



**Western Cape
Government**

Local Government



Annual Report 2019/20
Department of Local Government

Western Cape Government
Department of
Local Government

Annual Report
2019/20

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PART A



GENERAL INFORMATION

1. Department's General Information

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2. Abbreviations

AGSA:	Auditor General of South Africa
AO:	Accounting Officer
APP:	Annual Performance Plan
BAS:	Basic Accounting System
CDW:	Community Development Worker
CSC:	Corporate Service Centre
CWP:	Community Work Programme
D: ERM:	Directorate: Enterprise Risk Management
DCF:	District Co-ordinating Forum
DCFTECH:	District Co-ordinating Forum Technical Committee
DCOG:	Department of Co-operative Governance
DEADP:	Department of Environmental Affairs and Development Planning
DM:	District Municipality
DORA:	Division of Revenue Act
DPSA:	Department of Public Service and Administration
DRA	Drought Risk Atlas
EAP:	Employee Assistance Programme
EE:	Employment Equity
EH:	Employee Health
EHP:	Emergency Housing Programme
EHWP:	Employee Health and Wellness Programme
EPWP:	Expanded Public Works Programme
ERM:	Enterprise Risk Management
ERMCO:	Enterprise Risk Management Committee
FFA:	Fire Fighting Aviation
FLSE:	Fire and Life Safety Education
GPSSBC:	The General Public Service Sector Bargaining Council
HAT:	High Altitude Training
HCT:	HIV & AIDS Counseling and Testing
HDI:	Historically Disadvantaged Individuals
HIV/AIDS:	Human Immunodeficiency Virus /Acquired Immune Deficiency Syndrome
HR:	Human Resources
HRDC:	Human Resource Development Committee
ICASA:	The Independent Communications Authority of South Africa
ICDP:	Integrated Community Development Planning
ICT:	Information and Communications Technology
IWP	Western Cape Integrated Work Plan
ID:	Identity Document
IDP:	Integrated Development Plan
IFM:	Integrated Fire Management
IGR:	Intergovernmental Relations
IPSS:	Integrated Performance Support System
ISDF:	Integrated Strategic Development Framework
JPI:	Joint Planning Initiative
LGTAS:	Local Government Turnaround Strategy

GENERAL INFORMATION

LRA:	Labour Relations Act, 1995 (Act 66 of 1995)
M&E:	Monitoring & Evaluation
MEC:	Member of Executive Council
MGAP:	Municipal Governance Action Plan
MIG:	Municipal Infrastructure Grant
MINMAY:	Forum of Provincial Minister of Local Government and Executive Mayors
MINMAYTECH:	Forum of Head of Department: Local Government and Municipal Managers
MPAT:	Management Performance Assessment Tool
MPRA:	Municipal Property Rates Act, 2004 (Act 6 of 2004)
MSA:	Municipal System Act, 2000 (Act 32 of 2000)
MTEF:	Medium Term Expenditure Framework
NDMC:	National Disaster Management Centre
NEMA:	National Environmental Management Act, 1998 (Act 107 of 1998)
NTPSRMF:	National Treasury Public Sector Risk Management Framework
OD:	Organisational Design
OPMS:	Organisational Performance Management System
OSD:	Occupation-Specific Dispensation
PAIA:	Promotion of Access to Information Act, 2000 (Act 2 of 2000)
PAJA:	Promotion of Administrative Justice Act, 2000 (Act 3 of 2000)
PCF:	Premier's Co-ordinating Forum
PDMC:	Provincial Disaster Management Centre
PFMA:	Public Financial Management Act, 2003 (Act 56 of 2003)
PILIR:	Policy on Incapacity Leave and Ill-Health Retirement
PMS:	Performance Management System
PSCBC:	Public Service Co-ordinating Bargaining Council
RDP:	Reconstruction & Development Programme
SALGA:	South Africa Local Government Association
SAPS:	South African Police Service
SASSA:	South African Social Security Agency
SCM:	Supply Chain Management
SDBIPs:	Service Delivery & Budget Implementation Plans
SDIP:	Service Delivery Improvement Plan
SHE:	Safety, Health and Environment
SIU:	Special Investigations Unit
SLA:	Service Level Agreement
SMMEs:	Small Medium and Micro Enterprises
SMS:	Senior Management Service
SoE:	State-owned Enterprises
Stats SA:	Statistics South Africa
TIME	Technical Integrated Municipal Engagement
UIF:	Unemployment Insurance Fund
UNAIDS:	The United Nations Programme on HIV & AIDS
WCG:	Western Cape Government
WP:	Wellness Programme
WSP:	Workplace Skills Plan
WCMEs:	Western Cape Monitoring and Evaluation System



3. Minister's Foreword

As I table the Annual Report for the 2019/20 financial year, I am reminded of a series of recent and current events, which have called upon the concerted efforts of all residents of this Province. It was in 2017 where we faced devastating fires caused by heavy storms and subsequently in 2018 a devastating drought cast a dark cloud over our Province where during the year under review, eight other provinces were severely affected by the drought resulting in a state of disaster being declared in at least two provinces. As we closed the 2019/20 financial year, we were once more hit by an even more devastating disaster; with the Covid-19 pandemic bringing the world to a complete standstill. If we doubted it, these events are testimony to the fact that the world as we know it, is changing and we must constantly adapt and most importantly be prepared to respond actively. All these events called upon the efforts of all the critical sectors at all spheres of government to work collaboratively to minimise the impact of these devastating disasters on the economy and the population of this Province. My My Department has been at the

centre of finding effective resolves and solutions as it is ideally positioned to facilitate interaction and cooperation between the 3 spheres of government and the relevant stakeholders.

Whilst this report provides a detailed account of the performance of my Department during the 2019/20 financial year, I find it fitting to mention but a few examples of our achievements:

Improved performance of municipalities:

The Province is rated as a lead in a number of areas because of our commitment to working together as strategic partners for the benefit of our people. A large number of our municipalities are amongst the top performers in the country. Despite the continued population growth, the Province continues to be the country's lead in providing citizens with accessible government services and ensuring citizens have sufficient access to basic services. This does not only indicate that municipalities in this Province are functional, but well-run municipalities resulting in improved service delivery, which is critical to improving the standard of living for the residents of this Province. Various platforms have been established to necessitate municipalities to exchange ideas on how they can improve service delivery and be innovative.

Drought Support: Drought Response Action

Plan: The previous year bears testimony to this, where the Province working together with various partners including the private sector managed to prevent water shortages in towns located in the Greater Karoo which remain water security risk areas. Worth noting, is the collaboration between the Department of Local Government and Coca-Cola, which resulted in the delivery of water to replenish water reservoirs in both Kannaland and Laingsburg areas that were severely affected by the ongoing drought during the summer months. This addressed short-term water demand challenges in the area, to ensure that communities do not run out of drinking water.

Towards ensuring a disaster resilient Province:

The Province together with partners such as Cape Nature, SA National Parks, Working on Fire and the municipal fire services have maintained

95% success rate in getting fires under control within the first hour of being reported. Every season we make efforts to improve our aerial firefighting capacity and impressively during the year under review, we have taken greater steps in that direction by introducing the Sikorsky Black Hawk helicopter to our aerial firefighting fleet. This helicopter is capable of delivering three times more water than current helicopters, and at a significantly faster rate.

Improving Citizen Interface: For a number of years, the Department has been implementing various initiatives including the establishment of formal participatory structures such as ward committees to institutionalise public participation in local governance. The Department took this even further and initiated the Civic Education Programme on Public Participation with the aim of educating and empowering citizens with information that will enable them to participate meaningfully in the affairs of local government. For the first time we have rolled-out Civic Education on Public Participation in the following municipalities, specifically targeting communities from the erstwhile District Management Areas:

- Matzikama Municipality: Stofkraal, Molsvlei, Putsekloos and Nuwerus
- George Municipality: Haarlem and Uniondale.

The outreach programme was carried out using civic education to allow members of the public to be empowered with knowledge of their rights and responsibilities, as well as to appreciate their crucial role and influence within the municipal decision-making processes.

Improving capacity in municipalities: Amongst significant partnerships that have contributed greatly towards improving the capacity of municipal councillors, is the Department's collaboration with the Hanns Seidel Foundation in launching a Summer School addressing the theme of ethics and personal values amongst councillors to ensure we equip municipalities with all the necessary tools required to maximize strategic, administrative and operational efficiency. We have also witnessed the success

of the Back to Basics Programme with positive impact on number of municipalities that participated.

In conclusion, what we have achieved in the Province as local government is as a result of our commitment to working together. As we mark a new decade, the years ahead should be a significant year for the residents of this Province, marked with new ways of conducting business as well as unity in implementation towards greater sustainability and partnerships.



Mr AW Bredell

**Minister of Local Government,
Environmental Affairs and Development
Planning**



4. Accounting Officer's Overview

The year under review has been challenging in many respects for the local government sector. The occurrence of disaster incidents such as drought, fires and avian influenza have proven to us that municipalities play a crucial role in the response to any disaster. With the emergence of the Covid-19 pandemic, this role has become more critical than ever before.

In the midst of these challenges compounded with the weaker economic outlook, the Department has a responsibility towards providing municipalities with support that enables them to perform their functions and ensure service delivery continues. This report is an account of the Department's performance for the 2019/20 financial year, which indicates 94% of the targets set in its 2019/20 Annual Performance Plan were fully achieved, whilst six percent was partially achieved. These achievements are a direct result of the dedication of employees of this Department, together with the stakeholders who worked tirelessly, and at times work odd hours of the day to ensure that service delivery continues, I express my gratitude to them.

A number of capacity building initiatives implemented in local government have resulted in strengthening of governance, maturity and

performance in municipalities over time, and areas for further improvement have been identified. The thrust for building greater sustainability and partnerships lies in the collective understanding of priorities to be addressed and the uniformity in approach addressing them. The Joint District and Metro Approach (JDMA) provides this opportunity as it promotes the horizontal interface between the Western Cape provincial departments and the vertical interface between national, municipal and provincial departments through district coordinating forums as the governance instruments for co-planning, co-budgeting and co-implementation of services to be translated into service delivery for communities. Changing the face of service delivery in the Province, the JDMA is geared towards improving government's effectiveness and efficiencies relating to resource application to significantly reduce any overlap and duplication in planning, budgeting and implementation. This approach has been institutionalised in all five Districts and adopted at the respective DCF meetings. Implementation plans have been rolled-out, with the continued support and commitment of both provincial and national departments who are active members of the respective District Interface Teams.

The unpredictable threat of climate change is real and its effects felt throughout the country at large. Through the dedicated work of this Department, the Province continues to intensify its on-going support through the implementation of the Drought Recovery Action Plan to ensure continued access to water supply in the respective towns which still face the effects of drought.

To improve infrastructure planning, the Department is in the process of working with the French Development Agency in support of the roll out of the Sustainable Infrastructure Development and Finance Facility (SIDAFF) Programme. The SIDAFF Programme will address opportunities for growth and jobs; using a blended finance approach, It is no doubt that this initiative will change the service delivery landscape for the better in the Province.

The Medium Term Strategic Framework (MTSF) enjoins the Provincial Strategic Plan in reminding us that we should prioritise the most vulnerable

groups in our society and in particular, women. The 27th of January 2020, marked the Province's first ever all-women Wildland Firefighter Team debut that faced not only their first fire in Noordhoek, but also entered a terrain traditionally dominated by men. Nature Conservation Cooperation (NCC) Environmental Services, Chrysalis Academy and the Western Cape Government are working closely together in changing the lives of these 15 firefighting women, primarily from the poorest communities in the country.

In addition, an accredited Policy Analysis Development and Implementation Training course for Municipal Gender Focal Persons and Public Participation Officials was rolled out to officials from various municipalities in the Western Cape. The purpose of this training is to enhance skills in Gender Focal Persons and Public Participation officials, and more importantly; equip them with the necessary skills to develop, analyse and implement Gender and Public Participation Policies for their respective municipalities.

After the successful launch of the Client Service Charter for Prince Albert Municipality for the 2018/19 financial year, the Department further supported the Oudtshoorn, Laingsburg, Swellendam and Witzenberg Municipalities with the development of their Client Services Charter for the 2019/20 financial year. The purpose of the Client Service Charter is to amongst others; improve communication between municipalities and its residents by facilitating and enhancing citizenry involvement in municipal governance and ensuring the improved access to information and basic services rendered by municipalities.

As a Province we can confidently say that we continue to find innovative ways to improve the lives of our residents and we are being acknowledged for it. The Thusong Programme

continues to play a significant role in creating opportunities on how best to bring accessible government services and information to residents and ultimately contribute to the improvement in the livelihood of our communities. During the 2019/20 financial year, over 1.4 million services were accessed by residents through the Thusong Outreach Programme and 28 Thusong Service Centres and Satellite Centres.

2019 marked 20 years since the establishment of the National Thusong Service Centre Programme and was celebrated by the National Government through a National Thusong Service Excellence Awards held in the Western Cape. I am pleased to say that the efforts of the Department together with our municipalities and other key stakeholders working through the Thusong Programme, has resulted in the Western Cape receiving eight awards which included:

- Overall Winner for Outstanding Thusong Centre Manager 2019; 1st Runner-up for Outstanding Partnerships 2019; and 1st Runner-up for Outstanding Semi-Rural-Urban Hub 2019;
- Laingsburg Thusong Service Centre as the Overall Winner for Outstanding Partnerships 2019;
- Riversdale Thusong Service Centre as the 1st Runner-up for Outstanding Mobile at Centre Level 2019;
- Waboomskraal Thusong Service Centre as the 1st Runner-up for Outstanding Satellite 2019;
- The Department of Local Government for Outstanding Mobile at Provincial Level 2019;
- The Department of Local Government for Outstanding Province in Thusong Coordination 2019.

Departmental Receipts

	2019/2020			2018/2019		
	Estimate R'000	Actual Amount Collected R'000	Over/ under Collection R'000	Estimate R'000	Actual Amount Collected R'000	Over/ under Collection R'000
Sale of goods and services other than capital assets	87	110	(23)	41	108	(67)
Interest, dividends and rent on land	-	-	-	-	-	-
Sales of capital assets	-	-	-	-	-	-
Financial transactions in assets and liabilities	16	4 195	(4 179)	15	2 673	(2 658)
Total	103	4 305	(4 202)	56	2 781	(2 725)

Departmental Expenditure

Department of Local Government	2019/20			2018/19		
	Final Appropriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000
Programme 1: Administration	48 257	47 027	1 230	42 900	42 900	-
Programme 2: Local Governance	148 339	147 211	1 128	131 917	130 704	1 213
Programme 3: Development and Planning	122 698	119 511	3 187	105 024	104 757	267
Programme 4: Traditional Intuitional Management	1	-	1	1	-	1
Grand Total	319 295	313 749	5 546	279 842	278 361	1 481

Spending trends:

The Department utilised 98.3% of its total budget allocation. The total underspending during 2019/20 financial year amounted to R5.546 million and relates to the following:

- Compensation of employees due to delays in the filling vacant posts, resignations and promotions of officials as well as earmarked funds allocated for drought capacity;
- Earmarked funds on Goods and services allocated for the appointment of the Administrator at Kannaland Municipality, the disaster summit held by the Department cost less than anticipated, and other unspent operational costs due to delays and challenges with the filling of the additional drought capacity.

Virements/rollover

The Department applied internal virements from savings to cover overspending mainly on the following:

- several large fires experienced in the Overberg, Cape Winelands, Garden Route and West Coast Districts during 2019/20 financial year;
- Du Toit's Kloof Fire which raged during the last week of February was especially demanding in terms of assets at risk. The latter resulted in more hours being flown to support the District Municipality in executing its mandate and achieving operational objectives; and
- additional funds were utilised to cover variable expenditure, namely hourly flying costs. The 2019/20 summer fire season may for all intent

and purpose be described as largely successful, no direct fatalities nor extensive damage to properties were reported. The virements was

undertaken within the guidelines of Provincial Treasury.

5. Statement of Responsibility and Confirmation of Accuracy for the Annual Report

To the best of my knowledge and belief, I confirm the following:

- All information and amounts disclosed throughout the annual report are consistent.
- The annual report is complete, accurate and is free from any omissions.
- The annual report has been prepared in accordance with the guidelines on the annual report as issued by the National Treasury.
- The Annual Financial Statements (Part E) have been prepared in accordance with the modified cash standard and the relevant frameworks and guidelines issued by the National Treasury.
- The Accounting Officer is responsible for the preparation of the annual financial statements and for the judgements made in this information.
- The Accounting Officer is responsible for establishing, and implementing a system of internal control that has been designed to provide reasonable assurance as to the

integrity and reliability of the performance information, the human resources information and the annual financial statements.

- The external auditors are engaged to express an independent opinion on the annual financial statements.

In my opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the department for the financial year ended 31 March 2020.

Yours faithfully



Mr Graham Paulse
Accounting Officer
Department of Local Government

Date 30 October 2020

6. Strategic Overview

6.1 Vision

An efficient and dynamic team that enables well-governed municipalities to deliver services to communities in a responsive, sustainable and integrated manner.

6.2 Mission

To monitor, coordinate and support municipalities to be effective in fulfilling their developmental mandate and facilitate service delivery and disaster resilience through engagement with government spheres and social partners.

6.3 Values

The Department's values are the same as the six provincial values, namely:

- Caring,
- Competency,
- Accountability,
- Integrity,
- Responsiveness, and
- Innovation.

6.4 Legislative and other Mandates

6.4.1 Constitutional Mandates

The Constitution of the Republic of South Africa (1996) provides the national overarching framework for the work of all government departments in South Africa. Chapter 7 outlines the objectives and mandates in respect of local government. The following mandates for the Department can be extracted from this:

- To establish municipalities consistent with national legislation;
- To support and strengthen the capacity of municipalities;
- To regulate the performance of municipalities in terms of their functions listed in schedules 4 and 5 of the Constitution;
- To intervene where there is non-fulfilment of legislative, executive or financial obligations; and
- To promote developmental local government.

6.4.2 Legislative Mandates

The White Paper on Local Government (1998) and the subsequent package of related legislation (outlined below) provide the national context for local governance across the country.

No	Legislation	Mandate
A	Local Government: Municipal Demarcation Act, 1998 (Act 27 of 1998)	This Act provides for <ul style="list-style-type: none"> criteria and procedures for the determination of municipal boundaries by an independent authority.
B	Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)	This Act provides for <ul style="list-style-type: none"> the establishment of municipalities in accordance with the requirements relating to the categories and types of municipalities; the establishment of criteria for determining the category of municipality to be established in the area; a definition of the type of municipality that may be established within each category; an appropriate division of functions and powers between categories of municipality; and the regulation of the internal systems, structures and office bearers of municipalities.
C	Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)	This Act provides for <ul style="list-style-type: none"> the core principles, mechanisms and processes that are necessary to enable municipalities to move progressively towards the social and economic upliftment of local communities; ensuring universal access to essential services that are affordable to all; defining the legal nature of a municipality, including the local community within the municipal area; municipal powers and functions; community participation; the establishment of an enabling framework for the core processes of planning, performance management, resource mobilisation and organisational change; a framework for local public administration and human resource development; empowerment of the poor, ensuring that municipalities establish service tariffs and credit control policies that take their needs into account; and investigations in relation to allegations of fraud, maladministration, corruption and/or failures to adhere to statutory obligations at a municipal level.
D	Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA)	This Act provides for <ul style="list-style-type: none"> securing sound and sustainable management of the financial affairs of municipalities and other institutions in the local sphere of government; and establishing treasury norms and standards for the local sphere of government.
E	Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004) as amended by the Local Government: Municipal Property Rates Amendment Act, 2014 (Act No. 29 of 2014)	<p>This Act provides for</p> <ul style="list-style-type: none"> securing sound and sustainable management of the financial affairs of municipalities; the establishment of norms and standards against which the financial affairs can be monitored and measured; regulating the power of a municipality to impose rates on a property; excluding certain properties from rating, to make provision for municipalities to implement a transparent and fair system of exemptions; introducing a rebate through rating policies; making provision for fair and equitable valuation methods of properties; and making provision for an 'objection and appeal' process. <p>The Local Government: Municipal Property Rates Amendment Act, 2014 came into operation on 1 July 2015.</p> <p>The Act aims to provide for the various amendments, insertions and deletions in order to enhance proper reporting, compliance and implementation of the processes and procedures pertaining to the Act.</p>

GENERAL INFORMATION

No	Legislation	Mandate
F	Disaster Management Act, 2002 (Act 57 of 2002)	<p>This Act provides for</p> <ul style="list-style-type: none"> • integration and co-ordinating disaster management policy, which focuses on preventing or reducing the risk of disasters mitigating the severity of disasters; • emergency preparedness, rapid and effective response to disasters and post-disaster recovery; • the establishment of national, provincial and municipal disaster management centres; • disaster management volunteers; and • matters incidental thereto.
G	Disaster Management Amendment Act, 2015 (Act 16 of 2015)	<p>This Act provides for</p> <ul style="list-style-type: none"> • clarification of the policy focus on rehabilitation and functioning of disaster management centres; • the alignment of the functions of the National Disaster Management Advisory Forum to accommodate the South African National Platform for Disaster Risk Reduction; • the South African National Defence Force, South African Police Service and any other organ of state to assist the disaster management structures; and • the strengthening of the disaster risk reporting systems in order to improve the country's ability to manage potential disasters.
H	Inter-governmental Relations Framework Act, 2005 (Act 13 of 2005)	<p>The aim of this Act is</p> <ul style="list-style-type: none"> • to establish a framework for national government, provincial governments and municipalities to promote and facilitate inter-governmental relationships; and • to provide mechanisms and procedures to facilitate the settlement of inter-governmental disputes.
I	Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)	<p>This Act</p> <ul style="list-style-type: none"> • provides for a framework for spatial planning and land use management in the republic; • specifies the relationship between the spatial planning and the land use management system and other kinds of planning; • the inclusive, developmental, equitable and efficient spatial planning at the different spheres of government; • provides a framework for the monitoring, co-ordination and review of the spatial planning and land use management system; • provides a framework for policies, principles, norms and standards for spatial development planning and land use management; • addresses past spatial and regulatory imbalances; • promotes greater consistency and uniformity in the application procedures and decision-making by authorities responsible for land use decision and development applications; • provides for the establishment, functions and operations of Municipal Planning Tribunals; and • directs the facilitation and enforcement of land use and development measures.

6.4.3 Other Local Government Legislation

In addition to its constitutional mandate, local government is guided by other pieces of legislation, namely:

- Fire Brigade Services Act, 1987 (Act 99 of 1987);
- National Veld and Forest Fire Act, 1998 (Act 101 of 1998);
- Development Facilitation Act, 1995 (Act 65 of 1995);
- Local Government Laws Amendment Act, 2008 (Act 19 of 2008);
- Western Cape Determination of Types of Municipalities Act, 2000 (Act 9 of 2000);
- Remuneration of Public Office Bearers Act, 1998 (Act 20 of 1998);
- Western Cape Privileges and Immunities of Councillors Act, 2011 (Act 2 of 2011);
- Consumer Protection Act, 2008 (Act 68 of 2008); and
- Western Cape Monitoring and Support of municipalities Act, 2014 (Act 4 of 2014).

6.4.4 Transversal Legislation

A series of transversal administrative requirements impacts on the work of the Department across all its various functions, namely:

- Public Service Act, 1994 (Act 103 of 1994) and Public Service Regulations of 2000;
- Public Finance Management Act, 1999 (Act 1 of 1999) and National Treasury Regulations;
- Annual Division of Revenue Act;
- Skills Development Act, 1998 (Act 97 of 1998);
- Skills Levy Act, 1999 (Act 9 of 1999);

- Employment Equity Act, 1998 (Act 55 of 1998);
- Labour Relations Act, 1995 (Act 66 of 1995);
- Basic Conditions of Employment Act, 1997 (Act 75 of 1997);
- Occupational Health and Safety Act, 1993 (Act 85 of 1993);
- Municipal Electoral Act 2000, (Act 27 of 2000);
- Promotion of Access to Information Act 2000, (Act 2 of 2000);
- Promotion of Equality and Prevention of Unfair Discrimination Act, 2000 (Act 4 of 2000);
- Promotion of Administrative Justice Act, 2000 (Act 3 of 2000);
- National Archives and Record Service of South Africa Act, 1996 (Act 43 of 1996); and
- Provincial Archives and Records Service of the Western Cape Act, 2005 (Act 3 of 2005).

6.4.5 Local Government Policy Mandates

The following provide the policy framework for local government:

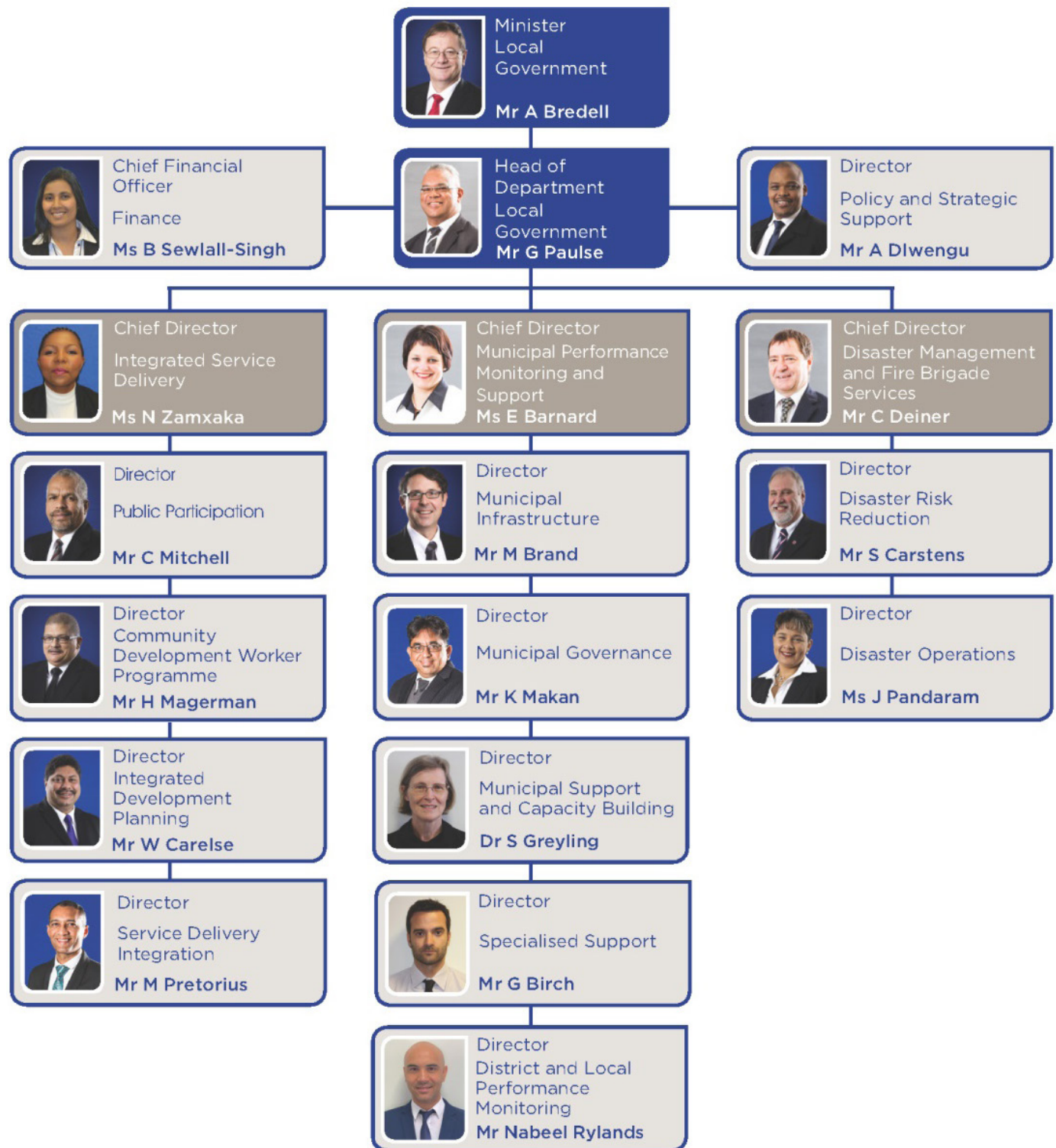
- White Paper on Local Government, 1998;
- National Local Government Turn Around Strategy 2009;
- Local Government Anti-Corruption Strategy, 2006;
- Free Basic Services Policy, 2000/01;
- National Public Participation Framework, 2007; and
- National Back to Basics Strategy, 2014

6.4.6 Other policy mandates

The work of local government is also affected by the following policy mandates:

- Implementation of the Joint District and Metro Approach;
- National Development Plan (Vision 2030);
- National Skills Development Plan, 2030;
- Western Cape: Vision Inspired Priorities;
- Western Cape Disaster Management Framework, 2010;
- Batho Pele Principles;
- Policy Framework for Government-wide Monitoring and Evaluation System, 2007;
- South African Statistical Quality Assurance Framework, 2007;
- National Spatial Development Perspective, 2002;
- Provincial Spatial Development Framework, 2014; and
- National Disaster Management Framework, 2005.

6.5 Organisational Structure



PART B



PERFORMANCE INFORMATION

1. Auditor General's Report: Predetermined Objectives

The Auditor General reported no material findings on the Annual Performance Report concerning the usefulness and reliability of the information (see Part E: pages 148-151).

2. Overview of Departmental Performance

2.1 Service Delivery Environment

Drought Support: Drought Response Action Plan

Climate change and its effects is a real occurrence felt by the country at large, with eight provinces affected by drought and disasters being declared in two provinces.

Towns located in the Greater Karoo remain within a medium to high water security risk. Financial and technical advisory services as well as implementation of various water source augmentation, infrastructure management, water demand management and sustainable groundwater abstraction projects were provided. These initiatives prevented water shortages and enhanced water security and water resilience in the towns of Beaufort West, Laingsburg, Prince Albert and the Kannaland Municipality. Working with various partners, including the private sector, the Province managed to prevent a collapse in water supply in these identified towns. Worth noting was the collaboration between the Department of Local Government and Coca-Cola, which lead to the delivery of water to replenish water reservoirs in Ladismith and Zoar, two drought stricken towns in the Kannaland municipal area as well as the towns of Laingsburg and Prince Albert. This addressed short-term water supply challenges in these areas, and ensured that communities were not without drinking water.

The Province, through the dedicated work of this Department, is intensifying its on-going support through implementation of the Drought Recovery Action Plan to ensure continued access to water supply in the towns impacted by the effects of drought.

Support to improve Governance in municipalities

To strengthen governance within municipalities, the Department implemented training to councillors in key focus areas, such as, inter alia and capacitation training with Municipal Public Accounts Committee (MPAC) members, to ensure that the Committee fulfils its mandate in ethics, anti-corruption, legislative roles and responsibilities as well as draft rules of order. As part of its support initiatives and to enable municipalities to maximize administrative and operational efficiency, the Department assisted municipalities with the review of their system of delegation in order to enhance efficiencies within the rule of law and provide effective governance arrangements. The Department has also pro-actively supported municipalities with the review of their by-laws.

The Department conducted a number of assessments in relation to allegations of fraud, corruption and maladministration in municipalities. In the event where the Provincial Minister had reason to believe, based on assessments conducted, that a municipality cannot or does not fulfil its statutory obligation or that maladministration, fraud, corruption or any other serious malpractice has occurred or is occurring in a municipality, independent forensic investigators have been appointed to enquire further.

Greater partnerships, have seen the Department in collaboration with the Hans Seidel Foundation, launching a summer school addressing the theme of ethics and personal values and accommodating over 200 councillors.

In pursuit of alignment: Joint District and Metro Approach

The Joint District and Metro Approach (JDMA), a geographical/district and team based, citizen focused approach to provide government services with an outcome of improving the living conditions of citizens was adopted in the Province. This approach is characterised by the co-planning, co-budgeting and co-implementation through promoting the horizontal interface between Western Cape provincial departments and the vertical interface between national, provincial departments and municipalities using District Coordinating Forums (DCF's) as the governance instruments to translate service delivery to communities.

The JDMA has been institutionalised in all five districts and adopted at the respective DCF meetings. Implementation plans have already been rolled-out at two districts with the continued support and commitment of both provincial and national departments, who are active members of the respective District Interface Teams.

Improving access to government services and citizen interface

The Thusong programme is an integrated government service delivery vehicle which extends government services in the outlying and rural areas ensuring that citizens within communities and surrounding areas have access to services. During the year under review over 1.3 million services were accessed through the Thusong Outreaches and the Thusong Service Centers, within the 5 districts, noting the improved conditions for beneficiaries. The programme was instrumental in piloting various initiatives to enhance the positive economic impact on communities, small scale economic development opportunities, skills transfer and food security projects.

The Thusong Programme received two awards at the Thusong 20th Celebration Indaba & Gala Awards Ceremony that took place on the 17th September 2019. This event formed part of the Annual Thusong Service Week, a partnership initiative between the Department of Local

Government, the Department of Public Service and Administration (DPSA) and Government Communication Information and Systems (GCIS). The Programme further received two accolades, for being the outstanding mobile at provincial level and for the outstanding Province in Thusong coordination. These awards have cemented and highlighted the impact of the programme in the lives of citizens in the Province.

The Western Cape Thusong Programme is being utilised as a national replication model in terms of the Transfer of Thusong Service Centres, under the custodianship of the Department of Public Service and Administration (DPSA) and the Department of Cooperative Governance and Traditional Affairs (COGTA), and has made valuable inputs and presentations to the draft framework which is being formulated in conjunction with DPSA, and GCIS.

As an effort to improve citizen interface, the Department conducted an outreach programme for communities in collaboration with the Matzikama Municipality. The communities of the former District Management Areas such as Rietport, Stofkraal, Molsvlei, Putsekloos, Nuwerus, Haarlem and Uniondale were specifically targeted where the outreach programme took the form of civic education allowing members of the public to be empowered with knowledge on their rights and responsibilities, as well as to appreciate their crucial role and influential within the municipal decision-making processes.

Towards ensuring a disaster resilient Province

The Department endeavours to improve the firefighting ability in the Province and during the past season have introduced the Sikorsky Black Hawk helicopter to the aerial firefighting fleet. This helicopter can deliver three times more water than the current helicopters fleet and at a significantly faster rate.

The Province has also become the first to develop a scientifically based Provincial Indicative Disaster Risk Profile. This profile contains a total of 41 potential disaster hazards, peer-reviewed and validated by the 12 top disaster risk academics in the Country and will form the basis of all disaster

risk reduction and contingency planning in future.

The 27th of January 2020, marked Cape Town's first-ever all-women wildland firefighter team not only faced their first fire in Noordhoek, entering a terrain traditionally dominated by men. Nature Conservation Cooperation (NCC) Environmental Services, Chrysalis Academy and the Western Cape Government are working together in changing the lives of 15 women, majority from the poorest communities in the Country, where their life stories are more painful and brutal than the blaze they faced at Noordhoek.

Infrastructure Management

During the year under review, the Department entered into a partnership with the French

Development Agency in support of the roll out of the Sustainable Infrastructure Development and Finance Facility (SIDAFF) Programme. The SIDAFF Programme will address opportunities for growth and jobs; enable a resilient, sustainable, quality and inclusive living environment; and support the furtherance of good governance and integrated service delivery through partnerships and spatial alignment.

The SIDAFF Programme envisages the development of a pipeline of sustainable, catalytic, impactful and integrated infrastructure projects and programmes. This includes taking these projects from pre-feasibility to bankability and for them to be funded on a long-term and competitively priced basis using a blended finance approach.

2.2 Service Delivery Improvement Plan

The department has completed a Service Delivery Improvement Plan (SDIP). The tables below highlight the service delivery plan and the achievements to date.

Main services and standards

Main services	Beneficiaries	Current/actual standard of service	Desired standard of service	Actual achievement
Thusong Outreaches and Services Centres	Communities	1 453 775 services were accessed through Thusong Outreaches and Service Centres	1 200 000 citizens accessing government services	1 303 141 services were accessed through the Thusong Outreaches and Service Centres.
Access to Government Services	Communities	15 initiatives to improve access to government services were held in the Province	15 support initiatives to improve access to government services	15 initiatives to improve access to government services were held in the Province.

Batho Pele arrangements with beneficiaries (Consultation access etc.)

Current/actual arrangements	Desired arrangements	Actual achievements
Thusong Outreaches and Service Centres		
Consultation:	Consultation:	Consultation:
a) Thusong Outreach programmes are carefully planned, using community needs analysis and information gathered through CDWs door to door campaigns.	a) Quarterly engagements with host communities/citizens to ascertain the needed services.	a) Thusong Outreach programmes were planned with stakeholders, using community needs analysis and information gathered through CDWs and door to door campaigns.
b) 8 Consultation/ planning/ review meetings were held with stakeholders.	b) Quarterly Consultation /planning meetings with departments and communities to plan Outreaches quarterly engagements with the Thusong Centre Managers to improve services.	b) 8 Consultation/ planning and review meetings were held with stakeholders (National, Provincial, Local, State-owned Enterprises and Private).
c) Stakeholders were invited and reminded timeously of all planned outreach sessions.	c) Written Correspondence to stakeholders inviting them to provide services.	c) Stakeholders were invited and consulted through online and physical engagements. All stakeholders received annual planned schedule for each District.
d) Client Surveys completed by the community members were analysed to inform improvements.	d) Evaluation forms completed by the communities where applicable.	d) Client Surveys were completed by community members at the end of each Outreach, these were analysed to inform improvements for future sessions.
Additional Achievement:		Additional Achievement:
e) A total of 18 Thusong Outreaches were held throughout the Province during the period under review		e) A total of 14 Thusong Outreaches were held throughout the Province during the period under review
Access:	Access:	Access:
a) Departmental contact details were visible in all Thusong Centres and Mobile Outreaches.	a) Thusong Outreaches are held at community halls or a central place within the community.	a) All Outreaches were held at central points in communities such as community halls and municipal buildings. This method is both practical and a cost saving measure.
b) All Outreaches were held at central points in the communities such as community halls, this method is both practical and a cost saving measure.	b) All Thusong Service Centres are situated within a 5 radius within the community.	b) Thusong Service Centres are situated within a 5km radius of the community.
c) Thusong Service centres are situated within a 5km radius within the community.	c) Departmental contact details to be made visible in all Thusong Centres and Mobile Outreaches: 80 St Georges Mall, Waldorf Building.	c) Departmental and Stakeholder contact details were visible at all Thusong Centres and Mobile Outreaches. The Department also produced a Citizens Report for distribution to communities on an annual basis.
d) There are 22 functioning Thusong Centres throughout the Province. Six Thusong Centres, are not providing key services.	d) Actual Thusong Outreaches in communities allow citizens direct access.	d) There are 22 functioning Thusong Centres throughout the Province allowing citizens direct access.

