



# **BERGRIVIER MUNICIPALITY**

## **ANNUAL REPORT 2014/15**



***ONS DIEN MET TROTS / WE SERVE WITH PRIDE***  
***SISEBENZA NGOKUZINGCA***

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## FOREWORD BY THE EXECUTIVE MAYOR



It is with great appreciation and pleasure that I submit this Annual Report for the 2014/15 financial year. This is the fourth Annual Report of our Council's term of office and it marks an appropriate time to reflect on what we have achieved in terms of our Integrated Development Plan.

Our vision is to "Strive towards a satisfied community through sustainable service delivery". Our mission is "To create an effectively governed administration that is committed to sustainable development of the municipal area and the delivery of services that are responsive to the unique needs of the Bergrivier community".

The strategic objectives of our Municipality are set out in our Integrated Development Plan (IDP) and a great deal of effort has been taken to ensure that we as a Municipality are part of an integrated planning approach whereby our IDP, budget and performance management system align with one another while simultaneously aligning to National and Provincial plans and frameworks, specifically the National Development Plan 2030. We further take great care to achieve the strategic goals as stipulated in our IDP and corrective measures were implemented where necessary. The main focus was the increase in capital spending, especially for the Municipal Infrastructure Grant Funding.

Our key focus is on service delivery and we continuously strive to improve on both the quality and standard of services that we provide to our Community. We are particularly proud of our achievements for this financial year, some of which include:

- The achievement of an unqualified audit for the 2013/14 financial year was acknowledged by the Auditor General with only one non-financial matter, namely asset management, requiring attention. The Municipality made a concerted effort to improve on asset management in line with audit requirements.
- The Municipality was able to commence with the implementation of its Housing Pipeline that was approved in the 2012/13 financial year. Infrastructure required for the development of 116 low cost houses in Porterville and 89 serviced sites in Laaiplek was installed. This is the first time in over 10 years that low cost housing will be built in Porterville. The services and electricity were completed during the 2014/2015 financial year and the Municipality commenced with construction of the houses. This project is on track and will be completed within the 2015/2016 financial year. In addition the Municipality concluded services for 107 erven in Velddrif as well as services and electricity on an additional 89 erven in Velddrif. The Municipality is currently in the construction phase of the top structures on the above mentioned 89 erven, as well as the upgrading of 34 hostels in Velddrif.
- The Municipality managed to keep water – and electricity losses below 10%. This is much lower than the industry norm.
- The Municipality fared very well in the Provincial Greenest Municipality Competition for 2013/14, winning a Certificate of Outstanding Achievement for Climate Change Response and the Achiever Award for the Biodiversity Management, Coastal Management and Beautification category of the competition. We also achieved third place in the Waste Management category. This competition is an annual event for all municipalities in the

Province and a total of 20 municipalities entered the competition this year. The Municipality submitted an entry for the achievements reached during the 2014/2015 financial year. Entries closed during July 2015 and the outcome is awaited.

- The Municipality facilitated funds from Provincial Government to assist with service delivery challenges in the Moravian Town of Wittewater. The upgrading of their water network and water source were completed by September 2015 to the value of R1 145 000.
- The Municipality acknowledge the need for sustainable development and made a special effort to upgrade and maintain infrastructure for basic services. Specific attention was given to the construction and improvement of the water purification works in Piketberg and Porterville, the water pipeline in Porterville, the electricity master plan, the paving of gravel streets in Eendekuil, ablution facilities in Eendekuil and Redelinghuys, review and upgrading of the water services development plan, water demand management and sewerage works in Porterville as well as the sewerage works in Velddrif.
- During the year we had the privilege of establishing a number of sustainable partnerships with government and non-government organisations. The output of these partnerships was further enriched by the participation of the community. These partnerships enabled us to:
  - Be the first area in South Africa to have its own alternative currency. The Bergrivier Rand (BRAND) was launched on 30 May 2015 in Piketberg and empowers people to be part of the economy and find a way out of poverty. The Municipality is in the process of rolling it out to all areas of Bergrivier.
  - Develop a Local Economic Development Strategy in collaboration with various stakeholders. This strategy followed the successful implementation of a PACA (Participative Appraisal of Competitive Advantage) process in collaboration with the Department of Economic Development and Tourism during the previous financial year. The outcome of this process was the identification of ten pragmatic interventions that can be implemented to improve local economic development. The approved LED Strategy takes this process much further and provide clear direction on the way forward.
  - Develop a Precinct Plan for Porterville (following the approval of the Precinct Plan for Velddrif in the previous financial year) in collaboration with the Department of Rural Development and Land Affairs. This plan comprises innovative and practical planning solutions for Porterville which will result in the spatial and socio-economic transformation of the area. The plan was widely consulted and drafted with the inputs of various stakeholders in the area.
  - The Municipality successfully implemented the new Spatial Planning Land Use Management Act (SPLUMA). This piece of legislation changes the face of local planning and required the development and implementation of a new by-law and Municipal Planning Tribunal. Bergrivier Municipality was one of only 5 Municipalities in the Western Cape ready to implement SPLUMA from 1 July 2015.
  - The Municipality opened a new library in Wittewater during April 2015 with a capacity of up to 3 000 books.
  - Bergrivier Municipality values their staff and knows the value of skills development. For this reason 175 of our staff members received training in various areas during the 2014/2015 financial year.

Although we are immensely proud of our achievements, we still face numerous challenges which we are addressing on an on-going basis. Some of these challenges include:



- The achievement of a “Clean Audit’ with no matters.
- The high cost of compliance to current and proposed legislation. Compliance requirements are the same for all municipalities irrespective of their size and smaller municipalities such as Bergrivier have limited human and financial resources to allocate to compliance.
- The on-going implementation of the housing pipeline, especially the funding of the infrastructure required to provide houses and make serviced land available.
- A sustainable service delivery solution for the burgeoning settlements that are owned by the Moravian Church of South Africa.

For all these challenges, the necessary implementation plans and corrective measures were developed and together with my Council and administrative staff, ensured through our oversight responsibilities, that our plans were implemented effective- and efficiently.

In conclusion, I would like to express my appreciation and thanks to my fellow Councillors, Senior Management Team and all Officials of Bergrivier Municipality for their hard work. I would also like to thank members of our Ward Committees and all members of the community for their support and participation in the affairs of our Municipality during the year.

**COUNCILLOR EB MANUEL**

**EXECUTIVE MAYOR**



**SUNSET OVER THE BERG RIVER MOUTH IN VELDDRIF/LAAIPEK**

**Photographer unknown: Photo provided**

## FOREWORD BY THE MUNICIPAL MANAGER

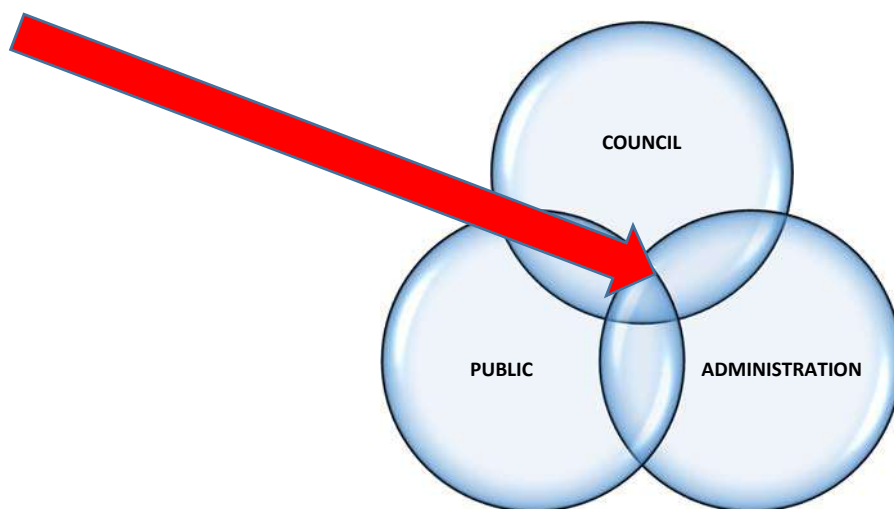


I am proud to be associated with Bergrivier Municipality. It is an institution where we truly strive to satisfy our community by delivering excellent services, which we do sustainably. The appreciation and thanks that we receive from our communities are evidence of this.

Bergrivier Municipality is a Category B Municipality in terms of Section 155 of the Constitution of South Africa (1996) and performs all the executive, legislative and administrative powers and functions assigned to it in terms of Section 156 of the Constitution read with Chapter 3 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) (Systems Act).

At Bergrivier Municipality we strongly uphold the definition of a Municipality as contained in the Systems Act, which states that a municipality consists of three equal partners namely the Council, the Administration and the Public. It is where these three partners work seamlessly together, that we see the magic happen!

### **Magic!**



Obviously we are not perfect and there is still much that we can and must do, but we are satisfied that we truly function as three circles working in close partnership to benefit all the people living and working within our Municipal area. For these reasons we take great care and effort to work well with sector departments in our area to obtain maximum successes.

During the previous financial year (2013/2014) we noticed a significant increase of public attendance during public meetings. One of the most significant achievements was that the right people had begun attending and participating in our IDP Forum meetings, PACA process on Local Economic Development, Social Development Indaba and various other municipal activities. At our IDP forum meetings we welcomed the authentic leaders from within our communities and foresee effective engagements on serious issues. This is the manner in which we prefer working and we will foster this culture and continue to allow sufficient time to network and build partnerships with all strategic partners and sector departments. We also worked really hard on our relationship with Provincial and

National Government, which is now leading to joint planning initiatives that will benefit all our communities. During the 2014/2015 financial year the Municipality successfully completed the first joint planning cycle with Provincial Government and can already reap the benefits. By streamlining the processes within the three spheres of government and working seamlessly together with our public, we will truly achieve the magic that we need to create a sustainable institution that can last for years to come. The result of the joint planning initiative between our public in all communities within Bergrivier, the Municipality and the Provincial Government, were the identification of four main game changers that will be our strategic focus areas for the medium term. They are: Education and Skills Development, Local Economic Development, Social Development and Sustainable Infrastructure Management.

Our productive partnership with Provincial Government lead to real benefits to our communities. Two examples during the 2014/2015 financial year are the Financial Management Grant of R420 000 that was awarded to Bergrivier Municipality to increase the Internal Audit capacity and ensure better governance for our area. We used this grant to appoint a service provider to assist our internal audit unit with audits related to performance. We will continue our focus on governance to ensure that we correctly execute the basics, while improving on our service delivery. In our compliance driven environment we constantly strive to achieve a balance between good governance and excellent service delivery. It is our intention not to allow the one to detract from the other, but to ensure that we deliver excellent services while maintaining good and clean governance. The second example was the award of R 13,764 million (VAT included) from the Municipal Infrastructure Grant with which we completed major capital projects to improve the infrastructure to ensure sustainable development for the future of Bergrivier.

While attending to our own areas of service delivery within Bergrivier Municipal Area, we are also in conversation with the Moravian Church of South Africa about sustainable service delivery models. At the moment the Church is still acting as “Municipality” in both Goedverwacht and Wittewater (two Moravian Towns within our area) with mixed levels of success. The Municipality and the District Municipality are assisting the Church with service delivery where and when needed, but we are seeking a sustainable future solution jointly and in partnership to ensure a better future for all people living in the Moravian towns. This is an ongoing discussion and the rhythm of progress is dictated by the Church. The Municipality is frustrated by the slow progress, but we are doing everything in our power to expedite a solution.

The revenue trend for the Municipality for the past three years consist mainly of income derived from services, rates and government grants. The revenue from own sources, rates and services represents 70 % of the total operational income. During the past two financial years the Council took up external loans to the value of R 8,8 million for the construction of capital infrastructure to enhance the delivery of services Government grants received represents 20 % of revenue. This money was also spent on infrastructure improvement to ensure that all residents have access to the full complement of Council’s services.

Bergrivier Municipality is blessed with a skilled and loyal work force and we had no changes during this financial year in our Top Management. The Directors of Bergrivier have permanent employment contracts and supports stability and attracts better skills and experience. As a Municipality we do risk assessments annually and have dedicated risk meetings quarterly to develop and implement mitigating measures. Our top 5 risks with the highest residual rating include the increase in population growth threatening our sustainable development, the management and control of

inventory stores to prevent losses and financing for a Geographical Information System (GIS) for the Municipality.

Looking back we are thankful for a very successful year with many highlights (as indicated by our Executive Mayor), but we are also constantly aware of the challenges facing Local Government in South Africa. Together we can face any challenge that comes our way if we continue to work in partnership. I believe that there are no challenges that we cannot successfully tackle together. We truly strive to serve with pride!

**ADV H LINDE**  
**MUNICIPAL MANAGER**

# CHAPTER 1: MUNICIPAL OVERVIEW AND EXECUTIVE SUMMARY



Verlorenvlei Estuary, Redelinghuys from a different view point  
Photographer unknown: Photo provided

## 1.1 INTRODUCTION TO BERGRIVIER MUNICIPALITY

The Constitution of the Republic of South Africa (1996) states that the government comprises of national, provincial and local spheres (municipalities) of government which are distinctive, interdependent and interrelated (Section 40). Bergrivier Municipality is an organ of state within the local sphere of government, and is established in terms of Section 12 of the Municipal Structures Act, 1998, (Act 117 of 1998) (Municipal Structures Act) as a Local Municipality with a Mayoral Executive System combined with a Ward Participatory System.

Section 152 (1) of the Constitution sets out the objectives of local government namely:

- To provide democratic and accountable government to the community;
- To ensure the sustainable provision of services to the community;
- To promote social and economic development;
- To promote a safe and healthy environment; and
- To encourage communities and community organisations to get involved in local government matters.

The Constitution also assigns a developmental duty to Municipalities which requires them to structure and manage their administration, budgeting and planning processes in a manner that gives priority to the basic needs of the community whilst promoting social and economic development of the community.

The functions of municipalities are set out in Schedules 4B and 5B of the Constitution, and municipalities must perform these functions in a manner that enables them to achieve the Constitutional objectives indicated above.

Section 84 of the Municipal Structures Act, regulates the division of functions between district and local municipalities and the following table indicates the functions that Bergrivier Municipality is authorised to perform.

**TABLE 1: MUNICIPAL FUNCTIONS**

<b>Schedule 4, Part B functions</b>	<b>Yes/No</b>	<b>Schedule 5, Part B functions</b>	<b>Yes/No</b>
Air pollution	Yes	Beaches and amusement facilities	Yes
Building regulations	Yes	Billboards and the display of advertisements in public places	Yes
Child care facilities	Yes	Cemeteries, funeral parlours and crematoria	Yes
Electricity and gas reticulation	Yes	Cleansing	Yes
Firefighting services	Yes	Control of public nuisances	Yes

Schedule 4, Part B functions	Yes/No	Schedule 5, Part B functions	Yes/No
Local tourism	Yes	Control of undertakings that sell liquor to the public	Yes
Municipal airports	None in our area	Facilities for the accommodation, care and burial of animals	Yes
Municipal planning	Yes	Fencing and fences	Yes
Municipal health services	No (West Coast District Municipality – WCDM)	Licensing of dogs	No (West Coast District Municipality – WCDM)
Municipal public transport	Yes	Licensing and control of undertakings that sell food to the public	No
Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities to administer functions specifically assigned to them under this Constitution or any other law	Yes	Local amenities	Yes
Pontoons, ferries, jetties, piers and harbours, excluding the regulation of international and national shipping and matters related thereto	Yes	Local sport facilities	Yes
Storm water management systems in built-up areas	Yes	Markets	Yes
Trading regulations	Yes	Municipal abattoirs	Yes
Water and sanitation services limited to potable water supply systems and domestic waste-water and sewage disposal systems	Yes	Municipal parks and recreation	Yes
		Municipal roads	Yes
		Noise pollution	Yes
		Pounds	Yes
		Public places	Yes
		Refuse removal, refuse dumps and solid waste disposal	Yes
		Street trading	Yes
		Street lighting	Yes
		Traffic and parking	Yes

## 1.2 GEOGRAPHIC OVERVIEW

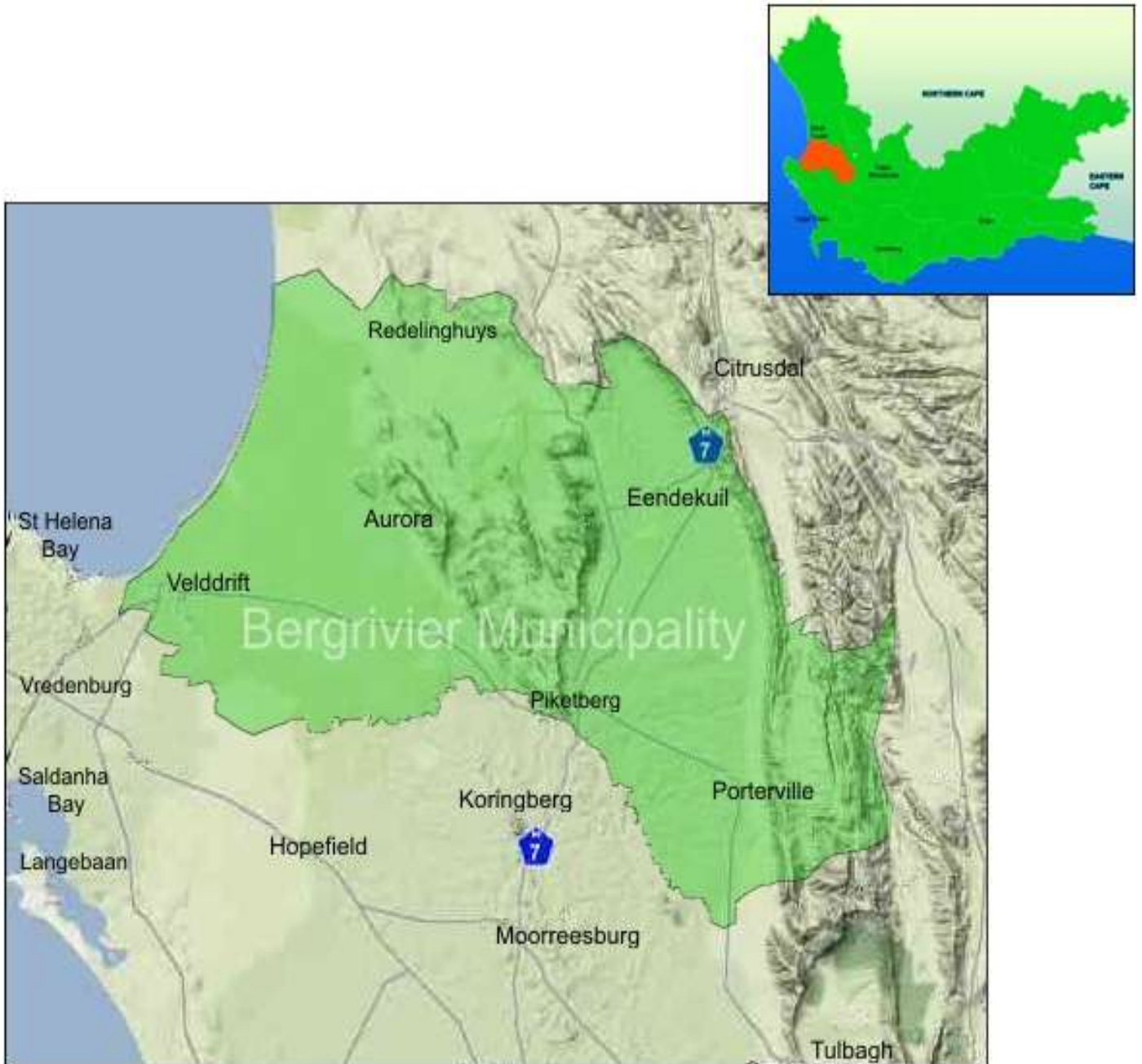
Bergvriër Local Municipality is situated in the West Coast District of the Western Cape Province. The Municipality is bordered to the North by Cederberg Municipality, to the West by Saldanha Bay Municipality, to the South by Swartland Municipality and to the East by Drakenstein and Witzenberg Municipalities. The Municipality covers a geographic area of approximately 4 407.04 km<sup>2</sup> and is geographically diverse. It includes 9 urban settlements, approximately 40 kilometres of coastline and

a vast rural area. The main urban settlements that constitute the Municipality are: Piketberg which is the administrative seat, Porterville, Velddrif (which includes Port Owen, Laaiplek and Noordhoek), Dwarskersbos, Eendekuil, Aurora, Redelinghuys, Goedverwacht and Wittewater. The latter two towns are Moravian settlements on private land.

The following figure depicts the Bergrivier Municipal Area as well as the position of Bergrivier Municipality in relation to the West Coast District.



**FIGURE 1: POSITION OF BERGRIVIER MUNICIPALITY IN RELATION TO THE WEST COAST DISTRICT**



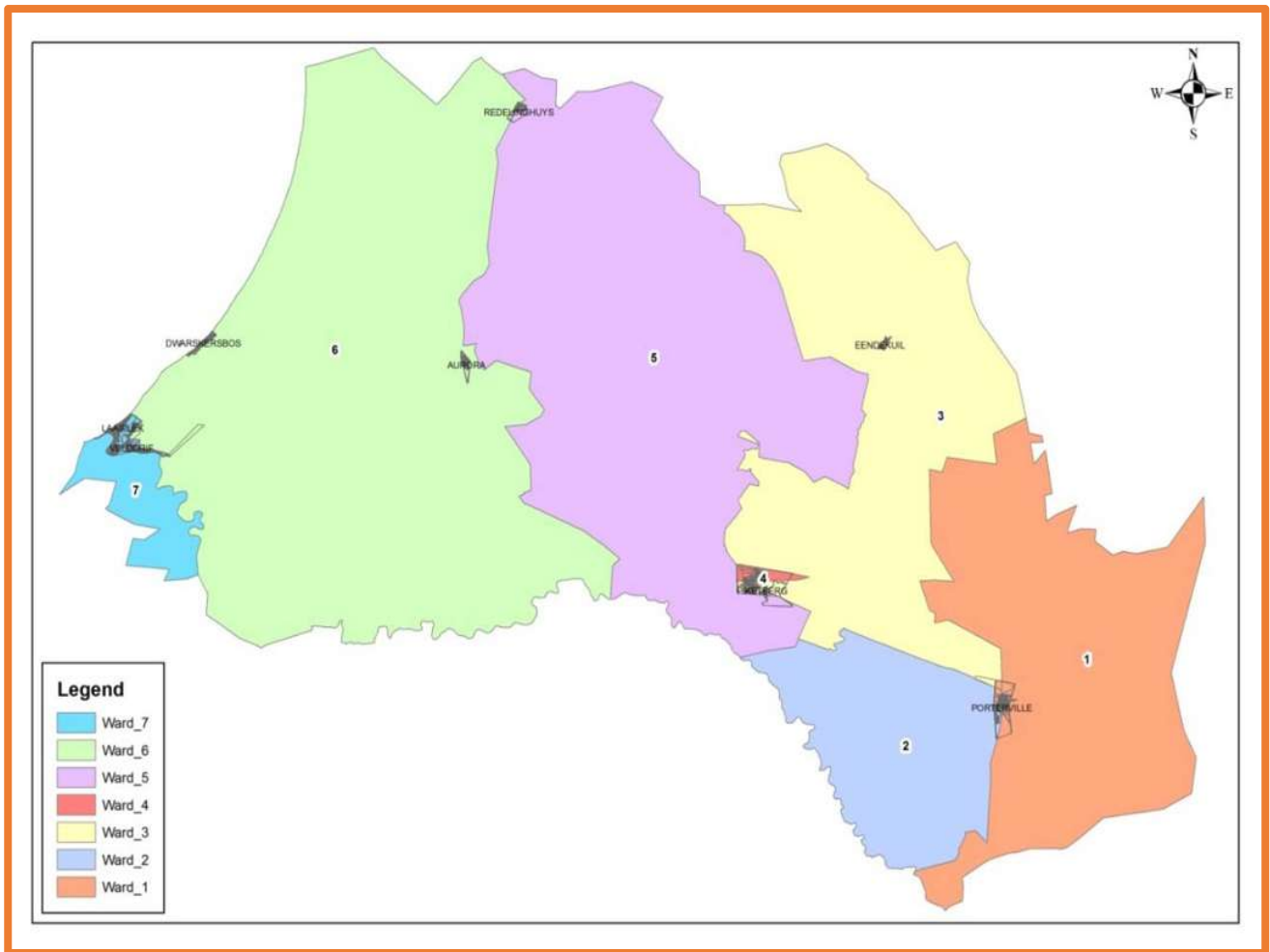
The following table provides an overview of the various settlements that constitute the Bergrivier Municipal Area:

**TABLE 2: BERGRIVIER SETTLEMENT TYPES, CHARACTERISTICS AND ECONOMIC BASE**

<b>SETTLEMENT</b>	<b>CHARACTERISTICS AND ECONOMIC BASE</b>
Velddrif (Including Laaiplek, Port Owen and Noordhoek)	Velddrif is a coastal town which functions as a focal point for the fishing industry along the West Coast. The most important resources are the sea, the coastal environment, salt pans and the Bergrivier Estuary Tourism, retirees and second home residents provide a solid base for the local economy.
Dwarskersbos	Dwarskersbos is a coastal town characterised by its property market, holiday accommodation and tourism. The sea and coastal area are the most important natural resources. The main function of the town is to provide holiday accommodation.

SETTLEMENT	CHARACTERISTICS AND ECONOMIC BASE
	Tourism, retirees and second home residents provide a solid base for the local economy.
Piketberg (Including Piket Bo Berg)	Piketberg is classified as a central place and is the administrative seat of the Bergrivier Municipality. It is also the service and commercial centre of the surrounding agricultural area. The primary economic base of Piketberg is agriculture. Public-sector activities related to the municipal head office, district offices, provincial government offices and other public functions also provide a solid base for the local economy.
Porterville (Including Dasklip Pass)	Porterville is classified as a central place and sound infrastructure has contributed towards the establishment of a Regional Kaap Agri Office as well as the Voorberg prison. The economic base of Porterville is primarily agriculture, which is supplemented by some recreational and tourism activities.
Redelinghuys	Redelinghuys is classified as an isolated village. The town mainly functions as a residential area for the surrounding agricultural sector and retired people. There is some recreational and tourism potential in the Verlorenvlei which is a Ramsar Site which falls partially within Bergrivier's area of jurisdiction. This town has no autonomous economic base other than the accommodation of farm workers involved in the nearby farms and basic service provision associated with this use.
Aurora	Aurora is also classified as an isolated village. The town has a rural character against a picturesque topographical setting. This town has no autonomous economic base other than the accommodation of farm workers involved in the nearby farms and basic service provision associated with this use.
Eendekuil	Eendekuil is also classified as an isolated village. It functions as a low-order agricultural service centre that is dependent on Piketberg for higher-order services. Mainly a dormitory town for farm workers and retired people. This town has no autonomous economic base other than the accommodation of farm workers involved in the nearby farms and basic service provision associated with this use.
Goedverwacht and Wittewater	Goedverwacht and Wittewater are also classified as isolated villages. These towns are located on private land, within a predominantly agricultural area. They are Mission Stations run by the Moravian Church of South Africa, and have little direct investment to stimulate economic activities. Inhabitants work mainly on the surrounding farms, but the villages do boast some very good builders. The scenic mountains and the missionary culture offer some tourism potential, but this can only be realized within the context of the larger tourism plan for the region.

**FIGURE 2: WARD DEMARCATION**



The Municipal area is demarcated into seven Municipal Wards in terms of the Local Government Municipal Demarcation Act, 1998(Act 27 of 1998) (Municipal Demarcation Act). The geographic composition of each ward is as follows:

- ▲ Ward 1 comprises the northern part of Porterville and the rural area to the north of Porterville;
- ▲ Ward 2 comprises the southern part of Porterville the rural area to the south of Porterville and the Voorberg prison;
- ▲ Ward 3 comprises the western and southern portion of Piketberg Town, Eendekuil and an extensive rural area;
- ▲ Ward 4 is predominantly urban and comprises the north eastern portion of Piketberg Town;
- ▲ Ward 5 is predominantly rural with a smattering of private settlements including Wittewater, Goedverwacht and Genadenberg which belong to the Moravian Church of South Africa and De Hoek, a private residential area situated on the premises of the Pretoria Portland Cement factory (PPC) a few kilometres to the south of Piketberg;

- ▲ Ward 6 is predominantly rural and comprises the towns of Aurora, Redelinghuys and the coastal town of Dwarskersbos and the rural areas between these settlements;
- ▲ Ward 7 is predominantly urban coastal settlement and comprises Velddrif which includes Noordhoek, Port Owen and Laaipek.

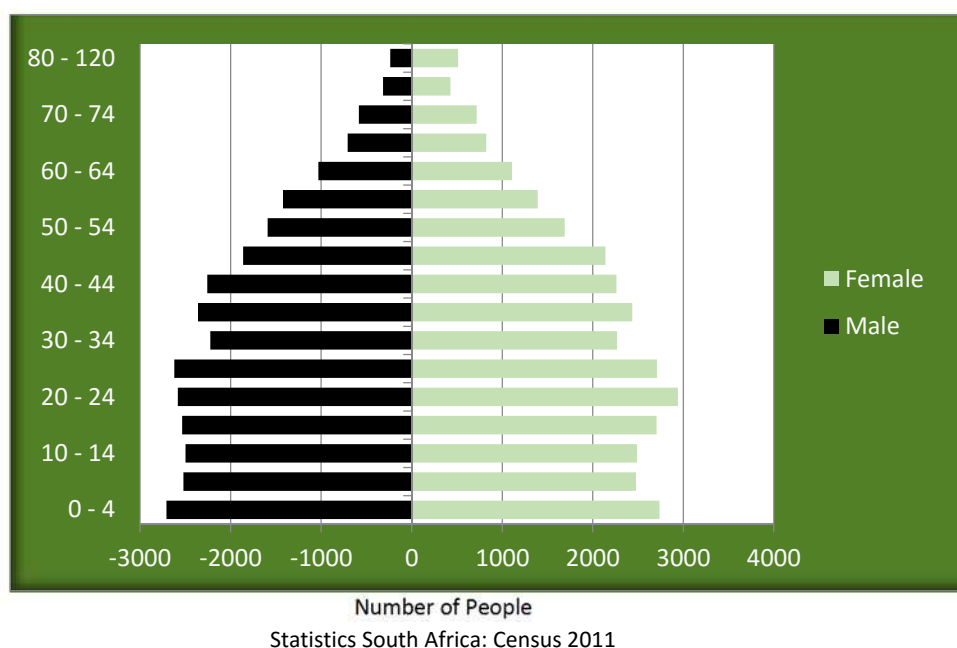
It should be noted that the ward demarcation was reviewed during 2015 and these new ward demarcations will be applicable for the 2016- municipal elections. The above mentioned ward demarcation was therefore still applicable during the 2014/15 financial year.

### 1.3 DEMOGRAPHIC OVERVIEW

#### 1.3.1 POPULATION

The estimated population figure for Bergrivier Municipality in 2001 was 46327. This figure increased substantially to 61897 in 2011, which is indicative of extensive migration into the Municipal Area. The estimated population growth is 2, 8 % per annum which translates to a population for 2015 of 69 126. The figure below represents a population pyramid for Bergrivier Municipality. The shape of the pyramid typically depicts an area with a rapid growth rate.

FIGURE 3: POPULATION PYRAMID



The following table indicates the population dispersion per ward.

TABLE 3: POPULATION PER MUNICIPAL WARD

WARD	DESCRIPTION	POPULATION
Ward 1	Comprises Porterville Town and the rural area to the North of Porterville;	10 507

WARD	DESCRIPTION	POPULATION
Ward 2	Comprises the remainder of Porterville (Monte Bertha), the rural area to the South of Porterville and the Voorberg prison;	5 209
Ward 3	Comprises the Western and Southern portion of Piketberg Town, Eendekuil and an extensive rural area;	8 726
Ward 4	Predominantly urban and comprises the North Eastern portion of Piketberg Town;	9 461
Ward 5	Predominantly rural with a smattering of private settlements including Wittewater, Goedverwacht and Genadenberg which belong to the Moravian Church of South Africa and De Hoek, a private residential area situated on the premises of the Pretoria Portland Cement factory (PPC) a few kilometres to the south of Piketberg;	13 015
Ward 6	Predominantly rural and comprises the towns of Aurora, Redelinghuys and Dwarskersbos and the rural areas between these settlements;	3 646
Ward 7	Predominantly urban coastal settlement and comprises Velddrif which includes Noordhoek, Port Owen and Laaiplek.	11 333
Total Bergrivier Population		61 897

The following table indicates the population dispersion per town/area:

**TABLE 4: POPULATION PER TOWN / AREA**

TOWN / AREA	FEMALE	MALE	TOTAL
Redelinghuys	279	297	576
Bergrivier Rural Area	12918	12262	25180
Eendekuil	780	750	1530
Dwarskersbos	347	322	669
Aurora	309	267	576
Velddrif	5668	5350	11018
Goedverwacht	1014	965	1979
Beaverlac	23	36	59
Piketberg	6275	5800	12075
De Hoek	135	195	330
Wittewater	428	421	849
Porterville	3660	3396	7056
<b>TOTAL</b>	<b>31836</b>	<b>30061</b>	<b>61897</b>

Statistics South Africa: Census 2011

The gender composition from 2001 to 2011 remains relatively unchanged and well balanced, with a slightly higher ratio of females to males. The population is predominantly youthful with 58% of the population falling within the national definition of youth (under 35). There is a significant increase of 24.2% in this age group.

The following tables indicates the population dispersion by age and gender.

**TABLE 5: POPULATION BY AGE AND GENDER**

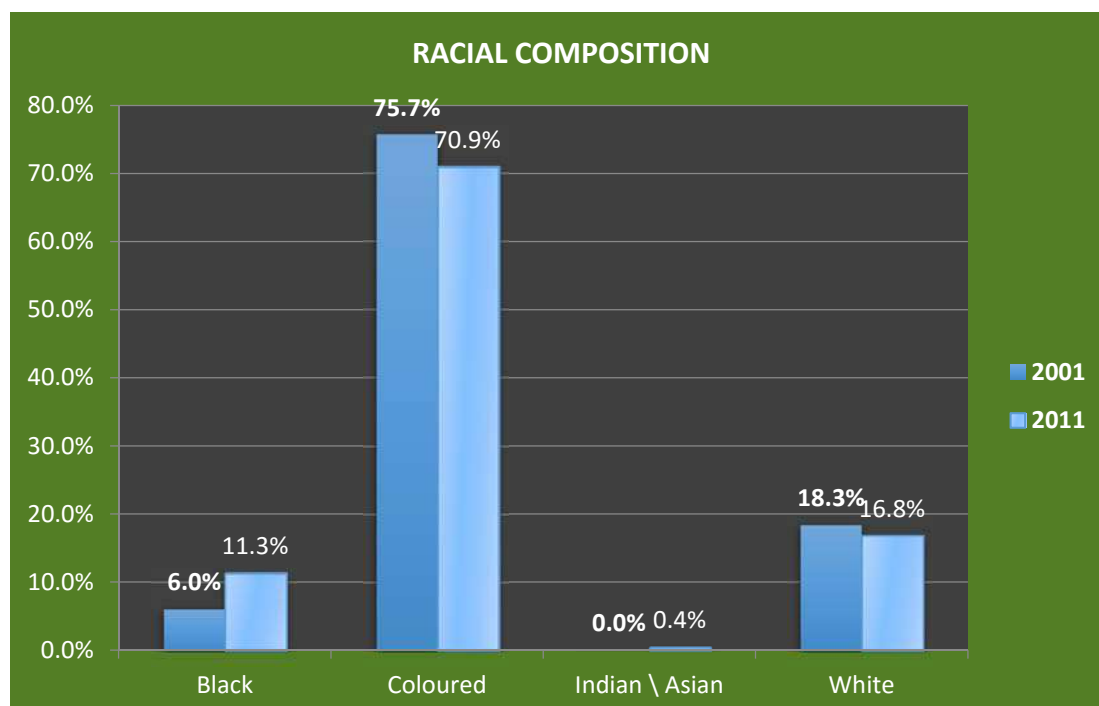
AGE GROUPS	CENSUS 2001			CENSUS 2011		
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL
0 - 4	2060	2034	4094	2709	2736	5445
5 - 9	2100	2122	4222	2521	2477	4999
10 - 14	1995	2054	4049	2498	2489	4987
15 - 19	1907	2102	4009	2535	2705	5240
20 - 24	1910	1883	3793	2584	2941	5525
25 - 29	2467	2127	4594	2622	2709	5331
30 - 34	2253	1989	4242	2225	2268	4493
35 - 39	2009	1928	3937	2360	2436	4796
40 - 44	1549	1556	3105	2258	2262	4520
45 - 49	1348	1244	2592	1861	2140	4000
50 - 54	963	981	1944	1591	1690	3282
55 - 59	743	839	1582	1422	1391	2814
60 - 64	634	705	1339	1030	1108	2137
65 - 69	534	595	1129	708	824	1532
70 - Plus	654	1042	1696	1136	1659	2796
<b>TOTAL</b>	<b>23126</b>	<b>23201</b>	<b>46327</b>	<b>30060</b>	<b>31837</b>	<b>61897</b>

Statistics South Africa: Census 2011

The racial composition from 2001 to 2011 has changed slightly, with the Black African population increasing by 5.3 % and the Coloured population diminishing by 4.8 %.

The following figure indicates the racial composition in Bergrivier.

**FIGURE 4: RACIAL COMPOSITION**

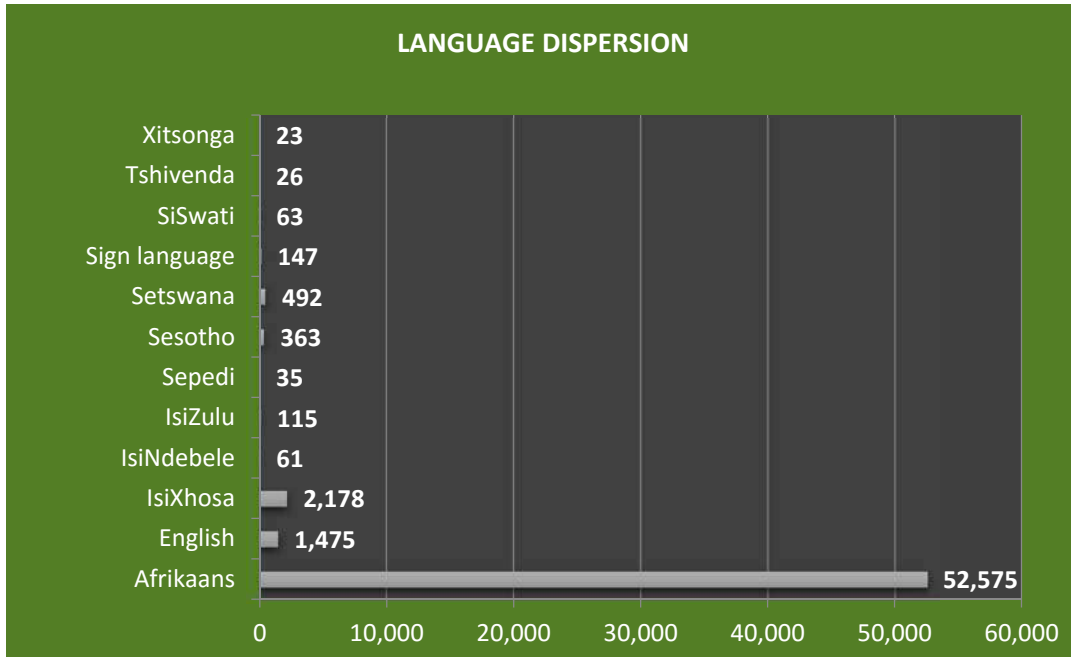


Statistics South Africa: Census 2011

The predominant language in the Municipal Area remains Afrikaans which is spoken by 91 % of the population. This is also the predominant language in all wards, followed by isiXhosa and English. In Wards 1, 4, 5 and 7, isiXhosa is the second most predominant language while in Wards 2, 3 and 6 English is the second most predominant language.

The following figure indicates the language dispersion in Bergrivier.

**FIGURE 5: LANGUAGE DISPERSION**



Statistics South Africa: Census 2011

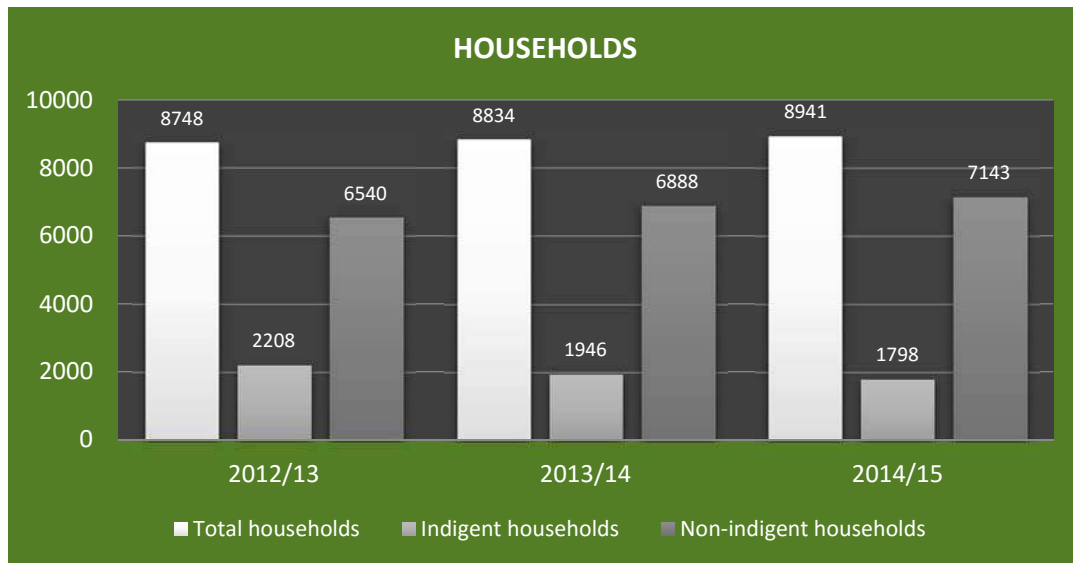
### 1.3.2 HOUSEHOLDS

The number of households is based on the number of refuse removal accounts as at the end of the financial year. This is considered to be a reliable data source as Bergrivier does not have informal townships and each and every household receives an account for refuse removal.

There is a total of 8 941 urban households in the Municipality (2014/15) of which 1 798 are poor (indigent). This figure constitutes 20,12 % of the total number of households and is a significant decrease from the previous years where indigent households constituted 22, 03 % of the total number of households. Indigent households are defined as households where the combined monthly income of the household is less than the equivalent of two state pensions plus 10 %.

The following figure indicates the household dispersion in Bergrivier over the last 3 (three) financial years:

**FIGURE 6: HOUSEHOLD DISPERSION**



Statistics South Africa: Census 2011

## 1.4 SOCIO ECONOMIC OVERVIEW

### 1.4.1 EDUCATION

Education and skills will improve access to available employment opportunities. The low education and skills levels of the Bergrivier Community are contributing to unemployment and poverty and are cause for concern. Further education and training opportunities are limited by the absence of any tertiary education facilities in the Municipal Area.

The following table and figure provides an overview of the highest education levels achieved by school leavers. Of particular significance is the fact that 48% of the population are not completing their schooling and are leaving school during secondary school, despite the fact that there are 21 schools in the Municipal Area of which 11 are no fee schools. (Western Cape Government: Provincial Treasury: Regional Economic Development Profile 2013). It is also significant that only 6 % of school leavers have some form of tertiary education. Of particular significance is the fact that the number of people over the age of 20 years with no schooling has reduced significantly (Census 2011).

**TABLE 6: EDUCATION LEVELS**

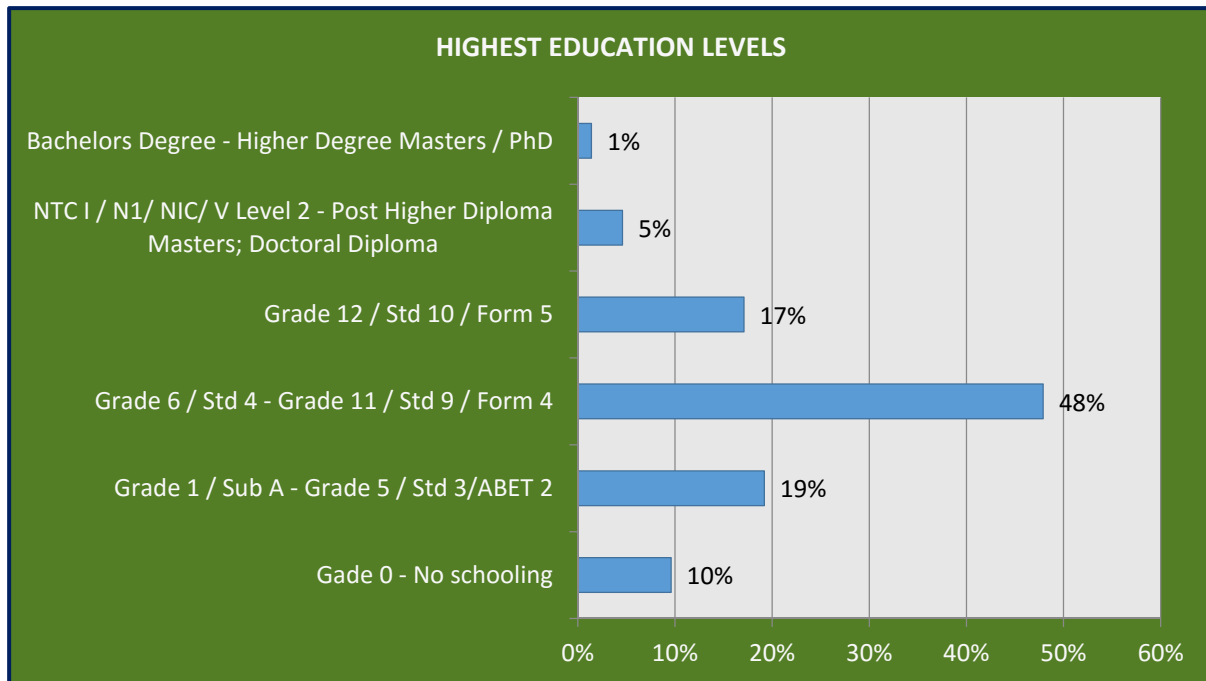
LEVEL	NUMBER
Grade 0 - No schooling	5046
Grade 1 - Grade 5 /ABET 2	10094
Grade 6 - Grade 11 / Form 4	25195
Grade 12 / Form 5	8976



LEVEL	NUMBER
NTC I / N1/ NIC/ V Level 2 - Post Higher Diploma Masters: Doctoral Diploma	2419
Bachelor's Degree - Higher Degree Masters / PhD	760

Statistics South Africa: Census 2011

**FIGURE 7: HIGHEST EDUCATION LEVELS**



Statistics South Africa: Census 2011

The problem is exacerbated by a low literacy rate, which is an indicator of the levels of education and skill in the economy. The literacy rate is calculated as the proportion of persons 14 years and older who have successfully completed a minimum of 7 years of formal education.

According to the Western Cape Government: Provincial Treasury: Municipal Economic Review and Outlook (MERO) 2014, the Municipality's literacy level is 76.4 % which is lower than the Provincial and District norms of 87.2 % and 79.1 % respectively. A positive is that it has increased by 6 % since 2001. Education is the functional mandate of the Department of Education, but the impact of shortcomings within the education system impact on the Municipality. The Municipality therefore has a vested interest in working co-operatively with the Department of Education and related departments whose functional mandates fall within the realm of social development.

Educational indicators for Bergrivier Municipal Area are as follows:

**TABLE 7: EDUCATIONAL INDICATORS: BERGRIVIER MUNICIPALITY**

INDICATOR	2014	2015
Learner enrolment	8 709	10 304
Average learner / teacher Ratio	2,76%	2,52%

INDICATOR	2014	2015
Average dropout rate	40%	-
Drop % in FET phase	28%	-
No of schools	20	20
▲ Primary	21	21
▲ Secondary	4	4
No of no fee schools	8	8
Matric pas rate	92,4%	93.3%

Department of Education

A major concern is that the number of children of school going aged is increasing yet learner enrolments are decreasing. The relatively high matric pass rate is also of little significance if it is considered that 40 % of the learners are dropping out before matric and that there were only 248 matrics who passed Grade 12 in 2013. Teenage pregnancies are also contributing significantly to the school dropout rate.

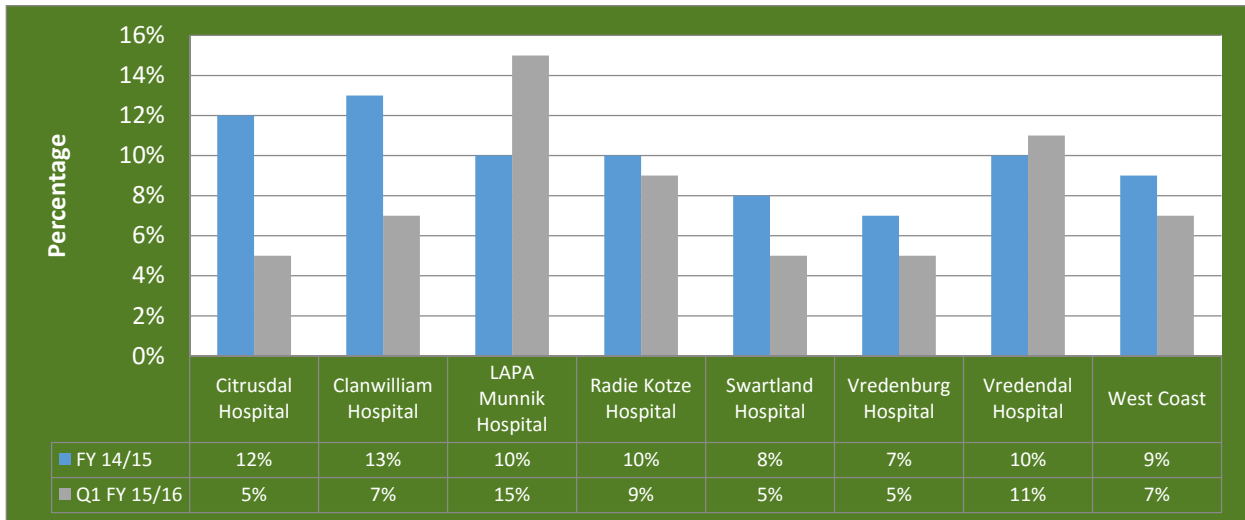
**TABLE 8: BERGRIVIER MUNICIPALITY LEARNER ENROLMENT FIGURES**

TOTAL GR R LEARNERS			TOTAL GR 1-7 LEARNERS				TOTAL GR 8-12 LEARNERS			
2012	2013	2014	2012	2013	2014	2015	2012	2013	2014	2015
633	737	715	5 647	5 694	5 662	6 790	2 426	2 350	2332	3 448

Department of Education

The following graph states the percentage of children younger than 18 years, that gave birth in the various West Coast District public hospitals during the Provincial Government's 2014/15 financial year (1 April 2014 to 31 March 2015) and the Province's first quarter of the 2015/16 financial year (1 April 2015 to 30 June 2015). LAPA Munnik Hospital and Radie Kotze Hospitals are located in the Bergvriër municipal area. The rate for both hospitals are 10 % for the 2014/15 financial year and 15 % and 9 % respectively for the first quarter of the 2015/16 financial year.

**FIGURE 8: TEENAGE PREGNANCIES**



The Municipality actively engages with all Government Departments constituting what is known as the Social Cluster in the Municipal Area (Health, Social Development and Community Safety) in a bid to collectively address these issues and they form an integral component of the Municipalities IDP Representative Forum. Education was the highest priority on the Joint Planning Initiative.

#### 1.4.2 HEALTH CARE

Access to healthcare is directly dependent on the distribution and accessibility of healthcare facilities. Critical health issues in the Bergrivier Municipal Area are:

- There are 14 health care facilities in the Municipal Area, including 3 clinics, 5 satellite clinics, 4 mobile clinics, and 2 district hospitals. The Municipality has the lowest number of health facilities in the District. There is a need for improved access to service delivery points especially in rural areas, where people have to walk great distances to access services.
- HIV/AIDS remains a major concern. The Anti- Retroviral Treatment (ART) patient load in the Municipal Area as at June 2011 was 253 patients who had access to 9 Anti-Retroviral Treatment Sites. This is the lowest patient load in the District which may be attributable to the fact that the Municipality has the highest number of treatment sites. (Western Cape Government: Provincial Treasury: Regional Economic Development Profile 2013).
- Oral Health, especially the high burden of dental caries amongst young children;
- Teenage pregnancies which are increasing and which are also a major cause of school drop outs;
- Increase in violence-related injuries most of which arise as a result of substance abuse. (Western Cape Government: Bergrivier Municipality Consolidated Joint Planning Initiative (JPI) Report 2014)

The Municipality actively engages with all Government Departments constituting what is known as the Social Cluster (Health, Social Development and Community Safety) in a bid to collectively address these issues.

### 1.4.3 POVERTY

High poverty levels impact on the well-being of the community and the sustainability of the Municipality as it reduces the ability of people to pay for services and increases dependency on indigent grants which the Municipality finances from its equitable share. Development Indicators as a numerical measure of quality of life is being used to measure levels of development and poverty.

The following table provides a summary of Bergrivier Municipality's development indicators:

**TABLE 9: SUMMARY OF DEVELOPMENT INDICATORS**

INDICATOR	DESCRIPTION	BERGRIVIER		WEST COAST	WESTERN CAPE
		2001	2014	2014	2014
<b>Poverty Rate (2010)</b>	The poverty rate is the percentage of people living in households with an income less than the poverty income. The poverty income is defined as the minimum monthly income needed to sustain a household and varies according to household size.	34.2%	33.8%	30.4%	22.1%
<b>Literacy (2011)</b>	The literacy rate is an indication of the levels of education and skill in the economy.	70%	76.4%	79.1%	87.2%
<b>Gini coefficient (2011)</b>	The Gini coefficient is a summary statistic of income inequality, which varies from 0 (in the case of perfect equality where all households earn equal income) to 1 (in the case where one household earns all the income and other households earn nothing).	0.56	0.58	0.58	0.58
<b>Human Development Index (2012)</b>	The HDI is a composite, relative index that quantifies the extent of human development of a community. It is based on measures of life expectancy, literacy and income.	0.66	0.66	0.67	0.68
<b>Unemployment Rate(2011)</b>	Unemployed are those people within the economically active population who (a) did not work in the seven days prior to census night, (b) wanted to work and were available to start work within a week of census night, and (c) had taken active steps to look for work or start some form of self-employment in the four weeks prior to census night.	7.6%	6.8%	14.8%	21.6%

Newest indicators vary from 2010 to 2013 and the date of the newest indicator is indicated in column 1

Western Cape Government: Provincial Treasury: Municipal Economic Review and Outlook (2014)

According to the 2011 Census data, 74.8 % of the population over the age of 18 years have a monthly income of less than R1 600 per month.

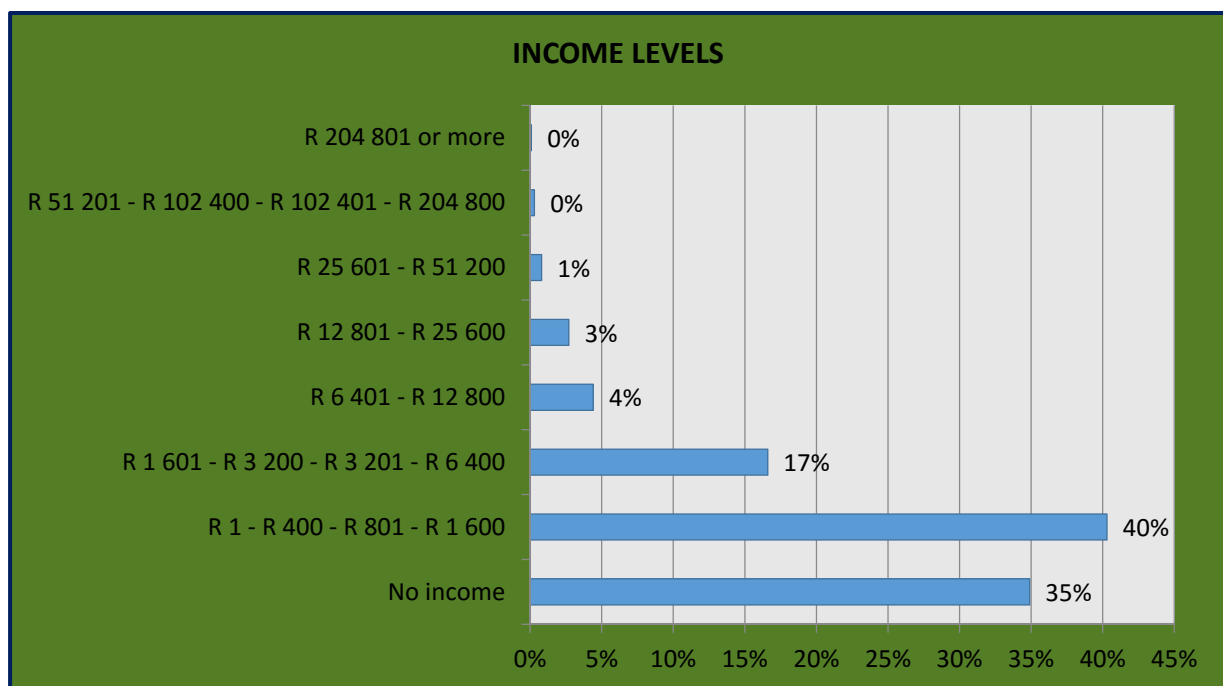
The following tables provide an overview of income levels within the Bergvriër Municipality:

**TABLE 10: INDIVIDUAL MONTHLY INCOME**

INCOME LEVEL	MALE	FEMALE
No income	7704	10757
R 1 - R 400 - R 801 - R 1 600	10178	11351
R 1 601 - R 3 200 - R 3 201 - R 6 400	5379	3526
R 6 401 - R 12 800	1487	879
R 12 801 - R 25 600	1070	410
R 25 601 - R 51 200	334	94
R 51 201 - R 102 400 - R 102 401 - R 204 800	117	52
R 204 801 or more	41	11

*Statistics South Africa: Census 2011*

**FIGURE 9: INCOME LEVELS**



*Statistics South Africa: Census 2011*

#### 1.4.4 THE LOCAL ECONOMY

Global, national, provincial and regional economic trends impact on the local economy. The global economy hit a recessionary low point in 2009 before turning around and growing at a rate of about 5% in 2010 and 2011. Since 2012, world growth has declined to 2.6 % per annum. The national economy has followed suit and is also in decline. The Western Cape economy fared slightly better with economic growth in the region decelerating from 3.5 % in 2011 to an estimated 3 % in 2012.

The West Coast District (WCD) economy was affected by the global recession. During 2013 the real GDP only grew by 2 % and in 2014 it dropped to 1, 1 %. The growth rates of the WCD of 2013/14 are below the average rate of 2,6 % which occurred between 2010 – 2014. For the 2015-2020 forecast period the estimated average annual growth is projected at 2,6 %.(Western Cape Government: Municipal Economic Review & Outlook: West Coast District 2015, 2<sup>nd</sup> Draft).

Economic growth is measured by Regional Gross Domestic Product (GDPR) and is driven by two components, namely population growth and labour productivity. Labour productivity reflects the ability to provide increased output from the existing quantity of labour in the economy. Various government agencies and independent analysts produce measures of labour productivity. For high-level analyses of the second component of economic growth, a productivity measure using overall economic production provides the most comprehensive and consistent measurement of economic productivity.

The following table indicates the growth across sectors for the period 2000 -2011. As can be seen, the agriculture, forestry and fishing sector remains in decline. Mining and quarrying, electricity gas and water and general government sectors have also declined. The construction, wholesale and retail trade, catering and accommodation, transport, storage and communication, finance, insurance, real estate and business services and community, social and personal services sectors have experienced some growth.

**TABLE 11: MUNICIPAL GDPR GROWTH ACROSS SECTORS (2000 - 2011)**

INDUSTRY	BERGRIVIER	CEDERBERG	MATZIKAMA	SALDANHA	SWARTLAND	WEST COAST
Agriculture, forestry & fishing	-2.7%	-1.6%	-0.6%	4.7%	-0.1%	-0.4%
Mining & quarrying	-8.3%	8.1%	-10.7%	7.5%	-22.6%	-4.0%
Manufacturing	5.1%	1.5%	1.0%	-2.0%	2.5%	1.2%
Electricity, gas & water	-2.4%	-20.0%	-8.4%	-1.5%	2.6%	-2.2%
Construction	10.6%	10.9%	8.8%	3.3%	5.8%	6.6%
Wholesale & retail trade, catering and accommodation	8.0%	4.5%	0.6%	3.1%	2.8%	3.8%
Transport, storage and Communication	4.3%	5.8%	9.1%	3.3%	1.3%	4.5%
Finance, insurance, real estate and business services	8.3%	5.1%	2.7%	13.6%	13.4%	10.6%
Community, social & personal services	0.5%	4.9%	2.9%	5.4%	-0.9%	2.9%
General government	-1.2%	4.3%	2.3%	5.7%	-2.4%	2.4%

INDUSTRY	BERGRIVIER	CEDERBERG	MATZIKAMA	SALDANHA	SWARTLAND	WEST COAST
Total	2.8%	2.2%	1.5%	4.6%	3.7%	3.3%

Western Cape Government: Municipal Economic Review & Outlook: West Coast District 2013

The following table indicates the sector composition of the Municipalities's GDPR. The wholesale & retail trade, catering and accommodation sector is the most significant contributor, followed by the manufacturing sector and the agriculture, forestry & fishing sector. The wholesale and retail trade sector includes the tourism subsector, which has been identified as a sector for future economic growth in the Municipal Area.

**TABLE 12: SECTORAL COMPOSITION ACROSS MUNICIPALITIES (GDPR) (2011)**

INDUSTRY	BERGRIVIER	CEDERBERG	MATZIKA MA	SALDANHA	SWARTLAND	WEST COAST
Agriculture, forestry & fishing	18.4%	25.7%	18.9%	7.9%	14.3%	14.9%
Mining & quarrying	0.2%	0.8%	1.0%	1.2%	0.0%	0.7%
Manufacturing	20.6%	12.8%	19.9%	13.3%	21.2%	17.8%
Electricity, gas & water	0.6%	0.0%	1.0%	0.5%	1.9%	1.0%
Construction	5.4%	5.1%	3.8%	3.3%	4.8%	4.3%
Wholesale & retail trade, catering and accommodation	22.5%	17.3%	10.5%	10.1%	11.0%	12.8%
Transport, storage and Communication	6.5%	6.9%	16.2%	9.3%	4.9%	8.5%
Finance, insurance, real estate and business services	14.6%	15.3%	15.2%	31.7%	33.7%	25.1%
Community, social & personal services	1.4%	6.2%	5.7%	5.1%	2.8%	4.1%
General government	9.6%	9.8%	7.7%	17.7%	5.5%	10.7%
Total	100%	100%	100%	100%	100%	100%

Western Cape Government: Municipal Economic Review & Outlook: West Coast District 2013

The following table indicates the number of people employed in the six most predominant sectors in the Bergrivier Municipal Area:

**TABLE 13: EMPLOYMENT PER SECTOR**

INDUSTRY	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	CHANGE
Agriculture, forestry & fishing	12126	11122	9978	8797	7846	6995	5820	4469	3388	2760	2624	-11277
Manufacturing	1949	1957	1910	1962	2003	1984	1963	1904	1759	1686	1627	-327
Construction	800	862	800	848	975	1101	1114	1064	1013	967	1010	241
Wholesale and retail trade, catering & accommodation	2261	2467	2536	2786	3159	3407	3571	3672	3707	3789	3965	1780

INDUSTRY	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	CHANGE
Transport, storage and communication	274	276	291	291	289	276	266	274	257	260	263	-4
Finance, insurance, real estate and business services	838	947	1024	1077	1054	1120	1163	1189	1124	1124	1208	479

*Western Cape Government: Municipal Economic Review & Outlook: West Coast District 2013*

Of particular interest to note is that the agriculture, forestry and fishing sector has always been regarded as the Municipality' most dominant employment sector, but this picture changed in 2009 when the wholesale and retail trade, catering and accommodation sector became most dominant. Between 2000 and 2011, a total of 11 277 jobs were lost in the agriculture, forestry and fishing sector. Agriculture nevertheless remains a very important economic driver of the Bergrivier economy and it is imperative that the Municipality focus on ways to support this sector.

Tourism is part of the wholesale and retail trade, catering and accommodation sector and is one of the largest sources of employment in the country and uses a high rate of unskilled labour. The Bergrivier Tourism Survey 2012 indicated that the 131 registered tourism products in the Bergrivier Municipal Area create an estimated 305 permanent jobs and 137 temporary jobs during high season. National, Provincial and Regional strategies are placing a high priority on marketing, brand management and stimulating regional and domestic tourism and interventions include the development of business and events tourism, niche product, rural tourism development, responsible tourism development, increasing investment in tourism development, increasing investment in the tourism sector, transformation of the sector, promoting decent work, improving service excellence, addressing community beneficiation and effective co-operative partnerships.

Events tourism is highlighted as a growth area in all the strategies. It is estimated that the 350 visitors to Porterville in 2013, to participate in the Paragliding World Cup, has contributed approximately R4 million to the local economy over an eight day period. Events such as these provide ample free marketing opportunities. The development and improvement of public and private tourism infrastructure is critical for sustainable growth. The standard of facilities, comfort, convenience and points of interest are vital to persuade the traveller to spend time and money in the Municipal Area rather than just passing through. During 2013 an ad hoc survey amongst estate agents in Velddrif indicated that up to 50 % of new property owners were exposed to the area during a family holiday.



In Dwarskersbos the number was even higher at 85 % and in Port Owen 90 % of property owners confirmed that their decision to buy was influenced by holiday experiences.

There are significant opportunities in the Bergrivier Municipal Area that should be utilized for economic growth, especially the proximity to the Saldanha IDZ and to Cape Town. Bergrivier also needs to focus on the development of the tourism sector and optimally utilise our natural resources and our ability to offer unique experiences. There are a number of role players who are already contributing to the development of the economy of Bergrivier who needs support and need to work together with organisations such as the Bergrivier Tourism Association (BTO) whom the Municipality supports through an annual grant. Other role players include the agriculture sector and the Piketberg, Wittewater, Goedverwacht (PWG) Community Engagement Forum which comprises representatives from civic organisations within Piketberg, Wittewater and Goedverwacht and which was established for the purpose of consultation and identification of community needs and projects.

#### **1.4.5 EMPLOYMENT**

High poverty levels are exacerbated by unemployment. The Census 2011 statistics for Bergrivier indicate that the overall unemployment rate for Bergrivier Municipality reduced from 8.7 % in 2001 to 6.8 % in 2011 (Unemployment rate based on Unemployed (1719)/Employed (25493) in 15 – 60 age group). The youth unemployment rate reduced from 10 % in 2001 to 9.6 % in 2011.

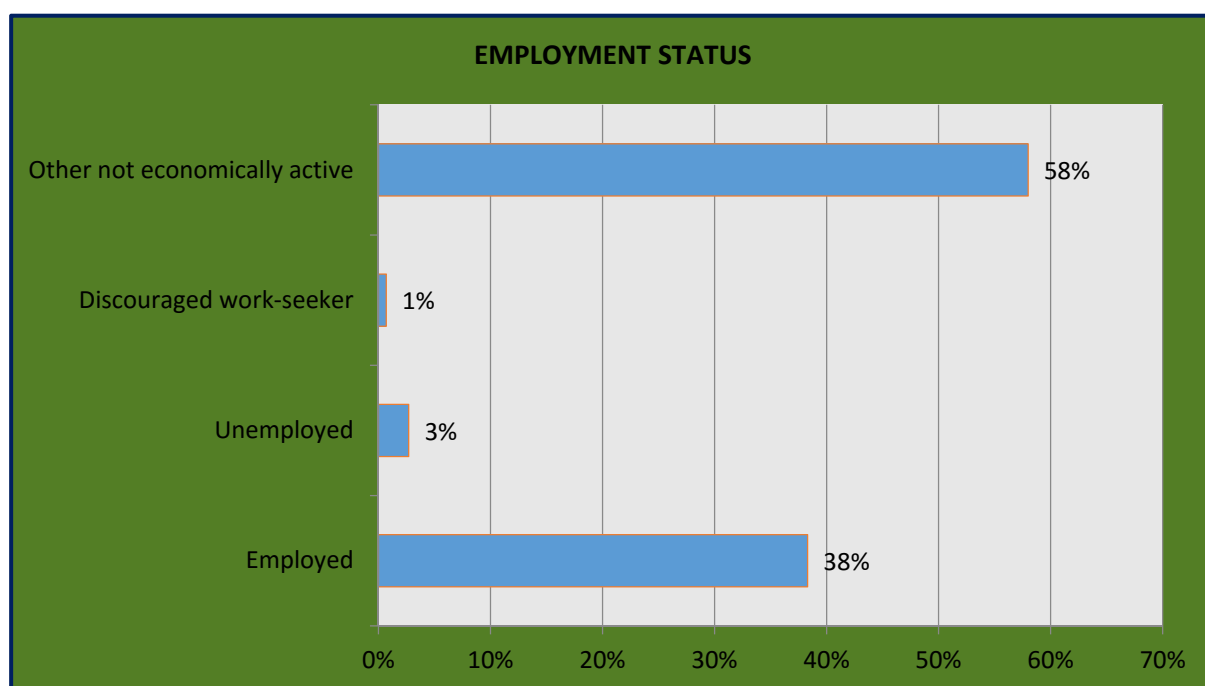
The same data sets indicate that 38 % of the economically active population are employed and only 4 % of the economically active population (18 - 65 years) are unemployed or discouraged from seeking work. This means that 58 % of the population between the ages of 18 and 65 who could be economically active are not economically active for various reasons and this translates to high levels of dependency on the economically active population.

The unemployment rate is believed to be somewhat optimistic, if compared to income and poverty levels within the Municipality and job losses that have been suffered. Another factor that needs to be taken cognisance of is the fact that a high proportion of the Municipality's economically active population are seasonal workers in the agricultural sub sector who only work during certain times of year.

There is a gender imbalance in terms of employment and 5 % more men are employed than women. The economically inactive population indicates that 7 % more women are economically inactive than men. The unemployed and discouraged work seekers are almost on a par. This attests to a need to empower women.

The following tables graphically depict the Municipality's employment levels:

**FIGURE 10: EMPLOYMENT LEVELS**



**TABLE 14: EMPLOYMENT STATISTICS (18-65 YEARS)**

CATEGORY	MALE	FEMALE
<b>EMPLOYED</b>		
Black African	1584	1004
Coloured	9472	7720
Indian or Asian	55	37
White	2235	1499
Other	129	26
<b>Total</b>	<b>13475</b>	<b>10286</b>
<b>UNEMPLOYED</b>		
Black African	191	179
Coloured	575	629
Indian or Asian	2	4
White	61	81
Other	8	3
<b>Total</b>	<b>837</b>	<b>896</b>
<b>DISCOURAGED WORK-SEEKER</b>		
Black African	18	26
Coloured	177	191
Indian or Asian	-	-
White	21	30
Other	-	-
<b>Total</b>	<b>216</b>	<b>247</b>

OTHER NOT ECONOMICALLY ACTIVE		
Black African	1443	2557
Coloured	11262	13890
Indian or Asian	86	71
White	2688	3841
Other	54	49
<b>Total</b>	<b>15533</b>	<b>20408</b>

Statistics South Africa: Census 2011

Unemployment leads to poverty which impacts negatively on the Municipality's income as it reduces the ability of people to pay for services and people become dependent on indigent grants which the Municipality has to finance through its equitable share as well as other grants provided by other government agents such as SASSA.

The Municipality faces a number of challenges relating to unemployment, the most fundamental being that it must find ways and means to stimulate the local economy which will in turn lead to job creation. Coupled to this is the need to facilitate the establishment of education and training facilities in the Municipal Area that will provide access to training and skills development. This will enable the local community to take advantage of available employment opportunities. A further challenge is ensuring that job opportunities within the Municipal Area are utilised by local communities. There is dissatisfaction in the Community because migrant labour is being brought in from other places to work on farms. The extent and reasons for this trend are not known and need to be investigated through engagement with appropriate stakeholders.

## 1.5 ENVIRONMENTAL OVERVIEW

The Environment is a concurrent National and Provincial competency in terms Schedule 4A of the Constitution. The Municipal Systems Act requires municipalities to work together with other organs of state to contribute to the progressive realisation of the right to environment (Section 23). The Bill of rights (Section 24) states that

*“Everyone has the right –*

- a) to an environment that is not harmful to their health or well-being; and*
- b) to have the environment protected, for the benefit of present and future generations through reasonable legislative and other measures that;
 
  - i. prevent pollution and ecological degradation*
  - ii. promote conservation*
  - iii. secure ecologically sustainable development and use of natural resources while**
- c) promoting justifiable economic and social development”*

In addition, there are numerous other statutes that give a defined role to municipalities in the conservation and sustainable development of the environment. There are also statutes that regulate the way in which municipalities perform their functions to ensure minimal negative impact to the environment.

Bergrivier Municipality consciously strives to conserve the natural environment by minimising the impact of its own activities. It also strives to minimise the impact of other parties' activities through the utilisation of mechanisms provided by law. There are a number of factors that impact on the environment, one of the most critical being poverty which forces impoverished people to rely on natural resources which are often used unsustainably. Conversely private and public development initiatives which are needed to address poverty also have the potential to impact negatively on the environment if not managed correctly. The challenge that the Municipality faces is to ensure that all development is done in a sustainable manner.

As stated in the preceding section, the wholesale, retail trade, catering and accommodation sector has the highest GDP growth and is the most significant employment sector in Bergrivier Municipality. Tourism is included in this sector and in Bergrivier Municipality the natural environment is the foundation of the tourism industry.

The following table provides an overview of some of the key natural resources and its significance in and for Bergrivier.

**TABLE 15: KEY NATURAL RESOURCES**

NATURAL RESOURCE	SIGNIFICANCE TO COMMUNITY
<b>Berg River and Estuary</b>	<ul style="list-style-type: none"> <li>➤ Provides a range of eco system services (primary water source of Municipality)</li> <li>➤ Recreation (especially angling, canoeing, boating)</li> <li>➤ Agriculture (irrigation)</li> </ul>
<b>Coastal Zone (Including Berg River Estuary)</b> See cover page of Chapter 2	<ul style="list-style-type: none"> <li>➤ Recreation (especially angling, canoeing, boating)</li> <li>➤ Conservation</li> <li>➤ Tourism (especially birding)</li> <li>➤ Fishing industry</li> <li>➤ Salt industry</li> </ul>
<b>Verlorenvlei (upper reaches near Redelinghuys)</b> See cover page of Chapter 1	<ul style="list-style-type: none"> <li>➤ Conservation</li> <li>➤ Tourism (especially birding)</li> <li>➤ Recreation</li> </ul>
<b>Rocherpan</b>	<ul style="list-style-type: none"> <li>➤ Conservation</li> <li>➤ Tourism (especially birding)</li> <li>➤ Recreation</li> </ul>
<b>Groot Winterhoek Wilderness Area</b> See cover page Chapter 3	<ul style="list-style-type: none"> <li>➤ Conservation</li> <li>➤ Tourism (especially eco-tourism)</li> <li>➤ Recreation</li> </ul>

The Municipality works in partnership with various organs of state and private institutions to ensure that it gives effect to its environmental obligations.



**Rocherpan Nature Reserve**

## **1.6 GOVERNANCE OVERVIEW**

Chapter 2 provides detailed information on the governance performance of the Municipality during the 2014/15 financial year.

### **1.6.1 POLITICAL AND ADMINISTRATIVE GOVERNANCE**

Sections 153(1) and (2) of the Constitution state that the executive and legislative authority of a municipality is vested in its municipal council and that a municipality has the right to govern, on its own initiative, the local government affairs of its community, subject to national and provincial legislation, as provided for in the Constitution. Municipal councils may exercise their authority within an area of jurisdiction as determined by the Municipal Demarcation Board in terms of the Local Government: Municipal Demarcation Act, 1998.

- **Political governance**

The Municipality's political governance structures comprise:

- The Municipal Council which is constituted by 13 Councillors and led by a DA majority working together with COPE;
- The Office of the Speaker who is the chairperson of the Municipal Council and responsible for the application of the Code of Conduct, public participation and ward committees;
- The Executive Mayor and Mayoral Committee. The Council has delegated all its executive functions except those which it may not delegate by law to the Executive Mayor and the Mayoral Committee to ensure optimal operational efficiency;

- Portfolio Committees, of which there are three namely a Corporate -, Finance - and Technical Services Portfolio Committee which are chaired by the Deputy Mayor and the two members of the Mayoral Committee. The remaining members of these Committees comprise the other Councillors. Portfolio Committees have no powers and may only make recommendations to the Mayoral Committee.
- Other Committees established by the Council for specific purposes, namely the Municipal Public Accounts Committee (MPAC), Performance/Audit Committee and Oversight Committee.

The Municipal Council functions in terms of the Council's Rules of Order, which have the same status as a by-law. The Rules of Order were promulgated in the Provincial Gazette on 7 June 2013. Councillors are bound by the Code of Conduct for Municipal Councillors which is contained in the Schedule 1 of the Municipal Systems Act.

- **Administrative governance**

The Municipal Manager is the Head of the Administration and Accounting Officer of the Municipality, and is primarily responsible for service delivery. The Municipal Council approved a new macro structure on 29 October 2013, which was implemented with effect from the beginning of the 2013/14 financial year. The next revision of the macro structure will follow the next local government elections during 2016.

### **1.6.2 INTERGOVERNMENTAL RELATIONS**

Section 3 of the Municipal Systems Act requires municipalities to exercise their executive and legislative authority within the constitutional system of co-operative government envisaged in section 41 of the Constitution. The Municipality participates on numerous National, Provincial and District intergovernmental forums. The municipality is furthermore involved in the development of a partnership agreement with a Belgium municipality to share experiences and to implement joint projects.

### **1.6.3 PUBLIC PARTICIPATION AND ACCOUNTABILITY**

The Constitution (Section 152) sets out the objects of local government, one of which is the provision of democratic and accountable government to local communities. This is reiterated by Section 15(b) of the Municipal Systems Act (2000) which requires a municipality to establish and organise its administration to facilitate a culture of accountability amongst its staff.

- **Public participation**

Municipalities are required to encourage local communities and community organisations to participate in the matters of local government. A Municipality is required to develop a

culture of community participation and develop a system of participatory municipal governance that compliments formal representative governance. The Municipality is also required to supply its community with information concerning municipal governance, management and development. Bergrivier Municipality makes use of the following public participation structures:

- Public meetings; A total of 15 public meetings were held during the year.
- Ward Committees; A total of 23 ward committee meetings took place during the year.
- IDP Representative Forum meetings took place on 19 & 22 September 2014 and 2 Forum meetings were held on 29 April 2015. The objectives of these meetings were to provide the formal sectors of the community with an opportunity to give input into the IDP and budget process. The IDP Forum meetings also assisted greatly in the Joint Planning process with Provincial Government by assisting the Municipality with the identification and prioritisation of game changers in our area.
- Sector engagements; in a bid to enhance the quality of public participation outcomes, the Municipal Area was divided into 14 sectors and have commenced with individual sector engagements with registered stakeholders in each sector. Sector engagements take the form of two way dialogues between and amongst sector representatives and the Municipality and are proving to be very effective as it focusses on issues as well as ways and means of resolving issues jointly. It also enables the Municipality to solicit more detailed inputs than it is possible to do in public meetings. During this financial year Bergrivier focused on local economic development and had sector engagements with tourism, business and the hospitality industry.

#### **1.6.4 CORPORATE GOVERNANCE**

Corporate Governance is the set of processes, practices, policies, laws and relationships affecting the way an institution is directed, administered or controlled.

- **Audit Unit**

The Municipality has an Internal Audit Unit as required by Section 165(1) of the MFMA and an Internal Auditor who reports to the Municipal Manager. The Internal Auditor is responsible for the Audit Unit and must also ensure that the Audit Committee and the Performance Audit Committee meets as legislated and that all aspects required by legislation are submitted at these meetings to ensure that the committees are informed and that recommendations can be made and implemented.

- **Risk management**

The Municipality has a Risk Committee which meets quarterly. Strategic risks are identified during the annual strategic planning session of the Council as well as by senior management at management meetings and Risk Committee Meetings. Departmental and operational risks are identified by the directorates and managed by the respective Directors. Strategic risks are captured in an automated electronic risk register (Risk Assist) after Council approves the Annual Risk Register. Quarterly reports are submitted to Council on how risks are managed and mitigated to ensure proper management thereof and achievement of the desired outcomes. A shared service for risk management was established within the West Coast District Municipality and a risk manager was appointed on 1 March 2013. This was implemented to ensure continuity regarding risk and risk management within the district and the standardisation of policies, procedures, training, etc.

- **Anti-corruption and fraud**

Anti-fraud and Corruption and Ethics Committees have been established which create a platform for the Council and Senior Management to address anti –corruption, fraud and ethics related matters. Employee communication sessions were held during the financial year to create awareness on anti- fraud and corruption and identify risks in the organisation. Employees were encouraged to communicate with their supervisors or management regarding the identification of risks and incidences of fraud and corruption. During this financial year the Municipality implemented the new regulations pertaining to financial misconduct procedures and criminal proceedings which was promulgated on 30 May 2014 and applicable from 1 July 2014. Council approved a disciplinary committee under the leadership of the Chief Audit Executive to investigate any allegations of financial misconduct by any councillor and/or senior manager. The committee comprise of 5 members including a member of the independent audit committee and a representative of Provincial Treasury. Fortunately there were no allegations to investigate during this financial year.

- **By-laws**

Section 11 of the Municipal System Act gives Municipal Councils the executive and legislative authority to pass and implement by-laws. By-laws are discussed in Chapter 2.

The Municipality is in the process of implementing one new by-law, SPLUMA (Spatial Planning Land Use Management Act). This piece of legislation was enacted during this financial year and most of the work needed for the implementation of SPLUMA was completed during this year. The main change is that no politically elected person (Councillor) will in future be involved in decisions taken on planning applications. The Municipality appointed a Municipal Planning Tribunal consisting of officials from the Municipality, the District Municipality and Provincial



Government to deal with the planning applications. In this regard the Municipality approved a new Planning By-Law.

- **The Municipal Website**

The Municipal Systems Act (Section 21(B)) requires the Municipality to establish an official website. The Municipal Website is an integral part of the municipality's communication infrastructure and strategy. It serves as a tool for community participation, improves stakeholder involvement and facilitates stakeholder monitoring and evaluation of municipal performance. Bergvliet Municipality's official website is [www.bergmun.org.za](http://www.bergmun.org.za).

- **Public satisfaction on Municipal Services**

In May 2015, the Strategic Services Department undertook a Client Services Survey. The objective of the survey was to enable the Municipality to evaluate its compliance with its Client Services Charter. This evaluation was undertaken through 3 386 random surveys which evaluated 27 individual functions and 5 generic functions. For 2014 the survey classified volunteers into three different groups, namely: private home-owners, rentals and businesses. The survey revealed that the Community are generally satisfied with the standard of service delivery they receive.

## **1.7 SERVICE DELIVERY OVERVIEW**

Chapter 3 provides more detailed information on basic service delivery as well as all other functions rendered by the Municipality during 2014/15. The functions of the Municipality are set out in Section 156, read together with Schedules 4B and 5B of the Republic of South Africa Constitution Act, Act 108 of 1996.

Government policy places specific emphasis on the provision of basic services, which entail the provision of electricity, water, sanitation and waste collection. These services underlie the delivery of housing which is a concurrent Provincial and National Government competency.

The Municipality has been providing basic services at the prescribed level to all urban households within its area of jurisdiction since the 2008/09 financial year, but still faces major challenges when it comes to ensuring that residents of the private Moravian towns have access to minimum service standards. There are on-going discussions between the Municipality, Moravian Church of South Africa, West Coast District Municipality and Province to find a sustainable service delivery solution. The Municipality managed to facilitate funds from Provincial Government to assist with service delivery challenges in the Moravian Town of Wittewater. The upgrading of their water network and water source will be completed before the end of September 2015 to the value of R1 145 000.

### **1.7.1 WATER**

The Municipality is a Water Services Authority in terms of the Water Services Act, (Act 108 of 1997) and provides water services to all urban areas within its jurisdiction with the exception of the private towns. Water is provided to these towns on request and land owners billed accordingly. Registered indigent households within the Municipality's supply area are entitled to 6 Kl of free basic water. A key challenge that is emerging is the high housing demand and the expanding presence of backyard dwellers due to home owners renting out structures in their yards. Highlights of the 2014/15 financial year were the that the Municipality still managed to keep water losses beyond 10 % namely 8.9 % in 2014/2015, and the good quality of the Municipality's water as measured against National Standard SANS 242.

