries out initiatives that contribute towards socio-economic development or sector specific initiatives that promote access to the economy for black people. BBBEE compliance for the whole municipality, however, needs to be achieved. The Municipality is considering options to achieve this goal credibly.

Table 23: Socio-economic Development Element

Total Value of 1% NPAT or 0.1% of allocated Budget:			
Number of Participants	Race	Gender	Geographical Indication
Adenco Construction	I x 2	F x 1	WC
Alsu Enterprises	A x 1	M x 2 & F x 1	WC
Built Environmental Partnership	C x 2	M x1 & F x 1	WC
Jvz Construction	I x2	M x 2 & F x1	WC
Kaap-Agri Bedryf	C x1	M x 7	WC
Kayalihle Trading	A x 1	F x 1	EC
MDL Engineering Company	A x1	M x1, Fx1	WC
Shar Civils	C x 4	M x 3 & F x 1	WC
Simandie Civils	C x 1	F x 1	WC
Surtie Supply And Services	C x1	M x1	WC
VE Reticulation	I x1	F x1	WC
WCB Civil Engineering	C x1	M x1	WC
PR Civils	A x1	M x3	WC

# CHAPTER 2

## GOVERNANCE

In terms of Section 40 of the Constitution, the South African government is constituted as national, provincial, and local spheres of government which are distinctive, interdependent and interrelated. All spheres of government must comply and adhere to the principles of the Constitution and must conduct their activities within the provisions of the Constitution. The municipality represents the local sphere of government.

The purpose of this Annual Report is to promote accountability to communities, to highlight those decisions taken by the Council and matters relating to administrative structures, throughout the 2020/2021 financial year.

To ensure good governance, nine major characteristics should be applied within the political and administrative structures of the municipality namely, participation, rule of law, transparency, responsiveness, consensus, equity/inclusiveness, effectiveness/efficiency, accountability, and sustainability.

Chapter 2 seeks to report on how the Municipality met these requirements with regard to handling its governance structures, intergovernmental relations, community participation and organisational management.

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

The Constitution S151 (3) states that the council of a municipality has the right to govern on its own initiative, the local government affairs of the local community.

The municipality makes a clear distinction between the politically elected structure, namely Council, which is responsible for the oversight and legislative function, and the Administration.

The Council is chaired by the Speaker. The decision-making process is headed by the Executive Mayor together with the Mayoral Committee, who are full-time office bearers, involved in the day-to-day running of Council from a political perspective.

The Administration is headed by the Municipal Manager, who is the organisation's Accounting Officer.

Powers have been delegated to the different functions within the organisation to ensure that roles, responsibilities, and decision-making are clear and unambiguous.

## 2.1 POLITICAL GOVERNANCE

In accordance with the MFMA No. 56 of 2003, Section 52 (a), the mayor provides general political guidance over the fiscal and financial affairs of the Municipality. To assist the mayor with the exercise of political governance at Langeberg Municipality, a Portfolio Committee System is in place.

An established Oversight Committee comprises of non-executive councillors, with the specific purpose of providing Council with comments and recommendations on the Annual Report. The Oversight Committee Report will be published separately in accordance with MFMA No. 56 of 2003, section 129 guidance.

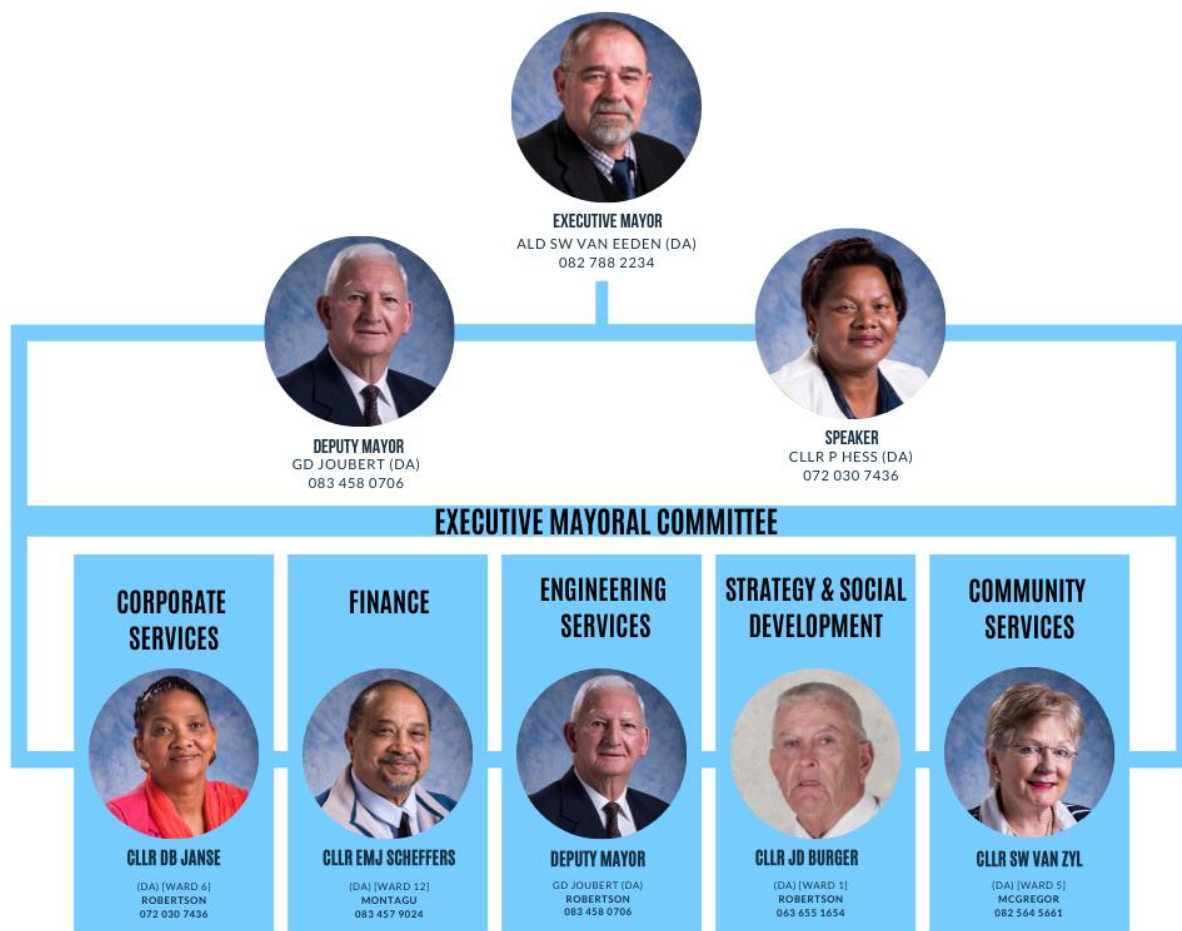
In addition, the municipality also has an Audit & Performance Committee. This committee provides opinions and recommendations on financial processes and performance, as well as comments to the Oversight Committee on the Annual Report.

Political decisions are made by the Executive Mayor, in terms of the powers delegated to him by law, and by the Council. General council meetings are held monthly or Special Council Meetings which is called when urgent decisions cannot wait for the scheduled monthly meetings.

The Council of the Municipality comprises of 12 Ward Councillors and 11 proportional representatives.

The table below provides a graphic illustration of Council's executive structure.

**Diagram 1: Political Structure of Langeberg Municipality**



## 2.2 ADMINISTRATIVE GOVERNANCE

The Municipal Manager and Heads of Departments meet formally on a weekly basis. This meeting deliberates on service delivery issues and reports that must be submitted to the Mayoral Committee or Council in terms of delegated powers, as well as on organisational management matters. The Senior Management Team (SMT) also engages the Mayoral Committee to expedite the decision-making and service delivery process.

Table 24: Top Administrative Structure – Tier 1

TOP ADMINISTRATIVE STRUCTURE TIER 1	
<p><b>MUNICIPAL MANAGER</b> Mr ASA de Klerk</p> 	<p><b>FUNCTIONS</b></p> <ul style="list-style-type: none"><li>• Accounting Officer of the municipality</li><li>• Strategic Development</li><li>• Sound Financial Management</li><li>• Improvement of communication and stakeholder Management</li></ul>

Table 25: Top Administrative Structure – Tier 2

TOP ADMINISTRATIVE STRUCTURE TIER 2		
		FUNCTIONS
	<b>DIRECTOR: CORPORATE SERVICES</b> Mr AWJ Everson (Section 56)	<ul style="list-style-type: none"> <li>• Legal Services</li> <li>• Administrative Support</li> <li>• Governance Support</li> <li>• Human Resources</li> <li>• Labour Relations</li> <li>• Traffic Services</li> </ul>
	<b>DIRECTOR: FINANCIAL SERVICES (CFO)</b> Mr M Shude (Section 56)	<ul style="list-style-type: none"> <li>• Budget Office</li> <li>• Supply Chain Management</li> <li>• Income Services</li> <li>• Expenditure Services</li> </ul>
	<b>DIRECTOR: ENGINEERING SERVICES</b> Mr M Johnson (Section 56)	<ul style="list-style-type: none"> <li>• Civil Engineering Services</li> <li>• Electrical Engineering Services</li> <li>• Solid Waste Management</li> <li>• Project Management</li> <li>• Town Planning</li> </ul>
	<b>DIRECTOR: STRATEGY &amp; SOCIAL DEVELOPMENT</b> Mrs CO Matthys (Section 56)	<ul style="list-style-type: none"> <li>• Special Projects</li> <li>• Integrated Development Plan</li> <li>• SMME Development</li> <li>• Information Technology</li> <li>• Communications</li> <li>• Performance Management</li> </ul>
	<b>DIRECTOR: COMMUNITY SERVICES</b> Mr M Mgajo (Section 56)	<ul style="list-style-type: none"> <li>• Community Facilities</li> <li>• Parks and Amenities</li> <li>• Fire &amp; Disaster Management</li> <li>• Housing Administration</li> <li>• Libraries</li> </ul>

Table 26: Top Administrative Structure Tier 3

Top Administrative Structure in 2020/2021		
Department	Officials	Designation
Municipal Manager	Mr A Mati	Chief Audit Executive
Corporate Services	Mrs S Kotzé	Manager: Administrative Support
	Mr AG Brönn	Assistant Manager: Governance Support
	Mr TH Carstens	Manager: Human Resources
	Mr E Jooste	Manager: Labour Relations
	Vacant	Manager: Traffic Services
	Mr AJ Dondolo	Assistant Manager: Traffic Services
	Vacant	Manager: IDP, Communications & PMS
Strategy & Social Development	Mr D van Schalkwyk	Manager: LED & Rural Development
	Vacant	Manager: ICT
Financial Services	Mrs AJ Swarts	Manager: Budget Office
	Mr S Ngcongolo	Manager: SCM
	Mr ZS Qhanqisa	Manager: Income Services
	Mr CJ Franken	Manager: Expenditure Services
Civil Engineering Services	Mr CGH Posthumus	Manager: Civil Engineering Services
	Vacant	Manager: Electrical Engineering Services
	Mr GM Slingers	Manager: Solid Waste Management
	Mr NW Albertyn	Manager: Project Management
	Mr JV Brand	Manager: Town Planning
Community Services	Mrs LJH April	Manager: Community Facilities
	Vacant	Manager: Parks & Amenities
	Mr N Mdluli	Chief: Fire & Disaster Management
	Vacant	Manager: Housing Administration
	Vacant	Librarian

## 2.2.1 RISK MANAGEMENT MEETING THE REQUIREMENTS FOR POLITICAL AND ADMINISTRATIVE GOVERNANCE

This section reports on how the Municipality met the requirements of participation, rule of law, transparency, responsiveness, consensus, equity/inclusiveness, effectiveness/efficiency, accountability and sustainability with regards to handling its governance structures.

**Sustainability and Productivity:** The municipality's political and administrative governance structures remained productive throughout 2020/2021 and complied well with legislative requirements.

The following meetings were held:

Table 27: Council, Mayoral Committee and Portfolio Meetings 2020/2021

Meetings	2019/2020	Attendance	2020/2021	Attendance
Portfolio Committee Meetings	48	83%	36	80%
Mayoral Committee Meetings	8	93%	8	100%
Special Mayoral Committee	---	---	---	---
Council Meetings	7	97%	9	91%
Special Council Meetings	6	91%	5	85%

Table 28: Ward Committee Meetings held in 2020/2021

Ward Committee	Chairperson	Number of meetings held in
Ward 1, Robertson	Ald JD Burger	06
Ward 2, Robertson (Nkqubela)	Cllr AJ Shibili	06
Ward 3, Robertson	Cllr P Hess	06
Ward 4, Bonnievale (Happy Valley)	Cllr JJS Januarie	06
Ward 5, McGregor	Cllr SW Van Zyl	06
Ward 6, Robertson	Cllr DB Janse	06
Ward 7, Montagu	Cllr J Kriel	06
Ward 8, Bonnievale	Ald SW van Eeden	06
Ward 9, Ashton	Cllr S Beginsel	06
Ward 10, Ashton (Zolani)	Cllr BH Nteta	06
Ward 11, Ashton (Rural)	Cllr JDF van Zyl	06
Ward 12, Montagu	Cllr EMJ Scheffers	06

Due to COVID-19 resurgence and level 3 to 4 restrictions from July 2020 – September 2020 and again from December 2020 - February 2021, Ward Committee meetings could not be conducted as normal.

Table 29: Audit & Performance Committee Meetings and Attendance

Audit Committee Members	Number of Meetings in 2019/2020	Member Attendance in 2019/2020	Number of Meetings in 2020/2021	Member Attendance in 2020/2021
Mr. E Abrahams-Current	5	5	6	5
Mr. RG Nicholls	5	4	6	6
Mr. O Valley	5	5	6	5
Ms. K Talmakkies	5	4	6	6
Mr. A Njeza	5	2	6	6

### Municipal Public Accounts Committee

The MPAC met on:

- 09 September 2020
- 07 October 2020
- 11 November 2020
- 03 February 2021
- 10 March 2021
- 14 April 2021
- 05 May 2021
- 09 June 2021

Accountability, Transparency and Rule of Law: Accountability is a key requirement of good governance and cannot be enforced without transparency and the rule of law. It means that stakeholders are provided with information on decisions that directly affect them and that legal frameworks are enforced impartially. Langeberg Municipality's political and administrative governance structures are held accountable through various measures, all of which are adhered to.



Table 30: Governance Structures and Measures of Accountability

Governance Structures	Measures of Accountability
Council	Approved minutes are available on request. All Council proceedings are ruled by the <i>Council Rules of Order</i> . The councillor conduct is ruled by the <i>Code of Conduct for Councillors</i> .
Mayoral Committee	Mayoral Committee Meetings are scheduled, and minutes are kept. Mayoral Committee reports to Council.
Ward Committees	Ward Councillors have a duty to provide feedback to Ward Committees and to Council. Meetings are scheduled and minutes are kept.
Portfolio committees	Responsible for oversight over administrative departments and report to Council monthly. Meetings are scheduled and minutes kept.
Municipal Public Accounts Committee	The MPAC serves as an oversight committee - to determine the institutional functionality of the Municipal Council in terms of effectiveness. An Oversight Report is tabled to Council.
The municipality reports its annual performance financial statements to the Auditor General	The Auditor General delivers an AG Report and expresses an audit opinion.
The municipality reports its performance and financial status to its communities annually	The approved Annual Report is made available to the public on the municipal website.
Municipal structures, employees, operations, procedures, and processes are ruled by legislation	Policies and Bylaws, Acts, Regulations and Codes are available.
Worker Representative Unions represent employees on organisational structures and observe the legality of labour practices procedures and processes.	Representation on recruitment and selection panels: Interviews are recorded. Representation on Labour Forum: Minutes are recorded. Representation on Occupational Health and Safety Committee: Minutes are recorded.
Internal Auditing ensures the management of risk exposure and monitors adherence to legislation	The unit identifies municipal risk and generates a Municipal Risk Register. Internal Auditing reports are generated and tabled to the Audit & Performance Committee, which then reports to Council.
The Audit & Performance Committee is responsible for the oversight of internal controls, financial reporting, and compliance with regulatory matters.	Audit & Performance Committee approves the Internal Audit Plan and reports to Council.
Community participation in the development of Policies and Strategies	Participative processes were scheduled, and notices posted on the municipal website.
IDP and Budgeting Participation	Participative processes were ensured with a Process Plan which was approved by Council on 27 August 2019
Performance Management Committee	An evaluation panel, established in terms of Section 6.6 of the Performance Agreement, evaluates the performance of employees. Performance Agreements are signed on acceptance.
Organisational and Service Delivery Performance Reporting to Council	Quarterly Performance Reports on the SDBIP are tabled to Council. Dates tabled: 1st Quarter: 29 September 2020 2nd Quarter (midyear report): 27 January 2021

Governance Structures	Measures of Accountability
	3rd Quarter: 28 April 2021 4th Quarter: 27 July 2021
Municipal website promotes transparency	The municipal website is updated daily. All current events, news articles, as well as required legislative documents (including budgets, tenders, and vacancies) are updated on the website daily. An average of 10 391 unique visitors browsed the municipal website monthly during the 2019/2020 year, and an average of 12 808 per month in 2020/2021.

**Effective and Efficient Governance** means that governance structures and processes ensure community needs are met, with the best use of resources.

*Table 31: Governance Structures and Measures of Effectiveness and Efficiency*

Governance Structure	Measure of Effectiveness and Efficiency
Portfolio Committees monitor municipal service delivery and budget implementation	Quarterly Reporting to Council on the SDBIP Dates: 1st Quarter: 29 September 2020 2nd Quarter (midyear report): 27 January 2021 3rd Quarter: 28 April 2021 4th Quarter: 27 July 2021
Mayoral Committee ensures the mid-term assessment of performance, spending, and budget	Mid-Term Assessment Report tabled to Council on 27 January 2021. Adjustment Budget Tabled to Council on 23 February 2021. Adjusted SDBIP tabled to Council on 23 February 2021.
Audit & Performance Committee ensures oversight of internal auditing and risk management processes	Internal Audit Plan. Audit & Performance Committee reports tabled to Council. Risk Register. Number of fraud cases reported and losses recovered.
Performance Management Committee	Performance Bonuses awarded. The performance management system is designed to reward superior performance. This increases overall organisational motivation and efficiency by focusing the executive management on the successful implementation of the IDP and Budget.

**Equity and Inclusiveness:** Society's well-being depends on ensuring that all its members have a stake in it and do not feel excluded from mainstream society. The political and administrative governance structures of the municipality reflect equitable representation of the area's population. Different political parties are well-represented in Council, as well as both genders.

**Consensus Orientation:** To be consensus orientated means striving towards reaching a broad consensus on what is in the best interest of the whole community and how it can be achieved. Langeberg Municipality's orientation towards reaching broad consensus unfolds through its scheduled and consultative IDP, Budget and Ward-based Planning processes.

**Responsiveness:** In trying to serve all stakeholders within a responsible timeframe, the governance structures of the municipality adheres to set Council schedules, approved process plans and reporting cycles determined by provincial and national government spheres. This is maintained through administrative compliance monitoring and oversight.

**Participation:** Community participation in the governance structures of the municipality is mainly achieved through the Ward Committees-system and consultative meetings with the community and all sectors.

Community Participation, in the development or revision of policies and strategies, are achieved through scheduled consultation sessions and/or workshops and/or through website uploads for community review and comments. The following table lists the dates on which such uploads were posted.

