

ANNUAL REPORT 2017/2018



CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

Vision

A unified Cape Winelands of
excellence for sustainable
development

Mission

Working together towards
effective, efficient and
economically sustainable
development

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ABBREVIATIONS

AEL	Atmospheric emission licence
Aids	Acquired immune deficiency syndrome
AQMP	Air Quality Management Plan
AQO	Air quality officer
BR & E	Business Retention and Expansion
CBO	Community-based organisation
CWBR	Cape Winelands Biosphere Reserve
CWDM	Cape Winelands District Municipality
CW-RLEDS	Cape Winelands Regional Local Economic Development Strategy
CW-SDF	Cape Winelands Spatial Development Framework
DCAS	Department of Cultural Affairs and Sport (Western Cape Government)
DEA & DP	Department of Environmental Affairs and Development Planning (Western Cape Government)
DEA & DP D: AQM	Department of Environmental Affairs and Development Planning's Directorate: Air Quality Management (Western Cape Government)
DH	Department of Health (Western Cape Government)
DLG	Department of Local Government (Western Cape Government)
DSD	Department of Social Development (Western Cape Government)
DT & PW	Department of Transport and Public Works (Western Cape Government)
EHP	Environmental Health Practitioner
FARMCO	Fraud and Risk Management Committee
GRAP	Generally recognised accounting practice
HIV	Human immunodeficiency virus
HRM	Human resource management
IDP	Integrated Development Plan
IGR	Intergovernmental relations
KPI	Key performance indicator
LTA	Local tourism association
LUPA	Land Use Planning Act
MFMA	Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
MHS	Municipal Health Services
MMCL	Municipal minimum competency levels
MSA	Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)
NEMA	National Environmental Management Act, 1998 (Act No. 107 of 1998)
NEM: AQA	National Environmental Management: Air Quality Act (Act No. 29 of 2004)
NGO	Non-governmental organisation
NPO	Non-profit organisation
SALGA	South African Local Government Association
SANS	South African National Standards
SCM	Supply chain management
SDBIP	Service Delivery and Budget Implementation Plan
SMME	Small, medium and micro-sized enterprise
SPLUMA	Spatial Planning and Land Use Management Act, 2013 (Act No. 16 of 2013)
WCG	Western Cape Government

Map of Cape Winelands District



Declaration

The Cape Winelands District Municipality's area of jurisdiction is the Cape Winelands District. All service delivery thus benefits the citizens of the said district. Where resources have been allocated outside of this district, it has been indicated as such in the document.

The Cape Winelands District Municipality is referred to as the CWDM throughout the document.

The term 'District' refers to the area served, namely the Cape Winelands District.

The term 'organisation' refers to the CWDM.

CHAPTER 1

1.1 MAYOR'S FOREWORD



“WE SUCCEEDED
IN SPENDING OUR
BUDGET AS PLANNED
AND TO THE BENEFIT
OF THE COMMUNITY
AT LARGE.”

The Cape Winelands District Municipality is privileged to serve the broader community of this area within its legislative functions of which this annual report is a sterling testament.

The financial year of 2017/2018 was characterised by a number of challenges of which the drought and an increased number of wild fires were the worst.

With sincere appreciation to the team of employees of this municipality, under the visionary administrative leadership of Municipal Manager, Mr Henry Prins, it was possible to achieve our predetermined objectives.

We succeeded in spending our budget as planned and to the benefit of the community at large. This municipality subscribes to clean governance, firm internal controls and accountability towards our communities.

The IDP-meetings were well attended and clear communication with regards to the needs of the citizens was established.

A serious challenge for the 2018/2019 financial year is to put measures in place and to sustainably address the need of roads maintenance and upgrading in so far as the district's roads agency function is concerned.

My sincere gratitude to this team who really gives meaning to our vision:

“Aunified Cape Winelands for excellence and sustainable development.”

ALDERMAN (DR) HELENA VON SCHLICHT
EXECUTIVE MAYOR
CAPE WINELANDS DISTRICT MUNICIPALITY

1.2 MUNICIPAL MANAGER'S FOREWORD



Dear Reader

This annual report of the CWDM is the first since my appointment as Municipal Manager and during my first year in office, we committed to maintaining a high level of service delivery.

The past financial year has been an exciting one, with new developments aimed at taking the CWDM to greater heights. To this effect, the municipality once again performed well in terms of its Performance Management and Service Delivery and Budget Implementation Plan (SDBIP), emphasising that it is results-driven. With this in mind and in the spirit of corporate governance, it needs mentioning that we have achieved our fifth consecutive clean audit from the office of the Auditor-General of South Africa.

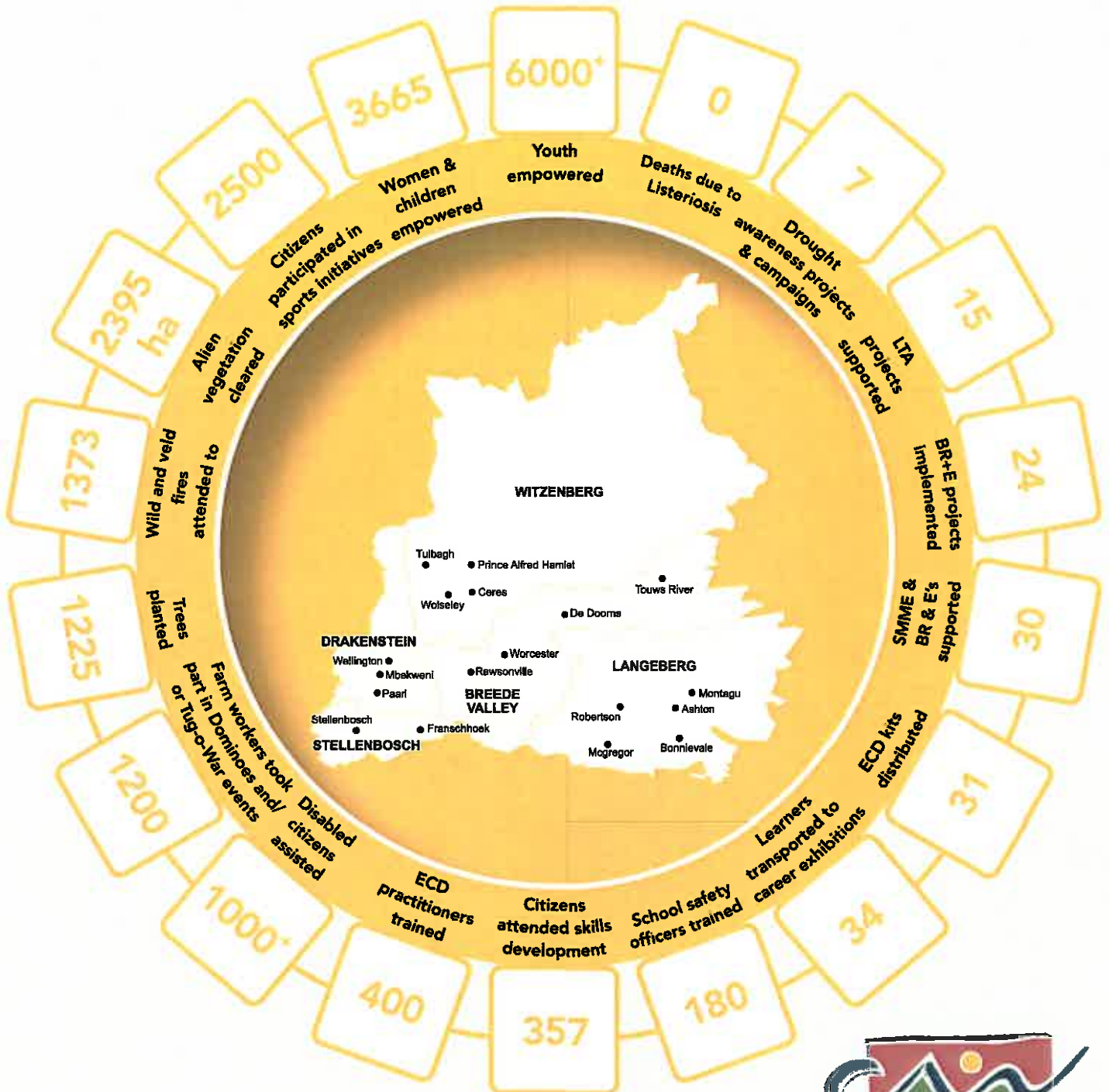
“WORKING TOGETHER
TOWARDS EFFECTIVE,
EFFICIENT AND
ECONOMICALLY
SUSTAINABLE
DEVELOPMENT”

The vision of the CWDM – “A unified Cape Winelands of excellence for sustainable development” – is what we are constantly working towards, through our mission of “Working together towards effective, efficient and economically sustainable development”. The municipality therefore acknowledges that its successes and achievements are not only a testimony of our efforts, but also the selfless contributions made by all our stakeholders.

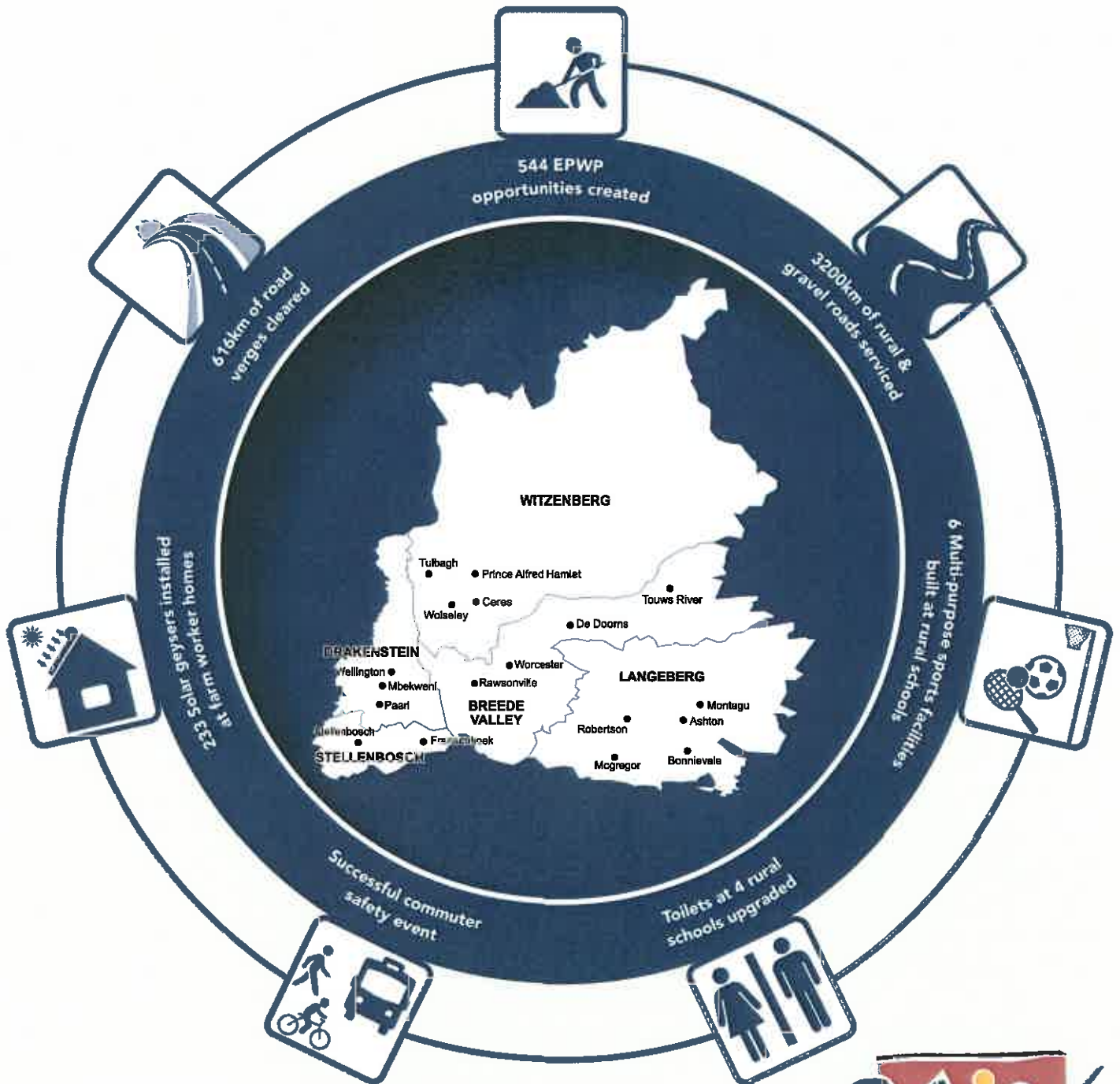
The 2018/2019 financial year now gives us the opportunity to build on our achievements and successes. We will continue to create an enabling environment for economic growth and job creation, help those who need it most as well as provide quality services to all residents, and to do so in a well-run, corruption-free administration.

In closing, I would like to thank the political leadership as well as every employee who worked to make these achievements happen. In addition, I encourage all our staff members to remember that we have an obligation to our residents to ensure that we maintain an ethical culture, where good governance, accountability and integrity are key. So, while this annual report allows us to reflect on the work we have done, may it also inspire all of us to work even harder.

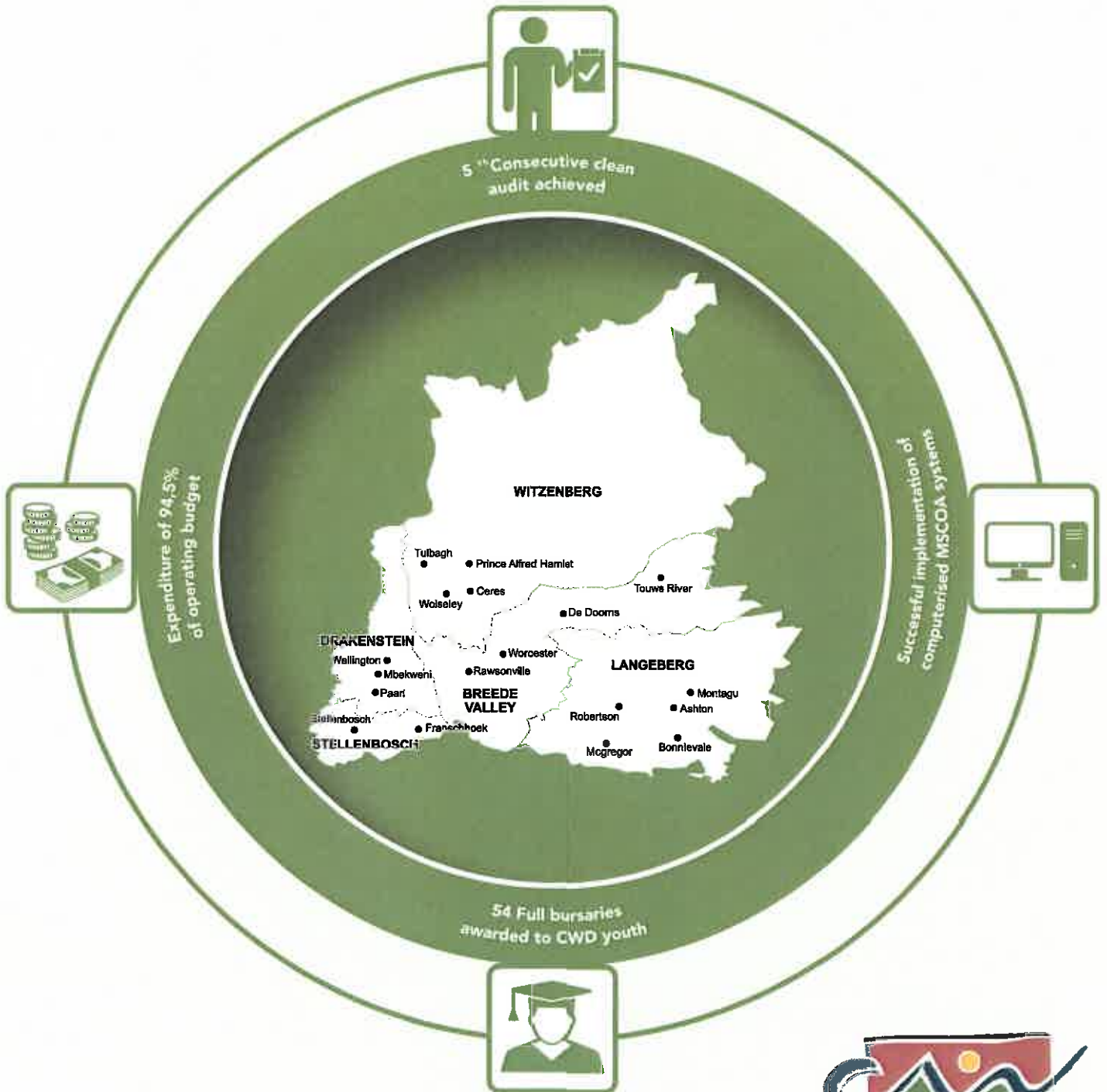
COMMUNITY DEVELOPMENT & PLANNING SERVICES (CDPS)



TECHNICAL SERVICES



FINANCIAL SERVICES & ADMINISTRATIVE SUPPORT



1.3 MUNICIPAL DEMOGRAPHICS - AN OVERVIEW


Cape Winelands District: At a Glance





Demographics Population: 2014 Actual: 2018


 <p>Population 926 698</p>	 <p>Households 236 006</p>
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Education 2014	Poverty 2017										
 <table style="width: 100%;"> <tr> <td>Matric Pass Rate</td> <td style="text-align: right;">82.3%</td> </tr> <tr> <td>Learner-Teacher Ratio</td> <td style="text-align: right;">35.9</td> </tr> <tr> <td>G: 12 Drop-out Rate</td> <td style="text-align: right;">28.6%</td> </tr> </table>	Matric Pass Rate	82.3%	Learner-Teacher Ratio	35.9	G: 12 Drop-out Rate	28.6%	 <table style="width: 100%;"> <tr> <td>Gini Coefficient</td> <td style="text-align: right;">0.61</td> </tr> <tr> <td>Human Development Index</td> <td style="text-align: right;">0.71</td> </tr> </table>	Gini Coefficient	0.61	Human Development Index	0.71
Matric Pass Rate	82.3%										
Learner-Teacher Ratio	35.9										
G: 12 Drop-out Rate	28.6%										
Gini Coefficient	0.61										
Human Development Index	0.71										

Health 2017/18				
	<p>Primary Health Core Facilities</p> <p style="text-align: center; font-size: 24px;">72</p>	<p>Immunisation Rate</p> <p style="text-align: center; font-size: 24px;">73.9%</p>	<p>Maternal Mortality Ratio (per 100 000 live births)</p> <p style="text-align: center; font-size: 24px;">0.0</p>	<p>Teenage Pregnancies - Delivery rate to women U/18</p> <p style="text-align: center; font-size: 24px;">13.4%</p>

Safety and Security Actual number of reported cases in 2018					
	<p>Residential Burglaries</p> <p style="text-align: center; font-size: 24px;">5 820</p>	<p>DUI</p> <p style="text-align: center; font-size: 24px;">875</p>	<p>Drug-related Crimes</p> <p style="text-align: center; font-size: 24px;">16 008</p>	<p>Murder</p> <p style="text-align: center; font-size: 24px;">353</p>	<p>Sexual Offences</p> <p style="text-align: center; font-size: 24px;">970</p>

Access to Basic Services Delivery Percentage of households with access to basic services 2018								
	<p>Water</p> <p style="text-align: center; font-size: 24px;">98.6%</p>	<p>Refuse Removal</p> <p style="text-align: center; font-size: 24px;">81.8%</p>		<p>Electricity</p> <p style="text-align: center; font-size: 24px;">96.9%</p>		<p>Sanitation</p> <p style="text-align: center; font-size: 24px;">92.6%</p>		<p>Housing</p> <p style="text-align: center; font-size: 24px;">81.0%</p>

Road Safety 2017	Labour 2017	Socio-economic Risks
<p>Fatal Crashes 210</p> <p>Road User Fatalities 233</p>	<p>Unemployment Rate</p> <p style="text-align: center; font-size: 24px;">10.7%</p> 	<p>Risk 1 Wages below Economic Growth</p> <p>Risk 2 Increasing population & demand for services</p> <p>Risk 3 Rising unemployment</p>

Largest 3 Sectors Contribution to GDP 2018		
<p>Finance, insurance, real estate and business services</p> <p style="font-size: 36px; font-weight: bold;">20.9%</p>	<p>Wholesale and retail trade, eating and accommodation</p> <p style="font-size: 36px; font-weight: bold;">15.8%</p>	<p>Manufacturing</p> <p style="font-size: 36px; font-weight: bold;">14.9%</p>

1.4 MUNICIPAL OVERVIEW – SERVICE DELIVERY

INTRODUCTION

The CWDM has contributed towards the installation of two hundred and thirty three (233) solar warm water systems in farm worker cottages within our jurisdiction area. In addition, sanitation and water services at two rural schools have been upgraded.