The Municipality is also in the process of upgrading the water treatment plant at Piketberg as well as increasing the capacity of the water treatment plant by replacing the pipeline from the water sources and upgrading the water division chamber at Porterville to make provision for future developments.

### **1.7.2 SANITATION**

The Municipality provides sanitation services to all urban areas within its jurisdiction with the exception of private towns. All urban households have access to minimum standards of sanitation and all indigent households receive free basic sanitation.

The key challenge applicable to water provision also applies to sanitation.

### **1.7.3 ELECTRICITY**

The Municipality is responsible for the distribution of electricity in all urban areas with the exception of private towns and a portion of Eendekuil. In Eendekuil the Municipality only distributes electricity to the area where the low cost houses are situated (162 households). ESKOM distributes electricity to the areas not serviced by the Municipality. All existing households within the Municipality's area of supply have access to minimum standards of electricity and get their first 50 kWh free. There is also street lighting in all towns.

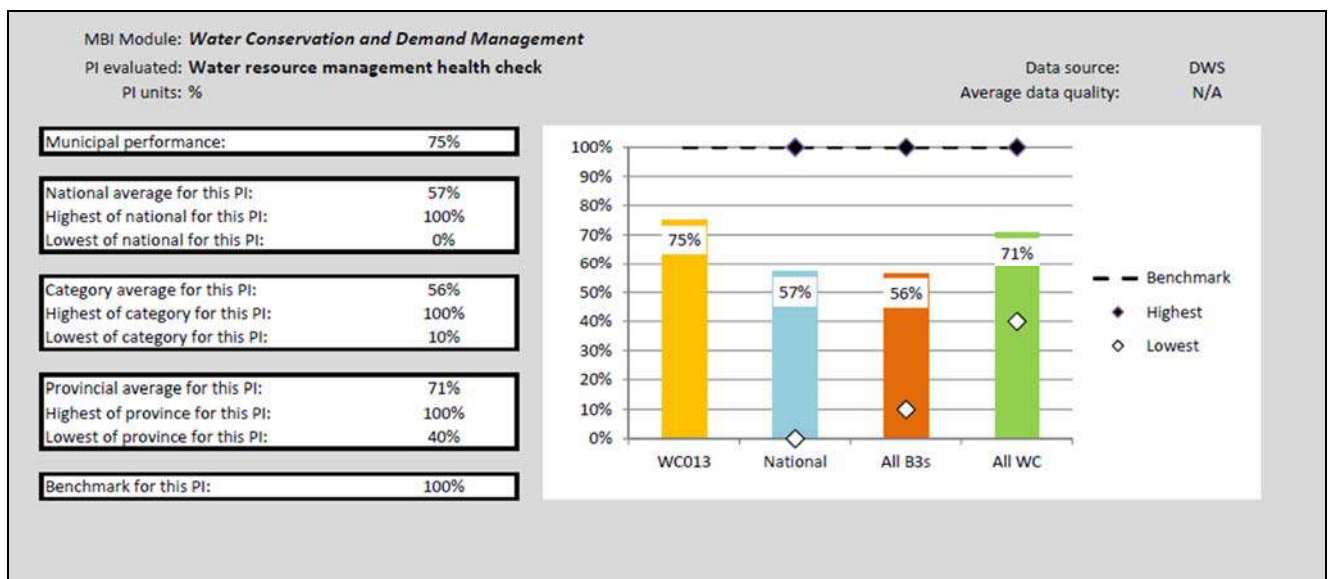
A key challenge is the development of a new electricity master plan, but the Department of Local Government assisted the Municipality in this regard with the provision of R 400 000,00. This funding enabled the Municipality to complete the electricity master plan during 2014/15. Highlights of the year include the reduction of our electricity losses from 10.68 % in 2013/14 to 10.5 % in 2014/2015.

### 1.7.4 WASTE MANAGEMENT

All households in urban areas including Goedverwacht and Wittewater have access to a weekly refuse removal service. Refuse is taken to refuse transfer stations at Piketberg, Velddrif and Porterville from where it is transported to licenced landfill sites at Malmesbury and Vredenburg in accordance with agreements concluded with the Swartland and Saldanha Bay Municipalities.

A key challenge is the rehabilitation of these sites due to the high cost involved. Highlights of the year include the conclusion of the aforesaid agreement with Saldanha Bay Municipality, which has resulted in a monthly saving of approximately R 25 000 on waste transportation costs, the closure and licencing of all unlicensed landfill sites and the obtaining of recycling permits for Piketberg and Velddrif. The Municipality received accolades for its work in waste management in the Greenest Municipality Competition and achieved third place in the Waste Management category. This is the third year in a row that the Municipality's waste management initiatives were recognised.

Bergrivier also performed well in various categories of the Municipal Benchmarking Initiative Water Services Scorecard: 2013/14, as can be seen in the images below. Bergrivier Municipality's performance is indicated by the diagram named WC013. This is followed by the National figure, B3 Municipalities (which includes Bergrivier) and all municipalities in the West Coast municipal district.



MBI Module: **Water Conservation and Demand Management**

PI evaluated: **Water conservation & demand management health check**  
 PI units: %

Data source: DWS  
 Average data quality: N/A

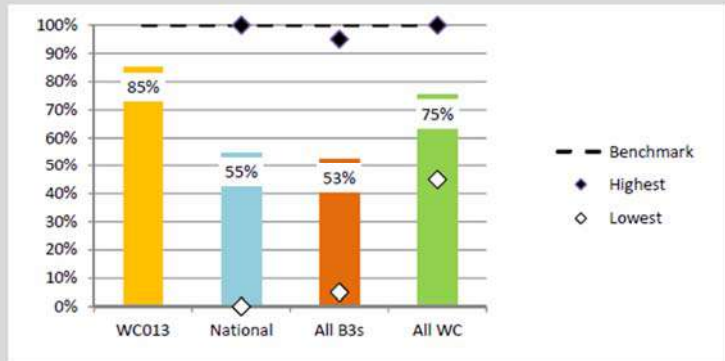
Municipal performance: 85%

National average for this PI: 55%  
 Highest of national for this PI: 100%  
 Lowest of national for this PI: 0%

Category average for this PI: 53%  
 Highest of category for this PI: 95%  
 Lowest of category for this PI: 5%

Provincial average for this PI: 75%  
 Highest of province for this PI: 100%  
 Lowest of province for this PI: 45%

Benchmark for this PI: 100%



MBI Module: **Human Resources and Skills Development**

PI evaluated: **Technical staff numbers health check**  
 PI units: %

Data source: DWS  
 Average data quality: N/A

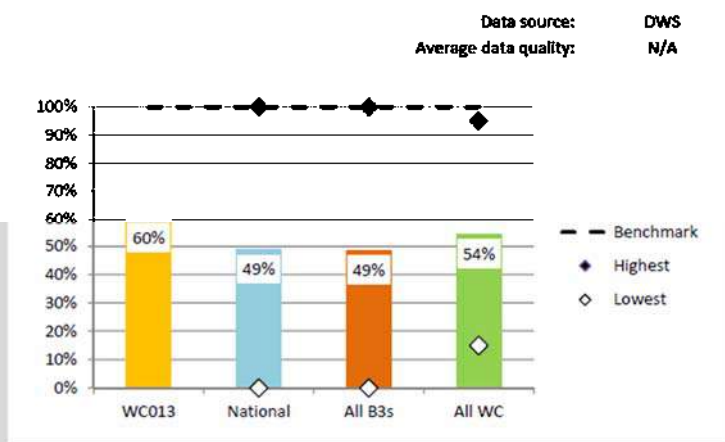
Municipal performance: 60%

National average for this PI: 49%  
 Highest of national for this PI: 100%  
 Lowest of national for this PI: 0%

Category average for this PI: 49%  
 Highest of category for this PI: 100%  
 Lowest of category for this PI: 0%

Provincial average for this PI: 54%  
 Highest of province for this PI: 95%  
 Lowest of province for this PI: 15%

Benchmark for this PI: 100%



MBI Module: **Product Quality**

PI evaluated: **Drinking water quality health check**  
 PI units: %

Data source: DWS  
 Average data quality: N/A

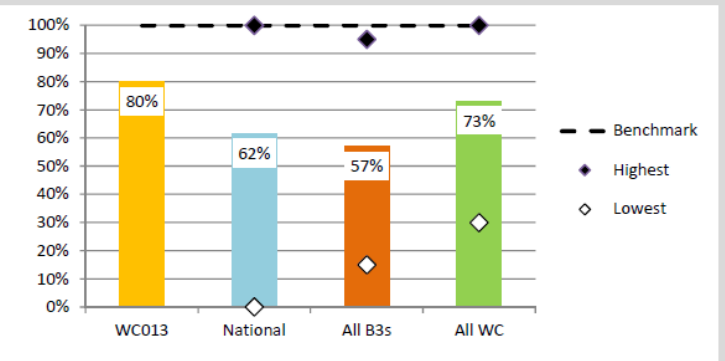
Municipal performance: 80%

National average for this PI: 62%  
 Highest of national for this PI: 100%  
 Lowest of national for this PI: 0%

Category average for this PI: 57%  
 Highest of category for this PI: 95%  
 Lowest of category for this PI: 15%

Provincial average for this PI: 73%  
 Highest of province for this PI: 100%  
 Lowest of province for this PI: 30%

Benchmark for this PI: 100%

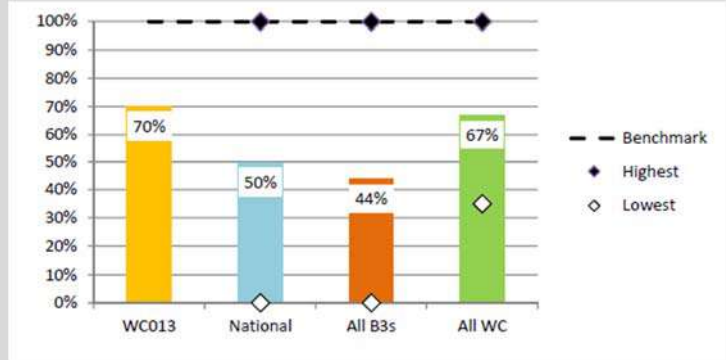


MBI Module: **Product Quality**

PI evaluated: **Wastewater & environmental safety health check**  
 PI units: %

Data source: DWS  
 Average data quality: N/A

Municipal performance:	70%
National average for this PI:	50%
Highest of national for this PI:	100%
Lowest of national for this PI:	0%
Category average for this PI:	44%
Highest of category for this PI:	100%
Lowest of category for this PI:	0%
Provincial average for this PI:	67%
Highest of province for this PI:	100%
Lowest of province for this PI:	35%
Benchmark for this PI:	100%

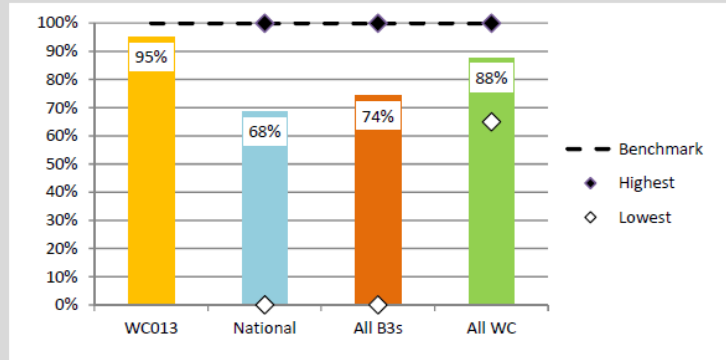


MBI Module: **Service Delivery and Backlogs**

PI evaluated: **Water service quality health check**  
 PI units: %

Data source: DWS  
 Average data quality: N/A

Municipal performance:	95%
National average for this PI:	68%
Highest of national for this PI:	100%
Lowest of national for this PI:	0%
Category average for this PI:	74%
Highest of category for this PI:	100%
Lowest of category for this PI:	0%
Provincial average for this PI:	88%
Highest of province for this PI:	100%
Lowest of province for this PI:	65%
Benchmark for this PI:	100%

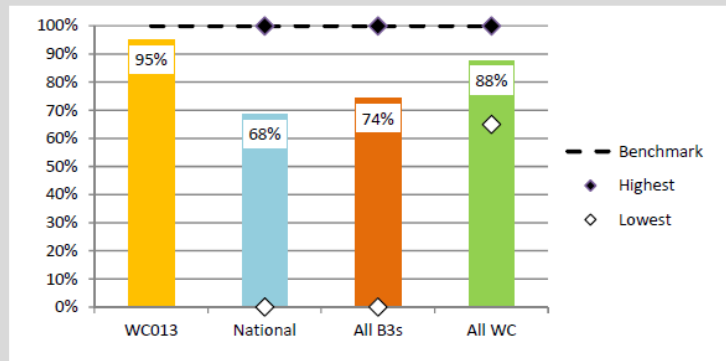


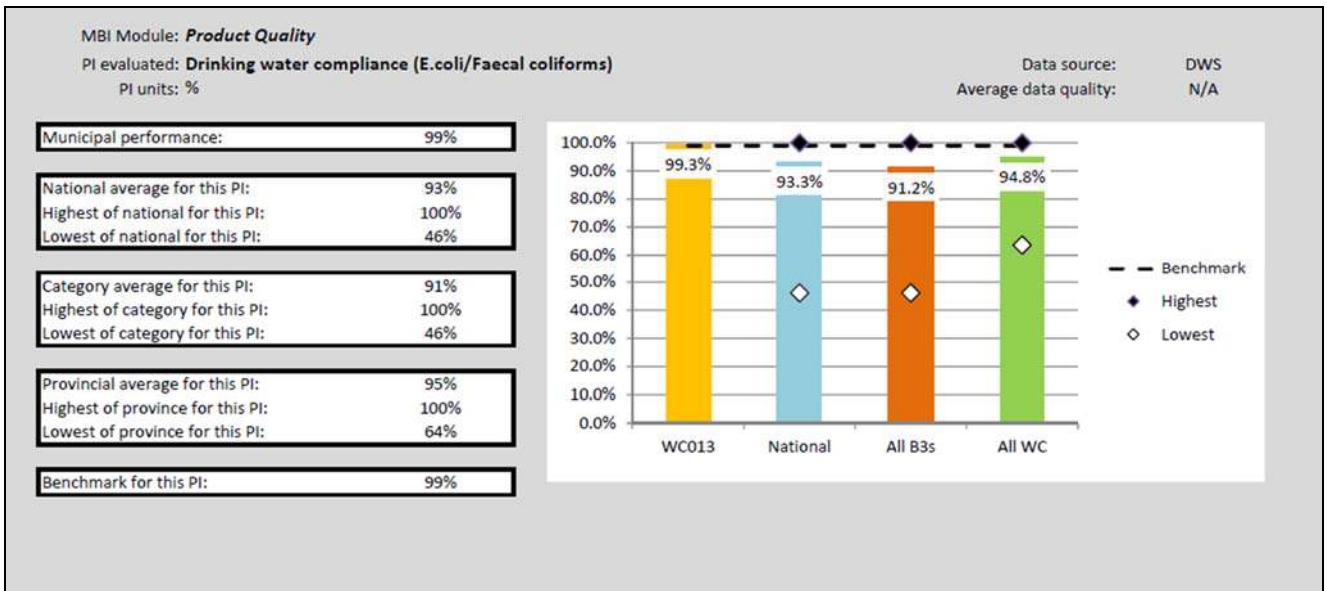
MBI Module: **Service Delivery and Backlogs**

PI evaluated: **Water service quality health check**  
 PI units: %

Data source: DWS  
 Average data quality: N/A

Municipal performance:	95%
National average for this PI:	68%
Highest of national for this PI:	100%
Lowest of national for this PI:	0%
Category average for this PI:	74%
Highest of category for this PI:	100%
Lowest of category for this PI:	0%
Provincial average for this PI:	88%
Highest of province for this PI:	100%
Lowest of province for this PI:	65%
Benchmark for this PI:	100%

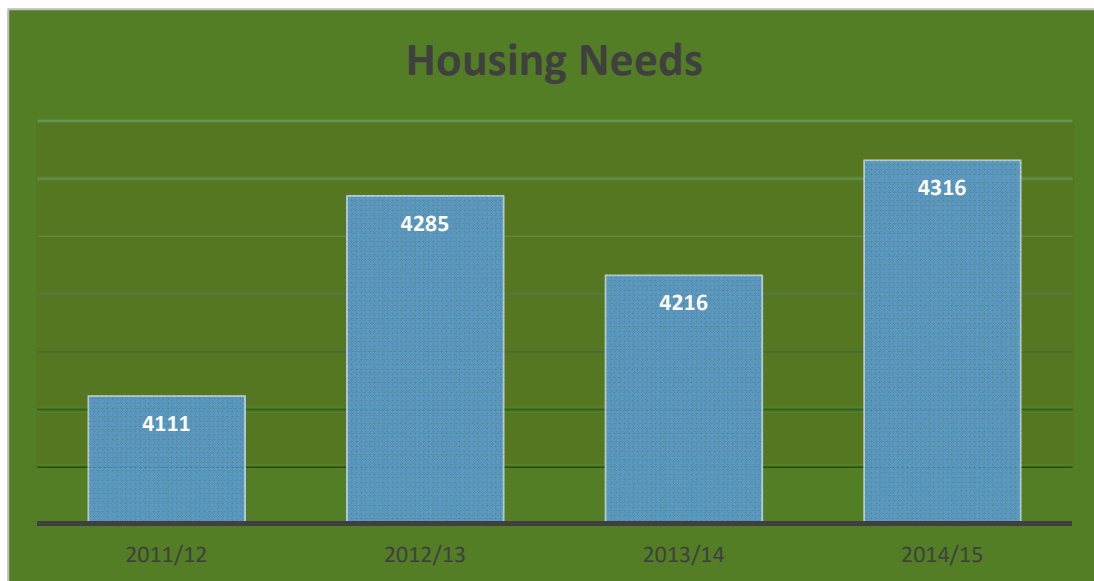




### 1.7.5 HUMAN SETTLEMENTS (HOUSING)

Housing is a concurrent National and Provincial competency in terms of Schedule 4A of the Constitution. Section 10 of the Housing Act, 1997 (Act 107 of 1997), sets out the responsibilities of municipalities in relation to the provision of housing. There is a direct correlation between the provision of basic services and housing, which makes it a complex function that relies on high levels of cooperation between the Municipality and the Provincial and National Departments responsible for Housing. The following figure provides an overview of the Municipality's housing needs as at 30 June 2015.

**FIGURE 11: HOUSING NEEDS**



The above figure indicates clearly a decline from 2012/13 to 2013/14 due to beneficiaries who passed away or who may have been accommodated elsewhere. In 2014/15, there is again an increase in number of beneficiaries on the waiting list.

A ten year housing and infrastructure pipeline was approved by Council on 25 November 2014 as well as an updated housing selection policy.

Key challenges are the scarcity of suitable land for housing and the high cost of bulk and service infrastructure. The Municipality was able to commence with the implementation of its Housing Pipeline that was approved in the 2012/13 financial year. Infrastructure required for the development of 116 low cost houses in Porterville and 89 serviced sites in Laaiplek was installed. This is the first time in over 10 years that low cost housing will be built in Porterville. The services and electricity were completed during the 2014/2015 financial year and the Municipality commenced with construction of the houses. This project is on track and will be completed within the 2015/2016 financial year. In addition the Municipality concluded services for 107 erven in Velddrif as well as services and electricity on an additional 89 erven in Velddrif. The municipality is currently in the construction phase of the top structures on the above mentioned 89 erven, as well as the upgrading of 34 hostels in Velddrif.

#### **1.7.6 FREE BASIC SERVICES**

In the past, free basic water and electricity (6 kl water and 50 kW/h electricity) were supplied to all households irrespective of their financial position. From 2013/14, it was decided to provide free basic water to indigent households only. During 2014/15 the provision of free basic electricity followed and were only delivered to indigent households. Free basic refuse removal and sanitation are provided to indigent households only.

### **1.8 ORGANISATIONAL DEVELOPMENT OVERVIEW**

Chapter 4 provides detailed information on the Municipalities organisational development.

#### **1.8.1 THE MUNICIPAL WORKFORCE**

The new macro structure that was adopted by Council on 13 February 2013 was implemented with effect from the 2013/14 financial year.

##### **1.8.1.1 Management**

The Municipal Manager is appointed on a fixed term contract in terms of Section 57 of the Municipal Systems Act and the three Directors reporting to the Municipal Manager are

appointed on permanent contracts. Employment contracts and performance agreements are in place for the Municipal Manager and all Directors.

#### **1.8.1.2 Workforce, turnover and vacancies**

The Municipality has a total of 455 positions on its structure of which 427 were funded. 47 funded positions were vacant as at 30 June 2015. This translates to a vacancy rate of 11 % compared to 10.8 % vacancy rate at the end of 2013/14. The staff turnover rate for 2014/15 was only 0.5 %, which is very good as it ensures organisational stability. The vacancy rate is carefully managed and strategically done as a saving mechanism.

#### **1.8.1.3 Employment equity**

The Municipality is strongly committed to the achievement of employment equity and equal opportunity for all employees and is actively working towards creating and maintaining a fair and equitable working environment, free from all forms of discrimination and harassment. It is difficult for the Municipality to comply with the employment equity targets of the country and the Western Cape Province demographic as it normally recruits from the region and the Employment Equity Plan is under review to reflect the demographics of the West Coast District Municipality instead of the Western Cape Province.

#### **1.8.1.4 Human Resource policies and plans**

All policies and plans required by legislation are in place, as well as a number of other policies that are necessary for the maintenance of harmonious labour relations. During the year no new policies were approved and eleven are in draft form for approval in the new financial year.

#### **1.8.1.5 Terminations, Recruitment, Selection and Absenteeism**

The services of 18 permanent personnel were terminated. Nine were voluntary resignations, three dismissals, one retirement, three medical disability, one death and one abscondment. Thirty one personnel were appointed during the financial year. The Municipality's absenteeism rate is higher than the norm and needs to be addressed.

#### **1.8.1.6 Occupational Health and Safety**

The Occupational Health and Safety Unit set a target to reduce the number of reportable incidents. Twenty six (26) incidents were reported compared to 28 the previous year. This can be attributed to well-functioning Health and Safety Committees and regular health and safety awareness sessions. It is still 26 too many and the strong focus on Health and Safety continues.



### 1.8.2 CAPACITATING THE MUNICIPAL WORKFORCE

One of Bergrivier's development priorities is the development of the work force. A total of R 1 097 394 was spent (including Conference fees) during 2014/15 on training compared to R 819 551 in the previous financial year.

### 1.8.3 MANAGING THE WORKFORCE EXPENDITURE

The Municipality's employee costs are calculated as a percentage of the Municipality's operating revenue. R 86 530 847 of the R 236 868 629 operating budget for 2014/15 was spent on employee costs, which translates to a percentage of 36.53 %. This is slightly lower than the previous year where employee costs constituted 37.21 % of the operating budget. The percentage personnel expenditure to total expenditure is higher for small municipalities as the same legal requirements for budgetary reporting, internal audit, strategic planning, performance management and intergovernmental relations and working groups apply to all municipalities irrespective of their size. This places pressure on the size of smaller municipality's staff structures.

## 1.9 FINANCIAL HEALTH OVERVIEW

### 1.9.1 FINANCIAL PERFORMANCE

#### 1.9.1.1 Financial performance

There was a significant improvement in the financial position of Bergrivier Municipality during the 2014/15 financial year. The 2014/15 financial year was closed with a net surplus of R 36 322 383 which was a vast improvement on the net surplus of R 23 187 819 for the 2013/14 financial year.

**TABLE 16: INCOME OVERVIEW**

DETAILS	ORIGINAL BUDGET 2014/15	ADJUSTMENT BUDGET 2014/15	ACTUAL 2014/15
<b>INCOME</b>	<b>R</b>	<b>R</b>	<b>R</b>
Grants	74 963 000	59 793 327,07	65 702 816,79
Taxes, Levies and Tariffs	175 963 091	176 041 652,00	176 090 669,32
Other	12 998 380	16 611 380,00	22 189 327,25
<b>SUBTOTAL</b>	<b>263 924 471</b>	<b>252 446 359,07</b>	<b>263 982 813,36</b>
Less: Expenditure	231 555 875	236 868 629,20	228 078 971,49
<b>NET TOTAL</b>	<b>32 368 596</b>	<b>15 577 729,87</b>	<b>35 903 841,87</b>

(Figures exclude capital transfers and contributions)

### 1.9.1.2 Financial grants

The Municipality received the following grants and transfers:

**TABLE 17: FINANCIAL GRANTS**

DESCRIPTION	2013/14	BUDGET YEAR 2014/15			Yearend balance
	Yearend balance	Received	YTD Operating Exp	YTD Capital Exp	
	R000	R000	R000	R000	
Provincial Grants	2 169 242,00	12 881 799	8 697 861,00	6 378 127,00	(24 948)
National Grants	4 855 817,00	46 884 000	32 241 092,00	18 150 656,00	1 348 069
Other	42 152,00	83 136	42 152,00		83 136
<b>TOTAL TRANSFERS &amp; GRANTS</b>	<b>7 067 211,00</b>	<b>59 848 935,00</b>	<b>40 981 105,00</b>	<b>24 528 783,00</b>	<b>1 406 259</b>

### 1.9.1.3 Asset management

Assets are managed and maintained by the Directorate under which they resort and provision is made under their respective operational budgets for maintenance over the life cycle of the asset. During the 2013/14 audit, the Auditor-General identified asset management as a matter and steps have been taken to address this issue including a full asset count of all the Municipality's assets which will be done between February and April 2015.

### 1.9.1.4 Financial ratios and indicators

The Municipality has a number of operating ratios and indicators to enable it to benchmark its financial performance. The basis of calculation of these ratios can be found in Chapter 5. The following table provides an overview of the key ratios and indicators and indicates their status:

**TABLE 18: OPERATING RATIOS**

RATIO	2012/13	2013/14	2014/15
Liquidity ratio	34.71%	82.98%	112%
Cost coverage ratio	2.02	5.44	6.35
Outstanding service debtors to revenue	34.9%	34.4%	35.47%
Debt coverage	47.39	33.20	19,08
Creditor's systems efficiency	95%	95%	97%
Capital Charges to operating expenditure	4.48%	4.87%	5,09%
Employee costs	38.55%	33.71%	32,77%
Repairs & maintenance	2.51%	1.82%	1.82%

## 1.9.2 SPENDING AGAINST CAPITAL BUDGET

### 1.9.2.1 Capital expenditure

The total capital budget for 2014/15 was R 49 649 000. During the adjustment budget, this amount decreased to R 32 043 581. The decrease on the capital budget was attributable to the removal of the housing grant treated as agency service. According to the cash flow statement, the actual outcome for payment for capital assets was R 34 247 463. The over expenditure was due to housing to form part of the capital budget of Council and should not be treated as housing agency. An asset donation of R 856 772 were also received from Provincial Government.

**TABLE 19: TOTAL CAPITAL EXPENDITURE**

DETAIL	2012/13	2013/14	2014/15
	R 000	R 000	R 000
Original Budget	25023	23219	49649
Adjustment Budget	19333	31710	32043
Actual	19091	28582	35489

## 1.9.3 CASH FLOW MANAGEMENT AND INVESTMENTS

### 1.9.3.1 Cash flow

The Municipality's cash flow improved during 2014/15 and the preceding financial year due to strict budget control as well as debtor collection.

### 1.9.3.2 Borrowing and investments

No new external loans were taken up during the 2014/2015 financial year. Call investments to the value of R 36 559 660 exists at yearend.

### 1.9.3.3 Supply Chain Management

The Municipality has a Supply Chain Management Unit in place, however the structure does not give effect to all six areas of SCM namely demand, acquisition, logistics, disposal and performance management. The Municipality has a fully functional Bid Committee System in place and no Councillor is a member of any committee dealing with SCM processes.

### 1.9.3.4 GRAP Compliance

GRAP is the acronym for Generally Recognized Accounting Practice and it provides the rules by which municipalities are required to maintain their financial accounts. Bergrivier strives to adhere to these standards at all times.

### 1.9.3.5 Annual Financial Statements

The Annual Financial Statements of the Bergrivier Municipality for 2014/15 have been prepared in accordance with Municipal Finance Management Act, (Act 56 of 2003) (MFMA) and the Standards of Generally Recognised Accounting Practice (GRAP), including any interpretations and directives issued by the Accounting Standards Board in Accordance with Section 122(3) of the said Act. The Annual Financial Statements are appended as Volume II of this document.

### 1.9.4 FINANCIAL STABILITY AND SUSTAINABILITY

Ratings Africa (Pty) Ltd did an assessment of the Financial Stability and Sustainability Index of most Municipalities in South Africa during April 2015. The figure below indicate some of the findings made by Ratings Africa for Bergrivier Municipality. The points awarded for **financial sustainability** (60 for 2014) is a mark out of 100. In comparison to 20 other Municipalities measured by Ratings Africa in the Western Cape, Bergrivier Municipality received the seventh (7<sup>th</sup>) best rating with only Stellenbosch Municipality (84), Mossel Bay Municipality (79), George Municipality (70), Saldanha Municipality (69), Langeberg Municipality (66) and Swartland Municipality (65) with a higher score.

The score awarded for the **Sustainability Index** also represents a number out of 100. In comparison to 20 other Municipalities measured by Ratings Africa in the Western Cape, Bergrivier Municipality received the ninth (9<sup>th</sup>) highest with 58 points. In this case the highest score was awarded to Stellenbosch Municipality (83) with Mossel Bay Municipality (80), Saldanha Municipality (71), George Municipality (69), Swartland Municipality (65), Cape Agulhas Municipality (64), Langeberg Municipality (62), Overstrand and Hessequa Municipalities (60) sharing the other places.

It is further worthy to note the rating awarded for **affordability**. Bergrivier Municipality received a score of 62 out of 100, which is the fifth (5<sup>th</sup>) highest mark awarded in the Western Cape for affordability. Ratings Africa rated only 20 of the Western Cape Municipalities as the District Municipalities (5) and the City of Cape Town (Metro) were not part of the report and no financial information were provided for Prince Albert-, Kannaland-, Swellendam- and Laingsburg Municipalities.

**TABLE 20: MUNICIPAL FINANCIAL STABILITY INDEX BY RATINGS AFRIKA**

Financial Sustainability Index	2010	2011	2012	2013	2014
Budget position	16	26	26	37	59
Operating performance	39	13	9	27	38
Liabilities management	70	54	60	59	58
Liquidity management	74	55	51	53	75

Financial Sustainability Index	2010	2011	2012	2013	2014
<b>Financial stability</b>	<b>55</b>	<b>40</b>	<b>39</b>	<b>45</b>	<b>60</b>
Affordability	66	63	63	64	62
Infrastructure development	51	54	48	35	43
<b>Sustainability Index Score</b>	<b>56</b>	<b>47</b>	<b>45</b>	<b>47</b>	<b>58</b>

## 1.10 AUDITOR GENERAL REPORT

Annual Financial Statements must be submitted to the Auditor General for auditing in terms of Section 126 of the Municipal Finance Management Act, 2000, (Act 56 of 2003). The Auditor General is required to submit an Audit Report to the Municipal Manager which contains one of the following opinions:

- An unqualified opinion without matters (Commonly referred to as a “Clean Audit”).
- An unqualified opinion with emphasis of matter or other matters. (These matters do not affect the auditor’s opinion on whether the financial statements are fairly presented).
- Modified opinions of which there are three types namely:
  - A qualified opinion which is expressed when the auditor concludes that an unqualified opinion cannot be expressed but that the effect of any disagreement with management regarding departures from the financial reporting framework, or a limitation of scope, is not as material and pervasive as to require an adverse opinion or a disclaimer of opinion.
  - An adverse opinion is expressed when the effect of a disagreement with management regarding departures from the financial reporting framework is so material and pervasive to the financial statements that the auditor concludes that a qualification of the report is not adequate to disclose the misleading or incomplete nature of the financial statements.

A Disclaimer of opinion which is expressed when the possible effect of a limitation of scope is so material and pervasive that the auditor has not been able to obtain sufficient appropriate audit evidence to form an opinion and accordingly is unable to express an opinion on the financial statements.

**TABLE 21: AUDIT OUTCOME HISTORY**

OPINION	2012/13	2013/14	2014/15
Unqualified opinion without matters (Clean Audit)			
Unqualified opinion with emphasis of matter or other matters.	<b>X</b>	<b>X</b>	<b>X</b>
Qualified opinion			
Adverse opinion			

OPINION	2012/13	2013/14	2014/15
Disclaimer			

The Audit report for 2014/2015 was unqualified with matters. The complete Report is contained as part of the Annual Financial Statements (AFS) Volume II to this report.

### 1.11 STATUTORY ANNUAL REPORT PROCESS

The 2014/15 Annual Report reflects the performance of Bergvrievier Municipality for the financial year commencing on 1 July 2014 and ending on 30 June 2015. This Annual Report is compiled in terms of Section 121 of the Municipal Finance Management Act, 2003(Act 56 of 2003) read together with Section 46 of the Municipal Systems Act, 2000(Act 32 of 2000).

**TABLE 22: STATUTORY ANNUAL REPORTING PROCESS**

LEGISLATION	SECTION	MAIN PROVISIONS
Municipal Systems Act No. 32 of 2000	Section 46:Annual performance reports	<ol style="list-style-type: none"> <li>1) <i>A municipality must prepare for each financial year a performance report reflecting -</i> <ol style="list-style-type: none"> <li>(a) <i>the performance of the municipality and of each external service provider during that financial year;</i></li> <li>(b) <i>a comparison of the performances referred to in paragraph (a) with targets set for and performances in the previous financial year; and</i></li> <li>(c) <i>measures taken to improve performance.</i></li> </ol> </li> <li>2) <i>An annual performance report must form part of the municipality's annual report in terms of Chapter 12 of the Municipal Finance Management Act.</i></li> </ol>
Municipal Finance Management Act No 56 of 2003	Section 121: Preparation and adoption of annual reports	<ol style="list-style-type: none"> <li>1) <i>Every municipality and every municipal entity must for each financial year prepare an annual report in accordance with this Chapter. The council of a municipality must within nine months after the end of a financial year deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with section 129.</i></li> <li>2) <i>The purpose of an annual report is-</i> <ol style="list-style-type: none"> <li>(a) <i>to provide a record of the activities of the municipality or municipal entity during the financial year to which the report relates;</i></li> <li>(b) <i>to provide a report on performance against the budget of the municipality or municipal entity for that financial year; and</i></li> <li>(c) <i>to promote accountability to the local community for the decisions made throughout the year by the municipality or municipal entity.</i></li> </ol> </li> <li>3) <i>The annual report of a municipality must include-</i> <ol style="list-style-type: none"> <li>(a) <i>the annual financial statements of the municipality, and in addition, if section 122 (2) applies, consolidated annual financial statements, as submitted to the Auditor- General for audit in terms of section 126 (1);</i></li> <li>(b) <i>the Auditor-General's audit report in terms of section 126 (3) on those financial statements;</i></li> <li>(c) <i>the annual performance report of the municipality prepared by the municipality in terms of section 46 of the Municipal Systems Act;</i></li> </ol> </li> </ol>

LEGISLATION	SECTION	MAIN PROVISIONS
		<p>(d) the Auditor-General's audit report in terms of section 45 (b) of the Municipal Systems Act;</p> <p>(e) an assessment by the municipality's accounting officer of any arrears on municipal taxes and service charges;</p> <p>(f) an assessment by the municipality's accounting officer of the municipality's performance against the measurable performance objectives referred to in section 17 (3) (b) for revenue collection from each revenue source and for each vote in the municipality's approved budget for the relevant financial year;</p> <p>(g) particulars of any corrective action taken or to be taken in response to issues raised in the audit reports referred to in paragraphs (b) and (d);</p> <p>(h) any explanations that may be necessary to clarify issues in connection with the financial statements;</p> <p>(i) any information as determined by the municipality;</p> <p>(j) any recommendations of the municipality's audit committee; and</p> <p>(k) any other information as may be prescribed.</p>
	<p>Section 127: Submission and tabling of annual reports</p>	<p>2) The Mayor must within seven months (by end January) of the financial year, table in the municipal council the annual report of the municipality.</p> <p>3) If the mayor, for whatever reason, is unable to table in council the annual report of the municipality, or the annual report of any municipal entity under the municipality's sole or shared control, within seven months after the end of the financial year to which the report relates, the mayor must:</p> <p>a) Promptly submit to the council a written explanation referred to in section 133(1)(a) setting out the reasons for the delay, together with any components of the annual report listed in section 121(3) or (4) that are ready; and</p> <p>b) Submit to council the outstanding annual report or the outstanding components of the annual report as soon as may be possible.</p> <p>5) Immediately after an annual report is tabled in the council in terms of subsection (2), the accounting officer of the municipality must—</p> <p>(a) in accordance with section 21A of the Municipal Systems Act—</p> <p>(i) make public the annual report; and</p> <p>(ii) invite the local community to submit representations in connection with the annual report; and</p> <p>(b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the Province.</p>
	<p>Section 129: Oversight reports on annual reports</p>	<p>1) The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127 adopt an oversight report....</p>

## CHAPTER 2: GOVERNANCE



**Beautiful West Coast coastline between Velddrif and Dwarskersbos**

Photographer unknown: Photo provided



## 2.1 INTRODUCTION

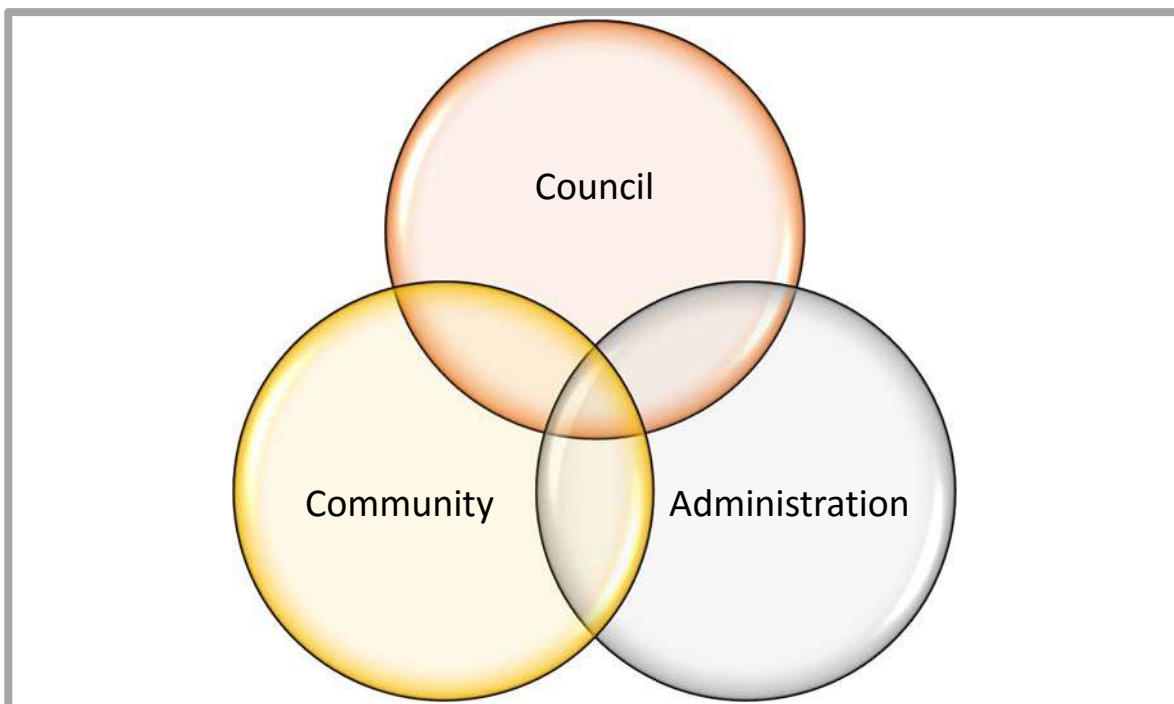
In terms of Section 40 of the Constitution of South Africa (1996) government is constituted as national, provincial and local spheres (municipalities) of government which are distinctive, interdependent and interrelated. The three spheres of government are required to cooperate with one another and adhere to the principles of cooperative governance as set out in the Constitution as well as the Intergovernmental Relations Framework Act, 2005, (Act 13 of 2005) (IGRF).

Sections 153 (1) and (2) of the Constitution state that the executive and legislative authority of a municipality is vested in its municipal council and that a municipality has the right to govern, on its own initiative, the local government affairs of its community, subject to national and provincial legislation, as provided for in the Constitution. Municipal councils may exercise their authority within an area of jurisdiction as determined by the Municipal Demarcation Board in terms of the Local Government: Municipal Demarcation Act, 1998.

Bergvriër Municipality is an organ of state within the local sphere of government, and is established in terms of Section 12 of the Municipal Structures Act as a Local Municipality with a Mayoral Executive System combined with a Ward Participatory system. Section 2(b) of the Municipal Systems Act states that a municipality is constituted by three partners, namely its political structures, administration and community.

At Bergvriër Municipality we believe that these three partners must work seamlessly together to produce the best results:

**FIGURE 12: COMPOSITION OF A MUNICIPALITY**



## **2.2 POLITICAL AND ADMINISTRATIVE GOVERNANCE**

The Council performs both legislative and executive functions. It focuses on legislative, oversight and participatory roles, and has delegated most of its executive functions to the Executive Mayor and the Mayoral Committee. Its primary role is to debate issues publicly and to facilitate political debate and discussion. Apart from their functions as policy and decision-makers, Councillors are also actively involved in community work and various social programmes in the Municipal Area.

### **2.2.1 POLITICAL GOVERNANCE**

The Municipalities' political governance structures comprise:

- ▲ The Municipal Council;
- ▲ The Office of the Speaker;
- ▲ The Executive Mayor and Mayoral Committee;
- ▲ Portfolio Committees; and
- ▲ Other Committees established by Council for specific purposes.

#### **2.2.1.1 THE MUNICIPAL COUNCIL**

Councillors are elected by the local voters to serve a predetermined term of office on the local council as representatives of their respective constituents. Municipal elections take place every five years, and the current Municipal Council was elected following the Local Government Election which was held on 18 May 2011 and their term will end at the Local Government Elections in 2016.

Councillors are remunerated in accordance with the Remuneration of Public Office Bearers Act, 1998, (Act 20 of 1998). In terms of this Act the upper limits of salaries, allowances and benefits of different members of municipal councils are determined annually by regulation. The Municipal Council must take a decision to apply the regulation and obtain approval from the Provincial Minister of Local Government to implement it.

The Municipal Council of Bergrivier Municipality comprises 13 Councillors, seven of whom are Ward Councillors and six of whom are Proportional Representation (PR) Councillors.

The table below provides a list of Councillors, their office, political affiliations and whether they are a ward or proportional Councillor.

**TABLE 23: COUNCILLOR REPRESENTATION**

<p><b>Cllr EB Manuel</b></p>  <p><b>Executive Mayor DA (Proportional)</b></p>	<p><b>Cllr SM Crafford</b></p>  <p><b>Deputy Mayor DA (Ward 7)</b></p>	<p><b>Ald A de Vries</b></p>  <p><b>Executive Committee DA (Proportional)</b></p>	<p><b>Ald RM van Rooy</b></p>  <p><b>Executive Committee COPE (Ward 4)</b></p>	<p><b>Ald JA Raats</b></p>  <p><b>Speaker DA (Ward 1)</b></p>
<p><b>Cllr D Smith</b></p>  <p><b>Ward Councillor DA (Ward 5)</b></p>	<p><b>Cllr CJ Snyders</b></p>  <p><b>Ward Councillor DA (Ward 6)</b></p>	<p><b>Cllr WJ Dirks</b></p>  <p><b>Ward Councillor ANC (Ward 2)</b></p>	<p><b>Cllr JC Botha</b></p>  <p><b>Ward Councillor DA (Ward 3)</b></p>	<p><b>Cllr SR Claassen</b></p>  <p><b>Councillor ANC (Proportional)</b></p>
<p><b>Cllr SIJ Smit</b></p>  <p><b>Councillor ANC (Proportional)</b></p>	<p><b>Cllr C Snyders</b></p>  <p><b>Councillor ANC (Proportional)</b></p>	<p><b>Cllr A Maarman</b></p>  <p><b>Councillor ANC (Proportional)</b></p>	 <p><b>Municipal Council 2014/15</b></p>	

Section 37(c) of the Municipal Structures Act requires Municipal Councils to meet quarterly (minimum of 4 meetings). The Bergrivier Municipal Council held a total of 11 meetings (Ordinary and Special meetings) during the course of the year. The following tables indicate the Council Meetings that were held and individual attendance.

**TABLE 24: COUNCIL MEETINGS**

DATES	ATTENDANCE	APOLOGIES	ABSENT
29 July 2014	11	2	0
29 September 2014	12	1	0
28 October 2014	9	4	0
25 November 2014	12	1	0
27 January 2015	11	2	0
10 February 2015	13	0	0
26 March 2015	12	1	0
30 March 2015	11	2	0
28 April 2015	11	2	0
29 May 2015	12	1	0
23 June 2015	11	1	1

**TABLE 25: MEETING ATTENDANCE**

MEMBERS	SCHEDULED MEETINGS	MEETINGS ATTENDED	APOLOGIES TENDERED	ABSENT
ClIr EB Manuel	11	10	1	0
Ald JA Raats	11	11	0	0
ClIr JC Botha	11	10	1	0
Ald A De Vries	11	11	0	0
ClIr CJ Snyders	11	11	0	0
ClIr SM Crafford (Ms)	11	11	0	0
Ald RM Van Rooy	11	10	1	0
ClIr WJ Dirks	11	7	4	0
ClIr SR Claassen	11	5	5	1
ClIr SIJ Smit (Ms)	11	9	2	0
ClIr A Maarman	11	10	1	0
ClIr C Snyders (Ms)	11	11	0	0
ClIr D Smit	11	10	1	0

The absenteeism of Councillors is reported to the Speaker monthly by the Manager: Administrative Services. The Speaker is the Chairperson of the Council enforcing the Code of Conduct for Councillors.

The following table indicates the allocation of Councillors to the various committees.

**TABLE 26: COUNCILLOR ALLOCATIONS TO COMMITTEES**

COUNCIL MEMBERS	FULL TIME / PART TIME	COMMITTEE ALLOCATION	WARD AND/OR PARTY
Cllr EB Manuel	Full time	Executive Mayor	DA
Ald JA Raats	Full time	Speaker Member of the Corporate Services Committee Financial Services Committee Member Training Committee & Local Labour Forum	Ward 1 DA
Cllr JC Botha	Part time	Corporate Services Committee Member Technical Services Committee Member MPAC Oversight Committee	Ward 3 DA
Ald A De Vries	Full time	Member Of Mayoral Committee Chairperson of Technical Services Committee Financial Services Committee Member Training Committee & Local Labour Forum	DA
Cllr D Smith	Part time	Technical Services Committee Member	Ward 5 DA
Cllr CJ Snyders	Part time	MPAC Oversight Committee Finance Committee Training Committee & Local Labour Forum	Ward 6 DA
Cllr SM Crafford (Ms)	Full time	Deputy Executive Mayor Chairperson of Financial Services Committee	Ward 7 DA
Ald RM Van Rooy	Full time	Member Of Mayoral Committee Chairperson of Corporate Services Committee Financial Services Committee Member Technical Services Committee Member	Ward 4 COPE
Cllr WJ Dirks	Part time	Technical Services Committee Member	Ward 2 ANC
Cllr SR Claassen	Part time	MPAC Oversight Committee	ANC
Cllr SIJ Smit (Ms)	Part time	Financial Services Committee Member MPAC Oversight Committee	ANC
Cllr A Maarman	Part time	Corporate Services Committee Member	ANC
Cllr C Snyders (Ms)	Part time	Technical Services Committee Member	ANC

### 2.2.1.2 POLITICAL DECISION-MAKING

The Council has delegated most of its executive functions to the Executive Mayor and the Mayoral Committee. A total of 103 Council Resolutions were passed and implemented during the year.

**TABLE 27: COUNCIL RESOLUTIONS PASSED 1 JULY 2014 – 30 JUNE 2015**

DATE OF MEETING	NUMBER OF ITEMS DISCUSSED	DECISIONS TAKEN	OPEN TO PUBLIC	DURATION
29 July 2014	9	5	Yes	0H30
30 September 2014	20	14	Yes	2H00
28 October 2014	16	15	Yes	1H45
25 November 2014	25	16	Yes	1H55
December 2014	No meeting	N/A	N/A	N/A

<i>DATE OF MEETING</i>	<i>NUMBER OF ITEMS DISCUSSED</i>	<i>DECISIONS TAKEN</i>	<i>OPEN TO PUBLIC</i>	<i>DURATION</i>
<b>27 January 2015</b>	21	13	Yes	1H00
<b>10 February 2015</b>	16	5	Yes	0H40
<b>26 March 2015</b>	26	14	Yes	1H20
<b>30 March 2015</b>	11	1	Yes	0H40
<b>28 April 2015</b>	19	6	Yes	0H30
<b>29 May 2015</b>	20	8	Yes	2H10
<b>23 June 2015</b>	19	6	Yes	0H55

### 2.2.1.3 RULES OF ORDER

The Municipal Council functions in terms of the Council's Rules of Order, which have the same status as a by-law. The Rules of Order were promulgated in the Provincial Gazette on 7 June 2013. Councillors are bound by the Code of Conduct for Municipal Councillors which is contained in Schedule 1 of the Municipal Systems Act.

### 2.2.1.4 HONORARY TITLE OF ALDERMAN

No new Councillors qualified for the title of Alderman during the 2014/15 financial year. There are three (3) Councillors who achieved the title during the previous financial years, namely Alderman Raats, Van Rooy and De Vries.

The criteria to qualify for the title of Alderman include:

- 1) Aldermanship is given to a councillor who has served 10 years as a councillor, irrespective whether it was interrupted and/or if it was for more than one municipality;
- 2) A councillor who has been elected as Speaker or Mayor for a second term, receive Aldermanship when the term of office commences.
- 3) Aldermanship is given to any councillor that earns a minimum of twenty (20) point for the following:
  - one (1) point for every year service as a Councillor, plus
  - one (1) additional point for every year service as a councillor on the District Municipality representing the municipality or chairperson of a portfolio committee
  - two (2) additional points for every year service as Mayor or Member of the Executive Committee or Speaker or Deputy Mayor.

### 2.2.1.5 CODE OF CONDUCT FOR COUNCILLORS

The Code of Conduct (Schedule 1 of the Municipal Systems Act) prescribes how municipal councillors must behave, and states the penalties for improper behaviour.

In general, the Code of Conduct requires that councillors must perform their duties:

- in good faith (or with a desire to act fairly towards others)
- honestly
- transparently
- in the best interests of the municipality (which includes the interests of the community).

In addition, the Code of Conduct requires that:

- Councillors must declare to the municipal manager, in writing, all their financial interests, within 60 days of their election (The Municipal Systems Act, Schedule 1: Code of Conduct, item 7(4)). The public can demand to have access to the interests declared by one or more councillors.
- A councillor must disclose (make public) any interest he has in any matter that is being considered by the council or its committees. This can be a direct or indirect interest, personally or through a spouse, partner or associate. Unless the Council decides that the interest disclosed is trivial or irrelevant, that councillor must withdraw and not participate in council or committee meetings on that matter. (The Municipal Systems Act, Schedule 1: Code of Conduct, item 5(1))
- A councillor must disclose any special benefit that he or she, or his or her family member or spouse or partner will get from a contract that has been or will be signed with the municipality (The Municipal Systems Act, Schedule 1: Code of Conduct, item 5(1)). This must be done at the first council meeting where this is possible.
- Full-time councillors are not allowed to have any other paid work without the permission of the council. (The Municipal Systems Act, Schedule 1: Code of Conduct, item 8)

The Code of Conduct also states the following:

- Councillors may not use their positions or confidential information for personal profit nor for the improper benefit of any other person. (Municipal Systems Act, Schedule 1: Code of Conduct, item 6(1))
- Councillors may not request or accept any rewards, or gifts or favours for:
  - voting or not voting on a matter before the council or any committee
  - persuading the Council to make a decision one way or the other on any matter
  - making representations to the Council

- disclosing confidential information. (The Municipal Systems Act, Schedule 1: Code of Conduct, item 9)
- Councillors may not disclose confidential information of the council to people who are not allowed to know it. (The Municipal Systems Act, Schedule 1: Code of Conduct, item 10)
- Councillors are not allowed to interfere with the municipal administration. It is a criminal offence for a councillor to attempt to influence an employee or agent of the municipality not to enforce a law or a council decision. This offence can be punished by a fine or a jail sentence of up to two years. (The Municipal Systems Act, Schedule 1: Code of Conduct, item 11)

The person primarily responsible for enforcing the Code of Conduct is the speaker of the municipal council. He or she must investigate if there is a reasonable suspicion that the Code of Conduct has not been complied with. After giving the councillor an opportunity to respond, the speaker must prepare a report which must be given to the council and made public. The council is then able to investigate whether a breach of the Code of Conduct has taken place. This investigation must be done by a committee of councillors. If the council decides that a councillor has breached the code of conduct, the council can:

- issue a formal warning to the councillor,
- reprimand the councillor;
- fine the councillor; and
- request the MEC for Local Government (Provincial Minister) to suspend the councillor for a period or remove the councillor from office.

If the council's own investigation is not enough or produces a flawed result, the MEC can intervene and conduct his/her own investigation. The MEC has power to suspend or remove the councillor from office.

The Code of Conduct for Councillors is attached as **APPENDIX 1**.

#### 2.2.1.6 THE OFFICE OF THE SPEAKER

The Municipal Council is chaired by the Speaker, Alderman JA Raats. Section 37 of the Municipal Structures Act requires the Speaker of the Municipal Council to:

- (a) preside at meetings of the council;
- (b) perform the duties and exercises the powers delegated to the speaker in terms of section 59 of the Local Government : Municipal Systems Act (Act 32 of 2000);
- (c) ensure that the council meets at least quarterly;



- (d) maintain order during meetings;
- (e) ensure compliance of with the Code of Conduct set out in Schedule 1 of the Local Government :  
Municipal Systems Act, 2000, (Act 32 of 2000); and
- (f) ensure that council meetings are conducted in accordance with the rules and orders of the  
council.

#### 2.2.1.7 THE EXECUTIVE MAYOR AND MAYORAL COMMITTEE

Councillor EB Manuel was elected as Executive Mayor and took office on 2 June 2011. The Executive Mayor is the centre of the governance system and is responsible for providing political and strategic leadership. Executive power is vested in the Executive Mayor, in accordance with a framework of powers assigned by legislation and powers delegated by the Municipal Council in terms of the Municipal Systems Act, 2000, (Act 32 of 2000). In order to maximise operational efficiency, the Municipal Council has delegated all powers except those which it may not delegate by law to the Executive Mayor. The Executive Mayor is assisted by the Mayoral Committee. The Mayoral Committee is chaired by the Executive Mayor and comprises the Deputy Mayor and two full time Councillors.

**TABLE 28: ROLES AND RESPONSIBILITIES: MAYOR, DEPUTY MAYOR AND MAYORAL COMMITTEE**

OFFICE BEARER	FUNCTION
<p><b>MAYOR</b> Cllr EB Manuel</p>	<p>a) An executive mayor is entitled to receive reports from committees of the municipal council and to forward these reports together with a recommendation to the council when the matter cannot be disposed of by the executive mayor in terms of the executive mayor's delegated powers.</p> <p>(b) The executive mayor must—</p> <ol style="list-style-type: none"> <li>(1) identify the needs of the municipality;</li> <li>(2) review and evaluate those needs in order of priority;</li> <li>(3) recommend to the municipal council strategies, programmes and services to address priority needs through the integrated development plan, and the estimates of revenue and expenditure, taking into account any applicable national and provincial development plans; and</li> <li>(4) recommend or determine the best way, including partnership and other approaches to deliver those strategies, programmes and services to the maximum benefit of the community.</li> </ol> <p>(c) The executive mayor in performing the duties of office, must—</p> <ol style="list-style-type: none"> <li>(1) identify and develop criteria in terms of which progress in the implementation of the strategies, programmes and services referred to in subsection (b)(3) can be evaluated, including key performance indicators which are specific to the municipality and common to local government in general;</li> <li>(2) evaluate progress against the key performance indicators;</li> <li>(3) review the performance of the municipality in order to improve—               <ol style="list-style-type: none"> <li>(in) the economy, efficiency and effectiveness of the municipality;</li> <li>(ii) the efficiency of credit control and revenue and debt collection services; and</li> <li>(iii) the implementation of the municipality's by-laws;</li> </ol> </li> <li>(4) monitor the management of the municipality's administration in accordance with the directions of the municipal council;</li> <li>(5) oversee the provision of services to communities in the municipality in a sustainable manner;</li> <li>(6) perform such duties and exercise such powers as the council may delegate to the executive mayor in terms of section 59 of the Systems Act;</li> <li>(7) annually report on the involvement of communities and community organisations in the affairs of the municipality; and</li> <li>(8) Ensure that regard is given to public views and report on the effect of consultation on the decisions of the council.</li> </ol> <p>(d) An executive mayor must perform a ceremonial role as the municipal council may determine.</p> <p>(e) An executive mayor must report to the municipal council on all decisions taken by the executive mayor.</p>
<p><b>DEPUTY MAYOR</b> Cllr SM Crafford (Ms)</p>	<p>(f) The deputy executive mayor of a municipality exercises the powers and performs the duties of the executive mayor if the executive mayor is absent or not available or if the office of the executive mayor is vacant.</p>
<p><b>MAYORAL COMMITTEE MEMBERS</b> Ald A de Vries and Ald RM Van Rooy</p>	<p>The Executive Mayor's delegated powers and functions must be exercised and performed by the Executive Mayor together with the other members of the Mayoral Committee.</p>

Local Government Municipal Structures Act, 1998, (Act 117 of 1998)

The Mayoral Committee meet at least once a month. All reports required in terms of legislation were submitted timeously. A total of 22 Mayoral Committee meetings were held for 2014/15 (Ordinary and Special meetings).

The following tables indicate the Mayoral Committee Meetings that were held and individual attendance.

**TABLE 29: MAYORAL COMMITTEE MEETINGS**

DATES	ATTENDANCE	APOLOGIES	ABSENT
29 July 2014	4	0	0
12 August 2014	4	0	0
21 August 2014	4	0	0
28 August 2014	4	0	0
30 September 2014	3	1	0
14 October 2014	4	0	0
28 October 2014	4	0	0
18 November 2014	4	0	0
09 December 2014	3	1	0
27 January 2015	4	0	0
10 February 2015	4	0	0
17 February 2015	4	0	0
11 March 2015	4	0	0
17 March 2015	3	1	0
24 March 2015	3	1	0
14 April 2015	3	1	0
28 April 2015	4	0	0
12 May 2015	4	0	0
19 May 2015	4	0	0
29 May 2015	4	0	0
17 June 2015	4	0	0
23 June 2015	4	0	0

**TABLE 30: MAYORAL COMMITTEE MEETING ATTENDANCE**

MEMBERS	SCHEDULED MEETINGS	MEETING ATTENDANCE	APOLOGIES TENDERED	ABSENT
Cllr EB Manuel	22	20	2	0
Ald A De Vries	22	21	1	0
Cllr SM Crafford (Ms)	22	20	2	0
Ald RM Van Rooy	22	22	0	0

A total of 246 Mayoral Committee resolutions were passed and implemented during the financial year. The following table indicates the number of resolutions passed per meeting.

**TABLE 31: MAYORAL COMMITTEE RESOLUTIONS PASSED 1 JULY 2014 – 30 JUNE 2015**

DATE OF MEETING	NUMBER OF ITEMS DISCUSSED	DECISIONS TAKEN	OPEN TO PUBLIC	DURATION
29 July 2014	9	3	Yes	1H25
12 August 2014	1	1	Yes	1H15
21 August 2014	36	27	Yes	3H00
28 August 2014	2	2	Yes	1H00
30 September 2014	19	14	Yes	1H30
14 October 2014	15	15	Yes	0H30
28 October 2014	9	8	Yes	1H30
18 November 2014	42	30	Yes	2H45
9 December 2014	25	16	Yes	1H50
27 January 2015	22	8	Yes	0H50
10 February 2015	16	4	Yes	0H50
17 February 2015	37	26	Yes	2H10
11 March 2015	15	3	Yes	0H35
17 March 2015	34	20	Yes	2H35
24 March 2015	20	3	Yes	0H25
14 April 2015	35	19	Yes	2H05
28 April 2015	17	2	Yes	0H10
12 May 2015	17	4	Yes	0H30
19 May 2015	27	10	Yes	1H45
29 May 2015	19	2	Yes	1H15
17 June 2015	42	25	Yes	2H25
23 June 2015	20	4	Yes	0H45

#### 2.2.1.8 PORTFOLIO COMMITTEES

Portfolio Committees are appointed in terms of section 79 of the Municipal Structures Act. There are three Portfolio Committees, namely a Corporate, Finance and Technical Services Portfolio Committee which are chaired by the Deputy Mayor and the two members of the Mayoral Committee. The remaining members of these Committees comprise the other Councillors. Portfolio Committees have no powers and may only make recommendations to the Mayoral Committee. Portfolio Committees meet once a month for at least 11 months of the year.

**TABLE 32: PORTFOLIO COMMITTEE MEETINGS**

COMMITTEE	COMPOSITION	MEETING DATES
<b>FINANCIAL SERVICES COMMITTEE</b> The Financial Services Committee discusses matters concerning the finances of the Municipality before submission to the Mayoral Committee for approval.	Cllr S Crafford (DA) (Chairperson) Cllr C Snyders (DA) (from 1 July 2014 – 30 April 2015) Ald R van Rooy (COPE) Cllr S Smit (ANC) Ald J Raats (DA)	05 August 2014 02 September 2014 30 September 2014 04 November 2014 03 December 2014 03 February 2015

COMMITTEE	COMPOSITION	MEETING DATES
	Ald A de Vries (DA)	03 March 2015 31 March 2015 05 May 2015 02 June 2015
<b>CORPORATE SERVICES COMMITTEE</b> The Corporate Services Committee discusses matters arising from the Office of the Municipal Manager and the Corporate Services Directorate before submission to the Mayoral Committee for approval.	Cllr R van Rooy (COPE) (Chairperson) Ald J Raats (DA) Cllr JC Botha (DA) Cllr A Maarman (ANC)	05 August 2014 02 September 2014 30 September 2014 04 November 2014 03 December 2014 03 February 2015 03 March 2015 31 March 2015 05 May 2015 02 June 2015
<b>TECHNICAL SERVICES COMMITTEE</b> The Technical Services Committee discusses matters arising from the Technical Services Directorate before submission to the Mayoral Committee for approval.	Ald A de Vries (DA) (Chairperson) Cllr D Smith (DA) Ald R van Rooy (COPE) Cllr C Snyders (ANC) (Mrs) Cllr JC Botha (DA)	06 Augustus 2014 03 September 2014 03 October 2014 04 November 2014 03 December 2014 04 February 2015 04 March 2015 08 April 2015 06 Mei 2015 03 June 2015

**TABLE 33: RECOMMENDATIONS TO MAYORAL COMMITTEE AND COUNCIL**

DATE OF MEETING	NUMBER OF ITEMS DISCUSSED	RECOMMENDATIONS TO MAYORAL COMMITTEE & COUNCIL	OPEN TO PUBLIC	DURATION
JULY 2014	No meeting	N/A	N/A	N/A
5 AUGUST 2014	32	25	Yes	2H05
2 SEPTEMBER 2014	17	5	Yes	1H05
30 SEPTEMBER 2014	18	7	Yes	1H10
4 NOVEMBER 2014	29	14	Yes	2H10
3 DECEMBER 2014	18	7	Yes	1H20
JANUARY 2015	No meeting	N/A	N/A	N/A
3 FEBRUARY 2015	24	11	Yes	1H10
3 MARCH 2015	18	4	Yes	1H20
31 MARCH 2015	22	11	Yes	2H05
05 MAY 2015	22	10	Yes	3H00
02 JUNE 2015	33	18	Yes	2H20

**TABLE 34: FINANCIAL SERVICES COMMITTEE RECOMMENDATIONS PASSED 1 JULY 2014 – 30 JUNE 2015**

DATE OF MEETING	NUMBER OF ITEMS DISCUSSED	RECOMMENDATIONS TO MAYORAL COMMITTEE & COUNCIL	OPEN TO PUBLIC	DURATION
JULY 2014	No meeting	-	-	-

<i>DATE OF MEETING</i>	<i>NUMBER OF ITEMS DISCUSSED</i>	<i>RECOMMENDATIONS TO MAYORAL COMMITTEE &amp; COUNCIL</i>	<i>OPEN TO PUBLIC</i>	<i>DURATION</i>
5 AUGUST 2014	14	3	Yes	1H30
2 SEPTEMBER 2014	15	5	Yes	4H20
30 SEPTEMBER 2014	26	3	Yes	1H30
4 NOVEMBER 2014	12	4	Yes	2H45
3 DECEMBER 2014	11	1	Yes	1H15
JANUARY 2015	No meeting	-	-	-
3 FEBRUARY 2015	12	2	Yes	1H50
3 MARCH 2015	13	4	Yes	2H00
31 MARCH 2015	10	3	Yes	1H40
05 MAY 2015	12	3	Yes	1H45
02 JUNE 2015	12	3	Yes	1H30

**TABLE 35: TECHNICAL SERVICES COMMITTEE RECOMMENDATIONS PASSED 1 JULY 2014 – 30 JUNE 2015**

<i>DATE OF MEETING</i>	<i>NUMBER OF ITEMS DISCUSSED</i>	<i>RECOMMENDATIONS TO MAYORAL COMMITTEE &amp; COUNCIL</i>	<i>OPEN TO PUBLIC</i>	<i>DURATION</i>
JULY 2014	No meeting	-	-	-
6 AUGUST 2014	32	3	Yes	6h30
3 SEPTEMBER 2014	19	0	Yes	3h30
3 OCTOBER 2014	16	0	Yes	3h30
4 NOVEMBER 2014	21	2	Yes	2h30
3 DECEMBER 2014	24	2	Yes	2h30
JANUARY 2015	No meeting	-	-	-
4 FEBRUARY 2015	41	7	Yes	6H40
4 MARCH 2015	38	7	Yes	3H05
8 APRIL 2015	34	2	Yes	5H40
06 MAY 2015	31	0	Yes	3H20
03 JUNE 2015	32	3	Yes	4H00

#### 2.2.1.9 OTHER COMMITTEES ESTABLISHED BY THE COUNCIL FOR SPECIFIC PURPOSES

##### 2.2.1.10 AUDIT- AND PERFORMANCE COMMITTEE

The Municipal Finance Management Act, Act 56 of 2003 (MFMA) requires municipalities to have an audit committee. Sections 166 (1) and (2) sets out the functions of an audit committee;

- 1) "An audit committee is an independent advisory body which must –
  - a) Advise the council, political office bearers, the accounting officer and the management staff of the municipality, or the board of directors, the accounting officer and the management staff of the municipal entity on matters relating to –
    - i. Internal financial controls and internal audits;
    - ii. Risk management;

- iii. Accounting policies;
  - iv. The adequacy, reliability and accuracy of financial reporting and information;
  - v. Performance management;
  - vi. Effective governance;
  - vii. Compliance with the Act, the annual Division of Revenue Act and any other applicable legislation;
  - viii. Performance evaluation; and
  - ix. Any other issues referred to it by the municipality or municipal entity
- b) Review the annual financial statements to provide the council of the municipality with an authoritative and credible view of the financial position of the municipality, its efficiency and effectiveness and its overall level of compliance with this Act, the annual Division of Revenue Act and any other applicable legislation;
  - c) Respond to council on any issues raised by the Auditor-General in the audit report;
  - d) Carry out investigations into the financial affairs of the municipality as the council may request;
  - e) Perform such other functions as may be prescribed”;

Section 40 of the Municipal Systems Act requires municipalities to establish mechanisms to monitor and review their performance. The Local Government Municipal Planning and Performance Management Regulations, 2001 (GNR 796 of 24 August 2001) require municipalities to establish performance audit committees for this purpose. The functions of the performance audit committee are as follows:

“4(a) a performance audit committee must:

- (i) review the quarterly reports submitted to it by the internal auditors, dealing with quarterly reports, which the internal auditors are required to submit to the municipal manager and the performance audit committee;
- (ii) review the municipality’s performance management system and make recommendations in this regard to the council of that municipality; and
- (iii) at least twice during a financial year submit an audit report to the municipal council concerned.

(b) In reviewing the municipality’s performance management system in terms of (a) (ii), the performance audit committee must focus on economy, efficiency and effectiveness and impact in so far as the key performance indicators and performance targets set by the municipality are concerned.

(c) A performance audit committee may –

- (i) communicate directly with the council, municipal manager or the internal and external auditors of the municipality concerned;
- (ii) Access any municipal records containing information that is needed to perform its duties or exercise its powers;
- (iii) request any relevant person to attend any of its meetings, and, if necessary, to provide information requested by the committee; and
- (iv) investigate any matter it deems necessary for the performance of its duties and the exercise of its powers.”

Bergvliet Municipality have a fully functional Audit- and Performance Audit Committee in terms of Section 166(6) (a) of the MFMA. All the members of the Audit Committee are also members of the

Performance Audit Committee, with the exception of an additional expert member on performance management. The Audit and Performance Audit Committee meet quarterly on the same dates.

**TABLE 36: AUDIT AND PERFORMANCE COMMITTEE COMPOSITION AND ATTENDANCE**

MEMBERS	CAPACITY	26 AUGUST 2014	02 DECEMBER 2014	26 MARCH 2015	04 JUNE 2015
Mr J van Dyk	Chairperson	Yes	Yes	Yes	Yes
Mr C De Jager	Member	Yes	Yes	Yes	Yes
Mr G N Lawrence	Member	Yes	Yes	Yes	Yes
Rev L Prins	Member	Yes	Yes	Yes	Yes
Mr S Allie	Expert member for performance management	Yes	Yes	Yes	Yes

The recommendations of the Audit Committee are contained in **APPENDIX 2** and the 2014/15 Audit Report by the Chairperson of the Audit Committee is contained in **APPENDIX 3**.

#### 2.2.1.11 OVERSIGHT COMMITTEE

Section 127 (2) of the Municipal Finance Management Act requires the Executive Mayor to table the Municipality's Annual Report by the end of January each year. Section 129 of the same Act requires the Council to adopt an Oversight Report within two months of the Annual Report having been tabled which means that the Oversight Report must be tabled by 31 March of each year.

Section 46 of the Municipal Systems Act requires the Municipality to prepare a Performance Report for each financial year which reflects the performance of the Municipality and each of its external service providers during that financial year, as measured against predetermined targets as well as the performance of the previous year. The Annual Performance Report must form part of the Municipality's Annual Report in terms of Section 127 (1) of the Municipal Finance Management Act (MFMA).

MFMA Circular 32 of 2006 prescribes the oversight process and the establishment of the Oversight Committee. The Oversight Committee must be appointed in terms of Sections 33 and 79 of the Municipal Structures Act, Act 117 of 1998. This means that the Council must determine the functions of the Committee and appoint the Chairperson. The Council may also delegate powers and duties to the Committee, authorise the Committee to co-opt advisory members, and remove a member at any time. The functions of the Oversight Committee are as follows:

- a. To undertake a detailed analysis and review of the Municipality's Annual Reports;
- b. To consider inputs from the Council, Portfolio Committees and Public on the Municipality's Annual Reports;
- c. To consider inputs from the Municipality's Audit Committee and Performance Committees as well as the Auditor General on the Municipality's Annual Reports; and
- d. To draft an oversight report on the Municipality's Annual Reports.



**TABLE 37: OVERSIGHT COMMITTEE COMPOSITION AND ATTENDANCE**

MEMBERS	14 JANUARY 2014	23 JANUARY 2014	31 JANUARY 2014	6 FEBRUARY 2014	21 FEBRUARY 2014	13 MARCH 2014	25 MARCH 2015
Mr N Stevens (Chairperson)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Alderman I Spangenberg	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Mr J van Dyk	Apology	Apology	Yes	Yes	Apology	Yes	Yes
Cllr J Botha (DA)	Yes	Yes	Yes	Apology	Yes	Yes	Yes
Cllr C Snyders (DA)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cllr SIJ Smit (ANC)	Yes	Yes	Yes	Apology	Yes	Apology	Yes
Cllr S Claasen (ANC)	Yes	Apology	Apology	Yes	Yes	Yes	Yes

The 2012/2013 Oversight Report was submitted to the Municipal Council on 25 March 2014. An extract from this report containing the recommendations of the Oversight Committee and progress made with the implementation thereof is contained in **APPENDIX 4**.

#### 2.2.1.12 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)

The Municipal Public Accounts Committee (MPAC) is established in terms of the provisions of the Local Government Municipal Structures Act, 1998, (Act 117 of 1998) and the Municipal Finance Management Act to serve as an Oversight Committee to exercise oversight over the executive authority of Council. The MPACs assist Council to hold the executive councillors and municipal entities to account, and to ensure the efficient and effective use of municipal resources.

Bergrivier Municipality has a fully functional MPAC and the members of the MPAC are as follows:

1. Mr N Stevens (Chairperson)
2. Ald I Spangenberg
3. Mrs K Montgomery (ex officio as Chairperson of the Audit Committee)
4. Cllr J Botha
5. Cllr S Snyders
6. Cllr S Smit
7. Cllr S Claasen

Functions of the MPAC include the following:

- To consider and evaluate the content of the annual report and to make recommendations to Council when adopting an oversight report on the annual report;
- In order to assist with the conclusion of matters that may not be finalized, information relating to past recommendations made on the Annual Report, must also be reviewed. This relates to current in-year reports, including the quarterly, mid-year and annual reports;

- To examine the financial statements and audit reports of the municipality and municipal entities, and in doing so, the committee must consider improvements from previous statements and reports and must evaluate the extent to which the Audit Committee’s and the Auditor General’s recommendations have been implemented;
- To promote good governance, transparency and accountability on the use of municipal resources;
- To recommend or undertake any investigation in its area of responsibility, after reviewing any investigation report already undertaken by the municipality or the Audit Committee; and
- To perform any other functions assigned to it through a resolution of council within its area of responsibility.

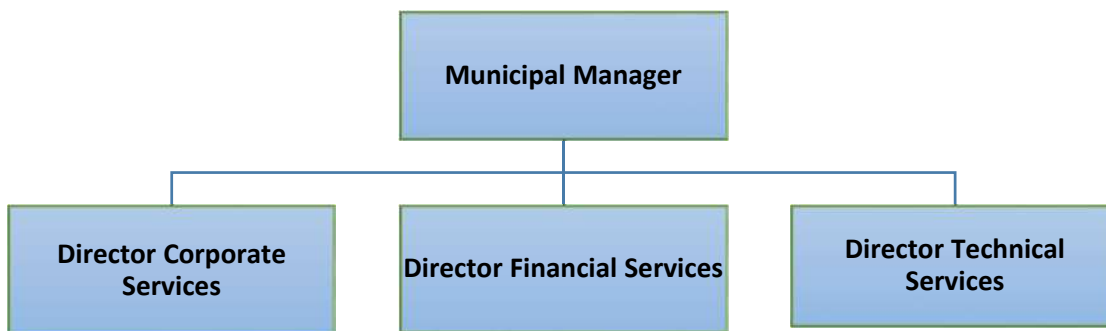
During the 2014/2015 financial year the committee met on 25 September 2014 and 16 April 2015.

### 2.2.2 ADMINISTRATIVE GOVERNANCE

The Municipal Manager is the Head of the Administration and Accounting Officer of the Municipality, and is primarily responsible for service delivery.

During the previous financial year a new macro structure was adopted by Council to increase the efficiency and effectiveness of the administration. A cost saving measure was the abolition of the position of Director Community Services and the reallocation of the functions between the remaining three (3) Directorates in terms of a new micro structure. The micro structure was adopted on 29 October 2013. This new structure was implemented in the 2013/14 financial year. The figure below depicts the macro structure that was adopted by Council on 13 February 2013.

**FIGURE 13: APPROVED MACRO STRUCTURE**



The following table indicates the roles and responsibilities of the two top tiers of the administration in accordance with the macro structure. Details of the third tier are contained in **APPENDIX 5**.

**TABLE 38: ROLES AND RESPONSIBILITIES OF MUNICIPAL MANAGER AND DIRECTORS**

TIER	POSITION AND INCUMBENT	ROLES AND RESPONSIBILITIES
1	<p><b>Municipal Manager</b> Adv. H Linde</p>	<p>The functions and responsibility of the Municipal Manager are contained in Section 55 of the Local Government Municipal Systems Act, 2000 (Act 32 of 2000):</p> <p>“(1) As head of administration the municipal manager of a municipality is, subject to the policy directions of the municipal council, responsible and accountable for:</p> <p>(a) the formation and development of an economical, effective, efficient and accountable administration</p> <p style="padding-left: 40px;">(i) equipped to carry out the task of implementing the municipality’s integrated development plan in accordance with Chapter 5:</p> <p style="padding-left: 40px;">(ii) operating in accordance with the municipality’s performance management system in accordance with Chapter 6; and</p> <p style="padding-left: 40px;">(iii) responsive to the needs of the local community to participate in the affairs of the municipality;</p> <p>(b) the management of the municipality’s administration in accordance with this Act and other legislation applicable to the municipality;</p> <p>(c) the implementation of the municipality’s integrated development plan, and the monitoring of progress with implementation of the plan:</p> <p>(d) the management of the provision of services to the local community in a sustainable and equitable manner;</p> <p>(e) the appointment of staff other than those referred to in section 56, subject to the Employment Equity Act, 1998 (Act 55 of 1998);</p> <p>(f) the management, effective utilisation and training of staff</p> <p>(g) the maintenance of discipline of staff</p> <p>(h) the promotion of sound labour relations and compliance by the municipality with applicable labour legislation;</p> <p>(i) advising the political structures and political office bearers of the municipality</p> <p>(j) managing communications between the municipality’s administration and its political structures and political office bearers:</p> <p>(k) carrying out the decisions of the political structures and political office bearers of the municipality;</p> <p>(l) the administration and implementation of the municipality’s by-laws and other legislation;</p> <p>(m) the exercise of any powers and the performance of any duties delegated by the municipal council, or sub-delegated by other delegating authorities of the municipality, to the municipal manager in terms of section 59:</p> <p>(n) facilitating participation by the local community in the affairs of the municipality;</p> <p>(o) developing and maintaining a system whereby community satisfaction with municipal services is assessed;</p> <p>(p) the implementation of national and provincial legislation applicable to the municipality; and</p> <p>(q) the performance of any other function that may be assigned by the municipal council.</p> <p>(2) As accounting officer of the municipality the municipal manager is responsible and accountable for—</p> <p style="padding-left: 40px;">(a) all income and expenditure of the municipality;</p> <p style="padding-left: 40px;">(b) all assets and the discharge of all liabilities of the municipality; and</p> <p style="padding-left: 40px;">(c) proper and diligent compliance with applicable municipal finance management legislation”</p> <p>The Office of the Municipal Manager is also responsible for the following:</p> <ul style="list-style-type: none"> <li>▲ <b>International Fund Raising</b></li> <li>▲ <b>International Relations</b></li> <li>▲ <b>Tourism (Strategic)</b></li> <li>▲ <b>Communication</b></li> <li>▲ <b>Intergovernmental Relations</b></li> <li>▲ <b>Internal Audit</b></li> </ul>

TIER	POSITION AND INCUMBENT	ROLES AND RESPONSIBILITIES
		<ul style="list-style-type: none"> <li>➤ Risk Management</li> <li>▲ <b>Strategic Services</b> <ul style="list-style-type: none"> <li>➤ Performance Management</li> <li>➤ IDP</li> <li>➤ Public Participation</li> <li>➤ Social Development</li> <li>➤ CDW's</li> <li>➤ Ward Committee's</li> <li>➤ LED</li> <li>➤ Client Services</li> </ul> </li> </ul>
2	<p><b>Director: Corporate Services</b> Mr JWA Kotzee</p>	<p>The Corporate Services Directorate renders all administrative functions of the Municipality including:</p> <ul style="list-style-type: none"> <li>▲ <b>Administration</b> <ul style="list-style-type: none"> <li>➤ Office Administration</li> <li>➤ Committee Services</li> <li>➤ Policy Formulation</li> <li>➤ IT</li> <li>➤ Archives/Document Management</li> <li>➤ Secretarial Functions</li> <li>➤ Registration</li> <li>➤ Tourism (Operational)</li> <li>➤ Museums</li> <li>➤ Libraries</li> </ul> </li> <li>▲ <b>Human Resource Management</b> <ul style="list-style-type: none"> <li>➤ Personnel Administration</li> <li>➤ Labour relations</li> <li>➤ Occupational Health and Safety</li> <li>➤ Employment equity</li> <li>➤ Training and Development</li> <li>➤ Employee Assistance</li> <li>➤ Salaries and wages</li> </ul> </li> <li>▲ <b>Community Services</b> <ul style="list-style-type: none"> <li>➤ Resorts and Beaches</li> <li>➤ Pounds and Burial of Animals</li> <li>➤ Traffic Services</li> <li>➤ Law Enforcement</li> <li>➤ Fire Services</li> <li>➤ Noise Pollution</li> <li>➤ Disaster Management</li> <li>➤ Air Pollution</li> <li>➤ Public Nuisances</li> <li>➤ Sport Development</li> </ul> </li> <li>▲ <b>Planning and Development</b> <ul style="list-style-type: none"> <li>➤ Land Use Management</li> <li>➤ Town Planning</li> <li>➤ Spatial Development</li> <li>➤ GIS</li> <li>➤ Environmental Management</li> </ul> </li> </ul>
3	<p><b>Director: Financial Services</b> Mr JA Van Niekerk</p>	<p>The Financial Services Directorate is responsible for all financial functions of the Municipality including:</p> <ul style="list-style-type: none"> <li>▲ <b>Income</b> <ul style="list-style-type: none"> <li>➤ Diverse Income Processes</li> <li>➤ Debtors</li> <li>➤ Collections</li> </ul> </li> </ul>

TIER	POSITION AND INCUMBENT	ROLES AND RESPONSIBILITIES
		<ul style="list-style-type: none"> <li>➤ Reconciliation</li> <li>➤ Meter Reading</li> <li>➤ Property Valuation</li> <li>▲ <b>Expenditure</b> <ul style="list-style-type: none"> <li>➤ Creditors</li> <li>➤ Purchases</li> <li>➤ Tenders and Quotations</li> <li>➤ Asset Register Management</li> <li>➤ Supply Chain Management</li> <li>➤ Stores : Inventory</li> </ul> </li> <li>▲ <b>Budget &amp; Treasury</b> <ul style="list-style-type: none"> <li>➤ Budget</li> <li>➤ Reporting</li> <li>➤ Annual Financial Statements</li> </ul> </li> </ul>
4	<b>Director: Technical Services</b> Mr H Kröhn	The Technical Services Directorate is responsible for all technical functions of the Municipality including: <ul style="list-style-type: none"> <li>▲ <b>Civil</b> <ul style="list-style-type: none"> <li>➤ Solid waste</li> <li>➤ Roads and Storm water</li> <li>➤ Water and sanitation</li> <li>➤ Cleansing</li> <li>➤ Sewage</li> <li>➤ Recycling</li> <li>➤ Maintenance of Buildings</li> <li>➤ Parks</li> <li>➤ Cemeteries</li> <li>➤ Swimming Pools</li> <li>➤ Maintenance of Sport Fields</li> <li>➤ Maintenance of Community Halls</li> </ul> </li> <li>▲ <b>Electricity</b> <ul style="list-style-type: none"> <li>➤ Electricity Distribution</li> </ul> </li> <li>▲ <b>Project Management</b> <ul style="list-style-type: none"> <li>➤ Capital projects</li> <li>➤ New Council Facilities</li> <li>➤ EPWP</li> <li>➤ Building Control</li> <li>➤ Housing Projects</li> <li>➤ Housing Administration</li> </ul> </li> </ul>

## 2.3 INTERGOVERNMENTAL RELATIONS

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

### 2.3.1 INTERGOVERNMENTAL RELATIONS

The Municipality participates in National, Provincial and District Intergovernmental Forums. The Municipality strives to participate in as many of the available intergovernmental forums as possible, but our challenge is that forums often meet on the same dates and our personnel structure does not allow for dedicated personnel to attend all forum meetings.

During the financial year under review, the Bergrivier Municipal Council also approved a “Stedeband” (partnership cooperation agreement) with the Municipality of Heist-op-den-Berg in Belgium, Europe. The purpose of such an arrangement is for two Local Government structures in different countries, but with shared interests, to share expertise for the joint improvement of the public, the administration and the political structures in both areas. The main aim is the sharing of experience and joint project implementation where possible. The relationship is still in the development phase and a delegation from Heist-op-den-Berg will visit Bergrivier Municipality during October 2015. The detail of the written agreement will be discussed during the visit.