*Table 32: Website Uploads for Community Reviews and Comments in 2020/2021*

<b>Website Uploads for Community Reviews and Comments in 2020/2021</b>	
<b>Document</b>	<b>Date</b>
Council Resolutions of 25 February 2020	2020/07/02
Council Resolutions of 26 March 2020	2020/07/02
Council Resolutions of May 2020	2020/07/03
Going Solar In Langeberg Municipality	2020/07/24
Approved Operating Capital Budget 2020-2021 to 2022-2023 (With Amendments)	2020/07/29
Monthly Budget Statement July 2020	2020/08/17
Adjustment Budget Report 25 August 2020	2020/08/27
Report A4024 Amendments to the A Schedules of the Approved Budget	2020/08/31
Council Resolutions of June 2020	2020/09/07
Council Resolution: Report A4014	2020/09/08
Monthly Budget Statement August 2020	2020/09/14
Top Layer SDBIP 2020-21 Quarter 1 Amendments	2020/10/08
Monthly Budget Statement September 2020	2020/10/14
Town Planning Meeting Tribunal November 2020	2020/10/23
Medium Term Revenue And Expenditure Framework (MTREF) Adjustments Budget 27 October 2020	2020/10/29
Grant In Aid Policy Approved	2020/10/30
Monthly Budget Statement October 2020	2020/11/13
Council Resolutions Of 29 Sept 2020	2020/11/13
Council Resolutions Of 25 Aug 2020	2020/11/13
Council Resolutions Of 20 Aug 2020	2020/11/13
Council Resolutions Of 14 Aug 2020	2020/11/13
Medium Term Revenue And Expenditure Framework (MTREF) Adjustments Budget 16 November 2020	2020/11/17
Risk Management Policy 2020-2021	2020/11/17
Risk Management Strategy 2020-2021	2020/11/17
Risk Management Risk Appetite Framework 2020-2021	2020/11/17
Risk Management Committee Charter 2020-2021	2020/11/17
Audit Committee Charter 2020-2021	2020/11/17
Appeal Authority: 30 November 2020 Agenda	2020/11/19
Medium Term Revenue And Expenditure Framework (MTREF) Adjustments Budget 01 December 2020	2020/12/02
Council Resolutions Of 27 Oct 2020	2020/12/07
Council Resolutions Of 16 Nov 2020	2020/12/07
Top Layer SDBIP 2020/2021 (Quarter 1 Approved Amendments)	2020/12/09
Monthly Budget Statement November 2020	2020/12/14
Monthly Budget Statement December 2020	2021/01/15

Website Uploads for Community Reviews and Comments in 2020/2021	
Document	Date
Appeal Authority: 11 February 2021 Agenda	2021/01/22
Mid-Year Budget And Performance Assessment 2020/2021	2021/01/25
Expenditure Of The 2020/2021 Budget Measured By The Top Level SDBIP for the Second Quarter (Mid-Year)	2021/01/27
Adjustment Budget 2020/2021 For January 2021	2021/01/29
Invitation For Public Comment: Amendments To The Langeberg Municipality Informal Trading By-Law	2021/02/10
Adjustment Budget For February 2021 With Council Resolution A4126	2021/02/23
Supply Chain Management Policy (Annex A4126)	2021/02/23
Cash Management And Investment Policy (Annex A4126)	2021/02/23
Amended Mid-Year SDBIP Report	2021/02/25
Amended Top Level SDBIP For 20/21 With Council Resolution	2021/02/25
Implementation Supply Chain Management Policy: 2nd Quarter Of 2020 2021 Financial Year	2021/03/03
Amended Event By-Law Open For Public Comment	2021/03/09
Monthly Budget Statement February 2021	2021/03/12
Draft Policies: Spatial Development Framework (SDF) (2021-2022)	2021/03/31
Draft Integrated Waste Management Plan	2021/04/01
Public Participation Notice: The Review And Update Of the Langeberg Local Municipality Integrated Waste Management Plan (IWMP) in Terms of the National Environmental Management: Waste Act, 2008 (Act No. 59 Of 2008)	2021/04/01
Implementation Supply Chain Management Policy: 3rd Quarter Of 2020-2021 Financial Year	2021/04/06
Council Resolutions of 30 March 2021	2021/04/08
Monthly Budget Statement: March 2021	2021/04/16
Monthly Budget Statement: April 2021	2021/04/22
Top Layer SDBIP Quarter 3	2021/04/28
Council Resolutions of 28 April 2021	2021/04/30
Meeting Minutes from the 12 March 2021 Tribunal Meeting	2021/05/13
Agenda of the Planning Tribunal for 20 May 2021	2021/05/13
Monthly Budget Statement April 2021	2021/05/14
Report A4163 Oversight Report of 2019-2020 Annual Performance Report	2021/05/27
Council Report A4166 : Approval of the 2021-2022 to 2022-2023 Operating and Capital Budget, IDP, SDF and Policy Documents	2021/05/27
Amended 2020-2021 SDBIP with Council Resolution	2021/05/27
Council Resolutions of 25 May 2021	2021/05/31

## COMPONENT B: INTERGOVERNMENTAL RELATIONS

Section 3 of the Municipal Systems Act requires that municipalities exercise their executive and legislative authority within the constitutional system of co-operative governance envisaged in the Constitution Section 41.

Langeberg Municipality strives to uphold its legislative authority and co-operative governance as required by the Constitution and other relevant legislation. In doing so, the municipality maintains good co-operative and inter-governmental relations with the Cape Winelands District Municipality, neighbouring municipalities, provincial and national government, and other government agencies.

Maintaining good relations with other government spheres makes it possible to benefit from the various contributions to service delivery offered by government, by aligning municipal planning to the development objectives and targets of provincial and national sector departments. Such contributions include various grants, skills development and capacity building rollouts which strengthen local government in its quest to improve service delivery.

A few of the intergovernmental platforms are reflected below.

### 2.3 INTERGOVERNMENTAL RELATIONS

Engagements attended by the Langeberg Municipal staff and Management - upholding good inter-governmental relations for the purpose of good governance, government - collaborated strategic direction, aligned planning, reporting, legislative compliance, accountability and participation in government programmes and rollouts to benefit the development of Langeberg Municipality's administration, local area, and communities.

Table 33: 2020/2021 IGR Engagements participated in by the municipality

A. IGR ENGAGEMENTS FOR THE OFFICE OF THE MUNICIPAL MANAGER			
Meeting	Attended by	Hosted in	Date
District Co-ordinating Forum (DCF)	Acting Municipal Manager	Virtual Meeting	01/09/2020
DCF	Acting Municipal Manager	Virtual Meeting	07/09/2020
DCF	Acting Municipal Manager	Virtual Meeting	21/09/2020
Department of Local Government	Acting Municipal Manager	Virtual Meeting	22/09/2020
Department of Human Settlement	Acting Municipal Manager	Robertson	28/09/2020
PTM and MMs Meeting	Acting Municipal Manager	Virtual Meeting	29/09/2020
MinMayTech Meeting	Acting Municipal Manager	Virtual Meeting	08/10/2020
SALGA	Acting Municipal Manager	Virtual Meeting	09/10/2020
DCF	Acting Municipal Manager	Virtual Meeting	19/10/2020
DCF	Acting Municipal Manager	Virtual Meeting	02/11/2020
Department of Local Government	Acting Municipal Manager	Rawsonville	03/11/2020
Department of Community Safety	Acting Municipal Manager	Virtual Meeting	06/11/2020
CoGTA	Acting Municipal Manager	Virtual Meeting	09/11/2020
LG and Housing	Acting Municipal Manager	Rawsonville	17/11/2020
Western Cape MM Forum	Acting Municipal Manager	Hermanus	19-20/11/2020
Department Agriculture	Acting Municipal Manager	Virtual Meeting	27/11/2020
SALGBC	Acting Municipal Manager	Virtual Meeting	07/12/2020
Special PCF	Acting Municipal Manager	Virtual Meeting	11/12/2020
DCF	Acting Municipal Manager	Virtual Meeting	14/12/2020
Department of Human Settlement	Acting Municipal Manager	Virtual Meeting	15/12/2020
Special PCF	Acting Municipal Manager	Virtual Meeting	22/12/2020
Special PCF	Acting Municipal Manager	Virtual Meeting	29/12/2020
Special PCF	Acting Municipal Manager	Virtual Meeting	05/01/2021

A. IGR ENGAGEMENTS FOR THE OFFICE OF THE MUNICIPAL MANAGER			
Meeting	Attended by	Hosted in	Date
Special PCF	Acting Municipal Manager	Virtual Meeting	12/01/2021
DCF	Acting Municipal Manager	Virtual Meeting	18/01/2021
Special PCF	Acting Municipal Manager	Virtual Meeting	19/02/2021
CWDM Community Safety	Acting Municipal Manager	Virtual Meeting	20/01/2021
DCF	Acting Municipal Manager	Virtual Meeting	01/02/2021
DCF	Acting Municipal Manager	Virtual Meeting	08/02/2021
Department of Local Government	Acting Municipal Manager	Virtual Meeting	09/02/2021
DCF	Municipal Manager	Virtual Meeting	11/03/2021
DCF	Municipal Manager	Virtual Meeting	15/03/2021
IEC	Municipal Manager	Robertson	16/03/2021
Department Local Government	Municipal Manager	Virtual Meeting	18/03/2021
SIU	Municipal Manager	Virtual Meeting	18/03/2021
DCF Tech	Municipal Manager	Virtual Meeting	19/03/2021
SALGA	Municipal Manager	Virtual Meeting	23/03/2021
Depart of Cultural Affairs and Sport	Municipal Manager	Robertson	12/04/2021
DCF	Municipal Manager	Virtual Meeting	12/04/2021
Department of Local Government	Municipal Manager	Virtual Meeting	15/04/2021
Western Cape MM Forum	Municipal Manager	Paarl	16/04/2021
Eskom	Municipal Manager	Virtual Meeting	29/04/2021
LG MTech	Municipal Manager	Virtual Meeting	07/05/2021
DCF Tech	Municipal Manager	Virtual Meeting	07/05/2021
MEC Human Settlement	Municipal Manager	Robertson	11/05/2021
SALGA NMA	Municipal Manager	Virtual Meeting	13-14/05/2021
ND of Environmental Affairs	Municipal Manager	Virtual Meeting	27/05/2021
Department of Human Settlement	Municipal Manager	Virtual Meeting	28/05/2021
MinMayTech Meeting	Municipal Manager	Grabouw	31/05/2021
MinMay Meeting	Municipal Manager	Grabouw	01/06/2021
Provincial Parliament: Human Settlements	Municipal Manager	Robertson	02/06/2021
Ministry of Agriculture	Municipal Manager	Robertson	03/06/2021
SALGA	Municipal Manager	Ashton	08/06/2021
Depart of LG Municipal Support & Capacity Building	Municipal Manager	Virtual Meeting	21/06/2021
Western Cape MM Forum	Municipal Manager	Virtual Meeting	24-25/06/2021

B. IGR ENGAGEMENTS FOR DEPARTMENT: STRATEGY AND SOCIAL DEVELOPMENT			
Meeting	Attended by	Hosted in	Date
Regional Tourism Liaison Committee	Director Strat & Soc Dev	Virtual Meeting	09/07/2020
CWDM Business Econ and Tourism Cluster Meeting	Director Strat & Soc Dev	Virtual Meeting	27/07/2020
District IDP Managers Forum	Director Strat & Soc Dev	Virtual Meeting	22/07/2020
Culture of responsible citizenry campaign in aid of promoting payment for municipal services	Director Strat & Soc Dev	Virtual Meeting	12/08/2020
Cape Winelands EPWP District F Meeting	Director Strat & Soc Dev	Virtual Meeting	20/08/2020
RTLCL Meeting	Director Strat & Soc Dev	Virtual Meeting	10/09/2020



<b>B. IGR ENGAGEMENTS FOR DEPARTMENT: STRATEGY AND SOCIAL DEVELOPMENT</b>			
<b>Meeting</b>	<b>Attended by</b>	<b>Hosted in</b>	<b>Date</b>
CWDM MET cluster Meeting	Director Strat & Soc Dev	Virtual Meeting	11/09/2020
District Public Part Forum Meeting	Director Strat & Soc Dev	Virtual Meeting	15/09/2020
CWDM MET cluster Meeting	Director Strat & Soc Dev	Virtual Meeting	21/09/2020
WC Municipal ICT Meeting	Director Strat & Soc Dev	Virtual Meeting	23/09/2020
CWDM LTA Meeting	Director Strat & Soc Dev	Virtual Meeting	30/09/2020
AGSA/MFMA 19/20 ISA	Director Strat & Soc Dev	Virtual Meeting	01/10/2020
CWDM BET Cluster meeting	Director Strat & Soc Dev	Virtual Meeting	02/10/2020
AGSA – IT Governemn process description Meeting	Director Strat & Soc Dev	Virtual Meeting	13/10/2020
Cape Winelands EPWP District Forum Meeting	Director Strat & Soc Dev	Virtual Meeting	14/10/2020
CWDM BET Cluster meeting	Director Strat & Soc Dev	Virtual Meeting	16/10/2020
IT Audit Sampling Meeting	Director Strat & Soc Dev	Virtual Meeting	19/10/2020
CWDM BET Cluster meeting	Director Strat & Soc Dev	Virtual Meeting	22/10/2020
Economic Recovery Plan workshop	Director Strat & Soc Dev	Virtual Meeting	23/10/2020
Air Quality Officers Forum Meeting	Director Strat & Soc Dev	Virtual Meeting	04/11/2020
CWDM BET Cluster Meeting	Director Strat & Soc Dev	Virtual Meeting	06/11/2020
Tourism Event Evaluation with CWDM	Director Strat & Soc Dev	Virtual Meeting	12/11/2020
RTLCT Meeting	Director Strat & Soc Dev	Virtual Meeting	13/11/2020
CWDM Communication Forum	Director Strat & Soc Dev	Virtual Meeting	20/11/2020
Provincial Communication Technical Forum Meeting	Director Strat & Soc Dev	Virtual Meeting	23/11/2020
Department Soc Dev – parenting	Director Strat & Soc Dev	Virtual Meeting	23/11/2020
Cape Winelands EPWP Dist F Meeting	Director Strat & Soc Dev	Virtual Meeting	24/11/2020
Cape Winelands District alignment	Director Strat & Soc Dev	Virtual Meeting	09/12/2020
Prov IDP Managers Forum	Director Strat & Soc Dev	Virtual Meeting	03/12/2020
Joint Operations Committee Meeting	Director Strat & Soc Dev	Virtual Meeting	14/12/2020
DSD – MOU discussion	Director Strat & Soc Dev	Virtual Meeting	14/01/2021
CWDM JDMA working group meeting	Director Strat & Soc Dev	Virtual Meeting	20/01/2021
CWDM LTA Meeting	Director Strat & Soc Dev	Virtual Meeting	27/01/2021
CWDM BET Cluster Meeting	Director Strat & Soc Dev	Virtual Meeting	29/01/2021
Mun Ecosystem with DEDAT	Director Strat & Soc Dev	Virtual Meeting	01/02/2021
CWDM – CDF TIME	Director Strat & Soc Dev	Virtual Meeting	11/02/2021
Cape Winelands EPWP District Forum Meeting	Director Strat & Soc Dev	Virtual Meeting	16/02/2021
Mun Accountants Forum Meeting	Director Strat & Soc Dev	Virtual Meeting	05/03/2021
Department Soc dev	Director Strat & Soc Dev	Virtual Meeting	02/03/2021
IDP Managers working session	Director Strat & Soc Dev	Virtual Meeting	03/03/2021
CWDM Communication Forum	Director Strat & Soc Dev	Virtual Meeting	04/03/2021
Prov. IDP Managers Forum	Director Strat & Soc Dev	Virtual Meeting	04/03/2021
EPWP Prov. Audit Process	Director Strat & Soc Dev	Virtual Meeting	10/03/2021
TIME engagement with province	Director Strat & Soc Dev	Virtual Meeting	11/03/2021
CWDM LTA Meeting	Director Strat & Soc Dev	Virtual Meeting	17/03/2021
Virtual Incentive Grant Workshop	Director Strat & Soc Dev	Virtual Meeting	17/03/2021
Department Agriculture – Prestige Agri Awards	Director Strat & Soc Dev	Virtual Meeting	25/03/2021
She Trade Webinar (Women in Business)	Director Strat & Soc Dev	Virtual Meeting	25/03/2021

**B. IGR ENGAGEMENTS FOR DEPARTMENT: STRATEGY AND SOCIAL DEVELOPMENT**

Meeting	Attended by	Hosted in	Date
MFMA Cir 88 KPIs session with Ignite	Director Strat & Soc Dev	Virtual Meeting	29/03/2021
CWDM Performance Managers Forum	Director Strat & Soc Dev	Virtual Meeting	07/04/2021
WC Spatial Information Forum	Director Strat & Soc Dev	Virtual Meeting	08/04/2021
Department Social Development	Director Strat & Soc Dev	Virtual Meeting	12/04/2021
CWDM EPWP Meeting	Director Strat & Soc Dev	Virtual Meeting	09/04/2021
EPWP District Forum Meeting	Director Strat & Soc Dev	Virtual Meeting	13/04/2021
Air Craft Noise with DEA & DP	Director Strat & Soc Dev	Virtual Meeting	20/04/2021
IT Steering Committee Meeting	Director Strat & Soc Dev	Virtual Meeting	04/05/2021
CWDM BET Cluster Meeting	Director Strat & Soc Dev	Virtual Meeting	06/05/2021
Provincial Managers IDP Forum	Director Strat & Soc Dev	Virtual Meeting	13/05/2021
CWDM LTA Meeting	Director Strat & Soc Dev	Virtual Meeting	19/05/2021
CWDM BET Cluster Meeting	Director Strat & Soc Dev	Virtual Meeting	20/05/2021
CWDM Communication Forum	Director Strat & Soc Dev	Virtual Meeting	20/05/2021
District IDP Managers Forum	Director Strat & Soc Dev	Virtual Meeting	02/06/2021
LED Regional Meeting	Director Strat & Soc Dev	Virtual Meeting	03/06/2021
CWDM Regional Meeting	Director Strat & Soc Dev	Virtual Meeting	08/06/2021
Prov. IDP Managers forum	Director Strat & Soc Dev	Virtual Meeting	11/06/2021
Cape Winelands EPWP District Forum	Director Strat & Soc Dev	Virtual Meeting	15/06/2021
CWDM BET Cluster Meeting	Director Strat & Soc Dev	Virtual Meeting	24/06/2021
DSBD – possible SLA and SEDA	Director Strat & Soc Dev	Virtual Meeting	24/06/2021
DEA & DP – review of Western cape Air Quality Management Plan	Director Strat & Soc Dev	Virtual Meeting	30/06/2021

