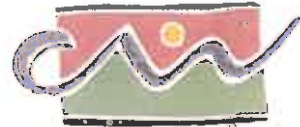


# ANNUAL REPORT

2016-2017



**CAPE WINELANDS DISTRICT**  
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

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**ABBREVIATIONS**

<b>Abbreviation</b>	<b>Description</b>
AEL	Atmosphere Emission Licenses
AIDS	Acquired Immune Deficiency Syndrome
AQMP	Air Quality Management Plan
AQO	Air Quality Officer
BR&E	Business Retention and Expansion
BVM	Breede Valley Municipality
CBO	Community Based Organisation
CSD	Central Supplier Database
CWBR	Cape Winelands Biosphere Reserve
CWDM	Cape Winelands District Municipality
CWDMSCM	Cape Winelands District Municipality's Supply Chain Management
CW-IAOS	Cape Winelands Investment Attraction and Opportunities Strategy
CW-RLEDS	Cape Winelands Regional, Local Economic Development Strategy
DCAS	Department of Cultural and Sport
DEA&DPD:AQM	Department of Environmental Affairs
DSD	Department of Social Development
EPWP	Expanded Public Works Programme
ERM	Enterprise Risk Management
FARMCO	Fraud and Risk Management Committee
GRAP	Generally Recognised Accounting Practice
HIV	Human Immune Virus
IDP	Integrated Development Plan
IGR	Inter- governmental Relations
KPI	Key Performance Indicators
LTA	Local Tourism Association
LUPA	Land Use and Planning Act
MFMA	Municipal Financial Management Act
MHS	Municipal Health Services
MMC	Municipal Minimum Competency
MSA	Municipal Systems Act
MSAT	Multi-sectoral Action Team
NDPof SA	National Development Plan of South Africa
NEMA	National Environmental Management Act
NGO	Non governmental Organisation
PGWC	Provincial Government Western Cape
SALGA	South African Local Government Association
SANS	South African National Standards
SAWS	South African Weather Services
SDBIP	Service Delivery and Budget Implementation Plan
SMME	Small, Medium and Micro-sized Enterprises
SPLUMA	Spatial Planning Land Use Management Act
WCG H	Western Cape Governemtn Health
WCG LG	Western Cape Government Local Government
WCG SD	Western Cape Government Social Development
WCG T&PW	Western Cape Government Transport and Public Works
WHO	World Health Organisation

# Map of Cape Winelands District



**CHAPTER 1****1.1 MAYOR'S FOREWORD**

**A warm welcome to the Cape Winelands – a district which offers an array of experiences – from wine tasting and world-renowned cuisine to magical mountain train rides, cherry picking and a winter wonderland filled with snow. Indeed, an area with something to offer to each and every one!**

It is with these diverse offerings in mind that we have adopted our new vision of “A unified Cape Winelands of Excellence for sustainable development”; thus ensuring that all structures of the Cape Winelands co-operate together towards effective, efficient and economically sustainable development.

- We execute this vision and mission through our three strategic objectives: 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

- Promoting sustainable infrastructure services and a transport system which fosters social and economic opportunities
- Providing effective and efficient financial and strategic support services to the Cape Winelands District Municipality.

These objectives which are the drivers of our IDP and are in line with the National Development Plan, National KPAs and the Provincial Growth & Development Strategy.

- Some of the key service delivery improvements and achievements over the past year include:
- A fourth Clean Audit opinion from the Auditor-General South Africa;
- The launching of the Cape Winelands District Tourism, and the 13 Tourism Town Mobile applications; a first in the country.
- A certificate of recognition of outstanding support for Air Quality Management in the Western Cape was awarded to the Cape Winelands District Municipality by the Western Cape Department of Environmental Affairs & Development Planning;
- To date, the Cape Winelands Fire and Rescue Training Academy has trained over 700 learners;
- Bursaries to unemployed youth from the Cape Winelands District; and
- Procurement of a state-of-the-art fire response vehicle.

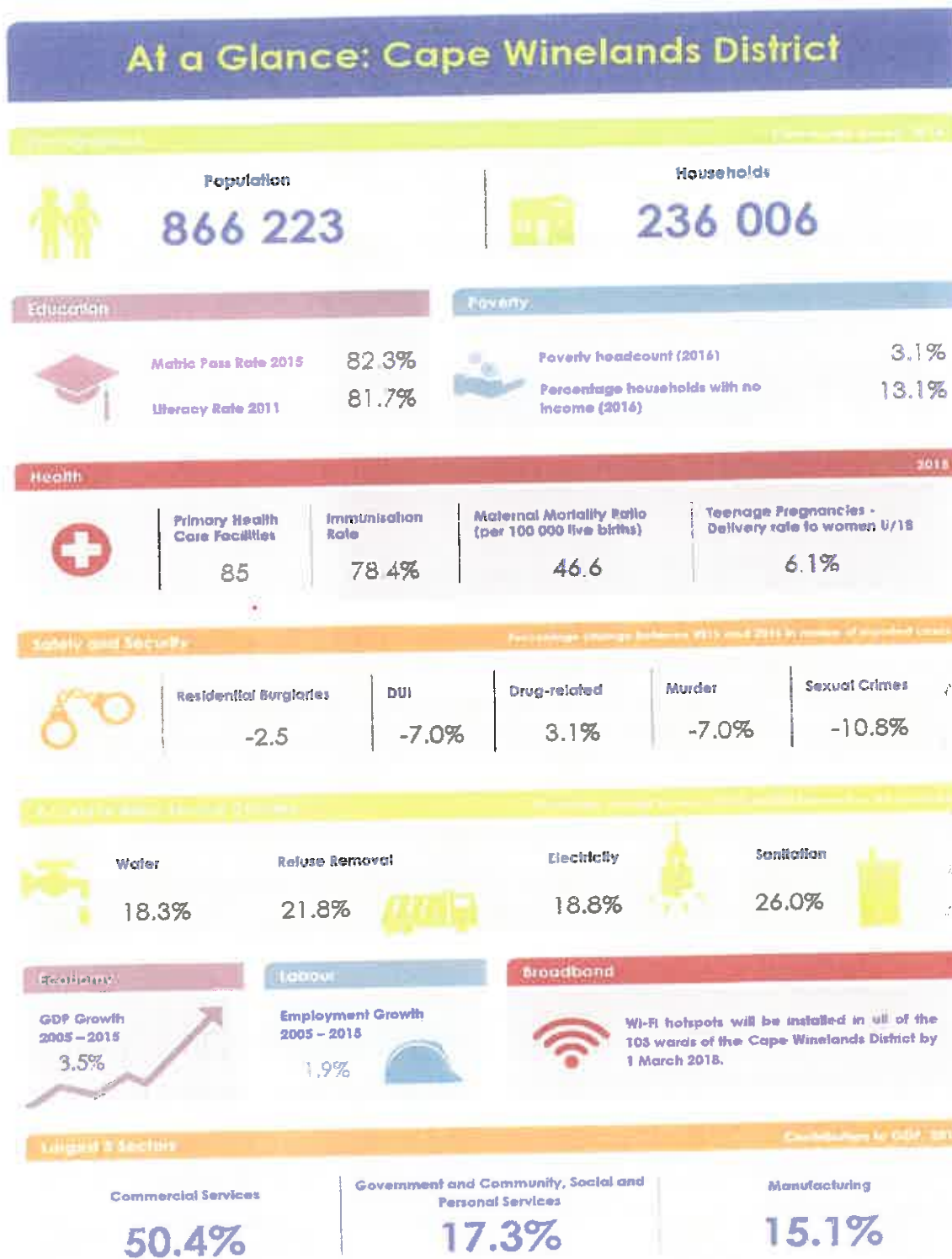
While we celebrate these achievements, we are continuously seeking to improve and some of the focus areas for the remainder of our term will be:

- Maintaining our clean audit status for the 5<sup>th</sup> consecutive year;
- Identification and implementation of mechanisms to ensure the financial viability of our Municipality;
- Positioning the District to be a strategic partner through the coordination and facilitation of service delivery, as provided for in the Municipal Structures Act;
- Improving the functioning of inter-governmental relations structures, including the District Coordinating Forum and the Municipal Managers' Forum;
- Implementing a district wide anti-fraud & corruption hotline; and
- The annual review and implementation of strategic plans and policies.

The Municipality's achievements of the 2016/2017 financial year are due to the commitment and loyalty of all our officials. With this in mind, it is with pleasure that I use this opportunity to extend my thanks to the management team, each and every employee, members of the Executive Mayoral Committee as well as other councillors for their hard work and dedication. I look forward to our second year in office where we will continue to strive to uplift the poorest of the poor.

**EXECUTIVE MAYOR**  
**ALD. (DR) H VON SCHLICHT**

1.2 MUNICIPAL DEMOGRAPHICS - AN OVERVIEW



(Source: Socio Economic Profile 2016, Western Cape Provincial Government)



### 1.3 MUNICIPAL OVERVIEW - SERVICE DELIVERY

#### INTRODUCTION

The Cape Winelands District Municipality has contributed towards the installation of two hundred and fifty seven (257) solar warm water systems to farm worker cottages within our jurisdiction area. In addition, sanitation and water services at four rural schools have been upgraded.



#### COMMENT ON ACCESS TO BASIC SERVICES

Shortfalls with regard to service delivery seems to be the provision of hot water via solar warm water systems to farm workers and water and sanitation facilities at rural schools. The schools grow with the addition of extra Grade R classes and the closure of smaller schools, this is when additional ablutions facilities become vital. Sport facilities in the rural areas are a huge need; Council's contribution toward development of such facilities is appreciated by the rural community.

### 1.4 MUNICIPAL OVERVIEW - FINANCIAL HEALTH

#### FINANCIAL OVERVIEW

##### FINANCIAL OVERVIEW – 2016/2017

R' 000

Details	Original budget	Adjustment Budget	Actual
<b>Income</b>			
Grants	232 244	237 113	230 705
Taxes, levies and tariffs	170	170	629
Other	157 066	162 413	157 066
Sub-total	389 480	399 696	388 400
Less Expenditure	389 061	397 476	362 370
Less (Loss)/Gain on Disposal of Assets and Liabilities	419	2 220	2 181
Net Total*	-	-	23 849
T1.4.2			

## 1.5 MUNICIPAL OVERVIEW - ORGANISATIONAL DEVELOPMENT

The organisational structure of the Cape Winelands District Municipality has remained unchanged during the 2016/2017 financial year. However, during the period, a process to develop a revised staff establishment for the Cape Winelands District Municipality commenced.

The majority of posts on the staff establishment of the Cape Winelands District Municipality have approved job descriptions.

The Regional TASK Job Evaluation Unit which has been established under the leadership of the Cape Winelands District Municipality and which includes participating municipalities within the area of jurisdiction of the CWDM has evaluated a total of 722 post during the period from 01 July 2016 to 30 June 2017, which were subsequently submitted to the SALGA Provincial Audit Committee.

During the 2016/2017 financial year the Division: Human Resources undertook a to the development of a Human Resource Management Strategy and Plan, which included:

- a. A human resource audit which examined legislation, strategies, policies, procedures, documentation, structure, systems and practices with regard to the Cape Winelands District Municipality's human resource management and assessed the strengths, limitations and developmental needs of the existing human resources from the larger point of view of enhancing organisational performance and culture.
- b. Alignment of the Human Resource Management Strategy and Plans to the strategic objectives of the Cape Winelands District Municipality as contained in the Integrated Development Plan in order to improve service delivery.
- c. 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 resources competence to deliver on the strategic objectives.

The Human Resource Management Strategy and Plan was adopted by Council on 29 June 2017.

## 1.6 AUDITOR-GENERAL REPORT: YEAR 2016/2017

A Clean Audit for the 2016/2017 financial year was achieved. This was the fourth consecutive year that the Cape Winelands District Municipality has achieved this.

Audit action plans were put in place to address other matters.

**1.7 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 2017 – August 2017
2	Implementation and monitoring of approved budget and IDP commences (In-year financial reporting).	
3	Finalise the 4th quarter Report for previous financial year.	
4	Municipality submits 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 2017
6	Submit draft 2016/2017 annual report to internal Audit and Auditor-General	
7	Annual Performance Report as submitted to Auditor-General to be provided as input to the IDP Analysis Phase.	
8	Auditor-General audits Annual Report including consolidated Annual Financial Statements and performance data.	September 2017 – November 2017
9	Municipalities receive and start to address the Auditor-General's comments.	October 2017 – November 2017
10	Mayor tables Annual Report and audited Financial Statements to Council complete with the Auditor-General's Report.	January 2018
11	Audited Annual Report is made public and representation is invited.	February 2018
12	Oversight Committee/MPAC assesses Annual Report.	February – March 2018
13	Council adopts Oversight Report.	March 2018
14	Oversight Report is made public.	March 2018
15	Oversight Report is submitted to relevant provincial councils.	April 2018
16	Commencement of draft budget/ IDP finalisation for next financial year. Annual Report and Oversight Report to be used as input.	April 2018 – June 2018

**1.8 COMMENT ON THE ANNUAL REPORT PROCESS**

The 2016/2017 Draft Annual Report was prepared in the new format, where possible.

The District Municipality complies fully with the alignment between the Integrated Development Plan, the Service Delivery and Budget Implementation Plan, Performance Management System and the Annual Report due to the duplication of templates and information (aligned) throughout all the documents.

**CHAPTER 2 – GOVERNANCE****INTRODUCTION TO GOVERNANCE**

Under the strong political leadership of the Democratic Alliance as well as sound intergovernmental relations and administrative governance, the Cape Winelands District Municipality ensures public accountability and participation by all citizens and role-players in the area of the Cape Winelands District.

**COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE****Introduction to Governance**

Administrative governance at the Cape Winelands District Municipality is strengthened by the strong and stable political leadership of the Democratic Alliance through the implementation of policies and to ensure that legal frameworks are enforced impartially.

**POLITICAL GOVERNANCE****Introduction to Political Governance**

The Cape Winelands District Municipality ensures that all political parties represented in Council are represented on the various committees of Council. This ensures a stable political environment and buy-in from all parties with regard to recommendations/resolutions and ensures that Council applies its mind to matters of concern

Section 79 Committees of the Cape Winelands District Municipality consist of the following:

- Rules Committee; and
- Municipal Public Accounts Committee.

The main focus of section 79 Committees is to ensure effective and efficient performance of any of its functions or the exercising of any of its powers.

The Municipal Council determines the functions of a section 79 Committee and has delegated duties and powers to it. Council appoints the Chairperson.

The following Statutory Committees have been established by the Cape Winelands District Municipality as required by legislation:

- Training Committee; and
- Local Labour Forum (LLF).

### **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

The Municipal Public Accounts Committee (MPAC) of the Cape Winelands District Municipality was 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, rather than from the majority party. The Municipal Public Accounts Committee is regarded as essential to the running and sound political governance of the CWDM.

### **AUDIT COMMITTEE**

Section 166(1) of the Local Government: Municipal Finance Management Act (LG: MFMA), 2003 (Act No. 56 of 2003), states that "each municipality and each municipal entity must have an audit committee" and section 166(4)(a) of the LG: MFMA, 2003 (Act No. 56 of 2003) 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 who have been appointed by Council. With reference to the Cape Winelands District Municipality Audit Charter, the Audit Committee assists the Council by providing inputs to ensure effective systems that complement service delivery, the safeguarding of municipal assets, the maintenance of financial records, risk management, information technology (IT) 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 to 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 Lodewyk Niehaus  
Portfolio Holder:  
Fire Services, Disaster  
Management and Municipal  
Health Services**



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



**Cllr Palesa Ramokhabo  
Portfolio Holder:  
Corporate and Strategic  
Services**



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



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



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



**Cllr L Landu  
Chief Whip**

**COUNCILLORS***1 July 2016 to 31 August 2016*

Total number of Councillors:	40
Directly elected Councillors:	24
Proportionally elected Councillors:	16

*1 September 2016 to 30 June 2017*

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 2016 to 31 August 2016*

Number of Council resolutions:	17 (All resolutions implemented.)
Number of Mayoral Committee resolutions:	Ordinary meetings – 0
Number of Mayoral Committee resolutions:	Confidential meetings – 0
Number of Mayoral Committee resolutions not tabled before Council:	None

*1 September 2016 to 30 June 2017*

Number of Council resolutions:	141 (All resolutions implemented.)
Number of Mayoral Committee resolutions:	Ordinary meetings – 130
Number of Mayoral Committee resolutions:	Confidential meetings – 26
Number of Mayoral Committee resolutions not tabled before Council:	None



## ADMINISTRATIVE GOVERNANCE

**Introduction to Administrative Governance**

The Municipal Manager primarily serves as chief custodian of service delivery and ensures the implementation of political priorities. During the 2016/2017 financial year the Municipal Manager provided strategic and management leadership in various fields and projects.

Good governance has eight major characteristics (participatory, consensus-orientated, accountability, transparency, responsiveness, effectiveness and efficiency, equitable and inclusive and follows the rule of law). It assures that corruption is minimised, the views of minorities are taken into should be 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 district municipality;
- Social upliftment and economic development as well as establishing 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 district municipality through the Integrated Development Plan (IDP) forums and meetings. During the 2016/2017 financial year, all Section 56 positions were filled. This has created a stable platform of management expertise which guides the district municipality 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 district municipality's human resources are our greatest asset. Interaction with the Executive Mayor and Portfolio Councilors has resulted in an effective governing body providing sound political leadership, which is essential for successful local governance.

The Municipal Manager had in addition to the above, developed a culture of municipal governance that complements formal representative government with a system of participatory governance. 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.

In terms of Section 83(1)(c) of the Local Government: Municipal Systems Act, (LG: MSA) 2000 (Act No. 32 of 2000), 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 IG:

MFMA, 2003 (Act No. 56 of 2003) the Municipal Manager has identified supply chain measures to be enforced to combat fraud and corruption, favouritism and unfair or irregular practices. Furthermore, in terms of Section 115(1) of the LG: MFMA, 2003 (Act No. 56 of 2003) (MFMA), the Municipal Manager, as the accounting officer, has taken steps to ensure that there are mechanisms in place 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 LG:MFMA, 2003 (Act No. 56 of 2003), ensured effective operation of the Internal Audit Unit. The said Internal Audit Unit has prepared a risk-based audit plan and an internal audit programme for the financial year and has advised the Municipal Manager 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 LG:MFMA, 2003 (Act No. 56 of 2003) (and any other applicable legislation).

As local government has a legal obligation and a political responsibility to ensure regular and effective communication with the community and as statutory enactments require high levels of transparency, accountability, openness, participatory democracy and direct communication with the communities, the Municipal Manager ensures that the District Municipality's website serves as a tool for community communication. Furthermore, Section 75 of the LG:MFMA, 2003 (Act No. 56 of 2003) requires that all 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 LG:MFMA, 2003 (Act No. 56 of 2003), 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 LG:MFMA, 2003 (Act No. 56 of 2003) In view of the aforementioned, the Municipal Manager ensured that the necessary training was arranged for the officials of the district municipality in order to meet the competency levels prescribed in the regulations.

The LG: MSA, 2000 (Act No. 32 of 2000), as well as the Local Government: Municipal Planning and Performance Management Regulations (LG: MPPMR), 2001 require municipalities to adopt a performance management system. Once the IDP and budget were prepared and approved, the Municipal Manager ensured that the district municipality had prepared their Service Delivery and Budget Implementation LG:MFMA, 2003 (Act No. 56 of 2003) and MFMA Circular 13. The SDBIP indicates performance targets, financial performance targets and assigns responsibility to execute the respective performance targets. The district municipality has assessed its performance on a monthly basis and reported progress on performance against set targets to Council quarterly and ultimately presents the annual performance results in this Annual Report.



**Administrative Top Management Structure**



**M Mgajo  
Municipal Manager**



**CV Schroeder  
Executive Director:  
Community  
Development and  
Planning Services**



**F van Eck  
Executive Director:  
Technical Services**



**FA du Raan-Groenewald  
Chief Financial Officer:  
Financial and Strategic  
Support Services**

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

Good cooperative governance and intergovernmental relations is important to the Cape Winelands District Municipality (CWDM) as a sphere of government, due to the fact that the district municipality is often the first, or even 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. The district municipality has the responsibility to govern its region, taking into account the abovementioned components to create 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.

Intergovernmental relations 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 well-being as well as having been included in the decision making of 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.

There is direct and indirect engagement on a political and senior management level with regard to the following structures:

- President's Coordinating Council,
- National Municipal Managers' Forum,
- National IDP Managers' Forum,
- National LED Managers' Forum,
- Various SALGA National Working Groups,
- National Public Participation Task Team, and various other structures.

Through these processes and engagements, topics directly linked to the district municipality and local municipalities in the area of the Cape Winelands District Municipality are elevated to a national level, which ensures greater coordination and participation.

**PROVINCIAL INTER-GOVERNMENTAL STRUCTURE**

The Cape Winelands District Municipality actively participates in all provincial intergovernmental structures and is committed to the agenda-setting process.

There is direct engagement on a political and senior management level with regard to the following provincial structures:

- 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 and others.

Through these processes, all agenda settings and engagement matters relating to the CWDM and local municipalities in the jurisdiction of the district municipality 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 Cape Winelands District Municipality. 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 KPIs and go hand in hand with the National Development Plan of South Africa. The following forums are operational at a district level:

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

The sound cooperation and inter-governmental relations at a district level are maintained and strengthened through lateral engagements on a regular basis between the district and its municipalities.

The benefits of sound inter-governmental relations at a district level ensure that issues or challenges are resolved efficiently to ensure a cost-effective service to the community and benefiting the region as a whole through the elimination of duplication.

**COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION**

The Cape Winelands District Municipality conducts meetings in collaboration with local municipalities that are situated in the municipal jurisdiction.

On 8 and 9 February 2017 in Worcester and Paarl respectively, CWDM together with local municipalities held Sector Engagements with various organized structures, businesses and provincial sector departments.

On 3 and 4 May 2017 in Paarl and Worcester respectively, CWDM together with local municipalities held their IDP/Budget Consultation Meeting, guests included representatives from various registered organisations in the area.

The purpose of the above mentioned Public Participation meetings is to ensure that there is joint planning for the IDP of the Cape Winelands District, and local municipalities which then assists in strategy formulation for the region. It serves in a 'cleaning house' capacity for transversal issues of development and planning. The meetings affords municipalities, community organisations and provincial departments the opportunity to share and communicate information on their current activities and therefor facilitates inter-governmental planning and budgeting.

**PUBLIC MEETINGS****Communication, participation and forums**

The Cape Winelands District Municipality and the the local municipalities in the district, Drakenstein, Stellenbosch, Breede Valley, Witzenberg and Langeberg Municipalities; Western Cape Government Local Government are devoted 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 co-ordination, 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 Cape Winelands District Municipality does not have ward committees: ward committees are a function of local municipalities in the district. These committees do however provide valuable support in terms of organizing sectors and assisting with mobilization of citizens for public engagements, due to their innate knowledge of their communities; it is well known that ward committee members are valuable resources for information.

PUBLIC MEETINGS						
Nature of the Meeting	Date of the 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
Cape Winelands District Municipality	8-9/2/2017 3-4/5/2017	11 10	15 8	75 100	Yes	Same day and some through correspondence
Drakenstein Municipality	14/09/2016 - 02/10/2016	99	619	2482	Yes	Same day and some through correspondence
	04/04/2017 - 04/05/2017	75	620	1 829		
Stellenbosch Municipality	14-30/11/16	55	165	1072	Yes	Same day and some through correspondence
	03-20/04/17	15	178	937		
Witzenberg	16-23/11/2016 20/04/2017- 02/05/2017	49 42	138 87	583 623	Yes	Same day and some through correspondence
Langeberg	03-20/10/2016	16	32	434	Yes	Same day and some through correspondence
Breede Valley	1-16/11/2016	63	114	1384	Yes	Same day and some thro correspondence
	04/04/17	48	87	1290		
T 2.4.1						



**COMMENT ON THE EFFECTIVENESS OF THE PUBLIC MEETINGS HELD**

The CWDM, during its IDP meetings and stakeholder engagements in February and May 2017, received a substantial number of verbal and written submissions regarding burning issues in the Cape Winelands area. Some of the inputs/issues received from these consultations fall within the mandate of a District Municipality, these were circulated to internal Executive Directors for input and comment. Issues which were not related to the ambit of CWDM's functions, were referred to relevant local municipalities, sector departments at Provincial Government Western Cape, CWDM's Ambassador for the Disabled and the Chairperson of the Cape Winelands District Health Council.

Feedback received from internal and external departments were presented to the Mayoral Committee and Council for consideration. Feedback was given to community members who raised these specific issues/concerns.

After the draft 4<sup>th</sup> Generation IDP and Budget were approved by the Council of the Cape Winelands District Municipality, the comments provided by stakeholders during the compulsory consultative phase, including an IDP/Budget hearing in May 2016, were considered by the Executive Mayor as prescribed by the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)

**IDP PARTICIPATION AND ALIGNMENT**

IDP Participation and Alignment Criteria'	Yes/No
Does the municipality have impact, outcome, input, output indicators?	Yes
Does the IDP have priorities, objectives, KPIs, development strategies?	Yes
Does the IDP have multi-year targets?	Yes
Are the above aligned and can they calculate into a score?	Yes
Does the budget align directly to the KPIs in the strategic plan?	Yes
Do the IDP KPIs align to the Section 57 Managers?	Yes
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	Yes
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
T 2.5.1	

## 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 Cape Winelands District Municipality closely monitors its business principles through policy guidelines, risk management and political oversight to ensure compliance, aiming to obtain a clean audit.

### RISK MANAGEMENT

Section 62 of the Local Government: Municipal Finance Management Act 2003 (Act No. 56 of 2003) 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 Framework (ERM) aims to ensure that risks that could impede the achievement of objectives are managed better and mitigated earlier, thereby improving the district municipality's ability to carry out its mission and achieve its goals.

The Fraud and Risk Management Committee (FARMCO) is guided by a Terms of Reference (TOR) which is in compliance with the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003). 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 2016/2017 financial year, the unit was responsible for risk management training, enhancing performance measurements and monitoring compliance with the ERM policy and framework. ERM further continues to endeavour to assist enhancing service delivery through the optimal utilisation of scarce resources.

Although the Deputy Director: 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 Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) refers to the implementation of effective bidding structures to minimise the possibility of fraud and corruption and the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA), Section 112(1) (m)(i) identifies supply chain measures to be enforced to combat fraud and corruption, favouritism and unfair and irregular practices.

Section 115(1) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (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 Cape Winelands District Municipality has adopted an attitude of zero tolerance for fraudulent and corrupt activities.

**SUPPLY CHAIN MANAGEMENT****Overview of Supply Chain Management**

Prescribed supply chain management processes and procedures as per the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), Sections 110 to 119 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 district municipality 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 affect 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 / Entity'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 2015/2016 published/to be published	Yes
All current performance agreements for 2016/2017, required in terms of Section 57(1)(b) of the Municipal Systems Act, 2000 (Act No. 32 of 2000), and resulting scorecards	Yes
All service delivery agreements 2016/2017	N/A
All long-term borrowing contracts 2016/2017	N/A
All supply chain management contracts above a prescribed value (R30,000) for 2016/2017	Yes
An information statement containing a list of assets over a prescribed value that have been disposed of in terms of the Local Government: Municipal Finance Management Act 2003, Section 14(2) or (4) during 2016/2017	N/A
Contracts agreed in 2015/2016 to which Subsection (1) of Section 33 applies, subject to Subsection (3) of that Section (Finance Management Act 2003)	N/A
Public-private partnership agreements referred to in Section 120 made in 2015/2016 (Finance Management Act 2003)	N/A
All quarterly reports tabled in the Council in terms of Section 52(d) during 2015/2016 (Finance Management Act 2003)	Yes

**COMMENT ON MUNICIPAL WEBSITE CONTENT AND ACCESS**

A Website Steering Committee has been established to ensure that all information as required in terms of Section 75 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) is available on the website.

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

## 3.1 INTRODUCTION

## 3.1.1 PREDETERMINED OBJECTIVES (CWDM)

The reflection of key performance indicators and performance targets in the Integrated Development Plan as compelled by Section 26(i) and Section 41(1)(a) of the Local Government Municipal Systems Act (No.32 of 2000) is aligned to the predetermined objectives as reflected in the approved 2012/13 – 2016/17 Integrated Development Plan.

*The table below illustrates the alignment between the Strategic Objectives and the Predetermined Objectives as per the approved Integrated Development Plan:*

Strategic objective		Predetermined Objective	
1.	To create an environment and forge partnerships that ensures the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic, environmental and social infrastructure investment.	1.1	Provide a comprehensive and equitable Municipal Health Service including Air Quality Management throughout the CWDM.
		1.2	Ensure co-ordination of multi-disciplinary and sectoral disaster risk reduction through integrated institutional capacity for Disaster Risk Management, Disaster Risk Assessment, and Response and Recovery
		1.3	Effective planning and co-ordination of specialized fire-fighting services throughout the CWDM
		1.4	To facilitate environmentally sustainable economic development planning through the development and maintenance of strategic partnerships, investment attraction, retention and opportunities, SMME support and development, skills development and information knowledge.
		1.5	To 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.	Promoting sustainable infrastructure services and a transport system which fosters social and economic opportunities.	2.1	To comply with the administrative and financial conditions of the Western Cape Government roads agency function agreement.
		2.2	To implement sustainable infrastructure services.
		2.3	To increase levels of mobility in the whole of the CWDM area.
		2.4	To improve infrastructure services for rural dwellers
		2.5	To implement an effective ICT support system.
3.	To provide an effective and efficient financial and strategic support services to the Cape Winelands District Municipality	3.1	To facilitate and enhance sound financial support services
		3.2	To strengthen and promote participative and accountable IGR and governance.
		3.3	To facilitate and enhance sound strategic support services

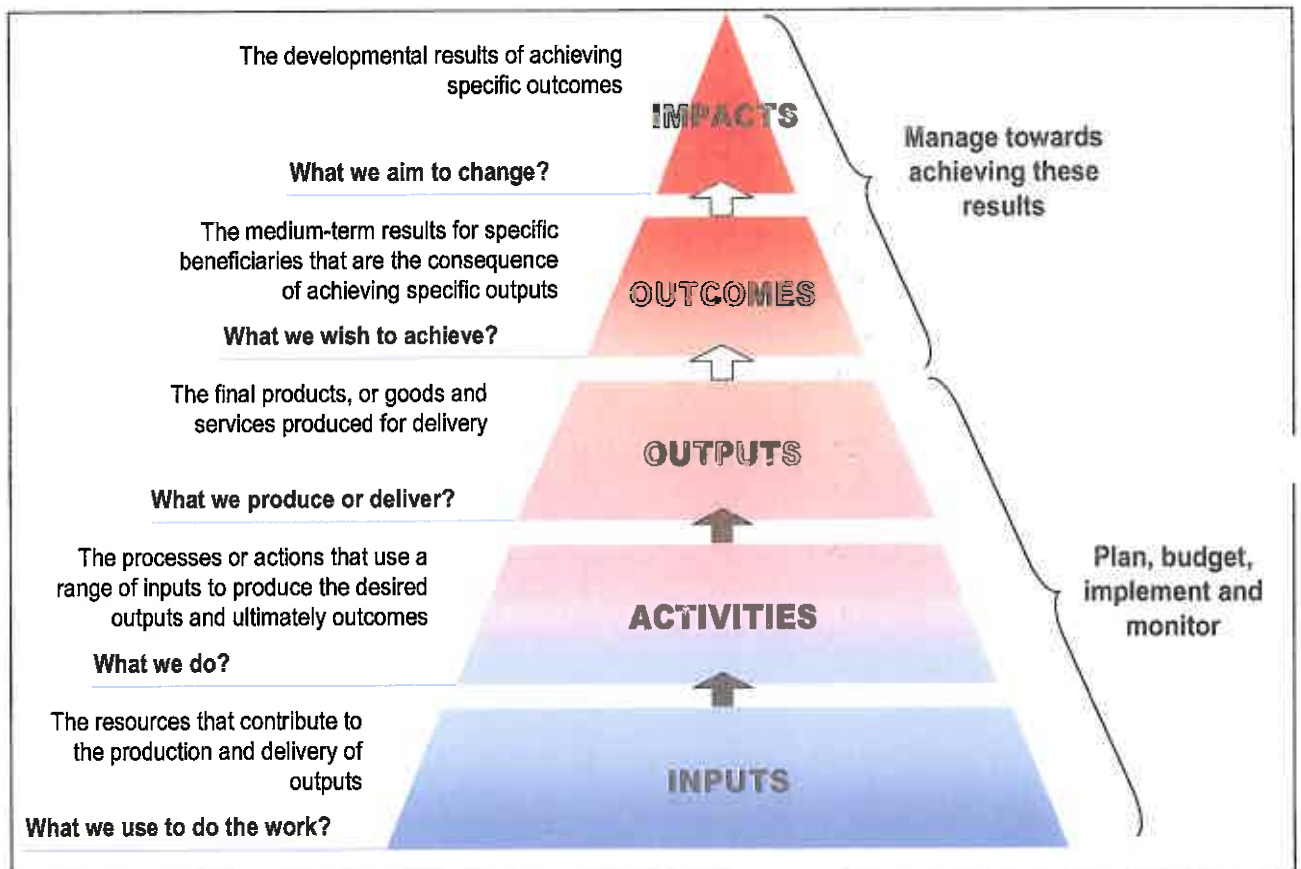
3.1.2 FRAMEWORK FOR MANAGING PERFORMANCE INFORMATION:

**KEY CONCEPTS:**

When monitoring and assessing outcomes and impacts it needs to be kept in mind that government interventions can also have unintended consequences. These also need to be identified and monitored so that risks can be managed and corrective action can be 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:



**3.1.3 Planning, Budgeting and Reporting:**

The performance information reported in accountability documents enables Council and citizens to track government performance, thus holding the organisation accountable.