The representation of Heist-op-den-Berg with their Mayor, Mr Luc Vleugels, third from right, their Municipal Manager, Hans Welters (far right), their Speaker (“Voorzitter van hul Gemeenteraad”), Ms Bernadette De Cat, second from left and Frank Judo of the Flemish Foundation behind our Municipal Manager and their Speaker. Our Municipal Manager of Bergrivier Municipality handed a gift to their Mayor (a bottle organic red wine from Org de Rac). Councillor Kelly van Tendeloo is second from right and manages the North-South relations within Heist-op-den-Berg.

### 2.3.2 NATIONAL INTERGOVERNMENTAL FORUMS

The Municipality participates in the following National Intergovernmental Forums:

**TABLE 39: PARTICIPATION ON NATIONAL INTERGOVERNMENTAL FORUMS**

DIRECTORATE	FORUMS
<b>Councillors, Executive Mayor and Mayoral Committee Members</b>	<ul style="list-style-type: none"> <li>▲ National Mayors Forum</li> </ul>
<b>Municipal Managers Office</b>	<ul style="list-style-type: none"> <li>▲ International Institute of Municipal Clerks (IIMC)</li> <li>▲ Institute of Municipal Administrators of South Africa (IMASA)</li> <li>▲ Institute of Municipal Finance Officers (IMFO)</li> <li>▲ Institute for Local Government Managers (ILGM)</li> </ul>

DIRECTORATE	FORUMS
Technical Services Directorate	<ul style="list-style-type: none"> <li>▲ Department of Water Affairs Bi-monthly Meetings</li> </ul>
Corporate Services Directorate	<ul style="list-style-type: none"> <li>▲ Institute of Municipal Personnel Practitioners of South Africa (IMPSA)</li> </ul>
Financial Services Directorate	<ul style="list-style-type: none"> <li>▲ Institute of Municipal Finance Officers (IMFO)</li> </ul>

### 2.3.3 PROVINCIAL INTERGOVERNMENTAL FORUMS

The Municipality participates in the following Provincial Intergovernmental Forums:

**TABLE 40: PARTICIPATION ON PROVINCIAL INTERGOVERNMENTAL FORUMS**

DIRECTORATE	FORUMS
Councillors, Executive Mayor and Mayoral Committee Members	<ul style="list-style-type: none"> <li>▲ Minmay (Ministers / Mayors)</li> <li>▲ Provincial Co-ordinating Forum (PCF)</li> <li>▲ Speakers Forum</li> <li>▲ SALGA Working Groups: <ul style="list-style-type: none"> <li>➤ Intergovernmental and International Relations</li> <li>➤ Human Resources</li> <li>➤ Municipal Services and Infrastructure</li> <li>➤ Economic Development and Planning</li> <li>➤ Community development</li> </ul> </li> <li>▲ Municipal Finance</li> </ul>
Municipal Managers Office	<ul style="list-style-type: none"> <li>▲ Western Cape Municipal Manager Forum (The Municipal Manager of Bergrivier is the Deputy Chairperson of the Western Cape Municipal Managers Forum)</li> <li>▲ Western Cape IDP Managers Forum</li> <li>▲ Western Cape Public Participation and Communication Forum</li> <li>▲ Western Cape LED Forum</li> <li>▲ Western Cape Economic Development Partnership</li> <li>▲ Minmay and Minmay Tech Meeting</li> <li>▲ Premier's Coordinating Forum (PCF)</li> <li>▲ PS07 Climate Change Forum</li> <li>▲ Provincial Treasury: Pre-determined Objectives (PDO) Forum</li> <li>▲ Provincial Treasury: Risk Forum</li> <li>▲ SALGA Working Groups: <ul style="list-style-type: none"> <li>➤ Intergovernmental and International Relations</li> <li>➤ Economic Development and Planning</li> <li>➤ Community development</li> </ul> </li> </ul>
Technical Services Directorate	<ul style="list-style-type: none"> <li>▲ Western Cape Provincial Government (MIG)</li> <li>▲ DEADP Waste Forum</li> <li>▲ SALGA Working Groups: <ul style="list-style-type: none"> <li>➤ Municipal Services and Infrastructure</li> </ul> </li> </ul>
Corporate Services Directorate	<ul style="list-style-type: none"> <li>▲ Provincial Disaster Management Forum</li> <li>▲ Provincial Fire Chiefs Forum</li> <li>▲ Provincial Taxi Board</li> <li>▲ SALGA Working Groups: <ul style="list-style-type: none"> <li>➤ Human Resource Management</li> </ul> </li> </ul>
Financial Services Directorate	<ul style="list-style-type: none"> <li>▲ Provincial Treasury: CFO Forum</li> <li>▲ Provincial Treasury: SCM Forum</li> <li>▲ SALGA Working Groups: <ul style="list-style-type: none"> <li>➤ Municipal Finance</li> </ul> </li> </ul>

### 2.3.4 DISTRICT MUNICIPALITY INTERGOVERNMENTAL FORUMS

The Municipality participates in the following District Municipality Intergovernmental Forums:

**TABLE 41: PARTICIPATION ON DISTRICT MUNICIPALITY INTERGOVERNMENTAL FORUMS**

DIRECTORATE	FORUMS
<b>Councillors, Executive Mayor and Mayoral Committee Members</b>	<ul style="list-style-type: none"> <li>▲ WCDM IDP Co-ordinating Committee</li> <li>▲ West Coast District Co-Ordinating Forum(DCF)</li> <li>▲ West Coast Economic Development Partnership</li> <li>▲ District Water Monitoring Forum</li> <li>▲ District Evaluation Committee (DEC)</li> <li>▲ West Coast Human Settlements Forum</li> <li>▲ WC Water Monitoring Forum.</li> </ul>
<b>Municipal Manager's Office</b>	<ul style="list-style-type: none"> <li>▲ WCDM IDP/LED Forum</li> <li>▲ WCDM IDP Co-ordinating Committee (IDPCC)</li> <li>▲ WCDM District Coordinating Forum (DCF)</li> <li>▲ WCDM District Coordinating Forum Tech (DCF Tech)</li> <li>▲ District Water Monitoring Forum</li> </ul>
<b>Technical Services Directorate</b>	<ul style="list-style-type: none"> <li>▲ WCDM Water Quality Forum</li> <li>▲ St Helena Bay Water Quality Forum</li> </ul>
<b>Corporate Services Directorate</b>	<ul style="list-style-type: none"> <li>▲ District Disaster Management Forum</li> <li>▲ District Air Quality Forum</li> <li>▲ District Regional Tourism Organisation (RTO)</li> </ul>
<b>Financial Services Directorate</b>	<ul style="list-style-type: none"> <li>▲ WCDM District Coordinating Forum Tech (DCF Tech)</li> </ul>

## 2.4 PUBLIC PARTICIPATION AND ACCOUNTABILITY

The Constitution (Section 152) sets out the objects of local government, one of which is the provision of democratic and accountable government to local communities. This is reiterated by Section 15 (b) of the Municipal Systems Act which requires a municipality to establish and organise its administration to facilitate a culture of accountability amongst its staff.

A second constitutional objective is the encouragement of local community and community organisation participation in the matters of local government. This is reiterated by Chapter 4 of the Municipal Systems Act which deals exclusively with community participation. A Municipality is required to develop a culture of community participation and develop a system of participatory municipal governance that compliments formal representative governance. The Municipality is also required to supply its community with information concerning municipal governance, management and development.

### 2.4.1 PUBLIC PARTICIPATION

#### 2.4.1.1 PUBLIC MEETINGS

A total of 15 public town based meetings took place during the year. The following table indicates the public meetings that took place during the year.



**TABLE 42: PUBLIC MEETINGS – TOWN BASED**

DATE	WARD	TOWN	PURPOSE
8 September 2014	Ward 1 & 2	Porterville	IDP meeting
9 September 2014	Ward 3 & 4	Piketberg	IDP meeting
10 September 2014	Ward 3	Eendekuil	IDP meeting
11 September 2014	Ward 6 & 7	Velddrif, Dwarskersbos	IDP meeting
15 September 2014	Ward 5	Goedverwacht	IDP meeting
16 September 2014	Ward 6	Redelinghuys	IDP meeting
17 September 2014	Ward 6	Aurora	IDP meeting
13 April 2015	Ward 1 & 2	Porterville	IDP/ Budget meeting
14 April 2015	Ward 3 & 4	Piketberg	IDP/ Budget meeting
15 April 2015	Ward 3	Eendekuil	IDP/ Budget meeting
15 April 2015	Ward 6	Aurora	IDP/ Budget meeting
16 April 2015	Ward 5	Goedverwacht	IDP/ Budget meeting
16 April 2015	Ward 6	Redelinghuys	IDP/ Budget meeting
20 April 2015	Ward 7	Velddrif	IDP/ Budget meeting
20 April 2015	Ward 6	Dwarskersbos	IDP/ Budget meeting

#### 2.4.1.2 WARD COMMITTEES

Ward committees are statutory committees established in terms of Part 4 of Chapter 4 of the Local Government Municipal Structures Act. Ward committees play a vital role in bridging the gap between the Community and the Municipality. Ward committees are not political, but are nevertheless elected for a period of five years that runs concurrently with the term of office of the Municipal Council.

The Municipal Council approved a Ward Committee Policy in September 2011, and ward committees for each ward were elected in accordance with this policy. The Municipal Council also approved an out of pocket expense fee structure for Ward Committees.

Ward Committees are required to meet on a quarterly basis and a total of 23 Ward Committee Meetings took place during the year.

**TABLE 43: WARD COMMITTEE MEETINGS**

DATE	WARD	KEY AGENDA POINT
19 August 2014	Ward 3	General discussions relevant to the ward
1 September 2014	Ward 2	IDP Review
1 September 2014	Ward 4	IDP Review
2 September 2014	Ward 5	IDP Review
2 September 2014	Ward 3	IDP Review
3 September 2014	Ward 6	IDP Review
3 September 2014	Ward 7	IDP Review
4 September 2014	Ward 1	IDP Review

DATE	WARD	KEY AGENDA POINT
18 November 2014	Ward 5	General discussions relevant to the ward
18 November 2014	Wyk 4	General discussions relevant to the ward
3 February 2015	Ward 4	General discussions relevant to the ward
5 February 2015	Ward 2	General discussions relevant to the ward
9 February 2015	Ward 3	General discussions relevant to the ward
10 February 2015	Ward 7	General discussions relevant to the ward
17 February 2015	Ward 6	General discussions relevant to the ward
23 February 2015	Ward 5	General discussions relevant to the ward
3 March 2015	Ward 2	General discussions relevant to the ward
21 April 2015	Ward 2	IDP Review & Budget
21 April 2015	Ward 3	IDP Review & Budget
22 April 2015	Ward 6	IDP Review & Budget
23 April 2015	Ward 1	IDP Review & Budget
23 April 2015	Ward 7	IDP Review & Budget
29 April 2015	Ward 2	IDP Review & Budget
5 May 2015	Ward 4	IDP Review & Budget

The key challenge with ward committees is the implementation of the “Provincial framework on the implementation of an effective and functional ward committee system”. Key aspects of this framework are that ward committee members will be paid a fixed monthly stipend and in return they need to perform specific tasks and they will be required to meet monthly. The challenges that the Municipality faces are the capacity to monitor that ward committee members are performing and attendance of meetings.

Information on Ward Committee members, the sectors they represent and their meeting attendance is attached as **APPENDIX 6**.

#### 2.4.1.3 IDP REPRESENTATIVE FORUM

On 28 August 2012, the Municipal Council approved the establishment of an IDP Representative Forum in terms of Section 15 of the Municipal Planning and Performance Management Regulations. The IDP Representative Forum comprises the following:

- ▲ Ward Committee members from each Ward;
- ▲ One representative from the West Coast District Municipality;
- ▲ The Executive Mayor, Speaker, Portfolio Chairpersons, one Mayoral Committee Member and two additional Councillors from the other parties represented on Council;
- ▲ Three officials namely: the Municipal Manager, Strategic Manager, Head: Strategic Services and LED;
- ▲ Three nominees from key sectors within the Municipal Area.

The first meetings of the IDP Representative Forum for 2014/15 was held on 19 and 22 September 2014. The objective of this meeting was to solicit inputs regarding the Joint Planning Initiatives and it is critical to emphasise that through public input the JPI Game Changers could be determined and

prioritised. The second series of meetings of the IDP Representative Forum took place on 29 April 2014 and the objective of these meetings was to dedicate attention to Bergrivier’s No 1 Game Changer, namely Education.

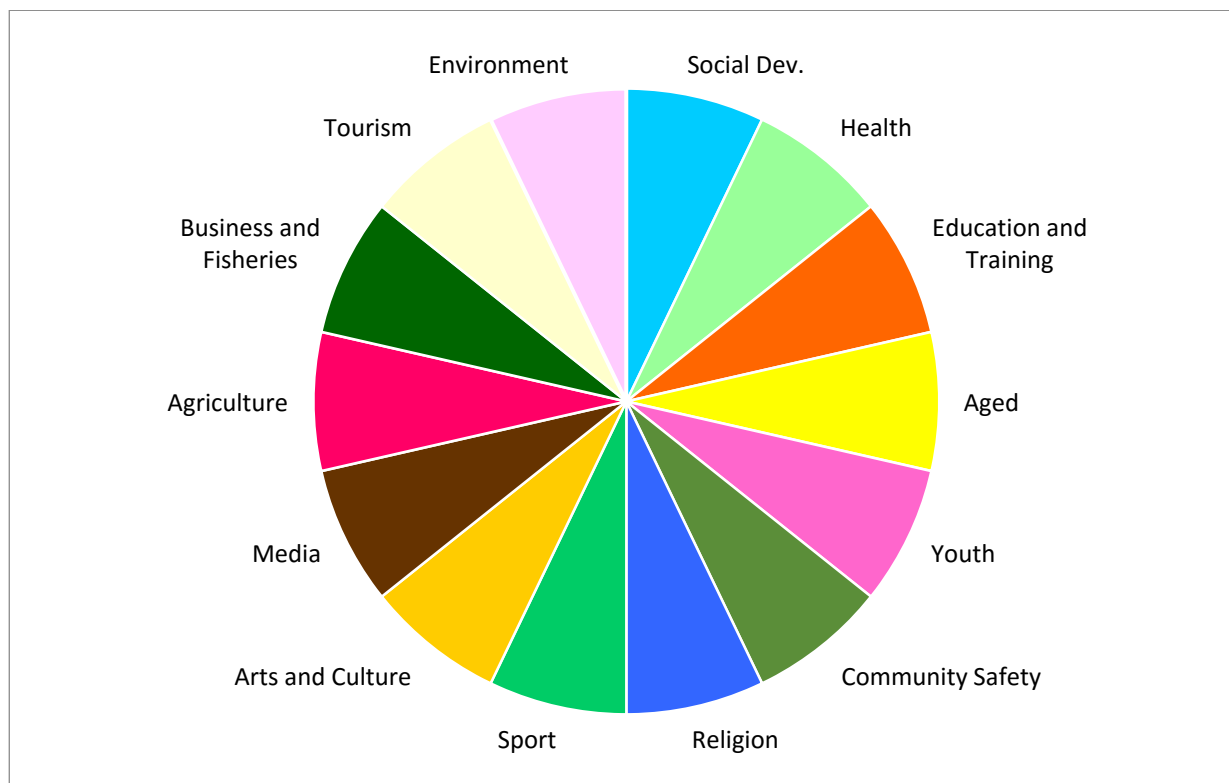
The following is a summary of the IDP Forum meetings held in 2014/15.

**TABLE 44: OTHER PUBLIC PARTICIPATION ENGAGEMENTS**

DATE	WARD	ENGAGEMENT
19 September 2014		IDP Representative Forum
22 September 2014		IDP Representative Forum
2 October 2014		IDP Indaba
29 April 2015		IDP Representative Forum
29 April 2015		IDP Representative Forum

The format of the IDP Representative Forum Meetings was reviewed in 2013/14 in a bid to improve participation by key community stakeholders. An outcome of this review was a decision to use the forums to involve the different sectors of the Bergrivier municipal area. The following diagram illustrates the sectorial division of the Bergrivier Community.

**FIGURE 14: SECTORS WITHIN BERGRIVIER MUNICIPALITY**



## 2.5 IDP PARTICIPATION AND ALIGNMENT

Integrated Development Planning is regulated by Chapter 5 of the Municipal Systems Act. This Chapter must be read together with Chapter 6 which regulates Performance Management as well as the Municipal Planning and Performance Regulations (R796 of 2001).

The 2014/15 IDP Review was done in accordance with a Time Schedule of Key Deadlines which was developed in accordance with 53(1)(b) of the Local Government Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA) read together with Sections 28 and 34 of the Local Government Municipal Systems Act, 2000 (Act 32 of 2000).

The following table provides an overview of the alignment of the IDP to the criteria as set out in Section 26 of the Municipal Systems Act.

**TABLE 45: IDP PARTICIPATION AND ALIGNMENT CRITERIA**

IDP PARTICIPATION AND ALIGNMENT CRITERIA	YES/NO	COMMENT WHERE THERE WAS LACK OF ALIGNMENT
Does the municipality have impact, outcome, input and output indicators?	Yes	NA
Does the IDP have priorities, objectives, KPIs and development strategies?	Yes	NA
Does the IDP have multi-year targets?	Yes	NA
Are the above aligned and can they calculate into a score?	Yes	NA
Does the budget align directly to the KPIs in the IDP?	Yes	NA
Do the IDP KPIs align to the Section 57 Managers?	Yes	NA
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	Yes	NA
Were the indicators communicated to the public?	Yes	NA
Were the four quarter aligned reports submitted within stipulated time frames?	Yes	NA

## 2.6 CORPORATE GOVERNANCE

Corporate Governance is the set of processes, practices, policies, laws and relationships affecting the way an institution is directed, administered or controlled.

## 2.7 AUDIT UNIT

The Municipality has an Internal Audit Unit as required by Section 165(1) of the MFMA and an Internal Auditor who reports to the Municipal Manager. Section 165 (2) of the MFMA requires the Internal Auditor to;

- a) Prepare a risk-based audit plan and an internal audit program for each financial year;
- b) advise the accounting officer and report to the audit committee on the implementation of the internal audit plan and matters relating to—
  - i. internal audit;
  - ii. internal controls;
  - iii. accounting procedures and practices;
  - iv. risk and risk management;
  - v. performance management;

- vi. loss control; and
- d) perform such other duties as may be assigned to it by the accounting officer.

The Internal Auditor is responsible for the Audit Unit and must also ensure that the Audit Committee and the Performance Audit Committee meets as legislated and that all aspects required by legislation are submitted at these meetings to ensure that the committees are informed and that recommendations can be made and implemented.

The meetings of the Audit Committee are attended by Senior Management and relevant Councillors. The Committee is a statutory committee and functions in accordance with Section 166 of the Municipal Finance Management Act. The Committee is an independent advisory board on internal financial controls and audits, risk and performance management and effective governance.

The municipality implemented “Compliance Assist” which is an electronic automated monitoring tool that assists with the monitoring of compliance. Quarterly reports are submitted to council and the audit committee to enable them to fulfil their oversight role in the monitoring of compliance.

Capacity within the Audit Unit remains a key challenge, but Bergvriër was fortunate to be awarded a Financial Management Grant of R 420 000 from the Provincial Government to increase the Internal Audit capacity and ensure better governance. The grant enabled Bergvriër to appoint a service provider to assist the internal auditor to perform various audits in terms of the 2014/2015 approved Internal Audit Plan.

## 2.8 RISK MANAGEMENT

The Municipality has a Risk Committee which meets quarterly. Strategic risks are identified during the annual strategic planning session of the Council as well as by Senior Management at management meetings and Risk Committee Meetings. Departmental and operational risks are identified by the Directorates and managed by the relevant Directors.

Strategic risks are populated in an automated electronic risk register (Risk Assist) after council approval of the annual risk register. The risk register is updated as part of the mandate of the Risk Committee. Quarterly reports are submitted to Council on how risks are managed and mitigated to ensure proper management thereof and achievement of the desired outcomes. The top risks with their key challenges / actions are:

**TABLE 46: TOP RISKS AND ACTIONS**

RISK	ACTIONS
<b>Revenue enhancement</b>	Encouraging economic development and sustainability within the Bergvriër Municipal Area.
<b>Debtor management:</b>	Regular reporting to Mayoral Committee and Council regarding the outstanding debtor’s percentage in the Municipal Area. Workshops were conducted with all with all council members to discuss the way forward

RISK	ACTIONS
	and the alternative measures to address debtor management with inputs and assistance from provincial treasury and SALGA.
<b>Cash flow management</b>	Regular reporting to the Audit Committee as well as the Mayoral Committee and Council regarding the outstanding debtor's percentage in the Municipal Area. The cash flow situation has also improved during the 2013/14 financial with the assistance from the Western Cape provincial government with regards to grants given to the municipality due to the good percentage of spending on capital projects. In the future cash flow management will consist of two categories, i.e. income from debtors and grants received.
<b>Clean Audit</b>	Continuous changes in legislation as well as compliance and the management thereof, quarterly reporting to council and the audit committee on previous year's findings and actions implemented, identifying and managing areas of concern and prioritizing those.

Other key risks include:

- ▲ Increased population which place a burgeoning demand on services;
- ▲ Local business retention and negative social conditions; and
- ▲ Water management

A shared service has been established for risk management within the West Coast District Municipality and a risk manager was appointed on 1 March 2013. This was implemented to ensure continuity regarding risk and risk management within the district and the standardisation of policies, procedures and training.

## 2.9 ANTI-CORRUPTION AND FRAUD

Bergvliet Municipality subscribes to the principles of good corporate governance, which requires the conducting of business in an honest and transparent fashion. The policy of the municipality is zero tolerance to corruption and fraud.

Fraud prevention can be seen as the cumulative effect of both prevention and detection systems incorporated by management. The detection of fraud can only lead to the prevention thereof if the response thereto acts as a deterrent.

Implementing good governance, ethics, accountability as well as strategies and policies to prevent fraud and corruption is based on the principle that service delivery is the priority of the Municipality. Implementation of these principles and awareness are continuous processes aimed at ensuring that the interest and needs of the public are met.

Municipalities are encouraged to promote the principles of good governance, ethics and risk management. Raising awareness on good governance includes communication on anti-corruption strategies and highlighting the role of the community in the fight against unethical conduct, fraud and corruption.

The Anti-fraud and Corruption Policy was reviewed during the 2013/14 financial year and approved by Council in June 2014. The Municipality participated in workshops hosted by the Provincial Government and these assisted the municipality to implement its policy, enhance the profile of fraud and corruption within the workplace and spread awareness. Employees are encouraged to communicate with their supervisors or management regarding the identification of risks and incidences of fraud and corruption.

Municipal employees as well as Councillors are expected to abide by the Code of Conduct for Employees and the Code of Conduct for Councillors. These codes include aspects such as general conduct, declaration of interests, council property and commitment to serving the public interest. The Municipal Manager also played an active role in this and has initiated regular vehicle inspections to raise awareness and the importance on the upkeep of municipal assets.

Policies and procedures that are adopted by Council as part of human resources, finance and internal controls also focus on, and include prevention controls, detection controls and segregation of duties to ensure that fraud and corruption is prevented and detected. On a day to day basis these include physical controls, supervision and authorization controls and the proper management of information.

Anti-fraud-, corruption- and ethics initiatives -workshops are reported quarterly. Councillors and senior management are part of the Risk Committee and participate in discussions and report backs to ensure that these initiatives are implemented and that officials are informed and part of the process.

Quarterly meetings of the Provincial Treasury Risk Forum are also attended to update them on the fraud, corruption and risk processes in the Municipality.

## **2.10 BY-LAWS**

In terms of the Constitution of the Republic of South Africa (1996), a municipality has exclusive municipal executive and legislative authority in its area of jurisdiction to inter alia pass and administer By-laws for the effective administration of matters that it has the right to administer and for its own internal proceedings and arrangements.

Just like the laws of the country, the Municipality's By-Laws and Policies must also be obeyed. It is important that communities know the content of these rules as to ensure an orderly and structured management of the affairs of a town.

- **Process to pass or amend a By-law**

- A need for regulatory measures of a municipal responsibility is identified and a By-law is drafted;
- A report detailing the identified need and the draft By-law is submitted through the relevant Committees to Council for principle approval;
- The department that drafted the By-law embark on a public participation process to invite public comment on the By-laws. Any objections received must be considered by Council;
- A final report is submitted to Council for passing of the By-law; and
- The approved By-law is promulgated in the Provincial Gazette on which date or a later date as determined in the By-law, it becomes enforceable in the Bergrivier Municipal Area.

- **By-law enforcement**

Each Directorate is responsible for enforcing By-laws regulating matters within its field of responsibility in terms of delegated authority from the Council.

- **Adoption and revision of by-laws**

Below is a list of all by-laws developed and reviewed during the financial year:

**TABLE 47: BY-LAWS DEVELOPED**

By-laws developed	Date adopted by Council	Resolution	Public Participation conducted prior to adoption of by-laws Yes/No	Dates of publication	Provincial Gazette
<b>By-Law on Municipal Land Use Planning</b>	23/06/2015	RVN011/06/2015	Yes	02/07/2015 17/07/2015	No. 7418 : PN 209/2015 No. 7426 : PN 222/2015

By-laws can be viewed on the Bergrivier Municipality Website [www.bergmun.org.za](http://www.bergmun.org.za).

## 2.11 THE MUNICIPAL WEBSITE

The Municipal Systems Act (Section 21(B)) requires the Municipality to establish an official website. The Municipal Website is an integral part of the Municipality’s communication infrastructure and strategy. It serves as a tool for community participation, improves stakeholder involvement and facilitates stakeholder monitoring and evaluation of municipal performance. Bergrivier Municipality’s official website is: [www.bergmun.org.za](http://www.bergmun.org.za)



The Municipality is required to place all information that must be made public in terms of the Municipal Systems Act and the Municipal Finance Management Act (MFMA) on this Website. Section 75 of the MFMA specifies that the following documents must be placed on the website:

**TABLE 48: MUNICIPAL WEBSITE: CONTENT AND CURRENCY OF MATERIAL**

DOCUMENTS PUBLISHED ON THE MUNICIPALITY'S WEBSITE	YES / NO
a) The annual and adjustments budgets and all budget-related documents	Yes
b) All current budget-related policies	Yes
c) The annual report	Yes
d) Performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act	Yes
e) All service delivery agreements	Yes
f) All long-term borrowing contracts	N/A
g) All supply chain management contracts above R 100 000 for 2014/15	Yes
h) An information statement containing a list of assets over a prescribed value that have been disposed of in terms of section 14 (2) or (4)	N/A
i) Contracts agreed in Year 1 to which subsection (1) of section 33 applies, subject to subsection (3) of that section	N/A
j) Public-private partnership agreements referred to in section 120	N/A
k) All quarterly reports tabled in the council in terms of section 52 (d)	Yes
l) Any other documents that must be placed on the website in terms of this Act or any other applicable legislation, or as may be prescribed	Yes

## 2.12 DELEGATIONS

The Constitution of the Republic of South Africa (1996) states that the legislative and executive authority of the municipality is vested in the municipal council. The municipality has the function and powers assigned to it in terms of 156 and 229 of the Constitution. Section 53 of the Systems Act states that the municipality must define specific areas of responsibilities for each political structure or political office bearer of the Municipality and that of the Municipal Manager. These respective roles and areas of responsibilities may include the delegation of power and duties. In terms of Section 59(1) of the Municipal Systems Act, 2000 (Act 32 of 2000) the Municipality must develop a system of delegation that will maximise administration and operational efficiency and will provide for adequate checks and balances.

In terms of the Section 12 Notice (Municipal Structures Act), Bergrivier Municipality operates under a Mayoral System. This system allows for the exercise of executive authority through an Executive Mayor in which the executive leadership of the municipality is collectively vested.

Decisions are taken corporately by, or on behalf of the whole Council. Municipalities are expressly empowered to arrange for their functions to be discharged by Committees, who may in turn arrange for them to be discharged by Sub-Committees. The Council, Committee or Sub-Committee may also decide that individual officers may discharge functions. All such arrangements are referred to as delegations and a "register, or manual of delegations" must be maintained by the municipality so as to have a record of all delegations made.

Since the approval of the previous delegations (28 February 2012) various pieces of new legislation or amendments to legislation have come into operation which have assigned additional powers, duties and responsibilities to the Municipal Manager as the accounting officer and further powers and responsibilities to the Mayor, as the political head of the municipality. A review of all delegations was therefore necessary to align the previous delegations with the new legislation and amendments and the new delegations were approved on 23 June 2015.

**Section 65 of the MSA determines the following: 65 Review of delegations:-**

*“(1) Whenever it becomes necessary in terms of section 59(2) (f) to review a municipality’s delegations, the municipal manager must submit to the Council – (a) a report on the existing delegations issued in terms of Section 59 by the Council and other delegating authorities of the Municipality; and (b) recommendations on any changes to the existing delegations which the municipal manager may consider necessary.”*

Bergrivier Municipality has developed their Delegated Powers in accordance with delegations that currently exist as well as those provided for in new Local Government legislation or amendments to legislation. The Office of the Municipal Manager and all Departments within Council were consulted in order to identify and advise on all powers and functions related to their respective key performance areas in an endeavour to ensure that a proper system of delegation is put into place that will contribute to the accountable empowerment of officials and functionaries and other organs of the Council in execution of their administrative and operational powers, functions and responsibilities in order to optimize efficiency in an accountable and transparent manner. There are currently two main Acts that govern delegation of municipal powers to organs, officials and functionaries, i.e. Municipal Systems Act and the Municipal Finance Management Act. There are however other pieces of legislation that deal with specific matters (e.g. National Building Regulations, SAPS Act, - National Road Traffic Act etc.), that contain specific stipulations regarding the delegation of certain statutory powers without the necessity of Council resolution.

The new delegations were approved by Council on 23 June 2015 (RVN010/06/2015).

### **2.13 PUBLIC SATISFACTION ON MUNICIPAL SERVICES**

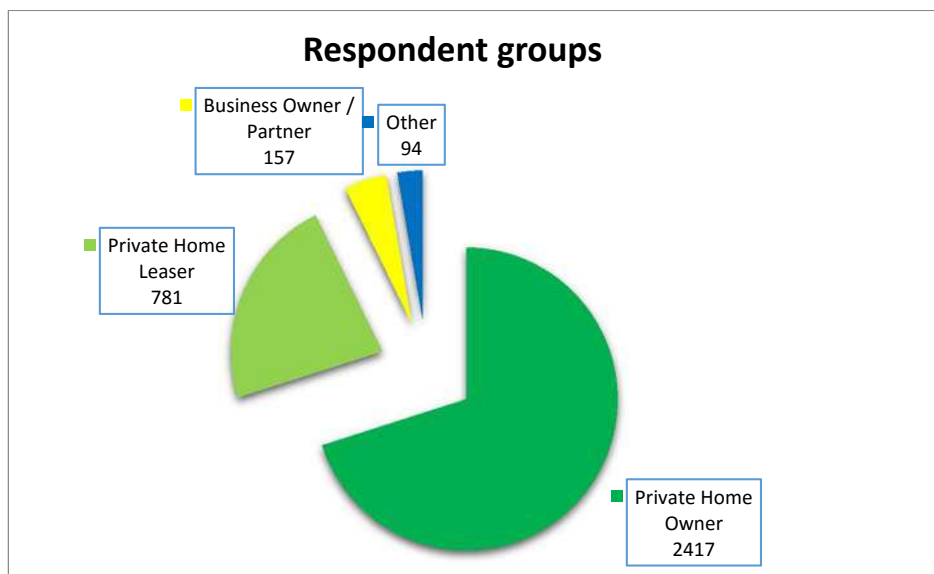
In May 2015, the Municipality undertook a Client Services Evaluation to evaluate its compliance with the Client Services Charter. The target audience for the evaluation was a random sample of volunteers resident in the community.

The survey methodology entailed personal interviews by temporary staff. For 2015 the survey sample size was 3 386 (excluding Porterville where the survey was not conducted. Porterville will be included in the 2016 survey.). Respondents were classified into three different groups, namely:

private home-owners, rentals and businesses. All respondents were anonymous, and only their residential area is indicated. The survey conducted in 2012/13 had a sample size of 362 and that of 2013/14 160. Due to the difference in samples between 2012/13, 2013/14 and 2014/15, a comparative analysis was not possible.

The survey will be repeated on an annual basis in future in order to evaluate the municipality's service delivery and ensure that we constantly strive towards better service delivery.

**FIGURE 15: CLASSIFICATION OF CLIENT SERVICES SURVEY RESPONDENTS**



A total of 27 individual departmental functions were evaluated as well as the following generic functions:

- ▲ General enquiries
- ▲ Telephone etiquette
- ▲ Staff – Friendliness & Helpfulness
- ▲ Staff – Knowledge & Skills
- ▲ Ward Councillors – Functioning & Effectiveness
- ▲ Communication

The complete Client Services Evaluation Report is attached as **APPENDIX7**

## CHAPTER 3 SERVICE DELIVERY PERFORMANCE



**Winterhoek Mountains in winter time  
Photographer unknown: Photo provided**

### **3.1 INTRODUCTION**

This Chapter provides an overview of the service delivery performance of the Municipality for the 2014/15 financial year, and includes all services rendered by the Municipality. The Chapter concludes with the Municipality's Annual Performance Report which was compiled in terms of Section 46 of the Municipal Systems Act. It sets out the Key Performance Indicators (KPI's), targets and actual performance of the Municipality in relation to the strategic objectives of the Municipality as set out in the Integrated Development Plan (IDP). It also includes a service provider's performance report.

### **3.2 BASIC SERVICES**

Basic services are a package of services necessary for human well-being and typically include water, sanitation, electricity, refuse removal and property taxes. An overview will also be provided on integrated human settlements (housing) which differs from the aforementioned services in that it is a concurrent National and Provincial competence. It is included in this Annual Report as there is a direct correlation between the provision of basic services and housing and Bergrivier Municipality delivers housing as an implementing agent for Provincial Government. The Municipality has been providing basic services at the prescribed level to all urban households within its area of jurisdiction since the 2008/09 financial year, but still faces major challenges when it comes to ensuring that residents of the private Moravian towns have access to minimum service standards. There are ongoing discussions between the Municipality, Moravian Church of South Africa, West Coast District Municipality and Province to find a sustainable service delivery solution. The Municipality managed to facilitate funds from Provincial Government to assist with service delivery challenges in the Moravian Town of Wittewater. The upgrading of their water network and water source will be completed before the end of September 2015 to the value of R 1 145 000.

Municipalities have the discretion to provide services at higher levels than those stated, and one of Bergrivier Municipality's development priorities is to provide and maintain bulk and service infrastructure that will address backlogs and provide for future development. Bergrivier's focus is on steadily improving bulk and service infrastructure networks to enable the municipality to render quality services to all its consumers and create an environment that will attract development opportunities that will impact positively on the local economy. This includes;

- Reducing bulk and service infrastructure capacity backlogs (water and sanitation);
- Maintenance and development of service infrastructure and networks to maintain a good standard of service delivery;
- Master plan development and revision.

### 3.2.1. WATER

#### 3.2.1.1 INTRODUCTION

Water services are rendered by the Technical Services Directorate. The Municipality is a Water Services Authority in terms of the Water Services Act, 1997 (Act 108 of 1997) and adopted a Water Services Development Plan (WSDP) in 2010. The Municipality provides water services to all towns in its area of jurisdiction with the exception of Goedverwacht, Wittewater and De Hoek (PPC) which are private towns.

The overarching objectives of the WSDP are:

- To provide for the housing needs of the residents of Bergrivier in a continuous and sustained manner by timely future planning while preserving its distinctive character;
- To, in co-operation with other role-players, provide the residents of Bergrivier with a healthy economic basis and create a quality environment through sustained planning and in so doing create job opportunities as well as promote the expansion of tourism;
- To provide the residents of Bergrivier with a healthy and safe living environment through the timely establishment of the necessary community facilities;
- To empower the residents of Bergrivier through the provision and exposure to the necessary academic as well as practical training facilities;
- To support the residents of Bergrivier with the necessary sporting and recreational facilities; and
- To preserve, conserve and expand the conservation worthy natural environment in harmony with future town development.

The two most critical issues addressed in the WSDP are

- The eradication of water backlogs;
  - All households have access to basic water. The backlogs that exist pertain to the development of new houses and backyard dwellers. Grants provided by National Government (MIG funds) are utilised for the upgrading of water and sanitation bulk and service infrastructure.
- Water Conservation (WC) and Water Demand Management (WDM):
  - The Municipality monitors its water losses on a monthly basis, and is experiencing a decline in its water losses. Key priorities in terms of the Municipality's WC/WDM Strategy are:
    - The identification of specific zones within the supply system to monitor revenue or unaccounted for water (UAW) on a monthly basis;
    - The monitoring of non-revenue or UAW regularly (detailed water audits and balances);

- The implementation of systems to measure key parameters such as minimum night flows;
- To implement a pressure management, pipeline management and rehabilitation programme;
- Raise awareness through brochures detailing the benefits of initiating WDM/WC strategies that can be sent out with the accounts and placed in local newsletters;
- Water education in schools (demonstrations and exhibits at schools in their planning process);
- Implementation of a consumer meter management programme and meter maintenance and replacement policy;
- Inform Council Members of the current legislation around WC/WDM, and include it in the Strategic Framework for Water Services;
- WC/WDM options must be included when additional water resources are investigated and it must be seen as part of the water services planning process; and
- New supply schemes must only be developed where it can be shown that the existing water resources are being used efficiently.

Ensuring that non-revenue water and UAW levels are maintained/reduced and implement measures to promote WC/WDM to their consumers and end-users on an on-going basis.

### 3.2.1.2 SERVICE STATISTICS

#### 3.2.1.2.1 ACCESS TO WATER AND SERVICE DELIVERY LEVELS

The Water Services Act defines access to minimum water standards as access to at least 25 litres of potable water per day supplied within 200m of a household and with a minimum flow of 10 litres per minute. Access to piped water is defined as 6 000 litres of potable water supplied per formal connection per month. National policy also requires that poor households should receive 6 kl of free basic water per month.

All households within the Municipality's supply area have access to minimum standards of water. All households have access to piped water except for the informal houses in Block F, Velldrif (old hostel), which have communal water facilities and where these services are currently being installed. Only registered indigent households within the Municipality's supply area are entitled to 6 Kl of free basic water.

**TABLE 49: ACCESS TO WATER**

FINANCIAL YEAR	PROPORTION OF HOUSEHOLDS WITH ACCESS TO WATER POINTS	PROPORTION OF HOUSEHOLDS WITH ACCESS TO PIPED WATER	PROPORTION OF HOUSEHOLDS ENTITLED TO 6 KL FREE WATER
2011/12	71	8336	8336
2012/13	71	8407	8407
2013/14	71	8655	1944
2014/15	89	8639	1795

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**TABLE 50: WATER SERVICE DELIVERY LEVELS**

DESCRIPTION	2011/12 ACTUAL	2012/13 ACTUAL	2013/14 ACTUAL	2014/15 ACTUAL
<b>WATER: (ABOVE MIN LEVEL)</b>				
Piped water inside dwelling	8336	8407	8655	8639
Piped water inside yard (but not in dwelling)	0	0	0	0
Using public tap (within 200m from dwelling )	71	71	71	89
Other water supply (within 200m)	0	0	8726	8728
<b>Minimum Service Level and Above sub-total</b>	<b>8407</b>	<b>8478</b>	<b>8655</b>	<b>8639</b>
<b>Minimum Service Level and Above Percentage</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>WATER: (BELOW MIN LEVEL)</b>				
Using public tap (more than 200m from dwelling)	0	0	0	0
Other water supply (more than 200m from dwelling)	0	0	0	0
No water supply	0	0	0	0
Below Minimum Service Level sub-total	0	0	0	0
Below Minimum Service Level Percentage	0%	0%	0%	0%
<b>Total number of households</b>	<b>8407</b>	<b>8478</b>	<b>8655</b>	<b>8639</b>

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### 3.2.1.2.2 WATER QUALITY

The Municipality's water is of a good quality and complies with National Standard SANS 242. The Department of Water Affairs has implemented the Blue Drop Certification Programme to enable it to assess the standard of water services provided by municipalities. It entails the assessment of five key performance areas, and in order to qualify for a Blue Drop Award, a Municipality must achieve a total of 95% for all five key performance areas. The assessment for Blue Drop Status takes place every second year and the criteria changes with every assessment.



### 3.2.1.2.3 WATER CONSUMPTION AND LOSSES

The implementation of the Water Demand Strategy has led to a steady decline in water losses over the last three financial years given fluctuations and the water losses for 2014/15 is still below the 10 % margin which is 8.88 %.

**TABLE 51: WATER CONSUMPTION AND LOSSES**

YEAR	UNITS PURCHASED (ml)	LOSSES (ml)	%	RAND VALUE (APPROXIMATE)
2011/12	2 399 380	248 853	10.37	R 843 612.00
2012/13	2 368 226	221 625	10.09	R 888 849.00
2013/14	2 285 457	172 984	7.57	R657 339
2014/15	2 515 197	223 365	8.88	R 960 469

**TABLE 52: WATER LOSSES PER NETWORK (%)**

YEAR	VELDDRIF	AURORA	PIKETBERG	REDELINGHUYS	PORTERVILLE	EENDEKUIL
2011/12	6.9	14.3	12.9	29.1	15.4	0.2
2012/13	8.3	1.6	9.5	28.1	12.4	5.1
2013/14	9.0	13.1	0.1	28.3	11.8	1.5
2014/15	5.4	0.2	8.0	31.2	14.5	14.0

The water losses for Redelinghuys is high in comparison to the other towns. This can be attributed to Redelinghuys having a small number of consumers and that it is expensive to identify the leakages. The national norm for water losses is 37 % and Redelinghuys is therefore still within the national norm.

### 3.2.1.3 HUMAN RESOURCE CAPACITY

The vacancy rate in staff for water services was 18.18 % as at 30 June 2015. For practical purposes, water and sanitation are treated as a unit and personnel assigned to these functions work across both functions. Management assigned to the function are responsible for all aspects of service delivery.

**TABLE 53: HUMAN RESOURCE CAPACITY: WATER SERVICES**

NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
22	18	4	18.18%

The relative high level of vacancies is within the worker component and not within management.

### 3.2.1.4 FINANCIAL PERFORMANCE

**TABLE 54: FINANCIAL PERFORMANCE (OPERATIONAL): WATER SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	3 000 000.00	3 000 000.00	2 876 755.90	-4%
Other:	13 518 449.00	13 626 322.00	12 425 430.16	-9%
Repairs & Maintenance:	557 000.00	502 000.00	867445.65	73%
<b>Total Operational Expenditure</b>	<b>17 075 449.00</b>	<b>17 128 322.00</b>	<b>16 179 631.71</b>	<b>-6%</b>
<b>Total Operational Revenue</b>	<b>-22 052 522.00</b>	<b>-36 478 188.48</b>	<b>-37 545 674.97</b>	<b>3%</b>
<b>Net Operational Expenditure</b>	<b>-4 977 073.00</b>	<b>-19 349 866.48</b>	<b>- 21 366 043.26</b>	<b>10%</b>

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**TABLE 55: FINANCIAL PERFORMANCE (CAPITAL): WATER SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Diverse equipment	10 000.00	10 000.00	10 000.00	8 254.00	-17%
Tools	25 000.00	25 000.00	25 000.00	11 661.99	-53%
Replace Water meters	100 000.00	100 000.00	100 000.00	44 412.01	-56%
Purchase new borehole pumps	20 000.00	12 000.00	12 000.00	11 965.09	0%
Dam Safety report (Waboomspruit)	30 000.00	30 000.00	0	0	0
Dam safety report (Porterville Dam)	30 000.00	30 000.00	0	0	0
Replace Fiat Tractor: CBY 1399	200 000.00	195 000.00	195 000.00	195 000.00	0%
Build new reservoir (Velddrif)	8 412 000.00	1 315 789.00	1 315 789.00	1 006 061.17	-24%
Upgrade Water infrastructure	1 945 000.00	5 963 825.00	5 963 825.00	5 278 488.83	-11%
Refurbish Boreholes	320 000.00	320 000.00	320 000.00	177 605.00	-44%
Pressure Valve (Renew)	120 000.00	120 000.00	120 000.00	47 388.00	-61%
Water Meter at Source	100 000.00	100 000.00	16 600.00	16 560.80	0%
Pumps (standby)	250 000.00	250 000.00	237 100.00	237 076.14	0%
Water Infrastructure PB		6 583 430.00	6 583 430.00	6 583 427.45	0%
Install Ozone Filters at Albatros/ASTR			156 300.00	119 649.00	-23%
<b>TOTAL</b>	<b>11 562 000.00</b>	<b>15 055 044.00</b>	<b>15 055 044.00</b>	<b>13 737 549.48</b>	<b>-9%</b>

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### 3.2.1.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Performance highlights for the year include:

- The successful implementation of the Water Demand Strategy continued and water losses is still below the 10 % margin which is 8.88 %. This reduction is still significant as each % decrease represents a saving of approximately R 90 000. The Municipality falls within the top 10 Municipalities in the Province with low water losses.
- Additional Municipal Infrastructure Grant (MIG) funding was received from National Government to implement a project to utilise additional water sources in Porterville. This additional allocation was derived from Municipalities who could not spend their MIG allocation and it was given to Bergrivier due to good performance on MIG expenditure (roll over funds for 2014/15).
- Water master plans were updated for all the water networks in the Bergrivier Municipal Area.

Challenges that still need to be addressed include:

- The maintenance of Blue Drop standards for the Velddrif and Porterville water networks and the achievement of Blue Drop awards for all the Municipality's remaining water networks.
- The expanding presence of backyard dwellers due to home owners renting out structures in their yards. Although all even have access to water, we have no manner of ensuring that these backyard dwellers have access to sufficient water.
- On-going reductions in water losses, and
- A new WSDP will be compiled in the next financial year.



**Water Infrastructure Upgrade – Porterville  
(Photo provided by Rassie Bothma)**

### 3.2.2 SANITATION

#### 3.2.2.1 INTRODUCTION

Sanitation services are rendered by the Technical Services Directorate. The Municipality provides sanitation services to all towns in its area of jurisdiction with the exception of Goedverwacht, Wittewater and De Hoek (PPC) which are private towns. All households have access to basic services and our strategy is to provide a better quality of service through upgrading the existing waste water treatment works (WWTW) and networks. Sanitation is also addressed in the Water Services Development Plan, especially the eradication of sanitation backlogs. Backlogs pertain to the development of new houses and backyard dwellers.

#### 3.2.2.2 SERVICE STATISTICS

##### 3.2.2.2.1 ACCESS TO SANITATION AND SERVICE DELIVERY LEVELS

Access to minimum sanitation services is defined as a ventilated pit latrine (VIP). All urban households within the Municipality's area of jurisdiction have access to minimum sanitation levels. There are still 89 households in Velddrif (Block F) who require a higher level of service.

**TABLE 56: SANITATION SERVICE DELIVERY LEVELS**

DESCRIPTION	2011/12 ACTUAL	2012/13 ACTUAL	2013/2014 ACTUAL	2014/2015 ACTUAL
<b>SANITATION/SEWERAGE: (ABOVE MINIMUM LEVEL)</b>				
Flush toilet (connected to sewerage)	6209	6595	6673	6 754
Flush toilet (with septic tank)**	2127	2127	2127	2 092
Chemical toilet	0	0	0	0
Pit toilet (ventilated)	0	0	0	0
Other toilet provisions (above min. service level)	71	71	71	89
<b>Minimum Service Level and Above sub-total</b>	<b>8407</b>	<b>8722</b>	<b>8871</b>	<b>8 935</b>
<b>Minimum Service Level and Above Percentage</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>SANITATION/SEWERAGE: (BELOW MINIMUM LEVEL)</b>				
Bucket toilet	0	0	0	0
Other toilet provisions (below min. service level)	0	0	0	0
No toilet provisions	0	0	0	0
<b>Below Minimum Service Level sub-total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Below Minimum Service Level Percentage</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>Total number of households</b>	<b>8407</b>	<b>8722</b>	<b>8871</b>	<b>8 935</b>

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(\*\* Figure not included in billing reports because basic sanitation not charged for septic tanks)

### 3.2.2.2 WASTE WATER QUALITY

The Municipality's waste water is of an acceptable quality, although it does not comply fully with National Standard SANS 241. This is primarily due to ageing infrastructure. The Velddrif Waste Water Treatment Works was upgraded and completed at the end of the 2014 financial year. Further upgrades to existing Waste Water Treatment Works are planned, but subject to funding and budgetary considerations.

### 3.2.2.3 HUMAN RESOURCE CAPACITY

The vacancy rate for staff members in sanitation services was 6.67 % as at 30 June 2015. For practical purposes, water and sanitation are treated as a unit and personnel assigned to these functions work across both functions. Management assigned to the function are responsible for all aspects of service delivery.

**TABLE 57: HUMAN RESOURCE CAPACITY: SANITATION SERVICES**

NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
15	14	1	6.67%

### 3.2.2.4 FINANCIAL PERFORMANCE

**TABLE 58: FINANCIAL PERFORMANCE (OPERATIONAL): SANITATION SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	2 039 000.00	2 196 000.00	1 900 497.48	-13%
Other:	6 215 900.00	6 556 571.00	2 227 767.12	-66%
Repairs & Maintenance:	420 000.00	475 000.00	466 857.57	-2%
<b>Total Operational Expenditure</b>	<b>8 674 900.00</b>	<b>9 227 571.00</b>	<b>4 595 122.17</b>	<b>-50%</b>
<b>Total Operational Revenue</b>	<b>-25 351 780.00</b>	<b>-15 633 257.00</b>	<b>-15 938 711.30</b>	<b>2%</b>
<b>Net Operational Expenditure</b>	<b>-16 676 880.00</b>	<b>-6 405 686.39</b>	<b>-11 343 589.13</b>	<b>77%</b>

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**TABLE 59: CAPITAL EXPENDITURE: SANITATION SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Diverse equipment	8 000.00	8 000.00	23 000.00	20 469.00	-11%

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Tools	15 000.00	15 000.00	0	-	-
Switchgear and pumps	100 000.00	100 000.00	93 500.00	87 945.00	-6%
Sewer line 300mm supply line Disa Street (Monte Bertha)	420 000.00	420 000.00	261 634.00	260 000.00	-1%
Sewerage Laaiplek: Oos Street	300 000.00	300 000.00	300 000.00	143 987.27	-52%
Replace Sewerage Tank on CFP 3464	1500 00.00	150 000.00	150 000.00	120 000.00	-20%
Toilets PV Dam	50 000.00	50 000.00	50 000.00	20 177.81	-60%
Expansion of WWTW	0	1 154 333.00	1 312 699.00	1 312 697.38	0%
Sewerage Standby Pumps	0	0	6 500.00	6 464.82	-1%
<b>TOTAL</b>	<b>1 043 000.00</b>	<b>2 197 333.00</b>	<b>2 197 333.00</b>	<b>1 91 741.28</b>	<b>-10%</b>

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### 3.2.2.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Challenges that still need to be addressed include:

- The achievement of Green Drop awards for all the Municipality's waste water treatment works;
- The expanding presence of backyard dwellers due to home owners renting out structures in their yards. Although all erven have access to sanitation, we have no manner of ensuring that these backyard dwellers have access to sanitation;
- The high cost of making provision for future developments and low costs housing projects;
- Oxidation ponds for Aurora and Redelinghuys; and
- Upgrading of the Porterville Waste Water Treatment Works to accommodate future low cost housing developments.

### 3.2.3 ELECTRICITY AND STREET LIGHTING

#### 3.2.3.1 INTRODUCTION

Electricity services are rendered by the Technical Services Directorate. The Municipality is responsible for the distribution of electricity in all urban areas except Goedverwacht, Wittewater and De Hoek and a portion of Eendekuil. The Municipality only distributes electricity to a small portion of Eendekuil where the low cost houses are situated (162 households). Eskom distributes electricity to all areas not serviced by the Municipality.

#### 3.2.3.2 SERVICE STATISTICS

##### 3.2.3.2.1 ACCESS TO ELECTRICITY AND SERVICE DELIVERY LEVELS

National policy requires that poor households should receive 50 kWh of free basic electricity per month. All existing households within the Municipal supply area have access to minimum standards of electricity. There is also street lighting in all towns.

**TABLE 60: ELECTRICITY SERVICE DELIVERY LEVELS**

DESCRIPTION	2011\12 ACTUAL	2012\13 ACTUAL	2013/14 ACTUAL	2014/15 ACTUAL
<b>ENERGY: (ABOVE MINIMUM LEVEL)</b>				
Electricity (at least minimum service level)	3016	2858	2672	1 856
Electricity - prepaid (minimum service level)	5393	5561	5871	7 152
<b>Minimum Service Level and Above sub-total</b>	<b>8409</b>	<b>8419</b>	<b>8543</b>	<b>9 008</b>
<b>Minimum Service Level and Above Percentage</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>ENERGY: (BELOW MINIMUM LEVEL)</b>				
Electricity (< min. service level)	0	0	0	0
Electricity - prepaid (< min. service level)	0	0	0	0
Other energy sources	0	0	0	0
<b>Below Minimum Service Level sub-total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Below Minimum Service Level Percentage</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>Total number of households</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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##### 3.2.3.2.2 ELECTRICITY CONSUMPTION AND LOSSES

The Municipality's electricity losses for the 2014/15 financial year was 10.5%. Bergrivier is still in the process of replacing old pre-paid and conventional meters with new "split type pre-paid meters".

The Municipality was able to allocate much needed capital to maintain and refurbish the electricity network.

**TABLE 61: ELECTRICITY LOSSES**

YEAR	UNITS PURCHASED (kWh)	LOSSES (kWh)	PERCENTAGE (%)	RAND VALUE (APPROXIMATE)
2011/12	74 823 043	7 441 602	9.95	R 4 296 707
2012/13	75 721 651	10 022 999	13.24	R6 408 705
2013/14	77 236 807	8 246 380	10.68	R5 525 899
2014/15	76 855 739	8 069 840	10.50	R 6 046 328

### 3.2.3.3 HUMAN RESOURCE CAPACITY

The vacancy rate for electrical services was 22.73 % as at 30 June 2015.

**TABLE 62: HUMAN RESOURCE CAPACITY: ELECTRICITY SERVICES**

NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES %
22	17	5	22.73%

### 3.2.3.4 FINANCIAL PERFORMANCE

**TABLE 63: FINANCIAL PERFORMANCE (OPERATIONAL): ELECTRICITY and STREET LIGHTS**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	5 819 000.00	6 069 000.00	5 422 491.27	-11%
Other:	71 839 000.00	73 814 672.00	73 310 143.23	-1%
Repairs & Maintenance:	1 116 000.00	1 125 000.00	1 110 654.23	-1%
<b>Total Operational Expenditure</b>	<b>78 774 000.00</b>	<b>81 008 672.00</b>	<b>79 843 288.73</b>	<b>-2%</b>
<b>Total Operational Revenue</b>	<b>-83 808 000.00</b>	<b>-85 598 000.00</b>	<b>-82 292 071.00</b>	<b>-3%</b>
<b>Net Operational Expenditure</b>	<b>-5 034 000.00</b>	<b>-4 589 328.00</b>	<b>-2 548 782.20</b>	<b>-30%</b>

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**TABLE 64: FINANCIAL PERFORMANCE (CAPITAL): ELECTRICITY AND STREET LIGHTS**

DESCRIPTION	Adjustment Budget 2014/15	Actual Total Year to Date	VARIANCE
High tension circuit breakers	17,500	17,489.06	-0.06%
Bulk meter replacement	60,000	587.26	-99.02%
Diverse equipment	10,000	9,388.95	-6.11%
Meter streetlights	30,000	26,000.00	-13.33%
Replace street lights	80,000	49,291.00	-38.39%
High tension pole replacements	50,000	49,633.05	-0.73%



DESCRIPTION	Adjustment Budget 2014/15	Actual Total Year to Date	VARIANCE
15 Meter Cherry Picker for CBY 5469	711,000	698,228.51	-1.80%
Network Renewals	313,813	313,812.75	0.00%
Replacing conventional electricity meters with prepaid	1,028,687	728,450.29	-29.19%
Electrification 89 Service Sites Noordhoek	854,252	899,641.65	5.31%
Electrification 116 RDP Houses Porterville	1,245,748	1,324,239.70	6.30%
Total	4,401,000	4,116,762.22	

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### 3.2.3.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Performance highlights for the year include:

- The completion of the Electricity Master Plan with funding received from the Provincial Department of Local Government;
- A constant supply of good quality electricity to consumers despite limited resources; and
- Reduction in electricity losses

Challenges that still need to be addressed include:

- Maintain maintenance standards on networks;
- Limited budget to maintain existing infrastructure; and
- Further reduction of electricity losses.



Construction of Eendekuil & Porterville Sport Grounds Flood Lights



Construction of Flood Lights in Redelinghuys

Photos taken by Neels Rossouw

### 3.2.4 WASTE MANAGEMENT

#### 3.2.4.1 INTRODUCTION

Waste management services are rendered by the Technical Services Directorate. Waste Management covers the collection, recycling and disposal of household and business waste, builder's rubble and garden refuse. Street cleaning is also a function of the Waste Management Section. All households in urban areas, including Goedverwacht and Wittewater, have access to a weekly refuse removal service.

Previously all households and business waste was collected at the Piketberg and Velddrif Transfer Stations and from there transported to the Highlands landfill site near Malmesbury. After lengthy discussions, an agreement was signed between Bergrivier and Saldanha Bay Municipalities allowing the waste from Velddrif Transfer Station to be dumped at Vredenburg landfill site. Although the

dumping rate is higher than at Highlands, the cost of transporting the waste has decreased significantly.

Applications for closure permits for the previously used landfill sites were submitted to the Department of Environmental Affairs and Development Planning (DEA&DP), and the National Department of Environmental Affairs assisted us by undertaking the process. The rehabilitation costs of these sites remain a challenge. The rehabilitation of the Piketberg site is estimated to cost R 25 983 million while the Porterville site will cost R 23 535 Million. The Municipality does not have the cash reserves for this expenditure, but regards it as a priority and will endeavour to obtain funding. The closure and rehabilitation of the Velddrif site forms part of a land exchange in terms of which the new owner will bear the rehabilitation costs.

After all options were taken into consideration, the most economic viable option was to transport the waste of Bergrivier to Malmesbury Highlands Waste Site. Because of the high transport costs, the objective for Bergrivier Municipality was to reduce those cost by reducing the number of black bags. Bergrivier Municipality was further obliged in terms of the National Environmental Management Act, 2008 (Act 59 of 2008) to get closure permits. One of the objectives of such a permit is the closure of landfill sites which means that was (except for green waste and building rubble) must be received by the transfer stations and collection points. Bergrivier Municipality, with the assistance of the Department of Environmental Affairs and Development Planning (DEA&DP), has obtained closure permits for all the landfill sites.

The first step in implementing the separation at source-principle, was to identify two areas on each of the landfill sites (Piketberg and Porterville) to dump the green waste and building rubble. During the public awareness campaign the community was informed regarding the importance of recycling. After investigating and analysing the content of the black bags, it was found that it included a large amount of green waste. Bergrivier Municipality decided then to also implement a green refuse bag system to further reduce the number of black refuse bags that have to be transported.

One of the Municipality's key objectives in terms of the 2nd generation Integrated Waste Management Plan (IWMP) is the reduction of waste transportation costs, which is being doing through the separation of waste at source and recycling. All recyclables from Porterville are transported to the recycling facility in Piketberg where it is separated. Recycling in Velddrif is continuing through an EPWP programme. Licences for the recycling facilities in Piketberg and Velddrif were issued by DEA&DP.

This resulted to savings in direct cost for the past 3 years of 24 %. All the above actions resulted in a total turnaround regarding the appearance of the landfill sites. The way forward is to obtain financial assistance for the rehabilitation of the landfill sites, and to enter into an agreement with PPC for the incineration of all the waste in Bergrivier, which will further reduce costs.

### 3.2.4.2 SERVICE STATISTICS

#### A ACCESS TO SOLID WASTE SERVICES AND LEVELS

Basic level services for refuse removal are defined as free weekly refuse removal. All households in urban areas including Goedverwacht and Wittewater have access to weekly refuse removal services. Business and other waste is removed by order.

**TABLE 65: SOLID WASTE SERVICE DELIVERY LEVELS**

DESCRIPTION	2011\12 ACTUAL	2012\13 ACTUAL	2013/14 ACTUAL	2014/15 ACTUAL
<b>SOLID WASTE REMOVAL: (MINIMUM LEVEL)</b>				
Removed at least once a week	8 374	8748	8834	8 941
<b>Minimum Service Level and Above sub-total</b>	<b>8 374</b>	<b>8748</b>	<b>8834</b>	<b>8 941</b>
<b>Minimum Service Level and Above percentage</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>SOLID WASTE REMOVAL: (BELOW MINIMUM LEVEL)</b>				
Removed less frequently than once a week	0	0	0	0
Using communal refuse dump	0	0	0	0
Using own refuse dump	0	0	0	0
Other rubbish disposal	0	0	0	0
No rubbish disposal	0	0	0	0
<b>Below Minimum Service Level sub-total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Below Minimum Service Level percentage</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>Total number of households</b>	<b>8 374</b>	<b>8748</b>	<b>8834</b>	<b>8 941</b>

### 3.2.4.3 HUMAN RESOURCE CAPACITY

The vacancy rate for Waste Management Services was 15.6 9% as at 30 June 2015. Management assigned to the function are responsible for all aspects of service delivery.

**TABLE 66: HUMAN RESOURCES: WASTE MANAGEMENT SERVICES**

NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
51	43	8	15.69%

### 3.2.4.4 FINANCIAL PERFORMANCE

**TABLE 67: FINANCIAL PERFORMANCE (OPERATIONAL): WASTE MANAGEMENT SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	6 144 000.00	5 887 000.00	5 698 154.83	-3%

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Other:	10 385 000.00	9 998 634.00	11 247 292.46	12%
Repairs & Maintenance:	412 000.00	462 000.00	431 369.77	-7%
<b>Total Operational Expenditure</b>	<b>16 941 000.00</b>	<b>16 347 634.00</b>	<b>17 376 817.06</b>	<b>6%</b>
<b>Total Operational Revenue</b>	<b>-18 900 400.00</b>	<b>-20 291 400.00</b>	<b>-20 490 896.34</b>	<b>1%</b>
<b>Net Operational Expenditure</b>	<b>-1 959 400.00</b>	<b>-3 943 766.00</b>	<b>-3 114 079.28</b>	<b>-21%</b>

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**TABLE 68: CAPITAL FINANCIAL PERFORMANCE (CAPITAL): WASTE MANAGEMENT SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Diverse equipment	6 000.00	6 000.00	6 000.00	5 730.00	-5%
Tools	2 000.00	2 000.00	2 000.00	0	-100%
Drums and stands	30 000.00	30 000.00	30 000.00	19 912.62	-34%
Cleansing Vehicle	700 000.00	0	0	0	-
Weighbridge (VD,PB,PV)	500 000.00	500 000.00	500 000.00	500 000.00	0%
<b>TOTAL</b>	<b>1 238 000.00</b>	<b>538 000.00</b>	<b>538 000.00</b>	<b>55549.00</b>	<b>-2%</b>

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### 3.2.4.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES

The following challenges and highlights have been experienced in the financial year:

- The roll out of an awareness campaign in cooperation with the Community Development Workers (CDW'S);
- All landfill sites are closed for dumping of household and business refuse. Only building rubble and garden refuse are accepted which are then used for covering material on the landfill sites;
- Implementation of a third green plastic bag to improve waste reduction. Two green bags, with organic material, will be removed free of charge weekly; and
- The Municipality received accolades for its work in waste management in the Greenest Municipality Competition. This is the second year in a row that the Municipality's waste management initiatives were recognised.

Challenges that still need to be addressed include:

- The reduction of all types of refuse (at source);
- The roll out of an aggressive and effective recycling program, and
- Rehabilitation of closed waste disposal sites.

### **3.2.5 HUMAN SETTLEMENTS (HOUSING)**

#### **3.2.5.1 INTRODUCTION**

Human settlement services are rendered by the Technical Services Directorate. Housing is a concurrent National and Provincial competency in terms of Part A of Schedule 4, of the Constitution. Section 10 of the Housing Act 1997, (Act 107 of 1997), sets out the responsibilities of municipalities in relation to the provision of housing. There is a direct correlation between the provision of basic services and housing, which makes it a complex function that relies on high levels of cooperation between the Municipality and the Provincial and National Departments responsible for Housing.

This financial year saw the approval of tenders for construction of services for the following housing projects:

- The Municipality was able to commence with the implementation of its Housing Pipeline that was approved in the 2012/13 financial year. Infrastructure required for the development of 116 low cost houses in Porterville and 89 serviced sites in Laaiplek was installed. This is the first time in over 10 years that low cost housing will be built in Porterville. The services and electricity were completed during the 2014/2015 financial year and the Municipality commenced with construction of the houses. This project is on track and will be completed within the 2015/2016 financial year
- The Municipality concluded services for 107 erven in Velddrif as well as services and electricity on an additional 89 erven in Velddrif.
- The municipality is currently in the construction phase of the top structures on the above mentioned 89 erven, as well as the upgrading of 34 hostels in Velddrif.

Bergvliet Municipality also engaged into discussions with National Treasury as well as the Provincial Department of Human Settlements to determine the viability of GAP Housing. This entails the creation and promotion of housing opportunities, in partnership with the private sector, for people earning a combined monthly income between R 3 501 and R 18 000. However, the outcome of further discussions, consultations and the forming of new partnerships will determine how the municipality could contribute and facilitate human settlement projects of this nature.

### 3.2.5.2 SERVICE STATISTICS

There is a dire need for human settlements throughout the Municipal Area. All prospective human settlement applicants are placed on a waiting list and the list is updated on an annual basis. The revised Beneficiary Selection Policy and Housing Demand Data Base have been approved by Council. The table below indicates the revised housing needs per town as reflected by the Municipality's Housing Waiting List as at 30 June 2015 which list also corresponds with the data base of the Provincial Department of Human Settlements.

**TABLE 69: HOUSING NEEDS**

TOWN	APPLICANTS 2011/12	APPLICANTS 2012/13	APPLICANTS 2013/14	APPLICANTS 2014/15
Piketberg	1672	1786	1616	1898
Wittewater*	11	12	10	10
Goedverwacht*	30	15	11	11
Porterville	1000	953	980	1012
Veldrif (including Noordhoek, Laaiplek and Port Owen)	900	827	1087	1178
Aurora	100	293	183	192
Redelinghuys	178	179	148	240
Eendekuil	220	220	181	196
<b>TOTAL</b>	<b>4111</b>	<b>4285</b>	<b>4216</b>	<b>4737</b>

\* Designates area of origin of applicant and not where houses could be built.

### 3.2.5.3 HUMAN RESOURCE CAPACITY

There are only two permanent employees and one temporary employee dedicated to the Housing function. Other staff members of the Technical Services Directorate lend administrative support where necessary.

**TABLE 70: HUMAN RESOURCES: HOUSING**

NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES %
3	2	1	33.33%

### 3.2.5.4 FINANCIAL PERFORMANCE

The 2014/15 Division of Revenue Act allocation was R 27 550 000. Construction occurred according to the construction programme with the exception of the services for the 89 sites in Veldrif which had been delayed in 2013/14 due to public unrest and vandalism to services. The 2013/14 funds were carried over to the 2014/15 financial year and the project was completed during this period.

**TABLE 71: FINANCIAL PERFORMANCE (OPERATIONAL): HOUSING SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	1 041 000	1 055 500	912 789.12	-14%
Other:	129 000	142 020	2 108 018.13	1 384%
Repairs & Maintenance:	22 000	14 140	6 932.72	-51%
<b>Total Operational Expenditure</b>	<b>192 000</b>	<b>1 211 660</b>	<b>3 027 739.97</b>	<b>150%</b>
<b>Total Operational Revenue</b>	<b>-21 804 000</b>	<b>-142 200</b>	<b>-7 573 251.94</b>	<b>5226%</b>
<b>Net Operational Expenditure</b>	<b>-20 612 000</b>	<b>1 069 460</b>	<b>-4 545 511.97</b>	<b>-525%</b>

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**TABLE 72: FINANCIAL PERFORMANCE (CAPITAL) HOUSING SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Housing	21 769 000.00	0	0	5 549 512.04	-
8 Wendy Houses		127 200.00	127 200.00	127 200.00	0%
Diverse Housing		5 000.00	5 000.00	3 885.00	-22%
<b>TOTAL</b>	<b>21 769 000.00</b>	<b>132 200.00</b>	<b>132 200.00</b>	<b>5 680 597.04</b>	<b>4197%</b>

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### 3.2.5.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Performance highlights for the year include:

- Successful roll out of a credible five year Human Settlements Pipeline by Council and Provincial Department of Human settlements;
- Excellent support by the Professional Resource Team (PRT). (A multidisciplinary team of professionals appointed by the Department of Human Settlement to assist with implementation of the Human Settlements Pipeline);
- Approval of funding for Human Settlements Pipeline projects;
- Increase of the Municipality's DoRA allocation from R 7 363 000 in 2013/14 to R 21 769 000 in 2014/15 to R 38 550 000;
- Approval of the Human Settlements Allocation Policy by Council on 25 November 2014;
- Approval of ten year housing and infrastructure pipeline by council on 25 November 2014;



- Complete infrastructure and services for 116 erven Porterville, 89 sites Velddrif and 107 sites Velddrif;
- Start with the construction of houses on the 89 erven Velddrif and is also in the construction phase of the houses on the 116 erven at Porterville;
- Updating of the Human Settlements Demand Database (Waiting List);
- Increase of the subsidy quantum for low cost housing projects from April 2014; and
- Enhancement of the national norms and standards for the construction of stand-alone residential dwellings and engineering services from April 2014.

Challenges that still need to be addressed include:

- The scarcity of suitable land for housing;
- The optimal utilisation of vacant serviced land for housing provision (infill housing);
- The high cost of bulk and service of infrastructure;
- Sourcing of sufficient MIG and DoRA funding;
- Continuous influx of people who require housing; and
- Staff shortages.

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

#### **3.2.6.1 INTRODUCTION**

The Municipality is required to use its equitable share which it receives from national government in terms of the Division of Revenue Act (DoRA) for the provision of basic services to its community. Basic services are a package of services necessary for human well-being and typically include water, sanitation, electricity and waste management.

Basic level services to households are defined as an electricity connection at the dwelling, a public standpipe for water within 200 m of the dwelling, and a ventilated pit latrine (VIP) for sanitation. National policy also requires that poor households should receive 50 kWh of free basic electricity, 6 Kl of free basic water and free weekly refuse removal. The Municipality has an indigent policy which it revises each year with the budget and maintains an indigent register. Indigent households are defined as households where the joint income does not exceed 2 state pensions plus 10 %.

#### **3.2.6.2 SERVICE STATISTICS**

In the past, free basic water and electricity were supplied to all households irrespective of their financial position. From 2013/14, free basic water was only supplied to indigent households and

from 2014/15, free basic electricity will also only be supplied to indigent households and households who make use of a 20 AMP circuit breaker. Free basic refuse removal and sanitation are provided to indigent households only.

**TABLE 73: HOUSEHOLD ACCESS TO FREE BASIC SERVICES**

YEAR	NUMBER OF HOUSEHOLDS				
	TOTAL	FREE BASIC WATER	FREE BASIC SANITATION	FREE BASIC ELECTRICITY	FREE BASIC REFUSE
	HOUSEHOLDS	ACCESS	ACCESS*	ACCESS	ACCESS
2011/12	8485	8336	1758	8409	1791
2012/13	8748	8407	2008	8419	2208
2013/14	8834	1944	1772	1946	1946
2014/15	8941	1795	1605	1372	1798

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(\*Figure excludes septic tank users)

### 3.2.6.3 FINANCIAL PERFORMANCE

**TABLE 74: COST TO MUNICIPALITY OF FREE BASIC SERVICES DELIVERED**

SERVICES DELIVERED	2011\12 ACTUAL	2012\13 ACTUAL	2013\14 ACTUAL	2014/15 ACTUAL
Property Rates	R 1 696 880.33	1 923 859.39	2,653,793.86	3 017 590.00
Waste Management (Solid waste)	R 2 408 613.90	3 262 589.70	3,346,678.85	3 117 558.92
Waste Water (Sanitation)	R 1 690 245.50	2 192 831.28	2,271,878.05	2 067 872.36
Water	R 2 483 012.56	3 061 578.96	1,408,016.45	1 318 286.63
Electricity	R 2 934 011.72	3 147 504.40	3,397,440.11	560 868.36
<b>TOTAL</b>	<b>R 11 212 764.01</b>	<b>13 588 363.78</b>	<b>13,077,807.32</b>	<b>10 082 176.27</b>

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### 3.2.6.4 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Indigent households place enormous pressure on the financial resources of the Municipality, and the continual increase in indigent households will challenge the long-term financial sustainability of the Municipality. This is exacerbated by the fact that the equitable share does not increase equitably to the number of indigents. The 2014/2015 financial year is the second year that the number of indigents has decreased. This is primarily due to stringent control measures and monitoring of indigents who are registered with the Municipality.

### 3.3 ROADS AND STORM WATER

#### 3.3.1 ROADS

##### 3.3.1.1 INTRODUCTION

Road services are rendered by the Technical Services Directorate. The Municipality has 188 Km of road of which 164 Kilometres are tarred and 24 Kilometres are gravelled. The Municipality focuses on maintaining the existing road network to ensure that road standards do not deteriorate to the extent that building of new roads is required. A maintenance programme has been implemented and is regularly updated to prioritise resurfacing/resealing needs. Gravel roads are graded regularly and there is an on-going pot-hole repair programme in place. Alternative construction methods are being investigated to upgrade gravel roads in low cost housing projects.

##### 3.3.1.2 SERVICE STATISTICS

**TABLE 75: GRAVEL ROAD INFRASTRUCTURE**

FINANCIAL YEAR	TOTAL KM GRAVEL ROADS	KM NEW GRAVEL ROADS CONSTRUCTED	KM GRAVEL ROADS UPGRADED TO TAR/PAVED	KM GRAVEL ROADS GRADED/MAINTAINED
2011/12	22,8	2	0	22,8
2012/13	22,8	0	0	24,8
2013/14	22,8	0	0	24,8
2014/15	21,8	0	1	24,8

**TABLE 76: TAR (ASPHALT) ROAD INFRASTRUCTURE**

FINANCIAL YEAR	TOTAL KM TARRED ROADS	KM OF NEW TAR ROADS	M <sup>2</sup> EXISTING TAR ROADS RE-TARRED	KM TAR ROADS MAINTAINED
2011/12	164	0	60 000	164
2012/13	164	0	58 600	164
2013/14	164	1	40 310	164
2014/15	164	0	61 096	164

**TABLE 77: TOTAL MAINTENANCE COSTS OF ROADS**

FINANCIAL YEAR	TOTAL MAINTENANCE COSTS OF ROADS
2011/12	R 16 825 576
2012/13	R 20 548 323

2013/14	R 22 405 005
2014/15	R 24 203 364

### 3.3.1.3 HUMAN RESOURCE CAPACITY

The vacancy rate in the Roads Section was 12.98% as at 30 June 2015. Management assigned to the function are also responsible for other functions.

**TABLE 78: HUMAN RESOURCES: ROADS**

NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
77	68	10	12.98%

### 3.3.1.4 FINANCIAL PERFORMANCE

**TABLE 79: FINANCIAL PERFORMANCE (OPERATIONAL): ROAD SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	14 404 000	14 404 000	16 113 840.97	12%
Other:	7 649 400	7 483 136	5 680 745.64	-24%
Repairs & Maintenance:	1 019 000	1 019 000	894 386.72	-12%
<b>Total Operational Expenditure</b>	<b>23 072 400</b>	<b>22 906 136</b>	<b>22 688 973.33</b>	<b>-1%</b>
<b>Total Operational Revenue</b>	<b>-1 245 400</b>	<b>-1 245 400</b>	<b>-1 247 657.97</b>	<b>0%</b>
<b>Net Operational Expenditure</b>	<b>21 827 000</b>	<b>21 660 736</b>	<b>21 441 315.36</b>	<b>-1%</b>

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**TABLE 80: FINANCIAL PERFORMANCE (CAPITAL): ROAD SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Diverse equipment	10 000.00	10 000.00	10 000.00	3 300.00	-67%
Radios	20 000.00	20 000.00	20 000.00	18 394.74	-8%
Reseal streets	2520 000.00	1950 000.00	2100 000.00	1794 798.62	-15%
Cement ditches in Aurora	40 000.00	32 500.00	32 500.00	35 932.91	11%
Street name curb stones	50 000.00	50 000.00	50 000.00	44 504.30	-11%

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Traffic calming measures (Speed bumps)	30 000.00	30 000.00	30 000.00	27 144.87	-10%
Harden pavements	50 000.00	50 000.00	50 000.00	42 853.87	-14%
Tools	50 000.00	50 000.00	50 000.00	46 841.24	-6%
Vibrating roller	180 000.00	250 000.00	250 000.00	233 513.86	-7%
Construction of roads: RDP Houses	300 000.00	870 000.00	720 000.00	664 966.07	-8%
Mechanical broom	180 000.00	129 000.00	129 000.00	128 573.68	0%
Tracking Devices	130 000.00	130 000.00	130 000.00	129 300.00	-1%
LDV x 2	0	200 000.00	200 000.00	199 029.05	0%
Trekker	0	230 000.00	230 000.00	228 000.00	-1%
<b>TOTAL</b>	<b>3560 000.00</b>	<b>4001 500.00</b>	<b>4001 500.00</b>	<b>3597 153.21</b>	<b>-10%</b>

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### 3.3.1.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Performance highlights for the year include:

- Regular maintenance of existing asphalt (tar) roads which minimised potholes; and
- Regular grading of gravel roads.

Challenges that still need to be addressed include:

- The upgrading of all gravel roads to asphalt (tar) standard.



Construction of roads in Eendekuil

### 3.3.2 STORM WATER

#### 3.3.2.1 INTRODUCTION

Storm water management services are rendered by the Technical Services Directorate. Bergrivier Municipality has a Storm Water Management Plan which was compiled by V&V Consulting Engineers. Priority areas have been identified in the first phase and all future projects will be based on this plan.

#### 3.3.2.2 SERVICE STATISTICS

**TABLE 81: STORM WATER INFRASTRUCTURE**

FINANCIAL YEAR	TOTAL KM STORM WATER MAINTAINED	KM NEW STORM WATER MEASURES
2011/12	37 Km	2,5
2012/13	40 Km	1.0
2013/14	40 Km	0
2014/15	40 Km	0

**TABLE 82: COST OF MAINTENANCE OF STORM WATER SYSTEMS**

FINANCIAL YEAR	STORM WATER MAINTENANCE
2011/12	R 1 017 402
2012/13	R 865 041
2013/14	R 704 475
2014/15	R 704 475

#### 3.3.2.3 FINANCIAL PERFORMANCE

**TABLE 83: FINANCIAL PERFORMANCE (OPERATIONAL) STORM WATER SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees	517,000.00	496,000.00	406,658.94	-18%
Other:	224,000.00	217,230.00	1,949,366.56	797%
Repairs & Maintenance:	11,000.00	6,000.00	12,813.63	114%
<b>Total Operational Expenditure</b>	<b>752,000.00</b>	<b>719,230.00</b>	<b>2,368,839.13</b>	<b>229%</b>
<b>Total Operational Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Operational Expenditure</b>	<b>752,000.00</b>	<b>719,230.00</b>	<b>2,368,839.13</b>	<b>229%</b>

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**TABLE 84: FINANCIAL PERFORMANCE (CAPITAL): STORM WATER SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Diverse equipment	5 000.00	5 000.00	5 000.00	4 900.00	-2%
Storm water ditch at Noordhoek - deepen dam	50 000.00	50 000.00	50 000.00	43 842.11	-12%
Low water bridge: Park Street	10 000.00	10 000.00	10 000.00	4 365.08	-56%
Stabilise "Wintervoor" (Flood prevention)	35 000.00	45 600.00	45 600.00	55 144.52	21%
Construction of storm water channels at low cost houses	75 000.00	75 000.00	75 000.00	43 280.51	-42%
<b>TOTAL</b>	<b>175 000.00</b>	<b>185 600.00</b>	<b>185 600.00</b>	<b>151 532.22</b>	<b>-18%</b>

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### 3.3.2.4 HUMAN RESOURCE CAPACITY

There were no vacancies in the Storm Water Services Section as at 30 June 2015.

**TABLE 85: HUMAN RESOURCES STORM WATER SERVICES**

NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
3	3	0	0%

### 3.3.2.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Performance highlights for the year include:

- The development of Storm Water Master Plans, and

Challenges that still need to be addressed include:

- The implementation of the Storm Water Master Plan for Piketberg is a high priority, but a lack of sufficient funding (own funding) delays the time frame of construction. Applications for external funding were to date unsuccessful.

## 3.4 PLANNING AND DEVELOPMENT

### 3.4.1 PLANNING AND DEVELOPMENT (SPATIAL PLANNING)

#### 3.4.1.1 INTRODUCTION

Spatial Planning and Development services are rendered by the Corporate Services Directorate. The management of planning and development is done in accordance with legislation, Provincial/National directives and Council policy and aims to facilitate sustainable urban and rural development. Planning also includes all aspects pertaining to the management of Municipal immovable property (land).

#### 3.4.1.2 SERVICE STATISTICS

The following table indicates the various planning applications that were finalised during the financial year.



**TABLE 86: APPLICATIONS FOR LAND USE DEVELOPMENT**

DETAIL	TOWN	SUBDIVISIONS		REZONING'S		CONSENT USES		DEPARTURES		REMOVAL OF RESTRICTIONS		TOTALS	
		2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15
Planning applications received	<b>TOTAL</b>	<b>15</b>	<b>13</b>	<b>13</b>	<b>20</b>	<b>8</b>	<b>10</b>	<b>23</b>	<b>19</b>	<b>9</b>	<b>3</b>	<b>68</b>	<b>65</b>
	Piketberg	5	3	6	11	2	1	14	12	1	1	28	28
	Porterville	2	0	3	3	0	0	0	3	0	0	5	6
	Aurora	1	0	0	0	0	0	0	0	0	0	1	0
	Eendekuil	0	0	0	0	0	0	0	0	0	0	0	0
	Velddrif	2	4	0	0	0	1	1	1	3	1	6	7
	Laaiplek	1	1	2	3	3	2	1	1	3	1	10	8
	Dwarskersbos	0	0	1	0	2	1	1	1	2	0	6	2
	Redelinghuys	1	0	0	1	0	0	1	0	0	0	2	1
	Farm	3	5	1	2	1	5	5	1	0	0	10	13
Applications finalised/resolved	<b>TOTAL</b>	<b>5</b>	<b>22</b>	<b>7</b>	<b>15</b>	<b>11</b>	<b>9</b>	<b>12</b>	<b>22</b>	<b>1</b>	<b>8</b>	<b>36</b>	<b>76</b>
	Piketberg	1	6	3	8	2	1	4	14	0	1	10	30
	Porterville	0	1	0	1	1	2	3	2	0	0	4	6
	Aurora	0	1	0	0	0	0	1	0	0	0	1	1
	Eendekuil	0	0	0	0	0	0	0	1	0	0	0	1
	Velddrif	1	5	1	0	2	1	1	2	1	3	6	11
	Laaiplek	1	1	1	2	3	2	1	1	0	2	6	8
	Dwarskersbos	1	1	2	1	1	2	0	0	0	2	4	6
	Redelinghuys	1	1	0	0	0	0	1	1	0	0	2	2
	Farm	0	6	0	3	2	1	1	1	0	0	3	11

DETAIL	TOWN	SUBDIVISIONS		REZONING'S		CONSENT USES		DEPARTURES		REMOVAL OF RESTRICTIONS		TOTALS	
		2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15
Applications withdrawn	<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0
	Piketberg	0	0	0	0	0	0	0	0	0	0	0	0
	Porterville	0	0	0	0	0	0	0	0	0	0	0	0
	Aurora	0	0	0	0	0	0	0	0	0	0	0	0
	Eendekuil	0	0	0	0	0	0	0	0	0	0	0	0
	Velddrif	0	0	0	0	0	0	0	0	0	0	0	0
	Laaiplek	0	0	0	0	0	0	0	0	0	0	0	0
	Dwarskersbos	0	0	0	0	0	0	0	0	0	0	0	0
	Redelinghuys	0	0	0	0	0	0	0	0	0	0	0	0
	Farm	0	0	0	0	0	0	0	0	0	0	0	0
Applications pending or outstanding	<b>TOTAL</b>	19	9	6	5	5	4	13	6	9	1	52	25
	Piketberg	5	2	2	1	0	0	6	2	1	1	14	6
	Porterville	1	0	1	0	1	0	1	1	0	0	4	1
	Aurora	1	0	0	0	0	0	0	0	0	0	1	0
	Eendekuil	1	0	0	0	0	0	0	0	0	0	1	0
	Velddrif	2	4	0	0	0	0	1	1	3	0	6	5
	Laaiplek	1	0	2	2	2	0	1	1	3	0	9	3
	Dwarskersbos	0	0	1	0	1	1	1	1	2	0	5	2
	Redelinghuys	0	0	0	1	0	0	0	0	0	0	0	1
	Farm	8	3	0	1	1	3	3	0	0	0	12	7

### 3.4.1.3 HUMAN RESOURCE CAPACITY

There were no vacancies in the Department Planning and Development Services as at 30 June 2015.