PERFORMANCE INFORMATION

Current/actual arrangements	Desired arrangements	Actual achievements
e) The banners and pamphlets available at all Thusong Centres and Outreaches indicate the Departmental contact details.	e) Everyone in need within communities are currently getting access to the Thusong Service Centres.	e) Thusong Outreaches and Centres are accessible to all community members. In cases where someone is not able to attend, the CDWs facilitate access to services.
f) All Thusong Outreaches were planned, scheduled ahead of time, and key community concerns were identified prior to all sessions.	f) Liaise with community leaders to support the elderly and disabled to access the services.	f) Thusong Outreaches were planned and scheduled ahead of time, key community concerns identified, thus ensuring that community leaders were able to support the most vulnerable (elderly and persons with disabilities) to access services at the Centres and Outreaches.
g) With the support of CDWs, communities were mobilised on time and relevant assistance was provided to everyone who attended.		g) The CDWs supported communities through mobilising on time and providing relevant assistance to everyone who attended.
h) All relevant stakeholders participated to ensure that vulnerable members of the community were supported and received the relevant services.		h) Relevant stakeholders participated to ensure that vulnerable members of the community are supported and received the relevant services. Home Affairs services was one of the highest requested services during this year.
Courtesy:	Courtesy:	Courtesy:
a) Client Survey forms were completed and analysed, recommendations were used to make improvements for the next sessions	a) Ensuring that all evaluation forms are completed immediately after service is provided	a) Client Survey forms were completed and analysed, recommendations are used to make improvements for the next sessions
b) All stakeholders at Outreaches/ Centres were clearly identifiable through designated stations at the Outreaches/ Centres	b) Providing name badges and clearly marked clothing to ensure staff at Thusong Services Centres and Outreaches are clearly identifiable	b) All stakeholders at Outreaches/ Centres were always clearly identifiable through designated stations at the Outreaches / Centres
c) Departmental staff attended all Outreaches and any complaints could be lodged directly with them	c) Assigning Thusong staff at each Outreach to ensure communities have someone to lodge complaints with immediately when necessary	c) Complaints desks were situated at each Thusong Outreach and Centres. Departmental staff attended to complaints that were lodged
d) Senior managers attended Outreaches and conducted random site visits to ensure effective and integrated service delivery	d) Senior Managers of the Department randomly attend sessions to directly listen engage citizens and to ensure effective services are provided	d) Senior Managers attended Outreaches and conducted random site visits to ensure effective and integrated service delivery
e) Information/ complaints desks were made available at all Thusong Outreaches and Centres	e) Information/complaints desk at Thusong Outreaches	e) Information / complaints desks were made available at all Thusong Outreaches and Centres

PERFORMANCE INFORMATION

Current/actual arrangements	Desired arrangements	Actual achievements
f) All officials assisting at the Thusong Outreaches are proficient in at least one of the official languages, this made it easier for citizens to communicate with the officials	f) Ensuring all serving departments have staff that are proficient in at least one of the local languages	f) All officials assisting at the Thusong Outreaches are proficient in at least one of the official languages
Openness and Transparency:	Openness and Transparency:	Openness and Transparency:
a) Eight Consultation/ planning/ review meetings were held with stakeholder departments and communities	a) Quarterly Consultation / planning engagements platforms with departments and communities	a) Eight Consultation / planning and review meetings were held with stakeholders (National, Provincial, Local, SOEs and Private).
b) Written correspondence with the hosting community was done prior to each Outreach	b) Written and verbal communication to hosting municipalities a month before the actual Mobile	b) Hosting Municipalities were consulted and invited through online and physical communication. In addition, all stakeholders received annual planned schedules ahead of time
c) A total of 18 Thusong Outreaches were held	c) Actual Thusong Outreaches the Department cost approximately R1. 4 million annually	c) A total of 14 Thusong Outreaches were held during the period under view, costing around R1. 4 million
d) A total expenditure was R 1. 5 million	d) Evaluation forms completed by community where applicable	d) Client Survey forms are completed and analysed, recommendations were used to make improvements for future sessions
e) Client surveys completed by the communities were analysed to inform improvements	e) Detailed Feedback in the Annual Report and 2 page Citizens Report	e) Final output will be reflected in both the Departmental Annual Report as well as the Citizens Report
f) Final output will be reflected in both the Departmental Annual Report as well as the Citizens Report		
Value for Money:	Value for Money:	Value for Money:
a) Communities were able to access services directly at a Thusong Outreach or Service Centres located close to their homes	a) Value for money as communities are able to directly access services at close proximity due to the Thusong Outreaches and Centres	a) Communities were able to access services directly at a Thusong Outreach or Service Centres located in walking distance from their homes
b) All Outreaches were held at central points in the communities such as community halls, this method is both practical and a cost saving measure	b) Thusong Outreaches at most use existing community structure to save on financial resources	b) Outreaches were held at central points in the communities such as community halls, this method is both practical and a cost saving measure
c) Communities were supported with services relevant to their needs by officials that are proficient in their home language. This contributed effective and efficient service delivery	c) Only services that are required in the community are brought to the Outreaches thus saving time and resources from all contributing Departments	c) Communities were supported with services relevant to their needs, by officials that are proficient in their home language. Thus, contributing to effective and efficient service delivery
d) Officials assisting at the Thusong Outreaches are proficient in at least one of the official languages. This made it easier for citizens to communicate with the officials	d) Ensuring that staff at Centres / Outreaches are able to speak the dominant local language increases efficiency and turnaround times at Outreaches / Centres	d) Officials assisting at the Thusong Outreaches are proficient in at least one of the official languages

Current/actual arrangements	Desired arrangements	Actual achievements
Access to Government Services		
Consultation: a) CDWs utilised existing community structures, formal external structures and door to door campaign methods, to ensure effective and relevant support to communities b) CDWs participated in different community engagement platforms and safety forums, such as Ward Committee meetings, Community meetings and IDP engagements c) CDWs attended 46 IDP, 68 Ward Committee meetings and 24 Community meetings held at various communities in each District throughout the Province d) A total of 144 CDWs are located throughout the Province e) CDWs are located within communities and are easily accessible f) Community engagements provided communities with a platform to provide input in matters that affect them g) CDWs utilised existing community structures, formal external structures and door to door campaign methods, to ensure effective and relevant support to communities	Consultation: In communities CDWs participate in different community engagements platforms and safety forums such as Ward Committee meetings a) Door to door campaigns by CDWs b) Community engagements/meetings c) CDWs in communities every single day d) CDWs are spread throughout Province e) Community meetings to allow engagement and for communities to make input f) Consultation can be improved through regular engagement with various community structures (i.e. churches, sports grounds, schools etc.) g) Since the CDWs reside in the community they work in formal structures such as churches could be used during weekends to consult citizens	Consultation: a) CDWs utilised existing community structures, formal external structures and door to door campaign methods, to ensure effective and relevant support to communities b) CDWs participated in different community engagement platforms and safety forums, such as Ward Committee meetings, community meetings and IDP engagements c) CDWs attended 71 IDP, 109 Ward Committee meetings and 123 Community meetings held at various communities in each District throughout the Province d) A total of 143 CDWs are located throughout the Province e) CDWs are located within communities and are easily accessible f) Community engagements provided communities with a platform to provide input in matters that affect them g) CDWs utilised existing community structures, formal external structures and door to door campaign methods, to ensure effective and relevant support to communities
Access: a) CDWs are located within communities and are easily accessible b) CDWs have utilised existing community structures, formal external structures and door to door campaign methods, to ensure effective and relevant support to communities c) All Outreach programmes/ engagements/ community projects were implemented within communities	Access: a) CDWs are situated in communities b) Community members have direct access to the CDWs during door to door campaigns c) Outreach programmes	Access: a) CDWs are located within communities and are easily accessible b) CDWs have utilised existing community structures, formal external structures and door to door campaign methods, to ensure effective and relevant support to communities c) All Outreach programmes/ engagements/ community projects were implemented within communities

Current/actual arrangements	Desired arrangements	Actual achievements
<p>d) Intergovernmental support is provided through the different government departments and state owned enterprises</p> <p>e) CDWs have variety of information sessions, they refer community concerns to the relevant departments and support communities to accessing small scale economic opportunities</p> <p>f) CDWs are all trained individuals that understand the need and concerns of their communities, thus ensuring support caters for the unique needs of the communities they serve</p> <p>Courtesy:</p> <p>a) CDWs are located within communities and are easily accessible</p> <p>b) CDW supervisors are available as and when required</p> <p>c) CDW Regional Coordinators are available as and when required</p> <p>d) Municipal offices are in place and accessible</p> <p>e) CDWs supervisors, regional coordinators & officials in place to address the complaints</p> <p>f) Client Surveys conducted</p> <p>g) A two pager citizens report is drafted in all three official languages and distributed annually to communities, this report is a summary version of all the Department's performance, for the reporting period</p> <p>h) Posters and pamphlets were made available for awareness purposes</p> <p>i) Contact details of the Departmental officials are available at Thusong Centres/Outreaches and in annual citizen's report</p>	<p>d) Intergovernmental support projects all these occur on a daily basis</p> <p>e) Information sessions</p> <p>f) CDWs are trained to deal with any query relating to Government services</p> <p>Courtesy:</p> <p>Communities have direct access to:</p> <p>a) CDWs</p> <p>b) CDW supervisors</p> <p>c) Regional Coordinators</p> <p>d) Municipal offices</p> <p>e) Behaviour can also be reported to the Department</p> <p>f) Conduct quarterly surveys with communities to measure satisfactory levels</p> <p>g) Annually to ensure that the Departmental Citizens Report is distributed to all municipal areas in the community</p> <p>h) List all contact details of CDW team in community structures</p>	<p>d) Intergovernmental support is provided through the different government departments and state-owned enterprises</p> <p>e) CDWs have variety of information sessions, they refer community concerns to the relevant departments and support communities to accessing small scale economic opportunities and access to a variety of government services</p> <p>f) CDWs are all trained individuals that understand the need and concerns of their communities, thus ensuring support caters for the unique needs of the communities they serve</p> <p>Courtesy:</p> <p>a) CDWs are located within communities and are easily accessible</p> <p>b) CDW supervisors are available when required and support CDWs to deliver on services to communities</p> <p>c) CDW Regional Coordinators, coordinate effective and relevant services as per community needs</p> <p>d) Municipal offices are in place and accessible</p> <p>e) Departmental officials are always available at all Thusong Centres to receive complaints and CDWs supervisors, regional coordinators & officials in place to address the complaints as they arise</p> <p>f) Client Surveys conducted regularly</p> <p>g) A two pager Citizens Report is drafted in all three official languages and distributed annually to communities, this report is a summary version of all the Department's performance, for the reporting period</p> <p>h) Posters, pamphlets, loud hailing, community newsletters and radio stations were used for awareness purposes</p> <p>i) Contact details of the Departmental officials are available at Thusong Centres/ Outreaches and in annual citizen's report</p>

Current/actual arrangements	Desired arrangements	Actual achievements
	All the above avenues can be utilised to ensure effective service delivery.	All the above avenues were utilised to ensure effective service delivery.
Openness and Transparency: a) CDWs participated in a total of 138 different community engagements b) Information sessions and door to door were held to provide relevant support c) The only cost associated with the programme is the total compensation budget, which is paid by the department d) CDWs support communities with a variety of services at no financial cost to the community	Openness and Transparency: a) CDWs participate in different community meetings b) CDWs engage citizens on what is needed and structure support around these engagements c) Costs associated with the function is the actual salaries paid to CDWs d) CDWs do not charge the community members for any support provided	Openness and Transparency: a) CDWs participated in a total of 123 different community engagements b) Information sessions and door to door campaigns were held to provide relevant support c) Costs associated with the programme is the total compensation budget, which is paid by the Department d) CDWs support communities with a variety of services at no cost to the community
Value for Money: a) All projects that CDWs conduct in communities are at no financial cost to the community b) CDWs travel or engage with stakeholders on behalf of the community thus lessening the financial burden c) The only cost associated with the programme is the total compensation budget, which is paid by the department d) CDWs are proficient in at least one of the official languages e) The total compensation budget for the Directorate, amounted to R61 million for this year	Value for Money: a) These services are extremely cost effective to the Citizen as communities are able to directly access the support by directly engaging with the CDWs in their communities b) CDWs travel or engage with other stakeholders on behalf of the community c) CDWs reside within the community so they have a detailed understanding of the issues within the community d) CDWs are able to communicate in the language of the members of the communities they serve e) Quarterly Information sharing sessions will be arranged so that Regions share best practices and learn from one another	Value for Money: a) All projects conducted by the CDWs were done in communities at no financial cost to the community b) CDWs travel or engage with stakeholders on behalf of the community thus lessening the financial burden on communities c) CDWs reside within the communities they serve. d) CDWs are proficient in at least one of the official languages e) Quarterly regional sessions are held for information sharing purposes
Additional Achievement: f) The CDW staff component consist of 144 CDWs, 13 Supervisors and 7 Regional Coordinators who are employed by the Department (Staff based at the various regions)		Additional Achievement: f) The CDW staff component consist of 143 CDWs, 14 Supervisors and 7 Regional Coordinators who are employed by the Department (Staff based at the various regions). The total compensation budget for the Directorate, amounted to R65 million for this year

PERFORMANCE INFORMATION

Current/actual information tools	Desired information tools	Actual achievements
Thusong Outreach and Service Centres		
<p>a) +/- 3 000 Posters were printed and made available at various Centres and Outreaches</p> <p>b) +/- 3 000 Pamphlets were printed and made available at various Centres and Outreaches</p> <p>c) Loud hailing was conducted in different communities prior to each Outreach</p> <p>d) Community newspaper articles were published to advertise Thusong outreaches</p> <p>e) Community radio broadcasting stations were utilised during the period</p> <p>f) E-mails/telephone communication with hosting municipalities or stakeholders were conducted prior to each engagement</p> <p>g) Annual progress will be reported in the Departmental Annual Report in all three official languages</p> <p>h) Annual progress will be reported in the Citizens report in all three official languages</p> <p>i) E-mails/telephone communication with hosting municipalities or stakeholders were conducted prior to each engagement</p>	<p>Information is provided in the following methods:</p> <p>a) +/- 5000 Posters in all local languages – updated with specific quarterly dates per outreach</p> <p>b) +/- 500 Pamphlets languages</p> <p>c) Loud hailing during various times of the day</p> <p>d) Newspaper articles in local newspapers</p> <p>e) Radio broadcasting, announcements regarding services at local radio stations</p> <p>f) Emails/telephone</p> <p>g) Departmental Annual Report</p> <p>h) Departmental 2 pager Citizens Report</p> <p>i) Making use of Municipal Communication platforms to reach audience</p>	<p>a) ±5 000 Posters were printed and made available at various Centres and Outreaches</p> <p>b) ± 5 000 Pamphlets were printed and made available at various Centres and Outreaches</p> <p>c) Loud hailing was done within different communities prior to each Outreach</p> <p>d) Community newspaper articles were published on future Thusong outreaches</p> <p>e) A few community radio broadcasting stations were utilised during the period</p> <p>f) Emails/telephone communication with hosting municipalities or stakeholders were conducted prior to each engagement</p> <p>g) Annual progress will be reported in the Departmental Annual Report in all 3 official languages</p> <p>h) Annual progress will be reported in the Citizens report in all three official languages</p> <p>i) Municipal Communication teams are capacitated to deal with community concerns</p>
Access to Government Services		
<p>a) Posters and pamphlets were made available at various information sessions</p> <p>b) Loud hailing is used as one form of communications tool to alert communities of an upcoming session</p>	<p>Annually the Regional Managers come up with the themes that are relevant to their Regions and then plan their information sessions according to the needs identified; information is communicated through various platforms such as:</p> <p>a) Posters and Pamphlets to be shared at all formal structures especially places of worship, community centres, police stations etc</p> <p>b) CDWs conduct Loud hailing to inform communities of a pending programme i.e. (Thusong Outreaches) – where possible, Loud Hailing also to be done during weekends or late evenings during the week to accommodate those that were at work</p>	<p>a) 6 000+-Posters and pamphlets were made available at various information sessions</p> <p>b) Loud hailing is used as one form of communications tool to alert communities of an upcoming session</p>

PERFORMANCE INFORMATION

Current/actual information tools	Desired information tools	Actual achievements
c) 24 community meetings, 68 Ward Committee meetings and 46 IDP meetings were held and supported throughout all Districts and Municipalities	c) CDWs form part of the Community and Ward Committee meetings to listen and share where applicable	c) CDWs attended 71 IDP, 109 Ward Committee meetings and 123 Community meetings held at various communities in each District throughout the Province

Complaints mechanism

Current/actual complaints mechanism	Desired complaints mechanism	Actual achievements
Thusong Outreach and Service Centres		
a) Quarterly progress on the functioning of the centres and outreaches was provided to Top Management on a quarterly basis	a) Verbal feedback to Departmental management on progress on quarterly	a) Quarterly progress on the functioning of the centres and outreaches was provided to Top Management on a quarterly basis
b) Consumer surveys completed by communities were analysed and the appropriate improvements were made	b) Evaluation forms completed by community giving feedback	b) Consumer surveys completed by communities were analysed and the appropriate improvements were made
c) No complaints were reported to Project Managers	c) Identified persons at Thusong Outreaches where community can lodge complaints	c) Two complaints received from citizens were about stakeholders such as the Road Accident Fund and the Department of Labour not being present at the Outreaches. The Department addressed and resolved these concerns with both stakeholders.
d) All officials assisting at the Thusong Outreaches are proficient in at least one of the official languages. This made it easier for citizens to communicate with them	d) Information desk/complaints centre at Thusong Outreaches	d) Thusong Outreaches are proficient in at least one of the official languages
e) Information sessions and door to door campaigns were held these assisted the programme to engage directly with citizens and provide relevant support	e) To ensure alignment the CDWs door to door campaigns (which happens throughout the month) assists to ascertain the need of citizens thus aligning services provided at the Outreaches and Centres	e) Information sessions and door to door campaigns were held these assisted the programme to engage directly with citizens and provide relevant support
f) Quarterly progress on the functioning of the centres and outreaches were provided to top management on a quarterly basis	f) Quarterly Report by Project Manager	f) Quarterly progress on the functioning of the centres and outreaches were provided to top management on a quarterly basis
Access to Government Services		
a) Communities have direct access to CDWs through the numerous community engagements and community programmes	a) Communities can make use of CDWs	a) Communities have direct access to the CDWs through the numerous community engagements, community programmes, door to door campaigns and the Thusong Outreaches

PERFORMANCE INFORMATION

Current/actual complaints mechanism	Desired complaints mechanism	Actual achievements
Thusong Outreach and Service Centres		
b) CDWs supervisors, regional coordinators & officials at the municipal offices address the complaints	b) The CDW have regional supervisors as well Provincial project managers where redress issues can directly be reported to	b) CDWs supervisors, regional coordinators & officials at the municipal offices address the complaints received from the public
c) No formal complaints were received by the CDWs, RCs, Supervisors or the Provincial Department during the course of the year	c) CDW supervisors, regional coordinators and municipal offices and the Department	c) No formal complaints were received by the CDWs, RCs, Supervisors or the Provincial Department during the course of the year
d) CDWs have utilised common community structures, formal external structures and door to door campaign methods	d) More community engagements on different relevant structures of the community to ensure that everyone knows their CDWs and what support they can get from the CDWs	d) CDWs have utilised common community structures, formal external structures and door to door campaign methods
e) Community radio broadcasting stations were utilised during the period	e) More Radio and Print Campaigns on local stations to make the work of the CDWs visible to communities	e) Community radio broadcasting stations and community print media was utilised during the period

2.3 Organisational Environment

The Department had a total staff compliment of 371 active posts, of which 98.6% positions were filled as at 31 March 2020, thus resulting in a

vacancy rate of 1.3% for the year. This is inline with the Provincial rate.

Employment and vacancies by programme, as at 31 March 2020

Programme	Number of active posts	Number of posts filled	Vacancy rate %
Programme 1	63	63	-
Programme 2	247	247	-
Programme 3	61	56	8,2
Total	371	366	1,3

During the year under review, the Department has been responsible for the coordination of the JDMA, and to fulfill this mandate, this meant that the Department had to stretch its existing resources and allocate senior managers with support staff coordinate the implementation of the JDMA in all five districts, the and four sub-districts in the Metro.

Key policy developments and legislative changes

- No key policy developments and legislative changes during this financial year.

3. Strategic Outcome Oriented Goals

The Department's work is guided by the National Development Plan, which is incorporated in outcome 9: responsive, accountable, effective and efficient developmental local government (MTSF Chapter on Local Government) and the Back to Basics approach. The achievements in this regard have been reported on in the performance tables below.

At Provincial level the Department contributes to Provincial Strategic Goal 5: embed good governance and integrated service delivery through partnerships. Guided by its constitutional mandate and national and provincial priorities, the Department developed the following five strategic goals to guide its work over the past 5 years:

- Well-governed and capacitated Municipalities that deliver services to all;
- Unlocked opportunities through improved access to government services and active community participation;
- A disaster-resilient Province;

- Effective Integrated Development Planning by all spheres that accelerates delivery within municipal areas; and
- Efficient and effective Department that delivers quality services.

Some of the key deliverables achieved in this regard were;

- Customised support plans were implemented as part of the Back to Basics Programme, a number of municipalities have matured sufficiently from the programme since its implementation in 2015;
- The Province continues to record improvement in audit outcomes of municipalities, recording most municipalities with unqualified audits for the 2018/19 financial year in the country. Provincially there has been an increase in unqualified audits as well as a decrease in qualified audits, this is a marked improvement on the municipal audit results of 2017/18 financial year.

- A large number of our municipalities are amongst the top performers in the country.
- Improved access to government services through the Thusong Service Centres and Outreach Programmes in rural areas, over 1.3 million services were accessed by communities annually,
- Supported the implementation of various initiatives aimed at improving the wellbeing of citizens through the Community Development Worker Programme;
- Supported municipalities with risk and vulnerability assessments. The Province became the first to develop a scientifically based Provincial Indicative Disaster Risk Profile. This profile contains a total of 41 potential disaster hazards, peer-reviewed and validated by the 12 top disaster risk academics in the country and will form the basis of all disaster risk reduction and contingency planning in future.
- Developed a hazard prevention curriculum for pre-schools and early childhood development centres. A campaign consisting of a 30-minute industrial theatre production aimed at communicating and educating learners on the dangers of fires, floods, drought and other hazards was implemented in schools with over 100 000 learners participated in hazard awareness programmes which were implemented in 80% of schools in all 5 Districts.
- An Integrated Drought Response Strategy, which was developed in collaboration with all stakeholders, achieved significant successes as water scarcity and / or citizens running out of water was prevented in parts of the Province, which were affected. Through the Department of Local Government, the Province continues to intensify its on-going support through implementation of the Drought Recovery Action Plan to ensure continued access to water supply in the respective towns which still feel the effects of drought.
- To ensure inclusive public participation, a ward committee handbook was translated into Braille in all three official languages of the Western Cape. The Department identified the need to enhance public participation and strengthen communication between communities and municipalities. Consequently, the Department developed eight thematic areas on Civic Education Videos on Public Participation with the primary focus on educating and empowering citizens with information that will enable them to participate meaningfully and effectively in the affairs of local government. Municipalities were also supported with the development of Client Service Charters.
- The Department provided support to councillors to effectively execute their roles and responsibilities, this includes supporting municipalities with various capacity building and legislative development programmes. One such training which contributed greatly towards improving the capacity of municipal councillors is the Department's collaboration with the Hans Seidel Foundation in launching a summer school addressing the theme of ethics and personal values amongst councilors. The purpose was to equip municipalities with all the necessary tools required to maximize strategic, administrative and operational efficiency.
- The Department also conducted assessments and investigations on allegations of fraud, corruption and maladministration and intervened where necessary.
- Given the importance of IDP alignment, the Department has reviewed its assessment approach to focus this upcoming year more on the extent to which the IDP of the municipality is aligned with the development strategies of sector departments and whether the IDP and related municipal sector plans are compatible with national and provincial development plans and all planning requirements binding on a municipality.
- The Joint District and Metro Approach (JDMA) was introduced to promote the horizontal interface between Western Cape provincial departments and the vertical interface between national, provincial departments and municipalities through district coordinating forums as the governance instruments

for co-planning, co-budgeting and co-implementation of services to be translated into service delivery for communities.

- Various initiatives were implemented to improve data management aimed at ensuring proactive identification and

elimination of data errors to guarantee complete and accurate data, that can be shared across municipalities.

To this end, the Department was able to achieve its planned strategic goals.

4. Performance Information by Programme

4.1 Programme 1: Administration

Programme Purpose	Provide overall management in the Department in accordance with all applicable acts and policies.
Sub-Programme: Office of the MEC	
Strategic Objective	To provide for the functioning of the Office of the MEC (provided for in Vote 9: Environmental Affairs and Development Planning).
Sub-Programme: Corporate Services	
Strategic Objective	To partner with programmes so they can meet their service delivery requirements.
Strategic Goal	Efficient and effective department that delivers quality services.
Progress	All units within the Department were supported to achieve their planned targets this included the development and submission of strategic and financial reports in compliance with the relevant prescripts. The Department achieved 93% of its planned targets, partially achieving 7% of the remaining targets, while utilising 98% of its adjusted budget.

A. Strategic Objectives Indicators

Programme 1: Administration Sub-programme 1.2: Corporate Services								
Strategic Objective	Strategic Objective Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
1. To partner with programmes so they can meet their service delivery requirements	1.1 Submission of strategic reports	7	7	7	7	7	-	
	1.2 Number of financial reports submitted	17	17	17	17	17	-	

PERFORMANCE INFORMATION

B. Provincial Performance Indicators

	Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
1.1.1	Submission of Annual Performance Plan	1	1	1	1	1	-	
1.1.2	Submission of Quarterly Performance Reports	4	4	4	4	4	-	
1.1.3	Submission of Annual Report	1	1	1	1	1	-	
1.1.4	Number of impact evaluation reports produced	1	1	1	1	1	-	
1.2.1	In-year monitoring reports submitted to PT	12	12	12	12	12	-	
1.2.2	Properly costed budget aligned with APP/Strategic Plan	1	1	1	1	1	-	
1.2.3	Submission of Annual Financial Statements	1	1	1	1	1	-	
1.2.4	Submission of Interim Financial Statements	3	3	3	3	3	-	

Strategy to overcome areas of underperformance/Changes to planned targets

- There were no changes to planned targets, all targets met and there were no significant achievements

Linking Performance with Budgets: Programme 1: Administration

Sub-Programme Expenditure

Sub-programmes	2019/20			2018/19		
	Final Appropriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000
Office of the MEC ¹	-	-	-	-	-	-
Corporate Services	48 257	47 027	1 230	42 900	42 900	-
Total	48 257	47 027	1 230	42 900	42 900	-

¹ The budget of the MEC is reflected under the Department of Environmental Affairs and Development Planning

4.2 Programme 2: Local Governance

Programme Purpose	To promote viable and sustainable developmental local governance, to promote integrated and sustainable planning and community participation in developmental processes.
Sub-programme 2.1: Municipal Administration: Municipal Governance and Specialised Support	
Strategic Objective	To promote good governance in municipalities.
Purpose	To provide management and support services to local government within a regulatory framework.
Strategic Goal	Well governed and capacitated municipalities that deliver services to all.
Progress	Legal support was provided to municipalities to ensure good governance in municipalities.
Sub-programme 2.2: Public Participation	
Strategic Objectives	To strengthen public participation through effective communication between municipalities and communities. To provide support and capacity-building initiatives to municipalities.
Purpose	To enhance community participation and delivery at local level and to strengthen relations between local government and the community.
Strategic Goal	Unlock opportunities through improved access to government services and active community participation.
Progress	Municipalities were supported with public participation programmes such as Policy Development, Ward Operational Plan, Public Participation Training and Client Service Charter Development and Customised Municipal Communication Support.
Sub-programme 2.3: Capacity Development	
Strategic Objective	To provide support and capacity-building initiatives to municipalities.
Purpose	To capacitate municipalities to deliver effective services.
Strategic Goal	Well governed and capacitated municipalities that deliver services to all.
Progress	Municipalities were supported with capacity building programmes such as, back to Basics, ICT enhancement, Councillor, Officials and Graduate Training, Indigent Policy, PMS and MPRA related matters.
Sub-programme 2.4: Municipal Performance, Monitoring, Reporting and Evaluation	
Strategic Objective	To monitor and evaluate municipal performance.
Purpose	To monitor and evaluate municipal performance.
Strategic Goal	Well-governed and capacitated municipalities that deliver services to all.
Progress	The performance of municipalities was monitored through various projects; one such project is the Integrated Performance Support System (IPSS). The main aim of this system is to decrease the burden of reporting on municipalities, by capturing all municipal reporting information in one system that serves as a hub of all municipal data in the Province.
Sub-programme 2.5: Service Delivery Integration	

PERFORMANCE INFORMATION

Strategic Objectives	To co-ordinate improved access to government information, services and socio-economic opportunities. To support co-operative governance between the three spheres of government.
Purpose	To manage the Thusong Programme and support co-operative governance between the three spheres of government.
Strategic Goal	Unlocked opportunities through improved access to government services and active community participation.
Progress	During financial year over 1,3 million services were accessed by communities through the Thusong Programme, while various intergovernmental platforms were facilitated to create synergy in delivering services.

Sub-programme 2.6: Community Development Worker Programme

Strategic Objective	To co-ordinate improved access to government information, services and socio-economic opportunities.
Purpose	To provide information to communities to access government services and to facilitate community access to socio-economic opportunities.
Strategic Goal	Unlocked opportunities through improved access to government services and active community participation.
Progress	The Community Development Workers located in the City of Cape Town and all five districts continue to improve access of citizens to government services and economic opportunities through strengthening partnerships with various stakeholders.

PERFORMANCE INFORMATION

A. Strategic Objectives Indicators

Programme 2: Local Governance Sub-programme 2.1: Municipal Administration: Municipal Governance and Specialised Support								
Strategic Objective	Strategic Objective Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
To promote good governance in municipalities	2.1 Decision making Programmes enhanced	15	12	11	12	12	-	

B. Provincial Performance Indicators

Performance Indicators		Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
2.1.1	Number of Municipalities supported with Legislation Development.	3	9	-	10	30	20	The reason for the deviation is that , in addition to the support provided to Municipalities within the scope of this performance indicator, was because Circular C28 of 2019 was distributed to all Municipalities providing them with the reviewed and amended Draft Standard Rules of Order.
2.1.2	Legal support provided to municipalities to strengthen municipal governance	2	2	2	2	2	-	The Department provided guidance to municipalities by way of hosting bi-annual Legislative and Constitutional Task Team engagements covering different topics on legislation affecting local government, as well as legal support on general matters.

PERFORMANCE INFORMATION

Performance Indicators		Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
2.1.3	Oversight of Municipal Public Account Committees (MPACs).	-	10	8	10	11	1	MPACs were assessed in the following Municipalities: City of Cape Town, Drakenstein, Matzikama, Saldanha Bay, Stellenbosch, Cape Agulhas, George, Swartland, Witzenberg, Theewaterskloof and Swellendam Municipality. The overachievement was as a result of Swellendam municipality inviting the Department to its MPAC meeting.
2.1.4	Number of Municipalities supported with initiatives to enable them to exercise Governance and Accountability.	5	12	30	6	22	16	22 Municipalities were supported with initiatives enabling governance and accountability. The target was initially targeted at municipalities requiring additional support on matters such as, MPAC, Rules of Order, Code of Conduct amongst other initiatives. However, the "Determination of Number of Councillors as Promulgated" was addressed during a MinMayTech, this led to the overachievement.
2.1.5	Assessment of senior manager appointments in accordance with legal prescripts.	36	39	19	20	19	(1)	Assessments of senior managers posts in various municipalities were conducted. These appointments were based on vacancies which arose as a result of resignations or terminations hence the deviation from the planned target.

PERFORMANCE INFORMATION

Performance Indicators		Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
2.1.6	Update of Municipal Codes for Municipalities.	-	-	-	8	9	1	The following municipalities were supported with the updating of their municipal codes, as required in terms of Section 15 of the Municipal Systems Act Cederberg, Theewaterskloof, Laingsburg, Kannaland, Bitou, Cape Agulhas, Knysna, Hessequa and Breede Valley As part of the Back-to-Basics support, Kannaland Municipality required support with the updating of its Municipal Code, hence the deviation from the planned target.
2.1.7	Assessing code of conduct cases to ensure legislative compliance.	6	2	5	5	6	1	Assessments of Code of Conduct of Councillor cases were conducted at various municipalities. The Code of Conduct matters cannot be predicted hence the deviation.
2.1.8	Commenting on draft national or provincial legislation, draft national or provincial policies; and or draft municipal by-laws.	-	-	-	5	5	-	The target for this indicator relates to the number of draft national or provincial legislation and draft Municipal By-Laws wherein comments were submitted.
2.1.9	Informal intervention support: Report on support provided in respect of assessments conducted in terms of the Western Cape Monitoring and Support of Municipalities Act and investigations	4	4	4	4	4	-	Consolidated quarterly reports reflecting informal intervention support provided to various municipalities were compiled.
2.1.10	Report on Specialised support provided on governance issues in response to municipalities' needs.	4	4	4	4	4	-	Consolidated quarterly reports reflecting support provided to Municipalities was compiled.

PERFORMANCE INFORMATION

Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
2.1.11 Investigations: Report on support provided in respect of complaints and enquiries received in relation to allegations of fraud mal-administration, corruption and/or failures to adhere to statutory obligations at municipal level.	4	4	4	4	4	-	Quarterly reports reflecting investigations support provided to various municipalities were compiled.
2.1.12 Formal Interventions: Report on support provided in respect of formal provincial interventions justified or required in terms of Section 139 of the Constitution.	1	1	1	1	1	-	An annual report reflecting support provided around formal interventions in the Province was compiled.

C. Nationally Prescribed Indicators

Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
SPI:1. Number of municipalities supported to comply with MSA Regulations on the appointment of senior managers (Outcome 9, Sub-Outcome 4) (B2B Pillar 5).	30	30	24	30	30	-	All 30 municipalities were supported with Upper Limits Notice of Total Remuneration Packages Payable to Municipal Managers and Managers directly accountable to Municipal Managers.

PERFORMANCE INFORMATION

Performance Indicators		Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
SPI:2.	Number of municipalities monitored on the extent to which anti-corruption measures are implemented (Outcome 9, Sub outcome 4) (B2B Pillar 3)	-	-	10	30	30	-	The Department monitors whether municipalities have anti-corruption measures such as Anti-Corruption Committees, Ethics Committees, Anti-Corruption Plans and/or Fraud Prevention Plans. This is over and above the support provided with Anti-Corruption Training during the period under review.

A. Strategic Objectives Indicators

Programme 2: Local Governance Sub-programme 2.2: Public Participation								
Strategic Objectives	Strategic Objective Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
To strengthen public participation through effective communication between municipalities and communities	2.2 (a). Programmes to improve public participation in municipalities	7	8	4	5	5	-	
To provide support and capacity-building initiatives to municipalities	2.2 (b). Municipalities supported with capacity-building programmes on gender mainstreaming	3	3	3	3	3	-	

PERFORMANCE INFORMATION

B. Provincial Performance Indicators

Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/ general comments
2.2.1 Support actions to improve ward committee functionality	4	5	4	4	4	-	To ensure functionality of the ward committees, the Department provided the following support: Policy Development & Review, Ward Committee Operational Plans, Capacity Building and Client Service Charters.
2.2.2 Reports on ward committee functionality	4	4	4	4	4	-	Quarterly reports on ward committee functionality were produced.
2.2.3 Municipalities supported with communication programmes	23	4	22	10	28	18	Municipalities received support through various communication programmes such as the, District and Provincial public communication, Audio Visual Production, communication on Disaster Management and Roles and Responsibilities of Municipal Communicators. More municipal communicators requested support to improve municipal communication, hence the deviation from the planned target.
2.2.4 Specialised communication training provided to municipalities	2	2	2	2	2	-	Municipalities were supported with Search Engine Optimization and Writing for Media training.
2.2.5 Support actions to improve citizen interface.	-	-	-	4	4	-	Support actions focused on community projects centred around Civic Education, Thusong Outreach, Sustainable Development and Education and Functionality Assessments of IDP Representative Forums.
2.2.6 Municipalities supported with capacity-building actions on gender mainstreaming	3	3	3	3	3	-	Municipalities supported with gender mainstreaming were: Theewaterskloof, Bergrivier and Breedevalley Municipalities.

C. Nationally Prescribed Indicators

Performance Indicators		Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/ general comments
SPI:3	Number of municipalities supported to maintain functional ward committees (Outcome 9, Sub outcome 2) (B2B Pillar 1).	5	16	24	8	24	16	<p>This indicator is covered by projects under the Provincial Indicator (Support actions to improve ward committee functionality). In total, 24 municipalities were supported to maintain functional ward committees through programmes such as; Policy Development & Review, Ward Committee Operational Plans, Training and Capacity and Client Service Charters.</p> <p>The deviation is a result of the capacity building programme that was rolled out to municipalities during the 3rd quarter.</p>
SPI:4	Number of municipalities supported to respond to community concerns (Outcome 9, Sub outcome 2) (B2B Pillar 1).	-	12	10	5	5	-	<p>The Department conducted a survey, and engaged with municipalities at the quarterly ComTechs, it was established that all five district municipalities have complaints systems in the Province.</p>

A. Strategic Objectives Indicators

Programme 2: Local Governance Sub-programme 2.3: Capacity Development								
Strategic Objective	Strategic Objective Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/ general comments
To provide support and capacity-building programmes to municipalities	2.3 Programmes implemented to support and capacitate municipalities	10	12	8	7	7	-	

B. Provincial Performance Indicators

Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/ general comments
2.3.1 Capacity-building programmes implemented in municipalities (on-going).	5	4	2	1	1	-	Quarterly Back to Basics Steering Committee engagements were held with relevant sector departments and municipalities.
2.3.2 Training and development programmes implemented in municipalities	2	2	3	3	3	-	Training programmes implemented were: Councillor, Middle Management and Graduate Training Programmes.
2.3.3 Programmes to support municipalities with the enhancement of ICT	4	2	3	3	3	-	Municipalities were supported with the following ICT Initiatives: Municipal Data Governance Framework, Municipal ICT Audit Action Plan and Municipal ICT Forum.