**C. IGR ENGAGEMENTS FOR THE DEPARTMENT: CORPORATE SERVICES**

Meeting	Attended By	Hosted In	Date
Western Cape Provincial Transport Infrastructure Bill, 2020	Director Corporate Services	Virtual Meeting	28/07/2020
Community Safety Meeting – Disaster Management	Director Corporate Services	Virtual Meeting	31/07/2020
Breede Valley & Langeberg Stakeholder Meeting	Director Corporate Services	Virtual Meeting	03/08/2020
CWDM DCF Meeting	Director Corporate Services	Virtual Meeting	17/08/2020
Asset Management Maturity Assessment Project	Director Corporate Services	Virtual Meeting	18/08/2020
Langeberg Consultation: Exemption Hearing	Director Corporate Services	Virtual Meeting	26/08/2020
Premier's Coordinating Forum (PCF) Meeting	Director Corporate Services	Virtual Meeting	01/09/2020
CWDM DCF Meeting	Director Corporate Services	Virtual Meeting	07/09/2020
CWDM/SANTAM/SASRIA Meeting	Director Corporate Services	Virtual Meeting	10/09/2020
CWDM DCF Meeting	Director Corporate Services	Virtual Meeting	21/09/2020



C. IGR ENGAGEMENTS FOR THE DEPARTMENT: CORPORATE SERVICES			
Meeting	Attended By	Hosted In	Date
PTM and MM's Meeting	Director Corporate Services	Virtual Meeting	29/09/2020
MinMayTech Meeting	Director Corporate Services	Virtual Meeting	08/10/2020
Special MinMay Meeting	Director Corporate Services	Virtual Meeting	08/10/2020
Financial Misconduct and Cost Containment Regulations Workshop	Director Corporate Services	Virtual Meeting	09/10/2020
CWDM DCF Meeting	Director Corporate Services	Virtual Meeting	19/10/2020
Community Safety Quarterly Meeting	Director Corporate Services	Virtual Meeting	23/10/2020
CWDM DCF Meeting	Director Corporate Services	Virtual Meeting	02/11/2020
Extended Cabinet Bosberaad	Director Corporate Services	Virtual Meeting	03/11/2020
DOCS/Law Enforcement Rural Partnership (LERP) Meeting	Director Corporate Services	Virtual Meeting	06/11/2020
Langeberg MIG Implementation Progress Meeting	Director Corporate Services	Virtual Meeting	09/11/2020
Bosberaad Meeting	Director Corporate Services	Rawsonville	17/11/2020
WCMMF Closed Meeting	Director Corporate Services	Hermanus	19/11/2020
WCMMF Meeting	Director Corporate Services	Hermanus	20/11/2020
Engagement with HOD Agriculture Meeting	Director Corporate Services	Virtual Meeting	27/11/2020
Langeberg Exemption Application: Oral Hearing	Director Corporate Services	Virtual Meeting	07/12/2020
Special PCF Engagement Meeting	Director Corporate Services	Virtual Meeting	11/12/2020
DCF Presentation: Department of	Director Corporate Services	Virtual Meeting	14/12/2020
Special PCF Engagement Meeting	Director Corporate Services	Virtual Meeting	22/12/2020
Special PCF Engagement Meeting	Director Corporate Services	Virtual Meeting	29/12/2020
Special PCF Engagement Meeting	Director Corporate Services	Virtual Meeting	05/01/2021
Special PCF Engagement Meeting	Director Corporate Services	Virtual Meeting	12/01/2021
Cape Winelands DCF Meeting	Director Corporate Services	Virtual Meeting	18/01/2021
Special PCF Engagement Meeting	Director Corporate Services	Virtual Meeting	19/01/2021
Cape Winelands DCF Meeting	Director Corporate Services	Virtual Meeting	08/02/2021
Provincial/Municipal Bosberaad	Director Corporate Services	Virtual Meeting	09/02/2021
Cape Winelands DCF Meeting	Director Corporate Services	Virtual Meeting	22/02/2021
Premier's Coordinating Forum (PCF) Meeting	Director Corporate Services	Virtual Meeting	02/03/2021

C. IGR ENGAGEMENTS FOR THE DEPARTMENT: CORPORATE SERVICES			
Meeting	Attended By	Hosted In	Date
Langeberg Municipality: Quarterly General Support Steering Committee Meeting	Director Corporate Services	Virtual Meeting	17/03/2021
Langeberg Municipality: Discussion on Land Tenure Issues in the Municipal area	Director Corporate Services	Virtual Meeting	15/04/2021
Meeting between ASLA and Langeberg	Director Corporate Services	Virtual Meeting	22/04/2021
DPSA Engagement with Western Cape Government	Director Corporate Services	Virtual Meeting	29/04/2021
Langeberg Municipality: Quarterly General Support Steering Committee Meeting	Director Corporate Services	Virtual Meeting	21/06/2021
Mandate Meeting: Salary and Wage Negotiations 2021	Director Corporate Services	Zoom	21/06/2021
Skills Development Forum	Mr TH Carstens – Teams Meeting	Ashton	30/07/2020
HR Practitioners Forum	Mr TH Carstens – Zoom Meeting	Ashton	14/10/2020
Ward-based Planning	Langeberg Municipality, Ward Councillors & Ward Committee	Robertson	25/11/2020
Skills Development Forum	Mr TH Carstens – Teams Meeting	Ashton	26/11/2020
SALGA Meeting – Maturity Assessment	Mr TH Carstens – Zoom Meeting	Ashton	27/11/2020
Ward-based Planning	Langeberg Municipality, Ward Councillors & Ward Committee members Wards 5,9,10 and 11	Ashton	05/12/2020
HR Practitioners Forum	Mr TH Carstens – Zoom Meeting	Ashton	21/01/2021
Skills Development Forum	Mr TH Carstens – Teams Meeting	Ashton	04/03/2021
HR Practitioners Forum	Mr TH Carstens – Zoom Meeting	Ashton	21/04/2021
Communication Strategy Workshop	Municipal Communications: Department of Local Government  Western Cape Government Langeberg Municipality – Communication Unit , Public Participation Unit , Customer Care Unit and Ward Committee Unit	Roberson Commando Building	29-30/04/2021
CDW Local Coordinators Virtual Meeting	Department of Community Development Programmes and Cape Winelands District	Virtual Meeting	05/05/2021

C. IGR ENGAGEMENTS FOR THE DEPARTMENT: CORPORATE SERVICES			
Meeting	Attended By	Hosted In	Date
	Municipalities Ward Committee Coordinator- Mr AG Brönn		
Provincial Public Participation Forum Virtual Meeting	Department of Local Government Western Cape Government: Public Participation Unit Municipalities of the Western Cape National Department of Local Government and Corporate Affairs Ward Committee Coordinator- Mr AG Brönn	Virtual Meeting	05/05/2021

D. IGR ENGAGEMENTS FOR THE DEPARTMENT: FINANCE (VIRTUAL MEETINGS)			
Meeting	Attended by	Hosted by	Date
Year End Procedures Webinar Session	Mr Z Qhanqisa; Mr C Franken	Sebata	14/07/2020
WYN Deposit Breakdown	Mr Z Qhanqisa	R Data	28/07/2020
Workshop on Eskom Tariff Plan for 2021/22	Mr Z Qhanqisa	SALGA	29/07/2020
Annual Pre-Audit Engagement	Mr Z Qhanqisa; Mr C Franken; Mr S Ngcongolo	Provincial Treasury	30/07/2020
System Development Webinar	Mr Z Qhanqisa; Mr C Franken	Sebata	30/07/2020
Langeberg Revenue	Mr Z Qhanqisa	R Data	04/08/2020
Asset Management Maturity Assessment Project	Mr S Ngcongolo	Zutari	18/08/2020
TID (Token Identifier Rollover)	Mr Z Qhanqisa	Syntell	25/08/2020
Kijami Development's Virtual Indigent Meeting	Mr Z Qhanqisa	Kijami Development	26/08/2020
System Development Webinar - EMS Desktop	Mr M Shude; Ms S Wiese; Mrs N Hendricks; Ms B Magqaza; Mr C Scheepers; Mrs A Hepplewhite	Sebata	27/08/2020
Langeberg training - Budget schedules	Mrs B Magqaza; Mrs N Hendricks; Mrs A Hepplewhite; Mr C Scheepers; Ms S Wiese; Ms C de Koker, Ms Y Tshoto; Mr G Fielies; Mr L Jaftha; Mrs E Kleynveldt; Mr K Smith; Mrs N Maqethuka	Altimax	03-04/09/2020
Langeberg GRAP training	Mrs B Magqaza; Mrs N Hendricks; Mrs A Hepplewhite; Mr C Scheepers; Ms S Wiese; Ms C de Koker, Ms Y Tshoto; Mr G Fielies; Mr L Jaftha; Mrs E Kleynveldt; Mr K Smith; Mrs N Maqethuka	Altimax	03-04/09/2020
Langeberg Mun - New Operator Setup CF31931	Mr C Franken	ABSA	08/09/2020

<b>D. IGR ENGAGEMENTS FOR THE DEPARTMENT: FINANCE (VIRTUAL MEETINGS)</b>			
<b>Meeting</b>	<b>Attended by</b>	<b>Hosted by</b>	<b>Date</b>
EasyPay meeting with Langeberg Municipality	Mr Z Qhanqisa	EasyPay Services	08/09/2020
MPRA Focus Group Virtual Workshop	Mrs A Hepplewhite; Mrs Y Plaatjie; Mr P Albanie	Department of Local Government	11/09/2020
Audit Strategy Discussion	All Directors and CAE	Auditor-General	27/10/2020
Audit Steering Committee Meeting	All Directors and CAE	Auditor-General	17/11/2020
R Data User group meeting	Mr C Franken, Mr Z Qhanqisa; Mr G Witbooi; Mrs M Matthee; Mrs N Hendricks	R Data	17-18/11/2020
MPRA Focus Group Virtual Workshop	Mrs A Hepplewhite; Mrs Y Plaatjie; Mr P Albanie	Department of Local Government	27/11/2020
CFO Forum	Mr M Shude	Provincial Treasury	03 - 04/12/2020
Training on New Tender Portal	Mr S Ngcongolo	National Treasury	07/12/2020
Municipal Accountants Forum	Mr M Shude; Mrs A Swarts	Provincial Treasury	09/12/2020
LM AGSA Meeting	Mr M Shude	Auditor-General	11/01/2021
Audit Steering Committee Meeting	Mr M Shude	Auditor-General	19/01/2021
Discussion of draft audit findings for the Performance Audit Conducted at Langeberg Municipality	Mr M Shude	Auditor-General	25/01/2021
Audit Steering Committee Meeting	Mr M Shude	Auditor-General	02/02/2021
Engagement on the Results Of A Desktop Review of GRAP 2	Mr M Shude	ASB	04/02/2021
TIME Precursor Engagement - Langeberg Municipality	Mr M Shude	Provincial Treasury	09/02/2021
Accounting Working Committee (AWC) Meeting	Mr M Shude; Mrs A Swarts	Provincial Treasury	12/02/2021
Municipal Accountants Forum (MAF)	Mr M Shude; Mrs A Swarts	Provincial Treasury	05/03/2021
Cape Winelands TIME IDP Indaba Engagements	Mr M Shude	Provincial Treasury	11/03/2021
Quarterly General Support Steering Committee Meeting	Mr M Shude	Department of Local Government	17/03/2021
Local Production and Content for Municipalities	Mr S Ngcongolo	Provincial Treasury	18/03/2021
CFO Forum	Mr M Shude	Provincial Treasury	19/03/2021
CIGFARO Training Webinar: Discussion on the implementation of the Property Categories	Mr M Shude	CIGFARO	25/03/2021
MPRA Focus Group Virtual Workshop	Mrs A Hepplewhite; Mrs Y Plaatjie	Department of Local Government	26/03/2021
Balance Sheet Budgeting	Mrs A Swarts	R Data	26/03/2021
Provincial Treasury Invitation: SCM Forum Meeting	Mr S Ngcongolo	Provincial Treasury	30/03/2021
Langeberg Municipality/FNB	Mr M Shude	FNB	31/03/2021
Invitation-Just Urban Transitions Webinar 4: Innovative responses to energy poverty in South Africa	Mr M Shude	SALGA	12/04/2021
Discussion on Land Tenure Issues in	Mr M Shude	Department of	15/04/2021

<b>D. IGR ENGAGEMENTS FOR THE DEPARTMENT: FINANCE (VIRTUAL MEETINGS)</b>			
<b>Meeting</b>	<b>Attended by</b>	<b>Hosted by</b>	<b>Date</b>
the Municipal area		Local Government	
MESA Training	Mrs A Swarts; Mrs N Maqethuka; Mr L Jaftha	MESA	13 - 14/04/2021
GRAP Update Training	Mr M Shude	Provincial Treasury	22 - 23/04/2021
2021 Strategic Integrated Municipal Engagement	Mr M Shude	Provincial Treasury	05/05/2021
Altimax / WCPT - mSCOA cash flow and balance sheet budgeting	Mr M Shude; Mrs A Swarts	Altimax	13 - 14/05/2021
Altimax - Langeberg - Property Rates analysis	Mrs A Swarts; Mr Z Qhanqisa	Altimax	21/05/2021
Budget module and IYM reporting training	Mrs A Swarts; Mr U Nakasa; Mrs N Maqethuka; Ms S Wiese; Mrs E Kleynveldt	R Data	26 - 28/05/2021
Cape Winelands Recovery & Covid-19 High performance meeting	Mr M Shude	Cape Winelands	01/06/2021
LGELI Focus Group Survey	Mr M Shude; Mrs A Swarts	Provincial Treasury	04/06/2021
Assets Demo Collaborator	Mrs A Swarts	Business Engineering	08/06/2021
R Data User group meeting	Mr M Shude; Mrs A Swarts; Mr C Franken; Mr Z Qhaqisa; Mr S Ngongolo; Mr U Nakasa	R Data	09 -10/06/2021
Meeting with R Data	Mr M Shude	R Data	18/06/2021
Quarterly General Support Steering Committee Meeting	Mr M Shude	Department of Local Government	21/06/2021
Municipal Accountants Forum (MAF)	Mrs A Swarts	Provincial Treasury	22/06/2021
FNB ECD and Langeberg Municipality Discussion around ECD's	Mr M Shude	FNB	29/06/2021
mSCOA Discussion	Mrs A Swarts	Provincial Treasury	29/06/2021

<b>E. IGR ENGAGEMENTS FOR THE DEPARTMENT: COMMUNITY SERVICES</b>			
<b>Meeting</b>	<b>Attended by</b>	<b>Hosted in</b>	<b>Date</b>
McGregor Houses Handover	M Mgajo	McGregor	01/07/2020
Community Safety Project - Cape Winelands District	M Mgajo	Virtual Meeting	07/07/2020
1601441 Nkqubela Sports Facility - 12 Month Inspection	L April	Robertson	08/07/2020
Langeberg Municipality McGregor 68 Houses: Project Meeting	M Mgajo	Virtual Meeting	14/07/2020
JOC meeting	M Mgajo	Virtual Meeting	14/07/2020
JOC meeting	M Mgajo	Virtual Meeting	16/07/2020
Langeberg Partnership Meeting	M Mgajo	Virtual Meeting	23/07/2020
C818 Ashton Soft Landscaping: discussion and approval	M Mgajo, M Hucklesby	Robertson	29/07/2020
Speed dating 2019 29102019	M Mgajo	Virtual Meeting	31/07/2020
Breede Valley & Langeberg Stakeholder Meeting	M Mgajo	Virtual Meeting	03/08/2020

E. IGR ENGAGEMENTS FOR THE DEPARTMENT: COMMUNITY SERVICES			
Meeting	Attended by	Hosted in	Date
Western Cape Provincial Consultation on the Guidelines for Municipalities on the implementation of the Children's Act	M Mgajo	Virtual Meeting	14/08/2020
Ashton Soft Landscaping Design review feedback	M Hucklesby	Ashton	19/08/2020
Workshop on draft NMD Rules	M Mgajo	Virtual Meeting	20/08/2020
Nkqubela Sports Facility	L April	Robertson	21/08/2020
Asset Management Maturity Assessment Project	M Mgajo	Virtual Meeting	02/09/2020
CWDM/Santam/Sasria Virtual Celebration	M Mgajo	Virtual Meeting	10/09/2020
Disaster Management Meeting	N Mdluli	Virtual Meeting	15/09/2020
Langeberg Technical Co Ordination	M Mgajo, A Mohammed	Virtual Meeting	18/09/2020
Service Level Agreement Draft - Langeberg Municipality	M Mgajo, N Mdluli	Virtual Meeting	18/09/2020
Quarterly General Support Steering Committee Meeting	M Mgajo	Virtual Meeting	22/09/2020
Langeberg Municipal Outreach Programme ("MOP") Meeting	M Mgajo	Virtual Meeting	28/09/2020
Langeberg Council Engagement	M Mgajo	Robertson	28/09/2020
Disaster Risk Management Webinar	N Mdluli	Virtual Meeting	28/09/2020
Nkqubela Sports Facility Inspection	L April	Robertson	05/10/2020
Service Level Agreement Meeting	M Mgajo, N Mdluli	Virtual Meeting	14/10/2020
Nkqubela Sports Facility	L April	Robertson	14/10/2020
Unpacking of the Cost of Supply (COS) Framework Workshop	M Mgajo	Virtual Meeting	15/10/2020
Circular WC 05 Of 2020/2021: White Paper Fire Services	N Mdluli	Virtual Meeting	19/10/2020
Community Safety Quarterly Meeting	M Mgajo	Virtual Meeting	23/10/2020
Langeberg Municipality: Project Meeting	M Mgajo	Robertson	10/11/2020
Webinar Invitation For The Celebration Of International Day For Disaster Risk Reduction: Good Governance	N Mdluli	Virtual Meeting	12/11/2020
Western Cape Local Government and housing summit	M Mgajo	Rawsonville	18/11/2020
Disaster Management Advisory Forum	N Mdluli	Virtual Meeting	19/11/2020
Langeberg Municipality: Disaster Relief Grant-COVID-19	M Mgajo	Ashton	20/11/2020
Langeberg Local JOC Urgent Meeting	N Mdluli	Robertson	23/11/2020
Hazmat Workgroup	N Mdluli	Virtual Meeting	24/11/2020
Chief Fire Officer's Comm.	M Mgajo, N Mdluli	Virtual Meeting	26/11/2020
Informal Settlement Support Plan (ISSP)	M Mgajo, A Mohammed	Virtual Meeting	27/11/2020
Local JOC Meeting	N Mdluli	Robertson	30/11/2020
Urgent Meeting - Local Municipalities JOC Commanders	N Mdluli	Virtual Meeting	01/12/2020
Urgent Meeting: Combatting the Resurgence Of COVID-19 Pandemic	M Mgajo, N Mdluli	Virtual Meeting	07/12/2020