COMMENT ON ACCESS TO BASIC SERVICES

Backlogs in service delivery relate to the provision of solar warm water systems to farm workers and water and sanitation facilities at rural schools. Sports facilities in the rural areas are a further need and Council's contribution to the development of such facilities is appreciated by the rural communities.



1.5 MUNICIPAL OVERVIEW – FINANCIAL HEALTH

FINANCIAL OVERVIEW

FINANCIAL OVERVIEW – 2017/2018			
R'000			
Details	Original budget	Adjustment budget	Actual
Income			
Grants	232 248	232 248	230 435
Taxes, levies and tariffs	0	0	0
Other	171 537	171 536	123 746
Subtotal	403 785	403 784	381 804
Less expenditure	401 778	392 486	352 927
Less (loss)/gain on disposal of assets and liabilities	20	9 307	8 881
Less inventory losses/write-downs		5	
Net total	1 987	1 986	19 996

1.6 MUNICIPAL OVERVIEW – ORGANISATIONAL DEVELOPMENT

The organisational structure of the CWDM remained unchanged during the 2017/2018 financial year. However, a process to develop a revised staff establishment for the CWDM commenced during the reporting period and this process is in the final stages.

The majority of posts on the staff establishment of the CWDM have approved job descriptions.

The Regional TASK Job Evaluation Unit established under the leadership of the CWDM, which includes participating municipalities within the jurisdiction of the CWDM, evaluated a total of 722 posts during the period from 01 July 2017 to 30 June 2018. These were subsequently submitted to the South African Local Government Association (SALGA) Provincial Audit Committee.

During the 2016/2017 financial year, the Division: Human Resources undertook the development of a Human Resource Management (HRM) Strategy and Plan, the implementation of which commenced during the 2017/2018 financial year and included:

- A human resource audit that examined legislation, strategies, policies, procedures, documentation, structure, systems and practices pertaining to the CWDM's HRM processes; and assessed the strengths, limitations and developmental needs of current human resources from a broader viewpoint aimed at enhancing organisational performance and culture.

- Alignment of the HRM Strategy and Plan with the strategic objectives of the CWDM, as contained in the Integrated Development Plan (IDP), in order to improve service delivery.
- Provision of strategic direction and measurements for innovation and sustainable people practices, and the establishment of a framework for an appropriate human resource structure, allocation of tasks and monitoring the development of human resource competence to deliver on the strategic objectives.

The HRM Strategy and Plan was adopted by Council on 29 June 2017. The first year of strategy implementation proceeded well and progress was made with new and revised policies that are in the final stages of approval. As a result of financial constraints, organisational readiness in terms of all aspects identified in the HRM Strategy and Plan poses a great challenge. The 14 strategic points identified will therefore be rolled out in the next few financial years. The HRM Strategy and Plan will be implemented based on the application of a project prioritisation instrument, which will occur at least annually but when deemed necessary during the review of organisational strategies to inform the IDP.

HRM STRATEGY AND PLAN

Purpose

The purpose of the HRM Strategy and Plan is to enable the CWDM Council and Senior Management Team (SMT) to align HRM practices with the strategic objectives of the municipality in order to enhance the capability of the HR function, thereby maintaining effective corporate HRM services and supporting line function departments.

The HRM Strategy and Plan intends to guide municipal stakeholders on HRM functions and practices, and in so doing enhance an organisational culture of excellence and continuous improvement. The CWDM Council and SMT are responsible for engaging its employees, and therefore HRM functions should follow recognised processes when implementing its HRM Strategy and Plan.

The HRM Strategy and Plan is based on the assumption that a rigorous and long-term approach to attract, retain and develop a skilled, committed and inclusive workforce will enable the CWDM to be a sustainable and capable partner of national and provincial governments in advancing the quality of life of the communities it serves.

The HRM Strategy and Plan is intended to build on and reinforce existing good HRM practices and to facilitate improvements. It embraces the principles of workplace diversity and equity as essential elements in the creation of a flexible and multi-skilled labour force at the CWDM.

Broad HRM statement of intent

The CWDM is committed to:

- (a) trust and respect individuals;
- (b) develop a strong focus on the overall effectiveness of the organisation, its direction and the level of its performance;
- (c) the organisation being an environment in which the best people do their best work;
- (d) have staff who enjoy themselves, are supported and developed, and feel fulfilled at work, thus providing the best service to clients; and
- (e) encourage a positive employee relations climate.

HRM value statement

The CWDM's HRM Strategy and Plan is shaped by the following set of core values:

- (a) Reach out – developing the commitment to respect all staff.
- (b) Involve and listen – recognising the contributions of individuals.
- (c) Overcome injustice – encourage fair and just processes.
- (d) Recognise and foster – provide opportunities for development.

EMPLOYEES: THE EXECUTIVE AND COUNCIL					
JOB LEVEL	YEAR -1: 30 JUNE 2017	YEAR 0: 30 JUNE 2018			
	Number of employees	Number of posts	Number of employees	Number of vacancies (full-time equivalents)	Vacancies as a % of total posts
T1 – T3	0	0	0	0	0%
T4 – T8	1	7	7	0	0%
T9 – T13	0	4	3	1	25%
T14 – T17	0	0	0	0	0%
T18 – T19	0	0	0	0	0%
Municipal Manager and Section 56 employees	4	4	4	0	0%
Councillors	39	41	41	0	0%
TOTAL	44	56	55	1	1.79%

EMPLOYEES: FINANCIAL SERVICES					
JOB LEVEL	YEAR -1: 30 JUNE 2017	YEAR 0: 30 JUNE 2018			
	Number of employees	Number of posts	Number of employees	Number of vacancies (full-time equivalents)	Vacancies as a % of total posts
T1 – T3	0	0	0	0	0%
T4 – T8	6	7	6	1	14.29%
T9 – T13	9	9	9	0	0%
T14 – T17	3	4	4	0	0%
T18 – T19	1	1	1	0	0%
TOTAL	19	21	20	1	4.76%

EMPLOYEES: HUMAN RESOURCE SERVICES					
JOB LEVEL	YEAR -1: 30 JUNE 2017	YEAR 0: 30 JUNE 2018			
	Number of employees	Number of posts	Number of employees	Number of vacancies (full-time equivalents)	Vacancies as a % of total posts
T1 – T3	0	0	0	0	0%
T4 – T8	1	2	1	1	50%
T9 – T13	3	4	3	1	25%
T14 – T17	1	1	1	0	0%
T18 – T19	1	1	1	0	0%
TOTAL	6	8	6	2	25%

1.7 AUDITOR-GENERAL REPORT: YEAR 2017/2018

A clean audit was achieved for the 2017/2018 financial year, which was the fifth consecutive year that the CWDM can boast with this achievement. Refer to page 209 for the detailed report of the Auditor-General.

Audit action plans were put in place to address matters identified by the Auditor-General in his management report.

1.8 STATUTORY ANNUAL REPORT PROCESS

No	Activity	Timeframe
1	Consideration of next financial year's budget and IDP process plan. Except for the legislative content, the process plan should confirm in-year reporting formats to ensure that reporting and monitoring feed seamlessly into the annual report process at the end of the budget/IDP implementation period.	July 2018 to August 2018
2	Implementation and monitoring of the approved budget and IDP commences (in-year financial reporting).	
3	Finalisation of the 4 th quarter report of previous financial year.	
4	Municipality submits the draft consolidated annual financial statements and performance report to Auditor-General.	
5	Audit/Performance Committee considers draft annual report of municipality and entities (where relevant).	September 2018
6	Submission of the draft 2017/2018 annual report to Internal Audit and Auditor-General	
7	Annual performance report as submitted to the Auditor-General to be provided as input for the IDP analysis phase.	
8	Auditor-General audits annual report, including consolidated annual financial Statements and performance data.	September 2018 to November 2018
9	Municipalities receive and start addressing the Auditor-General's comments.	October 2018 to November 2018
10	Mayor tables annual report and audited financial statements to Council, complete with the Auditor-General's report.	January 2019 to February 2019
11	Audited annual report is made public and representation is invited.	
12	Oversight Committee/MPAC assesses annual report.	January to March 2019
13	Council adopts oversight report.	March 2019
14	Oversight report is made public.	March 2019 to
15	Oversight report is submitted to relevant provincial councils.	April 2019
16	Commencement of draft budget / IDP finalisation for the next financial year. Annual report and oversight report to be used as input.	April 2019 to June 2019

1.9 COMMENT ON THE ANNUAL REPORT PROCESS

The 2017/2018 draft annual report was prepared in the new format, where possible.

The CWDM complies fully with the alignment between the IDP, the SDBIP, performance management system and the annual report due to the duplication of templates and aligned information throughout the documents

CHAPTER 2 – GOVERNANCE

INTRODUCTION TO GOVERNANCE

Under the strong political leadership of the Democratic Alliance, as well as sound inter-governmental relations (IGR) and administrative governance, the CWDM ensures public accountability and participation by all citizens and role-players in the District.

POLITICAL GOVERNANCE

INTRODUCTION TO POLITICAL GOVERNANCE

The CWDM ensures that all political parties represented in Council are represented on the various committees of Council. This ensures a stable political environment, buy-in from all parties with regard to resolutions, and that Council applies its mind on all matters.

Section 79 Committees of the CWDM consist of the following:

- Rules Committee; and
- Municipal Public Accounts Committee.

The main focus of Section 79 Committees is to guarantee the effective and efficient performance of Council's functions or the exercising of Council's powers.

The following statutory committees have been established by the CWDM, as required by legislation:

- Training Committee; and
- Local Labour Forum.

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)

The Municipal Public Accounts Committee (MPAC) of the CWDM is established in terms of Section 79 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998). For transparency and ethical reasons, the chairperson is appointed from the membership of the political parties represented in the CWDM, other than the majority party.

The MPAC considers various matters as set out in chapter 9 of the annual report and is considered essential to the running and sound political governance of the organisation.

AUDIT COMMITTEE

Section 166(1) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) states that "each municipality and each municipal entity must have an audit committee" and section 166(4)(a) of the same Act states that "an audit committee must consist of at least three persons with appropriate experience". The Audit Committee of the CWDM is an independent advisory body and currently consists of four members from the private sector appointed by Council. With reference to the CWDM's Audit Charter, the Audit Committee assists Council by providing inputs to develop effective systems that complement service delivery, the safeguarding of municipal assets, the maintenance of financial records, risk management, information technology governance, effective corporate governance and an effective internal control system. The Audit Committee also investigates matters within the scope of the committee's duties, if referred by Council.

Furthermore, the Audit Committee provides independent specialist advice on financial performance, efficiency and effectiveness, performance management and compliance with legislation.

POLITICAL STRUCTURE



**Ald (Dr) H von Schlicht
Executive Mayor**



**Cllr D Swart
Deputy Executive Mayor**



**Cllr C Meyer
Speaker**



**Cllr LW Niehaus
Portfolio Holder:
Fire Services,
Disaster Management
and MHS**



**Cllr JDF van Zyl
Portfolio Holder:
Financial Services**



**Cllr PC Ramokhabi
Portfolio Holder:
Corporate and Strategic
Services**



**Cllr GJ Carinus
Portfolio Holder:
Technical
Services**



**Cllr A Florence
Portfolio Holder:
Tourism and Sport
Development**



**Cllr JJ du Plessis
Portfolio Holder:
Local Economic
Development**



**Cllr L Landu
Chief Whip**

COUNCILLORS

1 JULY 2017 TO 30 JUNE 2018

Total number of Councillors:	41
Directly elected Councillors:	24
Proportionally elected Councillors:	17

Attached as Appendix A is a full list of Councillors.

Attached as Appendix B is a list of committees and committee purposes.

POLITICAL DECISION MAKING

1 JULY 2017 TO 30 JUNE 2018

Number of Council resolutions:	149 (All resolutions implemented)
Number of Mayoral Committee resolutions:	Ordinary meetings – 129
Number of Mayoral Committee resolutions:	Confidential meetings – 40
Number of Mayoral Committee resolutions not tabled before Council:	None

ADMINISTRATIVE GOVERNANCE

INTRODUCTION TO ADMINISTRATIVE GOVERNANCE

The Municipal Manager primarily serves as the chief custodian of service delivery and ensures the implementation of political priorities. During the 2017/2018 financial year, the Municipal Manager provided strategic and management leadership in various fields and projects.

Good governance has eight major characteristics, namely participation, consensus-orientation, accountability, transparency, responsiveness, efficacy, efficiency, is equitable and inclusive and follows the rule of law. It assures that corruption is minimised, the views of minorities are considered and that the voices of the most vulnerable in society are heard in decision making. It is correspondingly responsive to the present and future needs of society.

The Municipal Manager identified the following focus areas, namely:

- Basic service delivery that covers, inter alia, the effective management and maintenance of the infrastructure of the organisation;
- Social upliftment and economic development and the establishment of an environment that is conducive to local economic development and the development of projects and strategies;
- The optimisation of financial resources through efficient financial management;
- Good governance that includes community participation, effective communication and sound municipal administration; and
- Establishment of a safe community through efficient disaster management, fire services and environmental health.

Community participation in municipal decision making is of utmost importance and the Municipal Manager encouraged and created conditions for the local community to participate in the affairs of the organisation through IDP forums and meetings. During the 2017/2018 financial year, all Section 56 positions were filled. This has created a stable platform of management expertise that guides the organisation into a prosperous future. Interaction, as well as the ability to work with Section 56 appointees as an efficient management team, provided professional leadership, proving once again that the CWDM's human resources are our greatest asset. Interaction with the Executive Mayor and Portfolio Councillors has resulted in an effective governing body providing sound political leadership, which is essential for successful local governance.

The Municipal Manager has also developed a culture of municipal governance that complements formal representative government with a system of participatory governance, as such participation is required in terms of:

- the preparation, implementation and review of the IDP;
- the establishment, implementation and review of the performance management system;
- the monitoring and review of performance, including the outcomes and impact of such performance; and
- the preparation of the municipal budget.

Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA), the Municipal Manager has implemented effective bidding structures to minimise the possibility of fraud and corruption and in terms of Section 112(1)(m)(i) of the MFMA, supply chain measures to be enforced for combating fraud and corruption, favouritism and unfair and/or irregular practices have been identified. Furthermore, in terms of Section 115(1) of the MFMA, as the accounting officer the Municipal Manager has taken steps to ensure mechanisms and separation of duties in the supply chain management system to minimise the likelihood of corruption and fraud.

The Municipal Manager has in terms of Section 165(2)(a) and (b)(iv) of the MFMA ensured the effective operation of the Internal Audit Unit who prepared a risk-based audit plan and an internal audit programme for the financial year. The unit advised on the implementation of the internal audit plan and matters relating to internal audit, internal controls, accounting procedures and practices, risk management, performance management and compliance with the MFMA and any other applicable legislation.

In terms of Section 83(1)(c) of the Local Government:

Local government has a legal obligation and a political responsibility to ensure regular and effective communication with the community. Due to the fact that statutory enactments require high levels of transparency, accountability, openness, participatory democracy and direct communication with the communities, the Municipal Manager ensures that the CWDM's website serves as a tool for community communication. Furthermore, Section 75 of the MFMA requires that municipalities publish key documents and information on their website, including the IDP, the annual budget, adjustment budgets and budget-related documents and policies.

In terms of Section 83(1) of the MFMA, the Municipal Manager, senior managers, the Chief Financial Officer, non-financial managers and other financial officials of a municipality must meet the prescribed financial management competency levels that are key to the successful implementation of the MFMA. In view of the aforementioned, the Municipal

Manager ensured that the necessary training was arranged for officials in the organisation in order to meet the competency levels prescribed in the regulations.

The MSA and the Local Government: Municipal Planning and Performance Management Regulations, 2001 require municipalities to adopt a performance management system. Once the IDP and budget were prepared and approved, the Municipal Manager ensured that the CWDM had prepared its SDBIP in accordance with the MFMA and MFMA Circular 13. The SDBIP indicates performance and financial performance targets and assigns responsibility to execute the respective targets. The CWDM assessed its performance on a monthly basis and reported progress on performance against set targets to Council at quarterly intervals. This performance is ultimately presented in the annual performance results of the annual report.

TOP ADMINISTRATIVE STRUCTURE



HF PRINS
Municipal Manager



CV SCHROEDER
Executive Director:
Community Development
and Planning Services



FA DU RAAN-GROENEWALD
Chief Financial Officer:
Financial and Strategic
Support Services



F VAN ECK
Executive Director:
Technical Services

COMPONENT B: INTER-GOVERNMENTAL RELATIONS**INTRODUCTION TO COOPERATIVE GOVERNANCE AND INTER-GOVERNMENTAL RELATIONS**

Good cooperative governance and IGR are important to the CWDM as a sphere of government, given the fact that the organisation is often the first, or only, sphere of government that citizens interact with on a regular basis, with specific reference to the rural area.

Public confidence in the CWDM can only be assured by operating according to the requirements, in the spirit of cooperative governance and inter-governmental relations. Taking the abovementioned components into account, the organisation has the responsibility to govern its region in a manner that creates an open society for all, where results should meet the needs of society while making the best use of the limited resources at its disposal.

IGR give effect to good governance according to democratic principles and also provide a platform for effective public participation in the region. This ensures that all role-players have the opportunity to improve or maintain their wellbeing and to be involved in decision making that impacts their community.