C. Nationally Prescribed Indicators

Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/ general comments
SPI:5 Number of capacity-building interventions conducted in municipalities (Outcome 9, Sub outcome 3) (B2B Pillar 5).	5	4	2	1	1	-	This Indicator is linked to the Provincial Indicator Capacity-building programmes implemented in municipalities.
SPI:6 Number of municipalities guided to comply with the MPRA (Outcome 9: Sub-outcome 4) (B2B Pillar 4).	25	25	25	25	25	-	Municipalities were supported through programmes such as the MPRA Helpdesk; and the Quarterly MPRA Focus Group engagements.
SPI:7 Report on the implementation of Back-to-Basics action plans by municipalities (Outcome 9, Sub outcome 4) (B2B Pillar 5).	-	1	1	1	1	-	A consolidated progress report was drafted.
SPI:8 Number of municipalities supported to institutionalise the performance management system (PMS) (Outcome 9, Sub-Outcome 4) (B2B Pillar 5).	2	10	2	4	4	-	Municipalities supported through one on one engagements and a research paper on the type of additional Performance Management System support required by municipalities was drafted.
SPI:9 Number of municipalities supported to implement indigent policies (Outcome 9, Sub-outcome 1) (B2B Pillar 2).	3	15	24	6	6	-	Municipalities supported with the implementation of indigent policies were; Cederberg, Matzikama, Kannaland, Prince Albert, Cape Agulhas and Laingsburg.

PERFORMANCE INFORMATION

A. Strategic Objectives Indicators

Programme 2: Local Governance Sub-programme 2.4: Municipal Performance Monitoring and Evaluation								
Strategic Objective	Strategic Objective Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
To monitor and evaluate municipal performance	2.4 Municipal performance Monitoring Programmes	4	4	6	3	3	-	

B. Provincial Performance Indicators

Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
2.4.1 Provincial integrated assessments guiding support to municipalities.	-	-	2	2	2	-	A consolidated Report on the municipal self-assessments has been compiled.
2.4.2 Initiatives to enhance monitoring and evaluation.	-	-	2	2	2	-	A bi-annual platform was created to facilitate discussions with municipalities on how to improve planning and reporting on municipal indicators.
2.4.3 Research to enhance data management.	-	-	-	1	1	-	Research was conducted on the data management practices being applied by municipalities and provincial departments.

C. Nationally Prescribed Indicators

Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
SPI:10 Number of Section 47 reports compiled as prescribed by the MSA (Outcome 9, Sub-Outcome 4) (B2B Pillar 5).	1	1	1	1	1	-	A consolidated Municipal report was compiled in terms of Section 47 of the MSA.

PERFORMANCE INFORMATION

A. Strategic Objectives Indicators

Programme 2: Local Governance Sub-programme 2.5: Service Delivery Integration								
Strategic Objective	Strategic Objective Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
To co-ordinate improved access to government information services, and socio-economic opportunities	2.5(a) Programmes implemented to improve access to government services	3	3	3	3	3	-	
To support co-operative governance between the three spheres of government	2.5(b) Programmes supporting co-operative governance between the three spheres of government	5	3	2	3	3	-	

B. Provincial Performance Indicators

Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
2.5.1 Number of services accessed through the Thusong Programme	1 099 703	1 388 253	1 453 775	1 300 000	1 303 141	3 141	The demand for government services continues to be a need in communities.
2.5.2 Report on the Functionality of Thusong Service Centres	4	4	4	4	4	-	
2.5.3 Support actions to ensure effective functioning of the Thusong Programme	5	4	4	4	4	-	Support actions provided were: <ul style="list-style-type: none"> Operational & Maintenance Funding; Thusong Programme Forum Meetings; Thusong Training of Staff; and Thusong Sustainability Support Plans.
2.5.4 Support actions to improve functionality of IGR Fora	5	3	2	3	2	(1)	No formal referrals emanated from respective IGR Forums during the period under review. Matters were dealt with immediately or captured as resolutions to be implemented or followed up.

A. Strategic Objectives Indicators

Programme 2: Local Governance Sub-programme 2.6: Community Development Worker Programme								
Strategic Objective	Strategic Objective Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
To co-ordinate improved access to government information services, and socio-economic opportunities	2.6 Programmes improving access to and information about government services	3	2	2	2	2	-	

B. Provincial Performance Indicators

Performance Indicators		Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
2.6.1	Support initiatives to improve access to government services	22	43	15	15	15	-	A variety of support initiatives were conducted to improve access to government services amongst others, housing consumer education, early childhood development, Nutrition Centres, and Social Relief Programmes.
2.6.2	Support Programmes to improve access to small scale economic opportunities	76	70	5	5	5	-	Small scale economic opportunities supported include: Food Security, Small Enterprise Development, Tourism Development, Heritage Development and Environment Management Projects.

PERFORMANCE INFORMATION

Strategy to overcome areas of underperformance/Changes to planned targets

- Reasons for deviating on all targets partially achieved, not achieved and significantly over achieved have been provided in the performance tables.

Linking Performance with budgets: Programme 2: Local Governance

Sub-programme Expenditure

Sub-programmes	2019/20			2018/19		
	Final Ap-propriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000	Final Ap-propriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000
Municipal Administration	11 333	10 850	483	9 799	9 621	178
Public Participation	10 318	10 301	17	10 108	10 108	-
Capacity Development	11 653	11 520	133	11 808	11 671	137
Municipality Performance Monitoring, Reporting and Evaluation	27 225	27 116	109	24 363	23 844	519
Service Delivery Integration	11 749	11 658	91	10 893	10 893	-
Community Development Worker Programme	76 061	75 766	295	64 946	64 567	379
Total	148 339	147 211	1 128	131 917	130 704	1 213

4.3 Programme 3: Development and Planning

Programme Purpose	To promote and facilitate effective disaster management practices, ensure well-maintained municipal infrastructure, and promote integrated planning.
Sub-programme 3.1: Municipal Infrastructure	
Strategic Objective	To support municipalities to provide and maintain economic and social infrastructure.
Purpose	To facilitate and monitor infrastructure development within municipalities to ensure sustainable municipal infrastructure.
Strategic Goal	Well governed and capacitated municipalities that deliver services to all.
Progress	Hands on and financial support was provided to municipalities in support of various infrastructure projects such as water and electricity, drought relief support as well as monitoring and supporting the effective and efficient utilisation of MIG allocations.
Sub-programme 3.2: Disaster Management	
Strategic Objectives	To co-ordinate effective disaster management preparedness, intergovernmental relations and recovery. To co-ordinate reduction of potential risks posed by hazards. To improve the Fire and Rescue Services capability.
Purpose	To manage disaster management at the provincial and local level to ensure the establishment of effective and efficient disaster management mechanisms.
Strategic Goal	A disaster-resilient Province.
Progress	Disaster preparedness plans, disaster declarations and assessments, centre enhancements, fire and flood awareness campaigns, risks assessments and fire capacity training programmes are some of the projects implemented towards ensuring a disaster resilient Province.
Sub-programme 3.3: Integrated Development Planning	
Strategic Objectives	To improve the quality of IDPs to give effect to service delivery. To strengthen intergovernmental planning and budgeting through the establishment of IDP as the single co-ordinating plan of government.
Purpose	To strengthen inter-governmental planning and budgeting through establishment of IDP as the single co-ordinating plan of government.
Strategic Goal	Effective Integrated Development Planning by all spheres of government that accelerates delivery within municipal areas.
Progress	All municipalities were supported with various programmes to ensure alignment of IDPs with the relevant legislation

A. Strategic Objectives Indicators

Programme 3: Development and Planning Sub-programme 3.1: Municipal Infrastructure								
Strategic Objective	Strategic Objective Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
To support municipalities to provide and maintain economic and social infrastructure	3.1 Support programmes on infrastructure	4	4	7	3	3	-	

B. Provincial Performance Indicators

Performance Indicators		Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
3.1.1	Implementation of programmes to strengthen basic service delivery	2	2	2	2	2	-	Municipalities were supported with the following programmes: Electricity Master Planning Programme: <ul style="list-style-type: none"> Saldanha, Knysna and Swellendam Municipalities, and Municipal Infrastructure Grant Programme: All municipalities were supported and monitored to spend their MIG allocation.
3.1.2	Enhance integrated and coordinated municipal infrastructure planning	-	-	1	1	1	-	Municipalities were supported with Infrastructure Master Plans.
3.1.3	Municipal water security support programme	-	2	1	1	1	-	Drought stricken municipalities received technical advisory services and professional support as well as financial support towards drought relief projects.

C. Nationally Prescribed Indicators

Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
SPI:11 Number of municipalities monitored on the implementation of infrastructure delivery programmes (Outcome 9, Sub-outcome 1) (B2B Pillar 5).	24	24	24	24	24	-	The Provincial MIG Manager/Municipality Co-ordination Forum meets monthly to engage on Infrastructure related matters.

A. Strategic Objectives Indicators

Programme 3: Development and Planning Sub-programme 3.2: Disaster Management and Fire Brigade Service								
Strategic Objectives	Strategic Objective Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
To co-ordinate effective disaster management preparedness Inter-governmental relations and recovery	3.2(a) Programmes to co-ordinate effective disaster preparedness, inter-governmental relations and recovery	7	6	7	7	7	-	
To co-ordinate reduction of risks posed by hazards	3.2(b) Programmes to reduce potential risks	4	4	4	4	4	-	
To improve fire and rescue services capability	3.2(c) Programmes to improve fire and rescue services capability	26	23	23	12	12	-	

PERFORMANCE INFORMATION

B. Provincial Performance Indicators

Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/ general comments
3.2.1 Stakeholders assisted in developing disaster preparedness plans	2	2	4	2	4	2	<p>The following stakeholders were assisted with Disaster Preparedness Plan:</p> <ul style="list-style-type: none"> Matzikama Municipality: Winter Readiness Plan; WC Province: Xenophobia Framework Plan; City of Cape Town: Summer Preparedness Plans; and Hessequa Municipality: Disaster Preparedness Plan. <p>Due to additional resources the Department was able to assist more stakeholders than anticipated.</p>
3.2.2 Centre enhancements to ensure functional Western Cape Disaster Management Centre	1	1	1	1	1	-	<p>The following activities were completed to ensure a functional Western Cape Disaster Management Centre:</p> <ul style="list-style-type: none"> Updated disaster management information and communication system Updated the SoP's for managing and activation of the centre. Ensured accurate hotline and space for the Covid19 management within the Centre.
3.2.3 Provincial Disaster Management Annual Report	1	1	1	1	1	-	
3.2.4 Meetings of Intergovernmental disaster management fora	4	4	4	4	4	-	Disaster Management Advisory Forum took place every quarter.
3.2.5 Disaster damage assessments/ verifications conducted	5	8	1	1	1	-	Disaster damage assessments were conducted during the period under review for both drought and COVID-19 declared disasters. A total of three funding applications have been submitted to National Disaster Management Centre.

PERFORMANCE INFORMATION

Performance Indicators		Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/ general comments
3.2.6	Disaster declarations/ classifications facilitated	3	-	1	1	2	1	The following Disaster declarations were facilitated: <ul style="list-style-type: none"> Drought on 04 March 2020 (Gazette 43066); and COVID-19 on 15 March 2020 (Gazette 43096).
3.2.7	Disaster recovery programmes monitored and supported	1	4	1	1	1	-	Disaster recovery programmes monitored were related to funding projects throughout the Province.
3.2.8	Municipalities supported with risk and vulnerability assessments	3	5	3	3	3	-	Municipalities supported with risk and vulnerability assessments were; City of Cape Town, West Coast and Cape Wine-lands District.
3.2.9	Municipalities supported to develop Disaster Risk Reduction Measures in IDPs	6	3	3	3	2	(1)	Municipalities that received customised support on disaster risks reductions in their IDPs: Swellendam Municipality and Mossel Bay Municipality Drakenstein Municipality was scheduled for March 2020 was cancelled due to the lockdown.
3.2.10	Maintenance of Data Repository at Western Cape Disaster Management Centre	1	1	2	1	1	-	The Western Cape Decision Support Tool (DST) was migrated into the azure cloud and upgraded from district / regional DST into a singular Provincial DST. As part of this upgrade, a gap analysis was conducted on data that is contained in the DST in an effort to source up to date and / or relevant datasets. In addition to this, the Department, with the support of Cel, developed the Fire Risk App and the Recovery Dashboard.

PERFORMANCE INFORMATION

Performance Indicators		Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/ general comments
3.2.11	Disaster Hazard Awareness Programme	1	1	1	1	1	-	The Fire & Flood Awareness Campaign Roadshow was successfully implemented in over 90 primary schools, reaching over 40 000 pupils across Overberg, Cape Winelands and Central Karoo.
3.2.12	Fire Service Training Programmes.	15	8	8	5	5	-	A variety of fire service programmes such as Fire Fighting, Hazmat, Swift Water Rescue, were implemented.
3.2.13	Aerial Fire-Fighting and Ground Support Programmes.	2	3	3	1	1	-	The Department facilitated Aerial Fire and Ground Support Programmes.
3.2.14	Emergency Management Skills Capacity Development (Incident Command) Programmes.	2	3	3	2	2	-	Two Emergency Management Skills Programmes implemented were the Divisional Supervisor Training and the Development of a Wildfire Pre-Attack Plan.
3.2.15	Fire and Life Safety Programmes.	6	7	7	3	3	-	Fire and Life Safety training programmes focused on Fire Life Safety Training, Public Information Officer Training and Be Wild Fire Ready Awareness Training.
3.2.16	Special Operations Capacity-building Programmes.	1	2	2	1	1	-	Special Operations Capacity-building Programme provided during the period was the: Advance Rope Rescue Training, hosted at the Ceres fire Station.

PERFORMANCE INFORMATION

C. Nationally Prescribed Indicators

Performance Indicators		Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
SPI:12	Number of municipalities supported to maintain functional Disaster Management Centres	6	6	6	6	6	-	All municipal Disaster Management Centres in the Province are functional. The centres are situated in all districts and metro.
SPI:13	Number of municipalities supported on Fire Brigade Services	-	-	22	5	11	6	<p>The following municipalities were supported with Fire Brigade Services:</p> <ul style="list-style-type: none"> • Bergrivier Municipality, • Cape Winelands Municipality, • Drakenstein Municipality, • Hessequa Municipality, • Kannaland Municipality, • Knysna Municipality, • Mossel Bay Municipality, • Oudtshoorn Municipality, • Prince Albert Municipality, • Stellenbosch Municipality, • Witzenberg Municipality. <p>More municipalities were able to be supported due to additional resources that become available.</p>

A. Strategic Objectives Indicators

Programme 3: Development and Planning Sub-programme 3.3: Integrated Development Planning								
Strategic Objectives	Strategic Objective Performance Indicators	Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/ general comments
To improve the quality of IDPs to give effect to service delivery	3.3(a) Programmes to improve the quality of IDPs	3	2	2	2	2	-	
To strengthen Intergovernmental planning and budgeting through establishment of IDP as the single co-ordinating plan of Government	3.3(b) Programme to improve inter-governmental planning in IDPs	1	1	1	1	1	-	

B. Provincial Performance Indicators

Performance Indicators		Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/ general comments
3.3.1	Percentage of IDP assessments reports determining alignment of planning and budget allocation	-	68%	87%	85%	100%	15%	30 IDP assessment reports determining alignment between the IDP and budget were compiled and submitted to municipalities. The overachievement relates to municipalities aligning the IDP and budget more effectively as focused support was provided.
3.3.2	Planning alignment of the district municipality and the local municipalities within its area	-	41%	54%	60%	53%	(7%)	The Department conducted district Alignment Support Sessions in each district to assist with improving planning alignment. Not all municipalities are aligned with their District plans.
3.3.3	Percentage JPI agreements facilitated to reflect in the respective planning instruments of stakeholders	74.4%	55%	73%	55%	54%	(1%)	Given that 2019/20 financial year was the last year of the 5 year provincial plans, the Department compiled a close out report for JPI agreements implemented versus those planned at the beginning of the administration. The 54% represents percentage of JPIs implemented as per discussions between the provincial departments and municipalities. As this is the end of the administration and thus new 5 year plans were being compiled by the provincial departments, the JPIs are therefore not reflected in the provincial new planning instruments. Furthermore, the JPI work has been upscaled as part of the new district development model approach – a Joint District Approach.

C. Nationally Prescribed Indicators

Performance Indicators		Actual Achievement 2016/17	Actual Achievement 2017/18	Actual Achievement 2018/19	Planned Target 2019/20	Actual Achievement 2019/20	Deviation from planned target to Actual Achievement for 2019/20	Comments on deviations/general comments
SPI:14	Number of Municipalities supported with development of IDP (Outcome 9, Sub-outcome 1)	30	30	30	30	30	-	All 30 municipalities were supported with the planning, drafting, adoption and review of the IDPs.

Strategy to overcome areas of underperformance/Changes to planned targets

- There were no changes to planned targets.
- Reasons for deviating on all targets partially achieved, not achieved and significantly over achieved have been provided in the performance tables.

Linking Performance with budgets: Programme 3: Development and Planning

Sub-Programme Expenditure

Sub-programmes	2019/20			2018/19		
	Final Appropriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000
Municipal Infrastructure	62 418	60 586	1 832	31 386	31 272	114
Disaster Management	52 861	52 060	801	66 510	66 357	153
Integrated Development Planning	7 419	6 865	554	7 128	7 128	-
Total	122 698	119 511	3 187	105 024	104 757	267

Linking Performance with Budgets: Programme 4: Traditional Institutional Administration

Sub-programme	2019/20			2018/19		
	Final Appropriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000	Over/Under expenditure R'000
4.1 Traditional Institutional Management	1	-	1	1	-	1
Total	1	-	1	1	-	1
Grand Departmental Total	319 295	313 749	5 546	279 842	278 361	1 481

4.4 Transfer Payments

4.4.1 Transfer payments to Public Entities N/A

4.4.2 Transfer Payments (transfer payments made for the period 1 April 2018 to 31 March 2020)

Name of Transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount Spent by the entity	Reasons for the funds unspent by the entity
Community Development Workers (CDW) Operational Support Grant					
Beaufort West	CDW Operational	Yes	408	138	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Bitou	CDW Operational	Yes	38	3	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Breede Valley	CDW Operational	Yes	186	186	Funds were paid to the municipality during the last quarter of the 2019/20 financial year and the overspending was funded by municipality.
Cape Agulhas	CDW Operational	Yes	112	52	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Cape Winelands District	CDW Operational	Yes	148	41	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Cederberg	CDW Operational	Yes	334	329	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
City of Cape Town	CDW Operational	Yes	2 034	-	Funds were transferred during March 2020.
Drakenstein	CDW Operational	Yes	222	18	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
George	CDW Operational	Yes	186	38	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Hessequa	CDW Operational	Yes	57	21	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Kannaland	CDW Operational	Yes	222	-	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.

PERFORMANCE INFORMATION

Name of Transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount Spent by the entity	Reasons for the funds unspent by the entity
Knysna	CDW Operational	Yes	112	76	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Laingsburg	CDW Operational	Yes	186	75	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Langeberg	CDW Operational	Yes	57	57	Funds fully spent by municipality at the end of 2019/20 financial year.
Matzikama	CDW Operational	Yes	222	-	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Mossel Bay	CDW Operational	Yes	112	-	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Oudtshoorn	CDW Operational	Yes	112	16	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Overberg District	CDW Operational	Yes	112	-	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Overstrand	CDW Operational	Yes	148	36	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Prince Albert	CDW Operational	Yes	148	59	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Saldanha Bay	CDW Operational	Yes	148	71	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Stellenbosch	CDW Operational	Yes	112	74	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Swartland	CDW Operational	Yes	74	19	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Theewaterskloof	CDW Operational	Yes	260	126	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
West Coast	CDW Operational	Yes	74	43	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.

PERFORMANCE INFORMATION

Name of Transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount Spent by the entity	Reasons for the funds unspent by the entity
Witzenberg	CDW Operational	Yes	296	-	Funds were paid to the municipality during the last quarter of the 2019/20 financial year.
Thusong Operational Support Grant					
Breede Valley	Thusong Operational Support	Yes	220	137	The municipality commenced with the procurement process, but could not complete due to the Covid-19 pandemic. The municipality will request for the rollover of funds.
Cederberg	Thusong Operational Support	Yes	200	180	The municipality commenced with the procurement process, but could not complete due to the Covid-19 pandemic. The municipality will request for the rollover of funds.
George	Thusong Operational Support	Yes	200	200	Funds fully spent by municipality at the end of 2019/20 financial year.
Matzikama	Thusong Operational Support	Yes	120	63	The project is delayed due to the Covid-19 pandemic, however, the municipality will request for the rollover of funds.
Mossel Bay	Thusong Operational Support	Yes	106	21	The project is delayed due to the tender process for repairs and renovations to the Thusong Support Centre, however, the municipality will request for the rollover of funds.
Overstrand	Thusong Operational Support	Yes	100	55	The contractors appointed could not continue with the repairs due to the Covid-19 pandemic. The municipality will request for the rollover of funds.
Prince Albert	Thusong Operational Support	Yes	100	79	The municipality commenced with the procurement process, but could not complete due to the Covid-19 pandemic. The municipality will request for the rollover of funds.
Municipal Electrical Master Plan Grant					
Knysna	Municipal Electrical Master Plan	Yes	490	-	The project was affected by the hard lockdown due to the Covid-19 pandemic. The municipality will request for the rollover of funds.

PERFORMANCE INFORMATION

Name of Transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount Spent by the entity	Reasons for the funds unspent by the entity
Swellendam	Municipal Electrical Master Plan	Yes	1 000	207	The municipality commenced with the project, however, this project is delayed due to the Covid-19 pandemic. The municipality will request for the rollover of funds.
Municipal Service Delivery and Capacity Building Grant					
Bitou	Municipal Service Delivery and Capacity Building	Yes	80	-	Municipality in the process of recruitment to appoint an Intern and will request for the rollover of funds.
Breede Valley	Municipal Service Delivery and Capacity Building	Yes	80	20	Municipality appointed an Intern and will request for the rollover of funds.
Cape Winelands District	Municipal Service Delivery and Capacity Building	Yes	160	-	Municipality in the process of recruitment to appoint an Intern and will request for the rollover of funds.
Cederberg	Municipal Service Delivery and Capacity Building	Yes	345	-	Municipality in the process of recruitment to appoint an Intern as well as to appoint a service provider to conduct socio-economic study. The municipality will request for the rollover of funds.
Central Karoo District	Municipal Service Delivery and Capacity Building	Yes	80	-	Municipality in the process of recruitment to appoint an Intern and will request for the rollover of funds.
Drakenstein	Municipal Service Delivery and Capacity Building	Yes	2 038	161	Municipality appointed a contractor for the project and will request for the rollover of funds.
Garden Route District	Municipal Service Delivery and Capacity Building	Yes	80	-	Municipality in the process of recruitment to appoint an Intern and will request for the rollover of funds.
George	Municipal Service Delivery and Capacity Building	Yes	80	-	Municipality in the process of recruitment to appoint an Intern and will request for the rollover of funds.
Kannaland	Municipal Service Delivery and Capacity Building	Yes	494	494	Funds fully spent by municipality at the end of 2019/20 financial year.
Matzikama	Municipal Service Delivery and Capacity Building	Yes	200	-	Funds were transferred during January 2020, but due to the national lockdown they could not commence with the project. The municipality will request for the rollover of funds.

PERFORMANCE INFORMATION

Name of Transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount Spent by the entity	Reasons for the funds unspent by the entity
Oudtshoorn	Municipal Service Delivery and Capacity Building	Yes	200	-	Municipality in the process of recruitment to appoint an Intern as well as to appoint a service provider for the Homework hub project. The municipality will request for the rollover of funds.
Overberg District	Municipal Service Delivery and Capacity Building	Yes	80	-	Municipality in the process of recruitment to appoint an Intern and will request for the rollover of funds.
Prince Albert	Municipal Service Delivery and Capacity Building	Yes	180	100	Municipality in the process of recruitment to appoint an Intern and will request for the rollover of funds. Funding allocated to enhance capacity is fully spent.
Stellenbosch	Municipal Service Delivery and Capacity Building	Yes	80	-	Municipality in the process of recruitment to appoint an Intern and will request for the rollover of funds.
Theewaterskloof	Municipal Service Delivery and Capacity Building	Yes	2 233	-	Municipality in the process to appoint a service provider and will request for the rollover of funds.
West Coast District	Municipal Service Delivery and Capacity Building	Yes	693	533	Municipality in the process of recruitment to appoint an Intern and will request for the rollover of funds. Funding allocated for 2 other projects is fully spent.
Fire Service Capacity Building Grant					
Bergriver	Fire Service Capacity Building	Yes	830	830	Funds fully spent by municipality at the end of 2019/20 financial year.
Cape Winelands District	Fire Service Capacity Building	Yes	1 046	-	Municipality could not appoint a supplier due to two (2) unsuccessful tender processes. Municipality will apply for roll over during the 2020/21 rollover process.
Hessequa	Fire Service Capacity Building	Yes	830	830	Funds fully spent by municipality at the end of 2019/20 financial year.
Kannaland	Fire Service Capacity Building	Yes	830	830	Funds fully spent by municipality at the end of 2019/20 financial year.

PERFORMANCE INFORMATION

Name of Transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount Spent by the entity	Reasons for the funds unspent by the entity
Mossel Bay	Fire Service Capacity Building	Yes	1 000	1 000	Funds fully spent by municipality at the end of 2019/20 financial year.
Oudtshoorn	Fire Service Capacity Building	Yes	830	830	Funds fully spent by municipality at the end of 2019/20 financial year.
Prince Albert	Fire Service Capacity Building	Yes	830	830	Funds fully spent by municipality at the end of 2019/20 financial year.
Witzenberg	Fire Service Capacity Building	Yes	830	-	Municipality could not appoint a supplier due to the unsuccessful tender process. The municipality will apply for the rollover of funds.
Municipal Drought Relief Grant					
Beaufort West	Municipal Drought Relief	Yes	9 500	2 303	The municipality commenced with the projects of which two (2) projects in construction phase and two (2) projects in the tender phase. The municipality will apply for the rollover of the funds.
Cape Aghulas	Municipal Drought Relief	Yes	500	-	Funds were paid to the municipality during the last quarter of the 2019/20 financial year. The municipality will apply for the rollover of the funds.
Cederberg	Municipal Drought Relief	Yes	3 500	2 836	Funds were paid to the municipality during the last quarter of the 2019/20 financial year. The municipality will apply for the rollover of the funds.
Kannaland	Municipal Drought Relief	Yes	4 300	697	Funds were paid to the municipality during the last quarter of the 2019/20 financial year. The municipality will apply for the rollover of the funds.
Laingsburg	Municipal Drought Relief	Yes	6 100	1 071	Funds were paid to the municipality during the last quarter of the 2019/20 financial year. The municipality will apply for the rollover of the funds.
Matzikama	Municipal Drought Relief	Yes	2 800	1 500	Funds were paid to the municipality during the last quarter of the 2019/20 financial year. The municipality will apply for the rollover of the funds.

PERFORMANCE INFORMATION

Name of Transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount Spent by the entity	Reasons for the funds unspent by the entity
Mossel Bay	Municipal Drought Relief	Yes	3 400	935	Funds were paid to the municipality during the last quarter of the 2019/20 financial year. The municipality will apply for the rollover of the funds.
Prince Albert	Municipal Drought Relief	Yes	8 450	4 409	Funds were paid to the municipality during the last quarter of the 2019/20 financial year. The municipality will apply for the rollover of the funds.
Theewaterskloof	Municipal Drought Relief	Yes	500	-	Funds were paid to the municipality during the last quarter of the 2019/20 financial year. The municipality will apply for the rollover of the funds.
Western Cape Municipal Interventions Grant					
Kannaland	Western Cape Municipal Interventions Grant	Yes	4 161	673	Funds were paid to the municipality during the last quarter of the 2019/20 financial year. The municipality will apply for the rollover of the funds.
Disaster Management Grant					
Overstrand	Disaster Management	Yes	5 000	5 000	Funds fully spent by municipality at the end of 2019/20 financial year.
Other					
Departmental agencies and accounts	NSRI (National Sea Rescue Institute)	Yes	400	400	N/A
Departmental agencies and accounts	SABC	Yes	3	3	N/A
Non-Profit Institutions	Lifesaving WC	Yes	400	400	N/A
Households	Leave gratuities	Yes	362	362	N/A

4.5 Conditional grants and earmarked funds received

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Drought Capacity
Expected outputs of the grant	To increase the risk reduction, response and monitoring capacity to the drought in the Province.
Actual outputs achieved	<p>The filling of the drought capacity contract posts within the Department was challenging, specifically the recruitment of the 8 engineers contact posts that went through several rounds of unsuccessful advertisements, including headhunting. The Department appointed 14 of the 18 contract posts by the 31 March 2020 and will proceed with the recruitment of the 4 posts.</p> <p>Additional drought capacity within the Department assisted with the establishment of a quarterly Drought Task team to monitor the drought situation in the Province, determine the high risk areas; development and maintenance of the Drought Risk Dashboard that reflects the level of dams and reflects the water security status of municipalities in the Province. Furthermore, the additional capacity assisted with the municipal drought mitigation support programme, drought awareness campaigns and communication related to drought within the Province.</p>
Amount per amended DORA	N/A
Amount transferred (R'000)	R4.503 million
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department (R'000)	R2.919 million
Reasons for the funds unspent by the entity	The underspending is due to delays in the filling of contract posts to assist with the management of the drought within the Department. The unspent amount was surrendered to the Provincial Revenue Fund.
Monitoring mechanism by the receiving department	The earmarked budget is monitored monthly through budget meetings and the progress is captured and included in the Quarterly Earmarked Report submitted to Provincial Treasury. The new drought engineers and administrative staff appointed to provide professional support and advisory services to manage and report on the drought within the Department.

PERFORMANCE INFORMATION

Department who transferred ear-marked allocation	Provincial Treasury
Purpose of the Grant	Municipal Interventions
Expected outputs of the grant	Comply with the constitutional obligations on the Western Cape Government to intervene when justified or required in terms of section 139 of the Constitution. Provide support in order to achieve the aims of the section 139 of the Constitution intervention.
Actual outputs achieved	The projects funded through the Municipal Interventions Grant have enabled the Kannaland Municipality to make progress with improving its institutional capacity, financial compliance and governance.
Amount per amended DORA	N/A
Amount transferred (R'000)	R4.821 million
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department/municipality (R'000)	R1.316 million
Reasons for the funds unspent by the entity	The underspending relates to funds transferred during the 4th quarter to Kannaland Municipality for 4 projects, however these projects could not be concluded by 31 March 2020. The municipality will apply for the roll-over of the funds.
Monitoring mechanism by the receiving department	An Administrator (Financial Recovery) has been appointed to take any and all steps necessary to ensure the proper implementation of the approved Financial Recovery Plan on behalf of the Provincial Executive. The Administrator (Financial Recovery) exercise direct oversight over the projects identified to be funded through the Municipal Interventions Grant.

PERFORMANCE INFORMATION

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Municipal support grant (strengthening of governance)
Expected outputs of the grant	Improved infrastructure, systems, structures and processes; Improved level of corporate governance in municipalities; Higher level of linkage between municipal strategies and municipal systems, processes and structures; and Higher level of productivity and improved service delivery
Actual outputs achieved	An amount of R7 331 522 was spent by the Department by 31 March 2020 to improve the capacity of municipalities to deliver services and to improve corporate governance in municipalities; to improve municipal sustainability and to achieve cost effective service delivery outcomes as envisaged by specific strategic objectives which is outlined in the Municipal Integrated Development Plans (IDP's). Municipalities spent R1 308 000 of the R7 103 478 transferred, to improve infrastructure for the rendering of basic services, as well as improve the capacity within the municipalities
Amount per amended DORA	N/A
Amount transferred (R'000)	R14.435 million
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department/ municipality (R'000)	R8.640 million
Reasons for the funds unspent by the entity	Municipalities are in the process of recruitment to appoint interns and has commenced with projects for which funds were allocated, however, projects could not be concluded by 31 March 2020. The municipality will apply for the roll-over of the funds.
Monitoring mechanism by the receiving department	The Department of Local Government has a Local Government Support Grant Committee in place that oversees the process which includes the allocation of grants, the continuous monitoring in line with a Standard Operating Procedure as well as the Transfer Payment Agreements. It is the responsibility of each Project Manager on the Committee to monitor and report on the milestones that should have been achieved, actual progress made and remedial actions taken to meet target dates. This information is captured and included in the quarterly earmarked report submitted to Provincial Treasury.

PERFORMANCE INFORMATION

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Municipalities: Water for sustainable growth and development: Water security and Disaster management response
Expected outputs of the grant	Successful implementation of municipal water infrastructure projects to augment water supply, improve bulk water infrastructure capacity and reduce high water demand in municipalities.
Actual outputs achieved	Detailed designs and tender documentation of identified projects completed. All identified projects in implementation / construction phase.
Amount per amended DORA	N/A
Amount transferred (R'000)	R11.865 million
Reasons if amount as per DORA not transferred	N/A
Amount spent by the municipality (R'000)	R4.601 million
Reasons for the funds unspent by the entity	Municipalities commenced with all the drought projects, but could not finalise the project by 31 March 2020. The municipality will apply for the roll-over of the funds.
Monitoring mechanism by the receiving department	<p>The projects are closely monitored in terms of the stipulations contained in the Transfer Payment Agreements, where municipalities are required to submit quarterly progress reports substantiated by evidence on the progress made as well as proof of expenditure.</p> <p>The new water security engineers appointed provide further dedicated professional support and advisory services to ensure each project's progress is monitored and managed on a weekly basis. This information is captured and included in the Quarterly Earmarked Report submitted to Provincial Treasury.</p>

PERFORMANCE INFORMATION

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Geohydrologists
Expected outputs of the grant	Municipalities supported with Geohydrological Services to develop municipal water infrastructure with the purpose of augmenting groundwater supply and enhancing the management and monitoring of groundwater sources.
Actual outputs achieved	Several municipalities were supported with Geohydrological Services to augment groundwater supply, which included geophysical studies, borehole siting, and supervision of drilling and testing. Municipalities were also supported to enhance the management and monitoring of groundwater sources by the development and implementation of groundwater management plans and submission of Water Use License Applications.
Amount per amended DORA	N/A
Amount transferred (R'000)	R5 million
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department (R'000)	R5 million
Reasons for the funds unspent by the entity	N/A
Monitoring mechanism by the receiving department	<p>The project progress and expenditure was monitored through monthly progress meetings during which detailed progress reports and cash flows were submitted by the respective Geohydrological consultants and reviewed in detail and managed by the Department's project manager.</p> <p>Close-out reports, verified by the effected consultants and department's project manager were compiled at completion of sub-projects. This information is captured and included in the Quarterly Earmarked Report submitted to Provincial Treasury.</p>

PERFORMANCE INFORMATION

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Provincial Water Response Plan
Expected outputs of the grant	Development of a 15-year Western Cape Integrated Drought and Water Response Plan
Actual outputs achieved	Appointment of a consultant to develop a 15-year Western Cape Integrated Drought and Water Response Plan completed. The project is in its inception stage and data gathering in process. Municipal Water Security projects identified and in implementation phase.
Amount per amended DORA	N/A
Amount transferred (R'000)	R2 million
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department/municipality (R'000)	R2 million
Reasons for the funds unspent by the entity	N/A
Monitoring mechanism by the receiving department	Project to be managed and monitored in accordance with the Service Level Agreement to be signed between the appointed service provider and the Department. This information is captured and included in the quarterly earmarked report submitted to Provincial Treasury.

PERFORMANCE INFORMATION

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Municipal water resilience projects identified as part of the Western Cape Integrated Water Drought Response Plan
Expected outputs of the grant	Successful implementation of municipal water infrastructure projects to augment water supply, improve bulk water infrastructure capacity and reduce high water demand towards water resilience.
Actual outputs achieved	Detailed designs and tender documentation of identified projects completed. All identified projects in implementation / construction phase. Geohydrologist Support and advisory services provided.
Amount per amended DORA	N/A
Amount transferred (R'000)	R2 million
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department/municipality (R'000)	R2 million
Reasons for the funds unspent by the entity	N/A
Monitoring mechanism by the receiving department	<p>The projects are closely monitored in terms of the stipulations contained in the Transfer Payment Agreements, where municipalities are required to submit quarterly progress reports substantiated by evidence on the progress made as well as proof of expenditure.</p> <p>The new drought engineers appointed provide further dedicated professional support and advisory services to ensure each project's progress is monitored and managed on a weekly basis. This information is captured and included in the quarterly earmarked report submitted to Provincial Treasury.</p>

PERFORMANCE INFORMATION

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Drought in the Central Karoo District area
Expected outputs of the grant	Successful implementation of municipal water infrastructure projects to augment water supply, improve bulk water infrastructure capacity and reduce high water demand in municipalities.
Actual outputs achieved	Detailed designs and tender documentation of identified projects completed. All identified projects in implementation / construction phase.
Amount per amended DORA	N/A
Amount transferred (R'000)	R25 million
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department/municipality (R'000)	R9.930 million
Reasons for the funds unspent by the entity	The underspending relates to the marketing of drought awareness and communication which were lower than anticipated and funds transferred to municipalities for drought projects. The unspent amount allocated for drought awareness was surrendered to the Provincial Revenue Fund and the municipalities will apply for the roll-over of unspent funds transferred for drought.
Monitoring mechanism by the receiving department	The projects are closely monitored in terms of the stipulations contained in the Transfer Payment Agreements, where municipalities are required to submit quarterly progress reports substantiated by evidence on the progress made as well as proof of expenditure. This information is captured and included in the quarterly earmarked report submitted to Provincial Treasury.

PERFORMANCE INFORMATION

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Hazardous material response capacity along major routes, as well as firefighting capacity across the Province.
Expected outputs of the grant	Allocated in order to maintain functional and compliant Fire Services that is able to be measured against national benchmarks and standards.
Actual outputs achieved	An amount of R7.026 million was transferred to 8 municipalities. 8 additional fire fighting vehicles were acquired by the following municipalities: Bergriver, Cape Winelands District, Hessequa, Kannaland, Mossel Bay, Oudtshoorn, Prince Albert and Witzenberg.
Amount per amended DORA	N/A
Amount transferred (R'000)	R7.026 million
Reasons if amount as per DORA not transferred	N/A
Amount spent by the municipality (R'000)	R5.150 million
Reasons for the funds unspent by the entity	Municipalities (Cape Winelands District and Witzenberg) could not appoint supplier/s due to the unsuccessful tender process. The municipalities will apply for the rollover of funds.
Monitoring mechanism by the receiving department	In terms of the approved business plans as well as conditions stipulated in the Transfer Payment Agreement, the Sub Directorate Fire and Rescue Services served on the project steering committees. This information is captured and included in the quarterly earmarked report submitted to Provincial Treasury.