**TABLE 87: HUMAN RESOURCES: PLANNING AND DEVELOPMENT SERVICES**

NO OF POSTS.	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
3	3	0	0%

### 3.4.1.4 FINANCIAL PERFORMANCE

**TABLE 88: FINANCIAL PERFORMANCE (OPERATIONAL): PLANNING AND DEVELOPMENT SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	1 482 000.00	1 482 000.00	1 517 470.82	2%
Other:	798 200.00	778 700.00	729 933.94	-6%
Repairs & Maintenance:	12 000.00	12 000.00	88.27	-99%
<b>Total Operational Expenditure</b>	<b>2 292 200.00</b>	<b>2 272 700.00</b>	<b>2 247 493.03</b>	<b>-1%</b>
<b>Total Operational Revenue</b>	<b>-310 000.00</b>	<b>-350 000.00</b>	<b>-427 138.73</b>	<b>22%</b>
<b>Net Operational Expenditure</b>	<b>1 982 200.00</b>	<b>1 922 700.00</b>	<b>1 820 354.30</b>	<b>-5%</b>

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**TABLE 89: FINANCIAL PERFORMANCE (CAPITAL): PLANNING AND DEVELOPMENT SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Diverse equipment	5 000.00	5 000.00	5 000.00	4 900.00	-2%
Storm water ditch at Noordhoek - deepen dam	50 000.00	50 000.00	50 000.00	43 842.11	-12%
Low water bridge: Park Street	10 000.00	10 000.00	10 000.00	4 365.08	-56%
Stabilise "Wintervoor" (Flood prevention)	35 000.00	45 600.00	45 600.00	55 144.52	21%
Construction of storm water channels at low cost houses	75 000.00	75 000.00	75 000.00	43 280.51	-42%
<b>TOTAL</b>	<b>175 000.00</b>	<b>185 600.00</b>	<b>185 600.00</b>	<b>151 532.22</b>	<b>-18%</b>

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### 3.4.1.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Performance highlights for the year include:

- The development of a Precinct Plan for Velddrif/Laaipek was completed. A presentation of the final outcome was made to the Mayoral Committee on 29 July 2014., and
- A by-law was compiled for House Shops. The by-law will be used to guide and manage House Shops throughout Bergrivier Municipal area.

Performance challenges include:

- Preparation for a smooth transition from current Provincial planning legislation (Land Use Planning Ordinance) to the new National (Spatial Planning and Land Use Management Act) (SPLUMA) and Provincial (Land Use Planning Act) (LUPA) planning legislation and the impact thereof on our resources.

### 3.4.2 BUILDING CONTROL

#### 3.4.2.1 INTRODUCTION

Building control services are rendered by the Technical Services Directorate. Building control is an essential part of any municipality. Applications for all new structures and additions must be submitted to the Municipality in terms of Section 4 of the National Building Regulations (NBR). Building control ensures that the NBR and other relevant legislation are enforced. Building plans for structures of less than 500 m<sup>2</sup> are attended to within 30 days if there are no delays such as heritage approval and building plans and building plans for structures exceeding 500 m<sup>2</sup> are attended to within 60 days of application. The Department is headed by the Engineer: Project Management and includes 3 Building Control Officers who are stationed at each of the three larger towns namely Velddrif, Piketberg and Porterville. Building plans are scrutinised by the Building Control Officers and plans are approved by the Engineer: Project Management.

#### 3.4.2.2 SERVICE STATISTICS

The following building plans were submitted during the financial year:

**TABLE 90: BUILDING PLANS SUBMITTED DURING THE YEAR**

TOWN	BUILDING PLANS APPROVED 2013/14			BUILDING PLANS APPROVED 2014/15		
	RESIDENTIAL	BUSINESS / INDUSTRIAL	TOTAL	RESIDENTIAL	BUSINESS / INDUSTRIAL	TOTAL
Velddrif/Aurora/Dwarskroon	152	7	159	148	7	155
Piketberg	87	7	94	73	7	80
Porterville	43	5	48	47	6	53
Redelinghuys	5	1	6	5	1	6
Eendekuil	10	0	10	10	0	10

Piketberg Rural Area	9	6	15	5	10	15
Goedverwacht	2	0	2	2	0	2
Wittewater	0	0	0	3	0	3
Porterville Rural Area	0	3	3	0	3	3
<b>TOTALS</b>	308	29	337	293	34	327

### 3.4.2.3 HUMAN RESOURCES

The table below reflects the Building Control Officers, but excludes the Engineer Project Management as he also deals with other aspects of project management within the Technical Services Directorate. There is currently one vacancy.

**TABLE 91: HUMAN RESOURCES: BUILDING CONTROL**

NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
3	2	1	33.33%

### 3.4.2.4 FINANCIAL PERFORMANCE

The Building Control Section did not have a capital budget for 2014/2015.

**TABLE 92: FINANCIAL PERFORMANCE (OPERATIONAL): BUILDING CONTROL**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	1 296 000.00	1 296 000.00	1 096 648.07	-15%
Other:	93 500.00	132 900.00	113 851.57	-14%
Repairs & Maintenance:	2 000.00	2 000.00	-	-100%
<b>Total Operational Expenditure</b>	<b>1 391 500.00</b>	<b>1 430 900.00</b>	<b>1 210 499.64</b>	<b>-15%</b>
<b>Total Operational Revenue</b>	<b>-401 000.00</b>	<b>-401 000.00</b>	<b>-504 493.15</b>	<b>26%</b>
<b>Net Operational Expenditure</b>	<b>990 500.00</b>	<b>1 029 900.00</b>	<b>706 006.49</b>	<b>-31%</b>

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### 3.4.2.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES

- Illegal building activities remain a challenge, but a positive turn of events is that more people are applying for approval to undertake minor building works. It is these minor building works which constitute 80 % of illegal buildings.
- The implementation of Regulation XA in terms of National Building Regulations, 1997, (Act 103 of 1977), as amended and in terms of Renewable Energy is still a challenge and is currently being stated as an approval condition.

- Building Deposits that are not claimed timeously remain a challenge, and building deposits for plans that have been referred back and are not claimed within 12 months from the date of rejection, will be forfeited.

### 3.4.3 LOCAL ECONOMIC DEVELOPMENT

#### 3.4.3.1 INTRODUCTION

Local economic development includes job creation, informal trading, tourism and various ad hoc local economic initiatives. Local economic development is not the singular function of any Municipal Department but rather a cross cutting priority that must be focussed on in all aspects of service delivery and development.

#### 3.4.3.2 JOB CREATION (EXPANDED PUBLIC WORKS PROGRAMME)

The primary role of local government is to create a climate that is conducive to local economic development. The Municipality does however seek to create work opportunities wherever it can. One such programme is the Expanded Public Works Programme (EPWP) which is a government programme aimed at the alleviation of poverty and unemployment. The programme aims to increase economic growth by improving skills levels through education and training. It also aims to provide an enabling environment for industry to flourish. The programme is based on Labour Intensive Methods of Construction (LIC) by contractors which will also enhance skills development. **The Municipality created 1 226 jobs during the year.**

The following table provides an overview of the total wages paid and number of jobs created in each town during the 2014/15 financial year.

**TABLE 93: EPWP JOBS CREATED**

PROJECT	BENEFICIARIES	SUMMARY					
		DAYS WORKED	AMOUNT	Y/M	Y/F	A/M	A/F
Maintenance of roads and repairs	11	1621	R 170,256.00	76	5	29	1
Paving of Roads	38	496	R 51,800.00	11	0	27	0
Repair of Water leakages	24	329	R 33,909.92	14	8	2	0
Weeding of Sidewalks	118	1642	R 157,100.00	49	31	24	14
Painting of road markings	35	654	R 62,500.00	2	27	0	6
Community Safety	12	356	R 42,720.00	12	0	0	0
Cleaning Of Parks and open Spaces	69	948	R 91,300.00	39	3	27	0

SUMMARY							
PROJECT	BENEFICIARIES	DAYS WORKED	AMOUNT	Y/M	Y/F	A/M	A/F
Collecting and Sorting	90	1515	R 147,300.00	59	14	12	4
Street Cleaning	36	381	R 38,780.00	14	16	3	3
Green Ambassadors	24	407	R 40,700.00	9	15	0	0
	457	8349	R 836,365.92	285	119	124	28

#### ABBREVIATIONS

Y/M	Youth Male
Y/F	Youth Female
A/M	Adult Male
A/F	Adult Female

#### 3.4.3.3 INFORMAL TRADING

The Municipality provides multipurpose retail trading spaces at a rental of R130 per month. Lease agreements run for a period of 12 months. The purpose of these facilities is to provide traders in the informal economic sector with the opportunity to trade in the central business zones. The following facilities are available:

- ▲ Piketberg: 32 trading rooms are provided
- ▲ Porterville: 22 trading rooms are provided

#### 3.4.3.4 TOURISM

The Bergrivier Tourism Organisation (BTO) manages the tourism function on behalf of the Municipality. BTO has affiliated local tourism offices in Piketberg, Velddrif, Porterville and Goedverwacht. The Municipality provided BTO with a grant to the amount of R 1 335 000 to cover some of their operational costs during the financial year.

Since the last financial year, the BTO recorded sharp increases in the number of e-mails (41 % increase) and walk-ins (16 % increase), with only a slight decline in phone calls (4.3 % decrease) by tourists. At a Wesgro Marketing Workshop in October 2014, which was attended by BTO's Tourism Manager, there was full agreement that the West Coast's quality as an outdoor destination will be its unique selling point for a targeted campaign.

The Annual Report of the BTO is attached as **APPENDIX 8**, which includes the BTO's promotional activities and campaigns held during the financial year, electronic marketing strategy and community development projects.



Newly constructed entrance signage to Velldrif (Photographer unknown)

### 3.4.3.5 OTHER AD- HOC LED INITIATIVES

The following ad hoc initiatives were undertaken by the Office of the Municipal Manager:

- **Revision of LED Strategy**

During the 2014/15 financial year a revised LED Strategy was drafted and adopted in May 2015. The main objectives of the LED strategy are:

- To provide a situational analysis of the economy of Bergrivier Municipal Area to serve as baseline information for the LED strategy;
- To define and describe the institutional mechanism for implementation of the LED Strategy;
- To identify and describe potential short term projects to commence with a process towards achieving the strategic objective of LED; and
- To enhance the Local Economy of the Bergrivier Municipal Area.

The Strategy describes projects that have been identified during the various public participation processes to enhance the fulfilment of the local economic development objectives. An integrated approach for stimulating economic growth and development within Bergrivier is based on the following strategic development pillars and is based on the strengths and opportunities identified during the range of workshops and other interventions:

- Agriculture and Agro-Processing
- Enterprise development
- Tourism
- Infrastructure and Industrial Development

Implementation of the Strategy will commence in the 2015/16 financial year.

- **Youth Development Strategy**



Two of the main game changers for Bergrivier Municipality, as identified through the Western Cape Government's Joint Planning initiative, are education/youth development and economic development. In the light of these initiatives and the large percentage of youth relative to other age groups in the Municipal area, it was decided to draft a Youth Development Strategy as to address a need for a strategic focus on the youth as part of the Education sector's initiatives. Youth development is a process that prepares a young person to meet the challenges of adolescence and adulthood and achieve his or her full potential and is promoted through activities and experiences that help youth develop social, ethical, emotional, physical, and cognitive competencies. Conditions that promote healthy youth development are supported through programs and activities in schools and communities. Providing the conditions for positive youth development is a responsibility shared by families, schools, and communities.

"Youth" in South Africa is being defined as the 14-35 age groups. However, the focus group in Bergrivier will predominantly be the learners in secondary schools and will the strategy focus on the 15-24 age groups. Additional to this focus group, school leavers to the age of 24 will also be included in the strategy given the specific characteristics and needs of school – to-work transition and the specific attention of the FLOW (Fostering Local Wellness) programme to youngsters in this age category.

The Pillars of the Youth Development Strategy include:

- Youth ICT Empowerment
  - Establishment of publicly accessible ICT Centre(s)
- Environmental Action
  - FLOW Programme
- Awareness and Participation
  - Establishment of a Junior Town Council
- Education and Skills Development
  - Hosting of a career awareness day where Further Educational Institutions and local, national and multi-national companies could market their services to the youth of the Bergrivier Municipal area;
  - Development of the Occupational Readiness Programme.

The Youth Strategy was to be implemented during the 2014/15 financial year. The implementation of the FLOW programme has already started and will be discussed in this section in more detail below.

- **Velddrif Precinct Plan**

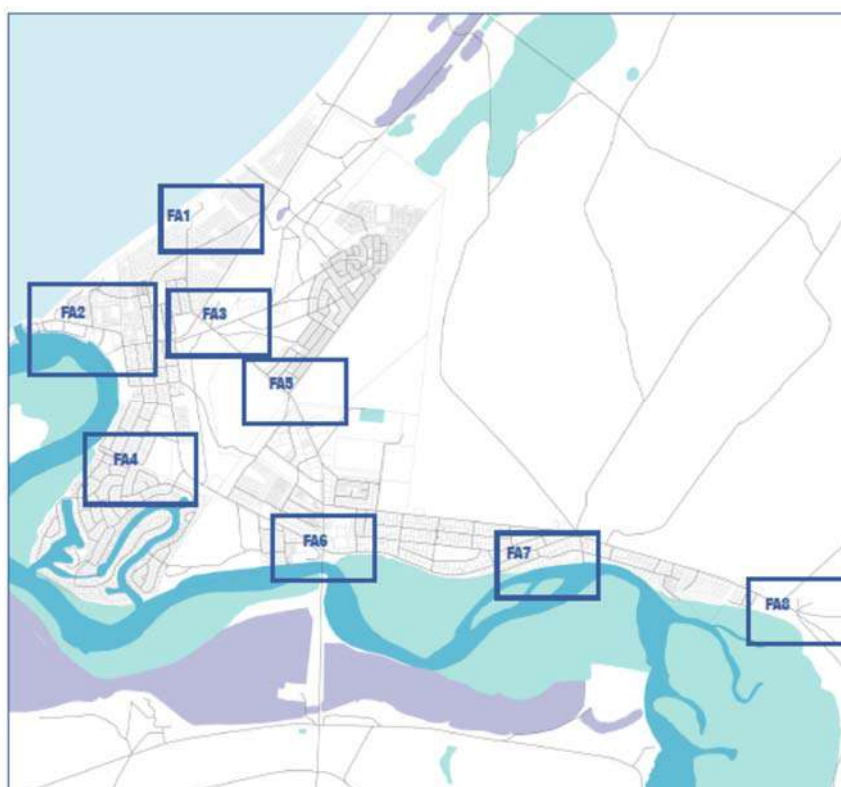
The need for a more detailed local plan for the Velddrif / Laaiplek precinct area was identified and prioritised during the Bergrivier municipal Spatial Development Framework - process. Through synthesising the key policy directives relative to the precinct area and through stakeholder engagement workshops, the vision for the future growth and development of Velddrif/Laaiplek was determined as the primary point of departure, "transforming Velddrif/Laaiplek into a vibrant, well

managed and attractive town which offers safe, integrated open space, streets and amenities, where the unique landscape, cultural and social assets of the town create opportunities for residents and attract tourists”.

Through a strategic analysis of the biophysical, socio-economic and built environment the report identifies the context, role and key issues that the precinct is currently facing. Spatial proposals are developed that aim to address these key issues while capitalising on opportunities presented. These focus on establishing a connected system of destinations, reinforcing these destinations through investment in public space and landscape while guiding investment to respond appropriately. Supporting guidelines for the spatial proposals are also provided in further detail.

The report finally sets out an implementation action plan through identifying 8 key priority focus areas and their associated costing estimates as well as required implementation arrangements. This precinct plan therefore serves as an important policy instrument by which the local authority can promote specific objectives while ensuring for the implementation and “on the ground” manifestation of broader strategic spatial objectives as reflected in the Western Cape PSDF, the Bergvliet Municipality’s SDF and other policy directives at the local level.

**Figure 16: 8 Priority Areas in Velddrif Precinct Plan**



**8 Focus Areas**

1. Pelikaan Beach Node
2. Laaiplek Harbour
3. Lofdalen Intersection Node
4. Voortrekker Road River Gateway
5. Noordhoek Community Node
6. Velddrif Gateway
7. Bokkomlaan
8. De Plaat Gateway

• **Porterville CBD Precinct Plan**

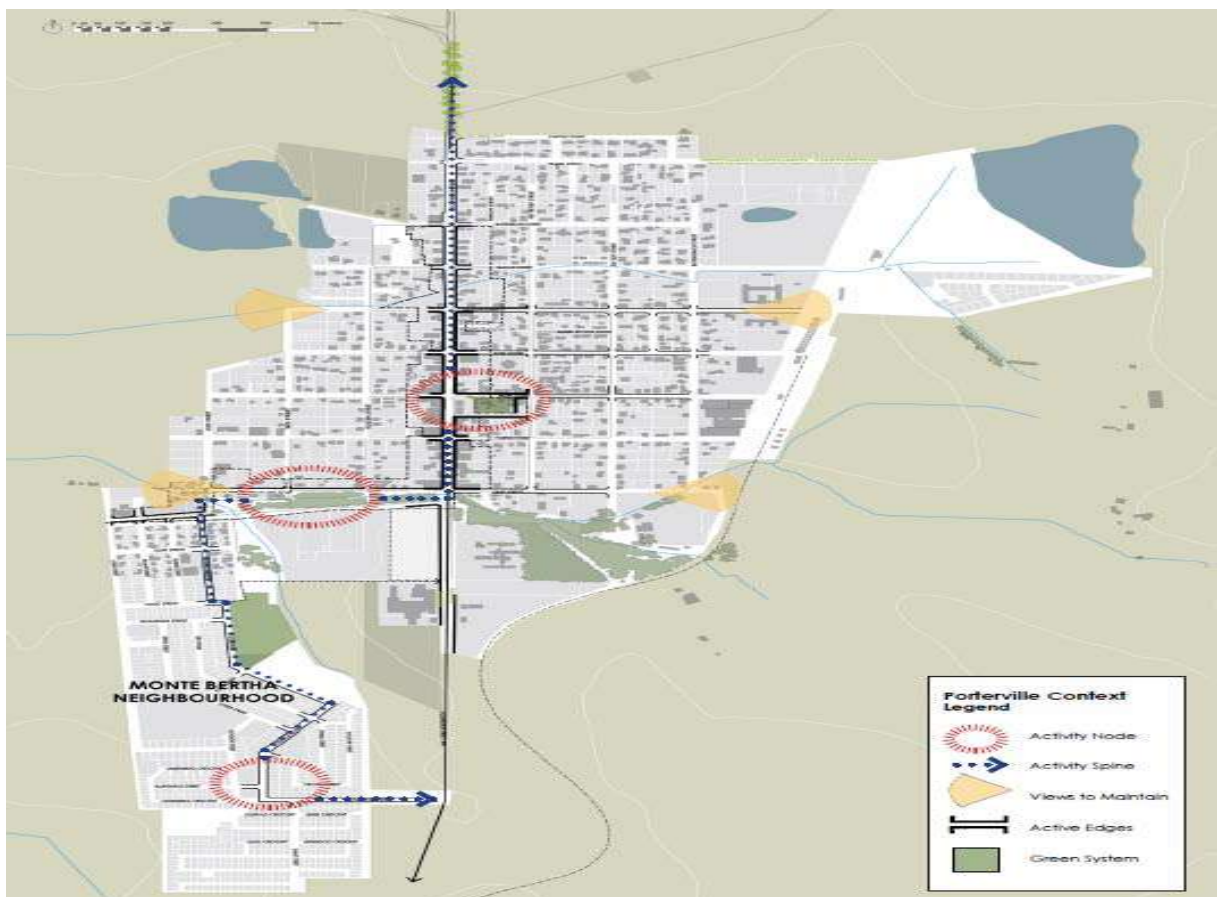
The precinct plan for Porterville’s CBD was issued as the first step after being identified by the Bergvliet SDF as needing a more detailed plan. This plan takes into account the greater context and

examines the structure, systems, use, heritage and quality of the public space through site investigation and stakeholder engagement. The approach of the plan was to strengthen the sense of place, promote ease of access, consolidate activity to build critical mass and create a vibrant public realm within the CBD precinct in such a manner that it benefits all of Porterville’s citizens through encouraging the sense of community and pride of place.

The precinct plan priorities include:

- Improve Voortrekker Street to provide equitable and attractive public spaces through street trees, safer crossings and wider sidewalks;
- Strengthen the visibility and function of Market Square as the heart of the precinct; and
- Create a new community asset of an attractive and active park linking the Monte Bertha neighbourhood with the commercial core of Porterville.

**FIGURE17: PORTERVILLE PRECINCT PLAN**



- **Fostering Local Wellness (FLOW) Programme**

The FLOW programme is a transdisciplinary programme that focuses on fostering local economic well-being. The main focus of the programme is the implementation of a complementary currency, called the **BRAND** (Bergrivier Rand). The Programme is funded by Flemish Government donor

funding, the National Treasury and UCT's African Climate & Development Initiative (ACDI), and has Meshfield as an implementation partner.

Eight young FLOW ambassadors were selected with a local programme coordinator, required to work with a methodology of mapping, movies and money through the application of technological skills, social and leadership skills. With regards to mapping, ambassadors geo-tag local businesses, both seen and unseen. This assisted the Municipality to coordinate projects identified in local precinct plans, for example. Mapping informal business resource flows can assist to build a business case and feasibility study to create informal trade facilities in a specific and strategic location. Ambassadors was also taught to make short videos to profile local businesses, local role models and municipal services. This involved transfer of audio-visual editing skills and provided marketing for local businesses, motivation for youth and made visible what municipalities do in communities. Videos are made available on **YouTube**.

Ambassadors form part of implementing the BRAND complementary currency to facilitate increased local exchange of goods and services. The BRAND was launched on Saturday 30 May 2015 by the Bergrivier Brand Network (BNN) and the FLOW programme. Launching the local currency for local exchange in Bergrivier is part of building local economic capacity. The BRAND can only be spent locally and is backed by the products and services of the local businesses, all informal business to date, that have registered with the BNN. Over 70 small businesses from Piketberg and Goedverwacht are part of the BNN. Engagements with the formal retail sector is also being explored to consider ways in which the BRAND can be incorporated for exchange in the formal sector.

The FLOW Ambassadors Programme Course took place in Piketberg over an eight-month period that commenced on 1 October 2014 and concluded at the end of May 2015. FLOW ambassadors needed to be committed on a full-time basis during these 8 months. On successful completion of the whole course each student received a course certificate. Information Sessions for the 10 positions of Ambassadors and 1 Supervisor were held in the Library Hall at the Municipal Offices on the 19<sup>th</sup> of September 2014 and interviews started on the 25<sup>th</sup> of September 2014.



*FLOW ambassadors & project partners*



**BRAND Public Launch on 30 May 2015 BRAND Notes**

Photos taken by: Stanton Booys

- **West Coast Economic Development Partnership**

The Western Province Department of Economic Development and Tourism (DEDAT) worked with the West Coast District Municipality to pilot an Economic Development Partnership (EDP) initiative in the West Coast region which started in 2013/14, continued in 2014/15 and is still currently in progress. The PACA and other projects such as a value chain analysis were conducted in the West Coast and was used to identify themes to strengthen and add value to the West Coast EDP. The initiative aims to strengthen the economy of the West Coast District through assessment of the economic potential of local areas, development of strategies on how to mobilize and unlock the economic potential and finding ways to encourage stakeholders to work together to create practical opportunities for cooperation and trust building. The Municipality participates in this partnership and is represented by the Municipal Manager's Office.

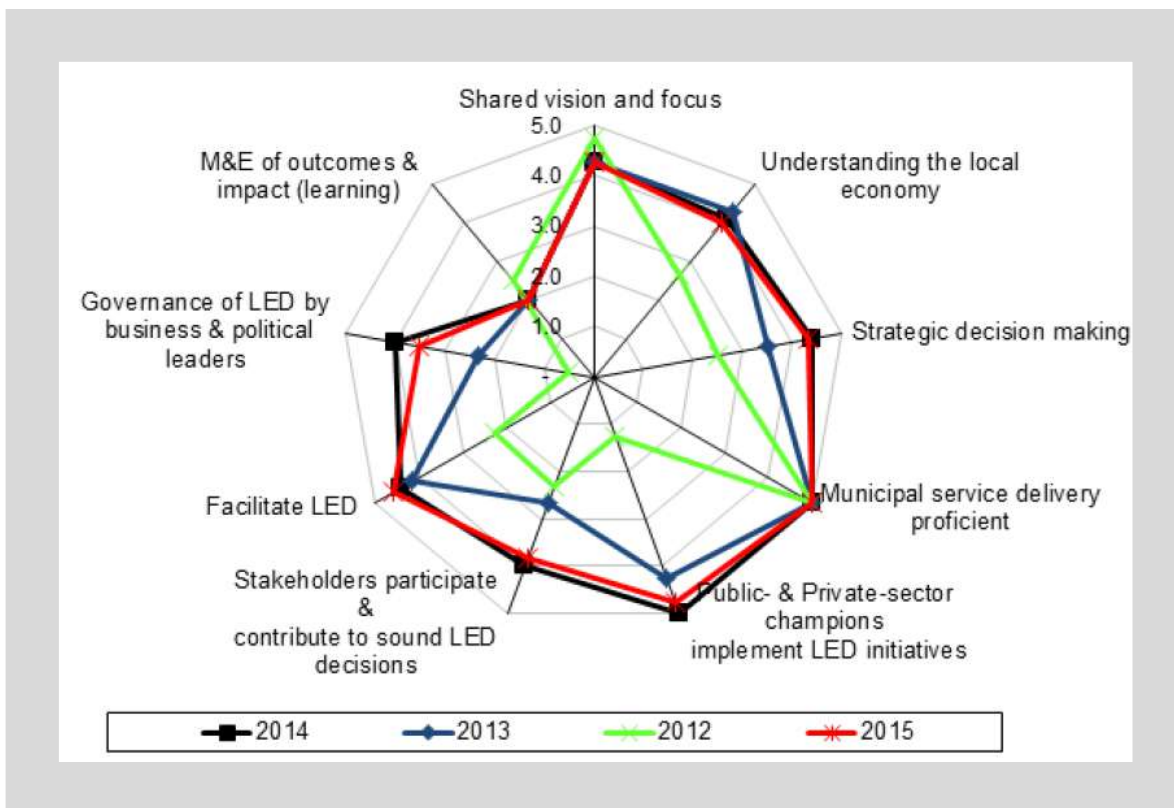
- **LED Maturity Assessment**

In January 2015, the fourth annual LED maturity assessments were conducted in the Western Cape Province. The fourth successive annual assessment of municipal LED maturity in the Western Cape Province was concluded in January 2015. Twenty seven of the thirty municipalities participated this year, most of which received feedback on their results within 48 hours.

*A LED maturity assessment provides a practical way to rapidly assess (in 3 hours) the state of maturity of a municipality or development organisation in the field of LED. The assessment method relies on information gathered by interviewing the chief LED decision makers in a municipality. The belief is that LED success depends ultimately on the way these leaders make decisions. Strategy and planning documents inform these subsequent decisions.*

Municipalities are increasingly utilising this opportunity to improve their LED practices. The state of LED in the Western Cape has improved remarkably since the systematic assessment and the informed capacity building support started in February 2012. Improvement is not only attributable to DEDAT and SALGA capacity building, but mainly due to the hard work of participating municipalities, striving to push up their LED competency and therewith their scores and ranking.

**FIGURE 18: 2014/15 LED MATURITY ASSESSMENT OUTCOMES**



- **West Coast Business Development Centre (WCBDC)**

The WCBDC develops and enhances the growth of Small, Medium, and Micro Enterprise (SMME) in the West Coast Region through training, business linking, export development, and project management. The West Coast Business Development Centre has an office in Piketberg and the Mayoral Committee granted approval for them to utilise an office at the LB Wernich Library. The Centre has one full time staff member and is fully functional. The Strategic Manager of the Municipality serves on the Board of the Directors.

- **Red Tape Reduction**

- Workshop

- The Western Cape Government (WCG): Department of Economic Development and Tourism, in partnership with the Bergrivier Municipality, has embarked on an initiative to improve the Local Business Environment through addressing Red Tape Reduction at Local Municipal level.

- This initiative intends to scrutinise the barriers related to administrative, regulatory and other compliance processes and find ways to improve the local business environment for both formal and informal businesses. This is achieved in Bergrivier Municipality by working with the municipality and local businesses to develop red tape reduction action plans for one priority red tape issue impacting on formal businesses and one priority red tape issue impacting on informal business, as well as by identifying additional actions which the WCG and/or Bergrivier Municipality can take to reduce red tape on a continuous basis.
- Two separate workshops were held on 24 November, with the informal business workshop in Piketberg and the formal business workshop in Velddrif.
- The follow-up action plan workshops were held on the 12<sup>th</sup> of December and the draft report was presented to management in February 2015.
- Conference

The Red Tape Reduction Conference took place in Cape Town on 29 and 30 September 2014, and served as the introduction of the Provincial Red Tape Unit with a line-up of International Guest Speakers. The conference, themed “Red Tape to Red Carpet”, provided an opportunity for all spheres of government, business and various stakeholders to discuss the creation of an enabling business environment through Red Tape reduction. It aimed to raise awareness of current Red Tape programmes that will enable the Western Cape to achieve its goal of being one of the world’s top 30 regions for Ease of Doing Business by 2030.

#### **3.4.4 SOCIAL DEVELOPMENT**

The Municipality does not have a dedicated department or budget for social development, but works jointly with other organs of state and the West Coast District Municipality to promote social development within the Municipal Area. A Memorandum of Agreement has also been signed between Bergrivier Municipality and the Department of Social Development.

Bergrivier Municipal Area has 2 Community Development Workers (CDW’s) allocated to it by the Provincial Department of Local Government for the year, who assisted the Municipality with community and social development. The Community Services Department of the West Coast District Municipality also contributed significantly to the roll-out of social programmes in the Bergrivier Municipal area.

The following social programmes were rolled out during the year:

- **Golden Games**

It was the 1<sup>st</sup> time that the West Coast Final of the Golden Games were held in the Bergrivier Municipal Area on the 16<sup>th</sup> of July 2014 at the Rhino Park Sport Grounds in Piketberg. Participants from all five B-municipalities in the West Coast took part, as well as in the Gala Dinner on the 15<sup>th</sup> of July 2014.



Photo taken by: Stanton Booy

- **Community Safety Plan**

Bergrivier Municipality partnered with the Centre for Justice and Crime Prevention to develop a comprehensive safety plan for the local municipality to better respond to the crime and safety-related issues affecting the municipal area. A 3-day workshop was held in Velddrif from 30 July - 01 August 2014. The key to social crime prevention is to have a strong collaboration of government and non-state organisations.

The graph below depicts all the stakeholders needed to adequately implement and monitor the implementation of the safety plan:





- **Occupational Readiness programme (West Coast College)**

The Department of Economic Development, together with the West Coast College as service provider gave opportunities to unemployed youth to be equipped as tradesman and woman. The Rhino Park Clubhouse was provided as venue for the 12 weeks training for Piketberg, Porterville, Eendekuil and surrounding students, whereas students from Velddrif and Aurora were incorporated at the Vredenburg Campus. The first phase was rolled out from October to December 2014 and the second phase from January to March 2015.

The trainees received a stipend of R 1500 for their operational cost and the College provided free transport. Opportunities offered includes Bricklaying, Plastering, Plumbing, Carpentry, Welding CO2 Gas Metal Arc, Welding CO2 Argon, Boiler making, Rigging, Mechanical Fitting, Light Current and Industrial. Learners exiting the programme access various exit opportunities. This includes Work and Skills placement with host companies for six months and access to technical industry demand training. PPC and Bergrivier Municipality have committed to host ORP learners for six months.

- **IDP Representative Forum – Social Sector**

One of the sectors represented on the IDP Representative Forum is the social sector. The forum's main function is to revise the IDP. For more on the IDP Representative Forum see section 2.4.3.



Piketberg Council Chambers: Social Sector  
Photographer unknown: Photo provided

- **Thusong Outreach Programme**

The aim of the Thusong Programme is provide all people with access to government services, especially in the more rural areas of the Western Cape where certain Departments such as Home Affairs and SARS do not have permanent staffed offices. The Municipality plays an active role in organizing and participating in the mobile Thusong. In November 2014 two official Provincial Government Thusongs

were hosted, one in Redelinghuys that was aimed at Redelinghuys and surrounding farms and one in Velddrif that targeted Velddrif, Laaiplek, Noordhoek and Dwarskersbos. The other Thusongs for 2014/15 were organised by Bergvriër Municipality.



Photographer unknown: photo provided

**TABLE 94: THUSONG OUTREACH PROGRAMME TARGET AREAS**

Area	Dates	Venues
Redelinghuys, surrounding farms	11 November 2014	Redelinghuys Community Hall
Velddrif, Laaiplek, Noordhoek, Dwarskersbos	12&13 November 2014	Noordhoek Community Hall
Porterville-Bo-Berg	8 May 2015	Porterville Bo Berg Community Hall
Piketberg	25 & 26 May 2015	Alan Boesak Community Hall, Piketberg

### 3.5 COMMUNITY SERVICES

#### 3.5.1 LIBRARY SERVICES

##### 3.5.1.1 INTRODUCTION

Library Services are rendered by the Corporate Services Directorate. Libraries are the functional mandate of the Department of Cultural Affairs and Sport (Western Cape Library Services) and the Municipality manages 11 community libraries and 3 mobile wheelie wagon libraries on their behalf.

### 3.5.1.2 SERVICE STATISTICS

Statistics listed below are only for books issued for this financial year and does not reflect the number of visitors to the library. There are still many people who visit the libraries to make use of the internet and computer facilities, to do research or for information purposes and do not necessarily borrow books. There is an annual decline in the issuing of books, but can be attributed to changing technology ,like the fact that people can electronically purchase and read books, magazines and newspapers on their cell phones and computers.

**TABLE 95: LIBRARY BOOKS ISSUED PER ANNUM**

LIBRARY	2011/12	2012/13	2013/14	2014/15
Aurora	7 795	7 464	7 466	7 272
Eendekuil	7 636	6 657	6 495	6 229
Bettie Julius	38 894	26 797	19 093	12 031
Berghof	4 305	3 139	2 600	2 625
Goedverwacht	29 987	30 624	29 606	28 322
LB Wernich	25 578	26 666	25 004	23 257
Piketberg	50 946	48 249	45 934	54 160
Porterville	67 181	60 078	56 224	41 770
Noordhoek	24 201	20 764	18 523	17 749
Redelinghuys	9 591	7 724	5 314	6 000
Velddrif	68 899	68 320	67 217	63 023
Dwarskersbos	0	0	693	4 247
Versfeld	5 079	8 800	6 400	13 242
Wittewater	18 333	23 001	19 450	7 886
<b>TOTAL</b>	<b>358 425</b>	<b>338 283</b>	<b>310 019</b>	<b>287 813</b>

\* Wittewater Library were closed on the 11 June 2014 because the building is in very poor condition and the library had to be moved as it was a danger to staff, visitors and stock and were officially re-opened in another building on 17 April 2015.

### 3.5.1.3 HUMAN RESOURCES

There was one vacancy in the Library Services Section as at 30 June 2015.

**TABLE96: HUMAN RESOURCES: LIBRARIES**

LIBRARY	TOTAL NO. OF PERMANENT POSTS (EXCLUDING CONTRACT WORKERS)	TOTAL NUMBER PERMANENT OF EMPLOYEES	NO. OF VACANCIES	CONTRACT WORKERS
Aurora	2	2	0	0
Eendekuil	2	2	0	0
Bettie Julius	2	2	0	1
Berghof	1	1	0	0
Goedverwacht	3	3	0	0

LIBRARY	TOTAL NO. OF PERMANENT POSTS (EXCLUDING CONTRACT WORKERS)	TOTAL NUMBER PERMANENT OF EMPLOYEES	NO. OF VACANCIES	CONTRACT WORKERS
LB Wernich	3	3	0	0
Piketberg	4	4	0	1
Porterville	4	4	0	0
Noordhoek	3	3	0	0
Redelinghuys	2	2	0	0
Velddrif	4	3	1	0
Dwarskersbos	0	0	0	0
Versfeld	1	1	0	0
Wittewater	1	1	0	0
<b>TOTAL</b>	<b>30</b>	<b>29</b>	<b>1</b>	<b>2</b>

### 3.5.1.4 FINANCIAL PERFORMANCE

The Department of Culture, Art and Sport (Western Cape Library Services) provides an annual conditional grant to contribute towards personnel costs. The 2014/15 grant amounted to R1 700 000. This is in addition to the Municipal Replacement Fund Grant to the amount of R 4 154 000 which is also used for personnel costs, library operations, purchasing of office equipment and furniture, maintenance and library projects.

**TABLE 97: FINANCIAL PERFORMANCE (OPERATIONAL): LIBRARY SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	4 754 000.00	4 087 421.00	4 065 017.75	-1%
Other:	721 000.00	1 015 443.00	1 739 895.99	71%
Repairs & Maintenance:	42 000.00	121 465.00	118 457.49	-2%
<b>Total Operational Expenditure</b>	<b>5 517 000.00</b>	<b>5 224 329.00</b>	<b>5 923 371.23</b>	<b>13%</b>
<b>Total Operational Revenue</b>	<b>-5 904 000.00</b>	<b>-5 904 000.00</b>	<b>-6 289 250.42</b>	<b>7%</b>
<b>Net Operational Expenditure</b>	<b>-387 000.00</b>	<b>-679 671.00</b>	<b>-365 879.19</b>	<b>-46%</b>

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**TABLE 98: FINANCIAL PERFORMANCE (CAPITAL): LIBRARY SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Book Detection System	150 000.00	149 335.00	149 335.00	149 334.90	0%
Fencing of Porterville Library	260 000.00	130 280.00	130 280.00	130 280.00	0%

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Tiling of LB Wernich Library	75 000.00	121 000.00	121 000.00	120 600.00	0%
Replacement of Photocopiers	40 000.00	30 000.00	30 000.00	29 995.00	0%
Air conditioners	15 000.00	19 500.00	41 405.00	41 403.99	0%
Shelves/Tables/Office Furniture for Libraries	73 000.00	160 000.00	189 973.00	189 916.71	0%
Burglar Bars for Porterville and Bettie Julius Libraries	-	91 500.00	37 900.00	37 900.00	0%
Laptops	-	53 000.00	44 399.00	44 398.95	0%
Firewalls on computers	-	60 000.00	57 508.00	57 507.80	0%
Equipment	-	14 000.00	26 815.00	26 814.32	0%
<b>TOTAL</b>	<b>613 000.00</b>	<b>828 615.00</b>	<b>828 615.00</b>	<b>828 151.67</b>	<b>0%</b>

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### 3.5.1.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES

The following programmes were undertaken by the Bergrivier Municipal libraries during the year:

- The library in Wittewater was housed in an old house that belongs to the Moravian Church. The building is in a very poor condition and the library had to be moved because it was a danger to staff, visitors and stock. The municipality does not own any property in Wittewater as all the properties belong to the Moravian Church. The Overseers Board of Wittewater Moravian Station informed the Municipality that the municipality can use part of the building that is currently being used by the crèche, but the building needed to be renovated. After further discussions the library at Wittewater was closed on the 11 June 2014 due to the reasons mentioned above and another building was rented from the Overseers Board to accommodate the library. The Overseers Board renovated the building to the satisfaction of the Building Control Officer of Bergrivier Municipality;
- Regular Story time for pre-school children;
- A Fun day for our Xhosa children with games and stories;
- Holiday programs – Needlework, making Christmas cards and gift bags, listen to stories, decorating and eating cake, colouring in, playing games, be creative with recycled material, treasure hunt, Christmas tree decorations and gifts from scrap material, face painting etc.;
- Visit local schools for library education, information and storytelling;
- Libraries have special programmes in conjunction with different organisations and groups such as the Museum, SAP, Tourism, Santam, other municipal directorates and Cape Nature for story time, stargazing with picnic, games, tour of water purification plant etc.;

- Library Week : Visit schools to invite children to libraries, promote libraries to community at local Spar and OK, tea served to library users, invite local school to visit library;
- Library Facebook for library new;
- Fun projects to teach children the fun of reading and stories: Teddy bear picnic, outdoor story time and a ghost story night;
- Smaller libraries help and assist children with homework and expanding their vocabulary;
- The libraries support and organise different reading circle;
- Visit old age home and clubs for the elderly to exchange books on a weekly basis;
- Versfeld library visit six (6) farms to exchange books; and
- Exhibitions in library : Cancer, Book Week, Heritage Day, Aids, Battered women and children, Valentine's Day, Easter, Christmas, Authors, Books and Movies, Drugs, Africa Day, Marriage, Children's books such as Dr Seuss, Asterix, Art, Music, Mandela day.

### **CHALLENGES**

- Procurement of materials for applications;
- Availability of staff during holiday programs;
- Shortage of shelves;
- Vacancies; and
- Load shedding.

### **UPGRADES**

- Velddrif, L.B.Wernich, Eendekuil, Piketberg, Noordhoek Porterville and Bettie Julius libraries started with the Library Service's automated electronic library system, SLIMS;
- Book detection system for Bettie Julius;
- Fence for Porterville library;
- Burglar bars for Porterville and Bettie Julius libraries;
- New tiles for L.B. Wernich;
- New shelves for Velddrif Library children's side;
- Computers, photocopier, air conditioners; and
- A colourful Bergrivier Municipality library brochure.



**Never too small to enjoy a good book**



**Creative at the library**



**Berghof children enjoying the view and books.**



Photographer unknown: Photo provided

### 3.5.2 MUSEUMS

#### 3.5.2.1 INTRODUCTION

Museums are the functional mandate of the Department of Cultural Affairs and Sport. Museums are the responsibility of the Corporate Services Directorate. The two museums of the Municipality, the Jan Danckaert Museum in Porterville and the Piketberg Museum are managed by Museum Committees and are given a grant in aid by the Municipality to cover some of their operational costs. Each Museum was given R178 000 for the year. The municipality also gave an amount of R 19 000 as a grant in aid to the SA Fisheries Museum in Velddrif. The Municipality plays an active role on the Museum Committee.

Although South African museums are facing transformation, similar to all other institutions, their existence are crucial in that they still play a central role in heritage and tourism. Other important contributions are

that of education, social cohesion and environment, although museums do not see the spin-offs. Art always uplifts a society; it is a reflection of its history and where it stands in today's demographics. A museum should be integral to any community and has the ability to help bind a community.

### 3.5.2.2 SERVICE STATISTICS

**TABLE 99: MUSEUM VISITS**

#### 2012/13

MUSEUM	JUL 12	AUG 12	SEPT 12	OCT 12	NOV 12	DEC 12	JAN 13	FEB 13	MAR 13	APR 13	MAY 13	JUNE 13	TOTAL
Jan Danckaert (Porterville)	63	66	70	124	148	75	50	57	255	122	146	147	1 323
Piketberg Museum	47	169	94	43	18	18	45	24	208	76	51	21	814
<b>TOTAL</b>	<b>110</b>	<b>235</b>	<b>164</b>	<b>167</b>	<b>166</b>	<b>93</b>	<b>95</b>	<b>81</b>	<b>463</b>	<b>198</b>	<b>197</b>	<b>168</b>	<b>2 137</b>

#### 2013/14

MUSEUM	JUL 13	AUG 13	SEPT 13	OCT 13	NOV 13	DEC 13	JAN 14	FEB 14	MAR 14	APR 14	MAY 14	JUNE 14	TOTAL
Jan Danckaert (Porterville)	391	282	261	221	254	194	90	79	354	130	164	98	2518
Piketberg Museum	76	25	50	41	47	48	34	259	123	116	23	17	859
SA Fisheries Museum (Velddrif)	176	183	3050	146	113	410	318	206	346	436	180	200	5764
<b>TOTAL</b>	<b>643</b>	<b>490</b>	<b>3361</b>	<b>408</b>	<b>414</b>	<b>652</b>	<b>442</b>	<b>544</b>	<b>823</b>	<b>682</b>	<b>367</b>	<b>315</b>	<b>9141</b>

\*3050 museum visits at SA Fisheries Museum during September 2013 were (in?) "makietie" month

#### 2014/15

MUSEUM	JUL 14	AUG 14	SEPT 14	OCT 14	NOV 14	DEC 14	JAN 15	FEB 15	MAR 15	APR 15	MAY 15	JUNE 15	TOTAL
Jan Danckaert (Porterville)	259	103	179	114	117	133	132	234	249	85	326	141	2 072
Piketberg Museum	58	127	77	106	51	17	14	126	282	91	69	20	1 038
SA Fisheries Museum (Velddrif)	140	395	408	200	215	453	326	311	371	236	185	197	3 437
<b>TOTAL</b>	<b>457</b>	<b>625</b>	<b>664</b>	<b>420</b>	<b>383</b>	<b>603</b>	<b>472</b>	<b>671</b>	<b>902</b>	<b>412</b>	<b>580</b>	<b>358</b>	<b>6 547</b>

### 3.5.2.3 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Performance highlights are contained in each of the museum's annual reports which are attached as **APPENDIX 9**.

**Challenges:**



The future of museums is becoming a balancing act between surviving the devastating consequences of funding cuts and striving to make the best of the creative minds working in the sector. The recession affected the museums in general negatively as it reduced their annual memberships, donations, and more importantly reduced, or in some cases completely removed, government funding. Museums must also continue to reach consumer markets that they haven't been able to tap into, such as perhaps a younger market.

### 3.5.3 COMMUNITY FACILITIES (MUNICIPAL BUILDINGS AND FACILITIES)

#### 3.5.3.1 INTRODUCTION

Community facilities are a shared responsibility between the Corporate Services Directorate (administration) and the Technical Services Directorate (maintenance). Community facilities include the following:

- ▲ Municipal offices in all towns;
- ▲ Community halls in all towns;
- ▲ Trading facilities; and
- ▲ Public ablution facilities.

#### 3.5.3.2 HUMAN RESOURCES

There was one vacancy in the Community Facilities (Municipal Buildings) section (Technical Services) as at 30 June 2015.

**TABLE 100: HUMAN RESOURCES: COMMUNITY FACILITIES**

NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
20	19	1	5%

#### 3.5.3.3 FINANCIAL PERFORMANCE

**TABLE 101: FINANCIAL PERFORMANCE (OPERATIONAL): COMMUNITY FACILITIES (MUNICIPAL BUILDINGS AND FACILITIES)**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	2 912 000.00	3 101 000.00	2 730 833.80	-12%
Other:	4 828 100.00	4 777 350.00	4 523 251.56	-5%
Repairs & Maintenance:	250 000.00	233 000.00	176 475.79	-24%
<b>Total Operational Expenditure</b>	<b>7 990 100.00</b>	<b>8 111 350.00</b>	<b>7 430 561.15</b>	<b>-8%</b>
<b>Total Operational Revenue</b>	<b>-315 000.00</b>	<b>-315 000.00</b>	<b>-379 447.49</b>	<b>20%</b>

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Net Operational Expenditure	7 675 100.00	7 796 350.00	7 051 113.66	-10%

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**TABLE 102: FINANCIAL PERFORMANCE (CAPITAL): COMMUNITY FACILITIES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Diverse equipment	4 000.00	4 000.00	3 500.00	3 287.67	-6%
Community Hall: curtains	75 000.00	87 600.00	87 600.00	87 600.00	0%
Tables and chairs (Community Hall)	25 000.00	23 000.00	23 000.00	23 000.00	0%
Tile floor (Porterville Community Hall)	80 000.00	80 000.00	80 000.00	45 360.00	-43%
Fence - Municipal stores	50 000.00	50 000.00	50 000.00	33 768.43	-32%
Tools	10 000.00	10 000.00	10 000.00	9 537.10	-5%
Cutlery (Community hall)	10 000.00	7 500.00	7 500.00	5 114.74	-32%
Air conditioners - offices	25 000.00	12 400.00	12 400.00	6 491.23	-48%
Access Gate Store		8 000.00	8 000.00	6 995.70	-13%
<b>TOTAL</b>	<b>279 000.00</b>	<b>282 500.00</b>	<b>282 000.00</b>	<b>221 154.87</b>	<b>-22%</b>

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### 3.5.4 CEMETERIES

#### 3.5.4.1 INTRODUCTION

Cemeteries are the responsibility of the Technical Services Directorate. The cemeteries are well maintained in accordance with a maintenance programme that includes weed control and general cleaning. A Cemetery Master Plan is in place to ensure that the capacity and life span of cemeteries can be monitored. Graves must be paid before an allocation can be made and the grave will be prepared at least 24 hours before the church service commences.

#### 3.5.4.2 SERVICE STATISTICS

The Municipality has 12 cemeteries and a total of 321 burials took place in 2014/15. There is also a private cemetery in Velddrif.

**TABLE 103: CEMETERIES PER TOWN**

TOWN	CEMETERIES	BURIALS 2011/12	BURIALS 2012/13	BURIALS 2013/14	BURIALS 2014/15
Piketberg	2	115	123	115	128
Aurora	1	6	12	11	9
Velddrif	3	62	71	60	73
Redelinghuys	2	22	12	14	8
Eendekuil	2	17	16	20	22
Porterville	2	96	104	87	81
<b>TOTAL</b>	<b>12</b>	<b>318</b>	<b>338</b>	<b>307</b>	<b>321</b>

**3.5.4.3 HUMAN RESOURCE CAPACITY**

There are two full time personnel in the Velddrif Cemetery and one in Piketberg Cemetery. Maintenance and development of the other cemeteries is done by the Parks teams of each town. There were no vacancies as at 30 June 2015.

**TABLE 104: HUMAN RESOURCES: CEMETERIES**

NO OF POSTS.	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
3	3	0	0%

**3.5.4.4 FINANCIAL PERFORMANCE****TABLE 105: FINANCIAL PERFORMANCE (OPERATIONAL): CEMETERIES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	346 000.00	342 500.00	316 109.82	-8%
Other:	186 000.00	159 434.00	268 692.10	69%
Repairs & Maintenance:	4 000.00	6 000.00	8 082.71	35%
<b>Total Operational Expenditure</b>	<b>536 000.00</b>	<b>507 934.00</b>	<b>592 884.63</b>	<b>17%</b>
<b>Total Operational Revenue</b>	<b>-250 000.00</b>	<b>-250 000.00</b>	<b>-274 532.56</b>	<b>10%</b>
<b>Net Operational Expenditure</b>	<b>286 000.00</b>	<b>257 934.00</b>	<b>318 352.07</b>	<b>23%</b>

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**TABLE 106: FINANCIAL PERFORMANCE (CAPITAL): CEMETERIES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Diverse equipment	3 000.00	3 000.00	3 500.00	3 122.81	-11%

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Tools	5 000.00	5 000.00	5 000.00	0.00	-100%
Expansion of cemetery	80 000.00	80 000.00	80 000.00	80 000.00	0%
<b>TOTAL</b>	<b>88 000.00</b>	<b>88 000.00</b>	<b>88 500.00</b>	<b>83 122.81</b>	<b>-6%</b>

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### 3.5.4.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Performance highlights include:

- A new site was identified and approved by Council for the new Piketberg Cemetery.

Challenges that still need to be addressed include:

- Development of the new Cemetery for Piketberg;
- New Cemetery for Porterville; and
- Improved cemetery maintenance.

## 3.6 ENVIRONMENTAL PROTECTION

### 3.6.1 POLLUTION CONTROL

The Municipality does not have a dedicated unit for pollution control. The management of pollution is a cross cutting priority. Water and soil pollution are dealt with in terms of our Water Services Development Plan and Integrated Waste Management Plans. Noise pollution is dealt with by the Traffic Department which includes Law Enforcement officers who are also responsible for the control of public nuisances.

The West Coast Air Quality Working group meets on a quarterly basis with all role-players to discuss air quality matters and complains. On 17 February 2015 a Joint Municipal Air Quality Working Group (JMAQWG) was established. At this forum municipal air quality officers get the opportunity to discuss all air quality related matters.

A Memorandum of Understanding (MoU) between the West Coast District Municipality and the five local municipalities in the West Coast was also drafted and signed by each municipal managers. The main objective of the MoU is to create a good working relationship between officials from the WCDM and the local municipalities. The Manager: Community Services represents Bergrivier Municipality at these meetings.

## 3.6.2 BIODIVERSITY AND CLIMATE CHANGE

### 3.6.2.1 BIODIVERSITY

Bergvriër Municipality is a member of the Local Action for Biodiversity Programme (LAB) which is run by ICLEI – Local Governments for Sustainability’s Global Biodiversity Centre, in partnership with International Union for Conservation of Nature (IUCN).

As part of this programme, the Municipality commissioned a Biodiversity Report in 2013/14 that unequivocally states that the Municipality’s biodiversity is under threat from human occupation and activity. Critical challenges facing the Municipality in the conservation of its biodiversity are:

- Integration of biodiversity into municipal planning frameworks and processes;
- Conservation and management of freshwater aquatic biodiversity;
- Conservation, management and development of the Berg Estuary;
- Conservation and management of terrestrial biodiversity;
- The impact of waste and pollution on biodiversity;
- Lack of biodiversity awareness; and
- Mainstreaming biodiversity into local economic development.

The Municipality rolled out various community programmes in co-operation with other organs of state such as rain water harvesting initiatives. Part of the Municipality’s obligations in terms of this programme included the development of a Local Biodiversity Strategic and Action Plan (LBSAP) for implementation in 2014/15 which identifies projects that the Municipality will be undertaking to conserve its biodiversity.

The following biodiversity programmes were rolled out during the year:

- **Table Mountain Fund Applications**

The Table Mountain Fund administered by the Cape West Coast Biosphere invited proposals for environmentally friendly projects in their municipal areas to the value of R 20 000 per project. A total of 53 applications were received, and after thorough evaluations in which our Municipality took part, four projects from our municipal area made the prioritised 15 projects.

- ▲ **Coastal and estuarine management**

The Municipality has 40 Kilometres of coast line which includes the Berg River Estuary. These are valuable resources that contribute significantly to the local economy, especially the tourism and fishing sub sectors. The National Environmental Management: Integrated Coastal Management Act, 2008, (Act No. 24 of 2008) aims to establish a system of integrated coastal and estuarine management. This Act places a number of obligations on municipalities and defines a municipality as being “a metropolitan, district or local municipality established in terms of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998)”. In areas where jurisdiction is shared by a district and local municipality, the district

municipality is responsible for the implementation of the provisions of this Act unless the district municipality has by agreement assigned the implementation of any of the provisions of the Act to the local municipality.

The West Coast District Municipality (WCDM) adopted an Integrated Coastal Management Plan (ICMP) in 2013/14 and has also developed one for the Bergrivier Municipality in the same period which was adopted by the Municipal Council in 2014/15. Bergrivier provided a grant in aid to the Berg Estuary Management Forum (BEMF) for the 2014/15 financial year which enabled them to extend the contract of the ranger to regulate and monitor the Berg River Estuary.

### 3.6.2.2 CLIMATE CHANGE

National Government acknowledges that there is undisputed evidence that climate change is occurring and that further climate change is inevitable. South Africa needs to adapt to the impact of climate change by managing its climate and weather-related risks to reduce its vulnerability (National Climate Change Response Strategy: White Paper 2010). Climate change is a cross cutting issue and relies on a coordinated approach by all spheres of government, the private sector and broader public. The National Climate Change Response Strategy advocates that in addition to top down approaches, a bottom up approach must be adopted which is informed by local government and their communities. From this it is evident that the Municipality has a defined role to play in the mitigation of and adaptation to the impacts of climate change. The Western Cape is particularly vulnerable to climate change and the hotter drier conditions predicted for the West Coast could have far reaching impacts. The Municipality's local economy is driven by agriculture and there is concern about the negative impacts of climate change on the agricultural sector which will in turn impact on the local economy.

During March 2014 the Municipal Council adopted a Climate Change Adaption Plan. This plan was developed for the Municipality in partnership with the Climate Change Sub Directorate of the Western Cape Department of Environmental Affairs and Development Planning as part of their Municipal Support Programme and is in process of implementing initiatives contained therein. Climate change initiatives that have been implemented / commenced with include:

- **Bergrivier Climate Knowledge Network**

The Bergrivier Climate Knowledge Network, which was established in 2013/14, is a trans- and interdisciplinary network comprising academics from the University of Cape Town, government practitioners and local community members who focus on climate change issues within the Bergrivier Municipal Area and the Berg River. This has resulted in academic research taking place in our area since 2013/14 which continued in 2014/15. A wealth of expertise and resources were subsequently on hand when required. Some important outcomes of this project are;

- MSc & PhD Projects;
  - A study of an integrated management initiative to improve the Berg River, Western Cape, South Africa
  - Using complex system thinking for managing natural resources in the Groot Winterhoek Strategic Water Source Area in South Africa
  - The application of the Nexus framework in the Bergrivier Municipality - a potential tool for the enabling coordination at the local municipal scale
  - Mapping the governance landscape related to ecosystem-based adaptation in the Bergrivier Municipality.
  - Climate Resilient Housing in the Bergrivier Municipality (Honours)
  - Investigation into the potential for implementing Sustainable Drainage Systems (SuDS) in Piketberg (Honours)
- A further outcome of this project was a successful joint funding application to National Treasury for funding for a complementary currency project to be known as the FLOW Programme, **F**ostering **L**ocal **W**ell-Being, which was rolled out in 2014/15. This project is a youth project addressing social, economic and environmental issues. For more on the FLOW project see 3.11.5.
- The Municipality received accolades for its work in climate change adaptation and biodiversity management in the Greenest Municipality Competition.

### **3.7 SAFETY AND SECURITY**

This part includes: traffic and law enforcement services (including licensing and control of animals and control of public nuisances), fire services and disaster management. These services all fall within the Corporate Services Directorate.

#### **3.7.1 TRAFFIC AND LAW ENFORCEMENT SERVICES**

##### **3.7.1.1 INTRODUCTION**

Bergrivier Municipality has a Traffic and Law Enforcement Division which deals with law enforcement and licencing in the Municipal Area. The Traffic Section is responsible for traffic and by-law enforcement which include control of animals and addressing of public nuisances. The Licencing Section is responsible for Vehicle Registration, Vehicle- and Driver testing. The Traffic Division is managed by a Chief Traffic Officer and there

are 12 officers as well as a number of support staff. The aim of the service is to provide a safe and healthy environment for the community.

The three top service delivery priorities are:

- The safe use of public roads by all road users;
- The enforcement of the National Road Traffic Act; and
- The enforcement of the Municipal By-Laws.

The Traffic Department is also responsible for Licencing (vehicles and drivers). This is a function of the Department of Transport and Public Works, but the Municipality render this service as an agency of the Department and receives a subsidy to perform these functions on their behalf.

### 3.7.1.2 SERVICE STATISTICS

**TABLE 107: TRAFFIC AND BY-LAW INFRINGEMENTS**

DETAILS	2013/2014	2014/2015
Number of by-law infringements attended	2213	2583
Number of Traffic and Law enforcement officers in the field on an average day	5	6
Number of Traffic and law enforcement officers on duty on an average day	12	11

**TABLE 108: LICENSING TRANSACTIONS**

TRANSACTION	2013/14	2014/2015
Drivers licence Transactions.	11126	10929
Motor vehicle Registration Transactions.	45197	46942

### 3.7.1.3 HUMAN RESOURCE CAPACITY

There were 2 vacancies in Traffic Section and 2 vacancies in the Vehicle Licensing and Testing Section as at 30 June 2015

**TABLE 109: HUMAN RESOURCES: TRAFFIC LAW, ENFORCEMENT AND LICENSING**

	NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
Traffic and Law Enforcement	22	18	4	18.18%
Licencing	5	5	0	0%

### 3.7.1.4 FINANCIAL PERFORMANCE

**TABLE 110: FINANCIAL PERFORMANCE (OPERATIONAL): TRAFFIC, LAW ENFORCEMENT**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	6 181 590.00	6 331 590.00	5 472 093.82	-14%



DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Other:	1 111 000.00	3 624 000.00	5 344 407.42	48%
Repairs & Maintenance:	133 000.00	128 000.00	99 387.64	-22%
<b>Total Operational Expenditure</b>	<b>7 425 590.00</b>	<b>10 083 590.00</b>	<b>10 915 888.88</b>	<b>8%</b>
<b>Total Operational Revenue</b>	<b>-1 030 000.00</b>	<b>-3 630 000.00</b>	<b>-6 099 199.96</b>	<b>68%</b>
<b>Net Operational Expenditure</b>	<b>6 395 590.00</b>	<b>6 453 590.00</b>	<b>4 816 688.92</b>	<b>-25%</b>

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**TABLE 111: FINANCIAL PERFORMANCE (OPERATIONAL): VEHICLE LICENSING**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	873 000.00	873 000.00	959 682.16	10%
Other:	117 000.00	117 000.00	343 396.76	194%
Repairs & Maintenance:	17 000.00	12 000.00	-	-100%
<b>Total Operational Expenditure</b>	<b>1 007 000.00</b>	<b>1 002 000.00</b>	<b>1 303 078.92</b>	<b>30%</b>
<b>Total Operational Revenue</b>	<b>-3 200 000.00</b>	<b>-3 200 000.00</b>	<b>-3 216 665.46</b>	<b>1%</b>
<b>Net Operational Expenditure</b>	<b>-2 193 000.00</b>	<b>-2 198 000.00</b>	<b>-1 913 586.54</b>	<b>-13%</b>

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There was no capital expenditure for Traffic and Law Enforcement in 2014/15.

### 3.7.1.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Performance highlights for the year included:

- The increase of patrols and visibility in all towns by means of regular road blocks and integrated operations with Bergervier's counter partners, the SAPS and Provincial Traffic;



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- The increased enforcement of speed in all problem areas;
- Animal clinics that were held as follows:
 

Velddrif	- 4
Aurora	- 3
Redelinghuys	- 3
Eendekuil	- 3
Porterville	- 3
Piketberg	- 3
- Distemper disease and tick bite fever successfully addressed in the Velddrif area;
- The renewing of a contract between the SPCA and the Municipality to enhance better service delivery to address the animal needs and welfare;



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- The education and mentoring of Primary and Pre-school kids to prepare themselves to be responsible road users in the future. The “Daantjie Kat” training program was presented at various schools; and



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- The sustained upgrading and refreshing of the road signage and markings in all the different areas of Bergrivier Municipality.



Photographer unknown: Photo provided

Challenges that still need to be addressed, include:

- Personnel shortages: there is a high turnover rate in the Traffic Department and difficulty is experienced in attracting suitably qualified candidates with a clean record. In most instances the remuneration packages are also not in line with the qualifications needed;
- Control and lack of specialised knowledge and equipment on nuisance control; and
- Shortage of sufficient equipment and resources to address the speeding challenges especially after hours and at night.

### **3.7.2 FIRE SERVICES AND DISASTER MANAGEMENT**

#### **3.7.2.1 INTRODUCTION**

Fire Services and Disaster Management are provided in conjunction with the West Coast District Municipality (WCDM) with whom the Bergrivier Municipality concluded a Memorandum of Understanding. Bergrivier Municipality is responsible for structural fires and the West Coast District Municipality for all other fires. There is a support agreement between Bergrivier Municipality and WCDM Fire Department for all fires within the Municipal area.

The Municipality has a Fire Response Plan in place as well as a Disaster Management Plan that is reviewed annually to ensure alignment with the WCDM and Provincial Disaster Management Plans.

#### **3.7.2.2 SERVICE STATISTICS**

No disasters occurred in the Municipal Area during the year.

The following table shows the incidence of different types of fires in the Municipal Area:

**TABLE 112: FIRE STATISTICS**

<b>BUSH AND GRASS FIRES</b>												
<b>DESCRIPTION</b>	<b>JUL 14</b>	<b>AUG 14</b>	<b>SEPT 14</b>	<b>OCT 14</b>	<b>NOV 14</b>	<b>DEC 14</b>	<b>JAN 15</b>	<b>FEB 15</b>	<b>MAR 15</b>	<b>APR 15</b>	<b>MAY 15</b>	<b>JUNE 15</b>
Aurora				1	1	1	1	2				
Eendekuil						1	1	2				
Piketberg				3	5	6	2					
Porterville				2	4	3	4	5				
Velddrif					8	7	10	5	2	1	1	
Redelinghuys								1				
<b>SUBTOTAL (2014/15)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>15</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>STRUCTURE FIRES</b>												
<b>DESCRIPTION</b>	<b>JUL 14</b>	<b>AUG 14</b>	<b>SEPT 14</b>	<b>OCT 14</b>	<b>NOV 14</b>	<b>DEC 14</b>	<b>JAN 15</b>	<b>FEB 15</b>	<b>MAR 15</b>	<b>APR 15</b>	<b>MAY 15</b>	<b>JUNE 15</b>
Aurora												
Eendekuil												
Piketberg												
Porterville					1	1					1	
Velddrift		2	2	2	1	1		1				
Redelinghuys												
<b>SUBTOTAL (2014/15)</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>INSPECTIONS</b>												
<b>DESCRIPTION</b>	<b>JUL 14</b>	<b>AUG 14</b>	<b>SEPT 14</b>	<b>OCT 14</b>	<b>NOV 14</b>	<b>DEC 14</b>	<b>JAN 15</b>	<b>FEB 15</b>	<b>MAR 15</b>	<b>APR 15</b>	<b>MAY 15</b>	<b>JUNE 15</b>
Aurora												
Eendekuil					1	1						
Piketberg	8	6	1	4	5	7	6	7	5	1	3	3
Porterville	1		3	4	4	2	2	1	1	6	4	2
Velddrif					1			2	1	1	2	2
Redelinghuys												
<b>SUBTOTAL (2014/15)</b>	<b>9</b>	<b>6</b>	<b>4</b>	<b>8</b>	<b>11</b>	<b>10</b>	<b>8</b>	<b>10</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>7</b>

### 3.7.2.3 HUMAN RESOURCE CAPACITY

Except for the Head: Disaster Management, there are no dedicated personnel allocated to the Fire Services or Disaster Management Function. The Fire Service and Disaster Management function is rendered by traffic and technical services personnel in the towns Piketberg, Porterville, Velddrif, Aurora, Eendekuil and Redelinghuys.

### 3.7.2.4 FINANCIAL PERFORMANCE

The cost of the fire service can vary dramatically from year to year depending on the number of incidents. Provision is always made for the worst case scenario.

**TABLE 113: FINANCIAL PERFORMANCE (OPERATIONAL): FIRE SERVICES AND DISASTER MANAGEMENT**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	542 000.00	542 000.00	446 900.15	-18%
Other:	412 500.00	389 500.00	360 411.03	-7%
Repairs & Maintenance:	82 000.00	87 000.00	59 167.28	-32%
<b>Total Operational Expenditure</b>	<b>1 036 500.00</b>	<b>1 018 500.00</b>	<b>866 478.46</b>	<b>-15%</b>
<b>Total Operational Revenue</b>	<b>-3 000.00</b>	<b>-3 000.00</b>	<b>-</b>	<b>-100%</b>
<b>Net Operational Expenditure</b>	<b>1 033 500.00</b>	<b>1 015 500.00</b>	<b>866 478.46</b>	<b>15%</b>

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**TABLE 114: FINANCIAL PERFORMANCE (CAPITAL): FIRE AND DISASTER MANAGEMENT**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Firefighting equipment	30 000.00	80 000.00	80 000.00	79 445.51	-1%
<b>TOTAL</b>	<b>30 000.00</b>	<b>80 000.00</b>	<b>80 000.00</b>	<b>79 445.51</b>	<b>-1%</b>

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### 3.7.2.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Performance highlights for the year include:

- A Disaster Management Risk Assessment conducted for the Bergrivier Municipality with the assistance from the Western Cape Provincial Disaster Management Centre;
- A revised Disaster Management Plan was adopted by Council;
- Fire prevention inspections were performed;
- Compiling emergency evacuation plans for Homes of the Aged & School Hostels;
- The compilation of the Bergrivier Prolonged Electricity Interruption Contingency Plan that was adopted by Council;
- The compilation of the Bergrivier Communications Plan that was adopted by Council;
- Purchasing of Fire & Disaster Management equipment to address the shortage of equipment;
- Rendering assistance to the West Coast District Fire Service during the February 2015 Porterville mountain fire. The fire season was considered the worst since the fire season of 2006;

- Personnel received training in the following internationally recognized Incident Command courses that was sponsored by the Western Cape Provincial Fire & Disaster Management Services:
  - Section Chief: Operations
  - Area Commander;
- The Bergrivier Disaster Management Centre assisted with the coordination of services during the cleaning process of the beaches during the Red Tide that plagued the coastline between Elands Bay and Dwarskersbos;
- Basic firefighting training to municipal personnel;
- The following meetings were attended on a regular basis:
  - Western Cape Chief Fire Officer's Meeting
  - Western Cape Provincial Disaster Management Advisory Forum
  - West Coast District Disaster Management Advisory Forum
  - West Coast District Fire Services Work Group
  - Disaster Management Institute of SA (DMISA) meetings
  - Ward meetings;
- To improve communication for the emergency services, capital funding was made available for the 2015/6 financial year to upgrade the current radio communication system to digital VHF; and
- To address the personnel shortage, EPWP funding was made available to appoint 3 EPWP assistant firefighters.

Challenges that still need to be addressed include:

- Lack of qualified dedicated personnel;
- Improvement of service standards;
- Mitigation of risks (Mitigation plans);
- Shortage of equipment and funding to purchase equipment;
- A 24 hour emergency dispatch centre with a single emergency number;
- Lack of specialized fire fighting vehicles to cover risks;
- Lack of dedicated buildings to facilitate vehicles, equipment and personnel;
- Lack of a Disaster Management Centre; and
- Community awareness programmes.



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### 3.8 COMMUNITY PARKS, SPORT AND RECREATION

This part includes community parks, sport fields and swimming pools, sport development and recreation resorts. Community parks, sport fields (maintenance) and swimming pools are the responsibility of the Technical Services Directorate and sport development and recreation resorts are the responsibility of the Community Services Directorate.

#### 3.8.1 PARKS AND OPEN SPACES

##### 3.8.1.1 INTRODUCTION

The Municipality is responsible for all parks and open spaces, which are important to the conservation of our biodiversity as well as the aesthetic appearance of our town.

**TABLE 115: PARKS AND OPEN SPACES**

TOWN	PARKS AND OPEN SPACES (HA)	PLAY PARKS (NO)
Piketberg	26.4	5
Aurora	1.4	1

TOWN	PARKS AND OPEN SPACES (HA)	PLAY PARKS (NO)
Dwarskersbos	0.5	0
Velddrif	19.9	1
Redelinghuys	0.1	1
Eendekuil	0.5	2
Porterville	4.8	2
<b>TOTAL</b>	<b>53.6 HA</b>	<b>12</b>

### 3.8.1.2 HUMAN RESOURCE CAPACITY

There were 2 vacancies in the Parks Section as at 30 June 2015.

**TABLE 116: HUMAN RESOURCES: COMMUNITY PARKS**

NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
31	29	2	6 %

### 3.8.1.3 FINANCIAL PERFORMANCE

**TABLE 117: FINANCIAL PERFORMANCE (OPERATIONAL): PARKS AND OPEN SPACES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	4 130 000.00	4 173 000.00	4 165 047.34	0%
Other:	976 000.00	728 300.00	544 677.78	-25%
Repairs & Maintenance:	143 000.00	143 300.00	143 042.62	0%
<b>Total Operational Expenditure</b>	<b>5 249 000.00</b>	<b>5 044 600.00</b>	<b>4 852 767.74</b>	<b>-4%</b>
<b>Total Operational Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Operational Expenditure</b>	<b>5 249 000.00</b>	<b>5 044 600.00</b>	<b>4 852 767.74</b>	<b>-4%</b>

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**TABLE 118: FINANCIAL PERFORMANCE (CAPITAL): PARKS AND OPEN SPACES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Diverse equipment	4 000.00	4 000.00	4 000.00	0.00	-100%
Lawn mowers	50 000.00	50 000.00	50 000.00	29 971.81	-40%
Irrigation - parks	20 000.00	20 000.00	20 000.00	18 017.05	-10%
Replace tractor (CBY 3021)	250 000.00	195 000.00	195 000.00	195 000.00	0%
Recreation areas garden	100 000.00	100 000.00	100 000.00	64 765.80	-35%



DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Town entrances	78 000.00	78 000.00	78 000.00	29 963.63	-62%
<b>TOTAL</b>	<b>502 000.00</b>	<b>447 000.00</b>	<b>447 000.00</b>	<b>337 718.29</b>	<b>-24%</b>

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### 3.8.1.4 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Challenges that still need to be addressed include the vandalism of play equipment in parks. Areas are now fenced with lockable gates and the community must participate in controlling access.

### 3.8.2 SPORT FIELDS AND SWIMMING POOLS

#### 3.8.2.1 INTRODUCTION

The maintenance of sport fields and swimming pools is the responsibility of the Technical Services Directorate. Staff also received training in life saving at the municipal swimming pools.

#### 3.8.2.2 SERVICE STATISTICS

The following table indicates the sports facilities /codes in each town:(It must be noted that the Piketberg and De Hoek golf courses are privately owned and not maintained by the Municipality. The Porterville and Velddrif Golf Courses are municipal property but maintained by the respective golf clubs)

**TABLE 119: SPORT FACILITIES AND CODES**

TOWN	FACILITY
<b>Piketberg</b>	Tennis / Rugby / Athletics/Soccer/ Netball / Bowls / Golf/ Pistol Shooting / swimming and cricket
<b>Aurora</b>	Tennis / Rugby / Soccer / Netball
<b>Dwarskersbos</b>	Tennis
<b>Velddrif</b>	Tennis / Netball / Rugby / Soccer/ Cricket / Bowls / Golf / Athletics / Racing pigeons / Angling / Jukskei
<b>Redelinghuys</b>	Rugby / Soccer / Athletics / Tennis / Netball / Jukskei
<b>Eendekuil</b>	Rugby / Soccer / Tennis / Netball / Athletics
<b>Porterville</b>	Rugby / Soccer / Athletics / Tennis / Netball / Bowls / Golf / swimming

#### 3.8.2.3 HUMAN RESOURCE CAPACITY

There were no vacancies in the sport fields and swimming pool section as at 30 June 2015.

**TABLE 120: HUMAN RESOURCES SPORT FIELDS AND SWIMMING POOLS**

NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
10	10	0	0%

**3.8.2.4 FINANCIAL PERFORMANCE****TABLE 121: FINANCIAL PERFORMANCE (OPERATIONAL): SPORT FIELDS AND SWIMMING POOLS**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	1 112 000.00	1 112 000.00	1 071 079.68	-4%
Other:	1 316 000.00	1 115 715.00	662 219.47	-41%
Repairs & Maintenance:	151 000.00	131 000.00	157 678.92	20%
<b>Total Operational Expenditure</b>	<b>2 579 000.00</b>	<b>2 358 715.00</b>	<b>1 890 978.07</b>	<b>-20%</b>
<b>Total Operational Revenue</b>	<b>24 000.00</b>	<b>1 339 789.00</b>	<b>-988 562.85</b>	<b>-26%</b>
<b>Net Operational Expenditure</b>	<b>2 555 000.00</b>	<b>1 018 926.00</b>	<b>902 415.22</b>	<b>-11%</b>

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**TABLE 122: FINANCIAL PERFORMANCE (CAPITAL) SPORT FIELDS AND SWIMMING POOLS**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Diverse equipment	5 000.00	12 000.00	12 000.00	11 556.84	-4%
Tools	50 000.00	43 000.00	43 000.00	35 476.00	-17%
Portable pavilions	50 000.00	50 000.00	50 000.00	49 200.00	-2%
Upgrading of Sport Facilities	1 717 000.00	1 315 789.00	1 315 789.00	969 980.84	-26%
<b>TOTAL</b>	<b>1 822 000.00</b>	<b>1 420 789.00</b>	<b>1 420 789.00</b>	<b>1 066 213.68</b>	<b>-25%</b>

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**3.8.2.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES**

Performance highlights for the year include:

- ▲ MIG Funds 15 %. Upgrade Picketberg sport (cricket grounds)

Challenges that still need to be addressed include:

- ▲ A lack of funding and a shortage of water for maintenance of grass fields.

### 3.8.3 SPORT DEVELOPMENT

Each town has a Local Sports Council who manages the local sport facilities and who are responsible for sport development. The Municipality supports these Sports Councils through an annual grant and maintains and upgrades the facilities on an on-going basis.

Performance highlights for the year include;

- ▲ The Municipality contributed an amount of R 160 000 towards sport development;
- ▲ On 16 July 2014 the final of the annual West Coast Golden Games for elderly people was held at Rhino Park in Piketberg;
- ▲ The 53<sup>rd</sup> annual Bergrivier canoe marathon finished on 19 July 2014 at the Marinus Bridge in Velddrif. This 4 day event covers a distance of over 250 kilometres from Paarl all the way to Velddrif. The Bergrivier canoe marathon has been contested since 1961;
- ▲ Velddrif was the host on 4 October 2014 when Boland Rugby Union presented the quarter final matches of the President League competition. Velddrif Rugby Club was one of the contestants;
- ▲ The annual Better Together Games for Municipal and Provincial Government employees was held on 17 October 2014 in Vredenburg. The tag-rugby team of Bergrivier Municipality was victorious and won gold at the games;
- ▲ The annual Fish factories rugby, soccer and netball tournament was held on 24 and 25 October 2014 at the Smit Park Sport grounds in Velddrif;
- ▲ On 18 April 2015 Bergrivier Municipality in conjunction with Boland Rugby Union host the Vodacom Cup rugby match between Boland Cavaliers and Griekwas at Smit Sport Grounds in Velddrif. Hundreds of spectators attended the match; and
- ▲ Municipal Infrastructure Grant (MIG) to the amount of R 2, 3 million was received from the Department of Local Government (DoLG) for the upgrading of the Piketberg Cricket Grounds (also known as the Tollie Adams Oval). The project will be completed during the middle part of the 2015/16 financial year.

Challenges that still need to be addressed include;

- ▲ A lack of funding and the shortage of water put a burden on projects/initiatives that require high maintenance;
- ▲ A shortage of financial support to Sport Councils to render administrative Services;
- ▲ Not all Sport Councils do not hold their monthly meetings as prescribed by policy and legislation;
- ▲ Sport councils do not submit timeously monthly financial statements as prescribed; and
- ▲ There is no dedicated official for sport development.



*Andy Birkett (2014 winner of the men's division*



*Boland Cavaliers vs Griekwas at Smit Sport Grounds in Velddrif*



Construction of new cricket nets at Piketberg Cricket Nets  
Photographer unknown: Photo provided

### **3.8.4 RECREATION RESORTS**

#### **3.8.4.1 INTRODUCTION**

The Municipality has 3 beach/recreation resorts, namely Stywelyne (Laaiplek), Dwarskersbos and Pelican Holiday Resort (Laaiplek). Pelican beach resort is currently not in operation due to the poor state of the chalets and camping sites. The Municipality manages the other two resorts itself and strives to maintain a high standard at all times as these resorts contribute significantly to the tourism sector.

#### **3.8.4.2 SERVICE STATISTICS**

The Municipal recreation resorts are well utilised during summer months. Usage statistics are derived from the Resort Management System and are contained in the table below.

**TABLE 123: UTILISATION OF RECREATION RESORTS (VISITORS PER MONTH)**

BOOKINGS	JUL 13	AUG 13	SEPT 13	OCT 13	NOV 13	DEC 13	JAN 14	FEB 14	MAR 14	APR 14	MAY 14	JUN 14	TOTAL
<b>Stywelyne</b>													
Luxury Houses (7)	56	69	73	73	71	102	126	61	74	113	87	51	956
Flats (6)	30	52	45	68	77	62	63	62	57	73	44	39	672
Camping Sites (52)	20	22	41	46	107	1012	363	136	134	193	23	19	2 116
<b>Dwarskersbos</b>													
Cottages (5)	19	27	41	31	32	76	68	58	62	60	60	29	563
Flats (12)	40	61	72	58	93	236	123	72	101		73	86	1 133
Camping Sites (124)	8	124	143	154	165	2 781	1010	442	594		87	11	6 213
<b>TOTAL</b>	<b>173</b>	<b>355</b>	<b>415</b>	<b>430</b>	<b>545</b>	<b>4 269</b>	<b>1 753</b>	<b>831</b>	<b>1 022</b>		<b>374</b>	<b>235</b>	<b>11 653</b>

**2014/15**

BOOKINGS	JUL 14	AUG 14	SEPT 14	OCT 14	NOV 14	DEC 14	JAN 15	FEB 15	MAR 15	APR 15	MAY 15	JUN 15	TOTAL
<b>Stywelyne</b>													
Luxury Houses (7)	92	81	63	84	92	117	135	110	78	115	91	90	1 148
Flats (6)	50	66	80	73	95	99	78	70	85	107	103	97	1003
Camping Sites (52)	0	30	49	94	43	931	331	96	134	272	103	36	2119
<b>Dwarskersbos</b>													
Cottages (5)	35	55	42	54	37	99	84	58	60	78	72	78	752
Flats (12)	97	95	104	146	119	245	166	128	127	126	164	171	1688
Camping Sites (124)	45	125	173	235	291	2706	1164	468	376	767	125	33	6508
<b>TOTAL</b>	<b>319</b>	<b>452</b>	<b>511</b>	<b>686</b>	<b>677</b>	<b>4197</b>	<b>1958</b>	<b>930</b>	<b>860</b>	<b>1465</b>	<b>658</b>	<b>505</b>	<b>13218</b>

**3.8.4.3 HUMAN RESOURCE CAPACITY**

There were no vacancies in the Recreation Resorts Section as at 30 June 2015.

**TABLE 124: HUMAN RESOURCES: RECREATION RESORTS**

NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
15	15	0	0

**3.8.4.4 FINANCIAL PERFORMANCE****TABLE 125: FINANCIAL PERFORMANCE (OPERATIONAL): RECREATION RESORTS**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	2 539 000.00	2 539 000.00	2 410 525.72	-5%
Other:	1 410 500.00	1 707 000.00	1 226 519.41	-28%
Repairs & Maintenance:	318 000.00	418 000.00	384 403.66	-8%
<b>Total Operational Expenditure</b>	<b>4 267 500.00</b>	<b>4 664 000.00</b>	<b>4 021 448.79</b>	<b>-14%</b>
<b>Total Operational Revenue</b>	<b>-3 063 000.00</b>	<b>-3 165 000.00</b>	<b>-3 885 533.52</b>	<b>23%</b>

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Net Operational Expenditure	1 204 500.00	1 499 000.00	135 915.27	-91%

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**TABLE 126: FINANCIAL PERFORMANCE (CAPITAL) RECREATION RESORTS**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Furniture and equipment	75 000.00	75 000.00	75 000.00	74 927.18	0%
Tools and Equipment	5 000.00	5 000.00	5 000.00	4 850.88	-3%
Electrical Fencing Stywelyne	150 000.00	150 000.00	150 000.00	57 130.74	-62%
<b>TOTAL</b>	<b>230 000.00</b>	<b>230 000.00</b>	<b>230 000.00</b>	<b>136 908.80</b>	<b>-40%</b>

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#### 3.8.4.5 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Performance highlights for the year include:

- The beach resorts were well-supported during the December/January holidays as well as the 2015 Easter Weekend;
- Maintenance work at both beach resorts is on schedule and complaints regarding the management and facilities at the beach resorts are minimal. Outstanding service delivery to the public is a priority;
- Twenty two unemployed persons from Velddrif were employed as temporarily workers at the resorts;
- The number of occupation days increased from 11 563 days for 2013/14 to 13 218 days for 2014/15;
- Revenue of the resorts increased from R2 985 831 for 2013/14 to R3 434 310 for 2014/15;
- For the first time in the history of the resorts a winter tariff was implemented. The resorts was well supported during the winter months;
- An electric fencing was erected at Stywelyne Beach resort to the value of R 57 130; and
- The swimming pools as well as the day camping site at Pelican Beach resort was upgraded. Over the festive - and summer period hundreds of people visited the day camping site and swimming pool at Pelican Beach Resort.

## Pelikaan - and Stywe Lyne Resort



Photographer unknown: Photos provided

Challenges that still need to be addressed include:

- Increasing occupancy levels outside of holiday seasons; and
- The overall sustainability and viability of the resorts.

### 3.9 CORPORATE AND OTHER SERVICES

#### 3.9.1 EXECUTIVE AND COUNCIL

##### 3.9.1.1 INTRODUCTION

The Executive and Council comprises the Municipal Council and its support staff as well as the Office of the Municipal Manager which includes the Strategic Services Department and Internal Audit Unit. The activities of this section are detailed under Governance (Chapter 2)

### 3.9.1.2 HUMAN RESOURCES

There were no employee or Councillor vacancies as at 30 June 2015.