INTER-GOVERNMENTAL RELATIONS**NATIONAL INTER-GOVERNMENTAL STRUCTURES**

The CWDM actively participates in national inter-governmental structures and takes part in the agenda-setting process to ensure participation.

Direct and indirect engagement exist at a political and senior management level with regard to the following structures, amongst various others:

- President's Coordinating Council
- National Municipal Managers' Forum
- Various SALGA National Working Groups
- National Public Participation Task Team

Through these processes and engagements, topics directly linked to the CWDM and the local municipalities in its area of jurisdiction are elevated to a national level, which ensures greater coordination and participation.

PROVINCIAL INTER-GOVERNMENTAL STRUCTURE

The CWDM actively participates in all provincial inter-governmental structures and is committed to the agenda-setting process.

Direct and indirect engagement exist at a political and senior management level with regard to the following provincial structures, amongst others:

- Premier's Coordinating Forum
- Technical Committee
- Western Cape Municipal Managers' Forum
- Chief Financial Officers' Forum
- Provincial IDP and Communication
- Various SALGA Provincial Working Groups
- Provincial Public Participation Forum

Through these processes, all agenda settings and engagement matters relating to the CWDM and local municipalities in its area of jurisdiction are elevated to a provincial level. This ensures that matters are addressed at a higher authority and more extensive coordination is ensured.

RELATIONSHIPS WITH MUNICIPAL ENTITIES

No municipal entities.

DISTRICT INTER-GOVERNMENTAL STRUCTURES

Sound district inter-governmental structures are imperative to the CWDM. These are driven by the District IDP focusing on common goals for the district in collaboration with local municipalities in the area of jurisdiction. These common goals form part of the provincial and national key performance indicators (KPIs) and go hand in hand with the National Development Plan of South Africa. The following forums are operational at a district level, amongst others:

District Coordinating Forum and Technical Committee (Municipal Manager's Forum), IDP Coordinating Committee, Multi-Sectoral Forum, District Safety Forum, Disaster Management Advisory Forum, IDP LED Manager's Forum incorporating public participation, and the District Internal Audit and Risk Forum.

Sound cooperation and inter-governmental relations at district level are maintained and strengthened through regular lateral engagements between the district and local municipalities. Such relations ensure that issues or challenges are resolved efficiently so that a cost-effective service is delivered to the community and the region as a whole benefits through the elimination of duplication.

COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION

The CWDM conducts meetings in collaboration with local municipalities situated in its area of jurisdiction. On 30 and 31 October 2017, the CWDM and local municipalities held sector engagements with various organised structures, businesses and provincial sector departments in Worcester and Paarl respectively. On 17 and 19 April 2018, IDP/budget consultation meetings were held in Paarl and Worcester respectively with representatives from various registered organisations in the area.

The purpose of these public participation meetings is to ensure that there is joint planning for the District and local municipality IDPs, which assists in strategy formulation for the region. It serves in a 'cleaning house' capacity for transversal issues of development and planning. The meetings afford municipalities, community organisations and provincial departments the opportunity to share and communicate information on their current activities, thereby facilitating inter-governmental planning and budgeting.

PUBLIC MEETINGS

Communication, participation and forums

The CWDM and its five local municipalities of Drakenstein, Stellenbosch, Breede Valley, Witzenberg and Langeberg, as well as the Department of Local Government (Western Cape Government) (DLG) are committed to building strong government institutions that actively promote sustainable and integrated community development.

The District Public Participation and Communications Forum (PPCOM) is a consultative forum aimed at increasing coordination, integration and communication between the three spheres of government through information sharing, dialogue, capacity building and consultation on matters of mutual interest.



WARD COMMITTEES

The CWDM does not have ward committees, as they are a function of local municipalities in the district. These committees do however provide valuable support in terms of organising sectors and assisting with the mobilisation of citizens for public engagements, given their innate knowledge of their communities; it is well-known that ward committee members are valuable resources for information.

PUBLIC MEETINGS						
Municipality	Date of event	Number of participating Councillors	Number of participating municipal administrators	Number of participating community members	Issues addressed (Yes/No)	Date and manner of feedback to community
CWDM	30 and 31 Oct 2017	7	25	167	Yes	Same day and some through correspondence
	17 and 19 Apr 2018	17	31	139		
Drakenstein Municipality	4 Sep to 2 Oct 2017	98	339	1 533	Yes	Same day and some through correspondence
	8 Apr to 25 May 2018	246	693	2 254		
Stellenbosch Municipality	17 Oct to 7 Nov 2017	22	63	1 162	Yes	Same day and some through correspondence
	9 to 25 Apr 2018	22	54	1 610		
Witzenberg Municipality	23 Oct to 8 Nov 2017	18	59	355	Yes	Same day and some through correspondence
	16 Apr to 15 May 2018	47	74	402		
Breede Valley Municipality	3 Oct 2017	21	112	923	Yes	Same day and some through correspondence
	7 Apr to 7 May 2018	43	105	1 290		
Langeberg Municipality	21 Sep to 18 Oct 2017	17	27	379	Yes	Same day and some through correspondence

COMMENT ON THE EFFECTIVENESS OF THE PUBLIC MEETINGS HELD

During its IDP meetings and stakeholder engagements in October 2017 and April 2018, the CWDM received a substantial number of verbal and written submissions regarding burning issues in the Cape Winelands area. Some of the input/issues received fall within the mandate of a district municipality, and these were circulated to internal executive directors for input and comment. Issues unrelated to the ambit of the CWDM's functions were referred to relevant local municipalities and sector departments at the Western Cape Government (WCG). Feedback was given to community members who had raised these specific issues/concerns.

After the Draft 1st Review IDP and Budget was approved by the CWDM's Council, the comments provided by stakeholders during the compulsory consultative phase, including an IDP/Budget hearing in April 2018, were considered by the Executive Mayor as prescribed by the MSA.

IDP PARTICIPATION AND ALIGNMENT

IDP participation and alignment criteria	Yes/No
Does the municipality have impact, outcome, input, output indicators?	Yes
Does the IDP have priorities, objectives, KPIs, development strategies?	Yes
Does the IDP have multi-year targets?	Yes
Are the above aligned and can they calculate into a score?	Yes
Does the budget align directly with the KPIs in the strategic plan?	Yes
Do the IDP KPIs align with the Section 57 Managers?	Yes
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	Yes
Do the IDP KPIs align with the provincial KPIs on the 12 outcomes?	Yes
Were the indicators communicated to the public?	Yes
Were the four quarterly aligned reports submitted within stipulated timeframes?	Yes

COMPONENT D: CORPORATE GOVERNANCE

OVERVIEW OF CORPORATE GOVERNANCE

Through corporate governance, the CWDM converges funds and builds relationships with various stakeholders to determine its mission and vision with the goal of optimising resources to promote accountability and cost-effective services to the public.

In view of the fact that corporate governance determines the success or failure of a municipality, the CWDM closely monitors its business principles through policy guidelines, risk management and political oversight to ensure compliance, with the ultimate goal of obtaining a clean audit.

RISK MANAGEMENT

Section 62 of the MFMA states that the accounting officer should take all reasonable steps to ensure that the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control, as well as the effective, efficient and economical use of the resources of the municipality.

The Enterprise Risk Management (ERM) Framework aims to ensure that risks that could impede the achievement of objectives are managed better and mitigated earlier, thereby improving the CWDM's ability to carry out its mission and achieve its goals.

The Fraud and Risk Management Committee (FARMCO) is guided by terms of reference that are in compliance with the MFMA. The CWDM's FARMCO consists of the Municipal Manager, executive directors, the Director: IDP, Performance and Risk Management, the Deputy Director: Performance and Risk Management, the Senior Manager: Internal Audit and one independent member not employed by the municipality.

During the 2017/2018 financial year, the unit was responsible for risk management awareness, facilitating quarterly reviews and updating risk registers. Although the Deputy Director: IDP, Performance and Risk Management is responsible for risk management, management took ownership of risks and the mitigation thereof.

ANTI-CORRUPTION AND FRAUD

Fraud and Anti-Corruption Strategy

Section 83(c) of the MSA refers to the implementation of effective bidding structures to minimise the possibility of fraud and corruption, while Section 112(1)(m)(i) of the MFMA identifies supply chain measures to be enforced to combat fraud and corruption, favouritism and unfair and irregular practices.

Section 115(1) of the MFMA states that the accounting officer must take steps to ensure mechanisms and separation of duties in a supply chain management system to minimise the likelihood of corruption and fraud.

The CWDM has adopted an attitude of zero tolerance for fraudulent and corrupt activities.

SUPPLY CHAIN MANAGEMENT

Overview of Supply Chain Management (SCM)

Prescribed supply chain management processes and procedures as per Sections 110 to 119 of the MFMA and the Supply Chain Management Regulations, 2005 are in place and maintained. Procurement plans are submitted by service departments to improve demand management. This enables and supports the SCM Unit to maintain and execute the municipality's demand plan, which ultimately contributes to effective service delivery. The CWDM endeavours to maintain an effective supplier database to acquire the necessary goods and services, however, it is reliant on the cooperation of suppliers.

The recent implementation of the Central Supplier Database (CSD) of National Treasury has had a positive effect on suppliers who are more responsive to the municipality's requests for information and documentation.

COMMENT ON BY-LAWS

No new by-laws were promulgated.

WEBSITES

Documents published on the municipality's website	Yes / No
Current annual and adjustment budgets and all budget-related documents	Yes
All current budget-related policies	Yes
The previous annual report 2015/2016	Yes
The annual report 2016/2017 published	Yes
All current performance agreements for 2017/2018, required in terms of Section 57(1)(b) of the MSA and resulting scorecards	Yes
All service delivery agreements 2017/2018	N/A
All long-term borrowing contracts 2017/2018	N/A
All supply chain management contracts above a prescribed value (R30,000) for 2017/2018	Yes
An information statement containing a list of assets over a prescribed value that have been disposed of in terms of the MFMA, Section 14(2) or (4) during 2017/2018	N/A
Contracts agreed in 2017/2018 to which Subsection (1) of Section 33 applies, subject to Subsection (3) of that section (MFMA)	N/A
Public-private partnership agreements referred to in Section 120 made in 2017/2018 (MFMA)	N/A
All quarterly reports tabled in the Council in terms of Section 52(d) during 2017/2018 (MFMA)	Yes

COMMENT ON MUNICIPAL WEBSITE CONTENT AND ACCESS

Departmental managers ensure that all information as required in terms of Section 75 of the MFMA is available on the website.

3. CHAPTER 3 – SERVICE DELIVERY PERFORMANCE (PERFORMANCE REPORT PART 1)

3.1 Introduction

3.2 Predetermined objectives

The reflection of KPIs and performance targets in the IDP, as stipulated in Section 26(i) and Section 41(1)(a) of the MSA, are aligned with the predetermined objectives as reflected in the approved 2017/2018 – 2021/22 IDP.

The table below illustrates the alignment between the strategic objectives and the predetermined objectives in the approved IDP:

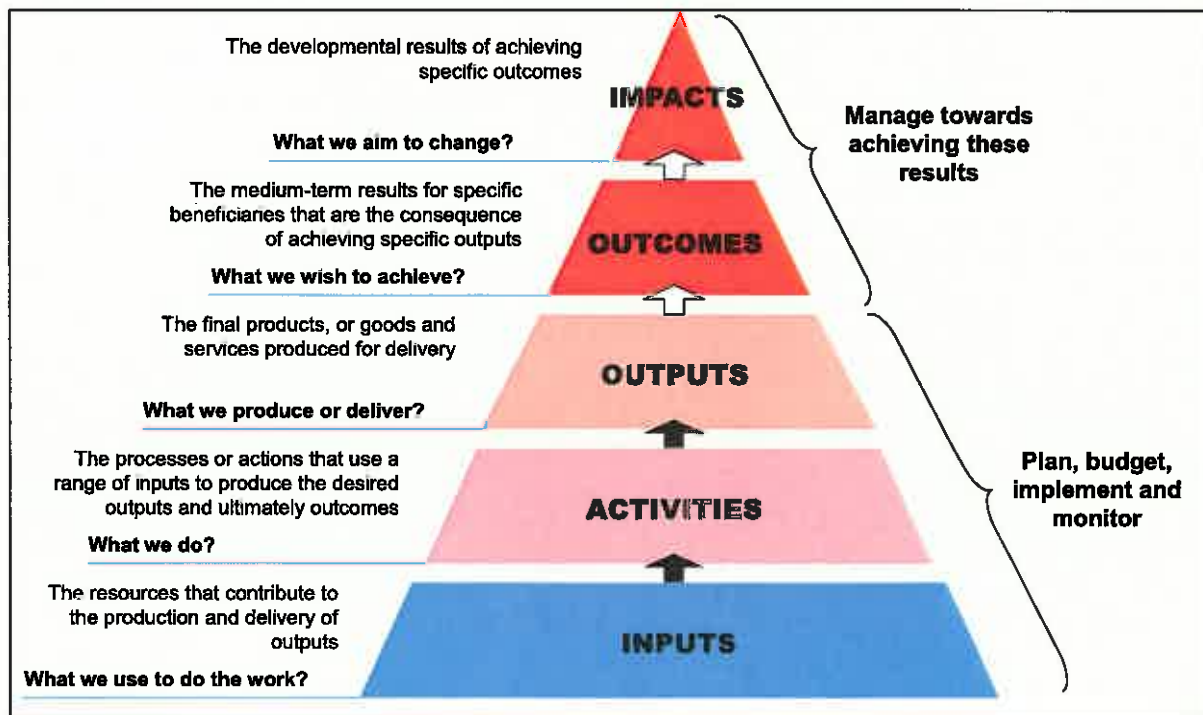
No.	Strategic objective	No.	Predetermined objective
1.	Create an environment and forge partnerships that ensure social and economic development of all communities, including the empowerment of the poor in the District.	1.1	Provide a comprehensive and equitable municipal health service, including air quality management, throughout the CWDM.
		1.2	Ensure the coordination of multidisciplinary and sectoral disaster risk reduction through integrated institutional capacity for disaster risk management, disaster risk assessment and response and recovery.
		1.3	Effectively plan and coordinate specialised firefighting services throughout the CWDM.
		1.4	Facilitate environmentally sustainable economic development planning through the development and maintenance of strategic partnerships, investment attraction, retention and opportunities, small, medium and micro-sized enterprise (SMME) support and development, skills development and information knowledge.
		1.5	Facilitate, ensure and monitor the development and empowerment of the poor by graduating people out of poverty, social inclusion and improving the livelihood of the poor, vulnerable groups, rural farm dwellers and rural communities.
2.	Promote sustainable infrastructure services and a transport system that foster social and economic opportunities.	2.1	Comply with the administrative and financial conditions of the WCG roads agency function agreement.
		2.2	Implement sustainable infrastructure services.
		2.3	Increase levels of mobility in the entire CWDM area.
		2.4	Improve infrastructure services for rural dwellers.

No.	Strategic objective	No.	Predetermined objective
		2.5	Implement an effective ICT support system.
3.	Provide effective and efficient financial and strategic support services to the CWDM.	3.1	Facilitate and enhance sound financial support services.
		3.2	Strengthen and promote participative and accountable IGR and governance.
		3.3	Facilitate and enhance sound strategic support services.

3.1.1 Framework for managing performance information: Key concepts

When monitoring and assessing outcomes and impacts, it must be borne in mind that government interventions can also have unintended consequences, which need to be identified and monitored so that risks are managed and corrective action is taken.

In managing for results, budgets are developed in relation to inputs, activities and outputs, while the aim is to manage towards achieving the outcomes and impacts. The figure below illustrates the relationship between these core performance information concepts.



3.1.1 Planning, budgeting and reporting

The performance information reported in accountability documents enables Council and the public to track government performance, and to hold it accountable.

Performance information also needs to be available to managers at each stage of the planning, budgeting and reporting cycle so that they can adopt a results-based approach to managing service delivery. This approach emphasises planning and managing a focus on desired results, and managing inputs and activities to achieve these results.

3.1.2 Financial performance per strategic objective

Operating Budget					
SO	2016/2017 Budget	2016/2017 Actual	2017/2018 Budget	2017/2018 Actual	2018/2019 Budget
1	R 150 267 952	R 141 529 317	R 147 971 359	R 138 452 509	R 147 985 644
2	R 160 961 724	R 141 806 232	R 159 279 764	R 138 520 381	R 157 886 399
3	R 88 466 321	R 81 794 570	R 94 597 209	R 86 433 432	R 99 205 157
Total	R 399 695 997	R 365 130 119	R 401 848 332	R 363 406 322	R 405 077 200

Capital budget					
SO	2016/2017 Budget	2016/2017 Actual	2017/2018 Budget	2017/2018 Actual	2018/2019 Budget
1	R 4 482 855	R 4 468 264	R 9 643 350	R 9 150 237	R 11 768 570
2	R 6 763 933	R 6 389 522	R 7 321 930	R 5 796 598	R 17 137 000
3	R 537 129	R 493 224	R 3 354 890	R 3 322 922	R 2 575 300
Total	R 11 783 917	R 11 351 010	R 20 320 170	R 18 269 757	R 31 480 870

Project budget					
SO	2016/2017 Budget	2016/2017 Actual	2017/2018 Budget	2017/2018 Actual	2018/2019 Budget
1	R 25 724 090	R 24 477 719	R 18 192 538	R 16 867 916	R 16 121 147
2	R 15 214 000	R 11 019 326	R 13 725 000	R 12 043 908	R 9 475 000
3	-	-	-	-	-
Total	R 40 938 090	R 35 497 045	R 31 917 538	R 28 911 824	R 25 596 147

3.3 Summary of Cape Winelands organisational KPIs:

2016/2017

SO	Number of KPIs	Zero performance	Underperformance <100%	Achieved and over-achieved	Delivery as a percentage 2016/2017
1	8	0	2	6	75%
2	5	1	2	2	40%
3	7	0	0	7	100%
Total	20	1	4	15	75%

2017/2018

SO	Number of KPIs	Zero performance	Underperformance <100%	Achieved and over-achieved	Delivery as a percentage 2017/2018
1	6	0	0	6	100%
2	5	1	1	3	60%
3	7	0	0	7	100%
Total	18	1	1	16	89%

3.3.1 Cape Winelands District organisational KPIs

The organisational KPIs were revised during February 2018 and the following corrections/ improvements were made:

- Reworded KPI descriptions; and
- Amended quarterly performance targets, to align with adjusted budget figures (where applicable).

3.3.2 Cape Winelands District detailed organisational KPIs

Overperformance	>100%
Target achieved	100%
Target almost achieved	80% to 99%
Underperformance	1% to 79%
Zero performance	0%

STRATEGIC OBJECTIVE 1 - Creating an environment and forging partnerships that ensure social and economic development of all communities, including the empowerment of the poor in the Cape Winelands District.