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

**FINANCIAL PERFORMANCE PER STRATEGIC OBJECTIVE**

SO	Operating Budget				
	2015/16 Budget	2015/16 Actual	2016/17 Budget	2016/17 Actual	2017/18 Budget
1	R 125 251 572	R 120 539 555	R 150 267 952	R 141 529 317	R 146 603 725
2	R 162 207 364	R 148 377 117	R 160 961 724	R 141 806 232	R 163 997 269
3	R 112 468 526	R 70 684 973	R 88 466 321	R 81 215 058	R 91 042 144
<b>Total</b>	<b>R 399 927 462</b>	<b>R 339 601 645</b>	<b>R 399 695 997</b>	<b>R 364 550 606</b>	<b>R 401 643 138</b>

SO	Capital Budget				
	2015/16 Budget	2015/16 Actual	2016/17 Budget	2016/17 Actual	2017/18 Budget
1	R 5 632 869	R 1 444 748	R 4 482 855	R 4 468 264	R 8 113 544
2	R 4 958 630	R 2 957 297	R 6 763 933	R 6 389 522	R 15 744 400
3	R 425 388	R 355 904	R 537 129	R 493 224	R 3 785 900
<b>Total</b>	<b>R 11 016 887</b>	<b>R 4 757 949</b>	<b>R 11 783 917</b>	<b>R 11 351 010</b>	<b>R 27 643 844</b>

SO	Project Budget				
	2015/16 Budget	2015/16 Actual	2016/17 Budget	2016/17 Actual	2017/18 Budget
1	R 15 807 050	R 14 755 620	R 25 724 090	R 24 477 719	R 17 758 500
2	R 15 946 500	R 12 920 554	R 15 214 000	R 11 019 326	R 15 540 000
3	0	0	0	0	0
<b>Total</b>	<b>R 31 753 550</b>	<b>R 27 676 174</b>	<b>R 40 938 090</b>	<b>R 35 497 045</b>	<b>R 33 298 500</b>

SO	Number of KPI's	Zero Performance	Under Performance (<75%)	On Target (75% - 99%)	Exceeded Performance (100%+)	Total
1	8	-	2	6	75%	90%
2	5	1	2	2	40%	29%
3	7	-	-	7	100%	100%
<b>Total</b>	<b>20</b>	<b>1</b>	<b>4</b>	<b>15</b>	<b>75%</b>	<b>76%</b>

### 3.2 SUMMARY OF CAPE WINELANDS ORGANISATIONAL KEY PERFORMANCE INDICATORS 2016/2017:

#### 3.2.1 CAPE WINELANDS DISTRICT ORGANISATIONAL KEY PERFORMANCE INDICATORS:

The Organisational Key Performance Indicators (KPI's) were revised during February 2017 and the following corrections/improvements were made:

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

#### CAPE WINELANDS DISTRICT DETAILED ORGANISATIONAL KEY PERFORMANCE INDICATORS

<b>Over Performance</b>	<b>&gt;100%</b>
<b>Target Achieved</b>	<b>100%</b>
<b>Target Almost Achieved</b>	<b>80% to 99%</b>
<b>Under Performance</b>	<b>1% to 79%</b>
<b>Zero Performance</b>	<b>0%</b>

STRATEGIC OBJECTIVE 1 - To create an environment and forge partnerships that ensures the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic, environmental and social infrastructure investment.							
CWDM PDO #	PO #	Outcome Indicator	KPI #	Key Performance Indicator	2015/2016 Target	2015/2016 Actual	2016/2017 Annual Target and Performance
					Annual Target	Annual Actual	Comments
1.1	1.1.1	To administer an effective ENVIRONMENTAL HEALTH MANAGEMENT SYSTEM, in order to achieve all environmental health objectives, set.	1.1.1.1	Monthly Report (Sinjani report) to PGWC on all MHS matters by the 15th of every following month.	12	12	All monthly Sinjani reports were submitted to PGWC. However, for 3 months, all reports were not submitted by the 15 <sup>th</sup> of the following month. Due to non-network connectivity. In future, when the system is not accessible, we will submit the Sinjani information to PGWC via e-mail, before the deadline of the 15 <sup>th</sup> .

36	1.1.2	To ensure effective ENVIRONMENTAL POLLUTION CONTROL via 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.	1.1.2.1	Number of water samples taken (Wastewater, Water milking sheds, Drinking water, Water sources, water used for recreation).	1800	1855	1800	1710	Consistent malware attacks on the IT system resulted in underperformance. Our ICT infrastructure is scheduled to be upgraded and this will definitely improve the accessibility to the Collaborator system.
	1.2.1	Build Institutional Capacity	1.2.1.1	Annual Air Quality report to DEA in the prescribed format by 30 September of every year.	1	1	1	1	Annual Target achieved
	1.3.1	Effective planning and co-ordination of specialized firefighting services in CWDM.	1.3.1.1	Number of Disaster Management Advisory Forum meetings. One Veld Fire Season preparedness report approved by Council by 31 December 2016.	2	2	2	2	Annual Target achieved
1.4	1.4.1	To fulfill a coordination role in terms of Town and Regional Planning within the Cape Winelands District.	1.4.1.1	Number of stakeholder consultations attended or facilitated	12	12	4	7	Annual Target achieved and overperformed



	1.4.2	To fulfil a coordination role in terms of Economic and Tourism Development within the Cape Winelands District.	1.4.2.2	Number of stakeholder consultations attended or facilitated	New KPI	New KPI	8	12	Annual Target achieved and overperformed
1.5	1.5.1	To fulfil a coordination role in terms of Rural and Social Development within the Cape Winelands District.	1.5.1.1	Number of stakeholder consultations attended or facilitated.	New KPI	New KPI	4	4	Annual Target achieved

STRATEGIC OBJECTIVE 2 - Promoting sustainable infrastructure services and a transport system which fosters social and economic opportunities.									
CWLDM PDO	PO #	Outcome Indicator	KPI #	Key Performance Indicator	2015/2016	2015/2016	2016/2017		Comments
					Target	Actual	Annual Target	Annual Actual	
2.1	2.1.1	Support the maintenance of proclaimed roads in the district on an agency basis for the provincial roads authority.	2.1.1.1	Monthly claim for roads activities to Provincial Government (Roads Agency) By the 20 <sup>th</sup> of the month.	Revised KPI	Revised KPI	12	8	All monthly claims were submitted but 4 months were not submitted by the 20 <sup>th</sup> of the following month. This is due to IMMS computer system and ICT issues experienced. Measures will be taken to improve our performance on this target, by submitting all claims timeously.
2.2	2.2.1	Enhance the planning of infrastructure services in the district.	2.2.1.2	Investigate the development of a regional solid waste disposal site.	1	0	1	1	Annual Target achieved
2.3	2.3.1	Improved pedestrian safety at rural schools.	2.3.1.1	Review District Integrated Transport Plan.	1	0	1	0	Approval of the DITP occurred in the 2016/2017 financial year and no new review process was undertaken after the 2015/2016 review.

2.4	2.4.1	To improve infrastructure for rural dwellers throughout the area of the Cape Winelands District Municipality.	2.4.1.1	% of project budget spent on rural projects (Clearing road reserves, provision of water & sanitation to schools, renewable infrastructure and upgrade rural sport facilities).	95% of annual target	77.45% of annual target	95% of annual target	97.4% of annual target	Achievement of target is highly dependent on contract prices and performance of contractors.  Contract management will be improved to timeously identify non-possible performance by contractors and rectify accordingly by stopping these contracts and appointing another contractor to complete the work.
2.5	2.5.1	Improving support	2.5.1.1	Quarterly ICT reports to Mayoral Committee.	4	4	4	4	Annual Target achieved

STRATEGIC OBJECTIVE 3 - To provide effective and efficient financial and strategic support services to the Cape Winelands District Municipality									
CWM/DM P/O	P/O #	Outcome Indicator	Key Indicator	Performance Indicator	2016/2017 Annual Target and Performance		2016/2017 Annual Target	Annual Actual	Comments
					2015/2016 Target	2015/2016 Actual			
3.1	3.1.1	Credit Budget	3.1.1.1	Compilation of the budget.	End May	End April	End May		Annual Target achieved
	3.1.2	Transparent and accountable reporting to all stakeholders	3.1.2.1	Compilation of quarterly Section 52 reports to Council (including performance reports).	4	4	4		Annual Target achieved
	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	12		Annual Target achieved
	3.1.4	Fair, Equitable, Transparent, Competitive and cost-effective SCM Policy and Regulatory Framework.	3.1.4.1	Effective Supply Chain Management.	Less than 5% successful appeals	Less than 5% successful appeals	Less than 5% successful appeals		Annual Target achieved
3.2	3.2.1	To 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	14	14		Additional meetings required
	3.3	To ensure a skilled and competent workforce in order to realise organisational strategic objectives	3.3.1	Number of Workplace Skills Plan Submissions to the LGSETA	1	1	1		Annual Target achieved
	3.3.2	Improved Labour Relations and Informed Workforce.	3.3.2.1	Number of Employment Equity Report submissions to the Department of Labour.	1	1	1		

**NATIONAL KEY PERFORMANCE INDICATORS 2016/2017**

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 Cape Winelands District Municipality contributed to the National KPA's as follows:

**KPA 1 – SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT (2016/2017)**

<b>Roads</b>	<b>Unit</b>	<b>2015/16</b>	<b>2016/17</b>
Kilometres of road responsible for (provincial de-proclamation and maintenance contracts)	km	3 601	3 601
Kilometres of roads maintained and rehabilitated (provincial de-proclamation and maintenance contracts)	km	3 601	3 601
Total amount of operating budget allocated to road maintenance	Rand	R 129 129 231	R 113 174 976
Total amount of operating budget spent on road maintenance	Rand	R 115 573 927	R 103 409 659

**KPA 2 – LOCAL ECONOMIC DEVELOPMENT (2016/2017)**

<b>Economic growth</b>	<b>Unit</b>	<b>2015/2016</b>	<b>2016/2017</b>
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 (2016/2017)			
Financial Viability	Unit	2015/16	2016/17
Total operating transfers (grant and subsidy income)	Rand	R 222 732 933	R 227 556 400
Total operating expenditure	Rand	R 334 505 040	R 362 284 781
Capital budget spend in year	Rand	R 4 757 949	R 11 351 010
Council approved capital budget in year	Rand	R 11 016 887	R 11 783 917
Total outstanding customer debt as at 30 June 2017	Rand	R 2 127 671	R 299 590
Current assets as at 30 June 2017	Rand	R 594 951 023	R 617 628 769
Current liabilities as at 30 June 2017	Rand	R 44 404 653	R 38 397 210
Total revenue	Rand	R 386 444 651	R 388 399 648
Revenue from grants	Rand	R 222 732 933	R 227 556 400
Debt service payments (Finance Charges)	Rand	R 2 220	R 901
Salaries budget (including benefits)	Rand	R 188 413 736	R 183 880 161
Total operating budget	Rand	R 399 927 462	R 399 695 997
Municipal systems improvement grant (MSIG)	Rand	R 930 000	R 0
Amount of this allocation utilised	Rand	R 262 837	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 (2015-2016)			
<b>Organisational design and capacity</b>			
	<b>Unit</b>	<b>2015/16</b>	<b>2016/17</b>
Number of posts in the organogram as at 30 June 2017	Number	668	668
Number of posts in the organogram that were filled as at 30 June 2017	Number	434	430
Total number of staff employed in the municipality as at 30 June 2017	Number	462	467
Total number of Section 57 staff employed in the municipality as at 30 June 2017	Number	4	4
Section 57 posts vacant for more than 3 months in the financial year ending 30 June 2017	Number	0	0
Percentage of municipality's budget spent on implementing its workplace skills plan.	Percentage	0.33%	0.24%
<b>Employment equity</b>			
	<b>Unit</b>	<b>2015/16</b>	<b>2016/17</b>
Number of Section 57 staff who were classified as Black (African, Indian and coloured) as at 30 June 2017	Number	3	3
Number of Section 57 staff who were women as at 30 June 2017	Number	1	1
Number of staff (out of total number of staff) in the municipality who were women as at 30 June 2017	Number	157	164
Number of staff (out of total number of staff) in the municipality who were classified as disabled as at 30 June 2017	Number	8	8

## KPA 5 – GOOD GOVERNANCE AND PUBLIC PARTICIPATION (2015/2016)

<b>Council meetings</b>	<b>Unit</b>	<b>2015/2016</b>	<b>2016/2017</b>
How many council meetings were held in the 2016/2017 financial year?	Number	10	10
How many open council meetings were held in the 2016/2017 financial year?	Number	10	10
<b>Corporate governance</b>	<b>Unit</b>	<b>2015/2016</b>	<b>2016/2017</b>
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

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## 3.4 PERFORMANCE IMPROVEMENT MEASURES

The following actions were taken throughout the 2016/2017 financial year to improve the culture of performance management in the organisation:

- Strategic Sessions with the Mayor and Management were held;
- All Executive Directors were tasked by the Municipal Manager to prepare up-to-date evidence files which 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 key performance indicators and projects were done by internal auditors to verify the quality of data and evidence of performance;
- Internal Audit reports are submitted to management for response and action to address identified shortcomings;
- In addition, these Internal Audit reports serve before the Audit Committee for oversight after which the Audit Committee's quarterly report serves before Council; and
- An electronic compliance register to assist with compliance monitoring of various pieces of legislation relating to performance management.

### 3.4.1 PMS AUDIT FOCUS FOR 2017/2018:

The focus areas as identified by the internal auditors for the 2017/2018 financial year will be as follows:

- Quarter 1: Compliance review to various pieces of legislation including any additional Regulation and National Treasury circulars;
- Quarter 2: All scorecards Key Performance Indicators (KPI's) sampling;
- Quarter 3: All scorecards Key Performance Indicators (KPI's) sampling; and
- Quarter 4: Organisational KPI's testing.

### Supplier Performance Background

This report is in compliance with Section 46(1) of the Municipal Systems Act, Act 32 of 2000 in respect of Supplier Performance. The purpose of the report is to assist and strengthen Council's oversight role in the execution of the Act. Furthermore, in terms of Sec. 46(2), it must be included in the Annual 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.

### Tenders evaluated

Suppliers are evaluated on work performed or goods supplied for functionality, quality and performance. To evaluate the supplier a document is prepared and issued, in respect of the previous six months, to the relevant official who initiated the acquisition. The following documents were issued and submitted as indicated:

Regional Department/Division	Tenders 2015/2016	2016/2017	Quotations 2015/2016	2016/2017
Community Developmental Services	11	9	48	10
Corporate Services	8	17	10	4
Local Economic Development	2	5	1	0
Engineering	24	54	25	26
Financial	6	5	3	2
Governance	0	0	0	0
Municipal Manager	0	0	1	1
Rural & Social Development	0	2	2	0
<b>Grand Total</b>	<b>51</b>	<b>92</b>	<b>90</b>	<b>43</b>

**Bi-Annual Performance**

The evaluation is objective and based on five performance areas. The Contract Manager is responsible for the evaluation, should the supplier be rated lower than 18 points out of possible 25 (72%), he/she should be consulted with and when agreed a final rating is agreed upon, the manager is to sign the evaluation document as proof of consultation.

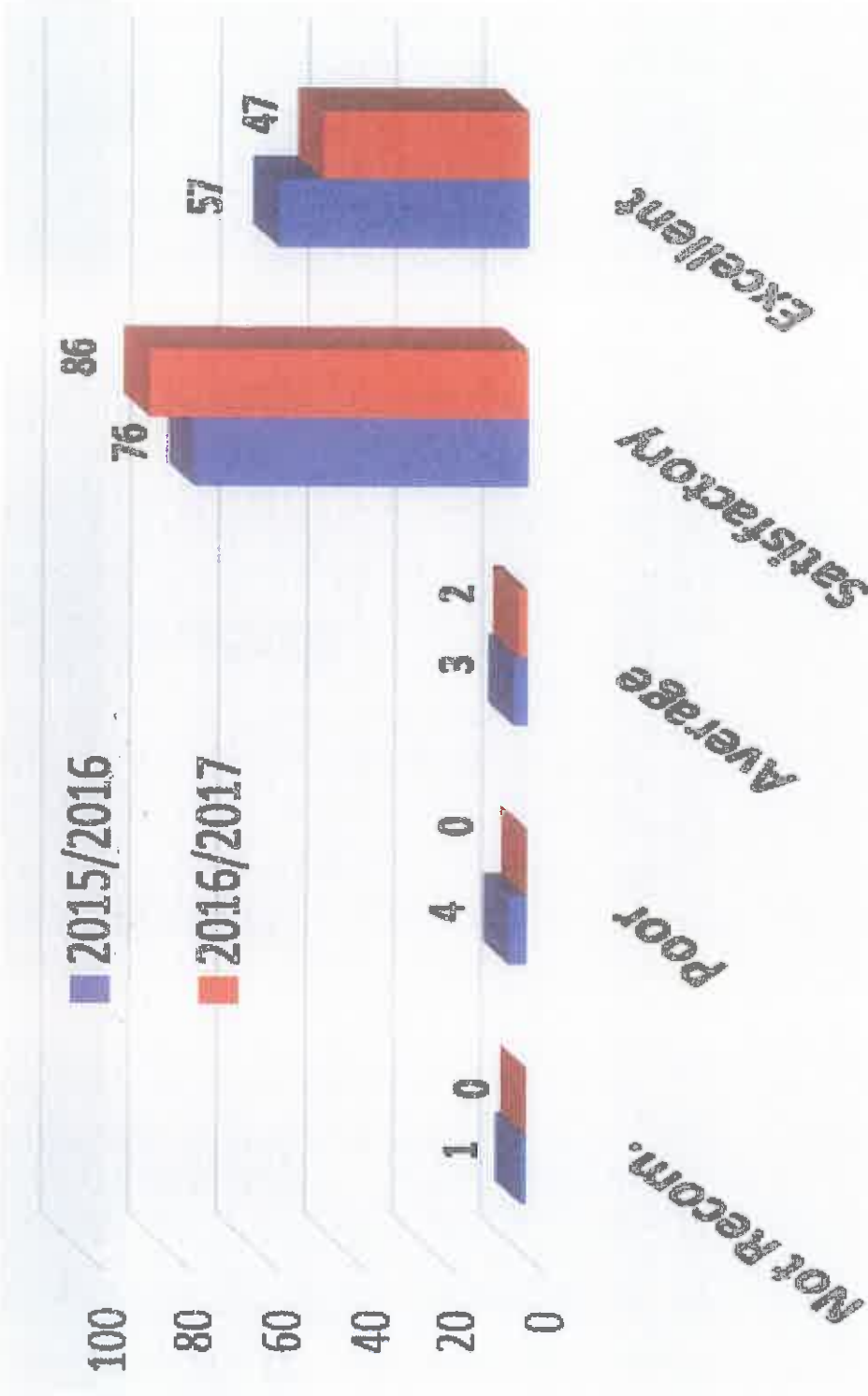
**SUPPLIER PERFORMANCE ASSESSMENT**

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

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



Performance per category - improvement/deterioration on previous year:

Part Level	Category	2015/2016		2016/2017		Movement (Evaluation must be objective per category)	
		# of Evaluations	% of Category	# of Evaluations	% of Category		
1	Not Recommended	1	0.71%	0	0.00%	0.70%	Improvement
2	Poor	4	2.84%	0	0.00%	2.84%	Improvement
3	Average	3	2.13%	2	1.48%	0.65%	Improvement
4	Satisfactory	76	53.90%	86	63.70%	-9.81%	Improvement
5	Excellent	57	40.43%	47	34.82%	5.62%	Deterioration
	<b>Total</b>	<b>141</b>		<b>135</b>			

Officials must not be encouraged to give higher points just to achieve an artificially high performance level. Therefore, the top two levels should follow a natural cause and attention must be given to the lower three. To achieve better results, officials are encouraged to engage with poor performing suppliers to capacitate better performance. Proper contract management will reduce unnecessary performance problems.



**3.6 AG OUTCOMES**

During the last four years (2013/2014, 2014/2015, 2015/2016 and 2016/2017) the Cape Winelands District Municipality has received clean audits. For the 2016/2017 year, the following is a summary of the areas assessed as "Good":

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	Improved
Financial and Management	Proper record keeping	Unchanged
Financial and Management	Processing and reconciling controls	Unchanged
Governance	Risk Management	Unchanged
Governance	Internal Audit	Unchanged
Governance	Audit Committee	Unchanged

## COMPONENT A: BASIC SERVICES

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

### INTRODUCTION TO BASIC SERVICES

The Cape Winelands District Municipality does not provide 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 assisted by Council with the provision of subsidies for water and sanitation services in homes, as well as for the provision of warm water, through the installation of solar geysers, to improve the lives of farm workers.

### 3.7. WATER PROVISION

#### INTRODUCTION TO WATER PROVISION

To supply water to schools and farm worker cottages, the CWDM provide subsidies that assist land owners with funding for the provision of water to the farm workers homes. It is important that water at all schools is safe for consumption and human use, for this reason, where water quality does not conform to the necessary standards, water purification systems are provided to ensure quality.

Comment on water services performance overall

The targets for the 2016/2017 financial year were met and all the approved projects were completed



#### WASTE WATER (SANITATION) PROVISION



#### INTRODUCTION TO SANITATION PROVISION

To ensure the provision of sanitation to schools and farm worker cottages, the CWDM grants subsidies that assist farmers with the cost of providing sanitation to the farm worker's homes. As rural schools expand due to accommodate the number of learners.

In these cases the CWDM assists with the construction of additional infrastructure to provide effective and clean sanitation services at schools.

#### COMMENT ON SANITATION SERVICES PERFORMANCE OVERALL

The target for the 2016/2017 financial year was met and all the approved projects were completed.

### 3.8 ELECTRICITY

#### Introduction to Electricity

The Cape Winelands District Municipality does not provide electricity, however recognises the role electricity has in quality of lives. The CWDM assists land owners in the rural area by providing a subsidy for the installation of solar warm water geysers as part of Council's contribution toward renewable energy.

#### COMMENT ON ELECTRICITY SERVICES PERFORMANCE OVERALL

The target for the 2016/2017 financial year was met and 257 units were installed during the year.

### 3.9 WASTE MANAGEMENT

#### INTRODUCTION TO WASTE MANAGEMENT

The Cape Winelands District Municipality does not render 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 Authorization process was completed and a license was issued by the Department of Environmental Affairs. An appeal was lodged and Council awaits the final result.

## COMPONENT B: ROAD TRANSPORT

#### INTRODUCTION TO ROAD TRANSPORT

Ownership of public roads in the Cape Winelands District Municipality's area is limited to National, Provincial government and five local municipalities. The five are Western Cape Government Transport and Public Works (WCG T & PW). This function requires the maintenance activities of a percentage of the provincial road network and provides technical services when requested.



### 3.10 AGENCY FUNCTION

The Agency function is 100% funded and funding transfers are governed by a financial agreement. It is expected that the Cape Winelands District Municipality performs this function with its own roads staff. All plants equipment is provided by WCG T & PW.

The Agency Agreement with the Western Cape Government: Department of Transport and Public Works stipulates what is expected of the district municipality. The emphasis of the agency function is on road maintenance activities to assist the provincial government with their important task of preserving the existing upgraded 6 485km surfaced provincial road network asset; the biggest challenge being the the shortfall in allocated funding and the identified technical maintenance and rehabilitation and reconstruction needs.

Taking into account the above, the reality is that funding allocated to the provincial government to address the requests from communities to upgrade or to regravell the approximately 25 245 km gravel roads in the prov is insufficient, the need thus outweighs the resource..

The main performance targets set by the Department of Transport and Public Works can be summarised as:

- To assist in reinstating scarce road construction skills. The district municipality is expected to perform on a limited scale, road construction work supplying their own staff
- All funding allocated for road maintenance and limited construction activities must be spent; and
- Costs relating to the different maintenance and limited construction activities must be economically sound.

The measurement of the main performance targets by the Department of Transport and Public Works is done by:

- The use of a computerised management system where all Cape Winelands District Municipality'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 WCG T & PW.to evaluate total spending and compare each district municipality's cost per road maintenanceactivity per road.

EMPLOYEES: ROAD SERVICES						
JOB LEVEL	YEAR 1 30 JUNE 2016		YEAR 0: 30 JUNE 2017			
	Number of employees	Number of posts	Number of employees	Number of vacancies (full-time equivalents)	of	Vacancies (as a % of total posts)
T1 – T3	39	130	33	97		74.62%
T4 – T8	110	198	115	83		41.92%
T9 – T13	20	28	19	9		11.54%
T14 – T17	4	6	4	2		33.33%
T18 – T19	1	1	1	0		0%
<b>TOTAL</b>	<b>174</b>	<b>363</b>	<b>172</b>	<b>191</b>		<b>52.62%</b>
T3.7.8						

<b>FINANCIAL PERFORMANCE: ROAD SERVICES</b>						
<b>R 900</b>						
<b>Details</b>	<b>2015/2016</b>		<b>2016/2017</b>		<b>Actual</b>	<b>Variance to Budget</b>
	<b>Actual</b>	<b>Original Budget</b>	<b>Adjustment Budget</b>	<b>Actual</b>		
<b>Total operational revenue</b>	115 056	111 147	111 725	103 488	8%	
<b>Expenditure:</b>						
Employees	37 288	47 691	45 802	39 812	15%	
Repairs and maintenance	55 382	38 766	47 039	43 361	9%	
Other	22 561	24 690	20 242	20 223	0%	
<b>Total operational expenditure</b>	115 231	111 147	113 083	103 397	9%	
<b>Less: Loss on disposal of PPE</b>	86	0	91	91	0%	
<b>Net operational expenditure</b>	115 317	111 147	113 174	103 488	9%	
					T3,7,8	



CAPITAL EXPENDITURE 2016/2017: ROAD SERVICES					
Capital Projects	Budget	Adjusted Budget	Actual Expenditure	Variance to Budget	Total Project Value
<b>Total</b>	<b>R1 645 000</b>	<b>R1 007 833</b>	<b>R708 653</b>	<b>42%</b>	
DRILL MACHINE CJ WORKSHOP	2 500	1 700	1 642	-6%	
DRILL MACHINE CL WORKSHOP	2 500	2 210	2 202	-0%	
25L OIL DRUM WITH TURNING PUMP	2 500	4 707	4 707	0%	
VEH CANOPY PAARL	35 000	20 000	25 650	1%	
5 INCH DRIVE AIR PRESSURE MP	2 200	2 462	2 462	0%	
AIR PRESSURE OIL PUMP	7 500	7 973	7 973	0%	
4 X 12 TON STANDS FOR CW	2 200	3 900	3 900	0%	
20 TON TROLLEY JACK	16 200	4 659	0	100%	
CW PIT REPAIR	50 000	108 700	108 692	0%	
2 X 12 TON STANDS	1 200	1 950	1 950	0%	
25L OIL DRUM TURNING PUMP	2 500	4 707	4 707	0%	
5 INCH DRIVE AIR PRESSURE MP	2 200	2 462	2 462	0%	
AIR PRESSURE OIL PUMP & METER	7 500	7 973	7 973	0%	
25L OIL DRUM TURNING PUMP SYS	2 500	4 707	4 707	0%	
CT CONSTRUCTION OF PIT	120 000	142 915	0	100%	
VARIJUS TOOLS	20 000	20 000	19 221	4%	
GPS AC TO VEH MOUNTED CAMERAS	18 000	19 857	19 857	0%	
GPS CAMERA	5 000	5 730	5 730	0%	
SCIENTIFIC CALCULATORS X5	5 000	4 800	4 718	2%	
SCIENTIFIC CALCULATORS X2	2 000	1 900	1 857	1%	
UPGRADE WOMENS CLOAKROOM STB D	10 000	22 700	22 658	0%	
CAR PORTS STB ROADS	75 000	64 810	64 809	0%	
UPGRADE STAFF TOILETS PAARL RO	50 000	60 085	47 206	27%	
INSTALL ROLLER SHUTTER DOORS	50 000	36 252	36 252	0%	
CLOAK ROOM CW	75 000	52 958	52 822	0%	
CU BOARDS OFFICE PAARL	25 000	12 200	12 042	2%	
ROUGHNESS INDEX MEASUREMENT	30 000	0	0	0%	
CHARS SECRETARY X5	4 000	9 912	9 911	0%	
HAND DRILL	12 000	9 400	9 391	0%	
MICROWAVE	3 000	2 200	2 051	7%	
ALTERATIONS OFFICE J. ABRAMS	75 000	23 856	23 856	0%	
SULLOTINE CW	1 500	1 824	1 824	0%	
LAMINATOR CW	2 000	3 990	3 990	0%	
VEHICLE SLIDING GATE CW	40 000	0	0	0%	
VEHICLE SLIDING GATE CCD	70 000	81 785	78 179	5%	
UPGRADE TOILETS CT	350 000	0	0	0%	
MINOR BUILDING WORK CLOAKR OOM	85 000	0	0	0%	
STORM WATER / OIL TRAP CCD	50 000	72 445	60 298	9%	
UPGRADE EXT TOILET TRAINING CW	130 000	0	0	0%	
CW HYDRO BOIL	7 000	5 700	5 629	0%	
2000 METER BUR PHOTO COPIER CW	100 000	125 000	0	100%	
22 COMPUTER MONITOR CW ROADS	4 000	2 300	2 233	3%	
BURGULAR BARS / SECURITY GATE	0	39 005	39 005	0%	
					<b>T37.9</b>

## INTRODUCTION TO HOUSING

There has been a steady decline in direct housing provision CWDM, in rural areas (to farm workers and rural dwellers) due to a lack of DORA and MIG grants from 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), Hermon 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

6 The housing function is currently being phased out at the district municipality.

### PLANNING AND IMPLEMENTATION OF RURAL HOUSING PROJECTS

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

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

### 3.12 FREE BASIC SERVICES AND INDIGENT SUPPORT

#### INTRODUCTION TO FREE BASIC SERVICES AND INDIGENT SUPPORT

The Cape Winelands District Municipality 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 Cape Winelands District Municipality gives support to low earners by providing subsidies to farmers to provide basic water and sanitation infrastructure in their labourers' houses.

The mandate for transport at district municipal level is derived 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 further in Section 84 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), the division of functions and powers between district and local municipalities, 84(1)(g), lists the function “regulation of passenger transport services” as a district municipal competency.

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

The table below indicates the three critical areas identified in reaching the service delivery goals, with their respective projects:

Outcome	Projects	Targets	Achievement 2016/2017
Improved mobility of citizens in the district	Worcester CBD – Traffic Impact Assessment at pre-determined intersections	Improve Non-motorised transport network Reduce traffic congestion Project identification and conceptual designs	A project report containing the contextual analyses, enhanced non-motorised transport and the transport impact assessment of various improvement proposals. Conceptual designs and cost estimates of the prioritised projects
Improved pedestrian safety	Upgrading of road infrastructure at rural schools	Construction phase of previously planned rural school upgrading	Completed upgrading at rural schools Huguenoot and Prospect.
	Planning for improved road safety infrastructure at urban schools in Breede Valley LM	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 LM.
	Transport Month event	Host two transport month events in June 2017	Hosted Transport month events in Stellenbosch at the Stellenbosch Station and Bergzicht Taxi Rank
	Upgrading of sidewalks for the captive rural communities	Construction phase of phases 2 of the rural sidewalks in Drakenstein and Langeberg LM's	Completed phase 2 construction of the Dal Josapat/Mbekweni rural sidewalk. Commenced with the construction phase 2 of the Robertson/Ngubela rural sidewalk

Outcome	Projects	Targets	Achievement 2016/2017
Improved passenger transport planning and regulation	Integrated Public Transport Network (IPTN) Drakenstein LM	Turbulences in the taxi industry lead to the closure of certain taxi ranks and route operations by the MEC which delayed any work planned and implemented.	NIL

IMPROVED PEDESTRIAN SAFETY PROJECTS

Upgraded road infrastructure at rural schools

Huguenoot Primary School,



Before



After

Prospect Primary School,



Before



After

TRANSPORT MONTH EVENT



## AIM OF TRANSPORT MONTH

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

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

The goal for the Cape Winelands District Muniaplity's Transport Month was to raise commuters awareness of safety for women using public transport in public transport operators and the business sector, to increase useage, safety and quality of service rendered by public transport operators, as well as increasing the awareness of the commuter on personal road safety.

Transport Month 2017, Themed, *let's travel safe together'* was hosted successfully during June at Stellenbosch Station and Bergzicht Taxi Rank. Strong support was given by the Portfolio Councillor for Technical Services: Cllr GJ Carinus.