**TABLE 127: HUMAN RESOURCES: THE EXECUTIVE AND COUNCIL**

	NO OF POSTS	NO OF EMPLOYEES / COUNCILLORS	NO OF VACANCIES	VACANCIES%
Employees	5	5	0	0%
Councillors	13	13	0	0%

### 3.9.1.3 FINANCIAL PERFORMANCE

There was no capital expenditure for the Council and Executive. The Municipality's equitable share is included as part of the income.

**TABLE 128: FINANCIAL PERFORMANCE (OPERATIONAL): THE EXECUTIVE AND COUNCIL**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	4 483 000.00	4 523 000.00	3 205 234.09	-29%
Other:	9 500 040.00	8 863 840.00	8 209 182.53	-7%
Repairs & Maintenance:	6 000.00	6 000.00	0	-100%
<b>Total Operational Expenditure</b>	<b>13 989 040.00</b>	<b>13 392 840.00</b>	<b>11 414 416.62</b>	<b>-15%</b>
<b>Total Operational Revenue</b>	<b>-14 557 301.00</b>	<b>-14 977 301.00</b>	<b>-14 986 343.46</b>	<b>0%</b>
<b>Net Operational Expenditure</b>	<b>-568 261.00</b>	<b>-1 584 461.00</b>	<b>-3 571 926.84</b>	<b>125%</b>

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## 3.9.2 FINANCIAL SERVICES

### 3.9.2.1 INTRODUCTION

The Financial Services Directorate is responsible for the Budget and Treasury Office, Revenue Management, Expenditure Management and Supply Chain Management. The Department is also responsible for the Valuation Roll. The activities of this section are detailed under Financial Performance (Chapter 5).

### 3.9.2.2 HUMAN RESOURCES

There were 7 vacancies in the Financial Services Directorate as at 30 June 2015.

**TABLE 129: HUMAN RESOURCES: FINANCIAL SERVICES**

NO OF POSTS.	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
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52	45	7	16.46%
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### 3.9.2.3 FINANCIAL PERFORMANCE

**TABLE 130: FINANCIAL PERFORMANCE (OPERATIONAL): FINANCIAL SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	13 051 950,00	13 051 950,00	13 176 455,64	1%
Other:	2 586 134,00	2 778 267,00	4 312 386,65	55%
Repairs & Maintenance:	636 650,00	641 650,00	63 097,07	-90%
Total Operational Expenditure	11 102 466,00	10 915 333,00	8 927 166,06	-18%
Total Operational Revenue	60 153 928,00	58 085 683,00	60 859 703,18	5%
Net Operational Expenditure	49 051 462,00	47 170 350,00	51 932 537,12	10%

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**TABLE 131: CAPITAL EXPENDITURE: FINANCIAL SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Diverse equipment	30 000,00	30 000,00	35 000,00	32 723,87	-7%
Replacing outdated computers and software	100 000,00	100 000,00	87 398,00	87 397,97	0%
Upgrade of Income System to Promis <sup>2</sup>	300 000,00	300 000,00	300 000,00	0	-100%
Assets from Insurance claims		30 000,00	30 000,00	0	-100%
<b>TOTAL</b>	<b>430 000,00</b>	<b>460 000,00</b>	<b>452 398,00</b>	<b>120 121,84</b>	<b>-73%</b>

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### 3.9.3 HUMAN RESOURCE SERVICES

#### 3.9.3.1 INTRODUCTION

Human resource management falls within the Corporate Services Directorate. Human Resource Services are responsible for human resource management, labour relations, training and development and occupational health and safety. The activities of this section are detailed under Organisational Development Performance (Chapter 4).

### 3.9.3.2 HUMAN RESOURCES

The Manager Human Resources position is filled with a permanent incumbent. The Human Resource Officer: Recruitment, Selection and Personnel Administration post is vacant, but will be filled through an external recruitment process in the new financial year.

**TABLE 132: HUMAN RESOURCES: HUMAN RESOURCE SERVICES**

NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
6	5	1	16.57%

### 3.9.3.3 FINANCIAL PERFORMANCE

**TABLE 133: FINANCIAL PERFORMANCE (OPERATIONAL): HUMAN RESOURCE SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	4 158 470.00	4 399 816.00	4 441 948.35	1%
Other:	4 015 660.00	5 008 397.00	5 447 567.26	9%
Repairs & Maintenance:	17 000.00	17 000.00	13 640.79	-20%
<b>Total Operational Expenditure</b>	<b>8 191 130.00</b>	<b>9 425 213.00</b>	<b>9 903 156.40</b>	<b>5%</b>
<b>Total Operational Revenue</b>	<b>-350 000.00</b>	<b>350 000.00</b>	<b>-192 928.88</b>	<b>-45%</b>
<b>Net Operational Expenditure</b>	<b>7 841 130.00</b>	<b>9 075 213.00</b>	<b>9 710 227.52</b>	<b>7%</b>

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**TABLE 134: FINANCIAL PERFORMANCE (CAPITAL): HUMAN RESOURCE SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Diverse equipment	10 000.00	10 000.00	9 444.00	8 929.67	-5%
<b>TOTAL</b>	<b>R 10,000</b>	<b>10 000.00</b>	<b>9 444.00</b>	<b>8 929.67</b>	<b>-5%</b>

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## 3.9.4 ADMINISTRATION AND INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

### 3.9.4.1 INTRODUCTION

Administrative Services are the responsibility of the Administrative Services Department of the Corporate Services Directorate. Information and Communication Technology is a section of the Administrative Services Department. The Administration activities of this Department are to a large extent covered by Chapter 2 (Governance), and the focus of this paragraph will therefore be Information and Communication Technology

(ITC). The focus and expectation of an Information Communication Technology section is to provide support to the Administration in digital activities. The role and function of ICT is now being seen as an enabling function. ICT has taken on a new role in developing countries for instance where it helped education, provide video session with doctors and helped with research.

It is in light of this new understanding of ICT that the ICT & Archives Department conducted an ICT Assessment in partnership with State Information Technology Agency (SITA) with the result of this partnership an approved ICT 5 year Strategic plan.

The objective of this plan is to ensure that ICT spending is aligned to the goals of the Municipality set out in the IDP. A New vision, mission mandate, objectives and 23 ICT Initiatives were created to speak to the whole enterprise (covering the goals of every department) they are;

- **ICT Vision:**

To create an efficient, effective, reliable, well governed and intelligent Administration.

- **ICT Mission:**

To provide and maintain the foundation for an effective administration, innovation, opportunities and development in Bergrivier Municipality by using applicable and Value-derivable technology and governance.

- **ICT Mandate:**

To use ICT to enable and support administration and development

- **ICT Objectives**

- To establish within the organisation an ICT culture and a strategy that integrates ICT with the organisation's mission and functions;
- To ensure that ICT complements and enhances the organisation's service to its clients;
- To integrate Business applications;
- To ensure the availability, quality and security of information;
- To improve ICT Governance;
- To ensure Business continuity; and
- To encourage innovation and development.

Subsequently to the ICT Strategy an Implementation plan was developed to guide ICT expenditure and measure progress. This was followed by an Application analysis and integration workshop which was facilitated by SITA.

The ICT Committee has been formerly constituted by the Council with an approved ICT Committee Charter 2013/14 financial year. The charter sets out the mandate, objectives and roles of the ICT Committee. The Committee met 4 times (quarterly) during the financial year.

### 3.9.4.2 HUMAN RESOURCES

There was one vacancy in the Administrative Services Department as at 30 June 2015.

**TABLE 135: HUMAN RESOURCES: ADMINISTRATION AND ICT SERVICES**

SECTION	NO OF POSTS	NO OF EMPLOYEES	NO OF VACANCIES	VACANCIES%
Administration & IT	12	11	1	8%

### 3.9.4.3 FINANCIAL PERFORMANCE

**TABLE 136: FINANCIAL PERFORMANCE (OPERATIONAL): ADMINISTRATION AND ICT SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTED BUDGET	2014/15 ACTUAL	VARIANCE
Employees:	4 581 000.00	4 581 000.00	4 443 369.55	-3%
Other:	2 387 400.00	2 634 200.00	1 620 330.31	-38%
Repairs & Maintenance:	6 000.00	34 000.00	33 762.53	-1%
<b>Total Operational Expenditure</b>	<b>6 974 400.00</b>	<b>7 249 200.00</b>	<b>6 097 462.39</b>	<b>-16%</b>
<b>Total Operational Revenue</b>	<b>-606 000.00</b>	<b>-606 000.00</b>	<b>-626 609.25</b>	<b>3%</b>
<b>Net Operational Expenditure</b>	<b>6 368 400.00</b>	<b>6 643 200.00</b>	<b>5 470 853.14</b>	<b>-18%</b>

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**TABLE 137: FINANCIAL PERFORMANCE (CAPITAL): ADMINISTRATION AND ICT SERVICES**

DESCRIPTION	2014/15 BUDGET	2014/15 ADJUSTMENT BUDGET	ADJUSTED BUDGET	ACTUAL	VARIANCE
Office equipment	10 000.00	10 000.00	10 556.00	10 554.83	0%
Photocopiers	300 000.00	293 000.00	293 000.00	292 262.54	0%
Microsoft volume Licensing	600 000.00	600 000.00	600 000.00	599 314.54	0%
Replacement of computers	200 000.00	200 000.00	218 180.00	218 099.27	0%
<b>TOTAL</b>	<b>1 110 000.00</b>	<b>1 103 000.00</b>	<b>1 121 736.00</b>	<b>1 121 231.18</b>	<b>0%</b>

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### 3.9.4.4 PERFORMANCE HIGHLIGHTS AND CHALLENGES

Performance highlights include:

**Implementation of an electronic records and document management system**

- The Archives team has implemented various controls that have enhance the flow of post between towns and provide for better monitoring and accountability. The team is also working on a project that will see all minutes and documentation moved to the Western Cape Archives division; and
- The first two initiatives of the ICT Strategic Plan was realized in the form of the Standardization of Software and the Replacement Plan. The first phases of both the initiatives has been completed and phase two is in progress. The vehicle tracking solution was also deployed that enabled management with more control and true monitoring capabilities.

### Policy development

The following administrative policies were developed and reviewed by the various departments during the financial year:

**TABLE 138: POLICIES ADOPTED DURING 2014/15**

POLICY	RESOLUTION	DATE OF ADOPTION
Housing Allocation Policy (Amendments)	RVN017/11/2014 RVN014/06/2015	25/11/2014 23/06/2015
Risk Management Policy (Amendment)	RVN014/03/2015	26/03/2015
Risk Management Strategy	RVN014/03/2015	26/03/2015
Risk Management Implementation Plan	RVN014/03/2015	26/03/2015
Charter : Risk Management Committee	RVN014/03/2015	26/03/2015
Risk Register	RVN014/03/2015	26/03/2015
Hiring of Municipal Halls Policy	BKN011/06/2015	17/06/2015
Asset Management Policy	RVN011/05/2015	29/05/2015
Cash Management and Investment Policy	RVN011/05/2015	29/05/2015
Credit Control and Debt Collection Policy	RVN011/05/2015	29/05/2015
Property Rates Policy	RVN011/05/2015	29/05/2015
Tariff Policy	RVN011/05/2015	29/05/2015
Virement Policy	RVN011/05/2015	29/05/2015
Supply Chain Management Policy	RVN011/05/2015	29/05/2015
Borrowing Policy	RVN011/05/2015	29/05/2015
Funding Reserves and Long Term Financial Planning Policy	RVN011/05/2015	29/05/2015
Budget Implementation and Monitoring Policy	RVN011/05/2015	29/05/2015

### Performance challenges

- The integration of different systems;
- The centralization of ICT function;
- The implementation of ICT Policies and governance framework;
- Human resources; and

- Disaster recovery facilities.
- 

It is believed that the ICT Committee will address these challenges through the ICT 5 year Strategic Plan.

### **3.10 DETAILED ANNUAL PERFORMANCE REPORT**

#### **3.10.1 INTRODUCTION**

This report comprises the Annual Performance Report of the Bergrivier Municipality for 2014/54 which has been compiled in accordance with Section 46 of the Local Government Municipal Systems Act, Act 32 of 2000.

#### **3.10.2 LEGISLATIVE FRAMEWORK**

Section 46 of the Municipal Systems Act, Act 32 of 2000, provides that:

- “46(1) A Municipality must prepare for each financial year; a performance report reflecting;*
- a) the performance of the municipality and of each external service provider during that financial year;*
  - b) a comparison of the performances referred to in paragraph (a) with targets set for and performances in the previous financial year; and*
  - c) measures taken to improve performance.*
- (2) An annual performance report must form part of the municipality's annual report in terms of Chapter 12 of the Municipal Finance Management Act.”*

#### **3.10.3 OVERVIEW OF PERFORMANCE MANAGEMENT AND REPORTING SYSTEM**

The Performance Management System is an internet based system that uses the approved Service Delivery Budget Implementation Plan (SDBIP) as its basis. Section 1 of the MFMA defines the service delivery and budget implementation plan (SDBIP) as:

*“a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:*

- a) Projections for each month of;*
  - i. Revenue to be collected, by source; and*
  - ii. Operational and capital expenditure, by vote;*
- b) Service delivery targets and performance indicators for each quarter”.*
- c) Budget processes and related matters”*

The SDBIP is a layered plan comprising a Top Layer SDBIP and Departmental SDBIPs. The Top Layer SDBIP comprises quarterly high level service delivery targets. It is a public document which was approved by Council on 27 May 2014. Reporting on the top layer SDBIP is done to the Mayoral Committee and Council on a quarterly, half yearly (Mid-year Budget and Performance Assessment Report) and annual basis (Annual Report). Any amendments to the Top Layer SDBIP must be approved by Council following the submission of the Mid-year Budget and Performance Assessment Report and the approval of the adjustment budget. The Municipal Council approved amendments to the Top Layer SDBIP on 10 February 2015 and these changes have been incorporated into the Top Layer SDBIP.

The Performance Report of the Municipality is presented according to the Strategic objectives of the Municipality as contained in the 2014/15 Integrated Development Plan (IDP) Review. (Third revision).

The strategic objectives of the Municipality are:

1. *To budget strategically, grow and diversify our revenue and ensure value for money services;*
2. *To communicate effectively and be responsive to the needs of the Community;*
3. *To conserve and manage the natural environment and mitigate the impacts of climate change;*
4. *To create an efficient, effective and accountable administration;*
5. *To develop, manage and regulate the built environment;*
6. *To promote cultural and socio economic development of our community;*
7. *To promote the well-being, health, safety and security of our community;*
8. *To provide and maintain bulk and service infrastructure that will address backlogs and provide for future development.*

#### **3.10.4 PERFORMANCE AS MEASURED AGAINST THE MUNICIPALITY'S STRATEGIC OBJECTIVES**

##### **3.10.5 PERFORMANCE OVERVIEW**

The following graph provides an overview of the Municipality's overall performance for the 2014/54 financial year. The Municipality set 64 Key Performance Indicators (KPI's) for the financial year when the SDBIP was approved in June 2014.

The Municipality met 81 % (71) of its targets, almost met another 17 % (15) and only failed to meet 2 % (2). This is a slight decrease on the previous year where the Municipality met 83.3 % (110) of its Key Performance Indicators, almost met another 6.8 % (9) and failed to meet 9.8 % (13).



**TABLE 139: ACHIEVEMENT OF KEY PERFORMANCE INDICATORS**






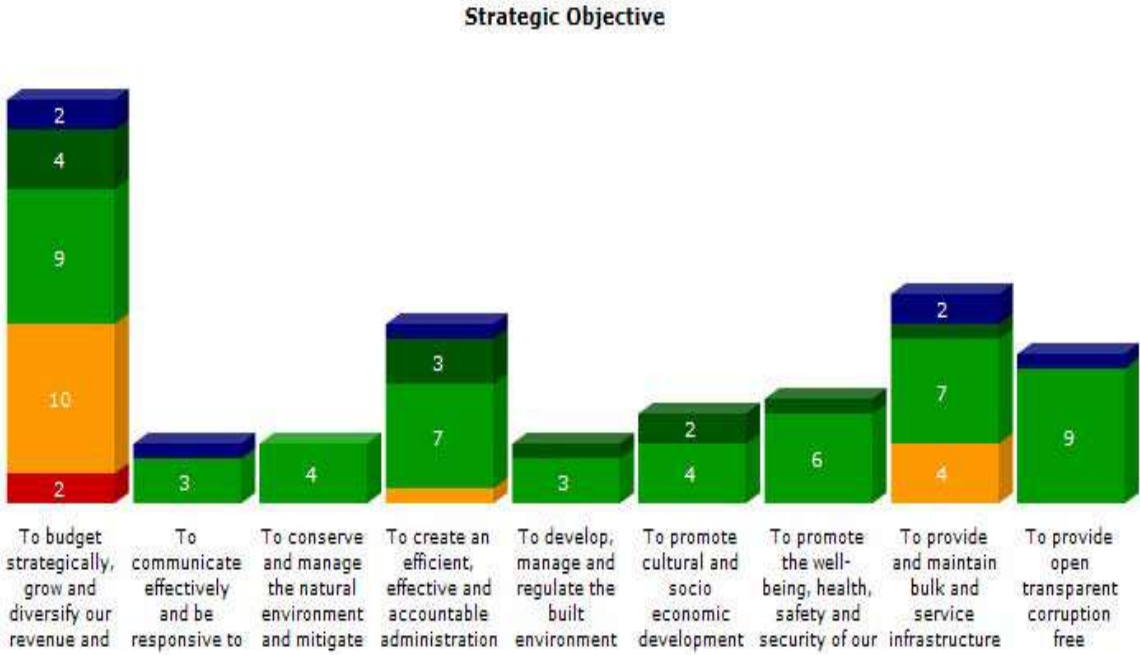
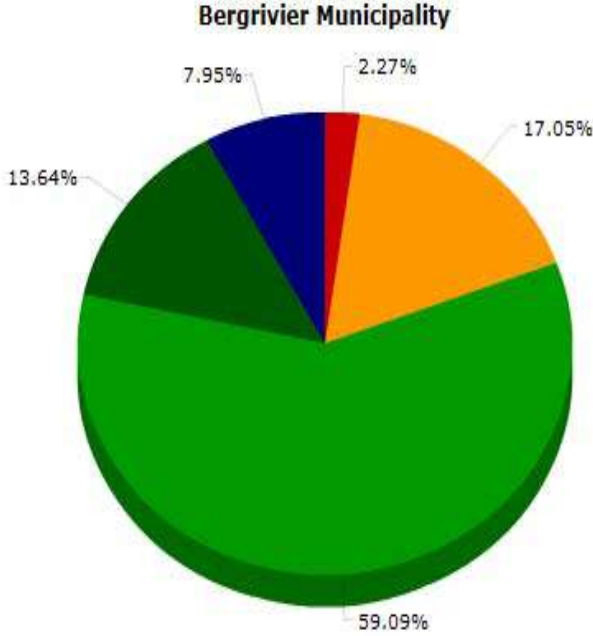
	STRATEGIC OBJECTIVES								
	To budget strategically, grow and diversify our revenue and ensure value for money services	To communicate effectively and be responsive to the needs of the Community	To conserve and manage the natural environment and mitigate the impacts of climate change	To create an efficient, effective and accountable administration	To develop, manage and regulate the built environment	To promote cultural and socio economic development of our community	To promote the well-being, health, safety and security of our community	To provide and maintain bulk and service infrastructure that will address backlogs and provide for future development	To provide open transparent corruption free governance
 KPI Not Met	<a href="#">4 (4.1%)</a>	<a href="#">2 (28.6%)</a>	-	<a href="#">3 (2%)</a>	<a href="#">1 (7.7%)</a>	<a href="#">1 (7.1%)</a>	<a href="#">11 (26.2%)</a>	<a href="#">10 (7.3%)</a>	<a href="#">1 (2.1%)</a>
 KPI Almost Met	<a href="#">8 (8.2%)</a>	-	-	<a href="#">12 (8.1%)</a>	<a href="#">1 (7.7%)</a>	<a href="#">1 (7.1%)</a>	<a href="#">5 (11.9%)</a>	<a href="#">9 (6.6%)</a>	<a href="#">2 (4.2%)</a>
 KPI Met	<a href="#">59 (60.2%)</a>	<a href="#">2 (28.6%)</a>	<a href="#">3 (50%)</a>	<a href="#">90 (60.4%)</a>	<a href="#">10 (76.9%)</a>	<a href="#">10 (71.4%)</a>	<a href="#">24 (57.1%)</a>	<a href="#">57 (41.6%)</a>	<a href="#">35 (72.9%)</a>
 KPI Well Met	<a href="#">14 (14.3%)</a>	-	-	<a href="#">26 (17.4%)</a>	-	-	<a href="#">1 (2.4%)</a>	<a href="#">45 (32.8%)</a>	<a href="#">7 (14.6%)</a>
 KPI Extremely Well Met	<a href="#">13 (13.3%)</a>	<a href="#">3 (42.9%)</a>	<a href="#">3 (50%)</a>	<a href="#">18 (12.1%)</a>	<a href="#">1 (7.7%)</a>	<a href="#">2 (14.3%)</a>	<a href="#">1 (2.4%)</a>	<a href="#">16 (11.7%)</a>	<a href="#">3 (6.3%)</a>
<b>Total:</b>	<b>98</b>	<b>7</b>	<b>6</b>	<b>149</b>	<b>13</b>	<b>14</b>	<b>42</b>	<b>137</b>	<b>48</b>

FIGURE 19: ACHIEVEMENT OF KEY PERFORMANCE INDICATORS



### 3.10.6 PERFORMANCE PER STRATEGIC OBJECTIVE

#### 3.10.6.1 TO BUDGET STRATEGICALLY, GROW AND DIVERSIFY OUR REVENUE AND ENSURE VALUE FOR MONEY SERVICES

Ref	Directorate	National KPA	KPI	Unit of Measurement	Source of Evidence	Previous Year Performance	Revised Target	KPI Calculation Type	Period-To-Date As At June 2015				
									Target	Actual	R	Performance Comment	Corrective Measures
TL1	Office of the Municipal Manager	Municipal Financial Viability and Management	The percentage of the municipal capital budget actually spent on capital projects as at 30 June 2015 (Actual amount spent on capital projects/Total amount budgeted for capital projects)X100	% of Capital budget spent as at 30 June 2015 [(Actual amount spent on capital projects/Total amount budgeted for capital projects)X100]	Promis expenditure report		95%	Carry Over	95%	95%	G		
TL23	Corporate Services	Basic Service Delivery	Review the revenue enhancement plan for resorts and submit to the Corporate Services Portfolio Committee by 30 September 2014	Revenue enhancement plan for resorts reviewed and submitted to the Corporate Services Portfolio Committee by 30 September 2014	Mayoral Committee Minutes		1	Carry Over	1	1	G		
TL24	Corporate Services	Basic Service Delivery	Collect 95% of budgeted income by 30 June 2015 for speeding fines (Excluding budgeted debt provision)[(Actual amount collected/total amount budgeted)x100]	% of budgeted income for speeding fines collected by 30 June 2015	Promis income report		95%	Carry Over	95%	121%	G2		

TL30	Technical Services	Good Governance and Public Participation	Limit unaccounted for water to 10% by 30 June 2015 {(Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold (incl free basic water) / Number of Kilolitres Water Purchased or Purified × 100}	% unaccounted water by 30 June 2015 {(Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold (including Free basic water) / Number of Kilolitres Water Purchased or Purified	AFS		10%	Reverse Stand-Alone	10%	8.88%	B		
TL33	Technical Services	Good Governance and Public Participation	Limit unaccounted for electricity to 10% by 30 June 2015 {(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) × 100}	% unaccounted electricity by 30 June 2015 {(Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold (incl Free basic electricity)) / Number of Electricity Units Purch	AFS		10%	Reverse Stand-Alone	10%	10.70%	R		
TL45	Financial Services	Municipal Financial Viability and Management	Compile long term financial plan and submit to council by 30 March 2015	long term financial plan compiled and submitted to council by 30 March 2015	Mayoral Committee Minutes		1	Carry Over	1	1	G		

TL47	Financial Services	Municipal Financial Viability and Management	Institute legal processes by 30 June 2015 against 95% of non-exchange debtors to improve credit control [(Number of rates and availability charges debtors older than 90 days handed over for collection/Total number of rates and availability chargers debtors older than 90 days)x100]	% of non-exchange debtors against whom legal action can be and was instituted by 30 June 2015	Attorney appointment letters / Promis debtor analysis report		100%	Carry Over	100%	80%	O		
TL48	Financial Services	Municipal Financial Viability and Management	Achieve a payment percentage of 96% as at 30 June 2015 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100)	Payment % as at 30 June 2015 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100)	Promis Report		190%	Last Value	95%	97.47%	G2		
TL49	Financial Services	Municipal Financial Viability and Management	Investigate alternative methods of debt collection and develop a strategy to reduce the Municipality's outstanding debt and submit to the Finance portfolio committee by 30 December 2014	Strategy developed and submitted to the Finance portfolio committee by 30 December 2014	Mayoral Committee Minutes		0	Carry Over	1	1	G		

TL50	Financial Services	Municipal Financial Viability and Management	Complete the monthly bank reconciliations within 30 days after month end	Number of bank reconciliations completed monthly within 30 days after month end	Bank reconciliations		12	Accumulative	12	12	G		
TL51	Financial Services	Municipal Financial Viability and Management	Submit monthly VAT 201 returns to SARS by the 25th of each month	Number of VAT 201 returns submitted to SARS	VAT Reconciliations		12	Accumulative	12	12	G		
TL52	Financial Services	Municipal Financial Viability and Management	Submit monthly Section 71 Report to the National Treasury in terms of the MFMA before the 10th working day of each month	Number of reports submitted	S 71 Reports		12	Accumulative	12	12	G		
TL53	Council	Municipal Financial Viability and Management	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2015 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	Cost coverage as at 30 June 2015 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortis	Promis report		4.5	Stand-Alone	4.5	15.95	B		

TL54	Council	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 2015 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	Debt to Revenue as at 30 June 2015 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	Promis report		20.38	Stand-Alone	20.38	56.16	B		
TL55	Council	Municipal Financial Viability and Management	Financial viability measured in terms of the outstanding service debtors as at 30 June 2015 (Total outstanding service debtors/ revenue received for services)	Service debtors to revenue as at 30 June 2015 – (Total outstanding service debtors/ revenue received for services)	Promis report		32.3	Stand-Alone	32.3	100.08	B		
TL65	Financial Services	Municipal Financial Viability and Management	Process SCM orders within the prescribed timeframes by 30 June 2015 [(Number of SCM orders processed within the prescribed timeframes/Total number of SCM orders received)x100]	% of SCM orders processed within the prescribed timeframes by 30 June 2015	Requisition / order reports		0%	Stand-Alone	100%	91.67%	O		

**Summary of Results: To budget strategically, grow and diversify our revenue and ensure value for money services**

KPI Not Yet Measured	0
KPI Not Met	1
KPI Almost Met	2
KPI Met	7
KPI Well Met	2
KPI Extremely Well Met	4
<b>Total KPIs</b>	<b>16</b>



3.10.6.2 TO COMMUNICATE EFFECTIVELY AND BE RESPONSIVE TO THE NEEDS OF THE COMMUNITY

Ref	Directorate	National KPA	KPI	Unit of Measurement	Source of Evidence	Previous Year Performance	Revised Target	KPI Calculation Type	Period-To-Date As At June 2015				
									Target	Actual	R	Performance Comment	Corrective Measures
TL7	Office of the Municipal Manager	Good Governance and Public Participation	Develop a revised public participation policy and submit to council by 30 June 2015	Revised public participation policy submitted to council by 30 June 2015	Mayoral Committee Minutes		1	Carry Over	1	0	R		
TL8	Office of the Municipal Manager	Good Governance and Public Participation	Communicate with the public on a quarterly basis through printed media	Number of editions and/or communications	Publications, articles and press statements issues by the Municipal Manager		8	Accumulative	8	14	B		
TL9	Office of the Municipal Manager	Good Governance and Public Participation	Quarterly ward committee meetings and/or engagements	Number of meetings and/or engagements per quarter	Minutes / Attendance registers		28	Accumulative	28	45	B		
TL10	Office of the Municipal Manager	Municipal Transformation and Institutional Development	Undertake an annual Customer Service evaluation and make recommendations on the improvement of customer service by 30 June 2015	Customer service evaluations completed and report with recommendations submitted to the Mayoral Committee by 30 June 2015	Mayoral Committee Minutes		1	Carry Over	1	1	G		

**Summary of Results: To communicate effectively and be responsive to the needs of the Community**

	KPI Not Yet Measured	0
	KPI Not Met	1
	KPI Almost Met	0
	KPI Met	1
	KPI Well Met	0
	KPI Extremely Well Met	2
	<b>Total KPIs</b>	<b>4</b>

## 3.10.6.3

## TO CONSERVE AND MANAGE THE NATURAL ENVIRONMENT AND MITIGATE THE IMPACTS OF CLIMATE CHANGE

Ref	Directorate	National KPA	KPI	Unit of Measurement	Source of Evidence	Previous Year Performance	Revised Target	KPI Calculation Type	Period-To-Date As At June 2015				
									Target	Actual	R	Performance Comment	Corrective Measures
TL11	Office of the Municipal Manager	Local Economic Development	Co-ordinate the entry for Greenest Town Competition by the due date	Entry submitted by the due date	Submitted entry		1	Carry Over	1	1	G		
TL12	Office of the Municipal Manager	Local Economic Development	Implement 2 environmental initiatives by 30 June 2015	Number of initiatives implemented by 30 June 2015	Project report and photos		2	Accumulative	2	4	B		
TL34	Technical Services	Basic Service Delivery	Obtain licenses for the closure of the landfill sites in Piketberg, Porterville, Aurora and Redelinghuys by 30 June 2015	Number of licenses obtained by 30 June 2015	Maintenance plan submitted to DEADP		4	Carry Over	4	4	G		
TL40	Technical Services	Basic Service Delivery	Reduce the volume of household waste transported to approved dumping sites through the recycling programme	% reduction in the cost of household waste transported from 2010/11 cost (Maintenance of saving)	Promis expenditure report		10%	Carry Over	10%	24%	B		

## Summary of Results: To conserve and manage the natural environment and mitigate the impacts of climate change

	KPI Not Yet Measured	0
	KPI Not Met	0
	KPI Almost Met	0
	KPI Met	2
	KPI Well Met	0
	KPI Extremely Well Met	2
	<b>Total KPIs</b>	<b>4</b>

3.10.6.4 TO CREATE AN EFFICIENT, EFFECTIVE AND ACCOUNTABLE ADMINISTRATION

Ref	Directorate	National KPA	KPI	Unit of Measurement	Source of Evidence	Previous Year Performance	Revised Target	KPI Calculation Type	Period-To-Date As At June 2015				
									Target	Actual	R	Performance Comment	Corrective Measures
TL2	Office of the Municipal Manager	Municipal Transformation and Institutional Development	Improve staff productivity and responsiveness through quarterly leadership development meetings and/or initiatives	Number of Leadership Forum Meetings and/or other leadership initiatives	Attendance registers		4	Accumulative	4	11	B		
TL18	Corporate Services	Municipal Transformation and Institutional Development	Submit a quarterly report on human resource management in the municipality to the Corporate Services Portfolio Committee	Number of reports submitted	Mayoral Committee Minutes		4	Accumulative	4	9	B		
TL19	Corporate Services	Municipal Transformation and Institutional Development	Develop a strategy that will enhance the Municipality's compliance with its employment equity targets and submit to the Corporate Services Portfolio	Strategy developed and submitted to the Corporate Services Portfolio Committee by 30 December 2014	Mayoral Committee Minutes		1	Carry Over	1	0	R		

			Committee by 30 December 2014									
TL20	Corporate Services	Municipal Transformation and Institutional Development	The percentage of a municipality's personnel budget actually spent on implementing its workplace skills plan as at 30 June 2015 [(Total expenditure on training/total personnel budget)/100]	% of personnel budget spent on training [(Total expenditure on training/total personnel budget)/100] as at 30 June 2015	Promis expenditure report		1%	Carry Over	1%	22.33%	B	
TL60	Council	Municipal Transformation and Institutional Development	The number of people from employment equity target groups employed (that will be appointed in 14/15) in the three highest levels of management in compliance with the municipality's approved employment equity plan	Number of people appointed (that will be appointed in 14/15) in the three highest levels of management	Employment Equity Report		1	Accumulative	1	100	B	

**Summary of Results: To create an efficient, effective and accountable administration**

	KPI Not Yet Measured	0
	KPI Not Met	1
	KPI Almost Met	0
	KPI Met	0
	KPI Well Met	0
	KPI Extremely Well Met	4
	<b>Total KPIs</b>	<b>5</b>

3.10.6.5 TO DEVELOP, MANAGE AND REGULATE THE BUILT ENVIRONMENT

Ref	Directorate	National KPA	KPI	Unit of Measurement	Source of Evidence	Previous Year Performance	Revised Target	KPI Calculation Type	Period-To-Date As At June 2015				
									Target	Actual	R	Performance Comment	Corrective Measures
TL27	Corporate Services	Basic Service Delivery	Convene a SPLUMA workshop with all role-players to determine roles and responsibilities and develop an implementation plan by 30 September 2014	Workshop held and implementation plan developed by 30 September 2014	Workshop minutes and implementation plan		1	Carry Over	1	1	G		

**Summary of Results: To develop, manage and regulate the built environment**

	KPI Not Yet Measured	0
	KPI Not Met	0
	KPI Almost Met	0
	KPI Met	1
	KPI Well Met	0
	KPI Extremely Well Met	0
	<b>Total KPIs</b>	<b>1</b>

3.10.6.6 TO PROMOTE CULTURAL AND SOCIO ECONOMIC DEVELOPMENT OF OUR COMMUNITY

Ref	Directorate	National KPA	KPI	Unit of Measurement	Source of Evidence	Previous Year Performance	Revised Target	KPI Calculation Type	Period-To-Date As At June 2015				
									Target	Actual	R	Performance Comment	Corrective Measures
TL13	Office of the Municipal Manager	Local Economic Development	Develop a short -medium term LED Strategy based on PACA outcomes and submit to Mayoral Committee by 30 June 2015	Short -medium term LED Strategy submitted to Mayoral Committee by 30 June 2015	Mayoral Committee Minutes		1	Carry Over	1	1	G		
TL14	Office of the Municipal Manager	Basic Service Delivery	Implement 2 social development initiatives by 30 June 2015	Number of initiatives implemented by 30 June 2015	Project report and photos		2	Accumulative	2	2	G		
TL15	Office of the Municipal Manager	Basic Service Delivery	Develop a local youth development strategy and submit to Mayoral Committee by 30 June 2015	Local youth development strategy developed and submitted to Mayoral Committee by 30 June 2015	Mayoral Committee Minutes		1	Carry Over	1	1	G		
TL28	Corporate Services	Basic Service Delivery	100% spent of the library grant by 30 June 2015 in terms of the approved business plan [(Actual amount spent/Total allocation received)x100]	% of library grant spent by 30 June 2015	Promis expenditure report		100%	Carry Over	100%	100%	G		



TL41	Technical Services	Local Economic Development	Create full time equivalents (FTE's) in terms of the EPWP programme by 30 June 2015 (Reg 796)	Number of FTE's created by 30 June 2015	Employment contracts		36	Accumulative	36	35	0		
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**Summary of Results: To promote cultural and socio economic development of our community**

	KPI Not Yet Measured		0
	KPI Not Met		0
	KPI Almost Met		1
	KPI Met		4
	KPI Well Met		0
	KPI Extremely Well Met		0
	<b>Total KPIs</b>		<b>5</b>

3.10.6.7 TO PROMOTE THE WELL-BEING, HEALTH, SAFETY AND SECURITY OF OUR COMMUNITY

Ref	Directorate	National KPA	KPI	Unit of Measurement	Source of Evidence	Previous Year Performance	Revised Target	KPI Calculation Type	Period-To-Date As At June 2015				
									Target	Actual	R	Performance Comment	Corrective Measures
TL21	Corporate Services	Basic Service Delivery	Compile a Sport Master Plan in accordance with approved framework and submit to the Mayoral Committee by 31 December 2014	Sport Master Plan compiled and submitted to the Mayoral Committee by 31 December 2014	Mayoral Committee Minutes		1	Carry Over	1	1	G		
TL22	Corporate Services	Basic Service Delivery	100% of the MIG conditional grant allocated to sport spent by 30 June 2015 to upgrade sport infrastructure in accordance with the business plan (Subject to MIG Funding approval) [(Actual amount spent on projects/Total allocation for projects)x100]	% of the MIG conditional grant allocated to sport spent by 30 June 2015	Promis expenditure report		100%	Carry Over	100%	74%	O		

TL25	Corporate Services	Basic Service Delivery	Develop a law enforcement operational strategy to enhance visibility and functionality of law enforcement officers and submit to Mayoral Committee by 30 September 2014	Law enforcement operational strategy developed and submitted to the Mayoral Committee by 30 September 2014	Mayoral Committee Minutes		1	Carry Over	1	1	G	
TL26	Corporate Services	Basic Service Delivery	Develop a new Disaster Management Plan and submit to Mayoral Committee by 30 March 2015	New Disaster Management Plan developed and submitted to Mayoral Committee by 30 March 2015	Mayoral Committee Minutes		1	Carry Over	1	1	G	

**Summary of Results: To promote the well-being, health, safety and security of our community**

	KPI Not Yet Measured	0
	KPI Not Met	0
	KPI Almost Met	1
	KPI Met	3
	KPI Well Met	0
	KPI Extremely Well Met	0
	<b>Total KPIs</b>	<b>4</b>

## 3.10.6.8

## TO PROVIDE AND MAINTAIN BULK AND SERVICE INFRASTRUCTURE THAT WILL ADDRESS BACKLOGS AND PROVIDE FOR FUTURE DEVELOPMENT

Ref	Directorate	National KPA	KPI	Unit of Measurement	Source of Evidence	Previous Year Performance	Revised Target	KPI Calculation Type	Period-To-Date As At June 2015				
									Target	Actual	R	Performance Comment	Corrective Measures
TL31	Technical Services	Basic Service Delivery	100% of MIG funding spent by 30 June 2015 to build new reservoir in Velldrif (Phase 1) [(Actual amount spent on project/Total allocation for project)x100]	% MIG Funding allocated spent to build new reservoir in Velldrif (Phase 1)	Promis expenditure report		100%	Carry Over	100%	76.50%	O		
TL32	Technical Services	Basic Service Delivery	100% of MIG funding spent by 30 June 2015 to upgrade Water infrastructure in Porterville (Phase 1) [(Actual amount spent on project/Total allocation for project)x100]	% MIG Funding allocated spent to upgrade Water infrastructure in Porterville (Phase 1)	Promis expenditure report		100%	Carry Over	100%	85.39%	O		
TL35	Technical Services	Basic Service Delivery	100% of MIG conditional grant spent by 30 June 2015 to upgrade infrastructure [(Actual amount of grant spent /Total allocation received)x100]	% of MIG conditional grant spent by 30 June 2015	Promis expenditure report		100%	Carry Over	100%	93.40%	O		
TL36	Technical Services	Basic Service Delivery	100% of the conditional road maintenance operational grant spent by 31 March 2015 [(Total amount	% of conditional road maintenance operational grant spent by 31 March 2015	Promis expenditure report		100%	Carry Over	100%	88%	O		

			spent/Total allocated received)x100]									
TL37	Technical Services	Basic Service Delivery	Upgrade the hostels in Velddrif by 30 June 2015	Number of hostels upgraded by 30 June 2015	Completion certificate		32	Carry Over	32	3	R	
TL38	Technical Services	Basic Service Delivery	Complete the top structures in Porterville by 30 June 2015	Number of top structures completed by 30 June 2015	Completion certificate		58	Carry Over	58	0	R	
TL39	Technical Services	Basic Service Delivery	Complete the servicing of sites in Velddrif / Noordhoek by 30 June 2015	Number of sites serviced by 30 June 2015	Completion certificate		108	Carry Over	108	108	G	
TL42	Technical Services	Basic Service Delivery	Revise Water Services Development Plan and submit to Council by 30 June 2015	Water Services Development Plan revised and submitted to Council by 30 June 2015	Mayoral Committee Minutes		1	Carry Over	1	1	G	
TL43	Technical Services	Basic Service Delivery	Revise Integrated Waste Management Plan and submit to Council by 30 June 2015	Integrated Waste Management Plan revised and submitted to Council by 30 June 2015	Mayoral Committee Minutes		1	Carry Over	1	1	G	
TL56	Council	Basic Service Delivery	The number of indigent households with access to free water as at 30 June 2015	Number of Indigent households receiving free basic water as at 30 June 2015	Indigent Register / Promis Report		2,349	Last Value	2,349	1,704	R	
TL57	Council	Basic Service Delivery	The number of indigent households with access to free	Number of Indigent households receiving free basic sanitation	Indigent Register / Promis Report		2,160	Last Value	2,160	1,605	R	

			basic sanitation as at 30 June 2015	as at 30 June 2015								
TL58	Council	Basic Service Delivery	The number of indigent households with access to free basic services electricity as at 30 June 2015	Number of Indigent households receiving free basic electricity as at 30 June 2015	Indigent Register / Promis Report		2,349	Last Value	2,349	1,362	R	
TL59	Council	Basic Service Delivery	The number of indigent households with access to free basic services refuse removal as at 30 June 2015	Number of Indigent households receiving free basic refuse removal as at 30 June 2015	Indigent Register / Promis Report		2,349	Last Value	2,349	1,797	O	
TL61	Council	Basic Service Delivery	Number of formal households connected to the municipal waste water sanitation/sewerage network for sewerage service, irrespective of the number of water closets (toilets) at 30 June 2015	Number of households which are billed for sewerage at 30 June 2015	Promis Consumer reports		8,530	Last Value	8,530	6,919	O	
TL62	Council	Basic Service Delivery	Number of formal households connected to the municipal electrical infrastructure network (credit and prepaid electrical metering)(Excluding Eskom areas) at 30 June 2015	Number of households which are billed for electricity or have pre-paid meters (Excluding Eskom areas) at 30 June 2015	Promis Consumer reports		8,580	Last Value	8,580	9,323	G2	

TL63	Council	Basic Service Delivery	Number of formal households for which refuse is removed once per week at 30 June 2015	Number of households which are billed for refuse removal at 30 June 2015	Promis Consumer reports		8,500	Last Value	8,500	8,941	G2	
TL64	Council	Basic Service Delivery	Number of formal households that receive piped water (credit and prepaid water) that is connected to the municipal water infrastructure network as at 30 June 2015	Number of households which are billed for water or have pre-paid meters as at 30 June 2015	Promis Consumer reports		8,400	Last Value	8,400	8,593	G2	

**Summary of Results: To provide and maintain bulk and service infrastructure that will address backlogs and provide for future development**

	KPI Not Yet Measured		0
	KPI Not Met		5
	KPI Almost Met		6
	KPI Met		3
	KPI Well Met		3
	KPI Extremely Well Met		0
	<b>Total KPIs</b>		<b>17</b>

3.10.6.9 TO PROVIDE OPEN TRANSPARENT CORRUPTION FREE GOVERNANCE

Ref	Directorate	National KPA	KPI	Unit of Measurement	Source of Evidence	Previous Year Performance	Revised Target	KPI Calculation Type	Period-To-Date As At June 2015				
									Target	Actual	R	Performance Comment	Corrective Measures
TL3	Office of the Municipal Manager	Good Governance and Public Participation	Achieve an unqualified audit with less than 3 matters (2013/14 Financial year)	Less than 3 matters in final audit report	AG Report (2013/14 financial year)		3	Reverse Stand-Alone	3	1	B		
TL4	Office of the Municipal Manager	Good Governance and Public Participation	Develop a risk based audit plan with an internal audit plan (RBAP) (MFMA - Section 165(2)(a)) and submit to the Audit Committee by 30 September 2014	RBAP with internal audit programme submitted to the Audit Committee by 30 September 2014	Mayoral Committee Minutes		1	Carry Over	1	1	G		
TL5	Office of the Municipal Manager	Good Governance and Public Participation	Convene a Councillor and Senior Management strategic planning session for the IDP Review and budget process by 30 November 2014	Strategic planning session held	Attendance register / Minutes		1	Carry Over	1	1	G		
TL6	Office of the Municipal Manager	Good Governance and Public Participation	95% Compliance with laws and regulations by 30 June 2015 (Main Local Government Legislation)[(Number of sections complied with/Total number of sections listed on the system to	% Compliance level by 30 June 2015 as measured by compliance assist	Compliance assist report		95%	Carry Over	95%	98%	G 2		



			be complied with)x100]									
TL17	Corporate Services	Good Governance and Public Participation	Obtain licenses to standardise software to implement the SITA Report recommendations on software standardisation by 30 March 2015	No of licenses obtained to standardise software	Valid licences		140	Carry Over	140	153	G 2	

### Summary of Results: To provide open transparent corruption free governance

	KPI Not Yet Measured		0
	KPI Not Met		0
	KPI Almost Met		0
	KPI Met		2
	KPI Well Met		2
	KPI Extremely Well Met		1
	<b>Total KPIs</b>		<b><u>5</u></b>
	<b>Summary of Results</b>		
	KPI Not Yet Measured		0
	KPI Not Met		8
	KPI Almost Met		10
	KPI Met		23
	KPI Well Met		7
	KPI Extremely Well Met		13
	<b>Total KPIs</b>		<b><u>61</u></b>

### 3.10.7 PERFORMANCE OF EXTERNAL SERVICE PROVIDERS

Section 46 (1) (a) of the Municipal Systems Act, Act 32 of 2000, provides that “A Municipality must prepare for each financial year; a performance report reflecting the performance of the municipality and of each external service provider during that financial year”.

For purposes of this report, we have regarded external service providers as being all service providers with a contract of 12 months or longer and all organisations receiving a grant in aid to perform a service on behalf of the Municipality. During 2011/12 the performance of the latter was not evaluated and hence the 2011/12 performance of these service providers is indicated as being not applicable (NA).

The performance of external service providers was measured and rated as follows:

- 1 : Very Poor
- 2 : Poor
- 3 : Acceptable
- 4 : Very Good
- 5 : Excellent

No corrective measures were indicated where service is regarded as very good and excellent.

#### 3.10.7.1 OFFICE OF THE MUNICIPAL MANAGER

DEPARTMENT	SERVICE PROVIDER	TERM OF CONTRACT	CONTRACT VALUE PER ANNUM	DESCRIPTION OF SERVICE / KEY PERFORMANCE AREAS	TARGETS	PERFORMANCE RATING					PERFORMANCE COMMENT	CORRECTIVE MEASURE
						12/13	13/14					
						Average	Q1	Q2	Q3	Q4		
Strategic Services	Ignite	1 Year (annually reviewed – initially	R 224 365.68	<ul style="list-style-type: none"> <li>• System support and</li> </ul>	100% compliance with Service level agreement	4	4	4	4	4	Good performance	None required

		appointed by Province)		Development all modules <ul style="list-style-type: none"> <li>• Training</li> <li>• Performance evaluations</li> </ul>								
--	--	------------------------	--	-------------------------------------------------------------------------------------------------------------------------	--	--	--	--	--	--	--	--

### 3.10.7.2 CORPORATE SERVICES

DEPARTMENT	SERVICE PROVIDER	TERM OF CONTRACT	CONTRACT VALUE PER ANNUM	DESCRIPTION OF SERVICE / KEY PERFORMANCE AREAS	TARGETS	PERFORMANCE RATING					PERFORMANCE COMMENT	CORRECTIVE MEASURE
						12/13	13/14					
						Average	Q1	Q2	Q3	Q4		
Community Services	Bookmark (Willem Andries Andriaan Wiese)	1 July 2014 – 30 June 2015	R 10 600.00	Maintenance and support of Resort Booking System	100% compliance with Service level agreement	N/A	4	4	4	4	Service Provider always assist when required	None required
Community Services	MSS Security (Malmesbury)	1 July 2013 – 30 June 2015	R 21 600	Alarm system at libraries and resorts (Stywelyne, DKB, Velddrif Library, Noordhoek Library)	100% compliance with Service level agreement	4	4	4	4	4	Monitoring is done on a daily basis	None required
Community Services	Multi Choice	5 December 2013 - Indefinite	R 28 797.60	DSTV at Stywelyne Beach Resort	100% compliance with Service level agreement	N/A	NA	NA	4	4	Service is good	None required
Corporate Services	Ultimate Traffic Solutions	01 Dec 2012 – 30 Nov 2015	R 242 268.39For the financial year	Operational Support and Maintenance of Turnkey Speed Law Enforcement System	100% compliance with Service level agreement	4	4	4	4	4	Service Provider always assists when required.	None required
Administration	Telkom	June 2013 – May 2016	R 1 469 285	New Telephone system	100% compliance with service level agreement	3	4	4	4	4	Service is good	None required
Administration	MSS Security (Malmesbury)	1 July 2014 – 30 June 2015	R 13 140	Alarm system at libraries (Porterville, Bettie Julius, Velddrif	100% compliance with Service level agreement	4	4	4	4	4	Monitoring is done on a daily basis	None required

DEPARTMENT	SERVICE PROVIDER	TERM OF CONTRACT	CONTRACT VALUE PER ANNUM	DESCRIPTION OF SERVICE / KEY PERFORMANCE AREAS	TARGETS	PERFORMANCE RATING					PERFORMANCE COMMENT	CORRECTIVE MEASURE
						12/13	13/14					
						Average	Q1	Q2	Q3	Q4		
				library, Noordhoek Library)								
<b>Administration</b>	Municipal Network Services	1 July 2011-30 June 2015	R396 357	Radio Computer Network	100% compliance with service level agreement	3	4	4	4	4	Service is good	None required
<b>Administration</b>	Konica Minolta	1 February 2012- 31 January 2014 (Contracts continue on a month to month basis)& 1 February 2015 – 31 January 2018	R43 844	Photocopiers	100% compliance with service level agreement	4	5	5	5	5	Excellent service rendered	None required
<b>Administration</b>	Nashua West Coast	1 February 2012- 31 January 2014 (Contracts continue on a month to month basis)	R 61 149	Photocopiers	100% compliance with service level agreement	4	5	5	5	5	Excellent service rendered	None required
<b>Administration</b>	Auto page	1 April 2013 – 30 March 2015	R 337 008	Cell phones	100% compliance with service level agreement	4	5	5	5	5	Excellent service rendered	None required
<b>Administration</b>	Yohardi Trading	24 May 2012- 25 May 2015	R0	Photocopiers	100% compliance with service level agreement	4	5	5	5	5	Excellent service rendered	None required
<b>Administration</b>	TGIS	1 March 2013- 28 February 2016	R 97 812	Electronic Records and Document Management system	100% compliance with service level agreement	3	4	4	4	4	Service is good	None required

### 3.10.7.3 FINANCIAL SERVICES

DEPARTMENT	SERVICE PROVIDER	TERM OF CONTRACT	CONTRACT VALUE PER ANNUM	DESCRIPTION OF SERVICE / KEY PERFORMANCE AREAS	TARGETS	PERFORMANCE RATING					PERFORMANCE COMMENT	CORRECTIVE MEASURE
						12/13	13/14					
						AVERAGE	Q1	Q2	Q3	Q4		
Finance (Income)	Conlog	36 months	R1.4m	Prepaid vending system	100% compliance with service level agreement	3	-	3	-	3	Good performance	None required
Finance (Income)	NeoMeter	12 months	R 30 000	Meter reading system	100% compliance with service level agreement						Good performance	None required
Finance (Expenditure)	Metgovis	12 months	R 30 000	Valuation system	100% compliance with service level agreement	3	-	3	-	3	Report was submitted to CFO regarding the current contract and problems that occurred.	Contract expires June 2015 and no license fees are paid for the 2014/15 year as part of problem solving measures
Finance (Expenditure)	Fujitsu	ongoing	R 700 000	Financial system	100% compliance with service level agreement	3	-	3	-	3	70 % of system works well, but delays experienced in going some components going live.	Implementation of dome components referred back for further development
Finance (Budget Office)	Mubesko	24 Months	R 500 000	Accounting Support	100% compliance with service level agreement						Good performance	None required
Finance (Budget Office)	G4	36 months	R 350 000	Security Transport	100% compliance with service level agreement	5	-	5	-	5	Good	None
Finance (Budget Office)	Lateral	36 months	R 1,1 m	Insurance Brokers	100% compliance with service level agreement	5	-	5	-	5	Good	None

### 3.10.7.4 TECHNICAL SERVICES

DEPARTMENT	SERVICE PROVIDER	TERM OF CONTRACT	ESTIMATED CONTRACT VALUE/ ANNUM	DESCRIPTION OF SERVICE / KEY PERFORMANCE AREAS	TARGETS	PERFORMANCE RATING					PERFORMANCE COMMENT	CORRECTIVE MEASURE
						12/13	13/14					
						AVERAGE	Q1	Q2	Q3	Q4		
Technical (Civil Services)	Colas	1 Year	R 600 000.00	Supply and delivery of Bituminous Products	Deliver products on time	NA	-	-	-	-	Good performance	None required
Technical (Civil Services)	Glencape Resources	1 Year	R 100 000.00	Supply and delivery of Premix	Deliver products on time	NA	-	-	-	-	Good performance	None required
Technical (Civil Services)	Affrifell	1 Month	R 400 000.00	Supply and delivery of Road Construction Materials	Deliver products on time	NA	-	5	5	5	Good performance	None required
Technical (Civil Services)	Afrimat Aggregates	1 Year	R23 977.02	Supply and delivery of Road Construction Materials	Deliver products on time	NA	-	-	4	4	Good performance	None required
Technical (Civil Services)	Elsana Quarry	1 Year	R10 354.14	Supply and delivery of Road Construction Materials	Deliver products on time	NA	-	-	-	-	Good performance	None required
Technical (Civil Services)	Ikusasa Chemicals	1 Year	R353 506.72	Supply and delivery of Water treatment Chemicals	Deliver products on time	NA	5	5	5	5	Good performance	None required
Technical (Civil Services)	Tuschemy	1 Year	R100 000.00	Supply and delivery of Water treatment Chemicals	Deliver products on time	NA	4	4	4	4	Good performance	None required
Technical (Civil Services)	Van Dyk Precast	3 Months	R77 396.40	Supply and delivery of Precast Concrete Products	Deliver products on time	NA	-	5	5	5	Good performance	None required
Technical (Civil Services)	Smit Steenwerke	1 Year	R279 094.60	Supply and delivery of Precast Concrete Products	Deliver products on time	NA	-	-	-	5	Good performance	None required
Technical (Civil Services)	Pienaar Bros	3 Months	R 200 000.00	Supply and delivery of Protective Clothing	Deliver products on time	NA	4	-	-	4	Good performance	None required
Technical (Civil Services)	AWV Projects	1 Year	R700 000.00	Supply and delivery of Refuse Bags	Deliver products on time	NA	4	4	4	4	Good performance	None required

DEPARTMENT	SERVICE PROVIDER	TERM OF CONTRACT	ESTIMATED CONTRACT VALUE/ ANNUM	DESCRIPTION OF SERVICE / KEY PERFORMANCE AREAS	TARGETS	PERFORMANCE RATING					PERFORMANCE COMMENT	CORRECTIVE MEASURE
						12/13	13/14					
						AVERAGE	Q1	Q2	Q3	Q4		
Technical (Civil Services)	Yenza Engineering	1 Year	R67 902.96	Supply and delivery of Water Meters	Deliver products on time	NA	-	-	-	4	Good performance	None required
Technical (Civil Services)	A.L.Abbott	1 Year	R588 681 38	Monitor and test WTW and WWTW to comply with SANS 241:2006	Test drinking and sewerage water monthly according to SANS 241:2006	NA	4	5	5	5	Good performance	None required
Technical (Civil Services)	BP Atlantic	1 Year	R 200 000.00	Supply and delivery of Fuel and Lubricants	Deliver products on time	NA	5	5	5	5	Good performance	None required
Technical (Civil Services)	Wasteman	3 Years	R1 200 000.00	Transport of Refuse	Deliver products on time	4	4	4	4	4	Good performance	None required
Technical (Civil Services)	West Coast Waste	3 Years	R321 920 34	Collect, sort and sell recyclables	Collecting recyclables on time and keep recycling area clean and neat.	NA	2	2	1	0	Does not adhere to rules of the contract (tender) Had several meetings with contractor to discuss poor performance	Contract of supplier was terminated on 31 March 2014. New contractor appointed for Piketberg.
Technical (Civil Services)	IMQS	Sole supplier	R20 000.00	Infra-Structure Management Programme	Assist with maintaining the computer programme	NA	-	-	-	-	Good performance	None required
Technical (Civil Services)	Caddie	Sole supplier	R 20 000.00	Infrastructure Management Programme	Assist with maintaining the computer programme	NA	-	-	-	-	Good performance	None required
Technical (Civil Services)	Piketberg Civils	3 Years	R 350 000.00	Collect, sort and sell recyclables	Collecting recyclables on time and keep recycling area clean and neat.	NA	3	2	2	3	Good performance	None required

DEPARTMENT	SERVICE PROVIDER	TERM OF CONTRACT	ESTIMATED CONTRACT VALUE/ ANNUM	DESCRIPTION OF SERVICE / KEY PERFORMANCE AREAS	TARGETS	PERFORMANCE RATING					PERFORMANCE COMMENT	CORRECTIVE MEASURE
						12/13	13/14					
						AVERAGE	Q1	Q2	Q3	Q4		
Technical (Project Management)	WEC Consult	3 Years	R3,299m	Consulting Engineering	VD Wastewater Treatment Works	NA	4	4	4	3	Technically good. Financial Management Enquiry	Budget Adjustment required
Technical (Project Management)	Inyanga Construction	3 years	R13,067m	Civil Contractor	VD Wastewater Treatment Works	NA	4	4	4	3	Minor Snags for completion	Snags identified for correction
Technical (Project Management)	Planning Partners	2 Years	R894 469	Project Management	Human Settlement Projects	NA	4	4	4	4	Top quality services provided	None required
Technical (Project Management)	Nadeson Consulting	2 Years	Included in sum above	Consulting Engineers	Human Settlement Projects	NA	4	4	4	4	Top quality services provided	None required



# CHAPTER 4 ORGANISATIONAL DEVELOPMENT

## PERFORMANCE



Reflections: Flamingos in the Berg River Estuary in Velddrif  
Photographer unknown: Photo provided

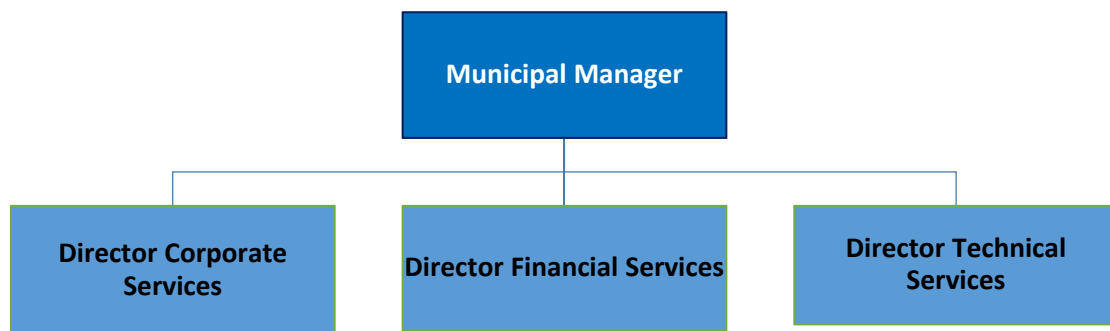
## 4.1 INTRODUCTION TO THE MUNICIPAL WORKFORCE

Section 67 of the Municipal Systems Act requires municipalities to develop and adopt appropriate systems and procedures to ensure fair, efficient, effective and transparent personnel administration in accordance with the Labour Relations Act, 1995 (Act 66 of 1995), the Employment Equity Act, 1998 (Act 55 of 1998) and several other pieces of legislation.

### 4.1.1 STAFF ESTABLISHMENT

A new macro structure was adopted by Council on 23 October 2013 and implemented in the 2013/14 financial year. The figure below depicts the macro structure that was adopted by Council on 13 February 2013.

**FIGURE 20: APPROVED MACRO STRUCTURE**



Council adopted a new micro structure (organogram) on 29 October 2013 to complement the new macro structure. The total number of approved posts on the new organogram increased to 455. This organogram came into effect on 1 January 2014. Only 427 of these posts were funded.

#### 4.1.1.1 MANAGEMENT

The Municipal Manager is appointed on a fixed term contract in terms of Section 57 of the Municipal Systems Act, 2000(Act 32 of 2000), and the Directors reporting to the Municipal Manager are appointed on permanent contracts. Employment contracts and performance agreements are in place for the Municipal Manager and all Directors reporting to the Municipal Manager.

**TABLE 140: SENIOR MANAGEMENT TEAM**

POSITIONS	FILLED AS AT 30 JUNE 2014	EMPLOYMENT CONTRACTS IN PLACE AS AT 1 JULY 2014	PERFORMANCE AGREEMENTS IN PLACE BY 30 JULY 2014
<b>Municipal Manager:</b>	Yes	Yes (Fixed term contract)	Yes
<b>Chief Financial Officer</b>	Yes	Yes	Yes
<b>Director: Corporate Services</b>	Yes	Yes	Yes
<b>Director: Technical Services</b>	Yes	Yes	Yes

#### 4.1.1.2 WORKFORCE, VACANCIES AND TURNOVER

The Municipality employed 380 employees at the end of June 2015 and the total vacancy rate inclusive of funded is 16.48 %. Currently 47 funded posts and 28 unfunded posts are still vacant. The vacancy rate for funded posts is 10.33 % which is still quite high and higher than the 9.9 % of 2013/14. The vacancy rate is carefully managed and strategically done as a saving mechanism. The total staff turnover rate for the financial year to date is 0.48 %. Employee turnover is important to organisations of all sizes because it takes money, time and resources to recruit and train employees. A high turnover rate can be costly to an organisation because it forces management to recruit and hire new employees constantly to fill vacant positions. New employees often are not as productive as experienced employees and require weeks or even months to learn how to perform their jobs efficiently. In addition, employees with specialized skills and intimate knowledge of a company's systems and processes are difficult to replace. The low staff turnover rate is a positive indicator for the Municipality and valued.

The number of approved posts and the vacancy rate in the Municipality is reflected below.

**TABLE 141: MONTHLY WORKFORCE AND VACANCY RATE**

DESCRIPTION	Jul '14	Aug '14	Sept '14	Oct '14	Nov '14	Dec '14	Jan '15	Feb '15	Mar '15	Apr '15	May '15	Jun '15
Total Nr of Approved Permanent Posts	455	455	455	455	455	455	455	455	455	455	455	455
No of permanent posts filled (excluding councillors)	376	376	383	383	382	382	387	386	383	382	380	380
No of permanent posts vacant	79	79	72	72	73	73	69	70	72	73	75	75
No of funded posts	51	44	44	45	45	45	41	42	44	45	47	47
No of unfunded posts	28	28	28	28	28	28	28	28	28	28	28	28
<b>Vacancy Rate</b>	<b>11,9%</b>	<b>11,9%</b>	<b>10,3%</b>	<b>10,3%</b>	<b>9,5%</b>	<b>9,5%</b>	<b>10,43%</b>	<b>10,19%</b>	<b>9,7%</b>	<b>9,4%</b>	<b>9%</b>	<b>9%</b>

**TABLE 142: AVERAGE WORKFORCE AND VACANCY RATE**

YEAR	TOTAL STAFF (FUNDED POSTS)	VACANCIES	% VACANCIES
<b>2012/13</b>	399	44	11.02%
<b>2013/14</b>	407	40	9.9%
<b>2014/15</b>	427	47	11%

The following table indicates the number of approved (funded) positions, number of employees, number of vacancies and vacancy rate per Directorate and function:

**TABLE 143: EMPLOYEES AND VACANCY RATE PER DEPARTMENT AS AT 30 JUNE 2015**

DEPARTMENT	APPROVEDPOSTS (FUNDED)	EMPLOYEES	VACANCIES(FUNDED)	% VACANCIES	APPROVEDPOSTS (FUNDED)	EMPLOYEES	VACANCIES(FUNDED)	% VACANCIES
<b>COUNCIL</b>								
Council (Excl Councillors)	20	20	0	0%	5	5	0	0%
<b>STRATEGIC SERVICES</b>								
					15	15	0	0%
<b>FINANCIAL SERVICES</b>								
Finances	52	42	10	19%	52	45	7	16.46%
<b>CORPORATE SERVICES</b>								
Planning	3	3	0	0%	3	3	0	0%
Human Resources	6	4	2	33%	6	5	1	16.67%
Administrative Services & IT	12	11	1	8%	12	11	1	8%
Libraries	16	16	0	0%	30	29	1	3.33%
Traffic and Law Enforcement	21	19	2	10%	22	18	4	18.18%
Recreation Resorts	15	15	0	0%	15	15	0	0%
Community Services					1	0	1	100%
Motor Licences and Testing	5	5	0	0%	5	5	0	0%
<b>TECHNICAL SERVICES</b>								
Building Control	3	3	0	0%	3	2	1	33.33%
Municipal Buildings	20	20	0	0%	20	19	1	5%
Waste Management	51	45	6	12%	51	43	8	15.69%
Cemeteries	3	3	0	0%	3	3	0	0%
Sanitation	16	15	1	6%	15	14	1	6.67%
Storm Water Management	4	4	0	0%	3	3	0	0%
Housing	2	2	0	0%	3	2	1	33.33%

DEPARTMENT	APPROVEDPOSTS (FUNDED)	EMPLOYEES	VACANCIES(FUNDED)	% VACANCIES	APPROVEDPOSTS (FUNDED)	EMPLOYEES	VACANCIES(FUNDED)	% VACANCIES
Parks and Open Spaces	31	29	2	6%	31	29	2	6%
Sport Grounds & Swimming Pools	10	10	0	0%	10	10	0	0%
Water	21	18	3	14%	22	18	4	18.18%
Roads	75	64	11	15%	77	68	10	12.98%
Electricity	21	19	2	10%	22	17	5	22.73%
<b>SUB TOTAL</b>	<b>407</b>	<b>367</b>	<b>40</b>	<b>9.9%</b>	<b>427</b>	<b>380</b>	<b>47</b>	<b>11%</b>
Councillors	13	13	0	0%	13	13	0	0%
<b>TOTAL</b>	<b>420</b>	<b>380</b>	<b>40</b>	<b>9.52%</b>	<b>440</b>	<b>393</b>	<b>47</b>	<b>11%</b>

#### **4.1.2 EMPLOYMENT EQUITY**

In terms of the Employment Equity Act, 1998 (Act No. 55 of 1998), Bergrivier Local Municipality is required to prepare and submit an Employment Equity Plan. The Municipality approved a new Employment Equity Plan in March 2013 which will be subject to annual review. The Employment Equity Plan is based on the demographics of the Western Cape.

The development of an Employment Equity Plan is a legislative obligation under the Employment Equity Act. The Plan provides a framework for the achievement of equity across the Municipality; it guides the inclusion of equity and access strategies as integral components of strategic planning.

The Municipality is strongly committed to the achievement of employment equity and equal opportunity for all employees. The Municipality is actively working towards creating and maintaining a fair and equitable working environment, free from all forms of discrimination and harassment. The Municipality is also proud of its diverse population of employees, and a major priority is to promote a workplace culture of inclusivity, in which cultural diversity is respected and valued.

The Employment Equity Plan sets the strategic direction of the Municipality's overall employment equity programmes and supports the Municipality's commitment to equal justice for all. It focuses on four main areas:

1. The integration of employment equity within policy, planning and management systems;
2. Ensuring employment practices do not discriminate against employees or potential employees;
3. Promoting employment equity and workforce diversity; and
4. Ensuring a work environment that is free from racial harassment.

As a socially responsible employer in the Western Cape Province, the Municipality acknowledges its role and responsibilities in the furtherance of the aims and principles contained in the Act and this Employment Equity Plan has therefore been prepared in adherence to and in terms of the requirements set out in section 20 (1) of the Act.

The municipality has endeavoured to inform all employees on all levels of:

1. the process and the aim of the process the Municipality has embarked on;
2. the municipality's role, legal obligations and social responsibility in this process; and
3. the roles employees should play in the process.

With the drafting of the new employment equity plan, one of the challenges identified is the ability of the employer to attract suitably qualified black candidates for the remuneration offered by the employer as well as the ability to transform the gender representation of the workforce especially in the Technical Department where physical demanding work is required of incumbents.

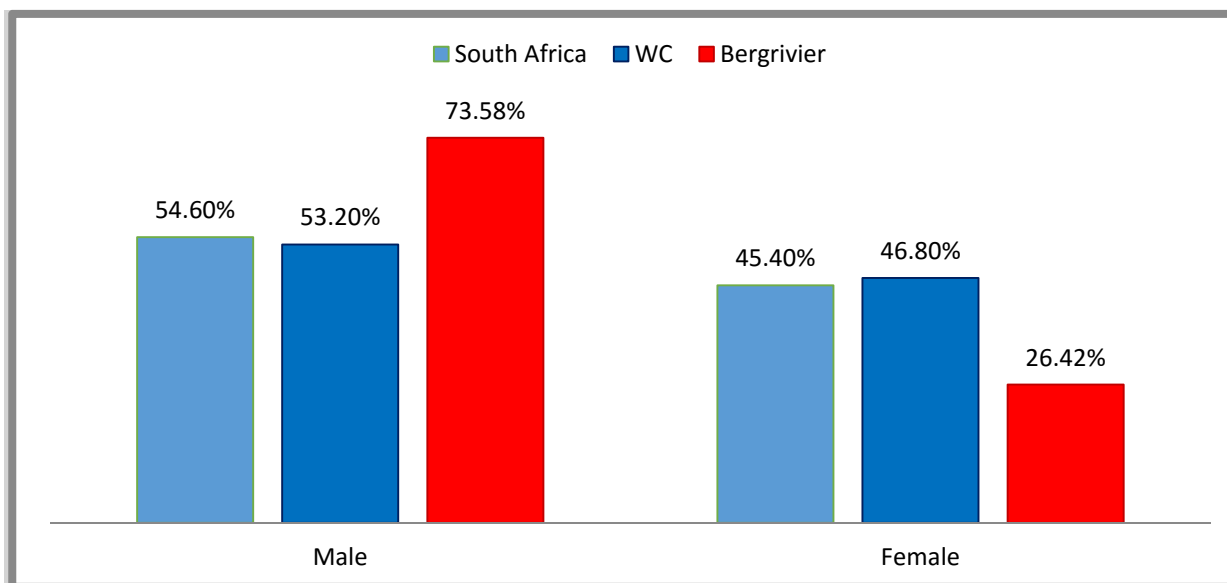
The table below sets out the demographics of the Western Cape compared to the National demographics and is based on information (as available during the drafting of this Plan) of the “economically active population” (Refers to people between the ages of 15 and 65) as provided by the Department of Labour.

**TABLE 144: DEMOGRAPHIC PROFILE FOR PURPOSES OF EMPLOYMENT EQUITY**

	SOUTH AFRICA	WESTERN CAPE	BERGRIVIER
<b>Black (African)</b>	76,91%	31,60%	4,92%
<b>Coloured</b>	9,46%	52,50%	80,57%
<b>Asian</b>	2,93%	0,30%	0,00%
<b>White</b>	10,70%	15,60%	14,51%

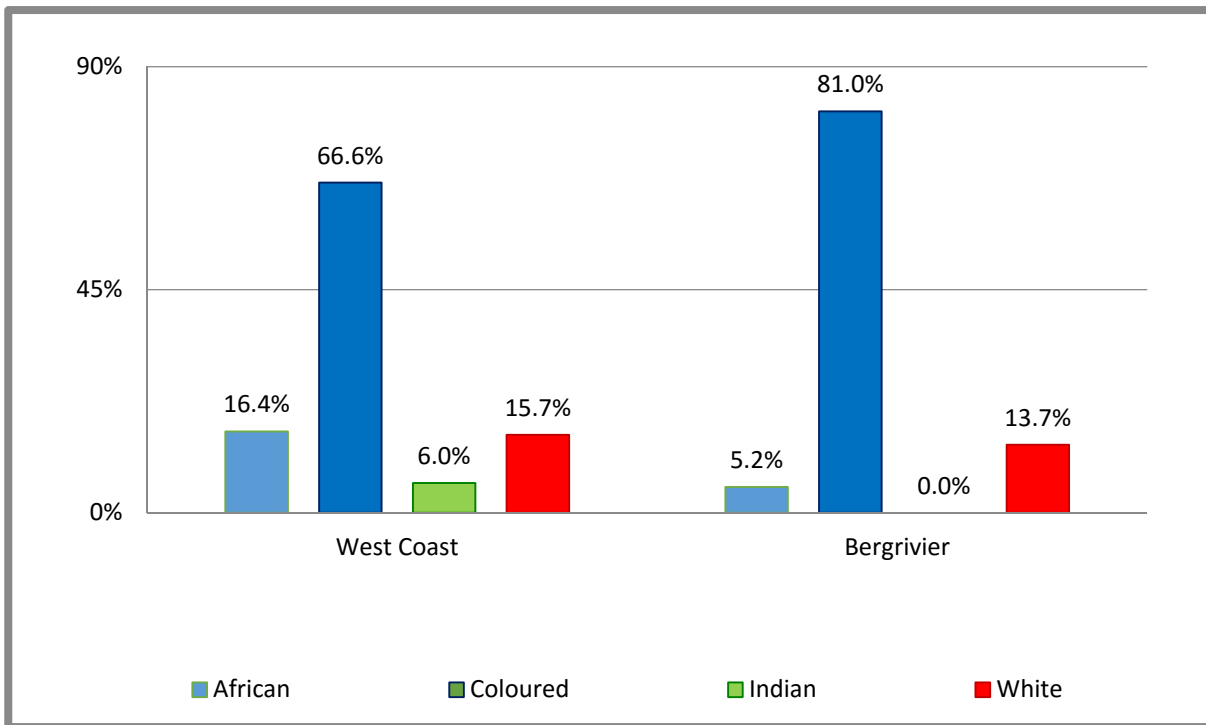
The challenge of attracting suitably qualified black candidates is reiterated in the table above. The implication is that the Municipality will have to increase the net recruitment in all occupational levels to at least align to the Western Cape Province demographic instead of the regional demographic. The municipality’s gender profile at the time when the Employment Equity plan was reviewed is shown in the graph below. It shows that the Municipality will have to undertake a targeted recruitment process to ensure representivity in the Municipal Workforce.

**FIGURE 21 GENDER PROFILE FOR PURPOSES OF EMPLOYMENT EQUITY**



The workforce profile as reported during the last reporting cycle (1 September 2014 to 30 October 2015) is in the graph below:

**FIGURE22: WORKFORCE PROFILE**



From the graph above it is clear that coloured employees are overrepresented and African employees remain under represented in Bergrivier. The municipality needs to redress these imbalances and will have to embark on a targeted recruitment drive to achieve the necessary representivity to reflect the demographics of the West Coast District Municipality.

The workforce profile in each occupational category compared to the 2014 Employment Equity 2 report submitted to the Department of Labour during January 2015 is reflected below:



**TABLE 145: PROFILE OF THE MUNICIPAL WORKFORCE PER CATEGORY**

CATEGORY	YEAR	AM	CM	IM	WM	AF	CF	IF	WF	TOTAL
Top Management	2014	-	1	-	2	-	-	-	1	4
	2015	-	1	-	2	-	-	-	1	4
	<b>Goals 2014</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>
		AM	CM	IM	WM	AF	CF	IF	WF	
Senior Management	2014	-	3	-	6	-	-	-	1	10
	2015	-	3	-	6	-	1	-	1	11
	<b>Goals 2014</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>9</b>
		AM	CM	IM	WM	AF	CF	IF	WF	
Professionally qualified and experienced specialists and middle management	2014	1	8	-	5	-	-	-	1	15
	2015	-	7	-	7	-	2	-	0	16
	<b>Goals 2014</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>15</b>
		AM	CM	IM	WM	AF	CF	IF	WF	
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2014	1	44	-	11	1	30	-	15	102
	2015	2	47	-	10	1	31	-	19	110
	<b>Goals 2014</b>	<b>2</b>	<b>50</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>16</b>	<b>112</b>
		AM	CM	IM	WM	AF	CF	IF	WF	
Semi-skilled and discretionary decision-making	2014	1	56	-	5	2	16	-	2	82
	2015	4	68	0	4	4	38	0	3	121
	<b>Goals 2014</b>	<b>1</b>	<b>59</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>17</b>	<b>0</b>	<b>2</b>	<b>86</b>
		AM	CM	IM	WM	AF	CF	IF	WF	
Unskilled and defined decision making	2014	13	104	-	1	1	25	-	-	144
	2015	10	86	0	1	1	20	0	0	118
	<b>Goals 2014</b>	<b>13</b>	<b>108</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>148</b>



REASON	Jul '14	Aug '14	Sept '14	Oct '14	Nov '14	Dec '14	Jan '15	Feb '15	Mar '15	Apr '15	May '15	Jun '15
<b>TOTAL</b>	1	2	1	2	1	1	0	1	3	2	3	1

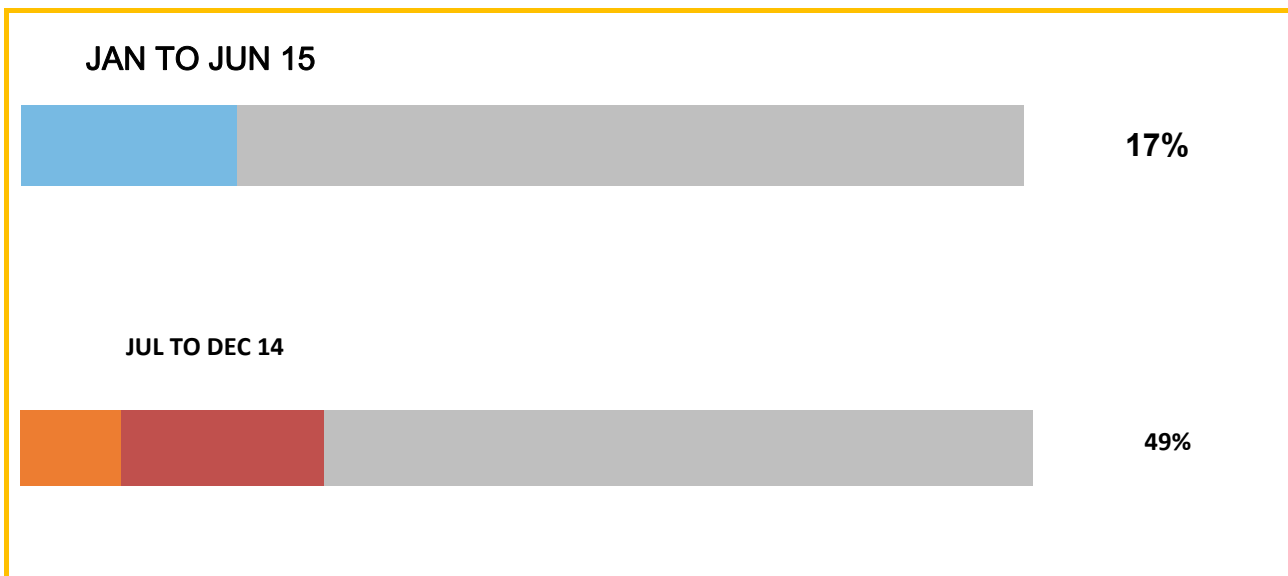
**TABLE 148: TEMPORARY TERMINATIONS**

REASON	Jul '14	Aug '14	Sept '14	Oct '14	Nov '14	Dec '14	Jan '15	Feb '15	Mar '15	Apr '15	May '15	Jun '15
Resignations	-	-	-	-	-	-	-	-	-	-	-	-
Retirement	-	-	-	-	-	-	-	-	-	-	-	-
Ill Health/Incapacity	-	-	-	-	-	-	-	-	-	-	-	-
Contract Expires	-	-	-	-	-	-	-	-	-	-	-	-
Died	0	0	0	0	0	0	0	0	0	0	0	0
Dismissal(Misconduct)	-	-	-	-	-	-	-	-	-	-	-	-
Absenteeism	-	-	-	-	-	-	-	-	-	-	-	-
Dishonesty	-	-	-	-	-	-	-	-	-	-	-	-
Other misconduct	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	-	-	-	-	-	-	-	-	-	-	-	-

**4.2.2.2 RECRUITMENT AND SELECTION**

The number of appointments made during the year under review is shown below. From July 2014 to December 2014, 23 new appointments were made and from January 2015 to June 2015, 8 new appointments were made.

**FIGURE23: APPOINTMENTS**



The table below summarises the number of applications received for each post and the extensive lists prepared for the period July 2014 to June 2015. Human Resources only started keeping record of this information from January 2014.

**TABLE 149: APPLICATIONS FOR VACANT POSTS**

MONTH	DIRECTORATE	POST	APPLICATIONS RECEIVED
<b>Jul 14</b>	Corporate Services	Manager Human Resources	3
	Office of the Municipal Manager	PA of the Municipal Manager	36
	Technical Services	Senior Superintendent Civil Services	13
		Supervisor Water en Sewerage	12
<b>Aug 14</b>	Corporate Services	Manager Human Resources	10
	Technical Services	Project Engineer: Capital Projects	12
	Financial Services	Accountant: Valuations and Rates	9
<b>Sep 14</b>	Technical Services	Building Control officer: PV	12
		Tractor Driver: EK	6
		Team leader/Driver: Works (VD)	14
	Financial Services	Chief Clerk: Debtors Enquiries (PB)	18
	Corporate Services	Law Enforcement Officer	30
	Office of the Municipal Manager	Receptionist/Telephonist (PV)	59
	<b>Nov 14</b>	Corporate Services	Sport Development Officer
<b>Jan 15</b>	Office of the Municipal Manager	Internal Auditor	27
<b>Feb15</b>	Technical Services	Senior Superintendent Civil Services	19
		Technician Civil Services	23
		Ass. Process Controller	111
		Worker: Works (PB) x2	120
		Worker: Works (VD)	60
		Worker: Water	74
		Worker: Parks (PV)	64
		Worker: Parks (PB)	115
		Worker: Refuse (PB) x 3	163
		Worker: Water and Sewage	74
	Worker: Refuse (PV)	49	
	Financial Services	Clerk Gr.2: Enquiries	73
		Meter Reader	57
Corporate Services	Book Packer/Cleaner PV	84	
	Book Packer/Cleaner PB	166	
<b>March 15</b>	Corporate Services	Traffic Officer: VD	22
<b>Apr 15</b>	Office of the Municipal Manager	Manager Strategic Services	19
	Corporate Services	Traffic Officer: PB	8
		Cleaner Traffic(PB)	56

MONTH	DIRECTORATE	POST	APPLICATIONS RECEIVED
		Cleaner Traffic (VD)	54
		Senior Library Assistant	62
<b>May 15</b>	Technical Services	Senior Superintendent: Electrical Services (PB)	9
		Senior Superintendent: Electrical Services (VD)	8
		Clerk: Housing	25
<b>TOTAL</b>			<b>1819</b>

The Department had to process 1 819 applications in the period July 2014 to June 2015. The administrative burden on the Human Resource Department increased significantly with the number of applications that were received. The use of students in the Department assisted to reduce the pressure and enable the Department to fulfil the needs of the municipality.

#### 4.2.2.3 OCCUPATIONAL HEALTH AND SAFETY

An Occupational Health and Safety Unit was established in the 2012/13 financial year and the Occupational Health and Safety Officer was appointed with effect from September 2012. Since the appointment of the OHS Officer, a great deal of effort has been made to implement OHS in the workplace. At the 30<sup>th</sup> June 2015, 95 % of the recommendations made from the Audit Report was completed to redress the legal implications of Health and Safety.

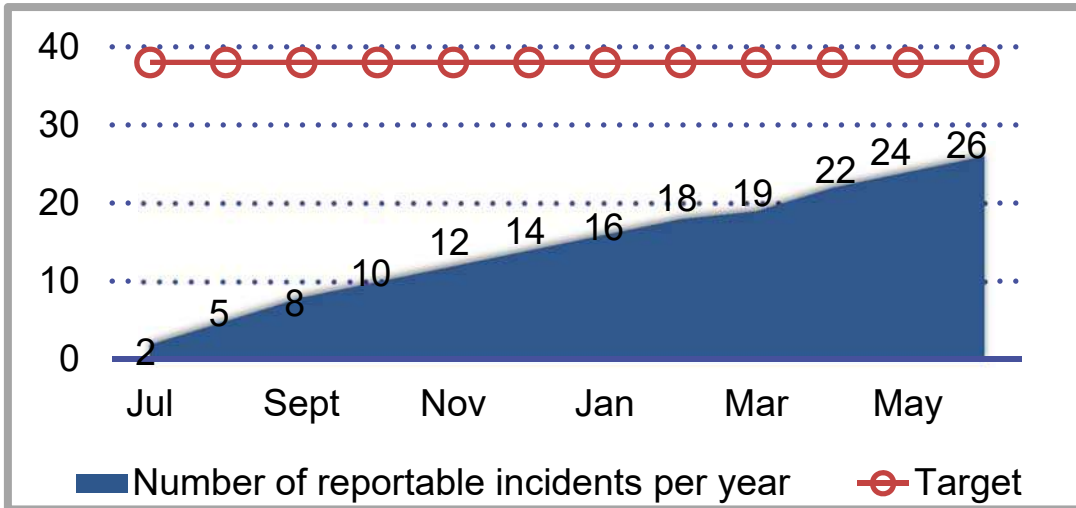
##### ▲ **Health and Safety Committees**

During the financial year under review the OHS Officer ensured that Health and Safety Committees were established. A target of 95 % of Health and Safety positions filled was set, 96 % Health and Safety Representatives were appointed for each workplace. A target of 100 % attendance of Health and Safety Committee meetings was set, but the average attendance was 98 %, which is fair enough. All Health and Safety Representatives were once again informed of the importance of the smooth functioning of the committees and that if they cannot attend these meetings regularly due to work or other reasons that they must inform the OHS Officer timeously.