CWDM PDO	PO #	Outcome Indicator	KPI #	KPI	2016/2017 Target	2016/2017 Actual	2017/2018 Annual Target and Performance		Comments
							Annual Target	Annual Actual	
1.1	1.1.1	To administer an effective environmental health management system in order to achieve all environmental health objectives.	1.1.1.1	Monthly report (Sinjani report) to the WCG on all Municipal Health Services (MHS) matters by the 15th of each following month.	12	9	12	12	Annual target achieved.
	1.1.2	To ensure effective environmental pollution control through the identification, evaluation, monitoring and prevention of the pollution of soil, water and air in as far as it relates to health; and to institute remedial action in accordance with Regulation 37 of the CWDM Municipal Health By-Law.		Review of Air Quality Management Plan (AQMP), submitted to Council for approval.	-	-	1	1	Annual target achieved.
			1.1.2.1	Number of water samples taken (wastewater, water milking sheds, drinking water, water sources, water used for recreation).	1 800	1 710	-	-	
1.2	1.2.1	Build institutional capacity	1.1.2.2	Annual Air Quality report to DEA in the prescribed format by 30 September of each year.	1	1	-	-	Annual target achieved.
			1.2.1.1	Review Corporate Disaster Management Plan, submitted to Council for approval.	-	-	1	1	Annual target achieved.
				Number of Disaster Management Advisory Forum meetings.	2	2	-	-	

1.3	1.3.1	Effective planning and coordination of specialised firefighting services in the CWDM.	1.3.1.1	Review the effectiveness of the firefighting coordination structures within the District and report back to the Executive Mayor. One veld fire season preparedness report approved by Council by 31 December 2016.	-	-	1	1	1	Annual target achieved.
	1.4.1	To fulfil a coordinating role in terms of town and regional planning within the District.	1.4.1.1	Initiate the review of the CWDM Spatial Development Framework (CW-SDF) and report back to Council. Number of stakeholder consultations attended or facilitated.	1	1	-	1	-	Annual target achieved.
1.4	1.4.2	To fulfil a coordinating role in terms of economic and tourism development within the District.	1.4.2.2	Review the CWDM Local Economic and Social Development Strategy and report back to Executive Mayor. Number of stakeholder consultations attended or facilitated.	4	7	-	1	-	Annual target achieved.
	1.5.1	To fulfil a coordinating role in terms of rural and social development within the District	1.5.1.1	Number of stakeholder consultations attended or facilitated.	8	12	4	-	-	44 KPI included in the 2017/2018 KPI 1.4.2.2 (at strategy level); in line with proposed restructure of department. For 2018/2019, KPIs for this predetermined objective have been included (at a more detailed level).

C OBJECTIVE 2 - Promoting sustainable infrastructure services and a transport system that fosters social and economic opportunities.								
S C PO #	Outcome Indicator	KPI #	KPI	2016/2017	2016/2017	2017/2018 Annual Target and Performance		Comments
				Target	Actual	Annual Target	Annual Actual	
.1.1	Support maintenance of proclaimed roads in the District on agency basis for the provincial roads authority.	2.1.1.1	Conclude the annual memorandum of agreement with the WCG. Monthly claim for roads activities to WCG (Roads Agency) by the 20 th of the month.	-	-	1	1	Annual target achieved.
				12	8	-	-	
.2.1	Enhance planning of infrastructure services in the District.	2.2.1.2	Initiate the compilation of the 4th generation Integrated Waste Management Plan and report back to the Executive Mayor. Investigate the development of a regional solid waste disposal site.	-	-	1	1	Annual target achieved.
				1	1	-	-	45
.3.1	Improved pedestrian safety at rural schools.	2.3.1.1	Review the District Integrated Transport Plan and submit to Council for approval.	-	-	-	-	Project could not be completed in 2017/2018 as funding only received in Nov 2017. After required procurement processes were followed, tender was awarded in Feb 2018. Based on project plan, this left inadequate time to complete project before financial year-end. With this in

2.5	2.5.1	Improving ICT support.	2.5.1.1	Review of the ICT Governance Framework and submitted to Council for approval.	4	4	0	1	1	Annual target achieved.
				Quarterly ICT reports to Mayoral Committee.	4	4	4	-	-	

STRATEGIC OBJECTIVE 3 - Providing effective and efficient financial and strategic support services to the Cape Winelands District Municipality.									
CWDM PDO	PO #	Outcome Indicator	KPI #	KPI	2016/2017 Target	2016/2017 Actual	2017/2018 Annual Target and Performance		Comments
							Annual Target	Annual Actual	
3.1	3.1.1	Credible budget.	3.1.1.1	Compilation of a credible budget and submitted to Council by end May.	-	-	1	1	Annual target achieved.
				Compilation of the budget.	End May	End May	-	-	
	3.1.2	Transparent and accountable reporting to all stakeholders.	3.1.2.1	Compilation of mid-year assessment (Section 72) report and submitted to Council.	-	-	1	1	Annual target achieved.
				Compilation of quarterly Section 52 reports to Council (including performance reports).	4	4	-	-	
	3.1.3	Effective systems, procedures and internal control of expenditure and revenue.	3.1.3.1	Monthly creditor and debtor age analysis (Section 71 reports) to Executive Mayor.	12	12	-	-	48
	3.1.3	Fair, equitable, transparent, competitive and cost-effective SCM Policy and Regulatory Framework.	3.1.3.1	Submit to Council a report on the implementation of SCM (within 30 days after year-end).	-	-	1	1	Annual target achieved.

3.1.4	Fair, equitable, transparent, competitive and cost-effective SCM Policy and Regulatory Framework.	3.1.4.1	Effective SCM.	Less than 5% successful appeals	Less than 5% successful appeals	-	-	-	-	-	
3.2	Ensure well-functioning statutory and other committees.	3.2.1.1	Number of Council and Mayoral Committee meetings supported administratively (minutes of all meetings on Collaborator).	14	20	-	-	-	-	-	
			Number of Council meetings where Section 52 reports are presented and supported administratively.	-	-	4	4	-	4	Annual target achieved.	
3.3	To ensure a skilled and competent workforce in order to realise organisational strategic objectives. Improved labour relations and informed workforce.	3.2.1.2	Number of Mayoral Committee meetings and supported administratively.	-	-	10	10	-	12	Annual target exceeded.	
			Number of Workplace Skills Plan submissions to the LGSETA.	1	1	1	1	1	Annual target achieved.		
		3.3.2.1	Number of Employment Equity Report submissions to the Department of Labour.	1	1	1	1	1	1	Annual target achieved.	

National key performance areas 2017/2018

National government has identified five key performance areas (KPA's) for local government:

- Service delivery and infrastructure development;
- Local economic development;
- Municipal financial viability and management;
- Municipal transformation and organisational development, and
- Good governance and public participation.

3.3.1 The CWDM contributed to the national KPAs as follows:

KPA 1 – SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT (2017/2018)			
Roads	Unit	2016/2017	2017/2018
Kilometres of road responsible for (provincial deproclamation and maintenance contracts)	Km	3 601	3 601
Kilometres of roads maintained and rehabilitated (provincial deproclamation and maintenance contracts)	Km	3 601	3 601
Total amount of operating budget allocated to road maintenance	Rand	R 113 174 976	R 111 147 671
Total amount of operating budget spent on road maintenance	Rand	R 101 792 721	R 96 411 275
KPA 2 – LOCAL ECONOMIC DEVELOPMENT (2017/2018)			
Economic growth	Unit	2016/2017	2017/2018
Total rand value of contracts awarded	Rand	R 149 222 066	R 159 352 416
Total rand value of contracts awarded to SMMEs	Rand	R 139 950 347	R 153 066 990
Total rand value of contracts awarded to BEE suppliers	Rand	R 74 357 703	R 67 850 865
Total rand value of contracts awarded to women	Rand	R 42 797 634	R 51 947 626

KPA 3 – MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT (2017/2018)			
Financial viability	Unit	2016/2017	2017/2018
Total operating transfers (grant and subsidy income)	Rand	R 227 556 400	R 230 433 575
Total operating expenditure	Rand	R 365 130 119	R 363 406 322
Capital budget spent in year	Rand	R 11 351 010	R18 269 757
Council-approved adjusted capital budget in year	Rand	R 11 783 917	R 20 320 170
Total outstanding customer debt as at 30 June 2018	Rand	R 297 576	R 14 649
Current assets as at 30 June 2018	Rand	R 617 832 389	R 650 774 105
Current liabilities as at 30 June 2018	Rand	R 39 166 971	R 42 360 584
Total revenue	Rand	R 388 462 565	R 381 584 249
Revenue from grants	Rand	R 227 556 400	R 230 433 575
Debt service payments (finance charges)	Rand	R 901	R 91
Salaries budget (including benefits)	Rand	R 183 880 161	R 201 808 914
Total operating budget (original)	Rand	R399 695 997	R 401 848 332
Municipal systems improvement grant (MSIG)	Rand	R 0	R 0
Amount of this allocation utilised	Rand	R 0	R 0
Municipal infrastructure grant allocation	Rand	R 0	R 0
Amount of this allocation utilised	Rand	R 0	R 0

KPA 4 – MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT (2017/2018)			
Organisational design and capacity	Unit	2016/2017	2017/2018
Number of posts in the organogram as at 30 June 2018	Number	668	667
Number of posts in the organogram that were filled as at 30 June 2018	Number	430	419
Total number of staff employed in the municipality as at 30 June 2018	Number	467	447
Total number of Section 57 staff employed at the municipality as at 30 June 2018	Number	4	4
Section 57 posts vacant for more than three months in the financial year ending 30 June 2018	Number	0	1
Percentage of municipality's budget spent on implementing its Workplace Skills Plan	Percentage	0.24%	0.3%
Employment equity	Unit	2016/2017	2017/2018
Number of Section 57 staff who were classified as Black (African, Indian and Coloured) as at 30 June 2018	Number	3	3
Number of Section 57 staff who were women as at 30 June 2018	Number	1	1
Number of staff (out of total number of staff) in the municipality who were women as at 30 June 2018	Number	164	158
Number of staff (out of total number of staff) in the municipality who were classified as disabled as at 30 June 2018	Number	8	8
KPA 5 – GOOD GOVERNANCE AND PUBLIC PARTICIPATION (2017/2018)			
Council meetings	Unit	2016/2017	2017/2018
How many Council meetings were held in the financial year?	Number	10	12
How many open Council meetings were held in the financial year?	Number	10	11
Corporate governance	Unit	2016/2017	2017/2018
Number of Section 57 staff dismissed	Number	0	0
Number of Section 57 staff suspended	Number	0	0
Number of Section 57 staff resigned	Number	0	0

3.3 Performance improvement measures

The following actions were taken throughout the 2017/2018 financial year to improve the culture of performance management in the organisation:

- Strategic sessions were held with the Mayor and management;
- All executive directors were tasked by the Municipal Manager to prepare up to date evidence files that were uploaded on the Collaborator electronic record management system;
- Performance contracts were concluded with staff directly reporting to the Municipal Manager and/or executive directors;
- Random sampling of KPIs and projects were done by internal auditors to verify the quality of data and evidence of performance;
- Internal Audit reports were submitted to management for response and action to address any identified shortcomings;
- These Internal Audit reports also served before the Audit Committee for oversight and the Audit Committee's quarterly report served before Council; and
- An electronic compliance register assisted in monitoring compliance with various pieces of legislation relating to performance management.

3.3.1 PMS audit focus for 2018/2019

The focus of the Internal Auditors for the 2018/2019 financial year will be as follows:

- Quarter 1: Compliance review to various pieces of legislation including any additional regulations and National Treasury circulars;
- Quarter 2: All scorecards KPIs sampling;
- Quarter 3: All scorecards KPIs sampling; and
- Quarter 4: Organisational KPIs testing.

3.4 Supplier performance

Background

This report is in compliance with Section 46(1) of the MSA in respect of supplier performance. The purpose of the report is to assist and strengthen Council's oversight role in the execution thereof. Furthermore, in terms of Section 46(2), it must be included in the annual performance report and annual report.

Actions/procedures giving effect to this report

The Constitution of the Republic of South Africa, 1996 addresses this issue in Section 217. When an organ of state in the national, provincial or local sphere of government, or any other institution identified in national legislation, contracts for goods or services, it must do so in accordance with a system which is fair, equitable, transparent, competitive and cost-effective.

This statement extends to the performance of the suppliers utilised by the municipality in exercising its mandate to service delivery.

Tenders and quotations evaluated on performance

Suppliers are evaluated on work performed or goods supplied for functionality, quality and performance. To evaluate the supplier, a document relating to the previous six months is prepared and issued to the relevant official who initiated the acquisition.

The following documents, per department, were issued and submitted for evaluation:

Relevant Department/Division	Tenders		Quotations	
	2016/2017	2017/2018	2016/2017	2017/2018
COMMUNITY DEVELOPMENT SERVICES	9	11	10	20
CORPORATE SERVICES	17	16	4	10
FINANCE	5	2	2	2
LOCAL ECONOMIC DEVELOPMENT	5	2	0	3
ENGINEERING/TECHNICAL SERVICES	54	26	26	30
GOVERNANCE	0	0	0	0
OFFICE OF THE MUNICIPAL MANAGER	0	1	1	1
RURAL AND SOCIAL DEVELOPMENT	2	2	0	10
Grand Total	92	60	43	76

Quality of performance:

The evaluation is objective and based on five performance areas as indicated in the evaluation schedule below.

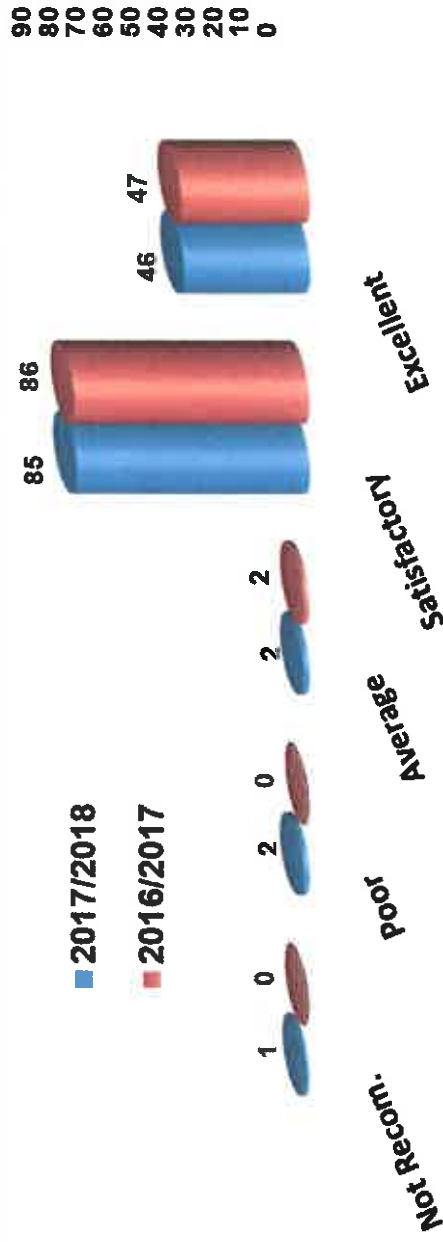
The contract manager is responsible for the evaluation, but in the event that the supplier is rated lower than 18 points out of a possible 25 (72%), he/she must be consulted and when agreed on the final rating, sign the evaluation document as proof of consultation. At this point any corrective measures are attended to.

SUPPLIER PERFORMANCE ASSESSMENT		Ranking				
Performance area	1	2	3			
Project management and control	<ul style="list-style-type: none"> Non-existent or inadequate project management No evidence of formal controls in place 	<ul style="list-style-type: none"> Project manager identified Simple project plan in place, no evidence of update use Reliance on individuals rather than process Haphazard controls 	<ul style="list-style-type: none"> Project manager and team identified Project plan in place but limited evidence of update use Project team managed through meetings - no use of tools Inconsistent change control 	<ul style="list-style-type: none"> Project manager has formal ownership of project and team Single point of accountability for decisions Formal project management processes followed Rigorous change control 	<ul style="list-style-type: none"> Full and accountable project management process Detailed and controlled processes Full visibility of progress, issues and changes 	
Score	1	2	3	4	5	
Communications	<ul style="list-style-type: none"> Difficult to contact or obtain a response Evidence of poor internal communications Response regularly inadequate 	<ul style="list-style-type: none"> Regular communications but often incomplete Response to queries inconsistent Reactive 	<ul style="list-style-type: none"> Fairly rapid response to queries Generally complete responses, but clarification often required 	<ul style="list-style-type: none"> Effective communications and relationships Generally proactive and complete responses Little clarification required 	<ul style="list-style-type: none"> Excellent, open relationship Complete response to queries Pro-active and anticipates issues 	<ul style="list-style-type: none"> Completely open and flexible - joint partnering; arrangement focused on project
Score	1	2	3	4	5	
Flexibility	<ul style="list-style-type: none"> Inflexible and reliant on contract 	<ul style="list-style-type: none"> Some willingness to be flexible, but only short-term 	<ul style="list-style-type: none"> Willing to be flexible around project demands over medium term 	<ul style="list-style-type: none"> High degree of flexibility around project and contract matters 	<ul style="list-style-type: none"> Completely open and flexible - joint partnering; arrangement focused on project 	<ul style="list-style-type: none"> Completely open and flexible - joint partnering; arrangement focused on project
Score	1	2	3	4	5	
Capability	<ul style="list-style-type: none"> Inadequate capability Consistently missing critical deadlines or milestones Multiple design or production errors 	<ul style="list-style-type: none"> Poor capability Some missing of critical deadlines or milestones Design or production errors not satisfactory 	<ul style="list-style-type: none"> Satisfactory capability Almost no missing of critical milestones or deadlines Design or production errors not critical 	<ul style="list-style-type: none"> Good capability No missing of critical milestones or deadlines Virtually no design or production errors 	<ul style="list-style-type: none"> Excellent capability No missing of any project milestones or deadlines No design or production errors 	<ul style="list-style-type: none"> Excellent capability No missing of any project milestones or deadlines No design or production errors
Score	1	2	3	4	5	
Delivery	<ul style="list-style-type: none"> Frequently capacity constrained resulting in significant schedule problems Expediting regularly required 	<ul style="list-style-type: none"> Some capacity constraints with some impact on schedule Some expediting required 	<ul style="list-style-type: none"> Generally unconstrained and able to meet schedule Limited expediting required 	<ul style="list-style-type: none"> Regular deliveries on schedule Limited capacity to reschedule to meet project changes Little or no expediting required 	<ul style="list-style-type: none"> Established track record of deliveries Capacity to reschedule to meet project changes No expediting required 	<ul style="list-style-type: none"> Established track record of deliveries Capacity to reschedule to meet project changes No expediting required
Score	1	2	3	4	5	

NB: Where the specific category does not apply to the relevant evaluation or supplier, a rating of four (4) must be applied.

Evaluation matrix: 01-05 = NOT RECOMMENDED; 06-10 = POOR; 11-15 = AVERAGE; 16-20 = SATISFACTORY; 21-25 = EXCELLENT

Number of suppliers evaluated in comparison with the previous financial year:



Improvement and/or deterioration of supplier performance

Due to the cause of the procurement process, the municipality does not work with the same suppliers every year. Although there may be repetition of some, new suppliers are constantly entering the process. Therefore, performance comparisons are measured on percentage per performance category rather than on the individual.

It is found that a specific supplier does not meet the municipality's standard of service expectations, corrective measures are taken, preferably while the project is in process, to guarantee a positive outcome.