E. IGR ENGAGEMENTS FOR THE DEPARTMENT: COMMUNITY SERVICES			
Meeting	Attended by	Hosted in	Date
2020/21 Quarter 2 Risk Management Committee Meeting	M Mgajo, L April	Virtual Meeting	07/12/2020
Langeberg Local JOC	N Mdluli	Robertson	07/12/2020
Introduction of newly appointed Deputy Director for Fire services and White Paper on Fire Services Implementation Workshop	N Mdluli	Virtual Meeting	15/12/2020
CWDM JOC Meeting	N Mdluli	Virtual Meeting	07/01/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	14/01/2021
Discussion: Langeberg Safety	M Mgajo	Virtual Meeting	20/01/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	21/01/2021
Provincial Veld Fire Workgroup Meeting	N Mdluli	Virtual Meeting	22/01/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	28/01/2021
COVID 19 JOC briefing	N Mdluli	Virtual Meeting	02/02/2021
McGregor Housing Project (Phase II)	M Mgajo, A Mohammed	Virtual Meeting	04/02/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	04/02/2021
Langeberg Municipality - Housing Projects Meeting	M Mgajo	Robertson	05/02/2021
Aerial Fire Fighting Workgroup meeting	N Mdluli	Virtual Meeting	05/02/2021
Langeberg: HS technical co-ordination meeting	M Mgajo	Virtual Meeting	12/02/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	18/02/2021
Langeberg Municipality - Quarter 4 Meeting	M Mgajo	Virtual Meeting	19/02/2021
Aerial Fire Fighting Workgroup meeting	N Mdluli	Virtual Meeting	19/02/2021
Chief Fire Officer's Comm.	N Mdluli	Virtual Meeting	25/02/2021
Aerial Fire Fighting workgroup meeting	N Mdluli	Virtual Meeting	05/03/2021
Langeberg Municipal Outreach Programme ("MOP") Meeting	M Mgajo	Virtual Meeting	08/03/2021
Provincial Steering Committee Meeting: Title Restoration Project	M Mgajo	Virtual Meeting	11/03/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	11/03/2021
Quarterly General Support Steering Committee Meeting	M Mgajo	Virtual Meeting	17/03/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	18/03/2021
Informal Settlement Support Plan (ISSP) Forum	M Mgajo, A Mohammed	Virtual Meeting	19/03/2021
Aerial Fire Fighting Workgroup meeting	N Mdluli	Virtual Meeting	19/03/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	25/03/2021
Provincial Veld Fire Workgroup Meeting	N Mdluli	Virtual Meeting	26/03/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	01/04/2021
Community Safety Project Proposals Evaluation	M Mgajo	Virtual Meeting	07/04/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	08/04/2021
Symbolic Cheque Handover Ceremony	M Mgajo	Robertson	12/04/2021
Discussion on intern at Langeberg Municipality	M Mgajo, N Mdluli	Robertson	13/04/2021

E. IGR ENGAGEMENTS FOR THE DEPARTMENT: COMMUNITY SERVICES			
Meeting	Attended by	Hosted in	Date
Meeting between ASLA and Langeberg SMT	M Mgajo	Ashton	14/04/2021
Discussion on Land Tenure Issues in the Municipal area	M Mgajo	Virtual Meeting	15/04/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	22/04/2021
Langeberg Municipality Technical Coordination Meeting	M Mgajo, A Mohammed	Virtual Meeting	23/04/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	30/04/2021
Compliance Monitoring and Concerns from the Department of Health	N Mdluli	Virtual Meeting	05/05/2021
Langeberg Municipal Outreach Programme ("MOP") Meeting	M Mgajo,	Virtual Meeting	06/05/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	06/05/2021
Prep Meeting - Municipal Outreach Programme	M Mgajo	Virtual Meeting	06/05/2021
Disaster Management meeting	N Mdluli	Virtual Meeting	19/05/2021
Provincial Veld Fire Workgroup Debrief	N Mdluli	Virtual Meeting	20/05/2021
Disaster Management Advisory Forum Meeting	N Mdluli	Virtual Meeting	25/05/2021
Provincial Disaster Management Advisory Forum Meeting	N Mdluli	Virtual Meeting	26/05/2021
Chief Fire Officer's Comm. Meeting	N Mdluli	Virtual Meeting	27/05/2021
DCAS Programme Presentation Meeting	M Mgajo	Virtual Meeting	27/05/2021
Provincial Library Service	C Joubert	Robertson	26/05/2021
Province and Langeberg Municipality Engagement	M Mgajo	Virtual Meeting	04/06/2021
LGELI Focus Group Survey	M Mgajo	Virtual Meeting	04/06/2021
ISSP Municipal Outreach: Langeberg	M Mgajo	Robertson	04/06/2021
Langeberg Mun. Technical Coordination Meeting	M Mgajo	Virtual Meeting	10/06/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	10/06/2021
Langeberg Housing Meeting	M Mgajo	Robertson	14/06/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	17/06/2021
Quarterly General Support Steering Committee Meeting	M Mgajo	Virtual Meeting	21/06/2021
Presentation with Pyro-Cote Cape	N Mdluli	Virtual Meeting	21/06/2021
CWDM JOC Meeting	N Mdluli	Virtual Meeting	24/06/2021
Informal Settlement Support Programme (ISSP) Forum	M Mgajo	Virtual Meeting	30/06/2021



**F. IGR ENGAGEMENTS FOR THE DEPARTMENT: ENGINEERING**

<b>Meeting</b>	<b>Attended by</b>	<b>Hosted in</b>	<b>Date</b>
MIG	M Johnson	Robertson	06/08/20220
Site Meeting WWTW Robertson with Mr Deon Du Plessis	M Johnson	Robertson	17/09/2020
MOP (Municipal Outreach Programme)	M Johnson & Mr JV Brand	Virtual Meeting	28/09/2020
Mr Deon Du Plessis	M Johnson	Robertson	08/10/2020
CWDM	M Johnson	Worcester	05/11/2020
MIG Implementation Progress	M Johnson	Virtual Meeting	09/11/2020
Development of WC Integrated Drought & Water Response Plan	M Johnson, F van Tonder	Robertson	09/02/2021
MOP (Municipal Outreach Programme)	M Johnson & Mr JV Brand	Virtual Meeting	08/03/2021
Ilme Malherbe, Eskom	M Johnson	Robertson	29/04/2021
MOP (Municipal Outreach Programme)	M Johnson & Mr JV Brand	Virtual Meeting	06/05/2021
Establishment of an Asset Management Response Group (CWDM)	M Johnson	Worcester	04/06/2021

## COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION

The Municipal Systems Act, 32 of 2000, Section 15 (b): requires a municipality to establish and organise its administration and to facilitate a culture of accountability amongst its staff. Section 16 (i): states that a municipality must develop a system of municipal governance that complements formal representative governance with a system of participatory governance.

Section 18 (i) (d): requires a municipality to supply its community with information concerning municipal governance, management, and development.

The Municipality actively pursues meaningful public participation. This section reports on how Langeberg Municipality met the above legislative requirements, by discussing the characteristics which accountability and participative governance adhere to.

**Sustainable Participation:** The Ward Committee System provides Langeberg Municipality with a powerful governance structure through which public accountability and community participation are promoted and strengthened. Being fully capacitated and institutionalised in each of the twelve wards, the foundation has been laid to sustain a fully functional system for a continuous, two-way information flow and engagement between the municipality and the community. The Ward Committee Chairpersons per ward are set out in the table below:

*Table 34: Ward Committee Chairpersons per Ward in 2020/2021*

Ward Committee	Chairperson
Ward 1 – Robertson	Ald JD Burger
Ward 2 – Robertson (Nkqubela)	Cllr AJ Shibili
Ward 3 – Robertson	Cllr P Hess
Ward 4 – Bonnievale (Happy Valley)	Cllr JJS Januarie
Ward 5 – McGregor	Cllr SW Van Zyl
Ward 6 – Robertson	Cllr DB Janse
Ward 7 - Montagu	Cllr J Kriel
Ward 8 – Bonnievale	Ald SW Van Eeden
Ward 9 – Ashton	Cllr S Beginsel
Ward 10 – Ashton (Zolani)	Cllr BH Nteta
Ward 11 – Ashton (Rural)	Cllr JDF Van Zyl
Ward 12 - Montagu	Cllr EMJ Scheffers

**Transparency and the Rule of Law:** The following tables indicate the dates on which the municipality invited the community to participate in the development of Municipal directives and documents, as advertised on the municipal website.

### 2.4 PUBLIC MEETINGS

**Effectiveness and efficiency:** To produce results that meet the needs of the Langeberg communities, thereby ensuring participative effectiveness and efficiency, community consultation took place on various issues throughout the year.

The table below reflects the Ward-based Planning Sessions held in 2020-2021.

Due to the resurgence of COVID-19 infections and the subsequent declaring of level 3 restrictions, the ward-based planning sessions for wards 4, 7, 8 and 12 were suspended and dealt with at their ward committee meetings of March 2021.

Table 35: Ward-based Planning Sessions in 2020/2021

Ward	Date	Venue
1	28 November 2020	Robertson Town Hall, Robertson
2	28 November 2020	Robertson Town Hall, Robertson
3	28 November 2020	Robertson Town Hall, Robertson
4	04 March 2021	Happy Valley Community Hall, Bonnievale
5	05 December 2020	Ashton Town Hall, Ashton
6	28 November 2020	Robertson Town Hall, Robertson
7	10 March 2021	Wilhelm Thys Community Hall, Montagu
8	15 March 2021	Chris Van Zyl Community Hall, Bonnievale
9	05 December 2020	Ashton Town Hall, Ashton
10	05 December 2020	Ashton Town Hall, Ashton
11	05 December 2020	Ashton Town Hall, Ashton
12	01 March 2021	Wilhelm Thys Community Hall, Montagu

**Equity and Inclusiveness:** To facilitate inclusive participation in mainstream society, Ward Committees reached out to communities - creating opportunities to improve and/or maintain their well-being.

The table below reflects the Ward Committee Outreach Programmes in 2020/2021.

Table 36: Ward Committee Outreach Programmes in 2020/2021

Ward	Date	Programmes
1	01/07 - 20/07/2020	Distribution of COVID 19 awareness pamphlets
	01/08 - 20/08/2020	Distribution of COVID 19 awareness pamphlets
	01/09 - 20/09/2020	Distribution of COVID 19 brochures in ward
	01/09 - 20/09/2020	Distribution and collection of completed IDP Questionnaires in ward
	01/10 - 20/10/2020	Distribution of national legislative amendments to communities in ward
		Amendment Bills –Children Amendment Bill, Gender Based Violence Bill, The Criminal Law and related matters, Traffic Amendment Bill
	01/10 - 30/10/2021	IDP Questionnaires distribution and completion in wards
	01/11 - 20/11/2020	Distribution of emergency contact numbers Department of Health
	25/11/2020	Ward-based Planning
	01/01 - 20/01/2021	Distribution of Informal Trading bylaw amendments to obtain inputs
	01/02 - 20/02/2021	Distribution of COVID 19 awareness pamphlets and protocols
	01/03 - 20/03/2021	Distribution of key changes to credit control and debt collection policy
	01/04 - 20/04/2021	Distribution of draft budget 2021/2022 to obtain inputs
	01/05 - 20/05/2021	Distribution and completion of Community Safety plan questionnaires per ward per block
	01/05 - 30/06/2021	Distribution of COVID vaccination registration program and process.
2	01/07 - 20/07/2020	Distribution of COVID 19 awareness pamphlets
	01/08 - 20/08/2020	Distribution of COVID 19 awareness pamphlets
	01/09 - 20/09/2020	Distribution of COVID 19 brochures in ward
	01/09 - 20/09/2020	Distribution and collection of completed IDP Questionnaires in ward
	01/10 - 20/10/2020	Distribution of national legislative amendments to communities in ward:
		Amendment Bills –Children Amendment Bill, Gender Based Violence Bill, The Criminal Law and related matters, Traffic Amendment Bill
	01/10 - 30/10/2021	IDP Questionnaires distribution and completion in wards

Ward	Date	Programmes
	01/11 - 20/11/2020 25/11/2020 01/01 - 20/01/2021 01/02 - 20/02/2021 01/03 - 20/03/2021 01/04 - 20/04/2021 01/05 - 20/05/2021  01/05 - 30/06/2021	Distribution of emergency contact numbers Department of Health Ward-based Planning Distribution of Informal Trading bylaw amendments to obtain inputs Distribution of COVID 19 awareness pamphlets and protocols Distribution of key changes to credit control and debt collection policy Distribution of draft budget 2021/2022 to obtain inputs Distribution and completion of Community Safety plan questionnaires per ward per block Distribution of COVID vaccination registration program and process.
3	01/07 - 20/07/2020 01/08 - 20/08/2020 01/09 - 20/09/2020 01/09 - 20/09/2020 01/10 - 20/10/2020  01/10 - 30/10/2021 01/11 - 20/11/2020  25/11/2020 01/01 - 20/01/2021 01/02 - 20/02/2021 01/03 - 20/03/2021 01/04 - 20/04/2021 01/05 - 20/05/2021  01/05 - 30/06/2021	Distribution of COVID 19 awareness pamphlets Distribution of COVID 19 awareness pamphlets Distribution of COVID 19 brochures in ward Distribution and collection of completed IDP Questionnaires in ward Distribution of national legislative amendments to communities in ward: Amendment Bills –Children Amendment Bill, Gender Based Violence Bill, The Criminal Law and related matters, Traffic Amendment Bill IDP Questionnaires distribution and completion in wards Distribution of emergency contact numbers Department of Health Ward-based Planning Distribution of Informal Trading bylaw amendments to obtain inputs Distribution of COVID 19 awareness pamphlets and protocols Distribution of key changes to credit control and debt collection policy Distribution of draft budget 2021/2022 to obtain inputs Distribution and completion of Community Safety plan questionnaires per ward per block Distribution of COVID vaccination registration program and process.
4	01/07 - 20/07/2020 01/08 - 20/08/2020 01/09 - 20/09/2020 01/09 - 20/09/2020 01/10 - 20/10/2020  01/10 - 30/10/2021 01/11 - 20/11/2020 04/03/2021 01/01 - 20/01/2021 01/02 - 20/02/2021 01/03 - 20/03/2021 01/04 - 20/04/2021 01/05 - 20/05/2021  01/05 - 30/06/2021	Distribution of COVID 19 awareness pamphlets Distribution of COVID 19 awareness pamphlets Distribution of COVID 19 brochures in ward Distribution and collection of completed IDP Questionnaires in ward Distribution of national legislative amendments to communities in ward: Amendment Bills –Children Amendment Bill, Gender Based Violence Bill, The Criminal Law and related matters, Traffic Amendment Bill IDP Questionnaires distribution and completion in wards Distribution of emergency contact numbers Department of Health Ward-based Planning Distribution of Informal Trading bylaw amendments to obtain inputs Distribution of COVID 19 awareness pamphlets and protocols Distribution of key changes to credit control and debt collection policy Distribution of draft budget 2021/2022 to obtain inputs Distribution and completion of Community Safety plan questionnaires per ward per block Distribution of COVID vaccination registration program and process.
5	01/07 - 20/07/2020 01/08 - 20/08/2020 01/09 - 20/09/2020	Distribution of COVID 19 awareness pamphlets Distribution of COVID 19 awareness pamphlets Distribution of COVID 19 brochures in ward

Ward	Date	Programmes
	01/09 - 20/09/2020 01/10 - 20/10/2020  01/10 - 30/10/2021 01/11 - 20/11/2020 05/12/2020 01/01 - 20/01/2021 01/02 - 20/02/2021 01/03 - 20/03/2021 01/04 - 20/04/2021 01/05 - 20/05/2021  01/05 - 30/06/2021	Distribution and collection of completed IDP Questionnaires in ward Distribution of national legislative amendments to communities in ward: Amendment Bills –Children Amendment Bill, Gender Based Violence Bill, The Criminal Law and related matters, Traffic Amendment Bill IDP Questionnaires distribution and completion in wards Distribution of emergency contact numbers Department of Health Ward-based Planning Distribution of Informal Trading bylaw amendments to obtain inputs Distribution of COVID 19 awareness pamphlets and protocols Distribution of key changes to credit control and debt collection policy Distribution of draft budget 2021/2022 to obtain inputs Distribution and completion of Community Safety plan questionnaires per ward per block Distribution of COVID vaccination registration program and process.
6	01/07 - 20/07/2020 01/08 - 20/08/2020 01/09 - 20/09/2020 01/09 - 20/09/2020 01/10 - 20/10/2020  01/10 - 30/10/2021 01/11 - 20/11/2020 25/11/2020 01/01 - 20/01/2021 01/02 - 20/02/2021 01/03 - 20/03/2021 01/04 - 20/04/2021 01/05 - 20/05/2021  01/05 - 30/06/2021	Distribution of COVID 19 awareness pamphlets Distribution of COVID 19 awareness pamphlets Distribution of COVID 19 brochures in ward Distribution and collection of completed IDP Questionnaires in ward Distribution of national legislative amendments to communities in ward: Amendment Bills –Children Amendment Bill, Gender Based Violence Bill, The Criminal Law and related matters, Traffic Amendment Bill IDP Questionnaires distribution and completion in wards Distribution of emergency contact numbers Department of Health Ward-based Planning Distribution of Informal Trading bylaw amendments to obtain inputs Distribution of COVID 19 awareness pamphlets and protocols Distribution of key changes to credit control and debt collection policy Distribution of draft budget 2021/2022 to obtain inputs Distribution and completion of Community Safety plan questionnaires per ward per block Distribution of COVID vaccination registration program and process.
7	01/07 - 20/07/2020 01/08 - 20/08/2020 01/09 - 20/09/2020 01/09 - 20/09/2020 01/10 - 20/10/2020  01/10 - 30/10/2021 01/11 - 20/11/2020 10/03/2021 01/01 - 20/01/2021 01/02 - 20/02/2021 01/03 - 20/03/2021 01/04 - 20/04/2021 01/05 - 20/05/2021  01/05 - 30/06/2021	Distribution of COVID 19 awareness pamphlets Distribution of COVID 19 awareness pamphlets Distribution of COVID 19 brochures in ward Distribution and collection of completed IDP Questionnaires in ward Distribution of national legislative amendments to communities in ward: Amendment Bills –Children Amendment Bill, Gender Based Violence Bill, The Criminal Law and related matters, Traffic Amendment Bill IDP Questionnaires distribution and completion in wards Distribution of emergency contact numbers Department of Health Ward-based Planning Distribution of Informal Trading bylaw amendments to obtain inputs Distribution of COVID 19 awareness pamphlets and protocols Distribution of key changes to credit control and debt collection policy Distribution of draft budget 2021/2022 to obtain inputs Distribution and completion of Community Safety plan questionnaires per ward per block Distribution of COVID vaccination registration program and process.