Quarter 4 2016 2017 28

## Let's Travel Safe Together

As part of the Transport Month campaign, the Cape Winelands District Municipality (CWDm) hosted a two-day event on Thursday, 22 June 2017 at the Stellenbosch railway station and on Friday, 23 June 2017 at the Stellenbosch taxi rank for 2017. The events were aimed at raising awareness among commuters and public transport providers to travel safe and to plan their travel route.

The minibuses and the commuter coaches are vital pillars of the transport system in South Africa and are equally popular with commuters. These two modes of transport are the most affordable and transport more than 80% of commuters in our country to and from work daily. It was for this reason, these sectors were chosen as the focus of the CWDm Transport Month campaign.

As prelude to the two-day event, an awareness campaign was conducted by engaging with commuters through strategically placed safety messages at transport access points. Beyond the message of how the commuters should ensure their own safety by their actions, the messaging also focused on enlightening and empowering the commuter to act when the service provider is not delivering a safe and reliable service.

Positioning themselves at the entrance of the Stellenbosch railway station, the CWDm distributed safety pamphlets to the commuters arriving at the station. It was also an opportunity to distribute caps and school bags with reflective bands to learners so that they could be more visible when travelling to and from school.

The next day, the CWDm was set up in the middle of the busy taxi rank, where they communicated with the commuters and taxi drivers about the safety initiative. Learners received caps and school bags here as well. Cllr Gideon Carinus (Portfolio Holder: Technical Services) assisted with distributing pamphlets at both venues and commuters had the opportunity to share their experiences and air their concerns about travelling by public transport.

Through this safety initiative the CWDm strives to have an impact on the actions of the commuters to ensure that safety becomes the priority for all when making use of public transport.

### UpgradinCoConstruction of Sidewalks for the Captive Rural Communities

#### Construction Phase 2

**Construction of Sidewalks for the Captive Rural Communities**

**Construction Phase 2**

**Drakenstein LM – R301 – Dal Josaphat/Mbekweni sidewalk**



After construction



Planned sidewalk

**Langeberg LM – Eastern approach sidewalk – Robertson/Ngubela**



Construction phase



Planned sidewalk

## 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 Cape Winelands District Municipality is reliant on Council's equitable share and irregular grants from the provincial WCG T&PW. The impact and performance on the mandatory transport function is thus determined by funding which can be made available via Council budget.

However, despite funding challenges, planning for improved citizen mobility and 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 Stellenbosch, upgrading road infrastructure at rural schools, planning of improvements to road infrastructure at urban schools in Breede Valley LM and the construction of sidewalks which are extremely well used and appreciated by the beneficiaries.

## COMPONENT C: PLANNING AND DEVELOPMENT

### 3.14 INTRODUCTION TO PLANNING

Land-Use and Spatial Planning is a division of the Department, Community Development and Planning Services and has a limited function pertaining to Town and Regional Planning. The division's function is limited to spatial planning and planning coordination. Land use management is a function of the local municipalities in the district. The CWDM's involvement in land use is through participation in local municipal planning tribunals established in terms of SPLUMA 16 of 2013.

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

- Compiling a Spatial Development Framework for the Cape Winelands District Municipal area;
- Actively participating in provincial and local municipal spatial development framework processes;
- Participating in environmental planning policy processes that are facilitated/implemented by other spheres of government; and
- Participating in the new law reform process pertaining to the Provincial Land Use Planning Act (LUPA) and the National Spatial and Land Use Management Act (SPLUMA).
- Lastly, the CWDM Deputy Director Town & Regional Planning is a member of Witzenberg and Langeberg Municipal Planning Tribunals established in terms of the Spatial and Land Use Management Act, Act 16 of 2013.



**SPATIAL PLANNING FUNCTION****CAPE WINELANDS SPATIAL DEVELOPMENT FRAMEWORK (CW SDF)**

The CWDM compiled a Spatial Development Framework for its area of jurisdiction in terms of Section 26 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000). The CWDM is mandated to do a Spatial Development Framework as a sector plan of the CWDM Integrated Development Plan in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

The purpose of the approved Cape Winelands Spatial Development Framework (2017) is to establish of guidelines' to:

- Interpret and apply higher-order spatial policy within the Cape Winelands 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.

**PLANNING COORDINATION****CAPE WINELANDS PLANNING FORUM**

The CWDM facilitates a Planning Forum where relevant government departments, the local municipalities and other stakeholders including consultants discuss matters pertaining to spatial, environmental and land use planning in general.

<b>EMPLOYEES- PLANNING SERVICES</b>						
<b>JOB LEVEL</b>	<b>YEAR 1: 30 JUNE 2016</b>		<b>YEAR 0: 30 JUNE 2017</b>			
	<b>Number of employees</b>	<b>of posts</b>	<b>Number of posts</b>	<b>Number of employees</b>	<b>Number of vacancies (full-time equivalents)</b>	<b>Vacancies (as a % of total posts)</b>
T1 – T3	0		0	0	0	0%
T4 – T8	0		0	0	0	0%
T9 – T13	0		0	0	0	0%
T14 – T17	1		1	1	0	0%
T18 – T19	0		0	0	0	0%
<b>TOTAL</b>	<b>1</b>		<b>1</b>	<b>1</b>	<b>0</b>	<b>0%</b>
T3.10.4						

FINANCIAL PERFORMANCE 2016/2017 PLANNING SERVICES					
R'000					
Detail:	2015/2016	2016/2017			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	250	366	366	109	236%
Employees	778	860	826	823	0%
Repairs and Maintenance					
Other	1 844	1 778	2 683	2 569	4%
Total Operational Expenditure	2 622	2 638	3 509	3 392	3%
Less: Loss on Disposal of PPE	12	0	4	4	0%
Net Operational Expenditure	2 634	2 638	3 513	3 396	3%
					T3.10.5

#### INTRODUCTION TO ECONOMIC DEVELOPMENT

The role of the Cape Winelands District Municipality in terms of economic development is clear. In this capacity of economic developer, the organisation seeks and provides opportunities for engagements on a multi-sectoral platform that includes government, labour and citizens. In this manner the CWDM assists the process of co-operative decision making; in the simplest terms the organisation are consensus builders.

The CWDM understands that economic growth can only be achieved through the ongoing co-operation and collaboration of all sectors:

- the leading and enabling role of the government;
- a thriving and innovative private sector;
- and the active involvement by civil society.

The Cape Winelands Regional Local Economic Development Strategy (CW-RLEDS, which is a five-year plan, ) 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 Cape Winelands District Municipality in collaboration with Local Municipalities, DEDAT and WESGRO;
- **Business Retention and Expansion:** Performed by the LED Division of the CWDM in collaboration with Local Municipalities and Local Tourism Associations;
- **Economic Infrastructure Development:** Perform 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, NGO's, CBOs learning institutions, sport federations, etc.;
- **Environmentally Integrity:** Performed by the Municipal Health Division of the CWDM in collaboration with NGOs, learning institutions, farmers, etc.;



- **Economic Development:** Performed by all CWDM other departments in collaboration with Local Municipalities, Chambers of Commerce/Sakekamers, Local Tourism Associations, national (e.g. DTI) and provincial departs (DEDAT); WESGRO; SALGA, learning institutions; etc. and
- **Quality of Life Improvement:** All departments in the CWDM work toward improving service delivery to our communities.

Programmes implemented in 2016/2017 in respect of the CW-RLEDS Action Plan include:

- **CWDM Investment Attraction, Retention and Opportunities Programme**
  - Business Retention Expansion Project for Tourism Sector;
  - Launching Tourism Mobile Apps for Towns in the Cape Winelands;
  - Trade Exhibition Project;
  - Investor facilitation;
- **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 that were receiving seed funding from the municipality through the provision of 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 Local Tourism Associations; Economic Intelligence reports generated from the database; and LED Management System)
- **CWDM Tourism Marketing Programme** (Tourism Exhibition Project; Media/Tour Operator Educationals Project, Tourism Events Project; Mayoral Awards Project; Tourism Month Project); and
- **CWDM Tourism Product Development Programme** (Local Tourism Association Development Projects; Community Tourism Training Project; Tourism Road Signage Project).

#### **Details Led and Tourism Projects**

##### **Cwdm Investment Attraction, Retention and Opportunities Programme**

District municipalities are responsible for formulating strategic policies and developmental initiatives that would stimulate economic development regionally and at local level. As a means of addressing this task and providing a strategic facilitation role in regional investment, the CWDM developed the Cape Winelands Investment Attraction and Opportunities Strategy (CW-IAOS), as contained in the Cape Winelands Regional Local Economic Development Strategy (CW-RLEDS: 2012), of which the primary goal is to provide guidelines that would promote investment in the Cape Winelands district by focusing on:

Retaining and expanding existing businesses;  
Identifying opportunities in the area; and  
Attracting new investment in the area.

### **Business Retention and Expansion (BRE) Project for Tourism Sector**

To address the CW-IAOS key thrust of retaining and expanding existing businesses in the area, the CWDM has been implementing a Business Retention and Expansion Programme (BRE) specifically related to businesses in the tourism sector, given the sector's importance on a regional scale. The BRE programme represents a key local economic development initiative for the region. In doing so, the municipality demonstrates its commitment to the importance of issues facing existing businesses given that these businesses 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. The CW-BRE Programme for the Tourism Sector is currently being implemented in partnership with Local Tourism Associations, Local Municipalities, Business Chambers/Sakekamers and individual tourism businesses in the towns of Worcester, Ceres, Tulbagh, Wolseley, Stellenbosch, Dwarsrivier and Franschoek.

The Business Retention & Expansion Programme was implemented for the year in the Tourism Sector. BRE tourism projects that are focusing on Cape Winelands Tourism niches (family-friendly; sport, outdoor and accessible tourism) have been prioritised. CWDM intend to act as an initial catalyst for developing these tourism niches by using its BRE Tourism Programme. In total 18 projects were supported for the 2016/2017 financial year. The BRE programme is a co-funding programme between government and the private sector.

### **Route 62 MTB Langeberg Meander: Montagu-Ashton, Mcgregor Robertson Tourism Associations**

The Langeberg region is a very popular cycling and especially mountain biking destination with numerous cycle events taking place annually. The area boasts exciting and challenging MTB and Cycle trails, as well more leisurely options, available during all seasons. A few events include:

- The Cape Epic, who have chosen this area as part of the challenge a number of times;
- Montagu Mountain Mania, the Ride to Nowhere and the the Java MTB. .

Local, national and international visitors to the area often choose this destination for the opportunity for cycling, as there are trails suited to all levels of cyclists. . The assortment of trails available are marketed as individual trails and some receive very little coverage and marketing. To maximize on the huge attraction to tourists and visitors, various role players met and discussed methods of maximising attraction opportunities. The Montagu-Ashton, Robertson and McGregor Tourism Associations expressed the need to for proper marketing material to better "sell" these trails to prospective visitors. With the inclusion of Langeberg Municipality into the BR & E Programme during 2015/2016, the first project was to focus on designing marketing material for the cycle trails and then to follow through with a major cycle event (multi-stage) among the five towns. As a result of this project a collaborative map and marketing material was designed, printed and distributed..

In the 2016/2017 financial year, the planning, marketing and hosting of a 3 day multi-stage cycling event in the Langeberg took place. The event known as the Route 62 MTB Trail, was officially launched 18 August 2017.

## Route62 MTB Meander VIP Invitation

Meander... cycle... ride and enjoy the amazing MTB routes and paths of the Langeberg - the heart of Route 62

Join us at the Launch of the Route 62 MTB Trails [Includes Spit Braai and Wines]

**Date:** 18 August 2017  
**Time:** 18H00  
**Place:** Montagu KWV Gallery  
 C/O Long & Kohler Street

**Admit:** 2 Guests

**RSVP:** 14 August 2017 [Catering Purposes]

**Contact:** Robertson Tourism 021 626 9137

**Accommodation:** Montagu KWV Gallery



### Deafnet: Worcester Tourism

Deafnet Centre of Knowledge is a network of knowledge and expertise in the interest of people in Africa who experience hearing loss and related communication barriers. Its main objectives are the particularising, exchanging and dissemination of knowledge and expertise on issues relating to persons with hearing loss to achieve their full potential. These objectives are achieved among others by facilitating and promoting education, development, training, social services and spiritual and mental well-being to such persons as well as the promotion of sign language and other preferred means of communication of persons with hearing loss, including appropriate utilisation of assistive devices.

Deafnet Worcester applied for assistance for the development of an audio-visual presentation DVD and sign language posters to be distributed to tourism establishments within the Worcester area. This project was initiated to promote the improvement of health, well-being and quality of life of people with hearing loss and their families through accessible, available, affordable and appropriate services through print media.

CWDM contributed R17 200 towards the project and Deafnet paid for the services of the sign language interpreters, printing and laminating of the poster, the videographer of the DVD and the editing of the DVD amounting to R145 000.00. An official launch was held 19 August 2017.



### Investment Programme

#### Launch and Media Campaign for Tourism Mobile Apps

On Wednesday, 22 March 2017 Cape Winelands District Municipality (CWDM) in collaboration with their Local Tourism Associations (LTA's), launched 13 Tourism Town Mobile Apps.

Visitors to the Cape Winelands towns are now able to download a free application for their smart phones that put a complete guide to the towns in the palm of their hand. CWDM has developed this mobile application for the LTAs in the Cape Winelands. The tourism mobile applications were a brain child of the CWDM who then worked together with Indigo New Media, a digital collaboration company who develop smart mobile applications that impact on communities.

Each application enables the user access to information regarding local events, establishments, attractions and tourism activities for the specific area they are visiting. The thirteen (13) LTA's include; Stellenbosch 360, Franschhoek Wine Valley, Dwarsriver Tourism, Drakenstein LTA Paarl as well as Drakenstein LTA Wellington, Worcester Tourism, Bredekloof Wine & Tourism, Wolseley Tourism, Tulbagh Wine & Tourism, Ceres Tourism, Robertson Tourism, McGregor Tourism and Montagu- Ashton Tourism.

Search for the LTA name and you will find the app in your app store.



A print and digital media campaign was conducted to introduce and market the Tourism Town Mobile Apps to visitors and tourists. This was a joint effort between the LED and with Weg/Go and Getaway and consisted of sponsored articles; promotional mailers and banners. A competition was held as part of the media campaign, in which the prize was a week long stay for two people in the Cape Winelands.

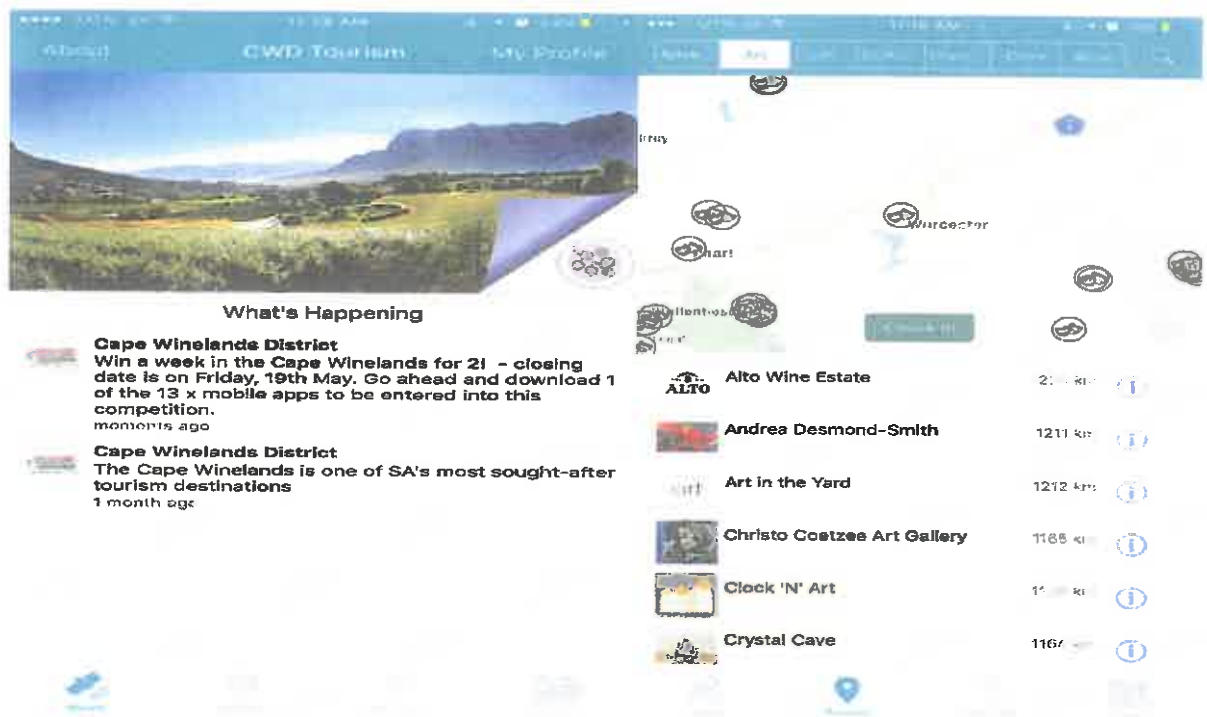
The winner, Jane Wright enjoyed her prize during a winter getaway in the week of 13 -19 August 2017. The LTAs and their members generously contributed offerings, accommodation and activities towards this splendid prize.

### Cape Winelands Mobile Application Developed

The Cape Winelands District (CWD Tourism) App was developed. The Cape Winelands App is different from the local tourism town apps in that it focusses on routes, attractions and events. LTAs provided the CWDM with all their routes and this was then populated within the CWD App.

The routes are categorised under:

- Adventure Routes
- Art Routes
- Culinary Routes
- Culture Routes
- Historical Routes
- Olive Routes
- Wine Routes



### Entrepreneurial Seed Fund Programme

The Entrepreneurial Seed Fund programme is a partnership programme between the CWDM and its five local municipalities. Through our selection process 20 promising and locality-driven start-up SMMEs working primarily in historically disadvantaged areas 17 new start-up ventures were funded through this project.



Thomas Car Wash-DRAKENSTEIN

Zwelethemba Recycle Centre- BVM

### Small Scale Farmers Support Programme

The Small Farmer programme is a partnership programme between the CWDM and its five local municipalities. Six beneficiaries were on the programme which included the following:

- Grabouw Iziqhamo Cooperative, Donkerhoek- Simondium: Vegetable planting
- Fruitfield Farming, Farm Groot Diamant Fairview, Southern Paarl: Lemons & olive planting
- Flower's Direct, Johannesdal, Pniel: Flower planting
- Worcester Trout Farming, Worcester Dam: Trout farming
- Varkbase White Cooperative, Keurkloof, Robertson: Pork Farming
- Leequeline Primary Agricultural Cooperative, Dassies Hoek, Robertson: Pork Farming



Leequeline Primary Cooperative- Langeberg

Worcester Trout Projects-BVM



### Tourism Events

The events play a very important role in attracting visitors into the Cape Winelands.. All the events that take place in the region such as Wacky Wine Weekend, Franschhoek Uncorked, Christmas in Winter, Soetes and Sop are a few of the events that continue to to grow, and therefore attract more visitors into the area..

### Media/ Tour Operator Educationals

Educationals are utilised as a platform to host media, tour operators and tour guides. These media educationals are aimed at sharing various experiences to be had in the Cape Winelands with the media. . . This is done in exchange for editorials that appear in various media publications such as Getaway Online Travel and News 24 Travel. This kind of positive media or editorial are normally quite expensive, however as a result of the educational sare done at minimal cost , with wide benefit.



### Tourism Month

September is recognised as annual Tourism Month. . Each year the UNWTO (United Nations World Tourism Organisation) promotes a particular theme which is adopted globally, South Africa being no exception. The theme is cascaded from the provinces to the district. The DM launches tourism month with the with the Cape Winelands Mayoral Tourism Awards event. The award t acknowledges the role played by various stakeholders in the tourism industry in the district, while strengthening and building relationships between partners in the district.



### LTA Projects

This project aims to assist Local Tourism Associations in the Cape Winelands District Municipal area with the identifying and implementing tourism developmental projects in their towns. Projects, like school educationals, tourism staff educationals, art, music and skills training for youth , the community in tourism etc. are amongst the many projects identified. Through these projects the CWDM aims to encourage communities in the tourism industry of the Cape Winelands to become aware and an active part of tourism, through the provision of excellent service while acting in the capacity of 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 improved 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 Cape Winelands District Municipality embarked on a process to improve the skills of entrepreneurs in the hospitality industry to provide services of high quality and excellence.

This process involves improving the services rendered by SMME's in the hospitality industry, such as, caterers, restaurants and accommodation facilities within the District that host stakeholders, i.e. tourism delegations, private- and government. Through this culinary training, customer care training, event management, social media, first aid, computer training and introduction to wine training, SMME's in the Cape Winelands District will be better equipped to capitalise on the prospect of increasing tourism activity and service excellence.

Quite a number of trainees have been employed in the hospitality industry after completing the various courses offered by the Cape Winelands.



### Exhibitions, Expo's and Road shows

Exhibitions, Expo's and Road shows provide both an international and domestic platform to market the Cape Winelands as a favourable tourism destination. This simultaneously enables Small Medium and Micro Enterprises (SMME's) to network with various market segments in the tourism industry.



### COMMENT ON LOCAL ECONOMIC DEVELOPMENT PERFORMANCE OVERALL

The CWDM is increasingly focused on its role of creating an enabling environment in which communities and business can thrive. It has therefore focused on implementing programmes such as the Business Retention and Expansion Programme; Investment Attraction and Opportunities Programme; Enterprise Development and Support Programme; Trade and Tourism Exhibition Programme; and the CWDM and Business Trade a key component of local economic development initiatives in the Cape Winelands municipal district. The Working for Water and Alien Vegetation Management EPWP Programmes are important enablers for job creation.

EMPLOYEES: LOCAL ECONOMIC DEVELOPMENT SERVICES					
JOB LEVEL	YEAR -1. 30 JUNE 2016		YEAR 0: 30 JUNE 2017		
	Employees	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	No	No.	No.	No	%
T1 – T3	0	0	0	0	0%
T4 – T8	1	2	1	1	50%
T9 – T13	2	2	2	0	0%
T14 – T17	1	1	1	0	0%
T18 – T19	0	0	0	0	0%
<b>TOTAL</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>20%</b>
T3.11.8					

FINANCIAL PERFORMANCE 2016/2017 LOCAL ECONOMIC DEVELOPMENT SERVICES					
R'000					
Details	2015/2016	2016/2017			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	786	25	59	47	26%
Employees	4 219	4 632	4 555	4 551	0%
Repairs and Maintenance					
Other	6 297	7 161	6 930	5 926	17%
Total Operational Expenditure	10 516	11 793	11 485	10 477	10%
Less: Loss on Disposal of PPE	21	0	8	8	0%
Net Operational Expenditure	10 537	11 793	11 493	10 485	10%
					T3.11.9

## COMPONENT B: COMMUNITY AND SOCIAL SERVICES

### 3.16 INTRODUCTION TO CHILD CARE, AGED CARE AND SOCIAL PROGRAMMES

The division Rural and Social Development of the Cape Winelands District Municipality focuses on building and maintaining social capital through access to programmes and services. Related programmes aim to increase physical activity, enhance education, improve skill levels, enhance employability, provide access to assistive devices, provide funding for community-based organisations and promote the rights of vulnerable groups. The success of these programmes are based on the 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 2016/2017 financial year:

#### COMMUNITY SUPPORT PROGRAMME

Non-Profit organisations and Community Based organisations are facing various challenges and financial constraints. CWDM provides funding to support civil society organisations in rendering services which have a direct and immediate impact on the well-being of disadvantaged communities. The funding maximised the poverty alleviation impact of forty-five (45) community organisations across the district. This programme enhances the capacity of beneficiary organisations to render services that will contribute to the achievement of the strategic objectives of Cape Winelands District Municipality.

#### A. DISABILITY PROGRAMME

Cape Winelands District Municipality 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 intellectual disability because it influences the learner's ability to perform academically. It can lead to social isolation, frustration and permanent or total deafness. Diagnostic



hearing tests were implemented at schools across the district by the audiology team from the Western Cape Government Health in the Cape Winelands District. Test results indicated that twenty-four learners suffer a hearing impairment. The municipality provided forty-eight (48) hearing aids, forty-eight (48) ear moulds and 288 batteries, learners required two hearing aids each for maximum improvement to their hearing. 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 Project**

On 3 December 2016 Cape Winelands District Municipality in partnership with Government Departments and NGOs in the Disability Sector, commemorated the International Day for Persons with Disabilities. Events were implemented 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. 500 Persons with disabilities and their families were reached through these programmes.

#### **B. Skills Development for Persons with Disabilities Project**

The lack of Skills Development was one of the challenges that was identified at the Cape Winelands Disability Conference which was 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.

CWDM implemented Customer Care Training for thirty (30) persons with disabilities. Developing the competencies of people with disabilities in universal customer services 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.

The participants were recruited in partnership with the Drakenstein and Witzenberg municipalities, Drakenstein and Witzenberg Associations for Persons with Disabilities and Arise and Shine Organisation for the Disabled.



### C. ELDERLY PROGRAMME

Cape Winelands District Municipality 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. Cape Winelands District Municipality acknowledges the valuable contribution that elderly persons make in communities across the district.

#### (a) Golden Games Project

Cape Winelands District Municipality in partnership with Service centres, Western Cape Older Persons forum, B-Municipalities, Department of Social Development (DSD) and the Department of Cultural Affairs and Sport (DCAS) successfully hosted a District Golden games event on the 26 April 2017. The event was held at Boland Park stadium in Worcester, approximately 1450 elderly people from across the district attended the event. The purpose of the event was to sensitise elderly people to their rights, promote human dignity and take part in competitive sport. The formidable spirit that the elderly demonstrated, during their participation in and enthusiasm for sport, is truly inspiring for younger people.



#### (b) More Living, Active Age Project

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 research on the socio-economic, cultural and historical developments that have taken place and the significant impact that our history and developments have had on the underprivileged communities and the elderly. The support of the CWDM



created opportunities for elderly persons to visit recreational and historical landmarks. Some Elderly persons had never been out of their residential areas due to financial constraints and the municipality provided them with this opportunity. Approximately 1200 elderly persons from across the district were the beneficiaries of the recreational and educational excursions.



#### **(D) FAMILIES AND CHILDREN PROGRAMME**

The project aims to strengthen the capacity of families and communities to care for and protect children. Families are the corner stone of communities. Dysfunctional families lead to dysfunctional communities. The family has and continues to be the principal institution in society, playing a vital role in socialisation, nurturing and care, as well as determining the conditions of social reproduction. Interventions to support vulnerable families are vital in alleviating abuse, neglect and poverty. This project is implemented in partnership with Government Departments, Civil Society organizations, NGO's and Faith Based organisations.

##### **a. 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 through socio-economic conditions. This project aims to restore some of the loss or damages to basic needs. Victim empowerment programmes focus on the citizen being in a position to take control, having a voice, being heard, being recognised and respected as an individual. These initiatives focus on empowering people especially, women and children with information and skills that allow victims to understand and manage emotions, set and achieve positive goals and feel and show empathy for others. Further positive skills include, learning responsible decision making and the establishment and maintenance of positive relationships. Victim empowerment programmes were implemented in partnership with the Department of Social Development to ensure that two hundred and fifty (250) children in the District were taught through a holistic approach, the activities included prevention of re-exposure, reframing of cognitive distortions, symptoms management, problem-solving, informed decision-making and group therapy.

##### **b. Educational Excursions Project**

Learners of rural schools are afforded opportunities to embark on educational excursions which enhanced learning outside of the classroom. Mostly from low income households which cannot afford the fees attached to educational excursions however through the support of the CWDM excursions could be attended. Approximately 4200 children were reached through this activity.



### 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, substance abuse and risky sexual behaviour. Holiday programmes were implemented in partnership with civil society organisations to ensure the safe keeping of children during school holidays. The programme included a variety of educational and recreational activities which are 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 empower 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. These camps were done in partnership with NGOs, SAPS, Department of Social Development, Department of Justice and Department of Correctional Services. Two hundred and fifty (250) young people benefitted from these camps.



### (c) Foetal Alcohol Prevention Project

Foetal Alcohol Syndrome (FAS) is the leading cause of mental disability in South Africa. Children born with FAS suffer from a lifelong disability, which affect their mental and physical development, which in turn affects their behaviour and social skills.

the Cape Winelands District Municipality aims to implement a programme which through mentorship and counselling encourages parents not to use or abuse substances during their pregnancy. The effects of substance abuse during pregnancy has a devastating impact on the lives of children, Pregnant Women Mentorship programme was implemented in partnership with FASFacts.

The Mentors are responsible for ensuring that pregnant women abstain from alcohol during pregnancy and breastfeeding period. They provide support for the whole family during this period. This programme benefitted 120 women from Avianpark and Roodewal in Worcester, Breede Valley, 20 mentors were part of this programme. International Foetal Alcohol syndrome Day was observed on 9 September 2016. The municipality in partnership with stakeholders undertook to raise awareness with regard to the dangers of drinking alcohol during pregnancy and the plight of individuals and families affected with FAS and Foetal Alcohol Spectrum Disorders (FASD).





## (E) HIV AND AIDS PROGRAMME

HIV and AIDS impact on the sustainability of communities and their conditions. The implementation of interventions is crucial in ensuring that the vulnerability of infected and affected persons is decreased. HIV/AIDS awareness campaigns, World Aids Day (WAD), HIV/Aids & Medical Male Circumcision (MMC); HIV & breastfeeding and 16 Days of Activism Against the Abuse of Women and Children are implemented in partnership with the Multi Sectoral Action Team (MSAT) structures in each B-Municipal area. These programmes focus on reversing the effects of the HIV/AIDS pandemic and offer support to effected and affected families in the district.

### (a) HIV/Aids Awareness Programmes

HIV/Aids awareness campaigns were held across the District which included programmes such as, World Aids day, HIV/Aids & Male circumcision; HIV & breastfeeding. A HIV/Aids awareness programme was implemented for Foster parents. The purpose of the programme was to educate foster parents on treatment, nutrition, dental health and healthy life styles of effected and affected children and their biological parents. Twelve foster parents from Wellington, Drakenstein were reached through this programme. An HIV/Aids awareness programme was implemented for children, this programme took the form of a puppet show which focused on the causes and prevention of HIV and the stigma and treatment related to the illness. This project reached out to 50 Children from Wellington, Drakenstein. The programme in Langeberg focused on training 22 Social Workers on prevention, treatment and the legal aspects related to HIV/AIDS. This programme empowered the social workers to deal more effectively and sensitively with clients and families which are affected or effected by HIV/AIDS. A programme was implemented that focused on HIV/AIDS, Sexuality and Teenage Pregnancy at Welbeck farm, 140 Teenagers from farming areas attended.



**(b) First 1000 Days Programme**

The project activity formed part of the province's campaign to raise awareness of the crucial first 1 000 days of your child's life. The first 1 000 days in a child's development, starting from conception, moving through pregnancy, birth, up until the child's second birthday, are crucial for securing a child's bright future. The most important aspects of the First 1000 days programme are health and nutrition for both mom and baby, ; love and attention for baby, and support for mom;and play and stimulation that babies need for learning as well as the protection of a safe environment. The Cape



Winelands District First Thousand Days programme was launched on 11 October 2017 in Worcester. The programme was implemented in partnership with WCG H and DSD in Cape Winelands. This very successful event exposed 400 Early Childhood Development Practitioners to a variety of methods and tools to help them learn more about the First 1000 Days. The event took the form of an exhibition, Government departments, NPO's, the University of Stellenbosch and private companies, showcased their programmes in promoting and improving the overall development and growth of children at the event. The First 1000 Days programmes were implemented in partnerships with clinics across the district, well over 165 mothers and babies participated in these programmes. The programme focused on affordable nutrition, dental hygiene and healthy lifestyles.

**(c) 16 Days of Activism Project**

The Municipality facilitates joint planning and collates the inputs of all partners to produce a District calendar of events that are implemented across the district. The calendar provides a 16-day window (25 November -10 December) of opportunity in communities for intense awareness-making and education to reduce levels of women and child abuse. Catalytic Events includes 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 Campaign Against Women and Child Abuse are to change behaviour through public awareness & 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 that the campaign has had on their lives; to create awareness around the link between HIV/AIDS and gender-based violence. Approximately 1500 persons are reached through the 16 Days programmes.





## F. SKILLS DEVELOPMENT PROGRAMME

Skills development is identified as one of the priority needs for sustainable development in rural communities within the Cape Winelands District Municipality. Violence, social isolation and low education levels makes young unemployed women more vulnerable and increases their risks of sexual exploitation. Economic empowerment opportunities reduce conditions of vulnerability and improve the resilience of young women. Young people are the important focus and a priority because the lack of skills development contributes to increasing unemployment rate amongst youth in rural areas. The Skills development programme also formed part of the EPWP programmes of the Municipality. Skills development programmes enhance the employability and SMME development amongst women and youth.