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Fire disaster for Overstrand Municipality
Expected outputs of the grant	Repair and replacement of services and infrastructure damaged or destroyed during the January 2019 fires in the Overstrand Municipal area.
Actual outputs achieved	An amount of R 5m was transferred to the Overstrand Municipality to restore service delivery affected in the fires around Betty's Bay, Pringle Bay and Hermanus.
Amount per amended DORA	N/A
Amount transferred (R'000)	R 5 million
Reasons if amount as per DORA not transferred	N/A
Amount spent by the municipality (R'000)	R 5 million
Reasons for the funds unspent by the entity	N/A
Monitoring mechanism by the receiving department	In terms of the approved business plans as well as conditions stipulated in the Transfer Payment Agreement, the Sub Directorate Fire and Rescue Services served on the project steering committees. This information is captured and included in the quarterly earmarked report submitted to Provincial Treasury.

PERFORMANCE INFORMATION

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Firefighting
Expected outputs of the grant	To improve disaster preparedness related to the increase in fire incidents experienced in the Province. (Aerial and Ground Support Fire Fighting)
Actual outputs achieved	A total amount of R9.182 million was earmarked for Integrated Fire Management: Disaster Management support: Aerial Fire Fighting. On the 31 March 2020, the total amount has been committed to prevent the spread of fires within the Province.
Amount per amended DORA	N/A
Amount transferred (R'000)	N/A
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department (R'000)	R 9,182 million
Reasons for the funds unspent by the entity	N/A
Monitoring mechanism by the receiving department	Detailed monitoring of expenditure in line with approved budget. The latter is contained in a Service Level Agreement between the Department and the service provider. This information is captured and included in the quarterly earmarked report submitted to Provincial Treasury.

Department who transferred earmarked allocation	Provincial Treasury
Purpose of the Grant	Disaster management summit and preventative measures
Expected outputs of the grant	To investigate past practices, seek new ideas and encourage innovative thinking on how to make disaster management a multi sectoral field.
Actual outputs achieved	The following key outputs were achieved: 1. A third draft (version 3) of the updated Western Cape Disaster Management Framework; 2. A final draft of the Hazard Owners Report; 3. A Disaster Management Symposium: where the aforementioned reports were workshopped with disaster management stakeholders.
Amount per amended DORA	N/A
Amount transferred (R'000)	R1.5 million
Reasons if amount as per DORA not transferred	N/A
Amount spent by the department (R'000)	R1 084 548
Reasons for the funds unspent by the entity	With the procurement of the service the amount was lower than anticipated. The unspent amount was surrendered to the Provincial Revenue Fund.
Monitoring mechanism by the receiving department	Monitoring was conducted through the approved business plans as well as the SLAs to ensure that deliverables were executed. In addition, monitoring occurred through project meetings held with the service provider.

4.6 Conditional grants and earmarked funds paid

The Department does not pay conditional grants and earmarked funds.

4.7 Donor funds

The Department did not receive donor funds.

4.8 Capital investment, maintenance and asset management plan

The Department does not have infrastructure projects.

PART C



GOVERNANCE

1. RISK MANAGEMENT

The Department established an Enterprise Risk Management Committee (ERMCO) to assist the Accounting Officer in executing his responsibilities relating to risk management.

ERMCO RESPONSIBILITY

The Enterprise Risk Management Committee (ERMCO) reports that it has complied with its responsibilities arising from Section 38 (1)(a)(i) of the Public Finance Management Act, Treasury Regulation 3.2.1 and Public Service Regulations of 2016, Chapter 2, Part 1, 2 and 3. The ERMCO also reports that it has adopted an appropriate formal Terms of Reference (approved by the ERMCO

chairperson on 25 March 2019) and regulated its affairs in compliance with this Terms of Reference and has discharged all its responsibilities as contained therein.

ERMCO MEMBERS

The ERMCO comprises of selected members of the Department's management team. As per its Terms of Reference, the ERMCO is required to meet four times a year, however, due to key personnel not being available in Quarter 4 to constitute a quorum, ERMCO only met three times during the 2019/20 financial year.

The table below discloses relevant information on ERMCO members:

Name	Position	Meetings Attended	Date Appointed
Mr G Paulse	Accounting Officer (Chairperson)	3	04/04/2016
Ms B Sewall-Singh	Chief Financial Officer and Risk Champion	2	14/03/2017
Mr A Dlwengu	Director: Policy and Strategic Support	2	14/03/2017
Ms E Barnard	Chief Director: Municipal Performance Monitoring and Support	3	14/03/2017
Ms N Zamxaka	Chief Director: Integrated Service Delivery	2	14/03/2017
Mr C Deiner	Chief Director: Disaster Management and Fire Brigade Service	3	14/03/2017

The following is an indication of other officials who attended the ERMCO meetings for the year under review:

Name	Position	Meetings Attended
Ms A Haq	Director: Enterprise Risk Management (DotP)	1
Mr D Micketts/ Mr S Africa	Chief Risk Advisor: Enterprise Risk Management (DotP)	3
Ms B Cebekhulu	Deputy Director: Provincial Forensic Services (DotP)	3
Mr M Williams/ Ms V Simpson-Murray	Director: Internal Audit (DotP)	3
Ms Leone Arendse	Deputy Director: Internal Audit (DotP)	1
Mr L Naphakade	Security and Occupational Health and Safety (DLG)	3

ERMCO KEY ACTIVITIES

The Accounting Officer is the chairperson of the ERMCO and the Chief Financial Officer is the Risk Champion of the department. In executing its function, the ERMCO performed the following key activities during the year:

- Reviewed the Department's Risk Management Policy, Strategy and Implementation Plan for recommendation by the Audit Committee and approval by the Accounting Officer;
- Set, reviewed and applied appropriate risk tolerances, and recommended same for approval by the Accounting Officer;
- Reported to the Accounting Officer any material changes to the risk profile of the Department;
- Identified new and/or emerging risks and opportunities;
- Assessed the implementation of the departmental Risk Management Policy, Strategy and Implementation Plan;
- Evaluated the effectiveness and mitigating strategies to address the material strategic, programme, ethics and economic crime risks;
- Reviewed the Fraud and Corruption Prevention Plan and concomitant Implementation Plan recommended for approval by the Accounting Officer;
- Discussed and considered the Governance and Administration Cluster Audit Committee remarks;
- Discuss and receive feedback on IT Governance matters; and
- Feedback and oversight on matters relating to PAIA, Safety & Security and Occupational Health and Safety

KEY RISKS CONSIDERED AND ADDRESSED DURING THE YEAR

The following are key strategic risks for the department that were reviewed on a quarterly basis, including assessing the mitigations in place:

- An inability of the Department to continue operations in the event of a significant disruption or disaster. The department has

a detailed recovery plan which is updated on an ongoing basis and implemented when necessary.

- Ability to achieve strategic deliverables. Many of the causal factors to this risk are of an external nature, however, the department continually re-assesses and re-aligns programmes and projects to its budget and mandate.

Each programme's risks were deliberated/debated at the quarterly ERMCO meetings. Senior managers were required to provide feedback on progress with implementation of action plans to reduce the likelihood of risks materialising and/or the impact should they materialise. ERMCO also referred risks back that should be analysed more extensively and recommended additional mitigations or actions to manage risks.

The Governance and Administration Cluster Audit Committee provided independent oversight of the department's system of risk management. The Audit Committee was furnished with Quarterly ERM progress reports and risk registers to execute their independent oversight role.

KEY EMERGING RISKS FOR THE FOLLOWING FINANCIAL YEAR

The emerging risk relating to recovering and continuing the business of the department and the local government sphere generally during and after the COVID-19 pandemic needs to be considered in the next financial year. Furthermore, the uncertainties inherent to a local government election need to be assessed.

CONCLUSION

Risk management has become a standard activity in the management calendar of the Department. As a result, mitigating actions become part of the Department's programmes and emerging risks are immediately identified and addressed.

2. FRAUD AND CORRUPTION

Fraud and corruption represent significant potential risks to the Department's assets and can negatively impact on service delivery efficiency and the Department's reputation.

The WCG adopted an Anti-Fraud and Corruption Strategy which confirms the Province's zero-tolerance stance towards fraud, theft and corruption. In line with this strategy the Department is committed to zero-tolerance with regard to corrupt, fraudulent or any other criminal activities, whether internal or external, and vigorously pursues and prosecutes by all legal means available, any parties who engage in such practices or attempt to do so.

The Department has an approved Fraud and Corruption Prevention Plan and a concomitant Implementation Plan which gives effect to the Prevention Plan.

Various channels for reporting allegations of fraud, theft and corruption exist and these are described in detail in the Provincial Anti-Fraud and Corruption Strategy, the WCG Whistle-blowing Policy and the Departmental Fraud and Corruption Prevention Plan. Each allegation received by the Provincial Forensic Services (PFS) Unit is recorded in a Case Management System which is used as a management tool to report on progress made with cases relating to the Department and to generate statistics for the WCG and the Department.

Employees and workers who blow the whistle on suspicions of fraud, corruption and theft are protected if the disclosure is a protected disclosure (i.e. meets statutory requirements of

the Protected Disclosures Act, No. 26 of 2000 e.g. if the disclosure was made in good faith). The WCG Whistle-blowing Policy provides guidelines to employees and workers on how to raise concerns with the appropriate line management, specific designated persons in the WCG or external institutions, where they have reasonable grounds for believing that offences or improprieties have been or are being perpetrated in the WCG. The opportunity to remain anonymous is afforded to any person who would like to report acts of fraud, theft and corruption and, should they do so in person, their identities are kept confidential by the person to whom they are reporting.

If, after investigation, fraud, theft or corruption is confirmed, the employee who participated in such acts is subjected to a disciplinary hearing. The WCG representative initiating the disciplinary proceedings is required to recommend dismissal of the employee concerned. Where prima facie evidence of criminal conduct is detected, a criminal matter is reported to the South African Police Services.

For the year under review, PFS issued a Case Movement Certificate for the Department noting the following:

Cases	Number of cases
Open cases as at 1 April 2019	0
New cases (2019/20)	0
Closed cases (2019/20)	0
Referred cases (2019/20)	0
Open cases as at 31 March 2020	0

3. INTERNAL AUDIT AND AUDIT COMMITTEES

Internal Audit provides management with independent, objective assurance and consulting services designed to add value and to continuously improve the operations of the Department. It should assist the Department to accomplish its objectives by bringing a systematic, disciplined approach to evaluate

and improve the effectiveness of Governance, Risk Management and Control processes. The following key activities are performed in this regard:

- Assess and make appropriate recommendations for improving the governance processes in achieving the department's objectives;

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- Evaluate the adequacy and effectiveness and contribute to the improvement of the risk management process;
- Assist the Accounting Officer in maintaining efficient and effective controls by evaluating those controls to determine their effectiveness and efficiency, and by developing recommendations for enhancement or improvement.

Internal Audit work completed during the year under review for the Department included two assurance engagements and one consulting engagement. The details of these engagements are included in the Audit Committee report. Three engagements, although at an advanced stage, could not be completed due to the fact that the department was not available due to its involvement in the COVID-19 response.

The Audit Committee is established as an oversight body, providing independent oversight over governance, risk management and control processes in the Department, which include oversight and review of the following:

- Internal Audit function;
- External Audit function (Auditor General of South Africa - AGSA);
- Departmental Accounting and reporting;
- Departmental Accounting Policies;
- AGSA management and audit report;
- Departmental in year Monitoring;
- Departmental Risk Management;
- Internal Control;
- Pre-determined objectives;
- Ethics and Forensic Investigations.

The table below discloses relevant information on the audit committee members:

Name	Qualifications	Internal or external	If internal, position in the department	Date appointed	Date Resigned	No. of Meetings attended
Mr Francois Barnard*	BProc; BCompt (Hons); CTA; Postgrad Diploma Auditing; MCom; CA (SA) MTP (SA)	External	N/A	01 January 2019 (1 st term)	N/A	7
Ms Merle Kinnes	BA; LLB; Higher Certificate in Forensics Examination; Attorney of the High Court	External	N/A	01 January 2016 (1 st term) 01 January 2019 (2 nd term)	N/a	7
Mr Mohamed Yaseen Ismail	BCom, PGDA, Certificate in Advanced Taxation, Certificate in Forensic and Investigative auditing, CA(SA), RA(SA), CFE	External	N/A	01 May 2016 (1 st term) 01 May 2019 (2 nd term)	N/a	5
Mr Jeremy Fairbairn **	Certificate in General Management and Consultancy; HONS B COM (BUS. MANAGEMENT), B. COM (Hons.), Higher Diploma in Education; B COM (LAW)	External	N/A	01 January 2017 (1 st term)	Contract expired 31 December 2019	5
Mr Andrew Davids	BCom; Professional Post-Graduate Qualification: Company Secretarial and Governance Practice, ACG(CS)	External	N/a	01 January 2020 (1 st term)	N/a	1

* Chairperson

** First term ended 31 December 2019. Only served one term

4. AUDIT COMMITTEE REPORT

We are pleased to present our report for the financial year ended 31 March 2020.

Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from Section 38 (1) (a) (ii) of the Public Finance Management Act and Treasury Regulation 3.1. The Audit Committee also reports that it has adopted appropriate formal Terms of Reference, has regulated its affairs in compliance with these Terms and has discharged all its responsibilities as contained therein.

The Effectiveness of Internal Control

The Department is required to develop and maintain systems of internal control that would improve the likelihood of achieving its objectives, to adapt to changes in the environment it operates in and to promote efficiency and effectiveness of operations, supports reliable reporting and compliance with laws and regulations. The WCG adopted a Combined Assurance Framework which identifies and integrates assurance providers. The first level of assurance is management assurance, requiring of line management to maintain effective internal controls and execute those procedures on a day-to-day basis by means of supervisory controls and taking remedial action where required. The second level of assurance is internal assurance provided by functions separate from direct line management, entrusted with assessing adherence to policies, procedures, norms, standards and frameworks. The third level of assurance is independent assurance providers that are guided by professional standards requiring the highest levels of independence.

A risk-based Combined Assurance Plan was developed for the Department, facilitated by Internal Audit, who is also an independent assurance provider. Internal Audit provides the Audit Committee and Management with reasonable assurance that the internal controls are adequate and effective. This is achieved by an approved risk-based internal audit plan,

Internal Audit assessing the adequacy of controls mitigating the risks and the Audit Committee monitoring implementation of corrective actions.

The following internal audit engagements were approved by the audit committee during the year under review:

Assurance Engagements:

- DPSA Delegations Framework (completed)
- Public Participation – Ward Committee Functionality (completed)
- Transfer Payments (not completed, refer to earlier comment in this regard)
- Municipal Infrastructure Grant (not completed, refer to earlier comment in this regard)

Consulting Engagements:

- COSO Consulting Engagement – Business Process Documentation:
 - o Community Development Worker Programme (completed)
 - o Municipal Governance (not completed, refer to earlier comment in this regard)

The assignments not completed during the year were finalised and reports issued subsequent to year - end.

The areas for improvement, as noted by Internal Audit during performance of their work, were agreed to by management. The Audit Committee monitors the implementation of the agreed actions on a quarterly basis.

In-Year Management and Monthly/Quarterly Report

The Audit Committee is satisfied with the content and quality of the quarterly in-year management and performance reports issued during the year under review by the Accounting Officer of the Department in terms of the National Treasury Regulations and the Division of Revenue Act.

Evaluation of Financial Statements

The Audit Committee has:

- reviewed and discussed the Audited Annual Financial Statements to be included in the Annual Report, with the Auditor-General South Africa (AGSA) and the Accounting Officer;
- reviewed the AGSA's Management Report and Management's responses thereto;
- reviewed changes to accounting policies and practices as reported in the Annual Financial Statements; and
- reviewed adjustments resulting from the audit of the Department.

Compliance

The Audit Committee has reviewed the Department's processes for compliance with legal and regulatory provisions.

Provincial Forensics Services

The Provincial Forensic Services (PFS) presented us with reports. The Audit Committee monitors the progress of the PFS reports on a quarterly basis. There were no matters brought to our attention that required further reporting by the Audit Committee.

Performance Information

The Audit Committee has reviewed the information on predetermined objectives as reported in the Annual Report.

Auditor General's Report

We have on a quarterly basis reviewed the Department's implementation plan for audit issues raised in the prior year. The Audit Committee has met with the AGSA to ensure that there are no unresolved issues that emanated from the regulatory audit.

Corrective actions on the detailed findings raised by the AGSA are monitored by the Audit Committee on a quarterly basis.

The Audit Committee concurs and accepts the AGSA's opinion regarding the Annual Financial Statements and proposes that these Audited Annual Financial Statements be accepted and read together with their report.

The Audit Committee commends the department for maintaining an unqualified audit opinion with no findings.



Mr Francois Barnard
Chairperson of the Governance and
Administration Cluster Audit Committee
Department of Local Government
Date: 12 October 2020

5. Health Safety and Environmental Issues

The health and safety goal of the Department is to reduce work-related injuries, communicable diseases and accidents resulting in injury and damage to property. During the year under review the department achieved the following:

- Contingency plans for the Department of Local Government were reviewed for all offices of the Department, including regional office. The HOD approved all contingency plans and they were implemented.
- Occupational Health and Safety assessments were conducted at 21 sites of the Department, including regional offices and departmental public events.
- Two (2) prescribed evacuation exercises were conducted (1 announced & 1 unannounced) and dry runs were conducted for all regional offices.
- 21 Occupational Health and Safety training was provided to all volunteers to ensure safe working environment. (8 x Fire Marshalls; 9 x First Aiders; 3 x Floor Marshals & 1 x OHS Rep.)
- Occupational Health and Safety policy was approved by the Head of Department and implemented.
- Four occupational Health and Safety Awareness sessions were conducted at four different sites of the Department.

6. Promotion of Access to Information

- During the 2019/20 financial year, the Department of Local Government received 1 requests for access to information in terms of the Promotion of Access to Information Act, 2000.
- The Department submitted its Section 32 Report for the financial year to the Human Rights Commission
- The Department submitted PAIA section 15 (automatically available information) to

the Minister of Justice and Constitutional Development for publication in the Government Gazette via the Department of the Premier.

- The Department's Section 14 (PAIA manual) was also submitted to the Human Rights Commission and is available on the official website in all 3 official languages.

7. Scopa Resolutions

Resolution No.	Subject	Response by the Department	Resolved (Yes/No)
11/4/1/2/5.	<p>The Committee requested the Department to provide the following documents:</p> <ol style="list-style-type: none"> 1. A list of municipalities and councillors who attended the Hans Seidell Foundation training programme on ethical and responsible leadership. 2. A quarterly report on the extent of public participation at municipalities. 3. An updated list of transfer payments to municipalities, as well as the municipal expenditure to date of these transfer payments. 4. A list of all the fully fledged Thusong centres and satellite centres, as well as a report on the funding awarded to six municipalities for small scale job creation and income generating economic development projects in rural areas. 5. A copy of the Government Performance Index Research Report conducted by Good Governance Africa that was released in April 2019. 6. A list of the training courses the departmental officials attended during the period under review as well as the designation of the officials and service providers of these training courses. 7. A copy of the Department's Workforce Plan 2016-2021. 	The Department submitted the requested documents.	Yes
11/4/1/2/5	<p>The Committee will in future request the Department to brief it on:</p> <ol style="list-style-type: none"> 1. The JDMA as developed by the Department and endorsed by the national government. 2. The partnership with the Hans Seidell Foundation and the training provided to councillors with regard to ethical and responsible leadership. 3. The partnership with the Dullar Omar Institute and research done with regard to Alternative Executive Governance Models in Local Government. 4. The public-participation process followed by the Witzenberg Municipality during their Integrated Development Plan process and whether any interventions were necessary to ensure the process was all-inclusive. 	The Department to brief the Committee.	Yes

8. B-BBEE Compliance Performance Information

Has the Department / Public Entity applied any relevant Code of Good Practice (B-BBEE Certificate Levels 1 – 8) with regards to the following:		
Criteria	Response Yes / No	Discussion (include a discussion on your response and indicate what measures have been taken to comply)
Determining qualification criteria for the issuing of licences, concessions or other authorisations in respect of economic activity in terms of any law	N/A	It is not the mandate of the Department of Local Government to deal with the issuing of licences, concessions or other authorisations in respect of economic activity.
Developing and implementing a preferential procurement policy	NO	When the Preferential Procurement Policy Framework Regulations, 2017 (PPPFR's) were issued, the Provincial Treasury presented to Cabinet the implementation challenges. Cabinet approved an interim strategy for the WCG to deal with the requirements of the PPPFRs as well as supply chain management governance requirements via Provincial Treasury Instructions (PTIs). This allowed the WCG to apply its discretion not to implement the required pre-qualification criteria and certain regulations. It also allowed empowerment assessments for all procurement above R10 million (EME threshold), enabled departments to lower the threshold should its analysis so dictate and implement regional indicators to target local suppliers using the e-procurement system and simultaneously consider the rotation of suppliers.
Determining qualification criteria for the sale of state-owned enterprises	N/A	The selling of state-owned enterprises is not the mandate of the Department of Local Government.
Developing criteria for entering into partnerships with the private sector	N/A	The mandate of the Department of Local Government does not require the entering into partnerships with the private sector.
Determining criteria for the awarding of incentives, grants and investment schemes in support of Broad Based Black Economic Empowerment	N/A	The mandate of the Department of Local Government does not make allowance for the award of incentives, grants and investment schemes in support of Broad Based Black Economic Empowerment.

PART D



HUMAN RESOURCE MANAGEMENT

1. INTRODUCTION

Our contribution to the work of the Western Cape Government is as a result of the persistent, and often selfless, efforts of the people within the Department of Local Government.

To consistently deliver improved services to the citizens of the Western Cape Province is not without its own challenges. The modern people management landscape has shifted significantly in recent years and requires complex navigation between a range of competing variables.

Apart from the fact that these variables are inter-dependent and inter-related, they are also governed by stringent rules and regulations, which prove difficult when retention and attraction initiatives are explored.

These include balancing service delivery imperatives, the attraction and retention of critical and scarce skills, workforce empowerment, career management, succession planning, employment equity and creating an enabling environment where employees are able to thrive. Further to this, the Department is required to function within an austere environment, which demands that managers consider the impact of “doing more with less”.

Despite the changing patterns and demands impacting on the modern workplace, the consistent hard work of our people, has resulted in remarkable achievements and service delivery improvement during the year under review.

2. STATUS OF PEOPLE MANAGEMENT AT THE DEPARTMENT

2.1 Departmental Workforce Planning Priorities

- The role of Workforce Planning is important to ensure that the Department has the required number of people with the requisite skills, knowledge and attitudes to perform the work. Through this process the Department annually assesses its workforce profile against current and future organisational needs.
- The aim of this assessment is to identify to what extent the current workforce profile addresses the key people management outcomes that would guarantee service continuity and value.
- The Workforce Plan 2016-2021, is therefore aligned to the vision and mission of the Department's Strategic Plan, as well as the People Management Strategy.
- The assumptions on which this Workforce Plan was developed are still valid and the Action Plan was reviewed to ensure that the strategies (as per the listed priorities) would achieve its outcomes:
 - A diverse workforce with equal opportunities for all;
 - Shared values and culture alignment contributing to staff retention;
 - Department adequately staffed;
 - Reduced time frames to fill advertised posts;
 - Reduced turn-around time for filling of posts;
 - Reduced contract appointments;
 - Greater representation of women in management;
 - Greater representation of people with disabilities in Department;
 - A performance conducive workplace;
 - Competent people in the right numbers at the right place at the right time with the right attitude;
 - Availability of a pool of competent employees ready to fill vacant positions in scarce and critical occupations

2.2 Employee Performance Management

The purpose of Performance Management is to increase performance by encouraging individual commitment, accountability and motivation.

All employees are required to complete a performance agreement before 31 May each year. The agreement is in essence a contract between the employer and the employee containing the projects, programmes, activities, expectations and standards for the required delivery. In order to facilitate a standardised administration process, the Western Cape Government has devised an electronic system, namely PERMIS (Performance Management Information System), that allows for the entire performance management process to be captured, monitored and managed.

The performance management process requires that a mid-year review and an annual assessment is conducted, but that the operational targets and achievements linked to the performance agreement be monitored and communicated on an ongoing basis. In instances where targets or performance expectations are not met, the gaps are addressed through the management of poor performance. In this context, a performance consulting unit has been established within the Corporate Services Centre (Chief Directorate: People Management Practices) to assist line managers (people managers) in dealing with poor performance. The process is developmental, however, in instances where individuals have been identified as poor performers in terms of the legislative framework, they are required to subject themselves to a developmental plan or alternatively to disciplinary action.

2.3 Employee Wellness

The WCG's transversal Employee Health and Wellness Programme (EHW) follows a holistic approach to employee well-being and is largely preventative in nature, offering both primary and secondary services.

The EHW Programme is monitored in the Department through monthly utilisation reports for primary services (24/7/365 telephonic counselling service, online e-Care service and reporting) and secondary services (face-to-face counselling, trauma and critical incidents, training and targeted intervention, executive coaching, advocacy).

A quarterly report is prepared by the Directorate: Organisational Behaviour within the Corporate Service Centre that provides a trend analysis of utilisation, risk identification and its impact on productivity. Furthermore, on-going reporting to the Department of Public Service and Administration (DPSA) is a requirement and such reporting focuses on four areas namely, HIV/ AIDS, Health and Productivity, Wellness Management and Safety Health Environment Risk and Quality (SHERQ).

2.4 People Management Monitoring

The Department, in collaboration with the CSC monitors the implementation of a range of people management compliance indicators. The monthly Barometer Fact File, that is developed by the Chief-Directorate: People Management Practices within the CSC, provides the Department with regular updates on the workforce profile and other relevant people management data to enable decision-making. The indicators include, inter alia, staff establishment information, headcount, people expenditure projections, sick leave patterns, the monetary value of annual leave credits, discipline cases, vacancy rates, staff movement, employment equity etcetera.

3. PEOPLE MANAGEMENT OVERSIGHT STATISTICS

3.1 Personnel related expenditure

The following tables summarise final audited expenditure by programme (Table 3.1.1) and by salary bands (Table 3.1.2).

The figures in Table 3.1.1 are drawn from the Basic Accounting System and the figures in Table 3.1.2 are drawn from the PERSAL [Personnel Salary] system. The two systems are not synchronised for salary refunds in respect of staff appointments and resignations and/or transfers to and from other departments. This means there may be a difference in the total expenditure reflected on these systems.

The key in the table below is a description of the Programmes within the Department. Programmes will be referred to by their number from this point forward.

Programme	Programme Designation
Programme 1	Administration
Programme 2	Local Governance
Programme 3	Development and Planning

Table 3.1.1: Personnel expenditure by programme, 2019/20

Programme	Total Expenditure (R'000)	Personnel Expenditure (R'000)	Training Expenditure (R'000)	Goods & Services (R'000)	Personnel expenditure as a % of total expenditure	Average personnel expenditure per employee (R'000)	Number of Employees remunerated
Programme 1	47 027	30 784	952	12 372	65.5%	434	71
Programme 2	147 211	109 711	1 112	18 181	74.5%	444	247
Programme 3	119 511	32 502	463	33 166	27.2%	580	56
Total	313 749	172 997	2 527	63 719	55.1%	463	374

Note: The number of employees refers to all individuals remunerated during the reporting period, including interns, excluding the Minister. The number is accumulative and not a snapshot as at a specific date.

Table 3.1.2: Personnel expenditure by salary band, 2019/20

Salary bands	Personnel Expenditure (R'000)	% of total personnel expenditure	Average personnel expenditure per employee (R'000)	Number of Employees
Interns	510	0,3	32	16
Lower skilled (Levels 1-2)	0	-	0	0
Skilled (Levels 3-5)	6 585	3,8	206	32
Highly skilled production (Levels 6-8)	77 070	44,3	349	221
Highly skilled supervision (Levels 9-12)	68 705	39,5	568	121
Senior management (Levels 13-16)	21 151	12,2	1 244	17
Total	174 021	100,0	428	407

Note: The number of employees refers to all individuals remunerated during the reporting period, including interns, but excluding the Minister. The number is accumulative and not a snapshot as at a specific date.

The following tables provide a summary per programme (Table 3.1.3) and salary bands (Table 3.1.4), of expenditure incurred as a result of salaries, overtime, housing allowance and medical assistance. These tables do not make provision for other expenditure such as Pensions,

Performance Bonus and other allowances, which make up the total personnel expenditure. In each case, the table provides an indication of the percentage of the personnel expenditure that was used for these items.

Table 3.1.3: Salaries, Overtime, Housing Allowance and Medical Assistance by programme, 2019/20

Programme	Salaries		Overtime		Housing allowance		Medical assistance	
	Amount (R'000)	Salaries as a % of personnel expenditure	Amount (R'000)	Overtime as a % of personnel expenditure	Amount (R'000)	Housing allowance as a % of personnel expenditure	Amount (R'000)	Medical assistance as a % of personnel expenditure
Programme 1	21 978	12,6	295	0,2	661	0,4	1 501	0,9
Programme 2	78 859	45,3	580	0,3	3 192	1,8	5 743	3,3
Programme 3	22 805	13,1	69	0,0	584	0,3	1 170	0,7
Total	123 642	71,1	943	0,5	4 436	2,5	8 415	4,8

Table 3.1.4: Salaries, Overtime, Housing Allowance and Medical Assistance by salary band, 2019/20

Salary Bands	Salaries		Overtime		Housing allowance		Medical assistance	
	Amount (R'000)	Salaries as a % of personnel expenditure	Amount (R'000)	Overtime as a % of personnel expenditure	Amount (R'000)	Housing allowance as a % of personnel expenditure	Amount (R'000)	Medical assistance as a % of personnel expenditure
Interns	500	0,3	6	0,0	-	-	-	-
Lower skilled (Levels 1-2)	-	-	-	-	-	-	-	-
Skilled (Levels 3-5)	4 367	2,5	45	0,0	310	0,2	723	0,4
Highly skilled production (Levels 6-8)	55 499	31,9	515	0,3	2 995	1,7	5 457	3,1
Highly skilled supervision (Levels 9-12)	49 471	28,4	378	0,2	890	0,5	1 982	1,1
Senior management (Levels 13-16)	13 804	7,9	-	-	241	0,1	254	0,1
Total	123 642	71,1	943	0,5	4 436	2,5	8 415	4,8

3.2 EMPLOYMENT AND VACANCIES

The following tables summarise the number of active posts on the establishment, the number of employees (excluding interns and the Minister), and the percentage active vacant posts as at the end of the financial year. This information is presented in terms of three key variables,

namely: Programme (Table 3.2.1), Salary Band (Table 3.2.2) and Critical Occupations (Table 3.2.3). All information in this section is provided as a snapshot as at the end of the financial year under review.

Table 3.2.1: Employment and vacancies by programme, as at 31 March 2020

Programme	Number of active posts	Number of posts filled	Vacancy rate %
Programme 1	63	63	-
Programme 2	247	247	-
Programme 3	61	56	8,2
Total	371	366	1,3

Table 3.2.2: Employment and vacancies by salary band, as at 31 March 2020

Salary Band	Number of active posts	Number of posts filled	Vacancy rate %
Lower skilled (Levels 1-2)	0	0	-
Skilled (Levels 3-5)	27	27	-
Highly skilled production (Levels 6-8)	215	215	-
Highly skilled supervision (Levels 9-12)	112	107	4,5
Senior management (Levels 13-16)	17	17	-
Total	371	366	1,3

Table 3.2.3: Employment and vacancies by critical occupation, as at 31 March 2020

Critical Occupations	Number of active posts	Number of posts filled	Vacancy rate %
Disaster Manager	22	20	9,1
Engineer	7	7	-
GIS Technologist	1	1	-
ICT Governance Specialist	1	1	-
Management Accountant	4	4	-
Supply Chain Management Practitioner	10	10	-
Town and Regional Planner	8	5	37,5
Total	53	48	9,4

Note: Critical occupations - refer to occupations that are critical for service delivery. If these occupations are not present in the department, the function/services will collapse.

3.3 JOB EVALUATION

Job evaluation was introduced as a way of ensuring that work of equal value is remunerated equally. Within a nationally determined framework, executing authorities are required to evaluate each new post in his or her organisation or re-evaluate any post where the post mandate or content has significantly changed. This job evaluation process determines the grading and

salary level of a post. It should be understood that Job Evaluation and Staff Performance Management differ in the sense that Job Evaluation refers to the value/weighting of the activities that are associated with the post and Staff Performance Management refers to the review of an individual's performance.

Table 3.3.1: Job evaluation, 1 April 2019 to 31 March 2020

Salary Band	Number of active posts as at 31 March 2020	Number of posts evaluated	% of posts evaluated	Posts Upgraded		Posts Downgraded	
				Number	Posts up-graded as a % of total posts	Number	Posts down-graded as a % of total posts
Lower skilled (Levels 1-2)	0	0	0,0	0	0,0	0	0,0
Skilled (Levels 3-5)	27	0	0,0	0	0,0	0	0,0
Highly skilled production (Levels 6-8)	215	0	0,0	0	0,0	0	0,0
Highly skilled supervision (Levels 9-12)	112	0	0,0	0	0,0	0	0,0
Senior Management Service Band A (Level 13)	13	2	0,5	0	0,0	0	0,0
Senior Management Service Band B (Level 14)	3	0	0,0	0	0,0	0	0,0
Senior Management Service Band C (Level 15)	1	0	0,0	0	0,0	0	0,0
Total	371	2	0,5	0	0,0	0	0,0

Note: The "Number of posts evaluated" per Salary Band reflects the Final Approved Post Level after Job Evaluation.

Posts have been upgraded or downgraded in this financial year as a result of national benchmarking / job evaluation processes which have taken place

during previous financial years and implemented during the period under review

Table 3.3.2: Profile of employees whose salary positions were upgraded due to their posts being upgraded, 1 April 2019 to 31 March 2020

Beneficiaries	African	Coloured	Indian	White	Total
None					

Table 3.3.3 summarises the number of cases where salary levels exceeded the grade determined by job evaluation or where higher notches awarded

to employees within a particular salary level. Each salary level consists of 12 notches. Reasons for the deviation are provided in each case.

Table 3.3.3: Employees who have been granted higher salaries than those determined by job evaluation per major occupation, 1 April 2019 to 31 March 2020

Major Occupation	Number of employees	Job evaluation level	Remuneration on a higher salary level	Remuneration on a higher notch of the same salary level	Reason for deviation
None					

Table 3.3.4: Profile of employees who have been granted higher salaries than those determined by job evaluation, 1 April 2019 to 31 March 2020

Beneficiaries	African	Coloured	Indian	White	Total
None					

3.4. EMPLOYMENT CHANGES

Turnover rates provide an indication of trends in the employment profile of the Department during the year under review. The following tables provide a summary of turnover rates by salary

band (Table 3.4.1) and by critical occupation (Table 3.4.2). This section does not include information related to interns.

Table 3.4.1: Annual turnover rates by salary band, 1 April 2019 to 31 March 2020

Salary Band	Number of employees as at 31 March 2019	Turnover rate 2018/19	Appoint-ments into the De-partment	Transfers into the De-partment	Termina-tions out of the Department	Transfers out of the Department	Turn-over rate 2019/20
Lower skilled (Levels 1-2)	0	0,0	0	0	0	0	0,0
Skilled (Levels 3-5)	27	14,8	7	1	5	1	22,2
Highly skilled production (Levels 6-8)	213	4,9	9	0	7	0	3,3
Highly skilled supervision (Levels 9-12)	108	20,2	13	0	14	2	14,8
Senior Management Service Band A (Level 13)	12	0,0	0	0	0	0	0,0
Senior Management Service Band B (Level 14)	3	0,0	0	0	0	0	0,0
Senior Management Service Band C (Level 15)	1	0,0	0	0	0	0	0,0
Total	364	10,0	29	1	26	3	8,0
			30		29		

Note: "Transfers" refer to the lateral movement of employees from one Public Service Department to another (Both Provincially & Nationally)

Table 3.4.2: Annual turnover rates by critical occupation, 1 April 2019 to 31 March 2020

Critical Occupation	Number of employees as at 31 March 2019	Turnover rate 2018/19	Appoint-ments into the De-partment	Transfers into the De-partment	Termina-tions out of the Department	Transfers out of the Department	Turn-over rate 2019/20
Disaster Manager	21	10,5	4	0	3	0	14,3
Engineer	4	50,0	5	0	3	0	75,0
GIS Technologist	1	0,0	0	0	0	0	0,0
ICT Governance Specialist	1	0,0	0	0	1	0	100,0
Management Accountant	4	0,0	0	0	0	0	0,0
Supply Chain Management Practitioner	9	20,0	3	1	1	0	11,1
Town and Regional Planner	8	50,0	0	0	2	1	37,5
Total	48	16,1	12	1	10	1	22,9
			13		11		

Table 3.4.3: Staff leaving the employ of the Department, 1 April 2019 to 31 March 2020

Exit Category	Number	% of total exits	Number of exits as a % of total number of employees as at 31 March 2019
Death	1	3,4	0,3
Resignation *	10	34,5	2,7
Expiry of contract	9	31,0	2,5
Dismissal – operational changes	0	0,0	0,0
Dismissal – misconduct	0	0,0	0,0
Dismissal – inefficiency	0	0,0	0,0
Discharged due to ill-health	1	3,4	0,3
Retirement	3	10,3	0,8
Employee initiated severance package	0	0,0	0,0
Transfers to Statutory Body	0	0,0	0,0
Transfers to other Public Service departments	3	10,3	0,8
Promotion to another WCG Department	2	6,9	0,5
Total	29	100,0	8,0

Note: Table 3.4.3 identifies the various exit categories for those staff members who have left the employ of the Department.

* Resignations are further discussed in tables 3.4.4 and 3.4.5.

Table 3.4.4: Reasons why staff resigned, 1 April 2019 to 31 March 2020

Resignation Reasons	Number	% of total resignations
Insufficient Progression Possibilities	1	10,0
No Reason Provided	8	80,0
Other Occupation	1	10,0
Total	10	100,0

Table 3.4.5: Different age groups of staff who resigned, 1 April 2019 to 31 March 2020

Age group	Number	% of total resignations
Ages <19	0	0,0
Ages 20 to 24	1	10,0
Ages 25 to 29	0	0,0
Ages 30 to 34	4	40,0
Ages 35 to 39	3	30,0
Ages 40 to 44	0	0,0
Ages 45 to 49	1	10,0
Ages 50 to 54	0	0,0
Ages 55 to 59	0	0,0
Ages 60 to 64	0	0,0
Ages 65 >	1	10,0
Total	10	100,0

Table 3.4.6 Employee initiated severance packages.