Ward	Date	Programmes
8	01/07 - 20/07/2020	Distribution of COVID 19 awareness pamphlets
	01/08 - 20/08/2020	Distribution of COVID 19 awareness pamphlets
	01/09 - 20/09/2020	Distribution of COVID 19 brochures in ward
	01/09 - 20/09/2020	Distribution and collection of completed IDP Questionnaires in ward
	01/10 - 20/10/2020	Distribution of national legislative amendments to communities in ward
	01/11 - 20/11/2020	Distribution of emergency contact numbers Department of Health
	15/03/2021	Ward-based Planning
	01/01 - 20/01/2021	Distribution of Informal Trading bylaw amendments to obtain inputs
	01/02 - 20/02/2021	Distribution of COVID 19 awareness pamphlets and protocols
	01/03 - 20/03/2021	Distribution of key changes to credit control and debt collection policy
	01/04 - 20/04/2021	Distribution of draft budget 2021/2022 to obtain inputs
	01/05 - 20/05/2021	Distribution and completion of Community Safety plan questionnaires per ward per block
9	01/05 - 30/06/2021	Distribution of COVID vaccination registration program and process.
	01/07 - 20/07/2020	Distribution of COVID 19 awareness pamphlets
	01/08 - 20/08/2020	Distribution of COVID 19 awareness pamphlets
	01/09 - 20/09/2020	Distribution of COVID 19 brochures in ward
	01/09 - 20/09/2020	Distribution and collection of completed IDP Questionnaires in ward
	01/10 - 20/10/2020	Distribution of national legislative amendments to communities in ward
		Amendment Bills –Children Amendment Bill, Gender Based Violence Bill, The Criminal Law and related matters, Traffic Amendment Bill
	01/10 - 30/10/2021	IDP Questionnaires distribution and completion in wards
	01/11 - 20/11/2020	Distribution of emergency contact numbers Department of Health
	05/12/2020	Ward-based Planning
	01/01 - 20/01/2021	Distribution of Informal Trading bylaw amendments to obtain inputs
	01/02 - 20/02/2021	Distribution of COVID 19 awareness pamphlets and protocols
10	01/03 - 20/03/2021	Distribution of key changes to credit control and debt collection policy
	01/04 - 20/04/2021	Distribution of draft budget 2021/2022 to obtain inputs
	01/05 - 20/05/2021	Distribution and completion of Community Safety plan questionnaires per ward per block
	01/05 - 30/06/2021	Distribution of COVID vaccination registration program and process.
	01/07 - 20/07/2020	Distribution of COVID 19 awareness pamphlets
	01/08 - 20/08/2020	Distribution of COVID 19 awareness pamphlets
	01/09 - 20/09/2020	Distribution of COVID 19 brochures in ward
	01/09 - 20/09/2020	Distribution and collection of completed IDP Questionnaires in ward
	01/10 - 20/10/2020	Distribution of national legislative amendments to communities in ward
		Amendment Bills –Children Amendment Bill, Gender Based Violence Bill, The Criminal Law and related matters, Traffic Amendment Bill
	01/10 - 30/10/2021	IDP Questionnaires distribution and completion in wards
	01/11 - 20/11/2020	Distribution of emergency contact numbers Department of Health
	05/12/2020	Ward-based Planning
	01/01 - 20/01/2021	Distribution of Informal Trading bylaw amendments to obtain inputs
	01/02 - 20/02/2021	Distribution of COVID 19 awareness pamphlets and protocols
	01/03 - 20/03/2021	Distribution of key changes to credit control and debt collection policy
	01/04 - 20/04/2021	Distribution of draft budget 2021/2022 to obtain inputs
	01/05 - 20/05/2021	Distribution and completion of Community Safety plan questionnaires per ward per block
	01/05-30/06/2021	Distribution of COVID vaccination registration program and process.



Ward	Date	Programmes
11	01/07 - 20/07/2020	Distribution of COVID 19 awareness pamphlets
	01/08 - 20/08/2020	Distribution of COVID 19 awareness pamphlets
	01/09 - 20/09/2020	Distribution of COVID 19 brochures in ward
	01/09 - 20/09/2020	Distribution and collection of completed IDP Questionnaires in ward
	01/10 - 20/10/2020	Distribution of national legislative amendments to communities in ward
		Amendment Bills –Children Amendment Bill, Gender Based Violence Bill, The Criminal Law and related matters, Traffic Amendment Bill
	01/10 – 30/10/2021	IDP Questionnaires distribution and completion in wards
	01/11- 20/11/2020	Distribution of emergency contact numbers Department of Health
	05/12/2020	Ward-based Planning
	01/01 20/01/2021	Distribution of Informal Trading bylaw amendments to obtain inputs
	01/02- 20/02/2021	Distribution of COVID 19 awareness pamphlets and protocols
	01/03- 20/03/2021	Distribution of key changes to credit control and debt collection policy
	01/04- 20/04/2021	Distribution of draft budget 2021/2022 to obtain inputs
	01/05- 20/05/2021	Distribution and completion of Community Safety plan questionnaires per ward per block
	01/05-30/06/2021	Distribution of COVID vaccination registration program and process.
12	01/07 - 20/07/2020	Distribution of COVID 19 awareness pamphlets
	01/08 - 20/08/2020	Distribution of COVID 19 awareness pamphlets
	01/09 - 20/09/2020	Distribution of COVID 19 brochures in ward
	01/09 - 20/09/2020	Distribution and collection of completed IDP Questionnaires in ward
	01/10 - 20/10/2020	Distribution of national legislative amendments to communities in ward
		Amendment Bills –Children Amendment Bill, Gender Based Violence Bill, The Criminal Law and related matters, Traffic Amendment Bill
	01/10 – 30/10/2021	IDP Questionnaires distribution and completion in wards
	01/11- 20/11/2020	Distribution of emergency contact numbers Department of Health
	01/03/2021	Ward-based Planning
	01/01 20/01/2021	Distribution of Informal Trading bylaw amendments to obtain inputs
	01/02- 20/02/2021	Distribution of COVID 19 awareness pamphlets and protocols
	01/03- 20/03/2021	Distribution of key changes to credit control and debt collection policy
	01/04- 20/04/2021	Distribution of draft budget 2021/2022 to obtain inputs
	01/05- 20/05/2021	Distribution and completion of Community Safety plan questionnaires per ward per block
	01/05-30/06/2021	Distribution of COVID vaccination registration program and process.

**Consensus Orientation:** To be consensus orientated, the Municipality strives towards reaching broad consensus on what is in the best interest of the community and also how it can be achieved. The IDP process served this purpose. The table below reflects the IDP Community Input Meetings held in 2020/2021.

**Transparency:** To be transparent, stakeholders and communities were informed of decisions and actions that affected them directly. Ward Committees gave regular feedback to their communities.

**Due to COVID-19 protocols and restrictions Community Input Meetings were not held for the 2020/2021 financial year**

Table 37: IDP Community Input Meetings held in 2020/2021

IDP Community Input Meetings held in 2020/2021			
Date	Wards	Town	Venue
None	1	Ald JD Burger	Robertson
None	2	Cllr A Shibili	Robertson
None	3	Cllr P Hess	Robertson
None	4	Cllr JJ Januarie	Bonnievale
None	5	Cllr W Van Zyl	McGregor
None	6	Cllr DB Janse	Robertson
None	7	Cllr J Kriel	Montagu
None	8	Ald SW Van Eeden	Bonnievale
None	9	Cllr S Beginzel	Ashton
None	10	Cllr B Nteta	Zolani ,Ashton
None	11	Cllr J van Zyl	Ashton , Montagu –South
None	12	Cllr EMJ Scheffers	Montagu

**Due to COVID-19 protocols and restrictions Community (Feedback) Meetings were not held for the 2020/2021 financial year**

Table 38: Ward Committee – Community (Feedback) Meetings held in 2020/2021

Ward Committee – Community (Feedback) Meetings held in 2020/2021				
Ward	Date		Date	
	July –Sept 2020	Oct – Dec 2020	Jan – March 2021	April – June 2021
1	None	None	None	None
2	None	None	None	None
3	None	None	None	None
4	None	None	None	None
5	None	None	None	None
6	None	None	None	None
7	None	None	None	None
8	None	None	None	None
9	None	None	None	None
10	None	None	None	None
11	None	None	None	None
12	None	None	None	None



Table 39: Ward Committee – IDP Community (Feedback) Meetings held in 2020/2021

Ward Committee – IDP Community (Feedback) Meetings held in 2020/2021		
Ward	Date	Date
	2020	2021
1	None	None
2	None	None
3	None	None
4	None	None
5	None	None
6	None	None
7	None	None
8	None	None
9	None	None
10	None	None
11	None	None
12	None	None

**For the period October to November ward committee members were issued with 30 survey forms to be distributed in their blocks to gathered inputs for the IDP from the community in their blocks.**

For the period under review the normal block meetings were suspended and substituted with distribution of survey questionnaires by the ward committee members in their respective blocks or geographical areas to ensure adherence to COVID -19 protocols.

The tables below reflect the Ward Block Meetings held in 2020/2021:

Table 40: Ward 1 - Block meetings held in 2020/2021

Ward 1 - Block meetings held in 2020/2021					
Block	Committee Member	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
		Jul –Sept 2020	Oct – Dec 2020	Jan – March 2021	Apr –June 2021
1	M de Villiers	17/07/2020	None	31/03/2021	31/04/2021
2	F Kriel	07/08/2020	14/10/2020	22/03/2021	31/04/2021
3	C Rossouw	Vacant	Vacant	None	None
4	M Kannemeyer	None	None	None	None
5	Vacant	None	None	None	None
6	J Rall	27/08/2020	None	15/03/2021	None
7	P Veldsman	None	14/10/2020	20/03/2021	15/04/2021
8	A Koert	None	19/10/2020	26/03/2021	29/04/2021
9	M Tiras	26/09/2020	02/11/2020	18/03/2021	22/06/2021
10	A Joseph	17/07/2020	None	16/03/2021	15/04/2021

Table 41: Ward 2 - Block meetings held in 2020/2021

Ward 2 - Block meetings held in 2020/2021					
Block	Committee Member	1 <sup>st</sup> Quarter Jul –Sept 2020	2 <sup>nd</sup> Quarter Oct – Dec 2020	3 <sup>rd</sup> Quarter Jan – March 2021	4 <sup>th</sup> Quarter Apr –June 2021
1	Akhona Luwalala	None	None	None	03/05/2021
2	Monwabisi May	None	None	None	19/05/2021
3	Babalwa Madonono	None	None	None	01/06/2021
4	Nomzi Siqangwe	02/09/2020	20/10/2020	None	27/05/2021
5	Lungani Gxowa	10/09/2020	17/10/2020	None	19/05/2021
6	Solomon Khuselo	02/09/2020	06/10/2020	03/03/2021	04/05/2021
7	Moris Kopini	None	26/10/2020	17/03/2021	24/05/2021
8	Stefhan Smith	None	None	None	31/05/2021
9	Lincoln Padiachy	None	None	None	02/06/2021
10	Vincent Abrahams	None	None	None	19/05/2021

Table 42: Ward 3 - Block meetings held in 2020/2021

Ward 3 - Block meetings held in 2020/2021					
Block	Committee Member	1 <sup>st</sup> Quarter Jul –Sept 2020	2 <sup>nd</sup> Quarter Oct – Dec 2020	3 <sup>rd</sup> Quarter Jan – March 2021	4 <sup>th</sup> Quarter Apr –June 2021
1	G October	07/08/2020	16/11/2020	None	None
2	E Jeneke	03/08/2020	12/10/2020	31/03/2021	13/05/2021
3	S Hartzenberg	08/08/2020	14/10/2020	31/03/2021	15/06/2021
4	J Tobias	14/08/2020	12/10/2020	31/03/2021	05/04/2021
5	F van Wyk	19/09/2020	16/11/2020	31/03/2021	24/04/2021
6	D Skippers	06/09/2020	12/10/2020	31/03/2021	None
7	D Van Wyk	14/08/2020	12/10/2020	31/03/2021	10/06/2021
8	H Eksteen	29/08/2020	16/11/2020	31/03/2021	14/06/2021
9	A Hektoer	25/09/2020	19/10/2020	31/03/2021	14/04/2021
10	C Mc Krige	29/09/2020	16/11/2020	31/03/2021	07/04/2021

Table 43: Ward 4 - Block meetings held in 2020/2021

Ward 4 - Block meetings held in 2020/2021					
Block	Committee Member	1 <sup>st</sup> Quarter Jul –Sept 2020	2 <sup>nd</sup> Quarter Oct – Dec 2020	3 <sup>rd</sup> Quarter Jan – March 2021	4 <sup>th</sup> Quarter Apr –June 2021
1	Roseline Lekota	30/09/2020	None	None	28/04/2021
2	Vacant	None	None	None	None
3	Ntobeko Msweli	None	None	None	05/05/2021
4	Juan H Micheals	None	None	None	None
5	Catherine Kortje	None	None	None	05/05/2021
6	Lilian Pawuli	None	None	None	None
7	Anneline Dampies	07/09/2020	None	None	05/04/2021
8	Salmon Marais	None	None	22/03/2021	30/04/2021
9	Paulina Paulse	None	None	None	14/06/2021
10	Alan Lombard	None	None	None	None

Table 44: Ward 5 - Block meetings held in 2020/2021

Ward 5 - Block meetings held in 2020/2021					
Block	Committee Member	1 <sup>st</sup> Quarter Jul –Sept 2020	2 <sup>nd</sup> Quarter Oct – Dec 2020	3 <sup>rd</sup> Quarter Jan – March 2021	4 <sup>th</sup> Quarter Apr –June 2021
1	Vacant	None	14/10/2020	09/03/2021	14/06/2021
2	Henrietta Knapp	None	08/10/2020	11/03/2021	08/06/2021
3	William Brian Isaacs	None	05/10/2020	15/03/2021	15/06/2021
4	Evon Arendorf	None	15/10/2020	17/03/2021	17/06/2021
5	Pearston Hull	None	None	18/3/2021	22/06/2021
6	Claudius de Vries	None	12/10/2020	18/03/2021	12/06/2021
7	Hendrik Pyl	None	13/10/2020	25/03/2021	24/06/2021
8	Willem Geduld	None	07/10/2020	29/03/2021	28/06/2021
9	Jan Jacobs	None	07/10/2020	31/03/2021	29/06/2021
10	Frans Brits	None	14/10/2020	09/3/2021	14/06/2021

Table 45: Ward 6 - Block meetings held in 2020/2021

Ward 6 - Block meetings held in 2020/2021					
Block	Committee Member	1 <sup>st</sup> Quarter Jul –Sept 2020	2 <sup>nd</sup> Quarter Oct – Dec 2020	3 <sup>rd</sup> Quarter Jan – March 2021	4 <sup>th</sup> Quarter Apr –June 2021
1	Israel van Stade	31/08/2020	06/11/2020	03/03/2021	28/04/2021
2	Godfrey Paulsen	24/07/2020	04/11/2020	16/03/2021	30/06/2021
3	Betty Faraa	05/08/2020	18/11/2020	24/03/2021	27/05/2021
4	Martha Petoors	21/08/2020	12/11/2020	10/03/2021	12/05/2021
5	Slameace Adonins	12/08/2020	21/10/2020	31/30/2021	27/05/2021
6	Elizabeth George	17/08/2020	04/11/2020	09/03/2021	10/05/2021
7	Gert Olckers	22/07/2020	14/10/2020	01/03/2021	19/05/2021
8	Muriel Pietersen	01/08/2020	27/11/2020	08/03/2021	26/05/2021
9	Elzaan Verneel	06/08/2020	25/11/2020	22/03/2021	18/05/2021
10	Sarah van Wyk	15/08/2020	19/11/2020	11/03/2021	21/05/2021

Table 46: Ward 7 - Block meetings held in 2020/2021

Ward 7 - Block meetings held in 2020/2021					
Block	Committee Member	1 <sup>st</sup> Quarter Jul –Sept 2020	2 <sup>nd</sup> Quarter Oct – Dec 2020	3 <sup>rd</sup> Quarter Jan – March 2021	4 <sup>th</sup> Quarter Apr –June 2021
1	Stephanie Terblanche	None	11/11/2020	3/04/2021	9/06/2021
2	Ryno van Zyl	None	None	None	12/04/2021
3	Jacobus de Kock	None	None	29/03/2021	None
4	Jaques Swanepoel	None	16/11//2020	08/03/2021	None
5	H Fluks	None	None	17/03/2021	None
6	Catheleen Plaatjies	None	11/10/2020	29/03/2021	None
7	Wilna Swanepoel	None	11/11/2020	30/03/2021	None
8	Abe Blaauw	None	27/10/2020	08/03/2021	None
9	Dennis Jonker	None	None	24/03/2021	None
10	Jan Oncke	None	None	29/03/2021	None

Table 47: Ward 8 - Block meetings held in 2020/2021

Ward 8 - Block meetings held in 2020/2021					
Block	Committee Member	1 <sup>st</sup> Quarter Jul –Sept 2020	2 <sup>nd</sup> Quarter Oct – Dec 2020	3 <sup>rd</sup> Quarter Jan – March 2021	4 <sup>th</sup> Quarter Apr –June 2021
1	M Jaftha	None	None	30/03/2021	None
2	Johanelle Crous	30/09/2020	20/10/2020	10/03/2021	08/06/2021
3	Gabriella Goncalves	None	22/10/2020	12/03/2021	None
4	F Klue	None	None	12/03/2021	19/03/2021
5	A Filander	04/08/2020	None	None	None
6	Mintoor Booysen	20/09/2020	None	12/03/2021	12/04/2021
7	Frederick Erasmus	None	None	22/03/2021	16/04/2021
8	Bettie Swarts	None	None	23/03/2021	
9	Theresa Slingers	None	None	30/03/2021	21/04/2021
10	Krisjan Snyders	None	None	22/03/2021	18/04/2021

Table 48: Ward 9 - Block meetings held in 2020/2021

Ward 9 - Block meetings held in 2020/2021					
Block	Committee Member	1 <sup>st</sup> Quarter Jul –Sept 2020	2 <sup>nd</sup> Quarter Oct – Dec 2020	3 <sup>rd</sup> Quarter Jan – March 2021	4 <sup>th</sup> Quarter Apr –June 2021
1	Priven September	None	01/10/2020	25/03/2021	19/06/2021
2	Sonia Douwrie	None	12/10/2020	None	15/04/2021
3	Gert Maarman	None	05/10/2020	None	06/04/2021
4	Henry Abrahams	None	01/10/2020	30/03/2021	30/04/2021
5	Leandrie Filander	None	None	None	None
6	N van Eck	Vacant	Vacant	None	18/06/2021
7	Edean Solomons	None	13/10/2020	None	07/04/2021
8	Magdalena le Roux	None	Vacant	None	08/04/2021
9	Lilian du Toit	None	11/10/2020	20/04/2021	19/04/2021
10	Ashley Gertse	None	02/10/2020	None	05/04/2021

Table 49: Ward 10 - Block meetings held in 2020/2021

Ward 10 - Block meetings held in 2020/2021					
Block	Committee Member	1 <sup>st</sup> Quarter Jul –Sept 2020	2 <sup>nd</sup> Quarter Oct – Dec 2020	3 <sup>rd</sup> Quarter Jan – March 2021	4 <sup>th</sup> Quarter Apr –June 2021
1	Zwelidumile Magazi	02/07/2020	19/10/2020	18/03/2021	14/04/2021
2	Phumla Tokwe	09/07/2020	08/08/2020	18/03/2021	09/04/2021
3	Nomawonga Mase	14/07/2020	20/10/2020	16/03/2021	28/06/2021
4	Nomapostile Ntlalombi	16/07/2020	03/11/2020	28/03/2021	13/04/2021
5	Miriam Taho	21/07/2020	28/11/2020	28/03/2021	07/06/2021
6	Fikile Matoti	06/08/2020	03/12/2020	None	None
7	Mphati Ntayithethwa	18/08/2020	16/10/2020	None	None
8	Thenjiswa Zenzile	13/08/2020	17/10/2020	13/03/2021	07/06/2021
9	Lucy Plessie	17/08/2020	27/10/2020	23/03/2021	13/06/2021
10	Vacant	None	None	None	None

Table 50: Ward 11 - Block meetings held in 2020/2021

Ward 11 - Block meetings held in 2020/2021					
Block	Committee Member	1 <sup>st</sup> Quarter Jul –Sept 2020	2 <sup>nd</sup> Quarter Oct – Dec 2020	3 <sup>rd</sup> Quarter Jan – March 2021	4 <sup>th</sup> Quarter Apr –June 2021
1	Hendrik Tredoux	None	None	None	None
2	F Tredoux	None	None	None	None
3	Sarah Doms	None	None	None	None
4	A Baartman	None	None	None	None
5	Penny Retief	None	None	None	None
6	Abraham Jacobs	None	22/10/20	14/04/21	03/06/21
7	B Saayman	None	17/10/20	None	20/04/21
8	Roslynn Fuller	None	16/10/20	26/03/21	05/06/21
9	Hansie Volschenk	None	None	None	None
10	Piet Engelbreg	None	None	None	11/04/21

Table 51: Ward 12 - Block meetings held in 2020/2021

Ward 12 - Block meetings held in 2020/2021					
Block	Committee Member	1 <sup>st</sup> Quarter Jul –Sept 2020	2 <sup>nd</sup> Quarter Oct – Dec 2020	3 <sup>rd</sup> Quarter Jan – March 2021	4 <sup>th</sup> Quarter Apr –June 2021
1	Spaas Herder	None	02/11/2020	28/03/2021	None
2	Jan Hoffman	None	30/10/2020	20/03/2021	None
3	Dawid de Koker	None	15/10/2020	31/03/2021	None
4	Elroy Matthys	None	29/10/2020	31/03/2021	09/04/2021
5	Alfredauw Wewers	None	11/11/2020	08/03/2021	14/06/2021
6	Maria Soldaat	None	29/10/2020	22/03/2021	30/04/2021
7	Koert Ewertson	None	14/11/2020	11/03/2021	None
8	Andre Louw	None	11/10/2020	02/03/2021	None
9	Martin Booysen	None	30/11/2020	15/03/2021	None
10	Cupido Appollis	None	12/11/2020	08/03/2021	None

**Rule of Law:** The Municipality ensures impartiality in legislative enforcement through the implementation of its adopted Community Participation Policy and Ward Committee System reporting procedures.