### (a) The Clothing Bank Partnership Project

The Clothing Bank was established in Cape Town in 2010, in response to the growing problem of unemployment amongst single mothers and the lack of support that they receive from the father of their children. The Clothing Bank branch in Paarl implements a job creation project in partnership with Cape Winelands District Municipality. The project entails a two year SAQA accredited training programme that empowers unemployed mothers to start a small retail trading business. They receive excess clothing from the major retailers and the public in South Africa and use this clothing as the tool to teach. After 2 weeks of training, the women on the programme start to trade by buying these items from them and selling them for a profit in their communities. Through this they learn the vital lessons about running a business and can build their confidence and earn an income at the same time. The goal is that they each should earn at least R3500 per month which is enough to feed, clothe and educate their family. The motto of the programme is **"Don't give a woman a fish, teach a woman to fish AND teach her how to sell her fish"**.

### (b) Driver's License Training Project

Cape Winelands District Municipality in partnership with the Health, Education, Social Development sector departments and Witzenberg Municipality embarked on an Integrated Governmental Relations programme for 50 unemployed youth. The programme afforded the participants the opportunity to obtain a Driver's License in addition to the workplace experienced gained at the respective Government entities. Training consisted out of 5 (five) Practical driving lessons and a Driver's License test. The purpose of this inter-governmental partnership programme was to enhance the employability of unemployed youth in the Witzenberg.

### (c) Chef Assistant Training Project

Cape Winelands District Municipality joined forces with various partners, such as Witzenberg Municipality, Department of Social Development and NGOs, to ensure that fifteen (15) young women obtain a Chef Assistant qualification. The training programme was held over three months and participants also received a stipend during this period. Beneficiaries were identified in partnership with Witzenberg Municipality and other stakeholders. This type of training creates a stepping stone for those struggling with unemployment to enter this market either by formal employment or entrepreneurship.



**(d) Hairdressing Skills Training**

Hairdressing training was implemented to equip 10 unemployed women from Drakenstein area with skills to generate an income as hair stylists. The training was implemented over three months and the participants received a stipend. Each trainee receives a start-up kit to generate an income immediately after the training. The qualification also enables them to be absorbed in the open labour market. The training is annually rotated amongst municipal areas because it is quite an expensive qualification.

**(G) WOMEN PROGRAMME**

Although Government has made significant progress in empowering women in the political, public and educational spheres, the marginalization 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, Department of Social Development, Legal Aids South Africa-Worcester; ACVV, FAMSA, BADISA, SAPS and the Women's Network. The programmes focussed 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. Eight (8) Women development programmes were implemented. One thousand two hundred (1200) women from across the district were reached through this programme.

**(H) YOUTH PROGRAMME**

Young people are at the heart of the future of South Africa and they are facing 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 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 youth with life skills, job readiness, entrepreneurial skills and career guidance.

#### **Grade 10-12 Support Project**

Activities like career exhibitions, Matric Motivation programmes and Spring-school programmes were supported to enhance opportunities for Grade 10 - 12 Learners. Thirty-four (34) Secondary schools and five- thousand- two hundred and forty-seven (5247) learners from across the district were afforded the opportunity to participate in Career Exhibitions. Through the Career Exhibitions they gained information to make appropriate career choices. This programme was implemented in partnership with Department of Education, Tertiary institutions and Financial study aid institutions. A Grade 12 Top Achievers Award Ceremony was held to acknowledge the Grade 12 top Learner of each school in the district. Parents and dignitaries attended this ceremony with the 64 Learners.



#### **Life Skills and Job Readiness Camps**

Cape Winelands District Municipality (CWDM) partnered with various stakeholders to host Job Readiness and Life Skills Camps. The project focuses on the holistic skills development of young people to prepare them for adulthood and make them employable, positive, and encourage healthy decisions. programme included life skills, character development, leadership training, entrepreneurship and skills development. Through this the youth learned how to be confident, learned various interpersonal and communication skills, such as CV writing and Interview skills. A media training session focused exposing participants to working at a radio station and included a live broadcast at Radio KC. Some of the participants have been assigned as volunteers in organisations for them to gain workplace experience. Five hundred (500) youth were reached through this programme.



#### **Youth Month Project**

Cape Winelands District Municipality believe that there is great benefit in celebrating and investing in young people by creating pathways for accelerated development. Seven hundred (700) Youth from across the district participated in Youth Month programmes. These programme motivates young people to maintain

healthy life style and to enroll for tertiary education to acquire employment. Civic Education programme at the National Parliament was implemented as part of Youth Month Activities. Youth had the privilege and opportunity to engaged with a member of parliament and discuss the matter of development in the District. They also attended an information session that focuses on our National emblems, our heritage and the rights and responsibilities of 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 in-depth presentation was done on the function of Parliament. This programme was implemented in partnership with GCIS, Breede Valley Municipality and Dept of Education.





**COMPONENT E: ENVIRONMENTAL PROTECTION**

This component includes: pollution control, biodiversity and landscape and coastal protection.

**3.17 POLLUTION CONTROL****COMMENT ON THE PERFORMANCE OF POLLUTION CONTROL OVERALL****ENVIRONMENTAL POLLUTION CONTROL****CAPE WINELANDS DISTRICT MUNICIPALITY AIR QUALITY MANAGEMENT: AIR QUALITY OFFICER REPORT FOR 2016 - 2017**

The Cape Winelands District Municipal air quality management legislative functions resides under the under the Directorate: Community and Development Services, within the Division Municipal Health Services (MHS).

**AIR QUALITY MANAGEMENT PLANNING**

The Cape Winelands District Municipality continued implementing its Air Quality Management Plan (AQMP), which was adopted and included in the District IDP since 2010.

In order to assist the Municipality to improve on the functionality of air quality management and to maintain the status of good air quality management the current CWDM AQMP will be reviewed.

The 2<sup>nd</sup> Generation CWDM AQMP will set air quality management goals and objectives in a structured, co-ordinated and measured manner to realign in terms of new developments and areas of possible improvement.

In order for it to meet the objectives and the framework fundamentals of the revised Western Cape Provincial AQMP, the revision will only commence once the review of the provincial AQMP has been finalised.

Strengthening the functionality and support of Air Quality Management within the district in respect of efficient air quality management service delivery and planning, the District Municipality included the position of the Air Quality Officer in the Organisational Structure of the Council. The position of AQO has been filled in 2016 as a standalone function.

**Education and Awareness-raising**

The MHS Environmental Health Education project through live theatre performances at schools create awareness with regards to the environment and include amongst others the topic of air pollution. In addition communities are educated on environmental awareness and global warming through the MHS Greening Cape Winelands project. This project saw the planting 2850 trees and shrubs throughout the district.

**Capacity Building and Air Quality Training**

The Air Quality Officer attended the following training/workshops over this period:-

National Association for Clean Air (NACA) Western Cape Branch Annual General Meeting - 17 May 2017.

Session: Monitoring compliance with conditions of an Atmospheric Emission License (AEL)

Session: National Atmospheric Emission Inventory System (NAEIS) Authority Perspective

National Department Environmental Affairs Training on South African Atmospheric Emission Licensing and Inventory Portal (SAELIP) – 15 September 2016.

National Department Environmental Affairs Training on Fundamental Concepts of Section 23 of the NEM: AQA and the Implementation and Management of the Published Notices – 1 February 2017.

Department of Environmental Affairs and Development Planning Training on Amended NEMA Environmental Impact Assessment Regulations – 28 June 2017

**Air Quality Monitoring / Passive sampling**

As part of the Western Cape Ambient Air Quality Monitoring Network within the province the department of Environmental Affairs and Development Planning, Directorate: Air Quality Management (DEA&DP D:AQM) established ambient air quality monitoring stations within the CWDM.

These stations are located in Worcester and Stellenbosch and provides an indication of possible causes of air pollution in the monitoring location. The data obtained from these stations provide the CWDM with an indication of the state of air quality within the areas where these stations are located and determine to what level inhabitants are exposed to air pollutants.

CWDM officials assist DEA&DP D:AQM as required in these monitoring activities and/or to perform minor task at the mentioned stations.

***Ambient Air Monitoring Stations in Cape Winelands District Municipality***

Location	Air quality Parameters Measured	Date Commenced
Worcester	SO <sub>2</sub> , O <sub>3</sub> , NO <sub>2</sub> ,CO, PM <sub>10</sub> , full metrological parameters	July 2009
Stellenbosch	SO <sub>2</sub> , O <sub>3</sub> , NO <sub>2</sub> ,CO, CO <sub>2</sub> ,PM <sub>10</sub> , PM <sub>2.5</sub> , full metrological parameters	October 2011

In order to identify and assess the long term regional air quality trends over a period of time, the CWDM intends to set up a network of passive air sampling within the geographical area of the Cape Winelands. The results obtained from this passive sampling program will be used for determining geographical base-line concentrations and to identify "hotspots". The data will be used to meet the objectives as set in the CWDM AQMP. The CWDM requested bids for the provision of passive monitoring equipment and the analysis of passive air samples over a multi-year period.

**Air Quality By-laws or legislation**

The CWDM district drafted an air quality bylaw, based on the air quality functions of district municipalities, this draft is awaiting submission to Council for approval before the Public Participation Process can be initiated. It is foreseen that this bylaw will be promulgated within the 2017-2018 financial year.

**Air Quality Forum / Industry Working Groups**

The AQO advice and keep the CWDM Industrial Air Quality Forum members informed of air quality legislation amendments or new legislation. The CWDM has established lines of communication with AEL holders on air quality related matters and aims to assist by providing the correct technical information in order to ensure compliance with AEL conditions.

CWDM sets conditions for the AEL's of some industries impacting on the health and wellbeing of people residing in receptor areas. These industries are required to create communication platforms and meet with residents on agreed upon intervals. During these meetings the public is informed of industrial processes and the implementation of measures to control emissions. The CWDM AQO also attended these AEL holder forum meetings.

Good co-operation exist between the CWDM and the local municipalities in rendering air quality management within the district. Although no formal service level agreement exist between the local authorities and CWDM, the CWDM assist these municipalities in handling more complex air quality complaints.

The District Municipality has assisted the Local Municipalities within its jurisdiction with the formulation of their AQMP's. A total of four Local Municipalities have had their AQMP's adopted by their respective Councils, while the last Local Municipality has developed a draft AQMP.



*Local Municipality's progress in terms of the AQA*

Municipality	Intervention	Complete	In Progress	Require Action
Breede Valley	Designated AQO	Designated		
	Developed AQMP	Yes		
	Emissions Inventory(EI) Non-Listed Industries			No EI
	Attend AQO Forums	Yes		
Drakenstein	Designated AQO	Designated		
	Developed AQMP	Yes		
	Emissions Inventory(EI) Non-Listed Industries	Yes		
	Attend AQO Forums	Yes		
Langeberg	Designated AQO	Designated		
	Developed AQMP		Final Draft	
	Emissions Inventory(EI) Non-Listed Industries			No EI
	Attend AQO Forums	Yes		
Stellenbosch	Designated AQO	Designated		
	Developed AQMP	Yes		
	Emissions Inventory(EI) Non-Listed Industries			No EI
	Attend AQO Forums	Yes		
Witzenberg	Designated AQO	Designated		
	Developed AQMP	Yes - Under Revision		
	Emissions Inventory(EI) Non-Listed Industries		Yes	No EI
	Attend AQO Forums	Yes		

**Industrial Air Quality Management Functionality**

All Section 21 listed activities were inspected during the reporting period to assess compliance to conditions of authorisation set within their AELs.

Meetings which included the local AQO's, DEA&DP and the CWDM were conducted with AEL holders to provide assistance to these AEL holders with proposed changes to processes for cleaner emissions and installation of more advanced abatement equipment.



The CWDM provided guidance and assistance relating to the mitigation measures at some industries in order to capacitate their employees involved with managing AQ.



*Section 21 Listed Activities within the Cape Winelands District Municipality*

Listed Activity	Activity Description
IC-SA Crematorium	Crematorium
Rainbow Chicken Farms	Animal Rendering Plant
Worcester Bakstene	Clamp kilns for brick production
Naude Bakstene Bk	Clamp kilns for brick production
Provincial Veterinary Laboratory	Veterinary Waste Incinerator
Cape Lime	Lime production
Twohill Co	Clamp kilns for brick production
Drakenstein Crematorium	Crematorium
Paarl Brickfields	Clamp kilns for brick production
De Hoop Brickfields	Brick production
Rheinmetall Denel Munition	Ammunition Production
McMillan Bricks	Clamp kilns for brick production
Boland Bricks	Clamp kilns for brick production
Cabrigo Brickfields	Clamp kilns for brick production

Klein Karoo Bakstene *	Clamp kilns for brick production
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\*Fifteen listed activities were in operation during the reporting period with Klein Karoo Bakstene ceasing activities end of March 2016.

Four industries within the CWDM were identified as Section 23 controlled emitters and the operators of these controlled emitters are required, to ensure annual emission compliance testing of their controlled emitters and to submit an annual report to the district Air Quality Officer. The CWDM are in the process of permitting these industries to operate these Section 23 controlled emitters.

*Section 23 Controlled Emitters within the Cape Winelands District Municipality*

Industry	Activity Description
Ceres Fruit Juices	Boilers
Ceres Fruit Packers	Boilers
Distell	Boilers
Tiger Brands Langeberg and Ashton Foods	Boilers

Integrated environmental authorisation process for proposed industries was applied for within the CWDM and provisional comment on air quality management was supplied by the AQO on the following:

Comment on the air quality impact assessment report for the proposed establishment of a mobile crushing facility on Erf 13220, Wellington.

Comments on the Draft Environmental Impact Report and Environmental Management Programme Report for a mining application and production of bricks with clay kilns on the farm Gannabosch Vlakte, Robertson.

Comments on a rezoning application to rezone the portions of Farm Klaas Voogds Rivier from Agriculture Zone I to Industrial Zone III to allow mining activities on this property, such as topsoil stripping and screening to remove stones from agricultural land.

Comments on rezoning application to Farm Klipberg for mining and mining related activities including stockpiling sand, gravel and clay.

Comment on the Final Scoping Report, the Amended Final Scoping Report and the Draft Environmental Impact Report for the proposed Waste Recovery, Beneficiation and Energy Project in Wellington for the Drakenstein Municipality.

Comment on the Draft Basic Assessment Report for proposed expansion of Drakenstein Crematorium.

Comments with the applicability of an EIA process for the proposed upgrade of the Nitrocellulose Plant at Rheinmetall Denel Munition Wellington and the subsequent granting of an administrative amendment in respect of current of their AEL.

#### **AIR QUALITY RELATED COMPLAINTS**

Air Quality related complaints as received by the CWDM was timeously dealt with within the legislative framework for air quality management. In addition the CWDM was actively involved in handling complaints and assisting B-Municipalities in this regard.



It must be noted that the statistics provided in relation to complaints only reflects those received by the district municipality or as reported by AEL holders.

Air quality complaints reported to the 5 local municipalities are not included in these statistics and as such these statistics are not a true reflection of all complaints received in the district.

#### *Air Quality Complaints*

Complaints	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Fumes	2	2	0	0
Smoke	2	1	9	11
Dust	4	0	1	2
Burning waste/Tyres	0	2	2	0
Farm land burning	0	0	0	0
Crop spraying	0	0	1	0
Offensive odours	20	17	13	10
Unlicensed Facilities	0	0	0	0
Noise	1	0	0	0
Other	0	0	0	0
<b>TOTAL</b>	<b>29</b>	<b>22</b>	<b>26</b>	<b>23</b>

Note that the noise complaint resonate under the Local Municipalities within the CWDM





The high number of reported offensive odour complaints directly relate to the alleged odours emanating from the industrial process at the RCL Foods animal rendering plant.

In order to mitigate possible odorous releases from the RCL Foods plant appointed specialists in the field of odour management to ensure the mitigation of the alleged odours emanating from the industrial process through new abatement technology. The new odour mitigation plant will be commissioned in July 2017 to minimise or mitigate possible odour releases in order to comply with the AQA and conditions set by the Municipal Health Services in terms of the National Health Act (Act 61 of 2003).



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### CO-OPERATIVE GOVERNANCE

The CWDM has been implementing the goal of their AQMP, to promote communication in relation to air quality management, through close co-operation with the local municipalities. Local municipalities were assisted in performing the function of air quality management if and when required. Local AQO's were included in meetings with DEA&DP, industry and the public on air quality matters within the local jurisdictions. Both district and local municipalities work together to address complaints resorting under municipal legislation over and above NEM:AQA.

#### *Inter-governmental actions undertaken*

Name of Industry	Nature of Complaint
ry-Pro Paarl	The Inter-Governmental Task Team (IGTT) was requested and inspection with the local AQO, DEA&DP and the CWDM was conducted at premises for the alleged offensive odours emanating from a Category 10, Animal Matter Processing facility with the manufacturing of dog food pellets in an industrial area in Paarl. Applicability of Section 21 of the NEM:AQA had to be determined. The facility used a process of drying animal matter but fell under the mass requiring an AEL. The IGTT worked closely with the industry concerned in mitigating the odour. The facility converted their operation to replace animal matter with vegetables and successfully address the odorous emissions.
Rheinmetall Munition Wellington	DEA&DP and the CWDM conducted an AEL compliance inspection on 5 July 2016 at Rheinmetall Denel Munition (RDM), Wellington with respect to the AEL issued to RDM.
Tiger Brands Langeberg & Aston Foods	Complaints from public wrt offensive odours in Ashton. from Langeberg & Ashton Foods waste water treatment works. Inspection conducted with local AQO, CWDM MHS, CWDM AQO and employees from Langeberg & Ashton Foods at Langeberg & Ashton Foods waste water treatment works for where the offensive odours emanated. The company undertook to appoint a consultant to ensure all possible odour emanating from their waste water treatment works are mitigated.
Cabrico Bricks	DEA&DP and the CWDM conducted an AEL compliance inspection on 29 June 2017 at Cabrico Bricks with respect to the AEL issued to RDM.

CWDM successfully partook in AQM information sharing on National and Provincial level with regards to the following:  
Input into new or amended legislation under NEMA and its SEMA's.

Distribution and sharing of air quality related articles.

- Governance Lekgotla and the NACA Conference in Nelspruit.
- Quarterly Western Cape AQO Forum Meeting
- Western Cape AQ Health Risk Assessment Technical Working Group
- PSG4: Sustainable Ecological and Agricultural Resource Base Working Group

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Meetings with different D:EA&DP directorates on :-

NEMA Section 30 incidents.

Environmental Authorisation applicability applications



### RECOMMENDATIONS

The CWDM air quality bylaw must be finalised within 2017/2018 and must include fines for air quality transgressions.

Review the current AQMP and develop the 2<sup>nd</sup> Generation AQMP to include the objectives and the framework fundamentals of the 2nd Generation Western Cape Provincial AQMP to ensure standardised approach to air quality management within the province.

Implementation of a passive air sampling network within the CWDM expanding over a multi-year period to obtain long-term recorded data within the monitored area.

The N1 traffic through the Cape Winelands district has the potential for excessive vehicle emissions, especially heavy diesel-powered vehicles. The CWDM in conjunction with local municipalities should investigate the possibility of vehicle emission testing in the district in order to minimize the effect of vehicle emissions on the environment.

### SUCCESSSES

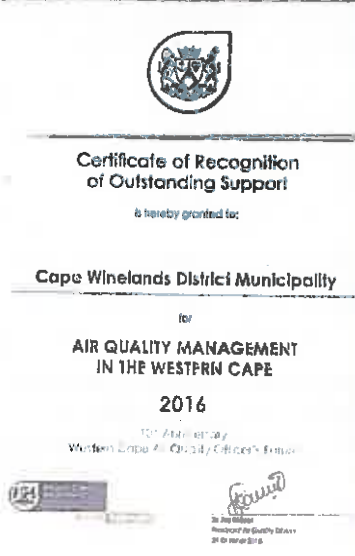
RCL Foods animal rendering plant in Worcester is in the process of a major upgrade of their odour abatement plant to minimise the release of odours to the receptor community. The project will be finalised in 2017 and if successful the same system will be implemented at all the company's animal rendering plants.

The 2015 Cape Lime compliance monitoring results the vertical shaft lime kiln showed non-compliance with the PM emissions at 565 mg/Nm<sup>3</sup>. In conjunction with CWDM, Cape Lime upgraded their mitigation equipment with the installation of a bag filter downstream of the kiln and reduced the average PM emissions monitored in 2016 to 0.5mg/ Nm<sup>3</sup>.

Upgrade of the Rheinmetall Denel Munition Nitrocellulose Plant to be completed in 2017 to ensure the Nitrocellulose Plant upgrade has minimum adverse impacts on the receptor community and the environment.

Certificate of Recognition of Outstanding Support for Air Quality Management in the Western Cape is awarded to CWDM by DEA&DP.

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### CONCLUSION

The appointment of an air quality officer the CWDM showed commitment to pursue the vision of its AQMP and to ensure the CWDM fulfill the role and responsibilities placed on the district in terms of implementing NEM:AQA.

### 3.18 BIODIVERSITY; LANDSCAPE (INCL. OPEN SPACES); AND OTHER (EG. COASTAL PROTECTION)

#### 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;
- A development function – to foster economic and human development which is socio-culturally and ecologically sustainable; and
- A logistics function – to provide support for research, monitoring, education and information exchange related to local, national and global issues of conservation and development.

The CWBR is dually a 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.

#### UNOFFICIAL ENVIRONMENTAL MANAGEMENT FUNCTION

Apart from the functions mentioned above, this division also implements an unofficial Environmental Management function.

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

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### **a) Environmental Planning Policies and Frameworks**

Draft Framework for a Climate Change Response Strategy (Completed)

### **b) Natural Resource Management Programmes and Training**

Cape Winelands Invasive Alien Vegetation Management Programme  
River Rehabilitation Programme

These programmes, underpinned by the Expanded Public Works Programme in particular the Environmental Sector, draw significant opportunities for unemployed women, youth and disabled persons to continue work in clearing of invasive alien plants and environmental rehabilitation on a labour-intensive basis across the district.

The programme entails the appointment of community-based contractors to clear invasive alien plants, rehabilitate degraded natural environments and relevant alien clearing projects within district, through labour-intensive project implementation and relevant skills development as part of the EPWP (Environmental Sector) public works programme; with inclusion of targets of vulnerable groups of society i.e. women (55%), youth (40%) and disabled persons (2%), also ensuring 90% use of local labour in communities.

## COMPONENT F: HEALTH

### 3.19 INTRODUCTION TO HEALTH INSPECTIONS; FOOD AND ABATTOIR LICENSING AND INSPECTIONS, ETC.

#### MUNICIPAL HEALTH SERVICES

##### OVERVIEW

##### LEGAL FRAMEWORK

In terms of Part B of Schedule 4 of the Constitution of the Republic of South Africa, 1996, Section 156(1)(a) Municipal Health Services had been entrusted to local authorities. According to the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), Section 84(1)(i), Municipal Health Services (MHS) were consequently declared the responsibility of a District Municipality (Category C) and/or Metropolitan Area (Category A).

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

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

In terms of Section 1 of the National Health Act, 2003, (Act No. 61 of 2003) Municipal Health Services 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.

#### MUNICIPAL HEALTH SERVICES MISSION AND VISION

## CAPE WINELANDS DISTRICT MUNICIPALITY 2016/2017 ANNUAL REPORT

### MISSION

To support and promote a comprehensive and equitable municipal health service throughout the Cape Winelands District Municipality (CWDM) and, where there is a lack of the latter, to initiate a similar service; and to provide effective environmental health management in order to achieve all environmental health objectives set.

### VISION

To the benefit of all inhabitants within the CWDM, promote and assure environmental sustainability. It is the strategic objective of the department to ensure the right of every person in the Cape Winelands to an environment that is not harmful to their health or wellbeing, as set out in the Constitution of the Republic of South Africa, 1996, Chapter 2 Bill of Rights, Section 24(a).

### Achievements during 2016/2017:

In order to equip Environmental Health Practitioners (EHP's) to function effectively in an ever changing legislative environment EHP's were exposed to the following capacity building initiatives:

The CWDM provided five EHPs with the opportunity to complete their one year compulsory community service in order to be registered with the Health Professions Council of South Africa (HPCSA) as independent Environmental Health Practitioners.

These five 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 which will provide them with additional powers to enforce health legislation.

EHP's as registered health practitioners 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 EHP's to comply with CPD requirements in order to maintain their registration with the HPCSA. The CWDM empowered all its EHP's to comply with these requirements by subscribing to a service that allows EHP's to acquire the necessary CPD points by completing online training courses.

Local Government- Municipal Finance Management Act, Minimum Competence training were provided to 12 Environmental Health Practitioners within the Municipal Health Services 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 following:

Monitoring of water reticulation systems in terms of health related issues;

Monitoring of quality and availability of water intended for human consumption, recreation or industrial use;

Regular taking and analysis of water samples;

Identify and control sources of water pollution;

Protection of water sources and resources by enforcement of laws and regulations relating to water quality;

Ensure water supply that is safe for human consumption and complies with the Water Services Act, 1997 (Act No. 108 of 1997) and SANS Code 241;

Implementation of health and hygiene awareness actions and education relating to water quality, water supply and sanitation; and

This function excludes water supply and purification.



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<b>WATER QUALITY SAMPLING 2016 – 2017</b>	
General limit for Wastewater discharged into a water resource	163
Legionella Screening	2
MOORE PADS	9
SANS 241 Farms Non Water Services Authority: Specifications for Drinking Water	311
SANS 241 Rural Schools Non Water Services Authority: Specifications for Drinking Water	105
SANS 241 Water Services Authority: Specifications for Drinking Water	622
Special limit for Wastewater discharged into a water resource	40
Standard for Rivers, dams, canals	280
Standard for swimming pool water	153
Water used in milking sheds	25
<b>TOTAL</b>	<b>1710</b>

### 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 regular inspections and the enforcement of the Regulations governing General Hygiene requirements for Food Premises and the Transport of Food, R962 of 23 November 2012;
- Regulate milking sheds by issuing Certificates of Acceptability for Milking Sheds in terms of Regulations relating 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 R962 of 23 November 2012;
- 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 labelling of foodstuffs as prescribed by the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972);
- Providing education and training on food safety to the food industry; and
- Issuing of Export Certificates at the request of industries.



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### WASTE MANAGEMENT

#### DEFINITION

Monitoring of waste management systems, refuse, health care waste, hazardous waste and sewage.

This function refers to:

- The monitoring of waste management systems, including health care waste (SANS 10248: 2004), hazardous waste, sewage and waste water;
- 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;
- Excludes the operation of a waste management system as rendered by B-municipalities; and
- Educating communities within the Cape Winelands on issues of waste management and pollution control.

### 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;
- Taking action 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;
- MHS monitor premises on an on-going basis for compliance with health regulations relating to smoking in public places;
- Provide inputs towards 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 Cape Winelands on communicable diseases.

Premises:

Abattoirs;  
 Intensive animal keeping;  
 Offensive trades;  
 Crematoria  
 Medical waste generators;  
 Medical centres;  
 Hospitals;  
 Clinics;  
 Pharmacies;  
 Old age homes;  
 Places of care; and  
 Veterinarians.

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### Public places:

Places of gathering;  
 Cemeteries;  
 Sports fields;  
 Public facilities;  
 Public conveniences;  
 State and parastatal premises;  
 Schools;  
 Public service facilities (e.g. municipal buildings, police stations and post office);  
 and Correctional centres

### Educational Institutions

Crèches;  
 Private schools; and  
 Tertiary educational institutions

### Business Premises

### Industrial Premises

## 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 (insects or rodents) 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.

## CAPE WINELANDS DISTRICT MUNICIPALITY 2016/2017 ANNUAL REPORT

### 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 definition in Section 1 of the National Environmental Management Act, 1998 (Act No. 107 of 1998) 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 well-being 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.

In as far as it relates to health.

- 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 emissions licences (AEL's);
- The division has committed a great deal of resources to train and equip environmental health practitioners to execute this function;
- The designation of EHP's 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;

## CAPE WINELANDS DISTRICT MUNICIPALITY 2016/2017 ANNUAL REPORT

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 2 crematoria and 36 certified undertakers operating within the boundaries of the Cape Winelands District Municipality.

### 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 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.

### MUNICIPAL HEALTH SERVICES PROJECTS

#### WATER AND SANITATION SUBSIDY SCHEME

This is an innovative programme implemented within the Municipal Health Services 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 2016/2017 budget for this project was R 1 880 000.

Subsidies to a maximum of R 45,000 per annum is provided per farm for this purpose.

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

During the 2016/2017 a total of 45 farms were serviced.

Subsidies are provided for the following:

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

The CWDM through this project also intervenes directly in Hot Spot areas through the provision sanitation systems on farms and the rehabilitation of toilet facilities.

Sanitation facilities were rehabilitated at the following premises:

Byekorf Crèche – De Doorns  
 Residence at De Straat – Rawsonville  
 Nieuwe Morgan Primary - Scherpenheuvel

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Byekorf Crèche





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De Straat – Rawsonville



61 White Street, Roodewal, Worcester



## 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 is done through live theatre performances in schools, the development of educational material and formal health education at industries/businesses and organisations.

During the 2016/2017 financial year, this program reached a total of 60 schools and approximately 22845 children with a budget of R 425 000.

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**GREENING CAPE WINELANDS PROJECT**

his project has the following aims:

- Promoting a greener environment;
- Establishing environmental awareness amongst communities through environmental education;
- Improving the quality of life of all inhabitants of the Cape Winelands;
- Creating income opportunities; and
- Getting communities involved in environmental protection actions through the planting of trees.



## CAPE WINELANDS DISTRICT MUNICIPALITY 2016/2017 ANNUAL REPORT

The project received a total budget of R508,000 these funds were used to plant a total of 2850 trees and shrubs throughout the district.

### EMPLOYEES: HEALTH INSPECTION, ETC.

JOB LEVEL	YEAR -1 30 JUNE 2016		YEAR 0: 30 JUNE 2017		
	Employees	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
T1 – T3	0	0	0	0	0%
T4 – T8	0	0	0	0	0%
T9 – T13	42	44	40	4	9.09%
T14 – T17	8	9	9	0	0%
T18 – T19	0	0	0	0	0%
<b>TOTAL</b>	<b>50</b>	<b>53</b>	<b>49</b>	<b>4</b>	<b>7.55%</b>
T3.64.4					

### COMMITMENT 6: SECURITY AND SAFETY

#### 3.20 FIRE SERVICES

In terms of Section 84(1) (j) of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), Fire Services have the following functions:

- Firefighting services serving the area of the district municipality as a whole, which includes—
- Planning, coordination and regulation of fire services;
- Specialised firefighting services such as mountain, veld and chemical fire services;
- Coordination of the standardization of infrastructure, vehicles, equipment and procedures; and
- Training of fire officers.





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This has without any doubt been one of the most challenging fire seasons ever endured within the Cape Winelands with over 1356 fires reported from 1<sup>st</sup> November 2016 to 31<sup>st</sup> March 2017.

Although the numbers are not extraordinary on their own, the biggest problem has been the number of simultaneous fires occurring which resulted in the resources available being stretched beyond the limits. Apart from the sheer number of fires, the extreme weather conditions over prolonged periods of time, high temperatures and strong winds also contributed to making suppression operations very difficult.

The intensity of the fires was also greatly influenced by the prolonged drought, which when combined with the high temperatures and winds, resulted in areas which rarely burn becoming tinder dry. Drought conditions also made the availability of water in certain areas difficult, which also contributed to difficulties during suppression.

A unified command post was established at all the major fires to ensure the safety of the fire crews, to manage and coordinate the incident action plans.

The high number of fires and especially the major and devastating fires could only be attended to in many instances with the assistance of the Local Municipalities, Cape Pine, Working on Fire, Cape Nature, Fire Protection Association members, contracted ground veld fire crews and aerial fire-fighting support.

The most devastating and destructive fires occurred in Paarl/Du Toits kloof, Tulbagh, Goudini, Witzenberg Valley, Bonnievale/Ashton, Robertson, Banhoek, Groot Drakenstein mountain, Franschhoek and the KOO Valley. The area of vegetation burned amounts to more than 200 000 hectares and the cost to Cape Winelands for only the aerial resources and ground firefighting teams amounted to approximately R17 million.

The Fire Service prides itself on efficient and effective service delivery to the entire community and to comply with our primary goal to eliminate loss of life and reduce property loss.

### **FIRE AND RESCUE TRAINING ACADEMY**

The Academy is primarily responsible for the training and continual skills development of professional fire fighters from Cape Winelands and our B-municipalities within our area of jurisdiction. It has in recent times stretched itself to assist neighboring Municipalities, SA Navy, ACSA and the Fire Protection Association to train their members in Basic Fire Fighting skills.

Since July 2016 the Cape Winelands Fire and Rescue Training Academy have trained over 700 learners.



A challenge that we are facing is the shortage of permanent instructors. Despite that, we are committed to providing quality lifelong learning experiences for individuals, the industry and community through innovative customized training to achieve their aspirations.