##### ▲ **Reportable incidents**

The Occupational Health and Safety Unit set a target to reduce the number of reportable incidents. A target for the financial year was set at less than 38 incidents and only 26 incidents occurred, that shows a decrease in incidents of 31 %. As can be seen from the graph below, the Municipality was able to achieve the target and reduce the number of reported incidents to 26.

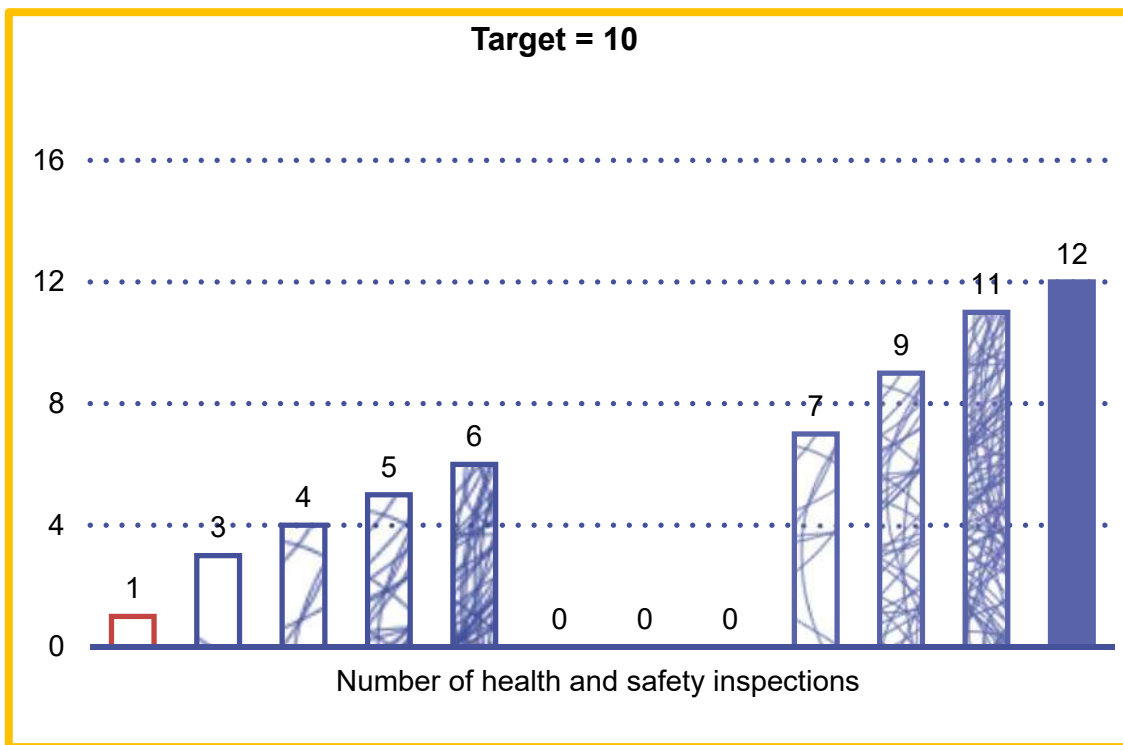
FIGURE24: REPORTABLE INCIDENTS



▲ **Health and Safety Inspections**

The number of health and safety inspections done by the unit is reflected in the graph below. The target was achieved and the target should be increased for the new financial year.

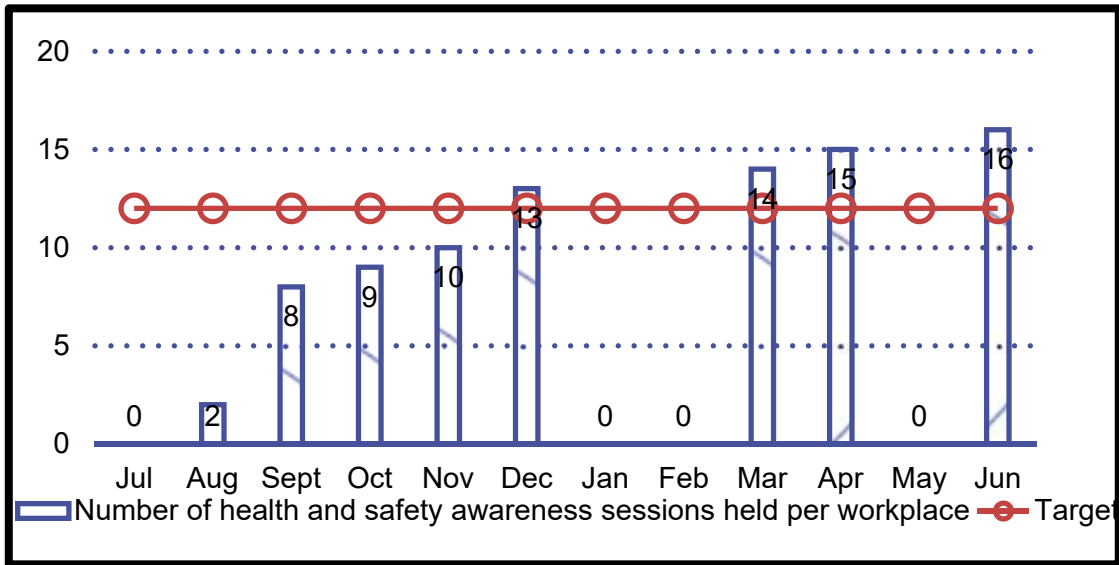
FIGURE25: HEALTH AND SAFETY INSPECTIONS



▲ **Health and Safety awareness**

The Health and Safety Officer conducted 16 health and safety awareness sessions, four more than the target of 12, set at the beginning of the financial year.

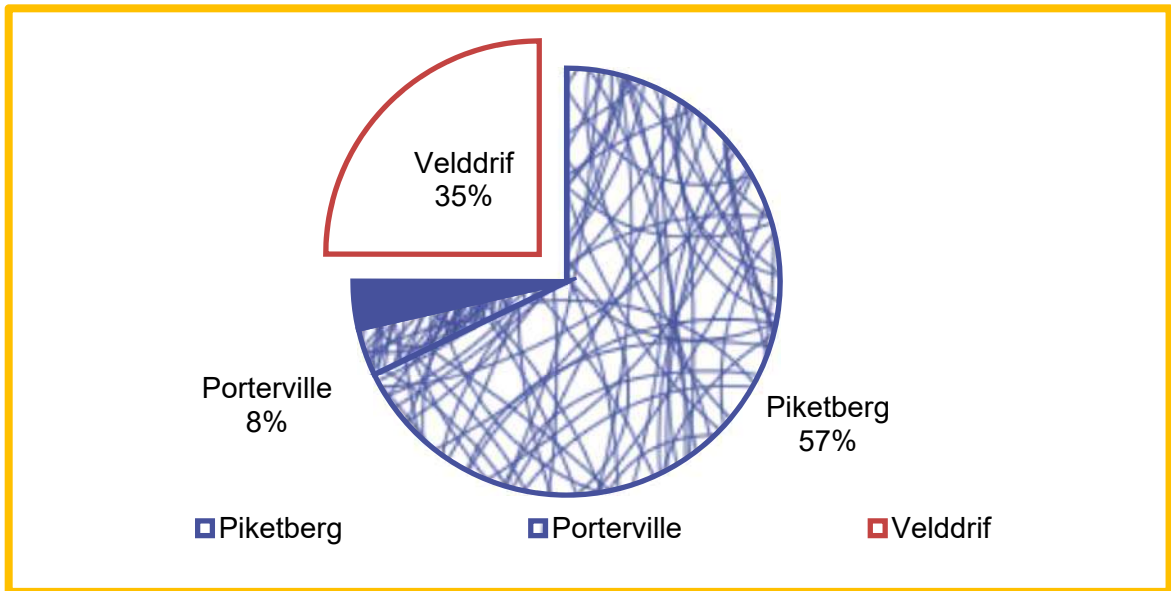
**FIGURE 26 HEALTH AND SAFETY AWARENESS SESSIONS**



**4.2.3 INJURIES ON DUTY**

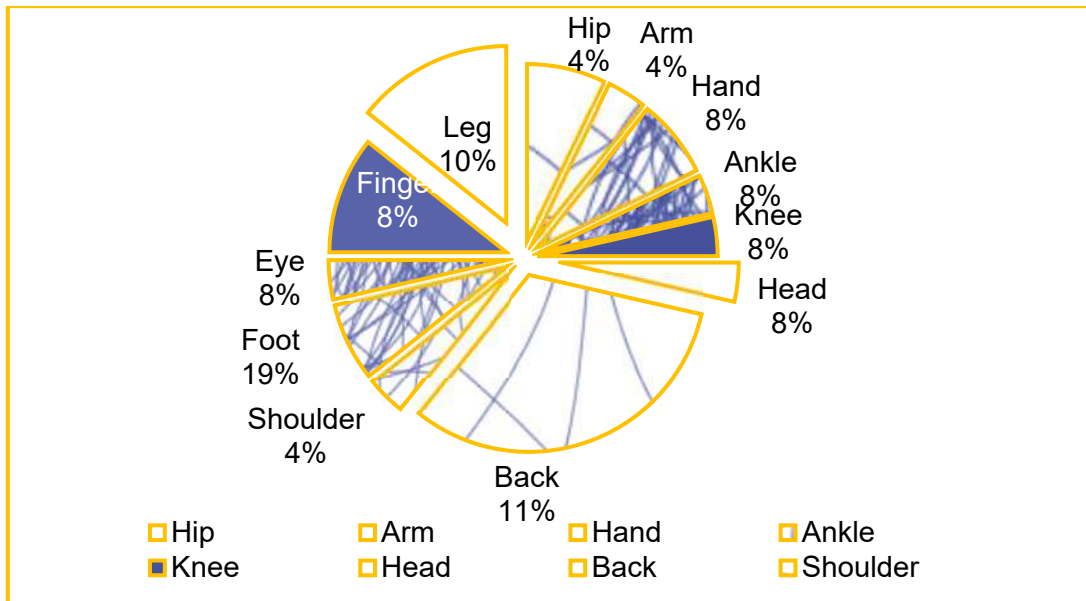
A total of 26 incidents occurred and it shows a decrease from the previous financial year. Most of the injuries on duty occurred in Piketberg. No injuries on duty were recorded in Aurora, Redelinghuys and Eendekuil during the 2014/15 financial year.

**FIGURE 27: INJURIES ON DUTY**



The type of injuries that occurred are shown in the graph below. Most of the injuries were back and leg injuries. Employees should be trained on the correct technique to pick up heavy objects.

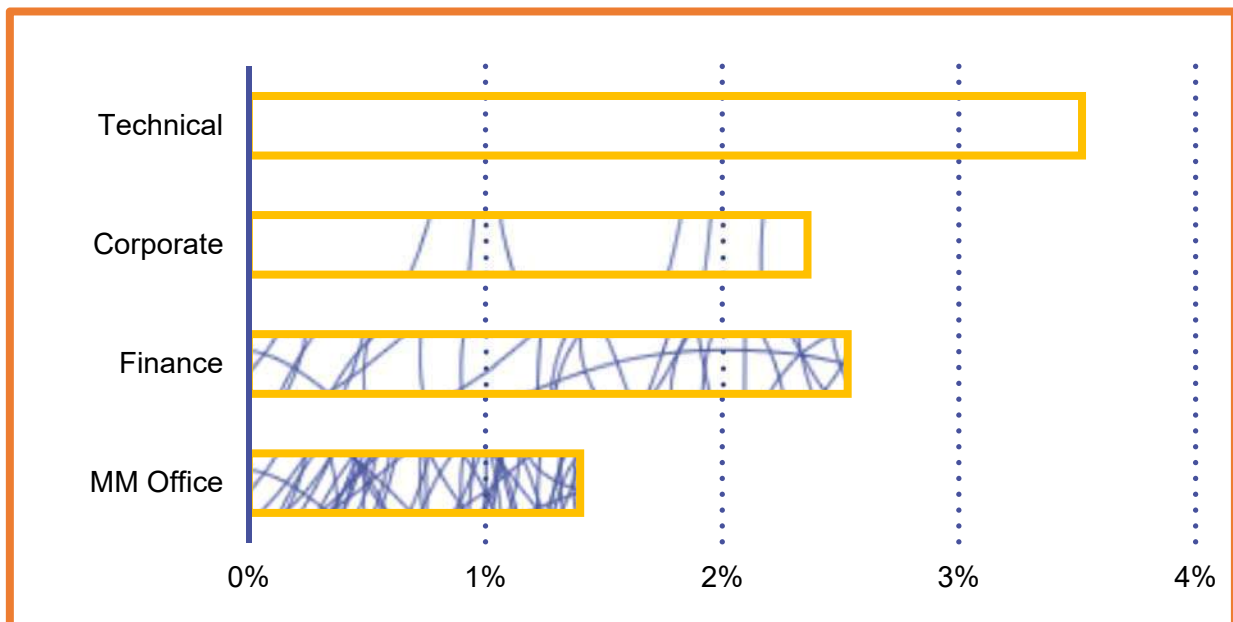
**FIGURE 28: INJURY CATEGORY**



**4.2.4 ABSENTEEISM**

Sick absenteeism should be at about 1.5%(Source: Human Capital Review – Absenteeism trends in South African Companies)., which means that for every 250 working days per year, the average employee should take 3.75 days off sick. The sick leave absenteeism rate for each Directorate was calculated by dividing the number of days employees were absent by the number of days they should have worked. The annual absenteeism rate for each directorate is shown in the table below:

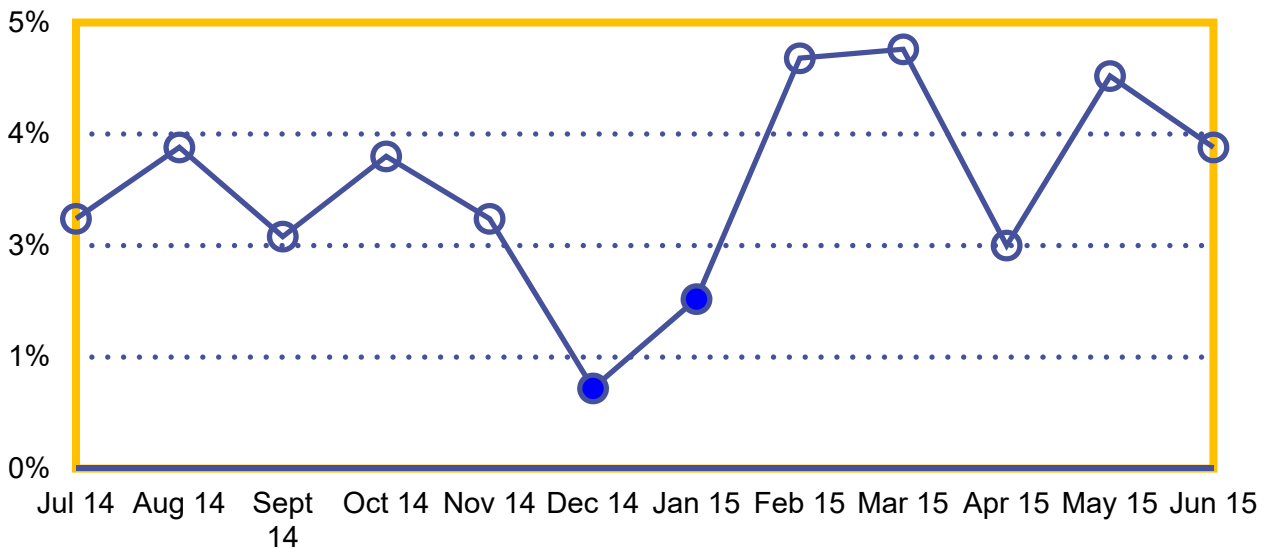
**FIGURE 29: ABSENTEEISM RATE PER DIRECTORATE**



The combined sick leave absenteeism rate for the Municipal workforce for the period under review is shown in the figure below:



**FIGURE 30: COMBINED ABSENTEEISM RATE**



The only months when the absenteeism rate was below 3 % were December 2014 and January 2015.

#### 4.2.5 PERFORMANCE REWARDS

Performance is evaluated in accordance with legislation and the Bergrivier Municipality Performance Management Policy. Bergrivier Municipality does not pay performance bonuses.

#### 4.2.6 DISCLOSURES OF FINANCIAL INTERESTS

The Performance Management Regulations (Regulation 805 of 2006) requires that Municipal officials and Councillors disclose their financial interests. The interests of Councillors, the Municipal Manager and Directors is set out in **APPENDIX 9**.

### 4.3 CAPACITATING THE MUNICIPAL WORKFORCE

#### 4.3.1 SKILLS DEVELOPMENT AND TRAINING

Section 68(1) of the Municipal Systems Act 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.

The Municipality has a Training Committee in place, which deals with matters concerning the training of Municipal Staff. Skills development activities for 2014/15 are reflected below:

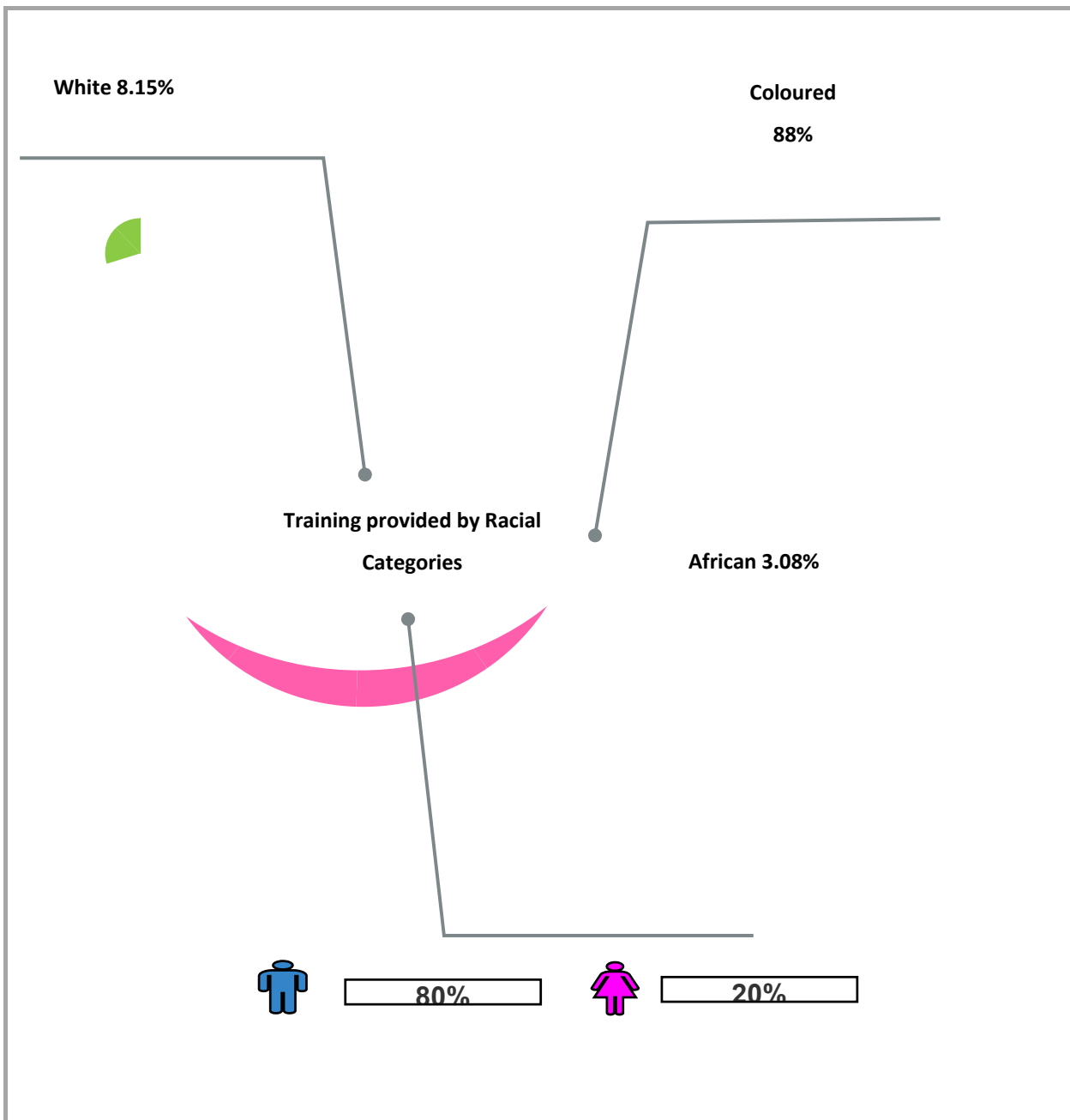
**TABLE 150: SKILLS DEVELOPMENT**

SKILLS DEVELOPMENT	JUL '14	AUG '14	SEPT '14	OCT '14	NOV '14	DEC '14	JAN '15	FEB '15	MAR '15	APR '15	MAY '15	JUN '15
No of employees trained	0	20	59	89	45	15	31	43	43	46	88	68
No of permanent employees receiving training	0	20	59	89	45	15	31	43	43	46	88	68

SKILLS DEVELOPMENT	JUL '14	AUG '14	SEPT '14	OCT '14	NOV '14	DEC '14	JAN '15	FEB '15	MAR '15	APR '15	MAY '15	JUN '15
No of temporary employees receiving training	2	2	2	2	2	0	2	2	2	2	2	2
No of unemployed people receiving training	0	0	0	20	0	0	0	0	0	0	0	0
No of financial interns employed	5	5	5	5	4	4	4	4	4	4	4	4
No of other interns employed	0	0	0	0	0	0	0	0	0	0	0	0
Students doing in service training	5	3	3	2	2	2	2	4	3	3	3	3

The beneficiaries of training provided by the Municipality are shown in the two diagrams below. The majority of the beneficiaries were coloured and male.

FIGURE 31: TRAINING BENEFICIARIES



The planned training for the new financial year sees a slight increase in the number of female beneficiaries. Of the 184 beneficiaries identified 36 (20 %) are female and 148 (80 %) are male. The following training interventions took place during the period under review:

**TABLE 151: TRAINING INTERVENTIONS**

TYPE OF LEARNING INTERVENTION	NAME OF LEARNING INTERVENTION	NQF LEVEL	NUMBER TRAINED	
			FEMALE	MALE
Skills Programme	AET	2 - 4	3	12
Skills Programme	Grade 12	4	2	8
Learnership	NC: Road Construction	2		7
Learnership	NC Water Reticulation	2		7
Learnership	Horticulture	2	1	9
Apprenticeship	Plumbing	5		2
Apprenticeship	Bricklaying	5		2
Skills Programme	Digger loader	1		14
Short Course Non Credit	Fire Fighting	-	3	7
Skills Programme	Water Process Controller	3		7
Short Course Non Credit	Code 14 Learner and Driver's License	-	2	13
Short Course Non Credit	Examiner of Vehicles	-	1	2
Short Course Non Credit	ITIL Course	-		1
Short Course Non Credit	Windows 8	-		1
Short Course Non Credit	Examiner of Driver's license	-	1	2
Skills Programme	First Aid Level 2	2	4	28
Short Course Non Credit	MS Office Basic and Intermediate	-	7	14
Learnership	Library Information Services	4	9	1
Skills Programme	SDF Unit Standard Training	3	1	4
Skills Programme	Report Writing	3	1	6
Bursary	B-Tech Human Resources	7	1	
Bursary	ND: Information Technology	6		1
Bursary	ND: Public Administration	6		1
Bursary	ND: Management Administration	6		1
Bursary	ND: Road Traffic & Municipal Police Management	6		1
<b>TOTAL</b>			<b>36</b>	<b>148</b>

R 810 0000.00 of Budgeted R769 963.69 spent.

### Reporting on and monitoring competency levels

The municipal manager of a municipality must ensure that competencies of all staff are assessed in order to identify and address gaps in competency levels of officials. In terms of Section 14 (2) (b) of the Municipal Regulations (R 492): National Treasury: Local Government: Municipal Financial Management Act: Municipal Regulations on Minimum Competency, the municipality must report in its annual report reflecting the information on minimum competencies as at the end of 30 June 2015.

The following is a summary of the minimum competency training undertaken in Bergrivier Municipality as at 30 June 2015.

The following employee received their certificates as on the date stipulated:

Date Received 15 August 2012		
No.	Name	Occupation
1.	Hendrik Kröhn	Director: Technical Services

The following employees received their certificates on the different dates from the School of Public Leadership, University of Stellenbosch:

Date Received May 2011		
No.	Name	Occupation
2.	Martin Crous	Manager: Income

Date Received 15 August 2012		
No.	Name	Occupation
3.	John Peter Sass	Senior Accountant Budget Office
4.	André Pereira	Manager : Assets & SCM
5.	Lené Louw	Accountant : Budget Office

Date Received October 2012		
No.	Name	Occupation
6.	Hanlie Linde	Municipal Manager

Date Received 20 September 2013		
No.	Name	Occupation
7.	Johan William Andreas Kotzee	Director Administrative Services

The following employees completed their training and will receive their certificates before 30 June 2014.

Date Received 30 October 2013		
No.	Name	Occupation
8.	Andries Wessel Rheeder	Manager: Corporate Services
9.	Werner Wagener	Manager: Planning and Development
10.	Jacob Breunissen	Senior Engineer: Civil

The following officials completed the training at University of Witwatersrand.

Date Received October 2012		
No.	Name	Occupation
11.	Jasper Jonker	Head Expenditure and Supply Chain Management

The following officials are on the programme and will complete the training on or before 30 December 2015. Only after completion of the training, assessments will be done and certificates will be issued.

Date Received 30 December 2015		
No.	Name	Occupation
12.	Elorese Scholtz	Accountant SCM
13.	Regina Snyders	Assistants Accountant
14.	Erasmus Bothma	Regional Engineer
15.	Leon Gouws	Regional Engineer
16.	Jacobus Alwyn Van Niekerk	Chief Financial Officer
17.	Dean Josephus	Manager: Community
18.	Nelius Rossouw	Engineer: Electrical

19.	Angelique Louw	Human Resource Manager
20	Johan Engelbrecht	Project Manager

National Treasury were requested to consider Jacobus Alwyn van Niekerk and Elorese Scholtz as special merit cases to complete their outstanding units (1 and 4 respectively) within a reasonable time.

#### **4.4 THE WORKFORCE EXPENDITURE**

Section 66 of the Local Government Municipal Financial Management Act (MFMA) states that the accounting officer of a Municipality must, in a format and for periods as may be prescribed, report to the Council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure.

#### **4.5 EMPLOYEE EXPENDITURE**

The Municipality's employee costs for 2014/15 totalled an amount of R 264 067 408.00. This constitutes 32.77 % of the total operational revenue and is a reduction from the previous year's 37.71 %. The percentage personnel expenditure to total expenditure is higher for small municipalities as the same legal requirements for budgetary reporting, internal audit, strategic planning, performance management and intergovernmental relations and working groups apply to all municipalities irrespective of their size. This places undue pressure on the size of smaller municipality staff structures.

## CHAPTER 5 FINANCIAL PERFORMANCE



Paragliding: A popular sport in Porterville

Photographer unknown: Photo provided

## 5.1 STATEMENTS OF FINANCIAL PERFORMANCE AND POSITION

### 5.1.1 STATEMENTS OF FINANCIAL PERFORMANCE

The following table provides a summary of the Municipality's financial performance as at 30 June 2015:

**TABLE 152: SUMMARY OF FINANCIAL PERFORMANCE**

	Original Budget	Budget Adjustments	Final Adjustment Budget	Virement	Final Budget	Actual Outcome	Actual Outcome as % of Final Budget
		(In terms of Section 8 and Section 31 of the MFMA)		(In terms of Council approved by-law)		2015	
	R	R	R	R	R	R	%
<b>REVENUE</b>							
Property Rates	51 739 555	(3 709 555)	48 030 000		48 030 000	49 208 046	2,45%
Property Rates - Penalties & Collection Charges							
Service Charges - Electricity Revenue	76 927 400	4 664 000	81 591 400		81 591 400	78 569 391	-3,70%
Service Charges - Water Revenue	18 624 846	1 723 616	20 348 462		20 348 462	22 459 847	10,38%
Service Charges - Sanitation Revenue	6 571 500	2 751 500	9 323 000		9 323 000	9 639 922	3,40%
Service Charges - Refuse Revenue	12 001 000	3 709 000	15 710 000		15 710 000	16 213 463	3,20%
Service Charges - Other Revenue	9 550 000	(9 550 000)					
Rental of Facilities and Equipment	3 207 000	102 000	3 309 000		3 309 000	3 657 275	10,53%
Interest Earned - External Investments	1 000 000	1 000 000	2 000 000		2 000 000	3 232 674	61,63%
Interest Earned - Outstanding Debtors	2 889 000	(89 000)	2 800 000		2 800 000	3 197 469	14,20%
Dividends Received							
Fines	1 005 000	2 600 000	3 605 000		3 605 000	6 104 573	69,34%
Licences and Permits	1 300 000		1 300 000		1 300 000	1 844 654	41,90%
Agency Services	1 957 780		1 957 780		1 957 780	2 013 969	2,87%
Transfers Recognised - Operational	37 007 316	2 167 024	39 174 340	107 200	39 281 540	41 174 033	4,82%
Other Revenue	2 538 390	490 000	3 028 390		3 028 390	1 366 536	-54,88%
Gains on Disposal of PPE							
<b>Total Revenue (excluding capital transfers and contributions)</b>	226 318 787	5 858 585	232 177 372	107 200	232 284 572	238 681 852	2,75%
<b>EXPENDITURE</b>							
Employee Related Costs	89 312 510	129 067	89 441 577	7 700	89 449 277	87 280 637	-2,42%
Remuneration of Councillors	4 714 000	200 000	4 914 000		4 914 000	4 848 895	-1,32%
Debt Impairment	1 902 745	3 200 653	5 103 398		5 103 398	6 543 914	28,23%
Depreciation and Asset Impairment	17 460 000	(1 964 962)	15 495 038		15 495 038	15 825 173	2,13%

	Original Budget	Budget Adjustments	Final Adjustment Budget	Virement	Final Budget	Actual Outcome	Actual Outcome as % of Final Budget
Finance Charges	10 189 460	369 622	10 559 082	332 115	10 891 197	11 614 679	6,64%
Bulk Purchases	61 025 000	1 560 000	62 585 000	62 200	62 647 200	61 595 633	-1,68%
Other Materials							
Contracted Services							
Transfers and Grants	3 070 000	100 000	3 170 000		3 170 000	4 742 318	49,60%
Other Expenditure	43 882 160	1 718 374	45 600 534	(402 015)	45 198 519	35 627 721	-21,18%
Loss on Disposal of PPE						84 595	100,00%
<b>Total Expenditure</b>	<b>231 555 875</b>	<b>5 312 754</b>	<b>236 868 629</b>	<b>0</b>	<b>236 868 629</b>	<b>228 163 565</b>	<b>-3,68%</b>
<b>Surplus/(Deficit)</b>	<b>(5 237 088)</b>	<b>545 831</b>	<b>(4 691 257)</b>	<b>107 200</b>	<b>(4 584 057)</b>	<b>10 518 287</b>	<b>-329,45%</b>
Transfers Recognised - Capital	37 605 684	(17 336 697)	20 268 987	(107 200)	20 161 787	24 528 783	21,66%
Contributions Recognised - Capital							
Contributed Assets						856 772	100,00%
<b>Surplus/(Deficit) after Capital Transfers &amp; Contributions</b>	<b>32 368 596</b>	<b>(16 790 866)</b>	<b>15 577 730</b>	<b>(0)</b>	<b>15 577 730</b>	<b>35 903 842</b>	<b>130,48%</b>

**TABLE 153: FINANCIAL PERFORMANCE OF OPERATIONAL SERVICE**

Vote Description R thousand	2013/14	Budget Year 2014/15					
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	YearTD budget	YTD variance	YTD variance %
<b>Revenue by Vote</b>							
Vote 1 - Municipal Manager	26 094	14 926	15 446	15 278	15 446	(168)	-1%
1.1 - Council	26 094	14 557	14 977	14 986	14 977	9	0%
1.2 - Strategic Services		369	469	292	469	(177)	-38%
Vote 2 - Finance	52 426	60 368	58 086	60 544	58 086	2 458	4%
2.1 - Finance	52 426	60 368	58 086	60 544	58 086	2 458	4%
2.2 - IT Administration							
Vote 3 - Corporate Services	15 404	14 478	17 220	20 747	17 220	3 526	20%
3.1 - Corporate Services	87	606	606	627	606	21	3%
3.2 - HR Administration	1 403	350	350	193	350	(157)	-45%
3.3 - Community Services							
3.4 - Library & Records	4 078	5 904	5 904	6 289	5 904	385	7%
3.5 - Museum							
3.6 - Traffic Control	3 407	1 030	3 630	6 099	3 630	2 469	68%
3.7 - Fire Department		3	3		3	(3)	-100%
3.8 - Holiday Resorts	3 001	3 075	3 177	3 895	3 177	718	23%
3.9 - Vehicle Registration	3 127	3 200	3 200	3 217	3 200	17	1%



Vote Description R thousand	2013/14	Budget Year 2014/15					
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	YearTD budget	YTD variance	YTD variance
3.10 - Planning and Development	301	310	350	427	350		
<b>Vote 4 - Technical Services</b>	<b>138 929</b>	<b>174 152</b>	<b>161 694</b>	<b>167 431</b>	<b>161 694</b>	5 736	4%
4.1 - Council Property	660	315	315	475	315	160	51%
4.2 - Refuse Removal	14 092	18 900	20 291	20 491	20 291	199	1%
4.3 - Cemeteries	249	250	250	275	250	25	10%
4.4 - Sewerage	24 793	25 352	15 633	15 939	15 633	305	2%
4.5 - Storm water Management							
4.6 - Community Parks							
4.7 - Water	19 774	22 053	36 478	37 546	36 478	1 067	3%
4.8 - Roads	1 062	1 245	1 245	1 248	1 245	2	0%
4.9 - Electricity	71 222	83 808	85 598	82 392	85 598	(3 206)	-4%
4.10 - Building Control	460	401	401	504	401		
4.11 - Housing	6 176	21 804	142	7 573	142		
4.12 - Sport facilities and swimming pools	441	24	1 340	989	1 340	(351)	-26%
<b>Total Revenue by Vote</b>	<b>232 853</b>	<b>263 924</b>	<b>252 446</b>	<b>263 999</b>	<b>252 446</b>	11 553	5%
<b>Expenditure by Vote</b>							
<b>Vote 1 - Municipal Manager</b>	<b>15 869</b>	<b>19 014</b>	<b>18 522</b>	<b>15 641</b>	<b>18 522</b>	(2 881)	-16%
1.1 - Council	15 869	13 989	13 393	11 414	13 393	(1 979)	-15%
1.2 - Strategic Services		5 025	5 129	4 228	5 129	(901)	-18%
<b>Vote 2 - Finance</b>	<b>10 677</b>	<b>11 102</b>	<b>10 915</b>	<b>8 943</b>	<b>10 915</b>	(1 972)	-18%
2.1 - Finance	10 677	11 102	10 915	8 943	10 915	(1 972)	-18%
2.2 - IT Administration							
<b>Vote 3 - Corporate Services</b>	<b>35 455</b>	<b>37 212</b>	<b>41 429</b>	<b>41 656</b>	<b>41 429</b>	228	1%
3.1 - Corporate Services	5 496	6 974	7 234	6 171	7 234	(1 063)	-15%
3.2 - HR Administration	11 160	8 191	9 365	9 903	9 365	538	6%
3.3 - Community Services	1 462	455	2 348	297	443	(146)	-33%
3.4 - Library & Records	4 003	5 517	443	5 923	5 224	699	13%
3.5 - Museum			5 224				
3.6 - Traffic Control	7 150	7 426		10 916	10 084	832	8%
3.7 - Fire Department	328	1 037	10 084	866	1 019	(152)	-15%
3.8 - Holiday Resorts	2 951	4 314	1 019	4 029	4 710	(681)	-14%
3.9 - Vehicle Registration	1 027	1 007	4 710	1 303	1 002	301	30%
3.10 - Planning and Development	1 878	2 292	1 002	2 247	2 348	(101)	-4%
<b>Vote 4 - Technical Services</b>	<b>148 587</b>	<b>164 227</b>	<b>166 003</b>	<b>161 854</b>	<b>166 003</b>	(4 148)	-2%
4.1 - Council Property	6 940	7 990	8 122	7 430	8 122	(692)	-9%
4.2 - Refuse Removal	15 012	16 941	16 348	17 377	16 348	1 029	6%
4.3 - Cemeteries	188	536	527	593	527	66	12%
4.4 - Sewerage	6 088	8 675	9 228	4 595	9 228	(4 632)	-50%
4.5 - Storm water Management	680	752	719	2 369	719	1 650	229%
4.6 - Community Parks	4 451	5 249	5 045	4 853	5 045	(192)	-4%
4.7 - Water	15 082	17 075	17 128	16 180	17 128	(949)	-6%
4.8 - Roads	22 125	23 072	22 906	22 689	22 906	(217)	-1%

Vote Description R thousand	2013/14	Budget Year 2014/15					
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	YearTD budget	YTD variance	YTD variance
4.9 - Electricity	74 256	78 774	81 009	79 843	81 009	(1 165)	-1%
4.10 - Building Control	1 241	1 392	1 401	1 210	1 401		
4.11 - Housing	869	1 192	1 212	2 824	1 212		
4.12 - Sport facilities and swimming pools	1 655	2 579	2 359	1 891	2 359	(468)	-20%
<b>Total Expenditure by Vote</b>	<b>210 589</b>	<b>231 556</b>	<b>236 869</b>	<b>228 095</b>	<b>236 869</b>	<b>(8 774)</b>	<b>(0)</b>
						-	
<b>Surplus/ (Deficit) for the year</b>	<b>22 265</b>	<b>32 369</b>	<b>15 578</b>	<b>35 904</b>	<b>15 578</b>	<b>20 326</b>	<b>0</b>

### 5.1.2 FINANCIAL GRANTS

The Municipality received the following operating transfers and grants during the 2014/15 financial year:

**TABLE 154: OPERATING GRANTS AND TRANSFERS**

Description	Budget Year 2014/15		
	Original Budget	Adjusted Budget	YearTD actual
<b>R thousands</b>			
<b>RECEIPTS:</b>			
<b>Operating Transfers and Grants</b>			
<b>National Government:</b>	<b>31 660</b>	<b>32 407</b>	<b>32 241</b>
Local Government Equitable Share	27 489	27 489	27 489
Finance Management	1 150	1 150	1 150
Municipal Systems Improvement	184	334	334
EPWP Incentive	1 147	1 147	1 147
Municipal Infrastructure Grant (MIG)	1 690	2 287	2 121
<b>Provincial Government:</b>	<b>5 347</b>	<b>7 313</b>	<b>8 697</b>
Library Services: Conditional Grant	1 087	1 087	1 087
Financial Assistance To Municipalities For Maintenance And Construction Of Transport Infrastructure	71	71	70
Library Service: Replacement Funding For Most Vulnerable B3 Municipalities	4 154	3 938	3 938
Community Development Workers (CDW) Operational Support Grant	35	35	35
Human Settlements Development Grant (Beneficiaries)			1 982
Finance Management		1 036	984
Municipal Infrastructure Support Grant		1 145	600
<b>Total Operating Transfers and Grants</b>	<b>37 007</b>	<b>39 719</b>	<b>40 938</b>
<b>Capital Transfers and Grants</b>			
<b>National Government:</b>	<b>15 224</b>	<b>19 333</b>	<b>18 151</b>
Municipal Infrastructure Grant (MIG)	12 074	16 333	15 151
Finance Management	300	300	300
Integrated National Electrification Programme (Municipal) Grant	2 100	2 100	2 100
Municipal Systems Improvement	750	600	600
<b>Provincial Government:</b>	<b>22 382</b>	<b>18 379</b>	<b>6 378</b>
Human Settlements Development Grant (Beneficiaries)	21 769	17 550	5 550
Library Service: Conditional Grant	613	829	829
<b>Total Capital Transfers and Grants</b>	<b>37 606</b>	<b>37 712</b>	<b>24 529</b>

TOTAL RECEIPTS OF TRANSFERS & GRANTS	74 613	77 431	65 467
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These grants were utilized as follows:

▲ **Finance Management Grant (National Government)**

R 1 450 000 was received for the 2014/15 financial year. R 1 150 000 was spent on operational expenses and R300 000 was spent on capital expenses. The operational expenses included intern salaries, upgrading of the financial system, assistance with the compilation and review of the financial statements, audit queries and training for staff of the Finance Department. The capital expenses were earmarked for the implementation of SCOA.

▲ **Municipal Systems Improvement Grant**

R 934 000 was received during the 2014/15 financial year. R 334 000 was spent on operational expenses including ward committees and uniform zoning regulations. R 600 000 was spent on capital expenses, namely Microsoft Volume Licensing.

▲ **Municipal Infrastructure Grant (MIG)**

The original grant for 2014/15 was R 13 764 000. A Roll-over of R 4 855 817 was approved by National Treasury that brought the total grant for MIG projects to R 18 619 817. During the year the amount of R 17 271 748 were spend which left an unspent amount of R 1 348 069 at 30 June 2015. Application to National Treasury for the roll-over of the unspent amount will be done during August 2015.

▲ **Finance management Grant (Provincial Government)**

An amount of R 820 000 was awarded to the Municipality. These funds were spent on 3 projects namely: SCOA (Standard Charter of Accounts) Impact Assessment and Costing (R300 000), Performance Management Support in terms of SDBIP (Service Delivery Budget Implementation Plan) (R100 000) and Internal Audit Services (R420 000). A Roll-over amount of R 216 310 from the 2013/14 financial year was also spent during 2014/15 and was mostly spent on the updating and cleansing of the Supply Chain Management Database.

▲ **Municipal Infrastructure Support Grant**

An amount of R 1 745 000 was awarded to the Municipality by Provincial Treasury. These funds were spent on 3 projects namely: Wittewater water reticulation upgrade R 1 145 000, Replacement of water meters (R 200 000) and IMQS (Software Solutions) for Electrical Master plan (R 400 000).

▲ **EXTENDED PUBLIC WORKS PROGRAMME (EPWP)**

R 1 147 000 was received and the funds were utilised to create temporary job opportunities for unemployed persons.

▲ **COMMUNITY DEVELOPMENT WORKER (CDW)**

R 34 976 was received and the funds were utilised on operational expenses of the CDW's.

▲ **Library Services Grant**

R 5 854 000 was received from Provincial Government and the funds were to deliver library services from 14 libraries in our area and the grant also included the salaries of temporary workers. R 828 615 was used for capital projects which include a book detector system, air conditioners, shelves, tiling of floors and fencing of Porterville Library.

▲ **Integrated National Electrification**

An amount of R 2 100 000 was received from the Department of Energy. These funds were utilised for electrification of the 89 Service Sites in Noordhoek and the 116 Low Cost Housing Project in Porterville.

### 5.1.3 ASSET MANAGEMENT

Assets are managed and maintained by the Directorate under which they resort and provision is made under their respective operational budgets for maintenance over the life cycle of the asset. The Asset Unit within Financial Services is responsible for maintaining the asset register, annual asset counts, capturing of newly acquired assets on the asset register and the removal of obsolete or written off assets from the asset register.

During the 2013/14 audit, the Auditor-General identified assets that were not recorded in the asset register as well as assets that could not be found on the floor which resulted in the Municipality receiving an audit matter.

In order to address this issue, the Asset Unit developed a plan to do a full asset count of all assets of the Municipality and then compare these details to the current asset register. Implementation of this plan commenced in February 2015 and was finalised by June 2015. This ensured that the Municipality has an accurate fixed asset register for audit purposes and no audit query on assets in November 2015.

The following table indicates the three largest assets acquired during 2014/15.

**TABLE 155: TREATMENT OF THE THREE LARGEST ASSETS ACQUIRED DURING THE FINANCIAL YEAR**

TREATMENT OF THE THREE LARGEST ASSETS ACQUIRED 2014/15	
<b>ASSET 1</b>	
<b>Name</b>	Hydraulic Crane
<b>Description</b>	Hydraulic Crane
<b>Asset Type</b>	Other Plant and Equipment
<b>Asset Value</b>	R639 330

## TREATMENT OF THE THREE LARGEST ASSETS ACQUIRED 2014/15

<b>Capital Implications</b>	Capital Budget
<b>Future Purpose of Asset</b>	Plant
<b>Policies in Place to Manage Asset</b>	Yes
<b>ASSET 2</b>	
<b>Name</b>	Roller
<b>Description</b>	Roller
<b>Asset Type</b>	Other Plant and Equipment
<b>Asset Value</b>	R233 513.86
<b>Capital Implications</b>	Capital Budget
<b>Future Purpose of Asset</b>	Plant
<b>Policies in Place to Manage Asset</b>	Yes
<b>ASSET 3</b>	
<b>Name</b>	Tractor
<b>Description</b>	Tractor
<b>Asset Type</b>	Office equipment
<b>Asset Value</b>	R228 000
<b>Capital Implications</b>	Capital Budget
<b>Future Purpose of Asset</b>	Plant
<b>Policies in Place to Manage Asset</b>	Yes

## 5.2 FINANCIAL RATIOS AND INDICATORS

Municipalities make use of a number of operating ratios and indicators to enable them to benchmark their financial performance. The following are of particular importance:

### 5.2.1 CURRENT RATIO

The current ratio is calculated on the basis of current assets divided by current liabilities. The current ratio is a measure of the ability of the Municipality to utilize cash and cash equivalents to extinguish or retire its current liabilities immediately. Ideally the Municipality should have the equivalent cash and cash equivalents on hand to meet at least the current liabilities, which should translate into a current ratio of 1. Anything below 1 indicates a shortage in cash to meet creditor obligations. The Municipality's liquidity ratio showed a vast improvement from the previous financial years and can be attributed to the increase in cash and investments.

**TABLE 156: LIQUIDITY RATIO**

YEAR	MONETARY ASSETS	CURRENT LIABILITIES	RATIO
2010/2011	14,611,000	28,411,000	0.51:1
2011/2012	9,692,997	35,483,117	0.27:1
2012/2013	11,350,257	33,517,928	0.34:1
Restated 2012/2013	11,350,257	32,700,557	0.35:1
2013/2014	33,716,137	40,632,065	0.83:1
2014/2015	<b>48,344,026</b>	<b>42 989 635</b>	<b>1.12:1</b>

### 5.2.2 COST COVERAGE

The cost coverage ratio is the ratio of the available cash plus investments divided by monthly fixed operational expenditure. The ratio indicates the municipality's ability to meet at least its monthly fixed operational commitments from cash and short term investments without collecting any additional revenue during that month. The norm ranges between 1 to 3 months. It implies that the more cash reserves the municipality has available, the lower the risk of it being unable to fund monthly fixed operational expenditure and to continue rendering services. The Municipality's cost coverage ratio showed an improvement from the previous financial year.

**TABLE 157: COST COVERAGE RATIO**

YEAR	AVAILABLE CASH + INVESTMENTS	MONTHLY FIXED OPERATIONAL EXPENDITURE	RATIO
2010/2011	14 611 000	10 832 000	1 month
2011/2012	9 640 000	12 966 150	1 month
2012/2013	11 023 419	7 099 125	2 months
Restated 2012/2013	11 350 257	5 620 549	2 months
2013/2014	33 716 137	6 203 233	5 months
2014/2015	<b>48,344,026</b>	<b>7,602 632</b>	6 months

### 5.2.3 SERVICE DEBTORS TO REVENUE

The service debtor to revenue ratio is the percentage outstanding debtors to annual revenue. The Municipality's outstanding service debtors to revenue showed a decline from the previous year.

**TABLE 158: OUTSTANDING SERVICE DEBTORS TO REVENUE RATIO**

YEAR	TOTAL OUTSTANDING SERVICE DEBTORS	ANNUAL REVENUE RECEIVED FOR SERVICES	RATIO
2010/2011	43,176,000	110,557,000	39.00%
2011/2012	48,365,000	125,871,000	38.43%
2012/2013	43,107,117	133,155,391	32.37%
Restated 2012/2013	47,820,340	136,957,344	34.9%
2013/2014	54,525,260	158,238,551	34.4%
2014/2015	<b>45,011,360</b>	<b>126,882,623</b>	<b>35.47%</b>

### 5.2.4 DEBT COVERAGE

Debt coverage is the ratio of the total operating revenue minus operating grants divided by debt service payments due within the financial year. The Municipality's debt coverage showed a decline from the previous financial year.

**TABLE 159: DEBT COVERAGE RATIO**

YEAR	TOTAL OPERATING REVENUE- OPERATING GRANTS	DEBT SERVICE PAYMENTS DUE WITHIN FINANCIAL YEAR	RATIO
2010/2011	123 773 000	6 028 000	20.54 times
2011/2012	136 397 000	5 047 000	27.03 times
2012/2013	142 842 725	8 107 248	17.62 times
Restated 2012/2013	160 360 103	3 384 128	47.39 times
2013/2014	199 540 085	6 011 520	33.20 times
2014/2015	<b>197,507,819</b>	<b>10,347,236</b>	<b>19.08 times</b>

**5.2.5 CREDITOR SYSTEM EFFICIENCY**

Creditor's systems efficiency is based on the % of creditors paid within 30 days as required by Section 65 (e) of the Municipal Finance Management Act, Act 56 of 2003. The Municipality's creditor efficiency rate is 95 %, and has remained constant over the last 3 years.

**5.2.6 CAPITAL CHARGES TO OPERATING EXPENDITURE**

The Capital Charges to Operating Expenditure ratio is a percentage of interest and principal debt paid divided by operating expenditure. The Municipality's capital charges to expenditure have showed an increase from the previous year as a result of the new external loans raised.

**TABLE 160: CAPITAL CHARGES TO OPERATING EXPENDITURE RATIO**

YEAR	INTEREST + PRINCIPLE PAID	OPERATING EXPENDITURE	RATIO
2010/2011	11,862,000	164,890,000	7.20%
2011/2012	11,004,000	199,742,000	5.51%
2012/2013	8,769,614	187,928,818	5.00%
Restated 2012/2013	8,769,614	195,457,925	4.48%
2013/2014	10 193 989	209 358 544	4.87%
2014/2015	<b>11 614 679</b>	<b>228,078,971</b>	<b>5.09%</b>

**5.2.7 EMPLOYEE COSTS**

Employee costs are calculated as a percentage of total revenue excluding capital revenue. The Municipality's employee cost ratio showed an improvement from the previous year.

**TABLE 161: EMPLOYEE COST RATIO**

YEAR	EMPLOYEE COSTS	OPERATING REVENUE	RATIO
2010/2011	64,723,000	147,122,000	44.00%
2011/2012	71,007,000	163,387,000	43.46%

2012/2013	73,609,221	180,162,203	40.85%
Restated 2012/2013	72,424,399	187,857,321	38.55%
2013/2014	78,362,940	232 452 313	37.71%
2014/2015	<b>86,530,847</b>	<b>264,067,408</b>	<b>32.77%</b>

### 5.2.8 REPAIRS AND MAINTENANCE

Repairs and Maintenance costs are calculated as a percentage of the Municipality's total revenue excluding capital revenue. It must be noted that employee and transport costs are not included in expenditure as the Municipality does not have a costing system. This ratio indicates whether sufficient provision is made, in respect of repairs and maintenance for property, plant and equipment. One of the Municipalities development priorities is to maintain our existing infrastructure in a good state of repair to prevent unnecessary capital outlay in the future. The Municipality's repairs and maintenance ratio showed a decline from the previous year.

**TABLE 162: REPAIRS AND MAINTENANCE RATIO**

YEAR	REPAIRS AND MAINTENANCE	OPERATING REVENUE	RATIO
2010/2011	4,548,000	147,122,000	3.00%
2011/2012	2,961,582	163,387,000	2.00%
2012/2013	4,837,736	180,162,203	2.68%
Restated 2012/2013	4,916,416	195,457,925	2.51%
2013/2014	4,239,207	232,452,313	1.82%
y	<b>5,058,735</b>	<b>264,067,408</b>	<b>1.92%</b>

### 5.2.9 DEBT RECOVERY RATE

The Municipality's debt recovery rate for 2014/15 is 97.47 % which is an increase from the previous year's 95.80 %. The debt recovery rate is based on the last 12 months receipts divided by the last 12 months billing. Debt recovery is deemed a priority and the Municipality will be investigating alternative debt collection methods during 2015/16.

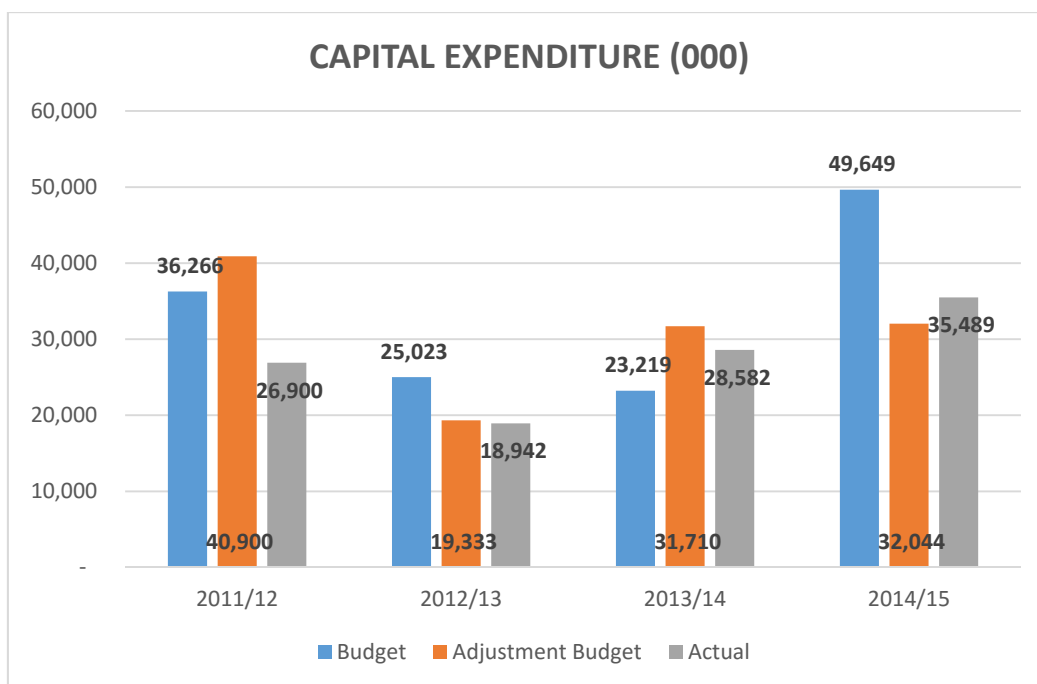
## 5.3 SPENDING AGAINST CAPITAL BUDGET

### 5.3.1 CAPITAL EXPENDITURE

The total capital budget for 2014/15 was R 49 649 000. During the adjustment budget, this amount decreased to R 32 043 581. The decrease on the capital budget was attributable to the removal of the housing grant treated as agency service. The asset value increase for the year was R 34 247 463. Over expenditure was due to housing that should form part of the capital budget of the council. An asset donation of R 856 772 were also received from Provincial Government.



**FIGURE32: TOTAL CAPITAL EXPENDITURE**



The Municipality's capital programme is attached as **APPENDIX 11**.

### **5.3.2 SOURCES OF FINANCE**

The Municipality's sources of capital finance are;

- ▲ Internally generated funds (Capital Replacement Reserve fund) (CRR)
- ▲ Loans, which will be elaborated on under paragraph 5.8
- ▲ Municipal Infrastructure Grant Funding (MIG) which is used for infrastructure development projects
- ▲ Department of Mineral and Energy (DME) funding
- ▲ Provincial Housing Grants (HDF)

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

### **5.4.1 CASH FLOW**

The Municipality's cash flow increased during the 2014/15 and the preceding financial year.

**TABLE 163: CASH FLOW OUTCOMES**

	Original Budget	Budget Adjustment	Final Adjustment Budget	Virement	Final Budget	Actual Outcome	Actual Outcome as % of Final Budget
		In terms of s 28 and s 31 of the MFMA)		(In terms of Council approved by-law)		2015	
	R	R	R	R	R	R	%
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>							
<b>Receipts</b>							
Ratepayers and other	186 386 612	(12 058 952)	174 327 660		174 327 660	180 057 693	3,29%
Government - Operating	37 007 316	2 712 023	39 719 339	107 200	39 826 539	82 583 991	107,36%
Government - Capital	37 605 684	106 104	37 711 788	(107 200)	37 604 588	(22 542 127)	-159,95%
Interest	3 889 000	(1 889 000)	2 000 000		2 000 000	3 232 674	61,63%
Dividends							
<b>Payments</b>							
Suppliers and Employees	(196 594 198)	(7 463 915)	(204 058 113)	(332 115)	(204 390 228)	(181 239 966)	-11,33%
Finance Charges	(6 251 000)	(369 622)	(6 620 622)	332 115	(6 288 507)	(6 253 204)	-0,56%
Transfers and Grants	(3 070 000)	(100 000)	(3 170 000)		(3 170 000)	(3 090 500)	-2,51%
<b>Net Cash from/(used) Operating Activities</b>	58 973 414	(19 063 362)	39 910 052	0	39 910 052	52 748 561	32,17%
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>							
<b>Receipts</b>							
Proceeds on disposal of PPE							
Decrease/(Increase) in Non-Current Debtors							
Decrease/(Increase) in Other Non-Current Receivables		2 167 260	2 167 260		2 167 260	27 000	-98,75%
Decrease/(Increase) in Non-Current Investments							
<b>Payments</b>							
Capital Assets	(49 649 000)	17 605 419	(32 043 581)		(32 043 581)	(34 247 463)	6,88%

	Original Budget	Budget Adjustment	Final Adjustment Budget	Virement	Final Budget	Actual Outcome	Actual Outcome as % of Final Budget
<b>Net Cash from/(used) Investing Activities</b>	(49 649 000)	19 772 679	(29 876 321)		(29 876 321)	(34 220 463)	14,54%
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>							
<b>Receipts</b>							
Short Term Loans							
Borrowing long term/refinancing	6 000 000	(250 000)	5 750 000		5 750 000		-100,00%
Increase/(Decrease) in Consumer Deposits	281 621	(392 836)	(111 215)		(111 215)	193 823	-274,28%
<b>Payments</b>							
Repayment of Borrowing	(4 859 704)	(66 479)	(4 926 183)		(4 926 183)	(4 094 032)	-16,89%
<b>Net Cash from/(used) Financing Activities</b>	1 421 917	(709 315)	712 602		712 602	(3 900 209)	-647,32%
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>	10 746 331	2	10 746 333		10 746 333	14 627 889	36,12%
Cash and Cash Equivalents at the year begin:	15 467 096	2 105 355	17 572 451		17 572 451	33 716 137	91,87%
Cash and Cash Equivalents at the year end:	26 213 427	2 105 357	28 318 784	0	28 318 784	48 344 026	70,71%

#### 5.4.2 BORROWING AND INVESTMENTS

The Municipality did not take up any new external loans during the 2014/2015 financial year.

**TABLE 164: EXTERNAL DEBT CREATED, REPAYED OR REDEEMED AND EXPECTED BORROWING**

EXTERNAL LOANS	Rate	Loan Number	Redeemable	Balance at 30 June 2014	Correction of Error	Received during the period	Redeemed written off during the period	Balance at 30 June 2015
<b>LONG-TERM LOANS</b>								
DBSA	15,00%	61001254	2018/06/30	862 156	(1 686)	-	(170 918)	689 552
DBSA	13,00%	61001020	2016/03/31	390 386	(13 322)	-	(176 675)	200 389
DBSA	9,98%	61000584	2016/12/31	886 617	255 318)	-	(410 540)	220 759
INCA	9,44%		2015/06/30	284 755	141	-	(284 896)	-
DBSA	13,23%	61002920	2015/06/30	273 579	(172)	-	(273 407)	-
DBSA	16,50%	61003131	2020/12/31	671 029	(222)	-	(63 934)	606 873
DBSA	14,00%	61001189	2017/09/30	582 467	38 179)	-	(157 504)	386 783
DBSA	11,70%	61003268	2016/06/30	234 280	(118)	-	(110 432)	123 730
Nedbank	11,27%	05/7831032282	2023/06/12	3 669 705	3 583	-	(252 982)	3 420 307
DBSA	9,86%	61000757	2018/12/31	3 680 946	70 550	-	(613 226)	3 138 270
DBSA	12,41%	61001029	2030/06/30	16 383 234	(94 730)	-	(355 350)	15 933 155
DBSA	11,53%	61006811	2031/06/30	3 848 693	(683)	-	(79 746)	3 768 264
DBSA	11,59%	61006837	2036/06/30	8 771 242	(1 462)	-	(95 730)	8 674 050
DBSA	11,33%	61006975	2032/06/30	3 891 003	2 791	-	(70 177)	3 823 616
Standard Bank	11,95%	252933753	2024/06/30	6 816 000			(382 678)	6 433 322

Standard Bank	11,25%	252933737	2019/06/30	2 000 000			(317 544)	1 682 456
<b>Total Long-term Loans</b>				53 246 093	(328 826)	-	(3 815 740)	49 101 527
<b>LEASE LIABILITY</b>								
Cell phones and Modems		Various		90 203	-	1 549	(76 835)	14 917
Telephone Systems		Various		426 471	-	-	(201 460)	225 012
<b>Total Lease Liabilities</b>				516 674	-	1 549	(278 295)	239 928
<b>TOTAL EXTERNAL LOANS</b>				53 762 767	(328 826)	1 549	(4 094 035)	49 341 455

### 5.4.3 SUPPLY CHAIN MANAGEMENT

The Municipality has a Supply Chain Management (SCM) Unit in place, however the structure does not yet give effect to all six areas of SCM namely demand, acquisition, logistics, disposal and performance management. A SCM policy is in place, but a set of SCM delegations and sub-delegations still needs to be developed. The Municipality has a fully functional Bid Committee System in place and no Councillor is a member of any committee handling SCM processes. Three SCM officials have reached the required competency levels prescribed levels for their positions and one is still busy.

The following table indicates all long term Supply Chain Contracts

**TABLE 165: LONG TERM CONTRACTS**

SERVICE PROVIDER	DESCRIPTION OF SERVICES RENDERED BY THE SERVICE PROVIDER	START DATE OF CONTRACT	EXPIRY DATE OF CONTRACT	PROJECT MANAGER	CONTRACT VALUE
None					

### 5.4.4 GRAP COMPLIANCE

GRAP is the acronym for Generally Recognized Accounting Practice and it provides the rules by which municipalities are required to maintain their financial accounts.

The National Treasury in association with other key stakeholders has led the process of the development of accounting reforms in the South African Public Sector since 1998. There are also clear roles of responsibilities for the ASB (Accounting Standards Board), the National Treasury and the Auditor-General, which can be summarised as follows:

- ▲ The ASB sets the accounting standards,
- ▲ National Treasury assists in the implementation of the standards by, for example, developing the appropriate formats, making recommendations and regulating the approach to implementation, providing guidance and rendering support for implementation, including training,
- ▲ The Auditor-General audits annual financial statements in line with the standards.

The accounting principles, concepts and disclosure requirements are included in the standards of Generally Recognised Accounting Practice (GRAP), also referred to as the accounting standards. The accounting standards give the following guidance to the preparers of AFS when dealing with specific topics. They explain:

- ▲ the accounting treatment of transactions, in other words the debit and credit entries, including when to recognise these entries;
  - ▲ the accounting measurement of transactions and
  - ▲ the presentation and disclosure requirements of transactions in the entity's Annual Financial Statements.
-

In terms of paragraph 63 of the Framework for the Preparation and Presentation of Annual Financial Statements the application of GRAP normally results in financial statements that convey what is generally understood as a fair presentation of such information.

## **5.5 2014/15 ANNUAL FINANCIAL STATEMENTS**

The Annual Financial Statements of the Bergrivier Municipality for 2014/15 have been prepared in accordance with Municipal Finance Management Act, (Act No 56 of 2003) (MFMA) and the Standards of Generally Recognised Accounting Practice (GRAP), including any interpretations and directives issued by the Accounting Standards Board in Accordance with Section 122(3) of the said Act. The Annual Financial Statements which contain the report of the Auditor General are appended as Volume II.

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## ACRONYMS AND ABBREVIATIONS

ACDI	African Climate Change Development Initiative
AFS	Annual Financial Statements
AG	Auditor General
BEMF	Berg Estuary Management Forum
BTO	Bergrivier Tourism Association
CDW's	Community Development Workers
CFO	Chief Finance Officer
DCAS	Department of Culture, Art and Sport
DEADP	Department of Environmental Affairs and Development Planning
DORA	Division of Revenue Act
EDP	Economic Development Partnership
EE	Employment Equity
EPWP	Expanded Public Works Programme
FET	Further Education and Training
FMG	Financial Management Grant
GDPR	Gross Domestic Product for the Region
HDI	Human Development Index
ICMP	Integrated Coastal Management Plan
ICT	Information Communication Technology
IDP	Integrated Development Plan
IDZ	Industrial Development Zone
IWMP	Integrated Waste Management Plan
KPA	Key Performance Areas
KPI	Key Performance Indicators
LAB	Local Action For Biodiversity
LBSAP	Local Biodiversity Strategic Action Plan
LED	Local Economic Development
LLF	Local Labour Forum
MDB	The Municipal Demarcation Board
MERO	Municipal Economic Review and Outlook
MFMA	Local Government Municipal Financial Management Act 56 of 2003
MIG	Municipal Infrastructure Grant
MM	Municipal Manager
MSA	Local Government Municipal Systems Act 32 of 2000
NBR	National Building Regulations
OHS	Occupational Health and Safety
PACA	Participatory Appraisal of Competitive Advantage
PDO	Predetermined Objective
PGWC	Provincial Government of the Western Cape
PMS	Performance Management System
PR	Proportional Representation Councillors
RTO	Regional Tourism Organisation
SALGA	South African Local Government Association
SCM	Supply Chain Management
SDBIP	Service Delivery and Budget Implementation Plan

TMF	Table Mountain Fund
UAW	Unaccounted for water
UCT	University of Cape Town
VIP	Ventilated Pit Latrine
WC/WDM	Water Conservation / Water Demand Management
WCBDC	West Coast Business Development Centre
WCDM	West Coast District Municipality
WSDP	Water Services Development Plan
WWTW	Waste Water Treatment Works

# **APPENDIX A: COUNCILLORS: COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE**

SEE PAGES 57 - 59

**APPENDIX B: COMMITTEE AND COMMITTEE PURPOSES**

SEE PAGES 60 - 73



## **APPENDIX C: THIRD TIER ADMINSTRATIVE STRUCTURE**

DIRECTORATE	POSITION	NAME
Municipal Manager	<b>Municipal Manager</b>	<b>Adv. H Linde</b>
	Manager : Strategic Services	Ms A van Sittert
	Internal Auditor	Ms J Frank
Corporate Services	<b>Director: Corporate Services</b>	<b>Mr JWA Kotzee</b>
	Manager: Administrative Services	Mr AW Rheeder
	Manager: Human Resources	Ms AG Louw
	Manager: Community Services	Mr DA Josephus
	Manager: Town Planning & Development	Mr W Wagener
Financial Services	<b>Director: Financial Services</b>	<b>Mr JA van Niekerk</b>
	Manager: Supply Chain Management & Expenditure	Mr J Jonker
	Manager: Income	Mr M Crous
	Manager: Financial Systems and Budget Office	Mr JP Sass
Technical Services	<b>Director: Technical Services</b>	<b>Mr H Krohn</b>
	Manager : Civil Services	Mr JJ Breunissen
	Manager : Electrical Services	Mr N Rossouw
	Project Manager: Corporate Capital Projects	Mr J Engelbrecht

## **APPENDIX D: FUNCTIONS OF MUNICIPALITY/ENTITY**

**SEE CHAPTER 1: PAR 1.1**

# APPENDIX E: WARD REPORTING

WARD	MEMBERS	SECTOR	AUGUST 2014	SEPTEMBER 2014	NOVEMBER 2014	FEBRUARY 2015	MARCH 2015	APRIL 2015	MAY 2015
Ward 1	Marius Cronje	Business	NA	√	NA	NA	NA	X	NA
	Willem Johannes v/d Merwe	Ratepayers	NA	X	NA	NA	NA		NA
	Hendrik Albertyn (Kinnie) Louw	Rate payers and business	NA	√	NA	NA	NA	X	NA
	Jacob Jacobus(Edwin) Gouws	Agriculture	NA	X	NA	NA	NA	X	NA
	Ockert Viljoen	Agriculture	NA	X	NA	NA	NA	√	NA
	Marin Jean Kotze	Berghof Farm Community	NA	Apology	NA	NA	NA	√	NA
	Lettie Haasbroek	Health	NA	X	NA	NA	NA	X	NA
	Danie Gous	Sport	NA	Apology	NA	NA	NA	Apology	NA
	WG Treurnicht	VLV	NA	X	NA	NA	NA	X	NA
	Vacancy	Agriculture	NA	X	NA	NA	NA	NA	NA
Ward 2	Estienne Schreuder	Infrastructure	NA	√	NA	X	X	√√	NA
	Abie van Wyngaard	NGO	NA	√	NA	√	√	√√	NA
	Jonathan Carlton Esau	NGO/NPO	NA	X	NA	X	X	XX	NA
	Kay Esau	Health	NA	√	NA	√	X	√X	NA
	Astrid Verhoog	Religion	NA	X	NA	X	X	XX	NA
	Jane Martinus	Womans League	NA	√	NA	√	√	√√	NA
	Marinda Petersen	Social Development	NA	X	NA	X	√	XX	NA
	Anthony Cloete	Agriculture	NA	√	NA	√	√	√√	NA
	Peter Rodney Maarman	Culture	NA	Apology	NA	√	√	√√	NA
	Vacancy	Informal business							
Ward 3	Marietjie Brits	Health	√	√	NA	√	NA	√	NA
	Abraham Richter	Agriculture	√	√	NA	√	NA	√	NA
	Lorraine Meyer	Business Sector	√	√	NA	√	NA	√	NA
	Delia Afrikaner	CPF	√	√	NA	√	NA	√	NA
	Ivan Pedro	Youth	√	√	NA	√	NA	√	NA
	Andries Jaars	Farmworker Representative	√	√	NA	√	NA	X	NA
	Jan Willems	Education	Apology	√	NA	√	NA	Apology	NA
	Vacancy	Sport							
	Vacancy	Undetermined							
	Vacancy	Undetermined							
Ward 4	Sharon Scheepers	Health	NA	√	Apology	√	NA	NA	Apology
	Magrieta Ockhuis	Social Development	NA	√	√	√	NA	NA	√
	Saul Kayster	Disability	NA	√	√	√	NA	NA	√
	Arend Marcus	Religion	NA	√	√	√	NA	NA	√
	Amalia Fortuin	Social Development	NA	√	√	√	NA	NA	√

WARD	MEMBERS	SECTOR	AUGUST 2014	SEPTEMBER 2014	NOVEMBER 2014	FEBRUARY 2015	MARCH 2015	APRIL 2015	MAY 2015
	Dawid C Van Louw	Education	NA	✓	X	✓	NA	NA	✓
	Jerome Vlotman	Youth	NA	X	✓	X	NA	NA	✓
	Micheal Erasmus	Agriculture	NA	✓	✓	✓	NA	NA	✓
	Vacancy	Sport							
	Vacancy	Business							
Ward 5	Niklaas Johannes Erasmus	Goedverwacht ondersteuning sgroep	NA	X	X	X	NA	NA	NA
	SC Jantjies	Goedverwacht ondersteuning sgroep	NA	✓	X	✓	NA	NA	NA
	Solomon Benjamin	Wittewater Community Committee	NA	X	✓	X	NA	NA	NA
	Elzet Dietrich	Health	NA	X	X	X	NA	NA	NA
	Vacant	Wittewater Community Committee							
	Vacant	Agriculture							
	Vacant	Wittewater Community Committee							
	Vacant	Agriculture							
	Vacancy	Undetermined							
	Vacancy	Undetermined							
Ward 6	Theunis Smit	Agriculture	NA	Apology	NA	Apology	NA	✓	NA
	JJ Keyster	CPF	NA	✓	NA	✓	NA	✓	NA
	Rae Smit	Religion	NA	✓	NA	✓	NA	✓	NA
	Michiel Johannes Pieters	Health	NA	✓	NA	✓	NA	✓	NA
	Bevil Fowler	Sport	NA	✓	NA	X	NA	✓	NA
	Gideon Rocher	Ratepayers	NA	✓	NA	✓	NA	✓	NA
	Hillary Morris	Tourism	NA	✓	NA	Apology	NA	✓	NA
	Vacancy	Redelinghuys							
	Vacancy	Business Sector							
	Vacancy	Education							
Ward 7	JM Swart	Ratepayers Association	NA	NA	NA	X	NA	NA	NA
	Oswald Jeremia Cloete	Religion	NA	X	NA	X	NA	X	NA
	James Andrews	Agriculture	NA	✓	NA	✓	NA	X	NA
	Attwell Zide	Xhosa culture	NA	✓	NA	✓	NA	X	NA
	David Jurens	CPF	NA	✓	NA	✓	NA	X	NA
	Ivan Jurens	Disability	NA	X	NA	X	NA	X	NA
	Vera Acton	Animal care	NA	X	NA	X	NA	X	NA
	Vacancy	Social work and Home care							

WARD	MEMBERS	SECTOR	AUGUST 2014	SEPTEMBER 2014	NOVEMBER 2014	FEBRUARY 2015	MARCH 2015	APRIL 2015	MAY 2015
	Vacancy	Property owner's ass.							
	Vacancy	Sport							

*= Present, X =Absent, Apology =Absent with apology*

## **APPENDIX F: WARD INFORMATION**

INFORMATION CONTAINED IN INTEGRATED  
DEVELOPMENT PLAN



# **APPENDIX G: RECOMMENDATIONS OF THE MUNICIPAL AUDIT COMMITTEE**

DATE	RECOMMENDATIONS	ADOPTED / NOT ADOPTED
<b>26 August 2014</b>	<p>Audit Steering Committee- Member of the audit committee request that minutes of steering committee be sent to committee.</p> <p>Risk Management- Municipal Manager request that the minutes of the Risk Management Committee be sent out to the committee.</p> <p>Quarterly Report- That a quarterly report regarding Internal Audit be submitted to the Audit Committee.</p> <p>Internal Audit Plan Reporting –That the report be sent electronically to the committee.</p>	Adopted
<b>02 December 2014</b>	<p>The committee request that they be informed regarding the implementation of SCOA (Standard Committee on Accounts) and reports submitted if available.</p> <p>That more detail is submitted to the committee regarding the processes followed in terms of the disconnection of electricity and water.</p> <p>That the committee is informed of the progress regarding ongoing investigations.</p>	Adopted
<b>15 March 2015</b>	<p>That the Chief Financial Officer confirms with the Auditor General regarding the correct GRAP procedures to be followed when an erf is registered in a person's name.</p> <p>That the 2014/2015 audit plan and budget is obtained from the Auditor General and submitted to the committee for input.</p> <p>Internal Audit Plan – That the strategic internal audit plan which is an on-going 3 year plan, be updated in conjunction with the operational audit plan to assure alignment between the plans and the current risks of the municipality.</p> <p>That the Audit Committee Self-Assessment be performed annually</p> <p>That the Audit Committee Self-Assessment for the 2014/2015 financial year be finalised.</p> <p>That the advertisement for the audit committee vacancies be published in April 2015.</p>	Adopted
<b>04 June 2015</b>	None	

# **APPENDIX H: LONG TERM CONTRACTS AND PUBLIC PARTNERSHIPS**

SEE CHAPTER 3: PAR 3.10.7

# **APPENDIX I: MUNICIPAL ENTITY/SERVICE PROVIDER PERFORMANCE**

SEE CHAPTER 3: PAR 3.10.7

## **APPENDIX J: DISCLOSURE OF FINANCIAL INTEREST**

POSITION	NAME	DESCRIPTION OF FINANCIAL INTERESTS
Executive Mayor	Cllr E Manuel	Pension
Speaker	Ald J Raats	Shares and Security in Companies Membership of CC Raats Family Trust Directorship Employment and Remuneration Interest in Property
Councillors	Cllr S Crafford	Directorship – Port Owen Marina Authority Husband is Member in a CC Self-employed as Accountant at Tydo Accounting Services
	Cllr R De Vries	Other financial interests in any business undertaking - Landskloof Farm Interest in property - Landskloof Farm
	Cllr Van Rooy	Shares and Security in a Company Subsidies, Grants and Sponsorships Gifts and Hospitality: Shoprite, PPC De Hoek, Breadline Afrika, Winkelshoek
	Cllr J Botha	None.
	Cllr W Dirks	Interest in Property Pension Subsidies, Grants and Sponsorships – WC Dept. Education Other Paid Work: Teacher at Dept. Of Education
	Cllr A Maarman	None
	Cllr S Smit (Ms)	Interest in Property
	Cllr C Snyders	Pension
	Cllr S Claasen	Shares and Security in a Company CC – Owned: Dormant Directorships Interest in Property
	Cllr C Snyders (Ms)	Pension – Cape Retirement fund
Municipal Manager	Adv H Linde	Diener Family Trust- Trustee Without Remuneration
Chief Financial Officer	Mr J Van Niekerk	Shares in: Aquarius, Ecsponent, Esor, Massmart, Pinnacle, Shoprite
Other S57 Officials	Mr JWA Kotzee	JWA Investing Services CC – Sole Member Kotzee Family Trust- Interest on Investment JWA Investing Services CC – Rental Income
	Mr H Krohn	None

## **APPENDIX K: REVENUE COLLECTION PERFORMANCE**

SEE VOLUME 2

**APPENDIX L: CONDITIONAL GRANTS RECEIVED:  
EXCLUDING MIG**

SEE VOLUME 2



**APPENDIX M: CAPITAL EXPENDITURE – NEW &  
UPGRADE/RENEWEL PROGRAMMES: INCLUDING MIG**

SEE VOLUME 2

**APPENDIX N: CAPITAL PROGRAMME BY PROJECT  
CURRENT YEAR**

SEE VOLUME 2

FUNCTION	DESCRIPTION	2014/15 BUDGET	ADJUSTMENT BUDGET 2014/15	ADJUSTMENT BUDGET 2014/15 AFTER VIREMENTS	ACTUAL EXPENDITURE 2014/2015	VARIANCE
Corporate Services	Office equipment	10,000	10,000	10,556	10,554.83	0%
Corporate Services	Photocopiers	300,000	293,000	293,000	292,262.54	0%
Council	Diverse office furniture and equipment	45,000	45,000	35,364	35,363.30	0%
Council	Diverse office furniture and equipment	38,000	38,000	37,058	37,057.11	0%
Cemeteries	Diverse equipment	3,000	3,000	3,500	3,122.81	-11%
Cemeteries	Tools	5,000	5,000	5,000	-	-100%
Cemeteries	Expansion of cemetery	80,000	80,000	80,000	80,000.00	0%
Housing	Housing	21,769,000	0	0	5,549,512.04	
Fire Department	Firefighting equipment	30,000	80,000	80,000	79,445.51	-1%
Electricity	High tension circuit breakers	30,000	30,000	17,500	17,489.06	0%
Electricity	Bulk meter replacement	60,000	60,000	60,000	587.26	-99%
Electricity	Strengthen CBD Network	50,000	50,000	0	-	
Electricity	Diverse equipment	10,000	10,000	10,000	9,388.95	-6%
Electricity	Meter streetlights	30,000	30,000	30,000	26,000.00	-13%
Electricity	Replace street lights	80,000	80,000	80,000	49,291.00	-38%
Electricity	High tension pole replacements	50,000	50,000	50,000	49,633.05	-1%
Electricity	15 Meter Cherry Picker for CBY 5469	450,000	711,000	711,000	698,228.51	-2%
Finance	Diverse equipment	30,000	30,000	35,000	32,723.87	-7%
Council Property	Diverse equipment	4,000	4,000	3,500	3,287.67	-6%
Council Property	Community Hall: curtains	75,000	87,600	87,600	87,600.00	0%
Council Property	Tables and chairs (Community Hall)	25,000	23,000	23,000	23,000.00	0%
Council Property	Tile floor (Porterville Community Hall)	80,000	80,000	80,000	45,360.00	-43%

Council Property	<b>Fence - Municipal stores</b>	50,000	50,000	50,000	33,768.43	-32%
Council Property	<b>Tools</b>	10,000	10,000	10,000	9,537.10	-5%
Human Resources	<b>Diverse equipment</b>	10,000	10,000	9,444	8,929.67	-5%
Sport facilities and swimming pools	<b>Diverse equipment</b>	5,000	12,000	12,000	11,556.84	-4%
Sport facilities and swimming pools	<b>Tools</b>	50,000	43,000	43,000	35,476.00	-17%
Sport facilities and swimming pools	<b>Portable pavilions</b>	50,000	50,000	50,000	49,200.00	-2%
Roads	<b>Diverse equipment</b>	10,000	10,000	10,000	3,300.00	-67%
Roads	<b>Radios</b>	20,000	20,000	20,000	18,394.74	-8%
Roads	<b>Reseal streets</b>	2,520,000	1,950,000	2,100,000	1,794,798.62	-15%
Roads	<b>Cement ditches in Aurora</b>	40,000	32,500	32,500	35,932.91	11%
Roads	<b>Street name curb stones</b>	50,000	50,000	50,000	44,504.30	-11%
Roads	<b>Traffic calming measures (Speed bumps)</b>	30,000	30,000	30,000	27,144.87	-10%
Roads	<b>Harden pavements</b>	50,000	50,000	50,000	42,853.87	-14%
Roads	<b>Tools</b>	50,000	50,000	50,000	46,841.24	-6%
Roads	<b>Vibrating roller</b>	180,000	250,000	250,000	233,513.86	-7%
Roads	<b>Construction of roads: RDP Houses</b>	300,000	870,000	720,000	664,966.07	-8%
Roads	<b>Mechanical broom</b>	180,000	129,000	129,000	128,573.68	0%
Community Parks	<b>Diverse equipment</b>	4,000	4,000	4,000	-	-100%
Community Parks	<b>Lawn mowers</b>	50,000	50,000	50,000	29,971.81	-40%
Community Parks	<b>Irrigation - parks</b>	20,000	20,000	20,000	18,017.05	-10%
Sewerage	<b>Diverse equipment</b>	8,000	8,000	23,000	20,469.00	-11%
Sewerage	<b>Tools</b>	15,000	15,000	0	-	
Sewerage	<b>Switchgear and pumps</b>	100,000	100,000	93,500	87,945.00	-6%
Sewerage	<b>Sewer line 300mm supply line Disa Street (Monte Bertha)</b>	420,000	420,000	261,634	260,000.00	-1%
Sewerage	<b>Sewerage Laaiplek: Oos Street</b>	300,000	300,000	300,000	143,987.27	-52%

Stormwater Management	Diverse equipment	5,000	5,000	5,000	4,900.00	-2%
Stormwater Management	Storm water ditch at Noordhoek - deepen dam	50,000	50,000	50,000	43,842.11	-12%
Stormwater Management	Low water bridge: Park Street	10,000	10,000	10,000	4,365.08	-56%
Stormwater Management	Stabilise "Wintervoor" (Flood prevention)	35,000	45,600	45,600	55,144.52	21%
Stormwater Management	Construction of storm water channels at low cost houses	75,000	75,000	75,000	43,280.51	-42%
Holiday Resorts	Furniture and equipment	75,000	75,000	75,000	74,927.18	0%
Refuse Removal	Diverse equipment	6,000	6,000	6,000	5,730.00	-5%
Refuse Removal	Tools	2,000	2,000	2,000	-	-100%
Refuse Removal	Drums and stands	30,000	30,000	30,000	19,912.62	-34%
Water	Diverse equipment	10,000	10,000	10,000	8,254.00	-17%
Water	Tools	25,000	25,000	25,000	11,661.99	-53%
Water	Replace Water meters	100,000	100,000	100,000	44,412.01	-56%
Water	Purchase new borehole pumps	20,000	12,000	12,000	11,965.09	0%
Water	Dam Safety report (Waboomspruit)	30,000	30,000	0	-	
Water	Dam safety report (Porterville Dam)	30,000	30,000	0	-	
Water	Replace Fiat Tractor: CBY 1399	200,000	195,000	195,000	195,000.00	0%
Water	Build new reservoir (Velddrif)	8,412,000	1,315,789	1,315,789	1,006,061.17	-24%
Holiday Resorts	Tools and Equipment	5,000	5,000	5,000	4,850.88	-3%
Community Services	Storage Facilities	30,000	30,000	30,000	28,980.39	-3%
Sport facilities and swimming pools	Upgrading of Sport Facilities	1,717,000	1,315,789	1,315,789	969,980.84	-26%
Council Property	Cutlery (Community hall)	10,000	7,500	7,500	5,114.74	-32%

Council Property	<b>Air conditioners - offices</b>	25,000	12,400	12,400	6,491.23	-48%
Community Parks	<b>Replace tractor (CBY 3021)</b>	250,000	195,000	195,000	195,000.00	0%
Council Property	<b>Cleansing Vehicle</b>	700,000	0	0	-	
Refuse Removal	<b>Weighbridge (VD,PB,PV)</b>	500,000	500,000	500,000	500,000.00	0%
Planning and Development	<b>Electronic Management System for Planning and Development</b>	150,000	0	0	-	
Council	<b>Upgrade audio visual equipment - Council Chamber</b>	20,000	20,000	20,000	19,400.00	-3%
Corporate Services	<b>Microsoft volume Licensing</b>	600,000	600,000	600,000	599,314.54	0%
Corporate Services	<b>Replacement of computers</b>	200,000	200,000	218,180	218,099.27	0%
Library & Records	<b>Book Detection System</b>	150,000	149,335	149,335	149,334.90	0%
Library & Records	<b>Fencing of Porterville Library</b>	260,000	130,280	130,280	130,280.00	0%
Library & Records	<b>Tiling of LB Wernich Library</b>	75,000	121,000	121,000	120,600.00	0%
Corporate Services	<b>Replacement of photocopiers</b>	40,000	30,000	30,000	29,995.00	0%
Library & Records	<b>Air conditioners</b>	15,000	19,500	41,405	41,403.99	0%
Library & Records	<b>Shelves/Tables/Office furniture for libraries</b>	73,000	160,000	189,973	189,916.71	0%
Finance	<b>Replacing outdated computers and software</b>	100,000	100,000	87,398	87,397.97	0%
Finance	<b>Upgrade of Income System to Promis<sup>2</sup></b>	300,000	300,000	300,000		-100%
Electricity	<b>Network Renewals</b>	750,000	530,000	313,813	313,812.75	0%
Electricity	<b>Replacing conventional electricity meters with prepaid</b>	750,000	750,000	1,028,687	728,450.29	-29%
Electricity	<b>Electrification 89 Service</b>	1,000,000	1,000,000	854,252	899,641.65	5%

	<b>Sites Noordhoek</b>					
Electricity	<b>Electrification 116 RDP Houses Porterville</b>	1,100,000	1,100,000	1,245,748	1,324,239.70	6%
Roads	<b>Tracking Devices</b>	130,000	130,000	130,000	129,300.00	-1%
Water	<b>Upgrade Water infrastructure</b>	1,945,000	5,963,825	5,963,825	5,278,488.83	-11%
Water	<b>Refurbish Boreholes</b>	320,000	320,000	320,000	177,605.00	-44%
Sewerage	<b>Replace Sewerage Tank on CFP 3464</b>	150,000	150,000	150,000	120,000.00	-20%
Building Control	<b>Diverse equipment</b>	5,000	5,000	5,000	3,190.00	-36%
Holiday Resorts	<b>Electrical Fencing Stywelyne</b>	150,000	150,000	150,000	57,130.74	-62%
Water	<b>Pressure Valve (Renew)</b>	120,000	120,000	120,000	47,388.00	-61%
Water	<b>Water Meter at Source</b>	100,000	100,000	16,600	16,560.80	0%
Water	<b>Pumps (standby)</b>	250,000	250,000	237,100	237,076.14	0%
Community Parks	<b>Ontspannings areas tuin</b>	100,000	100,000	100,000	64,765.80	-35%
Community Parks	<b>Dorp Ingange</b>	78,000	78,000	78,000	29,963.63	-62%
Sewerage	<b>Toilette PV Dam</b>	50,000	50,000	50,000	20,177.81	-60%
Traffic Control	<b>3 x Vehicles for New Traffic Officers</b>	540,000	430,000	430,000	417,019.86	-3%
Sewerage	<b>Expansion of WWTW</b>	-	1,154,333	1,312,699	1,312,697.38	0%
Community Services	<b>Diverse equipment</b>	-	10,000	10,000	6,731.15	-33%
Library & Records	<b>Diefwering Bib</b>		91,500	37,900	37,900.00	0%
Library & Records	<b>Laptops Bib</b>		53,000	44,399	44,398.95	0%
Library & Records	<b>Firewalls on computers Bib</b>		60,000	57,508	57,507.80	0%
Housing	<b>8 Wendy Houses</b>		127,200	127,200	127,200.00	0%
Water	<b>Water Infrastructure PB</b>		6,583,430	6,583,430	6,583,427.45	0%
Roads	<b>LDV x 2</b>		200,000	200,000	199,029.05	0%
Roads	<b>Trekker</b>		230,000	230,000	228,000.00	-1%
Council Property	<b>Toegangshek Store</b>		8,000	8,000	6,995.70	-13%

Building Control	Bouplanregist er Program		5,000	5,000	-	-100%
Finance	Assets from Insurance claims		30,000	30,000	-	-100%
Library & Records	Toerusting		14,000	26,815	26,814.32	0%
Housing	Diverse Behuising		5,000	5,000	3,885.00	-22%
Sewerage	SEWERAGE STANDBY PUMPS			6,500	6,464.82	-1%
Water	INSTALL OZONE FILTERS AT ALBATROS/A STR			156,300	119,649.00	-23%
Refuse Removal	Contributed PPE			0	55,549.00	
Library & Records	Contributed PPE			0	350,000.00	
Holiday Resorts	Contributed PPE			0	451,222.86	
	Leases				1,549	
			<b>49,649,000</b>	<b>32,043,581</b>	<b>32,043,581</b>	<b>35,189,039.06</b>



**APPENDIX O: CAPITAL PROGRAMME BY PROJECT BY  
WARD CURRENT YEAR**

SEE VOLUME 2

**APPENDIX P: SERVICE CONNECTION BACKLOGS AT  
SCHOOLS AND CLINICS**

INFORMATION TO BE OBTAINED FROM DEPARTMENT OF  
EDUCATION AND DEPARTMENT OF HEALTH

**APPENDIX Q: SERVICE BACKLOGS EXPERIENCED BY THE  
COMMUNITY WHERE ANOTHER SPHERE OF  
GOVERNMENT IS RESPONSIBLE FOR SERVICE PROVISION**

INFORMATION CURRENTLY NOT AVAILABLE

**APPENDIX R: DECLARATION OF LOANS AND GRANTS  
MADE BY THE MUNICIPALITY**

SEE VOLUME 2

**APPENDIX S: DECLARATION OF RETURNS NOT MADE IN  
DUE TIMES UNDER MFMA S 71**

NONE

**APPENDIX T: NATIONAL AND PROVINCIAL OUTCOME FOR  
LOCAL GOVERNMENT**

NONE

# **APPENDIX U: CODE OF CONDUCT FOR COUNCILLORS**

## **Preamble**

Councillors are elected to represent local communities on municipal councils, to ensure that municipalities have structured mechanisms of accountability to local communities, and to meet the priority needs of communities by providing services equitably, effectively and sustainably within the means of the municipality. In fulfilling this role councillors must be accountable to local communities and report back at least quarterly to constituencies on council matters, including the performance of the municipality in terms of established indicators. In order to ensure that councillors fulfill their obligations to their communities, and support the achievement by the municipality of its objectives set out in section 19 of the Municipal Structures Act, the following Code of Conduct is established.