Suppliers who do not meet the level of performance are given the opportunity to improve on their capacity, systems and procedures and, after a period of exclusion from the procurement process, can demonstrate that they did indeed improve and are capable to deliver on the expected performance levels.

Performance assessment for the last two financial years:

Performance level	Category	2016/2017		2017/2018		Movement (Evaluation must be objective per category)
		# of Evaluations	% of Category	# of Evaluations	% of Category	
1	Not Recommended	0	0.00%	1	0.74%	0.74% Deterioration
2	Poor	0	0.00%	2	1.47%	1.47% Deterioration
3	Average	2	1.48%	2	1.47%	0.01% Improvement
4	Satisfactory	86	63.70%	85	62.50%	1.20% Deterioration
5	Excellent	47	34.82%	46	33.82%	0.99% Deterioration
	Total	135		136		

The above diagram reflects a slight deterioration in relation to the previous year. A performance of 96.32% for the two top categories were met. Although the municipality strives to obtain 100% from its suppliers, it may be too ambitious. Officials should not allocate higher points just to achieve an artificially high-performance level. Therefore, the two top levels should follow a natural course and attention must be given to the bottom three. To achieve better results, the municipality must engage with poor performing suppliers to capacitate better performance.

3.4 AG Outcomes

During the last five years (2013/2014, 2014/2015, 2015/2016, 2016/2017 and 2017/2018) the CWDM has received clean audits.

For the 2017/2018 year, the following is a summary of the areas assessed as "Good" and those indicated with * requiring improvements:

MAIN AREA	SUB AREA	MOVEMENT from previous year
Leadership	Effective leadership culture	Unchanged
Leadership	Oversight responsibility	Unchanged
Leadership	HR Management	Unchanged
Leadership	Policies and Procedures	Unchanged
Leadership	Audit action plans	Unchanged
Leadership	IT Governance	Unchanged
Financial and Performance Management	Proper record keeping	Unchanged
Financial and Performance Management	Processing and reconciling controls	Improved
Financial and Performance Management	Regular reporting*	Unchanged
Financial and Performance Management	Compliance monitoring*	Unchanged
Financial and Performance Management	IT system controls*	Unchanged
Governance	Risk Management	Unchanged
Governance	Internal Audit	Unchanged
Governance	Audit Committee	Unchanged

COMPONENT A: BASIC SERVICES

This component includes water, wastewater (sanitation), electricity, waste management, housing services and a summary of free basic services.

INTRODUCTION TO BASIC SERVICES

The CWDM does not provide any services but assists with certain infrastructure in rural areas. Rural schools battle with the upkeep of water and sanitation infrastructure due to the increase in learners as well as the cost of proper maintenance. Council assists with the provision of clean water as well as sanitation services. Farm workers are also assisted by Council with the provision of subsidies for water and sanitation services in the homes, as well as the provision of warm water to improve the lives of farm dwellers.

WATER PROVISION

INTRODUCTION TO WATER PROVISION

To supply water to schools and labourers' cottages, the CWDM provides subsidies that assist landowners to provide water to the farm workers' dwellings. It is important that potable water at schools is safe to drink and for that reason, where water quality does not conform to the applicable standards, water purification systems are provided to achieve the required standards.

COMMENT ON WATER SERVICES PERFORMANCE OVERALL

The targets for the 2017/2018 financial year were met and all the approved projects were completed.

WASTE WATER (SANITATION) PROVISION

INTRODUCTION TO SANITATION PROVISION

To provide sanitation to schools and farm labourer cottages, the CWDM grants subsidies that assist farmers to provide sanitation in the farm labourers' cottages. As rural schools expand due to additional classes and grades, the current facilities sometimes cannot cope with the amount of learners. In these cases the CWDM assists with the construction of additional infrastructure to provide effective and clean sanitation services at these schools.



COMMENT ON SANITATION SERVICES PERFORMANCE OVERALL

The target for the provision of sanitation at rural schools for the 2017/2018 financial year was met and all but one of the approved projects were completed.

ELECTRICITY

INTRODUCTION TO ELECTRICITY

The CWDM does not provide electrical services, but assists landowners in the rural area to improve the lives of the farm workers by providing a subsidy for solar warm water systems as part of Council's contribution towards renewable energy.

COMMENT ON ELECTRICITY SERVICE PERFORMANCE OVERALL

The target for the 2017/2018 financial year was not met and only 216 units were installed during the year. The policy/strategy has now been revised to assist in reaching targets.

WASTE MANAGEMENT

INTRODUCTION TO WASTE MANAGEMENT

The CWDM does not provide any refuse collection service, but is in the process of investigating possible areas for regional waste disposal sites within the District.

COMMENT ON WASTE MANAGEMENT SERVICE PERFORMANCE OVERALL

The investigation has been completed and possible sites were identified. The Environmental Authorisation process was completed and a licence was issued by the Department of Environmental Affairs. An appeal was lodged and Council awaits the final outcome of the appeal.

COMPONENT B: ROAD TRANSPORT



INTRODUCTION TO ROAD TRANSPORT

Ownership of public roads in the CWDM's area vests with the national or provincial government or with the local municipalities. The staff of the Roads Divisions of the five district municipalities merely perform an agency function for the Department of Transport and Public Works (WCG) (DT&PW). The emphasis of the agency function is to perform various maintenance activities on the allocated provincial roads (under the technical guidance of the three Provincial District Roads Engineer offices in the province).

AGENCY FUNCTION

The agency function is 100% funded and funding transfers are governed by a financial agreement. It is expected of the CWDM to perform this function with its own Roads staff. All plant and equipment are provided by DT&PW. The extent of the provincial road network in the CWDM's jurisdiction:

- Provincial roads allocated to the CWDM to maintain: 2 901 km gravel and 700 km surfaced roads.
- Provincial roads maintained by the office of the Provincial District Roads Engineer: 566,7 km surfaced under contracts and 99,8 km by their own staff.

The agency agreement with the DT&PW stipulates what is expected of the CWDM. The emphasis of the agency function is on road maintenance activities to assist the WCG with the important task of preserving their existing upgraded 6 485 km surfaced provincial road network asset in the province. The biggest challenge is the shortfall in allocated funding versus funding required to attend to all the identified technical maintenance, rehabilitation and reconstruction needs as reflected on the annually updated road and bridge infrastructure management systems.

Provincial gravel roads: The majority of the complaints received from the rural communities are related to the condition of the provincial gravel road network. As reflected in the WCG's road

and bridge infrastructure management system for 2017, only 16% of their provincial gravel roads in CWDM's jurisdiction can be classified as very good to good; 52% of the remaining gravel roads are classified as fair and 32% as poor to very poor.

Taking the above into account, the reality is that funding allocated by the national government to the WCG to address all the requests from communities to upgrade or attend to the technical needs for regravelling the approximately 25 245 km of provincial gravel roads in the province is insufficient – the need thus outweighs the resource. Of great concern is the current regavel backlogs in the CWDM's area, as identified on the WCG's road and bridge infrastructure management system: approximately 1 400 km of roads have no gravel and are in need of regravelling to make any blading efforts more effective. There are also major challenges related to finding the correct natural gravel and to resolve the limited regavel budgets. Current funding allocations for the first time enabled the CWDM to have one fulltime regravelling team, but we need to increase this effort to have at least three fulltime regravelling teams).

The main performance targets set by the DT&PW can be summarised as follows:

- To assist in reinstating scarce road construction skills by performing (on a limited scale) road construction work with own staff,
- All funding allocated for road maintenance and limited construction activities must be spent within the financial year; and
- Costs relating to the different maintenance and limited construction activities must be economically sound.

The measurement of the main performance targets by the DT&PW is done via:

- a computerised management system on which all the CWDM's Roads staff are registered against total cost per road maintenance activity per road; and
- regular quarterly meetings between senior technical officials from the five district municipalities and the DT&PW to evaluate total spending and compare each district municipality's cost per road maintenance activity per road.

The performance of the CWDM according to the provincial financial year allocation (1 April 2017 to 31 March 2018) for the budgeted items was as follows:

BUDGET ITEM	ORIGINAL BUDGET	ADJUSTMENT BUDGET	ACTUAL SPENDING
ROUTINE MAINTENANCE	62 000 000	58 300 000	57 019 192
RESEALING	11 330 000		13 192 292
REGRAVELLING	11 000 000	22 300 000	26 594 190
UPGRADE	6 000 000	4 400 000	4 365 804
TOTAL	108 330 000	98 330 000	107 128 196

PUBLIC TRANSPORT

The mandate for transport at district municipal level is constituted as follows: The Constitution of the Republic of South Africa in respect of local government matters listed under Part B of Schedule 4 stipulates that municipal public transport is to be the responsibility of a municipality, and in Section 84 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998) relating to the division of functions and powers between district and local municipalities, Section 84(1)(g) lists the function of the regulation of passenger transport services as a district municipal competency.

In fulfilling its statutory mandate, the CWDM established a unit on its organisational organogram called the Public Transport Planning and Regulation Division. The approach adopted by the subdirectorates was the development of a District Integrated Transport Plan as well as Local Integrated Transport Plans for the B-municipalities in the District. The District Integrated Transport Plan provides guidance for an implementation strategy to achieve the various service delivery goals in public transport.

The table below indicates the critical areas identified to achieve the service delivery goals, with their respective projects:

Outcome	Projects	Targets	Achievement 2017/2018
Improved mobility of citizens in the District	Review the CWDM District Integrated Transport Plan	Improve the public transport level of service rendered by the unregulated and privately funded minibus taxi industry	
Improved road safety	Planning for improved road safety infrastructure at urban schools in Breede Valley Municipality	<ul style="list-style-type: none"> - Reduce the number of learner traffic related incidents - Reduce the speed of vehicles passing urban schools through traffic calming infrastructure - Improved road signage 	Completed the planning for 13 urban schools in Breede Valley Municipality. The implementation phase of this project is dealt with by the Deputy Director: Projects
	Transport Month event	Host a Transport Month event during October/November 2017 in Langeberg Municipality	Hosted a Transport Month event in Robertson on 25 November 2017

Transport Month Event

Aim of Transport Month

Transport Month is a national initiative to raise awareness about the role of transport on the economy, and to encourage participation by citizens and businesses. The goal of Transport Month is to place an emphasis on the provision of a safe, affordable, accessible and reliable transport system in the country, and to engage in extensive campaigns that showcase the progress with various transport programmes and projects to increase awareness of public transport.

The division celebrates Transport Month with the knowledge that South Africa's road death toll remains at an unacceptably high level. Road accidents result in both loss of life and economic loss, and the effect of these losses are often devastating.

The aim of the CWDM's Transport Month is to raise commuters' awareness of the safety of women using public transport among public transport operators and the business sector, to increase usage, safety and the quality of service rendered by public transport operators, and to increase the commuter's awareness of personal road safety.

Transport Month 2017, themed Let's travel safely together, was hosted successfully on 25 November 2017 in Robertson and was given full support by the Portfolio Councillor for Infrastructure Services, Cllr GJ Carinus.



Let's travel safely together

The Cape Winelands District Municipality (CWDM) hosted a safety initiative in Robertson on Saturday 25 November 2017 to raise awareness among commuters and public transport operators on safety during travel and the right to a safe arrival at one's destination.

While roadworthiness and driver attitude are the most important aspects to address in the effort to improve the safety of commuters using minibus taxis, this initiative aims to inform and provide knowledge to the commuter to guide their actions and decisions when using the public transport system.

Positioning themselves in the middle of the busy taxi rank at the Shoprite parking area, CWDM officials distributed information pamphlets and free gifts, while female commuters were given whistles to help them draw attention when in distress.



COMMENT ON THE OVERALL PERFORMANCE OF TRANSPORT

The National Public Transport Strategy excludes the CWDM from accessing the major sources of funding for public transport, namely the Public Transport Infrastructure Grant (PTIG) and Public Transport Network Operations Grant (PTNOG).

By excluding district municipalities from accessing the Municipal Infrastructure Grant (MIG), the funding for public transport at the CWDM is reliant on Council's equitable share and irregular grants from the DT&PW. The impact on and performance of the mandatory transport function are thus determined by funding, which can be made available by means of Council's budget.

However, despite funding challenges, planning for improved citizen mobility and the implementation of various public transport-related projects continued, as evidenced by the enthusiastic response from the various participants and beneficiaries, i.e. Transport Month event hosted in Robertson, and the planning of improvements to road infrastructure at urban schools in Breede Valley Municipality.

HOUSING

INTRODUCTION TO HOUSING

There has been a steady decline in direct housing provision in rural areas (to farm workers and rural dwellers) by the CWDM, due to a lack of DORA and MIG grants from the national and provincial governments. In lieu hereof, the CWDM has requested Stellenbosch and Drakenstein municipalities to take over the planning and possible implementation of the Nieuwedrift (Drakenstein) and Groot Drakenstein (Meerlust Bosbou – Stellenbosch) projects respectively.

As a result of the huge backlogs in the provision of housing in these respective municipalities, the said projects do not necessarily form part of their housing priorities. The cost of the provision of bulk services to both projects is very high and may affect the final implementation.

COMMENT ON THE PERFORMANCE OF THE HOUSING SERVICE OVERALL

The housing function is currently being phased out at the CWDM.

PLANNING AND IMPLEMENTATION OF RURAL HOUSING PROJECTS

Council resolved to not continue with the implementation of the following projects and has requested that the respective local municipalities implement projects, where possible:

- The Nieuwedrift Farm Workers Agri-Village Project at Noorder-Paarl – Drakenstein Municipality.
- Development of the Groot Drakenstein Agri-Village – Stellenbosch Municipality.

FREE BASIC SERVICES AND INDIGENT SUPPORT

INTRODUCTION TO FREE BASIC SERVICES AND INDIGENT SUPPORT

The CWDM does not render free basic services, as the local municipalities are responsible for service delivery in their areas of jurisdiction.

COMMENT ON FREE BASIC SERVICES AND INDIGENT SUPPORT

The CWDM supports low-income earners by providing subsidies to farmers to provide basic water and sanitation infrastructure in their labourers' houses.

COMPONENT C: PLANNING AND DEVELOPMENT

INTRODUCTION TO SPATIAL PLANNING

Spatial Planning is a division of the Department: Community Development and Planning Services and has a limited function pertaining to town and regional planning, being spatial planning and planning coordination. Although land use management is a function of the five local municipalities within the District, the CWDM's is involved in land use planning through participation in local municipal planning tribunals established in terms of the Spatial Planning and Land Use Management Act, 2013 (Act No. 16 of 2013) (SPLUMA).

The CWDM's involvement in terms of planning in general is as follows:

- Compilation of the CW-SDF;
- Membership of the Western Cape Municipal Heads' Planning Forum;
- Active participation in provincial and local municipal spatial development framework processes;
- Participation in environmental planning policy processes facilitated/implemented by other spheres of government;
- Participation in the new law reform process pertaining to the Provincial Land Use Planning Act (LUPA) and SPLUMA.
- The CWDM Deputy Director: Town and Regional Planning is a member of the Witzenberg and Langeberg Municipal Planning Tribunals established in terms of the SPLUMA.

SPATIAL PLANNING FUNCTION

CW-SDF

The CWDM compiled a CW-SDF for its area of jurisdiction in terms of Section 26 of the MSA. The organisation is mandated to create an SDF as a sector plan of the CWDM IDP in terms of the MSA.

The purpose of the approved CW-SDF (2011) is to lay down a set of guidelines to:

- interpret and apply higher-order spatial policy within the District;
- guide regional and local policy interventions;
- act as a strategic forward-planning tool to guide planning and decisions on land use and land development;
- consider a spatial rationale to the development vision of the District that is clear enough to allow decision-makers to deal with unanticipated/unplanned situations;
- develop a spatial logic that guides public and private sector investment;

- ensure the social, economic, built and environmental sustainability of the area;
- formulate proposals to redress the spatial legacy of apartheid; and
- propose (spatial) indicators to measure outcome.

Cape Winelands Biosphere Reserve (CWBR)

The CWDM fulfils a secretariat role for the CWBR, which is a sustainable development initiative. The CWBR implements projects pertaining to the three functions of the biosphere reserve concept, which is:

- a conservation function – to contribute to the conservation of landscapes, ecosystems, species and genetic variation;



Example of projects: Awareness raising through facilitated hikes and talks at schools.

- a development function – to foster economic and human development which is socio-culturally and ecologically sustainable, and



Before



After

Example of projects: Construction of Early Childhood Development facility in Franschoek.

- A logistics function – to provide support for research, monitoring, education and information exchange related to local, national and global issues of conservation and development.



Example of projects: Waterwise Aquatron toilet system.

The CWBR is a dual platform that enables cooperative governance where all spheres of government take part in the national Man and the Biosphere Programme as well as private initiatives.

ICLEI Africa Local Governments for Sustainability

As a member of ICLEI Africa, the CWDM envisages exploiting avenues for support in the field of natural resource management, i.e. water conservation and related sustainable development issues. The benefits of ICLEI Africa membership include:

Advocacy

The opportunity to be part of the voice of local authorities on a variety of topics and debates, and engaging with international institutions such as UN agencies, the World Economic Forum and many more.

Network

- Belonging to an international movement of cities, and regional and local authorities aimed at tangible improvements of the global environment.
- Participation, networking, capacity building and information exchange through ICLEI Africa's key projects (including energy and climate change, urban biodiversity, water and sanitation, and sustainable consumption and production).
- Connection and twinning with other cities on shared interests.

Information

- An introductory webinar in the first few months to explain all current political initiatives and commitments around sustainability matters. Can be followed by an analysis of specific needs and institutional mapping.

- Free access to case studies on innovative approaches to local sustainability.
- Regular information through the organisational newsletters, websites and information portals.
- Publications free of charge (guides, manuals, reports, etc.), such as the Sustainable Urban Energy Planning guidebook.
- Access to a variety of information and services (such as online publications, web conferencing and calendar information) on ICLEI's Web-Info-System.

Visibility

- Participation in international development cooperation projects and programmes.
- The opportunity of being profiled, interviewed for ICLEI's newsletters and featured in their tri-annual publication.

Expertise

- Two webinars every year, on themes as diverse as lobbying and approaching funders, to ecomobility and conducting citizen engagement initiatives.
- The opportunity to participate in international research, innovative pilot and training programmes.
- Discounted access to ICLEI's ad-hoc consultancy services and training.
- Reduced fees for conferences, seminars and training courses organised by ICLEI's International Training Centre (ITC).
- Free access to ICLEI Africa tools, such as the first level of Resilient Africa.
- Privileged access to international funded programmes and innovative pilots on sustainability.
- Participation in Local Action for Biodiversity (LAB) Programme (participation fee required).

UNOFFICIAL ENVIRONMENTAL MANAGEMENT FUNCTION

This function is divided into two sections, namely a) Environmental Planning Policies and Frameworks and b) Natural Resource Management Programmes and Training.