## CAPE WINELANDS DISTRICT MUNICIPALITY 2016/2017 ANNUAL REPORT

EMPLOYEES: FIRE SERVICES					
JOB LEVEL	YEAR -1: 30 JUNE 2016		YEAR 0: 30 JUNE 2017		
	Employees	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
Chief Fire Officer and Deputy	2	2	2	0	0%
Other Fire Officers	1	1	1	0	0%
T1 – T3	0	0	0	0	0%
T4 – T8	18	19	18	1	5.26%
T9 – T13	43	53	42	11	20.75%
T14 – T17	0	0	0	0	0%
T18 – T19	0	0	0	0	0%
<b>TOTAL</b>	<b>64</b>	<b>75</b>	<b>63</b>	<b>12</b>	<b>16%</b>

FINANCIAL PERFORMANCE 2016/2017: FIRE SERVICES					
R'000					
Details	2015/2016	2016/2017		Actual	Variance to Budget
	Actual	Original Budget	Adjustment Budget		
<b>Total operational revenue</b>	2 302	181	181	629	-71%
<b>Expenditure:</b>					
Employees	28 722	31 097	31 577	31 558	0%
Repairs and maintenance	106	198	60	48	25%
Other	21 948	21 820	31 091	29 678	5%
<b>Total operational expenditure</b>	<b>50 776</b>	<b>53 115</b>	<b>62 728</b>	<b>61 284</b>	<b>2%</b>
<b>Less: Loss on disposal of PPE</b>	<b>80</b>	<b>3</b>	<b>137</b>	<b>137</b>	<b>0%</b>
<b>Net operational expenditure</b>	<b>50 856</b>	<b>53 118</b>	<b>62 865</b>	<b>61 421</b>	<b>2%</b>
					<b>T3.21.5</b>



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CAPITAL EXPENDITURE 2016/2017: FIRE SERVICES					
Capital Projects	2016/2017				
	Budget	Adjustment Budget	Actual Expenditure	Variance to Adjustment Budget	Total Project Value
<b>Total All</b>	5 721 500	4 345 327	4 338 293	0%	
RESCUE TRAINING EQUIPM	150 000	133 705	133 705	0%	
SERVICE VEHICLE FIRE SERVICES	495 000	453 650	450 000	1%	
MAJOR 4X4 FIRE FIGHTING VEH	3 000 000	-	-	0%	
FITNESS EQUIPMENT	100 000	74 036	74 035	0%	
MULTIMEDIA EQUIPMENT BOARDROOM	50 000	43 130	43 130	0%	
MULTI MEDIA PRESENTATION	55 000	62 880	62 880	0%	
LOUD HALER	2 500	1 150	1 150	0%	
BELL	6 000	3 380	-	100%	
IGHT 4X4 VEHICLE	1 600 000	1 131 447	1 131 447	0%	
DVD - SYSTEM (TRAINING ROOM)	3 000	6 564	6 564	0%	
BREATHING APPARATUS (REPL)	100 000	87 942	87 942	0%	
SKID UNIT PUMPS AND TANKS	150 000	144 183	144 182	0%	
LCD TV - (REPL)	10 000	9 575	9 575	0%	
VEHICLE - ROLL OVER BUDGET MECO	-	2 193 685	2 193 684	0%	
					R3.21.6

### 3.21 INTRODUCTION TO DISASTER MANAGEMENT

The Disaster Management Centre is fully functional and complies with the Disaster Management No. 57 of 2002 as amended in 2015. The centre aims to ensure proper coordination through integrated institutional capacity for Disaster Risk Management, Disaster Risk Assessment, Response and Recovery within the Cape Winelands District Municipality departments as well as the departments of the five local municipalities.

#### DISASTER MANAGEMENT ADVISORY FORUM

Two Disaster Management Advisory Forum meetings as required by the Disaster Management Act was held and well attended by all stakeholders. As part of building inter-governmental relations, the disaster management centre held four quarterly Disaster Management meetings with the five local municipalities. The Division also had meetings with Portfolio Councillors responsible for Disaster Management at the five local municipalities to further strengthen institutional capacity.

#### SERVICE DELIVERY

During the 2016/2017 financial year, the CWDMC continued with its multi-year Revision of Risk Assessment project. The risk assessment process as per the methodology of the CWDM differs to previous high level risk assessments. Previously, risk assessments did not consider all risks within the municipal areas, did not cover all municipal wards and had very little public participation inputs. The data collection process for the WBRA included consultation sessions with relevant local and provincial officials, focus group meetings with the respective Councillors and the Ward Committees as well as community workshops and transect walks.

The Disaster Management unit's 2016/2017 financial year focus was the Breede Valley Municipality. During the rollout of this project, risk assessments took place in the 21 wards within the municipality. The resulting

## CAPE WINELANDS DISTRICT MUNICIPALITY 2016/2017 ANNUAL REPORT

priority came out to be crime, drug abuse, domestic solid waste pollution, animals and domestic waste water pollution. The outcome of the WBRA is to be reflected in the respective local-, district municipality and as far possible in the Provincial- and National IDP.



Ward Based Risk Assessment field work taking place in Breede Valley Municipality

### TRAINING PROGRAMMES

Part of the mandate of Disaster Management is to conduct training within the jurisdiction of the Cape Winelands District Municipality. This year the focus was on Councillors and Senior Managers at the district and local municipalities. Two one-day training sessions were held for the purpose of informing attendees of the function of the Disaster Management and the roles and responsibilities of the municipality in terms of the Disaster Management Act, no 57 of 2002 as amended in 2015.



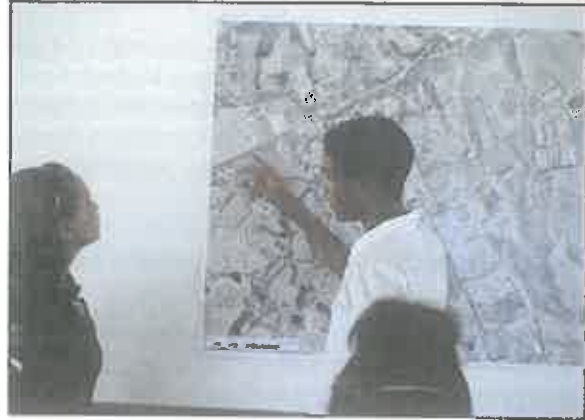
Attendees of Disaster Management Training for Councillors and Senior Managers

### PUBLIC AWARENESS CAMPAIGNS

#### SCHOOLS TRAINING

The Disaster Management Division continued with the successful "Gevare deur die oë van 'n kind" awareness campaign during the 2016/2017 year. The aim of the campaign was to teach Grade 7 learners about hazards and risks that are evident within their communities. Four schools were visited and a total of 262 grade 7 learners were trained during the financial year.

Disaster Management Officials visited the schools over two days utilising three Life Orientation lessons. The first two lessons were utilised for learners to learn about about risks and hazard using examples photographed in their community. The follow up lesson was an opportunity for the Disaster Management Officials to teach learners prevention and preparedness measures for the risks they identified.

**CAPE WINELANDS DISTRICT MUNICIPALITY 2016/2017 ANNUAL REPORT****Group work and risk mapping activities**

A drawing competition was held at each school in which participating learners were required to submit a drawing of a hazard in their community. The learners who submitted the top three drawings in each school received a hamper of stationery that could be used during the school year.



Awareness campaign at PC Petersen Primary



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## DROUGHT

The Disaster Management Division utilised a number of avenues to create awareness around the drought and urged communities to save water. Drought campaigns included in-house water saving awareness articles written and published quarterly in the CWDM's Community Newspaper, the Grapevine. Furthermore, it included social media campaigns to post weekly water saving tips as well as a radio campaign where Disaster Management Officials developed and recorded a water saving message which was run on the community radio station's KC FM (Drakenstein area) and Worcester FM (Breede Valley area).

Examples of drought awareness materials developed by the CWDMC

**#Water Saving Tips #03 Things you can do**

Make use of your GRAY water in your home. Know the difference.

Clear Water: Water that has not been used for drinking or cooking.

Gray Water: Water that has been used for washing, showering, or cleaning.

Black Water: Water that has been used for toilet flushing or cleaning.

Is gray water good for all plants? Plants best suited for gray water: Citrus, Ficus, Hibiscus, Marigold, Petunia, Rosemary, Tomato, Zinnia.

Plants not suited for gray water: Asparagus, Cactus, Lavender, Mint, Onion, Spinach, Strawberry, Tulip.

### WARNING: DAM LEVELS HAVE REACHED CRITICAL LEVELS.

**Drakenstein and Stellenbosch Municipalities**

- Swimming pools may not be used.
- Water gardens (including waterfalls) may not be used.
- The use of fountains for water recycling or garden, buildings, streets, roads, pavements and public areas is prohibited but they may be used during a drought.
- The use of drinking water for the cooling of cars is prohibited.
- Showering is prohibited and bath water is not to be used.
- Businesses that are dependent on water for business operations must be notified and requested to reduce water consumption.

**Breede Valley Municipality**

Level 3B

- The use of drinking water in the toilet is allowed.
- Gardens may not be watered using garden hoses or irrigation systems.
- Gardens may only be watered with buckets/hand watering cans and not because of 50 and 100% irrigation of parks or open spaces is not permitted.

**Willemberg Municipality**

- Swimming pools are prohibited.
- Water gardens, fountains, waterfalls, and water features are prohibited.
- No irrigation or watering of any sport fields.
- No watering of lawns with a hose.
- No watering of any area by means of water.
- No filling of swimming pools.
- Household use of water for any other purpose is prohibited.
- Each household must be limited to 20 litres per day.
- Water saving, in movement and in stationary, is required and water consumption by 30% of the average use over the previous 12 months is required.
- Businesses must reduce water consumption by 10% of the average use over the previous 12 months.

**Please spread the message and do your bit to save water.**

## OVERVIEW OF RESPONSE ACTIONS FOR 2016/2017

### DROUGHT

The Western Cape has been suffering from the worst drought in 105 years with all five local municipalities effected to various degrees. CWDM assisted the local municipalities with the disaster declaration process and provided financial support to some of the municipalities within the financial means of the CWDM.

### VELDFIRES

The CWDM experienced its most destructive veld fire season ever recorded and the unit provided logistical support at all of Haweque-, Paarl-, Robertson-, Goudini-, Rawsonville- and Tulbagh fires.

### SEVERE WEATHER EVENT: 6-8 JUNE 2017

The unit distributed all early warnings to the applicable stakeholders as received by the South African Weather Services. The unit was actively involved during this event and provided various response activities including the issuing of food parcels, blankets and providing meals to displaced individuals. The event was so severe that the department of Education

## CAPE WINELANDS DISTRICT MUNICIPALITY 2016/2017 ANNUAL REPORT

even closed all schools on the 7<sup>th</sup> of June 2017. After assessment by the department, 30 schools across the district reported damage.

EMPLOYEES: DISASTER MANAGEMENT, ANIMAL LICENSING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC.					
JOB LEVEL	YEAR -1:	YEAR 0: 30 JUNE 2017:			
	30 JUNE 2016	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	No	No	No	No	%
T1 – T3	0	0	0	0	0%
T4 – T8	0	0	0	0	0%
T9 – T13	3	4	3	1	25%
T14 – T17	1	2	1	1	50%
T18 – T19	0	0	0	0	0%
<b>TOTAL</b>	<b>4</b>	<b>6</b>	<b>4</b>	<b>2</b>	<b>33.33%</b>
T3.22.4					

FINANCIAL PERFORMANCE 2016/2017: DISASTER MANAGEMENT, ANIMAL LICENSING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC.					
R'000					
Details	2015/2016		2016/2017		
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>					
Employees	2 387	2 589	2 538	2 535	0%
Repairs and Maintenance	45	170	160	36	344%
Other	1 962	3 978	2 988	2 423	23%
<b>Total Operational Expenditure</b>	<b>4 394</b>	<b>6 737</b>	<b>5 686</b>	<b>4 994</b>	<b>14%</b>
<b>Less: Loss on Disposal of PPE</b>	<b>42</b>	<b>7</b>	<b>132</b>	<b>132</b>	<b>0%</b>
<b>Net Operational Expenditure</b>	<b>4 436</b>	<b>6 744</b>	<b>5 818</b>	<b>5 126</b>	<b>13%</b>
					T3.22.5



## CAPE WINELANDS DISTRICT MUNICIPALITY 2016/2017 ANNUAL REPORT

CAPITAL EXPENDITURE 2016/2017 DISASTER MANAGEMENT, ANIMAL LICENSING AND CONTROL, CONTROL OF PUBLIC NUISANCES, ETC					
Capital Projects	2016/2017				
	Budget	Adjustment Budget	Actual Expenditure	Variance to Adjustment Budget	Total Project Value
<b>Total All</b>	<b>227 500</b>	<b>100 180</b>	<b>95 592</b>	<b>5%</b>	
HEAVY DUTY STAPLER	1 500	38	0	100%	
MACHINE BINDING	1 500	6 200	6 200	0%	
SMALL TV WITH MOBILE DISH	10 000	0	0	0%	
TV FLAT SCREEN	25 000	25 000	20 654	21%	
MICROPHONE SOCKETS (2)	20 000	0	0	0%	
BRANDED GAZEBO'S	6 000	0	0	0%	
CAT 6 CABLING	10 000	0	0	0%	
RADIOS COMPATABLE WITH FIRE SE	60 000	50 213	50 212	0%	
AUDIO MIXER	10 000	0	0	0%	
FLASHING UNITS OF DMC VEHICLE	7 000	5 760	5 760	0%	
IC VEHICLE CHAIRS	2 500	2 133	2 132	0%	
IC VEHICLE FOLD UP TABLE	1 000	870	869	0%	
IC VEHICLE FREEZER BOX	4 000	4 000	3 798	5%	
KETTLE	2 000	670	670	0%	
INTERIOR RENOVATION	15 000	0	0	0%	
UPS FOR EQUIPMENT	5 000	0	0	0%	
EXTERNAL HARDDRIVES	3 000	2 547	2 547	0%	
GPS	1 500	2 749	2 749	0%	
TRANSMITTER (5) FOR DMC	20 000	0	0	0%	
WIFI DEVICES	2 500	0	0	0%	
TELEPHONE IN IC	10 000	0	0	0%	
RECEIVERS (3)	10 000	0	0	0%	
					T3,22.6

### COMPONENT OF SPORTS AND RECREATION

#### 3.22 INTRODUCTION TO SPORTS AND RECREATION

Sports, recreational and cultural programmes provide opportunities for vulnerable groups to participate in mass participation programmes. It enhances social cohesion amongst communities and it allow children, families, senior citizens, 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 maximized the participation of healthy lifestyles impact of community organisations across the Cape Winelands Municipal 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 sport and cultural programmes. Boland Cricket and Cape Winelands South African Football Association were part of the forty 44 organisations which benefitted from this programme.

##### Business Against Crime Tournament

CWDM in partnership with Breede Valley Municipality, SAPS Department of Education, De Jagers Outfitters and other local businesses joined hands in the fight against crime that is consuming the Youth of today. Rugby and Netball

## CAPE WINELANDS DISTRICT MUNICIPALITY 2016/2017 ANNUAL REPORT

tournaments were implemented as an alternative recreational programme where learners of gang infested areas could participate in a safe environment. Learners of Hexvalley Secondary School; Esselenpark Secondary School, Worcester Secondary School and Breeriver High School participated weekly in these tournaments. These tournaments culminated in the finals at Boland Park, Worcester on 3 September 2016. The day started with a march through the gang infested areas of Worcester to express 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.



### Cape Winelands Sports Awards

The Cape Winelands Sports Awards Ceremony is annually held in partnership with Dept. of Sports, Arts and Culture, Boland Sports Council and Federations. At this ceremony persons who have achieved exceptional achievements in the various sports codes are honored. This prestige event is attended by 300 guests which include dignitaries and nominees of the various sports codes.



### Freedom Run

February 11th, 2017 marked the 27th 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. Department of Correctional Services, Drakenstein Municipality, Cape Winelands District Municipality and other stakeholders joined forces to commemorate this historic event by hosting the 8<sup>th</sup> edition of the 27 For Freedom Race. Cape Winelands provided the entry fees, medals and catering for 900 children from Stellenbosch and Drakenstein area.

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### Dominoes and Tug-of-War Tournaments

Dominoes and Tug-of-War Tournaments were held in Witzenberg, Langeberg, Stellenbosch, Drakenstein and Breede Valley. The purpose of the tournaments was to provide an opportunity for the respective farming communities to participate in sports and to socialize. These programme promotes social cohesion and strengthen relations between farmers and farm workers. 1500 Persons were reached through this programme.



### Easter Clashes

Cape Winelands District Municipality implemented various Easter Tournaments in partnership with various Rugby, Netball, Vlakkie Cricket and Soccer clubs. The tournaments were held in Witzenberg, Stellenbosch, Drakenstein and Breede Valley which formed the highlight on the social calendar of people in the rural areas. Vlakkie Cricket tournaments were held in Roodewal, Breede Valley and Amstelhof, Drakenstein area. These tournaments enhance social cohesion and aim to address crime in the respective communities. Winning teams received trophies and medals.

### Sports Days

The sports day of the Association for Fairness in Trade (AFFIT) held on 1 May 2017 was supported. 300 Farm workers and children from Fairhills, Deetlefs, Merwida, Fairview and Bosman farms attended the sports day. They participated in rugby, soccer, netball and dance competitions. The sports day provided an opportunity for the farming community of Rawsonville to network and to enjoy a fun filled day away from the farms. The Sports day of Avian Park Sports forum was supported. 300 Youth from the area participated in the programme.

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Youth were encouraged to refrain from the gang related activities that are currently dominating the area. A Youth Soccer Challenge Soccer Tournament was hosted in Partnership with Brandvlei Correctional Centre and Breede Valley SAFA. Soccer clubs of Breede Valley and offenders of the Brandvlei Youth Centre competed in the matches. Brandvlei Youth Centre was crowned as the overall winners of the Soccer Tournament. The main objective of the tournament was to reach out to incarcerated youth and to encourage them to participate in positive recreational activities. The other soccer teams were afforded an opportunity to engage with the incarcerated youth and were informed about the hard realities of prison life.

### **Sports Programmes for Persons with Disabilities**

SALGA in partnership with Cape Winelands District Municipality and B-municipalities hosted a Cape Winelands Municipal Community Games for Persons with Disabilities. The purpose of the event was to promote sports and enhance social interaction skills amongst persons with disabilities. It also created an opportunity for persons with disabilities to compete against abled bodied persons. This raised awareness on the challenges which persons with disabilities experience. The codes included Soccer, Cricket/ mini-cricket, basketball, running / walking /cross country, darts / blow-darts, "hockey, boccia, wheelchair racing and cycling. The youth sports day of the Cape Winelands Sports Union for Para - Athletes with Intellectual Disability, held on 16 June 2017 at Coatesville sportsgrounds, Stellenbosch was supported. 350 Persons with disabilities in the district participated in Basketball, Cross-Country, Football, Hockey, Netball and Table Tennis.



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**Rieldans Competition**

Rieldans programmes of various schools and groups were supported across the district. Rieldans is one of the oldest dancing styles in South Africa that can be traced back to the Khoi San of the Cape. Also known as IKHAPARA by the Nama, it's danced at an energetic pace, and demands fancy footwork. The dance is about storytelling through various dance moves often performed in a circle. The ATKV Rieldans competition was hosted on 20 May 2017 at Boland Park, Worcester. 26 Groups participated in the competition which included teams from Witzenberg, Langeberg, Breede Valley and Drakenstein. GB Batt from Langeberg took the first, second and third place in the Junior under 14 categories. The Boland Vastrappers of Drakenstein was the winners and Kunje of Witzenberg was second in the Junior under 20 categories. Witzenberg Rieldansers was the winners in the Senior category. Culture grows through the rediscovery of ancient roots and re-invigorating



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them with contemporary forms. Initiatives such as this contributed to leadership development and crime prevention amongst youth.



### Cape Winelands Drama Festival

The Cape Winelands Drama Festival is a drama development programme of the Western Cape Government's Department of Cultural Affairs and Sport and is presented in partnership with the Cape Winelands District Municipality'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. A Cape Winelands Drama festival was implemented to where various groups competed for the best drama performance. The groups African Calling and Our Hope drama groups were selected to perform at the Zabalaza Festival. The groups received nine of the thirteen nominations in the different categories. African Calling drama group received

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awards for Best Supporting Actress; Best Director; Best Actress; Best Production. Fifteen-year-old Karabo Salman from African Calling walked away with the most promising actress award.



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### COMPONENT I: CORPORATE POLICY OFFICES AND OTHER SERVICES

#### 3.23 EXECUTIVE AND COUNCIL

This component includes: Executive office (Executive Mayor; Councillors; and Municipal Manager).

#### Introduction To Executive And Council

##### Vision

A unified Cape Winelands of excellence for sustainable development

##### Mission

Working together towards effective, efficient and economically sustainable development

##### Core Values

Our core values are largely shaped by the moral fibre of the administrative and political leadership of our municipality, guided by the Batho Pele service delivery principles and the strategic compass provided to us by the Western Cape Government through its Draft Strategic Plan, which reflects the core values of the provincial government.

The following core values reflect the character and organisational culture of the municipality:

- Commitment to the development of people;
- Integrity in the performance of our duty;
- Respect for our natural resources;
- Transparency in accounting for our actions;
- Regular consultation with customers on the level and quality of services;
- Higher levels of courtesy and professionalism in the workplace;
- Efficient spending and responsible utilisation of municipal assets; and
- Celebrating diversity.

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EMPLOYEES: THE EXECUTIVE AND COUNCIL					
JOB LEVEL	YEAR -1: 30 JUNE 2016		YEAR 0: 30 JUNE 2017		
	Number of employees	of posts	Number of employees	Number of vacancies (full-time equivalents)	of 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%
MM & Section 56 employees	4	4	4	0	0%
Councilors	39	41	41	0	0%
<b>TOTAL</b>	<b>44</b>	<b>56</b>	<b>55</b>	<b>1</b>	<b>1.79%</b>

FINANCIAL PERFORMANCE 2016/2017: THE EXECUTIVE AND COUNCIL					
R'000					
Details	2015/2016	2016/2017			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total operational revenue</b>	49 618	44 316	52 090	56 191	-7%
<b>Expenditure:</b>					
Employees	18 847	25 736	25 899	22 080	17%
Repairs and maintenance	54	57	20	10	100%
Other	4 614	9 703	5 649	2 935	92%
<b>Total operational expenditure</b>	23 515	35 496	31 568	25 025	26%
<b>Less: Loss on disposal of PPE</b>	14	7	17	17	0%
<b>Net operational expenditure</b>	23 529	35 503	31 585	25 042	26%
					T3.24.5

CAPITAL EXPENDITURE 2016/2017: THE EXECUTIVE AND COUNCIL					
Capital Projects	2016/2017				
	Budget	Adjustment Budget	Actual Expenditure	Variance to budget	Total Project Value
<b>Total all</b>	R4 000	R1 288	R1 129	14%	
1 XHB CHAIR	2 000	R1 288	R1 129	14%	
1 XHB CHAIR	2 000	R0	R0	0%	
					T3.24.6

EMPLOYEES: FINANCIAL SERVICES									
JOB LEVEL	YEAR -1, 30 JUNE 2016		YEAR 0, 30 JUNE 2017						
	Number employees	of	Number posts	of	Number employees	of	Number vacancies (full-time equivalents)	of	Vacancies as a % of total posts
T1 – T3	0		0		0		0		0%
T4 – T8	4		7		6		1		14.29%
T9 – T13	9		9		9		0		0%
T14 – T17	3		4		3		1		25%
T18 – T19	1		1		1		0		0%
<b>TOTAL</b>	17		21		19		1		9.52%
									T3.25.6



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FINANCIAL PERFORMANCE 2016/2017: FINANCIAL SERVICES					
R'000					
Details	2015/2016	2016/2017			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total operational revenue</b>	213 705	218 300	220 237	219 213	1%
<b>Expenditure:</b>					
Employees	14 035	17 779	17 120	16 514	4%
Repairs and maintenance	0	0	0	0	0%
Other	5 949	6 275	7 104	4 766	49%
<b>Total operational expenditure</b>	19 984	24 054	24 224	21 280	14%
<b>Less: Loss on disposal of PPE</b>	73	0	21	21	0%
<b>Net operational expenditure</b>	20 057	24 054	24 245	21 301	14%
					T3.25.5

CAPITAL EXPENDITURE 2016/2017 FINANCIAL SERVICES					
Capital Projects	2016/2017				
	Budget	Adjustment Budget	Actual Expenditure	Variance to Adjustment Budget	Total Project Value
Total all	173 000	129 632	128 683	1%	
MACHINE BINDER	7 000	6 200	6 200	0%	
HIGH BACK CHAIRS	6 000	6 000	5 050	19%	
5 X HAND HELD SCANNERS	160 000	0	0	0%	
LCD TVs	0	92 910	92 910	0%	
MONITOR SCREENS	0	24 522	24 522	0%	
					T3.25.6

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## 3.24 HUMAN RESOURCE SERVICES

EMPLOYEES: HUMAN RESOURCE SERVICES					
JOB LEVEL	YEAR 1: 30 JUNE 2016		YEAR 0: 30 JUNE 2017		
	Number employees	of posts	Number employees	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%
<b>TOTAL</b>	<b>6</b>	<b>8</b>	<b>6</b>	<b>2</b>	<b>25%</b>

FINANCIAL PERFORMANCE YEAR 2016/2017: HUMAN RESOURCE SERVICES					
R'000					
Details	2015/2016	2016/2017			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total operational revenue	445	379	439	411	7%
Expenditure:					
Employees	4 372	5 032	5 281	5 233	1%
Repairs and maintenance	-	-	-	-	0%
Other	4 554	5 784	7 024	6 567	7%
Total operational expenditure	8 926	10 816	12 305	11 800	4%
Less: Loss on Disposal of PPE	20	10	4	4	0%
Net operational expenditure	8 946	10 826	12 309	11 804	4%
					T3.26.5

CAPITAL EXPENDITURE 2016/2017: HUMAN RESOURCES SERVICES					
Capital Projects	2016/2017				
	Budget	Adjustment Budget	Actual Expenditure	Variance to original budget	Total Project Value
Total all	R20 000	R5 280	R5 280	0%	
10 X MEGAPHONES	20 000	R5 280	R5 280	0%	

**INTRODUCTION – DEPUTY DIRECTOR ICT**

Welcome to the Cape Winelands District Municipality's (CWDM) ICT Division Annual Report. It is a privilege to present this report at a time when the way technology challenges are dealt with today, which plays a significant role in the future position of CWDM. In 2016 we have seen massive disruptive change driven by changes in the political arena, financial domain and technology disruptions.

Most, if not every part of the CWDM business today is a technology business, where data is the key asset, and ICT is looked onto to provide solutions that could drive innovation and improvement on business delivery.

As the District Municipality in the Cape Winelands, CWDM will have to completely reinvent itself, to effectively exploit technology to transform relationships and processes.

ICT will continue to focus on innovation, Cyber security and the protecting of CWDM's assets.

**“CIOs cannot effect change at any scale without strong business relationships. To build these relationships, CIOs have to focus on branding, collaboration and communications.”**

Gartner 2016

**BUSINESS VIEW OF ICT ROLE**

The CWDM management perceives the current CWDM ICT organisation to be reactive and playing a technical and systems support role. However, in future, CWDM ICT organisation will play a more proactive strategic role.

**During 2016 we stated the following to CWDM Management:**

- ICT will be recognised by CWDM as an enabler and NOT as a cost Centre within the next three years!
- ICT will rollout broadband connectivity (optic fiber and licensed microwave where there is still no optic fiber infrastructure) to other satellite offices across the district; phase 1 to be completed by end of 2016 and the phase 2 by end of 2017
- ICT will refresh networking equipment and adopt a standard and best practices for security and networking protocols.
- ICT will review and update security policies and processes, and
- Implementation of the Auditor General recommendations

This second Annual Report from the ICT office is the result of this statement, demonstrating that value was delivered and that we remain committed to achieving budget targets.

**KEY STRATEGIC CHALLENGES**

- Lack of integration of systems
- Duplication of data on systems
- Unreliable systems
- Cyber Security

**KEY TOPICS FOR ICT DURING 2016/2017****CYBER SECURITY AT CWDM**

As cybercrime becomes more prevalent in society, CWDM has had and felt a share of the impact. ICT managed to start being pro-active and monitoring their cyber security.

**NETWORK REFRESH**

Enterprise infrastructure forms the foundational fabric upon which all ICT services are built and delivered. It's a dynamic, opportunity-rich area, demanding continuous incremental and transformational innovation towards ensuring that CWDM is best positioned to embrace strategic opportunities available to support services across the organization.

Driven by a "continuous improvement" mind-set, we successfully delivered on the networking infrastructure refresh project.

**OFFICE 365 MIGRATION FROM EXCHANGE ON-PREMISE**

ICT is working towards providing a seamless and transparent end-to-end user experience. An underpinning principle is "access to resources, from any device from anywhere, at any time". With this in mind ICT has delivered outcomes from the migration of employee email, email archiving to cloud storage.

Changing the traditional way of doing things at an organisation may be a huge adjustment, but ICT has taken on the challenge of undergoing a transformation that will: maintain and continue to develop the current ICT infrastructure make sure that ICT enables people to be effective and efficient

During 2016/2017, ICT contracted the services of Enterprise Mobility, a consulting company that assists organisations in shaping their future. This is done by coaching organisations in developing sustainable innovation during times of high change with constrained resources.

In preparation for the changes, ICT management scheduled a number of sessions aimed at providing staff with an overview of what this process would entail.

Building on the existing motto which is to enable people, the new strategy will look to transform ICT so that there is stronger engagement, continuous improvement and innovation.

**HIGHLIGHTS OF 2016/2017****EMAIL**

Staff mailboxes have been hosted on the onsite Microsoft Exchange mail server for a very long time. Users have however, been enjoying the benefits of the cloud-based email system Office365 for a number of months.

After conducting the necessary testing, ICT migrated one department at a time to Office 365. The migration will continue and be completed during the first half of 2016/2017.

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One of the benefits of this system is that a staff member's mailbox size increases from 2GB or 10GB (varying from super to general email user) to 50GB. This platform also offers advanced security and functionality and significant savings in infrastructure costs for the university.

## ICT AUDIT

The Auditor General South Africa IT audit's scope varies each year, but places emphasis on logical user access, server security settings (VIP, SAMRAS and servers operating system) change control, backup processes and policies underlying the above aspects.

After the 2015/2016 audit, eleven findings and recommendations were presented to ICT management to resolve. Since then, six of the findings have been completed and five are partially resolved. It is worth noting that out of the five partially resolved findings three do not have a high risk impact to the Municipality.

EMPLOYEES: ICT SERVICES					
JOB LEVEL	YEAR -1: 30 JUNE 2016		YEAR 0: 30 JUNE 2017		
	Employees	Posts	Employees	Vacancies (full time equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
T1 – T3	0	0	0	0	0%
T4 – T8	1	1	1	0	0%
T9 – T13	5	5	4	1	20%
T14 – T17	2	2	2	0	0%
T18 – T19	0	0	0	0	0%
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>1</b>	<b>12.5%</b>

FINANCIAL PERFORMANCE 2016/2017: ICT SERVICES					
R'000					
Details	2015/2016	2016/2017		Actual	Variance to Budget
	Actual	Original Budget	Adjustment Budget		
<b>Total operational revenue</b>	0	1	1	0	0%
Expenditure:					
Employees	2 794	4 176	3 795	3 784	0%
Repairs and maintenance	1 519	2 059	2 059	930	121%
Other	4 853	8 854	8 340	5 596	49%
<b>Total operational expenditure</b>	<b>9 166</b>	<b>15 089</b>	<b>14 194</b>	<b>10 310</b>	<b>38%</b>
<b>Less: Loss on disposal of PPE</b>	<b>1 111</b>	<b>320</b>	<b>771</b>	<b>771</b>	<b>0%</b>
<b>Net operational expenditure</b>	<b>10 277</b>	<b>15 409</b>	<b>14 965</b>	<b>11 081</b>	<b>35%</b>
					<b>T3,27.5</b>



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CAPITAL EXPENDITURE 2016/2017: ICT SERVICES					
Capital Projects	2016/2017				
	Budget	Adjustment Budget	Actual Expenditure	Variance to Adjustments budget	Total Project Value
<b>Total all</b>	<b>6 022 300</b>	<b>3 833 285</b>	<b>3 780 163</b>	<b>1%</b>	
PC'S	R1 064 000	R582 344	571 600	2%	
LAPTOPS	R700 000	R923 820	923 819	0%	
22 X WIRELESS ACCESS POINTS	R66 500	R91 066	55 880	63%	
UPGRADE OF WAN INFRASTRUCTURE	R133 000	R42 900	42 884	0%	
ADOBE ACROBAT PROFESSIONAL X2	R18 700	R12 700	12 610	1%	
ROUTERS & SWITCHES	R3 600 000	R1 849 561	1 848 616	0%	
LAPTOP - COMMUNICATIONS	R25 000	R24 000	23 618	2%	
ALL IN ONE PRINTER - FINANCE	R10 000	R8 526	8 526	0%	
ALL IN ONE PRINTER - STORES CL	R10 000	R8 526	8 526	0%	
SAMRAS PRINTER FOR CASH REGIST	R15 000	R0	0	0%	
SAMRAS PRINTER - STORES CW	R15 000	R4 512	4 512	0%	
SOFTWARE FOR ACS SERVER	R264 100	R118 500	118 484	0%	
BACKUP EXEC SOFTWARE X3	R40 000	R34 600	34 586	0%	
OLYMPUS DS-2500 STARTER KIT	R10 000	R7 300	7 281	0%	
SMALL IT EQUIPMENT - DISASTER	R10 000	R0	0	0%	
EXTERNAL HARDDRIVES	R20 000	R17 000	16 973	0%	
MINI OVERHEAD PROJECTOR IC - D	R15 000	R9 400	9 363	0%	
DIGITAL CAMERA	R6 000	R5 030	5 026	0%	
MEDIUM BACK CHAIR	R0	R3 500	2 595	35%	
20 PC MONITORS	R0	R60 000	59 510	1%	
PRINTER	R0	R30 000	25 754	16%	
					T3,27.6

## 3.26 PROPERTY, LEGAL, RISK MANAGEMENT AND PROCUREMENT SERVICES

**Introduction: Legal Services**

The Cape Winelands District Municipality takes many decisions that affect the residents in its area of jurisdiction. In order to ensure that everything is above board and falls within the ambit of the law, legal services provides a dedicated and quality support and advisory service in order to strengthen the Cape Winelands District Municipality to fulfil its constitutional and other legislative mandates in a professional manner and to maintain a workforce that is both well-disciplined and satisfied in order to render service delivery at an acceptable level.