### **1 Definitions**

In this Schedule 'partner' means a person who permanently lives with another person in a manner as if married.

### **2 General conduct of councillors**

A councillor must-

- (a) perform the functions of office in good faith, honestly and a transparent manner; and
- (b) at all times act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised.

#### **2A. Voting at meetings**

A councillor may not vote in favour of or agree to a resolution which is before the council or a committee of the council which conflicts with any legislation applicable to local government.

[Item 2 inserted by s. 14 of Act 7/2011]

### **3 Attendance at meetings**

A councillor must attend each meeting of the municipal council and of a committee of which that councillor is a member, except when-

- (a) leave of absence is granted in terms of an applicable law or as determined by the rules and orders of the council; or
- (b) that councillor is required in terms of this Code to withdraw from the meeting.

### **4 Sanctions for non-attendance of meetings**

- (1) A municipal council may impose a fine as determined by the standing rules and orders of the municipal council on a councillor for:



- (a) not attending a meeting which that councillor is required to attend in terms of item 3; or
  - (b) failing to remain in attendance at such a meeting.
- (2) A councillor who is absent from three or more consecutive meetings of a municipal council, or from three or more consecutive meetings of a committee, which that councillor is required to attend in terms of item 3, must be removed from office as a councillor.
- (3) Proceedings for the imposition of a fine or the removal of a councillor must be conducted in accordance with a uniform standing procedure which each municipal council must adopt for the purposes of this item. The uniform standing procedure must comply with the rules of natural justice.

**5 Disclosure of interests**

- (1) A councillor must-
- (a) disclose to the municipal council, or to any committee of which that councillor is a member, any direct or indirect personal or private business interest that that councillor, or any spouse, partner or business associate of that councillor may have in any matter before the council or the committee; and
  - (b) withdraw from the proceedings of the council or committee when that matter is considered by the council or committee, unless the council or committee decides that the councillor’s direct or indirect interest in the matter is trivial or irrelevant.
- (2) A councillor who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose full particulars of the benefit of which the councillor is aware at the first meeting of the municipal council at which it is possible for the councillor to make the disclosure.
- (3) This section does not apply to an interest or benefit which a councillor, or a spouse, partner, business associate or close family member, has or acquires in common with other residents of the municipality.

**6 Personal gain**

- (1) A councillor may not use the position or privileges of a councillor, or confidential information obtained as a councillor, for private gain or to improperly benefit another person.
- (2) .....
- [Sub-item. (2) deleted by s. 20 of Act 19/2008]
- (3) .....
- [Sub-item. (3) deleted by s. 20 of Act 19/2008]

- (4) No councillor may be a party to or beneficiary under a contract for the provision of goods or services to any municipality or any municipal entity established by a municipality.

[Sub-item. (4) added by s. 20 of Act 19/2008]

## **7 Declaration of interests**

- (1) When elected or appointed, a councillor must within 60 days declare in writing to the municipal manager the following financial interests held by that councillor:
- (a) shares and securities in any company;
  - (b) membership of any close corporation;
  - (c) interest in any trust;
  - (d) directorships;
  - (e) partnerships;
  - (f) other financial interests in any business undertaking;
  - (g) employment and remuneration;
  - (h) interest in property;
  - (i) pension; and
  - (j) subsidies, grants and sponsorships by any organisation.
- (2) Any change in the nature or detail of the financial interests of a councillor must be declared in writing to the municipal manager annually.
- (3) Gifts received by a councillor above a prescribed amount must also be declared in accordance with sub item (1).
- (4) The municipal council must determine which of the financial interests referred in sub item (1) must be made public having regard to the need for confidentiality and the public interest for disclosure.

## **8 Full-time councillors**

A councillor who is a full-time councillor may not undertake any other paid work except with the consent of a municipal council which consent shall not unreasonably be withheld.

## **9 Rewards, gifts and favours**

A councillor may not request, solicit or accept any reward, gift or favour for-

- (a) voting or not voting in a particular manner on any matter before the municipal council or before a committee of which that councillor is a member

- (b) persuading the council or any committee in regard to the exercise of any power, function or duty;
- (c) making a representation to the council or any committee of the council; or
- (d) disclosing privileged or confidential information.

#### **10 Unauthorised disclosure of information**

- (1) A councillor may not without the permission of the municipal council or a committee disclose any privileged or confidential information of the council or committee to any unauthorised person.
- (2) For the purpose of this item 'privileged or confidential information' includes any information-
  - (a) determined by the municipal council or committee to be privileged or confidential;
  - (b) discussed in closed session by the council or committee;
  - (c) disclosure of which would violate a person's right to privacy; or
  - (d) declared to be privileged, confidential or secret in terms of law.
- (3) This item does not derogate from the right of any person to access to information in terms of national legislation.

#### **11 Intervention in administration**

A councillor may not, except as provided by law-

- (a) interfere in the management or administration of any department of the municipal council unless mandated by council;
- (b) give or purport to give any instruction to any employee of the council except when authorised to do so;
- (c) obstruct or attempt to obstruct the implementation of any decision of the council or a committee by an employee of the council; or
- (d) encourage or participate in any conduct which would cause or contribute to maladministration in the council.

#### **12 Council property**

A councillor may not use, take, acquire or benefit from any property or asset owned, controlled or managed by the municipality to which that councillor has no right.

##### **12A. Councillor in arrears**

A councillor may not be in arrears to the municipality for rates and service charges for a period longer than 3 months.

[Item 12A inserted by s. 45 of Act 51/2002]

(Schedule 1, item 13: Decided cases)

**13 Duty of chairpersons of municipal councils**

- (1) If the chairperson of a municipal council, on reasonable suspicion, is of the opinion that a provision of this Code has been breached, the chairperson must-
  - (a) authorise an investigation of the facts and circumstances of the alleged breach;
  - (b) give the councillor a reasonable opportunity to reply in writing regarding the alleged breach; and
  - (c) report the matter to a meeting of the municipal council after paragraphs (a) and (b) have been complied with.
- (2) A report in terms of sub item (1) (c) is open to the public.
- (3) The chairperson must report the outcome of the investigation to the MEC for local government in the province concerned.
- (4) The chairperson must ensure that each councillor when taking office is given a copy of this Code and that a copy of the Code is available in every room or place where the council meets.

**14 Breaches of Code**

- (1) A municipal council may-
  - (a) investigate and make a finding on any alleged breach of a provision of this Code; or
  - (b) establish a special committee-
    - (i) to investigate and make a finding on any alleged breach of this Code; and
    - (ii) to make appropriate recommendations to the council.
- (2) If the council or a special committee finds that a councillor has breached a provision of this Code, the council may-
  - (a) issue a formal warning to the councillor;
  - (b) reprimand the councillor;
  - (c) request the MEC for local government in the province to suspend the councillor for a period;
  - (d) fine the councillor; and
  - (e) request the MEC to remove the councillor from office.
- (3) (a) Any councillor who has been warned, reprimanded or fined in terms of paragraph

(a), (b) or (d) of sub item (2) may within 14 days of having been notified of the decision of council appeal to the MEC for local government in writing setting out the reasons on which the appeal is based.

(b) A copy of the appeal must be provided to the council.

(c) The council may within 14 days of receipt of the appeal referred to in paragraph (b) make any representation pertaining to the appeal to the MEC for local government in writing.

(d) The MEC for local government may, after having considered the appeal, confirm, set aside or vary the decision of the council and inform the councillor and the council of the outcome of the appeal.

- (4) The MEC for local government may appoint a person or a committee to investigate any alleged breach of a provision of this Code and to make a recommendation as to the appropriate sanction in terms of sub item (2) if a municipal council does not conduct an investigation contemplated in sub item (1) and the MEC for local government considers it necessary.

[Sub-item (4) substituted by s. 21 of Act 19/2008]

- (5) The Commissions Act, 1947 (Act No. 8 of 1947), or, where appropriate, applicable provincial legislation, may be applied to an investigation in terms of sub item (4).

[Sub item (5) substituted by s. 46 of Act 51/2002]

- (6) If the MEC is of the opinion that the councillor has breached a provision of this Code, and that such contravention warrants a suspension or removal from office, the MEC may-

(a) suspend the councillor for a period and on conditions determined by the MEC; or

(b) remove the councillor from office.

- (7) Any investigation in terms of this item must be in accordance with the rules of natural justice.

## **15 Application of Code to traditional leaders**

- (1) Items 1, 2, 5, 6, 9 (b) to (d), 10, 11, 12, 13 and 14 (1) apply to a traditional leader who participates or has participated in the proceedings of a municipal council in terms of section 81 of the Municipal Structures Act.

- (2) These items must be applied to the traditional leader in the same way they apply to councillors.

- (3) If a municipal council or a special committee in terms of item 14 (1) finds that a traditional leader has breached a provision of this Code, the council may-

(a) issue a formal warning to the traditional leader; or

- (b) request the MEC for local government in the province to suspend or cancel the traditional leader's right to participate in the proceedings of the council.
- (4) The MEC for local government may appoint a person or a committee to investigate any alleged breach of a provision of this Code and to make a recommendation on whether the right of the traditional leader to participate in the proceedings of the municipal council should be suspended or cancelled.
- (5) The Commissions Act, 1947, may be applied to an investigation in terms of sub item (4).
- (6) If the MEC is of the opinion that the traditional leader has breached a provision of this Code, and that such breach warrants a suspension or cancellation of the traditional leader's right to participate in the council's proceedings, the MEC may-
  - (a) suspend that right for a period and on conditions determined by the MEC; or
  - (b) cancel that right.
- (7) Any investigation in terms of this item must be in accordance with the rules of natural justice.
- (8) The suspension or cancellation of a traditional leader's right to participate in the proceedings of a council does not affect that traditional leader's right to address the council in terms of section 81 (3) of the Municipal Structures Act.



## **1. INTRODUCTION**

The Performance and Audit Committee is an independent statutory committee appointed by the Council in terms of section 166 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

## **2. PERFORMANCE AND AUDIT COMMITTEE**

### **2.1 Members**

During the period from 01 July 2014 to 30 June 2015, the Committee consisted of five members none of whom are councillors or officials of the Municipality. The Committee members were:

- J van Dyk (Chairperson)
- G Lawrence
- S Allie
- DS L Prins
- C De Jager

The terms of Mr. J van Dyk, Mr. C de Jager and Mr. L Prins came to an end on 30 June 2015 and was replaced by Ms. K Montgomery (elected new Chairperson), Ms. B Daries and Mr. B van Staaden.

### **2.2 MEETINGS**

The Committee met on the following dates during the year under review:

- 18 August 2014
- 02 December 2014
- 23 March 2015
- 29 May 2015

### **2.3 AUDIT COMMITTEE ROLE AND RESPONSIBILITIES**

The Committee was fully functional and fulfilled its responsibilities for the year under review. The Committee operated in accordance with the adopted Audit Committee Charter, which was approved by Council. The provisions contained in section 166 of the Local Government: Municipal Finance Management Act, 2003 and Internal Audit Framework, which was developed by National Treasury, are included in the Charter.



### **3. REPORTS AND CHARTERS REVIEWED**

The Committee has reviewed the following reports and charters for the period under review:

- 3.1 Predetermined Objectives Report for the period Jul 2014 to Sept 2014
- 3.2 Predetermined Objectives Report for the period Oct 2014 to Dec 2014
- 3.3 Predetermined Objectives Report for the period Jan 2015 to Mar 2015
- 3.4 Predetermined Objectives Report for the period Apr 2015 to June 2015
- 3.5 Risk Management report for the period Jul 2014 to Sept 2014
- 3.6 Risk Management report for the period Oct 2014 to Dec 2014
- 3.7 Risk Management report for the period Jan 2015 to Mar 2015
- 3.8 Risk Management report for the period Apr 2015 to June 2015
- 3.9 All Key Control Assessment reports for the 2014/2015 financial year.
- 3.10 Quarterly Report of the Internal Auditor for the period Jul 2014 to Sept 2014
- 3.11 Quarterly Report of the Internal Auditor for the period Oct 2014 to Dec 2014
- 3.12 Quarterly Report of the Internal Auditor for the period Jan 2015 to Mar 2015
- 3.13 Quarterly Report of the Internal Auditor for the period Apr 2015 to June 2015
- 3.14 Review of the Internal Audit Charter
- 3.15 Review of Risk Management Policy
- 3.16 Review of the Risk Management Strategy and Implementation plan

### **4. 2014/2015 DRAFT ANNUAL FINANCIAL STATEMENTS**

The Committee had an opportunity to review the 2014/2015 draft annual financial statements on 26 August 2015. Please refer to the attached report.

### **5. REPORT OF THE AUDITOR GENERAL FOR THE 2014/2015 FINANCIAL YEAR**

The Audit Committee has taken note of the Auditor General's report for the 2014/2015 financial year and will together with the municipal administration endeavour to ensure that all internal controls deficiencies are addressed as soon as possible

The Performance and Audit Committee has at all times acted independently during its engagements with the officials and Councillors of the municipality.

**K Montgomery**

**Chairperson: Performance and Audit Committee**

# APPENDIX V: REPORT FROM THE OVERSIGHT COMMITTEE



# 2013/14 FINANCIAL YEAR

26 MARCH 2015

RVN 018/03/2016

5 RECOMMENDATIONS OF THE OVERSIGHT COMMITTEE

VOLUME I

5.1 CHAPTER 1: MUNICIPAL OVERVIEW AND EXECUTIVE SUMMARY

SECTION	PARAGRAPH	OBSERVATION	RECOMMENDATIONS
Socio-economic Overview: Education	1.4.2	The low education levels, drop - out rate and a lack of tertiary education facilities are a cause for concern and a concerted effort needs to be made to address this in co-operation with the relevant organs of state. (Departments of Education and Higher Education).	1. That the Municipality do everything possible within its available resources and mandate to facilitate the establishment of a tertiary education facility in the Bergrivier Municipal Area. This can include measures such as making serviced land available.
			2. That the establishment of a tertiary education facility remain a priority on the Municipality's next submission to the Provincial Joint Planning Initiative.

5.2 CHAPTER 2: GOVERNANCE

SECTION	PARAGRAPH	OBSERVATION	RECOMMENDATIONS
Political and Administrative Governance: Audit Performance Committee	2.1.9.1	The Committee expressed concern that there have been cases of electricity theft by personnel. The Committee noted that all such cases have been dealt with in accordance with the Municipality's disciplinary code and that the necessary criminal charges were instituted.	3. That an article be placed in the external newsletter on the measures that the Municipality is implementing to prevent fraud and corruption, especially within its own organisation.
Public participation and accountability: Ward Committees	2.4.2	The Committee expressed concern about the number of vacancies, poor attendance and the fact that membership is not aligned to the most important sectors of the community. It was noted that there is a "Provincial framework on the implementation of an effective and functional ward committee system" which needs to be implemented, but that resource challenges make it difficult at this stage, and that it will also impact on the levels of commitment that Ward Committees will have to make.	4. That a new policy and plan of action be developed with a view to implementing the "Provincial framework on the implementation of an effective and functional ward committee system" following the next election.
			5. That the Speaker attends at least one Ward Committee meeting of each ward in a year.
			6. That Top Management (Municipal Manager and Directors) become more involved in Ward Committees by each attending two ward committee meetings in a year.

Public participation and accountability: Sector engagements	2.4.4	The Committee expressed concern about the participation of the youth in the affairs of the Municipality, especially in light of the dire need for youth development at scholar level as reflected in the socio economic profile of the Municipality.	7. That the Municipality implement youth development mechanisms for scholars such as a youth council, Youth Development expo's etc.
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### 5.3 CHAPTER 3: SERVICE DELIVERY PERFORMANCE

SECTION	PARAGRAPH	OBSERVATION	RECOMMENDATIONS
Part A: Water and Sanitation: Performance Challenges	3.1.5 and 3.2.5	The Committee expressed concern about the burgeoning presence of backyard dwellers and their access to basic water and sanitation services.	8. That the prevalence of backyard dwellers be monitored every second year to assess demand for services and ensure that the situation is not deteriorating and causing detriment to human health and the environment. This could be an EPWP or a CDW project.
Part A: Waste Management: Service Statistics	3.4.1	The Committee expressed concern about the capacity of the land fill sites currently being used by the Municipality and are of the opinion that the Municipality needs to ensure that there are adequate plans in place for waste disposal over the long term.	9. That the management of the disposal of waste over the long term be raised at District Level to ensure that there is adequate provision in the District. 10. That the Municipality develop a long term strategy for the management of its own waste.
	3.4.1	The Committee expressed concern that the recycling programme is not directly benefiting the Community.	11. That the Municipality investigate alternate ways that jobs can be created through recycling, so that the Community will be encouraged to recycle.
Part C: Planning and Development: Building Control	3.10.2	The Committee expressed concern that the capacity in the Building Control Department is very limited in relation to the number of building plans that are passed annually. This diminishes the capacity of the Municipality to monitor illegal building activities and perform the requisite inspections on new structures.	12. That the Municipality consider increasing the capacity of the Building Control Unit.
Local Economic Development: Ad hoc LED Initiatives	3.11.5	The Committee expressed concern about the fact that the Municipal Area has a vast pool of unemployed labour yet there appears to be no concerted effort by major employers to give preference to local labour.	13. That the Municipality engage with major employers within the Municipal Area to encourage them to as far as is possible utilise local labour.
			14. That the Municipality review its own Supply Chain Policy to ensure that it makes optimal use of local labour.

Part G: Community Parks, Sport and Recreation: Resorts	3.24.2	The Committee are concerned about the viability of the resorts under the current management model.	<b>15.</b> That a viability study be done for the resorts which examines potential management models to enhance their financial viability.
Part I Detailed Annual Performance Report:	TL45: Improve debtor management and revenue collection	The Committee expressed concern about the 8% deviation between the planned target and the actual which is primarily attributable to the fact that the last day for payment is on the last day of the month.	<b>16.</b> That the Committee re-iterate their previous recommendation to change the date of payment to a date prior to the last day of the month.
	TL 53 and 73: ensure that capital expenditure (Finance and Corporate Services) is in line with budget and timeframes	The Committee expressed concern that the percentage of capital actually spent exceeds the budgeted amount but is not regarded as an over expenditure. They furthermore noted that this is attributable to the fact that provision was not made on the budget for the acquisition of capital assets arising from lease agreements. (Eg Telephone systems)	<b>17.</b> That all leases be signed off by the CFO to ensure that provision is made on the budget for capital acquisitions arising from lease agreements.
Part I Detailed Annual Performance Report:	General	The performance comments are not sufficient to adequately inform the public of what was achieved or in the case of KPI's not achieved, what the corrective measures are.	<b>18.</b> That quality control measures be implemented to ensure that the standard of performance comments and corrective measures are improved.
Part I Detailed Annual Performance Report:	General	The previous year's performance should be used as a baseline for target setting, a case in point being TL77 where the target set for water losses was less than the previous year's actual performance.	<b>19.</b> That unless there is a good reason, the previous year's performance be set as the minimum level of performance for the following year's target.
Part I Detailed Annual Performance Report:	General	The Committee expressed concern about synchronisation and correctness of reporting on functions where more than one Directorate plays a role eg water and electricity losses and MIG Funding.	<b>20.</b> That reporting be standardised and mechanisms implemented to ensure synchronisation of reporting data by different Directorates to ensure the accuracy thereof.

#### 5.4 CHAPTER 4: ORGANISATIONAL DEVELOPMENT PERFORMANCE

SECTION	PARAGRAPH	OBSERVATION	RECOMMENDATIONS
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Part B: Workforce, vacancies and turnover.	Table 140	The Committee expressed concern about the number of vacant funded positions, and are of the opinion that the recruitment process should be expedited.	<b>21.</b> That recruitment and selection processes commence at the beginning of each financial year (01 July) or as soon as a vacancy becomes available and is funded.
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5.5 CHAPTER 5: FINANCIAL PERFORMANCE

VOLUME II

5.6 ANNUAL FINANCIAL STATEMENTS AND REPORT OF THE AUDITOR GENERAL

SECTION	PARAGRAPH	OBSERVATION	RECOMMENDATIONS
AG Report Assets and liabilities	21	The Committee expressed concern about the matter pertaining to assets that was raised by the AG and feel the Municipality needs to implement a system to ensure that its assets register is accurate, up to date and compliant with legislation.	<b>22.</b> That the Municipality implement a strategy to ensure that its assets register is accurate, up to date and compliant with legislation.
AFS Inventory:	14	The AG raised inventory as a matter in the 2012/13 audit and it must therefore be continually monitored.	<b>23.</b> That the Municipality investigate the feasibility of a centralised store system to improve the control of receipt and issue of goods.
AFS General expenses:	37	The Committee are concerned about the escalation in professional fees from R5222 723.00 in 2012/13 to R 9610 529.00 in 2013/14, which is an escalation of 54%. It was noted that professional costs entail a wide range of services such as the transport of waste and the management of the pre-paid meter system which are in effect service providers and not consultants. It is believed that the implementation of SCOA will partially address by requiring municipalities to break down their professional fees into different sub items.	<b>24.</b> That the Municipality implement measures to reduce its professional fees, and ensure that where consultants are used that the contracts make provision for skills transfer. <b>25.</b> That the Oversight Committee review the municipality's expenditure on professional fees following the implementation of SCOA.
AFS General expenses:	37	It was noted that the Municipality's audit fees (R2 459 424.00) are believed to be one of the highest in the Province.	<b>26.</b> That the Municipality liaise with the Auditor General regarding their audit fees and that they are requested to structure their audit in a manner that is more economical for the Municipality.

	OBSERVATION	RECOMMENDATIONS
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<b>GENERAL</b>	The Committee feel the standard of the annual report could be improved, especially the final presentation to the public.	<b>27.</b> That the Annual Report Oversight Process be started in November to leave ample time for corrections, editing, language, and final finishing (Binding).
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6 OUTSTANDING ISSUES FROM THE 2012/13 OVERSIGHT REPORT

<b>No</b>	<b>RECOMMENDATION</b>	<b>FEEDBACK TO DATE</b>	<b>REVISED RECOMMENDATION</b>
<b>8</b>	That the Municipality ensure that its building regulations are applied uniformly, to its own buildings as well as private buildings which degrade the appearance of the towns. (eg Show grounds, incomplete building at Smit Sport Fields etc)	<p>The National Building Regulations are applied to all buildings within the Municipal Area.</p> <p>The Building at the Smit Sports Fields was erected with by the Rugby Club with Lotto funds which were insufficient to complete the building. The Municipality is the land owner, so the building is technically the Municipality's. Municipalities do not have to approve plans for buildings on their own land, but there must be a building plan that is compliant with the National Building Regulations.</p> <p>A building plan was compiled by the Sport Council at the time and the Municipality has been trying to locate it since 2012. On receipt of the building plan, it will be assessed and determined whether the structure is compliant. If the structure is not compliant or partially compliant, the structure or part thereof may have to be demolished. If it is sufficiently compliant, the building will be incorporated into the sports master plan for future MIG funding.</p>	<b>28.</b> That the Municipality enhance its efforts to obtain the building plan for the partially completed building at Smit Sports Fields and assess how compliant it is with the National Building Regulations. That its potential as an asset be exploited by placing it on the Sports Master Plan for future funding if it is found to be compliant



## **APPENDIX W : CLIENT SERVICES SURVEY**



# BERGRIVIER MUNISIPALITEIT KLIËNTEDIENS EVALUERINGSVERSLAG



AUGUSTUS 2015

# INHOUD

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5	.....	<b>TERUGVOER</b>	
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<b>5.1</b>	<b>TEGNIESE DIENSTE</b> .....		Error! Bookmark not defined.
5.1.1	ELEKTRISITEIT EN ELEKTRISITEITSDIENSTE.....		<b>Error! Bookmark not defined.</b>
5.1.2	WATervoORSIENING .....		<b>Error! Bookmark not defined.</b>
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5.1.9	MUNISIPALE SWEMBADDENS.....		<b>Error! Bookmark not defined.</b>
5.1.10	PARKE EN TUINE .....		<b>Error! Bookmark not defined.</b>
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<b>5.2</b>	<b>KORPORATIEWE DIENSTE</b> .....		Error! Bookmark not defined.
5.2.1	BRANDWEER EN NOODDIENSTE.....		<b>Error! Bookmark not defined.</b>
5.2.2	VERKEERSDIENSTE .....		<b>Error! Bookmark not defined.</b>
	Omvang: Die diens behels die toepassing van verkeerswetgewing, asook munisipale verordeninge.		<b>Error! Bookmark not defined.</b>
5.2.3	STRANDDOORDE .....		<b>Error! Bookmark not defined.</b>
	Omvang: die onderhoud en diens by die 2 Munisipale strandoorde (Stywelyne, Pelikaan).		<b>Error! Bookmark not defined.</b>
5.2.4	BIBLIOTEKE.....		<b>Error! Bookmark not defined.</b>
	Omvang: Die diens (inhoud, personeel, fasilliteite) wat die inwoners by al die biblioteke ontvang.		<b>Error! Bookmark not defined.</b>
5.2.5	MUSEUMS.....		<b>Error! Bookmark not defined.</b>
5.2.6	SPORTONTWIKKELING .....		<b>Error! Bookmark not defined.</b>
5.2.7	TOERISME .....		<b>Error! Bookmark not defined.</b>
5.2.8	GRONDGEBRUIK .....		<b>Error! Bookmark not defined.</b>
5.2.9	STADSBEPLANNING.....		<b>Error! Bookmark not defined.</b>
5.2.10	GRONDVERKOPE EN VERHURING .....		<b>Error! Bookmark not defined.</b>
5.2.11	HANTERING VAN MOTORREGISTRASIES- EN LISENSIES.....		<b>Error! Bookmark not defined.</b>
5.3	FINANSIËLE DIENSTE .....		<b>Error! Bookmark not defined.</b>
5.3.1	REKENINGE .....		<b>Error! Bookmark not defined.</b>
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5.3.3	MUNISIPALE EIENDOMSBELASTING .....	<b>Error! Bookmark not defined.</b>
<b>5.4</b>	<b>ALGEMEEN, STRATEGIESE - EN KLIËNTE DIENS</b> .....	<b>Error! Bookmark not defined.</b>
5.4.1	ALGEMENE NAVRAE .....	<b>Error! Bookmark not defined.</b>
5.4.2	TELEFOONETIKET .....	<b>Error! Bookmark not defined.</b>
5.4.3	VRIENDELIKHEID EN HULPVAARDIGHEID .....	<b>Error! Bookmark not defined.</b>
5.4.4	DIE KENNIS EN VAARDIGHEID VAN MUNISIPALE PERSONEEL .....	<b>Error! Bookmark not defined.</b>
5.4.5	DIE EFFEKTIWITEIT EN FUNKSIONERING VAN WYKSRAADSLEDE .....	<b>Error! Bookmark not defined.</b>
<b>5.5.</b>	<b>KOMMUNIKASIE</b> .....	<b>Error! Bookmark not defined.</b>
5.5.1	DIE KOMMUNIKASIE VAN DIE MUNISIPALITEIT MET BELASTINGBETALERS	<b>Error! Bookmark not defined.</b>
5.5.2	KOMMUNIKASIE METODEDES .....	<b>Error! Bookmark not defined.</b>
<b>6.</b>	<b><u>KOMMENTAAR EN/OF VOORSTELLE RAKENDE MUNISIPALE DIENSTE EN PERSONEEL</u></b>	<b>39</b>

## 1 INLEIDING EN AGTERGROND

Bergrivier Munisipaliteit het gedurende 2009 'n Kliëntedienshandves bekendgestel waarin die dienste wat die munisipaliteit aan belastingbetalers lewer, die diensstandaarde van die Munisipaliteit asook kontakbesonderhede van die verskillende Munisipale Kantore aangetoon word. Die Kliëntedienshandves is beskikbaar in die drie Wes-Kaapse tale, nl. Afrikaans, Engels en Xhosa en is beskikbaar gestel aan alle belastingbetalers en verbruikers van munisipale dienste.

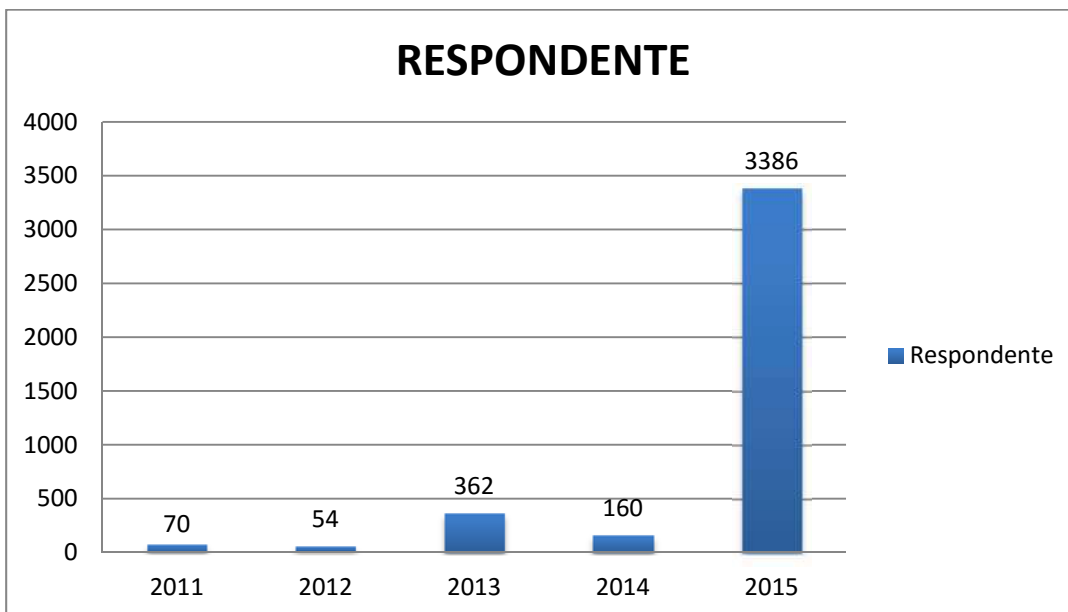
## 2 NAVORSINGSDOELWITTE

Bergrivier Munisipaliteit is tans in die proses om die diensleweringsooreenoms, soos vervat in die Kliëntedienshandves, te evalueer. Die kliëntediens evaluering vir 2014/15 is deur die Strategiese Departement gedoen. Die ondersoek sal op 'n gereelde basis in die toekoms herhaal word ten einde die Munisipaliteit se dienslewering te evalueer en beter dienslewering aan die gemeenskap te verseker.

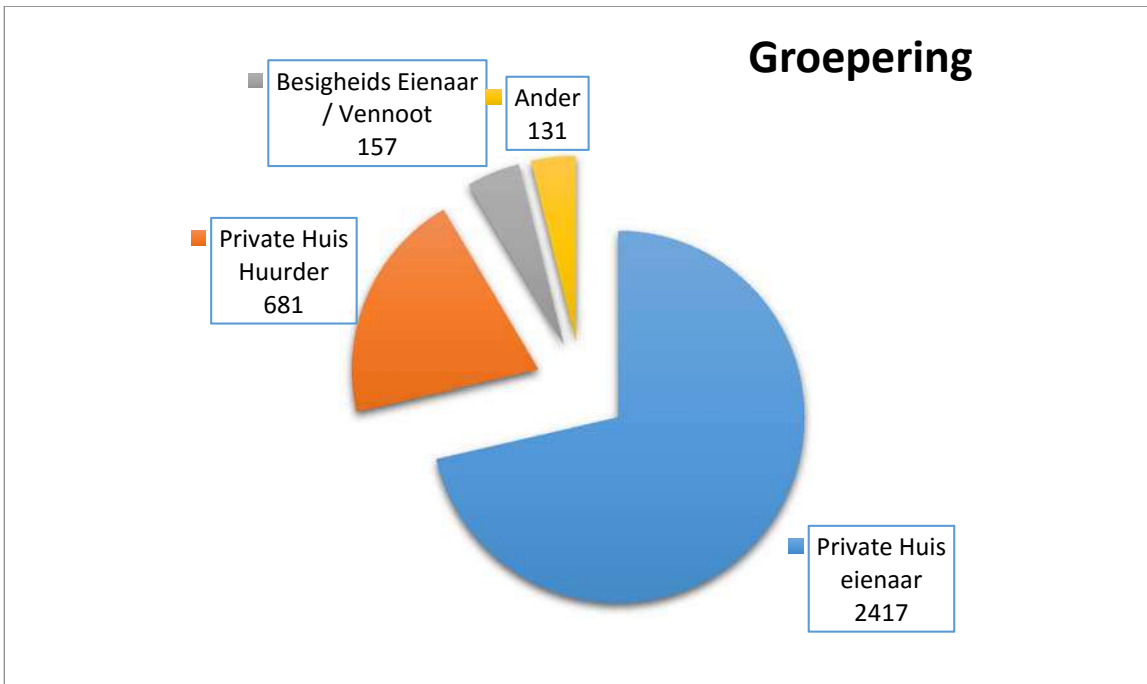
## 3 METODE VAN NAVORSING EN STEEKPROEFSAMESTELLING

Die teikengehoor vir die evaluering is gedefinieër as steekproef-vrywilligers wat ewekansig gekies is. Persoonlike onderhoude is deur Strategiese Dienste, in spesifiek die Kliëntediens-afdeling in die Bergrivier Munisipale Area gedoen. Alle respondente is as anoniem hanteer, en slegs die dorp of woonarea is aangedui.

***TABEL 1: AANTAL EN TIPE RESPONDENTE GEBRUIK OOR DIE AFGELOPE DRIE JAAR***



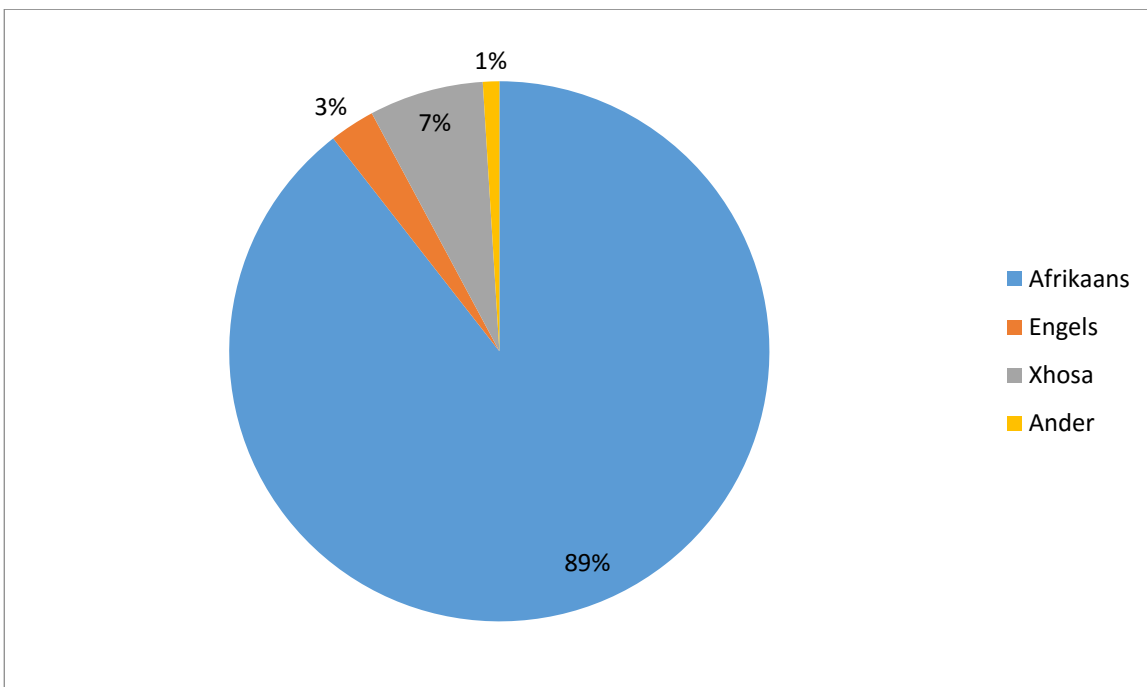
Soos met die 2013/14 opname is daar vir die 2014/15 opname besluit om die vrywilligers te klassifiseer in drie verskillende groeperings, nl. Private Huiseienaars, Huurders en Besighede. Dit het ten doel om die interpretering van terugvoering te verbeter, asook tussen die verskillende vlakke van tevredenheid te onderskei.



**TABEL 2: HUISTAAL VAN RESPONDENTE**

Die huistaal-samestelling van die respondente vergelyk redelik goed met die huistaal-samestelling van Bergrivier Munisipaliteit volgens die 2011 nasionale sensus.

Huistaal	Terugvoer: Persentasie 2014	Terugvoer: Persentasie 2015
Afrikaans	90.63%	89%
Engels	6.88%	3%
Xhosa	2.50%	7%
Ander	0.01%	1%



#### 4 NOTAS RAKENDE VERSLAG

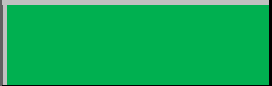
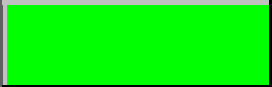


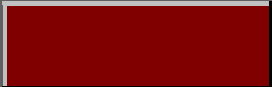
Die Verslag gee slegs 'n oorhoofse beeld van dienslewering in die Munisipale area, en indien dit benodig sou word, is meer volledige inligting rakende dienslewering in elke dorp op aanvraag beskikbaar.

Vir die doel van die oorhoofse Bergrivier Munisipale Verslag is die onderskeie areas as volg saamgevoeg:

- Piketberg = Wyk 3 (Piketberg Dorp gedeelte) en Wyk 4
- Velddrif = Wyk 7 Noordhoek, Laaiplek, Port Owen en Velddrif
- Porterville = Wyk 1,2 (Porterville Dorp en Monte Bertha)
- Eendekuil = Wyk 3
- Redelinghuys = Wyk 6
- Aurora = Wyk 6

(Nota: Die opname is nie in Porterville onderneem nie en die verslag sluit dus Wyk 1 en 2 uit)

Respondente is gevra om die diensaspekte aan die hand van 'n vyfpunt skaal te beoordeel. Terugvoer is as 'n gemiddelde punt uit 5 verwerk, naamlik:

Vlakke van Tevredenheid	Kleurkode	Kleur
Baie Tevrede	5	
Tevrede	4	
Ok	3	
Ontevrede	2	
Baie Ontevrede	1	

Indien 'n punt van 1 of 2 gegee is, is die respondente gevra vir 'n motivering. Let daarop dat beoordelings slegs gedoen is deur diegene wat kennis van die spesifieke diens dra of aan wie die diens gelewer word (sekere dienste, soos elektrisiteit en water word nie deur die Munisipaliteit aan landelike gebiede gelewer nie). Dus is respondente 'n geleentheid gebied om kommentaar te lewer op aspekte wat 'n persoonlike impak op hulle onmiddellike omgewing het. 'n Aanduiding word ook gegee van watter gedeelte van die Munisipale Area die respondent, wat die spesifieke kommentaar gelewer het, is.

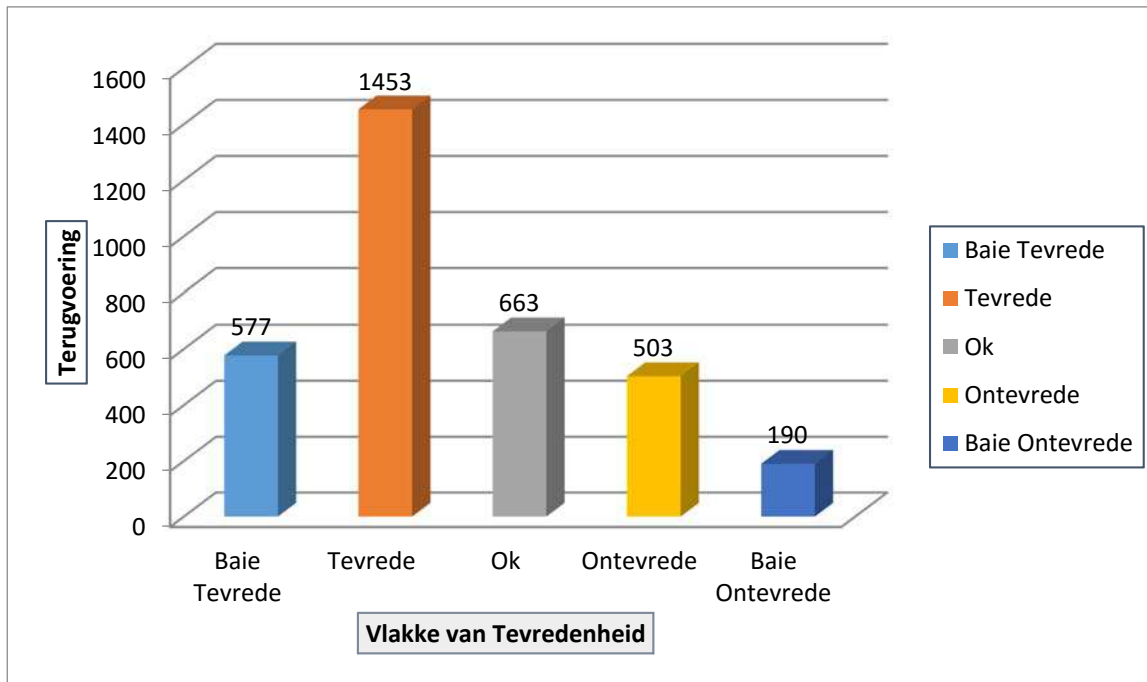
#### 5 TERUGVOER

##### 5.1 TEGNIESE DIENSTE

DIÉ AFDELING VAN DIE MUNISIPALITEIT IS VERANTWOORDELIK VIR ELEKTRISITEIT, WATER, RIOOL, PAAIE, SKOONMAAKDIENSTE, STORMWATERPYPLEIDINGS EN DIE INSTANDHOUDING VAN SPORTVELDE, PARKE EN SWEMBADDENS. DIE DIENSTE IS SOOS VOLG BEOORDEEL:

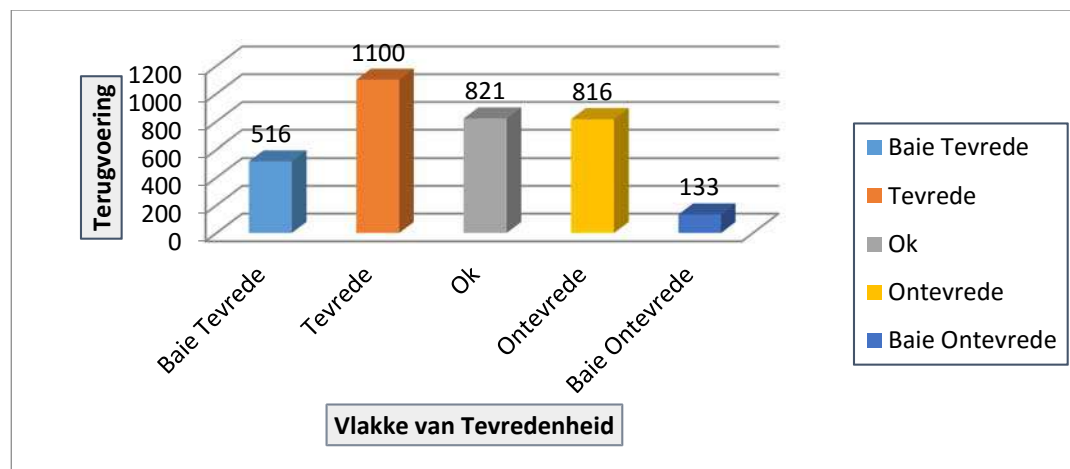
**ELEKTRISITEIT EN ELEKTRISITEITSDIENSTE**

*Omvang: Die voorsiening van elektrisiteit, die spoed waarteen nuwe aansluitings gedoen word, meters vervang word, onderbrekings herstel word, ens.*



**WATEROORSIENING**

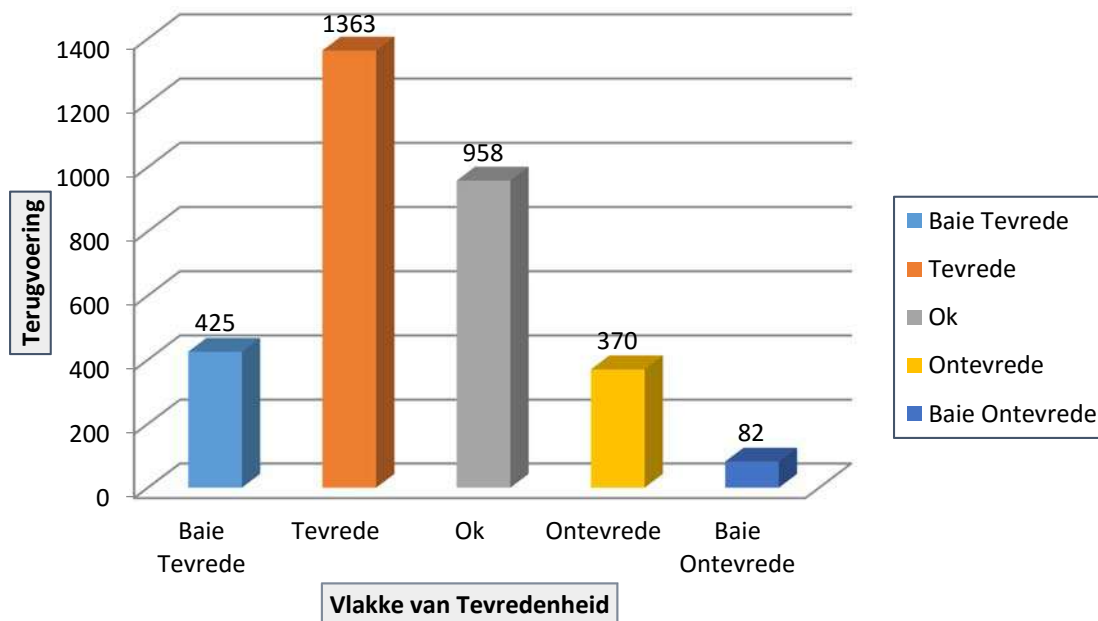
*Omvang: Die voorsiening van water, die spoed waarteen nuwe aansluitings gedoen word, meters vervang word, beskadige pype herstel word, ens.*



**RIOLERING**

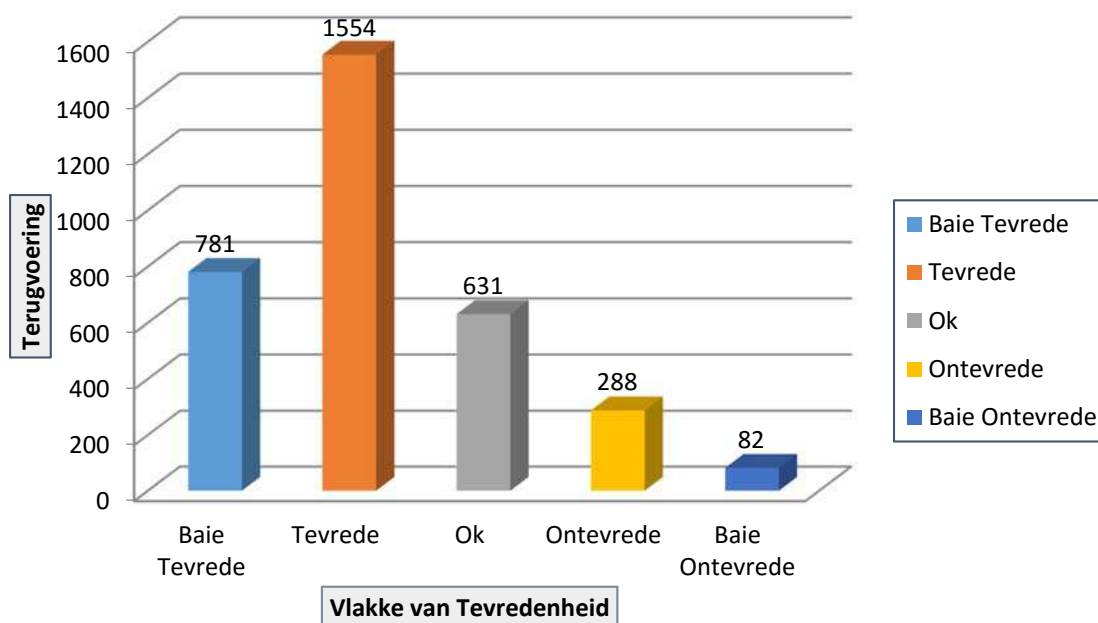
*Omvang: Die spoed waarteen nuwe aansluitings gedoen word, verstoppings herstel word, ens.*





#### VULLISVERWYDERING

Omvang: huishoudelike vullis, tuinvullis, straatdromme, onwettige stortings en herwinningsprogram.



#### 5.1.5 PAAIE

Omvang: die herstel van slaggate, hergruising, teer en herseëling, skoonmaak van sypaadjies, spuit van onkruidodder en vee van strate.

Direkteur Tegniese Dienste:

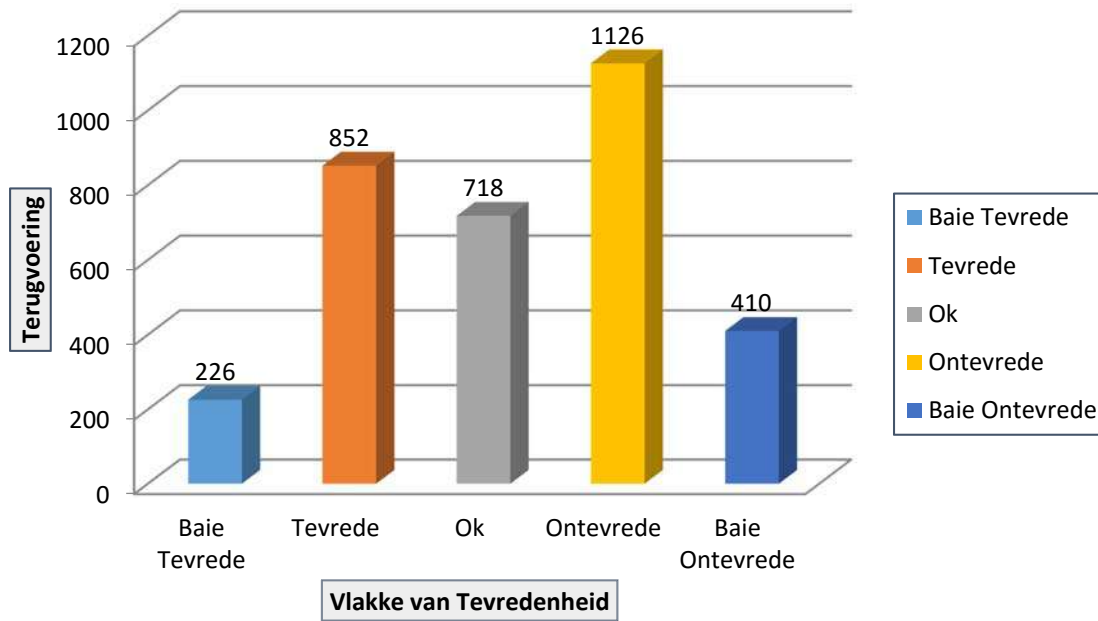
Klagtes is veral ontvang vanaf Eendekuil, Porterville en Wyk 4 Piketberg.

Die afgelope jaar is pogings aangewend om deur middel van werkskepping (EPWP) die busroete te plavei, en tesame daarmee die stormwater te doen te Eendekuil.

Jasmyn singel te wyk 4 is ook gedoen deur middel van werkskepping.

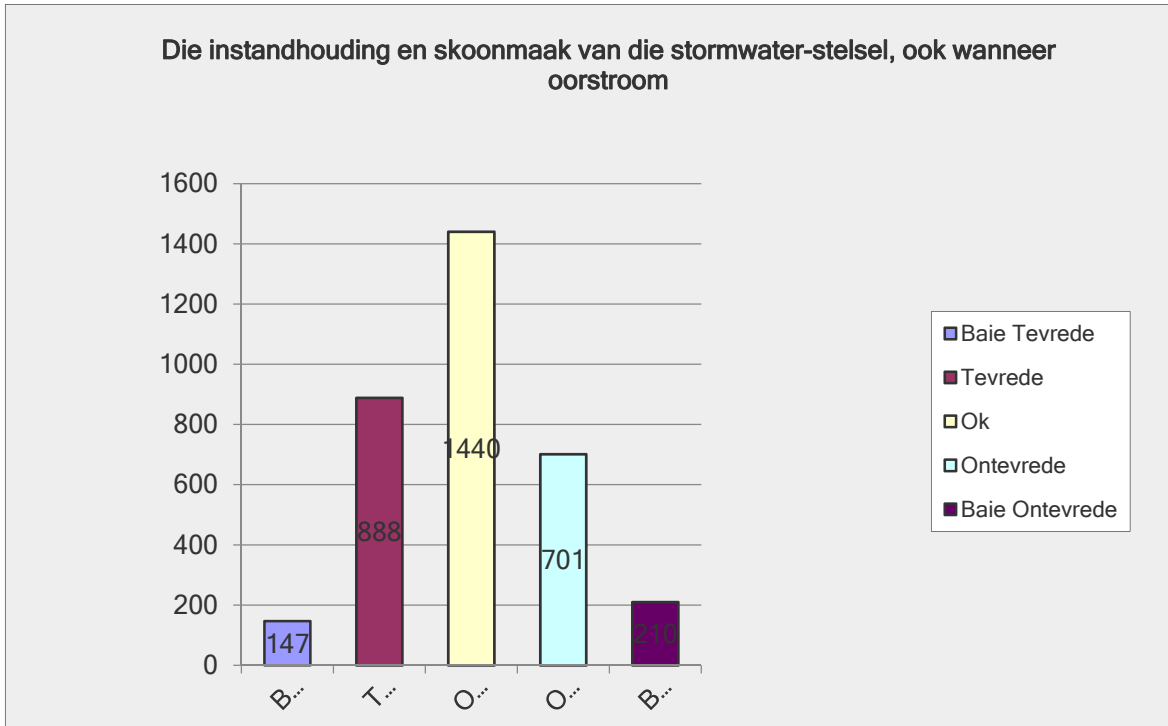
Tans besig om paaie te plavei deur middel van werkskepping asook die stormwater te doen Riemvasmaak wyk 4.

Tans besig om langstraat uit te meet om te plavei deur middel van werkskepping.



**STORMWATER**

Omvang: Die instandhouding en skoonmaak van die stormwaterstelsel, ook wanneer oorstrom.

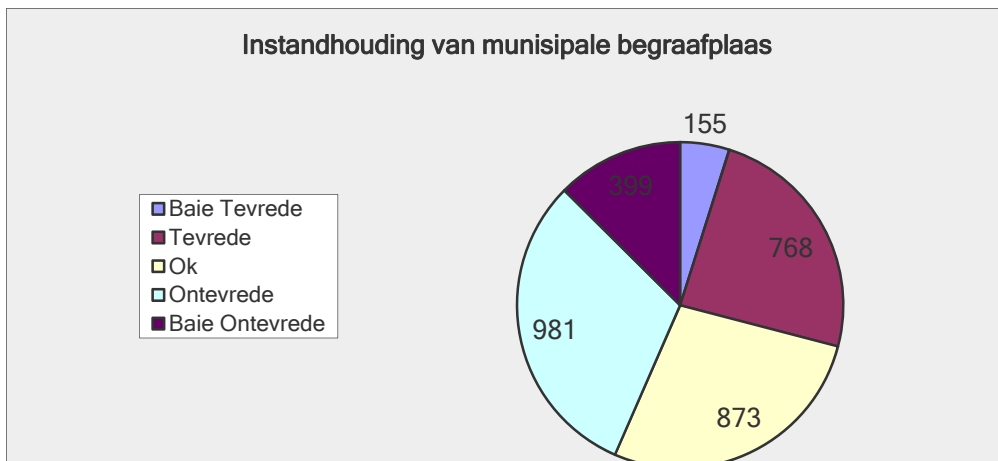


**BEGRAAFPLASE**

Omvang: Die diens behels die Instandhouding van munisipale begraafplase binne die Munisipale Area.

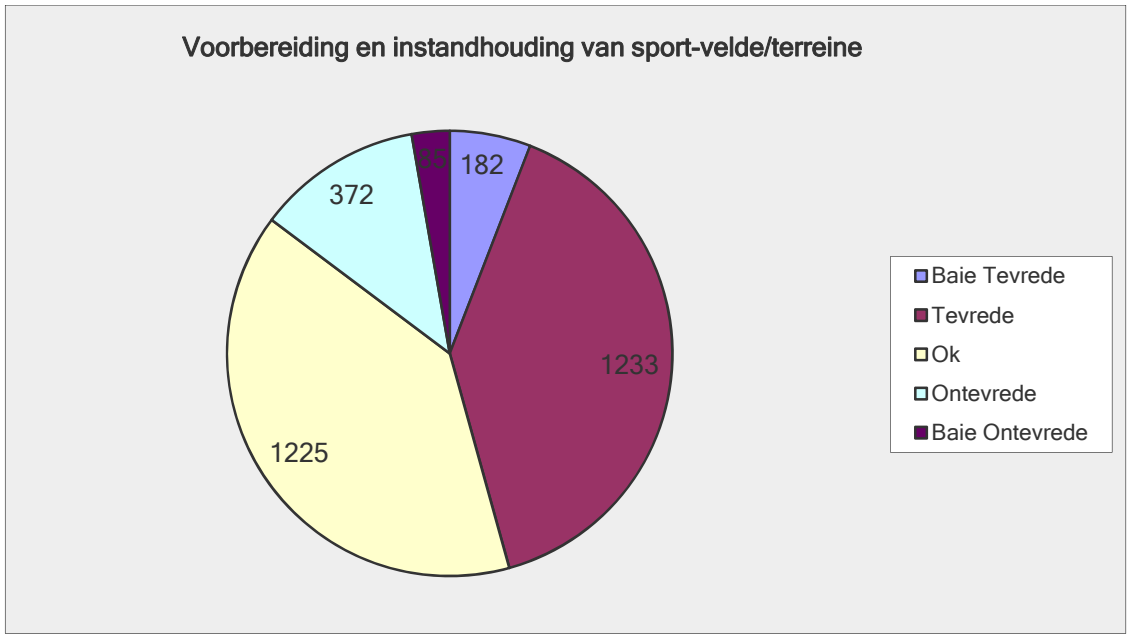
Direkteur Tegniese Dienste:

Die grootste probleem wat ondervind word is die vandalisering van grafstene wat tot groot ongelukkigheid aanleiding gee by die publiek. Ongelukkig het die munisipaliteit min beheer oor hierdie aksies van die betrokke individue. Die omheinings van begraafplase word gevandaliseer waardeur toegang tot begraafplase verkry word. Voltydse 24 uur diens is nie bekostigbaar en moontlik nie.



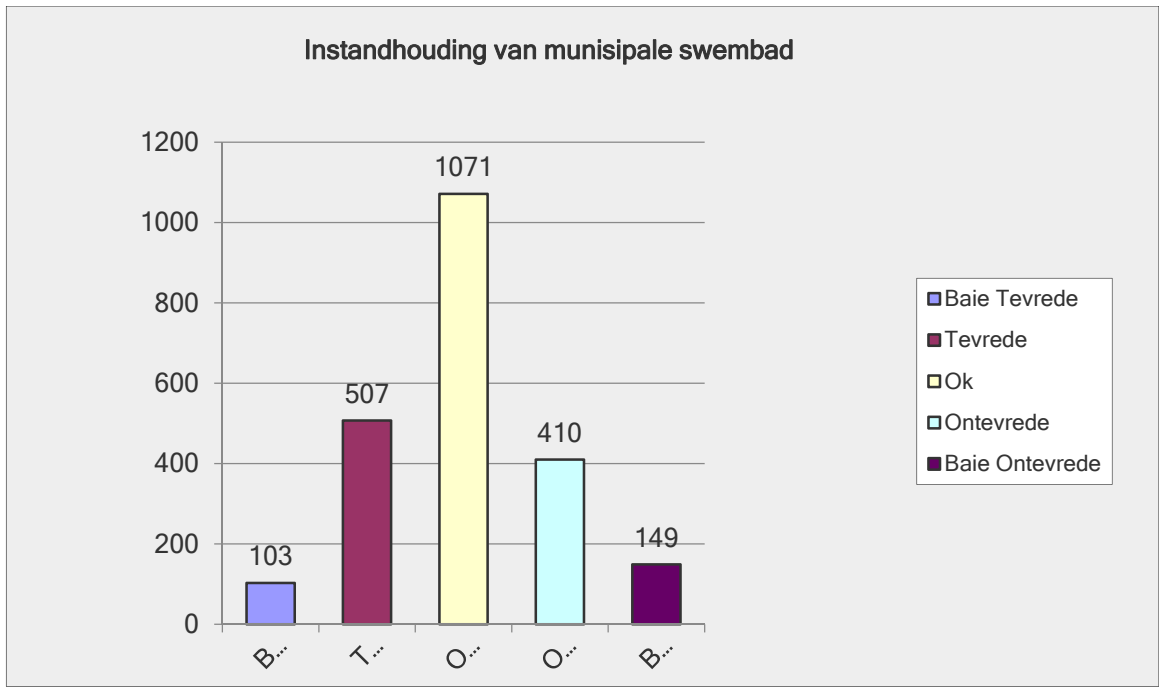
**SPORTFASILITEITE**

Omvang: Die diens behels die voorbereiding en instandhouding van sportvelde/terreine.



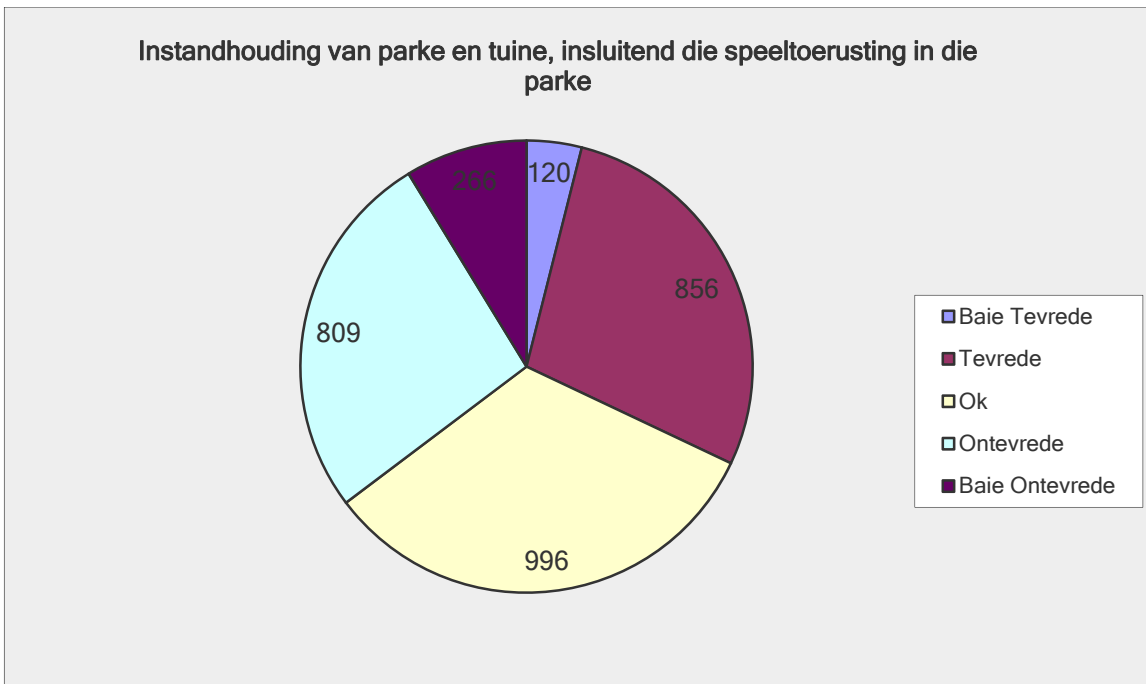
**MUNISIPALE SWEMBADDENS**

Omvang: die instandhouding van munisipale swembaddens.



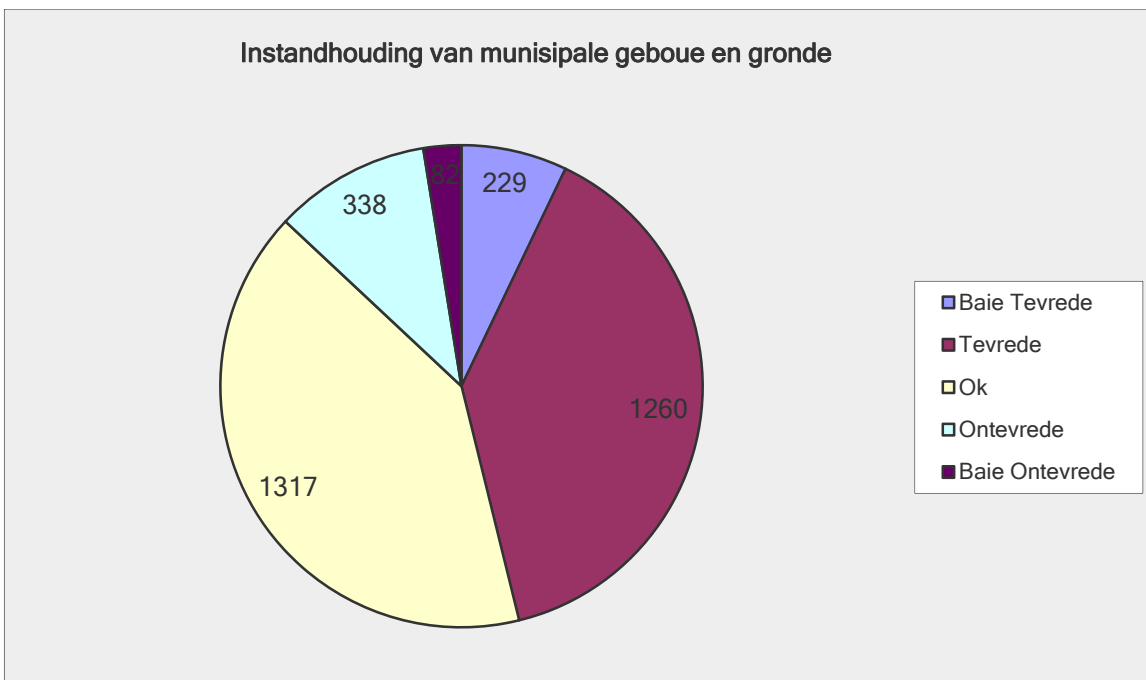
## PARKE EN TUINE

Omvang: Instandhouding van parke en tuine, insluitend die speeltoerusting in die parke.



## GEBOU EN GRONDE

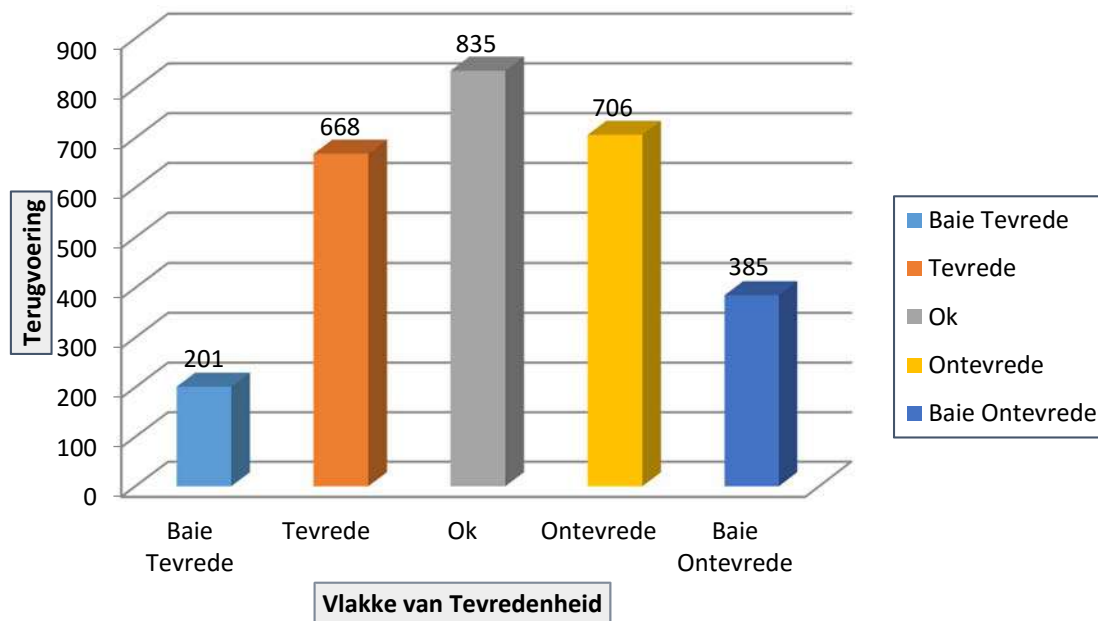
Omvang: Instandhouding van munisipale geboue en gronde



## BEHUISINGSAANSOEKE

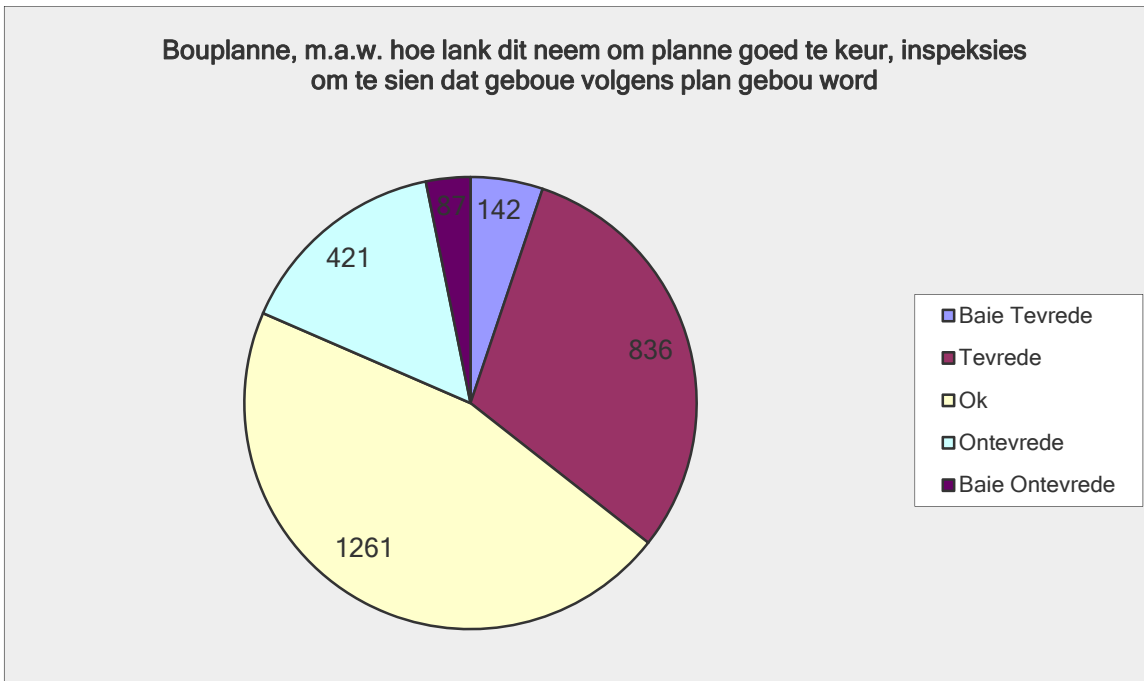
Direkteur Tegniese Dienste:

As gevolg van die groot behuisingsbehoefte teenoor dit wat werklik gedoen kan word ten opsigte van die beskikbare kapasiteit op bestaande infrastruktuur laat dit uiteraard by verre weg die grootste persentasie individue ongelukkig omdat hulle uitgesluit word met die behuisingsprogram.



## BOUPLANNE

Omvang: Die diens behels die volgende: Hoe lank dit neem om planne goed te keur, inspeksies te doen, en dat geboue volgens plan gebou word.

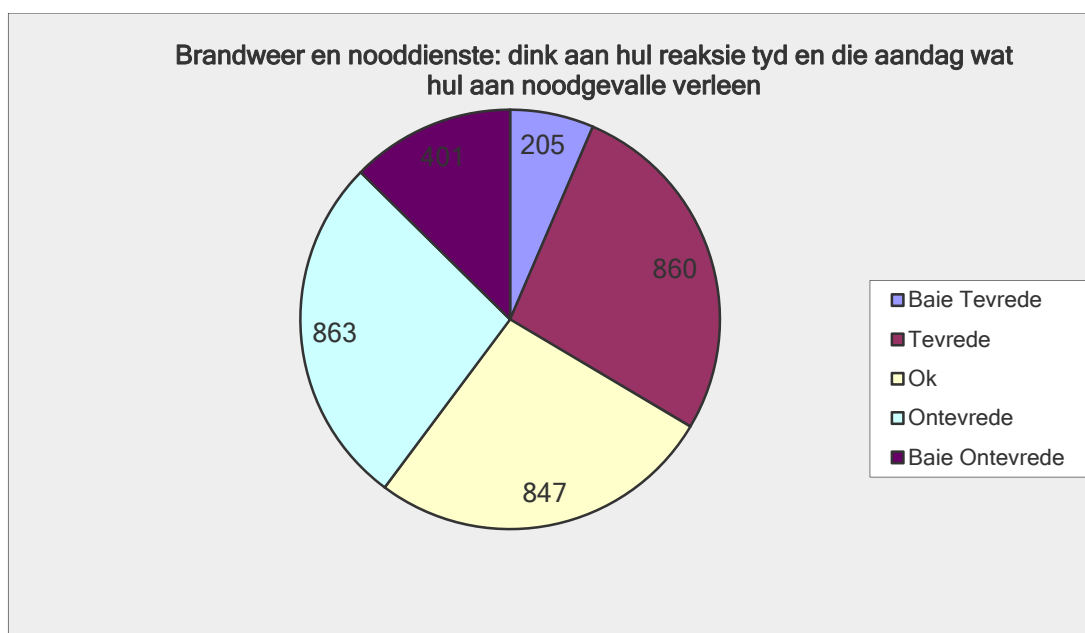


## 5.2 KORPORATIEWE DIENSTE

DIÉ AFDELING VAN DIE MUNISIPALITEIT IS VERANTWOORDELIK VIR VERKEERSDIENSTE, NOODDIENSTE (INSLUITEND DIE BRANDWEER), STRANDOORDE (WAAR VAN TOEPASSING), BIBLIOTEKE EN MUSEUMS. DIE DIENSTE IS SOOS VOLG BEOORDEEL:

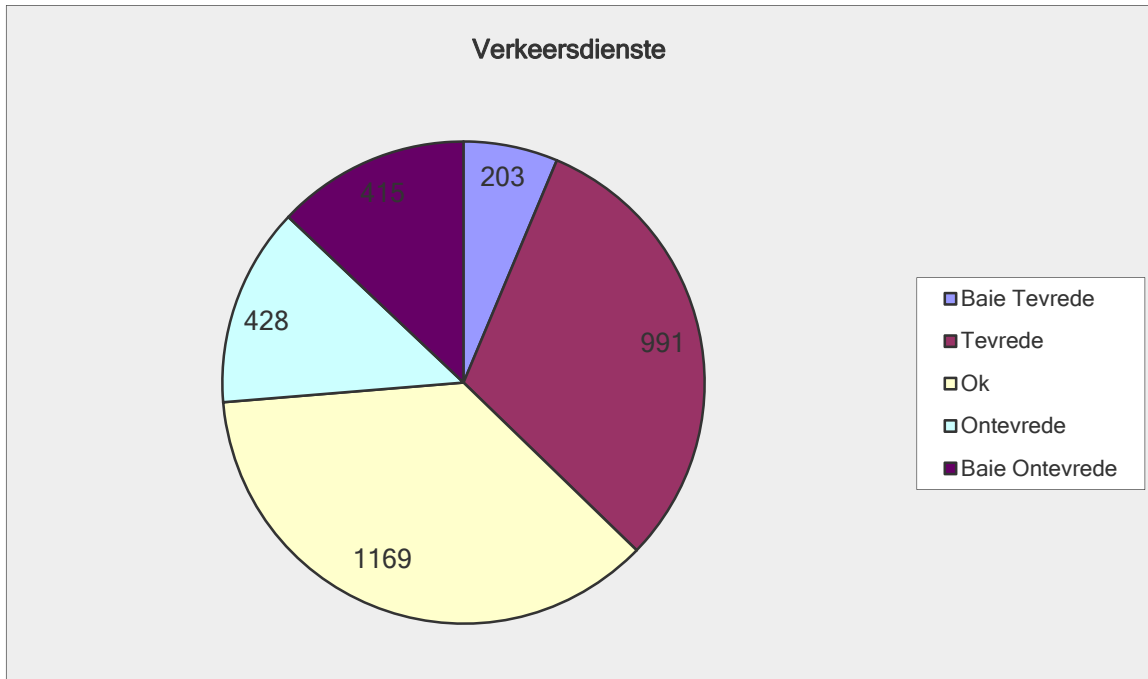
### BRANDWEER EN NOODDIENSTE

Omvang: Dink aan hul reaksie tyd en die aandag wat hul aan noodgevalle verleen.