Environmental Planning Policies and Frameworks

- Draft Framework for a Climate Change Response Strategy (completed)

Natural Resource Management Programmes and Training

- Cape Winelands Invasive Alien Vegetation Management Programme
- River Rehabilitation Programme

These programmes, as implemented in the Berg River and Breede River catchments, are underpinned by the Expanded Public Works Programme, in particular the environmental sector. Thirty-four (34) sites/contracts were awarded and cleared allowing for:

- Work opportunities created: \pm 340
- Hectares cleared: \pm 2 395,52



Example of site plans in river catchments

LOCAL ECONOMIC DEVELOPMENT AND TOURISM

The CWDM is actively working on its role as the strategic facilitator for economic development within the District. The 5-year Cape Winelands Regional Local Economic Development Strategy (CW-RLEDS) was adopted in October 2012 after an extensive consultative and strategy formulation process with relevant stakeholders and role-players.

The key drivers of the strategy include:

- Institutional development for investor readiness: Performed by the Local Economic Development (LED) Division of the CWDM in collaboration with local municipalities, DEDAT and WESGRO;
- Business retention and expansion (BR&E): Performed by the LED Division of the CWDM in collaboration

with local municipalities and local tourism associations (LTAs);

- Economic infrastructure development: Performed by the Engineering Department of the CWDM in collaboration with national and provincial departments;
- Human development: Performed by the Social Development Division of the CWDM in collaboration with provincial departments, non-governmental organisations (NGOs), community-based organisations (CBOs), learning institutions, sports federations, etc.;
- Environmental integrity: Performed by the Municipal Health Division of the CWDM in collaboration with NGOs, learning institutions, farmers, etc.;
- Economic development: Performed by all CWDM departments in collaboration with local municipalities, chambers of commerce/sakekamers, LTAs, national (e.g. DTI) and provincial departments (DEDAT); WESGRO; SALGA, learning institutions.

Quality of life improvement: All departments within the CWDM work towards improving service delivery to our communities.

Programmes implemented in 2017/2018 in respect of the CW-RLEDS Action Plan include:

- **CWDM Investment Attraction, Retention and Opportunities Programme**
 - Business retention expansion project for tourism sector
 - Added further functionality to the mobile apps for 14 towns in the CWDM
 - Capacity training for tourism staff on how to optimally use the mobile apps
 - Trade Exhibition Project
- **CWDM Enterprise Development Programme**
 - Seed Funding Project for SMMEs
 - Seed Funding Project for emerging and small farmers
- **CWDM Skills Development and Mentorship Programme**
 - Business Training and Mentorship Project (the CWDM training and mentorship programme was developed to assist the SMMEs and small farmers receiving seed funding from the municipality by providing business training and one-on-one mentorship to these SMMEs and small farmers)
- **CWDM Information and Knowledge Management Programme**
 - Working in collaboration with WESGRO to collect tourism statistics from LTAs
- **CWDM Tourism Marketing Programme**
 - Tourism Exhibition Project; Media/Tour Operator Educationals Project, Tourism Events Project; Mayoral Awards Project; Tourism Month Project)
- **CWDM Tourism Product Development Programme**
 - (LTAs) Development Projects; Township Tourism Project; Community Tourism Training Project; Tourism Road Signage Project)

A FEW LED AND TOURISM PROJECTS IN MORE DETAIL

RESEARCH AND INFORMATION MANAGEMENT PROGRAMME

STRATEGY DEVELOPMENT

Cape Winelands Regional Socio-Economic Development Strategy

The Local Economic Development Unit of the CWDM has embarked on a process to develop a socio-economic development strategy that will contain the following sector plans: social development plan, tourism plan and an investment plan for the CWDM. The CWDM has also funded the under-resourced municipalities of Witzenberg and Langeberg to develop their socio-economic development strategy. The joint process was proposed to ensure greater integration, cooperation and collaboration of local economic development in the Cape Winelands region.

The aim of these strategies is to harness the resources and skills of all stakeholders in a uniform and coherent manner to achieve agreed aims and objectives. Three workshops were held with stakeholders and role-players to discuss the research, analysis and programme design and development. Thereafter, draft strategies were submitted to the three municipalities for final discussion and input. It is envisaged that these strategies will be adopted by the respective Councils in the new financial year.

Tourism visitor tracking survey

The aim of this programme is to keep abreast of economic information to make informed decisions and to do evidence-based planning. The CWDM continuously analyses the major economic sectors in the Cape Winelands to ensure that local government is informed on the sector-specific interventions that need to be implemented to create a conducive environment for local economic development.

To make sure that we maintain updated information on the development of industries, the municipality works closely with WESGRO and regional LTAs in terms of data collection. The visitor tracking forms are printed and distributed to the local tourism offices and the major tourism attractions. On completion, these forms are returned to the CWDM on a monthly basis, after which they are captured and analysed by WESGRO. The subsequent information is published on the tourism dashboard on WESGRO's website, and may be used for the District's trend reports.

Even though the programme was not very successful in the 2017/2018 financial year, the CWDM has facilitated discussions with the local municipalities to ensure that the programme is implemented successfully.

Entrepreneurial Seed Fund Programme

The Entrepreneurial Seed Fund Programme is a partnership programme between the CWDM and its five local municipalities. Through the selection process, twenty promising and locally driven start-up SMMEs working primarily in historically disadvantaged areas within the District were selected for support in the form of R25 000 worth of equipment. The evaluation and selection processes occurred in collaboration with the local municipalities and the service provider of the CWDM Mentorship Development Programme.

Highlight

MJS Carwash & Valet Centre – Paarl

The carwash was established seven years ago and is operated by the owner, Isaac du Preez. When he purchased the business, Isaac did not have any knowledge of or experience in operating a carwash. The services offered include car washing, polishing and a valet option. He currently services about 10 to 12 clients a day according to each client's needs. The existing clientele formed part of the purchase deal and additional corporate contracts were entered into. His clientele includes an accounting firm, government, Medi-Cross, Royal Finance, Paarl Post and HG Molenaar who are all based in Paarl and surroundings and some have been clients from the outset. He created permanent employment for four people who work six days a week and two people are employed on a part-time basis over weekends. Four of the staff are female and two are male.

Amongst his achievements in the first quarter was the implementation of a greywater system to address the water crisis experienced in 2017 and during the summer of 2018. Given the nature of Isaac's business, this was a challenging period during which he had to close his business for three weeks. He had to devise measures to keep his business going and adjusted to the situation by deciding to purchase a water tank. Greywater stored in the tank is used for the washing of cars. Isaac was also advised to use waterless wash shine for the cleaning of cars to save more water. The remainder of the funding was used for chemicals, a printer, a laptop and a vacuum cleaner.

He is planning to expand his business by offering a mobile car wash to corporate clients and individuals. As the owner of the business, his role is driving and moving the vehicles whilst his staff sees to the cleaning functions. Isaac builds his clientele by providing a good service and interacting with his clients, which lead to referrals. His contribution to the community is supporting organisations through donations, such as a local autism organisation. Regular clients also get a small discount.

Isaac is indeed an entrepreneur with perseverance and is not easily influenced by unforeseen circumstances. He also engages in community, religious and social development activities to add value to his profile as an entrepreneur and a member of the community.



SMALL-SCALE FARMER SUPPORT PROGRAMME

The Small Farmer Programme is a partnership programme between the CWDM and its five local municipalities. It aims to contribute to the rural growth and development of sustainable food security by providing financial support to emerging and small-scale farming projects in the District. The evaluation and selection processes occur in collaboration with the local municipalities, the service provider of the CWDM Mentorship Development Programme and the Western Cape Department of Agriculture. The following ten programme beneficiaries received R50 000 for equipment and inputs.

- Grabouw Iziqhamo Cooperative, Donkerhoek, Simondium: Vegetable farming
- AA Anthony's Farming, Kylemore: Vegetable farming
- Pinehaven Agricultural Trading, Annandale Road, Stellenbosch: Vegetable farming
- K2016040615 (South Africa) t/a Eric Swarts Farming, Annandale Road, Stellenbosch: Vegetable and fruit farming
- Varkbase White Cooperative, Keurkloof, Robertson: Pig farming
- Leequeline Primary Agricultural Cooperative, Dassies Hoek, Robertson: Pig farming
- Gemoedsrus Boerdery, Paglande, Robertson: Vegetable farming
- H & P Enterprises, Kolgans Rivier, Robertson: Vegetable farming
- Nomphiriri Primary Cooperative, Zolani, Ashton: Pig farming
- Mar Van Emerging, Drie Riviere Farm, Worcester: Pig farming

Highlight

In 2007, Sydney Claassen started his vegetable farming business, Pinehaven Agricultural Trading, with his father Willem on 5,5 hectares of land in Annandale Road, Lynedoch in Stellenbosch. They supply vegetables to people from the Strand and Khayelitsha and customers purchase spinach from them on a weekly basis. They also plant green beans and baby marrows. Due to the water crisis, they had to change their water supply to a dripping system. They currently have six to nine employees and during the planting and harvesting season, an additional five people are employed. The packaging and distribution takes place from the farm to the chain stores, which means the need for a third party is eliminated.

As reported by the Agricultural Specialist of the CWDM Mentorship Development Programme, the turnover growth of Pinehaven Agricultural Trading has increased from 15% to 45%, this is a dramatic increase in gross turnover. They supply Into Foods, Farm Fresh, Neil Fresh Produce and SomeThyme Deli Veg. The highlight for Sydney is that Woolworths was very impressed with their produce. The head buyer of the Woolworths fruit and vegetable department visited the farm and was so inspired with what he saw that he has given Sydney a firm letter of undertaking that they can supply them directly. (Note: Into Foods is Woolworths' packing agent for the Western Cape and produces the ready-to-eat meals, so their product is an ingredient of these turnkey meals supplied to Woolworths).

Sydney's future growth plans include:

- Breaking the repetitive production cycle and the build-up of pests and diseases in the ground by introducing spinach that will be a winter crop and assist them with their 12-month income cycles. This will be a system of horticultural crop rotation over the 12 months.
- Expanding the farm from 5,5 ha to 10 ha, which will significantly increase their financial exposure.
- Improving their vertical integration, which could possibility include a packhouse in future.



MENTORSHIP DEVELOPMENT PROGRAMME

In order to implement the above programmes, the CWDM appointed Urban-Econ Development Economists for a three-year period (2015/2016, 2016/2017 and 2017/2018) to assist with the procurement of equipment for the various beneficiaries and to provide a training and mentorship programme. The task is therefore divided into two aspects, namely:

1. Procure equipment on behalf of the beneficiary
2. Mentorship programme in the following areas:
 - a. Coaching and mentorship – based on the individual SMME assessments
 - b. Business process establishment and documentation
 - c. Sales and marketing mentorship
 - d. Financial systems and legal advice

The BRE programme represents a key local economic development initiative for the region. In so doing, the municipality demonstrates its commitment to the importance of issues facing existing businesses, given that they comprise the economic base in land use, capital formation and employment opportunities that shape the foundation for future growth of the Cape Winelands regional economy. BRE tourism projects focusing on Cape Winelands tourism niches (family friendly, sport and outdoor and accessible tourism) have been prioritised. The CWDM intends to act as an initial catalyst for developing these tourism niches by using its BRE Tourism Programme. The evaluation and selection processes occur in collaboration with the local municipalities. The LTAs also play a role in advising the evaluation panel on private tourism business applications and being the conduit for the transfer of funds to the successful applicants.

In total, 24 projects were supported for the 2017/2018 financial year.

Supporting accessible tourism

Worcester Tourism: Braille menus for restaurants and braille street plaques

Worcester Tourism approached five restaurants/coffee shops in the Worcester area to produce braille menus for the purpose of making blind tourists feel welcome and inclusive. The braille menu will assist individuals with impaired sight to choose their meal without feeling disregarded. The waiter will then be able to place the order as it will also be displayed in the preferred language.

The street plaques and Worcester map in braille will also be a positive gesture towards the blind community of Worcester and local and international visitors. It will ease their mobility in the town and may be an example for other similar projects in future.

The CWDM contributed R15 000 towards this project.



TOURISM MOBILE APPS

The CWDM funded the development of 14 Tourism Town Apps in its District. This was done in collaboration with the 14 LTAs and these apps are the official tourism apps for these towns. In this financial year, additional functionality (integration with Facebook) was added to the apps and capacity training was provided to new tourism staff.



INVESTMENT TEAR-OFF

The project aims to develop an investment tear-off brochure for the District that will be used as a marketing tool for investors and tourists. It will contain economic information for investors and details about the major annual tourism events.

MISSIONS/EXHIBITIONS/TRADE SHOWS

The project aims to market the District as an attractive investment destination and to assist SMEs with the domestic and international marketing of their products/services through SME/trade expos, exhibitions and trade missions/roadshows. Two expos were attended during the 2017/2018 financial year and one was hosted in the Winelands area.

SMME OPPORTUNITY ROADSHOW, 6 SEPTEMBER 2017, CTICC, CAPE TOWN

The organisers of the 2017 SMME Opportunity Roadshow extended an invitation to the CWDM to participate in the roadshow for the third time. The municipality's attendance at the roadshow in 2015 and 2016 was a great success for both the CWDM and the entrepreneurs. Five entrepreneurs as well as Stellenbosch Municipality and Breede Valley Municipality attended the 2017 Roadshow.



3rd ANNUAL SUPPLY CHAIN MANAGEMENT INDABA, 20 AND 21 NOVEMBER 2017, GOUDINI SPA

The CWDM hosted the 3rd Annual Supply Chain Management Indaba on 20 and 21 November 2017 that was attended by all municipalities in the province. The purpose of the Indaba is to provide a shared platform for discussion and learning about the utilisation of procurement as a catalyst for economic transformation. One of the mandates of a municipality is to promote sustainable economic growth in the community it serves by, amongst other things, providing support to local businesses. The theme of this year's indaba was formulated on the premise that procurement can serve as an economic enabler. The indaba served as a networking opportunity where delegates had the chance to meet one another and share ideas and solutions for everyday issues.

NAMIBIA TOURISM EXPO, WINDHOEK, NAMIBIA (30 May to 2 June 2018)

The 19th Annual Namibia Tourism Expo was held from 30 May 2018 to 2 June 2018 at the Windhoek Showgrounds in Windhoek.

THE CWDM STAND

The CWDM procured a 54 m² stand. It was an open-flow stand that allowed the visitors to move in between the various products on the stand. The following brands participated in the CWDM stand:

Alvi's Drift International Wines

Funky Ouma

Stofberg Family Vineyards

Kirabo Cellars

Laharna Farm Products

ACTIVITIES AND EVENTS AT THE CWDM STAND

Trade Day (Wednesday, 30 May 2018) Stand Activation

The CWDM utilised the product owners at the stand to market the District as an investment and tourism destination by providing them with branding and marketing collateral to hand out to their high-value clients. For example, Alvi's Drift gave the marketing and branding material only to trade clients that spend more than R1 000.

Wine and olive tasting

In addition to the marketing material, wine tasting sessions were conducted by Alvi's Drift International Wines, Kirabo Cellars and Stoffberg Family Vineyards. Laharna Farm products had olive product tastings. Funky Ouma sold Himalayan salt with different infusions.

Competitions

On the last consumer day, a competition was held with two draws where participants could win a goody bag filled with marketing materials, branded items and a bottle of wine from the region.

Live cooking show

A joint marketing activation by the CWDM, West Coast DM and WESGRO enabled a West Coast product owner, Mrs Vallerie Murphy, owner of the Curry Bar Restaurant in Langebaan to do a live demonstration on the art of cooking Indian curry. Products and wine were sponsored by the CWDM and WESGRO. The CWDM received credit as a joint sponsor for the cooking show segment.

Media

Namibia Broadcast Corporation

The Deputy Executive Mayor, Councillor Dirk Swart, was interviewed by Mr Theo Uushona, Business Today presenter of the Namibia Broadcast Corporation (NBC) via a live transmission from the expo. In the interview, Cllr Swart promoted the District as a great tourism and investment destination.



Republikein Newspaper and Expo Times

Product owners at the stand were featured in the Republikein Newspaper and the Expo Times.



Award

The CWDM won a gold award at the Namibia Tourism Expo – of the 150 exhibitors at the show, only nine gold awards were bestowed on exhibitors in the different categories.



TOURISM

LTA Projects

These projects aim to assist LTAs within the CWDM area with identifying and implementing tourism developmental projects within their respective towns. Projects such as schools educationals, tourism staff educationals, art and music classes for the youth, skills training in tourism for the youth and community are amongst the many projects identified. Through these projects the CWDM intends to encourage communities to become aware of and play an active role in tourism in our region and to provide excellent service, and also be ambassadors of friendliness and hospitality to local and international tourists.



Tourism training

Tourism is regarded by many as a vehicle for job creation. It is a process by which government and nongovernmental sector partners work together to create better conditions for economic growth, poverty reduction and employment creation. In support of this process, and to create a competitive and sustainable tourism industry, it is imperative to support tourism initiatives that are in line with national, provincial and regional growth targets.

In order to develop initiatives that are aimed at stimulating economic growth at a regional level, the CWDM embarked on a process to improve the skills of entrepreneurs in the hospitality industry to provide services of the highest quality and excellence. The process involves improving the services rendered by SMMEs in the local hospitality industry, such as caterers, restaurants and accommodation facilities that host stakeholders, i.e. tourism, private and government delegations. The training in culinary skills, customer care, event management, social media, first aid, computer skills and an introduction to wine training will better equip SMMEs in the District to capitalise on the prospect of increasing tourism activity and service excellence. After completing the various courses offered by the CWDM, a number of trainees have been employed in the hospitality industry.

TOWNSHIP TOURISM PROJECT

This project is an intervention by the CWDM to ensure that tourism routes become profitable and sustainable. It also aims to ensure that smaller tour guides, operators and small businesses are afforded the opportunity to gain access to and link with established businesses and routes in order to grow and develop their enterprises in the tourism industry.

The project consists of four phases:

- Forging partnerships with existing routes
- Route development support
- Route visits and educational
- Signage and route collateral

The aim is twofold. Firstly, to link these tour guides with tour operators and big business organisations. And secondly, to expose those tour guides who are still registered and operating to all the products and new routes on offer in the District in order to include it in their packages or itineraries for potential visitors, tourists or investors into the region.



The CWDM had, through a number of studies, identified that municipalities need assistance in developing their envisaged township tourism routes. Therefore, the CWDM has entered into agreements with the municipalities to assist them in developing their tourism routes.

Most tourism businesses in the CWDM are challenged with obtaining appropriate tourism road signage for the region. Henceforth, the CWDM also aims to assist in providing tourism road signage to those routes that are already established but struggling with signage, as well as to develop collateral such as route maps to assist in the marketing of these routes.

MAYORAL TOURISM AWARDS MEDIA LAUNCH

On 16 March 2018, the CWDM hosted a media launch on the Mayoral Awards, which is the Mayor's brainchild. This late-afternoon event was a joint initiative of the tourism section and the Communications Department.

Objective of media launch.

1. To inform the general public about the upcoming event
2. To target media that is credible and reliable
3. To improve and strengthen networks with our stakeholders



TOURISM EVENTS

Tourism events is a systematic and planned marketing tool to attract more tourists, improve the image of a destination, increase tourist arrivals, and to improve seasonality and geographic spread within a destination. The CWDM will support twenty-four events across the District.