**Legal Priorities**

Legal compliance;

Legal support to the Executive Mayor, Speaker and Municipal Manager, Heads of Department, Council, committees, departments and directorates;

Legal advice pertaining to draft policies, drafting of by-laws and contracts;

Written and/or oral opinions;

Finalisation of legal documents; and

Labour relation matters.

## Legal Impact

Through the provision of legal support and advice to the Office of the Executive Mayor, the Speaker, the Municipal Manager, Heads of Department, Council as well as all the various departments/directorates of the Cape Winelands District Municipality, many targets have been achieved, thereby strengthening the work relationship and effective teamwork between the various parties. Legal implications and opinions are provided on a continuous basis on all Council, Mayoral Committee and other committee agenda items.

## Introduction: Property Management

Property management is the process of managing the property of the Cape Winelands District Municipality by maintaining and handling activities incidental to the property, in order to maximise the use of all the properties as contained in the property register and to provide optimal financial, social, economic and operational benefit to the Cape Winelands District Municipality.

The Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) specifically highlights the duty of municipalities to provide services in a manner that is sustainable. The Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) requires municipalities to utilise and maintain their assets in an effective, efficient, economical and transparent manner.

The Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) specifically places responsibility for the management of municipal immovable property with the municipal manager. Furthermore, the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) requires municipalities to provide and maintain a safe and healthy working environment, and in particular, to keep its immovable property safe.

## Property Management Priorities

The Municipal Manager is also the principal custodian of the district municipality's immovable assets, including the safeguarding and the maintenance of those assets. He also ensures that the district municipality has and maintains a management, accounting and information system that accounts for the immovable assets of the Cape Winelands District Municipality and ensures that property management is applied in a consistent manner and in accordance with legal requirements and recognised good practice. The district municipality's immovable property is valued in accordance with the standard of Generally Recognised Accounting Practice (GRAP). Furthermore, the district municipality has and maintains a system of internal control for the immovable assets, including an asset register.

The Chief Financial Officer is responsible to ensure, in exercising her financial responsibilities, that:

Appropriate systems of financial management and internal control are established and carried out diligently; The financial and other resources of the district municipality are utilised effectively, efficiently, economically and transparently;

Any unauthorised, irregular or fruitless or wasteful expenditure, and losses resulting from criminal or negligent conduct, are prevented;

All revenue due to the district municipality is collected, for example rental income, etc., relating to immovable assets;

The systems, procedures and registers required to substantiate the financial values of the district municipality's immovable assets are maintained to standards sufficient to satisfy the requirements of the Auditor-General;

Financial processes are established and maintained to ensure the district municipality's financial resources are optimally utilised through appropriate asset plans, budgeting, purchasing, maintenance and disposal decisions; and

The Municipal Manager is appropriately advised on the exercise of powers and duties pertaining to the financial administration of immovable assets.

### **Property Management Impact**

The Cape Winelands District Municipality demonstrates good governance and customer care through an efficient and sustainable process of property management. Councillors and officials are custodians on behalf of the public of immovable municipal assets. Key themes relating to municipal property management include:

- Long-term sustainability and risk management;
- Service delivery efficiency and improvement;
- Performance monitoring and accountability;
- Community interaction and transparent processes;
- Priority development of minimum basic services for all; and
- The provision of support in addressing the needs of the poor.

A municipality has the right to do anything reasonably necessary for, or incidental to, the effective performance of its functions and the exercise of its powers in terms of Section 156(5) of the Constitution of the Republic of South Africa, 1996 and Section 8(2) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000). Furthermore, a municipal council, within the municipality's financial and administrative capacity, and having regard to practical considerations, has the duty to use the resources of the municipality in the best interests of the local community in terms of Section 4(2)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

Property management at the Cape Winelands District Municipality incorporates best practice methodologies and is aligned to the latest national and provincial legislation such as the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and the Municipal Asset Transfer Regulations, 2008 as published in the Government Gazette No. 31346 of 22 August 2008, which applies to the transfer and disposal of certain immovable property owned by municipalities and the granting by municipalities of rights to use, control or manage certain immovable property.

Comprehensive property management maximises the district municipality's property assets by procuring strategically, managing and maintaining assets throughout their useful life-cycle and providing asset visibility through data capturing during the use and disposition phases.

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## EMPLOYEES: PROPERTY, LEGAL, RISK MANAGEMENT AND PROCUREMENT SERVICES

JOB LEVEL	YEAR -1: 30 JUNE 2016		YEAR 0: 30 JUNE 2017		
	Number of employees	of posts	Number of employees	Number of vacancies (full-time equivalents)	Vacancies as a % of total posts
T1 – T3	14	17	15	2	11.76%
T4 – T8	14	16	14	2	12.5%
T9 – T13	7	8	8	0	0%
T14 – T17	5	3	3	0	0%
T18 – T19	0	0	0	0	0%
<b>TOTAL</b>	<b>40</b>	<b>44</b>	<b>40</b>	<b>4</b>	<b>9.09%</b>
T3.28.4					

## FINANCIAL PERFORMANCE 2016/2017: PROPERTY, LEGAL, RISK MANAGEMENT AND PROCUREMENT SERVICES

R'000

Details	2015/2016	2016/2017		Actual	Variance to Budget
	Actual	Original Budget	Adjustment Budget		
<b>Total operational revenue</b>	0	1	237	0	100%
<b>Expenditure:</b>					
Employees	4 262	5 067	4 553	4 451	2%
Repairs and maintenance	19	27	10	3	233%
Other	5 575	10 491	10 281	8 761	17%
<b>Total operational expenditure</b>	<b>9 856</b>	<b>15 585</b>	<b>14 844</b>	<b>13 215</b>	<b>12%</b>
<b>Less: Loss on disposal of PPE</b>	<b>2 740</b>	<b>12</b>	<b>738</b>	<b>722</b>	<b>2%</b>
<b>Net operational expenditure</b>	<b>12 596</b>	<b>15 597</b>	<b>15 582</b>	<b>13 937</b>	<b>12%</b>
T3.28.5					

## Comment On The Performance Of Property Services Overall

No capital projects.

## COMPONENT II: MISCELLANEOUS

This component includes the provision of airports, abattoirs, municipal courts and forestry as municipal enterprises.

Not applicable.

## Introduction

Organisational development within the Cape Winelands District Municipality (CWDM) continuously focuses on the increase of the District Municipality's effectiveness and efficiency in order to develop the CWDM to its full potential and seeking to increase effectiveness in terms of the strategic objectives as defined in the Integrated Development Plan within an approved budget.

Furthermore, the objective of organisational development is to improve the District Municipality's capacity to handle its internal and external functioning and relationships, inclusive of effective communication, enhanced ability to cope with organisational challenges, effective decision-making processes, appropriate leadership styles, improved skills and higher levels of trust and cooperation among employees.

Employee performance management is a vital process of a municipality. Therefore, it is important that performance management principles are integrated into the organisational processes and align within the District Municipality's Integrated Development Plan. Organisational processes such as planning, budgeting, monitoring and evaluation, should be aligned with departmental and employee performance, in order to ensure improved community services and improved quality of life for all living inside the Cape Winelands district borders. In order to achieve the aforementioned, the measurement of individual performance within the municipality is important. Organisational Key Performance Indicators (KPI's) are continuously developed, updated and aligned to organisational objectives. The CWDM always attempt to ensure that these KPI's are specific, measurable, achievable, realistic and linked to a specific timeframe (SMART).

During the 2016/2017 financial year, the Cape Winelands District Municipality's Individual Performance Management Steering Committee guided the implementation of individual performance management within the organisation via an approved Individual Performance Management Policy, adopted by Council on 28 June 2016 at Item C.14.3

The implementation of the CWDM IPM Policy is informed and guided by the CWDM Performance Management Improvement Framework (PMIF) and the related Individual Performance Management Project Plan (IPM Project Plan).

Following from the abovementioned, the following processes were implemented during the 2016/2017 financial year:

Individual Performance Management roll-out, commencing with employees reporting directly to the Municipal Manager and Heads of Departments which include post levels from T16 to T19;

The finalisation of a Peer Learning Agreement with Mossel Bay Municipality, highlighting bilateral cooperation, assistance and guidance between the two Municipalities;

The expansion of the current electronic performance management system (Collaborator) to accommodate an individual performance management system;

A draft Communication Strategy for IPM to ensure effective communication on all IPM related matters and to assist in addressing all underlying change management initiatives.



## CAPE WINELANDS DISTRICT MUNICIPALITY

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The implementation of IPM in the CWDM is a multi-year approach, combining all technical and legislative requirements with organisational and individual behaviors and cultures, in order to ultimately cultivate a culture of performance excellence.

## COMPONENT A: INTRODUCTION TO THE MUNICIPAL PERSONNEL

## 4.1 EMPLOYEE TOTALS, TURNOVER AND VACANCIES

EMPLOYEES					
Description	YEAR 1: 30 JUNE 2016		YEAR 0: 30 JUNE 2017		Vacancies %
	Number of employees	of approved posts	Number of employees	Number of vacancies	
Water	0	0	0	0	0%
Waste Water (Sanitation)	0	0	0	0	0%
Electricity	0	0	0	0	0%
Waste Management	0	0	0	0	0%
Housing	3	4	3	1	25%
Waste Water (Storm Water Drainage)	0	0	0	0	0%
Roads	174	363	172	191	52.62%
Transport	2	4	2	2	50%
Planning	1	1	1	0	0%
Local Economic Development	4	5	4	1	20%
Community and Social Services	9	13	9	4	30.77%
Environmental Protection	4	6	4	2	33.33%
Health	50	53	49	4	7.55%
Public Safety	68	82	67	15	18.29%
Sport and Recreation	0	0	0	0	0%
Corporate Policy Offices and other	116	133	115	18	13.74%
<b>TOTALS</b>	<b>431</b>	<b>664</b>	<b>426</b>	<b>238</b>	<b>35.84%</b>

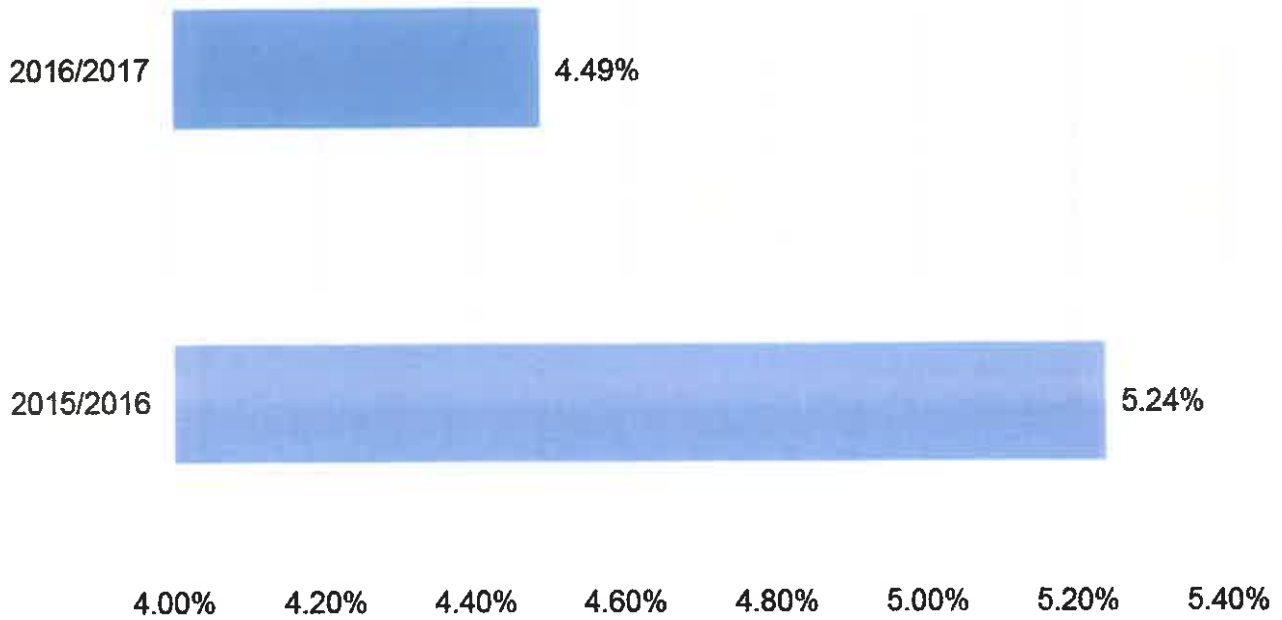
## VACANCY RATE: 2016/2017

Designation	Total Approved Posts	Vacancies (Total time that vacancies exist using full-time equivalents)	Vacancies (as a proportion of total posts in each category)
	No.	No.	%
Municipal Manager	1	0	0%
Chief Financial Officer	1	0	0%
Other S56 Managers (excluding finance posts)	2	0	0%
Other S56 Managers (finance posts)	0	0	0%
Police Officers	0	0	0%
Firefighters	59	12	20.34%
Senior Management levels T18 – T19 (excluding finance posts)	4	0	0%
Senior Management levels T18 – T19 (finance posts)	1	0	0%
Professionally qualified levels T14 – T17 (excluding finance posts)	39	8	20.51%
Professionally qualified levels T14 – T17 (finance posts)	5	1	20%
T4.1.2			

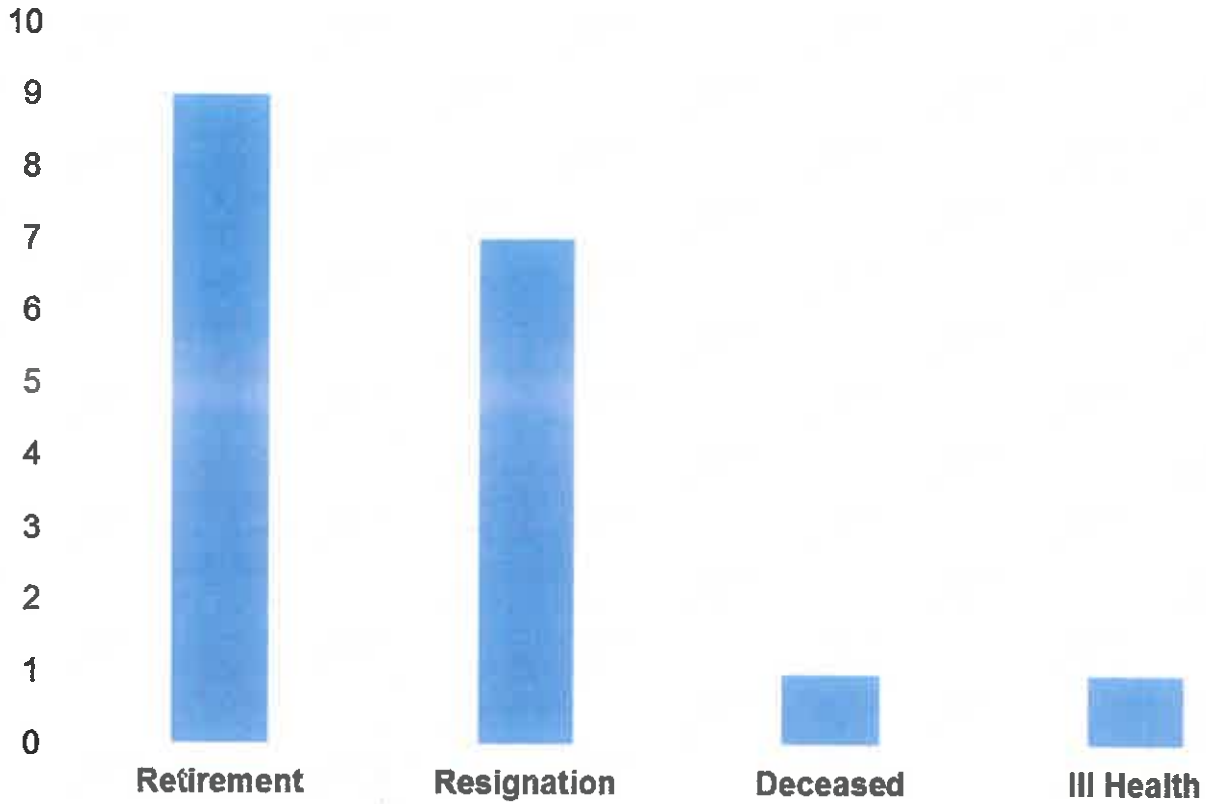
**COMMENT ON VACANCIES AND TURNOVER**

The post of Municipal Manager and all Section 56 posts were filled during the 2016/2017 financial year.

On 30 June 2017 the approved staff establishment of the Cape Winelands District Municipality consisted of a total of six hundred and sixty eight (668) posts of which four hundred and thirty (430) were filled and two hundred and thirty eight (238) were vacant. Of the total of two hundred and thirty eight (238) vacancies only thirty (30) were budgeted during the 2016/2017 financial year, resulting in a vacancy rate of 4.49%. The vacancy rate over the past two financial years calculated on budgeted vacancies is best reflected as follows:



A total of eighteen (18) employees terminated services at the Cape Winelands District Municipality during this period, for the following reasons:



TURN-OVER RATE			
Details	Total Number of Employees as at beginning of Financial Year	Total Number of Terminations for the Financial Year	No
2016/2017	434	18	4.15%
2015/2016	425	23	5.41%
4.1.3			

## COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

## INTRODUCTION TO WORKFORCE CAPACITY DEVELOPMENT

All training initiatives implemented within the Cape Winelands District Municipality (CWDM) are directly linked via the SDBIP's to the CWDM IDP. For the 2016/2017 financial year the CWDM continued the prioritization of training on Minimum Municipal Competency Levels (MMCL) as required in terms of the Local Government: Municipal Finance Management Act, 2003 (Act No 56 Of 2003): Municipal Regulation on Minimum Competency Levels.

The MFMA Exemption Notice 40593, issued on 3 February 2017, shifted the focus of the 2016/2017 financial year to all officials affected by the latter. Thus, almost 60% of the training budget was spent for this initiative.

Major regulatory developments affecting machine operators as determined by the Driven Machinery Regulation 18(1) and the National Code of Practice for Training Providers to Lifting Machines, steered the CWDM into the implementation of various interdependent technical training programmes. This focus will continue for the next three years in order to ensure full compliance to the mentioned regulations and coupled Occupational Health and Safety legislative requirements.

With regard to Municipal Health Services, the acquired Continuous Professional Development Online Training programme ensures the annual compliance of Environmental Health Practitioners as required by the Health Professions Council of South Africa (HPCSA).

Internal ICT challenges necessitated the organization to prioritise ICT training. In order to address these challenges and also to upskill the ICT Unit, specialised ICT courses will be rolled-out over the next three years.

## CAPE WINELANDS MAYORAL BURSARY FUND AWARDS

The Cape Winelands District Municipality awarded **109** full bursaries to well-deserving students throughout the region. A total amount of **R3,109,259.24** was spent on these students covering a wide range of academic qualifications. Priority was given (not excluding other qualifications) to those students studying towards achieving qualifications that fall within the local government scarce skills scope as determined by the LGSETA, as well as regional and provincial skills shortages. Please find a breakdown of the CWDM 2016/2017 bursary awards overleaf:

ACADEMIC YEAR	
1 <sup>st</sup> Year	45%
2 <sup>nd</sup> Year	28%
3 <sup>rd</sup> Year	18%
4 <sup>th</sup> Year	6%
5 <sup>th</sup> Year	0%
6 <sup>th</sup> Year	1%
Trade Qualifications	2%
RACE BREAKDOWN	

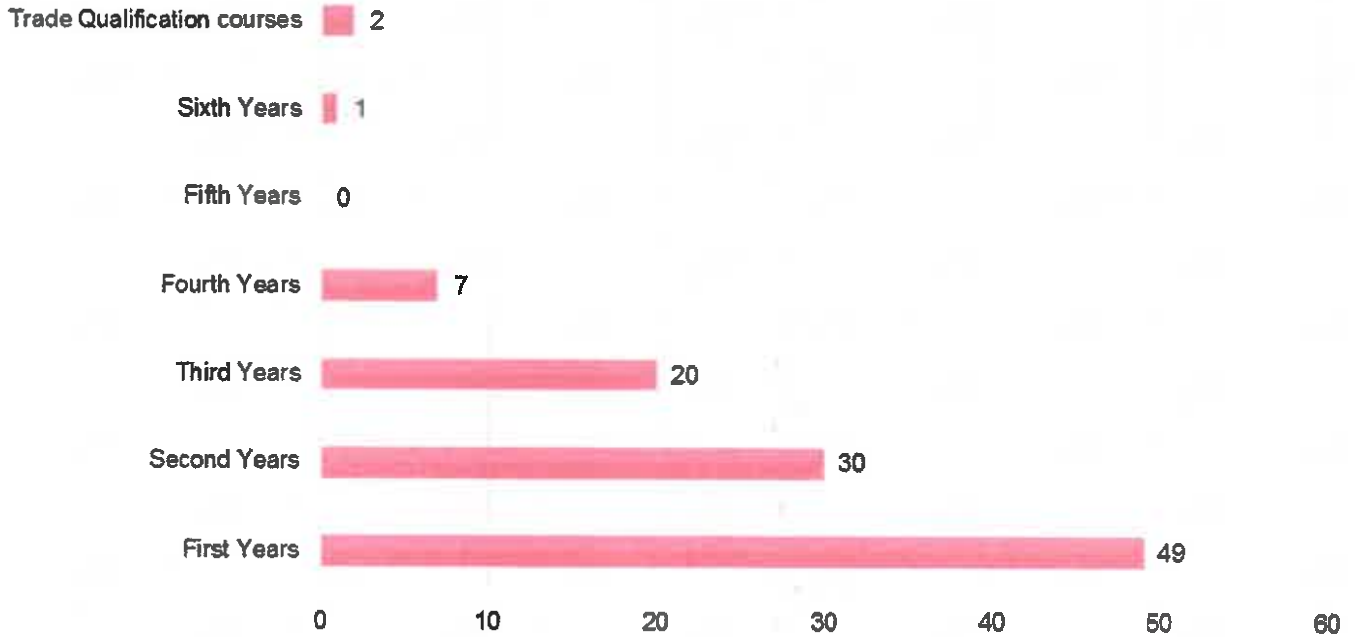


CAPE WINELANDS DISTRICT MUNICIPALITY

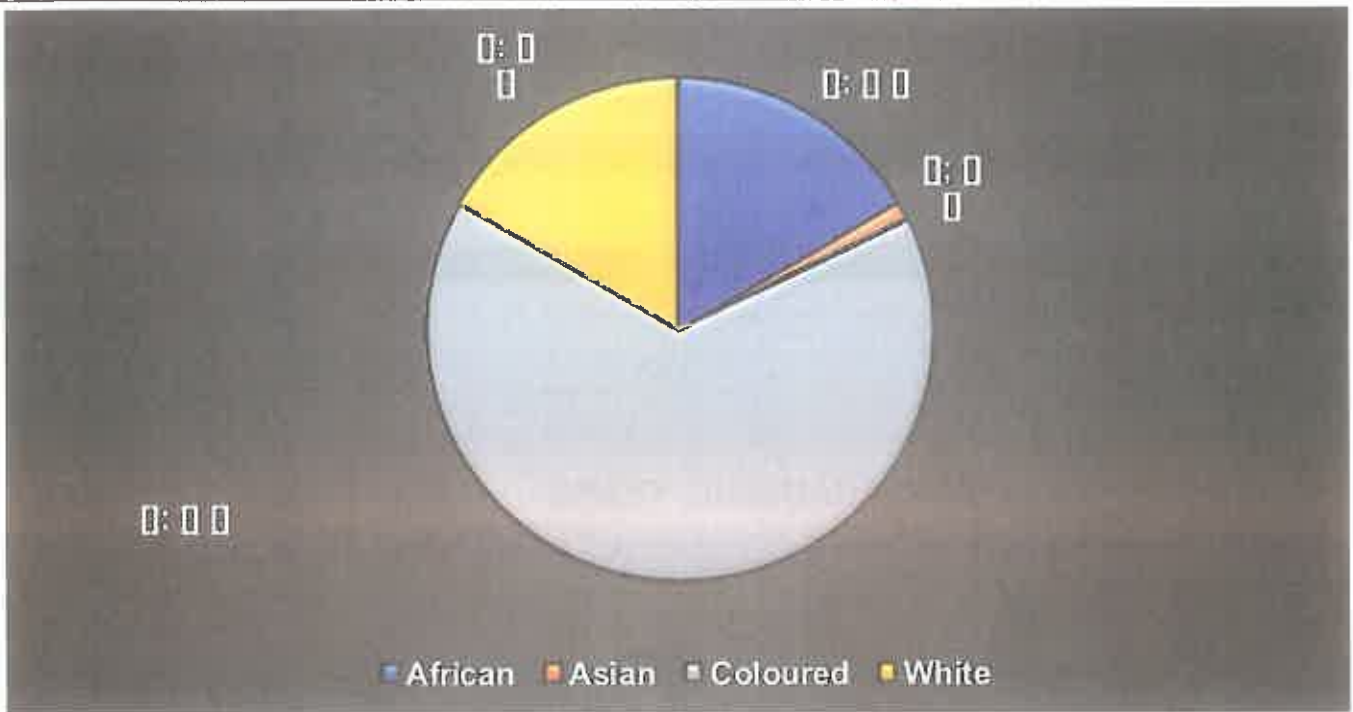
2016/2017 ANNUAL REPORT

Coloured	68%
White	15%
Asian	2%
African	15%
<b>GENDER BREAKDOWN</b>	
Females	64%
Males	36%
<b>QUALIFICATIONS BREAKDOWN</b>	
Law studies	5%
Sports	2%
Education studies	8%

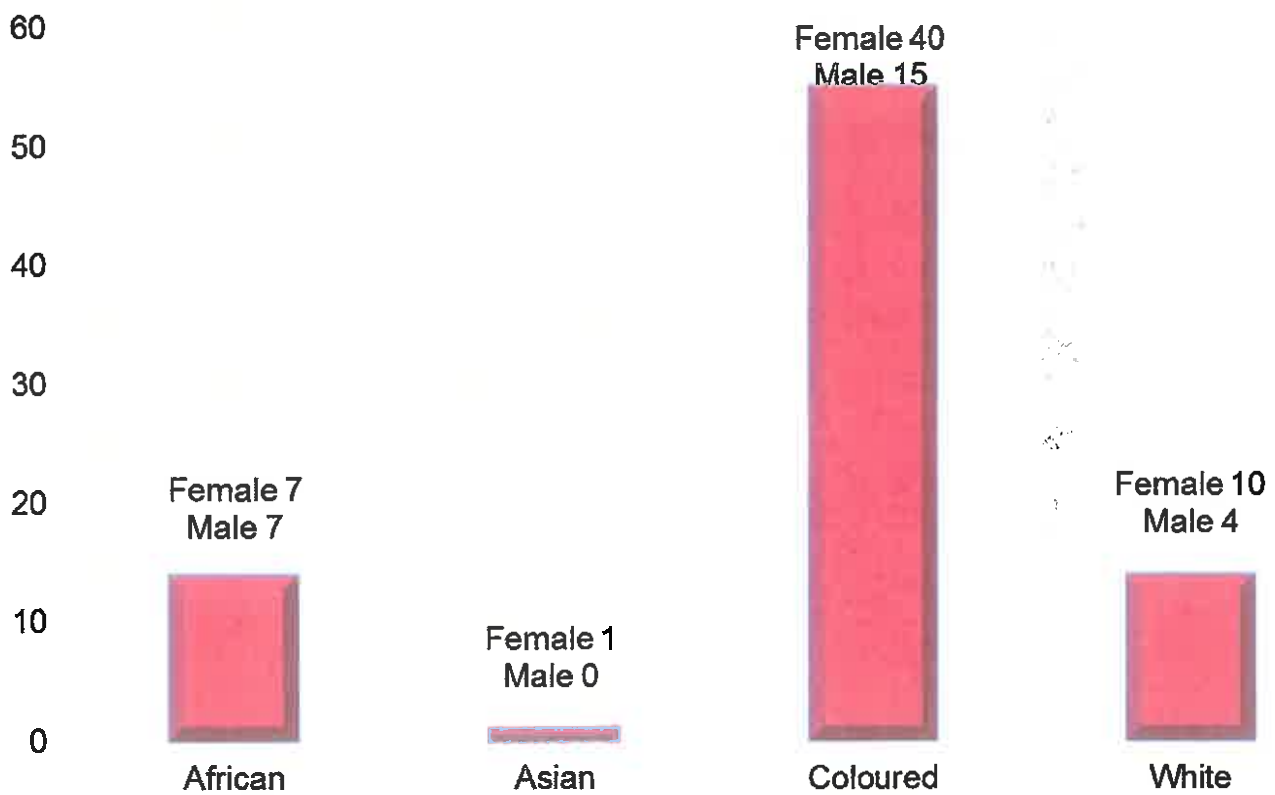
ACADEMIC YEARS



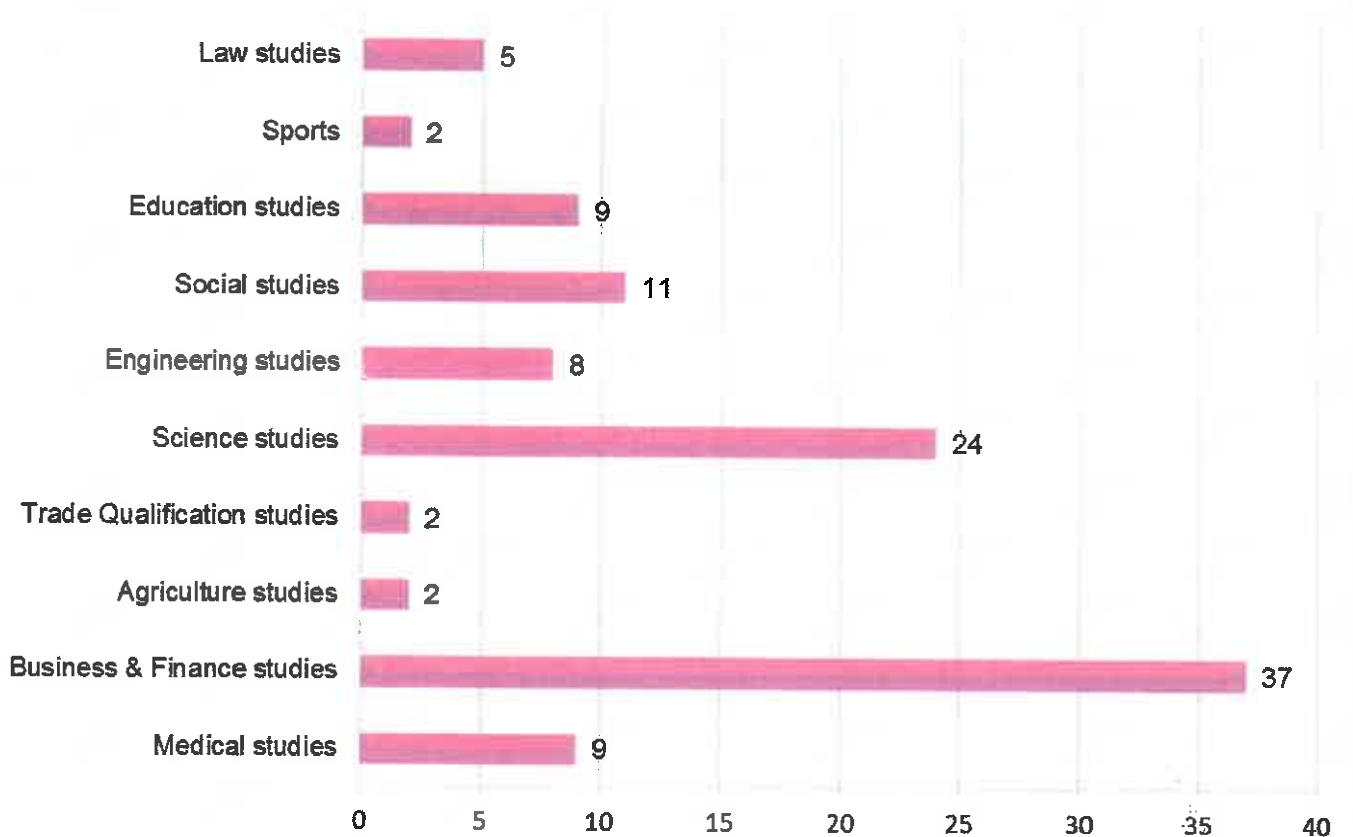
BREAKDOWN PER RACE



**GENDER BREAKDOWN**



### QUALIFICATIONS BREAKDOWN



#### INTRODUCTION TO MUNICIPAL WORKFORCE MANAGEMENT

In terms of Section 67(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), the Cape Winelands District Municipality, in accordance with the Employment Equity Act, 1998 (Act No. 55 of 1998) continuously develops and adopts appropriate systems and procedures to ensure fair, efficient, effective and transparent personnel administration, including the recruitment, selection and appointment of persons as staff members.