## 2.5 IDP PARTICIPATION AND ALIGNMENT

The table below confirms Langeberg Municipality's IDP participation and alignment.

Table 52: IDP Participation and Alignment Criteria

IDP Participation and Alignment Criteria	
Does the municipality have impact, outcome, input, output indicators?	Yes
Does the IDP have priorities, objectives, KPIs, development strategies?	Yes
Does the IDP have multi-year targets?	Yes
Are the above aligned and can they calculate into a score?	Yes
Does the budget align directly to the KPIs in the strategic plan?	Yes
Do the IDP KPIs align to the Section 57 Managers	Yes
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	Yes
Do the IDP KPIs align with the provincial KPIs on the 12 Outcomes	Yes
Were the indicators communicated to the public?	Yes
Were the four quarter aligned reports submitted within stipulated time frames?	Yes

## COMPONENT D: CORPORATE GOVERNANCE

In Langeberg Municipality, the principals of good governance as set out in the King IV Report, are embraced and implemented within the municipality. These principals relate amongst others to ethical governance, the implementation of controls to prevent fraud and corruption and the management of risks.

### 2.6 RISK MANAGEMENT

The MFMA No. 56 of 2003 Section 62 (i) (c) requires a municipality to have and maintain an effective, efficient and transparent system of risk management.

By managing its risks, Langeberg Municipality maximises value by setting clear and realistic objectives, develop appropriate strategies, understands the intrinsic and associated risks of its actions, and directs resources towards managing such risks based on cost benefit principles.

Langeberg Municipality bases its risk management on pre-identified and regularly reviewed operational and strategic risks. A risk register has been compiled, together with mitigating measures. An adopted Risk Management Policy regulates the implementation of risk management processes and procedures throughout the 2020/2021 financial year.

Table 53: Langeberg Municipality's Strategic Risks in 2020/2021

No	Langeberg Municipality's top 10 risks in 2020/2021
1	Power failures in the municipal area.
2	Risk that the municipality is approaching a shortage of cemetery space in all towns.
3	Risk that the municipality is approaching a shortage of airspace at the Ashton landfill site.
4	Increased strain on the financial viability and sustainability.
5	Unlawful land use in the Municipal jurisdiction.
6	Insufficient water supply.
7	Risk of flooding.
8	Poor roads infrastructure.
9	Compromised water and wastewater quality.
10	Underspensing of capital budget.

### 2.7 ANTI-CORRUPTION AND FRAUD PREVENTION

The Municipality's anti-corruption and fraud preventative measures include:

- Continuous promotion of an ethical culture.
- On-going staff training.
- Implementation of a policy on fraud prevention and anti-corruption.
- Provision of effective security measures at municipal buildings.
- Procedures of employee vetting before appointment; and
- An approved risk-based Internal Audit Strategic Plan a functional internal auditing unit, Risk Management Committee; and Audit and Performance Committee

During the 2020/2021 financial year, the Audit & Performance Committee had five (5) members and convened 5 meetings for the purpose of providing oversight over internal controls, financial reporting, compliance with regulatory matters and approving the risk-based Internal Audit Strategic Plan.

The Municipality displays a culture of zero-tolerance towards fraud and corruption and takes immediate steps against fraudulent and corrupt actions.

## 2.8 SUPPLY CHAIN MANAGEMENT

The MFMA No. 56 of 2003, Sections 110-119, the SCM Regulations 2005 and relevant MFMA Circulars set out required processes and guidance manuals to help ensure that SCM arrangements provide appropriate goods and services, offer the best value, and minimize the opportunities for fraud and corruption.

The Municipality adopted a SCM Policy, based on the model prescribed by National Treasury. Implementation of the policy ensures that legal requirements are met. Certain areas of underperformance were highlighted as risks and remedial action was taken and implemented.

The Municipality has Bid Specification, Bid Evaluation and Bid Adjudication Committees to ensure that fair and just supply chain processes and outcomes are achieved.

The following staff served on the Bid Adjudication Committee in 2020/2021:

*Table 54: Bid Adjudication Committee in 2020/2021*

Langeberg Municipality's Bid Adjudication Committee in 2020/2021	
Name	Position
Mr M Shude	Chief Financial Officer (Chairperson)
Mr A W J Everson	Director: Corporate Services
Mr M Mgajo	Director: Community Services
Mr M Johnson	Director: Engineering Services
Mrs C O Matthys	Director: Strategy & Social Development
Mr S Ngcongolo	Manager: SCM
Mrs L Jass-Holmes	Practitioner: SCM (Secundi)

## 2.9 POLICIES AND BY-LAWS

The Municipal Systems Act, 32 of 2000, Section 11(3) (m) provides municipal councils with the legislative authority to pass and implement by-laws for the betterment of the community within the boundaries of the legislation. The table below provides the policies and by-laws which have been passed by the Municipality in 2020/2021.

Table 55: Policies and By-laws adopted in 2020/2021

POLICY		COUNCIL RESOLUTION
A4046	RESUBMISSION 2: DRAFT - TRAFFIC CALMING POLICY (DIRECTOR ENGINEERING SERVICES)	<ul style="list-style-type: none"> <li>This item served before an Ordinary Meeting of Council on 29 September 2020</li> <li>Unanimously Resolved</li> </ul> <p>1. That the following amendments and additions be added to the Traffic Calming Policy</p> <p>1.1 That the erection of speed cameras as a method of calming the traffic be included in the policy.</p> <p>1.2 That traffic calming measures should prioritize schools.</p> <p>1.3 That the 'Category Description' of Speed Humps on pages 8 and 9 of the policy be amended for clearer understanding.</p> <p>2. That Council approves the amended Traffic Calming Policy</p>
A4066	COVER REPORT ON DRAFT GRANT IN AID POLICY IN TERMS OF SECTION 67 OF THE MUNICIPAL FINANCE MANAGEMENT ACT (2/11/1) (DIRECTOR STRATEGY AND SOCIAL DEVELOPMENT)	<ul style="list-style-type: none"> <li>This item served before an Ordinary Meeting of Council on 27 October 2020.</li> <li>Unanimously Resolved</li> <li>That Council take cognizance and approve the Grant in Aid Policy.</li> </ul>
A4046	RESUBMISSION 3: DRAFT - TRAFFIC CALMING POLICY (DIRECTOR ENGINEERING SERVICES)	<ul style="list-style-type: none"> <li>This item served before an Ordinary Meeting of Council on 23 February 2021.</li> <li>Unanimously Resolved</li> <li>That the draft Traffic Calming Policy be accepted by Council and no changes be made to the document as was submitted.</li> </ul>



BY-LAWS ADOPTED		COUNCIL RESOLUTION
A4083	<p>RESUBMISSION: LANGEBERG INFORMAL TRADING BY-LAW AND INFORMAL TRADING AREAS (1/3/1/1/3) MANAGER: SOCIAL DEVELOPMENT</p>	<ul style="list-style-type: none"> <li>• This item served before an Ordinary Meeting of Council on 01 December 2020</li> <li>• Unanimously Resolved</li> </ul> <p>1. That the following sites be investigated as possible informal trading areas</p> <ol style="list-style-type: none"> <li>a. Area behind Multi Save, Ashton</li> <li>b. Area in front of Cock n Grill and Ashton Bandediens, Ashton</li> <li>c. The Hamilton Barry Park behind Shoprite</li> <li>d. The portion of land opposite Bergsig Clinic in Wesley Street</li> <li>e. The area at the second entrance to Zolani</li> </ol> <p>2. That provision be made in the Informal Trading By-law to permit informal traders, selling specific goods only, to trade in the street</p> <ol style="list-style-type: none"> <li>a. Newspapers</li> <li>b. Flowers</li> <li>c. Firewood</li> </ol> <p>3. That the possible reduction in the cost of permits be considered for the next financial year</p> <p>4 That the proposed amendment, by the inclusion of subsection (6) under Section 7 of the Langeberg Informal Trading By-law be approved</p> <p>5 That the proposed amendment, for the inclusion of ANNEXURE A: RESTRICTED AREAS WHERE TRADING IS RESTRICTED TO DEMARCATED STANDS AND AREAS, be approved.</p> <p>6 That the following informal trading areas be removed from the list of approved informal trading areas as they are currently not been utilized.</p> <ol style="list-style-type: none"> <li>a. Space in front of the Community (Civic) Hall, Hospital Avenue, Robertson</li> <li>b. Space in front of the Barnard Hall in Cogmanskloof, Aston, adjoining erf 457</li> </ol> <p>7 That the need, to list the area adjacent to the Gum Grove Superette, as an approved informal trading area under Annexure A, should be determined during the public participation process.</p>

BY-LAWS ADOPTED		COUNCIL RESOLUTION
		<p>8 That a public participation process be undertaken by the following methods:</p> <ul style="list-style-type: none"> <li>a. Placement of the intention to amend the Langeberg Informal Trading By-law on the Municipal web site</li> <li>b. Placement of the intention to amend the Langeberg Informal Trading By-law in the local press.</li> <li>c. Placement of the intention to amend the Langeberg Informal Trading By-law at all Municipal Offices and Libraries.</li> <li>d. That all Ward Committees be provided with the proposed amendments to enable them to provide comments</li> </ul> <p>9. That the report be resubmitted to Council for approval, once the public participation process has been concluded.</p> <ul style="list-style-type: none"> <li>a. Placement of the intention to amend the Langeberg Informal Trading By-law on the Municipal web site.</li> <li>b. Placement of the intention to amend the Langeberg Informal Trading By-law in the local press. Placement of the intention to amend the Langeberg Informal Trading By-law at all Municipal Offices and Libraries. That all Ward Committees be provided with the proposed amendments to enable them to provide comments.</li> </ul>
A4117	RESUBMISSION: AMENDMENT OF THE LANGEBERG MUNICIPALITY: EVENTS BY-LAW (12/2/3/3) (MANAGER: SOCIAL DEVELOPMENT)	<ul style="list-style-type: none"> <li>• This item served before an Ordinary Meeting of Council on 28 April 2021</li> <li>• Unanimously Resolved</li> <li>• That the proposed amendment to Schedule 1 of the Langeberg Municipality: Events By-law be approved by Council, due to the fact that no applicable objections were received</li> </ul>

BY-LAWS ADOPTED		COUNCIL RESOLUTION
A4168	<p>LANEBERG MUNICIPALITY INTEGRATED WASTE MANAGEMENT BY-LAW - (MANAGER: SOLID WASTE MANAGEMENT)</p>	<ul style="list-style-type: none"> <li>• This item served before an Ordinary Meeting of Council on 22 June 2021</li> <li>• Unanimously Resolved</li> </ul> <p>1. That Council approves the draft Langeberg Municipality Integrated Waste Management By-law.</p> <p>2. That a Public Participation Process be supported by Council, after which the Langeberg Municipality Integrated Waste Management By-law be resubmitted to Council for final adoption.</p> <p>3. That the following Public Participation Processes be supported by Council:</p> <p>3.1 Advertising in the local press.</p> <p>3.2 Making the draft Langeberg Municipality Integrated Waste Management By-law available at Municipal Offices and Libraries.</p> <p>3.3 Providing copies of the draft Langeberg Municipality Integrated Waste Management By-law to all Ward Committees and requesting their comments.</p> <p>4. That a workshop be held where the By-law is discussed before it goes out to the public.</p>

## 2.10 WEBSITE

The municipality's website address is <http://www.langeberg.gov.za>

All information is regularly updated on the website.

The table below reflects the documents which are required to be published on the Municipality's website and the Municipality's level of compliance with such requirements.

*Table 56: Documents required to be published on the Municipality's website*

Documents required to be published on the Municipality's website	Yes/No
Current Annual and Adjustments Budgets and all budget-related documents	Yes
All current budget-related policies	Yes
The previous Annual Report (2019/2020)	Yes
The Annual Report (2020/2021)	Yes
All current Performance Agreements required in terms of Section 57(1)(b) of the MSA and resulting scorecards	Yes
All SCM contracts above the prescribed value	Yes
All quarterly reports tabled in Council in terms of Section 52(d) during 2020/21	Yes

All municipal libraries are equipped with computers and free internet access to which residents have access. Council's website and the information posted thereon, are thus freely accessible to all residents.

## 2.11 PUBLIC SATISFACTION ON MUNICIPAL SERVICES

The municipality did not commission any Household Satisfaction Surveys in 2020/2021 as complaints and inputs, collected from Ward Block Meetings, as well as on the website and short-message service have however been regarded as community feedback and such data was fully incorporated in the 2020/2021

# CHAPTER 3

## SERVICE DELIVERY PERFORMANCE

**LANEBERG MUNICIPALITY**  
**2020/21 ANNUAL SDBIP KPIS PERFORMANCE REPORT**

**SO1: FACILITATE INTEGRATED HUMAN SETTLEMENTS AND IMPROVED LIVING CONDITIONS OF ALL HOUSEHOLDS**

KPI Ref	Responsible Directorate	National KPA	KPI	Unit of Measurement	Baseline	Calculation Type	Year- To Date As 30 June 2021				
							Target	Actual	R	Performance Comment	Corrective Measures
TL72	Vote 6 - Community Services	Basic Service Delivery	Submit completed signed offer to purchase contracts to the Attorneys for registration of Title Deeds	Number of completed signed offer to purchases registered	100	Accumulative	120	43	R	COVID 19 restrictions effects does not allow direct interaction with families.	Appointment of attorneys to handle transfers after roll over approval.

**SO2: PROVIDE AND MAINTAIN INFRASTRUCTURE TO PROVIDE BASIC SERVICES TO ALL CITIZENS**

KPI Ref	Responsible Directorate	National KPA	KPI	Unit of Measurement	Baseline	Calculation Type	Year- To Date As 30 June 2021				
							Target	Actual	R	Performance Comment	Corrective Measures
TL10	Vote 3 - Strategy & Social Development	Local Economic Development	Spend 95% of the total amount budgeted for the purchase of equipment for the directorate by 30 June 2021 {(Actual expenditure / Approved budget allocation) x 100}	% of budget spent	New capital project for 2020/21	Last Value	95.00%	95.46%	G2		
TL11	Vote 3 - Strategy & Social Development	Local Economic Development	Spend 95% of the total amount budgeted to upgrade ICT Infrastructure by 30 June 2021 {(Actual expenditure / by approved budget allocation) x 100}	% of budget spent	95%	Last Value	95.00%	84.70%	O	The project was completed and savings have been incurred on the remaining budgeted amount	
TL21	Vote 5 - Engineering Services	Local Economic Development	Spend 95% of the total amount budgeted for the Reconstruction of Wolhuter Street in Nkqubela by June 2021 {(Actual expenditure / approved budget allocation) x 100}	% of budget spent	New capital project for 2020/21	Last Value	95.00%	99.95%	G2		
TL22	Vote 5 - Engineering Services	Local Economic Development	Spend 95% of the total amount budgeted for the Upgrading of the bus route (August Street) in Nkqubela by June 2021 {(Actual expenditure / approved budget allocation) x 100}	% of budget spent	New capital project for 2020/21	Last Value	95.00%	94.03%	O	The project was completed and savings have been incurred on the remaining budgeted amount	

KPI Ref	Responsible Directorate	National KPA	KPI	Unit of Measurement	Baseline	Calculation Type	Year- To Date As 30 June 2021				
							Target	Actual	R	Performance Comment	Corrective Measures
TL27	Vote 5 - Engineering Services	Basic Service Delivery	95% of water samples comply with SANS241 micro biological indicators {(Number of water samples that comply with SANS241 indicators/Number of water samples tested) x 100}	% of water samples compliant	95.00%	Last Value	95.00%	100.00%	G2		
TL28	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the replacement and repair of street lights by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project) x 100}	% of budget spent	90.00%	Last Value	95.00%	99.53%	G2		
TL30	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for new connections by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project) x 100}	% of budget spent	90.00%	Last Value	95.00%	97.57%	G2		
TL36	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted to replace safety and test equipment by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project) x 100}	% of budget spent	90.00%	Last Value	95.00%	87.44%	O	The project was completed and savings have been incurred on the remaining budgeted amount	
TL37	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the upgrading of filters in Montagu WTW by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project) x 100}	% of budget spent	95.00%	Last Value	95.00%	26.60%	R	The tender was advertised three times but no award was made. Tender should be re- advertised. This is however dependent on sufficient funding on the capital budget.	Funds will be rolled over to the current financial year 2021-2022
TL38	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the replacement of pre-paid meters by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project) x 100}	% of budget spent	90.00%	Last Value	95.00%	80.28%	O	The project was completed and savings have been incurred on the remaining budgeted amount	
TL39	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the upgrade of roads & stormwater (Asbury Montagu, Ashton and Robertson) by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project) x 100}	% of budget spent	New capital project for 2020/21	Last Value	95.00%	80.78%	O	The project was completed and savings have been incurred on the remaining budgeted amount	

KPI Ref	Responsible Directorate	National KPA	KPI	Unit of Measurement	Baseline	Calculation Type	Year- To Date As 30 June 2021				
							Target	Actual	R	Performance Comment	Corrective Measures
TL40	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the upgrade of the 11Kv Line to Poortjieskloof by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project) x 100}	% of budget spent	Rollover project from 2019/20	Last Value	95.00%	95.74%	G2		
TL41	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted to upgrade the 11Kv Cable Feeder from White Street Substation to Van Zyl Street by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project) x 100}	% of budget spent	Roll-over project from 2019/20	Last Value	95.00%	100.92%	G2		
TL42	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted to replace the 66Kv Transformers at Robertson Main Substation by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project) x 100}	% of budget spent	Roll-over project from 2019/20	Last Value	95.00%	81.95%	O	The project was completed and savings have been incurred on the remaining budgeted amount	
TL45	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the refurbishment of old filters at McGregor WTW by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project) x 100}	% of budget spent	New capital project for 2020/21	Last Value	95.00%	98.15%	G2		
TL46	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the palisade fencing for Ashton Landfill site by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project) x 100}	% of budget spent	New capital project for 2020/21	Last Value	95.00%	96.17%	G2		
TL47	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the upgrade of the water network in Zolani by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project) x 100}	% of budget spent	New capital project for 2020/21	Last Value	95.00%	91,74%	O	The project was completed and savings have been incurred on the remaining budgeted amount	
TL68	Vote 6 - Community Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the upgrade of the Happy Valley security fencing by 30 June 2021	% of budget spent by 30 June 2021	Rollover from 2019/20	Last Value	95.00%	96.97%	G2		