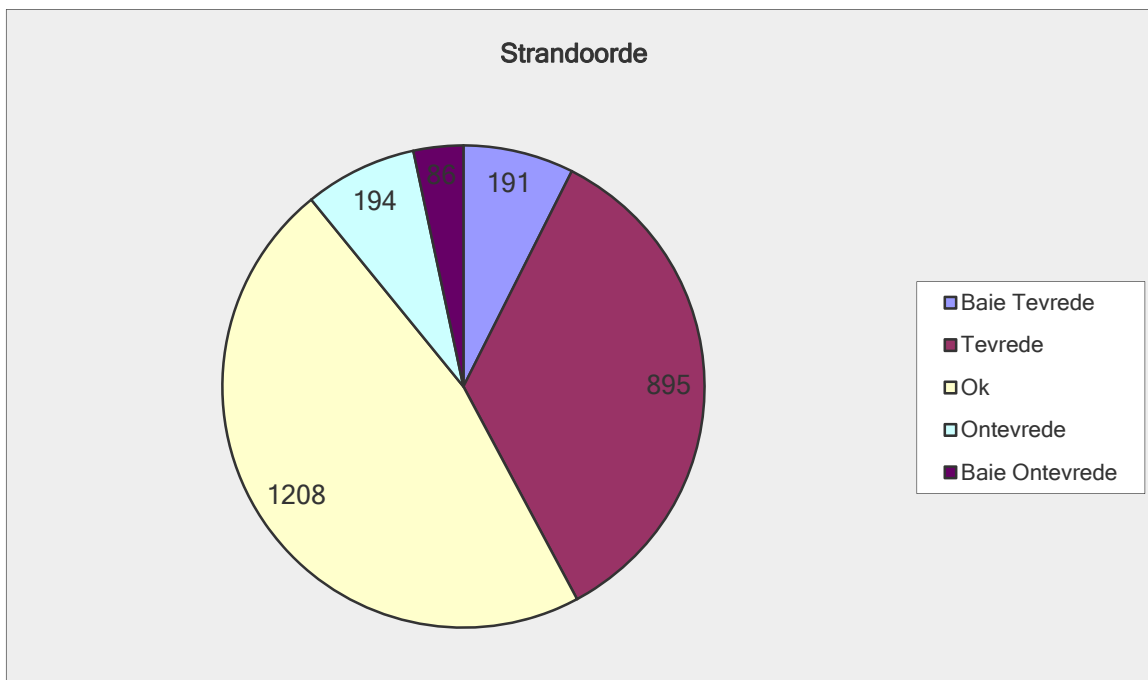
VERKEERSDIENSTE

Omvang: Die diens behels die toepassing van verkeerswetgewing, asook munisipale verordeninge.



STRANDDOORDE

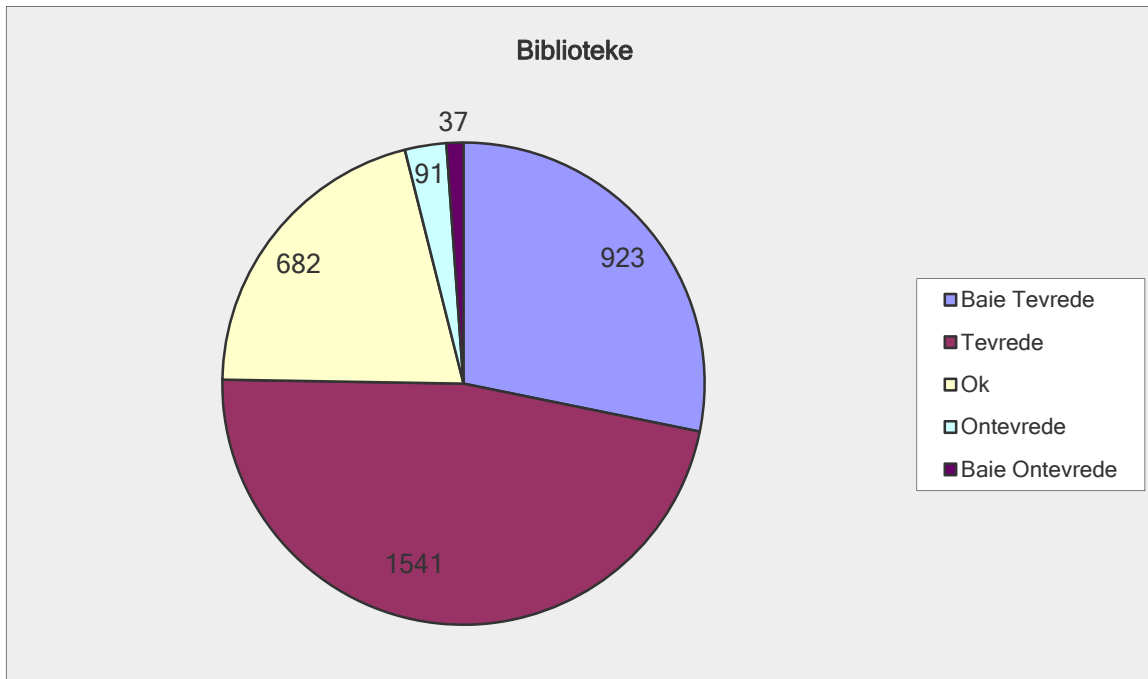
Omvang: die onderhoud en diens by die 2 Munisipale strandoorde (Stywelyne, Pelikaan).



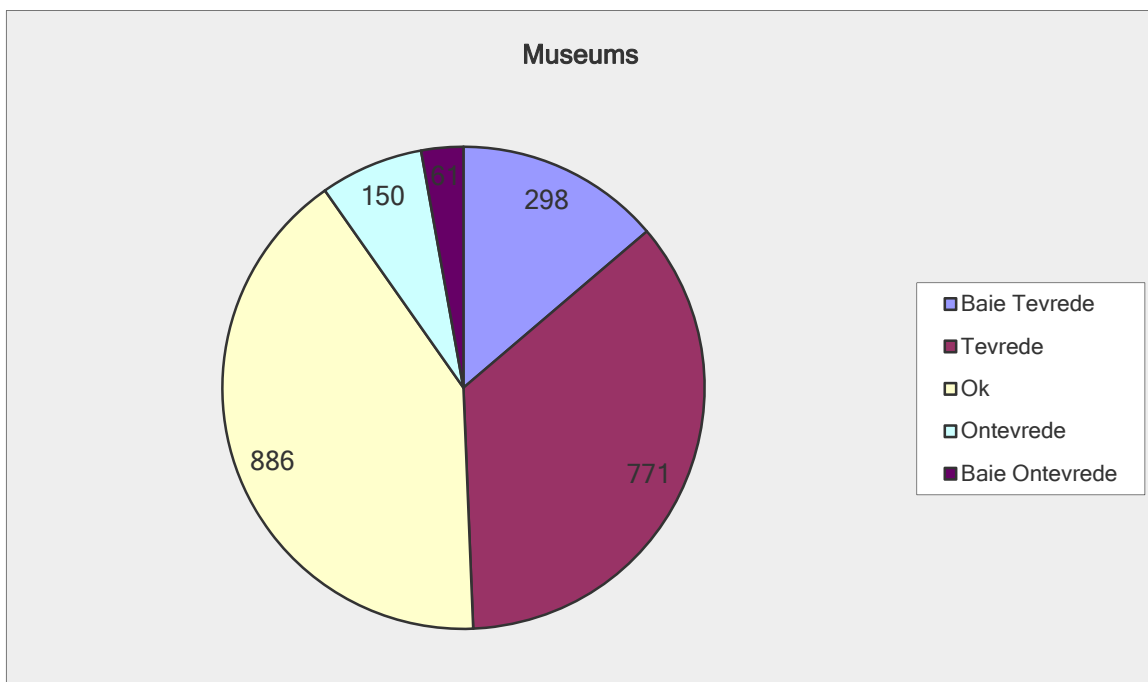


BIBLIOTEKE

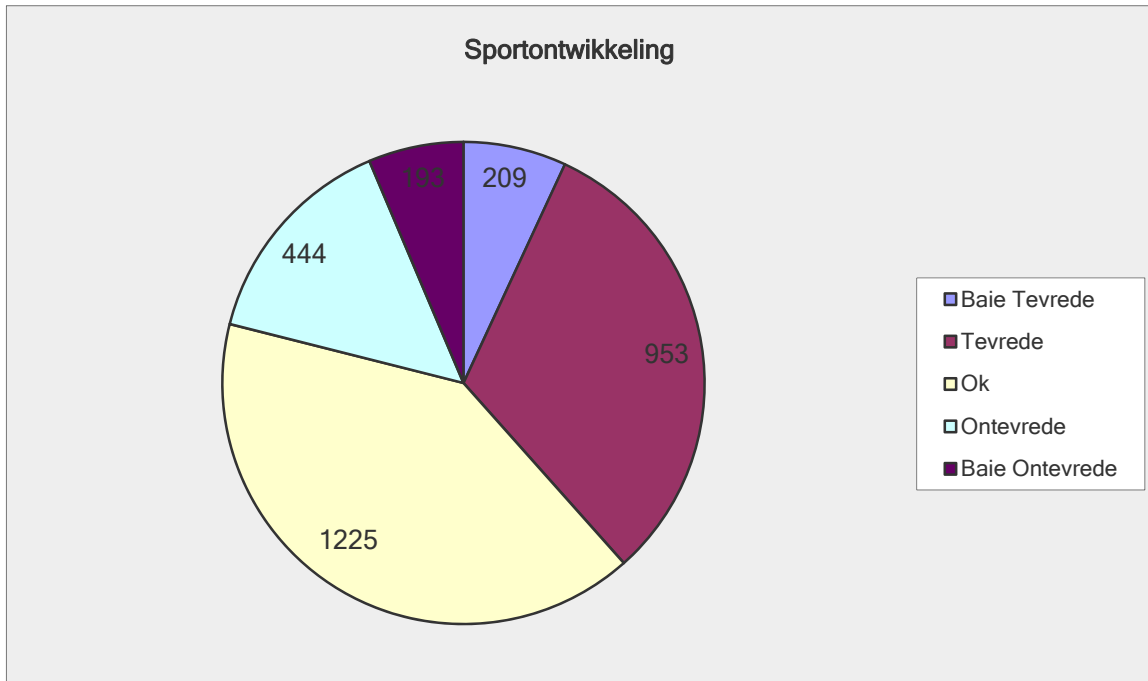
Omvang: Die diens (inhoud, personeel, fasilliteite) wat die inwoners by al die biblioteke ontvang.



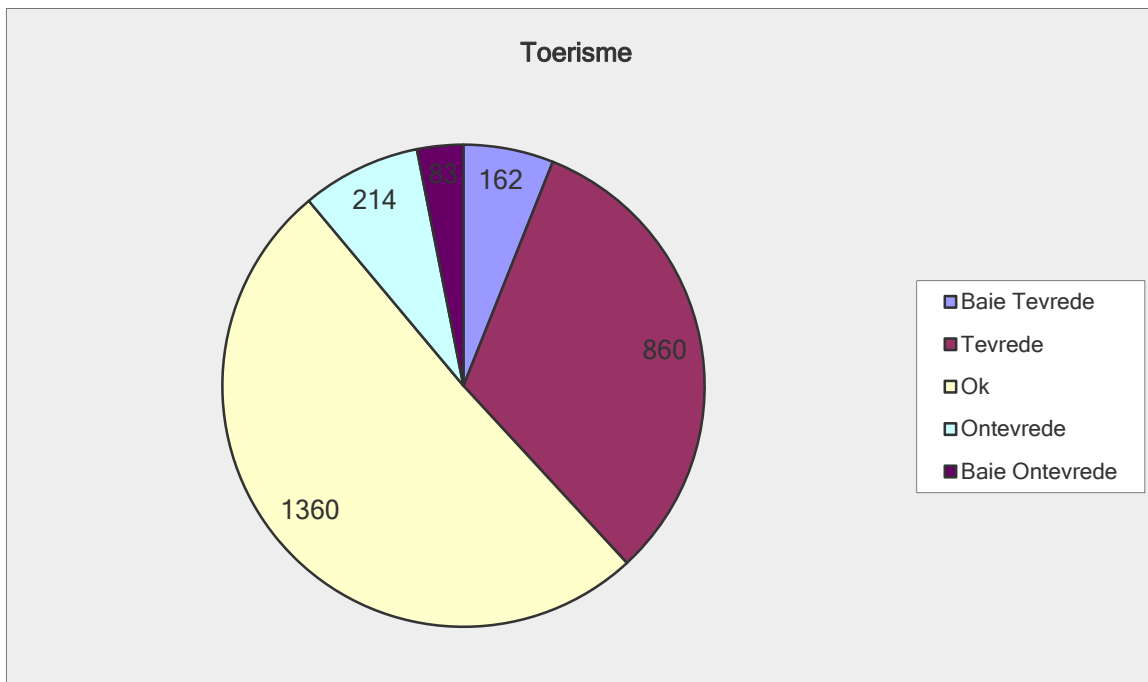
MUSEUMS



SPORTONTWIKKELING



TOERISME

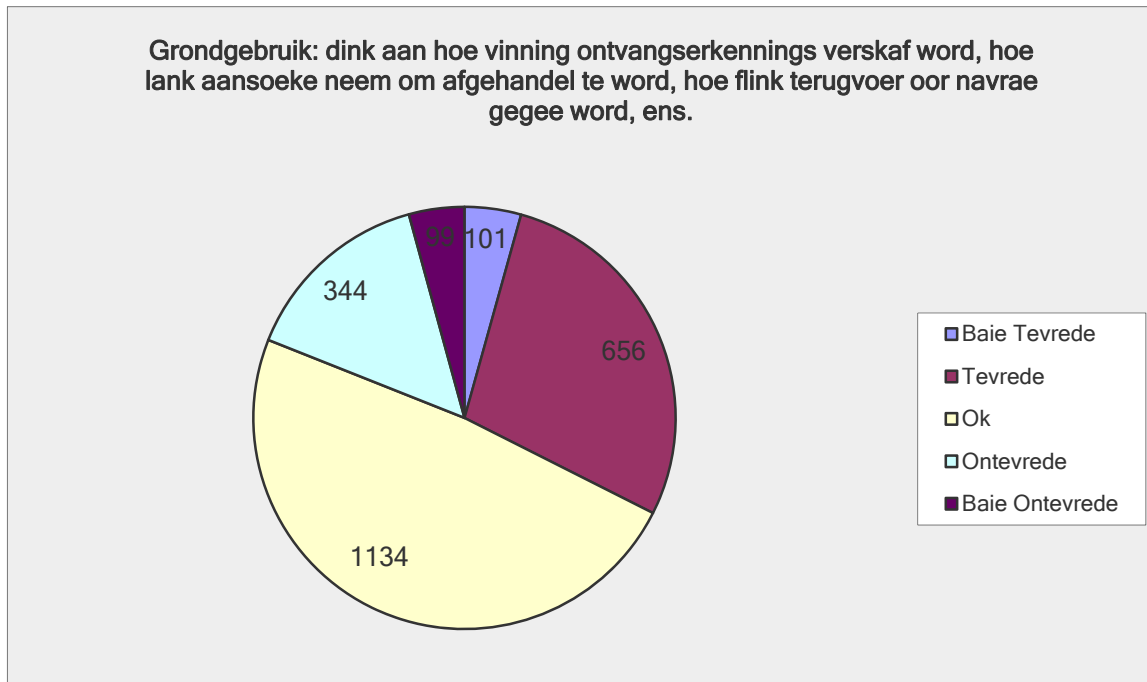


## GRONDGEBRUIK

Omvang: Die diens behels die volgende aspekte: hoe vinnig ontvangserkenning verskaf word, hoe lank aansoeke neem om afgehandel te word, hoe flink terugvoer oor navrae gegee word, ens.

### Hoof Beplanning & Ontwikkeling:

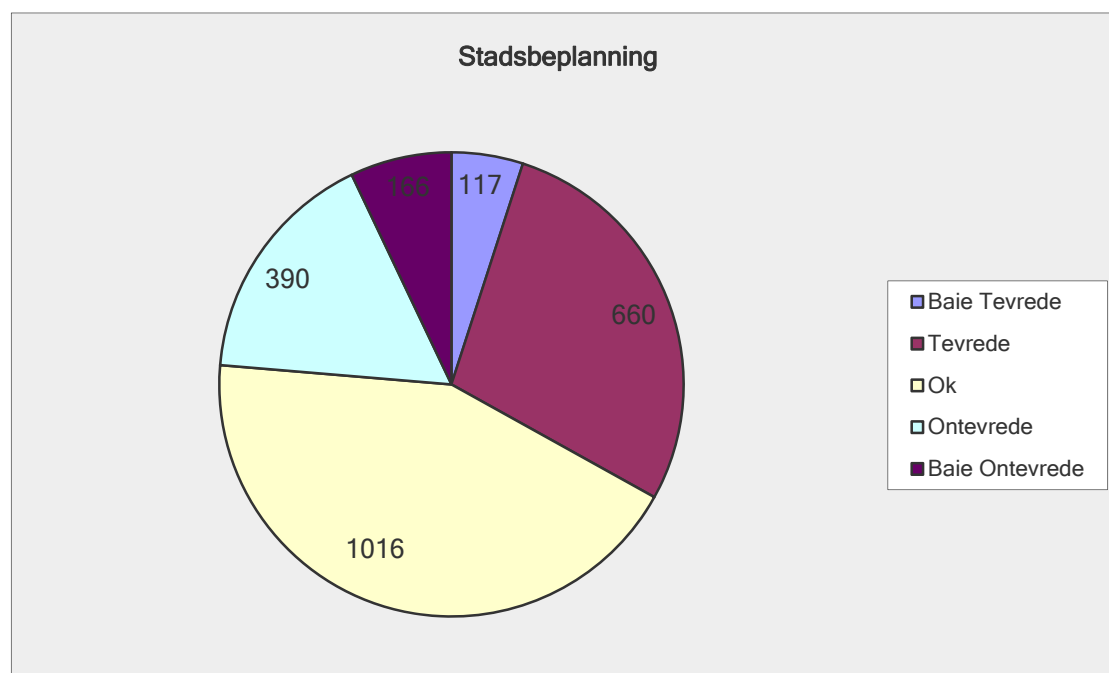
Die diens voldoen aan die meeste lede van die gemeenskap se verwagtinge.



## STADSBEPLANNING

### Hoof Beplanning & Ontwikkeling:

Die diens voldoen aan die meeste lede van die gemeenskap se verwagtinge.

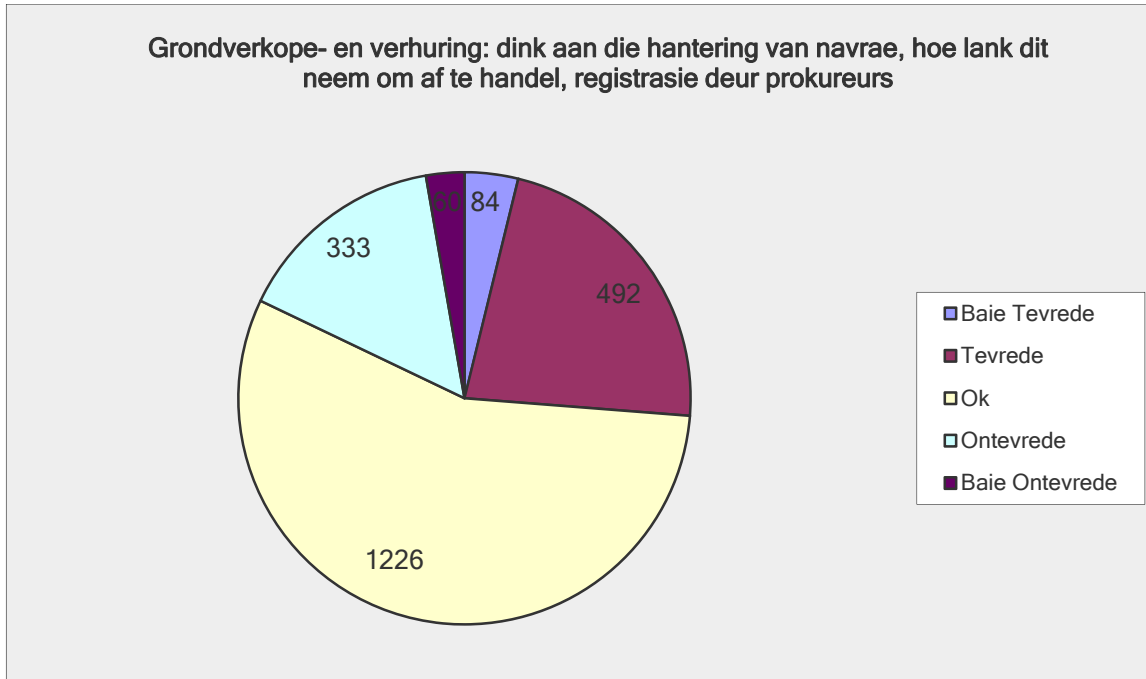


## 5.2.10 GRONDVERKOPE EN VERHURING

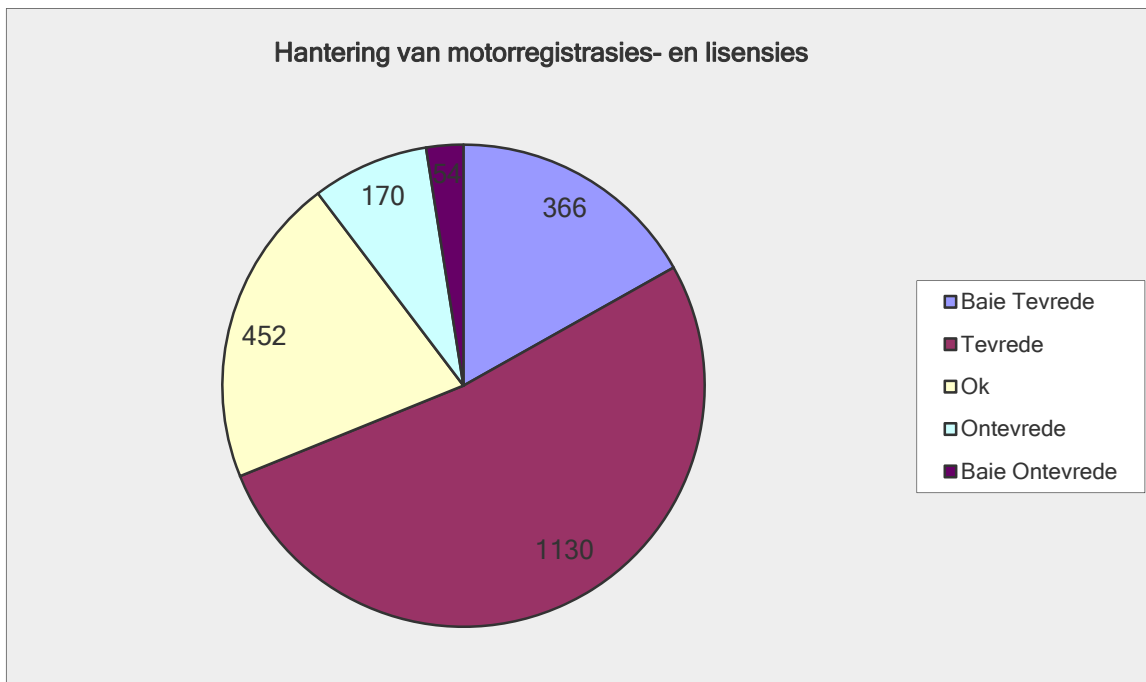
Omvang: die diens behels die volgende; die hantering van navrae, hoe lank neem die proses om af te handel, registrasie deur prokureurs, ens.

Hoof Beplanning & Ontwikkeling:

Die diens voldoen aan die meeste lede van die gemeenskap se verwagtinge.



**5.2.11 HANTERING VAN MOTORREGISTRASIES- EN LISENSIES**

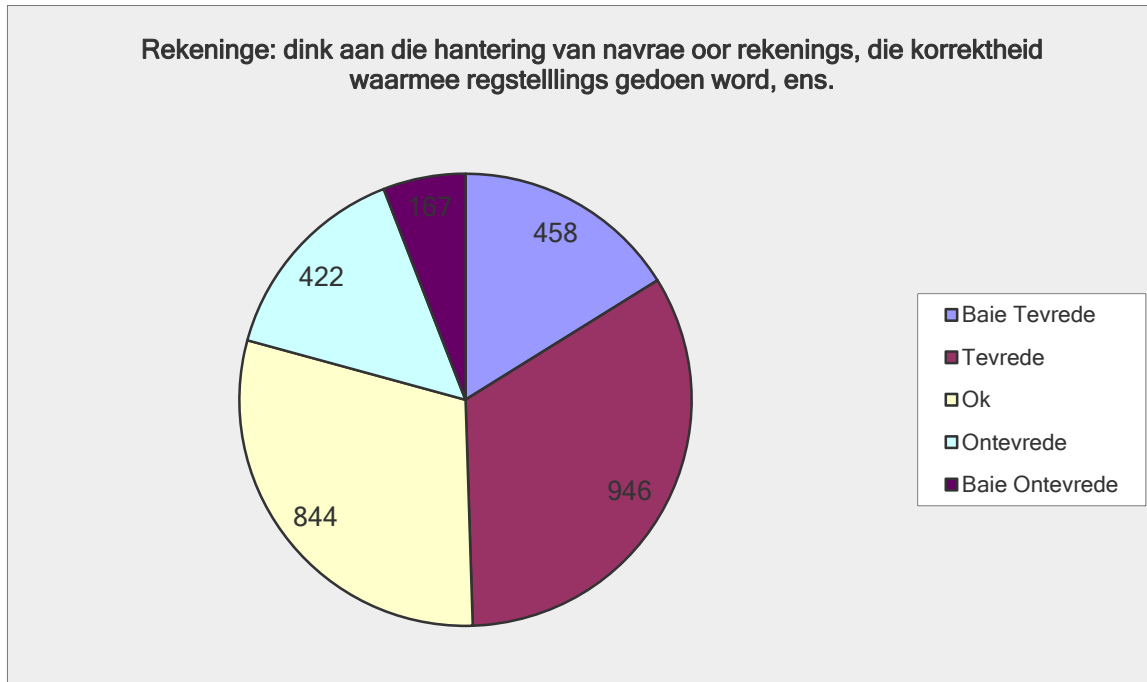


## FINANSIËLE DIENSTE

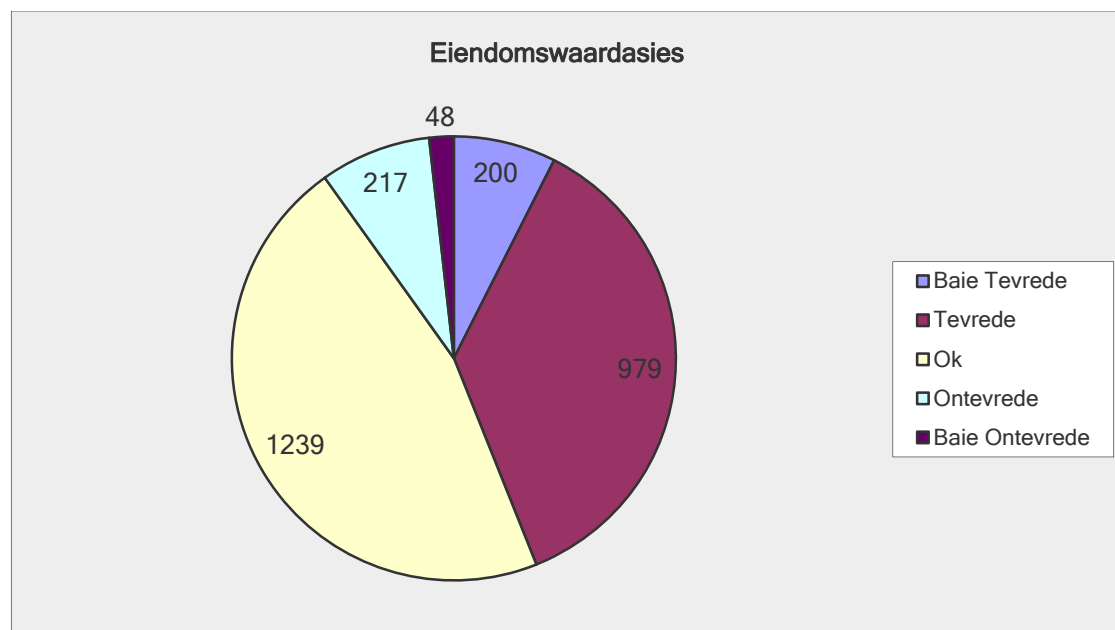
Die Departement is verantwoordelik vir alle finansiële bestuur en prosesse binne die munisipaliteit.

### 5.3.1 REKENINGE

Omvang: Die diens behels die hantering van navrae oor rekenings, die korrektheid waarmee regstellings gedoen word, ens.

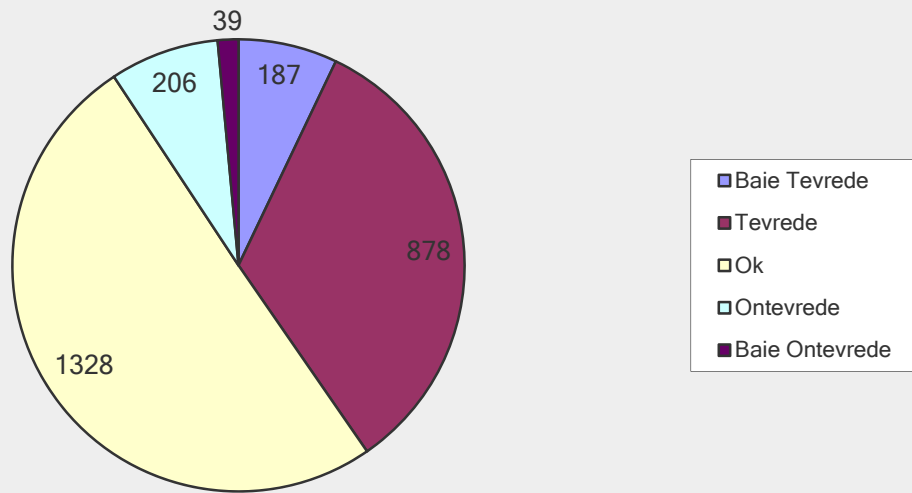


Uit bogenoemde is dit duidelik dat bykans 80% van respondente die lewering van rekeninge en enige regstellings wat as gevolg van navrae gedoen word, as bevredigend beskou.



Bykans 90% van respondent is tevrede met die eiendomswaardasies en die proses wat daarmee gevolg word.

Munisipale eiendomsbelasting: korrektheid en hantering van navrae/versoeke

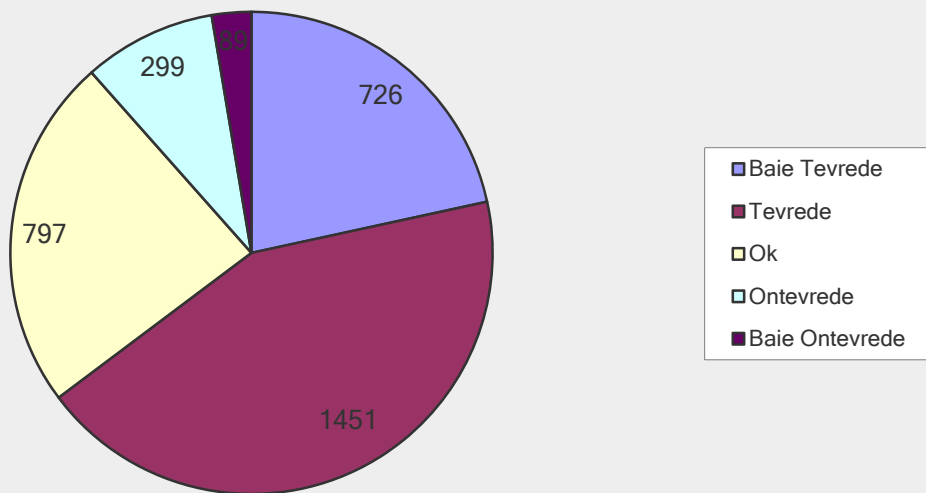


ALGEMEEN, STRATEGIESE - EN KLIËNTE DIENS

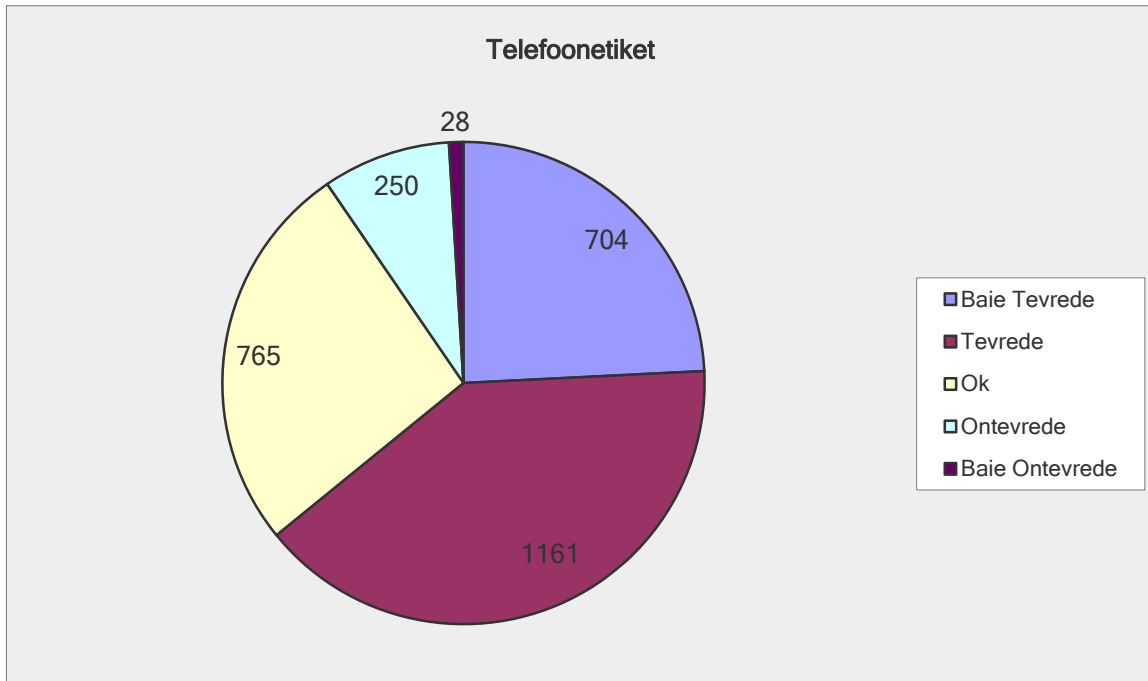
90% van respondente beskou die berekening van eiendomsbelasting as bevredigend, asook die hantering van navrae wat daarmee saamgaan.

Omvang: Die hantering van algemene navrae.

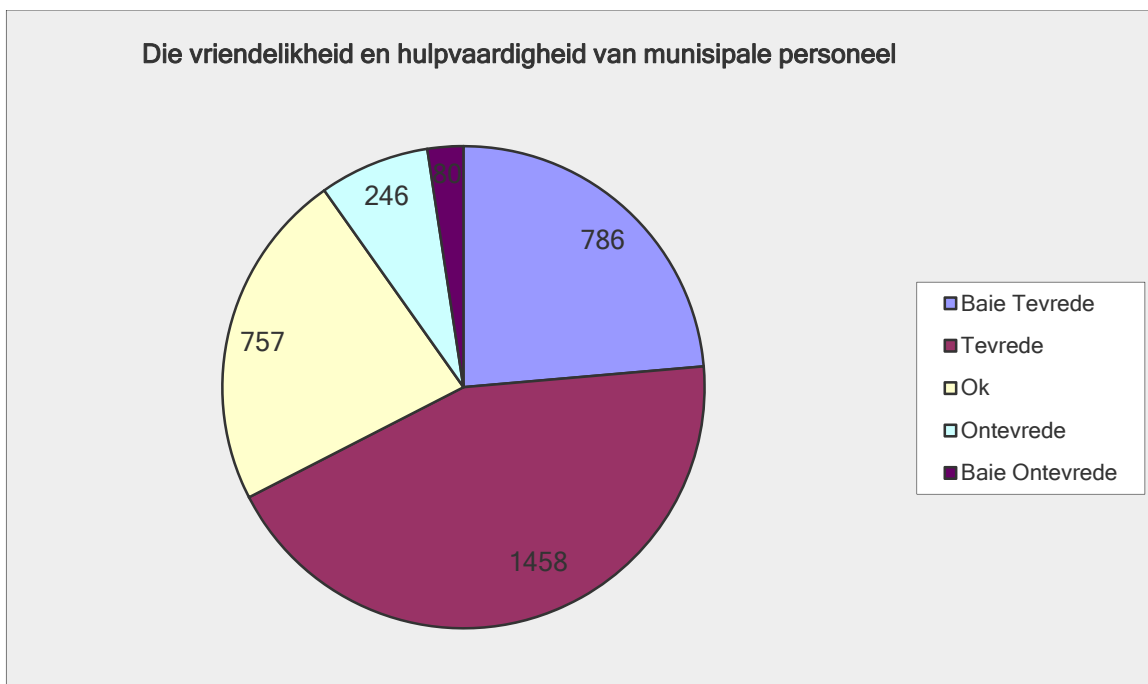
Die hantering van algemene navrae



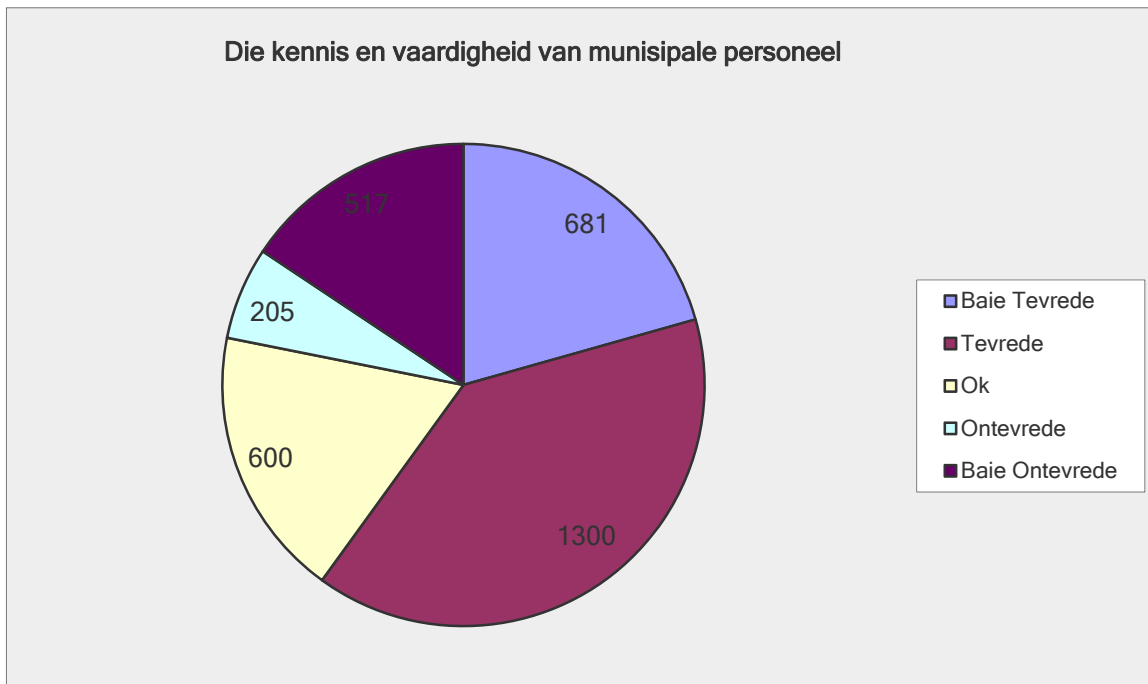
#### 5.4.2 TELEFOONETIKET



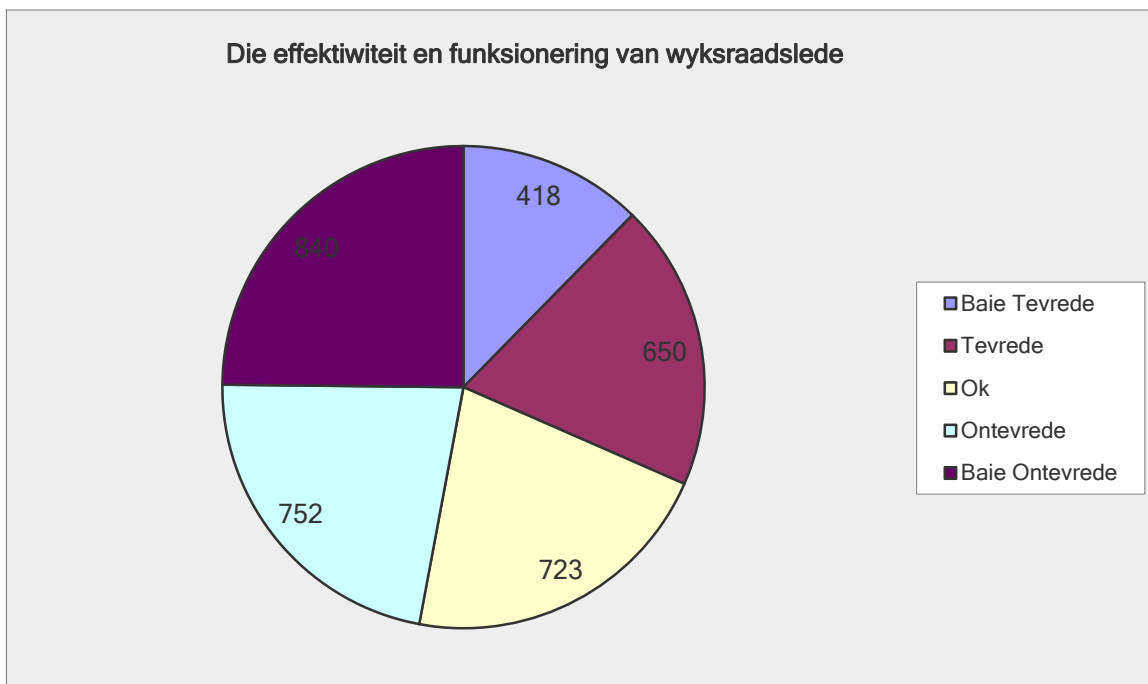
#### 5.4.3 VRIENDELIKHEID EN HULPVAARDIGHEID



5.4.4 DIE KENNIS EN VAARDIGHEID VAN MUNISIPALE PERSONEEL



5.4.5 DIE EFFEKTIWITEIT EN FUNKSIONERING VAN WYKSRAADSLEDE



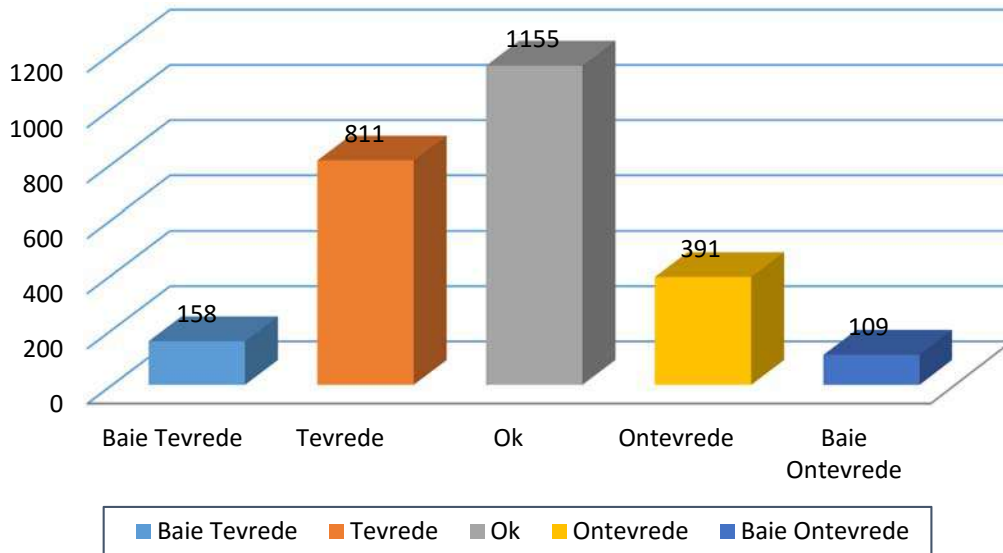


## 5.5. KOMMUNIKASIE

Die funksie is oor alle departemente gesentreer.

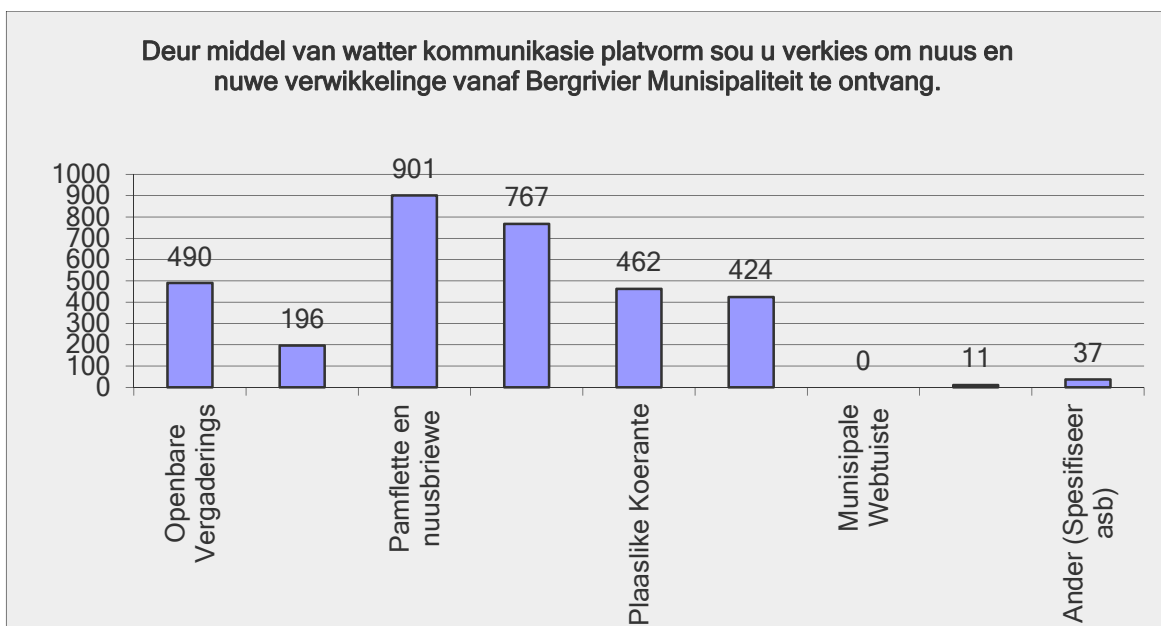
### 5.5.1 DIE KOMMUNIKASIE VAN DIE MUNISIPALITEIT MET BELASTINGBETALERS

#### Kommunikasie



### 5.5.2 KOMMUNIKASIE METODEDES

Bergrievier Munisipaliteit wil graag 'n goeie kommunikasiekanaal tussen die Munisipaliteit en die inwoners daarstel. Dus wil ons die doeltreffendste kommunikasie metodes identifiseer, asook die behoeftes van alle inwoners identifiseer en daarvolgens optree.



**6. KOMMENTAAR EN/OF VOORSTELLE RAKENDE MUNISIPALE DIENSTE EN PERSONEEL**

RAAD	MUNISIPALE BESTUURDER (Strategiese Dienste en Interne Oudit)	TEGNIESE DIENSTE	ADMINISTRATIEWE DIENSTE + (GEMEENSKAPSDIENSTE)	FINANSIES	ALGEMEEN
	--	<p>-Skep werksgeleenthede sodat die strate gevee kan word.</p> <p>-Begraafplaas lyk onnet.</p> <p>-Vullis verwyder in swart gebied moet aandag kry.</p> <p>-Daar is 'n behoefte aan speelparke en tuine.</p> <p>-Afloop water in Aurora moet met die nodige kennis hanteer word.</p> <p>-As gevolg van reën lyk ons paaie baie sleg in Aurora en ons verkies teerpaai.</p> <p>-Hoeveelheid chloor in water veroorsaak dat dit stink en nie drinkbaar is nie.</p> <p>-Straatname moet aangebring word in Aurora.</p> <p>-</p>	<p>-Die ligte op die sportvelde is nie voldoende op Noordhoek.</p> <p>-Swembad word verlang te Noordhoek.</p> <p>-Leë erwe moet gereeld skoongemaak word.</p> <p>-Parkies is onveilig.</p> <p>-Sokkerveld in Noordhoek opgradeer word.</p> <p>-Meer tydelike paviljoene by sportgronde.</p> <p>-</p> <p>- Parkeing word verlang vir trokke wat oornag.</p> <p>-</p>	-	<p>-Aurora beskik oor geen publieke vervoer.</p> <p>-</p>
		<p>-Dorp is vuil en onnet Noordhoek.</p> <p>-Vullis trolliedromme word versoek.</p> <p>-Kennisgewing van beurtkrag per sms'e.</p> <p>-</p>	<p>-Grond moet beskikbaar gestel word vir kerke.</p>		
		<p>-Lewensredders word verlang by swembaddens.</p> <p>-Riemvasmaak se strate moet geteer word .</p>	<p>-Verkeer patrolering onvoldoende in dorpe.</p> <p>-Geen ontspannings geriewe in dorpe.</p> <p>-Groter taxi ranks word verlang.</p>		

RAAD	MUNISIPALE BESTUURDER <i>(Strategiese Dienste en Interne Oudit)</i>	TEGNEIESE DIENSTE	ADMINISTRATIEWE DIENSTE + (GEMEENSKAPSDIENSTE)	FINANSIES	ALGEMEEN
		<p><i>-Bome word verlang in Riemvasmaak.</i></p> <p>-</p>	<p><i>-Besigheidsontwikkeling ontbreek in Wyk 4.</i></p> <p><i>-Landbouers misbruik staatsubsidies om vir arbeiders huise in die dorp te gee.</i></p> <p><i>-Onwettige drankhandelaars wat oor geen sonering beskik nie.</i></p> <p><i>-Onwettige drankhandelaars wat RDP huise onwettig koop is 'n groot problem.</i></p>		
			<p><i>-Wetstoepasing beamptes nie sigbaar en voer nie verordeninge uit nie,maar doen verkeerswerk.</i></p> <p>-</p>		

**APPENDIX X : REPORT FROM THE BERGRIVIER  
TOURISM ORGANISATION 1 JULY 2014- 30 JUNE 2015**

# ANNUAL REPORT- TOURISM MANAGER



**JULY 2014 – JUNE 2015**

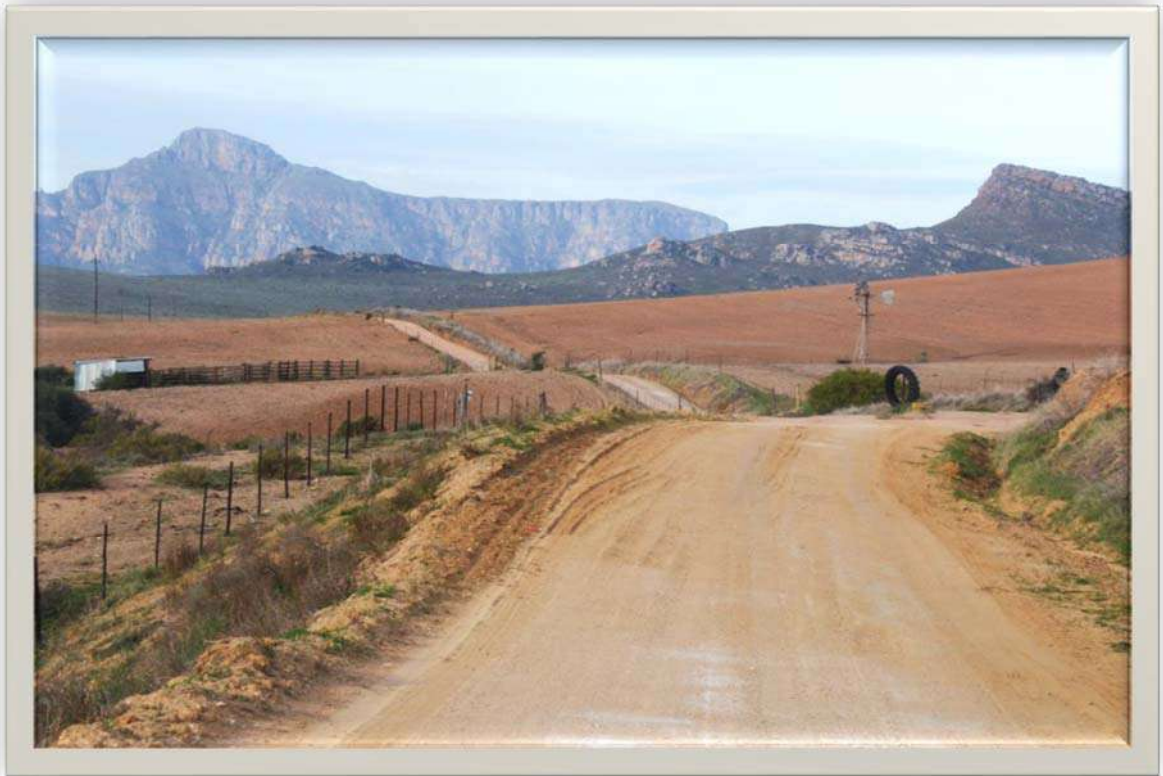
## **Introduction**

I am pleased to share with you this annual report for the financial year 2015. The report provides an overview of the Organisation and our achievements during the year, and gives a brief picture of our financial and non- financial performance.

The Tourism Manager is guided by objectives of the organisation:

- ☐ To market the Bergrivier region as a destination;
- ☐ To serve as an overall body and official tourism forum for the tourism offices and town tourism organisations within the area;
- ☐ To lend the necessary support to the towns' tourism structures within the area thereby also stimulating local economic development within the area;
- ☐ To serve as a link between regional and other tourism bodies and organisations;
- ☐ To ensure liaison between the town tourism structures and the Municipality;
- ☐ To negotiate with the Municipality on behalf of the town offices for budget inputs and financial and material support.

The Tourism Manager is responsible for the effective and efficient administration of the Organisation, financial practices and human resource management, complying with GAAP and King Commission best practices; to develop, maintain and implement the Organisation's strategic plan; to develop and implement a marketing strategy; to cooperate with the Bergrivier Municipality in tourism development activities; to ensure the effectiveness and efficiency of the visitor information centres (VIC); and reporting.



### **Administration, Finances and Human Resource Processes**

After numerous attempts at registering the BTO as an **NPO**, the fifth application was finally approved on the 26<sup>th</sup> May 2015. This newly acquired business status will enable the BTO to align a number of administrative measures, such as transferring its UIF registration from Velddrif Tourism to the BTO; register the BTO with SARS; etc. Of these the UIF registration has already been lodged and will take up to three months to complete. The Organization will also be able to source funding from possible donors, especially corporates.

With the assistance of the BTO Treasurer, Anna Dernier, the 2014/15 **financial** year has run very smoothly. Regular monthly financial meetings are held with the treasurer. All the town officials have now been trained to complete the town's monthly financial records. Monthly records are submitted to the BTO by the 20<sup>th</sup> of each month.

See separate financial report: BTO Annual Financial Statement July 2014 – June 2015.

Four BTO Management Meetings were held during the year, where members (town committees) have representation and created a forum where valuable town experiences could be shared.

At a BTO Management Meeting on the 24<sup>th</sup> April, it

was unanimously agreed to incorporate the operational costs of the **Goedverwacht Visitor Information Centre (GVWVIC)**, completely into the BTO management system. This decision required some practical actions:

- ☐ The Telkom telephone account was settled and closed;
- ☐ A cell phone was bought to replace the Telkom service;
- ☐ The post box registration was transferred to BTO;
- ☐ The electricity account was settled and payments transferred to the BTO;
- ☐ The office was also reimbursed for costs of buying a printer.

Henceforth the GVWVIC will fall under direct BTO management though the Goedverwacht Tourism Organisation will still be run by a Committee with its own budget, mainly sourced from membership. This puts the GVWVIC on equal footing with the rest of the towns of the BTO.

No **staff changes** were encountered during the past year, with the exception in the BTO office, when the Administration Official was temporarily replaced while on maternity leave (Jan – May). The only contractual change was the downscaled of the Administration position to a three half day post.

An office partition was put up in the Velddrif Visitor Information Centre to cordon off the **BTO office** and create a private office space.

**Staff development** forms an integral part of the BTO's annual planning and the Tourism Manager spends a

considerable amount of time on **HR management processes**.

- ☐ *Staff appraisals* were completed in August 2014. It was decided that the appraisal tool and method needed to be upgraded and the Tourism Manager (TM) is currently undergoing training in revising the appraisal method.
- ☐ The TM, Treasurer and Admin Official attended a *SAIPA Seminar* on the 16/09/2014 on UIF registration and the Compensation Fund. It also offered a valuable opportunity for networking with the Department of Labour.
- ☐ The four Tourism Officials attended a two-day *educational* to the Saldanha Bay region, organised in

November 2014 by the West Coast Regional Office.

☐ All Tourism Officials and Chairs attended a *Meetings Procedure* workshop in Piketberg on the

05/11/2015.

☐ Two *BTO Planning Meetings* were held with the Tourism Officials. The first in November 2014 and the second on the 19<sup>th</sup> June 2015. These meetings provide 'the Team' with the opportunity to discuss staff admin and training related issues. A typical agenda includes: planned members visits; updating of members info; new tariffs; a short training on event marketing; and events planned for tourism month.

☐ The Goedverwacht Official attended two *financial training* workshops with the BTO treasurer.

☐ Staff were also sent to represent the region at *tourism consumer shows*, getting valuable exposure to

the tourism fraternity and public engagement.

The TM regularly visits each VIC to ensure the day-to-day operations of the VICs are effectively managed according to the job descriptions, MOPs, KPIs and to encourage a cooperative team spirit.

## BTO MARKETING STRATEGY

Currently market intelligence is collected with the assistance of the RTO and Wesgro **stats** forms which are daily collected by the Visitor Information Centres in our region. These stats are collected from visitors with whom the VIC has contact and does not reflect the true number of visitors to the region. Despite its obvious shortcomings these stats do provide us with a benchmark to work with. Here follows a summary of the visitor contact compared to the previous year.

Method of contact	July 2013 – June 2014	July 2014 – June 2015	Trend
Phone calls	3432	3283	Decrease of 4.3%
Emails	1847	3153	Increase of 41%
Walk ins	3181	3807	Increase of 16%
Other	763	995	Increase of 23%

In terms of the origin of our domestic contacts the Western Cape remains the main source,



followed by Gauteng Province and then the Eastern Cape.

There has also been a 21% increase in the number of international contacts. See attached BTO Comparative Stats for details.

**The TM attended a Marketing Workshop facilitated by Wesgro in October** to identify one marketing asset to be used in a marketing campaign. After extensive input from the regions, everyone agreed that the West Coast unique selling point to use for a targeted campaign, will be its quality as an outdoor destination. All regions can identify with this. For Bergrivier it will very easy to slot into this regional effort.

The BTO attended four consumer **shows** during the past year: *Die Beeld* 27 Feb – 1<sup>st</sup> March in Johannesburg, catering for the Gauteng domestic market; *Cape Town Tourism Network Session*, 10/03 at the Cape Town Tourism Offices which approximately 50 tour operators attended; the *Getaway Show*, Cape Town, 13 – 15 March in Somerset West which focuses on the outdoor market; and the *Namibia Tourism Expo* in June in Windhoek targeting the Namibia-Cape Town traveler.



Bergrivier at Namibia Expo – taste the region!

One of the BTO Marketing Strategies is to identify and support **events at town level** and explore any **promotional** opportunities:

2 In Porterville paragliding remains one of the most important



local economic boosters. The Western Cape Paragliding Open Competition brought approximately 50 pilots to town in December 2014 who stayed for a minimum of six nights. Tourism provided some promotional gifts, banners and valuable support as Information Agents. A very successful *Star gazing evening* was organised by the Porterville Committee in March this year. Attended by approximately 60 locals, gaining huge support for the VIC in Porterville.

❑ **Piketberg** launched a new event in February to celebrate not only summer but also the abundance of summer fruits produced in the area. The first *Piketberg Summer Market* took place in miserable weather which also influenced some stallholders' decision to not participate. Despite these challenges 'a nice vibe' prevailed and a post mortem determined that the event should be given a second chance.

The annual *CANCA Walk* at Scheppie Saus was eight years old this year, and attracted approximately 120 participants. Part of its attraction is the outdoor setting and day visitors can easily be converted to return as weekend campers. Tourism assisted with the social media marketing campaign. For the second year running, Piketberg Tourism has organised a *welcome campaign* in June, targeting the N7 June school holiday traffic passing through town. The campaign focuses on influencing drive-by traffic to turn into Piketberg.

The *Piket-bo-Berg Mountain Bike Challenge*, which annually takes place in September, is a well-supported item on the calendar. This year BTO sponsored the printing of posters and pamphlets for this event.

❑ **Velddrif** Tourism regularly handed out goodie bags to visiting visitors, promoting the region and its products. Two such campaigns were held in December 2014 and April 2015 respectively.

❑ The *Weskus Erfenis Makietie* which celebrates heritage and its conservation, and usually takes place in conjunction with Heritage Day in September, is organised by the SA Fisheries Museum in Laaiplek. Despite serious challenges the Makietie team pulled off a well organised festival. BTO sponsored the posters and assisted with marketing.

- ☐ *Aurora's Agricultural show* which took place on the same day as the Piket-bo- Berg Mountain Bike Challenge, attracted approximately 600 people. This small event is experiencing some logistical problems but despite efforts from the BTO to support the committee with the planning and marketing of the event, there was a reluctance from the show organiser's side to involve the BTO.



*Erfenis Makietie 2014*

**Regional tourism events** which kept the BTO office, in partnership with the relevant town committees, busy included:

- ☐ The three towns each hosted a '*Liggiefees*' in December 2014 which is annually sponsored by the Bergrivier's Mayors office and has become an annual institution. The success of the events vary from town to town and perhaps need to be evaluated for its sustainability. Tourism Officials invest considerable time in the organisation of these events which at the end of the day do not enjoy the support of the local communities.
- ☐ *Story telling evening* – a very successful story telling evening was held on the 4<sup>th</sup> March at the SA Fisheries Museum. Approximately 50 people were entertained by seven story tellers from the Velddrif and Porterville area. Very positive feedback has been received. The following day the storytellers were interviewed for inclusion on the WESGRO website. Another important outcome of this event was when Grietjie Van Rooy was selected to represent the West Coast at the re-launch of the Cape-to-Namibia Route in Namibia in June. Grietjie made us very proud when she told her story of growing up in the region to a multi-national audience.



- *Bergrivier Winter Carnival 2014* - The Bergrivier Winter Carnival (BWC) coincides with the last day of the Berg River Canoe Marathon, which ends in Velddrif. The BWC is a separate event and organised by the Bergrivier Winter Carnival Committee (BWCC) which consists of volunteers from the Velddrif community, Bergrivier Municipality, Bergrivier Tourism, Velddrif Tourism and the greater Velddrif business and commerce sector. This was the second year that the BWC was extended to include the town of Piketberg, which plays host to the passing paddlers on the 3<sup>rd</sup> day of the canoe race. Bridge gatherings were organised by Piketberg Tourism on Friday, 18<sup>th</sup> July at the N7 and Moravia bridges respectively. The main event, the Winter Carnival always takes place in Velddrif. Last year the event took place on Saturday, 19<sup>th</sup> July. Only one entrance to Velddrif, the Carinus Bridge on the R27 from Cape Town, was monitored for incoming vehicles between 08:00 -16:00 on the Saturday. 1984 vehicles entered Velddrif. This is more than double the number of people who attended in 2013. A very inexperienced, but dedicated BWCC overcame a number of challenges to host a very successful Carnival. The Committee had to face some serious last minute logistical nightmares, but in the end survived with team work and lots of humour. There is no doubt that the BWC has great potential and of the positive impact it has on the marketing of the region, which in turn stimulates the local economy tremendously. But the Committee faces a big challenge in convincing the local business sector to come on board. The economic benefits enjoyed by all still needs to be much more publicised.

Although the event usually takes place at the start of the new financial year, most of its preparation takes place in the previous financial year. Therefore meetings for the BWK 2015 already commenced in February 2015 and takes place every fortnight. At the end of June the program had already been finalized, most expenses paid for and a marketing campaign already launched.



The **packaging of product offerings** is one of the most important components of any marketing plan. Therefore attention has been given to the upgrading of BTO product offerings. This entailed the updating and improvement of the Porterville town maps and the research on new product offerings. The two most exciting product developments of the last year included:

The completion of the **Piketberg Historic Route**. The brochure design and print was completed in October 2014 and the route officially launched on the 21<sup>st</sup> May of this year. The project started out as a joint venture between Piketberg Tourism and the Piketberg Museum, but ended up being a Tourism project with almost no support from the Piketberg Museum. The brochure is readily available to visitors. A word of special thanks to the Municipality who put all these plaques up for us.



□ In Porterville the **Proudly Porterville Produce (d)** route development is still ongoing. Research started last year and is almost complete. A few new products still need to be included and the graphic designer is almost halfway with the map design. It is hoped that all work be completed by middle November, in time to launch the route before the start of the summer season.

### **Other promotions and campaigns**

As is tradition, BTO again this year took part in the RTO's **Flower Season** campaign. The respective VICs managed the 'flower-line' telephone, which stays in the region for three weeks.

Two **articles** were submitted to the West Coast Escape Magazine's November issue. The theme of the articles was paragliding in Porterville and Porterville produce. The latter also forms the basis for a product development – *Proudly Porterville Produce*, which will be fleshed out over the next few months. Another article on the Berg River – *The river runs through it*, was featured in the June issue.

**Tourism month celebrations** (September) - This year's theme: Tourism and community development, motivated us to take the celebrations to the community. In each town schools were identified where a fun lesson, on the multiplier effect of tourism, was presented. Each TO presented the lesson and armed with goodies tried to create more awareness for the benefits of tourism. In Velddrif the TO spoke to 80 learners and in Piketberg to a 156 learners. The Porterville lesson will only be presented in October to a class of 96.



*Tourism officials playing at being teacher for the day*

**Radio coverage in Namibia** – Swartland Tourism arranged for all the regions who attended the Namibia Show this year, to be interviewed by Chris Theron who presents a Namibia Radio show called *Grammadoelas*. Bergrivier took part in a live interview on Saturday, 09<sup>th</sup> May. We were given approximately ten minutes to chat about the regions' attractions.

**Scoot West Coast** – was a joint venture of Wesgro, Radio Good Hope FM and the West Coast regions. A high profile group consisting of presenters and well-known personalities took a scooter trip through the West Coast in May and used the opportunity to write daily blogs and live broadcasts on aspects of the region. Members supported the endeavor by sponsoring meals, accommodation and activities. The media coverage was extensive and on a whole the exercise was very successful.

**Promotional items** handed out this year included *scarves* to the Bergrivier Choir who toured overseas in December. The scarves were presented to them



by Premier Helen Zille at a function in Piketberg. Pens with the Bergrivier logo were distributed to pupils during the Tourism month campaign in September and branded key rings of the respective towns were given out during their members' visitations in June. The BTO has also now a 3 x 3m branded gazebo for use at shows or any other outdoor functions. The staff have had a branded winter uniform made which will also increase the visibility of the BTO logo.

### **Electronic marketing**

The BTO website has been active since September 2014 and is already approaching its first upgrade. Allowance has been made for Goedverwacht's inclusion in the BTO website within the new year. The town websites of Porterville and Piketberg still needs serious upgrading and a number of web designers have been approached to assist. Unfortunately all declined to quote as they are unwilling to work with another designer's template.



Three of the four towns as well as the BTO have active Facebook pages which weekly features up-to-date news. The creation of a consolidated facebook profile is being investigated where the towns will be able to still post their individual profiles, but on a central BTO page.

*Weekend news/Things to do* has also been introduced as a weekly 'newsletter' to members. At this stage each town still compiles its own list which is send out on a Friday to its members. This way a weekly communication with members is ensured and news stays current.

## COMMUNICATION

Due to the diligence of the AO and the cooperation of all the town chairs the BTO's **internal communication** channels worked well during the last year. All town chairs submitted reports which were tabled at quarterly meetings. The Tourism Manager attends monthly town committee meetings to further ensure continuous interaction:

Goedverwacht:	17/09; 25/02; 12/05
Porterville:	05/08; 09/09; 21/10; 11/11; 10/01; 10/02; 17/03; 12/05
Piketberg:	14/08; 08/09; 09/10; 13/11; 15/01; 12/02; 05/03; 12/05
Velldrif:	27/08; 17/09; 22/10; 12/02; 11/03

The TM addressed the *Mayco* in November 2014 to facilitate official **external communication** with the BRM.

## BTO RESOURCES

A **BTO assets register** is being kept and regularly updated. BTO assets mostly includes office furniture and electronic equipment, and seldom exceeds R5000.

The following table indicates the towns' **membership**, as compared with the previous year:

BTO MEMBERSHIP		
	2013/14	2014/15
<b>Goedverwacht</b>	<b>0</b>	<b>15</b>
<b>Porterville</b>	<b>32</b>	<b>32</b>
<b>Piketberg</b>	<b>36</b>	<b>38</b>
<b>Velldrif</b>	<b>101</b>	<b>98</b>

The recruitment of new members remains a point on all town agendas. In June the Tourism Officials started, which will become an annual exercise, with member visits. The idea is to interact informally with members, built relationships and determine member's needs. Each member has also been handed a small 'gift' (branded key ring), which was very well received.

The TM participated in **regional and provincial structures** to ensure that the BTO aligns its goals with that of government and benefits from the broader industry expertise. Such forums include:

☐ **West Coast Regional meetings –**

RTO Marketing Meetings, 30/07/2014; 05/11/2014; 19/11/2014; 28/01

RTO Development Meetings, 13/08/2014; 29/10/2014; 21/01; 09/04

RTO Quarterly Meeting, 26/08/2014; 11/02/2015; 20/04/2015



RTO AGM, 26/08/2015

📌 **Western Cape Provincial Meetings –**

*Tourism Plenary Meeting, 26/09, Cape Town* organised by DEDAT and chaired by Min. Alan Winde.

*RTO Forum 05 – 06 March, Riebeeck Kasteel:* This provincial meeting serves as forum where all the different regions come together to give feedback on their activities, challenges and achievements. The meeting is chaired by Wesgro which also facilitates the dialogue between the regions and the Department of Economic Affairs and Tourism.

📌 **Local level –**

*BRM IDP Forum 22/09/2014* – at this well-attended Velddrif meeting, group discussions tabled infrastructure as the main concern. The Piketberg session was attended by committee member Hillary Morris.

*Bergrivier Development Strategy Meeting, 04/02/2015:* The aim was to discuss obstacles and opportunities on the road to economic development.

*BEMF Meeting 26/02:*

*Rocherpan Nature Reserve Advisory Committee Meeting, 19/03/2015*

*Meeting with the new LED Manager* – Alletta Van Sittert started as the new Strategic Manager at the BRM in April. She called for a meeting to discuss better and more defined interaction between BRM LED and Bergrivier Tourism.

## PUBLIC RELATIONS & ADVOCACY

The issue regarding the **road signage application** process remains unresolved. The RTO Development Official did undertake to approach the B Municipalities to clarify roles and functions when it came to tourism road signage applications. Unfortunately this was never done and there still is no clarity on which Municipal Department should serve as the liaison at the RTLC meetings.

research was done and proposal written for the implementation of a minimum standards assessment program in the region. The BTMSP's main objective is to provide a tool for the assessment of tourism products in the Bergvriër region, according to a single set of standards aligned to internationally accepted minimum standards as laid down by the Tourism Grading Council of South Africa (TGCSA). The program is designed to help ensure the destination as a whole provides a unified minimum level of quality standards. Although the BRM has given its support for the proposal, has suggested that the implementation be postponed until the new zoning act is implemented. The implementation has been put on hold until further notification has been received from the BRM. The following projects are ongoing in the region and focusses on **development and community involvement**:

☐ The *Piquetberg-Goedverwacht Historic Hiking Trail* project has come to a temporary stop, as a meeting with the relevant land owners still needs to take place before further investments is made. As part of Phase I, the Goedverwacht Hiking Club has cleared the first section of the trail leading up to edge. Once the land owners' meeting has taken place, the planning of the trail marking and signposting will commence.



☐ *Goedverwacht Voetslaanklub* – this establishment celebrated its 21<sup>st</sup> anniversary on the 5<sup>th</sup> December. Dave Ferguson represented the BTO at the function and the club was presented with an award recognising their years of hard work and contribution to tourism development in the area.

☐ *Redelinghuys women's group* – three local amateur sewers attended a workshop presented by Alida Lintnaar in Piketberg on the 10<sup>th</sup> December. The idea was to expose



the women to a more professional

sewing environment and also teach them new techniques. The day was very successful and follow up development opportunities are being investigated. The women were then sponsored to attend the Picketberg Summer Market in February

## CONCLUSION

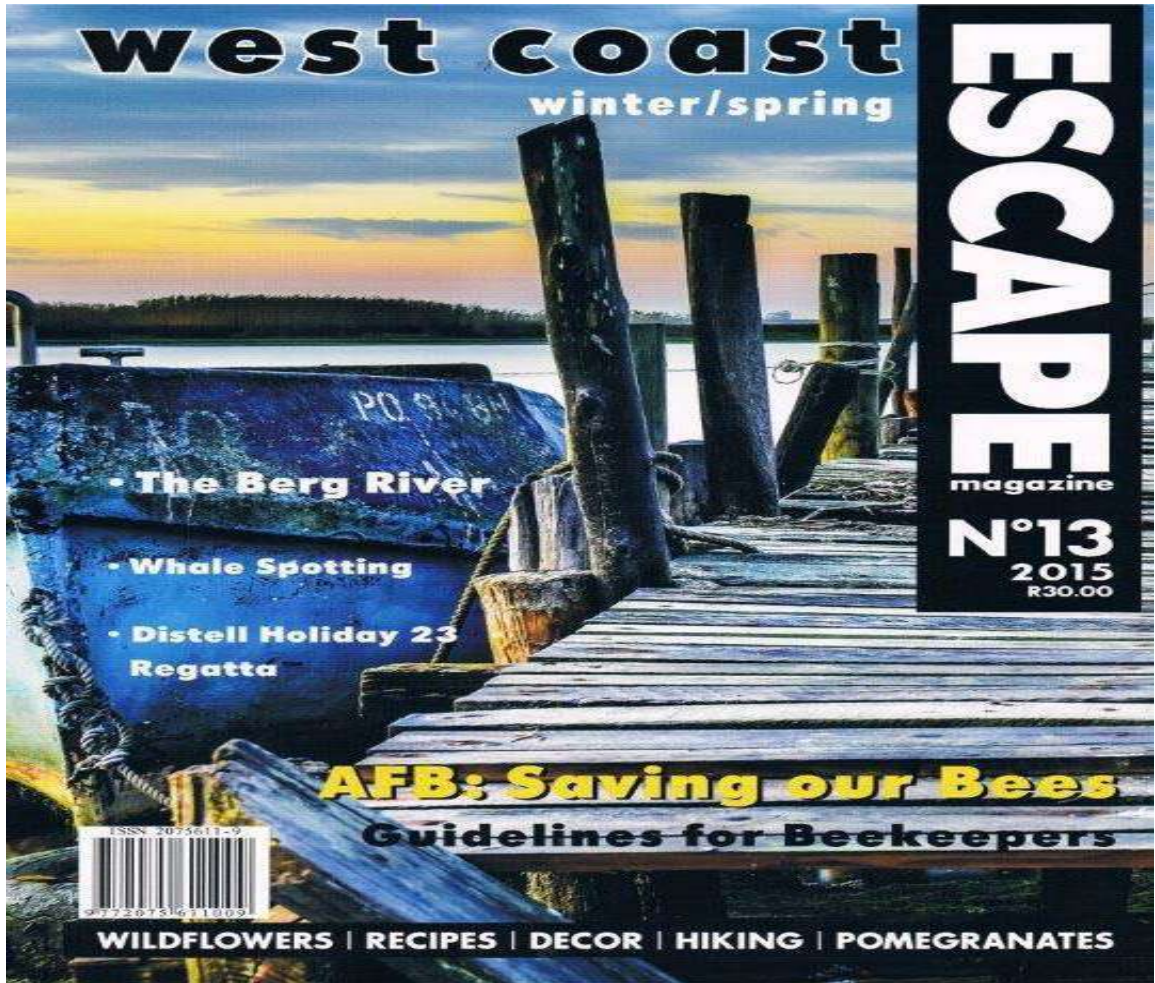
The end of the 2015 financial year also marked the second year of the Organisation's existence as a centralised structure. This has made it possible to minimize unnecessary time and cost expenditure; assists in keeping the Organisation focused on its shared purpose; and makes communication and decision making processes more efficient.

As a 'new' organisation with a new brand image, most of the marketing resources has been dedicated to establish this brand image. The need for more packaged products to offer the market stimulated a number of product developments in partnership with members and non-member product owners. But it is still early days and much more ground work needs to be done to establish Bergrivier as a destination.

To the BTO Management Committee, support staff at Bergrivier Municipality, the BTO Officials and our members, thank you all for your dedication, support and encouragement. I commend you for all that has been achieved and remind you that by working together we have the ability to do so much more.

Yvette Odendaal

30 June 2015



**APPENDIX Y : REPORTS FROM THE MUSEUM  
COMMITTEES: 1 JULY 2014 – 30 JUNE 2015**

### **1. Mandela Day – 18 July 2014**

During the course of June clothes, shoes and blankets were donated/received from members of the public. On Mandela day these items were distributed to the less privilege and farm workers in our area. Afterwards a warm plate of breyani were served. This effort by the museum staff was highly appreciated by those who received a parcel.



**Photographer unknown: Photos provided**

### **2. Woman’s Day – 9 August 2014**

August celebrates women in South Africa. The museum participated in hosting a Womens Day event on Wednesday, 27 August 2014. The theme for the day were Fashion, Health and Beauty. 30 Ladies from the community were invited to be treated to facials, handscraps, hair treatments by representatives of Justine & Avroy Slain. Fitness instructor Regan Forbes, from the Porterville Health & Fitness centre came to give the ladies a 5 minute work-out, an activity which was much enjoyed by all the ladies present. Local businesses supported our venture by making donations towards the execution of the event.



**Photographer unknown: Photos provided**

### **3. Heritage Day –18 September 2014**

The museum in collaboration with descendants from Zara Schmelen held a memorial service on Heuningfontein a farm close to Porterville. About 50 people gathered around the grave site where she was buried about 200 years ago. She travelled with her Missionary husband to Cape Town while they were busy translating the English bible to the Nama language on their way back to Namaqualand Zara became ill and died after 4 days while being on that specific farm. The whole family & friends travelled to Komogas to reunite as a family. This historical event was broadcasted and published by various media institutions.

### **4. December School Holiday– December 2014**

During December a holiday programm was presented at the museum to keep the local children occupied and off the streets. Various activities was painting, card making, decorative trimmings, educational games, etc. On Friday, 19 December the mayor donated 25 party packs to the children who attended the programm regularly.



**Photographer unknown: Photos provided**

### **5. Freedom Day – April 2015**

In April we celebrated Freedom Day. The museum hosted an event to wish we invited those who were born in 1994. Together with the country they celebrate ‘be coming of age this year’. The event took place in the form of a debat on how they see the country we live in today and what the freedom meant to them. Only 9 of the 49 youngster invited attended the event.



**Photographer unknown: Photos provided**

### **6. Museum Day – 18 May 2015**

18 May the museum celebrated International Museum Day in collaboration with Bergrivier Tourism. We worked with the Grade 3 teachers, teaching the learners the importance of their family history and where each member of their families fit on their chart. Each of them drew their own family tree. We invited them to the museum for International Museum Day with their parents and they each did a presentation of their tree. This day was a huge success and the children really enjoyed their day trip.



**Photographer unknown: Photos provided**

### **7. Youth Day – 16 June 2015**

We celebrated Youth Day by facilitating our annual Historical Race, 20 June 2015 in collaboration with Porterville Tourism Bureau. We tried very hard to get both sides of our community involved thus the reason we decided not to host it on the public holiday, however we didn't get a very large group involved. We invited all the church youth groups in Porterville and published an ad in a number of weekly church catalogues.





**Photographer unknown: Photos provided**

## **PIKETBERG MUSEUM**

### **Projects**

- Dutch Reformed Church Treasure Hunt: 26 July 2013.
- Heritage Day: 20 September 2013.
- Restoration of store room (ongoing).
- Monthly articles in Die Piketberger on the history of the town.
- Grade 4 town history excursion for PHS and Steynville learners 21 to 28 February 2014.
- Story Evening: 14 March 2014.
- Ghost story evening: 20 March 2014.
- Quarterly exhibition in the glass cabinet in front of Piketberg Library.
- Quarterly exhibitions at the entrance to the Synagogue.
- New constitution compiled.
- Piketberg Historical Route in conjunction with tourism office.

### **Administration**

- List of artifacts updated weekly.
- All books in museum collection have been updated to form part of the list of artifacts.
- Review of conservation policy of certain artifacts based on guidelines supplied by Museum Services.

- New staff contracts compiled and approved.

### **Visits**

- Visit from Pieter Schoonees - researcher at Museum Services: 16 October 2013
- The Vernacular Architectural Society of South Africa: January 2014
- ACVV Cape Town: 23 April 2014

### **Building Maintenance**

- Appeal repairs to cracks in floor dining room.
- Repairs to store room.
- Paving of parking area.

### **Research**

- Bauke Kleinenberg – teacher at PHS in 1858.
- De Lill family tree.
- No 5 Church Street (history).
- Influence of Group Areas Act on Piketberg.
- Liebenberg family tree.
- Piketberg train station.
- Piketberg Voortrekkers.
- Medical doctors with practices in Piketberg.
- Origin of copper boiler.
- Beckbessinger/van Ryneveld family tree.
- Piketberg Police Station.
- Old buildings in town (for historical route).

### **Workshops**

- Museum Manager attended the SAMA workshop on the conservation of artifacts held on 14 November 2013.

### Marketing

- Museum website updated quarterly.
- Museum Facebook page updated weekly.
- Bookmarks designed/printed and made available to visitors.
- Postcards have been designed and will be printed in the coming financial year and sold.

<b>FISHERIES MUSEUM VELDDRIF</b>
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**Visitors Statistics: Total: 6431** this includes visitors to the annual West Coast Heritage Makietie hosted by the museum on 20 September 2014.

**Board Meetings:** 4 Board meetings were held. 21 July 2014, 20 October 2014, 26 January 2015, 1 June 2015.

### Highlights July to September 2014

1. Berg River Winter Carnival 2014 The museum assistant, Singatwa Ntweka rallied and organized the Zanakanjo Xhosas dancers to participate as an item. Very enthusiastically received on the day.
2. Mandela Day 2014. Friends of the Museum, museum staff, with municipal help worked in the indigenous garden started in 2013 on Mandela day.
3. Women's day: Museum entertained the good Samaritan Ladies from the three local churches (50) at the museum.
4. September saw 2 highlights. Opening of a small exhibition based on Oral history of Gert Davids (Lamela) a well-known Coloured Trawler owner of the 1940-1950's in Laaiplek.
5. 19, 20 September 2014 the third West Coast Heritage Makietie was hosted by the museum in collaboration with the ATKV and the Eigelaar group. A celebration of all cultures on the west coast. ±2000 visitors

### October to December 2014

1. SOS Save our Seabird project was launched in October 2014 by WCBC, Birdlife South Africa and the SA Fisheries Museum, to create awareness for the plight of seabirds threatened by man's activities on the sea. 500 school children in the area were targeted.
2. Maintenance on the inside of the museum was undertaken. Room. 2 interior was prepared and painted, as was the kitchenette and reception area of the museum.
3. Artefacts: the Mostert sweet wine vat was beautifully restored by the MM.
4. October and November a complete stocktake of the museum collection was undertaken and completed
5. Second half of December shortened by 4 festive holidays saw the museum receiving 460 visitors.

### **January to June 2015**

1. January and February was very much taken up with a steady flow of visitors and groups to the museum.
2. In February 2015 we received a group of 21 German exchange students visiting the west coast and an itinerary including the salt works, a visit to a bokkom house, a tour of the museum and a boat trip was arranged by the museum.
3. S Ntweka (EPWP) attended a museology course at the Kleinplasië Museum in Worcester.
4. March 2015 the Museum in collaboration with the BTO and Wesgro participated in the Storytelling event initiated by Wesgro and a successful storytelling event was held at the Laaipek hotel on 4 March attended by 50 members of tourism.
5. SN completed her Museology task and mailed it to the promoter Prof. M Burden
6. A new MM (EPWP) Sipo Zide started 6mth contract at the museum.

### **April 2015**

1. MM attended to the restoration of the metalwork on the Melck Harvester donated to the museum by the Melck family of Doringfontein farm.

### **May 2015**

1. Museum Day(18 May)Project was initiated at Noordhoek Primary School by SN Heritage tourism assistant (EPWP)

2. Recycling 2 lt. cool drink bottles for planting. Due to Curriculum pressure this project was only successfully completed in June during the final week of the term.

### **June 2015**

1. The MM EPWP attended an Agriseta course at Kleinplasia Museum Worcester for 14 days. This is an initiative of Museum Technical Services.
2. Singatwa Ntweka EPWP received her marks for her Museology Project and is proud to announce that she received 75%, the highest mark in the class.