In terms of Section 20 of the Employment Equity Act, 1998 (Act No. 55 of 1998) the Cape Winelands District Municipality is a designated employer and must prepare and implement a plan to achieve employment equity, which must have objectives for each year of the plan, including affirmative action measures, have numerical goals for achieving equitable representation and have internal monitoring and evaluation procedures.

During the 2016/2017 financial year, the CWDM gave continuous effect to the implementation of the Employment Equity Plan.

As per the requirements of the Employment Equity Act, 1998 (Act No 55 of 1998) the CWDM submitted employment equity reports in the prescribed format to the Department of Labour. Consultation with all relevant stakeholders takes place monthly at the Local Labour Forum, where stakeholders are offered an opportunity to continuously assess and monitor progress.

#### WORKFORCE PROFILE: CWDM GLOBAL JUNE 2017

	MALE				FEMALE			
	AFRICAN	COLOURED	INDIAN	WHITE	AFRICAN	COLOURED	INDIAN	WHITE
<b>CWDM Targets:</b>	<b>17.8%</b>	<b>27.1%</b>	<b>0.2%</b>	<b>7.8%</b>	<b>16.1%</b>	<b>23.9%</b>	<b>0.1%</b>	<b>7.0%</b>
Top management	25.0%	25.0%	0.0%	25.0%	0.0%	25.0%	0.0%	0.0%
Senior management	0.0%	20.0%	0.0%	40.0%	0.0%	20.0%	0.0%	20.0%
Professionally qualified and experienced specialists and mid-management	2.8%	36.1%	0.0%	38.9%	2.8%	16.7%	0.0%	2.8%
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	6.4%	34.4%	0.0%	26.8%	9.6%	18.5%	0.0%	4.5%
Semi-skilled and discretionary decision-making	25.4%	41.8%	0.0%	2.3%	6.2%	16.4%	0.0%	7.9%
Unskilled and defined decision-making	31.4%	19.6%	0.0%	3.9%	17.6%	25.5%	0.0%	2.0%
<b>TOTAL: DISABLED - JUNE 2017</b>	<b>0.0%</b>	<b>0.23%</b>	<b>0.0%</b>	<b>0.69%</b>	<b>0.23%</b>	<b>0.23%</b>	<b>0.0%</b>	<b>0.69%</b>
<b>TOTAL: ALL EMPLOYEES - JUNE 2017</b>	<b>17.0%</b>	<b>35.6%</b>	<b>0.0%</b>	<b>15.1%</b>	<b>8.4%</b>	<b>18.4%</b>	<b>0.0%</b>	<b>5.6%</b>

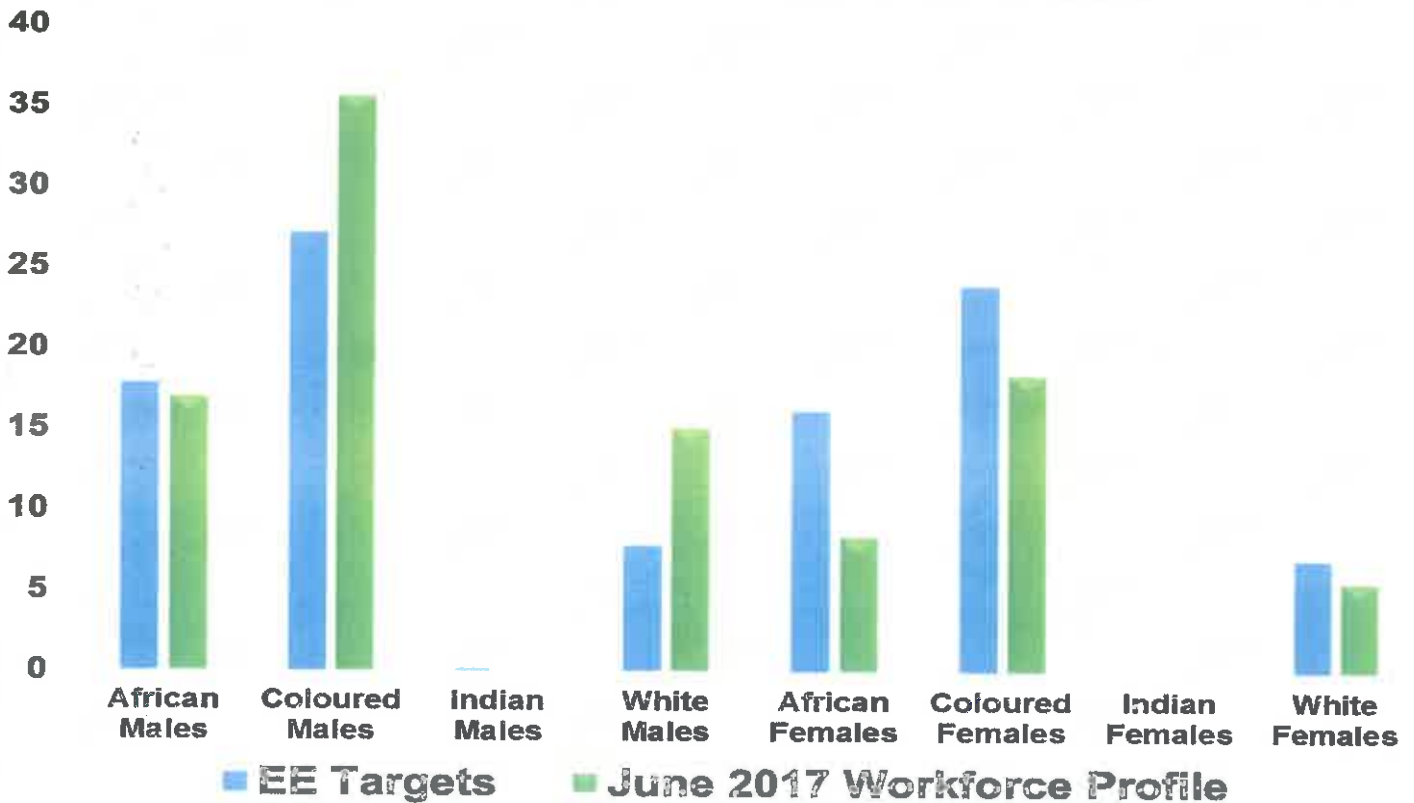
#### All employees, including employees with disabilities:

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	1	0	1	0	1	0	0	0	0	4
Senior management	0	1	0	2	0	1	0	1	0	0	5
Professionally qualified and experienced specialists and mid-management	1	13	0	14	1	6	0	1	0	0	36
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	10	54	0	42	15	29	0	7	0	0	157
Semi-skilled and discretionary decision-making	45	74	0	4	11	29	0	14	0	0	177
Unskilled and defined decision-making	16	10	0	2	9	13	0	1	0	0	51
<b>TOTAL PERMANENT</b>	<b>73</b>	<b>153</b>	<b>0</b>	<b>65</b>	<b>36</b>	<b>79</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>430</b>
<b>TEMPORARY EMPLOYEES</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>13</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>31</b>
<b>GRAND TOTAL</b>	<b>78</b>	<b>158</b>	<b>0</b>	<b>65</b>	<b>43</b>	<b>92</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>461</b>

All employees with disabilities:

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	1	1	0	0	0	0	0	2
Semi-skilled and discretionary decision-making	0	0	0	2	0	0	0	2	0	0	4
Unskilled and defined decision-making	0	0	0	0	0	1	0	1	0	0	2
<b>TOTAL PERMANENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>8</b>
<b>TEMPORARY EMPLOYEES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>8</b>

JUNE 2017 WORKFORCE PROFILE COMPARED TO EE TARGETS





## CAPE WINELANDS DISTRICT MUNICIPALITY

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## 4.2 POLICIES

HR POLICIES AND PLANS				
	Name of Policy	Completed %	Reviewed	Date adopted by Council or comment on failure to adopt
1.	Anti-Corruption Policy	100		06 November 2008
2.	Acquisition and use of Cellular Telephones by Councilors	100		11 December 2002
3.	Appointment of Consultants Policy	100		28 May 2015
4.	Accounting Policy	100		23 May 2013
5.	Asset Management Policy	100	22 May 2014 28 May 2015 25 May 2017	23 May 2013
6.	Baseline Installation Procedures for Operating Systems	100		25 July 2013
7.	Benevolent Fund Policy	100	25 November 2010	27 August 2009
8.	Budget Policy	100		14 April 2011
9.	Branding Policy	100		28 May 2015
10.	Cash Management Policy and Investment Policy	100	28 May 2015	26 August 2010
11.	Change Management Process	100		24 April 2014
12.	Chronic Illness Policy	100		24 May 2005
13.	Code of Conduct for Employees	100		LG: Systems Act
14.	Combating Abuse of Supply Chain Management System Policy	100		28 May 2015
15.	Community Support Policy	100	28 May 2015	29 September 2005
16.	Communication Policy and Strategy 2008-2011	100	20 August 2015	6 November 2008
17.	Contract Management Policy	100		28 May 2015
18.	Confidentiality Policy	100		24 May 2005
19.	Corporate Gifts Policy	100		28 May 2015
20.	Corporate Identity and Branding Policy	100		28 May 2015
21.	Credit Control, Debt Collection and Indigent Policies	100	28 May 2015	30 September 2015
22.	CWDM Sponsored Work Related Functions Policy	100		24 May 2005
23.	Delegations, Authorisation and Responsibility	100	Under review	15 July 2011
24.	Determination of Policy for Internal Appeal Procedure in terms of Section 62 of Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)	100		24 March 2003
25.	Determination of Policy: Dress Code for Councilors	100		19 February 2004
26.	Emergency Nutrition Provision Policy	100		31 January 2013

HR POLICIES AND PLANS				
Name of Policy	Completed %	Reviewed	Date adopted by Council or comment on failure to adopt	
27.	Employee Assistance Programme Policy	100		25 April 2012
28.	Employee Driving Licence Assistance Policy	100	27 June 2014	17 February 2011
29.	Employee Study Aid and Leave Policy	100	03 December 2013	24 May 2005
30.	Enterprise Risk Management Policy	100	28 January 2014	27 March 2013
31.	Electrification of Rural Housing Policy, Consolidate with Water and Sanitation Policy	100	25 February 2015	25 October 2012
32.	Expanded Public Works Policy	100		31 January 2013
33.	Education, Training and Development Policy	100	04 December 2014	24 May 2005
34.	Expenditure Management Policy	100		28 May 2015
35.	Fire and Rescue Training Academy Policy	100		04 December 2014
36.	Financial Support for the Replacement and Construction of Fencing along the Provincial Roads Network in the jurisdiction area of CWDM	100		03 December 2013
37.	Funding and Reserves Policy	100	28 May 2015	14 April 2011
38.	GRAP Policy and Procedural Guide	100		31 January 2005
39.	Grievance Procedure	100		SALGBC
40.	HIV and AIDS Policy	100	25 November 2010	24 May 2005
41.	ICT Data Backup and Retention Policy	100		29 June 2017
42.	ICT Service Level Agreement Management	100		29 June 2017
43.	Identifiable and Protective Clothing Policy: Disaster Management	100		24 October 2006
44.	Individual Performance Management Policy	100		28 June 2016
45.	Induction Policy	100		24 May 2005
46.	Information and Communication Backup Policy	100	24 April 2014	25 April 2012
47.	Information Technology Security Policy	100		24 May 2005
48.	Internship Policy	100		28 May 2015
49.	Internet and E-mail Usage Policy	100		24 May 2005
50.	International Relations Policy	100		27 August 2009
51.	Inventory and Stock Management Policy	100		28 May 2015
52.	Legal Aid Policy for Councilors and Employees	100		24 May 2005
53.	Long Term Financial Policy	100		28 May 2015
54.	Maintenance Management Policy	100		28 May 2015
55.	Mayoral Bursary Fund Policy	100		25 October 2012

HR POLICIES AND PLANS				
Name of Policy	Completed %	Reviewed	Date adopted by Council or comment on failure to adopt	
56.	Mobile Device Policy	100		04 December 2014
57.	Municipal Corporate Governance of Information and Communication Technology (ICT) Policy	100		29 June 2017
58.	Nepotism Policy	100		24 May 2005
59.	Network Security Policy	100	24 April 2014 25 July 2013	25 April 2017
60.	Occupational Health and Safety	100		24 May 2005
61.	Official Vehicles and Fleet Management Policy	100	04 December 2014	25 March 2004
62.	Performance Management System Policy and Framework Guide	100		20 August 2015
63.	Personal Protective Equipment Policy for the Roads Agency Function	100		26 March 2015
64.	Petty Cash Policy	100		28 May 2015
65.	Physical Environmental Security Policy	100		25 July 2013
66.	Policy for the Investigation of Allegations of Contraventions of Code of Conduct for Councilors	100		25 March 2004
67.	Policy for the Provision of Basic Services to Rural Dwellings	100		25 February 2016
68.	PPE Policy for Roads and Mechanical Workshop	100		26 March 2015
69.	Preferential Procurement Policy	100		28 May 2015
70.	Private Work Policy	100	Under review	24 May 2005
71.	Property Rates Policy	100		23 May 2006
72.	Protective Clothing for Environmental Health Practitioners	100		25 July 2006
73.	Protective Clothing Policy for Personnel: Roads	100		25 July 2006
74.	Public Participation Policy	100		20 August 2015
75.	Recruitment and Selection Policy	100	25 November 2010	24 May 2005
76.	Revenue Management Policy	100		20 May 2015
77.	Sexual Harassment Policy	100		24 May 2005
78.	Smoking Policy	100	25 November 2010	24 May 2005
79.	Sponsorship Policy	100		28 May 2015
80.	Staff Statements to the Media Policy	100		24 May 2005
81.	Student Assistance Policy	100	3 March 2008	24 May 2005
82.	Subsistence and Travel Policy	100	25 November 2010 30 March 2012 25 July 2013	28 January 2010
83.	Substance Abuse Policy	100		24 May 2005

## CAPE WINELANDS DISTRICT MUNICIPALITY

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HR POLICIES AND PLANS				
Name of Policy	Completed %	Reviewed	Date adopted by Council or comment on failure to adopt	
84.	Succession Planning and Career Pathing Policy	100		24 May 2005
85.	Supply Chain Management Policy	100	31 July 2014 25 May 2017	27 March 2008
86.	Tariff Policy and Tariff By-Law	100		13 November 2003
87.	Telecommunications Policy	100	04 December 2014	24 May 2005
88.	Telephone Policy for Councilors	100		30 June 2006
89.	Time and Work Attendance Management Policy	100		27 October 2011
90.	Transport Allowance Scheme	100	29 January 2015	26 April 2007
1.	Transport Allowance Scheme for Essential Users	100		22 June 2007
92.	Travel and Removal Expenses Policy	100		24 May 2005
93.	Uniforms and Protective Clothing: Support Personnel	100		24 May 2005
94.	Uniform Schedule for the Division: Fire Service	100		25 July 2006
95.	Unauthorized Fruitless and Wasteful Expenditure	100		28 May 2015
96.	Unforeseen and Unavoidable Expenditure Policy	100		28 May 2015
97.	Unpaid Leave Policy	100		24 May 2005
98.	User Account Management Procedures	100		24 April 2014
99.	User Security Policy	100		27 October 2011
100.	Whistleblowing Policy	100		24 May 2005
101.	Virement Policy	100	28 May 2015 25 May 2017	14 May 2010

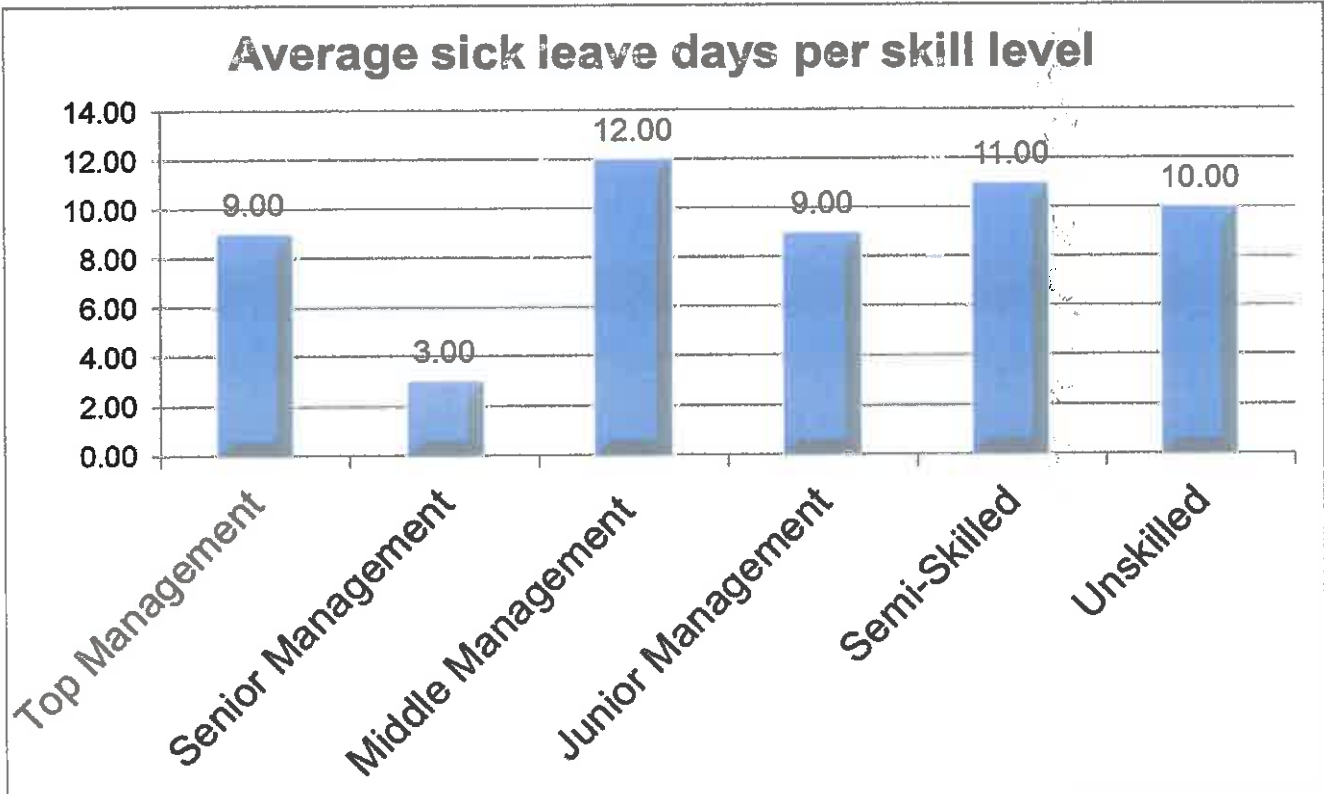
## 1.3 INJURIES, SICKNESS AND SUSPENSIONS

Number and Cost of Injuries on Duty					
Type of injury	Injury taken leave	Employees using leave	Proportion employees using leave	Average injury per employee	Total estimated cost
	Days	No.	%	Days	R'000
Required basic medical attention only	166	13	419	12.77	R82,195.00
Fatal	0	0	0	0	0
<b>Total</b>	<b>166</b>	<b>13</b>	<b>419</b>	<b>12.77</b>	<b>R82,195.00</b>

NUMBER OF DAYS AND COST OF SICK LEAVE (EXCLUDING INJURIES ON DUTY)

JOB LEVELS	Total sick leave	Proportion of sick leave without medical certification	Employees using sick leave	Total employees in post*	Average sick leave per employees
	Days	%	No	No.	Days
Top Management (MM & Section 56)	34	8.82%	4	4	9
Senior Management (T18 – T19)	16	62.50%	5	5	3
Professionally qualified and experienced specialists and mid-management (T14 – T17)	313	13.74%	27	36	12
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents (T9 – T13)	1287	24.48%	139	157	9
Semi-skilled and discretionary decision-making (T4 – T8)	1742	30.08%	163	178	11
Unskilled and defined decision-making (T1 – T3)	473	39.32%	47	50	10
<b>Total</b>	<b>3865</b>	<b>178.94%</b>	<b>385</b>	<b>430</b>	<b>54</b>

T4.3.2



T 4.3.3



**COMMENT ON INJURY AND SICK LEAVE**

Eighty (80) days sick leave is granted to employees in a three-year (3-year) leave cycle in terms of Clause 8.2.1 of Section B of the Main Collective Agreement. However, new appointments may not take more than 30 days sick leave in the first year of employment. In terms of the Main Collective Agreement, the Cape Winelands District Municipality requires a medical certificate from a registered medical practitioner if more than two (2) consecutive days are taken as sick leave by an employee. The employer is further not required to pay an employee if an employee is absent on more than two occasions during an eight-week period and, on request by the employer, does not produce a medical certificate stating that the employee was unable to work for the duration of the employee's absence on account of sickness or injury.

In an attempt to motivate employees not to abuse sick leave, amendments to the Collective Agreement on Conditions of Service for the Western Cape Division of the SALGBC now provides that employees who have not taken more than 20 days' sick leave at the end of a three year cycle shall receive an additional 10 working 'days' paid sick leave to which they will be entitled in the ensuing cycle, provided that in respect of any sick leave cycle no employee shall become entitled to more than 120 working days' sick leave on full pay in a sick leave cycle.

The Cape Winelands District Municipality also adopted an Employee Assistance Programme to offer confidential assistance to employees who have the potential to be adversely affected by personal and work related problems, which might result in absence from the workplace as a result of sick leave. Through the Employee Assistance Programme, employees are assisted to resolve personal problems that affect job performance, motivated to seek help and directed to the best assistance possible.

Accident leave is granted to an employee who suffers an illness or injury in the course of his/her duties for the periods corroborated by a medical certificate and is restricted to 24 months in respect of any one illness or injury. All injuries on duty which result in accident leave is investigated by the relevant supervisors, in collaboration with the Occupational Health and Safety Officer in order to establish whether there was any negligent behaviour and to impose measures to avoid future incidents/injuries which might result in accident leave. All incidents and injuries are reported on a monthly basis to the Local Labour Forum.

NUMBER AND PERIOD OF SUSPENSIONS				
Position	Nature of alleged misconduct	Date of suspension	Details of disciplinary action taken or status of case and reasons why not finalised	Date finalised
Team Supervisor: Roads	Alleged theft	5 August 2016	Disciplinary hearing was stayed due to the fact that the Employee voluntarily retired on 8 August 2017 with immediate effect	8 August 2017
Team Supervisor: Roads	Alleged theft	5 August 2016	Disciplinary hearing was stayed due to the fact that the Employee voluntarily retired on 8 August 2017 with immediate effect	8 August 2017
T4.3.5				

DISCIPLINARY ACTION TAKEN ON CASES OF FINANCIAL MISCONDUCT			
Position	Nature of alleged misconduct and rand value of any loss to the municipality	Disciplinary action taken	Date finalized
NONE			
T4.3.6			

4.4 PERFORMANCE REWARDS

PERFORMANCE REWARDS BY GENDER					
Designations	Beneficiary Profile				
	Gender	Total number of employees in group	Number of beneficiaries	Expenditure on rewards 2014/2015	Proportion of beneficiaries within group
				R: 000	%
Top Management (MM & Section 56)	Female	0	0	0	0
	Male	0	0	0	0
Senior Management (T18 – T19)	Female	0	0	0	0
	Male	0	0	0	0
Professionally qualified and experienced specialists and mid-management (T14 – T17)	Female	0	0	0	0
	Male	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents (T9 – T13)	Female	0	0	0	0
	Male	0	0	0	0
Semi-skilled and discretionary decision-making (T4 – T8)	Female	0	0	0	0
	Male	0	0	0	0
Unskilled and defined decision-making (T1 – T3)	Female	0	0	0	0
	Male	0	0	0	0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Has the statutory municipal calculator been used as part of the evaluation process?					Not applicable
T4.4.1					

In terms of Section 57(4B) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), bonuses based on performance may be awarded to a municipal manager or a manager directly accountable to the municipal manager after the end of the financial year and only after an evaluation of performance and approval of such evaluation by the municipal council concerned.

Regulation 8 of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, states that in accordance with Regulation 32, a performance bonus, based on affordability, may be paid to the employee, after-

the annual report for the financial year under review has been tabled and adopted by the municipal council;

an evaluation of performance in accordance with the provisions of Regulation 23; and approval of such evaluation by the municipal council as a reward for outstanding performance.

**Regulation 23 of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006** states that the purpose of a performance agreement is to:

- comply with the provisions of Sections 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties;
- specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the budget of the municipality;
- specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- monitor and measure performance against set targeted outputs;
- use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- in the event of outstanding performance, to appropriately reward the employee; and
- give effect to the employer's commitment to a performance-orientated relationship with its employees in attaining equitable and improved service delivery.

**Regulation 32 of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006**, states that:

The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance; and

A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus, the relevant percentage is based on the overall rating, calculated by using the applicable assessment –rating calculator.

However, note should be taken that the Council of the Cape Winelands District Municipality resolved at Item C.14.1 of its meeting held on 25 April 2012 that future performance bonuses of the Municipal Manager and Section 56 employees shall be capped to a maximum of 7% (seven per cent) in terms of Regulation 32(2) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006.

In view of the aforementioned Council resolution, the Municipal Manager as well as the managers directly accountable to the Municipal Manager accordingly agreed that their future performance bonuses of their all-inclusive annual remuneration packages be capped to a maximum of 7% (seven per cent).

The Municipal Manager and Managers directly accountable to the Municipal Manager entered into performance agreements for the period from 01 July 2013 until 30 June 2014, which agreements, inter alia, govern the performance objectives and targets that must be met by the Municipal Manager and managers directly accountable to the Municipal Manager, the timeframes within which those performance objectives and targets must be met as well as the reward paid to the employee by the employer as recognition of outstanding performance.

However, on 19 December 2013, the Executive Mayor in consultation with the Deputy Executive Mayor in terms of delegated powers resolved that no performance bonuses be paid to the Municipal Manager and managers directly accountable to the Municipal Manager with effect from 01 February 2014, which was subsequently accepted by these category of employees by way of signing addendums to the principal performance agreements to effect this change.

On 29 June 2017 at Item C.15.1 the Council of the Cape Winelands District Municipality resolved that performance bonuses in respect of the Municipal Manager and Managers directly Accountable to the Municipal Manager be reinstated with effect from 1 July 2017 to 30 June 2018 and that the performance bonuses be considered annually based on financial affordability.

It was further resolved that performance bonuses ranging from 5% to 9% based on a score of 130% to 149% and a maximum of 10% based on a score of 150% and above, in terms of regulation 32(2) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006 be paid to the Municipal Manager and Managers Directly Accountable to the Municipal Manager and that addendums to the principle performance agreements be entered into between the Executive Mayor and the Municipal Manager and the Municipal Manager and the Managers Directly Accountable to the Municipal Manager.

## COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE

## 4.5 SKILLS DEVELOPMENT AND TRAINING

SKILLS MATRIX																
Management Level	Gender	Employees in post as at 30 June 2017 No.	Number Of Skilled Employees Required And Actual as at 30 June 2017													
			Learnerships			Skills and other Courses			Programmes Short			Other Training		Forms of		Total
			Actual: End of Year 0	Actual: End of Year 1	Target	Actual: End of Year 0	Actual: End of Year 1	Target	Actual: End of Year 0	Actual: End of Year 1	Target	Actual: End of Year 0	Actual: End of Year 1	Target	Actual: End of Year 0	Actual: End of Year 1
IM and S56	Female	1	0	0	0	1	0	1	0	0	0	0	1	0		
	Male	3	0	0	0	3	2	2	0	0	0	0	3	2		
Councillors, senior officials and managers	Female	11	0	0	0	4	4	4	0	0	0	0	4	4		
	Male	36	0	0	0	17	16	13	0	0	0	0	17	16		
Technicians and associate professionals	Female	2	0	0	0	1	0	2	0	0	0	0	1	0		
	Male	4	0	0	0	9	2	5	0	0	0	0	9	2		
Professionals	Female	27	0	0	0	18	22	28	0	0	0	0	18	22		
	Male	47	0	0	0	41	37	45	0	0	0	0	41	37		
Sub-total	Female	41	0	0	0	24	26	35	0	0	0	0	24	26		
	Male	90	0	0	0	70	57	65	0	0	0	0	70	57		
<b>Total</b>		<b>131</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>94</b>	<b>83</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>94</b>	<b>83</b>		

\*Registered with professional associate body e.g. CA (SA) - \*50



FINANCIAL COMPETENCY DEVELOPMENT: PROGRESS REPORT							
Description	A Total Number of Officials Employed by Municipality (Regulation 14(4)(A) and (C))	B Total Number of Officials Employed by Municipal Entities (Regulation 14(4)(A) and (C))	Consolidated: Total of A and B	Consolidated: Competency Assessments Completed for A and B (Regulation 14(4)(B) and (D))	Consolidated: Total Number of Officials Whose Performance Agreements Comply with Regulation 14(4)(F))	Consolidated: Total Number of Officials that Meet Prescribed Competency Levels (Regulation 14(4))	
Accounting Officer	1	0	1	0	1	1	
Chief Financial Officer	1	0	1	0	1	1	
Senior Managers	2	0	2	0	2	2	
Any other Financial Officials	29	0	29	0	0	12	
Heads Of Supply Chain Management Units	1	0	1	0	0	1	
Supply Chain Management Senior Managers	1	0	1	0	0	1	
<b>TOTAL</b>	<b>35</b>	<b>0</b>	<b>35</b>	<b>0</b>	<b>4</b>	<b>18</b>	
T4.5.2							

SKILLS DEVELOPMENT EXPENDITURE

R1,015,597

Management level	Gender	Employees as at the beginning of the Financial Year	Original Budget and Actual Expenditure on Skills Development Year 1		Original Budget	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual
			Original Budget	Actual								
MM and S56	Female	1	0	0	0	R0	0	0	0	0	0	R0
	Male	3	0	0	2	R0	0	0	2	0	0	R0
Legislators, Senior Officials and Managers	Female	11	0	0	4	R30,366	0	0	4	0	0	R30,366
	Male	36	0	0	20	R21,224	0	0	20	0	0	R21,224
Professionals	Female	27	0	0	22	R213,747	0	0	22	0	0	R213,747
	Male	47	0	0	44	R117,083	0	0	44	0	0	R117,083
Technicians and Associate Professionals	Female	2	0	0	2	R11,619	0	0	2	0	0	R11,619
	Male	4	0	0	2	R3,974	0	0	2	0	0	R3,974
Clerks	Female	50	0	0	36	R32,298	0	0	36	0	0	R32,298
	Male	13	0	0	6	R5,419	0	0	6	0	0	R5,419
Service and Sales Workers	Female	9	0	0	6	R2,288	0	0	6	0	0	R2,288
	Male	59	0	0	21	R102,729	0	0	21	0	0	R102,729
Plant and Machine Operators and Assemblers	Female	2	0	0	1	R2,620	0	0	1	0	0	R2,620
	Male	65	9	0	65	R144,936	0	0	65	0	0	R224,964
Elementary Occupations	Female	35	0	0	35	R41,251	0	0	35	0	0	R41,251
	Male	91	1	0	91	R197,123	0	0	92	0	0	R206,015
Sub-total	Female	137	0	0	106	R334,189	0	0	106	0	0	R334,189
	Male	318	10	0	251	R592,488	0	0	261	0	0	R681,408
<b>Total</b>		<b>455</b>	<b>10</b>	<b>357</b>	<b>R926,677</b>	<b>0</b>	<b>0</b>	<b>367</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>R1,015,597</b>

\*% and \*R value of municipal salaries (original budget) allocated for Workplace Skills Plan. (Salary Budget = R173, 706,541 vs Training Budget = R1, 020, 000)

T4.5.3

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

The annual Workplace Skills Plan (WSP) submitted to the LGSETA aims to serve more as a guide than a strategic training plan. The actual implementation of planned training within the Cape Winelands District Municipality is influenced by an array of internal and external factors. With regards to the implementation of planned training within the Cape Winelands District Municipality, there is an 80% - 90% correlation between what is planned and what is implemented. The variance difference between budgeted and actual expenditure for training is a direct result of a combination of ineffective LGSETA administrative processes/procedures and the continuous change in various legislative process/procedures resulting from new regulations.

Due to drastic regulatory changes with regards to the Occupational Health and Safety and Driven Machinery legislations, training in the CWDM focuses on ensuring compliance with the legislative requirements as regulated. Training programmes embarked on over this financial year included: Flagman (Traffic Contr. Small Plant Machinery, Earthmoving Machinery and Lifting Equipment Training. As evident in the above schedule (T4.5.3), 47% of the training budget was spent on staff from the Machine Operators and Elementary occupational levels.