KPI Ref	Responsible Directorate	National KPA	KPI	Unit of Measurement	Baseline	Calculation Type	Year- To Date As 30 June 2021				
							Target	Actual	R	Performance Comment	Corrective Measures
TL71	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the upgrading of the roads and storm water in Robertson Nkqubela by 30 June 2021	% of budget spent	Rollover from 2019/20	Last Value	95.00%	100.00%	G2		
TL73	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the electrification of Kenana by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	% of budget spent	Rollover from 2019/20	Last Value	95.00%	9.11%	R	All housing projects were electrified and savings have been incurred on the remaining amount	
TL74	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the rehabilitation/upgrade of existing tar roads in Central Business District of all 5 towns by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	% of budget spent	Rollover from 2019/20	Last Value	95.00%	93.50%	O	The project was completed and savings have been incurred on the remaining budgeted amount	
TL75	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted to replace 11Kv Oil Insulated Switchgears by 30 June 2021 {(Total actual expenditure for the projects/Total amount budgeted for the projects)x100}	% of budget spent	Roll-over project from 2019/20	Last Value	95.00%	0.00%	R		Items were delivered and the savings were moved on the adjustment budget to another project
T76	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted to replace the 66Kv Switchgear (Goudmyn and Le Chasseur Substations) by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project)x100} % of budget spent Project was rollover from 2019/20 financial year	% of budget spent	Roll-over project from 2019/20	Last Value	95.00%	78.34%	O	The project was completed and savings have been incurred on the remaining budgeted amount	
TL77	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the upgrade of the 11Kv Line at Goedemoed by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	% of budget spent	Roll-over project from 2019/20	Last Value	95.00%	99.26%	G2		
TL78	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the upgrade of the 11Kv Line at Mc Gregor / Boesmansrivier by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	% of budget spent	Roll-over project from 2019/20	Last Value	95.00%	87.55%	O	The project was completed and savings have been incurred on the remaining budgeted amount	

KPI Ref	Responsible Directorate	National KPA	KPI	Unit of Measurement	Baseline	Calculation Type	Year- To Date As 30 June 2021				
							Target	Actual	R	Performance Comment	Corrective Measures
TL79	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the upgrade of the 11Kv Line at Buitekantstraat in McGregor by 30 June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	% of budget spent	Roll-over project from 2019/20	Last Value	95.00%	95.60%	G2		
TL80	Vote 6 - Community Services	Basic Service Delivery	Upgrade the ablution facilities at Van Zyl Street Sports field by 30 June 2021	Ablution facilities at Van Zyl Street Sports field upgraded	Roll-over project from 2019/20	Last Value	1	1	G		
TL81	Vote 6 - Community Services	Basic Service Delivery	Upgrade the sports ground in McGregor by 30 June 2021	Facilities upgraded at McGregor Sports field constructed	Roll-over project from 2019/20	Last Value	1	1	G		
TL82	Vote 6 - Community Services	Basic Service Delivery	Replace Sand Filter System at Dirty Uys Swimming Pool by 30 June 2021	Sand Filter System at Dirty Uys SwimmingPool replaced	Roll-over project from 2019/20	Last Value	1	1	G		

### SO3: PROMOTE AN ENABLING ENVIRONMENT FOR ECONOMIC GROWTH AND DECENT EMPLOYMENT

KPI Ref	Responsible Directorate	National KPA	KPI	Unit of Measurement	Baseline	Calculation Type	Year- To Date As 30 June 2021				
							Target	Actual	R	Performance Comment	Corrective Measures
TL5	Vote 3 - Strategy & Social Development	Local Economic Development	Create job opportunities through the Expanded Public Works Programme (EPWP) by 30 June 2021	Number of job opportunities created through EPWP	400	Accumulative	400	557	G2		

**SO4: A RESPONSIVE AND ACCOUNTABLE ADMINISTRATION**

KPI Ref	Responsible Directorate	National KPA	KPI	Unit of Measurement	Baseline	Calculation Type	Year- To Date As 30 June 2021				
							Target	Actual	R	Performance Comment	Corrective Measures
TL1	Vote 2 - Executive & Council	Good Governance and Public Participation	Conduct two (2) formal evaluations of directors in terms of their signed agreements	Number of formal evaluations conducted	2	Accumulative	2	2	G		
TL2	Vote 2 - Executive & Councils	Basic Service Delivery	The percentage of the municipal capital budget spent on projects as at 30 June 2021 {(Actual amount spent on capital projects excluding orders/Total amount budgeted for capital projects) x 100}	% of capital budget spent	90.00%	Last Value	95.00%	52.72%	R		Procurement process for all projects will be finalized before end of 2021-2022 Quarter 1 (01 July 2021- 30 September 2021). Progress on procurement process will be discussed with the senior management team. SMT meeting on a weekly basis.
TL3	Vote 2 - Executive & Council	Good Governance and Public Participation	Develop an Audit Action Plan by 31 March 2021 from the final management report issued by the AG and submit to MM and Audit Committee for approval	Approved Audit Action Plan	1	Last Value	1	1	G		
TL4	Vote 2 - Executive & Council	Good Governance and Public Participation	Develop a Risk Based Audit Plan and submit to the MM and Audit Committee by 30 June 2021	Risk Based Audit Plan developed and submitted to MM and Audit Committee	1	Last Value	1	1	G		
TL6	Vote 3 - Strategy & Social Development	Good Governance and Public Participation	Submit the final reviewed IDP to Council by 31 May 2021	Final IDP submitted to Council	1	Carry Over	1	1	G		
TL7	Vote 3 - Strategy & Social Development	Good Governance and Public Participation	Submit the Mid-Year Performance Report in terms of Sect 72 of the MFMA to Council by 31 January 2021	Number of reports submitted to Council	1	Carry Over	1	1	G		
TL8	Vote 3 - Strategy & Social Development	Good Governance and Public Participation	Submit the draft Annual Report to Council by 31 March 2021	Number of reports submitted to Council	1	Carry Over	1	1	G		

KPI Ref	Responsible Directorate	National KPA	KPI	Unit of Measurement	Baseline	Calculation Type	Year- To Date As 30 June 2021				
							Target	Actual	R	Performance Comment	Corrective Measures
TL9	Vote 3 - Strategy & Social Development	Good Governance and Public Participation	Submit the Oversight Report on the Annual Report to Council by 31 May 2021	Number of reports submitted to Council	1	Carry Over	1	1	G		
TL13	Vote 3 - Strategy & Social Development	Good Governance and Public Participation	Submit the Top Layer SDBIP to the Mayor for approval within 14 days after the annual budget has been approved	Number of Approved Top Layer SDBIP's submitted to the Mayor within 14 days after the annual budget has been approved	1	Carry Over	1	1	G		
TL15	Vote 4 - Corporate Services	Municipal Transformation and Institutional Development	Percentage of municipality's training budget actually spent on implementing its workplace skills plan measured as at 30 June 2020 ((Total Actual Training Expenditure/ Total Training Budget)x100))	% of municipality's training budget actually spent on implementing its workplace skills plan	1.00%	Last Value	1.00%	0.98%	O	All courses planned were completed.	
TL19	Vote 4 - Corporate Services	Municipal Transformation and Institutional Development	Number of people from the EE target groups employed in the 3 highest levels of management in compliance with the approved EE plan	Number of people from the EE target groups employed in the highest 3 levels of management	1	Accumulative	1	5	B		
TL20	Vote 4 - Corporate Services	Good Governance and Public Participation	Report monthly to the Municipal Manager on all property contracts	Number of reports submitted to the Municipal Manager	12	Accumulative	12	12	G		
TL24	Vote 5 - Engineering Services	Basic Service Delivery	Limit unaccounted electricity to less than 7.5% as at 30 June 2021 {(Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold (incl Free basic electricity)) / Number of Electricity Units Purchased and/or Generated) x 100}	% unaccounted electricity captured in the report	7.50%	Reverse Last Value	7.50%	5.00%	B		
TL25	Vote 5 - Engineering Services	Basic Service Delivery	Recycle 2000 tons of domestic waste by 30 June 2021	Number of tons of domestic waste recycled	2 000	Accumulative	2 000	2 647.13	G2		

KPI Ref	Responsible Directorate	National KPA	KPI	Unit of Measurement	Baseline	Calculation Type	Year- To Date As 30 June 2021				
							Target	Actual	R	Performance Comment	Corrective Measures
TL29	Vote 5 - Engineering Services	Basic Service Delivery	Limit unaccounted water to less than 15% as at 30 June 2021 {(Number of Kiloliters WaterPurchased or Purified - Number of Kiloliters Water Sold (incl free basic water) / Number of Kiloliters Water Purchased or Purified) x 100}	% unaccounted water captured in the report	15.00%	Reverse Last Value	15.00%	13.36%	B		
TL34	Vote 5 - Engineering Services	Good Governance and Public Participation	Complete the review of the SDF and submit to Council for approval by 31 May 2021	Number of reviewed SDF's submitted to council	1	Last Value	1	1	G		
TL62	Vote 6 - Community Services	Basic Service Delivery	Review the Disaster Management Plan and submit for assessment to the District by 31 May 2021	Plan reviewed and submitted	1	Carry Over	1	1	G		
TL64	Vote 6 - Community Services	Basic Service Delivery	Report monthly to the Municipal Manager on the maintenance of parks and cemeteries	Number of reports submitted	11	Accumulative	11	11	G		
TL65	Vote 6 - Community Services	Basic Service Delivery	Report monthly to the Municipal Manager on the maintenance of community facilities	Number of reports submitted	11	Accumulative	11	10	O		Monthly maintenance report shall be directly submitted to the PA by supervisors when Managers are on leave
TL66	Vote 6 - Community Services	Basic Service Delivery	Upgrade the ablution facilities at Zolani Sports field by 30 June 2021	Number of completion certificates	Rollover from 2019/20	Last Value	1	1	G		
TL 67	Vote 6 - Community Services	Basic Service Delivery	Upgrading of cloack rooms at CogmanskloofSports ground by 30 June 2021	Number of completion certificates	Rollover from 2019/20	Last Value	1	1	G		
TL69	Vote 6 - Community Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the upgrade of the Wilhelm Thys Community security fencing by 30 June 2021	% of budget spent by 30 June 2021	Rollover from 2019/20	Last Value	95.00%	85.59%	O	The project was completed and savings have been incurred on the remaining budgeted amount	
TL70	Vote 6 - Community Services	Basic Service Delivery	Make alterations to Ablution Building (Gender friendly)-at the fire station by 30 June 2021	Number of completion certificates	Rollover from 2019/20	Last Value	1	1	G		

**SO5: ADHERENCE TO ALL LAWS AND REGULATIONS APPLICABLE TO LG**

KPI Ref	Responsible Directorate	National KPA	KPI	Unit of Measurement	Baseline	Calculation Type	Year- To Date As 30 June 2021				
							Target	Actual	R	Performance Comment	Corrective Measures
TL17	Vote 4 - Corporate Services	Good Governance and Public Participation	Spend 95% of the total amount budgeted for the upgrade and alteration of the municipal offices by 30 June 2021 {(Actual expenditure / Approved budget allocation) x 100}	% of budget spent	95.00%	Last Value	95.00%	100.00%	G2		
TL18	Vote 4 - Corporate Services	Good Governance and Public Participation	Spend 95% of the total amount budgeted for the purchase of office furniture & office equipment by 30 June 2021 {(Actual expenditure / Approved budget allocation) x 100}	% of budget spent	95.00%	Last Value	95.00%	96.93%	G2		
TL26	Vote 5 - Engineering Services	Basic Service Delivery	Spend 95% of the total amount budgeted for the replacement and repair on the electricity network by June 2021 {(Total actual expenditure for the project/Total amount budgeted for the project) x 100}	% of budget spent	90.00%	Last Value	95.00%	65.79%	R		The project was completed and savings have been incurred on the remaining budgeted amount
TL35	Vote 5 - Engineering Services	Basic Service Delivery	80% of effluent samples comply with permit values {(Number of effluent samples that comply with permit values/Number of effluent samples tested) x 100}	% of effluent samples compliant	75.00%	Stand-Alone	80.00%	82.47%	G2		
TL48	Vote 1 - Financial Services	Basic Service Delivery	Number of formal residential properties that receive piped water that is connected to the municipal water infrastructure network and which are billed for water or have pre-paid meters as at 30 June 2021	Number of residential properties which are billed for water or have pre-paid meters	15 000	Last Value	14 500	14 761	G2		
TL49	Vote 1 - Financial Services	Basic Service Delivery	Number of formal residential properties connected to the municipal electrical infrastructure network and which are billed for electricity or have pre-paid meters as (Excluding Eskom areas) at 30 June 2021	Number of residential properties which are billed for electricity or have pre-paid meters (Excluding Eskom areas)	19 000	Last Value	16 800	17 729	G2		
TL50	Vote 1 - Financial Services	Basic Service Delivery	Number of formal residential properties connected to the municipal waste water sanitation/sewerage network for sewerage service, irrespective of the number of water closets (toilets) and which are billed for sanitation/sewerage as at 30 June 2021	Number of residential properties which are billed for sanitation/sewerage	15 000	Last Value	14 500	15 027	G2		



KPI Ref	Responsible Directorate	National KPA	KPI	Unit of Measurement	Baseline	Calculation Type	Year- To Date As 30 June 2021				
							Target	Actual	R	Performance Comment	Corrective Measures
TL51	Vote 1 - Financial Services	Basic Service Delivery	Number of formal residential properties for which refuse is removed once per week and which are billed for refuse removal as at 30 June 2021	Number of residential properties which are billed for refuse removal	15 000	Last Value	14 500	15 069	G2		
TL52	Vote 1 - Financial Services	Basic Service Delivery	Provide free basic water to indigent households as at 30 June 2021	Number of indigent households receiving free basic water	7 000	Reverse Last Value	6 800	6 657	B		
TL53	Vote 1 - Financial Services	Basic Service Delivery	Provide free basic electricity to indigent households as at 30 June 2021	Number of indigent households receiving free basic electricity	7 000	Reverse Last Value	6 800	6 685	B		
TL54	Vote 1 - Financial Services	Basic Service Delivery	Provide free basic sanitation to indigent households as at 30 June 2021	Number of indigent households receiving free basic sanitation services	7 000	Reverse Last Value	6 800	6 673	B		
TL55	Vote 1 - Financial Services	Basic Service Delivery	Provide free basic refuse removal to indigent households as at 30 June 2021	Number of indigent households receiving free basic refuse removal services	7 000	Reverse Last Value	6 800	6 682	B		
TL56	Vote 1 - Financial Services	Municipal Financial Viability and Management	Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June 2021 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / (Total Operating Revenue	% of debt coverage	45.00%	Reverse Last Value	5.00%	5.17%	R		The borrowings will be decreased with the payment of the current portion of the 2021/22 financial year.
TL57	Vote 1 - Financial Services	Municipal Financial Viability and Management	Financial viability measured in terms of the outstanding service debtors as at 30 June 2021 (Total outstanding service debtors/ revenue received for services)	% of outstanding service debtors	12.00%	Reverse Last Value	12.00%	8.17%	B		
TL58	Vote 1 - Financial Services	Municipal Financial Viability and Management	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2021 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment)	Number of months it takes to cover fix operating expenditure with available cash	2	Last Value	2.20	4.24%	B		

KPI Ref	Responsible Directorate	National KPA	KPI	Unit of Measurement	Baseline	Calculation Type	Year- To Date As 30 June 2021				
							Target	Actual	R	Performance Comment	Corrective Measures
			/ Monthly Fixed Operational Expenditure excl								
TL59	Vote 1 - Financial Services	Good Governance and Public Participation	Submit the final annual budget to Council by 31 May 2021	Final budget submitted to Council	1	Carry Over	1	1	G		
TL60	Vote 1 - Financial Services	Good Governance and Public Participation	Submit monthly reports in terms of Section 71 of the MFMA to Council	Number of reports submitted to Council	12	Accumulative	12	12	G		
TL61	Vote 1 - Financial Services	Municipal Financial Viability and Management	Achieve a debtor payment percentage of 95% as at 30 June 2021 {(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off)/Billed Revenue) x 100}	Payment % achieved	98.00%	Last Value	95.00%	101.08%	G2		

**SO6: ENHANCED STAKEHOLDER ENGAGEMENTS TO PROMOTE CIVIC EDUCATION**

KPI Ref	Responsible Directorate	National KPA	KPI	Unit of Measurement	Baseline	Calculation Type	Year- To Date As 30 June 2021				
							Target	Actual	R	Performance Comment	Corrective Measures
TL14	Vote 3 - Strategy & Social Development	Good Governance and Public Participation	Obtain inputs for IDP and budget process	Proof of inputs received	4	Accumulative	4	319	B	Social media platforms such as WhatsApp, SMS, Facebook, twitter; Ward committees, councilors interest groups, email were used to obtain inputs for the budget and IDP process	
TL16	Vote 4 - Corporate Services	Good Governance and Public Participation	Arrange and attend the monthly meetings of ward committees	Number of monthly ward committee meetings held	120	Accumulative	110	72	R	The meetings arranged were affected by the national lockdown regulation	Due to the lockdown regulations there was a period in which formal ward committee meetings were prohibited. The meetings will be scheduled as lockdown regulations are lifted.



# CHAPTER 4

## ORGANISATIONAL DEVELOPMENT PERFORMANCE

## COMPONENT A: INTRODUCTION TO MUNICIPAL PERSONNEL

### 4.1 EMPLOYEE TOTALS, VACANCIES AND TURNOVER

The tables below provide the employee totals, vacancy rate and staff turnover for 2020/2021. Although 150 posts were vacant, only 110 of those posts were budgeted for.

The Municipality had a total of 11 staff members with disabilities in 2020/2021 and a total of 5 Financial Management Interns.

Table 57: Employee Totals for 2020/2021

Employee Totals for 2020/2021				
Description	2020/2021			
	Number of approved posts	Number of Employees	Number of Vacancies	Vacancy %
Water	80	73	7	8.7%
Sanitation	37	33	4	10.8%
Electricity	67	54	13	19.5%
Waste Management	100	80	20	20%
Storm Water Drainage	28	24	4	14.3%
Roads	42	39	3	7.2%
Transport	0	0	0	0%
Planning	15	9	6	40%
Strategic Planning	5	4	1	20%
IT	7	5	2	28.6%
Local Economic Development (LED)	7	6	2	14.3%
Community Facilities	42	37	5	11.9%
Environmental Protection	76	71	5	6.5%
Security and Safety	69	56	13	18.9%
Corporate Services and Other	278	212	98	23.8%
<b>Totals</b>	<b>853</b>	<b>703</b>	<b>65</b>	<b>17.5%</b>

Table 58: Turnover Rate for 2020/2021

Staff Turn-Over Rate			
Financial Year	Total number of appointments as at beginning of financial year	Number of terminations during financial year	% Turn-over Rate
2016/2017	709	62	8.7
2017/2018	710	38	5.4
2018/2019	723	47	6.5
2019/2020	734	42	5.7
2020/2021	722	47	6.5

## COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

The Municipal System Act, 32 of 2000, S67 requires municipalities to develop and adopt appropriate systems and procedures to ensure fair, efficient, effective and transparent personnel administration in accordance with the Employment Equity Act, 55 of 1998.