Total number of employee initiated severance packages offered in 2019/20	None
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Table 3.4.7: Promotions by salary band, 1 April 2019 to 31 March 2020

Salary Band	Number of Employees as at 31 March 2019	Promotions to another salary level	Promotions as a % of total employees	Progressions to another notch within a salary level	Notch progressions as a % of total employees
Lower skilled (Levels 1-2)	0	0	0,0	0	0,0
Skilled (Levels 3-5)	27	1	3,7	14	51,9
Highly skilled production (Levels 6-8)	213	3	1,4	141	66,2
Highly skilled supervision (Levels 9-12)	108	4	3,7	61	56,5
Senior management (Levels 13-16)	16	1	6,3	13	81,3
Total	364	9	2,5	229	62,9

Note: Promotions reflect the salary level of an employee after he/she was promoted. Employees who do not qualify for notch progressions are not included.

Table 3.4.8: Promotions by critical occupation, 1 April 2019 to 31 March 2020

Critical Occupation	Number of Employees as at 31 March 2019	Promotions to another salary level	Promotions as a % of total employees in critical occupations	Progressions to another notch within a critical occupation	Notch progressions as a % of total employees in critical occupations
Disaster Manager	21	0	0,0	14	66,7
Engineer	4	0	0,0	1	25,0
GIS Technologist	1	0	0,0	0	0,0
ICT Governance Specialist	1	0	0,0	0	0,0
Management Accountant	4	0	0,0	3	75,0
Supply Chain Management Practitioner	9	0	0,0	4	44,4
Town and Regional Planner	8	1	12,5	2	25,0
Total	48	1	2,1	24	50,0

Note: Promotions reflect the salary level of an employee after he/she was promoted. Employees who do not qualify for notch progressions are not included.

3.5. EMPLOYMENT EQUITY

Table 3.5.1: Total number of employees (including employees with disabilities) in each of the following occupational levels, as at 31 March 2020

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	0	1	0	0	0	0	0	0	0	0	1
Senior management (Levels 13-14)	1	5	1	4	1	1	1	2	0	0	16
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	18	20	0	10	20	34	0	6	0	0	108
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	21	50	0	0	63	74	1	6	0	0	215
Semi-skilled and discretionary decision making (Levels 3-5)	4	4	0	1	3	13	0	1	0	0	26
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0	0	0
Total	44	80	1	15	87	122	2	15	0	0	366
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
Grand total	44	80	1	15	87	122	2	15	0	0	366

A = African; C = Coloured; I = Indian; W = White.

Note: The figures reflected per occupational levels include all permanent, part-time and contract employees, but exclude interns. Furthermore, the information is presented by salary level and not post level.

For the number of employees with disabilities, refer to Table 3.5.2.

Table 3.5.2: Total number of employees (with disabilities only) in each of the following occupational levels, as at 31 March 2020

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	0	0	0	0	0	0	0	0	0	0	0
Senior management (Levels 13-14)	0	0	0	1	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	0	0	0	0	0	1	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	1	6	0	0	4	0	0	0	0	0	11
Semi-skilled and discretionary decision making (Levels 3-5)	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0	0	0
Total	1	6	0	1	4	1	0	0	0	0	13
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
Grand total	1	6	0	1	4	1	0	0	0	0	13

A = African; C = Coloured; I = Indian; W = White.

Note: The figures reflected per occupational level include all permanent, part-time and contract employees, but exclude interns. Furthermore, the information is presented by salary level and not post level.

Table 3.5.3: Recruitment, 1 April 2019 to 31 March 2020

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	0	0	0	0	0	0	0	0	0	0	0
Senior management (Levels 13-14)	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	3	1	0	5	2	2	0	0	0	0	13
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	1	2	0	0	4	2	0	0	0	0	9
Semi-skilled and discretionary decision making (Levels 3-5)	3	1	0	0	0	4	0	0	0	0	8
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0	0	0
Total	7	4	0	5	6	8	0	0	0	0	30
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
Grand total	7	4	0	5	6	8	0	0	0	0	30

A = African; C = Coloured; I = Indian; W = White.

Note: Recruitment refers to the appointment of new employees to the staff establishment of the Department, but exclude interns. The totals include transfers from other government departments and / or institutions, as per Table 3.4.1.

Table 3.5.4: Promotions, 1 April 2019 to 31 March 2020

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	0	0	0	0	0	0	0	0	0	0	0
Senior management (Levels 13-14)	0	1	0	0	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	0	0	0	1	1	2	0	0	0	0	4
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	0	0	0	0	1	2	0	0	0	0	3
Semi-skilled and discretionary decision making (Levels 3-5)	0	1	0	0	0	0	0	0	0	0	1
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0	0	0
Total	0	2	0	1	2	4	0	0	0	0	9
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
Grand total	0	2	0	1	2	4	0	0	0	0	9

A = African; C = Coloured; I = Indian; W = White.

Note: Promotions refer to the total number of employees who have advanced to a higher post level within the Department, as per Table 3.4.7.

Table 3.5.5: Terminations, 1 April 2019 to 31 March 2020

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	0	0	0	0	0	0	0	0	0	0	0
Senior management (Levels 13-14)	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	2	3	0	3	3	4	0	1	0	0	16
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	1	0	0	0	5	1	0	0	0	0	7
Semi-skilled and discretionary decision making (Levels 3-5)	0	3	0	1	1	1	0	0	0	0	6
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0	0	0
Total	3	6	0	4	9	6	0	1	0	0	29
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
Grand total	3	6	0	4	9	6	0	1	0	0	29

A = African; C = Coloured; I = Indian; W = White.

Note: Terminations refer to those employees (excluding interns) who have left the employ of the Department, including transfers to other departments, as per Table 3.4.1.

Table 3.5.6: Disciplinary actions, 1 April 2019 to 31 March 2020

Disciplinary Actions	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
None											

Table 3.5.7: Skills development, 1 April 2019 to 31 March 2020

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management (Levels 15-16)	0	0	0	0	0	0	0	0	0
Senior management (Levels 13-14)	0	1	0	3	1	1	1	0	7
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	9	6	0	3	8	19	0	3	48
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	10	16	0	0	32	35	0	2	95
Semi-skilled and discretionary decision making (Levels 3-5)	0	2	0	1	0	7	0	1	11
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0
Total	19	25	0	7	41	62	1	6	161
Temporary employees	0	0	0	0	0	0	0	0	0
Grand total	19	25	0	7	41	62	1	6	161

A = African; C = Coloured; I = Indian; W = White.

Note: The above table refers to the total number of employees who have received training during the period under review, and not the number of training interventions attended by individuals. For further information on the actual training provided, refer to Table 3.13.2.

3.6. SIGNING OF PERFORMANCE AGREEMENTS BY SMS MEMBERS

Table 3.6.1: Signing of Performance Agreements by SMS Members, as at 31 May 2019

SMS Post Level	Number of active SMS posts per level	Number of SMS members per level	Number of signed Performance Agreements per level	Signed Performance Agreements as % of SMS members per level
Head of Department	1	1	1	100,0
Salary Level 14	3	3	3	100,0
Salary Level 13	13	12	12	100,0
Total	17	16	16	100,0

Note: This table refers to employees who are appointed as Senior Management Service (SMS) members only. Employees who are remunerated higher than a SL12, but who are not SMS members have been excluded. Furthermore, the table reflects post salary details and not the individual salary level of employees. The allocation of performance-related rewards (cash bonus) for SMS members is dealt with later in the report. Refer to Table 3.8.5 in this regard.

Table 3.6.2: Reasons for not having concluded Performance Agreements with all SMS Members on 31 May 2019

Reasons for not concluding Performance Agreements with all SMS
Not applicable

Table 3.6.3: Disciplinary steps taken against SMS Members for not having concluded Performance Agreements on 31 May 2019

Disciplinary steps taken against SMS Members for not having concluded Performance Agreements
None required

3.7. FILLING OF SMS POSTS

The tables in this section provide information on employment and vacancies as it relates to members of the SMS by salary level. It also provides information of advertising and the filling

of SMS posts, reasons for not complying with prescribed timeframes and disciplinary steps taken in cases of non-compliance.

Table 3.7.1: SMS posts information, as at 30 September 2019

SMS Level	Number of active SMS posts per level	Number of SMS posts filled per level	% of SMS posts filled per level	Number of SMS posts vacant per level	% of SMS posts vacant per level
Head of Department	1	1	100,0	0	-
Salary Level 14	3	3	100,0	0	-
Salary Level 13	13	13	100,0	0	-
Total	17	17	100,0	0	-

Note: This table refers to employees who are appointed as Senior Management Service (SMS) members only. Employees who are remunerated higher than a SL12, but who are not SMS members have been excluded.

Table 3.7.2: SMS posts information, as at 31 March 2020

SMS Level	Number of active SMS posts per level	Number of SMS posts filled per level	% of SMS posts filled per level	Number of SMS posts vacant per level	% of SMS posts vacant per level
Head of Department	1	1	100,0	0	-
Salary Level 14	3	3	100,0	0	-
Salary Level 13	13	13	100,0	0	-
Total	17	17	100,0	0	-

Note: This table refers to employees who are appointed as Senior Management Service (SMS) members only. Employees who are remunerated higher than a SL12, but who are not SMS members have been excluded.

Table 3.7.3: Advertising and Filling of SMS posts, as at 31 March 2020

SMS Level	Advertising	Filling of Posts	
	Number of vacancies per level advertised in 6 months of becoming vacant	Number of vacancies per level filled in 6 months after becoming vacant	Number of vacancies per level not filled in 6 months but filled in 12 months
Head of Department	0	0	0
Salary Level 14	0	0	0
Salary Level 13	0	1	0
Total	0	1	0

Table 3.7.4: Reasons for not having complied with the filling of active vacant SMS posts – Advertised within 6 months and filled within 12 months after becoming vacant

SMS Level	Reasons for non-compliance
Head of Department	N/A
Salary Level 14	N/A
Salary Level 13	N/A

Table 3.7.5: Disciplinary steps taken for not complying with the prescribed timeframes for filling SMS posts within 12 months

Disciplinary steps taken for not complying with the prescribed timeframes for filling SMS posts
None

3.8. EMPLOYEE PERFORMANCE

The following tables note the number of staff by salary band (table 3.8.1) and staff within critical occupations (3.8.2) who received a notch progression as a result of performance

management. (i.e. qualifying employees who scored between 3 – 4 in their performance ratings).

Table 3.8.1: Notch progressions by salary band, 1 April 2019 to 31 March 2020

Salary Band	Employees as at 31 March 2019	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Lower skilled (Levels 1-2)	0	0	0,0
Skilled (Levels 3-5)	27	14	51,9
Highly skilled production (Levels 6-8)	213	141	66,2
Highly skilled supervision (Levels 9-12)	108	61	56,5
Senior management (Levels 13-16)	16	13	81,3
Total	364	229	62,9

Table 3.8.2: Notch progressions by critical occupation, 1 April 2019 to 31 March 2020

Critical Occupations	Employees as at 31 March 2019	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Disaster Manager	21	14	66,7
Engineer	4	1	25,0
GIS Technologist	1	0	0,0
ICT Governance Specialist	1	0	0,0
Management Accountant	4	3	75,0
Supply Chain Management Practitioner	9	4	44,4
Town and Regional Planner	8	2	25,0
Total	48	24	50,0

To encourage good performance, the Department has granted the following performance rewards to employees for the performance period 2018/19, but paid in the financial year 2019/20. The

information is presented in terms of race, gender, and disability (Table 3.8.3), salary bands (Table 3.8.4 and Table 3.8.5) and critical occupations (Table 3.8.6).

Table 3.8.3: Performance rewards by race, gender, and disability, 1 April 2019 to 31 March 2020

Race and Gender	Beneficiary Profile			Cost	
	Number of beneficiaries	Total number of employees in group as at 31 March 2019	% of total within group	Cost (R'000)	Average cost per beneficiary (R)
African	11	125	8,8	164	14 943
Male	5	39	12,8	78	15 655
Female	6	86	7,0	86	14 349
Coloured	38	194	19,6	555	14 608
Male	9	76	11,8	133	14 787
Female	29	118	24,6	422	14 553
Indian	1	3	33,3	19	19 431
Male	0	1	0,0	0	0
Female	1	2	50,0	19	19 431
White	5	29	17,2	91	18 239
Male	1	13	7,7	30	29 738
Female	4	16	25,0	61	15 364
Employees with a disability	2	13	15,4	29	14 638
Total	57	364	15,7	858	15 077

Table 3.8.4: Performance rewards (cash bonus), by salary bands for personnel below Senior Management Service level, 1 April 2019 to 31 March 2020

Salary Bands	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2019	% of total within salary bands	Cost (R'000)	Average cost per beneficiary (R)	Cost as a % of the total personnel expenditure
Lower skilled (Levels 1-2)	0	0	0,0	0	0	0,0
Skilled (Levels 3-5)	4	27	14,8	44	11 102	0,0
Highly skilled production (Levels 6-8)	26	213	12,2	408	15 701	0,3
Highly skilled supervision (Levels 9-12)	27	108	25,0	407	15 065	0,3
Total	57	348	16,4	859	15 077	0,6

Note: The cost is calculated as a percentage of the total personnel expenditure for salary levels 1-12 employees, reflected in Table 3.1.2.

Table 3.8.5: Performance rewards (cash bonus), by salary band, for Senior Management Service level, 01 April 2019 to 31 March 2020

Salary Bands	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2019	% of total within salary bands	Cost (R'000)	Average cost per beneficiary (R)	Cost as a % of the total personnel expenditure
Senior Management Service Band A (Level 13)	0	12	0,0	0	0	0,0
Senior Management Service Band B (Level 14)	0	3	0,0	0	0	0,0
Senior Management Service Band C (Level 15)	0	1	0,0	0	0	0,0
Total	0	16	0,0	0	0	0,0

Note: The cost is calculated as a percentage of the total personnel expenditure for those employees at salary levels 13-16, reflected in Table 3.1.2. The Department took a decision to not award performance rewards in the Senior Management Service Level.

Table 3.8.6: Performance rewards (cash bonus) by critical occupation, 1 April 2019 to 31 March 2020

Critical Occupation	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2019	% of total within salary bands	Cost (R'000)	Average cost per beneficiary (R)	Cost as a % of total personnel expenditure
Disaster Manager	6	21	28,6	68	11 416	0,0
Engineer	2	4	50,0	45	22 713	0,0
GIS Technologist	1	1	100,0	21	21 345	0,0
ICT Governance Specialist	0	1	0,0	0	0	0,0
Management Accountant	0	4	0,0	0	0	0,0
Supply Chain Management Practitioner	3	9	33,3	54	18 075	0,0
Town and Regional Planner	0	8	0,0	0	0	0,0
Total	12	48	25,0	188	15 791	0,1

3.9 FOREIGN WORKERS

The tables below summarise the employment of foreign nationals in the Department in terms of salary bands (Table 3.9.1) and major occupation

(Table 3.9.2). The tables also summarise changes in the total number of foreign workers in each salary band and by each major occupation.

Table 3.9.1: Foreign Workers by salary band, 1 April 2019 to 31 March 2020

Salary Band	1 April 2019		None			
	Number	% of total	Number	% of total	Number	% change

Table 3.9.2: Foreign Workers by major occupation, 1 April 2019 to 31 March 2020

Major Occupation	1 April 2019		31 March 2020		Change	
	Number	% of total	Number	% of total	Number	% change
None						

3.10. LEAVE UTILISATION FOR THE PERIOD 1 JANUARY 2019 TO 31 DECEMBER 2019

The following tables provide an indication of the use of sick leave (Table 3.10.1) and incapacity leave (Table 3.10.2). In both instances, the estimated cost of the leave is also provided.

Table 3.10.1: Sick leave, 1 January 2019 to 31 December 2019

Salary Band	Total days	% days with medical certification	Number of Employees using sick leave	Total number of employees	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Interns	70	52,9	16	19	84,2	4	17
Lower skilled (Levels 1-2)	0	0,0	0	0	0,0	0	0
Skilled (Levels 3-5)	217	75,1	24	30	80,0	9	151
Highly skilled production (Levels 6-8)	1 815	82,6	170	220	77,3	11	1 826
Highly skilled supervision (Levels 9-12)	1 019	74,9	104	114	91,2	10	1 866
Senior management (Levels 13-16)	100	79,0	12	16	75,0	8	294
Total	3 221	78,9	326	399	81,7	10	4 154

Note: The leave dispensation as determined in the "Leave Determination", read with the applicable collective agreements, provides for normal sick leave of 36 working days in a sick leave cycle of three years. The three-year sick leave cycle started in January 2019 and ends in December 2021. The information in each case reflects the totals excluding incapacity leave taken by employees. For an indication of incapacity leave taken, refer to Table 3.10.2.

Table 3.10.2: Incapacity leave, 1 January 2019 to 31 December 2019

Salary Band	Total days	% days with medical certification	Number of Employees using incapacity leave	Total number of employees	% of total employees using incapacity leave	Average days per employee	Estimated Cost (R'000)
Interns	0	0,0	0	19	0,0	0	0
Lower skilled (Levels 1-2)	0	0,0	0	0	0,0	0	0
Skilled (Levels 3-5)	17	100,0	1	30	3,3	17	12
Highly skilled production (Levels 6-8)	116	100,0	2	220	0,9	58	109
Highly skilled supervision (Levels 9-12)	19	100,0	1	114	0,9	19	27
Senior management (Levels 13-16)	0	0,0	0	16	0,0	0	0
Total	152	100,0	4	399	1,0	38	148

Note: The leave dispensation as determined in the "Leave Determination", read with the applicable collective agreements, provides for normal sick leave of 36 working days in a sick leave cycle of three years. If an employee has exhausted his or her normal sick leave, the employer must conduct an investigation into the nature and extent of the employee's incapacity. Such investigations must be carried out in accordance with item 10(1) of Schedule 8 of the Labour Relations Act (LRA).

Incapacity leave is not an unlimited amount of additional sick leave days at an employee's disposal. Incapacity leave is additional sick leave granted conditionally at the employer's discretion, as provided for in the Leave Determination and Policy on Incapacity Leave and Ill-Health Retirement (PILIR).

Table 3.10.3: Annual Leave, 1 January 2019 to 31 December 2019

Salary Band	Total days taken	Total number employees using annual leave	Average number of days taken per employee
Interns	165	18	9
Lower skilled (Levels 1-2)	0	0	0
Skilled (Levels 3-5)	526	26	20
Highly skilled production (Levels 6-8)	5 537	218	25
Highly skilled supervision (Levels 9-12)	2 560	115	22
Senior management (Levels 13-16)	407	17	24
Total	9 195	394	23

Table 3.10.4: Capped leave, 1 January 2019 to 31 December 2019

Salary Band	Total capped leave available as at 31 Dec 2018	Total days of capped leave taken	Number of employees using capped leave	Average number of days taken per employee	Number of employees with capped leave as at 31 Dec 2019	Total capped leave available as at 31 Dec 2019
Lower skilled (Levels 1-2)	0	0	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	192	25	1	25	6	167
Highly skilled supervision (Levels 9-12)	330	5	2	3	14	319
Senior management (Levels 13-16)	189	0	0	0	4	184
Total	711	30	3	10	24	670

Note: It is possible for the total number of capped leave days to increase as employees who were promoted or transferred into the Department, retain their capped leave credits, which form part of that specific salary band and ultimately the departmental total.

Table 3.10.5: Leave pay-outs, 1 April 2019 to 31 March 2020

Reason	Total Amount (R'000)	Number of Employees	Average payment per employee
Leave pay-outs during 2019/20 due to non-utilisation of leave for the previous cycle	0	0	0
Capped leave pay-outs on termination of service	16	1	16 325
Current leave pay-outs on termination of service	343	25	13 709
Total	359	26	13 810

3.11. HEALTH PROMOTION PROGRAMMES, INCLUDING HIV AND AIDS

Table 3.11.1: Steps taken to reduce the risk of occupational exposure, 1 April 2019 to 31 March 2020

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
The nature of the Department's work does not expose employees to increased risk of contracting HIV & AIDS. Despite the very low occupational risk, all employees have been targeted at all levels within the Department.	<p>HIV & AIDS Counselling and Testing (HCT) and Wellness screenings were conducted in general. Employee Health and Wellness Services are rendered to all employees in need and include the following:</p> <ul style="list-style-type: none"> • 24/7/365 Telephone counselling; • Face to face counselling (4 session model); • Trauma and critical incident counselling; • Advocacy on HIV&AIDS awareness, including online E-Care services and • Training, coaching and targeted Interventions where these were required.

Table 3.11.2: Details of Health Promotion including HIV & AIDS Programmes, 1 April 2019 to 31 March 2020

Question	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2016? If so, provide her/his name and position.	✓		Ms Maria van der Merwe, Acting Director: Organisational Behaviour (Department of the Premier)
2. Does the department have a dedicated unit or has it designated specific staff members to promote the health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	✓		<p>The Corporate Services Centre (CSC) within the Department of the Premier provides a transversal service to the eleven (11) departments, including the Department of Local Government.</p> <p>A designated Employee Health and Wellness unit within the Directorate Organisational Behaviour and the Chief Directorate Organisation Development serves to promote the health and well-being of employees in the eleven (11) client departments.</p> <p>The unit consists of a Deputy Director, three (3) Assistant Directors, and two (2) EHW Practitioners</p> <p>Budget: R2.65 m</p>

HUMAN RESOURCE MANAGEMENT

Question	Yes	No	Details, if yes
3. Has the department introduced an Employee Assistance or Health Promotion Programme for employees? If so, indicate the key elements/services of this Programme.	✓		<p>The Department of the Premier has entered into a service level agreement with ICAS until 31 January 2020 and thereafter Metropolitan Health from 1 February 2020. These external service providers rendered an Employee Health and Wellness Service to the eleven (11) departments of the Corporate Services Centre (CSC).</p> <p>The following interventions were conducted: Bullying & Victimisation in the Workplace; Self Development; Stress Management; Positive Thinking (Empowering Women from within); Balancing Act (Being a Working Women); Relationship Building; Mental Health Awareness and EHW Information Facilitated Sessions.</p> <p>These interventions are based on trends reflected in the quarterly reports and implemented to address employee or departmental needs.</p> <p>The targeted interventions for both employees and managers were aimed at personal development; promotion of healthy lifestyles; and improving coping skills. This involved presentations, workshops, group discussions to create awareness and encourage employees to have a proactive approach to limit the impact of these problems in the workplace. Targeted Interventions were also implemented to equip managers with tools to engage employees in the workplace.</p> <p>Information sessions were also provided to inform employees of the EHW service and how to access the Employee Health and Wellness (EHW) Programme. Promotional material such as pamphlets, posters and brochures were distributed.</p>
4. Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2016? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.	✓		<p>The Provincial Employee Health and Wellness Steering Committee has been established with members nominated by each department.</p> <p>The Department of Local Government is represented by Mr Franick Matthee and Mr Kirk Adams.</p>
5. Has the department reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	✓		<p>The Transversal Management Framework for Employee Health and Wellness Programmes in the Western Cape Government is in effect and was adopted by the Co-ordinating Chamber of the PSCBC for the Western Cape Province in December 2016.</p> <p>In this regard, all employment policies make provision for fair practices, regardless of the HIV status of staff or applicants. Workplace practices are constantly monitored to ensure policy compliance and fairness.</p> <p>Under the EHW banner, four EHW Policies were approved which includes HIV & AIDS and TB Management that responds to the prevention of discrimination against employees affected and infected by HIV & AIDS and TB in the workplace. The policy is in line with the amended National EHW Strategic Framework 2019.</p> <p>Further to this, the Department of Health, that is the lead department for HIV & AIDS, has approved the Transversal HIV and AIDS/STI Workplace Policy and Programme that is applicable to all departments of the Western Government. During the reporting period, the transversal EHW policies including the HIV, AIDS and TB Management Policy have been audited by DPSA against the DPSA policies as well as the National Strategic Plan for HIV, TB and STIs (2017-2022) which ensures inclusivity and elimination of discrimination and stigma against employees with HIV.</p>

HUMAN RESOURCE MANAGEMENT

Question	Yes	No	Details, if yes
6. Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.	✓		<p>The Provincial Strategic Plan on HIV & AIDS, STIs and TB 2017-2022 has been implemented to mainstream HIV and TB and its gender and rights-based dimensions into the core mandates to reduce HIV-related stigma.</p> <p>The aim is to:</p> <ul style="list-style-type: none"> • Reduce HIV and TB discrimination in the workplace. This included campaigns against unfair discrimination and empowerment of employees. • Reduce unfair discrimination in access to services. This included ensuring that the Directorate Employee Relations addresses complaints or grievances relating to unfair discrimination and provides training to employees. <p>The Department implemented the following measures to address the stigma and discrimination against those infected or perceived to be infective with HIV:</p> <ul style="list-style-type: none"> • Wellness Screenings (Blood pressure, Glucose, Cholesterol, TB, BMI) • HCT Screenings • TB Talks and Screenings • Distributing posters and pamphlets; • Condom distribution and spot talks; and • Commemoration of World AIDS Day and Wellness events.
7. Does the department encourage its employees to undergo HIV counselling and testing (HCT)? If so, list the results that you have you achieved.	✓		<p>HCT SESSIONS: The following Wellness and HCT screening sessions were conducted:</p> <p>The Department participated in a number HCT and Wellness screening sessions across the Western Cape regions.</p> <p>169 Employees were tested and counselled for HIV, Tuberculosis and Sexually Transmitted Infections (STI's).</p> <p>There were no clinical referrals for TB, HIV or STIs for further management</p>
8. Has the department developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.	✓		<p>The impact of health promotion programmes is indicated through information provided through the EHW quarterly reports.</p> <p>The EHWP is monitored through Quarterly and Annual reporting and trend analysis can be derived through comparison of departmental utilisation and demographics i.e. age, gender, problem profiling, employee vs. manager utilisation, number of cases. Themes and trends also provide a picture of the risks and impact the EHW issues have on individual and the workplace.</p>

3.12. LABOUR RELATIONS

The following provincial collective agreements were entered into with trade unions for the period under review.

Table 3.12.1: Collective agreements, 1 April 2019 to 31 March 2020

Total collective agreements	None
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Table 3.12.2 summarises the outcome of disciplinary hearings conducted within the Department for the period.

Table 3.12.2: Misconduct and disciplinary hearings finalised, 1 April 2019 to 31 March 2020

Outcomes of disciplinary hearings	Number of cases finalised	% of total
None		

Note: Outcomes of disciplinary hearings refer to formal cases only.

Table 3.12.3: Types of misconduct addressed at disciplinary hearings, 1 April 2019 to 31 March 2020

Type of misconduct	Number	% of total
None		

Table 3.12.4: Grievances lodged, 1 April 2019 to 31 March 2020

Grievances lodged	Number	% of total
Number of grievances resolved	5	83,3
Number of grievances not resolved	1	16,7
Total number of grievances lodged	6	100,0

Note: Grievances lodged refers to cases that were finalised within the reporting period. Grievances **not resolved** refers to cases where the outcome was **not in favour of the aggrieved**. All cases, resolved and not resolved have been finalised.

Table 3.12.5: Disputes lodged with Councils, 1 April 2019 to 31 March 2020

Disputes lodged with Councils	Number	% of total
Number of disputes upheld	0	0,0
Number of disputes dismissed	0	0,0
Total number of disputes lodged	0	0,0

Note: Councils refer to the Public Service Co-ordinating Bargaining Council (PSCBC) and General Public Service Sector Bargaining Council (GPSSBC). When a dispute is “upheld”, it means that the Council endorses the appeal as legitimate and credible in favour of the aggrieved. When a dispute is “dismissed”, it means that the Council is not ruling in favour of the aggrieved.

Table 3.12.6: Strike actions, 1 April 2019 to 31 March 2020

Strike actions	Number
Total number of person working days lost	0
Total cost (R'000) of working days lost	0
Amount (R'000) recovered as a result of no work no pay	0

Table 3.12.7: Precautionary suspensions, 1 April 2019 to 31 March 2020

Precautionary suspensions	Number
Number of people suspended	0
Number of people whose suspension exceeded 30 days	0
Average number of days suspended	0
Cost (R'000) of suspensions	0

Note: Precautionary suspensions refer to staff who were suspended with full pay, whilst the case was being investigated.

3.13. SKILLS DEVELOPMENT

This section highlights the efforts of the Department with regard to skills development. Table 3.13.1 reflect the training needs as at the beginning of the period under review, and Table 3.13.2 the actual training provided.

Table 3.13.1: Training needs identified, 1 April 2019 to 31 March 2020

Occupational Categories	Gender	Number of employees as at 1 April 2019	Training needs identified at start of reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers (Salary Band 13 – 16)	Female	5	0	13	0	13
	Male	10	0	21	0	21
Professionals (Salary Band 9 – 12)	Female	58	0	100	0	100
	Male	45	0	82	0	82
Technicians and associate professionals (Salary Band 6 – 8)	Female	138	0	318	0	318
	Male	62	0	171	0	171
Clerks (Salary Band 3 – 5)	Female	18	0	24	0	24
	Male	9	0	13	0	13
Elementary occupations (Salary Band 1 – 2)	Female	0	0	0	0	0
	Male	0	0	0	0	0
Sub Total	Female	224	0	458	0	458
	Male	134	0	292	0	292
Total		358	0	750	0	750
Employees with disabilities	Female	5	0	3	0	3
	Male	8	0	5	0	5

Note: The above table identifies the training needs at the start of the reporting period as per the Department's Workplace Skills Plan.

Table 3.13.2: Training provided, 1 April 2019 to 31 March 2020

Occupational Categories	Gender	Number of employees as at 31 March 2020	Training needs identified at start of reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers (Salary Band 13 - 16)	Female	5	0	7	0	7
	Male	11	0	4	0	4
Professionals (Salary Band 9 - 12)	Female	59	0	65	0	65
	Male	48	0	44	0	44
Technicians and associate professionals (Salary Band 6 - 8)	Female	140	0	126	0	126
	Male	64	0	39	0	39
Clerks (Salary Band 3 - 5)	Female	17	0	18	0	18
	Male	9	0	5	0	5
Elementary occupations (Salary Band 1 - 2)	Female	0	0	0	0	0
	Male	0	0	0	0	0
Sub Total	Female	226	0	217	0	217
	Male	140	0	94	0	94
Total		366	0	311	0	311
Employees with disabilities	Female	5	0	1	0	1
	Male	8	0	2	0	2

Note: The above table identifies the number of training courses attended by individuals during the period under review.

3.14. INJURY ON DUTY

This section provides basic information on injuries sustained whilst being on official duty.

Table 3.14.1: Injury on duty, 1 April 2019 to 31 March 2020

Nature of injury on duty	Number	% of total
Required basic medical attention only	2	66,7
Temporary disablement	1	33,3
Permanent disablement	0	0,0
Fatal	0	0,0
Total	3	100,0
Percentage of total employment		0,7

3.15. UTILISATION OF CONSULTANTS

Table 3.15.1: Consultant appointments using appropriated funds

Programme	Consulting Firm	Project Title	Nature of the Project	Total number of Consultants that worked on the Project	Duration: Work Days/ Hours	Contract Value in Rand	Total Number of Projects	BBBEE level
1	Capitol Press	Translation	Translation of the Annual Performance Plan	2	1 Month	R 98 371.00	1	1
	Wilfred Jewell Consultancy	Translation	5-Year Strategic Plan	2	1 week	R 85 330.00	1	1
		Translation	Annual Performance Plan	1	1 week	R 48 875.00	1	1
2	Agitominds	Advisory Consulting Services	Mediation of a conflict situation	1	24 Hours	R 29 164.00	1	4
	Ignite Advisory Services	Organisational Performance Management Review	Organisational Performance Management Review for Saldanha Bay Municipality	1	7 Weeks	R 99 019.00	1	0
	University of the Western Cape	Research Study	Research on Councillor Development Curriculum - Post Elections	3	7 Months	R 494 271.00	1	2
	Development Bank of Southern Africa	Infrastructure and growth plans	Support with the Infrastructure and growth plans	2	252 days	R 1 226 521.00	N/A	N/A
	Hash topic	Development of a standardised website and content management system	To implement a predefined municipal website platform and content management system	1	3 Months	R 115 000.00	1	1
	HS Business Solutions	Research Study	Conduct research on a differentiated service affordability model for the basket of services provided by the Western Cape	5	34 Days	R 247 500.00	1	4
	Mosselbay - WC Local Municipality	Administrator (Financial Recovery) in respect of the Provincial Intervention in Kannaland Municipality	Administrator for Kannaland Municipality	1	6 Months	R 450 000.00	1	N/A

HUMAN RESOURCE MANAGEMENT

Programme	Consulting Firm	Project Title	Nature of the Project	Total number of Consultants that worked on the Project	Duration: Work Days/ Hours	Contract Value in Rand	Total Number of Projects	BBBEE level
	Department of the Premier	Inter Departmental Claim: Architect/Project/Technological/Ops man	IPSS Hosting Fees	1	160 Hours	R 103 142.00	1	N/A
		Inter Departmental Claim: System Analysis: December 2019 Professional Services	System Analysis	1	160 Hours	R 94 497.00	1	N/A
		Inter Departmental Claim: Professional Services	System Analysis	1	160 Hours	R 77 821.00	1	N/A
		Inter Departmental Claim: Professional Services	System Analysis	1	160 Hours	R 111 173.00	1	N/A
		Inter Departmental Claim: Migration, Host and Support Services System Analyst	System Analysis	1	160 Hours	R 105 614.00	1	N/A
	Department of the Premier	Inter Departmental Claim	Migration, Host and Support of the Western Cape Evaluation Monitoring Evaluation System	2	1 Month	R 26 754.00	1	N/A
	Resilience Agents	Appointment of a service provider to undertake a review and update of the disaster risk assessment of the city of cape town metropolitan municipality	Risk Assessment	1	3 Months	R 200 410.00	1	4
		Appointment of a service provider to undertake a review and update of the disaster risk assessment of the city of cape town metropolitan municipality	Risk Assessment	1	3 Months	R 85 890.00	1	4
	WP Rabbets	Professional Services: Administration Financial Recovery Kanna-land Municipality	Provincial Intervention	1	85 days	R 283 333.00	1	N/A
		Professional Services: Administration Financial Recovery Kanna-land Municipality (December 2019-February 2020)	Municipal Intervention	1	91 days	R 300 000.00	1	N/A
	University of the Western Cape	Phase 4: Research on a councilor Curriculum Development Project	Final Research Report of Comprehensive Curriculum Framework	4	4 Months	R 239 100.00	1	2

HUMAN RESOURCE MANAGEMENT

Programme	Consulting Firm	Project Title	Nature of the Project	Total number of Consultants that worked on the Project	Duration: Work Days/ Hours	Contract Value in Rand	Total Number of Projects	BBBEE level
	Phiabree Holdings	Transcribing	Translations for The Municipal Client Service Charter	1	1 week	R 9 975.00	1	1
	KPG Media Technologies	Transcribing	Transcribing of two meetings from audio recordings (mp3 format)	1	1 week	R 5 281.00	1	1
	On Time Transcribers	Transcription	Meeting Recording	1	3 Hours	R 2 460.00	1	4
3	DMS NPC	Disaster Risk Assessment	Disaster Risk Assessment - West Coast District Municipality	1	3 Months	R 187 720.00	1	4
	NCC Environmental Services	Fire Service	Fire Pre-attack	1	3 Months	R 198 720.00	1	2
	Department of the Premier	Geographic Information Systems	Disaster Recovery Application	2	44 Hours	R 45 894.00	1	N/A
		Geographic Information Systems	Fire Survey Application and Fire Application	2	117 hours	R 111 772.00	1	N/A
	Luticento	Hazard Owners Research Study	Research Study	1	3 Months	R 118 500.00	1	4
		Disaster Risk Assessment	Disaster Risk Assessment - Mossel Bay Local Municipality	1	3 Months	R 138 009.00	1	4
		Hazard Owners Report	Hazard Owners Report: Provincial Report	1	3 Months	R 375 000.00	1	4
		Disaster Risk Assessment	Disaster Risk Assessment - City of Cape Town Metro	1	4 Months	R 276 500.00	1	4
		Disaster Risk Assessment	Disaster Risk Assessment - Cape Winelands District Municipality	1	3 Months	R 131 300.00	1	4
	Department of the Premier	Inter Departmental Claim	Proposal for a Business Requirement Specification for a Land-use model for Water and Sanitation	5	245 Hours	R 336 513.00	1	N/A
	Ages Omega	Hydrogeological Consulting Services	Cape Agulhas Groundwater Management Plan	1	55 Hours	R 39 243.00	1	2
		Hydrogeological Consulting Services	Project Management Inputs 2019-2020	1	49 Hours	R 50 942.00	1	2
		Hydrogeological Consulting Services	Prince Albert Groundwater Intervention	1	252 days	R 291 791.00	1	2
		Hydrogeological Consulting Services	Theewaterskloof Groundwater Management Plan	1	52 Hours	R 37 757.00	1	2
		Hydrogeological Consulting Services	Project Management Inputs 2019-2020	1	17 Hours	R 24 642.00	1	2
		Hydrogeological Consulting Services	Theewaterskloof Groundwater Management Plan	1	28 Hours	R 22 967.00	1	2

HUMAN RESOURCE MANAGEMENT

Programme	Consulting Firm	Project Title	Nature of the Project	Total number of Consultants that worked on the Project	Duration: Work Days/ Hours	Contract Value in Rand	Total Number of Projects	BBBEE level
		Hydrogeological Consulting Services	Cape Agulhas Groundwater Management Plan	1	11 Hours	R 9 608.00	1	2
		Hydrogeological Consulting Services	Prince Albert Drought Response Project	1	41 Hours	R 35 510.00	1	2
		Hydrogeological Consulting Services	Cape Agulhas Groundwater User Licensing Finalisation	1	38 Hours	R 81 730.00	1	2
		Hydrogeological Consulting Services	Project Management Inputs 2019-2020	1	11 Hours	R 15 970.00	1	2
		Hydrogeological Consulting Services	Theewaterskloof Ground-water Management Plan	1	37 Hours	R 77 456.00	1	2
		Hydrogeological Consulting Services	Prince Albert Drought Response Project	1	112 Hours	R 96 213.00	1	2
		Hydrogeological Consulting Services	Theewaterskloof Ground-water Management Plan	1	46 Hours	R 51 713.00	1	2
		Hydrogeological Consulting Services	Project Management Inputs 2019-2020	1	4 Hours	R 6 026.00	1	2
		Hydrogeological Consulting Services	Prince Albert Groundwater Intervention	1	252 days	R 64 765.00	1	2
		Hydrogeological Consulting Services	Cape Agulhas Groundwater Management Plan	1	104 Hours	R 34 505.00	1	2
		Hydrogeological Consulting Services	Prince Albert Drought Response	1	27 Hours	R 68 676.00	1	2
		Hydrogeological Consulting Services	Project Management Inputs 2019-2020	1	12.5 Hours	R 18 557.00	1	2
		Hydrogeological Consulting Services	Cape Agulhas Groundwater Management Plan	1	33 Hours	R 54 928.00	1	2
		Hydrogeological Consulting Services	Theewaterskloof Ground-water Management Plan	1	105 Hours	R 55 915.00	1	2
		Hydrogeological Consulting Services	Project Management Inputs 2019-2020	1	12 Hours	R 17 840.00	1	2
		Hydrogeological Consulting Services	Cape Agulhas Groundwater Management Plan	1	31.5 Hours	R 16 717.00	1	2
		Hydrogeological Consulting Services	Theewaterskloof Ground-water Management Plan	1	38 Hours	R 20 725.00	1	2
		Hydrogeological Consulting Services	Prince Albert Drought Response	1	78 Hours	R 92 381.00	1	2