This priority focus area will at least continue for the next three years, until full compliance is achieved.

Coupled with the above technical training programmes, the CWDM are also embarking on ensuring that the abovementioned officials are supported by various soft skills programmes, in order to maximize learning and the effective implementation skills learnt. Thus, line managers within the Department: Technical Services participated in Mentoring and Coaching training, with some progressing to Facilitation, Assessor and Moderator training, as part of succession planning. The latter training programmes were specifically identified to ensure the transfer of technical skills, as experienced and qualified technicians and engineers within the CWDM is nearing retirement age.

In conclusion, strengthened relations between municipalities on a district and provincial level not only positively impacts the identification and coordination of priority training needs, it also ensures capacity building of struggling municipalities through shared services. The Cape Winelands District Municipality plays a vital role in these initiatives and in future will strive to further strengthen and improve our supporting and coordination functions to the local municipalities.

NUMBER OF EMPLOYEES WHOSE SALARIES WERE INCREASED DUE TO THEIR POSITIONS BEING UPGRADED DURING THE 2016/2017 FINANCIAL YEAR		
Beneficiaries	Gender	Total
Top Management (MM & Section 56)	Female	0
	Male	0
Senior Management (T18 – T19)	Female	0
	Male	0
Professionally qualified and experienced specialists and mid-management (T14 – T17)	Female	1
	Male	4
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents (T9 – T13)	Female	1
	Male	0
Semi-skilled and discretionary decision-making (T4 – T8)	Female	5
	Male	10
Unskilled and defined decision-making (T1 – T3)	Female	0
	Male	0
<b>Total</b>		<b>21</b>
		T4.6.2

EMPLOYEES WHOSE SALARY LEVELS EXCEED THE GRADE DETERMINED BY JOB EVALUATION				
Occupation	Number of Employees	Job Evaluation Level	Remuneration Level	Reason for Deviation
Public Relations Officer	1	T9	Remuneration levels of individual employees in terms of different TASK salary scales and notches.	<p>Clause 11 of the TASK Job Evaluation Process Plan stipulated that:</p> <p><i>Employees will be placed on the salary notch for the applicable TASK grade which is the closest higher salary notch to their existing salary notch.</i></p> <p><i>Employees whose existing basic salary is higher than the maximum of the applicable TASK grade will retain their existing basic salary scale on a personal-to-incumbent basis.</i></p>
Senior Accountant: Expenditure	1	T12		
Credit Controller	1	T9		
Principal Clerk: Expenditure	3	T7		
Administrator: Payroll	1	T10		
Principal Clerk: Payroll	1	T7		
Senior Buyer	1	T12		
Senior Supply Chain Management Officer	1	T10		
Procurement Clerk	1	T5		
Chief Clerk: Supplier/Database Administration	1	T8		
Senior Clerk: Assets/Expenditure	1	T6		
Administrative Secretary: Councillor Support	1	T8		
Human Resource Administration Officer	1	T10		
Training & Performance Management Officer	1	T10		
Chief: Committees & Administrative Support	1	T12		
Committee Officer	1	T10		
Chief Clerk: Records	1	T8		
Principal Clerk: Records	1	T7		
Clerk: Records	1	T5		

EMPLOYEES WHOSE SALARY LEVELS EXCEED THE GRADE DETERMINED BY JOB EVALUATION				
Occupation	Number of Employees	Job Evaluation Level	Remuneration Level	Reason for Deviation
Receptionist / Switchboard Operator	2	T6	Remuneration levels of individual employees in terms of different TASK salary scales and notches.	<p>Clause 11 of the TASK Job Evaluation Process Plan stipulated that:</p> <p><i>Employees will be placed on the salary notch for the applicable TASK grade which is the closest higher salary notch to the existing salary notch.</i></p> <p><i>Employees whose existing basic salary is higher than the maximum of the applicable AS grade will retain their existing basic salary scale on a personal-to-incumbent basis.</i></p>
Driver Messenger	2	T4		
General Assistant: Logistical Support	3	T3		
Youth Development Officer	1	T10		
Executive Secretary	2	T8		
Senior Tourism Officer	1	T11		
Tourism Officer	1	T10		
LED Project Assistant	1	T6		
Community Development Officer	2	T11		
Senior Fire Fighter	1	T10		
Disaster Management Officer: Preparedness	1	T11		
Administrator: Housing	1	T10		
Principal Clerk: Help Desk (ICT)	1	T7		
Administrator: Working for Water	1	T8		
Cleaner: Administration Support (Working for Water)	1	T2		
Administrator: IMMS Office	1	T10		
Senior Clerk: IMMS	1	T6		
Senior General Worker: Roads	5	T4		
Assistant Superintendent: Roads	3	T10		
General Worker: Roads	1	T3		
				T4.6.3

EMPLOYEES APPOINTED TO POSTS NOT APPROVED				
Department	Level	Date of Appointment	No. Appointed	Reason for Appointment when Established Post Exists
NONE				
T4.6.4				

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

T4.6.2: All filled posts on the approved staff establishment of the Cape Winelands District Municipality have been evaluated in terms of the TASK Job Evaluation System.

T4.6.3: The Cape Winelands District Municipality did not make any appointments to posts that do not exist on the staff establishment in the 2016/2017 financial year.



**CHAPTER 5 – FINANCIAL PERFORMANCE****INTRODUCTION**

Chapter 5 contains information regarding financial performance and highlights specific accomplishments. The chapter comprises of three components:

- Component A: Statement of Financial Performance;
- Component B: Spending Against Capital Budget; and
- Component C: Other Financial Matters.

## COMPONENT A: STATEMENTS OF FINANCIAL PERFORMANCE

## 5.1 INTRODUCTION TO FINANCIAL STATEMENTS

The Cape Winelands District Municipality maintained a sound financial position during the 2016/2017 financial year, despite the fact that its own revenue sources remain limited. Currently, being a district municipality unauthorised for water and sanitation, the RSC Levies Replacement Grant (DORA) increases by 3% a year. Consequently, the Cape Winelands District Municipality's financial resources shrink constantly, but it still manages to render basic, dignified, fundamental services to the communities they have been entrusted to by the Constitution of the Republic of South Africa.

FINANCIAL SUMMARY						
Description	2015/2016	2016/2017		2016/2017 Variance		
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjustments Budget
<b>Financial Performance</b>						
Property rates	-	-	-	-	-	-
Service charges	2302	170	170	629	-73%	-73%
Investment revenue	43 014	40 188	48 000	51 018	-21%	-6%
Transfers recognised – operational	222 733	232 244	237 113	230 705	1%	3%
Other own revenue	118 396	116 878	114 413	106 048	10%	8%
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>386 445</b>	<b>389 480</b>	<b>399 696</b>	<b>388 400</b>	<b>0%</b>	<b>3%</b>
Employee costs	155 554	188 210	183 880	173 772	8%	6%
Remuneration of Councillors	10 779	11 587	11 302	10 216	13%	11%
Depreciation and asset impairment	6 743	9 313	10 618	9 703	-4%	9%
Finance charges	2	34	14	1	3300%	1300%
Materials and bulk purchases	-	-	-	-	0%	0%
Transfers and grants	-	-	-	-	0%	0%
Other expenditure	161 732	179 917	191 662	168 678	7%	14%
<b>Total Expenditure</b>	<b>334 810</b>	<b>389 061</b>	<b>397 476</b>	<b>362 370</b>	<b>7%</b>	<b>10%</b>
<b>Surplus/(Deficit)</b>	<b>51 635</b>	<b>419</b>	<b>2 220</b>	<b>26 030</b>	<b>-98%</b>	<b>-91%</b>
Transfers recognised – capital	-	0	-	-	0%	0%
(Loss)/Gain on disposal of assets and liabilities	-4 792	-419	-2 220	-2 181	-81%	2%
<b>Surplus/(Deficit) after capital transfers and contributions</b>	<b>46 843</b>	<b>0</b>	<b>0</b>	<b>23 849</b>	<b>-100%</b>	<b>-100%</b>
Share of surplus/(deficit) of associate	-	-	-	-	0%	0%
<b>Surplus/(Deficit) for the year</b>	<b>46 843</b>	<b>0</b>	<b>0</b>	<b>23 849</b>	<b>-100%</b>	<b>-100%</b>
<b>Capital expenditure and fund sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>0%</b>

CAPE WINELANDS DISTRICT MUNICIPALITY

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5.2 GRANTS

GRANTS RECEIVED FROM SOURCES OTHER THAN DIVISION OF REVENUE ACT (DORA)						
Details of Donor	2014/2015	2015/2016	2016/2017 Municipal Contribution	Date Grant Terminates	Date Contribution Terminates	Municipal Benefit from the Grant Received
<b>Parastatals</b>						
A - "Project 1"	-	-	-	-	-	-
A - "Project 2"	-	-	-	-	-	-
B - "Project 1"	-	-	-	-	-	-
B - "Project 2"	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Foreign Governments/Development Aid Agencies</b>						
A - "Project 1"	-	-	-	-	-	-
A - "Project 2"	-	-	-	-	-	-
B - "Project 1"	-	-	-	-	-	-
B - "Project 2"	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Private Sector / Organisations</b>						
Nedbank	-	-	-	-	-	-
A - "Project 2"	-	-	-	-	-	-
B - "Project 1"	-	-	-	-	-	-
B - "Project 2"	-	-	-	-	-	-
	-	-	-	-	-	-
						T5.2.3

GRANTS RECEIVED FROM SOURCES OTHER THAN DIVISION OF REVENUE ACT (DORA)						
Details of Donor	2015/2016	2016/2017	2016/2017 Municipal Contribution	Date Grant Terminates	Date Municipal Contribution Terminates	Nature and Benefit from the Grant Received
<b>Parastatals</b>						
A - "Project 1"	-	-	-	-	-	-
A - "Project 2"	-	-	-	-	-	-
B - "Project 1"	-	-	-	-	-	-
B - "Project 2"	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Foreign Governments/Development Aid Agencies</b>						
A - "Project 1"	-	-	-	-	-	-
A - "Project 2"	-	-	-	-	-	-
B - "Project 1"	-	-	-	-	-	-
B - "Project 2"	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Private Sector / Organisations</b>						
Nedbank	-	-	-	-	-	-
A - "Project 2"	-	-	-	-	-	-
B - "Project 1"	-	-	-	-	-	-
B - "Project 2"	-	-	-	-	-	-
	-	-	-	-	-	-
						T5.2.3

5.3 ASSET MANAGEMENT

INTRODUCTION TO ASSET MANAGEMENT

The municipality does not provide basic services; hence it does not have major infrastructure assets. Assets mainly consist of land, buildings, vehicles and other property, plant and equipment.

The GRAP-compliant Asset Management Policy of the Cape Winelands District Municipality sets out the procedures to be followed by the Accounting Officer, Executive Directors and their staff, to whom functions are delegated, for the management of the Cape Winelands District Municipality's assets and for reporting to Council on such functions wherever applicable.

TREATMENT OF THE THREE LARGEST ASSETS ACQUIRED 2016/2017	
<b>Asset 1</b>	
Name	Fire fighting Vehicle _ Iveco
Description	
Asset type	Vehicle
Key staff involved	Personnel of the Fire Services Department
Staff responsibilities	
Asset value	<b>2016/2017</b>
	R 2 193 685
Capital implications	Financed by the Capital Replacement Reserve
Future purpose of asset	Incident command vehicle
Describe key issues	
Policies in place to manage asset	Asset Management Policy
<b>Asset 2</b>	
Name	Routers and Switches
Description	
Asset type	Computer Equipment
Key staff involved	Personnel of the IT Department
Staff responsibilities	
Asset value	<b>2016/2017</b>
	R1 849 561
Capital implications	Financed by the Capital Replacement Reserve
Future purpose of asset	Maintain the ICT infrastructure of the municipality
Describe key issues	
Policies in place to manage asset	Asset Management Policy
<b>Asset 3</b>	
Name	Light 4X4 Vehicle
Description	
Asset type	Vehicle
Key staff involved	Personnel of the Fire Services Department
Staff responsibilities	
Asset value	<b>2016/2017</b>
	R 1 131 447
Capital implications	Financed by the Capital Replacement Reserve
Future purpose of asset	Incident command vehicle
Describe key issues	
Policies in place to manage asset	Asset Management Policy
T5.3.2	



Repairs and Maintenance Expenditure 2016/2017				
R' 000				
	Original Budget	Adjustment Budget	Actual	Budget variance
Repairs and Maintenance Expenditure	45 744	54 516	54 388	19%
				T5.3.4

#### 5.4 FINANCIAL RATIOS BASED ON KEY PERFORMANCE INDICATORS

##### COMMENT ON FINANCIAL RATIOS:

##### Liquidity Ratio (Norm 1 to 1.5)

Applying the ratio of current assets over current liabilities, the actual ratio equates 16.09 (2016: 13.41) with minimum acceptable norm at 1. This means that the current assets of the municipality are more than the current liabilities. The 2017 current ratio of 16.09 increased with 2.68 from the previous year. The municipality is in a very good position to meet its financial obligations on a timely basis.

#### COMPONENT B: SPENDING AGAINST CAPITAL BUDGET

##### 5.5 CAPITAL EXPENDITURE

Description	Original Budget	Adjustment Budget	Unaudited Full-year Total	Original Budget variance	Adjusted Budget Variance
Capital expenditure	18 494	11 784	11 351	63%	4%
Operating expenditure	389 480	399 696	363 522	7%	10%
<b>Total expenditure</b>	<b>409 974</b>	<b>411 480</b>	<b>374 873</b>	<b>9%</b>	<b>10%</b>
Water and sanitation	-	-	-	-	-
Electricity	-	-	-	-	-
Housing	-	-	-	-	-
Roads, pavements, bridges and storm water	-	-	-	-	-
Other	18 494	11 784	11 351	63%	4%
<b>Total</b>	<b>18 494</b>	<b>11 784</b>	<b>11 351</b>	<b>63%</b>	<b>4%</b>
External loans	-	-	-	-	-
Internal contributions	16 849	10 776	10 642	-	-
Grants and subsidies	1645	1008	709	132%	42%
Other	-	-	-	-	-
<b>Total</b>	<b>18 494</b>	<b>11 784</b>	<b>11 351</b>	<b>63%</b>	<b>4%</b>

## 5.6 SOURCES OF FINANCE

CAPITAL EXPENDITURE -- FUNDING SOURCES 2015/2016 -- 2016/2017							
R' 000							
Details	2015/2016		2016/2017		Actual	Adjustment to OB Variance	Actual to OB Variance
	Actual	Original Budget (OB)	Adjustment Budget	Actual			
<b>Source of finance</b>							
	External loans	-	-	-	-	-	-
	Public contributions and donations	-	-	-	-	-	-
	Grants and subsidies	419	1645	1 008	709	63%	132%
	Other	4 339	16 849	10 776	10 642	56%	58%
<b>Total</b>		<b>4 758</b>	<b>18 494</b>	<b>11 784</b>	<b>11 351</b>	<b>57%</b>	<b>63%</b>
<b>Percentage of finance</b>							
	External loans	-	-	-	-	-	-
	Public contributions and donations	-	-	-	-	-	-
	Grants and subsidies	-	-	-	-	-	-
	Other	-	-	-	-	-	-
<b>Capital expenditure</b>							
	Water and sanitation	-	-	-	-	-	-
	Electricity	-	-	-	-	-	-
	Housing	-	-	-	-	-	-
	Roads and storm water	-	-	-	-	-	-
	Other	4 758	18 494	11 784	11 351	57%	63%
<b>Total</b>		<b>4 758</b>	<b>18 494</b>	<b>11 784</b>	<b>11 351</b>	<b>57%</b>	<b>63%</b>

## CAPE WINELANDS DISTRICT MUNICIPALITY

## 2016/2017 ANNUAL REPORT

## 5.7 CAPITAL SPENDING ON FIVE LARGEST PROJECTS

CAPITAL EXPENDITURE OF FIVE LARGEST PROJECTS					
R' 000					
Name of Project	2016/2017			Variance Current Year 2016/2017	
	Original Budget	Adjustment Budget	Actual Expenditure	Original Variance	Adjustment variance
Fire fighting Vehicle _ Iveco	0	2 194	2 194	-100%	0%
Routers and Switches	3 600	1 850	1 849	95%	0%
Light 4X4 Vehicle	1 600	1 131	1 131	41%	0%
Laptops	700	924	924	-24%	0%
PC's	1 064	582	572	86%	2%
<b>Projects with the highest capital expenditure in 2016/2017</b>					
<b>Name of Project – A</b>	Fire fighting Vehicle _ Iveco				
Objective of Project	To render an effective and efficient fire services in the CWDM area.				
Delays	Due to shipping delays the vehicle was rolled over from the 2015/2016 year.				
Future challenges					
Anticipated citizen benefits					
<b>Name of Project – B</b>	Routers and Switches				
Objective of project	To maintain the ICT infrastructure of the municipality				
Delays					
Future challenges					
Anticipated citizen benefits					
<b>Name of Project – C</b>	Light 4X4 Vehicle				
Objective of project	To render an effective and efficient fire services in the CWDM area.				
Delays					
Future challenges					
Anticipated citizen benefits					
<b>Name of Project – D</b>	Laptops				
Objective of project	To maintain the ICT infrastructure of the municipality				
Delays					
Future challenges					
Anticipated citizen benefits					
<b>Name of Project – E</b>	PC's				
Objective of project	To maintain the ICT infrastructure of the municipality				
Delays					
Future challenges					
Anticipated citizen benefits					
					T5.7.1

**COMPONENT C: CASH FLOW MANAGEMENT AND INVESTMENTS****5.8 INTRODUCTION TO CASH FLOW MANAGEMENT AND INVESTMENTS**

The Cape Winelands District Municipality has no significant interest-bearing assets; hence income and operating cash flows are substantially independent of changes in market interest rates. The Cape Winelands District Municipality deposits cash surpluses with financial institutions of high quality and standing. The Cash Management and Investment Policy of the municipality is aimed at gaining the optimal return on investments, without incurring undue risks, during those periods when cash revenues are not needed for capital or operational purposes

## 5.9 CASH FLOW

CASH FLOW OUTCOMES				
R'000				
Description	2015/2016	2016/2017		
	Audited Outcome	Original Budget	Adjusted Budget	Actual
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Ratepayers and other	114 252	117 048	114 583	106 025
Government – Operating	223 779	232 244	237 113	230 705
Government – Capital	-	-	-	-
Interest	40 541	40 188	48 000	50 248
Dividends	-	-	-	-
<b>Payments</b>				
Suppliers and Employees	-307 933	-380 007	-385 539	-353 490
Finance Charges	-	-34	-	0
Transfers and Grants	-	-	-	-
<b>NET CASH FROM/(USED) OPERATING ACTIVITIES</b>	<b>70 639</b>	<b>9 439</b>	<b>14 157</b>	<b>33 488</b>
<b>CASH FLOWS FROM INVESTMENT ACTIVITIES</b>				
<b>Receipts</b>				
Proceeds on Disposal of PPE	14	-	-	20
Decrease (Increase) in Non-current Debtors	-	-	-	-
Decrease (Increase) Other Non-current Receivables	-	-	-	-
Decrease (Increase) in Non-current Investments	-	-	-	-
<b>Payments</b>				
Capital assets	-4 758	-18 494	-11 784	-11 351
<b>NET CASH FROM/(USED) INVESTMENT ACTIVITIES</b>	<b>-4 744</b>	<b>-18 494</b>	<b>-11 784</b>	<b>-11 331</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
<b>Receipts</b>				
Short-term Loans	-	-	-	-
Borrowing Long Term/Refinancing	-	-	-	-
Increase (Decrease) in Consumer Deposits	-	-	-	-
<b>Payments</b>				
Repayment of borrowing	-29	-	-	-10
<b>NET CASH FROM/(USED) FINANCING ACTIVITIES</b>	<b>-29</b>	<b>-</b>	<b>-</b>	<b>-10</b>
<b>NET INCREASE/ (DECREASE) IN CASH HELD</b>	<b>65 866</b>	<b>-9 055</b>	<b>2 373</b>	<b>22 147</b>
Cash/Cash Equivalents at the beginning of the Year	504 118	494 039	569 984	569 984
Cash/Cash Equivalents at the Year-end	569 984	484 984	572 357	592 131

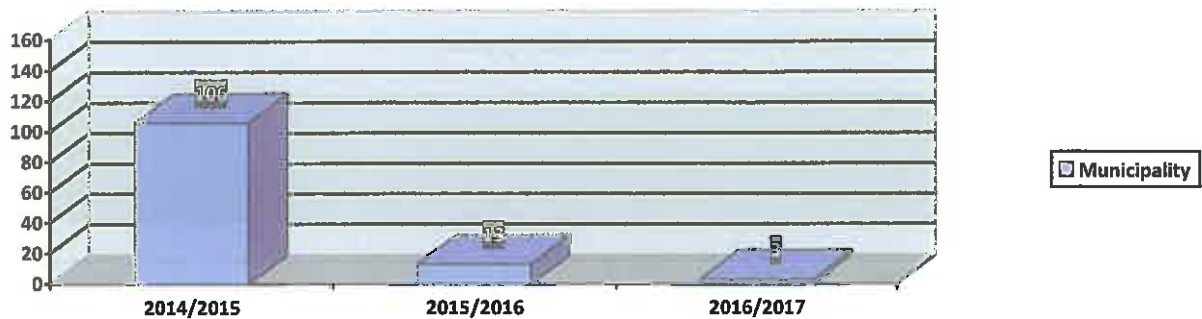
Source: MBRR SA7 T5.9.1



5.10 BORROWING AND INVESTMENTS

The Cape Winelands District Municipality has no outstanding loans.

Actual Borrowings 2014/2016 – 2016/2017			
R' 000			
Instrument	2014/2015	2015/2016	2016/2017
<b>Municipality</b>			
Long-term Loans (Annuity/Reducing Balance)	-	-	-
Long-term Loans (Non-annuity)	-	-	-
Local Registered Stock	-	-	-
Instalment Credit	-	-	-
Financial Leases	106	13	3
<b>PP Liabilities</b>	-	-	-
Finance Granted by Capital Equipment Supplier	-	-	-
Marketable Bonds	-	-	-
Non-marketable Bonds	-	-	-
Bankers' Acceptances	-	-	-
Financial Derivatives	-	-	-
Other Securities	-	-	-
<b>Municipality Total</b>	<b>106</b>	<b>13</b>	<b>3</b>
<b>Municipal Entities</b>			
Long-term Loans (Annuity/Reducing Balance)	-	-	-
Long-term Loans (Non-annuity)	-	-	-
Local Registered Stock	-	-	-
Instalment Credit	-	-	-
Financial Leases	-	-	-
<b>PP Liabilities</b>	-	-	-
Finance Granted by Capital Equipment Supplier	-	-	-
Marketable Bonds	-	-	-
Non-marketable Bonds	-	-	-
Bankers' Acceptances	-	-	-
Financial Derivatives	-	-	-
Other Securities	-	-	-
<b>Entities Total</b>	-	-	-
			T5.10.2



MUNICIPAL AND ENTITY INVESTMENTS			
R' 000			
Investment type	2014/2015	2015/2016	2016/2017
	Actual	Actual	Actual
<b>Municipality</b>			
Securities – National Government	-	-	-
Listed Corporate Bonds	-	-	-
Deposits – Bank	486 000	556 000	584 000
Deposits – Public Investment Commissioners	-	-	-
Deposits – Corporation for Public Deposits	-	-	-
Bankers Acceptance Certificates	-	-	-
Negotiable Certificates of Deposit – Banks	-	-	-
Guaranteed Endowment Policies (Sinking)	-	-	-
Repurchase Agreements – Banks	-	-	-
Municipal Bonds	-	-	-
Other	-	-	-
<b>Municipality sub-total</b>	<b>486 000</b>	<b>556 000</b>	<b>584 000</b>
Securities – National Government	-	-	-
Listed Corporate Bonds	-	-	-
Deposits – Bank	-	-	-

<b>MUNICIPAL AND ENTITY INVESTMENTS</b>			
<b>R' 000</b>			
Investment type	2014/2015	2015/2016	2016/2017
	Actual	Actual	Actual
Deposits – public investment commissioners	-	-	-
Deposits – corporation for public deposits	-	-	-
Bankers' acceptance certificates	-	-	-
Negotiable certificates of deposit – banks	-	-	-
Guaranteed endowment policies (sinking)	-	-	-
Repurchase agreements – banks	-	-	-
Other	-	-	-
<b>Municipal entities</b>			
Entities Sub-total	-	-	-
<b>Consolidated Total:</b>	<b>486 000</b>	<b>556 000</b>	<b>584 000</b>

## COMPONENT D: OTHER FINANCIAL MATTERS

### 5.11 SUPPLY CHAIN MANAGEMENT


#### Supply Chain Management

Prescribed supply chain management processes and procedures as per the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), Section 110-119 and the Supply Chain Management Regulations, 2005 are in place and maintained. Procurement plans were recently introduced in collaboration with the service departments to improve demand management.

This will ultimately contribute to more effective service delivery. Documentation and control on contract management, specifically on long-term contracts, remains a challenge and will be addressed in the course of this financial year. The Cape Winelands District Municipality endeavours to maintain an effective supplier database to acquire the necessary goods and services; however, it is reliant on the cooperation of the suppliers. Many companies, especially agents, are reluctant to provide the necessary documentation to be accredited and alternatives are not so readily available. All supply chain managers meet the prescribed unit standard competency area as per the Regulations on Minimum Competency Levels.

## 5.12 GRAP COMPLIANCE

The financial statements of the Cape Winelands District Municipality have been prepared in accordance with GRAP in terms of Section 122(3) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), including any interpretations, guidelines and directives issued by the Accounting Standards Board. Accounting policies for material transactions, events or conditions not covered by GRAP standards were developed in accordance with the hierarchy set out in paragraph 12 of GRAP 3.



CHAPTER 6 – AUDITOR GENERAL'S FINDINGS

Refer to attached report





**Report of the auditor-general to the Western Cape Provincial Parliament and the council on the Cape Winelands District Municipality**

**Report on the audit of the financial statements**

**Opinion**

- 1 I have audited the financial statements of the Cape Winelands District Municipality set out on pages 6 to 88, which comprise the statement of financial position as at 30 June 2017, the statement of financial performance, statement of changes in net assets, cash flow statement and statement of comparison of budget and actual amounts for the year then ended, as well as the notes to the financial statements, including a summary of significant accounting policies.
2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Cape Winelands District Municipality as at 30 June 2017, and its financial performance and cash flows for the year then ended in accordance with the South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) and the requirements of the Municipal Finance Management Act of South Africa, 2003 (Act No. 56 of 2003) (MFMA) and the Division of Revenue Act of South Africa, 2016 (Act No. 3 of 2016) (DoRA).

**Basis for opinion**

3. I conducted my audit in accordance with the International Standards on Auditing (ISAs). My responsibilities under those standards are further described in the auditor-general's responsibilities for the audit of the financial statements section of my report.
4. I am independent of the municipality in accordance with the International Ethics Standards Board for Accountants' *Code of ethics for professional accountants* (IESBA code) together with the ethical requirements that are relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA code.
5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

**Emphasis of matters**

6. I draw attention to the matters below. My opinion is not modified in respect of these matters.

**Restatement of corresponding figures**

- 7 As disclosed in note 32 to the financial statements, the corresponding figures for 30 June 2016 have been restated as a result of errors discovered during the 2016-17 financial year in the financial statements of the municipality at, and for the year ended, 30 June 2017.

## Change in accounting policy

179

8. As disclosed in note 42 to the financial statements, the municipality changed its accounting policy for land and buildings from the revaluation model to the cost model during the year. The municipality applied Directive 11 that allows them to change the measurement base. The aggregate effect of the change on the financial statements for the year ended 30 June 2017 is disclosed in note 42.

## Change in accounting estimate

9. As disclosed in note 46 to the financial statements, the municipality changed the residual value for buildings from 50% to 0% during the year. The aggregate effect of the change on the financial statements for the year ended 30 June 2017 is disclosed in note 46.

## Other matters

10. I draw attention to the matters below. My opinion is not modified in respect of these matters.

## Unaudited supplementary schedules

11. The supplementary information set out on pages 89 to 96 does not form part of the financial statements and is presented as additional information. I have not audited these schedules and, accordingly, I do not express an opinion thereon.

## Unaudited disclosure note

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

## Responsibilities of the accounting officer

13. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the SA Standards of GRAP and the requirements of the MFMA and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
14. In preparing the financial statements, the accounting officer is responsible for assessing the municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the accounting officer either intends to liquidate the municipality or cease operations, or has no realistic alternative but to do so.

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

15. My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance

with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

16. A further description of my responsibilities for the audit of the financial statements is included in the annexure to the auditor's report.

### Report on the audit of the annual performance report

#### Introduction and scope

17. In accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA) and the general notice issued in terms thereof, I have a responsibility to report material findings on the reported performance information against predetermined objectives for selected objectives presented in the annual performance report. I performed procedures to identify findings but not to gather evidence to express assurance.
18. My procedures address the reported performance information, which must be based on the approved performance planning documents of the municipality. I have not evaluated the completeness and appropriateness of the performance indicators/measures included in the planning documents. My procedures also did not extend to any disclosures or assertions relating to planned performance strategies and information in respect of future periods that may be included as part of the reported performance information. Accordingly, my findings do not extend to these matters.
19. I evaluated the usefulness and reliability of the reported performance information in accordance with the criteria developed from the performance management and reporting framework, as defined in the general notice, for the following selected objectives presented in the annual performance report of the municipality for the year ended 30 June 2017:

Objectives	Pages in the annual performance report
Strategic objective 1 – to create an environment and forge partnerships that ensures the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic, environmental and social infrastructure investment	41 - 43
Strategic objective 2 – promoting sustainable infrastructure services and a transport system which fosters social and economic opportunities	44 - 45

20. I performed procedures to determine whether the reported performance information was consistent with the approved performance planning documents. I performed further procedures to determine whether the indicators and related targets were measurable

and relevant, and assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.

21. I did not raise any material findings on the usefulness and reliability of the reported performance information for the following objectives:

- Strategic objective 1 – to create an environment and forge partnerships that ensures the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic, environmental and social infrastructure investment
- Strategic objective 2 – promoting sustainable infrastructure services and a transport system which fosters social and economic opportunities

#### Other matters

22. I draw attention to the matters below.

#### Achievement of planned targets

23. Refer to the annual performance report on pages 41 to 45 for information on the achievement of planned targets for the year and explanations provided for the under- or overachievement of a number of targets.

#### Adjustment of material misstatements

24. I identified material misstatements in the annual performance report submitted for auditing. These material misstatements were on the reported performance information of strategic objective 2 – promoting sustainable infrastructure services and a transport system which fosters social and economic opportunities. As management subsequently corrected the misstatements, I did not raise any material findings on the usefulness and reliability of the reported performance information.

### Report on the audit of compliance with legislation

#### Introduction and scope

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

26. I did not raise material findings on compliance with the specific matters in key legislation as set out in the general notice issued in terms of the PAA.



### Other information

27. The accounting officer is responsible for the other information. The other information comprises the information included in the annual report. The other information does not include the financial statements, the auditor's report thereon and those selected objectives presented in the annual performance report that have been specifically reported on in the auditor's report.
28. My opinion on the financial statements and findings on the reported performance information and compliance with legislation do not cover the other information and I do not express an audit opinion or any form of assurance conclusion thereon.
29. In connection with my audit, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements and the selected objectives presented in the annual performance report, or my knowledge obtained in the audit, or otherwise appears to be materially misstated.
30. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.
31. I have nothing to report in this regard.

### Internal control deficiencies

32. I considered internal control relevant to my audit of the financial statements, reported performance information and compliance with applicable legislation; however, my objective was not to express any form of assurance thereon. I did not identify any significant deficiencies in internal control.

Auditor-General  
Cape Town

30 November 2017



AUDITOR-GENERAL  
SOUTH AFRICA

Accounting Officer: [illegible]

## Annexure – Auditor-general's responsibility for the audit

1. As part of an audit in accordance with the ISAs, I exercise professional judgement and maintain professional scepticism throughout my audit of the financial statements, and the procedures performed on reported performance information for selected objectives and on the municipality's compliance with respect to the selected subject matters.

### Financial statements

2. In addition to my responsibility for the audit of the financial statements as described in the auditor's report, I also:
  - identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
  - obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control.
  - evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the accounting officer.
  - conclude on the appropriateness of the accounting officer's use of the going concern basis of accounting in the preparation of the financial statements. I also conclude, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the municipality's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements about the material uncertainty or, if such disclosures are inadequate, to modify the opinion on the financial statements. My conclusions are based on the information available to me at the date of the auditor's report. However, future events or conditions may cause a municipality to cease to continue as a going concern.
  - evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

### Communication with those charged with governance

3. I communicate with the accounting officer regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.
4. I also confirm to the accounting officer that I have complied with relevant ethical requirements regarding independence, and communicate all relationships and other matters that may reasonably be thought to have a bearing on my independence and, where applicable, related safeguards.