The following are some of the events that were supported by CWDM: Breedekloof Craft Beer Festival, the 4th Annual Gravel & Grape MTB, Art in the Heart of Breedekloof, Celebrate Breedekloof Festival, 6th Annual Spring Festival Arts and Culture Festival, Tulbagh MTB Event, Op 'n Stasie Gemeenskapfees, Franschhoek Arts, Cape Classique & Champagne Festival, Sinothando Art Festival, Dine with Locals, The Chrysanthemum Show, Dwars River Food & Wine Festival, DVRT Heritage Sports Day, Stellenbosch Mini Indaba, Stellenbosch Street Soirees.

MEDIA/TOUR OPERATORS AND STAFF EDUCATIONALS

This project aims to promote the hidden gems and the cultural heritage of the District through hosting media journalists and tour operators throughout the CWDM. Seven educationals have been planned for the financial year, which aim to promote the new and niche products to the domestic and international markets by means of free articles placed in different magazines and newspapers by the journalists who partake in these educationals.

Media educationals took place in Breede Valley, Langeberg, Hex River, Drakenstein, Stellenbosch and Tulbagh. Articles appeared in the Worcester Standard, Witzenberg Herald, and on social media such as Facebook and Twitter, Eikestadnuus and Paarl Post.



COMPONENT D: COMMUNITY AND SOCIAL SERVICES**INTRODUCTION TO CHILD CARE, AGED CARE AND SOCIAL PROGRAMMES**

The Division Rural and Social Development of the CWDM focuses on building and maintaining social capital through access to programmes and services. Related programmes aim to increase physical activity, enhance education, improve skills levels, enhance employability, provide access to assistive devices, is funding for CBOs and promote the rights of vulnerable groups. The success of these programmes are based on strong and vibrant partnerships with national and provincial government, B-municipalities, civil society organisations, communities across the District and training institutions. The following projects were implemented to address the service delivery priorities for the 2017/2018 financial year:

COMMUNITY SUPPORT PROGRAMME

Non-profit organisations (NPOs) and CBOs face various challenges and financial constraints. The CWDM provides funding to support civil society organisations in rendering services that have a direct and immediate impact on the wellbeing of disadvantaged communities at grass-roots level. The funding maximised the poverty alleviation impact of forty-five (45) community organisations across the District. This programme also enhances the capacity of beneficiary organisations to render services that will contribute to the achievement of the CWDM's strategic objectives.

DISABILITY PROGRAMME

The CWDM aims to improve the livelihoods of people with disabilities and to address social barriers that exclude them from the various systems of society. Accessibility is important to achieve the principles of full inclusion, equality and participation in mainstream society.

Hearing Aids Project

Hearing impairment is often mistaken for an intellectual disability because it influences the learner's ability to perform academically. It also leads to social isolation, frustration and deafness. Diagnostic hearing tests were implemented at schools across the district by the Cape Winelands Department of Health District office. In partnership with the Department of Health (DH), the municipality provided eighteen (18) hearing aids, thirty six (36) ear moulds and two hundred and sixteen 216 batteries as the learners each required two hearing aids to improve their audio ability. The provision of hearing aids improved the accessibility of hearing impaired learners in terms of education, social inclusion and communication.

International Day for Persons with Disabilities

On 3 December 2017, the CWDM, in partnership with government departments and NGOs in the disability sector, commemorated the International Day for Persons with Disabilities. Events were implemented in the five local municipalities of the CWDM to observe and promote the rights of persons with disabilities. These events covered the spectrum of disabilities and created an awareness amongst citizens of the District. 3 000 persons with disabilities and their families were reached through these programmes.

Skills Development for Persons with Disabilities Project

The lack of skills development was one of the challenges identified at the Cape Winelands Disability Conference held on 23 April 2014. Customer care training for persons with disabilities was identified as one of the soft skills training needs. The lack of skills development opportunities in this sector contributes to the increasing unemployment rates amongst disabled youth and women in the district. The CWDM implemented customer care training for thirty (30) persons with disabilities. Developing the competencies of people with disabilities in universal customer service is vital to ensure that they have the knowledge, attitudes and skills to fully address all customer needs. By acquiring these skills, they will be able to provide a consistently high quality of customer service and gain access to the open labour market. For the 2017/2018 financial year, participants were recruited in partnership with Langeberg Municipality's Social Development Department and NGOs in the disability sector within Langeberg.

ELDERLY PROGRAMME

The CWDM strives to maintain and protect the status, wellbeing, safety and rights of older persons. This project also aims to promote and create an enabling environment for the elderly to participate actively in a healthy lifestyle, wellness and cultural activities. The CWDM acknowledges the valuable contributions that elderly persons have made in communities across the district.

Golden Games Project

In partnership with service centres, the Cape Winelands District Elderly Forum, Drakenstein Municipality, Stellenbosch Municipality, the Department of Social Development (DSD) and the Department of Cultural Affairs and Sport (DCAS), the CWDM successfully hosted a District Golden Games event in Drakenstein on 7 May 2018. The event was held at the Dal Josaphat Stadium in Paarl and approximately 1 500 elderly people from across the District attended this event. The purpose was to sensitise elderly people about their rights, human dignity and participation in competitive sports. The formidable spirit demonstrated by the elderly when they defy age and challenge themselves to play sports, is truly inspiring for younger persons.

More Living Active Age Programme

Recreational and cultural tours were implemented as part of the More Living Active Age Programme for the elderly in our district. These tours provided the elderly with opportunities to learn about the socio-economic, cultural and historical developments that have taken place and the significant impact the history and developments had on the underprivileged communities and the elderly. The support of the CWDM created opportunities for older persons to visit recreational and historical landmarks, some of which have never been outside their residential areas due to financial constraints. Approximately 1 200 elderly persons from across the District were the beneficiaries of the recreational and educational excursions.

FAMILIES AND CHILDREN PROGRAMME

The programme aims to strengthen the capacity of families and communities to care for and protect children. Families are the cornerstone of communities. Dysfunctional families lead to dysfunctional communities. The family has been and continues to be the principal institution in society, playing a vital role in socialisation, nurturing and care, and in determining the conditions of social reproduction. Interventions to support vulnerable families are vital in alleviating abuse, neglect and poverty. This programme is implemented in partnership with government departments, civil society organisations, NGOs and faith-based organisations.

Victim Empowerment Programmes Project

Victim empowerment is an approach to facilitate access to a range of services for all people who have individually or collectively suffered harm, trauma or material loss due to violence, crime, natural disaster, human accident or socio-economic conditions. It aims to restore the loss or damage. Victim empowerment programmes focus on taking control, having a voice, being heard, and being recognised and respected as an individual. These initiatives focus on empowering especially women and children with information and skills in order to understand and manage emotions, set and achieve positive goals, and feel and show empathy for each other. It also teaches them to establish and maintain positive relationships and make responsible decisions.

Victim empowerment programmes were implemented in partnership with the DSD to ensure that three hundred and fifty (350) children in the CWDM are empowered through a holistic approach. The programme activities included prevention of re-exposure, reframing of cognitive distortions, symptoms management, problem solving, informed decision making and group therapy.

Educational Excursions Project

Approximately 6 000 learners of rural schools were afforded opportunities to embark on educational excursions to enhance learning outside the classroom. They were mostly from low-income households that cannot afford the fees related to educational excursions, and thanks to the municipality's support they were able to attend the excursions.

Holiday Programmes

During school holidays, young children, especially in impoverished communities, have very little or no recreational space where they can give expression to their need for positive socialisation and interaction with their peers. This places them at risk of being drawn into negative activities such as youth criminality, increased substance abuse and risky sexual behaviour.

Holiday programmes were implemented in partnership with civil society organisations to ensure the safekeeping of children during school holidays. The programme included a variety of educational and recreational activities that were provided in a safe environment to learn, interact and enjoy. It covered important topics such as crime prevention, teenage pregnancy, drug abuse, anti-bullying and addressing challenges facing children and young people during puberty.

Life Skills Camps

Life Skills Camps equip the youth with the tools and information they need for a positive future. These camps were implemented for vulnerable groups and addressed social ills such as substance abuse, domestic violence, sexual offences, forms of violence, self-protection, gender roles, healthy relationships and informed choices. Partnerships with NGOs, SAPS, the DSD, the Department of Justice and the Department of Correctional Services enabled the CWDM to reach three hundred (300) young people reach through this programme.

Foetal Alcohol Syndrome Prevention Project

Foetal alcohol syndrome (FAS) is the leading cause of mental disability in South Africa. Children with FAS are born with a lifelong disability, which affects their physical growth and development, their mental ability, behaviour and social skills. The effects of substance abuse have a devastating impact on the lives of children and the CWDM aims to implement a programme that prevents parents from abusing substances and to decrease the rate of children that are born with FAS.

A Pregnant Women Mentorship programme was implemented in partnership with FASFacts. The objective of the programme is to prevent the increase of FAS by assisting girls and adult women to make the decision not to drink any alcohol when they are or plan to become pregnant. The mentors are responsible for ensuring that the pregnant women abstain from alcohol during pregnancy and breastfeeding. They also provide support to the family during this period. Breede Valley Municipality and 30 mentors formed part of the programme. International Foetal Alcohol Syndrome Day was observed on 8 September 2017. The municipality, in partnership with stakeholders, take a stand to recognise and raise awareness about the dangers of drinking during pregnancy and the plight of individuals and families affected by FAS and its related disorders (FASD).

Sanitaryware

In partnership with the Department of Education in the District, the CWDM encourages education as a tool for a better future. Both the CWDM and the department ensure that the education of young girls is not hindered due to a lack of the basic necessity of female hygiene products.

It is a sad reality that in South Africa many young girls miss up to a week of school each month because they have limited access to female hygiene products, specifically sanitary towels. In June 2018 the Rural and Social Development Division visited 18 schools across the District to distribute more than 5 000 sanitary towels to learners at rural schools. Young people are the heart of the future of South Africa and of our District and the municipality wishes to break the cycle of poverty. As education plays an integral role in achieving this goal, this initiative will contribute to ensuring that not a single girl misses one day of her schooling.

ECD support

The CWDM has invested in various programmes to improve education in Early Childhood Development as it is not about the care and protection of children, but also the development of young children. The programmes also ensure that babies and toddlers attend a crèche that has the facilities to give them a good start in life. The building of human capital puts a specific focus on opening doors of learning and culture, and to give ECD centres a head start in numeracy and literacy, educational toolkits were provided to 31 centres.

HIV (HUMAN IMMUNODEFICIENCY VIRUS) AND AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME) PROGRAMME

HIV and Aids impact on the sustainability of communities and their developmental environment. The implementation of interventions is crucial to reduce the vulnerability of infected and affected persons. HIV/Aids awareness campaigns; World Aids Day, HIV/Aids and male circumcision; HIV and breastfeeding and 16 Days of Activism Against the Abuse of Women and Children are implemented in partnership with the Multisectoral Action Team (MSAT) structures in each B-municipal area. These programmes focus on reversing the effects of the HIV/Aids pandemic and providing support to infected and affected families in the District.

HIV/Aids Awareness Programmes

HIV/Aids awareness campaigns were held across the District and included programmes such as World Aids Day, HIV/Aids and male circumcision; HIV and breastfeeding. An HIV/Aids awareness programme was implemented for foster parents to educate them about the treatment, nutrition, dental health and healthy lifestyles of infected and affected children and their biological parents. Fifteen foster parents from Worcester and the Breede Valley area were reached through this programme. An HIV/Aids awareness programme was implemented across the District to sensitise young people about the dangers of not using condoms. The programme in Langeberg focused on training 15 social workers in the prevention, treatment and legal aspects related to HIV/Aids. This programme empowered them to deal effectively with clients and families affected by or infected with HIV/Aids.

First 1 000 Days Programme

The project activity formed part of the province's campaign to raise awareness about the crucial first 1 000 days of a child's life. Those first 1 000 days in a child's development, starting from conception, through pregnancy, birth, and after the first 2 years of life are crucial for securing a child's bright future. The most important aspects of the programme are health and nutrition, which both mom and baby need; love and attention that babies need, and all the support that the mom needs; and play and stimulation that babies need for learning as well as the protection of a safe environment.

The Cape Winelands District First 1 000 Days programme was launched on 11 October 2017 in Worcester, where 350 ECD practitioners attended the event. The programme was implemented in partnership with the regional offices of the DH and the DSD. Government departments, NPOs, Stellenbosch University and private companies showcased their programmes in promoting and improving the overall development and growth of children. This crucial programme was also implemented in partnerships with clinics across the district. 165 mothers and their babies participated in the activities that focused on affordable nutrition, dental hygiene and healthy lifestyles.

16 Days of Activism Project

The municipality facilitates joint planning and collates the inputs of all partners to produce a District calendar of events implemented across the District. The calendar provides a 16-day window (25 November to December) of opportunity in communities for intense awareness-raising and education to reduce the levels of women and child abuse. Catalytic events include the launch of the 16 Days Campaign, World Aids Day and the International Day for People with Disabilities.

The objectives of the 16 days of Activism Against Women and Child Abuse Campaign are to change behaviour through public awareness and education on the rights of people living with HIV/Aids and those who are HIV positive; to generate awareness to the incidence of violence against women and children; to highlight the stories of survivors of gender-based violence and the impact the campaign has had on their lives; and to create awareness around the link between HIV/Aids and gender-based violence. Approximately 2 000 people were reached through the 16 Days programmes.

SKILLS DEVELOPMENT PROGRAMME

Skills development is identified as one of the priority needs for sustainable development in rural communities within the CWDM. Violence, social isolation and low education levels make young unemployed women more vulnerable and increase their risk of sexual exploitation. Economic empowerment opportunities reduce conditions of vulnerability and improve the resilience of young women. Young people are an important focus and a priority, as the lack of skills development contributes to a growing unemployment rate amongst youth in rural areas. The Skills Development Programme also formed part of the Expanded Public Works Programme of the municipality, as they employability and SMME development amongst women and youth.

Driver's Licence Training Project

In partnership with the Health, Education and Social Development sector departments and Breede Valley Municipality, the CWDM embarked on an integrated governmental relations programme for 20 unemployed youth in the Touwsriver area. The programme afforded the participants the opportunity to obtain a driver's licence. Training consisted of 10 (ten) practical driving lessons and a driver's licence test.

WOMEN PROGRAMME

Although government has made significant progress in empowering women in the political, public and educational spheres, the marginalisation of poor women severely compromises progress. Women development programmes are implemented in partnership with various stakeholders during August (Women's Month) and throughout the financial year. The partners included the Worcester UThukela Care Centre, the DSD, Legal Aids South Africa-Worcester; ACVV, FAMSA, BADISA, SAPS, Witzenberg APD, House of Hope and the Women's Network.

The programmes focused on testimonies of professional women that have overcome abusive childhood experiences, intimate partner violence and sexual offences. These messages encouraged other women to speak out and to seek help. Women were also taught some self-defense techniques and received pampering treatments from local businesses. Material support is provided to survivors of sexual offences through the Thuthuzela Care Centre. Ten (10) Women development programmes were implemented. One thousand two hundred (1200) women from across the district were reached through this programme.

YOUTH PROGRAMME

Young people are at the heart of the future of South Africa and they face many challenges in modern day society. There is great benefit in investing in young people by creating pathways for accelerated development. When young people can claim their right to health, education and decent working conditions, they become a powerful force for economic development and positive change. Initiatives for the youth are crucial in terms of the economy and the prevention of social crimes. Youth Development programmes were implemented in partnership with various youth sector organisations. These programmes focused on equipping the youth with life skills, job readiness, entrepreneurial skills and career guidance.

Grade 10-12 Support Project

Activities such as career exhibitions, matric motivation programmes and spring school programmes were supported to enhance opportunities for grade 10 to 12 Learners. Thirty-four (34) secondary schools and four thousand two hundred and ninety five (4 295) learners from across the District were afforded the opportunity to attend career exhibitions. Here they were provided with information to make appropriate career choices. The programme was implemented in partnership with the Department of Education, tertiary institutions and financial study aid institutions.

Grade 12 Top Achievers

The Grade 12 Top Achievers annual event was held on Thursday 11 January 2018 at the Stellenbosch Town Hall. The CWDM hosted the event in partnership with the Department of Education. The event was attended by more than 350 people from across the District, including learners and their parents from all the schools in the region. The keynote speaker for the day was Professor Jansen from Stellenbosch University who congratulated the learners and motivated them with their new endeavours.

Life Skills and Job Readiness Camps

The CWDM partnered with the DSD, GCIS and various stakeholders to host job readiness and life skills camps. The project focused on the holistic skills development of young people to prepare them for adulthood and make them employable, positive, and encourage healthy decisions. The programme included life skills, character development, leadership training, entrepreneurship and skills development. The youth learned how to be confident and about various interpersonal and communication skills, such as CV writing and interview skills. A media training session exposed participants to a radio station and included a live broadcast at Radio KC. Some of the participants have been assigned as volunteers in organisations to gain workplace experience. Seven hundred (700) youth were reached through this programme.

Youth Month Project

The CWDM believes that there is great benefit in celebrating and investing in young people by creating pathways for accelerated development. One thousand five hundred (1 500) youth from across the District participated in Youth Month programmes. These programmes motivate young people to maintain a healthy lifestyle and to enroll for tertiary education to improve their chances of finding employment. A civic education programme at the National Parliament was implemented as part of Youth Month activities. The youth had the privilege and opportunity to engage with a member of parliament and discuss the matter of development in the District. They also attended an information session that focused on our national emblems, our heritage and the rights and responsibilities of the youth. A visit to the National Assembly as well as the National Council of Provinces also formed part of the tour. At both these houses, an in-depth presentation was done on the function of parliament. This programme was implemented in partnership with GCIS, Breede Valley Municipality and the Department of Education.

COMPONENT E: SPORTS AND RECREATION

Sports, recreational and cultural programmes provide opportunities for vulnerable groups to participate in mass participation programmes. They enhance social cohesion amongst communities and allow children, families, senior citizens, the disabled, men and women to participate in and attend numerous events that would have otherwise been denied.

Sports and Cultural Events Funding Programme

Funding was provided to support sports and cultural organisations in implementing mass participation sports and cultural events. The funding maximised the healthy lifestyle impact of community organisations across the District. This programme also enhanced the capacity of beneficiary organisations to render services that will contribute to the achievement of our strategic objectives. The programme provides opportunities to vulnerable groups to advance to local, provincial and national level in sports and cultural programmes. In the 2017/2018 financial year, 60 organisations benefited by programme.

Business Against Crime Tournament

The CWDM, in partnership with Breede Valley Municipality, SAPS, the Department of Education, De Jagers Outfitters and other local businesses joined hands in the fight against crime that consumes the youth of today. Rugby and netball tournaments were held as an alternative recreational programme where learners of gang-ridden areas could participate in a safe environment. Learners from Hexvallei Secondary School, Esselenpark Secondary School, Worcester Secondary School and Breërvier High School participated in these weekly tournaments. The tournaments culminated in the finals at Boland Park, Worcester on 9 September 2017. The day started with a march through the gang-ridden of Worcester to communicate the anti-crime messages. Boland Rugby and clubs use these tournaments to scout talented players. Approximately 600 learners participated in the activities of the final tournaments. The Business Against Crime Tournament winner for 2017/18 was Hexvallei Secondary School in De Doorns.