HUMAN RESOURCE MANAGEMENT

Programme	Consulting Firm	Project Title	Nature of the Project	Total number of Consultants that worked on the Project	Duration: Work Days/ Hours	Contract Value in Rand	Total Number of Projects	BBBEE level
		Hydrogeological Consulting Services	Theewaterskloof Ground-water Management Plan	1	23 Hours	R 32 931.00	1	2
		Hydrogeological Consulting Services	Cape Agulhas Groundwater Management Plan	1	33.5 Hours	R 35 164.00	1	2
		Hydrogeological Consulting Services	Prince Albert Groundwater Intervention	1	252 days	R 269 560.00	1	2
		Hydrogeological Consulting Services	Project Management Inputs 2019-2020	1	25 Hours	R 28 457.00	1	2
		Hydrogeological Consulting Services	Project Management Inputs 2019-2020	1	37 Hours	R 37 304.00	1	2
		Hydrogeological Consulting Services	Cape Agulhas Groundwater Management Plan	1	79 Hours	R 33 145.00	1	2
		Hydrogeological Consulting Services	Theewaterskloof Ground-water Management Plan	1	38 Hours	R 43 562.00	1	2
		Hydrogeological Consulting Services	Prince Albert Drought Response	1	160 Hours	R 150 851.00	1	2
		Hydrogeological Consulting Services	Theewaterskloof Project Management Input	1	20 Hours	R 14 333.00	1	2
		Hydrogeological Consulting Services	Cape Agulhas Project Management Inputs	1	37 Hours	R 34 381.00	1	2
		Hydrogeological Consulting Services	Project Management Inputs 2019-2020	1	44Hour	R 32 228.00	1	2
		Hydrogeological Consulting Services	Prince Albert Drought Response	1	34 Hours	R 129 168.00	1	2
		Hydrogeological Consulting Services	Prince Albert Drought Response	1	25 Hours	R 73 592.00	1	2
		Hydrogeological Consulting Services	Theewaterskloof Project Management Input	1	30 Hours	R 18 468.00	1	2
		Hydrogeological Consulting Services	Cape Agulhas Project Management Inputs	1	137 Hours	R 157 508.00	1	2
		Hydrogeological Consulting Services	Project Management Inputs 2019-2020	1	36 Hours	R 39 823.00	1	2
		Hydrogeological Consulting Services	Cape Agulhas Groundwater Management Plan	1	225 Hours	R 159 734.00	1	2
		Hydrogeological Consulting Services	Theewaterskloof Ground-water Management Plan	1	163.2 Hours	R 115 800.00	1	2

HUMAN RESOURCE MANAGEMENT

Programme	Consulting Firm	Project Title	Nature of the Project	Total number of Consultants that worked on the Project	Duration: Work Days/ Hours	Contract Value in Rand	Total Number of Projects	BBBEE level
		Hydrogeological Consulting Services	Prince Albert Drought Response	1	87 Hours	R 98 367.00	1	2
		Hydrogeological Consulting Services	Prince Albert Drought Response (Project 4,6,7,8,9 and 12)	1	44 Hours	R 160 392.00	1	2
		Hydrogeological Consulting Services	Project Management Inputs 2019-2020	1	24 Hours	R 28 692.00	1	2
	Aurecon South Africa (PTY) LTD	Hydrogeological Consulting Services	Disaster Management Groundwater Programme	1	60 Hours	R 74 667.00	1	1
		Hydrogeological Consulting Services	Disaster Management Groundwater Programme	1	1 Hour	R 8 896.00	1	1
		Hydrogeological Consulting Services	Disaster Management Groundwater Programme	1	34 Hours	R 61 152.00	1	1
		Hydrogeological Consulting Services	Hydrogeological Consulting Services	1	16 Hours	R 93 875.00	1	1
		Hydrogeological Consulting Services	Hydrogeological Consulting Services	1	23 Hours	R 40 428.00	1	1
		Hydrogeological Consulting Services	Hydrogeological Consulting Services	1	252 days	R 51 050.00	1	1
		Hydrogeological Consulting Services	Hydrogeological Consulting Services	1	2 hours	R 21 147.00	1	1
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	252 days	R 40 730.00	1	1
		Hydrogeological Consulting Services	Contract W11032 - Hydrogeological Consulting Services	1	81 Hours	R 68 281.00	1	1
		Hydrogeological Consulting Services	Contract W11032 - Hydrogeological Consulting Services	1	9 Hours	R 12 404.00	1	1
		Hydrogeological Consulting Services	Lamberts Bay Borehole Sitting (2 Boreholes)	1	2 hours	R 5 085.00	1	1
		Hydrogeological Consulting Services	Lamberts Bay Public Engagement	1	1 Hour	R 3 650.00	1	1
		Hydrogeological Consulting Services	Project Management	1	23 Hours	R 33 785.00	1	1
		Hydrogeological Consulting Services	Dysselsdorp Water User License Application	1	24 Hours	R 42 544.00	1	1
		Hydrogeological Consulting Services	Aurora Public Consultation	1	1.5 Hours	R 1 548.00	1	1

HUMAN RESOURCE MANAGEMENT

Programme	Consulting Firm	Project Title	Nature of the Project	Total number of Consultants that worked on the Project	Duration: Work Days/ Hours	Contract Value in Rand	Total Number of Projects	BBBEE level
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	15 Hours	R 18 419.00	1	1
		Hydrogeological Consulting Services	Steynville Yield Testing Supervision (3 Boreholes)	1	19 Hours	R 70 094.00	1	1
		Hydrogeological Consulting Services	Rystkuil Camera Logging	1	63 Hours	R 108 193.00	1	1
		Hydrogeological Consulting Services	Overall Project management	1	252 days	R 40 448.00	1	1
		Hydrogeological Consulting Services	Merweville Investigation into existing Boreholes	1	38 Hours	R 115 859.00	1	1
		Hydrogeological Consulting Services	Graafwater – re-drilling of borehole	1	9 Hours	R 8 104.00	1	1
		Hydrogeological Consulting Services	Aurora Additional Resistivity Survey	1	252 days	R 103 281.00	1	1
		Hydrogeological Consulting Services	Elands Bay Management Plan	1	252 days	R 136 257.00	1	1
		Hydrogeological Consulting Services	Piketberg Engineering Services: Cost estimates for equipping borehole, initial design, drawings and site visits	1	252 days	R 173 993.00	1	1
		Hydrogeological Consulting Services	Merweville Drafting Business Plan for Funding Application	1	16 Hours	R 19 578.00	1	1
		Hydrogeological Consulting Services	Project Management	1	19 Hours	R 27 984.00	1	1
		Hydrogeological Consulting Services	Project Management (Attendance of meetings. Compilation of progress reports and cash flow projections)	1	14 Hours	R 24 123.00	1	1
		Hydrogeological Consulting Services	Graafwater - redrilling of Borehole	1	4 Hours	R 73 004.00	1	1
		Hydrogeological Consulting Services	Aurora Management Plan	1	117 Hours	R 355 907.00	1	1
		Hydrogeological Consulting Services	Overall Project management	1	252 days	R 35 225.00	1	1
		Hydrogeological Consulting Services	Hopefield Management Plan	1	3 Hours	R 4 243.00	1	1
		Hydrogeological Consulting Services	Graafwater Management Plan	1	23 Hours	R 129 448.00	1	1

HUMAN RESOURCE MANAGEMENT

Programme	Consulting Firm	Project Title	Nature of the Project	Total number of Consultants that worked on the Project	Duration: Work Days/ Hours	Contract Value in Rand	Total Number of Projects	BBBEE level
		Hydrogeological Consulting Services	Hopefiled Management Plan	1	1 Hour	R 20 682.00	1	1
		Hydrogeological Consulting Services	Swartland Water User License Application	1	310 Hours	R 298 511.00	1	1
		Hydrogeological Consulting Services	Project Management	1	20 Hours	R 29 925.00	1	1
		Hydrogeological Consulting Services	Aurora Camera Logging (3 Boreholes)	1	115 Hours	R 363 885.00	1	1
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	114 Hours	R 354 364.00	1	1
		Hydrogeological Consulting Services	Project Management	1	23 Hours	R 26 141.00	1	1
		Hydrogeological Consulting Services	Beaufort West Ground-water Management Plan and Monitoring Implementation	1	51 Hours	R 348 689.00	1	1
		Hydrogeological Consulting Services	Graafwater yield and quality testing supervision (2 existing boreholes and 1 newly drilled Borehole)	1	4 Hours	R 22 533.00	1	1
	GHT Consulting	Hydrogeological Consulting Services	Wits and Borehole Rehabilitation	1	252 days	R 68 022.00	1	2
		Hydrogeological Consulting Services	Eden District Project Management and Meetings	1	6 Hours	R 23 159.00	1	2
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	252 days	R 98 548.00	1	2
		Hydrogeological Consulting Services	Ongoing Project management 2019/2020 Monthly Meetings	1	9 Hours	R 34 739.00	1	2
		Hydrogeological Consulting Services	Ongoing Project management 2019/2020 Monthly Meetings	1	3 days	R 34 739.00	1	2
		Hydrogeological Consulting Services	Wits and Borehole Drilling and Testing	1	96.4 Hours	R 347 274.00	1	2
		Hydrogeological Consulting Services	Hassequa GW Plans - Albertinia	1	132.7 Hours	R 279 747.00	1	2
		Hydrogeological Consulting Services	Ongoing Project management 2019/2020 Monthly Meetings	1	6 Hours	R 23 159.00	1	2
		Hydrogeological Consulting Services	VanWykdorp Deep Borehole Drilling and Testing	1	35 Hours	R 136 827.00	1	2

HUMAN RESOURCE MANAGEMENT

Programme	Consulting Firm	Project Title	Nature of the Project	Total number of Consultants that worked on the Project	Duration: Work Days/ Hours	Contract Value in Rand	Total Number of Projects	BBBEE level
		Hydrogeological Consulting Services	Buisplaas Deep Borehole Drilling and Testing	1	10 Hours	R 28 525.00	1	2
		Hydrogeological Consulting Services	Prince Albert Drought Response	1	44 Hours	R 37 211.00	1	2
	JG Afrika (PTY)LTD	Hydrogeological Consulting Services	Project Management and Monthly Reporting	1	8 Hours	R 14 906.00	1	1
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	8 Hours	R 14 906.00	1	1
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	8 Hours	R 18 192.00	1	1
		Hydrogeological Consulting Services	Cape Agulhas Groundwater Use Licensing Finalisation	1	37 Hours	R 26 176.00	1	1
		Hydrogeological Consulting Services	Annual Project Management and Monthly reporting	1	10 Hours	R 18 504.00	1	1
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	6 Hours	R 10 792.00	1	1
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	12 Hours	R 24 378.00	1	1
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	26 Hours	R 48 180.00	1	1
		Hydrogeological Consulting Services	Laingsburg Groundwater	1	252 days	R 159 022.00	1	1
		Hydrogeological Consulting Services	Laingsburg Groundwater Implementation Phase 2	1	117 Hours	R 271 940.00	1	1
		Hydrogeological Consulting Services	Annual Project Management and Monthly reporting	1	26 Hours	R 18 504.00	1	1
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	102 Hours	R 212 553.00	1	1
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	10 Hours	R 17 986.00	1	1
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	24 Hours	R 149 790.00	1	1
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	14 Hours	R 25 698.00	1	1
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	20 Hours	R 36 748.00	1	1

HUMAN RESOURCE MANAGEMENT

Programme	Consulting Firm	Project Title	Nature of the Project	Total number of Consultants that worked on the Project	Duration: Work Days/ Hours	Contract Value in Rand	Total Number of Projects	BBBEE level
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	39 Hours	R 102 095.00	1	1
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	44 Hours	R 120 036.00	1	1
		Hydrogeological Consulting Services	Professional Fees and Disbursements	1	7 Hours	R 13 490.00	1	1
		Grant Total				R 15 323 444.00		

HUMAN RESOURCE MANAGEMENT

PART E



FINANCIAL INFORMATION

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WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14
REPORT OF THE AUDIT COMMITTEE for the year ended 31 March 2020

Audit Committee Report

Please refer to pages 88-89 for the full report of the Audit Committee.

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

REPORT OF THE ACCOUNTING OFFICER for the year ended 31 March 2020

Report of the Accounting Officer

1. General review of the state of financial affairs

The Department utilised 98.3% of its total budget allocation. The total underspending during 2019/20 financial year amounted to R5.546 million. This underspending relates to the following:

- Compensation of Employees due to delays in the filling vacant posts, resignations and promotions of officials as well as earmarked funds allocated for drought capacity;
- Earmarked funding on Goods and Services allocated for the appointment of the Administrator at Kannaland Municipality, the disaster summit held by the Department cost less than anticipated, and other unspent operational costs due to delays and challenges with the filling of the additional drought capacity.

The Department applied internal virements from savings to cover overspending mainly on the following:

- several large fires experienced in the Overberg, Cape Winelands, Garden Route and West Coast Districts during 2019/20 financial year;
- Du Toit's Kloof Fire which raged during the last week of February was especially demanding in terms of assets at risk. The latter resulted in more hours being flown to support the District Municipality in executing its mandate and achieving operational objectives; and
- additional funds were utilised to cover variable expenditure, namely hourly flying costs. The 2019/20 summer fire season may for all intent and purpose be described as largely successful, no direct fatalities nor extensive damage to properties were reported.

The virements was undertaken within the guidelines of Provincial Treasury.

2. Capacity constraints

The under-spending on Compensation of Employees amounted to R4 857 million, which is due to delays in the filling vacant posts, resignations and promotions of officials as well as earmarked funds allocated during 2019/20 financial year for drought capacity.

3. Utilisation of donor funds

None.

4. Trading entities and public entities

None.

5. Organisations to whom transfer payments have been made

- All transfer payments and the purposes for the payments made are reported in note 27 and
- Annexures 1A – 1D of the Notes to the Annual Financial Statements.
- Accountability arrangements are in place for each transfer payment as stipulated in the individual agreements to the entities receiving the transfer payments.

6. Public private partnerships (PPP)

The Department did not enter into any PPPs during the year under review.

7. Corporate governance arrangements

This is covered under Section C.

8. Discontinued activities/activities to be discontinued

No activities were discontinued during the 2019/20 financial year.

9. New/proposed activities

None.

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

REPORT OF THE ACCOUNTING OFFICER for the year ended 31 March 2020

10. Events after the reporting date

None.

11. Service Delivery Environment

Drought Support: Drought Response Action Plan

Climate change and its effects is a real occurrence felt by the country at large, with eight provinces affected by drought and disasters being declared in two provinces.

Towns located in the Greater Karoo remain within a medium to high water security risk. Financial and technical advisory services as well as implementation of various water source augmentation, infrastructure management, water demand management and sustainable groundwater abstraction projects were provided. These initiatives prevented water shortages and enhanced water security and water resilience in the towns of Beaufort West, Laingsburg, Prince Albert and the Kannaland Municipality. Working with various partners, including the private sector, the Province managed to prevent a collapse in water supply in these identified towns. Worth noting was the collaboration between the Department of Local Government and Coca-Cola, which lead to the delivery of water to replenish water reservoirs in Ladismith and Zoar, two drought stricken towns in the Kannaland municipal area as well as the towns of Laingsburg and Prince Albert. This addressed short-term water supply challenges in these areas, and ensured that communities were not without drinking water.

The Province, through the dedicated work of this Department, is intensifying its on-going support through implementation of the Drought Recovery Action Plan to ensure continued access to water supply in the towns impacted by the effects of drought.

Support to improve Governance in municipalities

To strengthen governance within municipalities, the Department implemented training to councillors in key focus areas, such as, inter alia and capacitation training with Municipal Public Accounts Committee (MPAC) members, to ensure that the Committee fulfils its mandate in ethics, anti-corruption, legislative roles and responsibilities as well as draft rules of order. As part of its support initiatives and to enable municipalities to maximize administrative and operational efficiency, the Department assisted municipalities with the review of their system of delegation in order to enhance efficiencies within the rule of law and provide effective governance arrangements. The Department has also pro-actively supported municipalities with the review of their by-laws.

The Department conducted a number of assessments in relation to allegations of fraud, corruption and maladministration in municipalities. In the event where the Provincial Minister had reason to believe, based on assessments conducted, that a municipality cannot or does not fulfil its statutory obligation or that maladministration, fraud, corruption or any other serious malpractice has occurred or is occurring in a municipality, independent forensic investigators have been appointed to enquire further.

Greater partnerships, have seen the Department in collaboration with the Hans Seidel Foundation, launching a summer school addressing the theme of ethics and personal values and accommodating over 200 councillors.

In pursuit of alignment: Joint District and Metro Approach

The Joint District and Metro Approach (JDMA), a geographical/district and team based, citizen focused approach to provide government

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

REPORT OF THE ACCOUNTING OFFICER for the year ended 31 March 2020

services with an outcome of improving the living conditions of citizens was adopted in the Province. This approach is characterised by the co-planning, co-budgeting and co-implementation through promoting the horizontal interface between Western Cape provincial departments and the vertical interface between national, provincial departments and municipalities using District Coordinating Forums (DCF's) as the governance instruments to translate service delivery to communities.

The JDMA has been institutionalised in all five districts and adopted at the respective DCF meetings. Implementation plans have already been rolled-out at two districts with the continued support and commitment of both provincial and national departments, who are active members of the respective District Interface Teams.

Improving access to government services and citizen interface

The Thusong programme is an integrated government service delivery vehicle which extends government services in the outlying and rural areas ensuring that citizens within communities and surrounding areas have access to services. During the year under review over 1.3 million services were accessed through the Thusong Outreaches and the Thusong Service Centers, within the 5 districts, noting the improved conditions for beneficiaries. The programme was instrumental in piloting various initiatives to enhance the positive economic impact on communities, small scale economic development opportunities, skills transfer and food security projects.

The Thusong Programme received two awards at the Thusong 20th Celebration Indaba & Gala Awards Ceremony that took place on the 17th September 2019. This event formed part of the Annual Thusong Service Week, a partnership initiative between the Department of Local

Government, the Department of Public Service and Administration (DPSA) and Government Communication Information and Systems (GCIS). The Programme further received two accolades, for being the outstanding mobile at provincial level and for the outstanding Province in Thusong coordination. These awards have cemented and highlighted the impact of the programme in the lives of citizens in the Province.

The Western Cape Thusong Programme is being utilised as a national replication model in terms of the Transfer of Thusong Service Centres, under the custodianship of the Department of Public Service and Administration (DPSA) and the Department of Cooperative Governance and Traditional Affairs (COGTA), and has made valuable inputs and presentations to the draft framework which is being formulated in conjunction with DPSA, and GCIS.

As an effort to improve citizen interface, the Department conducted an outreach programme for communities in collaboration with the Matzikama Municipality. The communities of the former District Management Areas such as Rietport, Stofkraal, Molsvlei, Putsekloos, Nuwerus, Haarlem and Uniondale were specifically targeted where the outreach programme took the form of civic education allowing members of the public to be empowered with knowledge on their rights and responsibilities, as well as to appreciate their crucial role and influential within the municipal decision-making processes.

Towards ensuring a disaster resilient Province

The Department endeavours to improve the firefighting ability in the Province and during the past season have introduced the Sikorsky Black Hawk helicopter to the aerial firefighting fleet. This helicopter can deliver three times more water than the current helicopters fleet and at a significantly faster rate.

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

REPORT OF THE ACCOUNTING OFFICER for the year ended 31 March 2020

The Province has also become the first to develop a scientifically based Provincial Indicative Disaster Risk Profile. This profile contains a total of 41 potential disaster hazards, peer-reviewed and validated by the 12 top disaster risk academics in the Country and will form the basis of all disaster risk reduction and contingency planning in future.

The 27th of January 2020, marked Cape Town's first-ever all-women wildland firefighter team not only faced their first fire in Noordhoek, entering a terrain traditionally dominated by men. Nature Conservation Cooperation (NCC) Environmental Services, Chrysalis Academy and the Western Cape Government are working together in changing the lives of 15 women, majority from the poorest communities in the Country, where their life stories are more painful and brutal than the blaze they faced at Noordhoek.

Infrastructure Management

During the year under review, the Department entered into a partnership with the French Development Agency in support of the roll out of the Sustainable Infrastructure Development and Finance Facility (SIDAFF) Programme. The SIDAFF Programme will address opportunities for growth and jobs; enable a resilient, sustainable, quality and inclusive living environment; and support the furtherance of good governance and integrated service delivery through partnerships and spatial alignment.

The SIDAFF Programme envisages the development of a pipeline of sustainable, catalytic, impactful and integrated infrastructure projects and programmes. This includes taking these projects from pre-feasibility to bankability and for them to be funded on a long-term and competitively priced basis using a blended finance approach.

12. Prior modifications to audit reports

None

13. Exemptions and deviations received from the National Treasury

None

14. Interim Financial Statements

The Department has complied with the requirements of quarterly interim financial statements.

15. Approval

The financial statements set out on pages 152 to 214 have been approved by the Accounting Officer.



Mr Graham Paulse
ACCOUNTING OFFICER

DATE: 31 August 2019

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

REPORT OF THE AUDITOR-GENERAL TO THE WESTERN CAPE PROVINCIAL PARLIAMENT for the year ended 31 March 2020

Report on the audit of the financial statements

Opinion

1. I have audited the financial statements of the Western Cape Department of Local Government set out on pages 152 to 204, which comprise the appropriation statement, statement of financial position as at 31 March 2020, statement of financial performance, statement of changes in net assets and cash flow statement 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 Western Cape Department of Local Government as at 31 March 2020, and its financial performance and cash flows for the year then ended in accordance with the Modified Cash Standard (MCS) prescribed by the National Treasury and the requirements of the Public Finance Management Act of South Africa, 1999 (Act No. 1 of 1999) (PFMA).

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 this auditor's report.
4. I am independent of the department in accordance with sections 290 and 291 of the *Code of ethics for professional accountants* and parts 1 and 3 of the *International code of ethics for professional accountants* (including International Independence Standards) of the International Ethics Standards Board for Accountants (IESBA codes) as well as 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 codes.

5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other matter

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

Unaudited supplementary schedules

7. The supplementary information set out on pages 205 to 214 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.

Responsibilities of the accounting officer for the financial statements

8. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the MCS as prescribed by the National Treasury and the requirements of the PFMA, and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
9. In preparing the financial statements, the accounting officer is responsible for assessing the department'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 appropriate governance structure either intends to liquidate the department or to cease operations, or has no realistic alternative but to do so.

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

REPORT OF THE AUDITOR-GENERAL TO THE WESTERN CAPE PROVINCIAL PARLIAMENT for the year ended 31 March 2020

Auditor-General's responsibilities for the audit of the financial statements

10. 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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.
11. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report.

Report on the audit of the annual performance report

Introduction and scope

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

performance indicators / measures included in the planning documents. My procedures do not examine whether the actions taken by the department enabled service delivery. My procedures also do not extend to any disclosures or assertions relating to planned performance strategies and information in respect of future periods that may be included as part of the reported performance information. Accordingly, my findings do not extend to these matters.

14. I evaluated the usefulness and reliability of the reported performance information in accordance with the criteria developed from the performance management and reporting framework, as defined in the general notice, for the following selected programme presented in the annual performance report of the department for the year ended 31 March 2020:

Programme	Pages in the annual performance report
Programme 3: development and planning	55 - 64

15. I performed procedures to determine whether the reported performance information was properly presented and whether performance was consistent with the approved performance planning documents. I performed further procedures to determine whether the indicators and related targets were measurable and relevant, and assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.
16. I did not identify any material findings on the usefulness and reliability of the reported performance information for the following programme:
 - Programme 3: development and planning

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

REPORT OF THE AUDITOR-GENERAL TO THE WESTERN CAPE PROVINCIAL PARLIAMENT for the year ended 31 March 2020

Other matter

17. I draw attention to the matter below.

Achievement of planned targets

18. Refer to the annual performance report on pages 55 to 64 for information on the achievement of planned targets for the year and explanations provided for the under/overachievement of a number of targets.

Report on the audit of compliance with legislation

Introduction and scope

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

20. I did not identify any material findings on compliance with the specific matters in key legislation set out in the general notice issued in terms of the PAA.

Other information

21. 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 and those selected programmes presented in the annual performance report that have been specifically reported in this auditor's report.

22. 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.

23. 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 programmes presented in the annual performance report, or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

24. If, based on the work I have performed, I conclude that there is a material misstatement in this other information, I am required to report that fact.

25. I have nothing to report in this regard.

Internal control deficiencies

26. 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 on it. I did not identify any significant deficiencies in internal control.

Auditor - General

Cape Town

30 September 2020



**AUDITOR-GENERAL
SOUTH AFRICA**

Auditing to build public confidence

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

REPORT OF THE AUDITOR-GENERAL TO THE WESTERN CAPE PROVINCIAL PARLIAMENT for the year ended 31 March 2020

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 programmes and on the department'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 this 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 department'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 relating to events or conditions that may cast significant doubt on the ability of the department 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 my opinion on the financial statements. My conclusions are based on the information available to me at the date of this auditor's report. However, future events or conditions may cause a department to cease operating as a going concern

- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and determine 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, actions taken to eliminate threats or safeguards applied.

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 APPROPRIATION STATEMENT for the year ended 31 March 2020

Appropriation per programme									
Voted funds and Direct charges	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Programme									
1. ADMINISTRATION	48 777	-	(520)	48 257	47 027	1 230	97.5	42 900	42 900
2. LOCAL GOVERNANCE	148 664	-	(325)	148 339	147 211	1 128	99.2	131 917	130 704
3. DEVELOPMENT AND PLANNING	121 853	-	845	122 698	119 511	3 187	97.4	105 024	104 757
4. TRADITIONAL INSTITUTIONAL MANAGEMENT	1	-	-	1	-	1	-	1	-
Total	319 295	-	-	319 295	313 749	5 546	98.3	279 842	278 361
Reconciliation with Statement of Financial Performance									
Add:									
Departmental receipts				4 202				2 725	
Actual amounts per Statement of Financial Performance (Total Revenue)				323 497				282 567	
Actual amounts per Statement of Financial Performance Expenditure					313 749				278 361

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 APPROPRIATION STATEMENT for the year ended 31 March 2020

Appropriation per economic classification									
Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	242 639	(377)	-	242 262	236 716	5 546	97.7	223 057	221 628
Compensation of employees	178 210	(356)	-	177 854	172 997	4 857	97.3	167 718	166 792
Salaries and wages	153 678	(356)	-	153 322	148 783	4 539	97.0	145 201	144 275
Social contributions	24 532	-	-	24 532	24 214	318	98.7	22 517	22 517
Goods and services	64 429	(21)	-	64 408	63 719	689	98.9	55 339	54 836
Administrative fees	326	(37)	-	289	284	5	98.3	415	415
Advertising	3 088	(128)	-	2 960	2 926	34	98.9	1 669	1 669
Minor assets	505	(343)	-	162	162	-	100.0	126	126
Audit costs: External	3 364	(317)	-	3 047	3 047	-	100.0	2 439	2 439
Bursaries: Employees	331	(97)	-	234	234	-	100.0	273	273
Catering: Departmental activities	2 157	(125)	(34)	1 998	1 994	4	99.8	1 344	1 344
Communication (G&S)	1 169	(222)	(3)	944	936	8	99.2	1 121	1 121
Computer services	474	3	-	477	477	-	100.0	708	708
Consultants: Business and advisory services	18 796	(2 721)	(320)	15 755	15 323	432	97.3	14 427	14 125
Legal services	2 792	214	-	3 006	3 006	-	100.0	989	989
Contractors	14 011	2 068	845	16 924	16 924	-	100.0	12 856	12 856
Agency and support / outsourced services	44	-	-	44	44	-	100.0	18	18
Entertainment	84	(22)	-	62	62	-	100.0	53	53
Fleet services (including government motor transport)	2 792	(110)	-	2 682	2 682	-	100.0	2 491	2 491
Consumable supplies	522	456	-	978	978	-	100.0	591	591
Consumable: Stationery, printing and office supplies	694	(12)	-	682	682	-	100.0	535	535
Operating leases	262	(14)	-	248	248	-	100.0	340	340
Property payments	1 131	697	-	1 828	1 828	-	100.0	1 511	1 511
Transport provided: Departmental activity	618	14	-	632	632	-	100.0	663	663
Travel and subsistence	6 712	92	(223)	6 581	6 375	206	96.9	6 903	6 855
Training and development	1 911	634	(18)	2 527	2 527	-	100.0	2 746	2 593
Operating payments	1 826	(252)	(213)	1 361	1 361	-	100.0	2 275	2 275
Venues and facilities	804	201	(34)	971	971	-	100.0	767	767
Rental and hiring	16	-	-	16	16	-	100.0	79	79

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14
APPROPRIATION STATEMENT for the year ended 31 March 2020

Appropriation per economic classification									
Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Transfers and subsidies	72 028	133	-	72 161	72 161	-	100.0	52 265	52 213
Provinces and municipalities	70 996	-	-	70 996	70 996	-	100.0	51 197	51 145
Municipalities	70 996	-	-	70 996	70 996	-	100.0	51 197	51 145
Municipal bank accounts	70 996	-	-	70 996	70 996	-	100.0	51 197	51 145
Departmental agencies and accounts	403	-	-	403	403	-	100.0	403	403
Departmental agencies	403	-	-	403	403	-	100.0	403	403
Non-profit institutions	400	-	-	400	400	-	100.0	400	400
Households	229	133	-	362	362	-	100.0	265	265
Social benefits	229	133	-	362	362	-	100.0	265	265
Payments for capital assets	4 597	245	-	4 842	4 842	-	100.0	4 469	4 469
Machinery and equipment	4 597	245	-	4 842	4 842	-	100.0	4 469	4 469
Transport equipment	2 649	49	-	2 698	2 698	-	100.0	2 545	2 545
Other machinery and equipment	1 948	196	-	2 144	2 144	-	100.0	1 924	1 924
Payment for financial assets	31	(1)	-	30	30	-	100.0	51	51
Total	319 295	-	-	319 295	313 749	5 546	98.3	279 842	278 361

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 **APPROPRIATION STATEMENT for the year ended 31 March 2020**

Programme 1: ADMINISTRATION

Sub programme	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1. Office of the MEC	-	-	-	-	-	-	-	-	-
2. Corporate services	48 777	-	(520)	48 257	47 027	1 230	97.5%	42 900	42 900
Total	48 777	-	(520)	48 257	47 027	1 230	97.5%	42 900	42 900

Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	45 114	(195)	(533)	44 386	43 156	1 230	97.2%	38 632	38 632
Compensation of employees	32 249	(244)	-	32 005	30 784	1 221	96.2%	28 451	28 451
Salaries and wages	28 034	(244)	-	27 790	26 616	1 174	95.8%	24 577	24 577
Social contributions	4 215	-	-	4 215	4 168	47	98.9%	3 874	3 874
Goods and services	12 865	49	(533)	12 381	12 372	9	99.9%	10 181	10 181
Administrative fees	106	(15)	-	91	91	-	100.0%	132	132
Advertising	1 649	(67)	-	1 582	1 582	-	100.0%	1 182	1 182
Minor assets	425	(343)	-	82	82	-	100.0%	98	98
Audit costs: External	3 364	(317)	-	3 047	3 047	-	100.0%	2 439	2 439
Bursaries: Employees	331	(97)	-	234	234	-	100.0%	273	273
Catering: Departmental activities	58	12	-	70	70	-	100.0%	37	37
Communication (G&S)	260	(14)	-	246	246	-	100.0%	395	395
Computer services	305	3	-	308	308	-	100.0%	338	338
Consultants: Business and advisory services	552	-	(320)	232	232	-	100.0%	72	72
Contractors	139	(70)	-	69	69	-	100.0%	6	6
Entertainment	17	(7)	-	10	10	-	100.0%	14	14
Fleet services (including government motor transport)	2 581	(100)	-	2 481	2 481	-	100.0%	2 299	2 299
Consumable supplies	69	445	-	514	514	-	100.0%	35	35
Consumable: Stationery, printing and office supplies	583	(5)	-	578	578	-	100.0%	386	386
Operating leases	171	(5)	-	166	166	-	100.0%	230	230
Property payments	8	700	-	708	708	-	100.0%	33	33

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 APPROPRIATION STATEMENT for the year ended 31 March 2020

Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Transport provided: Departmental activity	-	-	-	-	-	-	0.0%	62	62
Travel and subsistence	445	(31)	-	414	405	9	97.8%	546	546
Training and development	815	137	-	952	952	-	100.0%	833	833
Operating payments	799	(175)	(213)	411	411	-	100.0%	631	631
Venues and facilities	188	(2)	-	186	186	-	100.0%	140	140
Rental and hiring	-	-	-	-	-	-	0.0%	-	-
Transfers and subsidies	38	21	-	59	59	-	100.0%	28	28
Departmental agencies and accounts	3	-	-	3	3	-	100.0%	3	3
Departmental agencies	3	-	-	3	3	-	100.0%	3	3
Households	35	21	-	56	56	-	100.0%	25	25
Social benefits	35	21	-	56	56	-	100.0%	25	25
Payments for capital assets	3 594	175	13	3 782	3 782	-	100.0%	4 189	4 189
Machinery and equipment	3 594	175	13	3 782	3 782	-	100.0%	4 189	4 189
Transport equipment	2 619	(15)	-	2 604	2 604	-	100.0%	2 485	2 485
Other machinery and equipment	975	190	13	1 178	1 178	-	100.0%	1 704	1 704
Payment for financial assets	31	(1)	-	30	30	-	100.0%	51	51
Total	48 777	-	(520)	48 257	47 027	1 230	97.5%	42 900	42 900

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14
APPROPRIATION STATEMENT for the year ended 31 March 2020

Subprogramme: 1.2: CORPORATE SERVICES									
Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	45 114	(195)	(533)	44 386	43 156	1 230	97.2%	38 632	38 632
Compensation of employees	32 249	(244)	-	32 005	30 784	1 221	96.2%	28 451	28 451
Goods and services	12 865	49	(533)	12 381	12 372	9	99.9%	10 181	10 181
Transfers and subsidies	38	21	-	59	59	-	100.0%	28	28
Departmental agencies and accounts	3	-	-	3	3	-	100.0%	3	3
Households	35	21	-	56	56	-	100.0%	25	25
Payments for capital assets	3 594	175	13	3 782	3 782	-	100.0%	4 189	4 189
Machinery and equipment	3 594	175	13	3 782	3 782	-	100.0%	4 189	4 189
Payment for financial assets	31	(1)	-	30	30	-	100.0%	51	51
Total	48 777	-	(520)	48 257	47 027	1 230	97.5%	42 900	42 900

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14
APPROPRIATION STATEMENT for the year ended 31 March 2020

Programme 2: LOCAL GOVERNANCE									
Sub programme	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1. Municipal administration	10 665	668	-	11 333	10 850	483	95.7	9 799	9 621
2. Public participation	10 342	(24)	-	10 318	10 301	17	99.8	10 108	10 108
3. Capacity development	11 754	-	(101)	11 653	11 520	133	98.9	11 808	11 671
4. Municipal performance, monitoring, reporting and evaluation	27 642	(417)	-	27 225	27 116	109	99.6	24 363	23 844
5. Service delivery integration	11 975	(15)	(211)	11 749	11 658	91	99.2	10 893	10 893
6. Community development worker programme	76 286	(212)	(13)	76 061	75 766	295	99.6	64 946	64 567
Total	148 664	-	(325)	148 339	147 211	1 128	99.2	131 917	130 704

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 APPROPRIATION STATEMENT for the year ended 31 March 2020

Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	129 374	(42)	(312)	129 020	127 892	1 128	99.1	116 769	115 565
Compensation of employees	110 864	(42)	-	110 822	109 711	1 111	99.0	101 305	100 395
Salaries and wages	94 797	(42)	-	94 755	93 737	1 018	98.9	86 664	85 754
Social contributions	16 067	-	-	16 067	15 974	93	99.4	14 641	14 641
Goods and services	18 510	-	(312)	18 198	18 181	17	99.9	15 464	15 170
Administrative fees	145	(29)	-	116	116	-	100.0	177	177
Advertising	73	(1)	-	72	72	-	100.0	171	171
Minor assets	-	-	-	-	-	-	-	8	8
Catering: Departmental activities	804	(104)	(34)	666	666	-	100.0	727	727
Communication (G&S)	384	(21)	(3)	360	360	-	100.0	343	343
Computer services	-	-	-	-	-	-	-	104	104
Consultants: Business and advisory services	6 679	(2 355)	-	4 324	4 307	17	99.6	5 179	4 885
Legal services	2 792	214	-	3 006	3 006	-	100.0	989	989
Contractors	695	1 692	-	2 387	2 387	-	100.0	753	753
Agency and support / out-sourced services	44	-	-	44	44	-	100.0	18	18
Entertainment	39	(7)	-	32	32	-	100.0	25	25
Fleet services (including government motor transport)	207	(7)	-	200	200	-	100.0	191	191
Consumable supplies	27	6	-	33	33	-	100.0	28	28
Consumable: Stationery, printing and office supplies	105	(7)	-	98	98	-	100.0	138	138
Operating leases	8	1	-	9	9	-	100.0	7	7
Property payments	234	(2)	-	232	232	-	100.0	179	179
Transport provided: Departmental activity	618	14	-	632	632	-	100.0	601	601
Travel and subsistence	4 044	113	(223)	3 934	3 934	-	100.0	3 569	3 569
Training and development	636	494	(18)	1 112	1 112	-	100.0	866	866
Operating payments	585	46	-	631	631	-	100.0	1 044	1 044
Venues and facilities	375	(47)	(34)	294	294	-	100.0	269	269
Rental and hiring	16	-	-	16	16	-	100.0	78	78