This section reports on all the measures necessary for the effective and efficient management of the Municipality's workforce and includes the regulatory environment and policy development, injuries and sickness, discipline, performance and rewards.

### 4.2 POLICIES

The Municipality is keen on providing a stable, regulated working environment to its staff and regard policy development important and of high priority.

The table below reflects the status of available Human Resources policies at the Municipality in 2020/2021.

Table 59: HR Policies and Plans

Policies and Plans			
No.	Name of Policy/Plan	Completed %	Adopted by Council (Yes/No)
1	Affirmative Action	Part of EE Policy	Yes
2	Code of Conduct for Employees	100	No
3	Disciplinary Code and Procedures	100	No
4	Dress Code	100	No
5	Employment Equity	100	Yes
6	Exit Management	100	No
7	Grievance Procedures	100	No
8	HIV/AIDS	100	Yes
9	Human Resource and Development	100	Yes
10	Job Evaluation	100	No
11	Leave	100	Yes
12	Occupational Health and Safety	100	Yes
13	Official Working Hours and Overtime	100	No
14	Private Work	100	Yes
15	Recruitment, Selection and Appointments	100	Yes
16	Resettlement	100	Yes
17	Skills Development	100	Yes
18	Smoking	100	Yes
19	Travel and Subsistence	100	Yes
20	Organisational Structure (Macro and Micro)	100	Yes
21	Vehicle Scheme	100	Yes
22	Internal bursaries	100	Yes
23	Receiving of gifts	100	Yes
24	Retention	100	Yes

### 4.3 INJURIES, SICKNESS AND SUSPENSIONS

Table 60: Number of Injuries on Duty

Number of injuries on Duty					
Type of Injury	Number of days Injury Leave taken	Number of Employees using Injury Leave	% of Employees using Sick Leave	Average amount of Injury Leave Days per Employee	Total estimated cost R'000
Required basic medical attention only	226	33	0	6.84	0
Temporary total disablement	0	0	0	0	0
Permanent disablement	0	0	0	0	0
Fatal	0	0	0	0	0

Table 61: Number and Period of Suspensions

Nature of Misconduct	Date of Suspension	Details of Disciplinary action taken or Status of case and reasons why not finalised	Date Finalised
Assault & Gross Insubordination/Insolence	5 June 2020	Employee was dismissed after conclusion of Disciplinary Hearing	18 September 2020
Dishonesty	28 June 2021	Date of Disciplinary Hearing to be confirmed	

Table 62: Disciplinary Action taken on cases of Financial Misconduct

Nature of alleged Misconduct and Rand value of any loss to the municipality	Disciplinary action taken	Date Finalised
Dishonesty / Non-compliance with SCM Regulations and Council's SCM Policy  R 54 643,00	Date of Disciplinary Hearing to be confirmed	

#### 4.4 PERFORMANCE REWARDS

The performance evaluation for Section 57 Managers forms the basis for rewarding outstanding performance. Performance bonuses are paid in line with the suggested calculator and provisions of the Local Government Municipal Performance Regulations for Municipal Managers and Managers, directly Accountable to the Municipal Manager of 2006.

Table 63: Section 56 and 57 Performance Bonuses

Section 56 & 57 Performance Bonuses in Rand					
Name	Designation	Bonus Amount 2017/18	Bonus Amount 2018/19	Bonus Amount 2019/20	Bonus Amount 2020/21
Mr IAB van der Westhuizen	Director: Engineering Services	52 268	70 144	45 033	-
Mr M Johnson	Director: Engineering Services	N/A	N/A	N/A	117 403
Ms CO Matthys	Director: Strategy & Social Development	52 268	56 115	75 054	63 946
Mr B Brown	Director: Financial Services (CFO)	52 182	70 028	193 937	189 331
Mr AWJ Everson	Director: Corporate Services	52 182	70 028	74 930	63 841
Mr SA Mokweni	Municipal Manager	85 128	91 394	251 208	267 537
Mr M Mgajo	Director: Community Services	N/A	N/A	93 166	145 525
Ms E C Liebenberg	Director: Community	52 182	N/A	N/A	N/A
<b>Total Bonuses</b>		<b>346 210</b>	<b>357 709</b>	<b>733 328</b>	<b>847 583</b>

## COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE

The MSA 32 of 2000 S68 (1) requires municipalities to develop their human resource capacity to a level that enables them to perform their functions and exercise their powers in an economical, effective, efficient and accountable way.

### 4.5 SKILLS DEVELOPMENT AND TRAINING

As prescribed by legislation, the combined Workplace Skills Plan was compiled in April 2021 and approved on 26 April 2021.

For the year under review 2020/2021, the Municipality trained 373 employees, compared to 169 employees in 2019/2020, 483 employees in 2018/2019, 259 employees in 2017/2018, 285 employees in 2016/2017, 360 employees in 2015/2016, 307 employees in 2014/2015 and 196 employees in the 2013/2014 financial year.

Table 64: Training per Job Category

Training per Job Category							
Directorate	Total	Legislators, Senior Officials and Managers	Clerks	Technicians and Associate Professionals	Craft and Related Trade Workers	Elementary Occupations	Professionals
Engineering Services	183	2	4	30	60	87	0
Financial Services	6	0	3	1	2	0	0
Strategy & Social	4	0	3	1	0	0	0
Corporate Services	22	0	12	0	4	6	0
Community Services	158	0	30	4	33	91	0
Office of the MM	0	0	0	0	0	0	0
<b>Total: 2020/21</b>	<b>373</b>	<b>2</b>	<b>52</b>	<b>36</b>	<b>99</b>	<b>184</b>	<b>0</b>
Total: 2019/20	169	0	9	30	47	83	0
Total: 2018/19	483	3	74	39	101	266	0
Total: 2017/18	259	2	27	27	49	154	0
Total: 2016/17	285	2	12	14	79	178	0
Total: 2015/16	360	0	49	59	71	181	0
Total: 2014/15	307	2	72	42	54	137	0

#### 4.5.1 FINANCIAL COMPETENCY DEVELOPMENT PROGRESS

In terms of Section 83 (1) of the Municipal Finance Management Act (MFMA), 56 of 2003, the accounting officer, senior managers, chief financial officer, non-financial managers and other financial officials of a municipality must meet the prescribed financial management competency levels that are important for the successful implementation of the Municipal Finance Management Act. National Treasury has prescribed such financial management competencies in Government Notice 493, dated 15 June 2007.

#### Skills Development Budget and Expenditure

The Municipality offers learnerships and bursaries to staff to enhance organisational capacity and to further personal growth and career development. Organisational and staff development continued to be a targeted focus in 2020/2021.

A total of forty five (45) learners were recorded to have received training through learnerships in 2020/2021, compared to Twenty five (25) learners in the 2019/2020 financial year.

Table 65: Bursaries per Directorate

Bursaries per Directorate				
Directorate	Number of Beneficiaries 2017/18	Number of Beneficiaries 2018/19	Number of Beneficiaries 2019/20	Number of Beneficiaries 2020/21
Community Services	4	10	4	8
Engineering Services	0	1	1	1
Financial Services	8	9	8	7
Strategy & Social Development	1	2	1	0
Corporate Services	3	5	5	3
Municipal Manager's Office	1	1	0	0
<b>Total</b>	<b>17</b>	<b>28</b>	<b>19</b>	<b>19</b>

The table below indicates the quantum of municipal budget allocated to skills development and the percentage spent over past years.

Table 66: Budget Allocations for Skills Development

Budget Allocations for Skills Development 'Rand			
Financial Year	Budget	Expenditure	Percentage Spent
2020/2021	825 000	806 720	97.80
2019/2020	129 0000	122 3578.75	94.85
2018/2019	1224379.37	1224379.37	100
2017/2018	763 320	756 676	99.13
2016/2017	714 368	714 368	100
2015/2016	663 000	660 889	99.68
2014/2015	644 540	640 334	99.35
2013/2014	566 250	565 996	99.9
2012/2013	580 000	580 000	100
2011/2012	580 000	402 599	69.4

## COMPONENT D: MANAGING THE WORKFORCE EXPENDITURE

Workforce expenditure is controlled against the approved establishment, the budget and anticipated vacancy rates arising from turnover. The Municipality seeks to obtain value for money from the workforce by monitoring absenteeism and staff performance.

### 4.6. EMPLOYEE EXPENDITURE

Table 67: 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
Artisan: Electrician	2	T10	236808-307356	Personal to incumbent
Traffic Officer	1	T9	210324-273012	Personal to incumbent
Chief Clerk	1	T8	186816-242496	Personal to incumbent
Executive PA	1	T7	165984-215388	Personal to incumbent
Supervisor	4	T7	165984-215388	Personal to incumbent
Senior Clerk	9	T6	137232-178152	Personal to incumbent
Secretary	1	T6	137232-178152	Personal to incumbent
Library Assistant	1	T6	137232-178152	Personal to incumbent
Clerk	3	T5	116844-150948	Personal to incumbent
Cashier	1	T5	116844-150948	Personal to incumbent
Storeman	1	T5	116844-150948	Personal to incumbent
Facilities Attendant	1	T4	106322-134076	Personal to incumbent
Process Controller	1	T4	106322-134076	Personal to incumbent
General Worker	38	T2	101352-111468	Personal to incumbent

Table 68: Trends of Personnel Expenditure Compared to Operating Expenditure

Trends of Personnel Expenditure Compared to Operating Expenditure in Rand			
Financial Year	Salaries	Expenditure	Percentage
2020/2021	215 801 816	764 906 615	28,21%
2019/2020	194 952 110	682 763 111	28,55%
2018/2019	186 765 088	630 494 425	29,62%
2017/2018	172 604 491	619 459 061	27,86%
2016/2017	158 847 362	569 924 175	27,87%
2015/2016	154 140 976	555 605 290	27,74%
2014/2015	138 520 695	515 984 773	26,84%
2013/2014	129 208 326	440 959 037	29,30%
2012/2013	119 879 190	406 313 225	29,50%



## 4.7 ORGANISATIONAL DEVELOPMENT OVERVIEW

The Municipality has an approved organisational structure which was revised on 13 November 2020. The organisational structure of the Municipality provides for five (5) section 56 positions and one (1) section 57 position. None of section 56/57 positions is vacant. The overall vacancy rate of the Municipality for 2020/2021 was 13.6% (Budgeted posts).

Senior Management is capacitated and complies with the minimum requirements in terms of the National Qualifications Framework.

As required by the Skills Development Act No. 97 of 1998 and the Sector Education Training Authorities Grant Regulations, 2012, the Municipality submitted its Workplace Skills Plan for staff training and development on 26 April 2021. The Municipality has a functional Training Committee.

## 4.8 EMPLOYMENT EQUITY PROFILE

Table 69: Employment Equity Profile

Post Category	Post	Male				Female				Total
	GRADE	A	C	I	W	A	C	I	W	
Legislators, Senior Officials and Managers										
Municipal Manager	Sec 57	0	0	0	1	0	0	0	0	1
Director	Sec 57	2	0	0	2	0	1	0	0	5
Senior Manager/ Manager	T14	4	2	0	6	0	2	0	1	15
Assistant Manager	T13	1	1	0	2	0	0	0	1	5
<b>TOTAL</b>		<b>7</b>	<b>3</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>26</b>
Technicians & Associated Professionals										
Building Control Officer	T12	0	0	0	0	0	0	0	0	0
Senior Accountant	T12	1	0	0	0	0	0	0	1	2
Senior Internal Auditor	T12	0	0	0	0	0	0	0	0	0
Senior Technician: Civil Engineering	T12	0	0	0	0	0	1	0	0	1
Senior Technician: Electrical	T12	0	0	0	1	0	0	0	0	1
Senior Technician: Water & Sanitation	T12	1	0	0	0	0	0	0	0	1
Station Commander	T12	0	1	0	0	0	0	0	0	1
Superintendent: Electrical	T12	0	1	0	3	0	0	0	0	4
Superintendent: Mechanical Workshop	T12	0	0	0	1	0	0	0	0	1
Superintendent: Traffic / Law	T11	0	2	0	0	0	1	0	0	3
Superintendent: Works	T11	1	3	0	0	0	0	0	0	4
Communication Officer	T11	0	1	0	0	0	0	0	1	2
Development Officer	T11	0	0	0	0	0	1	0	0	1
IDP Co-ordinator	T11	1	0	0	0	0	0	0	0	1
Information Technology Technician	T11	0	3	0	1	0	0	0	0	4
Internal Auditor	T11	0	1	0	0	0	0	0	0	1
Labour Relations Officer	T11	0	0	0	0	0	1	0	0	1
Librarian	T11	0	0	0	0	0	0	0	0	0
Technician: Project Management	T11	0	0	0	1	0	0	0	0	1
Town Planner / Land use Co-ordinator	T11	0	1	0	0	0	0	0	0	1
Town Planning Technician	T11	0	0	0	0	0	0	0	1	1
Artisan: Electrician	T10	2	4	0	4	0	0	0	0	10

Post Category	Post	Male				Female				Total
	GRADE	A	C	I	W	A	C	I	W	
Artisan: Mechanic	T10	0	0	0	3	0	0	0	0	3
Building Inspector	T10	0	1	0	0	1	0	0	0	2
Controller	T10	1	3	0	0	1	0	0	1	6
Nature Conservation Officer	T10	0	0	0	0	1	0	0	0	1
Superintendent: Community Facilities	T10	0	0	0	0	0	0	0	0	0
Superintendent: Solid Waste	T10	0	0	0	0	0	0	0	0	0
Superintendent: Sport Facilities	T10	0	0	0	0	0	0	0	0	0
Ward Committee Co-ordinator	T10	0	0	0	0	0	0	0	0	0
Artisan: Plumber	T9	1	2	0	0	0	0	0	0	3
Assistant Internal Auditor	T9	0	0	0	0	0	1	0	0	1
Foreman	T9	0	1	0	0	0	0	0	0	1
Traffic Officer	T9	0	7	0	0	0	2	0	0	9
Sport Facilities Officer	T7	1	1	0	0	0	0	0	0	2
CAD Operator	T7	0	0	0	0	0	0	0	0	0
Examiner of Vehicles	T7	0	0	0	2	0	0	0	0	2
Accountant	6	0	0	0	0	0	0	0	1	1
Customer Care Officer	6	0	0	0	0	0	1	0	0	1
Supply Chain Practitioner	5	0	0	0	0	1	1	0	1	3
Network Administrator	4	0	1	0	0	0	0	0	0	1
<b>TOTAL</b>		<b>9</b>	<b>33</b>	<b>0</b>	<b>16</b>	<b>4</b>	<b>9</b>	<b>0</b>	<b>6</b>	<b>77</b>
Clerks										
Chief Clerk	T8	0	0	0	0	0	1	0	1	2
Administrative Assistant	T7/T5	0	0	0	0	0	2	0	1	3
Personal Assistant	T7/T5/8	0	1	0	0	0	4	0	2	7
Executive Personal Assistant	T7	0	0	0	0	0	0	0	1	1
Office Head	T7	0	0	0	1	0	0	0	0	1
Principal Clerk	T7	0	1	0	0	0	3	0	0	4
Senior Library Assistant	T7	0	0	0	0	0	3	0	1	4
Assistant CAD / GIS Operator	T6	0	0	0	0	1	0	0	0	1
Receptionist / Switchboard Operator	T6	0	0	0	0	0	4	0	0	4
Secretary	T6	0	1	0	0	2	3	0	1	7
Senior Clerk	T6	3	3	0	0	5	13	0	8	32
Library Assistant	T6/T5	1	0	0	0	6	20	0	1	28
ICT Cadet	-	0	0	0	1	0	0	0	0	1
Cashier	T5	0	0	0	0	2	5	0	1	8
Clerk	T5/9/7	5	4	0	1	4	14	0	2	30
Internship: Financial Management	T5	0	0	0	0	3	2	0	0	5
Word Processing Operator	T5	0	0	0	0	0	1	0	0	1
Community Liaison Worker	12	1	3	0	0	2	1	0	0	7
Call Centre Operator	T6/9	0	0	0	0	1	2	0	0	3
<b>TOTAL</b>		<b>11</b>	<b>13</b>	<b>0</b>	<b>3</b>	<b>25</b>	<b>78</b>	<b>0</b>	<b>19</b>	<b>149</b>
Craft & Related Trades										
Senior Supervisor	T8	0	3	0	0	0	0	0	0	3
Senior Fire Fighter	T7	0	2	0	0	0	1	0	0	3
Supervisor	T7	8	20	0	2	0	1	0	0	31
Driver Operator	T6	7	20	0	2	0	1	0	0	30

Post Category	Post	Male				Female				Total
	GRADE	A	C	I	W	A	C	I	W	
Fire Fighter	T6	0	6	0	0	1	0	0	0	7
Process Controller: Sewerage	T6	1	10	0	1	0	1	0	0	13
Process Controller: Water	T6	3	12	0	0	0	0	0	0	15
Handyman	T6/T5	3	5	0	0	0	0	0	0	8
Cadet Fire-fighter	T5	0	4	0	0	0	0	0	0	4
Caretaker: Facilities	T5	0	1	0	0	0	0	0	0	1
Meter Reader	T5/T4	1	3	0	0	0	0	0	0	4
Senior Store man / Store man	T5/9	0	5	0	0	0	0	0	0	5
Weighbridge Operator	T5	0	1	0	0	1	0	0	0	2
Facilities Attendant	T4	3	4	0	0	0	1	0	0	8
Sewerage Attendant	T4	1	0	0	0	0	0	0	0	1
Small Plant Operator	T4	0	3	0	0	0	0	0	0	3
Team leader	T4	0	1	0	0	0	0	0	0	1
Water Attendant	T4	0	1	0	0	0	0	0	0	1
Water Purification Attendant	T4	0	1	0	0	0	0	0	0	1
Office Assistant	T4	1	0	0	0	0	0	0	0	1
Office Attendant	11	1	0	0	0	0	0	0	0	1
Law Enforcement Officer	10/9	1	3	0	1	0	1	0	0	6
Security Officer	T5/9	8	6	0	0	2	2	0	0	18
Special Works man	7	0	1	0	0	0	0	0	0	1
<b>TOTAL</b>		<b>37</b>	<b>112</b>	<b>0</b>	<b>6</b>	<b>5</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>168</b>
Elementary Occupations										
General Assistant / Worker	T3/T2	73	153	0	7	16	29	0	5	283
<b>TOTAL</b>		<b>73</b>	<b>153</b>	<b>0</b>	<b>7</b>	<b>16</b>	<b>29</b>	<b>0</b>	<b>5</b>	<b>283</b>
<b>TOTAL</b>		<b>137</b>	<b>314</b>	<b>0</b>	<b>43</b>	<b>50</b>	<b>127</b>	<b>0</b>	<b>32</b>	<b>703</b>
<b>TOTAL PER RACE TYPE</b>		<b>A</b>	<b>C</b>	<b>I</b>	<b>W</b>					
		<b>187</b>	<b>441</b>	<b>0</b>	<b>75</b>					
<b>TOTAL PER GENDER</b>		<b>495 Male</b>				<b>208 Female</b>				

# CHAPTER 5

## FINANCE

# CHAPTER 6

## AUDIT FINDINGS