Cape Winelands Sports Awards

The Cape Winelands Sports Awards Ceremony is held annually in partnership with the Department of Sports, Arts and Culture, Boland Sports Council and sports federations. At this ceremony, persons who reached exceptional achievements in the various sports codes are honoured. This prestige event was attended by 350 guests that included dignitaries and nominees of the various sport codes.

Freedom Run

10 February 2018 marked the 28th anniversary of former President Nelson Mandela's historic release from the then Victor Verster Prison (now Drakenstein Correctional Services) and his internationally acclaimed and revered 'walk to freedom' after 27 years in prison. The CWDM transferred R100 000 to

the Drakenstein Club to fund all the activities of the event, such as entry fees, transport, medals and catering for young people and schools around the District that partake in this historic event.

Dominoes and Tug-of-War Tournaments

Dominoes and tug-of-war tournaments held in Witzenberg, Langeberg, Stellenbosch Drakenstein and Breede Valley were attended by 1 500 residents. The purpose of the tournaments was to provide an opportunity for the respective farming communities to participate in sports and to socialise. These tournaments promote social cohesion and strengthen relations between farmers and farm workers.

Easter Tournaments

The CWDM implemented various Easter Tournaments in partnership with rugby, netball, Vlakkie cricket and soccer clubs. The tournaments were held in Witzenberg, Stellenbosch, Drakenstein and Breede Valley and were the highlight on the social calendar of people in the rural areas. Vlakkie Cricket tournaments were held in Roodewal, Breede Valley and Amstelhof, Drakenstein. These tournaments enhance social cohesion and aim to address crime in the respective communities. Winning teams received trophies and medals.

The municipality provided transport, trophies, medals and catering for the following rugby clubs: De Doorns United Rugby Football Club who hosted an Easter Tournament on 31 March 2018 at Hexriviervallei sports ground in De Doorns; Worcester Perseverance Rugby club who hosted an Easter Tournament on 31 March 2018 at Esselenpark Stadium in Worcester; Simondium Rugby Club who hosted an Easter Tournament on 31 March 2018 at Simondium sports ground in Drakenstein. Approximately 2 500 people took part in these Easter Tournaments across the District.

Sports and Recreation

The CWDM provided transport to various football clubs in the District in support of their fixtures, such as the Mbekweni Stars Netball Club who hosted a mini-netball tournament on 26 May 2018 at Mbekweni Community Sport Centre in Paarl, with approximately 100 people participating in the event. In addition to transport, the municipality also donated trophies and medals. Another beneficiary was the Stellenbosch and District Cricket Club who, in partnership with the CWDM, hosted an annual sports awards ceremony on 13 April 2018 to award their outstanding performers with trophies and medals. The Revelation Drama Group from Franschoek was also supported with transport to perform at the Artscape Theatre in Cape Town on 30 April 2018.

SAFA Cape Winelands, in partnership with the CWDM, hosted an Inter-LFA Tournament on 19 May 2018 at Zwelethemba Stadium in Worcester. The Golf Club hosted a snack dance event at Stellenbosch Town Hall on 8 June 2018. Orchard Primary hosted a Youth Day sports event on 16 June 2018 at their school in De Doorns. The CWDM supported this event by providing catering, trophies and medals.

Rieldans Competition

The ATKV Rieldans kicked off on a high note this year with their first regional festival at Ravensmead in May 2018. Communities are increasingly becoming involved in the dance form and encourage their children and dancers to participate in the competition. Rieldans is one of the oldest dance forms in South Africa and it is only appropriate that we celebrate it with a festival. The riel has its origins amongst the Khoi and San people and is a thanksgiving, but the dance is also used for action and entertainment.

The ATKV-Rieldans Regional Festival of the Boland was presented at Hexvallei High School on Saturday, 26 May 2018 in De Doorns. 22 groups participated in the competition and together with the community who was there to support their children, totalled about 500 people. The festival was held in collaboration with the CWDM, Breede Valley Municipality and the school; traffic, fire and police services were on duty to ensure everything ran smoothly.

The dance groups gave it their all and the musicians accompanying the dancers could also show off their skills. The Touws River Brass Band set the scene as part of the pre-event and it was a privilege to see their performance. The ATKV's goal of creating platforms for culture, of exhibiting the talents of our people, and nation building and cooperation was successfully achieved.

Cape Winelands Drama Festival

The Cape Winelands Drama Festival is a drama development programme of the DCAS (WCG) and is presented in partnership with the CWDM's Department of Community Development and Planning Services. This programme has been particularly successful in the CWDM, as partnerships were also forged with Stellenbosch Municipality, Langeberg Municipality and Breede Valley Municipality, as well as with professional artists, tertiary institutions and the private sector. This facilitated the growth of the drama programme at various levels and provided the youth with opportunities to learn from and be guided by professionals in the field. Various groups competed in the festival to be chosen as the best drama performance.

Rural and Social Development project photos

Skills Development: Persons with Disabilities Project



Elderly: Golden Games Project



Elderly: More Living Active Age Project



FAMILIES AND CHILDREN PROGRAMME

Educational Excursions Project



Holiday Programmes



Life Skills Camps



Foetal Alcohol Prevention Project



Sanitaryware



ECD Support



HIV/Aids Awareness Programmes



First 1 000 Days Programme



16 Days of Activism Project



WOMEN PROGRAMME



Grade 10-12 Support Project



Grade 12 Top Achievers



Life Skills and Job Readiness Camps



Youth Month Project



Sport and Recreation

Business Against Crime Tournament



Cape Winelands Sports Awards



Freedom Run



Dominoes and Tug-of-War Tournaments



Rieldans Competition



Cape Winelands Drama Festival



COMPONENT F: MUNICIPAL HEALTH SERVICES (MHS)

OVERVIEW

LEGAL FRAMEWORK

In terms of Section 156(1)(a), Part B of Schedule 4 of the Constitution of the Republic of South Africa, 1996, MHS are trusted to local authorities. According to Section 84(1)(i) of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), MHS were consequently declared the responsibility of a district municipality (Category C) and/or metropolitan area (Category A).

Section 32(1) of the National Health Act, 2003 (Act No. 61 of 2003) tasks every metropolitan and district municipality to ensure the provision/rendering of MHS.

Therefore, in Government Notice No. 826 dated 13 June 2003, the Minister of Local Government and Housing entrusted the delivery of MHS to district and metropolitan municipalities with effect from 1 July 2004.

In terms of Section 1 of the National Health Act, 2003 (Act No. 61 of 2003), the functions of MHS were declared to be:

- Water quality monitoring;
- Food control;
- Solid waste management;
- Health surveillance of premises;
- Surveillance and prevention of contagious diseases, excluding immunisation;
- Vector control;
- Environmental pollution control;
- Disposal of the DEAD; and
- Safe handling of chemical substances but excludes port health, malaria control and control of hazardous substances.

MHS MISSION AND VISION

MISSION

To ensure a well-managed, accessible, quality, comprehensive and equitable MHS throughout the Cape Winelands District.

VISION

A safe and healthy environment for all communities within the Cape Winelands District.

EDUCATION AND TRAINING 2017/2018

Education and training form an integral part of the services rendered by MHS and in this regard training was provided in various fields to individuals and groups.

TRAINING PROVIDED	Number of sessions	Number of people trained
Duties of the food handler	30	617
Transport, delivery, storage and display of food	3	35
Standard requirements for food premises	3	4
Food safety	1	16
Hygiene in wine cellars	2	360
Environmental awareness and personal hygiene	3	327
Early childhood development – health and hygiene	9	377
Personal hygiene	1	41
Food packaging	1	240
Diarrhoea	1	80
	54	2097

In order to equip Environmental Health Practitioners (EHPs) to function effectively in an everchanging legislative and global environment, EHPs were exposed to the following capacity-building initiatives:

- It is compulsory for EHPs to complete one year of community service at an approved facility before they can be registered as independent practitioners with the Health Professions Council of South Africa (HPCSA). Opportunities for community service EHPs are in short supply. The CWDM was able to provide four EHPs with the opportunity to complete their one-year compulsory community service with the organisation.
- Four EHPs received epidemic preparedness and response training that was presented by the National Department of Health.
- These four community service EHPs were also afforded the opportunity to complete a training course in law enforcement, which allows them to be appointed as peace officers, thus equipping them with additional skills and powers and improving their chances of employment.
- As registered health practitioners, EHPs are also required by law to engage in continued professional development activities (CPD). These activities are registered and administered by the HPCSA and it is compulsory for all EHPs to comply with CPD requirements in order to maintain their registration with the HPCSA. The CWDM empowered all its EHPs to comply with these requirements by subscribing to a service that enables EHPs to acquire the necessary CPD points by completing online training courses.
- MFMA Minimum Competence training was provided to several EHPs within the MHS Division.

FUNCTIONS

WATER QUALITY MONITORING

DEFINITION

Monitoring and surveillance of water safety, quality and availability intended for human consumption, recreational and industrial use.

This function includes:

- the monitoring of water reticulation systems in terms of health-related issues;
- the monitoring of quality and availability of water intended for human consumption, recreation or industrial use;
- regular sampling and analysis of water;
- the identification and control of sources of water pollution;
- the protection of water sources and resources through the enforcement of laws and regulations relating to water quality;
- ensuring that the water supply that is safe for human consumption and that it complies with the Water Services Act, 1997 (Act No. 108 of 1997) and South African National Standards (SANS) Code 241; and
- the implementation of health and hygiene awareness actions and education relating to water quality, water supply and sanitation.

This function excludes water supply and purification.

WATER QUALITY SAMPLING 2017/2018	
General limit for wastewater discharged into a water resource	169
Legionella screening	3
MOORE pads	6
SANS 241 Farms non-water services authority: Specifications for drinking water	265
SANS 241 Rural schools non-water services authority: Specifications for drinking water	121
SANS 241 Water services authority: Specifications for drinking water	598
Special limit for wastewater discharged into a water resource	40
Standard for rivers, dams, canals	183
Standard for swimming pool water	128
Water used in milking sheds	26
TOTAL	1 539

FOOD CONTROL

DEFINITION

Food control is described by the World Health Organisation (WHO) as a mandatory regulatory activity of enforcement by national or local authorities to provide consumer protection and ensure that all foods during production, handling, storage, processing and distribution are safe, wholesome and fit for human consumption; conform to quality and safety requirements and are honestly and accurately labelled as prescribed by law.

The function ensures consumer protection through the following actions:

- Food inspection at point of production, storage, distribution and consumption;
- Regulate food premises regarding hygiene and the prevention of nuisances through certification, regular inspections and the enforcement of the regulations governing general hygiene requirements for food premises, the transport of food and related matters, R638 of 23 June 2018;
- Regulate milking sheds and issue certificates of acceptability for milking sheds in terms of regulations relating to hygiene requirements for milking sheds and the transport of milk and related matters, R961 of 23 November 2012;
- Regulate the informal food industry by means of R962 of 23 November 2012;
- Control of food premises by issuing certificates of acceptability for food premises in terms of Regulation R638 of 23 June 2018;
- Ensure that food is safe and healthy for human consumption through enforcement of the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972);
- The detention, seizure, condemnation and sampling of foodstuffs in terms of regulations relating to the powers and duties of inspectors and analysts conducting inspections and analyses on foodstuffs and at food premises, R328 of 20 April 2007;
- Monitor the labelling of foodstuffs as prescribed by the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972);
- Provide education and training on food safety to the food industry; and
- Issue of export certificates at the request of industries.

ACTIVITIES CONDUCTED IN RELATION TO FOOD CONTROL	
Number of inspections conducted at food premises	6 536
Applications for certificates of acceptability inspections conducted	625
Number of certificates of acceptability issued	599
Number of orders and notices issued to food premises	57

FOOD SAFETY SAMPLING 2017/2018	
Surface swabs analysed	48
Cooked poultry	121
Cooked seawater and freshwater foods	65
Dairy product or composite dairy product with the exception of ripened cheese	160
Desiccated coconut	5
Dried spices and aromatic plants	140
Edible gelatin	0
Edible ices	40
Egg product after pasteurisation or irradiation	2
Fruit juice for consumption	109
General micro analyses of foodstuffs	213
Ripened cheese	27
Natural mineral water or bottled water	103
Partly cooked or uncooked seawater and freshwater foods	22
Pasteurised milk, pasteurised reconstituted (prepared) milk, pasteurised skimmed milk, pasteurised reconstituted (prepared) skimmed milk or pasteurised cream	250
Raw milk intended for further processing	52
Raw milk that has become sour for consumption	1
Raw milk, raw cream, raw skimmed milk, raw reconstituted (prepared) milk or raw reconstituted (prepared) skimmed milk for consumption	3
Rooibos tea packed in retail packaging at the point of sale	4
Sterilised cream, milk, reconstituted milk and UHT	1
Sugars used for canning	0
TOTAL	1 366

WASTE MANAGEMENT

DEFINITION

Monitoring of waste management systems, refuse, healthcare waste, hazardous waste and sewage.

This function refers to:

- the monitoring of waste management systems, including healthcare waste (SANS 10248:2004), hazardous waste, sewage and wastewater;
- monitoring for the occurrence of health nuisances during the storage, treatment, collection, handling and disposal of the various categories of waste;
- taking samples of any waste product and the analysis thereof in order to determine possible health risks;
- the identification of needs and motivation for the promotion of sanitation;
- the enforcement of municipal by-laws and the National Health Act, 2003 (Act No. 61 of 2003) where health nuisances arise as a result of waste; and
- educating communities within the Cape Winelands on issues of waste management and pollution control.

Waste management at the CWDM excludes the operation of a waste management system as rendered by B-municipalities.

HEALTH SURVEILLANCE OF PREMISES

DEFINITION

The identification, monitoring and evaluation of health risks, nuisances and hazards and instituting remedial and preventative measures. This function includes:

- the identification, monitoring and evaluation of health risks, nuisances and hazards;
- acting in terms of the National Health Act, 2003 (Act No. 61 of 2003) and the municipal health by-laws to ensure that corrective and preventative measures are implemented;
- registering and certifying funeral undertakers' premises and mortuaries in terms of R363 of 22 May 2013 – regulations relating to the management of human remains;
- monitoring premises on an ongoing basis for compliance with health regulations relating to smoking in public places;
- providing inputs for environmental impact assessments on health-related issues;
- the prevention or reduction of any condition on any premises that may be hazardous to the health or welfare of people;
- law enforcement; and
- educating communities of the CWDM in communicable diseases.

SURVEILLANCE AND PREVENTION OF COMMUNICABLE DISEASES EXCLUDING IMMUNISATIONS

DEFINITION

The identification, monitoring and prevention of any disease, which can be communicated directly or indirectly from any animal or through any agent to any person or from any person suffering therefrom or who is a carrier to any other person.

This function entails:

- the identification, investigation and monitoring of outbreaks of listed notifiable medical conditions;
- the introduction of the required corrective and preventative measures;
- deployment of the required response teams in respect of municipal health;
- the promotion of health and hygiene aimed at preventing the incidence of environmental conditions that could result in contagious diseases;
- the drafting of contingency plans for certain diseases and giving inputs and participating in disaster management plans; and
- the collection, analysis and dissemination of epidemiological data and information.

VECTOR CONTROL

A vector is any organism (insect or rodent) that can transmit a disease from one organism to another.

DEFINITION

Monitoring, identification, evaluation and prevention of vectors.

The function refers to:

- the elimination or correction of conditions promoting the habits and breeding habits of vectors; and
- developing awareness in communities of zoonotic diseases by means of vectors and the control thereof through education and training.

ENVIRONMENTAL POLLUTION CONTROL

DEFINITION

The identification, evaluation, monitoring and prevention of land, soil, noise, water and air pollution.

The National Health Act, 2003 (Act No. 61 of 2003) refers to pollution as per the definition in Section 1 of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA), which defines pollution as;

Any change in the environment caused by:

- substances;
- radioactive or other waves; or
- noise, odours, dust or heat;

emitted from any activity, including the storage or treatment of waste or substances, construction and the provision of services, whether engaged in by any person or an organ of state, where the change has an adverse effect on human health or wellbeing or on the composition, resilience and productivity of natural or managed ecosystems, or on materials useful to people, or will have such an effect in the future.

The function relates to the identification, evaluation, monitoring and prevention of the pollution of soil, water, air and noise.

As far as health is concerned:

- The promotion of living areas safe for your health;
- Identification of pollution agents and sources;
- Providing health-related inputs regarding new developments;
- Evaluate and give input regarding environmental impact studies; and
- Educate and train communities regarding environmental pollution.

AIR POLLUTION

- District municipalities are responsible for the issuing of atmospheric emission licences (AELs);
- The division has committed a great deal of resources to train and equip EHPs to execute this function;
- The designation of EHPs as Environmental Health Inspectors is an outstanding issue that needs to be addressed at a national government level.

DISPOSAL OF THE DEAD**DEFINITION**

Compliance monitoring of funeral undertakers, mortuaries, embalmers, crematoria, graves and cemeteries and to manage, control and monitor exhumations and reburial or disposal of human remains.

This function refers to the monitoring and certification of:

- undertakers and embalmers;
- mortuaries and other places involved in the handling of human remains;
- facilities for storing corpses/human remains;
- treatment, removal or transport of corpses;
- monitoring of cemeteries, crematoriums and other facilities for the disposal of corpses; and
- monitoring and supervision of exhumations and re-interments.

There are currently two crematoria and 36 certified undertakers operating within the boundaries of the CWDM.

SAFE HANDLING OF CHEMICAL SUBSTANCES

DEFINITION

The monitoring, identification, evaluation and prevention of risks relating to chemicals hazardous to humans (e.g. storage and use of agricultural substances).

This function refers to:

- the education and training of high-risk groups and communities in the safe use and handling of chemicals; and
- investigating incidences of pesticide poisoning.

MHS PROJECTS

WATER AND SANITATION SUBSIDY SCHEME

This is an innovative programme implemented within the MHS Division, which has attracted national commendation. The subsidy scheme serves as an incentive to farmers for improving the water and sanitation services provided to farm workers.

The 2017/2018 budget for this project was R1 880 000.

Subsidies to a maximum of R45 000 per annum are provided per farm for this purpose.

Education in the form of health guidance is also provided to the beneficiary communities.

Subsidies are provided for the following:

- Running water over kitchen sinks, and
- Bathrooms with flush toilets in houses.

During 2017/2018, a total of 79 properties were serviced through this project.

- Subsidies were paid to 38 farms where water and sanitation upgrades were done.
- Health and hygiene education was conducted at 35 properties.
- Direct (hot spot) interventions were implemented on six properties, namely
 - Roodewal – Worcester
 - Kambrosig – Drakenstein
 - Nuwedrift – Drakenstein
 - Glen Edith – Witzenberg
 - Kalkbank – Breede Valley
 - Rietvlei – Langeberg



ANNUAL ENVIRONMENTAL HEALTH EDUCATION PROGRAMME

This project aims to create environmental awareness amongst the communities of the CWDM in order to change negative behavioural patterns. This goal is achieved through live theatre performances in schools, the development of educational material and formal health education at industries/ businesses and organisations.

During the 2017/2018 financial year, this programme reached a total of 60 schools and approximately 16 275 children with a budget of R431 500.