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14
APPROPRIATION STATEMENT for the year ended 31 March 2020

Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Transfers and subsidies	18 453	42	-	18 495	18 495	-	100.0	15 081	15 072
Provinces and municipalities	18 430	-	-	18 430	18 430	-	100.0	14 909	14 900
Municipalities	18 430	-	-	18 430	18 430	-	100.0	14 909	14 900
Municipal bank accounts	18 430	-	-	18 430	18 430	-	100.0	14 909	14 900
Households	23	42	-	65	65	-	100.0	172	172
Social benefits	23	42	-	65	65	-	100.0	172	172
Payments for capital assets	837	-	(13)	824	824	-	100.0	67	67
Machinery and equipment	837	-	(13)	824	824	-	100.0	67	67
Transport equipment	30	62	-	92	92	-	100.0	60	60
Other machinery and equipment	807	(62)	(13)	732	732	-	100.0	7	7
Total	148 664	-	(325)	148 339	147 211	1 128	99.2	131 917	130 704

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 APPROPRIATION STATEMENT for the year ended 31 March 2020

Subprogramme: 2.1: MUNICIPAL ADMINISTRATION

Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	10 665	668	-	11 333	10 850	483	95.7	9 726	9 548
Compensation of employees	9 099	-	-	9 099	8 616	483	94.7	7 493	7 315
Goods and services	1 566	668	-	2 234	2 234	-	100.0	2 233	2 233
Transfers and subsidies	-	-	-	-	-	-	-	73	73
Households	-	-	-	-	-	-	-	73	73
Total	10 665	668	-	11 333	10 850	483	95.7	9 799	9 621

Subprogramme: 2.2: PUBLIC PARTICIPATION

Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	10 321	(87)	-	10 234	10 217	17	99.8	10 100	10 100
Compensation of employees	8 207	-	-	8 207	8 190	17	99.8	7 769	7 769
Goods and services	2 114	(87)	-	2 027	2 027	-	100.0	2 331	2 331
Payments for capital assets	21	63	-	84	84	-	100.0	8	8
Machinery and equipment	21	63	-	84	84	-	100.0	8	8
Total	10 342	(24)	-	10 318	10 301	17	99.8	10 108	10 108

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 APPROPRIATION STATEMENT for the year ended 31 March 2020

Subprogramme: 2.3: CAPACITY DEVELOPMENT

Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	11 754	-	(101)	11 653	11 520	133	98.9	11 801	11 664
Compensation of employees	10 140	-	-	10 140	10 007	133	98.7	10 132	9 995
Goods and services	1 614	-	(101)	1 513	1 513	-	100.0	1 669	1 669
Transfers and subsidies	-	-	-	-	-	-	-	7	7
Households	-	-	-	-	-	-	-	7	7
Total	11 754	-	(101)	11 653	11 520	133	98.9	11 808	11 671

Subprogramme: 2.4: MUNICIPAL PERFORMANCE, MONITORING, REPORTING AND EVALUATION

Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	16 378	(460)	-	15 918	15 809	109	99.3	10 498	9 988
Compensation of employees	7 261	(29)	-	7 232	7 140	92	98.7	5 272	5 056
Goods and services	9 117	(431)	-	8 686	8 669	17	99.8	5 226	4 932
Transfers and subsidies	11 264	29	-	11 293	11 293	-	100.0	13 865	13 856
Provinces and municipalities	11 264	-	-	11 264	11 264	-	100.0	13 863	13 854
Households	-	29	-	29	29	-	100.0	2	2
Payments for capital assets	-	14	-	14	14	-	100.0	-	-
Machinery and equipment	-	14	-	14	14	-	100.0	-	-
Total	27 642	(417)	-	27 225	27 116	109	99.6	24 363	23 844

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 APPROPRIATION STATEMENT for the year ended 31 March 2020

Subprogramme: 2.5: SERVICE DELIVERY INTEGRATION

Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	10 929	(17)	(211)	10 701	10 610	91	99.1	9 831	9 831
Compensation of employees	8 382	-	-	8 382	8 291	91	98.9	7 397	7 397
Goods and services	2 547	(17)	(211)	2 319	2 319	-	100.0	2 434	2 434
Transfers and subsidies	1 046	-	-	1 046	1 046	-	100.0	1 046	1 046
Provinces and municipalities	1 046	-	-	1 046	1 046	-	100.0	1 046	1 046
Payments for capital assets	-	2	-	2	2	-	100.0	16	16
Machinery and equipment	-	2	-	2	2	-	100.0	16	16
Total	11 975	(15)	(211)	11 749	11 658	91	99.2	10 893	10 893

Subprogramme: 2.6: COMMUNITY DEVELOPMENT WORKER PROGRAMME

Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	69 327	(146)	-	69 181	68 886	295	99.6	64 813	64 434
Compensation of employees	67 775	(13)	-	67 762	67 467	295	99.6	63 242	62 863
Goods and services	1 552	(133)	-	1 419	1 419	-	100.0	1 571	1 571
Transfers and subsidies	6 143	13	-	6 156	6 156	-	100.0	90	90
Provinces and municipalities	6 120	-	-	6 120	6 120	-	100.0	-	-
Households	23	13	-	36	36	-	100.0	90	90
Payments for capital assets	816	(79)	(13)	724	724	-	100.0	43	43
Machinery and equipment	816	(79)	(13)	724	724	-	100.0	43	43
Total	76 286	(212)	(13)	76 061	75 766	295	99.6	64 946	64 567

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14
APPROPRIATION STATEMENT for the year ended 31 March 2020

Programme 3: DEVELOPMENT AND PLANNING									
Sub programme	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1. MUNICIPAL INFRA-STRUCTURE	62 405	13	-	62 418	60 586	1 832	97.1	31 386	31 272
2. DISASTER MANAGEMENT	51 895	121	845	52 861	52 060	801	98.5	66 510	66 357
3. INTEGRATED DEVELOPMENT PLANNING COORDINATION	7 553	(134)	-	7 419	6 865	554	92.5	7 128	7 128
Total	121 853	-	845	122 698	119 511	3 187	97.4	105 024	104 757

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 APPROPRIATION STATEMENT for the year ended 31 March 2020

Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	68 150	(140)	845	68 855	65 668	3 187	95.4	67 655	67 431
Compensation of employees	35 096	(70)	-	35 026	32 502	2 524	92.8	37 961	37 946
Salaries and wages	30 846	(70)	-	30 776	28 430	2 346	92.4	33 959	33 944
Social contributions	4 250	-	-	4 250	4 072	178	95.8	4 002	4 002
Goods and services	33 054	(70)	845	33 829	33 166	663	98.0	29 694	29 485
Administrative fees	75	7	-	82	77	5	93.9	106	106
Advertising	1 366	(60)	-	1 306	1 272	34	97.4	316	316
Minor assets	80	-	-	80	80	-	100.0	20	20
Audit costs: External	-	-	-	-	-	-	-	-	-
Bursaries: Employees	-	-	-	-	-	-	-	-	-
Catering: Departmental activities	1 295	(33)	-	1 262	1 258	4	99.7	580	580
Communication (G&S)	525	(187)	-	338	330	8	97.6	383	383
Computer services	169	-	-	169	169	-	100.0	266	266
Consultants: Business and advisory services	11 565	(366)	-	11 199	10 784	415	96.3	9 176	9 168
Contractors	13 177	446	845	14 468	14 468	-	100.0	12 097	12 097
Entertainment	28	(8)	-	20	20	-	100.0	14	14
Fleet services (including government motor transport)	4	(3)	-	1	1	-	100.0	1	1
Consumable supplies	426	5	-	431	431	-	100.0	528	528
Consumable: Stationery, printing and office supplies	6	-	-	6	6	-	100.0	11	11
Operating leases	83	(10)	-	73	73	-	100.0	103	103
Property payments	889	(1)	-	888	888	-	100.0	1 299	1 299
Travel and subsistence	2 223	10	-	2 233	2 036	197	91.2	2 788	2 740
Training and development	460	3	-	463	463	-	100.0	1 047	894
Operating payments	442	(123)	-	319	319	-	100.0	600	600
Venues and facilities	241	250	-	491	491	-	100.0	358	358

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 APPROPRIATION STATEMENT for the year ended 31 March 2020

Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Transfers and subsidies	53 537	70	-	53 607	53 607	-	100.0	37 156	37 113
Provinces and municipalities	52 566	-	-	52 566	52 566	-	100.0	36 288	36 245
Municipalities	52 566	-	-	52 566	52 566	-	100.0	36 288	36 245
Municipal bank accounts	52 566	-	-	52 566	52 566	-	100.0	36 288	36 245
Departmental agencies and accounts	400	-	-	400	400	-	100.0	400	400
Departmental agencies	400	-	-	400	400	-	100.0	400	400
Non-profit institutions	400	-	-	400	400	-	100.0	400	400
Households	171	70	-	241	241	-	100.0	68	68
Social benefits	171	70	-	241	241	-	100.0	68	68
Payments for capital assets	166	70	-	236	236	-	100.0	213	213
Machinery and equipment	166	70	-	236	236	-	100.0	213	213
Transport equipment	-	2	-	2	2	-	100.0	-	-
Other machinery and equipment	166	68	-	234	234	-	100.0	213	213
Total	121 853	-	845	122 698	119 511	3 187	97.4	105 024	104 757

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 APPROPRIATION STATEMENT for the year ended 31 March 2020

Subprogramme: 3.1: MUNICIPAL INFRASTRUCTURE									
Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	21 746	(54)	-	21 692	19 860	1 832	91.6	23 996	23 925
Compensation of employees	10 568	(48)	-	10 520	8 906	1 614	84.7	13 918	13 903
Goods and services	11 178	(6)	-	11 172	10 954	218	98.0	10 078	10 022
Transfers and subsidies	40 659	67	-	40 726	40 726	-	100.0	7 390	7 347
Provinces and municipalities	40 540	-	-	40 540	40 540	-	100.0	7 353	7 310
Households	119	67	-	186	186	-	100.0	37	37
Total	62 405	13	-	62 418	60 586	1 832	97.1	31 386	31 272

Subprogramme: 3.2: DISASTER MANAGEMENT									
Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	38 860	48	845	39 753	38 952	801	98.0	36 533	36 380
Compensation of employees	17 936	(22)	-	17 914	17 558	356	98.0	17 912	17 912
Goods and services	20 924	70	845	21 839	21 394	445	98.0	18 621	18 468
Transfers and subsidies	12 878	3	-	12 881	12 881	-	100.0	29 764	29 764
Provinces and municipalities	12 026	-	-	12 026	12 026	-	100.0	28 935	28 935
Departmental agencies and accounts	400	-	-	400	400	-	100.0	400	400
Non-profit institutions	400	-	-	400	400	-	100.0	400	400
Households	52	3	-	55	55	-	100.0	29	29
Payments for capital assets	157	70	-	227	227	-	100.0	213	213
Machinery and equipment	157	70	-	227	227	-	100.0	213	213
Total	51 895	121	845	52 861	52 060	801	98.5	66 510	66 357

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14
APPROPRIATION STATEMENT for the year ended 31 March 2020

Subprogramme: 3.3: INTEGRATED DEVELOPMENT PLANNING COORDINATION									
Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	7 544	(134)	-	7 410	6 856	554	92.5	7 126	7 126
Compensation of employees	6 592	-	-	6 592	6 038	554	91.6	6 131	6 131
Goods and services	952	(134)	-	818	818	-	100.0	995	995
Transfers and subsidies	-	-	-	-	-	-	-	2	2
Households	-	-	-	-	-	-	-	2	2
Payments for capital assets	9	-	-	9	9	-	100.0	-	-
Machinery and equipment	9	-	-	9	9	-	100.0	-	-
Total	7 553	(134)	-	7 419	6 865	554	92.5	7 128	7 128

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WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 APPROPRIATION STATEMENT for the year ended 31 March 2020

Programme 4: TRADITIONAL INSTITUTIONAL MANAGEMENT

Sub programme	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1. TRADITIONAL INSTITUTIONAL ADMINISTRATION	1	-	-	1	-	1	-	1	-
Total	1	-	-	1	-	1	-	1	-

Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	1	-	-	1	-	1	-	1	-
Compensation of employees	1	-	-	1	-	1	-	1	-
Salaries and wages	1	-	-	1	-	1	-	1	-
Social contributions	-	-	-	-	-	-	-	-	-
Total	1	-	-	1	-	1	-	1	-

Subprogramme: 4.1: TRADITIONAL INSTITUTIONAL ADMINISTRATION

Economic classification	2019/20							2018/19	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	1	-	-	1	-	1	-	1	-
Compensation of employees	1	-	-	1	-	1	-	1	-
Total	1	-	-	1	-	1	-	1	-

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WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE APPROPRIATION STATEMENT for the year ended 31 March 2020

1. Detail of transfers and subsidies as per Appropriation Act (after Virement):

Detail of these transactions can be viewed in the note on Transfers and subsidies, disclosure notes and Annexure 1 (A-D) to the Annual Financial Statements.

2. Detail of specifically and exclusively appropriated amounts voted (after Virement):

Detail of these transactions can be viewed in note 1 (Annual Appropriation) to the Annual Financial Statements.

3. Detail on payments for financial assets

Detail of these transactions per programme can be viewed in the note on Payments for financial assets to the Annual Financial Statements.

4. Explanations of material variances from Amounts Voted (after virement):

4.1 Per programme

	Final Appropriation	Actual Expenditure	Variance	Variance as a % of Final Approp.
Per programme:	R'000	R'000	R'000	%
ADMINISTRATION	48 257	47 027	1 230	2.5%
Explanation of variance: The underspending on Compensation of employees is due to delays in the recruitment and selection process, including the earmarked funds allocated for the appointment of additional drought capacity within the Department.				
LOCAL GOVERNANCE	148 339	147 211	1 128	0.8%
Explanation of variance: The underspending on Compensation of employees is due to delays in the recruitment and selection process. The underspending on Goods and services relates to the municipal intervention earmarked, allocated to fund the claims relating to the appointment of an Administrator at Kannaland Municipality during 2019/20.				
DEVELOPMENT AND PLANNING	122 698	119 511	3 187	2.6%
Explanation of variance: The underspending on compensation of employees was due to the delays in the recruitment and selection process, including the earmarked funds allocated for the appointment of additional drought capacity within the Department. The underspending on goods and services relates to the earmarked amounts allocated for the disaster summit and preventative measures as well as operational cost for the additional capacity appointed to manage the drought within the Department.				

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE APPROPRIATION STATEMENT for the year ended 31 March 2020

4.2 Per economic classification

	Final Appropriation	Actual Expenditure	Variance	Variance as a % of Final Approp.
Per economic classification:	R'000	R'000	R'000	%
Current expenditure				
Compensation of employees	177 854	172 997	4 857	2.7%
Goods and services	64 408	63 719	689	1.1%
Transfers and subsidies				
Provinces and municipalities	70 996	70 996	-	0.0%
Departmental agencies and accounts	403	403	-	0.0%
Non-profit institutions	400	400	-	0.0%
Households	362	362	-	0.0%
Payments for capital assets				
Machinery and equipment	4 842	4 842	-	0.0%
Payments for financial assets	30	30	-	0.0%

Explanation of variance: The underspending relates to the following:

- Compensation of employees -
Due to delays in the recruitment and selection process, including the earmarked funds allocated for the appointment of additional drought capacity within the Department.
- Goods and services -
Mainly due to the earmarked amounts for municipal interventions, the disaster management summit and preventative measures as well as operational cost for the additional capacity appointed to manage the drought within the Department.

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

STATEMENT OF FINANCIAL PERFORMANCE for the year ended 31 March 2020

	Note	2019/20 R'000	2018/19 R'000
REVENUE			
Annual appropriation	1	319 295	279 842
Departmental revenue	2	4 202	2 725
TOTAL REVENUE		323 497	282 567
EXPENDITURE			
Current expenditure			
Compensation of employees	3	172 997	166 792
Goods and services	4	63 719	54 836
Total current expenditure		236 716	221 628
Transfers and subsidies			
Transfers and subsidies	6	72 161	52 213
Total transfers and subsidies		72 161	52 213
Expenditure for capital assets			
Tangible assets	7	4 842	4 469
Total expenditure for capital assets		4 842	4 469
Payments for financial assets	5	30	51
TOTAL EXPENDITURE		313 749	278 361
SURPLUS FOR THE YEAR		9 748	4 206
Reconciliation of Net Surplus for the year			
Voted Funds		5 546	1 481
Annual appropriation		5 546	1 481
Departmental revenue and PRF Receipts	12	4 202	2 725
SURPLUS FOR THE YEAR		9 748	4 206

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT
DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14
STATEMENT OF FINANCIAL POSITION for the year ended 31 March 2020

	Note	2019/20 R'000	2018/19 R'000
ASSETS			
Current Assets		5 658	1 692
Cash and cash equivalents	8	5 453	1 554
Receivables	10	205	138
TOTAL ASSETS		5 658	1 692
LIABILITIES			
Current Liabilities		5 613	1 688
Voted funds to be surrendered to the Revenue Fund	11	5 546	1 481
Departmental revenue and PRF Receipts to be surrendered to the Revenue Fund	12	35	9
Payables	13	32	198
TOTAL LIABILITIES		5 613	1 688
NET ASSETS		45	4
Represented by:			
Recoverable revenue		45	4
		-	-
TOTAL		45	4

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

STATEMENT OF CHANGES IN NET ASSETS for the year ended 31 March 2020

	Note	2019/20 R'000	2018/19 R'000
NET ASSETS			
Recoverable revenue			
Opening balance		4	1
Transfers		41	3
Debts recovered (included in departmental receipts)		-	(2)
Debts raised		41	5
Closing balance		45	4
TOTAL		45	4

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 **CASH FLOW STATEMENT for the year ended 31 March 2020**

	Note	2019/20 R'000	2018/19 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		323 600	282 623
Annual appropriated funds received	1.1	319 295	279 842
Departmental revenue received	2	4 305	2 781
Net (increase)/decrease in working capital		(233)	387
Surrendered to Revenue Fund		(5 760)	(18 682)
Current payments		(236 716)	(221 628)
Payments for financial assets		(30)	(51)
Transfers and subsidies paid		(72 161)	(52 213)
Net cash flow available from operating activities	14	8 700	(9 564)
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets	7	(4 842)	(4 469)
Net cash flows from investing activities		(4 842)	(4 469)
CASH FLOWS FROM FINANCING ACTIVITIES			
Increase/ (decrease) in net assets		41	3
Net cash flows from financing activities		41	3
Net increase/ (decrease) in cash and cash equivalents		3 899	(14 030)
Cash and cash equivalents at beginning of period	15	1 554	15 584
Cash and cash equivalents at end of period		5 453	1 554

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 ACCOUNTING POLICIES for the year ended 31 March 2020

Summary of significant accounting policies

The financial statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated. Management has concluded that the financial statements present fairly the department's primary and secondary information.

The historical cost convention has been used, except where otherwise indicated. Management has used assessments and estimates in preparing the annual financial statements. These are based on the best information available at the time of preparation.

Where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the financial statements and to comply with the statutory requirements of the Public Finance Management Act (PFMA), Act 1 of 1999 (as amended by Act 29 of 1999), and the Treasury Regulations issued in terms of the PFMA and the annual Division of Revenue Act.

1 Basis of preparation

The financial statements have been prepared in accordance with the Modified Cash Standard.

2 Going concern

The financial statements have been prepared on a going concern basis.

3 Presentation currency

Amounts have been presented in the currency of the South African Rand (R) which is also the functional currency of the department.

4 Rounding

Unless otherwise stated financial figures have been rounded to the nearest one thousand Rand (R'000).

5 Foreign currency translation

Cash flows arising from foreign currency transactions are translated into South African Rands using the spot exchange rates prevailing at the date of payment / receipt.

6 Comparative information

6.1 Prior period comparative information

Prior period comparative information has been presented in the current year's financial statements. Where necessary figures included in the prior period financial statements have been reclassified to ensure that the format in which the information is presented is consistent with the format of the current year's financial statements.

6.2 Current year comparison with budget

A comparison between the approved, final budget and actual amounts for each programme and economic classification is included in the appropriation statement.

7 Revenue

7.1 Appropriated funds

Appropriated funds comprises of departmental allocations as well as direct charges against the revenue fund (i.e. statutory appropriation).

Appropriated funds are recognised in the statement of financial performance on the date the appropriation becomes effective. Adjustments made in terms of the adjustments budget process are recognised in the statement of financial performance on the date the adjustments become effective.

The net amount of any appropriated funds due to / from the relevant revenue fund

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 ACCOUNTING POLICIES for the year ended 31 March 2020

at the reporting date is recognised as a payable / receivable in the statement of financial position.

7.2 Departmental revenue

Departmental revenue is recognised in the statement of financial performance when received and is subsequently paid into the relevant revenue fund, unless stated otherwise.

Any amount owing to the relevant revenue fund at the reporting date is recognised as a payable in the statement of financial position.

7.3 Accrued departmental revenue

Accruals in respect of departmental revenue (excluding tax revenue) are recorded in the notes to the financial statements when:

- it is probable that the economic benefits or service potential associated with the transaction will flow to the department; and
- the amount of revenue can be measured reliably.

The accrued revenue is measured at the fair value of the consideration receivable.

Accrued tax revenue (and related interest and / penalties) is measured at amounts receivable from collecting agents.

Write-offs are made according to the department's debt write-off policy.

8 Expenditure

8.1 Compensation of employees

8.1.1 Salaries and wages

Salaries and wages are recognised in the statement of financial performance on the date of payment.

8.1.2 Social contributions

Social contributions made by the department in respect of current employees are recognised in the statement of financial performance on the date of payment.

Social contributions made by the department in respect of ex-employees are classified as transfers to households in the statement of financial performance on the date of payment.

8.2 Other expenditure

Other expenditure (such as goods and services, transfers and subsidies and payments for capital assets) is recognised in the statement of financial performance on the date of payment. The expense is classified as a capital expense if the total consideration paid is more than the capitalisation threshold.

8.3 Accruals and payables not recognised

Accruals and payables not recognised are recorded in the notes to the financial statements at cost at the reporting date.

8.4 Leases

8.4.1 Operating leases

Operating lease payments made during the reporting period are recognised as current expenditure in the statement of financial performance on the date of payment.

The operating lease commitments are recorded in the notes to the financial statements.

8.4.2 Finance leases

Finance lease payments made during the reporting period are recognised as capital expenditure in the statement of financial performance on the date of payment.

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 **ACCOUNTING POLICIES for the year ended 31 March 2020**

The finance lease commitments are recorded in the notes to the financial statements and are not apportioned between the capital and interest portions.

Finance lease assets acquired at the end of the lease term are recorded and measured at the lower of:

- cost, being the fair value of the asset; or
- the sum of the minimum lease payments made, including any payments made to acquire ownership at the end of the lease term, excluding interest.

9 Aid Assistance

9.1 Aid assistance received

Aid assistance received in cash is recognised in the statement of financial performance when received. In-kind aid assistance is recorded in the notes to the financial statements on the date of receipt and is measured at fair value.

Aid assistance not spent for the intended purpose and any unutilised funds from aid assistance that are required to be refunded to the donor are recognised as a payable in the statement of financial position.

9.2 Aid assistance paid

Aid assistance paid is recognised in the statement of financial performance on the date of payment. Aid assistance payments made prior to the receipt of funds are recognised as a receivable in the statement of financial position.

10 Cash and cash equivalents

Cash and cash equivalents are stated at cost in the statement of financial position.

Bank overdrafts are shown separately on the face of the statement of financial position as a current liability.

For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, deposits held, other short-term highly liquid investments and bank overdrafts.

11 Prepayments and advances

Prepayments and advances are recognised in the statement of financial position when the department receives or disburses the cash.

Prepayments and advances are initially and subsequently measured at cost.

Prepayments are recognised as expenditure if the prepayment is material and was budgeted for as an expense in the year in which the actual prepayment was made.

12 Loans and receivables

Loans and receivables are recognised in the statement of financial position at cost plus accrued interest, where interest is charged, less amounts already settled or written-off. Write-offs are made according to the department's write-off policy.

13 Investments

Investments are recognised in the statement of financial position at cost.

14 Financial assets

14.1 Financial assets (not covered elsewhere)

A financial asset is recognised initially at its cost plus transaction costs that are directly attributable to the acquisition or issue of the financial asset.

At the reporting date, a department shall measure its financial assets at cost, less amounts already settled or written-off, except for recognised loans and receivables, which are measured at cost

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 **ACCOUNTING POLICIES for the year ended 31 March 2020**

plus accrued interest, where interest is charged, less amounts already settled or written-off.

14.2 Impairment of financial assets

Where there is an indication of impairment of a financial asset, an estimation of the reduction in the recorded carrying value, to reflect the best estimate of the amount of the future economic benefits expected to be received from that asset, is recorded in the notes to the financial statements.

15 Payables

Payables recognised in the statement of financial position are recognised at cost.

16 Capital Assets

16.1 Immovable capital assets

Immovable assets reflected in the asset register of the department are recorded in the notes to the financial statements at cost or fair value where the cost cannot be determined reliably. Immovable assets acquired in a non-exchange transaction are recorded at fair value at the date of acquisition. Immovable assets are subsequently carried in the asset register at cost and are not currently subject to depreciation or impairment.

Subsequent expenditure of a capital nature forms part of the cost of the existing asset when ready for use.

Additional information on immovable assets not reflected in the assets register is provided in the notes to financial statements.

16.2 Movable capital assets

Movable capital assets are initially recorded in the notes to the financial statements at cost. Movable capital assets acquired through a non-exchange

transaction is measured at fair value as at the date of acquisition.

Where the cost of movable capital assets cannot be determined reliably, the movable capital assets are measured at fair value and where fair value cannot be determined; the movable assets are measured at R1.

All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) may be recorded at R1.

Movable capital assets are subsequently carried at cost and are not subject to depreciation or impairment.

Subsequent expenditure that is of a capital nature forms part of the cost of the existing asset when ready for use.

16.3 Intangible assets

Intangible assets are initially recorded in the notes to the financial statements at cost. Intangible assets acquired through a non-exchange transaction are measured at fair value as at the date of acquisition.

Internally generated intangible assets are recorded in the notes to the financial statements when the department commences the development phase of the project.

Where the cost of intangible assets cannot be determined reliably, the intangible capital assets are measured at fair value and where fair value cannot be determined; the intangible assets are measured at R1.

All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) may be recorded at R1.

Intangible assets are subsequently carried at cost and are not subject to depreciation or impairment.

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 ACCOUNTING POLICIES for the year ended 31 March 2020

Subsequent expenditure of a capital nature forms part of the cost of the existing asset when ready for use.

16.4 Project Costs: Work-in-progress

Expenditure of a capital nature is initially recognised in the statement of financial performance at cost when paid.

Amounts paid towards capital projects are separated from the amounts recognised and accumulated in work-in-progress until the underlying asset is ready for use. Once ready for use, the total accumulated payments are recorded in an asset register. Subsequent payments to complete the project are added to the capital asset in the asset register.

Where the department is not the custodian of the completed project asset, the asset is transferred to the custodian subsequent to completion.

17 Provisions and Contingents

17.1 Provisions

Provisions are recorded in the notes to the financial statements when there is a present legal or constructive obligation to forfeit economic benefits as a result of events in the past and it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate of the obligation can be made. The provision is measured as the best estimate of the funds required to settle the present obligation at the reporting date.

17.2 Contingent liabilities

Contingent liabilities are recorded in the notes to the financial statements when there is a possible obligation that arises from past events, and whose existence will

be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department or when there is a present obligation that is not recognised because it is not probable that an outflow of resources will be required to settle the obligation or the amount of the obligation cannot be measured reliably.

17.3 Contingent assets

Contingent assets are recorded in the notes to the financial statements when a possible asset arises from past events, and whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department.

17.4 Capital commitments

Capital commitments are recorded at cost in the notes to the financial statements.

18 Unauthorised expenditure

Unauthorised expenditure is recognised in the statement of financial position until such time as the expenditure is either:

- approved by Parliament or the Provincial Legislature with funding and the related funds are received; or
- approved by Parliament or the Provincial Legislature without funding and is written off against the appropriation in the statement of financial performance; or
- transferred to receivables for recovery.

Unauthorised expenditure is measured at the amount of the confirmed unauthorised expenditure.

19 Fruitless and wasteful expenditure

Fruitless and wasteful expenditure is recorded in the notes to the financial

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 **ACCOUNTING POLICIES for the year ended 31 March 2020**

statements when confirmed. The amount recorded is equal to the total value of the fruitless and or wasteful expenditure incurred.

Fruitless and wasteful expenditure is removed from the notes to the financial statements when it is resolved or transferred to receivables or written off.

Fruitless and wasteful expenditure receivables are measured at the amount that is expected to be recoverable and are de-recognised when settled or subsequently written-off as irrecoverable.

20 Irregular expenditure

Irregular expenditure is recorded in the notes to the financial statements when confirmed. The amount recorded is equal to the value of the irregular expenditure incurred unless it is impracticable to determine, in which case reasons therefor are provided in the note.

Irregular expenditure is removed from the note when it is either condoned by the relevant authority, transferred to receivables for recovery, not condoned and removed or written-off.

Irregular expenditure receivables are measured at the amount that is expected to be recoverable and are de-recognised when settled or subsequently written-off as irrecoverable.

21 Changes in accounting estimates and errors

Changes in accounting estimates are applied prospectively in accordance with MCS requirements.

Correction of errors is applied retrospectively in the period in which the error has occurred in accordance with MCS requirements, except to the extent that it

is impracticable to determine the period-specific effects or the cumulative effect of the error. In such cases the department shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable.

22 Events after the reporting date

Events after the reporting date that are classified as adjusting events have been accounted for in the financial statements. The events after the reporting date that are classified as non-adjusting events after the reporting date have been disclosed in the notes to the financial statements.

23 Principal-Agent arrangements

The Department does not have any Principal-Agent arrangements.

24 Departures from the MCS requirements

The Department had no departures from the MCS requirements.

25 Capitalisation reserve

The capitalisation reserve comprises of financial assets and/or liabilities originating in a prior reporting period but which are recognised in the statement of financial position for the first time in the current reporting period. Amounts are recognised in the capitalisation reserves when identified in the current period and are transferred to the National/Provincial Revenue Fund when the underlying asset is disposed and the related funds are received.

26 Recoverable revenue

Amounts are recognised as recoverable revenue when a payment made in a previous financial year becomes recoverable from a debtor in the current financial

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14 **ACCOUNTING POLICIES for the year ended 31 March 2020**

year. Amounts are either transferred to the National/Provincial Revenue Fund when recovered or are transferred to the statement of financial performance when written-off.

27 Related party transactions

Related party transactions within the Minister/MEC's portfolio are recorded in the notes to the financial statements when the transaction is not at arm's length.

The number of individuals and the full compensation of key management personnel is recorded in the notes to the financial statements.

28 Inventories

At the date of acquisition, inventories are recognised at cost in the statement of financial performance.

Where inventories are acquired as part of a non-exchange transaction, the inventories are measured at fair value as at the date of acquisition.

Inventories are subsequently measured at the lower of cost and net realisable value or where intended for distribution (or consumed in the production of goods for distribution) at no or a nominal charge, the lower of cost and current replacement value.

The cost of inventories is assigned by using the weighted average cost basis.

29 Public-Private Partnerships

Public Private Partnerships are accounted for based on the nature and or the substance of the partnership. The transaction is accounted for in accordance with the relevant accounting policies.

A summary of the significant terms of the PPP agreement, the parties to the agreement, and the date of commencement thereof together with the description and nature of the concession fees received, the unitary fees paid, rights and obligations of the department are recorded in the notes to the financial statements.

30 Employee benefits

The value of each major class of employee benefit obligation (accruals, payables not recognised and provisions) is disclosed in the Employee benefits note.

31 Transfers of functions

Transfers of functions are accounted for by the acquirer by recognising or recording assets acquired and liabilities assumed at their carrying amounts at the date of transfer.

Transfers of functions are accounted for by the transferor by derecognising or removing assets and liabilities at their carrying amounts at the date of transfer.

32 Mergers

Mergers are accounted for by the combined department by recognising or recording assets acquired and liabilities assumed at their carrying amounts at the date of the merger.

Mergers are accounted for by the combining departments by derecognising or removing assets and liabilities at their carrying amounts at the date of the merger.

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

1. Appropriation

1.1 Annual Appropriation

Programmes	2019/20			2018/19	
	Final Appropriation R'000	Actual Funds Received R'000	Funds not requested/ not received R'000	Final Appropriation R'000	Appropriation Received R'000
ADMINISTRATION	48 257	48 257	-	42 900	42 900
LOCAL GOVERNANCE	148 339	148 339	-	131 917	131 917
DEVELOPMENT AND PLANNING	122 698	122 698	-	105 024	105 024
TRADITIONAL INSTITUTIONAL MANAGEMENT	1	1	-	1	1
Total	319 295	319 295	-	279 842	279 842

	Note	2019/20 R'000	2018/19 R'000
2. Departmental Revenue			
Sales of goods and services other than capital assets	2.1	110	108
Transactions in financial assets and liabilities	2.2	4 195	2 673
Total revenue collected		4 305	2 781
Less: Own revenue included in appropriation	12	103	56
Departmental revenue collected		4 202	2 725

2.1 Sales of goods and services other than capital assets 2

Sales of goods and services produced by the department	110	107
Other sales	110	107
Sales of scrap, waste and other used current goods	-	1
Total	110	108

Other sales consists of commission on insurance and garnishees

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

	Note	2019/20 R'000	2018/19 R'000
2.2 Transactions in financial assets and liabilities	2		
Other Receipts including Recoverable Revenue		4 195	2 673
Total		4 195	2 673

Included in Other Receipts including Recoverable Revenue:
Refunds received from Municipalities for unspent grants amounting to R3 755 479

3. Compensation of employees

3.1 Salaries and wages

Basic salary	123 684	118 014
Performance award	936	1 854
Service Based	22	125
Compensative/circumstantial	1 505	1 696
Other non-pensionable allowances	22 636	22 586
Total	148 783	144 275

3.2 Social contributions

Employer contributions

Pension	15 781	14 567
Medical	8 398	7 918
Bargaining council	35	32
Total	24 214	22 517

Total compensation of employees	172 997	166 792
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Average number of employees	366	359
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The increase in 2019/20 is due to the cost of living adjustment and the additional capacity

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

	Note	2019/20 R'000	2018/19 R'000
4. Goods and services			
Administrative fees		284	415
Advertising		2 926	1 669
Minor assets	4.1	162	126
Bursaries (employees)		234	273
Catering		1 994	1 344
Communication		936	1,121
Computer services	4.2	477	708
Consultants: Business and advisory services		15 323	14 125
Legal services		3 006	989
Contractors		16 924	12 856
Agency and support / outsourced services		44	18
Entertainment		62	53
Audit cost – external	4.3	3 047	2 439
Fleet services		2 682	2 491
Consumables	4.4	1 660	1 126
Operating leases		248	340
Property payments	4.5	1 828	1 511
Rental and hiring		16	79
Transport provided as part of the departmental activities		632	663
Travel and subsistence	4.6	6 375	6 855
Venues and facilities		971	767
Training and development		2 527	2 593
Other operating expenditure	4.7	1 361	2 275
Total		63 719	54 836

Advertising includes the following:

Promotional material (R580 985), Marketing for drought/borehole campaign (R859 000), Disaster related awareness campaigns, e.g. fire season and activation of the drowning strategy (R1 429 000)

Consultants includes the following:

Appointment of geohydrologists (R8 864 000)

Risk Assessment and updated Western Cape Disaster Management Framework (R1 671 000)

Legal services includes litigation

Contractors includes the following:

Aerial firefighting (R13 884 000), forensic investigators (R1 364 000) as well as fire and drought awareness campaigns at schools (R834 000)

Agency and support/outsourced services relates to competency assessments for SMS members

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

	Note	2019/20 R'000	2018/19 R'000
4.1 Minor assets			
Tangible assets	4	162	126
Machinery and equipment		162	126
Total		162	126
4.2 Computer services	4		
SITA computer services		308	497
External computer service providers		169	211
Total		477	708
4.3 Audit cost – external	4		
Regularity audits		3 047	2 439
Total		3 047	2 439
4.4 Consumables	4		
Consumable supplies		978	591
Uniform and clothing		2	-
Household supplies		528	65
Building material and supplies		413	479
IT consumables		34	12
Other consumables		1	35
Stationery, printing and office supplies		682	535
Total		1 660	1 126
4.5 Property payments	4		
Municipal services		21	29
Property maintenance and repairs		700	-
Other		1 107	1 482
Total		1 828	1 511

Property maintenance and repairs is for renovations to the ninth floor, Waldorf Building, for additional space allocated by Public Works that is required by the Department
Other includes fire fighting specifically for ground crew services (R499 732), safeguarding and security (R379 180) and cleaning services (R210 114)

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

	Note	2019/20 R'000	2018/19 R'000
4.6 Travel and subsistence	4		
Local		6 277	6 416
Foreign		98	439
Total		6 375	6 855
4.7 Other operating expenditure	4		
Professional bodies, membership and subscription fees		3	6
Resettlement costs		32	236
Other		1 326	2,033
Total		1 361	2 275

Other includes printing and publications:
Photocopies (R177 000), Printing of client service charter (R579 000), Annual report, Annual Performance and 5 year Strategic Plan (R220 000), Fire booklets (R136 000)

5. Payments for financial assets			
Other material losses written off	5.1	20	51
Debts written off	5.2	10	-
Total		30	51
5.1 Other material losses written off	5		
Nature of losses			
GG Vehicle Damage		13	47
Damage to equipment		7	4
Total		20	51

Write-offs consist of:
Damages to 2 laptops
Damages to 4 GG vehicles

5.2 Debts written off	5		
Nature of debts written off			
Salary overpayment		10	-
Total		10	-
Total debt written off		10	-

Debt write off is in respect of a deceased estate

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

	Note	2019/20 R'000	2018/19 R'000
6 Transfers and Subsidies			
Provinces and municipalities	28	70 996	51 145
Departmental agencies and accounts	ANNEXURE 1B	403	403
Non-profit institutions	ANNEXURE 1C	400	400
Households	ANNEXURE 1D	362	265
Total		72 161	52 213

7 Expenditure for capital assets

Tangible assets		4 842	4 469
Machinery and equipment	26	4 842	4 469
Total		4 842	4 469

7.1 Analysis of funds utilised to acquire capital assets - 2019/20

	Voted Funds R'000	Aid assistance R'000	TOTAL R'000 L
Tangible assets	4 842	-	4 842
Machinery and equipment	4 842	-	4 842
	-	-	-
Total	4 842	-	4 842

7.2 Analysis of funds utilised to acquire capital assets - 2018/19

	Voted Funds R'000	Aid assistance R'000	TOTAL R'000 L
Tangible assets	4 469	-	4 469
Machinery and equipment	4 469	-	4 469
	-	-	-
Total	4 469	-	4 469

7.3 Finance lease expenditure included in Expenditure for capital assets

Tangible assets			
Machinery and equipment		3 638	2 935
Total		3 638	2 935

FINANCIAL INFORMATION

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

	Note	2019/20 R'000	2018/19 R'000
8 Cash and cash equivalents			
Consolidated Paymaster General Account		5 433	1 534
Cash on hand		20	20
Total		5 453	1 554

9. Prepayments and advances

9.1 Prepayments (Expensed)

	Balance as at 1 April 2019 R'000	Less: Received in the current year R'000	Add/Less: Other R'000	Add: Current Year prepayments R'000	Amount as at 31 March 2020 R'000
Goods and services	5	(27)	-	534	512
Total	5	(27)	-	534	512

Included in prepayments is training amounting to R500 000 that had to be postponed due to COVID-19 lockdown.

9.2 Prepayments (Expensed)

	Balance as at 1 April 2019 R'000	Less: Received in the current year R'000	Add/Less: Other R'000	Add: Current Year prepayments R'000	Amount as at 31 March 2020 R'000
Goods and services	1 369	(1 298)	(71)	5	5
Total	1 369	(1 298)	(71)	5	5

10 Receivables

		2019/20	2018/19	
		Current R'000	Non-current R'000	Total R'000
Recoverable expenditure	10.1	49	-	49
Staff debt	10.2	151	-	151
Fruitless and wasteful expenditure	10.3	5	-	5
Total		205	-	205

	Note	2019/20 R'000	2018/19 R'000
10.1 Recoverable expenditure (disallowance accounts)	10		
Damages: GG Vehicles		19	20
Theft and damages: Assets		30	23
Total		49	43

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WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

	Note	2019/20 R'000	2018/19 R'000
10.2 Staff debt	10		
Bursary		29	-
Leave without pay		56	1
Income Tax		18	14
Salary		48	78
Total		151	93
10.3 Fruitless and wasteful expenditure	10		
Opening balance		2	-
Less amounts recovered		(3)	-
Transfers from note 32 Fruitless and Wasteful expenditure		6	2
Total		5	2

A debt from the 2019/20 financial year was only captured on Basic Accounting System (BAS) in the 2020/21 financial year.

10.4 Impairment of receivables

Estimate of impairment of receivables	205	138
Total	205	138

The test for impairment of debt is done per individual debtor. Consideration is given to outstanding clearance certificates and out of service officials. The balance of the Disallowance: Damages and losses account is also included due to the cases being under investigation.

11 Voted Funds to be surrendered to the Revenue Fund

Opening balance	1 481	15 901
As restated	1 481	15 901
Transfer from statement of financial performance (as restated)		
Paid during the year	(5 546)	(1 481)
Closing balance	5 546	1 481

12 Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund

Opening balance	9	9
As restated	9	9
Transfer from Statement of Financial Performance (as restated)	4 202	2 725
Own revenue included in appropriation	103	56
Paid during the year	(4 279)	(2 781)
Closing balance	35	9

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WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

	Note	2019/20 R'000	2018/19 R'000
13 Payables – current	13.1		
Clearing accounts		32	198
Total		32	198
13.1 Clearing accounts	13		
Disallowance: Miscellaneous		-	174
Sal: Income Tax: CL		32	24
Total		32	198
14 Net cash flow available from operating activities			
Net surplus/(deficit) as per Statement of Financial Performance		9,748	4,206
Add back non cash/cash movements not deemed operating activities		(1 048)	(13 770)
(Increase)/decrease in receivables		(67)	164
(Increase)/decrease in prepayments and advances		-	25
Increase/(decrease) in payables – current		(166)	198
Expenditure on capital assets		4 842	4 469
Surrenders to Revenue Fund		(5 760)	(18 682)
Own revenue included in appropriation		103	56
Net cash flow generated by operating activities		8 700	(9 564)
15 Reconciliation of cash and cash equivalents for cash flow purposes			
Consolidated Paymaster General account		5 433	1 534
Cash on hand		20	20
Total		5 453	1 554
16. Contingent liabilities and contingent assets			
16.1 Contingent liabilities			
Liable to	Nature		
Intergovernmental payables (unconfirmed balances)	Annex 2	-	7
Total		-	7

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

16.2 Contingent assets

A total number of 23 PILIR cases were received by Corporate Service Centre (CSC), of which 16 were approved and 7 were declined.
At this stage the Department is not able to reliably measure the contingent asset in terms of the Government Employees Housing Scheme of the Individually Linked Savings Facility (ILSF), relating to resignations and termination of service.

	Note	2019/20 R'000	2018/19 R'000
17 Capital Commitments			
Computer equipment		931	27
Other machinery and equipment		-	141
Total		931	168

The Modified Cash Standard has been revised in respect of the disclosure of commitments, which only includes commitments for capital expenditure. In the 2018/19 AFS, current and capital commitments amounted to R1,054 million, which consisted of Capital Commitments of R168 000 and Current Commitments of R886 000.

18 Accruals and payables not recognised

18.1 Accruals

	30 days	30+ days	R'000 Total	R'000 Total
Goods and services	665	-	665	681
Capital assets	25	-	25	18
Total	690	-	690	699

	2019/20	2018/19
Listed by programme level		
Programme 1: Administration	155	126
Programme 2: Local Governance	528	479
Programme 3: Development and Planning	7	94
Total	690	699

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WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

18.2 Payables not recognised

	30 days	30+ days	2019/20 R'000 Total	2018/19 R'000 Total
Listed by economic classification				
Goods and services	2	-	2	131
Total	2	-	2	131

	Note	2019/20 R'000 Total	2018/19 R'000 Total
Listed by programme level			
Programme 1: Administration		1	-
Programme 2: Local Governance		1	115
Programme 3: Development and Planning		-	16
Total		2	131

Included in the above totals are the following:

Confirmed balances with departments	Annex 2	-	1
Confirmed balances with other government entities	Annex 2	2	30
Total		2	31

19. Employee benefits

Leave entitlement	6 074	5 305
Service bonus	4 476	4 166
Performance awards	941	889
Capped leave	1 486	1 434
Other	153	81
Total	13 130	11 875

At this stage the Department is not able to reliably measure the long term portion of the long service awards. Included in leave entitlement is a credit amount of R253 893.64. Other includes: Long service amounting to R76 290.

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WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

20 Lease commitments

20.1 Operating leases

	Specialised military assets R'000	Land R'000	Buildings and other fixed structures R'000	Machinery and equipment R'000	Total R'000
2019/20					
Not later than 1 year	-	-	-	169	169
Later than 1 year and not later than 5 years	-	-	-	76	76
Total lease commitments	-	-	-	245	245

	Specialised military assets R'000	Land R'000	Buildings and other fixed structures R'000	Machinery and equipment R'000	Total R'000
2018/19					
Not later than 1 year	-	-	-	249	249
Later than 1 year and not later than 5 years	-	-	-	133	133
Total lease commitments	-	-	-	382	382

20.2 Finance leases

	Specialised military assets R'000	Land R'000	Buildings and other fixed structures R'000	Machinery and equipment R'000	Total R'000
2019/20					
Not later than 1 year	-	-	-	3 059	3 059
Later than 1 year and not later than 5 years	-	-	-	3 221	3 221
Total lease commitments	-	-	-	6 280	6 280

	Specialised military assets R'000	Land R'000	Buildings and other fixed structures R'000	Machinery and equipment R'000	Total R'000
2018/19					
Not later than 1 year	-	-	-	2 982	2 982
Later than 1 year and not later than 5 years	-	-	-	4 106	4 106
Total lease commitments	-	-	-	7 088	7 088

Included in finance leases are cellphones, datacards and GG vehicles

The Department leased 36 vehicles from Government Motor Transport (GMT) as at 31 March 2020, and 37 as at 31 March 2019. Daily tariffs are payable on a monthly basis, covering the operational costs, capital costs of replacement of vehicles and the implicit finance costs in this type of arrangement.

The implicit interest is based on Provincial Treasury's approved tariffs for GMT. The Department uses the vehicles for most of the useful life. The agreement does not provide for contingent lease payments, and at the end of the useful life as determined by the lessor, the vehicles are returned where they are sold on auction for the benefit of the lessor.

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

	Note	2019/20 R'000	2018/19 R'000
21. Irregular expenditure			
21.1 Reconciliation of irregular expenditure			
Opening balance		40	7
As restated		40	7
Add: Irregular expenditure - relating to prior year	21	-	42
Add: Irregular expenditure - relating to current year	21	-	40
Less: Prior year amounts condoned	21	-	(9)
Less: Current year amounts not condoned and removed	21	-	(40)
Closing balance		40	40
Analysis of closing balance			
Current year		-	33
Prior years		40	7
Total		40	40
22. Fruitless and wasteful expenditure			
22.1 Reconciliation of fruitless and wasteful expenditure			
Fruitless and wasteful expenditure - relating to current year	22	9	2
Less: Amounts recoverable	10	(9)	-
Less: Amounts written off		-	(2)
Closing balance		-	-
22.2 Details of current and prior year fruitless and wasteful expenditure - added current year (under determination and investigation)			
Incident	Disciplinary steps taken/criminal proceedings	2019/20 R'000	
Charges to flight ticket amendments	Amount to be recovered from officials	9	
Total		9	

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NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

23. Related party transactions

The Department occupies a building free of charge (Waldorf Building) managed by the Department of Transport and Public Works. Parking space is also provided for government officials at an approved fee that is not market related.

The Department received corporate services from the Corporate Services Centre of the Department of the Premier in the Western Cape Province with effect from 1 November 2010 in respect of the following service areas:

- Information and Communication Technology; Organisational Development; Provincial Training (transversal); Human Resource Management; Enterprise Risk Management; Internal Audit; Provincial Forensic Services; Legal Services and Corporate Communication

The Department makes use of government motor vehicles managed by Government Motor Transport (GMT) based on tariffs approved by the Provincial Treasury.

The Department received Security Advisory Services and Security Operations from the Department of Community Safety in the Western Cape.

All expenditure relating to the MEC: Local Government, Environmental Affairs and Development Planning is carried by the Department of Environmental Affairs and Development Planning.

24. Key management personnel

	No. of Individuals	2019/20 R'000	2018/19 R'000
Officials:			
Level 15 to 16	1	1 724	1 615
Level 14 (incl CFO if at a lower level)	4	5 223	5 074
Total		6 947	6 689

25. Non-adjusting events after reporting date

The Department has assessed the impact of the COVID 19 pandemic that resulted in a Country lockdown.

No further reporting of information in the 2019/20 Annual Financial Statements is deemed material due to COVID 19.

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WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

26. Movable Tangible Capital Assets

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2020

	Opening balance R'000	Value adjustments R'000	Additions R'000	Disposals R'000	Closing balance R'000
MACHINERY AND EQUIPMENT	18 202	-	1 203	24	19 381
Transport assets	-	-	-	-	-
Computer equipment	9 227	-	860	24	10 063
Furniture and office equipment	3 810	-	57	-	3 867
Other machinery and equipment	5 165	-	286	-	5 451
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	18 202	-	1 203	24	19 381

Information on GG Vehicle Finance lease assets for the current and comparative years are disclosed in an annexure to the AFS

Movable Tangible Capital Assets under investigation

	Number	Value R'000
Included in the above total of the movable tangible capital assets per the asset register are assets that are under investigation:		
Machinery and equipment	35	389

13 Assets not presented for verification during the annual asset verification process
22 Assets reported and under investigation

26.1 Additions

ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2020

	Cash R'000	Non-cash R'000	(Capital work- in-progress current costs and finance lease payments) R'000	Received current, not paid (Paid current year, received prior year R'000	Total R'000
MACHINERY AND EQUIPMENT	4 842	-	(3 639)	-	1 203
Transport assets	2 698	-	(2 698)	-	-
Computer equipment	860	-	-	-	860
Furniture and office equipment	57	-	-	-	57
Other machinery and equipment	1 227	-	(941)	-	286
TOTAL ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS	4 842	-	(3 639)	-	1 203

WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

26.2 Disposals

DISPOSALS OF MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2020

	Sold for cash R'000	Non-cash disposal R'000	Total disposals R'000	Cash received Actual R'000
MACHINERY AND EQUIPMENT	-	24	24	-
Computer equipment	-	24	24	-
TOTAL DISPOSAL OF MOVABLE TANGIBLE CAPITAL ASSETS	-	24	24	-

26.3 Movement for 2018/19

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2019

	Opening balance R'000	Prior period error R'000	Additions R'000	Disposals R'000	Closing balance R'000
MACHINERY AND EQUIPMENT	16 761	-	1 527	86	18 202
Computer equipment	8 231	-	1 082	86	9 227
Furniture and office equipment	3 798	-	12	-	3 810
Other machinery and equipment	4 732	-	433	-	5 165
TOTAL MOVABLE TANGIBLE	16 761	-	1 527	86	18 202

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WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

26.4 Minor assets

MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2020

	Specialised military assets R'000	Intangible assets R'000	Heritage assets R'000	Machinery and equipment R'000	Biological assets R'000	Total R'000
Opening balance	-	-	-	5 963	-	5 963
Additions	-	-	-	162	-	162
Disposals	-	-	-	37	-	37
TOTAL MINOR ASSETS	-	-	-	6 088	-	6 088

	Specialised military assets R'000	Intangible assets R'000	Heritage assets R'000	Machinery and equipment R'000	Biological assets R'000	Total R'000
Number of minor assets at cost	-	-	-	5 963	-	5 963
TOTAL NUMBER OF MINOR ASSETS	-	-	-	3 466	-	3 466

Minor Capital Assets under investigation

	Number	Value R'000
Included in the above total of the minor capital assets per the asset register are assets that are under investigation:		
Machinery and equipment	50	90

33 Assets not presented for verification during the annual asset verification process
17 Assets reported and under investigation

MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2019

	Specialised military assets R'000	Intangible assets R'000	Heritage assets R'000	Machinery and equipment R'000	Biological assets R'000	Total R'000
Opening balance	-	-	-	5 837	-	5 837
Additions	-	-	-	126	-	126
TOTAL MINOR ASSETS	-	-	-	5 963	-	5 963

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Number of minor assets at cost	-	-	-	3 386	-	3 386
TOTAL NUMBER OF MINOR ASSETS	-	-	-	3 386	-	3 386

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WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

26.5 Movable assets written off

MOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED 31 MARCH 2020

	Specialised military assets R'000	Intangible assets R'000	Heritage assets R'000	Machinery and equipment R'000	Biological assets R'000	Total R'000
Assets written off	-	-	-	24	-	24
TOTAL MOVABLE ASSETS WRITTEN OFF	-	-	-	24	-	24

MOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED 31 MARCH 2019

	Specialised military assets R'000	Intangible assets R'000	Heritage assets R'000	Machinery and equipment R'000	Biological assets R'000	Total R'000
Assets written off	-	-	-	86	-	86
TOTAL MOVABLE ASSETS WRITTEN OFF	-	-	-	86	-	86

27. Intangible Capital Assets

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2020

	Opening balance R'000	Value adjustments R'000	Additions R'000	Disposals R'000	Closing balance R'000
SOFTWARE	498	-	-	-	498
TOTAL INTANGIBLE CAPITAL ASSETS	498	-	-	-	498

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WESTERN CAPE GOVERNMENT DEPARTMENT OF LOCAL GOVERNMENT - VOTE 14

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2020

28. Statement of Conditional Grants and other transfers to municipalities

NAME OF MUNICIPALITY	2019/20							2018/19	
	GRANT ALLOCATION				TRANSFER				
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds Withheld R'000	Re-allocations by National Treasury or National Department R'000	Division of Revenue Act R'000	Actual Transfer R'000
CDW Operational support grant									
Beaufort West	-	-	408	408	408	-	-	-	-
Bitou	-	-	38	38	38	-	-	-	-
Breede Valley	-	-	186	186	186	-	-	-	-
Cape Agulhas	-	-	112	112	112	-	-	-	-
Cape Winelands District	-	-	148	148	148	-	-	-	-
Cederberg	-	-	334	334	334	-	-	-	-
City of Cape Town	-	-	2 034	2 034	2 034	-	-	-	-
Drakenstein	-	-	222	222	222	-	-	-	-
George	-	-	186	186	186	-	-	-	-
Hessequa	-	-	57	57	57	-	-	-	-
Kannaland	-	-	222	222	222	-	-	-	-
Knysna	-	-	112	112	112	-	-	-	-
Laingsburg	-	-	186	186	186	-	-	-	-
Langeberg	-	-	57	57	57	-	-	-	-
Matzikama	-	-	222	222	222	-	-	-	-
Mossel Bay	-	-	112	112	112	-	-	-	-
Oudtshoorn	-	-	112	112	112	-	-	-	-
Overberg District	-	-	112	112	112	-	-	-	-
Overstrand	-	-	148	148	148	-	-	-	-
Prince Albert	-	-	148	148	148	-	-	-	-
Saldanha Bay	-	-	148	148	148	-	-	-	-
Stellenbosch	-	-	112	112	112	-	-	-	-
Swartland	-	-	74	74	74	-	-	-	-
Theewaterskloof	-	-	260	260	260	-	-	-	-
West Coast	-	-	74	74	74	-	-	-	-
Witzenberg	-	-	296	296	296	-	-	-	-
Thusong Operational Support Grant									
Bitou	-	-	-	-	-	-	-	100	100
Breede Valley	220	-	-	220	220	-	-	100	100
Cederberg	200	-	-	200	200	-	-	110	110

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NAME OF MUNICIPALITY	2019/20							2018/19	
	GRANT ALLOCATION				TRANSFER				
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds Withheld R'000	Re-allocations by National Treasury or National Department R'000	Division of Revenue Act R'000	Actual Transfer R'000
George	200	-	-	200	200	-	-	200	200
Kannaland	-	-	-	-	-	-	-	110	110
Matzikama	120	-	-	120	120	-	-	-	-
Mossel Bay	106	-	-	106	106	-	-	-	-
Overstrand	100	-	-	100	100	-	-	100	100
Prince Albert	100	-	-	100	100	-	-	110	110
Swartland	-	-	-	-	-	-	-	106	106
Swellendam	-	-	-	-	-	-	-	110	110
Municipal Electrical Master Plan Grant									
Knysna	490	-	-	490	490	-	-	-	-
Oudtshoorn	-	-	-	-	-	-	-	617	617
Saldanha	-	-	-	-	-	-	-	800	800
Swellendam	1 000	-	-	1 000	1 000	-	-	-	-
Municipal Service Delivery and Capacity Building Grant									
Beaufort West	-	-	-	-	-	-	-	250	250
Bitou	-	-	80	80	80	-	-	72	72
Breede Valley	-	-	80	80	80	-	-	822	822
Cape Agulhas	-	-	-	-	-	-	-	750	750
Cape Winelands District	-	-	160	160	160	-	-	472	472
Cederberg	-	-	345	345	345	-	-	72	72
Central Karoo District	-	-	80	80	80	-	-	72	72
Drakenstein	-	-	2 038	2 038	2 038	-	-	72	72
Garden Route District	-	-	80	80	80	-	-	-	-
George	-	-	80	80	80	-	-	322	322
Hessequa	-	-	-	-	-	-	-	788	788
Kannaland	-	-	494	494	494	-	-	1 300	1 300
Laingsburg	-	-	-	-	-	-	-	202	202
Matzikama	-	-	200	200	200	-	-	-	-
Mossel Bay	-	-	-	-	-	-	-	272	272
Oudtshoorn	-	-	200	200	200	-	-	972	972
Overberg District	-	-	80	80	80	-	-	1 772	1 772
Overstrand	-	-	-	-	-	-	-	272	272

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NAME OF MUNICIPALITY	2019/20							2018/19	
	GRANT ALLOCATION				TRANSFER				
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds Withheld R'000	Re-allocations by National Treasury or National Department R'000	Division of Revenue Act R'000	Actual Transfer R'000
Prince Albert	-	-	180	180	180	-	-	171	171
Saldanha Bay	-	-	-	-	-	-	-	-	-
Stellenbosch	-	-	80	80	80	-	-	72	72
Swartland	-	-	-	-	-	-	-	72	72
Swellendam	-	-	-	-	-	-	-	822	822
Theewaterskloof	-	-	2 233	2 233	2 233	-	-	570	570
West Coast District	-	-	693	693	693	-	-	522	522
Unallocated	14 435	-	(14 435)	-	-	-	-	-	-
Western Cape Municipal Interventions Grant									
Kannaland	-	-	4 161	4 161	4 161	-	-	-	-
Fire Service Capacity Building Grant									
Bergriver	830	-	-	830	830	-	-	-	-
Cape Winelands District	1 046	-	-	1 046	1 046	-	-	-	-
Drakenstein	-	-	-	-	-	-	-	1 483	1 483
Garden Route District	-	-	-	-	-	-	-	1 483	1 483
Hessequa	830	-	-	830	830	-	-	-	-
Kannaland	830	-	-	830	830	-	-	-	-
Langeberg	-	-	-	-	-	-	-	-	-
Mossel Bay	1 000	-	-	1 000	1 000	-	-	-	-
Oudtshoorn	830	-	-	830	830	-	-	-	-
Overberg District	-	-	-	-	-	-	-	1 483	1 483
Prince Albert	830	-	-	830	830	-	-	-	-
Stellenbosch	-	-	-	-	-	-	-	3 003	3 003
West Coast District	-	-	-	-	-	-	-	1 483	1 483
Witzenberg	830	-	-	830	830	-	-	-	-
Disaster Management Grant									
Central Karoo District	-	-	-	-	-	-	-	-	-
City of Cape Town	-	-	-	-	-	-	-	5 000	5 000
Garden Route District	-	-	-	-	-	-	-	10 000	10 000
Knysna	-	-	-	-	-	-	-	5 000	5 000
Overstrand	5 000	-	-	5 000	5 000	-	-	-	-

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NAME OF MUNICIPALITY	2019/20							2018/19	
	GRANT ALLOCATION				TRANSFER				
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds Withheld R'000	Re-allocations by National Treasury or National Department R'000	Division of Revenue Act R'000	Actual Transfer R'000
Municipal Drought Relief Grant									
Beaufort West	2 500	-	7 000	9 500	9 500	-	-	1 750	1 698
Cape Agulhas	-	-	500	500	500	-	-	-	-
Cederberg	-	-	3 500	3 500	3 500	-	-	-	-
Drakenstein	-	-	-	-	-	-	-	-	-
Hessequa	-	-	-	-	-	-	-	-	-
Kannaland	3 300	-	1 000	4 300	4 300	-	-	-	-
Laingsburg	3 500	-	2 600	6 100	6 100	-	-	-	-
Langeberg	-	-	-	-	-	-	-	-	-
Matzikama	-	-	2 800	2 800	2 800	-	-	-	-
Mossel Bay	-	-	3 400	3 400	3 400	-	-	-	-
Prince Albert	2 565	-	5 885	8 450	8 450	-	-	-	-
Theewaterskloof	-	-	500	500	500	-	-	-	-
Unallocated	25 000	-	(25 000)	-	-	-	-	-	-
Fire and Drought Relief Grant									
Beaufort West	-	-	-	-	-	-	-	1 913	1 913
Cederberg	-	-	-	-	-	-	-	680	680
Kannaland	-	-	-	-	-	-	-	3 245	3 245
Laingsburg	-	-	-	-	-	-	-	1 500	1 500
	65 862	-	5 134	70 996	70 996	-	-	51 197	51 145

29. BROAD BASED BLACK ECONOMIC EMPOWERMENT PERFORMANCE

Information on compliance with the B-BBEE Act is included in page 92 under the section titled B-BBEE Compliance Performance Information.

WESTERN CAPE GOVERNMENT
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ANNEXURE 1A**STATEMENT OF CONDITIONAL GRANTS AND OTHER TRANSFERS PAID TO MUNICIPALITIES**

NAME OF MUNICIPALITY	GRANT ALLOCATION			TRANSFER			SPENT				2018/19			
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds Withheld R'000	Re-allo-cations by National Treasury or National Department R'000	Amount received by Municipality R'000	Amount spent by municipality R'000	Unspent funds R'000	% of available funds spent by municipality R'000	Division of Revenue Act R'000	Actual Transfer R'000	
CDW Operational support grant														
Beaufort West	-	-	408	408	408	-	-	408	138	270	33.8%	-	-	
Bitou	-	-	38	38	38	-	-	38	3	35	7.9%	-	-	
Breede Valley	-	-	186	186	186	-	-	186	186	-	100.0%	-	-	
Cape Agulhas	-	-	112	112	112	-	-	112	52	60	46.4%	-	-	
Cape Winelands District	-	-	148	148	148	-	-	148	41	107	27.7%	-	-	
Cederberg	-	-	334	334	334	-	-	334	329	5	98.5%	-	-	
City of Cape Town	-	-	2 034	2 034	2 034	-	-	2 034	-	2 034	0.0%	-	-	
Drakenstein	-	-	222	222	222	-	-	222	18	204	8.1%	-	-	
George	-	-	186	186	186	-	-	186	38	148	20.4%	-	-	
Hessequa	-	-	57	57	57	-	-	57	21	36	36.8%	-	-	
Kannaland	-	-	222	222	222	-	-	222	-	222	0.0%	-	-	
Knysna	-	-	112	112	112	-	-	112	76	36	67.9%	-	-	
Laingsburg	-	-	186	186	186	-	-	186	75	111	40.3%	-	-	
Langeberg	-	-	57	57	57	-	-	57	57	-	100.0%	-	-	
Matzikama	-	-	222	222	222	-	-	222	-	222	0.0%	-	-	
Mossel Bay	-	-	112	112	112	-	-	112	-	112	0.0%	-	-	
Oudtshoorn	-	-	112	112	112	-	-	112	16	96	14.3%	-	-	
Overberg District	-	-	112	112	112	-	-	112	-	112	0.0%	-	-	

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NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER			SPENT				2018/19	
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds Withheld R'000	Re-allocations by National Treasury or National Department R'000	Amount received by Municipality R'000	Amount spent by municipality R'000	Unspent funds R'000	% of available funds spent by municipality R'000	Division of Revenue Act R'000	Actual Transfer R'000
Overstrand	-	-	148	148	148	-	-	148	36	112	24.3%	-	-
Prince Albert	-	-	148	148	148	-	-	148	59	89	39.9%	-	-
Saldanha Bay	-	-	148	148	148	-	-	148	71	77	48.0%	-	-
Stellenbosch	-	-	112	112	112	-	-	112	74	38	66.1%	-	-
Swartland	-	-	74	74	74	-	-	74	19	55	25.7%	-	-
Theewaterskloof	-	-	260	260	260	-	-	260	126	134	48.5%	-	-
West Coast	-	-	74	74	74	-	-	74	43	31	58.1%	-	-
Witzenberg	-	-	296	296	296	-	-	296	-	296	0.0%	-	-
Thusong Operational Support Grant													
Bitou	-	-	-	-	-	-	-	-	-	-	-	100	100
Breede Valley	220	-	-	220	220	-	-	220	137	83	62.3%	100	100
Cederberg	200	-	-	200	200	-	-	200	180	20	90.0%	110	110
Matzikama	120	-	-	120	120	-	-	120	63	57	52.5%	-	-
Mossel Bay	106	-	-	106	106	-	-	106	21	85	19.8%	-	-
Overstrand	100	-	-	100	100	-	-	100	55	45	55.0%	100	100
Prince Albert	100	-	-	100	100	-	-	100	79	21	79.0%	110	110
Swartland	-	-	-	-	-	-	-	-	-	-	-	106	106
Swellendam	-	-	-	-	-	-	-	-	-	-	-	110	110
Municipal Electrical Master Plan Grant													
Knysna	490	-	-	490	490	-	-	490	-	490	0.0%	-	-
Oudtshoorn	-	-	-	-	-	-	-	-	-	-	-	617	617

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NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER			SPENT				2018/19		
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds Withheld R'000	Re-allo-cations by National Treasury or National Department R'000	Amount received by Municipality R'000	Amount spent by municipality R'000	Unspent funds R'000	% of avail-ablefunds spent by municipality R'000	Division of Reve-nue Act R'000	Actual Transfer R'000	
Saldanha	-	-	-	-	-	-	-	-	-	-	-	800	800	
Swellendam	1 000	-	-	1 000	1 000	-	-	1 000	207	793	20.7%	-	-	
Municipal Service Delivery and Capacity Building Grant														
Beaufort West	-	-	-	-	-	-	-	-	-	-	-	250	250	
Bitou	-	-	80	80	80	-	-	80	-	80	0.0%	72	72	
Breede Valley	-	-	80	80	80	-	-	80	20	60	25.0%	822	822	
Cape Agulhas	-	-	-	-	-	-	-	-	-	-	-	750	750	
Cape Winelands District	-	-	160	160	160	-	-	160	-	160	0.0%	472	472	
Cederberg	-	-	345	345	345	-	-	345	-	345	0.0%	72	72	
Central Karoo District	-	-	80	80	80	-	-	80	-	80	0.0%	72	72	
Drakenstein	-	-	2 038	2 038	2 038	-	-	2 038	161	1 877	7.9%	72	72	
Garden Route District	-	-	80	80	80	-	-	80	-	80	0.0%	-	-	
George	-	-	80	80	80	-	-	80	-	80	0.0%	322	322	
Hessequa	-	-	-	-	-	-	-	-	-	-	-	788	788	
Kannaland	-	-	494	494	494	-	-	494	494	-	100.0%	1 300	1 300	
Laingsburg	-	-	-	-	-	-	-	-	-	-	-	202	202	
Matzikama	-	-	200	200	200	-	-	200	-	200	0.0%	-	-	
Mossel Bay	-	-	-	-	-	-	-	-	-	-	-	272	272	
Oudtshoorn	-	-	200	200	200	-	-	200	-	200	0.0%	972	972	
Overberg District	-	-	80	80	80	-	-	80	-	80	0.0%	1 772	1 772	
Overstrand	-	-	-	-	-	-	-	-	-	-	-	272	272	

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NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER			SPENT				2018/19	
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds Withheld R'000	Re-allocation by National Treasury or National Department R'000	Amount received by Municipality R'000	Amount spent by Municipality R'000	Unspent funds R'000	% of available funds spent by Municipality R'000	Division of Revenue Act R'000	Actual Transfer R'000
Prince Albert	-	-	180	180	180	-	-	180	100	80	55.6%	171	171
Saldanha Bay	-	-	-	-	-	-	-	-	-	-	-	-	-
Stellenbosch	-	-	80	80	80	-	-	80	-	80	0.0%	72	72
Swartland	-	-	-	-	-	-	-	-	-	-	-	72	72
Swellendam	-	-	-	-	-	-	-	-	-	-	-	822	822
Theewaterskloof	-	-	2 233	2 233	2 233	-	-	2 233	-	2 233	0.0%	570	570
West Coast District	-	-	693	693	693	-	-	693	533	160	76.9%	522	522
Unallocated	14 435	-	(14 435)	-	-	-	-	-	-	-	-	-	-
Western Cape Municipal Interventions Grant													
Kannaland	-	-	4 161	4 161	4 161	-	-	4 161	673	3 488	16.2%	-	-
Fire Service Capacity Building Grant													
Bergriver	830	-	-	830	830	-	-	830	830	-	100.0%	-	-
Cape Winelands District	1 046	-	-	1 046	1 046	-	-	1 046	-	1 046	0.0%	-	-
Drakenstein	-	-	-	-	-	-	-	-	-	-	-	1 483	1 483
Garden Route District	-	-	-	-	-	-	-	-	-	-	-	1 483	1 483
Hessequa	830	-	-	830	830	-	-	830	830	-	100.0%	-	-
Kannaland	830	-	-	830	830	-	-	830	830	-	100.0%	-	-
Langeberg	-	-	-	-	-	-	-	-	-	-	-	-	-
Mossel Bay	1 000	-	-	1 000	1 000	-	-	1 000	1 000	-	100.0%	-	-
Oudtshoorn	830	-	-	830	830	-	-	830	830	-	100.0%	-	-
Overberg District	-	-	-	-	-	-	-	-	-	-	-	1 483	1 483

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FINANCIAL INFORMATION

NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER			SPENT				2018/19	
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds Withheld R'000	Re-allocation by National Treasury or National Department R'000	Amount received by Municipality R'000	Amount spent by Municipality R'000	Unspent funds R'000	% of available funds spent by Municipality R'000	Division of Revenue Act R'000	Actual Transfer R'000
Prince Albert	830	-	-	830	830	-	-	830	830	-	100.0%	-	-
Stellenbosch	-	-	-	-	-	-	-	-	-	-	-	3 003	3 003
West Coast District	-	-	-	-	-	-	-	-	-	-	-	1 483	1 483
Witzenberg	830	-	-	830	830	-	-	830	-	830	0.0%	-	-
Disaster Management Grant													
Central Karoo District	-	-	-	-	-	-	-	-	-	-	-	-	-
City of Cape Town	-	-	-	-	-	-	-	-	-	-	-	5 000	5 000
Garden Route District	-	-	-	-	-	-	-	-	-	-	-	10 000	10 000
Knysna	-	-	-	-	-	-	-	-	-	-	-	5 000	5 000
Overstrand	5 000	-	-	5 000	5 000	-	-	5 000	5 000	-	100.0%	-	-
Municipal Drought Relief Grant													
Beaufort West	2 500	-	7 000	9 500	9 500	-	-	9 500	2 303	7 197	24.2%	1 750	1 698
Cape Agulhas	-	-	500	500	500	-	-	500	-	500	0.0%	-	-
Cederberg	-	-	3 500	3 500	3 500	-	-	3 500	2 836	664	81.0%	-	-
Drakenstein	-	-	-	-	-	-	-	-	-	-	-	-	-
Hessequa	-	-	-	-	-	-	-	-	-	-	-	-	-
Kannaland	3 300	-	1 000	4 300	4 300	-	-	4 300	697	3 603	16.2%	-	-
Laingsburg	3 500	-	2 600	6 100	6 100	-	-	6 100	1 071	5 029	17.6%	-	-
Langeberg	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
Prince Albert	2 565	-	5 885	8 450	8 450	-	-	8 450	4 409	4 041	52.2%	-	-
Theewaterskloof	-	-	500	500	500	-	-	500	-	500	0.0%	-	-

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NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER			SPENT				2018/19	
	DoRA and other transfers R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds Withheld R'000	Re-allocations by National Treasury or National Department R'000	Amount received by Municipality R'000	Amount spent by municipality R'000	Unspent funds R'000	% of available funds spent by municipality R'000	Division of Revenue Act R'000	Actual Transfer R'000
Unallocated	25 000	-	(25 000)	-	-	-	-	-	-	-	0.0%	-	-
Fire and Drought Relief Grant													
Beaufort West	-	-	-	-	-	-	-	-	-	-	-	1 913	1 913
Cederberg	-	-	-	-	-	-	-	-	-	-	-	680	680
Kannaland	-	-	-	-	-	-	-	-	-	-	-	3 245	3 245
Laingsburg	-	-	-	-	-	-	-	-	-	-	-	1 500	1 500
Total	65 862	-	5 134	70 996	70 996	-	-	70 996	28 302	42 694	0.0%	51 197	51 145

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ANNEXURE 1B**STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS**

DEPARTMENT/AGENCY/ ACCOUNT	TRANSFER ALLOCATION			TRANSFER		2018/19 Final Appropriation R'000
	Adjusted appropriation R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds transferre %
NSRI (National Sea Rescue Institute)	400	-	-	400	400	100%
SABC	3	-	-	3	3	100%
Total	403	-	-	403	403	403

ANNEXURE 1C**STATEMENT OF TRANSFERS TO NON-PROFIT INSTITUTIONS**

DEPARTMENT/AGENCY/ ACCOUNT	TRANSFER ALLOCATION			TRANSFER		2018/19 Final Appropriation R'000
	Adjusted appropriation R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds transferre %
Transfers						
Lifesaving WC	400	-	-	400	400	100%
Total	400	-	-	400	400	400

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ANNEXURE 1D**STATEMENT OF TRANSFERS TO HOUSEHOLDS**

HOUSEHOLDS	TRANSFER ALLOCATION			TRANSFER		2018/19 Final Appropriation R'000
	Adjusted appropriation R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds transferre %
Transfers						
Leave gratuities	228	-	131	359	359	100%
Injury on duty	1	-	2	3	3	100%
Total	229	-	133	362	362	-
						265

ANNEXURE 1E**STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED**

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2019/20 R'000	2018/19 R'000
Received in kind			
Coke - Peninsula Beverages	Beverages for Disaster Management Centre	17	-
TOTAL		17	-

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ANNEXURE 2**INTER-GOVERNMENT PAYABLES**

GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		Total		Cash in transit at year end 2019/20*	
	31/03/2020 R'000	31/03/2019 R'000	31/03/2020 R'000	31/03/2019 R'000	31/03/2020 R'000	31/03/2019 R'000	Payment date up to six (6) working days before year end	Amount R'000
DEPARTMENTS								
Current								
Justice and Constitutional Development	-	1	-	-	-	1	-	-
Department of the Premier	8	-	-	-	8	-	-	-
Total Departments	8	1	-	-	8	1		-
OTHER GOVERNMENT ENTITY								
Current								
WC: Government Motor Transport	5	30	-	7	5	37	-	-
Total Other Government Entities	5	30	-	7	5	37		-
TOTAL INTERGOVERNMENTAL PAYABLES	13	31	-	7	13	38		-

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ANNEXURE 3**TRANSPORT ASSETS AS PER FINANCE LEASE REGISTER YEAR ENDED 31 MARCH 2020****Movable Tangible Capital Assets**

	Opening balance R'000	Current year adjustments to prior year balances R'000	Additions R'000	Disposals R'000	Closing balance R'000
Government Motor vehicles	7 091		810	(633)	7 268

Transport assets as per finance lease register year ended 31 March 2019:

	Opening balance R'000	Current year adjustments to prior year balances R'000	Additions R'000	Disposals R'000	Closing balance R'000
Government Motor vehicles	6 713		1,209	(831)	7 091

As at 31 March 2020 the department used 36 (March 2019:37) motor vehicles which were under a financing arrangement unique to the Western Cape and this annexure enhance the minimum requirement in terms of the Modified Cash Standard.

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal blue lines across its entire surface. The paper is otherwise completely empty, with no margins, text, or other markings.

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